



TEA BOARD INDIA  
(Under Ministry of Commerce & Industry, Deptt. of Commerce, Govt. of India)  
14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

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File No. 3(4)/Sectt/2016/

Dated: 26.10.2016

To

ALL MEMBERS OF THE BOARD& SPECIAL INVITEES (as per list attached)

Sub: 230<sup>th</sup> Meeting of the Board and its various Standing Committees to be held  
At Kolkata, West Bengal Monday , 14<sup>th</sup> November, 2016 from 10:30 AM onwards-reg.

Sir/Madam,

I am directed to state that the 230<sup>th</sup> meeting of the Board, i.e. the fourth meeting of the newly constituted Board, will be held at Kolkata, West Bengal on Monday, 14<sup>th</sup> November, 2016 from 10:30 AM onwards.

You are requested to kindly make it convenient to attend the aforesaid meeting on 14.11.2016 (Monday) at Kolkata, West Bengal. Members are also requested to intimate their travel plans to the undersigned (Tel: No. 033-2221-5718, Fax No.033- 2221-5715 & Mobile No. 09830007808, e-mail: [secytboard@gmail.com](mailto:secytboard@gmail.com)).

The agenda items would be circulated shortly.

Yours faithfully,

  
(Priyanka Basu Ingty)  
Secretary

Encl: As stated

*चायपियोमस्तजियो ! Chai piyo mast jiyo !*

Copy forwarded to:

1.	To all the Board Members& Special Invitees	Annexure
2.	The Secretary to the Govt. of India Ministry of Commerce & Industry Deptt. Of Commerce, UdyogBhawan, New Delhi-110107	For kind information please
3.	The Additional Secretary to the Govt. of India Ministry of Commerce & Industry Deptt. Of Commerce, UdyogBhawan, New Delhi-110107	With the request to depute representative of MoC, DoC for the meeting as Invitee of the Board
4.	The Additional Secretary & Financial Advisor to the Govt. of India, Ministry of Commerce & Industry Deptt. Of Commerce, UdyogBhawan, New Delhi-110107	For kind information please
5.	The Director (Plantation) to the Govt. of India Ministry of Commerce & Industry Deptt. Of Commerce, UdyogBhawan, New Delhi-110107	For kind information please
6.	The Executive Director, Tea Board, Coonoor, Tamilnadu	With the request to inform South India based members and make necessary arrangements for accommodation of the Board Members and transport as the case may be.
7.	The Executive Director, Tea Board, Guwahati, Assam	With the request to inform North East based members and make necessary arrangements for accommodation of the Board Members and transport as the case may be.
8.	The Dy. Director of Tea Development, Tea Board Siliguri	With the request to inform North Bengal based members and provide transport as the case may be.
9.	The SO (NWI), Tea Board, New Delhi	With the request to inform Hon'ble MPs (Board Members).
10.	The DDTD,SGDD, Tea Board, Dibrugarh, Assam	For information please.
11.	All Officers of the Board in H.O/Regional/Sub-Regional Offices and Director of Tea Promotion Abroad	For information please.
12.	Secretary to the Chairman	For information please.
13.	Exe. Assistants to Dy. Chairman/Secretary/FA&CAO	For information please.
14.	Estate Officer	For information and necessary action please.
15.	System Analyst/Programmer	With the request to upload in the Board's Website.
16.	Guard File of the Secretariat Branch	

Sd/-  
Secretary, Tea Board