



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani

Kolkata - 700001

Ref: Law/24/2012/ 875

Dated: 07.07.2014

Circular

09

In order to facilitate smooth and speedy disposal of applications and appeals under the RTI Act, 2005 the Competent Authority of the Board has issued a notification dated 25.06.2014 designating Central Public Information Officer (CPIO) and respective Appellate Authority (copy enclosed). In view of this notification the following instructions are issued to all the Heads of zonal, regional and sub-regional offices of the Board for strict compliance.

1. Henceforth all RTI applications shall be dealt only by the three CPIOs as specified in the notification dated 23.6.2014.
2. Except the three CPIOs if any application is received by any office of the Board the same shall be forwarded to the concerned CPIO with a copy to the applicant.
3. The CPIO at the Head Office shall upload the data in the website of the CIC in each quarter. For this, the other two CPIOs i.e. DDTD, Coonoor & ADTD, Jorhat shall send the following data:
  - a. Total applications received in the preceding month;
  - b. Total applications received as transferred from other Public Authorities;
  - c. Number of cases transferred to other Public Authorities;
  - d. Number of applications wherein the requests were accepted;
  - e. Number of applications wherein the requests were rejected;
  - f. Total registration fee collected in the preceding month;
  - g. Total additional fee collected in the preceding month;
4. In the Head Office, each Department Head shall ensure disposal of relevant file relating to RTI marked to such department within five working days without fail. If on leave/tour, the Department Head should ensure timely release of the file relating to RTI by his/her subordinate officers.

(A.Rajan)

Secretary (I/C)

Enclosed: As stated

Distribution:-

1. All Heads of the Departments at H.O./Regional Offices , Zonal Offices/Sub-Regional Offices (Excepting Chairman/D.C/Secretary).
2. PA.s to Chairman/Dy. Chairman/Secretary.
3. Secretariat Branch.
4. System Analyst ..... with a request for up' loading on the website of the Board.



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani

Kolkata - 700001

Ref: Law/24/2012

Dated: 25.06.2014

**Notification**

This is to inform that the Section 19(1) of the Right to Information Act, 2005 provides that any citizen/person who does not receive any decision within the time specified in Sub-section (1) or Clause (a) of sub-section 3 of Section 7 or is aggrieved by a decision of the Public Information Officer, may within 30 days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Public Information Officer in each Public Authority.

In order to facilitate the citizens to prefer an appeal against the orders of the Public Information Officers, under Section 19(1) of the Right to Information Act, the Officers listed in Column 3 of the table given below are designated as Appellate Authorities in respect of the CPIOs shown in Column 2 of the table.

Sl. No.	List of Central Public Information Officers	Names and addresses of Appellate Authorities
I	2	3
I	The Deputy Director Tea Development, Tea Board, Coonoor.	The Executive Director, Tea Board, Coonoor, Tea Board, "Shelwood", Club Road, Coonoor, Nilgiri, Tamil Nadu - 643 101 Fax No. 0423 - 2232332, TEL: 0423-2231638 / 2230316 Email - rambalavanan.tbi@nic.in
II	The Assistant Director Tea Development, Tea Board, Jorhat,	The Executive Director, Tea Board, Jorhat Tea Board's Regional Office, T.R.A Campus, Cinnamara, Jorhat - 785 001, TEL: 0376-2360066, Fax: 0376-2360068 Email Id-cipankarm.tbi@nic.in.
III	The Law Officer, Tea Board, Kolkata,	The Deputy Chairman, Tea Board, Kolkata Tea Board, 14, B.T.M. Sarani, Kolkata - 700 001 Fax No- 033 -2221 5715 Tel No- 033 -2235 1411 Email - dcteaboard@gmail.com

(Sidharth)

The Chairman, Tea Board



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14, Biplabi Trailokya Maharaj Sarani  
Kolkata - 700001

Dated:25.06.2014

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Notification

This is to inform that the Section 5(1) of the Right to Information Act 2005 provides for designation of Central Public Information Officers who shall provide information to persons requesting for the information under the Act.

In order to facilitate the citizens to file applications the following officers listed in Column 2 are designated as CPIOs for disposing applications concerning to or falling under the jurisdiction as listed in Column 3

Sl. No.	List of Central Public Information Officers	Jurisdiction
1	2	3
I	The Deputy Director Tea Development, Tea Board, Coonoor, "Shelwood", Club Road, Coonoor, Nilgiri, Tamil Nadu - 643 10, Fax No. 0423 - 2232332, TEL: 0423-2231638 / 2230316 Email - teaboardcoonoor@rediffmail.com	All information pertaining to activities related to Tea Board's Offices situated in the states of Andhra Pradesh, Tamil Nadu and Kerala.
II	The Assistant Director Tea Development, Tea Board, T.R.A Campus, Cinnamara, Jorhat - 785 001, TEL: 0376-2360066 ,Fax: 0376-2360068 Email- teaboardjorhat@gmail.com	All information pertaining to activities related to Tea Board's Offices situated in the North Eastern States of India.
III	The Law Officer, Tea Board, Kolkata Tea Board, 14.B.T.M. Sarani, Kolkata - 1, Tel - 033 2237 1161, Fax- 033-2221 5715, Email - pramoda_kumardash@yahoo.com	All information pertaining to activities related to Tea Board's Offices situated in rest of India including the Head Office at Kolkata.

Applications under Right to Information Act received by any of the regional & sub-regional offices of the Board may be sent immediately to the respective Public Information officers with intimation to the applicant.

(Sidharth)

The Chairman, Tea Board