



**Tea Board of India
14 B.T.M. Sarani
Kolkata 700001**

Ref. no. 20/30/2016/PROM

Dated: 20/06/2015

NOTICE

The Government of India has decided to celebrate International Day of Yoga every year on 21st June by inviting Departments/Universities/Institutions/Corporate Bodies to join in the celebrations.

Accordingly, on International Day of Yoga 2016 (21st June, 2016, Tuesday), a Yoga session of 30 minutes duration will be organised at the 8th Floor and Recreation Club on the 2nd Floor of Tea Board.

The schedule for the Yoga session is attached at Annexure-I.

Accordingly, all officers and staff of the Head Office are hereby directed to attend the Yoga session as per the schedule attached at Annexure-I.

It is advised that all employees are suitably attired during the session on 21st June 2016.

Employees may also bring their own Yoga mats (optional) for the session.

It is further advised that all employees exercise due discretion while attending the Yoga session. Employees suffering from serious ailments are advised not to attend the session. You may participate after seeking advice from your family physician regarding the same.

(Priyanka Basu Ingty)

Secretary

Circulation:

- (1) All Officers of the Head Office
- (2) All Staff of the Head Officer
- (3) Deputy Chairman and FA&CAO (for information please)
- (4) P.A.s to Chairman, Deputy Chairman, Secretary (for information)
- (5) System Analyst – with the request to upload on the website
- (6) Secretariat Branch
- (7) Guard File
- (8) Establishment Branch (with spare copies)
- (9) Security Officer – with the request to keep both the rooms ready at the stipulated time

Annexure-I

Total Strength: 211 as on 09.06.2016

Officers: 26

Staff: 185

Time slot for YOGA session to be held on 21.06.2016 at 8th floor for all OFFICERS and Ladies Staff

Time slots	Participating Employees	Total Nos. of participating Employees	No. of Employees attended	Remarks
10.30 AM to 11 AM	All Officers	25		
11.15 AM to 11.45 AM	All Ladies Staff from 5 th , 7 th , 9 th & 10 th floors	19		
12.00 PM to 12.30 PM	All Ladies Staff from 2 nd , 3 rd , 4 th & 6 th floors	17		

Time slot for YOGA class to be held on 21.06.2016 at Recreation Club at 2nd floor for all Gents Staff

Time slots	Participating staff from floor Nos.	Total Nos. of participating staff	Nos. of staff attended	Remarks
10.30 AM to 11 AM	6 th & 5 th	29		
11.15 AM to 11.45 AM	7 th	29		
12 Noon to 12.30 PM	8 th , 4 th & 1 st	26		
12.45 PM to 1.15 PM	9 th , 2 nd & 3 rd	37		
2.00 PM to 2.30 PM	10 th & Ground	28		