



टी बोर्ड भारत TEA BOARD INDIA
14, बी. टी. एम. सारणी (ब्रेबोर्न रोड), कोलकाता 700001
14, B. T. M. SARANI (Brabourne Road), Kolkata 700 001
वाणिज्य एवं उद्योग मंत्रालय के अंतर्गत, वाणिज्य विभाग, भारत सरकार
Under Ministry of Commerce & Industry, Department of Commerce, Government of India
www.teaboard.gov.in

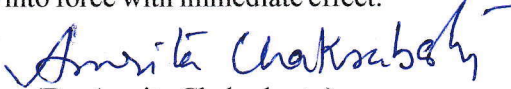
Dated : 18.03.2026

OFFICE ORDER NO. 13/2026

In order to ensure transparency, accountability and integrity in all official dealings, as directed by the Competent Authority, the following guidelines are hereby issued for strict compliance:-

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| 1. | Upon receipt of complaints, allegations for corruption against any officials of the Board, a preliminary inquiry shall be conducted to verify the authenticity of the complaints/ allegations by the respective Departmental Head/Controlling Officer(s), as the case may be in respect of Board's Head Office/Zonal/Regional/Sub-Regional Offices. |
| 2. | The inquiry shall be completed within a stipulated timeframe preferably within 30 days from receipt of the complaints and the preliminary inquiry report shall be submitted before the Competent Authority for taking further course of action. |
| 3. | Based on the decision taken by the Competent Authority, Vigilance Officer shall compile the report or take further necessary steps from Vigilance Point of View. Final report shall be submitted before the Competent Authority for further direction. |
| 4. | The Vigilance Officer shall monitor all other routine vigilance matters being done at present. |

This issues with the approval of Deputy Chairperson and comes into force with immediate effect.


(Dr. Amrita Chakraborty)
Secretary (I/C)

Distribution :-

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| 1. | Executive Director, Coonoor & Guwahati | For kind perusal and necessary action please. |
| 2. | DDTD, Siliguri/SO(NWI)/ FAO, Palampur | |
| 3. | All HoD in Head Office (except Dy. Chairman) | |
| 4. | Chief Vigilance Officer | For kind information please. |
| 5. | Vigilance Officer | For perusal and necessary action please. |
| 6. | PA to Dy. Chairperson/Secretary | |
| 7. | IT Cell | With the request to upload in the Board's website. |
| 8. | Estt Branch | With spare copies. |

E. File No. SECY.-PEROSELF/4/2026-O/o Secretary