TEA BOARD OF INDIA
14, B.T.M SARANI (BRABOURNE ROAD), KOLKATA 700 001
Website: **www.teaboard.gov.in** **Tel: 033-2235-1331**

Dated: 31st October, 2019

Office Memorandum No. 115/2019

In terms of Circular No. H-11011/01/2019-Parl dated 25th October, 2019 of Ministry of Home Affairs and Circular No. RS.1/4/2019-L.O. dated 28th October, 2019 of Rajya Sabha Secretariat, Parliament of India, New Delhi, the 2nd Session of the 17th Lok Sabha and 250th Session of the Rajya Sabha will commence on Monday, the 18th November, 2019, subject to exigencies of Government Business, the Session is likely to conclude on Friday, the 13th December, 2019. The undersigned is, therefore, directed to state that the office of the Tea Board will remain open on Saturdays and Holidays till the Session is over.

The Officers/Officials concerned from Secretariat, Development Directorate, Promotion Directorate, Research Directorate, Statistics Department & Licensing Branch of Tea Board as well as officers/Officials of Zonal/Regional Offices located at Guwahati, Coonoor, Siliguri, SGDD, Dibrugarh and Palampur will remain present along with minimum two subordinate officials in office during the Saturdays and Holidays. The Heads of the different Directorates and Branches and those of the aforesaid Zonal/Regional offices should be reachable by telephone as well as e-mail. No tour may be undertaken or station leave availed of during this period by the Heads of Directorates and Branches and those of the aforesaid Zonal/Regional offices as above without the explicit prior concurrence of the Deputy Chairman.

(Rishikesh Rai)
Secretary

Distribution:

1.	FA&CAO	For necessary action.
2.	ED (Guwahati)	
3.	ED (Coonoor)	
4.	DTD	
5.	Law Officer	
6.	Controller of Licensing	
7.	DTP I/C	
8.	DDTP (ND)	
9.	Assistant Secretary	
10.	Statistician I/C	
11.	DDTD (Siliguri)	
12.	DDTD (Palampur)	
13.	Director (Research)	.
14.	System Analyst	With the request to upload in Board's Website.
15.	Estate Officer	To be displayed in the Board's Notice Board.
16.	Secy. to Dy. Chairman	
17.	Jr. Sectt. Asstt. to FA&CAO	
18.	Guard File	

Ref. File No. 13/SECTT/2017/Parliament General Policy File.

चाय पियो मस्त जियो !