



टीबोर्डभारत Tea Board India

14, बी.टी.एमसरनी (ब्रेबोर्नरोड) कोलकाता 700001

14, B.T.M Sarani (Brabourne Road) Kolkata 700 001

www.teaboard.gov.in

P.O. Box No : 2172 ::::::::::::::: STD Code : 033 ::::::::::::::: Tel.No : 2235-1331

Ref. No. 25(25)/Sectt/2020/

Dated: 21/09/2023

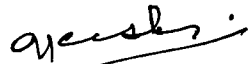
CIRCULAR

Sub: Special campaign 3.0 for Disposal of Pending Matters during the period
October 2, 2023 to October 31, 2023 reg.

In terms of OM F. No. K-28022/7/2022 – FT (Coord.) dated 19/09/2023 issued by Ministry of Commerce and Industry , Department of Commerce regarding cleanliness of Government offices, redundant scrap materials and obsolete items weeding out of old files may be disposed during the campaign period (copy enclosed).

Accordingly all the Board's Zonal/Regional offices and departments/sections of the Board's Head Office are requested to identify old files for weeding out / lying all redundant scrap materials and obsolete items and submit the report alongwith the photographs of activities (pre-event and post-event) on daily basis through Whatsapp / e-mail by 5 PM without fail in the prescribed format as below to the Secretary, Tea Board, Kolkata for onward submission to the Ministry. (email – secytboard@gmail.com contract No. 9903700542)

Sl. No.	Particulars	Action Taken
(a)	Record Management of files	
i	Total No. of files due for review	
ii	Total No of files reviewed	
iii	Total No of files identified for weeding out	
iv	Total No of weeded out	
v	Total No of digitalized	
(b)	Scrap Disposal	
i	Total no. space freed (in sq. ft.)	
ii	Revenue generated after disposal of scrap (in Rs.)	
©	Cleanliness Drive	
i	Total no. of campaign (more and site may be covered under the campaign)	
ii	Photographs of the campaign (before and after the drive)	


(Rishikesh Rai)
Secretary

P. T. O.

Distribution :

1	All HoDs in Board's H. O., Kolkata (excepting Dy. Chairman & Secretary	With the request to please bring the content of the Circular amongst all officials working under them
2	Executive Director , Tea Board, Coonoor and Guwahati	
3	FA & CAO	
4	Director of Tea Development	
5	DDTD, Silguri/ S. O. (NWI), New Delhi / FAO, Palampur	
6	All Regional / Sub-regional Offices of the Board	
7	Secretary to Dy. Chairman / P. A. to FA & CAO & Secretary	
8	Establishment Branch	
9	IT Cell	With the request to upload in Board's website
10	TBEA	
11	Secretariat Branch	

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