



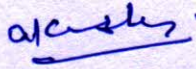
**TEA BOARD**  
14, Biplabi Trailokya Maharaj Sarani  
Kolkata-700001

Dated: 16.10.2020

**OFFICE MEMORANDUM No.83 /2020**

The undersigned is directed to inform that all letters of Ministry/VIP References/Public Grievances must be replied within one (01) to seven (07) days depending upon the reasonable time required.

If additional time is required in some specific case, it must be brought to the notice of Deputy Chairman well in advance.

  
(Dr. Rishikesh Rai)  
Secretary (I/c)

**Distribution :-**

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2	Law Officer, Tea Board, Kolkata	For kind information please.
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4	DDTP, Tea Board, Kolkata	For kind information please.
5	Assistant Secretary (I/c), Tea Board, Kolkata	For kind information please.
6	Statistician (I/c), Tea Board, Kolkata	For kind information please.
7	Project Director, Tea Board Kolkata	For kind information please.
8	<del>System Analyst, Tea Board, Kolkata</del>	<del>For kind information.</del>
9	Secretary to Dy. Chairman & Secretary	For kind information.
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