Tea Board
14, B.T.M. Sarani,
Kolkata – 700 001

No. Law/24/2012/ Dated: 23.07.15

Circular

In order to facilitate smooth and speedy disposal of the applications and appeals under the RTI Act, 2005 the Competent Authority of the Board has issued a notification dated 20.07.2015 designating Central Public Information Officer (CPIO) and respective Appellate Authority (copy enclosed). In view of this notification the following instructions are issued to all the Heads of zonal, regional and sub-regional offices of the Board for strict compliance.

- Henceforth all RTI applications shall be dealt only by the three CPIOs as specified in the notification dated 20.07.2015.
- Except the three CPIOs if any application is received by any office of the Board the same shall be forwarded to the concerned CPIO with a copy to the applicant.
- The CPIO at the Head Office shall upload the data in the website of the CIC in each quarter. For this, the other two PIOs i.e. DDTD, Coonoor & ADTD, Guwahati shall send the following data:
  a. Total applications received in the preceding month;
  b. Total applications received as transferred from other Public Authorities;
  c. Number of cases transferred to other Public Authorities;
  d. Number of applications wherein the requests were accepted;
  e. Number of applications wherein the requests were rejected;
  f. Total registration fee collected in the preceding month;
  g. Total additional fee collected in the preceding month;

- In the Head Office, each Department Head shall ensure disposal of relevant file relating to RTI marked to such department within five working days without fail. If on leave/tour, the Department Head should ensure timely release of the file relating to RTI by his/her subordinate officers.

(A.Rajan)
Statistician & Secretary (I/C)

Enclosed: As stated.
Distribution:

1. All Heads of the Departments at H.O./Regional Offices/Zonal Offices/Sub-Regional Offices (Excepting Chairman/D.C/Seretary)
2. P.A.s to Chairman/Dy. Chairman/Secretary.
3. Secretariat Branch
4. System Analyst.................with a request for uploading on the website of the Board.
Tea Board
14, B.T.M. Sarani,
Kolkata – 700 001

No. Law/24/2012

Dated: 14.12.16

Notification

This is to inform that the Section 19(1) of the Right to Information Act, 2005 provides that any citizen/person who does not receive any decision within the time specified in Sub-section (1) or Clause (a) of sub-section 3 of Section 7 or is aggrieved by a decision of the Public Information Officer, may within 30 days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Public information Officer in each Public Authority.

In order to facilitate the citizens to prefer an appeal against the orders of the Public Information Officers, under section 19(1) of the Right to Information Act, the Officers listed in Column 3 of the table given below are designated as Appellate Authorities in respect of CPIOs shown in Column 2 of the table.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>List of Central Public Information Officers</th>
<th>Names and addresses of Appellate Authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>The Deputy Director Tea Development, Tea Board, Coonoor.</td>
<td>The Executive Director, Tea Board, Coonoor, Tea Board, “Shelwood”, Club Road, Coonoor, Nilgiri, Tamil Nadu – 643 101, Fax No – 0423-2232332, Tel – 0423-2231638/2230316, Email – <a href="mailto:paulrasuteaboard@gmail.com">paulrasuteaboard@gmail.com</a></td>
</tr>
<tr>
<td>II</td>
<td>The Assistant Director of Tea Development, Tea Board, Guwahati.</td>
<td>The Executive Director, Tea Board Regional Office, Housefed Complex, 5th Floor, Central Block, Beltola- Basistha Road, Dispur, Guwahati-781 006; TEL:0361-2234257/2234258 Fax: 0361-2234251, Email Id - <a href="mailto:sanjik@gmail.com">sanjik@gmail.com</a></td>
</tr>
<tr>
<td>III</td>
<td>The Law Officer, Tea Board, Kolkata</td>
<td>The Secretary, Tea Board, 14, B.T.M. Sarani, Kolkata – 700 001, Fax No – 033-2221 5715, Tel No – 033-2221 5718 Email – <a href="mailto:secytboard@gmail.com">secytboard@gmail.com</a></td>
</tr>
</tbody>
</table>

(Santosh Sarangi)
Deputy Chairman, Tea Board
Tea Board  
14, B.T.M. Sarani,  
Kolkata – 700 001  

No. Law/24/12  

Dated: 14.07.15

Notification

This is to inform that the Section 5(1) of the Right to Information Act, 2005 provides for designation of Central Public Information Officers who shall provide information to persons requesting for the information under the Act.

In order to facilitate the citizens to file applications the following officers listed in Column 2 are designated as CPIOs for disposing applications concerning to or falling under the jurisdiction as listed in Column 3.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>List of Central Public Information Officers</th>
<th>Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>The Deputy Director Tea Development, Tea Board, Coonoor. Tea Board, “Shelwood”, Club Road, Coonoor, Nilgiri, Tamil Nadu – 643 101, Fax No – 0423-223232, Tel – 0423-2231638/2230316 Email Id- <a href="mailto:teaboardcoonoor@rediffmail.com">teaboardcoonoor@rediffmail.com</a></td>
<td>All information pertaining to activities related to Tea Board's Offices situated in the States of Andhra Pradesh, Tamil Nadu and Kerala.</td>
</tr>
<tr>
<td>II</td>
<td>The Assistant Director of Tea Development, Tea Board, Guwahati, Housefed Complex, 5th Floor, Central Block, Beltola- Basistha Road, Dispur, Guwahati-781 006,TEL:0361-2234257/2234258, Fax: 0361-2234251, Email Id – <a href="mailto:dmkakati@gmail.com">dmkakati@gmail.com</a></td>
<td>All information pertaining to activities related to Tea Board’s Offices situated in the North Eastern States in India.</td>
</tr>
<tr>
<td>III</td>
<td>The Law Officer, Tea Board, Kolkata 14, B.T.M. Sarani, - Kolkata – 700 001, Fax No – 033 -2221 5715, Tel No – 033 -2235 1411 Email Id – <a href="mailto:pramoda_kumardash@yahoo.com">pramoda_kumardash@yahoo.com</a></td>
<td>All information pertaining to activities related to Tea Board’s Offices situated in rest of India including the Head Office at Kolkata.</td>
</tr>
</tbody>
</table>

Applications under Right to Information Act received by any of the regional & sub-regional offices of the Board may be sent immediately to the respective Public Information Officers with intimation to the applicant.

(Santosh Sarangi)  
Chairman, Tea Board
Ref: Law/24/2012/20

Dated: 03.07.2019

Notification

Further to Notification dated 20.07.2015 the following Officials are designated as Central Public Information Officer and Appellate Authorities in the Board’s Offices situated in the North Eastern States in India from the date of notification.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>List of Central Public Information Officers with addresses</th>
<th>Names and addresses of Appellate Authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Shri Kamal Chandra Baishya, Deputy Director Tea Development, Tea Board, Guwahati, Housefed Complex, 5th Floor, Central Block, Beltola-Basistha Road, Dispur, Guwahati - 781 006, Tel: 0361-2234257/2234258, Fax: 0361-2234251, Email Id - <a href="mailto:kbaishya2009@gmail.com">kbaishya2009@gmail.com</a></td>
<td>The Executive Director, Tea Board Regional Office, Housefed Complex, 5th Floor, Central Block, Beltola-Basistha Road, Dispur, Guwahati - 781 006, Tel: 0361-2234257/2234258, Fax: 0361-2234251, Email Id: <a href="mailto:sanjiok@gmail.com">sanjiok@gmail.com</a></td>
</tr>
</tbody>
</table>

(Arun Kumar Ray)
The Deputy Chairman, Tea Board
Tea Board
14, B.T.M. Sarani,
Kolkata – 700 001

Ref: Law/24/2012/39

Dated: 16.09.2019

Notification

Further to Notification dated 03.07.2019 the following Officials are designated as Central Public Information Officer and Appellate Authorities in the Board’s Offices situated in the North Eastern States in India from the date of notification.

<table>
<thead>
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<tbody>
<tr>
<td>II</td>
<td>Shri Dipankar Mukherjee, Deputy Director Tea Development, Tea Board, Guwahati, Housefed Complex, 5th Floor, Central Block, Beltola- Basistha Road, Dispur, Guwahati – 781 006, Tel : 0361-2234257/2234258, Fax- 0361 -2234251, Email Id <a href="mailto:-dipankarteaboard@gmail.com">-dipankarteaboard@gmail.com</a></td>
<td>The Executive Director, Tea Board Regional Office, Housefed Complex, 5th Floor, Central Block, Beltola-Basistha Road, Dispur, Guwahati – 781 006, Tel : 0361-2234257/2234258, Fax- 0361 -2234251, Email Id- <a href="mailto:sanjick@gmail.com">sanjick@gmail.com</a></td>
</tr>
</tbody>
</table>

(Arun Kumar Ray)
Deputy Chairman, Tea Board