



TEA BOARD
14, B. T. M. SARANI
Kolkata – 700001

Date : 14-07-2017

Office Memorandum No. 85 /2017

The Monsoon Session of the Parliament will be held from 17/07/17 to 11/08/17 on all working days. Since most of the Parliament Questions which come to Tea Board are to be answered within the day, the undersigned is therefore, directed to state that the office of the Tea Board will remain open on Saturdays and Holidays till Parliament 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 and Siliguri & 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.

(S. Soundararajan)
Secretary

Distribution :-

1. FA&CAO/DTD/ED(Coonoor)/ED(Guwahati)DTD(HQ)/Director(Research)/C.L./ Statistician/DDTD(Siliguri)/DDTD(Palampur)/SO(Sectt).....with the request to advise their respective officials accordingly.
2. Estate Officer
3. P.S. to the Deputy Chairman/FA&CAO/Secretary
4. System Analyst