Office Memorandum No. 6 /2020

In terms of Circular No. RS.1/1/2020-L.O. dated 16th January, 2020 of Rajya Sabha Secretariat, Parliament of India, New Delhi, the 251st Session of the Rajya Sabha will commence on Friday, the 31st January, 2020 subject to exigencies of Government Business, the Session is likely to conclude on Friday, the 3rd April, 2020. 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.

However, e-Dak system is excluded in movement of Files in Head Office for Lok Sabha and Rajya Sabha Session related issues as earlier stated in O.M. No. 117/2019 dated 13th November, 2019 and electronically circulated to all concerned.

(Rishikesh Rai)
Secretary

Distribution:

1. FA&CAO
2. Executive Director (Guwahati)
3. Executive Director (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
15. Estate Officer
16. Secy. to Dy. Chairman
17. Jr. Sectt. Asstt. to FA&CAO
18. Guard File

For necessary action.

With the request to upload in Board’s Website. To be displayed in the Board’s Notice Board.