



TEA BOARD INDIA

**14, Biplabi Trailokya Maharaj Sarani,
Kolkata – 700 001, P.O Box No. 2172**

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Dated 21.09.2020

OFFICE ORDER No.14/2020

Ministry of commerce and Industry vide letter No No. F.23019/4/2019-E-3-DoC dated 16th September, 2020 has forwarded Office Memorandum No.7 (2)E. Coord/2020 dated 2.9.2020 issued by Deptt of Expenditure, Ministry of Finance informing that Government of India has decided that there will be no further activities towards printing wall calendars, desktop calendars, diaries, festival greeting cards and similar materials by all Ministries/Department/Autonomous Bodies and other organs of the Government. All such activities including materials which were earlier printer in physical format shall be done digitally online. The printing of Coffee Table books is also banned and appropriate use of E-Books is encouraged. The undersigned is directed to inform that the above instructions to be complied with strictly.

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

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1	All Officer In chargers in Board's Head Office	
2	Executive Director, Tea Board, Guwahati	
3	Executive Director, Tea Board, Coonoor	
4	FA & CAO	
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6	Secretary to Deputy Chairman/Secretary	
7	Secretariat Branch	
8	IT Cell	With request to up load please.
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Ref. No.23(2)/Estt/Misc/2010