



टी. बोर्ड. भारत Tea Board India

14, बी.टी.एम. सरनी (ब्रेबोर्न रोड) कोलकाता 700001

14, B.T.M Sarani (Brabourne Road) Kolkata 700 001

[www.teaboard.gov.in](http://www.teaboard.gov.in)

**P.O. Box No : 2172 ::::::::::::::: STD Code : 033 ::::::::::::::: Tel.No : 2235-1331**

Ref. No. 25(25)/Sectt/2020/

Dated: 14/09/2022

**CIRCULAR**

**Sub: Special campaign 2.0 for Disposal of Pending Matters during the period October 2, 2022 to October 31, 2022 - reg.**

In terms of OM F. No. K-28022/7/2022 – FT (Coord.) dated 08/09/2022 issued by Ministry of Commerce and Industry , Department of Commerce regarding cleanliness of Government offices, redundant scrap materials and obsolete items weeding out of old files may be disposed during the campaign period ( copy enclosed).

Accordingly all the Board's Zonal/Regional/Sub-regional offices and departments/sections of the Board's Head Office are requested to identify old files for weeding out / lying all redundant scrap materials and obsolete items and submit the report along with the photographs of activities ( pre-event and post-event ) on daily basis through WhatsApp / e-mail by 5PM without fail in the prescribed format as below to the Secretary, Tea Board, Kolkata for onward submission to the ministry. (E-mail – [secytboard@gmail.com](mailto:secytboard@gmail.com) contract No. 9903700542)

Sl. No.	Particulars
(A)	Cleanliness Drive
i	Total No. of Campaign
ii	Photographs of the campaign (before and after of the drive . Sites of Cleanliness may be identified and photographs may be sent by 25/09/2022. After campaign photographs may be send on daily basis during campaign period
(B)	Scrap Disposal
i	Total No. of files identified for weeding out
ii	Total no. space freed ( in sq. ft.) and how it is utilized
iii	Revenue generated after disposal of scrap (in Rs.)
iv	Any other innovative work done along with photographs

  
(Dr. Rishikesh Rai)  
Secretary I/c

P. T. O.

**Distribution :**

<b>1</b>	<b>All HoDs in Board's H. O., Kolkata (excepting Dy. Chairman &amp; Secretary</b>	<b>With the request to please bring the content of the Circular amongst all officials working under them</b>
<b>2</b>	<b>Executive Director , Tea Board, Coonoor and Guwahati</b>	
<b>3</b>	<b>FA &amp; CAO</b>	
<b>4</b>	<b>Director of Tea Development</b>	
<b>5</b>	<b>DDTD, Silguri/ S. O. (NWI), New Delhi / FAO, Palampur</b>	
<b>6</b>	<b>All Regional / Sub-regional Offices of the Board</b>	
<b>7</b>	<b>Secretary to Dy. Chairman / P. A. to FA &amp; CAO &amp; Secretary</b>	
<b>8</b>	<b>Establishment Branch</b>	
<b>9</b>	<b>I T Cell</b>	<b>With the request to upload in Board's website</b>
<b>10</b>	<b>TBEA</b>	
<b>11</b>	<b>Secretariat Branch</b>	

**Ref. File No.25(25)/Sectt/2020**