



TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Deptt. of Commerce, Govt. of India)
14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

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Ref. No. 3(1)/Sectt/2020/242 BM

Date: 18th March 2020.

BY Email

To
All Members of the Board.

Reg : Postponement of 242nd Meeting of the Board on 4th April 2020, Kolkata.

Sir/Madam,

Further to this office letter of even number dated 6th March 2020 inviting your attendance at the 242nd Meeting of the Board on 4th April 2020, I am directed to inform you that following outbreak of COVID-19 (NOVEL CORONA VIRUS DISEASE) across the country and world and as per Ministry of Health & Family Welfare, Government of India's directives, the proposed 242nd Meeting of the Board is hereby postponed.

However, fresh date for holding the meeting, when decided, shall be intimated to you in due course.

Inconvenience likely to be caused is deeply regretted.

Yours faithfully,

(Rishikesh Rai)
Secretary.

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Copy forwarded to:

1.	To all the Board Members	For kind information please
2.	The Secretary to the Govt. of India Ministry of Commerce & Industry Deptt. of Commerce, Udyog Bhawan, New Delhi-110107	For kind information please
3.	The Dy. Secretary (Plantation) to the Govt. of India Ministry of Commerce & Industry Deptt. Of Commerce, Udyog Bhawan, New Delhi-110107	For kind information please
4.	The Executive Director, Tea Board, Guwahati, Assam	May kindly attend the meeting along with the request to intimate the North India based members.
5.	The Executive Director, Tea Board, Coonoor, Tamilnadu	May kindly attend the meeting along with the request to intimate the South India based members.
6.	The Dy. Director of Tea Development, Tea Board, Siliguri	May kindly attend the meeting along with the request to intimate the North Bengal based members.
7.	The Spl. Officer (NWI), Tea Board, New Delhi	With the request to inform Hon'ble MPs (Board Members).
8.	All Officers of the Board in H.O/Regional Offices	For information please.
9.	System Analyst.	With the request to upload in the Board's Website and look into the activities of Protocol Officers.
10.	Estate Officer.	For information and look into car and accommodation arrangements.
12.	Secretary to Dy.Chairman	For information of Dy. Chairman.
13.	P.A. to Secretary/FA&CAO	For information.
14.	Guard File of the Secretariat Branch	For record.