

टी बोर्ड ★ भारत

(भारत सरकार के अधीन, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)

14, बी. टी. एम. सरणी (ब्रेबोर्न रोड), कोलकाता - 700 001, पो. बा. सं. 2172,

तार टीबोर्ड दूरभाष : 033-2235-1331, फैक्स : 033-2221 5715

वेबसाइट : www.teaboard.gov.in

TEA BOARD ★ INDIA

(Under Govt. of India, Ministry of Commerce & Industry, Deptt. of Commerce)

14, B.T.M. Sarani (Brabourne Road), Kolkata - 700 001, P.O. Box No. 2172,

Gram Teebord Tel. : 033-2235-1331, Fax : 033-2221 5715

Website : www.teaboard.gov.in



Dated: 17th April, 2020

CIRCULAR

Sub: Preventive measures to contain the spread of COVID-19
- Instructions issued as per the latest guidelines of the MHA.

Ref: 1. Order No. 40-3/2020-DM-I(A) dt.15.4.2020 of MHA, Govt. of India.

Based on ref. 1 issued by the Ministry of Home Affairs, Govt. of India on the measures to be taken for containment of COVID-19 in the country, the following directions are issued for strict compliance. This will supersede the earlier circulars issued in this regard.

- i. All offices of Tea Board India including Zonal and Regional Offices will function with minimum staff from 20th April'2020. Heads of Departments/Divisions including those who are in charge of independent Divisions are required to attend office.
- ii. However, the orders and instructions issued by State and District Authorities based on the intensity of the incidence of COVID-19 disease shall be strictly followed.
- iii. Heads of all Departments and Divisions shall decide the details of 30% of the required officers/staffs to carry out important tasks under their jurisdiction.
- iv. It shall be ensured that essential office tasks are carried out by other officers/staff working from home who should be available on telephone and electronic means of communication at all times.
- v. Mandatory services (like services of Electricians and Plumber) shall be in place.
- vi. Security personnel and conservancy staffs shall discharge duties in the normal pattern.
- vii. Drivers shall be engaged depending on their requirements.
- viii. Visitors to offices and guests of those staying in quarters shall be controlled and will be permitted only in essential cases.

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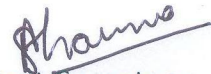
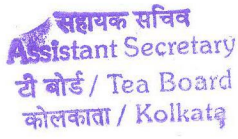


यदि आप अपना पत्र हिन्दी में लिखेंगे तो उतनी ही जल्दी जवाब मिलेगा, जितना कि अंग्रेजी में लिखने से मिलता है।

चाय पियो मस्त जियो! Chai piyo mast jiyo!

It should be ensured that all the measures stipulated in Standard Operating Procedures for Social Distancing at offices/work place/factories/establishments (Annexure II - Consolidated Revised Guidelines of Ministry of Home Affairs dated 15th April 2020) are maintained strictly. Revised guidelines are enclosed for ready reference.

These orders shall be applicable from 20th April 2020 onwards and will remain in force till 3rd May 2020.


Asst. Secretary

सहायक सचिव
Assistant Secretary
टी बोर्ड / Tea Board
कोलकाता / Kolkata

Distribution:-

1.	All Heads of Department in H.O. Kolkata (except Dy.Chairman)	With the request to bring the contents of this Circular to the notice of all concerned working under them.
2.	Executive Directors, Guwahati & Coonoor, DDTD Siliguri, Palampur & S.O.(NWI), New Delhi	
3.	All Zonal/Regional/Sub Regional offices of the Board	
4.	F.A. & C.A.O	
5.	Secretary to Dy. Chairman & Secretary	
6.	I.T. Cell	With the request to upload in the Board's website.
7.	Secretariat Branch	
8.	TBEA/TBWA/TBOA	
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Ref.File No:23(2)/Estt/2009