



**Tea Board India**

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

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**No. IT/VC Systems/2016**

**Date: 20<sup>th</sup> April, 2022.**

**OFFICE CIRCULAR**

As decided by the Competent Authority Cisco Webex will be used as a platform for hosting all Video Conferences/ virtual meetings etc. in Tea Board Head Office.

In this context, it is requested to use the Webex account of Tea Board as the only mode of organizing Video Conferences across all offices of Tea Board, external stakeholders and especially with the Ministry.

IT Cell of Tea Board Head office will host the meeting. In case of any virtual meeting scheduled to be hosted by Head Office, it is requested that prior intimation shall be provided to IT Cell, in prescribed format as enclosed at Annexure-A, at least 24 hours in advance for sharing the Webex Meeting Link.

(Dr. Rishikesh Rai)  
Secretary

**Distribution:**

1.	All HoDs/In-Charges of Head Office	For information and necessary action
2.	Secretary to the Dy. Chairman, Tea Board	For Information
3.	Personal Assistant to the Secretary, Tea Board	For Information
4.	IT Cell	For uploading in Board's website

# Annexure-A

## VC Meeting Request Format

Name of the Directorate/ Dept./Section:

Date and Time of proposed VC: DD/MM/YYYY; From HH:MM:SS AM/PM To: HH:MM:SS AM/PM

Meeting Title or Heading:

Meeting Link to be created in: Webex

List of Participants as given below:

Sl. No.	Names	Designations	Organization Names	e-Mail IDs (for sharing meeting link)	Mobile No. linked to WhatsApp (Optional)
1.	<First Name> <Last Name>	<Designation>	Name of the Organization	<emailid@domainname.com>	
2.	<First Name> <Last Name>	<Designation>	Name of the Organization	<emailid@domainname.com>	
3.	<First Name> <Last Name>	<Designation>	Name of the Organization	<emailid@domainname.com>	
4.	<First Name> <Last Name>	<Designation>	Name of the Organization	<emailid@domainname.com>	
5.	<First Name> <Last Name>	<Designation>	Name of the Organization	<emailid@domainname.com>	
6.	<First Name> <Last Name>	<Designation>	Name of the Organization	<emailid@domainname.com>	
7.	<First Name> <Last Name>	<Designation>	Name of the Organization	<emailid@domainname.com>	
8.	<First Name> <Last Name>	<Designation>	Name of the Organization	<emailid@domainname.com>	