



TEA BOARD OF INDIA  
14, B.T.M SARANI (BRABOURNE ROAD) KOLKATA 700 001  
[www.teaboard.gov.in](http://www.teaboard.gov.in)

23rd  
Dated: 22nd November 2021

**Office Memorandum No. 94 /2021**

In terms of Circular No.RS.1/3/2021-L.O...dated 18<sup>th</sup> November 2021, of Rajya Sabha Secretariat, Parliament of India, New Delhi, the 255<sup>th</sup> Session of Rajya Sabha will commence from Monday the 29<sup>h</sup> November 2021 and will continue upto Thursdsay, the 23<sup>rd</sup> December 2021. The undersigned is, therefore, directed to state that the office of Tea Board will remain open on Saturday and Holidays till the session is over.

The Officers/Officials concerned from Secretariat, Development Directorate, Promotion Directorate, Research Directorate, Licensing Department and Statistics Department of Tea Board Head Office as well as Officers/Officials of Zonal/Regional offices located at Coonoor, Guwahati, New Delhi, Siliguri and Palampur will remain present along with minimum two subordinate officials in office during the Saturdays and Holidays. The heads of the different Directorate and Branches and those of the aforesaid Zonal/Regional offices should be reachable by telephone as well as E-mail. No tour may be undertaken or station leave availed of during the period by the Head of Directorates and Branches and those of the aforesaid Zonal/Regional offices without the explicit prior concurrence of the Deputy Chairman.

*(Signature)*  
(Rishikesh Rai)  
Secretary (I/C)

Distribution:

1	FA& CAO	
2	Executive Director (Coonoor)	
3	Executive Director (Guwahati)	
4	DTD	
5	Law Officer	
6	Controller of Licensing	
7	DTP(I/C)	
8	Director (Research)	
9	Statistician (I/C)	
10	Assistant Secretary (I/C)	
11	Special Officer (New Delhi)	
12	DDTD (Palampur)	
13	DDTD (Siliguri)	
14	IT Cell	With a request to upload in Board's Website
15	Estate Office (I/C)	To be displayed in Board's Notice Board
16	Secy to Deputy Chairman	
17	Guard File	

Ref file no. 13/SECTT/2017/Parliament General Policy File.

