

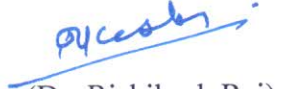


**TEA BOARD**  
**14, Biplabi Trailokya Maharaj Sarani**  
**Kolkata – 700001**

Dated : 18<sup>th</sup> January, 2024

**OFFICE MEMORANDUM NO. 04/2024**

In accordance with the Office Memorandum No. 12/7/2023-JCA dated 18<sup>th</sup> January, 2024 issued by the Deputy Secretary, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Establishment (JCA) Section, Govt. of India for celebration of the Ram Lalla Pran Pratishtha at Ayodhya on Monday, the 22<sup>nd</sup> January, 2024, the Board's all offices located all over India including Head Office, Kolkata will be closed for half day till 14:30 hours on Monday the 22<sup>nd</sup> January 2024 for enabling employees to participate in the celebrations. However, the Board's all offices will start functioning as usual after 14:30 hours on 22.01.2024.

  
(Dr. Rishikesh Rai)  
Secretary (I/C)

**Distribution:**

1.	All HoDs in Board's Head Office (Except Chairman/Dy. Chairman)	With the request to please bring the contents of the O.M. amongst all staff members working under them.
2.	Executive Director, Coonoor/Guwahati	
3.	All Regional/Sub-Regional Offices of the Board	
4.	PA <sub>5</sub> to FA&CAO & Secretary Personal Section	
5.	IT Cell	With the request to upload in Board's website.
6.	Secretariat Branch	
7.	TBEA	
8.	Estt. Branch	With the spare copies

Ref: File No. 9/(1)/Estt/2016/Part-I