



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

Dated 04.04.2024

**OFFICE MEMORANDUM NO. 39/2024**

In pursuance of the Press Note No.ECI/PN/23/2024 dated 16<sup>th</sup> March, 2024 issued by the Election Commission of India in connection with the 18<sup>th</sup> General Elections to the House of People (Parliamentary Elections along with Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha & Sikkim) scheduled to be held all over India in different Parliamentary/Assembly Constitutions, the undersigned is directed to state that the Boards all Zonal/Regional/Sub-Regional Offices will be remain closed on the respective dates of Polls of the concerned Parliamentary/Assembly Constituencies in which those offices are situated, under the Negotiable Instruments Act, 1881. In addition to above, special leave will be granted to the concerned officials of the Board who are working outside their concerned Parliamentary/Assembly Constituencies when the date of Poll has not been declared on holiday to cast their votes subject to submission of application thereof.

*Rishikesh Rai*

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

1	All HoDs in Board's HO, Kolkata (excepting Dy. Chairman & Secretary)	With the request to bring it to the notices of all concerned working under them.
2	Executive Director, Coonoor & Guwahati	
3	DDTD, Siliguri & Palampur	
4	SO (NWI), New Delhi	
5	PAs to Dy. Chairman/FA&CAO/DTD & Secretary	
6	Secretariat Branch	
7	I.T. Cell	With the request to upload in Board's website.
8	T.B.E.A	
9	Establishment Branch	With spare copies

**Ref. File No.1(8)/Estt/Misc/2016**