**TEA BOARD INDIA**
**(Under Ministry of Commerce & Industry, Deptt. of Commerce, Government of India)**
**14, B. T. M. SARANI ( Brabourne Road ), Kolkata 700 001, West Bengal**
P.O. Box No : 2172 :: STD Code : 033 :::::::::::::::::: Telefax No : 2221-5715/2235-2466
Tel. No : 2235-1331 :::::::::::::: Website :: www.teaboard.gov.in

F. No. 3(1)/Sectt/2021-244th BM. Dated: 8th March, 2021

To

ALL MEMBERS OF THE BOARD

Subject: **244th Meeting of the Board and its various Standing Committees to be held in Kolkata on 23rd March, 2021 from 11:00 AM onwards through Video Conferencing - reg.**

Sir/Madam,

I am directed to state that the 244th Meeting of the Board and its various Standing Committees will be held in Kolkata on 23rd March, 2021 from 11:00 AM onwards through Video Conferencing.

The link for meeting shall be shared in your e-mail ID and Whats APP in due course of time.

The Agenda and ATR items would be circulated shortly.

Yours faithfully,

(Dr. Rishikesh Rai)
Secretary I/c

चाय पियो मस्त जियो !

Copy forwarded to:

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| 1. | To all the Board Members | For kind information please |
| 2. | The Secretary to the Govt. of India<br>Ministry of Commerce & Industry<br>Deptt. of Commerce, Udyog Bhawan, New Delhi-110011 | For kind information please |
| 3. | The Joint Secretary to the Govt. of India<br>Ministry of Commerce & Industry<br>Deptt. of Commerce, Udyog Bhawan, New Delhi-110011 | For kind information please |
| 3. | The Director (Plantation) to the Govt. of India<br>Ministry of Commerce & Industry<br>Deptt. of Commerce, Udyog Bhawan, New Delhi-110011 | For kind information please |
| 4. | The Executive Director (I/c), Tea Board, Guwahati, Assam | May kindly attend the meeting along with the request to intimate the North India based members. |
| 5. | The Executive Director, Tea Board, Coonoor, Tamilnadu | May kindly attend the meeting along with the request to intimate the South India based members. |
| 6. | The Dy. Director of Tea Development, Tea Board, Siliguri | May kindly attend the meeting along with the request to intimate the North Bengal based members. |
| 7. | The SO (NWI), Tea Board, New Delhi | With the request to inform Hon'ble MPs (Board Members). |
| 8. | All Officers of the Board in H.O/Regional/<br>Sub - Regional Offices . | For information please. |
| 9. | IT Cell | With the request to upload in the Board's Website. |
| 10. | Estate Officer. | For kind information and necessary action |
| 11. | Secretary to Dy. Chairman | For information of Dy. Chairman. |
| 12. | PA. to Secretary / FA&CAO | For information. |
| 13. | Guard File of the Secretariat Branch | For record. |