




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

Dated: 23<sup>rd</sup> January, 2024.

**Office Memorandum No. 08 / 2024**

In terms of Circular No.LAFEAS LO 11/1/2024-LO dated 17<sup>th</sup> January, 2024 of Rajya Sabha Secretariat, Parliament of India, New Delhi, the Two Hundred and Sixty Third (263<sup>rd</sup>) Budget Session of the Rajya Sabha will commence at 11:00 A.M. on Wednesday, the 31<sup>st</sup> January, 2024 at New Delhi and will continue upto Friday, the 9<sup>th</sup> February, 2024.

Accordingly, it is directed to inform that all the Heads of different Directorate and Branches and Zonal/Regional offices of the Board should be reachable by Telephone as well as E-mail & Whats App. No tour may be undertaken or station leave availed of during the period by the Head of Directorates and Branches and Zonal/Regional offices without the explicit prior approval of the Competent Authority. If required, Officials whose services are required will have to attend Office on Saturday, Sunday and Holidays.

  
(Dr. 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	Secretary to Deputy Chairman	
17	Guard File	

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

भारतीय संसद  
PARLIAMENT OF INDIA  
राज्य सभा सचिवालय  
RAJYA SABHA SECRETARIAT

संसद भवन/संसदीय सौंघ,  
नई दिल्ली-110001  
वेबसाईट : <http://rajyasabhabindi.nic.in>

Parliament House/Annexe,  
New Delhi-110001.  
Website : <http://rajyasabha.nic.in>  
Tel. 23083071 / 3233

No.LAFEAS LO 11/1/2024-LO

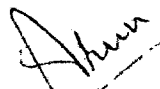
January 17, 2024

CIRCULAR

Subject: Commencement of the Two Hundred Sixty Third (263<sup>rd</sup>) Session  
of the Rajya Sabha

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The Two Hundred and Sixty Third (263<sup>rd</sup>) Session  
of the Rajya Sabha will commence at 11:00 A.M. on Wednesday, the  
31<sup>st</sup> January, 2024 at New Delhi and will continue upto Friday, the 9<sup>th</sup>  
February, 2024.

  
(Arun Kumar)  
Deputy Secretary

Contd.....2/-

## Copy for information to:-

1. The Chief Engineer (Civil), C.P.W.D., PLB, New Delhi.
2. The Chief Engineer (Electrical), C.P.W.D., PLB, New Delhi.
3. The Superintending Engineer (Civil), C.P.W.D., PLB, New Delhi.
4. The Superintending Engineer (Electrical), PLB, New Delhi.
5. The Executive Engineer (Electrical) Parliament Works Electrical Division-1, C.P.W.D., Parliament House, New Delhi.
6. Executive Engineer (Civil), CPWD (Shri Ashwani Mittal), Parliament House, N Delhi.
7. Executive Engineer (Civil), CPWD, 36, GRG Road, New Delhi
8. The Executive Engineer (Electrical) (Shri Vishesh Swamiwal), Parliament House, ND.
9. The Director (Horticulture), CPWD, I.P. Bhawan, New Delhi.
10. The Deputy Director (Horticulture), (Central Division), CPWD, I.P. Bhawan, N D.
11. The Assistant Director (Horticulture) C.P.W.D. Parliament House, New Delhi
12. The Assistant Engineer (Civil), Work/Building, PHCWD, C.P.W.D., Parliament House, N. Delhi.
13. The Assistant Engineer (Furniture), PHCWD, C.P.W.D., Parliament House, N Delhi.
14. The Assistant Engineer (Air-conditioning), C.P.W.D., Parliament House, New Delhi.
15. The Assistant Engineer (Electrical), C.P.W.D., Parliament House, New Delhi.
16. The Assistant Engineer (Sound), C.P.W.D., Parliament House, New Delhi.
17. The Assistant Engineer (Civil/Caretaker), PHCWD, C.P.W.D., Parliament House, New Delhi.
18. The Technical Engineer (Sound Room attached to Rajya Sabha Chamber), C.P.W.D., Parliament House, New Delhi.
19. The General Manager (Central), Mahanagar Telephone Nigam Limited, Room No.110, Eastern Court, Janpath, New Delhi.
20. The Liaison Officer (Phones), 520, Parliament House Annexe, New Delhi.
21. The Medical Officer-in-charge, Medical Centre, Parliament House Annexe, N Delhi.
22. The Medical Officer-in-charge, First Aid Post, Parliament House, New Delhi.
23. The Manager, State Bank of India, Parliament House, Sub-Office, New Delhi.
24. The Manager, State Bank of India, Sansadiya Soudha, New Delhi.
25. The Director of Postal Services (P), Delhi Circle, Meghdoot Bhawan, 3<sup>rd</sup> Floor, Link, Jandewalan, New Delhi.
26. The Sub-Post Master, Post Office, Samvidhan Sadan, New Delhi.
27. The Officer-in-Charge, Railway Reservation and Booking Office, Samvidhan Sadan, New Delhi.
28. The Officer-in-Charge, Coffee Buffet, Parliament House, New Delhi.
29. The Officer-in-Charge, Tea Buffet, Parliament House, New Delhi.
30. The Senior Commercial Officer (Catering), ITDC, Parliament House, New Delhi.

(Bhupendra Singh)  
Executive Officer

17-1-2024