



Tea Board  
14, Biplabi Trailokya Maharaj Sarani,  
Kolkata-700 001

Dated 18.03.2024

**OFFICE MEMORANDUM NO. 34 /2024**

The undersigned is directed to state that the Tea Board India came into existence w.e.f. 01.04.1954 in accordance with the provisions of the Tea Act, 1953 for carrying out its functions and responsibilities for overall development of Tea Industry in all over India. In order to look after such functions and responsibilities, Tea Board India has set up various Zonal/Regional/Sub-Regional Offices in different tea growing areas in India and also set up some offices in abroad.

In order to commemorate the 71<sup>st</sup> Foundation Day of Tea Board, it has been decided to organise a programme in Board's Auditorium, Head Office, Kolkata on 1<sup>st</sup> April, 2024. It is, therefore, requested to all employees of the Board's Head Office, Kolkata to kindly make it convenient to attend the said programme.

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

**Distribution:-**

1.	All HoDs in Board's H.O., Kolkata (excepting Dy. Chairman & Secretary)	With the request to please bring the content of the Office Memorandum amongst all officials working under them
2.	Executive Director, Tea Board, Coonoor & Guwahati, DDTD, Siliguri, DDTD, Palampur, S.O. (NWI), New Delhi.	With the request to please celebrate the 71 <sup>st</sup> Foundation Day of Tea Board on 01.04.2024 in the offices under their respective jurisdiction and submit report with photograph
3.	FA & CAO	
4.	Director of Tea Development	
5.	All Branches/Departments of Board's Head Office, Kolkata	
6.	All Regional/Sub-Regional Offices of the Board.	
7.	P.As to Dy. Chairman, DTD, FA&CAO & Secretary	
8.	Secretariat Branch	
9.	IT Cell	With the request to upload in Board's website.
10.	T.B.E.A	
11.	Establishment Branch	With spare copies

**Ref. File No.25(28)/Sectt/2022**