



TEA BOARD  
14, Biplabi Trailokya Maharaj Sarani  
Kolkata - 700001

File no. 88/O.L.P.R./2026/29/8457

Date: 27.04.2026

CIRCULAR

Subject: Implementation of Official Language (O.L.) Provisions

The undersigned is directed to inform that in the Official Language Review Meeting it has been decided by the competent authority that all the notings and correspondence submitted through E-office should be done in bi-lingual form and percentage of such notings and correspondence should be intimated to the O.L. Language section for incorporation in the Quaterly Progress Report to be submitted to the Ministry.

In accordance with the Government's policy on the progressive use of the Official Language, all officers and staff are hereby instructed to ensure strict compliance of the provisions related to the use of the Official Language in official work.

This issue with the approval of the competent authority.

(Dr. Amrita Chakraborty)  
Secretary (I/C)

Distribution :-

1.	All HoDs in Board's Head Office, Kolkata (Except Dy. Chairman)	With the request to circulate amongst all officials/officers working under them.
2.	Executive Director, Guwahati & Coonoor	
3.	All Zonal, Regional & Sub - Regional officers of the Board.	
4.	PA's to Dy. Chairman/ FA & CAO/ Secretary	
5.	TBEA	
6.	Estate Officer	With the request to display in Notice Board.
7.	Secretariat Branch	
8.	IT Cell	With request to upload in Board's website
9.	Establishment Branch	(With spare copies)