



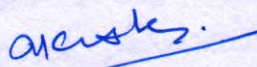
TEA BOARD,
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700001

Date: 19-03-2021.

OFFICE ORDER No. 04/2021

Further, to this Office Order No.5/2019 dt. 25-01-2019, the undersigned is directed to state that it has been brought to the notice of Competent Authority that few employees of the Board are staying office beyond office hours without genuine reasons and having the prior permission of the Competent Authority.

Accordingly, the concerned employees of the Board's Head Office, Kolkata are hereby advised not to stay office beyond the normal working hours and if there is any necessity for attending any kind of urgent official work, they are advised to take permission from their concerned HoD and intimate the same to Secretary/Assistant Secretary as well as Estate Officer for monitoring the operation/closure of all the lifts/gates.


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

Distribution:

1.	All HoDs in Board's HO, Kolkata (excepting Dy.Chairman)	With the request to please bring the contents of this Office Order amongst all officials working under them.
2.	Secretary to Dy. Chairman/ Secretary's Per. Section	For information.
3.	Estate Officer (I/C)	
4.	IT Cell	For uploading in the Board's Website.
5.	TBOA/TBEA/TBWA	
6.	Secretariat Branch	
7.	Establishment Branch	With spare copies.

Ref.File No.23(1)/Estt/2012/VOL-II