



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

Dated: 13.04.2020

OFFICE ORDER

The undersigned is directed to state that it has been decided by the competent authority of the Board that all important work which have been kept as pending due to COVID-19 pandemic are to be disposed off by the concerned officials by attending office or from home conveniently.

[Signature]
Secretary (I/C)

Distribution :-

1.	All Heads of Department in H.O., Kolkata (excepting Dy. Chairman)	With the request to bring the contents of this Office Order to the notice of all concerned working under them.
2.	Executive Directors, Guwahati & Coonoor, DDTD, Siliguri, Palampur & S.O. (NWI), New Delhi.	
3.	All Zonal/Regional/Sub-Regional offices of the Board.	
4.	F.A. & C.A.O.	
5.	Secretary to Dy. Chairman & Secretary	
6.	I.T Cell	With the request to upload in the Board's website.
7.	Secretariat Branch	
8.	TBEA/TBWA/TBOA	
9.	Establishment Branch	with spare copies

Ref. File No. 23(2)/Estt/2009