



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated 28.04.2026

OFFICE ORDER NO. 21 /2026

In continuation of Office Order No. 11/2025 dated 22.07.2025, it is hereby requested that all Executive Directors under the Tea Board shall ensure that immediate intimation is sent to the Head Office upon sanction of Earned Leave (EL) and Commuted Leave in respect of officers under their administrative control.

This is necessary for proper information, record maintenance, and accurate updation of leave accounts of the officers concerned at the Head Office level.

“Executive Directors are requested to take necessary action in consonance with the above instructions with immediate effect.”

This issues with the approval of the competent authority.

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

Distribution:-

1	Executive Director, Guwahati & Coonoor	
2	All HoDs in HO (except Dy. Chairman)	
3	P.A.s to Dy. Chairman & Secretary	
4	IT cell	With the request to upload in the Board's Website.
5	Establishment Branch	With spare copies
6	Guard File	For record

Ref. File No. 7(1)/Estt/2019/Part-III