



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated: 15.04.2026

OFFICE ORDER NO. 16 /2026

In pursuance of the directions of the Competent Authority, and in order to ensure the smooth functioning of office work, it is hereby ordered that henceforth the Heads of Departments (HoDs) and their second-in-command in departments attached to the Board's Head Office, Kolkata, shall not avail leave on the same dates.

In case of unavoidable necessity, prior approval of the Deputy Chairman, Tea Board shall be obtained before availing such leave.

This order shall come into force with immediate effect.

By Order of the Competent Authority.

Amrita Chakraborty

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

Distribution:

1	All HoDs and their Second-in-Command in Head Office, Kolkata (excepting Dy. Chairman)	For kind information and necessary action please.
2	PA to Dy. Chairman/ FA&CAO/DTD/Secretary	
3	IT Cell	With the request to upload in Board's website.
4	TBEA	
5	Estt. Branch	With spare copies.

Ref. File No.23(30)/Estt/2016