



**TEA BOARD**  
**14, Biplabi Trailokya Maharaj Sarani**  
**Kolkata – 700001**

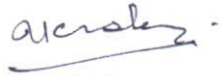
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Dated: 19.12.2022

**CIRCULAR**

This is to inform all the employees of Board's Head Office, Kolkata that a presentation on organizing worksite programme for the employees of our organisation will be displayed on 20.12.2022 (Tuesday) in Board' Auditorium 1<sup>st</sup> floor at 4:00 P.M. by State Bank of India Life Insurance Company Limited.

All interested employees are requested to attend the aforesaid programme please.

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

**Distribution:**

1.	All the HODs of the Board Head Office (excepting Dy. Chairman/FA&CAO/Secretary	With the request to bring the contents of the circular to all the officers/staff working under your respective departments.
2.	All employees of Board's Head Office	
3.	Estate Officer	With the request to keep the Board's Auditorium ready on 20.12.2022 at 4:00 PM please.
4.	Secretary to Deputy Chairman	
5.	P.As to FA&CAO/DTD/Secretary's Personal Section	
6.	TBEA	
7.	IT Cell	With the request to upload in the Board's website.
8.	Estt. Branch	With spare copies