



टी बोर्ड भारत Tea Board India  
14, बी.टी.एम सरनी (ब्रेबोर्न रोड) कोलकाता 700001  
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No. 20(26)/2023/PROM

Dated: 07.12.2023

**CIRCULAR**

As directed vide the D.O. letter no. 13016//2/2017-WW-Part(1) dated 22.11.2023 issued by the Secretary, Ministry of Women & Child Development, Government of India, addressed to the Secretary, Ministry of Commerce & Industry, Government of India, it has been decided to organise a sensitisation workshop for the employees of Tea Board regarding the Sexual Harassment of Women at Workplace under (Prevention, Prohibition and Redressal) Act, 2013, at the 8<sup>th</sup> Floor Board Room of the Tea Board Head Office, Kolkata, on 08.12.2023 (Friday) from 3 pm to 5 pm.

Accordingly, all employees of Tea Board are hereby requested to attend the sensitisation workshop at the 8<sup>th</sup> Floor Board Room of the Tea Board Head Office, Kolkata, on 08.12.2023 (Friday) from 3 pm to 5 pm.

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

**Distribution:**

1.	All HoDs in Board's Head Office, Kolkata (excepting Dy. Chairman & Secretary)	With the request to please apprise all officers and staff of their respective Departments about the contents of this Circular
2.	Secretary to Dy. Chairman & PAs to FA&CAO and Secretary	
3.	IT Cell	With the request to please upload in Board's website
4.	I/C Tea Room	With the request to please arrange to serve tea in paper cups to about 60 persons
5.	Tea Board Employees Association	
6.	Secretariat Branch	
7.	Members of the Internal Complaints Committee	