



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

Dated : 13/01/2026

**OFFICE MEMORANDUM NO. 05/2026**

The undersigned is directed to say that in terms of the letter No. Rania/Municipality-2025/Pr. No. 80/Ka-5, dated 26<sup>th</sup> December, 2025 issued by State Election Commission, Govt. of Maharashtra, the Board's Mumbai Office will remain closed on 15/01/2026 (Thursday) on account of the Municipal Corporation General Election 2025-26, so that every employee of that is able to exercise his / her right to franchise in the election.

  
(Dr. Rishikesh Rai)  
Secretary

**Distribution :-**

1.	Development Officer, Tea Board, Mumbai.	
2.	All HoDs in Board's Head Office, Kolkata (Except Dy. Chairman & Secretary)	
3.	Executive Director, Guwahati & Coonor.	
4.	DDTP (ND) & (JB), Tea Board, Kolkata.	
5.	All Zonal, Regional & Sub - Regional officers of the Board.	
6.	P.As to Dy. Chairman, FA & CAO and Secretary	
7.	TBEA	
8.	IT Cell	With the request to upload in Board's website
9.	Establishment Branch	(With spare copies)

**Ref No : 9(1)/Estt./2016/Part - I**