



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 14.01.2021

OFFICE MEMORANDUM NO. 01/2021

The undersigned is directed to state that it has been desired by the competent authority that a unique ID Card having the required basic information viz. name and designation, Office ID No., residential address, office address, date of birth, date of joining in service of Tea Board, date of retirement, blood group, mobile numbers of self and residence etc. will be developed and issued to all officials of Tea Board working in Board's Head Office, Kolkata and its different Zonal/Regional/Sub-Regional Offices from the level of Board's Head Office, Kolkata in a centralised way.

Therefore, all officers and staff members working in Board's Head Office, Kolkata are hereby requested to please submit the aforesaid personal data along with a copy of their stamp size recent photograph mentioning his/her name and designation at the back side of their photograph within 29.01.2021 to the Establishment Branch of Board's Head Office, Kolkata.

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

Distribution :-

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| 1. | All HoDs in Board's Head Office, Kolkata (excepting Dy. Chairman & Secretary) | With the request to bring the contents of this Office Memorandum amongst all officers and staff members working under their control. |
| 2. | The Executive Director, Coonoor & Guwahati | As requested separately vide letter No. 14(1)/Estt/2019/66 dated 14.01.2021. |
| 3. | DDTD, Siliguri, Palampur and S.O (NWI), New Delhi | |
| 4. | All Branches/Departments in Board's HO, Kolkata | |
| 5. | P.S to Dy. Chairman, Tea Board | |
| 6. | P.As to Secretary & FA & CAO. | |
| 7. | IT Cell | With the request to upload in Board's website. |
| 8. | TBEA/TBWA/TBOA | |
| 9. | Estt. Branch | With spare copies. |

Ref. File No. 14(1)/Estt/2019