




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

**Dated : 26.07.2021**

**OFFICE MEMORANDUM NO. 59/2021**

The undersigned is directed to state that in exigencies of the Board's work and on administrative ground, the following staff members attached to Board's Head Office, Kolkata are hereby ordered intersection transfer in their existing capacity and basic pay with immediate effect.

Sl. No.	Name	Designation	Present place of Posting	Place of posting on transfer
1	Shri Subir Kr. Sarkar	AAO	Promotion Branch	IPR/Legal Cell
2	Smt. Baby Basu	AAO	Promotion Branch	Licensing Branch. She will report to Shri Chandrasekhar Mitra, DDTD
3	Shri Rajesh Kumar	Assistant	Licensing Branch	He will report to Smt. Rajanigandha Seal Naskar, Controller of Licensing.
4	Ms. Sabiha Noor	Assistant	Hindi Cell	Promotion Branch

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

**Distribution :-**

1.	All staff members as listed above	With the request to join their respective places of posting on transfer immediately.
2.	F.A & C.A.O.	For information please.
3.	DTD	For information please.
4.	DTP (I/C)	With the request to release Sl.No.1 & 2 immediately to enable them to join in their new places of posting and intimate the date of joining of Ms. Sabiha Noor, Assistant to the Estt. Branch as early as possible.
5.	DDTD (CSM)	With the request to intimate the date of joining of Smt. Baby Basu, AAO to the Estt. Branch as early as possible.
6.	Law Officer	With the request to intimate the date of joining of Shri Subir Kr. Sarkar, AAO to the Estt. Branch as early as possible.
7.	Dy. Director (O.L)	With the request to release Ms. Sabiha Noor for enabling her to join in the Promotion Branch immediately.
8.	Controller of Licensing	For information please.
9.	Secretary to Dy. Chairman	
10.	PA to FA&CAO and Secretary	
11.	Secretariat Branch	
12.	I.T. Cell	With the request to upload in the Board's website.
13.	TBEA	
14.	Estt. Branch	With spare copies.

Ref. File No. 2(1)/Estt/2015