




TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated: 05.10.2021

OFFICE MEMORANDUM NO.83/2021

The undersigned is directed to state that in exigencies of the Board's work and on administrative ground the following employees attached to different Sections of Board's H.O., Kolkata are hereby transferred in their existing capacity, pay with posting in the departments of Head Office as mentioned against each with immediate effect.

Sl. No.	Name	Designation	Present place of posting	Place of posting on transfer
1	Shri Surath Hui,	Jr. Secretarial Assistant	Dy. Chairman's Personal Section	P.A. to FA&CAO
2	Shri Soumyadipta Gupta	Jr. Secretarial Assistant	P.A. to FA&CAO	Store Branch
3	Shri Rohit Gupta	Assistant	Store Section	Dy. Chairman's Personal Section


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

Distribution:

1.	All members as listed above	With the request to join their respective places of posting as early as possible.
2.	FA & CAO	With the request to please release Shri Soumyadipta Gupta and intimate the date of joining of Shri Surath Hui to the Estt. Branch as early as possible.
3.	ADTD (RK)	With the request to release Shri Rohit Gupta and intimate the date of joining of Shri Soumyadipta Gupta to the Estt. Branch as early as possible.
4.	Secretary to Dy. Chairman	With the request to release Shri Surath Hui and intimate the date of joining of Shri Rohit Gupta to the Estt. Branch as early as possible.
5.	A.O. (PKD/ST)	For information please.
6.	Secretary to Dy. Chairman / Secretary	
7.	TBOA/TBEA	
8.	I.T. Cell	With the request to upload in the Board's website.
9.	Esttt. Branch	With spare copies.

File No.2(1)/Estt/2015