




TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 07.09.2022

OFFICE MEMORANDUM No.81A/2022

The undersigned is directed to state that in exigencies of the Board's work and on administrative requirement, the following staff members attached to Board's Head Office, Kolkata are hereby transferred in their existing capacity and basic pay with posting in different sections/departments within Board's Head Office, Kolkata as mentioned against each with immediate effect:-

Sl. No.	Name & Designation	Present place of posting	Place of posting on transfer	Remarks
1.	Shri Sandip Dhara, MTS		Tea Room, Head Office	He will do the duty of Tea Room as directed by Deputy Director of Tea Promotion
2.	Shri Joseph Patro, MTS	Tea Room, Head Office	Packing Section, Directorate of Tea Promotion	He will do the works related to Packing Section as well works related to Tea Room, whenever required, directed by DDTP (ND)


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

Distribution:

1.	All staff members as listed above	With the request to join their respective places of posting as early as possible.
2.	DTP (I/C)	
3.	DDTP (N.D)	With the request to release Shri Joseph Patro, from Tea Room for enabling him to join in the Packing Section and also intimate the date of joining of Shri Sandip Dhara in Tea Room as early as possible.
4.	Secretary to Dy. Chairman	
5.	A.O.(PKD/ST)	
6.	PA to FA&CAO and Secretary's Personal Section	
7.	Secretariat Branch	
8.	TBEA	
9.	I.T. Cell	With the request to upload in the Board's website.
10.	Estt. Branch	With spare copies.

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