



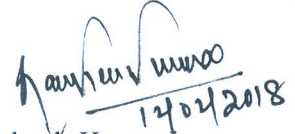
TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated 12.02.2018

OFFICE MEMORANDUM NO.: 25 / 2018

The undersigned is directed to state that Shri Pawan Kumar Gupta, Multi Tasking Staff attached to the Secretariat Branch of Tea Board, Kolkata, who was staying in the Staff Quarter of Tea Board's Residential Complex, Salt Lake, Kolkata, has vacated the Quarter, as allotted to him, in the afternoon of 31.01.2018.

Accordingly, Shri Pawan Kumar Gupta is allowed to draw HRA with effect from 01.02.2018. Simultaneously, deduction of the Licence Fee from his monthly salary has to be discontinued from 01.02.2018.



(Rakesh Kumar)
for Assistant Secretary (I/C)

Distribution:

1. Shri Pawan Kumar Gupta, MTS
2. Sr. Accounts Officer – for taking further necessary action please
3. Accounts Officer (P)
4. Secretary to Dy. Chairman
5. P.A. to Secretary
6. IT Cell – With the request to upload in the Board's Website
7. Secretariat Branch
8. TBEA/ TBWA
9. Establishment Branch – with spare copies

File No. 28(2)/Estt/98/Part-I