



Tea Board,
14, BTM Sarani,
Kolkata

Ref No. Estt/PR/D-200/566

Dated: 16/06/2017

MEMORANDUM

With reference to her appeal dated 14th June, 2017 Smt. Alo Rani Das, Sr. Assistant attached to the Board's Secretariat Branch, Head Office at Kolkata is hereby informed that the Competent Authority of Tea Board has been pleased to accept her prayer for Voluntary Retirement from the services of the Board with effect from the afternoon of 31st October, 2017.

P. K. Dash
16.6.17

(P.K. Dash)

Assistant Secretary (I/C)

Distribution

1.	Smt. Alo Rani Das-	With the request to hand over her Identity Card and Health Card to Assistant Secretary
2.	Sr. Accounts Officer-	03 (three) Copies
3.	Accounts Officer(Pay)	
4.	Secretary to D.C/ Secretary (I/C)	
✓ 5.	System Analyst-	With the request to upload the Memorandum in the Board's Website
6.	TBEA/TBWA	
7.	Tea Board Employees' Co-operative Society Limited	
8.	Establishment Branch-	Spare Copies



TEA BOARD

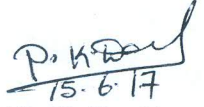
14, Biplabi Trailokya Maharaj Sarani
Kolkata – 700001

Dated: 15/06/2017

OFFICE MEMORANDUM NO: 79/2017

The undersigned is directed to state that in exigencies of the Board's work and on administrative ground, Shri Shyamal Purakait, Sr. Assistant attached to the Directorate of Tea Promotion, Head Office, Kolkata is hereby transferred to Board's Zonal Office, Guwahati with immediate effect.

Shri Purakait will be eligible for admissible Joining Time, Transfer Allowance etc. as per rule, for his joining on transfer from Kolkata to Guwahati.


15.6.17

(P. K. Dash)

Assistant Secretary

1. Shri Shyamal Purakait,
Sr. Assistant,
Dte. of Tea Promotion,
Head Office, Kolkata.
2. Dy. Director of Tea Promotion (JB)
Head Office, Kolkata. | With the request to release Shri Purakait under
intimation to Establishment Branch.
3. Executive Director,
Tea Board, Zonal Office,
Guwahati. | With the request to intimate the date of joining
of Shri Purakait in Guwahati Office at the
earliest.
4. F.A. & C.A.O.
5. Sr. Accounts Officer
6. Accounts Officer (Pay)
7. System Analyst, Tea Board ---- with the request to upload in the Board's Website.
8. Secretary to Deputy Chairman
9. T.B.E.A./T.B.W.A.
10. Secretariat Branch
11. Establishment Branch (with spare copies)