




TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 23.08.2022

OFFICE MEMORANDUM No. 81/2022

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 in the cadre of MTS 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	Present place of posting	Place of posting on transfer	Remarks
1.	Shri Provash Mitra		Security Section, Head Office	He will do the duty of gate as directed by Estate Officer
2.	Shri Sanjay Kumar Pandey	Security Section, Head Office	SPTF Cell, HO and Development Directorate	He will do the works related to Development as well as SPTF as directed by the Director of Tea Development.
3.	Smt Snehlata Mishra	Development Directorate	Stores Branch, Head Office	She will do the works related to files movement of Stores Branch as well as the files movement of Secretariat Branch whenever the permanent MTS of Secretariat Branch will be on leave.


(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	Director of Tea Development	With the request to release Smt. Snehlata Mishra and intimate the date of joining of Shri Sanjay Kumar Pandey in the Development Directorate to the Estt. Branch as early as possible please.
3	Joint Controller of Licensing, HO	With the request to intimate the date of joining of Smt. Snehlata Mishra in the Stores Branch, HO to the Estt. Branch as early as possible.
4	Estate Officer (I/C)	With the request to release Shri Sanjay Kumar Pandey and intimate the date of joining of Shri Provash Mitra in the Security Section as early as possible.
5	Secretary to Dy. Chairman	
6	A.O.(PKD/ST)	
7	PA to FA&CAO and Secretary's Personal Section	
8	Secretariat Branch	
9	TBEA	
10	I.T. Cell	With the request to upload in the Board's website.
11	Estt. Branch	With spare copies.

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