Tea Board  
14, BTM Sarani  
Kolkata – 700001

No. 1(6)/Estt/Misc/2016/173  
Dated: 05.02.2018

CIRCULAR

The Superannuation Notice which is issued ten months prior to the retirement of an employee contains the statement that Shri/Smt. .......... may avail him/herself all kinds of leave he/she is entitled to under rules before the date of his/her superannuation.

In this context it is clarified that ‘all kinds of leave’ includes Half Pay Leave/Commuted Leave along with Earned Leave.

Distribution:
1. To the all Heads of Departments of Board’s H.O., Z.O. and Regional offices
2. I.T. Cell
3. T.B.E.A/T.B.W.A/T.B.O.A
4. Establishment Branch – with spare copies

- with the request to circulate amongst the officials working under them
- with the request to upload in Board’s website

(P K Dash)  
Assistant Secretary