Tea Board
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700 001

Dated : 29.05.2019

OFFICE ORDER NO. 25/2019

The undersigned is directed to state that during the period of absence of Dr. Rishikesh Rai, Secretary (I/C) on and from 13.06.2019 to 21.06.2019 for proceeding nine days Earned Leave, Shri P.K. Sahoo, IOFS, Financial Adviser & Chief Accounts Officer, Tea Board, Kolkata will look after the duties and responsibilities to the post of Secretary, Tea Board in addition to his normal duties.

Shri Sahoo, FA & CAO will holds the similar financial and administrative powers as are presently holding by Dr. Rishikesh Rai in discharging the duties and responsibilities to the post of Secretary, Tea Board during the said period.

P. K. Dash 29.5.19
(P.K. Dash)
Assistant Secretary (I/C)

Distribution :-

1.	Shri P.K. Sahoo, IOFS, FA & CAO, Tea Board.	For information and necessary action please.
2.	Dr. Rishikesh Rai, Secretary (I/C)	
3.	Executive Director, Guwahati & Coonoor	For information please.
4.	DDTD, Siliguri, Palampur & Dibrugarh	
5.	S. O (NWI), New Delhi	
6.	Secretary to Dy. Chairman, Secretary & FA & CAO	
7.	Secretariat Branch	
8.	IT Cell	With the request to upload in Board's website.
9.	T.B.E.A./T.B.W.A/T.B.O.A	
10.	Establishment Branch	with spare copies

Ref. File No. 7(1)/Estt/89/Part-II