




**TEA BOARD**  
14, Biplabi Trailokya Maharaj Sarani  
Kolkata-700001

Dated: 10.03.2022

**OFFICE MEMORANDUM NO. 21/2022**

With reference to the Office Order No. 12022/22/2015-E.IV dated 09.03.2022 issued by the Ministry of Commerce & Industry, Department of Commerce, Govt. of India, Dr. M. Balaji, IAS (TN:2005) is hereby relieved from his duties as Executive Director, Tea Board, Zonal Office, Coonoor with effect from the afternoon of 10.03.2022.

  
(Dr. Rishikesh Rai)  
Secretary (I/C)

**Distribution :-**

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|-----|---|--|
| 1.  | Dr. M. Balaji, IAS (TN:2005),<br>Executive Director, Tea Board,<br><u>Zonal Office, Coonoor</u>   | With the request to please hand over the charge of Executive Director, Tea Board, Coonoor in the afternoon of 10.03.2022 to the undersigned.   |
| 2.  | Shri Falguni Banerjee,<br>Dy. Director of Tea Development,<br>Tea Board, Zonal Office,<br><u>Coonoor</u>  | With the request to please report for joining the Board's Zonal Office, Coonoor on transfer within the forenoon of 14.03.2022 and take over the charge of Executive Director, Tea Board, Coonoor on ad-hoc basis from the undersigned. |
| 3.  | Shri Mahender Chaudhary, Under Secretary, Ministry of Commerce & Industry, Department of Commerce, E-IV Section, Govt. of <u>India, Udyog Bhawan, New Delhi</u>   | With the request to please fill up the post of Executive Director, Tea Board, Coonoor by regular incumbent as early as possible.   |
| 4.  | Ms Anjali Anand, Under Secretary, Ministry of Commerce & Industry, Department of Commerce, Govt. of <u>India, Udyog Bhawan, New Delhi</u>   |  |
| 5.  | Ms. Deepti Umashankar, Secretary, Appointments Committee of the Cabinet & Establishment Officer, DoPT, North Block, New Delhi with reference to communication No. 33/03/2022-EO(SM-II) dated 23.02.2022 |  |
| 6.  | The Chief Secretary, Govt. of Tamil Nadu, Chennai.  |  |
| 7.  | PS to CIM/PS to MOS (C&I), Govt. of India, New Delhi.   |  |
| 8.  | PPS/PS to CS/AS&FA/AS(RS)/AS(A)/JS(DP)/JS(DNM) Govt. of India, New Delhi.   |  |
| 9.  | Director (Plantations), MoC&I, Udyog Bhawan, New Delhi  |  |
| 10. | Estt-I Section/Plant-A Section/FT Section/RTI Cell/O&M Section/Vigilance Section, Department of Commerce, Govt. of India, New Delhi   |  |
| 11. | All HoDs in Board's HO, Kolkata (excepting Dy. Chairman)  |  |
| 12. | All Zonal/Regional/Sub-Regional Offices of the Board.   |  |
| 13. | Secretary to Dy. Chairman, Tea Board  |  |
| 14. | P.As to Secretary, FA & CAO & DTD.  |  |
| 15. | IT Cell   | With the request to upload in Board's website.   |
| 16. | TBEA  |  |
| 17. | Estt. Branch  | With spare copies.   |