



टी बोर्ड भारत Tea Board India
14, बी.टी.एम सरनी (ब्रेबोर्न रोड) कोलकाता 700001
14, B.T.M Sarani (Brabourne Road) Kolkata 700 001
www.teaboard.gov.in

Date: 27.11.2020

OFFICE MEMORANDUM NO. 93/2020

DoC vide Office Memorandum No. 24 (35)/PF-II/2012 (Vol.III) – Part dated 04/08/2020 issued by the Department of Expenditure, MoF requested all Ministry/Department to prepare the EFC/SFC documents in the desired format.

It is also directed to include whether the proposals is secured against natural/man-made disaster like floods, cyclones, earthquakes, tsunamis etc. If the proposal involves creation/ modification of structural and engineering assets or change in land use plans, disaster management concern should be assessed, and specially commented upon.

In order to compile all such information as per the requirement of the DoC, it has been decided by the Competent Authority to depute Shri Dipankar Mukherjee, DDTD(P), attached to Board's Guwahati office for one month w.e.f., 01/12/2020 to 31/12/2020 for preparation of the EFC document at HQ, Kolkata.

The timeline are as follows:

Job Assigned	Timeline
Collection of all the desired Inputs from each Directorate	01/12/2020 - 03/12/2020
Preparation and compilation of Inputs – Draft report	Before 16/12/2020
Presentation of Draft Report before the Competent Authority and all HODs	17/12/2020 at 11.45 am
Final Draft report	21/12/2020
Forwarding of the approved EFC to DoC	22/12/2020
Reply to all queries/clarification to the DoC, if desired by them	30/12/2020
End of Deputation Period	31/12/2020

*Timeline is provisional and subject to change as per direction of the competent authority.

He will be eligible for the TA as per admissibility. No daily allowance will be paid. He will draw his salary and other regular allowances as per his HQ (Guwahati).


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

Distribution:

1.	Shri Dipankar Mukherjee, DDTD(P), Tea Board, Guwahati	With the request to join Head Office, Kolkata on deputation on 01.12.2020
2.	Executive Director, Tea Board, Guwahati	With the request to release Shri Dipankar Mukherjee, DDTD (P) enabling him to join in Head Office, Kolkata.
3.	Financial Advisor & Chief Accounts Officer, Tea Board, Kolkata	For kind information please.
4.	Director of Tea Development, Tea Board, Kolkata	
5.	All HODs in Head Office, Kolkata (excepting Dy. Chairman/Secretary)	
6.	DDTD (FB & CSM), ADTD (RK)	
7.	Secretary to Dy. Chairman	
8.	PA to FA&CAO/Secretary's Personal Section	
9.	Accounts Officer (PKD)/Pay Section, Finance Branch	
10.	IT Cell	With the request to upload on the Board's website.
11.	Secretariat Branch	
12.	Establishment Branch	With spare copies