



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani

Kolkata – 700001

File No:23(30)/Estt/2016

Dated: 1/2/2021

OFFICE MEMORANDUM NO. 10 /2021

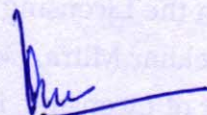
It has been observed that in recent years the workload of the Licensing Department in the Head Office has increased manifold. Moreover, there has been constant demand from the stakeholders to strengthen the Licensing Department at Head Office so that the request for 'License', 'Registrations' and Certificates' are disposed of within the time limit as prescribed in the Control Orders. In view of this and in order to further strengthen the Licensing Department at Head Office, it has been decided to induct Shri Chandrasekhar Mitra, Deputy Director of Tea Development, a post equal in rank to the Controller of Licensing, into the Licensing Department at Head Office of the Board with immediate effect.

Henceforth the work allocation in the Licensing Department in the Head Office shall be as follows:

Name of the Officer & Designation	Work Assigned
Smt. Rajanigandha Seal Naskar, Controller of Licensing	A. Tea Auction and all issues related to Tea Auction. B. All regulatory activities under the four Control Orders. C. All policy files under the four Control Orders . D. EGGICS. E. Annual Report F. RTI, Public Grievance relating to Tea Auction G. Board Meeting H. Any issue as assigned by the Deputy Chairman from time to time
Shri Chandrasekhar Mitra, Deputy Director of Tea Development	A. Issuance of Licenses, Registrations, Permissions & Certificates, Renewals of such Licenses, Registrations,

	Permissions & Certificates under: • Tea (Distribution & Export) Control Order, 2005, • Tea (Marketing) Control Order, 2003, • Tea Warehouse (Licensing) Order, 1989 , • Tea Waste (Control) Order, 1959 B. RTI, Public Grievance relating to issues pertaining to his work area.
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Smt. Rajanigandha Seal Naskar, Controller of Licensing and Shri Chandrasekhar Mitra, Deputy Director of Tea Development shall be the reporting officers of respective subordinate staff and officers as per the above work allocation. Both Smt. Rajinigandha Seal Naskar and Shri Chandrasekhar Mitra shall report directly to Deputy Chairman for their respective work area.



(P.K.Sahoo)

Deputy Chairman, Tea Board

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Registering & Licensing Authority

To:

1	Smt. Rajanigandha Seal Naskar, Controller of Licensing	For information & necessary action
2	Shri Chandrasekhar Mitra, Deputy Director of Tea Development	For information & necessary action
3	M/s Logicsoft, New Delhi	To make necessary changes in EGGICS

Distribution:

1	All Producers, Buyers, Exporters Associations	For information
2	All HoDs in Head office	For information
3	IT Cell	For uploading in website of the Board