




TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata – 700001

Dated 04.05.2023

OFFICE MEMORANDUM NO. 50/2023

The undersigned is directed to state that in exigencies of Board's work and on administrative, ground, the competent authority of the Board has been pleased to transfer Shri G.Venuselvam (V-49), Assistant Administrative Officer, attached to the Board's Zonal Office, Coonoor in his existing capacity and basic pay with posting in Board's North-East Zonal Office, Guwahati with immediate effect.

Shri Venuselvam will be eligible for admissible TA and Joining Time as per rules.


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

Distribution:-

1	Shri G.Venuselvam (V-49), Assistant Administrative Officer, Tea Board, Coonoor	With the request to report for joining on transfer to the Board's NE Zonal Office, Guwahati as early as possible.
2	Executive Director, Tea Board, Coonoor	With the request to please release Shri G. Venuselvam, Assistant Administrative Officer from Board's Zonal Office, Coonoor under intimation to the Board's Head Office, Kolkata as early as possible.
3	Executive Director, Tea Board, Guwahati	With the request to please intimate the date of joining of Shri Venuselvam, Assistant Administrative Office in Board's Zonal Office, Guwahati to the Board's Head Office, Kolkata as early as possible.
4	F.A. & C.A.O.	
5	Accounts Officer (Pay)	
6	PAs to Dy. Chairman/FA&CAO/DTD/ Secretary	
7	Secretariat Branch	
8	T.B.E.A	
9	I.T. Cell	With the request to upload in the Board's website.
10	Establishment Branch	With spare copies

Ref. File No.2(1)/Estt/2015/Part-II