




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

Dated: 16.10.2023

**OFFICE MEMORANDUM NO. 106 /2023**

The undersigned is directed to state that in exigencies of the Board's work and on administrative ground the following employees attached to different Sections of Board's H.O., Kolkata are hereby transferred in their existing capacity, pay with posting in the departments of Head Office as mentioned against each with immediate effect.

Sl. No.	Name	Designation	Present place of posting	Place of posting on transfer
1	Shri Subir Kumar Sarkar	Assistant Administrative Officer	Legal Cell	Secretariat Branch
2	Shri Swapan Ghosal	Sr. Assistant	Promotion Directorate under (Publicity Officer)	Finance Branch

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

**Distribution:**

1.	All members as listed above	With the request to join their respective places of posting as early as possible.
2.	FA&CAO	With the request to intimate the date of joining of Shri Swapan Ghosal, Sr. Assistant to the Estt. Branch as early as possible.
3.	Law Officer	With the request to please release Shri Subir Kumar Sarkar, AAO.
4.	Project Director	With the request to intimate the date of joining of Shri Subir Kr. Sarkar, AAO to the Estt. Branch as early as possible.
5.	DDTP(ND)	For information please.
6.	Publicity Officer	With the request to please release Shri Swapan Ghosal, Sr. Assistant.
7.	A.A.C.O. (TKS)	For information please.
8.	PAs to Dy. Chairman/FA&CAO/Secretary	
9.	I.T. Cell	With the request to upload in the Board's website.
10.	Secretariat Branch	
11.	TBEA	
12.	Esttt. Branch	With spare copies.

**Ref. File No.2(1)/Estt/2015**