

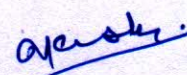


TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 09.12.2020

CIRCULAR

The undersigned is directed to inform that all employees of Tea Board must apply all kinds of leave in the standard leave format of Tea Board with immediate effect.


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

Distribution :-

1	Executive Director, Tea Board, Guwahati	With request to bring the content of this Circular to the knowledge of all officers/officials working under them.
2	Executive Director, Tea Board, Coonoor	
3	All HOD's in Head Office, Kolkata	
4	Director of Research	
5	DDTD, Tea Board, Siliguri/Jalpaiguri/ Palampur	
6	Special Officer for NWI, Tea Board, New Delhi	
7	Secretary to Deputy Chairman	For kind information.
8	PA to FA&CAO/Secretary's Personal Section	For kind information.
9	Secretariat Branch	For kind information.
10	TBOA/TBEA	For kind information.
11	I.T. Cell	With the request to upload in Board's website
12	Establishment Branch	With spare copies

Ref. No. 23(30)/Estt/2016



टी बोर्ड

TEA BOARD

अर्जित अवकाश / चिकित्सा अवकाश/ अवकाश विस्तार/ कोई अन्य अवकाश, आक.अ/प्रति.अ. के इतर आवेदन

Application for Earned Leave /Medical Leave/ Extension of Leave/ any other type of leave, other than CL/RH

- (1) आवेदक का नाम/ Name of the Applicant :
- (2) पद/ Designation :
- (3) विभाग, कार्यालय व अनुभाग/Department, office & Section :
- (4) वेतन/ Pay :
- (5) आवेदन की तिथि तक देय अवकाश :
Leave at credit on the date of application
- (6) अवकाश की प्रकृति एवं अवधि तथा दिनांक :
Nature and period of leave applied for
- (7) रविवार व अवकाश, यदि कोई, तो उस अवकाश के आरंभ में :
/ अंत में जोड़ने का प्रस्ताव/Sunday and holidays, if any,
proposed to be prefixed/ suffixed to leave
- (8) अवकाश लेने का कारण/ Ground on which leave is applied for :
- (9) अंतिम अवकाश से वापसी की तिथि एवं उस अवकाश की अवधि व प्रकृति :
Date of return from leave taken last and nature and period of that leave
- (10) मैं यात्रा अवकाश रियायत लेने का प्रस्ताव देता हूँ/ नहीं देता हूँ,
ब्लॉक वर्ष..... हेतु सुनिश्चित अवकाश के दौरान :
I propose/ do not propose to avail myself of Leave Travel Concession,
for the Block Years.....during the ensuring leave.
- (11) यदि अवकाश के दौरान मुख्यालय से बाहर जा रहे हों :
तो विवरण दें। (पता, फोन नम्बर आदि)
Whether leaving headquarter during the leave period,
if so, give details.(Address, Phone No. etc.)

आवेदक के हस्ताक्षर (तिथि व लेखा सं सहित)
Signature of the applicant (with date& A/c no.)

अधिकारी की संस्तुति/टिप्पणी
Remarks/Recommendation of the Officer

हस्ताक्षर (पदनाम व तिथि सहित)
Signature (with date/ designation)

संस्वीकृति प्राधिकारी के हस्ताक्षर/Signature of the sanctioning authority



टी बोर्ड
TEA BOARD

आकस्मिक अवकाश अथवा प्रतिबंधित अवकाश के आवेदन हेतु प्रपत्र
Form for Application for Casual Leave or Restricted Leave

- (1) आवेदक का नाम/ Name of the Applicant :
- (2) पदनाम/Designation. :
- (3) विभाग/अधिकारी/शाखा :
Department/Officer/Section
- (4) आवेदन की तिथि तक देय आकस्मिक अवकाश :
Casual Leave at credit on the date of application
- (5) आवेदित छुट्टी की अवधि :
Period of Leave applied for
- (6) अवकाश लेने का कारण :
Ground on which the leave is applied for
- (7) यदि अवकाश के दौरान मुख्यालय से बाहर जा रहे हों :
तो विवरण दें। (पता, फोन नम्बर आदि)
Whether leaving headquarter during the leave period,
if so, give details.(Address, Phone No. etc.)
- (8) पूर्वलग्न, मध्यलग्न, अंतलग्न, यदि हैं :
Prefix, Midfix, Suffix , if any
- (9) मैं यात्रा अवकाश रियायत लेने का प्रस्ताव देता हूँ/ नहीं देता हूँ, :
ब्लॉक वर्ष..... हेतु सुनिश्चित अवकाश के दौरान
I propose/ do not propose to avail myself of Leave Travel Concession,
for the Block Years.....during the ensuring leave.

आवेदक के हस्ताक्षर (तिथि सहित)
Signature of the applicant (with date)
लेखा सं० A/c No.

अधिकारी की संस्तुति/टिप्पणी
Remarks/Recommendation of the Officer

हस्ताक्षर (पदनाम व तिथि सहित)
Signature (with date/ designation)

संस्वीकृति प्राधिकारी के हस्ताक्षर/Signature of the sanctioning authority