



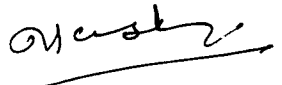
Tea Board
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700 001

Dated : 05.01.2023

OFFICE ORDER NO. 03/2023

Further to Office Order No. 10/2021 and 12/2021 both dated 30.06.2021 vis-à-vis transfer of Shri Abhishek Sharma, ADTD from Board's Head Office, Kolkata to Board's Regional Office, Jorhat, the undersigned is directed to state that, in exigencies of Board's work and administrative requirement, the Competent Authority has been pleased to appoint Smt. Rajanigandha Seal Naskar, Controller of Licensing as Public Information Officer (PIO) in respect of Board's Head Office, Kolkata and also directed to inform that she will act as Nodal Officer for dealing all the matters related to Public Grievances & RTI of Tea Board with immediate effect, in addition to her own duties.

This issues with the approval of Deputy Chairman.


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

Distribution :-

1.	Smt. Rajanigandha Seal Naskar, Controller of Licensing, Head Office, Kolkata	For kind information and necessary action please
2.	Shri Abhishek Sharma, ADTD, Head Office, Kolkata	With the request to please hand over all the files/documents related to RTI/Public Grievances to Smt. Rajanigandha Seal Naskar, Controller of Licensing as early as possible.
3.	All HoD's in Board's Head Office, Kolkata (excepting Dy. Chairman)	
4.	Execiutive Director, Coonoor & Guwahati	
5.	All Regional/Sub-Regional Offices of the Board	
6.	Secretary to Dy. Chairman	
7.	PA to FA&CAO/DTD/Secretary	
8.	IT Cell	For uploading on the website.
9.	TBEA	
10.	Estt. Branch	With spare copies.

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