



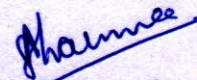
TEA BOARD INDIA  
14, Biplabi Trailokya Maharaj Sarani,  
Kolkata – 700 001

Dated : 04/12/2020

**Office Order No. 23/2020**

The undersigned is directed to state that during the period of absence of Dr. Rishikesh Rai, Secretary (I/C), Tea Board, Kolkata from 21/12/2020 to 31/12/2020 for proceeding on 11 days earned leave, Shri S. Soundararajan, DTD, Head Office, Kolkata will look after the duties and responsibilities to the post of Secretary, Tea Board in addition to his normal duties.

Shri S. Soundararajan, DTD will hold the similar financial and administrative powers as are presently held by Dr. Rishikesh Rai, in discharging the duties and responsibilities to the post of Secretary, Tea Board during the period from 21/12/2020 to 31/12/2020.

  
(Abhishek Sharma)  
Assistant Secretary I/C

**Distribution :**

|     |                                                        |                                                 |
|-----|--------------------------------------------------------|-------------------------------------------------|
| 1.  | Shri S. Soundararajan, DTD, Head Office, Kolkata       | For information and necessary action please.    |
| 2.  | Dr. Rishikesh Rai, Secretary (I/C), Kolkata            |                                                 |
| 3.  | Executive Director, Guwahati and Coonoor               |                                                 |
| 4.  | Director Research, Tea Board, QCL, Siliguri            |                                                 |
| 5.  | DDTD (Siliguri, Jalpaiguri, Palampur)                  |                                                 |
| 6.  | S.O (NWI), New Delhi                                   |                                                 |
| 7.  | Secretary to Dy. Chairman, PA to FA&CAO and Secretary. |                                                 |
| 8.  | Secretariat Branch                                     |                                                 |
| 9.  | T.B.E.A/T.B.W.A/T.B.O.A                                |                                                 |
| 10. | IT Cell                                                | With the request to upload the Board's website. |
| 11. | Establishment Branch                                   | With spare copies.                              |

**Ref No : Estt./PR/R-219/Vol-II/Leave**