




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

Dated : 31.10.2023

OFFICE MEMORANDUM NO. 108/2023

The undersigned is directed to state that in exigencies of the Board's work and on administrative ground, the following officials attached to the Board's Head Office, Kolkata are hereby transferred in their existing capacities and basic pays with posting in different places within Board's Head Office, Kolkata as mentioned below against each with immediate effect :-

Sl. No.	Name and designation	Present place of posting	Place of posting on transfer
1.	Smt. Amrita Chakraborty, ADTD	Directorate of Tea Promotion under DDTP (JB)	Directorate of Tea Promotion under DDTP (ND)
2.	Shri Shantanu Guha, AACO	Directorate of Tea Promotion	Finance Branch
3.	Shri Madhu Mondal, Assistant	Licensing Branch	DTP Branch (under DDTP (JB))


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

Distribution :-

1.	All officials as listed above	With the request to join their respective places of posting as early as possible.
2.	FA & CAO	With the request to please intimate the date of joining of Shri Shantanu Guha, AACO in Finance Branch to the Estt. Branch as early as possible.
3.	Controller of Licensing	With the request to please release Shri Madhu Mondal, Assistant from Licensing Branch under intimation to the Estt. Branch as early as possible.
4.	DDTP (ND)	With the request to please release Shri Shantanu Guha, AACO from the DTP Branch and intimate the date of joining of Smt. Amrita Chakraborty, ADTD to the Estt. Branch as early as possible and make her sitting arrangement in the chamber of Publicity Officer on sharing basis.
5.	DDTP (JB)	With the request to please release Smt. Amrita Chakraborty, ADTD and intimate the date of joining of Shri Madhu Mondal, Assistant to the Estt. Branch as early as possible.
6.	Assistant Secretary (I/C)	
7.	AACO (T.S)	
8.	P. As to Dy. Chairman & Secretary	
9.	TBEA	
10.	I.T. Cell	With the request to upload in the Board's website.
11.	Estt. Branch	With spare copies.

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