



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

Dated : 21.02.2024

OFFICE MEMORANDUM NO. 27/2024

The undersigned is directed to state that in exigencies of the Board's work and on administrative ground, the following staff members attached to the Board's Head Office, Kolkata are hereby transferred vice-versa in their existing capacities and basic pays 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.	Shri Saurav Pal, Sr. Secretarial Assistant	Finance Branch	Secretariat Branch
2.	Shri Surath Hui, Jr. Secretarial Assistant	Secretariat Branch	Finance Branch

The above arrangement is purely ad-hoc and will remain in force till the finalisation of Annual Accounts of the Tea Board for the year 2023-24.

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

Distribution :-

1.	Staff 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 please release Shri Saurav Pal, SSA from Finance Branch and intimate the date of joining of Shri Surath Hui, JSA in Finance Branch to the Estt. Branch as early as possible.
3.	JCL (PCB)	With the request to please release Shri Surath Hui, JSA from Secretariat Branch and intimate the date of joining of Shri Saurav Pal, SSA in Secretariat Branch to the Estt. Branch as early as possible.
4.	Assistant Secretary (I/C)	
5.	AACO (JAG/SG)	
6.	P. As to Dy. Chairman & Secretary	
7.	TBEA	
8.	I.T. Cell	With the request to upload in the Board's website.
9.	Estt. Branch	With spare copies.

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