



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

Dated : 01.06.2020

OFFICE MEMORANDUM NO. 38/2020

The undersigned is directed to state that in exigencies of the Board's work and on administrative requirement arising out of Covid related disruption, Shri Abhishek Sharma, Assistant Director of Tea Development, attached to the Board's Head Office, Kolkata will look after the duties and responsibilities of the Board's Regional Office, Agartala as an In-charge, in addition to his normal duties to the post of Estate Officer (I/C) and Assistant Secretary (I/C) until further orders in this regard without any additional financial benefit.

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

Distribution :-

1.	Shri Abhishek Sharma, ADTD, Tea Board, Kolkata.	For taking necessary action please.
2.	Executive Director, Guwahati	
3.	All HoDs in HO, Kolkata (excepting Dy. Chairman)	
4.	FA & CAO, Kolkata	For information please.
5.	Director of Tea Development	
6.	I.T. Cell	With the request to upload in the Board's website.
7.	Secretary to Dy. Chairman/Secretary	
8.	Secretariat Branch	
9.	TBEA/TBWA/TBOA	
10.	Estt. Branch	With spare copies.

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