



Ref no:TB/FIN/FA/Orders & Circulars /836

Dt. 20.09.2021

## Circular

### Sub: Details of Contractual staffs engaged in Tea Board- Providing of;

It is observed that several Contractual staffs are being engaged in Tea Board various Offices i.e. Head Office, Zonal Offices, Regional Offices & Sub-Regional Offices.

In view of the above, Head Office, Zonal Offices, Regional Offices & Sub-Regional Offices are urged to provide data as per the format below in M/s Excel within 03 days of issuing of this circular.

Name of Contractual Staff	Office attached	Attached from (date)	Present Salary	Contract Valid Till	Source of Contract (GEM/Others)	Remarks

*Dy. Chair*  
20/9/2021  
(FA & CAO)

### Distribution:

1.	Executive Director, Tea Board, Coonoor	With the request to please bring the contents of this circular amongst all offices under their control
2.	Executive Director, Tea Board, Guwahati	
3.	All HODs' in Head Office (excepting Dy. Chairman)	
4.	DDTD (Siliguri, Jalpaiguri, Palampur)	
5.	Special Officer (NWI), New Delhi	
6.	Secretary to Dy. Chairman	For kind information
7.	IT Cell	With the request to upload the Board's website.
8.	TBEA	
9.	Establishment Branch	With spare copies.



यदि आप अपना पत्र हिन्दी में लिखेंगे तो उतनी ही जल्दी जवाब मिलेगा, जितना कि अंग्रेजी में लिखने से मिलता है।