




TEA BOARD  
14, Biplabi Trailokya Maharaj Sarani  
Kolkata - 700001

Dated: 09.07.2020

**OFFICE MEMORANDUM NO. 49 /2020**

The undersigned is directed to say that in terms of Office Order No.No.A-12022/19/2019-E.IV dated 22<sup>nd</sup> June, 2020 issued by the Department of Commerce, Ministry of Commerce & Industry, Government of India, Shri Utpal Acharya, Joint DGFT (Zonal), Additional Directorate General of Foreign Trade Office, Kolkata has assumed the additional charge of the Deputy Chairman, Tea Board, Kolkata under the Department of Commerce, for a period of six months w.e.f., 09.07.2020 or till such time the post is filled up on regular basis or until further orders whichever event takes place earlier.

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

**Distribution:**

1	Shri Utpal Acharya, Joint DGFT (Zonal), Additional Directorate General of Foreign Trade Office, Kolkata
2	The Deputy Chairman, Tea Board, 14, B.T.M.Sarani, Kolkata – 700 001
3	The Secretary of the Government of India, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi
4	The Chief Secretary, Govt. of West Bengal, 325, Sarat Chatterjee Road, Nabanna, Howrah-711 102
5	The Secretary, Ministry of Home Affairs, Department of Personnel & Training, Govt. of India, North Block, New Delhi
6	The Additional Secretary, Department of Personnel & Training, Govt. of India, North Block, New Delhi
7	Establishment Officer, Department of Personnel & Training, Govt. of India, North Block, New Delhi
8	The Additional DGFT, Ministry of Commerce & Industry, Department of Commerce, Kolkata- 700069
9	Research Officer (Career Management), Department of personnel & Training, Room No.215, North Block, New Delhi
10	PS to CIM/PS to MOS(C&I)
11	PPS/PS to CS/SS(PKA)/SS(BBS)/AS(BSB/AS(SC)/AS&FA/JS(KC)/Director(AK)
12	Plant-A Section/Vigilance Section, Department of Commerce, Ministry of Commerce and Industry, Udyog Bhawan, New Delhi
13	Accountant General, Kolkata, West Bengal
14	C.P.A.O., Department of Commerce, Ministry of Commerce & Industry, Govt. of India, Udyog Bhawan, New Delhi- 110 011
15	R.P.A.O., Ministry of Commerce & Industry, Department of Commerce, Govt. of India, 1 Council House St., Kolkata
16	The Secretary, Home (P&AR) Department, Govt. of West Bengal, 325, Sarat Chatterjee Road, Nabanna, Howrah-711102
17	Vigilance Section, Department of Commerce, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi
18	E-IV Section, Department of Commerce, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi
19	The Chairman, Tea Board, 14, B.T.M.Sarani, Kolkata
20	The FA&CAO, Tea Board, 14, B.T.M.Sarani, Kolkata
21	All Tea Growers' Association of India
22	All Officers of the Tea Board in Head Office, Kolkata (excepting Deputy Chairman, FA & CAO and Secretary)
23	Executive Director (Coonor/Guwahati)
24	All Zonal, Regional & Sub-Regional offices of the Board
25	Directors of Tea Promotion attached to Board's office aboard
26	I.T. Cell, Tea Board..... with the request to upload in the Board's Website
27	Secretary to Deputy Chairman, Tea Board, Kolkata
28	Jr. Sectt. Assistant attached to FA & CAO/Secretary's Personal Section
29	T.B.O.A./T.B.E.A./T.B.W.A
30	Secretariat Branch
32	Establishment Branch (with spare copies)