



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

No. 23(9)/Estt/2020/467


Dated : 26.02.2020
02.03

MEMORANDUM

The undersigned is directed to state that the competent authority of the Board has constituted a Committee consisting of the following officers of the Board to ascertain the names of the concerned officials of the Board who have drawn/are drawing medical benefits as well as LTC facilities for their parents who have retired from Govt./Private organization and having financial stability to meet such expenditure by them within 31.03.2020 :-

1.	Financial Adviser & Chief Accounts Officer ;
2.	Secretary (I/C) ;
3.	Controller of Licensing ;

There should be uniformity in exercise of process and ensure that all are equally benefitted keeping the financial norms of the Tea Board and the relevant financial rules in mind.


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

Distribution :-

1.	All Officers mentioned above.	
2.	Executive Director, Coonoor/Guwahati	With the request to please submit the required information under their jurisdiction immediately before the Committee
3.	DDTD, Siliguri & Palampur	
4.	S.O (NWI)	
5.	Secretary to Dy. Chairman	
6.	P.A to FA & CAO	
7.	I.T. Cell	With request to upload in Board's website.
8.	Estt. Branch	With spare copies.