




TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 19.01.2021

OFFICE MEMORANDUM NO. 03/2021

The undersigned is directed to say that Smt. Rajanigandha Seal Naskar, Controller of Licensing, Tea Board, Kolkata will look after the additional duties of Financial Advisor & Chief Accounts Officer (FA&CAO), Tea Board, Kolkata w.e.f., 20.01.2021 (FN) in addition to her existing duties till such time the post is filled up on regular basis or until further orders whichever is earlier.

She is not entitled for any additional remuneration for looking after the duties and responsibilities of FA&CAO.


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

Distribution:

1	Smt. Rajanigandha Seal Naskar, Controller of Licensing, Tea Board, Kolkata
2	Deputy Chairman, Tea Board, Kolkata
3	Director (Plantations), Ministry of Commerce & Industry, Udyog Bhawan, New Delhi
4	Plant A Section/ O&M Section/E-I Section/TFS Section/Vigilance Section, Department of Commerce, MoCI, Udyog Bhawan, New Delhi
5	Chairman, Tea Board, Kolkata
6	All Tea Growers' Association of India
7	All Officers of the Tea Board in Head Office, Kolkata ((excepting Deputy Chairman and Secretary)
8	Executive Director (Coonoor/Guwahati)
9	All Zonal, Regional & Sub-Regional offices of the Board
10	Directors of Tea Promotion attached to Board's office aboard
11	IT Cell.....With the request to upload in the Board's website.
12	Secretary to Deputy Chairman, Tea Board, Kolkata
13	PA to FA&CAO/Secretary's Personal Section
14	T.B.O.A/T.B.E.A
15	Secretariat Branch
16	Establishment Branch (with spare copies)

Ref. File No. 23(7)/Estt/2007/Part-I