



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

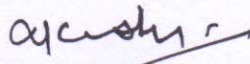
Dated: 02.03.2020

OFFICE MEMORANDUM NO. 27/2020

Further to the Order No. 2/2/2009/Part/STR/1052 dated 30.07.2015, the undersigned is directed to state that the competent authority has been pleased to enhance the quantum of amount as now being paid @ Rs. 3,300/- per head for making arrangement of farewell ceremony in respect of the concerned Board's officials on the day of their superannuation to Rs. 5,000/- per head as per following break-up with immediate effect :-

Sl. No.	Details of head	Amount (in Rs.)
1.	One Shawl as per the choice of concerned incumbent	3,000/-
2.	One gift item as per the choice of concerned incumbent	1,500/-
3.	One packet of sweets	500/-
		5,000/-

In addition to above, a set of six pairs cup and saucer with Board's logo will be presented as usual.


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

Distribution :-

1.	All HoDs in Board's HO, Kolkata (excepting Dy. Chairman)	With the request to bring the content of this Office Memorandum amongst all concerned working under them and take necessary action appropriately.
2.	Executive Director, Coonoor & Guwahati	
3.	DDTD, Siliguri & Palampur	
4.	S. O (NWI), New Delhi	
5.	All Regional/Sub-Regional Offices of Board	
6.	Secretary to Dy. Chairman	
7.	Secretariat Branch	
8.	TBEA/TBWA/TBOA	
9.	I.T. Cell	With the request to upload in the Board's website.
10.	Establishment Branch	with spare copies

Ref. File No. 2/2/2009/STR/Part