




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

Dated: 02.08.2023

OFFICE MEMORANDUM NO.85/2023

The undersigned is directed to state that in exigencies of the Board's work and on administrative ground the following employees attached to different Sections of Board's H.O., Kolkata are hereby transferred in their existing capacity, pay with posting in the departments of Head Office as mentioned against each with immediate effect.

Sl. No.	Name	Designation	Present place of posting	Place of posting on transfer
4	Shri Saurav Pal	Sr. Secretarial Assistant	Secretariat Branch	Finance Branch
5	Shri Surath Hui	Jr. Secretarial Assistant	Finance Branch	Secretariat Branch


(Asish Deb)
Assistant Secretary (I/c)

Distribution:

1.	All members as listed above	With the request to join their respective places of posting as early as possible.
2.	FA & CAO	With the request to please release Shri Surath Hui, Jr. Secretarial Assistant and intimate the date of joining of Shri Saurav Pal, Sr. Secretarial Assistant to the Estt. Branch as early as possible.
3.	Project Director	With the request to please release Shri Saurav Pal, Sr. Secretarial Assistant and intimate the date of joining of Shri Surath Hui, Jr. Secretarial Assistant to the Estt. Branch as early as possible.
4.	A.AC.O. (TKS)	For information please.
5.	PAs to Dy. Chairman/FA&CAO/DTD/ Secretary	
6.	I.T. Cell	With the request to upload in the Board's website.
7.	Secretariat Branch	
8.	TBEA	
9.	Esttt. Branch	With spare copies.

File No.2(1)/Estt/2015