



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

Dated : 11.08.2023

OFFICE MEMORANDUM NO. 91/2023

The undersigned is directed to state that Smt. Sreela Bandopadhyay, Development Officer after completion of her tenure of deputation in Food Safety and Standards Authority of India (FSSAI), New Delhi and on being released from the Office of FSSAI, New Delhi in the afternoon of 07.06.2023 and availing of 57 days Earned Leave from 08.06.2023 to 03.08.2023 as granted by FSSAI in her favour has reported for joining in the Directorate of Tea Development of Board's Head Office, Kolkata in the forenoon of 04.08.2023.


(Asish Deb)

Assistant Secretary (I/C)

Distribution :-

1.	Smt. Sreela Bandopadhyay, Development Officer, Tea Board, Kolkata.	
2.	Director of Tea Development.	
3.	The Dy. Director (HR), Food Safety and Standards Authority of India (FSSAI), FDA Bhawan, Kotla Road, <u>New Delhi-110 002</u>	With the request to please forward the leave records of Smt. Sreela Bandopadhyay, Development Officer and make the updated payment of leave salary contribution as well as the matching contribution to the NPS account of her as early as possible.
4.	Executive Director, Tea Board, Guwahati.	
5.	F.A & C.A.O.	
6.	Accounts Officer (Pay)	For necessary action please.
7.	P.As to Dy. Chairman, FA & CAO & Secretary	
8.	I.T. Cell	With the request to upload in Board's website.
9.	Secretariat Branch	
10.	TBEA	
11.	Estt. Branch	With spare copies.

Ref. File No. Estt/PR/B-299/Part