




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

Dated : 08.06.2020

OFFICE MEMORANDUM NO. 41/2020

With reference to his appeal dated 27.05.2020, Shri K.J. Sabin (S-341), Sr. Assistant, attached to the Board's Zonal Office, Coonoor is hereby informed that the competent authority of Tea Board has been pleased to accept his prayer for voluntary retirement from services of the Board w.e.f. the afternoon of 31.08.2020.


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

Copy to :-

1.	Shri K.J. Sabin (S-341), Sr. Assistant, <u>Tea Board, Coonoor</u>	With the request to hand over the Board's Identity Card, other electronic devices, if any to the Board's Office, Coonoor and submit pension papers, duly filled in, at the earliest.
2.	Executive Director, Coonoor	With the request to please submit his Service Book, duly updated, along with his PR File, Leave File etc. to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
3.	FA & CAO	
4.	A. O (Pension)	With the request to forward the pension forms to Shri Sabin for submission.
5.	Pay Section, Pension Section, PF Wing under Finance Branch.	
6.	Secretary to Dy. Chairman & Secretary	
7.	IT Cell	With the request to upload in Board's website
8.	Tea Board Employees' Co-operative Society Ltd.	
9.	TBEA/TBWA	
10.	Estt. Branch	With spare copies.

File No. 23(4)/Estt/2019