

Ref. No. Estt/PR/M-216/Leave/3217

Dated : 24<sup>th</sup> September, 2012.

M E M O R A N D U M

Shri Sanjoy Kr. Mitra, who voluntarily retired from the services of the Board's Head Office, Kolkata as Dy. Director of Tea Promotion, with effect from the forenoon of 01-09-2012, is hereby allowed to be paid cash equivalent of leave salary in respect of (the total of Earned leave and Half Pay leave at her credit not exceeding 300 days) Earned Leave for 300 days (three hundred days at her credit on the date of his superannuation in terms of O.M. No.14028/3/2008-Estt.(L), dated 25.9.08 Govt. of India, Ministry of Personnel, Public Grievances & Pensions [Department of Personnel & Training].

Sd/-  
(B.K. Biswas)  
Assistant Secretary

**Distribution:**

1. Shri Sanjoy Kr. Mitra,  
Flat 1/2C, Green Valley,  
Joka, Diamond Harbour Road,  
Kolkata – 700 104.
2. Director of Tea Promotion (HQ).
3. F.A. & C.A.O.,
4. Sr. Accounts Officer
5. In-charge, Pay Section, Finance Branch.
6. T.B.O.A./T.B.E.A./T.B.W.A.
7. System Analyst - For uploading in the Board's Website.
8. Guard File
9. Establishment Branch (with spare copies).