



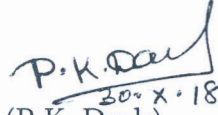
Tea Board,
14, BTM Sarani,
Kolkata-700001

Ref. No. Estt/PR/B-264/1729

Dated: 30.10.2018

MEMORANDUM

With reference to his appeal dated 15.10.2018, Shri Jayanta Nath Banerjee, Sr. Assistant, attached to Board's Regional Office at Birpara 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 with effect from the afternoon of 31st October, 2018. However, he can apply for commutation of pension only after expiry of the normal notice period of three months.


(P.K. Dash)
30.10.18

Assistant Secretary (I/C)

Shri Jayanta Nath Banerjee (B-264),
Sr. Assistant,
Tea Board, Birpara

With the request to hand over the Identity Card & Health Card to the Estt. Branch, Tea Board, Kolkata on or before 31.10.2018 and also submit pension forms, duly filled in, at the earliest.

Copy to:

1. DDTD, Siliguri & Jalpaiguri	With the request to intimate leave position of Shri Banerjee w.e.f. the date of his joining in Birpara office and also to confirm whether any electronic devices, like calculator, pen-drive, etc. were issued to him during his posting at Birpara.
2. DO, Birpara	
3. Sr. Accounts Officer	For information and necessary action please
4. IT cell/System Analyst	With the request to upload in the Board's website
5. Secretary to Dy. Chairman, P.A.s to FA&CAO and Secretary	
6. Tea Board Employees' Co-op. Society Limited	
7. T.B.E.A/ T.B.W.A	
8. Establishment Branch (With spare copies)	