



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

No. Estt/PR/M- 271/2014

September 23, 2014

MEMORANDUM

In pursuance of the Office Order No. T-49015/1/2012-Plant-A/E.IV dated 03.01.2013, issued by the Department of Commerce, Ministry of Commerce & Industry, Government of India, Smt. Neelam Meena, IAS (WB:1998) had taken over the charge of the post of Deputy Chairman, Tea Board, Kolkata on deputation basis in the forenoon of 7th January, 2013 for the balance period of her central deputation tenure i.e. upto 21.09.2014.

Smt. Meena was granted leave for 18th and 19th of September, 2014 by Chairman, Tea Board and accordingly, she is hereby deemed to have been released w.e.f. 21.09.2014, treating 18th and 19th of September, 2014 as leave and 20th and 21st of September, 2014 as the Board's closed holidays. On expiry of the leave, Smt. Meena shall take up her new assignment under the Govt. of West Bengal.

(A. Rajan)

Secretary (In-charge)

Distribution :-

1.	Smt. Neelam Meena, IAS (WB:1998), Dy. Chairman, Tea Board, Kolkata.	
2.	The Secretary to the Government of India, Ministry of Commerce & Industry, Deptt. of Commerce, Udyog Bhavan, New Delhi.	
3.	Joint Secretary, Ministry of Commerce & Industry, Deptt. of Commerce, Udyog Bhavan, New Delhi - 110 107.	
4.	Dr. Amarpreet Duggal, Dy. Secretary to the Govt. of India, DOP&T, North-Block, New Delhi.	
5.	Chief Secretary, Government of West Bengal, Writers' Buildings, Kolkata - 700001.	
6.	Secretary, Ministry of Home Affairs, Department of Personnel & Training, Govt. of India, North Block, New Delhi	
7.	All Tea Growers' Association of India	
8.	All Officers of the Tea Board in Head Office, Kolkata (excepting Chairman, Dy. Chairman and Secretary)	
9.	Executive Directors, Coonoor.	
10.	Executive Director, North-East.	
11.	All Regional/Sub-Regional Offices of the Tea Board.	
12.	All Directors of Tea Promotion attached to Board's offices abroad	
13.	Accountant General, West Bengal, Kolkata	
14.	C.P.A.O., Ministry of Commerce & Industry, Department of Commerce, Govt. of India, Udyog Bhavan New Delhi - 110 107.	
15.	R.P.A.O., Ministry of Commerce & Industry, Department of Commerce, Govt. of India, 1, Council House Street, Kolkata.	
16.	Secretary, Home (P&AR) Deptt., Govt. of West Bengal, Writers' Buildings, Kolkata	
17.	Vigilance Section, Ministry of Commerce & Industry, Deptt. of Commerce, Udyog Bhavan, New Delhi	
18.	Sysgtem Analyst	With the request to upload in the Board's website
19.	P.A.s to Chairman, Dy. Chairman and Secretary	
20.	T.B.O.A./T.B.E.A./T.B.W.A.	
21.	Secretariat Branch	
22.	Establishment Branch (with spare copies)	

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