




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

Dated : 01.06.2020

OFFICE MEMORANDUM NO. 36/2020

The undersigned is directed to state that in exigencies of the Board's work and on administrative requirement arising out of Covid related disruption and retirement of the incumbent of I/C Director of Tea Promotion, Smt. Nandini Datta, DDTP, the senior-most officer of the Promotion Directorate posted in the Board's Head Office, Kolkata will look after all administrative duties and responsibilities of Directorate of Tea Promotion as I/C Director of Tea Promotion with immediate effect, without any additional financial benefit.

This is without prejudice to the seniority of all other officers in the cadre.


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

Distribution :-

1.	Smt. Nandini Datta, DDTP, Tea Board, Kolkata.	With the request to please take over the charge of DTP (I/C) as early as possible.
2.	All HoDs in HO, Kolkata (excepting Dy. Chairman)	
3.	FA & CAO, Kolkata	For information please.
4.	Executive Director, Coonor & Guwahati	
5.	I.T. Cell	With the request to upload in the Board's website.
6.	Secretary to Dy. Chairman/Secretary	
7.	Secretariat Branch	
8.	TBEA/TBWA/TBOA	
9.	Estt. Branch	With spare copies.

Ref. File No. 2(1)/Estt/2015