




TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated: 15.05.2023

OFFICE MEMORADUM No: 57/2023

The undersigned is directed to state that the competent authority has been pleased to accord approval for adopting the following norms for selection of Skilled and professional contractual staff members in Tea Board in the exigencies of Board's work and on administrative requirement w.e.f. 01.04.2023 :-

1.	Each Skilled and professional contractual staff members shall be eligible for 18 (eighteen) days leave in a year which shall not be carried forward ;
2.	The revised leave of 18 days during the contractual period of one year shall be applicable to each Skilled and professional contractual staff members w.e.f. 01.04.2023 ;
3.	The leave of 18 days shall be calculated from 01.04.2023 to the next renewal date of their contract ;
4.	Existing members in the category of Skilled and professional contractual staff members may avail their leave on pro-rata basis during the remaining period of their contract in Tea Board ;
5.	The rate of annual revision of remuneration shall not be more than 10% for each Skilled and professional contractual staff members in a year ;
6.	Request for any engagement and/or renewal of contract for Skilled and professional contractual staff members shall henceforth be routed through the Estt. Branch of Board's Head Office, Kolkata ;
7.	Without the prior specific approval from Board's Head Office, Kolkata, no engagement and/or renewal of Skilled and professional contractual staff members shall be valid ;
8.	All Zonal/Regional offices shall submit the numbers/details of Skilled and professional contractual staff members for each quarter to the e-mail ID : esttkolkata@gmail.com on regular basis ;


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

Distribution :-

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4.	FA & CAO	
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6.	I.T Cell	With the request to upload in Board's website.
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Ref. File No. 23(11)/Estt/2022