



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated : **23.05.2013**

OFFICE MEMORANDUM NO: 105/2013

The undersigned is directed to state that in the exigencies of Board's work and on administrative ground, the following Development Officers of the Tea Board are hereby posted at places mentioned against each of them under the Board's different offices. They are advised to report for joining to the concerned Reporting Officers as early as possible :-

Sl. No.	Name and Account Number	Place of posting	District/State	Reporting Officer
1.	Shri Jadab Mohan Chutia (C-159)	Tura	West Garo Hills, Meghalaya	ADTD, Guwahati
2.	Shri Jiban Tamang (T-46)	Bongaigaon	Bongaigaon, Assam	ADTD, Guwahati
3.	Shri Dhiraj Saikia (S-432)	Gophur	Sonitpur, Assam	ADTD, Tezpur
4.	Smt. Mousami Duarah (D-270)	Dibrugarh	Dibrugarh, Assam	ADTD, Dibrugarh
5.	Shri Kamal Majumdar (M-273)	Tinsukia	Tinsukia, Assam	ADTD, Dibrugarh
6.	Shri Prasanta Ghosh (G-176)	Udalguri	Udalguri, Assam	ADTD, Tezpur
7.	Smt. Rashmi Kanta Sahoo (S-434)	Chabua	Dibrugarh, Assam	ADTD, Dibrugarh
8.	Smt. Sanjukta Banerjee (B-305)	Ledo	Tinsukia, Assam	ADTD, Dibrugarh
9.	Shri Tanmoy Dey (D-268)	Makum	Tinsukia, Assam	ADTD, Dibrugarh
10.	Shri Utpal Giri (G-177)	Talap	Tinsukia, Assam	ADTD, Dibrugarh
11.	Ms. Anjali (A-60)	Barpathar	Golaghat, Assam	ADTD, Jorhat
12.	Shri Vikash Kumar (K-167)	Numaligarh	Golaghat, Assam	ADTD, Jorhat
13.	Shri Debayan Chakraborty (C-161)	Biswanath Caharali	Sonitpur, Assam	ADTD, Tezpur
14.	Shri Abhisek Sharma (S-431)	Chopra	North Dinajpur,	ADTD, Siliguri
15.	Shri Pranit Thapa (T-45)	Jalpaiguri	Jalpaiguri, W.B.	ADTD, Jalpaiguri
16.	Shri Anupam Nandy (N-104)	Dhekiajuli	Sonitpur, Assam	ADTD, Tezpur
17.	Shri B. Pagalavan (P-159)	Kotagiri Dist.	Nilgiris, T.N.	ADTD, Coonoor
18.	Shri N. Bhuvanesh (B-303)	Coonoor	Nilgiris, T.N.	ADTD, Coonoor
19.	Smt. D. Meera (M-272)	Coonoor	Nilgiris, T.N.	ADTD, Coonoor
20.	Smt. Remya M.B (R-254)	Elappara	Idukki, Kerala	ADTD, Kumily
21.	Shri Varunmenon R (V-54)	Kattappana	Idukki, Kerala	ADTD, Kumily
22.	Smt. Anjali K (A-58)	Kumily, Kerala	Idukki, Kerala	ADTD, Kumily
23.	Smt. Sneha Elizabeth Varghese (V-56)	Vandiperiyar	Idukki, Kerala	ADTD, Kumily
24.	Shri Sumit Thakur (T-47)	Palampur, H.P.	Kangra, H.P.	DDTD, Palampur

All the above mentioned officer are eligible for admissible Transfer T.A and joining time, as per rule, for their joining at their new places of posting.

In this connection, their assignments for the first three months (1st June to August, 2013) is indicated under Annexure-I attached herewith. All officers are requested to comply with the instructions mentioned therein.

Enclo : As stated.

(B.K. Biswas)
Assistant Secretary

P.T.O.

Distribution

1.	All members as listed at pre-page.	
2.	DDTD, Palampur	
3.	ADTD, Guwahati, Tezpur, Dibrugarh, Jorhat, Siliguri, Jalpaiguri, Coonoor, Kumily.	With the request to intimate the date(s) of their release/joining to their respective places of posting the Board's Head Office, Kolkata as early as possible.
5.	Shri G. Boriah, Advisor, Tea Board	
6.	Executive Director North-East	
7.	Executive Director, Coonoor	
8.	Advisor, STGDD, Dibrugarh	
9.	Accounts Officer (Pay)	
10.	Dy. Director (Hindi)	
11.	In-charge of Pay Section, Kolkata	
12.	System Analyst	With the request to upload in the Tea Board's website
13.	Secretariat Branch	
14.	Guard File of Estt. Branch	
15.	T.B.O.A/T.B.E.A/T.B.W.A.	
16.	Estt. Branch ---- with spare copies.	

Ref. File No. 2(1)/Estt/98/Dev. Dte.
(Hindi version follows)

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ANNEXURE-I

Assignment for the period from 1st June to August, 2013

1. The officers are to report to their respective reporting officers as indicated in the posting order.
2. **During the first three months (June to August, 2013) they need to :-**
 - a. Find a suitable place for their own office cum residence in consultation with their Reporting Officer.
 - b. Obtain a Driving License (if not already have one) to drive two wheelers.
 - c. Complete the enumeration of the small growers/self help groups existing within their respective jurisdiction.
 - d. Work out a monthly schedule of meetings with the small growers and self help groups.
 - e. Acquaint themselves with the provisions of the Tea Act, 1953, various Control Orders, Tea Board Office Procedure Manual , Plantation Labour Act, 1951 etc.
 - f. Clear the first test on the Office Procedure Manual on 12th July and other subjects indicated in the sub para 2.e. during the last week of August, 2013.
 - g. From September onwards, they should follow duties and responsibilities as indicated in Office Order being issued separately.