



TEA BOARD  
14, Biplabi Trailokya Maharaj Sarani  
Kolkata-700001

Dated: 17.06.2013

**OFFICE MEMORANUM No: 13/2013**


The undersigned is directed to state that in exigencies of the Board's work and on administrative ground the following Development Officers attached to the Board's Head Office, Kolkata are hereby transferred and stand released for the places mentioned against each of them under the Board's different Offices:-

Sl.No	Name and Account No	New Place of posting	Reporting Officer
1.	Shri Pushpendu Dutta (D-254)	Kailashasar, Dist- Unakoti, Tripura	ADTD, Agartala
2.	Shri Harisadhan Malakar (M- 258)	Ledo, Tinsukia, Assam	ADTD, Dibrugarh

They should report for joining to the concerned Reporting Officers. They are eligible for admissible Transfer T.A and joining time, as per rule, for their joining at the new places of posting.

The assignments to be completed by the end of August, 2013 are in Annexure-I and they are requested to comply with the same.

Encl: As stated.

  
( B. K. Biswas )  
Assistant Secretary

Distribution

1	Staff members mentioned above	
2	D.T.D (In-charge)	With the request to release them immediately under intimation to the Estt Branch
3	A.D.T.D, Dibrugarh and Agartala	With the request to intimate the date(s) of their joining to the respective places of posting to the Board's Head Office, Kolkata as early as possible
4	Advisor (Development)	
5	F.A & C.A.O	
6	Accounts Officer(Pay)	
7	In-charge of Pay Section, Kolkata	
8	System Analyst	With the request to upload in the Board's website
9	Programmer, Kolkata	
10	P.As to Chairman/Dy Chairman/Secretary	
11	Secretariate Branch	
12	T.B.E.A/T.B.W.A	
13	Estt. Branch	With Spare copies

Ref.Fle No.2(1)/Estt/98/Dev.Dte

(Hindi version follows)

Assignment Details

1	The offices are to report to their respective reporting officers as indicated in the posting order
2	By the end of 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.	From September onwards, they should follow duties and responsibilities as indicated in Office Order being issued separately.