



**TEA BOARD**  
**14, Biplabi Trailokya Maharaj Sarani**  
**Kolkata – 700001**

Dated: **05.07.2013**

**OFFICE MEMORANDUM NO : 142/2013**

In terms of the Office Memorandum No. 105/2013 dated 23.05.2013, under sub-para 2(f) of its enclosure, the undersigned is directed to state the following Development Officers, posted in different Board's Offices as mentioned against each, are to appear in a written test on the Office Procedure Manual to be held at 8<sup>th</sup> Floor of the Board's Head Office in Kolkata on Sunday, the 14<sup>th</sup> July, 2013 at 11.00 A.M. :-

Sl. No.	Name and Account Number	Place of posting	District/State	Working under
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.	Shri Rashmi Kanta Sahoo (S-434)	Chabua	Dibrugarh, Assam	ADTD, Dibrugarh
8.	Smt. Sanjukta Banerjee (B-305)	Chopra	North Dinajpur	ADTD, Siliguri
9.	Shri Tanmoy Dey (D-268)	Makum	Tinsukia, Assam	ADTD, Dibrugarh
10.	Shri Utpal Giri (G-177)	Talap	Tinsukia, Assam	ADTD, Dibrugarh
11.	Shri Vikash Kumar (K-167)	Numalighar	Galaghat, Assam	ADTD, Jorhat
12.	Shri Debayan Chakraborty (C-161)	Biswanath Caharali	Sonitpur, Assam	ADTD, Tezpur
13.	Shri Abhisek Sharma (S-431)	Lahaol	Dibrugarh, Assam	ADTD, Dibrugarh
14.	Shri Pranit Thapa (T-45)	Jalpaiguri	Jalpaiguri, W.B.	ADTD, Jalpaiguri
15.	Shri Anupam Nandy (N-104)	Dhekiajuli	Sonitpur, Assam	ADTD, Tezpur
16.	Shri B. Pagalavan (P-159)	Kotagiri Dist.	Nilgiris, T.N.	ADTD, Coonoor
17.	Shri N. Bhuvanesh (B-303)	Coonoor	Nilgiris, T.N.	ADTD, Coonoor
18.	Smt. D. Meera (M-272)	Coonoor	Nilgiris, T.N.	ADTD, Coonoor
19.	Smt. Remya M.B (R-254)	Elappara	Idukki, Kerala	ADTD, Kumily
20.	Shri Varunmenon R (V-54)	Kattappana	Idukki, Kerala	ADTD, Kumily
21.	Smt. Anjali K (A-58)	Kumily, Kerala	Idukki, Kerala	ADTD, Kumily
22.	Smt. Sneha Elizabeth Varghese (V-56)	Vandiperiyar	Idukki, Kerala	ADTD, Kumily
23.	Shri Sumit Thakur (T-47)	Palampur, H.P.	Kangra, H.P.	DDTD, Palampur

It may be mentioned here that appearance before the said written test is mandatory and all concerned are advised to visit the Board's website for details of the Office Procedure Manual.

  
(B.K. Biswas)  
Assistant Secretary

**Distribution :-**

1.	All Development Officers as listed above.	
2.	Executive Director, Coonoor	
3.	Executive Director North-East.	
4.	Adviser (Development), Kolkata.	
5.	F.A. & C.A.O	
6.	In-charge, STGD, Tea Board, Amolopatty, Dibrugarh	
7.	All Officers-in-charge posted in Regional/Sub-Regional Offices.	
8.	Accounts Office (Pay)	
9.	Dy. Director (Hindi)	
10.	Security Officer	With the request to keep the Board Room at 8 <sup>th</sup> Floor ready on Sunday, the 14 <sup>th</sup> July, 2013.
11.	System Analyst	With the request to upload in the Board's website.
12.	P.As to Chairman/Dy.Chairman/Secretary	
13.	Secretariat Branch	
14.	T.B.O.A/T.B.E.A./T.B.W.A	
15.	Establishment Branch ( with spare copies)	