



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

Dated : 08.07.2013

**OFFICE MEMORANDUM NO : 146/2013**

The undersigned is directed to state that in exigencies of the Board's work and on administrative ground, Shri Joydip Biswas (B-286), Dy. Director of Tea Promotion, attached to the Board's Head Office, Kolkata in the Pay Band-3 (Rs. 15,600-39,100/-) with Grade Pay of Rs. 6,600/- is hereby assigned with the duties and responsibilities of Director of Tea Promotion, Grade-II (against one of the vacant post) in the Board's Head Office, Kolkata and re-designated as In-charge Director of Tea Promotion, Grade-II.

Shri Biswas will discharge the duties and responsibilities of Director of Tea Promotion, Grade-II as In-charge, in addition to his own duties, in his existing capacity, pay and Grade Pay until further orders.

The above arrangement is purely on ad-hoc basis and therefore, will not confer any right or benefit to Shri Biswas.

(B.K. Biswas)  
Assistant Secretary

Distribution

1.	Shri Joydip Biswas (B-286), DDTP, Tea Board, Kolkata.	
2.	D.T.P (H,Q)	With the request to please intimate the date of assumption of additional charge by Shri Joydip Biswas, DDTP to the Estt. Branch as early as possible.
3.	Executive Director, Coonoor	
4.	Executive Director North-East (I/C), Jorhat	
5.	F.A & C.A.O.	
6.	Accounts Officer (Pay)	
7.	Dy. Director (Hindi)	
8.	In-charge of Pay Section, Kolkata	
9.	System Analyst	With the request to upload in the Board's website.
10.	P.As to Chairman/Dy. Chairman/Secretary	
11.	Secretariat Branch	
12.	T.B.O.A/T.B.E.A/T.B.W.A.	
13.	Estt. Branch ---- with spare copies.	

Ref. File No. 11(5)/Estt/2002

(Hindi version follows)