



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

Dated: 13/09/2017  
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**OFFICE MEMORANDUM NO: 104/2017**

The undersigned is directed to state that Shri Ujjwal Kanti Pandit, Planning Officer & Estate Officer (I/c) will be on leave from 25.09.2017 to 08.10.2017 with permission to leave Head Quarter on 23.09.2017. During the period of his absence, Shri Ananda Gopal Ghosh, AAO, will look after the duties of Estate Officer in addition to his own duties purely on ad-hoc basis.

  
( S. Soundararajan )  
Secretary

Distribution

1. Shri Ujjwal Kanti Pandi,  
Planning Officer & Estate Officer (I/c)  
Tea Board, Kolkata.
2. Shri Ananda Gopal Ghosh,  
Assistant Administrative Officer  
Tea Board, Kolkata.
3. All Officers of the Board in Head Office  
(excepting Chairman & Dy. Chairman)
5. Secretary to Dy. Chairman/Secretary
6. IT Cell ----- With the request to upload in Tea Board's website.
7. Secretariat Branch
8. T.B.O.A./T.B.E.A./T.B.W.A.
9. Establishment Branch – with spare copies.

Ref. File No. Estt/PR/P-145/Leave file  
(Hindi version follows)