



Tea Board
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700 001

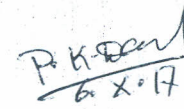
Dated : 06.10.2017

OFFICE MEMORANDUM NO. 108/2017

The undersigned is directed to state that in exigencies of the Board's work and on administrative ground, the following staff members attached to Board's Head Office, Kolkata and North-East Zonal Office, Guwahati are hereby transferred in their existing capacity and basic pay with posting in different places as mentioned against each with immediate effect :-

Sl. No.	Name	Designation	Present place of posting	Place of posting on transfer
1.	Smt. Baby Basu	Asstt. Administrative Officer	N.E. Zonal Office, Guwahati,	Licensing Branch, H.O., Kolkata
2.	Shri Chandra Nath Banerjee	Asstt. Administrative Officer	Estt. Branch, H.O., Kolkata	Finance Branch, H.O., Kolkata
3.	Shri Ramen Saha	Asstt. Administrative Officer	Finance Branch, H.O., Kolkata	Licensing Branch, H.O., Kolkata
4.	Shri Asish Deb	Asstt. Statistical Officer	Estt. Branch, H.O., Kolkata	Statistics Branch, H.O., Kolkata
5.	Shri Mishri Choudhury	Sr. Secretarial Assistant	IPR Cell, H.O., Kolkata	IPR and Official Language Branch, H.O., Kolkata
6.	Sabia Noor	Assistant	Publicity Branch, H.O., Kolkata	Publicity, Packing Section and Official Language Branch, H.O., Kolkata
7.	Shri Bijaya Kr. Samal	Multi Tasking Staff	Library, H.O., Kolkata	Library and Directorate of Tea Research, H.O., Kolkata

Smt. Baby Basu, Assistant Administrative Officer will be eligible for admissible TA, Transfer Grant and Joining Time, as per rule, for her joining on transfer from Board's N.E. Zonal Office, Guwahati to Board's Head Office, Kolkata.



(P.K. Dash)
Assistant Secretary

Distribution :-

1.	All staff members as listed above	With the request to join their respective places of posting as early as possible.
2.	Executive Director, Guwahati	With the request to release Smt. Baby Basu, AAO as early as possible.
3.	F.A & C.A.O./Sr. A.O.	With the request to release Shri Ramen Saha, AAO and intimate the date of joining of Shri Chandra Nath Banerjee, AAO as early as possible.
4.	Controller of Licensing	With the request to intimate the date(s) of joining of Shri Ramen Saha, AAO and Smt. Baby Basu, AAO as early as possible.
5.	Statistician	With the request to intimate the date of joining of Shri Asish Dev, ASO as early as possible.
6.	Director (Research)	With the request to entrust duties concerning to their Directorates/Branches to the respective staff members as mentioned under Sl. Nos. 5, 6 and 7 above in addition to their existing duties as and when required.
7.	D.T.P (I/C)	
8.	Dy. Director (O.L)	
9.	Publicity Officer	
10.	I.T. Cell	With the request to upload in the Board's website.
11.	Secretary to Dy. Chairman/Secretary	
12.	Secretariat Branch	
13.	TBEA/TBWA	
14.	Estt. Branch	With spare copies.