



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated 20.11.2018

OFFICE MEMORANDUM NO. 113 / 2018

Shri Manish Kumar, Assistant, attached to Board's Zonal office, Guwahati, who has been provided with Board's Staff Quarter No. 12-B/7 having floor area 67.02 Sq. Mtrs., has occupied the same with effect from 01.11.2018 as per his intimation dated 05.11.2018 under cover of letter No. 1(12)/NEZO/GAU/SQ/12/1970 dated 07.11.2018 of ADTD, Tea Board, Guwahati. As such, he is required to pay License Fee @ **Rs.640/- per month w.e.f. 01.11.2018** in terms of Office Memorandum No.18011/2/2015-Pol.III dated 19.07.2017 issued by Director of Estates, Ministry of Urban Development, Govt. of India.

Besides, Shri Manish Kumar would not be entitled to draw House Rent Allowance during the period of stay of such accommodation w.e.f. 01.11.2018 and shall have to pay electricity, water charges, if any, in terms of relevant rules.

P. K. Dash
20.11.18
(P.K. Dash)

Assistant Secretary (I/c)

Distribution:

1.	Shri Manish Kumar (K-162)	
2.	DDTD, Guwahati	
3.	Sr. Accounts Officer	
4.	Accounts Officer (Pay)	
5.	Secretary to Dy. Chairman, P.A. to FA&CAO and Secretary	
6.	IT Cell	With request to upload in the Board's website
7.	Secretariat Branch	
8.	TBEA/ TBWA	
9.	Establishment Branch (with spare copies)	

Ref. File No.28(1)/Estt/97