



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

Dated : **31.01.2018**

OFFICE MEMORANDUM NO. 17/2018

The undersigned is directed to state that in exigencies of the Board's work and on administrative ground, the following officers attached to Board's SGDD, Dibrugarh are hereby transferred in their existing capacity and basic pay with posting in Board's Head Office, Kolkata w.e.f. 01.04.2018 :-

Sl. No.	Name	Designation	Details of work to be attended by him/her in Board's Head Office, Kolkata
1.	Shri Abhishek Sharma (S-431)	Assistant Director of Tea Development	Supervise all work relating to Security Section and certain additional work relating to Directorate of Tea Promotion which will be entrusted subsequently.
2.	Ms. Seema Tiwary (T-48)	Accounts Officer	Maintain/Supervise all accounting/financial work of Board's Head Office, Kolkata including external audit, pay, pension, NPS, GPF etc. as well as other work to be entrusted from time to time as per FA & CAO's directive.

They are also advised to complete all work pertaining to Board's SGDD, Dibrugarh for the financial year 2017-18 before taking release from the said office.

TA, Transfer Grant and Joining Time shall be as per extant rules.

P. K. Dash
31.1.18

(P.K. Dash)
Assistant Secretary (I/C)

Distribution :-

1.	Officers as listed above	With the request to join Board's Head Office, Kolkata after compliance of the directives as detailed above.
2.	Executive Director, Guwahati	For information please.
3.	DDTD, SGDD, Dibrugarh	With the request to release the officers after fulfilling the directives as detailed above.
4.	F.A & C.A.O.	With the request to intimate the date of joining in respect of Ms. Seema Tiwary, Accounts Officer to Estt. Branch.
5.	Estate Officer (I/C)	With the request to hand over the charge of Security Section to Shri Abhishek Sharma, ADTD immediately after his joining in Board's H.O., Kolkata under intimation to the Estt. Branch.
6.	D.T.P (I/C)	
7.	Sr. A. O.	
8.	Secretary to Dy. Chairman/Secretary	
9.	I.T. Cell	With the request to upload in the Board's website and also arrange their Biometric attendance immediately after joining in Board's H.O., Kolkata.
10.	Secretariat Branch	
11.	TBEA/TBWA/TBOA	
12.	Estt. Branch	With spare copies.