

TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700 001

Dated: **06.12.2012**

OFFICE MEMORANDUM NO : 184/2012

The undersigned is directed to say that Smt. Sumita Lahiri (A/C No. L-44), lately designated as Stenographer Grade-I, attached to the Chairman's Personal Section of the Board's Head Office, Kolkata and working in the revised pay structure i.e. the Pay Band-2 Rs. 9,300-34,800/- plus Grade Pay of Rs. 4200/- (now placed in the Grade Pay of Rs. 4,600/- by dint of financial upgradation under MACP Scheme) is hereby promoted to the post of officiating Selection Grade Stenographer in the same Pay Band with Grade Pay of Rs. 4,600/- plus usual allowances with posting in the Chairman's Personal Section of the Board's Head Office, Kolkata from the date of assumption of higher charge by her to the promotional post vice Shri Aloke Banerjee, since retired.

However, as she is short of the qualifying service, she may officiate in the post upto 03.11.2013 and may get the actual status from 04.11.2013, i.e. the date on which she completes the required qualifying service.

Since her pay has already been fixed in revised pay structure of Rs. 9,300-34,800/- with Grade Pay of Rs. 4,600/-, she will not derive any fixation benefit out of her promotion to the said post.

Sd/-

(B.K. Biswas)
Assistant Secretary

Distribution:

1.	Smt. Sumita Lahiri (L-44), Stenographer Grade-I, Chairman's Personal Section, Tea Board, Kolkata.	
2.	Secretary	With the request to intimate the date of assumption of higher charge by Smt. Lahiri to the Estt. Branch as early as possible.
3.	Executive Director, Coonoor	
4.	Executive Director North-East.	
5.	Dy. Director (Hindi)	
6.	All Heads of the Department in Head Office, Kolkata (excepting Chairman/Dy. Chairman/Secretary)	
7.	P.As to Chairman/Dy.Chairman/Secretary	
8.	System Analyst	With the request to upload in the Board's website.
9.	Liaison Officer for SC/ST	
10.	Secretariat Branch	
11.	T.B.O.A/T.B.E.A./T.B.W.A	
12.	Guard File of Estt. Branch	
13.	Establishment Branch (with spare copies)	

Ref. File No. 11(3)/Estt/83

(Hindi version follows)

r.n.b.