



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

Dated : **31.01.2018**

OFFICE MEMORANDUM NO. 18/2018

Further to the Office Memorandum No. 123/2017 dated 13.11.2017, the undersigned is directed to state that in exigencies of the Board's work and on administrative ground, the competent authority has been pleased to transfer Shri Abhishek Sharma, Assistant Director of Tea Development, presently posted in Board's SGDD, Dibrugarh to Board's Head Office, Kolkata for looking after the duties and responsibilities of Security Section after 31.03.2018.

It has also been desired by the competent authority that immediately after handing over the charge of Security Section to Shri Abhishek Sharma, Assistant Director of Tea Development, Shri Subrata Banerjee, System Analyst will assist Controller of Licensing in PAN India Auction in addition to normal duties of I.T. Cell.

P. K. Dash
31.1.18
(P.K. Dash)

Assistant Secretary (I/C)

Distribution :-

1.	Shri Subrata Banerjee (B-300), Estate Officer (I/C), <u>Tea Board, Kolkata.</u>	With the request to hand over the charge of Security Section to Shri Abhishek Sharma, ADTD immediately after his joining in Board's Head Office, Kolkata and assist Controller of Licensing in PAN India Auction in addition to his normal duties under intimation to the Estt. Branch.
2.	Controller of Licensing	
3.	F.A & C.A.O.	
4.	Shri Abhishek Sharma, ADTD, SGDD, Dibrugarh	
5.	Sr. Accounts Officer	
6.	I.T. Cell	With the request to upload in Board's website.
7.	Secretary to Dy. Chairman/Secretary	
8.	Secretariat Branch	
9.	TBEA/TBWA/TBOA	
10.	Estt. Branch	With spare copies.