



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

Dated : **31.01.2018**

OFFICE MEMORANDUM NO. 21/2018

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 are hereby transferred in their existing capacity and basic pay with posting in different Branches as mentioned against each with immediate effect :-

Sl. No.	Name and designation	Present place of posting	Place of posting on transfer	Remarks
1.	Shri Neel Sikdar (S-415), Jr. Secretarial Assistant	DTP Branch	Finance Branch	He will also attend the duties of SPTF Cell in addition to his normal duties of Finance Branch.
2.	Shri Sajal Samadder (S-336), Sr. Assistant	Finance Branch	Secretariat Branch	-

P. K. Dash
31.1.18
(P.K. Dash)
Assistant Secretary (I/C)

Distribution :-

1.	Staff members as listed above	With the request to join their respective places of posting as early as possible.
2.	F.A & C.A.O./Sr. A.O.	With the request to release Shri Sajal Samadder, Sr. Assistant and intimate the date of joining of Shri Neel Sikdar, Jr. Secretarial Assistant to the Estt. Branch as early as possible.
3.	D.T.P (I/C)	With the request to release Shri Neel Sikdar, Jr. Secretarial Assistant and intimate Estt. Branch as early as possible.
4.	DDTD (DM)	
5.	ADTD (RK)	
6.	I.T. Cell	With the request to upload in the Board's website.
7.	Secretary to Dy. Chairman/Secretary	
8.	Secretariat Branch	
9.	TBEA/TBWA	
10.	Estt. Branch	With spare copies.