



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

Dated: 28.03.2019

OFFICE MEMORANDUM NO. 21/2019

Further to the Office Memorandum No. 136/2018 dated 21.12.2018, the undersigned is directed to state that in view of the forthcoming meeting of the Board and its various standing committees, Dr. Rishikesh Rai, Dy. Director (Hindi), Tea Board, Kolkata will look after the duties and responsibilities to the post of Secretary, Tea Board beyond 31.03.2019 in addition to his own duties on ad-hoc basis for a period of three months or till such time the post of Secretary, Tea Board is filled up on regular basis or until further orders whichever is earlier.

P. K. Dash
28.3.19
(P.K. Dash)

Assistant Secretary (I/C)

Distribution :-

1.	Dr. Rishikesh Rai, Dy. Director (Hindi), Tea Board, Kolkata.	
2.	The Director, Ministry of Commerce & Industry, Department of Commerce, Govt. of India.	
3.	Department of Official Language, Ministry of Home Affairs, Govt. of India, NDCC-II Bhawan, "B" Wing, 4 th Floor, Jai Singh Road, New Delhi-110 001.	
4.	E-I/E-IV Section, Govt. of India, Department of Commerce, New Delhi	
5.	Finance Division, Govt. of India, Department of Commerce, New Delhi	
6.	Vigilance Division, Govt. of India, Department of Commerce, New Delhi	
7.	Shri S. Soundararajan, DTD, Tea Board, Kolkata.	
8.	All HoDs in Board's HO, Kolkata (excepting Dy. Chairman & Secretary)	
9.	Executive Director, Guwahati & Coonoor	
10.	All Zonal/Regional/Sub-Regional Offices of the Board.	
11.	FA & CAO	
12.	Secretary to Dy. Chairman, Secretary & FA&CAO	
13.	IT Cell	With the request to upload in Board's website.
14.	Secretariat Branch	
15.	TBEA/TBWA/TBOA	
16.	Establishment Branch	with spare copies

Ref. File No. 11(7)/Estt/82