



## TEA BOARD

14, Biplabi Trailokya Maharaj Sarani  
Kolkata – 700001

• Dated: 06/02/2017

### OFFICE MEMORANDUM NO: 22/2017

The undersigned is directed to state that in exigencies of the Board's work, Shri Shivaji Chakraborty, Jr. Secretarial Assistant attached to Finance Branch, Head Office is hereby transferred in his existing capacity, pay and grade pay to Chairman's Personal Section in Head Office with immediate effect.

( S. Banerjee)

Assistant Secretary(In-charge)

#### Distribution

1. Shri Shivaji Chakraborty,  
Jr. Secretarial Assistant,  
Finance Branch,  
Head Office, Kolkata.
2. F.A. & C. A. O. | With the request to release Shri Chakraborty from  
Finance Branch and inform Estt. Branch accordingly.
3. Secretary to Chairman | With the request to intimate the date of joining of Shri  
Chakraborty in Chairman's Per. Section at the earliest.
4. Sr. Accounts Officer
5. Accounts Officer (Pay)
6. Dy. Director (Hindi)----- | For Hindi version please
7. Secretary' personal section
8. System Analyst ----- | With the request to upload in the Board's Website.
9. Secretariat Branch
10. T.B.E.A./T.B.W.A.
11. Establishment Branch – with spare copies.

Ref. File No. 2(1)/Estt/2015

(Hindi version follows)