



**TEA BOARD**

14, Biplabi Trailokya Maharaj Sarani  
Kolkata-700001

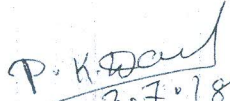
File No. 28(2)/Estt/98/Part-I/1133

Dated 02.07.2018

**MEMORANDUM**

The undersigned is directed to state that Shri Ranjit Samal, Multi Tasking Staff attached to the Finance Branch of Tea Board, Kolkata, who was staying in the Staff Quarter of Tea Board's Residential Complex, Salt Lake, Kolkata, has vacated the quarter, as allotted to him, in the forenoon of 22.06.2018.

Accordingly, Shri Ranjit Samal is allowed to draw HRA with effect from 22.06.2018. Simultaneously, deduction of the Licence Fee from his monthly salary has to be discontinued from 22.06.2018. A proportionate licence fees for ten (10) days also may be recovered from him for providing shorter notice period of surrendering residential quarter.

  
20.7.18  
(P.K. Dash)  
Assistant Secretary (I/C)

Shri Ranjit Samal (S-315)  
Multi Tasking Staff,  
Finance Branch,  
Tea Board, Kolkata

Copy to

1. Sr. Accounts Officer – for taking further necessary action please
2. Accounts Officer (P)
3. IT Cell – With the request to upload in the Board's Website
4. Secretary to Dy. Chairman and P.A. to Secretary.
5. Secretariat Branch
6. TBEA/ TBWA
7. Establishment Branch – with spare copies