



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

File No. 28(2)/Estt/98/Part-I/ 1149

Dated 04.07.2018

MEMORANDUM

The undersigned is directed to state that Shri Rabindra Jha, Driver attached to the Packing Section 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 29.06.2018.

Accordingly, Shri Rabindra Jha is allowed to draw HRA with effect from 29.06.2018. Simultaneously, deduction of the Licence Fee from his monthly salary has to be discontinued from 29.06.2018. A proportionate licence fees for six (6) days also may be recovered from him for providing shorter notice period of surrendering the residential quarter.

P. K. Dash
4.7.18

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

Shri Rabindra Jha (J-40)
Driver
Packing Section,
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