



**TEA BOARD**  
**14 BTM Sarani, Kolkata 700001**

February, 10. 2012

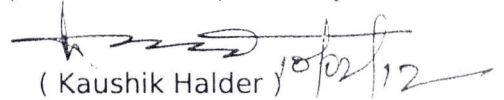
**OFFICE MEMORANDUM NO. 41/2012**

The undersigned is directed to state that the Executive Committee/Board in its meeting held at Coonoor on 29.12.2011 has resolved unanimously the following:-

1. Shifting of Tea Board's N.E. Zonal Office to Jorhat, Assam
2. Setting up a Small Growers Directorate at Dibrugarh, Assam
3. Shifting of Tea Board's Chennai Office to Coimbatore.

As a follow up, the below mentioned decisions have been taken by the Competent Authority.

- (a) Logistics including office Building etc. for Jorhat and Dibrugarh will be looked after by the Executive Director, Guwahati (who will subsequently function from Jorhat) in consultation with the Chairman;
- (b) Logistics including Office Building etc. for Coimbatore will be looked after by the Executive Director, Coonoor in consultation with Chairman;
- (c) Staff will be transferred to Jorhat/Coimbatore from Guwahati/Chennai with minimum possible inconvenience to them with special considerations for Group 'D' Staff, staff retiring within 31.03.2014 and staff having very serious health problems. Executive Directors Guwahati and Coonoor will work out methodology in this regard as they have already been empowered by the C.A. to transfer staff (up to rank of Development Officer) within their respective jurisdictions.
- (d) Executive Directors are to ensure that this process is completed by 1<sup>st</sup> July, 2012.

  
( Kaushik Halder )  
Secretary

**Distribution:**

1. Executive Director(Coonoor)	2. Executive Director(Guwahati)
3. F.A. & C.A.O.	4. All Heads of the Department in Board's Head Office, Kolkata (excepting Chairman/Dy.Chairman/Secretary)
5. P.A. to Chairman	6. P.A to Dy.Chairman
7. P.A. to Secretary	8. Research Officer(Stats.)
9. T.B.O.A./T.B.E.A./T.B.W.A.	10. Establishment Branch (with spare copies)

**Ref: File No.23(1)/Estt/2012**  
(Hindi version follows)