

TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated: **29.02.2012**

OFFICE MEMORANDUM NO : 51/2012

The undersigned is directed to say that Ms. Shima Roy Chowdhury, Section Officer (Development), attached to the Board's Head Office, Kolkata will look after the duties and responsibilities of the post of Section Officer (Stores & Sectt.) of the Board's Head Office, Kolkata in addition to her normal duties w.e.f. 01.03.2012 till such time the said post is filled up or any other alternative arrangement is made, whichever is earlier.

(B.K. Biswas)
Assistant Secretary

Distribution:

1.	Ms. Shima Roy Chowdhury, Section Officer (Development) Tea Board, Kolkata.
2.	Executive Director, Coonoor/Guwahati
3.	Director of Tea Development
4.	Section Officer (Stores & Sectt.)
5.	F.A.& C.A.O
6.	All Heads of Department in Board's Head Office, Kolkata (excepting Chairman/Dy. Chairman/Secretary)
7.	Dy. Director (Hindi)
8.	P.As to Chairman/Dy.Chairman/Secretary
9.	Research Officer (Stats.) With the request to upload in the Board's website.
10.	Secretariat Branch
11.	T.B.O.A/T.B.E.A./T.B.W.A
12.	Establishment Branch (with spare copies)

Ref. File No. 11(1)/Estt/98
(Hindi version follows)

r.n.b.