



Tea Board
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700 001

Dated: 31.07.2019

OFFICE MEMORANDUM NO. 65/2019

Further to the Office Memorandum No. 21/2019 dated 28.03.2019, the undersigned is directed to state that Dr. Rishikesh Rai, Dy. Director (Hindi), Tea Board, Kolkata will look after the duties and responsibilities to the post of Secretary, Tea Board in addition to his own duties on ad-hoc basis till such time the post of Secretary, Tea Board is filled up on regular basis or any other alternative arrangement is made, whichever is earlier.

P. K. Dash
31.7.19
(P.K. Dash)

Assistant Secretary (I/C)

Distribution :-

1.	Dr. Rishikesh Rai, Dy. Director (Hindi), Tea Board, Kolkata.	
2.	The Director, Ministry of Commerce & Industry, Department of Commerce, Govt. of India.	
3.	Department of Official Language, Ministry of Home Affairs, Govt. of India, NDCC-II Bhawan, "B" Wing, 4 th Floor, Jai Singh Road, New Delhi-110 001.	
4.	E-I/E-IV Section, Govt. of India, Department of Commerce, New Delhi	
5.	Finance Division, Govt. of India, Department of Commerce, New Delhi	
6.	Vigilance Division, Govt. of India, Department of Commerce, New Delhi	
7.	Shri S. Soundararajan, DTD, Tea Board, Kolkata.	
8.	All HoDs in Board's HO, Kolkata (excepting Dy. Chairman & Secretary)	
9.	Executive Director, Guwahati & Coonoor	
10.	All Zonal/Regional/Sub-Regional Offices of the Board.	
11.	FA & CAO	
12.	Secretary to Dy. Chairman, Secretary & FA&CAO	
13.	IT Cell	With the request to upload in Board's website.
14.	Secretariat Branch	
15.	TBEA/TBWA/TBOA	
16.	File No. 11(7)/Estt/82	
17.	Establishment Branch	with spare copies

Ref. File No. Estt/PR/R-219