



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

Dated : 11.07.2018

OFFICE MEMORANDUM NO. 72/2018

Further to the Office Memorandum No. 41/2018 dated 04.05.2018 with regard to merging of Research Directorate of Board's Head Office, Kolkata with the Board's Darjeeling Tea Research & Development Centre, Kurseong and Quality Control Laboratory, Siliguri along with its all officials, the undersigned is directed to state that the several proposals under the head of Research & Development are being submitted by Director (Research) through e-mail/letter etc. to Board's Head Office, Kolkata seeking necessary financial concurrence etc.

Therefore, Dr. Mahipal Singh, Project Director who is presently posted in the Estt. Branch of Board's Head Office, Kolkata is hereby advised to submit all such proposals before the Finance Branch by way of downloading all such e-mails and intimate the decisions to be taken thereof to the Director (Research) appropriately.

(S. Soundararajan)
Secretary (I/C)

Distribution :-

1.	Dr. B. Bera, Director (Research), <u>Tea Board, QCL, Siliguri</u>	With the request to please endorse a copy of his e-mail/letter etc. for this purpose to Dr. Mahipal Singh, Project Director from time to time.
2.	Dr. Mahipal Singh, Project Director, <u>Kolkata.</u>	For information and necessary action please.
3.	F.A & C.A.O.	
4.	Sr. A. O.	
5.	DDTD, Siliguri	
6.	Shri Prahlad Chhetri, ADTD, Siliguri	
7.	Secretary to Dy. Chairman/Secretary	
8.	I.T. Cell	With the request to upload in Board's website.
9.	TBEA/TBWA/TBOA	
10.	Estt. Branch	With spare copies.

Ref. File No. 23(4)/Estt/2018