



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata – 700001

Dated: 27/05/2016

OFFICE MEMORANDUM NO: 74 /2016

The undersigned is directed to state that in exigencies of the Board's work and on administrative ground, Smt. Rita Chakraborty (C-138), Assistant Administrative Officer attached to Directorate of Tea Promotion, Head Office, Kolkata is hereby transferred to Finance Branch in Head Office in her existing capacity and Pay-Structure with immediate effect.

(S. Banerjee)

Assistant Secretary In-charge

Distribution

1. Smt. Rita Chakraborty (C-138),
Asstt. Administrative Officer,
Directorate of Tea Promotion,
Head Office, Kolkata.
2. D.T.P. (HQ), | With the request to release Smt. Chakraborty at the
earliest under intimation to Establishment Branch.
3. Sr. Accounts Officer | With the request to intimate the date of joining of Smt.
Chakraborty in Finance Branch on transfer at the
earliest.
4. F.A. & C. A. O.
5. Accounts Officer (Pay)
- ✓ 6. System Analyst ----- With the request to upload in the Board's Website.
7. Secretary to Chairman
8. Executive Assistants attached to Dy. Chairman & Secretary
9. Secretariat Branch
10. T.B.E.A./T.B.W.A.
11. Establishment Branch - With spare copies.

Ref. File No. 2(1)/Estt/2015
(Hindi version follows)