



Tea Board
14, BTM Sarani
Kolkata - 700001

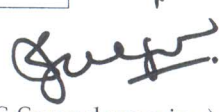
Dated: 09.06.2017

OFFICE MEMORANDUM NO: 76/2017

In pursuance to the O.M. No. 9/4/2017-Finance Division dated 05.05.2017 issued by the Department of Commerce, Ministry of Commerce & Industry (copy enclosed) the following 129 number of posts which are lying vacant for a period of more than 05 years have been identified and have been decided to be abolished:

SL	Name of post	No. of abolished post
1.	D.T.P. (Grade II)	02
2.	Dy. Director of Tea Promotion	02
3.	Joint Director of Tea Development	04
4.	Research Officer (Econ. & Stat.)	02
5.	Accounts Officer	01
6.	Section Officer	02
7.	Asstt. Accounts Officer	06
8.	Asstt. Administrative Officer	21
9.	Asstt. Statistical Officer	01
10.	Senior Secretarial Assistant	03
11.	Senior Assistant	19
12.	Junior Secretarial Assistant	04
13.	Assistant	28
14.	Driver	01
15.	Generator Operator	01
16.	Multi Tasking Staff	32
TOTAL =		129

Encl: As stated.


(S Soundararajan)
Secretary I/C

Distribution:

1. All the officers of Head , Zonal & Regional Offices of Tea Board – with the request to intimate all the employees working under them
2. Secretariat Branch
3. System Analyst – with the request to upload in Board's website
4. TBOA/TBEA/TBWA
5. Establishment Branch – with spare copies

Ref. File No. 23(7)/Estt/07

Office Memorandum

Subject: Submission of an Action Taken Report regarding abolition of posts vacant for more than 05 years.

The undersigned is directed to enclose herewith a copy of Department of Expenditure's O.M. No.7(1)/E.Coord-I/2017 dated 2nd May, 2017 alongwith DOE O.M.No.7(1)/E.Coord-I/2017 dated 12th April, 2017, on the above subject and to say that as per para 5.2 all Ministries/Departments are required to submit an Action Taken Report regarding abolition of posts which are vacant for more than 05 years in their respective attached/subordinate/statutory bodies.

2. It is requested that an exercise may be initiated *urgently* to identify all posts which are lying vacant for a period of more than 05 years and such posts may be abolished. In this regard, after issuing abolition order in respect of such posts, a report may be sent to Finance Division *urgently* for onward transmission to Department of Expenditure.

3. The above exercise may be done on *urgent basis* please.

Rupa Dutta
(Rupa Dutta)
Economic Advisor

Encl: As above

DG(DGS&D)- in r/o DGS&D

DG(DGFT) - in r/o DGFT

AS(AVC) - in r/o SEZ, Plantation Division

AS(IJS) - in r/o PSUs, IIP & DGAD

JS(SP)- in r/o IIFT

JS(SKS) - in r/o APEDA, MPEDA & EIC

JS(AP) -in r/o FDDI

JS(R) - in r/o DoC (Sectt)

Copy to:-

~~Dir (AK)~~ AS&FA

A. K. Singh
11/5/17

US (Mg/B)

11/5/17
ASO/PC