



Tea Board,
14, B.T.M. Sarani,
Kolkata – 700 001.

Dated 20.07.2015

OFFICE MEMORANDUM NO 98/2015.

The undersigned is directed to inform that the following officials of the Board are advised to attend the an exhaustive Workshop on "Purchase Procedure & Contract Management" with practical approach towards preparation of Expression of Interest and Tender Documents including Case Studies from 6th to 8th August, 2015 at Japee Hotel Siddharth, 3 Rajendra Place, New Delhi – 8 (Near Pusa Circle & nearest Metro station "Rajendra Place" from 10:00AM to 5:00PM.

Sl.No.	Participating employee
01	Smt. Dipannita Dattagupta, Publicity Officer
02	Shri P.C. Boro, Supply Officer
03	Shri Pallab Choudhury, Accounts Officer

The candidates mentioned above are eligible for admissible TA/DA for attending such training classes as per rules.

All the aforesaid officials are hereby requested to attend the training classes. It may be mentioned here that attending in such training are compulsory and all the above three may make a presentation & furnish a report after completion of training.

(A. Rajan)
Secretary (I/C)

Distribution:

1	Persons listed above	
2	FA & CAO	for information please.
3	DTP (HQ) (Shri JB)	
3	P.As. to Chairman, Deputy Chairman and Secretary	
4	Deputy Director (Hindi)	
5	System Analyst	----- with the request to upload in the Board's website.
6	Secretariat Branch	
7	TBOA/TBEA/TBWA	
8	Guard file	
9	Establishment Branch (with spare copies)	

Ref.No. 20/49/2015/PROM