



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

No. Estt/PR/M-259/803

Dated : 29.05.2019

MEMORANDUM

With reference to her application dated 20.05.2019 submitted by Ms Sohinee Ray Mukherjee, Assistant, attached to the Estt. Branch of Board's Head Office, Kolkata tendering resignation to the service of Tea Board, the undersigned is directed to state that the competent authority has been pleased to accept her resignation with effect from the afternoon of 19.06.2019

Dr. Rishikesh Rai
(Dr. Rishikesh Rai)
Secretary (I/C)

Ms Sohinee Ray Mukherjee,
Assistant, Estt. Branch,
Tea Board, Kolkata.

With the request to hand over the Board's Identity Card, Health Insurance Card, Pen-drive etc. to the Estt. Branch/Stores Branch as early as possible.

Copy to :-

1.	FA & CAO, Tea Board	
2.	Assistant Secretary	
3.	Accounts Officer (Pay)	With the request to stop the payment of salary in favour of Ms Sohinee Ray Mukherjee, Assistant w.e.f. 20.06.2019.
4.	Pension Section, PF Section, Finance Branch, Kolkata	
5.	Tea Board Employees' Co-operative Society Ltd., Kolkata	
6.	Secretary to Dy. Chairman & Secretary	
7.	Secretariat Branch	
8.	TBEA/TBWA	
9.	I.T. Cell	With the request to upload in Board's website.
10.	Establishment Branch	with spare copies