



Tea Board,
14, BTM Sarani,
Kolkata

Ref No. Estt/PR/B-256/ 830

Dated: 27/07/2017
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MEMORANDUM

In response to her appeal dated 20th July, 2017 Smt. Ita Banerjee, Assistant Administrative Officer attached to the Board's Research Directorate, Head Office at Kolkata is hereby informed that the Competent Authority of Tea Board has been pleased to accept her prayer for voluntary Retirement from the services of the Board with effect from the afternoon of 31st October, 2017.

P. K. Dash
27-7-17

(P.K. Dash)
Assistant Secretary (I/C)

Distribution

1.	Smt. Ita Banerjee-	With the request to hand over her Identity Card & Health Card to Assistant Secretary
2.	Sr. Accounts Officer-	03 (three) Copies
3.	A.O(Pay)	
4.	Secretary to Dy. Chairman/ Secretary	
5.	System Analyst-	With the request to upload the Memorandum in Board's Website
6.	Tea Board Employees Co-operative Society Limited	
7.	TBEA/TBWA	
8.	Establishment Branch-	Spare Copies