



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

No. Estt/PR/B-306/991

Dated : 04.07.2019

**MEMORANDUM**

With reference to his application dated 24.06.2019 submitted by Shri Prasant Kumar Borah, Sr. Secretarial Assistant, attached to the Licensing 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 his resignation with effect from the afternoon of 26.06.2019.

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

Shri Prasant Kr. Borah,  
Sr. Secretarial Assistant,  
Licensing 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 and also clear the Suspense Advance as drawn earlier by him with supporting bills/receipts as early as possible. He is also advised to pay the actual amount equal to 13 (thirteen) days salary and other allowances on account of shortfall for nine days to complete the required notice period in accepting resignation and four days excess payment of salary for the month of June, 2019 (from 27.06.2019 to 30.06.2019). However, he will not be eligible for leave encashment of 21 (twenty one) days as lying at his credit which has been adjusted with the shortfall to complete the notice period.

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 Shri Prasant Kumar Borah, Sr. Secretarial Assistant and realise the actual amount as advised for payment to Shri Borah.
4.	Controller of Licensing	
5.	Pension Section, PF Section, Finance Branch, Kolkata	
6.	Tea Board Employees' Co-operative Society Ltd., Kolkata	
7.	Secretary to Dy. Chairman & Secretary	
8.	Secretariat Branch	
9.	TBEA/TBWA	
10.	I.T. Cell	With the request to upload in Board's website.
11.	Establishment Branch	with spare copies