



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

No. Estt/PR/G-146/329(A)

Dated : 28.02.2019

MEMORANDUM

With reference to his appeal dated 18.02.2019, Shri Ashok Kumar Gupta (G-146), Sr. Assistant, attached to the Board's North-East Zonal Office, Guwahati is hereby informed that the competent authority of Tea Board has been pleased to accept his prayer for voluntary retirement from services of the Board w.e.f. the afternoon of 28.02.2019 on joining the Board's Head Office, Kolkata in the forenoon of 28.02.2019. However, he can apply for commutation of pension only after expiry of normal notice period of three months.

P. K. Dash
28.2.19
(P.K. Dash)

Assistant Secretary (I/C)

Shri Ashok Kumar Gupta, -----
Sr. Assistant, Tea Board,
Guwahati
e-mail ID: askgpt@gmail.com

With the request to hand over the Identity Card and Health Card and also submit pension papers, duly filled in, at the earliest.

Copy to :-

1.	Executive Director, Guwahati	With the request to please submit his Service Book, duly updated, along with his PR File, Leave File etc. to the Finance Branch of Board's Head Office, Kolkata as early as possible.
2.	FA & CAO	
3.	Sr. A. O.	
4.	Secretary to Dy. Chairman & Secretary	
5.	IT Cell	With the request to upload in Board's website
6.	Tea Board Employees' Co-operative Society Ltd.	
7.	TBEA/TBWA	
8.	Estt. Branch	With spare copies.