



Tea Board,  
14, BTM Sarani,  
Kolkata-700001

Ref. No. Estt/PR/M-219/1123

Dated: 25/09/2017  
26

MEMORANDUM

With reference to his appeal dated 24.08.2017 Shri Swapan Kr. Mondal, Sr. Assistant attached to Board's Zonal Office, Guwahati is hereby informed that the Competent Authority of Tea Board has accepted his prayer of Voluntary retirement from the services of the Board with effect from the afternoon of 30<sup>th</sup> November, 2017.

*P.K. Dash*  
25.9.17

(P.K. Dash)

Assistant Secretary (I/C)

Distribution

1.	Shri Swapan Kr. Mondal, Sr. Assistant, Tea Board, Guwahati-	With the request to hand over the Identity Card & Health Card to his Controlling Officer
2.	The Executive Director, Guwahati	
3.	Sr. Accounts Officer-	03(three) copies
4.	Secretary to Deputy Chairman/ Secretary	
5.	Accounts Officer(Pay)	
6.	T.B.E.A/ T.B.W.A	
7.	IT cell -	With the request to upload the Memorandum in the Board's Website.
8.	Tea Board Employees' Co-operative Society Limited	
9.	Establishment Branch-	With spare copies.