



Tea Board,
14, BTM Sarani,
Kolkata

Ref No. Estt/PR/S-333/159

25
Dated: 21/04/2017

MEMORANDUM

In response to her appeal dated 06/04/2017 Smt. Smita Sarkar, Sr. Assistant attached to the Board's Promotional Directorate, Head Office at Kolkata is hereby informed that the Competent Authority of Tea Board has been pleased to accept her prayer for acceptance of Voluntary Retirement from the services of the Board with effect from the afternoon of 31st July, 2017.

(P.K. Dash)

Assistant Secretary(I/C)

Distribution

1.	Smt. Smita Sarkar- With the request to hand over her Identity Card & Health Card to Assistant Secretary
2.	Sr. Accounts Officer- 03 (three) Copies
3.	Secretary to Chairman/ Executive Assistant to Secretary/ F.A. & C.A.O
4.	Accounts Officer (Pay)
5.	Tea Board Employees Co-Operative Society Ltd.
6.	T.B.E.A/T.B.W.A
7.	System Analyst- With the request to upload the Memorandum in Board's website
8.	Establishment Branch- With spare copies