



**Tea Board**  
**14, BTM Sarani**  
**Kolkata – 700001**

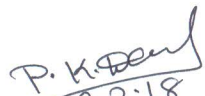
No. 1(6)/Estt/Misc/2016/173

Dated: 05.02.2018

**CIRCULAR**

The Superannuation Notice which is issued ten months prior to the retirement of an employee contains the statement that Shri/Smt..... may avail him/herself all kinds of leave he/she is entitled to under rules before the date of his/her superannuation.

In this context it is clarified that 'all kinds of leave' includes Half Pay Leave/Commutated Leave along with Earned Leave.

  
2.2.18  
(P K Dash)

Assistant Secretary

**Distribution:**

1. To the all Heads of Departments of Board's H.O., Z.O. and Regional offices - with the request to circulate amongst the officials working under them
2. I.T. Cell - with the request to upload in Board's website
3. T.B.E.A/T.B.W.A/T.B.O.A
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