



TEA BOARD

14, B.T.M. SARANI (Brabourne Road),
Kolkata – 700 001

Ref. No 23(2)/Estt/2006/ 2888

Dated: 31.01.2017

C I R C U L A R


The Group Personal Accident Insurance Scheme had been introduced with a view to protect the officials of the Board working in the Tea Bar, Tea Buffets/Tea Nook/Tea Room, Tea Center and engaged with preparation and distribution of tea services. The above policy is required to be renewed for a further period of one year w.e.f. 29.03.2017 on expiry of the existing policy on 28.03.2017.

Accordingly, all Officers/In-charges of the Board's Regional /Sub-Regional Offices are requested to forward the list of such staff members indicating the details in the following proforma separately. It may be noted that only regular employees of the Board will come under purview of the above scheme.

P R O F O R M A

Sl. No.	Name	Age	Date of Birth	Designation	Place of Posting	Gross Annual Salary	Remarks if any
1	2	3	4	5	6	7	8

The relevant information as sought for must reach this office positively by 28.02.2017 so as to enable us to take further action.


(Jayanta Roy)
Section Officer (Estt)

Distribution :

1. All Officers/In-Charges of the Board's Regional /Sub-Regional Offices
2. In-Charges, Tea Room, Head Office, Kolkata
3. Secretary to Chairman/PA's. Chairman/Secretary
4. Director of Tea Promotion, Head Office
5. Dy. Director (Hindi)
6. Establishment Branch (with spare copies)
7. Estate Officer (Notice Board)
8. System Analyst (To upload is Board's Website)

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