




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

Dated : 07.03.2022

OFFICE ORDER NO. 20/2022

The undersigned is directed to state that in terms of the Office Memorandum No. 01/2022 dated 04.01.2022, Shri P.C. Boro, Joint Controller of Licensing on being released from the Board's North-East Zonal Office, Guwahati in the afternoon of 14.02.2022 has reported for joining Board's Head Office, Kolkata in the forenoon of 07.03.2022. The excess period of 06 (six) days over the admissible Joining Time of fourteen days, including two days additional time, will be debited from his Earned Leave Account.

However, he is hereby entrusted with the duties and responsibilities of Stores Branch immediately after his joining the Board's Head Office, Kolkata on transfer from Board's North-East Zonal Office, Guwahati.

  
(Dr. Rishikesh Rai)  
Secretary (I/C)

Distribution :-

1.	Shri P.C. Boro, Joint Controller of Licensing, Tea Board, Kolkata.	With the request to take over the charge of Stores Branch from Dr. Mahipal Singh, Project Director.
2.	Dr. Mahipal Singh, Project Director, Tea Board, Kolkata	With the request to hand over the charge of Stores Branch to Shri P.C. Boro, JCL.
3.	Executive Director, Tea Board, Guwahati	With the request to please forward the PR File, Leave File with Service Book of Shri P.C. Boro, JCL, duly updated, to the undersigned as early as possible.
4.	All HoDs in Board's Head Office, Kolkata (excepting Dy. Chairman)	
5.	F.A & C.A.O.	
6.	Accounts Officer (Pay)	For necessary action please.
7.	Secretary to Dy. Chairman & P.As to FA & CAO/Secretary	
8.	I.T. Cell	With the request to upload in Board's website.
9.	Secretariat Branch	
10.	TBEA	
11.	Estt. Branch	With spare copies.

Ref. File No. 2(1)/Estt/2015/Part