



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

Dated : 01.06.2020

OFFICE MEMORANDUM NO. 37/2020

The undersigned is directed to state that in exigencies of the Board's work and on administrative requirement arising out of Covid-19 disruption, the following officers posted in the Board's different Regional/Zonal Offices are hereby transferred on administrative grounds in their existing capacities and basic pay to the new places of posting as mentioned against each with immediate effect :-

Sl. No.	Name & designation	Present place of posting	Place of posting on transfer
1.	Shri Shri Subir Kr. Hazra, DDTD	SGDD, Dibrugarh	Regional Office, Jalpaiguri
2.	Shri R. Selvam, ADTD	Regional Office, Jalpaiguri	Zonal Office, Siliguri
3.	Shri Hemchandra Agarwal, FAO	Regional Office, Dibrugarh	Zonal Office, Guwahati
4.	Shri Abhimanyu Sharma, FAO	Zonal Office, Siliguri	Zonal Office, Palampur

Sl. Nos. 1 to 3 above will be eligible for admissible Transfer Grant, TA, Joining Time etc. as per extant norms for joining to their new places of posting, whereas Sl. No. 4 above will not be eligible for the same as it is being made on his own request.

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

Distribution :-

1.	Officers listed above	With the request to join their respective places of posting on transfer as early as possible.
2.	Executive Director, Guwahati	With the request to please release Shri Subir Kr. Hazra, DDTD from Board's SGDD, Dibrugarh (on leave in Kolkata) under intimation to the Estt. Branch of Board's Head Office, Kolkata and intimate the date of joining of Shri Hemchandra Agarwal, FAO in Board's Zonal Office, Guwahati as early as possible.
3.	The DDTD, Siliguri	With the request to please release Shri Abhimanyu Sharma, FAO from Board's Zonal Office, Siliguri under intimation to the Estt. Branch of Board's Head Office, Kolkata and intimate the date(s) of joining of Shri Subir Kr. Hazra, DDTD and Shri R. Selvam, ADTD to the Estt. Branch of Board's Head Office, Kolkata as early as possible. Note : Sl. No. 4 is already in Palampur on leave. He can be relieved on paper by DDTD, Siliguri, if there is no pending/outstanding work/dues etc.
4.	DDTD, Palampur	With the request to please intimate the date of joining of Shri Abhimanyu Sharma, FAO to the Estt. Branch of Board's Head Office, Kolkata as early as possible
5.	Director of Tea Development	
6.	F.A & C.A.O	
7.	Accounts Officer (Pay)	
8.	I.T. Cell	With the request to upload in the Board's website.
9.	Secretary to Dy. Chairman/Secretary	
10.	Secretariat Branch	
11.	TBEA/TBWA/TBOA	
12.	Estt. Branch	With spare copies.

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