



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

No. Estt/PR/R-255/788

Dated : 28.05.2019

**MEMORANDUM**

With reference to his application dated 17.05.2019 submitted by Shri Prakash Roy, Factory Advisory Officer, attached to the Board's Regional Office, Gudalur tendering resignation to the service of Tea Board, the undersigned is directed to state that the competent authority has been pleased to accept his resignation with effect from the afternoon of 21.06.2019

*Access:*

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

Shri Prakash Roy,  
Factory Advisory Officer,  
Tea Board, Gudalur.

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With the request to hand over the Board's Laptop, Mobile set, Pen-drive, Identity Card, Health Insurance Card, Motor cycle etc. to the Board's Office, Coonoor under intimation to the undersigned as early as possible.

Copy to :-

1.	Executive Director, <u>Tea Board, Coonoor</u>	With the request to please return the PR File, Leave File, Service Book of Shri Prakash Roy, FAO to the Board's Head Office, Kolkata along with "No Demand Certificate" as early as possible.
2.	ADTD, Tea Board, Gudalur	- Do -
3.	FA & CAO, Tea Board	
4.	Accounts Officer (Pay)	With the request to stop the payment of salary in favour of Shri Prakash Roy, FAO w.e.f. 22.06.2019.
5.	Pension Section, PF Section, Finance Branch, Kolkata	
6.	Tea Board Employees' Co-operative Society Ltd., Kolkata	
7.	Secretary to Dy. Chairman & Secretary	
8.	Secretariat Branch	
9.	TBEA/TBWA	
10.	I.T. Cell	With the request to upload in Board's website.
11.	Establishment Branch	with spare copies