



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated: 11.07.2023

OFFICE MEMORANDUM NO.76/2023

With reference to her appeal dated 01.06.2023, Smt. A. Solai (S-397), Senior Assistant, attached to the Board's Zonal Office, Coonoor is hereby informed that the Competent Authority of Tea Board has been pleased to accept her prayer for voluntary retirement from services of the Board w.e.f. the afternoon of 31.08.2023.

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

Copy to:-

1	Smt. A. Solai (S-397), Senior Assistant, Tea Board, Coonoor.	With the request to hand over the Board's Identity Card, other electronic devices, if any to the Board's Office, Coonoor and submit pension papers, duly filled in, at the earliest.
2	Executive Director, Tea Board, Coonoor.	With the request to kindly submit her Service Book, duly updated, along with her PR File, Leave File, no demand certificate and etc. to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
3	FA & CAO	For kind information please.
4	A.O. (Pension)	With the request to forward the pension forms to Smt. A. Solai for submission.
5	Pay Section, Pension Section, PF Wing under Finance Branch	
6	PAs to Dy. Chairman/FA&CAO/Secretary	
7	IT Cell	With the request to upload in Board's website
8	Tea Board Employees' Co-operative Society Ltd.	
9	TBEA	
10	Estt. Branch with spare copies	

Ref. File No.23(4)/Estt/2019