



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

Dated : 08.06.2020

**OFFICE MEMORANDUM NO. 42/2020**

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 staff members posted in the Board's different 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.	Smt. Sweety Sen, Development Officer	Regional Office, Agartala	Regional Office, New Delhi
2.	Smt. Rupali Saraswati, Assistant	QCL, Siliguri	Head Office, Kolkata

They will not be eligible for Transfer TA, Composite Transfer Grant, Joining Time etc. as it is being made based on their own request.

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

**Distribution :-**

1.	Members listed above	With the request to join their respective places of posting on transfer as early as possible.
2.	FAO, Tea Board, Agartala	With the request to release Smt. Sweety Sen, Development Officer under intimation to the Estt. Branch of Board's Head Office, Kolkata and Board's Zonal Office, Guwahati as early as possible.
3.	The DDTD, Siliguri	With the request to release Smt. Rupali Swarswati, Assistant under intimation to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
4.	Director (Research)	
5.	Executive Director, Guwahati.	
6.	Director of Tea Development	
7.	F.A & C.A.O	
8.	Accounts Officer (Pay)	
9.	I.T. Cell	With the request to upload in the Board's website.
10.	Secretary to Dy. Chairman/Secretary	
11.	Secretariat Branch	
12.	TBEA/TBWA	
13.	Estt. Branch	With spare copies.

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