




TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated: 15.07.2020

OFFICE MEMORANDUM NO. 52/2020

With reference to his appeal dated 12.03.2020, Shri S. Hareendran (H-28), Senior Assistant, attached to the Board's Regional Office, Kochi is hereby informed that the competent authority of Tea Board has been pleased to accept his prayer for voluntary retirement from services of the Board w.e.f. the afternoon of 31.07.2020.


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

Copy to :-

1	Shri S.Hareendran (H-28), Senior Assistant, Tea Board, Kochi	With the request to hand over the Board's Identity Card, other electronic devices, if any to the Board's Office, Kochi and submit pension papers, duly filled in, at the earliest.
2.	Executive Director, Tea Board, Coonoor	With the request to kindly submit his Service Book, duly updated, along with his PR File, Leave File and etc. to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
3.	Joint Controller of Licensing, Tea Board, Kochi	For information and submit no demand certificate to this office.
4	FA & CAO	
5	A.O. (Pension)	With the request to forward the pension forms to Shri Hareendran for submission.
6	Pay Section, Pension Section, PF Wing under Finance Branch	
7	Secretary to Dy. Chainman & Secretary	
8	IT Cell	With the request to upload in Board's website
9	Tea Board Employees' Co-operative Society Ltd.	
10	TBEA/TBWA	
11	Estt. Branch with spare copies

File No.23(4)/Estt/2019