

Tea Board  
14, B T M Sarani  
Kolkata – 700001

Dated : 03.10.2012

OFFICE MEMORANDUM NO. 156/2012

The undersigned is directed to say that the following U D Clerks (Sr. Assistant) who in the deemed Pay Structure of Pay Band – 1 of Rs.5,200-20,200/- with Grade Pay of Rs.2,400/- are hereby promoted to the post of Assistant (Asstt. Administrative Officer) in the Pay Band-2 of Rs.9,300-34,800/- with Grade Pay of Rs.4,200/- in different Regional Offices of the Board as mentioned against each with effect from the date they assume charge of the promotional post :

Sl.	Name, A/c. No. and present place of posting	Promoted with posting at
1.	Shri S Nagalingam (A/c. No.N-90), Coonoor	Coonoor
2.	Smt. Elizabeth P C (A/c. No.E-5)	Kottayam

Sl. No. 2 above have received her financial upgradation in Pay Band-1 of Rs.5,200-20,200/- with Grade Pay of Rs.2,800/-. Therefore, she is not entitled to any fixation benefit on her promotion other than her placement in the Grade Pay of Rs.4,200/-. Separate order fixing pay of the abovementioned officials will be issued in due course.

Sd/-  
( B K Biswas )  
Assistant Secretary

Distribution :

1.	Officials mentioned above.
2.	Executive Director
3.	D D T D, Coonoor – with the request to intimate the date of assumption higher charge by Shri Nagalingam to Head Office.
4.	A D T D, Kottayam -do- (for Smt. Elizabeth)
5.	F A & C A O
6.	Sr. A O - 3 copies
7.	Secretariat Branch
8.	Liaison Officer for SC/ST/OBC
9.	System Analyst – with the request to upload in Board's website.
10.	Data Entry Operator (Ms. SM) – with the request to update the staff database.
11.	Guard File of Establishment Branch
12.	PR File Nos.N-90 and E-5
13.	Establishment Branch – with spare copies
14.	Ref. File No.11(3)/Estt/2002

Hindi Version Follows