




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

Dated : 08.04.2022

**OFFICE MEMORANDUM NO. 35/2022**

In order to make the payment of all terminal benefits including cash equivalent to leave salary on the particular date of retirement of the concerned officials of the Tea Board, the undersigned is directed to state that it has been desired by the competent authority to finalise the leave order including the issuance of leave encashment order in respect of him/her in the morning of last working day of his/her retirement by the respective Board's Offices and forward to the Board's Head Office, Kolkata for processing/settlement of the payment of leave encashment on the particular date of retirement of the concerned officials.

This order will come into force with immediate effect.

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

Distribution :-

1.	All HoDs in Board's H.O, Kolkata (excepting Dy. Chairman & Secretary)	
2.	Executive Director, Tea Board, Coonor & Guwahati, DDTD, Siliguri, S. O (NWI), New Delhi and FAO, Palampur	With the request to please comply the directives of the competent authority.
3.	FA & CAO	
4.	All Regional/Sub-Regional Offices of the Board.	
5.	Leave Wing, Estt. Branch, Kolkata	For compliance please.
6.	Secretary to Dy. Chairman & P.As to FA&CAO/Secretary	
7.	Secretariat Branch	
8.	IT Cell	With the request to upload in Board's website.
9.	T.B.E.A.	
10.	Establishment Branch	
11.	Finance Branch	With spare copies

Ref. File No. Fin/Pen/7<sup>th</sup> CPC/2017