



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata – 700001

Dated: 27.08.2026

OFFICE MEMORANDUM NO. 102/2026

The undersigned is directed to state that in exigencies of Board's work and on administrative requirement, Smt. Dipannita Dutta Gupta, Publicity Officer has been transferred from Head Office, Kolkata to Zonal Office, Coonoor in her existing capacity and basic pay with immediate effect.

She is eligible for admissible transfer grant, TA, joining time etc. as per rules.

This issues with the approval of the Competent Authority.

(Dr. Amrita Chakraborty)
Secretary In-charge

Distribution:

1	Smt. Dipannita Dutta Gupta, Publicity Officer	With the request to join in her place of posting on transfer immediately.
2	DDTP(ND)	With the request to release Smt. Dipannita Dutta Gupta, Publicity Officer for enabling her to join Zonal Office, Coonoor immediately under intimation to Estt. Branch.
3	Executive Director, Coonoor	With the request to intimate the date of joining of Smt. Dipannita Dutta Gupta, Publicity Officer to the Estt. Branch, HO as early as possible.
4	All HoDs in Head Office, Kolkata (except Dy. Chairman)	
5	Dy. Director (Hindi)	For Hindi version please.
6	PA to Dy. Chairman/Secretary	
7	IT Cell	With the request to upload in the Board's website.
8	TBEA	
9	Estt. Branch	With spare copies.

File No. 2(1)/Estt/2024/Part-I