



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

Dated : 10<sup>th</sup> April, 2026

**OFFICE MEMORANDUM NO. 48/2026.**

With reference to her appeal dated 28/01/2026, Smt. K. Nisha (N-95), Sr. Assistant, attached to the Board's Zonal Office, Coonoor is hereby informed that the Competent Authority of Tea Board has been pleased to accept her prayer for Voluntary retirement from the services of the Board w.e.f. the afternoon of 30/04/2026.

*Amrita Chakraborty*  
(Dr. Amrita Chakraborty)  
Secretary In-charge

**Distribution :-**

1.	Smt. K. Nisha (N-95), Sr. Assistant, Tea Board, Coonoor.	With the request to hand over the Board's Identity Card, other electronic devices, if any to the Board's Office, Coonoor and submit pension papers, duly filled in, at the earliest.
2.	Executive Director, Coonoor	With the request to kindly submit her Service Book, duly updated, along with her PR File, Leave File, No due certificate etc. to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
3.	FA&CAO	For kind information please.
4.	Accounts Officer (Pay)	For kind information please.
	Pay Section, Pension Section, PF Wing under Finance Branch	
5.	PA's to Dy. Chairman & Secretary	
6.	TBEA	
7.	Secretariat Branch	
8.	Hindi Cell	
9.	IT Cell	
10.	Establishment Branch	With request to upload in Board's website (With spare copies)

**Ref No : 23(4)/Estt/2019**