



**Tea Board India**  
**Under Ministry of Commerce & Industry, Govt. of India**  
**14, B.T.M Sarani (Brabourne Road) Kolkata 700 001**  
[www.teaboard.gov.in](http://www.teaboard.gov.in)


Dated: 18.02.2025

**OFFICE MEMORANDUM NO.16/2025**

The undersigned is directed to say that Shri Kapol Ch. Singh, (S-347), MTS, attached to Tea Board, Regional Office, New Delhi, will attain the age of 60 years on 30.11.2025. In terms of By-Law 30 of Tea Board By-Laws, 1955 (as amended from time to time) read in conjunction with FR 56(a), he will be superannuated from the service of the Board with effect from the afternoon of 30.11.2025.

Shri Singh may avail himself all kinds of leave, including Commuted/Half Pay Leave he is entitled to, under rules before the date of his superannuation. Earned Leave for more than 300 days will not, however, be granted to him at a time, if spent within India.

If he desires, he may also be paid cash equivalent to leave salary in respect of the period of Earned Leave and Half Pay Leave at his credit at the time of retirement on superannuation (subject to the condition that the total of Earned Leave and Half Pay Leave at credit will not exceed 300. days) in terms of the O.M. No. 14028/3/2008-Estt (L) dated 25.09.2008, Government of India, Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training.

  
(Asish Deb)  
Assistant Secretary (I/c)

**Distribution:**

1.	Shri Kapol Ch. Singh (S-347), MTS Tea Board, Regional Office, New Delhi	
2.	FA&CAO	
3.	Special Officer for NWI, New Delhi	
4.	Accounts Officer (I/C) [TC & JAG]	
5.	Leave Section	
6.	In-Charge, Pension & PF Section	
7.	Secretariat Branch	
8.	IT Cell	With request to upload in Board's website
9.	TBEA	
10.	Tea Board Employees' Co-operative Society Ltd., Kolkata	
11.	Establishment Branch	With spare copies

**Ref. File No. 21(1)/Estt/2020**