



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

Dated: 18.02.2025

OFFICE MEMORANDUM NO. 17/2025

With reference to his appeal dated 17.01.2025, Shri Pradip Kumar Sarkar, Assistant attached to Board's Regional Office, Gudalur is hereby informed that the Competent Authority of Tea Board has been pleased to accept his prayer for voluntary retirement from services of the Tea Board w.e.f. the afternoon of 28.02.2025.

However, he will be eligible to apply for commutation of pension on or after the expiry of normal notice period of three months i.e. w.e.f. the afternoon of 17.04.2025.

(Asish Deb)

Assistant Secretary (I/C)

Copy to:

1.	Shri Pradip Kumar Sarkar, Assistant, Tea Board, Gudalur	With the request to hand over the Board's Identity Card to the Board's Estt. Branch and submit pension papers duly filled in, to the Finance Branch of Board's Head Office, Kolkata at eh earliest.
2.	Executive Director, Coonoor	With the request to please submit the no due certificate in respect of Shri Pradip Kumar Sarkar, Assistant including last leave order duly updated as early as possible.
3.	FA&CAO	
4.	ADTD, Tea Board, Gudalur	
5.	Accounts Officer (I/C) [JAG/TC]	With the request to forward the pension forms to Shri Pradip Kumar Sarkar, Assistant, Tea Board, Gudalur for submission as early as possible.
6.	Pay Section, Pension Section, PF Wing under Financed Branch	
7.	P.As to Dy. Chairman & Secretary	
8.	IT Cell	With the request to upload in Board's website.
9.	Tea Board Employees' Co-operative Society Ltd.,	
10.	TBEA	
11.	Estt. Branch	With spare copies

File No. Estt/PR/S-367