




TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated: 02.01.2026

OFFICE MEMORANDUM NO. 01/2026

The undersigned is directed to state that in exigencies of the Board's work and on administrative requirement, Smt. Baby Basu, Assistant Administrative Officer, attached to the Licensing Branch of Board's Head Office, Kolkata is hereby temporarily posted on transfer to the Tea Room under Tea Promotion Directorate of Board's Head Office, Kolkata for a period of three (03) months with effect from the date of her joining or any other alternative arrangement is made, whichever is earlier, in her existing capacity and basic pay with immediate effect. In addition to Tea Room, she will also attend the duties of Packing Section as well as the duties to be entrusted by DDTP (ND) until further orders.


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

Distribution:-

1.	Smt. Baby Basu, Assistant Administrative Officer Licensing Branch, Head Office, Kolkata	With the request to report for joining her new place of posting as early as possible.
2.	Controller of Licensing (I/C)	With the request to please release Smt. Baby Basu, AAO from Licensing Branch, H.O., Kolkata under intimation to the Estt. Branch, H.O. as early as possible.
3.	Dy. Director of Tea Promotion (ND)	With the request to please intimate the date of joining of Smt. Baby Basu, AAO to the Estt. Branch, H.O., Kolkata as early as possible.
4.	FA&CAO	
5.	Accounts Officer [JAG&SG]	
6.	P. As to Dy. Chairman & Secretary	
7.	TBEA	
8.	IT Cell	With the request to upload in the Board's website.
9.	Estt. Branch	With spare copies.

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