



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

Dated: 11.11.2025

OFFICE MEMORANDUM NO. 83/2025

The undersigned is directed to say that Smt. Chhabi Manna (M-252), MTS, attached to the Board's Head Office, Kolkata, will attain the age of 60 years on 13.08.2026. 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), she will be superannuated from the service of the Board with effect from the afternoon of 31.08.2026.

Smt. Manna may avail herself all kinds of leave, including Commuted/Half Pay Leave as she is entitled to, under rules before the date of her superannuation. Earned Leave for more than 300 days will not, however, be granted to her at a time, if spent within India.

If she desires, she may also be paid cash equivalent to leave salary in respect of the period of Earned Leave and Half Pay Leave at her 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.


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

Distribution:

1	Smt. Chhabi Manna (M-252) MTS, Tea Board, Kolkata	
2	FA & CAO	
3	Statistician (I/C)	
4	Accounts Officer (I/c) [JAG/SG]	
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.Estt/PR/M-252