



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

Dated: 07.11.2025

OFFICE MEMORANDUM NO. 79/2025

Further to the Office Memorandum No. 57/2023 dated 15.05.2023, the undersigned is directed to state that in order to review and frame out the revised guidelines for engagement of personnel on contractual basis vis-à-vis enhancement of remuneration at the time of renewal, entitlement of leave during the contractual period etc., a Committee consisting of the following officers was constituted by the competent authority :-

Sl. No.	Name and designation	Position in the Committee
1.	Shri Dhananjoy Mondal, FA & CAO	Chairman of the Committee
2.	Dr. Rishikesh Rai, Secretary	Member
3.	Shri R.L. Baishya, DDTD, Guwahati	Member
4.	Shri R. Selvam, DDTD (I/C), Coonoor	Member
5.	Dr. Anirban Basu Majumdar, RO, Kurseong	Member

After considering the same, the said Committee has recommended the following and the same has also been accepted by the competent authority for its implementation in Tea Board with immediate effect :-

1.	The rate of annual increment of outsourced officials will henceforth be @ 6.5% on yearly basis over their existing quantum of remuneration ;
2.	All renewals of outsourced officials of the Tea Board including its Head Office and other Zonal/Regional/Sub-Regional Offices should be executed at the same time instead of making renewal at different times ;
3.	The Committee has recommended that the cut-off date of all such renewal will be as 1 st day of every calendar year i.e. 01.01.2026, 01.01.2027 etc. ;
4.	If renewal of any contractual employees comes due before the said cut-off date, as a temporary measure, his/her validity of engagement will be extended without any increment, till he/she is finally engaged through the GeM Portal;
5.	All such engagement/renewal will exclusively be through the GeM Portal ;
6.	The concerned department of Tea Board on regular basis is required to monitor whether the deducted PF amount from the consolidated salary of outsourced officials deployed by the outside agency are being deposited on regular basis to the PF authorities.

accessed
(Dr. Rishikesh Rai)
Secretary (In charge)

Distribution :-

1.	All HoDs in Board's HO, Kolkata (excepting Dy. Chairperson)	
2.	Executive Director, Guwahati & Coonoor	
3.	FA & CAO	
4.	All Zonal/Regional and Sub-Regional Offices of the Tea Board	
5.	ADTD (BS)	
6.	P. As to Dy. Chairperson, FA & CAO & Secretary	
7.	I.T. Cell	With the request to upload in Board's website.
8.	TBEA	
9.	Stores Branch	With spare copies.

Ref. File No. 23(11)/Estt/2022