



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 29.01.2026

OFFICE MEMORANDUM NO. 18/2026

Further to the Office Memorandum No.27/2020 dated 02.03.2020, the undersigned is directed to state that the competent authority has been pleased to enhance the quantum of amount as now being paid @ Rs.5,000/- per head for making arrangement of farewell ceremony in respect of the concerned Board's officials on the day of their superannuation to Rs.10,000/- per head as per following break-up with immediate effect:-

Sl. No.	Break up of expenditure	Amount (in Rs.)
1.	One Shawl as per the choice of concerned employee	1,000/-
2.	One Gift Item as per the Choice of the concerned employee	8,000/-
3.	One Flower Bouquet	500/-
4.	One Packet of Sweets	500/-
	Total Amount	10,000/-

Amrita Chakraborty

(Dr. Amrita Chakraborty)
Secretary (I/C)

Distribution:-

1	All HoDs in Board's HO, Kolkata (excepting Dy. Chairman)	With the request to bring the content of this Office Memorandum amongst all the employees working under them and take necessary action accordingly.
2	Executive Director, Coonor & Guwahati	
3	DDTD, Siliguri/ SO(NWI)/ FAO, Palampur	
4	All Regional/Sub-Regional Offices of Board	
5	AO(JAG)/AO In-charge (SG)	
6	In-charge, DTRDC & QCL	
7	PA's to Dy. Chairman/FA&CAO/DTD/ Secretary	
8	TBEA	
9	I.T. Cell	With the request to upload in the Board's website.
10	In-Charge, Stores Branch, HO	For record please.
11	Establishment Branch	with spare copies

E-File No. STR-SAG0GIFT/1/2026-Stores