



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

Dated : 05.01.2026

OFFICE MEMORANDUM NO. 02/2026

The undersigned is directed to state that the following Senior Assistants in the Pay Level-5 of Pay Matrix are hereby promoted to the post of officiating Assistant Administrative Officer (AAO) and Assistant Accounts Officer (AAO) in Level-6 of the Pay Matrix plus usual allowances from the date(s) of assumption of higher charge by them to their promotional post against the normal vacancies :-

Sl. No.	Name & A/c. No.	Present place of posting	Promoted to the post of
1.	Shri Suvendu Das (D-244)	Working in the office of UIDAI, Guwahati on deputation basis	Assistant Administrative Officer
2.	Smt. Kajari Mukherjee (M-275)	Estt. Branch, Tea Board, Kolkata	Assistant Administrative Officer
3.	Shri Kalyan Biswas (B-278)	Tea Board, NEZO, Guwahati	Assistant Accounts Officer
4.	Smt. Rumki Dasgupta (D-246)	Finance Branch, Tea Board, Kolkata	Assistant Accounts Officer
5.	Shri Shyamal Karmakar (K-136)	DTP Branch, Tea Board, Kolkata	Assistant Accounts Officer
6.	Shri Kuntal Ghosh (G-166)	Secretary's Personal Section, Tea Board, Kolkata	Assistant Administrative Officer
7.	Shri Sumit Dutta (D-247)	Tea Board, NEZO, Guwahati	Assistant Administrative Officer

They will be on probation for a period of two years from the date(s) of assuming higher charges by them as Assistant Administrative Officer and Assistant Accounts Officer.

All are eligible for fixation benefit and separate order fixing their pays on promotion as officiating Assistant Administrative Officer and Assistant Accounts Officer in the Level-6 of the Pay Matrix will be issued in due course.

Shri Suvendu Das as mentioned under Sl. No. 1 above is hereby advised to report for joining on promotion to the Board's NEZO, Guwahati and the remaining staff members are hereby advised to report for joining in their existing places of posting until further orders.

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

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Distribution :-

1.	All staff members as mentioned above.	With the request to please report for joining on promotion as early as possible.
2.	Executive Director, Tea Board, Guwahati	With the request to please intimate the date(s) of release/joining in respect of the incumbents stated under Sl. No. 1, 3 and 7 above to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
3.	FA & CAO	With the request to please intimate the date(s) of release/joining in respect of the incumbent stated under Sl. No. 4 above to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
4.	DDTP (ND)	With the request to please intimate the date(s) of release/joining in respect of the incumbent stated under Sl. No. 5 above to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
5.	The Dy. Director (Admin.), UIDAI, Regional Office, Block-V, HOUSEFED Complex, Dispur, <u>Guwahati-781 006</u>	With the request to please release Shri Suvendu Das, Sr. Assistant who is presently working in your department on deputation basis under intimation to the Board's Head Office, Kolkata as early as possible.
6.	I.T. Cell	With the request to upload in Board's website.
7.	P. As to Dy. Chairman & Secretary	
8.	TBEA	
9.	Estt. Branch	With spare copies.

Ref. File No. 11(9)/Estt/2014