



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 16.01.2026

OFFICE MEMORANDUM NO. 10/2026

The undersigned is directed to state that the following Assistants in the Pay Level- 3 are hereby promoted to the post of officiating Senior Assistant in the Pay Level-4 of the 7th CPC Pay Matrix plus usual allowances from the date(s) of assumption of higher charge by them to their promotional post in there exiting places of posting until further orders:-

Sl. No.	Name & A/c. No.	Present place of posting
1	Smt. V.Dhanalakshmi (D-250)	Tea Board, Zonal Office, Coonoor
2	Shri Sameer Shah V.R (S-403)	Tea Board, Zonal Office, Coonoor
3	Shri Supriyo Das (D-257)	Tea Board, Head Office, Kolkata
4	Shri Amit Choudhury (C-151)	Tea Board, Zonal Office, Guwahati
5	Shri Praydumna Kr. Parida (P-153)	Tea Board, Regional Office, Siliguri
6	Shri Abhijit Dey (D-258)	Tea Board, Head Office, Kolkata
7	Shri Manish Kumar (K-162)	Tea Board, Head Office, Kolkata
8	Shri Prasenjit Bera (B-293)	Tea Board, Head Office, Kolkata
9	Shri Nirmal Kumar Mondal (M-262)	Tea Board, Regional Office, Siliguri
10	Smt. Veronica Pratima Toppo (T-41)	Tea Board, Regional Office, Jalpaiguri
11	Smt. Sumita Rai (R-226)	Tea Board, DTR&DC, Kurseong
12	Shri Manish Koli [SC] (K-165)	Tea Board, Regional Office, New Delhi
13	Shri Ramanand Sathuluri [SC] (S-427)	Tea Board, Tea Nook, Tirumala
14	Shri Rohit Gupta [ST] (G-175)	Tea Board, Head Office, Kolkata

They will be on probation for a period of one year from the date(s) of assuming higher charge by them as Senior Assistant. Separate order for fixing of pay on promotion as officiating Senior Assistant in the Level-4 of the Pay Matrix will be issued in due course from the respective offices. If the aforesaid employees desire to opt for the benefit of deferred fixation of pay, they may do so within one month from the date of assumption of higher charge by them.

Amrita Chakraborty

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

Distribution:-

1	All the Officials as mentioned above	With the request to please report for joining to their respective places of posting on promotion as early as possible.
2	Executive Director, Guwahati	With the request to please intimate the date of joining of Sl. No. 4 to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
3	Executive Director, Coonoor	With the request to please intimate the date of joining of Sl. No. 1,2 and 13 to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
4	FA&CAO	With the request to please intimate the date of joining of Sl. No. 3 and 6 to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
5	Controller of Licensing In-charge	With the request to please intimate the date of joining of Sl. No. 8 to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
6	DDTD, Siliguri	With the request to please intimate the date of joining of Sl. No. 5,9, 10 & 11 to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
7	SO(NWI), New Delhi	With the request to please intimate the date of joining of Sl. No. 12 to the Estt. Branch of Board's Head Office, Kolkata as early as possible.
8	Accounts Officer (JAG)	
9	IT Cell	With the request to upload in Board's website.
10	PA's to Dy. Chairman/DTD/Secretary	
11	TBEA	
12	Estt. Branch	With spare copies.

Ref. File No. 11(12)/Estt/2015