



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


Dated: 11.05.2022

OFFICE ORDER NO. 12/2022

Further to the Office Order No. 22/2015 dated 27.12.2015, the undersigned is directed to state that the competent authority has been pleased to engage Shri Ajai Govil, Assistant Accounts Officer, attached to the Finance Branch of Board's Head Office, Kolkata as an In-charge of Board's Guest House, Salt Lake, Kolkata in addition to his normal duties w.e.f. the date he takes over the charge from Shri Ananda Gopal Ghosh, the present In-charge. He will attend the following duties and responsibilities relating to the Board's Guest House, Kolkata :-

1.	To meet the day to day expenses of the Board's Guest House, Kolkata from the Imprest Account ;
2.	To provide one complimentary cup of tea to each occupants in the morning and make such payment from the Imprest Account ;

He will be responsible to maintain the Imprest Account with supporting bills/receipts properly and he will not be eligible for any Special Allowance for attending the said additional duties.


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

Distribution :-

1.	Shri Ajai Govil, AAO, Finance Branch, Kolkata.	With the advice to take over charge from Shri Ananda Gopal Ghosh as early as possible.
2.	Shri Ananda Gopal Ghosh, Ex-AAO & In-charge of Guest House, Tea Board, Kolkata	With the request to hand over the charge of Board's Guest House, Kolkata with an inventory list of assets, laundry, furniture & fixture, utensils which were issued to the Board's Guest House, Kolkata from the beginning and get audited by the internal auditor before handing over to Shri Govil.
3.	FA & CAO	
4.	Estate Officer (I/C)	
5.	Accounts Officer (ST)/(PKD)	
7.	Secretary to Dy. Chairman	
8.	IT Cell	With the request to upload in Board's website.
9.	Secretariat Branch	
10.	TBEA	
11.	Establishment Branch ----	with spare copies.

Ref. File No. 7(1)/Estt/87