



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated: 04.01.2024

OFFICE ORDER NO : 01/2024


Further to the Office Memorandum No. 111/2023 dated 02.11.2023 and consequent upon the submission of application by Shri Biman Gogoi, Accounts Officer, Tea Board, Kolkata requesting for leave till 29.01.2024, the undersigned is directed to state that in the exigencies of Board's work and on administrative ground, the competent authority has been pleased to accord approval towards entrusting the additional charge of the post of Accounts Officers in favour of S/Shri Jyoti Arnav Goswami and Shantanu Guha, both Assistant Accounts Officer, attached to the Finance Branch of Board's Head Office, Kolkata in addition to their normal duties till such time both the posts are filled up by regular incumbents or any other alternative arrangement is made whichever is earlier.

They will attend the following work as mentioned against each in addition to their normal work until further orders in this regard :-

Sl. No.	Name and designation	Details of work
1.	Shri Jyoti Arnav Goswami, AACO, Tea Board, Finance Branch, Kolkata	Look after the matters pertaining to Pay and Pension, scheme activities, taxation, budgeting and fund management, CAG and MOC&I audits, PFMS and CNA matters, Ministry correspondences etc., in addition to other work as were being attended by erstwhile Accounts Officer (Pay).
2.	Shri Shantanu Guha, AACO, Tea Board, Finance Branch, Kolkata	Look after the matters pertaining to GPF, Medical, Imprest, TA, LTC, other administrative expenses, internal audits, GeM PAO etc., in addition to other work as were being attended by erstwhile Accounts Officer (Cash).

However, both Shri Goswami and Guha, Assistant Accounts Officer will not be eligible for any financial benefit for holding the additional charge of Accounts Officer.

This order will come into force with immediate effect.


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

Distribution :-

1.	Staff members as listed	
2.	FA & CAO	
3.	All HoDs in Board's Head Office, Kolkata (excepting Dy. Chairman & Secretary)	
4.	P.As to Dy. Chairman, FA & CAO & Secretary	
5.	IT Cell	With the request to upload in Board's website
6.	TBEA	
7.	Estt. Branch	With spare copies.

Ref. File No. 11(1)/Estt/2023