



**TEA BOARD**  
**14, Biplabi Trailokya Maharaj Sarani**  
**Kolkata - 700001**

**Dated 06.05.2026**


**OFFICE ORDER NO.22/ 2026**

In supersession of all previous orders regarding operation of various bank accounts of the Board's Head Office, Kolkata, the undersigned is directed to state that the following officers/officials shall sign and authorise all instruments for payments from the bank accounts of Head Office, Kolkata.

Transactions up to ₹5 lakh may be authorised individually. Transactions exceeding ₹5 lakh shall be authorised jointly by any two of the authorised signatories. Any new account opening and related documents shall be signed by any two of these signatories.

Sl. No.	Name	Designation
1.	Shri Dhananjoy Mondal	Financial Advisor & Chief Accounts Officer
2.	Smt. Seema Tiwary	Accounts Officer
3.	Shri Shantanu Guha	Assistant Accounts Officer
4.	Smt. Rumki Das Gupta	Assistant Accounts Officer
5.	Shri Mishri Choudhury	Senior Secretarial Assistant

This issues with the approval of the Competent Authority.

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

**Distribution:**

1.	All officers/officials as listed above	For information and necessary action please.
2.	All HoDs in Head Office, Kolkata (except Dy. Chairman)	For information please.
3.	P.A.s to Dy. Chairman / FA&CAO / Secretary	For information please.
4.	IT Cell	With the request to upload on the Board's website.
5.	Establishment Branch	With spare copies.

**Ref. File No. Fin/Cash/Bank Matter/Pt.II**