



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated 06.05.2026

OFFICE ORDER NO.23/ 2026

In pursuance of the Office Memorandum No. 45/2026 dated 07.04.2026, Smt. Seema Tiwary, Accounts Officer, has joined and assumed the charge of Accounts Officer, Head Office, Kolkata with effect from 04.05.2026 (Forenoon) from Shri Jyoti Arnav Goswami, Accounts Officer along with all relevant records, files, documents and responsibilities pertaining to the post as detailed in Annexure-I.

This issues with the approval of the Competent Authority.

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

Distribution:

1.	Smt. Seema Tiwary, Accounts Officer & Shri Jyoti Arnav Goswami, Accounts Officer	For information and compliance please.
2.	FA&CAO	For information please.
3.	All HoDs in Head Office, Kolkata (except Dy. Chairman)	For information please.
4.	P.A.s to Dy. Chairman / FA&CAO / Secretary	For information please.
5.	IT Cell	With the request to upload in the Board's website.
6.	Establishment Branch	With spare copies.

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

Annexure - I

Sl. No.	Portal	Role / Function
1	Gmail (tbfinfa@gmail.com)	Maintenance of Gmail Account Subscription
2	PFMS Admin	Admin
3	Bharat Kosh	User
4	SBI (Yono Business / SB Collect)	Admin
5	GST - Regular	Authorised Signatory
6	GST - TDS	Authorised Signatory
7	GST - TCS	Authorised Signatory
8	GST - GSTAT	Authorised Signatory
9	Income Tax	Authorised Signatory
10	Income Tax - TDS (TRACES)	Authorised Signatory
11	NPS	DDO
12	GRIPS - P. Tax	Authorised Officer
13	GRIPS - HRA (DC)	Authorised Officer
14	Service Plus - Licensing	User
15	Service Plus - Others	User
16	Canara Bank	Net Banking Transaction Rights