



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001


Dated: 17.11.2022

OFFICE ORDER No.21/2022

Further to the Office Order No.12/2022 dated 11.05.2022, the undersigned is directed to state that the Competent Authority has been pleased to engage Shri Rajesh Kumar, Assistant, attached to the Licensing 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 Ajai Govil, Assistant Accounts Officer, 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 Rajesh Kumar, Assistant Licensing Branch, Kolkata	With the advice to take over charge from Shri Ajai Govil, AACO as early as possible.
2	Shri Ajai Govil, AACO In-charge of Guest House, Tea Board, Kolkata	With the request to hand over the charge of Board's Guest House, Kolkata with a 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 Rajesh Kumar.
3.	FA &CAO	
4.	Controller of Licensing	
5	Estate Officer (I/C)	
6	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