



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata – 700001

Dated: 22/12/2015

OFFICE ORDER NO: 22/2015

Further to this Office Order No.6/2010 dated 04/03/2010 the undersigned is directed to say that the competent authority has been please to select Shri Ananda Gopal Ghosh, Assistant Administrative Officer attached to Security Section, Head Office, Kolkata to act as the In-Charge of Tea Board Guest House at Salt Lake in addition to his normal duties with effect from the date he takes over the charge from Shri Samir Ranjan Das, the present In-Charge of Guest House, Salt Lake. Shri Ghosh is also directed to perform the following duties and responsibilities :-

1. File should be processed through Security Officer for payment of wages to 03(three) Nos. of Caretakers every month
2. To meet the day to day expenses of the Guest House from the imprest account
3. The occupants may be given one complimentary cup of tea per head in the morning and this expenditure may be meet from the imprest account.

(A. Rajan)
Secretary I/c.

Distribution

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| 1. Shri Ananda Gopal Ghosh,
Asstt. Administrative Officer,
<u>Security Section, Head Office.</u> | With the advice to take charge from Shri Samir Ranjan Das as early as possible. |
| 2. Shri Samir Ranjan Das,
Sr. Assistant,
Secretary's Per. Section | Shri Das is hereby advised to prepare an inventory list of assets, laundry, furniture and utensil which were issued to the Guest House since beginning and get the same audited by internal auditor before handing it over to Shri Ghosh. |
| 3. Security Officer | |
| 4. All officers of the Board in Head Office, Kolkata
(excepting Chairman, Dy. Chairman & Secretary) | |
| 5. F.A. & C. A. O. | |
| ✓ 6. System Analyst | With the request to upload in the Board's Website. |
| 7. P. As. to Chairman, Dy. Chairman & Secretary | |
| 8. Secretariat Branch | |
| 9. T.B.O.A./T.B.E.A./T.B.W.A. | |
| 10. Establishment Branch (with spare copies) | |

Ref. File No. 7(1)/Estt./89-Part-II
(Hindi version follows)