



**Tea Board**  
**14, Biplabi Trailokya Maharaj Sarani,**  
**Kolkata-700 001**

Dated : 24.12.2025

**OFFICE ORDER NO. 25/2025**

During the period of my absence in office on and from 26<sup>th</sup> to 30<sup>th</sup> December, 2025 on account of leave with sufficing other Board's holidays, the undersigned is directed to state that it has been desired by the competent authority that Shri Dhananjoy Mondal, ICoAS (2011), FA & CAO, Tea Board will hold the charge of the post of Secretary, Tea Board, in addition to his normal duties during the said period or any other alternative arrangement is made, whichever is earlier.

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

**Distribution :-**

1.	Shri Dhananjoy Mondal, ICoAS (2011), FA & CAO, Tea Board, Kolkata	
2.	The Dy. Director (Plantation), Ministry of Commerce & Industry, Department of Commerce, Udyog Bhawan, New Delhi-110 011	For information please.
3.	Executive Director, Tea Board, Coonoor & Guwahati	
4.	All Zonal/Regional/Sub-Regional Offices of Tea Board	
5.	All HoDs in HO, Kolkata (excepting Dy. Chairman & Secretary)	
6.	I.T. Cell	With the request to please upload in Board's website.
7.	P. As to Dy. Chairman, FA & CAO & Secretary	
8.	TBEA	
9.	Estt. Branch	With spare copies.

**Ref. File No. Estt/PR/R-219**