



टी बोर्ड भारत TEA BOARD INDIA
14, बी. टी. एम. सारणी (ब्रेबोर्न रोड), कोलकाता 700001
14, B. T. M. SARANI (Brabourne Road), Kolkata 700 001
वाणिज्य एवं उद्योग मंत्रालय के अंतर्गत, वाणिज्य विभाग, भारत सरकार
Under Ministry of Commerce & Industry, Department of Commerce, Government of India
www.teaboard.gov.in


Dated : 13.05.2026

OFFICE ORDER NO. 25/2026

The undersigned is directed to state the following guidelines towards processing and subsequent remittance of medical claims/bills in respect of employees of Head Office as well as payment of retirement benefits for all retired employees of the Board.

1.	All the medical claims/bills should be processed serial wise and must be remitted to the respective account of the employees within 05(five) days from receipt of the claims. No violation of sequential order shall be entertained while processing of the medical bills/claims.
2.	For retired employees, all the retirement benefits should be remitted to the respective bank account(s) within 15 days from the retirement date.

This issues with the approval of the Competent Authority and comes into force with immediate effect, until further orders.


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

Distribution :-

1.	FA&CAO	For kind perusal please.
2.	Accounts Officer (ST & JAG)	For information and necessary action please.
3.	Accounts Officer In-charge (SG)	
4.	All HoDs in Head Office, Kolkata (except Dy. Chairman)	
5.	PA to Dy. Chairman/FA&CAO/DTD/ Secretary	
6.	IT Cell	Please upload in the Board's website.
7.	Estt Branch	With spare copies.

File No. 22(MED)/ESTT/90/P-III