TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata – 700001

Dated: 31/05/2017

OFFICE ORDER NO: 16/2017

The undersigned is directed to say that in the exigencies of the Board’s work, Shri S. Soundararajan, Director of Tea Development, Tea Board, who has been assigned to look after the job of Secretary, Tea Board on ad-hoc basis in terms of OM No.66/2017 dt.24/05/2017, is hereby delegated with the following financial/administrative powers for discharging of day to day activities and expenditures on different items being incurred by the Tea Board:-

<table>
<thead>
<tr>
<th>FINANCIAL POWERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rs.50,000/- on recurring expenditures on each occasion</td>
</tr>
<tr>
<td>2. Rs.1,00,000/- on non-recurring expenditures on each occasion (As per Office Order No.FIN/ORDER/2010-11/120112 dated: 12.01.2012)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMINISTRATIVE POWERS</th>
</tr>
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<tbody>
<tr>
<td>1. He will enjoy all statutory and non-statutory powers as applicable to Secretary, Tea Board and will discharge such duties.</td>
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</tbody>
</table>

The above arrangement is purely on temporary and ad-hoc basis.

( P. K. Dash)
Assistant Secretary

Distribution:

1. Shri S. Soundararajan
   Director of Tea Development,
   Tea Board, Kolkata.

2. All Officers of the Board in India
   (excepting Deputy Chairman)

3. Secretary to Dy. Chairman

4. Sr. Secretarial Assistant attached to D.T.D.

5. All Directors of Tea Promotion attached to Board’s offices abroad

6. Secretariat Branch

7. All Sub-Regional Offices of the Board

8. Executive Directors (Coonoor & Guwahati)

9. System Analyst, Tea Board ---- with the request to upload in the Board’s Website.

10. T.B.O.A./T.B.E.A./T.B.W.A

11. Establishment Branch (with spare copies)

12. File No.7(1)/Estt/89/Part-II

(Ref. File No. 11(7)/Estt/82
Hindi version follows)