



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

Dated : 12.06.2019

OFFICE ORDER NO. 28/2019

Further to the Office Order No. 27/2019 dated 10.06.2019, the undersigned is directed to state that Dy. Chairman, Tea Board, in exercise of the power conferred upon him under Tea Board By-Laws, 1955 has been pleased to delegate the following financial and administrative powers in favour of the Executive Director, Tea Board, Guwahati to run the Board's Small Growers' Development Directorate, Dibrugarh smoothly :-

1.	Issuance of NOC for passport, transaction of movable/immovable properties, visiting abroad, forwarding of application on deputation and/or recruitment in outside department ;
2.	Issuance of different certificates viz. Employer's Certificate, Experience Certificate, Character Certificate etc. ;
3.	Processing of application for House Building Advance ;
4.	Processing and settlement of LTC, TA, on transfer and retirement, leave encashment on LTC, Children Education Allowance etc.
5.	Issuance of order for encashment of leave after retirement ;
6.	Processing and settlement of Medical Bills (OPD treatment) restricting the ceiling limit of Rs. 25,000/- per financial year. For IPD, the procedures in vogue to be followed ;
7.	All advances excepting GPF and NPS ;
8.	Maintenance of PR File, Leave File, Service Book etc. in respect of all officials working under SGDD, Dibrugarh ;

NB.

1.	Vigilance Clearance, if any, may be obtained from the Vigilance Officer of the Board through e-mail ;
2.	For leave encashment, advances or allowances, fund requirement should be projected case wise mentioning the details of the person concerned viz. name, employee code, bank details etc. The fund will be transferred directly to the account of beneficiary under intimation to the concerned disbursing officer ;

This order will come into force with immediate effect.


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

Distribution :-

1.	Executive Director, Guwahati	
2.	DDTD, SGDD, Dibrugarh	For necessary action please.
3.	Director of Tea Development	For information please.
4.	All Regional/Sub-Regional Offices of the Board	
5.	FA & CAO	
6.	Secretary to Dy. Chairman & Secretary	
7.	Secretariat Branch	
8.	IT Cell	With the request to upload in Board's website.
9.	T.B.E.A./T.B.W.A/T.B.O.A	
10.	Establishment Branch	with spare copies

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