



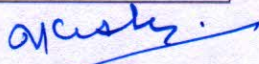
TEA BOARD INDIA
14, Biplabi Trailokya Maharaj Sarani, Kolkata – 700 001

OFFICE ORDER NO:21/2020

Dt.17.11.2020

Further to the Office Order no: 15/2020 dated 29.09.2020 in exercise of power conferred upon him under By Law 45 and 46 of Tea Board By Laws 1955, Deputy Chairman, Tea Board in exigencies of Boards Work, has been pleased to delegate the following financial power after enhancement of its limit in favour of officer in charge of the Board's Regional office at Kochi by designation subject to condition that he/she will maintain the Imprest account of this office and also comply with the provisions of the Tea Act, 1953, Tea Rule 1954, Tea Board By Laws 1955 and other decision of the Executive Committee/Board.

| Jt. Controller of Licensing, Kochi | |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Sanction expenditure up to Rs.5000/- on any one item (other than development work) |
| 2 | Sign cheque for an amount not exceeding Rs.6000/- in each case (other than development work) |
| 3 | Hold an imprest amount not exceeding Rs.4000/- (other than development work) |
| 4 | Sign a single cheque to the extent of the exact amount towards payment of rent, Tea, Municipal/Water Tax charges, Electricity/ Telephone Bills in respect of the Board's Office premises/ Tea Centre/ Guest Houses etc. as and when required. |


(Dr. Rishikesh Rai)
Secretary, I/c.

Distribution;

| | | |
|----|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1. | All HoDs in Board's Head Office, Kolkata (excepting Dy. Chairman) | With the request to bring the contents of this Office Order amongst all officials working under them. |
| 2 | Executive Director, Coonoor | With the request to bring the contents of this Office Order amongst all officials working under them. |
| 3 | Executive Director, Guwahati | For kind information |
| 4 | DDTD, Palampur | For kind information |
| 5 | DDTD, Siliguri | For kind information |
| 6 | Spl Officer NWI | For kind information |
| 7 | I.T. Cell | With the request to upload in the Board's website. |
| 8 | Secretary to Dy. Chairman | For kind information |
| 9 | TBOA/TBEA/TBWA | For kind information |

File no. 7(1)/Estt/2019