



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

Dated : 08.12.2022

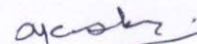
OFFICE ORDER NO. 22/2022

In exercise of the power conferred upon him under By-Law 45 and 46 of the Tea Board By-Laws, 1955, Dy. Chairman, Tea Board has been pleased to delegate the following financial and administrative powers in favour of Shri Anupam Das, Deputy Director of Tea Development, attached to the Board's Darjeeling Tea Research & Development Centre, Kurseong for looking after the daily activities of Board's Darjeeling Tea Research & Development Centre, Kurseong and Quality Control Laboratory, Siliguri, subject to the condition that he will maintain the Imprest Account of both the offices and also comply with the provisions of the Tea Act, 1953, Tea Rules, 1954, Tea Board By-Laws, 1955 and other decisions of the Executive Committee/Board :-

Financial and administrative powers of DTR & DC, Kurseong		Financial and administrative powers of QCL, Siliguri	
1.	Sanction expenditure upto Rs. 10,000/- on any one item per occasion (other than Development work) ;	1.	Sanction expenditure upto Rs. 50,000/- on any one item per occasion (other than Development work) ;
2.	Hold an imprest amount not exceeding Rs. 5,000/- (other than Development work) ;	2.	Hold an imprest amount not exceeding Rs. 10,000/- with one time expenditure ceiling of Rs. 1,000/- (other than Development work) ;
3.	Sign cheque for any amount in each case (other than Development work) where sanction has been accorded from the Board's Head Office, Kolkata. In all such cases, the payment voucher must be accompanied with the copy of the sanction letter of Head Office ;	3.	Sign cheque for any amount in each case (other than Development work) where sanction has been accorded from the Board's Head Office, Kolkata. In all such cases, the payment voucher must be accompanied with the copy of the sanction letter of Head Office ;
4.	Sign a single cheque to the extent of the exact amount towards payment of rent, tax, municipal/water charges, electricity/telephone bills etc. as and when required ;	4.	Signing of cheque or instruction to the Bank for Electronic Fund Transfer to the extent of the exact amount towards payment of rent, tax, municipal/water charges, electricity/telephone bills etc. as and when required ;
5.	Operate Bank Accounts in respect of the Board's Non-Plan and respective Plan Schemes ;	5.	Operate Bank Accounts in respect of QCL, Tea Park, Siliguri ;
6.	Sanction leaves (excepting Special Leave) in respect of all officers and staff members attached to the Board's DTR & DC, Kurseong including all contractual staff <u>excepting himself</u> ;	6.	Sanction leaves (excepting Special Leave) in respect of all officers and staff members attached to the Board's QCL, Siliguri including all contractual staff <u>excepting himself</u> ;
7.	Sanction TA/LTC advance in favour of all officers and staff members attached to the Board's DTR & DC, Kurseong <u>excepting himself</u> ;	7.	Sanction TA/LTC advance in favour of all officers and staff members including all contractual staff members attached to the Board's QCL, Siliguri <u>excepting himself</u> ;
8.	Approve tour programme of all officers and staff members attached to the Board's DTR & DC, Kurseong <u>excepting himself</u> ;	8.	Approve tour programme of all officers and staff members including all contractual staff members attached to the Board's QCL, Siliguri <u>excepting himself</u> ;

However, Shri Anupam Das, DDTD, DTR & DC, Kurseong is hereby advised to follow norms of financial discipline and prudent financial management, and to ensure that funds are not spent wastefully.

This order will come into force with immediate effect and will remain in force until further orders in this regard.


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

Distribution :-

1.	Shri Anupam Das, DDTD, DTR & DC, Kurseong & QCL, Siliguri	
2.	Shri S.K. Hazra, DDTD, Tea Board, Siliguri	
3.	Dr. Anirban Basu Mazumdar, Research Officer	
4.	F.A & C.A.O.	
5.	Director of Tea Development	
6.	Director (Research) (I/C)	
7.	Secretary to Dy. Chairman/P. A to Secretary	
8.	I.T. Cell	With the request to upload in Board's website.
9.	Secretariat Branch	
10.	TBEA	
11.	Estt. Branch	With spare copies.

Ref. File No. 7(1)/Estt/2019/Part-III