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

Dated 13.08.2026

OFFICE ORDER NO. 44 /2026

Consequent upon entrustment of the charge of QCL, Siliguri in favour of Dr. Anirban Basu Majumder, Project Director vide OM No. 93/2026 dated 07.08.2026 read with this Office Order No.11/2025 dated 22.07.2025, the undersigned is directed to state that in exercise of the power conferred upon him under By Law 45 and 46 of the Tea Board By-Laws 1955, Deputy Chairman, Tea Board has been pleased to delegate the following financial and administrative powers in favour of Dr. Anirban Basu Majumder, Project Director, QCL, Siliguri for looking after the daily activities of Board's QCL, Siliguri, subject to the condition that he will maintain the Imprest Account of the said office and also comply with the provisions of the Tea Act, 1953. Tea Rules, 1954, Tea Board By-Law, 1955 and other decisions of the Executive Committee/Board.

1	Sanction expenditure upto Rs.2,00,000/- (Rupees two lakhs only) on any one item per occasion (other than Development work).
2	Sign cheque for any amount in each case where sanction has been accorded from the Board's Head Office, Kolkata. In such case, the payment voucher must be accompanied with the copy of the sanction letter of Head Office.
3	Hold an imprest amount not exceeding Rs.10,000/- (Rupees ten thousand only) with one time expenditure ceiling of Rs.1000/- (other than Development work).
4	Signing or cheque or instruction to the Bank for Electric 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 QCL, Siliguri
6	Sanction leaves (excepting Special Leave, CCL) in respect of all Officers and staff members attached to the Board's QCL, Siliguri including all contractual staff, excepting himself.
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 excepting himself.
8	Approve/Recommend tour programme of all Officers and Staff members including all contractual staff member attached to Board's QCL, Siliguri excepting himself.

However, Dr. Anirban Basu Majumder, Project Director and In-charge, QCL, Siliguri is hereby advised to follow norms of financial discipline and prudent financial management and to ensure that funds are not spent wastefully.

Further, Dr. Anirban Basu Majumder, Project Director and In-charge, QCL, Siliguri will report to Director (Research), Tea Board for day to day office works until further orders.

This order will come into force with immediate effect.

Amrita Chakraborty

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

Distribution:-

1	Dr. Anirban Basu Majumder, Project Director & In-charge QCL, Siliguri	
2	Director (Research)	
3	DDTD, Siliguri	
4	Director of Tea Development	
5	FA&CAO	
6	Accounts Officer (I/C) [JAG/TC)	
7	PA's to Dy. Chairman/FA&CAO/Secretary	
8.	IT Cell	With the request to upload in Board's website
9.	TBEA	
10.	Establishment Branch	with spare copies

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