




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

Dated : 19.01.2023

OFFICE ORDER NO. 05/2023

Further to the Office Order No. 02/2023 dated 05.01.2023, the undersigned is directed to state that the competent authority has been pleased to delegate the following powers in favour of Shri Asish Deb, Assistant Statistical Officer, attached to the Board's Head Office, Kolkata who has been assigned to look after the duties and responsibilities of post of Assistant Secretary as an In-charge on ad-hoc basis :-

1.	Financial Power	All the Medical Bill upto the amount of Rs. 10,000/- (Rupees ten thousand only) be cleared by him <u>except</u> the bills of himself and senior officers above the Pay Level-7.
2.	Administrative Power	To record all the leaves viz. Casual Leave, Half Pay Leave and Commuted Leave for the staff of Group-B & C category being cleared by the respective Heads of Department in Head Office, Kolkata with the noting "SANCTIONED, IF DUE" and send to Estt. Branch.


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

Distribution :-

1.	Shri Asish Deb, Assistant Secretary (I/C), <u>Tea Board, Kolkata.</u>	
2.	F.A & C.A.O.	
3.	Accounts Officer	
4.	Secretary to Dy. Chairman/P.As to Secretary & FA & CAO	
5.	IT Cell	With the request to upload in Board's website.
6.	TBEA	
7.	Estt. Branch	With spare copies.

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