



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

Dated : 27.08.2019

OFFICE ORDER NO. 34/2019

In partial modification of the Office Order No. 11/2018 dated 17.05.2018 and 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 Rameswar Kujur, Dy. Director of Tea Development, attached to the Board's Zonal Office, Siliguri for smoothly functioning of Darjeeling Tea Research & Development Centre, Kurseong, subject to the condition that he will maintain the Imprest Account 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 :-

1.	Sanction expenditure upto Rs. 4,000/- on any one item per occasion (other than Development work) ;
2.	Hold an imprest amount not exceeding Rs. 5,000/- (other than Development work) ;
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 ;
5.	Operate Bank Accounts in respect of the Board's Non-Plan and respective Plan Schemes ;
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</u> himself ;
7.	Sanction TA/LTC advance in favour of all officers and staff members attached to the Board's DTR & DC, Kurseong <u>excepting</u> himself ;
8.	Approve tour programme of all officers and staff members attached to the Board's DTR & DC, Kurseong <u>excepting</u> himself ;

However, Shri Rameswar Kujur, DDTD 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 all such financial and administrative powers as were previously delegated in favour of Dr. Biswajit Bera, Director (Research) is hereby withdrawn.

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

Distribution :-

1.	Shri Rameswar Kujur, DDTD, Siliguri	
2.	Dr. Anirban Basu Mazumdar, Research Officer, DTR & DC, Kurseong.	With the request to place the concerned cases relating to DTR & DC, Kurseong under Sl. No. 1 to 8 above before Shri Rameswar Kujur, DDTD, Siliguri requesting sanction/approval individually.
3.	Dr. Biswajit Bera, Director(Research), QCL, Siliguri	For information please. It has also been desired by the competent authority that you and all Scientists should deploy your 100% energies in respect of laboratory for using samples within a period of specific 5 to 7 days timing for issuing the Testing Certificate.
4.	F.A & C.A.O.	
5.	Director of Tea Development	
6.	Secretary to Dy. Chairman/Secretary	
7.	I.T. Cell	
8.	Secretariat Branch	With the request to upload in Board's website.
9.	TBEA/TBWA/TBOA	
10.	Estt. Branch	With spare copies.