



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

Dated : 03.01.2023

**OFFICE ORDER NO. 01/2023**


The undersigned is directed to state that in partial modification of Office Order No. 22/2022 dated 08.12.2022, the financial and administrative powers conferred to Shri Anupam Das, DDTD will be restricted only to DTR&DC, Kurseong. Henceforth, Shri Anupam Das, DDTD is hereby directed to only look after the works related to DTR&DC, Kurseong, not the works of QCL, Siliguri

Further as directed by CA, this is to state that, for better coordination and smooth running of the day to day activities of QCL, Siliguri, the administrative and financial powers of QCL, Siliguri is being conferred upon to DDTD, Siliguri with immediate effect subject to condition that to 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 QCL, Siliguri	
1.	Sanction expenditure upto Rs. 50,000/- (Rupees fifty thousand only) on any one item per occasion (other than Development work)
2.	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 such cases, 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) in respect of all officers and staff members attached to the Board's QCL, Siliguri including all contractual staff excepting him.
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 him.
8.	Approve/Recommend tour programme of all officers and staff members including all contractual staff members attached to Board's QCL, Siliguri excepting him.

Further, Dr. Anirban Basu Majumdar, Research Officer, QCL will continue to be acting as In-Charge of QCL, Siliguri as mentioned in the Office Order No. 25/2020 dated 16.12.2020 and he will report to DDTD, Siliguri for day to day activities of QCL, Siliguri.

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 Subir Kumar Hazra, DDTD, Siliguri	
2.	Shri Anupam Das, DDTD, DTR&DC, Kurseong	
3.	Dr. Anirban Basu Majumdar, Research Officer, QCL	
4.	FA&CAO	
5.	DTD	
6.	Director Research In-Charge, Head Office	
7.	Secretary to Dy. Chairman	
8.	PA's to FA&CAO/DTD/Secretary	
9.	IT Cell	For uploading on the website.
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11.	Estt. Branch	With spare copies.