



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


Dated : 04.04.2024

OFFICE ORDER NO. 04/2024

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 S.N. Rajan, Assistant, attached to the Board's Regional Office, Mumbai for smoothly functioning of the said office, 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. 1,000/- on any one item per occasion (other than Development work) ;
2.	Hold an imprest amount not exceeding Rs. 2,000/- (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.	Sign cheque required for making payments for the legitimate expenses of Board's Tea Centre, Mumbai ;
6.	Sanction Casual Leave in respect of all staff members posted in Board's Office, Mumbai excepting himself ;
7.	Sanction TA/LTC advance in favour of staff members posted in Board's Office, Mumbai excepting himself ;

The above delegation of power is purely temporary and ad-hoc basis.


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

Distribution :-

1.	Shri S.N. Rajan, Assistant, Tea Board, Mumbai	
2.	DDTP (ND)	
3.	F.A & C.A.O.	
4.	Accounts Officer (JAG/SG)	
5.	In-charge of Imprest Wing, Kolkata	
6.	Secretary to Dy. Chairman/Secretary	
7.	I.T. Cell	With the request to upload in Board's website.
8.	TBEA	
9.	Esit. Branch	With spare copies.

Ref. File No. 7(1)/Estt/89/Part-II