




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

Dated: 11.08.2022

OFFICE ORDER NO.15/2022

Further to the Office Order No.21/2020 dated 17.11.2020 in exercise of power conferred upon him under By Law 45 and 46 of Tea Board By Laws 1955, Deputy Chairman, Tea Board, has been pleased to delegate the following financial power in favour of Shri M. Ramesh, Assistant Director of Tea Development, Tea Board, Regional Office, Kochi subject to the condition that he will maintain the Imprest account of the office and also comply with the provisions of the Tea Act, 1953, Tea Rule 1954, Tea Board By Laws 1955 and other decision of the Executive Committee/Board.

1	Sanction expenditure up to Rs.5000/- on any one item (other than development work)
2	Sign cheque for an amount not exceeding Rs.6000/- in each case (other than development work)
3	Hold an imprest amount not exceeding Rs.4000/- (other than development work)
4	Sign a single cheque to the extent of the exact amount towards payment of rent, Municipal/Water Tax charges, Electricity/Telephone Bills in respect of the Board's Office premises/Tea Centre/Guest Houses etc. as and when required.


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

Distribution:

1	Shri M. Ramesh, ADTD, Tea Board, Kochi	
2	Executive Director, Coonoor	
3	F.A.&C.A.O.	
4	D.T.D.	
5	A.O.(Pay)	
6	Secretary to Dy. Chairman	
7	I.T. Cell	With the request to upload in the Board's website.
8	PA to FA&CAO and Secretary	
9	TBEA	
10	Establishment Branch	With spare copies

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