

TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated : 16.01.2013

OFFICE ORDER NO: 03/2013

In exercise of the power conferred upon him under bye-law 45 of the Tea Board By-Laws, 1955, Chairman, Tea Board has been pleased to delegate the following financial powers, in favour of Shri Nipun Barman, Assistant Director of Tea Development, attached to the Board's Office, Dibrugarh subject to the condition that he will maintain the Imprest Account of that office 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. 2,000/- on any one item (other than development work) ;
2.	Hold an imprest amount not exceeding Rs. 4,000/- (other than development work) ;
3.	Sign cheque for an amount not exceeding Rs. 6,000/- in each case (other than development work) ;
4.	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 ;
5.	Sign a single cheque to the extent of the exact amount towards payment of rent, tax, municipal/water charges, electricity/telephone bills in respect of the Board's Office/Guest House, Dibrugarh as and when required ;
6.	Draw the full amount by a single cheque pertaining to salary and pension only to be remitted from Board's Head Office, Kolkata by Demand Draft(s) or through the Core Banking system, as the case may be ;

The arrangement is ad-hoc and will be continued till such time the regular Director or Joint Director for the office of Small Tea Growers Directorate, Dibrugarh is posted.

Sd/-

(B.K. Biswas)
Assistant Secretary

Distribution :-

1.	Shri Nipun Barman, Asstt. Director of Tea Development, <u>Tea Board, Dibrugarh.</u>	
2.	Executive Director, Coonoor	
3.	Executive Director, North-East	
4.	F.A & C.A.O.	
5.	Sr. A. O.	
6.	Accounts Officers (Pay)	
7.	Dy. Director (Hindi)	
8.	System Analyst	With the request to upload in the Board's website.
9.	In-charge of Imprest Wing, Kolkata.	
10.	P. As. to Chairman/Dy. Chairman/Secretary.	
11.	Secretariat Branch.	
12.	T.B.O.A/T.B.E.A/T.B.W.A.	
13.	Estt. Branch ---- with spare copies.	

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

(Hindi version follows)

r.n.b.