


TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated: 10.09.2015

OFFICE ORDER NO. 13/2015

In exercise of the power conferred upon him under Bye-law 45 of the Tea Board Bye-laws, 1955, competent authority of Tea Board has been pleased to delegate the following financial and administrative power, in favour of Shri. Mahipal Singh, In-Charge, Quality Control Laboratory, Tea Board, Tea Park, Siliguri 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 Bye-laws, 1955 and other decisions of the Executive Committee/Board:-

1.	Sanction expenditure up to Rs. 4,000/- on any one item (other than Plan scheme)
2.	Hold an Imprest amount not exceeding Rs. 5,000/- (other than Plan scheme)
3.	Sign cheque for any amount in each case (other than Plan scheme) 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 and electricity/telephone bills in respect of Board's Quality Control Laboratory as and when required.
5.	Sign a single cheque or instruction to bank for EFT to the extent of the exact amount towards payment of bills in respect of the QCL, Siliguri as and when required subject to prior approval of CA.
6.	Draw the full amount by a single cheque pertaining to remuneration of contractual staff 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.
7.	Operate the Bank Accounts in respect of the Board's Non-Plan and respective Plan schemes
8.	Sanction leaves in respect of all officials engaged at QCL, Siliguri excepting himself.
9.	Sanction TA advance in favour of all officials engaged at QCL, Siliguri excepting himself.
10.	Approve tour program in respect of all officials engaged at QCL, Siliguri excepting himself.


(B. K. Biswas)
Assistant Secretary

Distribution:

1. Sri Mahipal Singh,
In-Charge, QCL
Tea Board, Tea Park, Siliguri
2. F.A & CAO
3. Director (Research)
4. Sr. A. O
5. Accounts Officer (Pay)
6. Dy. Director (Hindi)
7. In-Charge of Imprest wing, Kolkata
8. P. A.s to Chairman, Dy. Chairman/Secretary
9. T.B.O.W./T.B.E.A/T.B.W.A
- ✓ 10. System Analyst..... With a request to upload in Board's website
11. Estt. Br..... With spare copies

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