



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

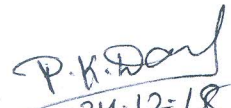
Dated: 24.12.2018

OFFICE ORDER NO. 43/2018

The undersigned is directed to state that Deputy Chairman, Tea Board, in exercise of the power conferred upon him under Tea Board By-Laws, 1955 has been pleased to delegate the following financial and administrative powers as stated below:

| Sl.No | Particulars of power delegated | Particular of officers/officers to whom power has been delegated |
|-------|--|--|
| 1 | <p>i. Issuance of NOC for passport, transaction of movable/immovable properties, visiting abroad, forwarding application on deputation and/or recruitment in outside departments;</p> <p>ii. Issuance of different certificates viz. Employer's Certificate, Experience Certificate, Character Certificate etc;</p> <p>iii. Booking/Allotment of Guest Houses of the Board under their jurisdiction;</p> <p>iv. Allotment of Board's residential quarters under respective jurisdiction;</p> <p>v. Processing of applications for House Building Advance;</p> <p>vi. Processing and settlement of LTC, TA, TA on transfer and retirement, leave encashment on LTC, Children Educational Allowance etc;</p> <p>vii. Issuance of order for encashment of leave after retirement;</p> <p>viii. Processing and settlement of Medical Bills (OPD treatment) restricting the ceiling limit of Rs. 25,000/- per financial year for IPD the procedure in vogue to be followed.</p> <p>ix. All advances except GPF and NPS.</p> | <p>a. Executive Director, Coonoor</p> <p>b. Executive Director Guwahati</p> <p>c. Deputy Director of Tea Development, Tea Board, Siliguri</p> <p>d. Deputy Director of Tea Development, Tea Board Palampur</p> <p>e. Special Officer for NWI, Tea Board, New Delhi</p> |
| 2 | Booking/Allotment of Guest House | In charge Mumbai Tea Centre |

- N.B: i). Vigilance clearance, if any, may be obtained from the vigilance officer of the Board through email.
ii). For leave encashment and the fund requirement should be projected case wise mentioning the details of sanctioning like name, employee code, bank details and the fund will be transferred directly to beneficiary A/c with intimation to the concerned disbursing officer.


24.12.18
(P.K.Dash)
Assistant Secretary (I/C)

Distribution:

| | | |
|----|---|---|
| 1. | Executive Director, Guwahati & Coonoor | |
| 2. | DDTD, Tea Board, Siliguri, Palampur, S.O. (NWI), Tea Board, New Delhi and In-charge of Tea Board, Mumbai. | |
| 3. | Sr. Accounts Officer | |
| 4. | All Heads of Department in Board's Head Office, Kolkata. | |
| 5. | Secretary to Dy. Chairman and Secretary | |
| 6. | I.T. Cell | With the request to upload in Board's website |
| 7. | Estt. Branch | With spare copies |

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