

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

OFFICE ORDER NO. 42/2012

Dated :02-11-2012.

The undersigned is directed to state that the competent authority has been pleased to delegate the following administrative power to the Heads of Department in Tea Board Head Office :-

All leave applications of the type of Casual Leave, Earned Leave, Half Pay Leave & Medical Leave for the staff of Group C & D category may be disposed of by the respective Heads of Departments. If the leave is decided to be sanctioned, it should be cleared with the noting "SANCTIONED, IF DUE" and be sent to the Assistant Secretary for record.

No such application/file need be sent to Secretary, Tea Board.

This has the approval of Chairman, Tea Board.

Sd/-  
(Kaushik Halder)  
Secretary.

Distribution :

1. All Head of the Department.
2. F.A. & C.A.O.
3. Assistant Secretary
4. Sr. Accounts Officer
5. Security Officer – for necessary action and display in Notice Board.
6. Section Officer (Estt).
7. Section Officer (Sectt.)
8. System analyst – for display in the Board's website.
9. P.As to Chairman/Dy. Chairman/Secretary/
10. Dy. Director (Hindi)
11. TBOA/TBEA/TBWA
12. Estt. Branch (with spare copies).

[ Ref. file No. 7(1)/Estt/89-Part-II ]