



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated: 28/12/2016

OFFICE ORDER: 27/2016

In exercise of the power conferred upon him under Bye-law 23 and 24 of the Tea Board By-Law, 1955, Chairman, Tea Board has been pleased to delegate the following administrative and financial powers to the respective Executive Directors of Tea Board North East Zonal Office, Guwahati and Tea Board Zonal Office, Coonoor:

1. The Service Books of the employees under the jurisdiction of the respective Zonal Offices will be maintained at the level of Zonal Offices.
2. Executive Directors will sanction leave of Group-A, Group-B and Group-C officials working under their jurisdiction except earned leave beyond one month for Group-A Officers.
3. Processing of Medical Bills in accordance with CS(MA) Rules, 1944 will be done by the Zonal offices and Executive Directors will have the power to sanction medical reimbursement up to rupees ten thousand in each case except the medical bills for themselves.

This order will come into effect from 1st February, 2017.


(Priyanka Basu Ingty)
Secretary

Distribution

1. The Executive Director,
North East Zonal Office,
Tea Board, Guwahati.
2. The Executive Director,
Zonal Office, Tea Board, Coonoor.
3. All Regional & Sub-Regional Offices of the Board.
4. All Officers of the Board in Head Office
5. F.A. & C.A.O.
6. Sr. Accounts Officer
7. Dy. Director (Hindi)
8. System Analyst ----- With the request to upload in the Board's website.
9. Secretary to Chairman - cum - Deputy Chairman
10. Executive Assistant attached to Secretary
11. Secretariat Branch
12. T.B.O.A./T.B.E.A./T.B.W.A.
13. Establishment Branch - with spare copies.

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