



TEA BOARD, INDIA
14, Biplabi Trailokya Maharaj Sarani
Kolkata – 700001

Date: 28.04.2017

OFFICE ORDER NO. 12/2017

In exercise of the power conferred upon him under By-Law 45 of the Tea Board By-Laws, 1955, Competent Authority of Tea Board has been pleased to delegate the following financial and administrative power in favour Shri Prahlad Chhetri, ADTD, Darjeeling to look after the duties and responsibilities of Board's DTR&DC at Kurseong as Project Director (I/C), Darjeeling Tea Research & Development Centre (DTR&DC), Tea Board, Kurseong 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 up to Rs. 4,000/- on any one item (other than development work)
2	Hold an Imprest amount not exceeding Rs. 5,000/- (other than development work);
3	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;
4	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 and Guest House, Kurseong as and when required;
5	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, including payment of garden workers wages;
6	Operate the Bank Accounts in respect of the Board's Non-Plan and respective Plan Schemes;
7	Sanction Casual Leave, Restricted Holiday in respect of all officials posted in the Board's DTR&DC, Kurseong, excepting himself;
8	Sanction T.A. advance in favour of all officials posted in the Board's DTR&DC, Kurseong, excepting himself
9	Approve tour programme of all staff officials posted in the Board's Office, Kurseong, excepting himself.

The financial and administrative powers so delegated to Shri Anirban Basu Majumder, Research Officer, Tea Board shall automatically stand withdrawn with immediate effect.


(Amiya Kumar Das)
Secretary

Distribution:

1. Shri Prahlad Chhetri, ADTD, Darjeeling & Project Director (I/C), DTR&DC
Tea Board, Kurseong
2. F.A. & C.A.O.
3. Director (Research)
4. Accounts Officer (Pay)
5. Dy. Director (Hindi)
6. In-Charge of Imprest wing, Kolkata
7. Secretary to Chairman
- ✓ 8. System Analyst with request to upload in Board's website
9. Estt. Branch with spare copies