



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


Date: 28.04.2017

OFFICE ORDER NO: 13 /2017

In exercise of the power conferred upon him under By-Law 45 of the Tea Board By-Laws, 1955, the Competent Authority of Tea Board has been pleased to delegate the following financial and administrative power in favour of Shri Prahlad Chhetri, ADTD, Darjeeling to look after the duties & responsibilities of Board's Quality Control Laboratory at Siliguri as In-Charge, Quality Control Laboratory (QCL), Tea Board, Tea Park 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	Sign cheque or instruction to the bank for EFT of any amount in each case where sanction has been accorded by Competent Authority. In all such cases, the receipt voucher must be accompanied with the copy of approval.
2	Sign a single cheque or instruction to the bank for EFT 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.
3	Draw the full amount by a single cheque or instruction to the bank for EFT pertaining to remuneration of contractual staff engaged at QCL to be remitted from Board's Head Office, Kolkata by Demand Draft(s) or through the Core Banking system, as the case may be.
4	Sanction expenditure up to Rs. 10,000/- on any one item.
5	Hold an Imprest amount not exceeding Rs. 10,000/- with one time expenditure ceiling of Rs.1000/-
6	Operate the bank account of QCL, Tea Park, Siliguri.
7	Sanction leaves in respect of all contractual staff engaged at QCL, Tea Park, Siliguri
8	Approve tour programme of all contractual staff engaged at QCL for official tour.
9	Sanction T.A. advance in favour of all contractual staff engaged at QCL while they are deputed on official tour.

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administrative powers so delegated to Shri Anirban Basu Majumder, Research Officer, Tea Board shall automatically stand withdrawn with immediate effect.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 & In-Charge, QCL, Tea Park, Siliguri
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 cum Dy. Chairman
8. System Analyst with request to upload in Board's website
9. Estt. Branch with spare copies