



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001

Dated: 28.11.2016

OFFICE ORDER NO.....19...../2016

In exercise of the power conferred upon him under Bye-law 45 of the Tea Board Bye-laws, 1955, Competent Authority of Tea Board has been pleased to delegate the following financial and administrative power in favour of Dr. Biswajit Bera, In-Charge, Quality Control Laboratory, Tea Board, Tea Park, Siliguri 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 Bye-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 payment 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 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 1000/-.
6.	Operate the bank account of QCL, Tea Park, Siliguri.
7.	Sanction leaves in respect of all contractual staff engaged at QCL.
8.	Approve tour programme of all contractual staff engaged at QCL for official tour.
9.	Sanction TA advance in favour of all contractual staff engaged at QCL while they are deputed on official tour.


(P. Basu Ingty)
Secretary

Distribution:

1. Dr. Biswajit Bera,
In-Charge, QCL and
Tea Board, Tea Park
Siliguri
2. F.A & CAO
3. Director (Research)
4. Sr. A. O
5. Accounts Officer (Pay)
6. Dy. Director (Hindi)
7. In-Charge of Imprest wing, Kolkata
8. P. S s to Dy. Chairman and Secretary
9. T.B.O.W.A/T.B.E.A/T.B.W.A
10. System Analyst.....With a request to upload in Board's website
11. Estt. Br..... With spare copies