



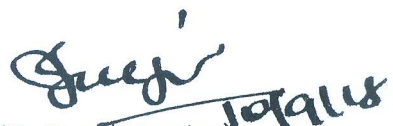
Tea Board
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700 001

Dated : 10.09.2018

OFFICE ORDER NO. 29/2018

The undersigned is directed to state that in order to make the Lab under the Quality Control Laboratory (QCL), Siliguri self sustaining, it has been desired by the competent authority to issue the following advisory for smooth and effective running of the said Lab:

1. The Quality Control Laboratory (QCL), Siliguri was set up with the objective to cater to specific needs to the stakeholders more particularly to the manufacturers, buyers and exporters as such there ought to have a strict SOP/protocol for delivering the test report to the customers. Director, (Tea Research) must ensure that all test reports should be delivered within the time frame.
2. Deviation, if any, from protocol may be brought to the notice of the HO.
3. Any complain/grievance pertaining to test report may be addressed to within 24 hours.
4. All tenders/purchase orders should be done in strict compliance of financial norms and prudence. Henceforth, no ex-post facto approval will be accorded to regularize any expenditure.
5. All out efforts should be made for cost reduction in day to day running of the Laboratory more particularly:
 - a. setting up of solar roof panels;
 - b. replacing tube lights/ bulbs with LEDs and use of energy efficient devices;
 - c. Judicious use of office stationeries etc.
6. Utmost transparency may be maintained in hiring services, purchase and recruiting contractual personnels.
7. Project or Seminar may be undertaken utilizing available funds and seeking contribution from the stakeholders within a nominal cost if the requests for such seminars come from the stakeholders.


(S. Soundararajan)
Secretary (I/C)

Distribution :-

1.	Dr. Biswajit Bera, Director (Research), QCL, Tea Board, Siliguri	For strict compliance please.
2.	FA & CAO	
3.	Assistant Secretary	
4.	Secretary to Dy. Chairman & Secretary	
5.	Secretariat Branch	
6.	IT Cell	With the request to upload in Board's website.
7.	T.B.E.A./T.B.W.A/T.B.O.A	
8.	Establishment Branch	with spare copies

Ref. File No. 23(4)/Estt/2018