



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 12.10.2017

OFFICE ORDER: 30/2017

In exercise of the power conferred upon him under By-Law 45 of Tea Board, By-Law, 1955, the Deputy Chairman, Tea Board has been pleased to delegate the following financial powers in favour of Shri B. Ramachandran, Assistant Administrative Officer attached to Board's Office at Mumbai 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-Law, 1955 and other decision of the Executive Committee.

1. To sanction expenditure up to Rs.1,000/- on any one item (other than development work);
2. To hold an imprest amount not exceeding Rs.2,000/- (other than development work);
3. To 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. To sing a single cheque to the extent of exact amount towards payment of rent, tax, Municipal/water charges, electricity / telephone bills in respect of the Board's Office / Guest House, Mumbai as and when required;
5. To 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;
6. To take spot decision on purchases and other expenditure required for running the Tea Centre up to Rs.19,999/- in cash;
7. To sign cheque required for making payments for the legitimate expenses of Board's Tea Centre, Mumbai;
8. To sign any document on behalf of Tea Board as an authorized signatory;
9. To sanction Casual Leave in respect of all officials posted in the Board's Office Mumbai excepting himself;
10. Sanction T.A / L.T.C. advance in favour of all officials posted in the Board's Office, Mumbai excepting himself.

The above delegation of power is purely on temporary and ah-hoc basis.



(S. Soundararajan)
Secretary (I/C)

Distribution

1. Shri B. Ramachandran, AAO, Tea Board, Mumbai
2. D.T.P. (H.Q.)
3. F.A. & C.A.O.
4. Sr. Accounts Officer
5. Accounts Officer (Pay)
6. Dy. Director (Hindi)
7. IT Cell – With the request to upload in the Board's Website
8. In-charge of Imprest wing/Main Accounts wing, Kolkata
9. P.A.s to Dy. Chairman & Secretary
10. Secretariat Branch
11. T.B.O.A./T.B.E.A./T.B.W.A.
12. Establishment Branch – with spare copies.