



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

Dated: 31.12.2018

**OFFICE ORDER NO. 47/2018**

The undersigned is directed to state that in exigencies of the Board's work, Dr. Rishikesh Rai, Dy. Director (Hindi), Tea Board who has been assigned to look after the duties and responsibilities of the post of Secretary, Tea Board on ad-hoc basis in terms of Office Memorandum No. 136/2018 dated 21.12.2018, is hereby delegated with the following financial and administrative powers for discharging of the day-to-day activities and expenditure on different items being incurred by the Tea Board :-

<b>FINANCIAL POWERS</b>	
1.	Sanction recurring expenditure against non-plan fund upto Rs. 25,000/- on each case ;
2.	Sanction non-recurring expenditure upto Rs. 1,00,000/- on each case subject to annual ceiling of Rs. 25.00 lakh per annum ;
3.	Sanction the exact billed amount to settle all statutory bills/expenditure concerning the Board's Head Office, Kolkata which includes payment of electricity bill, telephone, insurance premium of vehicles and other assets/properties of the Board etc. ;
<b>ADMINISTRATIVE POWERS</b>	
1.	All statutory and non-statutory powers as applicable to Secretary, Tea Board and will discharge such duties ;

*P. K. Dash*  
31.12.18  
(P.K. Dash)

Assistant Secretary (I/C)

**Distribution :-**

1.	Dr. Rishikesh Rai, Dy. Director (Hindi), <u>Tea Board, Kolkata.</u>
2.	Department of Official Language, Ministry of Home Affairs, Govt. of India, NDCC-II Bhawan, "B" Wing, 4 <sup>th</sup> Floor, Jai Singh Road, New Delhi-110 001.
3.	All HoDs in Board's HO, Kolkata (excepting Dy. Chairman & Secretary)
4.	Executive Director, Guwahati & Coonor
5.	All Zonal/Regional/Sub-Regional Offices of the Board.
6.	FA & CAO
7.	Secretary to Dy. Chairman, Secretary & FA&CAO
8.	IT Cell   With the request to upload in Board's website.
9.	Secretariat Branch
10.	TBEA/TBWA/TBOA
11.	Establishment Branch

Ref. File No. 11(7)/Estt/82