



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

Date: 16.01.2017

**OFFICE ORDER NO: 04/2017**

In exercise of the power conferred upon him under By-law 45 of the Tea Board By-laws, 1955, Competent Authority of Tea Board has been pleased to delegate the following financial and administrative power in favour Dr. Anirban Basu Majumder, 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 Dr. Biswajit Bera, Director (Research), Tea Board shall automatically stand withdrawn with immediate effect.

  
(Priyanka Basu Ingty)  
Secretary

Distribution:

1. Dr. Anirban Basu Majumder  
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. P.Ss to Chairman cum Dy. Chairman and Secretary
- ✓ 8. System Analyst with request to upload in Board's website
9. Estt. Branch with spare copies

**Ref. File No.7(1)/Estt/89-Part-II**