

FOR OFFICIAL USE ONLY

# TEA BOARD MANUAL

A compilation of the Tea Act, 1953 and Rules and By Laws issued there under.

*(Amended up to 1<sup>st</sup> September, 2019)*



**TEA BOARD**

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## INDEX

SL NO	NAME/PARTICULARS	PAGE NO
1	THE TEA ACT, 1953	3-21
2	THE TEA RULES, 1954	22-31
3	THE TEA BOARD BY LAWS, 1955	30-43
4	THE TEA BOARD (WRITE OFF LOSSES) RULES, 1996	44-48
5	TEA BOARD (POWERS OF CHAIRMAN AND DEPUTY CHAIRMAN) RULES, 2016	49-50
6	TEA BOARD (RECRUITMENT, PROMOTIONS AND CONDITIONS OF SERVICE OF OFFICERS AND STAFF) BY- LAWS, 2015	51-142
7	THE TEA BOARD (PROVIDENT FUND) BY-LAWS, 1960	143-156

## **THE TEA ACT, 1953**

### **INTRODUCTION**

The tea industry was being regulated by the Indian Tea Control Act, 1938 and the Central Tea Board Act, 1949. The object of the India Tea Control Act, 1938 was “the control of the export of tea and control of the extension of the cultivation of tea” while the object of the Central Tea Board Act, 1949 was “the development of the tea industry under central control”. Since these objects were interrelated, it was proposed that there should be a single Act combining the provisions of the said two Acts, with a view to achieving simplicity and administrative convenience. To achieve this object Tea Bill was introduced in the Parliament.

### **STATEMENT OF OBJECTS AND REASONS**

1. The Indian Tea Control Act, 1938 and the Central Tea Board Act, 1949, are the existing enactments relating to the tea industry. The object of the former Act is “the control of the export of tea and control of the extension of the cultivation of tea”, while that of the latter is “the development of the tea industry under Central control”. Since these objects are interrelated, the former being in a sense only ancillary to the latter, it is proposed that there should be a single Act combining the provisions of the two existing enactments, with a view to achieving simplicity and administrative convenience. The Bill seeks to achieve this object.
2. The Bill provides for the constitution of a statutory Board called the Tea Board, to which will be entrusted, besides the functions now assigned to the Indian Tea Licensing Committee and the Central Tea Board under the existing Acts, additional functions such as the regulation and control of tea sold by auction or otherwise, the registration and licensing of brokers and blenders and quality control.
3. The manner in which various bodies are given representation of the Central Tea Board, under the existing Act, has created difficulties in its implementation, and it is therefore, proposed to make the composition of the Board more flexible by providing that the Central Government shall appoint members to the Board from among persons capable in their opinion of representing the various interests concerned such as growers, exporters, labours, Central and State Governments, Principal Chambers of Commerce and Industry, an economist and a scientist.
4. It is also proposed to take power for the Central Government to fix the wholesale and retail prices at which tea may be sold and also to issue directions to the Tea Board so that it may function as an effective instrument of Governmental policies.

### **ACT of 29 of 1953**

The Tea Bill having been passed by both the Houses of Parliament received the assent of the President on 28<sup>th</sup> May, 1953. It came on the statute Book as The Tea Act, 1953 (29 of 1953).

## THE TEA ACT, 1953

### ARRANGEMENT OF SECTIONS

<b>S.1</b>	Short title, extent and commencement
<b>S.2</b>	Declaration as to expediency of control by the Union
<b>S.3</b>	Definitions
<b>S.4</b>	Establishment and constitution of the Tea Board
<b>S.5</b>	Vacancies etc. not to invalidate acts and proceedings
<b>S.6</b>	Salary and allowances of Chairman
<b>S.7</b>	Vice-Chairman
<b>S.8</b>	Executive and other Committees
<b>S.9</b>	Secretary and Staff
<b>S.10</b>	Functions of the Board
<b>S.11</b>	Dissolution of the Board
<b>S.12</b>	Method of control of extension of tea cultivation
<b>S.13</b>	Limitations to the extension of tea cultivation
<b>S.14</b>	Grant of permission to plant tea
<b>S.15</b>	Grant of permission to plant tea in special circumstances
<b>S.16</b>	Tea nurseries
<b>S.16A</b>	Definitions
<b>S.16B</b>	Power to cause investigation to be made in relation to a tea undertaking or tea unit
<b>S.16C</b>	Power of Central Government on completion of investigation
<b>S.16D</b>	Power of Central Government to assure management or control of tea undertaking or tea unit in certain cases
<b>S.16E</b>	Power to take over tea undertaking or tea unit without investigation under certain circumstances
<b>S.16F</b>	Contracts in bad faith, etc. May be cancelled or varied
<b>S.16G</b>	Application of Act 1 of 1956
<b>S.16H</b>	Power of Central Government to cancel notified order under section 16D or 16E.
<b>S.16I</b>	Power of Central Government to authorize, with the permission of the Court, persons to take over management or control of tea undertakings or tea units
<b>S.16J</b>	Power of Central Government to make certain declarations in relation to tea undertakings or tea units
<b>S.16K</b>	Power of Central to call for report on the affairs and working of a managed tea undertaking or tea unit
<b>S.16L</b>	Preparation of an inventory of the assets and liabilities and list of members and creditors of managed tea undertaking or tea unit.
<b>S.16LL</b>	Debts incurred and investments made by the authorized person to have priority
<b>S.16M</b>	Bar of suits and other proceedings in relation to the tea undertakings or tea unit
<b>S.16N</b>	Rules made under Act 65 of 1951 to apply.
<b>S.17</b>	Control of export of tea and tea seed
<b>S.18</b>	Tea or tea seed for export to be covered by licence or permit
<b>S.19</b>	Export allotment
<b>S.20</b>	Export quotas and licences
<b>S.21</b>	Right to export licences
<b>S.22</b>	Special export licences
<b>S.23</b>	Board to maintain accounts quotas
<b>S.24</b>	Limitation of application of Chapter
<b>S.25</b>	Imposition of cess on tea produced in India
<b>S.26</b>	Payment of proceeds of cess to the Board
<b>S.26A</b>	Grant and loans by the Central Government to the Board
<b>S.27</b>	Constitution of Fund
<b>S.28</b>	Borrowing powers of Board
<b>S.28A</b>	Writing off losses
<b>S.29</b>	Accounts and audit
<b>S.30</b>	Power to Control price and distribution of tea or tea waste

<b>S.31</b>	General control over acts and proceedings of the Board
<b>S.32</b>	Appeal to Central Government
<b>S.33</b>	Licensing brokers, tea manufacturers etc.
<b>S.34</b>	Power of inspection
<b>S.35</b>	Power of Board to call for returns
<b>S.36</b>	Penalty for illicit export
<b>S.37</b>	Penalty for making false return
<b>S.38</b>	Penalty for obstructing an officer or member of the Board in the discharge of his duties and for failure to produce books and records
<b>S.39</b>	Penalty for illicit cultivation
<b>S.40</b>	Removal of tea planted without permission
<b>S.41</b>	Penalty for contravention of order relating to control of price and distribution
<b>S.42</b>	Other penalties
<b>S.43</b>	Offences by companies
<b>S.44</b>	Jurisdiction of courts
<b>S.45</b>	Previous sanction of Central Government for prosecution
<b>S.46</b>	Protection of action taken in good faith
<b>S.47</b>	Power to delegate
<b>S.48</b>	Suspension of operation of Act
<b>S.49</b>	Power of Central Government to make rules
<b>S.50</b>	Power of Board to make by-laws
<b>S.51</b>	Repeals and savings

## <sup>11</sup>TEA ACT, 1953

An Act to provide for the control by the Union of the tea industry, including the control, in pursuance of the International Agreement now in force, of the cultivation of tea in, and of the export of tea from, India and for that purpose to establish a Tea Board and levy a duty of excise<sup>12</sup> on tea produced in India.

BE it enacted by Parliament as follows:-

### CHAPTER—I PRELIMINARY

#### 1. Short title, extent, and commencement

(1) This Act may be called the Tea Act, 1953.

(2) It extends to the whole of India<sup>13 & 18</sup>

Provided that it shall not apply to the State of Jammu and Kashmir except to the extent to which the provisions of this Act relate to the control of the export of tea from, and the cultivation of tea, in India.

(3) It shall come into force on such date<sup>14</sup> as the Central Government may by notification in the Official Gazette, appoint.

#### 2. Declaration as to expediency of control by the Union

It is hereby declared that it is expedient in the public interest that the Union should take under its control the tea industry.

**3. Definitions.--**In this Act, unless the context otherwise requires,-

(a) “board” means the Tea Board constituted under section 4;

(b) “broker” means a broker of tea;

(c) repealed<sup>120</sup>

(d) “commissioner of customs” means a commissioner of customs as specified in clause (b) of section 3 of the Customs Act, 1962 (52 of 1962)<sup>15</sup>;

(e) “dealer” means a dealer in tea;

(f) “export” means to take out of India by land, sea or air to any place outside India other than Bhutan and Nepal<sup>16</sup> and any other country or territory notified in this behalf by the Central Government by notification in the Official Gazette;

(g) “export allotment” means the total quantity of tea which may be exported during any one financial year;

(h) “fund” means the Tea Fund referred to in section 27;

(i) “manufacturer” means a manufacturer of tea;

(j) “member” means a member of the Board;

(k) “owner”-

(i) With reference to tea estate or garden or a sub-division thereof the possession of which has been transferred by lease, mortgage, or otherwise, means the transferee so long as this right to possession subsists; and

(ii) With reference to a tea estate or a garden or a sub-division for which an agent is employed, means the agent if and in so far, as he has been duly authorised by the owner in that behalf;

(l) “prescribed” means prescribed by rules made under this Act;

(m) “standard export figure” means such quantity as the Central Government may, by notification in the Official Gazette, specify pursuant to any international agreement in this behalf;

(n) “tea” means the plant *Camellia Sinensis* (L) O.Kuntze as well as all varieties of the product known commercially as tea made from the leaves of the plant *Camellia Sinesis* (L) O.Kuntze including green tea.

(o) “tea seed” includes seeds, roots, stumps, cuttings, buds, and any living portion of the plant *Camellia Sinensis* (L) O Kuntze, which may be used to propagate that plant.

### CHAPTER II THE TEA BOARD

#### 4. Establishment and constitution of the Tea Board.--

(1) With effect from such date as the Central

Government may, by notification in the Official Gazette, specify in this behalf, there shall be

established for the purposes of this act a Board to be called the Tea Board.

(2) The Board shall be a body corporate by the name aforesaid, having perpetual succession and a common seal, with power to acquire, hold and dispose of property, both movable and immovable, and to contract and shall by the said name sue and be sued.

(3) The Board shall consist of a Chairman and such number of other members not exceeding forty as the Central Government may think expedient, to be appointed by that Government by notification in the Official Gazette from among persons who are in its opinion capable of representing,-

- (a) Owners of tea estates and gardens and growers of tea;
- (b) Persons employed in tea estates and gardens;
- (c) Manufacturers of tea;
- (d) Dealers including both exporters and internal traders of tea;
- (e) Consumers;
- (f) Parliament;
- (g) The Governments of the principal tea growing States;
- (h) Such other persons or class of persons, who, in the opinion of the Central Government ought to be represented on the Board.

<sup>7l</sup>(3A) It is hereby declared that the office of member of the Board shall not disqualify its holder for being chosen as or for being a member of either House of Parliament.

(4) The number of persons to be appointed as members from each of the categories specified in sub-section (3) the term of office, of the procedure to be followed in the discharge of their functions by and the manner of filling vacancies among, the members of the Board shall be such as may be prescribed.

(5) Any officer of the Central Government when deputed by that government in this behalf shall have the right to attend meetings of the Board and take part in the proceedings thereof but shall not be entitled to vote.

**5. Vacancies, etc., not to invalidate acts and proceedings.**---No act done or proceeding taken by the Board under this act shall be questioned on the ground merely of the existence of any vacancy in, or defect in the constitution of, the Board.

**6. Salary and allowances of Chairman.**---The Chairman shall be entitled to such salary and allowances and such conditions of service in respect of have, pension, provident fund and other matters as

may from item to time be fixed by the Central Government

**7. Vice-Chairman.**---The Board shall elect from among its members Vice-Chairman who shall exercise such of the powers and discharge such of the duties of the Chairman as may be prescribed or as may be delegated to him by the Chairman.

**8. Executive and other Committees.**---(1) There shall be an Executive committee of the Board constituted in the manner prescribed.

(2) The Executive Committee shall exercise such of the powers and perform such of the duties of the Board as may be prescribed or as the board may delegate to it.

(3) Subject to such control and restrictions as may be prescribed the board may constitute other Standing Committees or ad hoc Committees for exercising any power or discharging any duty of the Board or for enquiring into or reporting and advising on any matter which the Board may refer to them.

(4) A Standing Committee shall consist exclusively of members of the Board.

(5) An *ad hoc* Committee may include persons who are not members of the Board, but their number shall not exceed one half of its strength.

**9. Secretary and staff.**---(1) The Central Government shall appoint-

<sup>8l</sup>(a) a Deputy Chairman to the Board who shall assist the Chairman in the performance of his duties and exercise such of the powers and perform such of the duties as may be prescribed or as may be delegated to him by the Board or by a Committee constituted by the Board under section 8 or by the Chairman

<sup>8l</sup>(aa) a Secretary to the Board who shall exercise powers and perform such duties as may be prescribed or as may be delegated to him by the Board or the Chairman;

(b) All other offices of the Board drawing <sup>8l</sup>a salary exceeding rupees one thousand seven hundred per month.

(2) Subject to such control and restrictions as may be prescribed, the Board may appoint such other officers and employees as may be necessary for the efficient performance of its functions and pay them such salaries and allowances as it may determine from time to time.

(3) The Chairman, <sup>8l</sup>Deputy Chairman, Secretary and other employees of the Board shall not undertake any work unconnected with their duties under this Act except with the permission of the Central Government.

**10. Functions of the Board.**---(1) It shall be the duty of the Board to promote by such measures as it thinks fit, the development under the control of the Central Government of the tea industry.

(2) Without prejudice to the generality of the provisions of sub-section (1) the measures referred to therein may provide for-

- (a) Regulating the production and extent of cultivation of tea;
- (b) Improving the quality of tea;
- (c) Promoting co-operative efforts among growers and manufacturers of tea;
- (d) Undertaking, assisting or encouraging scientific, technological and economic research and maintaining or assisting in the maintenance of demonstration farms and manufacturing stations;
- (e) Assisting in the control of insects and other pests and diseases affecting tea;
- (f) Regulating the sale and export of tea;
- (g) Training in tea tasting and fixing grade standards of tea;
- (h) Increasing the consumption in India and elsewhere of tea and carrying on propaganda for that purpose;
- (i) Registering and licensing of manufacturers, brokers, tea was dealers and persons engaged in the business of blending tea;
- (j) Improving the marketing of tea in India and elsewhere;
- <sup>9l</sup>(jj) subscribing to the share capital of, or entering into any agreement or other arrangement (whether by way of partnership, joint venture or in any other manner) with, anybody corporate for the purpose of promoting the development of tea industry or for

promotion and marketing of tea, in India or elsewhere;

(k) Collecting statistics from growers, manufacturers, dealers such other persons as may be prescribed on any matter relating to tea industry; the publication of statistics so collected or portions thereof or extracts therefrom;

(l) Securing better working conditions and the provisions and improvement of amenities and incentives for workers;

(m) Such other matters as may be prescribed.

(3) The Board shall perform its functions under this section in accordance with and subject to such rules as may be made by the Central Government.

**11. Dissolution of the Board.**---(1) The Central Government may by notification in the Official Gazette, direct that the Board shall be dissolved from such date and for such period as may be specified in the notification.

(2) When the Board is dissolved under the provisions of sub-section (1)-

(a) All members shall, from the date of dissolution, vacate their offices as such members;

(b) All powers and duties of the Board shall, during the period of dissolution be exercised and performed by such person or persons as the Central Government may appoint in this behalf;

(c) All funds and other property vested in the Board shall during the period of dissolution, vest in the Central Government; and

(d) As soon as the period of dissolution expires, the Board shall be reconstituted, in accordance with the provisions of this Act.

### CHAPTER III CONTROL OVER THE EXTENSION OF TEA CULTIVATION

**12. Method of control of extension of tea cultivation.**---(1) No one shall plant tea on any land not planted with tea on the date of commencement of this Act unless permission has been granted to him in writing by or on behalf of the Board.

(2) No tea area shall be replaced by planting tea on area not planted with tea unless permission has been granted in writing by or on behalf of the Board.

(3) Nothing in this section shall prohibit the infixing or supplying of vacancies on land planted with tea on the date of commencement of this Act or the replanting of tea upon-

(i) Land planted with tea on the 31st day of March, 1950, from which original bushes have been uprooted, or

(ii) Land planted with tea on the 31st day of March, 1948, from which the original bushes have been uprooted.

**13. Limitations to the extension of tea cultivation.**---

(1) Subject to the provisions contained in sections 15 and 16 the total area of land in respect of which the permission referred to in section 12 may be granted shall not exceed such area as may be determined by the Board under the general instructions of the Central Government.

(2) The total area of land in any State in respect of which such permission may be granted shall be such as may be determined by the Board;

Provided that the Board may vary the total area so determined for any State in order to increase or



diminish for another State the area in respect of which such permission may be granted by an amount corresponding to the extent to which the area in the first mentioned State has been diminished or increased.

(3) The Board shall publish the total area determined for India as well as the total areas determined for the various States by notification in the Official Gazette of the Central Government as soon as may be after the commencement of this act and shall in like manner publish any subsequent variation of such total areas.

**14. Grant of permission to plant tea.--**(1) Applications for permission to plant tea on any land not planted with tea on the date of commencement of this Act shall be made to the Board and shall contain a clear statement of all special circumstances justifying the application.

(2) The Board may require an applicant to supply such information as it thinks necessary to enable the Board to deal with the application.

(3) Subject to such conditions and restrictions as may be prescribed, the Board may by order grant or refuse the permission applied, for or may in like manner grant it in part only or may call for further information from the applicant.

(4) No order by the Board under sub-section (3) shall be called in question by any court.

**15. Grant of permission to plant tea in special circumstances.--**

(1) Where any land which was on the 31<sup>st</sup> day of March, 1933, planted with tea (including land planted with tea on the 31<sup>st</sup> day of March, 1931 from which the original bushes had been uprooted and which had not been replanted with tea on the said 31<sup>st</sup> day of March, 1933), or where any land planted with tea after the 31<sup>st</sup> day of March, 1933-

(a) Has since become wholly incapable of carrying tea through circumstances due to war, or through subsidence, flood erosion, earth quake or other irresistible superhuman cause, or

(b) Has since been compulsorily acquired under the provisions of the Land Acquisition Act, 1894 (I of

### <sup>10f</sup>CHAPTER IIIA

#### MANAGEMENT OR CONTROL OF TEA UNDERTAKINGS OR TEA UNITS BY THE CENTRAL GOVERNMENT IN CERTAIN CIRCUMSTANCES

**16A. Definitions.--** (1) In this Chapter, unless the context otherwise requires,--

- (a) "authorised person" means the person or body of persons authorised, or appointed, by the Central Government under this Act to take over the management of any tea undertaking or tea unit;
- (b) "company" means a company within the meaning of section 3 of the Companies Act, 1956 (1 of 1956);
- (c) "district average yield" means the average yield of tea in the district in which one or more tea units are located, as published by the Board;
- (d) "notified order" means an order notified in the Official Gazette;
- (e) "tea undertaking" means an undertaking engaged in the production or manufacture, or both, of tea through one or more tea units;
- (f) "tea unit" means a tea estate or garden, including a sub-division thereof, which has a distinct entity for which accounts

are kept and has a factory of its own for the production and manufacture of tea.

(2) References to an industrial undertaking in such of the provisions of the Industries (Development and Regulation) Act, 1951 (65 of 1951), as apply to a tea undertaking or tea unit by virtue of the provisions of this Chapter, shall be construed as references to a tea undertaking or tea unit, as the case may be, and references in the Act aforesaid to any provision of that Act, as applicable to a tea undertaking or tea unit, in relation to which a corresponding provision has been made in this Act, shall be construed as references to such corresponding provision.

**16B. Power to cause investigation to be made in relation to a tea undertaking or tea unit.**

1) Where the Central Government is of opinion in respect of a tea undertaking or a tea unit that—

(a) the tea undertaking or, as the case may be, the tea unit, has made losses in three out of five years immediately preceding the year in which such opinion is formed; or

(b) the average yield of the tea undertaking, or, as the case may be, the tea unit, during

three years out of five years immediately preceding the year in which such opinion is formed, has been lower than the district average yield by twenty-five per cent. or more; or

(c) the persons owning the tea undertaking, or, as the case may be, the tea, have habitually made default in the payment of wages, or provident fund dues of workers and other employees, or rent of the land, or duties of excise or such other dues as they are under an obligation to pay under any law for the time being in force; or

d) the tea undertaking, or, as the case may be, the tea unit, is being managed in a manner highly detrimental to the tea industry or to public interest. the Central Government may make, or cause to be made, a full and complete investigation into the affairs of the tea undertaking or, as the case may be, the tea unit, by such person or body of persons as it may appoint for the purpose.

(2) Where a company owning a tea undertaking is being wound up by or under the supervision of the Court and the business of such company is not being continued, the Central Government may, if it is of opinion that it is necessary, in the interests of the general public, and, in particular, in the interest of production, supply or distribution of tea, to investigate into the possibility of running or restarting the tea undertaking, make an application to the Court, praying for permission to make, or cause to be made, an investigation into such possibility by such person or body or persons as that Government may appoint for the purpose; and, where such an application is made, the Court shall, notwithstanding anything contained in the Companies Act, 1956 (1 of 1956), or in any other law for the time being in force, grant the permission prayed for.

3) The person or body of persons appointed to make any investigation under sub-section (1) or, as the case may be, sub-section (2), shall have the same powers as are specified in section 18 of the Industries (Development and Regulation) Act, 1951 (65 of 1951).

#### **16C. Power of Central Government on completion of investigation.**

(1) If, after making or causing to be made any such investigation as is referred to in sub-section (1) of section 16B. the Central Government is satisfied that action under this section is desirable, it may issue such directions to the tea undertaking or tea unit concerned, as may be appropriate in the circumstances, for all or any of the following purposes, namely:--

(a) regulating the production of tea by the tea undertaking or, as the case may be,

tea unit and fixing the standards of production;

(b) requiring the tea undertaking or, as the case may be, tea unit to take such steps as the Central Government considers necessary to stimulate the production, manufacture or plantation, of tea;

(c) prohibiting the tea undertaking or, as the case may be, tea unit from resorting to any act or practice which might reduce its production, capacity or economic value;

(d) controlling the prices, or regulating the distribution, of tea produced or manufactured by the tea undertaking or, as the case may be, tea unit.

(2) Where a case relating to any tea undertaking or tea unit is under investigation, the Central Government may issue, at any time, any direction of the nature referred to in sub-section (1) to the tea undertaking or the tea unit concerned and any such direction shall have effect until it is varied or revoked by the Central Government

#### **16D. Power of Central Government to assume management or control of tea undertaking or tea unit in certain cases.**

(1) If the Central Government is of opinion that—

(a) a tea undertaking or tea unit, to which directions have been issued in pursuance of section 16C, has failed to comply with such directions, or the tea undertaking, or, as the case may be, the tea unit, has made losses in three out of five years immediately preceding the year in which such opinion is formed; or

(b) the average yield of the tea undertaking, or, as the case may be, the tea unit, during three years out of five years immediately preceding the year in which such opinion is formed, has been lower than the district average yield by twenty-five per cent or more; or

(c) the persons owning the tea undertaking, or, as the case may be, the tea unit, have habitually made default in the payment of wages, or provident fund dues, of workers and other employees, or rent of the land, or duties of excise, or in the payment of such other dues as are obligatory under any law for the time being in force; or

(d) the undertaking, or, as the case may be, the tea unit, is being managed in

a manner highly detrimental to the tea industry or to public interest, the Central Government may, by notified order, authorise any person or body of persons to take over the management of the whole or any part of the tea undertaking or tea unit, as the case may be, or to exercise in respect of the whole or any part of the tea undertaking or, as the case may be, tea unit, such functions of control as may be specified in the order.

(2) Any notified order issued under sub-section (1) shall have effect for such period, not exceeding five years, as may be specified in the order;

Provided that if the Central Government is of opinion that it is expedient in the public interest that any such notified order should continue to have effect after the expiry of the period of five years aforesaid, it may from time to time issue directions for such continuance for such period, not exceeding one year at a time, as may be specified in the direction, so, however, that the total period of such continuance (after the expiry of the said period of five years) does not exceed <sup>11</sup>six years; and where any such direction is issued, a copy thereof shall be laid, as soon as may be, before both Houses of Parliament.

(3) Any notified order issued under sub-section (1) shall have the same effect as if it were an order made under sub-section (1) of section 18A of the Industries (Development and Regulation) Act, 1951 (65 of 1951), and the provisions of section 18B of that Act shall apply accordingly.

(4) Notwithstanding anything contained in any law for the time being in force, no person, who ceases to hold any office by reason of the provisions contained in clause (a), or whose contract of management is terminated by reason of the provisions contained in clause (b), of section 18B of the Industries (Development and Regulation) Act, 1951 (65 of 1951.), as applicable to a tea undertaking or tea unit by virtue of the provisions of sub-section (3), shall be entitled to any compensation for the loss of office or for the premature termination of his contract of management:

Provided that nothing contained in this section shall affect the right of any such person to recover from the tea undertaking or the tea unit, as the case may be, monies recoverable otherwise than by way of such compensation.

**16E. Power to take over tea undertaking or tea unit without investigation under certain circumstances.**

(1) Without prejudice to any other provision of this Act, if, from the documentary or other evidence in its

possession, the Central Government is satisfied, in relation to a tea undertaking or tea unit, that—

(a) the persons in charge of such tea undertaking or tea unit have, by reckless investments or <sup>9</sup>by creation of incumbrances on the assets of the tea undertaking or tea unit, or by diversion of funds, brought about a situation which is likely to affect the production of tea, manufactured or produced by the tea undertaking or tea unit, and that immediate action is necessary to prevent such a situation; or

(b) it has been closed for a period of not less than three months (whether by reason of the voluntary winding up of the company owning the tea undertaking or tea unit or for any other reason) and such closure is prejudicial to the concerned tea undertaking or tea unit and that the financial condition of the company owning the tea undertaking or tea unit and the plant and machinery of such tea undertaking or tea unit are such that it is possible to restart the tea undertaking or tea unit and such restarting is necessary in the interests of the general public,

it may, by notified order, authorise any person or body of persons to take over the management of the whole or any part of the tea undertaking or tea unit or to exercise in respect of the whole or any part of the tea undertaking or tea unit such functions of control as may be specified in the order.

<sup>9</sup>*Explanation.*--For the purposes of this sub-section, "incumbrances" includes any liability which may be recovered or satisfied from the assets of the tea undertaking or, as the case may be, tea unit or the person owning the tea undertaking or tea unit.

(2) On the issue of a notified order under sub-section (1) in respect of a tea undertaking or tea unit,--

(a) the provisions of sub-sections (2), (3) and (4) of section 16D, and the provisions of section 16G, shall apply to a notified order made under sub-section (1) as they apply to a notified order made under sub-section (1) of section 16D; and

(b) the provisions of sub-sections (3) and (4) of section 18AA of the Industries (Development and Regulation) Act, 1951 (65 of 1951), shall apply to the tea undertaking or tea unit, as the case may be, to the same extent as they apply to an industrial under-taking.

**16F. Contracts in bad faith, etc., may be cancelled or varied.**<sup>9</sup>-- Without prejudice to the provisions of section 18B of the Industries (Development and Regulation) Act, 1951 (65 of 1951), as applicable to a tea undertaking or tea unit, as the case may be, the person or body of persons authorised under section 16D, or, as the case may be, section 16E, to take over the management of a tea undertaking or tea unit may, with the previous approval of the Central Government, make an application to any court having jurisdiction in this behalf for the purpose of cancelling or varying any contract or agreement entered into, at any time before the issue of the notified order under section 16D or section 16E, between the tea undertaking or the tea unit and any other person: and the court may, if satisfied after due inquiry that such contract or agreement had been entered into in bad faith or is detrimental to the interests of the tea undertaking or tea unit, make an order cancelling or varying (either unconditionally or subject to such conditions as it may think fit to impose) that contract or agreement, and the contract or agreement shall have effect accordingly.

**16G. Application of Act 1 of 1956.**-- (1) Where the management of a tea undertaking or tea unit owned by a company has been taken over by any person or body of persons authorised by the Central Government under this Act, then, notwithstanding anything contained in the said Act or in the memorandum or articles of association of such company,--

- (a) it shall not be lawful for the shareholders of such company or any other person to nominate or appoint any person to be a director of the company;
- (b) no resolution passed in a meeting of the shareholders of such company shall be given effect to unless approved by the Central Government;
- (c) no proceeding for the winding up of such company or for the appointment of receiver in respect thereof shall lie in any court except with the consent of the Central Government.

2) Subject to the provisions contained in sub-section (1), and to the other provisions contained in this Act, and subject to such other exceptions, restrictions and limitations, if any, as the Central Government may, by notification in the Official Gazette, specify in this behalf, the Companies Act, 1956 (1 of 1956), shall continue to apply to such company in the same manner as it applied thereto before the issue of the notified order.

**16H. Power of Central Government to cancel notified order under section 16D or 16E.**--- If, at any time, it appears to the Central Government on the application of the owner of a tea undertaking or tea unit or otherwise that the purpose of the order made under section 16D or section 16E, has been fulfilled or that for any other reason it is not necessary that the order should remain in force, the Central Government may, by notified order, cancel such order and, on the cancellation of any such order, the management or control, as the case may be, of the tea undertaking or tea unit, as the case may be, shall vest in the owner of that undertaking or unit.

**16I. Power of Central Government to authorise, with the permission of the Court, persons to take over management or control of tea undertaking or tea units.**--- (1) If the Central Government is of opinion that there are possibilities of running or restarting a tea undertaking or tea unit in relation to which an investigation has been made under sub-section (2) of section 16B, and that such tea undertaking or tea unit should be run or restarted for maintaining or increasing the production, supply or distribution of tea, that Government may make an application to the Court by which the company owning such tea undertaking or tea unit has been ordered to be wound up, praying for permission to appoint any person or body of persons to take over the management of the tea undertaking or, as the case may be, tea unit, or to exercise in respect of the whole or any part of the tea undertaking or tea unit, such functions of control as may be specified in the application.

(2) Where an application is made under sub-section (1),--

- (a) the provisions of sub-section (2) of section 18FA of the Industries (Development and Regulation) Act, 1951 (65 of 1951) shall apply to the tea undertaking or tea unit, as the case may be, subject to the modification that for the words "twelve years" occurring in the second proviso thereto, words <sup>11</sup>six years shall be substituted;
- b) the provisions of sub-sections (3) to (10) (both inclusive) of section 18FA of the Industries (Development and Regulation) Act, 1951 (65 of 1951) shall apply to the tea undertaking or tea unit referred to in sub-section (1), to the same extent as they apply to an industrial undertaking.

**16J. Power of Central Government to make certain declarations in relation to tea undertakings or tea units.**--- The Central Government may, if it is satisfied in relation to a tea undertaking, tea unit or any part thereof, the management or control of which has been taken over under section 16D or under section 16E or under section 16-I, that it is necessary so to do in the interests of the general public with a view to preventing fall in the volume of the production of tea, exercise in relation to such tea undertaking or tea unit or part thereof the same powers as are exercisable by it in relation to an industrial undertaking under section 18FB of the Industries (Development and Regulation) Act, 1951 (65 of 1951), and the said section and the Third Schedule referred to therein shall apply to a tea undertaking or tea unit accordingly.

**16K. Power of Central Government to call for report on the affairs and working of a managed tea undertaking or tea unit.**--- (1) Where the management or control of a tea undertaking or tea unit, as the case may be, has been taken over under section 16D or under section 16E or under section 16-I, the Central Government may, at any time during the continuance of such management or control, call for a report from the authorised person on the affairs and working of the tea undertaking or tea unit, and in submitting the report the authorised person shall take into account the inventory and list of members and creditors prepared under section 16L.

(2) On receipt of the report submitted by the authorised person, the Central Government may exercise all or any of the powers conferred on it by sections 18FD, 18FE and 18FF of the Industries (Development and Regulation) Act, 1951, to the same extent and subject to the same conditions, limitations or restrictions as are specified in the said sections, and the provisions of the said sections shall become applicable to a tea undertaking or tea unit, as the case may be.

**16L. Preparation of an inventory of the assets and liabilities and list of members and creditors of managed tea undertaking or tea unit.**--- For the purposes of this Act, the authorised person shall, as soon as may be after taking over the management of a tea undertaking or tea unit, prepare a complete inventory of the properties, belongings, liabilities and obligations of such tea undertaking or tea unit, as the case may be, and a list of members and creditors of such tea undertaking or tea unit, in accordance with

the provisions of section 18FG of the Industries (Development and Regulation) Act, 1951 (65 of 1951), and the said section shall apply to a tea undertaking or tea unit accordingly.

<sup>9</sup>**16LL. Debts incurred and investments made by the authorised person to have priority.**--- Every debt arising out of any loan or any other financial accommodation obtained by the authorised person for carrying on the management of, or exercising functions of control in relation to, the whole or any part of a tea undertaking or tea unit, the management of which has been taken over or is purported to have been taken over under section 16D or section 16E or section 16-I,--

(a) shall have priority over all other debts, whether secured or unsecured, incurred before the management of such tea undertaking or tea unit was taken over;

(b) shall be a preferential debt within the meaning of section 530 of the Companies Act, 1956 (1 of 1956),

and all such debts shall rank equally among themselves and be paid in full out of the assets of the tea undertaking or tea unit, unless such assets are insufficient to meet them, in which case they shall be recoverable from the owner of the tea undertaking or tea unit as arrears of land revenue notwithstanding that the period of management or control has ended due to expiry of the period for which it was taken over or due to cancellation of the order under section 16H or in pursuance of the order of any court.

**16M. Bar of suits and other proceedings in relation to the tea undertakings or tea units.**--- No suit or other legal proceedings shall be instituted or continued against a tea undertaking or tea unit in respect of which an order has been made under section 16D or section 16E, except with the previous permission of the Central Government or of any officer authorised by that Government in this behalf.

**16N. Rules made under Act 65 of 1951 to apply.**---

Until any rule is made in relation to any matter referred to in this Chapter, the rules made by the Central Government under the Industries (Development and Regulation) Act, 1951, in relation to such matter shall, as far as may be, apply, to the extent they are not repugnant to any provision of this Act or any rule made thereunder and references in such rules to the provisions of that Act shall be construed accordingly.

## CHAPTER IV

## CONTROL OVER THE EXPORT OF TEA AND TEA SEED

**17. Control of export of tea and tea seed.**--(1) No tea shall be exported unless covered by a licence issued by or on behalf of the Board.

(2) No tea seed shall be exported unless covered by a permit issued by or on behalf of the Central Government.

(3) No tea or tea seed shall be taken by land, sea or air, out of any State to any of the <sup>12[\*\*\*]</sup>Portuguese Settlements bounded by India, unless covered by a permit issued by or on behalf of the Board.

**18. Tea or tea seed for export to be covered by licence or permit.**--(1) No consignment of tea or tea seed shall be shipped or waterborne to be shipped for export or shall be exported until the owner has delivered to the Customs-collector a valid export licence or special export licence or a valid permit issued by or on behalf of the Board or the Central Government as the case may be covering the quantity to be shipped.

(2) No consignment of tea or tea seed shall be shipped or waterborne to be shipped for carriage (or shall be taken by land or air) to any of the <sup>12[\*\*\*]</sup>Portuguese Settlements bounded by India until the owner has delivered to the <sup>51</sup>Commissioner of Customs a permit issued by or on behalf of the Board covering the quantity to be shipped.

(3) No permit for the passage of any tea or tea seed by land into any of the <sup>12[\*\*\*]</sup>Portuguese Settlements bounded by India shall be granted under sub-section (1) of section 5 of the Land Customs act, 1924 (XIX of 1924), unless the application for such permit is accompanied by a permit granted in this behalf by the Board covering the quantity to be passed.

<sup>13</sup>**19. Export allotment.**--The Central Government shall, after consulting the Board and paying due regard to all interests concerned and to the standard export figure, declare, by notification in the Official Gazette, the export allotment for each financial year: Provided that the Central Government may by subsequent notification at any time during the financial year alter the export allotment and thereupon the export allotment as so altered shall be the export allotment for that year.

<sup>13</sup>**20. Export quotas and licenses.**—(1) Subject to such conditions as may be prescribed, any tea estate or any sub-division of a tea-estate shall have the right to receive under this act an export quota for each financial year.

(2) The export quota of a tea estate, or a sub-division of a tea estate, that is the total quantity of tea which may be exported by the owner of a tea estate or a

sub-division of a tea estate during the financial year, shall be an amount determined by the Board in accordance with such principles as may be prescribed;

Provided that when an export allotment is altered under the provisions of section 19, the export quota shall be liable to be altered accordingly.

(3) The total of export quotas allotted to tea estates and to sub-divisions thereof at any time during any financial year shall not exceed the export allotment for the time being for that year.

<sup>13</sup>**21. Right to export licenses.**--(1) The owner of a tea estate or a sub-division of a tea estate to which an export quota has been allotted for any financial year shall have the right to obtain at any time export licences during that year to cover the export of tea upto the amount of the unexhausted balance of the quota that is upto the amount of the quota less the amount for which the export licences have already been issued against it.

(2) The right of the owner of a tea estate or a sub-division of a tea estate under this section may be transferred subject to such conditions as may be prescribed and the transferee of any such right may again transfer the whole or any part of his right to the owner of a tea estate, or a sub-division of a tea estate but not to any other person:

Provided that nothing in this sub-section shall operate to restrict the issue of licences for the export of tea expressed to be sold with export rights.

(3) The owner of any tea estate or any sub-division of a tea estate to which an export quota has been allotted or any person to whom he has transferred his rights may at any time before the 21st day of march of the financial year to which the quota relates apply in writing to the Board for an export licence to cover the export of tea upto the amount of the unexhausted balance of the quota.

(4) Every licence shall be in duplicate in the prescribed form, shall bear the date of its issue and shall be valid upto the end of the financial year in which it is issued:

Provided that, save as provided in section 22, the Board shall not issue any export licence after the end of the financial year in which the application for licence was made.

<sup>13</sup>**22. Special export licenses.**--(1) Where tea in respect of which an export licence has been or could have been granted under this act has not been exported before the end of the financial year in which the licence was or could have been issued, the person to whom the licence was or could have been granted

may, before the 14th day of April of the following financial year forward an application to the Board for a special export licence covering the same quantity of tea, and the Board shall, on receipt of the prescribed fee, if any issue a special export licence accordingly.

(2) A person to whom a special export licence has been issued under sub-section 910 may transfer the special export licence with all the rights conferred thereby to a person or persons nominated by him, but a licence once so transferred shall not be further transferable.

(3) A special export licence shall be in duplicate in the prescribed form, shall bear the date of its issue and shall be valid upto the 31st day of May of the financial year in which it was issued.

(4) The quantity of tea covered by a special export licence shall be accounted for against the export quota of the year in which the original licence was or could have been issued under this Act.

(5) Notwithstanding anything contained in the foregoing sub-sections the Board may- with the general or special previous sanction of the Central Government refuse to issue a special export licence or postpone for so long as the Central Government may require the issue of any special export licence.

<sup>13</sup>**23. Board to maintain accounts of quotas.--**(1) The Board shall maintain an account of every export quota showing, in addition to such other particulars

as the Board may think first, the licences issued against it and the unexhausted balance.

(2) Any owner of a tea estate or a sub-division of a tea estate shall be entitled on payment of the requisite fee, to a copy of the account relating to his quota certified in the manner laid down in the by-laws made by the Board.

<sup>14</sup>**24. Limitation of application of Chapter.--**Nothing in this Chapter shall apply to tea-

(a) proved to the satisfaction of the Customs-collector to have been imported into India from any port outside India; or

(b) shipped as stores on board any vessel or aircraft in such quantity as the <sup>5</sup>Commissioner of Customs considers reasonable having regard to the number of the crew and passengers and length of the voyage on which the vessel or aircraft is about to depart; or

(c) exported by post in packages not exceeding <sup>19</sup>Five Kilograms in weights; or

or (d) Exported with the previous sanction of the Central Government within the limits prescribed in this behalf, by a Red Cross Society or by any organisation for providing amenities for troops overseas; or

(e) Taken as part of the personal luggage of a passenger.

## CHAPTER V FINANCE, ACCOUNTS AND AUDIT

<sup>2</sup>**25. Imposition of a duty of customs on export of tea.—**repealed<sup>120</sup>

**26. Payment of proceeds of cess to the Board-**repealed<sup>120</sup>

<sup>16</sup>**26A. Grants and loans by the Central Government to the Board.--**The Central Government may, after due appropriation made by Parliament by law in this behalf, pay to the Board by way of grants or loans such sums of money as the Central Government may consider necessary.

### **27. Constitution of Fund**

(1) There shall be formed a Fund to be called the Tea Fund and there shall be credited thereto-

(a) repealed<sup>120</sup>;

<sup>9</sup>(aa) any sum of money including dividend, if any, realised by the Board in carrying out any measure referred to in clause (jj) of sub-section (2) of section 10;

<sup>16</sup>(ab) any sum of money that may be paid to the Board by way of grants or loans under section 26A;

(b) All fees levied and collected in respect of licences, permits and permissions issued under this Act; and

(c) Any other fee that may be levied and collected under this Act or the rules made there under.

(2) The Fund shall be applied towards meeting the expenses of the Board and the cost of the measures referred to in section 10.

**28. Borrowing powers of Board.--**Subject to such rules as may be made in this behalf, the Board shall have power to borrow on the security of the Fund or any other asset for any purpose for which the Fund may be applied.

<sup>15</sup>**28A. Writing off of losses.--**Subject to such conditions as may be specified by the Central Government, where the Board is of opinion that any amount due to, or any loss, whether of money or of property, incurred by, the Board is irrecoverable, the Board may, with the previous approval of the Central Government, sanction the writing off finally of the said amount or loss:

Provided that no such approval of the Central Government shall be necessary where such irrecoverable amount or loss does not exceed in any individual case and in the aggregate in any year such amounts as may be prescribed.

**29. Accounts and audit.**—(1) The Board shall cause accounts to be kept of all moneys received and expended by it.

(2) The accounts shall be audited every year by auditors appointed in this behalf by the Central Government and such auditors shall disallow every item, which in their opinion is not authorised by this act or any rule made or direction issued thereunder.

(3) The Board may, within three months from the date of communication to it of the disallowance of any item, as aforesaid, appeal against such disallowance to the Central Government whose decision shall be final.

## **CHAPTER VI CONTROL BY THE CENTRAL GOVERNMENT**

### **30. Power to control price and distribution of tea or tea waste**

(1) The Central Government may, by order notified in the Official Gazette, fix in respect of tea of any description specified therein—

(a) The maximum price or the minimum price or the maximum and minimum prices which may be charged by a grower of tea, manufacturer or dealer, wholesale or retail, whether for the Indian market or for export;

(b) The maximum quantity which may in one transaction be sold to any person.

(2) Any such order may for reasons to be specified therein—

(a) Fix prices for such tea differently in different localities or for different classes of dealers or for growers of tea or manufacturers;

(b) Instead of specifying the price or prices to be charged, direct that price or prices shall be computed in such manner and by reference to such matters as may be provided by the order.

(3) The Central Government may, by general or special order—

(a) Prohibit the disposal of tea or tea waste except in such circumstances and under such conditions as may be specified in the order;

(b) Direct any person growing manufacturing or holding in stock tea or tea waste to sell the whole or a part of such tea or tea waste so grown or manufactured during any specified period, or to sell the whole or a part of the tea or tea waste so held in stock, to such person or class of persons and in such circumstances as may be specified in the order;

(c) Regulate by licences, permits or otherwise the production, storage, transport or distribution of tea or tea waste.

(4) Where in pursuance of any order made with reference to clause (b) of sub-section 93) any person sells the whole or a part of any quantity of tea or tea waste, there shall be paid to him as price therefor—

(a) Where the price can be fixed by agreement consistently with the order, if any, relating to the fixation of price issued under sub-section (1) the price so agreed upon;

(b) Where no such agreement can be reached, the price calculated with reference to any such order as is referred to in clause (a);

(c) Where neither clause (a) nor clause (b) applies, the price calculated at the market rate prevailing in the locality at the date of sale.

(5) Without prejudice to the generality of the powers conferred by sub-sections (1) and (3), any order made thereunder may provide—

(a) For requiring persons engaged in the production, supply or distribution of or trade and commerce, in tea or tea waste to maintain and produce for inspection such books, accounts, and records relating to their business and to furnish such information relating thereto as may be specified in the order.

(b) For such other matters, including in particular the entering and search of premises, vehicles, vessels and aircraft, the seizure by a person authorised to make such search of tea or tea waste in respect of which such person has reason to believe that a contravention of the order has been or is being or is about to be committed, the grant or issue of licences,



permits or other documents and the charging of fees therefor.

**31. General control over acts and proceedings of the Board**

(1) All acts and proceedings of the Board shall be subject to the control of the Central Government which may cancel suspend or modify as it thinks fit any action taken by the Board.

(2) The Board shall carry out such directions as may be issued to it from time to time by the Central

Government for the efficient administration of this Act.

(3) The records of the Board shall be open to inspection at all reasonable time by any officer authorised in this behalf by the Central Government.

**32. Appeal to Central Government.**-Any person aggrieved by an order of the Board under section 14., section 15 or section 20 may appeal to the Central Government within sixty days from the date thereof and the Central Government may cancel, modify or suspend any such order.

**CHAPTER VII  
MISCELLANEOUS**

**33. Licensing of brokers, tea manufacturers, etc.-**

The Central Government may whenever it thinks it necessary so to do by notification in the Official Gazette require that no person shall on and from such date as may be specified in the notification engage himself as a broker, manufacturers or dealer in tea waste or engage himself in the business of blending tea except under and in accordance with the provisions of a licence issued by person who on and after such date so engages himself without obtaining a licence issued by the Board shall be deemed to have contravened the provisions of this section.

**34. Power of inspection.**-Any person authorised in this behalf by the Central Government or by the Board or any member so authorised by the Chairman in writing or any officer of the Board may enter at all reasonable times any tea estate or any place or premises where tea or tea waste is stored kept or exposed for sale and may require the production for his inspection of any book, register, record or other paper kept therein and ask for any information relating to the production storage or keeping for sale of tea or tea waste.

**35. Power of Board to call for returns.**-(1) The Board may serve by registered post a notice upon the owner of any tea estate or any sub-division of a tea estate or upon his manager, requiring him to furnish, within such period, as it may specify in the notice, such returns relating to the production sale and export of tea produced on the estate or to any other matter as it may deem necessary.

(2) Where the owner of any tea estate or any sub-division of a tea estate or his manager being required under sub-division (1) to furnish any return fails to furnish such return within the period specified in the notice or furnishes a return containing any particular which is false and which he knows to be false or does not believe to be true, the Board may refuse to allot

an export quota to that estate or sub-division under section 20-, or where an export quota has already been allotted, may cancel the unexhausted balance of that quota and refuse to issue any further export licences against that quota or recognise or give effect to any transfer of quota under section 21.

(3) The Board may serve by registered post a notice upon any manufacturer, broker, dealer, or dealer in tea waste, requiring him to furnish within such period as it may specify in the notice such returns relating to the manufacture stock, purchase, sale or export of tea or tea waste as it may deem necessary.

**36. Penalty for illicit export.**--A breach of the provisions of sub-section (1) or sub-section (2) of section 18 shall be punishable as if it were an offence under item No.8 of section 167 of the Sea Customs Act.1878 (VIII of 1878), and the provisions of section 168 and of Chapter XVII of that Act shall apply accordingly.

**37. Penalty for making false return.**--Any person who being required by or under this Act to furnish any return fails to furnish such return or furnishes a return containing any particular which is false and which he knows to be false or does not believe to be true shall be punishable with fine which may extend to one thousand rupees.

**38. Penalty for obstructing an officer or member of the Board in the discharge of his duties and for failure to produce books and records.**--Any person who-

- (a) Obstructs a member authorised by the Chairman in writing or an officer of the Board or a person authorised in this behalf by the Central Government or by the Board in the exercise of any power conferred or in the discharge of any

duty imposed on him by or under this Act, or

(b) Having the control or custody of any account book or other record, fails to produce such book or record when required to do so by or under this Act.

shall be punishable with imprisonment which may extend to one year or with fine which may extend to one thousand rupees, or with both.

**39. Penalty for illicit cultivation.--**Whoever knowingly plants tea or causes tea to be planted on any land in contravention of section 12 shall be punishable with fine which may extend to one thousand rupees for the first offence, and with fine which may extend to five thousand rupees for any subsequent offence.

**40. Removal of tea planted without permission.--**Where any person has been convicted of any offence under section 39, the convicting court may direct that the tea in respect of which the offence was committed shall be removed from the land within a specified time, and in the event of the order not being duly complied with, may cause, the tea to be removed and may recover the cost from the person convicted as if it were an arrears of land revenue due on the tea estate on which the offence was committed.

**41. Penalty for contravention of order relating to control of price and distribution.--**(1) If any person contravenes any order made under sub-section (1) or sub-section (3) of section 30, he shall be punishable with imprisonment for a term which may extend to six months or with fine which may extend to five thousand rupees or with both; and the property in respect of which the order has been contravened or such part thereof as to the court may seem fit, shall be forfeited to the Central Government.

(2) Any person who attempts to contravene or abets the contravention of any order under sub-section (1) or sub-section (3) of section 30 shall be deemed to have contravened that order.

**42. Other penalties.--**Whoever contravenes or attempts to contravene or abets the contravention of the provisions of this act or of any rules made thereunder other than the provisions, punishment for the contravention whereof has been provided for in section 36, 37, 38, 39, and 41 shall be punishable with imprisonment which may extend to six months, or with fine which may extend to five thousand rupees, or with both and in the case of a continuing contravention with an additional fine which may extend to five hundred rupees for every day during

which such contravention continues after conviction for the first such contravention.

**43. Offences by companies.--**(1) If the person committing an offence under this act, or the rules thereunder is a company every person, who at the time the contravention was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly.

Provided that nothing contained in this sub-section shall render any such person liable to any punishment, if he proves that the offence, was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act or the rules thereunder has been committed by a company and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of any director or manager, secretary or other officer of the company such director, manager, secretary or other officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

*Explanation.--*For the purpose of this section –

(a) “Company” means anybody corporate and includes a firm or other association of individuals; and

(b) “Director” in relation to a firm means a partner in the firm.

**44. Jurisdiction of courts.--**No court inferior to that of a Presidency magistrate or a magistrate of the First Class shall try any offence punishable under this Act.

**45. Previous sanction of Central Government for prosecution.--**No prosecution for any offence punishable under this Act shall be instituted except with the previous sanction of the Central Government.

**46. Protection of action taken in good faith.--**<sup>91</sup> (1) No suit prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or <sup>91</sup>any rule or order made there under.

<sup>91</sup>(2) No suit or other legal proceeding shall lie against the Central Govt. for any damage caused or likely to be caused by anything which is in good faith done or intended to be done under this Act or any rule or order made there under.”

**47. Power to delegate.--**The Central Government may, by order notified in the official Gazette, direct that any power exercisable by it under this Act may also be exercised in such cases and subject to such conditions, if any, as may be specified in the order by such officer or authority as may be specified therein.

**48. Suspension of operation of Act.--**(1) If the Central Government is satisfied that circumstances have arisen rendering it necessary that certain of the restrictions imposed by this Act should cease to be imposed or if it considers it necessary or expedient so to do in the public interest, the Central Government may, by notification in the Official Gazette, suspend or relax to a specified, extent either indefinitely or for such person as may be specified in the notification the operation of all or any of the provisions of this Act.

(2) Where the operation of any provisions of this Act has under sub-section (1) been suspended or relaxed indefinitely, such suspension or relaxation may at any time while this Act remains in force be removed by the Central Government by notification in the Official Gazette.

**49. Power of Central Government to make rules.--**

(1) The Central Government may, subject to the condition of previous publication, make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely: –

(a) The constitution of the Board, the number of persons to be appointed as members from each of the categories specified in sub-section (3) of section 4, the term of office and the other conditions of service of, the procedure to be followed by, and the manner of, filling vacancies among, the members of the Board;

(b) The circumstances in which, and the authority by which, members may be removed;

(c) The holding of a minimum number of meetings of the Board every year;

(d) The pay, allowances and other conditions of service of the <sup>81</sup>Deputy Chairman Secretary and other officers appointed by the Central Government;

(e) The maintenance of records of all business transacted at meetings of the Board and the submission of copies of such records to the Central Government;

(f) The conditions subject to which, and the mode in which, contracts may be made by or on behalf of the Boards;

(g) The preparation of budget estimate of the receipts and expenditure of the Board and the authority by which such estimates shall be sanctioned;

(h) The powers of the Board and the Executive Committee and the Chairman, in regard to the incurring of expenditure; and the re-appropriation of estimated savings in any budget head to another such head;

(i) The conditions, subject to which the Board may incur expenditure;

(j) The conditions subject to which the Board may borrow;

<sup>15</sup>(ja) the amounts for the purposes of the proviso to section 28A;

(k) the form and the manner in which accounts should be kept by the Board;

(k) The form and the manner in which accounts should be kept by the Board;

(l) The basis on which the export quota of a tea estate or a sub-division of a tea estate shall be determined;

(m) The conditions subject to which export quota, export licences and special export licences shall be transferable;

(n) The conditions subject to which permits for the planting of tea on land not carrying tea shall be granted;

(o) The collection of any information or statistics in respect of the tea industry and the tea trade;

(p) The fees to be levied in respect of licences, permits and permissions issues under this Act;

(q) The procedure for the grant or issue of licences, permits and permissions under this Act, the time within which such licences, permits or permissions shall be granted or issued including, in particular, the publication of notices calling for applications and the holding of such inquiry in regard thereto as may be necessary in the circumstances;

(r) The form of application for licence, permits or permissions under this Act ;

(s) The manner in which a broker or a dealer in tea estate or a manufacturer shall be licensed under this Act and the levy of fees in respect of such licence;

(t) The matters which may be taken into account in the granting or issuing of any licence, permit or permission under this

Act including in particular the previous consultation with the Central Government by the Board in regard to the grant or issue of any such licences permits or permissions;

(u) The conditions which may be included in any licences, permits or permissions;

(v) The returns to be furnished by owners of tea estates, or sub-divisions thereof, manufactures, dealers and brokers relating to the production, manufacture, stock sale and export of tea and tea waste and the form and manner in which such returns are to be furnished.

w) The fees to be charged for granting certified copies of accounts of quotas;

(x) Any other fee that may be necessary for the Board to levy in order to determine or predetermine the basis on which export quota may be fixed;

(y) Any other matter which is to be or may be prescribed.

<sup>16</sup>[(3) Every rule made under this Act shall be laid as soon as may be after it is made before each House of Parliament while it is in session for a total period of thirty days which may be comprised in one session or <sup>8</sup>in two successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in much modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

**50. Power of Board to make by-laws.--**(1) The Board may make by laws consistent with this Act and the rules made thereunder, to provide for –

(a) The dates, time and place of its meetings and of the meetings of the Executive and other Committees and quorum for such meetings, and the procedure thereat;

(b) The delegation of powers and duties to the Executive or any other committee, or to its Chairman, Vice-Chairman, <sup>8</sup>Deputy Chairman, Secretary or any other of its officers;

(c) The travelling allowances of members and of members of Committees;

(d) The appointment, promotion and dismissal of its officers and other

employees other than those appointed by the Central Government and the creation and abolition of their posts;

(e) The conditions of service of its officers and other employees other than those appointed by the Central Government, including their pay, leave, leave allowances, pensions, gratuities, compassionate allowances and travelling allowances and the establishment and maintenance of a provident fund for them;

(f) The maintenance of its accounts;

(g) The persons by whom, and the manner in which payment deposits and investments may be made on its behalf

(h) The custody of moneys required for its current expenditure and the investment of moneys not so required;

(i) The preparation of statements showing the sums allotted to Departments of the Central and State Governments and other institutions.

(2) No by-law shall take effect until it has been confirmed by the Central Government and published in the Official Gazette, and the Central Government, in confirming a by-law may charge therein which appears to be necessary.

(3) The Central Government may, by notification in the Official, Gazette, cancel any by-law which it has confirmed and thereupon the by-law shall cease to have effect.

<sup>17</sup>[(4) “Every by-law made under this section shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session, or in two or more successive sessions, and if before the expiry of the session immediately following the session or the successive session aforesaid, both Houses agree in making any modification in the by-law or both Houses agree that the bylaw should not be made, only in such modified form or be of no effect, as the case may be ; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that by-law ”.

**51. Repeals and savings.--**(1) The Indian Tea control, Act, 1938 (VIII of 1908) and the Central Tea Board Act, 1949 (XIII of 1949) are hereby repealed.

(2) All moneys and other property and all rights and interest, of whatever kind, owned by, vested in, used, enjoyed or possessed by, or held in trust by or for, the Indian Tea Licensing Committee constituted under the Indian Tea Control Act, 1938, and the Central Tea Board Constituted under the Central Tea Board Act, 1949, as well as all liabilities legally subsisting

against that Committee or that Board shall pass to the Board with effect from the commencement of this Act.

(3) All officers and other employees of the Indian Tea licensing Committee and the Central Tea Board who hold office as such immediately before the commencement of this Act shall be deemed to have been appointed as officers or other employees of the Board with effect from the commencement of this act and notwithstanding anything contained in any contract of service entered into by any such officer or other employee with the Indian Tea Licensing Committee or the Central Tea Board, shall be entitled to such pay and allowances and to such conditions of service in respect of other matters as may be determined by the Board with the approval of the Central Government.

(4) Any proceedings taken by the Indian Tea Licensing Committee or the Central Tea Board before the commencement of this act may be continued by the Board after such commencement.

(5) Until action in that behalf is otherwise taken under the corresponding provisions of this act or the rules made thereunder, all licences, permits and permissions issued or granted, all export quotas allotted and all fees fixed under the provisions of the Indian Tea Control Act, 1938, shall unless inconsistent with the provisions of this act, be deemed to have been issued, granted, allotted or fixed under the corresponding provisions of this act and the rules made thereunder.

(6) Any offence punishable under the India Tea Control Act, 1938 or the Central Tea Board Act, 1949, shall be punishable and may be dealt with as if it were an offence punishable under the corresponding provisions of this Act.

(7) Any other thing or action done or taken before the commencement of this act by the Indian Tea Licensing Committee or the Central Tea Board shall so long as it is not inconsistent with any of the provisions of this act be as valid and effectual as if it had been done or taken by the Board after the commencement of this Act.

(8) For the removal of doubts it is hereby declared that the provisions contained in sub-sections (2) to (7) inclusive shall be without prejudice to the general application of section 6 of the General Clauses Act 1897 (X of 1897)

(9) If any difficulty arises in giving effect to any of the provisions of this act the Central Government may as occasion may arise, by order do anything which appears to be necessary for the purpose of removing the difficulty.

## Reference

Sl No	S.O/GSR/SRO Number	Date
1	Tea Act, 1953	28.5.1953
2	Tea (Amendment) Act, 1967 (21 of 1967) Published in Gazette of India Extraordinary, Part-II Section I dated 14-8-1967.	13-08-67
3	This Act has been extended with modification to Goa, Daman and Diu by Reg. 11 of 1963, sec. 3 and Sch.	
4	S.R.O. 943	17-03-54
5	The Finance Act, 1995 (22 of 1995)	14-05-86
6	G.S.R. 1345	26-10-79
7	Tea (Amendment) Act, 1954 (52 of 1954)	25-12-54
8	Tea (Amendment) Act, 1977 (32 of 1977) Published in the Gazette of India Extraordinary Part II section I. New Delhi, dated 16.08.1986.	12-08-77
9	Tea (Amendment) Act, 1980 (68 of 1980)	27-12-80
10	Tea (Amendment) Act, 1976 (75 of 1976)	11-06-76
11	Tea (Amendment) Act, 1983 (38 of 1983)	25-12-83
12	The Adaptation Order, 1956	1-11-56
13	S.O.2697	14-11-61
14	S.O.452	30-03-05
15	Tea (Amendment Act, 1986 (24 of 1986) Published in the Gazette of India Extraordinary Part II section I. New Delhi, dated 14.05.1986.	14-05-86
16	Tea (Amendment) Act, 1970 (22 of 1970) published in the Extraordinary Gazette of India Part II Section I on 25.5.1970	23-05-70
17	The Delegated Legislation Provisions (Amendment) Act, 1985 (4 of 1986)	14-01-16
18	Extended to the state of Sikim by G.O.I. notification No. S.O. 57(E)	29-01-83
19	The Custom Duties and Cess (Conversion to Metric Units), Act, 1960 (40 of 1960)	21-09-60
20	The Taxation Laws (Amendment) Act, 2017	04-05-17

## THE TEA RULES, 1954

### ARRANGEMENT OF RULES

Rule	Heading
<b>1</b>	Short title.
<b>2</b>	Definitions.
<b>3</b>	Office of the Board.
<b>4</b>	Constitution of the Board and manner of filling vacancies.
<b>5</b>	Term of Office.
<b>6</b>	Resignation.
<b>7</b>	Removal from the Board.
<b>8</b>	Absence from India.
<b>9</b>	Vice Chairman.
<b>10</b>	Minimum number of meetings of the Board.
<b>11</b>	Power to call meetings.
<b>12</b>	Appointment of Committees.
<b>13</b>	Functions of Committees.
<b>13A</b>	Power of Export Promotion Committees.
<b>14</b>	Absence from meeting of a Committee.
<b>14A</b>	Term of Office of Members of Committee who are Members of the Board.
<b>15</b>	Filling of Vacancies on Executive and Standing Committees.
<b>16</b>	Business by circulation.
<b>17</b>	Record of Business.
<b>18</b>	Restriction of delegation of powers.
<b>19</b>	Appointments.
<b>20</b>	Creation and abolition of Posts.
<b>20A</b>	Grant of Advances for building etc. of houses.
<b>21</b>	Allowances and remunerations.
<b>22</b>	Export of Tea.
<b>23</b>	Application for export quota.
<b>24</b>	Crop basis.
<b>25</b>	Meaning of Crop.
<b>25A</b>	Application for allowance for low producing area.
<b>26</b>	Export quota and crop basis.
<b>27</b>	Inspectors and assessors to assist in the determination of crop.
<b>28</b>	Licence fees.
<b>29</b>	Copy of accounts of quota to be furnished to tea estates.
<b>30</b>	Planting of tea.
<b>30A</b>	Grant of permission by the Board for planting of tea.
<b>30B</b>	Establishment and Extension of Tea Seed Baris.
<b>31</b>	Permission of plant tea.
<b>32</b>	Forms to be used.
<b>33</b>	Collection of Duty of Customs.
<b>34</b>	Budget Estimates.

<b>35</b>	Accounts of the Board.
<b>36</b>	Power to incur expenditure.
<b>37</b>	Borrowing powers.
<b>38</b>	Contracts
<b>39</b>	Payments from the Tea Funds.
<b>40</b>	Sending persons abroad.

## <sup>1f</sup>**THE TEA RULES, 1954**

**1. Short Title.** -- These rules may be called the Tea Rules, 1954.

**2. Definition.**—In these Rules, unless the context otherwise requires—

(i) “Board” means the Tea Board, constituted under section 4 of the Act.

(ii) “Chairman” means the Chairman of the Board.

(iii) “Committee” means any Committee constituted by the Board under section 8 of the Act.

<sup>2f</sup>(iiia) “Deputy Chairman” means the Deputy Chairman of the Board.

(v) “Member” member a member of the Board.

(vi) “Secretary” means the Secretary of the Board.

(vii) “the Act” means the Act, 1953 (29 of 1953).

<sup>3f</sup>(viiia) “Tea estate” means the whole of the area of land commonly known as tea estate which is owned or held under any grant or lease, by any person.

(viii) “Vice-Chairman” means the Vice Chairman of the Board.

(ix) “year” means the year commencing on the first day of April.

**3. Office of the Board** -- The Office of the Board shall be located at Calcutta.

**4. Constitution of the Board and Manner of filling vacancies** – (1) The Board shall consist of a Chairman and the following other members who, in the opinion of the Central Govt. are capable of representing the various categories mentioned in clauses (a) to (h) of sub-section (3) of Section 4 of the Act :-

- (a) (i) One person representing the Government of Assam;  
(ii) one person representing the Government of West Bengal;  
(iii) one person representing the Tripura Administration;

(iv) one person representing the Government of Tamil Nadu;

<sup>4f</sup>(v) one person representing the Government of Himachal Pradesh;

<sup>5f</sup>(vi) one person representing the Government of Kerala;

(aa) <sup>136</sup> Deputy Chairman of Tea Board-ex-officio;

(b) <sup>15</sup> three persons representing Parliament (two of the Lok Sabha and one for the Rajya Sabha);

(c) <sup>16</sup> eight persons representing owners of tea estates and gardens and growers of tea;

(d) <sup>16</sup> five persons representing persons employed on tea estates and gardens;

(e) <sup>16</sup> two persons representing dealers including both exporters and internal traders of tea;

(f) two persons representing manufacturers, who manufacture and pack tea in containers up to 6 kilograms<sup>17</sup>;

(g) <sup>15</sup> two persons representing consumers;

(h) <sup>18</sup> Two persons representing such of other persons or class of persons, who in the opinion of the Central Govt. ought to be presented on the Board.

(2) The Central Govt. may make such consultations as may be necessary before appointing members of the Board.

(3) When a member of the Board dies or resigns or is deemed to have resigned or is removed from office or becomes incapable of acting, the Central Govt. may by notification in the official gazette appoint a person to fill the vacancy.

**5. Term of Office** – <sup>17f</sup>(1) A member of the Board shall hold office for the such period not exceeding three years from the date of his appointment as may be specified by the Central Govt. while notifying his appointment.

<sup>9f</sup>Provided that a Member of Parliament appointed to the Board in pursuance of clause (b) of sub-rule (1) of Rule 4 shall cease to be a member of the Board if he ceases to be member of the House from which he was appointed;

<sup>4f</sup>Provided further that a member appointed to the Board in pursuance of clause (a) of sub-rule (1) of rule 4 shall cease to be a member :-

(i) if the Govt. which he represents, ceases to be a Govt. enumerated in the said clause, or

(ii) if appointed by virtue of office, ceases to hold such office.

Provided further that subject to the provisions of the preceding provisions, the term of office of any member holding office immediately before the 1st January, 1958 shall be three years from the date of his appointment.

(2) A person appointed to fill a casual vacancy under sub-rule (3) or Rule 4 shall hold office so long as the member whose place he fills would have been entitled to hold office, if the vacancy had not occurred.

**6. Resignation --** (1) A member of the Board may resign his office by writing under his hand addressed to the Chairman.

(2) A member of Committee may resign his office by writing under his hand addressed to the Secretary :

<sup>10f</sup>(3) The Office of a member of the Board or the Committee shall fall vacant from the date on which his resignation is accepted or on the expiry of thirty days from the date of receipt of intimation of resignation, whichever is earlier.

<sup>11f</sup>(4) The power to accept the resignation of a member of the Board or of a member of a Committee shall vest in the Chairman who, on accepting the resignation, shall report that fact to the Board at its next meeting.

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**7. Removal from the Board –** The Central Govt. may remove any member from his office –

(a) if he is unsound mind and stands so declared by a competent court, or

(b) if he is an undercharged insolvent, or

(c) if he is convicted of a criminal offence involving moral turpitude, or

(d) if without leave of the Chairman, he fails to attend more than three successive meetings of the Board.

**8. Absence from India--**(1) Before a member of the Board leaves India :

(a) he shall intimate the Secretary the date of his departure from and the date of his expected return to India, and

(b) if he intends to be absent from India for a longer period than six months, he shall tender his resignation.

(2) If a member leaves India without observing the provisions of subrule (1). he shall be deemed to have resigned with effect from the date of his departure from India .

## **9. Vice-Chairman–**

<sup>12f</sup>(1) The Board shall, at the last meeting held before the 31st March every year elect, from amongst its own members a person to be the Vice-Chairman who shall hold office from the 1st April of the year up to the 31st March of the following year.

Provided that in any year in which the term of office of all the members expires on the 31st March, the Vice- Chairman shall be elected at the 1st meeting held after the 31st March.

(2) If any casual vacancy arises on account of the Vice-Chairman resigning his office as such or ceasing to be a member of the Board or otherwise, the Board shall forth-with elect a member to be Vice-Chairman up to the 31st March immediately following.

## **10. Minimum number of meetings of the Board--**

The Board shall hold a meeting at least once in every quarter.

**11. Power to call meetings --**(1) The Central Government may at any time call a meeting of the Board.

(2) The Chairman may at any time call a meeting of the Board and shall do so, if a requisition for a meeting is presented to him in writing by at least ten members.

**12. Appointment of Committees--**<sup>17f</sup>(1) The Board shall, at the first meeting held after the 31st March every three years, appoint the following Standing Committees namely :

(a) an Executive committee.

(b) two Licensing Committees, one for North India and one for South India.

(c) an Export Promotion Committee, and

<sup>15f</sup>(d) a Labour Welfare Committee.

<sup>13f</sup>(e) Development Committee.

and each such Committee shall function up to 31st March of the third financial year beginning from the year in which it is appointed.

(2) The Executive Committee shall consist of :

(a) the Deputy Chairman who shall be the ex- officio Chairman thereof ; and

(b) [omitted] <sup>[15 & 36]</sup>



(c) seven other members to be elected by the members of the Board from among themselves, in such manner as may be laid down by the Board.

(3) The Licensing Committee for North India shall consist of ;

(i) the Deputy Chairman<sup>136</sup> who shall be ex-officio the Chairman thereof ; and

(ii) six other members to be elected by the members of the Board from among themselves, in such manner as may be laid down by the Board.

(4) Licensing Committee for South India shall consist of four members to be elected by the members of the Board from among themselves in such manner as may be laid down the Board. The Committee shall elect a Chairman from among themselves.

<sup>19l</sup>(4A) The Export Promotion Committee shall consist of ;

(i) The Deputy Chairman<sup>136</sup> who shall be the ex-officio Chairman thereof ; and

(ii) six other members to be elected by the members of the Board from among themselves, in such manner as may be laid down by the Board.

<sup>15l</sup>(4B)The Labour Welfare Committee shall consist of;

(i) The Deputy Chairman<sup>136</sup> who shall be the ex-officio Chairman thereof ; and

(ii) eight other members to be elected by the members of the Board from among themselves, in such manner as may be laid down by the Board.

<sup>13l</sup>(4C) The Development Committee shall consist of;

(a) The Deputy Chairman<sup>136</sup>, who shall be the ex-officio Chairman thereof ; and

(b) six other members to be elected by the members of the Board from among themselves, in such manner as may be laid down by the Board.

<sup>14l</sup>(4D) Election of the Board Members to the various Committee, in case there is a contest shall be made through the usual procedure of several ballot.

(5) Nothing in this rule shall derogate from the power of the Board to constitute with the previous approval of the Central Govt. and for such period as may be specified by that Government in each individual case, any other Standing Committee or any ad-hoc Committee for any of the purposes mentioned in subsection (3) of section 8 of the Act.

<sup>16l</sup>**13. Function of committees--** The Executive Committee, the Licensing Committees and the Labour Welfare Committee and <sup>13l</sup>the Development Committee, shall discharged such functions and exercise such powers, not being those mentioned in Rule 18 as may be delegated to them by the Board.

Provided that all decisions taken by the aforesaid committees in the exercise of the delegated powers shall be placed before the Board for information

within a period of fifteen days from the date on which the decision was taken.

<sup>19,16l</sup>**13A. Powers of the Export Promotion Committee---**The Export Promotion Committee shall exercise all the executive and financial powers of the Board in respect of matters relating to Tea Promotion subject to the overall control of the Board.

Provided that all decisions taken by the aforesaid committees in the exercise of the delegated powers shall be placed before the Board for information within a period of fifteen days from the date on which the decision was taken.

**14. Absence from Meetings of a Committee--** Any member of a Committee absenting himself from three consecutive meetings without leave of the Chairman shall be deemed to have vacated his seat on the committee.

<sup>17l</sup>**14A. Term of Office of members of Committee who are members of Board--** A member of the Board who is a member of a committee shall on his ceasing to be member of the Board cease to be a member of the Committee.

<sup>18l</sup>**15. Filling of vacancies on Executive and Standing Committees --**Any vacancy of the Executive Committee or a Standing Committee shall be filled by election and the next meeting of the Board or the meeting subsequent thereto, and the person so elected shall hold office so long as the member whose place he fills would have been entitled to hold office, if the vacancy had not occurred;

Provided that where a vacancy in the office of member of the Executive Committee is caused by reason of the election of a member of that Committee to be Vice- Chairman,

any person elected in such vacancy shall hold office only so long as the Vice- Chairman continues in office.

**16. Business by Circulation ---**

(1) Any Business which the Board or Committee is required to transact may, if the Chairman of the Board or of the Committee so directs, be referred to by circulation of papers to members, and any resolution or proposal so circulated and approved by the majority of members who have recorded their views in writing shall be as effectual and binding as if such resolution or proposal were decided by a majority of votes at a meeting; Provided that at least ten members of the Board or a majority of the members of Committee at the case may be, have recorded their views on the resolution or proposal. Provided further

that when a resolution or proposal is referred to by circulation of papers, any five members of the Board or three members of the Committee, as the case may be, may require that the resolution or proposal be referred to a meeting and thereupon such reference shall be made to a meeting of the Board or the Committee.

(2) When any business is so referred to members by circulation, a period of not less than 14 clear days in the case of Board and 10 clear days in the case of a Committee shall be allowed for receipt of replies from members. Such period is to be reckoned from the date on which notice of business is issued,

(3) If a resolution or proposal is circulated, the result of the circulation shall be communicated to all the members.

**17. Record of Business --**(1) A record shall be maintained of all business transacted by the Board or its Committees, and copies of such record shall be submitted to the Central Government;

Provided that the records of business of routine nature transacted by the Licensing Committees by circulation need not be submitted to the Central Government.

(2) The record of business transacted at the meetings of the Board and of the Committees shall be signed by the Chairman presiding over such meetings.

(3) When business is transacted by circulation of papers, a record of business so transacted shall be signed by the Chairman of the Board or the Committee, as the case may be, directing the circulation.

<sup>2l</sup>**18. Restriction on Delegation of Powers --** (1) The Board shall not delegate any administrative power to any Committee other than the Executive Committee or the Export Promotion Committees.

(2) The Board shall not delegate any of the following powers to any of the standing committee :

(a) the power to sanction expenditure in excess of Rs.2,00,000/- in respect of any one item ;

(b) the power to adopt the Budget Estimates of the Board on its behalf ;

(c) the power to sanction expenditure to be incurred outside India in excess of <sup>2l</sup>Rs. 50,000/- in respect of any one item ;

(d) the power to re-appropriate the estimated savings in excess of Rs. 5,000/- in respect of any one item ;

(e) the power to write off losses in excess of Rs. 2500/- in respect of any one item.

**19. Appointments --** Save as provided for in section 9 of the Act, appointments to posts of officers and employees under the Board shall be made by the Board;

<sup>2l</sup>provided that no appointment to any post of which the maximum salary exceeds Rs. 1700/- per month shall be made without the previous sanction of the Central Government.

**20. Creation and abolition of Posts—**<sup>2l</sup>The Board may, on its own authority and subject to the availability of funds in the approved Budget of the Board, create posts carrying a maximum salary not exceeding Rs. 1700/- per month and may, with the previous sanction of the Central Govt., create other posts.

<sup>20 & 36l</sup>**20A. Grant of advances for building etc. of houses --** An advance for building a new house (including purchase of land) or for the purchase of a ready built house or for enlarging leaving accommodation of an existing house own by an employee of the Board shall be granted by the Deputy Chairman of the Board at such rates and such conditions applicable to the Central Government Employees for the time being in force

**21. Allowances and remuneration --** Save with the previous sanction of the Central Govt. no remuneration other than travelling allowance and halting allowance shall be paid to any member of the Board on account of his service as such.

**22. Export of Tea--** Any tea estate or sub-division of a tea estate shall, on application made in this behalf in accordance with Rule 23 to the Board for allotment of an export quota, have the right to receive and export quota:

Provided that no tea estate or a sub-division of a tea estate, which ceased production for three or more consecutive seasons since the commencement of the Act, shall be eligible to get an export quota in the financial year following such three or more consecutive seasons, unless it has resumed production during two seasons, corresponding to the financial year.

**23. Application for export quota --** (1) Application for export quota for any financial year shall be made in such form, as may be specified by the Board, and shall reach the Board not later than the 1st day of February of the preceding financial year.

(2) An export quota shall not be granted, without the previous sanction of the Central Government, if the application in respect thereof is not received by the Board on/or before the date specified above.

**24. Crop basis --** (1) The crop basis of a tea estate or a sub-division of a tea estate for any financial year shall be the best crop <sup>30l</sup>in any of the four calendar years preceding the financial year due allowance

being made for low producing areas<sup>29]</sup> as provided in rule 25A.

Provided when a tea estate in production has no crop basis under this rule, the assessed crop of the estate for that year may be taken as its crop basis.

<sup>29]</sup>**Explanation** - In this sub-rule and in rule 25A, the expression "low producing area" means a tea estate or sub-division of a tea estate having and actual crop basis, as determined with reference to the area planted therein with tea on the first day of the financial year immediately preceding the financial year to which any application by the owner of such estate or sub-division under rule 23 relates, of less than <sup>7]</sup>510 kilograms per hectare

(2) When the area of a tea estate or a sub-division of a tea estate is reduced or increased by the transfer to or acquisition from another tea estate of land planted with tea, the crop basis of the estate or sub-division of the tea estate shall be reduced or increased by an amount representing as nearly as possible the contribution made by the area transferred or acquire to the crop basis of the estate of which it previously formed a part.

(3) Where a tea estate for which a crop basis has been determined becomes two or more separate estates, the crop of each such separate estate shall be determined so as to represent as nearly as possible the contribution made by the area comprised in it to the total crop basis of the original estate.

**25. Meaning of crop** --(1) Crop in the preceding rule shall after the commencement of the Act, be construed as meaning the yield or production of manufactured tea i.e. tea either black or green produced in the usual manner for sale in the market and as shown in the return in form R.T.3, submitted to the Central Excise authorities under the Central Excise Rules, 1944. Provided that in the absence of returns in form R.T.3, the Board may determine the crop of a tea estate or subdivision of a tea estate in such manner as it thinks best.

(2) Where tea is not manufactured by tea estate concerned or where evidence of the amount manufactured is not available, the production shall be assumed to be by weight one fourth of the weight of green tea leaf produced.

<sup>29]</sup>**25A. Application for allowance for low producing area** --(1) An application for making in the calculation of the crop basis allowance on account of the area being a low producing area may be made to the Board along with the application for export quota under rule 23.

(2) No such application shall be granted unless the application proves to the satisfaction of Licensing Committee that had such allowance been granted in

the previous year, the crop of the low producing area to which the application relates would nevertheless have not been less than the amount of the enhanced export quota which be admissible to it by reason of the grant of the allowance.

Provided that the Licensing Committee may reduce the allowance to be granted under this rule by an amount equal to the amount by which the crop of such low producing area appears to be likely to fall below such enhanced export quota in consequence of the grant of the allowance.

(3) If such application is granted, the amount specified in column 2 of Sechedule-1 against the entry in column-1 of that Schedule corresponding to such crop basis shall be added to the actual <sup>7]</sup>per hectare crop basis of the low producing area to which the application relates.

Provided that the Licensing Committee may reduce the amount of allowance admissible under this sub-rule by the amount determined under the proviso to sub-rule (2).

**26. Export quota and crop basis** ---Export quota of a tea estate or subdivision of tea estate that is, the total quantity of tea which may be exported by the owner of the tea estate or sub-division in any financial year shall be an amount bearing to the crop basis of that estate the same proportion as the export allotment in the financial year in question bears to the total of the crop basis of all the tea estates and sub-division of tea estates in India for that year and when the export allotment is altered under proviso to section 19 of the Act, the export quota shall be deemed to the altered accordingly.

Provided that when an export quota of a tea estate or a sub-division of a tea estate has been reduced in consequence of an alterations during the financial year of the export allotment any tea exported by the owner of a tea estate or sub-division of a tea estate in accordance with the export quota, as subsisting for the time, being, which is in excess of the amount permitted to be exported in accordance with the export quota as finally revised for the year, shall be excluded from the computation of the total quantity of tea which may be exported by that owner during the financial year.

**27. Inspectors and assessors to assist in the determination of crop basis** -- The Board may appoint Inspectors or Assessors for the purpose of assisting in the determination of the crop basis, and in the discharge of its other duties. The Board may pay to them such fees as it may decide as well as actual travelling expenses.

**28. Licence fees--** The Board shall charged and collect the Licence fee for every export licence, special export licence, or permit issued by it at the rate of <sup>7</sup>rupees two and twenty paise per metric ton, or part thereof.

Provided that the owner of a tea estate or a subdivision of a tea estate to which a quota has been allotted under section 20 of the Act may make, or the Board may required him to make, a consolidate payment of export licence fees at the rate fixed under the rules to cover the whole of the quota.

**29. Copy of accounts of quota to be furnished to tea estates--**A copy of the accounts of export quotas maintained by the Board under subsection (1) of section 23 of the Act shall be furnished, on application, to the owner of a tea estate or subdivision of a tea estate who shall be required to pay fee Re. 1 in respect of each copy required.

<sup>31]</sup>**30. Planting of tea --** (1) Any person desirous of planting tea on land not planted with tea shall apply to the Board in writing within such date as may from time to time the notified by the Board in this behalf and shall furnish such survey maps and other particulars as may be required.

(2) Subject to the limitations set out in section 13 of the Act, the Board may grant or refuse the permission applied for or may grant it in part only or may call for further information from the application.

<sup>31]</sup>**30A. Grant of permission by the Board--**(1) The Board may inspect or cause to be inspected any land in respect of which an application for permission to plant tea has been made and the records relating thereto for the purpose of satisfying itself as to the accuracy of any survey map and generally for the purpose of enabling it to dispose of the application.

<sup>31]</sup>(2) The Board may grant permission upon application to any person to plant tea on land not planted with tea:

(i) Where such person is the owner, grantee or lessee of an existing tea estate and where the permission applied for is in respect of land forming part of that tea estate, for the whole of the are with respect to which such permission is applied for or part thereof, as the Board may think fit, provided that such person furnishes to the satisfaction of the Board such particulars as may be required by it ;

(ii) Where the permission applied for is in respect of land not forming part of an existing tea estate, for the whole of the area with respect to which such permission is applied for or part thereof as the Board may think fit, provided that such person proves of the satisfaction of the Board that :

(a) he owns or holds, under a grant or lease, the land in respect of which such permission is applied for ;

(b) he is able to finance the undertaking including erection of a factory, where necessary;

(c) the land in respect of which such permission is applied for is suitable for tea plantation as regards the nature of the soil and climatic conditions ; and

(d) the area of the land in respect of which such permission is applied for is not too small for economic plantation.

(3) & (3A) Omitted <sup>3]</sup>

(4) Every permit to plant tea shall specify the area of land in respect of which it has been granted and shall be in force for such period as may be specified by the Board in the permit.

Provided that any permit issued under these rules may be renewed from time to time as the Boars thinks fit:

<sup>35]</sup>Provided further that notwithstanding anything contained in sub-rule (2) the Board may, if it thinks fit, cancel any permit issued to tea estate, or any part of such permit remaining unutilised after a period of not less than three years from the date of issue.

(5) No permit granted by the Board shall be transferable;

Provided that a permit granted to a tea estate may, with the previous permission of the Board be transferred to another tea estate if both the estate are held under the same ownership.

(6) The owner of a tea estate to which permit is issued shall submit to the Tea Board on the 31st March of the each year, a return showing the area planted upto that date in pursuance of the permit the reasons for non-utilisation of any area that may not have been planted and the programme for planting tea for the next two years.

(7) The Indian Tea Licensing Committee (Tea new planting) Rules, 1951 are hereby repealed but such repeal shall not effect the validity of any permit issued or any action taken under those rules.

<sup>26]</sup>**30B. Establishment and extension of tea seed Baris--** Notwithstanding anything contained in Rules 30 and 30A, any person desirous of establishment or extending tea seed baris shall apply separately to the Board in writing and the Board may grant or refuse the permission applied for or may grant it in part only, as it may think fit.

**Explanation --** In this rule, “tea seed bari” means an area planted with the plant *Camellia Sinoensis* (L) *O Kuntze* for the sole purpose of growing seeds used for propagating the plant and not used for any other purpose, save with permission of the Board.

<sup>31</sup>**31. Permission to plant tea --** (1) Any person being the owner, grantee or leases of a tea estate, desirous of replacing tea areas by planting tea on areas not planted with tea, shall apply of the Board in writing for permission to do so and shall furnish, to the satisfaction of the Board, such particulars as may be required by it.

(2) The Board may, in its discretion, grant such permission and prescribe such time-limit, not exceeding ten years, in regard to uprooting of bushes from areas replaced, as it deems appropriate.

**32. Form to be used --** The forms set out in <sup>28</sup>[Schedule II] shall be used for the purpose of provisions of the Act, referred to in each form. The Board may either generality or in any particular case require such additions as it may consider necessary to be made to any such form.

<sup>14f</sup> **33.** Omitted.

**34. Budget Estimates :** <sup>331</sup>(1) The Board shall in each year prepare Budget estimates for the ensuing year and revised estimates for the current year and shall submit them for the sanction of the Central Govt. on or before such dates as may be fixed by the Govt.. The revised budget when sanctioned shall supersede the original budget and shall be deemed to be sanctioned budget for the year.

(2) No expenditure shall be incurred until the budget is sanctioned by the Central Govt. and the expenditure has received the sanctioned of the competent authorities.

(3) The Budget shall be in such form as the Central Govt. may direct and shall include a statement of –

(a) the estimated opening balance;  
(b) the estimated receipts by way of grant from the Central Govt. under section 26 of the Act and from other sources;

<sup>321</sup>(c) The proposed expenditure classified under the following heads or such other heads as the Central Govt. may direct.

- (i) Administration including library,
- (ii) Tea Promotion in India,
- (iii) Advances to employees ,
- (iv) Pension,
- ( v) Works,
- (vi) Tea Promotion outside India,
- (vii) Labour Welfare,98
- (viii) Research Grants,
- (ix) Developments (grants),
- (x) Others,

<sup>331</sup>(4) The proposed expenditure under the heads ‘administrative expenses’, ‘tea promotion in India’ and tea promotion outside India and such other heads as the Central Govt. may direct shall be further classified under the following sub-heads, namely .

- (i) Pay of Officers,
- (ii) Pay of Establishment,
- (iii) Allowances, Honoraria etc.,
- (iv) Other charges, Contingencies, etc.

(5) Supplementary estimates of expenditure shall be submitted for the sanction of the Central Government in such from and on such dates as may directed by them.

**35. Account of the Board--** (1) The Board shall maintain accounts of all receipt and expenditure relating to each year.

<sup>231</sup>(2) (a) The audited accounts and annual report duly adopted by the Board shall be submitted to the Government within a period of six months from the date of close of the financial year to which the accounts and report pertain.

(b) In case any delay is anticipated in finalisation of the Accounts Report, the Board may approach the Government at least a month in advance for extension of time not exceeding three months.

(3) An abstract of receipts shall be published in the Gazette of India.

(4) The accounts of receipts shall be shown under the following heads.

- (a) moneys received under Section 26 of the Act ;
- (b) fees realised on account of licenses, permits etc. issued ;
- (c) any other moneys received by the Board ;
- (d) interest received from investment of such moneys as aforesaid.

(5) The total receipts only shall be shown under each of the heads specified in sub-rule (4) and the opening balance if any shall also be stated.

(6) expenditure incurred in the year shall be shown under separate heads and sub-heads.

(7) The closing balance of the year shall be shown at the foot of the accounts on the expenditure side :

Provided an annual proforma account on accrual basis shall also be prepared for bringing out assets and liabilities as well as the details of reserves and investments.

<sup>21</sup>**36. Power to incur expenditure--**(1) “Subject to the provisions of the Act and these rules, the Board may incur any expenditure within the budget allotment under any head and write off losses up to Rs. 5,000/- in respect of any one item and in this regard may delegate to the Standing Committees or to the Deputy Chairman, Secretary or any other officer of the Board specially authorised in this behalf by the Deputy Chairman, such financial powers as it may consider expedient<sup>136</sup>;

Provided that, save with the sanction of the Central Govt. no expenditure shall be incurred which is in

excess of the sanction budget allotment under any head”.

(2) “Re appropriations between the heads of expenditure specified in sub-clauses (i), (ii), (viii) and (ix) of clause (c) of sub-rule (3) of rule 34 and between sub-heads within a head may be made by the Board. In respect of the reappropriations between sub-heads within the same head, the Board may, subject to clause (d) of sub-rule (2) of rule 18, delegate its power to the Standing Committee within whose area the related function falls”.

(3) “The Board shall not incur expenditure outside India in excess of Rs. 1,00,000/- on any one item without the previous sanction of the Central Govt. and may subject to clause (c) of sub-rule (2) of rule 18 delegate its power in this behalf to the Export Promotion Committee”.

(4) “The Board may transfer funds, up to a limit of Rs. 25,000/- from one sanctioned development scheme to another in contingencies where may particular scheme cannot be implemented in full or where the need has ceased or arisen unexpectedly while implementing them if the overall budget provisions has been approved to and the transferee and the transferor schemes are both in the approved budget”.

**37. Borrowing Powers**—The Board may with the previous sanction of the Central Govt. borrow on the security of the Tea Fund or any other of its assets for meeting its expenses or for any other purpose referred to in Section 10 of the Act. Provided that no loan shall be taken which is repayable later <sup>25</sup>twenty years from the date of the loan.

**38. Contracts** --(1) The Board may enter into contracts provided that every contract which extends over a period of more than five years or involves expenditure in excess of <sup>24</sup>rupee twenty lakhs shall require the previous sanction of the Central Government <sup>21</sup>and every such sanction shall be subject to the condition that the power to execute such contracts in pursuance of the sanction shall be vested with the Board.

(2) The Board may delegate to the Executive Committee, Deputy Chairman<sup>136</sup> or Secretary such power for entering into contracts on its behalf as it may think fit.

(3) <sup>136</sup>Contracts shall not be binding on the Board unless they are executed by the Deputy Chairman or the Secretary and the common seal of the Board is affixed thereto.

(4) Neither the Deputy Chairman<sup>136</sup> nor Secretary nor any member of the Board shall be liable for any assurances or contracts made by the Board but any liability arising under such assurances contracts shall

be discharged from the moneys at the disposal of the Board.

<sup>27</sup>**39. Payments from the Tea Funds** -- (1) All payments made by the Central Govt. to the Board under Section 26 of the Act out of the proceeds of the cess levied under sub-section (1) of the section 23 of the Act shall be debited to the Major Head 43 Industries and Supplies.

(2) Payments by or on behalf of the Board shall be made in cash or by cheque drawn against a current account of the Board.

<sup>34</sup>**40. Sending persons abroad** - - The Board shall not send any member of the Board or any of its officers to places outside India without the previous sanction of the Central Govt.,

Provided that no such sanction shall be necessary for the appointment of officials to the sanctioned posts in foreign countries for which the Board or the Deputy Chairman<sup>136</sup> is the competent authority to make such appointment.

Provided further that the terms and conditions of deputation of such officials shall conform to the terms and conditions laid down from time to time by the Govt. of India for deputations abroad.

<sup>21</sup>Provided also, that in cases where the Board has to depute its officers to participate in exhibitions and fairs abroad, it shall be competent for the Board to depute the officers if :-

(a) the exhibition or fair in which participation is sought has already been approved by the Central Govt.;

(b) the budget provision exists for incurring expenditure thereto ; and

(c) the Board makes every year a consolidated list of exhibitions and fairs in which it would like to participate for tea promotion and also be number of persons to be deputed from the headquarters and gets the prior approval of the Central Government for the programme.

<sup>36</sup>Provided also that the Central Government shall be the competent authority to approve tour programme of the Chairman and Deputy Chairman for visiting foreign countries.

## References

Sl No	GSR/SRO Number	Date
1	S.R.O. 1026	25-03-54
2	G.S.R. 674	25-4-79
3	G.S.R. 639	22-4 65
4	G.S.R. 1394	5-9-67
5	S.R.O. 1686	25-5-57
6	G.S.R.154	20-03-75

7	G.S.R.453	25-3-61
8	G.S.R. 921	24-6-77
9	S.R.O. 2744	24-08-57
10	S.R.O.1476	20-6-56
11	G.S.R. 544	24-6-58
12	G.S.R. 713	15-6-60
13	G.S.R. 1162	21-7-76
14	G.S.R.1081	4-12-86
15	G.S.R.207	8-2-62
16	S.O. 382	30-5-91
17	<b>G.S.R. 749</b>	<b>18-8-59</b>
18	G.S.R.518	2-5-60
19	G.S.R.452	23-3-61
20	S.R.O. 2495	30-07-57
21	GSR. 799	4-9-58
22	GSR. 253	10-2-65
23	G.S.R.301	20-3-95
24	G.S.R. 169	02-03-87
25	S.O.228	20-02-05
26	G.S.R.353	20-3-59
27	S.R.O. 1477	22-06-56
28	S.R.O. 2494	30-07-57
29	S.R.O.229	19-01-55
30	S.R.O. 746	23-03-56
31	S.R.O. 2791	20-11-56
32	S.R.O. 799	23-04-68
33	G.S.R.1936	12-12-63
34	G.S.R. 368	27-03-73
35	S.R.O. 301	21-03-58
36	G.S.R.1007	25-10-16

## THE TEA BOARD BY-LAWS, 1955

### ARRANGEMENT OF BY-LAWS

Sl.No	Particulars
1	Short title.
2	Definitions.
3	Executive Committee.
3A	Export Promotion Committee.
3B	Export Promotion Committee.
4	Licensing Committees.
5	Executive Committee.
6	Licensing Committees.
7	Power to call meetings.
8	Notice.
9	Agenda.
10	Quorum.
11	Chairman of Meetings.
12	Casting of votes.
13	Proceedings of meetings.
14	Members of the Board Committees etc. Travelling and daily allowances for journeys undertaken inside India.
15	Conveyance Allowance.
16	Travelling and daily allowances etc. for journey undertaken outside India.
17	Controlling Officer.
18	Creation of and appointment to posts.
18A	Deputation of Tea Board employees.
19	Age.
20	Medical certificate of fitness.
21	Period of Probation.
22	Allowances.
23	Leave and leave allowances.
24	Medical attendance and treatment.
25	Grant of advances for the purchase of motor car, motor cycle and bicycle.
26	Grant of advances for building etc. of houses.
26A	Grant of other advances.
27	Travelling and daily allowances.
28	Controlling Officers.
29	Daily allowance for more than 10 days.
30	Retirement.
30A	Pension-cum-Gratuity Scheme.



31	Penalty.
31A	Procedure for departmental proceedings.
32	Appeal.
33	Government Servants.
34	(1) Secretary. (2) Finance Officer.
35	Controller of Licensing and Joint Controller of Licensing.
36	Inspection of books of Licensing Committees.
37	Current account of the Board.
38	Field Tea Promotion Accounts.
38A	Tea Board Zonal / Regional Office (disbursement of salaries, allowances, personal claims) A/c.
39	Operation of Field Tea Promotion Accounts.
40	Tea Board (Joint Controller) Account at Cochin.
41	Operation of Tea Board (Joint Controller) account.
42	Mode of payment.
43	Responsibility for custody of Board's property.
44	Payment to be made against bills and supported by vouchers
45	Power to sign cheques
46	Imprests.
47	Power to sanction expenditure for Board's work or activities inside India.
48	Power to sanction expenditure for Board's work or activities outside India.
49	Power to re-appropriate estimated savings within a head of expenditure.
50	Power to enter into contracts.
51	Power to Institute suits, proceedings etc.
52	Power to write of losses.
53	Common seals and affixing of the same to contracts.
54	Delegation of power to call for returns.

#### **THE TEA BOARD BY-LAWS, 1955]<sup>1</sup>**

(1) These by-laws may be called the Tea Board By-laws, 1955.

#### **DEFINITIONS :**

<sup>2</sup>2. In these by-laws, unless the context otherwise requires :-

- (i) "the Act" means the Tea Act, 1953 (29 of 1953) ;
- (ii) "Board" means the Tea Board constituted under section 4 ;
- (iii) "Chairman" means Chairman of the Board ;

(iv) "Committee" means any committee constituted by the Board under section 8 read with rule 12 of the rules ;

(v) "Controller of Licensing" means the principal Executive Officer attached to the Licensing Committee for North India and "Joint Controller of Licensing" means the Principal Executive Officer attached to the Licensing Committee for South India, the Licensing Committees being constituted under section 8 read with rule 12 of the rules;

(vi) "Deputy Chairman" means an officer of the Board, appointed by the Central Government as the Deputy Chairman of the Board ;

(vii) "Director of Tea Promotion" means an officer of the Board, appointed by the Central Government as the Director of Tea Promotion of the Board

<sup>14l</sup>(viii) "Directorate of Tea Promotion" means that Branch of the Board's staff which deals with matters relating to tea promotion and is directly under the administrative control of the Director of Tea Promotion ;

(ix) "Executive Committee" means the Executive Committee constituted under section 8 read with rule 12 of the rules ;

(x) "Export Promotion Committee" means the Export Promotion Committee constituted under section 8 read with rule 12 of the rules ;

(xi) "Labour Welfare Committee" means the Labour Welfare Committee constituted under section 8 read with rule 12 of the rules;

(xii) "Rules" means the Tea Rules, 1954, framed under section 49 of the Act ;

(xiii) "Secretary" means the Secretary to the Board ;

(xiv) "Section" means a section of the Act; and

(xv) "Vice-Chairman" means the Vice-Chairman of the Board.

## POWERS AND DUTIES OF COMMITTEES

<sup>2l</sup>**3. Executive Committee**—The Executive Committee shall discharge its functions subject to direction and control of the Board.

<sup>2l</sup>**3A. Export Promotion Committee**-- The Export Promotion Committee shall formulate and execute policies relating to tea promotion within India and abroad, subject to overall control of the Board.

### <sup>2l</sup> **3B. Labour Welfare Committee**

- The Labour Welfare Committee shall –

(i) formulate overall programme of labour welfare in terms of clause (1) of subsection (2) of section 10 of the Act, ensuring that the funds available are utilized for urgent needs not covered by the statutory obligation of tea garden owners ;

(ii) examine and recommend labour welfare schemes of the Executive Committee and / or the Board in this connection, specially to consider whether the scheme would create enthusiasm and incentive among workers ;

(iii) frame guiding principles for the grant of financial assistance like educational stipends, grants to hospitals and schools, grants for encouraging sports and scouting ;

(iv) frame guiding principles for any other welfare activity of the Board ; and

(v) ensure that funds sanctioned for particular labour welfare schemes are properly utilised.

<sup>10l</sup>**3C. THE DEVELOPMENT COMMITTEE** – The Development Committee shall –

(i) explore the possibility of extension ;

(ii) work out and effect modifications from time to time on the development schemes that can be implemented for the purpose of extension of tea cultivation and for tea promotion.

## **4. Licensing Committees –**

(1) The Licensing Committee for North India and the Licensing Committee for South India, shall, subject to any orders or directions given from time to time by the Board or the Executive Committee, perform the functions of the Board pertaining to Chapter III and IV of the Act in-so far as such functions relate to tea estates in North India and South India, respectively.

(2) All matters involving questions of important principles and policies shall be referred by the Licensing Committee for South India to the <sup>31l</sup>Deputy Chairman who may, if necessary, consult the Licensing Committee for North India and issue such directions as he may deem necessary. The <sup>31l</sup>Deputy Chairman may, if he thinks fit, call joint meeting of the Licensing Committees before issuing any such direction.

## **MEETINGS OF THE BOARD AND COMMITTEES**

<sup>22l</sup>5. The Executive Committee shall hold at least six meetings in a year, the interval between any two consecutive meetings not exceeding three months.

<sup>22]</sup>6. [Omitted]

#### **7. Power to Call Meetings—**

(1) The Chairman may whenever he thinks fit and shall on request in writing signed by a majority of the members of the <sup>24</sup>Executive Committee, Export Promotion Committee, Labour Welfare Committee, the Licensing Committee for North India and any other Committees call a meeting of the Committees concerned.

(2) The Chairman of the South India Licensing Committee may whenever he thinks fit and shall on request in writing signed by a majority of members of the Committee call a meeting of that Committee.

(3) The <sup>31]</sup>Deputy Chairman may whenever he thinks fit and shall on request in writing signed by a majority of members of the Licensing Committee for North India and South India call joint meetings of both the Committees for consideration of such matters as are of common interest of tea estates in North India and South India.

<sup>31]</sup>8. **Notice – (1)** At last twenty-one days notice shall be given to the members of the Board.

(2) The Chairman may convene meeting of the Board at shorter notice with the consent of at least half of the members of the Board.

(3) At least seven days notice for a meeting of any of the committees shall be given to the members of such committees.

(4) The Deputy Chairman may convene a meeting of any of the committees at shorter notice with consent of at least half of the members of such committees.

**9. Agenda--** An Agenda containing the subject to be discussed at a meeting of the Board or of the Committees for North India and South India, shall be sent to the members of the Board or of the Committees, as the case may be, at least:

(i) 14 clear days before the date of the meeting of the Board ; and

(ii) 5 clear days before the date of the meetings of any Committee or of the joint meeting of the Licensing Committees for North India and South India :

Provided that any subject of an urgent nature which is not on the agenda may be discussed at any meeting of the Board or of the Committees or a joint meeting of the Licensing Committees for North India and South India with the consent of the <sup>31]</sup> Chairman of the Board or Chairman of the Committee or the member presiding over the meeting.

<sup>14]</sup>10. **Quorum --** No business shall be transacted at any meeting of the Board or of the Committees or at any joint meeting of the Licensing Committees unless at least one third of the total membership of the Board or a Committee thereof; as the case may be, are present at such meeting.

<sup>24]</sup>11. **Chairman of Meetings –** The Officer who shall preside at a meeting of the Board, or a Committee shall be as follows, namely :--

<sup>31]</sup>(i) All meetings of the Board shall be chaired by the Chairman and all meetings of the Committees shall be chaired by the Deputy Chairman.

<sup>31]</sup>(ii) In the absence of Chairman, all meetings of the Board shall be presided over by the Deputy Chairman.

(iii) [omitted] <sup>31]</sup>.

<sup>31]</sup>(iv) Meeting of any Committee in which Deputy Chairman is not a member, shall be presided over by the person to be determined by the Board.

<sup>31]</sup>(v) Whenever the person who should preside over a meeting of the Board or any of its Committee in terms of clause (i), (ii), and (iv) is absent, the members present at that meeting shall elect one from amongst themselves to preside at the meeting.

**12. Casting of Votes--** (1) All questions which may come up for decision before a meeting of the Board or of any Committee shall be determined by a majority of votes of the members present and voting at such meeting and in the prevent of an equality of votes on any

question, the Chairman or the Deputy Chairman<sup>131</sup> presiding at such meeting shall have a second or casting votes.

(2) All votes shall be taken by show or hands unless the Chairman or the person presiding at a meeting decides that the votes shall be taken by ballot.

**13. Proceedings of Meetings**—The records of proceedings of meetings of the Board or any Committee shall subject to the general superintendent and control of the Secretary in respect of all meetings other than the meetings of the Board and the Executive Committee, be kept by the officers of the Board noted below against each :--

(i) Meetings of the Board and Executive Committee---Secretary

(ii) Meeting of the Licensing Committee for North India and joint meeting of the Licensing Committees for North India and South India—Controller of Licensing

(iii) Meetings of the Licensing Committee for South India-Joint Controller of Licensing (south)

<sup>24</sup>(iv) Meeting of the Export Promotion Committee--Director of Tea Promotion

<sup>24</sup>(v) Meetings of the Labour Welfare Committee—Welfare Liaison Officer (North).

<sup>101</sup>(vi) Meetings of the Development Committee--Director of Tea Development.

(vii) Meetings of any other Committees.- As directed by the Board.

**14. Members of the Board and Committees etc. Travelling and daily allowances for journeys undertaken inside India.**

(1) Members of the Board or any Committee, other than officials of the Central and State Government, shall be entitled to the payment of travelling and daily allowances for journeys undertaken by them for attending any meeting of the Board or any Committee or any other business of the Board, at the rates admissible to Government servants of the first grade under the rules made by the Central Government and for the time being in force.

(2) In case of any journey performed by an official of the Central or State Government especially nominated by the Board to serve on

any ad-hoc Committee or any other Committee or to attend to any other business of the Board, the travelling and daily allowances admissible to him shall be payable by the Board at rates admissible to him under the rules of the Government under which he is for the time being employed.

(3) No travelling allowance or daily allowances shall be allowed to a member of the Board or of any Committee unless he certifies that he has not drawn any travelling or daily allowance from any other source in respect of the journey and halt for which the claim is made;

(4) Travelling allowances shall be payable from the usual place of residence of a member of the Board or any of the Committees to the place of the meeting of the place where he has gone to attend to any business of the Board and back to his place of residence :

Provided that when the journey commences from the return journey terminates at any other place, the travelling allowance shall be limited to the amount that would have been payable had the journey commenced from or terminated at the usual place of residence, or to the amount payable in respect of the actual journey undertaken, whichever is less ;

<sup>18</sup>[omitted]

**15. Conveyance Allowance**—No conveyance allowance for attending meetings of the Board or any of the Committees or any other business of the Board, shall be paid to those members of the Board or any of the Committee who draw travelling or daily allowances ;

<sup>141</sup>Provided that a member of the Board or of the Committees thereof, as the case may be, who is resident at a place where the meeting of the Board or any of the Committees, thereof, as the case may be, is held or where any other business of the Board is transacted, may be paid the conveyance allowance as admissible to Group 'A' officers of the Central Government

**16. Travelling and daily allowances etc. for journey undertaken outside India** – No travelling allowance for any journey undertaken outside India shall be paid to any member of the Board or any Committee : Provided that for the

purposes of this bylaw, a journey from one place to another place in India through East Pakistan shall, when the usual route lies through East Pakistan, not be deemed to be a journey undertaken outside India :

Provided further that if any member of the Board or any Committee with the previous consent of the Central Government, travels outside India in the interest of the Board, he shall be entitled to receive travelling and other allowances at such rates as may be sanctioned by the Central Government from time to time for non-official members of a delegation sent by it outside India.

**17. Controlling Officer**—The <sup>31</sup>Deputy Chairman shall be the controlling officer for the purpose of travelling and daily allowances of the member of the Board or of any Committee.

**<sup>13</sup>18. Creation of and appointment to posts:**

(1) Creation of posts, the maximum salary of which does not exceed Rs.1700/- per month, shall be governed by the following provisions, namely:-

(i) The Export Promotion Committee shall have powers to create posts in respect of officers and staff under the Directorate of Tea Promotion, the maximum salary of which does not exceed Rs.1,700/- per month, subject to the approval by the Board at its next meeting .

(ii) The Executive Committee shall have powers to create posts under the Board, other than in the Directorate of Tea Promotion, the maximum salary of which does not exceed Rs.1,700/-per month, subject to the approval by the Board at its next succeeding meeting.

(iii) The Chairman shall have powers to create temporary posts carrying a salary not exceeding Rs.900 per month for a period of three months subject to the approval by the Executive Committee or Export Promotion Committee, as the case may be.

(iv) The competent authority to create a post specified under items (i), (ii) and (iii) above shall have powers to lay down qualifications for the respective posts.

(2) All appointments to posts, the maximum salary of which does not exceed Rs. 1,700 per month shall be governed by the following provisions namely :-

(i) An appointment to a post the maximum salary of which exceeds Rs.900 per month but does not exceed Rs.1,700 per month shall be made by the Executive Committee or in respect of posts in the Directorate of Tea Promotion by the Export Promotion Committee subject to the approval by the Board at its next succeeding meeting.

(ii) The Chairman or Deputy Chairman may make an appointment to a post, the maximum salary of which exceeds Rs.270 per month but does not exceed Rs. 900 per month.

(iii) The Chairman shall have powers, in urgent cases and to meet exigencies of work, to make temporary appointment on officiating appointment to any post, the maximum salary of which does not exceed Rs.1,700 per month for a period not exceeding three months, within which the approval of the Executive Committee or Export Promotion Committee, as the case may be, for such appointment shall be obtained.

(iv) The Secretary or an officer of the Board so authorised by the Chairman may make an appointment to a post, the maximum salary of which does not exceed Rs.270 per month.

**<sup>4</sup>18A. Deputation of Tea Board Employees:** The Services of any employee of the Board may, subject to the exigencies of service, be placed on deputation with other Government, semi-Government and quasi- Government Operations or State Undertakings by, or with the prior approval of the appropriate authority competent to make appointment to the post held by such employee under the provisions of section 9 of the Tea Act, 1953 read with rule 19 of the Tea Rules, 1954 and by-law 18(2) on the same terms

& and conditions as are applicable to the deputation of Central Government servants holding comparable posts.

<sup>51</sup>**18B. Permanent Transfer of Services of Certain Employees of the Board :** (1) Where the service of an employee of the Board, other than an employee on deputation to the Board, are lent to any corporation owned or controlled by the Central Government or any State Government and such employee is to be permanently absorbed in that corporation, the authority competent to make appointment to the post held by such employees in the Board, may, **subject** to exigencies of service, transfer his service permanently to that corporation.

(2) Where the services of an employee of the Board, are permanently transferred to a corporation under clause (1) the Board shall allow to such employee, in respect of his services under the Board, such retirement benefits as are allowed by the Central Government to its employees of comparable grade and whose services are permanently transferred to any such corporation.

<sup>231</sup>**19. Age--** A person whose age exceeds 25 years may not ordinarily be admitted into the service of the Board,

Provided that the appointing authority as specified under by- law 18(2) shall have powers, in its direction, to relax the age limit of candidates up to seven year.

Provided further that the age limit in the case of an appointment to a technical or an administrative post requiring experience in the line shall be up to 45 years and the concurrence of the Central Government shall be obtained for appointment of persons beyond that age limit.

**20. Medical Certificate of Fitness--** A medical certificate of fitness prior to the first entry into the service of the Board shall be required from every person joining the Board's service. The Board may lay down the class or classes of Medical Officers from whom certificates shall be required to be obtained in respect of different categories of personnel.

<sup>14</sup>**21. Period of Probation--** Appointment to a permanent post in Group 'A' shall be made on completion of probation for a period of two years and in Group 'B', 'C' and 'D' for a period of one year with effect from the date of his regular appointment provided that the appointing authority may, for reasons to be recorded in writing, within a period of one month from the date of completion of initial period of probation, as the case may be, extend the period of probation up to a maximum period of two years in the case of Group 'A' post and up to a maximum period of one year in the case of Group 'B', 'C' and 'D' post:

Provided that this by-law shall not apply to Government Servants whose services are lent or transferred to the Board or to officers appointed on contract.

## **22. Allowances –**

(1) The Board may fix, from time to time, the scales of house rent, compensatory and dearness allowances for the officers and employees of the Board at such rates as may be admissible to officers and employees of the Central Government of the corresponding grades at different places under the rules and orders made by the Central Government in that behalf and in force for the time being ;

(2) Tea Board may also grant such other allowances to its officers and employees as may be deemed necessary with the previous sanction of the Central Government

**23. Leave and Leave Allowances --** Leave and leave allowances of the officers and employees of the Board shall be regulated in accordance with the same conditions as are applicable to the officers and employees of the Central Government of the corresponding grades under the rules and orders may by the Central Government and for the time being in force.

**24. Medical Attendance and Treatment --** The <sup>311</sup>Deputy Chairman may grant to its officers and

employees such concessions for medical attendance and treatment as are admissible to officers and employees of the Central Government under the rules and orders made by the Central Government and for the time being in force.

<sup>20, 6</sup>**25. Grant of Advances for the Purchase of Motor Car, Motor Cycle and Bicycle--**

Advances for the purchases of motor car, motor cycle and bicycle may be granted to the officers and employees of the Board, by the <sup>31</sup>Deputy Chairman at such rates and conditions as may be admissible to officers and employees holding comparable posts under the Central Government for the time being in force. Subject to the concurrence of the Central Government, Government servants on deputation to the Tea Board shall also be eligible to the grant of such advances from the Board in accordance with the aforesaid rules and orders. The grant of advance is subject to the availability of the funds under the head "advances is recoverable bearing interest".

<sup>24</sup>**26. Grant of Advances for Buildings etc. of Houses –**

An advance for building a new house (including purchase of land for the purpose) or for purchase of a ready built house or for enlarging living accommodation of an existing house owned by an officer or other employee of the Board other than one appointed by the Central Government may be granted to such officer or employee at such rates and on such condition as may be prescribed in the rules of the Central Government for the time being in force regulating the grant of advances for building etc. of houses to Central Government servants. The grant of advance is subject to the availability of funds under the head "Advances is recoverable bearing interest".

<sup>13</sup>The Board, the Executive Committee and Chairman shall have power to grant advances up to the amounts specified below :-

Board - Up to the maximum limits of such amount of advances as are admissible to Central

Government servants under orders issued from time to time.

Executive Committee	Up to Rs. 70,000
Chairman	Up to Rs. 50,000

<sup>19, 3</sup>**26A. Grant of other advances --**The <sup>31</sup>Deputy Chairman may grant to its employees or their families, as the case may be, such other advances or any relief as are admissible to the Central Government employees of comparable posts or to their families under rules and orders issued by the Central Government from time to time.

**27. Travelling and daily allowances --** Officers and employees of the Board shall be eligible to travelling and daily allowances at rates and under conditions prescribed by the Central Government by rules and orders made for its officers and employees of the corresponding grades and for the time being in force. Provided that in special circumstance travelling and daily allowances may be paid to the officers and employees or of Board as such special rates as may be laid down with the general or special sanction of the Central Government

**28. Controlling Officers :** <sup>17& 31</sup>(1) The Chairman shall be the controlling officers in respect of his own travelling and daily allowances.

<sup>13</sup>(2) The <sup>31</sup>Deputy Chairman shall be the controlling officer in respect of the travelling and daily allowance admissible to the following officers and employees of the Board namely :- Secretary, Assistant Secretary, Directors of Tea, Development, Assistant Directors of Tea Development, Plantation Officer, Assistant Plantation Officer, Supply Officer, Director of Tea Promotion, Deputy Directors of Tea Promotion, Publicity Officer, Market Liaison Officer, Controller of Licensing, Joint Controller of Licensing, Director of Research, Financial Adviser and Chief Accounts Officers, Sr. Accounts Officers, Statistician, Research Officer (Statistics), Research Officer (Economics), Cost Accounts Officer, Welfare Liaison Officers, Special Officer for the North-West India, Section

Officers and any other Officer Posted in the Head Office.

<sup>251</sup>(3) The Secretary shall be the controlling officer in respect of the travelling and daily allowances admissible to all other officers and employees expecting the propaganda field staff and the staff working under the various Regional Officer.

<sup>251</sup>(4) The Director of Tea Promotion shall be the controlling officer in respect of the travelling and daily allowances admissible to all employees subordinate to him other than officers mentioned in clause (2).

<sup>131</sup>(4A) The Director of Tea Development shall be the Controlling Officer in respect of travelling and daily allowances admissible to all regional officers subordinate to him other than the officers mentioned in clause (2).

<sup>251</sup>(5) The Regional Officer of the Board stationed at Coonoor, Cochin, Jalpaiguri, Jorhat and New Delhi shall be the Controlling Officers in respect of travelling and daily allowances admissible to all employees subordinate to them in their respective areas.

<sup>121</sup>**29. Limit for grant of allowance for days of halts.-** The admissibility of daily allowance at a place outside an officer's/Government servant's headquarters for a continuous halt up to 30 days or more duty tour/ temporary transfer/training shall be as follows :-

- (i) First 30 days-- Full daily allowance.
- (ii) Beyond 30 days up to 180 days -- Half daily, and allowance;
- (iii) Beyond 180 days --Nil

An authority declared as controlling officer under by-law 28 shall be competent to sanction daily allowance beyond 30 days at the said rates in respect of the employees.

<sup>261</sup>**30.Retirement --** The conditions of retirement in respect of the officers and other employees of the Board, other than those appointed by the Central Government, shall be the same as are for the time being applicable to officers and other

employees of the Government of India of the corresponding categories.

<sup>271</sup>**30A. Pension-cum-Gratuity Scheme --** (1) Officer and employees of the Board shall be eligible for pension and gratuity or both including family pension, extraordinary pension and commutation of pension at rates and under conditions prescribed by the Central Government by rules and orders applicable to its officers and employees of the corresponding grade and for the time being in force.

(2) Any person appointed as an officer or employee of the Board after the commencement of the Tea Board (Fifth Amendment) By-laws, 1963 shall be governed by the pension-cum-gratuity Scheme.

<sup>281</sup>(3) The officers and employees of the Board who are in service on the date of commencement of the Tea Board (Fifth Amendment) By-laws, 1962 shall have the option to elect to the pension-cum-gratuity scheme within a period of one year from such date.

<sup>291</sup>(4) In the case of an officer or employee who has exercised the option referred to in clause (3) the amount credited to his provident fund account as the Boards contribution to the date of his option together with the interest thereon shall from part of the Board's funds.

<sup>111</sup>**30.B. Insurance and other Social Security measure--** The Board may introduce, from time to time, any scheme of insurance and other Social security and welfare benefits to officers and other employees other than those appointed by the Central Government at such conditions and at such rates as are admissible to the Central Government, employees of comparable posts or to their families under rules and orders issued by the Central Government in that behalf and in force for the time being.

**31. Penalty—**



<sup>13</sup>(1) The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed upon an officer or employee of the Board namely:-

Minor Penalties:

- (i) Censure ;
- (ii) Withholding of promotion;
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Board by negligence or breach of order;
- (iv) Withholding of increments ;

Major Penalties:

- (v) Reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the officer or employee of the Board will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will not have the effect of postponing the future increments of his pay;
- (vi) Reduction to lower timescale of pay grade, post or service which shall ordinarily be bar to the promotion of the officer or employee of the Board to the timescale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade, or post or service from which the said officer or employee was reduced and his seniority and pay on such restoration to that grade, post or service;
- (vii) Compulsory retirement;
- (viii) Removal from service which shall not be a disqualification for future employment under the Board;
- (ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Board.

**EXPLANATION** – The following shall not amount to a penalty within the meaning of this by-law namely :-

- (i) withholding of increments of an officer or employee of the Board for his failure to pass any departmental examination in accordance with the rules, by-laws or orders governing the Service to which he belongs or post which he holds or the terms of his appointment;
- (ii) stoppage of an officer or employee of the Board at the efficiency bar in time-scale of pay on the Ground of his unfitness to cross the bar;
- (iii) non-promotion of an officer or employee of the Board whether in a substantive or officiating capacity, after consideration of his case, to a Service, grade or post for promotion to which he is eligible;
- (iv) reversion of an officer or servant of the Board officiating in a higher Service grade or post to a lower Service grade or post, on the ground that he is considered to be unsuitable for such higher Service, grade or post or on any administrative ground unconnected with his conduct ;
- (v) reversion of an officer or servant of the Board appointed on probation to any other Service, grade or post, to his permanent Service, grade or post, during or at the end of the period of probation in accordance with the terms of his appointment or the rules or by-laws and orders governing such probation ;
- (vi) replacement of the service of a Government Servant, whose service had been borrowed from a State Government or any authority under the control of a State Government, at the disposal of the State Government or the authority from which the service of such Government servant had been borrowed ;
- (vii) Compulsory retirement of an officer or servant of the Board in accordance with

- the provision relating to his superannuation or retirement;
- (viii) termination of the Service –
- (a) of an officer or employee of the Board appointed on a probation during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules, by-laws and orders governing such probation, or
- (b) of a temporary officer or employee of the Board in accordance with the provisions of rules or by-laws applicable thereto; or
- (c) of an officer or employee of the Board, employed under an agreement, in accordance with the terms of such agreement ;

**7131A. Procedure for Departmental Proceedings**—The procedure to be followed as regards departmental proceedings of officers and employees of the Board shall be same as is prescribed from time to time by the Government in respect of its officers and employees of comparable rank and status.

**2132. Appeal --** An appeal from an order made under By-Law 31 shall be as follows :-

Order passed by	Appellate authority
(i) the Deputy Chairman or the Secretary or an officer of the Board authorised by the Chairman.	to the Chairman
(ii) the Chairman, so far to the Export as it relates to the staff Promotion in the Directorate of Tea Promotion.	to the Export Promotion Committee
(iii) the Chairman so far to the Executive as it relates to the staff other than under the Directorate of Tea	to the Executive Committee

Promotion.	
the Executive Committee.	to the Board
the Export Promotion Committee or the Board	to the Central Government

**33. Government Servants** – The terms and conditions of the services of a Government servant whose services may be lent or transferred to the Board on 'foreign service' terms will be governed by such terms and conditions as may be laid down as the time of such deputation to the service of the Board and in particular nothing by-laws 19,20 and 30 shall apply to them.

**16134. Secretary--** (1) Subject to the rules framed under the Act and these by-laws, the Secretary shall be principal executive officer of the Board. (2)**Finance Officer--** Subject to the rules framed under the Act and these by-laws, the Finance Officer of the Board shall maintain the accounts of the Board and carry out its internal audit.

**35. Controller of Licensing and Joint Controller of Licensing --** (1) The Controller of Licensing or the Joint Controller of Licensing within the limits of his respective jurisdiction shall receive all applications or returns directed or allowed to be submitted by tea estates under Chapter III and IV of the Act. (2) Subject to the general control of the Board, the Controller of Licensing or the Joint Controller of Licensing or any other officer member of the staff authorised by the <sup>31]</sup>Deputy Chairman in his behalf, may register transfers, issue export licence special export licences, grant permits, call for returns and communicate to any person the orders of the Board or of the Licensing Committees.

**36. Inspector of Books of Licensing Committee** :- (1) The owner of a tea estate shall be entitled, upon completion of an application from to be submitted to the Board, to inspect, at any time

during business hours, entries in all or any of the following books in so far as they relate to the tea estate of which he is owner and in respect of which application is made ; (i) Crop basis analysis register ; (ii) Export quota ledger account ; (iii) Export quota transfer register ; (iv) Short shipment claim register ; (v) Export licence fee register ; and (vi) Licensing Committee's Order books.

(2) The owner of a tea estate shall be entitled, on payment of a copying charge of one rupee in respect of each entry concerned, to obtain copies of any entries which he is entitled under clause (1) to inspect such copies shall be certified as correct by an official of the Board authorised in this behalf.

#### **DEPOSITS, PAYMENT AND INVESTMENT**

37. All moneys received by the Board shall be paid into the current account or accounts of the Board in such banks or branch thereof as may be approved by the Central Government

<sup>8</sup>38. The Board may, to facilitate the financing of its field tea promotion and development work, maintain separate current accounts called "Tea Board Zonal Offices accounts" in such places and with such banks from amongst those approved by the Central Government under by-law 37 as may from time to time be determined by the Board. The Balance at the credit of each such account shall, at no time, exceed Rs.10,000.

<sup>9</sup>38A. The Board may, to facilitate the payments of the salaries, allowances and various other personnel claims in respect of officers and staffs attached to the Regional or Zonal Offices including the subordinate Offices under their respective administrative control, maintain separate current accounts called "Tea Board Regional/Zonal Offices (Disbursement ) of salaries, allowances other personnel claims) Accounts" in such places and with such banks from amongst those approved by the Central Government under by-law 37 as may from time to time be determined by the Board. The respective officers in charge of the Regional or Zonal Offices, may be authorised by the

<sup>31</sup>Deputy Chairman to operate such bank accounts only for the purpose of acting as drawing and disbursing officers in so far as the payments of the salaries, allowances and various other personal claims in respect of the officers and staff attached to the Regional or Zonal offices are concerned. The moneys in such bank accounts shall only be utilised for the purposes specified above.

<sup>8</sup>39(1) The Tea Board Zonal Offices Accounts shall be operated by such officers of the Board (not below the rank of an Assistant Superintendent) as may be authorised in that behalf by the <sup>31</sup>Deputy Chairman.

(2) All moneys drawn from the Tea Board Zonal Officers accounts shall, subject to the previous sanction of the competent authority, be spent on the field tea promotion and development works only, and the officer operating the account shall maintain and furnish accounts of all moneys drawn by him.

<sup>21</sup>40. The Board may, with a view to facilitating the financing of the expenses of the office attached to the Licensing Committee for South India, maintain a separate current account called the Tea Board (Joint Controller) Account at Cochin. The balance at the credit of such account shall at no time exceed Rs. 3,000/-. The said account shall be operated by the Joint Controller of Licensing subject to such restrictions as may be laid down in this behalf by the <sup>31</sup>Deputy Chairman.

<sup>21</sup>41. All moneys drawn from the Tea Board (Joint Controller) Account shall be spent solely for such purpose of meeting the expenses of the Board's Office at Cochin as may be determined by the Executive Committee and subject to such conditions as may be laid down by that Committee. The Joint Controller of Licensing shall maintain and furnish accounts of all moneys drawn by him from such accounts.

42. Payments by or on behalf of the Board shall be made in cash or by cheque : Provided that all payments for sums exceeding Rs,200/- not being payments on account of salaries or allowances of

officers and employees of the Board shall be made by cheque.

**43.** The <sup>31</sup>Deputy Chairman shall be responsible for the safe custody of moneys and property of the Board.

**44.** All payments except payments involving petty expenditure shall be made against bills and be supported by vouchers duly receipted by the payee.

<sup>30</sup>**45 Power to sign Cheques :-** All Cheques for an amount exceeding Rs.5,000/- (Rupees five thousand only) shall be signed by <sup>31</sup>Deputy Chairman or Financial Adviser and Chief Accounts Officer and in their absence by the Secretary and countersigned by a member of the Executive Committee. Cheques for sums not exceeding Rs.5,000/- shall be signed by Secretary or an Officer of the Board duly authorized in this behalf by the Deputy Chairman.

Provided that the provision of this by-law shall not apply in respect of the operation of t Field Tea Promotion Accounts and the Tea Board (Joint Controller) Account.

<sup>30</sup>**46.** The <sup>31</sup>Deputy Chairman shall have the power to sanction imprests for amounts not exceeding Rs.5,000/- to be kept with the officers of the Board at different places, subject to the instructions in the General Financial Rules being complied with.

#### **POWERS REGARDING FINANCIAL MATTERS :**

<sup>13</sup>**47. Power to sanction expenditure for Board's work or activities in side India** – The Executive Committee, the Development Committee, the Labour Welfare Committee, the Chairman, the Deputy Chairman, the Secretary or any other officer of the Board, specially authorised in this behalf by the Board, shall subject to the rules and these by-laws, have power to sanction expenditure for Board's work or activities inside India, up to the amounts specified within the budget provisions:-

- (i) Executive Committee--Up to Rs. 2 lakhs on any one item.
- (ii) Development Committee--Up to Rs.2 lakhs on any one item relating to Tea Development.
- (iii) Labour Welfare Committee--Up to Rs.1 lakh on any one item relating to approved Labour Welfare Schemes.
- (iv) Chairman--Up to Rs.1 lakh on any one item.
- (v) Deputy Chairman--Up to Rs.50,000 on any one item.
- (vi) Secretary or any officer specially authorized by the Board on this behalf-- Up to Rs.10,000 on any one item..

<sup>13</sup>**48. Power to sanction expenditure for Board's work or activities outside India**—The Export Promotion Committee, the Executive Committee, the Chairman, the Deputy Chairman, the Secretary or any other officer of the Board authorised by the Board in this behalf shall, subject to the rules and these by-laws have power to sanction expenditure for Board's work or activities outside India up to the amounts specified below in one case :-

- (i) Export Promotion Committee-- Rs.50,000 on anyone item.
- (ii) Executive Committee-- Up to Rs.25,000. on any item.
- (iii) Chairman-- Rs.25,000 on any one item.
- (iv) Deputy Chairman-- Up to Rs.10,000 on any one item.
- (v) Secretary or any officer specially authorized by the Board in this behalf-- Rs.5,000

<sup>13</sup>**49. Power to re-appropriate estimated savings within a Head of Expenditure** -- The Executive Committee, the Export Promotion Committee, the Development Committee and the Labour Welfare Committee, shall subject to the rules and these by-laws have power to reappropriate estimated savings between such heads within a Head of expenditure up to the amounts specified below :-

- (i) Executive Committee-- Rs.5,000 in the case of any one item.
- (ii) Export Promotion Committee-- Rs.5,000 in case of any one item relating to tea promotion.
- (iii) Development Committee--Rs.5,000 in case of any one item relating to tea development.
- (iv) Labour Welfare Committee-- Rs.5,000 in case of any one item relating to labour welfare scheme.

<sup>13</sup>**50. Power to Enter into Contracts--** The <sup>31</sup>Deputy Chairman, shall, subject to the rules and these by laws, have powers to enter into such contracts as may be necessary in connection with the work and activities of the Board.

- (i) Executive Committee--Rs.50,000/-
- (ii) Deputy Chairman ... Rs. 25,000/-

**51. Power to institute suits, proceedings etc.--** The <sup>31</sup>Deputy Chairman and Secretary of the Board shall have power to institute suits or legal proceedings, or to defend the same on behalf of the Board.

<sup>13</sup>**52. Power to write off losses--** The Committees indicated below, the Chairman, the Deputy Chairman and the Secretary shall, subject to the rules and these by-laws have power to write off as irrecoverable losses upto the amounts specified below :--

- (i) Executive Committee -- Rs.2,500/- in any one case.
- (ii) Export Promotion Committee -- Rs.2,500/- in any one case relating to the promotion.
- (iii) Development Committee--Rs. 2,500/- in any one case relating to tea development.
- (iv) Labour Welfare Committee-- Rs.2,500/- in any one case relating to labour welfare scheme.
- (v) Chairman--Rs. 1,000/- in any one case.
- (vi) Deputy Chairman<sup>30</sup>--Rs. 500/- in any one case.
- (vii) Secretary-- Rs. 200/- in any one case.

## MISCELLANEOUS

**53. Common seals and Affixing of the same to contract –** The common seal of the Board shall remain in the custody of the Secretary any Instrument on behalf of the Board shall be executed by the <sup>31</sup>Deputy Chairman or the Vice-Chairman and the Secretary and the common seal of the Board shall be affixed thereto by the Secretary in the presence of the Chairman or the Vice-Chairman.

<sup>15</sup>**54. Delegation of power to call for returns--** The power of the Board to call for returns under section 35 of the Act may also be exercised by the Chairman.

References		
Sl No	GSR/SRO Number	Date
1	S.R.O.1390	22-06-55
2	G.S.R.834	11-06-62
3	G.S.R. 1581	04-10-66
4	G.S.R. 630	09-04-64
5	G.S.R.229	30-01-65
6	G.S.R. 1548	13-10-65
7	G.S.R. 1711	22-11-65
8	G.S.R. 858	19-05-67
9	G.S.R. 565	21-05-73
10	G.S.R 1560	16-10-76
11	G.S.R.450	28-03-78
12	G.S.R. 332	08-02-79
13	G.S.R.643	25-06-81
14	G.S.R. 452	15-09-92
15	S.R.O. 714	05-03-57
16	S.R.O. 3229	05-10-57
17	G.S.R. 1073	01-11-58
18	G.S.R. 1963	09-09-59
19	G.S.R. 407	25-02-63
20	G.S.R. 509	20-06-58
21	S.R.O. 3586	20-11-55
22	G.S.R. 1085	10-08-62
23	S.R.O. 1677	28-07-56
24	G.S.R. 622	10-07-62
25	G.S.R. 1407	18-12-79
26	G.S.R. K/11012(5)/76/Pant A	26-02-77
27	G.S.R. 1047	28-07-62
28	G.S.R.668	13-03-63
29	G.S.R. 458	28-03-78
30	G.S.R. K/11012(1)/76/Pant A	
31	G.S.R.1009	25-10-16

## <sup>1</sup>**The Tea Board (Write off Losses) Rules, 1996**

In exercise of the powers conferred by sub-section (1) of Section 49 read with clause (ja) of sub-section (2) of Section 49 of the Tea Act, 1953 (29 of 1953) the Central Government hereby makes the following rules namely :-

**Short Title and Commencement.**-(1) These rules may be called the Tea Board (Write Off Losses) Rules, 1996

(2) They shall come into force on the date of their publication

**Definition:** In these Rules, unless the context otherwise requires-

- (a) "Act" means the Tea Act, 1953;
- (b) "Accounts Officer" means the Accounts Officer of the Board;
- (c) "Board" means the Tea Board constituted under Section 4 of the Act;
- (d) "Chairman" means Chairman, Tea Board and includes any person exercising for the time being the powers of the Chairman;
- (e) "Executive Director" means the Executive Director of the Board;<sup>13</sup>
- (f) "Committee" means any committee constituted by the Board under Section 8 of the Act;
- (g) "Competent Disciplinary Authority" means the Central Government, the Board, Deputy Chairman<sup>13</sup> as the case may be;
- (h) "Deputy Chairman" means the Deputy Chairman of the Board;
- (i) "FA & CAO" means the Financial Adviser and the Chief Accounts Officer of the Board;
- (j) "Financial Year" means the year beginning on 1st of April and ending on the 31st March following;
- (k) "Money" means money received by the Board under Chapter V of the Act;
- (l) "Official" means officers and employees of the Board including officials on deputation to Board;
- (m) "Schedule" means Schedule attached to these Rules;
- (n) "Secretary" means Secretary of the Board;
- (o) "Stores" means all articles and materials purchased or otherwise acquired for the use of Tea Board, including not only expendable and issuable articles in use or accumulated for specific purpose but also articles of dead stock of the nature of plant, machinery,

instrument, furniture, equipment, fixtures but excluding books, publications and periodicals in a library.

**3. Removal of Doubts:** Where a doubt arises as to the interpretation of any of the provisions of this rule, the matter shall be referred to the Central Government for decision.

**4. Defalcation and Losses:** (1) Any loss exceeding Rs. 300/- of shortage of money, stores or other properties held by or on behalf of Tea Board, caused by defalcation or otherwise including losses and shortage noticed as a result of physical verification which is discovered by any branch of the Board including Regional, Zonal and Sub- Regional offices, shall be immediately reported by official concerned who has detected the loss to the next higher authority as well as to the Accounts Officer and FA & CAO even when such loss has been made good by the party responsible for it and thereafter submitted to the Deputy Chairman<sup>13</sup> who will deal with them finally if the losses involved does not exceed amount which he is competent to write off the loss.

(2) Reports of the Deputy Chairman<sup>13</sup> in respect of all losses exceeding Rs. 300/- each and reports by him which he cannot dispose of finally under subrule (1) shall be submitted to the Committee/Board, as the case may be.

**5. Detection of Losses** (1) Losses arising out of mistake negligence, fraud, theft and carelessness and misappropriation<sup>21</sup> to the property and money of the Board as soon as may be detected by an official of the Board shall forthwith be reported by the said official to his/her immediate superior officer;

(2) On receipt of report as per Sub-Clause (1) above by a superior officer, the said superior officer shall ascertain the quantum of loss in terms of money and book-value and also indicate the person/persons primarily responsible for such loss and on completion of such preliminary investigation shall within 21 days from the date of receipt of the report from his subordinate officer(s), submit a detailed report to the FA&CAO and Secretary and/or Executive Director<sup>13</sup>, as the case may be.

<sup>21</sup>(3) In addition to taking action as prescribed in sub-rules (1) and (2), the authorities mentioned above shall follow the provisions indicated below in cases

involving loss of substantial nature including destruction of Board's Property as a result of fire, theft or the like and such loss having an assessed value of Rs. 10,000/- or more.

<sup>2l</sup>(i) When loss of substantial nature having an assessed value of Rs. 10,000/- or more due to suspected theft, fraud, fire or the like occur in any office or installation, such cases should invariably be reported to the police for investigation on the first available opportunity.

(ii) For the purpose of the above instruction all losses excepting the losses due to the suspected sabotage of the assessed value of Rs.10,000 and more shall be regarded as 'material'. All cases of suspected sabotage shall be reported to the police promptly irrespective of the value of the loss involved.

(iii) Once the matter is reported to the police authorities, all concerned should assist the police in their investigation. A formal investigation report should be obtained from the police authorities in all cases which are referred to them as indicated above.

**6. Recovery of the Losses** <sup>2l</sup>(1) The report as per sub-rule (2) of rule 5 when received by the authorities mentioned in the said sub-rule (2) above shall be finally concluded by fixing responsibility against the official responsible for the loss and thereafter shall be submitted to the Deputy Chairman<sup>13</sup> for a final decision in the matter.

Provided that decision for recovery in lump sum or recovery by installments shall be the exclusive discretion of the Deputy Chairman<sup>13</sup>.

Provided further that prior to the issuance of an order of recovery of the losses, the delinquent official shall be given a reasonable opportunity of being heard.

(2) Notwithstanding anything contained hereinbefore, Loss of Library Books and journals etc. as soon as may be detected by the Librarian shall forthwith be reported to the Secretary and FA & CAO showing name of the official to whom the book so lost was issued.

(3) Soon after the receipt of the report as above, the Secretary shall order replacement of the book or journal etc, as the case may be, from the official responsible for the loss within 21 days from the date of passing of the order.

(4) Failure to replace the book on the part of the official responsible for the loss within the stipulated period shall be reported by the Librarian indicating the estimated price of the book to FA & CAO, who thereafter shall ascertain the replacement value of the book so lost and shall order recovery of the price of the book lost from the said official as per provisions of sub-clause (1) of this Clause.

**7. Types of Losses to be written off** Losses other than those which have been detected under Clause 5 above and have become irrecoverable in spite of observation of procedure laid down in clause 6 above, shall be written off.

Provided that such losses have arisen not due to negligence, fraud, theft, mistake or carelessness.

**8. Power to Write Off** (1) Subject to the provisions of these rules and the relevant provisions of the General Financial Rules and Delegation of Financial Power Rules, 1978, Board shall in relation to write off losses have the powers specified in the Schedule.

(2) Board may by General or Special Order, confer powers not exceeding those vested in the Board upon the Committees or Deputy Chairman<sup>13</sup> or Secretary as the case may be in respect of matter covered by these rules Provided that no power under these rules shall be redelegated.

(3) The powers specified in the Schedule may be exercised by the Board or Committees, or Chairman or Deputy Chairman or Secretary as the case may be provided that –

(a) the loss does not disclose a defect in any rules or procedure, the amendment of which requires the Order of the Central Government;

(b) there has not been any serious negligence on the part of any official which may call for disciplinary action by the Competent Disciplinary Authority.

**9. Accidents** Any serious loss of immovable property, such as building, Communications, other works caused by fire, flood, cyclone, earthquake or any other natural cause shall be reported at once by the subordinate authority concerned to Government through the usual channel.

**10. Responsibility for Loss** Every officer shall realize fully and clearly that he will be held personally responsible for any loss sustained by the Board through fraud or negligence on his part and that he will also be held personally responsible for any loss arising from fraud or negligence on the part

of any other officer to the extent to which it may be shown that he contributed to the losses by his own action or negligence.

**11. Prevention of Future Losses** (1) A Quarterly statement of write off losses for each financial year should be submitted by the Secretary to the Central Government and/or Board indicating the reasons for the loss and the remedial measures taken to prevent the recurrence of the type of loss.

(2) If the Central Government and/or Board finds that the loss reveals some basic defect in the rules of procedure, the amendment of which requires orders of superior authority in the Ministry of Finance, they should bring the same to the notice of such superior authority for remedial action.

#### SCHEDULE

Sl.No	Nature of Loss	Authority	Monetary Limit up to which the loss may be written off in each case		
1	Irrecoverable Losses of Stores or money including Stamps and Library Books	Board	Rs.5000/- @		
		Committees (Executive, Export Promotion Committee, Development Committee, Labour Welfare Committee)	Rs.2500/-		
		Dy. Chairman <sup>13</sup>	Rs.1000/-		
		Secretary	Rs.200/-		
2	Irrecoverable loans or advances	Board	Rs.5000/-		
		Committees (Executive, Export Promotion Committee, Development Committee, Labour Welfare Committee)	Rs.2500/-		
		Deputy Chairman <sup>13</sup>	Rs.1000/-		
		Secretary	Rs.200/-		
3	Condemnation of Motor Vehicle	Board	(in years) whichever is reached later, have been fixed as under		
			Type of Vehicle	Kms.	Years
			Motor Vehicles fitted with less than 18 hp (RAC)	1,50,000	8
4	Other monetary losses	Deputy Chairman <sup>13</sup>	Rs.1000/-* In case of irrecoverable rent damages (including furniture hire charges and service charges) in respect of Board's residential accommodations		

#### References

1	G.S.R. 364	14-08-96
2	G.S.R.606	13-07-00
3	G.S.R.1012	25-10-16
@	As per Tea Rule 36 of Tea Rules 1954	
*	As per By Law 52 of Tea Board By-Laws 1955	



- (ज) चाय संपदाओं का निरीक्षण, मानीटरीकरण जिसके अंतर्गत बोर्ड के अधिकारियों या किसी अधिकरण के माध्यम से अभिलेख, दस्तावेज, विवरणी, आंकड़े और जानकारी चाय फैक्टरियों, स्वामियों, आयातकों, निर्यातकों, दलालों, अनुज्ञप्तिधारी से मंगाना भी है ;
- (झ) भारतीय मूल की चाय के लोगो और शब्द चिन्हों का प्रशासन करना ;
- (ञ) निरीक्षण निकायों या अभिकरणों को पैनलीकृत करना ;
- (ट) बोर्ड के सदस्य और सभी अधिकारियों के किसी बैठक, सम्मेलन, व्यापार मेले, कार्यशाला में भाग लेने के मामलों में नियंत्रण अधिकारी के रूप में कार्य करना ;
- (ठ) अपनी शक्ति को बोर्ड के अधिकारी को प्रत्यायोजित करना जो कि सहायक निदेशक की पंक्ति से नीचे का न हो ;
- (ड) केंद्रीय सरकार के कर्मचारियों के संबंध में, केंद्रीय सरकार द्वारा बनाए गए गृह निर्माण अग्रिम नियम के अनुसार, गृह निर्माण अग्रिम का अनुमोदन, मंजूरी और अनुदान करना ;
- (ढ) भविष्य निधि, उपदान, पेंशन जिसके अंतर्गत परिवार पेंशन भी है, का संदान का अनुमोदन करना ; और
- (ण) बोर्ड के अधिकारियों और कर्मचारियों को, केंद्रीय सरकार द्वारा समय-समय पर बनाए गए नियम तथा आदेशों के अधीन उनके अधिकारियों और कर्मचारियों को अनुज्ञेय में चिकित्सीय परिचर्या तथा उपचार के लिए ऐसे रियायतों को प्रदान करना।

[फा. सं. टी-12012/1/2016-बागान (क)]

आलोक वर्धन चतुर्वेदी, अपर सचिव

## NOTIFICATION

New Delhi, the 25th October, 2016

**G.S.R. 1008(E).**—Whereas certain draft rules which the Central Government proposes to make in exercise of the powers conferred by section 9 read with sub-section (2) of section 49 of the Tea Act, 1953 (29 of 1953), were published, as required by sub-section (1) of section 49 of the said Act, in the Gazette of India *vide* notification of Ministry of Commerce and Industry (Department of Commerce) number G.S.R.466(E), dated 3rd August, 2016, inviting objections or suggestions from all persons likely to be affected thereby, within a period of thirty days from the date on which the Gazette in which the said notification was published were made available to the public;

And Whereas the copies of the said Gazette was made available to the public on the 5th August, 2016;

And Whereas no objections or suggestions were received from the public by the Central Government;

Now, Therefore, in exercise of the powers conferred by section 9 read with sub-section (2) of section 49 of the Tea Act, 1953, the Central Government hereby makes the following rules, namely:-

1. **Short title and commencement.**—(1) These rules may be called the Tea Board (Powers of Chairman and Deputy Chairman) Rules, 2016.
  - (2) They shall come into force on the date of their publication in the Official Gazette.
2. **Definition.**—In these rules, unless the context otherwise require,-
  - (a) ‘Act’ means the Tea Act, 1953 (29 of 1953);
  - (b) “Chairman” means the Chairman of the Board;
  - (c) “Deputy Chairman” means Deputy Chairman of the Board appointed under section 9 of the Act;
  - (d) “Government” means the Central Government;
  - (e) “Executive function” means and includes all administrative work necessary for smooth functioning of the Board and implementation of the Tea Act, and the rules, the by-laws and the Control Orders thereunder; and
  - (f) “Rules” means Tea Rules, 1954.

**3. Powers and duties of the Chairman.**—Notwithstanding anything contained in the Tea Rules, 1954, Tea By-Laws, 1955 and the Control Orders made therein, the Chairman shall,-

- (a) be the Head of the Board;
- (b) preside over Board meetings;
- (c) accept resignation, if any, of the Board members; and
- (d) exercise such other power as may be specified by the Government by order.

**4. Powers and duties of the Deputy Chairman.**—Notwithstanding anything contained in any rule, by-laws made under the Act, the Deputy Chairman of the Board shall have the following powers and duties, namely:-

- (a) to act as the chief executive officer of the Board;
- (b) to exercise such powers as is required for smooth functioning of the Board;
- (c) to act as the appointing and disciplinary authority of the employees and the staff of the Board;
- (d) to implement all directions of the Central Government and decisions of the Board;
- (e) to issue no objection certificate, if any, for planting, replanting, rejuvenation and eplacement;
- (f) to issue License, if any, to exporters, Brokers, Warehouse owners, Auction Organisers, tea residue holders including the power to suspend or cancel such license;
- (g) to issue registration, if any, to manufacturers, buyers, distributors, including the power to suspend or cancel such registration;
- (h) to cause inspection, monitoring of the tea estates including the power to call for records, documents, returns, data and information from owners of tea estates, tea factories, importers, exporters, brokers, licensees through any of the officers of the Board or through any agency;
- (i) to administer logo and word marks of teas of Indian Origin;
- (j) to empanel inspection bodies or agencies;
- (k) to act as controlling officer of the Board members and all officers of the Board in respect of participation in any meeting, convention, trade fair, workshops;
- (l) to delegate its power to any of the officers of the Board not below the rank of Assistant Director;
- (m) to approve, sanction and grant any advances, house building advance as per the House Building Advances Rules made by the Central Government in respect of Central Government employees;
- (n) to approve payment of provident fund, gratuity, pension including family pension; and
- (o) to grant to the officers and employees of the Board such concessions for medical attendance and treatment as are admissible to officers and employees of the Central Government under rules and orders made by the Central Government from time to time.

[F. No. T-12012/1/2016-Plant (A)]

ALOK VARDHAN CHATURVEDI, Addl. Secy.

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संतोष सारंगी, अध्यक्ष

[विज्ञापन-III/4/असा-/92-एफ/15/(260)]

## TEA BOARD NOTIFICATION

Kolkata, the 2nd November, 2015

**F. No. 23(4)/Estt./2009.**—In exercise of the powers conferred by clause (e) of sub-section (1) of section 50 of the Tea Act, 1953 read with sub-section (2) of section 50 of the Tea Act, 1953 (29 of 1953) and in supersession of the Tea Board (Recruitment and Conditions of Service of Officers appointed by Government) Rules, 1971, except as respects things done or omitted to be done before such supersession, the Tea Board hereby makes the following by-laws, as confirmed by the Central Government, namely:-

- 1 **Short title and Commencement -**
  - (1) These by-laws may be called the Tea Board (Recruitment, Promotions and Conditions of Service of Officers and Staff) By-Laws, 2015.
  - (2) They shall come into force on the date of their publication in the Official Gazette.
- 2 **Definitions -**

In these by-laws, unless the context otherwise requires:-

  - (a) “Act” means the Tea Act, 1953 (29 of 1953) ;
  - (b) “Appointing Authority” means :-
    - (i) The Authority empowered to make appointments to the post which the officer for the time being holds; or
    - (ii) The Authority which appointed the officer to the post which he for the time being holds;
  - (c) “Board” means the Tea Board established under section 4 of the Act;
  - (d) “Departmental Exam” means the written test followed by interview as prescribed from time to time;
  - (e) “Government” means the Central Government;
  - (f) “Officer” means the Officer drawing salary equivalent to the officer of Central Government of comparable rank and status;
  - (g) “Pay” means the pay as defined in the Fundamental Rules and Supplementary Rules applicable to Central Government employees;
  - (h) “Schedule” means the Schedules appended to these by-laws.
- 3 **Application -**

These by-laws shall apply to the posts in the Tea Board as specified in column 1 of the Schedule.
- 4 **Pay Structure and Qualification -**

The Pay Structure attached to the said posts and the minimum qualifications required for recruitment thereto shall be as specified in columns 4 and 7 and 8 of the Schedule.

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|----|--|--|
| 5  | <b>Method of Recruitment -</b>               | The method of recruitment and other matters relating thereto shall be as specified in columns 5 to 13 of the Schedule. In case of promotion to each post, there shall be departmental examination amongst eligible candidates in feeder cadre.   |
| 6  | <b>Age -</b>                                 | The maximum age-limit at the time of selection for direct recruitment to any of the said posts shall be as specified in column 6 of the Schedule provided that the upper age limit prescribed for direct recruitment may be relaxed in the case of Scheduled Castes, Scheduled Tribes, Other Backward Classes and other special categories of persons in accordance with the general orders of the Central Government issued from time to time.  |
| 7  | <b>Disqualifications -</b>                   | <p>(a) No person who has entered into or contracted a marriage with any person having a spouse living, or</p> <p>(b) who, having a spouse living, has entered into or contracted a marriage with any person,</p> <p>shall be eligible for appointment to the said posts:</p> <p>Provided that the Tea Board may, if satisfied, that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this by-laws.</p>   |
| 8  | <b>Reservation and other concessions -</b>   | The appointment to the different categories of posts shall be subject to reservations and other concessions provided to any category of citizens from time to time by Central Government.  |
| 9  | <b>Period of Probation -</b>                 | <p>Every person appointed to a post under Group – ‘A’ and ‘B’ under these by-laws, by direct recruitment or by promotion, shall be on probation in that post for a period of two years with effect from the date of regular appointment in which he or she is declared by the appointing authority to have commenced probation and for group –‘C’ and others period of probation shall similarly be one year:</p> <p>Provided, that the appointing authority may, for reasons to be recorded in writing, extend or reduce the period or probation by such period or periods as it deems fit.</p> <p>Confirmation of Probation: The Departmental Promotion Committee, as stated in column 12 shall be the Committee for confirming the probation.</p>                                 |
| 10 | <b>Termination of Service or Probation -</b> | <p>(i) The appointing authority may terminate the service of any officer appointed to a post by direct recruitment or revert without assigning any reasons of any officer appointed to a post by promotion to the post held by him or her before such probation during or at the time of the period of probation or the extended period of probation, if his or her work or conduct in that post is found to be unsatisfactory.</p> <p>(ii) If his or her work and conduct were found to be satisfactory during the period of probation, the appointing authority shall, as soon as the prescribed period of probation is over or during the extended period of probation or after its completion, as the case may be, declare that he or she has completed his or her probation</p> |

satisfactorily.

- 11 **Pension Benefits -** The pension, retirement benefits and other conditions of service of Tea Board officials shall be such as may be prescribed from time to time by Central Government and to the extent adopted by the Tea Board.
- 12 **Other Conditions of Service -** The conditions of service of the persons appointed to a post in respect of which no provision is made in these by-laws shall be similar to those officers of corresponding category in service in the Tea Board.
- 13 **Repeals and Savings -**
- (i) The Tea Board (Recruitment and Conditions of Service appointed by Government) Rules, 1971 to the extent applicable to the officers and staff of the Board having grade pay up to Rs.6600/- is hereby repealed;
  - (j) (ii) Anything done or action taken before commencement of this by-laws shall so long as it is not inconsistent with any of the provisions of this by-law including the Schedule, shall be valid as if it has been done or taken by the Board after commencement of this by-laws.

#### SCHEDULE

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
1. Director Tea Promotion Grade-II.	3* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A', Non-Gazetted, Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs.6600.	Selection.	Not exceeding 40 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and	Essential :-  1. Post Graduate degree in Business or Marketing from a recognised University or Institute.  2. At least 3 years experience at executive level in Export, Marketing and sale promotion.  3. Must have undertaken market research. Desirable: Experience in publicity, advertising and media management.

					Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Post Graduate. Diploma in Marketing Management from a recognised University or Institute.	Two years.	Promotion or Deputation (including Short Term Contract) failing which by Direct Recruitment.	Promotion:  From the cadre of—  (i) Deputy Director of Tea Promotion with Pay Band 3 and Grade pay of Rs. 6600 with 3 years regular service (ii) Deputy Director of Tea Development with Pay Band 3 and Grade pay of Rs. 6600 with 3 years regular service (iii) Assistant Director of Tea Development with Pay Band 3 and Grade pay of Rs. 5400 with 4 years regular service (iv) Factory Advisory Officer with Pay Band 3 and Grade pay of Rs. 5400 with 4 years regular service. Deputation or Including Short Term Contract:  Officers under the Central Government or State Government or Union Territories (a) (i) Holding analogous posts on a regular basis; or (ii) With 4 years' regular service in posts with Pay Band 3 Rs. 15600-39100 and Grade Pay of Rs. 5400 or equivalent; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	For Promotion : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board - Member (iv) Financial Adviser and Chief Accounts Officer, Tea Board-Member  (v) one board member-Member.  For Deputation or Direct Recruits : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of the Tea Board - Member (iv) One or two technically qualified person(s) from outside, where considered necessary – Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications
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1	2	3	4	5	6	required for direct recruits. 7
2. Director (Research).	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A', Non-Gazetted, Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 6600.	Selection.	Not exceeding 45 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time). <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential: 1. Master Degree in Agriculture or Botany or Bio-Chemistry from a recognised University or Institute with PhD in the relevant field. 2. Adequate Research experience Desirable Experience in organization or Research work, Liaison with Scientific Bodies and minimum two publications in reputed Science Journals.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Master Degree in Agriculture or Botany or Bio-Chemistry from a recognised University or Institute.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of (i) Project Director with Pay Band 3 and Grade pay of Rs 6600 with 3 years regular service (ii) Soil Scientist with Pay Band 3 and Grade pay of Rs5400	For Promotion : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board - Member  (iv) Financial Adviser and Chief	Not applicable.

			<p>with 4 years regular service (iii) Research Officer with Pay Band 2 and Grade pay of Rs 4600 with 8 years regular service.</p> <p>Deputation:</p> <p>Officers under the Central Government or Statutory Bodies —</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) With 4 years' regular service in posts with Pay Band 3 of Rs. 15600-39100 and Grade Pay of Rs. 5400 or equivalent; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p>	<p>Accounts Officer, Tea Board-Member</p> <p>(v) one board member-Member.</p> <p>For Deputation or Direct Recruits :</p> <p>(i) Chairman, Tea Board – Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of the Tea Board - Member iv) Two outside experts from the relevant field – Member.</p>	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
3. Special Officer for North West India.	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 6600.	Selection.	<p>Not exceeding 40 years.</p> <p>(relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram,</p>	<p>Essential:</p> <p>1. Master Degree in Business Administration (Marketing) or Mass Communication or Public relations form a recognized University or Institute.</p> <p>Experience:</p> <p>(i) At least 5 (five) years working experience in a registered reputed company in the division of Marketing or Sales or Advertisement or as Public Relation Officer.</p>



					Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Post Graduate Diploma in Marketing Management or Mass Communication or Public Relation from a recognized University or Institute.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of  (i) Deputy Director of Tea Development with Pay Band 3 and Grade pay of Rs 6600 with 3 years regular service (ii) Assistant Director of Tea Development with Pay Band 3 and Grade pay of Rs5400 with 4 years regular service (iii) Publicity Officer with Pay Band 3 and Grade pay of Rs 5400 with 4 years regular service.  Deputation:  Officers under the Central Government or Statutory Bodies working as Public Relation or Liaison Officer under Government of India not below the rank of Under Secretary.	For Promotion : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board - Member (iv) Financial Adviser and Chief Accounts Officer, Tea Board- Member  (v) Concerned Departmental Head - Member (vi) one board member- Member.  For Direct Recruits : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of the Tea Board - Member (iv) Two outside experts from the relevant field - Member.	Not applicable.

Name of the post.	Number of	Classification.	Pay band and	Whether	Age limit for	Educational and
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	post.		grade pay or pay scale.	selection post or non-selection post.	direct recruits.	other qualifications required for direct recruits.
1	2	3	4	5	6	7
4. Dy. Director of Tea Development.	11* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 6600.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential: 1. Master Degree in Agriculture Extension or Botany or Tea Science form a recognized University or Institute. 2. Experience : Minimum 5 years' working experience either as Manager or Assistant Manager in a Tea Garden.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
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8	9	10	11	12	13
Not Applicable.	Two years.	80 percent by promotion and 20 percent by direct recruitment.	Promotion: From the cadre of Assistant Director of Tea Development with Pay Band 3 and Grade pay of Rs 5400 with 4 years regular service.	For Promotion : (i) Chairman, Tea Board – Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board – Member (iv) Director Tea Development, Tea Board – Member (v) Financial Adviser and Chief Accounts Officer, Tea Board-Member (vi) one board member-Member.  For Direct Recruits : (i) Chairman, Tea Board – Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of the Tea Board - Member (iv) One technically qualified person(s) from outside – Member (v) Director Tea Development, Tea Board – Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
5. Controller of Licensing.	1* (2015) *Subject to variation dependent on workload	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 6600.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for	Essential: LLB Degree from a recognized University or Institute.  Desirable: Experience at a Senior Executive level in a business house of repute or in a Government Deptt. Familiarity with the tea industry would be an added qualification.

					those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Yes.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of  (i) Statistician with Pay Band 3 and Grade pay of Rs 6600 with 3 years regular service (ii) Joint Controller of Licensing with Pay Band 3 and Grade pay of Rs5400 with 4 years regular service (iii) Assistant Director of Tea Development with Pay Band 3 and Grade pay of Rs5400 with 4 years regular service (iv) Factory Advisory Officers with Pay Band 3 and Grade pay of Rs5400 with 4 years regular service.  Deputation:	For Promotion : (i) Chairman, Tea Board – Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board – Member (iv) Financial Adviser and Chief Accounts Officer, Tea Board-Member  (v) one board member-Member.  For Depuation or Direct Recruits : (i) Chairman, Tea Board – Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of the Tea Board - Member (iv) Two outside experts from the	Not applicable.

			Officers under the Central Government or PSUs or Autonomous Organizations (a) (i) Holding analogous posts on a regular basis; or (ii) With 4 years' regular service in posts with Pay Band 3 of Rs. 15600-39100 and Grade Pay of Rs. 5400 or equivalent; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	relevant field – Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
6. Deputy Director of Tea Promotion.	4* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 6600.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland,	Essential: Master Degree in Business Administration (Marketing) from a recognized University or Institute. Experience : (i) At least 05 years' working experience in a registered reputed company in the Division of Marketing or Advertisement. (ii) At least 3 years experience at executive level in Export, Marketing and sale promotion. Experience in publicity, advertising and media management is desirable (iii) Must have undertaken market research.  Desirable: Working knowledge of export market or

					Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	overseas brand promotion & Experience in mass Communication.
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education Post Graduate Diploma in Marketing Management from a recognized University or Institute	Two years.	50 percentage of sanctioned strength by direct recruitment and 50 percentage of sanctioned strength by promotion.	Promotion:  From the cadre of  Joint Controller of Licensing or Planning Officer or Welfare Liaison Officer (North) or Publicity Officer or Research officer (Statistics) or Research Officer (Economics) or Assistant Director of Tea Development or Factory Advisory Officer with Pay Band 3 and Grade pay of Rs5400 with 4 years regular service .	For Promotion : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board – Member  (iv) Financial Adviser and Chief Accounts Officer, Tea Board-Member  (v) Concerned Departmental Head – Member (vi) one board member-  Member.  For Direct Recruits : (i) Chairman, Tea Board – Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of the Tea Board - Member (iv) ) One outside expert, - Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
7. Law Officer.	1* (2015) *Subject to variation dependent on	Equivalent to General Central Service, Group 'A',	Pay band-3 – Rs.15600-39100 plus grade pay Rs.	Not Applicable.	Not exceeding 42 years.  (relaxable for	Essential: Master Degree in Law form a recognized University or Institute having 5

	workload.	Non-Gazetted, Non-Ministerial.	6600.		Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	years' working experience in State Judicial Service or in State or Central Government as Law Officer or in a registered reputed Law Firm or in a registered or reputed company or 10 years' experience as practicing advocate in a Court of Law  Desirable: Knowledge in respect of legislations relating to labour laws and plantation.
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Chairman, Tea Board – Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of the Tea Board – Member (iv) One outside expert - Member.	Not Applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay	Whether selection post	Age limit for direct recruits.	Educational and other
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			scale.	or non-selection post.		qualifications required for direct recruits.
1	2	3	4	5	6	7
8. Project Director.	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 6600.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential: 1. Master Degree in Bio-Chemistry or Agriculture in Plant Breeding or Soil Science or Entomology or Plant Pathology from a recognized University or Institute. with PhD in the relevant field. 2. 10 years' experience in research preferably in perennial crops. 3. Preference will be given to the candidates who published Research Paper in National or International Journals after completing Ph.D degree.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13



Age: No	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<p>Promotion:</p> <p>From the cadre of</p> <p>(i) Soil Scientist with Pay Band 3 and Grade pay of Rs. 5400 of Darjeeling Tea Research and Development Centre with 4 years regular service .</p> <p>(ii) Research Officer with Pay Band 2 and Grade pay of Rs. 4600 with 5 years regular service .</p> <p>Deputation:</p> <p>Officers under the Central Government or Statutory Bodies —</p> <p>(a) (i) Holding analogous posts on a regular basis; or</p> <p>(ii) With 4 years' regular service in posts with Pay Band 3 of Rs. 15600-39100 and Grade Pay of Rs. 5400 or equivalent; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p>	<p>For Promotion :</p> <p>(i) Chairman, Tea Board - Chairman</p> <p>(ii) Dy. Chairman, Tea Board - Member</p> <p>(iii) Secretary, Tea Board – Member</p> <p>( iv) Financial Adviser and Chief Accounts Officer, Tea Board-Member</p> <p>(v) one member of the Tea Board – (Member.</p> <p>(vi) ) One outside expert - Member.</p> <p>For Deputation or Direct Recruits :</p> <p>(i) Chairman, Tea Board – Chairman</p> <p>(ii) Dy. Chairman, Tea Board - Member</p> <p>(iii) Two members of the Tea Board – (Member.</p>	Not applicable.
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
9. Statistician.	<p>1*</p> <p>(2015)</p> <p>*Subject to variation dependent on workload.</p>	<p>Equivalent to General Central Service, Group 'A',</p> <p>Non-Gazetted,</p> <p>Non-Ministerial.</p>	<p>Pay band-3 – Rs.15600-39100 plus grade pay Rs. 6600.</p>	Selection.	<p>Not exceeding 35 years.</p> <p>(relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of</p>	<p>Essential:</p> <p>Master Degree in Statistics or Economics or Mathematics from a recognized University or Institute and experience in Statistical work in responsible position.</p>

					applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Master Degree in Statistics or Economics or  Mathematic or Commerce from a recognized University or Institute.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of  (i) Research Officer (Statistics) with Pay Band 3 and Grade pay of Rs. 5400 with 4 years regular service (ii) Research Officer (Economics) with Pay Band 3 and Grade pay of Rs. 5400 with 4 years regular service.  Deputation:  Officers under the Central Government or Statutory Bodies — (a) (i) Holding	For Promotion : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board – Member  (iv) Financial Adviser and Chief Accounts Officer, Tea Board-Member.  (v) one member of the Tea Board – Member.  For Deputation or Direct Recruits : (i) Chairman, Tea Board – Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of	Not applicable.

			analogous posts on a regular basis; or (ii) With 4 years' regular service in posts with Pay Band 3 of Rs. 15600-39100 and Grade Pay of Rs. 5400 or equivalent; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	the Tea Board - Member (iv) One outside expert - Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
10. Assistant Secretary	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 6600.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential: Master Degree from a recognized University or Institute  Desirable: Diploma in management from a recognized University or Institute.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Bachelor Degree from a recognized University or Institute.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of Joint Controller of Licensing or Planning Officer or Welfare Liaison Officer (North) with Pay Band 3 and Grade pay of Rs. 5400 with 4 years regular service.  Deputation:  Officers under the Central Government or Statutory Bodies — (a) (i) Holding analogous posts on a regular basis; or (ii) With 4 years' regular service in posts with Pay Band 3 of Rs. 15600-39100 and Grade Pay of Rs. 5400 or equivalent; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	For Promotion : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board - Member  (iv) Financial Adviser and Chief Accounts Officer, Tea Board Member  (v) one member of the Tea Board - Member.  For Deputation or Direct Recruits : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two member of the Tea Board - Member - Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
11. Sr. Accounts Officer.	1*  (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 6600.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).	Essential: 1. Bachelor Degree from a recognized University or Institute 2. Must have passed the final Examination of the Institute of Chartered Accountants (India or London) or Subordinate Account Service

					<p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p>	<p>Examination held by the Comptroller and Auditor General of India.</p> <p>Desirable: Experience in a Government or Semi-Government Office or a reputed Commercial undertaking for at least 5 or 7 years.</p>
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
<p>Age: No.</p> <p>Education: Bachelor Degree from a recognized University or Institute.</p>	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<p>Promotion:</p> <p>From the cadre of Accounts Officer with Pay Band 2 and Grade pay of Rs 4600 with 5 years regular service.</p> <p>Deputation:</p> <p>Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the</p>	<p>For Promotion :</p> <p>(i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board - Member</p> <p>(iv) Financial Adviser and Chief Accounts Officer, Tea Board-Member</p> <p>(v) one members of the Tea Board - Member.</p>	Not applicable.

			educational qualifications and experience prescribed for direct recruits under column 7.	For Deputation or Direct Recruits : (i) Chairman, Tea Board – Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of the Tea Board - Member (iv) One technically qualified person(s) from outside, - Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
12. Deputy Director (Hindi).	1* (2015)  *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 6600.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential: 1. Master Degree in Hindi with English as a subject from a recognised University or Institute 2. PhD in Hindi. 3. Knowledge of all software relating to Hindi Language translation.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Master Degree in Hindi with English as subject from a recognised University or Institute.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of Assistant Director (Hindi) with Pay Band 2 and Grade pay of Rs 4600 with 5 years regular service.  Deputation:  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	For Promotion : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board - Member  (iv) Financial Adviser and Chief Accounts Officer, Tea Board-Member--  (v) one members of the Tea Board - Member.  For Deputation or Direct Recruits : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of the Tea Board - Member (iv) One outside expert - Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
13. Assistant Director of Tea Development.	26* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs.  5400.	Selection.	Not exceeding 35 years  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central	Essential: 1. Master Degree in Agriculture Extension or Botany or Tea Science form a recognized University or Institute. 2. Experience : Minimum 5

					Government from time to time).	years' working experience either as Manager or Assistant Manager in a Tea Garden.
					Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of Development Officer with Pay Band 2 and Grade pay of Rs 4200 with 5 years regular service.	For Promotion : (i) Chairman, Tea Board -Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board - Member (iv) Financial Adviser and Chief Accounts Officer, Tea Board-	Not applicable.



			<p>Deputation:</p> <p>Officers under the Central Government or Statutory Bodies</p> <p>(a) Holding analogous posts on a regular basis; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p>	<p>Member</p> <p>(v) Director Tea Development, Tea Board - Member.</p> <p>For Deputation or Direct Recruits :</p> <p>(i) Chairman, Tea Board – Chairman</p> <p>(ii) Dy. Chairman, Tea Board - Member</p> <p>(iii) Two members of the Tea Board - Member</p> <p>(iv) One technically qualified person(s) from outside – Member</p> <p>(v) Director Tea Development, Tea Board – Member</p>	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
14. Factory Advisory Officer.	<p>22* (2015)</p> <p>*Subject to variation dependent on workload.</p>	<p>Equivalent to General Central Service, Group 'A',</p> <p>Non-Gazetted, Non-Ministerial.</p>	Pay band-3 – Rs.15600-39100 plus grade pay Rs.5400.	Not applicable.	<p>Not exceeding 35 years.</p> <p>(relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and</p>	<p>Essential :-</p> <p>Degree in Engineering</p> <p>in Mechanical or Electrical or Electronics and Instrumentation or Agriculture Engineering (four year course) from a recognised University or Institution.</p> <p>Desirable :-</p> <p>Two years' experience in a tea or coffee factory registered with the Tea or Coffee Board or Government licensed food processing or packaging industry.</p>

					Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable.	Two years.	Direct recruitment.	Not applicable.	<p>Selection Committee consisting of:-</p> <p>(1) Chairman, Tea Board – Chairman;</p> <p>(2) Deputy Chairman, Tea Board – Member;</p> <p>(3) one member of the Tea Board- Member;</p> <p>(4) Director of Tea Development, Tea Board- Member;</p> <p>(5) An external expert on tea manufacturing - Member.</p>	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
15.Publicity Officer.	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 5400.	Not Applicable.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  1. Master Degree in Mass Communication from a recognised University or Institute.  2. Diploma in designing software like Adobe Photoshop etc.  Experience : 03 years' experience in publicity and Advertising in agencies or commercial organization or a commodity Board  Desirable: Experience in mass communication.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of	In case of recruitment by promotion or deputation or absorption, grades from which promotion or	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
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		vacancies to be filled by various methods.	deputation or absorption is to be made.		
8	9	10	11	12	13
Not Applicable.	Two years.	Direct Recruitment or Deputation.	Deputation:  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	For Deputation or Direct Recruits : (i) Chairman, Tea Board – Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of the Tea Board - Member (iv) One outside expert – Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
16. Planning Officer.	1*  (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 5400.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal	Essential :-  1. Master Degree from a recognised University or Institute.  Desirable: Diploma in management.

					Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Bachelor degree from a recognised University or Institute.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of  (i) Section Officer or Labour Welfare Officer or Secretary to Chairman with Pay Band 2 and Grade pay of Rs 4600 with 3 years regular service (ii) Assistant Administrative Officer or Assistant Statistical Officers or Assistant Accounts Officer with Pay Band 2 and Grade pay of Rs 4200 with 5 years regular service.  Deputation:  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	For Promotion : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board - Member  (iv) Financial Adviser and Chief Accounts Officer, Tea Board-Member  (v) Director Tea Development, Tea Board - Member.  For Deputation or Direct Recruits : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Two members of the Tea Board - Member (iv) One outside expert - Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7

17. Welfare Liaison Officer (North).	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A', Non-Gazetted, Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 5400.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  1. Master Degree from a recognised University or Institute.  Desirable: Diploma in management.
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.	Two years.	Promotion or Deputation	Promotion:	For Promotion : (i) Chairman, Tea	Not applicable.

Education: Bachelor degree from a recognised University or Institute.		failing which by Direct Recruitment.	<p>From the cadre of</p> <p>i) Section Officer or Labour Welfare Officer or Secretary to Chairman with Pay Band 2 and Grade pay of Rs 4600 with 3 years regular service</p> <p>ii) Assistant Administrative Officer or Assistant Statistical Officers or Assistant Accounts Officer with Pay Band 2 and Grade pay of Rs4200 with 5 years regular service.</p> <p>Deputation:</p> <p>Officers under the Central Government or Statutory Bodies</p> <p>(a) Holding analogous posts on a regular basis; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p>	<p>Board - Chairman</p> <p>(ii) Dy. Chairman, Tea Board - Member</p> <p>(iii) Secretary, Tea Board - Member</p> <p>(iv) Financial Adviser and Chief Accounts Officer, Tea Board-Member.</p> <p>For Deputation or Direct Recruits :</p> <p>(i) Chairman, Tea Board - Chairman</p> <p>( ii) Dy. Chairman, Tea Board - Member</p> <p>(iii) one member of the Tea Board - Member.</p>	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
18. Joint Controller of Licensing.	2* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 5400.	Selection.	<p>Not exceeding 35 years.</p> <p>(relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh,</p>	<p>Essential :-</p> <p>1. Bachelors Degree in Law from a recognised University or Institute.</p> <p>Desirable: Experience at Executive level in a business house of repute or in a Government Department. Familiarity with the tea industry would be an added qualification.</p>

					Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Yes.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<p>Promotion:</p> <p>From the cadre of —</p> <p>(i) Section Officer or Labour Welfare Officer or Secretary to Chairman with Pay Band 2 and Grade pay of Rs 4600 with 3 years regular service</p> <p>(ii) Assistant Administrative Officer or Assistant Statistical Officers or Assistant. Accounts Officer or Library and Information Officer with Pay Band 2 and Grade pay of Rs 4200 with 5 years regular service.</p> <p>Deputation:</p> <p>Officers under the Central Government or Statutory Bodies</p> <p>(a) Holding analogous posts on a regular basis; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p>	<p>For Promotion :</p> <p>(i) Chairman, Tea Board - Chairman</p> <p>(ii) Dy. Chairman, Tea Board - Member</p> <p>(iii) Secretary, Tea Board – Member</p> <p>(iv) Financial Adviser and Chief Accounts Officer, Tea Board- Member</p> <p>(v) Controller of Licensing, Tea Board – Member.</p> <p>For Deputation or Direct Recruits :</p> <p>(i) Chairman, Tea Board – Chairman</p> <p>(ii) Dy. Chairman, Tea Board - Member</p> <p>(iii) one member of the Tea Board – Member.</p>	Not applicable.



Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
19. Research Officer (Statistics).	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 5400.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time). Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  1. Master Degree in Statistics or Mathematics or Economics from a recognised University or Institute.  Preferences :  will be given to persons having 03 years' experience in analysis and interpretation of applied Economic data, including writing of notes, reports and memorandum in industrial and commercial topics in supervisory capacity in statistical Department under State or Central Government or Registered Reputed Company.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and	In case of recruitment by promotion or deputation or absorption, grades from which	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making
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promotees.		percentage of vacancies to be filled by various methods.	promotion or deputation or absorption is to be made.		recruitment.
8	9	10	11	12	13
Age: No.  Education: Bachelor degree in Statistics or Economics or Mathematics.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of Assistant Statistical Officer with Pay Band 2 and Grade pay of Rs 4200 with 5 years regular service. Deputation:  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	For Promotion : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board - Member  (iv) Financial Adviser and Chief Accounts Officer, Tea Board - Member  (v) Concerned Departmental Head, Tea Board - Member.  For Deputation or Direct Recruits : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) one members of the Tea Board - Member (iv) One outside expert - Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
20. Research Officer (Economics).	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A', Non-Gazetted, Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 5400.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya,	Essential :-  1. Master Degree in Economics or Commerce from a recognised University or Institute with training in statistics from the Indian Statistical Institute or  similar organization with specialization in Economics and Statistics  Desirable: Familiarity with problems and work relating to export promotion would be an additional

					Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	qualification.
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Bachelor degree in Economics or Commerce.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of Assistant Statistical Officer with Pay Band 2 and Grade pay of Rs. 4200 with 5 years regular service.  Deputation:  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	For Promotion : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board - Member  (iv) Financial Adviser and Chief Accounts Officer, Tea Board -Member  (v) Concerned Departmental Head, Tea Board - Member.  For Deputation or Direct Recruits : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) one member of the Tea Board - Member (iv) One outside expert - Member.	Not applicable.

Name of the post.	Number of	Classification.	Pay band and	Whether	Age limit for	Educational and
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	post.		grade pay or pay scale.	selection post or non-selection post.	direct recruits.	other qualifications required for direct recruits.
1	2	3	4	5	6	7
21. Soil Scientist.	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A',  Non-Gazetted,  Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 5400.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  1. Master Degree in Agriculture Extension or Soil Science from a recognised University or Institute with Ph.D in relevant field.  Experience : 05 years' research experience in Institute or Organization under the Government or Statutory Bodies or Universities etc. Preference will be given to candidates having excellent performance from Graduate to Post Graduate level

Whether age and educational qualifications prescribed for direct recruits will apply in the case of	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and	In case of recruitment by promotion or deputation or absorption, grades from which	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making
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promotees.		percentage of vacancies to be filled by various methods.	promotion or deputation or absorption is to be made.		recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<p>Promotion:</p> <p>From the cadre of</p> <p>i) Research Officer with Pay Band 2 and Grade pay of Rs 4600 with 3 years regular service .</p> <p>ii) Sr. Scientific Officer (Soil) with Pay Band 2 and Grade pay of Rs 4200 with 5 years regular service.</p> <p>Deputation:</p> <p>Officers under the Central Government or Statutory Bodies</p> <p>(a) Holding analogous posts on a regular basis; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p>	<p>For Promotion :</p> <p>(i) Chairman, Tea Board - Chairman</p> <p>(ii) Dy. Chairman, Tea Board - Member</p> <p>(iii) Secretary, Tea Board – Member</p> <p>(iv) Financial Adviser and Chief Accounts Officer, Tea Board-Member</p> <p>(v) Director Research, Tea Board – Member.</p> <p>For Deputation or Direct Recruits :</p> <p>(i) Chairman, Tea Board – Chairman</p> <p>(ii) Dy. Chairman, Tea Board – Member.</p> <p>(iii) one members of the Tea Board – Member.</p> <p>(iv) One outside expert – Member.</p>	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
22. System Analyst.	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'A', Non-Gazetted, Non-Ministerial.	Pay band-3 – Rs.15600-39100 plus grade pay Rs. 5400.	Selection.	<p>Not exceeding 30 years.</p> <p>(relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date</p>	<p>Essential :-</p> <p><b>B.Tech (Computer Science) or B.E. (Computer Science) from institutions accredited by All India Council for Technical Education.</b></p> <p>Experience : 02 years' experience in system design and implementation in real life projects under multi-user and multi-architecture environment.</p>

					prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Master Degree in Computer Application.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of Programmer with Pay Band 2 and Grade pay of Rs. 4200 with 5 years regular service and possessing the educational qualifications prescribed for direct recruits under column 7.  Deputation:  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	For Promotion : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) Secretary, Tea Board - Member (iv) Financial Adviser and Chief Accounts Officer, Tea Board- Member  (v) One outside expert - Member.  For Deputation or Direct Recruits : (i) Chairman, Tea Board - Chairman (ii) Dy. Chairman, Tea Board - Member (iii) one members of the Tea Board - Member (iv) One outside expert - Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
23. Section Officer.	5* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4600.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  (i) Bachelors Degree from a recognized University or Institute. (ii) Diploma in Computer Application from a recognized University or Institute.  Experience : Suitable experience in Secretarial and Establishment work, preferably in a Government Office and ability to write reports, minutes etc.

Whether age and educational qualifications prescribed for direct recruits will apply in	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or	In case of recruitment by promotion or deputation or absorption, grades	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in
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the case of promotees.		absorption and percentage of vacancies to be filled by various methods.	from which promotion or deputation or absorption is to be made.		making recruitment.
8	9	10	11	12	13
Age: No. Education: Yes.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<b>Promotion:</b>  From the cadre of Assistant Administrative Officer or Assistant Accounts officer or Assistant Statistical Officer with Pay Band 2 and Grade pay of Rs 4200 with 2 years regular service.  <b>Deputation:</b>  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	For Promotion : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board - Member (iii) Director Tea Development, Tea Board – Member  (iv) Director Tea Promotion (Head Quarter), Tea Board – Member  (v) Financial Adviser and Chief Accounts Officer, Tea Board-Member.  For Deputation or Direct Recruits : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board - Member (iii) One member of the Tea Board – Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
24. Labour Welfare Officer.	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4600.	Selection.	Not exceeding 35 years  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in	<b>Essential :-</b>  (i) Bachelor's Degree from a recognized University or Institute.



					India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Yes.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<b>Promotion:</b>  From the cadre of Assistant Administrative Officer or Assistant Accounts officer or Assistant Statistical Officer with Pay Band 2 and Grade pay of Rs 4200 with 2 years regular service.  <b>Deputation:</b>  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the	For Promotion : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board - Member (iii) Director Tea Development, Tea Board - Member  (iv) Director Tea Promotion (Head Quarter), Tea Board - Member  (v) Financial Adviser and Chief Accounts Officer, Tea Board-Member.  For Deputation or Direct Recruits : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea	Not applicable.

			educational qualifications prescribed for direct recruits under column 7.	Board - Member (iii) One member of the Tea Board – Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
25. Accounts Officer.	8* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4600.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	<b>Essential :-</b>  i) Bachelor Degree from a recognized University or Institute. ii) Must have passed the final Examination of the Institute of Chartered Accountants (India or London) or Subordinate Accounts Service Examination held by the Comptroller and Auditor General of India. <b>Desirable:</b> Experience in a Government or Semi-Government Office or a reputed Commercial undertaking for at least 5 to 7 years. Knowledge of Computer.

Whether age and educational qualifications	Period of probation, if any.	Method of recruitment whether by direct recruitment	In case of recruitment by promotion	If a Departmental Promotion Committee exists,	Circumstances in which Union Public Service
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prescribed for direct recruits will apply in the case of promotees.		or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	deputation or absorption, grades from which promotion or deputation or absorption is to be made.	what is its composition.	Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Bachelor Degree from a recognized University or Institute.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<b>Promotion:</b>  From the cadre of Assistant Accounts officer with Pay Band 2 and Grade pay of Rs 4200 with 2 years regular service.  <b>Deputation:</b>  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications prescribed for direct recruits under column 7.	For Promotion : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board - Member (iii) Director Tea Development, Tea Board - Member  (iv) Director Tea Promotion (Head Quarter), Tea Board - Member  (v) Financial Adviser and Chief Accounts Officer, Tea Board-Member.  For Deputation or Direct Recruits : (i) Dy. Chairman, Tea Board - Chairman. (ii) Secretary, Tea Board - Member. (iii) One member of the Tea Board - Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
26. Research Officer.	1*  (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4600.	Selection.	Not exceeding 30 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh,	<b>Essential :-</b>  i) Master Degree in Agriculture from a recognized University or Institute. ii) Ph.D or 2 years working experience in any research project in institutions under State or Central Government or Statutory Bodies or recognized universities.

					Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<p><b>Promotion:</b></p> <p>From the cadre of Sr. Scientific Officers (Plant Protection or Bio Chemistry or Farm Management) with Pay Band 2 and Grade pay of Rs 4200 with 2 years regular service.</p> <p><b>Deputation:</b></p> <p>Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications prescribed for direct recruits under column 7.</p>	<p>For Promotion :</p> <p>(i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board - Member (iii) Director Tea Development, Tea Board – Member</p> <p>(iv) Director Tea Promotion (Head Quarter), Tea Board – Member</p> <p>(v) Financial Adviser and Chief Accounts Officer, Tea Board- Member</p> <p>(vi) Director Research, Tea Board – Member.</p> <p>For Deputation or Direct Recruits :</p> <p>(i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member.</p> <p>(vi) Director Research, Tea Board – Member.</p> <p>(iv) One outside expert – Member.</p>	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
27. Secretary to Chairman.	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs.4600.	Selection.	Not exceeding 35 years  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  Bachelor Degree from a recognized University or Institute with 5 years experience in secretarial capacity to an Chief Executive Officer of any institution of repute. Must hold a diploma in Computer application.

Whether age and educational qualifications prescribed for direct	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or	In case of recruitment by promotion or deputation	If a Departmental Promotion Committee exists, what is its	Circumstances in which Union Public Service Commission to be
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recruits will apply in the case of promotees.		by deputation or absorption and percentage of vacancies to be filled by various methods.	absorption, grades from which promotion or deputation or absorption is to be made.	composition.	consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<p>Promotion:</p> <p>From the cadre of Executive Assistant with Pay Band 2 and Grade pay of Rs 4600 with 2 years regular service.</p> <p>Deputation:</p> <p>Officers under the Central Government or Statutory Bodies</p> <p>(a) Holding analogous posts on a regular basis; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p>	<p>For Promotion :</p> <p>(i) Dy. Chairman, Tea Board - Chairman</p> <p>(ii) Secretary, Tea Board - Member</p> <p>(iii) Director Tea Development, Tea Board – Member</p> <p>(iv) Director Tea Promotion (Head Quarter), Tea Board – Member</p> <p>(v) Financial Adviser and Chief Accounts Officer, Tea Board-Member.</p> <p>For Deputation or Direct Recruits :</p> <p>(i) Dy. Chairman, Tea Board – Chairman.</p> <p>(ii) Secretary, Tea Board - Member.</p> <p>(iii) One member of the Tea Board – Member.</p>	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
28. Executive Assistant.	5* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4600.	Selection.	<p>Not Exceeding 35 years.</p> <p>(relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the</p>	<p><b>Essential :-</b></p> <p>Bachelor Degree from a recognized University or Institute with 5 years experience in secretarial capacity to an Chief Executive Officer of any institution of repute. Must hold a diploma in Computer application.</p>

					age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<b>Promotion:</b> From the cadre of Sr. Secretarial Assistant with Pay Band 2 and Grade pay of Rs 4200 with 2 years regular service.  <b>Deputation:</b> Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	For Promotion : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board – Member. (iii) Director Tea Development, Tea Board – Member.  (iv) Director Tea Promotion (Head Quarter), Tea Board – Member.  (v) Financial Adviser and Chief Accounts Officer, Tea Board-Member.  For Deputation or Direct Recruits : (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member.	Not applicable.

				(iii) One member of the Tea Board – Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
29. Assistant Director (Hindi).	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4600.	Selection.	Not exceeding 35 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  (i) Master Degree in Hindi with English as a subject in Bachelor Degree from a recognized University or Institute.  <b>Desirable:</b>  Diploma in Computer Application from a recognized University or Institute.

Whether age and educational	Period of probation, if any.	Method of recruitment whether	In case of recruitment	of by	If a Departmental Promotion	Circumstances in which Union
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qualifications prescribed for direct recruits will apply in the case of promotees.		by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	Committee exists, what is its composition.	Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<b>Promotion:</b> From the cadre of Hindi Translator with Pay Band 2 and Grade pay of Rs 4200 with 2 years regular service. <b>Deputation:</b> Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	For Promotion : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board - Member (iii) Director Tea Development, Tea Board - Member (iv) Director Tea Promotion (Head Quarter), Tea Board - Member (v) Financial Adviser and Chief Accounts Officer, Tea Board-Member. For Deputation or Direct Recruitment (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board - Member (iii) One member of the Tea Board - Member. (iv) One outside expert - Member. (v) A Departmental Officer - Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
30. Estate Officer.	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4600.	Not Applicable.	Not exceeding 40 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  <b>Note:</b> The crucial	<b>Essential :-</b>  (i) Bachelor Degree from a recognized University or Institute. (ii) Diploma in Computer Application from a recognized University or Institute.

					date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	<b>Experience:</b>  05 years' experience in any Government or Public Sector Undertaking or  Bank in the field of security or estate management.
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Direct Recruitment failing which by Deputation.	Deputation:  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	Selection Committee for Direct recruitment or Deputation consisting of (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) One outside expert – Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay	Whether selection post	Age limit for direct recruits.	Educational and other
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			scale.	or non-selection post.		qualifications required for direct recruits.
1	2	3	4	5	6	7
31. Sr. Scientific Officer (Plant Protection).	1* (2015)  *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Selection.	Not exceeding 30 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	<b>Essential :-</b>  (i) Master Degree (Agriculture) in Entomology or Plant Pathology from a recognized University or Institute.  Preference may be given to candidates having 02 years' working experience in Entomological or Plant Pathological work in any University or Institute.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Promotion or deputation	<b>Promotion:</b>	For Promotion : (i) Dy. Chairman,	Not applicable.

		failing which by Direct Recruitment.	<p>From the cadre of Jr. Scientific Officer (Plant Protection) with Pay Band 1 and Grade pay of Rs 2800 with 4 years regular service.</p> <p><b>Deputation:</b></p> <p>Officers under the Central Government or Statutory Bodies</p> <p>(a) Holding analogous posts on a regular basis; and</p> <p>(b) Possessing the educational qualifications prescribed for direct recruits under column 7.</p>	<p>Tea Board - Chairman</p> <p>(ii) Secretary, Tea Board - Member</p> <p>(iii) Director Tea Development, Tea Board – Member</p> <p>(iv) Director Tea Promotion (Head Quarter), Tea Board – Member</p> <p>(v) Financial Adviser and Chief Accounts Officer, Tea Board-Member</p> <p>(vi) Director Research, Tea Board – Member.</p> <p>For deputation or Direct Recruitment</p> <p>(i) Dy. Chairman, Tea Board – Chairman.</p> <p>(ii) Secretary, Tea Board – Member.</p> <p>(iii) One member of the Tea Board – Member.</p> <p>(iv) One outside expert – Member.</p> <p>(v) Director Research, Tea Board – Member.</p>	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
32. Sr. Scientific Officer (Soil Science).	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted, Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Selection.	Not exceeding 30 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from	<p><b>Essential :-</b></p> <p>(i) Master Degree (Agriculture) in Soil Science from a recognized University or Institute.</p> <p>Preference may be given to candidates having 02 years' working</p>

					time to time).  <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	experience in any soil testing laboratory or Institute.
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Promotion failing which by Direct Recruitment.	<b>Promotion:</b>  From the cadre of  Jr. Scientific Officer (Soil Science) with Pay Band 1 and Grade pay of Rs 2800 with 4 years regular service.  <b>Deputation:</b>	For Promotion : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board - Member (iii) Director Tea Development, Tea Board - Member  (iv) Director Tea Promotion (Head Quarter), Tea Board -	Not applicable.

			Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications prescribed for direct recruits under column 7.	Member.  (v) Financial Adviser and Chief Accounts Officer, Tea Board-Member.  vi) Director Research, Tea Board – Member.  For deputation or Direct Recruitment (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) One outside expert – Member.  (v) Director Research, Tea Board – Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
33. Sr. Scientific Officer (Bio Chemistry).	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Selection.	Not exceeding 30 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and	<b>Essential :-</b>  (i) Master Degree in Bio Chemistry or Organic Chemistry from a recognized University or Institute.  Preference may be given to candidates having 02 years' working experience in Plant Chemistry or Flavour Chemistry related work.

					Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Promotion failing which by Direct Recruitment.	<p>Promotion:</p> <p>From the cadre of</p> <p>Jr. Scientific Officer (Bio Chemistry) with Pay Band 1 and Grade pay of Rs. 2800 with 4 years regular service.</p> <p>Deputation:</p> <p>Officers under the Central Government or Statutory Bodies</p> <p>(a) Holding analogous posts on a regular basis; and</p> <p>(b) Possessing the educational qualifications prescribed for direct recruits under column 7.</p>	<p>For Promotion :</p> <p>(i) Dy. Chairman, Tea Board - Chairman</p> <p>(ii) Secretary, Tea Board - Member</p> <p>(iii) Director Tea Development, Tea Board - Member</p> <p>(iv) Director Tea Promotion (Head-quarter), Tea Board - Member)</p> <p>(v) Financial Adviser and Chief Accounts Officer, Tea Board -Member</p> <p>(vi) Director Research, Tea Board - Member.</p> <p>For deputation or Direct Recruitment</p> <p>(i) Dy. Chairman, Tea Board - Chairman</p> <p>(ii) Secretary, Tea Board - Member</p> <p>(iii) One member of the Tea Board - Member</p> <p>(iv) One outside expert - Member</p> <p>(v) Director Research, Tea Board - Member.</p>	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for
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1	2	3	4	5	6	direct recruits. 7
34. Sr. Scientific Officer (Farm Management).	I* (2015)  *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Selection.	Not exceeding 30 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time). Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  i) Master Degree in Agronomy from a recognized University or Institute.  Preference may be given to candidates having 02 years' working experience in similar position in a reputed organization. Candidates having published research papers in relevant subject or field will be preferred.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13



Not Applicable.	Two years.	Promotion failing which by Direct Recruitment.	<p>Promotion:</p> <p>From the cadre of</p> <p>Jr. Scientific Officer (Farm Management) with Pay Band 1 and Grade pay of Rs. 2800 with 4 years regular service.</p> <p>Deputation:</p> <p>Officers under the Central Government or Statutory Bodies</p> <p>(a) Holding analogous posts on a regular basis; and</p> <p>(b) Possessing the educational qualifications prescribed for direct recruits under column 7.</p>	<p>For Promotion :</p> <p>(i) Dy. Chairman, Tea Board - Chairman</p> <p>(ii) Secretary, Tea Board - Member</p> <p>(iii) Director Tea Development, Tea Board - Member</p> <p>(iv) Director Tea Promotion (Head Quarter), Tea Board - Member</p> <p>(v) Financial Adviser and Chief Accounts Officer, Tea Board-Member.</p> <p>(vi) Director Research, Tea Board - Member.</p> <p>For deputation or Direct Recruitment</p> <p>(i) Dy. Chairman, Tea Board - Chairman</p> <p>(ii) Secretary, Tea Board - Member.</p> <p>(iii) One member of the Tea Board - Member</p> <p>(iv) One outside expert - Member.</p> <p>(v) Director Research, Tea Board - Member.</p>	Not applicable.
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
35. Sr. Secretarial Assistant.	10* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Selection.	<p>Not exceeding 30 years.</p> <p>(relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall be the closing date</p>	<p>Essential :-</p> <p>Bachelor Degree from a recognized University or Institute.</p>

					for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	<p>Promotion:</p> <p>From the cadre of Jr. Secretarial Assistant with Pay Band 1 and Grade pay of Rs 2400 with 5 years regular service.</p> <p>Deputation:</p> <p>Officers under the Central</p>	<p>For Promotion :</p> <p>(i) Dy. Chairman, Tea Board - Chairman</p> <p>(ii) Secretary, Tea Board - Member</p> <p>(iii) Director Tea Development, Tea Board – Member</p> <p>(iv) Director Tea Promotion (Head Quarter), Tea Board – Member.</p> <p>(v) Financial Adviser and Chief Accounts Officer, Tea Board</p>	Not applicable.

			Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications prescribed for direct recruits under column 7.	-Member.  For Deputation or Direct Recruitment (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
36. Programmer.	3* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Not Applicable.	Not exceeding 30 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  Bachelor's Degree in Computer Science or Computer Application or Post Graduate Diploma in Computer Application with minimum 02 years' programming experience in at least 2 (two) programming languages under Relational database management system from a recognized University or Institute affiliated to All India Council of Technical Education.  Experience: 02 years' working experience in 3rd generation programming languages under Relational database management system-in a registered reputed firm or equivalent experience.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) One outside Expert – Member.  (v) System analyst – Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
37. Assistant Statistical Officer.	7* (2015)  *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Selection.	Not exceeding 27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for	Essential :-  Bachelor Degree in Mathematics or Statistics or Economics from a recognized University or Institute with 02 years working experience in a similar capacity.

					those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education: Yes.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of Sr. Assistants with Pay Band 1 and Grade pay of Rs 2400 with 5 years regular service.  Deputation:  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications prescribed for direct recruits under column 7.	For Promotion : (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) Director Tea Development, Tea Board – Member  (iv) Director Tea Promotion (Head Quarter), Tea Board – Member.  (v) Financial Adviser and Chief Accounts Officer, Tea Board -Member.  (vi) Statistician, Tea Board - Member.  For Deputation or Direct Recruitment (i) Dy. Chairman, Tea	Not applicable.

				Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) One outside expert – Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
38. Development Officer.	75* (2015)  *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Selection.	Not exceeding 30 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  Bachelor Degree in Agriculture or Botany from a recognized University or Institute with 02 years working experience in the capacity of Assistant Manager or equivalent in a tea estate.

Whether age and educational	Period of probation, if any.	Method of recruitment whether	In case of recruitment by	If a Departmental Promotion	Circumstances in which Union
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qualifications prescribed for direct recruits will apply in the case of promotees.		by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	Committee exists, what is its composition.	Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not applicable.	Two years.	95 percent by Direct Recruitment and 5 percent by promotion.	Promotion:  From the cadre of  Sr. Scientific Officers with Pay band 2 of Rs.9300-34800 plus and grade pay of Rs. 4200 with 2 years regular service  and Jr. Scientific Officers with Pay Band 1 and Grade pay of Rs 2800 with 5 years regular service.	For Promotion : (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) Director Tea Development, Tea Board – Member.  (iv) Director Tea Promotion (Head Quarter), Tea Board – Member.  (v) Financial Adviser and Chief Accounts Officer, Tea Board-Member.   For Direct Recruitment (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board - Member iv) One outside Expert-Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
39. Assistant Administrative Officer.	72*  (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Selection.	Not exceeding 30 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from	Essential :-  Bachelor Degree from a recognized University or Institute.

					time to time).	
					Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of  Sr. Assistants with Pay Band 1 and Grade pay of Rs 2400 with 5 years regular service.  Deputation:	For Promotion : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board - Member (iii) Director Tea Development, Tea Board – Member  (iv) Director Tea Promotion (Head Quarter), Tea Board – Member  (v) Financial Adviser and Chief Accounts Officer,	Not applicable.



			Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications prescribed for direct recruits under column 7.	Tea Board-Member.  For Deputation or Direct Recruitment (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
40. Assistant Accounts Officer.	41* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Selection.	Not exceeding 30 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  Bachelor Degree in Commerce with advance accountancy and auditing from a recognized University or Institute.  Experiences: 5 years in the Accounts & Audit Department of Government Or Semi-Government Office or a commercial firm of repute.  Desirable: Familiarity with Fundamental & Supplementary Rules, Budgetary Procedure & General Financial Rules etc.

Whether age and educational	Period of probation, if any.	Method of recruitment whether	In case of recruitment by	If a Departmental Promotion	Circumstances in which Union
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qualifications prescribed for direct recruits will apply in the case of promotees.		by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	Committee exists, what is its composition.	Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education. Proficiency in accounting software.	Two years.	Promotion or Deputation failing which by Direct Recruitment	Promotion:  From the cadre of Sr. Assistants with Pay Band 1 and Grade pay of Rs 2400 with 5 years regular service.  Deputation:  Officers under the Central Government or Statutory Bodies (a) Holding analogous posts on a regular basis; and (b) Possessing the educational qualifications prescribed for direct recruits under column 7.	For Promotion : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board - Member (iii) Director Tea Development, Tea Board - Member  (iv) Director Tea Promotion (Head Quarter), Tea Board - Member  (v) Financial Adviser and Chief Accounts Officer, Tea Board-Member.  For Deputation or Direct Recruitment (i) Dy. Chairman, Tea Board - Chairman. (ii) Secretary, Tea Board - Member. (iii) One member of the Tea Board - Member. (iv) One outside expert - Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
41. Hindi Translator.	6*  (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Selection.	Not exceeding 30 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date	Essential :-  Bachelor Degree in Hindi literature with English as a subject from a recognized University or Institute.  Experiences: At least 03 years' experience in translation from English to Hindi vice versa or teaching experience in Hindi in an

					for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	educational institution.
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No. Education – Yes.	Two years.	Promotion failing which by Direct Recruitment.	Promotion:  From the cadre of  Sr. Assistants with Pay Band 1 and Grade pay of Rs 2400 with 5 years regular service.	For Promotion : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board – Member. (iii) Director Tea Development, Tea Board – Member.  (iv) Director Tea Promotion (Head Quarter), Tea Board – Member.  (v) Financial Adviser and Chief Accounts Officer, Tea Board- Member.  For Direct	Not applicable.

				Recruitment (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) One outside expert – Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
42. Protocol Officer.	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'B',  Non-Gazetted,  Non-Ministerial.	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Selection.	Not exceeding 30 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  Bachelor Degree from a recognized University or Institute Desirable: 3 years experience in protocol duties and well conversant with public relation work and proficiency in English or Hindi.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age: No.  Education. No.  But must have experience in protocol duties and well conversant with public relation work and proficiency in English or Hindi.	Two years.	Promotion failing which by Direct Recruitment	Promotion:  From the cadre of  Sr. Assistants with Pay Band 1 and Grade pay of Rs 2400 with 5 years regular service.	For Promotion : (i) Dy. Chairman, Tea Board - Chairman (ii) Secretary, Tea Board - Member (iii) Director Tea Development, Tea Board - Member  (iv) Director Tea Promotion (Head Quarter), Tea Board - Member  (v) Financial Adviser and Chief Accounts Officer, Tea Board-Member.  For Direct Recruitment (i) Dy. Chairman, Tea Board - Chairman. (ii) Secretary, Tea Board - Member. (iii) One member of the Tea Board - Member. (iv) One outside expert - Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
43. Library information Officer.	1* (2015) *Subject to variation dependent on	Equivalent to General Central Service, Group 'B',  Non-Gazetted,	Pay band-2 – Rs.9300-34800 plus grade pay Rs. 4200.	Not Applicable.	Not exceeding 30 years.  (relaxable for Government servants up to	Essential :-  (i) Bachelor Degree in Library Science or Library and Information Science of a

	workload.	Non-Ministerial.			<p>five years' in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p>	<p>recognized University or Institute.</p> <p>(ii) Two years' professional experience in a Library under Central or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognized Research or Educational Institution.</p> <p>Desirable: Diploma in Computer Application from a recognized University or Institute.</p>
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	Two years.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) One outside	Not applicable.

				Expert- Member.  (v) A departmental Officer- Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
44. Jr. Scientific Officer (Plant Protection).	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 -Rs 5200-20200 plus grade pay Rs. 2800.	Not Applicable.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  (i) Master Degree in Agriculture from a recognized University or Institute.  (ii) Preference may be given to candidates having 03 years' working experience in any reputed laboratory or institute carrying out analytical work.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) One outside Expert– Member.  (v) Director Research, Tea Board – Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
45. Jr. Scientific Officer (Soil Science).	1*  (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted, Non-Ministerial.	Pay band-1 –Rs 5200-20200 plus grade pay Rs. 2800.	Not Applicable.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the	Essential :-  (i) Master Degree in Agriculture from a recognized University or Institute.  (ii) Preference may be given to candidates having 03 years' working experience in any soil testing laboratory or institute.



					closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) One outside Expert– Member.  (v) Director Research, Tea Board – Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
46. Jr. Scientific Officer (Bio Chemistry).	1* (2015) *Subject to variation dependent on	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 –Rs 5200-20200 plus grade pay Rs. 2800.	Not Applicable.	18-27 years.  (relaxable for Government servants up to five years' in accordance with	Essential :-  (i) Master Degree in Chemistry from a recognized University or Institute.  ii) Preference may

	workload.				<p>the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p>	be given to candidates having 03 years' working experience in any reputed laboratory or institute carrying out analytical work.
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	<p>Selection Committee consisting of</p> <p>(i) Dy. Chairman, Tea Board – Chairman.</p> <p>(ii) Secretary, Tea Board – Member.</p> <p>(iii) One member of the Tea Board – Member.</p> <p>(iv) One outside Expert– Member.</p> <p>(v) Director Research, Tea Board – Member.</p>	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
47. Jr. Scientific Officer (Farm Management).	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 –Rs 5200-20200 plus grade pay Rs. 2800.	Selection.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  i) Master Degree in Agronomy or Soil Science from a recognized University or Institute.  ii) Preference may be given to candidates having 03 years' working experience in Agronomy or Soil Science in a reputed organization.

Whether age and educational qualifications prescribed for direct recruits will apply in	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or	In case of recruitment by promotion or deputation or absorption, grades	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in
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the case of promotees.		absorption and percentage of vacancies to be filled by various methods.	from which promotion or deputation or absorption is to be made.		making recruitment.
8	9	10	11	12	13
Age: No.  Education: Bachelor's Degree in Agriculture or Bio Science from a recognized University or Institute.	One year.	Promotion failing which by Direct Recruitment.	Promotion:  From the cadre of  Laboratory Assistant with Pay Band 1 and Grade pay of Rs 1900 with 6 years regular service.	Selection Committee consisting of (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board - Member. (iii) One member of the Tea Board – Member. (iv) One outside Expert– Member.  (v) Director Research, Tea Board – Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
48. Jr. Scientific Officer (Agronomy).	1*  (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 –Rs 5200-20200 plus grade pay Rs. 2800.	Not Applicable.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of	Essential :-  (i) Master Degree in Agronomy from a recognized University or Institute.  (ii) Preference may be given to candidates having 03 years' working experience in Agronomy or Soil Science in a reputed organization.

					Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) One outside Expert– Member.  (v) Director Research, Tea Board – Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
49. Jr. Secretarial Assistant.	12* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 –Rs 5200-20200 plus grade pay Rs. 2400.	Not Applicable.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).	Essential :-  (i) Bachelor Degree from a recognized University or Institute.  (ii) Skill Test Norms: Dictation for 10 mts. @ 80 words per minute. Transcription: 40 words per minute on computer.

					<p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p>	<p>Must have knowledge in MS Office and operation of Fax machine and knowledge of e-governance etc.</p> <p>Diploma holders in MS Office will be preferred.</p>
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) A departmental officer-Member.	Not applicable.

Name of the post.	Number of	Classification.	Pay band and	Whether	Age limit for	Educational and
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	post.		grade pay or pay scale.	selection post or non-selection post.	direct recruits.	other qualifications required for direct recruits.
1	2	3	4	5	6	7
50. Jr. Secretarial Assistant (Hindi).	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 -Rs 5200-20200 plus grade pay Rs. 2400.	Not Applicable.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  i) Bachelor Degree in Hindi from a recognized University or Institute.  ii) Skill Test Norms: Dictation for 10 mts. @ 80 words per minute. Transcription: 40 words per minute on computer. Must have knowledge in MS Office.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
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8	9	10	made. 11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) A departmental officer-Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
51. Sr. Assistant.	92* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 –Rs 5200-20200 plus grade pay Rs. 2400.	Selection.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  i) Bachelors Degree from a recognized University or Institute.



Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age –No.  Education – Diploma in Computer application is must.	One year.	Promotion or Deputation failing which by Direct Recruitment.	Promotion:  From the cadre of Assistants or Assistants (Hindi) with Pay Band 1 and Grade pay of Rs 1900 with 5 years regular service.	For Promotion : (i) Dy. Chairman, Tea Board- Chairman  (iii) Secretary, Tea Board - Member  (iii) Director Tea Development, Tea Board – Member (iv) Director Tea Promotion (Head Quarter), Tea Board – Member  (v) A Departmental officer - Member  For Deputation or Direct Recruitment (i) Dy. Chairman, Tea Board- Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) A Departmental officer – Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
52. Assistant.	91* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted, Non-Ministerial.	Pay band-1 –Rs. 5200-20200  plus grade pay Rs. 1900.	Selection.	18-27years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by	Essential :-  (i) Graduation from a recognized University or Institute. (ii) A typing speed of 35 w.p.m.in

					<p>the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p>	<p>on Computer. (35 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word).</p>
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
<p>Age: No.</p> <p>Education: Matriculation from recognized University or Board or Institute.</p>	One year.	80 percent by Direct Recruitment and 20 percent by promotion from cadre of Multi Tasking Staff in the Grade Pay of Rs. 1800 and who possess matriculation or equivalent qualification and have rendered 3 years regular service in the	As stated in column 10.	<p>For Promotion :</p> <p>(i) Dy. Chairman, Tea Board - Chairman</p> <p>(ii) Secretary, Tea Board - Member</p> <p>(iii) Director Tea Development, Tea Board – Member</p> <p>(iv) Director Tea Promotion (Head Quarter), Tea Board –</p>	Not applicable.

		grade.		Member  (v) Financial Adviser and Chief Accounts Officer, Tea Board-Member.  For Direct Recruitment (i) Dy. Chairman, Tea Board – Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) A Departmental officer –Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
53. Assistant (Hindi).	3* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 –Rs 5200-20200  plus grade pay Rs. 1900.	Not Applicable.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and	Essential :-  (i) Graduation from a recognized University or Institute in Hindi literature. (ii) A typing speed of 30 w.p.m.in on Computer. (30 w.p.m. correspond to 9000 KDPH on an average of 5 key depressions for each word).

					Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	For Direct Recruitment (i) Dy. Chairman, Tea Board - Chairman  (ii) Secretary, Tea Board – Chairman. (iii) One member of the Tea Board – Member. (iv) A Departmental officer –Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
54. Driver.	18* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 –Rs 5200-20200 plus grade pay Rs. 1900.	Not Applicable.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in	Essential :-  (i) Matriculate or class 10 <sup>th</sup> pass.  (ii) Possession of a valid driving licence for motor Car. (iii) Experience for driving a motor car for at least 2 years.

					India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Dy. Chairman or Tea Board-Chairman  (ii) Secretary, Tea Board - (iii) One member of the Tea Board – Member. (iv) One outside Expert– Member.  (v) A Departmental officer –Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for
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1	2	3	4	5	6	direct recruits. 7
55. Laboratory Assistant.	3* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Pay band-1 –Rs 5200-20200 plus grade pay Rs. 1900.	Not Applicable.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time). Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  Bachelor Degree in Bio-Science or Agriculture.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Dy. Chairman or	Not applicable.

				Tea Board-Chairman (ii) Secretary, Tea Board - (iii) One member of the Tea Board - Member. (iv) One outside Expert, - Member. (v) A Departmental officer -Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
56. Electrician	1* (2015) *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Pay band-1 -Rs 5200-20200 plus grade pay Rs. 1900.	Not Applicable.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential :-  (i) Matriculate or equivalent.  (ii) ITI certificate in electrical field.

Whether age and educational	Period of probation, if any.	Method of recruitment whether	In case of recruitment by	If a Departmental Promotion	Circumstances in which Union
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qualifications prescribed for direct recruits will apply in the case of promotees.		by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	Committee exists, what is its composition.	Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of :— (i) Dy. Chairman or Tea Board-Chairman  (ii) Secretary, Tea Board - (iii) One member of the Tea Board – Member. (iv) One outside Expert– Member.  (v) A Departmental officer –Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
57. Generator Operator.	2* (2015)  *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 –Rs 5200-20200  plus grade pay Rs. 1900.	Non-Selection.	18-27years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti	Essential :-  (i) 12 <sup>th</sup> Pass or equivalent.  (ii) Workmen's trade certificate from Industrial Training Institute.  (iii) Possession of workmen's permit in part III only issued by the Licensing Board of the State Government.  Experience: Should have at least 02 years experience in operation and maintenance of Generator.



					District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Dy. Chairman Tea Board-Chairman  (ii) Secretary, Tea Board -Member (iii) One member of the Tea Board – Member. (iv) One outside Expert – Member.  (v) A Departmental officer –Member.	Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
58. Plumber.	1* (2015) *Subject to variation	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 –Rs 5200-20200  plus grade pay Rs. 1900.	Non-Selection.	18-27 years.  (relaxable for Government servants up to five years' in accordance with	Essential :-  (i) Matriculate or equivalent. (ii) ITI certificate in plumbing field.

	dependent on workload.				<p>the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p>	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Age –No.	One year.	Promotion failing which by Direct Recruitment.	Promotion: From the cadre of	For Promotion (i) Dy. Chairman, Tea Board-Chairman,	Not applicable.

Education – ITI certificate in plumbing field.			Multi Tasking Staff with 2 years regular service.	(ii) Secretary, Tea Board – Member. (iii) Director Tea Development, Tea Board – Member. (iv) Director Tea Promotion (Head Quarter), Tea Board – Member.  (v) Financial Adviser and Chief Accounts Officer, Tea Board –Member.  Direct Recruitment (i) Dy. Chairman, Tea Board-Chairman. (ii) Secretary, Tea Board – Member.  (iii) One member of the Tea Board – Member. (iv) One outside Expert Member.  (v) A Departmental officer –Member.	
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Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
59. Mate to Electrician.	1* (2015)  *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non-Ministerial.	Pay band-1 –Rs 5200-20200  plus grade pay Rs. 1900.	Non-selection.	18-27 years.  (relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time)..  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram,	Essential :-  (i) Matriculate or equivalent. (ii) ITI certificate in electrical field.

					Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	
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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8 Age –No.  Education – ITI certificate in electrical field.	9 One year.	10 Promotion failing which by Direct Recruitment.	11 Promotion:  From the cadre of  Multi Tasking Staff with 2 years regular service.	12 For Promotion (i) Dy. Chairman, Tea Board-Chairman, (ii) Secretary, Tea Board - Member (iii) Director Tea Development, Tea Board – Member. (iv) Director Tea Promotion (Head Quarter), Tea Board – Member.  (v) Financial Adviser and Chief Accounts Officer, Tea Board -Member.  Direct Recruitment (i) Dy. Chairman, Tea Board-Chairman. (ii) Secretary, Tea Board – Member. (iii) One member of the Tea Board – Member. (iv) One outside Expert Member.  (v) A Departmental officer –Member.	13 Not applicable.

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay	Whether selection post or non-selection	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
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1	2	3	scale.	post.	6	7
60. Multi Tasking Staff.	188* (2015)  *Subject to variation dependent on workload.	Equivalent to General Central Service, Group 'C',  Non-Gazetted,  Non- Ministerial.	Pay band-1 – Rs 5200- 20200  plus grade pay Rs. 1800.	Not Applicable.	18-25 years.  Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).  In case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment exchange is asked to submit the names.	Essential :-  i) Matriculate or Class 10 <sup>th</sup> pass.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable.	One year.	Direct Recruitment.	Not Applicable.	Selection Committee consisting of (i) Dy. Chairman, Tea Board-Chairman :  (ii) Secretary, Tea Board – Member.  (iii) One member of the Tea Board – Member.  (iv) A Departmental officer –Member.	Not applicable.

SANTOSH SARANGI, Chairman  
[ADVT-III/4/Exty./92-F/15(260)]

**NOTIFICATION**

New Delhi, the 25th October, 2016

**G.S.R. 1010(E).**—In exercise of the powers conferred by sub-section (1) of section 50 of the Tea Act, 1953 (29 of 1953) read with sub-section (2) of section 50, the Tea Board hereby makes the following amendments to the Tea Board (Recruitment, Promotion and Conditions of Service of Officers and Staff) By-Laws, 2015, namely:-

- 1 (1) These By-Laws may be called the Tea Board (Recruitment, Promotion and Conditions of Service of Officers and Staff) Amendment By-Laws, 2016.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Tea Board (Recruitment, Promotion and Conditions of Service of Officers and Staff) By Laws, 2015, in the Schedule, in column (12), against serial numbers 1 to 22,-

(a) the figures and words “(i) Chairman, Tea Board-Chairman”, wherever they occur, shall be omitted;

(b) for the figures and words, “(ii) Dy. Chairman, Tea Board-Member”, wherever they occur, the figures and words “(ii) Dy. Chairman, Tea Board-Chairman”, shall be substituted.

[F. No. T-12012/1/2016-Plant (A)]

ALOK VARDHAN CHATURVEDI, Addl. Secy.

**Note :** The principal by-laws were published in the Gazette of India vide notification Number 23(4)/Estt./2009, dated the 2nd November, 2015.

**अधिसूचना**

नई दिल्ली, 25 अक्टूबर, 2016

**सा.का.नि. 1011(अ).**—चाय बोर्ड (सरकार द्वारा नियुक्त अधिकारियों की भर्ती और सेवा शर्तों) नियम, 1971 का और संशोधन करने के लिए कतिपय नियमों का प्रारूप, चाय अधिनियम, 1953 (1953 का 29) की धारा 49 की उपधारा (1) की अपेक्षानुसार, भारत सरकार के वाणिज्य और उद्योग मंत्रालय (वाणिज्य विभाग) की अधिसूचना संख्यांक सा.का.नि.467(अ) तारीख 3 अगस्त, 2016 को, जिसमें ऐसे सभी व्यक्तियों से जिनके उनसे प्रभावित होने की संभावना है, आक्षेप और सुझाव मांगने के लिए प्रकाशित की गई थी, उस तारीख से जिसको उक्त राजपत्र अधिसूचना की प्रतियां जनता को उपलब्ध करा दी गई थी, तीस दिन की अवधि की समाप्ति तक आक्षेप और सुझाव मांगे गए थे ;

और, उक्त राजपत्र की प्रतियां जनता को तारीख 5 अगस्त, 2016 को उपलब्ध करा दी गई थी ;

और, उक्त प्रारूप नियमों पर जनता से कोई आक्षेप और सुझाव प्राप्त नहीं हुए थे ;

अतः, अब, केंद्रीय सरकार, चाय अधिनियम, 1953 की धारा 49 की उपधारा (2) के खंड (घ) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए निम्नलिखित नियम बनाती है, अर्थात्:-

1. (1) इन नियमों का संक्षिप्त नाम चाय बोर्ड (सरकार द्वारा नियुक्त अधिकारियों की भर्ती और सेवा शर्तों) संशोधन नियम, 2016 है।
- (2) यह राजपत्र में उनके प्रकाशन की तिथि से प्रवृत्त होंगे।
2. चाय बोर्ड (सरकार द्वारा नियुक्त अधिकारियों की भर्ती और सेवा शर्तों) नियम, 1971 की अनुसूची में, क्रम संख्या. 1 जिसका सम्बंध उपाध्यक्ष के पद से है, से संबन्धित प्रविष्टियों का लोप किया जाएगा।

[फा. सं. टी-12012/1/2016-बागान (क)]

आलोक वर्धन चतुर्वेदी, अपर सचिव

**G.S.R. 217.**—The following by-laws, which have been made by the Tea Board in exercise of the power conferred by clause (e) of sub-section (1) of section 50 of the Tea Act, 1953 (29 of 1953) and which have been confirmed by the Central Government as required by sub-section (2) of the said section, are hereby published for general information:—

**TEA BOARD (PROVIDENT FUND) BY-LAWS, 1960**

**CHAPTER I**

*Preliminary*

**1. Short title and application.**—(1) These by-laws may be called the Tea Board (Provident Fund) By-laws, 1960.

(2) They shall apply to:—

- (a) the Central Tea Board (Provident Fund) and the Indian Tea Licensing Committee (Provident Fund), hereinafter referred to as Tea Board (Provident Fund) No. I; and
- (b) the Indian Tea Market Expansion Board (Provident Fund), hereinafter referred to as Tea Board (Provident Fund) No. II.

**2. Rescission of existing by-laws and rules.**—The Central Tea Board (Provident Fund) By-laws, 1952, the Indian Tea Licensing Committee (Provident Fund) By-laws, 1952 and all other rules and regulations governing any of the provident funds of the Tea Board are hereby rescinded.

**3. Maintenance of the funds.**—The Tea Board (Provident Fund) No. I shall be maintained in accordance with the provisions contained in Chapter II and the Tea Board (Provident Fund) No. II shall be maintained in accordance with the provisions contained in Chapter III.

**CHAPTER II**

*By-laws for Tea Board (Provident Fund) No. I.*

**4. Definitions.**—In this Chapter, unless the context otherwise requires—

- (a) "Board" means the Tea Board;
- (b) "employee of the Board" means a salaried officer or employee of the Board, other than an officer appointed by the Central Government or a Government servant whose services have been lent or transferred to the Board;
- (c) "family" means—

- (i) in the case of a male subscriber, the wife and children of the subscriber, and the widow and children of a deceased son of the subscriber;

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which the parties belong to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in respect of matters to which these by-laws relate, unless the subscriber subsequently indicates by express notice in writing to the Board that she shall continue to be so regarded;

- (ii) in the case of a female subscriber, the husband and children of the subscriber, and the widow and children of a deceased son of the subscriber;

Provided that if the subscriber by notice in writing to the Board expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in respect of matters to which these by-laws relate, unless the subscriber subsequently cancels formally in writing her notice excluding him;

Note I—"Children" in this clause mean legitimate children.

**Note 2**—An adopted child shall be considered to be a child when under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child;

- (d) "Fund" means the Tea Board (Provident Fund) No. I;
- (e) "salary" means basic pay and includes leave salary;
- (f) "Secretary" means the Secretary to the Board; and
- (g) "Subscriber" means a subscriber to the Fund.

**5. Constitution of the Fund.**—The Fund shall be constituted and established from the 1st day of April, 1960 for the benefit of all employees of the Board except those who are the beneficiaries of the Tea Board (Provident Fund) No. II and those whom the Board may in their discretion decide not to admit to the Fund.

All the assets and liabilities in respect of the existing Central Tea Board Provident Fund and the Indian Tea Licensing Committee Provident Fund of all employees of the Board except the beneficiaries of the Tea Board (Provident Fund) No. II shall, subject to the provisions of these by-laws, be transferred to this Fund.

**6. Subscribers.**—Subject to the provision of by-law 5, every employee of the Board in receipt of a salary in excess of Rs. 30 per month shall subscribe to the Fund. Every employee of the Board in receipt of a salary of Rs. 30 per month or less may at his option subscribe to the Fund:

Provided that no person, who has retired from Government service on a retiring or superannuation person, shall, if he is re-employed in a post under the Board, be eligible to subscribe to the Fund without the previous sanction of the Central Government.

**7. Amount of subscription.**—(a) The subscriptions to the Fund shall be at the rate of one-twelfth of the monthly salary of each subscriber:

Provided that in the case of a person employed for a term of years under a specific agreement, the rate shall be such rate, not exceeding one-twelfth of the monthly salary of the person, as may be provided in the agreement.

(b) The Board shall have the power to deduct from the salary of any subscriber such sum as may be required to pay any subscription due by him to the Fund.

**8. Account of the Fund.**—The Fund shall consist of (a) subscriptions and contributions which are to be carried to the Fund in accordance with these by-laws, (b) such additions to the Fund as the Board may at any time and from time to time decide to make, (c) the income of the Fund and (d) the income from investments made under by-law 10.

**9. Management of the Fund.**—The Fund shall vest in the Board and be managed by or on behalf of the Board; and these by-laws shall be interpreted by the Board whose decision shall be final and binding upon the members.

**10. Investment of the Fund.**—All moneys (including the net income of the Fund for the time being available for distribution) from time to time received by the Board and not immediately required for making any payments pursuant hereto may be invested in any security in or upon which trust moneys may lawfully be invested under the Indian Trusts Act, 1882, or may be placed on deposit with any bank or banks approved by the Central Government. All such investments may at any time be varied or transferred into or for others of a like nature as may seem expedient to the Board.

**11. Contribution by the Board.**—The Board shall contribute to the Fund on the 31st day of March in each year a sum which shall be equal to 8-1/3 per cent of the aggregate of the salaries drawn by the subscribers during the year ending that date.

**12. Subscriber's Account.**—A separate account in Form A of the First Schedule to these by-laws shall be maintained for each subscriber and such account shall show:—

- (a) the amount subscribed;



(b) amount which the Board may or derived from such subscriptions;

(c) the subscriber's share of the Board's contribution and of such additions to the Fund as the Board may, in their discretion, decide to make; and

(d) the amount which the Board may credit under by-law 14 as income derived from the subscriber's share of the Board's contribution and additions.

**13. Expenses.**—All expenses of the Fund shall be met from the income of the Fund.

**14. Income of the Fund.**—So much of the income of the Fund as the Board may from time to time decide as available for distribution shall be credited on the 31st day of March in each year to the accounts of the subscribers in the manner following, that is to say, in column 4 of the account referred to in by-law 12, there shall be credited to each subscriber a sum bearing the same proportion to the total sum made available for distribution by the Board as the net income earned by the total subscriptions to the Fund of the subscribers in column 3 bears to the total subscriptions to the Fund at the date of such crediting, and in column 6 shall be credited to each subscriber a sum bearing the same proportion to the balance of the income so made available as aforesaid as the amount standing to the credit of the subscriber in column 5 bears to the total amount standing to the credit of all subscribers in that column at the date of such crediting:

Provided that the amount credited to the account of each subscriber in column 4 shall not be less than the amount which would have been earned by the subscriptions in column 3, if these subscriptions had been deposited in the Post Office Savings Bank from time to time as received.

**15. Accounting period.**—The accounts of the Fund shall be made up yearly to the 31st day of March.

**16. Lapse and Forfeiture Account.**—All amounts which the Board shall decide to treat as lapses and forfeitures shall be transferred to a separate account to be called "The Lapse and Forfeiture Account" and shall be used and applied by the Board as a reserve fund to meet any loss or depreciation of or in the investment for the time being of the Fund. Any profit arising on any of the said investments shall be transferred to the Lapse and Forfeiture Account. If and when the Board is of the opinion that the amount to the credit of the Lapse and Forfeiture Account is sufficient to meet any possible loss or depreciation of or in the said investments, the surplus, if any, may be divided amongst the subscribers in such proportion as the Board may decide.

**17. Power to make deductions before final payment.**—(a) When the amount standing to the credit of a subscriber who has been dismissed from the service of the Board becomes payable, the Board may direct that the whole or any part of the contributions of the Board and of any interest accrued thereon shall be deducted from the amount standing to his credit and the amount so deducted shall be transferred to the Lapse and Forfeiture Account.

Provided that if the order of dismissal is subsequently cancelled, the amount so deducted shall, on his re-instatement in the service, be retransferred from the Lapse and Forfeiture Account and replaced at his credit in the Fund.

(b) When the amount standing to the credit of a subscriber becomes payable, the Board may direct that any amount due under a liability incurred by him to the Board unto the total amount of the contributions of the Board to his account

Government Service, or (ii) the subscriber establishes to the satisfaction of the Board that his resignation is necessitated by incapacity for further service.

**18. Final Payment.**—Subject to any deduction under by-law 17, the amount standing to the credit of a subscriber shall become payable on his death or on the termination of his employment with the Board.

**19. Advances to subscribers.**—The Board may at any time and from time to time make a temporary advance to a subscriber from the amount standing to his credit in the Fund in respect of his own subscriptions subject to the following conditions:—

- (a) No advance shall be granted unless the Board is satisfied that the applicant's pecuniary circumstances justify it and an undertaking is given that it will be expended on the following object or objects, and not otherwise:—
  - (i) to pay expenses incurred in connection with the prolonged illness of the applicant or any member of his family or any person actually dependent on him,
  - (ii) to pay for the overseas passage for reasons of health or education of the applicant or any member of his family,
  - (iii) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with marriages, funerals or ceremonies which by his religion it is incumbent on him to perform.
- (b) An advance may also be sanctioned for other good reasons if the necessity for such an advance is urgent and established to the satisfaction of the Board.
- (c) An advance shall not except for special reasons exceed 66-2/3rd per cent of the amount of subscriptions and interest thereon standing to the credit of the subscriber.
- (d) A second advance shall ordinarily not be granted if a previous advance together with interest thereon is still outstanding against a subscriber. A second advance might be granted in special cases, provided the combined sum of the amount outstanding from the first advance and the amount of the second advance does not exceed the amount admissible under clause (c) above.
- (e) Advances granted shall carry interest simple or compound at such rate, and shall be repaid in such monthly instalments, as the Board may direct.

**20. Final withdrawals by subscribers.**—The Board may permit the subscribers to make final withdrawals from the Fund for the same purposes and subject to the same terms and conditions as govern the final withdrawals from Provident Funds by the Central Government Servants, subject to suitable modifications, if any, made by it.

**21. Closing of Accounts.**—(a) The account of a subscriber shall be closed—

- (i) in the event of his death, on the next day thereafter,
  - (ii) in the event of retirement from the service of the Board or termination of his services, on the day of such retirement or termination.
- (b) When the account of a subscriber is closed, such amount if any, as the Board may decide, shall be added thereto in respect of interest and the contributions of the Board for the period from the 31st day of March preceding the death, retirement or termination of services, as the case may be, of the subscriber to the date of the closing of his account.

(c) Interest on the amount standing to the credit of a subscriber when his account is closed shall be payable till the end of the month preceding that in which payment of such amount is made or till the end of the sixth month after the month in which such amount became payable, whichever is earlier:

Provided that no interest shall be payable after the date which the Board has intimated to the person entitled to receive payment, or his agent, as the date on which the Board is prepared to make payment in cash or after the date on which a cheque for the amount in favour of that person is posted to his address.

**22. Nomination.**—(a) A subscriber shall, as soon as ~~he~~ <sup>he</sup> ~~is~~ <sup>is</sup> after joining the Fund, send to the Secretary a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid:

Provided that if at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

(b) If a subscriber nominates more than one person under clause (a), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(c) Every nomination shall be in such one of the Forms set forth in the Second Schedule to these by-laws as is appropriate in the circumstances.

(d) A subscriber may at any time cancel a nomination by sending a notice in writing to the Secretary:

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of this by-law.

(e) A subscriber may provide in a nomination—

(i) in respect of any specified nominee that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination;

(ii) that the nomination shall become invalid in the event of the happening of a contingency specified therein; Provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(f) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-clause (i) of clause (e) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of sub-clause (ii) of clause (e) or the proviso thereto, the subscriber shall send to the Secretary a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of these by-laws.

(g) Every nomination made, and every notice of cancellation given, by a subscriber shall to the extent that it is valid, take effect on the date on which it is received by the Secretary.

**23. Payment on subscriber's death.**—Subject to any deduction under by-law 17, on the death of a subscriber occurring before the amount standing to his credit in the Fund has become payable or before the amount having become payable, has been paid—

(a) when the subscriber leaves a family—

(i) if a nomination made by the subscriber in accordance with the provisions of by-law 22 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination;

(ii) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the legal heirs of the subscriber;

(b) when the subscriber leaves no family, if a nomination made by him in accordance with the provisions of by-law 22 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

**Note.—(1)** When a nominee is a dependant of the subscriber as defined in clause (c) of section (2) of the Provident Funds Act, 1925, the amount vests in such nominee under sub-section (2) of section 3 of that Act.

**Note.—(2)** When the subscriber leaves no family and no nomination made by him in accordance with the provisions of by-law 22 subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Provident Funds Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

**24. Agreement.**—Every subscriber shall sign an agreement in Form B of the First Schedule to these by-laws, agreeing to abide and be bound by these by-laws.

**25. Annual audit of accounts.**—The accounts of the Fund shall be closed as at 31st March in each year and audited annually by the auditors of the Board.

**26. Annual statement of accounts.**—(a) As soon as possible after the close of each year the Secretary shall send to each subscriber a statement of his account in the Fund—showing the opening balance at the beginning of the year, the total amount credited or debited during the year, the total amount of interest credited at the end of the year, and the closing balance at the end of the year.

(b) The Secretary shall attach to the statement of account an inquiry whether the subscriber desires to make any alteration in any nomination made under these by-laws.

(c) Subscribers shall satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Secretary within two months of the receipt of the statement.

**27. Annual Report.**—An annual report accompanied by the certified accounts for the year shall be submitted to the Board by the Secretary, as soon after the year's working as possible.

**28. Banking Account.**—All receipts of the Fund shall be paid into a separate account with the State Bank of India or any other bank or banks approved by the Central Government. Such account shall be operated by the Secretary:

Provided that cheques for more than one thousand rupees shall be countersigned by the Chairman, Tea Board.

### CHAPTER III

#### *By-laws for Tea Board (Provident Fund) No. II.*

**29. Definitions.**—In this Chapter, unless the context otherwise requires—

(a) "Board" means the Tea Board;

(b) "Chairman" and "Vice-Chairman" mean the Chairman and the Vice-Chairman respectively of the Board;

(c) "Committee" means the Executive Committee of the Board;

(d) "family" means—

(i) in the case of a male subscriber, the wife and children of the subscriber, and the widow and children of a deceased son of the subscriber:

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which the parties belong to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in respect of matters to which these by-laws relate, unless the subscriber subsequently indicates by express notice in writing to the Board that she shall continue to be so regarded;

(ii) in the case of a female subscriber, the husband and children of the subscriber, and the widow and children of a deceased son of the subscriber:

Provided that if the subscriber by notice in writing to the Board expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these by-laws relate, unless the subscriber subsequently cancels formally in writing her notice excluding him;

Note 1—"Children" in this clause means legitimate children.

Note 2—An adopted child shall be considered to be a child when under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child;

- (e) "Fund" means the Tea Board (Provident Fund) No. II;
- (f) "Indian Tea Market Expansion Board" means the body constituted by the Central Government under Act IX of 1903;
- (g) "profits" or "losses" when used in relation to the Fund shall mean the yearly appreciation or depreciation, as the case may be, in the value of the Fund as represented by the difference to be ascertained on the 31st day of March in each year between the total value (after deducting all ascertained but unpaid expenses and liabilities, if any, and interest and dividends accrued to date) of the monies, investments and securities then representing the Fund (the value of the securities and investments being estimated according to their recognised market value on the date, such value to be determined by the Secretary) and the sum total of all the subscriptions to that date of the then existing members and of the contributions of the Board made in respect thereof;
- (h) "salary" means basic pay and includes leave salary;
- (i) "Secretary" means the Secretary to the Board;
- (j) "subscriber" means a subscriber to the Fund; and
- (k) "Trustees" mean the Trustees of the Fund.

**30. Constitution of the Fund.**—The Fund shall be constituted from the 1st day of April, 1960 for the benefit of the officers and the employees of the Indian Tea Market Expansion Board who are employees of the Tea Board. All the assets and liabilities in respect of the Provident Fund of those officers and employees of the Indian Tea Market Expansion Board shall, subject to the provisions of these by-laws, be transferred to this Fund.

**31. Trust.**—The Fund shall constitute a Trust upon and subject to the provisions of these by-laws, which Trust shall be irrevocable save with the consent of all the beneficiaries. The Chairman and the Vice-Chairman shall be the Trustees.

**32. Management.**—The management of the Fund shall, subject to the approval of the Trustees, be carried out by the Secretary.

**33. Annual audit of accounts.**—The accounts of the Fund shall be closed as at 31st March in each year and audited annually by the auditors of the Board.

**34. Membership.**—The officers and the employees mentioned in by-law 30 who are in the service of the Board on the 1st day of April, 1960 shall subscribe to the Fund.

**35. Amount of subscriptions.**—Except as provided by the next succeeding by-law, each subscriber shall subscribe to the Fund monthly a sum representing one-tenth of his salary and such subscription shall be deducted from the monthly salary and placed respectively to the credit of the account of each subscriber to be opened as hereinafter provided, and interest shall, if circumstances permit, be allowed thereon in accordance with the provisions in that behalf hereinafter contained.

**36. Increased subscriptions.**—Any subscriber may, on giving to the Board not less than one month's notice, expiring on the 31st day of March in any year, of his intention to do so, increase his monthly subscription from the date of the expiry of the notice to an amount representing in all one-fifth of his monthly salary. If a subscriber increases the rate of his subscription, he shall do so for not less than one year at a time, and he shall continue subscribing at such increased rate of one-fifth of his salary until the expiration of three months' notice,

which he shall give to the Board to expire on the 31st day of March in any year, of his intention to discontinue subscribing at such increased rate.

**37. Contribution by the Board.**—For and in respect of each complete year ending on the 31st day of March, the Board shall contribute to the Fund a sum equal to the amount received for that year from subscribers in respect of the subscriptions made in accordance with by-law 35 and shall pay the same into the account of the Trustees to be opened under by-law 39.

**38. Account of subscribers.**—Accounts shall be opened in the name of each subscriber in the form prescribed from time to time under section 58-1 of the Indian Income Tax Act, 1922. There shall be credited therein monthly the monthly subscriptions deducted from such subscriber's salary under by-laws 35 and 36 and, as soon as conveniently may be after the Board shall have made its contribution in each year, a sum out of such contribution equal to the amount received for that year from the subscriber in respect of the subscription of one-tenth of his salary made in accordance with by-law 35. The portion of each such account in which are shown the monthly subscriptions deducted from the subscriber's salary under by-laws 35 and 36 and the interest credited in respect thereof under by-law 41 is hereinafter referred to as that subscriber's "Subscription Account", and the portion in which are shown the amounts credited to the member out of the Board's contribution under by-law 37 and the interest credited in respect thereof under by-law 41 is hereinafter referred to as his "Bonus Account".

**39. Banking Account.**—An account shall be opened in the joint names of the Trustees and the Secretary in the State Bank of India or in such other bank as may be selected by the Trustees and sanctioned by the Committee from time to time. And into such account shall be paid all subscriptions deducted from salaries of subscribers under by-laws 35 and 36 and all contributions by the Board under by-law 37 and all such other sums as may be received by the Trustees from time to time on behalf of or on account of the Fund.

All moneys standing to the credit of such account shall be dealt with only in accordance with these by-laws and no sums shall be withdrawn from such account except by the Chairman and in the absence of the Chairman jointly by the Vice-Chairman and the Secretary.

**40. Investment of the Fund.**—All moneys not immediately required for the purpose of the Fund shall be, from time to time, invested by the Trustees. The investments may be made in any security in or upon which trust money may lawfully be invested under the Indian Trusts Act, 1882 or the moneys may be placed on deposit with any bank or banks approved by the Central Government.

The bank as mentioned in by-law 39 shall hold on behalf of the Trustees the securities of the Fund.

With the prior approval of the Committee, the investments of the Fund or part thereof may at any time be varied, transferred into, sold or encashed, subject to the provisions of these by-laws, in such manner as may seem expedient to the Trustees.

**41. Interest on Investments.**—On the 31st day of March in each year or as soon thereafter as conveniently may be, the Secretary shall ascertain the amount available for division amongst the subscribers arising from the interest and dividends accrued in respect of the year ending on that date on the moneys, investments and securities representing the Fund, and after deducting therefrom the expenses of management, the balance shall be divided amongst the subscribers in proportion to the total of the amounts standing to the credit of the respective Subscription and Bonus Accounts as on the 31st day of March in the preceding year, and shall be apportioned to the Subscription and Bonus Accounts of the subscriber in each case in proportion to the amounts standing to the credit of their respective Subscription and Bonus Accounts as at 31st day of March in the preceding year.

**42. Apportionment of profit or loss.**—On the 31st day of March in each year, or as soon thereafter as conveniently may be, the Secretary, subject to the approval of the Trustees, shall ascertain and determine the market value (as on the said 31st day of March) of all the investments and securities belonging to the Fund, and in this respect the decision of the Secretary as to what shall be considered the market value of each security and investment shall be final and binding, and thereupon the Secretary shall also ascertain and determine the aggregate value of

all the moneys, investments and securities for the time being forming the Fund, and after deducting therefrom all interest accrued thereon and dealt with under the last preceding by-law and all outstanding liabilities (if any) incurred under the provisions of these by-laws, the Secretary shall ascertain the "profits" or "losses", as the case may be, to the Fund for the year, such profits and losses, as the case may be, to be apportioned among the subscribers in the same manner as the interest is apportionable under the last preceding by-law and shall be credited or debited, as the case may be, to the Bonus and Subscription Accounts of each subscriber in proportion to the amounts standing to the credit thereof respectively.

**43. Advances to subscribers.**—The Trustees may at any time and from time to time make a temporary advance to a subscriber from the amount standing to his credit in the Fund in respect of his own subscriptions subject to the following conditions:—

- (a) No advance shall be granted unless the Trustees are satisfied that the applicant's pecuniary circumstances justify it and an undertaking is given that it will be expended on the following object or objects and not otherwise:—
  - (i) to pay expenses incurred in connection with the prolonged illness of the applicant or any member of his family or any person actually dependent on him,
  - (ii) to pay the overseas passage for reasons of health or education of the applicant or any member of his family,
  - (iii) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with marriages, funerals or ceremonies which by his religion it is incumbent on him to perform.
- (b) An advance may also be sanctioned for other good reasons if the necessity for such an advance is urgent and established to the satisfaction of the Trustees.
- (c) An advance shall not except for special reasons exceed 66-2/3 per cent of the amount of subscriptions and interest thereon standing to the credit of the subscriber.
- (d) A second advance shall ordinarily not be granted if a previous advance together with interest thereon is still outstanding against a subscriber.

A second advance might be granted in special cases, provided the combined sum of the amount outstanding from the first advance and the amount of the second advance does not exceed the amount admissible under clause (c) above.

- (e) Subject to such alteration in the rate of interest and the number of instalments as may be made by the Trustees, advances granted shall for the time being carry simple interest at the rate of 3 per cent, and shall be repaid in not more than 24 equal monthly instalments.

**44. Final withdrawals by subscribers.**—The Board may permit the subscribers to make final withdrawals from the Fund for the same purposes and subject to the same terms and conditions as govern the final withdrawals from Provident Funds by the Central Government servants, subject to suitable modifications, if any, made by it.

**45. Acceptance of accounts by subscribers.**—The accounts of each subscriber shall be made up to the 31st day of March of each year, and each subscriber shall be required to certify in writing that the amounts therein shown, as standing to his credit, are correct.

**46. Credit of interest in subscriber's Bonus Account.**—The interest of a subscriber in the sums (if any) standing to his credit in his Bonus Account shall be provisional only upon his qualifying to receive the same or part thereof under the by-laws in that behalf hereinafter contained and until a subscriber shall have become so qualified to receive the same or part thereof he shall not be deemed to have any right, title or interest therein whatsoever.

**47. Nomination.**—(a) A subscriber shall renew his previous nomination or shall send to the Secretary a fresh nomination, in case there is no previous nomination, conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable or having become payable, has not been paid:

Provided that if at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

(b) If a subscriber nominates more than one person under clause (a), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(c) Every nomination shall be in such one of the Forms set forth in the Second Schedule to these by-laws as is appropriate in the circumstances.

(d) A subscriber may at any time cancel a nomination by sending a notice in writing to the Secretary:

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of this by-law.

(e) A subscriber may provide in a nomination—

(i) in respect of any specified nominee that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination;

(ii) that the nomination shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(f) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-clause (i) of clause (e) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of sub-clause (ii) of clause (e) or the proviso thereto, the subscriber shall send to the Secretary a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of these by-laws.

(g) Every nomination made, and every notice of cancellation given, by a subscriber shall to the extent that it is valid, take effect on the date on which it is received by the Secretary.

**48. Payment on subscriber's death.**—On the death of any subscriber, the Secretary shall, subject to these by-laws, pay to any person or persons as mentioned hereinbelow in paragraph (a) or (b) the amount standing to his credit to the books of the Fund on the 31st March preceding such death, and also his paid up subscriptions for the then current year together with an additional sum equivalent to such paid up subscription for the then current year, but without any addition for interest for such broken period.

(a) When the subscriber leaves a family—

(i) if a nomination made by the subscriber in accordance with the provisions of by-law 47 in favour of a member or members of his family subsists, the amount admissible under these by-laws or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination;

(ii) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount admissible under these by-laws, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the legal heirs of the subscriber.

(b) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of by-law 47 in favour of any person or persons subsists, the amount admissible under these by-laws or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

**NOTE 1.**—When a nominee is a dependant of the subscriber as defined in clause (c) of section (2) of the Provident Funds Act, 1925, the



amount vests in such nominee under sub-section (2) of section 3 of that Act.

**NOTE 2.**—When the subscriber leaves no family and no nomination made by him in accordance with the provisions of by-law 47 subsists, or if such nomination relates only to a part of the amount admissible under these by-laws, the relevant provisions of clause (b) and sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Provident Funds Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

**49. Power of Board to make deduction for liability.**—When the amount standing to the credit of a subscriber becomes payable, the Board may direct that any amount due under a liability incurred by the subscriber to the Board up to the total amount of the contributions of the Board to the account of the subscriber with interest thereon, shall be deducted from the amount payable to the subscriber and that the amount so deducted shall be paid to the Board or to the Fund, as the case may be.

**50. Power of Board to make deduction on dismissal.**—When the amount standing to the credit of a subscriber who has been dismissed from the service of the Board becomes payable, the Board may direct that the whole or any part of the contributions of the Board and of any interest accrued thereon shall be deducted from the amount standing to the credit of the subscriber and the amount so deducted shall be appropriated in the manner laid down in by-law 51; provided that, if the order of dismissal is subsequently cancelled, the amount so deducted shall be replaced to his credit in the Fund.

**51. Deducted sum etc. to revert to the Fund.**—All sums so deducted under by-law 50 and all unclaimable balance standing to a subscriber's credit in his Subscription and Bonus Accounts shall, subject nevertheless to the provision of the next succeeding by-law, fall back into the Fund and be apportioned among the subscribers in the same way as profits under by-law 42.

**52. Board's lien on contribution.**—In a case in which a subscriber is dismissed from the service of the Board, the Board shall have a first and paramount lien or charge upon the amount contributed by it to the individual account of such subscriber and all other moneys standing to the credit of such subscriber's Bonus Account for and in respect of all losses, damages, costs and expenses, which the Board may at any time pay, sustain or be put to by reason of any act of embezzlement or default of or by such subscriber and in the event of any claim arising by the Board against any subscriber under this by-law, the same shall be paid to the Board by the Trustees out of the sums standing to the credit of such subscriber in respect of all such contributions and interest thereon as aforesaid notwithstanding that such subscriber may not have qualified to receive any such contribution and interest thereon or part thereof.

**53. Form of certificate of balance due.**—In all cases wherein a certificate shall be required of the amount of the balance standing in the books of the Fund to the credit of a deceased subscriber, for the purposes of obtaining free of stamp duty a grant of probate or letters of administration, or succession certificate or any other purpose, such certificate shall be in the following form:

No. ....

*Tea Board (Provident Fund) No. II*

It is hereby certified that the balance standing in the books of the Tea Board (Provident Fund) No. II to the credit of.....  
of.....numbered as above on the day of.....  
was Rupees.....dated this.....day of.....19

Entered—

Examined.

Secretary.

**54. Trustees to be indemnified against claim.**—The Board undertakes to hold the Trustees indemnified against all proceedings, costs and expenses, occasioned by any claim in connection with the Fund not arising from negligence or fraud.

**55. Agreement.**—Every subscriber shall sign an agreement in Form B of the First Schedule to these by-laws, agreeing to abide by the and be bound by these by-laws.



## SECOND SCHEDULE

[(See by-laws 22(c) and 47(c)]

## FORMS OF NOMINATION

## I. When the subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family as defined in the Tea Board (Provident Fund) By-laws, 1960, to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable, has not been paid :—

Name and address of nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person if any, to whom the right of nominee shall pass in the event of his pre-deceasing the subscriber
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Dated this..... day of..... 19..... at.....

Signature of Subscriber.....

## Two witnesses to signature

1.....  
2.....

## II. When the subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in the Tea Board (Provident Fund) By-laws, 1960, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :—

Name and address of nominees	Relationship with subscriber	Age	*Amount or share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber
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Dated this..... day of..... 19..... at.....

Signature of Subscriber.....

## Two witnesses to signature.

1.....  
2.....

\*Note—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

III. When the subscriber has no family and wishes to nominate one person.

I, having no family as defined in the Tea Board (Provident Fund) By-laws, 1960, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid :—

Name & address of nominee	Relationship with subscriber	Age	Contingencies** on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber
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Dated this.....day of.....19 . at.....

Signature of Subscriber.....

Two witnesses to signature.

- 1.....
- 2.....

**\*\*Note—**Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

IV. When the subscriber has no family and wishes to nominate more than one person.

I, having no family as defined in the Tea Board (Provident Fund) By-laws, 1960, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :—

Name and address of nominees	Relationship with subscriber	Age	*Amount or share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid **	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber
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Two witnesses to signature.

- 1.....
- 2.....

**\*NOTE—**This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

**\*\*NOTE—**Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

[No. 32(16)Plant(A)/56.]