TEA BOARD
14, B.T.M. Sarani (Brabourne Road),
Kolkata - 700 001.

P.O. Box No. 2172 :: STD Code : 033 :: Tele-fax No. :: (033) 2221—5715.
Tel. No : 2235-1411-12, 2235-1414-16 :: Website: www.teaboard.gov.in :: E-mail: secytboard@gmail.com

Ref. No.4(1)/Sectt/2013/479 Date : 22-04-2013.

To :

1. Shri M.G.V.K. Bhanu, Chairman, Tea Board, Kolkata,
2. Shri D.K.Sarmah,Vice Chairman,Tea Board,Lachit Nagar,P.O.Rupai Siding-786153,Tinsukia, Asaam,
3. Shri Rajen Gohain, MP (Lok Sabha), Tilak Deka Road, Itachali, Nagaon-782 001, Assam,
4. Shri D.P. Roy, MLA, Natun Para, P.O. & District Jalpaiguri, PIN-735 101, West Bengal,
5. Shri A.N.Singh,Chairman,Indian Tea Association,"Royal Exchange",6,N.S.Road,Kolkata-700001,
6. Shri J.L.Butail,Chairman,Kangra Tea Planters Association,Kangra-176059,Himachal Pradesh,
7. Shri Shankar Malakar, MLA, Babupara, Siliguri-734 001, Darjeeling, West Bengal,
8. Shri Koshy Baby,11/157,Puthuman,Calicut Road, Gudalur Bazar-643212, Nilgiris, T.N.,
9. Shri Anshuman Kanoria, 10, Princep Street, Kolkata-700 072.

Sub:- Minutes of the Meeting of the Executive Committee of the Board held in Kolkata, West Bengal on 30th March, 2013.

Sir,

I am directed to forward herewith a copy of minutes of the meeting of the Executive Committee of the Board held in Kolkata, West Bengal on 30th March, 2013.

In case you have any comments to offer on the minutes, please communicate the same by 08th May, 2013, to this office.

Yours faithfully,

Sd/-
(P. K. Dash)
Secretary I/c.

Enclo: As stated.

Copy forwarded to:

1. The Secretary to the Govt. of India, Ministry of Commerce & Industry, Deptt. of Commerce, Udyog Bhawan, New Delhi – 110 011.
2. The Addl. Secretary to the Govt. of India, Ministry of Commerce & Industry, Deptt. of Commerce, Udyog Bhawan, New Delhi – 110 011.
3. The Addl. Secretary & Financial Adviser to the Govt. of India, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi – 110 011.
4. The Director(Plantation) to the Govt. of India, Ministry of Commerce & Industry, Plantation(A) Section, Udyog Bhawan, New Delhi – 110 011.
5. All Heads of the Board in H.O./Regional/Sub-Regional Offices and DTPs' abroad. [By E-mail & by Post]
6. Board's Website [www.teaboard.gov.in]

Sd/-
Secretary I/c.

MINUTES OF THE MEETING OF EXECUTIVE COMMITTEE OF THE BOARD HELD IN KOLKATA ON 30TH MARCH,2013

Present

1. Shri M.G.V.K. Bhanu, Chairman, Tea Board, Kolkata,
2. Shri D.P. Roy, MLA, Natun Para, P.O. & District Jalpaiguri, PIN-735 101, West Bengal,
3. Shri A.N.Singh, Chairman, Indian Tea Association, "Royal Exchange", 6, N.S. Road, Kolkata-700 001.
4. Shri J.L.Butail, Chairman, Kangra Tea Planters Association, Kangra-176059, Himachal Pradesh,
5. Shri Shankar Malakar, MLA, Babupara, Siliguri-734 001, Darjeeling, West Bengal,
6. Shri Koshy Baby,11/157,Puthuman, Calicut Road, Gudalur Bazar-643212, Nilgiris, Tamil Nadu,

The following members could not attend the meeting and leave of absence was granted to them:

1. Shri D.K. Sarmah, Vice Chairman, Tea Board
2. Shri Rajen Gohain, MP (Lok Sabha), Tilak Deka Road, Itachali, Nagaon-782 001, Assam.
3. Shri Anshuman Kanoria, 10, Princep Street, Kolkata-700 072.

Chairman welcomed the members to the meeting. He introduced to the members the new Deputy Chairman, Tea Board, Smt.Neelam Meena and Smt. Rajanigandha Seal Naskar who has joined the Board as Controller of Licensing. He further said that Shri Kaushi Halder, the erstwhile Secretary on completion of his tenure has reverted to his parent cadre. As an interim measure, Shri P.K.Dash, Law Officer is working as Secretary I/C.

Item No.1	To confirm the minutes of the Meeting of the Executive Committee of the Board held in Kolkata on 25th September, 2012.

Secretary said that the minutes of the meeting of the Executive Committee of the Board held in Kolkata on 25th September, 2012 were circulated to all members vide this Office Circular No.4(3)/Sectt/2012/3999 dated 5-11- 2012. No comments have since been received by this office from any members. The minutes could be confirmed, if agreed to.

The Executive Committee confirmed the minutes, as circulated.

Item No.2	To note the action taken by the office on the main decision/conclusion reached by the Executive Committee at its meeting held in Kolkata on 25th September, 2012

Referring to Sl.No.1, FA&CAO said that at the last meeting it was decided that the contract of consultant could be restricted for preparation of the Accounting Manual and providing manpower support for a period of one year for successful implementation of accounting manual and accordingly action has been initiated and the work in this regard is in progress. As regards Internal Audit, since it was felt that a continuous internal audit was necessary, open tender has been floated. 47 bids have been received and the Board is in the process of evaluating the technical bids.

Chairman said that other issues were routine in nature and action had been initiated on all of them.

Referring to Sl.No.5, Shri D.P.Roy said that the new Deputy Chairman being a Bengal cadre officer could follow up the issue with the authorities in the State Government for early completion of the survey. Chairman requested Deputy Chairman, to take up the issue.

On the iron filing the Director(Research) said that a delegation led by Chairman and members of tea industry association and Research Institutes met the CEO of FSSAI in Delhi on 25-10-12 and following their request some additional information were submitted on 5-11-2012. Subsequently the FSSAI on 23-11-12 fixed the limit of iron filing as 150 mg/kg for a period of one year. Within this period we need to submit additional technical information. A project is under way at NIT, ICMR, Hyderabad to update the toxicological data for submission to the FSSAI in due course.

The Executive Committee noted the action taken by the office on the main decision/conclusion reached at its meeting held in Kolkata on 25th September, 2012.

Item No.3	To note the sanction of Pension, Retirement Gratuity, Commuted value of pension and Family Pension in favour of Shri G. Boriah, Director of Tea Development superannuated from the services of the Board with effect from the afternoon of 31-01-2013.

Executive Committee recommended to the Board to sanction retirement benefits in favour of Shri G. Boriah, DTD, who superannuated from the services of the Board w.e.f. 31-1-2013.

Item No.4	TO APPROVE THE PROPOSAL FOR AMENDMENT TEA ACT, 1953.

Chairman explained the agenda note. He said that Tea Act 1953 was enacted by Parliament as Act No. XXIX of 1953 to exercise control over Tea Industry by the Union of India, in accordance with the International Tea Agreement, which had allocation of quotas to various countries on production and Marketing of Teas. Since the enactment of Tea Act in 1953, many changes have taken place in Tea Industry involving Production & Marketing of Tea, Research & Development, changes in Govt. policies regarding imposition of Market Regulations and Controls over export & imports of Tea. In order to make the Act consistent with changes within the Industry and to keep it updated, Ministry of Commerce & Industry, Government of India advised Tea Board to propose necessary amendments. He also explained that the proposal is to remove large number of clauses which have become redundant like sec.12 - 14. Some amendments were necessary to meet the today's requirements. The post like Deputy Chairman has not been included in the Act. In the above context, deletion, inclusion and rewording of certain sections of existing Tea Act have been proposed. This modified version of Tea Act may be called the Tea (Amendment) Act, 2013 and is placed as Schedule-I before the Board for its consideration.

President, UPASI and Chairman, TRA wanted some more time for providing their inputs on the amendment of Tea Act.

Chairman also said that in the 12th Plan a provision of Rs.200 crores have been made for the improvement of small tea growers. However, there was no mention of small tea growers in the Act. Out of about 2 lakhs small tea growers in the country the Board could register only about 15,000 small growers.

Shri Samir Roy said that though the small tea growers, who has formed SHG are getting various benefits from the Board. He further said that inspite of forming SHG, there are large number of small tea growers affected by the Hail Storms in North Bengal areas who had not received any benefits from the Board.

Shri Tarani Kanta Roy enquired about the basis of the definition of small tea growers. Earlier to get benefits from the Board they needed to be compulsorily registered with the Board.

Shri Koshi Baby said that as per the amendment anyone holding below 10.12 ha., is termed as Small Tea Grower. He said that special category of Tiny Growers consisting of marginal growers holding land up to say 1 ha., could be created and they should be eligible for all the welfare measures being adopted by the Board.

Chairman said that the members may submit their views and new proposals on the issue before the next Board meeting which could again be considered by the Board.

Item No.5	To accord ex-post–facto approval towards engagement of Shri Amal Roychowdhury as Advisor, Small Tea Grower's Directorate on contract basis with posting in the Board's Office, Dibrugarh, Assam.

Chairman said that earlier the Board had expressed reservations on engagements of persons retired as Advisors. However in the current case it was necessary towards engement of Shri Amal Roychowdhury as Advisor, Small Tea Growers' Directorate as it will take some more time to fill up the post of Jt. Director of Tea Development sanctioned for the purpose. The R&P Rules have not yet been approved by the Government and was being examined at the DoPT. Chairman further said that the tenure of the Advisor could be fixed for 02 (two) years.

Shri P.Viswanathan, MP said that the Board could provide him with a detailed note on the issue so that it could be taken up with concerned authorities for early decision. Chairman requested Secretary to send a detailed note on the issue to the Hon'ble Member.

Shri Samir Roy wanted to know as to when the Small Tea Grower's Directorate would start functioning. He was informed that it is functioning but would start functioning from its own premises from 1st April 2013. Members, however, wanted the Directorate to start function from its own office from 2nd April, 2013 which was agreed to.

The Executive Committee recommended to the to accord ex-post-facto approval towards engagement of Shri Amal Roychowdhury as Full Time Advisor of Small Tea Growers' Directorate with posting in the Board's Office, Dibrugarh, on contractual basis w.e.f.14-11-2012, for an initial period of 02 (Two) years or till such time, a regular incumbent joins to the said post, whichever is earlier, with the terms and conditions as detailed in the agenda note.

Item No. 6	To accord ex-post-facto approval towards engagement of Shri M.C.Banerjee as Consultant on contract Basis to the office of the PS to MOS-C&I, Govt. of India

The Executive Committee recommended to the Board to accord ex-post-facto approval towards engagement of Shri M.C. Banerjee as Consultant along with his posting in the office of MOS-C&I, on deputation basis for providing expert advice and consultancy for a period of one year w.e.f. 01.12.2012 on the terms and conditions as detailed in the agenda note.

Item No.7	Approval of guidelines and revised stipend of "Project Scientist" and "Project Assistant" for Tea Board funded research projects

Chairman said the proposal was to revise the remuneration being paid to the Project Scientist/Project Assistants engaged by the Board in line with the remuneration being paid by agencies like CSIR, DST and ICMR and as per terms and conditions in such organization, in order to attract and retain good manpower for tea research. This engagement is time-bound, purely contractual and non-regular nature which will be co-terminus with the project.

The Executive Committee recommended to the Board for approval of guideline and revised stipend of "Project Scientist" and "Project Assistant" for Tea Board funded research projects.

Item No.8	To note the proposal towards enhancement of Tiffin Fee from Rs.110/- per head per month to Rs.150/- per head per month to Attender/Peon/Tea Boy etc. in Gr. D category engaged in tea services in head office and all regional offices of the Board in India for a period of 05(five) years w.e.f. 01-04-2013.

The Executive Committee recommended to the Board to approve the proposal for enhancement of tiffin fee from Rs.110/- per head per month to 150/- per head per month for Attenders/Peons/Tea Boy etc., under Gr.D category engaged in tea services in all offices of the Board in India, for a period of five years w.e.f. 01-04-2013, subject to the same conditions as stipulated by the Board earlier in this regard.

Item No.9	To accord ex-post-facto sanction for total amount of Rs.7,92,937/- towards payment to different tie-up hospitals for inpatient treatment of following employees and their dependent family members of the Board's Kolkata office. .

The Executive Committee recommended to the Board to accord ex-post-facto sanction for a total amount of **Rs.7,92,937/-** (i.e. Rs,237,193 + Rs.239,904 + Rs.315,840) towards the payment to Desun Hospital & Heart Institute, Kolkata, for inpatient treatment of Shri S.Ramaswamy, (now deceased) an employee of Tea Board, Kolkata, payment to AMRI Hospitals, Salt Lake, Kolkata for inpatient treatment of Shri Swapan Dutta an employee of Tea Board, Kolkata and payment to AMRI Hospital, Kolkata for inpatient treatment of Smt. Priya Bala Das, dependent mother of Shri Prabir Ranjan Das, an employee of Tea Board, Kolkata as per details given in the agenda note.

Item No.10	To consider and approve the Tea Board's Office Procedure Manual for its implementation in the Tea Board

Chairman said that in Tea Board, there is no specific Office Procedure Manual mentioning the system/procedure based on which the Tea Board will govern its daily activities. As a result, it has become essential for framing out a specific Office Procedure Manual of Tea Board and its immediate implementation for keeping the office decorum and discipline in a right manner. Accordingly, a draft Office Procedure Manual of Tea Board mentioning the ways and means of the office decorum and discipline has been made out and placed before the Executive Committee/Board for consideration and approval please.

The Executive Committee recommended to the Board to approve the Office Procedure Manual of Tea Board, as circulated for implementation in the Board.

Item No.11	To approve the proposal towards framing of Tea Board (Recruitment, Promotion and Conditions of service of Officers/Staff appointed by Tea Board) By Laws,2013 for the officers, staff whose Grade Pay is upto Rs.6600/-in the Pay Band–3.

Chairman said that the existing Recruitment & Promotion Rules called Tea Board (Recruitment and Conditions of Services of Officers appointed by Government) Rules, 1971 was framed in the year of 1971 for recruitment and promotion of officers in Tea Board. During the passage of time, several amendments have been made through the Bye Law by the Tea Board in the different columns of the Schedule of the said R & P Rules. Now, consequent upon the implementation of the Central Civil Services (Revised Pay) Rules, 2009, as per direction of the Ministry of Commerce & Industry, Govt. of India and based on the guidelines provided vide Notification No. AB. 14017/61/2008- Estt (RR) dated 24.03.2009 by the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India, compiled the amendments have been in the name of Tea Board (Recruitment, Promotions and Conditions of Service of Officers/staff appointed by Tea Board By laws, 2013.

In terms of clause (e) of Subsection (1) of Section 50 of the Tea Act, 1953, there has to be Tea Board (Recruitment, Promotions and conditions of Service of Officers and staff) By Laws for the officers and staff whose Grade Pay is upto Rs.6600/- in the Pay Band-3.

Chairman further said that he had detailed discussions with the Tea Board Employees Association and the Tea Board Workmen Association. They had expressed the view that while the Board might prescribe a specific qualification for the posts filled up by Direct Recruitment, but for filling up post through from the feeder cadre posts, the Board should not insist upon the specified qualification for the promotee officials to become eligible as the same was against the natural justice. The suggestions were found to be reasonable and it was suggested that for promotee officials the prescribed qualification could be treated as desirable.

Shri Samir Roy said that where ever it is mentioned to fill up posts on the basis of "selection", in such cases due weightage should be given to seniority when the incumbent being considered for promotion particularly in Group C and Group B posts as detailed in pages 210 to 274. Chairman agreed that in the case of filling up of posts by selection, due weightage to seniority of the incumbents in the feeder cadre will be considered. Chairman also mentioned that the qualifying service for the same grade pay personnel's from feeder channel for promotion purpose should be same. He further said that there are certain anomalies in the pay scales of some posts where feeder cadre and promotional cadre are in the same scale of pay. The two recognized unions should be permitted to submit their views before the Pay Commission when they invite suggestions in future to redress this anomaly.

The Executive Committee recommended to the Board to consider and approve the draft Bye laws of Tea Board (Recruitment, Promotion and Conditions of service of Officers/Staff appointed by Tea Board) By Laws, 2013 for the officers, staff whose Grade Pay is upto Rs.6600/-in the Pay Band–3.for onward transmission to the Ministry of Commerce and Industry, Department of Commerce, Govt. of India for confirmation and subsequent Gazette Notification.

Item No.12	Booking of Non-Plan Expenditure

FA&CAO explained the agenda note. He said that the Board's Non-Plan expenditure can broadly be divided into committed expenses like Salary, Pension, Allowances and non-committed expenses like Telephone Bills, Vehicle Bills and Electricity Bills etc. Committed expenses are expenses where we do not have any control and thus there is no scope for any kind of reduction of such expenses. Under non-committed expenses also, there are expenditure like electricity bills, telephone bills, vehicle bills which can not completely be avoided but can be controlled to some extent. Board's annual requirement of Non-Plan fund for meeting committed expenses like salary, Pension and allowances are more than Rs. 37 Crores. The Board's original allocation of Rs, 39 Crores under non-plan has been reduced to 37 Crores by the Ministry. The situation under non-plan fund is alarming. The position has been aggravated due to

- Creation of Small Growers Directorate, whose salary and allowances mandatorily made out of non-plan allocation.

- Full extension of MACP scheme to all eligible employee of the Board.
- Around 10% to 50% over enhancement of salary and allowances of all the officers and officials of Tea Board.

There was therefore a need to ensure cash flow management for non-plan to ensure availability of sufficient fund for meeting at least the bare minimum requirement under non–plan.

This cash flow management is proposed to be undertaken on the following front.: -

- Ensure booking of only such expenditure under non-plan, which is strictly fall under non-plan only. It means all such expenditure which belongs to plan implementation and is being booked under non-plan as per adopted practice, need to be removed from non-plan head and take under respective Plan Heads.
- Generating more and more IEBR under non-plan.
- Keeping a control of any possible wasteful expenditure under non-plan.

In line with this principle, following steps are proposed for approval –

- Small Growers Directorates with its field unit have been created exclusively to implement plan schemes pertaining to Development of Small Tea Growers. While the salary and allowances of such directorate will be booked under non-plan all other expenditure will be booked under plan.

(ii) Similarly, for various field offices of specific expenses other than salary and allowances are specifically for implementation of the plan schemes. Such expenses should be booked under respective plan heads. It will mean that these offices imprest should be booked under respective plan heads.

(iii) All the tour, travel expenses as well as meeting / seminar expenses which are being incurred in relation or other plan schemes, need to be booked under respective plan head as administrative expenses for such plan implementation.

(iv) Capital assets like furniture, fixture, computers, vehicle etc. created for various office establishment to implement and monitor plan activities, need to be capitalized under plan head.

(v) While forwarding the proposal for implementation of MACP for the employee of the Board, Tea Board had given commitment to the Ministry that the extra fund requirement needed for implementation of MACP in Tea Board, will be met out of interest earned on Loan Corpus Fund of Tea Board. Accordingly, a token amount of Rs.15.00 lakhs per month is being drawn out of total interest earned on revolving Loan Corpus Fund. Since this is not sufficient, it is required to enhance this component of interest earning of revolving corpus fund to bridge the gap between the availability of non plan fund and the actual Non-Plan Head.

The Executive Committee recommended to the Board to approve the proposal for booking of specific expenditure now booked under Non-Plan Head to book under Plan Head as detailed in the agenda note.

There being no other item for discussion, the meeting ended with a vote of thanks to the Chair.

Sd / -
(P.K.Dash)
Secretary I/C

Sd / -
(M.G.V.K. Bhanu)
Chairman.