



टी बोर्ड भारत/Tea Board India
14, बिप्लबी त्रैलोक्य महाराज सारणी, कोलकाता – 700 001
14, Biplabi Trailokya Maharaj Sarani, Kolkata – 700 001
www.teaboard.gov.in

Dated:18.09.2026

OFFICE ORDER NO. 50/2026

Consequent upon taking over the charge of Board's Regional Office, Palampur by Shri Naba Kumar Biswas, Assistant Director of Tea Development read with this Office Order No.11/2025 dated 22.07.2025 (copy attached), the undersigned is directed to state that in exercise of the power conferred upon him under Tea Board By-Laws 1955, Deputy Chairman, Tea Board has been pleased to delegate all financial and administrative powers as usually held by Factory Advisory Officer, Palampur in favour of Shri Naba Kumar Biswas, Assistant Director of Tea Development, Tea Board, Palampur with immediate effect, except the matters related to his personal cases, subject to the condition that he will maintain the Imprest Accounts of the office and also comply with the provisions of the Tea Act, 1953, Tea Rules, 1954, Tea Board By-Law, 1955 and other decision of the Executive Committee/Board.

Further, Shri Naba Kumar Biswas, ADTD is hereby advised to follow norms of financial discipline and prudent financial management and to ensure that funds are not spent wastefully.

This issues with the approval of the Competent Authority and comes into force with immediate effect till further orders.

Amrita Chakraborty

Encl: As stated

(Dr. Amrita Chakraborty)
Secretary In-charge

Distribution:-

1	Shri Naba Kumar Biswas, Assistant Director of Tea Development, Tea Board, Palampur	For perusal and necessary action please.
2	FAO (HA)	for information please.
3	Executive Director, Guwahati & Coonoor	
4	FA&CAO	
5	All HoDs in Board's HO (excepting Dy. Chairman)	
6	PAs to Dy. Chairman/DTD/FA&CAO/Secretary	
7	IT Cell	With the request to upload in Board's website.
8	TBEA	
9	Secretariat Branch	
10	Establishment Branch	With spare copies

Ref. File No.7(1)/Estt/2019/P-III



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

Dated: 22.07.2025

OFFICE ORDER NO. 11/2025

The undersigned is directed to state that in the exigencies of Board's work and on administrative requirement, the competent authority of the Tea Board has been pleased to enhance the ceiling limits of existing financial powers of establishment/administrative expenses as being hold by the concerned officers of the Tea Board all over India and also delegate certain additional administrative powers as detailed in the enclosed statement with immediate effect. Financial powers of subsidy related activities will be as per respective approved scheme guidelines. of the Tea Board.

However, at the time of implementation of the new rates of financial as well as administrative powers as detailed in the enclosed statement, all concerned Officers are requested to strictly comply with all the provisions as detailed in the General Financial Rules, 2017, Tea Act, 1953, Tea Rules, 1954, Tea Board By-Laws, 1955 and other decisions of the Executive Committee/Board.

(Dr. Rishikesh Rai)
Secretary (In charge)

Distribution :-

1.	The Executive Directors, Coonoor & Guwahati	
2.	All HoDs in Board's HO, Kolkata (excepting Dy. Chairman)	
3.	All Zonal/Regional/Sub-Regional Offices of the Board	
4.	FA & CAO	
5.	P. As to Dy. Chairman, FA & CAO & Secretary	
6.	I.T. Cell	With the request to upload in Board's website.
7.	TBEA	
8.	Estt. Branch	With spare copies.

A. FINANCIAL POWERS

Sl. No.	Items	Deputy Chairman [HO]	Secretary [HO]	Assistant Secretary [HO]	Executive Director / Officer-Incharge [Zonal Office]	Deputy Director/ SO (NWI)/ Officer-Incharge [Regional Office including DTRDC & QCL]	Asstt. Director / FAO / Officer-Incharge [Regional / Sub-Regional Office]	DO / Officer-Incharge [Sub-Regional Office]
1	2	3	4	5	6	7	8	9
1.	Sanction of Expenditure: (a) Recurring / Non-recurring (b) Movable Assets : <i>On any single item subject to the budget provision in cases where the expenditure is proposed to be met from the sanctioned budget allocation.</i>	Up to Rs. 50 lakh with the concurrence of FA&CAO	Up to Rs. 2 lakh with the concurrence of Sr. AO / AO	Up to Rs. 50,000/- with the concurrence of Sr. AO / AO	Up to Rs. 8 lakh with the concurrence of AO/AACO/ Equivalent	Up to Rs. 2 lakh with the concurrence of AO/AACO/ Equivalent	Up to Rs. 50,000 with the concurrence of AACO/ Equivalent	Up to Rs. 12,500
	(c) Immovable Assets:	Up to Rs. 50 lakh with the concurrence of FA&CAO	-					
2.	Power to re-appropriate Savings: From one scheme activity to another within the sanctioned sub-head in the case of any one item.	Full Powers	-					
3.	Disposal of Unserviceable stores: In book value (written down value) for any one item.	Full Powers based on the recommendations of the committee constituted for the purpose			Up to Rs. 50,000 on each occasion based on the recommendations of the committee constituted for the purpose	Up to Rs. 10,000 on each occasion based on the recommendations of the committee constituted for the purpose	-	

Sl. No.	Items	Deputy Chairman [HO]	Secretary [HO]	Assistant Secretary [HO]	Executive Director / Officer-Incharge [Zonal Office]	Deputy Director/ SO (NWI)/ Officer-Incharge [Regional Office including DTRDC & QCL]	Asstt. Director / FAO / Officer-Incharge [Regional / Sub-Regional Office]	DO / Officer-Incharge [Sub-Regional Office]
1	2	3	4	5	6	7	8	9
4.	Sanction of Advances: (a) TA Advance and other Advances to Staff and Officers as provided in General Financial Rules of the Central Government and Subject to the conditions specified therein.	Full Powers as per Rules for Officers of Level 11 and above	Full Powers as per Rules for Officers /Officials up to Level 10		Full Powers as per Rules for all Officers /Officials working under his / her direct control.	Full Powers as per Rules for all Officers /Officials working under his / her direct control.		-
	(b) Medical Advance in Emergency	Full Powers as per Rules for Officers of Level 11 and above	Full Powers as per Rules for Officers /Officials up to Level 10		Full Powers as per Rules for all Officers /Officials working under his / her direct control.	Full Powers as per Rules for all Officers /Officials working under his / her direct control.	-	-
5.	Reimbursement of Medical Expenses: (a) In-patient	Up to Rs. 50 lakh <i>with the concurrence of FA&CAO</i>	Up to Rs. 2 lakh <i>with the concurrence of Sr. AO / AO</i>	-	Up to Rs. 8 lakh <i>with the concurrence of AO/AACO/ Equivalent</i>	Up to Rs.2 lakh <i>with the concurrence of AO/AACO/ Equivalent</i>	-	-
	(b) Out-patient	Full Powers as per the Board's Policy for Officers of Level 11 and above	Full Powers as per the Board's Policy for Officers /Officials up to Level 10	Up to Rs. 20,000 per case as per the Board's Policy for Group B & C employees	Full Powers as per the Board's Policy for Officers /Officials working under his / her direct control.	Full Powers as per the Board's Policy for all Officers /Officials working under his / her direct control.	-	-

Sl. No.	Items	Deputy Chairman [HO]	Secretary [HO]	Assistant Secretary [HO]	Executive Director / Officer-Incharge [Zonal Office]	Deputy Director/ SO (NWI)/ Officer-Incharge [Regional Office including DTRDC & QCL]	Asstt. Director / FAO / Officer-Incharge [Regional / Sub-Regional Office]	DO / Officer-Incharge [Sub-Regional Office]
1	2	3	4	5	6	7	8	9
6.	Sanction of Subsidies under the Board's Scheme	As per approved Scheme guidelines						
7.	Condonation of Transit and Storage Losses	Full Powers as per Rules	-	-	Full Powers as per Rules	-	-	-
8.	Grant of Increments	Full Powers as per Rules	-					
9.	Sanction of Over-time Allowance	Full Powers as per Rules	Full Powers as per Rules		Full Powers as per Rules	Full Powers as per Rules	Full Powers as per Rules	-
10.	Sanction of retirement benefits: (a) Employees of the Board (b) Mazdoors working in Board's Farm	Full Powers as per Rules	-					
11.	Sanction of Pay and Allowances							
12.	Sanction of immediate Death Relief Advance to Family Members of the Deceased.	Full Powers as per the Board's Policy for Officers of Level 11 and above	Full Powers as per the Board's Policy for Officers /Officials up to Level 10	-	Full Powers as per Rules for all Officers /Officials working under his / her direct control.	Full Powers as per Rules for all Officers /Officials working under his / her direct control.		
13.	Power to sanction Fund Transfers from one account to another including IEHR	Full Powers with the concurrence of FA & CAO	Full Powers with the concurrence of FA & CAO		Full Powers with the concurrence of AO/AACO/ Equivalent	Full Powers with the concurrence of AO/AACO/ Equivalent		

Sl. No.	Items	FA & CAO
14.	Investment / Re-investment of IEBR / GPF / SPTF / RCF / Other Surplus funds in Bank FDs	Full Powers <i>(on the basis of competitive interest rates offered by the Public Sector Banks)</i>

B. ADMINISTRATIVE POWERS

Sl. No.	Items	Deputy Chairman [HO]	Secretary [HO]	Assistant Secretary [HO]	Executive Director / Officer-In-charge [Zonal Office]	Deputy Director/ SO (NWI)/ Officer-Incharge [Regional Office including DTRDC & QCL]	Asstt. Director / FAO / Officer-Incharge [Regional / Sub-Regional Office]	DO / Officer-Incharge [Sub-Regional Office]
1	2	3	4	5	6	7	8	9
1.	To execute Lease Deeds/Rental Deeds of respective offices and subordinate offices in the standard format.		Full Powers relating to HO, Kolkata with prior approval of Dy. Chairman		Full Powers of other offices under their jurisdiction with prior approval of Dy. Chairman	Full Powers of other offices under their jurisdiction with prior approval of Dy. Chairman		
2.	Signing and verifying Pleadings: All Legal Documents, Powers of Attorney, Affidavits Judicial matters in the standard format		Full Powers					
3.	(a) Approval of Tour Programme. (b) Sanction and Countersigning of T A Bills	Full Powers from Level 11 and above	Full Powers relating to HO, Kolkata upto Level 10		Full Powers of other offices under their jurisdiction upto Level 10	Full Powers of other offices under their jurisdiction upto Level 10		
4.	Sanction to Refunds of Security Deposits/EMDs		Full Powers relating to HO, Kolkata after concurrence of Finance Branch		Full Powers of other offices under their jurisdiction after concurrence of their Finance Branch	Full Powers of other offices under their jurisdiction after concurrence of their Finance Branch		

Sl. No.	Items	Deputy Chairman [HO]	Secretary [HO]	Assistant Secretary [HO]	Executive Director / Officer-Incharge [Zonal Office]	Deputy Director/ SO (NWI)/ Officer-Incharge [Regional Office including DTRDC & QCL]	Asstt. Director / FAO / Officer-Incharge [Regional / Sub-Regional Office]	DO / Officer-Incharge [Sub-Regional Office]
1	2	3	4	5	6	7	8	9
5.	Grant of Leave: (in the Standard Format) (a) EL/HPL/Commutated Leave	As per existing system	As per existing system		As per existing system for offices under their jurisdiction			
	(b) Maternity and Paternity Leave	As per existing system	As per existing system		As per existing system for offices under their jurisdiction with intimation to HO, Kolkata			
	(c) Extra Ordinary Leave (EOL) and Leave Not Due (LnD)	As per existing system	As per existing system		As per existing system for offices under their jurisdiction with intimation to HO, Kolkata			
	(d) Child Care Leave (CCL)	As per existing system	As per existing system		As per existing system for offices under their jurisdiction with intimation to HO, Kolkata			
	(e) Grant of Special Casual Leave as per Rules.	Full powers						
	(f) Casual Leave	As per existing system	As per existing system		As per existing system for offices under their jurisdiction			

6.	Inspection	Full Powers						
7.	Sanction of LTC/and LTC Advance	As per existing system	As per existing system		As per existing system for offices under their jurisdiction			
8.	Sanction of Honorarium/Cash Awards	Full powers			Full Powers			
9.	Leave Salary Contribution/Pension Contribution/Board's Share to Deputationists	Full powers						
10.	Sanction of CEA/Tuition Fee/Hostel Subsidy		As per existing system		As per existing system for offices under their jurisdiction			

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1	2	3	4	5	6	7	8	9
11.	Filing of Returns with other Government Agencies such as Income-Tax, Sales Tax, Service-Tax, VAT, GST, Prof. Tax and EPF	Full Powers with concurrence of Finance						
12.	Consultancy/Professional Services etc.	Full Powers			Full Powers upto the ceiling limit of their sanctioning power			
13.	Uniforms		Full Powers relating to HO, Kolkata		Full Powers of other offices under their jurisdiction	Full Powers of other offices under their jurisdiction		
14.	Training/Study Tour/Seminar etc.	Full Powers						
15.	Final Settlement of GSLI/Benevolent Fund		Full Powers					
Sl. No.	Items	Deputy Chairman [HO]	Secretary [HO]	Assistant Secretary [HO]	Executive Director / Officer-Incharge [Zonal Office]	Deputy Director/ SO (NWI)/ Officer-Incharge [Regional Office including DTRDC & QCL]	Asstt. Director / FAO / Officer-Incharge [Regional / Sub-Regional Office]	DO / Officer-Incharge [Sub-Regional Office]

1	2	3	4	5	6	7	8	9
16.	Opening/Closure of Bank Accounts or Transfer of Accounts from one Branch to Another.							
17.	Price fixation for Market Support Scheme.							
18.	Payment of Interest/Penalty	Full Powers relating to HO, Kolkata			Full Powers of other offices under their jurisdiction			
19.	Deputation for Seminars/Fairs/Exhibitions/Meeting in India	Full Powers						
20.	Deputation Abroad for Seminars/Fairs/Exhibitions/Meeting	Full Powers						
21.	Allotment of Departmental Quarters		Full Powers relating to HO, Kolkata		Full Powers of other offices under their jurisdiction			
22.	Issue of No Objection Certificate to obtain passport/Confirmations thereon.		Full Powers relating to HO, Kolkata		Full Powers of other offices under their jurisdiction			
23.	Permission for pursuing Higher studies	Full Powers relating to HO, Kolkata			Full Powers of other offices under their jurisdiction			

Sl. No.	Items	Deputy Chairman [HO]	Secretary [HO]	Assistant Secretary [HO]	Executive Director / Officer-Incharge [Zonal Office]	Deputy Director/ SO (NWI)/ Officer-Incharge [Regional Office including DTRDC & QCL]	Asstt. Director / FAO / Officer-Incharge [Regional / Sub-Regional Office]	DO / Officer-Incharge [Sub-Regional Office]
1	2	3	4	5	6	7	8	9

24.	Reconveyance of documents pertaining to HBA/CPA etc.,		Full Powers					
25.	Forwarding of applications to the other organizations in public sector undertakings/Central State Govt. Organizations/Universities, UPSC/Other state PSCs etc. in response to the Advertisement/Notification		Full Powers with the prior approval of Dy. Chairman					
36.	Engagement of consultants on contract basis based on the requirement (New)	Full Powers (For New)			Full Powers upto the ceiling limit of their sanctioning power (For Old)			
27.	Grant of permission to visit foreign countries on private visit.	Full Powers						