

## DELEGATION OF POWERS TO CHAIRMAN

Sl. No	HEAD	EXISTING
1	SANCTION TO EXPENDITURE	<p>In India May sanction expenditure upto Rs.1,00,000/- (non recurring) on any single item or Rs.1,00,000/- a year (recurring) on any single item subject to the budget provision in cases where the expenditure is proposed to be met from sanctioned budget estimates.</p> <p>(Proceedings No.SE/PD/92/7117 dated 28.12.1992)</p> <p>Outside India Power to sanction expenditure to be incurred in excess of Rs.10,000/- in respect of any single item. (Approved by the Board at its meeting held on 28.08.1992)</p>
2	RE-APPROPRIATION OF SAVINGS	<p>Powers to re-appropriate savings not exceeding Rs.10,000/- from one sub-head to another within the sanctioned budget head in the case of any one item. Powers to make Re-appropriation within and between the heads of expenditure specified in sub-clauses (i) to (D) of clause (g) of sub rule (2) of Rule 33 of Coffee Rules.</p> <p>(Proceedings No.SE/PD/92/7117 dated 28.12.1992)</p>
3	LOSSES OR RECOVERIES OF DUES TO THE BOARD	<p>May write off losses or waive recoveries of amounts due to the Board upto Rs.5,000/- in any single case.</p> <p>(Proceedings No.SE/PD/92/7117 dt 28.12.92)</p>
4	DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES	<p>Full powers for the disposal by sale or otherwise of surplus, absolute or unserviceable stores.</p> <p>(Approved by the Board at its meeting held on 30.08.1955)</p>

Sl. No	HEAD	EXISTING
5	CONTRACTS	<p>Power to enter into contracts which do not extend over a period of more than 5 years and which do not involve a recurring expenditure of more than RS.2,00,000/- a year or a non recurring expenditure of more than Rs.2,00,000/-</p> <p><i>(Approved by the Board at its meeting held on 28.08.1992)</i></p>
6	OTHER DOCUMENTS	<p>May execute lease deeds, power of attorney and other legal documents in respect of all the departments of the Board.</p> <p><i>(Approved by the Board at its meeting held on 30.08.1955)</i></p>
7	SIGNING AND VERIFYING PLEADINGS	<p>May sign and verify pleadings in suits and legal proceedings or institute or defend legal proceedings on matters relating to all departments of the Board and may incur legal expenditure subject to any general or special orders that may be issued by Government in this respect.</p> <p>May lodge complaints in a Court of Law against sale of coffee at price above statutory ceilings, if any, fixed by the Central Government.</p> <p><i>(Approved by the Board at its meeting held on 30.08.1955)</i></p>
8	ADVANCES	<p>To sanction advances to staff and officers as provided in the General Financial Rules of the Central Government and subject to the conditions specified therein.</p> <p><i>(Approved by the Board at its meeting held on 30.08.1955)</i></p>

Sl. No	HEAD	EXISTING
9	T.A. BILLS	<p>He will be the Controlling Officer for his T.A. and for the T.A. of chief Officers Director of Research, Chief Coffee Marketing Officer, Director of Propaganda, Development Officer and Secretary and Chief Accounts Officer.</p> <p><i>(Approved by the Board at its meeting held on 30.08.1955)</i></p>
10	SANCTION TO REFUNDS	<p>Full powers</p> <p><i>(Approved by the Board at its meeting held on 30.08.1955)</i></p>
11	POOL SALES	<p>Full power in respect of registration of dealers for internal and export auctions or any other sale and to conduct auctions and declare results and also to make allotments.</p> <p><i>(Approved by the Board at its meeting held on 30.08.1955)</i></p>
12	PERMITS FOR EXPORT OF COFFEE SOLD BY THE BOARD AND FOR PREPARED AND ROASTED COFFEE FOR THE QUOTA FIXED BY THE BOARD AND FOR GIFT PARCELS FOR PERSONAL CONSUMPTION	<p>Powers to issue permits for the export of coffee sold by the Board and of roasted or of prepared coffee for which quotas have been fixed by the Marketing Committee and / or the Board and for gift parcels.</p> <p><i>(Approved by the Board at its meeting held on 30.08.1955)</i></p>

Sl. No	HEAD	EXISTING
13	TO PRESCRIBE THE FORMS IN WHICH ACCOUNTS SHALL BE MAINTAINED BY CURING ESTABLISHMENTS	<p>May prescribe the forms in which accounts shall be maintained by Curing Establishments.</p> <p><i>(Approved by the Board at its meeting held on 30.08.1955)</i></p>
14	TO CALL FOR INFORMATION	<p>To require a registered owner to furnish any information or statistics with regard to his estate on the form or forms as approved by the Board, such as:</p> <ul style="list-style-type: none"> <li>a. acreage, production and cost of production;</li> <li>b. areas abandoned, replanted, newly cleared, age, distribution of coffee plants;</li> <li>c. nature and details of ownership, capital invested, amounts borrowed, details of sale or purchase of estates;</li> <li>d. details and cost of buildings, machinery and equipment;</li> <li>e. Balance sheet, statement of accounts and estate expenditure accounts;</li> <li>f. labour employed and labour amenities provided; and</li> <li>g. rainfall, pests and diseases.</li> </ul> <p><i>(Approved by the Board at its meeting held on 4/5.01.1956)</i></p>
15.	TO ADOPT BUDGET ESTIMATES	<p>To adopt the budget estimates of the Board on its behalf.</p> <p><i>(Approved by the Board at its meeting held on 28.8.1992)</i></p>

Sl. No	HEAD	EXISTING
16	ISSUE OF RECEIPTS	May authorize any officer / official or any other duly authorized agent of the Board to grant receipts on behalf of the Board for all monies received under the Act. <i>(Approved by the Board at its meeting held on 4/5.01.1956)</i>
17.	PROVIDENT FUND RULES	Group A & B Officers and to Chief Officers. <i>(Approved by the Board at its meeting held on 4/5.01.1956)</i>
18.	REWARDS	May sanction rewards in respect of seizures of coffee <i>(Approved by the Board at its meeting held on 4/5.01.1956)</i>
19.	REIMBURSEMENT OF MEDICAL EXPENSES / REIMBURSEMENT OF TUITION FEES	Full powers in respect of Group 'A' and Group 'B' Officers. <i>(Approved by the Board at its meeting held on 4/5.01.1956)</i>
20.	LOANS AND ACCELERATED POOL PAYMENTS/ SUBSIDIES UNDER THE DEVELOPMENT PLAN	May sanction loans to planters on the terms and conditions prescribed under the Development Plan not exceeding Rs.1,50,000/- to any applicant. <i>(Approved by the Board at its meeting held on 4/5.01.1956)</i>

Sl. No	HEAD	EXISTING
21.	GENERAL	He will exercise all the powers of the Head of Departments as prescribed in the Government of India FR and SR and GFRs of the Central Government. He will be the Chief Liaison Officer between the Government and the Board.  <i>(Approved by the Board at its meeting held on 4/5.01.1956)</i>
22.	DECLARATION OF PROBATION PERIOD	All Group 'A' & 'B' Officers

**DELEGATION OF POWERS TO SECRETARY**

<b>Sl. No</b>	<b>HEAD</b>	<b>EXISTING</b>
1	SANCTION OF EXPENDITURE	<p>May sanction expenditure upto Rs.50,000/- (recurring) and Rs.50,000/- (non recurring) on any one item both subject to budget provision.</p> <p>(O.O.No.SE/EB.I/92/7316 dt 6.1.93)</p>
2.	DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES	<p>May dispose by sale or otherwise of surplus, obsolete or unserviceable stores upto Rs.10,000/- in book value for any one item.</p> <p>(Approved by the Board at its meeting held on 4.12.1992)</p>
3.	WRITE OFF OF SHORTAGES AND BREAKAGES	<p>May write off shortages or breakages of miscellaneous articles in office under his control upto Rs.2,000/- in value on any one item.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>
4.	ENTERING INTO CONTRACTS FOR SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT	<p>May enter into contract not exceeding Rs.50,000/- in value after calling for tenders for obtaining annual supplies and services (based on consolidated indents) required for the working of the Board's offices and establishments subject to the conditions that the expenditure involved is covered by budget provisions and has received prior sanction of the competent authority.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>

Sl. No	HEAD	EXISTING
5.	RE-APPROPRIATION OF SAVINGS	<p>May re-appropriate savings not exceeding Rs.2,000/- in any one case from one head to another within the sanctioned budget head.</p> <p>(Approved by the Board at its meeting held on 04.12.1992)</p>
6.	OTHER DOCUMENTS	<p>May execute lease deeds involving expenditure within his power of sanction without obtaining the sanction of the Chairman therefore. In cases, however, where the terms and conditions of the lease deed are not the normal ones, he may exercise his discretion for obtaining the approval of the Chairman thereto. In respect of expenditure beyond his powers Sanction of the Chairman should be obtained for execution of lease deeds. After such sanction has been obtained, further sanction of the Chairman for the renewal of the lease deeds on the same terms and conditions and for the same amount is not necessary.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.1.1992)</p>
7.	SIGNING AND VERIFYING PLEADINGS	<p>May sign and verify pleadings in suits and legal proceedings, or Institute or defend legal proceedings on matters which do not relate to other documents, and may authorize payment of legal charges after obtaining Chairman's approval for the action proposed.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.1.1992)</p>
8.	T.A. BILLS	<p>Will be the Controlling Officer in respect of T.A. of Joint Secretary (Legal).</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.1.1992)</p>

Sl. No	HEAD	EXISTING
9.	SANCTION OF REFUNDS	Full powers (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.1.1992)
10.	PROVIDENT FUND RULES	Group 'C' & 'D' working under his control as per rules (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.1.1992)
11.	PAY AND T.A. ADVANCES	May sanction Pay and T.A. Advances to self in accordance with the rules and conditions laid down in the GFRs of Central Government.
12.	GRANT OF LEAVE	Full Powers except grant of study leave and special disability leave provided no substitute is required but the Chairman is kept informed in respect of Joint Secretary (Legal)
13.	INCREMENTS	Full powers to grant increments in respect of Joint Secretary (Legal).
14.	PENALTIES	As delegated under CCA Rules. (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.1.1992)
15.	TRANSFER & POSTINGS	Group 'C' & 'D' - Inter-departmental on consulting concerned Heads of Department - Full powers.
16.	REIMBURSEMENT OF MEDICAL EXPENSES AND REIMBUSREMENT OF TUITION FEES / CEA	Full powers. (O.O.No.SE/EB.I/92/7316 dtd 6.1.93)
17.	GRANT OF SPECIAL CASUAL LEAVE	Full powers

Sl. No	HEAD	EXISTING
18.	DECLARATION OF PROBATION PERIOD & EB CROSSING	Full powers
19.	SANCTION OF OVER TIEM ALLOWANCE ON HOLIDAYS	Full power in respect of staff coming under him
20.	SANCTION OF CHARGES ALLOWANCE	Upto a period of 90 days in case of Group 'C' - Full powers
21.	GRANT OF ALLOWANCES TO ORTHOPEDICALLY HANDICAPPED OFFICIALS	Full powers
22.	JOINING TIME	Full powers

**DELEGATION OF POWERS TO DIRECTOR OF FINANCE**

Sl. No	HEAD	EXISTING
1.	SANCTION OF EXPENDITURE	May sanction expenditure upto Rs.50,000/-(recurring)per annum and Rs.50,000/- (non-recurring) on any one item both subject to Budget provision.  <i>(O.O.No.SE/EB.I/92/7316, dt 6.1.93)</i>
2.	RE-APPROPRIATIONS OF SAVINGS	May re-appropriate savings not exceeding Rs.20,000/- in any one case from one head to another within the sanctioned budget head.  <i>(Approved by the Board at its meeting held on 07.01.1992)</i>
3.	WRITE OFF OR DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES	May dispose by sale or otherwise of surplus, obsolete or unserviceable stores upto Rs.500/- in book value for any one item.  <i>(Approved by the Board at its meeting held on 31.05.1982)</i>
4.	ENTERING INTO CONTRACTS FOR SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT	May enter into contracts not exceeding Rs.15,000/- in value after calling for tenders for obtaining annual supplies and services(Based on consolidated indents) required for the working of the Board's offices and establishment subject to the conditions that the expenditure involved is covered by budget provisions and has received prior sanction of the competent authority.  <i>(Approved by the Board at its meeting held on 07.01.1992)</i>
5.	T.A. BILLS	Will be the Controlling Officer in respect of T.A. Bills of all Group 'A' officers of the Accounts and Finance Department.  <i>(Approved by the Board at its meeting held on 31.05.1982)</i>

Sl. No	HEAD	EXISTING
6.	OTHER BILLS	Will be the Drawing Officer for all Bills of the Accounts and Finance Department in excess of the powers of Chief Accounts Officer. (Approved by the Board at its meeting held on 31.5.1982)
7.	TO PRESCRIBE THE FORMS IN WHICH ACCOUNTS SHALL BE MAINTAINED BY CURING ESTABLISHMENTS	May prescribe the forms in which accounts shall be maintained by Curing Establishment. (Approved by the Board at its meeting held on 31.5.1982)
8.	PAY AND T.A. ADVANCE	May sanction pay and T.A. Advances to self and to Group A Officers in the Accounts and Finance Department. (Approved by the Board at its meeting held on 31.5.1982)
9.	SANCTION TO REFUNDS	Full powers (Approved by the Board at its meeting held on 31.5.1982)
10.	PROVIDENT FUND RULES	May sanction advances to Group 'C' and 'D' staff where the amount of advance does not exceed three months' pay or half the amount at the credit of the subscriber (This includes subscription amount and Board's contribution) and/or where 12 months have elapsed since the repayment of the last advance with interest thereon. (Approved by the Board at its meeting held on 31.5.1982)

Sl. No	HEAD	EXISTING
11.	GRANT OF LEAVE	<p>(a) Full powers, provided no substitute is required, but, the Chairman is kept informed in respect of the Group 'B' Officers in the Accounts and Finance Department.</p> <p>(Approved by the Board at its meeting held on 31.5.1982)</p> <p>(b) May grant leave except study leave and special disability leave to group 'A' Officers working in his department. He may exercise these powers when most substitute is required to be posted and provided the Chairman is kept informed of the sanction of such leave.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 28.2.1985)</p>
12.	INCREMENTS	<p>Full power to grant increments in respect of all Group 'A' and 'B' Officers and increments permitting Group 'C' staff to cross Efficiency Cr(EB) may also be sanctioned. Efficiency Cr crossing in respect of Group 'A' and 'B' Officers will however go to the Chairman.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 31.5.1982)</p>
13.	PENALTIES	<p>Censure in respect of Group B Officer and Group C &amp; D staff but action taken should be reported to Chairman. Suspension of Group B Officers in emergent cases searching to ratification by Chairman.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 31.6.1982)</p>

Sl. No	HEAD	EXISTING
13.	INSPECTION	<p>May inspect by himself or authorize any officer of the Board in this behalf or appoint agents for the purpose of inspecting any licensed curing establishments or any place where coffee is stored or exposed for sale and examine the books of any such establishment or place.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 31.5.1982)</p>
14.	REIMBRUSEMENT OF MEDICAL EXPENSES AND REIMBURSEMENT OF TUITION FEES/CEA	<p>Full powers.</p> <p>(O.O.No.SE/EB.I/92/7316 dt 6.1.93)</p>
15.	COUNTERSIGNING OF CHEQUES	<p>May countersign cheques and all orders for making deposits or investments or for withdrawal of the same for the disposal in respect of Pool Fund Accounts and General Fund Accounts.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 31.5.1982)</p>

Sl. No	HEAD	EXISTING
16.	OTHER DOCUMENTS	<p>(a) May execute powers of Attorney and other legal documents in respect of Finance and Accounts Department, after the terms and conditions thereof are approved by the Chairman. (APPROVED BY THE BOARD AT ITS MEETING HELD ON 31.5.1982)</p> <p>(b) May execute lease deeds involving expenditure within his power of sanction without obtaining the sanction of the Chairman therefor. In cases, however, where the terms and conditions of the lease deed are not the normal ones, he may exercise his discretion for obtaining the approval of the Chairman thereto. In respect of expenditure beyond his powers, sanction of the Chairman should be obtained for execution of lease deeds. After such sanction has been obtained further sanction of the Chairman for the renewal of the lease deeds on the same amount is not necessary. (APPROVED BY THE BOARD AT ITS MEETING HELD ON 31.5.1982)</p>
17.	SIGNING AND VERIFYING PLEADINGS	<p>May sign and verify pleadings in suits and legal proceedings, or institute or defend legal proceedings on matters relating to Finance and Accounts Departments and may authorise payment of legal charges after obtaining Chairman's approval for the action proposed. (APPROVED BY THE BOARD AT ITS MEETING HELD ON 31.5.1982)</p>
18.	TRANSFER AND POSTINGS	<p>Full powers in respect of transfers and postings of Group 'B', 'C' and 'D' officials within the department (Accounts and Finance). (APPROVED BY THE BOARD AT ITS MEETING HELD ON 31.5.1982)</p>

**DELEGATION OF POWERS TO DIRECTOR OF RESEARCH**

Sl. No	HEAD	EXISTING
1.	SANCTION TO EXPENDITURE	May sanction expenditure upto Rs.50,000/- (recurring) per annum of Rs.50,000/- (non-recurring) on any one item both subject to budget provision. (O.O.No.SE/EB.I/92/7316 dt 6.1.93)
2.	REAPPROPRBTION OF SAVINGS	May reappropriate savings upto Rs.2000/- in any one case from one head to another within the sanctioned budget head.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.1.1992)
3.	WRITE OFF OR DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES	May dispose of by sale or otherwise or surplus, obsolete or unserviceable stores upto Rs.10,000/- in book value for any one item. May dispose of by sale all surplus second hand gunny bags irrespective of monetary limit.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.1.1992)
4.	WRITE OFF OF SHORTAGES AND BREAKAGES	May write off shortages or breakages of articles in offices under his control upto Rs.500/- in book value on any one item.  (O.O.No.SE/EB.I/92/7316 dt 6.1.93)
5.	<u>CONTRACTS:-</u>  (OTHER THAN SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT)	May enter into contracts which do not extend over a period of more than 5 years and which do not involve a recurring expenditure of more than Rs.5,000/= per annum or a non-recurring expenditure of more than Rs.5,000/- in respect of expenditure on revenue account or an expenditure upto Rs.1,000/- in respect of capital expenditure.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)

Sl. No	HEAD	EXISTING
6.	ENTERING INTO CONTRACTS FOR SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT	<p>May enter into contracts not exceeding Rs.50,000/- in value after calling for tenders for obtaining annual supplies and services(Based on consolidation indents) required for the working of the Board's offices and establishments subject to the condition that the expenditure involved is covered by budget provisions and has received prior sanction of the competent authority.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.1.1992)</p>
7.	OTHER DOCUMENTS	<p>(a) May execute powers of Attorney and other legal documents in respect of Research Department after the terms and conditions thereof are approved by the Chairman.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p> <p>(b) May execute lease deeds involving expenditure within his power of sanction without obtaining the sanction of the Chairman herefore. In cases, however, where the terms and conditions of the lease deed are not the normal ones, he may exercise his discretion for obtaining the approval of the Chairman thereto. In respect of expenditure beyond his powers, sanction of the Chairman should be obtained for execution of lease deeds. After such sanction has been obtained, further sanction of the Chairman for the renewal of the lease deeds on the same terms and conditions and for the same amount is not necessary.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p>

Sl. No	HEAD	EXISTING
8.	SIGNING AND VERIFYING PLEADINGS	May sign and verify pleadings in suits and legal proceedings, or institute or defend legal proceedings on matters relating Research Department and may authorize payment of legal charges after obtaining Chairman's approval for the action proposed.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)
9.	T.A. BILLS	Will be the controlling officer in respect of T.A. of all officers and staff of the Research Department.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)
10.	OTHER BILLS	Will be the Drawing Officer for all bills of Research Department at CCRI  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)
11.	SANCTION TO REFUNDS	Full powers.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)
12.	PROVIDENT FUND RULES	May sanction advances to Group C & D staff of his Department provided the advance asked for does not exceed 3 month's pay or half the amount at the credit of the subscriber (this includes subscription amount and Board's contribution) and/or where 12 months have elapsed since the repayment of the last advance with interest thereon.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)

Sl. No	HEAD	EXISTING
13.	PAY AND T.A. ADVANCES	<p>May sanction pay and T.A. advances to all officers inclusive of self and Group C and Group D in respect of his Department in accordance with the rules and conditions laid down in the GFRs of Central Government.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p>
14.	POSTINGS AND TRANSFERS	<p>Full powers in respect of transfers and postings of Group C &amp; D within the Department.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p>
15.	GRANT OF LEAVE	<p>Full powers in respect of Group C &amp; D staff within the Department.</p> <p>May grant leave to Group B staff in his department, provided;-</p> <ul style="list-style-type: none"><li>(a) no substitute is required and</li><li>(b) Chairman is kept informed.</li></ul> <p>May grant leave to Group A Officers of Research Department, provided,-</p> <ul style="list-style-type: none"><li>(a) no substitute is required &amp;</li><li>(b) Chairman is kept informed.</li></ul> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p>
16.	INCREMENTS	<p>Full powers to grant increments in respect of Group B, C &amp; D in respect of his Department. Increments permitting Group B &amp; C staff to cross EB will however be sanctioned by the Chairman.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p>

Sl. No	HEAD	EXISTING
17.	PENALTIES	Full powers in respect of Group D staff and censure in respect of Group D staff. Suspension of Group D staff but action taken should be reported to Chairman. Censure in respect of Group B staff but action taken should be reported to Chairman. Suspension of Group B staff in emergent cases subject to ratification by Chairman. (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)
18.	REIMBURSEMENT OF MEDICAL EXPENSES / TUITION FEES	Full powers in respect of Officers and staff in the Research Department.  ((O.O.No.SE/EB.I./92/7316 dt 6.1.93)
19.	COUNTERSIGNING OF CHEQUES	May countersign cheques and all orders for making deposits or investments or for withdrawal of the same for the disposal in respect of General Fund (Research) Accounts.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)
20.	STATUTORY PAYMENTS	May sanction the following items in respect of mazdoors working in CCRI and CRSS:- 1) Payment of exgratia (Bonus). 2) Service Gratuity. 3) Retrenchment compensation. 4) One way expenses. 5) Supply of cumblies for labourers as per the provisions of the Plantation Labour Act.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.03.1977)

Sl. No	HEAD	EXISTING
21.	<b>CONDUCT RULES :</b> RULE 8: (UNAUTHORISED COMMUNICATION OF INFORMATION)	May exercise full powers under this rules in respect of Group C and D staff of his Department.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.03.1977)
22.	<u>RULE 9:</u> (SUBSCRIPTIONS)	May exercise full powers under this rule in respect of Group C & D staff of his Department.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10..03.1977)
	<u>RULE 10:</u> (GIFTS)	May exercise full powers under this rule in respect of Group C & D staff of his Department.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.03.1977)
	<u>RULE 11:</u> (PUBLIC DEMONSTRATIONS IN HONOUR OF BOARD'S EMPLOYEES)	May exercise full powers under this rule in respect of Group C & D staff of his Department.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.03.1977)
23.	ACCEPTANCE OF TENDERS FOR DISPOSAL OF FORM PRODUCE	May accept tenders upto Rs.50,000/- on any single item as per procedure to be prescribed, in consultation with Chief Accounts Officer.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 14.06.1984)

<b>Sl. No</b>	<b>HEAD</b>	<b>EXISTING</b>
24.	APPROVAL OF TOUR PROGRAMME	The Director of Research may approve the Tour Programme to the HO, Bangalore in respect of all the Officers/Staff of Research Department.  (Proceedings No.SE/CA/99/6272, dt 1.3.1999)

**DELEGATION OF POWERS TO DIRECTOR OF PROMOTION**

Sl. No	HEAD	EXISTING
1.	SANCTION TO EXPENDITURE	<p>(a) May sanction expenditure upto Rs.6000/- on any one item, recurring and non recurring subject to budget provision.</p> <p>(O.O.No.SE/EB.I/92/7361 dated 6.1.1993)</p> <p><u>(b) For opening new Coffee Houses:</u></p> <p>Estimates will be placed before the Promotion Committee and expenditure upto Rs.1000/- on any sanctioned item may be incurred.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.8.1955)</p>
2.	REAPPROPRBTION OF SAVINGS	<p>May re-appropriate savings upto Rs.750/- in any one case from one head to another within the sanctioned budget head.</p> <p>(O.O.No.SE/EB.I/92/7316, dt 6.1.1993)</p>
3.	WRITE OFF OR DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES	<p>May dispose of by sale or otherwise of surplus, obsolete or unserviceable stores upto Rs.2000/- in book value for any one item.</p> <p>(O.O.No.SE/EB.I/92/7316, dt. 6.1.93)</p>

Sl. No	HEAD	EXISTING
4.	WRITE OFF OF SHORTAGES AND BREAKAGES	<p>(a) May write off shortages or breakages of articles in offices under his control and India Coffee Houses upto Rs.3000/- in value per annum.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 5.2.1981)</p> <p>(b) May write off shortages due to driage of raw coffee seeds and cashew kernels in storage or in transit upto 3 per cent, each case being examined on merits.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 5.1.1956)</p>
5.	CONTRACTS (OTHER THAN SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT)	<p>May enter into contracts which do not extend over a period of more than 5 years or which do not involve a recurring expenditure of more than 2,000/=per annum or a non-recurring expenditure of more than Rs.500/=</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)</p>
6.	ENTERING INTO CONTRACTS FOR SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT	<p>May enter into contracts which do not extend over a period of more than 5 years and which do not involve a recurring expenditure of more than Rs.5,000/- per annum (recurring) or a non-recurring expenditure of more than Rs.1,000/-</p> <p>(O.O.No.SE/EB.I/92/7361, dt 6.1.93)</p>

Sl. No	HEAD	EXISTING
7.	OTHER DOCUMENTS	<p>(a) May execute powers of Attorney and other legal documents in respect of Promotion Department after the terms and conditions thereof have been approved by Chairman.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)</p> <p>(b) May execute lease deeds involving expenditure within his power of sanction without obtaining the sanction of the Chairman therefore. In cases, however, where the terms and conditions of the lease deed are not the normal ones, he may exercise his discretion for obtaining the approval of the Chairman thereto. In respect of expenditure beyond his powers, sanction of the Chairman should be obtained for execution of lease deeds. After such sanction has been obtained, further sanction of the Chairman for the renewal of the lease deeds on the same terms and conditions and for the same amount is not necessary.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)</p>
8.	SIGNING AND VERIFYING PLEADINGS	<p>May sign and verify pleadings in suits and legal proceedings, or institute or defend legal proceedings on matters relating to Promotion Department and may authorize payment of legal charges after obtaining Chairman's approval for the action proposed.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.8.1955).</p>

Sl. No	HEAD	EXISTING
9.	T.A. BILLS	Will be the Controlling Officer in respect of T.A. of All Officers and staff of the Promotion Department. (APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.8.1955)
10.	OTHER BILLS	Will be the Drawing Officer for all bills of the Promotion Department. (APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)
11.	SANCTION TO REFUNDS	Full Powers  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.5.1957)
12.	PROVIDENT FUND RULES	May sanction advances to Group C and Group D staff of his department provided the advance asked for does not exceed 3 months' pay or half the amount at the credit of the subscriber (this includes subscription amount and Board's contribution) and/or where 12 months have elapsed since the repayment of the last advance with interest thereof.  (O.O.No.SE/EB.I/92/7316, dt 6.1.93)
13.	PAY AND T.A. ADVANCES	May sanction Pay and T.A. advances to all officers inclusive of self and Group C and D in respect of his department in accordance with the rules and conditions laid down in the GERS of Central Government.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.8.1955)
14.	POSTINGS AND TRANSFERS	Full powers in respect of transfers and postings of Group C and Group D within the Department. (APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)

Sl. No	HEAD	EXISTING
15.	GRANT OF LEAVE	<p>Full powers in respect of Group C and D staff within the Department May grant leave to Assistant Directors of Promotion provided;- (a) No substitute is required and (b) Chairman is kept informed</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)</p> <p>May grant leave except study leave and special disability leave to Group 'A' Officers working in his department. He may exercise these powers when most substitute is required to be posted and provided the Chairman is kept informed of the sanction of such leave.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 28.2.1985)</p>
16.	INCREMENTS	<p>Full powers to grant increments in respect of Group B, C and D staff in respect of his department. Increments permitting Group B and Group C staff to cross EB will however be sanctioned by the Chairman.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)</p>
17.	PENALTIES	<p>Full powers in respect of Group D staff and censure in respect of Group C staff. Suspension of Group C Staff, but action taken should be reported to Chairman. Censure in respect of Group B staff but action taken should be reported to Chairman. Suspension of Group B Staff in emergent cases subject to ratification by Chairman.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)</p>

Sl. No	HEAD	EXISTING
18.	REIMBURSEMENT OF MEDICAL EXPENSES AND REIMBURSEMENT OF TUITION FEES	May sanction upto Rs.1800/- in each case in respect of staff of his division.  (O.O.No.SE/EB.I/92/7361, dt. 6.1.1993)
19.	COUNTER SIGNING OF CHEQUES	May countersign cheques and all orders for making deposits or investments or for withdrawal of the same for the disposal in respect of General Fund (Prop.) Account.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)
20.	WARM CLOTHING ADVANCE	May sanction warm clothing advances to the Promotion Department staffing accordance with the rules framed by the Board.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.8.1955)
21.	CONDUCT RULES  RULE 8:  (UNAUTHORISED COMMUNICATION OF INFORMATION)	May exercise full powers under this rule in respect of Group C and D staff of his department.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)
22.	RULE 9: (SUBSCRIPTIONS)	May exercise full powers under this rule in respect of Group C and D staff of his Department.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)

Sl. No	HEAD	EXISTING
23.	RULE 10:  (GIFTS)	May exercise full powers under this rule in respect of Group C and D staff of his Department.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)
24.	RULE 11:  (PUBLIC DEMONSTRATIONS IN HONOUR OF BOARD'S EMPLOYEES)	May exercise full powers under this rule in respect of Group C and D staff of his Department.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 16.12.1966)
25.	REAPPROPRIATION OF SAVINGS	May re-appropriate savings upto Rs.750/- in any one case from one head to another within the sanctioned budget head.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)

**DELEGATION OF POWERS TO THE JOINT DIRECTOR (EXTENSION)**

Sl. No	HEAD	EXISTING
1.	SANCTION OF EXPENDITURE	<p>(a) Expenditure on Revenue Account:            May sanction expenditure upto Rs.10,000/- on any one item (recurring and Non recurring) in respect of Officers/staff and works of their departments &amp; capital expenditure upto Rs.7,500/- on any one item. All these will be subject to budget provision.</p> <p>(O.O.No.SE/PD/92/7316, dated 6.1.1993)</p>
2.	REAPPROPRBTION OF SAVINGS	<p>May re-appropriate savings upto Rs.1000/- in any one case from one head to another within the sanctioned budget head.</p> <p>(O.O.No.SE/PD/92/7316, dt 6.1.93)</p>
3.	WRITE OFF OR DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES	<p>May dispose of by sale or otherwise of surplus, obsolete or unserviceable stores upto Rs.5000/- in book value for any one item.            (O.O.No.SE/EB.I/92/7316 dt 6.1.93)</p> <p>May dispose of by sale or surplus second hand gunny Bags irrespective of monetary limit.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>
4.	WRITE OFF OF SHORTAGES AND BREAKAGES	<p>a) May write off shortages or breakages of articles in offices under his control upto Rs.500/- in book value on any one item.            (O.O.No.SE/EB.I/92/7316 dt 6.1.93)</p> <p>b) May write off shortages or breakages of articles in offices, laboratory or rest-house upto Rs.500/- in value on any one item, in respect of Extension Wing.            (APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>

Sl. No	HEAD	EXISTING
5.	ENTERING INTO CONTRACTS (OTHER THAN SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT)	May enter into contracts which do not extend over a period of more than 5 years and which do not involve a recurring expenditure of more than Rs.7500/- per (recurring) or a non-recurring expenditure of more than Rs.2000/-  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)
6.	ENTERING INTO CONTRACTS FOR CALLING FOR TENDERS FOR SUPPLIERS AND SERVICES FOR OFFICE ESTABLISHMENTS	May enter into contracts upto Rs.25,000/- after calling for tenders for obtaining annual supplies and services based on consolidated indents required for the working of the Board's offices and establishments subject to the condition that the expenditure involved is covered by budget provisions and has received prior sanction of the competent authority.  (O.O.No.SE/PD/92/7316 dated 6.1.1993)

Sl. No	HEAD	EXISTING
7.	OTHER DOCUMENTS	<p>a) May execute powers of Attorney and other legal documents in respect of the Extension Wing after the terms and conditions thereof are approved by the Chairman. (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p> <p>b) May execute lease deeds involving expenditure within his power of sanction of the Chairman authorize. In cases, however, where the terms and conditions of the lease deed are not the normal ones, he may exercise his discretion for obtaining the approval of the Chairman thereto. In respect of expenditure beyond his powers, sanction of the Chairman should be obtained for execution of lease deeds. After such sanction has been obtained, further sanction of the Chairman for the renewal of the lease deeds on the same terms and conditions and for the same amount is not necessary. This is in respect of Extension Wing.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977).</p>
8.	SIGNING AND VERIFYING PLEADINGS	<p>May sign and verify pleadings in suits and legal proceedings, or institute or defend legal proceedings on matters relating to Extension Wing and may authorize payment of legal charges after obtaining Chairman's approval for action proposed.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p>
9.	T.A.BILLS	<p>Will be the controlling officer in respect of T.A. of all officers and staff of the Extension Wing.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p>

Sl. No	HEAD	EXISTING
10.	OTHER BILLS	Will be the drawing officer for all bills of the Extension Wing.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977).
11.	SANCTION TO REFUNDS	Full powers in respect of Extension Wing.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)
12.	PROVIDENT FUND RULES	May sanction advances to Group 'C' and 'D' staff of the Extension Wing provided the advances asked for does not exceed 3 month's pay or half the amount at the credit of the subscriber. (This includes subscription amount and Board's contribution and/or where 12 months have elapsed since the repayment of the last advance with interest thereon.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977).
13.	TEMPORARY ADVANCES (PF)	May sanction advances to Group 'B' officers under his control for which special reasons Sub-rule (2) of Rule 13, Coffee Board General Provident Fund Rule, 1965 are not required.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)

Sl. No	HEAD	EXISTING
14.	CONDUCT RULES: RULE 8:  (UNAUTHORISED COMMUNICATION OF INFORMATION)  RULE 9: (SUBSCRIPTION)  RULE 10 (GIFTS)  RULE 11: (PUBLIC DEMONSTRATION IN HONOUR OF BOARD'S EMPLOYEES)	May exercise full powers under this rule in respect of Group 'C' and 'D' staff of the Extension Wing.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)
15.	PAY AND T.A. ADVANCES	May sanction pay and T.A. advances to all officers inclusive of self and Group 'C' and in respect of Extension Wing in accordance ;with the rules and conditions laid down in the GFRs of Central Government.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)
16.	POSTINGS AND TRANSFERS	Full powers in respect of transfers and postings of Group 'C' and 'D' within the Extension Wing.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)

Sl. No	HEAD	EXISTING
17.	GRANT OF LEAVE	<p>Full powers in respect of Group 'C' and 'D' staff within the Extension Wing.</p> <p>Group 'B': May grant leave to Group 'B' Officers in the Extension Wing provided (a) no substitute is required and (b) Chairman is kept informed.</p> <p>Group 'A': May grant leave to Group 'A' officers of the Extension Wing provided (a) no substitute is required and (b) Chairman is kept informed.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p>
18.	INCREMENTS	<p>Full powers to grant increments of Group 'B', Group 'C' and 'D' staff in respect of the Extension Wing. (Increments permitting Group 'B' and 'C' staff to cross EB will however be sanctioned by the Chairman.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p>
19.	PENALTIES	<p>Full powers in respect of Group 'D' Staff and censure in respect of Group 'C' staff. Suspension of Group 'C' staff but action should be reported to Chairman. Censure in respect of Group C staff but action taken should be reported to Chairman. Suspension of Group B staff in emergent cases subject to ratification by Chairman. This is for Extension Wing.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)</p>
20.	REIMBURSEMENT OF MEDICAL EXPENSES	<p>May sanction upto Rs.1800/- in each case in respect of staff of their division (Medical Reimbursement)</p> <p>(O.O.No.SE/PD/EB.I/92/7316 dt 6.1.93)</p>

Sl. No	HEAD	EXISTING
21.	COUNTERSIGNING OF CHEQUES	May countersign cheques and all orders for making deposits or investments or for withdrawal of the same for the disposal in respect of General Fund relating to Extension Wing.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)
22.	STATUTORY PAYMENTS	May sanction the following items in respect of mazdoors working in the Extension Wing:-  i) Payment of exgratia (Bonus) ii) Service Gratuity iii) Retrenchment compensation iv) One Way expenses v) Supply of cumblies for labourers as per the provision of the Plantations Labour Act.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 10.3.1977)
23.	ACCEPTANCE OF TENDERS FOR DISPOSAL OF FARM PRODUCE	May accept tenders upto Rs.50,000/- on any single item as per procedure to be prescribed, in consultation with Chief Accounts Officer. (APPROVED BY THE BOARD AT ITS MEETING HELD ON 14.6.1984)
24.	SANCTION OF SUBSIDY UNDER VARIOUS SCHEMES	May sanction a sum of Rs.1,25,000/- under various subsidy schemes.  (Proceedings No.SE/CA/EB.I/99/2521 dt 3.8.1999)

**DELEGATION OF POWERS TO JOINT DIRECTOR (RESEARCH)**

Sl. No	HEAD	EXISTING
1.	T.A.Bills	<p>Shall approve the tour programme and shall be the controlling officer in respect of T.A. of all Group B Officers and Group C Technical Staff of the Research Department. Use of vehicle for tours should be approved by the Director of Research</p> <p>(Approved by the Board at its Meeting held on 4.12.1992)</p>
2.	GRANT OF LEAVE	<p>May sanction leave of all the Divisional Heads/DDR/All other staff under his jurisdiction, except study leave.</p> <p>(Proceedings No.SE/CA/99/6272, dated 1.3.199)</p>
3.	COUNTERSIGNING OF CHEQUES	<p>May countersign cheques and all orders for making deposits or investments or for withdrawal of the same for the disposal in respect of General Fund relating to Research Department.</p> <p>(Approved by the Board at its meeting held 4.12.1992)</p>
4.	SANCTION OF EXPENDITURE	<p>May sanction expenditure up to Rs.25,000/- on any one item (recurring and non recurring) in respect of officers/staff and works of his Department and Capital expenditure upto Rs.7500/- on any one item. Subject to the availability of funds under the concerned Head of Account.</p> <p>(Proceedings No.SE/CA/99/6272, dated 1.3.1999)</p>
5.	REIMBURSEMENT OF MEDICAL EXPENDITURE/ TUITION FEE /CEA	<p>May sanction upto Rs.1,800/- in each case in respect of his staff</p> <p>(Office order No.SE/EB.I/92/7316 dated 6.1.1993)</p>

Sl. No	HEAD	EXISTING
6.	PAY AND T.A. ADVANCE	May sanction Pay and T.A. advance to all Officers inclusive of self, Group B, C & D staff of the Research Department.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 5.2.1981)
7.	WRITE OFF OF DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES	May dispose of by sale or otherwise of surplus. Obsolete or unserviceable stores upto Rs.5000/- in book value on any one item.  (O.O No.SE/CA/EB.I/92/7316, dated 6.1.1993)
8.	WRITE OFF OF SHORTAGES & BREAKAGES	May write off, shortages or breakages of articles in Offices under his control upto Rs.500/- in book value on any one item.  (O.O.No.SE/EB.I/92/7316, dt. 6.1.93)
9.	ENTERING INTO CONTRACTS OTHER THAN SUPPLIES OF SERVICES FOR OFFICE ESTABLISHMENT	May enter into contracts which do not extend over a period of more than 5 years and which do not involve a recurring expenditure of more than Rs.7500/- per annum (recurring) or a non-recurring expenditure of more than Rs.2000/-.  (O.O.No.SE/EB.I/92/7316, dated 6.1.1993)
10.	REAPPROPRBTION OF SAVINGS	May reappropriate savings upto Rs.1,000/- in any one case from one head to another within the sanctioned budget head.  (O.O. No.SE/EB.I/92/7316 dt 6.1.93)

Sl. No	HEAD	EXISTING
11.	ENTERING INTO CONTRACTS AFTER CALLING FOR TENDERS FOR SUPPLIES & SERVICES FOR OFFICE ESTABLISHMENTS	<p>May enter into contracts upto Rs.25,000/- after calling for tenders for obtaining annual supplies and services Based on consolidated indents required for the working of the Board's Services and establishment subject to the condition that if expenditure involved is covered by budget provision and has received prior sanction of the Competent Authority.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992 &amp; O.O. No.SE/EB.I/92/7316 dt 6.1.1993)</p>
12.	APPROVAL OF TOUR PROGRAMME	<p>The JD(R) may approve the Tour programme pertaining to the Plantation Areas in respect of all the officers/staff under his jurisdiction including the DDRs.</p> <p>(Proceeding No.SE/CA/99/6272 dt 1.3.1999)</p>
13.	INTER SECTIONAL TRANSFERS WITHIN CCRI	<p>The JD(R) is vested with full powers for effecting inter sectional transfers within CCRI.</p> <p>(Proceedings No.SE/CA/99/6272 dated 1.3.1999)</p>

**DELEGATION OF POWERS TO JOINT DIRECTOR EXTENTION, NORTH EASTERN REGION**

Sl. No	HEAD	EXISTING
1.	SANCTION OF EXPENDITURE	<p><u>(a) Expenditure on Revenue Account:</u></p> <p>May sanction expenditure upto Rs.10,000/- on any one item (non - recurring) or upto Rs.10,000/- per annum (recurring) subject to budget provision in respect of officers and staff and works of the North Eastern Region.</p> <p><u>(b) Capital Expenditure:</u></p> <p>May sanction expenditure upto Rs.5,000/- on any one item subject to budget provision pertaining to North Eastern Region.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>
2.	REAPPROPRBTION OF SAVINGS	<p>May re-appropriate savings upto Rs.500/- in any one case from one head to another within the sanctioned budget head in respect of North Eastern Region.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>
3.	WRITE-OFF OR DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES	<p>May dispose of by sale or otherwise of surplus, obsolete or unserviceable stores upto Rs.5000/- in book value for any one item in respect of North Eastern Region any dispose of by sale or surplus second hand gunny Bags irrespective of monetary limit.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>

Sl. No	HEAD	EXISTING
4.	WRITE-OFF OF SHORTAGES AND BREAKAGES	<p>(a) May write off shortages of stored grain, seed coffee and experimental coffee upto 3% in respect of North Eastern Region.</p> <p>(b) May write off shortages or breakages of articles in offices, laboratory or rest house upto Rs.500/- in value on any one item, in respect of North Eastern Region.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>
5.	CONTRACTS (OTHER THAN SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT)	<p>May enter into contracts which do not extend over a period of more than 5 years and which do not involve a recurring expenditure of more than Rs.7500/- per annum or a non-recurring expenditure of more than Rs.7500/- in respect of expenditure on revenue account or an expenditure upto Rs.2000/- in respect of capital expenditure in respect of Extension Wing.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>
6.	ENTERING INTO CONTRACTS FOR SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT	<p>May enter into contracts not exceeding Rs.25,000/- in value after calling for tenders for obtaining annual supplies and services (Based on consolidated indents) required for the working of the Board's offices and establishments subject to the condition that the expenditure involved is covered by budget provisions and has received prior sanction of the competent authority, in respect of North Eastern Region.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>

Sl. No	HEAD	EXISTING
7.	OTHER DOCUMENTS	<p>(a) May execute powers of Attorney and other legal documents in respect of the NER after the terms and conditions thereof are approved by the Chairman.</p> <p>(b) May execute lease deeds involving expenditure within his power of sanction without obtaining the sanction of the Chairman therefore. In cases, however, where the terms and conditions of the lease deed are not the normal ones, he may exercise his discretion for obtaining the approval of the Chairman thereto. In respect of expenditure beyond his powers, sanction of the Chairman should be obtained for execution of lease deeds. After such sanction has been obtained, further sanction of the Chairman for the renewal of the lease deeds on the same terms and conditions and for the same amount is not necessary. This is in respect of N.E.R.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>
8.	SIGNING AND VERIFYING PLEADINGS	<p>May sign and verify pleadings in suits and legal proceedings, or institute or defend legal proceedings on matters relating to N.E.R. and may authorize payment of legal charges after obtaining Chairman's approval for the action proposed.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>
9.	T.A.BILLS	<p>Will be the controlling officer in respect of T.A. of all officers and staff of the N.E.R.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>

Sl. No	HEAD	EXISTING
10.	OTHER BILLS	Will be the drawing officer for all bills of the N.E.R.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)
11.	SANCTION TO REFUNDS	Full powers in respect of N.E.R.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)
12.	PROVIDENT FUND RULES	May sanction advances to Group 'C' and 'D' staff of the N.E.R. provided the advances asked for does not exceed 3 months pay or half the amount at the credit of the subscriber. (This includes subscription amount and Board's contribution and/or where 12 months have elapsed since the repayment of the last advance with interest thereon)  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)
13.	TEMPORARY ADVANCES (PF)	May sanction advances to Group 'B' officers under his control for which special reasons sub rule (2) of Rule 13, Coffee Board General Provident Fund Rule, 1965 are not required.

Sl. No	HEAD	EXISTING
14.	<p><b>CONDUCT RULES</b></p> <p><u>RULE 8:</u> (UNAUTHORISED COMMUNICATION OF INFORMATION)</p> <p><u>RULE 9:</u> (SUBSCRIPTION)</p> <p><u>RULE 10:</u> (GIFTS)</p> <p><u>RULE 11:</u> (PUBLIC DEMONSTRATION IN HONOUR OF BOARD'S EMPLOYEES)</p>	<p>May exercise full powers under this rule in respect of Group 'C' and 'D' staff of the N.E.R.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>
15.	<p>PAY AND T.A. ADVANCES</p>	<p>May sanction pay and T.A. advances to all officers inclusive of self and Group 'C' and in respect of Extension Wing in accordance with the rules and conditions laid down in the GFRs of Central Government.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>
16.	<p>POSTINGS &amp; TRANSFERS</p>	<p>Full powers in respect of transfers and postings of Group 'C' and 'D' within the N.E.R.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>

Sl. No	HEAD	EXISTING
17.	GRANT OF LEAVE	<p>Full powers in respect of Group 'C' and 'D' staff within the N.E.R.</p> <p>Group 'B': May grant leave to Group 'B' officers in the N.E.R. provided (a) no substitute is required and (b) Chairman is kept informed.</p> <p>Group 'A': May grant leave to Group 'A' officers of the N.E.R. provided (a) no substitute is required and (b) Chairman is kept informed.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>
18.	INCREMENTS	<p>Full powers to grant increments of Group 'B' Group 'C' and 'D' staff in respect of the N.E.R. (increments permitting Group 'B' and 'C' staff to cross EB will however be sanctioned by the Chairman).</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>
19.	PENALTIES	<p>Full powers in respect of Group 'D' staff and censure in respect of Group 'C' staff. Suspension of Group 'C' staff but action taken should be reported to Chairman. Suspension of Group 'B' staff in emergent cases subject to ratification by Chairman. This is for N.E.R.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>

Sl. No	HEAD	EXISTING
20.	REIMBURSEMENT OF MEDICAL EXPENSES UNDER CS(MA) RULES / TUITION FEE/CEA	<p>Full powers in respect of officers and staff in the N.E.R., provided, the amount does not exceed Rs.1800/- in each case. All the cases requiring the relaxation of CS(MA) Rules and the amount exceeding Rs.1800/- in each case shall be referred to Chairman for sanction/relaxation.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>
21.	REIMBURSEMENT FOR TUITION FEES	<p>Full powers in respect of all officers in the N.E. Region to the extent of Rs.100/- only.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>
22.	COUNTERSIGNING OF CHEQUES	<p>May countersign cheques and all orders for making deposits or investments or for withdrawal of the same for the disposal in respect of General Fund relating to N.E.R.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>
23.	STATUTORY PAYMENTS	<p>May sanction the following items in respect of mazdoors working in the N.E.R.</p> <ul style="list-style-type: none"> <li>i) Payment of exgratia (Bonus)</li> <li>ii) Service Gratuity</li> <li>iii) Retrenchment Compensation</li> <li>iv) One way expenses</li> <li>v) Supply of cumblies for labourers as per the provisions of the Plantations Labour Act.</li> </ul> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 12.3.1982)</p>

<b>Sl. No</b>	<b>HEAD</b>	<b>EXISTING</b>
24.	ACCEPTANCE OF TENDER FOR DISPOSAL OF FORM PRODUCE	May accept tenders upto Rs.50,000/- on any single item as per procedure to be prescribed in consultation with Chief Accounts Officer.  APPROVED BY THE BOARD AT ITS MEETING HELD ON 14.6.1984)

**DELEGATION OF POWERS TO DEPUTY DIRECTOR OF EXTENSION / DEPUTY DIRECTOR (RESEARCH)**

Sl. No	HEAD	EXISTING
1.	SANCTION TO EXPENDITURE	May sanction expenditure upto Rs.15,000/- on any one item subject to the availability of funds under the concerned Head of Accounts.  (PROCEEDING DATED 1.3.1999)
2.	WRITE OFF OF SHORTAGES AND BREAKAGES	May write off shortages or breakages of miscellaneous articles under his control up to Rs.250/- in value on any one item.  (OFFICE ORDER NO.SE/EB.I/92/7316, DATED 6.1.1993)
3.	DISPOSAL OF UNSERVICEABLE OF SURPLUS STORES	May dispose of by sale or otherwise of surplus, obsolete or unserviceable stores upto Rs.1000/- in book value for any one item.  (OFFICE ORDER NO.SE/EB.I/92/7361 DATED 6.1.1993)
4.	CONTRACTS (OTHER THAN SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT)	May enter into contracts which do not extent over a period of more than 5 years or which do not involve a recurring expenditure of more than Rs.5000/- per annum (recurring) or a non recurring expenditure of more than Rs.1,000/-  (OFFICE ORDER NO.SE/EB.I/92/7316 DATED 6.1.1993)
5.	EXPENDITURE ON THE PURCHASE OF PETROL MAINTENACE AND RUNNING OF DEPARTMENTAL VEHICLES	Rs. 10,000/- per annum  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)

Sl. No	HEAD	EXISTING
6.	OTHER DOCUMENTS	May execute powers of Attorney and other legal documents including lease deed in respect of the Development Department after the terms and conditions thereof are approved by the Chairman.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)
7.	T.A.BILLS	Will be the controlling officer in respect of T.A. of all officers and Group C & D staff of his jurisdiction.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)
8.	OTHER BILLS	Will be the drawing officer for all bills drawn on the Development Budget.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)
9.	ISSUE OF RECEIPTS	To grant receipts on behalf of the Board for all monies received under the Act.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)
10.	PROVIDENT FUND RULES	May sanction advances to Group C & D staff of his jurisdiction provided the advance asked for does not exceed 3 months pay or half the amount at the credit of the subscriber. (This includes subscription amount and Board's contribution) or where 12 months have elapsed since the repayment of last advance with interest thereon.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)

Sl. No	HEAD	EXISTING
11.	CONDUCT RULES <u>RULE 8:</u> (UNAUTHORISED COMMUNICATION OF INFORMATION) <u>RULE 9:</u> (SUBSCRIPTIONS: <u>RULE 11:</u> (PUBLIC DEMONSTRATION IN HONOUR OF BOARD'S EMPLOYEES)	Full powers in respect of Group C & D  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)
12.	PAY AND T.A. ADVANCES	May sanction pay and TA advances to all officers inclusive of self and Group C & D staff in respect of his jurisdiction in accordance with rules and conditions laid down in the GFRs of Central Government.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1997)
13.	POSTINGS AND TRANSFERS	Full powers in respect of Group C & D staff within his jurisdiction.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)

Sl. No	HEAD	EXISTING
14.	GRANT OF LEAVE	<p>Full powers in respect of Group C &amp; D staff within the jurisdiction.</p> <p>May grant leave to Group B officers under his control, provided;</p> <ul style="list-style-type: none"><li>(a) no substitute is required and</li><li>(b) Chairman is kept informed</li></ul> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)</p>
15.	INCREMENTS	<p>Full powers to grant increments in respect of Group B, C &amp; D in respect of staff coming under his jurisdiction. (Increments permitting EB will however be sanctioned by the Chairman).</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)</p>
16.	PENALTIES	<p>Full powers in respect of Group D staff and censure in respect of Group C staff but action should be reported to Chairman. Censure in respect of Group B officer but action should be reported to Chairman. Suspension of Group B in emergent cases subject to ratification by Chairman.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)</p>
17.	INSPECTION	<p>May inspect of any Registered Estate and books of any such estate.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)</p>

<b>Sl. No</b>	<b>HEAD</b>	<b>EXISTING</b>
18.	ONLY DDEs/DDDs  LOANS AND SUBSIDIES UNDER DEVELOPMENT PLAN	May sanction loans/subsidies to planters on the terms and conditions under the Development Plan not exceeding Rs.75,000/- (OFFICE ORDER NO.SE/EB.I/92/7316 dated 6.1.1993)
19.	REIMBURSEMENT OF MEDICAL EXPENSES/ TUITION FEES	May sanction upto Rs.1500/- in each case in respect of Group B, C and D staff of his department.  (O.O.No.SE/EB.I/92/7316 dated 6.1.1993)
20.	LOANS AND SUBSIDIES UNDER THE DEVELOPMENT PLAN	May sanction loans/subsidies to planters on the terms and conditions under the Development Plan not exceeding Rs.75,000/- to an applicant.  (OFFICE ORDER NO. SE/EB.I/92/7316 DATED 6.1.1993)

**ALL DIVISIONAL HEADS OF RESEARCH DEPARTMENT (EXCEPT DIVISIONAL HEAD (ENGINEERING)/  
OFFICER-IN-CHARGE, PHT DIVISION)**

Sl. No	HEAD	EXISTING
1.	SANCTION OF EXPENDITURE	May sanction expenditure upto Rs.2000/-on any item in respect of their sections subject to the availability of funds under the concerned Head of Account.  (Proceedings No.SE/CA/99/6272 dt 1.3.99)
2.	GRANT OF LEAVE	Group 'C' and 'D' staff:  Full powers provided no substitute is involved.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 31.12.1964)
3.	EXPENDITURE ON THE PURCHASE OF PETROL, MAINTENANCE AND RUNNING CHARGES OF DEPARTMENTAL VEHICLES	Annual Limit: Rs.4,000/- each  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 13.12.1967)
4.	T.A.BILLS	Will be the controlling Officer for the T.A.Claim of Group 'C' and 'D' staff of his establishment.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 31.12.1964)

**DELEGATION OF POWERS TO DIVISIONAL HEAD (AGRONOMY)**

Sl. No	HEAD	EXISTING
1.	SANCTION TO EXPENDITURE	May sanction expenditure upto Rs.3,000/- on any one case in respect of their sections. Subject to availability of funds under the concerned Head of Account. (Proceedings No.SE/CA/99/6272, dated 1/3/99)
2.	GRANT OF LEAVE	Group 'C' and 'D' staff  Full powers provided no substitute is involved.  (Approved by the Board at its meeting held 31.12.1964)
3.	EXPENDITURE ON THE PURCHASE OF PETROL, MAINTAINANCE AND RUNNING CHARGES OF DEPARTMENTAL VEHICLES.	Annual limit; Rs.4,000/- each  (Approved by the Board at its meeting held on 13.12.1967)
4.	T.A.BILLS	Will be the controlling officer for the T.A.claim of Group C and D staff of his establishment.  (Approved by the Board at its meeting held on 31.12.1964)

**DELEGATION OF POWERS TO ALL DEPUTY DIRECTOR (RESEARCH) /  
HEAD, DIVISION OF TISSUE CULTURE, MYSORE / ALL OFFICERS IN-CHARGE OF RCRS**

Sl. No	HEAD	EXISTING
1.	SANCTION TO EXPENDITURE	May sanction expenditure upto Rs.15,000/- on any one item subject to the availability of funds under the concerned Head of Account. (Proceedings No.SE/CA/99/6272, dated 1/3/99)
2.	WRITE OFF OF SHORTAGES AND BREAKAGES	May write off shortages or breakages of miscellaneous articles under his control upto Rs.250/- in value on any one item.  (O.O.No.SE/EB.I/92/7316 dt 6.1.93)
3.	DISPOSAL OF UNSERVICEABLE OF SURPLUS STORES	May dispose of by sale or otherwise of surplus, obsolete or unserviceable stores upto Rs.1000/- in book value for any one item.  (O.O.No.SE/EB.I/92/7316 dt 6.1.93)
4.	CONTRACTS (OTHER THAN SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT)	May enter into contracts which do not extend over a period of more than 5 years or which do not involve a recurring expenditure of more than Rs.5000/- per annum (recurring) or a non recurring expenditure of more than Rs.1,000/-  (O.O.No.SE/EB.I/92/7316 dt 6.1.93)
5.	EXPENDITURE ON THE PURCHASE OF PETROL MAINTENANCE AND RUNNING OF DEPARTMENTAL VEHICLES	Rs. 10,000/- per annum  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)

Sl. No	HEAD	EXISTING
6.	OTHER DOCUMENTS	May execute powers of Attorney and other legal documents including lease deed in respect of the Development Department after the terms and conditions thereof are approved by the Chairman.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)
7.	T.A.BILLS	Will be the controlling officer in respect of T.A. of all officers and Group C & D staff of his jurisdiction.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)
8.	OTHER BILLS	Will be the drawing officer for all bills drawn on the Development Budget.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)
9.	SANCTION OF REFUNDS	Full powers.  (O.O.No.SE/EB.I/92/7316 dt 6.1.93)
10.	ISSUE OF RECEIPTS	To grant receipts on behalf of the Board for all monies received under the act.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)

Sl. No	HEAD	EXISTING
11.	PROVIDENT FUND RULES	<p>May sanction advances to Group C and D staff of his jurisdiction provided the advance asked for does not exceed 3 months' pay or half the amount at the credit of the subscriber (This includes subscription amount and Board's contribution) or where 12 months have elapsed since the repayment of last advance with interest thereon.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)</p>
12.	<p><u>CONDUCT RULES</u></p> <p><u>RULE 8:</u> (UNAUTHORISED COMMUNICATION OF INFORMATION)</p> <p><u>RULE 9:</u> (SUBSCRIPTIONS)</p> <p><u>RULE 10:</u> (GIFTS)</p> <p><u>RULE 11:</u> (PUBLIC DEMONSTRATION IN HONOUR OF BOARD'S EMPLOYEES)</p>	<p>Full powers in respect of Group C and D</p> <p>APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)</p>

Sl. No	HEAD	EXISTING
13.	PAY AND T.A. ADVANCES	<p>May sanction pay and TA advances to all officers inclusive of self and Group C and D staff in respect of his jurisdiction in accordance with rules and conditions laid down in the GFRs of Central Government.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1997)</p>
14.	POSTINGS AND TRANSFERS	<p>Full powers in respect of Group C and D staff within his jurisdiction.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)</p>
15.	GRANT OF LEAVE	<p>Full powers in respect of Group C and D staff within the jurisdiction.</p> <p>Group B: May grant leave to Group B officers under his control, provided;</p> <p>(a) no substitute is required &amp; (b) Chairman is kept informed</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)</p>
16.	INCREMENTS	<p>Full powers to grant increments in respect of Group B, C &amp; D in respect of his jurisdiction. (Increments permitting Group B and C staff to cross EB will however be sanctioned by the Chairman)</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)</p>

Sl. No	HEAD	EXISTING
17.	PENALTIES	<p>Full powers in respect of Group D staff and censure in respect of Group C staff but action should be reported to Chairman. Censure in respect of Group B staff but action should be reported to Chairman. Suspension of Group B in emergent cases subject to ratification by Chairman.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)</p>
18.	INSPECTION	<p>May inspect of any Registered Estate and books of any such estate.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 7.11.1977)</p>
19.	ONLY DDEs/DDDs  LOANS & SUBSIDEIS UNDER DEVELOPMENT PLAN	<p>May sanction loans/subsidies to planters on the terms and conditions under the Development Plan not exceeding Rs.75,000/-</p> <p>(O.O. NO. SE/EB.I/92/7316 DT 6.1.93)</p>
20.	REIMBURSEMENT OF MEDICAL EXPENSES	<p>May sanction upto Rs.1500/- in each cadre in respect of Group B, C &amp; D staff of his Department.</p> <p>(O.O. SE/EB.I/92/7316 dt. 6.1.93)</p>
21.	LOANS AND SUBSIDIES UNDER THE DEVELOPMENT PLAN	<p>May sanction loans/subsidies to planters on the terms and conditions under the Development Plan not exceeding Rs.75,000/- to an applicant.</p> <p>(O.O. No.SE/EB.I/92/7316 dt 6.1.93)</p>

**DELEGATION OF POWERS TO SENIOR LIAISON OFFICERS**

Sl. No	HEAD	EXISTING
1.	SANCTION OF EXPENDITURE	May sanction of expenditure upto Rs.5,000/- subject to availability of funds under the concerned Head of Account.  (Proceedings No.SE/CA/99/6272, dt 1.3.99)
2.	SANCTION TO REFUNDS	Full powers  (O.O.No.SE/EB.I/92/7316 dt 6.1.93)
3.	EXPENDITURE ON THE PURCHASE OF PETROL, MAINTENANCE AND RUNNING CHARGES OF DEPARTMENTAL VEHICLES	Rs. 1,000/- per month for petrol jeeps, Rs.500/- per month for diesel Jeeps.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 14.6.1984)
4.	T.A. BILLS	Will be the Controlling Authority for all Group B,C & D staff of their Division.  (Office order No.SE/EB.I/92/7316 dt 6.1.1993)
5.	TEMPORARY ADVANCES	May sanction festival advance to Group B,C and 'D' under his control in accordance with the rules and conditions laid down in the GFRs of Central Government and T.A. and Pay advance to all Officers and Staff including self.  (O.O.No.SE/EB.I/92/7316 dt 6.1.1993)

Sl. No	HEAD	EXISTING
6.	SANCTION TO EXPENDITURE REIMBURSEMENT OF MEDICAL EXPENSES/ TUITION FEE/CEA	May sanction upto Rs.1000/- in each case in respect of Group B, C & D staff under his control.  (O.O.No.SE/EB.I/92/7316 dt 6.1.1993)
7.	WRITE OFF OF SHORTAGES AND BREAKAGES	May write off shortages or breakages of articles in offices under his control upto Rs.250/- in book value on any one item.  (APPROVED BY THE BOARD ON 4.12.1992)
8.	INCREMENTS	May sanction increments to Group 'C' AND 'D' provided it does not cross Efficiency Bar.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 14.6.1984)
9.	GRANT OF LEAVE	(a)full power except grant of study leave and special disability leave in respect of Group C & D staff within their jurisdiction.  (b) May grant EL to Group B officers of their division provided appointment of a substitute is not involved and DR may be kept informed.  (O.O.No.SE/EB.I/92/7316 dt 6.1.1993)

**DELEGATION OF POWERS TO JOINT SECRETARY (LEGAL)**

Sl. No	HEAD	EXISTING
1.	SANCTION OF EXPENDITURE	May sanction expenditure upto Rs.10,000/- in any one item (non recurring) or upto Rs.10,000/- per annum (recurring) subject to budget provision.  (Approved by the Board at its meeting held on 10.10.1985)
2.	WRITE OFF OR DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES	May dispose of by sale or otherwise of surplus, obsolete or unserviceable stores upto Rs.1000/- in book value on any other item.  (O.O.No.SE/EB.I/92/7361, dt 6.1.93)
3.	WRITE OFF OF SHORTAGES AND BREAKAGES	May write off shortages or breakages of articles in office under his control upto RS.250/- in book value on any one item. (O.O.No.SE/EB.I/92/7316 dt 6.1.1993)
4.	ENTERING INTO CONTRACTS AFTER CALLING FOR TENDERS FOR SUPPLIES AND SERVICES FOR OFFICE ESTABLISHMENT	May enter into contract upto Rs.10,000/- after calling for tenders for obtaining annual supplies and services (Based on consolidated indents) required for the working of the Board's offices and establishment subject to conditions that the expenditure involved is covered by budget provisions and has received prior sanction of the competent authority.  (O.O.No.SE/EB.I/92/7316 dt 6.1.1993)
5.	SIGNING AND VERIFYING PLEADINGS	May sign and verify pleadings in suits and legal proceedings or institute or defend legal proceedings on matters relating to personnel and may authorized payment of legal charges after obtaining Secretary's / Chairman's approval for the action proposed.
6.	SANCTION TO REFUNDS	Full powers.  (O.O.No.SE/EB.I/92/7316, dt. 6.1.93)

Sl. No	HEAD	EXISTING
7.	T.A. BILLS	Will be controlling authority in respect of all Group 'B' & 'C' staff working under him.
8.	GRANT OF LEAVE	Full powers except grant of study leave and special disability leave in respect of Group 'c' staff working under him. May grant earned leave to Group 'B' officers working under him, provided appointment of a substitute is not involved. Secretary is to be kept informed.
9.	REIMBURSEMENT OF MEDICAL / TUITION FEES	May sanction upto Rs.1000/- in each case in respect of Group B.C & D staff of his section.  (O.O.No.SE/EB.I/92/7316, dt. 6.1.93)
10.	EXPENDITURE FOR PETROL / MAINTENANCE OF STAFF CAR	Rs.1500/- p.m./vehicle for petrol vehicles and Rs.750/- p.m. for diesel vehicles. Subject to budget provision.  (O.O.No.SE/EB.I/92/7316, dt 6.1.93)
11.	DOCUMENTS	May execute powers of Attorney and other legal documents after the terms and conditions thereof have been approved by the Secretary / Chairman.  <i>(Approved by the Board at its meeting held on 10.10.1985)</i>
13.	TEMPORARY ADVANCES	May sanction festival advance to Group B, C & D Staff under his control in accordance with the rules of conditions laid down in the GFRs of Central Govt.  (O.O.No.SE/EB.I/92/7316 dt 6.1.93)

**DELEGATION OF POWERS TO PUBLIC RELATIONS OFFICER**

Sl. No	HEAD	EXISTING
1	SANCTION OF EXPENDITURE	<p>a. May pass the bills upto Rs.3000/- on any one item.</p> <p>(Proceedings No.SE/CA/99/6272, dated 1.3.99)</p> <p>b. May sanction payment of advances towards running expenses of staff, cars/ T.A. advances to staff car Drivers</p> <p>c. May countersign the T.A. bills / OT bills of the staff car Drivers.</p>
2.	SANCTION OF REFUNDS	<p>May sanction refunds upto and including Rs.2500/- in respect of his section under his charges</p> <p>(Proceedings No.SE/CA/99/6272, dated 1.3.99)</p>
3.	EXPENDITURE ON THE PURCHASE OF PETROL MAINTENANCE AND RUNNING OF DEPTL. VEHICLES	<p>Rs.750/- p.m. per vehicle for petrol vehicles and Rs.500/- per month per vehicle for diesel vehicles subject to budget provision.</p> <p>(O.O.No.SE/EB.I/92/7316dt 6.1.93)</p>

**DELEGATION OF POWERS TO ADMINISTRATIVE OFFICER AT CCRI**

Sl. No	HEAD	EXISTING
1.	SANCTION TO EXPENDITURE	<p>May sanction expenditure upto Rs.1000/- on any one item subject to budget provision.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>
2.	WRITE-OFF OF SHORTAGES OR BREAKAGES	<p>Write off of shortages or breakages of miscellaneous articles in offices, laboratory and Rest House upto Rs.100/- in value on any one item.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>
3.	GRANT OF LEAVE	<p>May grant earned leave to Group 'B' officers provided appointment of substitute is not involved. Director of Research to be kept informed.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.6.1967)</p> <p>May sanction casual leave to Ministerial Staff (Group 'C' and 'D') in Administrative Sections at Head Quarters.</p> <p>May sanction Earned Leave to Group 'D' staff at Head Quarters provided no substitute is required.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 23.12.1961)</p>

Sl. No	HEAD	EXISTING
4.	PENALTIES	<p>Full powers in respect of Group 'D' staff and censure in respect of Group 'C' Ministerial staff. Action taken to be reported to Director of Research and Chairman.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.06.1967)</p>
5.	P.F.ADVANCES	<p>To sanction P.F. advances to Group 'C' and 'D' staff of the Department provided the advances do not exceed three months' pay or half the amount at the credit of the subscriber.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.06.1967)</p>
6.	T.A.ADVANCES	<p>(i) May sanction T.A. advances for all (Group 'A', 'B', 'C' and 'D') on approved tour programme.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.06.1967)</p> <p>(B) Countersign all T.A. bills of ministerial and Group 'D' staff</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.06.1967)</p>
7.	WRITE OFF OR DISPOSAL OF UNSERVICEABLE OR SUPRLUS STOCK	<p>May dispose of by sale or otherwise surplus, obsolete or unserviceable stores upto Rs.500/- in book value on any one item.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>
8.	REIMBURSEMENT OF MEDICAL EXPENSES / TUITION FEE/ CEA	<p>May sanction upto Rs.500/- in respect of Group 'C' &amp; 'D' staff in each case.</p> <p>(APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)</p>

Sl. No	HEAD	EXISTING
9.	ONE WAY EXPENSES TO LABOUR	May sanction one way expenses to Mazdoors of CCRI.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.06.1967)
10.	SANCTION OF INCREMENTS	May sanction annual increments to Group 'C' and 'D' staff except in cases of crossing Efficiency Cr.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.06.1967)
11.	OTHER DOCUMENTS	(a) May execute powers of Attorney & other legal documents in respect of Research Department after the terms & conditions thereof have been approved by the Director of Research/Chairman. (b) May execute lease deeds involving expenditure within his power of sanction without obtaining the sanction of the Director of Research/Chairman thereto. In cases where the terms and conditions of the lease deed are not the normal ones, he may exercise his discretion for obtaining the approval of the Director of Research/Chairman. In respect of expenditure beyond his powers, sanction of the Director of Research/Chairman should be obtained for execution of lease deeds. After such sanction has been obtained, further sanction of the Director of Research/Chairman for the renewal of lease deeds on the same terms and conditions and for the same amount is not necessary.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.06.1967)

Sl. No	HEAD	EXISTING
12.	SIGNING AND VERIFYING PLEADINGS	May sign and verify pleadings in suits and legal proceedings or institute or defend legal proceedings on matters relating to the Research Department and may authorise payment of legal charges after obtaining Director of Research/Chairman's approval for the action proposed.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.06.1967)
13.	SANCTION TO REFUNDS	May sanction refunds upto and including Rs.500/- in respect of Section under his charges.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)

**DELEGATION OF POWERS TO ASSISTANT SECRETARY**

Sl. No	HEAD	EXISTING
1	SANCTION OF EXPENDITURE	May sanction expenditure upto Rs.3,000/- relating to contingencies, supplies and services for office requirements in respect of General Fund No.1 account on any one item subject to budget provision.  <i>(Proceedings No.SE/CA/99/6272 dt 1/3/99)</i>
2.	T.A. BILLS	Will be the countersigning officer in respect of T.A. Bills of the staff of Secretariat and also T.A. bills of the Members of the Board  <i>(Approved by the Board at its meeting held on 16.12.1966)</i>
3.	OTHER BILLS	May countersign all bills relating to expenditure which has been duly and properly sanction.  <i>(Approved by the Board at its meeting held on 16.12.1966)</i>
4.	PAY & T.A. ADVANCES	May sanction Pay and T.A. Advances to Group 'C' and 'D' staff of Secretariat in accordance with rules and conditions laid down in the GFRs of Central Government.  <i>(Approved by the Board at its meeting held on 16.12.1966)</i>
5.	GRANT OF LEAVE	May sanction leave to Group 'C' and 'D' staff of Secretariat upto 30 days provided no substitute is required and Secretary is kept informed.  <i>(Approved by the Board at its meeting held on 16.12.1966)</i>
6.	INCREMENTS	May sanction normal increments to Group 'D' staff of the Secretariat .  <i>(Approved by the Board at its meeting held on 16.12.1966)</i>

Sl. No	HEAD	EXISTING
7.	COUNTER SIGNING OF CHEQUES	May countersign Cheques and all orders for making deposits or investments or for withdrawal of the same for the disposal in any other manner in respect of General Fund Administration and Provident Fund Account.  <i>(Approved by the Board at its meeting held on 16.12.1966)</i>
8.	REIMBURSEMENT OF MEDICAL EXPENSES / TUITION FEES	May sanction upto Rs.500/- in each case in respect of Group 'C' & 'D' staff of their section.  <i>(O.O.No.SE/EB.I.92/7316 dtd 6.1.93)</i>
9.	WRITE OFF OF DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES	May dispose off by sale or otherwise of surplus, obsolete or unserviceable store upto Rs.500/- in book value on any one time.  <i>(O.O.No.SE/EB.I/92/7316 dt 6.1.93)</i>
10.	SANCTION TO REFUNDS	May sanction refunds upto and including Rs.2500/- in any once case in respect of their Sections.

**DELEGATION OF POWERS TO ASSISTANT EXECUTIVE ENGINEER**

<b>Sl. No</b>	<b>HEAD</b>	<b>EXISTING</b>
1.	SANCTION OF EXPENDITURE	May sanction expenditure upto Rs.3,000/- (Non-recurring) on any single item subject to the budget provision in case where the expenditure is proposed to be met from sanctioned estimates in respect of all departments of the Board in respect of General Fund and Pool Fund.
2.	OTHER BILLS	May countersign all bills in respect of Building Maintenance Section relating to expenditure which has been duly and properly sanctioned for both General Fund and Pool Fund.
3.	REFUNDS	May sanction refunds upto Rs.500/- with respect to Building Maintenance Section in any one case.
4.	GRANT OF LEAVE	Full powers in respect of Group 'C' & 'D' staff of the Building Maintenance Section.  <i>(Approved by the Board at its meeting held on 17.10.1986)</i>

**DELEGATION OF POWERS TO ASSISTANT DIRECTORS OF PROMOTION AT HEAD OFFICE**

<b>S1. No</b>	<b>HEAD</b>	<b>EXISTING</b>
1.	SANCTION TO EXPENDITURE	May sanction expenditure upto Rs.1000/- on any one item subject to budget provision.  (O.O.No.SE/EB.I/92/7361 dt 6.1.93)
2.	T.A.BILLS	Will be the controlling authority in respect of T.A.Bills of Group 'C' and Group 'D' field staff.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.6.1966)
3.	OTHER BILLS	To countersign all bills relating to expenditure which has been duly and properly sanctioned. To countersign bills of Pool Agent for value of coffee. F.O.R. charges which are in accordance with the prescribed schedule of charges.
4.	COUNTERSIGNING OF CHEQUES	May countersign cheques and all orders for making deposits or investments or for withdrawal of the same for the disposal in any other manner in respect of General Fund (Propaganda) Account.
5.	SANCTION TO REFUNDS	May sanction refunds upto and including Rs.500/= in respect of sections under his charge.  (O.O.No.SE/EB.I/92/7316 dt 6.1.93)
6.	REIMBURSEMENT OF MEDICAL EXPENSES/ TUITION FEE	May sanction upto Rs.500/= in each case in respect of Group C & D staff of his section  (O.O.No.SE/EB.I/92/7316 dt 6.1.93)
7.	WRITE OFF OF SHORTAGES AND BREAKAGES	May accept shortages of coffee in transit from or in storage at ICDs/ Vans/Coffee Houses and LSDs upto 0.5 per cent.

Sl. No	HEAD	EXISTING
8.	WRITE OFF OR DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES (BREAKAGES OTHER THAN CUTLERY AND CROCKERY)	May dispose of by sale or otherwise of surplus, obsolete or unserviceable stores upto Rs.500/- in book value for any one item.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)  (Remarks: The power is restricted to delegation in respect of articles which have outlived their normal life. The normal life for each kind of article should be prescribed. In respect of write off or disposal etc., for value exceeding Rs.5,000/- the power can be exercised by a Committee consisting of CCMO/DF and the administrative head of the Department.)

**DELEGATION OF POWERS TO ASSISTANT DIRECTOR OF PROPAGANDA (SUB - OFFICE)**

<b>S1. No</b>	<b>HEAD</b>	<b>EXISTING</b>
1.	SANCTION TO EXPENDITURE	May sanction expenditure upto Rs.1,000/- on any one item subject to budget provision.  (O.O.No.SE/EB.I/92/7316 dt 6.1.93)
2.	T.A.BILLS	Will be the controlling authority in respect of T.A. bills of his establishment and field staff under his jurisdiction.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 4.12.1992)
3.	GRANT OF LEAVE	May grant leave to Group D staff in their jurisdiction provided no substitute is involved. If substitute is required, may grant leave and appoint substitute provided period involved is less than three months. May grant leave to Group C staff in hisdivision, provided no substitute is involved.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.6.1966)
4.	SANCTION TO REFUNDS	May sanction refunds upto and including Rs.500/- in respect of his office
5.	WRITE OFF OR DISPOSAL OF UNSERVICEABLE OR SURPLUS STORES	May dispose of by sale and otherwise of surplus, obsolete or unserviceable stores up to Rs.500/- in book value on any one item.  (Approved by the Board at its meeting held on 4.12.1992)

<b>Sl. No</b>	<b>HEAD</b>	<b>EXISTING</b>
6.	INCREMENTS	May grant routine increments to Group 'D' staff in their jurisdiction.
7.	PENALTIES	May suspend Group 'C' and 'D' staff in emergent cases subject to ratification by Head Office.
8.	REIMBURSEMENT OF MEDICAL EXPENSES / TUITION FEE/CEA	May sanction up to Rs.500/- in each case in his region in respect of Group 'C' & 'D' staff.  (Approved by the Board at its meeting held on 4.12.1992_
9.	GRANT OF PTO CONCESSION TO STAFF	May sanction advances in respect of PTO concession to the Group 'C' and 'D' staff in their divisions.
10.	WRITE OFF OF SHORTAGES AND BREAKAGES	May accept shortage of coffee in transit from or in storage at ICSs/Vans/Coffee Houses and LSDs up to 0.5 per cent.
11.	OTHER DOCUMENTS EXECUTION OF LEASE DEEDS	May execute lease deeds and enter into Electricity and Water Rates Contracts on behalf of the Board in respect of buildings taken on rent - sub offices or India Coffee Depot, Local Sales Depot, India Coffee Vans and Coffee Houses under their jurisdiction after the draft lease deeds and electricity and water rates contract in each case has been duly approved by the Chairman.  (APPROVED BY THE BOARD AT ITS MEETING HELD ON 30.6.1966)

