Right to Information Act-2005

Information/Chart of Departmental

Organizational Structure of Uttarakhand Tea

Development Board, Almora

Uttarakhand Tea Development Board,

District Panchayat Complex, Dharanaula, Almora

Right to Information Act - 2005

Manual – 2

Powers and duties of its officers and employees

(The Power and Duties its Officers and Employees)

Uttarakhand Tea Development Board,

District Panchayat Complex, Dharanaula, Almora

The powers and duties of the officers and employees of the Uttarakhand Tea Development Board

(The Power and Duties its Officers and Employees)

The powers and authority of the officers and employees working in Uttarakhand Tea Development Board are as follows:-

* Director- The Director is the chief executive officer of the Board whose duties and powers are as follows

1- Proper administration of the funds and other matters of the Board.

2- Determination of the duties and functions of the employees of the Board.

3- Administrative control, action and supervision over the acts and conduct of all employees of the Board.

4- Management of the Board's project.

5- To coordinate matters related to the Board.

6- A Director may, with the prior approval of the Chairman, delegate in writing his duties to any officer of the Board.

7. To carry out the Board's responsibilities and fulfill its objectives, the Director may, with the prior written approval of the Chairman, form a specialized team/committee consisting of experts or advisors. Such experts/advisors will be honorary but will be paid travel allowances and honorariums approved by the Government.

8. Subject to the provisions of Section 5A of the Act, the Directors shall be authorized to sign all contracts, agreements and tenders on behalf of the Board in accordance with the resolutions passed by the Management Council.

9. The Director may authorise in writing any one or more officers of the Board of Directors to appear in suits against the Board or suits to be filed by the Board by his designation as Director.

* Deputy Director- 1- To keep control over the tea gardens operating in Garhwal Division and Kumaon Division.

2- To give advice/suggestions to the Director from time to time.

3- Participating in government/administration meetings.

❖ Finance Officer - Control of the Board, the preparation of accounts, their internal audit and audit by the Local Fund Auditor. Advise the Director on all matters of financial significance.

* Accountant - Separate details of plantation expenses like plantation expenses, nursery expenses, weeding expenses, details of tea produced, details and expenses of green leaves and expenditure on fertilizers, medicines etc. per plantation.

Maintaining accounts as per the schedule, cash book, trial reconciliation, bank reconciliation, getting audit done, getting budget provision done, preparing MPR and performing the tasks given from time to time etc.

* Assistant Accountant – Separate details of plantation expenses, such as plantation expenses, nursery expenses, transportation expenses, details of tea produced, details and expenses of green leaves and expenses of fertilizers, medicines etc., maintaining accounts per plantation, cash book, trial matching, bank matching, getting audit done etc.

* Junior Accounts Assistant - General entry, posting, checking of travel bills and contingent bills Passing taxes, checking labour payment bills and other bills received from the plantations and submitting them for payment, preparing details of EPF, group insurance, gratuity, loan deduction, getting income tax and sales tax deposited on time, withdrawing and depositing cash from the bank, etc.

* Store Incharge - Store related work like supply of fertilizers, medicines and other materials as per the demand of the plantations, supply of factory equipment and packing materials as per the demand of the factories, inviting tenders, issuing orders, receiving materials, stock matching, processing payments, checking the running average by checking the log book of departmental vehicles, getting the departmental vehicles repaired etc.

* Administrative Officer - To thoroughly examine the administrative matters of the Board, policy matters, matters related to the services of the employees and the files submitted by the senior/junior assistants and forward them to the higher authorities and to carry out the work given by the higher authorities from time to time.

* Senior Assistant - Maintenance of personal book and personal files of officers/employees, maintenance of casual, medical, earned leaves of employees, renewal of contractual employees from time to time, providing available facilities to employees as per rules. Preparing reply to the cases filed against the Board in Hon'ble Courts and submitting counter affidavit on behalf of the Government and the Board in Hon'ble Court, providing Board employees with annual increment and daily allowance etc. as per schedule.

* Junior Assistant / Computer Assistant - Preparation of salary bills, maintenance of files related to Tea Board of India, maintenance of files related to replies to letters and applications received from all the gardens, action on applications/proposals received for tea development from the Government/Hon'ble Ministers, public representatives and farmers, preparation of monthly physical and financial progress of the gardens, viewing e-mails of the Board and all computer typing work etc.

* Personal Assistant - Sending replies to letters received from the Government, sending replies to letters from Hon'ble Ministers and MLAs, conducting proceedings of the Board's Management Council meeting, organising the monthly review meeting of the Board and other Government level meetings, execution of works related to the Government and works related to the Director's office and execution of works given by the Director from time to time etc.

* Marketing Manager - To get the Uttarakhand tea prepared in the factories sold in the auction market of Kolkata, to get maximum sale and publicity of Uttarakhand tea done in the local market and in various cities, fairs, exhibitions, to get the sales tax deposited on time and other tasks given from time to time.

* Tea Expert - To conduct research to increase tea production, provide technical training, use of innovation and digital technology in the field of tea, provide technical training to field level officers/employees from time to time on planting, pruning, manuring, plucking, processing etc. to expand the tea area and increase the production and quality of tea.

* Plantation Manager – Land selection/survey as per instructions, getting nursery established, getting new plantation work done with the plants obtained from nursery, getting pruning work and application of fertilizers and medicines done in the gardens on time, getting green leaves supplied to factories, engaging daily wage labourers as per requirement, giving instructions to his subordinate staff like Assistant Manager, Field Assistant, Plantation Supervisor and other subordinate staff for work, informing about the progress made in the field, fulfilling the set targets, demanding fertilizers, medicines, nursery material and other materials for the gardens etc.

* Factory Manager (Tea Maker) - To prepare quality tea in the tea factories of the Board, to get the prepared tea packed and made available for sale, to get the factories overhauled from time to time, to train the workers/employees working in the factory in preparing tea, to maintain accounts of green leaves and prepared tea etc.

* Assistant Manager - Establishing the nursery as per instructions, getting new plantation work done with the plants received from the nursery, preparing a program chart for pruning work and applying fertilizers in the gardens and getting the related work done on time, getting the green leaves supplied to the factories, engaging daily wage workers as per requirement, giving instructions to his subordinate employees like field assistant, plantation supervisor and other subordinate personnel for the work, informing about the progress made in the field, fulfilling the set targets, demanding fertilizers, medicines, nursery material and other materials for the gardens etc.

* Field Assistant / Tea Development Officer - Selecting land and setting up nursery and getting new plantation work done as per the instructions given by the Manager and Assistant Manager at the field level, plucking green leaves from the gardens and supplying them to the factory, inspecting the gardens daily and giving the relevant report to the Manager, selecting land for new plantation, directing the garden supervisors, garden operators and daily laborers for the work, giving instructions to his subordinate employees like garden supervisor, garden attendant, assistant supervisor and other subordinate personnel for the work, demanding fertilizers, medicine, nursery material and other materials for the gardens, etc.

* Plantation Supervisor - To submit daily report after supervising and inspecting all the plots of his division, to use fertilizers and medicines as per rules, to get pruning work done, irrigation work and leaf plucking work done. To keep the attendance of labourers and to schedule work, to report any kind of dispute and damage in the gardens and to register FIR, to get new plantation and infilling work done, green leaf plucking work done, to get work done from labourers as per the task, complete details of the plants planted in the plots and

Maintaining records of damaged plants, following instructions given by the Manager/Field Assistant as per schedule/timely.

* Plantation Operator – Daily supervision and inspection of all the plots coming under his work area, getting the work ordered by the Field Assistant and Plantation Supervisor done in the field, taking work from the labourers as per the task, getting all the work related to the plantations like, new plantation, leaf plucking, applying fertilizers, pruning work, irrigation work done, protecting all the plots in his work area and preventing damage, giving daily information of the work to the Field Assistant/Plantation Supervisor and demanding materials etc., complying with the instructions given by the Manager/Field Assistant/Plantation Supervisor as per rules/timely.

* Soil Scientist - Testing the soil samples obtained from different places and submitting the related report to the headquarters and conducting survey for new plantation, testing the fertilizers and medicines received from various institutions, getting the soil samples of developed plantations again from time to time and testing them etc.

* Laboratory Supervisor - As per the instructions given by the Soil Scientist, preparing summary of soil samples received from various places, gardens, institutions, other departments, preparing reports and performing other tasks given from time to time etc.

* Laboratory Assistant - Cleaning of the laboratory building/premises, cleaning of all laboratory equipment, sieving of the soil samples received, and performing the tasks given by the soil scientist and laboratory supervisor from time to time etc.

* Factory Operator – Operating tea factory machines, maintaining tea factory, factory equipment, generator etc., overhauling and repairing factory machinery from time to time etc.

* Assistant Factory Operator – Operating tea factory machines, maintaining tea factory, factory equipment, generator etc., overhauling and repairing factory machinery from time to time etc.

* Driver - Maintenance of staff vehicle, daily entry in log book, performance of other tasks assigned by higher authorities from time to time etc.

* Assistant/Chowkidar - Cleaning of office room, maintenance, watchman duty and execution of tasks assigned from time to time, distribution of departmental mail in local offices, execution of work of establishment room, accounts room, general room etc.

Description of duties of the posts as per departmental structure:-

1- Director- Pay Band- (Rs. 15600-39100) Grade Pay- Rs. 7600/-

Powers and Duties:

1- Proper administration of the funds and other matters of the Board.

2- Determination of the duties and functions of the employees of the Board.

3- Administrative control, action and supervision over the acts and conduct of all employees of the Board.

4- Implementation of the Board's schemes.

5- To coordinate matters related to the Board.

6- A director may, with the prior approval of the Chairman, delegate in writing his duties to any officer of the Board.

7. To establish a specialized team/committee consisting of experts or advisors with the prior written approval of the Chairman of the Board to carry out the Board's responsibilities and fulfill its objectives. Such experts/advisors will be honorary but will be paid travel allowances and honorariums approved by the government.

8. The Director is authorized to sign all contracts, agreements and tenders on behalf of the Board in accordance with the resolutions passed by the Managing Council subject to the provisions of Section 5-AA of the Act.

9. To authorise in writing any officer or officers of the Board of Directors to appear in suits filed against the Board or suits filed by the Board in the name of the Director.

2- Deputy Director – Pay Band- (Rs. 15600-39100) Grade Pay- Rs. 6600/-

Powers and Duties:

1- To keep control over the tea gardens operating in Garhwal Division and Kumaon Division.

2- To give advice/suggestions to the Director from time to time.

3- Participating in government/administration meetings.

3- Finance Officer – Pay Band- (Rs. 15600-39100) Grade Pay- Rs. 5400/-

Powers and Duties:

The Board shall have control over the maintenance of accounts and shall have them audited by internal audit and local fund audit. It shall advise the Director on all matters of financial assistance and in every case of disapproval of the advice given by the Finance Officer, the Director shall record the reasons for disapproval.

4- Administrative Officer:- Pay Band (Rs. 9300-34800) Grade Pay- Rs. 4600

Powers and Duties:

To thoroughly examine the administrative matters of the Board, policy matters, matters related to the services of the employees and the files submitted by the senior/junior assistants and forward them to the higher authorities and to carry out the work given by the higher authorities from time to time.

5- Accountant – Pay Band- (Rs. 9300-34800) Grade Pay- Rs. 4200/-

Powers and Duties:

Separate details of garden expenses like plantation expenses, nursery expenses, transportation expenses, details of tea produced, details and expenses of green leaves and expenses of fertilizers, medicines etc., maintaining accounts per garden, cash book matching, trial matching, bank matching, getting audit done, making budget provisions, preparing balance sheet and performing the tasks given from time to time.

6. Assistant Accountant – Pay Band- (Rs. 5200-20200) Grade Pay- Rs. 2800/-

Powers and Duties:

Separate details of plantation expenses, such as plantation expenses, nursery expenses, transportation expenses, details of tea produced, details and expenses of green leaves and expenses of fertilizers, medicines etc., maintaining accounts per plantation, cash book, trial matching, bank matching, getting audit done etc.

7- Junior Accounts Assistant-Pay Band- (Rs. 5200-20200) Grade Pay- Rs. 2000/-

Powers and Duties:

General entry, posting, checking and passing of travel bills and contingent bills, checking of labour payment bills and other bills received from plantations and submitting them for payment, preparation of details of EPF group insurance, gratuity, loan deduction, timely deposit of income tax and sales tax, withdrawal and deposit of cash from the bank etc.

8- Store Incharge – Pay Band- (Rs. 9300-34800) Grade Pay- Rs. 4200/-

Powers and Duties:

Store related work like supply of fertilizers, medicines and other materials as per the demand of the plantations, supply of factory equipment and packing materials as per the demand of the factories, inviting tenders, issuing orders, receiving materials, stock matching, inviting tenders, issuing orders, receiving materials, processing payments, checking the running average by checking the log book of departmental vehicles, getting the departmental vehicles repaired etc.

9- Senior Assistant Pay Band- (Rs. 5200-20200) Grade Pay- Rs. 2800/-

Powers and Duties:

Maintenance of personal book and personal files of officers/employees, maintenance of casual, medical, earned leaves of employees, renewal of contractual employees from time to time, providing available facilities to employees as per rules. Preparation of reply to the cases filed against the Board in Hon'ble Courts and presenting counter affidavit on behalf of the Government and the Board in Hon'ble Court, providing annual increment and daily allowance etc. to the Board employees from time to time in time.

10- Junior Assistant/Assistant – Pay Band- (Rs. 5200-20200) Grade Pay- Rs. 2000/-

Powers and Duties:

Preparation of salary bills, maintenance of files related to Tea Board of India, maintenance of files related to replies to letters and applications received from all the gardens, taking action on applications/proposals received for tea development from the Government/Hon'ble Ministers, public representatives and farmers, preparation of monthly physical and financial progress of the gardens, viewing the e-mails of the Board and all computer typing work etc.

11- Personal Assistant – Pay Band- (Rs. 5200-20200) Grade Pay- Rs. 2800/-

Powers and Duties:

Sending replies to letters received from the Government, sending replies to letters from Hon'ble Ministers and MLAs, conducting proceedings of the Board's Management Council meeting, organising the Board's monthly review meeting and other Government level meetings, execution of works related to the Government and works related to the Director's office and execution of works given by the Director from time to time etc.

12- Marketing Manager – Pay Band (Rs. 15600-39100) Grade Pay- Rs. 5400/-

Powers and Duties:

To sell Uttarakhand tea prepared in factories in the auction market of Kolkata, to promote and promote Uttarakhand tea as much as possible in the local market and in various cities, fairs and exhibitions, to deposit sales tax on time and other tasks given from time to time.

13- Tea Specialist:- Pay Band – (Rs. 15600-39100) Grade Pay – Rs. 5400/-

Powers and Duties:

To conduct research to increase tea production, provide technical training, use of innovation and digital technology in the field of tea, expansion of tea area and providing technical training to field level officers/employees like planting, pruning, manuring, plucking, processing etc. from time to time to increase the production and quality of tea etc.

14- Plantation Manager:- Pay Band- (Rs. 15600-39100) Grade Pay- Rs. 5400/-

Powers and Duties:

To select/survey land as per instructions, to get nursery established, to get new plantation work done with the plants obtained from nursery, to get pruning work and application of fertilizers and medicines done in the gardens on time, to get green leaves supplied to factories, to employ daily wage labourers as per requirement, to give instructions for work to his subordinate staff like Assistant Manager, Field Assistant, Garden Supervisor and other subordinate staff, to inform about the progress made in the field, to fulfil the set targets, to demand fertilizers, medicines, nursery material and other materials for the gardens etc.

15- Manager Factory:- Pay Band- (Rs. 15600-39100) Grade Pay- Rs. 5400/-Powers and Duties-

To prepare quality tea in the tea factories of the Board, to get the prepared tea packed and made available for sale, to get the factories overhauled from time to time, to train the workers/employees working in the factory in preparing tea, to maintain accounts of green leaves and prepared tea etc.

16- Assistant Manager:- Pay Band- (Rs. 9300-34800) Grade Pay- Rs. 4600/-

Powers and Duties:

Getting the nursery established as per instructions, getting new plantation work done with the plants received from the nursery, preparing a program chart for pruning work and applying fertilizers in the gardens and getting the related work done on time, getting the green leaves supplied to the factories, engaging daily wage workers as per requirement, giving instructions for work to his subordinate employees like field assistant, plantation supervisor and other subordinate personnel, informing about the progress made in the field, fulfilling the set targets, demanding fertilizers, medicines, nursery material and other materials for the gardens etc.

17- Field Assistant – Pay Band – (Rs. 5200-20200) Grade Pay- Rs. 2800/-

Powers and Duties:

In accordance with the instructions given by the Manager and Assistant Manager at the field level, selecting land and establishing a nursery and getting new plantation work done, plucking green leaves from the plantations and supplying them to the factory, inspecting the plantations daily and giving the relevant report to the Manager, selecting land for new plantation, directing plantation supervisors, plantation operators and daily laborers for the work, giving instructions to his subordinate employees like plantation supervisor, plantation attendant, assistant supervisor and other subordinate personnel for the work, demanding fertilizers, medicines, nursery material and other materials for the plantations, etc.

18. Plantation Supervisor: Pay Band- (Rs. 5200-20200) Grade Pay- Rs. 2000/-

Powers and Duties:

To submit daily report after daily supervision and inspection of all the plots of his division, to get the use of fertilizers and medicines done as per rules, pruning work, irrigation work and leaf plucking work done. To keep the attendance of labourers and to schedule work, to report any kind of dispute and damage in the gardens and to register FIR, to get new plantation and infilling work done, to get leaf plucking work done, to get work done from labourers as per the task, to keep complete details of the plants planted in the plots and details of damaged plants, to comply with the instructions given by the Manager/Field Assistant as per schedule/timely.

19- Plantation Operator:- Pay Band- (Rs. 5200-20200) Grade Pay- Rs. 1800/-

Powers and Duties:

Daily supervision and inspection of all the plots coming under his work area, getting the work ordered by the field assistant and plantation supervisor done in the field, getting the work done from the labourers as per the task, all the work related to the plantation like new plantation, leaf plucking, applying fertilizer, pruning work,

To get irrigation work done, to protect all the plots in his work area and prevent damage, to inform the field assistant/plantation supervisor about the work daily and to demand materials etc., to comply with the instructions given by the manager/field assistant/plantation supervisor as per rules/timely.

20- Soil Scientist:– Pay Band- (Rs. 15600-39100) Grade Pay- Rs. 5400/-

Powers and Duties:

To test the soil samples obtained from different places and submit the related report to the headquarters and to conduct survey for new plantation, to test the fertilizers and medicines received from various institutions, to get the soil samples of developed plantations again from time to time and test them etc.

21. Laboratory Supervisor: Pay Band- (Rs. 5200-20200) Grade Pay- Rs. 2000/-

Powers and Duties:

In accordance with the instructions given by the soil scientist, summarizing the soil samples received from various places, gardens, institutions, other departments, preparing reports and performing other tasks given from time to time, etc.

22- Laboratory Assistant:- Pay Band- (Rs. 5200-20200) Grade Pay- Rs. 1800/-

Powers and Duties:

Cleaning of the laboratory building/premises, cleaning of all laboratory equipment, sieving of the soil samples received, and performing the tasks given by the soil scientist and laboratory supervisor from time to time, etc.

23. Factory Operator: Pay Band- (Rs. 5200-20200) Grade Pay- Rs. 1900/-

Powers and Duties:

Operating tea factory machines, maintaining tea factory, factory equipment, generator etc., overhauling and repairing factory machinery from time to time etc.

24- Assistant Factory Operator:- (Outsourced)

Powers and Duties:

Operating tea factory machines, maintaining tea factory, factory equipment, generator etc., overhauling and repairing factory machinery from time to time etc.

25- Assistant Supervisor / Assistant Supervisor:- (Outsourced)

Powers and Duties:

Daily supervision and inspection of all the plots coming under his work area, getting the work ordered by the field assistant and plantation supervisor done in the field, getting work done from the labourers as per the task, getting all the work related to plantation like new plantation, leaf plucking, applying fertilizer, pruning work, irrigation work done, protecting all the plots in his work area and preventing damage, giving daily information about the work to the field assistant/plantation supervisor and demanding materials etc., following the instructions given by the manager/field assistant/plantation supervisor as per rules/timely.

26- Driver:- (Outsourced)

Powers and Duties:

Maintenance of staff vehicle, making daily entries in the log book, performing other tasks assigned by higher officials from time to time, etc.

27- Assistant / Watchman:- (Outsourced)

Powers and Duties:

Cleaning, maintenance, watchmanship of the office room and execution of the tasks given from time to time, distribution of departmental mail in local offices, execution of works of establishment room, accounts room, general room etc.

28- Tea Garden Labourer Daily Wage (Rs. 477.00) on the basis of:-

Powers and Duties:

1- Orchard maintenance, leaf plucking, infilling, spraying of fertilizer and medicine, pruning work, drain construction, nursery establishment, new plantation, infilling etc.

2- To comply with the instructions given from time to time by the Manager, Field Assistant, Plantation Supervisor, Plantation Operator and to execute the work done by them in the plantation/nursery.

– – – – –