Right to Information Act–2005

Manual – 4

Norms/rules established for the discharge of functions

(The Norms set by it for the Discharge of its Functions)

Uttarakhand Tea Development Board,

District Panchayat Complex, Dharanaula, Almora

Norms/Rules established for the discharge of

functions in the Uttarakhand Tea Development Board

(The Norms set by it for the Discharge of its Functions)

The norms/rules established for the discharge of the functions of the Board are as follows.

* Proper administration of the funds and other matters of the Board.

* Determination of duties and functions of the employees of the Board.

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

* Management of Board projects.

* To coordinate matters related to the Board.

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

❖ For discharging the responsibilities of the Board and fulfilling its objectives, the Director may constitute a special team/committee for the appointment of an expert or advisor with the prior written approval of the Chairman. Such expert/advisor will be honorary but will be paid travelling allowance and honorarium as approved by the Government.

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

* The Director may, by his official designation, authorise one or more officers of the Board of Directors to appear in suits against the Board or suits to be filed by the Board.

* The time limit for achieving the targets of the proposed works is fixed annually.

* A Grievance Redressal Mechanism has been set up by the Board for redressal of complaints. A copy of which is enclosed.

Standards for discharge of functions

1- Workers will have to be present for the entire working time. In case of absence, the wages of the worker will be deducted and if the work is not done as per the task, employment will be given as per the quantity of work (Pro-rate).

2- Workers who do not work full time and do not complete the task will be paid wages as per the work/time.

3- Only the presence of the working labourer nominated earlier by the farmer will be valid.

4- A warning will be given for not doing the work and indiscipline, and if there is no improvement in the work even after that, the person will be removed from the job.

5- Managers/Incharges will issue orders regarding the work themselves.

Work Parameters/Tasks:

1. Digging deep into empty areas (with a hoe) – 5 tang per man day
2. Deep digging in planted tea rows (from the knot) – 12 tang per man day
3. Chilling and leveling (with a shovel) – 13 tang per man day
4. Weeding (with a hoe) in the collar region of the plants (Thali) – 13 tang per man day
5. Applying fertilizer:
   (a) Young – 30 tang per man day
   tea (b) Old plants – 100 tang per man day
6. Foliar spray (from spray pump) – 100 tang per man day
7. Insecticide spray (from spray pump) – 75 tang per man day
8. Herbicide spray (from spray pump)
   (a) Blanket Spray – 75 tang per man day
   (b) Spot Spray-1 – 150 tang per man day
   (c) Spot Spray-2 – 300 tang per man day
9. Spray herbicide in bare areas – 100 tang per man day
10. Digging pits (45 cm x 45 cm) – 80 pits per man day
11. Tea Plantation – 80 plants per man day
12. Sickling Function:-
    (a) in the empty area – 40 tang per man day
    (b) in the old garden – 60 tang per man day
    (c) in young tea – 40 tang per man day

13. Drain digging:-

(a) Isolation Drain (3ft x 1.5ft) – 1 tung per man day (12 feet)
(b) Interceptor Drain (3 ft x 1.5 ft) – 1 tung per man day (12 feet)
(c) Contour Drain (1 ft X 1 ft) – 10 tang per man day (120 feet)

14. Leaf plucking:	Assam species	China species
(a) In lean season	8-10 kg per m.d.	6-7 kg per m.d.
(b) during flushing season	10-14 kg per m.d.	8-10 kg per m.d.

15. Pruning work/skipping:-

a- (a) Young tea pruning (Decenter + kco + cut-across) – 12 tang per man day
(b) Young T LOS (Levelling Skiff) – 100 tang per man day
(c) Young TLS (Light Skiff) – 75 tang per man day
(d) Young T DS (Deep Skiff) – 12 tang per man day

b- (a) Mature tea pruning (Recenter +kco+ cut-across) – 7 tang per man day
(b) Mature T LOS (Levelling Skiff) – 80 tang per man day
(c) Mature TLS (Light Skiff) – 60 tang per man day
(d) Mature TDS (Deep Skiff) – 7 tang per man day
(e) LP – 12-15 tang per man day

16. Cutting/Making Napier Cutting – 2400 cuttings per man day
17. Planting Napier Cuttings – 1200 cuttings per man day
18. 6 inch thick mulching (in young tea) – 13 tang per man day
19. Collecting mulching material from the forest – 80 kg per man day
20. Preparing an 8-inch high rooting bed – 1/2 Standard Bed (20.5 ft x 5 ft)
21. Making an 8-inch-high sleigh bed – 1 standard bed (41 ft x 5 ft)
22. Digging and sifting soil for bags – 500 kg (for 350 bags)
23. Bag Filling – 350 bags per man day
24. Making clonal cuttings – 1200 cuttings per man day
25. Planting cuttings in rooting beds – 1200 cuttings per man day
26. Rooting cuttings into bags – 1200 cuttings per man day
27. Sprinkler watering in seed nursery – 12 beds per man day
28. Watering the cutting nursery with a fountain – 10 beds per man day
29. Removing weeds from nursery beds/plants – 2 beds per man day
30. Fertilizing nursery beds/plants – 3 beds per man day
31. Sorting nursery plants – 2 beds per man day

1 tang = 12 feet X 12 feet, 1 hectare = 750 tang, 50 drains = 1 hectare

Order

(30)

In accordance with the Transgender Persons (Protection of Rights) Act, in accordance with the Government's letter No. 358743/ E-letter No. 63472/XIII-1/2026 dated 06 January, 2026 and the Ministry of Social Justice and Empowerment, Government of India's letter dated 20-11-2025, a grievance redressal mechanism is constituted under the Uttarakhand Tea Development Board and the grievance officer and members are nominated in it as follows:-

1. Shri Mahendrapal, Director, Uttarakhand Tea Development — Board, Grievance Officer
2. Shri Anil Kholia, Deputy Director, Uttarakhand Tea Development — Board Member
3. Dr. Bhupen Deka, Tea Expert, Uttarakhand Tea Development Board — Member

(Mahendrapal) 01/2026
Director

Office:-Uttarakhand Tea Development Board, Almora

Letter No. 815/6-39/Government/Shiksha Nidhi System/2025-26 Date: January 4, 2026

Copy:- Respectfully sent to the following for information and necessary action.

1- Deputy Secretary, Agriculture and Farmers Welfare Section-01, Uttarakhand Government, Dehradun.
2- Deputy Director, Uttarakhand Tea Development Board, Almora.
3- Finance Officer/Tea Expert, Uttarakhand Tea Development Board, Almora.
4- Soil Scientist, Soil Testing Laboratory, Bhawali, (Nainital).
5- All Managers/Assistant Managers/Incharge, Tea Gardens of Kausani, Ghorakhal, Champawat, Nauti, Almora, Pithoragarh.
6- Pasted on the notice board.

Directors 8/1/2026