Right to Information Act - 2005

Under Section 4(1) (b) of Chapter II

(Manual No. 5)

part 2 —

Uttarakhand Tea Development Board,

District Panchayat Complex, Dharanaula, Almora

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Right to Information Act-2005

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Uttarakhand Tea Development Board,

District Panchayat Complex, Dharanaula, Almora

Right to Information Act-2005

Manual – 5

Information regarding rules, regulations, instructions, manuals and records held and used by the public authority or its employees for discharging its functions

(The rules, regulation, Instructions, Manul and records held by it or under its control or used by it employees for discharging its functions)

Uttarakhand Tea Development Board,

District Panchayat Complex, Dharanaula, Almora

Uttarakhand Tea Development Board

Information regarding rules, regulations, instructions, manuals and records held and used by the public authority or its employees for discharging its functions:

(The rules, regulation, Instructions, Manul and records held by it or under its control or used by it employees for discharging its functions)

The regulations of the Uttarakhand Tea Development Board are called the Uttarakhand Tea Development Board (Officers/Employees Establishment) Service Regulations, 2016. These regulations will apply to all areas of Uttarakhand where units/sections/departments of the Uttarakhand Tea Development Board are or will be established.

The Uttarakhand Tea Development Board (Group A, B, C, Officers/Employees Establishment) Service covers all Groups (A, B, C, D) of the Board. The Uttarakhand Tea Development Board (Officers/Employees Establishment) Service Regulations-2016 and Amendment Regulations-2018 are enclosed.

record name	: type of record record
1- Head of Department level to be maintained in the office records containing	Attendance Register, Tour Register, T.A. Bill Register, Cheque Book Register, Cash Book, Cash Receipt Book, Stock Register, Bill Book, Ledger Treasury Guard, E.P.F. Ledger and Register, Government Stamp / Form-16 Register, Personal Service Book, Employees Details Register, Vehicle Log Book, Challan Guard File, Disposal Register of Government Level Letters, Outstanding Register, Budget Allocation Register, Expenditure Details Register, Tea Sales Register, Physical Progress Register, Financial Progress Register, Inspection Register, Visitor Register, Inventory Register and Complaint Register etc.

2- Records to be maintained in the unit established under the tea plantation	Attendance register, visit register, TA bill register, H.O. leave register, payment register, cash book, cash receipt book, stock register, bill book, ledger (D-11, D-52, D-42), mail dispatch and receipt register, government stamp register, inspection register, display register, outstanding register, advance deposit register, temporary issue register, revenue register, challan guard file register, visitor register, daily work register, complaint register and inspection register etc. Apart from the above, in tea plantations, production work register, sale register, stock register, plant details register, eye estimation register, inventory register, work allocation register (allocation book) are maintained.
3- Brief introduction of the record	All the above records are maintained/kept safe in the office at the level of Head of Department/Head of Office.
4- Address for obtaining copies of rules, regulations, instructions, directories and records	Director, Uttarakhand Tea Development Board, District Panchayat Complex, Dharanaula, Almora. Tel: 05962-237746 Email: uttarakhandtea@rediffmail.com Website: www.utdb.uk.gov.in
5- Fees (if any) for obtaining copies of rules, regulations, instructions, directories and records	Rs. 2.00 per page Rs. 50.00 per CD/Floppy

6- For the transfer policy and transfer orders under Uttarakhand Tea Development Board, compliance of the provisions contained in the transfer policy of Uttarakhand Government is ensured.

No. 96/XVI-2/16/20(05)/2015

Sender,

Dr. Ranbir Singh, Additional
Chief Secretary
and Agriculture Production
Commissioner, Uttarakhand Government.

To,

Director,
Uttarakhand Tea Development Board,
Almora.

Horticulture and Sericulture Section-2

Dehradun, October 05,

Subject:- Promulgation of Uttarakhand Tea Development Board (Group 'A' 'B' 'C' 'D' Officers/Employees Institute) Service Regulations-2

Sir,

Please refer to your letter No. 197/2-St./15, dated 22nd June, 2015 and Letter No. 926/St.-Two (68) / Service Rules/2015-16, dated 19th January, 2016 on the above subject.

2- In connection with the above, I am directed to say that Uttarakhand Tea Development Board (Group 'A' 'B' 'C' 'D' Officers / Employees Establishment) Service Regulations-2016 is being sent for information and necessary action by attaching the Hindi and English drafts with approval.

Annexure-as above.

Yours sincerely,

5/10/2016 (Dr. Ranbir Singh) Additional Chief Secretary and Agriculture Production Commissioner

No. / XVI-2/16/20(05)/2015, dated the same.

Copy sent to the following for information and necessary action:

1. Senior Principal Private Secretary to Hon'ble Chief Minister, Government of Uttarakhand.
2. Senior Principal Private Secretary to Hon'ble Horticulture Minister, Uttarakhand Government.
3. Senior Principal Private Secretary to the Chief Secretary, Government of Uttarakhand.
4. Senior Principal Private Secretary to Additional Chief Secretary, Horticulture, Uttarakhand Government.
5. Principal Secretary, Legislative and Parliamentary Affairs Department, Uttarakhand Government.
6. Secretary, Public Enterprises/Industrial Development Department, Government of Uttarakhand.
7. For guard file.

By order,

(Tikam Singh Panwar)
Additional Secretary

In exercise of the powers conferred by clause 43 (2) of the Uttarakhand Tea Development Board Rules, 2004, constituted by Notification No. 159/V.G.D./Urdan/338/2003 dated 11th February, 2004 under the Societies Registration Act, 1860 (Act No. 21 of 1980), the Uttarakhand Tea Development Board, (Group 'A', 'B', 'C' & 'D') hereby makes the following regulations to regulate the recruitment to and conditions of service of persons appointed thereto:-

Uttarakhand Tea Development Board (Group 'A' 'B' 'C' 'D' Officers/Employees Establishment) Service Regulations,

2016

Part-I General

short name and start

1. (1) These regulations may be called the Uttarakhand Tea Development Board (Officers/Employees Establishment) Service Regulations, 2016.

(2) It shall come into force at once.

(3) These regulations shall apply to the entire area of Uttarakhand where units/sections/departments of the Uttarakhand Tea Development Board are or will be established.

Status of service

2. Uttarakhand Tea Development Board (Group 'A' 'B' 'C' Officers/Employees Establishment) Service comprises of all the Group ("A" "B" "C" "D") posts of the Board.

Definitions

3. (1) In these regulations, unless there is anything repugnant in the subject or context:-

(a) "Act" means the Societies Registration Act, 1860.

(b) "Managing Council" means the Uttarakhand Tea Development Board established by Uttarakhand Government Notification No. 159/V.G.V./Udyan/338/2003 dated 11 February, 2004 and constituted under Government Order No. 392/XV1-2/15/01(17)2003 dated 12 March, 2004 under Rule 19 of the Societies Registration Act No. 21, 1860.

(c) "Appointing Authority" means the Director and the Management Council in respect of Classes "A" and "B", the Director in respect of Class "C" and the officer/officer delegated by the Director in respect of Class "D".

(d) "Chairman" means the Chairman of the Board and the Management Council.

(ङ) "Director" means the Director of the Board of the Tea Development Board.

(f) "Council" means the Uttarakhand Tea Development Board.

g) "Government" means the Government of Uttarakhand.

(h) "citizen of India" means a person who is a citizen of India under Part II of the Constitution.

(j) "Constitution" means the Constitution of India.

(j) "Service" means the Uttarakhand Tea Development Board (Group 'A' 'B' 'C' 'D' Officers/Employees Establishment) Service.

(c) "Class" means the classes of posts (Group "A", "B", "C", "D) specified in Regulation 5.

(3) "Substantive appointment" means an appointment to a post in the cadre of the service, which is not an ad hoc appointment and is made after selection in accordance with the service rules.

(e) "year of recruitment" means the period of twelve months commencing on the 1st July of any calendar year.

(n) "member of the service" means a person appointed permanently/substantively to a post in the cadre of the service under these regulations or the regulations or orders in force before the commencement of these regulations.

(2) Words and expressions not defined in these regulations but defined in the Act shall have the meanings respectively assigned to them in the Act.

Part Two

Cadre

cadre of service

4. (1) The number of members of the Board and the number of posts in each class thereof shall be such as may be determined from time to time by a resolution passed by the Board and with the prior approval of the Government.

(2) The strength of the service and the number of posts in each class thereof shall, until such time as orders are made under sub-regulation (1), be as given in column 3 of Appendix A:

But that-

(i) The appointing authority may leave any vacant post unfilled or the Board may adjourn it so that no person shall be entitled to compensation, or

(Two) The Board may, with the prior approval of the State Government, create such permanent or temporary posts as it may deem fit.

Part Three Recruitment

source of arti 5. Appointment to various classes of posts in the service shall be made in accordance with the sources mentioned in column 6 indicated against each post in column 2 of Appendix 'A' of Part-VIII Other Provisions.

Reservation 6. Reservation for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Backward Classes and other categories will be made as per the orders of the State Government in force at the time of recruitment.

Part Four

Qualifications

nationality 7. For direct recruitment to a post in the service, it is essential that a candidate-

(a) be a citizen of India.

(b) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or

(c) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India. Provided that a candidate belonging to categories ——— (b) and (c) above shall be a person in whose favour a certificate of eligibility has been issued by the State Government. Provided further that a candidate belonging to category (b) shall also be required to obtain a certificate of eligibility granted by the Deputy Inspector General of Police, Intelligence Branch, Uttarakhand. Provided further that if a candidate belonging to the above category has been granted a certificate of eligibility for a period of more than one year, the eligibility certificate shall not be valid for a period of more than one year.

shall not be issued and such a candidate may be placed on hold on his acquiring Indian citizenship after a period of more than one year.

Note: A candidate in whose case a certificate of eligibility is necessary but which has neither been issued nor refused may be admitted to the examination or interview and may also be provisionally appointed, provided that the necessary certificate is obtained by him or is issued in his favour.

educational qualifications

8. For recruitment to various posts in the Service, a candidate must possess the minimum qualifications indicated in column 4 against the post mentioned in column 2 of Appendix 'A'.

preferential qualifications

9. Candidate who-

(1) has served for at least two years in the Territorial Army, or

(2) A person who has obtained 'B' certificate of National Cadet Corps shall, other things being equal, be given preference in the matter of direct recruitment.

(3) Those who have undergone training from the Uttarakhand Tea Development Board and certified tea development institutions of other tea producing States shall, other things being equal, be given preference in the matter of direct recruitment.

age

10. The age limit for candidates for direct recruitment to various classes of posts in the Service shall be the same as that prescribed for recruitment to posts under the State Government.

Provided that in the case of candidates belonging to the Scheduled Castes, the Scheduled Tribes and such other categories as may be notified by the Government from time to time, the upper age limit shall be such number of years as may be specified.

Character

11. The character of a candidate for direct recruitment to a post in the Service must be such that he is suitable in all respects for employment in the Board, the Appointing Authority having satisfied itself in this regard.

Comment- Persons disqualified by the Union Government or any State Government or any local authority or any corporation or body owned or controlled by the Union Government or a State Government shall not be eligible for appointment to any post in the Service. Persons convicted of any offence involving moral turpitude shall also not be eligible.

Marital presence

12. No male candidate shall be eligible for appointment to a post in the service who has more than one wife living or a female candidate who is married to a man who already has one wife living.

physical fitness

13. No candidate shall be appointed to any post in the Service unless he is in good mental and bodily health and is free from any physical defect likely to interfere with the efficient performance of his duties. Before a candidate is finally approved for appointment, he will be required to pass a medical examination.

Provided that a candidate recruited by promotion shall not be required to undergo medical examination.

Part Five

Recruitment Process

retention of vacancies

14. The Appointing Authority shall also determine the number of vacancies to be filled during the year and the number of vacancies to be reserved for candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes and other categories under Regulation 6 and shall intimate the same to the Employment Exchanges in accordance with the rules and orders of the Government for the time being in force and shall also cause the same to be advertised in at least two leading newspapers.

direct recruitment process

15. (1) The Board/Selection Committee shall call for applications in the prescribed form for consideration for selection.

(2) Keeping in view the need to ensure percentage reservation for the candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and other categories of the State of Uttarakhand under rule 6, the Barber

A competitive examination will be conducted for those candidates who fulfill the required qualifications, the merit list of the candidates who pass the examination will be prepared and appointment will be made as per rules.

(3) The Board/Selection Committee constituted shall prepare a list in order of proficiency as demonstrated by the marks obtained by each candidate in the interview. If two or more candidates obtain equal marks, the Board shall rank their names in order of merit based on their general suitability for the service. The number of names on the list shall exceed the number of vacancies (but not exceed 25 percent). The Board shall transmit the list to the appointing authority.

Process of recruitment by promotion

16. (1) The following Selection Committee constituted by the Board with the prior approval of the State Government shall make recruitment to Group "A" and "B" as per Appendix "A" on the basis of merit/merit and seniority, leaving out unfit candidates for promotion, namely:-

(i) Principal Secretary/Secretary, Horticulture	chairman
(ii) Director, Tea Development Board,	Member
(iii) Group 'A' officer member nominated by the Government	
(iv) from SC/ST category nominated by the Board	member

(2) The following Selection Committee constituted by the Board with the prior approval of the State Government shall make recruitment to Group "C" as per Appendix "A" and promotion on the basis of merit/seniority, excluding unfit, namely:-

(i) Director, Tea Development Board	chairman
(ii) Group "A" officer nominated by the Board	Member
(iii) a technical officer not below the rank of Deputy Director, to be nominated by the Appointing Authority;	member
(iv) from SC/ST category nominated by the Board	member

Provided that if there is no member of the backward class in the selection committee, an officer belonging to the backward class shall be nominated by the appointing authority as an additional member of the selection committee.

(3) The Appointing Authority shall prepare a list of eligible candidates on the basis of merit and place it before the Selection Committee along with their character register and such other records relating to them as may be necessary.

(4) The Selection Committee shall consider the list of candidates on the basis of the records specified in sub-regulation (2) and if it considers necessary, it shall interview the candidates.

(5) The Selection Committee shall prepare a list of selected candidates on the basis of seniority and send it to the Appointing Authority.

combined selection list

17. If in any year of continuance appointments are made by both direct recruitment and promotion, the appointing authority shall prepare a combined select list in which the names of candidates shall be drawn from the relevant list in such a manner that the prescribed percentage (of direct recruitment and promotion) is maintained. The first name in the list shall be that of the person appointed by promotion.

Part Six

Appointment, probation, confirmation and seniority

appointment

18. (1) Subject to sub-rule (2), the appointing authority shall make appointments by taking the names of the candidates in the order in which they appear in the list prepared under rule 15, 16 or 17, as the case may be.

(2) Where in any year of recruitment, appointments are to be made both by direct recruitment and promotion, regular appointments shall not be made until selections have been made from both sources and a combined list has been prepared in accordance with rule 17.

(3) If more than one order of appointment is issued in respect of any one selection, a combined order shall also be issued in which the names of the persons shall be mentioned in order of seniority, as

The selection process shall be as determined in the cadre to which they are promoted, as the case may be. If the appointments are made by both direct recruitment and promotion, the names shall be arranged in the rotational order specified in Rule 17.

probation

19. (1) Every person on substantive appointment to a post in the Service shall be placed on probation for a period of two years.

(2) The appointing authority may, for reasons to be recorded in writing, extend the period of probation in separate instances, specifying the date up to which the extension shall be made: Provided

that, except in exceptional circumstances, the period of probation shall not exceed one year and in no case shall exceed two years.

Will not be increased.

(3) If it appears to the appointing authority at any time during or at the end of the period of probation or extended probation that the probationer has not made adequate use of his opportunities or has otherwise failed to satisfy him, he may be reverted to his original post, if any, and if he has no lien on any post, his services may be terminated.

(4) A probationer who is reverted or whose services are terminated under sub-rule (3) shall not be entitled to any compensation.

(5) The Appointing Authority may allow service rendered in a post included in the cadre in an officiating or temporary capacity in another equivalent or higher post to be taken into account for the purpose of computing the period of probation.

stabilization

20. (1) Subject to the provisions of sub-rule (2), a person shall be confirmed in his appointment at the end of the period of probation or any extended period of probation, if—

(a) his work and conduct are reported to be satisfactory,

(b) his integrity is certified; and

(c) the appointing authority is satisfied that he is otherwise suitable for confirmation.

(2) Where confirmation is not necessary as per the provisions of the rules in force from time to time or the rules as amended with the prior approval of the State Government on the recommendation of the Governing Council, the order passed under sub-rule (3) of rule 5 of those regulations declaring that the person concerned has successfully completed the probation period shall be deemed to be an order of confirmation.

seniority

21. The seniority of persons substantively appointed to any category of post shall be determined as per the rules in force from time to time or on the recommendation of the Management Council with the prior approval of the State Government.

Part-7

salary etc

pay scale

22. (1) The scales of pay admissible to persons substantively appointed to various categories of posts in the Service shall be such as may be determined by the Board from time to time with the prior approval of the State Government.

(2) The pay scales in force at the time of commencement of these regulations are mentioned against each post in column 2 of Appendix 'A' in column 5.

Salary during probation period

23. (1) Notwithstanding anything to the contrary contained in the fundamental rules, a person on probation, if he is not already in permanent service, shall be granted his first increment in the time scale only after he has completed one year of satisfactory service and the second increment after two years of service only after he has completed the probationary period and has also been confirmed;

Provided that if the probation period is extended due to inability to provide satisfaction, such extended period shall not be counted for increment unless the appointing authority otherwise directs.

(2) The pay of a person already holding a post under the Board during the period of probation shall be regulated by the relevant Fundamental Rules.

Provided that if the period is extended due to inability to provide satisfaction, the extended period will be counted for increment.

(3) The pay during the period of probation of a person who is already substantively in the permanent service of the Board shall be regulated by the relevant rules generally applicable to Government servants in connection with the affairs of the State.

part eight

other provisions

advocacy

24. No recommendation, whether written or oral, other than that required under the rules applicable to the post or service, shall be considered. Evidence of any attempt on the part of a candidate to secure support, directly or indirectly, for his candidature will disqualify him for appointment.

Regulation of other subjects

25. In respect of matters not specifically covered by these regulations or special orders, persons appointed to the Service shall be governed by the rules, regulations and orders generally applicable to Government servants serving in connection with the affairs of the State.

Inversion

26. Nothing in these rules shall affect such reservations and other concessions as may be required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons of the State of Uttarakhand in accordance with the orders issued by the Government from time to time in this regard.

by approved

order

(Dr. Ranbir Singh)

Additional Chief Secretary

and agricultural production commissioner

Appendix "A"

Sl. No.	Designation	Number of posts	Qualifications	Pay Scale + Grade Pay	source of recruitment
1	2	3	4	5	6
1.	Director	01	—	37500—67000+7600	Deployment by the government of an officer working in the pay scale/grade pay equivalent to the Horticulture and Food Processing Department.
2.	finance officer	01	Minimum 05 years experience in the post of Accountant.	15600—39100+5400	Departmental promotion.
3.	Accountant	01	Minimum 05 years experience in Junior Accounts Assistant.	9300—34800+4200	Departmental promotion.
4.	Junior Accounts Assistant	01	Passed Intermediate Exam with Commerce Subjects. 2- Must have a minimum speed of 4000 key depressions per hour in Hindi typing on computer. 3-Essential knowledge of English typing and computer.	5200—20200+2000	By direct recruitment.
5.	store in charge	01	05 years work experience in the post of Senior Assistant.	9300—34800+4200	Departmental promotion.
6.	senior Assistant	01	From amongst such Junior Assistants who have completed their	5200—20200+2800	Departmental promotion.

			By promotion through Selection Committee, who has completed 5 years service as such on the first day of the		
7.	Junior Assistant / Computer Assistant	02	1-Intermediate. 2- Must have a minimum speed of 4000 key depressions per hour in Hindi typing on computer. 3-Knowledge of English typing and computer will be mandatory.	5200—20200+2000	By direct recruitment.
8.	Personal Assistant	01	1-Passed intermediate examination. 2- Minimum But speed of 4000 key depressions per hour is required in computer Hindi typing. 3-Knowledge of English typing and computer is mandatory. 4- Stenographer Certificate from a recognized institution.	9300—34800+4200	direct recruitment portal
9.	marketing manager	01	Assistant Manager, with at least 10 years of experience in Marketing.	15600—39100+5400	Departmental Padorna

10. Plantation Manager	01	Assistant Manager, Plantation with minimum 10 years experience.	15600–39100+5400	By departmental promotion.
11. Assistant Manager Marketing	02	2- Preferred qualification MBA from a University.	9300–34800+4600	By direct recruitment.
12. Assistant Manager Plantation	03	2- Preferred qualification: Graduate from a University. MBA	9300–34800+4600	By direct recruitment.
13. Field Assistant/Tea Development Officer	06	Minimum 05 years experience in the post of Plantation Supervisor.	5200–20200+2800	By departmental promotion.
14. Plantation Supervisor	15	Intermediate passed.	5200–20200+2000	Maximum 25 percent from departmental promotion and the remaining from direct recruitment. 2. Promotions will be made in accordance with the Subordinate Office Clerical Class Employees (Direct Recruitment) Rules, 2004, promulgated by the State Government. Upon completion of the promotion process, the remaining vacancies will be filled by direct recruitment.
15. Plantation Operator	05	Passed Class 8. 2. Preference will be given to those already working under the Board on daily wages/contract basis with 5 years of field level work experience.	5200–20200+1800	By direct recruitment.

	soil scientist	01	Preference will be given to those having 10 years of experience in laboratory supervisory along with of work experience 10 years in soil analysis work.	15600–39100+5400	By departmental promotion.
17.	laboratory supervisor	01	Preference will be given to those having 05 years of work experience under the Board.	5200–20200+2000	By departmental promotion.
18.	lab assistant	01	Intermediate passed in Science subject.	5200–20200+1800	By direct recruitment.
19.	Driver	02	1-Class 8 Passed 2-Driving License with minimum 05 years experience in driving heavy and light vehicles (Essential Qualification)	5200–20200+2000	From Outersos:
20.	Assistant, Watchman	02	Class-8 passed.	5200–20200+1800	from outersos
	Yoga	49			

By order,
follower.

5/12/2016

(Dr. Ranbir Singh)
Additional Chief Secretary and
Agriculture Production Commissioner

(16)

No. 491/XV1-2/18/20(05)/2015

Sender,

Dr. Meherban Singh Bisht,
Additional
Secretary, Uttarakhand Government.

To,

Director,
Uttarakhand Tea Development Board
Almora.

May -

Horticulture and Sericulture Section-2

Dehradun, dated: April 01, 2018

Subject:- Appendix "A" to "Uttarakhand Tea Development Board Establishment Services Regulations-2
Subject to amendment in

Sir,

Please refer to your letter No. 630/Std.2-51 (Service Regulations)/2017-18 dated 15th November 2017, which relates to amendment of Appendix "A" of the Regulations of Uttarakhand Tea Development Board,

2- In this regard, inviting your attention towards Government Order No. 96/XV-2/16/20(05)/2015, dated 05.10.2016 regarding promulgation of "Uttarakhand Tea Development Board (Group 'A' 'B' 'C' 'D' Officers / Employees Establishment) Service Regulations-2016", I am directed to say that administrative approval is given for inclusion of 25 new posts created as a result of reorganization of the structure of Tea Development Board by Government Order No. 1424/XV1-2/17/01(36)/2004 dated 17.02.2017 by making amendment as per the details attached in Appendix "A" of Regulations 2016.

3-Appendix "A" of "Uttarakhand Tea Development Board (Group "A" "B" "C" "D" Officers / Employees Establishment) Service Regulations 2016" promulgated by Government Order No. 96/XVI-2/16/20(05)/2015, dated 05 October 2016, shall be deemed to be amended to the extent replaced and the rest shall remain unchanged.

Annexure as above.

Yours sincerely,

(Dr. Meherban Singh Bisht)
Additional Secretary.

Appendix "A"

Co. No.	Designation	Pay Scale/Grade Pay (Rs.)	Details of posts: pre-created	Details of posts: newly created	Source of Recruitment/Qualifications
1	Deputy Director	15600–39100 +6600	–	01	Source of recruitment: Departmental promotion through selection committee. Dr Qualifications:- Minimum 05 years work experience in a Group "B" post under the Board.
2	assistant accountant	5200–20200 +2800	01 (Earlier 01 post was created in the name of Junior Accounts Clerk Pay Scale ₹5200-20200)	01	Source of Recruitment: / Direct Recruitment / Direct Recruitment from Departmental Promotion Qualifications:-1 Bachelor of Commerce (B.Com) from a recognized University. 2- Minimum 05 years experience in accounting related work in any reputed institution and essential knowledge of Hindi, English typing.
3	Assistant Manager, Plantation	9300–34800 +4600	02 (previously created with the post name Assistant Manager)	03 (01 post for Assistant Manager, Marketing and 01 post for Assistant Manager Factory and 01 post for Assistant Manager Plantation)	Source of recruitment: 50 per cent from direct recruitment and 50 per cent from departmental promotion Preferential Eligibility for Departmental Promotion: 1- Minimum 05 years of work experience in the post Assistant of Field 2-Minimum educational qualification is - Graduation Preferential qualification for direct recruitment:- (a) Assistant Manager Marketing - Graduate from a recognized educational institute. from a recognized training

					MBA in Marketing 2-At least 03 years experience in the field of Marketing. (b) Assistant Manager, Factory:- Graduate in Mechanical from a recognized training institute. 2-At least 103 years of experience in Orthodox tea preparation at a reputed institution Assistant Manager, Plantation:- B.Sc. (Agriculture, (c) Forestry or Botany) from a recognized University. 2-Post Graduate Diploma in Agribusiness Management or Plantation Management from a recognized Institute.
4	Manager Factory (Tea Maker)	15600–39100 +5400	—	01	Source of Arti: From direct recruitment / departmental promotion. Qualification:- B.Tech Mechanical from a recognized University. 2- Diploma in Tea Processing and Tea Tasting will be given preference. 3- Minimum 5 years experience as a Tea Maker in a reputed institution in manufacturing Orthodox Tea. Preferred Qualification for Promotion:-Assistant Manager: Minimum 05 years work experience in the post of Factory.
5	plantation manager	15600–39100 +5400	04 (04 posts of Plantation Manager are sanctioned, but sanctioned earlier)	—	Source of recruitment: 50 per cent from direct recruitment and 50 per cent from departmental promotion. Qualification for Departmental Promotion:- Post of Assistant Manager Plantation

			Only 01 section is mentioned in the appendix of the service rules, due to which 04 posts of Plantation Manager are included in the appendix of the service rules.		At least 05 years work experience. Educational Qualification: Graduation. 1. Qualification for direct recruitment of personnel working in the Board:- 1- Educational qualification for the tea managers appointed in the Board is Graduation, 10 years experience in the post of Assistant Manager in the tea field. Preferred Educational Qualification for Direct Recruitment for Other Candidates:- 1-M.Sc. (Agriculture, Forestry or Forestry) from a recognized University or Post Graduate in Agribusiness Management/Plantation Management from a recognized Institute. 2- Minimum 05 years experience as Assistant Manager in tea field in plantation, nursery etc. is preferred.
6	field assistant	5200–20200 +2800		04	Promotion. Source of Departmental Recruitment Qualification:- Minimum 05 years experience in the post of Plantation Supervisor.
7	soil scientist	15600–39100 +5400	01		Source of Recruitment: By Direct Recruitment. Qualification:- M.Sc. Agriculture (Soil Science/Agricultural Chemistry) or M.Sc. Chemistry from a recognized University. 2-05 years experience in soil analysis in a reputed institute.
	8 factory	5200–20200		02	Source of Recruitment:- Direct Recruitment.

	operator	+1900			Qualification: 02 years Diploma Certificate in Mechanical Trade from a recognized Training Institute. 2- Minimum 02 years experience as Operator/Assistant Operator in a reputed tea factory.
9	assistant factory operator	—		02 (Outsourced)	Source of Recruitment-Outsource Qualification:- Passed Class 8 from a recognized school. 2- Preference will be given to those having at least 2 years of work experience as Assistant Operator in tea factories of any reputed institute.
10	Assistant Supervisor / Assistant Supervisor	—		08 (Outsourced)	Source of Recruitment: Outsourced. Eligibility:- Passed class 8 examination from a recognized school. 2- Minimum 03 years experience in tea gardens from any reputed institute is preferred.
11	peon/watchman	—		03 (Outsourced)	Source of recruitment: Out tors. Qualifications: Passed Class 8 Examination from a recognized school.
sum				25	

(Br. Meharban Singh Visht) Additional Secretary

Uttarakhand Tea Development Board

Compilation of Status Papers/Government Orders

Uttarakhand Tea Development Board,

District Panchayat Complex, Dharanaula, Almora

Uttarakhand Government

Council of Ministers Section

Number:--/14/1/1/XXI/2026 CX

Dehradun: Dated 03 April, 2025

Office Zap

Shri Gukesh Maharana, District-Champawat is hereby nominated as "Vice President" in "Chai Vikara Ralahkar Parishad" from the date of assuming charge.

2. The said Ghanubhav is hereby informed of the Office Memorandum of the Council of Ministers Department-205/14/1/1/XX1/2022 300 dated 25th April, 2025, that the said facility will be provided at the cost of the concerned department.

3. Apart from this, separate orders will be issued by the concerned administrative department regarding their duties, responsibilities, rights and tenure.

(Shailesh Bagauli)
Secretary.

No. 149 (1)/14/1/1/XXI/2026 CX dated the same.

Copy forwarded to the following for information and necessary action:-

1. Accountant General (Accounts and Entitlement), Uttarakhand.
2. Private Secretary to the Chief Minister For the perusal of the Hon'ble Chief Minister.
3. Staff Officer to the Chief Secretary for the Chief Secretary's perusal.
4. Private Secretary to the Ministers of Uttarakhand
5. Additional Chief Secretary/Principal Secretary/Senior/Secretary, Government of Uttarakhand.
6. Secretary Agriculture and Farmer Welfare Government of Uttarakhand
7. Shri Mukesh Mehrana, Village and Post Virgul, District Wampawat, Uttarakhand.
8. Ramast Mandal Commissioner / District Collector, Uttarakhand
9. Director General, Subana and Public Relations Department, Uttarakhand.
10. Director, Treasury, Uttarakhand
11. Incharge, NIC.. Secretariat Complex, Dehradun.
12. guard file

By order,

(Dinesh Singh Barhwal)
Under Secretary.

(135)

Number 274/XIII-4/25/07(01)/2020 E-26418

Sender,

Mahima Raunkali
Joint Secretary,
Government of Uttarakhand.

To,

Director,
Horticulture and Food Processing
Chaubatia Ranikhet.

Agriculture and Farmers Welfare Section:-4

Dehradun: Date: April 22, 2025

Subject: Regarding issuance of sanction of funds provided in the Income-Expenditure for "Tea Development Scheme in the State"

Sir,

Please take the trouble of referring to the letter No. 28/3-Accounts/Budget 2025-26/2025 dated 08 April 2025 and letter No. 29/3-Accounts/Budget 2025-26/2025 dated 08 April 2025 of the Director, Tea Development Board on the above subject, through which it has been requested to release the amount provided in the scheme "Tea Development Scheme in the State" of Grant No. 29 for the Tea Development Board in the budget for the financial year 2025-26.

2-In the meanwhile, with reference to the Government Order No: 1/287566/E-79713/09(150) 2019/XXVII (1)/2025, dated 31 March 2025 of the Finance Department, I am directed to say that the Governor is pleased to approve the total amount of Rs. 1883 (Rupees Eighteen Crore Eighty Three Lakh only) provided in the Scheme "0602-Tea Development Scheme in the State" of Grant No. 29 in the Budget for the current financial year 2024-25 for the Tea Development Board, to be kept at your disposal for expenditure as per the details enclosed through the web based system.

1-The funds will be spent only on the items for which the funds are being approved, and the withdrawal and expenditure will be based on actual needs. Furthermore, there will be no authority to change the items in any way.

2- While incurring expenditure, it will be ensured that the guidelines given in the Government Order No. 1/287566/E-79713/09(150)2019/XXVII (1)/2025, dated 31 March 2025 of the Finance Department, Uttarakhand Government and the orders/instructions issued from time to time by the Government and the relevant rules of the Budget Manual are followed.

3- For any government expenditure, strict compliance of "Procurement Rules 2017" (as amended), Financial Rules Collection Part-1 (Delegation of Financial Powers Rules), Financial Rules Collection Part-5, Part-1 (Accounting Rules), Income Expenditure Rules (Budget Manual) and other relevant rules, government orders etc. will be ensured.

4. In cases where the approval of the Government or other competent authority is required under the rules of the Budget Manual, Financial Handbook and other standing orders, such approval must be obtained before incurring the expenditure.

5-In no case shall expenditure be made in excess of the budget provision nor shall any amount exceeding the authorized amount be spent in anticipation of additional budget nor shall any additional expenditure burden be created.

6-Withdrawals and expenditures under the above items will be made only on the basis of actual need. In every situation and case, special attention will be paid to frugality and it will be ensured that a clear action plan for frugality will be prepared at the beginning of the year for each item and accordingly, savings will be ensured by setting a target for savings in relation to the amount provided for the item in advance.

7. The approved funds will be spent according to the relevant plan's guidelines. Under no circumstances will any action be taken that deviates from these guidelines.

8- It will be ensured that the amount being sanctioned is made available to the Director, Tea Development Board, as per the procedure as per his demand.

9-The expenditure incurred in this regard will be debited to the relevant primary units of the Tea Development Scheme in the State under account head-2401-Crop Agriculture, 119-Horticulture and Vegetable Crops, 0602-Under Grant No. 29 in the current financial year 2025-26.

10-This order is being issued under the provisions contained in the Government Order of the Finance Department- 1/287566/E-79713/09(150)2019/XXVII (1)/2025, dated 31 March 2025.
Annexure-as above.

Yours
sincerely. Digitally signed
by Mahima
(Mahima Safal-04-2025
Joint Secretary

No.-274(1)/XIII-4/24/07(01)/2020, E-26418 dated the same.
Copy:-Sent to the following for information and necessary action:

1. Accountant General, Uttarakhand, Kaulagarh Road, Dehradun.
2. Director Treasury and Financial Services, 23-Laxmi Road, Dalanwala, Dehradun.
3. The Director, Uttarakhand Tea Development Board, Almora.
4. Senior Treasury Officer / Treasury Officer Ranikhet / Almora.
5. Finance Section- 4. Government of Uttarakhand.

(137)

6. Directorate of Budget, Fiscal Planning and Resources, Uttarakhand.
7. Guard file.

Digitally signed by Devendra Singh
Date: 22-04-2025 12:51:57
(Devendra Singh Chauhan)
Deputy Secretary

Order No. 274/XIII-4/25/07(01)/2020 E-26418 dated 22nd April

attachments

(Amount in Rs. Lakh)

Grant Number-29 2401-Crop agriculture work, 119-Horticulture and Vegetable Crops, 0602-Tea Development Scheme in the State	Provisioned in the financial year 2025-26	unreleased amount
05-Grant-in-aid for salary allowances etc.	348	348
08-Remuneration	35	35
56-Grants-in-aid (General Non-Salary)	1500	1500
sum	1883	1883

(Rupees eighteen crore eighty three lakh only)

(Devendra Singh Chauhan)
Deputy Secretary

Budget Allocation Financial Year (2025 2026) Secretary-Secretary, Sericulture(S044)

HOD-Director Horticulture (2108)

Allotment letter number -E-26418

Allotment ID-S25040290008

Grant Number-029

Allotment Letter Date-22-APR-2025

account title 2401-Crop Agriculture

119-Vegetation or crops

02-Tea Development Scheme in the State

00--

06-Tea Development Scheme

Voted

2	4	0	1	0	0	1	1	9	0	6	0	2

standard item name	previously released	currently ongoing	expenses so far	sum
05-Grant-in-aid for salary allowances etc.	0	34800000	0	34800000
08-Remuneration	0	3500000	0	3500000
56-Grants-in-aid (General Non-Salary)	0	150000000	0	150000000
sum	0	188300000	0	188300000

Total Current Allotment To HOD In Above Schemes-Rs.18,83,00,000 (Rupees Eighteen Crores Eighty Three Lacs Only)

Approval Status : APPROVED BY OFFICER

(165)

Number-377/XIII-4/25/7(05)/2020,E-37786

Sender,

Mahima glowed brightly.

Joint Secretary,

Government of Uttarakhand.

To,

Director,

Horticulture and Food Processing,

Udyan Bhawan Chaubatia-Ranikhet.

Agriculture and Farmers Welfare Section:-4

Dehradun: May 26,

Subject: Regarding sanction of funds provided in the Income-Expenditure for "Tea Development Scheme"

Sir,

Please refer to the Director, Tea Development Board's letter No. 30/3-Accounts/Budget/2025-26 dated April 8, 2025, on the above subject. Accordingly, with reference to the Government Order No. 1/287566/E-79713/09(150)2019/XXVII (1)/2025, dated March 31, 2025, of the Finance Department, Government of Uttarakhand, I am directed to say that the Governor is pleased to approve the total amount of Rs. 400 lakh (Rupees four crore only) provided for in the standard item 56-Grant-in-Aid (General Non-Salary) of the Scheme "0203-Tea Development Project" of the Budget, Grant No. 30 for the current financial year 2025-26 for the Tea Development Board, for expenditure at your disposal, subject to the following conditions and restrictions.

(1) Funds will be spent only on the items for which they are being approved, and the funds will be withdrawn and spent frugally, based on actual needs. Furthermore, there will be no authority to change the items.

(2) While incurring expenditure, it shall be ensured that the guidelines given in the Government Order No. 1/287566/E-79713/09(150)2019/XXVII (1)/2025, dated 31 March 2025 of the Finance Department, Government of Uttarakhand and the orders/instructions issued by the Government from time to time and the relevant rules of the Budget Manual are followed.

(3)- For any government expenditure, strict compliance of "Procurement Rules 2017", Financial Rules Collection Part-1 (Delegation of Financial Powers Rules), Financial Rules Collection Part-5, Part-1 (Accounting Rules), Income and Expenditure Rules (Budget Manual) and other relevant rules, Government Orders etc. will be ensured.

(4) In cases where the approval of the Government or other competent authority is required under the rules of the Budget Manual, Financial Handbook and other Standing Orders, such approval must be obtained before incurring the expenditure. (5) In no case should any expenditure be incurred in excess of the budget provision nor should any additional expenditure be incurred. No amount shall be spent in excess of the authorized amount in anticipation of the budget, nor shall any excess expenditure burden be created. (6) The approved amount shall be spent scheme-wise in accordance with the relevant guidelines of the concerned scheme.

(164)

Action will be taken in accordance with the relevant guidelines. In no case will action be taken other than the relevant guidelines.

(7)- It should be ensured that the sanctioned amount is made available to the Director, Uttarakhand Tea Development Board on the basis of his demand without delay as per procedure.

(8)- The expenditure in this regard will be debited to the head of account 2401-Crop Agriculture, 119-Horticulture and Vegetable Crops, 02-Special Component Plan for Scheduled Castes, 0203-Standard Item of Tea Development Project, 56-Grant-in-Aid (General Non-Salary) under Grant No. 30 (SCSP) in the current financial year 2025-26.

(9)- This order is being issued under the provisions of the Finance Department's Government Order No. 1/287566/E-79713/09(150)2019/XXVII(1)/2025, dated March 31, 2025.

Annexure-as above.

Joint
Secretary Joint
Secretary

No. 377(1)/XIII-4/25/07 (05)/2020, E-37786 dated the same.

Copy:-Sent to the following for information and necessary action:

1-Accountant General, Uttarakhand, Kaulagarh Road, Dehradun
2-District Magistrate, Almora, Uttarakhand.
3-Director, Uttarakhand Tea Development Board, Almora.
4-Senior Treasury Officer / Treasury Officer, Almora / Ranikhet, Uttarakhand.
5-Budget Fiscal Planning and Resources Directorate / State Planning Commission Uttarakhand.
6-Budget Fiscal Planning and Resources Directorate, Uttarakhand.
7-Finance Section-4./Planning Section, Uttarakhand Government.
8-Guard File.

Digitally signed by
Bikram Singh
Date: 26-05-2025
13:17:14

By order,

(Vikram Singh Chauhan)
Under Secretary

(16?)

about:blank

Budget Allocation Financial Year (2025 2026) Secretary-Secretary, Sericulture(S044)

HOD-Director Horticulture (2108)

Allotment ID-S25050300019

Allotment letter number -E 37786

Allotment Letter Date-26-MAY-2025

Grant Number-030

account title 2401-Crop Agriculture

119-Vegetation or crops

03-Tea Development Project

00--

02-Special Component Plan for Scheduled Castes

Voted

2	4	0	1	0	0	1	1	9	0	2	0	3

standard item name	previously released	currently ongoing	expenses so far	sum
56-Grants-in-aid (General Non-Salary)	0	40000000	0	40000000
sum	0	40000000	0	40000000

Total Current Allotment To HOD In Above Schemes-Rs.4,00,00,000 (Rupees Four Crores Only)

Approval Status : APPROVED BY OFFICER

Uttarakhand Government

Finance Section-6

Number- 356405/E0-55177/2025

Dehradun: Date: 26 December, 2025

office memorandum

The following officers working under Uttarakhand Finance Service Cadre are hereby allotted additional charge as per column-05 as per the details mentioned in column-04 against their names:-

K.No.	name of officer	current charge	being charged	new deployment
01	02	03	04	05
1.	Mr. Amit Kumar Tripathi	Original Charge-Finance Officer, Soban Singh Jeena University, Almora. Additional Charge-Finance Officer, Government Medical College, Almora.	Finance Officer, Uttarakhand Tea Development Board, Almora.	Original Charge-Finance Officer, Soban Singh Jeena University, Almora. Additional Charge-Finance Officer, Government Medical College, Almora and Finance Officer, Uttarakhand Tea Development Board, Almora.
2.	Mr. Ajay Kumar	Original charge-Senior Treasury Officer, Haridwar. Additional charge-Senior Finance Officer, Municipal Corporation Haridwar.	Chief Town Auditor, Haridwar.	Original Charge-Senior Treasury Officer. Haridwar. Additional Charge-Senior Finance Officer, Municipal Corporation, Haridwar and Chief Municipal Auditor, Haridwar.

2 – The above officer is directed to ensure immediate compliance with this order. No separate salary, allowances, etc. will be payable for the said additional charge.

Digitally signed by
✔Himanshu Khurd) urana
Date: 26.12.2025
14:29:54

Number and date then.

Copy to:- For information and necessary action.

1. Private Secretary to the Principal Secretary, Finance Department, Government of Uttarakhand.
2. Private Secretary to the Secretary, Finance Department, Government of Uttarakhand.
3. Accountant General (Audit) & Accounts & Entitlement, Uttarakhand, Kaulagarh Road, Dehradun.
4. Director, Treasury, Pension and Entitlement, Uttarakhand, Dehradun.
5. Head of the concerned department.
6. The District Magistrate concerned.
7. Concerned officers.
8. Guard file.