



**UPASI
TEA RESEARCH FOUNDATION**

Procedure Followed in Decision-making Process

Process of decision making Identify key decision-making points

The business of the Foundation is managed by the Board of Trustees of UPASI Tea Research Foundation. Key decisions are taken at the Trustees meeting.

Final decision-making authority

Board of Trustees of UPASI Tea Research Foundation

Related provisions, acts, rules etc.

As per provisions of UPASI TRF Trust Deed. And other applicable statutory laws.

Time limit for taking decisions, if any

As per Trustees discretionary powers

Channel of supervision and accountability

The day-to-day administration of the Foundation is carried out by the Management Committee/Tea Committee. It exercises powers and execute duties delegated by the Board of Trustees. The decision of the Committee is placed before the Board of Trustees from time to time for information of the Board.

Norms for Discharge of Functions

Nature of functions/ services offered

- To carry out and promote research and other scientific work connected with the cultivation, production and processing of tea and other related aspects as may be decided upon by the Foundation.
- To provide funds towards all or any of the objects of the Foundation.
- To accept grants of money and of land, buildings and equipment, donations, gifts, rights conferred, subscriptions and other assistance, with a view to promoting the objects of the Foundation, from the Government, the Tea Board, the Council of Scientific and Industrial Research and other public bodies, corporations, companies, associations or persons for the purpose of the Foundation, on such conditions as may be agreed to.
- To enter into any agreement with any Association or organization, Government, local authority, corporation, person, or any other body, for acquiring or taking over by way of lease, sub-lease, purchase, gift or otherwise, lands, buildings, fixtures, equipment, furniture, scientific records, experimental data, library and technical books, or properties movable or immovable of any kind, either tangible or intangible, or for giving aid or assistance on such terms and conditions as may be deemed expedient or reasonable for promoting the objects of the Association, and to construct, erect, alter, improve and maintain any building and to manage, develop, sell, let, mortgage, dispose-off, turn to account or otherwise deal with all or part of the same and any property, or invention process or patent right.
- To borrow or raise any money that may be required by the Foundation upon such terms as may be deemed advisable and in particular and with the approval of the Tea Board and UPASI Executive Committee to secure the payment of any money borrowed, raised or owing, by the issue of debentures, bills of exchange, promissory notes, or other obligations or securities of the Association or mortgage or charge of all or any part of the property of the Foundation.
- To arrange for the registration and recognition of the Foundation and to pay all expenses, preliminary or incidental to the formation of the Foundation and its registration.

- To invest the funds of the Foundation not immediately required in any one or more of the modes of investment for the time being authorized by law for the investment of trust funds with full power to alter, vary or transfer such investments in accordance with the law for the time being in force.
- To undertake and execute any trusts which may be conducive to any of the objectives of the Foundation.
- To establish, support, or aid in the establishment and support of Foundations, Institutions, funds and trusts created to benefit employees or former employees of the Foundation or family or dependants of such persons, and to grant pension and/ or allowances to such persons to constitute, maintain and control branches or centres of the Foundation in India and to modify or abolish the same.
- To employ the skilled workers and professional technical advisers and all the personnel necessary to carry out the objects of the Foundation and to pay therefore such remuneration as may be considered reasonable.
- To do all such other lawful things as may be incidental to or conducive to the attainment of the above objects.

Norms/ standards for functions/ service delivery

UPASI Tea Research Foundation is deeply committed to maintaining the highest level of integrity and quality in research, analysis and extension work.

Time-limit for achieving the targets

As assigned by the Managing Committee/Tea Committee.

Process by which these services can be accessed

The Foundation assures all personnel concerned are familiarized with quality documentation and implementation. Further assure accuracy in analysis, the reliability of results and promptness in service ensuring conformance to national and international standards.