



TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Deptt. of Commerce, Government of India)
14, B. T. M. SARANI (Brabourne Road), Kolkata 700 001, West Bengal

P.O. Box No : 2172 :: STD Code : 033 Telefax No : 2221-5715/2235-2466
Tel. No : 2235-1331 Website :: www.teaboard.gov.in

F. No. 3(3)/Sectt/2021-246th BM.

Dated: 11th October, 2021

To

ALL MEMBERS OF THE BOARD

Subject: **246th Meeting of the Board and its various Standing Committees to be held in Kolkata on 27th October, 2021 (Wednesday) from 11:00 AM onwards in Physical Mode - reg.**

Sir/Madam,

I am directed to state that the 246th Meeting of the Board and its various Standing Committees will be held in Kolkata on 27th October, 2021 from 11:00 AM onwards in Physical Mode.

You are requested to kindly make it convenient to attend the aforesaid meeting on 27th October, 2021. You are also requested to intimate your travel plans to the undersigned e-mail: secyboard@gmail.com, dmkakati@yahoo.com, rakeshteaboard@gmail.com, teaboardsect2021@gmail.com,

Board Members shall be provided with to and fro admissible class air-tickets, accommodation (not exceeding for two days) and transport.

The relevant TA/DA Form is enclosed details of which may be provided (in duplicate) on attending the Board Meeting so that reimbursement can be made through PFMS/RTGS -

1. Name of the Board Member (as per Bank Account).....
2. Bank Name with Branch
3. Bank Account No.
4. IFSC Code No.

The Agenda Items would be circulated shortly.

Yours faithfully,

(Dr. Rishikesh Rai)
Secretary I/c



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Copy forwarded to:

1.	To all the Board Members	For kind information please
2.	The Secretary to the Govt. of India Ministry of Commerce & Industry Deptt. of Commerce, Udyog Bhawan, New Delhi-110011	For kind information please
3.	The Joint Secretary (Plantations) to the Govt. of India Ministry of Commerce & Industry Deptt. of Commerce, Udyog Bhawan, New Delhi-110011	For kind information please
4.	The Deputy Secretary (Plantations) to the Govt. of India Ministry of Commerce & Industry Deptt. of Commerce, Udyog Bhawan, New Delhi-110011	For kind information please
5.	The Executive Director, Tea Board, Guwahati, Assam	May kindly attend the meeting along with the request to intimate the North India based members.
6.	The Executive Director, Tea Board, Coonoor, Tamilnadu	May kindly attend the meeting along with the request to intimate the South India based members.
7.	The Dy. Director of Tea Development, Tea Board, Siliguri	May kindly attend the meeting along with the request to intimate the North Bengal based members.
8.	The SO (NWI), Tea Board, New Delhi	With the request to inform Hon'ble MPs (Board Members).
9.	All Officers of the Board in H.O/Regional/ Sub - Regional Offices .	For information please.
10.	IT Cell	With the request to upload in the Board's Website.
11.	Estate Officer.	For kind information and necessary action
12.	Secretary to Dy. Chairman	For information of Dy. Chairman.
13.	PA. to Secretary / FA&CAO	For information.
14.	Guard File of the Secretariat Branch	For record.



**TEA BOARD
TA/DA Bill
(For Board Member Only)**

Name: _____ Designation: _____
Address: _____

Item of Expenditure	As per rates.	Claimed Amount	Admissible amount
Travelling Expenses: To and fro Air fare/Rly. Fare (if incurred by the members)			
Road Mileage: Rs.24/- per Km.			
D.A. (as per admissible rates):			

Signature.....

Recommended for sanction and payment of Rs. _____ (word _____
only) to Shri /Smt. _____, Board Member
towards full and final settlement of TA/DA in connection with the Board Meeting held on.....

In-charge TA Bill A.O FA&CAO Dy. Chairman

Paid _____ (Rupees _____)

Vide cheque No. _____ Date _____

Signature of Board Member