



## TEA BOARD

14, Biplabi Trailokya Maharaj Sarani  
Kolkata-700001

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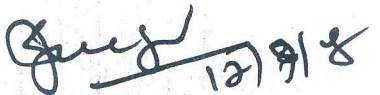
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### CIRCULAR

#### Sub: Application for Visa

It has been observed that the officers of Tea Board while travelling to foreign countries on official duties are getting visa through private agencies, where the agencies are charging extra on actual visa application fee arbitrarily. Therefore, it is enjoined upon all the employees of Tea Board to apply for visa (online or offline) on their own while on official duties to foreign countries. In exceptional circumstances, prior exemption may be obtained from competent authority for approaching private agencies when there is paucity of time.

It may be also noted that the exemption shouldn't be sought routinely.

  
(S. Soundararajan)  
Secretary (I/c)

#### Distribution:

1	Executive Director, Tea Board, Guwahati & Coonoor	With request to please bring the contents of the circular amongst all officers/staff members working under them.
2	All HoD's in H.O. excepting Dy. Chairman, Secretary	
3	All Regional offices of the Board including D.T.R. & D.C., Kurseong & Q.C.L., Siliguri	
4	F.A. & C.A.O.	For kind information
5	Secretary to Dy. Chairman and P.A. to Secretary	
6	I.T. Cell	With request to upload in the Board's website
7	Finance Branch (with spare copies)	