



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 :::: Tel. No: 2235-1331 Website :: www.teaboard.gov.in

F. No. 3(1)/Sectt/2023-248th BM

Dated: 24th January, 2023
25th

To

ALL MEMBERS OF THE BOARD

Subject: 248th Meeting of the Board to be held at Tea Board, Kolkata on 17th February, 2023 from 11:00 AM onwards in Physical Mode - reg. – Revised

Sir/Madam,

I am directed to state that the 248th Meeting of the Board to be held at Tea Board, Kolkata on 17th February, 2023 from 11:00 AM onwards through Physical Mode.

You are requested to kindly make it convenient to attend the aforesaid meeting on 17th February, 2023. You are also requested to intimate your exact travel plans (Arrival and Departure Flight No., Date & Time) to the undersigned e-mail: secytboard@gmail.com, mpsteaboard@gmail.com, teaboardsect2021@gmail.com.

Only Board Members shall be provided with to and fro admissible class air-tickets in the shortest route, from place of residence to Kolkata and back and accommodation (not exceeding for two days) and transport.

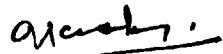
Those Members who intend to purchase air tickets on their own, their re-imbursment will be settled as per shortest route, as per Govt. rules.

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

चाय पियो मस्त जियो !



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 Additional 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 Director (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, Coonoor, Tamil Nadu	May kindly attend the meeting along with the request to intimate the South India based members.
6.	The Executive Director, Tea Board, Guwahati, Assam	May kindly attend the meeting along with the request to intimate the North 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
TRAVELLING ALLOWANCE BILL

Details to be filled up by Members.

1. Particulars of the Meetings attended – others Board’s business performed:

(a) Whether a Board or a Committee Meeting and if latter the name of the committee. _____

(b) Place of Meeting _____

(c) Date of Meeting _____

2. (i) Usual place of residence _____

(ii) Distance from residence to Airport . _____

3. Actual place of residence when Journey commenced :

4. (i) Departure from Air Port of residence on (date) at

(ii) Arrival at Air Port of place of meeting on(date) at

(iii) Departure from Air Port of place of meeting on(date) at

(iv) Arrival at Air Office of residence on(date) at

5. Particulars of all journeys by road:-
(e.g. journeys from residence to Air port and From Air port to place of meeting and vice versa):-

From	To	Distance in Kms.	Mode of transport i.e own car/taxi or other conveyance.
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			

6. Any other information relevant to the T.A Bill.....
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- 1) Certified that no travelling and daily allowances have been drawn by me from any other Source in respect of the journey and halt for which the claim is made.
 - 2) Certified that I did not perform the road journeys from which mileage allowance has been claimed at the higher rates by taking a single seat in any public conveyance (excluding steamer which plies regularly for hire between fixed points and charges fixed rates. Certified also that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
 - 3) Certified that I was not provided with free Board or/ and lodging by the the Board or the Government.
 - 4) Certified that my customary mode of travel for journeys unconnected with the performance of official duty is by air.

Date

Signature of Member

Full Address

N.B. (i) Please strike out portions inapplicable and fill Up columns-(even nil information is required) to avoid unnecessary correspondence.

(ii) If the Board or/and lodging is provided for at the Expense of the Board or Government the same may Please be indicated against item 6 above.

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Tea Board
Travelling Allowance Bill : Member
(Part 'A' Annexure)

If stayed in a hotel/establishment the certificate in the following items and voucher in support of the stay in the hotel/establishment should be annexed to the T.A claims.

“ Certified that I stayed from _____ to _____
(date)

at _____
(name of hotel/establishment)

At _____ which provides board/lodging at
schedule tariffs.”

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 16th June, 2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

In view of the decision of the Government for disinvestment of Air India, it has already been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased only from the three Authorized Travel Agents viz.

- (i) M/s Balmer Lawrie & Company Limited (BLCL),
- (ii) M/s Ashok Travels & Tours (ATT)
- (iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC),

2. The choice of the travel agent for booking of ticket for tour and LTC from those in Para 1 is left open to the Ministry/Department and to the official in case of self booking, based on convenience and service quality. Tickets for all employees for a single tour should be done through one selected travel agent only. No agency charges/convenience fees will be paid to these three booking agencies.
3. Employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot at the time of booking :-
 - (a) On the day of travel in the desired 3 hours slot of following time band - 00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00
 - (b) With provision of optimizing within a 10% price band, for convenience and comfort.
4. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares and minimize burden on the exchequer. Bookings may be made even if the approval of the tour programme is still under process.
5. Any bookings made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee.
6. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self-declared justification by the employee.
7. Employees should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time-slot may be booked for same leg of travel with the self-declared justification for the same.

8. (a) While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 authorized agencies only.
- (b) Employees must register their official Government Email-Id with these 3 agencies to book their air tickets digitally through above modes for travel by any airlines.
9. Ministries/Departments should ensure the availability of sanctioned Budget for Domestic and Foreign travel for their employees.
10. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate /attached offices are authorized to grant relaxation.
11. All Ministries/Departments are to clear their dues on account of air ticket to the concerned travel agent within a maximum of 30 days from completion of journey.
12. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 72 hours of completion of journey. TA bill may be submitted later as per the existing rules.
13. Ministries/Departments must clear all previous outstanding dues to the travel agents by 31st August, 2022.
14. No Mileage Points will be generated against travel on Government account.
15. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including Attached/Subordinate Offices/Autonomous Bodies under their control.
16. This O.M. is issued in supersession of all existing instructions on the subject.
17. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).


(Nirmala Dev)
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.

Annexure-1

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 16.06.2022)

1. I (Name of the employee.....) hereby declare and certify that :

2. I have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....