



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700001


Dated : 09.07.2013

OFFICE MEMORANDUM NO. 147/2013

The undersigned is directed to state that it has since been decided by the competent authority that the following system will henceforth be followed up in regard to settlement of T.A Bills in respect of officers of the Board :-

1.	Tour plans with dates etc. may be got approved from the level of Chairman or Dy. Chairman, as the case may be ;
2.	Once the tour plans with dates are approved, after completion of the tour, the officers concerned will submit their T.A Bills to the Finance Branch who will work out their actual admissibility and settle the bill with due sanction of Secretary, Tea Board ;
3.	If there is any deviation from the original tour plan for any circumstances, the revised tour plan is required to be submitted for approval before Chairman or Dy. Chairman, as the case may be, and ultimately the same will be settled followed by the same system as mentioned under Sl. No. 2 above.

This Order will come into force with immediate effect.


(B.K. Biswas)

Assistant Secretary

Distribution

1.	All Heads of Department in Board's Head Office, Kolkata (excepting Chairman/Dy. Chairman/Secretary)
2.	Executive Director, Coonoor
3.	Executive Director North-East.
4.	F.A & C.A.O.
5.	Sr. A. O.
6.	Accounts Officer (TAC).
7.	Section Officer (Estt.).
8.	All In-charge of Regional/Sub-Regional Offices of the Board.
9.	In-charge of TAC Section, Audit Wing of Finance Branch.
10.	System Analyst With the request to upload in the Board's website.
11.	P.As to Chairman/Dy. Chairman/Secretary
12.	Secretariat Branch
13.	T.B.O.A/T.B.E.A/T.B.W.A.
14.	Estt. Branch ---- with spare copies.

Ref. File No. 23(7)/Estt/90/Part
(Hindi version follows)

r.n.b.