



**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 : 2235-1311 ..... Website :: [www.teaboard.gov.in](http://www.teaboard.gov.in)

Dated :05.01.2017

**OFFICE ORDER : 06/2017**

The undersigned is directed to state that in the exigencies of Board's work and for providing better services to the stakeholders, the following reorganization of offices by way of merger is ordered with immediate effect for establishing a new Sub Regional Office at Doomdooma , District Tinsukia, Assam :

1. SRO Doomdooma (FAO)
2. SRO Doomdooma (DO)
3. SRO Talap (DO)
4. SRO Rupai Siding (DO)

The following shall be the maximum ceiling limits for payment of rent and other office expenses for the SRO to be established at Doomdooma on merging of the said 04 SROs :

Item	Maximum ceiling limit (Rs)
Rent	8000
Electricity	2000
Mobile & data :	@ Rs. 1000/head
Vehicle fuel & maintenance :	
Transportation	@ 2500/head
Motor bike periodic maintenance	
Daily allowance :	@ 2000/head
Office cleaning	1000
Miscellaneous :	
Postage	1000
Stationery	

The SRO to be established is to be headed by the FAO, Doomdooma.

The Officers will have to arrange their own residential accommodation and draw HRA as per eligibility.

Hiring of the new office should be done as per guidelines in OM No. 112/2016, dated 18.10.2016.

Yours faithfully,

  
( Priyanka Basu Ingty )  
Secretary

Ref. File No : No. 19/3/2013-STGD

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3	DDTD, SGDD, Dibrugarh, Assam, - with the request to take necessary action
4	Executive Director, Guwahati - with the request to take necessary action
5	Financial Advisor and C.A.O.
6	All Officers of the Tea Board in Head Office ( Excepting Chairman, Deputy Chairman and Secretary)
7	System Analyst, Tea Board - with the request to upload in Boards website
8	Secretary to Chairman and Deputy Chairman
9	Executive Assistants attached to Secretary
10	T.B.O.A. / T.B.E.A. / T.B.W.A.
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