

टी बोर्ड ★ भारत

(भारत सरकार के अधीन, वाणिज्य विभाग)

वाणिज्य एवं उद्योग मंत्रालय)

14, बी. टी. एम. सरणी, (ब्रेबोर्न रोड) कोलकाता - 700 001,
दूरभाष : 033 2235-1331, वेबसाइट : www.teaboard.gov.in



TEA BOARD ★ INDIA

(Under Govt. of India, Deptt. of Commerce)

Ministry of Commerce & Industry)

14, B.T.M. Sarani, (Brabourne Road) Kolkata - 700 001
Tel. : 033 2235-1331, Website : www.teaboard.gov.in

Ref. No. TB/FIN/FA/Orders & Circulars

1794

Dated: 13th Sept, 2021

Circular

Sub: Timely payment/settlement of bills

It is observed that many bills are pending for settlement against various parties/vendors. Complaints have been received that, in some cases payments are delayed upto 6 months against bonafide work done. It may be appreciated that timely payment to the work-associates may reduce the cost of purchase in future.

In view of the above, all departments/offices are urged to reconcile the pending bills and settle within a reasonable time frame.

Dy. Chair
13/9/2021
(FA & CAO)

Distribution:

1.	All HoDs in Board's Head Office, Kolkata (excepting Dy. Chairman & Secretary)	With the request to bring the contents of this Office Order to the respective officials
2.	The Executive Director, Coonor & Guwahati	
3.	DDTD, Siliguri, Palampur and S.O (NWI), New Delhi	With the request to bring the contents of this Office Order to the respective officials
4.	All Branches/Departments in Board's HO, Kolkata	
5.	P.S to Dy. Chairman, Tea Board	
6.	IT Cell	With the request to upload in Board's website.
7.	TBEA	
8.	Estt. Branch	With spare copies.



यदि आप अपना पत्र हिन्दी में लिखेंगे तो उतनी ही जल्दी जवाब मिलेगा, जितना कि अंग्रेजी में लिखने से मिलता है।