



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(2)/Sectt/2024-251st BM

Dated: 20th February, 2025

To

ALL MEMBERS OF THE BOARD

Subject: 251st Meeting of the Board to be held at Kolkata on 05th March, 2025 from 11:00 AM onwards in Hybrid Mode - reg.

Sir/Madam,

I am directed to state that the 251st Meeting of the Board to be held at Kolkata on 05th March, 2025 from 11:00 AM onwards through Hybrid Mode.

You are requested to kindly make it convenient to attend the aforesaid meeting on 05th March, 2025. 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, teaboardsectt2021@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; re-imburement will be settled as per shortest route, as per Govt. rules.

The relevant TA/DA Form is enclosed, details of TA/DA may be submitted/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.

Yours faithfully,

Rishikesh Rai

(Dr. Rishikesh Rai)
Secretary I/c

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Copy forwarded to:

1.	To all the Board Members	For kind information please
2.	Secretary to the Govt. of India Ministry of Commerce & Industry, Deptt. of Commerce, Vanijya Bhawan, New Delhi- 110011	For kind information please
3.	Chairman, Tea Board India, Ministry of Commerce & Industry Deptt. of Commerce, Vanijya Bhawan, New Delhi- 110011	For kind information please
4.	Director (Plantations) to the Govt. of India Ministry of Commerce & Industry, Deptt. of Commerce, Vanijya Bhawan, New Delhi- 110011	For kind information please
5.	Executive Director, Tea Board, Coonoor, Tamil Nadu	May kindly attend the meeting along with the request to intimate the South India based Board members.
6.	Executive Director, Tea Board, Guwahati, Assam	May kindly attend the meeting along with the request to intimate the North India based Board members.
7.	Dy. Director of Tea Development In-charge, Tea Board, Siliguri	Please intimate the North Bengal based Board members.
8.	SO (NWI), Tea Board, New Delhi	Please intimate Hon'ble MPs (Board Members).
9.	All HoDs in Head Office, Kolkata	For information please.
10.	All Regional/Sub-Regional Offices of the Board	For information please.
11.	IT Cell	With the request to upload in the Board's Website.
12.	Estate Officer In-charge	For information and necessary action
13.	PA to Dy. Chairman	For information of Dy. Chairman.
14.	PA to Secretary / FA&CAO	For information.
15.	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 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.