

टी बोर्ड ★ भारत

(भारत सरकार के अधीन, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)

14, बी. टी. एम. सरणी (ब्रेबोर्न रोड), कोलकाता - 700 001, पो० बा० सं० 2172,

तार टीबोर्ड दूरभाष : 033-2235-1331, फैक्स : 033-2221 5715

वेबसाइट : www.teaboard.gov.in

TEA BOARD ★ INDIA

(Under Govt. of India, Ministry of Commerce & Industry, Deptt. of Commerce)

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Ref no:TB/FIN/FA/Orders & Circulars /662

Dt. 02.08.2021

Sub: Regarding Payment for different contracts

The undersigned has recently joined as FA&CAO at Tea Board India. It is noticed that files are put up to FA&CAO for clearance of payments against various contracts are deficient of several documents. It may be appreciated that ensuring all the mandatory documents available in the file in turn, ensures not only proper quality, quantity and timely delivery of items / services but also timely payment to the vendor who have supplied items/services.

The following mandatory documents must be enclosed whenever any file is processed for payment:

1. Valid contract
2. Original invoice/ bill of firm.
3. User Certificate complying quality & quantity and acceptability of the item.
4. Mandate Form of the firm.
5. Any LD deduction to be certified by the user
6. Financial concurrence/approval of Competent Authority before placement of order
7. In case of LPC, the minutes of the meeting
8. Any other obligatory documents.

In view of the above, it must be ensured that the above documents are placed in the file to clear payment in time from Finance Branch.

Dy. FA&CAO
(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, Coonoor & Guwahati	With the request to bring the contents of this Office Order to the respective officials
3.	DDTD, Siliguri, Palampur and S.O (NWI), New Delhi	
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/TBWA/TBOA	
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।

चाय पियो मस्त जियो ! Chai piyo mast jiyo !