



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Ref No. 23(9)/Estt/2013/77

Date: 14.01.2021

CIRCULAR

In terms of the Office Memorandum No. 12(2)/2020-EII(A) dated 12.10.2020 issued by the Department of Expenditure, Ministry of Finance, Govt. of India in connection with Special Cash Package equivalent in lieu of Leave Travel Concession fare for Central Government employees during the block 2018-21, the undersigned is directed to inform all concerned officers and staff members of the Tea Board that the proposed value of goods/services to be purchased or availed should be mentioned in the application form and the proposed value of goods/services should attract GST rate of not less than 12%. The said goods/services are to be procured from GST registered vendors/service providers through digital mode and obtain a voucher indicating the GST number and the amount of GST paid. However, the advance amount would be calculated as per the guidelines specified in the Special Cash Package equivalent of LTC fare for Central Govt. Employees during the block 2018-21 and the same has to be settled within 31st March, 2021 as per applicable rules.

Accordingly, all concerned eligible officials of Tea Board are hereby requested to exercise their option within 29th January, 2021, if they are willing to avail the benefit of the said Special Cash Package followed by the aforesaid guidelines providing the following additional information :-

1.	What type of LTC he/she wants to avail, Home Town or All India with the block 2018-19 or 2020-21 ;
2.	Name and number of the dependent family members for whom he/she wants to avail the Special Cash Package ;
3.	Estimated value of the goods/services which are to be procured ;

(Signature)
(Dr. Rishikesh Rai)
Secretary (I/C)

Distribution:

1.	Executive Director, Tea Board, Guwahati	With the request to please bring the contents of this circular amongst all eligible officials working under their control
2.	Executive Director, Tea Board, Coonoor	
3.	All HODs' in Head Office (excepting Dy. Chairman)	
4.	DDTD (Siliguri, Jalpaiguri, Palampur)	
5.	Special Officer (NWI), New Delhi	
6.	Secretary to Dy. Chairman,	
7.	IT Cell	With the request to upload the Board's website.
8.	TB.OA/TBEA/TBWA	
9.	Establishment Branch	With spare copies.