OFFICE ORDER NO. 32/2018

The undersigned is directed to state that the present system of booking air tickets through the Secretariat Branch of Board’s Head office, Kolkata has led to some pending in payment bill concerning M/s. Balmer Lawrie & Co. Ltd. and M/s. Indian Tourism Development Corporation (ITDC).

In order to avoid such eventualities in future, it has been decided by the competent authority to introduce the following system for booking of air tickets by officers of the Board except Board Meeting :-

1. After approval of tour, Air Tickets can be booked by respective Officers or Personal Assistant/Stenographer attached to such officers after drawing Suspense Advance as per entitlement;

2. While booking of tickets:
   - Prevailing Govt. norms may be adhered to;
   - Booking of tickets through Air India where Air India flights are available;
   - Booking of tickets only through respective websites of the Airlines;
   - Assistance of Agency/Third Party should not be taken;
   - The Board shall not bear the commission, if any, charged by M/s. Balmer Lawrie, ITDC, IRCTC etc. ;

3. Tea Board shall reimburse expenses on account of air tickets and transaction charges involved in booking such tickets like Credit Card, Debit Card, if any;

4. The Suspense Advance drawn for undertaking the approved tour should be invariably settled within a week, failing which further advance shall not be extended;

5. In case of urgency, the officers are advised to book air tickets at their own cost which will be reimbursed by Tea Board preferably within a week;

6. Secretariat Branch of Board’s Head Office, Kolkata shall take necessary action for booking of air tickets of officers and Board Members for attending Board Meeting only;

N.B. : Arrangement of transport/accommodation, if any, by local office shall continue as usual.

This order will come into force with immediate effect.

(S. Soundararajan)
Secretary (I/C)

Distribution :

1. All officers of Board’s HO, Kolkata (excluding Dy. Chairman) With the request to comply the directives and bring the contents of this Office Order amongst all officers working under them.

2. Executive Director, Guwahati & Coonoor - Do -

3. DDTD, Palampur, Dibrugarh, Siliguri & Jalpaiguri

4. S. O (NW), New Delhi

5. FA & CAO

6. Secretary to Dy. Chairman

7. Secretariat Branch

8. IT Cell With the request to upload in Board’s webs

9. T.B.E.A./T.B.W.A./T.B.O.A

10. Establishment Branch with spare copies

Ref. File No. 26(6)/Sectt/2018