CIRCULAR

The Petro cards for filling up fuel (petrol/diesel) in the Board’s vehicles (four wheelers) have been taken from Indian Oil Corporation Ltd. and dispatched to different Board’s offices from Tea Board office at Kolkata.

It is hereby instructed that from now onwards all the offices shall fill up the fuel (petrol/diesel) using Petro Card. It is also requested to forward the hard copy certifying the kilometer run by the vehicle and expenditure made on repair and maintenance during every month positively by 3rd day of the following month addressed to the Secretary and also send the scanned copy via email to secytboard@gmail.com and tbiestate2018@gmail.com.

For calculation of mileage of the vehicle (KPL), it is mandatory that on the last day of the month, the fuel must be filled in the vehicle to its full tank capacity. If the last day of the month is a holiday and the vehicle has not run on that day, then the tank should be filled up in the preceding day after completion of the duty and before parking the vehicle in the garage.

(P.K.Sahoo)
Financial Advisor & Chief Accounts Officer

Distribution:
1. Zonal Office, Guwahati
2. Zonal Office, Coonoor
3. Regional Office, Siliguri
4. Regional Office, Delhi
5. Regional Office, Palampur
6. Regional Office, Dibrugarh
7. Regional Office, Agartala
8. DTRDC, Kurseong
9. Regional office, Jorhat
10. Commissioner