



**TEA BOARD INDIA**

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

14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

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REF. No. Fin/FA/FD/2019-20

Dated: 6<sup>th</sup> May, 2020.

Office Order: 06/2020

**Sub:** Recovery of Transport Allowance for month of April, 2020.

As per rule in vogue, if the Government servant did not attend office the whole month making arrangement for commuting between residence and office on his own, he is not entitle for transport allowance. In this connection, a format is forwarded herewith for filling up and duly certified by Departmental Head / Office Head and forwarded to the email ID [tbfinfa@gmail.com](mailto:tbfinfa@gmail.com) & [finpaysection@gmail.com](mailto:finpaysection@gmail.com) by 15<sup>th</sup> May, 2020. In case the duly filled in forms not received by the due date, it will be presumed that the official has not attended office in April, 2020 / attended office availing official transportation and recovery will be made from the salary of May, 2020 as the transport allowance has been paid with April salary.

HoDs / Head of Zonal / Regional office are requested to ensure that the employees are informed about this recovery and about filling up the form.

  
Financial Advisor & CAO

**Distribution:**

1. E.D. Guwahati
2. E.D. Coonoor
3. DDTD, Siliguri
4. DDTD, Palampur
5. S.O. (NWI)

} For information and to inform to their subordinate offices also for compliance.

**HODs**

6. DTD
7. Secretary / D.D. Hindi
8. Asstt. Secretary / Estate Officer
9. Statistician / DTP (I/c.)
10. C.L.
11. DDTD (F.B.)
12. DDTP (N.D.)
13. Law Officer
14. ADTD (R.K.)
15. P.D. (M.S.) – For information to Director Research and R&D Department.
16. ADTD (S.M.)
17. ADTD (D.K.)
18. System Analyst
19. P.O.
20. A.O. (S.T.)
21. A.O. (Cash)
22. I/c. Pay Section (H.O.)

**Copy to:**

20. Secretary to Dy. Chairman: For kind information of Deputy Chairman.

**PROFORMA TO BE SUBMITTED BY THE OFFICERS / OFFICIALS CLAIMING  
TRANSPORT ALLOWANCE FOR THE MONTH OF APRIL, 2020.**

Name:

Designation:

Name of Board's Office:

Section / Division:

Dates on which attended office in the month of April, 2020:

Dates of which Govt. vehicle was availed for commuting to & from office:

Dates on which attended office by personal vehicle / personal arrangement:

It is certify that the above information is correct and true to my best of knowledge.

Signature of Govt. Servant

Signature of the Departmental Head: