



Tea Board  
14, Biplabi Trailokya Maharaj Sarani,  
Kolkata-700 001

Dated: 19.04.2023

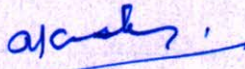
**OFFICE MEMORANDUM NO. 43/2023**

In supersession of all the earlier Office Memorandums, the undersigned is directed to state that the Competent Authority has been pleased to approve "Guidelines for Guest House Accommodation" (enclosed) including charges of the Board's Guest Houses, located all over India at the following rates as stated below. The charges are effective from the date of issuance of this O.M.

Sl. No.	Categories of Booking Allotment	Charges per room per day	
		GENERAL	SUITE
A	For Board Members/Employees of the Board on official Tour	NIL	NIL
B	Employees and their dependent family members (s) (as per their family declaration as applicable to the cases for reimbursement of medical/L.T.C. claims) while not on official duty.	Rs.300/-	Rs.600/-
C	Board Pensioners/Family Pensioners of Tea Board	Rs.300/-	Rs.600/-
D	Others	Rs.700/-	Rs.1000/-

Further family of Employees/Pensioners having more than four (4) members should be charged an additional amount of Rs.100/- per day per person. The booking of the Guest Houses will be strictly on first-come-first-serve basis.

The Employees/Pensioners of Tea Board and other guests shall send booking requests for the Guest House through email/post to the respective offices well in advance. The guests can commence their visit only upon receipt of confirmation of availability of Guest House. In case of any employee is required to stay on official tour in the guest house, then priority will be given to them over other bookings.

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

**Distribution:**

1.	All HoDs in Head Office (excepting Dy. Chairman, FA&CAO, DTD & Secretary)	
2.	All Board Members	
3.	Executive Director, Coonoor/Guwahati	
4.	All Regional / Sub-Regional offices of the Board	
5.	PAs to Dy. Chairman/FA&CAO/DTD/ Secretary	
6.	IT Cell	With the request to upload in Board's website.
7.	Secretariat Branch	
8.	TBEA	
9.	Establishment Branch	

**Ref. File No.28(1)/Estt/97**





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### **GUIDELINES FOR GUEST HOUSE ACCOMMODATION**

The following guidelines are to be followed for providing accommodation in the Guest House of the Board:-

1. Guest House is an accommodation, utilized for stay of Guests/VIPs/ employees/dependents/ Pensioners.
2. The Guest House accommodation will be allotted on prior approval of the Competent Authority subject to availability of accommodation.
3. The allotment of accommodation will be made on 'First Come First Served' basis. However, preference will be given to Board's touring officials.
4. Normally accommodation will be allotted to employees on official tour. In exceptional cases, subject to availability of accommodation, the employees may be allowed to stay in the Guest House while on private visit, with the prior approval from the Competent Authority.
5. Employees who come to join the organization on their first appointment or on transfer from one office to another will be allowed to avail Guest House accommodation for a period of 15 days only without pay.
6. Normally the period of stay in the Guest House in such cases should not exceed 15 (fifteen) days. However, due to genuine reasons, if an employee requests to stay beyond 15 (fifteen) days he/she may be allowed to stay for a further period of 15 (fifteen) days maximum with the specific approval of the Competent Authority and paying the applicable charges.
7. The Guest House accommodation may be allotted to the employees of Central Government /State Government/Public/Private Sector Undertakings also, subject to the discretion of the Competent Authority. For allotment of Guest House in favour of such personnel, written request should come from the respective department with specifications (names, age, address, purpose of visit, period of stay). The entitlements and charges for different types of accommodation shall be as notified by the Board from time to time.

8. The following will be the rates for fractional halts:

For halt less than twelve hours (Excluding halt during night)	Half Rate
For halt more than twelve hours	Full rate
For halt during night	Full rate

9. In respect of others, at the time of check-in valid ID proof is to be produced.
10. At the time of checking out from the Guest House the visitors shall make payment to the official in-Charge of the Guest House on account of accommodation, subject to checking of items available in Guest House. In case of damages, if any, the same will be collected from the occupants. The Official in-charge will issue a receipt, in duplicate, one to be given to occupants and another for official records.



