TEA BOARD INDIA
(Under Ministry of Commerce & Industry, Deptt. of Commerce, Government of India)
14, B. T. M. SARANI (Brabourne Road), Kolkata 700 001, West Bengal
P.O. Box No : 2172 :: STD Code : 033 :::::::::::::::::: Telefax No : 2221-5715/2235-2466
Tel. No : 2235-1311 :::::::::::::: Website :: www.teaboard.gov.in

File No. 3(1)/Sectt/2020-242nd BM. Dated: 6th March, 2020

To

ALL MEMBERS OF THE BOARD

Subject: **242nd Meeting of the Board and its various Standing Committees to be held in Kolkata on 4th April, 2020 from 11:00 AM onwards-reg.**

Madam/Sir,

I am directed to state that the 242nd Meeting of the Board and its various Standing Committees will be held at Kolkata on 4th April, 2020 (Saturday) from 11:00 AM onwards.

You are requested to kindly make it convenient to attend the aforesaid meeting on 4thApril, 2020. You are also requested to intimate your travel plans to the undersigned e-mail: secytboard@gmail.com, dmkakati@yahoo.com, teaboardsectt2016@gmail.com

Board Members shall be provided with to and fro admissible class air-tickets, accommodation (not exceeding for two days) and transport.

The relevant TA/DA Form is enclosed. Details of which may be provided (in duplicate) on attending the Board Meeting so that reimbursement can be made through PFMS/RTGS -

1. Name of the Board Member (as per Bank Account).....
2. Bank Name with Branch .....
3. Bank Account No. .....
4.IFSC Code No. .....

The Agenda Items would be circulated shortly.

Yours faithfully,

(Dr. Rishikesh Rai)
Secretary

चाय पियो मस्त जियो !

Copy forwarded to:

1.	To all the Board Members	For kind information please
2.	The Secretary to the Govt. of India Ministry of Commerce & Industry Deptt. of Commerce, Udyog Bhawan, New Delhi-110107	For kind information please
3.	The Dy. Secretary (Plantation) to the Govt. of India Ministry of Commerce & Industry Deptt. Of Commerce, Udyog Bhawan, New Delhi-110107	For kind information please
4.	The Executive Director, Tea Board, Guwahati, Assam	May kindly attend the meeting along with the request to intimate the North India based members.
5.	The Executive Director, Tea Board, Coonoor, Tamilnadu	May kindly attend the meeting along with the request to intimate the South India based members.
6.	The Dy. Director of Tea Development, Tea Board, Siliguri	May kindly attend the meeting along with the request to intimate the North Bengal based members.
7.	The Spl. Officer (NWI), Tea Board, New Delhi	With the request to inform Hon'ble MPs (Board Members).
8.	All Officers of the Board in H.O/Regional Offices	For information please.
9.	System Analyst.	With the request to upload in the Board's Website and look into the activities of Protocol Officers.
10.	Estate Officer.	For information and look into car and accommodation arrangements.
12.	Secretary to Dy.Chairman	For information of Dy. Chairman.
13.	P.A. to Secretary/FA&CAO	For information.
14.	Guard File of the Secretariat Branch	For record.

TEA BOARD

TA/DA Bill

(For Board Member Only)

Name: _____ **Designation:** _____

Address: _____

Item of Expenditure	As per rates.	Claimed Amount	Admissible amount
Travelling Expenses: To and fro Air fare/Rly. Fare (if incurred by the members)			
Road Mileage: Rs.24/- per Km.			
D.A. (as per admissible rates):			

Signature.....

Recommended for sanction and payment of Rs. _____ (word_____

_____ only) to Shri /Smt. _____ , Board Member

towards full and final settlement of TA/DA in connection with the ....Board Meeting held on.....

_____	_____	_____	_____
In-charge TA Bill	A.O	FA&CAO	Dy. Chairman

Paid _____ (Rupees _____)

Vide cheque No. _____ Date_____

_____

Signature of Board Member