



Tea Board

14, Biplobi, Trailokya Maharaj Sarani

Kolkata – 700001

Ref. no.: TB/FIN/FA/Orders & Circulars/

Date:20/01/2022

Office Order / Circular

Sub: Regarding Payment for different contract.

In supersession of Office Order & Circular No. TB/FIN/FA/Order & Circulars / 662, dated: 02.08.2021, it is noticed that some files are put up to Finance for clearance of payment against various contracts are deficient of several documents. It may be appreciated that ensuring the entire mandatory documents available in the file in turn, ensures not only proper quality, quantity and timely delivery of items / service but also timely payment to the vendors who have supplied items/services.

The following mandatory documents must be enclosed whenever any file is processed for payment:

1. Valid contract. Without which no payment will be made w.e.f. 01.04.2022.
2. Original invoice / bill of firm.
3. User certificate complying quality & quantity and acceptability of the item.
4. Mandate form of the firm.
5. Any LD deduction to be certified by the user.
6. Financial concurrence/approval of Competent Authority before placement of order.
7. In case of LPC, the minutes of the meeting.
8. Any other obligatory documents.

In view of the above, it must be ensure that the above documents are placed in the file to clear in time from Finance Branch.

Sd/-
(FA&CAO)

Distribution:

01.	All HODs in Board's Head Office, Kolkata (excepting Dy. Chairman & Secretary)	With the request to bring the contents of this Office Order to the respective officials.
02.	The Executive Director, Coonoor & Guwahati.	With the request to bring the contents of this Office Order to the respective officials.
03.	DDTD, Siliguri, Palampur and S.O. (NWI), New Delhi	
04.	All Branches/Departments in Board's HO, Kolkata	
05.	P.S. to Dy. Chairman, Tea Board	
06.	IT Cell	With the request to upload in Board's website.
07.	TBEA/TBWA/TBOA	
08.	Estt. Branch	With spare copies.