



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

Dated: 10.05.2024

OFFICE ORDER NO. 09/2024

The undersigned is directed to state that it has been desired by the competent authority that the Board's office vehicles as allotted to the concerned officers of the Tea Board will henceforth be availed by them exclusively for performing to-and-fro journeys from their residence to office and back, in addition to attending any official programmes with the prior approval of the competent authority.

In case the Board's office vehicle has to be used for non-duty journeys due to some unavoidable circumstances, besides getting the journeys regularised, in terms of the prevailing norms, recoveries should be effected from the concerned officers at the following rates :-

(a)	Rs. 4.50 per KM or part thereof for small cars (upto 16 hp) ;
(b)	Rs. 6.00 per KM or part thereof for big cars (over 16 hp) ;
(Fractions of a kilometre should be rounded off to the next higher integer)	

In addition, detention charges at Rs. 3.00 per hour for periods of detention, whether within or outside the normal working hours of the vehicle and Overtime Allowance, if any, payable to the Driver are recoverable.

Charges would be for distance covered from the time the car leaves office/garage till it returns to office/garage.

Rishikesh Rai

(Dr. Rishikesh Rai)
Secretary (In charge)

Distribution :-

1.	Executive Director, Tea Board, Coonoor & Guwahati	
2.	FA & CAO, Tea Board, Kolkata	
3.	Director of Tea Development, Tea Board, Kolkata	
4.	All Regional/Sub-Regional Offices of the Tea Board	
5.	Estate Officer, Tea Board, Kolkata	With the request to update the Log Books of the concerned office vehicles from time to time.
6.	P.As to Dy. Chairman & Secretary	
7.	IT Cell	With request to upload in the Board's website.
8.	TBEA	
9.	Estt. Branch	With spare copies.

Ref. File No. 23(29)/Estt/2016