



**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 :: Tel. No: 2235-1331 Website :: [www.teaboard.gov.in](http://www.teaboard.gov.in)

F. No. 3(1)/Sectt/2025-252<sup>nd</sup> BM

Dated: 6<sup>th</sup> August, 2025

To

ALL MEMBERS OF THE BOARD

Subject: **252<sup>nd</sup> Meeting of the Board to be held at Coonoor on 13<sup>th</sup> August, 2025 from 09:00 AM onwards in Physical and Virtual Mode - reg.**

Sir/Madam,

I am directed to state that the 252<sup>nd</sup> Meeting of the Board to be held at Coonoor on 13<sup>th</sup> August, 2025 from 09:00 AM onwards through Physical and Virtual mode.

You are requested to kindly make it convenient to attend the aforesaid meeting on 13<sup>th</sup> August, 2025. You are also requested to intimate your exact travel plans (Arrival and Departure Flight No., Date & Time) to the undersigned e-mail: [secytboard@gmail.com](mailto:secytboard@gmail.com), [teaboardsectt2021@gmail.com](mailto:teaboardsectt2021@gmail.com).

Only Board Members shall be provided with to and fro admissible class air-tickets in the shortest route from place of residence to Coonoor and back and accommodation (not exceeding for two days) and transport.

Those Members who intend to purchase air tickets on their own; their re-imbursement will be settled as per shortest route, as per Govt. rules.

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 / ATRs will be placed soon.

Yours faithfully,

(Dhananjoy Mondal)  
Secretary I/c

**चाय पियो मस्त जियो !**



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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-110011	For kind information please
3.	The Special Secretary to the Govt. of India & Chairman, Tea Board, Ministry of Commerce & Industry Deptt. of Commerce, Udyog Bhawan, New Delhi-110011	For kind information please
4.	The Director (Plantations) to the Govt. of India Ministry of Commerce & Industry Deptt. of Commerce, Udyog Bhawan, New Delhi-110011	For kind information please
5.	The Executive Director, Tea Board, Coonoor, Tamil Nadu	May kindly attend the meeting along with the request to intimate the South India based members.
6.	The Executive Director, Tea Board, Guwahati, Assam	May kindly attend the meeting along with the request to intimate the North India based members.
7.	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.
8.	The SO (NWI), Tea Board, New Delhi	With the request to inform Hon'ble MPs (Board Members).
9.	All Officers of the Board in H.O/Regional/ Sub - Regional Offices .	For information please.
10.	IT Cell	With the request to upload in the Board's Website.
11.	Estate Officer.	For kind information and necessary action
12.	PA to Dy.Chairman	For information of Dy. Chairman.
13.	PA. to Secretary / FA&CAO	For information.
14.	Guard File of the Secretariat Branch	For record.



**TEA BOARD**

**TRAVELLING ALLOWANCE BILL**

Details to be filled up by Members.

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1. Particulars of the Meetings attended – others Board’s business performed:

(a) Whether a Board or a Committee Meeting and if latter the name of the committee. -----

(b) Place of Meeting -----

(c) Date of Meeting -----

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2. (i) Usual place of residence -----

(ii) Distance from residence to Airport . -----

3. Actual place of residence when Journey commenced : -----

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4. (i) Departure from Air Port of residence on ..... (date) at .....

(ii) Arrival at Air Port of place of meeting on .....(date) at .....

(iii) Departure from Air Port of place of meeting on .....( date) at .....

(iv) Arrival at Air Office of residence on .....(date) at .....

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5. Particulars of all journeys by road:-  
(e.g. journeys from residence to Air port and From Air port to place of meeting and vice versa):-

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From	To	Distance in Kms.	Mode of transport i.e own car/taxi or other conveyance.
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- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

6. Any other information relevant to the T.A Bill.....

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1) Certified that no travelling and daily allowances have been drawn by me from any other Source in respect of the journey and halt for which the claim is made.

2) Certified that I did not perform the road journeys from which mileage allowance has been claimed at the higher rates by taking a single seat in any public conveyance (excluding steamer which plies regularly for hire between fixed points and charges fixed rates. Certified also that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.

3) Certified that I was not provided with free Board or/ and lodging by the the Board or the Government.

4) Certified that my customary mode of travel for journeys unconnected with the performance of official duty is by air.

Date .....

Signature of Member

Full Address .....

N.B. (i) Please strike out portions inapplicable and fill Up columns-(even nil information is required) to avoid unnecessary correspondence.

(ii) If the Board or/and lodging is provided for at the Expense of the Board or Government the same may Please be indicated against item 6 above.