



टी. बोर्ड. भारत Tea Board India
14, बी.टी.एम. सरनी (ब्रेबोर्न रोड) कोलकाता - 700001
14, B.T.M Sarani (Brabourne Road) Kolkata - 700 001
www.teaboard.gov.in

Dated: 14.10.2025

OFFICE ORDER NO. 17/2025

In cancellation of Office Order No. 07/2022 dated 23.02.2022, the undersigned is directed to state that in accordance with the Office Memorandum No. 19024/03/2021-E-IV dated 31st December, 2021 issued by the Department of Expenditure, Ministry of Finance, Government of India, all cases of Air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from any of the following three Authorized Travel Agents:-

- i) M/s. Balmer Lawrie & Company Limited (BLCL)
- ii) M/s. Ashok Travels & Tours (ATT)
- iii) Indian Railways Catering and Tourism Ltd. (IRCTC)

The Department of Expenditure, Ministry of Finance, Govt. of India vide Office Memorandum No. 19024/03/2021-E-IV dated 16th February, 2022 has further clarified that the air travel on Government account both domestic (including LTC) and international travel can be made by private airlines. However, tickets shall be purchased only through the above three authorized agents.

In order to avoid administrative of difficulties the following guidelines have been given as detailed –

1.	After approval of tour, Air Tickets can be booked by respective Officers or Personal Assistant/Stenographer attached to such officers after drawing Suspense Advance as per entitlement;
2.	The suspense Advance drawn for undertaking the approved tour should be invariably settled within a week after completion of journey, failing which further advance shall not be extended;
3.	The suspense Advance drawn for undertaking the LTC should be invariably settled within a month by submission of all the required documents including boarding passes etc, after completion of journey.
4.	In case of urgency, the officers are advised to book air tickets from above authorized travel agents at their own which will be reimbursed by Tea Board preferably within a week after submission of claims.
5.	Secretariat Branch of Board's Head Office, Kolkata shall take necessary action for booking air tickets of officers and Board Members for attending Board Meeting only.
6.	Secretariat Branch of Board's Head Office, Kolkata shall also take necessary action for booking air tickets of Deputy Chairman as and when required / directed.

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

Distribution: -

1.	All officers of the Board's HO, Kolkata (excepting Dy. Chairman)	With the request to comply the directives and bring the contents of this Officer Order amount all Officers working under them
2.	Executive Director, Coonoor & Guwahati	-Do-
3.	FA&CAO	
4.	DDTD, Siliguri, SO (NWI), New Delhi, FAO, Palampur & all ROs / SROs.	
5.	PA to Dy. Chairman	
6.	IT Cell	With the request to upload in the Board's website.
7.	Secretariat Branch	