

F.No.T-56015/1/2018-Plant(A)
Government of India
Ministry of Commerce & Industry
Department of Commerce

Udyog Bhawan, New Delhi
Dated: 09.05.2018

To

The Deputy Chairman
Tea Board
Kolkata

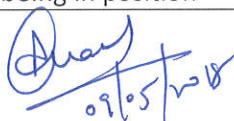
Subject: Approval for Calendar of Events of Tea Board's participation in International fairs/exhibitions and events during 2018-19 and deputation of officials.

Sir,

I am directed to refer to Tea Board's letter No.8(1)/2018/PROM dated 6.4.2018 on the subject noted above and to convey the approval of the Government for participation by the Tea Board in the following fairs/exhibition and events during 2018-19. The estimated expenditure along with officers approved for participation in these events are indicted against each event:

Calendar of Events for the year 2018-19

S. No	Event	Date	Deputation of officers (Tea Board/ Ministry)	Estimated Expenditure (Rs. In lakh)
1.	World Food Moscow and Trade Delegation (555 Country)	17-20 Sept., 2018	Dy. Chairman+ DTP(Moscow)* + 01 TBOI Official + 01 Ministry official	100.00
2.	Trade delegation to Kazakhstan (Outbound) (555 Country)	July-August, 2018	Dy. Chairman + 01 TBOI official	30.00
3.	Iran Agro, Tehran (555 Country)	24-27, June, 2018	01 TBOI Official	50.00
4.	Gulf Food, Dubai, UAE	17-21 February, 2019	01 TBOI official	125.00
5.	Foodex Saudi Saudi Arabia	12-15 November, 2018	01 TBOI Official	40.00
6.	World Tea Expo, Las Vegas, USA (555 Country)	10-14 June, 2018	01 TBOI Official + 01 Ministry Official	90.00
7.	Foodex, Japan	5-8 March, 2019	01 TBOI official + 01 Ministry	70.00
8.	Bio-fach, Nuremberg, Germany	13-16 February, 2019	01 TBOI official	100.00
9.	COTECA, Hamburg, Germany	10-12 October, 2018	01 TBOI official + 01 Ministry official	50.00
10.	China - Xiamen International Tea Industry Fair and Trade delegation	18-22 October, 2018	Dy. Chairman + 02 TBOI official + 01 Ministry Official	70.00
* Participation of DTP will be subject to his being in position			Total =	725.00


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2. The approval is, however, subject to the following conditions:

- (i) The Board shall restrict the estimated expenditure for participation in various events to Rs.725.00 lakhs.
- (ii) Participation of DTP as mentioned in the above Table is subject to his being in position at the time of event.
- (iii) Participation in conferences/seminars/conventions/workshops/study tours/presentation of papers abroad at Government cost may not be undertaken except those which are fully funded by sponsoring/inviting organizations, which may be considered keeping in view the public interest and Government business at home.
- (iv) No officer should undertake more than four (04) official visits abroad in a calendar year and for the visits exceeding four by an officer, detailed justification may be furnished and such visits may be allowed only in exceptional cases depending on functional need.
- (v) The size of the delegation and the duration of the visit may be kept to absolute minimum.
- (vi) The tour report may be submitted by the officers/officials after the conclusion of visit. The outcomes of these fairs/exhibitions/meetings should be monitored and quantified at the end of the Financial Year. The outcome should also be evaluated in terms of sector specific export performances to the established markets and also in terms of new markets penetrated in quantifiable terms.
- (vii) The participation of exporters should be broad based and the Tea Board may ensure that the benefits of the Market Promotion Scheme are availed by larger number of exporters rather than a limited number of exporters multiple time.
- (viii) The extant instructions issued by Department of Expenditure on International Travel shall apply and must be followed by the Tea Board.
- (ix) The expenditure should be within the allocation made for the current financial year 2018-19 and should not be breached under any circumstances.
- (x) The approval of the Government for the deputation of Dy. Chairman, Tea Board and the officers of the Department of Commerce proposed to be deputed will be obtained by the Tea Board separately.
- (xi) The actual period of deputation of the officials would be the duration of the fair plus two days extra i.e. one day for preparatory arrangements and one day at the end of the fair for winding up. However, in respect of those fairs where BSMs have been indicated, one extra day has been approved for the BSM.
- (xii) The officers during their stay abroad will be entitled to DA at MEA rates.
- (xiii) The hotel accommodation in respect of the officials deputed will be as per their entitlements. However, if the hotel accommodation is booked by the Indian Embassy, then the expenditure will be as per scales laid down by the Indian Embassy.
- (xiv) The officers will be entitled to taxi fare from airport and Hotel and vice versa on the days of arrival/departure and no other expenditure what-so-ever.
- (xv) Other entitlements of the officers during their deputation abroad shall be as laid down by the Ministry of Finance from time to time. Except DA, all other expenditure is subject to production of receipts/actuals.
- (xvi) The Board will submit the quarterly statements indicating the names of officers, duration and purpose of foreign deputation, number of exporters' participation and expenditure incurred in respect of each event/fair item-wise to Plant-A Section in terms of letter No.I-34(26)/2007-O&M dated 09.10.2007 of this Department.


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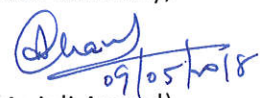
3. Any deviation in the approved expenditure would require specific approval of this Department.

4. Entire expenditure on participation in the fairs/exhibitions including deputation cost of officials would be met from out of the Market Promotion Scheme of the Tea Board for the year 2018-19 under the relevant Head of Account.

5. The officers shall furnish a report on the outcome of their visit to the Department of Commerce within one month of their return to India.

6. This issues with the concurrence of Finance Division vide their Dy.No.57/FD/018 dated 09.05.2018.

Yours faithfully,


09/05/2018

(Anjali Anand)

Under Secretary to the Govt. of India

Tel: 2306 2510

Copy to:

1. CPAO, DoC
2. Principal Director of Audit (Eco. & Services Ministries), AGCR Building, ND
3. Finance Division, DoC
4. D/o Economic Affairs, M/o Finance, North Block, ND
5. Ministry of External Affairs, South Block, ND
6. Embassy/High Commission of India concerned
7. PPS to JS(Plantations)
8. PS to Dir(Plantations)
9. Guard File


09/05/2018

(Anjali Anand)

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