



SPICES BOARD

(Ministry of Commerce & Industry Govt. of India)
Sugandha Bhavan
N.H.By-pass
P.B.No. 2277
Palarivattom P.O.
Kochi - 682 025, India

स्पाइसेस बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)
सुगन्ध भवन
एन.एच.बाईपास
पी. बी. नं. 2277
पालारिवट्टम पी.ओ.
कोच्ची - 682 025, भारत

CIRCULAR

No.FII/Cash/24-25

16.12.24

Considering the difficulties experienced and to enable faster settlement of TA bills with clarity in submission and sanction, the following revised arrangement is requested in tour management of all offices pertaining to Development Department located outside the Head Office.

Name of Office			Approval of ATP/ RTP	Responsible officer for processing and settlement of TA
(1)	(2)	(3)	(4)	(5)
Bodinaykannur	Regional office	Deputy Director/ Officer in charge	Director (Dev)	Deputy. Director (Accounts) HO, Kochi
		All other staff	Deputy Director/ Officer in charge RO Bodinaykannur	Deputy Director/ Officer in charge RO Bodinaykannur
	Divisional offices	Assistant Director/ Officer in charge of : 1.Nedumkandam 2. Rajakumary 3.Puttady	Deputy Director/ Officer in charge RO, Bodinaykannur	Deputy Director/ Officer in charge RO Bodinaykannur
	Field offices	Field officer / Field officer in charge of : 1.Nedumkandam 2.Udumbanchola 3.Pampadumpara 4.Kattappana	Asst. Director / officer in charge, D.O., Nedumkandam	Deputy Director/ Officer in charge RO Bodinaykannur
		Other staff of : 1.Nedumkandam 2.Udumbanchola 3.Pampadumpara 4.Kattappana	Field Officer/Field officer in charge	Deputy Director/ Officer in charge RO Bodinaykannur
		Field officer / Field officer in charge of : 1.Kalpetta 2.Adimali 3.Rajakkad 4.Santhanpara	Asst. Director/ Officer in charge, D.O., Rajakumary	Deputy Director/ Officer in charge RO Bodinaykannur
		Other staff of : 1.Kalpetta	Field Officer/Field officer in charge	Deputy Director/ Officer in charge

		2. Adimali 3. Rajakkad 4. Santhanpara		RO Bodinaykannur
		Field officer / Field officer in charge of : 1. Kumily 2. Puttady 3. Elappara 4. Peermade	Asst. Director/ Officer In charge, D.O., Puttady	Deputy Director/ Officer in charge RO Bodinaykannur
		Other staff of : 1. Kumily 2. Puttady 3. Elappara 4. Peermade	Field Officer/Field officer in charge	Deputy Director/ Officer in charge RO Bodinaykannur
		Field officer / Field officer in charge of : 1. Bodinaykannur 2. Batlagundu 3. Nagercoil	Deputy Director/ Officer in charge RO Bodinaykannur	Deputy Director/ Officer in charge RO Bodinaykannur
		Other staff of : 1. Bodinaykannur 2. Batlagundu 3. Nagercoil	Field Officer/Field officer in charge	Deputy Director/ Officer in charge RO Bodinaykannur
Erode	Regional office	Deputy Director/ Officer in charge	Director (Dev)	Deputy. Director (Accounts) HO, Kochi
		All other staff of RO	Deputy Director / Officer in charge Erode	Deputy Director/ Officer in charge RO Erode
Sakleshpur	Regional Office	Deputy Director/ Officer in charge	Director (Dev)	Deputy. Director (Accounts) HO, Kochi
		All other staff of R.O.	Deputy Director/ Officer in charge R.O., Sakleshpur	Deputy Director/ Officer in charge R.O., Sakleshpur
	Divisional offices	Assistant Director/ Officer in charge of: 1. Madikeri 2. Shimoga	Deputy Director/ Officer in charge, R.O. Sakleshpur	Deputy Director/ Officer in charge R.O., Sakleshpur
		Other staff of: 1. Madikeri 2. Shimoga	Asst. Director/Officer in charge of D.O.	Deputy Director/ Officer in charge R.O., Sakleshpur
	Field Offices/ Deptl. Nurseries	1. Madikeri 2. Somwarpet 3. DNS Biligeri 4. DNS Aigoor 5. Vanagur 6. Sakleshpur 7. DNS Yeslur	Asst. Director/Officer in charge, DO, Madikeri	Deputy Director/ Officer in charge R.O., Sakleshpur
		1. Mudigere 2. DNS Bettadamane 3. Koppa 4. Sirsi	Asst. Director/Officer in charge, D.O., Shimoga	Deputy Director/ Officer in charge R.O., Sakleshpur

		5.DNS Belagola Nursery 6.Ponda		
Haveri	Regional Office	Officer in charge	Deputy Director/ Officer in charge R.O., Sakleshpur	Deputy Director/ Officer in charge R.O., Sakleshpur
		Other staff	Officer in charge, R.O., Haveri	Deputy Director/ Officer in charge R.O., Sakleshpur
Guntur	Regional Office	Deputy Director/ Officer in charge	Director(Mktg)/ Director(Dev) based on nature of work	Deputy. Director (Accounts) HO, Kochi
		All other staff of R.O.	Deputy Director/ Officer in charge, R.O., Guntur	Deputy Director/ Officer in charge,R.O., Guntur
Warangal	Regional Office	Deputy Director/ Officer in charge, R.O., Warangal	Director (Dev)	Deputy Director/ Officer in charge RO Guntur
		All other staff of R.O.	Deputy Director/ Officer in charge, R.O., Warrangal	Deputy Director/ Officer in charge R.O., Guntur
	Divisional offices	DO Hyderabad	Deputy Director/ Officer in charge R.O., Warangal	Deputy Director/ Officer in charge R.O., Guntur
	Field offices	1.Paderu 2.Koraput 3.Jagadapur	Deputy Director/ Officer in charge R.O., Warangal	Deputy Director/ Officer in charge, R.O., Guntur
		Other staff of 1.Paderu 2.Koraput 3.Jagadapur	Field Officer/Officer in charge	Deputy Director/ Officer in charge R.O., Guntur
Nizamabad	Regional Office	Deputy Director/ Officer in charge	Director (Dev)	Deputy. Director (Accounts) HO, Kochi
		All other staff of R.O.	Deputy Director/ Officer in charge R.O., Nizamabad	Deputy Director/ Officer in charge R.O. Nizamabad
Guna	Regional Office	Deputy Director/ Officer in charge	Director(Mktg)/ Director(Dev) based on nature of work	Deputy Director/ Officer in charge RO Chindwara
		All other staff of R.O.	Deputy Director/ Officer in charge, R.O., Guna	Deputy Director/ Officer in charge, RO Chindwara
Unjha	Regional Office	Deputy Director/ Officer in charge	Director(Mktg)/ Director(Dev) based on nature of work	Deputy. Director (Accounts) HO, Kochi
		All other staff of R.O.	Deputy Director/ Officer in charge, R.O., Unjha	Deputy Director/ Officer in charge- R.O. Unjha
Jodhpur	Regional	Deputy Director/	Director(Dev)	Deputy. Director

	Office	Officer in charge R.O., Jodhpur		(Accounts) HO, Kochi
		All other staff of R.O.	Deputy Director/ Officer in charge R.O., Jodhpur	Deputy Director/ Officer in charge, R.O. Jodhpur
Barabanki	Regional Office	Deputy Director/ Officer in charge, R.O., Barabanki	Director(Dev) / Director(Mktg) based on nature of works	Deputy Director/ Officer in charge, R.O. Mumbai
		All other staffs	Deputy Director/ Officer in charge R.O., Barabanki	Deputy Director/ Officer in charge, R.O., Barabanki
Raebareli	Regional Office	Deputy Director/ Officer in charge	Director(Mktg)/ Director(Dev) based on nature of work	Deputy Director/ Officer in charge, R.O. Mumbai
		All other staff of R.O.	Deputy Director/ Officer in charge R.O., Raebareli	Deputy Director/ Officer in charge, R.O., Barabanki
Gangtok	Regional Office	Deputy Director/ Officer in charge	Director(Dev)	Deputy. Director (Accounts) HO, Kochi
		All other staff of R.O.	Deputy Director/ Officer in charge, R.O., Gangtok	Deputy Director/ Officer in charge, R.O., Gangtok
	Divisional Offices	Assistant Director/Officer In charge of: 1. Mangan 2. Jorethang 3. Tadong 4. Kalimpong	Deputy Director/ Officer in charge, R.O., Gangtok	Deputy Director/ Officer in charge, R.O., Gangtok
	Field Office	Geyzing	Asst.Director/Offic er in charge, D.O., Jorethang	Deputy Director/ Officer in charge, R.O., Gangtok
		Other staff of F.O., Geyzing	Field Officer/Field officer in charge	Deputy Director/ Officer in charge, R.O., Gangtok
	Field Office	Sukhia Pokhari	Asst.Director / Officer in charge, Kalimpong	Deputy Director/ Officer in charge, R.O., Gangtok
		Other staff of F.O., Sukhia Pokari	Field Officer/Field officer in charge	Deputy Director/ Officer in charge, R.O., Gangtok
Guwahati	Regional Office	Deputy Director/ Officer in charge	Director(Dev)	Deputy. Director (Accounts) HO, Kochi
		All other staff	Deputy Director/ Officer in charge R.O., Guwahati	Deputy Director/ Officer in charge R.O., Guwahati
	Divisional Office	Assistant Director/Officer in charge of : 1. Itanagar	Deputy Director/ Officer in charge R.O., Guwahati	Deputy Director/ Officer in charge R.O., Guwahati

		2.Aizwal 3.Agartala 4. Namsai		
	Divisional Office	Other staff of : 1.Itanagar 2.Aizwal 3.Agartala 4. Namsai	Asst.Director/Officer in charge	Deputy Director/ Officer in charge R.O., Guwahati
	Field Office	1.Ziro 2.Pasighat 3.Roing	Asst.Director/Officer in charge, D.O., Itanagar	Deputy Director/ Officer in charge R.O. Guwahati
		Other staff of: 1.Ziro 2.Pasighat 3.Roing	Field Officer/ Officer in charge	Deputy Director/ Officer in charge R.O. Guwahati
		1.Churachandpur 2.Dimapur 3.Kohima 4.Shillong	Deputy Director/ Officer in charge R.O., Guwahati	Deputy Director/ Officer in charge, R.O., Guwahati
		Other Staff of: 1.Churachandpur 2.Dimapur 3.Kohima 4.Shillong	Field Officer/ Officer in charge	Deputy Director/ Officer in charge R.O. Guwahati
Kolkata	Regional Office	Deputy Director/ Officer in charge	Director (Mktg)/ Director(Dev) based on nature of work	Deputy Director/ Officer in charge, R.O. Chennai
	Field Office	Patna	Deputy Director/ Officer in charge, R.O., Kolkata	Deputy Director/ Officer in charge, R.O., Kolkata
New Delhi	Regional Office	Deputy Director/ Officer in charge	Director (Mktg)/ Director(Dev) based on nature of work	Deputy Director (Accounts) HO, Kochi
		All other staff of R.O.	Deputy Director/ Officer in charge, R.O., New Delhi	Deputy Director/ Officer in charge, R.O., New Delhi
Una	Divisional Office	Assistant Director/Officer in charge	Deputy Director/ Officer in charge, R.O., New Delhi	Deputy Director/ Officer in charge, R.O., New Delhi
Srinagar	Regional Office	Deputy Director/ Officer in charge	Director (Mktg)/Director(Dev) based on nature of work	Deputy Director (Accounts) HO, Kochi
		Other staff of R.O.	Deputy Director/ Officer in charge, R.O., Srinagar	Deputy Director/ Officer in charge, R.O., Srinagar
Mumbai	Regional Office	Deputy Director/ Officer in charge	Director (Mktg)/ Director(Dev) based on nature of work	Deputy Director (Accounts) HO, Kochi
		All other staff of R.O.	Deputy Director/ Officer in charge, R.O., Mumbai	Deputy Director/ Officer in charge, R.O., Mumbai

All TA claim has to be routed through proper channel viz Development/Marketing/QEL/Research/Administration Department. The advance tour programme(ATP), Revised Tour programme(RTP) of all officials/staff of regional/Divisional/Field/Deptt. Nursery shall be approved in e file by the concerned officer as mentioned in column 4. The travelling allowance(TA) claims of the official/staff shall be processed by the concerned officer/office as mentioned column 5 above.

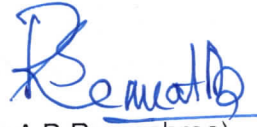
The TA bill of all the outsourced staff such as SET's, Development Executive, Trainees, Consultants etc. must be processed from concerned unit office itself in which they are working.

The expenditure to be booked under the head Non Plan: *Travelling Expenses Of Staff*

All bills submitted along with TA Claim should be duly certified by the Officer who claims the TA.

In case of exigencies of work involving air travels by non-entitled officers/staffs, clear approval from the competent authority should be obtained through concerned Directors in e files.

Bills settled at designated Regional offices should be retained where the payment is effected. The concerned Office shall produce all paid vouchers, bills and supporting documents as and when required for verification or audit.


(Dr. A B Remashree)
Director (Finance)

To:

All outstation offices of the Board