



कयर बोर्ड
COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MSME, Govt. of India)

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File No: A-59/73/2022-ADM (PERSONNEL)

30.10.2024

परिपत्र / CIRCULAR

This has reference to the Circular No.A-59/73/2022-Adm (Personnel) dated 20.06.2024 on the subject level of prior approval for issue of tour sanction. In this connection, it is informed that no officials to proceed on official tour without the prior permission of the tour sanctioning authority. In the case of conducting air travel by non-entitled staff in relaxation of TA Rules, prior approval should be taken along with proper justification for conducting air travel. Any lapses in this regard will be taken seriously.

This issues with the orders of Chairman, Coir Board.

ADMINISTRATIVE OFFICER (i/c.)

To,

1. O/o Hon'ble Chairman, Coir Board
2. O/o Secretary, Coir Board
3. O/o.Director (RDTE), CCRI, Kalavoor
4. Director (M) i/c. Coir Board, Kochi
5. Senior Accounts Officer, Coir Board, Kochi
6. Joint Director (Tech), CICT, Bangalore
7. Joint Director (Plg.), Coir Board, Kochi
8. All Zonal Directors
9. All Sections/Branch Officers in the Head Office
10. All Sub Offices & Coir Board Showrooms
11. Stock File
12. E-Office Notice Board & Coir Board Website