



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](http://www.teaboard.gov.in)

Ref. No.: IT-POLY/1/2026-IT Cell

Date: 13/08/2026

### Circular

#### **Sub: Updating user profiles in the online portal reg.**

This is to bring to the notice of all concerned that Tea Board has implemented the facility of updating the contact details of the users in their profile after logging into the portal <https://onlineapps.teaboard.gov.in> and visiting 'My Profile' section.

All concerned are requested to check their contact details including mobile number, email ID and update wherever necessary. It may be noted that updating the contact information in the user profile is an important activity and all the users are requested to keep their profiles updated.

The content of this circular may be brought to the notice of all concerned. This issues with the approval of Competent Authority.

Yours sincerely,

(Dr. Amrita Chakraborty)  
Secretary (I/c)



Distribution:

|    |                                                                                          |                                                                                                                                |
|----|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 1. | All concerned Tea Exporters Associations                                                 | For information and necessary action with request to circulate amongst their members and uploading in their respective website |
| 2. | All concerned Tea Producers/ Manufactures / Buyers Associations                          | For information and necessary action with request to circulate amongst their members and uploading in their respective website |
| 3. | Executive Director, Tea Board Zonal Office, Guwahati and Tea Board Zonal Office, Coonoor | For information                                                                                                                |
| 4. | Controller of Licensing                                                                  | For information                                                                                                                |
| 5. | DDTD, Siliguri                                                                           | For information                                                                                                                |
| 6. | All HoDs, Tea Board, Kolkata                                                             | For information                                                                                                                |
| 7. | IT Cell                                                                                  | For uploading in Board's Website                                                                                               |