



**Tea Board India**

(Under Ministry of Commerce & Industry, Dept. of Commerce, Govt. of India)

14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

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

e-mail: [secretary.tbi-wb@gov.in](mailto:secretary.tbi-wb@gov.in)

Phone No. +91 33 2237 1161

Date: 24<sup>th</sup> June 2024

**OFFICE MEMORANDUM NO. 70/2024**

All employees of Tea Board are hereby requested to use only NIC.IN/ GOV.IN IDs for all official e-mail communications in order to comply with the e-mail policy of Govt. of India.

E-mail IDs have already been created in respect of all the employees of the Board under the NIC.IN/ GOV.IN domain. In case of any difficulty in accessing the NIC.IN/ GOV.IN e-mail IDs, the same may immediately be brought to the notice of the System Analyst, through e-mail/ in writing, for taking further necessary action.

This issues with the approval of the Deputy Chairman, Tea Board.

(Dr. Rishikesh Rai)  
Secretary In-Charge

**Distribution:**

1.	HoDs/In-Charges of all departments in Head Office and all Regional Offices of Tea Board.	For circulation among the officials working under their administrative control and for ensuring strict compliance please.
2.	Executive Director, Guwahati	
3.	Executive Director, Coonoor	
4.	O/o The Dy. Chairman	For Information
5.	O/o The Secretary	For Information
6.	IT Cell, Head Office	With the request for uploading in Board's official website.
7.	Secretariat Br., Head Office.	For distribution of this Office Memorandum through e-mail.
8.	Estt Branch	With spare copies.

**Ref. e-File No. IT-POLYOeMAL/1/2024-IT Cell**