



TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Dept. of Commerce, Govt. of India)
14, B.T.M. Sarani (Brabourne Road), Kolkata – 700 001

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Date: 14.11.2023

OFFICE MEMORANDUM NO. 112/ 2023

The undersigned is directed to inform that the eOffice application will be made LIVE w.e.f. 16.11.2023. All are requested to start working with the eOffice application from 16.11.2023 and send and receive all prospective official files through the eOffice system only. For any kind of assistance, the eOffice Master Trainers of the concerned departments/ sections may be contacted, who in turn will be advised and guided by the Board's I.T. Cell from time to time.

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


(Dr. Rishikesh Rai)
Secretary In-Charge
and Nodal Officer, eOffice

Distribution:

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| 1. | All HoD(s)/In-Charges of Tea Board Head Office | With a request to bring the content of this OM to all the employees under their administrative control (except officials deployed in Security Duty and in Tea Room). |
| 2. | All the members of Project Steering Committee (PSC) and Project Implementation Committee (PIC) | For kind information and necessary action. |
| 3. | All the Master Trainers of HO | For providing necessary assistance to the users of their own department/section. |
| 4. | IT Cell, Head Office | With a request to upload the OM in Board's official website, overall coordination for the GO-LIVE process and providing necessary guidance to the Master Trainers from time to time. |
| 5. | Shri Arvind Kumar, Asst. GM, eOffice & HMIS/RO RailTel Corporation of India Ltd, Eastern Region | With a request for extending necessary technical support and arranging Trainings for employees of Tea Board. |
| 6. | Ms. Surabhi, eOffice Project Coordinator, eOffice Project Division, NIC, MeitY, Govt. of India | For kind information and necessary action. |
| 7. | Office of the Deputy Chairman, Tea Board | For kind information. |