



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata – 700001

Dated: 07.04.2026

OFFICE MEMORANDUM NO. 44/2026

The undersigned is directed to state that in exigencies of Board's work and on administrative requirement, Shri Sachin Vyankatrao Somwanshi, Factory Advisory Officer, Head Office, Kolkata, will henceforth look after the duties and responsibilities of Licensing Branch of Head Office, as was entrusted in favour of Shri Soumya Bhattacharya, Programmer, Head Office, Kolkata vide Office Memorandum No. 100/2020 dated 17.12.2020, in addition to his normal assigned duties, without any additional financial benefit.

The details of licensing works assigned to Shri Soumya Bhattacharya, Programmer is enclosed for ready reference.

This issues with the approval of Deputy Chairman and comes into force with immediate effect.

Encl: As stated

Amrita Chakraborty
(Dr. Amrita Chakraborty)
Secretary In-charge

Distribution:

1	Shri Sachin Vyankatrao Somwanshi, FAO, Tea Board, Kolkata	For information and necessary action please.
2	Shri Soumya Bhattacharya, Programmer, Tea Board, Kolkata	Please hand over the files, documents, correspondences related to Licensing works with proper briefing to Shri Sachin Vyankatrao Somwanshi, FAO as early as possible for smooth functioning of official works. Further, he is advised to perform the works of IT Cell, Head Office under the supervision of System Analyst.
3	DTD	For kind information please.
4	Controller of Licensing I/c	For kind information and necessary action please.
5	System Analyst	For kind information and necessary action please.
6	Assistant Secretary	
7	Dy. Director (Hindi)	For Hindi version please.
8	PA to Dy. Chairman/FA&CAO/Secretary	
9	IT Cell	With the request to upload in the Board's website.
10	TBEA	
11	Estt. Branch	With spare copies.

File No. 2(1)/Estt/2024/Part-I



Tea Board
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700 001

Dated : 17.12.2020

OFFICE MEMORANDUM NO.100/2020

The undersigned is directed to state that in exigencies of the Board's work and on administrative requirement, Shri Soumya Bhattacharya, Programmer, attached to the IT Cell of Board's Head Office, Kolkata will attend the work of Licensing Branch of Head Office, Kolkata, in addition to his normal duties of IT Cell with immediate effect.

Rishikesh Rai
(Dr. Rishikesh Rai)
Secretary (I/C)

Distribution :-

1.	Shri Soumya Bhattacharya, Programmer, IT Cell, Head Office, Kolkata	He is hereby advised to report for joining in Licensing Branch immediately.
2.	Controller of Licensing	With the request to please inform the date of joining of Shri Bhattacharya, Programmer to the Fstt. Branch as earlier as possible.
3.	System Analyst/ADTD (SM)	For kind information please.
4.	Secretary to Dy. Chairman	For kind information please.
5.	I.T. Cell	With the request to upload in the Board's website.
6.	PA to FA&CAO/Secretary's Personal Section	
7.	TBEA/TBWA	
8.	Secretariat Branch	
9.	Estt. Branch	With spare copies.

Ref. File No.2(1)/Estt/2015(Part)

J. JOB DETAILS

ADDITIONAL TASKS AND RESPONSIBILITIES OF PROGRAMMER of TBI IT Cell in HO w.r.t. LICENSING BR.

1.	Processing of online applications for New Temporary Exporter Licenses through Board's eGiCCS Portal.
2.	Processing of online applications for Modification of existing Temporary Exporter Licenses through Board's eGiCCS Portal.
3.	Processing of online applications for New Permanent Exporter Licenses through Board's eGiCCS Portal.
4.	Processing of online applications for Modification of existing Permanent Exporter Licenses through Board's eGiCCS Portal.
5.	Processing of online applications for New Distributor Licenses through Board's eGiCCS Portal.
6.	Processing of online applications for Modification of existing Distributor Licenses through Board's eGiCCS Portal.
7.	Processing of online applications for Tea Garden Registration through Board's eGiCCS Portal.
8.	Processing of online applications for Auction Organizer and Broker through Board's eGiCCS Portal.
9.	Processing of e-RCMC through DGFT's Portal.
10.	Additional and off-line processing of any matters related to above (Sl. No. 1-9) through physical or eFiles.
11.	Carrying out Physical Inspection w.r.t. Warehouse and Tea Waste License and preparation and submission of the same through Board's online Portal.
12.	Physical Seizure Sample and Surveillance Sample collection from Warehouses and processing of the same for Lab Testing and payments through online portal of ServicePlus.
13.	Any other Miscellaneous job related to Sl. No. 1 to 12.