



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: 2nd July 2026

OFFICE MEMORANDUM NO. 76/2026

In continuation to the earlier OM No. 70/2024 dated 24/06/2024, all officials and contractual staffs of Tea Board are hereby requested to use their **NIC.IN/GOV.IN** email IDs for all official e-mail communication in order to comply with the e-mail policy of Govt. of India. NIC.IN/ GOV.IN email IDs are also essential for registering and accessing other portals and services, e.g., eOffice, eHRMS, GeM portal, iGOT Karmayogi portal etc.

It has been observed that a number of email IDs created earlier became inactive due to prolonged non-usage and the mailbox became inaccessible. The inactive email accounts were not migrated to the new email platform, mail.gov.in. As per information received from NIC regarding non-migrated accounts, it may please be noted by the concerned users that the migration of old email data to new email platform, mail.gov.in, has been closed by NIC email services. Therefore, the mailboxes associated with the previous email IDs can no longer be retrieved. All the officials are requested to be careful about proper usage of the official email IDs to avoid such incidents.

This issues with the approval of the Competent Authority.

Dr. Amrita Chakraborty
Secretary (I/c)

Distribution:

1.	HoDs/In-Charges of all departments in Head Office, Zonal and Regional Offices of Tea Board	For circulation among the officials for ensuring strict compliance please.
2.	Executive Director, Guwahati	
3.	Executive Director, Coonoor	
4.	O/o The Dy. Chairperson	For Information
5.	O/o The Secretary	For Information
6.	IT Cell, Head Office	With the request for uploading in Board's website
7.	Secretariat Br., Head Office.	For circulation through email

Ref. e-File No. IT-POLY0eMAL/1/2024-IT Cell