



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: 30.11.2023

OFFICE ORDER NO. 24 /2023

The undersigned is directed to inform that the Competent Authority of Tea Board has decided to discontinue the old physical file system and start working with eOffice (eFile) system for all prospective files across all the departments in Head Office from **01.12.2023**.

All are requested to start working with the eOffice system and process all prospective files through eOffice only from 01.12.2023.

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


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

Distribution:

1.	All HoD(s)/In-Charges of Tea Board Head Office	With a request to bring the content of this order to all the employees under their administrative control (except officials deployed in Security Duty and in Tea Room) and to ensure strict compliance.
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 departments/sections
4.	IT Cell, Head Office	With a request to upload the office order in Board's official website and to provide assistance to the Master Trainers and overall coordination.
5.	Office of the Deputy Chairman, Tea Board	For kind information.