



Tea Board India

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

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26th

Competent Authority of Tea Board has decided to implement e-Office system in Tea Board. In this connection, an **e-Office Implementation Committee** has been constituted comprising the following officials of Tea Board:

1. Shri A. Rajan, Statistician.
2. Shri Pramoda Kumar Dash, Assistant Secretary (I/c).
3. Shri Soumya Bhattacharya, Programmer.
4. Shri A. Gunasekara Perumal, Programmer.

All the Head of the Departments/ In-charges are requested to identify one person from their respective department who will work as a single-point contact for that department for this project and will provide all necessary inputs to the implementation committee at time of department-level work-flow study.

(Dr. Rishikesh Rai)

Secretary

Distribution:

1.	All the members of the e-Office Implementation Committee	For necessary action please.
2.	Secretary to Deputy Chairman	For information please.
3.	All the HoDs/In-Charges (except Chairman, Deputy Chairman and Secretary)	With the request to identify one person from their respective department/jurisdiction who will work as a single-point contact for that department.
4.	ED, Guwahati	
5.	ED, Coonoor	
6.	Regional Office, Siliguri	
7.	Regional Office, Palampur	
8.	Regional Office, Delhi	For record.
9.	Secretariat Br.	
10.	IT Cell	For uploading in Board's official website.