



TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Dept. of Commerce, Govt. of India)
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Date: 22.07.2024

OFFICE MEMORANDUM NO. 77/2024

As per the directive received from Dept. of Commerce, Ministry of Commerce & Industry, Govt. of India, Tea Board has initiated the process of implementing the eHRMS 2.0 in Tea Board to provide an end-to-end Human Resource services like Leave, reimbursement etc. to all the employees of Tea Board in online mode. A demonstration/ training programme was also arranged for the Nodal Officers and Employees on 20.06.2024.

In this context this is to inform you that the employees and Nodal Officers have already been onboarded in the eHRMS 2.0 platform and all the employees are requested to fill-in the information regarding his/her online profile by logging into the eHRMS 2.0 portal with their respective @NIC.IN/@GOV.IN e-mail ID, as was demonstrated by PMU Team of DoPT on 20.06.2024, and submit the same for approval of their respective Nodal Officers. The User Manuals for the Nodal Officers and Employees have already been shared with the Nodal Officers.

In case of any clarification regarding filling-in the employee profile, concerned Nodal Officers and Assistant Secretary, Tea Board may be contacted. All the Nodal Officers of Tea Board are requested to ensure that all employees under their respective jurisdiction must submit their profile details within **31st July, 2024** through the online portal <https://e-hrms.gov.in>

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

(Dr. Rishikesh Rai)
Secretary In-Charge**Distribution:**

1.	Shri Subir Hazra, DDTD, Nodal Officer for Siliguri, Jalpaiguri, Islampur, SRO Thakurganj, QCL (Siliguri), DTR&DC (Kurseong) Office Locations	For compliance please
2.	Shri S M Nasrullah, Special Officer (North-West India) Nodal Officer for RO-New Delhi	
3.	Shri Rakesh Kumar, DDTD Nodal Officer for R.O. Palampur (including SRO, Almora) Office Locations	
4.	Shri Subrata Banerjee, System Analyst Nodal Officer for H.O. (including R.O., Mumbai) Office Locations	
5.	Shri A. Gunasekara Perumal, Programmer Nodal Officer for Z.O., Coonoor (including all ROs and SROs of Tea Board in South India) Office Locations	
6.	Shri Abhishek Gupta, Programmer Nodal Officer for Z.O., Guwahati (including all ROs and SROs of Tea Board in North-East India) Office Locations	
7.	O/o Deputy Chairman, Head Office, Tea Board India	For kind information
8.	O/o Secretary, Head Office, Tea Board India	
9.	O/o ED, S-I ZO, Head Office, Tea Board India	
10.	O/o ED, N-E ZO, Head Office, Tea Board India	
11.	IT Cell, Head Office, Tea Board India	For uploading in Board's official website

File No. IT/SWOHRMS//1/2024-IT Cell