



**Tea Board India**

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

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Date: **04/02/2026**

**OFFICE ORDER NO. 04/2026**

The undersigned is directed to inform that the Competent Authority of Tea Board has decided to implement eOffice (eFile) system for all prospective files across all the departments in the following offices of Tea Board from 9<sup>th</sup> February, 2026:

- a. R.O. New Delhi
- b. R.O. Siliguri
- c. R.O. Jalpaiguri
- d. DTR&DC, Kurseong
- e. R. O. Islampur
- f. S.R.O. Kishangunj
- g. R.O. Palampur
- h. S.R.O. Almora

All officials attached to these offices of Tea Board are requested to start working with the eOffice system and process all files through eFile from 09/02/2026. In case, any on-site deployment of necessary hardware/ software infrastructure for eOffice system is required, the same may be provisioned by the respective Head of the Offices.

IT Cell, Head Office will provide all necessary technical assistance during the initial rollout phase of eOffice in the aforementioned offices.

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

(Dr. Amrita Chakraborty)  
Secretary In-Charge  
and Nodal Officer, eOffice

**Distribution:**

1.	All HoD(s)/In-Charges of Regional and Sub-Regional offices of Tea Board	With the request to bring the content of this order to all the employees under their respective departments.
2.	All the members of Project Steering Committee (PSC) and Project Implementation Committee (PIC) of eOffice, Tea Board	For kind information.
3.	IT Cell, Head Office	With the request to upload the office order in Board's official website and to provide necessary technical assistance to all the offices and for overall coordination
4.	Office of the Deputy Chairperson, Tea Board	For kind information