



टी बोर्ड भारत/Tea Board India
14, बिप्लबी त्रैलोक्य महाराज सारणी, कोलकाता – 700 001
14, Biplabi Trailokya Maharaj Sarani, Kolkata – 700 001
<https://teaboard.gov.in>

Ref. No. ESTT-APAR/1/2026-O/o Secretary/ 817

Dated 22.10.2026

CIRCULAR

Sub: Furnishing of information regarding regular employees having iGOT
Account and filling of APAR – reg

With reference to the email dated 28.09.2026 on the above-mentioned subject, received from O&M/CM&T/IWSU, Department of Commerce, Ministry of Commerce & Industry, Government of India, New Delhi, the undersigned is directed to request all regular employees of the Board to register on the iGOT Karmayogi portal and complete the necessary formalities for filling in their APAR.

In case any employee faces difficulties during the registration process, they are requested to fill in the relevant details in the attached format and send the duly completed file to the System Analyst through email at banerjees.tbi@nic.in. The details provided in the attached format are for illustration purpose only and should be replaced with the actual details, strictly as per the prescribed format.

This matter may be treated as **MOST URGENT**.

(Dr. Amrita Chakraborty)
Secretary In-charge

Distribution:-

1	All HoDs in Board's H.O., Kolkata (excepting Dy. Chairman)	With the request to please bring the contents of the Circular amongst all officials working under them.
2	Executive Director, Guwahati/Coonoor	
3	All Regional/Sub-Regional Offices of the Board	
4	PA's to Dy. Chairman, FA&CAO & Secretary	
5	IT Cell	With the request to upload in Board's website.
6	TBEA	
7	Secretariat Branch	
8	Establishment Branch	With spare copies

Full Name (mandatory)	Email (mandatory)	Mobile Number (mandatory)	Group (mandatory)	Designation (mandatory)	Gender	Category	Date Of Birth (dd-mm-yyyy)	Mother Tongue	Employee ID	Office Pin Code
Testing User	XXXXXXXX	XXXXXXXX	Group A	ACCOUNTANT	Male	General	27-07-1996	Hindi	XXXX	110001