



टी बोर्ड भारत **TEA BOARD INDIA**
14, बी. टी. एम. सारणी (ब्रेबोर्न रोड), कोलकाता 700001
14, B. T. M. SARANI (Brabourne Road), Kolkata 700 001
वाणिज्य एवं उद्योग मंत्रालय के अंतर्गत, वाणिज्य विभाग, भारत सरकार
Under Ministry of Commerce & Industry, Department of Commerce, Government of India
<https://teaboard.gov.in>

Date: 10.02.2026

OFFICE MEMORANDUM NO. 23/2026

Further to Office Memorandum No. 77/2024 dated 22.07.2024 regarding filling in the individual profile in eHRMS 2.0 in respect of all the employees of the Board, the employees posted at H.O. of the Board are requested to fill-in their profile in eHRMS 2.0 portal.

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 once again 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.

All the employees at Board's H.O. are requested to fill-in their profile details within **20th February, 2026** through the online portal <https://ehrms.gov.in>. For any assistance while filling up the profile in the e-HRMS Portal, System Analyst and Programmer, H.O. shall assist the employees for smooth implementation of the eHRMS in Board's Head Office.

Further, Assistant Secretary, Tea Board is requested to facilitate verification of the Employee Profiles once submitted by the employees for smooth functioning of the eHRMS 2.0 at Board's Head Office.

(Dr. Amrita Chakraborty)
Secretary In-Charge

Distribution:

1.	All HoDs in Head Office (except Dy. Chairperson)	With the request to bring the content of the O.M. to all the officials working under their respective departments
2.	Assistant Secretary, HO	For perusal and necessary action please.
3.	System Analyst, HO	
4.	Programmer, HO	
5.	O/o, Deputy Chairperson, Head Office	For information
6.	O/o, Secretary, Head Office	
7.	IT Cell	With the request to upload on the website of the Board.

File No. IT/SW0HRMS//1/2024-IT Cell