



Tea Board India
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700 001

Ref. No. FIN-BANK0BCOR/1/2026-O/o FA & CAO/ 419

Dated 03.09.2026

CIRCULAR

Sub-: Routing of Receipts from Tea Board Offices and Stakeholders through
Tea Board Website using State Bank Collection facility.

The undersigned is directed to state that the competent authority of the Board has been pleased to approve the collection of receipts under various heads and to facilitate accurate and efficient reconciliation of accounts, it has been decided that all applicable payments/receipts from Tea Board Offices and stakeholders shall be routed through the **State Bank Collect** facility available on the Tea Board website.

Accordingly, all concerned are requested to initiate payments through the **e-Service** section of the Tea Board website by selecting the **State Bank Collect** option and choosing the appropriate category from the dropdown menu provided therein.

The following categories are presently available under State Bank Collect:

1. Earnest Money Deposit
2. Electricity Bill
3. Guest House Charges
4. Logo fees (Domestic) Subcategory drop down -(Darjeeling Word & Logo / Assam Logo / Nilgiri Orthodox / Assam Orthodox / Dooars Terai / India Tea Logo / Nilgiri Logo / Trupra Logo)
5. Performance security deposit
6. Rent
7. Sale of green leaves
8. Sale of Tea
9. Testing fees
10. E auction charges
11. License / Registration Fees Subcategory drop down (Issuance of Registration Certificate for Manufacturing unit, Mini Tea Factory, Flavour Registration, Distributor, Permanent Exporter, Garden Registration, Warehouse License, Change of Ownership of Garden , Change of Ownership of Factory)
12. Sale of scrap
13. Sale of caddies
14. Soil Sample testing fees.
15. Pensioners ID Card Charges
16. Sale of Tea Directory
17. Recovery of Advance (Scheme Activity)
18. Payment of Duties & Taxes - Subcategory drop down (GST, TDS)

Procedure for Payment (Flowchart enclosed)

All users shall follow the steps mentioned below:

1. Visit the Tea Board website.
2. Access the **e-Service** section.
3. Select **State Bank Collect**.
4. Choose the relevant payment category/sub-category from the dropdown menu.
5. Complete the transaction by following the instructions displayed on the portal.

All the Board's Zonal, Regional Offices, Sub-Regional Offices and other stakeholders are requested to ensure strict compliance with the above procedure with immediate effect. **Kindly note that (*) field is mandatory and after payment initiation download the invoice/receipt from SB collect is necessary for our reconciliation.**

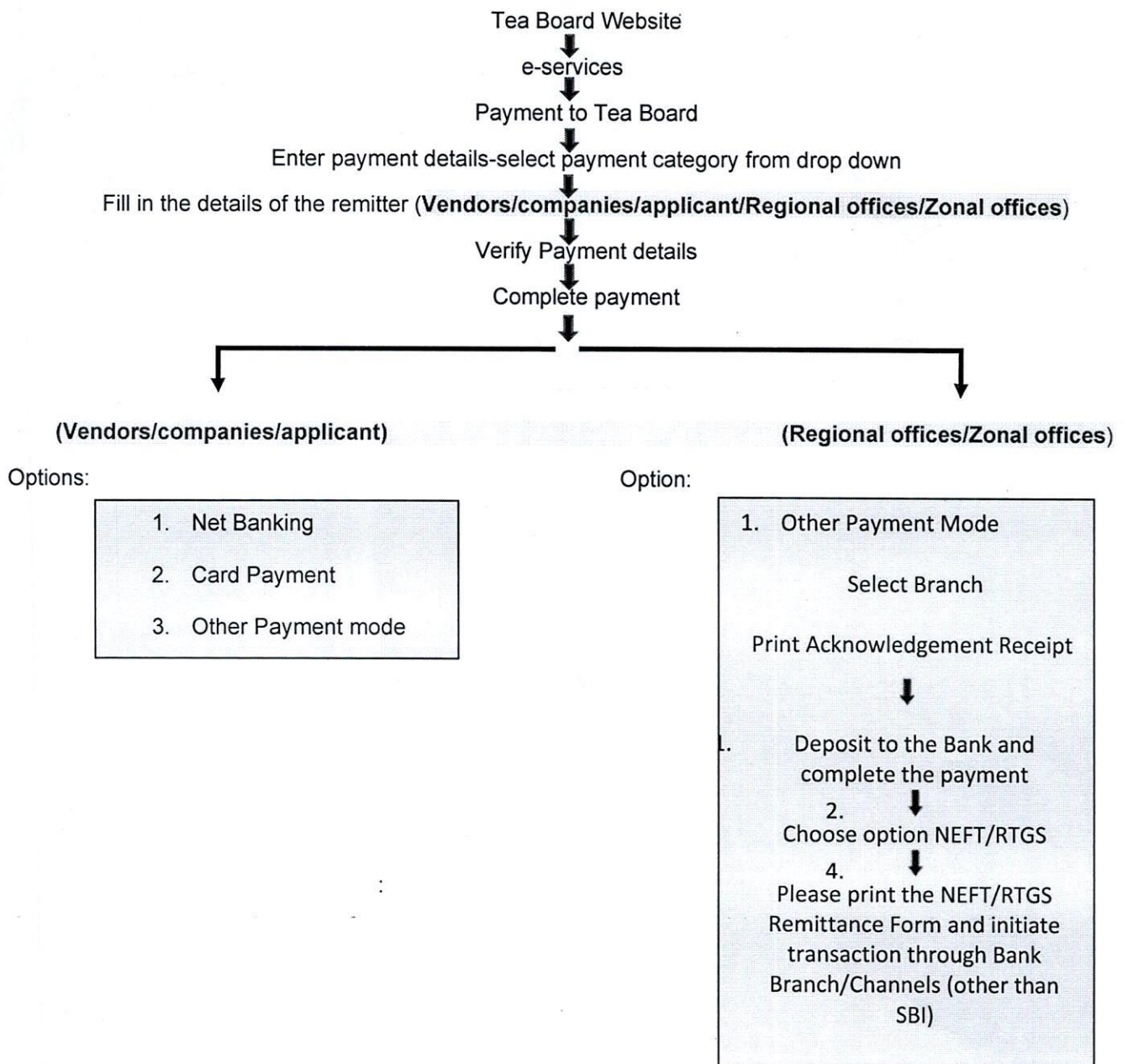
This issues with the approval of the Competent Authority.


(P. C. Boro)
Assistant Secretary

Distribution :-

1	All HoDs in Board's HO (excepting Dy. Chairman & Secretary)	
2	Executive Director, Guwahati & Coonoor	
3	All Zonal/Regional/Sub-Regional Offices of the Board.	
4	All Tea Growers' Association of India	
5	P.As to Deputy Chairperson/FA&CAO/DTD/Secretary	
6	IT Cell	With the request to upload in Board's website.
7	TBEA	
8	Establishment Branch	with spare copies

Tea Board Payment Workflow-Payment via State Bank Collect Portal Only



please note that filling up of (*) field is mandatory and after payment initiation download the invoice/receipt from SB collect is necessary.