

GUIDELINES & INSTRUCTIONS

THE TEA WASTE (CONTROL) ORDER, 1959 **RENEWAL OF TEA WASTE LICENCE**

Applicant(s) shall apply for renewal of Licence to the Registering Authority through Board's egiccs portal <http://egiccs.teaboard.gov.in/>.

- Applicant(s) are requested to go through the Guidelines/Instructions before applying their renewal application complete in all respects with all requisite documents/information.
- All the documents including application form should be filled-in and signed with proper office seal of the Proprietor/Partner/Director/Authorised Signatory (as the case may be) along with date before uploading into the online portal.
- The validity of renewal of tea waste licence shall be for 3 calendar years.
- The renewal of Tea Waste licence will be granted by The Executive Director, Guwahati & Executive Director, Coonoor in respect of the Factory/Warehouse etc. falling under their jurisdiction. The Tea Waste renewal licence for the states of West Bengal, Bihar, Sikkim, Himachal Pradesh and other remaining states will be granted by The Deputy Chairman, Tea Board at Head Office, Kolkata.
- No inspection is required to be carried out for renewal of tea waste licence. However, routine inspection of the units holding tea waste licences shall be carried out as per Tea Waste (Control) Order, 1959, as amended from time to time, and action as deem fit shall be initiated as per Tea Waste (Control) Order, 1959, as amended from time to time, if need be.
- The terms and conditions of licence wherein it has been categorically mentioned that within twenty-four hours from the time of handing over of each consignment whose delivery is made by sellers of tea waste, every licensee (consignor)/deliverer of consignment shall send intimation in writing to Tea Board as per proforma 'X'. Similarly, every licensee shall send an intimation as per proforma 'X' in writing to the Tea Board within twenty-four hours from the time of arrival of each consignment of the tea waste at the licensee's Godown.

- The licence holder must maintain all the relevant documents to justify the usage of the Tea Waste. For example, in case of Bio-fertilizer/ Bio-nutrient units, they should be able to show the vouchers/invoices in support of procuring different input materials for manufacture of Bio-fertilizer/ Bio-nutrient. Similarly, the licence holders should also have the documentary evidence on sale of Bio-fertilizer/ Bio-nutrient. Similar will be the case for other licence holders like for caffeine manufacturers, instant tea units, tea manufacturing units and warehouses.
- As per directives issued by Tea Board on dated 30th August,2012 all tea waste licence holders have to compulsorily upload available quantity of tea waste for sale in the online portal **www.teaauction.gov.in/teawaste**. The sale/ purchase shall be granted once they participate in the e- Trading/e- Auction of Tea Waste.

RENEWAL OF TEA WASTE LICENCE

Following documents will be required to be uploaded in the portal while applying for renewal.

- a) Application form 'C' under clause 5 of The Tea (Waste) Control Order, 1959 properly signed along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be.
- b) Proforma X & Y, duly filled in and properly signed along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be.
- c) Licence fee of Rs.3300/- (Plus applicable GST)
- d) Copy of the latest renewed/fresh tea waste licence to be uploaded, duly attested affixing seal of the Company.
- e) Add Any other document

FORM 'C'

(See Clause 8)

Form of application for renewal of licence under clause 8 of the Tea Waste (Control) Order, 1959, as amended from time to time

(To be sent to the Licensing Authority in duplicate)

To,

The Licensing Authority,

Tea Board,

14, Biplabi Trailokya Maharaj Sarani,

Calcutta- 700001.

Sir,

I/We hereby apply for renewal of Licence no.....dated.....Full name and address of the applicant (in block letter).....
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(In case of a partnership concern, the names of all partners should be given)

Date.....

Place.....

Signature of the applicant

Explanatory Note :

This application should be signed by the proprietor of the business; or in the case of a firm; by one of the authorized partners; or in the case of a business of a Hindu undivided family, by the Karta of the family; or in the case of a company by a Director, Agent or principal officer thereof; or in the case of any other association of individuals, by the principal officer managing the business.

PROFORMA - 'X'

1. Name & address and Licence No. of consignor (seller) of Tea Waste

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2. Name & address and Licence No. of the consignee (buyer) of Tea Waste

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3. Date of dispatch or delivery of the Tea Waste (in case of seller).....

4. Date of arrival or receipt of the Tea Waste (in case of buyer).....

5. Quantity of the Tea Waste delivered/received.....

6. Whether such Tea Waste is undenatured/denatured.....

7. If denatured, then intimate the name of person and organization by whom it is denatured.....

8. Mode of transport for removal of the Tea Waste:
Rail/Road/Others.....
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Date :

Signature with Office seal

PROFORMA-‘Y’

Total quantity of tea waste(kgs)generated in course of production of made tea/blending/packaging/storing :-(Not applicable to caffeine/instant tea manufacturer)

Period	Tea Waste in Quantity (in Kgs.)		
	Denatured*	Undenatured	Total
20..(January-December)			
20..(January-November)			
20.. (January-November)			

* Please furnish the name of supervisory authority alongwith date and quantum in undertaking the denaturing activities in a separate sheet.

Quantity of Tea Waste sold to caffeine/instant tea manufacturers: (not applicable to instant/instant tea manufacturers)

Period	Name of	Quantity purchased (Kgs.)
20.. (January-December)		
20..(January-November)		
20.. (January-November)		

Tea Waste purchased and/or utilized for the purpose of manufacture of caffeine/instant tea/experimental purpose: (Applicable to caffeine/instant tea manufacturers)

Period	Qty. Purchased **	Qty. utilized(Kgs.)	Yield of Instant Tea/Caffeine
20.. (January-December)			
20.. (January-November)			
20.. (January-November)			

** Please furnish a list of sellers' alongwith quantity &date, from whom purchased in a separate sheet.

Quantity of Tea Waste disposed by destruction and/or by conversion as compost.:

Period	Qty. destructed (Kgs.)	Convert to compost (Kgs.)
20..(January-December)		
20..(January-November)		
20..(January-November)		

Quantity of Tea Waste kept as stock:

Period	Denatured T.W. (Kgs.)	Undenatured T.W. (Kgs.)
As on 31.12.20..		
As on 30.11.20..		
As on 30.11.20..		

Dated:

Signature with Office seal