

## ANNEXURE -1

### LIST OF APPROVED PLANTING MATERIALS, REHABILITATION CROPS AND APPROVED SHADE TREES

TEA RESEARCH ASSOCIATION, TOCKLAI TEA RESEARCH INSTITUTE, JORHAT, ASSAM

#### 1. List of approved cultivars for North East India

**Table 1. Tocklai vegetative clones**

SI No	Cultivar
1.	TV1*(AC hybrid)
2.	TV2*(A)
3.	TV3*(A)
4.	TV4*(A)
5.	TV5*(A)
6.	TV6*(A)
7.	TV7*(Ch.hybrid)
8.	TV8*(A)
9.	TV9*(Cam)
10.	TV10*(A)
11.	TV11*(A)
12.	TV12*(A)
13.	TV13*(A)
14.	TV14*(Ass.hyb)
15.	TV15*(A)
16.	TV16*(Ass. hyb)
17.	TV17*(AC. hyb)
18.	TV18*** (Cam)
19.	TV19*** (Cam)
20.	TV20*(Cam)
21.	TV21**(A)
22.	TV22*** (Cam)
23.	TV23*** (Cam)
24.	TV24*(Cam/Spp. hyb)
25.	TV25*** (Cam)
26.	TV26*** (Cam)
27.	TV27*(Cam)
28.	TV28*(Cam)
29.	TV29*** (Cam, Triploid)
30.	TV30*** (Cam)
31.	TV31* (A/Ch/Cam)
<b>TTRI series clones</b>	
32.	TTRI 1* (AC hybrid)
33.	TTRI 2** (AC hybrid)

AC hybrid = Assam x China, A= Assam, Ass hyb = Assam hybrid, Cam = Cambod, Cam/Spp. hyb = Cambod/Species hybrid and Ch. hyb= China hybrid

**Table 2. TRA/Garden series clones**

Assam: South Bank: 68 clones		Assam: North Bank: 29 clones	Assam: Cachar – 9 clones
Heeleakah 2314*	Thowra 2/11*	Choibari 38*	Narsingpore 4*
Heeleakah 2315*	Dihingepar 24/18*	Choibari 43*	Narsingpore 18*
Heeleakah 2319*	Digulturrung 2/14*	Choibari 27*	Narsingpore 22*
Heeleakah 2336*	Dinjoye 16*	Bagmari 10***	Chandighat 9*
Heeleakah 22/14*	Koomsong 23**	Bagmari 20**	Longai 17***
Gotoonga 20*	Koomsong 29**	Bagmari35*	Longai 26*
Gotoonga 30*	Azzizbagh 1*	Dhulapadang 10*	Poloi 23*
Sangsua 6*	Azzizbagh 14*	Dhulapadang 36*	Lalamookh 4*
Sangsua 28*	Azzizbagh 15*	Gohpur 33**	Lalamookh 7**
Sangsua 42*	Behora 6*	Kolony 26*	
Amluckie 8H*	Behora 8*	Kacharigaon 5*	
Amluckie 10 J*	Behora 12*	Mornai 30*	
Borsillah 3A*	Behora 24*	Mornoi 33*	
Borsillah 24*	Salanah 6*	Nagrijiuli 5/70*	
Cherideo purbat 23*	Salanah 11*	Nagrijiuli 6/24***	
Dooria 4*	Salanah 28*	Nagrijiuli 7/38*	
Dooria 15*	Joonktolle 51*	Nagrijiuli 14/75*	
Gopalkrishna 18*	Joonktolle 72*	Tarajulie 34*	
Gopalkrishna 31*	Joonktolle 81*	Tarijulie 37*	
Hulwating 12*	Joonktolle 103*	Seajuli 8*	
Hulwating 15*	Korangani 8*	Seajuli 16***	
Kaliapani 1*	Korangani 28*	Seajuli 19***	
Kaliapani 20*	Korangani 33*	Seajuli 25*	
Kaliapani 25***	Lengree 51*	Mazbat 107*	
Kaliapani 37*	Lengree 56*	Mazbat 110*	
Numbernadi 10*		Bormajan 2**	
Numbernadi 42*		Bormajan 5*	
Sangsua 40A*		Bormajan 19*	
Teloijan 22*		Dhul 41*	
Tingalibam 3/38*			
Borahi 21*			
Borahi 33**			
Borahi 38*			
Bukhial 21*			
Bukhial 46*			
Dilli 11*			
Dilli 36*			
Dilli 62*			
Dilli 72*			
Gabroo parbat 19*			
Manohari 6/5*			
Manohari 4/16*			
Mokrung 76*			

<b>Tripura – 5 clones</b>	<b>West Bengal: Terai – 10 clones</b>	<b>West Bengal: Dooars – 5 clones</b>
Huplongcherra 18***	Mohargung & Gulma 25***	Hantapara 12*
Huplongcherra 26***	Sanyasithan 8***	Hantapara 30*
Meghlibundh 11*	Sanyasithan 9***	Huldibari 19***
Meghlibundh 20*	Sanyasithan 10***	Turturi 22*
Meghlibundh 25*	Sanyasithan 27***	Leesh River 9/34***
	Sukna 7***	
	Sukna 23***	
	Sukna 25***	
	Kamalpur 6***	
	Kamalpur 17***	
<b>West Bengal: Darjeeling – 27 clones (only orthodox)</b>		
Phoobsering 312*	Phoobsering 1404*	CP 1***
Bannockburn 157**	Kopati 1/1**	Tukdah 135*
Tukdah 145*	Happy Valley 39***	Rungli Rungliot 17/144*
AV2 (Balai)*	Sundaram (B/5/63)***	Balasan 7/1A/76*
Tukdah 253***	Phoobsering 1258*	Balasan 9/3/76*
Tukdah 246*	Teesta Valley 1*	T78 <sup>#</sup>
Bannockburn 777**	Sikkim 1*	T383 <sup>#</sup>
Rungli Rungliot 4/5***	Badamtam 15/263*	
Bannockburn 688***	Thurbo 3*	
Lingia 12*	Thurbo 9*	

# Not recommended for future planting. However, T78 can be used as generative clone of bicultural seed stock, TS 569.

The clones can be categorized as:

- \* Standard : Above average yield and quality with yield potential of 3,000–3,500 kg MTPH.
- \*\* Quality : High quality but average yield with yield potential of say 2500 – 2800 kg MTPH.
- \*\*\* Yield : Average quality but high yield with yield potential of 4000 or above.

**Table 3. Tocklai bicultural Seed Stocks**

<b>Bicultural seed stocks</b>
TS 378* (14.5.35 X 14.6.28)
TS 379* (14.5.35 X 14.12.16)
TS 397 (19.29.13 X 19.35.2)
TS 449 (19.29.13 X 19.31.14)
TS 450 (20.23.1 X 270.2.13)
TS 462 (19.29.13 X 124.48.8)
TS 463 (19.29.13 X 107.14)
TS 464 (19.29.13 X 19.29.2)
TS 491 (19.29.13 X S3A/1)
TS 520 (107.14. X 468. 3.13)
TS 506 (19.29.13 X 19.22.4)
TS 557* (TRA/AV2 X TA17.154)
TS 569* (TRA/AV2 X TRA/T-78)
TS 589 TV20(468/3/13) X TRA/HK22/14
TSS 1 TV 13 X TV 17
TS 560* TRA/AV2 X TRA/ P312

\* Stock suitable for Darjeeling and other hilly areas only

**Table 4. List of Garden clones/ Estate Clones Approved by Tea Board**

Sl. No	Clone	Company/Estates
1	MRG 1	Makum Assam Co.
2	MRG 2	Margherita
3	DH 13	Margherita
4	P 38	Jokai Assam Tea Co-Panitola
5	H 137	Hathialli T. E.
6	N 325	Nokhrey T. E.
7	N 436	Nokhrey T. E. - very tipping
8	N 22	Nokhrey T. E.
9	N 89	Nokhrey T. E.
10	P 133	Panitola T. E
11	P 263	Panitola T. E
12	P 195	Panitola T. E
13	P 18	Panitola T. E
14	L 100	Panitola T. E
15	P 126	Panitola T. E
16	P 32	Panitola T. E
17	P 7	Panitola T. E
18	K 15	Jorehat Tea Co. Ltd, Jorhat, Assam
19	JT 11/47	Jorehat Tea Co. Ltd, Jorhat, Assam
20	JT 200	Jorehat Tea Co. Ltd, Jorhat, Assam
21	S3A1	Jorehat Tea Co. Ltd, Jorhat, Assam
22	S3A3	Jorehat Tea Co. Ltd, Jorhat, Assam
23	T3E3	Jorehat Tea Co. Ltd, Jorhat, Assam
24	S3A5	Jorehat Tea Co. Ltd, Jorhat, Assam
25	JT 250	Jorehat Tea Co. Ltd, Jorhat, Assam
26	JT 272	Jorehat Tea Co. Ltd, Jorhat, Assam
27	Key 1	Keyhung T. E
28	Key 2	Keyhung T. E
29	Key 3	Keyhung T. E
30	Key 4	Keyhung T. E
31	Ry 2	Egtatel Company
32	Ry 3	Rydak T. E.
33	Ry4	Rydak T. E.
34	Samdung A	Doom Dooma Tea Co.
35	Samdung H	Doom Dooma Tea Co.
36	Samdung L	Doom Dooma Tea Co.
37	CP 1	Cherideo Purbat T.E
38	D 170	James Finley & Co.
39	D 133	James Finley & Co.
40	TeenAli 80/6/56	Octorius stal & Co.Teen Ali Estate
41	TeeAli 17/1/54	Octorius stal & Co.Teen Ali Estate
42	106/35	Bhatpara T. E
43	13/22/7	Gillandors &Arbutt Co./Tengoin T. E
44	6/53/11	Gillandors &Arbutt Co./Tengoin T. E
45	6/30/6	Gillandors &Arbutt Co./Tengoin T. E
46	M 475/1	Gairkata T. E
47	R 91	Pabhojan T. Co. & Reeben T. E

48	R 94	Pabhojan T. Co. & Reeben T. E
49	R 164	Pabhojan T. Co. & Reeben T. E
50	R 154	Pabhojan T. Co. & Reeben T. E
51	R 74	Pabhojan T. Co. & Reeben T. E
52	FN36/W54	Pabhojan T. Co. & Reeben T. E
53	100/47/56	Dhoedam T. E
54	10K/52/10	Dhoedam T. E
55	10C/60/73	Dhoedam T. E
56	10G/29/58	Dhoedam T. E
57	1/16/19	Tara T. E.
58	DN25/W77	Duamara T. E
59	NR 1	Nahorani T. E
60	NR 2	Nahorani T. E
61	BK L(C)	Borsilla T. E
62	BK 2 (D)	Borsilla T. E
63	BK 3 (E)	Borsilla T. E
64	BK 4 (F)	Borsilla T. E
65	T 351	Tingalibam T. E
66	LJ 3	Lalakajam T. E
67	AFT-Pengara-5	Assam Frontier Tea. Co.
68	AFT-Budeabeta-6	Assam Frontier Tea. Co.
69	AFT-Budeabeta-7	Assam Frontier Tea. Co.
70	AFT-Budeabeta-8	Assam Frontier Tea. Co.
71	AFT-Budeabeta-9	Assam Frontier Tea. Co.
72	AFJ-Khobang-4	Assam Frontier Tea. Co.
73	AFJ-Khobang-10	Assam Frontier Tea. Co.
74	AFJ-Khobang-11	Assam Frontier Tea. Co.- Mint Flavour, bright cup, good yield
75	AFJ-Khobang-12	Assam Frontier Tea. Co.-High Yield
76	AFJ-Khobang-13	Assam Frontier Tea. Co.
77	AFT-Hilika-2	Assam Frontier Tea. Co.-High Yield
78	AFT-Hilika-3	Assam Frontier Tea. Co.-High Yield
79	AFT-Hilika-4	Assam Frontier Tea. Co.-High Yield
80	AFT-Hilika-5	Assam Frontier Tea. Co.-High Yield
81	AFT-Hilika-6	Assam Frontier Tea. Co.-High Yield
82	AFT-Hilika-7	Assam Frontier Tea. Co.-High Yield
83	AFT-Kharjan-1 China	Assam Frontier Tea. Co.-High Yield
84	AFT-Kharjan-2	Assam Frontier Tea. Co.-High Yield
85	AFT-Kharjan-3Assam	Assam Frontier Tea. Co.-High Yield
86	Check for AFT-	
87	D-116	Dufflaghur T. E
88	D-90	Dufflaghur T. E- Drought Resistance
89	D-190	Dufflaghur T. E- drought Resistance
90	A-68	Dufflaghur T. E-Tippy
91	MRG-3	Margherita T.E

[Source: Tea Board]

## List of Recommended Shade Trees species

Permanent Species	Temporary species
<i>Albizzia chinensis</i> <i>Albizzia odoratissima</i> <i>Acacia lenticularis</i> <i>Derris robusta</i> <i>Anadenanthera perigrina</i>	<i>Indigofera teysmanii</i> <i>Leucaena leucocephala</i> <i>Melia azadarach (bokain)</i> <i>Albizzia lebbek</i> <i>Albizzia procera</i>

Source: Tea Field Management, TRA, 2011

## List of Recommended Rehabilitation crops and Green crops

Guatemala grass (*Tripsacum laxum*)

Pusa Giant Hybrid Napier (*Pennisetum purpureum*),

Citronella grass (*Cymbopogon winterianus*)

Crotalaria (*Crotalaria anagyroides*, green crop)

Teprosia (*Tephrosia candida*, green crop)

Sesbania (*Sesbania rostrata*, green crop)

### 2. List of approved cultivars for South India

#### PLANTING MATERIALS AS RECOMMENDED BY UPASI-TRF FOR SOUTH INDIA

Regions	New Planting / Replanting			Infilling			For specific area / situatio	
	Clones	Composite Plants (Scion/rootstock)	Bi-clona l Seed Stock	Clones	Composite Plants (Scion/rootstock)	Bi-clona l Seed Stock	Drought Prone Area	Wind Prone Area
	Yield/quality							
Central Travancore	UPASI-2,3,6,8,9,17,21,22,24,28 TRI-2025 2026, CR-6017, TRF-1, TRF-4, TRF-5	UPASI 3/2 UPASI 3/6 UPASI 3/9 UPASI 8/2 UPASI 8/9 UPASI 17/9 UPASI 17/2 CR-6017 / UPASI 9	UPAS I BSS – I, II, III, IV, V	UPASI 1,2,9,20,26,27 TRI - 2025 ATK, W-35	UPASI 3/2 UPASI 3/6 UPASI 3/9 UPASI 8/2 UPASI 8/9 UPASI 17/9 UPASI 17/2 CR6017 / UPASI 9	UPAS I BSS – I, II, III, IV, V	UPASI 2,9,20,26 TRI-2025 UPASI- BSS-I ,II ATK-1	UPAS I 1,2,26 CR-6017

Nilgiri Wynaad & Wynaad	UPASI- 1,3, 6, 8, 9,12, 17, 20,27, TRI-2025, 2026, CR-6017, TRF-1, TRF- 4, TRF-5, ATK-1	UPASI 3/2 UPASI 3/6 UPASI 3/9 UPASI 8/2 UPASI 8/9 UPASI 17 /9  UPASI 17 / 2 CR-6017/ UPASI-9		UPASI 2,9,20, 26, TRI- 2025 ATK-1	UPASI 3/2 UPASI 3/6 UPASI 3/9 UPASI 8/2 UPASI 8/9 UPASI 17 /9  UPASI 17 / 2 CR6017 / UPASI9	UPA S I BSS - I, II, III, IV, V	UPASI 2,6,9,20,2 6. TRI- 2025 UPASI- BSS- I ,II ATK-1	UPAS I 1,2,26 CR- 6017
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Karnataka	UPASI- 2,3, 6, 9, 20,26,28 TRF-1, TRF-2, TRF-3, TRF-4, TRF-5 ATK-1, CR-6017, TRI 2025	UPASI 3/2 UPASI 3/6 UPAS I 3/9 UPAS I 8/2 UPASI 8/9 UPASI 17 /9  UPASI 17 / 2 CR-6017 / UPASI9	UPAS I BSS - I, II, III, IV, V	UPASI-2, 6, 9, 26, 20, TRF-3 ATK-1, TRI-2025	UPASI 3/2 UPASI 3/6 UPAS I 3/9 UPAS I 8/2 UPASI 8/9 UPASI 17 /9  UPASI 17 / 2 CR6017 / UPASI9	UPASI BSS - I, II, III, IV, V	UPASI 2,9,20,26 . TRI- 2025 UPASI- BSS-I ,II ATK-1	UPASI 1,2,26 CR 6017
Nilgiri	UPASI- 3,4,5,6,8,9,10, 12,14,15,16,17,18,21,23,24,26,2 7 TRI- 2023,20 24,2026 TRF-1, TRF-2, TRF-4, TRF-5, C-1, CR-6017.	UPASI 3/2 UPASI 3/6 UPAS I 3/9 UPAS I 8/2 UPASI 8/9 UPASI 17 /9  UPASI 17 / 2 CR-6017 / UPASI9	UPAS I BSS - I, II, III, IV, V	UPASI 2,6,9,12,23 , 27, C-1, CR 6017 TRI- 2025, D- 12/A2	UPASI 3/2 UPASI 3/6 UPAS I 3/9 UPAS I 8/2 UPASI 8/9 UPASI 17 /9  UPASI 17 / 2 CR6017 / UPASI9	UPAS I BSS - I, II, III, IV, V	UPASI 2,6,9,26, TRI- 2025, C-1, UPASI BSS-I,II	CR- 6017 UPASI- 2,10, C-1

High Range	UPASI 3,8 9,10, 14, 15,17, CR-6017, TRI- 2026 TTL- 1,2,4,5, SMP-1, TRF-1, TRF-2, TRF-4, TRF-5	UPASI 3/2 UPASI 3/6 UPAS I 3/9 UPAS I 8/2 UPASI 8/9 UPASI 17 /9 UPASI 17 / 2 CR6017 / UPASI 9	UPAS I BSS - I, II, III, IV, V	UPASI- 2, 6, 9,26, 27, CR 6017 TRI- 2025 TTL- 1,4,5	UPASI 3/2 UPASI 3/6 UPAS I 3/9 UPAS I 8/2 UPASI 8/9 UPASI 17 /9 UPASI 17 / 2 CR6017 / UPASI9	UPAS I BSS - I, II, III, IV, V	UPASI 2,9,20,26 TRI- 2025 UPASI BSS-I, II	UPASI- 2,10,26 , C-1, CR- 6017
Anamalais	UPASI 1,2,3,6,7,8, 9,11,13, 17,19,21,22,25, 28, SA-6, TRF-1, TRF-4, TRF-5 TRI-2025, 2026 TTL- 1,2,4,5, CR-6017	UPASI 3/2 UPASI 3/6 UPAS I 3/9 UPAS I 8/2 UPASI 8/9 UPASI 17 /9 UPASI 17 / 2 CR-6017 / UPASI9	UPAS I BSS - I, II, III, IV, V	UPASI- 2,9, 26, 28, ATK- 1, CR- 6017 TRI- 2025 TTL- 1,4,5	UPASI 3/2 UPASI 3/6 UPAS I 3/9 UPAS I 8/2 UPASI 8/9 UPASI 17 /9 UPASI 17 / 2 CR6017 / UPASI9	UP A SI BSS - I, II, III, IV, V	UPASI 2,9,20, 26,28. TRI- 2025 UPASI- BSS-I ,II ATK-1, C-1	UPASI 2,10,26 C-1, CR- 6017

<b>PERMANENT AND TEMPORARY SHADE TREES FOR SOUTH INDIA:</b>	
1. <i>Grevillea robusta</i>	2. <i>Albizzia odoratissima</i>
3. <i>Albizzia sumatrana</i>	4. <i>Albizzia moluecana</i>
5. <i>Acacia decurrens</i>	6. <i>Acacia pruinesa</i>
7. <i>Crotalaria agatiflora</i>	8. <i>Erythrina lithesperma</i>
9. <i>Indigofera teysmanii</i>	10. <i>Albizzia chememsos</i>
11. <i>Acacia elata</i> (temporary).	11. <i>Toona sinensis</i> (awaiting for approval from tea board)

### 3. List of approved cultivars for Himachal Pradesh and Uttarakhand



Himachal Praddesh - Kangra Asha , Kangra Jwala, Himsphurti

Acclimatized and adapted and in cultivation and performance : AV..2, UPASI..9, P..312, TV..9, TINALI, P..126, Pandian, CR..6017, S3A3, TS..379, B/5/63, and TV..1.

Uttarakhand : TINALI, P..312, Kangra Jat, AV..2, RR..144, ST..520, ST..449, T..78, Athrey, TV..1, TV..20, S3A3, TS..379 , P..126, and TV..9, Sundaram, Pandian

## **ANNEXURE – 2**

### **LIST OF APPROVED SOIL TESTING LABORATORIES OTHER THAN TRA / UPASI / DTRDC, TEA BOARD, QUALITY CONTROL LABORATORY, TEA BOARD**

1. Regional Research Laboratory, Jorhat.
2. Assam Agricultural University, Jorhat.
3. IHBT, Palampur.
4. Himachal Pradesh Krishi Viswavidyalaya, Palampur.
5. North Bengal University, Siliguri.
6. Darjeeling Tea Research & Management Association, Siliguri
7. Tamil Nadu Agriculture University, Coimbatore.
8. University of Agricultural Science, Bangalore.
9. Kerala Agriculture University, Vellanikkara, Trichur.
10. Bhowali Soil Laboratory, Nainital
11. Neoland Technologies, Assam
12. State Agriculture Department Laboratories

## ANNEXURE - 3

### MODEL RESOLUTION / BYE LAWS OF SELF HELP GROUPS

1. The name of the group shall be \_\_\_\_\_.
2. The \_\_\_\_\_ (Name of the Group shall be located in village \_\_\_\_\_, Sub- Division \_\_\_\_\_, District \_\_\_\_\_, Development Block \_\_\_\_\_, Revenue Circle \_\_\_\_\_).
3. The \_\_\_\_\_ address \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ group \_\_\_\_\_ is \_\_\_\_\_  
\_\_\_\_\_
4. The objective of the \_\_\_\_\_ (Name of the Group) are :
  - ❖ To promote selling of leaf in a collective manner for better bargaining power.
  - ❖ To promote demonstrating modern post harvest technologies in leaf handling, storage and transportation, to produce and supply better quality of green leaf to the manufacturing units.
  - ❖ To promote saving habit on a regular basis amongst the members;
  - ❖ To make available cash credit on easy terms primarily to expand their activity and secondarily to meet urgent needs for efficient running of the plantation.
  - ❖ To form a group which would be eligible for receiving benefit from Government programmes, which are not available to individuals;
  - ❖ To provide forum through which awareness related to production and quality management of green leaf and other Income Generating Activities (IGAs) such as group & money management, skills, IGA management, record keeping and viability analysis can be increased and other development activities can be pursued ;
  - ❖ To build leadership skills of the members so that they can manage the group in rotation ;
  - ❖ To thrive for setting up of a processing unit of its own for converting the green leaf produced to made tea for better price realization.
5. Membership
  - ❖ Any tea grower with valid bio-metric ID (Smart Card ID) can be a member, who are :
    - Desirous of selling leaf, as a group, as required for an Income Generating Activity.
    - Permanent resident of the village.
    - Total number of members shall not be less than 20 and area under command shall not be less than 20 Ha.
    - Not more than two members of a family shall be allowed to join a group.
6. Savings:
  - ❖ Every member shall save Rs \_\_\_\_\_ per month on \_\_\_\_\_ (Date), on which all members will deposit their individual savings to the treasurer.
  - ❖ The \_\_\_\_\_ (Name of the group) members shall decide the savings amount on a regular basis from time to time.
  - ❖ If a member does not pay her/his monthly savings money on decided date, he/she will be fined with Rs \_\_\_\_\_ per \_\_\_\_\_ ( e.g. per month/ week/ day etc)
7. Management of the group :

There shall be a management committee consisting of three persons, viz ; President, Secretary and Development Officer of Tea Board, who shall be elected by all the members and amongst the members for a period of one year. The president and secretary must be from different families.

The committee as a whole shall be responsible for strategic as well as day to day management of the group. It is preferable that secretary and president can read and write. The individual responsibility of the office bearers shall be the following :

President :

- ❖ Preside over the regular meetings and any other meetings of \_\_\_\_\_ ( Name of the Group).
- ❖ Sign to approve the decisions and resolutions of the meetings ;
- ❖ Call or postpone any special meeting ;
- ❖ Solve any complaint with the help of other office bearers and members, if required ;
- ❖ Check and co-ordinate the activities of other office bearers and members ;

- ❖ Maintain liaison within and outside the \_\_\_\_\_ (name of the group) especially with bank, Government functionaries and other source of help.

Secretary :

- ❖ Call meetings with prior permission of President and prepare agenda for every meeting;
- ❖ Maintain a record of the proceedings of all regular and special meetings and read them out at the next meeting ;
- ❖ Write resolution made at each meeting and read them out at the same meeting;
- ❖ The secretary will maintain the following registers
  - Membership register
  - Attendance register
  - Activity and resolution register.

Moreover, the group may appoint a treasurer or the secretary of the group will discharge the following responsibilities :

- ❖ Preserve important papers and documents related to financial matters ;
- ❖ Maintain all accounts of the \_\_\_\_\_ (Name of the group) ;
- ❖ Deposit cash in the post office/ Bank within 2 days of collection if the cash is more than Rs \_\_\_\_\_;
- ❖ Pay loan approved by the \_\_\_\_\_( Name of the Group ) to members and receive savings, repayment, interest etc;
- ❖ Present all financial report of the group.

Development officer of Tea Board :

- Present in all important meeting conducted by the group ;
- Act as advisor in all important matters ;
- To advise periodically about the notifications of the Government and conduct training programmes accordingly.
- Should be a joint signatory in case of drawing of revolving corpus of Tea Board from Bank account along with either President or Secretary of the Group.

8. Meetings :

- ❖ The group will meet \_\_\_\_\_ times every month. The secretary of the group is supposed to give \_\_\_\_\_ days notice to the members about such meetings.
- ❖ All members shall have the right to attend and take part in discussion at periodic meetings of the \_\_\_\_\_ (Name of the Group) and special Annual Meetings and offer suggestions from time to time for better management of the \_\_\_\_\_(Name of the Group) ;
- ❖ To discuss an urgent and important issue the group will hold special meetings on a shorter notice.
- ❖ If a member does not attend \_\_\_\_\_ consecutive periodic meetings without any prior information, she will have to face penalty of Rs \_\_\_\_\_ per meeting;

9. Withdrawal of Membership

The group members should discuss in detail the procedure and terms of refund of money if a member proposes to leave the group.

10. Disqualification of a Member

A member may be disqualified by the \_\_\_\_\_( Name of the Group). The disqualification criteria are :

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

10. Maintaining various records

- ❖ Membership, attendance, activity and resolution registers will be kept with the secretary to register membership, proceedings, attendance and resolutions coming out of all meetings.
- ❖ Savings/ Loan and revolving corpus register will be kept with Secretary/ Treasurer at Group level to maintain individual records of their savings and loan.
- ❖ Cash book and revolving corpus register with the secretary will facilitate up-to-date position of all income and expenditure, as well as revolving corpus received and repaid.

11. Managing the bank account

The regular account of the group shall have joint signatory power of President and Secretary. Whereas the revolving corpus account will have joint signature of Development Officer of Tea Board and either President or Secretary of the Group.

All withdrawals shall be supported by a resolution of the \_\_\_\_\_ ( Name of the Group).

12. Change in Bye \_Laws :

The rules of the \_\_\_\_\_ (name of the Group) or any part thereof can be amended by all the members present at a general body meeting convened for the purpose along with Development officer of the Tea Board. To make any change it would be preferable that this change is supported unanimously or by at least 2/3<sup>rd</sup> of the total members.

13. Dissolving the Group

If at some point of time members with majority vote decide to dissolve the group, the members need to discuss the formalities and terms of the group money distribution and group payables and receivables amongst themselves in presence of the Development officer of Tea Board before the group can be dissolved. In this case the view of the Development officer of the Tea Board is most crucial.

**Model of Minutes of the meeting of SHG**

Meeting Agenda :

Date \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_

1. Assembly
2. Confirmation of the minutes of the previous meeting
3. Financial Situation of the SHG
4. Savings and Loans
5. Consideration of Loan application
  - ❖ Discussion
  - ❖ Decision
6. Discussion on other Development Issues/ Projects
7. Fixing the date of Next Meeting
8. Vote of thanks

Proceeding of the meeting held

Signature of the President

Signature of Secretary

Member's Signature

- 1.
- 2.
- 3.
- 4.
- 5.

**ANNEXURE-III**

Tea Board of India  
**Ministry of Commerce and Industry, Govt. of India**  
14, B. T. M Sarani,  
Kolkata- 700 001

The following certification bodies have been recommended for empanelment under Tea Board for Codex HACCP based Food Safety Management System Standards Certification (ISO 22000, RVA Dutch HACCP, BRC, FS 22000, Synergy 22000 and other accredited Certificates) in tea for the year 2016:

1. MS Certification Services Pvt. Ltd. HQ: 3/23 R. K. Chatterjee Road, Kolkata-700 042	2. <b>Indian Register Quality Systems</b> (A dept. of Indian Register of Shipping) 21 Hemanta Basu Sarani, Kolkata-700 001
3. TUV India Pvt. Ltd. 4th Floor, 27 Shakespeare Sarani, (beside Simplex house) Kolkata-700 017	4. SGS India Pvt. Ltd. Ecospace, Block-3A, 2nd Floor, East wing I Premises IIF/11, Action Area-II Rajarhat, New Town I Kolkata-700 156
5. DNV GL Business Assurance India Pvt. Ltd. P 540 Raja Basanta Roy Road, Kolkata – 700 029	6. TUV SUD South Asia Pvt. Ltd. 24 & 27 Chitrakoot Building 230 A, AJC Bose Road Kolkata- 700 0020
7. Intertek India Pvt. Ltd Intertek house, E-20, Block 1, Mohon Co-operative Industrial area, Mathura Road, New Delhi-1100044	8. Bureau Veritas certification (India) Ltd. Flat No. 3-C, 3-D, 3rd Floor 5/2, Russel Street Kolkata- 700071
9. OneCert Asia Agri Certification Pvt. Ltd., H-8, Mansarovar Industrial Area, Mansarovar, Jaipur-302020	

**Application Covering Letter – QU&PD Scheme**

(in Company letter head)

To  
Tea Board

Dated:

**Sub : Application for subsidy under Tea Quality Upgradation and Product Diversification Scheme in respect of \_\_\_\_\_TE/ B&P Unit/ Instant Tea Unit Small Growers mini Factory/ A/c Year :-----**

Sir,

I/We propose to avail subsidy under “Tea Quality Upgradation and product Diversification Scheme” on account of our above tea garden /BL Factory /Co-operative factor/Producer Company/Govt. undertaking and submit herewith an application for subsidy amount of Rs..... for the purpose, in the prescribed form.

I/We have read and understood all the terms and conditions of the scheme and I/We hereby agree to abide by all the terms and conditions.

I/We hereby declare that I/We are not a defaulter under any of the loan schemes of the Board. I/We hereby declare that I/We are not a defaulter against provident fund dues of our employees.

I/We hereby enclose the following documents in support of the application:

(a) Copy of the registration certificate obtained from the Licensing Authority of Tea Board. (For setting up specialty Tea Units New factories/ by small growers- proof of seeking registration from licensing authority of the Board to be enclosed.)

(b) Current quotation in original/copy obtained from the suppliers of machinery items

(c) Current quotation obtained from civil engineer, chartered engineer along-with a site plan of plinth area duly certified by the civil engineer, chartered engineer for fabrication of withering/cooling trough/fermenting floor, as the case may be (applicable if such activity is proposed in the application).

(d) Copy of the tie up arrangement for the credit facility with any scheduled bank/recognized financial institution in case the proposed activity is credit linked.

(e) Declaration that the applied machinery item(s) is/are not covered under EPCG scheme.

(f) Declaration that the factory/Unit is complying with the Labour laws /safety standard norms of the factory

(g) Latest P.F. Challan copy

Yours faithfully,

Signature -----

Name & Designation -----

## **TEA QUALITY UPGRADATION AND PRODUCT DIVERSIFICATION SCHEME**

### **APPLICATION FORM**

(for Value addition activity/ Setting up of specialty tea units))

(Particulars asked for herein should be furnished in respect of tea factory to which the application relates)

Sl no	Particulars	Space to be filled in by the applicant

A	1. Accounting year of application	
B	2. Area under tea in Ha. at the time of application. (applicable for estate factory)	
C	Location and ownership	
	1. Name of the tea factory	
	2. State whether estate/bought leaf/ co-operative tea factory/ mini factory by small growers/ orthodox factory/ blending packaging unit/Green tea factory	
	3a. Registration no. Under Tea Marketing Control Order.2003 (for specialty tea unit/new micro mini factories by small growers a copy or proof of the application to the Licensing authority of the Board to be enclosed)	
	3b. Registration no. of the TE, if estate factory Please attach copy of the letter obtained from Board's Licensing Branch in support of registration.	
	4. (i) Name & address of the owner(s) with telephone nos., Fax nos., e-mail nos. etc.	
	(ii) Name & address of any other tea factory/blending-packaging unit belonging to the same owner	
	5.Location of the tea factory/unit	
	(i) Nearest post office	
	(ii) Nearest railway station	
	(iii) Nearest trunk road	
	(iv) Nearest airport	
	(v) Revenue district	
	(vi) State	
	6. State the source of mobilization of fund for which subsidy has been applied for.	Financial institutes/own (Please tick mark source of funding)
7. Please state if any of the applied items are proposed to be imported under the Export Promotion Capital Goods	Yes/No (Mark tick)	



	Import (EPCG) scheme Please submit a declaration							
<b>D</b>	<b>Particulars of the factory/blending-packaging/ bagging unit</b>							
	(i) Plinth area							
	(ii) Details of machinery items		(list of the existing machinery items along with installed capacity may be enclosed separately)					
	(iii) Total installed capacity (in kgs./per annum)							
	(iv) Nature of manufacture (CTC/Orthodox/ Green tea/organic tea/Dual/value addition in the form of blending and packaging-bagging)							
	(v) Source of raw material							
	(vi) Electrical power capacity		Adequate/inadequate					
	(vii) Any other particulars as below:							
	Period	CTC	Orthodox	Green Tea	Organic tea	Packet tea	Total	Cost of production (Rs/kg)

	(vii) Mode of disposal of tea	Auction/private sale/export (Tick)		
<b>E</b>	<b>Particulars of subsidy applied for</b>			
	(i) Total amount of subsidy applied for	Rs		
	a. Description of machinery with full specifications of model and capacity	Number of units required	Value (Total in RS)	Name of the supplier

	Total			
	b. For civil work*			
	Activity	Plinth area in sqft	Value (Total in Rs.)	Name and address of the Govt. registered contractor
	Total			
	Grand Total (a+b)			
	*Please attach plan and estimate duly attested by Civil Engineer for civil work			

	(ii) Purpose for which subsidy has been applied for (Please give a brief account indicating whether the activity is for up-gradation /capacity enhancement/setting up of new unit (applicable in case of Tea Blending – packaging /green tea unit/ 100% orthodox unit/ 100% organic tea unit/ micro mini factory by small growers or SHG)	
	(iii) Please state if the applied item is for replacement of an existing unit or an additional item. If replacement, please give details of the unit to be replaced and if additional, please give brief reasons therefore.	
F	(i) Proposed date of procurement of applied items/commencement of civil work	
	(ii) Proposed date of completion of installation of applied items/completion of civil work	
G	(i) Membership of TRA / UPASI - TRF (Applicable for estate factory)	Yes/No

	Please attach a copy of latest subscription receipt			
	(ii) Contribution to NTRF Fund			Yes / No
	Please attach a copy of receipt			
H	(i) Provident fund liabilities (if applicable) for last five years	Year	Amount deposited (Rs.)	Outstanding if any
	Please enclose copy of the latest PF Challan			

### DECLARATION

I/We hereby declare that the above mentioned particulars are true to the best of my/our knowledge and also declare that I/We will strictly abide by the terms and conditions laid down in the Scheme.

Signature -----

Name -----

Designation -----

Full Address -----

FOR BOARD'S USE

Field office	Sanctioning office
--------------	--------------------

i) Date of receipt of application		i) Date of receipt of application	
ii) Entry SL. No. in the application register		ii) Entry SL. No. in the application register	
iii) Date of processing & put up for acceptance		iii) Date of processing & put up for acceptance	
iv) Date of acceptance by officer-in-charge		iv) Date of acceptance by officer-in-charge	
v) Signature of the Officer-in-charge		v) Signature of the Officer-in-charge	

## **TEA QUALITY UPGRADATION AND PRODUCT DIVERSIFICATION SCHEME**

### **Application Covering Letter ISO/HACCP/Organic tea certification**

(in a Company letter head)

To,

Tea Board

Dated:

Sub: Application for subsidy under Tea Quality Upgradation and Product Diversification Scheme A/C Year -----for -----TE/-----  
 ----(BLF)/B&P Unit /Instant tea factory/Small growers factory /

Sir,

I/We propose to avail subsidy for ISO/HACCP/Organic tea certification under “Tea Quality Upgradation and Product Diversification Scheme” on account of our above tea garden /--- Factory and submit herewith an application of subsidy amount of Rs. \_\_\_\_\_ for the purpose, in the prescribed form.

I/We have read and understood all the terms and conditions of the scheme and I/We hereby agree to abide by all the terms and conditions.

I/We hereby declare the I/We are not a defaulter under any of the loan schemes of the Board.

I/We hereby declare the I/We are not a defaulter against Provident fund contribution of our employees.

I/We hereby declare the I/We are registered with the Licensing Authority of Tea Board. I/We hereby enclose the Copy of the Registration Certificate obtained from the Licensing Authority of Tea Board.

Yours faithfully,

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Full Address \_\_\_\_\_

Applicant's Seal

## TEA QUALITY UPGRADATION AND PRODUCT DIVERSIFICATION SCHEME

Application Form

(for obtaining ISO/HACCP/Organic Tea Certification)

Sl no	Particulars	Space to be filled in by applicant
1	Name and address of the TE/ Factory with Fax./Tel no.	
2	Registration no.(s) of the TE/Factory with the Board	
3	Source of Green leaf for manufacture. In case of BLF/co-operative factory, it should be indicated whether the manufacturing unit has command/ access to the small growers field (source of supply) for ensuring supply of quality raw material	
4	Details of certification	
	(i) The name and complete address of the Organization to who applied for with date	
	(ii) Expected time of obtaining certification	
	(iii) Training details with cost	
	(a) Financial involvement for certification	
	(b) Cost for training	
	© Cost for auditing by the certifying agency	
	(d) Total expenditure incurred for acquiring certificate	

### DECLARATION

I/We hereby declare that the above mentioned particulars are true to the best of my/our knowledge and also declare the I/We will strictly abide by the terms and conditions laid down in

the Scheme. The undertaking as per Annexure A & B are also being submitted along with the application.

Signature \_\_\_\_\_

Date: Name \_\_\_\_\_

Place: Designation & Address \_\_\_\_\_

## TEA QUALITY UPGRADATION AND PRODUCT DIVERSIFICATION SCHEME

### ANNEXURE - A

(for obtaining ISO/HACCP/Organic Tea Certification)

#### TO BE GIVEN IN COMPANY LETTER HEAD UNDERTAKING

I/We \_\_\_\_\_

Managing Director/Proprietor/Director of M/s

\_\_\_\_\_ do hereby undertake as

under:

(a) That/We have not availed of reimbursement of costs for acquiring ISO/HACCP/Organic Tea Certification for my/our garden and processing unit under any scheme operated by Central Govt./State Govt./Financial Institute

(OR)

(b) That I/We have claimed reimbursement of costs for acquiring ISO/HACCP/Organic Tea Certification for my/our garden and processing unit amounting to Rs. \_\_\_\_\_ from

(name of the institution) for my garden and processing unit:

© That I/We are member of TRA/UPASI-TRI for the TE applied for. I/We have no outstanding to NTRF Fund (Applicable for tea gardens only)

Date: Signature of the applicant (with Seal)

Place:

**BANK MANDATE FORM**

Electronic Clearing Service (Credit Clearing) / Real Time Gross Settlement (RTGS) facility for receiving payment

<b>A.</b>	<b>Details of Accounts Holders:-</b>	
	Name of Account Holder:	
	Complete Contact Address:	
	Telephone number / Fax /E-mail:	
<b>B.</b>	<b>Bank Account Details:-</b>	
	Bank Name:	
	Branch Name with Complete Address, Telephone No. and E-mail:	
	Whether the Branch is computerized?	
	Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC code:	
	Is the Branch also NEFT enabled?	
	Type of Bank Account (SB/Current/Cash Credit):	
	Complete Bank Account No. (Latest):	
	MICR Code of Bank:	

	Date of effect:	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Bank Official

1. Please attach a photocopy of the First page of the bank pass book.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.

### **Aadhaar Holder Consent Form Illustrative Template**

The below illustrative template for obtaining consent from the Aadhaar holder for using the Aadhaar number, Biometric information and /or One Time Pin (OTP) for providing the Aadhaar Authentication Service to be used by an Authentication User Agency (AUA). AUA may customize the consent form as per their requirement.

---

### **Tea Board India**

#### **Consent for Authentication**

[ ] Mark a tick (√) to provide consent to below option

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and /or One Time Pin (OTP) data for Aadhaar based authentication from the purposes of availing of the benefit under the Human Resource Development Scheme from Tea Board India.

I understand that the Biometrics and /or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system for that specific transaction and for no other purposes.



I understand that Tea Board India shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

OR,

[ ] Mark a tick (√) to provide consent to below option

I do not wish to authenticate myself with the Aadhaar based Authentication system for Authentication of my identity. However, I do understand that if at anytime I wish to authenticate myself with the Aadhaar based Authentication system I need to provide a consent to Tea Board India to provide my Aadhaar number, Biometric and /or OTP data.

Signature / Thumb Impression: .....

Name: .....

Aadhaar Number: .....

Service Agency relationship Number: .....

(e.g. Bank A/c number or Customer ID etc.)

Date:...../...../20.....

**LETTER OF UNDERTAKING**  
(On Non Judicial Stamp Paper Rs. 20/-)

To be signed by:

1. Director of applicant company / Registered Society as the case may be duly supported by Board resolution (as per Appendix-A)-applicable for Ltd./Pvt. Tea Company and Registered Small Tea Growers Producers' Society(SHG)
2. A partner (in case of Partnership firm)
3. The Proprietor (in case of Proprietary concern)

To  
Tea Board,

\_\_\_\_\_  
\_\_\_\_\_

**Ref:** Application of \_\_\_\_\_ TE for Subsidy under  
\_\_\_\_\_ Scheme A/c. year \_\_\_\_\_ Owned by  
\_\_\_\_\_ For the activity \_\_\_\_\_

Dear Sir,

In compliance of the terms and conditions set forth in the sanction order No:.....  
Dated..... of Tea Board and having sanctioned subsidy of Rs .....(Rupees  
.....) for \_\_\_\_\_ activity in our above  
mentioned tea Garden/ Self Help Group/ FPO/factory/ \_\_\_\_\_, I/we do hereby agree and undertake to  
complete the activity indicated above in our ..... tea Garden/ Self Help Group/ FPO/  
factory/\_\_\_\_\_in the manner envisaged under the scheme and on the terms and conditions hereinafter  
mentioned:

1. To observe, fulfill, and perform all the terms and condition laid down in \_\_\_\_\_ scheme of the  
Tea Board.
2. Not to sell and/or the tea garden/Society/factory\_\_\_\_\_ without prior written consent of the Tea  
Board.
3. To sign such document/papers and undertakings and or submit such returns as may be requires by  
Tea Board from time to time.
4. In the event of breach of any of the aforesaid undertaking or the terms and conditions under the  
Special Purpose Tea Fund, Tea Board will be entitled to call for immediately all amount paid as  
subsidy with interest thereon at the of 12% per annum and I/ We undertake to pay the same within  
10 days from the date of demand.

Signature of Authorised signatory

Seal of Company/Garden/Society.

**(To be given in Tea Company/Registered Society letter head)**

DRAFT RESOLUTION TO BE PASSED BY THE BOARD OF DIRECTORS OF THE applicant  
company/society

RESOLVED THAT THE COMPANY/SOCIETY SUBMIT THE Letter of Undertaking (LOU) to the  
Tea Board and obtain the subsidy as specified in the Board's sanction letter under the Board's  
Special Purpose Tea Fund .

RESOLVED FURTHER that the draft on the under mentioned document placed before this  
meeting and initialed by the Chairman of the meeting thereof be and the same is hereby  
approved and the same be completed with such modifications as may be agreed upon the  
Company and the Tea Board.

- (a) Draft of the Letter of Undertaking in connection with Special Purpose Tea Fund Scheme  
between the Tea Board of the one part and \_\_\_\_\_ (insert name of  
the company)
- (b) RESOLVED FURTHER that a Common seal of ..... (insert name of  
the company) be affixed to the engrossed and stamped LOU in connection with specified  
activities under Special Purpose Tea Fund Scheme, between the Tea Board of the one part  
and Shri ..... & Shri....., being  
two of the directors and they are hereby authorised to sign the said Letter of Undertaking on  
behalf of the company.

RESOLVED FURTHER that Shri\_\_\_\_\_, a Director of the  
Company be and he is hereby authorised to sign the Letter of Undertaking answer all  
requisitions in connection with the said Letter of Undertaking on behalf of the Company.

TRUE COPY

CHAIRMAN OF THE MEETING

Full signature of the Director (s) authorised to sign the Letter of Undertaking on behalf of the Company.

1. \_\_\_\_\_

2. \_\_\_\_\_

Attested by

\_\_\_\_\_

(Signature of the Chairman of the Meeting)

N.B Resolution should be in accordance with the Seal Clause of the articles of Association of the Company/Society.

**LETTER OF UNDRTAKING**

(On Non Judicial Stamp Paper Rs. 20/-)

To be signed by:

1. Director supported by Board resolution (as per Appendix-1) or Authorized signatory as per Power of Attorney)
2. A Partner (in case of Partnership firm)
3. The Proprietor (in case of Proprietary concern)
4. Secretary and president in case of Micro mini factories by Self Help Group.

To  
Tea Board

**Ref : Quality Upgradation & Product Diversification Scheme**  
**A/C Year----- in respect of-----TE/ BLF/B& P Unit/ Small**  
**Growers Factory**

Dear Sir,

In continuation of Tea Board having sanctioned a subsidy of Rs. (Rupees only) for -----activity on the above mentioned subject and as detailed hereunder in first schedule in favour of -----Tea Estate/-----, we do hereby agree to maintain the machinery in good condition already procured and installed in our factory for up-gradation/product diversification activity of our factory in the manner envisaged under the scheme and on the terms and conditions hereinafter mentioned.

1. To observe, fulfill, and perform all the terms and conditions laid down in the Quality Up-gradation & Product Diversification Scheme of Tea Board.

2. Not to sell and/or transfer the tea garden/factory/Unit and the machinery purchased under the scheme without prior written consent of the Tea Board.
3. I/We agree to sign such documents/papers all undertaking as may be required by Tea Board from time to time.
4. I/We also hereby undertake to pay the green leaf price to the supplier of green leaf to our factory in accordance with the price sharing formula notified by the Tea Board.(not applicable for blending and packaging activity)
5. I/We hereby undertake to submit the monthly return in regard to tea manufactured and price realized during each month and also the yearly statement to Tea Board.
6. In the event of breach of any of the aforesaid undertaking or the terms and conditions under the said scheme, Tea Board at its option will be entitled to call for immediately all amount paid as subsidy with interest thereon at the rate of 12% per annum and we undertake to pay the same within 10 days from the date of demand as per the payment made by the Tea Board for the items of machinery procured and civil work undertaken by us under QU&PD scheme of the Tea Board.

FIRST SCHEDULE

(Details of machinery to be procured with accessories and civil work, if any)

Description of the machinery

Name of the supplier

Signature of Authorized Signatory  
Seal of the Factory/estate & Date.

**Appendix-1**

(To be given in Company Letter head Pad )

**DRAFT RESOLUTION TO BE PASSED BY THE BOARD OF DIRECTORS OF THE COMPANY**

RESOLVED THAT THE COMPANY submit the Letter of Undertaking (LOU) to the Tea Board and obtain subsidy as specified in the Board's sanction letter under the Board's Tea Quality Upgradation and Product Diversification Scheme.

RESOLVED FURTHER that the draft on the under mentioned document placed before this meeting and initial by the Chairman of the meeting thereof be and the same is hereby approved and the same be completed with such modifications as may be agreed upon between Shri \_\_\_\_\_ Director of the Company and the Tea Board.

(a) Draft of Letter of Undertaking in connection with Tea Quality Upgradation and Product Diversification scheme between the Tea Board of the one part and \_\_\_\_\_ (insert name of the company)

(b) RESOLVED FURTHER that a common seal \_\_\_\_\_(insert name of the company) be affixed to the engrossed and stamped LOU in connection with specified activity under Tea Quality Upgradation and Product Diversifications

Scheme between the Tea Board of the one part and \_\_\_\_\_ andshri \_\_\_\_\_ being two of the Directors and they are hereby authorized to sign the said letter of Undertaking on behalf of the Company.

RESOLVED FURTHER that Shri \_\_\_\_\_ a Director of the Company be and he is hereby authorized to sign the Letter of Undertaking and answer all requisitions in connection with the said Letter of Undertaking on behalf of the Company.

TRUE COPY

CHAIRMAN OF THE MEETING

\_\_\_\_\_ full signature of the Director (s) authorized to sign the Letter of Undertaking on behalf of the Company.

1.

2.

Attested by \_\_\_\_\_ (Signature of the chairman of the meeting)

N.B. Resolution should be in accordance with the Seal Clause of the Articles of Association of the Company.

## TEA QUALITY UPGRADATION AND PRODUCT DIVERSIFICATION SCHEME

ANNEXURE - B

**(for obtaining ISO/HACCP/Organic Tea Certification)**

TO BE GIVEN IN COMPANY LETTER HEAD UNDERTAKING

Certification in respect of payments for acquiring ISO/HACCP/Organic Tea Certification in tea.

I/We \_\_\_\_\_ Managing Director/Proprietor/Director of M/s \_\_\_\_\_ do hereby Undertake as under:

1. That I/We have made payment of Rs. \_\_\_\_\_ being the cost of certification to the (name of the organization) \_\_\_\_\_ for obtaining ISO/HACCP/Organic Tea Certification for my/our unit.

2. That I/We have paid Rs. \_\_\_\_\_ towards training cost for adopting ISO/HACCP/Organic Tea Certification for my/our unit and the training is satisfactorily completed \_\_\_\_\_ by (name of the organization) - Original receipts are enclosed.

3. That I/We have paid Rs. \_\_\_\_\_ towards cost of auditing for adopting ISO/HACCP/Organic Tea Certification for my/our unit and the auditing is satisfactorily completed by (Name of the organization) - Original receipts are enclosed

Date:

Signature of the applicant (with Seal)

Place:

Managing Director/Proprietor/Director