



टीबोर्डभारत Tea Board India
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Dated: 3rd December, 2025

NOTIFICATION

Sub: SOP for Compilation of Information provided under Form ‘E’ by the Tea Manufacturers

Under Paragraph 7 of the Tea (Marketing) Control Order, 2003, every registered manufacturer shall furnish to the Registering Authority a monthly return in Form ‘E’. The return must be submitted on a monthly basis, on or before the 7th of every month for the previous month. The return must be filed **online** via the Board's eGiCCS portal. Each manufacturer has been provided with id and password to access the online portal and submit the form with all the fields which are mandatory in nature.

The Form-E monthly return contains various data points capturing the production details, Sales and Tea Waste details which also include the amount paid to the Small tea growers for the green leaf supplied as also the private sale data.

These data are very crucial for compilation of accurate statistics as well as ensuring proper implementation of the Price Sharing Formula for the Small Tea Growers. Timely submission of the Form-E is mandatory and very much essential by the registered tea manufacturers for all policy and other related matters.

However, it is observed that only a few manufacturers submit the Form-E returns on time keeping the defaulters at a high rate and besides non-filing of all the relevant fields.

In view of the above, the following SOP is issued accordingly -

N.B. The Board has designated offices/officers, based on proximity of the manufacturing unit, and provided access of submission of Form E to such offices/officers to verify and monitor such filing.

For compliance and scrutiny of the information provided in the said Form E, the following Standard Operating Procedure is issued:

Manufacturers (Factories)	Designated Field Officers	Statistics Branch
<ul style="list-style-type: none">• All the manufacturers to submit the Form-E return by 7th of the following month with all the fields and with accurate data including green leaf price paid to the Small tea growers and the Private Sale data (as per sales register to corroborate with GST returns)• Non-submission of Form-E Returns, late submission or	<ul style="list-style-type: none">• The Zonal Offices to provide the list of the field officers of their respective zones, if not mapped with the factories to Board's Statistics Branch for necessary mapping.• The Field Officers should monitor the timely submission of the Form-E returns with all fields filled in accurately by them and within the due date. The field officials should check the authenticity of the data	<ul style="list-style-type: none">• Track regional submission status.• Track non-compliance cases and for escalation to the Controlling Authority.• Publish monthly compliance reports for review.

incomplete submission will be viewed seriously and may lead to suspension or cancellation of the manufacturers' license.	filled in by the manufacturers from time to time. • Report any non-compliance or discrepancies to the Statistician for resolution / escalation.	
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Rishikesh

(Dr. Rishikesh Rai)
Secretary (I/c)

Distribution:-

1.	All Producers' Association	With a request to bring the content of the notification to the notice of their members
2.	All Tea Factory's Association	
3.	Executive Director, Tea Board Coonoor & Tea Board Guwahati	For kind information and necessary action please.
4.	All Zonal Offices	
5.	All HoDs (Except Deputy Chairman, FA&CAO & Secretary)	
6.	P.A. to FA&CAO	For kind information to FA&CAO please.
7.	PA. to Deputy Chairman	For kind information to Deputy Chairman please.
8.	IT Cell	For uploading this notification in the website of the Board.
9.	Estt. Branch	
10.	Guard File	

Ref. File No. [STATS-MOTR0PROD/1/2025-Statistics](#)[STATS-MOTR0PROD/1/2025-Statistics](#)