



सत्यमेव जयते



टी बोर्ड भारत

भारत सरकार वाणिज्य एवं उद्योग मंत्रालय के अधीन

TEA BOARD OF INDIA

Under Ministry of Commerce & Industry,
Government of India

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Modalities and Scheme Guidelines
TEA DEVELOPMENT & PROMOTION SCHEME

For the XII Plan period - 31.03.2017



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MODALITIES FOR IMPLEMENTATION OF “TEA DEVELOPMENT & PROMOTION SCHEME” DURING XII PLAN

Introduction: -

The Government of India has conveyed its approval for the Tea Board's Scheme “Tea Development & Promotion Scheme” for implementation during the XII Five year Plan (2012-2017) vide letter No. CCEA/32/2014(i) Dated 12-12-2014.

The scheme has the following seven major components covering the broad areas of Tea Board's operation i.e. Plantation Development, Quality Up gradation and Product Diversification, Market Promotion, Research and Development, Welfare of Tea garden work force, Small Growers Development and Programme for Tea Regulation for overall protection, growth & sustenance of the Indian Teas.

Component -1: Plantation Development

Component -2: Quality Up gradation and Product Diversification including Orthodox Production.

Component -3: Market Promotion – Domestic and International

Component -4: Research and Development

Component -5: Human Resource development

Component -6: Development of Small Growers.

Component -7: National Programme for Tea Regulation.

The above components primarily comprises extending subsidy/ financial incentives/ grant in aid for various activities carried out by different stakeholders for improving the Production, Productivity and Quality of Tea in India and Promotion of Indian Tea in the international market and Research and Development.

The Tea Board of India has finalized the modalities for implementation of subsidy/ financial incentives/ grant in aid under various components, clearly describing the eligibility norms, unit costs, and extent of support for various categories of stakeholders. The subsidy/ financial incentives under the various components will be distributed by various departments of the Board depending on the types of activities/ beneficiaries. The implementation and monitoring of the subsidies will be carried out as under:

Implementation and Monitoring of the Project

1) Director Tea Development will be the Nodal officer for Implementation of Component-1: Plantation Development, Component-2: Quality Up gradation and Product Diversification including Orthodox Tea Production, Component-5: Human Resource Development, Component-6: Small Growers Development.

2) Director Tea Promotion will be the Nodal Officer for implementation of Component -3: Market Promotion – Domestic and International

3) Director Research will be the Nodal officer for implementation of the Component-4: Research and Development

4) Controller of Licensing will be the Nodal officer for implementation of Component-7: National Programme for Tea Regulation

5) The Chairman Tea Board and Deputy Chairman, Tea Board will periodically review the progress of implementation of various components and sub-components of the scheme.

6) Internal Auditing of Accounts pertaining to the scheme will be done by FA&CAO and the external Auditing of the Accounts will be done by the Auditors of CAG.

7) The Technical evaluation of the schemes will be done at the end of the XII plan by an independent expert team.

8) All the services for implementation of the various components of the scheme will be provided through development of online e-governance mechanism and all payments will be through e-payment mode i.e. RTGS/NEFT. However, till such time the e-governance portal is fully operational, physical submission of applications and manual processing will be done.

9) The Tea Board reserves right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfillment of its objectives.

10) Applications of persons who resort to making offers, rewards, gifts, or any material benefit or any coercion either directly or indirectly to influence the sanction process shall summarily be rejected, Similarly legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit willfully furnishing wrong /incorrect information , misrepresentation and suppression of information.

11) The scale of subsidy wherever is not mentioned in the guideline will be paid at the rate as applicable during the XI Plan period.

The modalities containing the details such as eligibility criteria, unit cost scale of subsidy/grant in aid, release of subsidy/grant in aid, list of documents, procedure for claiming subsidy/ grant-in-aid, processing of application and claims for the components/sub-components involving subsidy support/ grant-in-aid are presented in this document. The application forms and other relevant formats for all the schemes are made available in all the offices of the Tea Board and in the Tea Board's website www.teaboard.gov.in. In respect of Special packages for Idukki, Kangra and North East, the application form will be available in the respective Regional Offices of Tea Board.

Modalities for implementation

Component- 1: Plantation Development:

There are 5 sub-components under this component;

1.1 Replantation Replacement planting Rejuvenation of old tea bushes

1.2 New Planting

1.3 Organic Tea

1.4 Irrigation

1.5 Field Mechanisation

A. OBJECTIVES

To increase production and field productivity and quality of Tea by encouraging replantation/ replacement planting/ rejuvenation pruning/ extension planting/ irrigation and mechanisation.

B. ELIGIBILITY CONDITIONS – GENERAL (COMMON FOR ALL THE 5 SUB COMPONENTS)

1. The applicant tea garden shall submit the documents of its registration with Tea Board.
2. The applicant must be a member of TRA (for the gardens in North India) and UPASI -TRF (for the gardens in South India) and must hold valid current membership at the time of submission of application to Tea Board. (Growers whose holding size is less than 50 ha. are exempted).
3. The applicant must have paid his subscription in full to the National Tea Research Foundation. Small growers and identified sick tea gardens as per the provision under clause 16B of Tea Act are exempted. Gardens whose holding size is less than 50 ha are also exempted.
4. Provident fund dues of the applicant tea garden must not exceed Rs.10,000/- at the time of submission of application. Where the Provident Fund(P.F) liability exceed Rs.10,000/-,the application will be accepted provided it is backed by a Court decree or written consent from the P.F authorities for allowing the payment of arrear P.F dues in installments. For such applicants, conditional approval will be issued with a stipulation that subsidy will be released only if they are found to be regular in repayment of the dues as per the court order/ consent from the P.F authorities.

5. The Applicant will give a notarized declaration that he has not violated any provisions of the Plantation Labour Act 1951, Minimum Wages Act, Contract Labour Act and Employees Provident Fund Act.
6. The applicant must not be a defaulter under any of the Board's erstwhile loan schemes at the time of submission of application. (Tea Board shall have the right to adjust sanctioned amount of subsidy from any component or sub components of the scheme with defaulted dues if the applicant was found to be a defaulter at the time of releasing the subsidy.)
7. For carrying out pre-approval inspections in time, the applicants will submit their application to the nearest field office of Tea Board, at least 30 days before the commencement of any field activity i.e. Uprooting/ Rejuvenation pruning/ planting & uprooting, procurement of equipments, in case of Replanting/ Rejuvenation pruning & consolidation/ Extension Planting/ replacement planting/ Irrigation and mechanization. Applications submitted after commencement of field work will not be considered & will be summarily rejected.
8. Field operations viz., Uprooting/ Rejuvenation pruning/ Extension Planting/ planting & Uprooting in case of Replanting/ Rejuvenation pruning & consolidation/ replacement planting/ Extension planting respectively or procurement of equipment's under irrigation and field mechanization activity shall be commenced by the applicants only after receiving the NOC (No Objection Certificate) issued by the concerned field offices, after carrying out pre-approval inspection. However, pre-approval inspection is not required in respect of Field mechanization activity. NOC under field mechanization shall be issued after the receipt of application by the field office and fulfillment of the other board's criteria within 30 days. However the applicant may commence field activities after 30 days, if the pre-approval inspection and or the issuance of NOC is being delayed by the Tea Board Office due to reasons beyond their control.
9. The sum total of replanting, replacement planting, rejuvenation and extension planting, in terms of percentage to total tea area shall not be less than 1% per annum for consideration under this component.
10. Abandoned tea areas (those sections abandoned and thrown out of plucking for more than three consecutive years at the time of submission of application) will not be eligible for availing of subsidy. This criteria will be relaxed for closed and reopened gardens
11. Only one application per garden in a financial year will be entertained for consideration of subsidy for a particular activity. However, if an applicant wishes to submit an additional application for the same activity it shall be considered by clubbing together the first and the additional applications subject to fulfillment of all the other condition.
12. All the applicants under this scheme shall comply with the provisions under the

Tea Act and other control orders wherever applicable. Financial assistance/ subsidy will be recovered subsequently with 12% interest from such applicants who violate such provisions and guidelines from Tea Board and will not be eligible for further financial assistance/ subsidy at least for the current plan period.

13. The plantation or the applicant shall be PPC compliant. In support of that a certificate from TRA/UPASI shall be enclosed with the application. Growers who are exempted as mentioned at para 2 above, their applications shall be accompanied by PPC compliance certificate from the Development Officer of the Tea Board.
14. All the applications shall be accompanied with Rs. 2,000/- (Rupees two thousand) only as application fee payable **A/c Tea Board Zonal Office** for each applied activity either through Demand Draft or a/c payee cheque.

C. ACTIVITY SPECIFIC ELIGIBILITY CONDITIONS

C.1.1.A Replanting/Replacement planting

1. The applicants shall use only the approved planting materials.
2. The plant population shall not be less than 10,000 plants per hectare in the replanted /replacement planting area subject to limitation of topography.
3. Uprooting will have to be completed by 31st March of the financial year for which the application has been submitted. Replacement planting to be completed within 6 months from the issuance of NOC.
4. Prior to replanting/replacement planting adequate steps have to be taken for land preparation, soil rehabilitation, proper drainage etc., as per the guidelines given by TRA (for North India except Darjeeling)/UPASI-TRF (for South India)/DTR&DC for Darjeeling.
5. The old and uneconomic sections where sectional average yield is lower than the garden average yield in the last three consecutive years are eligible for subsidy. However the minimum age shall not be less than 40 years.
6. Zero/minimum tillage replanting and progressive replanting with zero/minimum tillage are permissible in respect of tea estates in hilly areas.
7. For Replacement planting in virgin soil, planting permit shall be obtained from the Board's Licensing branch.
8. Where there is a dearth of suitable virgin lands, re-use of the areas that have been uprooted against previous replacement planting applications are permitted, for fresh planting under current application provided such area has been properly rehabilitated and found to be suitable for planting as evidenced from suitable soil analysis report from Board's approved laboratories and the same being certified by TRA (for North India except Darjeeling)/ UPASI-TRF(for South India)/ DTR&DC for Darjeeling. For

allowing such areas for re-use, all inspections related to the earlier application shall be completed for reuse.

9. In the case of applications for replanting, after completion of uprooting, the uprooted area shall be rehabilitated with an approved rehabilitation crop for a period of **not less than 18 months in case of gardens in plains** and **not less than 12 months in case of gardens in the hills**
10. However, shorter rehabilitation period will be considered if the soil health is found to be suitable and the same is backed up by soil analysis report from the Boards' approved soil testing laboratories. Longer period of rehabilitation may also be allowed provided a request in writing is made by the applicant in this regard prior to commencement of replanting accompanied with a specific recommendation from TRA(for North India except Darjeeling)/ UPASI-TRF (for South India)/ DTR&DC for Darjeeling.
11. Replanting in all cases shall be completed within 36 months from the date of completion of uprooting. Phased uprooting against replacement planting will also have to be completed within 36 month from the date of completion of replacement planting.
12. Prior to commencement of replanting, the soil shall be physically and chemically suitable for planting. The applicants are therefore, advised to get the soil analyzed from any one of the approved Soil Testing Laboratories and the chemical soil analytical report shall be submitted to Tea Board at the time of post planting inspection, for verification. If any soil amelioration measures like correction of pH or addition of organic matter is advised in the soil analysis report the garden authorities will have to submit documentary evidence for having undertaken the measures.
 - a) On completion of replanting/ replacement planting, as the case may be in the approved area, the applicant should get the planted area surveyed by Govt. approved Surveyors or Patwari or Karnam or Mandal (Village Revenue Officer) drawn to a scale 16" a mile clearly demarcating the area in colors
 - a) Replantation activity: Uprooting & Replanting - Red Colour
 - b) Replacement Planting:
Application stage:
Area proposed to be uprooted – Yellow Colour,
Area to be planted against replacement –Green Colour

Post Stage:
Area planted against replacement – Red Colour,
Area uprooted against replacement planting– Yellow Colour
13. The post replanting/replacement planting / uprooting survey map, as the case may be, shall accompany the following particulars:
 - a) Period of survey.
 - b) Year of field operation.
 - c) Nature of activities
 - d) Date of issue and issue number of the map.
 - e) Signature & seal of the Surveyor.
 - f) Section number with actual areas in ha., covered under replanting/

replacement planting/ uprooting as the case may be as well as area covered under drains, roads, etc.

14. In case the applicant tea garden has availed subsidy for several years and the activities carried out in the same section part by part over a period of time, a copy of sectional map demarcating the extent of areas applied for and subsidy for the areas already availed of may be submitted at the time of pre-approval inspection or 1st post planting inspection for confirmation to the effect that there was no overlapping of the areas and submit a fresh application. The change in area after the sanction is not permitted.
15. The spacing should be as per TRA /UPASI norms/ recommendations.
16. The change in the applied area shall not be permissible after the issue of NOC. However, the applicant may withdraw and submit a fresh application. The change in area after the sanction is not permitted.

Rate of Subsidy: As mentioned in Table -G

C.1.1.B Rejuvenation pruning

1. The proposed area for rejuvenation pruning and consolidation shall not fall under the category of “abandoned tea areas” (the closed and re-opened gardens are exempted) and the section after rejuvenation pruning should not be due for uprooting for next 10 years.
2. The scheme provides for benefit of the Rejuvenation pruning activity for tea plantations located in the hilly areas covered under CBDT Notification and any other tea area located above 2500 ft from MSL (Irrespective of the age of Tea Bushes but not less than 35 years) The benefit of the scheme is also extended to the Tillah areas of Cachar and Tripura with the specific condition that age of bushes to be rejuvenated in such areas shall be in the range of 30 to 40 years only. Rejuvenation activity will not be considered in these areas for bushes above 40 years of age.
3. Reclamation of abandoned tea areas of Uttaranchal and Himachal Pradesh will be allowed for rejuvenation pruning on individual merit subject to submission of a suitability certificate by IHBT and CSKHPKV, Palampur for Himachal Pradesh and by Director of Tea Uttarakhand, Tea Development Board(UTDB), Almora for the areas of Kumaon Hills.
4. Subsidy for Rejuvenation and Infilling shall be allowed for the 2nd time for the same area in respect of Himachal Pradesh and Darjeeling after every 20 years from the date of previous rejuvenation pruning as a special consideration.
5. The existing bushes proposed for rejuvenation pruning should be potentially healthy and be capable of being rejuvenated.

6. The sections proposed to be rejuvenated shall not normally have a vacancy of more than 25%. In exceptional case, the Chairman, Tea Board may allow subsidy in respect of areas where vacancies exceed 25% but not beyond 40% provided such area is certified to be fit for rejuvenation pruning by TRA (for North India except Darjeeling)/ UPASI-TRF(for South India)/ DTR&DC for Darjeeling.
7. The maximum pruning height from ground level shall not exceed the height noted below:

1	For Assam and Assam Hybrid	16"-18" (40cm -45 cm.)
2	For China and China Hybrid	12" -14" (30cm-34 cm)

8. Only approved planting materials to be used for infilling and inter-planting purpose.
9. On completion of rejuvenation pruning and infilling with or without inter-planting, as the case may be, a map of the approved area shall be prepared.
- 10.No assistance will be available for the gardens in plains for undertaking rejuvenation pruning and consolidation.
- 11.Rejuvenation pruning will have to be completed by 31st March of the financial year for which application has been submitted and infilling with or without inter planting will have to be completed by the next financial year.

Rate of Subsidy: As mentioned in Table –G.

C.1.2. New Planting

1. Subsidy for new planting is to support new planting in the cultivable land available within the grant area of tea gardens.
2. The soil suitability certificate shall be obtained from any of the soil testing laboratories empanelled with Tea Board along with a planting permit from the Licensing Branch of Tea Board.
3. Only approved planting materials to be used for planting.
4. The bush population in the planted area shall not be less than 10,000 per ha.
5. All cultural operations and soil conservation measures should be undertaken in the manner as recommended by TRA/ UPASI-TRI/ DTR&DC/ Tea Board.

Rate of subsidy: As mentioned in Table –G

C.1.3. Organic Tea Production:

The organic tea production is encouraged in the XII plan. Financial support will be extended by way of capital subsidy on the investment to be made for new planting/replanting/replacement planting or conversion from conventional to organic cultivation. The subsidy to be provided would be 25% more than the

subsidy applicable for conventional new planting/ replanting/ replacement planting (wherever separate unit cost is not mentioned).

Rate of subsidy: The subsidy to be provided would be 25% more than the subsidy applicable for conventional new planting /replanting/replacement planting (wherever separate unit cost is not mentioned).

C.1.4. Creation of Irrigation facilities:

1. The items that are eligible for subsidy under this sub-component equipments, including sprinkler equipments, drip irrigation system, pipelines, motors, pump sets with electric line connection and accessories and creation of irrigation sources such as check dams, tube wells etc.
2. Where there is a restriction imposed by a State Govt. for tapping of water from perennial sources such as rivers, streams etc. passing through the applicant tea garden, a no objection certificate issued by the Department of Irrigation of the concerned State must accompany the application for subsidy. Where the source is from own a declaration from the applicant with the details of Survey number etc. shall accompany the application.
3. The cost estimates with overall specification for creation of irrigation sources such as check dams, tube wells etc. should be obtained from a Chartered Engineer or concerned State Irrigation Department and submitted along with application.
4. Upon execution of work, same will be physically verified by Board's field office before disbursement of subsidy. Proper records regarding procurement of irrigation equipment and commencement and completion of creation of irrigation facilities like check dams, tube wells etc. shall be maintained by the applicant tea estates.
5. A map duly drawn by an accredited Surveyor showing the actual extent of area being irrigated shall be produced at the time of field inspection.
6. Procurement & installation of irrigation equipment shall be done within 9 months from the issuance of NOC by the field office.

Unit Cost: Rs.80,000/ha with ceiling limit of 200.00 Ha per garden for the XII plan period

Rate of subsidy: Financial assistance in the form of subsidy would be provided subsidy @ 25% of the actual cost not exceeding Rs.80,000/ha and raise the ceiling limit per garden to 200 ha.

C.1.5. Field mechanization.

The items eligible under this scheme are:

1. Mechanical harvesting equipment /Pruning machines and JCVs for the purpose of uprooting old tea bushes.
 - a) One pruning machine for every 10 ha of tea area is admissible.
 - b) One Mechanical Harvester machine for every 10 ha. of tea area is admissible.
 - c) Only one JCB per garden for the plan period is admissible minimum area of plantation should be 200 Ha.
 - d) The machineries will be from a reputed supplier and of good quality.

Unit Cost: As per the authorized dealer Price.

Rate of subsidy: Financial assistance in the form of subsidy would be provided @ 25% of the actual unit cost.

D. SUBMISSION OF APPLICATION: (For all the sub component activities)

The application for subsidy shall be submitted in the prescribed formats complete in all respect (with all supporting documents) to the nearest office of the Tea Board 30 days before the commencement of the field operations or procurement of items. **Incomplete applications shall not be accepted and returned forthwith.** All the applications are available in all the Tea Boards offices and in Tea Boards website www.teaboard.gov.in

E. Documents to be submitted along with application:

The following documents are to be enclosed along with the application for grant of subsidy:

- a. Duly filled in application in the prescribed format and signed by the authorized signatory with seal and date.
- b. Copy of the Registration certificate of Tea Board.
- c. An application fee of Rs. 2,000/- payable either through cheque or Demand Draft.
- d. Copy of NTRF paid receipt & TRA/UPASI-TRF membership receipt
- e. Copy of latest PF challan paid receipt
- f. A declaration by the TRA/UPASI-TRF that the applicant is following the PPC guidelines. (wherever applicable) PPC compliance certificate from Board's Development officer (wherever applicable).
- g. Copy of the Planting permit issued by the Controller of Licensing, Tea Board in respect of sections proposed for replacement/ extension planting:
- h. Soil Analysis report in original from the Board's approved laboratories duly certified by TRA (for North India except Darjeeling)/ UPASI-TRF(for South India)/ DTR&DC for Darjeeling in respect of sections proposed for Replanting/ replacement

planting. Documents in support of shorter / longer period of rehabilitation.

- i. Site map of the areas proposed for uprooting/ replanting/ replacement planting/ rejuvenation pruning and infilling.
- j. Suitability certificate issued by TRA (for North India except Darjeeling)/ UPASI-TRF(for South India)/ DTR&DC for Darjeeling for undertaking rejuvenation pruning in the sections having more than 25% but below 40%.
- k. Survey map (wherever applicable).
- l. Documentary evidence for carrying out soil amelioration measures (wherever applicable).
- m. Suitability certificate from IHBT and Director UTDB (wherever applicable).
- n. Cost estimate from a chartered engineer or concerned state irrigation department (wherever applicable).
- o. Accredited survey map showing the extent of area to be irrigated (wherever applicable).
- p. Declaration by the applicant company /Proof of payment of Gratuity for the employee who has retired or resigned within last 6 months of the date of application (reopened gardens after remaining closed are exempted from this for a period up to one year after reopening).
- q. A notarized declaration that applicant has not violated any provisions of the Plantation Labour Act 1951.,Minimum Wages Act, Contract Labour Act and EPF Act.

E. INSPECTIONS BY TEA BOARD:

E.1. Pre-approval inspection:

a). A pre-approval inspection will be carried out by the field office of the Board soon after receipt of application from the gardens to justify the need for undertaking the relevant operation for which subsidy has been sought for. However, pre-approval inspection is not required in respect of Field mechanization activity.

b) On completion of the pre-approval inspection, a No Objection Certificate (NOC) will be issued by the concerned field office for proceeding with the field work or procurement of items.

c) The field activities that have been commenced or the items of materials that have been procured prior to pre-approval inspection by the Board field office will not be eligible for any financial assistance. However, this condition shall be relaxed where the issuance of NOC has unduly been delayed by the field office or field activity has been undertaken/ material procured after 30 days from the date of submission of application to Tea Board.

d) The NOC issued by the field office shall not be binding on the Board, if the

applicant was subsequently found to be ineligible for subsidy due to other reasons to be specified by the Board in writing.

e) The commitment of the Board will become binding only after issuance of approval cum sanction letter following the scrutiny of the post-operative inspection report

E.2. 1st inspection - Post operative inspection:

a) This inspection will be carried out by the field office /Development officer/ Assistant Director of the Board soon after receipt of information from the applicant garden as to the completion of field works viz. Replanting/ replacement panting & uprooting of the required percentage, Rejuvenation pruning & infilling with or without interplanting, Extension planting/ procurement of items for which subsidy is being claimed.

b) The applicant garden should produce a post activity survey map in respect of replantation, replacement planting/ uprooting and rejuvenation and civil works related to irrigation as the case may be. In case of procurement of items viz., irrigation equipment, items under field mechanization the necessary purchase order, bill/ invoices, delivery challan, money receipts etc., to be submitted to the field office for arranging Post-operative inspection.

(c) Satisfactory completion of the field work viz., Replanting/ replacement panting & uprooting of the required percentage, Rejuvenation pruning & infilling with or without inter-planting, Extension planting/ procurement of field mechanization unit and commissioning of irrigation equipments and the same being offered for physical verification by the Field office of the Board and receiving the supporting documents along with the inspection report from field office will entail the applicant garden for receiving of subsidy.

E.3. 2nd Inspections:

The 2nd Inspection will be carried out within 24 months in case of extension planting, replanting and replacement planting / rejuvenation pruning after the date of completion of planting / completion of infilling with or without interplanting for verification of upkeep & maintenance of the area.

For replacement planting, the actual extent of area uprooted against replacement planting shall also be verified during this inspection.

The 2nd installment of subsidy will be released on receipt of a satisfactory 2nd post planting inspection report from the field office of the Board.

E.4. Other inspections:

Apart from the above, the Board may carry out or cause to be carried out such investigations as deemed necessary for verification of the particulars furnished in the application or for any other purposes connected with grant of subsidy. The applicant shall fully co-operate in such investigations and place at Board's

disposal such information and records as may be required by the inspecting officials of the Tea Board.

F. Schedule for Disbursement of Subsidies

Sl. No	Activity	No of Installment	1 st installment of subsidy	2 nd / Final installment of subsidy
1	Replantation	2	Immediately on completion of replanting and after receiving satisfactory 1st post planting inspection report, the 1st installment will be released.	Final installment will be released on completion of 24 months from the date of completion of replanting and after receiving satisfactory 2nd post planting inspection report
2	Replacement planting	2	1st installment after completion of planting and 20% uprooting of the applied area and also on receipt of satisfactory 1st inspection report. In case the vacancy percentage in area to be uprooted exceeds 20% it will be considered as deemed uprooting. However, the actual uprooting will have to be completed by the time of 2nd inspection.	2nd installment after 24 months from the date of completion of planting and 100% uprooting of the applied area. And also on receipt of satisfactory 2nd inspection report.
3	Rejuvenation pruning	2	First Installment - Immediately on completion of rejuvenation pruning and infilling with or without inter- planting, as the case may be, and after receiving satisfactory inspection report.	Final installment - On completion of 24 months from the date of completion of in filling and after receiving satisfactory inspection report.
4	New Planting	2	Immediately on completion of planting and after receiving satisfactory 1st post planting inspection report 1st installment will be released.	Final installment will be released on completion of 24 months from the date of completion of planting and after receiving satisfactory 2nd post planting inspection report
5	Irrigation	1	On receipt of satisfactory post installation inspection report. 100% subsidy will be released	NA
6	Field Mechanization	1	On receipt of satisfactory post procurement inspection report. 100%	NA

			subsidy will be released	
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The entire sanctioned amount of subsidy should be claimed within 7 (seven) years in case of replanting/ replacement planting activity, within 5 (five years) in case of rejuvenation pruning/ irrigation/ extension planting/ field mechanization activity from the date of submission of application. Any amount remaining unpaid beyond the period of 7/5 years as the case may be shall not be eligible for disbursement and the case shall be treated as time barred and closed.

G. Rate of Subsidy (Region wise)

Unit Cost of Replanting Subsidy (Rs./ha)					
Sl No	Region	Unit Cost	Subsidy @30%	1st Installment @ 60% of Subsidy	2nd Installment @ 40% of Subsidy
1	Assam	633790	190137	114082	76055
2	Dooars & Terai	648775	194633	116780	77853
3	Cachar	544840	163452	98071	65381
4	Tripura	493224	147967	88780	59187
5	Darjeeling	873615	262085	157251	104834
6	Tamil Nadu &Karnataka.	820188	246056	147634	98423
7	Kerala	853288	255986	153592	102395
Big Growers - organic			25% more than the conventional rate		
Unit cost of Rejuvenation (Rs./ha) based on average increase in unit cost of replanting					
Unit Cost		Subsidy@30%		1st Installment @ 60% of Subsidy	2nd Installment @ 40% of Subsidy
203794		61138		36683	24455
Irrigation					
Unit Cost		Subsidy		Installment	
Capital cost not exceeding Rs.80000/ha with the ceiling limit of 200 ha per garden in the plan period		25% of the actual cost		One installment	
Field Mechanization					
Actual Cost		25% of the actual cost		One installment	

Unit Cost of New Planting Subsidy (Rs./ha)					
Conventional					
Sl no	Region	Unit Cost	Subsidy @25%	1st Instalment @ 60% of Subsidy	2nd Instalment @ 40% of Subsidy
1	Assam	633790	158448	95069	63379
2	Dooars & Terai	648775	162194	97316	64878
3	Cachar	544840	136210	81726	54484
4	Tripura	493224	123306	73984	49322
5	Darjeeling	873615	218404	131042	87362
6	Tamil Nadu &Karnataka	645055	161264	96758	64506
7	Kerala	662055	165514	99308	66206
Organic			25% more than the conventional rate		

H. MODE OF PAYMENT:

The eligible subsidy will be disbursed directly to the beneficiaries account through e-governance portal of Tea Board to be developed and e- payments will be made or through NEFT/RTGS.

I. LETTER OF UNDERTAKING:

- For all the activities mentioned above, the applicants shall submit a Letter of Undertaking on an Rs.20/-non-judicial stamp paper/appropriate value before receiving the sanctioned subsidy amount.
- In the event of breach of any of the provisions of the aforesaid undertaking or the terms and conditions of the scheme, the Tea Board shall be entitled to call back the amount of subsidy with interest thereon @ 12% per annum.

J. CHANGE OF OWNERSHIP OF THE BENEFICIARY COMPANY

- In the event of any change in the ownership of the tea garden/factory before completion of the disbursement of the sanctioned subsidy amount, the transferor/ seller of tea estate/ factory shall cease to receive any further

subsidy remaining to be paid by the Tea Board after transfer or sale is affected.

- b. The transferee/ purchaser of the tea company having recorded the present ownership with the Tea Board shall be entitled to receive subsidy due to the previous owner provided the transferee/ purchaser tea Company submits in writing to Tea Board the willingness to continue the development programme for which sanction has been accorded and agree to fulfill all the terms and conditions for disbursement of balance installment of subsidy.

K. ADJUSTMENT OF BOARD'S DUES:

The subsidy payable by Tea Board for any of the above mentioned activities, will be adjusted against any defaulted amount that has become due and/ or remain unsettled by the applicant tea company under any of the components /sub components of Board scheme or any other account to the Tea Board at the time of release of subsidy. After adjustment of all dues of the Tea Board, the balance amount of subsidy, if any, shall be paid to the applicant.

L. SANCTIONING AUTHORITY:

Executive Directors at Guwahati, and Coonoor, DDTD's of Siliguri and Palampur Offices of Tea Board with due concurrence of Finance shall implement the scheme and have full powers to receive applications, scrutinize, sanction and disburse the subsidy under the scheme. Strictly in line with the terms, conditions and in the manner as approved by the Tea Board under Plan Scheme. Chairman Tea Board reserves right to further delegate and change / modify the delegation power in respect of any officer of the Board for receipt, scrutiny, & disbursement of subsidy in respect of any component or sub component of the scheme No authority in the field units are authorized to condone any of the deviations from the prescribed guideline as incorporated in the approved scheme. On all such issues, the matter may be referred to the Board. The direction of the Board will be binding and the concerned authorities in the field units ZO/ RO/ SRO, are bound to follow such instructions strictly. The Chairman Tea Board may, for reasons to be recorded in writing, relax any of the provisions of the scheme, provided it meets the overall objective of the scheme

The Tea Board reserve the right to withdraw sanction at any point of time, in case it finds that the application has been filed in contravention of the scheme norms or it is fraudulent in character. Liability for such action shall rest with the applicant and no claim shall be entertained by the Board for payment, compensation or damages in such an eventuality.

M. AMENDMENT TO THE SCHEME:

The Tea Board reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice.

N. ADMINISTRATION:

The Chairman, Deputy Chairman, Executive Directors of Tea Board or any other officer nominated by the Board shall administer/ monitoring the scheme on behalf of the Board. Administration charges for running and monitoring the sub components of the scheme will also be met from the scheme.

O. INCIDENTAL EXPENSES:

Expenses on account of stamp duty, registration fees or any other expenses in connection with execution of contracts, preparation of maps or other documents for the purpose of the scheme should entirely be borne by the applicants. Such expenses shall not be adjusted with the subsidy to be paid by the Board.

THE LIST OF APPROVED PLANTING MATERIALS, REHABILITATION PLANT AND SHADE TREES AND LIST OF APPROVED SOIL TESTING LABORAORIES ARE ANNEXED AS I, II& III

Annexure-I

Planting materials recommended by Tea Research Institutes North India- as recommended by TRA

Area	TV clones	Biclinal seed stocks	TRA/garden & estate clones	Total No
Assam	TV1*,TV9*, TV14*,TV16*,TV17*,TV18* TV19,TV20, TV21*,TV22* TV23,TV24, TV25,TV26, TV27,TV28, TV29,TV30	TS449*, TS450*, TS462*, TS463*, TS464*, TS491*, TS520*, TS589*, TS506*	Koliapani 25,Baghmari 20*, Nagrijuli 6/24, Teen ali 17/1/ 54, Panitola 126, Barmajan 2*, Longai17, S3A/3,T3E/3, BagMari 35 , Gohpur33*, Barmajan 5, Heeleakah22/14, Kolony26, Dhulapadang36, Tarajulie37, Mornoi 30, Lengree 51, Lengree 56, Borahi 33*, Koomsong 23*, Koomsong 29*	47
Cachar And Tripura	TV1*,TV9*, TV17*,TV18*,TV20,TV22, TV23,TV24, TV25,TV26, TV27,TV28, TV29,TV30	TS491*, TS462*, TS463*, TS464*, TS506*, TS520*, TS589*	Longai17*, Hauplongcherra 18, Hauplongcherra 26, Lalamukh 7, Narsingpore 4, Narsingpore 18, Narsingpore 22, Poloi 23, Longai 26, Heeleakah 22/14, Panitola 126, Teen ali 17/1/54, Lengree 51, Lengree 56	35
Dooars And Terai	TV1*,TV9*, TV17*,TV18* TV20,TV22, TV23,TV24, TV25,TV26, TV27,TV28, TV29,TV30	TS491*, TS462*, TS464*, TS506*, TS520*, TS589*	Huldibari 19, Leesh River 9/ 34, Mohargung & Gulma 25, Sanyasithan 8, Sanyasithan 9, Sukna 7, Sanyasithan 10, Sukna 23, Sanyasithan 27, Bormajan 2, Bormajan 5, Heeleakah 22/14,Teen ali 17/1/54, Panitola 126, Lengree 51, Lengree 56	36

Darjee -ling	TV14*,TV19*	TS378*, TS379*, TS557*, TS569*	High elevation: Phoobsering 312*, Bannockburn 157* Mild elevation: AV2, Phoobsering 312 , Bannockburn 157, Tukdah 78, Teesta Valley 1 Low elevation: Tukdah 78, Bannockburn 157, Rungli Rungliot 17/144, CP 1, Phoobsering 312, Happy Valley 39, Rungli Rungliot 4/5, Phoobsering 1404, Phoobsering 1258, Kopati 1/1*, Turbo 3, Turbo 9, Lingia 12, Tukdah 253, Badamtam 15/263, Bannockburn 777, Bannockburn 668, Sikkim 1 Infilling: Tukdah 78, Rungli Rungliot 17/144, CP 1, Phoobsering 312, Rungli Rungliot 4/5, Happy Valley 39	27
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* Indicates quality planting material.

PLANTING MATERIALS AS RECOMMENDED BY UPASI-TRF FOR SOUTH INDIA

Regions	New Planting / Replanting				Infilling			For specific area / situation	
	Clones		Composite Plants	Bi-clonal Seed Stock	Clones	Composite Plants	Bi-clonal Seed Stock	Drought Prone Area	Wind Prone Area
	High yielding	Yield / Quality							
Central Travancore	UPASI-3, 8, 9, 17, 25 TRI-2026	UPASI - 12,20,24,26 & 27 TRI-2025 CR6017	UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 UPASI 17 x 9 UPASI 17 x 2 CR 6017 x UPASI 9	UPASI BSS – I, II, III, IV, V	UPASI 1,2,9,20, 26,27; TRI-2025 ATK-I W-35	UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 UPASI 17 x 9 UPASI 17 x 2 CR 6017 x UPASI 9	UPASI BSS – I, II, III, IV, V	UPASI 2,9,20,26 TRI-2025 UPASI-BSS-I,II ATK-I	UPASI 1,2,26 CR 6017
Nilgiri Wynaad & Wyanad			UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 UPASI 17 x 9 UPASI 17 x 2 CR 6017 x UPASI 9			UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 UPASI 17 x 9 UPASI 17 x 2 CR 6017 x UPASI 9	UPASI BSS – I, II, III, IV, V	UPASI 2,9,20,26 TRI-2025 UPASI-BSS-I,II ATK-I	UPASI 1,2,26 CR 6017

Karnataka			UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8 x 9 UPASI 17 x 9 UPASI 17 x 2 CR 6017 x UPASI 9			UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8 x 9 UPASI 17 x 9 UPASI 17 x 2 CR 6017 x UPASI 9	UPASI BSS – I, II, III, IV, V	UPASI 2,9,20,26. TRI-2025 UPASI-BSS-I,II A TK-I	UPASI 1,2,26 CR 6017
Nilgiri	UPASI-3,8,9,25 TRI-2023,2024,2026	UPASI-5,6,10,13,14,21,22,24 & 27 TRI-2025 CR6017 CID 12/A2	UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 CR 6017 x UPASI- 9	UPASI BSS – I, II, III, IV, V	UPASI 2,4,7,9,18,23,24 & 27; CI CR 6017 TRI-2025 D-12/A2	UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 CR 6017 x UPASI- 9	UPASI BSS – I, II, III, IV, V	UPASI 2,9 TRI-2025 UPASI-I,II	UPASI-,2,10 CI. CR6017 CI. CR6017 UPASI-15,16,19
High Range	UPASI 3,8 9,,25 TRI-2026 TTL-1,4,5	UPASI - 5,10,24,27, CR-6017 TRI-2025 SMP –I TTL-2	UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 CR 6017 x UPASI- 9	UPASI BSS – I, II, III, IV, V	UPASI- 2,24; CR 6017 TRI-2025 TTL-1,4,5	UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 CR 6017 x UPASI- 9	UPASI BSS – I, II, III, IV, V	UPASI 2,9 TRI-2025 UPASI- I,II	UPASI- 2,10 CI CR 6017

Annama lali	UPASI 3,8 9,,25 TRI-2026 TTL- 1,4,5	UPASI- 5,10, 11,12,2 0, 24, 26, 27 CR- 6017 TRI- 2025 TRI- 2025 ATK-I SA6 TTL-2	UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 UPASI 17 x 9 UPASI 17 x 2 CR 6017 x UPASI- 9	UPASI BSS – I, II, III, IV, V	UPASI- 2,24; CR 6017 TRI- 2025 TTL- 1,4,5	UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 CR 6017 x UPASI- 9	UPA SI BSS – I, II, III, IV, V	UPASI 2,9,20, 26. TRI- 2025 UPASI- BSS-I ,II ATK-I	UPASI 1,2,10,26 CI CR 6017
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ANNEXURE-2

LIST OF APPROVED REHABILITATION CROPS & SHADE TREES

LIST OF APPROVED REHABILITATION CROPS

GRASSES:

1.Pusa Giant bybrid napier	2.Tripasanm lamum (Guatemala grass)
3.Panicum maximum (Guinea grass)	4.Panisetum purpureum (Napier grass)
5.Eragrostis curvula (Weeping love grass)	6.Pennisetum pedicellatum
<u>COVER CROPS</u>	
1.Mimosa invisa.	2. Calopogonium mucunoides.
3. Centrosema pubosconce	4. Stylosanthes guyanonis
<u>GREEN CROPS:</u>	
1. Crotalaria anagyroides	2. Priotrpls cutospodes
3. Desmodium gytoides	4. Tephrosia candida
5. Crotalaria striata	6. Crotalaria unaramoensis
7. Crotalaria grahamiane	8. other Crotalaria species.
PERMANENT SHADE TREES SPECIES FOR N.E. INDIA	
1. Albizzia odoratissima	2. Albizzia lebbek
3. Albizzia amara.	4. Albizzia cproaroa.
5. Albizzia zygia	6. Acacia lenticularis
7. Dalbergia sericea	8. Daris robusta
TEMPORARY SHADE TREES SPECIES FOR N.E. INDIA	
1. Indigofera teysmanii	2. Albizzia chinensis
3. Glyricidia sepium	4. Leucaena gaica
5. Albizzia falcate	6. Albizzia lucoda
PERMANENT AND TEMPORARY SHADE TREES FOR SOUTH INDIA:	
1. Grevillea robusta	2. Albizzia odoratissima
3. Albizzia sumatrana	4. Albizzia moluecana
5. Acacia decurrens	6. Acacia pruinesa
7. Crotalaria agatiflora	8. Erythrina lithesperma
9. Indigofera teysmanii	10. Albizzia chememsos
11. Acacia elata (temporary).	

ANNEXURE-3

**LIST OF TEA BOARD ENLISTED SOIL TESTING LABORATORIES OTHER
THAN TRA/ UPASI-TRE LABORATORIES**

1. Regional Research Laboratory, Jorhat.
2. Assam Agricultural University, Jorhat.
3. Darjeeling Tea Research and Development Center, Kurseong.
4. IHBT, Palampur.
5. Himachal Pradesh Krishi Viswavidyalaya, Palampur.
6. North Bengal University, Siliguri.
7. Darjeeling Tea Research & Management Association, Siliguri
8. Tamilnadu Agriculture University, Coimbatore.
9. University of Agricultural Science, Bangalore.
10. Kerala Agriculture University, Vellanikkara, Trichur.

Component- 2:
QUALITY UPGRADATION AND PRODUCT
DIVERSIFICATION (QUPD)

There are 6 sub Components under this component.

- 2.1 Factory Modernization by replacement of the old, worn out tea machineries large scale modernization initiatives during XII plan period
- 2.2 Value addition by way of creating additional infrastructure for cleaning, Blending, colour sorting, packaging etc.
- 2.3 Setting up of new factories for production of green tea, orthodox tea and specialty teas etc. (product diversification)
- 2.4 Quality assurance certification for HACCP, certification for ISO 22000 and other food safety standard certifications
- 2.5 Warehousing for proper storage of tea
- 2.6 Incentive for orthodox and green tea production

A. Objective: To enhance the quality of made tea proper product by way of giving incentives for Modernization of tea manufacturing units, warehouses, units dealing with value addition of tea such as blending, packing, tea bagging, flavor tea, setting up of specialty tea units/ Orthodox or Green Tea manufacturing units to acquire quality certifications, Organic tea production and production of Orthodox/Green tea

B. Eligibility Conditions: (For sub components from 2.1 to 2.5)

1. All tea manufacturing units, warehouses, units dealing with value addition of tea such as blending, packing, tea bagging, flavor tea having valid TMCO registration, setting up of specialty tea units/ orthodox or green tea manufacturing units and also units seeking quality certifications are eligible to claim subsidy subject to fulfillment of the terms and conditions of the scheme. In case of setting up of new units for manufacture of specialty tea/ Orthodox or green tea /warehouse/ blending packing units etc the application must be accompanied with a copy of the application made to Tea Board for obtaining NOC/ Registration letter addressed to the Controller of licensing requesting for TMCO registration.
2. Incomplete application to be returned to the applicant after initial scrutiny of the documents by duly recording the deficiency on the body of the application.
3. The subsidy, however, shall not be allowed for any equipment if imported under the Export Promotion Capital Goods Import (EPCG) scheme to be supported with a certificate.
4. The applicant should have paid his subscription in full to the National Tea Research Foundation (small growers and identified sick/ closed tea gardens are exempted).

5. The applicant factory should be a member of TRA/UPASI-TRF and should submit latest subscription document (BLFs and estate factories below 50ha are exempted)
6. The applicant unit must clear P.F. dues fully or the dues must not be more than Rs.10,000.00. Where there is P.F. liability of more than Rs. 10,000.00 the application will be accepted provided it is backed by a Court decree or written consent from the P.F. authorities for allowing the payment of arrear Provident Fund dues in installments.
7. Defaulters under any of the Board's loan schemes will not be allowed to submit application (Tea Board shall have the right to adjust sanctioned amount of subsidy with defaulted dues if any applicant was found to be a defaulter at the time of releasing the subsidy).
8. The applicant has to submit their application to the nearest field office of Tea Board. The field office after verification of the application will issue NOC in approved format within 15 days, for the application, where only machinery items are involved. However, if no NOC is received by the applicant within 15 days they may go ahead with the installation process. On scrutiny, if the application found ineligible, the application will be returned immediately explaining the reason.
9. Civil works must be started by the applicant only after receiving NOC (No Objection Certificate) issued by the concerned field offices, after carrying out pre-approval inspection within 30 days of submission of application. Applicant can go ahead with the construction activity by intimating the field office after expiry of 30 days from the date of receipt of application by field offices, if NOC is not issued by them. Civil work started before issuance of NOC and within 30 days of submission of application will be rejected immediately.
10. Only one application per factory in a financial year shall be entertained for consideration of subsidy. It is therefore suggested that the factories must take up their action plan well in advance and submit only one consolidated application in a year. Second application if submitted will not be entertained.
11. The subsidy will be back ended (i.e. the subsidy amount will be released only after procurement and installation of the machinery in the factory site).
12. The procurement and installation of the machineries/civil work in the factory/blending unit shall be completed by the applicant within nine months from the date of receipt of application by field office. In case, the NOC was not issued by the concerned field office due to reasons beyond their control, for such cases also the procurement and installation of the machinery items must be completed within nine months from the date of receipt of application by the concerned field office subject to the applicant fulfilling all other eligible criteria.

However, construction activities for new specialty tea manufacturing units and warehouses the completion shall be done within 12 months from the date of submission of application.

13. Intimation regarding completion of activity to be given to field offices in writing within 9 months from the date of submission of application otherwise the application will be cancelled, even though works is completed, in the permissible nine months' time.
14. Any civil work proposed to be commenced by the tea factory/ blending and packaging unit or the warehouse must be supported by a project cum site plan duly approved by civil engineer. The same Engineer shall also provide a completion certificate along with expenditure details at the end of the civil work to be submitted after the completion of the work to facilitate post installation inspection.
15. The purchase order for the items covered under application may be placed before submission of application to facilitate the applicant factories to complete their up-gradation within nine months/twelve months as the cases may be as specified above at sl. no.10. However, machineries purchased and civil work commenced prior to submission of application will not be considered for subsidy.
16. The manufacturing unit/ tea packaging and blending unit/warehouse who is defaulter or irregular in submission of online monthly return on production and disposal (in Form-E) or any other returns to Tea Board are not eligible for subsidy. Such applications will be kept pending till such time the copy of said Forms are submitted.
17. Only those warehouses who is having valid warehouse license, renewed up to date and are either in ownership or having a lease deed for a period not less than 10 years is eligible for submission of application under this scheme. Warehouses on rental basis are not eligible under the scheme.
18. The applicant factory shall submit a declaration to the effect that they are complying with the Plant Protection Code guidelines.
19. Bought Leaf factories will encourage SHGs and President/Secretary of small tea growers Associations the same should certify that the respective BLFs are paying price to the small growers as per Price Sharing Formula determined by the District Green Leaf Price Monitoring Committee (DGLPMC) and a copy should be attached with the application.
20. All the applicant factories must give an undertaking in their letter pad that they are following the safety standards in the factory and complying with all the labour laws and there is are no dues of workers' wages, Ration or any other statutory dues.
21. Documentary proof to the effect that the factory has exported 20% of the total produce made in the application year (except new unit which will give an undertaking to that effect).
22. All the applicants under this scheme must comply with the provisions under the Tea Act and Control Order wherever applicable. Financial assistance / subsidy

would be recovered subsequently with 12% interest from such applicants who violate such provisions and guidelines from Tea Board.

C. Duration of the Scheme:

The duration of the sub-component of the scheme is till 31.03.2017. However, the receipt of applications for subsidy must be closed either on 31st October 2016 or at an earlier date in the event of the exhaustion of the approved outlay for the Scheme whichever is earlier. However, in the event of non-exhaustion of the sanctioned allocation, the duration will be extended till 31 March 2017.

D. Budgetary Allocation & Rates of Subsidy:

The gross approved outlay for the QUPDS for the 12th plan period is Rs. 350.00crores including Orthodox subsidy component. There are six sub components in this major component. An amount of Rs.200cr. has been earmarked for machinery up gradation etc. and Rs.150.00cr. for Orthodox subsidy activity. The rates of subsidy for various activities, and the applicable ceiling limits are as under:

Sl.No.	Activity	Remarks	Budgetary allocation (Rupees in crores)
1	Factory Modernization by replacement of the old, worn out tea machineries of XI Plan/ large scale modernization initiatives during XII plan period	For XI Plan pending cases: i)Settlement of spill over cases of XI Plan period @ 25% of total value or Maximum ceiling limit upto Rs.25lakhs whichever is lower as per XI Plan scheme guidelines For XII Plan cases: ii) the minimum investment on any single machinery item shall not be less than Rs.5 lakhs; iii)) the minimum investment to be made in a year shall not be less than Rs.25 lakhs and iv) the total subsidy payable @25% to an applicant factory during the XII plan period shall not exceed Rs150lakhs for the entire plan period V)For procurement and installation of machinery for manufacturing orthodox tea in 100% CTC factories subsidy shall be paid @40%subject to aforementioned conditions at ii),iii) and iv) above.	150.00

2	Value addition by way of creating additional infrastructure for cleaning, blending, color sorting, packaging etc	Subsidy @ 40% on the actual cost provided the minimum investment on modernization is not less than Rs. 25 Lakh , subject to a ceiling of Rs.150 Lakhs per factory for the period of 5 years – for value addition by way of creating infrastructure for cleaning, blending, color sorting , packaging etc. which are high value machinery	25.00
3	Setting up of new factories for production of green tea, orthodox tea and specialty teas etc (product diversification):	Subsidy @ 40% of the actual cost of plant and machinery (except land cost) subject to a ceiling of Rs 200lakhs/factory for the entire plan period	15.00
4	Quality assurance certification for ISO/HACCP and Organic Tea	Quality certification viz., for HACCP, certification for ISO 22000 and other food safety standard certifications shall also be eligible for the subsidy. Subsidy @ 50% of the certification fee subject to a ceiling of Rs. 1.00lakh per certificate including renewals per annum	5.00
5	Warehousing for proper storage of tea	Construction of new warehouse or creation of additional space in the existing warehouse / renovation / allied infrastructure / weighing scales / weighing bridge/ forklifts/ cargo lifts etc., Subsidy @ 25% on the actual cost provided the minimum investment is not less than Rs. 25Lakh , subject to a subsidy ceiling of Rs.150 Lakhs per warehouse for the period of 5 years	5.00
6	Incentive for orthodox and Green tea production	i) Subsidy at uniform rate of Rs.3 per kg of actual production for both leaf and dust grades. ii) For incremental production, the incentive will be determined by taking into account the moving average production over the five years immediately preceding the	150.00

		application year which will be treated as base production. If the actual production in the applied year is more than this base production, the difference is treated as increment volume eligible for additional incentive. For the gardens producing 100% orthodox teas the minimum increase over the base production to qualify for incremental subsidy shall be 25%. When the increase is between 25% to 35% the incremental subsidy shall be paid @Re 1 /kg. and additional Re1/kg would provide for every 10% increase over 36%. i.e 25-35%@Re1/kg, 36% to 45% @Rs.2/kg, 46% to 55% @Rs3/kg, 56%-65% @Rs.4/kg and above 66% @Rs.5/kg. For the gardens producing both CTC and orthodox subsidy would be related to the share of orthodox production to the total tea produced. The minimum share of orthodox production to the total production shall not be less than 25% to become eligible for incremental subsidy. Incremental subsidy will be paid @Rs. 1 per kg over the base production for the gardens producing Orthodox tea 25% to 35% out of the total production. For the gardens producing more than 35% of the total production, the subsidy be raised @Rs. 1 per kg for every 10% increase over 35% of the total production i.e. 25-35% @ Rs 1/kg, 36%-45%@ Rs. 2/kg, 46%-55% @ Rs. 3/kg, 56%-65% @-Rs. 4/kg, above 66% @Rs. 5/kg	
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E. Eligible Items:

A comprehensive list of items of machinery/ equipment and allied items that are eligible for subsidy is given in Annexure-1

F. Procedure for availing of subsidy:

An application is to be submitted in the prescribed format as available in the Board's offices and in the Board's website to the nearest field office of

the Board. Subsidy will not be given for machinery, if the items are procured/installed/ commissioned prior to submission of the application.

The application must accompany with following documents:-

F.1. Application form completely filled up and signed by an authorized person with date and seal. Incomplete application shall be rejected by the field office citing the reason to the applicant without recording in the application receipt register.

F.2. Application must be supported by an application fee of Rs.500/- payable to Tea Board by Bankers cheque or Demand Draft only.

F.3. The application must have the following enclosures:

- a. Copy of TMCO registration.
- b. Documentary proof of NTRF paid receipt
- c. Documentary proof of TRA/UPASI membership subscription.
- d. Quotation of Applied Machinery item
- e. Plan and estimate duly signed by civil engineer in case of civil construction.
- f. Latest Copy of form E printed from the E-form Portal.
- g. Copy of latest P.F. deposit challan
- h. Declaration to the effect that no benefit has been availed under the EPCG Scheme
- i. Copy of purchase order.
- j. Documentary proof to the effect that the factory exports 20% of the total produce made in the application year.(Except New factories where they will declare that 20% will be exported when the factory is operational.)
- k. Certificate by the BLFs that they are paying price to the small growers as per Price Sharing Formula declared by the District Green Leaf Price Monitoring Committee (DGLPMC) along with a certificate from the President/Secretary of Small Growers Association.
- l. Certificate/declaration that the PPC norms are being followed by the estate factories.
- m. A demand draft/banker's cheque for Rs. 2,000/- in favour of Tea Board;

G. Inspection

G.1. Pre-approval (P.A.) inspection for civil work:

On receipt of the application, a pre-approval inspection will be undertaken by the nearest office of the Board immediately and NOC to be issued within 30 days , if civil work is involved. Pre-approval inspection will not be required for the applications involving machineries only. Civil works should be commenced by the applicants only after receiving NOC (No Objection Certificate) issued by the concerned field offices, after carrying out pre-approval inspection within 30 days of submission of application. Applicant can go ahead with the construction activity by intimating the field office after expiry of 30 days from the date of receipt of application by field offices, if NOC is not issued by them. Civil work started before issuance of NOC and within 30 days of submission of application

will be rejected immediately.

G.2. No Objection Certificate:

After ascertaining the adherence to the clauses of the scheme guidelines by the applicant, a check list will be prepared and NOC will be issued in proper format by the field offices within 30 days from the date of application. The NOC, so issued, shall not be binding on the Board, if the applicant was subsequently, found ineligible for subsidy due to other reasons, the application will be rejected and the reason will be informed to applicant in writing. The commitment of the Board will become binding only after issuance of sanction letter by the respective sanctioning and disbursing offices viz.

1. Office of the Executive Director at Guwahati for the gardens/factories/blending and packaging units and warehouse located in North Eastern Region 2. Office of the Executive Director at Coonoor for entire Southern India and 3. Office of the Executive Director/Dy. Director at Siliguri for North Bengal and 4. For the units in Kolkata at the Boards Head office and 5. Dy. Director at Palampur for Himachal Pradesh and Uttarakhand applications.

The field office must issue the NOC within 15 days after receipt of the application for machinery items and 30 days for civil work.

G.3. Post-installation (P.I.) inspection

On receipt of confirmation from the applicant tea factory as to the completion of procurement and installation/commissioning of the machinery/equipment for which an application has been submitted along with other documents to the field office/ Certificate of Civil Engineer as to the completion of civil work and also total expenditure involvement within nine months from the date of submission of application, a post installation inspection will be undertaken. The entire activity starting from application to Procurement and installation/commissioning of the machinery/equipment must be completed within nine months from the date of receipt of the application for machinery, and twelve months in case of civil construction for new specialty tea manufacturing units /warehouses by field offices. On receipt of the satisfactory post installation report from the field office along with good conditioning certificate by the applicant as to the satisfactory functioning of the installed machinery, sanction letter will be issued to the applicant and the applicant has to submit a “Letter of Undertaking” (LOU) in prescribed format (Annexure-III), a printed copy of the E-Form for the current month and other supporting documents. On receipt of LOU together with other documents as requested, the eligible subsidy amount shall be released.

G.5. Other inspections:

Apart from the above P.A. and P.I. inspections , the Board may carry out or cause to be carried out such investigations as deemed necessary for verification of the particulars furnished in the application or for any other purposes connected with the grant of subsidy. The applicant shall fully co-operate in such investigations and place at Board's disposal such information and records as may be required by the representatives of the Tea Board Executive Directors/Dy. Directors may like to verify at any point of time as to the activities undertaken as proposed in the application for efficient execution of the scheme.

H. Disbursement of subsidy:

The subsidy is disbursed in a single instalment through e-payment mechanism after procurement and installation / commissioning of the machinery items and receiving a satisfactory post- installation inspection report from the field office of Tea Board and the supporting documents as to the proof of having purchased the machinery items and a good condition certificate by the applicant as to the satisfactory functioning of the installed machinery.

The procedure for processing the claims till disbursement is as under:

1. Receipt of application
2. Scrutiny of the application
3. In case, there is no civil work, NOC will be directly issued within 15 days by Tea Board.
4. In case of civil work, pre-approval inspection will be undertaken and NOC will be issued within 30 days by Tea Board from the date of receipt of the application.
5. The applicant factories should complete the installation work within nine months for machinery up gradation and twelve months for civil work and warehousing, setting up of new factories
6. The applicant factories should inform Tea Board after completion of machinery up gradation or civil work, as the case may be
7. Post Installation (P.I) Inspection to be carried out by Tea Board
8. Scrutiny and financial concurrence of the activity based on P.I.Report
9. Sanction of the eligible amount and issuance of sanction letter
10. LOU and Board Resolution to be submitted as per sanction letter issued
11. Disbursement through e-payment i.e. RTGS/NEFT mode as per availability of fund

I. Minimum value of investment:

The minimum investment in certain activity is Rs.25.00Lakhs and Rs. 5lakhs for any single item. The activity wise minimum and maximum limit is tabled in clause 'D' of the scheme under budgetary allocation.

J. No. of applications admitted per year:

In order to encourage a planned programme of investment for factory modernization rather than ad-hoc investments and budgetary constraints only one consolidated application will be accepted per year per factory for individual activity i.e only one application for machinery up gradation, one application for value addition and so on.

K. Validity period of NOC issued by the Board

The applicant must complete the procurement and installation/ commissioning of the machinery item/ civil work for which NOC has been provided by the Board within nine months for machinery items and twelve months for civil work from the date of submission of application to field office of the Board. Failure to do so will render the application rejected.

L. Other Conditions:

The payment of subsidy shall, further be subject to the following, conditions and it will be binding on the applicant to adhere to these conditions. Violation of any condition will make the applicant liable for refund of the subsidy disbursed along with interest @ 12%per annum from the date of disbursement of the subsidy amount till the date of repayment.

1. The beneficiary tea factory/blending & packaging unit/ warehouse shall allow full access to the officers of the Tea Board and other representatives authorized by the Tea Board on its behalf to inspect the factory and verify its records, and shall adopt all recommendations with regard to Good manufacturing practices, procurement of raw materials, storing of teas etc.
2. In the event of the applicant becoming defaulter under any of the Board's Loan Scheme at the time of release of the subsidy, the eligible amount of subsidy shall be adjusted against the defaulted loan amount.
3. The Tea Board shall reject any application, either in part or full, without assigning any reason thereof if at any stage it is found that applicant has violated the terms and conditions of the scheme
4. On scrutiny if the application is found invalid or does not have valid documents the receiving office will reject the application
5. **The documents to be submitted by the applicant for claiming subsidy after installation / commissioning the machinery covered under the Board's sanction order:**

- i. A copy of the purchase order issued by the applicant to the supplier for supplying the machinery.
- ii. Original Invoice/Bill/money receipt submitted by the supplier.
- iii. Bills in support of freight/installation/commissioning charges and insurance.
- v. Good condition certificate in support of satisfactory functioning of the machinery/equipment.
- vi. Copy of ISO/HACCP certificate or proof that the applied factory has applied for obtaining ISO/HACCP/organic or any food safety certification.
- vii. Post activity map and the final expenditure statement in case of civil work duly certified by the civil engineer.
- viii. Documentary proof that they have exported 25% of the total produce.

Controls on disposal of machinery for which subsidy has been availed of:

From a control perspective, the beneficiary is not permitted to sell the machinery for which QU&PDS subsidy has been availed and shall retain the machinery for a minimum period of seven years from the date of purchase. Submission of application for claiming subsidy towards obtaining ISO/HACCP/Organic tea certification and any other certification that may be required to comply with food safety norms.

The application shall be submitted in the prescribed form.

The subsidy shall be considered for obtaining HACCP certification alone or HACCP/ISO 22000 in combination. The HACCP/ISO 22000 Certificate has to be obtained from only such accredited certification bodies that are empanelled with Tea Board (Annexure-IV).

The organic tea certification and other certificates may be obtained from the accredited certification agencies empanelled with APEDA under National Programme for Organic Production (NPOP)

LETTER OF UNDERTAKING:

- a. For all the activities mentioned above, the applicants shall submit a Letter of Undertaking (LOU) on a Rs.20/ or as applicable non-judicial stamp paper /of appropriate amount before receiving the sanctioned subsidy amount.

A clause that the made teas produced by the factory should not fail the tea quality parameters of FSSR, 2011, at least for the last one year and the tea factory should carry out sample analysis by an accredited NABL laboratory at their own cost for assuring the quality of tea will be included in all LOUs of the QUPD scheme. Tea Board shall check the quality of the made tea before release of the subsidy.

b. In the event of breach of any of the provisions of the aforesaid undertaking or the terms and conditions of the scheme, the Tea Board shall be entitled to call back the amount of subsidy with interest thereon @ 12% per annum.

CHANGE OF OWNERSHIP OF THE BENEFICIARY

COMPANY/FACTORY:

a. In the event of any change in the ownership of the tea garden/factory before completion of the disbursement of the sanctioned subsidy amount, the transferor/ seller of tea estate/ factory shall cease to receive any further subsidy remaining to be paid by the Tea Board after transfer or sale is affected.

b. The transferee/ purchaser of the tea company having recorded the present ownership with the Tea Board shall be entitled to receive subsidy due to the previous owner provided the transferee/ purchaser tea company submits in writing to Tea Board the willingness to continue the development programme for which sanction has been accorded and agree to fulfill all the terms and conditions for disbursement of balance installment of subsidy.

ADJUSTMENT OF BOARD'S DUES:

a. The subsidy payable by Tea Board for any of the above mentioned activities, will be adjusted against any defaulted amount that has become due and/or remain unsettled by the applicant tea company or its subsidiary/ sister concern under any of the Board's loan scheme or any other account to the Tea Board at the time of release of subsidy. After adjustment of all dues of the Tea Board, the balance amount of subsidy, if any, shall be paid to the applicant.

SANCTIONING AUTHORITY:

a) Chairman for Kolkata based applications, Executive Directors at Guwahati, Coonoor and Dy Director, Siliguri, Dy. Director, Palampur of Tea Board shall implement the scheme with due concurrence of Finance and have full powers to receive applications, scrutinize, sanction and disburse the subsidy under the scheme.

b) The Tea Board reserves the right to withdraw sanction at any point of time, in case it finds that the application has been filed in contravention of the scheme norms or it is fraudulent in character. Liability for such action shall rest with the applicant and no claim shall be entertained by the Board for payment, compensation or damages in such an eventuality.

c) The sanctioning authority may, for reasons to be recorded in writing, relax any of the provisions of the scheme, provided the same being concurred by the Development Committee/Board.

AMENDMENT TO THE SCHEME:

The Tea Board reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice.

ADMINISTRATION and MONITORING:

1. The Chairman, Deputy Chairman, Executive Directors of Tea Board or any other officer nominated by the Board shall administer the scheme on behalf of the Board.

2. The implementation of the scheme will be made through e-portal of the e-governance project and payment will be made through e-payment mode i.e. RTGS/NEFT.

3. A certain amount of the scheme fund will be utilised for Scheme Administration charges.

4. Board's Factory Advisory Officers will visit the beneficiary factories once in six months to oversee the performance of the installed items.

INCIDENTAL EXPENSES:

Expenses on account of stamp duty, registration fees or any other expenses in connection with execution of contracts, preparation of maps or other documents for the purpose of the scheme should entirely be borne by the applicants. Such expenses shall not be adjusted with the subsidy to be paid by the Board.

Eligible machinery Items and other activities under QUPD –XII Plan

Sl. no.	(A) Name of Machinery Item	Approx. Price Range(Rs/lakhs)	Remarks	Overall Eligibility
1	Tea Dryers with Heater	5.00-30.00 and above	Eligible	1) the minimum investment on any single machinery item shall not be less than Rs.5 lakhs; 2) the minimum investment to be made in a year shall not be less than Rs.25 lakhs and 3) the total subsidy payable to an applicant factory during the XII plan period shall not exceed Rs150 lakhs @25% per year
2	Tea Rollers	5.00 -10.00 and above	Eligible	
3	CTC Machine	7.00- 25.00 and above	Eligible	
4	CFM	6.00-25.00 and above	Eligible	
5	Transformer	5.00-and above depending upon KVA	Eligible	
6	Weigh bridge	5.00-and above	Eligible	
	(B) Civil Work		Eligible	
7	Withering Trough	5.00 and above		
8	Withering Trough House construction	5.00 and above		
	(C) Value Addition			
9	Colour Sorters	5.00-and above	Eligible	1) that the minimum investment on any single machinery item shall not be less than Rs.5 lakhs;
10	Blending & Packaging Items	5.00 and above	Eligible	

				2) the minimum investment to be made in a year shall not be less than Rs.25 lakhs and 3) the total subsidy payable to an applicant factory during the XII plan period shall not exceed Rs150 lakhs @25% per year.
	(D) Warehouse			1) that the minimum investment shall not be less than Rs.5 lakhs; 2) the minimum investment to be made in a year shall not be less than Rs.25 lakhs and 3) the total subsidy payable to an applicant warehouse during the XII plan period shall not exceed Rs100 lakhs@25% per year
11	Construction of new Warehouse	5.00 and above	Eligible	
12	Creation of additional space/Extension/R enovation of existing warehouse	5.00 and above	Eligible	
13	Warehouse items	5.00 and above However, If these items are below Rs. 5.00lakhs then can be taken together with warehouse construction above the eligible limit		
(E) Setting up of new factories for specialty teas				
14		Green tea/Orthodox tea/instant tea/any other tea	eligible	Subsidy @ 40% of the actual cost of plant and machinery (except land cost) subject to a ceiling of Rs 2 crore/factory.
(E) Certification				
15	HACCP/certificati on for ISO 22000/ Trustea/ organic and other food safety standard certifications		Eligible	50% of cost - 1.00lakh

Rates for Civil work

Sl no	Civil work	Construction Cost (Maximum limit) for undertaking the activity	Subsidy payable @ 25% of actual cost subject to ceiling limit of Rs.
1.	Withering		
1(a)	Civil work if done to create additional space for accommodating withering troughs		
1 (b)	Fabrication/ construction of withering trough complete with weld mesh, netlon and transition duct without fan, motor, starter etc.	Rs.400.00 per Sq. ft.	100.00
(i)	Made of brick	Rs.160.00 Per sq. ft.	40.00
(ii)	Made of mild steel	Rs.200.00 Per sq. ft.	50.00
(iii)	Made of wood	Rs.400.00 Per sq. ft.	100.00
(iv)	Made of fibre glass	Rs.500.00 Per sq. ft.	125.00
2	Hot air insulated ducting for withering	Rs.250.00 Per Cft.	62.50
3	Chimney	Rs.400.00 Per Cft.	100.00
4	Googie sifter	Rs.400.00 Per cft.	75.00
5	Java tunnel/ winnower (minimum 200 kg/ hour capacity)	Rs.60,000.00 Per unit	15,000.00
6	Stainless steel storage bin	Rs.300.00 Per cft.	75.00

Note:

1. The grant of subsidy @ 25% or 40% of the unit cost shall include the basic price, all taxes, duties, Govt. levies, packing, transportation, transit insurance, octroi charges and installation and commissioning charges.
2. Items listed above has to cover all types of machinery and equipment of different makes and specifications available in the market.
3. A tea packaging unit may consist of tea blending unit and also all three types of packaging systems i.e. (a) bulk packing in tea chests, gunny bags/paper sacks, (b) pouch packing machinery consisting of FFS machines (from-fill seal) in different sizes of poly packs or / and (c) tea bagging machine (small scale or large scale) or alternatively it may consist of the blending unit and any one or two of the above stated packaging system.
4. Any machinery not included in the list but cost above 5 lakhs will be covered for subsidy.
5. The 5 lacs ceiling limit will include the attached items like all electrical and motors attached to the individual machinery.

Activity specific conditions for sub component

2.6 INCENTIVE FOR PRODUCTION OF ORTHODOX TEA

(Sub component of the QUPD)

Definitions :

- i) **‘Tea factory’** means a facility for manufacturing tea out of green tea leaf and includes bought leaf, cooperative and estate factories.
- ii) **‘Orthodox Tea’** includes both black and green tea manufactured as per the accepted standard norms.
- iii) **‘Darjeeling Tea’** Orthodox Tea produced in any tea factory located within the Darjeeling tea district and registered with Tea Board for CTM certification.
- iv), **‘Assam Orthodox’** Tea produced in any tea factory located within the state of Assam registered with Tea Board for CTM certification.
- v). **‘Nilgiris Orthodox’** Tea produced in any tea factory located within the district of Nilgiris registered with Tea Board for CTM certification.

Eligibility:

All orthodox tea and green tea producers, owning tea factories within India as defined above and holding valid registration under Tea Marketing Control Order 2003 are eligible for availing subsidy under this scheme.

Duration: The activity will be in operation till 31.03.2017. However, applications will be accepted upto 31st December, 2016.

Admissible rates of Incentive: Subsidy at uniform rate of Rs.3 per kg of actual production for both leaf and dust grades. For incremental production, the incentive will be determined by taking into account the moving average production over the five years immediately preceding the application year which will be treated as base production. If the actual production in the applied year is more than this base production, the difference is treated as increment volume eligible for additional incentive.

For the gardens producing 100% orthodox teas the minimum increase over the base production to qualify for incremental subsidy shall be 25%. When the increase is between 25% to 35% the incremental subsidy shall be paid @Rs 1 /kg. and additional Rs1/kg would provide for every 10% increase over 36%. i.e 25-35% @Rs1/kg, 36% to 45% @Rs.2/kg, 46% to 55% @Rs3/kg, 56%-65% @Rs.4/kg and above 66% @Rs.5/kg.

For the gardens producing both CTC and orthodox subsidy will be related to the share of orthodox production to the total tea produced. The minimum share of orthodox production to the total production shall not be less than 25% to become eligible for incremental subsidy.

Incremental subsidy will be paid @ Rs. 1 per kg over the base production for the gardens producing Orthodox tea 25% to 35% out of the total production. For the gardens producing more than 35% of the total production, the subsidy be raised @ Rs. 1 per kg for every 10% increase over 35% of the total production i.e. 25-35% @ Rs 1/kg, 36%-45% @ Rs. 2/kg, 46%-55% @ Rs. 3/kg, 56%-65% @-Rs. 4/kg, above 66% @Rs. 5/kg

The rate of subsidy will be reviewed after carrying out study by ICWAI/IIPM from time to time.

Organic Tea production: In case of organic tea production the applicant factory will get additional 25% subsidy on differential COP than conventional COP during the year of application. The same has to be certified by the inspecting official during inspection based on documentary proof.

Sanctioning Authority

Chairman for Kolkata based applications, Executive Directors at Guwahati, Coonoor and Dy Director, Siliguri , Dy.Director, Palampur of Tea Board shall implement the scheme with due concurrence of Finance and have full powers to receive applications, scrutinize, sanction and disburse the subsidy under the scheme.

Mode of disbursement of eligible amount of incentive:

The incentive during the scheme period ending 31st March, 2017 and applications would be accepted up to 31st December, 2016 would be released once every six months. Through e- portal of Tea Board to be developed claims are to be submitted as per prescribed Form I for the actual volume of production and as per Form II for the incremental volume of production. For the purpose of calculating the incremental production, the moving average production over the five years immediately preceding the application year will be treated as base production.

LETTER OF UNDERTAKING:

- a. The applicants should submit a Letter of Undertaking on a Rs.20/- non-judicial stamp paper /of appropriate amount before receiving the sanctioned subsidy amount. The format of LOU is available in the Website.
- b. In the event of breach of any of the provisions of the aforesaid undertaking or the terms and conditions of the scheme, the Tea Board shall be entitled to call back the amount of subsidy with interest thereon @ 12% per annum.

Procedure for payment of subsidy:

The payment of subsidy on production of orthodox teas will be regulated on the following basis:

- 1) Applicants may submit their application to the nearest field office of Tea Board for physical verification of the factory and manufacturing records.
- 2) The claims for the first half yearly production must reach the field office of Tea Board during the months of July & latest by 31st August of the current year. Similarly for the second half yearly production, the claim should be submitted during the months of January and latest by 28th February of the following year. Claims for the incremental production should be submitted in the month of January or latest by 28th February along with complete production details for the claim period as well as for the corresponding period of previous year. However, submission of belated claim maximum upto 30 days and considered by the ED's/ Dy Director of Tea development. Any application after 30 days from the cut of date of receipt must be forwarded to HO, Kolkata for decision.

The following documents will be relied upon for releasing the subsidy:

- a. Application form completely filled up and signed by the authorized signatory with seal and date
- b. An application fee of Rs. 2000/- payable either through cheque or Demand Draft;
- c. Copy of Form-E (monthly online return) for the last six month of which the claim is made
- d. Copy of RG-1 for the last six month of which the claim is made
- e. Copy of NTRF paid receipt
- f. Copy of latest PF challan paid receipt
- g. Self-declaration by the applicant that the teas produced are in confirmation of the MRL value set for teas
- h. In case of BLF, certificate of the President/Secretary of small growers Association that the factory is paying price to the small growers as per Price Sharing Formula determined by the District Green Leaf Price Monitoring Committee.
- i. Copy of TRA/UPASI subscription.

The following certification bodies have been recognized and empanelled by 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 2014:

1. **MS Certification Services Pvt. Ltd. (Recognition no. TB/DR/HACCP/06/2012-14)** HQ: 3/23 R. K. Chatterjee Road, Kolkata-700 042
2. **Indian Register Quality Systems (Recognition no. TB/DR/HACCP/03/2012-14)** (A dept. of Indian Register of Shipping) 21 Hemanta Basu Sarani, Kolkata-700 001

3. **TUV India Pvt. Ltd. (Recognition no. TB/DR/HACCP/07/2012-14)**
4th Floor, 27 Shakespeare Sarani, (beside Simplex house) Kolkata-700 017
 4. **SGS India Pvt. Ltd. (Recognition no. TB/DR/HACCP/02/2012-14)**
15C, Hemanta Basu Sarani LMJ Chambers, 3rd & 4th Floor Kolkata- 700 001
 5. **Det Norske Veritas AS (DNV) (Recognition no. TB/DR/HACCP/04/2012-14)**
Park Plaza, 5th floor, Block South, 5C &D 71, Park Street, Kolkata- 700 016
 6. **TUV SUD South Asia Pvt. Ltd. (Recognition no. TB/DR/HACCP/05/2012-14)**
24 & 27 Chitrakoot Building 230 A, AJC Bose Road Kolkata- 700 0020
 7. **Intertek India Pvt. Ltd (Recognition no. TB/DR/HACCP/08/2013-15)**
Intertek house, E-20, Block 1, Mohon Co-operative Industrial area, Mathura Road,
New Delhi-110044
 8. **Bureau Veritas certification (India) Ltd. (Recognition no. TB/DR/HACCP/09/2012-14)**
Poonam Building Pvt. Ltd. Flat No. 3-C, 3-D, 3rd Floor 5/2, Russel Street
Kolkata- 700071
 9. **Indocert (Recognition no. TB/DR/HACCP/10/2013-16)**
Thottumugham P.O. Alwaye-683105, Ernakulam Dt, Kerala, India
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Annexure-VI

**LIST OF ACCREDITED CERTIFICATION BODIES UNDER NPOP FOR
ORGANIC TEA CERTIFICATION**

Sl No	Name of the Certification Agency	Contact Person & Address	Accreditation No.	Validity of Current Accreditation	Scope of Accreditation
1	Bureau Veritas Certification India Pvt. Ltd. (Formerly known as BVQI (India) Pvt. Ltd.)	Contact Person: Mr. R. K. Sharma Director Address : Marwah Centre, 6th Floor Opp. Ansa Industrial Estate Krishanlal Marwah Marg, Off Saki-Vihar Road Andheri (East), Mumbai- 400 072 (Maharashtra) Phone No.: 022- 66956300, 56956311 Fax No. 022-66956302 / 10 Email: scsinfo@in.bureauveritas.com	NPOP/NAB / 001	14-09-2009	NPOP USDA NOP
2	ECOCERT India Pvt. Ltd	Contact Person: Dr. Selvam Daniel Country Representative Address : Sector-3, S-6/3 & 4, Gut No. 102, Hindustan Awas Ltd. Walmi-Waluj Road, Nakshatrawadi Aurangabad- 431 002 (Maharashtra) Phone No.: 0240- 2377120, 2376949 Fax No.: 0240-2376866 Email: ecocert@sancharnet.in	NPOP/NAB / 002	22-08-2008	NPOP USDA NOP
3	IMO Control Pvt. Ltd.	Contact Person: Mr. Umesh Chandrasekhar Director Address: No. 3627, 1 st Floor, 7 th Cross, 13 th ' G ' Main, H.A.L. 2 nd Stage, Bangalore-560 008. Tel: 0091-80-25285883, 25201546 and 25215780 Fax: 0091-80-25272185 Email: imoind@vsnl.com	NPOP/NAB / 003	27-09-2010	NPOP USDA NOP

Sl. No	Name of the Certification Agency	Contact Person & Address	Accreditation No.	Validity of Current Accreditation	Scope of Accreditation
4	Indian Organic Certification Agency (INDOCERT)	Contact Person: Mr. Mathew Sebastian Executive Director Address : Thottumugham P.O. Aluva-683 105, Cochin, (Kerala) Telefax:0484-2630908- 09/2620943 Email: Mathew.Sebastian@indocert.org	NPOP/NAB/004	24-10-2008	NPOP USDA NOP
5	Lacon Quality Certification Pvt. Ltd.	Contact Person: Mr. Bobby Issac Director Address : Chenathra, Theepany, Thiruvalla - 689 101., (Kerala) Telefax: 0469 2606447 Email: laconindia@sancharnet.in	NPOP/NAB/006	31-09-2008	NPOP USDA NOP
6	Natural Organic Certification Agency (NOCA)	Contact Person: Mr. Sanjay Deshmukh Chief Executive Officer Address : Chhatrapati House Ground Floor Near P. N. Gadgil Showroom Pune-411 038, (Maharashtra) Phone No.: 020-25457869, 56218063 Fax: 020-2539-0096 Email: contact@nocaindia.com, nocaindia29@rediffmail.com , nocaindia@gmail.com	NPOP/NAB/007	23-05-2009	NPOP USDA NOP
7	OneCert Asia Agri Certification Pvt. Ltd.	Contact Person: Mr. Sandeep Bhargava Chief Executive Officer Address: Plot No. 8, Pratap Nagar Colony (Near glass factory and Gopalpura bypass), Tonk Road, Jaipur - 302017 (Rajasthan) Telefax No: - 0141-2701882 Email: info@onecertasia.in	NPOP/NAB/008	26-10-2009	NPOP USDA NOP

Sl. No	Name of the Certification Agency	Contact Person & Address	Accreditation No.	Validity of Current Accreditation	Scope of Accreditation
8	SGS India Pvt. Ltd.	Contact Person: Dr. Manish Pande Manager – Organic & Fo Certification Address: 250 Udyog Vihar Phase – IV, Gurgaon – 122015 (Haryana) Phone No.: +91 124- 2399990 Mobile No: +919871794640 Fax No.: +91 124-399764 Email: manish.pande@sgs.com	NPOP/NAB/009	01-05-2008	NPOP USDA NOP
9	Control Union Certifications (Formerly known as Skal International (India))	Contact Person: Mr. Dirk Teichert Managing Director Address: “Summer Ville” 8th Floor 33rd – 14th Road Junction Off Linking Road, Khar (West) Mumbai –400052 (Maharashtra) Phone 022- 67255396/97/98/99 Fax 022-67255394/95 Email: cuc@controlunion.in cucindia@controlunion.com controlunion@vsnl.com	NPOP/NAB/0010	28-05-2008	NPOP USDA NOP
10	Uttarakhand State Organic Certification Agency (USOCA)	Contact Person: Director Address: 12/II Vasant Vihar Dehradun-248 006, (Uttarakhand) Phone No.: 0135- 2760861 Fax: 0135-2760734 Email: uss_opca@rediffmail.com	NPOP/NAB/0011	13-11-2009	NPOP USDA NOP

Sl. No	Name of the Certification Agency	Contact Person & Address	Accreditation No.	Validity of Current Accreditation	Scope of Accreditation
11	APOF Organic Certification Agency (AOCA)	Contact Person : Mr. K. Dorairaj Chief Operating Officer Address: #3, 1st floor, 9th cross, 5 th main, Jayamahall Extn, Bangalore – 560046 Phone No: 080-65369888 Fax: 080-23430155 Email: aocabangalore@yahoo.co.in	NPOP/NAB/0012	09-01-2010	NPOP
12	Rajasthan Organic Certification Agency (ROCA)	Contact Person: Mr. Yashpal Mahawat. Director Address: 3 rd Floor, Pant Krishi Bhawan, Janpath, Jaipur 302 005 (Rajasthan) Phone No: 0141-2227104, Tele Fax: 0141-2227456 Email: dir_rssopca@rediffmail.com	NPOP/NAB/0013	09-10-2010	NPOP

Note : Certificate obtained from any other agency empanelled with APEDA under NPOP will be considered for grant of subsidy under the scheme.

COMPONENT 3: MODALITIES FOR IMPLEMENTATION OF COMPONENT 3 OF THE "TEA BOARD SCHEME" DURING XII PLAN

Introduction

The component has the following six (6) sub-components covering the broad areas of market development and export promotion:

Sub-component 3.1: Domestic promotion

- Scheme for setting up Tea Boutiques in India for Domestic Promotion

Sub-component 3.2: Overseas promotion

- Scheme for participation in International fairs and exhibitions with Tea Board
- Scheme for promotional support to Tea Associations
- Promotion Scheme for Packaged Teas of Indian Origin (Brand Support)

Sub-component 3.3: Project 5-5-5

- Scheme for participation in International fairs and exhibitions with Tea Board
- Scheme for promotional support to Tea Associations

- **Promotion Scheme for Packaged Teas of Indian Origin (Brand Support)**

Sub-component 3.4: Trade-related activities

Sub-component 3.5: Incentives to exporters/Associations

- **Scheme for assisting tea exporters towards meeting additional transport & handling charges being incurred for teas exported through ICD Amingaon**
- **Promotion Scheme for Packaged Teas of Indian Origin (Brand Support)**

Sub-component 3.6: Production of publicity material

Sub-component 3.7: Legal and Consultancy

The modalities of implementation through designated schemes for each sub-component containing the details such as eligibility criteria, amount of financial assistance, release of assistance, list of documents, procedure for claiming subsidy/reimbursement, processing of application and claims for the components involving financial support are presented in this document.

Sub-component 3.1: Domestic promotion

The following activities will be undertaken under this sub-component:

- Generic campaign in print & electronic media based on wellness benefits & lifestyle aspects with a special focus on rural markets
- Promotion of single-origin teas jointly with Tea Associations are proposed to be undertaken in India through road shows, generic as well as speciality tea campaign, protection and promotion of various intellectual properties of the Board (Darjeeling GI, Assam (Orthodox) GI, Nilgiri (Orthodox) GI etc
- Viral advertising through established social networks like Twitter, Facebook for propagating the diversity & richness of Indian tea during domestic promotion

The following scheme is one of the principal instruments for executing the envisaged activities:

(a) Scheme for setting up Tea Boutiques in India for Domestic Promotion

Coré objective : “To step into a tea boutique is to enter a divine epoch that seamlessly blends the classic and the modern times. A timeless setting whose language is more contemporary than cutting edge, a showcase steeped in discreet luxury, where the ambience combines profusion and discipline, preciousness and generosity. In each tea boutique, the environment is structured into distinct ‘moments’, an invitation to amble and to stroll, punctuated by pauses and discussions in an environment of relaxation and refreshment.”

India as the second largest producer and the largest consumer of tea in the world has a diversified portfolio of single-origin teas like Darjeeling, Assam, Assam Orthodox, Nilgiri, Nilgiri Orthodox, Dooars-Terai, each of which has distinct aroma & flavour attributable to its geographical origin.

In order to showcase these wide varieties at one place and excite the customers especially youth about the qualitative nuances and the correct brewing method in a magnificent & aesthetic ambience, the concept of “Tea Boutique” has been harnessed.

Nature of assistance: Tea Board will handhold a prospective entrepreneur for three (3) years in terms of financial assistance being provided to him/her as explained below in a structured format:

Type of acquisition for a stand-alone boutique	Nature of financial assistance			Remark
	End of Year 1	End of Year 2	End of Year 3	
Ownership	25% of (Capex**+WC**)	50% of WC	25% of WC	Subject to upper ceiling of Rs. 20 lakh in Year 1 and Rs. 12 lakh in Year 2 & 3
Rental	50% of rental	40% of rental	30% of rental	Subject to upper ceiling of Rs. 12 lakh in Year 1, 2, 3

*Capex-> It excludes land/space value and land value

**WC-> Working capital toward day-to-day operations

Note: For incremental boutique in a chain, the payout will enhance by 5%.

Eligibility criteria

- i) All Indian companies registered with the Tea Board holding valid Registration Certificate (RC) under TMCO 2003 and/or Buyer's registration no.
- ii) Having financial commitment for the project at least to the tune of 25 lakh
- iii) Indian partners of Joint venture companies, having equity share of at least 51%

Documents to submit

- (i) A detailed project proposal clearly indicating the following:
 - nature of Tea boutique to be set up with planned location (s) (stand-alone or chain)
 - space to be acquired on ownership or lease basis
 - year wise profitability analysis (for 5 years) and its viability
- (ii) Self-certified copies of RC under TMCO 2003 and/or Buyer's registration no.
- (iii) Verification of credentials from Trade Association(s) to which the prospective applicant is affiliated
- (iv) Documents indicating firm commitment of the applicant for his/her investment share as specified above

Terms & Conditions

1. All interested Tea Companies are required to apply in advance on company letter head to Tea Board in a prescribed application form placed at Annexure - 1
2. While applying, applicants will be required to provide:-
 - a) Year-wise full details of domestic sale (volume and value) of their tea brands during the last 3 years
 - b) A one-year plan with clear targets and timelines for implementation
3. All claims need to be duly substantiated by proof of payment against invoices. In the event of any false claims being lodged, Tea Board reserves the right to claim refund of the amount granted to the applicant with prevailing bank interest
4. Applications will be processed on "first-come-first-serve" basis, subject to availability of funds
5. Claim for reimbursement will have to be accompanied by a Chartered Accountant's Certificate

6. Relaxation may be made by Chairman/Deputy Chairman depending on the merit of each case.

Implementation: Tea Board will implement the sub-component as per the delegation of powers and with due concurrence of Finance Department. Any doubt or dispute arising out of any application will be referred to an Advisory Committee constituted by the Chairman, Tea Board. Thereafter, decision of the Chairman, Tea Board shall be final and binding on all issues.

Submission of application: The applicant exporters desirous of availing the assistance shall submit their application in the prescribed form along with necessary supporting documents to Director of Tea Promotion, Tea Board, 14 B.T.M. Sarani, Kolkata 700001.

Disbursement: Reimbursement will be effected through E-governance Portal of Tea Board to be developed by it. After the sanctioning authority has satisfied him about the legitimacy of the same, funds will be released through e-payment mechanism ie. RTGS/NEFT. Administrative and monitoring expenses of the sub-component will be met from the fund allocated to it.

Amendment to the Sub-component

The Tea Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the sub-component without notice as deemed necessary for efficient and effective execution of the sub-component and fulfillment of its objectives.

N.B.

Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the export incentive benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

Sub-component 3.2: Overseas promotion

The following activities will be undertaken under this sub-component:

- (i) It is proposed to promote Darjeeling, Assam, Nilgiri & Kangra teas and the respective logos among consumers with a view to building equity for Indian tea in international markets. Promotion would be undertaken with inputs and advice from the Industry
- (ii) Promotion of India teas are proposed to be undertaken in the overseas markets by the Board from the H.O. and three foreign offices through road shows, participation in trade fairs & exhibitions, generic as well as specialty tea campaign through Tea Council in U.S.A., participation in fairs & exhibitions, trade facilitation through arranging Buyer-Seller Meets, exchange of trade delegations (inbound & outbound), information dissemination through gathering of market intelligence, protection and promotion of various intellectual properties of the Board (Darjeeling GI, Assam (Orthodox) GI, Nilgiri (Orthodox) GI etc). Membership through Tea Councils in USA and Canada also contribute to promotion of Indian tea in the respective markets
- (iii) Viral advertising through established social networks like Twitter, Facebook for propagating the diversity & richness of Indian tea during overseas promotion

The following schemes are the primary instruments for executing the envisaged activities:

(a) Scheme for Promotional support to Tea Associations/Entrepreneurs

Objective: To encourage Tea Associations to undertake promotional activities in the overseas markets aimed at

- (a) creating greater awareness of India's single-origin teas and
- (b) expanding India's market share therein.

Sub-component contour: The promotional assistance will be applicable for the following categories:-

I) Fairs & Exhibitions

Participation in Trade & Consumer Fairs/Exhibitions that are approved by the Board in advance. Events not in Tea Board's approved list will also be considered on the basis of the merit of each event

II) Media

Advertisements through

- a) Media (social, digital, print, electronic and any other media as found suitable for a specific market subject to prior approval of Tea Board)
- b) Any other media e.g. Hoarding/Bus/Train or Tram panel advertising etc. as part of their publicity/promotion of their origin teas, subject to prior approval by the Tea Board

III) Field/Store Promotion

Field or in-store Promotion, Tea Tasting/Tea Festivals and other programmes in support of tea brands for the members of the Association or for promoting Indian origin teas

IV) Air Travel

Reimbursement of air travel for one member per company by economy class for the sector - India-event destination-India. The company shall be a member of a registered Association

V) Interpreter deployment

Hiring of service of professional interpreter(s) from agencies at overseas exhibitions/events in non-English speaking countries

VI) In-Bound Delegations

Inviting inbound delegation comprising overseas buyers/ importers, media personnel, member(s) of the respective Governments, key decision-makers/influencers etc

Eligibility

All Associations of tea exporters and producers registered with Tea Board are eligible to avail of the sub-component.

Scale of assistance

- a) Associations participating in Trade & Consumer Fairs/Exhibitions may be entitled to 50% of the cost of the space rent, stand fabrication and decoration cost incurred by them, by way of reimbursement, in respect of the events that are approved by the Board in advance. Events not in Tea Board's list will also be considered on the basis of the merit of each event.
- b) Reimbursement of 50% cost of insertion of their advertisements through
 - (i) Media (social, digital, print, electronic and any other media as found suitable for a specific market subject to prior approval of Tea Board)
 - (ii) Any other media e.g. Hoarding/Bus/Train or Tram panel advertising etc. as part of their publicity/promotion of their origin teas, subject to prior approval by the Tea Board
- c) 50% cost reimbursement of air travel for one member per company by economy class may be considered for the sector - India-event destination-India.
- d) Associations participating in exhibition or other promotional events in non-English speaking countries may be eligible for 50% reimbursement of cost incurred on account of hiring professional interpreters from Agencies.
- e) In case the need is felt for inviting select foreign buyers/media persons/member of governments to India, Tea Board will bear the full cost of the international and domestic airfare on account of the delegation's visit to India. Costs on account of hotel accommodation, entertainment, local transport and meeting organisation will be borne by the Association(s) and the Tea Board on a 50:50 cost basis.
- f) All promotion activities of Tea Board along with Associations having a majority of exporter members in India and overseas on equal cost sharing basis with Tea Board's share being limited to Rs. 50 lakhs per association per annum.

Terms & Conditions

1. Associations must apply at least 30 day in advance in the requisite format placed at Annexure to Tea Board for assistance under the above sub-component with full justifications, cost break-up under each of the proposed activities and period of implementation
2. While applying, Associations will be required to provide
 - (a) year wise full details of exports of their members (volume and value) of their tea /brands for the last 3 years to the particular country for which promotion/financial assistance is sought

- (b) indication about market prospects.
3. Prior approval of Tea Board is required before going ahead with the intended programme/event etc.
 4. For all the Tea Board funded /sponsored activities, the Associations must give due credits to Tea Board in the publicity material produced as well as in the ad released.
 5. Tea Board's prior approval for the printed materials/film need to be obtained.
 6. There should be participation of minimum five (5) exporting companies having valid exporter license from Tea Board. Group companies will be treated as one company.
 7. For assistance under the activity category (I), the name and other particulars of the Fair/Exhibition, with full details of the proposed participation may be provided in advance, i.e. prior to the event. On receipt of approval from Tea Board, and after the event, a copy of invoice and fund transfer documents (through Bank) indicating payment made by the Association on account of space rent, stand fabrication and decoration may be submitted to the Board.
 8. For assistance under category (II), details of the selected media readership/viewership and tariff may be indicated. After the campaign, copies of invoices along with copy of advertisement released (in case of publication) may be submitted for release of funds. In case of hoardings or Bus/Train panel ads, photographs may be submitted.
 9. Claim under category (III) shall be supported by original invoices and receipts as well as photographs.
 10. Claim under category (IV) may be made to Tea Board within three months from the completion of the journey. The claim shall be supported by original used air ticket jackets. (Xerox copies will not be accepted) in addition to proof of payment made by way of money receipt from Airline or Travel Agency. In case of extended itinerary, the tariff certificate for the main sector must be submitted. In case of e-ticket, the original boarding cards will have to be submitted.
 11. Claim under category (V) shall be accompanied by original invoice and receipt from the Agency.
 12. In all cases, financial support will be limited to 50% of the cost or Rs.15 lakh whichever is lesser, except category (VI).
 13. All claims will need to be duly substantiated by proof of payment against invoices and a Chartered Accountant's Certificate in support of that.
 14. There will be a ceiling of Rs.50 lakhs per Association per annum, in terms of financial year and NOT calendar year.
 15. Applications will be processed on "First-come-first serve" basis, subject to availability of funds and adhering to all the terms & conditions.

16. Applications may be made as per the prescribed format separately for each activity in each country

Implementation: Tea Board will implement the sub-component as per the delegation of powers and with due concurrence of Finance Department. Any doubt or dispute arising out of any application will be referred to an Advisory Committee constituted by the Chairman, Tea Board. Thereafter, decision of the Chairman, Tea Board shall be final and binding on all issues.

Submission of application: The applicant Associations desirous of availing the assistance shall submit their application in the prescribed form along with necessary supporting documents, if any to Director of Tea Promotion, Tea Board, 14 B.T.M. Sarani, Kolkata 700001.

Disbursement: Reimbursement will be effected through E-governance Portal of Tea Board to be developed by it. After the sanctioning authority has satisfied him about the legitimacy of the same, funds will be released through e-payment mechanism ie. RTGS/NEFT. Administrative and monitoring expenses of the sub-component will be met from the fund allocated to it.

Amendment to the Sub-component

The Tea Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the sub-component without notice as deemed necessary for efficient and effective execution of the sub-component and fulfillment of its objectives.

N.B

Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the export incentive benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

(b) Scheme for Participation in International fairs and exhibitions with Tea Board

Objective: To provide a platform to the exporters to show case their products in international events for promotion and facilitate generation of trade opportunities through organising interactive sessions between buyers and sellers

Eligibility

1. All exporters holding valid exporters' license are eligible to participate from Tea Board's booth in exhibition
2. Exporters submitting regular monthly export returns will be eligible for participation only

Scale of assistance

1. For Tea Board led Trade fairs/Exhibition/BSM, 50% for air fare in economy excursion class for one company representative travelling from India on the India-destination-India sector in the shortest route. This will, however, be subject to an upper ceiling per tour as indicated below:-
 - a) For Latin American Countries (LAC) – Rs.1,00,000/-

- b) For USA, Canada – Rs 70,000/-
- c) For all other Countries – Rs.70,000/-

Procedure of application

1. Exporters interested in participation will have to submit application to Tea Board informing them of their interest in participation. Application for participation in exhibition with Tea Board will be confirmed on “first-come-first-serve” basis only on receipt of participation charges as well as requisite application fee as given above
2. Payments by way of Demand Draft drawn in favour of Tea Board and payable at Kolkata for the following:-
 - a) Non-refundable application fee of Rs.1000/- (one thousand) per sq. m. space (towards IEBR)
 - b) Non-refundable participation charge of Rs. 30000/-.

Documents to be submitted

1. Original e-ticket and boarding passes used during the journey along with cost break up
2. Self certified photocopies of money receipt, bank advice etc. evidencing payment made
3. A self certified copy of the certificate issued by DGFT
4. The self certified photocopy of the passport duly highlighting date of departure
5. The self certified photocopy of the passport duly highlighting date of arrival

Terms & conditions

1. For participating in Fairs & Exhibitions with Tea Board each participating exporter is to be provided **a minimum exclusive space** as far as practicable.
2. Only Indian tea may be displayed from Board’s stalls. Non-tea eg. Tulsi tea/ Herbal tea and other origin teas apart from India may not be displayed from Board’s stall.
3. Participants are to ensure that their display is put up in an aesthetic manner and their allotted space is manned properly during the full duration of the exhibition. Representatives from the exhibiting companies shall preferably be of a senior management level.
4. Since there are many companies exporting teas, there is a need to make a priority list between bulk and packet tea exporters. 100% Indian packet tea exporters will be given preference over bulk tea exporters. Further Y-o-Y growth (%) in aggregate export volume as well as export to that particular market of a company will be considered as one of the important criteria for selecting a participant in the Tea Board pavilion. However, decision of Tea Board in this regard will be final and binding.
5. Value added tea exporters having a large range of products and samples to display, desiring to have more space, may be provided extra space at actual cost if Tea Board’s budget permits and if it is possible to get extra space alongside Tea Board’s booth, if they indicate their requirement well in advance. The enhanced space must be properly utilized through adequate and varied display of packaged products.

6. A total of four (4) travel cost reimbursements per company in a financial year will be permissible
7. Only one application will be entertained for group companies where the entire group will be considered as one applicant. In case other destinations are covered, travel cost reimbursement will be on the basis of minimum fare in regard to India-destination-India sector in the shortest route
8. Application for participation in exhibition with Tea Board will be confirmed on “first-come-first-serve” basis only on receipt of participation charges as well as requisite application fee as given above
9. In case of participation from a separate stall due to Tea Board not being able to provide required space, Tea Board will not bear the cost or consider reimbursement.
10. Participation charges and Application Fee of non-participants will be forfeited.
11. Tea Board will provide stall space and arrangement for buyer seller or any other interaction. All other requirements e.g. accommodation, visa, interpreter, sampling equipment, logistics and other incidental things will have to be arranged by the exporter. Tea Board will also help in organizing invitation letters for application of visa. However, issuance of visa is the discretion of the destination country
12. Claim for reimbursement will have to be accompanied by a Chartered Accountant’s Certificate
13. In all cases of dispute, the decision of Chairman, Tea Board is final and binding.

Implementation: Tea Board will implement the sub-component as per the delegation of powers and with due concurrence of Finance Department. Any doubt or dispute arising out of any application will be referred to an Advisory Committee constituted by the Chairman, Tea Board. Thereafter, decision of the Chairman, Tea Board shall be final and binding on all issues.

Submission of application: The applicant exporters desirous of availing the assistance shall submit their application in the prescribed form along with necessary supporting documents, if any to Director of Tea Promotion, Tea Board, 14 B.T.M. Sarani, Kolkata 700001.

Disbursement: Reimbursement will be effected through E-governance Portal of Tea Board to be developed by it. After the sanctioning authority has satisfied him about the legitimacy of the same, funds will be released through e-payment mechanism ie. RTGS/NEFT. Administrative and monitoring expenses of the sub-component will be met from the fund allocated to it.

Amendment to the Sub-component The Tea Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the sub-component without notice as deemed necessary for efficient and effective execution of the sub-component and fulfillment of its objectives.

N.B. Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the export incentive benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

(c) Promotion of Packaged Teas of Indian Origin (Brand Support)

Objective: To help Indian exporters for marketing teas of Indian origin in overseas markets on a sustained basis, the sub-component is intended to promote teas of Indian origin therein.

Sub-component contour: For companies wanting to avail of the benefits of this sub-component, it is mandatory to adhere to the following stipulations:

- (i) To market teas of Indian origin in packets carrying the Indian tea logo or any of the speciality logos (Darjeeling, Assam, Assam Orthodox, Nilgiri, Nilgiri Orthodox, Dooars- Terai) after complying with the requirements of logo usage norms as well as IPR norms and regulations
- (ii) All Indian companies/exporters marketing Indian branded teas in packets less than 5 kg are covered in the sub-component
- (iii) The brand shall be owned by the company/exporter
- (iv) Exporters desiring to avail of the benefits of this sub-component will be required to draw up a one year action plan with corresponding projected exports and submit the application to Tea Board.

The promotional assistance will be applicable for the following categories:-

1. Showrooms and Tea boutiques

For setting up showrooms, tea boutiques or retail outlets for retail sale of value added teas from India

2. Promotional campaign

For intensive publicity campaigns toward launching Indian branded products or for promoting branded products, the following components are eligible for financial assistance –

- (a) Media (social, digital, print, electronic and any other media as found suitable for a specific market subject to prior approval of Tea Board)
- (b) Hoarding
- (c) Bus / Train/Tram panels
- (d) P-O-P material, and
- (e) Promotional literature.

3. Displays in International Departmental Stores and in-store demonstration

For promoting value added tea products, tie up with local distributors and major stores for display and in-store promotion

4. Product Literature, Website Development

Production of product literature, development of website, etc. for fairs/events

5. Inspection charges

Inspection charges, incurred prior to shipment of packaged teas carrying Board's logos (adhering to logo usage norms), will be reimbursed. The inspection will be carried out through the Tea Board-approved list of inspection agencies who will submit the results to Tea Board simultaneously along with the exporter. Clearance certificates from the Tea Councils are mandatory.

Eligibility

1. All the Indian exporters registered with Tea Board having valid registrations and exporting value added tea will be eligible
2. All the above exporters exporting for the past 3 years and submitting regular monthly export returns to Tea Board
3. All registered Associations of tea producers and exporters are eligible to apply for assistance for promotion of Indian tea brands owned by their members.
4. The scheme covers all Indian exporters selling 100% Indian teas in packet less than 1 kg and having "Indian Tea Logo" and/or origin logos printed on their packs. Focus will be on exports of high value teas.

Scale of assistance

1. Showrooms and Tea boutiques

25% of the lease/rental charges subject to a maximum reimbursable limit of Rs. 10 lakh per annum

2. Promotional campaign

Up to 25% of the cost for reimbursement subject to a ceiling of Rs.50 lakh per annum per market

3. Product Literature, Website Development

25% of the total cost subject to a ceiling of Rs.50 lakh per annum per market on reimbursement basis

4. Inspection Charges

A maximum of 25% of inspection charges on reimbursement basis

Terms & Conditions

1. All interested Exporters/Associations are required to apply in advance on company letter head to Tea Board in a prescribed application form
2. While applying, applicants will be required to provide:-
 - a) Year-wise full details of exports (volume and value) of their tea brands during the last 3 years to the particular country for which promotional/financial assistance is sought (Associations will be required to furnish information pertaining to their members)

- b) Indicate market prospects in terms of market attractiveness and ability to serve it
- c) A one-year plan with clear targets and timelines for implementation
3. Tea samples or Trade discounts, if given, may not be included in this sub-component. PR activities in regard to any promotional item will not be eligible for financial support
4. It is desirable that, wherever possible, Tea Board representative (i.e. any officer from the Promotion Directorate) is associated during all stages of the promotion campaign for better execution and results
5. For assistance with regard to Promotional Campaign/Brand Promotion, details of the selected media readership/viewer ship, and tariff are to be indicated clearly.
6. After the campaign, copies of invoices along with copy of the advertisement released (in the case of publication) shall be submitted for release of funds through e-payment mechanism ie. RTGS/NEFT
7. In case of hoardings or Bus/Tram Panel ads, photographs shall be submitted duly endorsed by the concerned Director of Tea Promotion or any other authorized official of the Board where such promotion has taken place
8. All claims need to be duly substantiated by proof of payment against invoices. In the event of any false claims being lodged, Tea Board reserves the right to claim refund of the amount granted to the applicant with applicable interest
9. Applications will be processed through E-government portal of Tea Board to be uploaded on “first-come-first-serve” basis, subject to availability of funds and adhering to all the terms & conditions
10. There will be an overall ceiling of Rs. 50 lakh per company or the group per annum
11. Disbursement will be made subject to the applicant achieving 10% increase of volume of export in the target market. For the purpose of calculating increase in exports, calendar year (Jan to Dec) figures will be taken into account
12. Claim for reimbursement will have to be accompanied by a Chartered Accountant’s Certificate
13. Y-o-Y review as well as a 3 year composite review will be undertaken regarding the efficiency & effectiveness of an activity to decide on course correction and/or continuity of a project further
14. Relaxation may be made by Chairman/Deputy Chairman depending on the merit of each case

Implementation: Tea Board will implement the sub-component as per the delegation of powers and with due concurrence of Finance Department. Any doubt or dispute arising out of any application will be referred to an Advisory Committee constituted by the Chairman,

Tea Board. Thereafter, decision of the Chairman, Tea Board shall be final and binding on all issues.

Submission of application: The applicant exporters desirous of availing the assistance shall submit their application in the prescribed form along with necessary supporting documents to Director of Tea Promotion, Tea Board, 14 B.T.M. Sarani, Kolkata 700001.

Disbursement: Reimbursement will be effected through E-governance Portal of Tea Board to be developed by it. After the sanctioning authority has satisfied him about the legitimacy of the same, funds will be released through e-payment mechanism ie. RTGS/NEFT. Administrative and monitoring expenses of the sub-component will be met from the fund allocated to it.

Amendment to the Sub-component

The Tea Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the sub-component without notice as deemed necessary for efficient and effective execution of the sub-component and fulfillment of its objectives.

N.B. If the consignments for export are rejected on grounds of quality, MRL issues or packaging issues, the amount availed from Tea Board by the exporter under this sub-component has to be returned along with the prevailing interest

1. Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the export incentive benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

Sub-component 3.3: Project 5-5-5

In line with Government's stated policy of laying emphasis on sustained export promotion in order to maintain supply-demand balance as well as earn higher price realization for the Indian tea industry, a promotional effort called "**Project 5-5-5**" has been conceived to facilitate significant brand recall for Indian tea in the five targeted highly potential markets. The programme would cover five strategically important markets viz. U.S.A., Russia, Kazakhstan, Iran and Egypt for extensive & intensive promotional intervention through implementation of five specific activities over five years through dedicated funding.

The above countries were selected based on the parameters of "Market Attractiveness & Potentiality" and "Ability to compete by the Indian Tea Industry". The foremost objective of the entire exercise is to position "Indian Tea" as an over-arching umbrella brand under which five identified promotional activities would be designed, coordinated and implemented through reinforcing "Brand India" connect amongst the target trade and consumers. This is expected to result in prominent brand recall for "Indian Tea" over the short to medium term so as to translate into significant increase in value market shares in the targeted markets for years to come. The country-specific activities identified have been planned for implementation and an aggregate fund of Rs. 50 crores has been earmarked in the 12-th 5-Year Plan (2012-17) for the said purpose.

The broad framework of envisaged five activities is given below:

1. Extensive promotion of India Tea Logo (familiarization/creating awareness) through

- hosting seminars/conferences
 - publicity in print media (articles, stories, editorials etc.)
 - billboards/hoardings at strategic locations
 - road shows
2. Engagement with the local trading community
 - Participation in Trade fairs/Tea festivals
 - Exchange of business delegations
 - Sponsorship of national/regional trade events
 - 3) Consumer-oriented promotion
 - In-store promotion at point-of-purchase (free sampling with free merchandising)
 - Tea contests
 - 4) Utilisation of Social Media
 - Connect with the consumers (Online fora/communities, Social networks like Facebook, Twitter, Blogs, Viral videos, Multimedia sharing etc). for online conversations through continuous engagement
 - Feedback from them (Viral videos, Twitter, Blogs)
 - 5) Focus on export of value-added teas
 - Equipment & Machineries
 - Technical skills to impart

The following schemes are also the main instruments for executing the envisaged activities under “Project 5-5-5”:

- **Scheme for participation in International fairs and exhibitions with Tea Board**
- **Scheme for promotional support to Tea Associations**
- **Promotion Scheme for Packaged Teas of Indian Origin (Brand Support)**

Sub-component 3.4: Trade-related activities

In order to facilitate export of quality teas in world class packaging, infrastructure like Integrated Tea Park consisting of common facilities such as processing, blending, packaging, warehousing & testing laboratories will be created through suitable mode. This will enhance the quality of tea being exported from the country thereby enhancing the unit price realization of tea and also establishment of brands in the world market

Sub-component 3.5: Incentives to exporters/Associations

The following schemes are the primary instruments for executing the envisaged activities:

- **Scheme for assisting tea exporters towards meeting additional transport & handling charges being incurred for teas exported through ICD Amingaon**
- **Promotion Scheme for Packaged Teas of Indian Origin (Brand Support)**

(a) Scheme for assisting tea exporters towards meeting additional transport & handling charges being incurred for teas exported through ICD Amingaon

Objective: Compensating exporters who are shipping teas from the I.C.D. Amingaon, Assam, taking into account the fact that the additional charges being levied by the shipping companies towards transportation and terminal handling charges arising out of the empty haulage of the containers during the return journey from the port of shipment to Amingaon.

Duration: The sub-component will be in operation during the 12th Plan period and will be implemented in two phases per annum.

Eligibility: All the tea exporters registered with Tea Board and holding valid exporters' licenses are eligible for assistance under the sub-component provided that:

1. The teas for which incentive under the Sub-component is being claimed has been actually shipped through I.C.D. Amingaon
2. The claim shall be restricted to teas of Indian origin only which are shipped from I.C.D. Amingaon.

Amount of subsidy: Financial assistance by way of incentive towards export of tea through ICD, Amingaon will be Rs.2.00 per kg of tea during the period of the sub-component

Area of operation: The sub-component extends to the whole of North-East India.

Implementation: Tea Board will implement the sub-component as per the delegation of powers and with due concurrence of Finance Department. Any doubt or dispute arising out of any application will be referred to an Advisory Committee constituted by the Chairman, Tea Board. Thereafter, decision of the Chairman, Tea Board shall be final and binding on all issues.

Submission of application: The applicant exporters desirous of availing the assistance shall submit their application in the prescribed form along with necessary supporting documents to Director of Tea Promotion, Tea Board, 14 B.T.M. Sarani, Kolkata 700001. The period and last dates for receiving claims will be notified by Tea Board from time to time.

Disbursement: Incentive shall be sanctioned upon submission of application in the claim form complete in all respects within the stipulated date through E-governance Portal of Tea Board to be developed by it. After the sanctioning authority has satisfied him about the legitimacy of the same, funds will be released through e-payment mechanism ie. RTGS/NEFT in one single installment for the total quantum of tea in all forms (i.e. bulk, orthodox, C.T.C., Green tea, tea bags, Instant tea etc.) exported during the period of the sub-component through I.C.D Amingaon. Administrative and monitoring expenses of the sub-component will be met from the fund allocated to it.

Terms & Conditions: The assistance will be subject to the following conditions that shall be binding on the applicant. Violation of any condition will make the applicant liable to refund the incentive disbursed by Tea Board:

1. Incentive can be claimed only for teas exported during the period of the sub-component.
2. Teas of Indian origin only shall be eligible for the incentive and the sub-component covers only teas exported from I.C.D. Amingaon, Assam. Incentive will be provided only for Indian component of teas in case it is blended with imported teas.

3. The applications for grant of incentive shall be complete in all respects duly supported by all the required documents or else the claims are liable for rejection.
4. False claims shall be viewed seriously and it may even lead to cancellation of the export license of such exporters.
5. The Tea Board reserves the right to withdraw sanction at any point of time, in case it finds that the claim has been filed in contravention of the sub-component norms or is fraudulent in character. Liability for such action shall rest with the applicant and no claim will be entertained by the Board for payment, compensation or damages in such an eventuality
6. The exporters will have to submit up to date returns to the Tea Board's Statistics Branch in the prescribed proforma before availing of the aforesaid subsidy
7. In all cases of dispute, the decision of Chairman, Tea Board is final and binding.

Amendment to the sub-component

The Tea Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the sub-component without notice as deemed necessary for efficient and effective execution of the sub-component and fulfillment of its objectives.

N.B.

Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the export incentive benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

Sub-component 3.6: Production of publicity material

Production of appropriate publicity material for trade and consumer education in various international languages including films, audio visual aids, gift items, publicity literature, posters etc depicting Indian tea as a brand will be done through empanelled agencies.

Sub-component 3.7: Legal & Consultancy

Legal charges on account of retainer fees to the empanelled Legal Attorneys toward effective protection of a number of Intellectual Properties (Logos and words pertaining to each single-origin teas like Darjeeling, Assam, Nilgiri, Kangra and India Tea Logo) across various jurisdictions in the world.

Component 4. MODALITIES FOR IMPLEMENTATION OF "RESEARCH AND DEVELOPMENT SCHEME" DURING XII PLAN

Introduction

The scheme has the following sub-components covering the broad areas of Research and Development:

Sub-Component 4.1: Financial Assistance to TRA and UPASI-TRF

Sub-Component 4.2: Research funding for projects to institutes other than TRA and UPASI

Sub-Component 4.3: Financial assistance to universities for running specialized course on tea

Sub-Component 4.4: Seminar, Conference and Workshops for dissemination of research output

The modalities for each sub-component containing the details such as objectives, eligibility criteria, release of assistance, and claims for financial support are presented in this document.

Sub-Component 4.1: Financial Assistance to TRA and UPASI-TRF

Objective:

To support Tea Research Institutes for undertaking focused research and extension activities for the improvement of production and quality, processing, mechanization and other relevant demand driven research for tea industry.

Eligibility:

Tea Research Institutes viz. Tocklai Tea Research Institute, Tea Research Association, Jorhat, Assam and United Planters' Association of South India - Tea Research Foundation, Valparai, Coimbatore, Tamil Nadu having DSIR recognition and experience in handling research projects.

Scale of assistance:

80% (49% in the form of regular grant-in-aid under 5 identified heads and 31% for research /projects to both the institutes) Funding is proposed in the form of regular grant-in-aid under 5 identified heads and funds for research projects to both TRA and UPASI-TRF, subject to a cap based on average expenditure of last three years.

The five identified heads for Grant-in aid to two TRIs include the followings:

Sl. No.	TRA	UPASI-TRF
1	Salary	Salary and allowances (including PF & Gratuity)
2	PF	Printing and stationery
3	Gratuity	Electricity and water supply
4	Medical	Travelling and vehicle
5	Training	Consumables for R&D

Terms & Conditions

1. Research grant under 5 heads will be released on actual basis as per GFR.
2. Grant will be released on quarterly basis upon receipt of requisition from the TRIs.
3. Release of Government funding for the salary component of the employees of TRIs will be directly linked to satisfactory progress of research work on the parameter of critical mile-stones.
4. Performance report in a specific format (quantifiable outputs such as technology generated, commercialized and used by the industry, publications, patents etc.) has to be vetted by the Director/Council of Management/Trustee

5. and ultimately signed by the Chairman/President of TRIs. Such format needs to be submitted along with the requisition for fund release.
6. TRIs shall submit to Tea Board a statement of Accounts duly audited together with the Auditor's certificate that the conditions attached to the grant have been / are being fulfilled by 31st March of every year.
7. The grant shall not be diverted to / or utilized for the purpose other than those for which it is sanctioned.
8. TRIs will submit its accounts for audit promptly whenever required to do so.

Amendment to the Scheme: The Tea Board reserves the right to amend in its discretion any of the terms and conditions of the scheme without notice as deemed necessary for efficient and effective execution of the scheme and fulfillment of its objectives.

Rider: Based on the performance, achievement and contribution of the output of the Tea Research Institutes recognition and penalty system may be exercised based on the recommendation of the expert committee and with due approval of the competent authority.

Warning: Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

Sub-Component 4.2: Research funding for projects to institutes other than TRA and UPASI

(a) All India Coordinated Research Projects:

Objective:

To assist in conducting research through integrated projects involving various tea research institutes and other national institutes/universities in the areas of Tea improvement, Tea Protection, Tea quality and mechanization, Climate change and its impact on tea etc.

Eligibility:

Tea Research Institutes and other national R&D institutes and universities having DSIR recognition and experience in handling research projects.

Scale of assistance:

100% funding is proposed to a particular project under Manpower, Equipments, Consumables, Travel and contingency.

Selection procedure of Coordinated Research Project:

For XII Plan Period, integrated research projects are proposed to be undertaken involving various tea research institutes and other national institutes/universities in the areas of Tea improvement, Tea Protection, Tea quality and mechanization, Climate change and its impact on tea etc.

- Submission of concise research Proposal will be asked from the institutes on the selected themes under each area of Tea Research in the given format through advertisement in leading newspaper and Board's website. However, in respect of projects earmarked for TRA, UPASI-TRF, DTR&DC and QCL the concise research proposal will be submitted directly.
- An **Expert Committee** {consisting of **Director (Research); Secretary, N. T. R. F; Research Officers; 3 members from the industry and 3 members from the scientific community having long experience in tea science**} will be formed to scrutinize the proposals.
- Initially the proposals will be sent to the members of the **Expert Committee** for their perusal/comments/suggestions.
- PIs of the proposals of similar nature will be called for a presentation before the experts. The experts will suggest on the integration of the proposals to form one **All India Coordinated Research Project** under each theme. Subsequent revision (if any) will be intimated to the PI for

further processing. These will ultimately achieve time bound quantifiable deliverables.

- Finally the PIs will be asked to submit the revised proposal in the format giving details of the project proposal and integration for a coordinated project will be completed.
- While deciding the proposals, credentials of the PIs will be checked critically to decide whether the PI can dedicatedly devote time to run such projects.
- After one year of completion of the projects, Physical progress of each project component will be evaluated by an Independent REC (Research Evaluation Committee). Based on the performance of the components and reports of the REC, projects will be ranked and subsequent release of fund will be made. Those components coming into unsatisfactory grade may be suspended/terminated.
- Progress of the projects will be evaluated annually by the TRLC and subsequent actions will be taken based on the recommendations of the committee.
- After successful completion, Technology developed will be disseminated to the planting community for its use by the industry.

Assessment of project proposals

1st step: Concept proposal on research

Research proposals received from various institutes as per the mandate of Tea Board will be evaluated by a screening committee having experts from diverse field of tea science and industry. Based upon the screening and recommendations of the committee, full projects will be asked to submit from successfully qualified Principal Investigators for further screening and integration in the coordinated projects under each group.

2nd step: Full project proposal

Full proposals will be evaluated further by a committee of subject specialists under each category for its subsequent inclusion in the coordinated project.

3rd step: Integrated project (final)

Successfully qualified full projects will then be coordinated into one project under each group having 3 or more institutes with common objectives and deliverables for specific tea regions of the country. For each group, there will be two coordinators who will look into the progress of work at institute level.

Monitoring of projects:

Technical:

Annual audit on the performance of each project by the Research Directorate is proposed in two ways- Physical verification of the progress of work in each of the host institutes and evaluation by the Tea Research Liaison Committee. The recommendations of the TRLC will be communicated to PIs for compliance. Before each TRLC, Action Taken Report (ATR) will be asked from the PIs to check their compliance of the recommendations of the previous TRLC and whether progress made accordingly.

Further, after one year of the initiation of the project, one independent Research Evaluation Committee will review the performance to ensure that the projects are on right direction according to the objectives.

Financial

The fund is to be released on yearly basis as per projected outlay through MoU between Tea Board & the research institute (where the project will be carried out). Every requisition for fund release of Plan projects will be sent to the Tea Board along with the progress/achievements made according to the objectives defined, details of expenditure incurred under each sanctioned head and Fund Utilization certificate as per GFR19-A. Non-submission of Utilization Certificate on time as proposed will led discontinuation of subsequent fund release. Any unspent balance will be adjusted with the next fund release. Other terms and conditions under GFR for release of such fund will be applicable.

The PIs/institutes are required to abide by the following Terms and Conditions:

1. Tea Board will have the right to modify/scrap any component of the project which will not be found progressing satisfactorily according to its panel of experts at any time.
2. Both physical and financial audit on the progress of the project components will be done by the Tea Board annually.
3. In the unforeseen event of discontinuation by the PI, the Co-PI will assume the responsibility for completion of the project and the same has to be intimated to Research Directorate of Tea Board immediately.

Checklists

1. Project initiation

Item to be monitored	Comment
Concept proposal	Whether according to the mandate
Format	Whether followed
Consent letter	Signed
Terms and conditions	Signed
Curriculum Vitae of the PI	Whether available
Revisions as per committee recommendations	Whether complied
Budget revision	Whether complied

Delegated responsibilities list	i.e. who is responsible for what within the study
Final project proposal	All items as per format
Final Budget	Whether in tune with committee recommendations

2. Interim/ Annual monitoring

Item to be monitored	Comments
Start and End Dates	Note variations and reasons/causes
Progress	Objective wise
Research fellow engagement	According to time line, details of RFs
Purchase of equipment	According to time line
Details of expenditure	Timely submission needed
Proper maintenance of records	Physical verification
TRLC evaluation	Recommendations to be sent to PIs
ATR from PIs	Timely submission and compliance
Change of PI	Intimation to Tea Board

3. Project Completion

Item to be monitored	Comments
Final reports	Major outcomes / achievements
Confirm Start and End Dates	Check
Bulletins published	Check
Workshop for technology transfer conducted	Check
Papers published in reputed journals	Check
Patents filed	Check
Deliverables	Targets met?
Finance	Reconciliation and within budget?

Terms & Conditions:

1. Proposals will be submitted strictly as per the format given and broad objective mentioned. As far as possible E-Governance structure to be developed by Tea Board will be used to receive and process the proposals.
2. The area of research should be mentioned clearly.
3. Tea board will co-ordinate and monitor each project and it's all components.

4. Integration of the proposals (wherever possible) will be done by an Expert Committee in co-ordinate manner for a definite time bound deliverable.
5. Tea Board will have the right to modify/scrap any component of the project which will not be found progressing satisfactorily according to its panel of experts at any time.
6. Both physical and financial audit on the progress of the project components will be done by the Tea Board annually.
7. In the unforeseen event of discontinuation by the PI, the Co-PI will assume the responsibility for completion of the project and the same has to be intimated to Research Directorate of Tea Board immediately.
8. The fund is to be released on yearly basis through e-payment mechanism i.e. RTGS/NEFT as per projected outlay through MoU between Tea Board & the research institute (where the project will be carried out).
9. Every requisition for fund release of Plan projects will be sent to the Tea Board along with the ***achievements made according to the objectives defined, details of expenditure incurred under each sanctioned head and Fund Utilization certificate as per GFR19-A.***
10. Non-submission of Utilization Certificate as proposed will lead discontinuation of subsequent fund release.
11. Other terms and conditions under GFR for release of such fund will be applicable.
12. All publications/workshops conducted out of this project should be communicated to Tea Board. In all such cases acknowledgement of financial assistance has to be mentioned.
17. The utilization Certificate in respect of the grant will be furnished in duplicate as prescribed in **GFR 151(1) within a period of two months** of closure of financial year.
18. Grantee institute would undertake to be governed by the condition of grant.
19. Qualification of manpower should be as per Tea Board guidelines.
21. The organization shall undertake the financial and other management responsibilities of the project and ensure timely submission of reports to Tea Board.

Amendment to the Scheme: The Tea Board reserves the right to amend in its discretion any of the terms and conditions of the scheme without notice as deemed necessary for efficient and effective execution of the scheme and fulfillment of its objectives.

Rider: Based on the performance, achievement and contribution of the output of the Tea Research Institutes recognition and penalty system may be exercised based on the recommendation of the expert committee and with due approval of the competent authority.

Warning: Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the benefit by

willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

Establishment of Quality Control Laboratories and strengthening of existing laboratories will be undertaken in the project mode during 12th Plan scheme.

(b) Up gradation of Darjeeling Tea Research Centre (DTR&DC):

Objectives:

To upgrade DTR&DC to become a centre of excellence for undertaking research and development work to cater the need of the Darjeeling tea industry.

Various works related to infrastructural development, extension of laboratories at both DTR&DC, Kurseong and Quality Control Laboratory (QCL), Tea Park, Siliguri, procurement of scientific equipments and recruitment of contractual scientists/research fellows/research assistants etc. are proposed in this up-gradation scheme.

Furthermore, recurring expenditure including consumables for day-to-day research work, expenditure for maintenance of experimental field (covering manures, pesticides etc.), maintenance of equipments and other administrative costs for both DTR&DC and QCL, are included in this scheme.

Construction work/infrastructure will be created through CPWD. Other work as per Govt. norms. Day to day running of Quality Control Laboratory and Research work including administrative, accounting and other service support.

Eligibility Criteria and execution of the scheme: DTR&DC is the research wing of Tea Board and DSIR, Govt. of India recognized research centre, hence eligible to undertake the above mentioned work.

The DTR&DC has to submit the proposal to Tea Board, Head Office. Since it is an in-house project component, the Research Directorate, Tea Board will examine the proposal and after having the approval of the competent authority, the above mentioned proposed works are to be undertaken and executed by DTR&DC.

Mode of disbursement of fund: Based on the progress of the work fund disbursement will be done following the Govt. financial rules.

Evaluation and Monitoring: Evaluation and monitoring will be done through tea research evaluation committee and spot verification by Research Directorate, Tea Board.

Rider: Based on the performance, achievement and contribution of the output of the Tea Research Institutes recognition and penalty system may be exercised

based on the recommendation of the expert committee and with due approval of the competent authority.

Warning: Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

(c) Evaluation and Monitoring:

Objectives: Fund disbursed to Tea Research Institutes and other national R&D institutes and Universities will be evaluated by independent Research Evaluation committee, Tea Research Liaison Committee of Tea Board and Spot Verification to the grantee institute.

Eligibility Criteria: Members of the evaluation committee will be selected from the national R&D institutes (ICAR, CSIR etc.) and Universities, experienced and renowned scientists from respective disciplines.

Mode of disbursement of fund: For the members of the evaluation committee related expenditure including travel, transport, accommodation and honorarium etc. are to be disbursed on actual basis. Payment will be made through e-payment mechanism i.e. RTGS/NEFT.

Rider: Based on the performance, achievement and contribution of the output of the Tea Research Institutes recognition and penalty system may be exercised based on the recommendation of the expert committee and with due approval of the competent authority.

Warning: Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

Sub-Component 4.3: Financial assistance to universities for running specialized course on tea

Objective:

Financial assistance to universities for running specialized course on tea husbandry and management.

Eligibility:

Universities recognized by UGC and having infrastructure in terms of full-fledged department on Tea, having eligible faculty are eligible for assistance under the scheme.

Amount of subsidy:

Financial assistance by way of incentive towards recurring expenditure for running tea husbandry/management course will be Rs.3.00 Lakhs per annum.

Area of operation:

The scheme extends to the whole of North-East India, South India and Himachal Pradesh.

Implementation:

Tea Board will implement the scheme and Chairman/Deputy Chairman of Tea Board will have full powers of sanction and disbursement under the scheme.

Submission of application:

The applicant universities desirous of availing the assistance should submit their application in the prescribed form along with necessary supporting documents to the Chairman, Tea Board, 14 B.T.M. Sarani, Kolkata 700 001.

Terms & Conditions:

The assistance will be subject to the following conditions that shall be binding on the applicant. Violation of any condition will make the applicant liable to refund the assistance disbursed by Tea Board:

1. The fund shall be utilized only on the components approved by the Govt.
2. The fund shall be kept in an account with State Bank of India / its subsidiaries / nationalized banks.
3. Detailed accounts of each payment made shall be kept together with the documents / vouchers etc. as evidence of actual expenditure.
4. The expenditure of the organization shall conform to the approved revised / budget estimate for the current financial year.

5. Any amount unspent shall be surrendered by the end of this financial year unless allowed to be adjusted against next year's grant.

6. The accounts shall be audited by the Tea Board and / or the statutory auditors of your society.

7. Universities shall submit to Tea Board a statement of Accounts duly audited together with the Auditor's certificate that the conditions attached to the grant have been / are being fulfilled by 31st March of every year.

8. The grant shall not be diverted to / or utilized for the purpose other than those for which it is sanctioned.

9. The grant shall be spent to carry out the objectives for which it is sanctioned within a reasonable time.

10. Universities shall submit to the Tea Board such reports, statements etc. in respect of expenditure from the grant as and when required to show that the conditions of grant have been observed and that there have not been any variations or diversion of funds.

11. Universities shall keep its accounts open for test check by Tea Board's auditors at their discretion.

12. Universities will maintain a register in the format of GFR – 19 regarding permanent or semi – permanent assets acquired wholly or partly out of Tea Board / Government by end June of the following financial year. The register of assets should be open to scrutiny by audit.

13. Universities will submit its accounts for audit promptly whenever required to do so whether they are complete or not.

14. The assets acquired wholly or substantially out of Government's Grant-in-aid shall not be disposed off, encumbered or utilized for the purpose other than those for which the grant is sanctioned, without the prior Sanction of Central Government / Tea Board.

15. A performance – cum – Achievement Report will be submitted to the Board annually.

16. The utilization Certificate in respect of the grant will be furnished in duplicate as prescribed in **GFR 151(1) within a period of two months** of closure of financial year.

17. Universities would undertake to be governed by the condition of grant.

Amendment to the Scheme: The Tea Board reserves the right to amend in its discretion any of the terms and conditions of the scheme without notice as deemed necessary for efficient and effective execution of the scheme and fulfillment of its objectives.

Rider: Based on the performance, achievement and contribution of the output of the Tea Research Institutes recognition and penalty system may be exercised based on the recommendation of the expert committee and with due approval of the competent authority.

Warning: Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

Sub-Component 4.4: Seminar, Conference and Workshops for dissemination of research output

Objectives:

Dissemination of scientific information, interaction between the scientists, users/beneficiaries and policy makers, discussion for new ideas, review of present status of research and formulation of future research programs, for attending both national and international seminar/workshop/meetings etc.

Eligibility Criteria:

Organizations having experience in handling fund for undertaking R&D project works (e.g. Tea Board and National Tea Research Foundation and other Govt. R&D Departments) and other National R&D Institutes and Universities having DSIR recognition and professional organizations expert in organizing scientific seminars/workshops are eligible to organize seminar and workshop.

Mode of disbursement of fund:

Once the proposal is received from outside organization, Research Directorate will examine the proposal and after having approval of the competent authority the fund will be disbursed as follows:

- (a) Amount within Rs. 1.00 Lakh will be disbursed in one time through e-payment mechanism i.e. RTGS/NEFT after having received the bill/proforma invoice from the organization.
- (b) Amount above Rs. 1.00 Lakh will be disbursed in two installments (80% will be disbursed initially and remaining 20% will be disbursed after the completion of the seminar) through e-payment mechanism i.e. RTGS/NEFT.

Monitoring:

Fund disbursement and utilization will be monitored as per Govt. rules.

Warning:

Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

Component-5: Human Resource Development

Sub Components:

5:1 Health

5:2 Education

5:3 Training

5:4 Funding the Plantation Welfare related projects of Tea Growing States

5:1:1& 5:1:2 Drinking water and Sanitation: This scheme component will be aligned with the national welfare schemes for creating common facilities for drinking water and sanitation in Tea Growing areas in collaboration with the respective State Governments

5:1:3 Capital grants for hospital/medical clinics towards extension of treatment facilities and also purchase of medical equipment, accessories and ambulance and reservation of beds in some hospitals for workers and their dependents:

A. OBJECTIVE: i) Assistance will be provided for specialised medical facilities for the treatment of T.B., Cancer, Leprosy, Eye, Heart, Kidney disease etc., which are not available for tea garden workers and their dependents in the Tea Garden Hospitals.

ii) Grants are also given for purchase of equipment like X-Ray plant, surgical instruments, ambulance etc. required for specialized treatment.

iii) The Board may also sanction in special cases necessary recurring grants towards maintenance of beds in hospitals for tea garden patients.

B.ELIGIBILITY:

- i) The Hospital/Clinic applying for the Board's grant will be registered and preferably be located in the tea growing areas so that the patients from the tea garden may fully avail of its facilities.
- ii) Ambulance shall not be provided with Board's grant to any garden hospital/group hospital in traditional areas.

C.QUANTUM OF GRANT:

Grant may be sanctioned on submission of detailed plan and estimates prepared by an approved technical authority and countersigned by the Head of the Institutions. Normally, the institutions are to bear not less than 30% of the capital cost of the equipment but in cases may have to bear more than the said percentage. The quantum of Board's grant will be decided on the merits of each case after taking into account the extent of facilities the tea garden workers and their dependents would genuinely derive. Grants to be sanctioned by the Board shall not exceed 70% of the capital cost of the equipment with a ceiling limit of Rs. 8.0 lakhs whichever is lower, Reservation of Bed charges for stoppages, treatment etc. in hospitals.

D.CONCESSIONAL FACILITIES:

In lieu of the grants, the grantee institutions shall reserve beds in the institution for tea garden patients with free or concessional charges of treatment and such other concessional facilities as may be stipulated by the Board.

E. MODE OF DISBURSEMENT:

- i) The grants for purchase of equipment and ambulance will be disbursed generally against delivery of the equipments to the Suppliers through the Estate once the hospital/clinic submits all the supporting documents within a period of six months from the date of sanction of the amount. In the event of delay, the Board will retain the right to have the grant amount refunded by the grantee institution.
- ii) Any reduction in the original estimate of expenditure exceeding 10% has to be reported to the Board and in such an event, the Board will retain the right to adjust the grant. No alternation in the proposal after sanction will be allowed.

F. OTHER TERMS AND CONDITIONS:

- i) The Board shall have the right to nominate a member on the Managing Committee/governing Body of the Hospital/Clinic applying for such a grant under the category of permanent donor or any other category. If necessary, the Hospital/Clinic authorities will take necessary steps for making provision for such nomination in their constitution and secure such nomination from the Board at every election or at the termination of the membership of the Board's nominee.
- ii) After the purchase of equipment is completed with the Board's grant, the grantee institution should maintain a register of assets created wholly or substantially out of the Board's grant and a certified copy of the audited record of assets as contained in the register should be furnished to the Board annually.
- iii) The Board's grant shall be strictly utilised for the specific purpose for which it is sanctioned.
- iv) Recipient shall permit the Board or any official authorised by the Board to examine or call for books of accounts being maintained for the purpose at all reasonable times and take copies and extracts there from.
- v) The recipient shall affix a plaque/hoarding to the effect that such specialized treatment had been organized with the financial aid of the Tea Board.

- vi) Unless otherwise required in writing by the Board, the whole or part of the grant remaining undisbursed shall be refunded to the Board without delay.
- vii) In the event of the recipient failing to observe or perform any of the terms and conditions of the Grant or the terms herein contained, the Board shall be entitled at its option either to enforce specific performance of the Agreement or to obtain from the recipient the refund of the entire amount already paid with interest @ 12% per annum from the date of advance to the date of repayment.
- viii) In the event of any institution established (fully/partly) with the grant being abolished or abandoned, the equipment purchased or created out of Board's grant shall be made over to the Board. The institution in such circumstances will no longer have any right, title or interest in the said equipments.
- ix) The recipient shall furnish the Board with such information and periodical reports and returns relating to the grant as the Board or any officer duly authorised by the Board may from time to time require.
- x) In the event of any misuse of any amount from the said grant, the Board being the sole judge on the question as to whether there has been any such misuse or not, the recipient shall be liable to refund the entire grant made by the Board forthwith on such demand being made by the Board.

G. AGREEMENT: To be made on Rs. 20/-/appropriate value of Stamp paper/ with Tea Board.

H. SANCTINING AUTHORITY: All the schemes in Human Resource Development Activity applications will be received, scrutinised by the Assistant Director of Tea Development. The processing, financial concurrence and sanction will be made after financial concurrence as per the financial delegation of power issued by the Tea Board.

I. MODE OF PAYMENT: The scheme will be managed by the Board's e-portal and e-payment will be made through RTGS/NEFT.

5:1:4 Financial assistance for disabled persons/cancer and heart patients in

Specialty hospital dependent on tea plantation workers

A) OBJECTIVE: To assist the disabled persons dependent on workers for purchasing wooden crutches calipers shoes, artificial limb, hearing aids, wheel chairs and tri-cycle with hand pedaling system etc. Also to provide financial assistance to dependents of Tea Plantation workers for cancer and heart ailments in specialty hospitals.

B) QUANTUM OF GRANT: a)Maximum pay is limited to 90% of the unit cost
or Rs.5000/-whichever is lower.

C) ELIGIBILITY: The person should be dependent on the worker and reside with him in the estate.

D) MODE OF DISBURSEMENT:

- i) Payment of eligible amount in one go on submission of prior application along with the relevant bills as a proof of procurement of articles duly certified by the Consultant Medical Officer, Manager/authorized signatories of Tea Estate.

Tea Board's grant under the financial Assistance scheme towards cancer and heart patient in specialty hospital dependent on Tea Plantation workers on actual basis submission of certified documents by the Medical officer, Manager/authorized signatories of Tea Estate. The final sanction will be made by the Chairman in this case.

5:2 Education

5:2:1 Educational stipend for wards of tea plantation workers

A) OBJECTIVE: To help in securing better working conditions towards improvement of amenities and incentives for workers by providing grant of Educational stipends to their wards.

B) NATURE OF STIPEND: To encourage education among the children of tea plantation workers, the Tea Board grants necessary stipends from elementary/primary stage in tea growing states of North and South India. Stipends are available for Elementary, Middle, Secondary education, General and Technical Degrees including Post Graduate courses and

Technical and Vocational Education including Nursing course. Under the scheme tuition fees and hostel charges (including boarding and lodging) are paid on the basis of actual subject to certain ceilings.

C) ELIGIBILITY:

- i) Children of workers/Staff directly employed in registered tea estates and governed by the Plantation Labour Act are eligible for stipend provided the wages (total cash emoluments) of their parents is below Rs.25000/-per month as certified by the Garden.
- ii) Children of Medical Officer or any person employed in tea estate primarily in a managerial capacity, whose service conditions are not governed by the Plantation Labour Act, can also be granted stipends provided their emoluments do not exceed Rs. 25,000/- per month.
- (iii) Not more than 2 children including legally adopted ones of workers /employees drawing a total monthly up to Rs. 25,000/- can be granted.
- (iv) An orphan adopted by a worker and dependent on him or her can also be granted a stipend, provided his/her total emolument does not exceed Rs. 25,000/- per month.
- (v) A brother or sister of a worker, if wholly dependent upon the worker, is eligible for a stipend provided the emolument of the worker does not exceed Rs. 25,000/- per month.
- (vi) Ordinarily, students in receipt of free tuition or any other scholarship/stipend from Government or other sources are not entitled to stipend under the scheme. But in cases where such scholarship/stipend does not provide for Hostel Charges, a grant representing the balance may be sanctioned under the scheme or 2/3rd of hostel charge whichever is lower.
- (vii) Students in full time employment or those who wish to pursue their studies in the institution meant for employed workers or through correspondence course will not be eligible.

D) CONDITIONS AND TENABILITY OF STIPENDS:

- i) All stipend awarded under the scheme are tenable only for one academic session for pursuing regular full time courses in recognized institutions in India only. At the end of each academic session, a candidate has to make a fresh application with the photo copy of annual progress report certified by the Head of the Institution where the student was studying in the previous academic session.
- ii) A stipend is tenable on the usual conditions of good conduct and satisfactory progress. No stipend is granted to a student detained in a class. However, in case when a student subsequently pass the examination by appearing in

the supplementary examination for the failed subject the education stipend may be allowed.

- iii) The amount of stipend under the scheme is limited to all types of school fees and 2/3 of hostel charges will be borne by the employee workers. Hostel charges will be payable for the period of study (excluding summer, Puja and winter vacation) as certified by the Head of the Institution.
- iv) The children who are interested to complete Diploma courses in Computer Science may apply for stipend scheme on the existing scheme on the existing terms and conditions provided that the Diploma Course should not be less than 2 years course and be conducted by recognized Institutions.

E) DISBURSEMENT OF STIPEND:

- i) All claim for stipends are to be submitted in a consolidated bill form framed for the purpose. The form will be supplied free of cost from the Board's Zonal Office/Regional offices.
- (ii) Bills should be submitted in triplicate including an Acquaintance Roll at the end of each quarter, along with evidence of actual payment of all type of fees and hostel charges like receipts issued by the educational institution.
- (iii) The amount of each bill will be sent for disbursement according to the Acquaintance Roll is to be returned to the Board's Zonal Offices after disbursement.
- (iv) Stipends will be given directly to the student/parents account through e-payment i.e. RTGS / NEFT through e-portal of the Board for quick disbursement of the amount. The account to be certified by the garden authority.

5:2:2 Special scheme of Nehru award for the wards of tea plantation workers

- A. OBJECTIVE:** Tea Board would implement a special scheme known as “Nehru Award” for the meritorious students of tea plantations.
- B. ELIGIBILITY CRITERIA:** At least 60% marks in the last Secondary or equivalent and Higher Secondary or equivalent examination and then undergoing studies in Higher Secondary/Degree Course studies respectively as educational expenses/book grant. This should be applicable for only those tea plantation workers/Staff whose annual income does not exceed Rs. 25,000/- per month.
- C. QUANTUM OF GRANT:** The scheme provided lump sum grant @ Rs. 4000/- for class X/Secondary level and Rs. 5000/- for class XII/H.S. level for the wards of tea plantation labour.
- D. PROCEDURE:** Selection of candidates for awarding lump sum grants as educational expenses/book grants may be made on the basis of merit i.e. percentage of marks obtained in the qualifying examination. Applications will be routed through the respective tea gardens and must accompany copy of the relevant mark sheet (duly attested by Gazetted Officer) relating to Secondary/Higher Secondary or equivalent Public examination, as the case may be.

Application in stipulated form will be sent to respective Regional offices duly filled in through the concerned Tea Producers' Association and Regional /Zonal Offices of the Board as the case may be, so as to reach the depositing office well in advance of every year.

The Board also approve of purchase of books written by Nehru and awarding the same as prizes to the first boys/girls in class X of each school located in tea growing areas. The Tea Association/Organization who are managing school in such area are requested to identify boys/girls accordingly and organize the matter.

Amount will be paid through RTGS/NEFT to the student/parents to be certified by the garden authority.

5:2:2& 5:2:3 XI plan committed cases under capital grants for construction of school /college/hostel building

Though construction of School/College/Hostel building activities are not to be supported in XII Plan period, but the committed and residual instalments of such activities of XI Plan period will be settled during XII Plan period.

5:2:4 Scheme for book and school uniform grant to needy and deserving wards of tea garden workers especially in the closed tea garden or those affected by severe natural calamities

- A. OBJECTIVE:** To assist the needy students of closed tea garden/ students of gardens affected by natural calamities to buy books or Uniform for continuing their study.
- B. QUANTUM OF GRANT:** To provide Book and school uniform grant to needy and deserving wards of tea Garden workers especially in the closed gardens or those gardens affected by severe natural calamities @ Rs. 3000/- per ward per annum.

5:2:5 Financial assistance to Bharat Scouts & Guides in tea growing states

A. OBJECTIVE:

The Board's grant under the financial Assistance Scheme towards Bharat Scouts & Guides cover payment towards (i) salary and allowances for maintenance of posts of Districts Scouts/Guide Organisers. (ii) re-imbursement of training camp charges, (iii) payment for holding rallies, rally-cum-camps, jamborees etc. and (v) matching grant for purchase of uniform to tea garden scouts/guides etc. on the following terms and conditions:-

1. QUANTUM OF GRANT:

- (a) Monthly salary for full time district Scouts/Guide Organiser will be Rs. 5000/- per month and the rate of conveyance allowance has been fixed at a flat rate of Rs. 1,500/- per month.
- (b) **Training Camp Charges** Cent percent reimbursement to be made subject to the following ceiling amount -
- i) Meal and Tiffin charges are Rs.100/- per head per day in respect of all kinds of events, rallies and camps.
 - ii) Actual conveyance charges return train fare or bus fare beyond 25 kms. Reservation or sleeper charges will be admissible.
 - iii) No. of participants: 50 persons maximum from each District Association in a year.
 - iv) Incidental charges @ Rs. 100/- per candidates per training.

2. Annual District Rally.

(75% of actual expenses subject to ceiling laid down)

- a) Meal and Tiffin charges not more than Rs. 100/- per head per day will be admissible for a maximum period of 3 days.
- b) Conveyance charges beyond 30 kms. Bases on actual railway fare or bus fare (Reservation or Sleeper charges will be admissible.)

- c) Incidental charges not exceeding Rs. 1,000/- for holding District Rally-cum-Camp will be admissible.
- d) No. of Participants: 500 persons from each District Association.

3. State Rally/ Camporees.

Board's grant is limited to 75% of the actual expenses which are subject to ceiling laid down)

- a) Meal and Tiffin charges not exceeding Rs.100/- per head per day will be admissible.
- b) Actual conveyance charges- return train or bus fare (Reservation or sleeper charges will be admissible).
- c) No. of Participants: 500 persons from each District Association.

4. National Jamboree:

Board's grant will be limited to 75% of the actual expenses the ceiling limit of which is mentioned below -

- a) Meal and Tiffin charges not exceeding Rs.100/- per head per day will be admissible.
- b) Actual bus and train fare (both way).Railway fare will be given to the participants from his nearest Railway Station to the place of occurrence. Local conveyance charges like bus fares etc. will be given as per actual. Local conveyance charges like bus fares etc. will be given as per actual. Reservation or sleeper charges will be admissible.
- c) Registration fee to the participants may be given for participation in the National Jamboree.

5. Uniform Grant.

Matching grant for supply of uniform to tea garden scouts and guides is fixed at Rs. 200/- per head per annum. In no case the grant to a District Association shall exceed Rs. 2.00 lakh for 1000 heads per annum.

Except the charges shown above item-wise, the Board will not bear any other charges.

APPLICATION FORM: All types of Application Forms of different activities are available in Board's Website, nearest Field office of the Board or at Tea Board H.O. Kolkata. The application complete in all respect will be submitted to the nearest office.

SANCTIONING AUTHORITY:

i. All the schemes in Human Resource Development Activity applications will be received, scrutinized by the Assistant Director of Tea Development, the processing, financial concurrence and sanction will be made as per the financial delegation of power issued by the Tea Board.

ii. The Board shall be entitled at any time to reduce the amount of grant sanctioned or to cancel such portion thereof as shall remain unpaid, if for any reasons it becomes necessary to do so. The action of the Board shall not be called in question by any party in any way.

AMENDMENT:

The Board reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice.

ADMINISTRATION & MONITORING :

1. The Chairman, Deputy Chairman, Executive Directors of Tea Board or any other officer nominated by the Board shall administer the scheme on behalf of the Board.
2. The implementation of the scheme will be made through e-governance project of the Board and by electronic payment mode i.e. RTGS/NEFT mode.
3. The administrative charges for running / monitoring of the sub-component of the scheme will also be met from the scheme.

INCIDENTAL EXPENSES:

Expenses on account of stamp duty, registration fees or any other expenses in connection with execution of contracts, or other documents for the purpose of the scheme should entirely be borne by the applicants.

5:3:1 TRAINING

Scheme of tea Board's financial assistance for short term vocational training/health & hygiene course for the wards of tea plantation workers & their dependents

A. OBJECTIVE:

For creation of more and more employment opportunities to the people in tea plantation area, the Board may sanction financial assistance to the authorities of the institutions/organizations involved in the activities of conducting Vocational Training Course. The grant will be sanctioned for the purpose of conducting Vocational Training courses amongst the wards of tea plantation workers and their dependents only for duration of six months to one year for each course of vocational training.

B) ELIGIBILITY OF THE INSTITUTIONS/ORGANISATIONS:

- i) The following institutions/organizing will be considered eligible to submit their application for the purpose of conducting Vocational Training Course under their scheme:-
 - a) Government Institutions, (b) Other commercial or professional institutions run by charitable endowments, which is recognized by the Director of Technical Education of the respective states and (c) NGOs. These institutions/organizations may be situated preferably in tea plantation oriented districts or in adjacent border districts of tea plantation oriented districts.
- (ii) All the institutions/organizations imparting training must be recognized/registered by the appropriate authority and engaged in the job of conducting Vocational Training Courses.
- (iii) The institutions/organizations must have adequate technically qualified staff, space, equipments and other arrangements required for conducting particulars course of Vocational Training applied for.
- (iv) While considering grants preference will be given to the institutions/organizations who have (1) conducted maximum number of Vocational Training in the same course and in different courses, (2) trained maximum number of students successfully and (3) have experience in conducting Vocational Training Course in tea plantation areas preferably amongst the family members of tea plantation workers.

D) QUANTUM OF GRANT:

Grant may be sanctioned on submission of a proposal containing details of programme, details of beneficiaries and detailed budget of expenditure in this connection. The quantum of grant will be made up to a maximum of Rs. 1.5 lakhs for a course with a duration of six months to one year for one discipline. The quantum of financial assistance is assigned for tuition fee as hostel fee. There will also be scope for re-visiting us by the students for courses beyond one year if the Vocational Training Course itself is academically assigned for two years or less but more than one year. In such a case, such application will further be processed for continuance of the project by such students for further sanction of grant subject to maximum limit of Rs. 1.5 lakhs for the next period of course for the 2nd year or for the part of 2nd year, provided the student(s) has successfully completed the first part of the course. The quantum of financial assistance shall be sent through the regional offices of the Board to the Head of the institution/organisation where the students study.

E) SELECTION OF BENEFICIARIES:

- i) The application of beneficiaries for the Vocational Training Course will be received and considered by the institutions/organizations imparting training and selection of the candidates will be made by these institutions/organizations in presence of Board's representatives functioning in the local area. Application of the beneficiaries must accompany (1) copy of Mark sheet of the last examination passed duly attested, (2) Certificate from the Head of the Educational Institution where he is reading a present or where he has studied last, (3) Necessary confirmation of the tea garden Manager about employment of the father/mother/guardian of the beneficiaries in the tea garden and their total income per month, (4) Application will be endorsed by Tea Garden Managers.
- ii) Selection of beneficiaries for admission in Vocational Training Course is limited up to 50(fifty) candidates only in one cluster of tea garden districts. Minimum number of beneficiaries for any course of vocational training shall not fall below 10 (ten).
- iii) The opportunity of admission into vocational training course under this scheme is only for the wards of the tea plantation workers and their dependents. The meaning of "DEPENDENT" will be as is in vogue in the Board's "scheme of educational stipend for wards of tea plantation workers".
- iv) Student eligibility must be at least a pass in standard VIII'.
- v) Age of the students shall be from 14 years to 40 years. This may be relaxed by the competent authority of the Board on case to case basis on genuine basis.
- vi) Not more than 2 candidates (children and/or dependent) of one tea plantation worker's family can avail Vocational Training under this scheme for once in lifetime.
- vii) Ceiling limit of monthly income of tea plantation worker/Staff and his spouse whose children will take Vocational Training under this scheme shall not exceed Rs.25000/- per month in total.
- viii) Children of any person employed in a tea estate primarily in a managerial capacity whose service condition are not governed by Plantation Labour Act cannot, however, avail Vocational Training Course under this scheme.
- ix) Students in full time employment or those who wish to pursue their studies in this Institution meant for employed workers or through correspondence course will not be eligible.

F) MODE OF DISBURSEMENT

The mode of release of funds for this purpose may be as follows:

- i) 30% of sanctioned amount will be released after execution of necessary agreement between the institution/organization imparting training and Tea Board and on receipt of necessary list of beneficiaries and report of Board's representative in whose presence the selection of beneficiaries was made. On receipt of 1st instalment (30% of sanctioned amount), the grantee institution/organization will have to start Vocational Training Course within a period 15(fifteen) days under intimation to the Board immediately.
- ii) 50% of the sanctioned amount will be released on completion of 3(three) months of the training successfully and on receipt of (1) utilization certificate from the Head of the grantee Institution/organization,(2) Audited statement of Board's amount (received in 1st instalment) duly certified by Chartered Accountants and (3) Inspection Report of the Board's regional/local office about successful completion of 3 months of the course and continuance of the scheme.
- iii) Balance 20% of the sanctioned amount will be released on successful completion of the entire Vocational Training Course and on receipt of (1) Utilization Certificate from the Head of the grantee Institution/organization in respect of Board's grant received by them as also of the total expenditure incurred by them for this Vocational Training Course,(2) audited statement in respect of total expenditure for Vocational Training Course duly certified by the Chartered Accountants and (3) Necessary report of the regional office/local office of the Board to the effect that the Vocational Training Course in question has been completed, successfully following the scheme of the Board and necessary certificates have been issued by the grantee institution/organization to all the students in this connection.

G) OTHER TERMS AND CONDITIONS

- a) The grantee institution must affix plaque/hoarding to identify that the project is created with the financial assistance of the Tea Board and must bear the name of the Tea Board.
- b) The grantee institution/organization shall permit the Board or any officer authorized by the Board to inspect the place of training during the period and time of Vocational Training to ascertain that the training is imparted in appropriate manner following the scheme of the Board.
- c) The Board's grant shall strictly be utilized for the specific purpose for which it is sanctioned.
- d) The recipient shall keep proper accounts in respect of the receipts and disbursements of the money obtained from the Board and shall permit the

Board or any officer authorized by the Board to examine all such books at all reasonable times and take copies and extracts there from.

- e) Unless otherwise required in writing by the Board, the whole or part of the grant remaining undisbursed shall be refunded to the Board without delay.
- f) In the event of the recipient failing to observe or perform any of the terms and conditions of the grants or the terms therein contained, the Board shall be entitled at its option either to enforce specific performance of the agreement or to obtain from the recipient the refund of the entire amount already paid with interest @ 12% per annum from the date of advance to the date of repayment.
- g) In the event of any institution/organization started Vocational Training Course with the grant from the Board being abolished or abandoned, it is the personal responsibility of the Head of the Institution/organization himself to refund total amount of grant received from the Tea Board within a month of such abolition/abandonment.
- h) The recipient shall furnish the Board with such information and periodical reports and returns relating to the grant as the Board or any officer duly authorized by the Board may from time to time require.
- i) The project shall be completed within a reasonable time as stipulated by the Board as agreed to the MOU signed.
- j) In the event of any misuse of any amount from the said grant, the Board being the sole judge of the question as to whether there had been any such misuse, the recipient shall be liable to refund the entire grant made by the Board forthwith on such demand being made.

H) AGREEMENT :

After a grant is sanctioned the grantee institution shall execute an agreement with the Board in the form as framed by the Board on stamp paper of appropriate value at the cost of the recipient. No portion of the grant will be disbursed before execution of the agreement.

I) GENERAL :

As a general rule, maximum number of vocational training be limited to 3 (three) disciplines in one tea growing State in a financial year. However, this

stipulation can be relaxed at the discretion of the competent authority of the Board.

5:4 Gap funding to state governments towards extending National Welfare schemes to tea plantations

A.OBJECTIVE: Wherever possible fund will be provided to the major tea growing States of Assam, West Bengal, Tamil Nadu, and Kerala in alignment with the activities through national level welfare schemes implemented in tea gardens as well.

B. QUANTUM OF FUND: The total quantum of fund for such activities has been allocated to Rs.50 crores

Component- 6: SMALL GROWERS DEVELOPMENT

Objectives:

To encourage small tea growers in collectivization and formation of SHGs, improvement of productivity and quality of tea and ensuring remunerative prices to the growers.

Sub-Component:

6:1 New Planting/Replanting/Rejuvenation

6:2 One Time Grant for common facilities to the SHGs

6:3 Setting up of Factories -micro/mini/Big factories

6:4 Training /study tours/tea conventions/workshops

6:1 New Planting/Replanting/Rejuvenation

6.1.A. Objectives

To increase production and field productivity.

6.1.B. ELIGIBILITY CONDITIONS – GENERAL

1. Applicant tea garden must have valid registration with Tea Board and possess identification card issued by Tea Board

2. The applicant shall use only approved planting materials.

3 For carrying out pre-approval inspections in time, the applicants will submit their application to the nearest field office of Tea Board, 30 days before the commencement of the field activity i.e. Uprooting / Rejuvenation pruning / new planting / procurement of irrigation and mechanization equipment. Applications submitted after commencement of field work will not be considered.

4 Field operations viz., Uprooting / Rejuvenation pruning /Uprooting& planting / new planting respectively or procurement of equipment under irrigation and field mechanization activity shall be commenced by the applicants only after receiving NOC (No Objection Certificate) issued by the concerned field offices, after carrying out pre-approval inspection. However, pre-approval inspection is not required in respect of Field mechanization activity.

5. Abandoned tea areas” (Those sections abandoned and thrown out of plucking for more than three years at the time of submission of application) will not be eligible for availing of subsidy.

6. Only one application per garden in a financial year will be entertained for consideration of subsidy for a particular activity. However, if an applicant wishes to submit an additional application for the same activity it will be considered by clubbing

together the first and the additional applications.

6.1.C. ACTIVITY SPECIFIC ELIGIBILITY CONDITIONS

6.1.C.(i). New Planting

1. New planting will be allowed in all the regions without any ceiling limit on the extent of area to be planted. However, the maximum extent is 10.12 ha. for individual small growers. Financial assistance will be extended @25% of the unit cost.
2. The main focus during XII Plan period being collectivization of growers to move up in value chain, priority will be given for Self Help groups of small growers for encouraging project mode approach so that new planting is undertaken by the group covering a minimum area of 200 Ha in a contiguous block so as to sustain a processing factory. To avail the subsidy, the group has to submit a project proposal indicating viability of the project and projected scale of return over time. In case of such viable project, subsidy shall be paid @40% of the Unit Cost.
3. Applicant small growers must submit documents to establish the ownership of the land where they propose to take up new planting. Where the title deeds are not available, possession certificate issued by the land revenue department of the concerned state government will be accepted for the purpose of the scheme. Since identification card will be issued post planting, this will not be insisted upon at the time of submission of application. The identification card shall be produced by the growers post planting for a new comer. For growers already in possession of the identification card, the additional area shall be updated in the growers' enumeration database.
4. The soil suitability certificate shall be obtained from any of the soil testing laboratories empanelled with Tea Board.
5. The bush population in the planted area shall not be less than 10,000 per ha.
6. All cultural operations and soil conservation measures should be undertaken in the manner as recommended by TRA / UPASI-TRI / Tea Board.

6.1.C.(ii). REPLANTING

1. The plant population will not be less than 10,000 plants per hectare in the replanted /replacement planting area subject to limitation of topography.
2. Uprooting must be completed by 31st March of the financial year for which the application has been submitted.
3. Prior to replanting/replacement planting adequate steps have to be taken for land preparation, soil rehabilitation, proper drainage etc. as per the guidelines given by TRA/UPASI TRF.
4. The old and uneconomic sections where sectional average yield is lower than the garden average yield for the last three consecutive years are eligible for subsidy. However the minimum age shall not be less than 40 years

5. Zero/minimum tillage replanting and progressive replanting with zero/minimum tillage are permissible in respect of tea estates in hilly areas.
6. In the case of applications for replanting, after completion of uprooting, the uprooted area shall be rehabilitated with an approved rehabilitation crop for a period of **not less than 18 months in case of gardens in plains and not less than 12 months in case of gardens in the hills**
7. However, shorter rehabilitation period will be considered if the soil health is found to be suitable and the same is backed up by soil analysis report from the Boards' approved soil testing laboratories. Longer period of rehabilitation may also be allowed provided a request in writing is made by the applicant in this regard prior to commencement of replanting citing the specific reasons for delay in planting.
8. Replanting in all cases shall be completed within 36 months from the date of completion of uprooting. Phased uprooting against replacement planting will also have to be completed within 36 month from the date of completion of replacement planting. In case replanting is delayed beyond 36 months a request in writing is to be made by the applicant in this regard prior to commencement of replanting citing the specific reasons for delay in planting.
9. Prior to commencement of replanting, the soil must be physically and chemically suitable for planting. The applicants are therefore, advised to get the soil analyzed from any one of the approved Soil Testing Laboratories and the chemical soil analytical report must be submitted to Tea Board at the time of post planting inspection, for verification. If any soil amelioration measures like correction of pH or addition of organic matter is advised in the soil analysis report the garden authorities will have to submit documentary evidence for having undertaken the measures.
10. On completion of replanting / replacement planting, as the case may be in the approved area, the applicant must get the planted area surveyed by Govt. approved Surveyors or Patwari or Karnam or Mondal (Village Revenue Officer) drawn to a scale 16" a mile.
11. The post replanting/replacement planting / uprooting survey map, as the case may be, should accompany with the following particulars:
 - a) Period of survey.
 - b) Year of field operation.
 - c) Nature of activities.
 - d) Date of issue and issue number of the map.
 - e) Signature & seal of the Surveyor.
 - f) Section number / dag no with actual areas in ha. covered under replanting / replacement planting/uprooting as the case may be as well as area covered under drains, roads, hullas etc.
12. In case the applicant tea garden has availed subsidy for several years and the activities carried out in the same section part by part over a period of time, a copy of sectional map demarcating the extent of areas applied for and subsidy for the areas already availed of may be submitted at the time of pre-approval inspection or 1st post planting inspection for confirmation to the effect that there was no overlapping of the areas.

Rate of subsidy & unit cost: As per 6.1.G.

6.1.C.(iii). Rejuvenation Pruning

1. The proposed area for rejuvenation pruning and consolidation must not fall under the category of “abandoned tea areas” and the section after rejuvenation pruning must not be due for uprooting for next 10 years.
2. The scheme provides for benefit of the Rejuvenation pruning activity for tea plantations located in the hilly areas covered under CBDT Notification and any other tea area located above 2500 ft from MSL. The benefit of the scheme is also extended to the tillah areas of Cachar, Tripura & Mizoram with the specific condition that age of bushes to be rejuvenated in such areas must be in the range of 30 to 40 years only. Rejuvenation activity will not be considered in these areas for bushes above 40 years of age
3. Reclamation of abandoned tea areas of Uttaranchal and Himachal Pradesh will be allowed for rejuvenation pruning on individual merit subject to submission of a suitability certificate by IHBT for Himachal Pradesh and by Director of Tea Uttarakhand Tea Development Board Almora for the areas of Kumaon Hills.
4. Subsidy for Rejuvenation and Infilling will be allowed for the 2nd time for the same area in respect of small tea growers of Himachal Pradesh and Darjeeling after every 20 years from the date of previous rejuvenation pruning as a special consideration.
5. The existing bushes proposed for rejuvenation pruning should be potentially healthy and be capable of being rejuvenated.
6. The sections proposed to be rejuvenated must not have a vacancy of more than 25%. In exceptional case, the Competent Authority of Tea Board may allow subsidy in respect of areas where vacancies exceed 25% but not beyond 40% provided such area is certified to be fit for rejuvenation pruning by Boards Officer.
7. The maximum pruning height from ground level should not exceed the height noted below :

1	For Assam and Assam Hybrid	16"-18" (40 cm-45 cm.)
2	For China and China Hybrid	12" -14" (30 cm-34 cm)

8. On completion of rejuvenation pruning and infilling a map of the approved area must be prepared.
9. No assistance will be available for the gardens in plains for undertaking rejuvenation pruning and consolidation.

10. Rejuvenation pruning will have to be completed by 31st March of the financial year for which application has been submitted and infilling will have to be completed by the next financial year.

Rate of subsidy & unit cost: As per 6.1.G.

6.1.C.(iv). Creation of Irrigation facilities:

1. The items that are eligible for subsidy will include sprinkler equipment drip irrigation system, pipelines, motors, pump sets with electric line connection and accessories and creation of irrigation sources such as check dams, tube wells etc.
2. Where there is a restriction imposed by a State Govt. for tapping of water from perennial sources such as rivers, streams etc. passing through the applicant tea garden, a no objection certificate issued by the Department of Irrigation of the concerned State must accompany the application for subsidy. In case of creation of own source of water a self-certification is to be submitted by the applicant.
3. The cost estimates with overall specification for creation of irrigation sources such as check dams, tube wells etc. must be obtained from a Chartered Engineer / Government approved Civil Engineer and submitted along with application.
4. Upon execution of work, same will be physically verified by Board's field office before disbursement of subsidy. Proper records regarding procurement of irrigation equipment and commencement and completion of creation of irrigation facilities like check dams, tube wells etc. shall be maintained by the applicant
5. A map duly drawn by an accredited Surveyor showing the actual extent of area being irrigated shall be produced at the time of field inspection.
6. Financial assistance in the form of subsidy will be provided @ 40% of the actual cost not exceeding Rs.80,000/ha
7. Irrigation facilities can also be made available to SHGs having contiguous area that can be brought under the coverage of common irrigation facilities.

6.1.C.(v). Field mechanization.

The items that are eligible for subsidy are Mechanical harvesting equipment & Pruning machines. One pruning machine and one Mechanical Harvester will be considered for every 10 ha of tea area.

Rate of subsidy & unit cost: as per 6.1.G.

Financial Assistance in terms of subsidy would be provided @ 25% of the actual cost.

6.1.D. SUBMISSION OF APPLICATION:

The application for subsidy will be submitted in the prescribed format complete in all respect (with all supporting documents) to the nearest office of the Tea Board 30 days before the commencement of the field operations or procurement of items. **Incomplete applications will not be accepted and returned forthwith.**

Documents to be submitted along with application:

The following documents need to be enclosed along with the application

1. Application form completely filled up and signed by the authorized signatory with seal and date.
2. A declaration obtained from the Boards Development Officer that the applicant is following the PPC guidelines.
3. Copy of the Identification Card issued by Tea Board in case of replacement planting.
4. Soil Analysis report in original in respect of sections proposed for Replanting/replacement planting/ New Planting.
5. Survey Map /Site map of the areas proposed for uprooting/replanting/replacement planting/rejuvenation pruning and irrigation area.
6. Copy of the Registration Certificate issued by Tea Board Land documents or possession certificate in support of ownership of tea garden
7. Identification card of issued by Tea Board (if available).
8. Suitability certificate from IHBT & U.T.D.B. (wherever applicable).
9. Project proposal for New planting by SHG (wherever applicable).
10. NOC of dept. of Irrigation (wherever applicable).
11. Cost estimation for check dams, tube well (wherever applicable).

6.1.E. Inspections:

6.1.E.(i). Pre-approval inspection:

a) A pre-approval inspection will be carried out by the field office of the Board soon after receipt of application from the gardens to justify the need for undertaking the relevant operation for which subsidy has been sought for. However, pre-approval inspection is not required in respect of Field mechanization activity.

b) On completion of the pre-approval inspection, a No Objection Certificate (NOC) will be issued by the concerned field office for proceeding with the field work or procurement of items.

c) The field activities that have been commenced or the items of materials that have been procured prior to pre-approval inspection by the Board field office will not be eligible for any financial assistance. However, this condition may be relaxed where the issuance of NOC has unduly been delayed by the field office or field activity has been undertaken/ material procured after 30 days from the date of submission of application to Tea Board.

d) The NOC issued by the field office will not be binding on the Board, if the applicant was subsequently found to be ineligible for subsidy due to other reasons to be specified by the Board in writing.

e) The commitment of the Board will become binding only after issuance of approval cum sanction letter following the scrutiny of the post-operative inspection report.

6.1.E.(ii). 1st inspection - Post operative inspection:

a) This inspection will be carried out by the field office of the Board soon after receipt of information from the applicant garden as to the completion of field works viz. Replanting/ replacement panting & uprooting of the required percentage, Rejuvenation pruning & infilling with or without interplanting, Extension planting / procurement of items for which subsidy is being claimed.

b) The applicant garden must produce a post activity survey map in respect of re - plantation, replacement planting/ uprooting and rejuvenation and civil works related to irrigation as the case may be . In case of procurement of items viz irrigation equipment, items under field mechanization the necessary purchase order, bill / invoices, delivery challan, money receipts etc to be submitted to the field office for arranging Post-operative inspection.

c) Satisfactory completion of the field work viz Replanting/ replacement panting & uprooting of the required percentage, Rejuvenation pruning & infilling with or without interplanting, Extension planting / procurement of field mechanization unit and commissioning of irrigation equipment and the same being offered for physical verification by the Field office of the Board and receiving the supporting documents along with the inspection report from field office will entail the applicant garden for receiving of subsidy.

6.1.E.(iii). 2nd Inspections:

The 2nd Inspection will be carried out after 12 months in case of extension planting, replanting and replacement planting / rejuvenation pruning from the date of completion of planting / completion of infilling with or without interplanting for verification of upkeep & maintenance of the area.

For replacement planting, the actual extent of area uprooted against replacement planting will also be verified during this inspection.

The 2nd installment of subsidy will be released on receipt of a satisfactory 2nd post planting inspection report from the field office of the Board.

6.1.E.(iv). Other inspections:

Apart from the above, the Board may carry out or cause to be carried out such investigations as deemed necessary for verification of the particulars furnished in the application or for any other purposes connected with grant of subsidy. The applicant shall fully co-operate in such investigations and place at Board's disposal such information and records as may be required by the inspecting officials of the Tea Board.

6.1.F. Schedule For Disbursement of Subsidies

SI No	Activity	No of Installment	1 st instalment of subsidy	2 nd /Final instalment of subsidy
1	Replantation	2	Immediately on completion of replanting and after receiving satisfactory 1st post planting inspection report the 1 st instalment will be released.	Final instalment will be released, On completion of 12 months from the date of completion of replanting and after receiving satisfactory 2nd post planting inspection report
2	Replacement planting	2	1 st instalment after completion of planting and 20% uprooting of the applied area and also on receipt of satisfactory 1 st inspection report. In case the vacancy percentage in area to be uprooted exceeds 20% it will be considered as deemed uprooting. However, the actual uprooting must be completed by the time of 2 nd inspection.	2nd instalment after 12 months from the date of completion of planting and 100% uprooting of the applied area. And also on receipt of satisfactory 2 nd inspection report.
3	Rejuvenation pruning	2	First Instalment - Immediately on completion of rejuvenation pruning and infilling with or without inter planting, as the case may be and after receiving satisfactory inspection report	Final instalment - On completion of 12 months from the date of completion of infilling and after receiving satisfactory inspection report
4	New Planting	2	Immediately on completion of planting and after receiving satisfactory 1st post planting inspection report. The 1 st instalment will be released.	Final instalment will be released on completion of 12 months from the date of completion of planting and after receiving satisfactory 2nd post planting inspection report
5	Irrigation	1	On receipt of satisfactory	NA

			post installation inspection report 100% subsidy will be released.	
6	Field Mechanization	1	On receipt of satisfactory post procurement inspection report 100% subsidy will be released.	NA

The entire sanctioned amount of subsidy must be claimed within 7 (seven) years in case of replanting / replacement planting activity & within 5 (five years) in case of rejuvenation pruning/ irrigation/ extension planting/ field mechanization activity from the date of submission of application. Any amount remaining unpaid beyond the period of 7/5 years as the case may be shall not be eligible for disbursement and the case shall be treated as time barred and closed.

6.1.G. Unit Cost and rate of Subsidy

(i) New Planting Subsidy (Rs./ha)					
Conventional					
Sl no	Region	Unit Cost	Subsidy @25%	1st Instalment @ 60% of Subsidy	2nd Instalment @ 40% of Subsidy
1	Assam	633790	158448	95069	63379
2	Dooars & Terai	648775	162194	97316	64878
3	Cachar	544840	136210	81726	54484
4	Tripura	493224	123306	73984	49322
5	Darjeeling	873615	218404	131042	87362
6	Tamil Nadu&Karnataka	645055	161264	96758	64506
7	Kerala	662055	165514	99308	66206
Organic			25% more than the conventional rate		

(ii) Replanting Subsidy (Rs./ha)					
Conventional					
Sl no	Region	Unit Cost	Subsidy @30%	1st Instalment @ 60% of Subsidy	2nd Instalment @ 40% of Subsidy
1	Assam	633790	190137	114082	76055
2	Dooars & Terai	648775	194633	116780	77853
3	Cachar	544840	163452	98071	65381
4	Tripura	493224	147967	88780	59187
5	Darjeeling	873615	262085	157251	104834
6	Tamil Nadu&Karnataka	645055	193517	116110	77407
7	Kerala	662055	198617	119170	79447
Organic			25% more than the conventional rate		

(iii)Rejuvenation (Rs./ha) based on average increase in unit cost of replanting			
Unit Cost	Subsidy@30%	1st Instalment @ 60% of Subsidy	2nd Instalment @ 40% of Subsidy
20374	61138	36683	24455
(iv)Irrigation			
Unit Cost	Subsidy	Instalment	
Capital cost not exceeding Rs.80000/ha	40% of the actual cost	One instalment	
(v) Field Mechanization			
Actual Cost	25% of the actual cost	One instalment	

Organic Tea Production:

Due to growing demand of organic tea, it is proposed in the 12th plan to encourage organic tea production Financial support will be extended by way of capital subsidy on the investment to be made for new planting/replanting or conversion from conventional to organic cultivation. The subsidy to be provided will be 25% more than the subsidy

applicable for conventional extension /replanting/replacement planting except for those Regions for which cost of organic cultivation has been worked out separately.

6.2 One Time Grant for common facilities to the SHGs

6.2.A. Objectives:

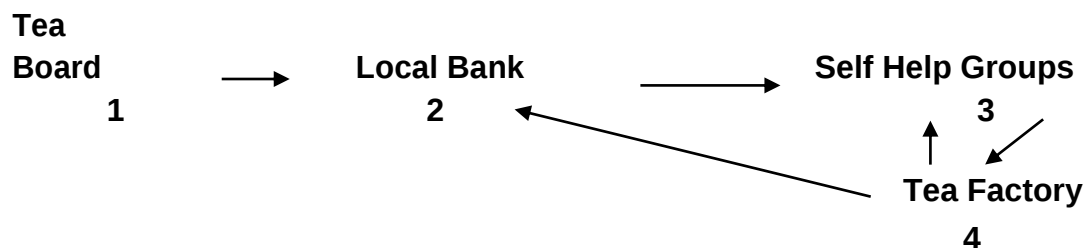
To encourage small tea growers in collectivization and formation of SHGs to move-up in value chain.

6.2.B. Conditions for Setting up of Self Help Groups by the small growers:

- Each SHG will have at least 30 small tea growers as members under its command. Individual growers holding tea area up to 10.12 hectares (25 acres) are considered as small growers.
- Minimum command area of the SHG will not be less than 20 Hect.
- All the Members of the SHG must hold valid Identification Cards issued by Tea Board.
- Each SHG must include one Development Officer from Tea Board as ex-officio member in its Management Committee and this committee will meet at regular monthly intervals.
- Each SHG must have a valid bank account in its name. In addition the SHG must open a joint account with Tea Board for operating the revolving corpus.
- Any expenditure to be charged to revolving corpus shall be incurred only with the prior approval of the Tea Board for which the proposal must have the endorsement of the management committee.

6.2.C. Assistance to Small Grower Self Help Groups:

For holistic and sustained development of the small growers, the below noted operational module will be adopted during XII plan period and this module aims at establishment of proper leaf collection systems, transport arrangements and establishing proper partnership arrangements with the quality tea processing factories. In order to overcome the problem of financial constraints in purchasing and application of field inputs, a revolving corpus is provided to each self-help groups so that funds are available all the time for procurement and timely application of required inputs. By putting in place an escrow arrangement, the corpus will get replenished from the green leaf price fetched by the growers.



Tea Board will park a certain amount in advance as revolving corpus in the bank account to be opened jointly with the concerned Self Help Group (SHG) with an agreement that the Bank will release the funds to the Self Help groups only with prior approval of the Tea Board towards the purchase of the inputs. (The amount to be deposited by the Tea Board as revolving corpus will be worked out @Rs.15000 for every hectare of tea area under the command of the SHG.)

Self-help groups (SHG) to enter into an agreement with a Tea Factory for

- i. Purchase of green leaf supplied by the SHG without any quantity restriction so long the leaf so supplied confirms with the quality leaf standard fixed by the Factory.
- ii. Payment of green leaf price as per the agreed price sharing formula notified by Tea Board; and
- iii. Deducting from the green leaf price payable to SHG the actual cost incurred by the SHGs towards purchase of inputs and remitting the amount so deducted to the revolving corpus Bank account.

(The amount to be deducted from the Green leaf price will be notified to the concerned factory by Tea Board as and when the amount is withdrawn from the revolving corpus bank account by the SHG)

6.2.D.The following are the details of financial assistance that would be extended to SHGs under common facilities:

SI No.	Item	Remarks
1	Revolving fund for field inputs such as fertilizers, pesticides, and sprayer.	Ceiling limit of Rs. 15,000 per ha.
2	Capital cost for Input storage godown and office.	Ceiling limit of Rs. 100,000 per SHG for storage godown and office of the SHG.
3	Leaf Collection Shed @ 1 shed for every 5000 kg leaf harvested in a day.	100% of the actual cost or the maximum ceiling amount of Rs. 50,000/shed whichever is lower shall be provided as subsidy

4	Two weighing scales per SHG.	100% of the actual cost or the maximum ceiling amount of Rs. 3500/- whichever is lower shall be provided as subsidy.
5	Plastic crates and nylon carry bags for carrying the green leaf from the leaf collection shed to tea factory.	Plastic crate @Rs. 300/- for each crate and Rs. 40/- for each nylon bag. The number of crates will be limited @ 1 crate for every 20 kg of green leaf handled in a day and nylon bags @1 bag for every 15 kg of green leaf.
6	Pruning Machines @one pruning machine for every 10 Ha of tea area owned by the members of the SHG.	100% of the actual cost or the maximum ceiling amount of Rs. 40,000/machine whichever is lower shall be provided as subsidy.
7	Transport Vehicle (Tractors/ Trailers/ LCV @ one vehicle for every 2000 Kg. of green leaf handled (during June to Sept.).	@ 50% subsidy on actual cost.
8	Harvesting Machine.	@1 machine for every 10 ha owned by the members of SHG. 50% of the actual cost of the machine to be provided as subsidy.
9	For setting up new factory by SHG/ or Co-operative / Producers Company.	Detailed guidelines furnished at point no 6.3
10	Desktop Computer.	One Desktop computer along with one printer and other accessories/peripherals for each society for maintaining records of the society. Subsidy limited to 80% of the actual cost subject to a ceiling of Rs. 40,000.
11	Tea Nursery grant.	Tea nursery grant @Rs. 2 per plant to be raised by SHG (planting materials and shade trees raised in the nursery shall be in accordance with TRA/UPASI-TRF specifications).
12	Welfare of labourers attached to member growers of the SHG.	Support for the welfare of the labourers of STG and their dependents. This will comprise:

		I. Group insurance for STG labourers and their dependents, The suitable insurance agency will be identified for implementation with Board's participation. ii. stipend to the children of the workers Detailed guidelines furnished at point no 6.2.H.
13	Annual Awards for best performing SHGs	The best SHG, STG and BLF from each tea region will be given a recognition certificate and cash awards ranging from Rs. 25,000 to Rs. 1 Lakh at appropriate functions to be organized by Tea Board annually.
14	Engagement of NGOs for forming SHGs	NGOs / accredited Institutions with good track records will be empanelled by the Board for motivating small growers to organize themselves in to primary producer groups/self Help groups. A group formation incentive @Rs.500 per ha will be paid to the NGO provided each PPG/SHG owns a command area of at least 20 ha and the membership of small growers is not less than 30.
15	Micro Irrigation	Subsidy will be paid @40% of the investment made towards irrigation facilities including procurement of water pumps, sprinkler irrigation equipment, check dams etc. While this subsidy is admissible for individual tea growers, it can also be made available to SHGs having contiguous area that can be brought under the coverage of common irrigation facilities.
16	Training of the trainer (extension service provider for small growers)	Detailed guidelines furnished at point no 6.2.4.

6.2.E. SUBMISSION OF APPLICATION: (common facilities for SHG)

The application for subsidy should be submitted in the prescribed formats complete in all respect (with all supporting documents) to the nearest office of the Tea Board 30 days before the commencement of the field operations or procurement of items. **Incomplete applications shall not be accepted and returned forthwith.**

Documents to be submitted along with application:

The following documents need to be enclosed along with the application

- A. Application form completely filled up and signed by the authorized signatory with seal and date.
- B. A declaration obtained from the Boards Development Officer that the applicant is following the PPC guidelines.
- C. Site map of the SHGs Covered area.
- D. Quotations from the suppliers for procurement of the applied items.

6.2.F. Inspections for SHG

6.2.F.(i) Pre approval inspection:

a) This inspection will be carried out by the field office of the Board on receipt of application from the SHG to assess the composition of the SHG, its membership, the extent of tea area under the command of the SHG, and other activities of the SHG and its linkage with a tea processing factory etc for justifying the assistance from Tea Board.

b) On receipt of the satisfactory inspection report from the field office, necessary sanction order will be issued from the office of the sanctioning authority..

c) The items procured prior to pre-approval inspection by the Board's field office and issuance of sanction order from the office of sanctioning authority. will not be eligible for any financial assistance.

6.2.F.(ii) Post-operative inspection :

(i) This inspection will be carried out by the field office of the Board soon after receipt of information from the applicant SHG about completion of civil works / procurement of items.

(ii) The necessary bills, money receipts etc are to be submitted to the field office for arranging Post-operative inspection.

(iii) Completion of Post-operative inspection and satisfactory report thereof will entail the applicant SHG for receiving entire eligible amount of in one installment.

6.2.F.(iii) Other inspections:

Apart from the above, the Board may carry out or cause to be carried out such investigations as deemed necessary for verification of the particulars furnished in the application or for any other purposes connected with grant of subsidy. The applicant shall fully co-operate in such investigations and place at Board's disposal such information and records as may be required by the inspecting officials of the Tea Board.

6.2.G. Schedule For Disbursement of Subsidies

Sl No	Activity	No of Instalment	1 st instalment of subsidy	2 nd /Final instalment of subsidy
1	SHG.		Common facilities.	In one instalment and back-ended.

Note:

1. The leaf carrying bags/ plastic crates shall be allowed at the rates prescribed subject to the same being justified and certified by the field officer of the Board.
2. For storage go down, an estimate from an accredited Civil Engineer and for other items, the necessary quotations from the approved suppliers to be enclosed along with application.
3. In case of vehicles contribution of Self Help Group will also be deposited to the Bank prior to release of the Board's contribution

For Common facilities for SHG entire amount is to be claimed within 12 months from the date of issuance of NOC, after that the case will be treated as time barred and closed.

6.2.H. Support for the welfare of the labourers of STG and their dependents:

6.2.H.1. Objective: To incentives workers of the Small Tea Growers by providing grant of Educational stipends to their wards.

6.2.H.2. Group Insurance scheme for the workers of the Small Tea Growers.

Suitable Insurance company will be identified to include the workers of the Small Tea Growers, the premium will be shared between Tea Board and the STG's on 75 : 25 basis. The guidelines in this regard will be finalized in consultation with the concerned Insurance Company.

6.2.H.3. To provide stipend to the workers of the Small Holding Farms.

6.2.H.3 (i) NATURE OF STIPEND:

To encourage education among the children of laborers of STG and their dependent, the Tea Board will grant necessary stipends from elementary/primary stage in tea growing states of North and South India. Stipends are available for Elementary, Middle, Secondary education, General and Technical Degrees including Post Graduate courses and Technical and Vocational Education including Nursing course. Under the scheme tuition fees and hostel charges (including boarding and lodging) are paid on the basis of actual subject to certain ceilings.

6.2.H.3 (ii) ELIGIBILITY:

Children of workers of STG and their dependent directly employed in the registered /identified (by Tea Board) small tea growers of SHG are eligible for stipend.

- 1) Not more than 2 children including legally adopted one of worker.
- 2) An orphan adopted by a worker and dependent on him or her can also be granted stipend.
- 3) A brother or sister of a worker, if wholly dependent upon the worker, is eligible for stipend.
- 4) Ordinarily, students in receipt of free tuition or any other scholarship/stipend from Government or other sources are not entitled to stipend under the scheme. But, in cases where such scholarship/stipend does not provide for Hostel Charges, a grant representing the balance may be sanctioned under the scheme or 2/3rd of hostel charge whichever is lower.
- 5) Students in full time employment or those who wish to pursue their studies in the institution meant for employed workers or through correspondence course will not be eligible.
- 6) Stipend will cover actual tuition fee/admission fee etc..upto Rs.20000/ per annum and hostel charges is also limited to Rs.20000/-per annum.

6.2.H.3 (iii) CONDITIONS AND TENABILITY OF STIPENDS:

- i) All stipend awarded under the scheme are tenable only for one academic session for pursuing regular full time courses in recognized institutions in India only. At the end of each academic session, a candidate has to make a fresh application with the photo copy of annual progress report certified by

the Head of the Institution where the student was studying in the previous academic session.

- ii) A stipend is tenable on the usual conditions of good conduct and satisfactory progress. No stipend is granted to a student detained in a class. However, in case when a student subsequently pass the examination by appearing in the supplementary examination for the failed subject the education stipend may be allowed.
- iii) The amount of stipend under the scheme is limited to all types' school fees and 2/3 of hostel charges will be borne by the employee's workers. Hostel charges will be payable for the period of study (excluding summer, puja and winter vacation) as certified by the Head of the Institution.
- iv) The children who are interested to complete Diploma courses in Computer Science may apply for stipend scheme on the existing scheme on the existing terms and conditions provided that the Diploma Course must not be less than 2 years course and be conducted by recognised Institutions.

6.2.H.3 (iv) Submission of Application:

Application for stipend will be submitted in the stipulated form within one year from the date of commencement of an academic session during which the stipend is needed. In exceptional circumstances the delay in submission of application for stipend may be condoned by the Chairman/Dy. Chairman/Executive Director on merit basis.

6.2.H.3 (v) APPLICATION FORM:

- i. Application form can be obtained from the Tea Board offices at free of cost & the applications will be submitted to the nearest field office of the Board.
- ii. Each item for which information is required in the form will be read carefully and filled in by the student or by his parent/Guardian. The statement will be verified by the Head of the institution in which the student is studying as also by the employers small tea growers.
- iii. The Original or a certified copy of the mark sheet in respect of the last annual examination for the elementary/middle/secondary/Higher Secondary/Pre-Degree/ University Examination must be enclosed in the application. A certificate from the Head of the Educational Institution declaring that the institution is not covered by the scheme of fee compensation grant of the State Govt. is necessary for grant.

6.2.H.3 (vi) DISBURSEMENT OF STIPEND:

- i. All claim for stipends are to be submitted in a consolidated bill form framed for the purpose. The form will be supplied free of cost from the Board's Regional offices.

- ii. Bills must be submitted in triplicate including an Acquaintance Roll at the end of each quarter, along with evidence of actual payment of all type of fees and hostel charges like receipts issued by the educational institution.
- iii. Stipends will be given directly to the student/parents account through e-payment i.e. RTGS/NEFT of the Tea Board for quick disbursement of the amount. The account to be certified by the employer small tea grower.

6.3 . Setting up of Factories -micro/mini/Big factories

6.3.A. Objective:

One major issue faced by small growers in many regions is lack of adequate number of BLFs or estate factories in the vicinity. Because of the absence of adequate processing facility close by, the small growers have to send leaf to far-off factories. Such long transportation of green leaf impacts quality of the leaf as well as price realization by the growers. Moreover, in an excess supply situation, small growers have to accept the price dictated by the BLFs and estate factories. Hence, Tea Board will encourage good-performing SHGs to set-up their own factories or set-up factories by forming co-operatives with other SHGs.

6.3.B. Eligibility Conditions:

Applicant SHG or cooperative of SHG will have 200 Ha under its command area. Pre-conditions for granting of the support for setting up of other factories to SHG/cooperative/ Producers Company are as follows:

1. The SHG must have stabilized their working and have sufficient green leaf to support a viable processing unit. The aggregate command area of SHG shall not be less than 100 Ha.
2. The SHG should have a good track record of performance of at least three years preceding the date of application.
3. The SHG shall also explore possibility of involving with SFAC (Small Farmers Agricultural Consortium), NABARD and scheduled Banks for meeting part of the project cost.
4. A copy of the letter addressed to the Controller of licensing requesting for TMCO registration.
5. The subsidy, however, shall not be allowed for any equipment if imported under the Export Promotion Capital Goods Import (EPCG) scheme to be supported with a certificate.
6. The applicant SHG shall submit a declaration to the effect that they will comply with the Plant Protection Code guidelines.
7. All the applicant members of the SHG shall certify in the SHGs letterhead that they will be following the safety standards in the factory. They shall also certify that they are complying with the provisions of the relevant labour laws and there will be no outstanding dues exceeding Rs. 10,000/- on account of workers' wages, or any other statutory dues.

6.3.C. Submission of application

1. The applicants will submit their application to the nearest field office of Tea Board. Only one application per factory in a financial year will be entertained for consideration of subsidy. The factories must take up their action plan well in advance and submit only one consolidated application in a year. Second application if submitted will not be entertained.
2. Simultaneously, application will also have to be submitted in prescribed format for grant of Registration under the Tea (Marketing) Control Order.

6.3.D. Inspections:

1. The field office after verification of the application for grant of Registration under the TMCO will carry out inspection and forward the application with recommendation to the Licensing Department for grant of permission of Competent Authority for issuance of NOC for setting up of factory. Alongwith the NOC under the TMCO, a sanction order will be issued by field office subject to the condition that the factory will be set up within the time schedule as stipulated in the NOC and Registration under the TMCO will be obtained. On scrutiny, if the application is found to be ineligible, the application will be returned immediately explaining the reason.

2. Civil works must be commenced by the applicants only after receiving NOC (No Objection Certificate) issued by the concerned Executive Director/ Dy. Director of Tea Development . Civil work started before issuance of NOC will be in violation of TMCO and application is liable to be rejected.

The procurement and installation of the machineries/civil work in the factory/blending unit shall be completed by the applicant within twelve months from the date of issuance of NOC.

3. Intimation regarding completion of activity to be given to field offices in writing within twelve months from the date of issue of NOC and post activity inspection will be carried out and report forwarded to Licensing Department for issuance of final Registration under TMCO.

4. Any civil work proposed to be commenced by the tea factory must be supported by a project cum site plan duly approved by civil engineer. The same Engineer should also provide a completion certificate along with expenditure details at the end of the civil work to be submitted after the completion of the work to facilitate post installation inspection.

5. The purchase order for the items covered under application may be placed before submission of application to facilitate the applicant factories to complete the works within twelve months.

6.3.E. Rate of subsidy and disbursement:

1. Subsidy will be provided @40% of the actual cost of plant and machineries with overall ceiling limit of Rs. 200 Lakhs per factory.
2. The micro and mini factories will be provided with 25% of the actual cost which will be studied by the committee to be set up for the purpose.
3. The subsidy is disbursed in a single installment after satisfactory setting up of the Tea factory and obtaining the TMCO Registration from the registering authority of Tea Board of India and submission of supporting documents as to the proof of having purchased the machinery items, civil works and a good condition certificate by the applicant as to the satisfactory functioning of the installed machinery. Applicants who have availed bank loan for items considered for subsidy are required to produce a copy of the loan sanction order issued by the bank, and a letter authorizing Tea Board for release of the subsidy amount directly to the Bank against their loan account if any
4. However, in special individual cases based on merit Chairman, Tea Board may have the discretion to consider parking of 25% out of the total eligible subsidy amount in advance to the lending bank in favour of the account of the beneficiary SHG, for setting up the factory.
5. In case, any SHG/Cooperative of SHGs set up organic tea factory, then in addition the above support measures, 75% of the cost of organic certifications shall also be paid subject to ceiling of Rs. 1.5 Lakh per certification including renewal per annum.

6.4. Training /study tours/tea conventions/workshops

Scheme for systematic and continuous training and advisory services:

1. Small growers have significant skill-gaps and very large training needs which can't be catered to through a few centralized institutions. There is a need for undertaking more field oriented training programs for the small growers, while making available a team of qualified/ trained advisors to address their needs on a continuous basis.
2. In order to meet the need for field advisory services, a team of Tea Board certified independent field advisors will be through focused and intensive training at TRA/ UPASI-TRF. A specific training program would be designed for this purpose, keeping in mind special needs of the small growers. All field management aspects will be covered under the training program. 100% of the course fee for the trainees (to be decided in consultation with TRA and UPASI-TRF) subject to a ceiling of Rs 15,000 per trainee shall be paid. In addition, the cost of boarding and lodging @ Rs 10,000 per trainee shall be paid.
3. Technical teams for each district will be constituted by identifying interested qualified graduates from the region and providing them intensive training.

Interested small growers can also undergo this training program and become a Tea Board certified field advisor. These advisors shall be paid a monthly stipend for imparting their services to the small growers, and they will function under the Small Growers Development Directorate of Tea Board. The list of such certified advisors will be reviewed and renewed every 5 years based on a common evaluation mechanism.

4. Local NGOs and other institutions who can be involved in conducting district level training programs for the STGs will be identified. 50% of the event management costs for holding such training events (venue cost, cost of training materials, etc) and 100% of the costs on account of the honorarium with a ceiling limit of Rs. 2000/- per day per person to be paid to the visiting experts/ specialists/ advisors conducting such training programs. In addition, the Small Growers' Development Directorate will also organize training workshops, study tours and field training sessions for STGs and their workers on a regular basis. In addition to technical trainings, small growers and SHGs will be provided extensive training on group formation, basic accounting and book keeping, office management, office automation, leadership skills, etc. Such trainings will be imparted through tie-ups with training through reputed institutes.
5. The primary task of the SGDD, will be enumeration/ identification of small tea growers located in various parts of the country and issue them with identification cards. Holding such card would be one of the prerequisites for the growers to avail any financial benefit from the Tea Board.

MODE OF PAYMENT:

The eligible subsidy will be disbursed directly to the beneficiaries account through NEFT/RTGS.

LETTER OF UNDERTAKING:

- a. For all the activities mentioned above, the applicants must submit a Letter of Undertaking on a Rs.20/-non-judicial stamp paper before receiving the sanctioned subsidy amount.
- b. In the event of breach of any of the provisions of the aforesaid undertaking or the terms and conditions of the scheme, the Tea Board shall be entitled to call back the amount of subsidy with interest thereon @ 12% per annum.

CHANGE OF OWNERSHIP OF THE BENEFICIARY /SHGFACTORY:

- a. In the event of any change in the ownership of the tea garden/factory before completion of the disbursement of the sanctioned subsidy amount, the transferor / seller shall cease to receive any further subsidy remaining to be paid by the Tea Board after transfer or sale is affected.

- b. The transferee / purchaser having recorded the present ownership with the Tea Board will be entitled to receive subsidy due to the previous owner provided the transferee / purchaser submits in writing to Tea Board the willingness to continue the development programme for which sanction has been accorded and agree to fulfill all the terms and conditions for disbursement of balance installment of subsidy.

ADJUSTMENT OF BOARD'S DUES:

The subsidy payable by Tea Board for any of the above mentioned activities, will be adjusted against any defaulted amount that has become due and / or remain unsettled by the applicant under any of the Board's loan scheme or any other account to the Tea Board at the time of release of subsidy. After adjustment of all dues of the Tea Board, the balance amount of subsidy, if any, shall be paid to the applicant.

SANCTIONING AUTHORITY:

Director Small Growers Development Directorate will implement the scheme and have full powers to receive applications, scrutinize, sanction and disburse the subsidy under the scheme after due financial concurrence, strictly in line with the terms, conditions and in the manner as approved by the Tea Board under Plan Scheme. Deputy Director of Tea Development in Field offices (up to 50,000/- or 4 hectare whichever is higher) have power to receive application, scrutinize, sanction and disburse the subsidy under the scheme with due concurrence of finance strictly in line with terms / conditions in the manner as approved by the Tea Board. No authority in the field units are authorized to condone any of the deviations from the prescribed guideline as incorporated in the approved plan scheme. On all such issues, the matter may be referred to the Board and ZO/RO/SRO to follow all such instructions strictly.

The Chairman Tea Board may, for reasons to be recorded in writing, relax any of the provisions of the scheme, provided it meets the overall objective of the scheme

The Tea Board reserve the right to withdraw sanction at any point of time, in case it finds that the application has been filed in contravention of the scheme norms or it is fraudulent in character. Liability for such action shall rest with the applicant and no claim shall be entertained by the Board for payment, compensation or damages in such an eventuality

AMENDMENT TO THE SCHEME:

The Tea Board reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice.

ADMINISTRATION:

The Chairman, Deputy Chairman, Director of Tea Development & Director

Small Growers Development of Tea Board or any other officer nominated by the Board shall administer the scheme on behalf of the Board. Sanctioning authority will be according to the financial delegation powers of the Board. The Administration charges applicable for implementation of the sub component of the scheme will be charged.

INCIDENTAL EXPENSES:

Expenses on account of stamp duty, registration fees or any other expenses in connection with execution of contracts, preparation of maps or other documents for the purpose of the scheme should entirely be borne by the applicants. Such expenses shall not be adjusted with the subsidy to be paid by the Board.

Modalities and scheme guidelines Special Package.

Small Growers Development

IDUKKI PACKAGE

SPECIAL SCHEME FOR THE SMALL TEA GROWERS OF IDUKKI DISTRICT OF KERALA

A. INTRODUCTION:

The **tea cultivation** in Kerala State is mainly confined to Idukki, Wayanad, Kollam, Thiruvananthapuram, Trissur, Mallapuram and Palakkad districts. Out of the aforesaid districts, Idukki and Wayanad districts shares almost 85 to 90% of the total tea production in Kerala, of which, Idukki district alone shares an approx... 75% of the total tea cultivation in Kerala.

As per the Tea Profile of Kerala, there are around 92 numbers of Big Tea Gardens (tea area more than 10.12 ha.) covering an area of approximate 31,000 Ha. with 60 numbers of Estate manufacturing unit. Out of the total 92 Big Tea Estates, 56 numbers of gardens are located in Idukki District alone covering an area of approx... 22000 ha. with 42 estate manufacturing unit. In regard to small tea growers (tea area upto 10.12 ha.), there are approximate *6000-7000 small tea growers covering an area of approx... *5000 ha. in Kerala of which an approximate *5000 small tea growers covering an area of approximate *3500 ha., are in Idukki District alone. (*survey in progress). Most of the tea leaves harvested by the small tea growers were outsourced by the estate manufacturing unit followed by Bought Leaf Tea Factories (BLFs). There are total 09 BLFs in Kerala, of which 06 numbers of BLFs are located in Idukki district alone. The Big and Small tea sector together produces around 65 M.Kgs of made teas annually with an average productivity of 1700-1800 Kg/ha.. However, in small tea sector the average productivity was observed only 1200-1500 Kg/ha. Tea growing area is divided into four major zones, namely Vandiperiyar zone (21% area), Peermade zone (7%), Elappara zone (19%) and High range or Munnar zone (53%). Tea area over recent years has remained constant with senile bushes.

Tea Board under its various Plan Schemes viz., PDS, SPTF, Labour Welfare Scheme, HRD, Special Scheme for SC Sub Plan etc., have made several effort to resolve the constraints faced by the Big and Small Tea Sector but the desired momentum have not been achieved. This gap is further widened in Small Tea Sector and the major hurdle observed was the financial constraints i.e. high cost of cultivation and improper marketing of the produce including lack of infrastructure.

The financial assistance under Board's erstwhile Development Activities was provided @ 25 % of the unit cost which was not found sufficient to convert the objectives of the schemes to the field.

Based on the evaluation of the erstwhile XIth Plan schemes and the recommendation based on Dr.M.S.Swaminathan Research Foundation under measures to mitigate Agrarian Distress in Idukki District of Kerala, The Government

of India, Ministry of Commerce & Industry have approved the proposal of Tea Board of India to support the Small Tea Growers of Idukki District with the total financial outlay of Rs.22.60 Crores under 12th Plan Period to bring the overall sustainable development of the small tea growers of Idukki District.

ACTIVITY ELIGIBLE UNDER THE SCHEME

1. Uprooting & Replanting of senile tea bushes (subsidy @ 75% of unit cost)
Supply of Tea Plants to small holdings through a Central Nursery (subsidy @Rs.7/- per plant)
2. Setting up of Tea Processing factories by SHGs one each at Vagamon, Kattapana and Peermade with minimum installed capacity of 4 lakh Kgs of made tea per annum costing Rs. 233Lakhs per unit (Subsidy @75% of unit cost i.e., Rs.175 lacs/unit)
3. Assistance to SHGs of Small Tea Growers (30 numbers)
 - 3.1. Leaf Collection Shed (Subsidy @ 100% with ceiling of Rs.60,000/- unit or actual cost whichever is less)
 - 3.2. Transport Vehicle for transporting green leaves (Subsidy @ 100% with ceiling of Rs.5.0 lakhs per vehicle or the actual cost whichever is less)
 - 3.3. Plucking Machines @ 2 units/SHGs (Subsidy @ 100% with ceiling of Rs.40,000/- or the actual cost whichever is less)
4. Schemes for Garden workers & its dependent
 - 4.1. Drinking water facilities for tea garden workers (Subsidy @ 50% of unit cost with ceiling limit of Rs.5000/unit whichever is less)
 - 4.2. Sanitary toilets for tea garden workers (Subsidy @ 50% of unit cost with ceiling limit of Rs.6000/unit whichever is less)
 - 4.3. Supply of Electronic quality control devices to tea factories (e-nose & e-vision) (Subsidy @ 50% of unit cost with ceiling limit of Rs.2.0 Lakhs/unit whichever is less)

B. ELIGIBILITY CONDITION - GENERAL

1. All the applicants under this Special package should comply with the provisions under the Tea Act and TMCO wherever applicable. Financial assistances /subsidy would be recovered subsequently with 12% interest from such applicants who violate such provisions.
2. All the tea gardens (regardless of the size & ownership) must be registered with Tea Board of India (individuals or Self-help groups with Tea Management System registration numbers are also eligible)
3. The applicant must be having legal title of the land under its possession and shall submit recent land holding certificate from the State Revenue Department
4. If the applicant is SHGs, they must be having valid registration under State Society Act and is also enrolled with Tea Board (TMS entry)
5. The applicant shall submit an undertaking that the area/activities proposed for the financial assistance is not overlapping and has/have not applied to any other agencies for the same purpose

6. The items eligible under the scheme must be matching with the minimum standards of safety and other quality standard (ISI /ISO etc)
7. The application in the prescribed format is to be submitted to the Board's Kumily office before 30 days from commencement of the activity. The activity shall be commenced only after obtaining the NOC from the Board's Kumily office. The activity if any commenced /completed prior to the issuance of the NOC shall be summarily rejected
8. Each beneficiary shall maintain register of all the field activities undertaken and shall produce it for verification to the officer authorized by the Tea Board
9. The beneficiaries shall submit an undertaking that the field activities/other activity are undertaken as per the guidelines of the schemes and any deviation from the guidelines shall make him/them ineligible to release any balance fund which is unpaid or shall refund the subsidy amount with an interest of @ 12.5 %
10. The beneficiaries shall submit an undertaking that they are following PPC guidelines and shall maintain the list of all such chemicals applied in Tea Field and are kept in stores
11. Beneficiaries shall neither transfer any piece nor parcel of land/ plants & machineries to any other individual or groups without obtaining prior approval of the Competent Authority of the Tea Board for which the subsidy has been sought
12. The items procured under the scheme shall be produced before any official authorized by the Board for verification and status on its upkeep and maintenance
13. The cost of the upkeep and maintenance of the items procured shall be borne by the Individual or groups as the case may be and Board shall not be held liable for its upkeep and maintenance or repairs
14. The items meant for common use viz., Transport, Pruning/plucking machine, leaf shed, electronic quality control etc., is meant for the use of the individual and the member of the groups and not for any other commercial use. In case of any such report and subject to verification of Boards' official, the items shall be called back by the Board
15. All the items procured under the scheme must be accompanied with permanent mark as "Financial Assistance under Tea Board – Idukki Package-Year_____"
16. The applicant shall obtain all the requisite approval, NOC, certificates, registration etc., from the Departments concerned as applicable against any items eligible under the scheme viz., setting up of tea manufacturing unit., and shall abide by any such rules & laws as applicable to the Tea Board of India, State or other Central Govt. Department.
17. The beneficiaries shall also comply with all the Rules & laws as applicable to the Tea Board of India, State Government viz., HRML (Western Ghats) and

shall undertake all such measures to protect the overall interest of the State/Central laws

18. The application fees under the above scheme is exempted except for Tea Factory registration if any.
19. The activity applied under the above scheme shall not be applied any other Board's Scheme for similar activity
20. The applicant shall undertake all necessary measures to protect & conserve the environment and the biodiversity
21. "Abandoned tea areas" (Those sections abandoned and thrown out of plucking for more than three years at the time of submission of application) will not be eligible for availing of subsidy

C. ACTIVITY SPECIFIC ELIGIBLE CONDITION

D.1. UPROOTING & REPLANTING

1. The areas proposed for uprooting & replanting must be supported by the Survey Map in red Colour for the area proposed obtain either from the State Land Revenue Department OR VAO OR Taluk officer OR Govt. approved Surveyor. However, the measurement verified by the Board's official through GPS instrument shall be final for calculating the financial assistance
2. The minimum age of the tea bushes shall not be less than 50 years. Any tea bushes which are under the age of 40 to 50 years must be supported by UPASI-TRF for consideration under the scheme. However, the decision of the sanctioning authority will be the final.
3. The applicant must obtain the Soil Analysis Report prior to replanting of the tea bushes from UPASI-TRF or any other laboratory approved by the Board
4. The applicant shall use only the approved tea clones/jat/graft suitable and recommended for the area
5. The bush population shall not be less than 10,000 per ha.,
6. Zero tillage or minimum tillage is allowed to prevent the soil erosion
7. Replanting with or without rehabilitation is allowed subject to suitability of soil
8. The shade trees and drainage shall be adequate
9. The applicant must follow the PPC guidelines and shall submit the undertaking to this effect along with the application
10. Only one application under each accounting year is acceptable
11. The application must be accompanied by one passport size photograph of the applicant, Bank A/c number with RTGS/IFSC code for transfer of the subsidy amount

12. The uprooting of tea bushes shall be completed within 31st March of the application year and replanting of the tea bushes shall be completed within 18 months (maximum subject to soil suitability) from the commencement of uprooting
13. The applicant will have to submit the survey map after completion of replanting (in red Colour) together with the copy of Soil Analysis Report and current land revenue receipt
14. The tea area for which the Rejuvenation subsidy has been availed may be applied under uprooting & replanting scheme after 10 years from the date of completion of rejuvenation pruning

D.1.2. DURATION OF THE SCHEME

This scheme which is applicable, subject to fulfillment of the certain conditions, to all the Small Tea Growers and or Self Help Groups of the Idukki District of Kerala will remain valid during the 12th Plan period ending 31st March 2017 and or earlier subject to availability of the fund, whichever is earlier. Continuation of the scheme beyond XII Plan period would be subject to approval for such continuation by the Central Government.

D.1.3. SUBMISSION OF THE APPLICATION

The application in the prescribed format is to be submitted to the Board's Kumily office before **30** days from commencement of the activity. The activity shall be commenced only after obtaining the NOC from Board's Kumily office after undertaking Pre-approval Inspection. The activity if any commenced / completed prior to submission of application shall not be accepted and will be summarily rejected. Incomplete application shall not be accepted and will be rejected. The application must be supported by the following documents

1. Application form duly filled up by the applicant. All the columns shall be properly filled up. Incomplete application will be rejected
2. Passport size photograph of the applicant
3. Any one photo identity proof (Photo ID)
4. Tea Board's Registration copy/ TMS Registration
5. If applied under SHGs, Society registration copy and its enrolment with Tea Board
6. Current land holding certificate & Land Revenue receipt
7. Survey Map of the proposed area in red Colour drawn obtain either from the State Land Revenue Department Or VAO OR Taluk officer OR Govt. approved Surveyor
8. Undertaking that the area is not overlapping with any past application
9. Undertaking towards adherence to the Plant Protection Code (PPC)

10. Copy of first page of passbook where the subsidy amount is to be transferred
11. If the applicant is Company Ltd/Partnership/Lease, copy of Memorandum of Articles/ partnership deed/lease deed etc.

D.1.4. RATES OF SUBSIDY

The present rate of subsidy under the scheme is @ 75 % of the unit cost. The unit cost under the scheme is @ Rs. 662055 /Ha. including the maintenance period. The subsidy @ 75% therefore is calculated as @ Rs. 483791/Ha. However, the rate of subsidy may be revised from time to time as and when the unit cost of replantation will vary. Any such changes will be notified by Tea Board and shall be implemented accordingly.

Table 1

Location	Unit Cost in Rs/ha.	Subsidy @75% of the unit cost in Rs./Ha
Idukki, Kerala	662055	496541

D.1.5. MODE OF DISBURSEMENT OF SUBSIDY

The eligible sanctioned amount of subsidy shall be paid in two equal installments of 50 % each, the 1st immediately after completion of planting and the 2nd after one year from completion of replanting and the satisfactory inspection report from the Inspecting official.

Table 2

Installment	Period	Amount in Rs.
1st	immediately after completion of planting and satisfactory inspection report from the Inspecting official	50% of the sanctioned amount
2nd	One year after completion of the replantation	50% of the sanctioned amount

The entire sanctioned amount shall be claimed within 07 years from the date of No Objection Certificate and any amount remaining unpaid beyond this period shall not be eligible for the payment/disbursement and the case shall be treated as time barred and closed.

D.1.6. SCHEDULE OF INSPECTION BY TEA BOARD

D.1.6.1. Pre-approval Inspection

D.1.6.1.a. This Inspection will be carried out by the Board's Field office immediately after receipt of the application (completed in all aspect) to assess the physical suitability of the applied area

D.1.6.1.b The No Objection Certificate will be issued to the applicant to enable the applicant to commence the field activity without any financial commitment from the part of Tea Board at this stage. Activity commenced /completed prior to undertaking the Pre-approval inspection will not be considered for the grant of subsidy.

D.1.6.1.c The NOC issued by the field office shall not be binding on The Board, if the applicant was subsequently found ineligible for subsidy due to other reasons to be specified by the Board in writing.

D.1.6.1.d The commitment of the Board would become binding only after issuance of approval cum sanction letter following the scrutiny of the pre-approval & 1st inspection report and other related documents/particulars/records, by the sanctioning Authority

D.1.6.2. 1st INSPECTION/POST PLANTING INSPECTION

D.1.6.2.a This Inspection will be carried out by the Board's Field office immediately after completion of the replanting and receipt of the completion report from the applicant along with the post planting survey map and pre planting Soil Analysis report

D.1.6.2.b Completion of 1st inspection and satisfactory report thereof shall entail the applicant garden for receiving the 1st installment of subsidy

D.1.6.2.c The Board will issue the approval cum sanction letter to the applicant together with the draft letter of agreement followed which the 1st installment of subsidy will be disbursed

D.1.6.3. 2nd INSPECTION/POST PLANTING INSPECTION

D.1.6.3.a This Inspection will be carried out by the Board's Field office immediately after one year from the date of completion of the replanting

D.1.6.3.b Completion of 2nd inspection and satisfactory report thereof shall entail the applicant garden for receiving the 2nd installment of subsidy

D.1.7. OTHER INSPECTIONS

Apart from the above, the Board may carry out or cause to be carried out such investigations as deemed necessary for verification of the particulars furnished in the application or for any other purposes connected with grant of subsidy. The applicant shall fully co- operate in such investigations and place at Board's disposal such information and records as may be required by the inspecting officials of the Tea Board

D.1.8. LETTER OF UNDERTAKING

D.1.8.1. The applicants availing the subsidy for the activities mentioned above, should submit, before receiving the 1st installment of subsidy , a Letter of Undertaking on a non-judicial stamp paper as per the draft enclosed along with the approval cum sanction letter

D.1.8.2 In the event of breach of any of the provisions of the aforesaid undertaking or the terms and conditions of the scheme, the Tea Board shall be entitled to call back the amount of subsidy with interest thereon @ 12. per annum

D.1.9. CHANGE OF OWNERSHIP OF THE BENEFICIARY COMPANY/GARDEN

D.1.9.1. In the event of any change in the ownership of the tea garden before completion of the disbursement of the sanctioned subsidy amount, the transferor / seller of tea estate shall cease to receive any further subsidy remaining to be paid by the Tea Board after transfer or sale is effected

D.1.9.2. The transferee / purchaser of the tea company having recorded the present ownership with the Tea Board shall be entitled to receive subsidy due to the previous owner (grower) provided the transferee / purchaser tea company (grower) submits in writing to Tea Board the willingness to continue the development programme for which sanction has been accorded and agree to fulfill all the terms and conditions for disbursement of balance installment of subsidy

D.1.10. ADMINISTRATION OF THE SCHEME

Any officer nominated by Chairman Tea Board will administer the scheme on behalf of the Tea Board. The Ministry of Commerce & Industry will oversee the functioning of the Scheme and review the implementation of the programme at periodic intervals

D.1.11. SANCTIONING AUTHORITY

D.1.11.1. The Asstt. Director of Tea Development shall have powers to receive applications, scrutinize and forward the application to the Executive Director, Tea Board Coonoor for sanction and disbursement of the subsidy under the scheme to each applicant irrespective of the amount involved

The eligible subsidy will be disbursed directly to the beneficiaries account through e- governance portal of Tea Board to be developed and e- payments will be made. or through NEFT/RTGS.

D.1.11.2. Where the applied area exceed 4.00 ha per garden per year, such applications after initial scrutiny shall be put up to the Executive Director, Tea Board for sanction

D.1.11.3 The Tea Board reserve the right to withdraw sanction at any point of time, in case it finds that the application has been filed in contravention of the scheme norms or is fraudulent in character. Liability for such action shall rest with the applicant and no claim shall be entertained by the Board for payment, compensation or damages in such an eventuality

D.1.11.4. The sanctioning authority (Executive Director) may, for reasons to be recorded in writing, relax any of the provisions, provided it meets the overall objective of the scheme subject to obtaining concurrence of the Development Committee/Board in advance

D.1.12. MONITORING COMMITTEE

The Asstt. Director of Tea Development, Tea Board, The District Collector, Idukki, an officer from District Panchayat and one representative from the apex body of SHGs shall form the Monitoring Committee as the Member. The District Collector,

Idukki will be the Chairman of the Committee. This committee will undertake quarterly review of the progress and report to the Chairman, Tea Board and the State Government.

D.1.13. PHYSICAL & FINANCIAL TARGET UNDER THE SCHEME

Although the duration of the scheme was from 01/04/2012 to 31/03/2017 i.e., for five year under the 12th Plan Period but due to delayed approval of the scheme the entire target needs to be achieved in balance 27 months ending 31/03/2017. The target is as follows:

Table 3.

Zone	Area in Ha.	Amount in Lakhs	Propose Achievement 2015-2016 in ha.	Propose Achievement 2016-2017 in ha.
Vandiperiyar	40	193.00	20	20
Peermade	40	193.00	20	20
Ellapara	80	386.00	30	50
High Range (Munnar)	21	128.00	10	11
Total	181	900.00	80	101

The application received under the 12th Plan period for uprooting & replanting (erstwhile SPTF Scheme) where the field activity has not been commenced may be transfer to the present scheme on receipt of the request from the applicant in writing.

D.1.14. AMENDMENT TO THE SCHEME

The Tea Board India reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice

D.1.15. List of approved Plant materials by UPASI-TRF

Regions	New Planting / Replanting				Infilling			For specific area / situation	
	Clones		Composite Plants	Bi-clonal Seed Stock	Clones	Composite Plants	Bi-clonal Seed Stock	Drought Prone Area	Wind Prone Area
	High yielding	Yield / Quality							
Central Travancore	UPASI-3,8,9,17, 25 TRI-2026	UPASI-12,20,24, 26 & 27 TRI-2025 CR6017	UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 UPASI 17 x 9 UPASI 17 x 2 CR 6017 x UPASI 9	UPASI BSS – I, II, III, IV, V	UPASI 1,2,9,20, 26,27; TRI-2025 ATK-I W-35	UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 UPASI 17 x 9 UPASI 17 x 2 CR 6017 x UPASI 9	UPASI BSS – I, II, III, IV, V	UPASI 2,9,20,26T RI-2025 UPASI-BSS-I,II ATK-I	UPASI 1,2,26 CR 6017

Nilgiri Wynaad & Wyanaad			UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 UPASI 17 x 9 UPASI 17 x 2 CR 6017 x UPASI 9			UPASI 3x2 UPASI 3X6 UPASI 3 x 9 UPASI 8 x 2 UPASI 8x9 UPASI 17 x 9 UPASI 17 x 2 CR 6017 x UPASI 9	UPASI BSS – I, II, III, IV, V	UPASI 2,9,20,26 . TRI- 2025 UPASI- BSS-I ,II A TK-I	UPASI 1,2,26 CR 6017
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D.1.16. List of approved soil testing laboratory

D.16.a. UPASI-TRF Vandiperiyar and Munnar

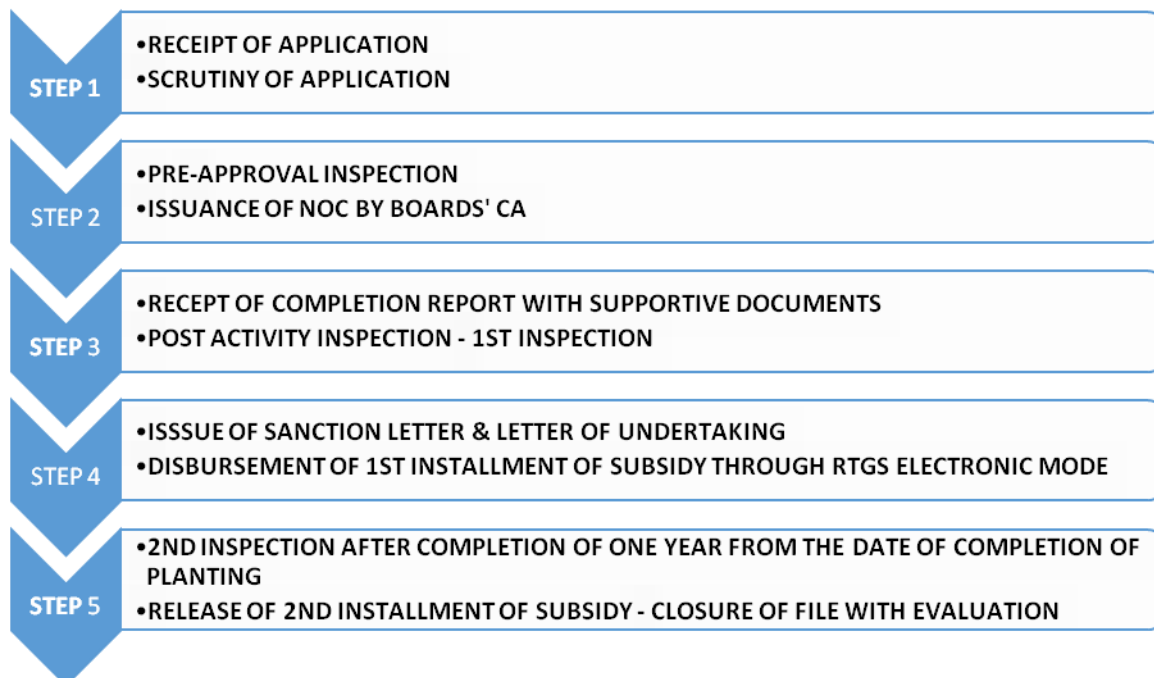
D.16.b. Tamilnadu Agriculture University, Coimbatore

D.16.c. Kerala Agriculture University, Vellanikkara, Trichur

D.1.17. INCIDENTAL EXPENSES

Expenses on account of stamp duty, registration fees or any other expenses in connection with execution of contracts, preparation of maps or other documents for the purpose of the scheme should entirely be borne by the applicants. Such expenses shall not be adjusted with the subsidy to be paid by the Board

STEPS OF PROCESSING OF THE APPLICATION



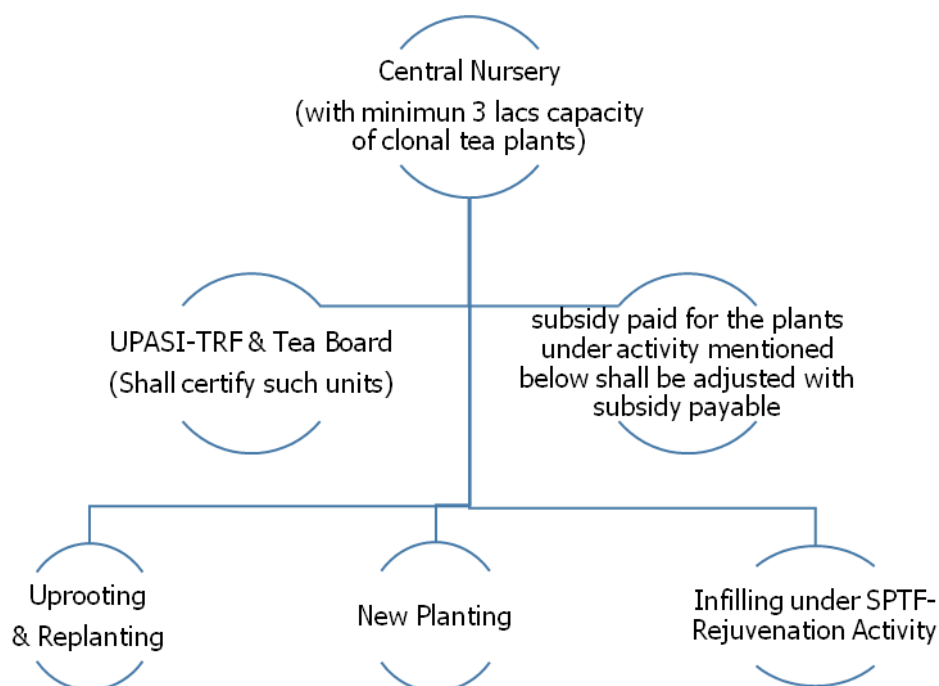
D.2. SETTING UP OF CENTRAL NURSERY FOR THE SUPPLY OF TEA PLANTS TO SMALL HOLDINGS

A major obstacle in carrying out Replanting / New planting / infilling is the lack of a suitable source for planting materials in the Idukki District. The large growers mostly have their own nursery and are self-dependent. In case of small growers

they have to depend mainly on outside sources. It is learnt that the growers of this district are obtaining planting materials from areas such as Coonoor in Nilgiris of Tamilnadu State. The de-merits of such an arrangement are-

- a. The mortality rate of plants is very high
- b. The cost of transportation is very high
- c. There is very little guarantee on quality of the planting materials
- d. The growers often do not receive the actual quantity that is required

In view of the above and to overcome the situation of undersupply of planting materials it is proposed to set up a Central Nursery in all the Tea Growing areas depending upon the concentration of the small tea growers. Subsidy @ Rs.7/- per plant will be provided to the owner of the nursery against the delivery of each plant to the plantation site. Such tea nurseries can be run/raised by State Govt Department / Kerala Agriculture University / SHGs / District –local administration /any accredited organizations with guidance from Tea Research Organization in the field: – UPASI ,Vandiperiyar and Tea Board. The clonal approved varieties of plants thus raised can be provided to the farmers at a subsidized rate.

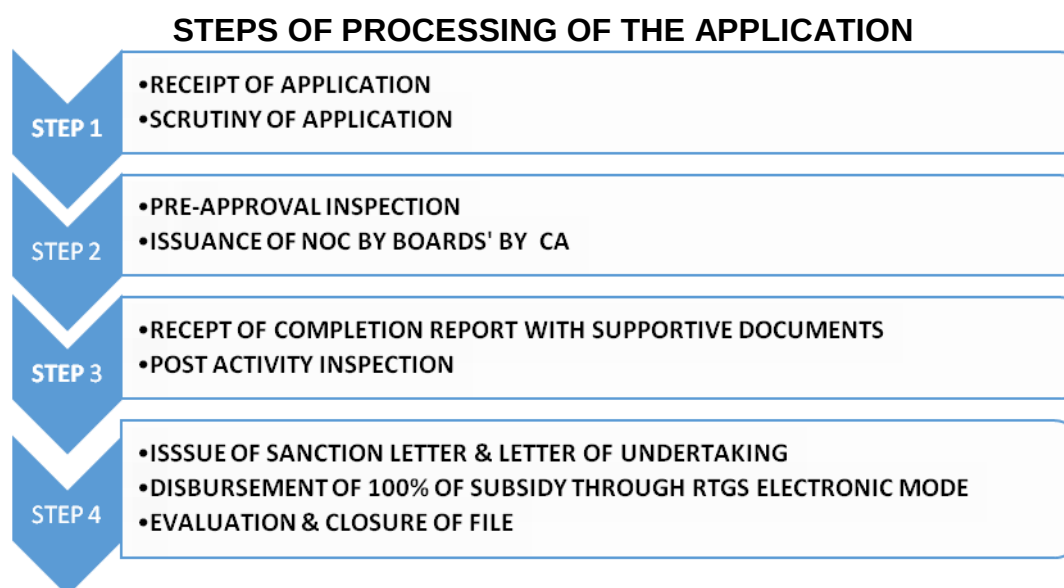


.D.2.1 ELIGIBILITY UNDER THE SCHEME

- i. Individual/State Govt. Department / Kerala Agriculture University / SHGs / District –local administration /NGOs/any accredited organizations with guidance from UPASI -TRF, Vandiperiyar and Tea Board shall submit the proposal of setting up of the Central Tea Nursery with raising minimum 3 lacs of approved tea planting materials annually
- ii. The nursery design, lay out and cuttings shall be raised as per the standard laid down by UPASI-TRF
- iii. The plants once ready shall be inspected by the UPASI-TRF & Tea Board before supply to the beneficiaries (Individual or SHGs) and the

owner/proprietor of the Central Nursery shall obtain such certificate from the officer concerned on monthly interval

- iv.** The owner/proprietor of the Central Nursery will make the assessment for the numbers of planting materials required by the individual small tea growers or the SHGs and shall prepare the list of such growers. The assistance of the Board's field officer could also be availed for preparing such list.
- v.** The individual desire to procure the plants from such tea nurseries shall submit the proposal to Tea Board for the requirement of plants and the activity viz., new planting, infilling, replanting or the replacement planting. If the applicant has submitted the application to Tea Board under any of the Developmental Activity viz., new planting, infilling, replanting or the replacement planting, the copy of the NOC may be produced before the Management of the central Nursery and for such cases the cost of the plants shall be adjusted with the subsidy payable to the growers against the development scheme.
- vi.** For those cases who have not submitted any application to Board under the Development activities viz., new planting, infilling, replanting or the replacement planting can also avail the benefit of the scheme but he/she must be registered with Tea Board and shall submit the application in prescribed format through the central nursery
- vii.** The central nursery shall generate all such challan in the name of the beneficiary to whom the plants were supplied with details of the planting material and shall ensure that he/she/SHGs are having the NOC from Tea Board before delivery of the plants. The copy of the challan together with the transport bill shall be submitted within 07 working days to the Tea Board
- viii.** The subsidy @ Rs. 7/- per plants shall be paid to the Management of the Central Nursery through RTGS transfer only after satisfactory inspection report from the Board inspecting official followed by utilization certificate.
- ix.** The under mature/diseased/weak/damage/unapproved planting materials etc., shall not be considered for the grant of subsidy



D.2.2 SUBMISSION OF APPLICATION

The application in the prescribed format is to be submitted to the Board's Kumily office before **30** days from commencement of the activity/procurement of planting materials. The activity shall be commenced only after obtaining the NOC from Board's Kumily office after undertaking Pre-approval Inspection. The activity/procurement if any commenced prior to issuance of the NOC shall not be accepted and will be summarily rejected. Incomplete application shall not be accepted and will be cancelled. The application must be supported by the following documents

1. Application form duly filled up by the applicant. All the columns shall be properly filled up. Incomplete application will be rejected
2. Passport size photograph of the applicant
3. Any one photo identity proof (Photo ID)
4. Tea Board's Registration copy/ TMS Registration
5. If applied under SHGs, Society registration copy and its enrolment with Tea Board
6. Current land holding certificate & Land Revenue receipt
7. Survey Map of the proposed area in red Colour drawn obtain either from the State Land Revenue Department Or VAO OR Taluk officer OR Govt. approved Surveyor
8. Undertaking that the area is not overlapping with any past application
9. Undertaking towards adherence to the Plant Protection Code

D.2.3. RATES OF SUBSIDY & TARGET UNDER THE SCHEME

1. The present rate of subsidy under the scheme is @ 7/- per plant

Table 4

Zone	Numbers of Planting materials in lakhs	Subsidy @7/- per plant
Vandiperiyar	10.00	70.00
Peermade	10.00	70.00
Ellapara	18.00	126.00
High Range (Munnar)	02.00	14.00
Total	40.00	280.00

The distribution of the plants under each zone may varies depending upon the actual number of application received from other zones.

D.2.4. SCHEDULE OF INSPECTION BY TEA BOARD

Table 5

Instalment	Period	Amount in Rs.
Nil	Immediately after submission of application. NOC shall be issued to enable the applicant to commence the procurement process of planting materials	NIL
Final	Immediately after supply of the planting materials by the owner/proprietor of the Central Nursery	100% of the sanctioned amount

D.2.5. OTHER INSPECTIONS

Apart from the above, the Board may carry out or cause to be carried out such investigations as deemed necessary for verification of the particulars furnished in the application or for any other purposes connected with grant of subsidy. The applicant shall fully co- operate in such investigations and place at Board's disposal such information and records as may be required by the inspecting officials of the Tea Board

D.2.6. DISBURSEMENT OF SUBSIDY

The subsidy is disbursed in a single installment after satisfactory completion of planting and receipt of inspection report from the Board's inspecting officer.

D.2.7. SANCTIONING AUTHORITY

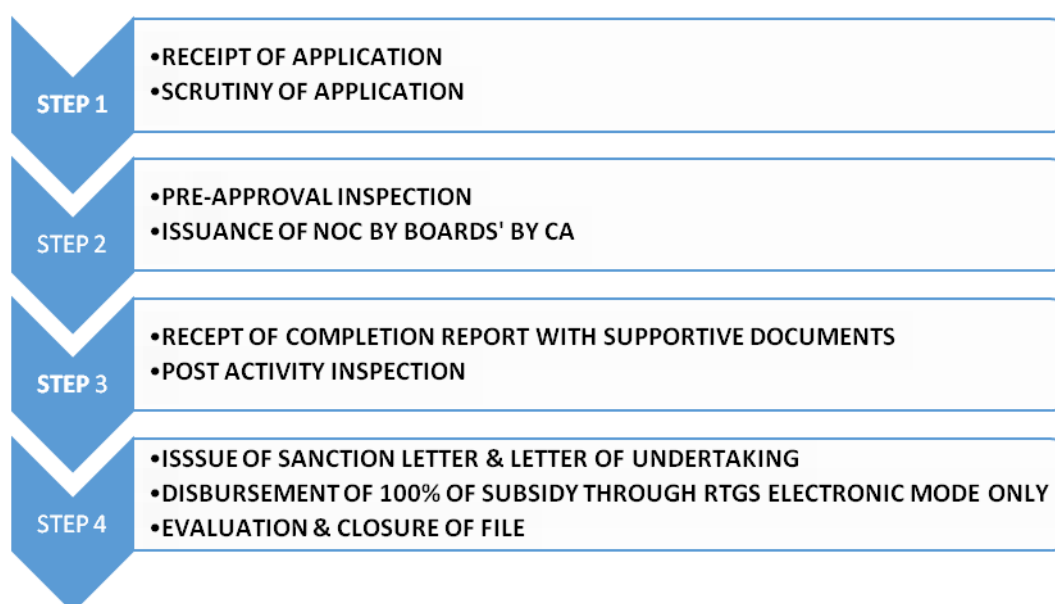
D.2.7.1. The Asstt. Director of Tea Development, Tea Board, shall have powers to receive applications, scrutinize and forward the application to the Executive Director, Tea Board Coonoor for sanction and disbursement of the subsidy under the scheme to each applicant irrespective of the amount involved

The eligible subsidy will be disbursed directly to the beneficiaries account through e- governance portal of Tea Board to be developed and e- payments will be made. or through NEFT/RTGS.

D.2.8. DURATION OF THE SCHEME

This scheme which is applicable, subject to fulfillment of the certain conditions, to all the Small Tea Growers and or Self Help Groups of the Idukki District of Kerala will remain valid during the 12th Plan period ending 31st March 2017 and or earlier subject to availability of the fund, whichever is earlier. Continuation of the scheme beyond XII Plan period would be subject to approval for such continuation by the Central Government.

STEPS OF PROCESSING OF THE APPLICATION



D.2.7.2

The Tea Board reserve the right to withdraw sanction at any point of time, in case it finds that the application has been filed in contravention of the scheme norms or is fraudulent in character. Liability for such action shall rest with the applicant and no claim shall be entertained by the Board for payment, compensation or damages in such an eventuality

D.2.7.3.

The sanctioning authority may, for reasons to be recorded in writing, relax any of the provisions, provided it meets the overall objective of the scheme subject to obtaining concurrence of the Development Committee/Board in advance

D.2.8. ADMINISTRATION OF THE SCHEME

Any officer nominated by Chairman/Executive Director Tea Board will administer the scheme on behalf of the Tea Board. The Ministry of Commerce will oversee the functioning of the Scheme and review the implementation of the programme at periodic intervals

D.2.9. AMENDMENT TO THE SCHEME

The Tea Board India reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice

D.3. SETTING UP OF TEA MANUFACTURING UNIT

The small tea growers are spread out in the entire Idukki District. For selling of their leaves, they often have to depend on the Tea leaf agents or at the mercy of the Bought Leaf factories (BLFs). In a good year, they do get good price for their green leaf however, in a bad year they are being exploited and don't get good price. Again, when the demand for tea decreases they find it difficult to even sell their leaves. Although there are few bought leaf tea factories working in the District, they hardly take care of advisory services to the small tea growers for quality leaf plucking due to lack of proper knowledge of tea manufacturing. Many BLFs are not having any professional skills in the field. As a result, quality of the product deteriorates and fetches much lower price when compared to the Corporate Sector. There are at present 49 Self Help Groups in the Idukki District having considerable amount of green tea leaves under their fold. In order to have the sustainability of their produce Board is providing financial assistance to the tune of Rs.1.75 crores i.e., 75% of the unit cost (Rs.2.33 crores) for setting of the Tea Manufacturing unit under the umbrella of SHGs / it's apex bodies / Tea Producers Societies (TPS) each at Vagamon, Kattapana and Peermade locality of Idukki District where majority of small tea growers are located. This will help in creation of a healthy competition thereby growers are assured with better returns. Necessary technological advices can be provided from Tea Board and UPASI.

Table 6

Zone	Number of Tea manufacturing Unit under SHGs	Subsidy @75% of the unit cost Rs. in Lakhs
Vagamon	1	175.00
Kattapana	1	175.00
Peermade	1	175.00
Total	3	525.00

D.3.1 GUIDELINES FOR SETTING UP OF TEA MANUFACTURING UNIT

- I. The guidelines for setting up of tea manufacturing unit under the provisions of the Tea marketing Control Order, 2003 is laid down under the Boards' website shall be applicable under the scheme.
- II. The applicant has to obtain all the requisite certificates as per the guidelines and have to submit the proposal in the prescribed format under the scheme.
- III. The installed capacity of the tea factory shall be minimum 4.00 Lakhs Kgs of made tea per year @ maximum two shifts per day

- IV. The 2nd hand or used machineries are not eligible under the scheme and may be debarred for getting the TMCO registration & grant of subsidy
- V. The completion of setting up of tea factory must be done within 12 months from the date of issuance of NOC
- VI. The applicant shall follow all such guidelines issued by Tea Board of India as applicable from time to time and shall not indulge themselves in any practice that will affect the marketing of teas
- VII. The applicant tea factory shall obtain the quality certificate within 12 months from the establishment of the factory and provide necessary advisory services to the members supplying the raw materials
- VIII. The applicant shall also ensure that they are outsourcing the tea leaves from the members who are producing quality green tea leaves by adhering PPC guidelines and other conservation method
- IX. The applicant tea factory shall maintain all the records and maintain the accounts in the manner as applicable to any other commercial units. The annual statement of accounts is to be maintained and audited annually
- X. They will follow the sharing of the price as per the price sharing formula and shall submit the online monthly returns and all others statement to Tea Board of India in time
- XI. The applicant shall submit the lay out of the factory plan, site map and project report including the financial flow and viability of the project along with the application

D.3.2 SUBMISSION OF APPLICATION

The application in the prescribed format is to be submitted to the Board's Kumily office before **30** days from commencement of the activity. The activity shall be commenced only after obtaining the NOC from Board's Kumily office after undertaking Pre-approval Inspection. The activity if any commenced /completed prior to issuance of the NOC shall not be accepted and will be summarily rejected. Incomplete application shall not be accepted and will be cancelled.

D.3.4. SCHEDULE OF INSPECTION BY TEA BOARD

Table 7

Inspection	Period	Amount in Rs.
Pre-approval	Immediately after submission of application. NOC shall be issued by the CA to enable the applicant to commence the activity	NIL

Post Activity	Immediately after setting up of tea factory followed by trail run. This will enable the applicant to get the TMCO Registration of Tea factory	100% of the sanctioned amount (Rs.1.75 crores)
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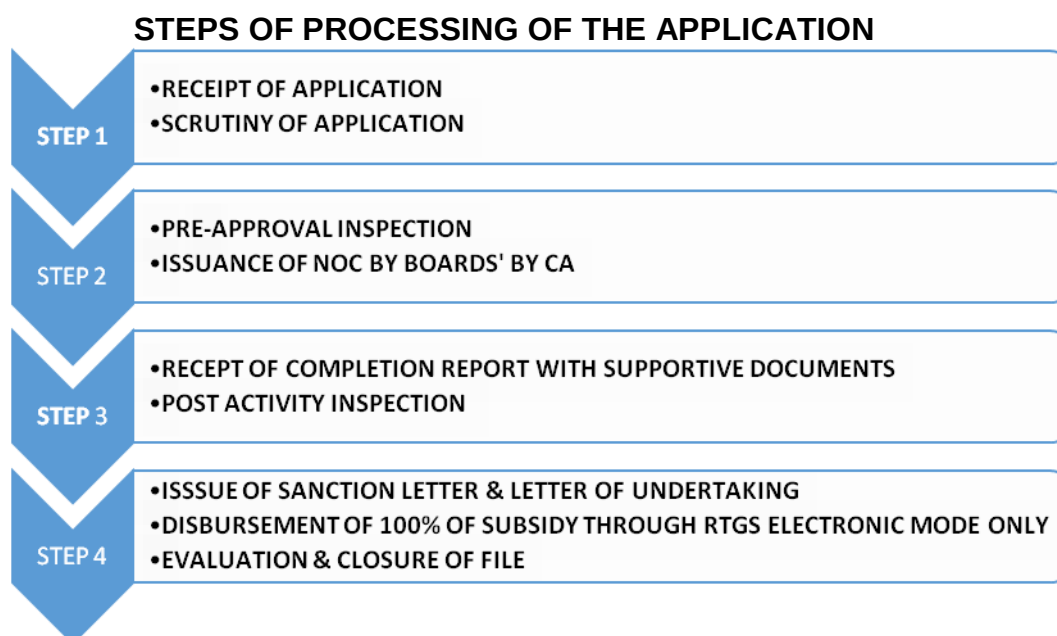
D.3.4. Disbursement of subsidy

The subsidy is disbursed in a single instalment after satisfactory setting up of the Tea factory and obtaining the TMCO Registration from the registering authority of Tea Board of India and submission of supporting documents as to the proof of having purchased the machinery items, civil works and a good condition certificate by the applicant as to the satisfactory functioning of the installed machinery. Applicants who have availed bank loan for items considered for subsidy are required to produce a copy of the loan sanction order issued by the bank, and a letter authorizing Tea Board for release of the subsidy amount directly to the Bank against their loan account if any

D.3.5. SANCTIONING AUTHORITY

D.3.5.1. The Asstt. Director of Tea Development, Tea Board shall have powers to receive applications, scrutinize and forward the application to the Executive Director, Tea Board Coonoor for sanction and disbursement of the subsidy under the scheme to each applicant irrespective of the amount involved

The eligible subsidy will be disbursed directly to the beneficiaries account through e- governance portal of Tea Board to be developed and e- payments will be made or through NEFT/RTGS.



D.3.5.2

The Tea Board reserve the right to withdraw sanction at any point of time, in case it finds that the application has been filed in contravention of the scheme norms or is fraudulent in character. Liability for such action shall

rest with the applicant and no claim shall be entertained by the Board for payment, compensation or damages in such an eventuality

D.3.5.3.

The sanctioning authority may, for reasons to be recorded in writing, relax any of the provisions, provided it meets the overall objective of the scheme subject to obtaining concurrence of the Development Committee/Board in advance

D.3.6. ADMINISTRATION OF THE SCHEME

Any officer nominated by Chairman/Executive Director Tea Board will administer the scheme on behalf of the Tea Board. The Ministry of Commerce will oversee the functioning of the Scheme and review the implementation of the programme at periodic intervals

D.3.7. AMENDMENT TO THE SCHEME

The Tea Board India reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice.

D.4. ASSISTENCE TO SELF HELP GROUPS OF SMALL TEA GROWERS

In order to promote the Self Help Groups an attempt is made to motivate the small tea growers to mobilize themselves to form effective / functional Self Help Groups. 30 such SHGs are targeted. Each target self-help groups is being supported by one common green leaf shed where they can store their green leaves, weighed and transport it to the destination for processing. Further, 10 numbers of leaf transportation vehicle and 2 leaf harvesting machine to each SHGs is provided for the augmentation of SHGs infrastructure thereby small tea growers can be motivated to enhance their collective efforts for better survival.

D.4.1. ELIGIBILITY UNDER THE SCHEME

- I. The assistance shall be provided to SHGs only who are registered under State Society Act and are enrolled with Tea Board and ensure production of quality raw material (Green tea leaves)
- II. The minimum members under each SHGs shall not be less than 20 in numbers with minimum command area of 20.0 ha.,
- III. All the Members of the SHG should hold valid title deeds to prove the ownership of the tea holding. In case of non-availability of title deeds, a possession certificate issued by the revenue authorities or land revenue receipt or a membership with any recognized co-operative tea factory shall be accepted for the purpose of recognition of the grower and admitting him as a member of the SHG. Such members shall either have Tea Board registration number or TMS registration
- IV. Each SHG should include one Development Officer from Tea Board as ex-officio member in its Management Committee and this committee should meet at regular monthly intervals
- V. Each SHG should have a valid bank account in its name and are regular in furnishing the details as required by Tea Board India

- VI. Each SHGs will submit the undertaking that they are following the Plant Protection Code and are undertaking all conservation method to protect the environment and the bio-diversity
- VII. The items procured under the scheme will be the property of Tea Board and are meant for the use of members only. No commercial business will be undertaken by any individual or in groups
- VIII. The SHGs shall maintain the items procured under the scheme and shall produce before the Board official as and when demanded to do so. The Board will not held responsible for any damage or repairs. SHGs shall maintain all relevant records pertaining to the items procured as well as its upkeep & maintenance
- IX. The items eligible under the scheme must meet the minimum standard quality as applicable in India
- X. The amount beyond the maximum ceiling limit shall be paid by the SHGs and shall not be adjusted with any other items or scheme
- XI. The items procured under the scheme is non-transferable and shall be used by members only on rotation basis
- XII. The SHGs may make its own guidelines for the use of items meant for common use and its' maintenance
- XIII. Any items procured prior to submission of application and obtaining the No Objection Certificate will not be considered for the grant of subsidy
- XIV. The payment shall be made to the SHGs and not the supplier except in case of Leaf Shed which needs to be constructed by the Govt. approved Contractor under supervision of any chartered Engineer as per the Board's specification and standard
- XV. The land on which the leaf shed is to be constructed must be in legal possession of the SHGs and free from any encumbrances and disputes
- XVI. The items or the leaf shed procured/constructed will not be sold or transfer to any other party for at least 07 years from the date of sanction of the subsidy amount
- XVII. No deviation in the change of supplier or contractor is allowed once the No Objection Certificate is issued by the Board
- XVIII. The actual amount shall be limited to the quotation price. Any rise in the price shall not be accepted but shall be restricted to the actual cost, whichever is less

D.4.2 SUBMISSION OF APPLICATION

The application in the prescribed format is to be submitted to the Board's Kumily office before **30** days from commencement/procurement of the items/activity. The procurement/activity shall be commenced only after obtaining the NOC from Board's Kumily office after undertaking Pre-approval Inspection. The procurement/activity if

any commenced prior to issuance of the NOC shall not be accepted and will be summarily rejected. Incomplete application shall not be accepted and will be cancelled.

D.4.3 ACTIVITY WISE FINANCIAL SUPPORT

For each SHGs having a minimum membership of 20 growers and their aggregate area under tea being not less than 50 acres (20.00 ha), the financial assistance will be provided for the below noted activity

Sl.No	Component	Unit Cost in Rupees	Rate of Subsidy	Physical target	Financial target Rs. In Lakhs
D.4.3.1.	Construction of Green leaf shed of minimum 300 sq.ft.	60,000	100%	30	18.00
D.4.3.1.a. The minimum carpet area of the green leaf shed shall be 300 Sq.ft. D.4.3.1.b. The total height of the GL shed shall be 12 ft. from the floor D.4.3.1.c The half height of the side wall shall be made up of brick, while half may be of non-corrugated GI sheet with proper ventilations D.4.3.1.d. The roof of the GL shed shall be made up of GI Sheet & shall be water & wind proof D.4.3.1.e. The GL Shed will have one entrance of minimum 4 ft. width x 7 ft. ht. fitted with door and two side windows of 3x3 ft each in Aluminum frame or GI sheet D.4.3.1.f. The site shall be free from waterlogged and shall be at motorable location D.4.3.1.g. One GL shed is eligible for every 1000 Kgs of Green Leaf handled per day D.4.3.1.i. Preferences will be given to first cum first serve basis D.4.3.1.j. The side wall and floor shall be well plastered with sand and cement.					
D.4.3.2.	Transport Vehicle., viz., Truck, pick-up van for transporting green tea leaves and other tea inputs	(Rs/unit) 5,00,000	100 %	10	50.00
D.4.3.2.a Preferences will be given to first cum first serve basis D.4.3.2.b. First preferences shall be given to those who are having maximum members and area in their hold (maximum daily handling of green tea leaves) D.4.3.2.c Preference shall be given to the oldest functioning SHGs D.4.3.2.d. Only one transport vehicle is eligible for each SHGs irrespective of its number of members and area in command D.4.3.2.e The decision of the Board towards selection of SHGs eligible under Transport Vehicle shall be final D.4.3.2.e The vehicle shall be registered in the name of the SHGs and the cost of the vehicle is inclusive of registration, Insurance and road tax charges and					

produce the vehicle before Tea Board for verification whenever required.					
D.4.3.3	Plucking/Tea Harvesting machine @ 2 units per SHGs	(Rs/unit) 40,000	100 %	60	24.00
D.4.3.3.a. The plucking/harvesting machine must belong to a reputed company & supplier and meets the minimum quality standard and produce before the Board for verification whenever required D.4.3.3.b. The items must be repairable and the spares are easily available to the local market D.4.3.3.c. The company/supplier with good service network in Idukki district and of Indian Origin shall be given priority D.4.3.3.a. The decision of the Board towards selection of SHGs and Brand & make of the plucking/tea harvesting machine shall be final					

D.4.4. SCHEDULE OF INSPECTION BY TEA BOARD

Table 9

Inspection	Period	Amount in Rs.
Pre-approval	Immediately after submission of application. NOC shall be issued by the CA to enable the applicant to commence the activity	NIL
Post Activity	Immediately after construction of leaf shed/procurement of items under the scheme.	100% of the sanctioned amount

D.4.5. DISBURSEMENT OF SUBSIDY

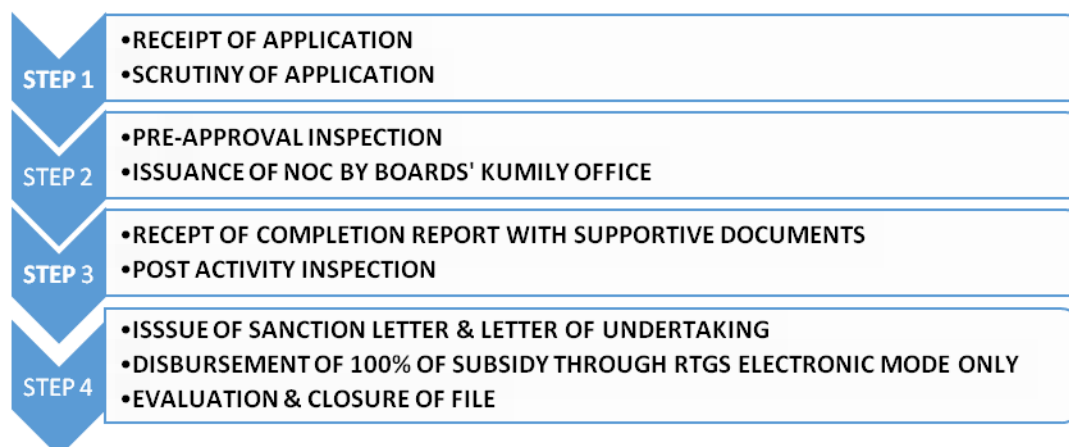
The subsidy is disbursed in a single installment after satisfactory construction of the leaf Shed/ procurement of transport vehicle and other eligible items and submission of supporting documents as to the proof of having purchased the machinery items, civil works and a good condition certificate by the applicant as to the satisfactory functioning of the machinery procured.

D.4.6. SANCTIONING AUTHORITY

D.4.6.1.

The Asstt. Director of Tea Development shall have powers to receive applications, scrutinize and forward the application to the Executive Director, Tea Board Coonoor for sanction and disbursement of the subsidy under the scheme to each applicant irrespective of the amount involved in each activity. The eligible subsidy will be disbursed directly to the beneficiaries account through e-governance portal of Tea Board to be developed and e- payments will be made. or through NEFT/RTGS.

STEPS OF PROCESSING OF THE APPLICATION



D.4.6.2

The Tea Board reserve the right to withdraw sanction at any point of time, in case it finds that the application has been filed in contravention of the scheme norms or is fraudulent in character. Liability for such action shall rest with the applicant and no claim shall be entertained by the Board for payment, compensation or damages in such an eventuality

D.4.6.3.

The sanctioning authority may, for reasons to be recorded in writing, relax any of the provisions, provided it meets the overall objective of the scheme subject to obtaining concurrence of the Development Committee/Board in advance

D.4.7. ADMINISTRATION OF THE SCHEME

Any officer nominated by Chairman/Executive Director Tea Board will administer the scheme on behalf of the Tea Board. The Ministry of Commerce will oversee the functioning of the Scheme and review the implementation of the programme at periodic intervals

D.4.8. AMENDMENT TO THE SCHEME

The Tea Board India reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice

D.5. ASSISTENCE TO TEA GARDEN WORKERS AND THEIR DEPENDENTS

Board has earmarked a considerable amount for addressing the long standing issues faced by the Tea Plantation sector in the district. In order to have a holistic development for the basic amenities for the tea estate workers in the district which call for major investment on drinking water supply and sanitation, financial assistance is provided in the form of one time grant as reimbursement under Idikki package of the scheme. This will help in fast revival of the garden workers living conditions which have been struggling to recover from the long years of neglect. This will help in lifting the economic livelihood of many workers and their dependent.

D.5.1. ELIGIBILITY UNDER THE SCHEME

- I. The assistance shall be provided to workers & its dependent who are employed in the garden registered with Tea Board
- II. Preference shall be given to the closed & re-open tea estate
- III. The facility shall be provided to the existing labour lines/quarters that falls within the grant area of the tea estate
- IV. The garden management or the local Panchayat officer or any other officer nominated by the district administration shall submit the list of garden and location where the facilities is to be created
- V. The 50% of the total cost with ceiling limit of Rs.2500/- as subsidy for each drinking water facility and Rs. 3000/- as subsidy for each sanitary facility shall be provided by Tea Board while the balance 50% shall be borne by the Estate Management/ local administration
- VI. 10 drinking water points shall constitute one unit or creating one water source (hand pump/ring well/tube well for meeting 10 workers' quarter is equivalent to one unit
- VII. The minimum specification for sanitation facility is UNICEF model with ceramic pan

D.5.2. ACTIVITY WISE FINANCIAL SUPPORT

For each Tea estate registered with Tea Board, the financial assistance will be provided for the below noted activity.

Sl.No	Component	Unit Cost in Rs.	Rate of Subsidy	Physical target	Financial target Rs. In Lakhs
D.5.2.1.	Creation of drinking water facility for tea garden workers and their dependents	5000	50%	7500	188.00
D.5.2.2.	Creation of sanitary toilets for tea garden workers and their dependents	6000	50%	7500	225.00

D.5.3. SCHEDULE OF INSPECTION BY TEA BOARD

Table 10

Inspection	Period	Amount in Rs.
Pre-approval	Immediately after submission of application. NOC shall be issued by the field office to enable the applicant to commence the activity	NIL
Post Activity	Immediately after completion of activity under the scheme.	100% of the sanctioned amount

D.5.4. DISBURSEMENT OF SUBSIDY

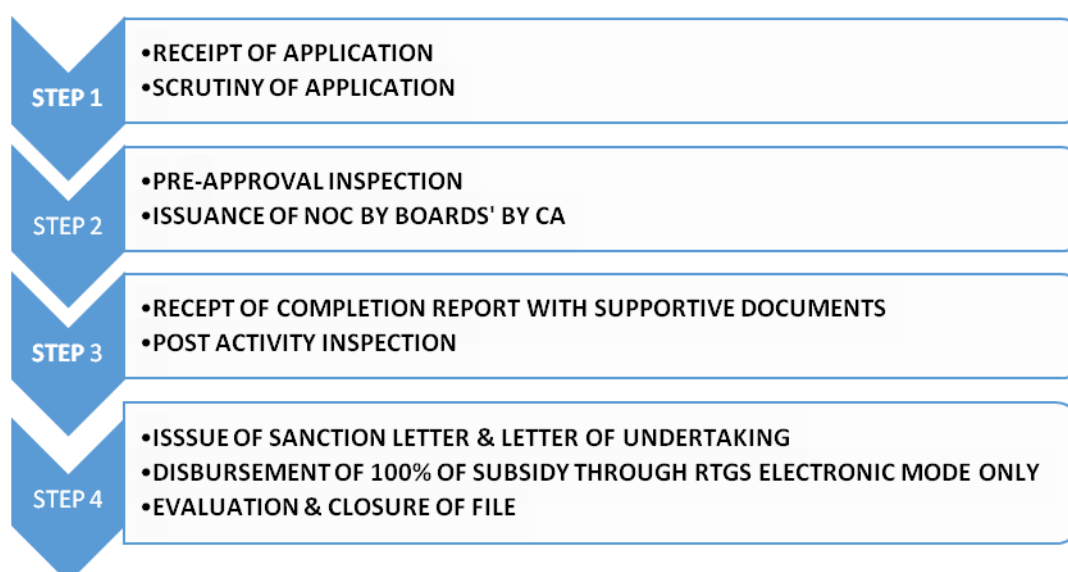
The subsidy is disbursed in a single instalment after satisfactory construction of the drinking water facility/sanitary facility and submission of supporting documents as to the proof of having purchased the machinery items, civil works and a good condition certificate by the applicant as to the satisfactory functioning of the activity undertaken.

D.5.5. SANCTIONING AUTHORITY

D.5.5.1. The Asstt. Director of Tea Development, Tea Board, shall have powers to receive applications, scrutinize and forward the application to the Executive Director, Tea Board Coonoor for sanction and disbursement of the subsidy under the scheme to each applicant irrespective of the amount involved in each activity

The eligible subsidy will be disbursed directly to the beneficiaries account through e- governance portal of Tea Board to be developed and e- payments will be made or through NEFT/RTGS.

STEPS OF PROCESSING OF THE APPLICATION



D.5.5.2

The Tea Board reserve the right to withdraw sanction at any point of time, in case it finds that the application has been filed in contravention of the scheme norms or is fraudulent in character. Liability for such action shall rest with the applicant and no claim shall be entertained by the Board for payment, compensation or damages in such an eventuality

D.5.5.3.

The sanctioning authority may, for reasons to be recorded in writing, relax any of the provisions, provided it meets the overall objective of the scheme subject to obtaining concurrence of the Development Committee/Board in advance

D.5.6. ADMINISTRATION OF THE SCHEME

Any officer nominated by Chairman/Executive Director Tea Board will administer the scheme on behalf of the Tea Board. The Ministry of Commerce will oversee the functioning of the Scheme and review the implementation of the programme at periodic intervals

D.5.7. AMENDMENT TO THE SCHEME

The Tea Board India reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice

D.5.8. DURATION OF THE SCHEME

This scheme which is applicable, subject to fulfillment of the certain conditions, to all the Small Tea Growers and or Self Help Groups of the Idukki District of Kerala will remain valid during the 12th Plan period ending 31st March 2017 and or earlier subject to availability of the fund, whichever is earlier. Continuation of the scheme beyond XII Plan period would be subject to approval for such continuation by the Central Government.

D.6. Supply of electronic quality control device to tea factory (E-nose , E-vision & E-tongue)

Subsidy under this scheme shall be provided for E-nose and e-vision system to 44 estate factories and 6 bought leaf factories to assess the made tea quality of tea as was done by the traditional tea tester. This will help the tea manufacturing unit to analyze the quality of made tea instantly and value their teas. M/s C- Dac has been enlisted by Tea Board as approved vendor for the supply of E-nose, E-vision and E-tongue (ENTV) system for the manufacturing units for quality improvement under the scheme.

D.6.1 ELIGIBILITY UNDER THE SCHEME

- I. The E-testing machine shall be provided to tea estate manufacturing unit and BLFs which is registered with Tea Board and have valid TMCOR Registration
- II. The manufacturing unit which are defaulter under submission of monthly form e-return shall not be considered for the grant of subsidy

- III. Each manufacturing unit shall submit the undertaking that the teas manufactured shall conform to the specification laid down under FSSAI act and the MRL of the teas are within the prescribed limit as applicable under EU norms.
- IV. Each manufacturing unit shall submit the undertaking that the raw materials used for manufacturing teas were produced as per PPC guidelines
- V. The applicant should have paid his subscription in full to the National Tea Research Foundation. (Identified sick tea gardens as per the provisions under clause 16B of Tea Act., & BLFs are exempted).
- VI. Only one E-testing machine is eligible for each tea estate/BLFs
- VII. The procurement machineries shall be completed within **three (03) months** from the date of issuance of the procurement letter/NOC from the concerned field office. In case, the NOC/procurement letter was not issued by the concerned field office due to reasons beyond their control, under such cases the procurement and installation of the items must be undertaken within three (03) months from the date of receipt of application by the concerned field office subject that the applicant fulfills all other eligible criteria
- VIII. The purchase order for the items covered under the said scheme shall be placed before the supplier, only after submission of the application to the Board's nearest office and after issuance of the NOC/Procurement letter or after 30 days of submission of the application, whichever is earlier
- IX. Only M/s C-DAC, Kolkata is enlisted for the supply of ENTV Machines to the tea manufacturing unit. Machines purchased from any other make/model is not eligible
- X. The subsidy is back ended and the eligible amount shall be released only after procurement of the machine subject to satisfactory inspection report

D.6.2 SUBMISSION OF APPLICATION

The application in the prescribed format is to be submitted to the Board's Kumily office before **30** days from commencement/procurement of the items/activity. The procurement/activity shall be commenced only after obtaining the NOC from Board's Kumily office. The procurement/activity if any commenced prior to issuance of the NOC shall not be accepted and will be summarily rejected. Incomplete application shall not be accepted and will be cancelled.

D.6.3 ACTIVITY WISE FINANCIAL SUPPORT

Sl.No	Component	Unit Cost in Rupees	Rate of Subsidy	Physical target	Financial target Rs. In Lakhs
D.6.3.1.	Electronic Tea Testing Machine (ENTV)	200000	50%	50	50.00

D.6.4. SCHEDULE OF INSPECTION BY TEA BOARD

Table 11

Inspection	Period	Amount in Rs.
Pre-approval	Immediately after submission of application. NOC shall be issued by the field office to enable the applicant to commence the activity	NIL
Post Activity	Immediately after procurement of items under the scheme and submission of documents in proof of the items procured along with good condition certificate	100% of the sanctioned amount

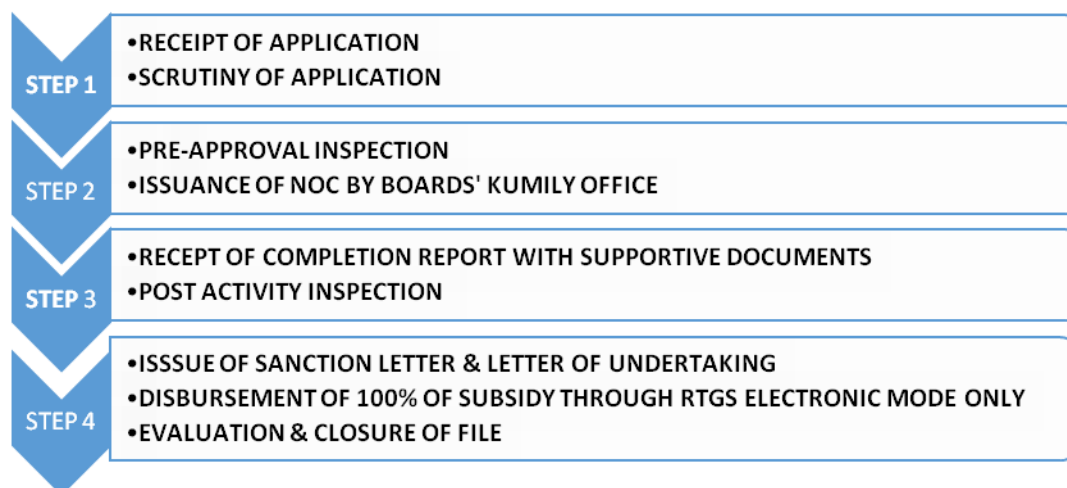
D.6.5. DISBURSEMENT OF SUBSIDY

The subsidy is disbursed in a single installment after satisfactory procurement of E-testing machine and submission of supporting documents as to the proof of having purchased the machinery items, civil works and a good condition certificate by the applicant as to the satisfactory functioning of the machinery procured.

D.6.6. SANCTIONING AUTHORITY

D.6.6.1. The Asstt. Director of Tea Development shall have powers to receive applications, scrutinize and forward the application to the Executive Director, Tea Board Coonoor for sanction and disbursement of the subsidy under the scheme to each applicant irrespective of the amount involved in each activity. The eligible subsidy will be disbursed directly to the beneficiaries account through e-governance portal of Tea Board to be developed and e- payments will be made or through NEFT/RTGS.

STEPS OF PROCESSING OF THE APPLICATION



D.6.6.2

The Tea Board reserve the right to withdraw sanction at any point of time, in case it finds that the application has been filed in contravention of the scheme norms or is fraudulent in character. Liability for such action shall rest with the applicant and no claim shall be entertained by the Board for payment, compensation or damages in such an eventuality

D.6.6.3.

The sanctioning authority may, for reasons to be recorded in writing, relax any of the provisions, provided it meets the overall objective of the scheme subject to obtaining concurrence of the Development Committee/Board in advance

D.6.6. ADMINISTRATION OF THE SCHEME

Any officer nominated by Chairman/Executive Director Tea Board will administer the scheme on behalf of the Tea Board. The Ministry of Commerce will oversee the functioning of the Scheme and review the implementation of the programme at periodic intervals

D.6.7. AMENDMENT TO THE SCHEME

The Tea Board India reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice

D.6.8. DURATION OF THE SCHEME

This scheme which is applicable, subject to fulfilment of the certain conditions, to all the Small Tea Growers and or Self Help Groups of the Idukki District of Kerala will remain valid during the 12th Plan period ending 31st March 2017 and or earlier subject to availability of the fund, whichever is earlier. Continuation of the scheme beyond XII Plan period would be subject to approval for such continuation by the Central Government.

Modalities and scheme guidelines for Implementation Special Package Small Growers Development

FOR PILOT SCHEME FOR REVIVAL OF KANGRA TEA IN HIMACHAL PRADESH

A multi-pronged strategy is proposed to revive the old glory of Kangra tea. Kangra tea has already been recognized as GI giving it unique identity in the international market. Over the years, the effective area under tea cultivation had declined and currently it is around 1216 ha. Nearly 1100 ha is lying neglected/ abandoned. Given the fragmented nature of holdings, it is aimed at amalgamation of the small plantations for gaining scale of economy, mechanization of farm operations, development of the dilapidated plantations and processing. To mitigate the labour shortage, it is proposed to introduce mechanization of tea farm operations. Adoption of mechanization would relieve the growers from the pressure of searching labour and motivate them

to take up the development of unattended sections of their tea plantation. It is an irony that on one hand Kangra tea is characterized as an excellent flavoury tea akin to the Darjeeling tea but on the other hand the industry is languishing for not being able to hit the appropriate niche market. Popularization of the Kangra brand in the region, country and abroad could be one solution. At the same time it is proposed to set up a tea museum to show case the decades old tea culture, traditions, heritage expertise, crafts, machinery and documents For achieving the above objectives a special package has been developed with the following components.

	Component	Rs. Cr
1	Tea farm mechanization and development of dilapidated tea plantations	5.12
2	Empowering small tea manufactures by supplementing additional income through improvement in quality and productivity	0.50
3	Setting up of Kangra tea museum at Palampur, Himachal Pradesh	1.20
Total		6.82

Modalities and scheme guidelines Special Package.
Small Growers Development

SPECIAL PACKAGE FOR NON TRADITIONAL TEA AREAS IN THE NORTH EASTERN STATES UNDER THE SMALL GROWER DEVELOPMENT SCHEME FOR XII PLAN PERIOD.

1. INTRODUCTION :

In North East, Assam and Tripura are the traditional tea growing States. Other States like Meghalaya, Mizoram, Nagaland, Manipur, Arunachal Pradesh, Sikkim, South District of Tripura, N. C Hills District of Assam and Karbi Anglong District of Assam have also embarked on tea cultivation in the recent past and are considered as Non-Traditional tea growing states. The annual production of tea from other states of the NE Region is in the order of 9 million kg in Tripura, 10 million kg in Arunachal Pradesh and the combined total production from Mizoram, Manipur, Meghalaya, Nagaland and Sikkim adds to only one million kg.

Among the Non Traditional areas, the States of Arunachal and Meghalaya are the forerunners in respect of development of tea plantations. The farmers are mainly engaged in shifting jhum cultivation which is not ecologically sustainable and unremunerative. However, all the Non Traditional States have huge potential for production of good quality CTC teas, high valued orthodox tea and Organic tea. These areas also have high potential for production of specialty teas and handmade teas. At present though most of the bigger plantations have set up their own processing units, the small growers sell their green leaf to processing units either in the Traditional or Non Traditional areas. This results in loss of quality due to the distance the green leaf has to be transported and in unremunerative green leaf prices. Accordingly, processing factories are required to be set up in the vicinity of the plantations so that the farmers can sell their green leaf without deterioration of quality. The growers are also to be encouraged to move up the value chain by setting up their own factories.

Tea plantations have mostly been developed in these areas by procuring planting materials from the Traditional areas which has resulted in high cost of planting material and also large scale mortality due to transport over large distances. Since seeing is believing, the farmer also needs exposure regarding the practices followed and the success stories by their brethren in the Traditional areas.

Efforts made during the previous plan period have resulted in creating awareness among the small farmers in the non-traditional NE states as to the advantages of growing tea which besides creating a perennial asset for generating regular income for the farmers, also plays a significant role in weaning away the farmers from shifting (Jhooming) cultivation and preserving the environment. Tea plantations have proven to be ecologically sustainable.

In order to achieve these objectives and to provide impetus to the fledgling tea industry in the Non Traditional areas, financial assistance by way of subsidy will be extended through this Special Package with the funds allocated by the Central Government for the XII Plan period.

2. ACTIVITIES ELIGIBLE FOR FINANCIAL ASSISTANCE

	Component	Rs. Cr
1	Supply of Plants to small holdings through Central Nurseries in the states of Arunachal Pradesh, Meghalaya, Mizoram, Manipur, Nagaland, Tripura, Sikkim, N. C Hills District of Assam and Karbi Anglong District of Assam @ Rs.300 lakhs per state	18.00
2	Setting up of mini Tea Processing factories with production capacity @ 1 lakh kg made tea per annum - one factory in each in the states of Arunachal Pradesh, Meghalaya, Mizoram, Manipur, Nagaland, Tripura, Sikkim, N. C Hills District of Assam and Karbi Anglong District of Assam @Rs.50 lakhs per factory	2.00
3	Training, Study tours for the small growers	0.58
Total		20.58

3. ELIGIBILITY CRITERIA - GENERAL

3.1 The total land holding of the individual small growers shall not exceed 10.12 ha

3.2 Applicant small growers should have documents to establish the ownership of the land where they propose to take up new planting. Where the title deeds are not available, possession certificate issued by the land revenue department / Village head / Panchayat of the concerned state government will be accepted for the purpose of the scheme. For Arunachal Pradesh, small growers are to obtain the clearance of the Ministry of Environment & Forests, N. E. Cell.

3.3 As the main focus during XII Plan period is collectivization of growers to move up in value chain, assistance for raising nurseries should be backed up by undertaking new planting by a group of small growers covering sufficient area in a contiguous block so as to sustain a processing factory. The tea nurseries will be raised by Self Help Groups / Primary Producers Societies of small growers. The groups will have minimum 30 growers and own a minimum combined area of 20 ha. For the purpose of documentation, a resolution will have to be taken by the group as to its formation and purpose and to be executed on Non Judicial Stamp Paper of minimum value of Rs. 100/-. Provision is to be kept in the resolution for induction of one Tea Board Officer as ex officio member and also for opening a bank account which will be jointly operated by the President, Secretary of the SHG and Tea Board Officer. On receipt of the resolution Tea Board will issue a Registration Certificate to the SHG.

3.4 Setting up of mini tea processing factories will only be considered for Self Help Groups. Preference will be given for manufacture of orthodox, green tea or other specialty teas.

3.5 Training and study tours will be primarily be considered for members of Self Help Groups only. However, in deserving cases, members nominated by Small Tea Growers Associations will also be considered

4. ACTIVITY SPECIFIC ELIGIBILITY CONDITIONS AND PROCESSES

4.1 RAISING NURSERY

4.1.1 Nursery will be considered for Self Help Groups only in minimum units of 2.50 lakh plants for covering 20 ha @ 12500 plants per ha. The rate of assistance per plant will be Rs. 7/- . In case proposals are received for areas more than 20 ha, for larger groups, pro rata enhancement in financial assistance will be considered

4.1.2 The nursery will be raised in a site that is owned by at least any one member of the SHG

4.1.3 The plants raised in the nursery will be solely used for the purpose of new planting in the member growers fields of the SHG and will be supplied free of cost and not to be sold to anybody under any circumstances

4.1.4 Only TRA certified clones / bi clonal seed shall be used and these will be procured only from authentic sources as would be overseen by Tea Board Officer

4.1.5 Every member should get a soil analysis report from Boards' approved laboratories or from any Government laboratory indicating the suitability of their holdings for tea plantation

4.1.6 While considering any other subsidy for new planting under any of Tea Boards schemes, the cost of plants @ Rs. 7/- per plant provided under this scheme will be adjusted from subsidy payable to individual growers

4.1.7 The Self Help Group will make an application to Tea Board in prescribed format alongwith the resolution, copies of soil analysis reports from members, land documents and letter of undertaking in prescribed format

4.1.8 On receipt of application inspection would be undertaken by either Assistant Director of Tea Officers of Tea Board and a report will be submitted covering the following essential points :

1. The number of small growers
2. Verification of land documents
3. Area proposed to be planted
4. Number of plants required
5. The source of cuttings / seeds
6. The suitability of the nursery site including availability of water
7. The possibility of setting up factory or tie up with existing factory as the case may be
8. Recommendation for consideration of the case or otherwise

4.1.9 After examining the feasibility of the proposal, registration and sanction letter will be issued to the group

4.1.10 On receipt of sanction letter, the group would open the joint bank account

4.1.11 The sanctioned amount will be parked in the joint account of the SHG

4.1.12 25% of the sanctioned amount will be released upfront for enabling the SHG to commence the work. The release of the balance sanctioned amount will be done in phases based on the progress of work and on the recommendation of the concerned Tea Board Officer who would be ex officio member of the SHG. Normally, the subsidy is to be released in tranches of 25 % each for 4 tranches.

4.1.13 The sanctioned amounts will be preferably disbursed directly to the vendors for supply of seeds / cuttings, framing material, shading material, PPFs, fertilizers etc. and to contractors for other works. In case the SHG itself undertakes the work of preparation of the site, making of beds etc. reimbursement can be considered

4.1.14 The work of raising the nursery will have to be completed by the SHG within 3 months from the date of issue of sanction order

4.2 SETTING UP OF MINI TEA PROCESSING FACTORIES

4.2.1 Mini factories will be considered for Self Help Groups only with maximum production capacity of 1 lakh kg of made tea per annum.

4.2.2 The financial assistance for each factory will be limited to maximum Rs. 50.00 lakhs only. The assistance will be based on the actual cost incurred for setting up the factory and will be reduced in case total expenditure on civil work, plant and machinery is less than Rs. 50.00 lakhs. No second hand machinery will be considered. However, locally fabricated machineries will be considered. The cost incurred on consultancy for setting up the factory will also be considered.

4.2.3 Preference will be given to orthodox, green tea and specialty teas

4.2.4 Application will have to be submitted by self-help group to Tea Board alongwith the following documents :

1. No objection certificate from the village panchayet / village head
2. FSSAI Declaration on Non Judicial Stamp Paper of minimum value of Rs. 100/-
3. The land on which the factory will be set up should belong to at least any one member of the self-help group and should be given on long term lease to the SHG for the purpose of setting up the factory and the land documents and lease document are to be submitted alongwith the application. In case a sale deed is made in the name of the SHG the same has to be submitted.
4. An undertaking on Non Judicial stamp paper of minimum value of Rs. 100 /- that all other statutory requirements for setting up the factory will be complied with by the SHG and that the Tea Board will in no way be made responsible if such requirements are not fulfilled by the SHG
5. An undertaking on Non Judicial Stamp Paper of minimum value of Rs. 20/- for abiding with the terms and conditions of the scheme

6. A joint declaration on Non Judicial Stamp Paper of value of Rs. 100/- by all members of the group that they would supply green leaf to the SHG factory
7. Site plan, quotations for machineries and civil works. The quotations for civil works should be certified by an Government Engineer / Chartered Engineer

4.2.5 The concerned Factory Advisory Officer will carry out pre activity inspection and submit a report covering the following essential points :

1. The matching of availability of green leaf with the proposed installed capacity
2. Whether technical knowhow is available with the group
3. Whether the type of machineries proposed are in consonance with the type of tea to be produced
4. Whether machineries will be sourced from reputed suppliers or fabricated locally
5. Details of proposed machines with outputs at each stage justifying the proposed installed capacity with the availability of green leaf from members of the SHG
6. Whether sufficient tie up has been made for marketing the made tea
7. The overall cost of the factory
8. Source of funds including institutional finance
9. Viability of the proposal

4.2.6 On receipt of report the same will be examined for feasibility and forwarded with recommendation to the Controller of Licensing for grant of registration under the Tea (Marketing) Control Order 2003.

4.2.7 The Licensing Branch of Tea Board would obtain approval from Competent Authority and convey the same to Executive Director, N. E. for issuing a No Objection Certificate within a period of one month from the date of receipt at Head Office

4.2.8 No Objection Certificate and Sanction letter will be issued simultaneously by the Executive Director / Joint Director as the case may be

4.2.9 The factory will have to be set up by the group within 12 months from the date of issue of NOC and sanction letter

4.2.10 The subsidy is disbursed in a single installment after satisfactory setting up of the Tea factory and obtaining the TMCO Registration from the registering authority of Tea Board of India and submission of supporting documents as to the proof of having purchased the machinery items, civil works and a good condition certificate by the applicant as to the satisfactory functioning of the installed machinery. Applicants who have availed bank loan for items considered for subsidy are required to produce a copy of the loan sanction order issued by the bank, and a letter authorizing Tea Board for release of the subsidy amount directly to the Bank against their loan account if any.

4.2.11 However, in special individual cases based on merit Chairman, Tea Board may have the discretion to consider parking of 25% out of the total eligible subsidy amount in advance to the lending bank in favour of the account of the beneficiary SHG, for setting up of factory.

4.2.12 On completion of the factory and successful trial run, an inspection will be conducted by Factory Advisory Officer and report will be submitted through the Executive Director to the Controller of Licensing for grant of Registration under Tea (Marketing) Control Order 2003. The application submitted to Tea Board for setting up of factory and final recommendation by Executive Director / Joint Director, as the case may be, would suffice for grant of Registration under the TMCO. At this stage if the application is for manufacture of black tea, a Central Excise Registration will have to be obtained and submitted to Tea Board.

4.3 TRAINING AND STUDY TOURS FOR THE SMALL GROWERS

4.3.1 Training and study tours will be considered mainly for members of Self Help Groups or growers recommended by bonafide Small Tea Growers Associations. Preference will be given to those Self Help Groups who have submitted application for raising nursery, or submitted application for setting up mini factory

4.3.2 This component will consist of dissemination of technology in the grower's fields by Boards Officers and institutional training of the growers mainly

at the Assam Agricultural University, Tea Research Institute (Tocklai) and IIPM. The study tours will be conducted to successful self-help groups of Traditional areas and Non Traditional areas and also to mini and micro tea factories of Traditional and Non Traditional areas. On need basis Study tours may be considered to other tea growing States in India

4.3.3 Application along with undertaking will have to be submitted either by Self Help groups or by bonafide Small Growers Associations for study tours. In case of Institutional training an application and undertaking will have to be submitted by individual growers

4.3.4 The destinations for study tour and location of workshop will be at the sole discretion of Tea Board

4.3.5 The cost components and details to be borne by Tea Board would be as follows :

Item	Indicative unit cost (Rs lakhs)	No. of units	Cost (Rs. Lakhs)
Training - workshops to be conducted by Tea Board	0.30 per workshop	10 workshops per State for 6 States = 60	18.00
Training - Institutional training at Assam Agricultural University for 6 months course	0.22 per candidate	10 candidates per State for 6 States = 60	13.20
Training - Institutional training at Tocklai Tea Research Institute	0.10 per candidate	22 candidates per State for 6 States=132	13.20
Study Tour	1.25 per tour for 30 growers	9 tours	13.60
Total			58.00

The above unit costs and allocation amongst components are indicative and may vary depending on the actual needs of the growers in one particular State and the cost involved in Study Tours in different places. Also based on the utility and relevance of courses offered by the Indian Institute of Plantation Management Centre, Jorhat, the growers can be allocated for the courses offered by the IIPM.

5. DURATION OF THE SCHEME

The scheme will remain valid during the XII 5 Year Plan period commencing from and ending on 31.03.17.

6. SUBMISSION OF APPLICATION

The application for financial assistance for raising nursery and training and study tours should be submitted in prescribed format to the nearest field office of the Tea Board under the charge of Assistant Director or Development Officer. The application for setting up factory should be submitted to the nearest office of the Factory Advisory Officer.

7. SANCTIONING AUTHORITY

7.1 The Executive Director, North East, will be the Sanctioning Authority for the scheme. The proposals received at the field offices will be processed and forwarded with recommendation to the Office of the Executive Director for sanction and release of subsidy and registration of self-help groups. The applications for obtaining registration under the Tea (Marketing) Control Order would also be routed through the office of the Executive Director

7.2 The Tea Board reserves the right to withdraw sanction at any point of time, in case it finds that the application has been filed in contravention of the scheme norms or is fraudulent in nature. Liability for such action shall rest with the applicant and no claim shall be entertained by the Board for payment of compensation or damages in such an eventuality

7.3 The sanctioning authority may for reasons to be recorded in writing, relax any of the provisions provided it meets the overall objective of the scheme subject to obtaining concurrence of the Development Committee/Board in advance

The eligible subsidy will be disbursed directly to the beneficiaries account through e- governance portal of Tea Board to be developed and e- payments will be made or through NEFT/RTGS.

8. AMENDMENT TO THE SCHEME

The Board reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice.

9. INCIDENTAL EXPENSES

Expenses incurred for stamp duty, registration fees or any other expenses incurred by the applicants in connection with execution of contracts, preparation of maps or other documents for the purpose of the scheme should entirely be borne by the applicant.

Component 7:

MODALITIES FOR IMPLEMENTATION OF NATIONAL PROGRAMME FOR TEA REGULATION SCHEME (NPTR)

One of the primary functions of the Tea Board is to regulate the activities of the various stakeholders in the cultivation of tea and its business in accordance with the provisions of the Tea Act and orders issued there under- The Tea (Marketing) Control Order, The Tea (Distribution and Export) Control Order, The Tea Warehouse Licensing order and The Tea Waste Control Order. The effectiveness of Regulatory functions also aid in the effective discharge of other functions like Developmental Activities, Marketing & Promotional Activities and Research Activities. NPTR is a new component proposed for implementation during XII Plan period. The gross approved outlay for NPTR under 12th plan scheme is Rs. 25.00 crores. The modalities of the various sub-components under NPTR are given below:

Sub Component-7.1

Strengthening of an IT enabled electronic platform for sale of tea and tea waste

Objective:

The IT enabled electronic platform for sale of tea for pre-auction, auction and post auction activities will be developed on Pan India basis. The electronic platform for monitoring quantum of tea waste generated across the industry at any point of time and its disposal thereof will also be strengthened further to ensure compliance of the provisions stipulated in The Tea Waste Control Order, 1959. In addition to this, the quantum of teas sent through non-auction route will also be monitored through the electronic platform for which an effective system will be developed. The regular maintenance of the system with dedicated man power will also be a part of the Scheme.

Eligibility Conditions:

As per the terms and conditions executed in the agreement with the vendor.

Duration of the Scheme:

The duration of the scheme is from to 31st March 2017.

Budgetary Allocation under the Scheme:-

The allocation of fund for this activity under NPTR Scheme is 10.00 crores.

The activities to be supported under Strengthening of an IT enabled electronic platform for sale of tea and tea waste:-

The functional activities will include the following:

- Provide day to day operational support to the seven auction centers and Tea Board with headquarters at Kolkata.
- Provide day to day operational support at IDC in Mumbai .
- Comprehensive AMC support for the IT infrastructure installed at IDC.
- Follow up with Tea Board's MPLS/ IDC and other Service Providers.
- Generate auction related statistics after the end of every sale program.
- Housekeeping, backup and recovery operations to ensure the integrity, good health of the systems and databases.
- Provide support from 7 A.M. to 8 P.M. on all auction days and as and when required.
- Development and implementation of Pan India Auction System.
- Modification of the system (post implementation) based on the stakeholders feedback.
- Maintenance of all the implemented systems like auction (tea and tea waste), tea council etc.
- Development and modification of warehouse inventory system, sale of bulk teas through non auction route

Terms and conditions:-

The payment will be made only after timely and satisfactory completion of the deliverables by the vendor.

While claiming the payment, the vendor is required to submit self attested copies of the following documents for consideration of their claims.

- Invoice indicating the head wise payment
- Work completion certificate duly countersigned by System Analyst & Controller of Licensing.
- Details of bank A/c to which the payment is to be credited

Release of Payment:-

The payment shall be released on monthly basis as per the agreement between Tea Board and Vendor through e-payment mechanism i.e. RTGS & NEFT.

Monitoring Mechanisms:-

The monitoring of the project will be handled by the System Analyst and Controller of Licensing.

Sub Component-7.2

To automate the licensing activities of Board for online issuances of licenses, submission of returns by the licensees and to ensure traceability of tea & tea waste in the supply chain.

Objective:

At present, all licenses for various activities are issued manually by the Board. Therefore, to increase efficiency and to ensure effective and timely disposal of applications, it is proposed to develop a suitable electronic platform as part of E-Governance for issuance/renewal of licenses as well as to facilitate online submission of returns by the licensees under various Control Orders. Stakeholders will be given the benefit of a user friendly system for submission of returns and efforts will be to facilitate the work of accurate database creation, effective implementation of developmental schemes and development of authentic statistics on tea.

Eligibility Conditions:

As per the terms and conditions executed in the agreement with the vendor.

Duration of the Scheme:

The duration of the scheme is from to 31st March 2017.

Budgetary Allocation under the Scheme:-

The allocation of fund for this activity under NPTR Scheme is 2.00 crore.

The activities to be supported under the Automation of the licensing activities of Tea Board for online issuances of licenses:-

- Submission of all licensing applications through the online system by the stakeholders.
- Online submission of inspection reports by field office before issuance of licenses.
- Timely processing and final disposal of licenses.
- Rejection of applications with specific reasons.
- Generation of MIS.
- Online submission of returns by the stakeholders
- Online alert system for submission of renewal application by the stakeholders before expiry.
- Cancellation/suspension of licenses in case of violation of stipulated provision of Tea Board.

Terms and conditions:-

The payment will be made only after timely and satisfactory completion of the deliverables by the vendor.

While claiming the payment, the vendor is required to submit self attested copies of the following documents for consideration of their claims.

- Invoice indicating the head wise payment
- Work completion certificate countersigned by the System Analyst & Controller of Licensing.
- Details of bank A/c to which the payment is to be credited

Release of payment:-

The payment shall be released on quarterly basis as per the agreement between Tea Board and Vendor through e-payment mechanism i.e. RTGS & NEFT.

Monitoring Mechanisms:-

The monitoring of the project shall be handled by the System Analyst and Controller of Licensing.

Sub-Component 7.3

To ensure mandatory checking/testing mechanism to meet national & international standards

Objective:

In order to support Indian tea exporters, to market teas of Indian Origin in Overseas markets on a sustained basis, Tea Board has developed a checking mechanism to ensure quality of tea meant for export from India. Under this scheme, conformity to the national standards of tea is being established through testing of samples from Tea Board enlisted NABL accredited laboratories before Customs clearance of any port in India. The work includes random checking of tea consignments before its shipment from India.

Eligibility Conditions:

The NABL accredited laboratories enlisted with Tea Board will be engaged for testing of the export consignment. The testing will be performed randomly on the consignment to be exported out of the Country.

Duration of the Scheme:

The duration of the scheme is from to 31st March 2017.

Budgetary Allocation under the Scheme:-

The allocation of fund for this activity under NPTR Scheme is 10.00 crores.

The activities to be supported under *Checking /testing mechanism to for Exports Sale:-*

- The jurisdiction of work will be for entire India.
- The inspection agency will be assigned randomly selected export applications daily among the applications submitted in a day.
- The agency will collect the export consignment samples from the designated warehouse.
- The sample will be tested as per the National Standards
- The test report will be made available by the agency in the tea council system

Terms and conditions:-

The payment will be made only after timely and satisfactory completion of the deliverables by the Inspection Agency.

At the time of claiming the payment, the Inspection Agency is required to submit self attested copies of the following documents for consideration of their claims.

- Invoice indicating the head wise payment
- Work completion certificate duly countersigned by Controller of Licensing.
- Details of bank A/c to which the payment is to be credited

Release of Payment:-

The payment will be released on monthly basis as per the agreement between Tea Board and the Inspection Agency.

Monitoring Mechanisms:-

The monitoring of the project will be handled by the Controller of Licensing.

Sub-Component-7.4

Traceability of tea & tea waste in supply chain:

Already included in sub-component 1.

Sub-Component-7.5

Ensure hygienic conditions for storing of tea and prevent marketing of sub-standard quality of tea and proper declaration and disposal of tea waste.

Objectives:-

The field offices of the Board will be empowered to draw tea samples from tea factories, warehouses, export consignments etc and carry out test in NABL accredited laboratories empanelled with Tea Board, for taking necessary corrective action against the delinquent factories etc.

Eligibility Conditions:

The samples shall be drawn from those teas which are suspected to be substandard in nature.

Duration of the Scheme:

The duration of the scheme is from to 31st March 2017.

Budgetary Allocation under the Scheme:-

The allocation of fund for this activity under NPTR Scheme is 2.00 crores.

The activities to be supported under the Scheme:-

- Drawing of samples from the suspected teas
- Seizure of suspected teas
- Testing of the collected samples in NABL accredited enlisted laboratory of Tea Board.
- Disposal of seized teas as per laid down provisions under the Tea (Marketing) Control Order, 2003 and Tea Waste Control Order, 1959 in case of non compliance of stipulated standards.
- Seizure and sealing of tea factories, warehouses etc.

Terms and conditions:-

- An annual action plan shall be drawn by Regional offices of the Board and sent to H.O.
- Field offices shall submit seizure report along with all supporting documents to H.O within 24 hours of such seizure.
- Test report shall be forwarded to H.O for taking necessary action

Release of Payment:-

The payment will be released on monthly basis through e-payment mechanism i.e. RTGS & NEFT to the laboratories on receipt & scrutiny of the bill of expenditure for each seizure received from the Regional offices and other offices.

Monitoring Mechanisms:-

- Regional offices will submit monthly reports to H.O in respect of search, seizure and raids conducted by all field offices under the jurisdiction.
- Regional offices will particularly highlight the non compliance cases which will be supported by the documentary evidences.
- A report on the corresponding action taken by the Regional offices as directed by H.O shall also be submitted monthly.
- The report so forwarded by field offices will be reviewed by Registering/Licensing Authority on monthly basis.

Sub-component-7.6

To prevent misrepresentation of any material fact, violation of any provisions of the Tea Act/Control Order, unfair trade practices which may adversely affect the marketing system by any stakeholder of Indian tea industry.

Objectives:-

Field offices of the Board will monitor the bought leaf factories as to the green leaf procured from the green leaf suppliers, quantum of made tea produced, out turn percentage for conversion of green leaf into made tea, mode of disposal and the price realized etc for ensuring equitable sharing of the sale price between the green leaf supplier and the factory owners as per the price sharing formula notified by the Board. This formula will be revisited from time to time after initiating a study through ICWAI or any other reputed institute as to the cost of production of green leaf and the cost of manufacturing and marketing.

Eligibility Conditions:

The study on the Price Sharing Formula will be conducted at periodic intervals depending on the requirement of the re-fixation of the Price Sharing formula as per the prevailing market situation. The study will be conducted by an institute having expertise on the subject.

Duration of the Scheme:

The duration of the scheme is from to 31st March 2017.

Budgetary Allocation under the Scheme:-

The allocation of fund for this activity under NPTR Scheme is 1.00 crores.

The activities to be supported under the Scheme:-

The following issues need to be addressed during the study:

- Reviewing the existing price sharing formula
- To determine the Cost of Cultivation of Green Tea
- To determine the Cost of Production of Made Tea
- To identify the Out-Turn percentage across the sub-regions
- To identify the Socio-Economic factors that affect price determination

Terms and conditions:-

As per the terms and conditions executed in the agreement with the Institute.

Release of Payment:-

The payment will be released through e-payment mechanism i.e RTGS/NEFT after satisfactory execution of terms & conditions as per the executed agreement.

Monitoring Mechanisms:-

The study report submitted by the Institute shall be evaluated by a project evaluation committee of the Board.
