



टी बोर्ड * भारत

भारत सरकार

वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग के अधीन
१४ बी.टी.एम.सरणी)ब्रेबोर्न रोड(, कोलकाता ७००००१, पश्चिम बंगाल

TEA BOARD * INDIA

Under Ministry of Commerce & Industry, Department of Commerce, Government of India

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TEA DEVELOPMENT & PROMOTION SCHEME FOR MEDIUM TERM FRAMEWORK (29.12.2017 TO 31.03.2020)

MODALITIES AND GUIDELINES



**MODALITIES FOR IMPLEMENTATION OF
TEA DEVELOPMENT & PROMOTION SCHEME DURING MEDIUM TERM
FRAMEWORK (2017-18 TO 2019-20)**

1. INTRODUCTION

The Government of India has conveyed its approval for the Tea Board's Scheme "Tea Development & Promotion Scheme" for implementation during the Medium Term Framework (MTF) (2017-18 to 2019-2020) vide letter No. T-17014/2/2016-Plant(A) dated 29.12.2017.

The date of commencement of the scheme is on 29.12.2017. The duration of the scheme will be from 29.12.2017 to 31.03.2020. The Board will reserve the right to declare any cut-off date for receipt of applications.

The scheme has the following seven major components covering the broad areas of Tea Board's operation i.e. Plantation Development including small growers, Quality Upgradation and Product Diversification, Market Promotion, Research and Development, Welfare of Tea garden workers, Programme for Tea Regulation and Establishment expenses for overall protection, growth & sustenance of the Indian Tea Industry.

Component-1: Plantation Development including small growers
 Component-2: Quality Upgradation and Product Diversification including Orthodox production.
 Component-3: Market Promotion—Domestic and International
 Component-4: Research and Development
 Component-5: Human Resource Development Component
 Component-6: National Programme for Tea Regulation
 Component—7: Establishment Expenses

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 and also the expenditure on salary, pension, establishment and administrative expenses for the human resources of the Tea Board for implementing the scheme.

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:

2. IMPLEMENTATION AND MONITORING OF THE SCHEME

1) Director of Tea Development will be the Nodal Officer for implementation of Component-1: Plantation Development including small growers' Component- 2: Quality Upgradation and Product Diversification including Orthodox Production and Component- 5: Human Resource 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-6: National Programme for Tea Regulation.

5) Executive Directors at Guwahati, and Coonoor, DDTD's of Siliguri and Palampur Offices of Tea Board with due financial concurrence shall implement the scheme and have full powers to receive applications, scrutinize, sanction and disburse the subsidy under the components 1, 2 and 5 as mentioned above, strictly in line with the terms, conditions and in the manner as approved by the Tea Board under the Scheme. In respect of the other components, Deputy Chairman will be the Sanctioning Authority. Deputy 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.

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

7) 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.

8) The Technical evaluation of the Schemes will be done at the end of the Medium Term Framework (2017-2020) by an independent expert agency the cost of which will be met proportionately from the components and treated as administrative expenditure. Other administrative costs, like outsourcing some study / activity to expert agencies will also be met out of the scheme funds.

9) 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.

10) The activities for small growers under Plantation Development component and activities for the workers and their wards under Human Resource Development component are directly related to individuals and hence DBT guidelines will be implemented. The Aadhar numbers of such individuals will be made mandatory for grant of financial assistance wherever applicable.

In case of other activities under Plantation Development, Quality Upgradation and Orthodox Production, Market Promotion Scheme, Research & Development etc. are not related to individual beneficiaries and PAN, TAN and GSTIN will be obtained from the beneficiaries as per PFMS guidelines.

11) The Tea Board reserves the 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.

12) 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 by willfully furnishing wrong/incorrect information, mis-representation and suppression of information.

13) Submission of application alone will not guarantee grant of financial assistance under any of the scheme components. Grant of financial assistance will depend on full conformity to scheme guidelines and also on availability of financial resources. Priority will be given to workers and their wards and the small growers for distribution of available financial resources.

14) 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 will be available in all the Offices of the Tea Board and in the Tea Board's website: www.teaboard.gov.in.

COMPONENT- 1: PLANTATION DEVELOPMENT INCLUDING SMALL TEA GROWERS

A. OBJECTIVES

The objective of this component is to increase production and field productivity and quality of tea by encouraging replantation, replacement planting, rejuvenation pruning, irrigation, mechanization, overall development of small tea growers to help them move up the value chain, sustainability of production by promoting organic tea cultivation. Special Packages for North East, Idukki District of Kerala and Himachal Pradesh & Uttarakhand have been devised for taking care of the special needs of these regions. Pending claims for applications submitted under the XI and XII Plan activities, including small tea growers will be accommodated during the Medium Term Framework (2017-2020) and will be governed by the guidelines that were framed under the respective schemes.

B. ACTIVITIES / SUB COMPONENTS

The following are the activities / sub-components that would be eligible under the scheme:

1.1 For Big Growers (owning more than 10.12 ha) :

- 1.1.1 Replanting and Replacement planting
- 1.1.2 Rejuvenation pruning
- 1.1.3 Irrigation
- 1.1.4 Mechanization
- 1.1.5 Annual award
- 1.1.6 Organic Certification (plantation)

1.2 For small tea growers (owning upto 10.12 ha)

- 1.2.1 Replanting
- 1.2.2 Rejuvenation pruning
- 1.2.3 Irrigation
- 1.2.4. Mechanization
- 1.2.5. Assistance to Self Help Groups (SHG)
- 1.2.6 Assistance to Farmers' Producers Organizations (FPO)
- 1.2.7 Annual Award Scheme for Self Help Groups and best performing FPOs
- 1.2.8 Setting up of new factories by FPOs
- 1.2.9 Setting up mini factories
- 1.2.10 Traceability and publication of news letters
- 1.2.11 Workshop /training
- 1.2.12 Study tour
- 1.2.13 Strengthening field offices
- 1.2.14 Development & Promotion of Organic Framing

- I. Organic Conversion
- II. Organic Certification (plantation)

1.2.15 Special Packages for North East, Idukki, Kangra and Uttarakhand

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

1. The applicant big growers tea gardens should be registered with the Tea Board. Applicant small growers including small grower members of self-help groups and farmers Producer Organisations should have either identity card issued by Tea Board/ have unique identification number generated and also must submit documents to establish the ownership of the land. 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/UIN shall be produced by the growers post planting. For growers already in possession of the identification card, the additional area shall be updated in the growers' enumeration database.

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 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. and gardens not having tea factory are also exempted. Small growers are exempted.

4. Provident fund dues of the applicant tea garden must not exceed Rs.10,000/- at the time of submission of application and at the time release of subsidy. Where the Provident Fund 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. For small growers this will not be insisted upon since they are themselves involved in the small tea plantations as workers.

5. 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.

6. For carrying out pre-approval inspections in time, the applicants will submit their application to the nearest Field Office of Tea Board, complete in all respects, at least 30 days before the commencement of any field activity i.e. Uprooting/Rejuvenation pruning/replacement planting/procuring of items /machinery etc. For setting up factory, application can be made only after obtaining NOC from Tea Board under Tea Marketing (Control) Order for bigger factories. For mini factories, application is to be submitted at the time of submission of application for obtaining certificate under Tea Marketing (Control) Order. Pre-approval inspection is not required in respect of field mechanization activity.

Applications submitted after commencement of field work or procurement of eligible items will not be considered and will be summarily rejected.

7. After carrying out preapproval inspection, a Pre Activity Acknowledgement Receipt (PAAR) will be issued as follows:

“This is to acknowledge that the Board has received an application on _____ for _____ activity under the sub component _____ of the Tea Development & Promotion Scheme for which the pre activity inspection has been done on _____.

Issuance of this acknowledgement does not guarantee payment under the schemes and should not be construed as binding on the Board for any financial commitment whatsoever.

It is further stated that the following activity /sections / items/ does not conform to the scheme guidelines : (full description of activity/ sections/items/)”

8. Field operations viz., Uprooting/ Rejuvenation pruning/Rejuvenation pruning & consolidation/replacement planting or procurement of equipment's under irrigation and field mechanization, civil works, commencement of work for setting up factory etc. shall be commenced by the applicants only after receiving the Pre Activity Acknowledgement Receipt. However the applicant may commence field activities or procure items after 30 days from the date of submission of application, if the pre-approval inspection and or the issuance of pre activity acknowledgement receipt is delayed by the concerned Office of the Tea Board due to reasons beyond their control.

9. 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 financial assistance unless supported by a fitness certificate from TRA/UPASI-TRF/IHBT. This criterion will be relaxed for gardens that were closed for at least 3 years and taken up developmental activities after reopening.

10. 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 conditions of the scheme. The additional application will have to be submitted within the same financial year as that of the original application and within a maximum period of 30 days from the date of submission of original application. It has to be ensured by the applicant that all timelines e.g. stipulated time for completion of uprooting etc. and commencement of activity after issuance of PAAR is adhered to for the additional activity.

11. 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 per annum from such applicants who violate such provisions and guidelines from Tea Board and will not be eligible for further financial assistance/subsidy.

12. The tea plantation shall be PPC compliant. In support of that a certificate from TRA/UPASI shall be enclosed with the application. For Small Growers the applications shall be accompanied by PPC compliance certificate from the Development Officer of the Tea Board which will be issued after carrying out pre approval inspection.

13. All the applications shall be accompanied with a non refundable application fee of

Rs. 5,000/- (Rupees five thousand only). The fee is to be remitted directly by the applicant through electronic transfer to the respective bank account of the Tea Board and the transaction receipt is to be attached with the application depicting the UTR No. and transaction ID. Application fees to be paid by small tea growers would be Rs. 100/- (one hundred only).

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

The transferee / purchaser of the tea estate /factory after 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 the 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 the balance installment of subsidy.

15. The process flow would involve the following, unless stated otherwise under any activity:

- Submission of application to Tea Board
- Pre approval inspection by Tea Board
- Issuance of Pre Activity Acknowledgement Receipt by Tea Board
- Submission of intimation along with post activity documents to Tea Board after completion of work
- First inspection / post activity inspection by Tea Board
- Submission of intimation to Tea Board regarding proper maintenance of areas within specified time schedule by Big Growers
- Final inspection by Tea Board

16. For applications under the activities of replanting/ replacement planting/rejuvenation involving a section or more than one sections, if replanting/replacement planting/rejuvenation was commenced in part of a section/ one section prior to the date of approval of this scheme, the rates of financial assistance would be applicable for the entire applied area involving all sections as per the rates that were applicable under erstwhile scheme as on the date of commencement of replanting/replacement planting/rejuvenation. If replanting/replacement planting/rejuvenation is commenced in a balance part of section/sections in phases, then the first date of commencement will be considered and the corresponding rate of applicable financial assistance will be considered for the application submitted to Tea Board.

17. In case of any overwriting without authentication by authorized signatory and/or tampering of application/related attached documents, the application will be summarily rejected

18. Applications which are not in conformity with scheme guidelines are to be rejected and returned to the applicant by the concerned Regional Office / Sub Regional Office Incharge, assigning the reasons

19. The sum total of application submitted for replanting, replacement planting and rejuvenation should be minimum 1% of total tea area in the age category of 50 years and

above. For a company having more than one estate, the minimum percentage will be based on combined total area under 50 years and above of the group gardens

20. Replanting being the main activity, areas uprooted under past applications and replanted on/after the date of commencement of this scheme would be eligible for financial assistance at rates in this scheme, subject to stipulation at clause no 16 above.

D. ACTIVITY SPECIFIC ELIGIBILITY CONDITIONS

D 1. Big Growers and small growers

D1.1 Replantation and Replacement planting

1. The following survey maps drawn by Government approved surveyor are to be submitted during the pre activity and post activity stages for big growers:

Field activity	Pre activity sections	Post activity sections
Replantation	red colour	green colour
replacement	area to be uprooted – red colour	area uprooted – red colour
	area to be planted – yellow colour	area planted – green colour

The pre and the post activity survey maps should have the following and clearly indicate :

A/C year of application, activity proposed, name of surveyor, registration number of surveyor, signature of surveyor with seal, date of issue of map, issue no of map, section number, area of individual sections, actual tea area of sections, area under roads, drains and other non tea areas, Division, surrounding sections and landmarks.

Survey map should preferably be drawn in 16" scale to a mile.

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, the extent of areas applied for and subsidy for the areas already availed may be suitably indicated and demarcated for confirmation to the effect that there is no overlapping of the areas.

For small growers a copy of map drawn by Govt. approved Surveyors or Patwari or Karnam or Mandal (Village Revenue Officer) or a map drawn by Boards Development Officer through GPS would suffice for the pre and post activity stages.

2. The old and uneconomic tea sections aged 40 years and above would be eligible for subsidy. Uprooting for replanting / against replacement planting will not be considered for sections aged below 40 years except for gardens that have re-opened after closure of minimum 3 years and is to be supported by a certificate from TRA/UPASI.
3. Uprooting for areas to be replanted will have to be completed by 31st March of the financial year during which the application was submitted. Any area uprooted after this date will not be considered under the scheme.
4. For replacement planting minimum 40 % uprooting (replacement) will have to be done within 12 months of completion of replacement planting. Balance 60 % uprooting will

have to be done within 36 months from date of issue of PAAR.

5. For areas to be planted in virgin soil under replacement planting a planting permit will have to be obtained from the Licensing Branch, Tea Board by submission of soil analysis report from Boards approved laboratories testifying the chemical suitability of the areas and a survey map. The particulars of survey map are given at 1 above.
6. 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. No planting permit will be required for areas that are proposed for re-use.
7. The applicants shall use only the approved planting materials as per list uploaded in Board's website.
8. The plant population shall not be less than 10,000 plants per hectare in the replanted /replacement planting is a subject to limitation of topography.
9. Replanting to be completed within 36 months from the date of issue of PAAR.
10. Replacement planting and 100% uprooting against replacement planting to be completed within 36 months from the date of issuance of PAAR
11. 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.
12. Zero/minimum tillage re-planting and progressive re-planting with zero/minimum tillage are permissible in respect of tea estates in hilly areas.

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. List of approved rehabilitation crops is uploaded in Board's website.

However, shorter re-habilitation period or fallow period without planting any green crop 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 list of which is uploaded in Board's website. Longer period of rehabilitation, i.e. beyond 36 months from date of issue of PAAR, 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.

13. Prior to commencement of replanting and replacement planting, 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.

14. The spacing should be as per TRA /UPASI norms/recommendations.
15. Vacancy percentage at any given point of time should not exceed 5%.
16. Any change in the applied area shall not be permissible after the issue of PAAR. However, the applicant may withdraw and submit a fresh application.

D. 1.2 Rejuvenation pruning and infilling

1. The proposed area for rejuvenation pruning and consolidation shall not be due for uprooting for next 10 years.
2. Rejuvenation pruning will have to be completed by 31st March of the financial year in which the application is submitted to Tea Board.
3. Infilling of vacancies following rejuvenation pruning will have to be completed for claiming financial assistance. The entire field activity including infilling of vacancies and consolidation will have to be completed within 24 months from the date of completion of rejuvenation pruning.
4. Rejuvenation pruning activity shall be allowed only 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).

Rejuvenation pruning will also be allowed for the Tillah area 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 40years of age.

5. 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.
6. 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.
7. The existing bushes proposed for rejuvenation pruning should be potentially healthy and be capable of being rejuvenated.
8. The sections proposed to be rejuvenated shall not have a vacancy of more than 25%.Where vacancies exceed 25% but not beyond 40%, such areas would be considered 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/ IHBT and CSKHPKV for Himachal Pradesh and Uttarakhand Tea Development Board(UTDB), Almora, for Uttarakhand.
9. The sectional average yield should be lower than the garden average yield over the last pruning cycle immediately preceding the proposed year for rejuvenation. This stipulation

will not be applicable for small tea growers.

10. The maximum pruning height from ground level shall not exceed the height noted below:

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

11. Only approved planting materials to be used for infilling.
 12. Vacancy percentage at any given point of time should not exceed 5%.
 13. The details of the preparation of survey maps as given under item no 1 of D. 1.1 above shall apply. The colour of the sections in pre activity map should be red and post activity map should be green for big growers.

D. 1.3 Irrigation

- The items that are eligible for financial assistance under this sub-component are equipments, including sprinkler equipments, drip irrigation system, pipelines, motors, pump sets with electric line connection, electricals including transformers, accessories and civil work for creation of irrigation sources such as check dams, tube wells etc.
- For drip irrigation, the items should be procured from a reputed supplier who has prior experience in installing drip irrigation systems.
- Where there is restriction imposed by a State Government 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 source a declaration from the applicant with the details of Survey number etc. shall accompany the application.
- The cost estimates with overall specification for creation of irrigation sources such as check dams, tube well set should be obtained from a Chartered Engineer/ Government approved Engineer, Government Registered Engineering Firm and submitted along with application.
- 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 work order, bills/invoices and money receipts, completion certificate etc. in original shall be maintained by the applicant tea estates. In case of civil works like dams, sinking tube wells etc. the cost has to be certified by a Chartered Engineer/ Government approved Engineer, Government Registered Engineering Firm
- A map duly drawn by an accredited Surveyor showing the actual extent of area proposed to be irrigated with location of water source, pump, main lines, laterals, etc. shall be submitted along with the application and a similar post activity survey map has to be submitted prior to post activity field inspection. For small tea growers, map as given under item no 1 of D. 1.1 above shall apply.
- Procurement & installation of irrigation equipment shall be done within 12 months from

the issuance of PAAR by the field office.

8. The maximum extent of area that will be considered during the Medium Term Framework (2017-2020) will be 200 ha for one estate for conventional irrigation and 30 ha per estate for drip irrigation.

D. 1.4 Mechanization

1. Field mechanization equipments would include pruning machine, mechanical harvester, pitting augur, mounted power sprayer, soil injector and soil augur. Admissibility for pitting auger and soil injector will be restricted to gardens who are undertaking developmental activities like rejuvenation/replanting/replacement
2. One power sprayer for every 5 ha area is admissible
3. One pruning machine for every 10 ha of tea area is admissible
4. One mechanical harvester machine for every 10 ha. of tea area is admissible
5. The machineries will be from a reputed supplier and of good quality
6. Small growers will be eligible for mechanization equipments on per garden basis and the actual requirement will be as arrived at by Boards Development Officer. In case of harvesting machine 1 single man harvester will be considered for every 4 ha area.

D. 1.5 Annual Awards (Big Growers only)

To encourage and recognize the best performers, one each in North East India (Assam and other North Eastern States), North West India (Himachal Pradesh and Uttarakhand), West Bengal (combined for Dooars & Terai and separately for Darjeeling) and South India (Kerala, Tamil Nadu and Karnataka) as would be arrived at through Grading of Big Growers. The gardens securing the highest scores in the Grades of A⁺ and A in these regions through the standard grading parameters would be eligible for the award.

D. 1.6 Organic Certification

Financial assistance will be given for the certification cost only including fresh certificate and for renewals of certificate. Certificate has to be obtained from only such accredited certification agencies that are empanelled with Tea Board/APEDA under National Program for Organic Production (NPOP). Copies of certificates along with the bills and money receipts are to be submitted to Tea Board and the originals will have to be produced to the Board's Officer for verification.

D. 2 For small tea growers

D. 2.1. Assistance to Self Help Groups (SHG)

1. The major activities of the SHGs would include
 1. Extension – technology and information dissemination
 2. Leaf collection – temporary aggregated storage and transportation
 3. Procurement and supply of inputs such as fertilizers, plant protection chemicals, sprayers, pruning machines etc. to the members
 4. Moving up the value chain to form farmers Producer Organisations either on its own or by joining hands with other SHGs and setting up own manufacturing unit
 5. Building up a corpus fund from members contribution for margin money for obtaining institutional finance for setting up factory
2. The Self Help Groups shall be informal bodies consisting of minimum 15 and maximum

20 member growers without any restriction on minimum combined command area. The minimum numbers are for enabling formation of SHG where there are limitations in terms of contiguity of small growers' plantations. Formation of groups having numbers more than the maximum stipulation, is envisaged and to be encouraged for bringing about better synergy by forming FPOs.

3. All the Members of the SHG must hold valid Identification Cards issued by Tea Board.
4. All the members of the SHG should be compliant with the latest version of the Plant Protection Code in force.
5. The SHG should have a resolution as per sample provided in Board's website.
6. Each SHG must include one Development Official from Tea Board as ex-officio member in its Management Committee and this committee will meet at regular monthly intervals. The Development official shall act as a mentor in formation of the group, its daily working and guiding the group eventually to become Farmers Producer Organization.
7. Each SHG must have a valid bank account in its name.
8. The items that would be eligible for financial assistance are as follows towards common facilities for SHG :
 1. Weighing scale for weighing of green leaf- 2 per SHG
 2. Plastic crates for carriage of green leaf-1crate for every 20 kg of green leaf handled in a day
 3. Nylon bags for transport of green leaf- 1 bag for every 15 kg of green leaf
 4. Pruning machine – 1 pruning machine for every 10 Ha of tea area owned by the members of the SHG
 5. Mechanical harvester – 1 double man harvesting machine for every 7 ha owned and single man machine for every 4 ha by the members of SHG
 6. Power sprayer- 1 for every 5 ha of command tea area
9. The SHG will have to submit application to the nearest field Office of the Board. The following should be attached with the application form .
 1. A declaration obtained from the Boards Development Officer that the SHG members are following the PPC guidelines.
 2. Sitemap of the SHGs Covered area.
 3. Quotations from the suppliers for procurement of the applied items.
 4. Resolution/ Society Registration Certificate etc.
 5. Details of bank account of SHG
10. For post activity stage, the following are to be submitted:
 1. All bills and money receipts in original
 2. For Common facilities for SHG, entire amount is to be claimed within 12 months from the date of issuance of PAAR, after that the case will be treated as time barred and closed.
 3. The items procured prior to pre-approval inspection by the Board's field Office and issuance of Application Acknowledgement Receipt will not be eligible for financial assistance.

D. 2.2 Assistance to Farmers' Producers Organizations (FPO)

1. Collectivizing the small tea growers, especially small and marginal farmers, into producer organizations has emerged as one of the most effective pathways to address the many challenges faced by the small growers sector and most importantly, improved access to investments, technology, inputs and markets. It is thus imperative for Tea Board to build a prosperous and sustainable small tea sector by promoting and supporting member-owned Producer Organizations that enable small tea growers to move to a higher plane through efficient, cost-effective and sustainable resource use and realize higher returns for their produce.
2. The primary objective of federating the SHGs and moving them higher up the value chain through FPO formation is to enhance production, productivity, profitability of the small growers (in the participating SHGs) and quality of tea produced in various tea growing regions across the country. The objective for FPO formation is aimed towards
 1. Strengthening the capacity of the STGs through agricultural best practices for enhanced productivity
 2. Ensuring access to and usage of quality inputs and extension services for quality production
 3. Facilitating setting up of common infrastructure for value addition, minimizing losses across the supply chain and reduce the influence of intermediaries in the supply chain
 4. Enabling access to fair and remunerative markets including linkage of producer groups to marketing opportunities through market aggregators
3. The Farmers Producers' Organisation can be registered as a society/ cooperative society/ producer company or any other legal entity which provides for sharing of profits / benefits amongst the grower members.
4. The SHG being an informal body, it shall have a compulsory stipulation of registering as a Farmers Producers organization under a legal provision on the inclusion of more than 20 members.
5. FPOs may be federated in any of the following structures:
 1. Two or more SHGs with a total of more than 20 members coming together to form an FPO
 2. A single SHG with more than 20 members.
 3. A single SHG with more than 20 members and additional individual small tea growers having Tea Board identification card / UIN
 4. Multiple SHGs with additional individual small tea growers having Tea Board identification card / UIN
6. **Process for FPO formation** - The creation of farmer producer organization involves multiple steps ranging from its inception, feasibility study and business planning, handholding in incorporation, designing the service model and structure, assistance in training the members so as to enable knowledge / skills dissemination amongst member small growers and finally monitoring and evaluation. This is a multi-year process normally ranging from 24-36 months. The existing SHGs and those to be

formed by the Tea Board are to be federated into FPOs. The various steps involved in FPO formation are outlined below:

7. **Cluster identification** - Cluster areas are to be selected and each cluster may comprise of more than one SHG. Cluster should be chosen in a way to ensure that STGs are located in contiguous/ nearby villages of a particular district so as to get the benefits of collectivization in terms of shared infrastructure, knowledge sharing and others.
8. **Feasibility study** - The feasibility study should broadly cover the aspects such as technical, financial, socio- cultural, availability of resources and various linkages which might be instrumental in making the FPO sustainable in the long run. The objective of the feasibility study is to establish a case for promotion of FPCs in the prevailing specific regional environmental context of the FPOs. The Feasibility Study Report needs to be supplemented with a logical business plan which can be used by the FPO as a bankable document for incorporation of the company and securing bank finance at a later stage.
9. **Baseline Assessment** - After the feasibility is established, Baseline Assessment is to be carried out which will help in generating the data related to the current situation of the STGs. Baseline assessment will broadly cover a variety of factors to identify the potential interventions required to make the FPOs sustainable, to plan development and business plans. Objective of this assessment is to ascertain the current situation and set up metrics based on which the targets can be set and measured to understand the change over a period of time.
10. **Business Planning** -Next phase of this exercise is designing a business plan for the proposed FPO. This will broadly include projection of its financials in terms of profit and loss statement, cash flow and balance sheet. The underlying assumptions which will be used for projection need to be articulated during this phase so as to see the financial viability of the business model and its future potential. Together with the feasibility study report and the base lining exercise, the business plan establishes not only the technical and financial viability of the proposed FPO but also will act as a document for checking the projected milestones in future. The financial institutions may bank on this document for financing and this document can act as an indicative guide to track the progress of the FPO (s) based on actual v/s estimated analysis.
11. **Mobilization of Farmers** -After the business planning is done, the SHGs need to be federated to form FPOs. Mobilization of small growers should be done with a variety of communication aids like –pamphlets, documentary movies, posters, regular village-level meetings, proper vision development of promoter farmer-members. Especially the SHGs will play a lead role in creating awareness amongst the member growers regarding the potential benefits of a FPO and how it can help them move up the value chain.
12. **Organizing and Formalizing** -SHGs in an aggregated cluster together form FPOs. Unlike the SHGS which are registered under the Cooperative Act, FPOs can be registered under the Producer Company provision under the Companies Act. Tea Board might take the help of a legal or other agency in handholding the FPO to get registered under the Company's Act and such administrative cost will be borne from the scheme funds.
13. **Resource Mobilization** - Once the FPO is incorporated, the organization structure of the proposed FPO with roles and responsibilities across levels need to be clearly articulated. An illustrative organization structure along with the service model for an

FPO is shown below. This is the phase when the resources need to be hired, trained so as to run the FPO smoothly after the initial handholding phase. Basis the business plan document, the FPO can approach various financing agencies and mobilize the resources for hiring/purchasing and developing various resources.

14. **Service Model-** The typical services that a FPO needs to provide include the various aspects of cultivation (field inputs, cultivation techniques and processing knowhow in factory) along with helping them in getting market access. In addition, the FPO should allow the member SHGs (or the member small growers) to use the common infrastructure for transportation, weighing, processing, packaging, value addition, storage and any other logistics facilities which are essential in the tea value chain. Apart from that the FPO should also act as agents for knowledge dissemination about various aspects of tea cultivation, processing and marketing. The services can be categorized under the following broad head such as

1. Technical Services
2. Facilities / Input Provider
3. Financial Support
4. Marketing Support

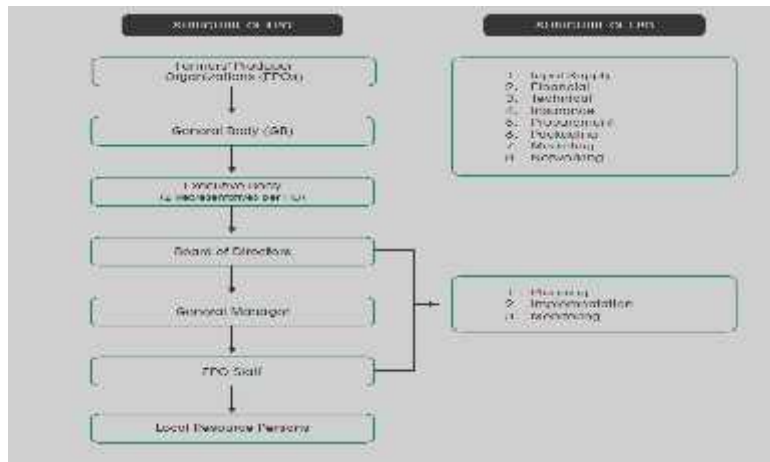
15. **Management Systems Development** - There has to be provision for developing the management information systems (MIS) and designing the standard operating procedures for designing the MIS. MIS is instrumental in maintaining operational and financial data pertaining to operations of the FPO.

16. Training the FPO Governing Members and Commencement of Business Operations-

Training the governing members of the FPO so as to ensure smooth operations of the FPO is instrumental as it will ensure smooth knowledge transition / transfer to the member STGs in the participating SHGs. Post the training of the FPO governing members, various aspects of the business operations such as production, processing, marketing and financial service activities of a FPO need to be started.

17. **Monitoring and Evaluation** – This includes periodic assessment of performance of various stakeholders such as the STGs, governing members of the FPOs and various service providers. Periodic monitoring and assessment will enable assessment of how much progress the FPOs have achieved vis-a-vis the targets set in the business plan and help the FPOs to reflect using Institutional Maturity Index to understand various areas of improvement.

18. An illustrative organization structure along with the service model for an FPO is shown below:



19. For SHGs to be federated to FPOs, application will have to be submitted jointly by the SGGs to the nearest field Office of the Board. For a single existing SHG aiming to form FPO the SHG can submit application. The following should be attached with the application form :

1. A declaration obtained from the Boards Development Officer that the members of the proposed FPO are following the PPC guidelines.
2. Sitemap of the area to be covered under the proposed FPO.
3. Society Registration / Company Registration, as the case may be
4. Details of joint bank account bank account of FPO with concerned Boards' Officer as signatory for operating Revolving Corpus

20. An FPO shall be eligible for the following items under the scheme :

1. One time Revolving Corpus Fund for purchase of inputs including fertilisers, PPFs, sticky traps and light traps. Any expenditure to be charged to revolving corpus shall be incurred only with the prior approval of the Development Official attached to the SHG Tea Board for which the proposal must have the endorsement of the Management Committee. The Management Committee will ensure suitable reimbursement from the members to the Revolving Corpus Fund against the amount spent by the SHG for purchase of inputs, for topping up and maintenance of the corpus fund.
2. Assistance for Registration Fees
3. Setting up godown/office – 1 each per FPO
4. Setting up green leaf shed- 1shed for every 3000 kg leaf harvested in a day.
5. Weighing scale for weightment of green leaf- 2 per FPO
6. Plastic crates for carriage of green leaf-1crate for every 20 kg of green leaf handled in a day
7. Nylon bags for transport of green leaf- 1 bag for every 15 kg of green leaf
8. Pruning machine – 1 pruning machine for every 10 Ha of tea area owned by the members of the FPO
9. Mechanical harvester – 1 double man harvesting machine for every 7 ha owned and single man machine for every 4 ha by the members of FPO
10. Power sprayer- 1 for every 5 ha of command tea area
11. Green Leaf carriage vehicle- one vehicle for upto 2000 kg. of green leaf handled per day

12. Computer with printer- 1 each for each FPO
13. Replacement leaf carrying vehicle after every 7 years from the procurement of first vehicle on submission of condemnation certificate for first vehicle from concerned Road Transport Authority
14. In case members of the FPO who have not received the benefits as stated above as members of SHG earlier, they shall be eligible for the same benefits after being federated into the FPO

21. For post activity stage, the following are to be submitted:

1. All bills and money receipts in original
2. The financial assistance to FPOs will be deposited to the Bank account of the FPOs and details of the bank account will have to be submitted
3. The release of any amount from the Bank Account for facilitating the expenses for formation of FPO will have to be authenticated by the concerned Development Official who will be nominated as a honorary Director by the FPO.
4. For Common facilities for FPO entire amount is to be claimed within 12 months from the date of issuance of PAAR, after that the case will be treated as time barred and closed.
5. The items procured prior to pre-approval inspection by the Board's field Office and issuance of Application Acknowledgement Receipt will not be eligible for financial assistance.

D. 2.3 Annual Award Scheme for Self Help Groups and for Farmers Producers Organisations

To encourage and recognize the best performing SHGs and FPOs, annual awards in North East, North West including Himachal Pradesh and Uttarakhand, West Bengal and Bihar and South India will be considered. The selection of the best performing SHG and FPO will be made on the basis of criteria including group composition, infrastructure of the group, organizational discipline, financial management and performance, organization systems put in place, good agricultural practices including PPC compliance, significant achievements/activities undertaken and productivity and quality. A uniform score card will be devised based on these parameters and weightage given according to the significance of the criteria for SHG performance. The score card is uploaded in Board's website. Awards would be given to the first, second and third SHGs and first, second and third FPOs.

D. 2.4 Setting up Big factories by FPOs

1. Application under Tea Marketing Control Order, 2003 will first have to be submitted to the concerned office of the Board.
2. Farmer Producer Companies desirous of setting up manufacturing unit would be eligible.
3. The number of big tea factories to be set up by FPOs to be supported under the scheme would be 04 (four) subject to first come first serve basis and availability of funds and any additional factory after 04 would be supported subject to availability of funds.
4. The installed capacities that would be eligible for financial assistance is 3 lakh kgs. to 5 lakh kgs. per annum for CTC factory and 2 lakhs to 3 lakhs kgs per annum for orthodox

and orthodox green tea.

5. After issuance of No Objection Certificate (NOC) by the Licensing Authority, application under this scheme activity will have to be submitted, prior to commencement of civil work and procurement of machineries, to the Boards office along with copy of the NOC under Tea Marketing Control Order (TMCO), site plan duly approved by civil engineer, quotation for machineries and estimate for civil works duly certified by Government approved Engineer.
6. The applicant has to adhere to the timelines as in the NOC under the TMCO including any extension of time, if any, allowed by the Licensing Authority.
7. Financial assistance will be considered only after the applicant has obtained Registration under TMCO.
8. Financial assistance shall not be allowed for any equipment if imported under the Export Promotion Capital Goods Import (EPCG) scheme and a certificate is given to the effect that benefit of this scheme has not been availed.
9. In the post activity stage, all bills and money receipts and completion certificate along with certified expenditure details for civil work from Government registered civil engineer will have to be submitted.
10. A factory cannot be sold or ownership transferred for a period of 10 years after receipt of financial assistance from Tea Board.

D. 2.5 Setting up mini factories

1. “Mini tea factory” means a tea factory owned by a small grower, an association of small tea growers or a Producer Company and which sources all the required tea leaf from its own plantation for the purpose of manufacture of tea and having capacity to produce not more than five hundred kilograms of made tea per day, as stipulated in the Tea (Marketing) Control Order.
2. “Producer Company” means a company registered as a Producer Company under the companies Act, 1956 (1 of 1956) or the Companies Act, 2013 (18 of 2013), as the case may be, being in force consisting of small tea growers.
3. Application under Tea (Marketing) Control (Amendment) Order, 2017(TMCO) and as per guidelines issued in this regard will first have to be submitted to the concerned office of the Board, followed by submission of application under the scheme activity.
4. Application is to be accompanied with site plan duly approved by civil engineer, quotation for machineries and estimate for civil works.
5. Financial assistance will be considered only after the applicant has obtained Certificate under TMCO.
6. Financial assistance shall not be allowed for any equipment if imported under the Export Promotion Capital Goods Import (EPCG) scheme and a certificate is given to the effect that benefit of this scheme has not been availed.
7. The number of mini tea factories to be supported under the scheme would be 10 (ten) subject to first come first serve basis and availability of funds and any additional factory after 10 would be supported subject to availability of funds.
8. In the post activity stage, all bills and money receipts and completion certificate along with certified expenditure details for civil work from Government registered civil engineer will have to be submitted.

D. 2.6 Traceability and publication of news letters

1. Technology based services would be put in place to address the issue of traceability in the supply chain and would include mobile based advisory services. The development of the applications would be outsourced to expert agency. The stakeholders would be

integrated in the system after the system is put in place.

2. Besides, newsletters would also be published for dissemination of best field practices to small growers.

D. 2.7 Workshop /training

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. First preference will be given to members of SHGs and FPOs.
3. 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, demonstration pruning etc. Such trainings will be imparted through tie-ups with training through reputed institutes.
4. Trainings will be on campus and off campus / field training. On campus training will be carried out at TRA / UPASI-TRF / Agricultural Universities having Tea Science course/ IIPM facilities.
5. Field trainings and workshops will be conducted by Boards Officers and the services of resource persons including Officers from TRA/UPASI-TRF, Tea Garden Managers, Planters etc. will be availed.
6. Trainers' Training Programmes for skill and knowledge upgradation of field trainers would also be conducted by bringing in industry experts and reputed institutes.

D. 2.8 Study tour

1. The study tours will be conducted for members of self help groups and FPOs to help them gain first hand exposure to the best field and management practices and also for best manufacturing practices and witnessing the functioning of successful SHGs and FPOs.
2. Study tours will be conducted only for members of Self Help Groups only and the places of visit, mode of transport and other logistics will be solely decided by the Tea Board.

D. 2.9 Strengthening field offices

The field offices, i.e. the Regional and Sub Regional offices of the Board will have to discharge their functions and implement the scheme at the grass root level. It is accordingly important that adequate infrastructure like furniture, fixtures, computer hardware, connectivity etc. is put in place so that the officers are able to discharge their functions efficiently. Such expenses will be met out of scheme funds.

D. 2.10 Development & Promotion of Organic Farming

1. Organic Conversion

Financial assistance will be extended for conversion of existing conventional tea plantations to organic tea plantations to a maximum extent of 5 ha during the Medium Term Framework period. The payouts of financial assistance will be made in installments spread over a minimum period of three years and will be subject to submission of documents from approved

certifying agency during conversion period and final certificate on completion of conversion. Only accredited certification agencies that are empanelled with Tea Board/ APEDA under National Program for Organic Production (NPOP) will be considered. The applicant will have to submit application to Tea Board prior to commencement of activities for facilitating pre approval inspection along with survey map as specified for small tea growers.

2. Organic Certification (plantation)

Financial assistance will be given for the certification cost only including fresh certificate and for renewals of certificate. Certificate has to be obtained from only such accredited certification agencies that are empanelled with Tea Board/APEDA under National Program for Organic Production (NPOP). Copies of certificates along with the bills and money receipts are to be submitted to Tea Board and the originals will have to be produced to the Boards Officer for verification.

E. SCHEDULE OF SUBMISSION OF APPLICATION, INSPECTIONS, TIMELINES FOR COMPLETION OF ACTIVITY & RELEASE OF FINANCIAL ASSISTANCE

1. SCHEDULE OF SUBMISSION OF APPLICATION, INSPECTIONS & TIMELINES FOR COMPLETION OF ACTIVITY							
Sl. No.	Activity	Application to be submitted prior to 30 days from commencement of scheme activity given below/ after	Pre approval inspection by Tea Board within 30 days and issuance of Pre Acknowledge Application receipt	Submission of intimation by applicant on completion of activity	First / post activity inspection by Tea Board	Final inspection by Tea Board	Activity to be completed by applicant and all financial assistance claimed by
1	For Big Growers(owning more than 10.12 ha) :						
1.1	Replantation /Replacement planting	Uprooting/ replacement planting	within 30 days from date of submission of application	immediately	On completion of replanting including planting of shade trees/ on completion of replacement planting and uprooting of 40 % of area to be replaced	After satisfactory maintenance of replanted area for 24 months/ After satisfactory maintenance of area planted in replacement for 24 months and 100% uprooting of area to be replaced	6 months from date of completion of replanting/ 36 months from date of issue of Pre Activity Acknowledge ment Receipt
1.2	Rejuvenation of old tea bushes	rejuvenation pruning	within 30 days from date of submission of application	immediately	On completion of rejuvenation pruning and infilling	After satisfactory maintenance of rejuvenated and infilled areas for 24 months	36 months from date of completion of rejuvenation pruning

1.3	Irrigation	procurement of irrigation equipments and commencement of civil works	within 30 days from date of submission of application	immediately	On commissioning of irrigation system		12 months from date of issue of Pre Activity Acknowledgement Receipt
1.4	Mechanization	procurement of field mechanization items	Acknowledgement receipt will be issued without preapproval inspection	immediately	On procurement of machineries and receipt at the estate		12 months from date of issue of Pre Activity Acknowledgement Receipt
1.5	Annual award	Tea Board will invite applications	Inspection will be conducted after receipt of application			Inspection will be conducted at the discretion of Tea Board	12 months from date of issue of Pre Activity Acknowledgement Receipt
1.6	Organic Certification (plantation)	Immediately on receipt of certificate	within 30 days from date of submission of application				12 months from date of issue of Pre Activity Acknowledgement Receipt
2	Small Tea Growers						
2.1	Replanting	Uprooting	within 30 days from date of submission of application	immediately	On completion of replantation	12 months from the date of completion of replanting	24 months from the date of completion of uprooting
2.2	Rejuvenation pruning	Rejuvenation pruning	within 30 days from date of submission of application	immediately	On completion of rejuvenation and infilling	12 months from the date of completion of rejuvenation and infilling	24 months from the date of completion of rejuvenation pruning
2.3	Irrigation	procurement of irrigation equipments and commencement of civil works	within 30 days from date of submission of application	immediately	On commissioning of irrigation system		12 months from date of issue of Pre Activity Acknowledgement letter
2.4	Mechanization	procurement of field mechanization items	within 30 days from date of submission of application	immediately	On procurement of machineries and receipt at the estate		12 months from date of issue of Pre Activity Acknowledgement letter

2.5	Assistance to Self Help Groups (SHG)	Procurement of items and commencement of civil works	within 30 days from date of submission of application	immediately	On procurement of all applied items and completion of civil works	Inspections will be conducted at the discretion of Tea Board from time to time	12 months from date of issue of Pre Activity Acknowledgement letter
2.6	Assistance to Farmers' Producers Organisations (FPO)	Tea Board to be contacted with proposal for FPO formation	within 30 days from date of submission of application	immediately	On completion of formation of FPO	Inspections will be conducted at the discretion of Tea Board from time to time	36 months from date of issue of Pre Activity Acknowledgement letter
2.7	Annual Award Scheme for Self Help Groups and Farmers Producer Organisations	Tea Board will invite application				Inspection will be conducted at the discretion of Tea Board	12 months from date of issue of Pre Activity Acknowledgement Receipt
2.8	Setting up of New factories by FPOs	After receipt of NOC under TMCO	within 30 days from date of submission of application	immediately	On commissioning of factory and receipt of Registration under TMCO		3 months from date of issue of Registration under TMCO
2.9	Setting up mini factories	After submission of application under TMCO	within 30 days from date of submission of application	immediately	On commissioning of factory and receipt of Certificate under TMCO		12 months from date of issue of pre activity acknowledge receipt
Development & Promotion of Organic Farming							
2.10	Organic conversion	Prior to Commencement of field activity	within 30 days from date of submission of application	immediately	On receipt of certificate for first year of conversion	2 inspections – 1 each after receipt of certificate for 2 nd year of conversion and final organic certification	48 months from date of issue of pre activity acknowledgement receipt
2.11	Organic certification (plantation)	On receipt of certificate		immediately		On receipt of certificate from approved agency	6 months from date of issue of Pre Activity Acknowledgement Letter

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.

2. SCHEDULE OF RELEASE OF SUBSIDY AFTER ISSUANCE OF SANCTION LETTER AND SUBMISSION OF LETTER OF UNDERTAKING ALONGWITH BOARD'S RESOLUTION					
Sl. No.	Activity	Time of release of subsidy	1 st Installment	Time of release of subsidy	2 nd / final Installment
1	For Big Growers (more than 10.12 ha)				
1.1	Replantation	On completion of replanting including planting of shade trees	1 st	After satisfactory maintenance of replanted area for 24 months from date of completion of replantation	2 nd
1.2	Replacement Planting	On completion of replacement planting and uprooting of 40 % of area to be replaced	1 st	After satisfactory maintenance of area planted in replacement for 24 months from date of completion of replanting and 100% uprooting of area to be replaced	2 nd
1.3	Rejuvenation pruning	On completion of rejuvenation pruning and infilling	1 st	after satisfactory maintenance of rejuvenated and infilled area for 24 months from date of completion of rejuvenation pruning	2 nd
1.4	Irrigation	On commissioning of irrigation system	In one lumpsum		
1.5	Mechanization	On procurement of machineries and receipt at the estate	In one lumpsum		
1.6	Annual award	Tea Board will invite applications	In one lumpsum		
1.7	Organic Certification (plantation)	After submission of application alongwith certificate and issuance of Pre Activity Acknowledgement letter and Sanction letter	In one lumpsum		
2	Small Growers (upto 10.12 ha)				
2.1	Replantation	On completion of replanting including planting of shade trees	1 st	After satisfactory maintenance of replanted area for 12 months from date of completion of replantation	2 nd
2.2	Rejuvenation pruning	On completion of rejuvenation pruning and infilling	1 st	after satisfactory maintenance of rejuvenated and infilled area for 12 months from date of completion of rejuvenation pruning	2 nd
2.3	Irrigation	On commissioning of irrigation system	In one lumpsum		
2.4	Mechanization	On procurement of machineries and receipt at the estate	In one lumpsum		
2.5	Assistance to Self Help Groups (SHG)	On procurement of all applied items and completion of civil works	In one lumpsum		
2.6	Assistance to Farmers' Producers Organisations (FPO)	On completion of formation of FPO including documentation	In one lumpsum		

2.7	Annual Award Scheme for Self Help Groups & Farmer Producer Organisations	Tea Board will invite applications	In one lumpsum		
2.8	Setting up of New factories by FPOs	On commissioning of factory and receipt of Registration under TMCO	In one lumpsum		
2.9	Setting up mini factories	On commissioning of factory and receipt of Certificate under TMCO	In one lumpsum		
Development & Promotion of Organic farming					
2.10	Organic conversion	On receipt of 1 st certificate from Certifying agency	1 st	On receipt of final certificate from certifying agency	2 nd
2.11	Organic certification (plantation)	After submission of application alongwith certificate and issuance of Pre Activity Acknowledgement letter and Sanction letter	In one lumpsum		

The entire sanctioned amount of subsidy should be claimed within 5 (five) years in case of replanting/ replacement planting activity and Organic Conversion, within 3 (three) years in case of rejuvenation pruning/ irrigation/ field mechanization activity from the date of submission of application. Any amount remaining unpaid beyond the period of 5/3 years as the case may be shall not be eligible for disbursement and the case shall be treated as time barred and closed.

F. SCALE OF ASSISTANCE AND INSTALLMENTS

1. Replanting & Replacement Planting

Replanting & Replacement Planting (Rs. /Ha)				
CONVENTIONAL	Unit cost Rs/Ha	Subsidy @ 25% Rs. /Ha	1st installment @ 60% of subsidy Rs./ha	2nd installment @ 40% of subsidy Rs. /Ha
Organised sector				
Assam	1220234	305059	183035	122024
Dooars & Terai	1227052	306763	184058	122705
Cachar	1163815	290954	174572	116382
Tripura	881849	220462	132277	88185
Darjeeling	1703215	425804	255482	170322
Tamil Nadu	1312888	328222	196933	131289
Kerala	1359588	339897	203938	135959
Small Growers				
Tamil Nadu	1115188	278797	167278	111519
Kerala	1128988	282247	169348	112899
ORGANIC				
Organised sector				

Darjeeling	2072455	518114	310868	207246
Tamil Nadu	1539788	384947	230968	153979
Kerala	1604288	401072	240643	160429
Small Growers				
Tamil Nadu	1324988	331247	198748	132499
Kerala	1341988	335497	201298	134199
<p>1. Unit cost for Tamil Nadu will be applicable for Karnataka 2. Unit cost for Darjeeling will be applicable for Himachal Pradesh and Uttarakhand 3. Unit cost for Doors & Terai will be applicable to Chhattisgarh 4. For areas where separate conventional costs are not indicated for replanting in small growers sector, unit cost for organized sector will be applicable 5. For areas where separate organic cost is not indicated, organic cost will be 25% more than conventional costs, i.e. subsidy will be calculated @ 31.25 % of Unit Cost.</p>				

2. Rejuvenation Pruning & Infilling

Rejuvenation & Infilling (Rs. /Ha)			
Unit cost Rs/Ha	Subsidy @ 30% Rs. /Ha	1st installment @ 60% of subsidy Rs./ha	2nd installment @ 40% of subsidy Rs. /Ha
374981	112494	67496	44998

3. Irrigation

25% of actual cost subject to ceiling limits as per following unit costs. The maximum extent of area that will be considered during the Medium Term Framework (2017-2020) will be 200 ha for one estate for conventional irrigation and 30 ha per estate for drip irrigation.

Irrigation Rs/ ha		
Type	Unit cost Rs/Ha	Subsidy Rs. /ha @ 25% of unit cost
Conventional	40000	10000
Drip	4,00,000	100000

Cost of transport will not be eligible.

4. Mechanization

25% of the cost of machinery items eligible under the scheme. Cost of transport of machinery items will not be eligible. The following will be the maximum ceiling limits, excluding tax, for financial assistance of the eligible mechanization equipments :

Sl. No.	Equipment	Ceiling limit (Rs)
1	Pruning machine	25,000.00
2	Mechanical harvester	40,000.00
3	Pitting augur	20,000.00
4	mounted power sprayer	10,000.00
5	soil injector	6,000.00
6	soil augur	2,000.00

5. Annual Award

Rs. 1.00 lakhs for each region every year to big gardens.

For Self Help Groups and FPOs, annual award will be given to the first, second and third in each region @ Rs. Rs. 1,00,000, Rs. 50,000 and Rs. 30,000, respectively, yearly.

6. Organic Certification (Plantation)

50% of cost of Certification including renewals with ceiling of 2.00 lakhs per Certificate. Only Certification cost will be considered.

7. Assistance to Self Help Groups

SI No.	Item	Unit Cost (Rs)
1	Weighing scale	100 % of cost subject to ceiling limit of Rs. 4000 per scale
2	Plastic crate	Ceiling limit Rs. 350 per crate
3	Nylon bag	Ceiling limit Rs. 75 per nylon bag
4	Pruning machine	Ceiling limit Rs. 30,000 per pruning machine
5	Mechanical harvester	Ceiling limit Rs. 40,000 per harvester
6	Power sprayer	Ceiling limit Rs. 10,000 per power sprayer

8. Farmers' Producers Organisations (FPO)

The amount will be parked in the joint A/C of the group which will have the Development Officer of the Board as signatory and release of fund will be made only after authentication of Development Officer of Tea Board.

SI No.	Item	Unit Cost (Rs)
1	Revolving Corpus	Rs. 20,000 per Ha. Ceiling limit Rs. 5,00,000 per SHG
2	Storage godown and office	Ceiling limit Rs. 1,00,000 per SHG
3	Leaf collection shed	100 % of cost subject to ceiling limit of Rs. 75,000 per shed
4	Weighing scale	100 % of cost subject to ceiling limit of Rs. 4000 per scale
5	Plastic crate	Ceiling limit Rs. 350 per crate
6	Nylon bag	Ceiling limit Rs. 75 per nylon bag
7	Pruning machine	Ceiling limit Rs. 30,000 per pruning machine
8	Mechanical harvester	Ceiling limit Rs. 40,000 per harvester
9	Power sprayer	Ceiling limit Rs. 10,000 per power sprayer
10	Leaf carriage vehicle – tractors/trailers/LCV	50% for leaf carriage vehicle with ceiling of Rs. 7,50,000 lakhs per vehicle
11	Computer & Printer	Ceiling limit Rs. 50,000 per computer and printer
12	Cost towards Registration	Actual cost of Registration or at the rate of Rs. 2,000/- per member grower whichever will be lower.

9. Setting up of New Big factories by FPOs

40% of cost with ceiling limit of Rs. 2.00 crs /factory

10. Setting up Mini Factory

40% of cost with ceiling limit of Rs.33.00 lakhs /factory

11. Organic Conversion – conversion from conventional to organic cultivation

Rs. 2.00 lakhs subsidy/ha in two installments :

1st installment – Rs. 50,000 per ha

2nd installment – Rs. 1,50,000 per ha.

12. Workshops and Training

Workshops at a maximum of Rs.20,000/- per workshop to be conducted at field level by Sub Regional Offices of the Board. Need based Seminars can be conducted where expenditure will be incurred in multiples of the said cost due to participation of large number of growers. For both workshops and seminars expenditure is to be restricted to the basic requirements only so that more number of workshops can be held to benefit more number of growers. The cost is indicative and all efforts are to be made for economy. Apart from workshops expenses on advertisements on PPC, Bulk SMS and other modes of information dissemination / publicity would be covered under this head.

Need based on campus training at TRA/UPASI and other institutions will be conducted at actual.

13. Study tours

Study tour will be conducted at a maximum of Rs.50,000 per study tour. Journey by air will not be allowed. Efforts should be made to include only the basic cost of travel, boarding and lodging.

G. SPECIAL PACKAGES FOR NORTH EAST, IDUKKI, KANGRA & UTTARAKHAND

G.1 SPECIAL PACKAGE FOR NORTH EAST FOR SMALL TEA GROWERS

The Non Traditional tea areas of North East have a high potential of growing and manufacturing teas that are eminently suited to the consumers tastes. Efforts made during the previous plan periods 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.

The package will be applicable for the States of Meghalaya, Mizoram, Manipur, Nagaland, Tripura (non traditional areas), Sikkim, N. C Hills District of Assam and Karbi Anglong District of Assam.

Activities eligible for financial assistance -

1. Raising of tea nursery by self help groups and farmers producer organizations for new planting

Only SHG and FPO will be eligible. The minimum number of members should be 10 without any area stipulation. The minimum numbers are for enabling formation of SHG where there are limitations in terms of contiguity of small growers' plantations. Formation of groups having

numbers more than the minimum stipulation, is envisaged and to be encouraged for bringing about better synergy

The rate of financial assistance will be @ Rs.7/- per plant.

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.

The sanctioned amount 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.

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.

The plants raised in nursery will be utilized for the sole purpose of carrying out new planting by the beneficiary SHG and not sold to any person or entity.

2. Setting up of Mini Tea Processing factories

The guidelines to be followed are as per the guidelines given for this activity under the Plantation Development component.

Preference will be given for orthodox, green tea and specialty teas over CTC tea

The rate of financial assistance will be 50% of cost with ceiling limit of Rs.33.00 lakhs /factory

3. Training and study tour for Self Help Groups

Workshops at a maximum of Rs.30,000/- per workshop to be conducted at field level by Sub Regional Offices of the Board. Need based Seminars can be conducted where expenditure will be incurred may be more due to participation of large number of growers. For both workshops and seminars expenditure is to be restricted to the basic requirements so that more number of workshops can be held to benefit more number of growers. The cost is indicative and all efforts are to be made for economy. Need based on campus training at TRA/other institutions will be conducted at actual.

Study tour will be conducted at a maximum of Rs.50,000 per study tour.

G.2 SPECIAL PACKAGE FOR IDUKKI DISTRICT IN KERALA FOR SMALL TEA GROWERS

It is a special package designed to rejuvenate the tea plantations in the second largest district of the state of Kerala, which have been under distress in the past and to address the needs of the growing population of the small tea growers which now form a major sector in the industry and thus a focus area for the Government. The package will be applicable for the Idukki District in the State of Kerala.

Activities eligible for financial assistance -

1. Uprooting & Replanting of uneconomic tea bushes

The eligibility criteria and other scheme stipulations would be as per the modalities under this activity for small tea growers under the Plantation Development component.

Financial assistance will be provided @ 75% of unit cost of Rs.1128988 per ha, i.e. @ Rs. 84,6741 per ha.

2. Setting up of Mini tea processing factories

The guidelines to be followed are as per the guidelines given for this activity under the Plantation Development component.

The mini factories will be set up at Elappara, Peermade and Kattapana.

Preference will be given for orthodox, green tea and specialty teas over CTC tea

The rate of financial assistance will be 50% of cost with ceiling limit of Rs.33.00 lakhs /factory

G.3 SPECIAL PACKAGE FOR HIMACHAL PRADESH AND UTTARAKHNAD STATES FOR SMALL TEA GROWERS

Tea produced in Himachal Pradesh and Uttarakhand are of high quality and there is need for special focus and support in addition to operation of existing and regular Schemes. The growers' income is low both due to poor yielding character, as also due to scattered fragmented tiny size of holdings. There is need to disseminate proper field management practices, reclaim areas managed through age old agro practices, collectivize the farmers, explore the potential of manufacture of high quality teas and take up mechanization to the extent possible.

The package will be applicable for the tea growing areas of Himachal Pradesh and Uttarakhand.

Activities eligible for financial assistance -

1. Raising of tea nursery by self help groups and farmers producer organizations for new planting

Only SHG and FPO will be eligible. The minimum number of members should be 10 without any area stipulation. The minimum numbers are for enabling formation of SHG where there are limitations in terms of contiguity of small growers' plantations. Formation of groups having numbers more than the minimum stipulation, is envisaged and to be encouraged for bringing about better synergy.

The rate of financial assistance will be @ Rs. 7/- per plant.

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.

The sanctioned amount 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.

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.

The plants raised in nursery will be utilized for the sole purpose of carrying out new planting/infilling of existing tea areas by the beneficiary SHG and not sold to any person or entity.

2. Revival and development of Dilapidated Tea Plantations

Financial assistance will be extended to reclaim dilapidated tea areas through uprooting and replanting and rejuvenation pruning.

The eligibility criteria and other scheme stipulations would be as per the modalities under this activity for small tea growers under the Plantation Development component.

Financial assistance will be provided @ 75% of unit cost for replanting and rejuvenation pruning.

The unit cost for replanting is Rs. 17,03,215 per ha and the subsidy per ha will be Rs. 12,77,411 per ha.

The unit cost for rejuvenation is Rs. 3,74,981 per ha and subsidy per ha will be Rs. 2,81,236 per ha.

3. Mechanization –

50% of the cost of machinery items eligible under the scheme. Cost of transport of machinery items will not be eligible. The following will be the maximum ceiling limits, excluding tax, for financial assistance of the eligible mechanization equipments :

Sl. No.	Equipment	Celing limit (Rs)
1	Pruning machine	
	Single man pruning machine	30,000.00
	Heavy tea pruner	40,000.00
2	Mechanical harvester	
	Single man harvester	40,000.00
	Double man harvester	60,000.00
3	Pitting augur	25,000.00
4	mounted power sprayer	15,000.00
5	soil injector	8,000.00
6	soil augur	3,000.00

4. Common facilities for Self Help Groups and Farmer Producer Organizations

The modalities for SHG as in the Plantation Development component will be followed. The scale of financial assistance will be as under :

SI No.	Item	Unit Cost (Rs)
1	Revolving Corpus	Rs. 20,000 per Ha. Ceiling limit Rs. 5,00,000 per SHG.
2	Storage godown and office	Ceiling limit Rs. 1,00,000 per SHG
3	Leaf collection shed	100 % of cost subject to ceiling limit of Rs. 75,000 per shed
4	Weighing scale	100 % of cost subject to ceiling limit of Rs. 4000 per scale
5	Plastic crate	Ceiling limit Rs. 350 per crate
6	Nylon bag	Ceiling limit Rs. 75 per nylon bag
7	Pruning machine	Ceiling limit Rs. 40,000 per pruning machine
8	Mechanical harvester	Ceiling limit Rs. 60,000 per harvester
9	Power sprayer	Ceiling limit Rs. 10,000 per power sprayer
10	Leaf carriage vehicle – tractors/trailers/LCV	70% for leaf carriage vehicle with ceiling of Rs. 10,00,000 lakhs per vehicle
11	Computer & Printer	Ceiling limit Rs. 50,000 per computer and printer
12	Cost towards Registration as Farmer Producer Organisation	Actual cost of Registration or at the rate of Rs. 2,000/- per member grower whichever will be lower.

5. Setting up of Mini tea processing factories

The guidelines to be followed are as per the guidelines given for this activity under the Plantation Development component.

Preference will be given for orthodox, green tea and specialty teas over CTC tea

The rate of financial assistance will be 50% of cost with ceiling limit of Rs.33.00 lakhs /factory

6. Workshops, training and study tour

Workshops at a maximum of Rs.30,000/- per workshop to be conducted at field level by Sub Regional Offices of the Board. Need based Seminars can be conducted where expenditure will be incurred may be more due to participation of large number of growers. For both workshops and seminars expenditure is to be restricted to the basic requirements so that more number of workshops can be held to benefit more number of growers. The cost is indicative and all efforts are to be made for economy. Need based on campus training at accredited institutions like IHBT/Agricultural University, will be conducted at actual. Study tour will be conducted at a maximum of Rs.50,000 per study tour.

H. SCHEDULED CASTE SUB PLAN AND TRIBAL SUB PLAN FOR SMALL TEA GROWERS

The small tea growers belonging to Scheduled Caste Community would be covered under the Scheduled Caste Sub Plan.

The small tea growers belonging to Scheduled Tribe Community would be covered under the Tribal Sub Plan.

Under both the Plans the eligibility conditions would apply as given for Self Help Groups and Farmer Producer Organisations of small tea growers under the Plantation Development Component under items C, D, E and F.

The scale of assistance under the Plans would be similar as for small tea growers under the Plantation Development Component.

Individual small tea growers would also be eligible for assistance as applicable for Self Help Groups. However, preference will be given to Self Help Groups and Farmers Producer Organisations to bring about better synergy.

In case of setting up of mini factory by an association of small tea growers or Producers Company or big factory by an FPO, the association or group should have at least 50% small grower members belonging to Scheduled Caste or Scheduled Tribe Community, as the case may be.

Further, the assistance under SCSP/TASP will cover all the components of the Tea Development & Promotion Scheme, for SC/ST beneficiaries, as the case may be, wherever possible.

I. MODE OF PAYMENT

The eligible subsidy will be disbursed directly to the eligible beneficiaries bank account through e-governance portal of the Tea Board after the beneficiaries have fulfilled all the documentations required for such fund transfer.

J. LETTER OF UNDERTAKING

For all the scheme activities, the applicants shall submit a Letter of Undertaking on Non Judicial Stamp paper of minimum value of Rs. 20.00 alongwith Board Resolution before receiving sanctioned subsidy amount. The format is uploaded in Board's website. For small growers Board Resolution is exempted except for FPOs.

No request from the applicant for revision of sanctioned amount will be entertained after submission of Letter of Undertaking.

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 disbursed with interest thereon @ 12% per annum.

K. ADJUSTMENT OF BOARDS' 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 the Boards' scheme or any other account to the Tea Board including outstanding and defaulted loan amount 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 Director at Guwahati, for Assam, Tripura, Meghalaya, Mizoram, Manipur, Nagaland, N. C Hills District and Karbi Anglong District of Assam and Arunachal Pradesh

Executive Director at Coonoor, for entire Southern India

Deputy Director of Tea Development at Siliguri, for West Bengal, Bihar and Sikkim

Deputy Director of Tea Development at Palampur, for Himachal Pradesh and Uttarakhand

The sanctioning Authorities will sanction with due financial concurrence and 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 the scheme.

Deputy Chairman, Tea Board reserves right to further delegate and change / modify the delegation powers in respect of any officer of the Board for receipt, scrutiny and disbursement of subsidy in respect of any component or sub component of the scheme. No Authorities in the disbursing offices 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, would abide by such instructions. The Deputy 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 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.

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 Deputy Chairman, Executive Directors of Tea Board or any other officer nominated by the Board shall administer/ monitor 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. In case any support is required from expert professional agencies, the cost will 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.

COMPONENT- 2 : QUALITY UPGRADATION AND PRODUCT DIVERSIFICATION **(QU&PD)**

2.1 There are 4 Sub- Components under this component.

- I. Value addition by way of creating additional infrastructure for cleaning, blending, colour sorting, packaging of tea in blending and packaging units / Estate Factories/BLFs/mini tea factory
- II. Setting up of specialty tea units towards product diversification for production of green tea, orthodox tea and instant tea. (Not applicable for factories being set up by SHGs/ FPOs as well as Mini factories by individual Small Tea Growers, association of Small Tea Grower and FPCs for which assistance will be provided under PDS scheme)
- III. Quality Certification for HACCP, Certification for ISO and other food safety standard certifications/ Organic certification for all kinds of tea factories including Mini factories/Warehouses/ Blending and Packaging units/instant tea factory.

2.2

- IV. Incentive for orthodox tea / green tea production by the Estate Factory/BLFs/Mini factories.

A. OBJECTIVE: To encourage units dealing with value addition of tea such as blending, packing, tea bagging, flavor tea , in setting up of specialty tea units/ Orthodox or Green Tea manufacturing units, setting up of instant tea units ,to acquire quality certifications by tea factories/tea warehouses/blending units/specialty tea units, and production of Orthodox/Green tea by both the big and small tea growers

B. ELIGIBILITY CONDITIONS: (For sub- components under 2.1)

1. All the units dealing with value addition of tea such as blending, packaging, tea bagging, flavor tea, instant 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 / blending packaging /instant tea 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 Licensing Authority of Tea Board requesting for TMCO registration.
2. Incomplete application to be returned to the applicant after initial scrutiny of the documents by duly recording the deficiency.
3. The subsidy, however, shall not be allowed for any equipment to be imported under the Export Promotion Capital Goods Import (EPCG) scheme to be supported with a certificate/declaration.
4. The applicant should have paid his subscription in full to the National Tea Research Foundation (BLF/Blending & Packaging units/Instant tea factories, closed-reopened tea gardens/ small tea growers factory are exempted)

5. The applicant factory should be a member of TRA/UPASI-TRF and should submit latest subscription document (BLFs/blending & packaging units/instant tea factories/closed but reopened and estate factories below 50ha/small growers are exempted)
6. Provident fund dues of the applicant tea garden must not exceed Rs.10,000/- at the time of submission of application and at the time of release of subsidy. Where the Provident Fund 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. For small growers this will not be insisted upon since they are themselves involved in the small tea plantations as workers.
7. The number of specialty tea factories to be supported under the scheme would be 04 (four) subject to first come first serve basis and availability of funds and any additional factory after 04 would be supported subject to availability of funds.
8. In case of defaulter companies under the Board's erstwhile Loan Scheme Tea Board shall have the right to adjust sanctioned amount of subsidy with the defaulted dues if any applicant was found to be a defaulter at the time of releasing the subsidy.
9. 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 Pre Activity Acknowledgement Receipt in approved format as below, within 30 days for the application where only machinery items are involved. However, if no Acknowledgement Receipt is received by the applicant within 30 days they may go ahead with the installation process. On scrutiny, if the application is found ineligible, the application will be returned immediately explaining the reason.

"This is to acknowledge that the Board has received an application on _____ for _____ activity under the sub component _____ of the Tea Development & Promotion Scheme for which the pre activity inspection has been done on _____.
Issuance of this acknowledgement does not guarantee payment under the schemes and should not be construed as binding on the Board for any financial commitment whatsoever.

It is further stated that the following activity /sections / items/ does not conform to the scheme guidelines : (full description of activity/ sections/items/)"

10. Civil works must be started by the applicant only after receiving Pre-activity Acknowledgement Receipt issued by the concerned field offices after carrying out pre-approval inspection within 30 days from the date of receipt 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 Pre-activity Acknowledgement Receipt (PAAR) is not issued by them. Civil work if started before issuance of Pre-activity Acknowledgement Receipt (PAAR) and within 30 days of submission of application it will be rejected immediately.
11. Only one application per unit / factory for individual activity in a financial year shall be entertained for consideration of subsidy. It is therefore suggested that the units/factories must take up their action plan well in advance and submit only one consolidated application in a year. Second application for the same activity if submitted

will not be entertained.

12. The subsidy will be back ended (i.e. the subsidy amount will be released only after procurement and satisfactory installation of the machinery in the factory site)/after obtaining quality certificates from Tea Board/APEDA approved agencies as uploaded in Board's website.
13. The procurement and installation of the machineries in the factory/blending unit shall be completed by the applicant within nine months from the date of receipt of application by the field office of Tea Board. In case, Pre-activity Acknowledgement Receipt (PAAR) 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.
14. However, civil construction activities and installation of machinery related to the application for setting up specialty tea units, completion shall be done within 12 months from the date of receipt of application in Tea Board office
15. Intimation regarding completion of installation/civil activity to be given to field offices in writing within nine months/twelve months, as the case may be, from the date of receipt of application otherwise the application will be cancelled, even though works is completed, within the permissible time.
16. Any civil work proposed to be commenced by the factories / units must be supported by a project cum site plan duly approved by a civil engineer. Thereafter, a completion certificate along with the expenditure details and a post-activity drawing clearly indicating the name of the applicant unit with address etc. at the end of the completion of civil work to be submitted to facilitate post installation inspection.
17. The purchase order for the items covered under application may be placed before submission of application to facilitate the applicant units / factories to complete their work within nine/twelve months as the case may be as specified above at sl. no.12. However, machinery items purchased/installed and civil work commenced prior to the date of receipt of application will not be considered for subsidy under any circumstances.
18. The applicant unit who is defaulter or irregular in submission of online monthly return on production and disposal (in Form-E) to Tea Board are not eligible for subsidy. Such applications will be rejected and returned to the applicant.
19. The applicant estate factory shall submit a declaration to the effect that they are complying with the Plant Protection Code guidelines. In case of small tea growers, such certificate will be issued by the concerned Board's Officer.
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.
21. All the applicants under this scheme must comply with the provisions under the Tea Act and Control Orders wherever applicable. Financial assistance / subsidy will be recovered subsequently with 12% interest from such applicants who violate such provisions and guidelines of Tea Board.
22. Pending claims: a) QUPDS: XI & XII Plan pending cases in respect of Factory

Modernization, Value Addition, Warehousing, Setting up of new specialty tea units and Quality Certification activities to be processed as per XI & XII Plan scheme guidelines including 20% export clause in respect of XII plan Cases. b) Orthodox subsidy: XII Plan pending claims to be processed as per XII Plan scheme guidelines.

23. Once sanction letter is issued by Tea Board and Letter of Undertaking is submitted by the Company it will be presumed that they are satisfied with the sanctioned amount and no further claim/submission made by the applicant company/factory will be entertained.

C. RATES OF SUBSIDY:

The rates of subsidy for various activities, and the applicable ceiling limits are mentioned in Table-1 below:

Table 1

Sl. No.	Sub-components /Activity	Remarks
1	Value addition by way of creating additional infrastructure for cleaning, blending, color sorting, packaging purpose, [for all types of registered/certified tea factories, buyer, warehouse, blending and packaging,]	No assistance for Civil construction will be considered. 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 either in a single year or for the period of 3 years – for value addition by way of creating infrastructure for cleaning, blending, color sorting , packaging etc. which are high value machinery like staple less tea bagging machine, cone type tea bagging machine. The minimum investment on any single machinery item shall not be less than Rs.5lakhs and minimum investment per unit/factory should not be less than Rs.25 lakhs. However, the minimum and maximum investment will be exempted for mini/SHG/FPO
2	Setting up of specialty tea units towards product diversification for production of green tea, orthodox tea, instant tea. (Not applicable for factories being set up by SHGs/ FPOs as well as Mini factories for which assistance is provided under PDS component)	Subsidy @ 40% of the actual cost of plant and machinery (except land cost) subject to a ceiling of Rs 200 lakhs/factory for the entire plan period. Subsidy will be considered after 1 year of completion of manufacturing following commencement of commercial production after receipt of registration under TMCO. 20 % export will have to be achieved during the first 1 year of commercial production after receipt of registration under TMCO and documentary proof will have to be submitted to Tea Board.
3	Quality assurance certification for ISO/HACCP/Organic certification or any food safety certification from agencies that are uploaded in Board's website	Quality certification viz., ISO/ HACCP/organic certification for factory and other food safety standard certifications shall be eligible for the subsidy. Financial assistance for multiple certifications per factory/estate will be granted with maximum cap of Rs. 2.00 lakhs per factory/estate per Financial year and @ 50% for individual certificates. Estate factory/ Blending units/ Warehouses / Specialty tea units/ SHG factories/instant tea factories/micro-mini factories may apply. Renewals of certificates will also be allowed.

4	Incentive for orthodox and Green tea production in big growers and small growers/ SHG/ FPC tea factories	Subsidy at uniform rate of Rs.3 per kg of actual production for both leaf and dust grades manufactured in the factory
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D. ELIGIBLE ITEMS: A comprehensive list of items of machinery/ equipment and allied items that are eligible for subsidy is given at **Annexure-I**.

E. 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 payable, if the items are procured/installed/ commissioned prior to submission of the application.

The following documents should be submitted alongwith the application:-

E.1. Application form to be completely filled up and signed by an authorized person of the factory with date and seal. Incomplete application shall be rejected by the field office citing the reason to the applicant and recorded in the application receipt register.

E.2. Enclosures with the application:

- a. Copy of TMCO registration as applicable to the applicant factory/unit.
- b. Documentary proof of NTRF paid receipt where ever applicable (small growers/SHGs/Co-operative factories/blending & packaging units/instant tea factories are exempted)
- c. Documentary proof of TRA/UPASI membership subscription as applicable (small growers/SHGs/Co-operative factories/ blending & packaging units/instant tea factories/closed but reopened estates are exempted)
- 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 as applicable.
- g. Copy of latest P.F. deposit challan. An undertaking/declaration to be submitted if P.F. is not applicable to the unit.
- h. Declaration to the effect that no benefit has been availed under the EPCG Scheme
- i. Copy of purchase order if placed.
- j. Certificate by the BLFs / Estate Factories engaged in Bought Leaf operation that they are paying price to the small growers as per Price Sharing Formula along with a certificate from the President/Secretary of Small Growers Association.
- k. Certificate/declaration that the PPC norms are being followed by the estate factories/small growers.
- l. The copy of warehouse License issued by Tea Board need to be submitted if the items are applied for a warehouse.
- m. For setting up of specialty tea units towards product diversification for production of green tea, orthodox tea, instant tea, an undertaking has to be submitted alongwith the application to the effect that 20% of the produce will be exported during the first year after commencement of commercial manufacturing.
- n. All the applications shall be accompanied with a non refundable application fee of

Rs. 5,000/- (Rupees five thousand only). The fee is to be remitted directly by the applicant through electronic transfer to the respective bank account of the Tea Board and the transaction receipt is to be attached with the application depicting the UTR No. and transaction ID. Application fees to be paid by small tea growers would be Rs. 100/- (one hundred only).

F. INSPECTION

F.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 Acknowledgement Receipt to be issued within 30 days for civil work. Pre-approval inspection will not be required for the applications involving machineries only. Civil works should be commenced by the applicants only after receiving Pre-activity Acknowledgement Receipt (PAAR) issued by the concerned field offices, after carrying out pre-approval inspection within 30 days of submission of application. Applicant factory/Unit can go ahead with the civil work by intimating the field office after expiry of 30 days from the date of receipt of application by field offices, if Pre-activity Acknowledgement Receipt (PAAR) is not issued by them. Civil work started before issuance of Acknowledgement letter and within 30 days of submission of application will be rejected immediately.

F.2. Pre-activity Acknowledgement Receipt (PAAR)

After ascertaining the adherence to the clauses of the scheme guidelines by the applicant, a check list will be prepared and Pre-activity Acknowledgement Receipt (PAAR) will be issued in proper format by the field offices within 30 days for machinery and civil work or both combined application from the date of application. The, Pre-activity Acknowledgement Receipt (PAAR) 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 Coonor for entire Southern India and
3. Dy. Director at Palampur for Himachal Pradesh, Uttarakhand and entire North India based applications.
4. Office of the Dy. Director at Siliguri for West Bengal, Bihar, Sikkim, Orissa, Jharkhand, Western and Central India based applications.

F.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/twelve months as the case may be, 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 items 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 by

field offices. On receipt of the satisfactory post installation report from the field office along with good condition certificate by the applicant as to the satisfactory functioning of the installed machinery item, sanction letter will be issued to the applicant and the applicant has to submit a "Letter of Undertaking" (LOU) in prescribed format, Board Resolution and bank details documents, as uploaded in Board's website. On receipt of LOU together with other documents as requested, the eligible subsidy amount shall be released.

For setting up of specialty tea units towards product diversification for production of green tea, orthodox tea, instant tea, post installation inspection will be undertaken after a minimum period of 1 (one) year from the date of commencement of commercial manufacturing, after receipt of registration under the TMCO. Prior to post installation inspection, documentary proof will have to be submitted to the effect that the factory has exported 20% of the total produce in the year following the commencement of commercial manufacturing after receipt of registration under TMCO,

F.4. 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.

G. DISBURSEMENT OF SUBSIDY:

The subsidy is disbursed in a single installment 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, Pre-activity Acknowledgement Receipt (PAAR) will be directly issued within 30 days by Tea Board
4. In case of civil work, pre-approval inspection will be undertaken and Pre-activity Acknowledgement Receipt (PAAR) 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 for 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
12. The Applicant Factory should inform its PAN/PIN/TIN No. to Tea Board
13. For setting up of specialty tea units towards product diversification for production of green

tea, orthodox tea, instant tea, subsidy will be disbursed subject to fulfillment of all scheme stipulations after post installation inspection which will be undertaken after a minimum period of 1 (one) year from the date of commencement of commercial manufacturing, after receipt of registration under the TMCO. Prior to post installation inspection, documentary proof will have to be submitted to the effect that the factory has exported 20% of the total produce in the year following the commencement of commercial manufacturing after receipt of registration under TMCO,

H. MINIMUM VALUE OF INVESTMENT: As mentioned in Table 1 under clause D.

I. NO. OF APPLICATIONS TO BE ADMITTED PER YEAR:

In order to encourage a planned program of investment only one consolidated application will be accepted per year per factory for individual activity i.e only one application for setting up of specialty tea unit, one application for value addition , one application for certification likewise.

J. VALIDITY PERIOD OF AND PRE-ACTIVITY ACKNOWLEDGEMENT RECEIPT (PAAR) ISSUED BY THE BOARD:

The applicant must complete the procurement and installation/ commissioning of the machinery item/ civil work for which and Pre-activity Acknowledgement Receipt (PAAR) has been issued 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.

K. 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 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 at any point of time.
- 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 factory / unit for claiming subsidy after installation / commissioning of 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.

- iv. Good condition certificate in support of satisfactory functioning of the machinery/equipment.
 - v. Copy of ISO/HACCP certificate or proof that the applied factory has applied for obtaining ISO/HACCP/organic or any food safety certification.
 - vi. Post activity map and the final expenditure statement in original in case of civil work duly certified by the civil engineer.
6. 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 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 are as under:
- 1. The application shall be submitted in the prescribed form.
 - 2. The subsidy shall be considered for obtaining HACCP certification alone or HACCP/ISO in combination. The HACCP/ISO Certificate has to be obtained from only such accredited certification bodies that are empanelled with Tea Board/APEDA
 - 3. The organic tea certification to be obtained from the accredited certification agencies empanelled with APEDA under National Program for Organic Production (NPOP)
 - 4. Trustee/Solidaridad /Rainforest Alliance or any other agency need to empanel themselves with Tea Board/APEDA for qualifying for subsidy for their member estates /units or otherwise may also engage those agencies which are empanelled with Tea Board/APEDA and for such cases their member estates may submit the certificates obtained from the empanelled agencies.

L. LETTER OF UNDERTAKING(LoU):

- a. For all the activities mentioned above, the applicants shall submit a Letter of Undertaking (LOU) on a minimum Rs.20/ or as applicable non-judicial stamp paper/of appropriate amount 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. Once LoU is submitted to Tea Board by the beneficiary no further request will be entertained in due course for revision of sanctioned amount.

M. 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 program for which sanction has been accorded and agree to fulfill all the terms and conditions for disbursement of balance installment of subsidy.

N. 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 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.

O. SANCTIONING AND DISBURSING AUTHORITY:

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
3. Dy. Director at Palampur for Himachal Pradesh, Uttarakhand and entire North India based applications.
4. Office of the Dy. Director at Siliguri for West Bengal, Bihar, Sikkim, Orissa, Jharkhand, Western and Central India based applications.
- 5) 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.
- 6) 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.

P. 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.

Q. ADMINISTRATION and MONITORING:

1. The 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.

R. 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.

2.2 INCENTIVE FOR PRODUCTION OF ORTHODOX TEA (Sub- component of the QU&PD)

A. ELIGIBILITY:

1. All orthodox tea or kind of orthodox tea like and green tea producers, owning tea factories within India and holding valid Registration under Tea Marketing Control Order, 2003/smart card of Tea Board in case of individual small tea growers are eligible for availing subsidy under this scheme.

2. In case of orthodox tea/green tea produced in the factory owned by individual small growers holding upto 10.12ha./ factory set up by Small Growers Society/Producers' company etc. are also eligible for subsidy.

B. DURATION: The activity will be in operation till 31.03.2020. However, applications will be accepted upto. 31st January, 2020 for the last FY 2019-20 or any other date specified by Tea Board.

C. ADMISSIBLE RATES OF INCENTIVE: Subsidy at uniform rate of Rs.3 per kg of actual production for both leaf and dust grades.

D.LETTER OF UNDERTAKING (LoU):

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 in the prescribed Format.

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.

Once LoU is submitted to Tea Board by the beneficiary no further request will be entertained in due course for revision of sanctioned amount.

E. 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 (January to June) must be submitted to the field office of Tea Board latest by 31st August of the year under application. Similarly for the second half yearly production (July to December) the claim should be submitted to Tea Board latest by 28/29th February of the following calendar year. In case the cut-off date of receipt of application falls on Board's holiday, the next working day will be considered to be the cut-off date. Claims for July-Dec,2019 are to be submitted latest by 31st January,2020.

Delayed claims beyond the cut-off date will not be considered for subsidy and will be rejected and returned immediately by the Field Offices without referring to H.O.

3) Inspection at the factory site for big and small growers by Tea Board official is essential before sanction of claims.

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. All the applications shall be accompanied with a non refundable application fee of Rs. 5,000/- (Rupees five thousand only). The fee is to be remitted directly by the applicant through electronic transfer to the respective bank account of the Tea Board and the transaction receipt is to be attached with the application depicting the UTR No. and transaction ID. Application fees to be paid by small tea growers would be Rs. 100/- (one hundred only).
or Demand Draft/ Online payment (Transaction Receipt must mandatorily be enclosed with application for online payment).Small Growers/SHG/Cooperative Factories are exempted.
- c. Copy of Form-E (monthly online return) for the last six month for which the claim is made
- d. Copy of RG-1 for the last six month for which the claim is made
- e. Copy of NTRF/TRA /UPASI-TRF paid receipt wherever applicable (Small Growers Factories are exempted)
- f. Copy of latest PF challan paid receipt. In case for small growers factory is not falling under the PF purview, an undertaking should be attached.
- g. Self-declaration that the latest PPC norms are being followed by the factories wherever applicable
- h. In case of BLF/ Estate factory engaged in Bought Leaf operation, certificate of the President/Secretary of small growers Association that the factory is paying price to the small growers as per Price Sharing Formula.
- i. 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
- j. All the applicants under this scheme must comply with the provisions under the Tea Act and Control Order wherever applicable. Financial assistance /subsidy Will be recovered subsequently with 12% interest from such applicants who violate such provisions and guidelines of Tea Board.

In case of small tea growers mini factory the following documents to be submitted:

- a. Application Form duly filled in and signed by the applicant
- b. Copy of Registration of Factory under TMCO
- b. Copy of Tea Board Identity card for individual small tea growers
- c. Factory production Register to be maintained for the purpose of verification by Tea Board officials/FAOs during inspection
- d. Last P.F. Challan if applicable
- e. Copy of PPC Certificate to be issued by the Board's Development Officer in case of individual small grower / self declaration in the company letter head
- f. All the applicant factories must give an undertaking in their letter head 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.
- g. Application Fess of Rs.100/- payable to Tea Board through electronic mode

F. 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.

G. 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 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.

H. SANCTIONING AUTHORITY:

1. Executive Director at Guwahati for the applications of North Eastern Region
2. Executive Director at Coonoor for the applications of r Southern India
3. Dy. Director at Palampur for Himachal Pradesh, Uttarakhand and entire North India based applications.
4. Dy. Director at Siliguri for West Bengal, Bihar, Sikkim, Orissa, Jharkhand, Western and Central India based applications.
5. 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.
6. 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.

I. 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.

J. ADMINISTRATION and MONITORING:

1. The 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.

K. 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.

ANNEXURE- I**(A) TEA MACHINERY ITEMS** eligible for subsidy with purpose

SI No	Items	Purpose
A.	SETTING UP OF SPECIALTY TEA UNITS	
	WITHERING	
1	Withering trough body and Air transition passage with air heating unit	For withering of green tea leaves. Trough can be of steel construction or combination
2	Withering trough fan with motor	To be fitted with withering trough for proper withering.
3	Electronic withering monitoring & control system	On line moisture percentage monitoring and auto control of physical wither for improving
B	GREEN TEA MANUFACTURE	
1	Steam roaster for green tea with or without Boiler	SS drum with steam inlet & exhaust facility to enhance hygiene & quality improvement
2	Leaf cooling trough with fan	Steel and brick masonry construction/or fully steel construction complete with axial flow fan for even and faster cooling of roasted leaf and improved quality of tea
C	ROLLING - ORTHODOX TEA	
1	Leaf cleaning sifter	SS Food grade painted perforated sheet/Mesh
2	Rolling tables - All sizes (Batch or Continuous)	Roll of tea leaves for rapid rupture of cells and oxidation.
3	Roller Pressure Automation Device	To facilitate programmed start, stop & pressure application, sequence, intensity and period for having more flexibility to adopt in different conditions and improve quality.
4	Rolled leaf rotary sifter	SS food grade block / perforated sheet/mesh.
5	Auto weigh feeder unit for Tea Roller	On-line control of feed rate to pre set one. It helps in keeping the productivity output in control.
6	Electronic Room Humidification and control system equipment - chilling plant, electronic heating plant, water atomizer / sprayer, water purification system etc.	Electronic or mechanical Installed facility for air changes and auto control of Temperature & RH of air to set level for rapid and even fermentation.
7	Rubber tiered Food Grade Stainless steel trolley in place of conveyors (Applicable only if conveyors are not used for this purpose)	To carry tea from rolling room to fermenting room.

D	FERMENTATION	
1	Food grade stainless steel sheet on fermenting beds	To avoid microbial build up in fermenting room.
E	DRYING	
1	Conventional tray chain circuit drier with or without air heater unit / Fluid Bed Drier/ VFBD	For more even & uniform drying of fermented teas.
F	CLEANING & SORTING	
1	Fibre extractors, Sorters/grader/cleaner of all types	Elimination of fibre from made tea. Sorting and grading of made tea.
2	Camera sorter, Colour stalk separator/ electronic cleaning machine	Sorting & cleaning of made tea,
3	Winnower/Java tunnel/Cyclone collector	Elimination of dust and lighter particles to produce cleaner and better tea. Fabricated item:
4	Dust cum fibre extraction system of sorting equipment comprising of fan, ducts/hoods and bag filter/cyclone collectors	Elimination of dust from sorting room which helps in obtaining cleaner and better teas, value added teas
G	STORAGE BLENDING & PACKING (VALUE ADDITION)	Import of second hand tea bagging/packaging/sealing machine is not allowed
1	Stainless steel storage bin complete with fan, heating element, ducting etc.	For preserving the quality of tea - avoid chance of moisture and microbial build-up
2	Bulk packing machinery for packing in chests, gunny bags or paper sacks	To pack teas rapidly & economically.
3	Carton/pouch packing machine	Automatic and precise packing in hygienic condition
4	Tea Bagging Machine	-do-
5	Magnetic drum complete with ferrous filing collector	Removal of iron particles from tea
H	INSTANT TEA PROCESSING MACHINERY	
1	All machinery viz. Extractor, centrifuge, evaporator, spray drier, chilling section, green leaf sifter, mixer, pump and boiler	
I	ACCESSORIES FOR EQUIPMENT AND PROCESS	
	Air heating (for drying & withering)	

1	Solid fuel/liquid/gas/electronic heaters/boilers/ Chimney for exhaust	To have continuous even generation of heat required during the manufacturing process.
2	Chain grate stoker for existing coal heaters	For efficient use of coal
3	Economizer unit for air pre heating for existing coal heaters	Better and economic combustion of coal
4	Auto fuel feed controller unit for air heaters	Precise and economic control of fuel intake
5	PL control system	Reduction of fuel cost
6	Heat balance controller for indirect Furnaces (Boiler / air heater)	Controlling range of heat required for furnaces
7	Steam washer	To Reduce microbial build-up in the rolling and fermenting rooms.
8	Electrical/gas/oil fired (Non IBR low capacity)	
	Leaf handling/conveying	
9	Overhead leaf conveying system in tea factory from withering trough to dispatch of made tea complete with drive unit, basket hooks, hangers (Mono-rail, rope belt)	For minimizing handling of tea to eliminate chance of leaf damage, contamination during processing and saving of man days.
10	Chimney	For smoke emission
	Electrical items	
11	Motors, starters, control panel to be fitted with machinery / Conveyors	To be included along with the main machinery item.

Note:

1. For value Addition activity – No Civil construction is allowed for subsidy. 40% on the total cost of machinery items including the basic price, all taxes, duties, Govt. levies, packing, transportation, transit insurance and installation and commissioning charges provided the minimum investment is not less than Rs. 25Lakh and any single machinery item shall not be less than Rs.5 lakhs, subject to a ceiling of Rs.150 Lakhs per factory either in a single year or for the period of 3 years – for value addition by way of creating infrastructure for cleaning, blending, color sorting , packaging etc. which are high value machinery like staple less tea bagging machine, cone type tea bagging machine.

2. For setting up of Specialty tea units for manufacturing of orthodox /green /specialty teas/instant teas- Subsidy @ 40% of the actual cost of plant and machinery (except land cost) subject to a ceiling of Rs 200lakhs/factory for the entire MTF period.

3. Items listed above would cover all types of machinery and equipment of different makes and specifications available in the market.

4. 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.

(B) CIVIL WORKS & RATES FOR MACHINERY

SI no	Machinery Item	Construction Cost (Maximum limit) for undertaking the activity	Eligible subsidy
1.	Withering		
	Fabrication/ construction of withering trough complete with weld mesh, netlon and transition duct without fan, motor, starter etc. as below:	Rs.300.00 per Sq. ft.	40% for all types of items
(i)	Made of brick	Rs.100.00 Per sq. ft.	
(ii)	Made of mild steel	Rs.150.00 Per sq. ft.	
(iii)	Made of wood	Rs.250.00 Per sq. ft.	
(iv)	Made of fibre glass	Rs.400.00 Per sq. ft.	
2	Hot air insulated ducting for withering	Rs.150.00 Per cft.	40% for all types of items
3	Chimney	Rs.300.00 Per cft.	
4	Googie sifter	Rs.300.00 Per cft.	
5	Stainless steel storage bin	Rs.200.00 Per cft.	
6	Java tunnel/ winnower (minimum 200 kg/ hour capacity)	Rs.50,000.00 Per unit	
7	Civil Work for Complete Factory	The cost of civil work for construction of factory building alone is not permissible for subsidy. The factory building along with machinery items as applicable based on the type of manufacture (Green Tea/ Orthodox Black Tea) are eligible together for subsidy@ 40 % subsidy rate for which the maximum subsidy is Rs.200 lakhs in the entire MTF Period	

COMPONENT 3 : MARKET PROMOTION

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 including small tea growers

1. Scheme for setting up Tea Boutiques in India for Domestic Promotion

Sub-component 3.2: Overseas promotion including small tea growers

1. Scheme for promotional support to Tea Associations
2. Scheme for participation in International fairs and exhibitions with Tea Board
3. Promotion Scheme for Packaged Teas of Indian Origin (Brand Support)
4. Scheme for Assistance towards setting up Tea Boutiques in overseas locations for India Tea Promotion

Sub-component 3.3: Project 5-5-5

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

Sub-component 3.4: Trade-related activities

1. Scheme for subsidising setting up packaging units in overseas countries under joint venture basis or through wholly-owned subsidiaries

Sub-component 3.5: Incentives to exporters/Associations

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

Sub-component 3.6: Production of publicity material

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:

- (i) Generic campaign in print & electronic media based on wellness benefits & lifestyle aspects with a special focus on rural markets
- (ii) 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)
- (iii) Viral advertising through established social networks like Twitter, Facebook for propagating the diversity & richness of Indian tea during domestic promotion
 - (iv) Establishment of Tea Boutiques in state capitals in India at locations having large footfalls such as Shopping malls, Airport lounges, Prominent Railway stations, Hotel-Restaurant-Cafeteria (HORECA) proximities etc to showcase diversified portfolio of single-origin teas like Darjeeling, Assam, Nilgiri, Kangra, Dooars-Terai at one place and excite the customers about the qualitative nuances and the correct brewing method in an aesthetic ambience

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

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

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 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. Deputy Chairman will be the sanctioning Authority under the scheme component. Any doubt or dispute arising out of any application will be referred to an Advisory Committee constituted by the Deputy Chairman, Tea Board. Thereafter, decision of the Deputy 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 speciality 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:

3.2.1 Scheme for Promotional support to Tea Associations

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 support

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 for promoting Indian origin teas

IV) In Bound Delegations

Inviting inbound delegation by Tea Board which may comprise overseas buyers/ importers, media personnel, member(s) of the respective Governments, key decision-makers/influencers etc for gathering information & market intelligence on opportunities & prospects in India, for hands-on feel of the trade scenario, for goodwill generation etc

V) Out Bound Delegations

For an outbound delegation led by Tea Board, the strategies are primarily to reinforce business networking with the importers in the destination country, to establish personal contacts with the key decision-makers in the target country, to collect information & market intelligence on opportunities & prospects therein and to promote the companies represented in the trade mission

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 60% 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 in a company by economy class may be considered for the sector -> India-event destination-India only for the outbound delegations apart from the costs on account of local logistics and organizing BSM on actual in the destination country
- d) 50% of display & shelf rental cost for reimbursement subject to a ceiling of Rs.15 lakh per annum per market
- e) Organising Tea Tasting/Tea Festivals and other promotional programmes in support of tea brands will be reimbursed on 50% basis subject to a ceiling of Rs.15 lakh per annum per market
- f) 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.

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 for the target country.
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 two 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 the Airline or the Government-approved Travel Agency.
11. Claim under category (V) shall be accompanied by original invoice(s) and receipt from the Agency(s).
12. All claims will need to be duly substantiated by proof of payment against invoices and a Chartered Accountant's Certificate in support of that.
13. There will be an overall ceiling of Rs. 50.0 lakh per Association per annum, in terms of financial year and NOT calendar year.
14. Applications may be made as per the prescribed format separately for each activity in each country

Implementation: Deputy Chairman will be the sanctioning Authority under the scheme component. 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 Deputy Chairman, Tea Board. Thereafter, decision of the Deputy 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.

3.2.2 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 interaction between buyers and sellers during the exhibition

A Eligibility

1. All exporters holding valid exporters' license are eligible to participate from Tea Board's booth in exhibition. The company shall not be under any investigation/charged/prosecuted/debarred/black listed on any grounds related with trade and business
2. Only exporters submitting regular monthly export returns will be eligible for participation
3. The exporter must be dealing in only 100% Indian teas
4. Provision for new entrants will be there as per the table at C 2 below

B 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 considered only on receipt of participation and application fee as per the guidelines given below.
2. No application/intimation prior to the date of uploading on Tea Board's website will be considered
3. For each event, a cut-off date for receiving applications along with application and participation fees will be announced. If the requisite number of exporters to be accommodated in the pavilion space is completed by that date, new applicants will be considered only upon decision by the Selection Committee/Competent Authority.
4. Payment by way of Demand Draft drawn in favour of "Tea Board Market Promotion Scheme" and payable at Kolkata (OR through bank transfer) for the following:-
 - a) An advance of Rs. 1.50 lakh /- (Rupees One lakh fifty thousand only) on account of application and participation fees to be submitted
 - b) The assistance of a furnished stall to an exporter would be to the tune of 60% of the total cost. Hence 40 % of the total cost of a furnished booth will have to be borne by the exporter. The excess money, if any, upon calculation of the 40% of the furnished booth will be refunded to the exporters upon completion of the event or vice-versa.

C Sector wise representation

1. Since there are many companies exporting teas, there is a need to make a priority list. The parameters for priority list are:
 - a. Y-o-Y growth (%) in aggregate export volume in general
 - b. Y-o-Y growth (%) in aggregate export value in general
 - c. Y-o-Y growth (%) in aggregate export volume for that particular market
 - d. Y-o-Y growth(%)in aggregate export value for that particular market
 - e. Export of value added teas.
2. In order to ensure equitable and fair representation from the Industry in an event, the following quota would be adhered to for implementation out of the admissible number of exporters to be accommodated in Tea Board's stand for a particular fair/exhibition. This may be treated as the general guideline in the aforesaid direction. However, quantum of selection from each segment would ultimately depend upon the actual availability and segment wise responses.

Sr. No.	Segment	% representation
1.	Merchant Exporters	40%
2.	Producer Exporters	30%
3.	Entrepreneurs/Small growers	10%
4.	Value added including organic	10%
5.	First time entrant/ new companies	10%

In case of more entries in segments 1-4, decision for selection will be based on parameters as at C (1) above, whereas in case of segment 5 it will be based on drawing of lots.

3. A Company will be eligible for participation under this scheme for **three consecutive times** in a **particular** event after which the company will not be eligible for participation under this Scheme. They may, however, choose to participate along with Tea Board upon agreeing to bear the cost of the furnished stall on a 50% basis in the 4th year, 60% basis in the 5th year and 70% basis in the 6th year, provided there is enough space left after accommodating the exporters availing of the Scheme benefits.

The same company will again be eligible for participating along with Tea Board as per the scheme after a gap of **three years**, but with higher participation charges from the exporter viz. 50% basis in the 7th year, 60% basis in the 8th year and 70% basis in the 9th year and so on. In case of repeat participants being more than the space availability, selection will be done as per the criteria at point no C (1)

D Documents to be submitted

1. A self certified copy of the IEC certificate issued by DGFT
2. A signed and stamped self declaration that the company has not and will not avail benefit for a particular event from any other scheme of the Government or from any other organization.

E 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 (nonx *camellia sinensis*) and other origin teas apart from India should not be displayed from the stalls. Any deviation to this will be viewed seriously.
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 senior management level.
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 upon accommodating other participants. The enhanced space must be properly utilized through adequate and varied display of packaged products.
6. A total of four (4) participation per company in a financial year will be permissible along with Tea Board under this scheme

7. Only one application will be entertained for group companies where the entire group will be considered as one applicant
8. 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 of the stall space.
9. Participation charges and Application Fee of non-participants will be forfeited if they pull out of the participation by a month or less before the event. In the case of an intimation by a participant pulling out of an event before a month and an alternative participant is not found to take up the stall space, the participant will forfeit the money so submitted
10. Tea Board will provide basic furnished stall space only. All other requirements e.g. accommodation, visa, interpreter, sampling equipment, logistics, extra furnishing and other incidental things will have to be arranged for by the exporter
11. Upon completion of the fair and return to India, the participating companies have to submit their original boarding passes to Tea Board, so as to ensure that travel reimbursement is not availed from any other organisation in connection with that particular event. If the original boarding passes are not submitted, participation in the next fair/exhibition along with Tea Board will not be entertained.
12. In all cases of dispute, the decision of the Advisory Committee, Tea Board is final and binding.

F Implementation

The implementation will be as per the approved scheme. Deputy Chairman will be the sanctioning Authority under the scheme component. Any doubt or dispute arising out of any application will be referred to an Advisory Committee constituted by Deputy Chairman, Tea Board. Thereafter, decision of the Deputy Chairman, Tea Board shall be final and binding on all issues.

G Submission of application

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

H 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.

3.2.3 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:-

3.2.3.1. 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.

3.2.3.2. 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

3.2.3.3. Product Literature, Website Development

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

3.2.3.4. 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

Scale of assistance

1. Promotional campaign

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

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

60% of display and shelf rental cost for reimbursement subject to a ceiling of Rs.25 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 i.e. 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 the Deputy Chairman depending on the merit of each case

Implementation: Deputy Chairman will be the sanctioning Authority under the scheme component. 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 Deputy Chairman, Tea Board. Thereafter, decision of the Deputy 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.

1. 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
2. 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.

3.2.4 Scheme for Assistance for setting up Tea Boutiques in overseas locations for India Tea Promotion

Objective : 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.50 lakh in Year 1 and Rs. 30 lakh in Year 2 & Rs. 20 lakh in Year 3
Rental	50% of rental	40% of rental	30% of rental	Subject to upper ceiling of Rs.50 lakh in Year 1 and Rs. 30 lakh in Year 2 and Rs. 20 lakh in Year 3

*Capital expenditure-> May include actual cost of space or lease value of space

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

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 Rs. 5 crores
- iii) Indian partners of Joint venture companies, having equity share of at least 49%

Documents to submit

- (i) A detailed project proposal clearly indicating the following:
- nature of Tea boutique to be set up with planned location (s)
 - 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 TDECO 2005
- (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 as well as overseas sale, if any (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 the Deputy Chairman depending on the merit of each case.

Implementation: Deputy Chairman will be the sanctioning Authority under the scheme component. 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 Deputy Chairman, Tea Board. Thereafter, decision of the Deputy 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 3.3: 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”:

- 3.3.1 **Scheme for participation in International fairs and exhibitions with Tea Board**
- 3.3.2 **Scheme for promotional support to Tea Associations**
- 3.3.3 **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.

3.4.1 Scheme for subsidising setting up packaging units in overseas countries under joint venture basis or through wholly-owned subsidiaries

A. Objective: The objective is to enhance the export potential of Indian Tea by encouraging the Indian exporters registered with Tea Board for setting up packaging & blending units having associated warehouses in overseas locations under joint venture basis with local tea importers or on 100% ownership basis in the new entities by way of giving subsidies. Preference will be given to plants dealing with packing and blending of tea bags, flavoured teas, green teas and organic teas. This will, inter-alia, enhance the presence, visibility and unit price realisation for Indian-origin teas in the overseas markets.

B. Eligibility Conditions:

1. All tea exporters registered with Tea Board with valid export licences, intending to export -
 - a) 100% Indian tea packed for own brands in packages not more than 3 kg in volume (through laid down logo administration protocols)
 - b) 100% Indian-origin tea in bulk to importers for their own brands in packages not more than 3 kg in volume (through laid down logo administration protocols).
2. Completed project proposal with financial /cost implications, site plan, projection of incremental exports (by tea packs and tea bags) and details of investment by overseas partner (in case of JV) has to be submitted to Tea Board for prior approval.
3. Exporters intending to avail of the benefits under the scheme may undertake construction / commissioning only after receiving Pre Activity Acknowledgement Receipt (PAAR)

4. Only one application per factory per company for a particular market in a financial year shall be entertained for consideration of the subsidy.
5. The subsidy will be given upon receipt of the satisfactory post construction / commission report and good running condition report (utilisation of the plant for at least 6 months post-commissioning).
6. Tea Board shall have the right to adjust sanctioned amount of subsidy with defaulted dues pertaining to any other scheme of the Board at the time of releasing the subsidy.
7. The installation of the machineries/civil work in the factory/blending unit shall be completed by the applicant within twelve (12) months from the date of receipt of PAAR
8. Intimation regarding completion of commissioning of the plant should be given to Tea Board office in writing within 12 months from the date of issue of PAAR along with a completion certificate by civil engineer(s) along with proof of expenditures (duly authenticated by a Chartered Accountant) at the end of the civil work / post commissioning of the machineries to facilitate post installation inspection for claiming the subsidy.

C. Duration of the Scheme:

The duration of the scheme will be for one year. However, the receipt of applications for subsidy may be closed earlier by the Tea Board.

D. Rate of Subsidy:

50% of total cost involvement or a maximum of Rs.2.0 crores on the part of the Indian partner involved in the proposed JV during a financial year, whichever is lesser. For a 100% owned subsidiary, it will be a flat Rs. 2.0 crores subsidy during a financial year.

E. Procedure for availing of subsidy:

1. An application is to be submitted in the prescribed format as available in the Board's website
2. Subsidy will not be given for units where machineries have already been procured/ installed and/or civil work has been completed prior to submission of the application
3. Application form completely filled up and signed by an authorized person with date and seal must be accompanied with the following documents:
 - (a) Certified copy of export license issued by Tea Board India
 - (b) Quotation/estimate for site plan, architectural plan, plants & machineries duly signed by competent technical agency (civil engineers)
 - (c) Details of investment made by overseas partner in case of joint-venture projects duly certified by competent agencies/authorised persons
 - (d) An application fee of Rs.5000/- payable to Tea Board by Bankers cheque or Demand Draft only
4. Incomplete application shall be rejected citing the reason to the applicant to be reflected in the application receipt register

F. Pre Activity Acknowledgement Receipt (PAAR)

After ascertaining the adherence to the clauses of the scheme guidelines by the applicant and after undertaking pre-approval inspection by an independent agency appointed by the Board, PAAR will be issued in proper format by the Tea Board tentatively within 60 days from the date of application. The PAAR so issued, shall not be binding on the Board, if the applicant is

subsequently found ineligible for subsidy due to other reasons. In that case, the application will be rejected and the reason will be informed to applicant in writing. PAAR to be issued by Tea Board is contingent upon obtaining necessary permit from the local government towards construction the intended plant.

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

On receipt of confirmation from the applicant as to the completion of construction and procurement of machineries and successful installation/commissioning of the unit for which an application is submitted and also proof of total expenditure involvement within twelve months from the date of issuance of PAAR, a post-installation inspection will be undertaken by an independent agency appointed by the Board. On receipt of the satisfactory post-installation report the eligible subsidy amount shall be released after finding the following documents in 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
- iv. The final expenditure statement in case of civil work duly certified by the civil engineer(s)
- v. Good condition certificate in support of satisfactory functioning of the machinery/equipment by an independent agency
- 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 roadmap with projection for growth in exports.

H. Other inspections:

The Board may carry out such investigations as deemed necessary for verification of the particulars furnished in the application or for any other purpose 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, who may like to verify at any point of time as to the activities undertaken as proposed in the application for efficient and effective execution of the scheme.

I. Disbursement of subsidy:

The subsidy may be disbursed in a single instalment through e-payment mechanism after procurement and installation / commissioning of the unit and receiving a satisfactory post-installation inspection report of Tea Board and the supporting documents as to the proof of expenditure related to the commissioning of the unit and its operations during the 6 months thereafter.

J. Value of investment

The maximum aggregate subsidy is Rs.6.00 crores to be considered under the scheme in a financial year.

K. 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:

1. Violation of any condition therein 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.

2. The beneficiary shall allow full access to the officers of the Tea Board India and other representatives authorized by the Tea Board India 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.

3. 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

4. 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

5. Upon scrutiny if the application is found invalid or does not have valid documents enclosed, the application will be summarily rejected

L. Sanctioning Authority

Deputy Chairman, Tea Board or any officer duly nominated by him/her.

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 any notice.

N. Administration and monitoring

The Deputy Chairman or any other officer nominated by him/her shall administer the scheme on behalf of the Board.

O. Incidental expenses

Statutory expenses on account of administrative work related to the proposed project in connection with execution of contracts, preparation of plans 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.

P. letter of undertaking

The applicants should submit a Letter of Undertaking on an Rs.20/- non-judicial stamp paper /of appropriate amount before receiving the sanctioned subsidy amount.

Q. No-exit clause

A no-exit stipulation applicable for the JV should be suitably integrated with these guidelines.

Sub-component 3.5: Incentives to exporters/Associations

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

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

3.5.1 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 affects export competitiveness.

Duration: The sub-component will be in operation during the Medium Term Framework 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: Deputy Chairman will be the sanctioning Authority under the scheme component. 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 Deputy Chairman, Tea Board. Thereafter, decision of the Deputy 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 Dy. 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. Deputy Chairman will be the sanctioning Authority under the scheme component

COMPONENT 4 : RESEARCH & DEVELOPMENT

The Directorate of Tea Research has been entrusted to formulate, co-ordinate, monitor and evaluate tea research nationally through Tea Research Institutes (TRIs) covering a whole gamut of basic, applied and regulatory research aspects. 'Tea Development and Promotion Scheme during Medium Term Framework' is a continuing scheme of XII Plan in a modified form. Out of its seven proposed components, the Component 5: Research & Development will envisage the following Sub-Components:-

- 4.1 Grant to TRA and UPASI-TRF
 - 4.1.1 Regular Grant to TRA and UPASI-TRF @ 49%
 - 4.1.2 Regular Grant (linked to Research Projects) to TRA and UPASI-TRF not exceeding 31%
- 4.2 Research Schemes to Institutes other than TRA/UPASI-TRF (IITs, Universities, IHBT etc.)
- 4.3 ISRO Project
(Tea Area Development & Management using remote sensing and GIS)
- 4.4 Up-gradation of DTRDC
- 4.5 Grant for Tea Husbandry Courses
- 4.6 Seminar/Conference/Workshop/Publication
- 4.7 Evaluation and Monitoring

The modalities of each sub-component containing the details (objectives, eligibility criteria, release of assistance, claims for financial support etc.) are given below.

Except 4.3 (ISRO Project), most of the activities (4.1, 4.2, 4.4, 4.5, 4.6 and 4.7) are the continuation of XII Plan scheme. Steps for selection process of projects for continued projects are not required. However, if any new project is to be considered the selection procedure will be applied accordingly.

Sub-Component 4.1: Grant to TRA and UPASI-TRF

Objectives:

To support Tea Research Institutes (TRIs) 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:

TRIs 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:

49% in the form of regular grant-in-aid under five identified heads. For research projects maximum ceiling limit will be 31%, subject to actual approved expenditure for research projects to both the institutes. The 49 % of the Grant-in-Aid under MTF will be capped at the level of expenditure of these Institutes during financial year 2016-17, without upward revision.

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

SI. No.	TRA	UPASI-TRF
1	Salary	Salary & Allowances (including PF and Gratuity)
2	PF	Printing & Stationery
3	Gratuity	Electricity & Water Supply
4	Medical	Travelling & Vehicle
5	Training	Consumables for R&D

Terms & Conditions:

1. Research grant under five 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/Trustees and ultimately signed by the Chairman/President of TRIs. Such format needs to be submitted along with the requisition for fund release.
5. 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.
6. The grant shall not be diverted to/or utilized for the purpose other than those for which it is sanctioned.
7. TRIs will submit its accounts for audit promptly whenever required to do so.
8. Deputy Chairman will be the sanctioning Authority under the scheme component

Amendment to the Scheme:

The Tea Board reserves the rights 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 TRIs, the 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 person 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 Schemes to Institutes other than TRA/UPASI
(IITs, Universities, IHBT etc.)

Objectives:

To assist in conducting research through Integrated Research Projects involving TRIs and other national institutes/universities in the areas of tea improvement, tea protection, tea quality & mechanization, climate change and its impact on tea etc.

Eligibility:

TRIs 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 for Research Projects:

The Integrated Research Projects are proposed to be undertaken involving TRIs and other national Institutes/Universities in the areas of tea improvement, tea protection, tea quality & mechanization, climate change and its impact on tea etc.

- 1 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, DTRDC/QCL the concise research proposal can be submitted directly.
- 2 An Expert Committee comprising of Director (Research), Tea Board; Secretary, NTRF; three members from Tea Industry, and three members from the scientific community having long experience in tea science will be formed to scrutinize the proposals.
- 3 Initially, the proposals will be sent to the members of the Expert Committee for their perusal/comments/suggestions.
- 4 The Principal Investigators (PIs) of the proposals of similar nature will be called for a presentation before the experts. The experts, in turn, will suggest on the integration of the proposals to form an All India Coordinated Research Project under each theme. Subsequent revision, if any, will be intimated to the PIs for further processing. These will ultimately achieve time bound quantifiable deliverables.
- 5 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.
- 6 While deciding the proposals, the credentials of the PIs will be checked critically to decide whether the PI can dedicatedly devote time to run such projects.
- 7 After one year of completion of the projects, the component wise progress of each project will be evaluated by an independent Research Evaluation Committee (REC). Based on the performance of the components and reports of the REC, the projects will be ranked and subsequent release of fund will be made. The components falling under unsatisfactory grade may be suspended/terminated.
- 8 The progress of the projects will be evaluated annually by the Tea Research Liaison Committee (TRLIC) and subsequent actions will be taken based on the recommendations of the committee.
- 9 After successful completion, the technology developed so far will be disseminated to the planting community for its use by the tea industry.

Assessment of Project Proposals:

- 1 First Step: Concept Proposal on Research – The 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 PIs for further screening and integration in the coordinated projects under each group.

- 2 Second Step: Full Project Proposal – The full proposals will further be evaluated by a committee of subject specialists under each category for its subsequent inclusion in the coordinated project.
- 3 Third Step: Integrated Project (Final) – The successfully qualified full projects will then be coordinated into one project under each group having three 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:

- 1 Technical: Annual audit on the performance of each project by the Directorate of Tea Research is proposed in two ways – physical verification of the progress of work in each of the host institutes; and evaluation by TRLC. The recommendations of 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 REC will review the performance to ensure that the projects are on right direction according to the objectives.
- 2 Financial: The fund is to be released on yearly basis as per projected outlay through MoU between the Tea Board and the respective 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 (UC) as per GFR norms. Non-submission of UC on time as proposed will lead to discontinuation of the subsequent fund release. Any unspent balance will be adjusted with the next fund release. The terms and conditions laid under GFR for release of such fund will be applicable. The PIs/Institutes are required to abide by the following terms and conditions:-
 - (a) 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.
 - (b) Both physical and financial audit on the progress of the project components will be done by the Tea Board annually.
 - (c) 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 the Directorate of Tea Research, Tea Board of India immediately.

Checklists:

Items to be monitored	Comments
(i) For Project Initiation:	
Concept Proposal	Whether according to mandate or not
Format	Whether followed or not
Consent Letter	Whether signed or not
Terms & Conditions	Whether signed or not
PI's Curriculum Vitae	Whether available or not
Revisions as per the recommendations of the	Whether complied or not
Budget Revision	Whether complied or not

List of delegated responsibilities (i.e. who is	Whether available or not
Final Project Proposal	Whether all items are as per format or not
Final Budget	Whether in tune with committee
(ii) For Interim/Annual Monitoring:	
Dates of implementation and completion of	Where any variation? If yes, reason for it.
Progress	Whether objective wise
Manpower engagement	Whether as per the timelines
Purchase of equipments	Whether as per the timelines
Expenditure details	Whether as per laid norms
Records maintenance	Whether maintained properly
TRLC evaluation	Whether complied
ATR of PI	Whether complied and submitted timely
Change of PI	Whether intimated to Tea Board
(ii) For Completion of Project:	
Final Report	Major outcome
Confirmed Start & End dates	Mention here
Bulletin published	If yes, detail thereof
Workshop for Transfer of Technology	If yes, detail thereof
Paper published in reputed journal	If yes, detail thereof
Patents filed	If yes, detail thereof
Deliverables	Mention here
Finance	Reconciliation Statement

Terms & Conditions:

- Proposals will be submitted strictly as per the given format and broad objective mentioned. As far as possible e-governance structure developed by Tea Board will be used to receive and process the proposals.
- The area of research should be mentioned clearly.
- Tea board will co-ordinate and monitor each project and its all components.
- Integration of the proposals (wherever possible) will be done by an Expert Committee in co-ordinated manner for a definite time bound deliverables.
- 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.
- Both physical and financial audit on the progress of the project components will be done by the Tea Board annually.
- 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 the Directorate of Tea Research.
- The fund is to be released on yearly basis through e-payment mechanism i.e. RTGS/NEFT as per projected outlay through MoU between the Tea Board and the research institute (where the project is to 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 (UC) as per GFR norms.
10. Non-submission of UC 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 the Tea Board. In all such cases acknowledgement of financial assistance has to be mentioned.
17. The UC in respect of the grant will be furnished in duplicate as prescribed in GFR within a period of two/three months of closure of financial year.
18. Grantee institute would undertake to be governed by the condition of grant.
19. Qualifications of manpower should be as per the Tea Board's Guidelines.
20. The organization shall undertake the financial and other management responsibilities of the project and ensure timely submission of reports to the Tea Board.
21. Deputy Chairman will be the sanctioning Authority under the scheme component

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 TRIs, the 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:ISRO Project (Tea Area Development & Management using remote sensing and GIS)

The first phase of the project entitled 'Tea area development and management using remote sensing and GIS' was implemented during the XI Plan period covering North Bengal and Assam. Under this project, mapping of all tea growing areas of entire North Bengal and Assam using high resolution satellite data has been carried out by Regional Remote Sensing Centre—East (RRSSC-E), Kolkata.

Now, the second phase of the project covering the other tea growing States of North-Eastern Region (besides Assam), Bihar, Himachal Pradesh, Uttarakhand and South India covering Tamil Nadu, Kerala and Karnataka will be implemented during the MTF period. The same guidelines as had been followed during XI Plan (First Phase), will need to be followed during Second Phase.

1. Quarterly progress reports are to be submitted to Tea Board as per defined Objectives and timelines.
2. All other terms and conditions will be applicable as in case of other projects/Institutes
3. A MoU is to be signed between Tea Board and ISRO mentioning the conditions to follow for the execution/implementation of the project in order to monitor the progress through a special committee involving the following members:-
 - (a) Eminent scientists (two subject specialist)
 - (b) Representatives of industry (one each from North and South India).
 - (c) Representatives of Tea Board (one each from Research Directorate and Development Directorate).
 - (d) Directors of TRA and UPASI.

This phase will form an integral part of the earlier phase and will help to create a national database on tea which was originally proposed during the initiation of the first phase of the project. This Second Phase duration will be of three years of which two years will be for satellite data processing, estate map collection and geo-referencing, digitations of parcel boundaries attribute labeling, land use mapping ancillary database generation and field validation. The third year constitutes database integration with first phase data, development of Tea GIS-MIS software, web hosting, training and capacity building.

Deputy Chairman will be the sanctioning Authority under the scheme component

Sub-Component 4.4:Up-gradation of Darjeeling Tea Research & Development Centre (DTR&DC)

Objectives:

To upgrade DTRDC to become a Centre of Excellence for undertaking Research & Development work to cater the need of the Darjeeling Tea Industry.

Various works related to infrastructural development, extension of laboratories at both DTRDC, Kurseong and Quality Control Laboratory (QCL), Siliguri, procurement of scientific equipments and recruitment of contractual scientists/research fellows/research assistants etc. are included in this Up-gradation scheme. Further, 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 DTRDC and QCL, are also included in this scheme. Construction work/infrastructure will be created through CPWD and other works as per the Government norms. Day-to-day running of QCL and research work includes administrative, accounting and other service support.

Eligibility criteria and execution of the scheme:

DTRDC, as a research wing of Tea Board and DSIR-Recognized Research Centre, is eligible to undertake the above mentioned work. DTRDC has to submit the proposal to Tea Board, Head Office. As it is an In-house project component, the Directorate of Tea Research, Tea Board will examine the proposals, and after having the approval of the competent authority, the above mentioned proposed works are to be undertaken and executed by DTRDC.

Mode of Fund Disbursement:

Based on the progress of work, fund disbursement will be done following the GFR.

Evaluation & Monitoring:

The evaluation and monitoring will be done through TREC and spot verification by the Directorate of Tea Research, 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 TRIs, the 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.

Deputy Chairman will be the sanctioning Authority under the scheme component.

Sub-Component 4.5: Grant for Tea Husbandry CourseObjective:

Financial assistance to the universities for running specialized course on Tea Husbandry and Management.

Eligibility:

UGC recognized universities having infrastructure in terms of full-fledged Department on Tea having competent faculty are eligible for assistance under the scheme.

Amount of assistance:

The financial assistance by way of incentive towards recurring expenditure for running tea husbandry/management course will be Rs.3,00,000/- (rupees three lakh only) per annum.

Area of operation:

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

Implementation:

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

Submission of Application:

The eligible universities desirous of availing the assistance have to submit their application in the prescribed format along with necessary supporting documents to the Deputy Chairman, Tea Board of India, 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 Government.
2. The fund shall be kept in an account with State Bank of India or its subsidiaries or any nationalized bank.
3. The 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 the financial year unless allowed to be adjusted against next year's grant.
6. The accounts may 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 auditors at their discretion.
12. Universities will maintain a register in the format of GFR 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 Tea Board/Government.
15. A performance-cum-achievement report will be submitted to Tea Board annually.
16. The UC in respect of the grant will be furnished in duplicate as prescribed in GFR within a period of two/three months of closure of financial year.
17. Universities would undertake to be governed by the condition of grant.

Amendment to the scheme:

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 universities 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.

Deputy Chairman will be the sanctioning Authority under the scheme component

Sub-Component 4.6: Seminar/Conference/Workshop/PublicationsObjectives:

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

Eligibility Criteria:

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

Mode of Fund Disbursement:

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

- 1 An amount within Rs.1,00,000/- (rupees one lakh only) will be disbursed in one time though e-payment mechanism i.e. RTGS/NEFT after having received the bill/proforma invoice from the organization.
- 2 The amount above one lakh will be disbursed in two installments (80% initially and remaining 20% after the completion of the event).

Monitoring:

Fund disbursement & utilization will be monitored as per the Government 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.

Deputy Chairman will be the sanctioning Authority under the scheme component

Sub-Component 4.7: Evaluation and Monitoring

The progress of R&D work done so far will continuously be monitored/evaluated by examining the Monthly Progress Reports (MPRs) submitted by TRIs. Besides, the exercise of evaluation and monitoring will also be done by an independent Research Evaluation Committee (REC) and Tea Research Liaison Committee (TRLIC) of Tea Board. The members of the evaluation committees will be selected from the national R&D Institutes (ICAR, CSIR etc.) and Universities, experienced and renowned scientists from respective disciplines.

Deputy Chairman will be the sanctioning Authority under the scheme component

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 (RTGS/NEFT).

Rider:

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

COMPONENT-5: HUMAN RESOURCE DEVELOPMENT

SUBCOMPONENTS OF THE COMPONENT ARE :

- 5:1 HEALTH
- 5:2 EDUCATION
- 5:3 TRAINING
- 5.4 STUDIES ON TEA INDUSTRY

5.1 HEALTH

5:1:1 CAPITAL GRANTS FOR HOSPITAL (NOT TEA GARDEN HOSPITALS)/MEDICAL CLINICS ADJACENT TO TEA GARDEN AREAS 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 specialized 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 workers and their dependents.

B.ELIGIBILITY:

- i)The Hospital (other than tea garden & any government hospital)/Permanent Medical Clinic applying for the Board's grant must be registered with the State Health Dept. 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. It is only for non-traditional tea 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. The institutions should bear 30% of the capital cost. 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 should be on actuals.

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 utilized for the specific purpose for which it is sanctioned.

iv. Recipient shall permit the Board or any official authorized 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 within one month from the date off receipt of payment.

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 authorized 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. 20.00/next available denomination/appropriate value of Stamp paper with Tea Board.

H. MODE OF PAYMENT: Through e-payment /RTGS/NEFT.

5:1:2 FINANCIAL ASSISTANCE FOR DISABLED PERSONS/CANCER AND HEART PATIENTS /KIDNEY TRANSPLANTATION IN SPECIALTY HOSPITAL DEPENDENT ON TEA PLANTATION WORKERS

A Assistance for disabled persons:

- i. **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.
- ii. **QUANTUM OF GRANT:** Actual expenditure maximum ceiling limit upto Rs.50,000/- on submission of certified documents by the Medical officer/ Manager/authorized signatories of the particular Tea Estate.
- iii. **ELIGIBILITY:** The person should be dependent on the worker and reside with him in the estate and have Aadhar card/valid Identity proof.
- iv. **MODE OF DISBURSEMENT:** Payment of eligible amount in one go on submission of application along with the relevant original bills/Cash Memos as a proof of procurement of articles duly certified by the Consultant Medical Officer, Manager/authorized signatories of the particular Tea Estate.

B) Cancer and Heart Treatment / Kidney Transplantation:

- i. **OBJECTIVE:** To assist the persons dependent on workers scheme towards cancer and heart treatment/Kidney Transplantation in specialty hospital dependent on Tea Plantation workers will be on actual basis limited upto Rs.50,000.00 whichever is lower
- ii. **ELIGIBILITY:** The person should be dependent on the worker and reside with him in the estate and have Aadhar card/ valid Identity proof.
- iii. **QUANTUM OF GRANT:** Actual expenditure maximum ceiling limit upto Rs.50000.00 on submission of original bills certified by the Medical officer/ Manager/authorized signatories of the particular Tea Estate.
- iv. **MODE OF DISBURSEMENT:** Payment of eligible amount in one go through RTGS/NEFT/e-transfer mode on submission of application to the nearest Field Office of Tea Board along with the relevant original bills/Cash Memos of the hospital as a proof of treatment duly certified by the Consultant Medical Officer, Manager/authorized signatories of Tea Estate.

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 amongst the children of tea plantation workers, 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 ceiling limit upto Rs.20000.00 for tuition fees and 2/3 of hostel charges subject to ceiling limit upto Rs.20000.00 in a year.

C) ELIGIBILITY:

- i. Children of workers—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.
- ii. Not more than 2 children including legally adopted ones of workers and his family together drawing a total monthly emolument up to Rs. 25,000/- can be granted.
- iii. 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.
- iv. 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.
- v. Children 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.
- vi. Students who wish to pursue their studies through correspondence course will not be eligible.
- vii. The applicant should have Aadhar Card/valid Identity proof.
- viii. In case of applications from the dependent students of closed tea garden permanent workers, the concerned Development Officers of the Board or Assistant Labour Commissioner or Inspector of Plantations of the State Govt. should verify and sign in lieu of the Garden Manager.
- ix. The applicants should submit photocopy of the mark sheet of the last examination passed duly attested by a Gazetted Officer/ the Principal/ Head of the Institution, where the student is presently studying. The academic session should be clearly written in the mark sheet.

x. The application should be submitted in Tea Board within six months from the date of publication of result of the last academic session.

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 1/3 of hostel charges will be borne by the workers. Hostel charges will be payable for the period of study (excluding summer, Puja/Festival 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. Application Forms are to be submitted by the tea gardens to the nearest SRO/RO/ZO of Tea Board

ii. Stipends will be paid 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.

iii. The applicants should submit original fees receipts for Admission fees, Session fees, Tution fees, Examination fees, Computer fees, laboratory fees, Hostel fees etc. paid to the school/ college/ hostel.

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:

i. 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 whose family income does not exceed Rs.25000/- per month.

ii. The applicant should have Aadhar Card/valid Identity proof.

iii. In case of applications from the dependent students of closed tea garden permanent workers, the concerned Development Officers of the Board or Assistant Labour

Commissioner or Inspector of Plantations of the State Govt. should verify and sign in lieu of the Garden Manager.

iv. Not more than 2 children including legally adopted ones of workers and his family together drawing a total monthly emolument up to Rs. 25000/- can be granted.

C. QUANTUM OF GRANT: The scheme provides lump sum grant @ Rs.8,000/- for class X/Secondary level and Rs.10,000/- for class XII/H.S. level for the wards of tea plantation worker

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 a Gazetted Officer/Principal of the school) relating to Secondary/Higher Secondary or equivalent Public examination, as the case may be.

Application in stipulated form will be received in Board's Regional/Sub-Regional offices of Tea Board and to be forwarded to their respective Controlling office after proper scrutiny for disbursement.

E. MODE OF PAYMENT: Amount will be paid through e-transfer/RTGS/NEFT mode to the student/parents to be certified by the garden authority.

5:2:3 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 notified closed tea garden/ students of gardens affected by natural calamities to buy books or uniform for continuing their study.

B. ELIGIBILITY:

i. The applicant should have Aadhar card/valid Identity proof and also be a bonafide student of a school. A certificate in this regard issued by the Competent Authority of the school must be enclosed.

ii. Assistance is available upto any class/ any government recognized degree/course except for correspondence / online/ open school.

iii. Not more than 2 children including legally adopted ones of workers and his family together drawing a total monthly emolument up to Rs. 25,000/- can be granted.

iv. In case of applications from the dependent students of closed tea garden permanent workers, the concerned Development Officers of the Board or Assistant Labour Commissioner or Inspector of Plantations under the P.L. Act, 1951, of the State Govt. should verify and sign in lieu of the Garden Manager

C. 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.4000/- per ward per annum. No bills for procurement of Books & School Uniform to be submitted for availing the Book & School Uniform since it is a grant.

D. MODE OF PAYMENT: Amount will be paid through e-transfer/RTGS/NEFT mode to the student/parents to be certified by the garden authority.

5:2:4 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) honorarium and allowances for maintenance of posts of Districts Scouts/Guide Organisers. (ii) re-imbusement 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:-

B. QUANTUM OF GRANT:

Monthly honorarium for full time district Scouts/Guide Organiser will be Rs.10000/- per month and the rate of conveyance allowance has been fixed at a flat rate of Rs. 5000/- per month.

1. Training Camp Charges -Actual reimbursement to be made subject to the following ceiling amount -

- (a) Meal and Tiffin charges are Rs.500/- per head per day in respect of all kinds of events, rallies and camps.
- (b) Actual conveyance charges and return train fare or bus fare beyond 25 kms. Reservation or sleeper charges will be admissible. Limited to Rs.200/-
- (c) No.of participants: 50 persons maximum from each District Association in a year.
- (d) Incidental charges @ Rs. 200/- per candidates per training.

2. Annual District Rally -Actual reimbursement to be made subject to the following ceiling amount -

- a) Meal and Tiffin charges not more than Rs. 500/- per head per day will be admissible for a maximum period of 3 days.
- b) Conveyance charges beyond 30 kms. Actual railway fare or bus fare with return journey and also Reservation or Sleeper charges will be admissible. Limited to Rs.200/-
- c) Incidental charges not exceeding Rs. 200/ for holding District Rally-cum- Camp will be admissible.
- d) No. of Participants: 500 persons from each District Association in a year

3. State Rally/ Camporees- Actual reimbursement to be made subject to the following ceiling amount -

- a) Meal and Tiffin charges not exceeding Rs.500/- per head per day will be admissible.
- b) Actual conveyance charges- return train or bus fare and also Reservation or sleeper charges will be admissible. Limited to Rs.200/-
- c) No. of Participants: 500 persons from each District Association in a year

4. National Jamboree: Actual reimbursement to be made subject to the following ceiling amount -

- a) Meal and Tiffin charges not exceeding Rs.500/- 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 or maximum upto Rs.200/-per day per head. Reservation or sleeper charges will be admissible.
- c) Incidental charges/ Registration fee to the participants may be given for participation in the National Jamboree upto Rs.200/-

5. Uniform Grant-

Matching grant for supply of uniform to tea garden scouts and guides participants is fixed at Rs. 2500/- per head 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 or nearest Field office of the Board. The application complete in all respect may be submitted to the nearest office of Tea Board.

5:3 TRAINING

5.3.1 SCHEME OF TEA BOARD'S FINANCIAL ASSISTANCE FOR SHORT TERM VOCATIONAL TRAINING 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. Training of wards of workers in areas like electrician, driver, fitters, mobile repairing, book keeping, computer literacy, mobile banking, Aadhaar based services, financial literacy, plumbing, masonry, tailoring, weaving, etc.

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) Govt. Registered 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.

C) 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 on actual basis or up to a maximum of Rs. 2.00 lakhs for a course with a minimum duration of three months to one year for in one discipline. The quantum of financial assistance is assigned for tuition fee including hostel fee. There will also be scope for re-visiting the 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 for further sanction of grant subject to maximum limit of Rs. 2.00 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
- 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 genuineness.
- 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 and his spouse whose children will take Vocational Training under this scheme shall not exceed Rs.25000/- per month

in total.

viii. 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) 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 (Rs.20/-or next denomination) at the cost of the recipient. No portion of the grant will be disbursed before execution of the agreement.

G) 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 installment (30% of sanctioned amount), the grantee institution/organization will have to start Vocational Training Course within a period 10(ten) days under intimation to the Board immediately.
- ii) 50% of the sanctioned amount will be released on completion of 1(one) month of the training successfully and on receipt of:
 - (a) utilization certificate from the Head of the grantee Institution/organization,
 - (b) Audited statement of Board's amount (received in 1st installment) duly certified by Chartered Accountants and
 - (c) Inspection Report of the Board's Zonal/Regional office about successful completion of 3 months of the course
- iii) Balance 20% of the sanctioned amount will be released on successful completion of the entire Vocational Training Course and on receipt of
 - (a) 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,
 - (b) Audited statement in respect of total expenditure for Vocational Training Course duly certified by the Chartered Accountants and
 - (c) Necessary report of the Zonal/Regional 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.

H) OTHER TERMS AND CONDITIONS

- i. 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.
- ii. 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.
- iii. The Board's grant shall strictly be utilized for the specific purpose for which it is sanctioned.

- iv. 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.
- v. 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.
- vi. 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.
- vii. 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.
- viii. 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.
- ix. The project shall be completed within a reasonable time as stipulated by the Board as agreed to the MOU signed.
- x. 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.

5.4 STUDIES ON TEA PLANTATION:

A. Objective: To undertake any need based Studies/Pilot schemes on crucial aspects of the tea industry through professional institutes like IIPM, IIM, ICWAI and also by other agencies

B. Quantum off Fund: As per need and approval from time to time.

C. Agreement: The institute/organization should make an Agreement with the Board as would be designed by the Board

D. Eligibility: i. The institute/organization should be Govt. recognized/approved

ii. The institute/organization should have TIN/TAN/PAN no.

Mode of Payment: Through e-transfer/RTGS/NEFT.

GENERAL GUIDELINES OF THE SCHEME :

A. SANCTIONING AUTHORITY:

The commitment of the Board will become binding only after issuance of sanction letter by the respective sanctioning and disbursing offices viz.

- I. Office of the Executive Director at Guwahati for the applications under North Eastern Region
- II. Office of the Executive Director at Coonoor for entire Southern India
- III. Dy. Director at Palampur for Himachal Pradesh, Uttarakhand and entire North India based applications.
- IV. Office of the Dy. Director at Siliguri for West Bengal, Bihar and Sikkim
- V. For the purpose of Studies in Tea Industry- the proposals will be processed at H.O. level and Dy. Chairman, Tea Board shall have the power to sanction for such cases.
- VI. Deputy 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 financial assistance in respect of any component or sub component of the scheme. No authorities in the disbursing offices 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 Deputy 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.
- VII. 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.
- VIII. Aadhar and Bank Details (wherever applicable)
- IX. The applicants should submit prescribed "Bank Mandate Form" (uploaded in Board's website) duly sealed and signed by the Bank Manager and the applicant. The Bank account should be in the name of the applicant. However, a joint bank account of the applicant and his/her parent, may also be accepted. The bank account should be operational and linked with AADHAR number. No payment of HRD scheme benefits i.e, Education Stipend, Book & School Uniform Grant & Nehru Award, will be made unless the Bank Account is linked with AADHAR. The photocopy of the Bank passbook of the applicant should also be enclosed.
- X. The applicants should also submit "AADHAR Authentication Form" (uploaded in Board's website) duly filled in and signed by the applicant. The copy of the AADHAR card of the applicant should also be enclosed.

B. 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.

C. PENDING CLAIMS:

Pending claims of XI/XII Plan periods will be settled as per set guidelines during that period.

D. ADMINISTRATION:

1. The Deputy Chairman, Executive Directors of Tea Board or any other officer nominated by the Board shall administer/ monitor the scheme on behalf of the Board. Administrative charges for running and monitoring the sub components of the scheme will also be met from the scheme. In case any support is required from expert professional agencies, the cost will be met from the scheme.

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

E. 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/agencies. Such expenses shall not be adjusted with the expenditure to be paid by the Board.

COMPONENT 6: NATIONAL PROGRAMME FOR TEA REGULATION SCHEME (NPTR)

Tea Board is responsible for monitoring and regulation of the activities of stakeholders to ensure proper implementation of different directives of Central Government and Tea Board issued from time to time in accordance with the provisions of the Tea Act and Control Orders issued there under. The effectiveness of Regulatory functions also aid in the effective discharge of other functions like Developmental Activities, Marketing & Promotional Activities and Research Activities. The modalities of the various sub-components under NPTR are given below:

Sub Component-6.1

Automation of the licensing activities of Tea Board for online issuances of licenses, submission of returns by the licensees and traceability of teas with tripartite networking (Tea Board-Estate/manufacturer-E-Auction)

Objective:

The objective of the scheme is to serve all stakeholders utilizing the best practices of the latest Information Technology and also to build a holistic Integrated Information & Communication Technology enabled system for fulfilling the responsibilities prescribed as per Tea Act/Tea Control Orders timely and in effective manner. The implementation of the IT enabled system will automate the major functions of the Board viz., Licensing and submission of returns. This will also help in cross checking of information from the online system required by different departments without any manual intervention.

Eligibility Conditions:

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

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 offices before issuance of licenses.
- Timely processing and 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 licensee before expiry.
- Cancellation/suspension of licenses in case of violation of provision of Tea Act/Control Orders, etc.

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 signed by the vendor.
- 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-6.2

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

Objective:

The IT enabled electronic platform for sale of tea including settlement of payments to ensure ease of business for stakeholders with improved transparency is being 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.

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 programme.
- 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 Post e-Auction Settlement Module in accordance with the provisions of the GST.

- 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 signed by the vendor.
- 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 will be handled by Controller of Licensing.

Sub-Component-6.3

Mandatory checking/testing mechanism to meet international standards as per TD&ECO-2005, drawing tea samples from tea factories at random for testing of their quality and adherence to standards specified under Tea Marking (Control) Order, 2003

Objectives:-

The field offices of the Board are authorised 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 tea factories, warehouses, etc.

Eligibility Conditions:

The samples shall be drawn from those teas which are suspected to be substandard in nature.

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 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 Field offices of the Board and shared with ED, Coonoor (for South Indian cases), ED, Guwahati (for North Eastern States) and Head Office (West Bengal, Palampur and rest of the country)
- Field offices shall submit seizure report along with all supporting documents to respective offices within 24 hours of such seizure.
- Test report shall be forwarded to respective offices 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.

Monitoring Mechanisms:-

- Field offices will submit monthly reports in respect of search, seizure and raids conducted by all field offices under the respective jurisdiction.
- Field 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 Field offices shall also be submitted monthly.
- The report so forwarded by field offices will be reviewed by Registering/Licensing Authority on monthly basis.

Sub-component-6.4

Monitoring of price sharing mechanism, hygienic conditions for storing of teas, buyers and exporters inspections and factory evaluations, etc. under various Control Orders.

Objectives:-

Monitoring of price sharing mechanism in each tea growing district by District Green Leaf price Monitoring Committee (DGLPMC) formed by Tea Board is one of the important activity of the Board to ensure effective remuneration to the small tea growers for their produce. The price sharing ratio of a particular district is dependent on various factors like climate change, cost of production of green leaf and made tea, etc.. Since the cost of production varies from time to time, it is necessary to review the existing price sharing formula at regular intervals. Reviewing of the formula require extensive field study by the experts covering the socio economic aspects of the growers and the manufacturers for each and individual tea growing districts..

Monitoring of warehousing activities in respect of maintenance of hygiene and cleanliness of the premises as well as fixation of warehouse charges are important activities of Tea Board to ensure smooth trading across the industry. Therefore, in order to discharge this role effectively,

specific study by the subject experts are required to be conducted from time to time for fixing the warehouses rates as well as upgradation of warehouse services through improved mechanisms and latest technology.

Apart from the above stated issues, Tea Board may need to carry out studies on various other aspects like, e-Auction of tea, factory modernizations, etc. depending on the requirement of the industry.

Eligibility Conditions:

The above mentioned study will be conducted at periodic intervals depending on the requirement of the. The study will be conducted by an institute having expertise on the subject.

The activities to be supported under the Scheme:-

The following issues need to be addressed during the study:

- Study relating to any matter through specified institutes/companies selected by Tea Board through open tender or by inviting proposals from selected institutes/companies based on their experience in relevant field.

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/Work Order, etc..

Monitoring Mechanisms:-

The study report submitted by the Institute shall be evaluated by a project evaluation committee of the Board.

SANCTIONING AUTHORITY:

The Deputy Chairman will be the Sanctioning Authority of the scheme component. Deputy Chairman Tea Board reserves right to further delegate and change / modify the delegation power in respect of any officer of the Board. The Deputy 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 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.

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 Deputy Chairman or any other officer nominated by the Board shall administer/ monitor the scheme on behalf of the Board. Administrative charges for running and monitoring the sub components of the scheme will also be met from the scheme. In case any support is required from expert professional agencies, the cost will be met from the scheme. A certain amount of the scheme fund will be utilised for Scheme Administration charges.

COMPONENT-7: ESTABLISHMENT EXPENSES

The existing human resources would be utilised for implementation of the scheme. This would necessitate expenditure on salary, pension, establishment and administrative expenses.

The cost will be met out of budgetary allocation provided by the Government of India.