

# **TEA PLANTATION DEVELOPMENT SCHEME**

**For the Tenth Plan period  
1-4-2002 to 31-3-2007**



**TEA BOARD**  
( Ministry of Commerce and Industry-Govt. of India )

14 B.T.M. SARANI  
KOLKATA – 700 001.  
West Bengal, India.  
Telephone: 033-2235 1411  
Fax: 033-2221 1517  
Web site: [www.indiateaportal.com](http://www.indiateaportal.com)

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## **TEA PLANTATION DEVELOPMENT SCHEME**

### **A . INTRODUCTION :**

With the world tea supply position steadily increasing, the focused areas for the tenth plan period are productivity enhancement from the existing tea area through consolidation rather than expansion of the tea area, quality improvement through appropriate quality up gradation measures, cost reduction and market development so as to face affectively the emerging international competition in the context of a free market economy. While formulating the plantation Development Scheme for the tenth plan period, these broad and need based objectives have been given due consideration.

In order to achieve these set objectives and to provide an impetus to the tea garden owners to take up various developmental activities in the right earnest, financial incentives are being extended through this scheme to all segments of the industry with the funds allocated under the plan budget by the Central Government.

Tea Board's role being that of a catalyst towards acceleration the production growth rate, the incentives offered under this scheme constitute 25% of the approved unit cost per ha and the balance 75% of the total investment required for undertaking the developmental activities has to be mobilized by the growers either from internal generation or by borrowings from financial institutions/commercial banks.

### **B. ACTIVITIES ELIGIBLE FOR SUBSIDY:**

**i )** For all the growers regardless of the size of their holdings:

1. Replanting
2. Replacement Planting
3. Rejuvenation pruning and consolidation by infilling of vacancies &
4. Creation of Irrigation facilities

**ii )** For Small growers holding up to 10.12 ha under tea

1. New planting in the North Eastern states and Uttranchal
2. Setting up of pilot tea producers societies ( Self help groups )
3. Usage of mechanical aids ( Pruning Machines ) for field operations.

### **C. ELIGIBILITY CONDITIONS - GENERAL**

1. The applicant tea garden should have registered with Tea Board. ( For replacement planting an new planting, the applicant should hold valid planting permit issued by the Licensing Department of the Board. ( Guide lines for registration with Tea Board are appended in Annexure-1).
2. The applicant should not be a defaulter in payment of his membership fee to TRA/UPASI-TRF and should hold the valid current membership. ( Growers whose holding size is below 50 ha. Are exempted).
3. The applicant should have paid his subscription in full to the National Tea Research Foundation. ( Small growers and Identified sick tea gardens as per the provisions under clause 16B of Tea Act. Are exempted).
4. Provident fund dues of the applicant tea garden should not exceed Rs. 10,000/- at the time of submission of application. ( Where the P.F. liability exceed Rs. 10,000/-, the application will be accepted provided it is backed by a Court decree or written consent from the P.F. authorities for allowing the payment of arrears Provident Fund dues in installments. For such applicants, conditional approval will be issued with a stipulation that no subsidy would be released until the arrear Provident Fund dues are cleared).
5. The applicant should not be a defaulter under any of the Board's loan schemes at the time of submission of application. ( Tea Board shall have the right to adjust sanctioned amount of subsidy with defaulted dues if the applicant was found to be a defaulter at the time of releasing the subsidy.)
6. The applicants availing the tax benefit through the Tea Development Account Schemes under Section 33 AB of Income Tax Act shall not be eligible for subsidy under this scheme. A declaration indicating that no deposit was made to the TDA Schemes should be submitted along with the application. ( A copy of the Tea Development Account Scheme – 2001 is appended as Annexure 16).
7. For facilitating the field offices in carrying out pre-approval inspection in time, the applicants should submit their application to the nearest field office of Tea Board, 75 days before the commencement of the field activity for which this subsidy is being sought for. (The locations of the field offices are indicated in Annexure-2).
8. Field operations should be commenced by the applicants only after receiving a NOC(No Objection Certificate) issued by the concerned field offices, after carrying out pre-approval inspection.
9. Only one application per garden in a financial year shall be entertained for consideration of subsidy.

## **D. ACTIVITY SPECIFIC ELIGIBILITY CONDITIONS:**

### **D.1. Uprooting / Replanting, Replacement Planting.**

1. The proposed area for uprooting and replanting should be currently under regular plucking and shall not fall under the category of “abandoned tea areas” (i.e.. Tea Areas not under plucking for the past three years).
2. Subject to limitation of topography, the minimum area in a consolidated block that will qualify for the grant of subsidy for different categories of applicants is noted below. The applicants claim for subsidy for the areas smaller than the prescribed minimum area shall not be entertained.

Size of the applicant tea gardens	Minimum area for which subsidy can be claimed
a) Gardens below 8 hectares	0.1 ha.
b) Estates between 8 to 50 hectares	0.5 ha.
c) Estates over 50 hectares	1.0 ha.

3. The applicants should use only the approved planting materials. The list of approved planting materials for different tea growing regions of the country is appended as Annexure-3.
4. The plant population should not be less than 10,000 plants per hectare in the replanted/replacement planting area subject to limitation of topography.
5. Prior to replanting/replacement planting adequate steps have to be taken for land preparation, soil rehabilitation, proper drainage etc.
6. Zero/minimum tillage replanting and progressive replanting with zero/minimum tillage are permissible in respect of tea estates in hilly areas.
7. For Replacement planting in virgin soil, planting permit should be obtained from the Board’s Licensing branch.
8. Where there is a dearth of suitable virgin lands, re-use of the areas that have been uprooted against previous replacement planting applications are permitted, for fresh planting under current application provided such area has been properly rehabilitated for at least 2/3 years and found to be suitable for planting and the same being certified by TRA/UPASI-TRF. For allowing such areas for re-use, there shall not be any pending claim of subsidy on account of any of the previous applications.
9. In the case of applications for replanting, after completion of uprooting, the uprooted area should 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 crop and shade trees is appended as **Annexure-4**.

10. Replanting in all cases shall be completed within 36 months from the date of completion of uprooting. However, shorter or longer period of rehabilitation may be allowed provided a request in writing is made by the applicant in the regard prior to commencement of replanting accompanied with a specific recommendation from TRA/UPASI-TRF.
11. Prior to commencement of replanting, the soil should be made physically and chemically suitable for plating. The applicants are therefore, advised to get the soil analyzed from any one of this soil Testing Laboratories and the chemical soil analytical report should be submitted to Tea Board at the time of post planting inspection, for verification. The list of approved Soil Testing Laboratories, where the applicants could get their soil analyzed in addition to TRA-UPASI-TRF, is appended as Annexure-5.
12. On completion of replanting/replacement planting, as the case may be in the approved area, the applicant should get the planted area surveyed by Govt. approved Surveyors or Patwari or Karnam or Monadal ( Village Revenue Officer) drawn to a scale 16" a mile. In the case of North Bengal, Bihar & Sikkim, the applicant tea gardens may avail the services of Surveyors empanelled with Tea Board. The current list of such approved surveyors is appended in Annexure-6.
13. The post replanting/replacement planting/uprooting survey may, as the case may be, should accompany the following particulars:
  - a) Period of survey. b) Year of field operation. c) Nature of activities. d) Date of issue and issue number of the map. E) Signature & seal of the Surveyor f) Section number with actual areas in ha., covered under replanting/replacement planting/uprooting as the case may be as well as area covered under drains, roads, hullas etc.
14. In case of gardens located in Darjeeling hills, where the applied area is less than 2.00 hect., the garden map duly certified by the garden manager shall be accepted in support of post replantation, in place of survey map. For Replacement planting, however, a survey map is a must.
15. Incase the applicant tea garden has availed subsidy for several years and the activities carried out in the same section part by part over a period of time, a copy of sectional map demarcating the extent of areas applied for and subsidy for the areas already availed of may be submitted at the time of pre-approval inspection or 1<sup>st</sup> post planting inspection for confirmation to the effect that there was no overlapping of the areas.

## **D.2.: Rejuvenation Pruning & Infilling with or without interplanting.**

1. The proposed area for rejuvenation pruning and consolidation should not fall Under the category of “abandoned tea areas” as defined in D.1.(1) and the Section after rejuvenation pruning should not be due for uprooting for next 10 Years.
2. Reclamation of abandoned tea areas of Uttranchal and Himachal Pradesh shall be allowed for rejuvenation pruning on individual merit subject to submission of a suitability certificate by IHBT for Himachal Pradesh and by the Technical Officer attached to Kumaon Mondal Vikas Nigam Ltd., for the areas of Kumaon Hills.
3. Area Rejuvenation and Infilling subsidy shall be allowed for the 2<sup>nd</sup> time for the same area in respect of small tea growers of Himachal Pradesh after every 20 years from the date of previous rejuvenation pruning as a special consideration
4. The existing bushes proposed for rejuvenation pruning should be potentially healthy and be capable of being rejuvenated. Minimum area that will qualify for grant of subsidy shall be as indicated under D.1(2).
5. The sections proposed to be rejuvenated should not normally have a vacancy of more than 25%. In exceptional case, the Competent Authority of Tea Board may allow subsidy in respect of areas where vacancies exceed 25% but not beyond 40% provided such area is certified to be fit for rejuvenation pruning by TRA / UPASI-TRF.
6. The maximum pruning height from ground level should not exceed the height noted below

1	For Assam and Assam Hybrid	18” – 20” ( 45 to 50 cm.)
2	For China and China Hybrid	12” – 14” (30 to 35 cm.)

7. Subsidy for inter-planting shall not be allowed for the sections having spacing less than 4’ \* 4’. The minimum bush population per ha after the inter- planting activity should not be less than 10,000.
8. Only approved planting materials to be used for infilling and inter-planting purpose.
9. On completion of rejuvenation pruning and infilling with or without inter-planting, as the case may be, a map of the approved area should be prepared as indicated in D.1.(12). The other conditions relating to submission of map as indicted in D.1(12). The other conditions relating to submission of map as indicated in D.1(13 to 15) will also be applicable.

### **D.3 : New Planting in small holdings in N.E. region including Sikkim & Uttarakhand**

1. Small holdings upto 10.12 ha. will be eligible for subsidy subject to fulfillment of the following conditions:
2. Applicant should have title over the land proposed to be planted and should be registered with Tea Board.
3. The soil should be suitable for tea cultivation. Apart from the soil testing laboratories shown in Annexure-5, small growers in Nagaland can get the soil tested from the State Soil testing Laboratories located at Medziphema, Dist. Dimapur and Yisemyong, Dist. Mokochong, attached to the Directorate of Agriculture, Govt. of Nagaland. For Uttarakhand, soil report from State Soil Testing laboratory shall be accepted.
4. Only approved planting materials to be used for planting.
5. The bush population in the planted area shall not be less than 10,000 per ha.
6. All cultural operations and soil conservation measures should be undertaken in the manner as may be advised by TRA/ AAU / UPASI-TRI / Tea Board.

### **D.4: Creation of Irrigation facilities:**

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



6. The irrigation equipments viz. sprinklers and drip irrigation sets, pipelines including PVC pipes motors, pump sets etc. should be purchased only from the manufacturers/suppliers enlisted with Tea Board.

**D.5. Setting up of pilot tea producers' societies ( Self help groups ) by the small growers:**

1. Each society and its members ( Self help group ) should have been registered with Tea Board.
2. Each society should have at least 50 small grower members under its command and it should have been registered as per the provisions of the Societies Act. A Specimen copy of the registration format is appended at Annexure-7 ( Page – 30 ).
3. The major activities of the Society should include:
  - (i) Extension – Technology and information dissemination
  - (ii) Leaf collection, storage and transportation.
  - (iii) Procurement and supply of inputs such as fertilizers, plant protection chemicals, sprayers, pruning machines irrigation equipments etc to the members of the society.

**D. 6: Usage of mechanical aids ( Pruning Machines ) for field operations:**

1. Individual Small growers registered with Tea Board shall be eligible for subsidy.
2. Registered society/self help groups of small growers are also eligible for grant of subsidy.

**E. DURATION OF THE SCHEME:**

This scheme which is applicable, subject to fulfillment of certain conditions, to all the tea growers in India will remain valid during the 10<sup>th</sup> Five year Plan period commencing from 1<sup>st</sup> April 2002 to 31<sup>st</sup> March 2007.

**F. SUBMISSION OF APPLICATION:**

The application for subsidy should be submitted in the prescribed format\*\* complete in all respect to the nearest office of the Tea Board, 75 days before the commencement of the field operations. Incomplete applications shall not be accepted and returned forthwith.

(\*\* A format of the subsidy application together with a list of supporting documents to be submitted along with the application for Replanting, Replacement planting, rejuvenation pruning and consolidation and creation of Irrigation facilities etc is appended as Annexure-8. For new planting by small growers in the NE states including Sikkim and Uttranchal and procurement of pruning machine by small tea growers , the prescribed format together with the list of supporting documents to be submitted along with the application is appended as **Annexure-9.** )

## **G. INSPECTIONS BY TEA BOARD:**

### **1. Pre approval inspection:**

- a. This inspection will be carried out by the field office of the Board on receipt of application from the gardens to assess the physical suitability of the applied area.
- b. On completion of the inspection, a No objection Certificate (NOC) will be issued from the field office for proceeding with the field work. The field activities undertaken prior to pre-approval inspection by the Board field office will not be eligible for financial assistance. It is strongly advised that the applicant tea gardens should commence the field work only after obtaining the NOC. This condition, however, shall be relaxed where the issuance of NOC has unduly been undertaken after 75 days from the date of submission of application to Tea Board.
- c. During pre-approval inspection, the visiting Tea Board Official shall verify the past performance of the applicant garden in respect of Replanting/Replacement planting/ Rejuvenation pruning & consolidation activities, undertaken with Board's subsidy. For this purpose, the applicant garden should provide all the relevant documents, as shall be called for by the visiting field official so as to evaluate the impact of the past activities on production, productivity, quality improvement etc.
- d. The NOC issued by the field office shall not be binding on the Board, if the applicant was subsequently found ineligible for subsidy due to other reasons to be specified by the Board in writing.
- e. The commitment of the Board would become, binding only after issuance of approval cum sanction letter following the scrutiny of the pre-approval inspection report and other related documents/particulars/records, by the respective sanctioning and disbursing offices viz. (i) Office of the Executive Director at Guwahati for NE Region, (ii) Office of the Executive Director at Coonoor for Southern India and (iii) Head Office in Kolkata for rest of the areas.

### **2) 1<sup>st</sup> post planting/post rejuvenation pruning inspection:**

- a. This inspection will be carried out by the field office of the Board or industry sponsored panel of inspectors, soon after receipt of information from the applicant garden about completion of replanting/replacement planting/rejuvenation pruning and infilling with or without inter-planting in the sanctioned area.

b. The applicant garden should produce a post planting survey map, Soil Analysis Report at the time of this inspection. In the case of replacement planting, besides completion of planting in the sanctioned area the prescribed minimum area should have been uprooted in the area proposed to be replaced.

c. Completion of 1<sup>st</sup> inspection and satisfactory report thereof shall entail the applicant garden for receiving 1<sup>st</sup> installment of subsidy.

**3). 2<sup>nd</sup> post planting / post rejuvenation pruning inspection:**

a. This inspection will be carried out 12 months after completion of replanting/ replacement planting/rejuvenation pruning and infilling with or without inter-planting for verification of upkeep & maintenance of the replanted/replacement planting/rejuvenated area.

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

c. Completion of this inspection and satisfactory report thereof shall entail the applicant garden for receiving 2<sup>nd</sup> installment of subsidy.

**4). 3<sup>rd</sup> post planting / post rejuvenation pruning inspection:**

a. This inspection will be carried out 24 months after completion of replanting/ replacement planting/ rejuvenation pruning and infilling with or without interplanting for verification of upkeep & maintenance of the area.

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

c. Completion of this inspection and satisfactory report thereof shall entail the applicant garden for receiving 3<sup>rd</sup> installment of subsidy.

**5). 4<sup>th</sup> inspection:**

a. This inspection will be carried out only in the case of applications pertaining to replacement planting in hill gardens 36 months after completion of replacement planting for verification of upkeep & maintenance of the planted area and completion of the uprooting against replacement planting.

b. Completion of this inspection and satisfactory report thereof shall entail the applicant garden for receiving 4<sup>th</sup> installment of subsidy.

## **6). Inspections in respect of Small holdings:**

### **i) . Relanting/replacement, Rejuvenation & New planting:**

There will be only three inspections viz. pre-approval inspection followed by 1<sup>st</sup> and 2<sup>nd</sup> post planting/post rejuvenation inspections.

### **ii) For creation of Irrigation facilities and usage of mechanical aids:**

There will be two inspections viz. pre-approval inspection followed by post installation/post procurement inspections.

### **iii) For setting up of pilot tea producers' societies ( Self help groups );**

There shall be two inspections viz. pre-approval inspection followed by post procurement inspections.

## **7) Other inspections:**

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

## **H. RATES OF SUBSIDY:**

1. The rates of subsidy shall be limited to 25% of the unit cost per ha unless specifically mentioned otherwise.
  - a. In absolute terms, however, the actual amount payable per ha would vary depending upon the location of the garden ( i.e. in the traditional or non traditional region, in the hills or in plains etc.,).
  - b. The rates of financial assistance will be revised from time to time as and when the unit cost for replanting and new planting is revised by NABARD.
  - c. The subsidy rates applicable w.e.f 1.4.2002 and the unit cost as approved by NABARD are furnished in Annexure-10 & 11 respectively.
  - d. The areas considered to be hilly for the purpose of the scheme are those included in the CBDT Notification No. S.O. 1526, dt. 18<sup>th</sup> May, 1966 a copy of which is appended as Annexure-12.
  - e. In addition to the hilly areas covered under CBDT notification, the tea growing regions in Tripura, Cachar district of Assam and Uttaranchal will be treated as hilly areas.

f. The Subsidy for Irrigation equipments and creation of water sources shall be limited to 25% of the actual cost or to a ceiling limit of Rs.10,000 per ha whichever is less.

**2. Rates of subsidy for the tea produces societies ( Self help groups ):**

- a. For purchase transport vehicle for carrying green leaves from fields to factory subsidy will be given @ 50% of the actual cost. Normally one such transport vehicle, will be provided for every 250 registered growers (single Society or combination of Societies).
- b. For setting up of leaf collection sheds, subsidy will be provided @ 100% of the actual cost or Rs.30,000 per shed which ever is lower. Normally one leaf shed for every 50 growers will be allowed.
- c. The actual cost will be reimbursed for purchase of Plastic crates, leaf carry bags and weighing machines as per the requirement and the same being recommended by the field offices of the Board.
- d. For purchase of Pruning Machines subsidy will be allowed @ 25% of the unit cost subject to ceiling limit of Rs. 7,700/- per machine. One such machine shall be allowed per grower. In the case of Self help groups one machine shall be allowed for ever 10.1 hect of holding.

**I. Mode of disbursement of subsidy:**

**1. Replanting / Replacement planting:**

Sanctioned subsidy for Replantation shall be paid in 3 installments for big gardens and two installments for small holdings. For replacement planting, sanctioned subsidy shall disbursed in three installments for plain gardens and in four installments for hill gardens in the following manner:

**1a. Replanting: (Big gardens)**

1 <sup>st</sup> installment	Immediately on completion of replanting and after receiving satisfactory 1 <sup>st</sup> post planting inspection report.
2 <sup>nd</sup> installment	O completion of one year after replanting and after receiving satisfactory 2 <sup>nd</sup> post planting inspection report.
3 <sup>rd</sup> installment	On completion of 24 months after replanting and after receiving satisfactory 3 <sup>rd</sup> post planting inspection report.

**1b. Replanting ( Small growers )**

1 <sup>st</sup> installment	Immediately on completion of replanting and after receiving satisfactory 1 <sup>st</sup> post planting inspection report.
2 <sup>nd</sup> installment	O completion of one year after replanting and after receiving satisfactory 2 <sup>nd</sup> post planting inspection report.

**1c. Replacement planting:**

Time of release of subsidy	Installment No.	Minimum percentage of replaced area to be uprooted annually		
		Plain Tea Estates	Hill T.Es excepting Darjeeling District	Darjeeling Estates
Immediately after Completion of Planting	1 <sup>st</sup>	30%	20%	20%
12 months after completion of planting	2 <sup>nd</sup>	30%	20%	20%
24 months after completion of planting	3 <sup>rd</sup>	40%	20%	20%
36 months after completion of planting	4 <sup>th</sup>	-	40%	40%
<b>Total</b>		<b>100%</b>	<b>100%</b>	<b>100%</b>

1d. To be eligible for 1<sup>st</sup> and subsequent installments of subsidy for replacement planting, the applicant should have completed uprooting in the prescribed minimum area against replacement planting.

1e. The entire sanctioned amount of subsidy should be claimed within 7(seven) years from the date of issuance of sanction letter. Any amount remaining unpaid beyond the period of 7 years shall not be eligible for disbursement and the case shall be treated as time barred and closed.

**2. Rejuvenation pruning and infilling with or without inter-planting:**

- a. Sanctioned subsidy amount shall be paid in 3 installments for big gardens and in two installments for small holdings as under:

**(Big gardens)**

1 <sup>st</sup> installment	Immediately on completion of rejuvenation pruning and infilling with or without inter planting, as the case may be, and after receiving satisfactory inspection report
2 <sup>nd</sup> installment	On completion of one year after rejuvenation pruning and infilling with or without inter planting, as the case may be, and after receiving satisfactory inspection report
3 <sup>rd</sup> installment	On completion of 24 months after replanting and after receiving satisfactory inspection report

**(Small holdings)**

1 <sup>st</sup> installment	Immediately on completion of rejuvenation pruning and infilling with or without inter planting, as the case may be, and after receiving satisfactory inspection report
2 <sup>nd</sup> installment	12 months after completion of rejuvenation pruning and infilling with or without inter planting, as the case may be, subject to receiving satisfactory inspection report

b. The entire sanctioned subsidy amount should be claimed within 5(Five) years from the date of issuance of approval cum sanction letter. Any amount remaining unpaid beyond the period of 5 years shall not be eligible for disbursement and the case shall be treated as time barred and closed.

**3. Creation of Irrigation facilities:**

a. The subsidy @ 25% of the capital cost for procurement of irrigation equipment including cost of creation of Irrigation sources or @ Rs.10,000.00 per hect whichever is less, shall be paid in one lump sum after procurement of item(s)/completion of civil work for creation of irrigation sources(s).

**4. New planting by small growers:**

a. The sanctioned amount of subsidy shall be disbursed as under:

1 <sup>st</sup> installment	Immediately on completion planting and subject to receiving satisfactory inspection report
2 <sup>nd</sup> installment	12 months after completion of planting subject to receiving satisfactory inspection report on the maintenance of the planted areas.

**5. Pilot tea producers societies (Self help groups):**

a. Subsidy shall be paid in one installment after verification of procurement of items eligible for subsidy and construction of leaf shed and on receiving satisfactory inspection report.

**6. Pruning Machine:**

a. Subsidy shall be paid in one installment after procurement.

**J. LETTER OF UNDERTAKING:**

- a. For all the activities mentioned above, the applicants should submit, before receiving the 1<sup>st</sup> installment of subsidy, a Letter of Undertaking on a non-judicial stamp paper. The format of LOU is appended as **Annexure-13**.
- 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.

**K. CHANGE OF OWNERSHIP OF THE BENEFICIARY COMPANY/GARDEN:**

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

**L. ADJUSTMENT OF BOARD'S DUES:**

- a. The subsidy payable by Tea Board for any of the above mentioned activities will be adjusted against any defaulted amount that has become due and / or remain unsettled by the applicant tea company under any of the Boards' 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 tea company.

**M. SANCTIONING AUTHORITY:**

a) The Deputy Chairman in Head Office and Executive Directors at Guwahati and Coonor Offices of Tea Board shall implement of scheme and have full powers to receive applications, scrutinize, sanction and disburse the subsidy under the scheme up to 50.00 hect per applicant tea garden per year.

b) Where the applied area exceed 50.00 ha per garden per year, such applications after initial scrutiny shall be put up to the Chairman, Tea Board for sanction.

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

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



**N. AMENDMENT TO THE SCHEME:**

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

**O. ADMINISTRATION:**

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

**P. INCIDENTAL EXPENSES:**

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

## ANNEXURE-1

### **GUIDELINES AND INSTRUCTIONS FOR PERSONS APPLYING FOR GRANT OF PERMISSION FOR PLANTING TE ON VERGIN SOIL AS A 'NEW COMER' UNDER THE PROVISIONS OF THE TEA RULES, 1954 AND REGISTRATION OF LAND AS A NEW TEA ESTATE**

1. Study the application carefully. Send exactly what is claimed for. For example, if we call for a court certified copy of a document, do not send a Photostat copy. Similarly, when we want a Photostat copy, do not send typed copy. Whenever you submit any document in original, please send also a spare copy thereof for our records. Original documents if sent, will be returned after verification with the spare copies.
2. The application is to be made by the owner himself or by his authorized representatives.
3. All the documents called for are essential for a new entrant. Incomplete set of documents would only result in unnecessary correspondence thereby delaying your case. Collect, therefore, all the documents, **IN ONE LOT. DO NOT** send the documents piece-meal. We wait for all the documents before starting processing any case and, therefore, it does not help you by sending the documents in installments, on the other hand, it may create confusion and delay the case.
4. Processing of the application and documents will naturally take some time. Hence, plan for you registering & planting schedule after taking into account the time required to fulfill various formalities.
5. The registraion/permission granted is subject to the condition that you will furnish such information and submit such returns as may be called for or prescribed by TEA BOARD from time to time.
6. The applicant is welcome to meet us for any further information/ clarification/ assistance.

**Application Form for obtaining permission to plant tea as a New Comer**

1. Name & Postal address of the applicant :
2. Total area (hects) of the land owner  
which is proposed to be registered :
3. Proposed name of the Tea Estate :
4. Location of proposed Tea Estate :
  - i) Post Office
  - ii) Nearest Railway Station
  - iii) Revenue District & Sub-division State :
5. Attach original copies or Court certified:  
or Notary certified copies of the title deeds,  
establishing your ownership of the land  
under reference
6. Have you purchased the land from someone  
else? If so,
  - i) The name & address of the party from  
whom you have purchased :
  - ii) Attach Court certified or Notary certified  
copy of the sale deed.
  - iii) In case the seller was a company, attach  
a certified copy of the Resolution of the  
Meeting of the Board of Directors of the  
Company in which the sale was approved.
7. Attach the original or Photostat copy of the  
Mutation Certificate from the Land & Land  
Revenue Department of the State Govt. in  
which the applicant has been recorded as  
the owner of the land in question.
8. Attach two separate declarations of both the  
seller and purchaser regarding delivery and  
taking over possession of the land in question  
specifying the actual date thereof.
9. Is the applicant a Public Limited Company,  
Private Ltd. Co., Partnership Firm or Proprietary  
Concern
10. Give the following particulars:
  - a) Public Ltd. Company or Private Ltd
    - i) Attach original or Photostat copy of the  
certificate of Incorporation and Commencement  
of business issued by the Registrar of Companies
    - ii) Attach a copy of the Memorandum and :  
Articles of Associations of the Co.

- iii) Give the names and address :  
of Chairman, Managing Directors  
and Directors of the Company
- iv) Authorized Share Capital of the Company
- v) Issued Share Capital of the Company :  
- of which Indian Share holding :  
- of which Foreign Share holding :
- b) Partnership Firm
  - i) Attach original or court certified or  
Notary certified copy of the Deed of  
Partnership.
  - ii) Attach original or Photostat copy of  
Certificate of Registration issued by the Registrar of firms.
  - iii) Give the names and address of the Partners
- 11. Attach a Soil suitability certificate from the  
Tea Research Association, Jorhat or the  
United Planters Association of Southern India,  
Coonoor or other Government recognized  
Institutions certifying that the soil of the  
proposed and is suitable for tea cultivation.
- 12. Indicate the area (hects) proposed to be planted  
with tea in the year
- 13. Attach a Survey Map drawn by a Government approved  
Surveyor specifically showing the location of land, the  
total area of the land and the areas proposed to be planted  
with tea during the 3 years indicated in Item (12) above.
- 14. "No Objection Certificate" for planting tea in proposed  
Tea Garden to be obtained by Collector/District Magistrate of  
Concerned District.

1. 'Non-Encumbrance Certificate' to be obtained by concerned District  
Level.

2. Do you propose to set up a factory for processing the tea leaf? :  
If not, how do you propose to process the leaf?

17. Any other points which you want to mention

Date:

Signature & Stamp of the Applicant

**ANNEXURE -2**  
**LOCATIONS OF THE FIELD OFFICES OF TEA BOARD**

<p><b><u>1. GUWAHATI</u></b> The Executive Director, Tea Board, North East Zonal Office, Zoo Narengi Tinali, 9<sup>th</sup> Bye Lane ( West ), R. G. Barua Road, Guwahati – 781024(Assam ). TEL. 2457969 FAX (0361) 2452974</p>	<p><b><u>7. SILCHAR</u></b> The Assistant Director of Tea Development, Tea Board, Club Road, P. O. Silchar – 788001. Dist. Cachar ( Assam ). Tel. No. ( 03842 ) 232518.</p>
<p><b><u>2. COONOOR</u></b> The Executive Director, Tea Board, South Indian Zonal office, “Shelwood”, Coonoor Club Road, Coonoor-643101, Nilgiris, ( Tamil Nadu ) Tel. No. 2230316 / 2231638 FAX: 0423-2232332</p>	<p><b><u>8. JORHAT</u></b> The Deputy Director of Tea Development (Plantations), Tea Board, T. R. Phukan Road, P. O. Jorhat – 785001, ( Assam ) Tel No. (0376) 2320501 FAX: 2320803</p>
<p><b><u>3. SILIGURI</u></b> The Deputy Director of Tea Development (Plantation), Tea Board, ‘ Pradhan Bhawan ‘ , Hakimpara, P.O. Siliguri –734401. Dist. Darjeeling, Tel No. 24335209. FAX (0353) 2435209</p>	<p><b><u>9. LUCKNOW</u></b> The Development Officer, Tea Board, S.A.S. House (2<sup>nd</sup> Floor ), Flat No.4, 6 B, Sapru Marg, Lucknow –226001, ( Uttar Pradesh). Tel No.(0522) 224960, FAX: 2224960</p>
<p><b><u>4. TEZPUR</u></b> The Assistant Director of Tea Development Tea Board, Mission Charali, Opp. Trade &amp; Industry Building, P.O. Dekargaon, Tezpur – 784501, Dist. Sonitpur ( Assam )</p>	<p><b><u>10. KOTTAYAM</u></b> The Assistant Director of Tea Development, Tea Board, College Road, Kottayam – 686 001, Kerala. Tel No. (0481) 2567391 Fax: (0481) 2567391</p>
<p><b><u>5. PALAMPUR</u></b> The Assistant Development Officer, Tea Board, Mission Road, Palampur – 176 061, Kangra ( Himachal Pradesh ) Tel. No. 230524 Fax: 01894 – 230524</p>	<p><b><u>11. ALMORAH</u></b> The Assistant Development Officer, Tea Board, Holiday Home ( Kumaon Mandal Vikash Nigam Ltd), Cottage Nos. C-2, 3 and 4 Almora, Pin –263 601, Uttaranchal TEL No. (05962) 23778</p>
<p><b><u>6. AGARTALA</u></b> The Assistant Director of Tea Development, Tea Board, Bidur Karta, Chowmuhani, P.O. Agartala – 799001, Tripura. Tel. 2324182, Fax: (0381) 2324182</p>	

**ANNEXURE-3**

**LIST OF APPROVED PLANTING MATERIALS**

<b>Areas</b>	<b>TV Clones</b>	<b>TRA/Garden Clones</b>	<b>Seed Stocks</b>	<b>Total</b>
<b>Assam</b>	TV 1	Kaliapani 6/25	TS 449	45
	TV 9	Baghmari 35	TS 450	
	TV 14	Nagrijiuli 6/24	TS 462	
	TV 16	Teen Ali 17/1/54	TS 463	
	TV 17	Panitola 126	TS 464	
	TV 18	Barmajan 2	TS 491	
	TV 19	Longai 17	TS 520	
	TV 20	S 3 A/3	TS 589	
	TV 21	T 3 E/3	TS 506	
	TV 22	Bagmari 35		
	TV 23	Gohpur 33		
	TV 24	Barmajan 5		
	TV 25	Heelekah 22/14		
	TV 26	Kolony 26		
	TV 27	Dhulapadang 36		
	TV 28	Tarajulie 37		
	TV 29	Mornoi 30		
	TV 30	S3 A/1		

<b>CACHAR &amp; TRIPURA</b>				
	TV 1	Longai 17	TS 491	34
	TV 9	Huplongcherra 18	TS 462	
	TV 17	Huplongcherra 26	TS 463	
	TV 18	Lalmookh 7	TS 464	
	TV 20	Narsingpore 18	TS 506	
	TV 22	Narsingpore 22	TS 520	
	TV 23	Longai 17	TS 589	
	TV 24	Poloi 23		
	TV 25	Longai 26		
	TV 26	Heeleakah 22/14		
	TV 27	P 126		
	TV 28	Teen Ali 17/5/54		
	TV 29			
	TV 30			

**IMPROVED PLANTING MATERIALS SUITABLE FOR DIFFERENT  
AREA OF N.E. REGION.**

<u>Areas</u>	TV Clones	TRA/Garden Clones	Seed Stocks	Total
<b>Dooars &amp; Terai</b>	TV 1	Huldibari 19	TS 491	35
	TV 9	Leesh River 9/34	TS 462	
	TV 17	Mohurgung & Gulma 25	TS 464	
	TV 18	Sanyasithan 8	TS 506	
	TV 20	Sanyasithan 9	TS 464	
	TV 22	Sukna 7	TS 520	
	TV 23	Sanyasithan 10	TS 589	
	TV 24	Sukna 23		
	TV 25	Sanyasithan 27		
	TV 26	Huldibari 19		
	TV 27	Barmajan 2		
	TV 28	Barmajan 5		
	TV 29	Heelekah 22/14		
	TV 30	Teem Ali 17 P 126		

Darjeeling	TV 7	Tukdah	TS 378	29
	TV 19	Happy Valley 39	TS 379	
	TV 1	A V 2	TS 557	
	TV 14	RR 4/5	TS 569	
	TV 17	Phobsering 1404 Kopati 1/1 Phobsering 1258 Thurbo 3		

**LIST OF PLANTING MAERIALS SUGGESTED BY UPASI-TRI FOR  
PLANTING IN SOUTH INDIA.**

Regions	New Planting / Replanting				Infilling			For Specific area	
	Clones								
	High Yielding	Yield Quality	Compo sit e Plants	Biclonal Seed Stock	Clones	Compo sit Plants	Biclonal Seed Stock	Drought Prone Area	Wind Prone Area
Central Travancore	UPASI 3.8.9. 17.25 TRI-2026	UPASI 12.20. 24.26 & 27 TRI – 2025 CR 6017	UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 9 UPASI 17 * 9 UPASI 17 * 2 CR 6017 * UPASI 9	UPASI BSS – 1, II, III, IV, V	UPASI 1,2,9, 20, 26,27 TRI-2025 ATK-1 W-35	UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 2 UPASI 8 * 9 UPASI 17 * 9 UPASI 17 * 2 CR 6017 * UPASI 9	UPASI BSS – 1, II, III, IV, V	UPASI 2,9,20,26  TRI-2025 UPASI BSS-1, II, ATK-1	UPASI 1,2,26 CR 6017
Nilgiri Wynaad & Wynaad			UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 2 UPASI 8 * 9 UPASI 17 * 9 UPASI 17 * 2 CR 6017 * UPASI 9			UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 2 UPASI 8 * 9 UPASI 17 * 9 UPASI 17 * 2 CR 6017 * UPASI 9	UPASI BSS – 1, II, III, IV, V	UPASI 2,9,20,26  TRI-2025 UPASI BSS-I, II, ATK-1	UPASI 1,2,20 CR 6017
Karnataka			UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 2 UPASI 8 * 9 UPASI 17 * 9 UPASI 17 * 2 CR 6017 * UPASI 9			UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 2 UPASI 8 * 9 UPASI 17 * 9 UPASI 17 * 2 CR 6017 * UPASI 9	UPASI BSS – 1, II, III, IV, V	UPASI 2,9,20,26  TRI-2025 UPASI BSS-I, II, ATK-1	UPASI 1,2,20 CR 6017



**LIST OF PLANTING MAERIALS SUGGESTED BY UPASI-TRI FOR  
PLANTING IN SOUTH INDIA.**

Regions	Infilling			For Specific area					
	Yield Quality	Compo sit e Plants	Biclonal Seed Stock	Clones	Compo sit Plants	Biclonal Seed Stock	Drought Prone Area	Wind Area Prone	Biclonal Seed Stock
Nilgiri	UPASI 5,6,10, 13,14, 21,22 24 & 27 TRI – 2025 CR 6017 CID 12/A2	UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 2 UPASI 8 * 9 CR 6017 * UPASI 9	UPASI BSS – 1, II, III, IV, V	UPASI 2,4, 7, 9, 18, 23, 24 & 27 C 1 CR 6017 TRI-2025 D-12/A2	UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 2 UPASI 8 * 9 CR 6017 * UPASI 9	UPASI BSS – 1, II, III, IV, V	UPASI 2,9, TRI-2025 UPASI 1, II,	UPASI 2,10 CI CR 6017	CI CR 6017 UPASI 15, 16, 19
High Range	UPASI 10,24, 27 CR-6017 TRI-2025 SMP-1 TTL-2	UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 2 UPASI 8 * 9 CR 6017 * UPASI 9	UPASI BSS – 1, II, III, IV, V	UPASI - 2,24: CR 6017 TRI-2025 TTL 1,4,5	UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 2 UPASI 8 * 9 CR 6017 * UPASI 9	UPASI BSS – 1, II, III, IV, V	UPASI 2,9, TRI-2025 UPASI I, II	UPASI 2,20 CI CR 6017	CI CR 6017 UPASI-15,16,19
Anomallals	UPASI 5,10,11 ,12,20, 24,26,2 7 CR-6017 TRI-2025 ATK-1 SA6 TTL-2	UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 2 UPASI 8 * 9 UPASI 17 * 9 CR 6017 * UPASI 9	UPASI BSS – 1, II, III, IV, V	UPASI 2,9,20,26, 27 CR-6017 TRI-2025 ATK-1 SA6 1095 AK-1	UPASI 3 * 2 UPASI 3 * 6 UPASI 3 * 9 UPASI 8 * 2 UPASI 8 * 9 UPASI 17 * 9 UPASI 17 * 2 CR 6017 * UPASI 9	UPASI BSS – 1, II, III, IV, V	UPASI 2,9,20,26 TRI-2025 UPASI BSS-I, II, ATK-1	UPASI 1,2,20 26 CI CR 6017	

## ANNEXURE-4

### LIST OF APPROVED REHABILITATION CROPS AND SHADE TREES FOR TEA PLANTATION

#### LIST OF APPROVED REHABILITATION CROPS.

##### **GRASSES:**

1. Pusa Giant hybrid napier
2. Tripsanm lamum ( Guatemala grass)
3. Panicum maximum (guinea grass)
4. Penisetum purpureum (Napier grass)
5. Eragrostis curvula ( Weeping love grass)
6. Pennisetum pedicellatum

##### **COVER CROPS:**

7. Mimosa invisa.
8. Calopogonium mucunoides.
9. Centrosema pubosconce
10. Stylosanthes guyanonis

##### **GREEN CROPS:**

11. Crotalaria anagyroides
12. Priotrpls cutospodes
13. Desmodium gytoides
14. Tephrosia candida
15. Crotalaria striata
16. Crotalarin unaramoensis
17. Crotalaria grahamiane and other cotalaria species.

**LIST OF APPROVED SPECIES OF  
TEMPORARY AND PERMANENT SHADE TREES.**

**FOR N.E. INDIA**

**A. PERMANENT SHADE TREE SPECIES**

1. *Albizzia odoratissima*
2. *Albizzia lebbek*
3. *Albizzia cproaroa*.
4. *Albizzia zygia*
5. *Acacia lenticularis*.
6. *Dalbergia sericea*.
7. *Dalbergia robusta*.

**B. TEMPORARY SHADE TREE SPECIES**

1. *Indigofera teysmanii*
2. *Albizzia chinensis*
3. *Glyricidia sepium*
4. *Leucaena glauca*
5. *Albizzia falcata*
6. *Albizzia lucida*

**FOR SOUTH INDIA:**

BOTH PERMANENT AND TEMPORARY SHADE TREES

1. *Albizzia chemmosos*
2. *Albizzia odoratissima*
3. *Albizzia sumatrana*
4. *Albizzia moluecana*
5. *Acacia decurrens*
6. *Acacia Pruinesa*
7. *Crotalaria agatiflora*
8. *Erythrina lithesperma*
9. *Indigofera teysmanii*
10. *Grevillea robusta*
11. *Acacia elata* (temporary).

## **ANNEXURE-5**

### **List of Tea Board enlisted Soil Testing Laboratories other than TRA/UPASI-TRF.**

1. Regional Research Laboratory, Jorhat.
2. Assam Agricultural University, Jorhat.
3. Darjeeling Tea Research Center, Kurseong.
4. CSIR, Palampur.
5. Himachal Pradesh Krishi Viswavidyalaya, Palampur.
6. North Bengal University, Siliguri.
7. Darjeeling Tea Research & Management Associations, Siliguri
8. Tamilnadu Agriculture University, Coimbatore.
9. University of Agricultural Science, Bangalore.
10. Kerala Agriculture University, Vellanikkara, Trichur.
11. Soil testing laboratory of R & D wing. Zilla Pathar Parichala Samity, Tinsukia Assam for the Small Tea Growers of Tinsukia and Dibrugarh district.

**ANNEXURE-6**

**LIST OF SURVEYORS APPROVED BY TEA BOARD FOR UNDERTAKING SURVEY WORK IN THE TEA GARDENS OF NORTH BENGAL, BIHAR AND SIKKIM FOR A PERIOD OF 3 (THREE) YEARS FROM 1<sup>ST</sup> April, 2003 TO 31<sup>ST</sup> March, 2006.**

<b>Sl. No</b>	<b><u>Name and Address</u></b>	<b>Sl. No</b>	<b><u>Name and Address</u></b>
1	Shri Sankar Bandopadhyay. Empire Surveyors, P.O.Mal – 735221, Dist Jalpaiguri	2	Shri Dipak Kr. Ghosh Ghosh Enterprise, Damdim, Dt. Jalpaiguri.
3	Shri Tapan Kumar Sen. C/o. Shri N.N. Sen, Rabindra Nagar, 38, Gokhel Road, P.O. Rabindra Sarani – 734406 Dt. Darjeeling	4	M/s Das Surveyors Shri Swapan Kumar Sikdar, Anandanagar, P.O. Mainaguri, Dist. Jalpaiguri.
5	M/s Imperial Surveyors, Shri Ranjit Kumar Naskar, C/o Lipika electronic (Opp. of PWD Office) P.O. Mal-735221, Dist. Jalpaiguri.	6	M/s. Sikdar Surveyors Shri Swapan Kumar Sikdar, Anandanagar, P.O. Mainaguri, Dist. Jalpaiguri
7	Shri Agni Kumar Nandi, C/o/ S.C. Nandi, Ashoke Nagar Road No. 7 P.O. Siliguri Bazar, Dt. Jalpaiguri	8	M/s. Pure Surveyors S, \mt. Karunamoy Pore C/o. Modern Optics (Thana More), P.O. Mal- 735221, Dist. Jalpaiguri.
9	M/s. Paramount Survey & Co. Shri Subodh Chandra Sikdar, P.O. Mal- 735221, Dist. Jalpaiguri	10	Shri Pabir Mazumder, C/o/ Kumaresh Dutta, P.O. Chalsa, Dist. Jalpaiguri
11	M/s. B.M.Das & Sons, 542/353 P.C. Sarkar, Sarani, Hakimpara, Vivekanandapally, P.O. Siliguri, Dist. Darjeeling.	12	Shri Malay kumar Das, C/o/ M/s. M.N. Das & S.N.Das, P.O. Mal- 735221, Dist. Jalpaiguri
13	Shri Gopal Chandra Paul M/s. Paul Surveyors, Netaji Colony, P.O. Mal- 735221 , Dist. Jalpaiguri	14	Shri Sukanta Sarkar, C/o Shri Sukumar Sarkar, East Vivekanandapally P.O.Rabindra Sarani- 734406, Dt. Darjeeling
15	Nikhil Chandra ghosh C/o. North Bengal Surveyors, North Colony, (Behind Subhasini Girls' High School, P.O. Mal- 735221, Dist. Jalpaiguri	16	Shri S.K. Das & Co., S.K. Das, Mira Garage Buildings, Ist floor, Hill cart Road., P.O. Siliguri-734401 Dist Jalpaiguri
17	Shri B. Sutradhar, M/s. Indian standard Surveyors, P.O. Chalsa, Dist. Jalpaiguri	18	Shri Chandrajit sarkar, C/o. Shri Rameh Cj. Sarkar, Arobindapally, P.O. Rabindra Sarani, Siliguri- 734406, Dist. Darjeeling
19	M/s. Rellance Survey Co. Shri Shyamal Kr. Sarkar, P.O. Baganbari, Vill- Harinathpur, Dt. Jalpaiguri.	20	M/s. Dhiraj ghosh, Prop. Shri Dhiraj Ghosh, Near New Palpara, P.O. Sarani- 734406, Dt. Darjeeling.
21	Shri Binod Das C/o. Shri Suresh Das, Diesel Shed, N.F. Rly., Siliguri Junction, Siliguri, Darjeeling.		

**ANNEXURE – 7**  
**DRAFT MEMORANDUM OF ASSOCIATION**

**Name of the society:**

The Producers' Society shall be

\_\_\_\_\_ (Name of the place)  
Tea producers' Society and its registered address shall be \_\_\_\_\_

\_\_\_\_\_

The activities of the Society shall be confined to the \_\_\_\_\_  
Panchayat/Block areas in the \_\_\_\_\_ village \_\_\_\_\_  
Taluk of \_\_\_\_\_  
District in \_\_\_\_\_ State.

**Objects of the society:**

The society shall be a no-profit-making institution aimed at imparting technical & scientific knowledge to the members for the general improvement of the area and in particular for the economic and social welfare of the small farmers of tea.

With out prejudice to the generality of the above object, the following shall be the aims and purposes of the Society:

- a) To disseminate knowledge on the latest technology in cultivation of tea planting including plucking, collection of green leaf from member storage and transportation to a tea manufacturing unit for processing.
- b) To assist in procurement and supply of inputs such as fertilizers, pest protection chemicals, sprayers, pruning machines etc. to the members and its use in scientific manner.
- c) To act as an agent of the concerned State Government and of the Tea Board for implementing extension programmes and development activities,
- d) To ensure maximum productivity and returns to the small farmers serving as a connecting link between the farmers and the tea manufacturing unit.
- e) To arrange for soil analysis and other tests aimed at maximization of tea utility value of inputs in the tea holdings and thus assist in cost reduction in their operations.

- f) To organize other welfare and educational programmes for the benefit of the members,
- g) To keep liaison with the Tea Board, Tea Research Institutes and Agricultural Universities for facilitating dissemination of technical guidance on agricultural practices to its members.
- h) To keep liaison with Tea Board and the Processing Factories for processing and marketing of tea.
- i) To raise necessary funds by way of admission fees, subscription from members, donations, loans and advances from members, public, bank and other financial institutions, co-operative societies, Tea Board and Government.
- j) To maintain a separate account in a nationalized bank for transacting all the receipt and payments of the society.
- k) To do such other things including acquisition of immovable and movable properties as are incidental and conducive to the attainment of the above objectives.

**Signatories to the Memorandum of Association:**

The names, address and occupations of the members of the first Executive Committee to whom, by the rules and regulations of the Society, the management of the affairs of the society are entrusted.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

DRAFT RULES AND REGULATIONS OF THE \_\_\_\_\_ SOCIETY

**Membership:**

The membership of the society is restricted to the Tea growers in the area of operation and who agree to adopt scientific cultivation practices of tea and sale green leaves through the Society for manufacture in a tea processing unit and or agree to market the tea, in the form, as prescribed by the society, subject to the following conditions:

- i) He/She should have tea plantation which is registered with Tea Board.

- ii) He/She should be agreeable to enroll as a member of the Society.
- ii) He/She should pay the prescribed admission fee and the subscriptions.
- iii) He/She should abide by the rules and regulations of the society and should not be engaged in any activities detrimental to objective of the society or in competition with it.
- iv) He/She should agree to maintain leaf standard as specified by the Society and regularly supply the green tea leaves to the leaf collection centers of the Society for transportation of tea leaves to the tea manufacturing unit. Under no circumstances, the green leaves should be sold to any outside sources.

A member will lose his membership if he disqualifies himself on any of the above rounds. He can also retire or resign from the society by giving notice and the society may accept such request provided he has no dues or liabilities to the society and he is not in custody of any property or valuables of the society.

Every person who desires to become a member shall apply in the prescribed form along with an admission fee of Rs. .... And an annual subscription of Rs. .... The annual subscription shall be paid by the members regularly.

#### **Funds of the Society:**

The funds of the society shall be raised by way of

1. Admission fee
2. Annual Subscription
3. Donations, loans, and advances from the members
4. Donations, loans, subsidies and advances from non-members, banks and other financial institutions, co-operative societies, Tea Board and Government.

#### **General Body :**

The society shall convene the first General Body meeting of all the member within a period of 3 months from the date of registration and thereafter annually but not later than one month after the end of the accounting year. The quorum for the general body meeting shall be 1/3 of the eligible member in the membership roll of the society or twenty whichever is less.

The Executive committee on its own initiative or on written request from of the eligible members shall convene a special general body meeting **transact special or urgent business.**

#### **Powers and duties of General Body :**

- a) The ultimate authority of the society vests in the general body. General Body will decide by simple majority all matters not specifically delegate to the Executive Committee under these rules.



Whenever it shall appear to the Executive committee that it is advisable to alter, extend or abridge in particular the purpose/purposes for which the society has been established or to amalgamate the society either wholly/ partially with any other society, the Executive Committee shall present the proposal for the same with the concurrence of the Tea Board to the members of the society and convene a special meeting for the consideration thereof by the General Body, by giving 10 days prior notice regarding the proposed amendment. Such amendments as are agreed to by 3/5 of the members shall be carried into effect.

- b) The General Body shall in its first meeting elect from among themselves the President of the Society. He in turn will immediately thereafter conduct the election of six members of the Executive Committee. The President will hold office for 3 years and two members of the Executive Committee will retire every year. The members who are to retire at the end of 1<sup>st</sup> year and 2<sup>nd</sup> year respectively will be chosen by drawing of jots. But for this all elected members of the Executive Committee will hold office for a period of 3 years. There is no bar for re-election of retiring member. Only the members who have agreed to undertaking tea plantation in scientific manner and supply standard quality of green leaves of their holdings regularly to the Society collection centers will alone be entitled to vote & to stand for election from the 2<sup>nd</sup> year. The annual report and the annual accounts of the society duly approved by the Executive Committee and audited by the auditor appointed by the Executive Committee in the case of first year accounts and subsequent years by the auditor appointed by the annual General Body shall be presented to the general body for consideration and approval. The General Body shall have the power to approve the budget presented by the Executive committee with or without modification. It shall also lay down policy guidelines, future activities of the society and suggestions for improving the internal management including the disciplinary matters. The general body of the Society may authorize or delegate the powers in these respects including the preparation of necessary bye-laws, rules and regulations for the proper management of its affairs wherever required to the President / Executive committee.
- c) The General Body shall appoint an Auditor for the Society and the period of appointment shall be for an year except in the case of first yuear.

### **Management :**

The management of the society shall vest in the Executive Committee consisting of the President and 6 persons elected by the general body form

Among its members. Tea Board will have the right to nominate one of its officers to the Executive committee if it so desires.

The Committee shall prepare a list of members and keep it open at the office of the society during the office hours. It shall also keep a copy of Societies Registration Act and Rules, Memorandum of Association and Rules and Regulations, Bye-Laws, if any, for the inspection of the same by the members. The Executive Committee shall conduct the affairs of the society in accordance with the objectives and policies defined and the rules and regulations as amended from time to time. The quorum of the Executive Committee shall be 4 including the President / Vice-President. The committee shall meet as often as required but at least once in a month. The Committee may invite representatives of the Tea Board, Financing Institutions, Processing Society, Co-operative Tea Marketing Society of the area and other specialists as special invitees to the meetings. The Executive Committee shall elect from among the elected members, a Vice President. The services of the President and vice President are gratuitous.

Each member's of the Executive Committee shall have one vote and in case of equality of votes, the President shall have a casting vote.

An Executive Committee member may resign at any time, but such resignation shall take effect only on the date on which it is accepted by the Committee.

A member of the Executive Committee, if absents himself from four consecutive meetings of the Committee, without the prior permission of the President shall cease to be a member of the Committee. Interim vacancies in the Executive Committee shall be filled in by co-option by the President from among the members of the society.

**Powers and Duties of the Executive Committee :**

The property of the society shall be managed by the President and he shall take care of the properties and use the funds of the society for carrying out the objects of the society in accordance with the decision of the Executive Committee.

The Executive Committee may delegate any of its powers to the President as may be required for the day to day functioning of the society.

**The Committee shall :-**

1. Be responsible to file with the Registrar all statements, returns, and lists of the members of the Society and the governing body and such other information as may be required under the Act and Rules.

2. Arrange/cause to be arranged the first general body meeting within 3 months of its registration of the society and subsequent annual meeting in time.
3. Elect the office bearers subsequently at Annual General Meeting from among the elected members, as provided herein.
4. Present to the general body the annual report and also the annual accounts duly audited for the consideration and approval of the general body.
5. have the powers to admit members as per the rules.
6. Take decisions on any contract to be entered into on behalf of the Society with the Processing Institutions or Co-operative Societies or Financial Institution or Tea Board for the purpose of carrying out the objects of the Society and authorize signatories to such contract.
7. Arrange for the purchase and sale of agricultural items required for the members as well as for marketing of tea produced by them through the processing society
8. Scrutinize the annual budget of the society and recommend the same for general body for its approval.
9. Sanction the expenditure for the management of the society within the approved budget
10. Take decision to own or hire or obtain on lease buildings, and other properties for storing and marketing of agricultural inputs and latex and tea scrap.
11. Organize agricultural development/extension programme for the benefit of the growers.
12. Approve the appointment and removal of a staff and commission agent and decide their remuneration/rate of commission and other terms and conditions of service within the limit the limit of sanctioned budget with the concurrence of the Tea Board.
13. Scrutinize and approve the monthly receipts and disbursement statements.
14. Make sub rules/bye-laws for the day to day operation of the society and act according to such rules. The Executive Committee may however, get the sub rules/ bye-laws approved/ratified by the general body.
15. Do such acts and transact such other business as are consistent with the object of the Society and as may be incidental to the administration of the Society.

16. Prepare/cause to prepare, annually, in such forms as may be specified by the Registrar (a) a statement showing the receipts and disbursements for the year (b) income and expenditure account (c) a balance sheet (d) such other statements as may be required.
17. Punish by way of fine, the members who try to add other materials to the latex they supply.

The Executive Committee may while ensure the operations of the society in accordance with the objectives, shall generate adequate funds from the internal source. It may resort to external source of funds on dire necessity with the approval of Tea Board for achieving the goals set by the society.

The Executive Committee shall authorize the President. Vice-President and another Committee member to open and operate a Bank Account with any Nationalised or Co-operative Bank in the area on behalf of the society. The account shall be jointly operated by two such persons. Funds not required for immediate disbursement shall be deposited in the bank.

**Powers and Duties of the President :**

The President shall :-

- a) Preside over all meetings of the general body and the Executive Committee of the society. In the case of equal division of votes, he shall exercise a casting vote.
- b) Have the power to sanction contingency expenditure subject to provisions in the approved budget. All expenditure made in this manner shall be placed before the next executive committee for ratification/approval.
- c) Be responsible for the management and overall supervision of the activities of the Society.
- d) Have the power to take disciplinary action against the commission agents of the society.
- e) Be responsible to present before Executive Committee all policy matters with his recommendation for approval and also to present the same before General Body with the recommendation / approval of the Committee.
- f) Have necessary authority to correspond with general public, Government Department, other Institutions, on behalf of the Society.
- g) Keep liaison with the tea Board, Processing co-operative society and financial institutions and ensure smooth functioning of the Society.
- h) Have such other powers as may be delegated to him by the Executive committee, so that all the objectives of the society are achieved as per policies framed by the Executive Committee.

- i) Have the power to negotiate with the tea processing units to fix the price of green leaves supplied to a tea processing unit in accordance with the price trend.

**Powers and Duties of the Vice-President :**

The Vice-President shall have all the powers and duties of the President in the absence of the latter.

**Further delegation :**

The President may also delegate such of the powers and duties assigned to him to any other Committee Member with due approval of the Executive Committee.

**Miscellaneous :**

- a) For the purpose of improving the financial position and future development of the Society, a compulsory recovery at the rate of 25 (twenty five) paise per kg. Green leaf sold through the Society shall be made and the amount so recovered shall be credited to a separate Development Fund Account. Decisions about utilization of this fund are to be taken with the approval of the Tea Board only.
- b) The society may sue or be sued in the name of its President.
- c) For all matters not specifically provided in these rules, the Society may frame any rules and regulations from time to time consistent with the Memorandum of Association as amended from time to time and in accordance with the Societies Registration Act and Rules. The provisions under the societies Registration Act and Rules shall govern in all such matters which are not specifically provided for in the rules and regulations of the Society and so specified in the rules and regulations but are inconsistent with provisions under the Act and Rules.

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

**Application Covering Letter**  
**(In applicants Company letter head)**

To,

Tea Board

---

Sub: Application for subsidy under Tea Plantation Development Scheme  
of..... TE A/C year.....

Sir,

I/We propose to avail subsidy under the “Tea Plantation Development Scheme” on account of my/our above tea garden and submit herewith an application for subsidy amount of Rs. .... for the purpose, in the prescribed form.

I/We have read and understood all the terms and conditions of the scheme and

I/We hereby agree to abide by all of them.

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

I/We hereby declare that I/We are not a defaulted in payment of Provident Fund Contribution to our employees.

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

1. Copy of the registration certificate issued by of Tea Board.
2. Current quotation in original/copy obtained from the suppliers approved by Tea Board for irrigation equipments.
3. Declaration that the Company is not availing the benefit under Tea Development Account Scheme, 2001 framed under Section 33AB of the Income Tax Act.
4. Sketch / Survey map of the area proposed to be uprooted/replanted/Rejuvenated depicting the location, extent of area in ha. and section number etc.( In case, proposal is for a part of the total section, the status of the balance part of the section should be clearly indicated in the map).
5. Past performance statement in respect of areas developed earlier by replanting /replacement planting /Rejuvenation with subsidy from Tea Board.
6. A copy of the latest receipt issued by TRA/UPASI-TRF in respect of subscription paid.
7. A copy of the receipt issued by N T R F in respect of membership contribution
8. A copy of the challan in respect of payment of current Provident Fund subscription
9. A copy of planting permit and Soil analysis report (applicable for Replacement planting

Yours faithfully,

Signature-----

Name -----

Designation-----

Full Address -----

Dated-----

Office Seal of applicant garden/company.)

**ANNEXURE-8**  
**TEA PLANTATION DEVELOPMENT SCHEME**

**APPLICATION FORM**

**(FOR REPLANTATION / REPLACEMENT PLANTING /  
REJUVENATION PRUNING AND IRRIGATION ACTIVITIES)**

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

<b>1. General information:</b>					
A	Year of application				
<b>B</b>	<b>Location and ownership</b>				
1	Name of the tea estate				
2	Located in	Plains/hills (Please tick mark)			
3	Total registered Area under Tea (in ha)				
4	Total Area of Grant (in ha).				
5	Registration no. of the tea estate				
Please attach copy of the letter obtained from Board's Licensing Branch in Support of registration.					
6	Name & address of the owner(s)		_____		
	Name of the contact Person		_____		
	Telephone No:				
	FAX No:				
	E-Mail address				
7	Name & location of any other tea gardens Belonging to the same owner/company				
8	Location of the tea estate				
(i)	Nearest post office				
(ii)	Nearest railway station				
(iii)	Revenue district				
(iv)	State				
C-1	Whether you are availing the benefit under Section 33AB of Income Tax Act		Yes/No		
C-2	Whether the Tea Estate has availed of Loan from Tea Board		Yes/No		
C-2a	If yes, please confirm whether or not loan is being repaid regularly.		Yes/No		
C-3	Please state whether you are a member of TRA/UPASI-TRF		Yes/No (enclose latest subscription receipt.)		
D	Following details may please be furnished in respect Past applications in a Separate sheet.				
Appli-cation year	Activity	Sec. no	Division No.	Area Approved (ha)	Area planted/ Rejuvenated (ha)

E	Provident fund details for last five years		Year	Amount deposited	Outstanding If any	
1						
2						
3						
4						
5						
	Total					
<b>2. ACTIVITY SPECIFIC DETAILS</b>						
A	Nature of activity		Uprooting and Replanting and /or Replacement planting (mark tick)			
B	Area applied for in ha					
C	Percentage of applied area to the Total tea area in ha		Tea area	Applied area	Percentage	
	Amount involved		Rate per hect		Amount (Rs.)	
	(i) Replanting					
	(ii) Replacement planting					
	Total					
D	Details of applied area(s) for uprooting and replanting (to be) shown in red colour in the map.					
	Division No	Section no.	Total area of the section (ha)	Actual area to be uprooted (ha)	Year of planting	Age of Bushes
		Total				
E	Average yield of the garden for last three years					
	Year	Actual area Under tea (ha.)	Actual Area Under plucking (ha)	Production of made tea ( in kgs)	Average yield kg./ha based on actual area under plucking	
1						
2						
3						
F	Average yield of the applied areas for the last three years corresponding to garden average yield					
	Year	Section no.	Sectional Yield in kg/ha	Average yield ( in kg/ha.)	Year of Pruning	
1						
2						
3						
( If sectional yield is higher than the garden yield, justification for selecting the area for the activity is to be given )						

2B	Replacement planting
----	----------------------



G	Details of applied area(s) to be uprooted (replaced) against replacement planting ( to be ) demarcated in Yellow in the map.					
	Division no	Section no.	Total area of the section (ha)	Actual area to be uprooted (Replaced-ha)	Year of planting	Age of bushes
		Total				
	Details of applied area(s) to be planted in Replacement of equivalent replaced Area demarcated in GREEN in the full Garden Map :					
	Division./ section no. if any	Area in hect	Whether Proposed Area is Virgin land (Yes/No)	Whether the land is being reused arising out of earlier replacement application. If so, give details.	Present usage of land	
H	Average yield of the areas to be replaced for the last three years corresponding to Garden yield mentioned at 2.E above					
	Year	Section No.	Area of the Section in ha	Average Sectional Yield ( in kg/h.)	Garden average Yield( in kg/ha.)	
	1					
	2					
	3					
	(In case the sectional average is higher than the garden average, justification for selecting the area for the activity is to be given)					
I	Variety of planting Materials Proposed to be used			Name	Source of supply	
	(a) Seed/ bi-clonal seed stock					
	(b) V.P. clones					
	(c) Shade plant					
	The planting materials should be from the Board's approved list of planting materials. In case of seed, seed chalan in support of purchase is to be produced In case of clonal plants purchased from outside the garden nursery, the source is to be indicated.					
J	Proposed planting spacing (in cms. or inches)			Spacing	Plant Population/ha	
				Tea*		
				Shade		
	*Tea plant population should not be less than 10,000 per hect. in the replanted/ replacement planting area.					

K	Variety of rehabilitation crop proposed to be used after uprooting for replanting							
L	Proposed date of field activity		Date of commencement		Date of completion			
(i)	For replanting activity							
(a)	Uprooting							
b)	(Replanting							
(ii)	For replacement planting							
(a)	Clearing and land preparation							
(b)	Planting in replacement							
(c)	Uprooting of replaced area							
2 C	Rejuvenation pruning & infilling with or without inter-planting							
A	Nature of activity		Rejuvenation pruning & infilling without interplanting and /or Rejuvenation pruning & infilling with interplanting (mark tick)					
B	Percentage of applied area to the total tea area in ha		Tea area	Applied area	Percentage			
	Amount involved		Rate per hect.		Amount (Rs)			
(i)	Rejuvenation pruning and infilling							
(ii)	Rejuvenation Pruning with interplanting							
C	Details of applied area(s) for Rejuvenation pruning & infilling without interplanting shown in red colour in the map.							
Sl.no	Division no	Section no.	Total area of the section (hect)	Actual area to be rejuvenated (hect)	Age of the section	Existing Vacancy Percentage		
		Total						
D	Details of applied area(s) for Rejuvenation pruning & infilling with interplanting Shown in Yellow colour in the map.							
Sl.no	Div no.	Sec .no	Total area of section (in ha)	Actual area to be rejuvenated (ha)	Age of the section	Present Spacing in Inches or Cms)	Proposed spacing in Case of interplanting	Existing Vacancy Percent-age*
		Total						
Vacancy up to 25 % is normally allowed on the basis of inspections by Board's field office. If the vacancy is between 25% and 40%, suitability certificate is to be obtained from TRA/UPASI-TRF as the case may be. Subsidy is not allowed if the vacancy is above 40%								

E	Average yield of the garden corresponding to entire pruning cycle of applied Area(s) immediately preceding the year of application				
	Year	Actual area under tea (hect.)	Actual Area under plucking (hect.)	Production of made tea (in kgs)	Average yield kg./ha. based on actual area under plucking
F	Average yield of the applied area(s) for entire pruning cycle immediately preceding the year of application				
	Year	Division/ Section no.	Sectional area in ha	Average Yield- kg/ha	Year of Pruning
	( In case the sectional average yield is higher than the garden average, justification for selecting the area for the activity is to be given)				
G	Variety of Planting Materials proposed to be Used for Infilling/interplanting		Name	Source of supply	No. of plants to be used
	(i) Clonal materials				
	(ii) Seed / bi-clonal stock				
	*Bush population should not be less than 10,000 per hect. in the Rejuvenation pruning and infilling with interplanting.				
H	Proposed date(s) of field activity		Date of commencement	Date of completion	
	(i) For Rejuvenation pruning				
	(ii) For infilling and interplanting				
2 D. Creation of Irrigation facilities					
A	Please give a brief account of existing irrigation system in your garden, if already in existence including the source of water, area coverage, benefit accrued from irrigation system etc.			May be furnished in a separate sheet	
B	In case there is existing irrigation unit, whether the same was procured with Board's loan assistance. If so, the loan repayment status and the extent of area covered may please be furnished.				
C	Please state whether the Irrigation equipment applied for is additional or replacement.				

	(i) If replacement, state details of unit to be procured & extent of area to be covered.			
	(ii) If additional. Please give brief reasons there for including the extent of area to be covered.			
	To be supported by approved supplier's quotation			
D	Please state whether the proposal is for creation of irrigation source such as check dams, tube wells etc			Yes/No.
	Please give a brief account of proposal supported by a drawing duly endorsed by a Chartered Engineer or concerned State Irrigation Department in regard to location, cost estimate and estimated time required. Proposed extent of area to be irrigated from the source may also please be indicated.			
	In the States where NOC is required from the State Govt. for drawing water from perennial sources, same should be submitted.			
E	Source of water and power if required for operating the irrigation system		a)	
			b)	
F	Quantum of water that would be available for irrigation during the peak of drought period.			
G	Please state if subsidy has been availed of for procurement of irrigation equipment/ creation of irrigation sources earlier under this scheme. If so, the details of area covered, amount received and benefit accrued may be indicated.			
H	Particulars of subsidy applied for			
	(i) Total amount of subsidy applied for			
	(a) Description of Irrigation equipments	Number of units required	Value (Total in Rs.)	Name of the supplier*
	Total			
	*Supplier must be enlisted with Tea Board			
	(ii) For civil work*			
	Activity	Actual work to be undertaken	Total estimated value –Rs.	Work to be executed by
	(a) Creation of irrigation source			
	Total			

	Grand total			
	Please attach plan and estimate duly attested by Chartered Engineer or concerned State Irrigation Department for civil work. For Irrigation equipment, lay out plan from the approved irrigation equipment supplier is to be attached.			

**DECLARATION**

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

Signature -----

Name -----

Designation -----

Full Address -----

-----

-----

Date:

Place:

**(FOR BOARD'S USE)**

Field Office:		Sanctioning Office	
i) Date of receipt of application:		i) Date of receipt of application:	
ii) Entry sl. no. in the application register:		ii) Entry sl. no. in the application register:	
iii) Date of processing & put up for acceptance.		iii) Date of processing & put up for acceptance.	
iv) Date of acceptance by the Officer-in-Charge		iv) Date of acceptance by the Officer-in-Charge	
v) Signature of the Officer-in-Charge		v) Signature of the Officer-in-Charge	

## Check List

### **Documents to be submitted along with the Application**

1. Sketch / Survey map of the area proposed to be uprooted /replanted/ Rejuvenated depicting the location, extent of area in ha. and section number etc. (In case, proposal is for a part of the total section, the status of the balance part of the section should be clearly indicated in the map).
2. Past performance statement of earlier replanting /replacement planting /Rejuvenation area under the subsidy scheme.
3. Photocopy of the letter issued by the Licensing Department of Tea Board in respect of ownership position.
4. Photocopy of the receipt issued by TRA/UPASI-TRF in respect of subscription paid.
5. Photocopy of the receipt issued by National Tea Research Foundation in respect of membership contribution. (Application from non member gardens will be accepted with a condition that subsidy for applied area would be released after fully settling the prescribed contribution towards NTRF).
6. photocopy of the challan in respect of payment of current Provident Fund subscription.
7. Application for replacement planting must be accompanied by :
  - a. Soil Analysis Report of the area proposed for replacement planting
  - b. Sketch / survey map of the area proposed for uprooting & replacement planting
  - c. Replacement Planting permit for the area covered in the application issued by the licensing department of Tea Board.

**ANNEXURE-9**

**TEA PLANTATION DEVELOPMENT SCHEME OF TEA BOARD**

**(APPLICATION FORM FOR SMALL TEA GROWERS)**

**FOR(1) NEW PLANTING IN NE STATES INCLUDING SIKKIM AND  
UTRANCHALAND**

**(2) PROCUREMENT OF PRUNING MACHINE**

<b>1. General particulars:</b>				
A	Year of application			
B	Location and ownership			
1	Name of the tea garden			
2	Located in	Plains / Hills (Please tick mark)		
i)	Nearest post office			
ii)	Nearest railway station			
iii)	Revenue district			
iv)	State			
3	Total registered Area under Tea	-----ha		
4	Registration no. of the tea garden			
Please attach copy of the letter obtained from Board's Licensing Branch in support of registration.				
5	Full name & address of the owner(s) with telephone nos., Fax nos., e-mail etc.			
6	Name & address of the owner(s)  Name of the contact Person Telephone No: FAX No: E-Mail address	 _____ _____		
7	Name & address of any other tea garden belonging to the same owner			
C.i)	Area under plucking (in ha.)-			
ii)	Green leaf harvested in kgs. for last three years preceding the year of application	Year-1	Year-2	Year-3
iii)	( Average yield in green leaf kg/ha . for last three years { C- (ii) divided by C (i) }.			
E	Name & address of tea factory to which the green leaf is being supplied			

<b>2. Particulars for new planting activity</b>				
A	Area available for new planting in ha. and its present usage	Total applied area under this application	Sec. No./ Div. No.	Proposed dates of planting
				Date of Commencement
				Date of completion
Planting should commence only after receipt of NOC issued by Tea Board.				
B	Planting materials proposed to be used	Name	Source of supply	
(a)	Seed/ bi-clonal stock			
(b)	Clonal materials			
(c)	Shade plants			
The planting materials to be used should be from Board's approved list of planting materials. In case of seed, chalan in support of purchase is to be produced. In case of clonal plants purchased from outside nursery/garden, the purchase document is to be produced.				
(d)	Plant spacing ( in cms or inches)	Tea		
		Shade		
Bush population should not be less than 10,000 per hect.				
C	Amount of subsidy applied for	Area in hect	Amount ( Rs.)	
D	Supporting documents to be Enclosed with this application			
1.	Site plan indicating the areas proposed to be planted in red colour with clear cut boundaries and land marks in all the fours sides.			
2.	Soil analysis report of proposed planting areas obtained from approved soil testing centers.			
3.	A copy of the Agreement /Undertaking with the factory to which the green leaf is being supplied.			
4.	No objection certificate obtained from the concerned department of State Govt. for tea plantation. (Applicable for the States wherever in force)			
<b>3. APPLICATION DETAILS FOR PROCUREMENT OF PRUNING MACHINE</b>				
A	Extent of area to be covered under pruning in ha in a year	Total Tea area in ha	Pruning in ha/year	% to total tea area
B.	Name of the Bank through which the machine is proposed to be purchased.			
i)	Account No			
ii)	Location and Address of the Bank			
Please attach a sanction letter of the Bank for procurement of pruning machine				



C	Type of pruning machine to be purchased	
D	Value of the machine in Rs	
	Please enclose the quotation obtained from the supplier and bank's consent letter in support of acceptance of the quotation for financing.	

**DECLARATION**

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

Signature-----

Name -----

Designation-----

Full Address-----

-----  
-----

Date:

Place:

**(FOR BOARD'S USE)**

Field Office:		Sanctioning Office	
i) Date of receipt of application:		i) Date of receipt of application:	
ii) Entry sl. no. in the application register:		ii) Entry sl. no. in the application register:	
iii) Date of processing & put up for acceptance.		iii) Date of processing & put up for acceptance.	
iv) Date of acceptance by the Officer-in-Charge		iv) Date of acceptance by the Officer-in-Charge	
v) Signature of the Officer-in-Charge		v) Signature of the Officer-in-Charge	

**Check List**

**Documents to be submitted along with the Application for new planting by small growers:**

- (i). A survey / sketch map, duly prepared by a Government approved Surveyor or by a Karnam, Patwari or Mondal (village Revenue Officer) of the State Government as the case may be.
- (ii). Copy of Tea Board Registration letter / land revenue receipt / Patta or membership with any of the registered Co-operative tea factory.
- (iii). Soil analysis Report showing the suitability of the area for new planting.

**ANNEXURE- 10**

**SCALE OF ASSISTANCE UNDER PLANTATION DEVELOPMENT  
SCHEMES OF TEA BOARD**

Sl. no	Nature of scheme	Activity	Unit Cost Per hect (in Rs.)	% to unit cost	Enhanced rate Per hect. (in Rs.)
1	Subsidy	Replanting, Replacement Planting (Plain gardens)	210000	25%	52000
		-do- (Hill gardens)	250000	25%	62000
		-do- (Darjeeling Hills)	277000	25%	69000
		Rej. Pruning & Infilling	64000	25%	16000
		-do- plus Interplanting	88000	25%	22000
		New planting in SG sector in non-traditional areas of NE States including Sikkim and Uttranchal	277000	25%	69000
		New planting by small tea growers in traditional area (Plain gardens)	152000	25%	38000
		-do- (Hill gardens)	200000	25%	50000
		Irrigation	*Capital cost	25%	New

**Note :**

1. Above rates are based on NAGARD unit cost effective from 1.10.2001
2. \*Subsidy for irrigation is extended @ 25% of capital cost or Rs.10,000.00 per hect., whichever is less, towards irrigation equipments and creation of irrigation sources such as check dams, tube wells etc.
3. When the loan and subsidy is considered for Replantation /Replacement planting, total assistance shall be limited to 80% of unit cost
4. Unit cost includes planting and maintenance upto 5<sup>th</sup> year
5. Hill cost is applicable for Tillah areas of Cachar and Tripura

**ANNEXURE-11**

Tea unit cost for Eastern & North Eastern Region of India as computer by NABARD, Kolkata and communicated vide letter no. NB(KOL)ICD APR/5887/UCC (29) TEA (VIII)/2001/02 dated 23<sup>rd</sup> November, 2001. Details of revised unit cost for Tea plantation in Eastern and North Eastern Regions of India

(EFFECTIVE FROM 1<sup>ST</sup> OCTOBER 2003)

1. Term Loan: ( Eligible for National Bank Refinance for Ext. lant/Replanting)

Sl. No	Tea Growing Zones	Years/cost (Rs.) per hect.				
		1	2	3	4	5
1	<b>Darjeeling low elevation ( DLE )</b>	<b>157000</b>	<b>34100</b>	<b>28700</b>	<b>18000</b>	<b>237800</b>
2	<b>Darjeeling mid elevation ( DME )</b>	<b>169600</b>	<b>36600</b>	<b>31000</b>	<b>19490</b>	<b>256600</b>
3	<b>Darjeeling High elevation ( DHE )</b>	<b>195600</b>	<b>38200</b>	<b>32000</b>	<b>19400</b>	<b>285200</b>
4	<b>Eastern plains ( Dooars &amp; Terai )</b>	<b>124400</b>	<b>28200</b>	<b>23200</b>	-	<b>175800</b>
5	<b>Eastern plains ( Bramhputra Valley)</b>	<b>124800</b>	<b>28100</b>	<b>22600</b>	-	<b>175500</b>
6	<b>Cachar</b>	<b>110800</b>	<b>23100</b>	<b>19900</b>	<b>14700</b>	<b>168500</b>
7	<b>Tripura</b>	<b>99100</b>	<b>20900</b>	<b>18500</b>	<b>13600</b>	<b>152100</b>

1A. Maintenance cost to be provided by Bank as working capital loan for Extn. Planting/ Replanting

Sl. No	Tea Growing Zones	Years/cost (Rs.) per hect.		
		4	5	Total
1	<b>Darjeeling low elevation ( DLE )</b>	-	<b>21200</b>	<b>21200</b>
2	<b>Darjeeling mid elevation ( DME )</b>	-	<b>21200</b>	<b>21200</b>
3	<b>Darjeeling High elevation ( DHE )</b>	-	<b>21900</b>	<b>21900</b>
4	<b>Eastern plains ( Dooars &amp; Terai )</b>	<b>18200</b>	<b>18700</b>	<b>36900</b>
5	<b>Eastern plains ( Bramhputra Valley)</b>	<b>17400</b>	<b>17600</b>	<b>35000</b>
6	<b>Cachar</b>	-	<b>15000</b>	<b>15000</b>
7	<b>Tripura</b>	-	<b>13900</b>	<b>13900</b>

II. Term loan: Eligible for National Bank Refinance for infilling

Sl. No	Tea Growing Zones	Years/cost (Rs.) per hect.				
		1	2	3	4	5
1	<b>Darjeeling low elevation ( DLE )</b>	<b>7.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.00</b>	<b>11.00</b>
2	<b>Darjeeling mid elevation ( DME )</b>	<b>7.50</b>	<b>1.60</b>	<b>1.60</b>	<b>1.10</b>	<b>11.80</b>
3	<b>Darjeeling High elevation ( DHE )</b>	<b>8.20</b>	<b>1.60</b>	<b>1.60</b>	<b>1.10</b>	<b>12.50</b>
4	<b>Eastern plains ( Dooars &amp; Terai )</b>	<b>6.10</b>	<b>1.30</b>	<b>1.20</b>	<b>1.10</b>	<b>9.70</b>
5	<b>Eastern plains ( Bramhputra Valley)</b>	<b>6.10</b>	<b>1.20</b>	<b>1.20</b>	<b>1.10</b>	<b>9.60</b>
6	<b>Cachar</b>	<b>5.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.90</b>	<b>7.90</b>
7	<b>Tripura</b>	<b>4.60</b>	<b>0.90</b>	<b>1.00</b>	<b>0.80</b>	<b>7.30</b>
	<b>The 5<sup>th</sup> year infilling cost / plant @ Re.1.20 for DLE, Re.1.20 for DME, Re.1.30 for DHE, Re. 1.1.0 for Eastern plains ( Assam ), Re.1.20 ( Doors &amp; terai ) and Re.0.90 for Cachar &amp; Tripura will be borne by the borrower.</b>					

**Term loan: (Eligible for National bank Refinance for new plantation)  
(SMALL TEA GROWERS)**

Sl. No.	Tea Growing Zones	Years/cost (Rs.) per hect.				
		1	2	3	4	5
1	Eastern plains ( Dooars & Terai )	89500	19700	17500	12800	139500
2	Eastern plains ( Bramhputra Valley )	90800	20600	17100	12100	140600
3	Cachar	72200	15400	14500	9800	111900
4	Tripura	66900	14000	13600	9100	103600
	The 5 <sup>th</sup> year cost per hect. @ rs. 13504 for eastern plains ( West Bengal ). Rs. 12489 for Eastern plains ( Bramhaputra valley), Rs. 10273 for Cachar and Rs. 9526 for Tripura are to be borne by the borrower					

Cost of Development of new plantation ( Extension ) of tea in 1 hect in Darjeeling – low – elevation gardens ( above 300 meters to 700 meters)  
(Plant population 15000/ha.)

(Amount in Rs.)

Particulars	Years / No of Man days					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	Total
<b>Total man days (No)</b>	1520	371	283	200	240	2614
<b>A Cost of labour @ Rs.70.10 per Man day</b>	106552	26007	19838	14020	16824	183241
<b>B. Material cost</b>						
<b>i) Shade materials</b>	1478	-	-	-	-	1478
<b>ii) Planting materials @ Rs.2.88 per plant for 15000 plants</b>	43134	4313	2157	-	-	49604
<b>iii) Plant protection chemicals</b>	106	213	532	797	1063	2711
<b>iv) Weed control chemicals</b>	-	-	205	307	410	922
<b>v) Fertiliser / Micro nutrients</b>	1495	2990	5981	2856	2856	16178
<b>vi) Organic matter</b>	2460	-	-	-	-	2460
<b>vii) Mulching materials</b>	1800	600	-	-	-	2400
Total of B	50474	8166	8874	3961	4329	75753
Total cost ( A + B)	157026	34124	28712	17981	21153	258995
Rounded off to	157030	34120	28710	17980	21150	258990

Rs. 237840 ( First 4 years cost treated as term loan covered under NB RA.)

Cost of Development of new plantation ( Extension ) of tea in 1 hect in  
Darjeeling –mid – elevation gardens ( above 700 meters to 1300 meters)  
(Plant population 15000/ha.)

(Amount in Rs.)

Particulars	Years / No of Man days					Total
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
<b>Total man days (No)</b>	<b>1700</b>	<b>407</b>	<b>316</b>	<b>220</b>	<b>240</b>	<b>2883</b>
<b>A Cost of labour @ Rs.70.10 per Man day</b>	<b>119170</b>	<b>28531</b>	<b>22152</b>	<b>15422</b>	<b>16824</b>	<b>202097</b>
<b>B. Material cost</b>						
<b>i) Shade materials</b>	<b>1478</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1478</b>
<b>ii) Planting materials @ Rs.2.88 per plant for 15000 plants</b>	<b>43134</b>	<b>4313</b>	<b>2157</b>	<b>-</b>	<b>-</b>	<b>49604</b>
<b>iii) Plant protection chemicals</b>	<b>106</b>	<b>213</b>	<b>532</b>	<b>797</b>	<b>1063</b>	<b>2711</b>
<b>iv) Weed control chemicals</b>	<b>-</b>	<b>-</b>	<b>205</b>	<b>307</b>	<b>410</b>	<b>922</b>
<b>v) Fertiliser / Micro nutrients</b>	<b>1495</b>	<b>2990</b>	<b>5981</b>	<b>2856</b>	<b>2856</b>	<b>16178</b>
<b>vi) Organic matter</b>	<b>2460</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2460</b>
<b>vii) Mulching materials</b>	<b>1800</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2400</b>
Total of B	50474	8166	8874	3961	4329	75753
Total cost ( A + B)	169644	36627	31025	19383	21153	277852
Rounded off to	169640	36650	3130	19380	21150	277850

Rs. 256700 ( First 4 years cost treated as term loan covered under NB RA.)

Cost of Development of new plantation ( Extension ) of tea in 1 hect in  
Darjeeling – high – elevation gardens ( above 1350 meters)  
(Plant population 15000/ha.)

(Amount in Rs.)

Particulars	Years / No of Man days					Total
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
<b>Total man days (No)</b>	<b>2070</b>	<b>429</b>	<b>330</b>	<b>220</b>	<b>250</b>	<b>3299</b>
<b>A Cost of labour @ Rs.70.10 per Man day</b>	<b>145107</b>	<b>30073</b>	<b>23133</b>	<b>15422</b>	<b>17525</b>	<b>231260</b>
<b>B. Material cost</b>						
<b>i) Shade materials</b>	<b>1478</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1478</b>
<b>ii) Planting materials @ Rs.2.88 per plant for 15000 plants</b>	<b>43134</b>	<b>4313</b>	<b>2157</b>	<b>-</b>	<b>-</b>	<b>49604</b>
<b>iii) Plant protection chemicals</b>	<b>106</b>	<b>213</b>	<b>532</b>	<b>797</b>	<b>1063</b>	<b>2711</b>
<b>iv) Weed control chemicals</b>	<b>-</b>	<b>-</b>	<b>205</b>	<b>307</b>	<b>410</b>	<b>922</b>
<b>v) Fertiliser / Micro nutrients</b>	<b>1495</b>	<b>2990</b>	<b>5981</b>	<b>2856</b>	<b>2856</b>	<b>16178</b>
<b>vi) Organic matter</b>	<b>2460</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2460</b>
<b>vii) Mulching materials</b>	<b>1800</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2400</b>
Total of B	50474	8166	8874	3961	4329	75753
Total cost ( A + B)	195581	38189	32007	19383	21854	307013
Rounded off to	195580	38190	32010	A9380	21850	307010

Rs. 256700 ( First 4 years cost treated as term loan covered under NB RA.)

**Cost of Development of new plantation ( Extension ) of tea in 1 hect in**  
**Zone: Eastern plains ( Dooars & Terai )**  
**(Plant population 15000/ha.)**

(Amount in Rs.)

Particulars	Years / No of Man days					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	Total
Total man days (No)	1092	283	190	180	175	1920
A Cost of labour @ Rs.70.10 per Man day	77860	20178	13547	12834	12478	136896
<b>B. Material cost</b>						
i) Shade materials	1478	-	-	-	-	1478
ii) Planting materials @ Rs.2.88 per plant for 15000 plants	39009	3901	1950	-	-	44861
iii) Plant protection chemicals	248	496	1240	1860	2480	6325
iv) Weed control chemicals	-	-	447	671	894	2012
v) Fertiliser / Micro nutrients	1495	2990	5981	2856	2856	16178
vi) Organic matter	2460	-	-	-	-	2460
vii) Mulching materials	1800	600	-	-	-	2400
Total of B	46491	7987	9619	5387	6231	75715
Total cost ( A + B)	124351	28165	23166	18221	18708	212611
Rounded off to	124350	28170	23170	18220	18710	21260

Rs. 175690 ( First 3 years cost treated as term loan covered under NB RA.) 4<sup>th</sup> year and 5<sup>th</sup> year cost of Rs. 36930 is to be covered under working capital loan.

**Cost of Development of new plantation ( Extension ) of tea in 1 hect in**  
**Zone : Eastern plains ( Bramhaputra Valley )**  
**(Plant population 15000/ha.)**

(Amount in Rs.)

Particulars	Years / No of Man days					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	Total
Total man days (No)	1092	283	190	180	175	1920
A Cost of labour @ Rs.70.10 per Man day	78406	20319	13642	12924	12565	137856
<b>B. Material cost</b>						
i) Shade materials	1478	-	-	-	-	1478
ii) Planting materials @ Rs.2.88 per plant for 15000 plants	39009	3901	1950	-	-	44861
iii) Plant protection chemicals	123	246	615	923	1230	3137
iv) Weed control chemicals	-	-	456	684	912	2052
v) Fertiliser / Micro nutrients	1495	2990	5981	2856	2856	16178
vi) Organic matter	2460	-	-	-	-	2460
vii) Mulching materials	1800	600	-	-	-	2400
Total of B	46366	7737	9002	4463	4998	72566
Total cost ( A + B)	124772	28057	22644	17387	17563	210423
Rounded off to	124770	28060	22640	17390	17560	210420

Rs. 175470 ( First 3 years cost treated as term loan covered under NB RA.). 4<sup>th</sup> and 5<sup>th</sup> year cost of Rs. 34950 is to be covered as working capital loan.

**Cost of Development of new plantation ( Extension ) of tea in 1 hect in**  
**Zone: Cachar**  
**(Plant population 15000/ha.)**

(Amount in Rs.)

Particulars	Years / No of Man days					Total
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
<b>Total man days (No)</b>	<b>1208</b>	<b>280</b>	<b>197</b>	<b>182</b>	<b>177</b>	<b>2044</b>
<b>A Cost of labour @ Rs.70.10 per Man day</b>	<b>67286</b>	<b>15596</b>	<b>10973</b>	<b>10137</b>	<b>9859</b>	<b>113851</b>
<b>B. Material cost</b>						
<b>i) Shade materials</b>	<b>1478</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1478</b>
<b>ii) Planting materials @ Rs.2.88 per plant for 15000 plants</b>	<b>36104</b>	<b>3610</b>	<b>1805</b>			<b>41520</b>
<b>iii) Plant protection chemicals</b>	<b>141</b>	<b>282</b>	<b>705</b>	<b>1057</b>	<b>1409</b>	<b>3593</b>
<b>iv) Weed control chemicals</b>	<b>-</b>	<b>-</b>	<b>436</b>	<b>654</b>	<b>872</b>	<b>1962</b>
<b>v) Fertiliser / Micro nutrients</b>	<b>1495</b>	<b>2990</b>	<b>5981</b>	<b>2856</b>	<b>2856</b>	<b>16178</b>
<b>vi) Organic matter</b>	<b>2460</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2460</b>
<b>vii) Mulching materials</b>	<b>1800</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2400</b>
Total of B	43479	7483	8927	4567	5137	69592
Total cost ( A + B)	110764	23079	19899	14704	14996	183442
Rounded off to	110760	23080	19900	14700	15000	183442

Rs. 168440 ( First 4 years cost treated as term loan covered under NB RA.)

**Cost of Development of new plantation ( Extension ) of tea in 1 hect in**  
**Zone: Tripura**  
**(Plant population 15000/ha.)**

(Amount in Rs.)

Particulars	Years / No of Man days					Total
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
<b>Total man days (No)</b>	<b>1280</b>	<b>280</b>	<b>197</b>	<b>182</b>	<b>177</b>	<b>2044</b>
<b>A Cost of labour @ Rs.70.10 per Man day</b>	<b>59695</b>	<b>13832</b>	<b>9732</b>	<b>8991</b>	<b>6744</b>	<b>100973</b>
<b>B. Material cost</b>						
<b>i) Shade materials</b>	<b>1478</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1478</b>
<b>ii) Planting materials @ Rs.2.88 per plant for 15000 plants</b>	<b>32062</b>	<b>3206</b>	<b>1603</b>	<b>-</b>	<b>-</b>	<b>36872</b>
<b>iii) Plant protection chemicals</b>	<b>141</b>	<b>282</b>	<b>705</b>	<b>1057</b>	<b>1409</b>	<b>3593</b>
<b>iv) Weed control chemicals</b>	<b>-</b>	<b>-</b>	<b>436</b>	<b>654</b>	<b>872</b>	<b>1962</b>
<b>v) Fertiliser / Micro nutrients</b>	<b>1495</b>	<b>2990</b>	<b>5981</b>	<b>2856</b>	<b>2856</b>	<b>16178</b>
<b>vi) Organic matter</b>	<b>2460</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2460</b>
<b>vii) Mulching materials</b>	<b>1800</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2400</b>
Total of B	39436	7078	8724	4567	5137	64944
Total cost ( A + B)	99111	20910	18456	13558	13881	165916
Rounded off to	99110	20910	18460	13560	13880	165920

Rs. 152040 ( First 4 years cost treated as term loan covered under NB RA.). 5<sup>th</sup> year cost of Rs. 13881 is to be covered as working capital loan.

**Calculation NPW, BCR & IRR for Replantation  
Zone: Eastern Plains ( Low yielding gardens )**

Particulars	Year									
	I	II	III	IV	V	VI onwards				
<b>Yield kg / ha</b>	-	<b>200</b>	<b>500</b>	<b>1200</b>	<b>1800</b>	<b>2500</b>				
<b>Unit cost/ha</b>	<b>124,770</b>	<b>28,060</b>	<b>22,640</b>	<b>17,390</b>	<b>17,560</b>					
<b>Field cost/ha</b>	-	<b>26,606</b>	<b>26,606</b>	<b>26,606</b>	<b>26,606</b>	-				
<b>Variable cost (Rs. 19.70/kg)</b>	-	<b>6,893</b>	<b>17,814</b>	<b>41,241</b>	<b>61,861</b>					
<b>Total cost</b>	124,770	61,539	66,430	85,237	106,027					
<b>Benefit @ Rs. 80.40 / Kg. Upto 5<sup>th</sup> year &amp; Rs. 43.03 / kg from 6<sup>th</sup> year onwards</b>	-	<b>15,018</b>	<b>16,913</b>	<b>37,545</b>	<b>90,108</b>	<b>135,162</b>	<b>37,600</b>	<b>37,600</b>	<b>37,600</b>	<b>37,600</b>
<b>TB subsidy @ 25%</b>	-	<b>26,303</b>	<b>13,151</b>	<b>13,151</b>	-	-	-	-	-	-
<b>Net benefit</b>	-98,468	-33,370	-15,733	4,871	29,135	37,600	37,600	37,600	37,600	37,600

**I R R: 16.32%**  
**BCR (15% DF): 0.91**  
**NPW (15% DF): 13080**



**Calculation NPW, BCR & IRR for Replantation  
Zone: Darjeeling High elevation**

Particulars	Year									
	I	II	III	IV	V	VI onwards	VII	VIII	IX	X
<b>Yield kg / ha</b>	-	-	<b>100</b>	<b>200</b>	<b>300</b>	<b>400</b>	<b>600</b>	<b>800</b>	<b>1000</b>	<b>1200</b>
<b>Unit cost/ha</b>	<b>195,581</b>	<b>38,189</b>	<b>32,007</b>	<b>19,383</b>	<b>21,854</b>	<b>21,854</b>	<b>21,584</b>	<b>21,854</b>	<b>21,854</b>	-
<b>Field cost/ha</b>	-	-	<b>27,418</b>	<b>27,418</b>	<b>27,418</b>	<b>27,418</b>	<b>27,418</b>	<b>27,418</b>	<b>27,418</b>	<b>27,418</b>
<b>Variable cost (Rs. 19.70/kg)</b>	-	-	<b>8,663</b>	<b>17,267</b>	<b>25,900</b>	<b>34,534</b>	<b>51,800</b>	<b>69,067</b>	<b>86,334</b>	-
<b>Total cost</b>	195,581	38,189	68,058	64,067	75,152	83,805	101,072	118,339	135,606	-
<b>Benefit @ Rs. 80.40 / Kg. Upto 5<sup>th</sup> year &amp; Rs. 43.03 / kg from 6<sup>th</sup> year onwards</b>	-	-	<b>16,913</b>	<b>33,826</b>	<b>50,739</b>	<b>67,652</b>	<b>101,478</b>	<b>135,304</b>	<b>169,130</b>	<b>22,956</b>
<b>TB subsidy @ 25%</b>	-	<b>38,376</b>	<b>19,188</b>	<b>19,188</b>	-	-	-	-	-	-
<b>Net benefit</b>	-157,204	-19,001	-31,957	-31,241	-24,433	-16,153	406	16,965	33,524	22,956

**IRR:** 2.98%  
**BCR (15% DF):** 0.54  
**NPW (15% DF):** (-) 154418

**Calculation NPW, BCR & IRR for Replantation**

Area	With Subsidy	Without Subsidy
<b>1. Darjeeling</b>	<b>2.98%</b>	<b>1.15%</b>
<b>2. Eastern plains (Bramhaputra Valley)</b>	<b>16.32%</b>	<b>12.66%</b>
<b>3. Eastern plains (Dooars &amp; Terai)</b>	<b>6.53%</b>	<b>3.24%</b>
<b>4. Cachar &amp; Tripura</b>	<b>-14.56%</b>	<b>-15.84%</b>

## ANNEXURE – 12

Registered No. D. 221

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EXTORDINARY

Part. II – Section 3 – sub Section (ii)

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CENTRAL BOARD OF DIRECT TAXES  
NOTIFICATION  
INCOME TAX  
New Delhi, the 18<sup>th</sup> May, 1966.

S. O. 1526 – in pursuance of Sub-Section ( 8) of Section 33A of the Income Tax Act, 1961 (43 of 1961), the Central Board of Direct Taxes hereby declares the areas mentioned below to be hilly areas for the purposes of the said section:

1. Darjeeling District of West Bengal, excluding siliguri Sub-Division.
2. Kangra District, Punjab
3. Mandi District, Himachal Pradesh
4. Trivandrum District, Kerala
5. Quilon District, Kerala
6. Kottayam district of Kerala, excluding Meenachil, Kanjirapally and Changanacherry Taluks
7. Ernakulam district, Kerala
8. Trichur district, Kerala
9. Palghat district, Kerala
10. Kozhikode district, Kerala
11. Cannanore district, Kerala
12. Kanya Kumari district, Madras
13. Tirunelveli district, Madras
14. Madurai district, Madras
15. Coimbatore district, Madras
16. Nilgiri district, Madras
17. Corrg district, Mysore
18. Hassan ditriect, Mysore
19. Chickmagalur district, Mysore

**ANNEXURE -13**

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

To be signed by:

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

To

Tea Board,  
Ref: Application of \_\_\_\_\_ TE for Subsidy under Tea  
Plantation Development Scheme

A/c. year \_\_\_\_\_ owned by \_\_\_\_\_

For the activity \_\_\_\_\_

Dear Sir,

In compliance of the terms and conditions set forth in the sanction order No:

.....Dated.....of Tea Board and having sanctioned

Subsidy of Rs.....(.....)

For Replanting/Replacement planting/rejuvenation pruning and infilling with or without interplanting/ new planting is small holdings/ creation of irrigation facilities/ Setting up of pilot tea producers' societies ( Self help group ) / procurement of pruning machine by small growers ( mention whichever is applicable ) in our above mentioned tea garden/society, we do hereby agree and undertake to complete the activity indicated above in our.....Tea Estate/garden/Society in the manner envisaged under the scheme and on the terms and conditions hereinafter mentioned:

- 1) To observe, fulfil, and perform all the terms and conditions laid down in the Tea Plantation Development Scheme of Tea Board.
- 2) Not to sell and/or transfer the tea garden/Society without prior written consent of the Tea Board.
- 3) To sign such documents/papers and undertakings and or submit such returns as may be required by Tea Board from time to time.
- 4) In the event of breach of any of the aforesaid undertaking or the terms and conditions under the Plantation Development Scheme, Tea Board will be entitled to call for immediately all amount paid as subsidy with interest thereon at the of 12% per annum and I/We undertake to pay the same within 10 days from the date of demand.

Signature of Authorised signatory  
Seal of Company/Garden/Society

**Appendix – A**

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

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

RESOLVED THAT THE COMPANY/SOCIETY submit the Letter of Undertaking (LOU) to the Tea Board and obtain subsidy as specified in the Board’s sanction letter under the Board’s tea Plantation Development Scheme.

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

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

TRUE COPY  
CHAIRMAN OF THE MEETING

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

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Attested by

\_\_\_\_\_  
(Signature of the Chariman of the meeting )

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

## ANNEXURE – 14

### TEA DEVELOPMENT ACCOUNT SCHEME 2001

Tea Board of India hereby circulates the following Scheme for monitoring of deposits and withdrawals under Section 33 AB of the Income Tax Act, 1961. Ministry of Finance, Department of Revenue in exercise of powers conferred under clause (b) of sub-section (1) of section 33 AB of the Income Tax Act, 1961(43 of 1961) has concurred to the Scheme:

1. Short title and application:

- a) This scheme may be called the Tea Development Account Schem, 2001
- b) It shall come into force from the date of notification or 1<sup>st</sup> April 2001, whichever is later;
- c) It applies to all the assesses carrying on the business of growing and manufacturing of tea in India who are eligible for the deduction under section 33 AB of the Income Tax Act, 1961.
- d) This scheme shall be applicable for the additional allowance of 20% announced in the Finance Bill 2001-02.
- e) This scheme will be reviewed every two years.

2. Definitions :

In this scheme, unless the context so otherwise requires:

(a) “Account” means a deposit account under this scheme;

(b) “Deposit Office” means the following offices of the National Bank for Agriculture and Rural Development (NABARD) established under section 3 of the National Bank for Agriculture and Rural Development Act, 1981 (61 of 1981):

- (i) Kolkata
- (ii) Guwahati
- (iii) Chennai
- (iv) Trivandrum
- (v) Bangalore

(c) “Depositor” means an assessee who is eligible to make a deposit under section 33 AB of the Income Tax Act, 1961;

(d) “Designated account” means an account of the depositor exclusively for the purpose of the scheme opened with a Deposit office;

(e) “Paragraph” means a paragraph of this scheme and “sub-paragraph” means sub-paragraph of the Para in which it occurs;

- (f) “ Tea Board “ means the Tea Board established under section 4 of the Tea Act 1953 ( 29 of 1953)
- (g) “ Public financial institution” means a public financial institution as specified under Section 4 A (1) of the companies Act, 1956 or under the list notified in the official Gazette under Section.
- (h) All other words and expressions used herein shall have the meanings assigned to them in the Income Tax Act, 1961.
- (i) All references to “Forms” in this scheme shall be construed as references to the forms set out in the Appendices to this Scheme.

3. Deposit : how to be made :

- a) A deposit under the provisions of section 33AB(1)(b) of Income Tax Act 1961 may be made by any depositor in accordance with the provisions of this scheme
- b) Such deposit may be made in one lump sum or in installments of multiples of the one thousand rupees(not exceeding four installments in each financial year).

4. Manner of deposit :

- a ) Every depositor making a deposit for the first time shall apply to the deposit office in Form A or as near thereto as may be, together with the amount of deposit payable in manners specified in sub-paragraph. A copy of the Form A should be endorsed to Tea Board for information
- b) On receipt of an application under sub-paragraph (1), the deposit office shall open an account in the name of the depositor.
- c) Every subsequent deposit shall be made into the deposit office at which the account stands, by a crossed cheque or demand draft in favour of such office or a bank situated at the place where the deposit office is situated at the place where the deposit office is situated.
- d) A receipt issued in Form B, or as near thereto as may be, by the deposit office shall evidence every deposit. A copy of the Form B shall be endorsed to Tea Board by the depositor.
- e) The deposit office shall issue to the depositor a statement of account in Form C, or as near thereto as may be, on the expiry of each quarter ending on 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March in a year showing the amount of deposits made during the quarter previous to the quarter to which the statement relates. A copy of the Form C shall be endorsed to Tea Board by the deposit office.

5. Issue of duplicate statement:

In the event of loss or destruction of the receipt of statement of the account referred to in sub-paragraph (4) or sub-paragraph (5) of paragraph 4, the deposit office may, on an application made to it in this behalf, issue a duplicate thereof.

6. Transfer of the account :

A depositor may apply for the transfer of the account from one deposit office to another deposit office.

7. Interest :

a) Subject to sub-paragraph (b), the deposit shall carry simple interest at the rate of 8.5% per annum to be calculated from the first day of the month immediately following the month in which the amount of deposit is credited to the account.

b) Where during any financial year any part of the deposit is withdrawn, subject to the stipulations, in sub-clause (d), the interest payable on the deposits shall be calculated on the basis of minimum monthly balance in the account during each of the months in the financial year.

c) The interest payable for any financial year or part shall, soon after the close of the financial year or part shall, soon after the close of the financial year, be credited to the designated Account.

d) There shall be a lock in period of 6 months for the deposit and interest shall not be paid in case the amount or part thereof is withdrawn before the expiry of 6 months from the date of deposit.

e) No interest shall be paid for the period beyond two years on the amount not withdrawn for 2 years or more from the date of deposit.\

8. Charge or alienation:

1) The accounts standing to the credit of any account shall not be pledged or offered as security for any loan or guarantee and shall not be charged or alienated in any manner whatsoever except as provided in sub-paragraph (2) of this paragraph.

2) The depositor may also be entitled to used the deposited money or any part thereof as margin money for obtaining loans from a public financial institution or scheduled bank for any of the purposes mentioned in paragraph 9.

9. Withdrawal and utilization of the amounts deposited:

A depositor shall be entitled to withdraw the amounts deposited or such part thereof as may be appropriate and such withdrawal shall be used for any of the following purposes set out which, however, shall be subject to review from time to time:

- 1) On replanting/replacement of old uneconomic areas including uprooting of old tea bushes, preparation of land care and maintenance of such areas for a period of four years and provisions of nurseries and shade trees;
- 2) On rejuvenation pruning and consolidation of the fields through infilling, and inter planting; and
- 3) On modernization of processing facilities-facilities for dual manufacture of tea – Orthodox and CTC, Green tea manufacture, Organic tea manufacture, establishing packaging facilities including tea bagging etc. However, withdrawal of the funds shall not be allowed to be used for the purpose of weigh bridges, electrical motors, power generation equipments, electrical and gas connection, electrification of factories, for process control equipments and energy saving devises, since these are allowed under the Tea Development Account Scheme 1994.

In addition to the above, the withdrawal of fund will not be allowed for other purposes including the following:

- a) On extension planting including preparation of land, care and maintenance of such areas for a period of four years and provisions of nurseries and shade trees;
- b) On construction or extension of roads, culverts, bridges, fencing and boundary walls within the tea estates;
- c) On construction and extension of godowns;
- d) On construction of labour quarters and clerical staff quarters, latrines, hospitals, crèches, tiffin room, weighment sheds, lorry and tractor sheds;
- e) On purchase of tractors, road rollers, trucks, trailers and equipment, conveyor system, forklift trucks, ambulances, jeeps and motor cycles.
- f) On measures for controlling soil erosion and water logging including drainage.



- g) On provision of irrigation equipment, dams, reservoirs, sluices, electrical connections, piping and canals;
- h) On spraying equipment or weed control and plant protection measures;
- i) Electrification of labour quarters;
- j) On purchase of computers, telegraphic wireless equipment and ancillary related equipments;
- k) On repayment of the principal amount of term loans, deferred payment credits, hire purchase, lease rental and equipment finance from a public financial institution, Housing Development Finance Corporation, State Housing Board etc.

10. Procedure for withdrawals:

- 1) The depositor shall be entitled to withdraw the whole or any part of the deposit made by making an application in Form D, but not more than one withdrawal shall be made in any one month;
- 2) On receipt of the request of withdrawal, the deposit office shall intimate Tea Board for arranging field/factory inspection and submission of report thereof. The deposit office on receipt of recommendation as to the release of the amount sought for by the depositor through a credit to the designated account.

11. Information regarding deposits and withdrawals:

- 1) Where the deposit is made by a depositor, the receipt or, as the case may be, the receipts issued in Form B (referred to in para 3(5)) shall be forwarded by the depositor to the Income Tax authority along with the return of income relating to the previous year in respect of which the deposit is made.
- 2) Where a withdrawal has been made by the depositor during the previous year, a certificate by a Chartered Accountant, not being a Chartered Accountant who is an employee of the depositor showing-

- a) the amount withdrawn during the previous year; and
- b) the purposes for which the withdrawal was used during the previous year; shall be submitted to the authority along with the return of agricultural income relating to the previous year in which the withdrawal was made.

12. Closure of the account:

- 1) If a depositor desires to close the account, an application shall be made with the approval of the Income Tax Officer or any other officer, who has jurisdiction for income Tax purposes over the depositor, in Form 'E' or as near thereto as may be and the deposit office shall, as soon as may be, subject to the provisions of paragraph 9 above, pay the amount of balance ( including interest accrued as on the last day of the month preceding the month in which the said application under this paragraph has been made lying to the credit of the depositor by means of a credit to the designated amount.
- 2) Where any person other than the depositor, acquired a right under clause (i) or clause (ii) of the provision to sub-section (B) of section 33 AB of the Income Tax Act, 1961 to receive the amount lying to the credit of the amount, the Deposit Office shall pay such amount to the person if the Income Tax officer or any other officer, who has jurisdiction in the matter over the depositor, certifies to this effect.

**FORM -A**  
**TEA DEVELOPMENT ACCOUNT**  
**SCHEME, 2001.**

Application for opening a New Account

FORM-A

Paragraph 4(1) of the Scheme)

DEVELOPMENT ACCOUNT

TDAS A/C No. \_\_\_\_\_

Name \_\_\_\_\_

Acknowledgement \_\_\_\_\_

Amount Deposited \_\_\_\_\_

(in words) \_\_\_\_\_

(in figure ) \_\_\_\_\_

By Cheque/Demand Draft No. \_\_\_\_\_ No.

Branch \_\_\_\_\_

(For Office use)

Office \_\_\_\_\_

Code \_\_\_\_\_

Voucher No. \_\_\_\_\_

Voucher Date \_\_\_\_\_

DEPOSITORS DETAILS \_\_\_\_\_ TYPE

Individual-Sole Prop-

Firm-Company-other(Specify)

Address \_\_\_\_\_

(District) (State) (Pin)

PREVIOUS YEAR

FROM MONTH \_\_\_\_\_

TO MONTH \_\_\_\_\_

PERMANENT IT. A/C NO. \_\_\_\_\_

BANK DETAILS FOR WITHDRAWALS:

Name \_\_\_\_\_

Branch \_\_\_\_\_

Account No. \_\_\_\_\_

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

Place: \_\_\_\_\_

(Signature of the depositor)

Name \_\_\_\_\_

Opened an account in favour

of \_\_\_\_\_

On \_\_\_\_\_

SPECIMEN SIGNATURE OF INDIVIDUAL /

PRINCIPAL OFFICER/

LEQUIDATOR

TEA

SCHEME. 2001

Branch \_\_\_\_\_

TDS \_\_\_\_\_ A/C

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rs. \_\_\_\_\_ By Cheque/DD as

The deposited towards Tea Deposit Account.

The statement of account will be sent in due course.

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

Place: \_\_\_\_\_

Signature of Officer-in-Charge

Signature of Officer-in-Charge

( A copy to be endorsed to Chairman, Tea Board, 14 B. T. M. Sarani, Kolkata-700001)

FORM-B  
TEA DEVELOPMENT ACCOUNT SCHEME, 2001

RECEIPT FOR DEPOSIT

Name of the depositor office

Receipt No. \_\_\_\_\_

Received from \_\_\_\_\_

( Name and addresses of the depositor)

Whose permanent No. is \_\_\_\_\_

Rs. \_\_\_\_\_ (Rupees) \_\_\_\_\_ only  
(in figures) (in words)

for credit into the / TEA DEPOSIT ACCOUNT SCHEME, 2001.

A/C No.

(Signature of Officer-in-Charge)

Place: \_\_\_\_\_

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

( A copy to be endorsed to Chairman, Tea Board, 14 B. T. M. Sarani, Kolkata-700001)

FORM-C

**TEA DEVELOPMENT ACCOUNT SCHEME, 2001**

OFFICE:

Designated Account No.

STATEMENT OF ACCOUNTS ON  
( See Paragraph 4(e) of the Scheme)

Name of the Bank/Branch  
And its address:

Name of Depositor:

TDAS Account Number  
Permanent IT A/c No.  
Period from :  
To :

Sl. No.	Date	Cheque/ DD No.	Particulars	Credit <u>Rs.</u>	Debit Rs.	Outstanding Balance Principal (Rs.)	Interest accrued as on (Rs.)
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Dated:

Place:

Signature of Officer-in-Charge

( A copy to be endorsed to Chairman, Tea Board, 14 B. T. M. Sarani, Kolkata-700001)

**FORM – D**  
**TEA DEVELOPMENT ACCOUNT**  
**SCHEME, 2001**

Application for withdrawal under Paragraph  
10(1) of the Scheme  
TDAS A/C No. \_\_\_\_\_  
Branch \_\_\_\_\_  
Name of the depositor \_\_\_\_\_  
Please pay a sum of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_  
\_\_\_\_\_ only)

from out of the balance of the above  
account by way of credit to the under-designated  
account for the purpose of:

A. Particulars of Expenditure

Particulars	Unit Cost	Amount
-------------	-----------	--------

(as per CI.9)

I hereby declare and confirm that the amount  
Sought to be withdrawn is proposed to be utilized  
For the purpose specified in the Tea Deposit  
Account, 1994.

Signature of Depositor/Authorized Signatory  
Amount paid by Credit to the designated  
Account No. with though MT/TT

Date:

Seal of Bank

Signature of Officer-in-Charge

Notes: The counterfoil should be preserved and attached to the Return of Income alongwith a copy of the statement of account for claiming deduction unde section 33 AB(I) of the Income Tax Act, 1961 in respect of the relevant previous year. If the application for withdrawal is made by a person other than depositor, necessary evidence in support of the application should be submitted through the Income Office.

( A copy to be endorsed to Chairman, Tea Board, 14 B. T. M. Sarani, Kolkata-700001)

**FORM-D**  
(Counterfoil to be returned to depositor)

**TEA DEVELOPMENT ACCOUNT**  
**SCHEME, 2001**  
**Acknowledgement**

TDAS A/C No. \_\_\_\_\_  
Branch \_\_\_\_\_  
Name of the depositor \_\_\_\_\_  
A sum of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_  
\_\_\_\_\_ only)

has been paid

From out of the balance of  
the above account by way of  
credit to the under-  
designated account for the  
purpose of:

\_\_\_\_\_  
Signature of Depositor/  
Signatory Amount paid by  
Credit to the designated  
Account No. with though  
MT/TT

Date:

Seal of Bank

Signature of Officer-in-Charge

**FORM -E**

**NATIONAL BANK FOR AGRICULTURE & RURAL  
DEVELOPMENT  
TEA DEVELOPMENT ACCOUNT SCHEME, 1990**

**APPLICATION FOR CLOSING OF ACCOUNT**

( See paragraph 12 of the Scheme)

To:

I \_\_\_\_\_ being

(Name in block letter)

the \_\_\_\_\_  
(designation/capacity) (Name of the firm/company)

wish to close the Tea Development deposit Account No.

standing in the name of \_\_\_\_\_  
(Name & Address of the firm/company)

in terms of sub-paragraph (i) of paragraph of 10 of the Tea-development  
Scheme, 1990 and consequently withdraw the balance to the credit of the account.

Place:

Date:

Signature

APPROVED

(Stamp and signature with date of the Income-Tax-Officer/Other Officer having  
competent jurisdiction)

Delete whatever is not applicable.

Note: The amount payable out of any expenses for making the remittance shall be  
credited to the designated account of the depositor.

( A copy to be endorsed to Chairman, Tea Board, 14 B. T. M. Sarani, Kolkata-700001)