

**TEA QUALITY UPGRADATION
AND
PRODUCT DIVERSIFICATION
SCHEME
(QUPDS)**

For the XI Plan period

1-4-2007 to 31-3-2012



TEA BOARD

(Ministry of Commerce and Industries- Govt. of India)

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	Contents	
Sl.No	Subject	Page No
A	Objectives	3
B	Eligibility Conditions	3
C	Duration of the Scheme	4
D	Budgetary allocation & Rates of Subsidy	4-6
E	Items eligible for Subsidy	6
F	Priority areas for Grant of subsidy	6
G	Procedures for availing Subsidy.	7
G.1	Application	7
G.2	Inspections	7
G.3	No Objection Certificate	7
H	Disbursement of Subsidy	8
I	Minimum Value of Investment	8
J	No. of applications admitted per year	9
K	Validity period of Sanction order issued by the Board	9
L	Other Conditions	9
M	Mandatory submission of annual performance report	10
N	Controls on disposal of machinery for which subsidy has been availed of	10
O	Application for ISO/HACCP/Organic Certification	11
P	Letter of Undertaking	11
Q	Change of Ownership	11
R	Adjustment of Tea Board's dues	12
S	Sanctioning Authority	12
T	Amendment to the Scheme	12
U	Administration	12
V	Incidental Expenses	12
W	Physical and financial targets for xi plan period	13
X	Incentive for Orthodox Production	14-23
Annexure-I	Tea Machinery items eligible for subsidy	24-31
Annexure-II	Format of Application for subsidy	32-37
Annexure-III	Format of Letter of Undertaking	38-41
Annexure-IV	Format of Application for claiming subsidy for ISO/HACCP/Organic Certification	42-44
Annexure-V	List of Accredited Certification Bodies for HACCP Certification	45
Annexure-VI	List of Accredited Certification Bodies for Organic Tea Certification	46

QUALITY UPGRADATION AND PRODUCT DIVERSIFICATION SCHEME (QUPDS)

A. Objectives:

The main objective of QUPDS is to serve as a catalyst for tea factories/blending/packaging units to undertake investments in modern technologies/processes (either for expansion or for replacement), which would eventually enable quality improvement, and higher realizations through the production of better quality/value added teas. The overall objective of the scheme is thus to encourage quality upgradation and product diversification in the tea processing units.

B. Eligibility Conditions:

1. All tea manufacturers and others who are dealing with value addition of tea such as blending, packing, tea bagging etc, are eligible to claim subsidy subject to fulfillment of the terms and conditions of the scheme.
2. At the time of submission of application for subsidy, the applicant tea garden/factory /packaging and or blending unit should be holding valid TMCO registration number issued by the Licensing Branch of Tea Board. For new micro mini factories being set up by Self Help Groups of small tea growers and for setting up of 100% orthodox and organic tea/green tea and other specialty tea factories the application should accompany a proof about submission of application to Licensing authority of Tea Board for obtaining registration under TMCO..
3. The subsidy, however, shall not be allowed for any equipment if imported under the Export Promotion Capital Goods Import (EPCG) scheme.
4. The applicant should be a member of TRA (for the Tea Factories in North India and UPASI -TRF (for the Factories in South India) and should hold valid current membership at the time of submission of application to Tea Board. (Small growers as well as growers whose holding size less than 50 ha. are exempted).
5. 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).
6. Provident fund dues of the applicant tea Factory 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 arrear 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).

7. 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.)
8. Subsidy cannot be claimed for the same activities that have been carried out with funds withdrawn from Tea Development Account Scheme 2007 (under section 33AB of Income Tax Act).
9. The applicants should submit their application to the nearest field office of Tea Board, 75 days before the commencement of procurement of tea machinery items.
10. Civil works 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.
11. Only one application per Factory in a financial year shall be entertained for consideration of subsidy.
12. The subsidy will be credit linked and back ended (i.e. the subsidy amount will be released only after procurement and installation of the machinery to the complete satisfaction of the Board). The credit linkage may be dispensed with only as an exception to the rule, after receiving sufficient proof from the applicants that they are able to mobilize funds from their own resources.

C. Duration of the Scheme:

The duration of the scheme is five years during the 11th plan period (i.e. 2007-12). However, the receipt of applications for subsidy would be closed either on 31st October 2011 or at an earlier date in the event of the exhaustion of the approved outlay for the Scheme whichever is earlier. However, in the event of non- exhaustion of the sanctioned allocation, the duration would be extended until 31 March 2012.

D. Budgetary Allocation & Rates of Subsidy:

The gross approved outlay for the QUPDS for the 11th plan period (i.e. 2007-12) is Rs. 250.50 crores of which Rs 20.50 crores is to be met from Special Fund created out of the proceeds of Additional Excise duty during the X Plan period. The rates of subsidy for various activities, and the applicable ceiling limits are as under:

Sl. No.	Activities supported	Budgeted outlay Rs. Crores
I	<p>1.Modernisation of the processing factories by replacement of old and worn out machinery :</p> <p>(Subsidy @ 25% on the actual cost of machinery subject to a ceiling of Rs.25 Lakhs per factory per annum).</p> <p>2. Procurement of processing machinery for orthodox tea in 100% CTC factories and</p> <p>3. Setting up of new factories by the Self Help Groups of small growers.</p> <p>(For item 2 & 3 subsidy @ 40% would be provided subject to a ceiling of Rs.25 Lakhs per factory per annum).</p>	87.25
II	<p>1.Value addition by way of creating additional infrastructure for cleaning, blending, colour sorting, packaging etc. (Subsidy @ 25% on the actual cost of machinery subject to a ceiling of Rs.25 Lakhs per factory per annum).</p> <p>2.In case of machinery for orthodox tea in 100% CTC factories. (Subsidy @ 40% would be provided subject to a ceiling of Rs.25 Lakhs per factory per annum).</p>	36.75
III	<p>Quality assurance certification for ISO/HACCP and Organic Tea (Subsidy @ 50% of the certification fee subject to a ceiling of Rs. 1.00 lakh per certificate including renewals per annum).</p>	1.00
IV	<p>Setting up of new factories for production of green tea, orthodox tea and specialty teas etc (product diversification) – (Subsidy @ 40%of the cost subject to a ceiling of Rs.25 Lakhs per factory per annum).</p>	5.00

V	Incentive for orthodox tea production – Subsidy @ Rs.3/- per kg of actual production of leaf grades and Rs.2/- per kg for dust grades and an additional incentive @Rs.2/-per kg of the incremental volume over the previous year.	120.50*
Total		250.50*

*Rs.20.50 crores to be met from Additional Excise Duty(AED) Funds.

Note:

Machinery: The subsidy is limited to 25% of the total cost (basic cost of the machinery items, admissible taxes, freight, insurance and cost of commissioning) subject to a ceiling limit of Rs. 25 lakhs per factory/ blending packaging unit.

Certification: The subsidy for obtaining an ISO/ HACCP and organic certification would be limited to 50% of the cost of certification and restricted to a maximum amount of Rs. 1,00,000/-.

Eligible Items:

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

Priority for subsidy:

Bought leaf factories (BLF), Single estate tea factories and Medium sized tea gardens would be given priority for availing of subsidy under the scheme. However, in the event of insufficient claimants, other applicants would be permitted to avail of the subsidy.

In regard to machinery items, priority would be given to the following:

- Conversion to orthodox manufacture
- Green tea processing facilities
- Tea packaging, bagging and cleaning facilities/ equipments
- Blending and allied machineries

Procedure for availing of subsidy :

Application:

An application is to be submitted in the prescribed format (as given in Annexure II), 75 days prior to installation/ commissioning of the machinery to the nearest field office of the board. (i.e. subsidy would not be given for machinery installed/ commissioned prior to submission of the application).

Inspections:

i.Pre-approval inspection for civil work:

On receipt of the application, a pre approval inspection will be undertaken by the nearest office of the Board prior to commencement of the civil work. Any civil work undertaken prior to the pre approval inspection will not be considered for subsidy.

No Objection Certificate:

Immediately after establishing the essentiality of the machinery items covered in the application under consideration, the concerned field office shall issue a No objection Certificate to facilitate the applicant to proceed with the placement of orders for procurement of the applied item(s). The NOC, so issued, 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. The commitment of the Board would become binding only after issuance of approval-cum-sanction letter by the respective sanctioning and disbursing offices viz. 1. Office of the Executive Director at Guwahati for the gardens/factories/blending and packaging units located in North Eastern Region including Sikkim, 2. Office of the Executive Director at Coonoor for entire Southern India and Head Office in Kolkata for rest of the areas.

ii. Post-installation inspection.

On receipt of confirmation from the applicant tea factory as to the completion of procurement/ installation and commissioning of the machinery/equipment for which an application has been submitted to Tea Board, a post installation inspection will be undertaken by the nearest office of the Board. Procurement/ installation and commissioning of the machinery/equipment must be completed within six months from the date of issue of approval cum/ sanction letter. On receipt of the satisfactory post installation report from the field office, a Letter of Undertaking (LOU) in prescribed format(Annexure-III) and other supporting documents from the applicant concerned. the eligible subsidy amount shall be released.

iii. Inspection for evaluation of performance :

The performance of the activity being supported shall be evaluated. For this purpose, the tea unit shall be visited by Board's inspecting officials during the operative season. The management of the beneficiary tea unit shall declare about the benefit accrued from the activity in terms of price realization, product augmentation, quality upgradation and cost reduction in manufacturing process. The declaration of the management shall be verified by the Board's inspecting official during the visit.

iv. Other inspections:

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

Disbursement of subsidy:

The subsidy is disbursed in a single installment after installation / commissioning of the machinery items and receiving a satisfactory post-installation inspection report from the field office of Tea Board and the supporting documents as to the proof of having purchased the machinery items and a good condition certificate by the applicant as to the satisfactory functioning of the installed machinery. Applicants who have availed bank loan for items considered for subsidy are required to produce a copy of the loan sanction order issued by the bank, and a letter authorizing Tea Board for release of the subsidy amount directly to the Bank against their loan account.

Minimum value of investment:

While there is no *minimum* investment limit specified in the present scheme, applications, which are in the nature of routine/nominal capex (say upto Rs. 0.5 lakh of subsidy i.e. upto Rs. 2 lakh of total investment) dilute the original objective envisaged for providing subsidy for '**substantial factory Upgradation / modernisation**' and also burden the Scheme Administration Machinery. Hence such applications will not receive the kind of attention that would normally be given for those seeking subsidy for 'substantial factory Upgradation / modernisation'. Hence it is suggested that applicants may endeavor to maintain a minimum investment limit of Rs. 4 lakhs per Factory i.e Rs. 1 lakh of subsidy @ 25%) so that the funds available under the scheme are more directed towards **making substantial investments** (for which subsidy support would be better justified) .

No. of applications admitted per year:

In order to encourage a planned programme of investment for factory modernization rather than ad-hoc investments, applicants are advised to submit only one application per year. It will enable Tea Board to better evaluate the overall need and potential impact of the proposed investment programme. It has been observed during the X Plan period that multiple (sometimes upto 3) applications have been submitted in a *single* financial year. Though *cumulatively* these multiple applications were within the specified subsidy limit, the flexibility offered by the scheme encourages 'ad-hoc' capex investments rather than a planned factory investment programme.

Validity period of Sanction order Issued by the Board

The applicant should complete the procurement and installation/commissioning of the machinery item for which sanction has been accorded by the Board within six months from the date of sanction. Failure to do so without any valid reason to be given in writing to the sanctioning authority before the expiry of the sanction period will render the sanction null and void.

Other Conditions :

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

1. The tea manufacturing unit availing subsidy under the scheme should use / procure only good quality green leaf to ensure quality end product.
2. The beneficiary tea Factory shall allow full access to the officers of the Tea Board and other representatives authorized by the Tea Board on its behalf to inspect the factory and verify its records, and shall adopt all recommendations with regard to Good manufacturing practices and procurement of raw materials.
3. In the event of the applicant becoming defaulter at the time of release of the subsidy, the eligible amount of subsidy shall be adjusted against the defaulted loan amount.
4. The applicant should submit monthly returns to the disbursing and sanctioning offices of the Board indicating the volume of tea manufactured and price realized during the month. Failing to do so would lead to penal measures and the Board will have the right to call back entire subsidy with admissible interest.
5. The Tea Board shall reserve the right to reject any application, either in part or full, without assigning any reason thereof.

6. The following supporting documents are to be submitted by the applicant for claiming subsidy after installation / commissioning the machinery covered under the Board's sanction order:
- i. A copy of the purchase order issued by the applicant to the supplier for supplying the machinery approved by the Board.
 - ii. A copy of the delivery order issued by the supplier.
 - iii. Original Invoice/Bill/money receipt submitted by the supplier.
 - iv. Bills in support of freight/installation/commissioning charges and insurance.
 - v. Good condition certificate in support of satisfactory functioning of the machinery/equipment.
 - vi. Copy of ISO/HACCP certificate or proof that the applied factory has applied for obtaining ISO/HACCP certificate.
 - vii. A letter authorizing the Board for releasing the subsidy in favour of the Bank from which loan has been taken for the machinery covered under the Board's sanction order.

Mandatory submission of annual performance report

All beneficiaries availing subsidy need to submit 'Annual Performance Review Returns' to the Tea Board specifying the benefits achieved in terms of specified parameters viz. price realization, product augmentation / diversification, quality upgradation and manufacturing cost reduction etc . However, it has been observed that only a *negligible* number of beneficiaries have submitted these Annual Declarations after availing of the subsidy during the X Plan period . This dilutes the feedback mechanism to the Tea Board on the overall effectiveness of the scheme. Hence it is proposed to adopt the below noted procedure to obtain this information from the beneficiaries of the scheme.

i that any *subsequent* applications from such existing beneficiaries shall be entertained only after receipt and evaluation by Tea Board of the Annual Performance Review submitted by the concerned unit.

ii. Separately, an independent *technical* audit of the machinery will be commissioned by the Tea Board, if felt necessary, to ensure that the installed machinery is being utilised efficiently and as intended when the subsidy was disbursed.

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

From a control perspective, the beneficiary is not permitted to sell the machinery for which QUPDS subsidy has been availed and should retain the machinery for a minimum period of seven years from the date of purchase.

Submission of application for claiming subsidy towards obtaining ISO/HACCP/Organic tea certification and any other certificate that may be required to comply with food safety norms :

The application shall be submitted in the prescribed form as per Annexure-IV

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

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

LETTER OF UNDERTAKING:

- a. For all the activities mentioned above, the applicants should submit a Letter of Undertaking on a non-judicial stamp paper before receiving the 1st installment of subsidy , . The format of LOU is appended as Annexure VI.
- b. In the event of breach of any of the provisions of the aforesaid undertaking or the terms and conditions of the scheme, the Tea Board shall be entitled to call back the amount of subsidy with interest thereon @ 12% per annum.

CHANGE OF OWNERSHIP OF THE BENEFICIARY COMPANY/FACTORY:

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

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 Board's loan scheme or any other account to the Tea Board at the time of release of subsidy. After adjustment of all dues of the Tea Board, the balance amount of subsidy if any shall be paid to the applicant.

SANCTIONING AUTHORITY:

- a) The Deputy Chairman in Head Office and Executive Directors at Guwahati and Coonor Offices of Tea Board shall implement the scheme and have full powers to receive applications, scrutinise, sanction and disburse the subsidy under the scheme.
- b) The Tea Board reserve the right to withdraw sanction at any point of time, in case it finds that the application has been filed in contravention of the scheme norms or it is fraudulent in character. Liability for such action shall rest with the applicant and no claim shall be entertained by the Board for payment, compensation or damages in such an eventuality.
- c) The sanctioning authority may, for reasons to be recorded in writing, relax any of the provisions of the scheme, provided it meets the overall objective of the scheme and the same being concurred by the Development Committee/Board in advance.

AMENDMENT TO THE SCHEME:

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

ADMINISTRATION:

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

INCIDENTAL EXPENSES:

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

PHYSICAL AND FIANCIAL TARGETS FOR XI PLAN PERIOD

Year	Physical Target(No. of Units)				Financial Target Rs. crores				
	C-1*	C-2	C-3	C-4	C-1	C-2	C-3	C-4	Total
2007-08	60	36	25	6	15.00	9.00	0.25	1.50	25.75
2008-09	80	32	20	4	20.00	8.00	0.20	1.00	29.20
2009-10	80	32	20	4	20.00	8.00	0.20	1.00	29.20
2010-11	70	25	20	3	17.50	6.25	0.20	0.75	24.70
2011-12	59	22	15	3	14.75	5.50	0.15	0.75	21.15
Total 11th Plan	349	147	100	20	87.25	36.75	1.00	5.00	130.00

*C-1,2,3 & 4 refer to 1. Modernization of the processing factories by replacement of old and worn out machinery

2. Value addition by way of creating additional infrastructure for cleaning and blending and packaging facilities.

3 Quality assurance certification – ISO/HACCP and Organic Tea Certification

4Product diversification – production of orthodox tea, green tea and specialty teas etc

Physical and Financial Target for Orthodox tea production

Year	Production -Million kg		Incentive payable Rs.crores		
	Actual	Incremental	Actual	Incremental	Total
2007-08	65	5	19.50	1	20.50*
2008-09	70	5	21.00	1	22.00
2009-10	75	6	22.50	1.2	23.70
2010-11	80	6.5	24.00	1.3	25.30
2011-12	90	10	27.00	2.0	29.00
Total XI Plan	380	32.5	114	6.5	120.50

***The first year's requirement would be met from the residual funds available out of the original allocation made for this activity under the AED fund scheme.**

COMBINED TOTAL

Activity	Physical Target	Financial Target Rs. Crores
1.Modernization of the processing factories by replacement of old and worn out machinery	349 units	87.25
2. Value addition by way of creading additional infrastructure for cleaning and blending and packaging facilities.	147 units	36.75
3 Quality assurance certification – ISO/HACCP and Organic Tea Certification	100 units	1.00
4. Product diversification – production of green tea and specialty teas etc	20 units	5.00
5.Incentive for orthodox tea production	380 m.kg	100.00
Total		230.00

INCENTIVE FOR PRODUCTION OF ORTHODOX TEA

Definitions :

- i) **"Tea factory"** means a facility for manufacturing tea out of green tea leaf and includes bought leaf, cooperative and estate factories.
- ii) **'Orthodox Tea'** includes both black and green tea manufactured as per the accepted standard norms.
- iii) **'Leaf grade'** include all grades of orthodox teas which are normally cataloged for sale in the auction as Leaf grades..
- iv) **'Dust Grade'** include all grades of orthodox teas which are normally cataloged for sale in the auction as Dust grades.
- v) **'Darjeeling Tea'** Orthodox Tea produced in any tea factory located within the Darjeeling tea district and registered with Tea Board for CTM certification.
- vi) **'Broker'** means a tea broker who has been registered with Tea Board and hold a valid license to deal with tea broking in public auctions
- vii) **'Tea Auction Organiser'** means any person, corporate body or association, registered with Tea Board and under whose control or auspices public auctions of tea take place.

Eligibility :

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

Duration : This incentive scheme, with support from AED Funds was launched during the X Plan period initially for a limited period of three years commencing from 1st January 2005. Since this scheme was well received by the industry, continuation of the scheme during the XI plan period has been approved by the Government and it will be in operation up to 31st December 2011.

Admissible rates of Incentive : The subsidy for production of orthodox tea will be provided @ Rs.3 per kg for Leaf grades and Rs.2 per kg for dust grades for existing levels of production with an additional incentive of Rs.2 per kg for the incremental volume over the previous year.

Mode of disbursement of eligible amount of incentive :

The incentive during the scheme period ending 31 December 2011 would be released once every six months. Claims are to be submitted as per **Form I for the actual volume of production** and as per **Form II for the**

incremental volume of production. For the purpose of calculating the incremental production, the volume of tea produced during the corresponding period of previous year would be taken as base..

Procedure for payment of subsidy:

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

- 1) **Those applicants who produce 100% orthodox teas and does not route their teas through public auctions** may submit their application to the nearest field office of Tea Board for physical verification of the factory and manufacturing records.
- 2) **Other applicants ie. Darjeeling Tea producers or those who directly export, or offer their teas for exports through merchant exporters or those who route their teas through public auctions** may submit their applications directly to the Board's Head Office Kolkata
- 3) The claims for the first half yearly production should reach the Head office of Tea Board during the months of July/August. Similarly for the second half yearly production, the claim should be submitted during the months of January/February of the following year. Claims for the incremental production should be submitted in the month of February along with complete production details for the claim period as well as for the corresponding period of previous year. Belated or improper claims are likely to be rejected.

4) **In the case of producers who route their teas through auctions:**

The quantity of tea sold through auction during the given claim period will be considered for subsidy provided that the said volume is certified by the brokers auctioning the tea and countersigned by the competent authority of the concerned auction organizer.

5) **In the case of producers who produce only (100%) orthodox tea:**

The concerned field office of the Tea Board shall carry out an inspection for verification of factory records as to the volume of tea manufactured. The inspecting officials of the Tea Board shall certify that the factory is registered with the Board and produce only (100%) orthodox tea. The following documents will be relied upon for releasing the subsidy:

- a. Excise Invoice / Gate Pass for clearance of tea under Rule 11(v) of Central Excise Rule 2002. It should clearly indicate the grades of tea removed from the Factory.

- b. A copy of TR 6 Challan issued under Treasury Rule 92 indicating the Excise Duty paid for the volume and Grades of tea for which the subsidy is being claimed.
- c. A copy of monthly 'E' return to be submitted to Tea Board under the Tea (Marketing)Control Order 2003

6) **For those not covered by (4) or (5) above, such as producers of both orthodox and CTC teas**, producers exporting directly or through merchant exporters, the following documents will be relied upon for releasing the subsidy :

- 1. A copy of ARE.1 (Application for removal of Excisable Goods for export by (air/sea/post/land) with the clear indication of grade and volume of tea.
- 2. A copy of buyers order (the order placed with the producer tea company by the importer specifying the grade of orthodox tea, quantity and the unit price and the time period by which the supply to be completed.
- 3. A copy of Bill of lading (certified by customs)
- 4. A copy of Invoice or Packing list (certified by customs)
- 5. Certificate of Origin of tea
- 6. Exchange control copy of Shipping Bill
- 7. Declaration of the Exporter.

7. In the case of Darjeeling Tea Producers, the quantity certified under Certification Trade Mark scheme of Tea Board with the clear indication of grades of tea produced during the scheme period only will be considered for subsidy.

8. In order to bring in more transparency, the entire process of scrutiny of claims and disbursement of the subsidy has been computerized. The claims are being determined on the basis of supporting invoices. Applicants are therefore advised to submit a CD containing invoice data as per the prescribed format along with the claims and supporting documents and all the invoice copies. Non receipt of the hard copies of the documents might hold up the processing of application despite submission of the soft copies.

The claims and invoice data may also be submitted through by email also. The E-mail id is : **teaboard.orthodoxsubsidy@rediffmail.com**

FORM 1

(* marked fields are compulsory)

(** This form can also be sent by e-mail to teaboard.orthodoxsubsidy@rediffmail.com, but the hard copy must be sent for cross verification)

From
M/SA/c:Tea Estate,
.....
.....

To,
Director of Tea Development,
Tea Board of India,
14 BTM Sarani,
Kolkata 700 001
West Bengal

Sub : **Application for claiming incentive for actual volume of Orthodox tea produced**

Sir,

We are to furnish hereunder the particulars of orthodox tea manufactured in our factory during the period from ; to . The eligible subsidy amount may kindly be sanctioned to us at the earliest.

We also undertake full responsibility for the genuineness of the claims detailed below and certify that these claims were not made before. In the event of any information being found false or incorrect, we agree to hold ourselves liable for any action deemed fit, including recovery of money and cancellation of our registration under TMCO 2003.

*1. Name of the Producer
Address
.....
.....
Telephone
Fax
E-Mail
Contact Person

*2. Name of the Tea Estate
Address
.....
.....
Telephone
Fax
E-Mail
Contact Person

- *3. TMCO 2003 Registration No.
- *4. Total Area under tea (in ha)
- *5. Claim for : a) Darjeeling b) 100% Orthodox
c) Green Tea d) Dual Manufacture
- *6. Total tea manufactured during the claim period from to
.....(in Kgs.)
- *7. Orthodox tea manufactured during the claim period out of the total tea manufactured and shown in 6 (in Kgs.)
- *8. Leaf grade out of total orthodox tea manufactured and shown in 7 (in Kgs.)
- *9. Dust grade out of total orthodox tea manufactured and shown in 7 (in Kgs.)
- *10. Mode of disposal of tea manufactured for this claim period : [mandatory in case of 5(d)]
- a) Sale through public auction LeafKg DustKg
- a) Sale through registered broker Leaf Kg Dust Kg.
- b) Direct Export Leaf Kg Dust Kg
- c) Export through merchant exporter Leaf Kg Dust Kg
- *11. Subsidy cheque to be drawn in favour of :
Name of the Bank BranchA/c No.
Branch Address
IFS Code of the receiving bank/ branch

(Authorized signatory of T.E.)

Date

Name and designation

.....

Check List :

1. Current membership no. with TRA/ UPASI
2. Membership no. with NTRF
3. Defaulter position under Loan Scheme of Tea Board

YES	NO
-----	----
4. Provident Fund liabilities

> Rs. 10,000	< Rs. 10,000
--------------	--------------

(If >Rs. 10,000 , please enclose orders of PF authorities for liquidations of the outstanding liabilities)

(If <Rs. 10,000, please enclose the current receipt of payment of PF dues)

5.(a) Enclosed all invoices pertaining to the volume for which the subsidy is claimed

YES	NO
-----	----

5.(b) Enclosed CD in respect of

YES	NO
-----	----

 5(a)

6.(a) Proof of disposal i.e : through auction or export

i) Account Sale direct auction	YES	NO
ii) Shippers Bill – direct export	YES	NO
iii) Shipping Bill – export through marchent exporter	YES	NO

6.(b) Enclosed CD in respect of i, ii, iii

YES	NO
-----	----

 above

FORM 11

(* marked fields are compulsory)

(** This form can also be sent by e-mail to teaboard.orthodoxsubsidy@rediffmail.com, but the hard copy must be sent for cross verification)

From
M/SA/c:Tea Estate,
.....
.....

To,
Dy. Director of Tea Development,
Tea Board India,
Kolkata.

Sub : **Application for claiming incentive for incremental volume of Orthodox tea produced**

Sir,

We are to furnish hereunder the particulars of orthodox tea manufactured in our factory during the period from **January to December.....**, along with the comparative position for the corresponding period of previous year. The eligible incentive for the incremental volume of tea may kindly be sanctioned to us at the earliest.

We also undertake full responsibility for the genuineness of the claims detailed below and certify that these claims were not made before. In the event of any information being found false or incorrect, we agree to hold ourselves liable for any action deemed fit, including recovery of money and cancellation of our registration under TMCO 2003.

*1. Name of the Producer
Address
.....
.....

Telephone
Fax
E-Mail
Contact Person

*2. Name of the Tea Estate
Address
.....
Telephone
Fax
E-Mail
Contact Person

*3. TMCO 2003 Registration No.

*4. Total Area under tea (in ha)

*5. Claim for : a) Darjeeling b) 100% Orthodox
c) Green Tea d) Dual Manufacture

*6. Total tea manufactured during the claim period from 01/01/..... to 31/12/.....
.....(in Kgs.)

6.1. Total tea manufactured during the corresponding period of previous year from
01/01/..... to 31/12/.....
.....(in Kgs.)

*7. Orthodox tea manufactured during the claim period out of the total tea manufactured
and shown in 6 (in Kgs.)

7.1. Orthodox tea manufactured during the claim period out of the total tea manufactured
and shown in 6.1 (in Kgs.)

*8. Leaf grade out of total orthodox tea manufactured and shown in 7 (in Kgs.)

*8.1 Leaf grade out of total orthodox tea manufactured and shown in 7.1 (in Kgs.)

*9 . Dust grade out of total orthodox tea manufactured and shown in 7 (in Kgs.)

*9 . Dust grade out of total orthodox tea manufactured and shown in 7.1 (in Kgs.)

*10. Mode of disposal of tea manufactured for this claim period : [mandatory in case of
5(d)]

a) Sale through public auction LeafKg DustKg

a) Sale through registered broker Leaf Kg Dust Kg.

b) Direct Export Leaf Kg Dust Kg

c) Export through merchant exporter Leaf Kg Dust Kg

*11. Subsidy cheque to be drawn in favour of :
 Name of the Bank Branch A/c No.
 Branch Address
 IFS Code of the receiving bank/ branch.....

(Authorized signatory of T.E.)

Date Name and designation

Check List :

- 1.Current membership no. with TRA/ UPASI
- 2.Membership no. with NTRF
- 3.Defaulter position under Loan Scheme of Tea Board

YES	NO
-----	----
- 4.Provident Fund liabilities

> Rs 10,000	< Rs 10,000
--------------	--------------

(If >Rs. 10,000 , please enclose orders of PF authorities for liquidations of the outstanding liabilities)

(If <Rs. 10,000, please enclose the current receipt of payment of PF dues)

5.(a) Enclosed all invoices pertaining to the volume for which the subsidy is claimed

YES	NO
-----	----

5.(b) Enclosed CD in respect of 5(a)

YES	NO
-----	----

6.(a) Proof of disposal i.e : through auction or export

i) Account Sale direct auction	YES	NO
ii) Shippers Bill – direct export	YES	NO
iii) Shipping Bill – export through marchent exporter	YES	NO

6.(b) Enclosed CD in respect of i, ii, iii above

YES	NO
-----	----

CSV DATA FORMAT SPECIFICATIONS FOR INVOICES AND ACCOUNT SALES / SHIPPING BILLS

The invoice is a document which confirms that teas have been dispatched from a garden. This document provides the format in which this file has to be generated to be directly updated into the Tea Board System for facilitating the Orthodox Subsidy Scheme.

What is CSV

CSV stands for Comma Separated Values, sometimes also called Comma Delimited. A CSV file is a specially formatted plain text file which stores spreadsheet or basic database –style information in a very simple format, with one record on each line and each field within that record, separated by a comma.

CSV Format for Invoice File

The data file to be used for updating the Invoice needs to be in the form of a text file in CSV format. The fields marked “Yes” in the “Required” Column in the following table is mandatory and is not to be left blank.

INVOICE :

	Datatype	Max Length	Required	Example	Format	Description
SEASON	Text	4	Yes	"2005"	YYYY	The season in which the tea has been produced.
GARDEN	Text	30	Yes			The name of the garden
INVOICE	Text	20	Yes			The Invoice No
INVOICE DATE	NUMERIC	10	Yes		(IN 'YYYYMMDD' FORMAT)	The Invoice date
GRADE	Text	30	Yes	FTGFOP1		The Grade of the Tea.
CATEGORY	Text	2	Yes.	LO	LO / DO / GT / LD / DD	LO - LEAF ORTHODOX,DO - DUST ORTHODOX,GT - GREEN TEA,LD - LEAF DARJEELING,DD - DUST DARJEELING
FROM_CHEST	Numeric	6				The starting chest serial number
TO_CHEST	Numeric	6				The ending chest serial number
PACKAGES	Numeric	3	Yes			The total number of Packages in the invoice

INVOICE WEIGHT	Numeric	15.3	Yes		The total weight of the invoice.
GATE PASS NO	Text	10			The number associated with the tea consignment leaving the factory.
GATE PASS DATE	Numeric	10		(IN 'YYYYMMDD' FORMAT)	The date this consignment leaves the factory.
CLAIM PERIOD FROM	Numeric	10	Yes	(IN 'YYYYMMDD' FORMAT)	The starting date of the period of claim
CLAIM PERIOD TO	Numeric	10	Yes	(IN 'YYYYMMDD' FORMAT)	The ending date of the period of claim
TMCO NO	Text	20	Yes		The TMCO no as given by Tea Board
TYPE	Text	1	Yes	J / G / H / D	J - DARJEELING/ G - GREEN TEA/ H - 100% ORTHODOX/ D – DUAL MANUFACTURE

Note : **Dual manufacturers will have to submit sale disposal details in the format mentioned below**

The Account Sale / Shipping Bill Format

A/C SALE :

	Datatype	Max Length	Required	Example Format	Description
SEASON	Text	4			
GARDEN	Text	30			
INVOICE	Text	20			
INVOICE DATE	NUMERIC	10		(IN 'YYYYMMDD' FORMAT)	
GRADE	Text	30			
CATEGORY	Text	2			LO - LEAF ORTHODOX,DO - DUST ORTHODOX,GT - GREEN TEA,LD - LEAF DARJEELING,DD - DUST DARJEELING
A/C SALE / SHIP BILL NO.	Text	20			
A/C SALE / SHIP BILL DATE	Numeric	10		(IN 'YYYYMMDD' FORMAT)	
PACKAGES	Numeric	3			

WEIGHT	Numeric	15.3				
MODE OF SALE	Text	1	A	A / E / M		A - THROUGH REGISTERED BROKER, E - DIRECT EXPORT, M - EXPORT THROUGH MERCHANT EXPORTER
BROKER	Text					20 IF MODE JT OF SALE IS 'A'
CENTRE	Text					20 IF MODE OF SALE IS 'A'

- In case of Invoice CSV file name should be INVOICE.CSV
- In case of A/c Sale or Ship Bill CSV file name should be ACSALE.CSV

Annexure - I

Tea machinery items eligible for subsidy with purpose/specification

SI No	Items	Purpose/specification
A.	INFRASTRUCTURE	
1.	Expansion of factory building	Additional space for accommodating New machinery to be installed. Subsidy rate: 25% of actual cost subject to a ceiling limit of Rs.50/- per sq.ft. of super built area.
2.	Aluminium sheet roofs and flooring.	Improvement of hygiene & elimination of dust and foreign materials to suit ISO/HACCP/SQF requirements. Subsidy rate : 25% of actual material cost only.
3.	Sterilization Chamber with Alcoholic spray tape for workers & visitors	Factory hygiene, Sterilization of hands before entering into a tea factory to suit ISO/HACCP/SQF requirements. Subsidy rate: 25% of actual cost of sterilization
B.	WITHERING	
1	Withering trough body and Air transition passage with air heating unit (Heater/Fan/Hot air ducting)	For withering of green tea leaves. Trough can be of steel construction or combination of steel and brick masonry, wood/fibre glass. Rate: 25% of actual cost of equipments. The actual cost of fabricated items shall be limited to 25% of cost pre-fixed by the Board.
2	Withering trough fan with motor	To be fitted with withering trough for proper withering.
3	Pest - O - Flash	To collect any insect present in withering room & to maintain hygienic environment to suit ISO/HACCP/SQF requirements. Rate: 25% of actual cost of equipment.
4	Electronic withering monitoring & control system	On line moisture percentage monitoring and auto control of physical wither for improving quality of withered leaves

C	ENZYME DE-ACTIVATION FOR GREEN TEA MANUFACTURE	
1	Stream roaster for green tea with or without Boiler	SS drum with steam inlet & exhaust facility to enhance hygiene & quality improvement
2	Leaf cooling trough with fan	Steel and brick masonry construction/or fully steel construction complete with axial flow fan for even and faster cooling of roasted leaf and improved quality of tea
D	ROLLING - ORTHODOX and CTC	
1	Leaf cleaning sifter	SS Food grade painted perforated sheet/Mesh
2	Rotorvane/ BLC	To have better crush and curl of tea leaves before putting into CTC to improve quality of tea.
3	Rolling tables - All sizes (Batch or Continuous)	Roll of tea leaves for rapid rupture of cells and oxidation, subsidy @ 40% of the unit cost
4	Roller Pressure Automation Device	To facilitate programmed start, stop & pressure application, sequence, intensity and period for having more flexibility to adopt in different conditions and improve quality, subsidy @ 40% of the unit cost.
5	CTC machine including SS segments on cutting rollers, food grade belts.	For crushing, tearing and curling
6	CTC cooling system	To avoid heating of rollers during the process of manufacturing. This is a part of ISO/ HACCP/ SQF requirement.
7	Rolled leaf sifter / Googie (for orthodox) (for CTC)	SS food grade block / perforated sheet/mesh, subsidy @40% to the perforated ghoogi to be used for orthodox purpose
8	Auto weigh feeder unit for Rotorvane / Tea Roller	On-line control of feed rate to pre set one. It helps in keeping the productivity output in control.
9	Electronic Room Humidification and control system equipment - chilling plant, electronic heating plant, water atomizer / sprayer, water purification system etc.	Electronic or mechanical Installed facility for air changes and auto control of DB & RH of air to set level for rapid and even fermentation.
10	Rubber tiered Food Grade Stainless steel trolley in place of conveyors	To carry tea from rolling room to fermenting room to suit ISO/HACCP /SQF requirements

E	FERMENTATION	
1	Up gradation of existing floor fermenting area/extension of floor fermenting area	Laying of new layer on existing floor or extending floor space for fermentation (including hygienic Paint) for improving quality of tea. Subsidy rate: 25% of actual cost subject to a ceiling limit of Rs. 25/- per sq.ft for upgrading the existing floor and 25% of actual cost subject to a ceiling limit of Rs. 50/- per sq.ft for extended floor space.
2	Continuous fermenting machine (CFM) with humidification system	On line process for controlled fermentation. Also helps to reduce manual handling which suits ISO/HACCP/SQF requirements.
3	Food grade stainless steel sheet on fermenting beds	To avoid microbial build up in fermenting room. This is as per ISO/ HACCP/SQF requirements. Subsidy rate: 25% of actual material cost only
F	DRYING	
1	Conventional tray chain circuit drier with or without air heater unit	For more even & uniform drying of fermented teas. Subsidy @40% to the unit cost if used for orthodox manufacturing
2	Fluid bed drier with or without air heater unit	For even & rapid drying with higher output and elimination of fluffy teas.
G	CLEAING & SORTING	
1	Fibre extractors, Sorters/grader/cleaner of all types	Elimination of fibre from made tea. Sorting and grading of made tea. Subsidy @40% will be allowed for Myddleton and Arnot Sorters.
2	Camera sorter, Colour stalk separator/ electronic cleaning machine	Sorting & cleaning of made tea, subsidy @ 25% of the unit cost
3	Winnower/Java tunnel	Elimination of dust and lighter particles to produce cleaner and better tea. Fabricated item: Subsidy shall be limited to 25% of cost pre-fixed by the Board
4	Dust cum fibre extraction system of sorting equipment comprising of fan, ducts/hoods and bag filter/cyclone collectors	Elimination of dust from sorting room which helps in obtaining cleaner and better teas, value added teas

H	STORAGE BLENDING & PACKING	
1	Tea packing table	Packing of consumer packs. An ISO/HACCP/SQF mandatory requirement
2	AC Plant for packing unit	To avoid loss of quality due to exposure to moisture, microbial build up & to maintain a sterile and hygienic environment to pack teas. An ISO/ HACCP/ SQF mandatory requirement
3	Dehumidification system of storage bins complete with fan, heating element, ducting, controller etc.	To keep the room moisture free
4	Vacuum packing machine	For air tight packing of tea rapidly & economically
5	Tea Blending equipment comprising of bag opening/chest slitting system of tea received through bags/chests and stainless steel blending drum & accessories, conveyors, dust collector etc.	Rapid handling of teas after receiving, saving of extra man power, effective blending of clean teas
6	Stainless steel storage bin	For preserving the quality of tea - avoid chance of moisture and microbial build-up
7	Bulk packing machinery for packing in chests, gunny bags or paper sacks	To pack teas rapidly & economically.
8	Cartoon/pouch packing machine	Automatic and precise packing in hygienic condition
9	Tea bagging machine	-do- (Import of 2nd hand tea bagging machine is allowed)
10	Magnetic drum complete with ferrous filing collector	Removal of iron particles from tea
I	INSTANT TEA PROCESSING MACHINERY	
	All machinery viz. Extractor, centrifuge, evaporator, spray drier, chilling section, g.l.sifter, mixer, pump and boiler	
J	ACCESSORIES FOR EQUIPMENT AND PROCESS	
(i)	Air heating (for drying & withering)	
1	Solid fuel/liquid/gas/electronic heaters/boilers/ Chimney for exhaust	To have continuous even generation of heat required during the manufacturing process.
2	Chain grate stoker for existing coal heaters	For efficient use of coal
3	Economizer unit for air pre heating for existing coal heaters	Better and economic combustion of coal

4	Auto fuel feed controller unit for air heaters	Precise and economic control of fuel intake
5	PL control system	Reduction of fuel cost
6	Heat balance controller for indirect Furnaces (Boiler / air heater)	Controlling range of heat required for furnaces
(ii)	Steam washer	
	Electrical/gas/oil fired (Non IBR low capacity)	To Reduce microbial build-up in the rolling and fermenting rooms.
(iii)	Leaf handling/conveying	
1	Overhead leaf conveying system in tea factory from withering trough to dispatch of made tea complete with drive unit, basket hooks, hangers (Mono-rail, rope belt)	For minimizing handling of tea eliminate leaf damage, contamination during processing and saving of man days.
2	Light weight ropeway	To avoid delay in leaf reaching factory and thereby improve the quality of leaf to be manufactured.
3	Lift/elevator	Carrying of green leaves to the withering troughs located in 1st, 2nd or 3rd floor to reduce damage of leaf quality where conveyor system is not in existence.
4	Food grade plastic crates/ containers	For transporting fresh green leaves in tea factory where overhead conveyor is not in existence.
(iv)	Heat insulation	
	Air curtains	For controlling tea movements between different departments of tea factory. An ISO/HACCP/SQF mandatory requirement
(v)	Floor cleaning	
1	Floor scrubber	To keep the floor clean and free from bacteria and microbes. An ISO/HACCP /SQF requirement
2	Pressure jet water jump	Cleaning of machinery where hands cannot reach. An ISO/ HACCP/ SQF requirement
3	Silica Gel Screen	For placing in air bulking chamber windows to provide dehumidified fresh air to withering troughs

4	Exhaust fan	To improve circulation of fresh air in tea factory for maintaining ambient temperature
(vi)	Quality Control	
1	Measuring & testing instruments (precision moisture meter, density meter, infra-red meter, anemometer etc)	For assessment and improvement in the quality of tea. An ISO/HACCP/ SQF requirement
2	Magnetic cleaning machine and bar magnets	Removal of iron filings from tea.
(vii)	Electrical items	
1	Motors, starters, control panel to be fitted with machinery / conveyors but without cost of cable/wire/ labour charges	To meet the electrical requirement of tea factory and running of the machines economically with power saving devices.
2	Special lights with acrylic covers	To avoid shattering of glass and mixing with tea. An ISO/ HACCP/ SQF requirement
K	ENERGY (ELECTRICAL POWER GENERATION)	
1	Generator / Alternator Automatic step voltage regulator with OLTC fitted transformer	To Supplement grid power, For Regulating voltage of power flow to the factory.
2	Micro & Mini Hydel project	Utilization of natural resources-generation of power from available water resources which is environment friendly
L	Workshop machinery	
	Chasing/ Milling/ Inspection Bench/Tool and Cutter grind machine/Milling cum-Grooving machines, digital read out unit	Up gradation of CTC segments
M	GENERAL REQUIREMENT	
1	Computers and other accessories	Maintaining records for proper analysis and research to improve quality of green leaf and tea manufactured. An ISO/ HACCP/ SQF requirement.
2	3M Food grade Floor mat	To eliminate entry of foreign particles dusts etc through feet. An ISO/ HACCP/ SQF requirement

Note:

1. The grant of subsidy @ 25% of the unit cost shall include the basic price, all taxes, duties, Govt. levies, packing, transportation, transit insurance, octroi charges and installation and commissioning charges.

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

3. A tea packaging unit may consist of tea blending unit and also all three types of packaging systems i.e. (a) bulk packing in tea chests, gunny bags/paper sacks, (b) pouch packing machinery consisting of FFS machines (from-fill seal) in different sizes of poly packs or / and (c) tea bagging machine (small scale or large scale) or alternatively it may consist of the blending unit and any one or two of the above stated packaging system.

Annexure - 1A

Sl no	Machinery Item	Construction Cost (Maximum limit) for the undertaking	Subsidy payable @ 25% of actual cost subject to ceiling limit of RS
1.	Withering		
1(a)	Civil work if done to create additional space for accommodating withering troughs	Rs.200.00 per Sq. ft.	50.00
1 (b)	Fabrication/ construction of withering trough complete with weld mesh, netlon and transition duct without fan, motor, starter etc.		
(i)	Made of brick	Rs.80.00 Per sq. ft.	20.00
(ii)	Made of mild steel	Rs.100.00 Per sq. ft.	25.00
(iii)	Made of wood	Rs.200.00 Per sq. ft.	50.00
(iv)	Made of fibre glass	Rs.350.00 Per sq. ft.	87.50
2	Hot air insulated ducting for withering	Rs.125.00 Per cft.	31.25
3	Chimney	Rs.250.00 Per cft.	62.50
4	Googie sifter	Rs.300.00 Per cft.	75.00
5	Java tunnel/ winnower (minimum 200 kg/ hour capacity)	Rs.40,000.00 Per unit	10,000.00
6	Stainless steel storage bin	Rs.200.00 Per cft.	50.00

Annexure-II

Application Covering Letter - Tea Machinery related activity-
(in Company letter head)

To

Tea Board

Dated:

Sub : Application for subsidy under Tea Quality Upgradation and Product
Diversification

Scheme A/C _____ TE/ _____ (BLF)

Sir,

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

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

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

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

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

(b) Current quotation in original/copy obtained from the suppliers approved by Tea Board

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

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

(e) Audited profit & loss account and balance sheet for the last financial year

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

(g) Declaration that the Company is not availing the benefit under Section 33AB of the Income Tax Act.

Yours faithfully,

Signature -----

Name -----

Designation -----

APPLICATION FORM

(for factory modernization/value addition activity)

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

Sl no	Particulars	Space to be filled in by the applicant
	1. Accounting year of application	
	2. Area under tea in Ha at the time of application. (applicable for estate factory)	
B	Location and ownership	
	1. Name of the tea factory	
	2. State whether estate/bought leaf/ co-operative tea factory/ micro mini factory by small growers/ 100% orthodox factory/ blending packaging unit	
	3. Registration no. Under Tea Marketing Control Order.2003 (for new micro mini factories by small growers a copy or proof of the application to the Licensing authority of the Board to be enclosed)	
	4. Registration no. of the TE, if estate factory Please attach copy of the letter obtained from Board's Licensing Branch in support of registration.	
	4. (i) Name & address of the owner(s) with telephone nos., Fax nos., e-mail nos. etc.	
	(ii) Name & address of any other tea factory/blending-packaging unit belonging to the same owner	
	5. Location of the tea factory/unit	
	(i) Nearest post office	
	(ii) Nearest railway station	
	(iii) Nearest trunk road	
	(iv) Nearest airport	
	(v) Revenue district	
	(vi) State	
	1. State the source of mobilization of fund for which subsidy has been applied for.	Financial institutes/own (Please tick mark source of funding)
	2. Please state if any of the applied items are proposed to be imported under the Export Promotion Capital Goods Import (EPCG) scheme Please submit a declaration	Yes/No (Mark tick)
	3. Please state whether you are availing the benefit, under Tea Development Account Scheme, 2001 framed under section 33AB of Income Tax Act. Please submit a declaration	Yes/No (Mark tick)

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

	(ii) Mode of disposal of tea			Auction/private sale/export (Please indicate volume against each category in a separate sheet)		
F	Particulars of subsidy applied for					
	(i) Total amount of subsidy applied for				Rs	
	Description of machinery with full specifications of model and capacity		Number of units required		Value (Total in RS)	Name of the supplier
	Total					
	For civil work*					
	Activity		Plinth area in sqft		Value (Total in RS)	Name and address of the registered govt contractor
	(a) fabrication /construction of withering					

	/cooling trough			
	(b) construction /renovation of fermenting floor			
	Total			
	Grand Total			
	*Please attach plan and estimate duly attested by Civil Engineer for civil work			
	(ii) Purpose for which subsidy has been applied for (Please give a brief account indicating whether the activity is for up-gradation /capacity enhancement/setting up of new unit (applicable in case of Tea Blending – packaging /green tea unit/ 100% orthodox unit/ 100% organic tea unit/ micro mini factory by small growers or SHG)			
	(iii) Please state if the applied item is for replacement of an existing unit or an additional item. If replacement, please give details of the unit to be replaced and if additional, please give brief reasons therefore.			
G	(i) Proposed date of procurement of applied items/commencement of civil work			
	(ii) Proposed date of completion of installation of applied items/completion of civil work			
H	(i) Membership of TRA / UPASI - TRF (Applicable for estate factory)			Yes/No
	Please attach a copy of latest subscription receipt			
	(ii) Contribution to NTRF Fund			Yes / No
	Please attach a copy of receipt			
	(i) Provident fund liabilities(if applicable) for last five years	Year	Amount deposited	Outstanding if any
	Please enclose copy of the latest PF Challan			

	(ii) Please indicate the default position, if any, under Boards any of the loan schemes	
	(iii) Any additional information, the applicant wish to inform	

DECLARATION

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

Signature -----

Name -----

Designation -----

Full Address -----

FOR BOARD'S USE

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

ANNEXURE-III:**LETTER OF UNDRTAKING**

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

(To be used for Tea Factory up gradation/modernization and setting up of Tea blending-packaging-bagging and Green tea unit and micro mini factories by small growers or self help group)

To be signed by:

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

To,

Ref : Tea Quality Upgradation & Product Diversification Scheme
A/C. in respect of owned by

Dear Sir,

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

1. To observe, fulfill, and perform all the terms and conditions laid down in the Tea Quality Up-gradation & Product Diversification Scheme of Tea Board.
2. Not to sell and/or transfer the tea garden/factory and the machinery purchased under the scheme without prior written consent of the Tea Board.
3. I/We agree to sign such documents/papers all undertaking as may be required by Tea Board from time to time.

4. I/We also hereby undertake to pay the green leaf price to the supplier of green leaf to our factory in accordance with the price sharing formula notified by the Tea Board.(not applicable for blending and packaging activity)
5. I/We hereby undertake to submit the monthly return in regard to tea manufactured and price realized during each month and also the yearly statement as required under clause-5 (disbursement of subsidy head) of the scheme.
6. In the event of breach of any of the aforesaid undertaking or the terms and conditions under the factory up-gradation scheme, Tea Board at its option will be entitled to call for immediately all amount paid as subsidy with interest thereon at the rate of 12% per annum and we undertake to pay the same within 10 days from the date of demand as per the payment made by the Tea Board for the items of machinery procured and civil work undertaken by us under QUPD scheme of the Tea Board.

FIRST SCHEDULE

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

Description of the machinery

Name of the supplier

Signatory

Signature of Authorized

Factory/estate & Date.

Seal of the

Appendix-1 (To be given in Company letter head)

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

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

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

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

(b) RESOLVED FURTHER that a common seal _____ (insert name of the company) be affixed to the engrossed and stamped LOU in connection with specified activity under Tea Quality Upgradation and Product Diversifications Scheme between the Tea Board of the one part and _____ and Shri _____ being two of the Directors and they are hereby authorized to sign the said letter of Undertaking on behalf of the Company.

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

TRUE COPY

CHAIRMAN OF THE MEETING

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

1.

2.

Attested by _____ (Signature
of the chairman of the meeting)

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

Application Covering Letter ISO/HACCP/Organic tea certification
(in a Company letter head)

To,
Tea Board

Dated:

Sub: Application for subsidy under Tea Quality Upgradation and
Product Diversification Scheme A/C -----TE/-----
------(BLF)

Sri,

I/We propose to avail subsidy for ISO/HACCP/Organic tea certification under
"Tea Quality Upgradation and Product Diversification Scheme" on account of our
above tea garden /BL Factory / Co-operative factory/Govt. undertaking and
submit herewith an application of subsidy amount of Rs. _____
for the purpose, in the prescribed form.

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

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

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

I/We hereby declare the I/We are registered with the Licensing Authority of Tea
Board. I/We hereby enclose the following documents in support of the
application:

1. Copy of the registration certificate obtained from the Licensing Authority of Tea Board
2. Declaration to the effect that the benefit under Section 33AB of the Income Tax Act is not being availed of.

Yours faithfully,

Signature _____
Name _____
Designation _____
Full Address _____

Applicant's Seal

Annexure-IV

TEA QUALITY UPGRADATION AND PRODUCT DIVERSIFICATION SCHEME

Application Form
(for obtaining ISO/HACCP/Organic Tea Certification)

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

DECLARATION

I/We hereby declare that the above mentioned particulars are true to the best of my/our knowledge and also declare the I/We will strictly abide by the terms and conditions laid down in the Scheme. The undertaking as per Annexure A & B are also being submitted along with the application.

Signature _____

Date:

Name _____

Place:

Designation _____

Full Address _____

TEA QUALITY UPGRADATION AND PRODUCT DIVERSIFICATION SCHEME

ANNEXURE - A

(for obtaining ISO/HACCP/Organic Tea Certification)

TO BE GIVEN IN COMPANY LETTER HEAD UNDERTAKING

I/We

_____ Managing Director/Proprietor/Director of M/s
_____ do hereby

undertake as under:

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

(OR)

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

_____ from

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

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

Date:
(with Seal)

Signature of the applicant

Place:

Managing
Director/Proprietor/Director

TEA QUALITY UPGRADATION AND PRODUCT DIVERSIFICATION SCHEME

ANNEXURE - B

(for obtaining ISO/HACCP/Organic Tea Certification)

TO BE GIVEN IN COMPANY LETTER HEAD UNDERTAKING

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

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

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

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

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

Date:
(with Seal)

Signature of the applicant

Place:

Managing Director/Proprietor/Director

Annexure-V

List of Accredited Certification Bodies for HACCP Certification

1. M/s S.G.S. India Pvt. Ltd., Delta House,
4th. Govt. Place, North,
Post Box- 2330,
Kolkata – 700001
 2. M/s Det Norske Veritas AS
71, Park street, Park Plaza
5C & D, 5th. Floor,
Kolkata- 700016
 3. M/s.TUV SUD South Asia Pvt. Ltd.
24 & 27 Chirakoot Building
230 A , AJC Bose Road,
Kolkata- 20
 4. M/s. TUV India Pvt. Ltd.
Shantiniketan Building, Room No- 3
4th. Floor
8, Camac Street,
Kolkata- 700017
-

Annexure-VI

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

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

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

Sl. No	Name of the Certification Agency	Contact Person & Address	Accreditation No.	Validity of Current Accreditation	Scope of Accreditation
8	SGS India Pvt. Ltd.	<p>Contact Person: Dr. Manish Pande Manager – Organic & Food Certification</p> <p>Address: 250 Udyog Vihar Phase – IV, Gurgaon – 122 015 (Haryana) Phone No.: +91 124-2399990 Mobile No: +91 9871794640 Fax No.: +91 124-2399764 Email: manish.pande@sgs.com</p>	NPOP/NAB/009	01-05-2008	NPOP USDA NOP
9	Control Union Certifications (Formerly known as Skal International (India))	<p>Contact Person: Mr. Dirk Teichert Managing Director</p> <p>Address: “Summer Ville” 8th Floor 33rd – 14th Road Junction Off Linking Road, Khar (West) Mumbai –400052 (Maharashtra) Phone 022-67255396/97/98/99 Fax 022-67255394/95 Email: cuc@controlunion.in cucindia@controlunion.com controlunion@vsnl.com</p>	NPOP/NAB/0010	28-05-2008	NPOP USDA NOP
10	Uttarakhand State Organic Certification Agency (USOCA)	<p>Contact Person: Director</p> <p>Address: 12/II Vasant Vihar Dehradun-248 006, (Uttarakhand) Phone No.: 0135-2760861 Fax: 0135-2760734 Email: uss_opca@rediffmail.com</p>	NPOP/NAB/0011	13-11-2009	NPOP USDA NOP

Sl . No	Name of the Certificatio n Agency	Contact Person & Address	Accreditati on No.	Validity of Current Accreditati on	Scope of Accredi t-ation
1 1	APOF Organic Certificatio n Agency (AOCA)	Contact Person : Mr. K. Dorairaj Chief Operating Officer Address: #3, 1st floor, 9th cross, 5th main, Jayamahal Extn, Bangalore – 560046 Phone No: 080-65369888 Fax: 080-23430155 Email: aocabangalore@yahoo.co.in	NPOP/NAB/ 0012	09-01-2010	NPOP
1 2	Rajasthan Organic Certificatio n Agency (ROCA)	Contact Person: Mr. Yashpal Mahawat. Director Address: 3 rd Floor, Pant Krishi Bhawan, Janpath, Jaipur 302 005 (Rajasthan) Phone No: 0141-2227104, Tele Fax: 0141-2227456 Email: dir_rssopca@rediffmail.com	NPOP/NAB/ 0013	09-10-2010	NPOP