



TEA BOARD
14 B.T.M. Sarani
Kolkata-700001

Website : www.teaboard.gov.in

☎ : 033-2235 5571 ☎ : 2235-9677

✉ : clteaboard@gmail.com

Ref No: 12(17)/LC/2008/PART-II/ 18506

Dated: 03.04.2017

CIRCULAR

Sub: Guideline for issuance of Certificate for manufacturing tea under the provisions of Paragraph 3A of the Tea Marketing Control Order, 2003

Reference to the above subject, the guideline for issuance of certificate for manufacturing tea under the provisions of Paragraph 3A of the Tea Marketing Control Order, 2003 along with enclosures is enclosed for information and necessary compliance.

In this connection, the following points may please be noted by all concerned before submission/processing of applications:

1. The application should be submitted strictly as per the attached guidelines by all the interested applicants.
2. Incomplete applications or applications without required documents will be returned by Tea Board in case of applications received by Post/Courier.
3. Applications should be submitted at the following offices of the Board

Sl No.	To be submitted at Board's	Addressed to
1.	Zonal Office, Guwahati	Executive Director, Guwahati
2.	Zonal Office, Coonoor	Executive Director, Coonoor
3.	Zonal Office, Siliguri	Deputy Director of Tea Development (P), Siliguri
4.	Regional Office, Palampur	Deputy Director of Tea Development (P), Palampur

4. Applications received at Zonal offices at Guwahati, Coonoor Siliguri & Regional Office, Palampur will be forwarded to Deputy Chairman, Tea Board (Certifying Authority) at Kolkata for approval and issuance of Certificate.
5. All the concerned field officers should use Proforma Report strictly for processing the applications and obtaining approval of Certifying Authority.
6. The green leaf production will form the basis for granting the certificate with a fixed installed capacity.

Yours faithfully,

Encl: As stated.

(Rajanigandha Seal Naskar)
Controller of Licensing

Distribution to:

1. All producers Associations
2. All Zonal and Regional Offices of Tea Board



TEA BOARD OF INDIA
14-B.T.M. Sarani,
Kolkata- 700 001

Guidelines for setting up of Mini Tea Factory under the provisions of Paragraph 3A of the Tea Marketing Control Order, 2003

On 1st January 2003 Ministry of Commerce, Govt. of India, in exercise of the powers conferred by sub section (3) & (5) under Section 30 of the Tea Act 1953 and in supersession of the TMCO 1984, notified Tea (Marketing) Control Order, 2003.

Clause 3(1) of TMCO 2003 stipulates that no manufacturer shall carry on the activities of manufacturing tea except under a valid registration obtained under the said order in respect of tea factory owned or controlled by him.

Further, on 3rd January, 2017, Ministry of Commerce, Govt. of India, in exercise of the powers conferred by sub section (3) & (5) of Section 30 of the Tea Act 1953, makes certain amendments in The Tea (Marketing) Control Order, 2003.

According to Para 2(c) of the said order “Mini tea factory” means a tea factory owned by a small grower, an association of small tea growers or a Producer Company and which sources all the required tea leaf from its own plantation for the purpose of manufacture of tea and having capacity to produce not more than five hundred kilograms of made tea per day.

Para 3(A)(1) of the TMCO, 2003 (amended in 2017) stipulates that no mini tea factory shall carry on the activities of selling manufactured or hold stock of tea after thirty days of publication of this order except under a valid certificate obtained under this order.

Para 3(A)(2) of the TMCO, 2003 (amended in 2017) stipulates that an application for certificate shall be made to the Certifying authority in Form ‘K’ annexed to this order within thirty days from the date of commercial manufacturing.

Para 3(A)(3) of the TMCO, 2003 (amended in 2017) stipulates that Mini Tea Factory already set up, prior to the publication of this order, shall be deemed to be manufacturer under the provision of this order, provided they obtain the certificate within ninety days from the date of publication of this order.



1 Application Form (Form K) for issuance of Certificate for manufacturing tea under the provisions of Paragraph 3A of the Tea Marketing Control Order, 2003

The applicants who have set up mini tea factory with specific capacity of manufacturing unit may apply to the Certifying Authority of Tea Board for issuance of Certificate in Form K (Annexed below).

For Office use:

Application in respect of M/s is not accepted for the reason recorded as below:-

- 1. Incomplete application**
- 2. Unsigned application**
- 3. Non submission of point no.2 of Form ' K '**
- 4. Non submission of point no. 9 of Form ' K '**
- 5. Non submission of point no. 10 of Form ' K '**
- 6. Non submission of requisite fees.**
- 7. Non submission of information(s) as sought in application form (Form K)**

Signature of Authorised official



“FORM – K
[See Paragraph 3A(2)]
APPLICATION FOR ISSUANCE OF CERTIFICATE UNDER PARAGRAPH 3A OF
TEA (MARKETING) CONTROL ORDER, 2003
(To be submitted in triplicate)

To
The Certifying Authority,
Tea Board,
Kolkata
Sir,

I/We hereby apply for certificate as a manufacturer /or producer of tea under the Tea (Marketing) Control Order, 2003. Necessary particulars are furnished below:

Sl. No.	Particulars	Remarks
1	Name of the applicant(s) (in block letters)	
2	Biometric Card No./certificate of incorporation in case of producer company	
3	Full mailing address with PIN Code, Email ID, Phone Number	
4	Name of the Tea Processing unit	
5	Address of the Tea Processing unit with PIN Code, Email ID, Phone Number	
6	Total land area of tea under cultivation with break up, if the applicant is a small grower or an association of small growers or a producer company	
7	Total green leaf produced per year with break up, if the applicant is a small grower or an association of small growers or a producer company	
8	Annual Capacity of Production	
9	Detailed list of machines and equipment installed with date of installation	
10	Copy of the final factory lay out drawing to be drawn by civil engineer	
11	Whether registration from FSSAI have been obtained	Yes/No
12	Central Excise registration number and zone	
13	Details of Bank draft for Rs.1,000/- to be drawn in favour of Tea Board	1. Bank Draft No: 2. Date : 3. Amount : Rs.1,000/-

Yours faithfully,

Date:

Place

(Signature of the applicant)

**Issuance of Certificate for manufacturing tea under the provisions of Paragraph 3A
of the Tea Marketing Control Order, 2003**



TEA BOARD
14 B.T.M. Sarani
Kolkata-700001

Web Site : www.teaboard.gov.in

Tel : 2235 5571 (D) Fax 2235-9677
E-mail: cteaboard@gmail.com

No.

Dated.

M/s.

Sub: Issuance of Certificate in respect of tea manufacturing unit of M/s.....
under the provisions of Paragraph 3A of The Tea Marketing Control Order, 2003.

Dear Sir,

With reference to your application on the above subject, I am to forward herewith the original copy of Certificate bearing No C-_____ in favour of M/s _____, under the Tea (Marketing) Control, Order 2003, with an annual installed capacity of _____ Lakh kgs of made tea (CTC/Orthodox)/ Green/ White/ Oolong/ Speciality tea such as Hand Rolled Tea) per annum.

You are now required to comply with the following provisions under the aforesaid order.

1. Under clause 3B(1) of the Tea (Marketing) Control Order, 2003, no registered or certified manufacturer shall carry on the activities to enhance the production capacity of the existing factory without prior intimation and obtaining no objection certificate, wherever applicable, from Tea Board.
2. Under clause 7(2) of the Tea (Marketing) Control Order, every Mini Tea Factory shall furnish to the Certifying authority any return in the manner as may be specified and such other information as the Certifying authority, may by special or general order, call for from time to time".
3. No certified manufacturer shall export, sale, offer for sale or hold in stock any tea waste without obtaining valid tea waste license from Tea Board under Clause 3 of the Tea Waste (Control) Order, 1959.
4. The certificate holder shall adhere to all directions issued by the Certifying authority from time to time.

Your attention is also invited to clause 5 of the aforesaid Order wherein there is a provision of Cancellation/Suspension of certificate so granted by the Certifying Authority if there is violation of any of the provisions of Tea Act or Tea (Marketing) Control, Order, 2003 by the Certified manufacturer.

Yours faithfully,

Authorised Officer

Copy to:-



FORM – L
Form of Licence
[See Paragraph 3A(5)]
TEA BOARD

Dated:-.....

Certificate No.....

Shri/M/s..... of.....is/are hereby certified to be a mini manufacturer of tea under the Tea (Marketing) Control Order, 2003 and based on this certificate he/it can produce, sell and hold in stock tea subject to the terms and conditions of the certificate specified, below.

This certificate shall remain in force unless previously cancelled and is not transferable.

The maximum limit of tea to be manufactured is 500 kilograms per day.

Date:

Place

Deputy Chairman, Tea Board
Certifying Authority

Terms and conditions

1. No certificate holder shall run his/its mini tea factory using the tea leaves not produced by him/it and no leaves sourced from outside shall be utilised/processed by the certificate holder.
2. The certificate holder shall keep proper records of the green leaves utilized for manufacture of tea.
3. The certificate holder shall adhere to all directions issued by the Certifying authority from time to time.
4. The certificate holder shall produce his certificate for inspection on demand by Certifying Authority or by any officer of the Tea Board duly authorised by that authority”.



PROFORMA REPORT

Proforma report to be submitted for issuance of Certificate for manufacturing tea under the provisions of Paragraph 3A of The Tea Marketing Control Order, 2003

Sl No	Particulars	Remarks
1	Application number and Date	
2	Name of the applicant with address	
3	Whether application submitted as per prescribed format (Form -K)	Yes / No
4	Name and address of the proposed manufacturing unit	
5	Biometric Card No in case of small tea grower/ Society Registration No in case of an association of small growers/Certificate of Incorporation in case of Producer company	
6	Total Land Area of Tea under cultivation with break up	
7	Total Green leaf produced per year with break up	
8	Annual Capacity of Production	
9	Copy of Final Factory Layout drawn by Civil Engineer.	Submitted / Not Submitted
10	Whether registration from FSSAI have been obtained	Yes / No
11	Detailed list of machineries and equipment installed along with date of installation	Submitted/ not submitted
12	Central Excise Registration number and zone	
13	Requisite fees submitted	Yes (with details) / No

Recommended / Not Recommended:

Justification:-

Signature of Factory Advisory Officer with date

Recommended / Not Recommended:

Justification:-

Signature of ED/DDTD with date