



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

Ref. T-1(5)/Stats/2013/

Dt. 29.04.15

**C I R C U L A R**

It is hereby informed to all concerned that Tea Board had taken steps to collect the monthly production data in Form-E online. While the online mechanism of collection of data has stabilized, it is felt necessary to introduce few changes in the existing Form-E to capture the “source of green leaf” by making a distinction between “Estates without factory” and “Small Growers” to arrive at exact small growers’ contribution in the production data.

Accordingly, I am directed to inform you that from April, 2015 onwards the modified form-E came into existence online with these new changes. In view of this, it is requested to circulate and bring into the notice on the modified Form-E enclosed herewith, amongst your members for necessary compliance.

(A.Rajan)  
Secretary(I/C)

Circulated to:

- 1) Indian Tea Association.
- 2) Tea Association of India,
- 3) Darjeeling Tea Association.
- 4) UPASI.
- 5) SGDD,Dibrugarh
- 6) Field offices of Tea Board

} for necessary compliance.

-- for necessary compliance with the request to bring tea factories not registered so far under online mechanism for uploading monthly production data.



3. a. Quantity of Tea (in Kgs) manufactured during the month through own garden Green Leaf quantity excluding Tea Waste

Year	CTC	Orthodox	Green Tea	Organic Tea	Other Tea	Total made Tea production
Current Year						
Previous Year						

b. Quantity of Tea (in Kgs) manufactured during the month through purchased Green Leaf (from other estates) quantity excluding Tea Waste

Year	CTC	Orthodox	Green Tea	Organic Tea	Other Tea	Total made Tea production
Current Year						
Previous Year						

c. Quantity of Tea (in Kgs) manufactured during the month through purchased Green Leaf quantity from small growers excluding Tea Waste

Year	CTC	Orthodox	Green Tea	Organic Tea	Other Tea	Total made Tea production
Current Year						
Previous Year						

4. Quantum of Tea manufactured as packet tea during the Month

Total Kgs

Total Amount



3. Private Sale Details (including outlot sale) [Select the Registered Buyers in the list shown]

Name of the Buyer	Location	Name of the Brokers	Type of Tea	Mode of Sale	Quantity sold (in Kgs)	Total Amount (Rs.)	Avg / Kgs.

4. Direct Export ( Shipment Made)

Name of Country	Type of Tea	Quantity (in Kgs)	Port Name	Total Amount (Rs.)	Avg/Kgs.

5. Stock Transfer / Consignment

Total quantity (in Kgs)	Total Amount (Rs.)

6. Factory Gate Sale

Total quantity (in Kgs)	Total Amount (Rs.)

7. Quantity of Tea given as gift to employee or others/samples (in Kgs)

	Employees	Others	Total Amount (Rs.)
Total Quantity			

**Tea Waste**

1. Details of tea waste accrued / sold (in Kgs)

	Quantity generated during the month	Quantity disposed of during the month	Closing balance
Opening Balance			

2. Details of tea waste disposed

Quantity (in Kgs.)	Total price realised	Mode of disposal	Name of the Buyer

3. Denaturing of Tea waste

Quantity denatured	Date	Tea Board authority, letter no. and date	Name of the official in whose presence denaturing performed

**Expenditure Details**

**A. Monthly Cost of Manufacture (in Rs.)**

1. For Bought Leaf		
	(i) Total amount paid for green leaf	
	(ii) Average price paid per kgs of green leaf during the month	
For Own Leaf		
	(i) Value of Own Leaf	
		Actual amount paid during the month
2. Cess paid under Tea Act, 1953		

**B. Annual Cost of Manufacture (in Rs.)**

B. Cost of Production – Annual data (to be submitted during the month of April every financial year) ( in Rs)	Total Amount (Rs.)
1. For Bought Leaf	
	(i) Total amount paid for green leaf
	(ii) Average price paid per kgs of green leaf during the month
For Own Leaf	
	(i) Value of Own Leaf
	Actual amount paid during the year
2. Cess paid under Tea Act, 1953	
3. Expenditure on fuel/gas	
4. Expenditure on electricity	
5. Wages & Salaries of employee	
6. Other expenditures of manufacture and selling	
Total expenditure during the year	

**Warehouse / Storage details**

**1. Warehouse / Storage details**

Name of Warehouse	Location	Opening Stock (in Kgs)	Tea Arrived during the month	Sales	Closing Stock

**2. Employees Details**

Name of the Manager		
	No. of Male	No. of Female
No. of Tea Makers-Factory Officer/Technical Staff		
No. of Supervisors		
No. of Mechanic / Electrician		
No. of workers		

**Remarks**

--