

TEA PLANTATION **DEVELOPMENT SCHEME**

For the XI Plan period

1-4-2007 to 31-3-2012



TEA BOARD

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

14 B.T.M. SARANI

KOLKATA-700 001

West Bengal, India.

Telephone: 033 2235 1411 extension:295, 217,214,233

Fax: 033 2235 8487

Web site:www.teaboard.gov.in

Email:dtd@teaboard.gov.in

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TEA PLANTATION DEVELOPMENT SCHEME

A. INTRODUCTION:

The main objective of the Tea Plantation Development Scheme is to encourage the tea plantations in undertaking various field oriented developmental measures aimed at increasing field productivity and decreasing cost of production.

In order to achieve these objectives and to provide an impetus to the tea garden owners to take up various developmental activities in the right earnest, financial assistance **by way of subsidy** is being extended through this scheme to all segments of the industry regardless of their size and strength with the funds allocated to the scheme by the Central Government **for the XI Plan period from 1.4.2007 to 31.3 2012.**

B.ACTIVITIES ELIGIBLE FOR SUBSIDY:

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

1	Replantation/Replacement planting and Rejuvenation of old tea areas -.	For these activities financial assistance by way of loan and subsidy is provided. Applicants are required to submit a separate application under the Special Purpose Tea Fund – SPTF -Scheme)
2	Creation of Irrigation facilities	The subsidy for these three activities will be provided @25% of the actual cost subject to a combined ceiling limit of Rs.10,000 per ha for the XI Plan period of five years.
3	Creation of Drainage facilities.	
4	Creation of Transportation facilities	

ii) For individual Small growers holding up to 4.00 ha under tea

1. New planting in the North East region and in hilly areas of other region with an altitude of above 2500 feet above MSL.

III) For Small Grower Self Help Groups

- 1.Setting up Leaf collection Centers/Input Storage godowns
- 2.Purchase of weighing Scales/ Leaf carry bags/plastic crates
- 3.Purchase of Transport vehicles
- 4.Purchase of field inputs -fertilizers & plant protection chemicals and implements – pruning machines, sprayers etc

C. ELIGIBILITY CONDITIONS - GENERAL:

1. The applicant tea garden should have valid registration with Tea Board.
2. The applicant should be a member of TRA (for the gardens in North India and UPASI -TRF (for the gardens 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).
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 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).
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. Subsidy cannot be claimed for the same activities that have been carried out with funds withdrawn from Tea Development Account Scheme.
7. For carrying out pre-approval inspections 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.
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.
10. "Abandoned tea areas" (Those sections abandoned and thrown out of plucking for more than three years at the time of submission of application) will not be eligible for availing of subsidy.
11. Areas for which subsidy has been availed or proposed to be applied for availing the benefit under the activity of replantation, rejuvenation and new plantation will not be eligible to be considered under drainage subsidy scheme.

D. ACTIVITY SPECIFIC ELIGIBILITY CONDITIONS:

D.1. Creation of Irrigation facilities:

1. The items that are eligible for subsidy would include sprinkler equipments, drip irrigation system, pipelines, motors, pump sets with electric line connection and accessories and creation of irrigation sources 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, electric accessories etc. should be purchased only from the manufacturers/suppliers enlisted with Tea Board.
7. Financial assistance in the form of subsidy would be provided @ 25% of the actual cost of the machinery and civil work subject to ceiling of Rs. 10,000 per hectare . The maximum amount of subsidy allowed per garden for creation of irrigation facilities during the XI Plan period of five years is limited to Rs.10 lakhs.

D.2. Creation of Drainage facilities.

1. The items that are eligible for subsidy would include laying out of main & peripheral drains, installation of pump set & pipe lines and construction of civil works etc.
2. The necessity of drainage in the applied sections, the specifications thereof and the estimated cost should be certified by the Advisory officer of TRA or UPASI TRF or IHBT or Agricultural University as the case may be.
3. A map duly drawn by Govt./ Tea Board approved surveyor should be submitted along with the application.
4. The drainage work undertaken in the past and also carried out prior to pre approval inspection by Tea Board will not be considered for subsidy.
5. Areas for which subsidy has been availed or proposed to be applied for availing the benefit under the activity of replantation, rejuvenation and new plantation will not be eligible to be considered under drainage subsidy scheme
6. The drainage work should be commenced only after the pre-approval inspection and on receiving a NO Objection Certificate from the field office of Tea Board.
7. Upon completion of drainage work, the concerned field office of the Tea Board should be contacted for physical verification. Proper records in support of expenditure incurred should be produced at the time of post drainage inspection.
8. Financial assistance in the form of subsidy would be provided @ 25% of the actual cost subject to a ceiling limit of Rs. 5000.00 per hectare.
9. The sections for which drainage subsidy has been availed once will not be eligible for further subsidy during the next five years.

D. 3. Creation of Transportation facilities.

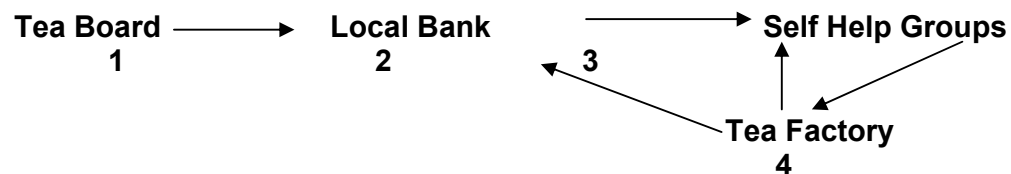
1. The items that are eligible for subsidy would include LCVs/Tractors/trailers for haulage of green leaf from field to factory and carrying inputs to fields and JCVs for the purpose of uprooting old Tea bushes.
2. The tractors and trailers shall be allowed at the rate of one vehicle of every 5000 kg of green leaf harvested in a day .
3. Only one JCV per garden is admissible.
4. Financial assistance in the form of subsidy would be provided @ 25% of the actual cost of the Vehicles purchased.

D.4 : New Planting in N.E region and Hilly areas by Small Growers

1. Subsidy for new planting will be allowed only for small growers holding upto 4 ha in the North East region and in hilly areas of other region with an altitude of above 2500 feet above MSL.
2. Applicant small growers should have documents to establish the ownership of the land where they propose to take up new planting. where the title deeds are not available, possession certificate issued by the land revenue department of the concerned state government will be accepted for the purpose of the scheme.
3. The soil suitability certificate should be obtained from any of the soil testing laboratories empanelled with Tea Board as given in annexure-VII.
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 recommended by TRA / AAU / UPASI-TRI / Tea Board.
7. Financial assistance in the form of subsidy would be provided @ 25% of the unit cost to be notified from time to time. The current unit costs for various regions and the rate of subsidy thereof are given in annex-VII.

D.5. Assistance to Small Grower Self Help Groups

For holistic and sustained development of the small growers, the below noted operational module will be adopted during the XI Plan period and this module aims at establishment of proper leaf collection systems, transport arrangements and establishing proper partnership arrangements with the quality tea processing factories. In order to overcome the problem of financial constraints in purchasing and application of field inputs, a revolving corpus is provided to each self help groups so that funds are available all the time for procurement and timely application of required inputs. By putting in place an escrow arrangement, the corpus will get replenished from the green leaf price fetched by the growers.



1 Tea Board will park a certain amount in advance as revolving corpus in the bank account to be opened jointly with the concerned Self Help Group(SHG) with an agreement that the bank will release the funds to the Self Help Groups only with prior approval of Tea Board towards the purchase of the inputs.

(The amount to be deposited by the Tea Board as revolving corpus will be worked out @Rs.10000 for every hectare of tea area under the command of the SHG.)

2. Self help groups (SHG) to enter into an agreement with a Tea Factory for

- i. Purchase of green leaf supplied by the SHG without any quantity restriction so long the leaf so supplied confirms with the quality leaf standard fixed by the Factory.
- ii. Payment of green leaf price as per the agreed price sharing formula notified by Tea Board; and
- iii. Deducting from the green leaf price payable to SHG the actual cost incurred by the SHGs towards purchase of inputs and remitting the amount so deducted to the revolving corpus Bank account.

(The amount to be deducted from the Green leaf price will be notified to the concerned factory by Tea Board as and when the amount is withdrawn from the revolving corpus bank account by the SHG)

Conditions for Setting up of Self Help Groups by the small growers:

- Each SHG should have at least 50 small tea growers as members under its command. Individual growers holding tea area up to 10.12 hectares (25 acres) are considered as small growers.
- Minimum command area of the SHG should not be less than 20 Hect
- All the Members of the SHG should hold valid title deeds to prove the ownership of the tea holding. In case of non availability of title deeds, a possession certificate issued by the revenue authorities or land revenue receipt or a membership with any recognized co-operative tea factory shall be accepted for the purpose of recognition of the grower and admitting him as a member of the SHG.
- Each SHG should include one Development Officer from Tea Board as ex-officio member in its Management Committee and this committee should meet at regular monthly intervals.
- Each SHG should have a valid bank account in its name. In addition the SHG should open a joint account with Tea Board for operating the revolving corpus.
- Any expenditure to be charged to revolving corpus shall be incurred only with the prior approval of the Tea Board for which the proposal should have the endorsement of the management committee.

Financial Support from Tea Board for SHGs:

For each SHG having a minimum membership of 50 growers and their aggregate area under tea being not less than 50 acres(20 ha) financial assistance will be provided for the below noted "Common Facilities " with a ceiling limit of Rs. 5 lakhs (five lakhs) per SHG .

Sl.No	Component	Unit Cost	Rate of Subsidy	Ceiling Limit
1	Transport Vehicles-Trucks, Tractors, trailers for haulage of green leaf from field to factory, and carrying inputs to fields.	Actual cost as notified by the vehicle manufacturers	50%	LCV shall be allowed @ one vehicle for every 2000 kg. green leaf handled per day (during June to September)
2	One year input cost per ha as revolving corpus: i.fertilizer(NPK) ii.pesticide +weedicide iii.sprayers(proportionate cost)Total of I+ii+iii	Rs.4500 Rs.5000 Rs. 500 Rs.10,000	100%	one time grant @ Rs.10,000 / ha as a revolving corpus
	Input storage godown One time capital grant	Rs.50,000		one Input storage godown /SHG
3	One time capital grant			
	i. Leaf collection sheds	Rs.30,000	100%	One leaf collection shed for every 5000 kg leaf harvested in a day. Subsidy will be limited to 100% of the actual cost subject to a ceiling limit Rs.30,000/- each shed.
	ii. Leaf weighing scales	Rs.3000	100%	Two weighing scales / SHG. Subsidy will be limited to 100% of the actual cost subject to a ceiling limit Rs.3,000/- for two scales.
	iii. Plastic crates/nylon leaf carry bags	Rs.210/crate Rs.30/nylon bag	100%	One Plastic crate for every 20 kg green leaf handled in a day Or one nylon bag/year for every 15 kg green leaf handled in a day. Subsidy will be limited to 100% of the actual cost subject to a ceiling limit Rs.210/- for each crate and Rs.30 for each nylon bag.

	iv. Pruning Machine	Rs.35,000	100%	One pruning machine for every 10 ha of tea area owned by the members of SHG. Subsidy will be limited to 100% of the actual cost subject to a ceiling limit Rs.35,000/- each pruning machine..
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Note:

1. The leaf carrying bags/ plastic crates shall be allowed at the rates prescribed subject to the same being justified and certified by the field officer of the Board.
2. For storage godown, an estimate from an accredited Civil Engineer and for other items, the necessary quotations from the approved suppliers to be enclosed along with application.
3. In all the cases payment shall be made to the supplier through Bank after being certified by the Board's Officer.
4. In case of vehicles contribution of Self Help Group should also be deposited to the Bank prior to release of the Board's contribution

5. Revolving Corpus Fund

- (i). The Revolving Corpus is an one time **grant** and it will provided to the SHGs at the rate of Rs.10,000 per hectare of tea area under the command of the SHG.
- (ii) For receiving, applicant SHG should fulfill the above mentioned conditions and make a formal application in the prescribed application form to the Tea Board's nearest office
- (iii) Besides its own bank account each SHG should open a separate bank account jointly with Tea Board (Nearest field office of Tea Board) and submit a resolution of the Management Committee of the SHG authorising a designated member of the SHG to operate the bank account jointly with Tea Board's field office.
- (iv) All the payments should be made by cheque and such cheques should be drawn infavour of the suppliers.
- (vi) An All party agreement comprising of Self Help Group, Bank, Bought Leaf Factory and Tea Board will have to be executed defining the role and responsibility of each Stake holder towards the operationalising the revolving fund.

E. DURATION OF THE SCHEME:

This scheme will remain valid during the entire period of 11th. Five year Plan commencing from 1st April 2007 to 31st March 2012.

F. SUBMISSION OF APPLICATION:

The application for subsidy should be submitted in the prescribed formats (as shown in annexure-II,V&VI) complete in all respect (with all supporting documents as given in annexure-III) to the nearest office of the Tea Board 75 days before the commencement of the field operations or procurement of items. **Incomplete applications shall not be accepted and returned forthwith.**

G. INSPECTIONS BY TEA BOARD:

For all activities:

1. Pre approval inspection:

a). A pre approval inspection will be carried out by the field office of the Board soon after receipt of application from the gardens to justify the need for undertaking the relevant operation for which subsidy has been sought for.

b). On completion of the pre approval inspection, a No Objection Certificate (NOC) will be issued by the concerned field office for proceeding with the field work or procurement of items.

c). The field activities that have been commenced or the items of materials that have been procured prior to pre-approval inspection by the Board field office will not be eligible for any financial assistance. However, this condition shall be relaxed where the issuance of NOC has unduly been delayed by the field office or field activity has been undertaken/ material procured after 75 days from the date of submission of application to Tea Board.

d). The NOC issued by the field office shall not be binding on the Board, if the applicant was subsequently found to be 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 post operative inspection report.

2) Post operative inspection :

a). This inspection will be carried out by the field office of the Board soon after receipt of information from the applicant garden as to the completion of field works / procurement of items for which subsidy is being claimed.

b). The applicant garden should produce a post activity survey map in respect of drainage lay out or civil works related to drainage or irrigation as the case may be. In case of procurement of items the necessary purchase order, bill / invoices, delivery challan, money receipts etc to be submitted to the field office for arranging Post operative inspection.

(c). Satisfactory completion of the field work (Irrigation and drainage) procurement of LCVs, and commissioning of irrigation equipments and the same being offered for physical verification by the Field office of the Board and receiving the supporting documents along with the inspection report from field office shall entail the applicant garden for receiving of subsidy.

(ii). Inspections in respect of Small holdings:

1. Pre approval inspection for new planting:

a). This inspection will be carried out by the field office of the Board soon after receiving the application from the small growers holding less than 4 ha of land for assessing 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 commencement of field work.

c). The field activities undertaken prior to pre-approval inspection by the Board's field office will not be eligible for financial assistance.

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 post operative inspection report.

2) Post Planting Inspections:

Two post planting inspections will be carried out by the field office of the Board. The first post planting inspection will be carried out soon after receipt of information from the applicant small grower as to the completion of planting in the applied area. The 2nd. Inspection will be carried out 12 months after the date of completion of planting.

b). The grower should produce a post planting survey map duly drawn by an accredited surveyor to the field office for arranging 1st. inspection.

c). Completion of 1st. inspection and satisfactory report thereof shall entail the applicant grower for receiving first instalment of subsidy. Similarly, the 2nd instalment of subsidy will be released on receipt of a satisfactory 2nd post planting inspection report from the field office of the Board.

(iii) Inspections for SHG

1)Pre approval inspection:

a) This inspection will be carried out by the field office of the Board on receipt of application from the SHG to assess the composition of the SHG, its membership, the extent of tea area under the command of the SHG, and other activities of the SHG and its linkage with a tea processing factory etc for justifying the assistance from Tea Board..

b) On receipt of the satisfactory inspection report from the field office, necessary sanction order will be issued from the office of the sanctioning authority.

c). The items procured prior to pre-approval inspection by the Board's field office and issuance of sanction order from the office of sanctioning authority. will not be eligible for any financial assistance.

2) Post operative inspection :

(i). This inspection will be carried out by the field office of the Board soon after receipt of information from the applicant SHG about completion of civil works / procurement of items.

(ii). The necessary bills, money receipts etc are to be submitted to the field office for arranging Post operative inspection

(iii) Completion of Post operative inspection and satisfactory report thereof shall entail the applicant SHG for receiving entire eligible amount of in one instalment..

H) 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.

I. 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-IV**
- 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.

J. 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.

K. 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.

L. 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 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 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.

- d) 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.

M. AMENDMENT TO THE SCHEME:

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

N. ADMINISTRATION:

The 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.

O. INCIDENTAL EXPENSES:

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

PHYSICAL AND FINANCIAL TARGETS FOR XI PLAN PERIOD

Year	Physical target (HECTARES)			Financial Target Rs.Crores			
	New Planting	Common facilities for growers		New Planting	Common facilities for growers		Total
		Irrigation/ Drainage	Self Help Groups(Nos)		Irrigation/ Drainage	Self Help Groups(Nos)	(Rs.Crs.)
07/08	250	1200	20	0.25	1.25	0.50	2.00
08/09	1000	1500	30	4.00	5.50	1.50	11.00
09/10	2000	1500	35	10.50	1.50	1.00	13.00
10/11	2000	1700	60	10.50	1.70	1.80	14.00
11/12	2200	2000	67	11.00	2.00	2.00	15.00
Total	7450	7900	212	36.25	11.95	6.80	55.00

Annex-I

TEA PLANTATION DEVELOPMENT SCHEME APPLICATION FORM FOR AVAILING SUBSIDY FOR IRRIGATION /DRAINAGE & PROCUREMENT OF TRANSPORT VEHICLES

(Particulars asked for herein should be furnished in respect of Tea Estate to which applications relates. Before filling up the application, please refer to the eligibility conditions shown under Clause C and D)

(Please strike out whichever is not applicable)

I. GENERAL INFORMATION:

01	Accounting year of application (Ref: C-9)			
02	Name of the Tea Estate / Company			
03	Registration No. of Tea Estate			
04	Location of Tea Estate	P.O.	District	State
05	Contact Person :			
06	Contact Telephone Numbers/E-mail address :	Mobile:		
07	AREA UNDER TEA IN HECTARES a). Grant area.(As on 31 st Dec of calendar year) b) Registered tea area(-do-) c) Area under plucking (-do-)	Area (in Ha.)		
		a)		
		b)(Ref: C-1)		
		c)		
08	Whether the applicant is availing the tax benefit under section 33AB on Income Tax Act	Yes/No		
08 a	If Yes, please indicate the amount withdrawn during the current financial year and the purpose for which it has been drawn.	a)Amount withdrawn: Rs		
		b)Date of withdrawal:		
		c) Purpose (Ref:C-6)		
09	Whether the applicant has availed Loan from Tea Board under any of the loan schemes	Yes/No (Ref:C-5)		
09 a	If yes, please indicate	a)Amount of Loan taken: Rs.		
		b)Date of availing the loan:		
		c)Amount Repaid :Rs.		
		d)Balance outstanding: Rs		
10	Please state whether the applicant is a member of TRA/ UPASI-TRF(Ref:C-2)	Yes/ No (If yes please attach a copy of latest subscription receipt)		
11	Whether the applicant has paid contribution towards NTRF(Ref:C-3)	Yes/No (If yes please attach a copy of subscription receipt)		
12	Provident fund details for last five years(Latest P.F. challan to be enclosed) (Ref:C-4)	<u>Year</u>	<u>Amount deposited</u>	<u>Outstanding if any</u>
		<u>1</u>		
		<u>2</u>		
		<u>3</u>		
		<u>4</u>		
		<u>5</u>		

II. ACTIVITY SPECIFIC DETAILS :

A) CREATION OF IRRIGATION FACILITIES

01	Please give a brief account of existing irrigation system in your garden including the source of water, area coverage, benefit accrued from irrigation system etc.	To be furnished in separate Sheet Along with a sketch map demarcating the areas that have already been under existing irrigation system.		
02	In case there is existing irrigation unit, whether the same was procured with Board's assistance?. If yes, Pl. furnish the particulars of assistance availed and the extent of area covered.	a.Nature of assistance availed: loan/subsidy b.Amount of loan taken: Rs c.Year of loan taken: d.Amount Repaid: Rs e.Amount outstanding: Rs f.Amount of Subsidy taken: Rs g.Year of Subsidy taken:		
03	Please state whether the Irrigation equipment applied for is additional or replacement.			
a)	i) If replacement, state the details of unit to be procured & extent of area to be covered.	Sketch map to be enclosed demarcating the areas to be irrigated and source of water etc.		
b)	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)				
04	Please state whether the proposal is for creation of irrigation source such as check dams, tube wells etc.			
a)	Please give a brief account of proposal supported by a map duly endorsed by a Chartered Engineer or Concerned State Irrigation Deptt., in regard to location- Proposed extent of area to be irrigated, water source, and cost estimate etc			
b)	In the State where NOC is required from the State Govt. for lifting water from perennial sources, same should be submitted.			
05	a) Source of water			
	b) Power if required for operating the irrigation system.			
06	Particulars of subsidy applied for			
Total amount of subsidy applied for :				
A)	Description of Irrigation equipments	Number of Units required	Value(in Rs.)	Name of supplier*
	A)Sub Total			
* Supplier should be enlisted as approved supplier with Tea Board/ Authorized				

B) Excavation of old drains (unit in Meters)

Div. No.	Sec. No.	Field Drain				Collector Drain			
		Nos.	Length	Depth	Width	No.	Length	Depth	Width
Total(B)									
Total(A+B)									

5. Civil works & other Items or materials to be used for improvement of drainage system

A	Civil works if undertaken Please give a brief account of proposal supported by a drawing duly endorsed by a Chartered engineer or concerned	Estimated cost involvement: Rs.....
B	Items or materials to be used for improvement of drainage system like pump set, pipe line etc. (To be supported by approved supplier's quotation)	Estimated cost involvement: Rs.....

Total estimated cost involvement:

1.Labour Cost: (man days x Wage): Rs.....

1.1.Lay out of new drains

1.2.Excavation of old drains

2.Civil works & other Items or materials:Rs.

Total Cost [1 +2] (Labour + Material): Rs.

(C) PROCUREMENT OF TRANSPORT VEHICLES(LCV) & JCV

01	Brief reasons for procurement of the applied items.	
02	Please state if the applied items are proposed to be imported under the Export Promotion Capital Goods Import(EPCG) scheme.	
03	Average quantity of green leaf plucked per day during the peak cropping period.	
04	No. of Light Commercial vehicle applied for.	
05	Existing No. of Light Commercial Vehicles in the garden.	
07	Please state whether the Vehicle applied for is additional or replacement.	
	i) If replacement, state the details	
	ii) If additional, please give brief reasons there for .	
08	Please state whether the JCV applied for is additional or replacement.	
	i) If replacement, state the details	
	ii) If additional, please give brief reasons there for .	
09	Description of items with full specification of model and capacity	
10	(i) Proposed date of procurement of applied items	
	(ii) Proposed date of completion of procurement of applied items	
11	Total amount of applied for	Rs.

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 shall strictly abide by the terms and conditions laid down in the Scheme.

Signature.....

Name

Date..... Designation.....

Place..... Full Address.....

(FOR OFFICIAL USE)

Annex-II

Check list

Documents to be submitted along with the application:

1. Sketch map reflecting area statement of the area proposed to be brought under Drainage depicting the extent of area in ha. section number and location. In case of Irrigation Activity please attach plan and estimate duly attested by Chartered Engineer or concerned State Irrigation Deptt. For Civil work. For Irrigation equipment, lay out plan from the approved irrigation equipment supplier is to be attached.
 2. Original current quotation of the supplier for vehicle..
 3. Past performance statement of the earlier applied area under IRRIGATION/Drainage, if any under the subsidy scheme.
 3. Photocopy of the letter issued by the Licensing Department of Tea Board in respect REGISTRATION OF THE GARDEN WITH TEA BOARD.
 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 (NTRF) in respect of membership contribution.(Application from non member gardens will be accepted with a condition that subsidy for applied area would 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.
-

Annexure-III

LETTER OF UNDERTAKING

(on Non-Judicial Stamp paper of Rs. 10/-)

To,
The Tea Board,
14, B.T.M. Sarani,
Kolkata-700 001.

Re: Tea Plantation Development Scheme(Subsidy)

Activities : _____ For _____
Rs.....in respect ofT.E.
A/c.yearArea..... hect.

Dear Sir,

In consideration of Tea Board having sanctioned a subsidy of Rs..... to us for activities..... undertaken in our above mentioned Tea Estate we do hereby agree and undertake to complete the entire operation in accordance with the approval of the Board in the above mentioned Tea Estate in the manner of the following terms and conditions :

1. To observe, fulfill and perform all the terms and conditions of the Plantation Development Scheme.
2. Not to sell or transfer the tea estate without prior written consent of Tea Board before receive payment of entire subsidy money.
3. We agree to sign such further papers, documents and undertakings as may be required by the Tea Board from time to time.
4. In the event of breach of any of the aforesaid undertakings and / or the terms and conditions of the Plantation Development Scheme, the Tea Board will at its option be entitled to call for immediately all amounts paid as subsidy with interest thereon at the rate of 12% per annum and we undertake to pay the same within seven days from the date of demand.

Yours faithfully,

Authorised Signatory

Annexure- IV

TEA PLANTATION DEVELOPMENT SCHEME OF TEA BOARD

(APPLICATION FORM FOR AVAILING SUBSIDY FOR NEW PLANTING ACTIVITY IN SMALL TEA GROWERS SECTOR)

1. General particulars:					
A	Year of application				
B	Location and ownership				
C	Name of the tea garden				
D	Located in	Plains / Hills (Please tick mark)			
i)	Nearest post office				
ii)	Nearest railway station				
iii)	Revenue district				
iv)	State				
E	Total registered Area under Tea	-----ha			
F	Registration no. of the tea garden				
Please attach copy of the letter obtained from Board's Licensing Branch in support of registration.					
G	Name & address of the owner(s) . Name of the contact Person Telephone No: FAX No: E-mail address	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>			
H	Area under plucking (in ha.)-				
H(i)	Green leaf harvested in kgs. for last three years preceding the year of application	Year-1	Year-2	Year-3	
H(ii)	(Average yield in green leaf kg/ha . for last three years { CROP divided BY PLUCKING AREA}.				
I	Name & address of tea factory to which the green leaf is being supplied				
2. Particulars for new planting :					
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 four 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)		

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	

Annex-v

TEA PLANTATION DEVELOPMENT SCHEME OF TEA BOARD **(APPLICATION FORM FOR AVAILING SUBSIDY FOR SELF HELP GROUP OF SMALL TEA GROWERS)**

(FOR SETTING UP OF PILOT TEA PRODUCERS SOCIETIES/SELF HELP GROUPS)

1	A. Year of Application:	200....-200....
2	B. Name of the Society/ Self Help Group:	
3	C. Registration Number of the society/ Self - help Group : (Please attach a copy of the registration certificate issued by the register of societies / N.O.C. from society for groups having affiliation with it)	
4	D. Name and address of the Society/ Self-help group with telephone No.	
5	E. Total number of members of the Society / Self- help Group	
6	F. Status of registration of individual Growers.	
7	a. Registered with Tea Board	
8	b. Land revenue receipt and land possession certificate obtained from the state government.	
9	c. N.O.C. receipt from State Government & applied registration to Tea Board.	
10	Total No of Grower members	
11	Total area under Tea belonging to the members of the society.	
12	Average quantity of leaf harvested/ dry during peak season (from July to September):	
13	Name & Address of the Tea factory to whom the Green leaves are being sold.	
14	Quantity of G.L sold and average sale Price during the year.....	
15	Average quantity of leaf harvested per day (240 days in a year)	
16	Area of operation: (Name of village/ Sub division / District) and Distance from field to center. (Please submit a map drawn not to scale showing the position of the member's field in dot marks and demarcating the position of the leaf sheds to be constructed)	

17	Name of the Bank with account Number & Branch. (Please submit a copy of the bank pass book/ balance statement)	
18	Commencement date of activity by the society / self-help group.	
19	Name of the Representative of the Tea Board present in the Executive committee of Self Help Gr.	
20		
21	Particulars of the items applied for:	

Sl. No	Description of the items	No of Units required	Value total (in Rs)	Subsidy (in Rs.)	Name of the Supplier/ Contractor
1					
2					
3					
4					
5					
6					
7					
8					
Total					

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

Date:

**Signature with Designation
&
Address**

ANNEX-VI

Unit cost & rate of subsidy for New Planting in hilly areas

Sl.No.	Place	Unit cost Rs per ha.	Subsidy Rs per ha.
1.	Darjeeling	371210	93000
2.	N.E. Region	303284	76000
3.	South India	344600	86000
4.	H.P./Uttaranchal	255200	64000

Annexure- VII

**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, Zill pathar parichalana Samity, Tinsukia, Assam for the small tea growers of Tinsukia and Dibrugarh District.