

**Tea Development & Promotion Scheme**  
**Component: Plantation Development**  
**Sub- Component: New Planting**  
**APPLICATION FORM**

**A. GENERAL INFORMATION:**

1	Accounting year of application		
2	Name of the Tea Estate		
3	Name of the Tea Company		
4	Tea Board Registration No. of Tea Estate		
5	Location of Tea Estate	P.O.	State
6	Contact Person :		
7	Contact Telephone Numbers/E-mail address :	Mobile:	E-mail:
8	AREA UNDER TEA IN HECTARES a). Grant area.(As on 31 <sup>st</sup> Dec of calendar year) b) area under Tea ( -do-) c) Area under plucking (-do-)	a)	
		b)	
		c)	
9	Whether the applicant is regular in repayment of Board's loan schemes?		
10	Please state whether the applicant is a member of TRA/ UPASI-TRF		Yes/ No
11	Whether the applicant has paid contribution towards NTRF		Yes/No
12	Provident Fund Details for last 5 years		
	Year	Amount Deposited in Rs.	Outstanding if any
			Remarks
13	Bank Details for RTGS		
	Bank Name	Branch	IFSC Code
			A/c No.

## B. ACTIVITY SPECIFIC DETAIL : *New Planting*

1	Area available for new planting in ha.	present usage	Total Applied area	Div. No.	Sec. No.	Proposed dates of planting	
						Date of Commencement	Date of Completion
2	Whether New planting will be under taken organically						Yes/No
3	In case of yes, Please specify the name and address of certifying agency from which certificate will be obtained. Enclose a copy of consent letter from the certifying agency.						
4	Planting materials proposed to be used	Name			Source of Supply		
(a)	Seed/ bi-clonal stock						
(b)	Clonal materials						
(c)	Shade plants						
(d)	Plant spacing ( in cms or inches)	Tea					
		Shade					

### 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-

## Check list

### **Documents to be submitted along with the application:**

1. Duly filled in application in the prescribed format and signed by the authorized signatory with seal & date.
2. Photocopy of the certificate regarding Registration of the garden with Tea Board.
3. Photocopy of the receipt issued by TRA/UPASI-TRF in respect of subscription paid.
4. Photocopy of the receipt issued by National Tea Research Foundation (NTRF) in respect of membership contribution.
5. Photocopy of the challan in respect of payment of current Provident Fund subscription.
6. Declaration by the applicant company / Proof of payment of Gratuity for the employee who has resigned within last 6 month of the date of application(reopened gardens after remaining closed are exempted for this for a period upto 1 year after reopening)
7. A notarized declaration by the applicant that the Company has not violated any provisions of the Plantation Labour Act 1951, Minimum Wages Act, Contract Labour Act and Employees Provident Fund Act.
8. A certificate from TRA/UPASI shall be enclosed with the application in support of PPC compliance .Growers who are exempted as mentioned at para 2 in the scheme guidelines, their applications shall be accompanied by PPC compliance certificate from the Development Officer of the Tea Board.
9. A declaration from the applicant, that the Company will comply with the provisions under the Tea Act and other control orders wherever applicable.
10. An application fee of Rs.2000/- payable either through Demand Draft or a/c payee cheque.
11. Survey map/ Sketch map of the areas proposed for New Planting:
12. Soil Analysis report in original in respect of sections proposed for New Planting:
13. Copy of the Planting permit issued by the Controller of Licensing , Tea Board in respect of sections proposed for New Planting/ a copy of the letter addressed to the Licensing Department of Tea Board, for obtaining Extension Planting Permit.
14. Past performance statement of the earlier applied area under New Planting, if any under the subsidy scheme.