

**Tea Development & Promotion Scheme**  
**Component: Plantation Development**  
**Sub Component: Procurement of Field Mechanization Equipment**

**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.	District	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)
9	Whether the applicant is regular in repayment of Board's loan schemes ?		c)	
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>B. ACTIVITY SPECIFIC DETAIL PROCUREMENT OF FIELD MECHANIZATION EQUIPMENT &amp; JCV</b>		
1	Brief reasons for procurement of the applied items.	
2	Please state if the applied items are proposed to be imported under the Export Promotion Capital Goods Import(EPCG) scheme.	
3	No. of Pruning machines applied for.	
4	Existing No. of Pruning machines in the garden.	
5	Please state whether the pruning machine(s) applied for is additional or replacement.	
(i)	If replacement, state the details	
(ii)	If additional, please give brief reasons there for .	
6	No. of Harvesting machines applied for.	
7	Existing No. of Harvesting machines in the garden.	
8	Please state whether the Harvesting machines applied for is additional or replacement.	
i)	If replacement, state the details	
ii)	If additional, please give brief reasons there for .	
9	Number of JCV applied for	
	Only one JCV per garden for the XII plan period is admissible (minimum area of plantation should be 200 ha.)	
10	Description of items with full specification of model and capacity	
11	Name of the supplier with address	
12	Proposed date of procurement of applied items	

**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-

Place-

Designation-

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. Original current quotation of the supplier for field mechanization unit ( JCV, Pruning machine and plucking machine.)