



**TEA BOARD**  
**14, Biplabi Trailokya Maharaj Sarani**  
**Kolkata – 700001**

Dated: 16.02.2026

**OFFICE MEMORANDUM NO. 24 /2026**

In connection with the Directive No. 01/2026 dated 10/02/2026 issued by the Licensing Authority & Dy. Chairman, the undersigned is directed to state that in exigencies of Board's work and on administrative requirement, the following officers attached to Board's different offices are being entrusted with the responsibilities as detailed in the Point No. 5 of the attached SOP in addition to their own official duties except Sl. No. 4

SL No	Name of Officer & Designation	Present place of posting	Jurisdiction / Region
1	Shri S. Arunkumar, Factory Advisory Officer.	Peermade, Kerala	Cochin Port Area with the additional jurisdiction of Peermade.
2	Shri Phuri Sherpa, Assistant Director of Tea Development.	DTR&DC, Kurseong	Panitanki LCS with the additional jurisdiction of Darjeeling region.
3	Shri Amar Gogoi, Development Officer.	Licensing Br., Head Office	Kolkata Port Area.
4	Shri A. Kartikeyan, Development Officer	Palampur (Present Camp: Siliguri)	Tuticorin Port Area.

They are requested to submit an Action Taken Report before the Controller of Licensing In-Charge, Tea Board, Kolkata before 01-05-2026 as the SOP will be effective from 1<sup>st</sup> May, 2026. Shri A. Kartikeyan, Development Officer will move only after completion of works related to PMCSPY.

The aforesaid officers are eligible for admissible TA as per rules and are not entitled for any additional remuneration for performing the entrusted works.

This issues with the approval of Deputy Chairperson and comes into force with immediate effect.

Enclo: As stated

  
( P. C. Boro )  
Assistant Secretary

**Distribution:**

1	All the officers mentioned above.	For perusal and necessary compliance. The officers may contact Controller of Licensing In-charge, Head Office for further direction.
2	Controller of Licensing In-Charge	For perusal and necessary follow up action please.
3	Executive Director, Coonoor	For kind information please.
4	DTD	For kind information please
5	FA&CAO	For kind information please.
6	DDTD, Siliguri	For kind information please.
7	FAO, Palampur	For information please.
8	PA to Dy. Chairperson/Secretary	
9	IT Cell	With the request to upload in Board's website.
10	Estt. Branch	With spare copies.

**File No.2(1)/Estt/2024/Part-I**

## Standard Operating Procedure to be followed for importing tea into India

For importing tea into India, the importer licensed with Tea Board with valid license number under Tea (Distribution & Export) Control Order, 2005 (TDECO) shall follow the below guidelines;

1. Submission of information of import in the Tea Council Portal (<https://teacouncil.teaauction.gov.in>), viz. tentative date of arrival of shipment, warehouse details for storing of such imported teas, etc. along with number of containers and proforma invoice with bifurcation of Tea Cost, Freight & Insurance.
2. The importer shall pay an application fee of Rs. 11,120/- plus GST per sample through the Tea Council portal at the time of applying for the provisional import clearance certificate.
3. At the time of applying, the importer shall have to upload the picture of the Packet through which the imported tea will be re-exported
4. The importer shall be issued with the provisional import clearance certificate by Tea Board through the Tea Council portal.
5. Upon arrival of the import consignment, Tea Board Official, at the concerned port area, within 24 hours, shall draw two sets of samples from any container out of a batch of five containers. The container for drawing the sample will be selected randomly by Tea Board Official.
6. Samples shall be drawn as per following procedure:
  - a) Size of the sample- 500 grams in weight per set.
  - b) The drawn samples shall be collected in clean, dry and odour free aluminium foils (food grade) of appropriate size and should be properly sealed with tamper proof materials like brown tape, etc. or heat sealed.
  - c) The sealed aluminium foils should be clearly labelled with a unique sample code and type of tea and must bear the signature of the collecting official. It is to be ensured that no identifying details of the tea owner are mentioned on the sample packets, in order to maintain anonymity during analysis.
  - d) The bag from which the sample has been drawn shall then be properly re-sealed with brown adhesive tape or any other tamper proof material to avoid any tampering. It shall also be appropriately labelled and signed by the collecting official.
  - e) No sample shall be drawn from a consignment if Customs/FSSAI has already drawn a sample from the same consignment. In such cases, samples may be drawn from another consignment.

7. One sample shall be dispatched on the same day to the nearest NABL accredited laboratories for Tea Board under Integrated Assessment Scheme for testing of FSSAI parameters. The reserve sample shall remain in the custody of the Tea Board.
8. Laboratory selection shall be system-generated. The laboratory shall acknowledge the receipt of the sample after the receipt through the system immediately.
9. After drawing the sample, the importer may shift the teas to their designated warehouse only.
10. The importer shall store the said teas, from the container from which the samples were drawn, separately in the warehouse. None of the imported teas shall be used for re-export or domestic sale until issuance of the final clearance certificate by Tea Board.
11. The concerned laboratory shall upload the test report within 14 days from date of receipt of sample.
12. The laboratory will upload the test results parameter wise in the system, and the system will also provide a provision to indicate Pass or Fail by the concerned Laboratory.
13. The samples that have passed shall be issued with the final clearance certificate by Tea Board through the Tea Council portal. The failed sample shall not be issued the final clearance certificate under any circumstances. An alert message shall be sent to the importer in case the sample fails.
14. In case the importer desires to get the reserve, sample tested: -
  - a) the importer shall submit a request in the system to send the sample to any other NABL-accredited laboratory for analysis within 48 hours of receiving the alert message regarding the sample failure.
  - b) The portal shall select the Laboratory for testing the reserve sample.
  - c) Upon receipt of the alert message for testing the reserve sample, the Inspecting Official shall send the reserve sample in their custody to any other nearest NABL accredited laboratories for Tea Board under Integrated Assessment Scheme for testing of FSSAI parameters of tea, within next 24 hours, to check compliance with all applicable FSSAI requirements.
  - d) The importer has to make the payment of Rs.15000/- plus GST per sample for testing the reserve sample.
  - e) The concerned laboratory shall upload the test report within 14 days from date of receipt of sample

15. In the event, no request for testing reserve sample or the reserve sample also fails, action shall be initiated for disposal of the failed tea as tea waste as per the provisions of Tea (Waste) Control Order, 1959.
16. Teas imported for export have to be exported within six months from date of import into the country.
17. Export of imported tea shall achieve 50% Value addition. Value addition for this purpose shall be  $V. A = 100X(A-B)$   
where V.A stands for value addition, A stands for unit FOB price of tea exported and B stands for Unit CIF price of imported tea.
18. All export consignments containing Indian teas blended with imported teas shall clearly declare this fact on the final packing material as well as on all accompanying documents, including the Phytosanitary Certificate, Health Certificate, Certificate of Origin, and any other relevant documents. Such consignments shall be subject to inspection by Tea Board India.

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