

**SRI LANKA TEA BOARD**  
**Tea Commissioner's Division**  
**No 574, Galle Road, Colombo 03**

**Ref: TB/TC/CIR/(204)-01 (08)2025**

**27<sup>th</sup> January 2025**

**To : All Registered Tea Manufacturers**

**SUBSIDY ASSISTANCE TO FORM A FACTORY BASED TEAM OF SMART  
TEA PLUCKERS (DALU TEAM) AND RENTING MECHINERIES FOR  
HOLING, PRUNING, AND LEAF PLUCKING - 2025**

**1. Introduction :**

Acute scarcity of adequate number of skilled workers for field practices in tea land specially for land preparation, planting, leaf plucking and pruning etc is a burning issue in the tea industry .Further plucking is the most labour- intensive and costliest field operation which is around 70% of the total labour use.

In order to minimize the effect of the skilled labor scarcity, Sri Lanka Tea Board (SLTB) has initiated a subsidy scheme to form a team of trained workers for field practices and providing machineries and necessary items to maintain a tea machinery renting place at the factory level.

Budgetary provision is available to be utilized as subsidy payment to registered tea manufacturers, who agreed to maintain a sets of machineries for renting and a team of smart leaf pluckers for the year 2025 and those who received subsidy, should maintain the team and machinery renting facility minimum for a 3-year period.

**2. Method of Application**

- I. Registered tea manufacturers or Regional Plantation Companies (RPC'S) are eligible to apply for this subsidy scheme.
- II. Duly completed application (Form No.TB/TC/STPT-2025) should be submitted to the relevant Assistant Tea Commissioner of the area or to Tea Commissioner, Sri Lanka Tea Board, 574, Galle road, Colombo 03 on or before 15<sup>th</sup> February 2025.
- III. Only the Chief Executive Officers of Regional Plantation Company's and Registered tea manufacturers are eligible to sign the application. In the case, Chief Executive Officer or Registered tea manufacturer is not signing the application, they should furnish a letter of authorization to sign the application and subsequent documents on his/ her behalf

**3. Procedure of team formation, purchasing machineries and renting out machineries.**

- I Applications are entertained on first come first serve basis since the budgetary allocation is Rs.35 million for the year 2025. The selected factories are allowed to choose a team of field workers/ employees/ youths willing to undergo a training program and work as tea technician. The age limit should be 18–45 years and a team should comprise 10 to 15 workers/candidates.
- II Five days' training is given to the selected team. The training sessions are arranged by the Sri Lanka Tea Board through NIPM with the assistance of TRI and TSHDA. Both theoretical and practical sessions on key field practices such as land preparation, weeding, planting, applications of agrochemicals, leaf plucking, and pruning will be covered and integrated with manual and mechanical means.

III Plucking shears, battery operated plucking machines, plucking baskets and uniforms are given to the plucking team and deployed in field operations on the request made by the landowners in the area.

IV In addition to the plucking team, Sets of machineries for plucking, pruning and holing are to be maintained at the factory for the purpose of renting out for field practices of any other estates in the area.

#### 4. Method of payment of subsidies

The maximum amount of subsidy is Rs.900,000/= per each tea factory

I Subsidy payment for the formation of smart plucking teams is maximum Rs.400,000.00 for the purchase of following items.

1. 10 No's of uniforms	- Rs. 50,000.00
2. 10 No's plucking baskets	- Rs. 25,000.00
3. 07 No's plucking shears	- Rs. 14,000.00
4. 03 No's Battery operated plucking machines	- Rs.276,000.00
5. 10 No's Safety boots	- Rs. 35,000.00

Rs. 400,000.00

II Machineries for renting out - Each factory is granted 50% of the value of machineries or maximum Rs.500,000.00 as a subsidy payment to purchase and maintain a machinery shed at the factory.

6. 12 No's of plucking shears	- Rs. 12,000.00
7. 03 No's of battery operated plucking machine	- Rs.138,000.00
8. 02 No's of holing machines	- Rs.175,000.00
9. 02 No's of pruning machines	- Rs.175,000.00

Rs.500,000.00

III. On the request of any tea land owner, the plucking team can be employed and reasonable payments are allowed to receive from each field practice. A similar procedure is followed in renting out machineries kept in the factory and transportation of the plucking team and machineries should be arranged by the manufacturer or the team leader of the plucking team or the land owners who request the service. The team of puckers is entitled to receive a higher payment for the service given to tea estates.

IV. The applicant or the Registered Tea Manufacturers applying for this scheme has to sign a MOU with SLTB and is bound to maintain the machineries and the plucking team in operation minimum 3 years from the date of signing the MOU.

V. On completion of the team formation and purchasing all machineries and other items mentioned above 4 I and 4 II he/she should inform to the relevant ATC with original Tax invoices requesting subsidy payments.

VI. Expenses for conducting awareness and training programs for 5 days will be borne by Sri Lanka Tea Board.

## 5. Terms and conditions of this scheme

- I The selected team of leaf pluckers needs to be given at least 5 days training (40 hours). Theoretical and practical aspects of field practices such as land preparation, tea planting, weeding, application of agrochemicals, leaf plucking and pruning need to be covered. Further the usage of machineries and modern tools have to be incorporated in the training schedule.
- II. The responsibility of machineries and related items given to the team should be taken by the team leader selected among the members and necessary service and repairs are to be carried out by the relevant Registered tea manufacturer.
- III. Registered Tea Manufacturer is responsible to assign an officer to maintain the renting out machineries and employing plucking team on the request of any tea land owner. The details of usage of machineries, field practices carried out, services and repairs of machineries, earning and payments to the plucking team have to be daily updated by the assign officer in the factory level. The team leader of the plucking team is also responsible to maintain daily records according to the specimen formats given.
- IV Total financial subsidy payment is Rs.900,000.00 and the payment is made once the team is trained and purchasing of all machineries and submitted the original invoices.

## 6. The Regional Assistant Tea Commissioners and their areas of authority are as follows:

<u>Regional Assistant Tea Commissioners</u>	<u>Areas of authority</u>
01. Assistant Tea Commissioner Visaka Mawatha, New Badulla Road, Bandarawela. Tel/Fax : 0572222812 E mail: atcbandarawela@pureceylontea.com	Badulla/Monaragala Districts
02. Assistant Tea Commissioner Walahanduwawatte, Galle. Tel/Fax 091-2232052 E mail: atcgalle@pureceylontea.com	Galle District (Except Elpitiya Divisional Secretariat area)
03. Assistant Tea Commissioner No 140, Ambagamuwa Road, Gampola. Tel/Fax 081-2352279 E mail: atcgampola@pureceylontea.com	Kandy/Matale Districts
04. Assistant Tea Commissioner N0 23, New Lane, Uyanwatta, Matara. Tel/Fax 041-2222636 E mail: atcmatara@pureceylontea.com	Matara/Hambanthota Districts
05. Assistant Tea Commissioner 61/1, New Town, Rathnapura. Tel/Fax 045-2222136 E mail: atcrathnapura@pureceylontea.com	Ratnapura District Kegalle District

06. Assistant Tea Commissioner  
Wathurana Road,  
Baduraliya. Tel/Fax: 034-2247444  
E mail: atcmathugama@pureceylontea.com  
Kalutara District,  
Galle Districts (Elpitiya  
Divisional Secretariat area)
07. Assistant Tea Commissioner  
No 10, Nanuoya Road,  
Kelegala, Nuwara Eliya.  
Tel : 0522234695/Fax: 0522234686  
E mail: atcnuwaraeliya@pureceylontea.com  
Nuwara Eliya District

Information regarding this subsidy scheme could be obtained from the Deputy Tea Commissioner (Regulatory) at the SLTB head office.

- I. Deputy Tea Commissioner (Regulatory)  
Sri Lanka Tea Board  
No 574, Galle Road, Colombo 03  
Tel: 0112587448/ 0112587814  
E mail: tcdgeneral@pureceylontea.com

  
**K.A.M.K. Jayawardena**  
**Tea Commissioner**

Copies:

1. Secretary, Ministry of Plantation and Community Infrastructure
2. Chairman, Sri Lanka Tea Board.
3. Chairman, Tea Research Institute
4. Chairman, Tea Small Holdings Development Authority
5. Chairman, State Plantation Corporation
6. Chairman, Janatha Estate Development Board
7. Chairman, Sri Lanka Tea Factory Owners' Association.
8. Chairman, Planters' Association
9. Chairman, Colombo Tea Traders' Association
10. Chairman, Federation of Tea Small Holdings Development Society
11. Chairman, Tea Exporters' Association.
12. Chairman, Colombo Brokers' Association.
13. Director General, Sri Lanka Tea Board.
14. Director "Tea Research Institute
15. Superintendent –Government Auditor –SLTB
16. Internal Auditor, SLTB
17. Deputy Tea commissioner (Regulatory/Development/Export)
18. Assistant Tea Commissioners–Please issue copies to all RTDO's,  
Tea Instructors/Inspectors  
(Galle/Matara/Mathugama/Bandarawla/Rathnapura/Nuwara Eliya/Gampola)

--

(For Office Use Only)

## SRI LANKA TEA BOARD

### APPLICATION FOR THE SUBSIDY ASSISTANCE TO FORM A FACTORY BASED TEAM OF SMART TEA PLUCKERS (DALU TEAM) AND RENTING MECHENERIES FOR HOLDING, PRUNING AND LEAF PLUCKING

Mark "√" where applicable

RPC	
-----	--

PRIVATE	
---------	--

GOVERNMENT	
------------	--

OTHER	
-------	--

1. Name and Address of the Regional Plantation Company / Name of the Government owned Entity (JEDB, SLPC, TRI, Other) / Owner of the Registered Private Tea Factory

I. Name : .....

II. Address : .....

III. Contact No :- ..... Fax:.....

E-mail : .....

IV. Company Registration No / NIC No : .....

2. Name and Registered Number (MF/BF) of the Tea Factory:

.....

3. Name of the Registered Tea Manufacture:

.....

4. Address of the Tea Factory: .....

Tel: ..... Fax: ..... E-mail : .....

5. Do you have your own Estate? Yes / No

If yes: Extent : ..... (ha)

Name and designation of the person furnishing this application:

..... Name	..... Designation	..... Signature	..... Date
---------------	----------------------	--------------------	---------------

(person authorized by the CEO of the Company / Registered tea factory owner in writing, is authorized to sign this application. Please attach the letter of authorization).

N.B.

1. Please provide all information and documents required by this application right first time to avoid delays.
2. Please provide all necessary assistance to the inspecting officers of the Sri Lanka Tea Board to conduct his/her inspection.
3. For further details about this subsidy scheme please refer circular letter No (TB/TC/CIR/(204)-01 (08) 2024)