

# **SRI LANKA TEA BOARD**

**Tea Commissioner's Division  
No 574, Galle Road, Colombo 03**

**Ref: TB/TC/EO (407)-2026**

**22<sup>nd</sup> December 2025.**

**To: All Registered Tea Manufacturers**

## **TRAINING PROGRAM FOR FACTORY BASED EXTENSION OFFICERS**

### **1. Introduction:**

The Sri Lanka Tea Board (SLTB) has initiated a comprehensive training program for Extension Officers attached to registered tea factories for the year 2026. This program is designed to strengthen the professional competencies of Extension Officers by enhancing their knowledge and practical skills in key areas, including Good Agricultural Practices, delivery of extension services to farmers, quality and productivity improvement, effective farmer engagement, and the application of modern technologies. Through this initiative, the SLTB aims to support the achievement of the strategic goals of Sri Lanka's tea industry.

### **02. Method of Application**

- I. Extension officers who attached to Registered tea manufacturers or Regional Plantation Companies (RPC'S) are eligible to apply for this training program.
- II. Duly completed application (Form No.TB/TC/EO-2026) should be submitted to the Assistant Tea Commissioner of the region.

### **3. Proposed areas to be covered under the program**

- I. **Tea Field Practices:** Overview of the tea cultivation in Sri Lanka, tea varieties and their characteristics, Good Agricultural Practices, land selection, land preparation, leaf plucking, Pruning, shade trees management and minimizing post-harvest losses.
- II. **Sustainable Agriculture Techniques:** Organic tea cultivation and eco-friendly practices. Mechanization: Tea Land Mechanization Practices
- III. **Importance of Quality Improvement, Farmer Record Keeping Financial Management:** Basic financial concepts for tea estate management (Budgeting, cost control, and profitability analysis) and guiding farmers on financial literacy

- IV. **Farmer Conceptual Changes and Attitude Training: Changing Farmer Perspectives:** Understanding farmer challenges and resistance to change, and **techniques to promote a growth mindset** among farmers. \* Behavioral Training for Extension Officers: Communication skills and motivational techniques. \* Case Studies: Case studies on Successful farmers.
- V. **Use of Modern IT and Technology:** Usage of Mobile Applications: Introduction to the Sri Lanka Tea Board's mobile app, including features like Farmer profiles, Other Tools: GPS Mapping.

#### **4. Method of Training**

- I. An In-house training program will be conducted for the selected officers. The training sessions will be organized by the Sri Lanka Tea Board through NIPM with the assistance of the Tea Research Institute (TRI). Both theoretical and practical sessions will cover the areas specified in **above 03**. All expenses related to this program will be borne by the Sri Lanka Tea Board,
- II. Sri Lanka Tea Board will issue a certificate for candidates upon the completion of a successful training.

#### **5. Terms and conditions of this scheme**

- I. The selected Extension Officers are required to participate in an in-house training program, covering both theoretical and practical aspects of field practices, extension services, and other relevant subject areas, in accordance with the approved training schedule.
- II. The Registered Tea Manufacturer shall be responsible for assigning the respective Extension Officers to participate in this training program.
- III. Extension Officers attending this program should strictly adhere to the rules and regulations stipulated by the training institutes and to maintain proper discipline at all times in order to uphold the reputation of the Sri Lanka Tea Board and the respective tea manufacturers.
- IV. Any Extension Officer who fails to comply with the above requirements shall be disqualified to continue the training program.

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

| <b><u>Regional Assistant Tea Commissioners</u></b>  | <b><u>Areas of authority</u></b>  |
|---|---|
| 01. Assistant Tea Commissioner<br>Visaka Mawatha, New Badulla Road,<br>Bandarawela. Tel/Fax : 0572222812<br>E mail: atcbandarawela@pureceylontea.com              | Badulla /Monaragala Districts   |
| 02. Assistant Tea Commissioner<br>Walahanduwwatte, Galle.<br>Tel/Fax 091-2232052<br>E mail: atcgalle@pureceylontea.com  | Galle District<br>(Except Elpitiya Divisional<br>Secretariat area)              |
| 03. Assistant Tea Commissioner<br>No 140, Ambagamuwa Road,<br>Gampola. Tel/Fax 081-2352279<br>E mail: atcgampola@pureceylontea.com                                | Kandy/Matale Districts  |
| 04. Assistant Tea Commissioner<br>N0 23, New Lane, Uyanwatta, Matara.<br>Tel/Fax 041-2222636<br>E mail: atcmatara@pureceylontea.com                               | Matara / Hambanthota Districts  |
| 05. Assistant Tea Commissioner<br>61/1, New Town, Kegalle District<br>Rathnapura. Tel/Fax 045-2222136<br>E mail: atcrathnapura@pureceylontea.com                  | Ratnapura District  |
| 06. Assistant Tea Commissioner<br>Wathurana Road,<br>Baduraliya. Tel/Fax: 034-2247444<br>E mail: atcmathugama@pureceylontea.com                                   | Kalutara District,<br>Galle Districts (Elpitiya<br>Divisional Secretariat area) |
| 07. Assistant Tea Commissioner<br>No 10, Nanuoya Road,<br>Kelegala, Nuwara Eliya.<br>Tel : 0522234695/Fax: 0522234686<br>E mail: atcnuwaraeliya@pureceylontea.com | Nuwara Eliya District   |

Information regarding this training program 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. Jayawardana

**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)