

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

Ref: TB/TC/FOTP(419)-2026

13th January 2026

To: All Registered Tea Manufacturers

**SUBSIDY ASSISTANCE TO ASSESS AND TRAIN TEA FACTORY OFFICERS IN
COLLABORATION WITH NATIONAL INSTITUTE OF PLANTATION MANAGEMENT &
VOCATIONAL TRAINING CENTER – 2026**

1. Introduction:

The presence of skilled and well-trained factory officers in the tea factories are of utmost importance to manufacture made tea with good quality. The factory officers should be equipped with the abilities to maintain the Good Manufacturing Practices in order to uphold quality parameters of made tea leading to a higher selling price.

Having considered the above, Sri Lanka Tea Board has initiated a programme to assess and train factory officers attached to tea factories in order to bring them to a level of equal knowledge and capacity.

Budgetary provision is available to be utilized for the above programme for the year 2026 and NVQ level IV certificate will be awarded to successful candidates.

2. Method of Application

- a) Any factory officer who is attached to a tea factory with a working experience more than 01 year and 06 months is eligible to apply for this programs.
- b) Duly completed application (Application for the National Vocational Qualification Certificate NVQ – RPL) should be submitted to the relevant Assistant Tea Commissioner of the area on or before **15th February 2026**.
- c) Application should be accompanied with the letter of Registered Tea Manufacturer indicating the applicant's employment status with the period of service and the copy of NIC / Driving License.

3. Procedure of Training Program

- a) Applications are entertained on **First come First Serve Basis**.
- b) Training sessions are organized by Sri Lanka Tea Board with the assistance of NIPM and Vocational training Center.
- c) This program consists an Initial Assessment and a Final Assessment.
- d) Applicants who are successful in the final assessment are eligible to receive NVQ Level IV certificate.
- e) Applicants who are not successful in the final assessment will be directed to a three days residential knowledge gap filling programme.

4. Three days residential knowledge gap filling program

This programme has been designed to address competency gaps, ensuring participants to attain the required knowledge and skills to meet industrial standards.

5. Terms and Conditions of the scheme

- a) Assessment fee (Approximately Rs 13,800/- per person) will be paid by the Sri Lanka Tea Board.
- b) Cost of knowledge gap filling program (Approximately Rs 27,500/-per person) should be paid by respective Registered Tea Manufacturer.
- c) Assessment will be conducted by a team of expert of Vocational training center.
- d) Residential Knowledge gap filling programme will be conducted by the NIPM.

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

<u>Regional Assistant Tea Commissioners</u>	<u>Areas of authority</u>
Assistant Tea Commissioner Visaka Mawatha, New Badulla Road, Bandarawela. Tel/Fax: 0572222812 E mail: atcbandarawela@pureceylontea.com	Badulla/Monaragale Districts
Assistant Tea Commissioner Walahanduwawatte, Galle Tel/ Fax: 091-2232052 Email: atcgalle@pureceylontea.com	Galle District (except Elpitiya Divisional secretariat area)
Assistant Tea Commissioner No. 140, Ambagamuwa Road, Gampola. Tel/Fax: 081-2352279 Email: atcgampola@pureceylontea.com	Kandy/ Hambantota Districts
Assistant Tea Commissioner No. 23, New Lane, Uyanwatte, Matara Tel/Fax: 041-2222636 Email: atcmatara@pureceylontea.com	Matara/ Hambanthota Districts
Assistant Tea Commissioner 61/1, New Town, Ratnapura. Tel/Fax: 045-2222136 Email: atcratnapura@pureceylontea.com	Ratnapura District Kegalle District
Assistant Tea Commissioner Wathurana Road, Baduraliya Tel/Fax: 034-2247444 Email: atcmathugama@pureceylontea.com	Kalutara District, Galle District (Elpitiya Divisional Secretariat area)

Assistant Tea Commissioner
No. 10, Nanuoya Road,
Kelegala, Nuwara Eliya
Tel: 052-2234695 / Fax: 0522234686
Email: atcnuwaraeliya@pureceylontea.com

Nuwara Eliya District

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

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


KAMK 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 Owner's Association
8. Chairman, Planter's Association
9. Chairman, Colombo Tea Traders' Association
10. Chairman, Federation of Tea Small Holdings Development Society
11. Chairman, Tea Exporter's 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/ Matugama/ Bandarawela/ Ratnapura/ Nuwara eliya/ Gampola)



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National Institute of Plantation Management
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 අයදුම්පත්‍රය



Application for the National Vocational Qualification Certificate

NVQ – RPL

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Registration No.

1. ජාතික හැඳුනුම්පතේහි යදහන් පරිදි සම්පූර්ණ නම (ඉංග්‍රීසියෙන්) / Full Name as per the National Identity Card (in English) _____

2. මුලකරු සමඟ නම (ඉංග්‍රීසියෙන්) / Name with initials (in English) _____

මයා/මිය/මෙනෙවිය Mr. / Mrs. / Miss

3. ජාතික හැඳුනුම්පත් අංකය /National Identity Card No. _____

4. සේන්සි පුරුෂ හා නුවාය /Gender සේන්සි / Female පුරුෂ / Male

5. පුරවැසිභාවය / Citizenship ශ්‍රී ලංකීකා /Sri Lankan වෙනත් /other

6. ස්ථිර ලිපිනය / Permanent Address _____

7. රැකියා සේවානයේ ලිපිනය හා දුරකථන අංකය Official Address & Tel. No. _____

8. ඔබව සම්බන්ධ කළ හැකි දුරකථන අංක /Your Contact Telephone No (ඇගැමී දින දැනුම දීම සඳහා)

නිවස/ Home ජිගම / Mobile WhatsApp No E-mail

9. පළාත් / Province 10. දිස්ත්‍රික්කය / District

11. අයදුම් කරන වෘත්තීය / Trade Applied NVQ මට්ටම / NVQ Level 2 3 4

12. අදාළ වෘත්තීය පළපුරුද්ද / Experience අවුරුදු / Years මාස /Months

13. පරික්ෂණයට පෙනී සිටින මාධ්‍ය / Medium of test සිංහල English Tamil

ඉහත යදහන් කරුණු නිවැරදි බවත් සත්‍ය බවත් සහතික කරමි
 I hereby certify that the above particulars are true & correct.

දිනය / Date _____

අයදුම්කරුගේ අත්සන _____

Signature of the Applicant

