

SRI LANKA TEA BOARD

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

Ref: TB/TCD/DEV/MINI-LAB/2027

28th September 2026

All Registered Manufacturers of Tea

Sirs,

FINANCIAL ASSISTANCE FOR ESTABLISHING OF MINI LABORATORIES IN TEA FACTORIES

1.0 Introduction

The Sri Lanka Tea Board has decided to introduce a financial assistance program in 2027 for the establishment of mini laboratories in registered tea factories. The program is intended to support soil testing services for tea growers, improve field productivity and tea quality, and contribute towards the national production target of 400 million kilograms of made tea by 2030. The mini laboratory may also be used to strengthen quality control, technical guidance and awareness programs for green-leaf suppliers under the supervision of a suitably assigned factory officer.

2.0 Scope of the Financial Assistance

A maximum financial assistance of Rs. 150,000.00 will be granted to an eligible tea factory for the purchase of the following essential instruments for the mini laboratory, subject to the actual approved cost and the availability of funds:

- **One bench-top pH meter**, readable to 0.01 pH, supplied with pH standard solutions of pH 4.00, 7.00 and 10.00, pH electrode storage solution, and one spare compatible electrode.
- **One electronic balance** suitable for the intended laboratory work, with a maximum weighing capacity of approximately 300 g.

The original invoices/ proof of payment for the above two items must be produced at the final inspection. The invoices should clearly identify the instrument, model, supplier, invoice number, invoice date and amount paid.

3.0 Facilities to Be Provided by the Factory

Each selected factory shall establish a suitable laboratory area and provide the chemicals, glassware, equipment and accessories required for the Mini Laboratory Program for Soil pH Determination for Growers. These items are mandatory for the operation of the mini laboratory. However, their bills are not required to be submitted when claiming the financial assistance under this scheme.

No.	Item	Specification/Capacity	Qty.
1	Plastic beakers	100 mL	25
2	Measuring cylinders	25 mL	2
3	Wash bottles	500 mL	2
4	Wash bottles	250 mL	2
5	Water distillation unit	Approximate output: 4 L per hour	1
6	Plastic trays	Suitable laboratory size	5
7	Beakers	250 mL	4
8	Canister	25 L	1
9	Spatulas	Spoon type	2
10	Disposable weighing boats	50 mL	100
11	Stirring rods	Suitable laboratory size	2

The factory shall also provide suitable laboratory space with an adequate workbench, safe water and electricity connections, ventilation, storage, cleaning arrangements, and the chemicals and standard operating materials needed for the approved tests. The laboratory area and all facilities must be maintained in a safe, clean and serviceable condition.

4.0 Staffing and Operational Requirements

- i. The factory shall appoint a responsible Quality Officer/Technical Officer, or other suitably trained officer to manage the mini laboratory.
- ii. The appointed officer shall participate in any training arranged by the Sri Lanka Tea Board shall follow the approved test methods and safety instructions.
- iii. The factory shall maintain records of samples received, test results issued, instrument calibration and maintenance, and services provided to tea growers.
- iv. The mini laboratory shall provide soil-testing services to tea growers linked to the factory, according to the program instructions issued by the Sri Lanka Tea Board.

5.0 Method of Application

- i. Applications shall be made on the prescribed application form, Form No. TC/TC/DEV/MINI-LAB/2027, attached as Annexure I.
- ii. The duly completed application shall be submitted to the relevant Assistant Tea Commissioner for the area in which the factory is located, together with the quotations or pro forma invoices for the pH meter package and electronic balance.
- iii. Only the registered tea manufacturer, or a person duly authorized in writing by the registered tea manufacturer, may sign the application.
- iv. As funds are limited, eligible applications will be considered on a first-come, first-served basis.
- v. Duly completed application forms together with originals of Performa invoices should be forwarded to the Assistant Tea Commissioner of the area on or before **31st October 2026**.

6.0 Eligibility and Approval

- i. Only registered tea manufacture operating to the satisfaction of the Tea Commissioner and complying with the Tea Control Act No. 51 of 1957, as amended, will be eligible.
- ii. Only brand-new instruments purchased after written approval from the Tea Commissioner will qualify for financial assistance. Any purchase made before such approval may be disqualified.

- iii. The Sri Lanka Tea Board will conduct a preliminary inspection, to assess the proposed laboratory space, staffing and the factory's ability to provide the required facilities.
- iv. The approval will be communicated to the applicant in writing. Any change to an approved instrument, specification, supplier or proposed arrangement requires prior written approval.

7.0 Inspection and Method of Payment

- i. After purchasing and installing the approved pH meter and electronic balance the applicant shall request a final inspection through the relevant Assistant Tea Commissioner.
- ii. At the final inspection, the applicant shall produce the original invoices/ proof of payment for the pH meter package and electronic balance.
- iii. The inspecting officer will verify the instruments, specifications, installation, laboratory space, staffing, required facilities and operational readiness.
- iv. Upon satisfactory inspection and approval by the Tea Commissioner, the approved financial assistance will be paid directly to the bank account of the beneficiary stated in the application.

8.0 Retention, Maintenance and Compliance

- i. The instruments and laboratory facilities shall be properly maintained and used for the approved mini laboratory program. They shall not be sold, transferred, removed from the factory or used for an unrelated purpose without prior written approval from the Tea Commissioner.
- ii. The applicant shall permit authorized officers of the Sri Lanka Tea Board to inspect the mini laboratory, instruments, records and services provided under the program.
- iii. Every applicant shall furnish true and accurate information in the application and during inspections. Providing information known to be false is an offence under Section 41 of the Tea Control Act No. 51 of 1957, as amended. It will also disqualify the applicant from this and future assistance schemes and may result in recovery of any funds already paid and other legal action.

9.0 The Regional Assistant Tea Commissioner and their areas.

The Regional Assistant Tea Commissioners and their areas of authority are as follows. Applicants may contact them regarding matters concerning the subsidy scheme. The application form could also be obtained from them at the following regional offices and the Sri Lanka Tea Board Website. (www.srilankateaboard.lk)

Regional Assistant Tea Commissioners	Areas of authority
i. Assistant Tea Commissioner Visaka Mawatha, New Badulla Road, Bandarawela. Tel/Fax 057-2222812	Badulla /Monaragala Districts
ii. Assistant Tea Commissioner Walahanduwa Watta, Walahanduwa Galle. Tel/Fax 091-2232052	Galle District (Except Elpitiya Divisional Secretariat area)
iii. Assistant Tea Commissioner No 140, Ambagamuwa Road, Gampola. Tel/Fax 081-2352279	Kandy/Matale Districts
iv. Assistant Tea Commissioner No 23, New Lane, Uyanwatta, Matara. Tel/Fax 041-2222636	Matara District Hambanthota District
v. Assistant Tea Commissioner 61/1, New Town, Rathnapura. Tel/Fax 045-2222136	Ratnapura District Kegalle District

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| vi. | Assistant Tea Commissioner
Wathurana Road,
Baduraliya. Tel/Fax: 034-2247444 | Kalutara District
Galle District (Elpitiya Divisional
Secretariat area) |
| vii. | Assistant Tea Commissioner
No 10, Nanuoya Road,
Kelegala, Nuwara Eliya.
Tel : 0522234695/Fax: 0522234686 | Nuwara Eliya District |

Further information may be obtained from the relevant Regional Assistant Tea Commissioner or from the Deputy Tea Commissioner (Development), Sri Lanka Tea Board, No. 574, Galle Road, Colombo 03. Telephone: 011 2580152 / 011 2587814. Fax: 011 2580161. Email: development@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 Small Holding Development Authority (Pl. copy this to your Regional Managers)
 - (4) Chairman, Tea Research Institute
 - (5) Chairman, Sri Lanka Tea Factory Owners Association
 - (6) Chairman, Janatha Estate Development Board
 - (7) Chairman, Sri Lanka State Plantation Corporation
 - (8) Chairman, Colombo Tea Traders' Association
 - (9) Chairman, Colombo Brokers Association
 - (10) Chairman, Planter's Association of Ceylon
 - (11) Director General, Sri Lanka Tea Board
 - (12) Director, Tea Research Institute
 - (13) Chief Internal Auditor, SLTB
 - (14) Superintendent – Government Audit Division
 - (15) Deputy Tea Commissioners (Development/Regulatory)
 - (16) All Assistant Tea Commissioners– Please issue copies to Tea Instructor/Inspectors

For Office Use

SRI LANKA TEA BOARD
APPLICATION FOR FINANCIAL ASSISTANCE FOR ESTABLISHING MINI
LABORATORIES IN TEA FACTORIES

1.0 Name of Tea Factory:
 Registration No:

2.0 Address of the Tea Factory:

3.0 Name and the Address of the Registered Manufacturer of Tea:

Telephone No: Fax No:

E-Mail Address:

4.0 Administrative district in which the factory is located:

5.0 D.S. Division:

G.S. Division:

6.0 Telephone Number, Fax Number, and E-Mail address of factory:

Telephone No	Fax No	E-Mail Address

7.0 Details for pH meter and electronic balance to be purchased and installed

(Originals of Performa invoices should be attached)

Name of the Equipment	Quantity	Name of Supplier/ Make	Value of the Equipment (Rs/Cts)	Performa invoice No.& Date

8.0 Have You previously obtained any subsidies for the machine mentioned above number 7.0 ?

(If Yes, please state the details)

Item/Service	Amount (Rs / Cts)	Date of subsidy payment

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9.0 Bank details of applicant:

Name of the Beneficiary	NIC Number	Name of the Account	Account No	Name of the Bank and Branch

I certify that the information provided in this application is true and accurate to the best of my knowledge:

Name and designation of the person furnishing this application:

.....

Date :

.....
Signature

(Registered Tea Manufacturer or Person authorized by him 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 officer of the Sri Lanka Tea Board to conduct His inspection
3. For further details about this subsidy schem please refer Circular letter No.TB/TC/DEV/MINI-LAB/2027 dated 28th September 2026

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