

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

Ref : TB/TC/EO(407)-2027

05th October 2026

FACTORY BASED EXTENSION OFFICER TRAINING PROGRAMME 2027

1. Purpose of the Circular

The Sri Lanka Tea Board will continue the training program for Factory Based Extension Officers in 2027. The program is intended to strengthen the technical knowledge, practical skills and professional competencies required to provide effective extension services to tea growers. It will focus on good agricultural practices, quality and productivity improvement, farmer engagement, sustainable cultivation, record-keeping and the use of appropriate modern technologies in the tea sector.

2. Eligibility and Method of Application

- I. Factory-based Extension Officers currently attached to registered tea manufacturers or Regional Plantation Companies are eligible to apply.
- II. The application shall be completed using Form No. TB/TC/EO/2027 and endorsed by the relevant Registered Tea Manufacturer or Regional Plantation Company.
- III. The completed application shall be submitted to the Assistant Tea Commissioner responsible for the area in which the factory or estate is situated.
- IV. Selection will be made by the Sri Lanka Tea Board. The program date, venue and reporting instructions will be communicated directly to selected officers.

3. Duration and Program Arrangements

Duration	Five days
Training mode	Residential program comprising classroom sessions, practical activities and a scheduled field visit
Meals	Meals and refreshments will be provided during the program
Accommodation	Accommodation will be arranged for the required program period
Field visit transport	Transport required for the official field visit will be arranged
Other arrangements	Training materials, resource persons, practical-session requirements and other necessary program arrangements will be provided

4. Areas Covered by the Training Program

- i. Tea cultivation and good agricultural practices: Tea varieties and their characteristics, land selection and preparation, planting, plucking, pruning, shade-tree management, post-harvest loss reduction, sustainable cultivation and environmentally responsible practices.
- ii. Mechanization and field productivity: Appropriate tea-land mechanization practices and methods for improving labour and field productivity.
- iii. Quality improvement and record keeping: Farmer-level quality management, accurate records, traceability and the use of records for extension planning.
- iv. Basic financial and farm management: Budgeting, cost control, profitability awareness and guidance for improving farmers' financial literacy.
- v. Extension methods and farmer engagement: Communication, motivation, behavioral change, management of resistance to change and practical approaches for effective farmer support.
- vi. Digital tools and modern technology: Mobile applications, digital farmer profiles, GPS mapping and other appropriate tools used in tea-sector extension services.
- vii. Practical and field-based learning: Demonstrations, case studies and an organized field visit to reinforce the application of the subjects covered during the program.

5. Organization of the Training

The program will be organized by the Sri Lanka Tea Board through the National Institute of Plantation Management (NIPM), with technical assistance from the Tea Research Institute of Sri Lanka (TRI), the Tea Small Holdings Development Authority (TSHDA) and other relevant resource institutions. The program will include theoretical instruction, practical sessions, group activities, case studies and field-based learning.

A certificate will be awarded to each Extension Officer who maintains the required attendance, complies with the program rules and successfully completes thinning.

6. Terms and Conditions

- i. Selected officers shall attend all five days of the program, including the practical sessions and the scheduled field visit.
- ii. The relevant Registered Tea Manufacturer or Regional Plantation Company shall release the nominated officer for the full program period and ensure timely attendance.
- iii. Participants shall comply with the rules of the training venue and any instructions issued by the Sri Lanka Tea Board, NIPM or the authorized program coordinators.
- iv. Participants shall maintain proper discipline and professional conduct throughout the program.
- v. A selected officer who is unable to attend shall inform the relevant Assistant Tea Commissioner promptly. Substitution of participants shall be permitted only with prior approval.
- vi. Failure to comply with attendance, conduct or program requirements may result in disqualification and may affect eligibility for the certificate.

7. Details of The Regional Assistant Tea Commissioners of SLTB Regional Offices and their areas of authority are as follows.

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

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

8. Information regarding this subsidy scheme could be obtained from the Deputy Tea Commissioner at the SLTB Head Office.

Deputy Tea Commissioner (Regulatory)
Sri Lanka Tea Board
No 574, Galle Road, Colombo 03
Tel : 0112587448/ 0112587814 Fax: 0112580161
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 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



SRI LANKA TEA BOARD

TEA COMMISSIONER'S DIVISION

TB/TC/EOTP/2027

APPLICATION FOR FACTORY-BASED EXTENSION OFFICER TRAINING 2027

Please complete all applicable fields clearly. Tick the appropriate boxes and attach the bio-data of each nominated officer.

A FACTORY DETAILS

Name of factory	Registration number	MF/BF _____
Owner/company		
Factory address		
Ownership type ☐ RPC ☐ Private ☐ Tea Shakthi ☐ Co-operative ☐ Government ☐ Other: _____		
Telephone	WhatsApp number	
Email address		

B LEAF SUPPLY TO THE FACTORY

No.	Source of green leaf	Number of holdings	Extent in acres
1	Tea smallholdings		
2	Medium-scale estates		
3	RPC estates		

C DETAILS OF NOMINATED EXTENSION OFFICERS

No.	Required information	Nominee 1	Nominee 2
1	Full name		
2	Residential address		
3	WhatsApp number		
4	Telephone number		
5	Educational qualifications		
6	Relevant experience		

D ATTACHMENTS AND DECLARATION BY THE RTM OR FACTORY MANAGER

Bio-data attached	☐ Nominee 1	☐ Nominee 2
I certify that the information provided in this application is true and correct. The nominated officer(s) are recommended to participate in the full five-day residential training programme.		
Name of authorised signatory	Designation	
Signature and official stamp	Date	

F RECOMMENDATION AND APPROVAL FOR OFFICIAL USE

Tea Inspector / Tea Instructor	Name	☐ Recommended ☐ Not Recommended	Signature	Date
Assistant Tea Commissioner	Name	☐ Recommended ☐ Not Recommended	Signature	Date

Note: Use a separate sheet for additional nominees. Refer to Circular No. TB/TC/EO/ (407)-2027. Incomplete applications may be returned for completion.

