टी बोर्ड भारत Tea Board India
14, बी.टी.एम सरनी (ब्रेबोर्न रोड) कोलकाता 700 001
14, B.T.M Sarani (Brabourne Road) Kolkata 700 001
www.teaboard.gov.in

Ref. No. LC-POLY/1/2026-Licensing **Date: 06/11/2026**

NOTICE

Subject: Timeframe and scheduled days for issuance of Licenses/Registration Certificates – reg.

Reference is invited to Tea Board's earlier Notice Ref. No. LC-POLY/1/2026-Licensing/6607 dated 08.01.2026, regarding the timeframe for disposal of applications for various Licenses/Registration Certificates under different Acts and Control Orders.

In order to facilitate ease of doing business and bringing transparency, the timeframe for disposal of applications and the designated day for issuance of Licenses/Registration Certificates are hereby notified as below:

Sl. No.	Nature of Application	Timeframe for disposal (days)	Day of issuance of the licenses/registration Certificate
1	Exporter License	10	Every Wednesday (4:00 PM to 5:00 PM) or Next Working day if Wednesday is holiday (4:00 PM to 5:00 PM)
2	Permanent Exporter	10	
3	Distributor	10	
4	Buyer Registration	10	
5	Broker in Tea Auction	10	
6	Organisers of Tea Auction	10	
7	Flavour Registration	20	
8	Warehouse License	25	
9	NOC for construction of Manufacturing Unit (under Accelerated Scheme)	15	
10	NOC for construction of Manufacturing Unit (under Non-Accelerated Scheme)	20	
11	Issuance of Registration Certificate for Manufacturing Unit	20	

Sl. No.	Nature of Application	Timeframe for disposal (days)	Day of issuance of the licenses/registration Certificate
12	Change of Ownership of Garden	20	
13	Change of Ownership of Factory	20	
14	Tea Waste	20	
15	New Garden Registration	10	
16	Mini Tea Factory	25	

The prescribed timeframe shall be reckoned from the date of receipt of the application complete in all respects, as per the applicable guidelines.

Applicants shall submit applications in the prescribed format, along with all requisite documents, through the online portal https://onlineapps.teaboard.gov.in.

Only one opportunity shall be provided to applicants for submission of required documents and/or clarification in case of deficiencies. Failure to furnish the same in response to the clarification request shall result in rejection of the application, with forfeiture of the application fee.

This notice is issued for information and compliance by all concerned.

(Dr. Amrita Chakraborty)
Secretary In-charge