

GOVERNMENT OF WEST BENGAL  
Labour Department  
New Secretariat Buildings, Block-A, 12<sup>th</sup> Floor  
1, K. S. Roy Road, Kolkata-1.

Memo No. Labr/47/TGC

Date: 30.10.2025

**NOTIFICATION**


WHEREAS in the interests of the socio-economic development of North Bengal, as well as for protecting the revenue interests of the State and in the larger interest of employment generation for the labourers, and in consideration of closures and abandonment of various Tea Gardens due to management failures, non-payment of wages and others statutory dues payable to the tea garden workers, vide Notification bearing Memo No. 3955-LP/3T-03/24 dated 06-11-2024 published in the Kolkata Gazette on November 11, 2024, the State Government has formulated a Standard Operating Procedure (SOP) for Short Term Settlement for operating and regularisation of the Tea Gardens, land whereof are under the ownership of the Government of West Bengal having vested in terms of the provisions of West Bengal Estate Acquisition Act, 1953, which are abandoned/closed and/or are being operated by virtue of bipartite agreements with the operating Trade Unions and for the reasons mentioned in the said SOP.

NOW THEREFORE, in pursuance of the aforesaid notification, it is thus notified that eligible Company/Partnership/Joint Consortium/ Individual, as per SOP intending to have 'Short Term Settlement' grant in its / his favour of any Tea Garden (s), with or without Joint Venture Consortium, may apply anytime until further order in this regard and send application as per Format annexed herewith and marked as 'Annexure- A' to email ID : [wbtgstscommittee@gmail.com](mailto:wbtgstscommittee@gmail.com).

It is further notified that applications submitted on or after 21.12.2024 up to the date of this notice will also be taken into consideration.

This Notification shall come into force with immediate effect.

By order of Governor,

  
Secretary  
to the Government of West Bengal

## FORMAT FOR APPLICATION

To be made in Rs. 10/- Non-Judicial Stamp Paper

Date :

To  
The Secretary,  
Department of Labour,  
Govt. of West Bengal,  
New Secretariat Building,  
Kolkata-700 001.

Sir,

I/We.....(Aadhaar Card No. ....DIN No.....,  
PAN/TAN No.....) residing /having registered office at .....P.S.....  
PIN .....being eligible under Clause (a)/(b)/(c)/(d) of Para 1 of the SOP,  
do hereby intend to have grant of 'Short Term Settlement' of ..... Tea Garden,  
situated at .....P.O.....under P.S.....in the District of .....as  
per the terms and conditions of the SOP and undertake to fully abide and comply with  
the same without any default. The intended application is hereby submitted with  
detailed particulars as per the pro-forma attached and duly filled up with factual  
statements without any suppression or concealment therein.

Yours truly,

Encl : As above.

Seal of the Company/Firm

## PARTICULARS TO BE PROVIDED

1.	Name and address of tea garden applied for		
2.	Name and address of the applicant		
3.	<p>Company/Partnership/Joint Consortium/ Individual (If company provide DIN &amp; PAN Card No. , names &amp; details of the directors with their DIN No. and also a copy of the Registration Certificate/if Partnership Firm, provide full details of the Partners with respective full addresses, including respective Aadhaar &amp; PAN Card Numbers and copy of the Registration Certificate. If a Joint Consortium, provide details of father's name and full address with Aadhaar &amp; PAN Card Numbers)</p> <p>(a photocopy of memorandum and articles of Company/ deed of Partnership /deed of Consortium be furnished in separate Annexure)</p>		
4.	Net worth of the applicant (With Audited Balance Sheet for last one financial year)		
5.	Annual turn over (With Audited Balance Sheet & Income Tax Orders for last one financial year)		
6.	Experience in running tea gardens ( specify tea garden-wise period thereof in no. of year)		
7.	Names & full particulars of the tea gardens & date of operation (With details address, Police Station and Districts & details areas thereof as per Records of the Collector of the District)		



8.	Whether tea gardens were closed/ abandoned or running when operation started.		
9.	Under what capacity & how operation of the tea gardens started. (detail supporting documents be furnished in separate Annexure)		
10.	Are right of running of proposed tea garden acquired through bipartite agreement or otherwise. (detail supporting documents be furnished in separate Annexure)		
11.	Where registration under the plantation labour Act. 1951 obtained (If yes, provide copy of the Certificate as Annexure)		
12.	Numbers of employed workers/ managers/ staff (as per PF records) ( supporting document thereof be furnished in separate Annexure) )		
13.	Numbers of monthly rated workers/ labourers. ( supporting document thereof be furnished in separate Annexure)		
14.	Monthly total aggregate payments of salaries & wages to the employed workers, laborers & employees (with supporting monthly wage sheets for last one year)		
15	Whether any default or delay made in total payments of wages to the employed workers & laborers in last one year, if so provide details with reasons.		
16	Statutory dues including EPF, gratuity, bonus, etc., if any to the tea workers.		
17	Details of payments made to the tea workers as per Plantation Labour Act, 1951		

	including EPF, gratuity, bonus, etc. in last one year		
18.	Area of re-plantation since taking over (year-wise), if any.		
19	Total amount invested for development, upkeep and preservation of the tea gardens since possession (if applicable, provide details as per audited Balance Sheet for last 3 years)		
20	Whether willing to ensure faithful, compliances of each and every terms & conditions as provided in the SOP and the terms and stipulations as provided in the short-term settlement, if so granted.		
21	Any other information intended to be provided		

I / WE.....state that the details as provided as per Format and the annexures attached herewith are true to my knowledge and devoid of any concealment of any material fact on record.

Date:

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Full signature of the authorized Signatory

Place:

Note:

1. If the Applicant is a Company, Board Resolution authorizing the Director Signatory to be furnished.
2. If the Applicant is a Firm, authority provided by all the Partners to the Signatory to be furnished
3. If the Applicant is a Consortium, Authorizations of all the Partners to the Signatory to be furnished.
4. The State Government reserves its unfettered right to accept or reject any Application without assigning any reason there for and may ask for further or any other particulars and /or details if necessary