

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

No. Labr/01/TGC

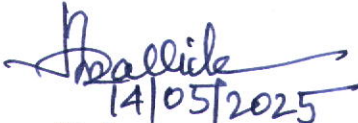
Date: 14.05.2025

**NOTIFICATION**

In pursuance of the Notification No. 3955-LP/3T-03/2024 dated 06.11.2024, published in the Kolkata Gazette on 11.11.2024 regarding Standard Operating Procedure (SOP) for Short Term Settlement (STS) for the operation and regularisation of such abandoned or closed Tea Gardens, it is hereby notified for information of all concerned that any eligible Company, Partnership Firm, Joint Consortium, or Individual, either independently or in Joint Venture/Consortium, desirous to be empanelled as intending Company/ Partnership/Individual, with or without joint venture consortium for obtaining a grant of Short Term Settlement (STS) in respect of any such applicable abandoned or closed Tea Garden(s) falling under clause (a) or (b) of paragraph 1 of the SOP, may apply in the prescribed format annexed herewith as Annexure-A.

The duly filled in application along with all relevant documents and information, as stipulated in the said SOP, shall be submitted by email to [wbtgstscommittee@gmail.com](mailto:wbtgstscommittee@gmail.com) on or before 13<sup>th</sup> June, 2025.

This Notification shall come into force with immediate effect.

  
14/05/2025

Chairman

West Bengal Tea Garden Short Term  
Settlement Committee under Labour Department,  
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 (c) of Para 2 of the SOP, do hereby  
intend to be empanelled as intending Company/ Individual, with or without joint venture  
consortium for obtaining a grant of *Short Term Settlement* (STS) in respect of any such  
applicable abandoned or closed Tea Garden(s) falling under clause (a) or (b) of paragraph 1 of  
the SOP , 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 the applicant	
2.	<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>	
3.	<p>Net worth of the applicant</p> <p>(With Audited Balance Sheet for last one financial year)</p>	
4.	<p>Annual turn over</p> <p>(With Audited Balance Sheet &amp; Income Tax Orders for last one financial year)</p>	
5.	<p>Experience in running tea garden (s) vested in favour of the Govt. of West Bengal, under the West Bengal Estates Acquisition Act, 1953, and having Certificate of Registration of Plantation under the Plantations of Labour Act, 1951 during period of operation (detail supporting documents be furnished in separate Annexure)</p>	
6.	<p>Under what capacity such tea garden was operated (detail supporting documents be furnished in separate Annexure).</p>	
7.	<p>Where registration under the plantation labour Act. 1951 was obtained during period of operation. (If yes, provide copy of the Certificate as Annexure)</p>	



8.	Numbers of employed workers/ managers/staff. (supporting document thereof be furnished in separate Annexure)	
9.	Whether any default or delay was made in payments of dues, the entitlements of the workers and payment towards Govt. due and statutory payments/deposit dues, wages, provident fund, gratuity and other benefits to the workers payable in case or kind as per the Plantations Labour Act, 1951 during period of operation. if so, provide details with reasons.	
10.	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 after empanelment as intending Company/ Individual.	
11.	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.
5. 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