



GUWAHATI TEA AUCTION CENTRE

-The Best Tea Selling Platform - Established by Govt. of Assam vide Notification No. MI. 65/70/39 dated 11/08/1970

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No. GTAC/2025/45/70

Date: 07.05.2025

NOTIFICATION

Subject : Amendment of Guwahati Tea Auction Rules.

This is for information of all stakeholders of Guwahati Tea Auction Centre that several amendments have been incorporated in the Guwahati Tea Auction Rules, 1970 (Amended in 2025) after recommendation by the Rules Sub Committee and subsequent approval of the Governing Body of Guwahati Tea Auction Centre.

The draft of the Guwahati Tea Auction Rules, 1970 (amended in 2025) is enclosed herewith for the perusal of the stakeholders of the Centre.

It may also be noted that if any stakeholder (association or individual) have any suggestion or objection to the said rules they may intimate the Office of the Guwahati Tea Auction Centre through hard copy or through email at info@assamteexchange.com latest by **5:00 PM of 06th June, 2025**.

Any objections or suggestions received within that period would be reviewed by the Rules Sub Committee and the Governing Body of GTAC.

Secretary,

**Guwahati Tea Auction Centre
Secretary, Tea Auction Committee**

THE GUWAHATI TEA AUCTION RULES

(Adopted at the Tea Auction Committee meeting held on 29.8.70. Subsequent amendments made are also incorporated)

GENERAL

1.
 - a) These Rules may be called the Guwahati Tea Auction Rules, 1970 (Amended in 2024).
 - b) These Rules will come into force at once.
 - c) In case of any rule contradicting with Tea Board issued rule/ guideline, the Tea Board rule shall prevail.

2. In these Rules:
 - a) “Committee” or Governing Body means the Committee constituted and notified by the Govt. of Assam (vide notification MI. 65/70/39, dated 11.8.70 and reconstituted by Govt. of Assam from time to time which will act as a regulatory body of the Guwahati Tea Auction Centre.
 - b) Sales/Warehouse/Rules/Sampling/ Sports & Cultural Sub-Committee means the Sub-Committees constituted as such by the Committee in accordance with rule 6 of these Rules. Furthermore the Committee is empowered to constitute any other Sub-Committee from time to time as it may deem fit.
 - c) Sales and Warehouse Sub-Committees will be empowered committees whose decisions can be implemented with immediate effect and the same can be ratified by the Governing Body in its next meeting

3. The Committee may co-opt. such number of members as it deems fit for proper conduct of its business.

4. The Head Quarters of the Committee shall be at Guwahati.

5. The Committee may elect one of the Members present to act as Chairman of a meeting of the committee in the absence of the permanent chairman.

6. The Committee may institute such number of Sub-Committees as it deemed fit and in particular the following:-
 - a) Sales Sub-Committee with three members representing Broking Firms, three members representing Buyers, three members from Sellers and three members from Warehouses besides the Secretary with one of the members elected as the Chairman for the tenure of that Sub-Committee.
 - b) Warehouse Sub-Committee with three persons each representing Brokers Firms, Warehouse Keepers, Buyers’ and Sellers besides the Secretary with one of the members elected as the Chairman for the tenure of that Sub-Committee.
 - c) Rules Sub-Committee with three persons each representing Brokers Firms, Warehouse Keepers, Buyers’ and Sellers besides the Secretary with one of the members elected as the Chairman for the tenure of that Sub-Committee.

- d) Sampling Sub-Committee shall consist of three persons each representing Brokers Firms, Warehouse Keepers, Buyers' and Sellers besides the Secretary with one of the members elected as the Chairman for the tenure of that Sub-Committee.
 - e) The adjudication panel shall consist of three persons each representing Brokers Firms, Warehouse Keepers, Buyers' and Sellers besides the Secretary with one of the members elected as the Chairman for the tenure of that Sub-Committee.
 - f) The terms of all Sub-Committee shall be for a period of two years.
 - g) All meetings of the Sub Committees may be conducted in physical, virtual or hybrid mode.
 - h) In case of emergent meetings of the Sales and Warehouse Sub-Committees the meeting may be called with a notice of few hours which can be held only in virtual mode.
 - i) The quorum required for meetings of each Sub Committee may be formed by any nine nominated members of the respective Sub-Committees besides the Secretary.
 - j) In case there is no quorum for any meeting, the meeting may be reconvened after forty eight hours, where decisions taken even in absence of quorum shall be applicable.
7. (i) Sales Sub-Committee will formulate the procedure to regulate the quantity of Auction offering, place, dates, time etc. and take any such steps which may be considered conducive to the smooth functioning of the Auction Centre.
- (ii) Ware House Sub-Committee will formulate the manner of receiving and delivering teas in or from the Ware Houses, and their manner and duration of storage the rates at which the various services at the warehouses are to be charged on the buyers or sellers. The Warehouse Sub-Committee may suggest registration, de-registration of the Warehouses in accordance with the rules, and shall ensure the smooth working of the warehouses.
- (iii) The Rules Sub-Committee, as and when required, will recommend to the Committee any addition, or deletion to the existing rules.
- (iv) Sampling Sub-Committee: The functions of this Committee will be as detailed below:-
- a) To decide on the eligibility of free trade samples to the Buyers, and their agents, and to fix qualifying limits and conditions which may be amended form time to time at the sole discretion of this Committee within the guide-lines laid down by the Tea Board India.
 - b) To decide on the quantity to be drawn for sampling of C.T.C., Orthodox and Dust teas to the Buyers, their agents and Brokers levied for purchase of the trade sample by buyers and buyers' agents who are not entitled to draw free trade samples as per guidelines of tea Board India.
 - c) To decide on the charge to be levied for the purchase of the trade samples on those Buyers and their agents who are not entitled to free trade samples.
8. The Committee will consider the report/recommendation of the Sub-Committees and take decision thereon.

9. The following rules will guide the committee meeting in transacting its business.

- a) Ten days, notice of a meeting of the Committee shall be circulated to the members stating the time, place and the agenda of the items proposed to be discussed provide that an emergent meeting may be called by the Chairman with 3 days' notice. Concurrence of the members may also be obtained by circulation in urgent matters.
- b) Ten members or one third of the total member of members or one third of the total member of members including the Chairman, whichever is bigger/larger shall constitute the quorum.
- c) All decisions of the Committee shall be by majority of votes to be indicated by show of hands. In the event of a tie, the Chairman may exercise a casting vote.
- d) The proceeding of the meeting of the Committee and Sub-Committees shall be recorded and circulated to the concerned members for approval and shall be authenticated by the signature of the Chairman.
- e) The Committee shall sit as often as it may decide but not less than once in three months or as decided by the Chairman.

10. All grievances and disputes are to be addressed for resolution as follows in seriatim:-

- a) The Secretary, Guwahati Tea Auction Centre
- b) Concerned Sub Committee
- c) Chairman, Guwahati Tea Auction Centre
- d) Governing Body, Guwahati Tea Auction Centre

11. Any grievance or dispute if remains unresolved shall be subject to Guwahati Jurisdiction only.

PART – I

THE OBJECTS AND PRINCIPLES OF THE COMMITTEE

The Objects

1. The objects and duty of the Committee shall be to, promote alike the common interests of member registered with the Committee. Above all the committee shall preserve the highest possible standard of integrity in order to further the interest of the tea Industry.
2. The undertaking of members
 - A. Every Seller, Buyer, Broker and Warehouse keeper registered with the Guwahati Tea Auction Committee shall subscribe to and undertake faithfully to abide by the Rules of the Committee for the time being in force.
 - B. A suitable penalty may be imposed on any member who violates any rules and or directives of the Committee.

3. All sales and purchases through auctions under the aegis of Guwahati Tea Auction Centre to be subject to terms and conditions prescribed by Tea Board India through Pan India Auction Rules and re-notified by the board from time to time.
4. All sales and purchases through Private Treaty under the aegis of Guwahati Tea Auction Centre to be subject to terms and conditions prescribed by Tea Board India through Pan India Auction Rules and re-notified by the board from time to time except for the following:-
 - a) There shall be no trade samples (free or paid)
 - b) Quantity of tea purchased through Private treaty under the aegis of Guwahati Tea Auction Centre shall not be considered while preparing Free Trade Sample charts for auction sales.
 - c) Settlement of prompt shall be through registered broker of Guwahati Tea Auction Centre as per days defined by Pan India Auction Rule.
 - d) There shall be no division of lots.
5. The compulsory declaration of principals
 - a) The Committee shall have the power to call upon any stakeholder to declare their principals and any refusal to comply with such call shall be considered and dealt with as a violation of these Rules.

PART II

GENERAL PRE-SALE AND POST-SALE CONDITIONS:

Decision regarding the different type of sales

1. Sale of C.T.C. Leaf teas will usually be held first and sales of Dust and Orthodox teas will be held next but this may be varied at the discretion of the Sales Sub Committee as circumstances require. The Sales Sub-Committee shall decide the hour at which each sale shall commence and finish.
2. Every applicant for being enrolled as a registered buyer shall be furnished with a copy of the rules of the Committee and a Buyers' Declaration Form as specified in Appendix "A" to these rules. The applicant shall lodge the declaration, duly completed in all respects to the Committee any objection they may entertain to the application, and in the event of the acceptance as a registered buyer, he shall forthwith produce his sales tax certificate to the Committee for inspection together with the relevant Sales Tax Declaration. All Buyers registered with the Committee shall pay a fee to the Committee as notified from time to time per annum at the beginning of each season.

Distribution of Trade Samples:

1. The issue of samples will be stopped by Sample Sub Committee to any buyer who fails to meet the prompt and has been declared defaulter by Tea Board or who is expelled or suspended by the Committee.

2. Appeal from such a defaulting buyer for revision or requests for Free Trade Samples will be considered by the sample sub-committee, after his status is restored by Tea Board. The decision of the Sample Sub Committee shall be final and binding.
3. Samples of green and speciality teas will be restricted to selected buyers at the discretion of the selling Broker.
4. Any registered buyers not qualified under these rules may obtain samples of teas in the leaf or dust section by making payment to the Guwahati Tea Auction Centre of the value of total samples required in each section at such prices as may be fixed by the Sampling Sub-Committee.

PART III

CONDITIONS OF SALE BY AUCTION

1. Primary condition of sale of all tea in the Guwahati auction
The Sale is held under and subject to the Guwahati Tea Auction Rules and Pan India Auction Rules and all sellers, buyers, warehouses and auctioneers whether registered with GTAC or not are bound to observe these Rules and therefore these Rules shall be binding on all.

PART – IV

PRE-REQUISITES FOR APPLICATION TO BROKERS MEMBERSHIP

1. Applicants must be known to be actively engaged in the Tea Trade.
2. Applications must be sponsored by Two sellers Registered with the Guwahati Tea Auction Committee and seconded by two such Buyers.
3. Applicants must forward with their applications the confirmation of producers willing to support them by selling Tea through them and such confirmations must contain assurance of continued support during the probationary period. Absence of support or discontinuance of support during the probationary period will make the probationary Broker liable for cancellation of Registration.
4. Upon approval to probationary Registration which will be for a period of two years the applicant shall submit to the Committee the following prior to their functioning and participating at the Auctions under the Guwahati Tea Auction Committee.
 - a) Proof of solvency in the manner of a Bank Guarantee valid for Rs. 300,000 (Rupees three lakhs only) for a period of two years. This form of such guarantee will have to be in a manner as required by the Committee.
 - b) Proof of acquiring of having staff experienced and or qualified to act as Brokers having knowledge of intricacies of all matters of Tea sales as Auction Brokers. Such qualifications will include Tea testing, valueing, Auctioning, Tea inspecting Warehouse technicalities, and sampling. The proof of such technical qualifications

of the staff of the applicants will have to be furnished to the satisfaction of the Committee who will examine such staff in person within six months of applicants being approved as probationary Brokers.

5. The elected probationary Broker will furnish to the satisfaction of the Committee a guarantee acceptable to the Committee that they will at all times abide by the Rules of the Committee and that any failure or neglect or disadherence to such rule of the Committee will make the probationary Broker liable to be discontinued as such Broker.
6. Upon the expiry of the period of two years of probationary Broker ship the applicant probationer Broker will be eligible for Registration as Broker of the Committee and upon such Broker shall furnish to the Committee a guarantee that they will adhere and abide by the rules of the Committee as they are now framed or as they may be framed from time to time revised, altered or added to.
7. The Committee reserved the right to accept, deny, cancel, dismiss any applicant Broker during the probationary period or at any time thereafter if in the opinion of the Committee continuance of such Broker becomes undesirable and the Committee's decision in this regard will be final.
8. Notwithstanding any provisions here in before contained the Committee shall have the power to refuse to entertain application for Broker membership of the Committee from any persons, firms or companies at their absolute discretion without assigning any reason therefor.

PART IV: Standard Operating Procedure and General Warehousing Conditions for Warehouses Registered with Guwahati Tea Auction Centre 2024

1. Introduction :

This Standard Operating Procedure (SOP) aims to establish clear guidelines and procedures for the efficient operation of the Tea Warehouse registered with Guwahati Tea Auction Centre (GTAC). It outlines the responsibilities of both the warehouse and GTAC, ensuring smooth operations and compliance with industry standards.

2. Objective:

The primary objective of this Standard Operating Procedure (SOP) for the Tea Warehouse is to establish comprehensive guidelines and procedures for the efficient and effective management of all activities related to the handling, storage, and distribution of tea products. The SOP aims to achieve the following objectives:

- a. **Ensure Quality Assurance:** Implement procedures to maintain the quality and integrity of tea products throughout the storage and handling process. This includes strict adherence to quality control measures to preserve the freshness, aroma, and taste of tea.
- b. **Optimize Inventory Management:** Establish standardized processes for accurate tracking and management of tea inventory within the warehouse. This includes maintaining up-to-date records of stock levels, movements, and locations to facilitate efficient inventory control.

- c. **Enhance Operational Efficiency:** Streamline warehouse operations by defining clear roles, responsibilities, and workflows for warehouse staff. This includes efficient handling and storage practices to minimize errors, reduce wastage, and improve overall productivity.
- d. **Ensure Compliance and Safety:** Ensure compliance with industry regulations, safety standards, and best practices governing the storage and handling of tea products. This includes implementing proper safety protocols, security measures, and hygiene practices to mitigate risks and ensure a safe working environment.
- e. **Facilitate Effective Communication:** Establish effective communication channels between the warehouse and external stakeholders, such as GTAC, sellers, buyers and auctioneers. This includes timely reporting, feedback mechanisms, and collaboration to address any issues or concerns promptly.
- f. **Support Continuous Improvement:** Foster a culture of continuous improvement by regularly reviewing and updating warehouse procedures, incorporating feedback, and implementing best practices. This includes ongoing training and development initiatives to enhance staff competencies and adapt to changing industry dynamics

3. Requirements:

- A. The Ware House must be licensed under Tea Warehousing (Licensing) Order, 1989 and any amendments thereof.
- B. The Warehouse must be registered under GTAC.
- C. The Warehouse must be having a valid FSSAI License.

4. DOCUMENTS (INPUTS TO BE TAKEN FROM AUCTIONEER/WAREHOUSE MEMBERS)

- i. Arrival and Weighment Report (AWR) as prescribed by GTAC from time to time
- ii. Daily Brokerwise Arrival Summary
- iii. Daily statement of arrivals, deliveries, FIS and NFIS stock as prescribed by GTAC from time to time
- iv. Gate Pass after delivery process is completed

5. GENERAL WAREHOUSE CONDITIONS

- A) The rules and specifications which have been laid down here will be applicable to all warehousemen and their warehouses registered by the committee, but the committee will in no way be responsible for any loss, damage or deterioration to goods stored therein arising out of any circumstances of whatever nature simply because the warehouse has been registered by the Committee.
- B) Warehouse Charges and conditions of storage
The Warehousemen of tea act as agent of the seller and the warehouses are additional place of business of seller. And all teas are accepted and thereafter at all times stored upon the express condition that the person (which term shall include, any person firm or company) depositing or arranging to deposit the same is either

the owner or the authorized agent of the owner thereof and shall accept for himself and all other parties at any time interested therein the following conditions.

- (i) The Warehousemen shall not be responsible for any loss, damage or deterioration to goods arising out of any circumstances of whatever nature provided that in all cases they have taken as much care of the goods as a man of ordinary prudence would in similar circumstances take of his own goods of the same quality or value.
- (ii) The warehousemen shall reserve the right, notwithstanding any contract expressed or implied to the contrary, to refuse to accept for storage and packages which cannot be clearly identified by their marking or are in such condition that their entry might cause damage or deterioration to stocks already under storage.
- (iii) The warehousemen should only store teas and no other goods. Teas should be stored in a manner in which they can be easily identified. Adequate space for damage inspection and facilities for sampling of teas should be provided. The tea packages should not therefore touch the walls or roof of the warehouse and should not be stacked more than eight high in case of PP woven sacks/ LDPE laminated jute bags or similar bags and ten high in case of paper sack or half sack. An adequate passage between stacks of packages should be maintained through which at least one person holding a tea package can pass through comfortably.
- (iv) The responsibility for any damage to the teas against fire, riots, civil commotion, burglary, theft and other perils in a registered warehouse shall rest with the owner of the teas as prescribed under Pan India Auction rules. In case of fire in any ware house the warehousemen shall cease to be responsible for any goods stored in such warehouse from the time of the outbreak of such fire.
- (v) Once the ownership of the Teas has been transferred to a buyer which will be confirmed in writing by the selling Broker, the ware housekeeper shall be at liberty to give notice to the buyer concerned after three months from the date of sale in writing to remove such teas after payment of all charges due to the warehouse. The warehouse keeper will be at full liberty to dispose such uplifted teas within twenty one days from the date of said notice.
- (vi) The schedule of charges for delivery rent after the prompt date shall be as approved by the committee from time to time.
- (vii) All accounts shall be deemed to be due when rendered. Payment of warehousing charges must be made in cash at the time of delivery unless otherwise agreed. But in any case all out standing must be settled by the 31st March of each year.
- (viii) Warehousemen shall deliver teas only against physical copy of the Delivery Orders issued by Broker members and duly endorsed by the concerned buyer for delivery, otherwise they shall be held responsible for all loss, damages and claims arising there from. In the event of teas being offered for sale from warehouses whereon a lien has been recorded with the warehousemen of any kind precluding delivery to the ultimate buyers, the warehousemen shall be liable for all costs and damages arising there from.

C) Application form Annual fee and Declaration Form.

- i) Every applicant who wishes to have his warehouse registered with the committee will be required to complete the application form provided by the Committee and to furnish all the particulars asked for therein. The standard form is enclosed (Appendix)
- ii) For each warehouse registered with the committee, registration fee as notified by GTAC from time to time shall be payable.
- iii) The warehouses should be operated directly by the party or firm as registered with the committee as the warehousemen.

D) Location Minimum size and construction of warehouse

- i) A registered warehouse must, be situated within 30 km, of the premises of Gauhati Tea Auction Committee at Dispur.
- ii) Each registered warehouse should ordinarily have an area of not less than 10,000 sq. ft. The complete warehousing space should be under one roof,
- iii) Every warehouse must be of sound construction and should have adequate lighting for all warehouse operations; should be maintained in a watertight and damp proof condition and protected against pests, including rodents, birds and insects; should be properly ventilated and kept free from all substance which might taint the teas during storage; should be at all times class I or Class II fire risks as rated by the *Insurance* Regulatory and Development Authority of *India* (IRDAI).
- iv) Every warehouse should be so situated as to permit ingress and egress of vehicles.
- v) Warehousemen shall not indulge in any unfair practices and shall not offer any rebate/ commission to anyone on account of warehousing of teas. Any violations shall attract penalty or punishment or both as would be decided by the Warehouse Sub Committee or the Governing Body of GTAC.

E) Delivery against specified Brokers, Delivery Orders:

- i) Warehousemen will be informed by the sellers as to which broker has been entrusted with the sale of the teas and shall only deliver teas against the delivery orders of the specified broker.
- ii) The Warehousemen shall be liable for any deliveries made against other than the specified Brokers' delivery order.
- iii) Sellers accept liability for losses in "outwardly sound" packages found short in weight at the time of entry into the warehouses.
- iv) Brokers shall inspect each lot entrusted to them for sale and shall draw samples in the manner prescribed from time to time by the Committee.

F) Delivery facilities and issue of receipts for delivery orders.

- i) Weighment should be provided on delivery if demanded by the buyer on payment of charges approved by GTAC. If required by the buyers, warehouses will be obliged to give delivery of separate complete lots against Brokers' Delivery order to this effect.
- ii) In case of short delivery, the warehouseman shall issue a short weighment certificate to the buyer. In case of excess delivery in weight the buyer will issue a receipt to the warehouseman for the excess weight and

such receipt will be forwarded to the Broker concerned, who shall bill the Buyer for the excess weight and he shall re-imburse the amount to the seller concerned.

- iii) In case of non-delivery of the lot or part of the lot to the buyer, the warehouseman will have to issue a non-delivery certificate to the buyer concerned.
- iv) Any such tea for which AWR has already been submitted to the broker, warehouse can deliver teas only on the basis of delivery order issued by the concerned broker, be it to the buyer, to whom the teas have been sold or to the seller, if the seller so wishes to withdraw the teas from the warehouse. Violation of this rule under any circumstances shall invite a penalty in the form of a fine of Rupees Ten Thousand only.
- v) No claim for short weight will be admissible in respect of any package unless the shortage in nett weight exceeds 0.1 percentages.

G) Strike in Warehouse

In the event of a warehouseman being unable to deliver teas due to a strike by any person or persons responsible to him for affecting such delivery, rent shall not be charged for the period in question. Warehousemen must give immediate notice to the Committee of any strike in their warehouses resulting in the stoppage of normal delivery of teas. The Committee should also be informed immediately of the termination of any such strike and the resumption of normal deliveries.

6. TEA WAREHOUSE OPERATION

A. **Staffing Pattern:** All warehouses need to have sufficient skilled/ unskilled personnel and adequate equipment and material to manage and control the warehouse and the inventories. In addition, the organizational structure needs to be defined detailing the authority, responsibility and accountability of each role in the warehouse. It is the responsibility of the Warehouse owner to ensure that the following key roles and responsibilities are assigned⁶:

Roles	Responsibilities
Warehouse Manager /Supervisor/Storekeeper	Oversee the warehouse operations. Control storage, movement and receipt/issue of inventory.
Computer Operator	Match physical quantities against receipt/release documents and ensure that inventory records (Bin/Stack& StockCards) match physical inventory. Update and track inventory files and shipping documents, ensure proper filing routines.
Security	Ensure 24 hour protection of warehouse premises and Items stored.

B. EQUIPMENTS:

For the warehouse to function properly, the following basic equipment must be made available:

- First aid kits (and medical plan) in case a person is injured;
- Telephone or radio communications link;
- Internet connection must be arranged to facilitate exchange of information with the GTAC office, Tea Board Office etc.
- Computer & multifunction printer (copier, printers, scanner etc).
- Tools for stitching bags, calibrated electronic weighing machines;
- Flashlights, fire extinguishers and other firefighting equipment, both inside and outside the storage building;
- Power cables.
- Provision of stand-by power back-up.
- Pest repellent and trap
- Entire premises should be under CCTV coverage
- Tarpaulin on the Floor (100%)
- Cupboard/ Shelf for storage of documents
- Sign Board fitting with Unit No. in the gate

C. Working Hours :

Monday to Friday ... 9.00 A.M. to 5.00 P.M.

Saturday ... 9.00 A.M. to 2.00 P.M. All Sundays shall be non-working Day.

D. General Procedure :

1. **Receiving Consignments:** As soon as the teas have been weighed, the warehouse authorities shall prepare the Arrival and Weighment Report (AWR). AWR should not be prepared unless the teas are physically present in the warehouse. Any violation pertaining to submission of AWR without the teas being present in the Warehouse will be dealt with in the following manner:-
 - i. In case of first instance of violation, the warehouse and seller each shall be penalized with a fine of Rupees Ten Thousand only and the concerned teas for which the AWR was submitted in violation of the above rule shall not be allowed to be printed for sale or withdrawn from the warehouse for a period of two weeks.
 - ii. In case of second instance of violation and onwards of the above rule, the warehouse and seller each will be penalized with a fine of Rupees Fifty Thousand only and the concerned teas for which the AWR was submitted in violation of the above rule shall not be allowed to be printed for sale or withdrawn from the warehouse for a period of one month.

- iii. The AWR shall contain all details specified by the GTAC. The AWR shall be shared by the warehouse authorities with the GTAC and the brokers.
- iv. The warehouses will send copies of AWR directly to the sellers. The warehouse authorities shall provide specific information about the AWR, in the format and manner required by the GTAC for PAN India Auction. The information provided shall match with the information contained in the AWR.

2. Assigning goods to a storage location :

Once the warehouse manager has accepted all or parts of a consignment, store the tea lot as follows:

- i) Store the Teas in an appropriate location, according to the Layout & Storage plan. Update the plan.
- ii) **STACKING:** Appropriate and careful stacking is essential to ensure the stability of stacks, maximise the use of space, and facilitate stocktaking and prevent damage or loss to goods being stored. Follow the general stacking principle :

Topic	Guidelines
Stability	<ul style="list-style-type: none"> • Never store Tea Lots directly on the warehouse floor; elevate to avoid moisture. • Never store Lots directly against walls, pipes, or supports as stacks place stress on the structures, this will hamper access and could expose goods to moisture.
Damaged goods	<ul style="list-style-type: none"> • Stack damaged lots separately, repair or repack(if possible)

Follow the below guidelines stacking the tea lots:

Items	Guidelines
Bags	<ul style="list-style-type: none">● Make sure the floor is leveled and strong.● Use tarpaulin to for prevention against moisture.● Check the stability of the stack while stacking.● Ensure that the lower layer packs can sustain the weight.● Plan aisle space between stacks, and between the stacks and the walls.

3. Sample drawal procedure:

- a. Warehouse-keepers are not authorized to draw any samples other then check samples which can be drawn only with written request from seller or buyer.
- b. Only brokers' inspectors are authorized to draw trade samples from warehouses. Warehouses are cautioned to adhere to this and not entertain requests from any party to draw the trade samples on their behalf. In case in some dire situation broker requests the warehouse to draw samples on their behalf, the sample shall have to be drawn in presence of the broker or the broker's representative.
- c. Brokers can draw trade samples only in food grade bags with inner liner to ensure moisture free tea samples
- d. Sample bags are to be loaded by brokers direct from warehouse onto brokers' vehicle without letting the bags to lie around in the open awaiting collection by transport.
- e. All PP woven sacks should be partially opened in such a manner that the whole bag is not damaged. The inner liner should be partially slit open using a knife. Under no circumstances should the inner liner be torn or opened by pulling with hands. As soon as the sample is drawn, the broker should immediately seal the inner liner. The bag should be then tied with a string by the broker to prevent moisture from getting into the teas.
- f. The sample should be drawn using a scoop. Under no circumstances should the sample be drawn with bare hands.
- g. The outer bags should be sealed by the warehouse within the same day. In case of late drawl of samples, the warehouses have to seal the bags within the 1sthalf of the next day.
- h. If brokers withdraw check samples from any lot, they should clearly mark the bag as "CHK" as per sample gate pass.

4. Temporary Warehouse Unit:

- a. While it is desirable that all teas are stored in the permanent units of the warehouses, however due to certain exigencies additional space may be required by a warehouse in the form of a temporary unit, especially during the period preceding Durga Puja up to January each year. In such cases, GTAC may allow use of temporary units to the warehouses for that period that is Pre Durga Puja to January with a maximum 50% of the capacity of the permanent warehouse. While granting permission for temporary space, it should be ensured that the space applied for is suitable to store teas and shall fulfill all conditions prescribed by Tea Board >AC.
- b. In the instance of a warehouse needing temporary space before the period preceding Durga Puja up to January, the warehouse may be allowed to take such space on a temporary basis subject to fulfillment of GTAC requirements and on the condition that the said warehouse shall arrange to convert at least fifty percentage of the additional space applied for into permanent space in the following year. In case of a warehouse failing to convert 50% of the additional space availed during this period in the following year, the concerned warehouse shall not be allowed to avail of this facility in the future.
- c. Permission for utilizing temporary space shall be at the sole discretion of the GTAC.

5. Maintaining the Premises:

To maintain the premises, a cleaning and garbage disposal plan needs to be developed for the warehouse.

6. Layout & Storage Plan: The following areas should be designated:

- i. Office area;
- ii. Goods receiving area;
- iii. Goods storage area(s)(can include outdoors pace);
- iv. Damaged/expired goods area;
- v. Staging/loading area for items picked and ready for release

7. Safety &Security :

Teas should be protected from the risks of fire, loss, breakage, damage and theft. A security risk assessment and facilities assessment should be undertaken. The warehouse shall prepare an infrastructure plan covering:

- Security lighting, evacuation plan(escape exits) and assembly points clearly identified and marked;
- Appropriated fencing and other security measures as alarms; perimeter walls/fences towards adjoining buildings/areas. This may include security guards/ response plan/ support from Host Government Security Forces;
- No smoking policy;
- Fire fighting equipment and fire safety plan;

- Ensure regular inspection by fire fighting authorities and maintain updated Fire Safety NOC from Fire and Emergency services, Assam
 - Provide fire extinguishers, regularly maintained (available and tested);
 - Post and circulate fire prevention and extinction instructions;
 - Places and buckets and shovels near main exits
- Limited and controlled entry/exit to the warehouse/storage area;
- Incident response plan.
- CCTV coverage

8. Pest Control:

Insect's and rodents attack food stuffs and paper bags. To reduce potential losses, follow the below guidelines:

Topic	Guidelines
Pest control	<ul style="list-style-type: none"> • Use preventative and curative methods to kill insects at all stages of their development. • Take care not to damage commodities, nor endanger humans working with or consuming the goods.