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SILIGURI TEA AUCTION COMMITTEE

MALLAGURI
P.O. PRADHANNAGAR
SILIGURI-734003

Circular No.272/01/2024/WH

11th January, 2024

To
All Warehouses

Dear Sirs,

We write with references to the STAC Circulars No. 272/16/2018/WH dt. 21/03/2018 & 272/02/2023/WH dt. 18/04/2023 (Circular enclosed) and as per the decision of the Governing Body in its meeting held on 17/04/2023, **it was decided that the Standard time for opening & closing of Warehouses with lunch break from 10.00 A.M. to 02.00 PM and 03.00 PM to 07.00 PM must be maintained.**

If any Registered Warehouse that certainly doesn't follow and maintain the Rules and Regulations of STAC, a firm action will be taken considering the non-compliance of the Rules of the Committee.

Your needful support & co-operation is solicited for the convenience of the trade.

Thanking you,

Yours faithfully,

Shapa
Secretary

Enclo.: As Stated.

- Cc to:
1. The Chairman, STAC
 2. The Vice Chairman, STAC
 3. All Governing Body Members, STAC
 4. All Warehousing Advisory Body Members, STAC
 5. All Members
 6. All Buyers Associations
 7. All Producers' Association
 8. Siliguri Tea Warehouse Welfare Association



SILIGURI TEA AUCTION COMMITTEE

MALLAGURI
P.O. PRADHANNAGAR
SILIGURI-734003

Circular No.272/02/2023/WH

18th April, 2023

To
All Warehouses

Dear Sirs,

With reference to the STAC Circular No. 272/16/2018/WH dt. 21/03/2018 (Circular enclosed) and as per the decision of the Governing Body in its meeting held on 17/04/2023, it was decided that the Standard time for opening & closing of Warehouses with lunch break from 10.00 A.M. to 02.00 PM and 03.00 PM to 07.00 PM must be maintained.

This is for your information and needful compliance.

Thanking you,

Yours faithfully,

Shopa
Secretary

Enclo.: As Stated.

- Cc to:
1. The Chairman, STAC
 2. The Vice Chairman, STAC
 3. All Governing Body Members, STAC
 4. All Warehousing Advisory Body Members, STAC
 5. All Members
 6. All Buyers Associations
 7. All Producers' Association
 8. Siliguri Tea Warehouse Welfare Association



SILIGURI TEA AUCTION COMMITTEE

MALLAGURI
P.O. - PRADHAN NAGAR
SILIGURI - 734003

Circular No.272/16/2018/WH

21st March, 2018

To
All Warehouses:

Dear Sir,

In accordance with the decision of Governing Body in its meeting held on 17/03/2018 we would request you to follow the following norms in respect of storing of teas meant for offering through Siliguri Tea Auction Sales, wef 01/04/2018 :

1. Standard time for opening & closing of warehouses with lunch break from 10.00 A.M. to 2 P.M. and 3.00 P.M. to 7.00 P.M. must be maintained.
2. Sign Board of standard size (3ft x 2ft) in the outside wall of Warehouses, unit wise as per STAC Circular No.272/10/2017/WH dated 18th November, 2017 must be fixed, The Warehouse units on temporary registration granted by STAC should mention period of temporary permission from date to date in the sign board.
3. All the standing Rules and regulations of STAC in respect of storing teas in the Warehouses must be strictly followed.
4. Two persons will be appointed on contract basis entrusted for only inspection of Warehouses to check whether the teas are stored in the warehouses maintaining STAC Rules and regulation and report to the Committee.
5. Limit of storing teas @ 1.2 pkgs / sqft in the warehouse should be strictly followed. The storing norm can be regulated by the Warehousing Advisory Body in the peak season, if necessary considering flow of arrivals. The members suggested auto lock system in the online portal to check the excess storing of teas in the Warehouses beyond the limit of storing.
6. Proper stacking of the teas location wise as per STAC Rules and Regulations must be maintained – in the off season storing should be 8 bags high, in the peak season which can be increased to maximum 10 Bags stacking.
7. Whatever the teas arrived in warehouse must be marked in Brokers name. Teas without Brokers name is not permitted to store in the warehouses.
8. For withdrawal of teas from warehouses the Seller will intimate STAC prior to catalogue printing and Broker will issue NOC on the strength of Sellers intimation of withdrawal of teas within the specific time as per STAC Rules & Regulations.

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9. The Brokers will inspect under the provision of STAC Rules to ensure the availability of teas in the registered warehouse space meant for selling through Auction.
10. Stitching of Bags should be made properly under supervision of Brokers immediately after sampling. Paper sacks must be carefully opened from its built in place in the corner of the mouth portion of Sacks for collecting samples without tearing the paper. No cut mark in the sacks will be entertained
11. The Warehouse keepers will print 'S' (6" in size) mark prominently in the Sample Bags as per Rules.
12. Brokers will stick their individual sticker marked with Broker Name to plug the puncturing mark in the Bags after drawing test sample.
13. The warehouse keepers will issue short certificate as per STAC Rules on the non-availability of teas and short weight without delay. Short certificate must be issued at the time of delivery of teas.
14. The warehouse keepers must follow the prompt dates (Sellers) as notified by STAC in the Web Portal and Circular to determine the rent Bills on a/c of Buyers.
15. Warehouse keepers will issue Warehouse charges Bills through Computer, not hand written Bills, with GST No of respective Buyer. All gate pass should be entered in the STAC web portal, preferably from April, 2018.
16. The members recommended installation of CC TV camera inside the Warehouses and the record of at least two months should be available on demand of the Committee, if any dispute/irregularity reported.

Thanking you,

Yours faithfully,



Secretary

- Cc to:
1. The President, STWWA
 2. All Broker Members
 3. The Chairman, STAC
 4. The Vice Chairman, STAC
 5. Members of Warehousing Advisory Body
 6. Members of Governing Body