



# SILIGURI TEA AUCTION COMMITTEE

MALLAGURI  
P.O. - PRADHAN NAGAR  
SILIGURI - 734003

Circular No. 170/90/2013/BR

19<sup>th</sup> December, 2013

To  
**All Broker Members:**

**Sub: Uploading the pre-auction catalogue, valuation etc in the system**

**Ref: Our earlier Circular No.170/56/2012/BR dated 22/11/2012**

Dear Sir,

We reiterate the following uploading schedule in e-auction system for your strict compliance.

Please ensure that the pre-auction catalogue and other details must be uploaded in the e-auction system as per the following schedule. You will be liable for any mistake or oversight on your part to enter pre-auction details with catalogue as per schedule:

### **Uploading Schedule**

1. Pre-auction catalogue uploading 13 days before the Auction date.
2. Valuation uploading before 3/5 days of the Auction date.
3. Uploading the sample quantity details before 2/3 days of the Auction date.
4. Any correction in the information must be made atleast 1day before the Auction date with intimation to STAC/NSE.IT site Engineer.

Thanking you,

Yours faithfully,

Secretary

- Cc to:
1. The Chairman, STAC
  2. The Vice Chairman, STAC
  3. Shri B. Ghoshal, NSE.IT site Engineer