

Revised Return submission Procedure for existing license holders

Various returns are collected from the stakeholders holding licenses under TMCO, TDECO, TWCO by Tea Board. The existing procedure of form submission on Production, Exports, Imports, Warehouse returns and Buyer's returns would continue till March, 2018.

The returns of April 2018 are to be submitted by Stakeholders in the online system i.e., <http://egiccs.teaboard.gov.in/> and to proceed the following instructions.

- Stakeholder would have to visit our site <http://egiccs.teaboard.gov.in> and create login credentials via the Sign Up option provided in the site.

The screenshot shows the homepage of the eGiCCS Portal of TBI. The header includes the Tea Board India logo and name in Hindi and English, along with navigation links for Home, FAQ, and About Us. A status bar displays 'No. of Hits: 338', 'No. of People Logged in: 11', and 'Total No. of Registered Users: 238'. The main content area features a 'Welcome to eGiCCS Portal of TBI' message and a 'Sign Up' button circled in red. A 'Latest Announcement' section mentions the 'eGiCCS PORTAL LAUNCH' on April 8th, 2018. A search bar for 'Licensed/ Registered Users Search' is also visible.

- Once the login credentials are created a help desk option would be available for the logged in user and stakeholder would have to navigate to the help desk section

The screenshot shows the user dashboard after login. The user is logged in as 'Dipankar'. The dashboard includes a 'Home' button and two main sections: 'Licensing Management' and 'Returns Management', both with 'More Info' links. A 'HelpDesk' link is circled in red in the top navigation bar.

- Over the help desk section stakeholder would have to raise a ticket describing the License number that the Stakeholder is prevailing along with providing scan copy of relevant documents – License Copy and ID proof

IT Helpdesk - Tea Board India

New Ticket Track Your Ticket(s)

Login ID	dsalkia0100	Name*		Designation	
Mobile No.*		E-mail*		Priority	Critical High
Subject/Type of Problem*		Module*	Select Module		
Description of the Problem*	Declare License Number and License Type Select Return Module			Attach File	Choose File No file chosen Attach License Copy
Justification					

Once the ticket has been raised **Help Desk Representative** would assist to get back USER ID and Password for further access to the site for onward submission of all relevant returns to the user.