



Tea Board India

(Under Ministry of Commerce & Industry, Dept. of Commerce, Govt. of India)

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CIRCULAR

Tea Board India is going to launch a portal for delivering the services to its stakeholders as part of its e-Governance initiative. The portal will be a single interface for the stakeholders facilitating effective and efficient delivery of service. The portal <http://egiccs.teaboard.gov.in> will be launched on 6th April 2018. A link will also be provided in the official website of Tea Board, i.e., <http://www.teaboard.gov.in>.

The portal would offer the following e-services presently:

1. Licensing: Online applications can be submitted for issue of the following 14 types of License / Registration by Tea Board viz.,

Sl. No.	Category of licenses	Fresh/Renewal
1	Issuance of Registration Certificate for Manufacturing unit	Fresh
2	Tea Waste	Fresh
3	Issuance of NOC for Mini Tea Factory	Fresh
4	Issuance of Flavour Tea Registration	Fresh
5	Issuance of Buyer Registration	Fresh
6	Distributor license	Fresh
7	Organiser of Tea Auction	Fresh
8	Exporter License	Fresh
9	RCMC	Fresh
10	NOC for construction of Manufacturing unit	Fresh
11	Tea Testing Laboratories	Fresh
12	Garden Registration	Fresh
13	Warehouse license	Fresh
14	Broker In Tea Auction	Fresh

New applicants who desire to get a New License / Certificate can visit the portal <http://egiccs.teaboard.gov.in> and Sign Up in the portal to apply for a fresh license on or after 6th April, 2018.

The applicants are required to pay the applicable license fee through online mode, i.e., through net banking payment gateway of Banks listed in Annexure to this Circular. Tea Board is also in the process of adding more banks in the netbanking list and will also include the provision of making payments through debit card and credit cards shortly. The intimation in this regard will be provided on completion of the process.

The stakeholders will be able to make the payment of license fee through offline mode also, i.e., in the form of Demand Draft (DD) for the time being in case their banks are not enlisted and not registered with the payment gateway service provider selected by the Board at this moment. However, during submission of application, the applicant needs to attach a scan copy of Demand Draft and also need to mention the DD details as per the provision given in the application process. The application will be processed by Tea Board only after physical receipt of Demand Draft in respective office where the application has been submitted online. Please note, the offline payment has to be made through demand draft only and no cash payment will be accepted by Tea Board. The helpline numbers for any assistance in this regard will be provided shortly.

2. On line system for application filing and disbursement of financial assistance under Development, Promotion Research & Development scheme components : Filing of applications and disbursement under the ongoing scheme components.

3. Return Submission : All the Returns for the fresh License / Certificate holders would be automatically available to the License / Certificate holders as per their License / Certificate type and they would be able to submit their statutory returns under different Tea Control Orders through this portal only.

The existing License / Certificate holders may submit their returns till March, 2018 through offline mode or existing mode as applicable.

The returns for the current financial year, i.e., from April 2018 onwards need to be submitted by the stakeholders in the online portal only. Returns for the month of April, 2018 may be submitted online in the month of May, 2018 within the due dates.

4. Helpdesk : The existing License / Certificate holders would have to Sign Up into the online system by visiting the portal <http://egiccs.teaboard.gov.in> to submit their returns. Once the login credentials are successfully created User would have a **Helpdesk** option after logging into the system and User would have to raise a helpdesk query by providing the existing License/ Certificate/ Registration Number along with relevant documents such as scan copy of License/ Certificate availed from Tea Board India, scan copy of ID proof etc. Once the helpdesk ticket is raised necessary validation would be made and based on successful validation the License/ Certificate along with returns submission would be mapped and made available to the respective login credentials as generated by the User and requisite communication through helpdesk ticket would also be sent to the User.

It is to be noted that every organization should have only one login credential for all the Licenses/ Certificates prevailed by the organization and separate helpdesk ticket needs to be raised for every License/ Certificate type possessed by the organization under different Tea Control Orders.

It is expected that the portal will address the business concerns of the stakeholders of tea industry across the spectrum by ensuring ease of entry, compliance and effectively facilitate trade in a simplified/ transparent manner.

Yours faithfully,

Sd/-

(S. Soundararajan)
Secretary