



Tea Board India

(Under Ministry of Commerce & Industry, Dept. of Commerce, Govt. of India)
14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

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Ref. No: LC/OnlineLIC/2018/

Date: 3rd August, 2018

CIRCULAR

This is in continuation to our earlier circular dated 11.05.2018 (copy enclosed). In this regard, it has been observed that the number of export returns received through the online portal over the last couple of months is on the lower side compared to the actual number of registered exporters. Therefore, all the registered license holders are once again requested to mandatorily submit online export and import returns through the eGiCCS portal (<http://egiccs.teaboard.gov.in>) at the earliest and ensure strict compliance.

Yours faithfully,

Encl: As stated.

Sd/-
(Rajanigandha Seal Naskar)
Controller of Licensing



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Date: 11th May, 2018

CIRCULAR

This is in continuation to our earlier e-mail dated 03.04.2018. In this regard it may please be noted that Tea Board India has launched 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> has been launched on 6th April 2018. A link is also been provided in the official website of Tea Board, i.e. <http://www.teaboard.gov.in>.

Out of various services provided by the portal, one of the core activity to be carried out is online submission of returns by the stakeholders. The existing returns such as manufacturing return (Form-E), Export & Import return, under the Tea (Marketing) Control Order, 2003 & Tea (Distribution and Export) Control Order, 2005 respectively 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 date. A detailed procedure for filling online returns is given in Annexure-I & II.

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.

Accordingly, all concerned are requested to mandatorily submit their returns henceforth in the portal and ensure strict compliance.

Yours faithfully,

Sd/-

(Rajanigandha Seal Naskar)
Controller of Licensing

Annexure-I

Revised Return submission Procedure for existing license holders (Export & Import return)

The Export & Import returns of April 2018 are to be submitted by Stakeholders in the online system i.e., <http://egiccs.teaboard.gov.in/> and to proceed with 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. At the top, there is a header with the Tea Board India logo and name in Hindi and English, along with navigation links for Home, FAQ, and About Us. Below the header, there are three orange boxes displaying statistics: 'No of Hits: 338', 'No of People Logged in: 11', and 'Total No of Registered Users: 238'. The main content area features a large image of a tea plantation on the left and a central text box with a 'Welcome to eGiCCS Portal of TBI' message. To the right of the welcome message are two buttons: 'Sign In' and 'Sign Up', with the 'Sign Up' button circled in red. Below the welcome message is a 'Latest Announcement' section and a search bar for 'Licensed/ Registered Users Search' with dropdown menus for State, District, Company Name, and License No. At the bottom, there are links for 'Act/ Regulation/ Advisory', 'Fee Structure', and 'INDIA TEA NEWS'.

- 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 profile and navigation menu. At the top, it displays 'Logged in As: Dipankar' followed by links for 'My Profile', 'HelpDesk', 'Reset Password', and 'Logout'. The 'HelpDesk' link is circled in red. Below this is a green navigation bar with a 'Home' button. The main content area features two large buttons: 'Licensing Management' on an orange background and 'Returns Management' on a green background, both with 'More Info' links and icons.

- 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	<input type="text" value="dsalkia0100"/>	Name*	<input type="text"/>	Designation	<input type="text"/>
Mobile No.*	<input type="text"/>	E-mail*	<input type="text"/>	Priority	<input type="text" value="Critical"/> <input type="text" value="High"/>
Subject/Type of Problem*	<input type="text"/>	Module*	<input type="text" value="Select Module"/>		
Description of the Problem*	<input type="text" value="Declare License Number and License Type"/> <input type="text" value="Select Return Module"/>			Attach File	<input type="text" value="Choose File"/> No file chosen <input type="text" value="Attach License Copy"/>
Justification	<input type="text"/>				

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.

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(Rajanigandha Seal Naskar)
Controller of Licensing

Annexure-II

Return submission Procedure for existing license holders (Manufacturers- Form-E)

Applicants would have to visit our site <http://egiccs.teaboard.gov.in/> and click on Sign in as shown in the fig below:

The screenshot shows the homepage of the eGiCCS Portal of TBI. At the top left is the Tea Board India logo with the text 'टी बोर्ड भारत' and 'TEA BOARD INDIA'. Below it, it says 'भारत सरकार वाणिज्य एवं उद्योग मंत्रालय के अधीन' and 'Under Ministry of Commerce & Industry, Government of India'. On the top right, there are navigation links for 'Home', 'FAQ', and 'About Us', along with the Government of India emblem and 'Department of Commerce, Ministry of Commerce and Industry, Government of India'. A status bar shows 'No. of Hits: 4698', 'No. of People Logged in: 0', and 'Total No. of Registered Users: 2928835'. The main content area features a large image of a tea plantation. To the right of the image is a 'Welcome to eGiCCS Portal of TBI' message. Below the welcome message is a 'Latest Announcement' section titled 'eGiCCS PORTAL LAUNCH' with a sub-bullet: 'eGiCCS Portal Launched by Tea Board India on 6th of April 2018'. On the right side, there are three buttons: 'eGiCCS Applicant User Manual', 'Sign In' (circled in red), and 'Sign Up'.

Once clicked on the link User would be redirected to the login page. User has to enter his correct login credentials to enter into the system as shown in the fig below:

The screenshot shows the 'Existing Users Login' page. At the top left is the Tea Board India logo and text. On the right, there is a 'Home' link. The main heading is 'Existing Users Login'. Below this, there are three input fields: 'Username' (circled in red), 'Password' (circled in red), and 'Enter Captcha Code'. Below the captcha field is a captcha image showing '7gl8B' and a refresh button. Below the captcha is a 'Sign In' button (circled in red). At the bottom, there are links for 'Forgot User ID/Password' and 'Sign Up'. A section at the very bottom asks 'If already Signup?' and provides a link to 'Login/Verify OTP'.

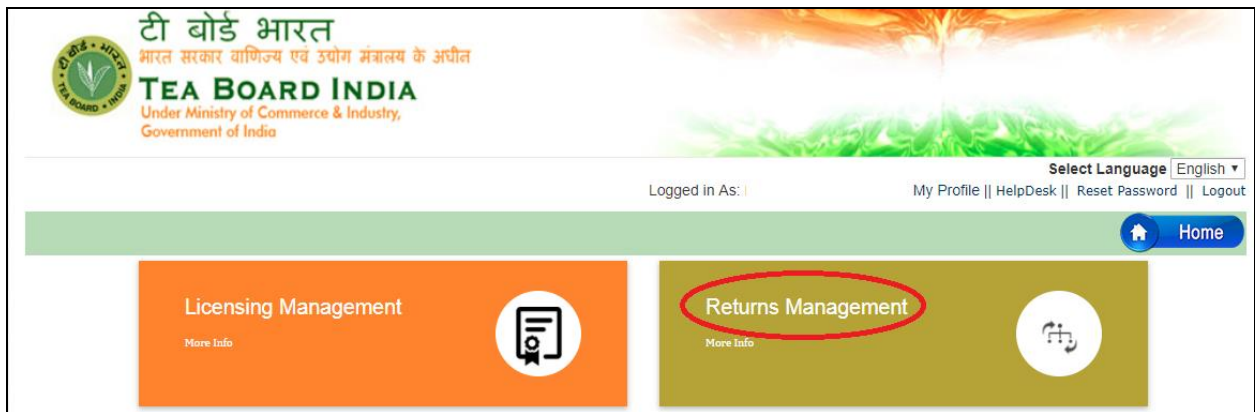
Note: - In case of FORM-E returns User has to use the login credentials as used in the current FORM-E system, however there is a minor change in the User ID as the special characters could not

be included in the eGiCCS system due to security audit hence Users has to use their user ID without any special character.

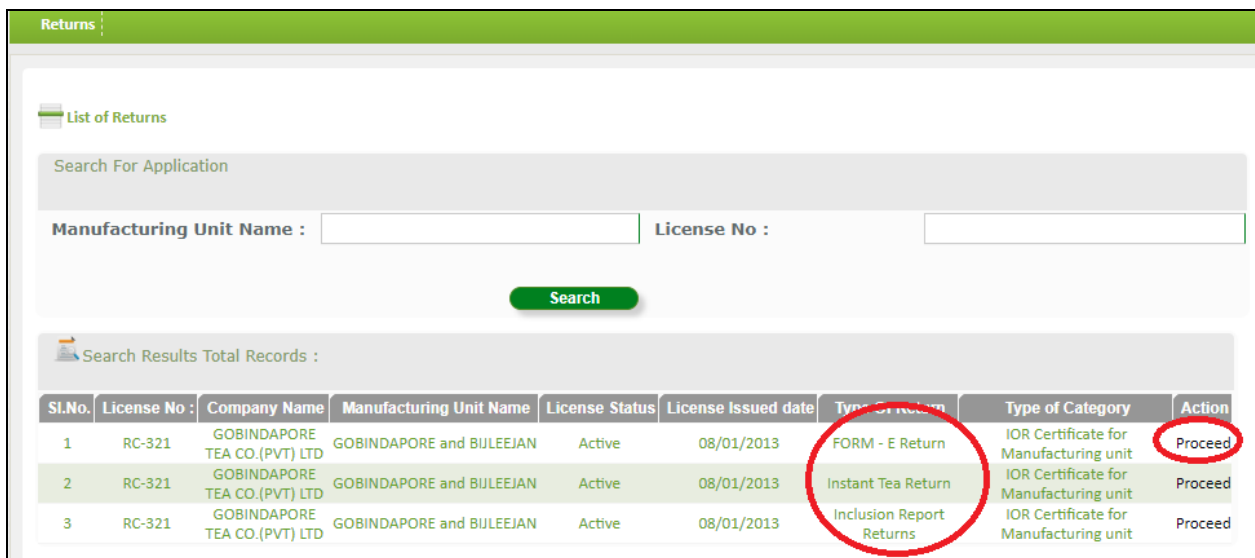
For instance please check the difference in existing and new User Id in the examples mentioned in table below:

Existing User Id	New User ID
RC-423	RC423
NE/RC-30	NERC30
RC-001	RC001

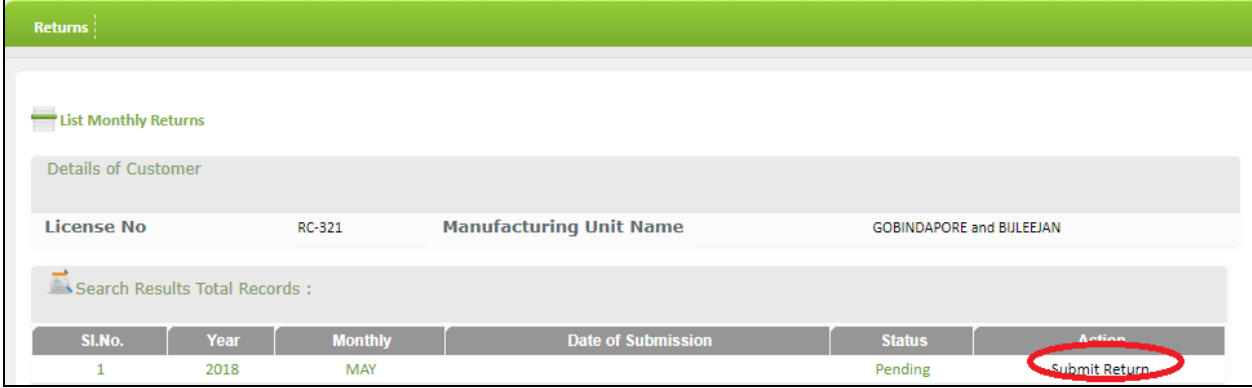
Once logged into the system User would have to click on Returns Management as shown in the fig below:-



Once clicked on 'Returns Management' all the returns types for which applicant would have to submit returns would be displayed and User would have to click on 'Proceed' to submit the returns as shown in the fig below:



Once clicked on 'Proceed' User would have option to submit returns against individual month and User would have to click on 'Submit Return' as shown in the fig below:



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