



Tea Board India

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

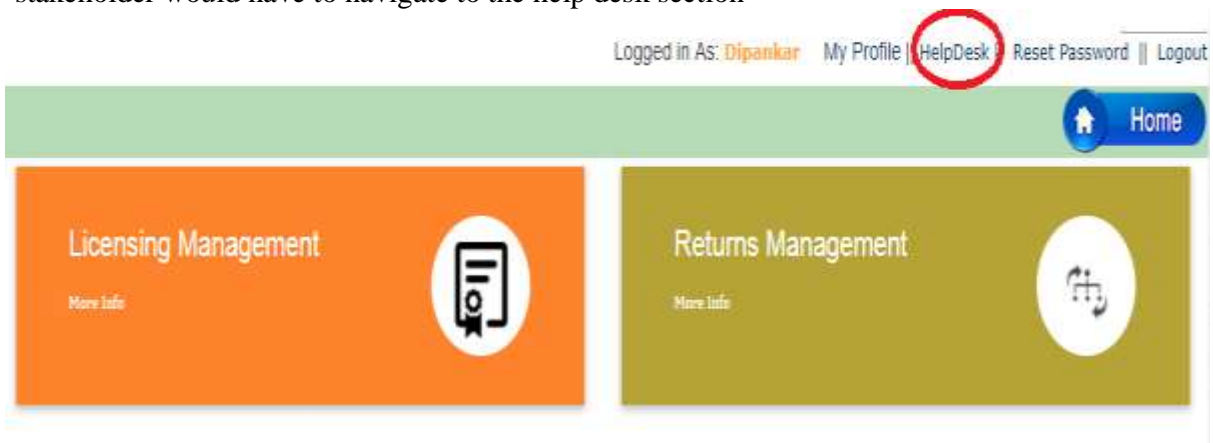
Revised Return submission Procedure for existing license holders (Export & Import return)

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.



- 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



- 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 Tickets

Login ID	dsakna0100	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.

Sd/-
 (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 figure below:



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 figure below:

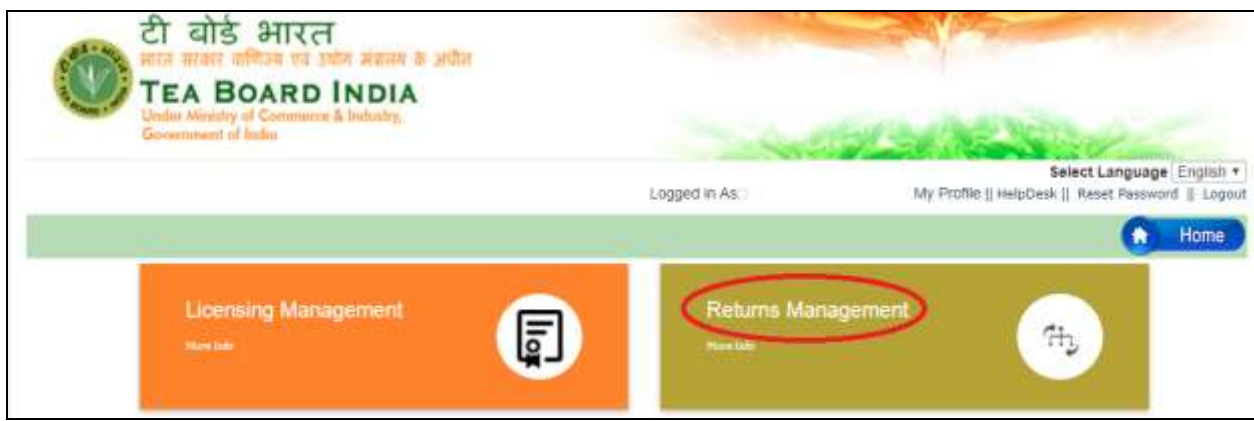


Note: - In case of FORM-E returns User has to use the login credentials as used in the current FORM-E system, however there is a minor change in the User ID as the special characters could not be included in the eGiCCS system due to security audit hence Users has to use their user ID without any special character.

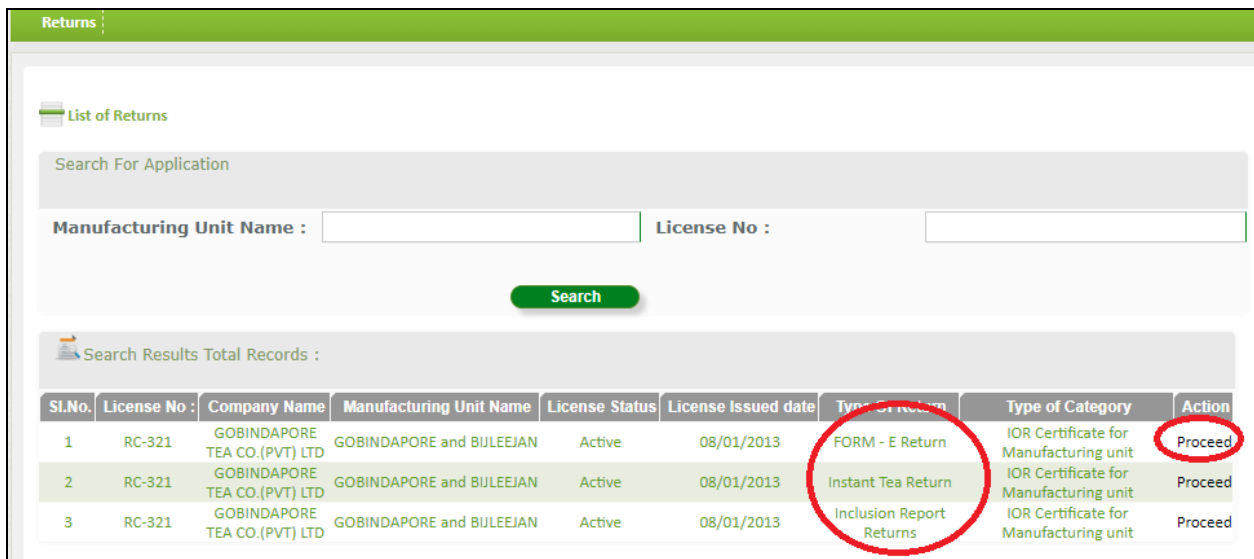
For instance please check the difference in existing and new User Id in the examples mentioned in table below:

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 figure 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 figure 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 figure below:

The screenshot shows a web application interface with a green header bar labeled 'Returns'. Below the header, there is a section titled 'List Monthly Returns' with a sub-section 'Details of Customer'. The customer details are as follows:

License No	RC-321	Manufacturing Unit Name	GOBINDAPORE and BULEEJAN	
1	2018	MAY	Pending	Submit Return

The 'Submit Return' button in the table is circled in red.

Sd/-
(Rajanigandha Seal Naskar)
Controller of Licensing