eGiCCS - eGovernance Initiatives for Citizen Centric Services in
Tea Board India

eGiCCS User Manual - Applicant
Version 1.0 dated 26th Mar 2018

Submitted by:
Logicsoft
Logicsoft International Private Limited
Gurgaon, India
## VERSION HISTORY

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<td>10.65</td>
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<td>10.78</td>
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<tr>
<td>10.79</td>
<td>Inclusion Report Return - Edit Return</td>
</tr>
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<td>10.80</td>
<td>Inclusion Report Return - Message Confirmation</td>
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<tr>
<td>10.81</td>
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<td>10.83</td>
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<td>10.84</td>
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</tr>
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<tr>
<td>10.86</td>
<td>Instant Tea Return - Message Confirmation</td>
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<td>10.87</td>
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<tr>
<td>10.88</td>
<td>Instant Tea Return - View Details</td>
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<tr>
<td>10.89</td>
<td>Instant Tea Return - Print Details</td>
</tr>
<tr>
<td>10.90</td>
<td>Instant Tea Return - Edit Return</td>
</tr>
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<td>Instant Tea Return - Message Confirmation</td>
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1 PURPOSE

The User Manual contains all essential information for the user to make full use of the eGiCCS system. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use. Screen shots of the eGiCCS system have been used extensively to show the complete end to end process flow.

2 REFERENCES

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Document</th>
<th>Dated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annexure FRS (Implementation of eGiCCS in TBI)</td>
<td>26th Oct 2016</td>
</tr>
<tr>
<td>2</td>
<td>RFP Tea Board Vol I 15 Nov 2016 ver 3.0</td>
<td>21st Nov 2016</td>
</tr>
<tr>
<td>3</td>
<td>RFP Tea Board Vol II 15 Nov 2016 ver 3.0</td>
<td>21st Nov 2016</td>
</tr>
<tr>
<td>4</td>
<td>RFP Tea Board Vol III 16 November 2016 ver 2.0</td>
<td>21st Nov 2016</td>
</tr>
<tr>
<td>5</td>
<td>Project Inception Report v3.0</td>
<td>5th May 2017</td>
</tr>
<tr>
<td>6</td>
<td>Software Requirement Specification v1.0</td>
<td>19th Jun 2017</td>
</tr>
<tr>
<td>7</td>
<td>Software Requirement Specification v2.0</td>
<td>4th July 2017</td>
</tr>
<tr>
<td>8</td>
<td>Software Requirement Specification v3.0</td>
<td>13th July 2017</td>
</tr>
<tr>
<td>9</td>
<td>Software Requirement Specification v4.1</td>
<td>26th July 2017</td>
</tr>
</tbody>
</table>

3 SCOPE

The scope of this document is to capture the screen flow of all the modules of eGiCCS system for Applicant.

This User Manual will be used a reference document during UAT.
4 LOGIN MODULE

4.1 Login Screen

Applicant/TBI officials will use the following screen to login into eGiCCS system. Applicants will have to Sign up before they can apply for license/registration certificates. TBI officials need not Sign up as they will be provided login credentials by the eGiCCS support team.

Applicant to enter username, password, captcha code and click on Sign In.
4.2 Signup Screen

Applicant will fill all the mandatory fields marked in red star, agree to the terms and conditions and then click on the Register button. Once successfully registered, applicant will get OTP through email/sms.

4.3 Verify OTP

Applicant will have to verify OTP received through email/sms. Applicant will fill the OTP against Email id and Mobile No and press the submit button.

Once OTP is verified, applicant can login into eGiCCS system using user id and password.
4.4 Forgot User ID/Password

Forgot user id/password link can be used by applicant to get user id/password through email/sms.

After applicant clicks on the submit button the following screen will appear.

![Forgot User ID/Password Screen]

After applicant clicks on the submit button the userid and password will be sent to the emails id and mobile no. And a confirmation screen will be shown.

![Confirmation Screen]

After applicant clicks on the submit button the userid and password will be sent to the emails id and mobile no. And a confirmation screen will be shown.
Password of your account, jajhip, has been sent. You should receive an email with your login credentials in your registered email account shortly.

Click here to proceed and login.
4.5  eGiCCS Home Page

After login, applicant will be directed to the home page as shown below

![Home Page Image]

Applicant to choose the relevant module by clicking on any of the above hyperlinks.
5 LICENSING – NEW APPLICATION FILING

5.1 Licensing Home Page

On clicking the Licensing Management hyperlink, applicant will be directed to Licensing homepage as shown below
5.2 Search - Incomplete Applications

Applicant can search incomplete applications through the search functionality.

Applicant can also search without specifying any criteria by selecting the incomplete application radio button and clicking the Search button and all incomplete applications will be listed as shown below.
5.3 Search - Complete Applications

Applicant can search complete applications through the search functionality. Applicant can also search without specifying any criteria by selecting the complete application radio button and clicking the Search button and all complete applications will be listed as shown below.
5.4 Common Screens for License/Registration Certificates – Apply for License/Registration

Applicant will click on Apply for License/Registration as shown below.
5.5 **Common Screens for License/Registration Certificates – Declaration**

Applicant will accept the declaration by clicking the Accept button.

If the Applicant wishes to Decline the Declaration the same can be done by clicking the Decline button.

5.6 **Common Screens for License/Registration Certificates – Select State**

Applicant will select the state and will be directed to the Apply for License/Registration Certificate page.
5.7 **Auction Organizer License – Apply for License/Registration**

Applicant will select the license/registration certificate for which he/she is applying.
5.8 Auction Organizer License - Apply

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.

5.9 Auction Organizer License – Enter Address Details

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next

5.10 Auction Organizer License – Enter Business Address Details

Applicant will fill the complete address of the premises from which he/she intends to do business and then click Save and Next to move to the next screen.
5.11 Auction Organizer License – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
### Form “G” Application For Auctioneer license

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Document Description</th>
<th>Submission Type</th>
<th>Upload Document(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Managing Committee and Memorandum &amp; Articles of Association</td>
<td>Electronically</td>
<td>Attached [View]</td>
</tr>
<tr>
<td>2</td>
<td>The names, designations and addresses of the persons authorized to authenticate the decision of such managing committee</td>
<td>Electronically</td>
<td>Attached [View]</td>
</tr>
<tr>
<td>3</td>
<td>Rules/By-Laws of the proposed auction centre</td>
<td>Electronically</td>
<td>Attached [View]</td>
</tr>
<tr>
<td>4</td>
<td>List of intending sellers of teas to be sold through auction</td>
<td>Electronically</td>
<td>Attached [View]</td>
</tr>
<tr>
<td>5</td>
<td>List of intending brokers to be operated in the proposed tea auction centre</td>
<td>Electronically</td>
<td>Attached [View]</td>
</tr>
<tr>
<td>6</td>
<td>List of confirmed buyers who are willing to buy the tea from the new auction centre under Pan India Auction System</td>
<td>Electronically</td>
<td>Attached [View]</td>
</tr>
<tr>
<td>7</td>
<td>Details about the warehouses</td>
<td>Electronically</td>
<td>Attached [View]</td>
</tr>
<tr>
<td>8</td>
<td>Detail about the auction hall</td>
<td>Electronically</td>
<td>Attached [View]</td>
</tr>
<tr>
<td>9</td>
<td>Minutes of the organizing and managing committee</td>
<td>Electronically</td>
<td>Attached [View]</td>
</tr>
<tr>
<td>10</td>
<td>Details about the registration of a society</td>
<td>Electronically</td>
<td>Attached [View]</td>
</tr>
<tr>
<td>11</td>
<td>Details about the secretariat</td>
<td>Electronically</td>
<td>Attached [View]</td>
</tr>
</tbody>
</table>

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5.12 Auction Organizer License – Select Payment Option

Applicant will select the payment mode

Select Payment Mode:

Pay Online

Close

5.13 Auction Organizer License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
5.14 Auction Organizer License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
5.15 Broker License – Apply for License/Registration

Applicant will select the license/registration certificate for which he/she is applying
5.16 Broker License - Apply

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.

5.17 Broker License – Enter Address Details

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next

5.18 Broker License – Enter Business Address Details

Applicant will fill the complete address of the premises from which he/she intends to do business and then click Save and Next to move to the next screen.
5.19 Broker License – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
### Broker License – Select Payment Option

Applicant will select the payment mode

#### Select Payment Mode:

- Pay Online

---
5.21 Broker License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

5.22 Broker License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
5.23 Buyer Registration – Apply for License/Registration

Applicant will select the Buyer Registration radio button and click on Proceed button.

5.24 Buyer Registration – Apply

Applicant will select the check box and then click “Click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.
5.25 Buyer Registration – Enter Address Details

Applicant to fill all the mandatory details, click on the checkbox and then click Save and Next to move to the next page.

5.26 Buyer Registration – Specify the Product Type

Applicant will select the type of tea and press Save and Next. Multiple types of tea can be selected if required.

5.27 Buyer Registration – Mailing Address, Branch Office Address etc

Applicant will enter Address of Branch Offices, if any, Mailing Address, Central and Sales Tax Regn No’s.

Applicant will also enter name of Auction Organizer if he/she is a member of the same.
Click on Save and Next to move to the next screen.

5.28 Buyer Registration – Attach Documents
Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.29 Buyer Registration – Select Payment Option

Applicant will select the payment mode

5.30 Buyer Registration – Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
5.31 Buyer Registration – Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
5.32 Change of Name in Respect of Registered Buyer Registration - Apply for License/Registration

Applicant will select the Change of Name in Respect of Registered Buyer radio button and click on Proceed button.

5.33 Change of Name in Respect of Registered Buyer Registration - Apply

Applicant will click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.
### 5.34 Change of Name in Respect of Registered Buyer Registration – Enter Name & Address Details

Applicant will fill all the mandatory name & address details and then click Save and Next.

![Application Form for Change of Name in Respect of Registered Buyer](image)

### 5.35 Change of Name in Respect of Registered Buyer Registration – Validate

Applicant will fill the registration number and click validate.
5.36 Change of Name in Respect of Registered Buyer Registration – Proceed
Once the registration number is validated, details will be shown on screen. User will click Save and Next to move to the next screen.

5.37 Change of Name in Respect of Registered Buyer Registration – Attach Documents
Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.38 Change of Name in Respect of Registered Buyer Registration – Select Payment Option

Applicant will select the payment mode

Pay Online

Close
5.39 Change of Name in Respect of Registered Buyer Registration - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

5.40 Change of Name in Respect of Registered Buyer Registration - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
5.41 Change of Name in Respect of Registered Tea Warehouse License - Apply for License/Registration

Applicant will select the Change of Name in Respect of Registered Tea Warehouse License radio button and click on Proceed button.

5.42 Change of Name in Respect of Registered Tea Warehouse License - Apply

Applicant will click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.
5.43 Change of Name in Respect of Registered Tea Warehouse License – Enter Name & Address Details

Applicant will fill all the mandatory name & address details and then click Save and Next.

5.44 Change of Name in Respect of Registered Tea Warehouse License – Validate

Applicant will fill the registration number and click validate.
5.45 Change of Name in Respect of Registered Tea Warehouse License – Proceed

Once the registration number is validated, details will be shown on screen. User will click Save and Next to move to the next screen.

5.46 Change of Name in Respect of Registered Tea Warehouse License – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.47 Change of Name in Respect of Registered Tea Warehouse License – Select Payment Option

Applicant will select the payment mode
5.48 Change of Name in Respect of Registered Tea Warehouse License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

5.49 Change of Name in Respect of Registered Tea Warehouse License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
5.50 Change of Name in Respect of Registered Tea Waste License - Apply for License/Registration

Applicant will select the Change of Name in Respect of Registered Tea Waste License radio button and click on Proceed button.

![Image of Licensing Home page with options to apply for various licenses.]

5.51 Change of Name in Respect of Registered Tea Waste License - Apply

Applicant will click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.
5.52 Change of Name in Respect of Registered Tea Waste License – Enter Name & Address Details

Applicant will fill all the mandatory name & address details and then click Save and Next.

5.53 Change of Name in Respect of Registered Tea Waste License – Validate

Applicant will fill the registration number and click validate.
5.54 Change of Name in Respect of Registered Tea Waste License – Proceed

Once the registration number is validated, details will be shown on screen. User will click Save and Next to move to the next screen.

5.55 Change of Name in Respect of Registered Tea Waste License – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.56 Change of Name in Respect of Registered Tea Waste License – Select Payment Option

Applicant will select the payment mode

Select Payment Mode:

Pay Online

Close
5.57 Change of Name in Respect of Registered Tea Waste License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

5.58 Change of Name in Respect of Registered Tea Waste License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
5.59 Change of Ownership of Garden Registration - Apply for License/Registration

Applicant will select the Change of ownership of Garden Registration radio button and click on Proceed button.

5.60 Change of Ownership of Garden Registration - Apply

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.
5.61 Change of Ownership of Garden Registration – Enter Address Details

Applicant will fill all the mandatory address details and then click Save and Next.

5.62 Change of Ownership of Garden Registration – Enter Garden Registration No

Applicant will fill the company type and the garden registration number then click Validate to move to the next screen. Applicant should have a valid Garden Registration number otherwise applicant can’t move to the next screen.
5.63 Change of Ownership of Garden Registration – Validate and Proceed

After the garden registration number is validated by the system, applicant can move to the next screen by clicking Save and Next button.

5.64 Change of Ownership of Garden Registration – Loan & Returns

Applicant will have to fill details of the loan acquired from tea board and whether Form E/Annual Return has been submitted.
5.65 Change of Ownership of Garden Registration – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
### Change of Ownership of Garden Registration – Select Payment Option

Applicant will select the payment mode

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Document Description</th>
<th>Submission Type</th>
<th>Upload Document(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Original Registration certificate issued by Tea Board in favour of the Tea Estate/Indemnity Bond on a non-judicial stamp paper of Rs. 100/- duly notarized stating that original Registration Certificate issued in favour of the Tea Estate (name of the Tea Estate) has been misplaced/not as the case may be and it is hereby affirm that the said certificate will be surrendered to Tea Board in case it is found at a later date.</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>2</td>
<td>For Company: Memorandum &amp; Articles of Association &amp; Certificate of Incorporation duly certified by one of the Directors</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>3</td>
<td>A Survey Map indicating total area explaining location vide Dag No., Plot No. etc. drawn by a Tea Board approved/ Govt. approved surveyor.</td>
<td>Physically</td>
<td>Attached</td>
</tr>
<tr>
<td>4</td>
<td>For Partnership Firm: Deed of Partnership duly attested by at least two partners.</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>5</td>
<td>Registered Sale Deed/transfer deeds/court order/lease deed</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>6</td>
<td>Resolution adopted in the Board Meeting for sale of the Tea Estate in case of company.</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>7</td>
<td>Mutation Certificate from the concerned Land and Revenue Department in which the name of applicant company has been recorded.</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>8</td>
<td>Form No.32</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>9</td>
<td>Form 18</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>10</td>
<td>Name, residential address, e-mail ID and contact numbers of present Partners/Directors/Proprietor of the firm/company in the company letter head along with address proof</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>11</td>
<td>For Proprietorship Firm: Declaration duly notarised in non-judicial stamp paper value of Rs.100/- for sole proprietor along with name and residential address</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
</tbody>
</table>
5.67 Change of Ownership of Garden Registration - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
5.68 Change of Ownership of Garden Registration - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.

![Receipt Image]

5.69 Change of Ownership of Tea Factory - Apply for License/Registration

Applicant will select the Change of Ownership of Tea Factory radio button and click on Proceed button
5.70 Change of Ownership of Tea Factory - Apply

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.
5.71 Change of Ownership of Tea Factory – Enter Address Details

Applicant will fill all the mandatory address details and then click Save and Next

5.72 Change of Ownership of Tea Factory – Enter Tea Factory Registration No

Applicant will fill the company type and the tea factory registration number then click Validate to move to the next screen. Applicant should have a valid tea factory registration number otherwise applicant can’t move to the next screen.
5.73 Change of Ownership of Tea Factory – Validate and Proceed

After the tea factory registration number is validated by the system, applicant can move to the next screen by clicking Save and Next button.

5.74 Change of Ownership of Tea Factory – Loan & Returns

Applicant will have to fill details of the loan acquired from tea board and whether Form E/Annual Return has been submitted.
5.75 Change of Ownership of Tea Factory – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
### 5.76 Change of Ownership of Tea Factory – Select Payment Option

Applicant will select the payment mode

<table>
<thead>
<tr>
<th>LNo.</th>
<th>Document Description</th>
<th>Submission Type</th>
<th>Upload Document(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Original Registration certificate issued by Tea Board in favour of the Tea Factory/Indemnity Bond on a non-judicial stamp paper of Rs. 100/- duly notarized stating that original Registration Certificate issued in favour of the Tea Factory (name of the Tea Factory) has been misplaced/lost as the case may be and it is hereby affirm that the said certificate will be surrendered to Tea Board in case it is found at a later date.</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>2</td>
<td>Copy of sale deed/lease deed/lease deed</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>3</td>
<td>Memorandum &amp; Articles of Association and Certificate of Incorporation duly certified by one of the Directors.</td>
<td>Electronically</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>4</td>
<td>Deed of Partnership duly attested by at least two partners.</td>
<td>Electronically</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>5</td>
<td>Resolution adopted in the Board Meeting for sale of the Tea Factory in case of company</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>6</td>
<td>Copy of Forms filled before the Registrar of Company (latest) - I Form DIN</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>7</td>
<td>Copy of Forms filled before the Registrar of Company (latest) - II Form 18</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>8</td>
<td>Name, residential address, e-mail ID and contact numbers of present Partners/Directors/Proprietor of the firm/company in company letter head along with address proof.</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>9</td>
<td>Declaration duly notarised in non-judicial stamp paper value not less than Rs.100/- for sale of partnership along with name and residential address.</td>
<td>Electronically</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>10</td>
<td>Declaration on non-judicial stamp paper of Rs. 100/- duly notarised mentioning that the tea which will be manufactured in the proposed factory shall conform to the specification for tea as laid down under FSSAI rules as amended from time to time.</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
</tbody>
</table>
5.77 Change of Ownership of Tea Factory - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
5.78 Change of Ownership of Tea Factory - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.

5.79 Distributor License - Apply for License/Registration

Applicant will select the Distributor License radio button and click on Proceed button.
5.80 Distributor License - Apply

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.

![Image of Distributor License - Apply]

5.81 Distributor License – Enter Address Details

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next.

![Image of Distributor License – Enter Address Details]
5.82 **Distributor License – Enter Business Address Details**

Applicant will fill the complete address of the premises from which he/she intends to do business and then click Save and Next to move to the next screen.

![Distributor License - Enter Business Address Details](image)

5.83 **Distributor License – Attach Documents**

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.84 Distributor License – Select Payment Option

Applicant will select the payment mode

Select Payment Mode:

Pay Online

Close
5.85 Distributor License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

5.86 Distributor License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
5.87 Exporter License - Apply for License/Registration

Applicant will select the Exporter License radio button and click on Proceed button.

![Diagram showing Exporter License options]

5.88 Exporter License - Apply

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.

![Diagram showing Exporter License application process]
5.89 **Exporter License – Enter Address Details**

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next.

![Exporter License – Enter Address Details](image1)

5.90 **Exporter License – DGFT Authentication**

Applicant will fill the IE Code and first 3 characters of Importer name and click on “Proceed with DGFT Authentication”. The IE Code will get validated from DGFT.

![Exporter License – DGFT Authentication](image2)
5.91 Exporter License – Proceed

Once DGFT validates the IE Code, applicant can click Save and Next to move to the next screen.

5.92 Exporter License – Address of Premises

Applicant will enter address details of various premises in which the applicant intends to do business and will also enter proprietary marks and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.93 Exporter License – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.

![Attach Documents Table]

5.94 Exporter License – Select Payment Option

Applicant will select the payment mode
5.95 Exporter License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
5.96 Exporter License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.

![Image of Exporter License Receipt]

5.97 Flavour Registration - Apply for License/Registration

Applicant will select the Flavour Registration radio button and click on Proceed button.
5.98 Flavour Registration - Apply

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.
5.99 Flavour Registration – Enter Address Details

Applicant will fill all the mandatory address details and then click Save and Next.

5.100 Flavour Registration – Enter Flavour Details

Applicant will fill the natural flavor and/or natural flavor substance with % and then click save& add and then click Save and Next to move to the next screen.
5.101 Flavour Registration – Manufacturing Details

Applicant will fill all the mandatory manufacturing details in the screen and attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.102 Flavour Registration – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
### 5.103 Flavour Registration – Select Payment Option

Applicant will select the payment mode

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Document Description</th>
<th>Submission Type</th>
<th>Upload Document(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>For Proprietary concern : Declaration duly notarized in non-judicial stamp paper value not less than Rs.100/- for sole proprietorship along with name and residential address.</td>
<td>Electronically</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>For Partnership firm : Deed of Partnership duly attested by at least two partners (if the applicant is a partnership firm)</td>
<td>Electronically</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>For company Memorandum &amp; Articles of Association &amp; Certificate of Incorporation duly certified by one of the Directors (if the applicant is a company)</td>
<td>Electronically</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Factory Registration Certificate of Tea Board, if applicable</td>
<td>Electronically</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Copy of Tea Board’s Exporter/Buyer license, if any.</td>
<td>Electronically</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Factory Licence issued by the State Authority, if applicable</td>
<td>Electronically</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Central Excise Certificate, if applicable.</td>
<td>Electronically</td>
<td>Attached View</td>
</tr>
<tr>
<td>8</td>
<td>Certificate from Food Safety and Standards Authority of India.</td>
<td>Electronically</td>
<td>Attached View</td>
</tr>
<tr>
<td>9a</td>
<td>b) Test Report on (ISSAI parameters – Physical Parameters) in original, from Tea Board enlisted NABL accredited laboratories.</td>
<td>Electronically</td>
<td>Attached View</td>
</tr>
<tr>
<td>10</td>
<td>c) Details of methodology for estimation for flavours in tea.</td>
<td>Electronically</td>
<td>Attached View</td>
</tr>
<tr>
<td>11</td>
<td>d) Name, residential address, e-mail ID and contact numbers of present Partners/Directors/Proprietor of the firm/company.</td>
<td>Electronically</td>
<td>Attached View</td>
</tr>
<tr>
<td>12</td>
<td>e) Declaration by the applicant duly affirmed before the Executive Magistrate stating that the applicant will add only natural flavor and flavoring substances which are obtained exclusively by physical process for materials of plant origin in their state or after processing for human Consumption.</td>
<td>Electronically</td>
<td>Attached View</td>
</tr>
</tbody>
</table>
5.104 Flavour Registration - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
5.105 Flavour Registration - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.

5.106 Garden Registration - Apply for License/Registration

Applicant will select the Garden Registration radio button and click on Proceed button.
5.107 Garden Registration - Apply

Applicant will click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.

5.108 Garden Registration – Enter Address Details

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next

5.109 Garden Registration – Enter Land Details

Applicant will fill the complete land details, attach sale deed and then click Save and Next to move to the next screen.
5.110 Garden Registration – Tea Estate Details

Applicant will enter all the mandatory details of name and address of tea estate. Applicant will attach supporting documents by clicking the attach button. Applicant will then select the Status of Applicant if it is Public/Private limited Company then additional details will be filled and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.111 Garden Registration – Tea Estate Details

Applicant will enter all the mandatory details of name and address of tea estate. Applicant will attach supporting documents by clicking the attach button. Applicant will then select the Status of Applicant if it is Partnership/Proprietorship then additional details will be filled and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.112 Garden Registration – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.113 Garden Registration - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
5.114 **Garden Registration - Print Receipt**

After application submission is successful, applicant can take a printout of the receipt of application form.
5.115 Issuance of Registration Certificate of Manufacturing Unit - Apply for License/Registration

Applicant will select the Issuance of Registration Certificate of Manufacturing Unit radio button and click on Proceed button.

5.116 Issuance of Registration Certificate of Manufacturing Unit - Apply

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.
5.117 Issuance of Registration Certificate of Manufacturing Unit – Enter Address Details

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next.

5.118 Issuance of Registration Certificate of Manufacturing Unit – Enter Tea Estate Factory Details

Applicant will mention if he/she wishes to register the processing unit as a tea estate factory and mention the annual capacity of production and then click Save and Next to move to the next screen.
5.119 Issuance of Registration Certificate of Manufacturing Unit – Enter Tea Estate Factory Details

If applicant wishes to register the processing unit as a tea estate factory then the following mandatory fields need to be filled and also mention the annual capacity of production and then click Save and Next to move to the next screen.

5.120 Issuance of Registration Certificate of Manufacturing Unit – Address of Tea Processing Unit

Applicant will central excise registration number and mention the name and address of tea processing unit and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.121 Issuance of Registration Certificate of Manufacturing Unit – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Document Description</th>
<th>Submission Type</th>
<th>Upload Document(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detailed list of machinery and equipment installed along with date of installation</td>
<td>Electronically</td>
<td>Attached</td>
</tr>
<tr>
<td>2</td>
<td>Copy of Final Factory Layout drawing to be drawn by Civil Engineer.</td>
<td>Physically</td>
<td></td>
</tr>
</tbody>
</table>

5.122 Issuance of Registration Certificate of Manufacturing Unit – Select Payment Option

Applicant will select the payment mode
5.123 Issuance of Registration Certificate of Manufacturing Unit - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
5.124 Issuance of Registration Certificate of Manufacturing Unit - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.

![Receipt Image]

5.125 Mini Tea Factory License - Apply for License/Registration

Applicant will select the Mini Tea Factory License radio button and click on Proceed button.
5.126 **Mini Tea Factory License - Apply**

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.
5.127 Mini Tea Factory License – Enter Address Details

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next.

5.128 Mini Tea Factory License – Enter Type of Company and Production Details

Applicant will fill the complete address of the premises from which he/she intends to do business and then click Save and Next to move to the next screen.
5.129 Mini Tea Factory License – Name & Address of Tea Processing Unit

Applicant will fill the complete address of the tea processing unit from which he/she intends to do business and then click Save and Next to move to the next screen.
5.130 Mini Tea Factory License – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.

5.131 Mini Tea Factory License – Select Payment Option

Applicant will select the payment mode
5.132 Mini Tea Factory License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

5.133 Mini Tea Factory License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
5.134 NOC for Construction of Manufacturing Tea Unit - Apply for License/Registration

Applicant will select the NOC for Construction of Manufacturing Tea Unit radio button and click on Proceed button.
5.135 NOC for Construction of Manufacturing Tea Unit - Apply

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.

5.136 NOC for Construction of Manufacturing Tea Unit – Enter Address Details

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next.
5.137 NOC for Construction of Manufacturing Tea Unit – Enter Type of Tea Details

Applicant will fill the type of tea to be produced in the manufacturing unit and annual capacity of production and then click Save and Next to move to the next screen.

5.138 NOC for Construction of Manufacturing Tea Unit – Address of Manufacturing Unit

Applicant will enter complete address of tea manufacturing unit and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.

5.139 NOC for Construction of Manufacturing Tea Unit – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.140 NOC for Construction of Manufacturing Tea Unit - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
5.141 NOC for Construction of Manufacturing Tea Unit - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.

5.142 Permanent Exporter License - Apply for License/Registration

Applicant will select the Permanent Exporter License radio button and click on Proceed button.
5.143 **Permanent Exporter License - Apply**

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.
5.144 Permanent Exporter License – Enter Address Details

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next.

![Image of Permanent Exporter License - Enter Address Details]

5.145 Permanent Exporter License – Address of Premises

Applicant will enter address details of various premises in which the applicant intends to do business and will also enter proprietary marks and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.

![Image of Permanent Exporter License - Address of Premises]
5.146 Permanent Exporter License - Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.

![Upload/Attach Document(s)](image)

5.147 Permanent Exporter License - Select Payment Option

Applicant will select the payment mode
5.148 Permanent Exporter License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

5.149 Permanent Exporter License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
5.150 Registration Cum Membership Certificate - Apply for License/Registration

Applicant will select the Registration Cum Membership Certificate (RCMC) radio button and click on Proceed button.

![Image of RCMC registration process]

5.151 Registration Cum Membership Certificate - Apply

Applicant will click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.

![Image of RCMC application process]

5.152 Registration Cum Membership Certificate – Enter Address Details

Applicant will fill all the mandatory address details and then click Save and Next.
5.153 Registration Cum Membership Certificate – Enter Business Details

Applicant will fill the main line of business, IEC code, if applicable and description of goods and then click Save and Next to move to the next screen.

5.154 Registration Cum Membership Certificate – Name and Address of Branch Offices

Applicant will enter name and address of branch offices, name and address of factory, SSI registration details, export license details and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.155 Registration Cum Membership Certificate – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.156 Registration Cum Membership Certificate – Select Payment Option

Applicant will select the payment mode

Select Payment Mode:

Pay Online

Close
5.157 Registration Cum Membership Certificate - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

5.158 Registration Cum Membership Certificate - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
5.159 Tea Testing Laboratories License - Apply for License/Registration

Applicant will select the Tea Testing Laboratories License radio button and click on Proceed button

5.160 Tea Testing Laboratories License - Apply

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.
5.161 Tea Testing Laboratories License – Enter Address Details

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next.

5.162 Tea Testing Laboratories License – Enter Laboratory Details

Applicant will fill the complete details of the laboratory used for tea testing and then click Save and Next to move to the next screen.
5.163 Tea Testing Laboratories License – Name and Address of Laboratory

Applicant will enter name and address of laboratory, Person’s details and name of exporter of tea for which tea is tested in the laboratory and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.164 Tea Testing Laboratories License – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
### 5.165 Tea Testing Laboratories License – Select Payment Option

Applicant will select the payment mode
5.166 Tea Testing Laboratories License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
5.167 Tea Testing Laboratories License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.

![Print Receipt Image]

5.168 Tea Warehouse License - Apply for License/Registration

Applicant will select the Tea Warehouse License radio button and click on Proceed button.
5.169 **Tea Warehouse License - Apply**

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.

5.170 **Tea Warehouse License – Enter Address Details**

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next.
5.171 Tea Warehouse License – Enter Nature of Business Details

Applicant will fill the nature of business to be carried out in warehouse and then click Save and Next to move to the next screen.

5.172 Tea Warehouse License – Enter Nature of Business Details

If the nature of business to be carried out in warehouse is on behalf of other then provide name and address details and then click Save and Next to move to the next screen.
5.173 **Tea Warehouse License – Enter Address of Correspondence**

Applicant to enter full address for correspondence and then click Save and Next to move to the next screen.

5.174 **Tea Warehouse License – Attach Documents**

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.175 Tea Warehouse License – Select Payment Option

Applicant will select the payment mode
5.176 Tea Warehouse License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
5.177 Tea Warehouse License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.

![Receipt Image]

5.178 Tea Waste License - Apply for License/Registration

Applicant will select the Tea Waste License radio button and click on Proceed button
5.179 **Tea Waste License - Apply**

Applicant will select the check box and then click “click to apply”.

On clicking the cancel button applicant will be directed to Licensing Home page.

5.180 **Tea Waste License – Enter Address Details**

Applicant will fill all the mandatory address details, select the checkbox and then click Save and Next
5.181 Tea Waste License – Enter Tea Waste Details

Applicant will fill the tea waste quantity for the last 3 years one by one and then click Save and Next to move to the next screen.
5.182 Tea Waste License – Tea Waste Storage Details

Applicant will enter the address of the place where tea waste is stored and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.

5.183 Tea Waste License – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
5.184 Tea Waste License – Select Payment Option

Applicant will select the payment mode

Pay Online

Close
5.185 Tea Waste License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

5.186 Tea Waste License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
6  LICENSING – RENEWAL APPLICATION FILING

6.1  Auction Organizer License – Apply

Applicant will click on the submenu option “Apply for Renewal” under “Renewal” menu option as shown below

![Image of Licensing Home page showing apply for renewal]

6.2  Auction Organizer License - Proceed

On clicking the proceed link against the license a message box will popup, Applicant will click ok to move to next screen.

![Image of message box prompting to apply for renewal]

6.3  Auction Organizer License – View Application Form

Applicant will be able to view the renewal application form and will click on the proceed button available at the end of the application form.
6.4 Auction Organizer License – Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
6.5 **Auction Organizer License - Select Payment Option**

Applicant will select the payment mode
6.6 Auction Organizer License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

6.7 Auction Organizer License – Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
6.8 Broker License - Apply

Applicant will click on the submenu option “Apply for Renewal” under “Renewal” menu option as shown below

6.9 Broker License - Proceed

On clicking the proceed link against the license a message box will popup, Applicant will click ok to move to next screen.
6.10 Broker License – View Application Form

Applicant will be able to view the renewal application form and will click on the proceed button available at the end of the application form.
6.11 Broker License - Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
6.12 Broker License - Select Payment Option

Applicant will select the payment mode

Pay Online

Close
6.13 Broker License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

![Broker License - Upload Form](image1)

6.14 Broker License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.

![Broker License - Print Receipt](image2)
6.15 Exporter License - Apply

Applicant will click on the submenu option “Apply for Renewal” under “Renewal” menu option as shown below.

![Image of Exporter License - Apply](image1)

6.16 Exporter License - Proceed

On clicking the proceed link against the license a message box will popup, Applicant will click ok to move to next screen.

![Image of Exporter License - Proceed](image2)

6.17 Exporter License – View Application Form

Applicant will be able to view the renewal application form and will click on the proceed button available at the end of the application form.

![Image of Exporter License – View Application Form](image3)
6.18 Exporter License - Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.
6.19  Exporter License - Select Payment Option

Applicant will select the payment mode
6.20 Exporter License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

6.21 Exporter License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
6.22 Registration Cum Membership Certificate (RCMC) - Apply

Applicant will click on the submenu option “Apply for Renewal” under “Renewal” menu option as shown below

6.23 Registration Cum Membership Certificate (RCMC) - Proceed

On clicking the proceed link against the license a message box will popup, Applicant will click ok to move to next screen.
6.24 Registration Cum Membership Certificate (RCMC) – View Application Form

Applicant will be able to view the renewal application form and will click on the proceed button available at the end of the application form.
6.25 Registration Cum Membership Certificate (RCMC) - Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.

6.26 Registration Cum Membership Certificate (RCMC) - Select Payment Option

Applicant will select the payment mode.
6.27 Registration Cum Membership Certificate (RCMC) - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

![Registration Cum Membership Certificate (RCMC) - Upload Form](image)

6.28 Registration Cum Membership Certificate (RCMC) - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.

![Registration Cum Membership Certificate (RCMC) - Print Receipt](image)
6.29 **Tea Testing Laboratories License - Apply**

Applicant will click on the submenu option “Apply for Renewal” under “Renewal” menu option as shown below.

![Tea Testing Laboratories License - Apply](image1)

6.30 **Tea Testing Laboratories License - Proceed**

On clicking the proceed link against the license a message box will popup, Applicant will click ok to move to next screen.

![Tea Testing Laboratories License - Proceed](image2)

6.31 **Tea Testing Laboratories License – View Application Form**

Applicant will be able to view the renewal application form and will click on the proceed button available at the end of the application form.

![Tea Testing Laboratories License – View Application Form](image3)
FORM L-1 (Renewal)
(Application for enlistment of Laboratory for testing tea)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Product Tested in Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S.No</th>
<th>Product</th>
<th>Test</th>
<th>Specification against which tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12 Products presently not being tested but for which facilities available:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Products not being tested in laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

13 List of major equipment along with equipment Details (as per Annexure A):

| 1    | N/A                                      |

14 Manpower details:

| (a) Name of Chief Executive of the Lab | VV |
| (b) Name & designation of persons responsible for quality management system | VV |
| (c) Details of professionally and technically qualified staff (as per Annexure A) | VV |

15 Has export consignment of tea been tested during last 3 years at the laboratory? If so, details thereof:

| VV |

16 Name of exporter of tea for whom the product:

| VV |

17 Whether the laboratory has following facilities for testing tea:

| VV |

18 Methods of different testing as mentioned at S.No. 17 above may be indicated separately:

| VV |

19 The rates of different type of testing for tea as indicated in S. No. 17 & 18 may be indicated separately:

| VV |

20 Is the laboratory meeting the criteria specified in Item no. 5 of the manual for laboratory recognition:

| Yes |

21 Are you familiar to terms and conditions of laboratory recognition and willing to abide by them:

| Yes |

Reference No: 201708116420227

Application No: 201708116420227
Type Of Business: Tea Test Laboratory License

Date
Place

Name: ………………………
Designation: ………………………
Address/Tele & Fax: ………………………

Authorized Signature

Authorized Signatory

6.32 Tea Testing Laboratories License - Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.

6.33 Tea Testing Laboratories License - Select Payment Option

Applicant will select the payment mode
6.34 Tea Testing Laboratories License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.
### 6.35 Tea Testing Laboratories License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.

![Print Receipt](image)

### 6.36 Tea Warehouse License - Apply

Applicant will click on the submenu option “Apply for Renewal” under “Renewal” menu option as shown below.

![Apply for Renewal](image)

### 6.37 Tea Warehouse License - Proceed

On clicking the proceed link against the license a message box will popup. Applicant will click ok to move to next screen.

![Proceed](image)
6.38 **Tea Warehouse License – View Application Form**

Applicant will be able to view the renewal application form and will click on the proceed button available at the end of the application form.
6.39 Tea Warehouse License - Attach Documents

Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.

![Image of document upload interface]

6.40 Tea Warehouse License - Select Payment Option

Applicant will select the payment mode
6.41 Tea Warehouse License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

6.42 Tea Warehouse License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
6.43 Tea Waste License - Apply

Applicant will click on the submenu option “Apply for Renewal” under “Renewal” menu option as shown below.

6.44 Tea Waste License - Proceed

On clicking the proceed link against the license a message box will popup, Applicant will click ok to move to next screen.
6.45 Tea Waste License – View Application Form

Applicant will be able to view the renewal application form and will click on the proceed button available at the end of the application form.
6.46 Tea Waste License - Attach Documents
Applicant will attach supporting documents by clicking the attach button and then click Save and Next to move to the next screen. The applicant can click previous button to go to previous screen.

6.47 Tea Waste License - Select Payment Option
Applicant will select the payment mode
6.48 Tea Waste License - Upload Form

After the applicant reaches this page, the form should be printed, signed and then uploaded using the attached button. Once it is done applicant can submit the application.

6.49 Tea Waste License - Print Receipt

After application submission is successful, applicant can take a printout of the receipt of application form.
7  LICENSING – DUPLICATE APPLICATION FILING

7.1  Duplicate License - Apply

Applicant can apply for duplicate licenses for those applications which are approved and licensed generated.

7.2  Duplicate License – Enter Payment Details

Applicant can click on the Duplicate link under Action column and the following screen appears.
7.3 Duplicate License – Print Receipt
Applicant uploads the mandatory document, pays online, enters remarks and clicks the submit button. The following receipt is generated.

8 LICENSING – APPLICATION CLARIFICATION

8.1 License/Registration – Application for Clarification
Application requiring clarification by applicant will be visible under the submenu option “Application for Clarification” under “License/Registration” menu option.

8.2 License/Registration – Alert
If any application requires clarification by applicant then an alert is shown to the applicant on Licensing Home Page as shown below.
8.3 License/Registration – View Alert

On clicking the alert hyperlink the details are shown in a pop up window as shown below.

8.4 License/Registration – Application Proceed

Applicant can click on the proceed link from previous screen or the below screen.
8.5 License/Registration – Enter Remarks

Applicant can fill his/her remarks in the “Reason/Purpose for Clarification” text area and click Save and Next.

8.6 License/Registration – Receipt

After the clarification is submitted successfully, applicant will get a receipt as shown below.
9 SUBSIDY – NEW APPLICATION FILING

9.1 Subsidy Home Page

On clicking the Finance Assistant hyperlink, Applicant will be directed to subsidy homepage as shown below. Applicant can search applications using the search panel.

![Subsidy Home Page](image)

9.2 Research & Development

9.2.1 Research & Development : Financial Assistance for Research Projects

Applicant will get a sub menu option “Financial Assistance for research projects” on clicking the “Research & Development” menu option as shown below.

![Research & Development](image)

Applicant will get a form on clicking the sub menu option “Financial Assistance for research projects” as shown below. Applicant will fill the form and click the submit button. A confirmation pop up message will appear.
9.2.2 Research & Development: Financial Assistance to Universities

Applicant will get a sub menu option “Financial Assistance to Universities” on clicking the “Research & Development” menu option as shown below.

Applicant will get a form on clicking the sub menu option “Financial Assistance to Universities” as shown below. Applicant will fill the form and click the submit button. A confirmation pop up message will appear.
9.2.3 **Research & Development: Seminar, Conference and Workshop**

Applicant will get a sub menu option “Seminar, Conference and Workshop” on clicking the “Research & Development” menu option as shown below.
Applicant will get a form on clicking the sub menu option “Seminar, Conference and Workshop” as shown below. Applicant will fill the form and click the submit button. A confirmation pop up message will appear.
### Seminar, Conference and Workshops for dissemination of research output

<table>
<thead>
<tr>
<th>Name of the Applicant/Institute</th>
<th>TIN Reg. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navneet Yadav</td>
<td>FBO180199105129470</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address of the Applicant/Institute</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>chd</td>
<td>Haryana</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Sub-Division</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Bihar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone / Mobile no.</th>
<th>Fax</th>
<th>Email id</th>
</tr>
</thead>
<tbody>
<tr>
<td>9643261458</td>
<td>NA</td>
<td><a href="mailto:naveen.yadav07@gmail.co">naveen.yadav07@gmail.co</a></td>
</tr>
</tbody>
</table>

#### Bank Details for RTGS

<table>
<thead>
<tr>
<th>Bank Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A/c No.</th>
<th>IFSC Code</th>
<th>Application to be submitted at</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Kolkata</td>
</tr>
</tbody>
</table>

#### 1. Affiliation:

<table>
<thead>
<tr>
<th>Institute Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone No.</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Id</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### 2. Seminar, Conference and Workshops Name

4000 characters left

#### 3. Relevance to Tea industry

4000 characters left

#### 4. Funds Required

4000 characters left

#### 5. Justification

4000 characters left

#### 6. Any other agency funding the program:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Agency</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Document Name

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Document Name</th>
<th>Upload Document (doc, pdf, gpl, jpeg, jpg, jdb)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request Letter *</td>
<td>Choose File</td>
</tr>
<tr>
<td></td>
<td></td>
<td>doc, pdf, gpl, jpeg, jpg</td>
</tr>
<tr>
<td>2</td>
<td>Brochure of Seminar/Workshop/Conference *</td>
<td>Choose File</td>
</tr>
<tr>
<td></td>
<td></td>
<td>doc, pdf, gpl, jpeg, jpg</td>
</tr>
<tr>
<td>3</td>
<td>PPMS form *</td>
<td>Choose File</td>
</tr>
<tr>
<td></td>
<td></td>
<td>doc, pdf, gpl, jpeg, jpg</td>
</tr>
<tr>
<td>4</td>
<td>Self declaration regarding details provided *</td>
<td>Choose File</td>
</tr>
<tr>
<td></td>
<td></td>
<td>doc, pdf, gpl, jpeg, jpg</td>
</tr>
</tbody>
</table>

Submit
9.2.4 Research & Development: View Application Status

Applicant will get a sub menu option “View Application Status” on clicking the “Research & Development” menu option as shown below.

On clicking “View Application Status” the following screen will be visible.
On Clicking View from the above screen the status of the application appears as shown below
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Objective</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B17797</td>
<td>1/5/2018</td>
<td>2/5/2018</td>
</tr>
</tbody>
</table>

8. Financial assistance for Research Projects

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Applicant/Institute</th>
<th>Address of the Applicant/Institute</th>
<th>State</th>
<th>District</th>
<th>Bank Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>XYZ Institute</td>
<td>ABC Street, 123, City</td>
<td>State</td>
<td>District</td>
<td>Bank Name: ABC Bank</td>
</tr>
</tbody>
</table>

9. Project Title

Project Title: XYZ Project

10. Methodology Adopted

Methodology: XYZ Methodology

11. Significance for Industry

Significance: XYZ Significance

12. Has this type of work been carried out<br>

Has this type of work been carried out? Yes

13. Work Plan

Work Plan:

14. Total Grant amount

Total Grant: XYZ Grant

15. Documents

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Document Name</th>
<th>Upload Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>xyz123.doc</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>xyz456.jpg</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>xyz789.pdf</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Back
9.3 Market Promotion

9.3.1 Market Promotion: Promotion Scheme for Packaged Teas of Indian Origin (Brand Support)

Applicant will get a sub menu option “Promotion Scheme for Packaged Teas of Indian Origin (Brand Support)” on clicking the “Market Promotion” menu option as shown below.

Applicant will get a form on clicking the sub menu option “Promotion Scheme for Packaged Teas of Indian Origin (Brand Support)” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
9.3.2 Market Promotion: Setting up Tea Boutiques in India for Domestic Production

Applicant will get a sub menu option “Setting up Tea Boutiques in India for Domestic Production” on clicking the “Market Promotion” menu option as shown below.
Applicant will get a form on clicking the sub menu option “Setting up Tea Boutiques in India for Domestic Production” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
### Setting up Tea Boutiques in India for Domestic Promotion

<table>
<thead>
<tr>
<th>Name of the Applicant/Institute</th>
<th>TNS Reg. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navin Yadav</td>
<td>FBO18010905129478</td>
</tr>
<tr>
<td>Address of the Applicant/Institute</td>
<td>State</td>
</tr>
<tr>
<td>NA</td>
<td>Madyara</td>
</tr>
<tr>
<td>Bank of Sub-Division</td>
<td>District</td>
</tr>
<tr>
<td>127966</td>
<td>Shwamb</td>
</tr>
<tr>
<td>Phone / Mobile no.</td>
<td>Fax</td>
</tr>
<tr>
<td>9643261468</td>
<td>NA</td>
</tr>
<tr>
<td>Bank Details for RTGS</td>
<td>E-mail id</td>
</tr>
<tr>
<td>Bank Name</td>
<td><a href="mailto:navin.yadav0707@gmail.com">navin.yadav0707@gmail.com</a></td>
</tr>
<tr>
<td>Branch</td>
<td></td>
</tr>
<tr>
<td>A/c no.</td>
<td></td>
</tr>
<tr>
<td>Application to be submitted at</td>
<td></td>
</tr>
<tr>
<td>--Select--</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the tea boutique</th>
<th>Address of the tea boutique</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Registration no. under Tea Marketing Control Order, 2008

2. Sale Vol. (in Kg.) in the preceding 3 years

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Year</th>
<th>Nature of Tea</th>
<th>Sale Volume (in Kg.)</th>
<th>Sale Value (Rs. in lakhs)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Total amount of subsidy applied for

4. Documents

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Document Name</th>
<th>Upload Document (docx, pdf, jpg, jpeg, jsp, smx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Latest Copy of the valid Registration Certificate (RC) under TMD 2003 and/or Buyer's registration no.</td>
<td>![Choose File](docx, pdf, jpg, jpeg, jsp, smx)</td>
</tr>
<tr>
<td>2</td>
<td>Copy of the tie-up arrangement for the credit facility with any scheduled bank/recognized financial institution in case the proposed activity is credit linked.</td>
<td>![Choose File](docx, pdf, jpg, jpeg, jsp, smx)</td>
</tr>
<tr>
<td>3</td>
<td>Detailed project proposal including at least one year plan with clear targets and timelines for implementation.</td>
<td>![Choose File](docx, pdf, jpg, jpeg, jsp, smx)</td>
</tr>
<tr>
<td>4</td>
<td>Year-wise full details of domestic sale (volume and value) of their tea brands during the last 3 years duly certified by Chartered Accountant.</td>
<td>![Choose File](docx, pdf, jpg, jpeg, jsp, smx)</td>
</tr>
<tr>
<td>5</td>
<td>Self certified proof of payment against invoices duly certified by Chartered Accountant.</td>
<td>![Choose File](docx, pdf, jpg, jpeg, jsp, smx)</td>
</tr>
<tr>
<td>6</td>
<td>Certificate of Verification of credentials from Trade Association(s) to which the prospective applicant is affiliated.</td>
<td>![Choose File](docx, pdf, jpg, jpeg, jsp, smx)</td>
</tr>
<tr>
<td>7</td>
<td>DD/Bankers' Cheque for Rs.1000/- as application fee enclosed in favour of Tea Board, payable in Kolkata.</td>
<td>![Choose File](docx, pdf, jpg, jpeg, jsp, smx)</td>
</tr>
</tbody>
</table>

[Submit] [Draft]
9.3.3 Market Promotion: Setting up Overseas Packaging & Blending Units/Warehouses

Applicant will get a sub menu option “Setting up Overseas Packaging & Blending Units/Warehouses” on clicking the “Market Promotion” menu option as shown below.

Applicant will get a form on clicking the sub menu option “Setting up Overseas Packaging & Blending Units/Warehouses” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
### Setting up overseas Packaging & Blending Units/Warehouses

<table>
<thead>
<tr>
<th>Name of the Applicant/Institute</th>
<th>Navneet Yadav</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIN Reg. No.</td>
<td>FBO16S109105123478</td>
</tr>
<tr>
<td>State</td>
<td>Haryana</td>
</tr>
<tr>
<td>District</td>
<td>Haryana</td>
</tr>
<tr>
<td>E-mail id</td>
<td><a href="mailto:naveeyadav707@gmail.com">naveeyadav707@gmail.com</a></td>
</tr>
</tbody>
</table>

#### Bank Details for RTOS

<table>
<thead>
<tr>
<th>Bank Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFSC Code</td>
</tr>
<tr>
<td>Application to be submitted at</td>
</tr>
</tbody>
</table>

#### Name of the tea business

<table>
<thead>
<tr>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>PinCode</td>
</tr>
<tr>
<td>Mobile No.</td>
</tr>
</tbody>
</table>

1. Registration no. under Tea Marketing Control Order, 2003

2. Export Vol. (In Kg.) in the previous 3 years

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nature of Tea</th>
<th>Sale Volume (in Kg.)</th>
<th>Sale Value (Rs. in lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Total amount of subsidy applied for

4. Documents

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Document Name</th>
<th>Upload Document (docs, pdf, gif, jpeg, jpg, / 3MB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Latest Copy of the valid Registration Certificate (RC) under TMAO 2003 and/or Buyer’s registration no.........../Exporters’ License to be enclosed</td>
<td>Choose File</td>
</tr>
<tr>
<td>2</td>
<td>Copy of the tie up arrangement for the credit facility with any scheduled bank/recognized financial institution in case the proposed activity is credit linked</td>
<td>Choose File</td>
</tr>
<tr>
<td>3</td>
<td>Detailed project proposal including three-year plan with clear targets and timelines for implementation</td>
<td>Choose File</td>
</tr>
<tr>
<td>4</td>
<td>Year-wise full details of exports (volume and value) of their tea brands during the last 3 years duly certified by a reputed Chartered Accountant</td>
<td>Choose File</td>
</tr>
<tr>
<td>5</td>
<td>Self certified proof of payment against invoices duly certified by a reputed Chartered Accountant</td>
<td>Choose File</td>
</tr>
<tr>
<td>6</td>
<td>Certificate of verification of credentials from Trade Association(s) to which the prospective applicant is affiliated</td>
<td>Choose File</td>
</tr>
</tbody>
</table>

[Submit] [Draft]
9.3.4 Market Promotion: Setting up Tea Boutiques in overseas locations for India Tea Promotion

Applicant will get a sub menu option “Setting up Tea Boutiques in overseas locations for India Tea Promotion” on clicking the “Market Promotion” menu option as shown below.

Applicant will get a form on clicking the sub menu option “Setting up Tea Boutiques in overseas locations for India Tea Promotion” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
9.3.5 Market Promotion: Scheme for promotional support to Tea Associations

Applicant will get a sub menu option “Scheme for promotional support to Tea Associations” on clicking the “Market Promotion” menu option as shown below.
Applicant will get a form on clicking the sub menu option “Scheme for promotional support to Tea Associations” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
### Scheme for Promotional Support to Tea Associations

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Applicant/Institute</th>
<th>Address of the Applicant/Institute</th>
<th>TIN Reg. No.</th>
<th>PAN No.</th>
<th>State</th>
<th>Bank</th>
<th>IFSC Code</th>
<th>Email Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Naveen Yadav</td>
<td>NA</td>
<td>F091001001105120470</td>
<td></td>
<td>Haryana</td>
<td>Bharti</td>
<td></td>
<td><a href="mailto:naveen.yadav017@gmail.com">naveen.yadav017@gmail.com</a></td>
</tr>
</tbody>
</table>

**Bank Details for RTGS**

- **Branch**: [Blank]
- **Bank Name**: [Blank]
- **IFSC Code**: [Blank]
- **Application to be submitted at**: [Select]

#### 1. Details of exports of members during the last three years, year-wise to the country where exhibition participation/promotion is proposed

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Year</th>
<th>Export Volume (in Rs.)</th>
<th>Export Value (Rs. in Crore)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 2. Particulars of item/event/country for which support sought with estimated expenditure

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Type</th>
<th>Country</th>
<th>Amount Spent</th>
<th>Amount Sought</th>
<th>Amount Admissible</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 3. In case of exhibition whether through

- [ ] FIPO
- [ ] Directly
- [ ] Tea Board

#### 4. Whether assistance/reimbursement availed of in current financial year

- [ ] Yes
- [ ] No

#### 5. Documents

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Document Name</th>
<th>Upload Document (docx, pdf, gif, jpeg, jpg, / 3MB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detailed project proposal including at least one-year plan with clear targets and timelines for implementation</td>
<td>[Choose File] No file chosen</td>
</tr>
<tr>
<td>2</td>
<td>Year-wise full details of domestic sale (volume and value) of their tea brands during the last 3 years duly certified by Chartered Accountant</td>
<td>[Choose File] No file chosen</td>
</tr>
<tr>
<td>3</td>
<td>Self-certified proof of payment against invoices duly certified by Chartered Accountant</td>
<td>[Choose File] No file chosen</td>
</tr>
<tr>
<td>4</td>
<td>Certificate of Verification of credentials from Trade Association(s) to which the prospective applicant is affiliated</td>
<td>[Choose File] No file chosen</td>
</tr>
<tr>
<td>5</td>
<td>DD/Bankers' Cheque for Rs.100/- as application fee enclosed in favour of Tea Board, payable in Kolkata</td>
<td>[Choose File] No file chosen</td>
</tr>
</tbody>
</table>

[Submit] [Draft]
9.3.6 Market Promotion: Appl. International fairs and exhibitions

Applicant will get a sub menu option “Appl. International fairs and exhibitions” on clicking the “Market Promotion” menu option as shown below.

Applicant will get a form on clicking the sub menu option “Appl. International fairs and exhibitions” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
**Application for participation in Trade Fairs/Exhibitions abroad along with Tea Board of India**

<table>
<thead>
<tr>
<th>Name of the Applicant/Institute</th>
<th>Naveen Yadav</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of the Applicant/Institute</td>
<td>gkd</td>
</tr>
<tr>
<td>Trade/Sub-Division</td>
<td>MLA</td>
</tr>
<tr>
<td>Mobile</td>
<td>123456</td>
</tr>
<tr>
<td>Phone/ Mobile no.</td>
<td>9876543210</td>
</tr>
<tr>
<td>Email Id</td>
<td><a href="mailto:naveenyadav0707@gmail.com">naveenyadav0707@gmail.com</a></td>
</tr>
</tbody>
</table>

1. Name of the firm/company/organization: 
   - RANGING MONEY BUSINESS VENTURES LLP
   - 8 (8th Fl) NEW PARES COLONY, SURATY
   - V0143, Narmada - 390025

2. Complete contact details (Name, Mobile No., E-mail etc): 
   - Mobile: 123456
   - Email: naveenyadav0707@gmail.com

3. Name of the trader participating in the event:

4. Name of the Group company:

5. Export license number:

6. ITC number:

7. FOB Value of Exports During Last Three Financial Years:

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>123456</td>
</tr>
<tr>
<td>2016-2017</td>
<td>654321</td>
</tr>
<tr>
<td>2017-2018</td>
<td>7890123</td>
</tr>
</tbody>
</table>

8. Total quantity of exports in the last 3 financial years (mention for each of the last 3 years separately):

9. Participation of Fair/Exhibition/DSM for participation:

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Place</td>
</tr>
<tr>
<td>County</td>
</tr>
<tr>
<td>Duration of the event From To</td>
</tr>
</tbody>
</table>

10. ITO value of exports in the last 3 financial years for the specific market where this particular Fair/Exhibition is held in relation to Sec. No. 9 (mention for each of the last 3 years separately):

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>123456</td>
</tr>
<tr>
<td>2016-2017</td>
<td>654321</td>
</tr>
<tr>
<td>2017-2018</td>
<td>7890123</td>
</tr>
</tbody>
</table>

11. Quantity of exports in the last 3 financial years for the specific market where this particular Fair/Exhibition is held in relation to Sec. No. 10 (mention for each of the last 3 years separately):

12. Details of participation made in the previous years with Tea Board in the same Fair/Exhibition as mentioned at Sec. No. 3:

13. Details of other exhibitions in the current financial year in which the company has already participated along with Tea Board or have received confirmation of participation along with Tea Board:

14. Whether assistance availed from other DRI (DRI-Commodity Boards) AIDA/AIDA/ 
   - FPO(H) for the event made reference to Sec. No. 10:

15. The exports (cocoa and wool) during the current FY as well as the preceding FY for the following categories separately:

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Value added/packed</th>
<th>Bulk</th>
<th>Organic (may be packed and/or bulk)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>123456</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-2017</td>
<td>654321</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-2018</td>
<td>7890123</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bank Details for RTGS**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>IFSC Code</th>
</tr>
</thead>
</table>

**6.1 Documents**

<table>
<thead>
<tr>
<th>No.</th>
<th>Document Name</th>
<th>Upload Document (doc, pdf, jpeg, jpg, / xlsx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A self certified copy of the MS certificate issued by DCAAT</td>
<td>Choose File</td>
</tr>
<tr>
<td>2</td>
<td>An affidavit stating that the company has not and will not avail benefit for a particular event from any other scheme of the Government or any other organization</td>
<td>Choose File</td>
</tr>
</tbody>
</table>

Submit Draft
9.3.7 Market Promotion: Transport Assistance ICD Amingaon

Applicant will get a sub menu option “Transport Assistance ICD Amingaon” on clicking the “Market Promotion” menu option as shown below.

Applicant will get a form on clicking the sub menu option “Transport Assistance ICD Amingaon” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
9.3.8 Market Promotion: View ICD Amingaon Application(s)

Applicant will get a sub menu option “View ICD Amingaon Application(s)” on clicking the “Market Promotion” menu option as shown below.

![Image](image1.png)

Applicant will get a screen on clicking the sub menu option “View ICD Amingaon Application(s)” as shown below. Applicant can track applications through search panel or can view the application through “View Application” link as shown below.

![Image](image2.png)
9.3.9 Market Promotion: View Application Status

Applicant will get a sub menu option “View Application Status” on clicking the “Market Promotion” menu option as shown below.

Applicant will get a screen on clicking the sub menu option “View Application Status” as shown below. Applicant can view the application status through “View” link as shown below.
9.4 HR Development

9.4.1 HR Development: HR Disable Tea Plantation

Applicant will get a sub menu option “HR Disable Tea Plantation” on clicking the “HR Development” menu option as shown below.

![Diagram showing HR Disable Tea Plantation sub menu option]

Applicant will get a form on clicking the sub menu option “HR Disable Tea Plantation” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
**Financial Assistance for Disabled Persons Dependent on Tea Plantation Workers**

**Name of the Employer/ Tea Estate**: Naveen Yadav  
**State**: Haryana  
**Taluk/Sub-Division**: NA  
**Phone / Mobile no.**: 9643261458  
**Address of the Employer**: cdg  
**District**: Bhiwani  
**PinCode**: 127306  
**E-mail Id**: naveen.yadav6797@gmail.com  
**Application to be submitted at**: Select

1. **Name of the applicant**:  
2. **Monthly income of family**:  
3. **Aadhar card No. of Parent**: Father

**Photo**: Choose File / No file chosen

4. **Name of the disabled person and his/her relationship with the applicant**
   - **Name**:  
   - **Relationship**: Father  
   - **Age**:  

5. **Nature of disability**:  
   *Note*: Should be supported by Medical Certificate

6. **Name of the article required**: Wooden Crutches

7. **Cost of the article**:  
8. **Aadhar card No. of disabled person (If Any)**:  

**Beneficiary Details**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Branch Code</th>
<th>IFSC Code</th>
<th>A/c No.</th>
<th></th>
</tr>
</thead>
</table>

**Documents**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Document Name</th>
<th>Upload Document (docx, pdf, gif, jpeg, jpg / 1MB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bank details for Beneficiary *</td>
<td>Choose File / No file chosen</td>
</tr>
<tr>
<td>2</td>
<td>The person should be dependent on the worker and reside with him in the estate. Certification by the estate Manager that the applicant is a worker *</td>
<td>Choose File / No file chosen</td>
</tr>
<tr>
<td>3</td>
<td>Name of the articles required and cost of the article (To be supported with a proforma invoice or a certificate regarding the price from Supplier) *</td>
<td>Choose File / No file chosen</td>
</tr>
<tr>
<td>4</td>
<td>Copy of Aadhar card of Applicant</td>
<td>Choose File / No file chosen</td>
</tr>
<tr>
<td>5</td>
<td>Certificate of the Medical Officer *</td>
<td>Choose File / No file chosen</td>
</tr>
<tr>
<td>6</td>
<td>Copy of Aadhar card of Disable Person</td>
<td>Choose File / No file chosen</td>
</tr>
</tbody>
</table>

[Submit] [Draft]
9.4.2 HR Development: HR Nehru Grant

Applicant will get a sub menu option “HR Nehru Grant” on clicking the “HR Development” menu option as shown below.

Applicant will get a form on clicking the sub menu option “HR Nehru Grant” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
9.4.3 HR Development: HR Medical Treatment

Applicant will get a sub menu option “HR Medical Treatment” on clicking the “HR Development” menu option as shown below.

Applicant will get a form on clicking the sub menu option “HR Medical Treatment” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
### eGiCCS User Manual for Applicant

#### Logicsoft International, Gurugram, India

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**Page 199 of 318**
9.4.4 HR Development: HR Medical Treatment Equipments

Applicant will get a sub menu option “HR Medical Treatment Equipments” on clicking the “HR Development” menu option as shown below.

![Menu Screenshot]

Applicant will get a form on clicking the sub menu option “HR Medical Treatment Equipments” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
9.4.5 HR Development: HR Vocational Course

Applicant will get a sub menu option “HR Vocational Course” on clicking the “HR Development” menu option as shown below.

Applicant will get a form on clicking the sub menu option “HR Vocational Course” as shown below. Applicant will fill the form, click the submit button and a confirmation pop up message will appear.
### Financial Assistance for Vocational Training Course

<table>
<thead>
<tr>
<th>Name of the Employee/Tea Estate</th>
<th>Address of the Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Namita Yadav</td>
<td>dad</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>DistRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>West</td>
<td>Bihar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Number of Trainees</th>
<th>Number of Trainees</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Application</th>
<th>Place of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>27th/02/2016</td>
<td>Gurugram</td>
</tr>
</tbody>
</table>

#### Application Details

#### Financial Assistance

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Year</th>
<th>Grant in crores from Government/Other organizations</th>
<th>Out of which</th>
<th>Grant in crores from the Tea Board</th>
<th>Out of which</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2015</td>
<td>12.00</td>
<td></td>
<td>12.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2016</td>
<td>16.00</td>
<td></td>
<td>16.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2017</td>
<td>16.00</td>
<td></td>
<td>16.00</td>
<td></td>
</tr>
</tbody>
</table>

**Grant Total:** 44.00

---

#### Notes

- The information provided is for reference purposes only and may not reflect the current status or requirements. For the most accurate and up-to-date information, please refer to the official guidelines or contact the relevant authorities.

---

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9.4.6 HR Development: HR Stipend Application

Applicant will get a sub menu option “HR Stipend Application” on clicking the “HR Development” menu option as shown below.

![HR Development Menu](image)

Applicant will get a form on clicking the sub menu option “HR Stipend Application” as shown below. Applicant will fill all the four tabs in the form, click the submit button and a confirmation pop up message will appear.
9.4.7 HR Development: View Application Status

Applicant will get a sub menu option “View Application Status” on clicking the “HR Development” menu option as shown below.
Applicant will get a screen on clicking the sub menu option “View Application Status” as shown below. Applicant can view the status of the application by clicking the “View” link under Action column as shown below.

9.5 **Special Package**

9.5.1 **Special Package: IDUKKI Package**

Applicant will get a sub menu option “IDUKKI Package” on clicking the “Special Package” menu option as shown below.

9.5.2 **IDUKKI Package: Uprooting / Replanting Scheme**

Applicant will get a sub menu option “Uprooting / Replanting Scheme” on clicking the “IDUKKI Package” menu option as shown below.
Applicant will get the following screen on clicking the sub menu option “Uprooting / Replanting Scheme”. Applicant will click on “Apply Scheme” as shown.

The following pop up screen will appear on clicking “Apply Scheme” from the previous screen.
Applicant will fill the following form and click on submit.
### Grower's Application

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Area (Hectares)</th>
<th>Survey No.</th>
<th>Revenue Village</th>
<th>Area Applied (Hect.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>999.000</td>
<td>13017</td>
<td>13017</td>
<td>999.000</td>
</tr>
</tbody>
</table>

#### Application to be submitted
- [ ] Select

#### Name of the Scheme
- [ ] Select

#### Activity
- [ ] Replantation

#### Marketable land
- [ ] Yes

#### Application Date
- 26 FEB 2018

#### Type of bush
- [ ] Assam
- [ ] CTC

#### Age of the bush
- [ ] Yes
- [ ] No

#### Date of Commencement
- [ ] Yes
- [ ] No

#### Date of Completion
- [ ] Yes
- [ ] No

#### Varieties of Planter
- [ ] Yes
- [ ] No

#### Shade
- [ ] Yes
- [ ] No

#### Proposed date of field activity
- [ ] Yes
- [ ] No

#### Endorsements
- [ ] Yes
- [ ] No

#### Miscellaneous

---

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9.5.3 IDUKKI Package: Setting Up of Tea Manufacturing Unit

Applicant will get a sub menu option “Setting up of Tea Manufacturing Unit” on clicking the “IDUKKI Package” menu option as shown below.

On clicking the above link the following application will appear which the applicant can fill and submit.
### Setting up of Tea Manufacturing unit

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the SDHs</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Address of the SDHs</td>
<td>214 characters</td>
</tr>
<tr>
<td>3</td>
<td>Total plant area in sq.ft (manufacturing)</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Tea Board Registration No</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Name of the Tea Factory</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Mill Tea Certificate No</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>Type of Ownership (Nko) of land</td>
<td>Owned by Society, Partnership</td>
</tr>
<tr>
<td>8</td>
<td>Applicant / society / Producer Company</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Skilled Capacity</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Proposed Mode of sale (form)</td>
<td></td>
</tr>
</tbody>
</table>

### Details of machinery/equipment and civil works applied for (attach copy of certificates of manufacturers, civil works, project site plan/factory lay out plan, project report etc.)

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Tea Machinery</th>
<th>No. of units</th>
<th>Name of the supplier</th>
<th>Unit Cost (excluding cost of installation and Action Plan)</th>
</tr>
</thead>
</table>

### Details of Civil Work (to be submitted by Coat approved surveyors/engineer to be submitted):

<table>
<thead>
<tr>
<th>Nature of work</th>
<th>Total area in sq.ft</th>
<th>Unit cost in rupees</th>
<th>Total cost in rupees</th>
<th>Action Plan</th>
</tr>
</thead>
</table>

14. Dates of commencement & completion (D & E stage)

<table>
<thead>
<tr>
<th>Description</th>
<th>Commencement</th>
<th>Completion</th>
</tr>
</thead>
</table>

### Documents

<table>
<thead>
<tr>
<th>No.</th>
<th>Document Name</th>
<th>Upload Document No.</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Copy of passport</td>
<td>Choose File</td>
<td>Upload</td>
</tr>
<tr>
<td>2</td>
<td>No objection certificate from the Village panchayat / Village head</td>
<td>Choose File</td>
<td>Upload</td>
</tr>
<tr>
<td>3</td>
<td>No objection certificate from Land Revenue Department of concerned State Government</td>
<td>Choose File</td>
<td>Upload</td>
</tr>
<tr>
<td>4</td>
<td>TDS Declaration or Non - Judicial Stamp Paper of minimum value of Rs. 100/-</td>
<td>Choose File</td>
<td>Upload</td>
</tr>
<tr>
<td>5</td>
<td>Land documents for the factory site</td>
<td>Choose File</td>
<td>Upload</td>
</tr>
<tr>
<td>6</td>
<td>An undertaking on non-judicial stamp paper of minimum value of Rs. 100/- for dealing with the terms and conditions of the scheme</td>
<td>Choose File</td>
<td>Upload</td>
</tr>
<tr>
<td>7</td>
<td>Joint declaration on Non-judicial Stamp Paper of value of Rs. 100/- by all members of the group that they would supply green leaves to said factory</td>
<td>Choose File</td>
<td>Upload</td>
</tr>
<tr>
<td>8</td>
<td>Site plan, specifications for machines and civil works, the quotations for civil works should be certified by an government engineer / chartered engineer</td>
<td>Choose File</td>
<td>Upload</td>
</tr>
</tbody>
</table>
9.5.4 IDUKKI Package: View Application Status

Applicant will get a sub menu option “View Application Status” on clicking the “IDUKKI Package” menu option as shown below.

In the following screen applicant can check the status of the application by clicking the view link.
9.5.5 Special Package: North East

Applicant will get a sub menu option “North East” on clicking the “Special Package” menu option as shown below.

9.5.6 North East: Supply of Plants to small holdings through Central Nurseries

Applicant will get a sub menu option “Supply of Plants to small holdings through Central Nurseries” on clicking the “North East” menu option as shown below.

Applicant will get the following screen on clicking the sub menu option “Supply of Plants to small holdings through Central Nurseries”. Applicant can fill the form and submit.
Supply of Plants to small holdings through Central Nurseries

<table>
<thead>
<tr>
<th>Registration Number</th>
<th>98010010012012470</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Applicant</td>
<td>Neeraj Yadav</td>
</tr>
<tr>
<td>State/Province</td>
<td>Haryana</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>NA</td>
</tr>
<tr>
<td>Phone/Mobile no.</td>
<td>9613261408</td>
</tr>
<tr>
<td>Year of Application</td>
<td>2016</td>
</tr>
</tbody>
</table>

1. Name of the Self Help Group
2. Full postal address for communication
3. Name of President
4. Name of Secretary
5. Name and designation of the Tea Board Officer to be included in the Executive Committee of the PMS
6. Number of members
7. Total area in ha
8. Present usage of the area
9. Total number of plants required @ 12500 plants per ha
10. Name of the owner of the proposed nursery site (should be a member of the PMS)
11. Whether water source is available in the nursery site
12. Source of procurement of seeds / cuttings
13. Cost of 1 unit seed / cost per cutting
14. Targeted date for commencement of nursery activity
15. Name of factory whose green leaf is proposed to be sold
16. Whether any agreement has been made with the factory
17. Name of marketing / control order 2003 registration number of the factory
18. Maximum distance of the factory from growers field
19. Whether small factory is proposed to be set up by the PMS in future
20. Type of tea proposed to be manufactured

Documents

<table>
<thead>
<tr>
<th>No.</th>
<th>Document Name</th>
<th>Upload Document (exe, pdf, pt, gsp, jpg / jpeg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resolution of Self Help Group *</td>
<td>Choose File: No file chosen</td>
</tr>
<tr>
<td>2</td>
<td>List of members with name, address, area proposed to be planted with signature of each member certified by development officer</td>
<td>Choose File: No file chosen</td>
</tr>
<tr>
<td>3</td>
<td>Copies of land documents for the proposed nursery site as stipulated in the scheme *</td>
<td>Choose File: No file chosen</td>
</tr>
<tr>
<td>4</td>
<td>Copies of soil analysis reports for the proposed nursery site *</td>
<td>Choose File: No file chosen</td>
</tr>
<tr>
<td>5</td>
<td>Quotation for procurement of seeds / cuttings *</td>
<td>Choose File: No file chosen</td>
</tr>
<tr>
<td>6</td>
<td>Copy of passport *</td>
<td>Choose File: No file chosen</td>
</tr>
</tbody>
</table>

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9.5.7 North East: Setting up of mini Tea Processing factories

Applicant will get a sub menu option “Setting up of mini Tea Processing factories” on clicking the “North East” menu option as shown below.

![Diagram of mini Tea Processing factories setting up process]

Applicant will get the following screen on clicking the sub menu option “Setting up of mini Tea Processing factories”. Applicant can fill the form and submit.
### Setting up of mini Tea Processing factories

#### Registration Number
- **PGT1801091019126470**

#### Name of the Applicant
- **Naiven Yadav**

#### Address of the Applicant
- **ckld**

#### State
- **Haryana**

#### District
- **Bhawanipatnam**

#### Phone / Mobile no.
- **9643264145**

#### PIN Code
- **127306**

#### Email Id
- **naivendayadav777@gmail.com**

#### Year of Application
- **2015**

#### Application to be submitted at
- **Select**

#### Bank Details for Beneficiary
- **Bank Name**
- **IFSC Code**
- **Branch Name**
- **A/c No.**

#### Documents

<table>
<thead>
<tr>
<th>No.</th>
<th>Document Name</th>
<th>Upload (document size max: 100 MB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PSC Act self declaration</td>
<td>Choose File, No file chosen</td>
</tr>
<tr>
<td>2</td>
<td>Land documents for the factory site</td>
<td>Choose File, No file chosen</td>
</tr>
<tr>
<td>3</td>
<td>An undertaking on Non-Judicial stamp paper of minimum value of Rs. 100/- that all other statutory requirements for setting up the factory will be complied with by the SHG and that the Tea Board will in no way be made responsible if such requirements are not fulfilled by the SHG</td>
<td>Choose File, No file chosen</td>
</tr>
<tr>
<td>4</td>
<td>A joint declaration on Non-Judicial stamp Paper of value of Rs. 100/- by all members of the group that they would supply green leaf to the SHG factory</td>
<td>Choose File, No file chosen</td>
</tr>
<tr>
<td>5</td>
<td>Site plan, quotations for machineries and civil works. The quotations for civil works should be certified by an Government Engineer/Civil Engineer/Chartered Engineer</td>
<td>Choose File, No file chosen</td>
</tr>
<tr>
<td>6</td>
<td>Copy of bank passbook</td>
<td>Choose File, No file chosen</td>
</tr>
</tbody>
</table>

### Notes
- **Submit**
- **Save Draft**
9.5.8 North East: View Application Status

Applicant will get a sub menu option “View Application Status” on clicking the “North East” menu option as shown below.

On clicking the “View Application Status” menu option the following screen will appear.

Applicant can click on View/Process/Edit link under Action column to view the status of application, Submit clarification or edit the application as the case may be.

9.5.9 Special Package: Kangra Package

Applicant will get a sub menu option “Kangra Package” on clicking the “Special Package” menu option as shown below.
9.5.10 Kangra Package: Empowering small tea manufacturers by supplementing additional income through improvement in quality and productivity

Applicant will get a sub menu option “Empowering small tea manufacturers by supplementing additional income through improvement in quality and productivity” on clicking the “Kangra Package” menu option as shown below.

Applicant will get the following screen on clicking the sub menu option “Empowering small tea manufacturers by supplementing additional income through improvement in quality and productivity” as shown below. Applicant can fill the form and submit.
9.5.11 Kangra Package: Tea farm mechanization and development of dilapidated tea plantations

Applicant will get a sub menu option “Tea farm mechanization and development of dilapidated tea plantations” on clicking the “Kangra Package” menu option as shown below.

Applicant will get the following screen on clicking the sub menu option “Tea farm mechanization and development of dilapidated tea plantations” as shown below. Applicant can fill the form and submit.
### Application Form for Tea Farm Mechanization and Development of Duplicated Tea Plantations

**APPLICATIONS FORM**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Actual Area Under Tea Plantation (Ha)</th>
<th>Actual Area Under Planting (Ha)</th>
<th>Production of Fresh Tea (Kg)</th>
<th>Average Yield (Kg/Ha) if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2023</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2024</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2025</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**3. Details of applied area for the mechanization of tea plantation**

<table>
<thead>
<tr>
<th>Revenue Code</th>
<th>Block/ Sub-division</th>
<th>Total Area of the Section/ Plot (Hectares)</th>
<th>Actual Area to be Planted (Hectares)</th>
<th>Age of the Section</th>
<th>Average Yield (Kg/Ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**4. Details of planted varieties for the mechanization of tea plantation**

<table>
<thead>
<tr>
<th>Revenue Code</th>
<th>Block/ Sub-division</th>
<th>Total Area of the Section/ Plot (Hectares)</th>
<th>Actual Area to be Planted (Hectares)</th>
<th>Age of the Section</th>
<th>Average Yield (Kg/Ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**5. Details of the applicant's name, address, and contact information**

- Name:
- Address:
- Contact Number:

**6. Details of the project's financial and technical aspects**

- Budget Estimate:
- Technical Plan:

**7. Details of the project's implementation schedule**

- Start Date:
- Completion Date:

**8. Details of any other relevant information**

- Additional Notes:

---

**Submit**
9.5.12 Kangra Package: View Application Status

Applicant will get a sub menu option “View Application Status” on clicking the “Kangra Package” menu option as shown below.

On clicking the “View Application Status” menu option the following screen will be visible.

Applicant can click on View/Process/Edit link under Action column to view the status of application, Submit clarification or edit the application as the case may be.

9.6 Development of Small Grower

9.6.1 Development of Small Grower: New Planting/ Replanting/ Rejuvenation

Applicant will get a sub menu option “New Planting/ Replanting/ Rejuvenation” on clicking the “Development of Small Grower” menu option as shown below.
On clicking the sub menu option “New Planting/ Replanting/ Rejuvenation” applicant will get the following screen in which he will click the “Apply Scheme” link as shown below.

On clicking the Apply Scheme link the following popup will appear.
9.6.2 New Planting/ Replanting/ Rejuvenation: Small Growers SGD (RR,RJ,NP)
Applicant will click on “Small Growers SGD (RR,RJ,NP)” from the previous screen to get the following screen. Applicant will fill the form and click on submit.
9.6.3 New Planting/ Replanting/ Rejuvenation: Small Growers SGD LCV

Applicant will click on “Small Growers SGD LCV” from the previous screen to get the following screen. Applicant will fill the form and click on submit.
### Application Form

1. Reasons for procurement of the applied items
2. Area Under Tea in HA
   a. Area Under Tea
   b. No. of Pruning machines applied for
   c. No. of existing Pruning machines in garden
3. Pass state whether the Pruning Machine applied for is
4. Total amount applied for Pruning Machine (Rs)
5. No. of existing Pruning machines in garden
6. Total amount applied for Harvesting Machine (Rs)
7. Items proposed to apply
   a. Pruning
   b. Harvesting
   c. Paving Auger
   d. Power Sprayer
   e. No. of Items
12. Another Card No.
13. Description of item with full specification of model and capacity and Supplier Details
14. Name of the Supplier with Address
   a. Name
   b. Address
15. Bank Name of Applicant
16. Branch Name
17. IFSC Code
18. Account No.
19. Proposed date of procurement of applied items
20. Proposed date of completion of procurement of applied items
21. Application to be zoom that at
22. Remarks if any
23. Enclosures
   a. Photostat of the registration certificate of the garden with Tea Board
   b. Photostat of copy of original machine address
   c. Photostat of copy of 3rd card and FPC Certificate

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9.6.4 New Planting/ Replanting/ Rejuvenation: Small Growers SGD Irrigation Application

Applicant will click on “Small Growers SGD Irrigation Application” from the previous screen to get the following screen. Applicant will fill the form and click on submit.
9.6.5 Development of Small Grower: SHG
Applicant will get a sub menu option “SHG” on clicking the “Development of Small Grower” menu option as shown below.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Internal Reg.No</th>
<th>File No</th>
<th>Applied Scheme</th>
<th>Date of Application</th>
<th>App Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FBO1803105935129470</td>
<td>416/25/TRA/1/CMN/2018/2019</td>
<td>Empowering small tea manufacturers by supplementing additional income through improvement in quality and productivity</td>
<td>25/02/2018</td>
<td>Voucher Generated</td>
</tr>
<tr>
<td>2</td>
<td>FBO1803105935129470</td>
<td>416/26/TRA/1/CMN/2018/2019</td>
<td>Empowering small tea manufacturers by supplementing additional income through improvement in quality and productivity</td>
<td>25/02/2018</td>
<td>New Application</td>
</tr>
<tr>
<td>3</td>
<td>FBO1803105935129470</td>
<td>416/27/TRA/1/CMN/2018/2019</td>
<td>Empowering small tea manufacturers by supplementing additional income through improvement in quality and productivity</td>
<td>25/02/2018</td>
<td>New Application</td>
</tr>
<tr>
<td>4</td>
<td>FBO1803105935129470</td>
<td>416/28/TRA/1/CMN/2018/2019</td>
<td>Empowering small tea manufacturers by supplementing additional income through improvement in quality and productivity</td>
<td>25/02/2018</td>
<td>New Application</td>
</tr>
</tbody>
</table>

9.6.6 SHG: Edit Small Grower
Applicant will get a sub menu option “Edit Small Grower” on clicking the “SHG” menu option as shown below.

On clicking the menu option “Edit Small Grower” the following screen will be available.

9.6.7 SHG: Edit PDS Irrigation
Applicant will get a sub menu option “Edit PDS Irrigation” on clicking the “SHG” menu option as shown below.
On clicking the menu option “Edit PDS Irrigation” the following screen will be available.

9.6.8 SHG: Edit PDS LCV

Applicant will get a sub menu option “Edit PDS LCV” on clicking the “SHG” menu option as shown below.

On clicking the menu option “Edit PDS LCV” the following screen will be available.

9.6.9 SHG: One time grant for common facilities to the SHGs

Applicant will get a sub menu option “One time grant for common facilities to the SHGs” on clicking the “SHG” menu option as shown below.
On clicking the menu option “One time grant for common facilities to the SHGs” the following screen will be available. Applicant may fill and submit the form.
## eGiCCS User Manual for Applicant

### One Time Grant for common facilities to the SHGs

<table>
<thead>
<tr>
<th>Name of the Applicant/Institute</th>
<th>Address of the Applicant/Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naveen Yadav</td>
<td>SBIC</td>
</tr>
<tr>
<td></td>
<td>Plot Code:</td>
</tr>
<tr>
<td></td>
<td>E-mail Id:</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:naveenyadav0707@gmail.com">naveenyadav0707@gmail.com</a></td>
</tr>
</tbody>
</table>

### Bank Details

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>IFSC Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Self Help Group Details

1. **Name of the Self Help Group**
2. **RegISTRATION Number of the Self Help Group**
3. **Address of the Self Help Group**
   - **State**
   - **District**
   - **Pincode**
   - **Name of the President**
   - **Name of the Secretary**

4. **Total number of members of the Self Help Group**

5. **Status of Tea Board Identification card issued to individual growers**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Identification No</th>
<th>Area Under Tea in Hs</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. **Total No of members**

7. **Total area under Tea belonging to the members**

8. **Average quantity of leaf harvested/ day during peak season (Date of Establishment of the SHG)**

9. **Name & Address of the Tea factory to whom the Green leaf is being sold**

10. **Quantity of G.I.I sold and average sale Price during last year**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Month</th>
<th>Quantity of green leaf in Kg</th>
<th>Average Price Moderation Kg</th>
<th>Commission Deduction/ Kg</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. **Date of Establishment of SHG**
   - **Date:** 26-02-2018

12. **Name of the Tea Board official present in the Executive committee of Self Help Gr**

13. **Particulars of the items applied for**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of the Items</th>
<th>No of Units required</th>
<th>Value total (in Rs)</th>
<th>Subsidy (in Rs)</th>
<th>Name of the Supplier/Contractor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. **Documents**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Document Name</th>
<th>Upload Document (docx, pdf, gif, jpeg, jpg, / IMF)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Choose File: No file chosen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>docx, pdf, gif, jpeg, jpg, / IMF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upload</td>
</tr>
</tbody>
</table>

**DECLARATION**

We hereby declare that the above-mentioned particulars are true to the best of our knowledge and also declare that we will stick to abide by the terms and conditions laid down in the Scheme.

Submit   Save Draft

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Logicsoft International, Gurugram, India
9.6.10 SHG: View Application Status
Applicant will get a sub menu option “View Application Status” on clicking the “SHG” menu option as shown below.

On clicking the menu option “View Application Status” the following screen will be available. Applicant can check the status by clicking the View link under Action column.
9.7 Plantation Development

9.7.1 Plantation Development: Apply for PDS Application

Applicant will get a sub menu option “Apply for PDS Application” on clicking the “Plantation Development” menu option as shown below.

Applicant will get the following screen on clicking “Apply for PDS Application” from menu option.

On clicking “Apply Scheme” the following popup appears
9.7.2 Apply for PDS Application: PDS (RP/RJ/NP) Application Forms

Applicant will get the following form on clicking “PDS (RP/RJ/NP) Application Forms” from the popup screen. Applicant will fill and submit the form.
9.7.3 Apply for PDS Application: PDS Field Mechanization Application Forms

Applicant will get the following form on clicking “PDS Field Mechanization Application Forms” from the popup screen. Applicant will fill and submit the form.
9.7.4 Apply for PDS Application: PDS Irrigation Application Forms

Applicant will get the following form on clicking “PDS Irrigation Application Forms” from the popup screen. Applicant will fill and submit the form.
9.7.5 Plantation Development: Edit PDS Field LCV

Applicant will get a sub menu option “Edit PDS Field LCV” on clicking the “Plantation Development” menu option as shown below.

On clicking “Edit PDS Field LCV” the following form will appear which applicant can fill and submit.

9.7.6 Plantation Development: Edit PDS Irrigation BG

Applicant will get a sub menu option “Edit PDS Irrigation BG” on clicking the “Plantation Development” menu option as shown below.

On clicking “Edit PDS Irrigation BG” the following form will appear which applicant can fill and submit.
9.8  QUPDS Including Orthodox

9.8.1  QUPDS Including Orthodox: Apply for QUPDS or OTPS Application

Applicant will get a sub menu option “Apply for QUPDS or OTPS Application” on clicking the “QUPDS Including Orthodox” menu option as shown below.

On clicking the “Apply for QUPDS or OTPS Application” menu option, applicant will get the following form in which applicant will click on “Apply Scheme” as shown.

On clicking the “Apply Scheme” from previous screen the following popup will appear.
9.8.2 Apply for QUPDS or OTPS Application: QUPDS Application Forms

Applicant will click on “QUPDS Application Forms” from popup screen and will get the following screen. Applicant will fill and submit the form.
### Description of Machinery Apply for

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Proposed Capacity</th>
<th>Resource</th>
<th>Installation</th>
<th>Location</th>
<th>Readiness</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Description of Civil works apply for

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activity</th>
<th>Time in Yr. to Val.</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>House</td>
<td>3 yrs</td>
<td></td>
</tr>
</tbody>
</table>

### Details of Machinery Applied

- Make: Tool
- Model: House
- Year of Installation: 2023
- Capacity: 3.00 kW
- Location: Factory

### Specifications and Model

<table>
<thead>
<tr>
<th>Area of Machinery</th>
<th>Specification and Model</th>
<th>No. of Unit</th>
<th>Capacity</th>
<th>Remarks</th>
<th>Name &amp; Address of Civil Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Civil Work

1. For civil works in Factory Specific Area

2. Purchase of civil sub-structure (e.g., for foundation, capacity development, etc.)

3. Payment details of the civil sub-structure

4. Final payment details

### Endorsements

- Choose: Yes
- Choose: No

### Additional Information

- Address for contact: 
- Additional details: 

---

Logicsoft International, Gurugram, India

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9.8.3 Apply for QUPDS or OTPS Application: OTPS Application Forms
Applicant will click on “OTPS Application Forms” from popup screen and will get the following screen. Applicant will fill and submit the form.

<table>
<thead>
<tr>
<th>Home</th>
<th>Research &amp; Development</th>
<th>Market Promotion</th>
<th>HR Development</th>
<th>Special Package</th>
<th>Development of Small Grower</th>
<th>Plantation Development</th>
<th>QUPDS including Orthodox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factory Name</td>
<td>Hand Unit</td>
<td>Company Name</td>
<td>FACTORY LTD</td>
<td>FACTORY</td>
<td>Factory Type</td>
<td>Manufacture Type</td>
<td></td>
</tr>
<tr>
<td>TMC/Tea (No.)</td>
<td>TMC/Tea (No.)</td>
<td>TMC/Tea (No.)</td>
<td>100-01272</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OTPS Application Form**

- Application to be submitted at: [Select]
- Manufacture Type: [Select]
- Period Apply for: [Select]
- Date of application: 26 FEB 2018
- Total Tea Manufactured during the Claim Period (in Kgs):
  - A/H
  - Rate
  - Amount
- Total Orthodox/ Green/ Oolong/ White tea manufactured during the claim period out of total tea manufactured:
  - orthodox Tea (other than Darjeeling Tea) (in Kgs)
  - Green Tea (in Kgs)
  - Darjeeling Orthodox Tea (in Kgs)
  - Oolong Tea (in Kgs)
  - White Tea (in Kgs)
  - Grant Total

**Bank Details**
- Account No.
- Name of the Bank: [Select Bank]
- Branch: [Select Branch]
- IFSC Code
- Bank Passbook: [Choose File] No file chosen

**Enclosures**
- TMC/Tea Certificate
- TRS/DS/TFR Subscription
- NRA Subscription
- Copies of Monthly L-Returns
- Latest IP Claim
- Copies for the claim period record (RGJ)
- Self Declaration on EAML
- PPC Certificate

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10 RETURNS – APPLICATION FILING

10.1 Returns Home Page

On clicking the Returns Management hyperlink, applicant will be directed to Returns homepage as shown below.
10.2 Search – By Company Name

Applicant can search applications by company name.

Applicant can also search without specifying any criteria and clicking the Search button and all applications will be listed as shown below.
10.3 Search – By License Number

Applicant can search applications by License Number.

Applicant can also search without specifying any criteria and clicking the Search button and all applications will be listed as shown below.
10.4 Annual Return – Proceed

The applicant will select the return to be filed from the “List of Returns” screen as shown below.

![Image of List of Returns]

10.5 Annual Return – List of Returns

On clicking the Proceed link from the previous screen the following details of the returns will be displayed. Both Pending and Submitted returns will be shown.
10.6 Annual Return – Submit Return

Applicant will be able to submit the pending returns by clicking the “Submit Return” link but applicant will have to fill all previous pending returns before he/she can file the later returns. If not done so then the following message will appear.

10.7 Annual Return – File & Submit

On clicking the “Submit Return” link from previous screen the return application for Annual Return will be shown which the applicant will have to fill diligently.
10.8 Annual Return - Message Confirmation

After filling all the mandatory details in the Annual Return applicant will click the Submit button which will show the following confirmation message.

10.9 Annual Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

10.10 Annual Return – View Details

Applicant can view the details of the previously filed returns by clicking the “View/Details” link under Action column.
On clicking the View Details link the following screen will appear.
<table>
<thead>
<tr>
<th>N/No</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Status</th>
<th>Father's Name</th>
<th>Mother's Name</th>
<th>Occupation</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Doe</td>
<td>123 Main St, City, State</td>
<td>1234567</td>
<td><a href="mailto:john@example.com">john@example.com</a></td>
<td>1990-01-01</td>
<td>Male</td>
<td>Accepted</td>
<td>John Smith</td>
<td>Jane Doe</td>
<td>Teacher</td>
<td>Father</td>
</tr>
</tbody>
</table>

**Notes:**
- For Gender, use Male/Female.
- For Status, use Accepted/Rejected.
- For Relationship, use Father/Mother.
10.11 Annual Return – Print Details

Applicant will be able to print the details of the previously filed return through the print option or can save the return as a pdf file.

10.12 Annual Return – Edit Return

Applicant can edit previously filed returns by clicking the “Edit” link under Action column.
### Columns

<table>
<thead>
<tr>
<th>Department</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>5000</td>
</tr>
<tr>
<td>Female</td>
<td>500</td>
</tr>
</tbody>
</table>

### Rows

<table>
<thead>
<tr>
<th>Year</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>5000</td>
<td>500</td>
<td>5500</td>
</tr>
<tr>
<td>2nd year</td>
<td>4500</td>
<td>400</td>
<td>4900</td>
</tr>
<tr>
<td>3rd year</td>
<td>4000</td>
<td>350</td>
<td>4350</td>
</tr>
<tr>
<td>4th year</td>
<td>3500</td>
<td>300</td>
<td>3800</td>
</tr>
</tbody>
</table>

### Notes

- The table above shows the number of employees in each gender for different years.
- The total number of employees for each year is calculated by adding the male and female employees.
10.13 Annual Return – Message Confirmation
After editing all the necessary details in the Annual Return applicant will click the Submit button which will show the following confirmation message.

10.14 Annual Return – Success Message
On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.
10.15 Buyer Return – Proceed

The applicant will select the return to be filed from the “List of Returns” screen as shown below.

![List of Returns](image)

10.16 Buyer Return – List of Returns

On clicking the Proceed link from the previous screen the following details of the returns will be displayed. Both Pending and Submitted returns will be shown.
10.17 Buyer Return – Submit Return

Applicant will be able to submit the pending returns by clicking the “Submit Return” link but applicant will have to fill all previous pending returns before he/she can file the later returns. If not done so the following message will be shown.

10.18 Buyer Return – File & Submit

On clicking the “Submit Return” link from previous screen the return application for Buyer Return will be shown which the applicant will have to fill diligently.
### Returns

**Name of the Firm/Company:**

**Address of Regd. Office:**

**Tea Board Regd. No. Under TMAC:**

**Return Information**

<table>
<thead>
<tr>
<th>Return Month</th>
<th>OCT *</th>
<th>2017 *</th>
</tr>
</thead>
</table>

**Return should be submitted on or before 7th of every month**

If Qty/Price will not be there, Kindly enter Zero(0).

### 4. Opening Stock of Tea (in Kgs) lying in the godowns at the beginning of the period under report:

<table>
<thead>
<tr>
<th>Type of Tea</th>
<th>CTC</th>
<th>Orthodox</th>
<th>Darjeeling</th>
<th>Green</th>
<th>Others</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loose Tea</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packet Tea</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tea Bags</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3. Quantity (in Kgs) and Avg.Price (Rs./Kg) of teas purchased/procured in bulk during the month under report:

#### a) Purchases from sources of auction

<table>
<thead>
<tr>
<th>Type Of Tea</th>
<th>CTC</th>
<th>Orthodox</th>
<th>Darjeeling</th>
<th>Green</th>
<th>Others</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaf</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### b) Purchases from sources other than auction

<table>
<thead>
<tr>
<th>Type Of Tea</th>
<th>CTC</th>
<th>Orthodox</th>
<th>Darjeeling</th>
<th>Green</th>
<th>Others</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaf</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### c) Procurements from Own Gardens/Factory

<table>
<thead>
<tr>
<th>Type Of Tea</th>
<th>CTC</th>
<th>Orthodox</th>
<th>Darjeeling</th>
<th>Green</th>
<th>Others</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaf</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 6. Quantity (Kgs) of tea produced in the form of Packet tea and Tea Bags, Instant tea, Flavoured tea and Quick Brewing Black Tea during the period under report:

#### Type Of Tea

- Packet Tea
- Tea Bags
- Instant Tea
- Flavoured
- Quick Brewing Black Tea

### 7. Marketing of Tea during the Period under report:

<table>
<thead>
<tr>
<th>Type Of Tea</th>
<th>Quantity (Kgs)</th>
<th>Price realized (in Rs. Per Kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 8. Quarterly received by Consignee/Commission agents by way of stock transfer and reserve price:

<table>
<thead>
<tr>
<th>Type Of Tea</th>
<th>Quantity Received During the Period under report (Kgs)</th>
<th>Quantity sold During the period under report</th>
<th>Total Value received excluding sales tax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 9. Consignee/Commission Agent shall furnish additional information as prescribed below:

<table>
<thead>
<tr>
<th>Name of the Consignee</th>
<th>Type of Tea</th>
<th>Quantity Received During the Period under report (Kgs)</th>
<th>Quantity sold During the period under report</th>
<th>Total Value received excluding sales tax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### DECLARATION

I/We hereby certify that the information including figures given in the above return is correct and that can be verified from the records.

Place: Jammu & Kashmir

Signature of Manager / Authorized Signatory

Date: 24/02/2018

BUYER LICENCE HOLDER

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10.19 **Buyer Return - Message Confirmation**

After filling all the mandatory details in the Buyer Return applicant will click the Submit button which will show the following confirmation message.

![Confirmation Message](image1)

10.20 **Buyer Return – Success Message**

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

![Success Message](image2)

10.21 **Buyer Return – File Nil Return**

The user can click on “File Nil Return” button as shown.

![File Nil Return](image3)

10.22 **Buyer Return - Message Confirmation**

On clicking “File NIL Return” from the previous screen, the following confirmation message will be displayed.
10.23 Buyer Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

10.24 Buyer Return – View Details

Applicant can view the details of the previously filed returns by clicking the “View/Details” link under Action column.

10.25 Buyer Return – Print Details

Applicant will be able to print the details of the previously filed return through the print option or can save the return as a pdf file.
10.26 Buyer Return – Edit Return

Applicant can edit previously filed returns by clicking the “Edit” link under Action column.
**Return Information**

**Return Month**  
SEP 2017

Return should be submitted on or before 7th of every month

If Qty/Price will not be there, Kindly enter Zero(0)

4. Opening Stock of Tea (in Kgs) lying in the godown at the beginning of the period under report:

<table>
<thead>
<tr>
<th>Type of Tea</th>
<th>CTC</th>
<th>Orthiosa</th>
<th>Darjiling</th>
<th>Green</th>
<th>Others</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loose Tea</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>1000</td>
<td>1400</td>
</tr>
<tr>
<td>Packet Tea</td>
<td>1000</td>
<td>1000</td>
<td></td>
<td>100</td>
<td>1000</td>
<td>2000</td>
</tr>
<tr>
<td>Tea Bags</td>
<td>1000</td>
<td>1000</td>
<td></td>
<td>1000</td>
<td></td>
<td>2000</td>
</tr>
</tbody>
</table>

5. Quantity (in Kgs) and Avg.Price (Rs/Kg) of teas purchased/procured in bulk during the month under report:

   a) Purchases from sources of auction:

<table>
<thead>
<tr>
<th>Type Of Tea</th>
<th>CTC</th>
<th>Orthiosa</th>
<th>Darjiling</th>
<th>Green</th>
<th>Other Teas</th>
<th>Total Qty</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaf</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Dust</td>
<td>1000</td>
<td>1000</td>
<td></td>
<td>1000</td>
<td></td>
<td>10100</td>
<td>14100</td>
</tr>
</tbody>
</table>

   b) Purchases from sources other than auction:

<table>
<thead>
<tr>
<th>Type Of Tea</th>
<th>CTC</th>
<th>Orthiosa</th>
<th>Darjiling</th>
<th>Green</th>
<th>Other Teas</th>
<th>Total Qty</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaf</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Dust</td>
<td>10100</td>
<td>1000</td>
<td></td>
<td>1000</td>
<td></td>
<td>10100</td>
<td>14100</td>
</tr>
</tbody>
</table>

6. Quantity(kg) of tea produced in the form of Packet tea and Tea bags, Instant tea, Flavoured tea and Quick brewing black tea during the period under report:

<table>
<thead>
<tr>
<th>Type Of Tea</th>
<th>Quantity (in kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packet Tea</td>
<td>10</td>
</tr>
<tr>
<td>Tea Bags</td>
<td>10</td>
</tr>
<tr>
<td>Instant Tea</td>
<td>10</td>
</tr>
<tr>
<td>Flavoured</td>
<td>10</td>
</tr>
<tr>
<td>Quick brewing Black Tea</td>
<td>10</td>
</tr>
</tbody>
</table>

7. Marketing of tea during the Period under report:

<table>
<thead>
<tr>
<th>Type Of Tea</th>
<th>Quantity (in kg)</th>
<th>Price realised (in Rs. Per Kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packet Tea</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Tea Bags</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Instant Tea</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Flavoured</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Quick brewing Black Tea</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

8. Quantity received by Consignee/commission agents by way of stock transfer and reserve price:

<table>
<thead>
<tr>
<th>Type Of Tea</th>
<th>CTC</th>
<th>Orthiosa</th>
<th>Darjiling</th>
<th>Green</th>
<th>Other Teas</th>
<th>Total Qty</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaf</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Dust</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>

9. Consignee/Commission Agent shall furnish additional information as prescribed below:

<table>
<thead>
<tr>
<th>Name of Consignee</th>
<th>Type of Tea</th>
<th>Quantity (in kg)</th>
<th>Quantity received during the Period under report (kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>abcd Pvt Ltd</td>
<td>Green Tea</td>
<td>Leaf</td>
<td>100</td>
</tr>
</tbody>
</table>

**Declaration**

We hereby certify that the information including figures given in the above return is correct and that can be verified from the records.

**Place**: Jammu & Kashmir  
**Date**: 24/02/2015

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10.27 Buyer Return – Message Confirmation

After editing all the necessary details in the Buyer Return applicant will click the Submit button which will show the following confirmation message.

![Confirmation Message]

10.28 Buyer Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

![Success Message]
10.29 Exporter Return – Proceed

The applicant will select the return to be filed from the “List of Returns” screen as shown below.

10.30 Exporter Return – List of Returns

On clicking the Proceed link from the previous screen the following details of the returns will be displayed. Both Pending and Submitted returns will be shown.
10.31 Exporter Return – Submit Return

Applicant will be able to submit the pending returns by clicking the “Submit Return” link but applicant will have to fill all previous pending returns before he/she can file the later returns. If not done so then the following message will be shown.

![Message](image)

**10.32 Exporter Return – File & Submit**

On clicking the “Submit Return” link from previous screen the return application for Exporter Return will be shown which the applicant will have to fill diligently.
10.33 Exporter Return - Message Confirmation

After filling all the mandatory details in the Exporter Return applicant will click the Submit button which will show the following confirmation message.

10.34 Exporter Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.
10.35 Exporter Return – File Nil Return

User can click the “File Nil Return” button from Submit Return screen to file a nil return.

10.36 Exporter Return - Message Confirmation

On clicking File Nil Return in the Exporter Return, applicant will be shown the following confirmation message.

10.37 Exporter Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.
10.38 Exporter Return – View Details

Applicant can view the details of the previously filed returns by clicking the “View/Details” link under Action column.

10.39 Exporter Return – Print Details

Applicant will be able to print the details of the previously filed return through the print option or can save the return as a pdf file.
10.40 Exporter Return – Edit Return

Applicant can edit previously filed returns by clicking the “Edit” link under Action column
<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Year</th>
<th>Monthly</th>
<th>Date of Submission</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2017</td>
<td>SEP</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>2</td>
<td>2017</td>
<td>AUG</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>3</td>
<td>2017</td>
<td>JUL</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>4</td>
<td>2017</td>
<td>JUN</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>5</td>
<td>2017</td>
<td>MAY</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>6</td>
<td>2017</td>
<td>APR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>7</td>
<td>2017</td>
<td>MAR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>8</td>
<td>2017</td>
<td>FEB</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>9</td>
<td>2017</td>
<td>JAN</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>10</td>
<td>2016</td>
<td>DEC</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>11</td>
<td>2016</td>
<td>NOV</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>12</td>
<td>2016</td>
<td>OCT</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>13</td>
<td>2016</td>
<td>SEP</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>14</td>
<td>2016</td>
<td>MAY</td>
<td>17/09/2017</td>
<td>Filed</td>
<td>View/Details</td>
</tr>
<tr>
<td>15</td>
<td>2016</td>
<td>MAR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>16</td>
<td>2015</td>
<td>APR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>17</td>
<td>2015</td>
<td>MAR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>18</td>
<td>2015</td>
<td>MAY</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>19</td>
<td>2015</td>
<td>APR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>20</td>
<td>2015</td>
<td>MAR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>21</td>
<td>2015</td>
<td>MAR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>22</td>
<td>2015</td>
<td>MAY</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>23</td>
<td>2015</td>
<td>APR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>24</td>
<td>2015</td>
<td>MAR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>25</td>
<td>2015</td>
<td>MAY</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>26</td>
<td>2015</td>
<td>APR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>27</td>
<td>2015</td>
<td>MAR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>28</td>
<td>2015</td>
<td>MAY</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>29</td>
<td>2015</td>
<td>APR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
<tr>
<td>30</td>
<td>2015</td>
<td>MAR</td>
<td></td>
<td>Pending</td>
<td>Submit Return</td>
</tr>
</tbody>
</table>

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10.41 Exporter Return – Message Confirmation

After editing all the necessary details in the Exporter Return, applicant will click the Submit button which will show the following confirmation message.

```
teaboard.logicsoft.online says:
Are you sure to Submit Returns?

OK       Cancel
```

10.42 Exporter Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

```
teaboard.logicsoft.online says:
Returns Submitted Successfully...

OK       Cancel
```
10.43 **Form - E Return - Proceed**

The applicant will select the return to be filed from the “List of Returns” screen as shown below.

![List of Returns Screen](image)

10.44 **Form - E Return – List of Returns**

On clicking the Proceed link from the previous screen the following details of the returns will be displayed. Both Pending and Submitted returns will be shown.
10.45 Form - E Return – Submit Return

Applicant will be able to submit the pending returns by clicking the “Submit Return” link but applicant will have to fill all previous pending returns before he/she can file the later returns. If not done so the following message will be shown

```
| teboard.logicsoft.online says: |
| Please Fill Previous Returns |
```

10.46 Form - E Return – File & Submit

On clicking the “Submit Return” link from previous screen the return application for Form - E Return will be shown which the applicant will have to fill diligently.
10.47 **Form - E Return - Message Confirmation**

After filling all the mandatory details in the Form - E Return applicant will click the Submit button which will show the following confirmation message.

```
After filling all the mandatory details in the Form - E Return applicant will click the Submit button which will show the following confirmation message.
```

![Message Confirmation](image)

10.48 **Form - E Return – Success Message**

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

```
On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.
```

![Success Message](image)

10.49 **Form - E Return – File Nil Return**

User can click “File Nil Return” button from Submit Return screen as shown below.
10.50 Form - E Return - Message Confirmation

Applicant will be shown the following confirmation message.
10.51 Form - E Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

10.52 Form - E Return – View Details

Applicant can view the details of the previously filed returns by clicking the “View/Details” link under Action column
## 10.53 Form - E Return – Print Details

Applicant will be able to print the details of the previously filed return through the print option or can save the return as a pdf file.

### eGiCCS User Manual for Applicant

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**eGiCCS** - eGovernance Initiatives for Citizen Centric Services in Tea Board of India

### eGiCCS User Manual for Applicant

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**logicsoft International, Gurugram, India**

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10.54 Form - E Return – Edit Return

Applicant can edit previously filed returns by clicking the “Edit” link under Action column.
10.55 **Form - E Return – Message Confirmation**

After editing all the necessary details in the Form - E Return applicant will click the Submit button which will show the following confirmation message.
10.56 **Form - E Return – Success Message**

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.
10.57 Importer Return – Proceed

The applicant will select the return to be filed from the “List of Returns” screen as shown below.

10.58 Importer Return – List of Returns

On clicking the Proceed link from the previous screen the following details of the returns will be displayed. Both Pending and Submitted returns will be shown.
10.59 Importer Return – Submit Return

Applicant will be able to submit the pending returns by clicking the “Submit Return” link but applicant will have to fill all previous pending returns before he/she can file the later returns. If not done so then the following message will be shown:

![Message: Please Fill Previous Returns](image)

10.60 Importer Return – File & Submit

On clicking the “Submit Return” link from previous screen the return application for Importer Return will be shown which the applicant will have to fill diligently.
10.61 Importer Return - Message Confirmation

After filling all the mandatory details in the Importer Return applicant will click the Submit button which will show the following confirmation message.

10.62 Importer Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

10.63 Importer Return – File Nil Return

User can click “File Nil Return” button from Submit Return screen as shown.
10.64 Importer Return - Message Confirmation

On clicking “File Nil Return” from previous screen, applicant will be shown the following confirmation message.

![Confirmation Message](image)

10.65 Importer Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

![Success Message](image)

10.66 Importer Return – View Details

Applicant can view the details of the previously filed returns by clicking the “View/Details” link under Action column.
10.67 Importer Return – Print Details

Applicant will be able to print the details of the previously filed return through the print option or can save the return as a pdf file.

10.68 Importer Return – Edit Return

Applicant can edit previously filed returns by clicking the “Edit” link under Action column.
10.69 Importer Return – Message Confirmation

After editing all the necessary details in the Importer Return, applicant will click the Submit button which will show the following confirmation message.

```
Are you sure to Submit Returns?
```

10.70 Importer Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

```
Returns Submitted Successfully...
```
10.71 Inclusion Report Return – Proceed

The applicant will select the return to be filed from the “List of Returns” screen as shown below.

![List of Returns](image)

10.72 Inclusion Report Return – List of Returns

On clicking the Proceed link from the previous screen the following details of the returns will be displayed. Both Pending and Submitted returns will be shown.
10.73 Inclusion Report Return – Submit Return

Applicant will be able to submit the pending returns by clicking the “Submit Return” link but applicant will have to fill all previous pending returns before he/she can file the later returns. If not done so then the following message will be shown.

10.74 Inclusion Report Return – File & Submit

On clicking the “Submit Return” link from previous screen the return application for Inclusion Report Return will be shown which the applicant will have to fill diligently.
10.75 Inclusion Report Return - Message Confirmation

After filling all the mandatory details in the Inclusion Report Return applicant will click the Submit button which will show the following confirmation message.
10.76 Inclusion Report Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

![Image of Success Message]

10.77 Inclusion Report Return – View Details

Applicant can view the details of the previously filed returns by clicking the “View/Details” link under Action column.

![Image of View Details]

10.78 Inclusion Report Return – Print Details

Applicant will be able to print the details of the previously filed return through the print option or can save the return as a pdf file.
10.79 Inclusion Report Return – Edit Return

Applicant can edit previously filed returns by clicking the “Edit” link under Action column
10.80 Inclusion Report Return – Message Confirmation

After editing all the necessary details in the Inclusion Report Return applicant will click the Submit button which will show the following confirmation message.
10.81 Inclusion Report Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.
**10.82 Instant Tea Return – Proceed**

The applicant will select the return to be filed from the “List of Returns” screen as shown below.

![List of Returns Screen](image)

**10.83 Instant Tea Return – List of Returns**

On clicking the Proceed link from the previous screen the following details of the returns will be displayed. Both Pending and Submitted returns will be shown.
10.84 Instant Tea Return – Submit Return

Applicant will be able to submit the pending returns by clicking the “Submit Return” link but applicant will have to fill all previous pending returns before he/she can file the later returns. If not done so then the following message will be shown.

10.85 Instant Tea Return – File & Submit

On clicking the “Submit Return” link from previous screen the return application for Instant Tea Return will be shown which the applicant will have to fill diligently.
Returns

Instant Tea Return - Monthly Returns

1. Name of the Manufacturing Unit
   TEA WASTE PVT. LTD.
2. Address :
   c/o, Shirmant, Haripura, 127305
3. Name of the Co-owning the Mfg Unit :
   -N/A-
4. Tea Board's Registration No. under TMCO :
   -N/A-
5. District :
   Haryana
6. State :
   -N/A-
7. Tea Waste License No. under TWCO :
   TW-01241

Return Information

Returns Month     AUG     2917

File Nil Return

8. Any quantity of instant tea produced are exported during the month

<table>
<thead>
<tr>
<th>Quantity of instant tea exported (in kg.)</th>
<th>Unit Price</th>
<th>Country to which exported</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>N/A</td>
</tr>
<tr>
<td>50.00</td>
<td>0.60</td>
<td>Cameroon</td>
</tr>
</tbody>
</table>

9. Opening Stock

10. Raw Materials *

<table>
<thead>
<tr>
<th>Quantity of Green Leaf Sourced</th>
<th>Avg Price Paid</th>
<th>Quantity Used</th>
<th>Name of the Tea Estate/Small Tea Grower</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Please select</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity of tea waste purchased</th>
<th>Avg Price Paid</th>
<th>Quantity Used</th>
<th>Name of the Tea Waste Seller</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Please select</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity of main tea purchased</th>
<th>Avg Price Paid</th>
<th>Quantity Used</th>
<th>Name of the manufacturer/auction center</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Please select</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity of any other raw material purchased for the use of instant tea manufacturing</th>
<th>Avg Price Paid</th>
<th>Quantity Used</th>
<th>Name of the person from whom purchased</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Please select</td>
</tr>
</tbody>
</table>

11. Quantity of instant tea manufactured during the month

12. Disposal of Instant Tea

<table>
<thead>
<tr>
<th>Name of the Buyer</th>
<th>Registration no.</th>
<th>Sale of instant tea in the domestic market</th>
<th>Unit price</th>
</tr>
</thead>
</table>

13. Closing stock of Raw Material

<table>
<thead>
<tr>
<th>Quantity of green leaf</th>
<th>Quantity of tea waste</th>
<th>Quantity of main tea</th>
<th>Quantity of any other raw material</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Closing Stock of Instant Tea :

DECLARATION

I/we hereby certify that the information including the figures given in the above return are correct and that they can be verified from the records.

Place : Haryana

Signature / Authorized Representative :

Date : 24/03/2018

TEA WASTE PVT. LTD.
10.86 Instant Tea Return - Message Confirmation

After filling all the mandatory details in the Instant Tea Return applicant will click the Submit button which will show the following confirmation message.

![Confirmation Message]

10.87 Instant Tea Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

![Success Message]

10.88 Instant Tea Return – View Details

Applicant can view the details of the previously filed returns by clicking the “View/Details” link under Action column.
10.89 Instant Tea Return – Print Details

Applicant will be able to print the details of the previously filed return through the print option or can save the return as a pdf file.
10.90 Instant Tea Return – Edit Return

Applicant can edit previously filed returns by clicking the “Edit” link under Action column
## Returns

<table>
<thead>
<tr>
<th>Instant Tea Return - Monthly Returns</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of the Manufacturing Unit:</td>
</tr>
<tr>
<td>2. Address:</td>
</tr>
<tr>
<td>3. Name of the Company Owning the Mfg. Unit:</td>
</tr>
<tr>
<td>4. Tea Board's Registration No. under TMCO:</td>
</tr>
<tr>
<td>5. District:</td>
</tr>
<tr>
<td>6. State:</td>
</tr>
<tr>
<td>7. Tea Waste Licence No. under TWCO:</td>
</tr>
</tbody>
</table>

### Return Information

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEP</td>
<td>2015</td>
</tr>
</tbody>
</table>

- Return should be submitted on or before 7th of every month
- If Price will not be there, Kindly enter Zero (0)

8. Opening Stock: 10000.00

### Raw Materials

<table>
<thead>
<tr>
<th>Quantity of Green Leaf Sorted</th>
<th>Avg Price Paid</th>
<th>Quantity Used</th>
<th>Name of the Tea Estate/Small Tea Grower</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>fg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity of tea waste purchased</th>
<th>Avg Price Paid</th>
<th>Quantity Used</th>
<th>Name of the Tea Waste Collector</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
<td>TEA WASTE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity of made tea purchased</th>
<th>Avg Price Paid</th>
<th>Quantity Used</th>
<th>Name of the manufacturer/distributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>ack unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity of any other raw material purchased for the use of instant tea manufacturing</th>
<th>Avg Price Paid</th>
<th>Quantity Used</th>
<th>Name of the person from whom purchased</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00</td>
<td>1000.00</td>
<td>100.00</td>
<td>wdswsw4w489</td>
</tr>
</tbody>
</table>

10. Quantity of instant tea manufactured during the month: 100000

<table>
<thead>
<tr>
<th>Name of the Buyer</th>
<th>Registration no.</th>
<th>Selling price in the domestic market</th>
<th>Unit price</th>
</tr>
</thead>
<tbody>
<tr>
<td>A K TRADING CO (KOL/3-5485) - BUY51142544</td>
<td>1000.00</td>
<td>2541.00</td>
<td></td>
</tr>
</tbody>
</table>

11. Any quantity of instant tea produced are exported during the month

- Yes: No

<table>
<thead>
<tr>
<th>Quantity of instant tea exported (in kg.)</th>
<th>Unit Price</th>
<th>Country to which exported</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>N/A-0</td>
</tr>
</tbody>
</table>

13. Closing stock of Raw Materials

<table>
<thead>
<tr>
<th>Quantity of green leaf</th>
<th>100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity of tea waste</td>
<td>100.00</td>
</tr>
<tr>
<td>Quantity of made tea</td>
<td>1000.00</td>
</tr>
<tr>
<td>Quantity of any other raw material</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

14. Closing Stock of Instant tea: 10000.00

### Declaration

I/We hereby certify that the information including the figures given in the above return are correct and that they can be verified from the records.

- Place: Chhattisgarh
- Date: 18/09/2017

Signatures / Authorized Representations

WASTE TEA LICENSE
10.91 Instant Tea Return – Message Confirmation

After editing all the necessary details in the Instant Tea Return applicant will click the Submit button which will show the following confirmation message.

![Confirmation Message]

10.92 Instant Tea Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.

![Success Message]
10.93 Warehouse Return – Proceed

The applicant will select the return to be filed from the “List of Returns” screen as shown below.

![List of Returns](image)

10.94 Warehouse Return – List of Returns

On clicking the Proceed link from the previous screen the following details of the returns will be displayed. Both Pending and Submitted returns will be shown.
10.95 Warehouse Return – Submit Return

Applicant will be able to submit the pending returns by clicking the “Submit Return” link but applicant will have to fill all previous pending returns before he/she can file the later returns. If not done so then the following message will be shown.

10.96 Warehouse Return – File & Submit

On clicking the “Submit Return” link from previous screen the return application for Warehouse Return will be shown which the applicant will have to fill diligently.
10.97 Warehouse Return - Message Confirmation

After filling all the mandatory details in the Warehouse Return applicant will click the Submit button which will show the following confirmation message.

10.98 Warehouse Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.
10.99 Warehouse Return – View Details

Applicant can view the details of the previously filed returns by clicking the “View/Details” link under Action column
10.100 Warehouse Return – Print Details

Applicant will be able to print the details of the previously filed return through the print option or can save the return as a pdf file.
10.101 Warehouse Return – Edit Return

Applicant can edit previously filed returns by clicking the “Edit” link under Action column.
10.102 Warehouse Return – Message Confirmation

After editing all the necessary details in the Warehouse Return applicant will click the Submit button which will show the following confirmation message.

10.103 Warehouse Return – Success Message

On clicking ok on the previous message, the following message will show. Applicant will also get an email confirmation.
10.104 Email Scheduler - Email Messages

On successfully submitting any return, applicant will get an email confirmation from Tea Board India. The format of the email is as shown below.

*******************************************************
Dear [Applicant Name],
Your [Return Name] Returns for month of [Month] [Year] has been submitted on [Date].
For Queries related to online TBI, Please contact our email at licensing@tbi.gov.in.

PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO-GENERATED MAIL.

Thanks & Regards,
eGiCCS System, TBI
*******************************************************

If the applicant has not filled returns between 1st and 7th of the month then an email will be sent to applicant daily requesting him/her to fill the return. The format of the email is as shown below.

------------------------------------------------------------------------------------------------------------------
Dear [Applicant Name],
Your [Return Name] Returns Submission for month of [Month] [Year], is due on 7th of [Month]. Kindly submit the report before due date and please ignore if return has already been submitted.
PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO-GENERATED MAIL.

Thanks & Regards,
eGiCCS System, TBI
------------------------------------------------------------------------------------------------------------------

If the applicant has not filled returns between 8th and 15th of the month then an email will be sent to applicant daily requesting him/her to fill the return. The format of the email is as shown below.

******************************************************************************
Dear [Applicant Name],
Your [Return Name] Return Submission for the month of [Month] [Year] has not been submitted till date. Kindly submit the return as soon as possible and please ignore if already submitted.

PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO-GENERATED MAIL.

Thanks & Regards,
eGiCCS System, TBI

*****************************************************

All the above emails will be automatically sent by the email scheduler and user intervention is not required.
11 GRIEVANCE – APPLICATION FILING

11.1 Grievance Home Page

On clicking the Grievance Management hyperlink, Applicant will be directed to Grievance homepage as shown below

![Grievance Home Page](image)

11.2 Post Grievance Application

Applicant will click on the menu option Post Grievance to get the following screen. Applicant will fill the grievance application and submit it.

![Post Grievance Application](image)
11.3 Post Grievance Application Confirmation  
On posting the grievance application applicant will get a pop up confirmation.

On posting the grievance application applicant will get a pop up confirmation.

11.4 View Grievance Application Details  
Applicant will click on the complaint reference number from the Grievance home page to get details of the grievance application.

11.5 Submit Clarification  
Applicant will submit clarification on his/her grievance application if any clarification is sought by PGO or Department.
The following screen will be accessible to applicant by clicking the “Submit Clarification” link from the previous screen.

On clicking the forward button the following confirmation message is shown.

teaboard.logicsoft.online says:
Grievance clarification has been sent successfully

OK
11.6 View Grievance Application Status

Applicant can view the status of the grievance application through the grievance home screen as shown below.
12 DISCLAIMER

Disclaimer: This document is confidential and may also be a privileged communication. It is intended for Tea Board of India and its authorized stakeholders to whom it is addressed.

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**eGiCCS**

**eGovernance Initiatives for Citizen Centric Services in Tea Board of India**

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For any clarifications or queries on this report, please contact:

**Logicsoft International Private Limited**

Udyog Vihar Phase V, Gurgaon, India

Phone. +91.124.4284779/80


Email. info@logicsoft.online