



*eGiCCS - eGovernance Initiatives for Citizen Centric Services in*

*Tea Board India*

## **eGiCCS Returns Submission – SOP IOR**

Version 1.0 dated 30<sup>th</sup> April 2018

Submitted by:

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*beyond hype*

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## **EGICCS RETURNS SUBMISSION – SOP IOR**

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Version 1.0

30/04/2018

## TABLE OF CONTENTS

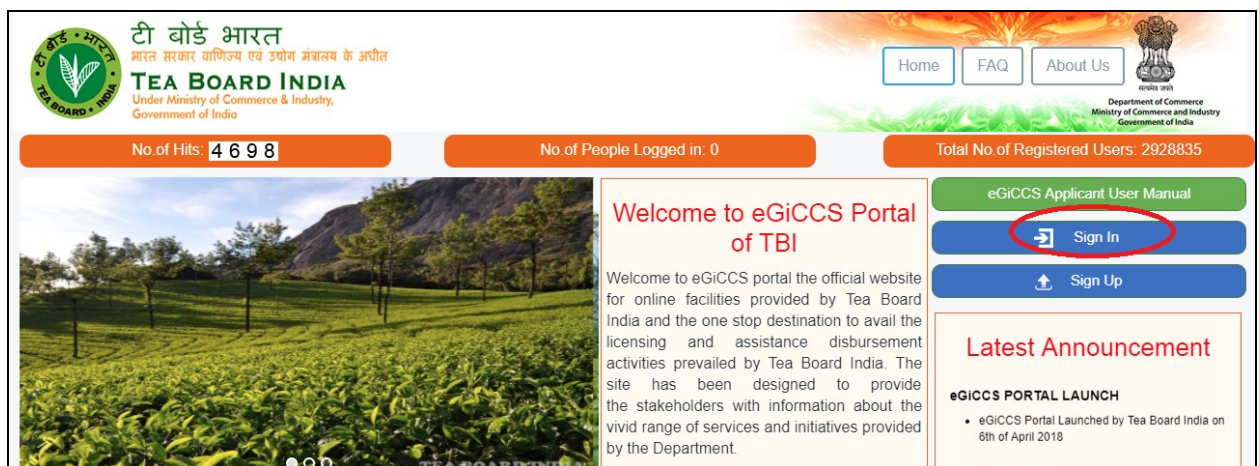
<b>1 PURPOSE .....</b>	<b>2</b>
<b>2 STANDARD OPERATING PROCEEDURE .....</b>	<b>2</b>
<b>3 DISCLAIMER.....</b>	<b>5</b>

## 1 PURPOSE

This document would provide an overview for applicants for submission of Returns having Factory (IOR) License that are currently submitting Returns in the FORM-E system as prevailed by Tea Board India.

## 2 STANDARD OPERATING PROCEEDURE

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



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

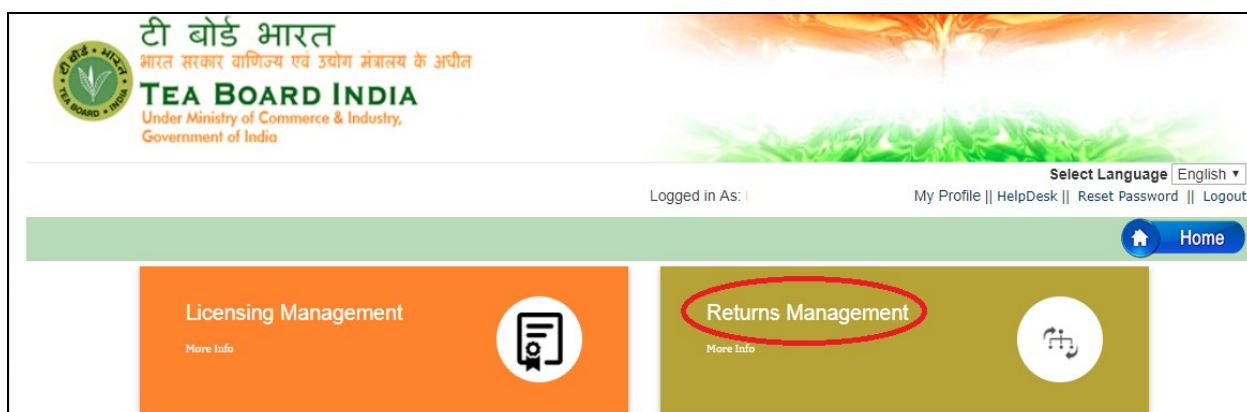


**Note:** - In case of FORM-E returns User has to use the login credentials as used in the current FORM-E system, however there is a minor change in the User ID as the special characters could not be included in the eGiCCS system due to security audit hence Users has to use their user ID without any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

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

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

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



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

**Search For Application**

Company Name:  License No:

**Search**

**Search Results Total Records :**

Sl.No.	License No :	Company Name	License Status	License Issued date	Type Of Return	Type of Category	Proceed
1	IOR-01238	IOR LTD.	Active	19/07/2017	FORM - E Return	IOR Certificate for Manufacturing unit	Proceed
2	IOR-01238	IOR LTD.	Active	19/07/2017	Inclusion Report Returns	IOR Certificate for Manufacturing unit	Proceed
3	IOR-01238	IOR LTD.	Active	19/07/2017	Instant Tea Return	IOR Certificate for Manufacturing unit	Proceed

**Note:** - Applicants holding IOR certificate (Factory License) would have to submit three returns viz. FORM-E, Instant Tea Return & Inclusion Report

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

**List Monthly Returns**

**Details of Customer**

License No: IOR-01238 Company Name: IOR LTD.

**Search Results Total Records :**

Sl.No.	Year	Monthly	Date of Submission	Status	Submit Return
1	2018	APR		Pending	Submit Return

Once clicked on 'Submit Return' the FORM to enter the details would be displayed and User has to fill the details and click on 'Submit' to submit a particular return as shown in the fig below:

**Factory Name:** [Text] **Company Name:** [Text] **ISO 14001:** [Text]

**Factory Type:** [Text] **Manufacturer Type:** [Text] **ISO 9001:** [Text]

**Factory No.:** [Text] **Pin:** [Text] **State:** [Text]

**Install Capacity of production:** [Text]

**Production Information:**

**Returns Month:** [Text]

**Returns should be submitted on or before 25th of every month. If year/price will not be there, kindly enter Zero(0).**

**Production Type:**

1. **Make Tea Stock Opening Balance (in Kg)**

CTC	Orthodox	Green Tea	Organic Tea	Other Tea	Total

2. **Green Leaf Purchase (in Kg)**

Quantity purchased from small growers	Quantity purchased from Govt. Tea Garden	Quantity purchased from other sources	Quantity purchased from other sources	Total quantity of green leaf purchased	Quantity purchased from other sources for manufacture of CTC	Total quantity of green leaf purchased for manufacture of CTC	% of Green Leaf used for CTC	Quantity of Green Leaf used for CTC

3. **Quantity of Tea (in Kg) manufactured during the month through own sources Green Leaf quantity (in Kg)**

CTC	Orthodox	Green Tea	Organic Tea	Other Tea (quantity in Kg)	Total made Tea production

4. **Quantity of Tea (in Kg) manufactured during the month through purchased Green Leaf from other sources quantity (in Kg)**

CTC	Orthodox	Green Tea	Organic Tea	Other Tea (quantity in Kg)	Total made Tea production

5. **Quantity of Tea (in Kg) manufactured during the month through purchased Green Leaf quantity from small growers (in Kg)**

CTC	Orthodox	Green Tea	Organic Tea	Other Tea (quantity in Kg)	Total made Tea production

**Total CTC** **Total Orthodox** **Total Green Tea** **Total Organic Tea** **Total Other Tea (quantity in Kg)**

6. **Quantity of Tea manufactured as packet tea during the month**

**Total Kg** **Total Amount**

7. **Quantities of Total made Tea from the factory during the month (in Kg)**

CTC	Orthodox	Green Tea	Organic Tea	Other Tea	Total

**Production Information:**

8. **Private Sale Details (including market sale, Direct, the Registered Buyers, New Direct/Buyers, Type of tea in the list below)**

(Please do not enter any value, if the Private Sale is not made during the month.)

Name of the buyer	Location (New One)	Name of the buyers	Type of Tea	Grade of sale	Quantity sold (in Kg)	Total amount	Av. / Kg.

9. **Stock Transfer / Commitment**

Total quantity (in Kg)	Total Amount

10. **Factory Gate Sale**

Total quantity (in Kg)	Total Amount

11. **Quantity of Tea given as gift to employees or others/communities (in Kg)**

Quantity	Amount

**Total quantity** **Total amount**

12. **Details of tea waste received / sold (in Kg)**

Quantity generated during the month	Quantity disposed during the month	Closing balance

13. **Details of tea waste disposed**

Quantity (in Kg)	Total price realized	Mode of disposal	Name of the buyer

14. **Quantities of Tea waste**

Quantity destroyed	Date	Tea Board authority letter no. and date	Name of the official in whose presence destruction performed

**Remarks:**

**Place:** [Text] **Signature of Manager / Authorized Signatory:** [Text]

**Date:** [Text] **ISO 14001:** [Text]

**Buttons:** [Submit] [Cancel]

After submission User would also have the option to edit the already submitted returns

### 3 DISCLAIMER

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# **eGiCCS**

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

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