eGiCCS - eGovernance Initiatives for Citizen Centric Services in

Tea Board India

eGiCCS Returns Submission – SOP IOR

Version 1.0 dated 30th April 2018

Submitted by:

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EGICCS RETURNS SUBMISSION – SOP IOR
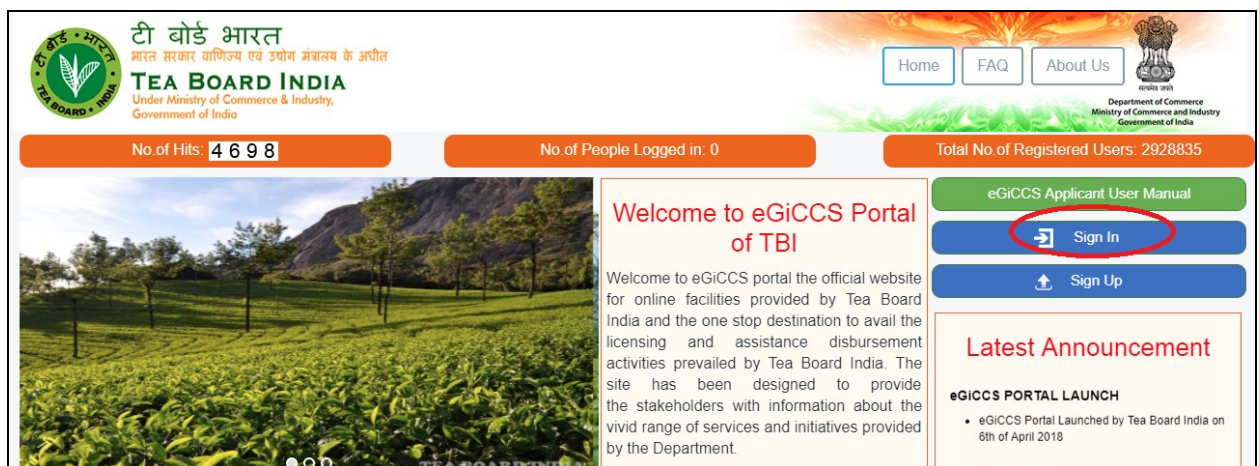
Version 1.0

30/04/2018

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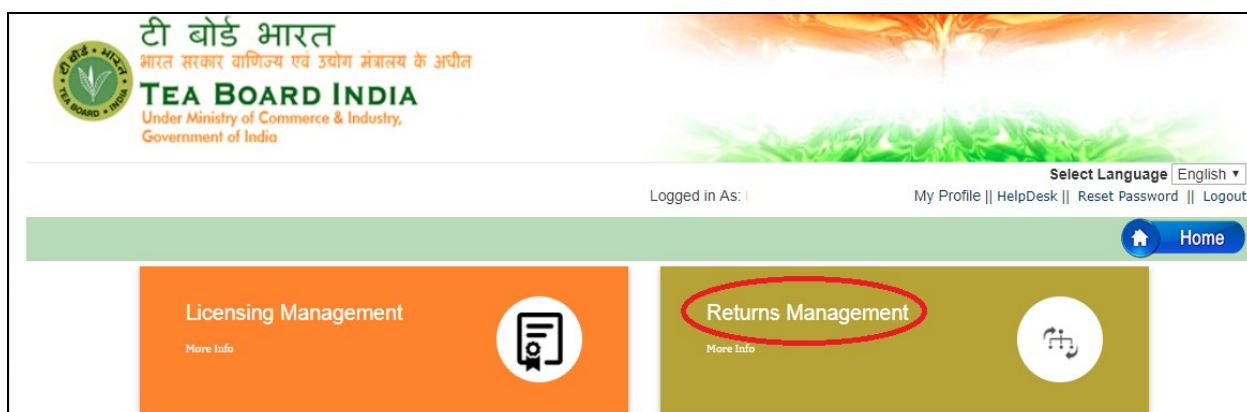
Note: - *In case of FORM-E returns User has to use the login credentials as used in the current FORM-E system, however there is a minor change in the User ID as the special characters could not be included in the eGiCCS system due to security audit hence Users has to use their user ID without any special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

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:

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:

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

3　DISCLAIMER

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