

STANDARD OPERATING PROCEDURE FOR EXISTING FORM E USERS

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 OPERATING PROCEDURE

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.

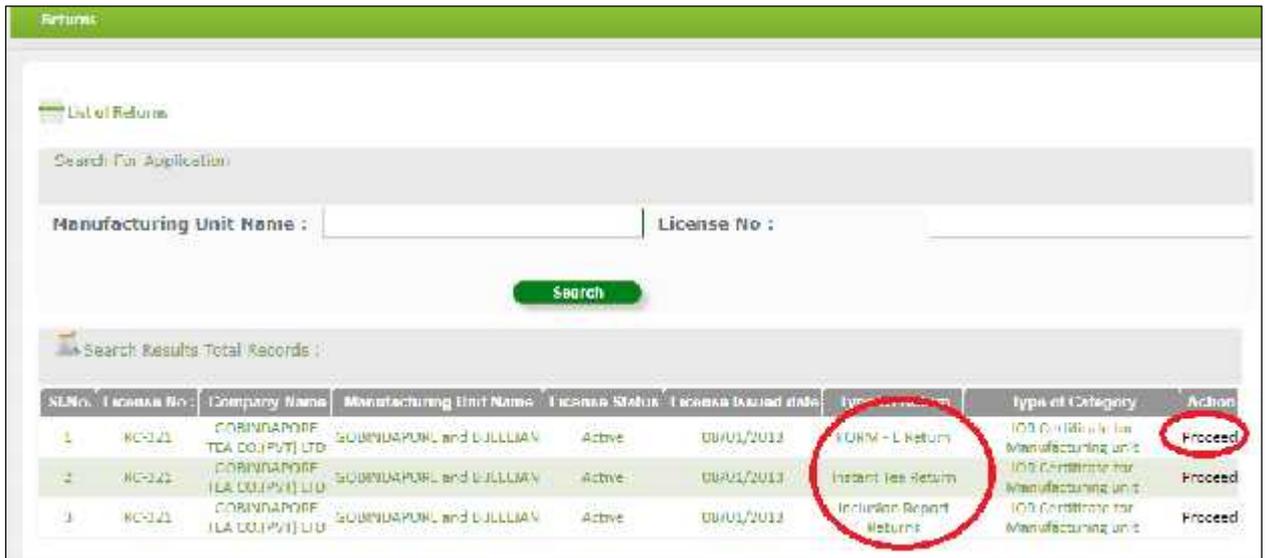
For instance please check the difference in existing and new User Id in the examples mentioned in table below:

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:

The form is titled "Return" and is used for submitting manufacturing return details. It is divided into several sections:

- Factory Information:** Fields for Factory Name, Factory Type, TIN/CO Number, and District.
- Manufacturing Unit Information:** Fields for Complete Name, Manufacturing Type, Unit, and State.
- Production Data:** A section for "Monthly Stock Quantity Balance in Kg" with a table for recording daily production. The table has columns for Date, Quantity, Green Tea, Organic Tea, Other Tea, and Total.
- Inventory Data:** A section for "Quantity of Tea Manufactured during the month" with a table for recording daily manufacturing. The table has columns for Date, Quantity, Green Tea, Organic Tea, Other Tea, and Total.
- Other Information:** Fields for Name of the buyer, Name of the buyer, Type of tea, Amount of tea, Quantity sold in Kg, Total amount, and No. of kg.
- Remarks:** A text area for providing additional information.
- Signature:** A field for the Signature of Manager / Authorized Signatory.

At the bottom of the form, there are "Submit" and "Cancel" buttons.

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

3 SUPPORT

In case of any concerns regarding submission of online Returns Users can contact our help desk numbers as listed below:

Location	Contact Details
Kolkata	8585056151
	033-2235-1331 Extn 313
Coonoor	0423-2221464 Extn-214
Guwahati	0361-2234253