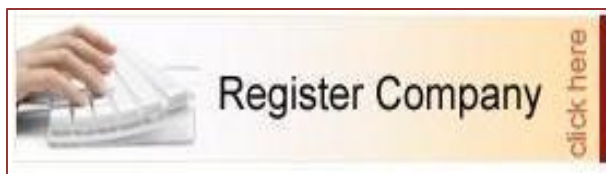# 2011

# ONLINE APPLICATION FORM FILLUP GUIDE

भारतीय चाय की जादू की खोज

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**Teaboard of India**

Ministry of Commerce and Industry, Government of India

Note:
System requirement is Windows XP or onward versions and Internet Explorer 7/Google chrome/ Mozila Firefox 4.0 or higher with JavaScript enabled and popup unblocked.



1.  Register as a NEW USER - Company/Garden owner.
2.  Login as an Existing User with User ID & Password provided at the time of registration of Company/Garden owner.



3.  After successful login user can access the dashboard as well as left menu.
4.  Here Company/Garden owner has to add garden, division & section before going to make any application.
5.  After adding the above details now the Company/Garden owner can proceed for the application.
6.  For this the Company/Garden owner has to click on the link Add/View Application Link present in the left menu.
7.  After going to view application the Company/Garden owner has to click on the button "Add New Application" for making application.
8.  Now the application form is divided into two parts.
9.  1$^{st}$ part contains the garden name with accounting year & application type.
    Note: If a Company/Garden owner wants to apply for both loan & subsidy then Company/Garden owner has to submit two application forms for this i.e. one is for loan and the other is for subsidy.
10. 2$^{nd}$ part contains the garden's general information.
11. The process of application becomes easier & simpler than ever before.
12. It's very efficient & time saving process as the Company/Garden owner don't have to enter unnecessary details while applying online.
13. Company/Garden owner can edit partially submitted applications at any point of time.But once the application is submitted successfully the Company/Garden owner is unable to edit it.
14. The Company/Garden owner gets email confirmation after successful submission of application along with the application unique acknowledgement number.
15. Here the Company/Garden owner can view the application status at any point of time by clicking on the check application status link.