सत्यमेव जयते
GOVERNMENT OF ASSAM

SIRISH

THE ONLINE APPLICATION SYSTEM

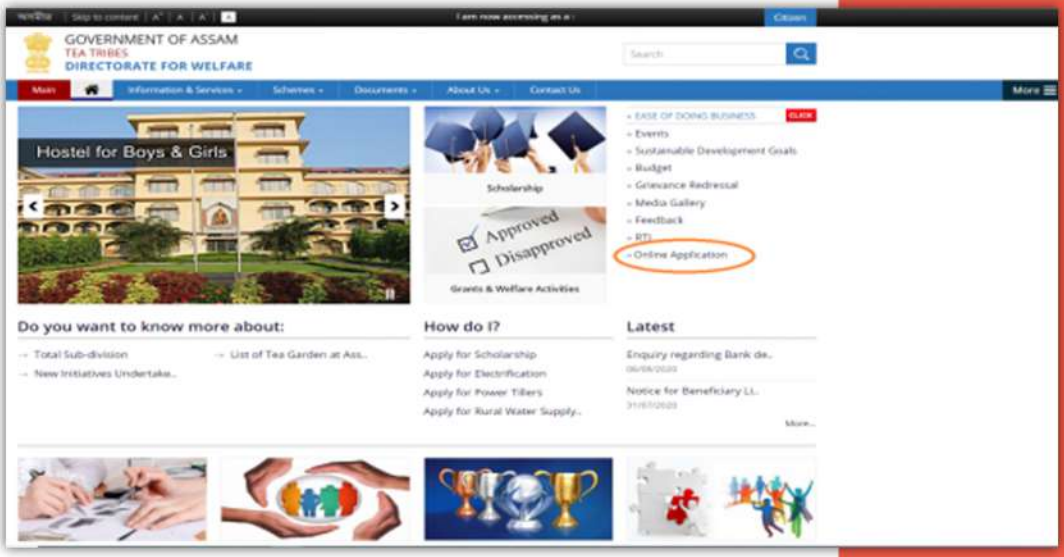
TEA TRIBES WELFARE DEPARTMENT



ONLINE APPLICATION SYSTEM USER MANUAL

HOW TO REGISTER?

1. Open the url : www.ttwd.assam.gov.in



2.Click on the “Online Application” on the Home Page.

3.You will be redirected to an external link “Online Application Portal”.

4.For new users, click on the REGISTRATION link. Existing users can click on the LOGIN option.

5.Information to be provided by the applicant for registration-

I.Name

II.Gender

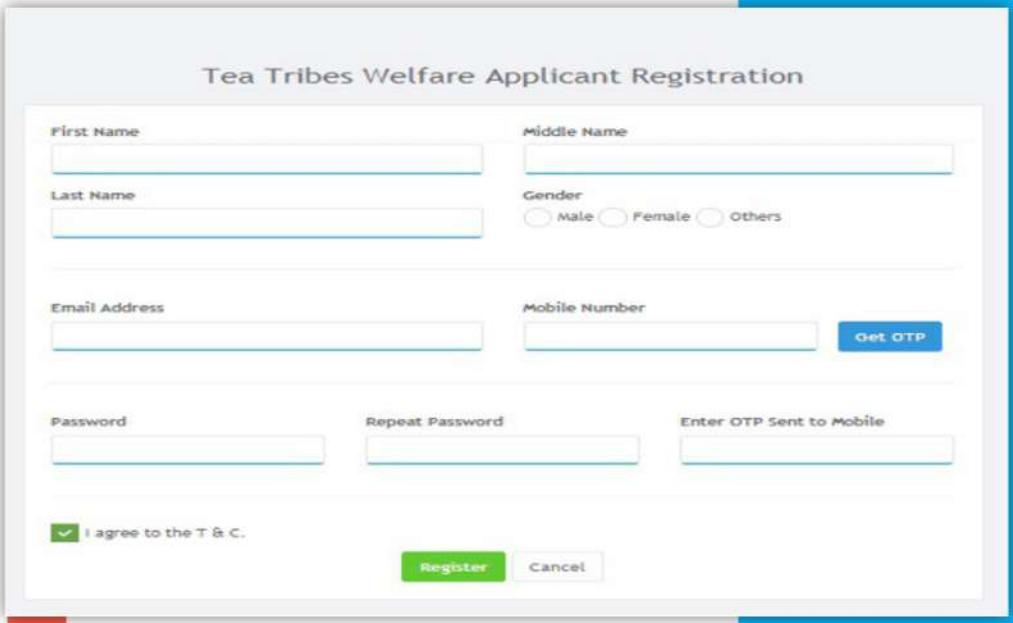
III.Email Id

IV.Mobile number
(To send OTP for 1st time registration)

V.Password

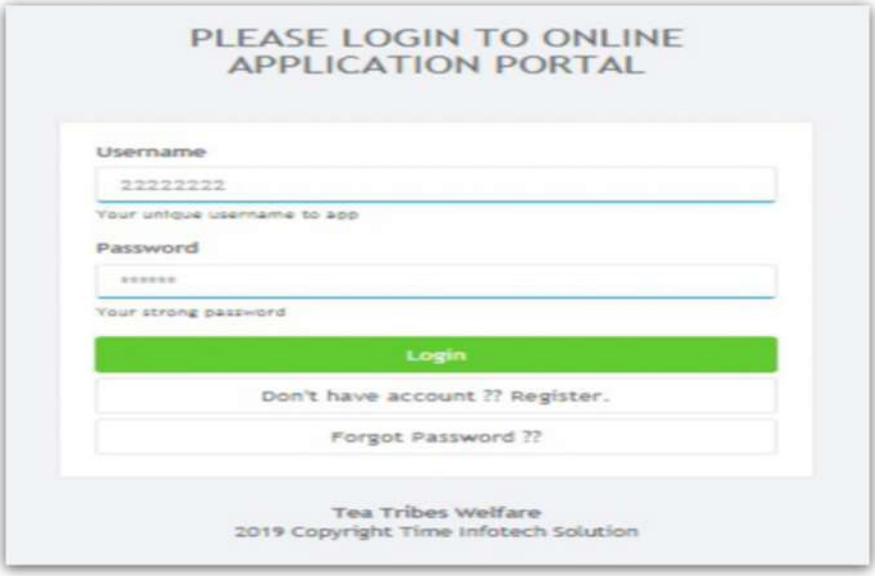
VI.OTP sent to your mobile must enter in the space provided

VII.Click on Register.

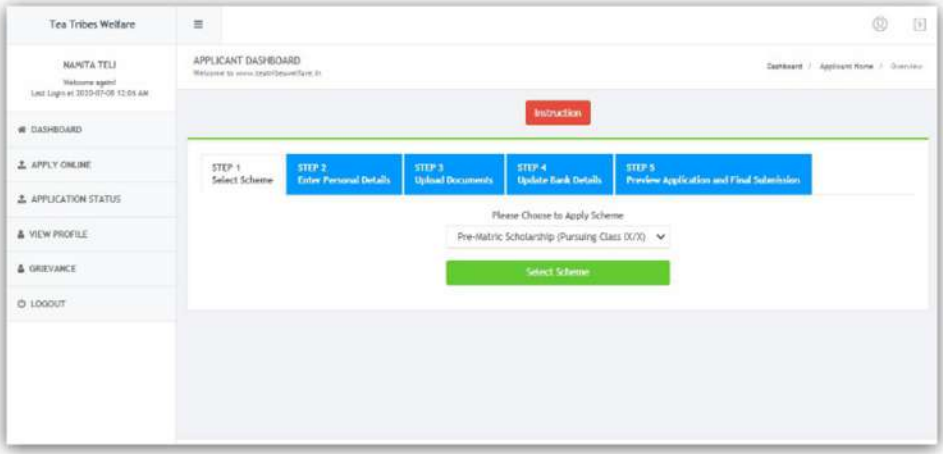


LOGIN

1.After successful registration, applicants can login using the username and password created during registration.



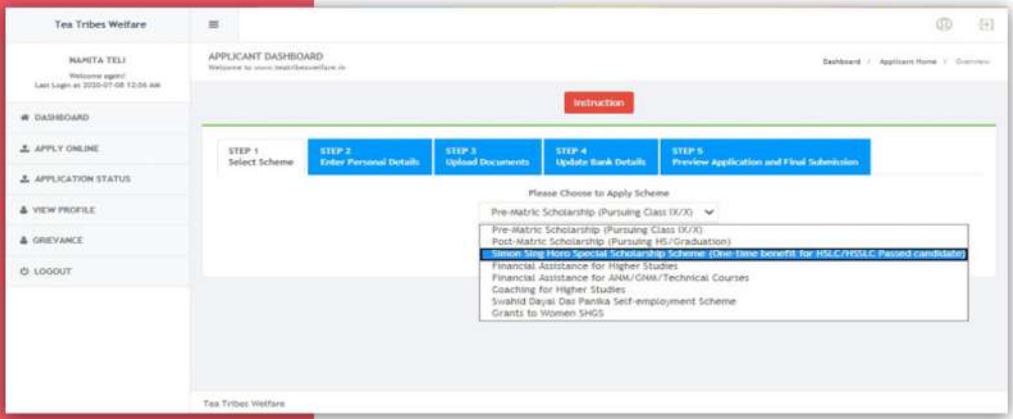
2.After clicking “Login”, the applicants’ Dashboard page appears.

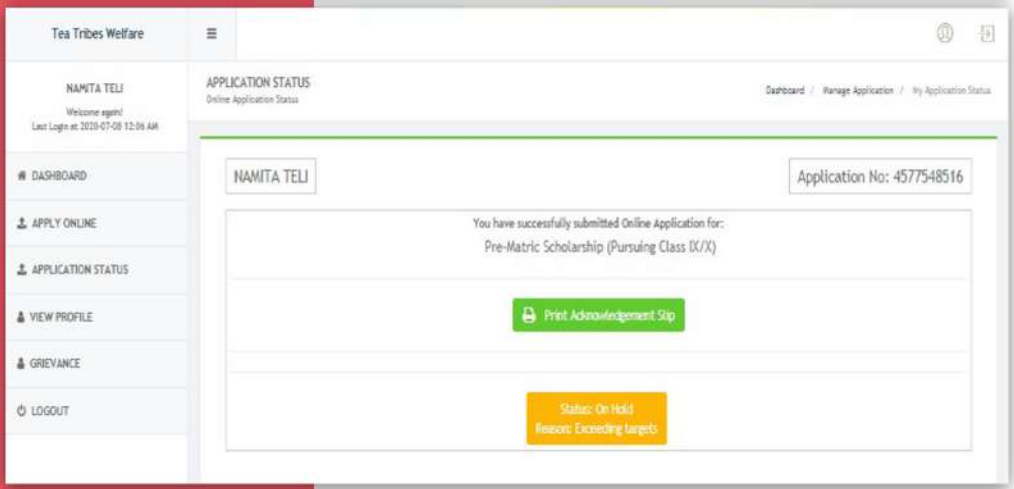


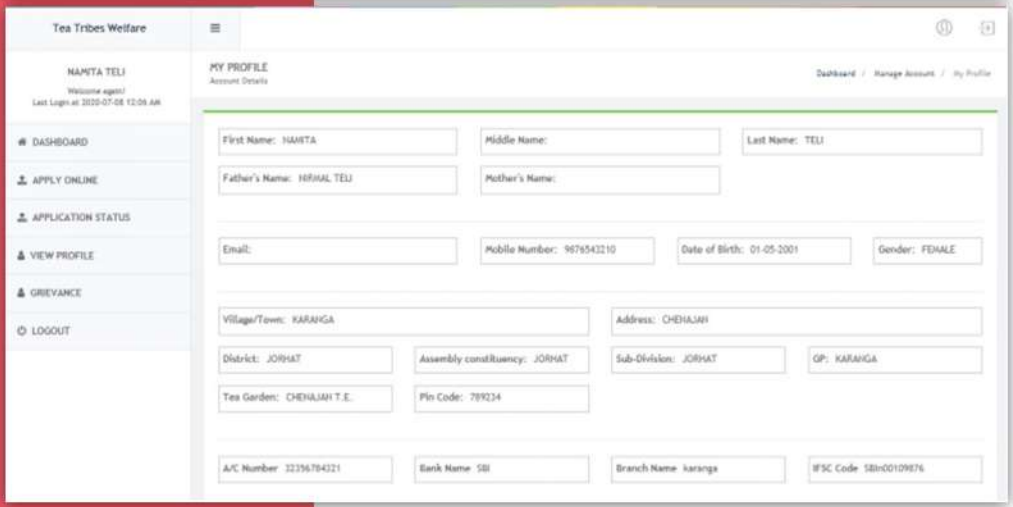
3.The applicant portal will have following tabs-

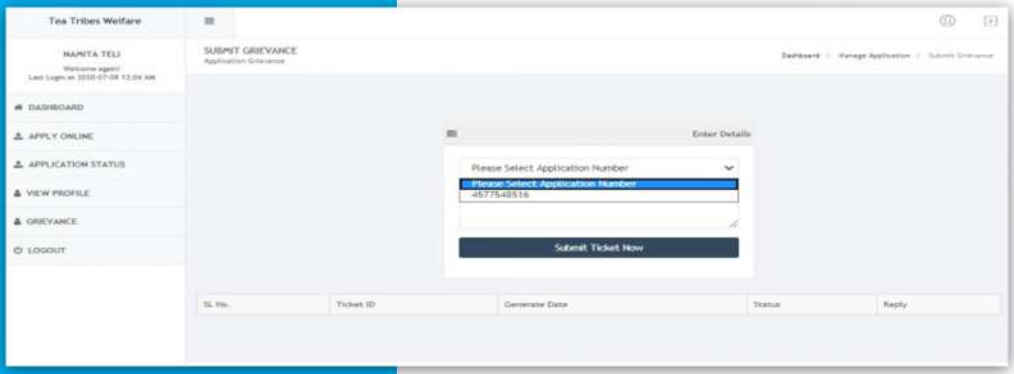
(i) DASHBOARD (ii) APPLY ONLINE (iii) APPLICATION STATUS

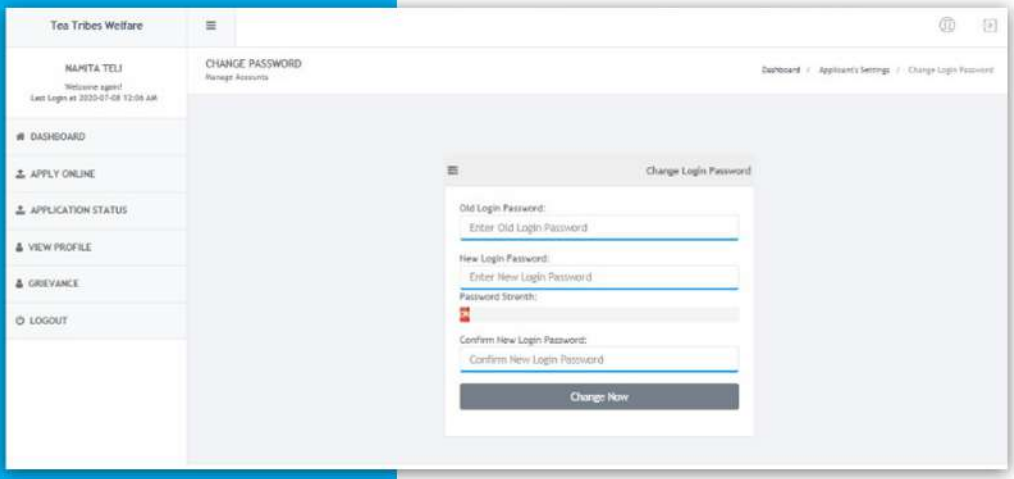
(iv) VIEW PROFILE (v) GRIEVANCE (vi) LOGOUT


Tea Tribes Welfare
NAMITA TELI
Welcome again!
Last Login at: 2020-07-08 12:06 AM
DASHBOARD
APPLY ONLINE
APPLICATION STATUS
VIEW PROFILE
GRIEVANCE
LOGOUT
APPLICANT DASHBOARD
Dashboard / Applicant Home / Overview
Instruction
STEP 1 Select Scheme
STEP 2 Enter Personal Details
STEP 3 Upload Documents
STEP 4 Update Bank Details
STEP 5 Preview Application and Final Submission
Please Choose to Apply Scheme
Pre-Matric Scholarship (Pursuing Class IX/X)
Pre-Matric Scholarship (Pursuing Class IX/X)
Post-Matric Scholarship (Pursuing HS/Graduation)
Simon Sing Horo Special Scholarship Scheme (One-time benefit for HSLC/HSSLC Passed candidate)
Financial Assistance for Higher Studies
Financial Assistance for ANM/GNM/Technical Courses
Coaching for Higher Studies
Swahid Dayal Das Pantka Self-employment Scheme
Grants to Women SHGS
Tea Tribes Welfare


Tea Tribes Welfare
NAMITA TELI
Welcome again!
Last Login at: 2020-07-08 12:06 AM
DASHBOARD
APPLY ONLINE
APPLICATION STATUS
VIEW PROFILE
GRIEVANCE
LOGOUT
APPLICATION STATUS
Online Application Status
Dashboard / Manage Application / My Application Status
NAMITA TELI
Application No: 4577548516
You have successfully submitted Online Application for:
Pre-Matric Scholarship (Pursuing Class IX/X)
Print Acknowledgement Slip
Status: On Hold
Reason: Exceeding targets


Tea Tribes Welfare
NAMITA TELI
Welcome again!
Last Login at: 2020-07-08 12:06 AM
DASHBOARD
APPLY ONLINE
APPLICATION STATUS
VIEW PROFILE
GRIEVANCE
LOGOUT
MY PROFILE
Account Details
Dashboard / Manage Account / My Profile
First Name: NAMITA
Middle Name:
Last Name: TELI
Father's Name: HIRMAL TELI
Mother's Name:
Email:
Mobile Number: 9876543210
Date of Birth: 01-05-2001
Gender: FEMALE
Village/Town: KARANGA
Address: CHEHAJAH
District: JORHAT
Assembly constituency: JORHAT
Sub-Division: JORHAT
GP: KARANGA
Tea Garden: CHEHAJAH T.E.
Pin Code: 789234
A/C Number 32356784321
Bank Name SBI
Branch Name karanga
IFSC Code SBIN0010987K


Tea Tribes Welfare
NAMITA TELI
DASHBOARD
APPLY ONLINE
APPLICATION STATUS
VIEW PROFILE
GRIEVANCE
LOGOUT
SUBMIT GRIEVANCE
Enter Details
Please Select Application Number
Please Select Application Number
4577548516
Submit Ticket Now
Sl. No.
Ticket ID
Generate Date
Status
Reply


Tea Tribes Welfare
NAMITA TELI
DASHBOARD
APPLY ONLINE
APPLICATION STATUS
VIEW PROFILE
GRIEVANCE
LOGOUT
CHANGE PASSWORD
Change Login Password
Old Login Password:
Enter Old Login Password
New Login Password:
Enter New Login Password
Password Strenth:
Confirm New Login Password:
Confirm New Login Password
Change Now

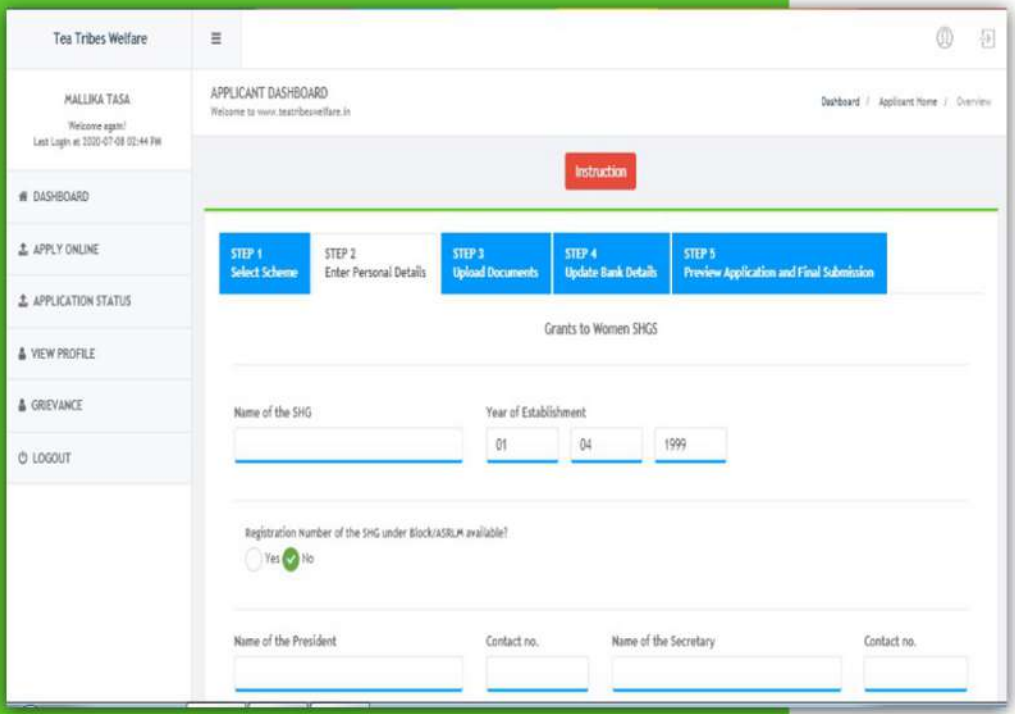
H) GRANT TO WOMEN SHGS

THE STEP-BY-STEP INSTRUCTIONS ARE AS FOLLOWS:

i.In the Dashboard page, click on the “APPLY ONLINE” tab.

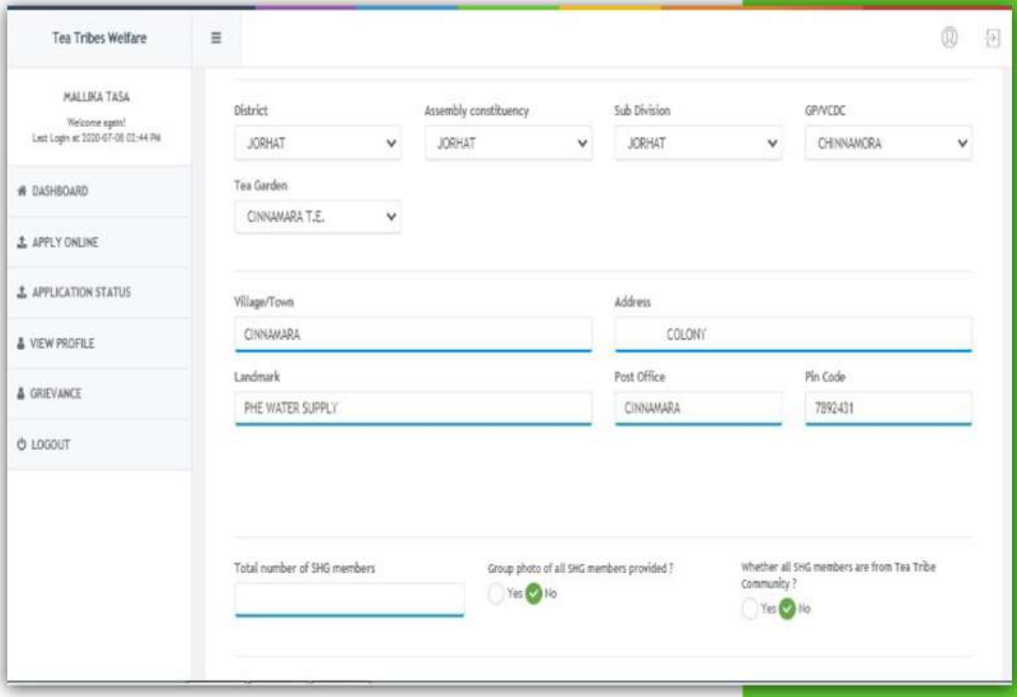
ii.Under the STEP 1 - SELECT SCHEME tab, select the scheme from the dropdown list for which the application is to be submitted.

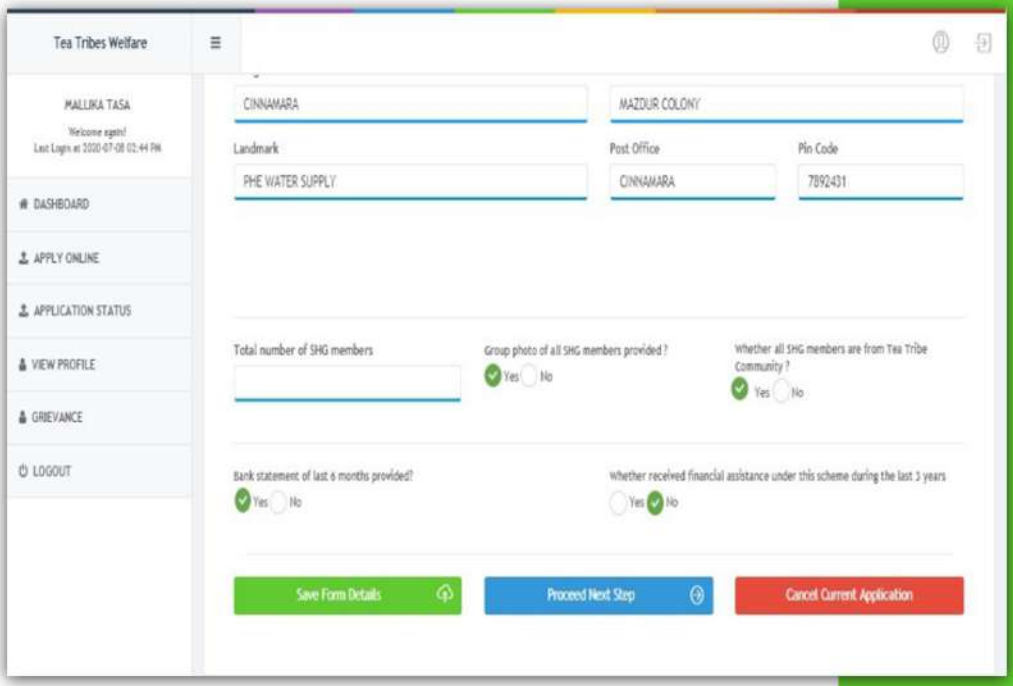
iii. Under the STEP 2 - Enter Personal Details tab, enter the required details of the applicant. (Please note : Some of the fields will be pre-filled as allready entered during the time of Registration.)



iv.All fields in the application form are mandatory to be filled by the applicant.

v.Select District, Assembly Constituency, Sub-Division, GP/VCDC and Tea Garden from drop down list. If GP/VCDC and Tea Garden name not available use “OTHERS” option and manually enter in the field available for the same.





iv.All fields in the application form are mandatory to be filled by the applicant.

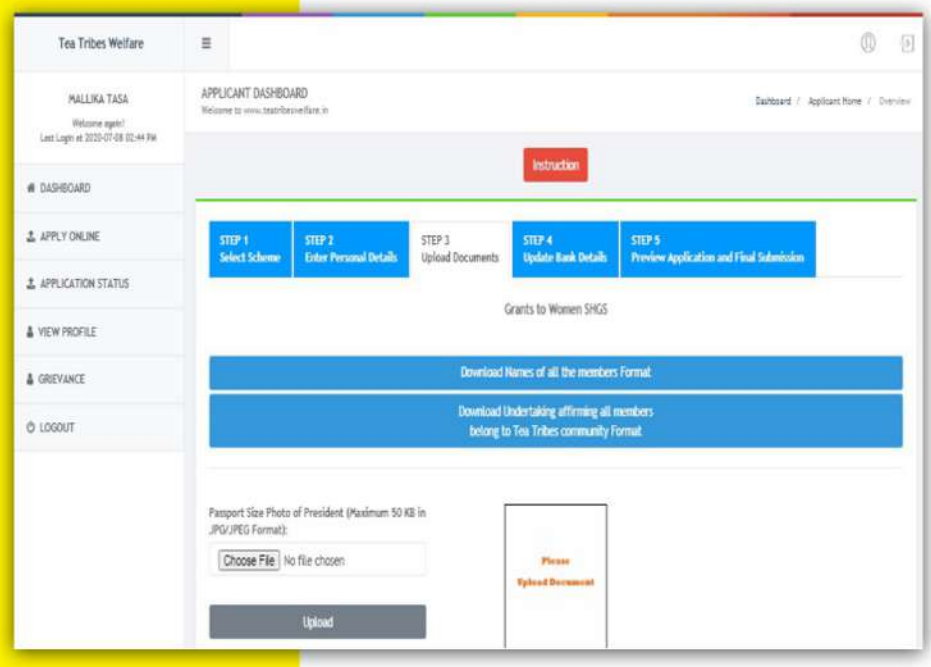
v.Select District, Assembly Constituency, Sub-Division, GP/VCDC and Tea Garden from drop down list. If GP/VCDC and Tea Garden names are not available use “OTHERS” option and manually enter in the field available for the same.

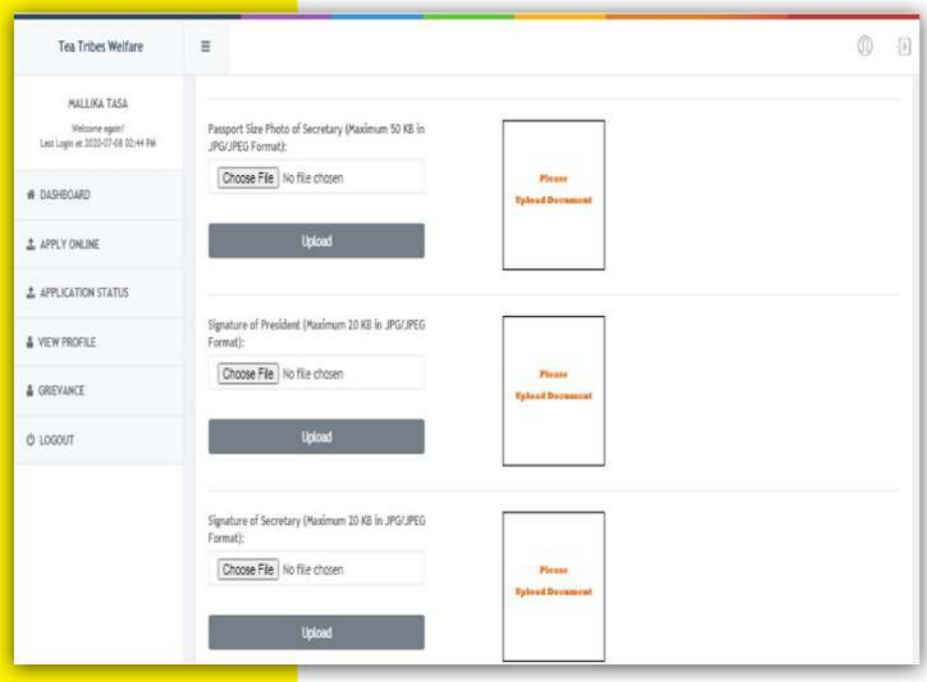
vi.Select option (Yes/No) as above to apply for the scheme.

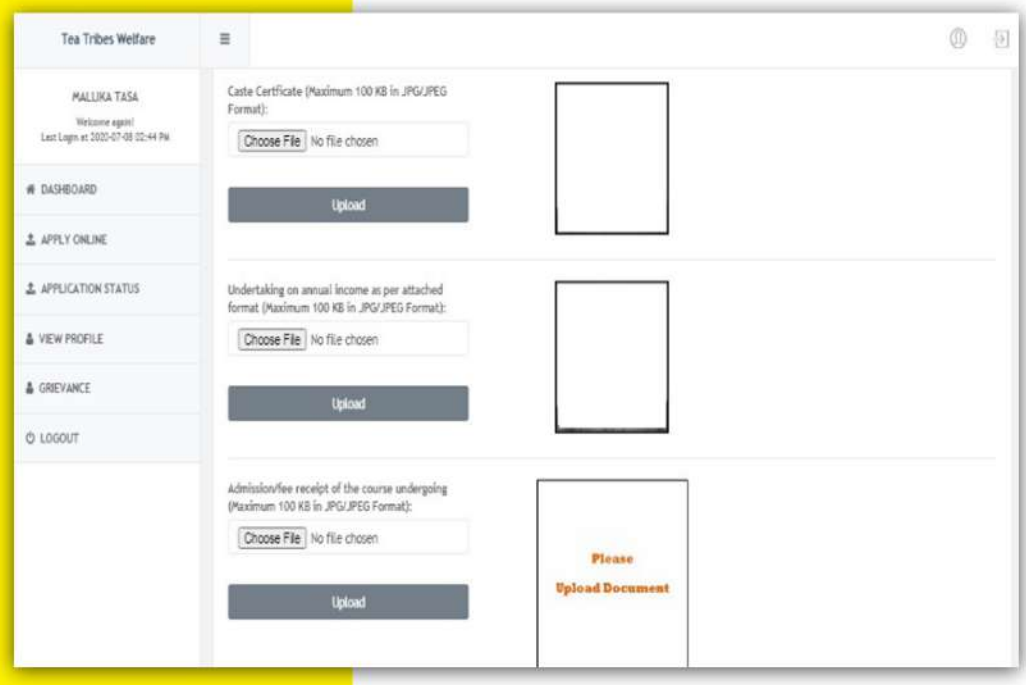
vii.Click on Save Form Details before proceeding to Next step.

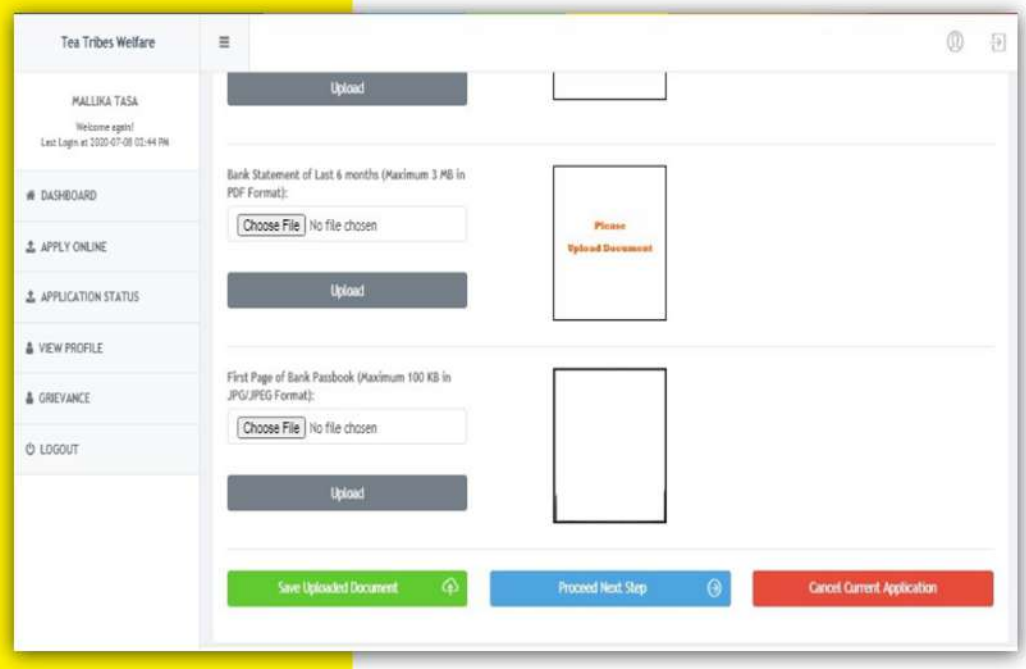
viii.Click on “Cancel Current Application” to cancel at any stage of application.

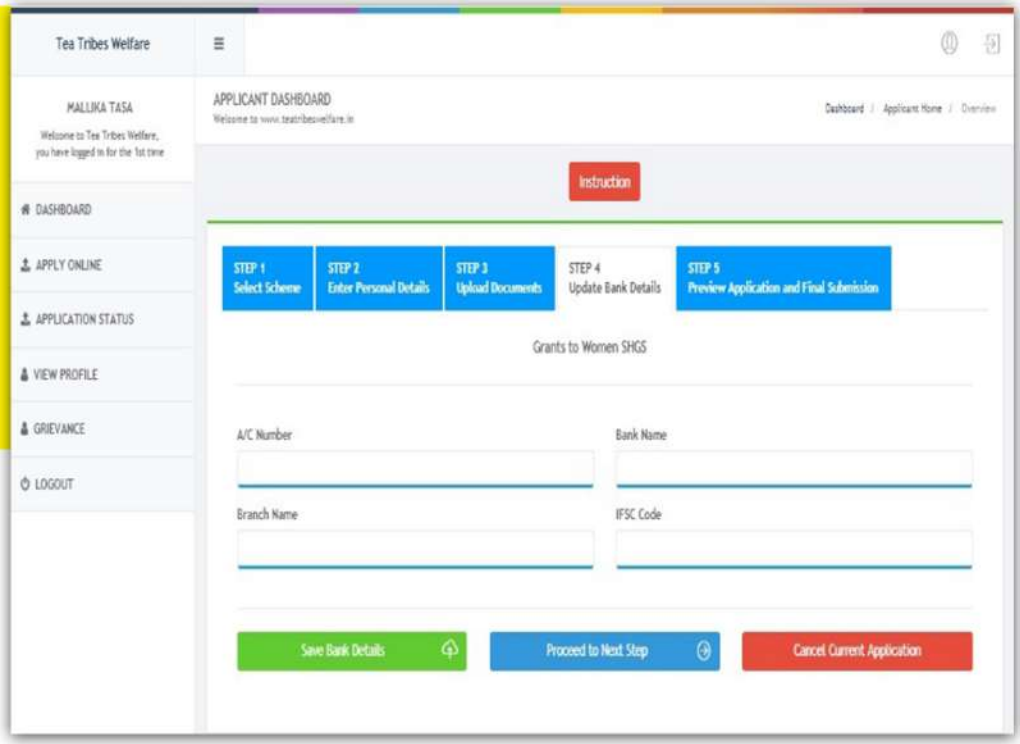
ix.Under the STEP 3 - Upload Documents tab, upload the required documents. The formats for the documents can be downloaded in the same page.


Tea Tribes Welfare
MALLIKA TASA
Welcome again!
Last Login at 2020-07-08 02:44 PM
DASHBOARD
APPLY ONLINE
APPLICATION STATUS
VIEW PROFILE
GRIEVANCE
LOGOUT
APPLICANT DASHBOARD
Welcome to www.teatribeswelfare.in
Dashboard / Applicant Home / Overview
Instruction
STEP 1
Select Scheme
STEP 2
Enter Personal Details
STEP 3
Upload Documents
STEP 4
Update Bank Details
STEP 5
Preview Application and Final Submission
Grants to Women SHGS
Download Names of all the members Format
Download Undertaking affirming all members
belong to Tea Tribes community Format
Passport Size Photo of President (Maximum 50 KB in JPG/JPEG Format):
Choose File
No file chosen
Upload
Please
Upload Document


Tea Tribes Welfare
MALLIKA TASA
Welcome again!
Last Login at 2020-07-08 02:44 PM
DASHBOARD
APPLY ONLINE
APPLICATION STATUS
VIEW PROFILE
GRIEVANCE
LOGOUT
Passport Size Photo of Secretary (Maximum 50 KB in JPG/JPEG Format):
Choose File
No file chosen
Upload
Please
Upload Document
Signature of President (Maximum 20 KB in JPG/JPEG Format):
Choose File
No file chosen
Upload
Please
Upload Document
Signature of Secretary (Maximum 20 KB in JPG/JPEG Format):
Choose File
No file chosen
Upload
Please
Upload Document


Tea Tribes Welfare
MALLIKA TASA
Welcome again!
Last Login at 2020-07-08 02:44 PM
DASHBOARD
APPLY ONLINE
APPLICATION STATUS
VIEW PROFILE
GRIEVANCE
LOGOUT
Caste Certficate (Maximum 100 KB in JPG/JPEG Format):
Choose File
No file chosen
Upload
Undertaking on annual income as per attached format (Maximum 100 KB in JPG/JPEG Format):
Choose File
No file chosen
Upload
Admission/fee receipt of the course undergoing (Maximum 100 KB in JPG/JPEG Format):
Choose File
No file chosen
Upload
Please
Upload Document


Tea Tribes Welfare
MALLIKA TASA
Welcome again!
Last Login at 2020-07-08 02:44 PM
DASHBOARD
APPLY ONLINE
APPLICATION STATUS
VIEW PROFILE
GRIEVANCE
LOGOUT
Upload
Bank Statement of Last 6 months (Maximum 3 MB in PDF Format):
Choose File
No file chosen
Upload
Please
Upload Document
First Page of Bank Passbook (Maximum 100 KB in JPG/JPEG Format):
Choose File
No file chosen
Upload
Save Uploaded Document
Proceed Next Step
Cancel Current Application

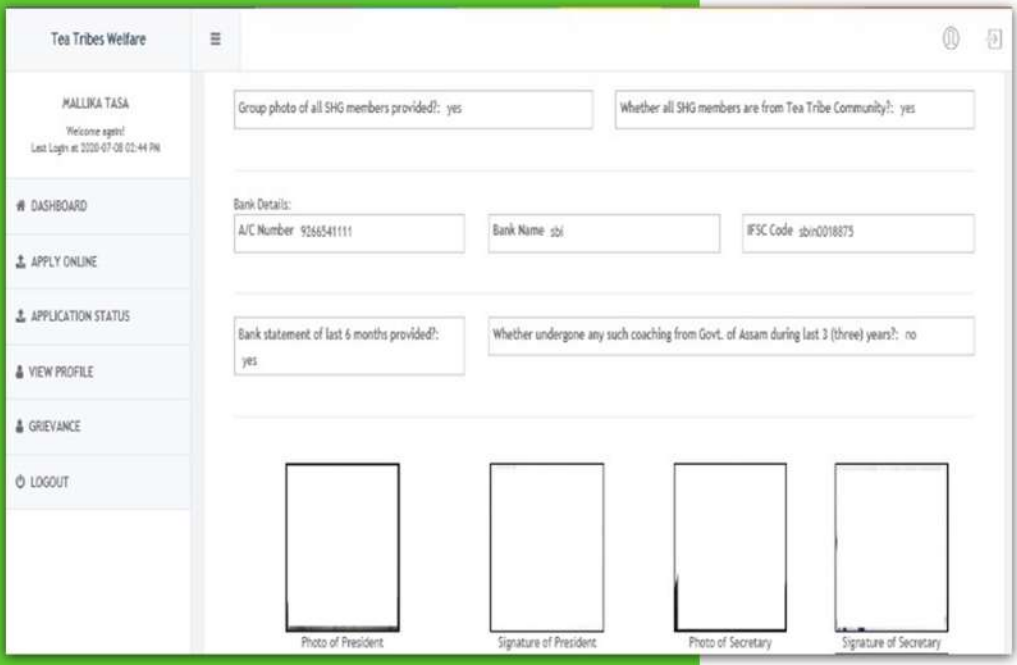


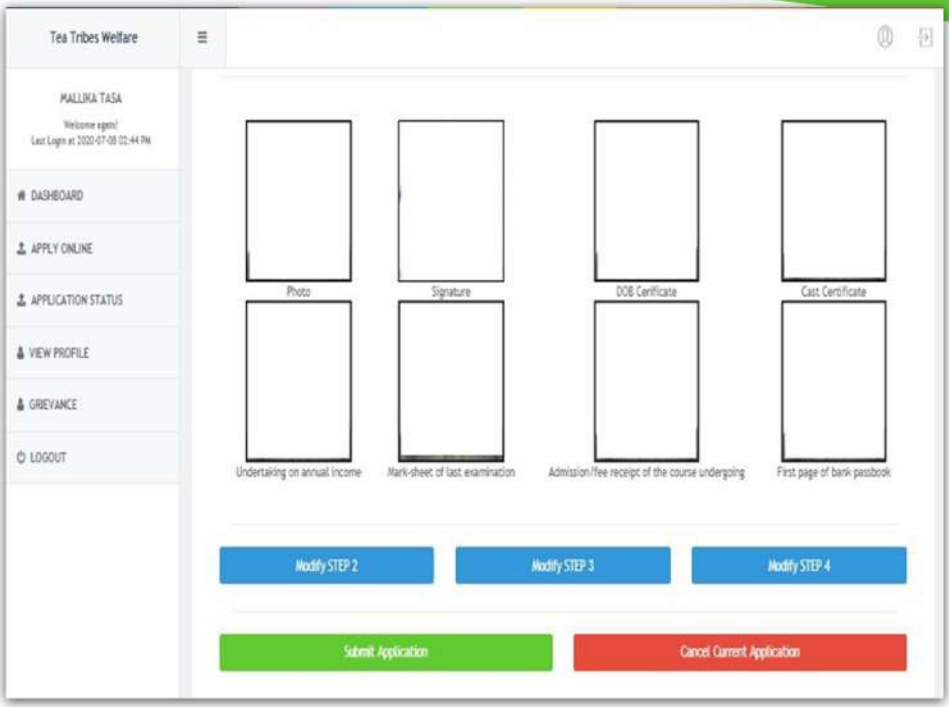
x.Upload a recent passport size photograph, scanned copies of signature, Birth Certificate, Caste certificate, Undertaking of Annual Income , First Page of Bank Passbook and Certificate from Headmaster, mark sheet of last examination passed with specified size and format mentioned for each document.

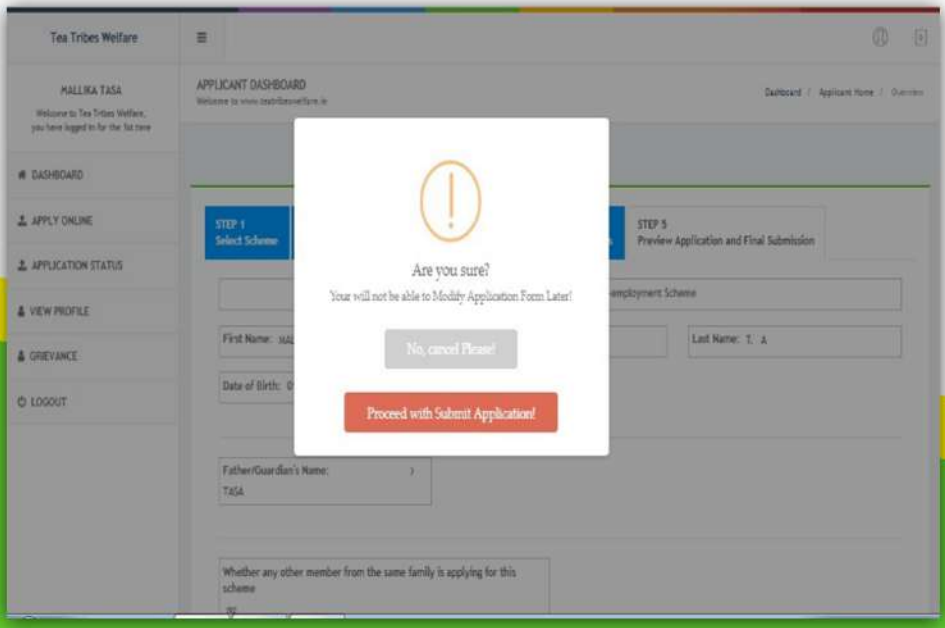
xi.Save Uploaded Document and Proceed to Next Step.

xii.Under the STEP 4 - Update Bank Details tab, enter details- Bank Account Number, Bank Name, Branch Name and IFSC Code and Click on Save Bank Details and Proceed to Next Step.

xiii.Under the STEP 5 - Preview Application and Final Submission tab, all details of the applicant entered in the application form will be shown before proceeding for final submission.



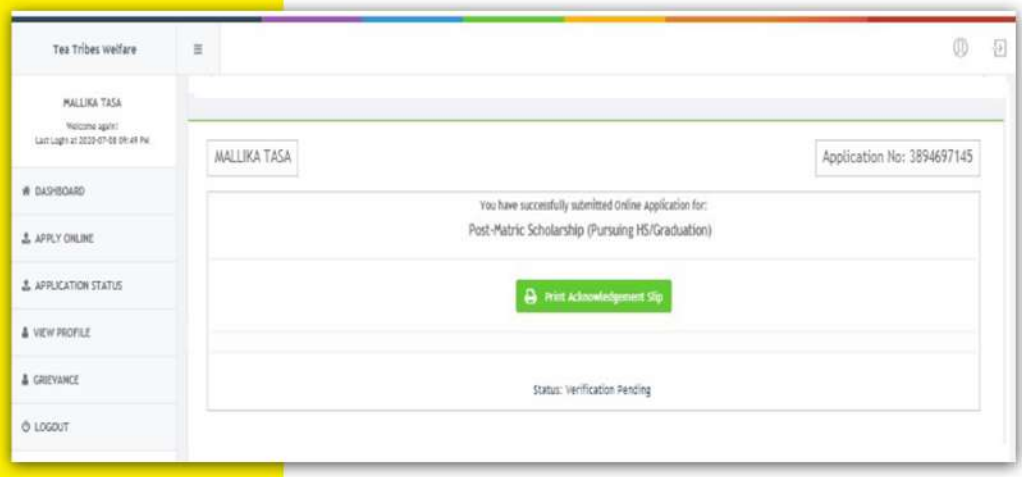

Tea Tribes Welfare
MALLIKA TASA
Welcome again!
Last Login at 2020-07-08 02:44 PM
DASHBOARD
APPLY ONLINE
APPLICATION STATUS
VIEW PROFILE
GRIEVANCE
LOGOUT
Photo
Signature
DOB Certificate
Cast Certificate
Undertaking on annual income
Mark-sheet of last examination
Admission/fee receipt of the course undergoing
First page of bank passbook
Modify STEP 2
Modify STEP 3
Modify STEP 4
Submit Application
Cancel Current Application


Tea Tribes Welfare
MALLIKA TASA
APPLICANT DASHBOARD
DASHBOARD
APPLY ONLINE
APPLICATION STATUS
VIEW PROFILE
GRIEVANCE
LOGOUT
STEP 1
Select Scheme
STEP 5
Preview Application and Final Submission
Are you sure?
Your will not be able to Modify Application Form Later!
No, cancel Please!
Proceed with Submit Application!
First Name:
Last Name: T. A
Date of Birth:
Father/Guardian's Name:
TASA
Whether any other member from the same family is applying for this scheme

xiv.The applicant will be able to view each document that has been uploaded here. Applicant can edit any data entered earlier at any step by clicking the exact tab below the preview form where the correction is to be made.

xv.After cross checking all information and documents provided by the applicant, Click on Submit Application tab. To confirm click on "Proceed with Submit Application".

xvi.After Successful Submission of application the applicant will be able to view his application number on upper right corner under "APPLICATION STATUS" tab



The applicant will be able to view the status of online application at each stage after submission on this screen.