

SIRISH THE ONLINE APPLICATION SYSTEM

TEA TRIBES WELFARE DEPARTMENT



ONLINE APPLICATION SYSTEM USER MANUAL

MESSAGE FROM THE HON'BLE MINISTER, TTW



Sanjoy Kishan Minister of State (Ind.), Tea Tribes Welfare & Minister of State, Labour Welfare, Assam



(0361) - 2237003 (O) 99545-95050



MESSAGE

The Tea Tribes Welfare Department has been pursuing relentlessly for the socio-economic upliftment for the Tea Tribes community. Now to make the beneficiary & scholarship distribution process more target oriented, error-free and transparent the Online Application System is the need of the hour. I appreciate the initiative of the Department for adopting the Online Application System from 2020-21 and hope this will help the applicants consisting of students and beneficiaries along with the officials involved in the process.

I wish the Department a great success.

(Sanjøy Kishan)

MESSAGE FROM THE PRINCIPAL SECRETARY, TTWD

66

DR. J. B. EKKA, IAS



Principal Secretary
Tea Tribes Welfare Departme
Government of Assam



MESSAGE

Dated 12th of August, 2020,

It gives me immense pleasure to present the SIRISH Online Application System for the various scholarships and other benefits under Tea Tribes Welfare Department.

In the past years, the Department used to collect the applications physically at the Sub-division level, scrutinize and shortlist the candidates and send the same to the Directorate of Tea Tribes Welfare Department for disbursement of benefits. This led to undue delay in the disbursement of benefits and posed difficulty for the Directorate to verify the various decuments.

The online application system will ensure that all the required documents are uploaded in the system for the officials to verify and also monitor the submission of applications district/sub-division wise and ensure early disbursement of benefits.

I would like to thank the Hon'ble Chief Minister and the Hon'ble Minister, Tea Tribes Welfare for their guidance and support and also the officials of Directorate of Tea Tribes Welfare Department for developing SIRISH Online Application System.

I sincerely hope that this Online Application System will help in reaching of all the programmes implemented by the Department amongst the community, ensure transparency and timely disbursement of different scholarships/benefits.

(Dr. J. B. Ekka)

Principal Secretary Government of Assam Tea Tribes Welfare Department

F-303, Janata Bhavan, Dispur, Guwahati-781 006 (Assam) (0361) 2237289 (office). 4919054095488, drjbekka@ywhoo.co

"

MESSAGE FROM THE DIRECTOR, TTW

66

Smt. Meenakshi Das Nath, ACS



Director



MESSAGE

Dated 12th of August, 2020

"The secret of change is to focus all of your energy, not on fighting the old, But on building the new."

- Socrates

As rightly said, the change was the need of the hour for the Tea Tribes Welfare Department from the cumbersome and erroneous system to a streamlined, dedicated, transparent and time-bound online application system-"SIRISH" from the year 2020-21.

The online application system shall give access to the applicant and the official alike about the status of the application and ensure that all the grievances related to implementation are taken care of in time.

I would like to thank the Hon'ble Minister, Tea Tribes Welfare and Principal Secretary, Tea Tribes Welfare Department for their support and resting faith that the Directorate of Tea Tribes Welfare can develop and handle the Online Application System – SIRISH.

I hope that the Online Application System will be able to touch the needy for overall upliftment of the Tea Tribes community.

(Smt. Meconkshi Das Nath.)
Tea Tribes Welfare, Assam

Office of the Directorate of Tea Tribes Welfare, Assam, Rupnagar, Guwahati-32 +91 88221-39494 director-ttw@sssam.gov.in

"

CONTENTS

	Page no.
1.Introduction	2
2.Purpose	3
3.Scope	4
4.Features	- 5
5.How to register	6-7
6.Login	8-10
7.Application Procedure	
A)Pre-Matric Scholarship	11-18
B)Post-Matric Scholarship	19-26
C)Simon Sing Horo Special Post-Matric Scholarship	27-34
D)Financial Assistance for Higher Studies —	35-42
E)Financial Assistance for ANM/GN- M/Technical Courses	43-50
F)Coaching for Higher Studies	51-59
G)Swahid Dayal Das Panika Swaniyojan Achoni	60-67
H)Grants to Women SHGs	- 68-76

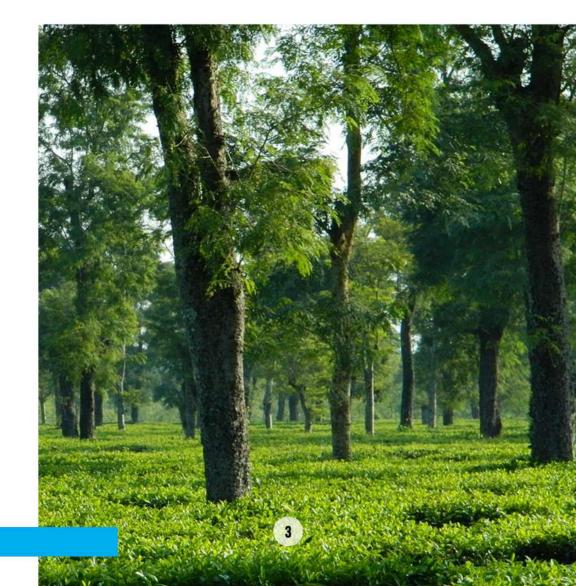
INTRODUCTION

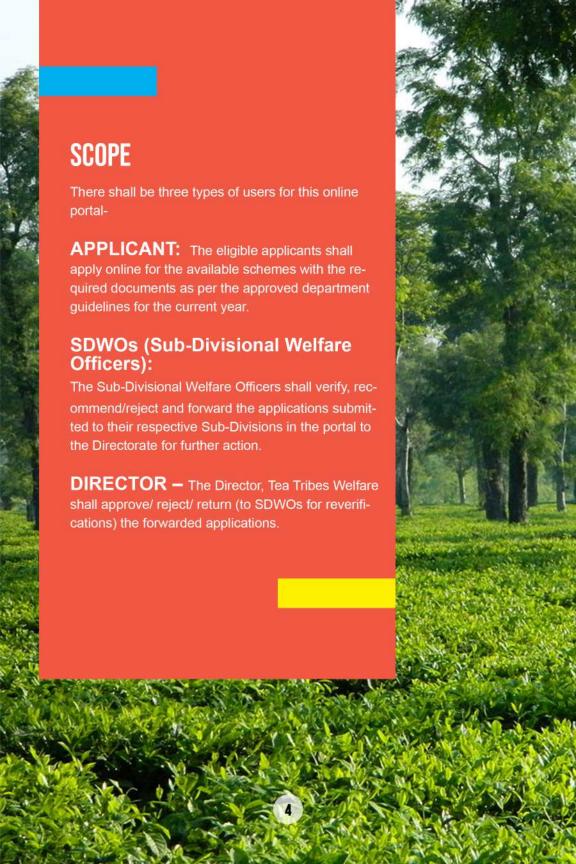
The Directorate of Tea Tribes Welfare is the implementing body of Tea Tribes Welfare Department. The Directorate implements a variety of schemes across a wide spectrum ranging from scholarships for school/college going students, skills & entrepreneurships, start-upgrants-in-aid for self-employment activities, grants-in-aid to women SHGs etc. These initiatives have brought about significant improvements in the overall scenario however the overall process of application for the schemes depended on paperwork and applicants had to fill manual forms that had to pass through different levels of filtration and processing which eventually was a time-consuming process and it was difficult for the applicants to track the status of their own application. With the proposed online application system, this process shall become automated and the entire process, right from filling forms to availing services, shall be transparent, error-free and time-bound.



PURPOSE

The purpose of this manual is to provide step-by-step instructions to the users (Applicants/Students/SD-WOs/Directorate, etc) on how to avail the services of the online application system like registration, filling up of forms, uploading of documents, verification and recommendation by SDWOs/Directorate.





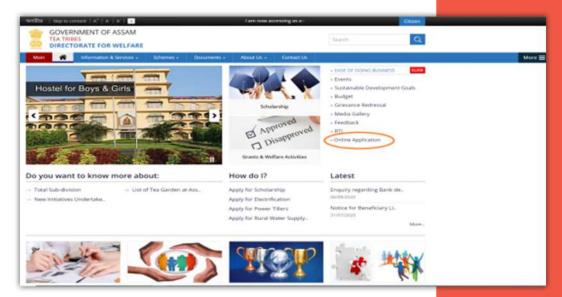


FEATURES

- OTP through SMS during registration and creation of LOGIN I/D and PASSWORD.
- Email notification to the applicant on successful registration.
- Acknowledgement receipt on successful submission of application.
- Intimation of the status of the applications.
- Approval of the list of selected applicants and forwarding online by the SDWOs.
- Download/Upload multiple documents facility to upload/download ID proofs or any other related documents.
- Preview facility to preview the form before approving/submitting it.

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

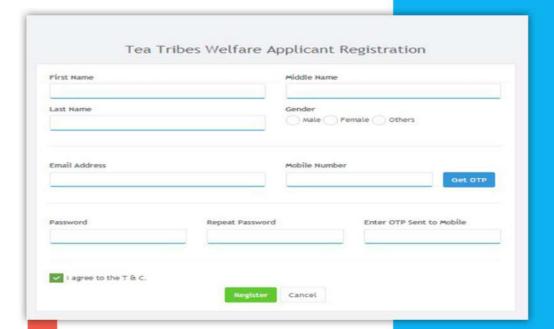
III.Email Id

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

V.Password

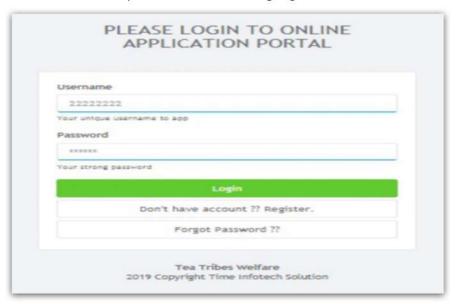
VI.OTP sent to your mobile must enter in the space provided

VII.Click on Register.



LOGIN

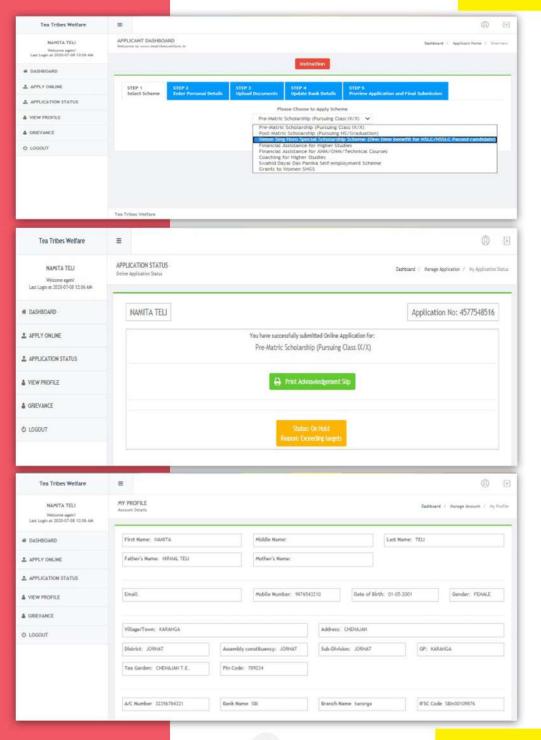
1. After successful registration, applicants can login using the username and password created during registration.

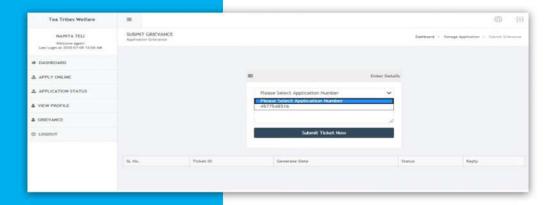


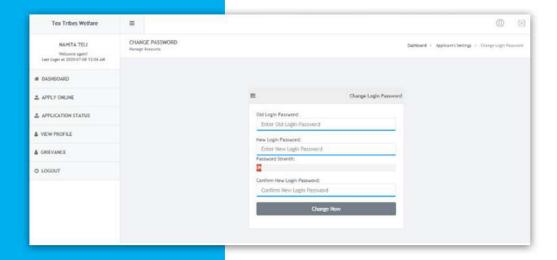
After clicking "Login", the applicants' Dashboard page appears.



- 3. The applicant portal will have following tabs-
- (i) DASHBOARD
- (ii) APPLY ONLINE
- (iii) APPLICATION STATUS
- (iv) VIEW PROFILE (v) GRIEVANCE
- (vi) LOGOUT







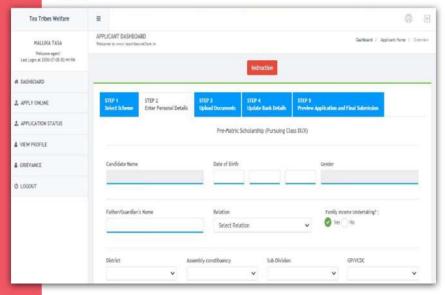
APPLICATION PROCEDURE

A) PRE-MATRIC SCHOLARSHIP SCHEME THE STEP-BY-STEP INSTRUCTIONS ARE AS FOLLOWS:

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

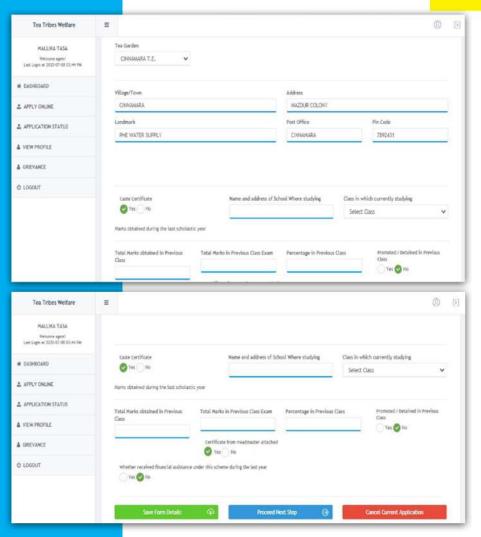
ii.Under the STEP 1 - SELECT SCHEME tab, select the scheme from the dropdown list for which the application is to be submitted.

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/VC-DC 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.

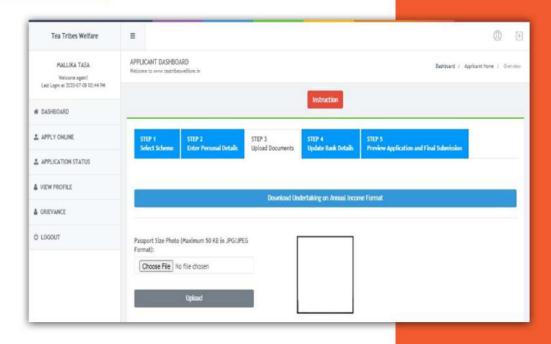


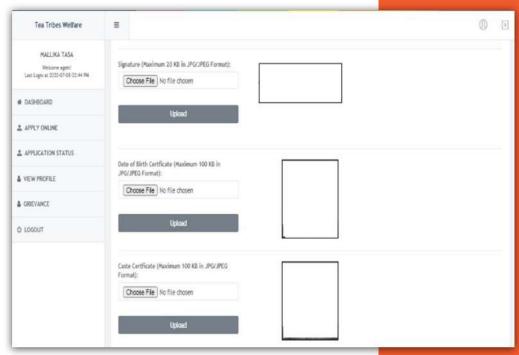
vi.Select option (Yes/No) as above to apply for the scheme.

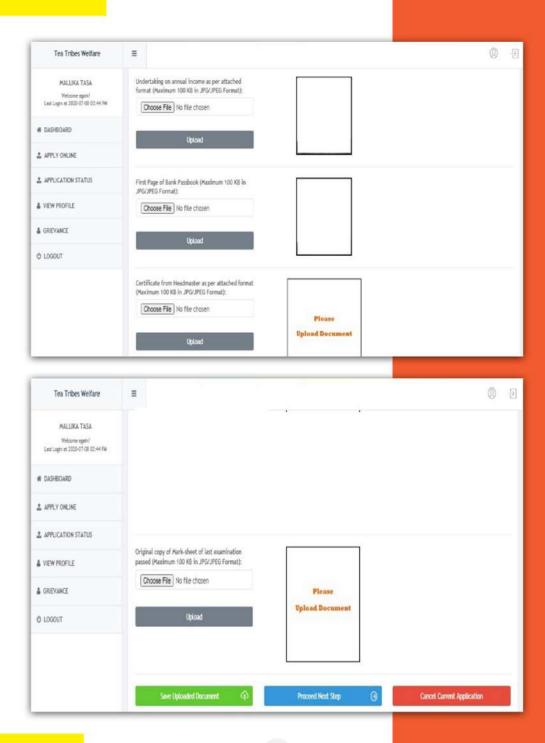
vii.Click on Save Form Details before proceeding to Next step.

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.



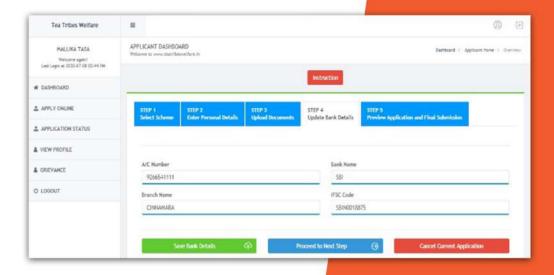




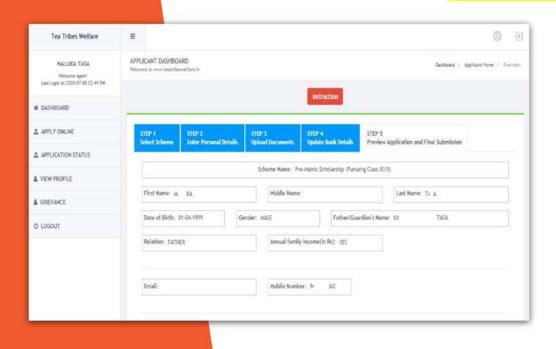
x.Upload a recent passport size photograph, scanned copies of signature, Birth Certificate, Caste certificate, Undertaking of Annual Income , First Page of Bank Passbook and Certificate from Headmaster, mark sheet of last examination passed with specified size and format mentioned for each document.

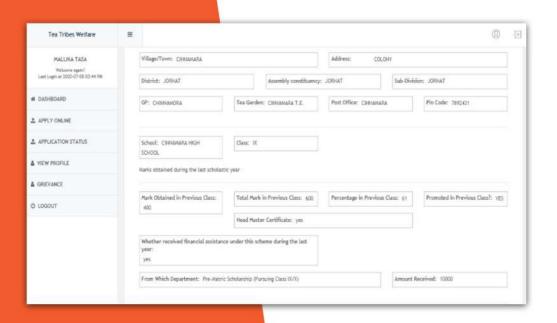
xi.Save Uploaded Document and Proceed to Next Step.

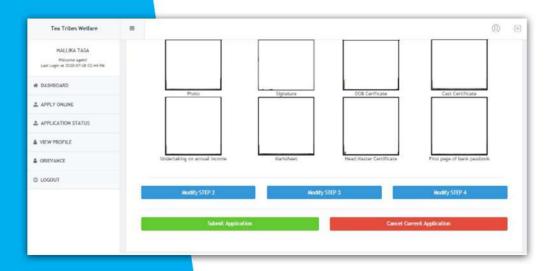
xii.Under the STEP 4 - Update Bank Details tab, enter details- Bank Account Number, Bank Name, Branch Name and IFSC Code and Click on Save Bank Details and Proceed to Next Step.

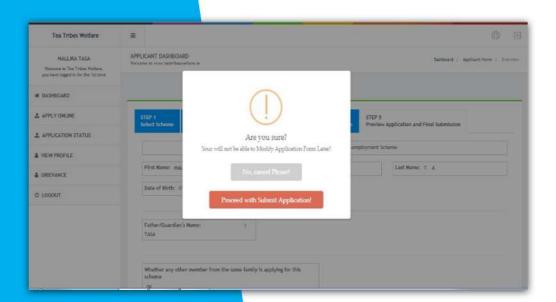


xiii.Under the STEP 5 - Preview Application and Final Submission tab, all details of the applicant entered in the application form will be shown before proceeding for final submission.





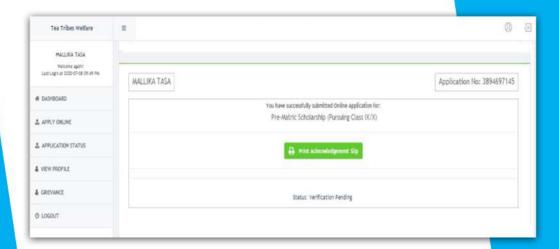




xiv. The applicant will be able to view each document that has been uploaded here. Applicant can edit any data entered earlier at any step by clicking the exact tab below the preview form where the correction is to be made.

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



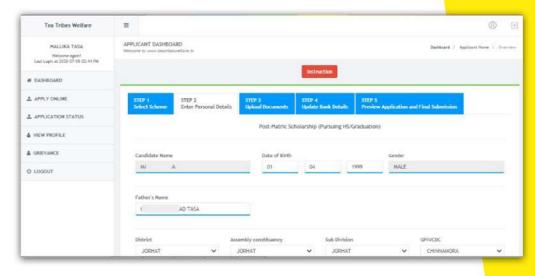
xvii. The applicant will be able to view the status of online application at each stage after submission on this screen.

B) POST-MATRIC SCHOLARSHIP SCHEME THE STEP-BY-STEP INSTRUCTIONS ARE AS FOLLOWS:

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

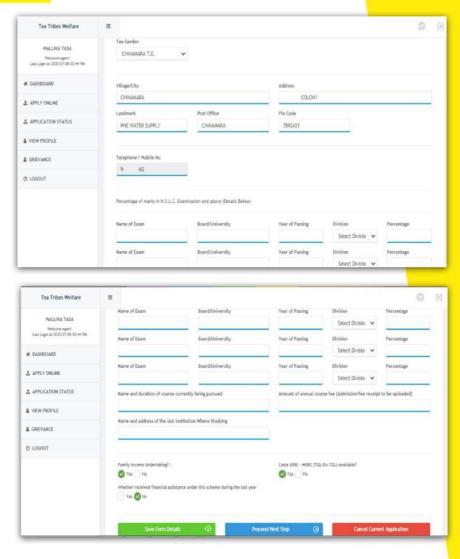
ii.Under the STEP 1 - SELECT SCHEME tab, select the scheme from the dropdown list for which the application is to be submitted.

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 names are not available use "OTHERS" option and manually enter in the field available for the same.

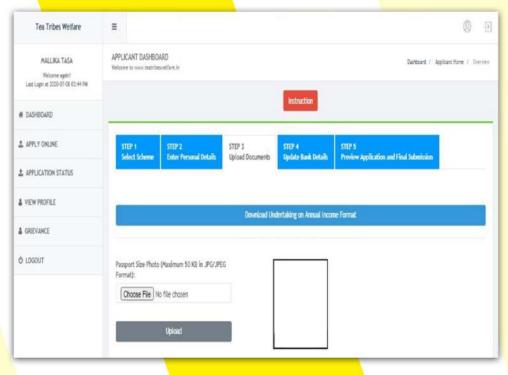


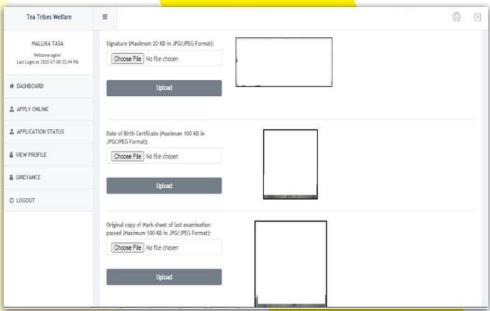
vi. Select option (Yes/No) as above to apply for the scheme.

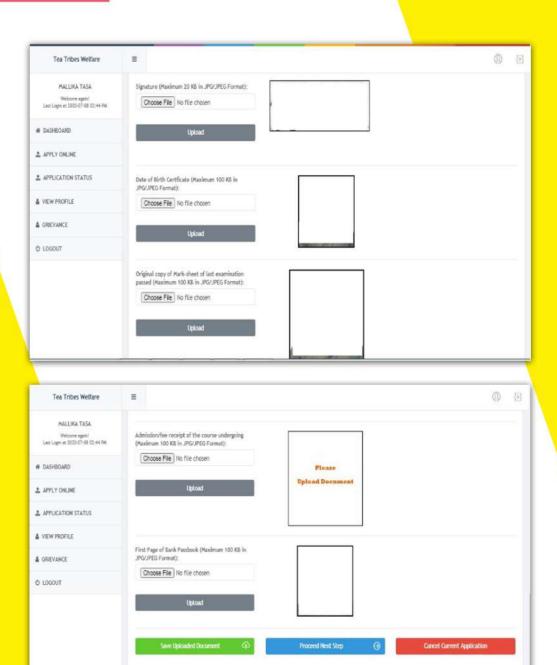
vii.Click on Save Form Details before proceeding to Next step.

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.



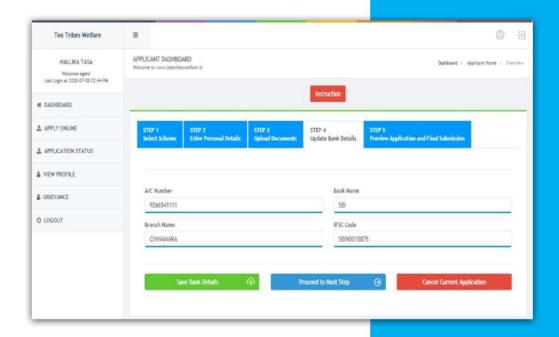




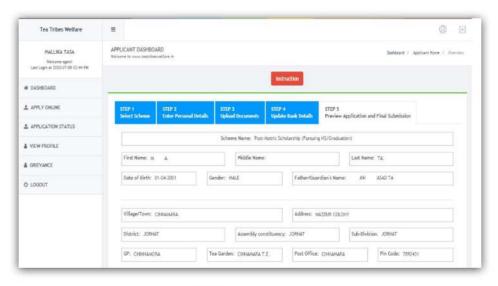
x.Upload a recent passport size photograph, scanned copies of signature, Birth Certificate, Caste certificate, Undertaking of Annual Income, First Page of Bank Passbook and Certificate from Headmaster, mark sheet of last examination passed with specified size and format mentioned for each document.

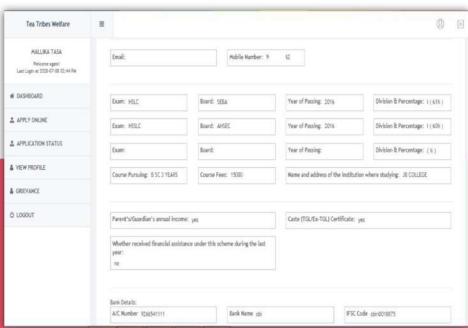
xi.Save Uploaded Document and Proceed to Next Step.

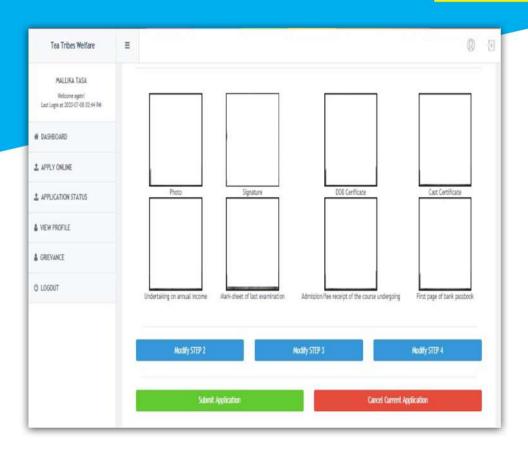
xii.Under the STEP 4 - Update Bank Details tab, enter details- Bank Account Number, Bank Name, Branch Name and IFSC Code and Click on Save Bank Details and Proceed to Next Step.

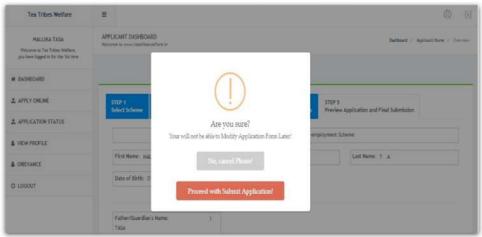


xiii.Under the STEP 5 - Preview Application and Final Submission tab, all details of the applicant entered in the application form will be shown before proceeding for final submission.





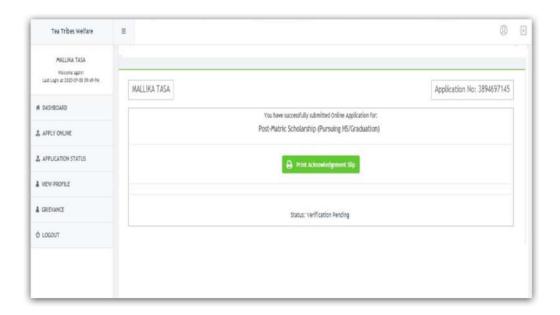




xiv. The applicant will be able to view each document that has been uploaded here. Applicant can edit any data entered earlier at any step by clicking the exact tab below the preview form where the correction is to be made.

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



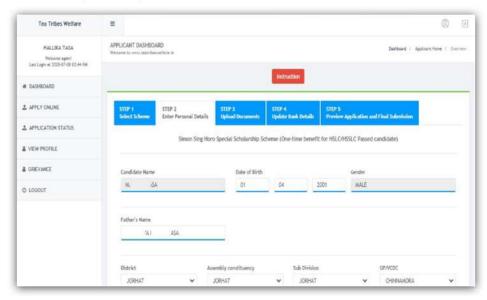
xvii. The applicant will be able to view the status of online application at each stage after submission on this screen.

C) SIMON SING HORO SPECIAL SCHOLARSHIP SCHEME THE STEP-BY-STEP INSTRUCTIONS ARE AS FOLLOWS:

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

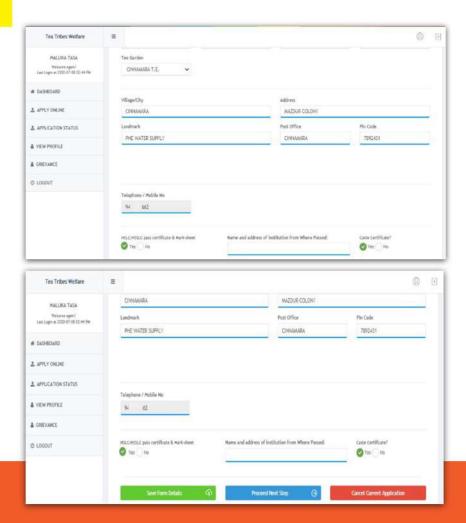
ii.Under the STEP 1 - SELECT SCHEME tab, select the scheme from the dropdown list for which the application is to be submitted.

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 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 names are not available use "OTHERS" option and manually enter in the field available for the same.

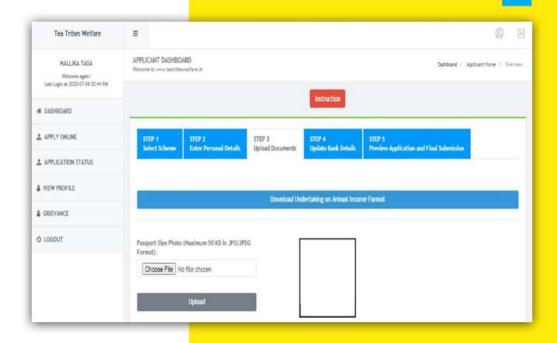


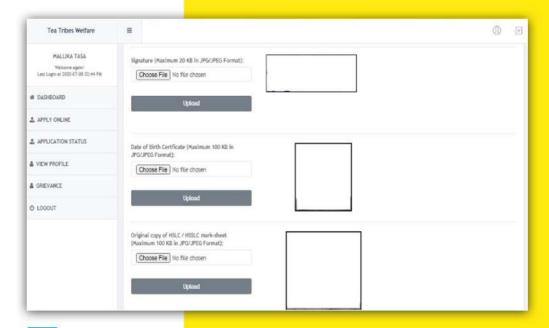
vi. Select option (Yes/No) as above to apply for the scheme.

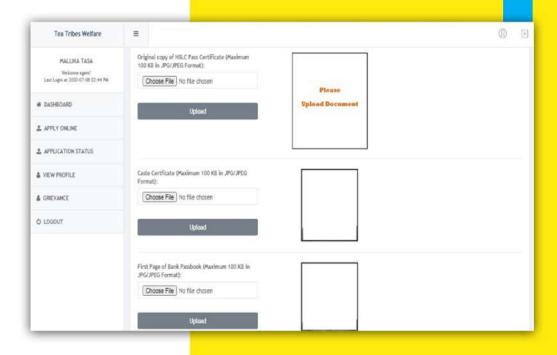
vii.Click on Save Form Details before proceeding to Next step.

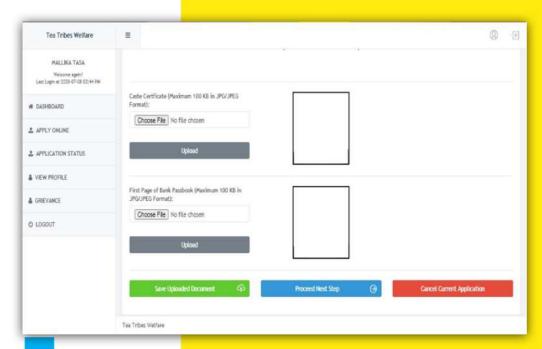
viii.Click on "Cancel Current Application" to cancel at any stage of application.

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





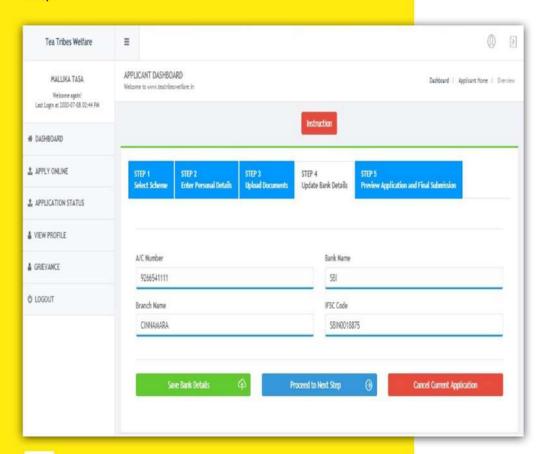




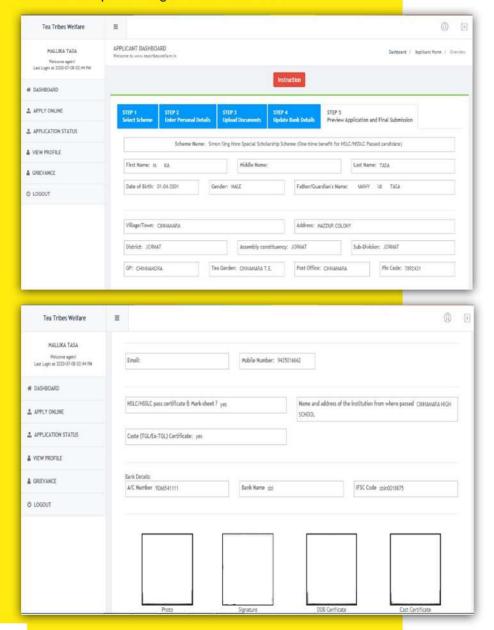
x.Upload a recent passport size photograph, scanned copies of signature, Birth Certificate, Caste certificate, Undertaking of Annual Income, First Page of Bank Passbook and Certificate from Headmaster, mark sheet of last examination passed with specified size and format mentioned for each document.

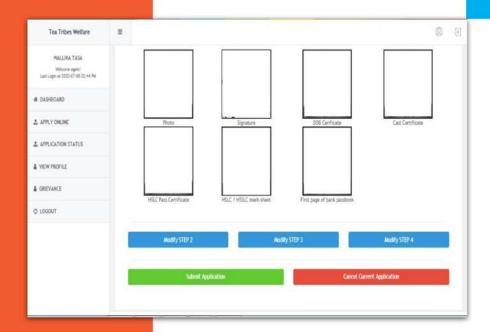
xi.Save Uploaded Document and Proceed to Next Step.

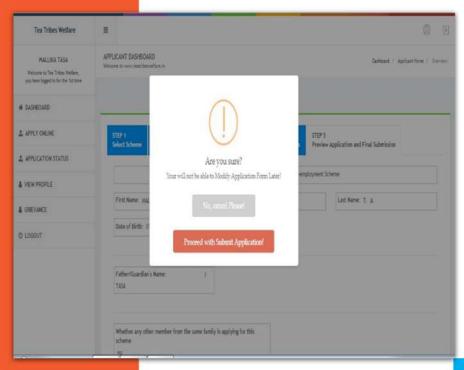
xii.Under the STEP 4 - Update Bank Details tab, enter details-Bank Account Number, Bank Name, Branch Name and IFSC Code and Click on Save Bank Details and Proceed to Next Step.



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.



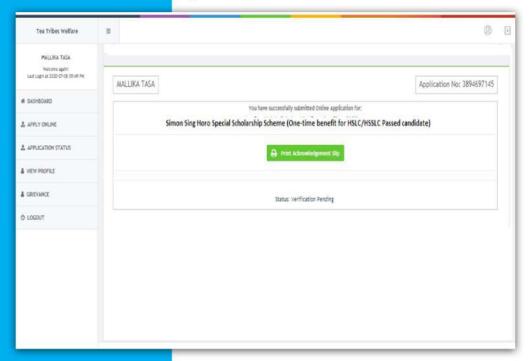




xiv. The applicant will be able to view each document that has been uploaded here. Applicant can edit any data entered earlier at any step by clicking the exact tab below the preview form where the correction is to be made.

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



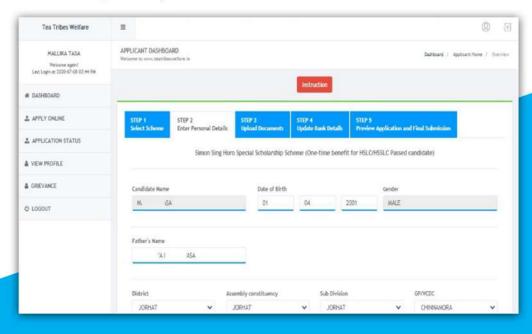
xvii. The applicant will be able to view the status of online application at each stage after submission on this screen.

D) FINANCIAL ASSISTANCE FOR HIGHER STUDIES THE STEP-BY-STEP INSTRUCTIONS IS AS FOLLOWS:

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

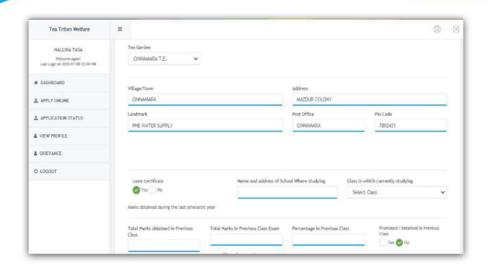
ii.Under the STEP 1 - SELECT SCHEME tab, select the scheme from the dropdown list for which the application is to be submitted.

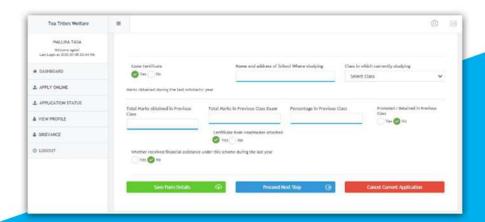
iii. Under the STEP 2 - Enter Personal Details tab, enter the required details of the applicant. (Please note: Some of the fields will be pre-filled as allready entered during the time of Registration.)



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 names are not available use "OTHERS" option and manually enter in the field available for the same.



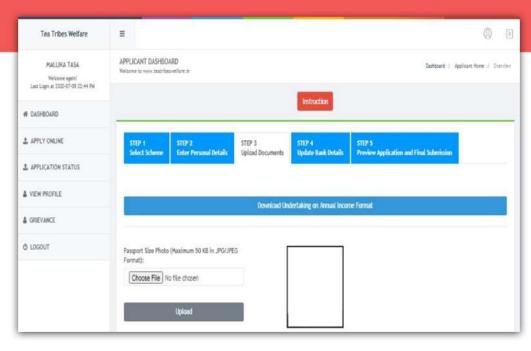


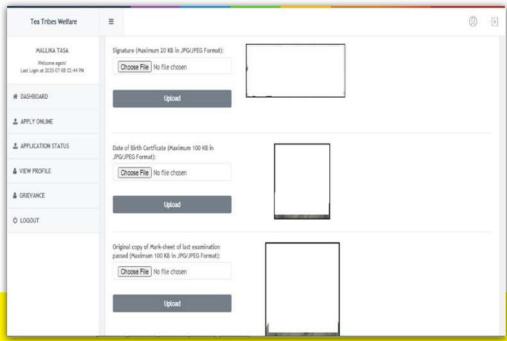
vi.Select option (Yes/No) as above to apply for the scheme.

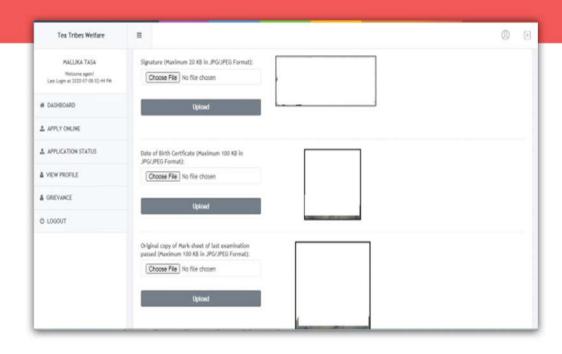
vii.Click on Save Form Details before proceeding to Next step.

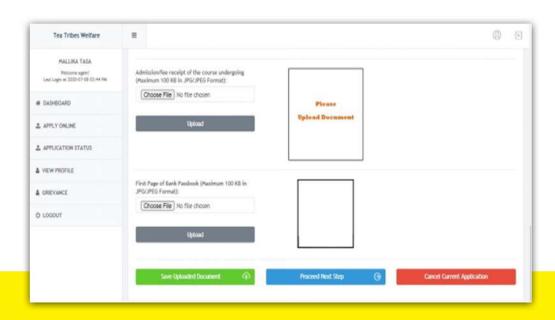
viii.Click on "Cancel Current Application" to cancel at any stage of application.

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





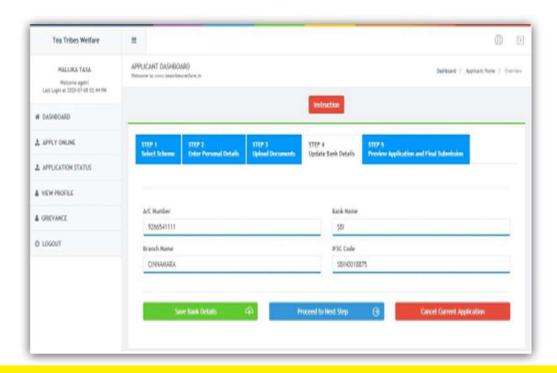


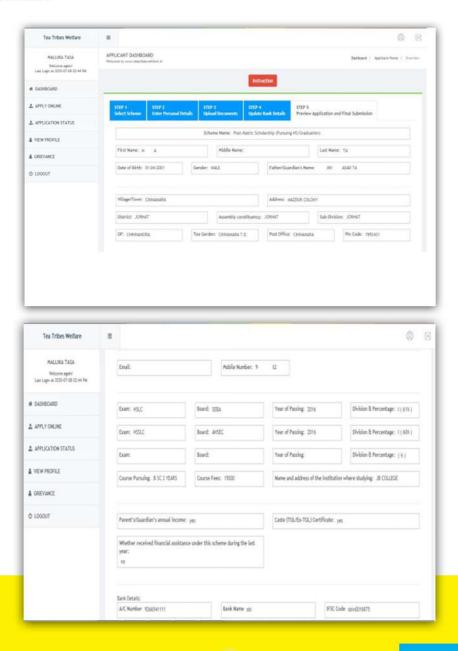


x.Upload a recent passport size photograph, scanned copies of signature, Birth Certificate, Caste certificate, Undertaking of Annual Income, First Page of Bank Passbook and Certificate from Headmaster, mark sheet of last examination passed with specified size and format mentioned for each document.

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.

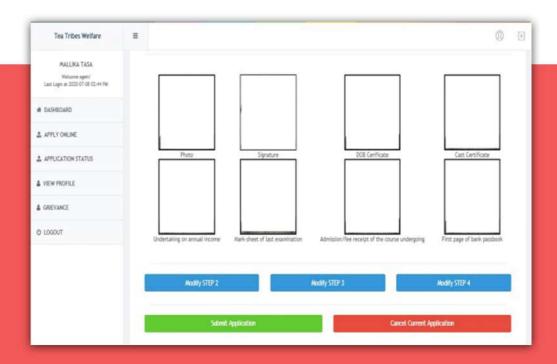


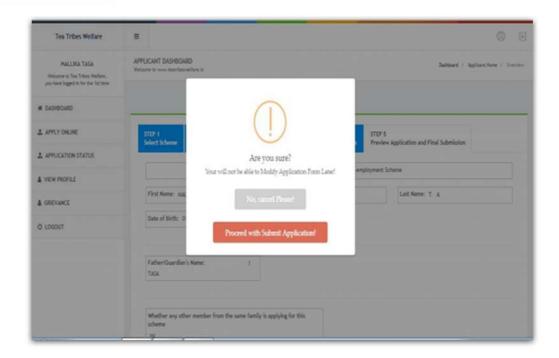


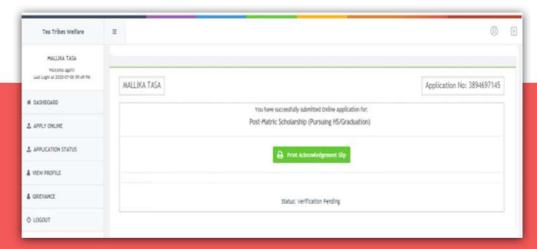
xiv. The applicant will be able to view each document that has been uploaded here. Applicant can edit any data entered earlier at any step by clicking the exact tab below the preview form where the correction is to be made.

xv.After cross checking all information and documents provided by 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







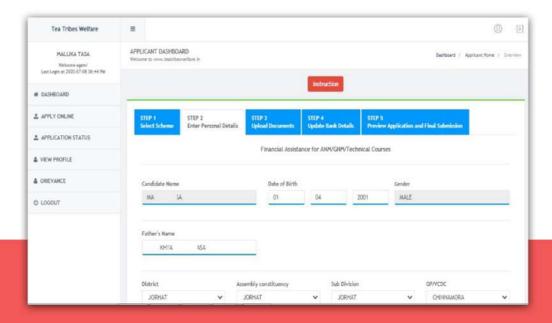
xvii. The applicant will be able to view the status of online application at each stage after submission on this screen.

E) FINANCIAL ASSISTANCE FOR ANM/GNM/TECHNICAL COURSES THE STEP-BY-STEP INSTRUCTIONS ARE AS FOLLOWS:

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

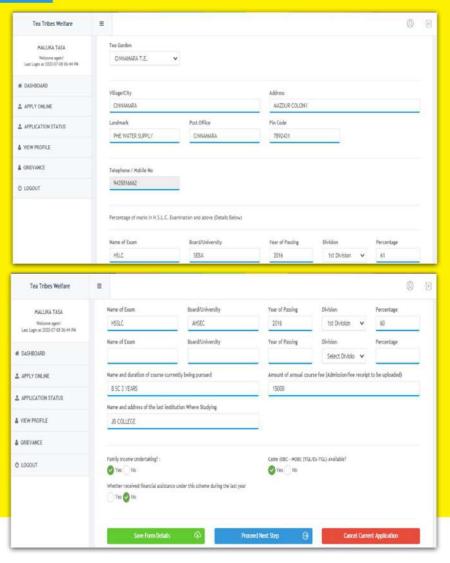
ii. Under the STEP 1 - SELECT SCHEME tab, select the scheme from the dropdown list for which the application is to be submitted.

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 names are not available use "OTHERS" option and manually enter in the field available for the same.

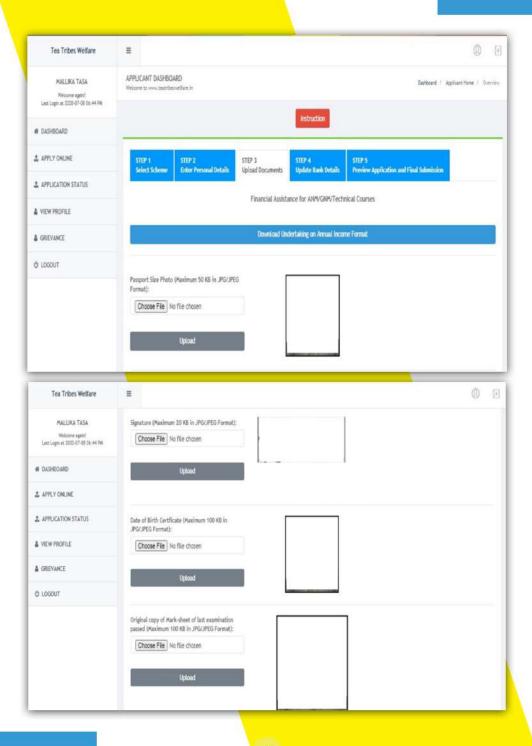


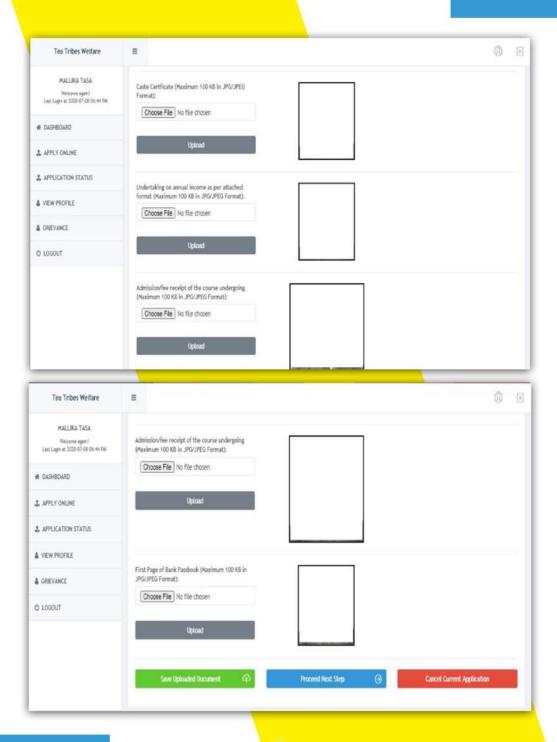
vi.Select option (Yes/No) as above to apply for the scheme.

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.

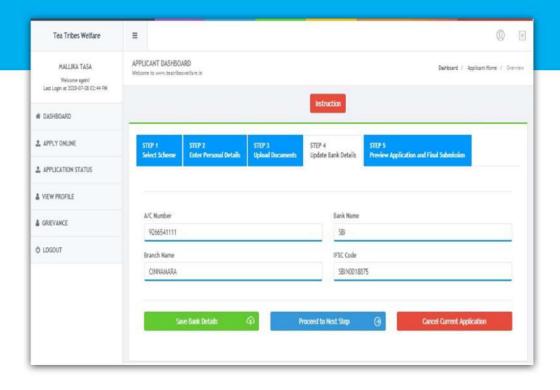


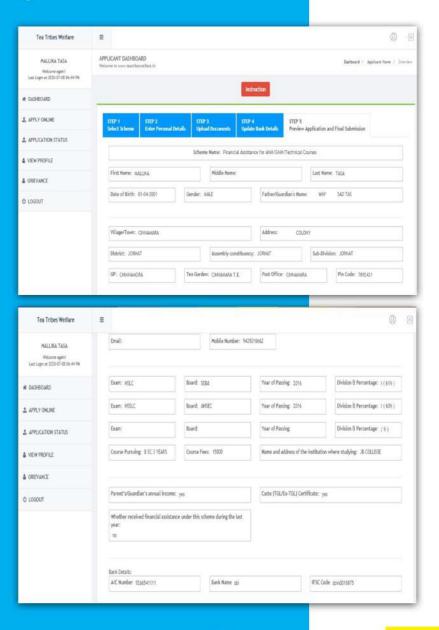


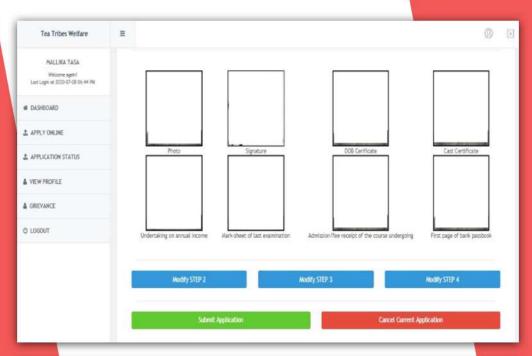
x.Upload a recent passport size photograph, scanned copies of signature, Birth Certificate, Caste certificate, Undertaking of Annual Income, First Page of Bank Passbook and Certificate from Headmaster, mark sheet of last examination passed with specified size and format mentioned for each document.

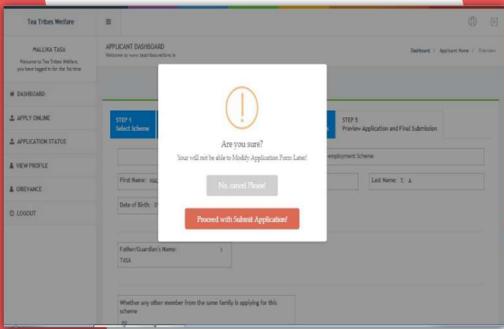
xi. Save Uploaded Document and Proceed to Next Step.

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.





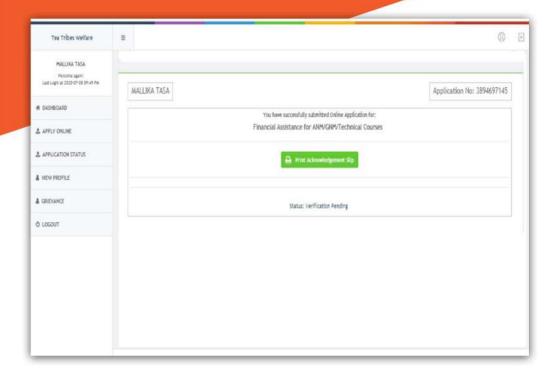




xiv. The applicant will be able to view each document that has been uploaded here. Applicant can edit any data entered earlier at any step by clicking the exact tab below the preview form where the correction is to be made.

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

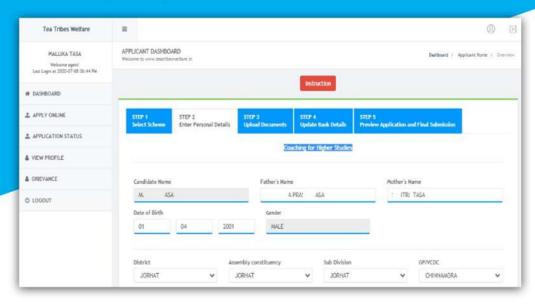


F) COACHING FOR HIGHER STUDIES THE STEP-BY-STEP INSTRUCTIONS ARE AS FOLLOWS:

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

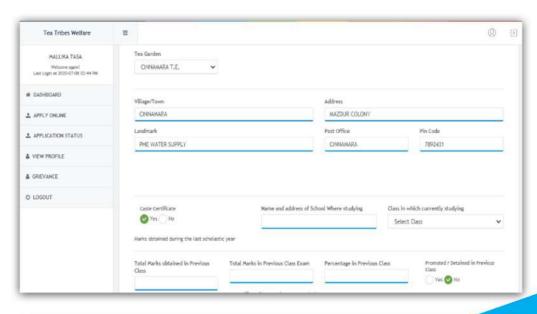
ii.Under the STEP 1 - SELECT SCHEME tab, select the scheme from the dropdown list for which the application is to be submitted.

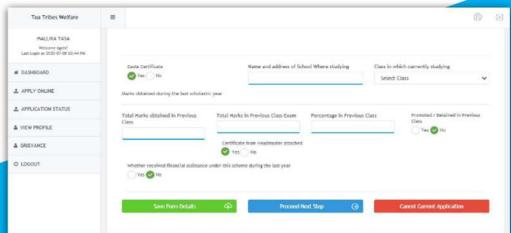
iii. Under the STEP 2 - Enter Personal Details tab, enter the required details of the applicant. (Please note: Some of the fields will be pre-filled as allready entered during the time of Registration.)



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 names are not available use "OTHERS" option and manually enter in the field available for the same.



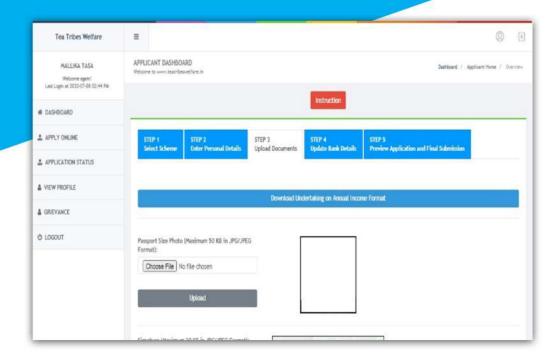


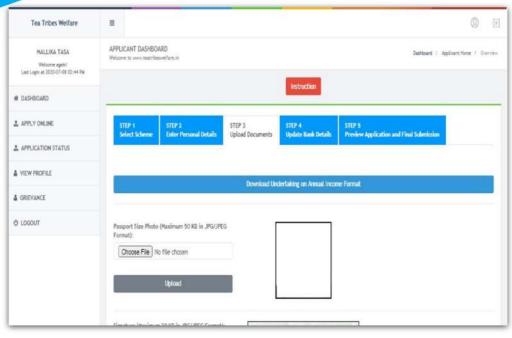
vi. Select option (Yes/No) as above to apply for the scheme.

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

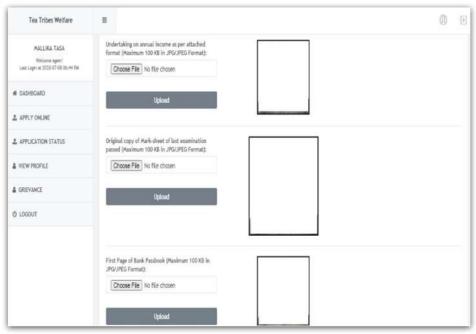
viii.Click on "Cancel Current Application" to cancel at any stage of application.

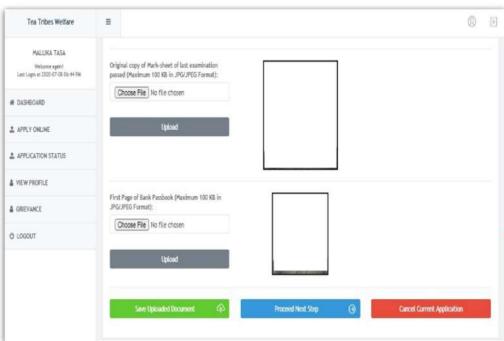
ix. Under the STEP 3 - Upload Documents tab, upload the required documents. The formats for the documents can be downloaded in the same page.







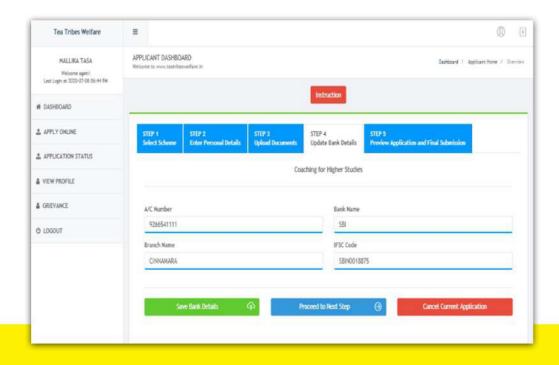


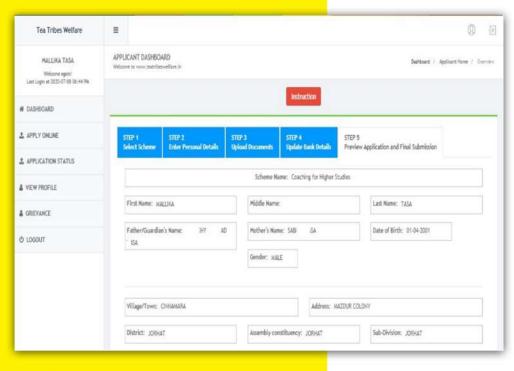


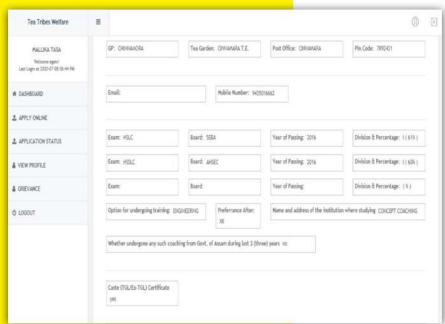
x.Upload a recent passport size photograph, scanned copies of signature, Birth Certificate, Caste certificate, Undertaking of Annual Income, First Page of Bank Passbook and Certificate from Headmaster, mark sheet of last examination passed with specified size and format mentioned for each document.

xi.Save Uploaded Document and Proceed to Next Step.

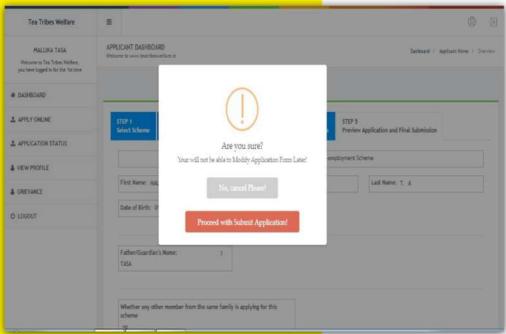
xii. Under the STEP 4 - Update Bank Details tab, enter details- Bank Account Number, Bank Name, Branch Name and IFSC Code and Click on Save Bank Details and Proceed to Next Step.









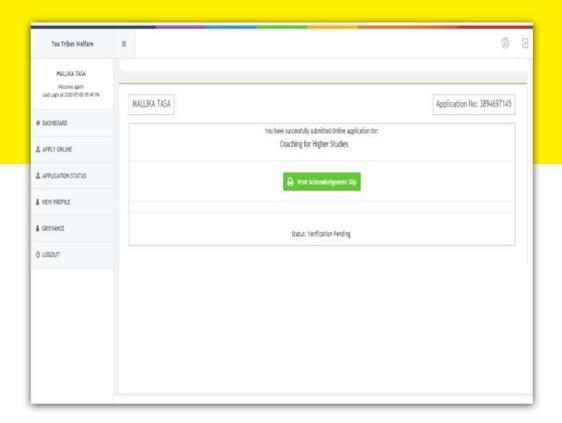


xiv.The applicant will be able to view each document that has been uploaded here. Applicant can edit any data entered earlier at any step by clicking the exact tab below the preview form where the correction is to be made.

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

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

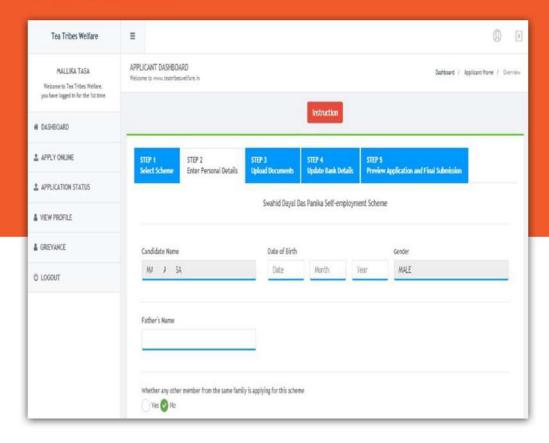


G) SWAHID DAYAL DAS PANIKA SWANIYOJAN ACHONI THE STEP-BY-STEP INSTRUCTIONS ARE AS FOLLOWS:

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

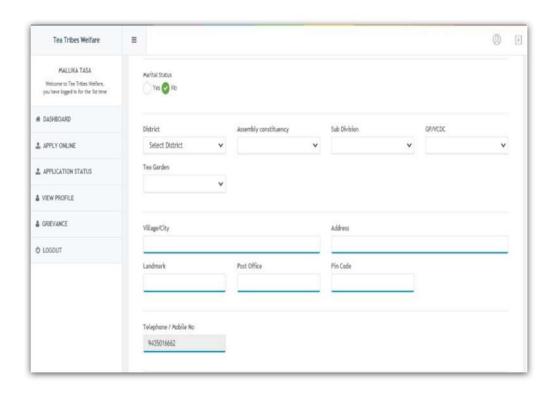
ii.Under the STEP 1 - SELECT SCHEME tab, select the scheme from the dropdown list for which the application is to be submitted.

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 names are not available use "OTHERS" option and manually enter in the field available for the same.

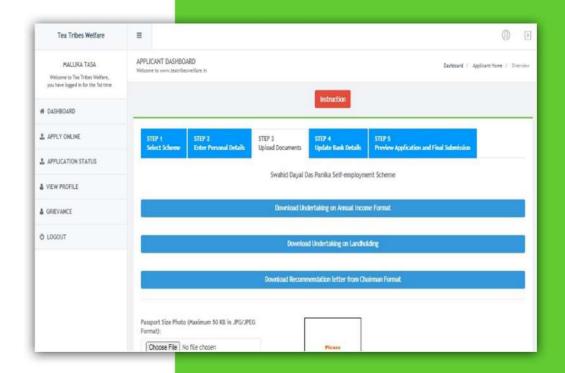


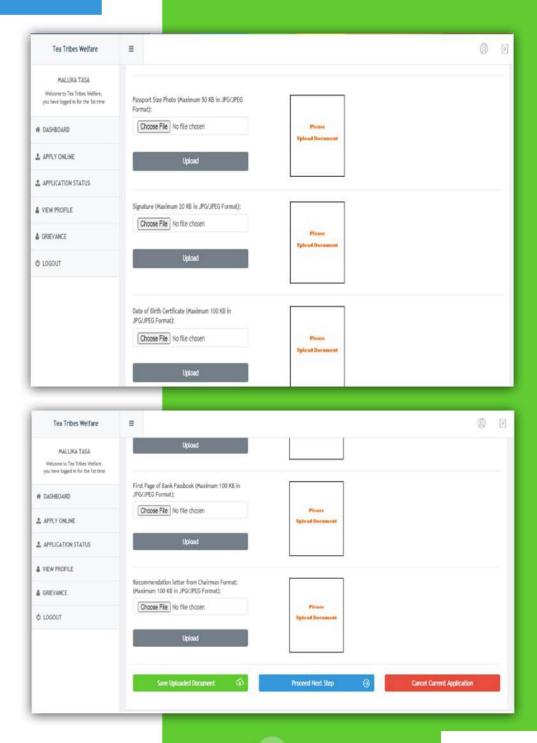
vi.Select option (Yes/No) as above to apply for the scheme.

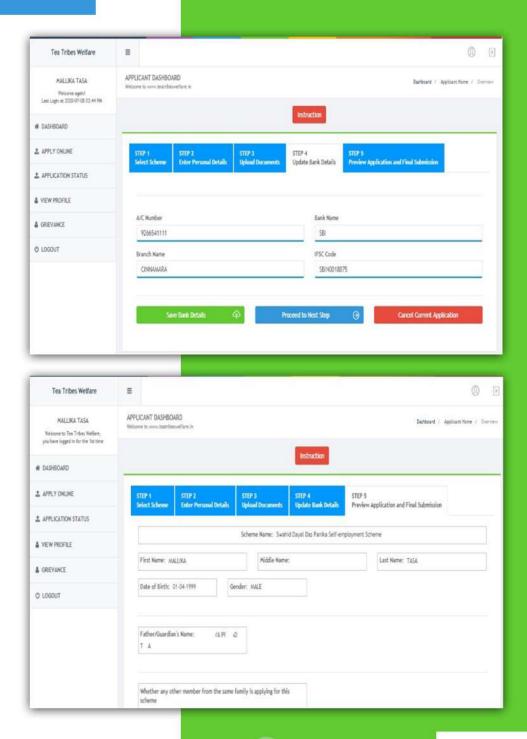
vii.Click on Save Form Details before proceeding to Next step.

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

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



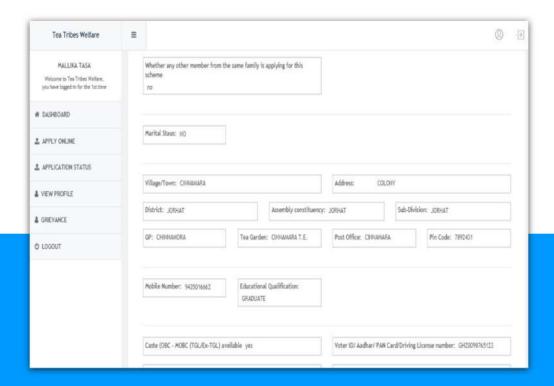


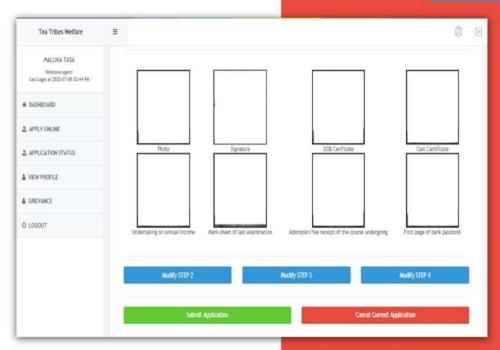


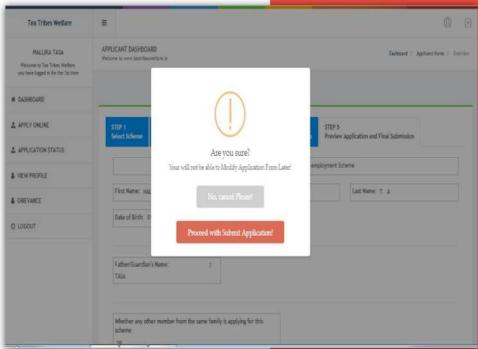
x.Upload a recent passport size photograph, scanned copies of signature, Birth Certificate, Caste certificate, Undertaking of Annual Income, First Page of Bank Passbook and Certificate from Headmaster, mark sheet of last examination passed with specified size and format mentioned for each document.

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.



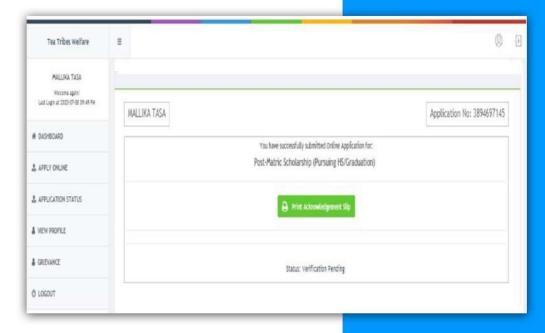




xiv.The applicant will be able to view each document that has been uploaded here. Applicant can edit any data entered earlier at any step by clicking the exact tab below the preview form where the correction is to be made.

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



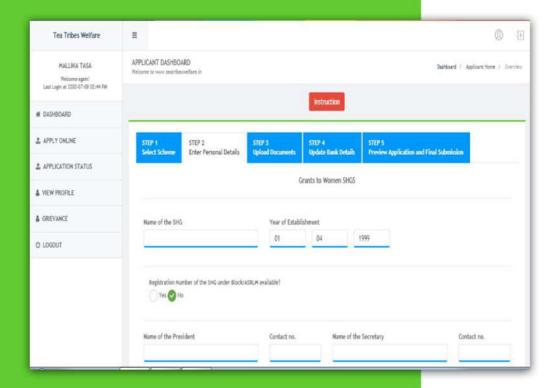
The applicant will be able to view the status of online application at each stage after submission on this screen

H) GRANT TO WOMEN SHGS THE STEP-BY-STEP INSTRUCTIONS ARE AS FOLLOWS:

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

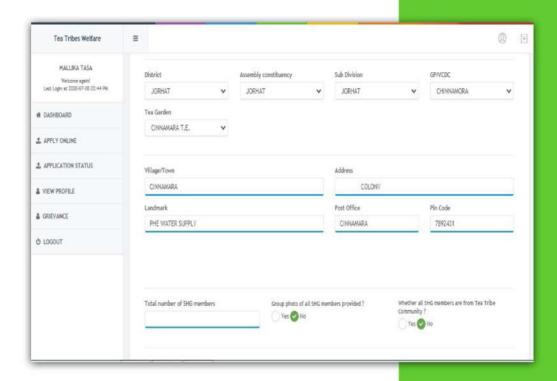
ii.Under the STEP 1 - SELECT SCHEME tab, select the scheme from the dropdown list for which the application is to be submitted.

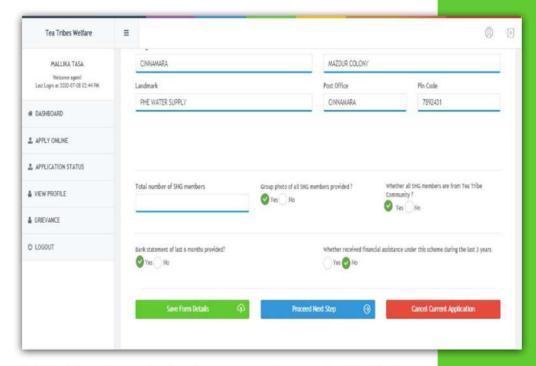
iii. Under the STEP 2 - Enter Personal Details tab, enter the required details of the applicant. (Please note: Some of the fields will be pre-filled as allready entered during the time of Registration.)



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.

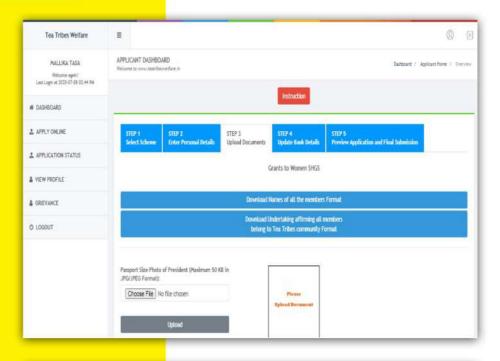
v.Select District, Assembly Constituency, Sub-Division, GP/VCDC and Tea Garden from drop down list. If GP/VCDC and Tea Garden names are not available use "OTHERS" option and manually enter in the field available for the same.

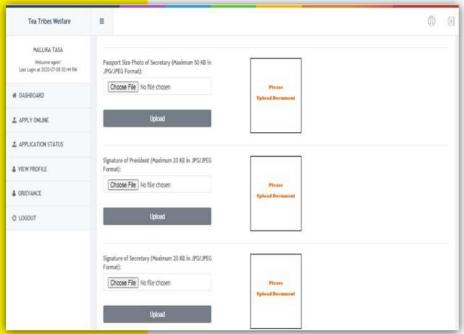
vi.Select option (Yes/No) as above to apply for the scheme.

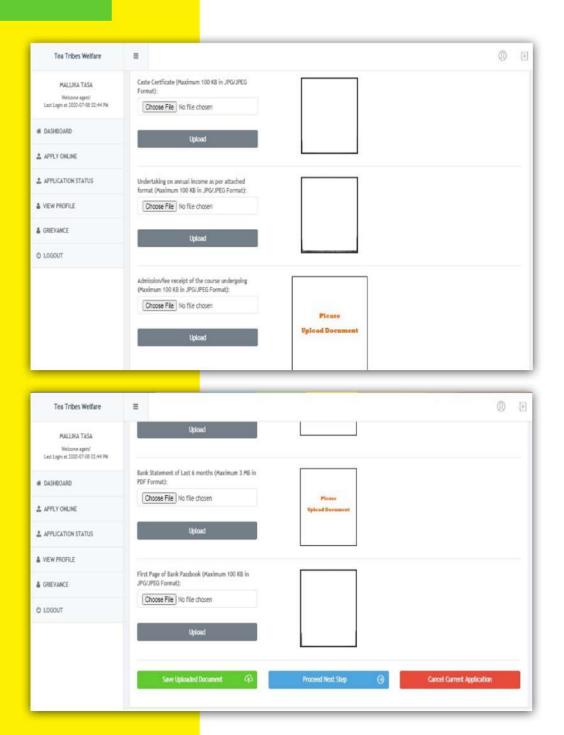
vii.Click on Save Form Details before proceeding to Next step.

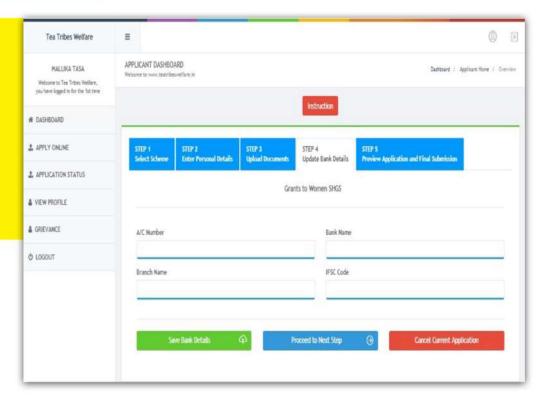
viii.Click on "Cancel Current Application" to cancel at any stage of application.

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





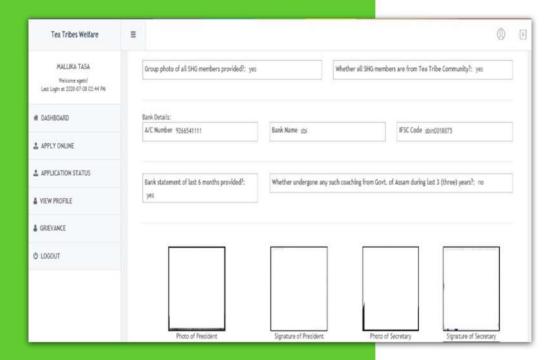


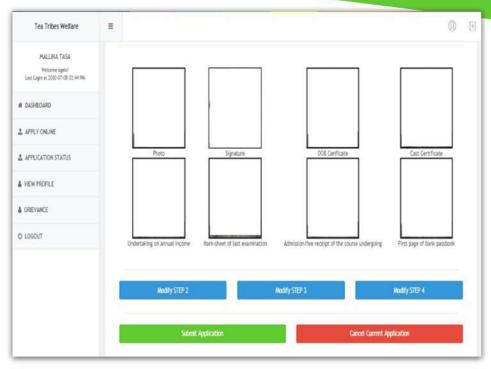


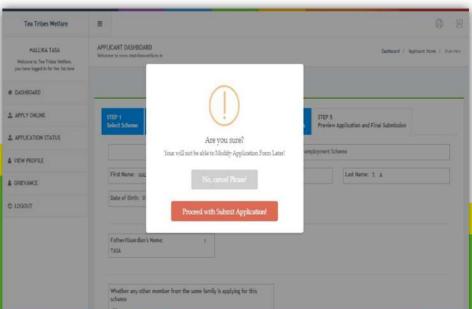
x.Upload a recent passport size photograph, scanned copies of signature, Birth Certificate, Caste certificate, Undertaking of Annual Income, First Page of Bank Passbook and Certificate from Headmaster, mark sheet of last examination passed with specified size and format mentioned for each document.

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.







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.

ACKNOWLEDGEMENTS

The launching of this Online Application System- SIRISH is the result of the contributions of numerous people and this endeavour would not have been possible without them. We would like to express our immense gratitude to:-

- 1.Shri Sanjoy Kishan, Hon'ble Minister of Tea Tribe Welfare for his foresight, leading the effort and taking the visionary step of undertaking this transformational change of an old and obsolete application process to an online system.
- 2.Dr. J.B. Ekka, Principal Secretary to the Govt. Of Assam, Tea Tribes Welfare Department for his guidance and expert inputs for the smoother implementation and outreach of the online process.
- 3.Shri Pranab Dutta Goswami, ACS, Deputy Secretary to the Govt. of Assam, Tea Tribes Welfare Department and Joint Director of Directorate of Tea Tribes Welfare, Assam for his end-to-end supervision and efforts in the successful development and implementation of the Online Application System.
- 4.Shri Pradeep Hazwary, State Coordinator, WASH in Tea Gardens Programme & UNICEF Consultant attached to the Directorate of Tea Tribes Welfare, Assam for his support in developing the scheme guidelines and forms, a simple and user-friendly online application system and the step-by-step user manual for ease of access of the application.
- 5.Our technical partner B&R Associate for their expertise in developing the application.
- 6. The Office staff of Directorate of Tea Tribes Welfare, Assam for their efforts in coordinating the whole process.

SIRISH THE ONLINE APPLICATION SYSTEM

Office:

Directorate of Tea Tribes Welfare, Assam (M): +91-8822139494

Email: directoratetgtoffice00@gmail.com / director-ttw@assam.gov.in