

CSD (LOCAL/IMPORT) LICENSE REGISTRATION

User Manual



OCTOBER 11, 2021
C-TEL INFOSYSTEMS PVT.LTD
Hyderabad, Telangana

CSD License Registration

- Users are required to enter the URL <https://stateexcise.assam.gov.in> on the browser (Internet Explorer 8.0, Chrome 80, Firefox 72, etc.)

Sign Up to get a User ID:

- To get a license, the user needs to click on the **Signup** option, then you will see a **Sign-Up** Page.

The screenshot shows the homepage of the Excise Department, Government of Assam. The header includes the department name and logo, and a navigation menu with links like 'Track Status', 'Download User Manuals', 'Frequently Asked Questions', 'Transit Pass', 'Other Import License', 'Only for Indian Army/Indian Airforce', and 'PARA-MILITARY(CAPF)'. The main content area features a large banner with the text 'e-Governance A few Keystrokes can bring smiles on millions of faces...' and a quote from Shri Narendra Modi. On the right side, there is a 'Welcome!' section with a login form containing fields for 'User Name', 'Password', and 'Verification Code'. A 'Login' button is present, and a 'Sign Up' link is highlighted with a red box. Below the banner, there are portraits of Shri Himanta Biswa Sarma and Shri Parimal Suklabaidya.

- The user is required to fill in the details which are required to sign up & click on 'Save' button.

The screenshot shows the 'SIGN UP' form on the Excise Department website. The form is titled 'SIGN UP' and is part of the 'Department Of Excise - Assam'. It contains the following fields:

- Applicant Name: * JOHN
- Email Address: * johnctel@gmail.com
- Mobile Number: * 9356987412
- Business Name: * John Warehouse
- Plot/Building Number: * hgjhghhh
- Road/Street: * ghgkgek
- Landmark: * Landmark
- PAN: * HGFDS1234D
- City: * GUWAHATI
- Block / Circle: * GUWAHATI
- Select State: * Assam
- Select District: * Kamrup Metropolitan

A 'Save' button is highlighted with a red box at the bottom of the form.

- After Clicking on the save button, the User will receive the OTP to the registered mobile number
- Users are required to enter the OTP & Click on **Save OTP** Button.

Department Of Excise - Assam

SIGN UP

Applicant Name: * JOHN City: * GUWAHATI

Email Address: * johnctel@gmail.com

Mobile Number: * 9356987412

Business Name: * John Warehouse

Plot/Building Number: * hgjhghhh

Road/Street: * ghgkkgk

Landmark: Landmark

PAN: * HGFDS1234D

One Time Password

Enter One Time Password

592731

Time left: 70 seconds

Save OTP

Save

- User will receive the Unique Login Id & Password after successfully Registration
- Click on '**Login**' to redirect to the Login page.

Department Of Excise

Your Account Created Successfully

Login Id: LR2102899

Password: cZLzhjm0

Login

Copyright © 2021 Powered

Apply for New License:

- Users are required to enter Login Id & Password & click on the 'Login' button to login.

Excise Department
Government of Assam

Track Status Download User Manuals Frequently Asked Questions Transit Pass Other Import License Only for Indian Army/Indian Airforce PARA-MILITARY(CAPF)

Shri Himanta Biswa Sarma
Hon'ble Chief Minister of Assam

Shri Parimal Suklabaidya
Hon'ble Minister of Excise Assam

Promote Local Skills & Products

Vocal for Local

From earthen lamps to clothes, let us show support to our artisans by using of gifting local textile and handcrafted

#VOCALFORLOCAL #GETVOCALABOUTLOCAL

Welcome!
Please login to your account

LR2103899

.....

Verification Code * 429039

Get a new code

429039

Forgot Password?

Login

Don't have an account? Sign Up

- The user is required to Reset the Password.
- Users are required to enter the older password, new password, captcha & click on submit button to reset the Password

Department Of Excise

एक काल सत्कृता श्री ओर

Username/Password Reset For LR2102844 Login

User Id LR2102844

Old Password * Old Password

New Password * New Password

Confirm New Password * Confirm New Password

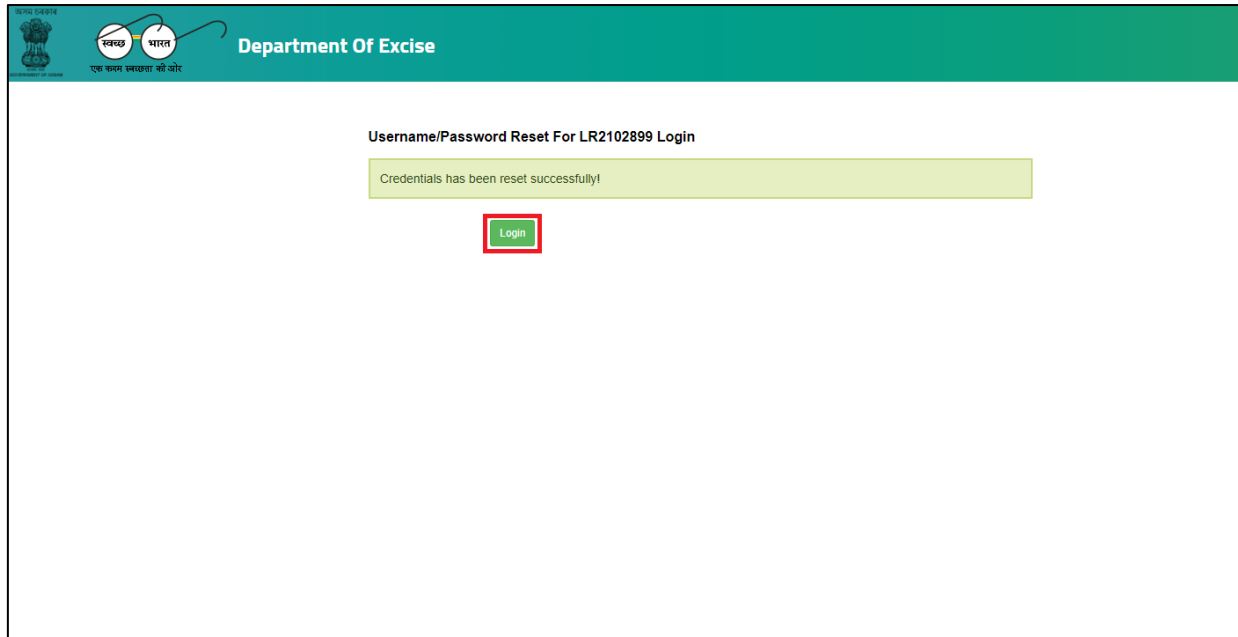
Verification Code * 21221 Get a new code

Verification Code

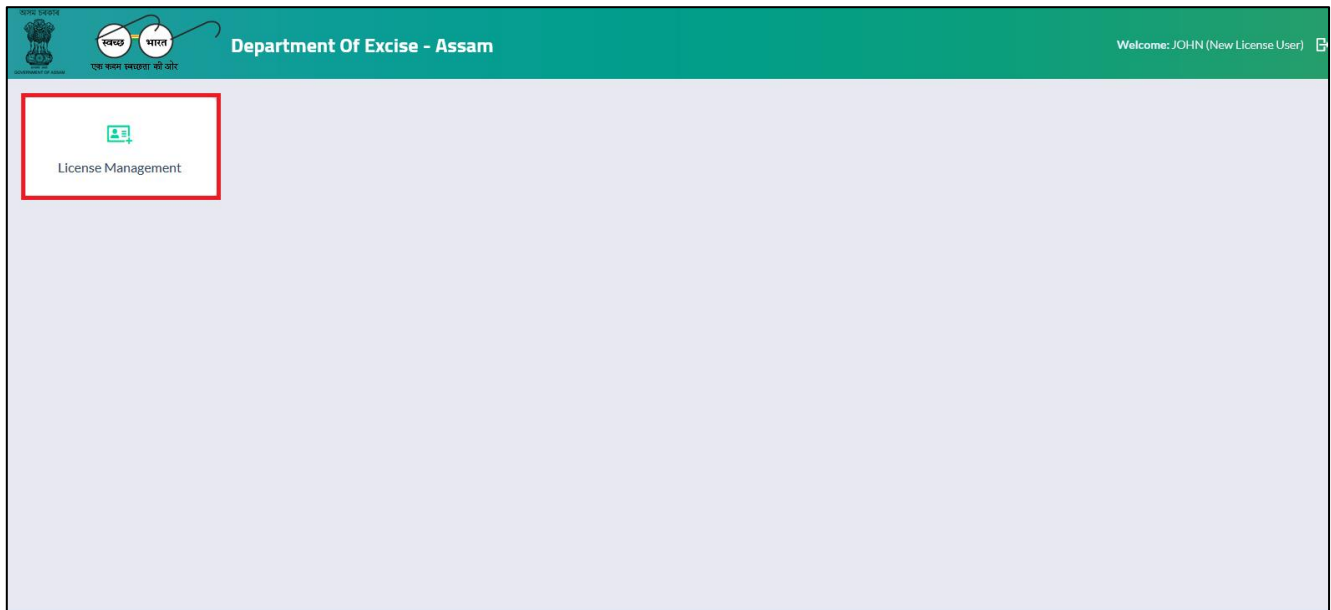
Please enter the digits as they are shown in the image above.

Submit

- A Success message pops out after password reset and click on **the Login** button



- Users are required to click on License Management Tab.



- Click on '+License Registration' to apply for the new license.

Department Of Excise - Assam

Session Time Left: 59:41 | Home | JOHN

License Management

NEW LICENSE License Registration / New License

Start Date 11-Oct-2021 End Date 11-Oct-2021 License Sub Types All Search

10 Search:

S. No	Reference Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	Status	Created Date & Time	Submitted Date & Time	Assigned To	Return Remarks	License Track	Action	Download
No data available																

Previous Next

+ License Registration

- Select the required license types & subtypes. Fill in Personal info, additional details & click on 'Save' & proceed

Session Time Left: 59:21 | Home | JOHN

License Management

License Management / New License / License Registration

APPLICATION FORM

Basic Information

Type of Application (Select as applicable) * Fresh Issuance of License

Licensee Type * Private Government

License Types (Select as applicable) * Retail Sale Wholesale

Sub Types (Select as applicable) * Absolute alcohol CSD Denatured spirit Medicated wines Narcotic Drugs Paramilitary Rectified Spirit

License Code * CSD

Type of Applicant (Select as applicable) * Government Entity Required Documents

PERSONAL INFO

Name of Applicant *	<input type="text" value="JOHN"/>	Block/Circle *	<input type="text" value="GUWAHATI"/>
Business Entity *	<input type="text" value="JOHN WAREHOUSE"/>	Sub-division *	<input type="text" value="GUWAHATI"/>
Mobile Number *	<input type="text" value="9356987412"/>	State *	<input type="text" value="Assam"/>
Plot/House/Building Number *	<input type="text" value="hgjhghhh"/>	District *	<input type="text" value="Select District"/>
Road/Street *	<input type="text" value="ghghghgh"/>	PIN Code *	<input type="text" value="500078"/>
Nearest Landmark	<input type="text" value="Nearest Landmark"/>	E-mail Address *	<input type="text" value="johnctel@gmail.com"/>

ADDITIONAL DETAILS

Name/Designation of HOD/Officer In-Charge *	Type of Organization (Select as applicable) *
<input type="text" value="John"/>	<input checked="" type="radio"/> Central Government Department/Entity <input type="radio"/> Central Government PSU Etc. <input type="radio"/> State Government Department/Entity <input type="radio"/> State Government PSU Etc.

Save & Proceed

- Fill in the Bank details of the applicant & click on 'Save & Proceed'.

Session Time Left: 57:55 | Home | JOHN

License Management

License Management / New License / License Registration

BANK DETAILS OF APPLICANT

Banking information

Account Holder's name	<input type="text" value="ghght"/>	Bank Name	<input type="text" value="Axis Bank"/>
Account Number	<input type="text" value="435645768"/>	Bank Branch	<input type="text" value="hbnhjh"/>
Account Type	<input type="text" value="Current"/>	IFSC Code	<input type="text" value="57788090"/>

Previous
Save & Proceed

- Users are required to fill Address of proposed premises, Additional information, Boundary details for all types of licenses (Manufacturing, Wholesale & RetailSale license).

Department Of Excise - Assam

Session Time Left: 53:51 | Home | JOHN

License Management

LICENSE REGISTRATION License Management / New License / License Registration

ADDRESS OF PROPOSED PREMISES

House/Building/Plot Number *	<input type="text" value="fgfdgth"/>	State *	<input type="text" value="Assam"/>
Road/Street *	<input type="text" value="fhfgh"/>	District *	<input type="text" value="Kamrup Metropolitan"/>
Nearest Landmark *	<input type="text" value="htghfghgh"/>	Circle *	<input type="text" value="Guwahati Sadar Zone-A"/>
Block *	<input type="text" value="hefheghs"/>	Sub-division *	<input type="text" value="Guwahati-Kamrup Metropolitan(KAM-KAMRUP METRO..."/>
		Tax Collection Agency	<input type="text" value="Superintendent of Excise - Kaprup metro"/>
		PIN Code *	<input type="text" value="500089"/>
		Landline/Mobile Number *	<input type="text" value="9845673223"/>
		Email Address *	<input type="text" value="johnctel@gmail.com"/>

ADDITIONAL INFORMATION


Patta Number	<input type="text" value="Patta Number"/>	Dag Number	<input type="text" value="Dag Number"/>
Mouza	<input type="text" value="Mouza"/>	Area Of Land (Sq.Feet)	<input type="text" value="Area Of Land(In Square fts)"/>

BOUNDARY DETAILS

East Boundary	<input type="text" value="East Boundary"/>	North Boundary	<input type="text" value="North Boundary"/>
West Boundary	<input type="text" value="West Boundary"/>	South Boundary	<input type="text" value="South Boundary"/>

Previous
Save & Proceed

- As per the selection, of license types & applicant types of Users need to upload required documents.
- 'List of clearances' is the optional documents to the User for upload.


Department Of Excise - Assam
Session Time Left: 53:18 | Home | JOHN

License Management > License Management

LICENSE REGISTRATION License Management / New License / License Registration

ANNEXURE CHECKLIST

List of Certificates

*** Please Upload file PDF Less than 5MB**

Amount of capital proposed to be invested in the venture	<input type="text" value="Browse..."/> No file selected.	Government Entity Certificate *	<input type="text" value="Browse..."/> dummy.pdf dummy.pdf Remove
Site plan in scale, duly attested by the drawing officer	<input type="text" value="Browse..."/> No file selected.		
Rent agreement/Lease deed, if the premises is on rent/lease	<input type="text" value="Browse..."/> No file selected.		
Self-declaration in form of an Affidavit	<input type="text" value="Browse..."/> No file selected.		
Copy of PAN/GSTN/TIN *	<input type="text" value="Browse..."/> No file selected.		

List of Clearances

Land revenue clearance certificate	<input type="text" value="Browse..."/> No file selected.	Sales tax clearance certificate	<input type="text" value="Browse..."/> No file selected.
Bakijai clearance certificate	<input type="text" value="Browse..."/> No file selected.	Professional Tax clearance	<input type="text" value="Browse..."/> No file selected.
Income tax clearance certificate	<input type="text" value="Browse..."/> No file selected.	Government Entity clearance	<input type="text" value="Browse..."/> No file selected.

- ToView the uploaded documents, click on the 'Next' button.

Home Ketan Patel

License Registration
Brand Label Registration
Dispatches
Users
Company Warehouse

LICENSE VIEW License Registration / License View

Reference ID : L2000016 | Business Name : Himalaya Dittillery Pvt Ltd Uploaded Documents

License Details :

Type of Application	: Fresh Issuance of License	Manufacturing Types	: Distillery
Licensee Type	: Private	License Code	: D1
License Types	: Manufacturing	Applicant Type	: Individual

Applicant Info :

Applicant Name	: Ketan Patel	Address	: 26/, Amravati Highway, Near New Galaxy Hotel, Machapur, Guwahati, Kamrup Metropolitan, Assam -781006
Business Name	: Himalaya Dittillery Pvt.Ltd	E-mail Address	: sachin.w@ctel.in
Landline/Mobile Number	: 7755918218		

Individual Details :

Father's Name	: Sumit	PAN Number	: ASDFG1234A
Mother's Name	: Ritika	UID	: 123456789123
Date Of Birth	: 18-FFR-99		

Bank Details of Applicant :

Account Holder's name	: Ketan Patel	Bank Name	: State Bank Of India
Account Number	: 123456789	Bank Branch	: Machapur
Account Type	: Current	IFSC Code	: SBI01245/

Distillery/Brewery Details :

Number of fermentation rooms	: 4	Number of Rooms for storage of finished beer/wine in sealed bottles and other receptacles	: 0
Capacity of fermentation rooms	: 40000	Capacity of Rooms for storage of finished beer/wine in sealed bottles and other receptacles	: 0
Number of Spirit rooms	: 2	Production Capacity	: 5000000
Capacity of Spirit rooms	: 20000	Names of spirituous preparations intended to be manufactured	: ENA, Rectified Spirit
Number of storage of finished preparations in vats	: 3	Detailed formula of spirituous preparations intended to be manufactured	: A+B-C
Capacity of storage of finished preparations in vats	: 30000	Names of ingredients to be used in the manufacture of spirituous preparations	: Grain, Sugarcane, Wheat
Number of bottling rooms	: 0	Details of the process of manufacture	: Milling
Capacity of Bottling rooms	: 0	Applicant carried out the business of manufacturing spirituous preparations in the past	: No

Address of Proposed premises :

Address of Proposed premises & Infrastructure details	: 145, National Highway 14, Near Galaxy Statue, Dispur, Guwahati, Kamrup Metropolitan, Assam -781006	Email Address	: sachin.w@ctel.in
Landline/Mobile Number	: 7755918218		

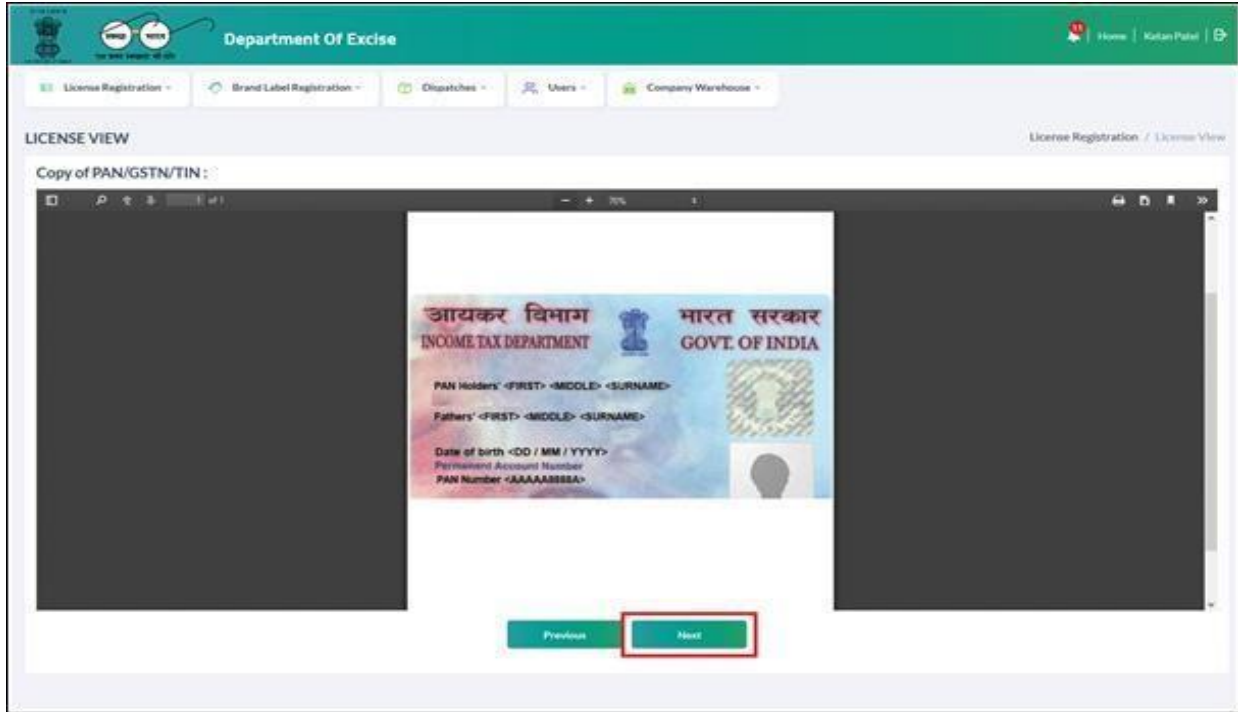
Additional Details :

Patta Number	: 210	Dak Number	: 4521541
Moja	: Dibrugarh	Area Of Land	: 62000000 Sq Ft

Additional Details :

East Boundary	: E-1400 W-5421 S-6784	North Boundary	: E-1400 W-1421 S-9681
West Boundary	: E-2400 W-6421 S-9784	South Boundary	: E-5440 W-2314 S-3641

Next



- Users are required to click on the I agree with Terms & Conditions check box after reading the Declaration and **Submit**

The screenshot shows the 'Assam Excise License View' page. The top navigation bar includes 'License Management'. The main content area is titled 'LICENSE VIEW' and displays a 'DECLARATION FORM'. The form includes a 'Declaration' section with the following text: 'Self-declaration by the applicant for completeness and correctness of application information being submitted'. Below this, there are two lines of text: 'I JOHN Son [dropdown] of [dropdown] the Managing Director [dropdown] of the business, the particulars of which are included below, apply on behalf of that Business for grant of a license / permission / registration as per the Assam Excise Act 2000 and the rules framed there under.' and 'I JOHN Son [dropdown] of [dropdown] Status: 4tr4t [dropdown] of the aforesaid business do hereby solemnly affirm that the particulars given in this form are true and correct to the best of my knowledge and belief. I undertake to notify immediately to the Registering Authority to whom the application has been made any change in any of the above particulars.' Below this, there are fields for 'Signature', '(Designation with relation to the business)', 'Seal', and 'Date: 11-Oct-2021'. There is also a 'Remarks' field with the text '12345'. At the bottom, there is a checked checkbox 'I agree to the Terms & Conditions' and two buttons: 'Previous' and 'Submit', with the 'Submit' button highlighted by a red box.

- Then you will see a page where License status is **Submitted** to the concern SOE.

The screenshot shows the 'NEW LICENSE' page in the Department of Excise - Assam system. The header includes the department name and user information (JOHN). The main content area displays a table of license applications. The first row shows a license with Reference Id L2104199, Applicant Name JOHN, Business Name JOHN WAREHOUSE, and Status Submitted. The status 'Submitted' is highlighted with a red box. The table also includes columns for Applicant Type, Application Type, License Type, License Category, License Code, Created Date & Time, Submitted Date & Time, Assigned To, Return Remarks, License Track, Action, and Download. A 'Track' button is visible next to the license entry.

S. No	Reference Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	Status	Created Date & Time	Submitted Date & Time	Assigned To	Return Remarks	License Track	Action	Download
1	L2104199	JOHN	JOHN WAREHOUSE	Government Entity	Fresh Issuance of License	Wholesale	CSD	CSD	Submitted	11-Oct-2021 03:13 PM	11-Oct-2021 03:14 PM	Smt. Manabi Das (Excise Superintendent)		Track		

- After the approval, the License details will move to **Approved License**, and the License status changes to **Approved**.

The screenshot shows the 'APPROVED LICENSE' page in the Department of Excise - Assam system. The header includes the department name and user information (JOHN). The main content area displays a table of approved licenses. The first row shows a license with Reference Id L2104199, Applicant Name JOHN, Business Name JOHN WAREHOUSE, and Status Approved. The status 'Approved' is highlighted with a red box. The table also includes columns for Applicant Type, Application Type, License Type, License Category, License Code, Created Date & Time, License Number, Action, and Download. A dropdown menu is open over the 'License Management' button, with 'Approved Licenses' selected and highlighted by a red arrow.

S. No	Reference Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	Status	Created Date & Time	License Number	Action	Download
1	L2104199	JOHN	JOHN WAREHOUSE	Government Entity	Fresh Issuance of License	Wholesale	CSD	CSD	Approved	11-Oct-2021 03:13 PM	0CSDCC0409621		

- Then in the **Users** tab go to **CSD Wholesale** tab then click on **+User** to add users for the CSD.

Department Of Excise - Assam

Session Time Left : 59:57 | Home | JOHN

Master Data | License Management | **Users** | Stock Receipts | Others

CSD WHOLESALE

10 Search:

S.No	User ID	User Name	Email Address	Mobile Number	Business Name	License Code	Location Code	Role
No data available								

+ User Previous Next

- Create User IDs for Manager and IOE by giving required details. Click on the **'Save'** button.

Department Of Excise - Assam

Session Time Left : 58:42 | Home | JOHN

Master Data | License Management | **Users**

CSD WHOLESALE

10 Search:

S.No	User ID	User Name	Email Address	License Code	Location Code	Role
1	DM_CSD	Mr. thiru	thiru@gmail.com		3179	Manager
2	IOE_CSD	Mr. amrutha	amrutha@gmail.com		3179	IOE

+ User Previous Next

Account Information

Title* Mr.

First Name*

Middle Name*

Last Name*

Email*

Login Information

User Id* 00000000

Password*

Confirm Password*

Save **Cancel**



CSD (LOCAL/IMPORT) PERMIT AND PASS ISSUANCE

User Manual



OCTOBER 11,2021
C-TEL INFOSYSTEMS PVT.LTD
Hyderabad, Telangana

CSD Permit and Pass Issuance:

- Managers of the CSD need to login into their accounts to raise an Indent for Permit.

The screenshot shows the login interface for the Excise Department of Assam. At the top, there is a navigation bar with links for Track Status, Download User Manuals, Frequently Asked Questions, Transit Pass, Other Import License, Only for Indian Army/Indian Airforce, and PARA-MILITARY(CAPE). The main content area features a large banner with the text "e-Governance A few Keystrokes can bring smiles on millions of faces..." and a quote from Shri Narendra Modi. On the right side, there is a "Welcome!" section with a login form. The form includes fields for Username (DM_CSD), Password (masked with dots), and Verification Code (13292). There are also links for "Get a new code", "Forgot Password?", and "Sign Up". A red box highlights the "Login" button.

- Managers of the CSD need to go to the **Procurement** tab and click on **+Indent for Permit** to raise a new indent.

The screenshot shows the "Procurement" tab selected in the Department Of Excise - Assam system. The page displays the "INDENT FOR PERMIT" section. At the top, there is a navigation bar with the Department Of Excise - Assam logo and session information (Session Time Left: 59:50). Below the navigation bar, there are several tabs: Procurement (highlighted with a red box), Stock Receipts, Stock Dispatch, Reports, Others, Stock, and e-Payment. The main content area shows a search filter for "INDENT FOR PERMIT" with fields for Start Date (11-Oct-2021), End Date (11-Oct-2021), and a dropdown menu set to "Pending". There is a "Search" button and a "Search:" input field. Below the search filters, there is a table with columns: S.No, Indent Number, Permit Number, Pass Number, Consignor Name, Consignee Name, Created Date, Payment Mode, Payment Status, Payment History, and Status. The table currently shows "No data available". At the bottom left, there is a red box around the "+ Indent For Permit" button. At the bottom right, there are "Previous" and "Next" buttons.

CSD Local (Transport Permit):

- To Raise a Local or Transport Permit .
- Select **Transport Permit** in Indent Type field and select required details and click on ‘Save’ button

The screenshot shows the 'RAISE PERMIT' form in the Department of Excise - Assam system. The 'Indent Type' is set to 'Transport Permit' and 'Payment Mode' is 'Online'. The 'From Supplier' is 'SAARAN INDUSTRIES'. The table below lists two products:

Product Code	Brand Name	Segment	Size (in ml)	Quantity (in Cases)	TPF
1037W0679GQQ	OFFICER'S CHOICE BLUE PURE GRAI	W	750	10	100
1037W0913PQQ	OFFICER'S CHOICE PRESTIGE WHISK	W	750	8	100

At the bottom, the 'Total Transport Pass Fee' is 1800 and the 'Total cases quantity' is 18. A red box highlights the 'Save' button.

CSD Import Permit :

- To Raise a Import Permit .
- Select **Import Permit** in Indent Type field and select required details and click on ‘Save’ button

The screenshot shows the 'RAISE PERMIT' form in the Department of Excise - Assam system. The 'Indent Type' is set to 'Import Permit' and 'Payment Mode' is 'Online'. The 'From Supplier' is 'JOHN DISTILLERIES PRIVATE'. The table below lists one product:

Product Code	Brand Name	Segment	Size (in ml)	Quantity (in Cases)	IPF
1077W0186GQQ	JIM BEAM BLACK EXTRA AGED BOUI	W	750	18	200

At the bottom, the 'Total Import Pass Fee' is 3600 and the 'Total cases quantity' is 18. A red box highlights the 'Save' button.

- Then indent number is generated, Then Forwarded to the IOE of the CSD for approval.

The screenshot shows the 'Department Of Excise - Assam' portal. The header includes the logo, 'स्वच्छ भारत' (Swachh Bharat), and 'एक कदम स्वच्छता की ओर' (One step towards cleanliness). The session time is 59:42. The user is Mr. thiru. The main menu includes Procurement, Stock Receipts, Stock Dispatch, Reports, Others, Stock, and e-Payment. The 'INDENT FOR PERMIT' section shows a table with the following data:

S.No	Indent Number	Permit Number	Pass Number	Consignor Name	Consignee Name	Created Date	Payment Mode	Payment Status	Payment History	Status
1	IND317911102100001			SAARAN INDUSTRIES	JOHN WAREHOUSE	11-Oct-2021	ONLINE	(TPF)	Payment Details	Payment Verification Pending

The 'Status' cell for the first row is highlighted with a red box. Below the table, there is a '+ Indent For Permit' button and 'Previous' and 'Next' navigation buttons.

- After the IOE of CSD approves. Then the option for payment is shown. Click on **Pay (TPF/IPF)**.

The screenshot shows the 'Department Of Excise - Assam' portal. The header includes the logo, 'स्वच्छ भारत' (Swachh Bharat), and 'एक कदम स्वच्छता की ओर' (One step towards cleanliness). The session time is 59:27. The user is Mr. thiru. The main menu includes Procurement, Stock Receipts, Stock Dispatch, Reports, Others, Stock, and e-Payment. The 'INDENT FOR PERMIT' section shows a table with the following data:

S.No	Indent Number	Permit Number	Pass Number	Consignor Name	Consignee Name	Created Date	Payment Mode	Payment Status	Payment History	Status
1	IND317911102100001			SAARAN INDUSTRIES	JOHN WAREHOUSE	11-Oct-2021	ONLINE	(TPF)	Payment Details	Pay(TPF/IPF)

The 'Status' cell for the first row is highlighted with a red box. Below the table, there is a '+ Indent For Permit' button and 'Previous' and 'Next' navigation buttons.

- Click on the 'Pay' option.

The screenshot shows the 'Department Of Excise - Assam' portal. A modal window is open for 'Indent Number : IND317911102100001'. The modal contains a table with the following data:

S.No	Product Code	Brand Name	Size	Indent Quantity	Transport Pass Fee
1	1037W0679GQQ	OFFICER'S CHOICE BLUE PURE GRAIN WHISKY	750	10	1000
2	1037W0913PQQ	OFFICER'S CHOICE PRESTIGE WHISKY	750	8	800
Total				18	1800

Below the table, there is a field for 'TOTAL TRANSPORT PASS FEE' with the value '1800'. A green 'Pay' button is highlighted with a red box at the bottom right of the modal.

- After the payment success.
- Then Forwarded to the IOE of the CSD, then to the SOE, then to the Headquarters for approval.

The screenshot shows the 'Department Of Excise - Assam' portal. The 'INDENT FOR PERMIT' section is visible. The table below shows the status of the indent:

S.No	Indent Number	Permit Number	Pass Number	Consignor Name	Consignee Name	Created Date	Payment Mode	Payment Status	Payment History	Status
1	IND317911102100001			SAARAN INDUSTRIES	JOHN WAREHOUSE	11-Oct-2021	ONLINE	(TPF) Success	Payment Details	Forwarded to Inspector of Excise(IOE)

The 'Status' column for the first row is highlighted with a red box, showing 'Forwarded to Inspector of Excise(IOE)'. There are also 'Previous' and 'Next' buttons at the bottom right.

- After approval from the IOE, then from the SOE and the Headquarters, the **Permit Number** is issued.

Department Of Excise - Assam

Session Time Left : 59:55 | Home | Mr. thiru

Procurement / Indent For Permit

Start Date: 11-Oct-2021 | End Date: 11-Oct-2021 | Completed | Search

S.No	Indent Number	Permit Number	Pass Number	Consignor Name	Consignee Name	Created Date	Payment Mode	Payment Status	Payment History	Status
1	IND317911102100001	PER317911102100001		SAARAN INDUSTRIES	JOHN WAREHOUSE	11-Oct-2021	ONLINE	(TPF) Success	Payment Details	Permit Issued

+ Indent For Permit | Previous | Next

- Once the Bottling Unit initiates shipment.
- Then Forwarded to the IOE of the bottling unit for approval.
- After approval, the **Pass** is issued.

Department Of Excise - Assam

Session Time Left : 59:56 | Home | Mr. thiru

Procurement / Indent For Permit

Start Date: 11-Oct-2021 | End Date: 12-Oct-2021 | Completed | Search

S.No	Indent Number	Permit Number	Pass Number	Consignor Name	Consignee Name	Created Date	Payment Mode	Payment Status	Payment History	Status
1	IND317911102100001	PER317911102100001	CTP103712102100162	SAARAN INDUSTRIES	JOHN WAREHOUSE	11-Oct-2021	ONLINE	(TPF) Success	Payment Details	Pass Issued

+ Indent For Permit | Previous | Next

- The Manager of CSD needs to Click on the **Stock Receipts**, then go to **Bottling Unit** and click on **Generate Checklist**.

Department Of Excise - Assam

Session Time Left: 59:48 | Home | Mr.thiru

Procurement | **Stock Receipts** | Stock Dispatch | Reports | Others | Stock | e-Payment

BOTTLING UNIT

Import
Bottling Unit
 Brewery

Start Date: 12-Oct-2021 | End Date: 12-Oct-2021 | Pending | Search

S.No	Indent Number	Permit Number	Pass Number	Supplier Name	Created Date	Status
1	IND317911102100001	PER317911102100001	CTP103712102100162	SAARAN INDUSTRIES	12-Oct-2021	TP Generate Checklist

Previous Next

- Click on **Generate Checklist**.

Department Of Excise - Assam

Session Time Left: 57:13 | Home | Mr.thiru

Procurement | Stock Receipts | Stock Dispatch | Reports | Others | Stock | e-Payment

BOTTLING UNIT

Pass Number : CTP103712102100162

S.No	Product Code	Brand Name	Size	MRP	Indent Quantity	Shipment Quantity
1	1037W0679GQQ	OFFICER'S CHOICE BLUE PURE GRAIN WHISKY	750 X 12		10	10
2	1037W0913PQQ	OFFICER'S CHOICE PRESTIGE WHISKY	750 X 12		8	8
Total					18	18

Vehicle Arrival Date & Time *: 12-Oct-2021 10:50

Remarks *: *****

Generate Checklist

- Click on the **Stock Receipts**, under the **Bottling Unit**, and click on **Generate Gate Pass**.

Department Of Excise - Assam

Session Time Left: 59:46 | Home | Mr. Thiru

Procurement | **Stock Receipts** | Stock Dispatch | Reports | Others | Stock | e-Payment

BOTTLING UNIT

Start Date: 12-Oct-2021 | End Date: 12-Oct-2021 | Pending | Search

10

Search:

S.No	Indent Number	Permit Number	Pass Number	Supplier Name	Created Date	Status
1	IND317911102100001	PER317911102100001	CTP103712102100162	SAARAN INDUSTRIES	12-Oct-2021	TP Checklist Generate GatePass

Previous Next

- Click on **Generate Gate Pass**.

Department Of Excise - Assam

Session Time Left: 59:34 | Home | Mr. Thiru

Procurement | **Stock Receipts** | Stock Dispatch | Reports | Others | Stock | e-Payment

BOTTLING UNIT

Pass Number : CTP103712102100162

S.No	Product Code	Brand Name	Size	MRP	Indent Quantity	Shipment Quantity
1	1037W0679GQQ	OFFICER'S CHOICE BLUE PURE GRAIN WHISKY	750 X 12		10	10
2	1037W0913PQQ	OFFICER'S CHOICE PRESTIGE WHISKY	750 X 12		8	8
Total					18	18

Vehicle No *: FG0912340

Remarks *: *****

Generate Gatepass

- Then the EVC is sent to IOE of CSD, then to SOE for approval.

Department Of Excise - Assam

Session Time Left : 58:11 | Home | Mr.thiru

Procurement | **Stock Receipts** | Stock Dispatch | Reports | Others | Stock | e-Payment

BOTTLING UNIT

Start Date: 12-Oct-2021 | End Date: 12-Oct-2021 | Pending | Search

10

S.No | Indent Number | Permit Number | Pass Number | Supplier Name | Created Date | Status

1	INDS17911102100001	PER317911102100001	CTP103712402100162	SAARAN INDUSTRIES	12-Oct-2021	TP Checklist Gatepass EVC Pending at IOE
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Previous Next

- After **EVC** approval user will receive the stock.
- The user will find the received stock details in the **Stock** tab.

Department Of Excise - Assam

Session Time Left : 59:55 | Home | Mr.thiru

Procurement | Stock Receipts | Stock Dispatch | Reports | Others | **Stock** | e-Payment

STOCK

Stock / Stock

S.No	Date	Brand Name	Product Code	Brand Code	Size(ml) /Units Per Case	Pack Type	Segment	Opening Cases	Opening Bottles	Stock In Cases	Stock In Bottles	Stock Out Cases	Stock Out Bottles	Closing Cases	Closing Bottles
1	12-Oct-2021	OFFICER'S CHOICE BLUE PURE GRAIN WHISKY	0679	750/12	Glass	WHISKY	0	0	10	0	0	0	10	0	
2	12-Oct-2021	OFFICER'S CHOICE PRESTIGE WHISKY	0913	750/12	Pet Bottle	WHISKY	0	0	8	0	0	0	8	0	

CSD Stock Dispatch:

- To Dispatch the stock to URC, the manager need to click on **Stock Dispatch** and click on **URC Indent**.
- Give **Approve** to the URC Indent.

Department Of Excise - Assam

Session Time Left: 59:54 | Home | Mr. THIRU

Procurement / Indent For Permit

Start Date: 20-Oct-2021 | End Date: 20-Oct-2021 | All | Search

Search:

S.No	Indent Number	Permit Number	Pass Number	Supplier Name	URC Name	Created Date	Payment Mode	Payment Status	Payment History	Status
1	IND1392216102100003	PER1392216102100003		kevin warehouse	ARMYCANTEN	16-OCT-21 11:28:03 AM	ONLINE	(ADVOL.GALL FEE) (VAT)	Payment Details	Approve

Previous Next

- Click on **Approve**.

Department Of Excise - Assam

Session Time Left: 59:32 | Home | Mr. THIRU

Procurement / Indent For Permit

Start Date: 20-Oct-2021 | End Date: 20-Oct-2021 | All | Search

Search:

Permit Number : PER1392216102100003

S.No	Indent Number	Permit Number	Pass Number	Supplier Name	URC Name	Created Date	Payment Mode	Payment Status	Payment History	Status
2	Y00220000				GRAPE FRENCH BRANDY	750 X 12	10	429.1	72	200.44
3	R0564PQQ				MADIRA XXX RUM	750 X 12	10	280.98	72	141.192
4	W0679GQQ				OFFICER'S CHOICE BLUE PURE GRAIN WHISKY	750 X 12	10	429.1	72	200.44
Total						40	1568.28	288	742.512	

TOTAL AD VALOREM LEVY: 15682.8 | Challan Number: URC00013TT07219C132 | Challan Date: 20-OCT-21

TOTAL GALL FEE: 2880 | Challan Number: URC00013TT07219C132 | Challan Date: 20-OCT-21

TOTAL VAT AMOUNT: 6013 | Challan Number: URCVTT0721900032 | Challan Date: 20-OCT-21

Approve

- Then Indent is Forwarded to IOE of CSD for Endorse.

The screenshot shows the 'Department Of Excise - Assam' web portal. The 'Stock Dispatch' menu item is highlighted with a red box. Below the navigation bar, the 'INDENT FOR PERMIT' section is visible. The table below shows a single entry with the status 'Forwarded to IOE for Endorse' highlighted in a red box.

S.No	Indent Number	Permit Number	Pass Number	Supplier Name	URC Name	Created Date	Payment Mode	Payment Status	Payment History	Status
1	IND1392216102100003	PER1392216102100003		kevin warehouse	ARMYCANTEEN	16-OCT-21 11:28:03 AM	ONLINE	(ADVOLGALL FEE) (VAT)	Payment Details	Forwarded to IOE for Endorse

- After the IOE Endorse. Then the pass number is generated.
- The stock is **shipped** from CSD.

The screenshot shows the 'Department Of Excise - Assam' web portal. The 'Stock Dispatch' menu item is highlighted with a red box. Below the navigation bar, the 'INDENT FOR PERMIT' section is visible. The table below shows a single entry with the status 'Shipped' highlighted in a red box.

S.No	Indent Number	Permit Number	Pass Number	Supplier Name	URC Name	Created Date	Payment Mode	Payment Status	Payment History	Status
1	IND1392216102100003	PER1392216102100003	TP317820102100005	kevin warehouse	ARMYCANTEEN	16-OCT-21 11:28:03 AM	ONLINE	(ADVOLGALL FEE) (VAT)	Payment Details	Shipped

- To see **Received Stocks**.
- Go to **Stock Dispatch** tab, select **Completed** in dropdown box and click on **Search**.

The screenshot shows the 'Department Of Excise - Assam' web application. The 'Stock Dispatch' tab is selected and highlighted with a red box. The search filters are set to 'Completed', also highlighted with a red box. The table below displays a single permit entry with a 'Stock Received' status, highlighted with a red box.

Department Of Excise - Assam

Session Time Left: 57:53 | Home | Mr. THIRU

Procurement / Indent For Permit

Start Date: 01-Oct-2021 | End Date: 20-Oct-2021 | Completed | Search

10 | Search:

S.No	Indent Number	Permit Number	Pass Number	Supplier Name	URC Name	Created Date	Payment Mode	Payment Status	Payment History	Status
1	IND1392216102100003	PER1392216102100003	TP317820102100005	kevinwarehouse	ARMYCANTEEN	16-OCT-21 11.28.03 AM	ONLINE	(ADVOL,GALL FEE) (VAT)	Payment Details	Stock Received

Previous Next