

DA

User Reference Manual

C-TEL INFOSYSYTEMS PVT. LTD Hyderabad, Telangana

DEALING ASSISTANT LOGIN

- User who has registered as 'Dealing Assistant' to the web application for Excise and Taxation Department Govt. Of Assam must log in by:
 - 1. Entering the URL: https://stateexcise.assam.gov.in/index.php/site/login in search bar
 - 2. Entering generated Login ID
 - 3. Entering generated Password
 - 4. Entering generated verification Captcha

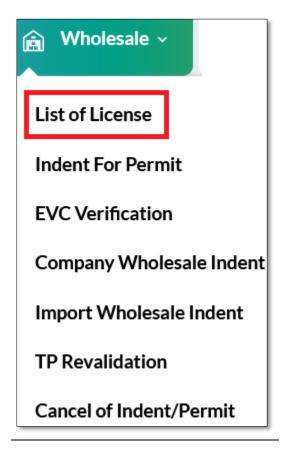
Click on the Login button to advance to the next screen



- User will get redirected to 'Dealing Assistant' login page
- User will get redirected to home page

a) Wholesale

1. List Of License



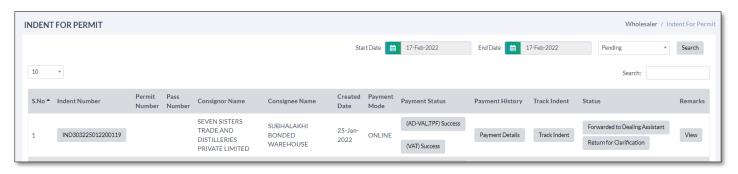
In list of license page user will all license registered/approved data



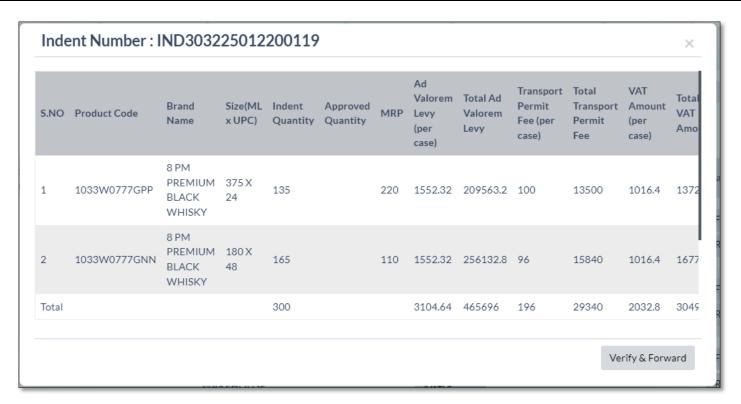
2. Indent of Permit



- In indent for permit user will get wholesale raised indents for permits (Brewery & bottling) and those indents will be shown as shown in below figure
- As shown in below figure user has two options one is 'Forward to Dealing assistant' or 'return for clarification'.
- If user want any clarification from indent raiser user need to click on 'Return for clarification' button by giving remarks.
- To forward indent user need to click on 'Forward to dealing assistant'.



- Now user need to click on 'Forward to dealing assistant' button
- User will get popup as shown in below figure
- Now user need to click on 'verify & Forward' button



 After clicking on 'Verify & forward' button user will get alert as 'forwarded Successfully' as shown in below figure

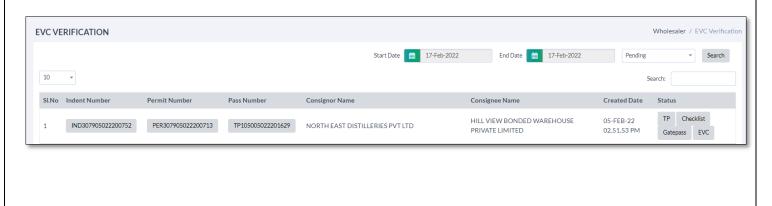


As shown in below figure status will get updated as 'Forwarded to headquarters'

3. EVC Verification



• The EVC generated passes of bottling/Brewery/Import/Company warehouse data will be shown in this page as shown in below figure.



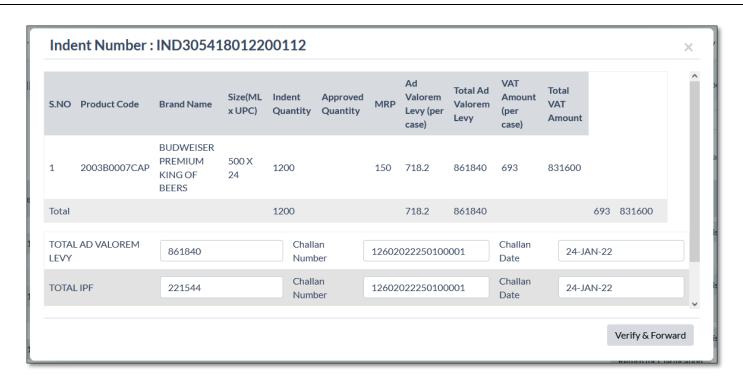
4. Company Wholesale Indent



- In this page user will get wholesale raised indents for permits (Company wholesale) and those indents will be shown as shown in below figure
- As shown in below figure user has two options one is 'Forward to Dealing assistant' or 'return for clarification'.
- If user want any clarification from indent raiser user need to click on 'Return for clarification' button by giving remarks.
- To forward indent user need to click on 'Forward to dealing assistant'.



- Now user need to click on 'Forward to dealing assistant' button
- User will get popup as shown in below figure
- Now user need to click on 'verify & Forward' button



 After clicking on 'Verify & forward' button user will get alert as 'forwarded Successfully' as shown in below figure

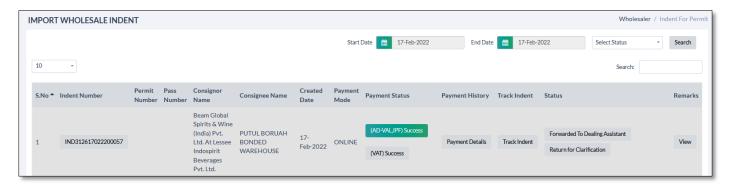


As shown in below figure status will get updated as 'Forwarded to headquarters'

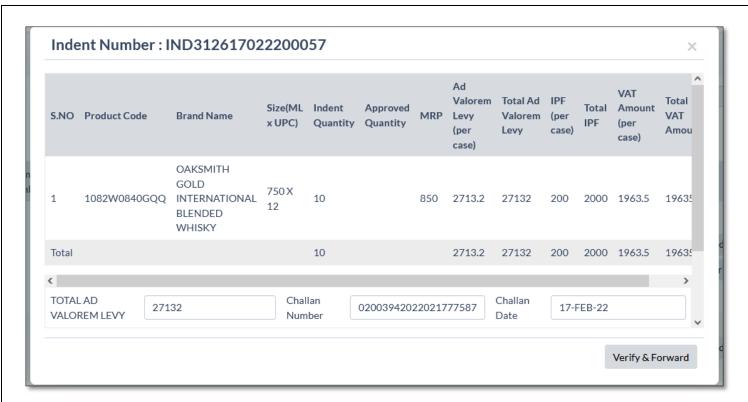
5. Import Wholesale Indent



- In this page user will get wholesale raised indents for permits (Import wholesale) and those indents will be shown as shown in below figure
- As shown in below figure user has two options one is 'Forward to Dealing assistant' or 'return for clarification'.
- If user want any clarification from indent raiser user need to click on 'Return for clarification' button by giving remarks.
- To forward indent user need to click on 'Forward to dealing assistant'.



- Now user need to click on 'Forward to dealing assistant' button
- User will get popup as shown in below figure
- Now user need to click on 'verify & Forward' button



• After clicking on 'Verify & forward' button user will get alert as 'forwarded Successfully' as shown in below figure



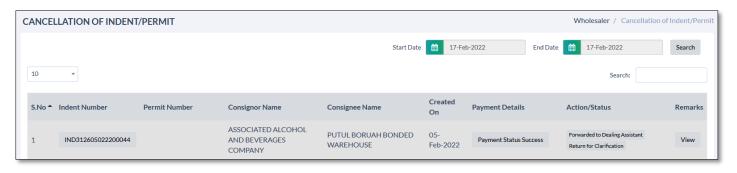
• As shown in below figure status will get updated as 'Forwarded to headquarters'

6. TP Revalidation

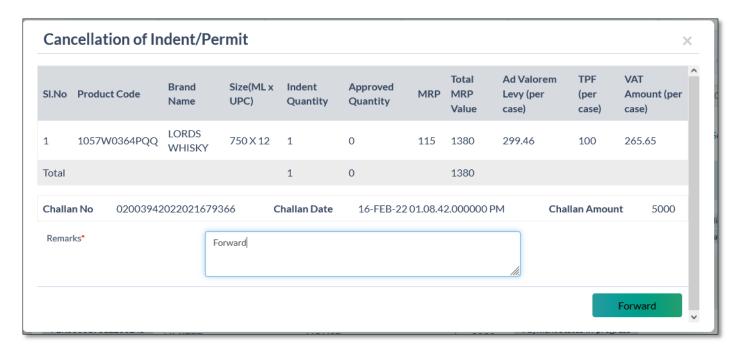
7. Cancel of Indent/Permit



- In this page user will get wholesale raised indents for cancellation of permits and those indents will be shown as shown in below figure
- As shown in below figure user has two options one is 'Forward to Dealing assistant' or 'return for clarification'.
- If user want any clarification from indent raiser user need to click on 'Return for clarification' button by giving remarks.
- To forward indent user need to click on 'Forward to dealing assistant'.



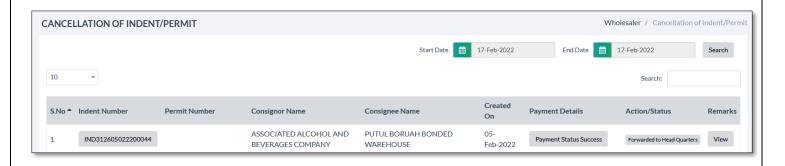
- User will get popup as shown in below figure
- Now user need to click on 'Forward' button



• User will get alert as shown in below figure once user clicked on 'Forward' button

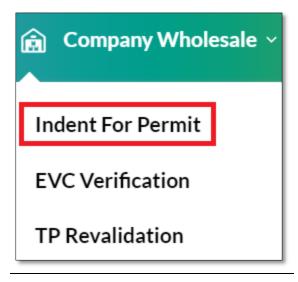


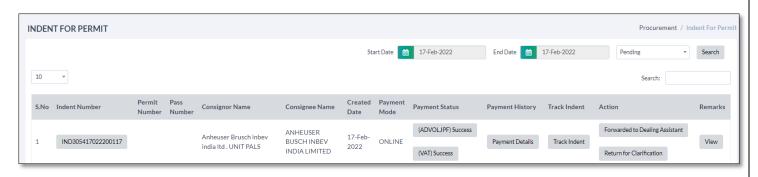
• As shown in below figure status will get updated.



b) **Company Wholesale**

1. Indent for Permit



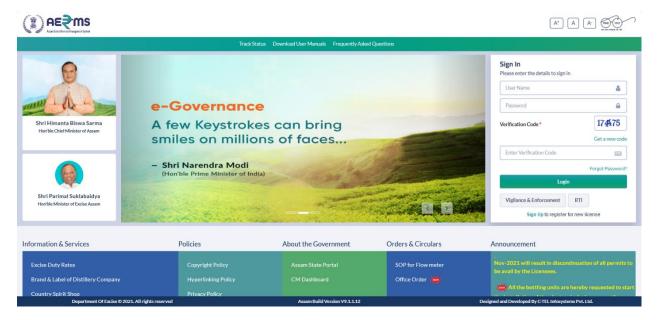


SI.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	MRP	Total MRP Value	Ad Valorem Levy (per case)	Total Ad Valorem	IPF (per case)	Total IPF	VAT Amount (per case)	Total Vat
1	2012B0004GBS	BECK'S ICE SUPERIOR STRENGTH CLASSIC BEER	650 X 12	5	145	8700	499.38	2496.9	120	600	334.95	1674.75
Total				5		8700		2496.9		600		1674.75
TOTAL VALO	.AD REM LEVY	2496		Challan Number	02	0039420	0220217458	Cha Dat		17-FE	B-22	
TOTAL	. IPF	600		Challan Number	02	0039420	0220217458	89 Cha		17-FE	B-22	
TOTAL		1675		Challan Number	18	2022021	1715295106	78 Cha		17-FE	B-22	

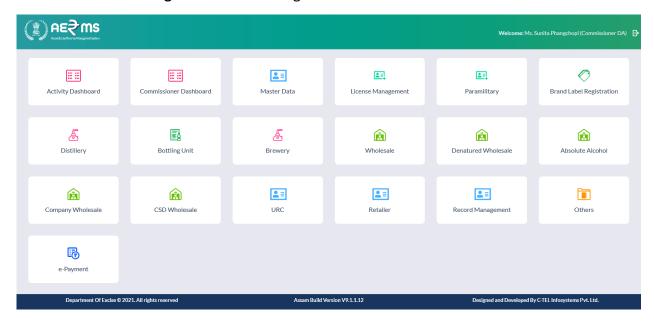
2. EVC Verification

3. TP Revalidation

Open web browser and navigate to the URL provided

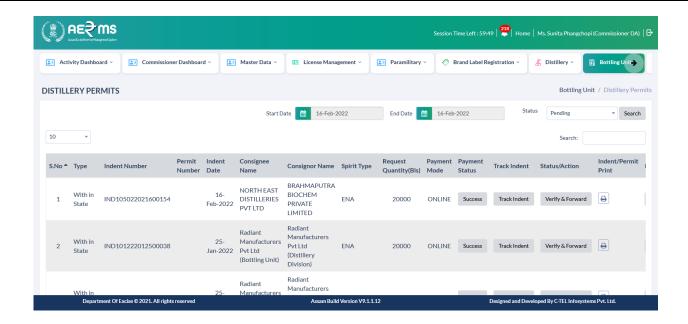


- Enter the login credentials of **Dealing Assistant** Username and Password along with verification code and click on Login to get logon to the application
- Now the **Dealing Assistant** is landing to the dashboard as shown below.



Bottling to Distillery Permits:

• Click on Distillery Permits sub tab under Bottling Unit main icon

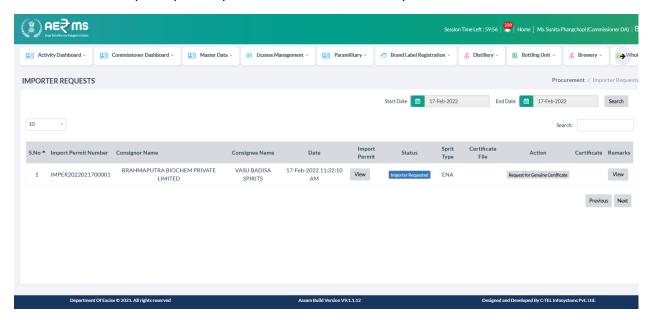


Click on the Verify & Forward and click on Forward button

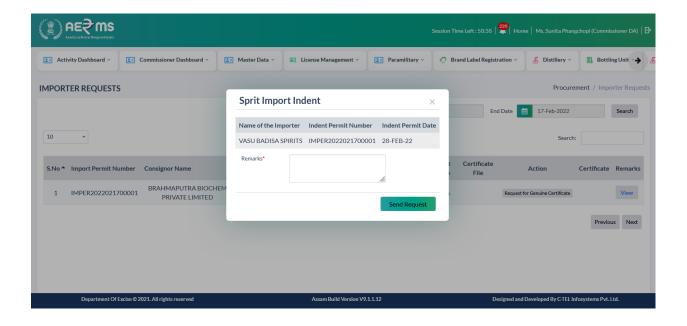
	Indent Perm	it					
Distillery Name	BRAHMAPUTR	A BIOCHEM P					
Spirit Type	ENA	ENA					
Quantity (BLs)	20000	20000					
Amount (Rs.)	40000						
ransportation Route	Chaygaon, Jalikbari to Khanap:						
Remarks*	Please Enter Rem	arks //					
Return For	Clarification	Forward					
	Cancel		_				

GENUINESS for Import Request:

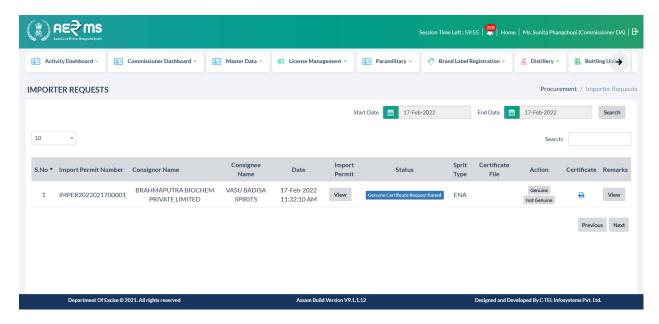
• Click on Import Spirit request sub tab under Distillery main icon



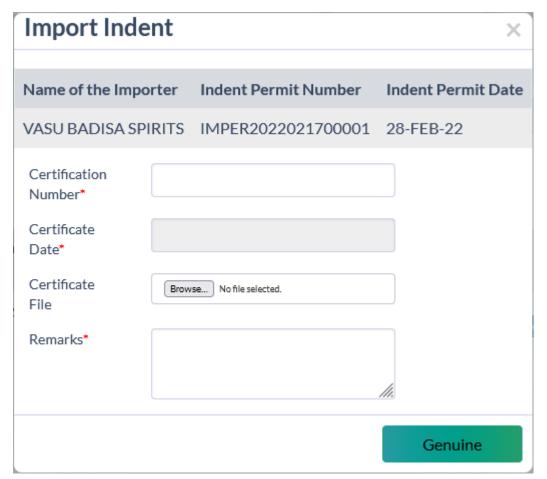
• Click on Request for Genuine Certificate button verify the genuineness of the indent. An email is sent to the certain state department for confirmation of the Permit genuineness



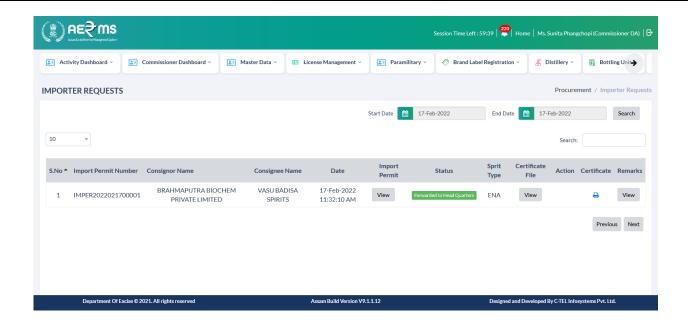
Click on Genuine if the permit is Genuine and enter all the mandatory details



Click on Genuine button after entering all the details.

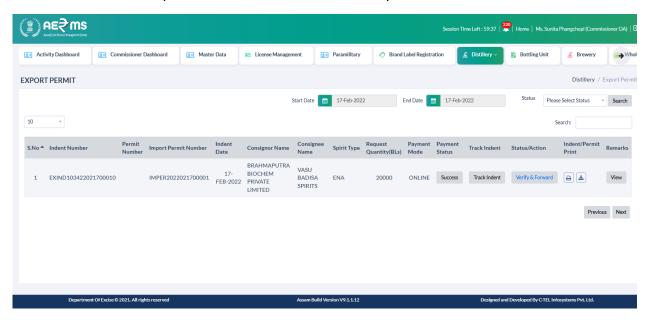


• After genuine of the permit the permit request is displayed as Permit is Genuine

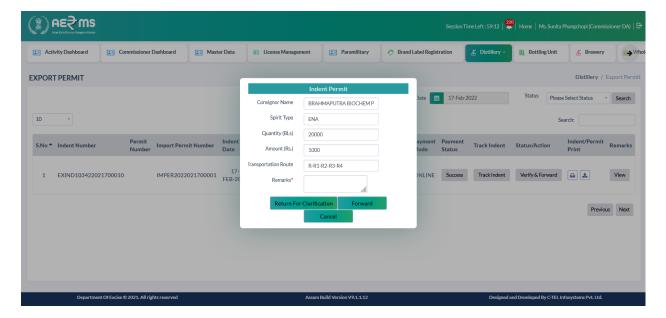


Export Indent Spirt Forward:

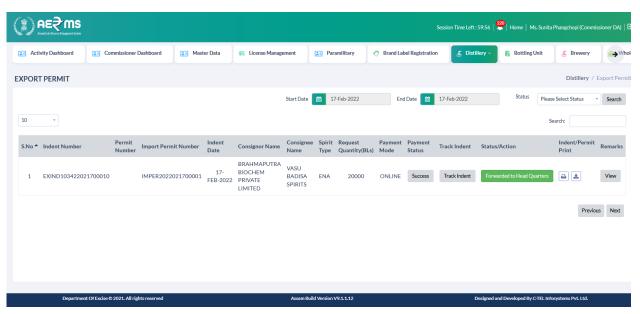
Click on the Export Permit sub tab under Distillery main icon



Verify the request and enter all the mandatory details and click on forward button

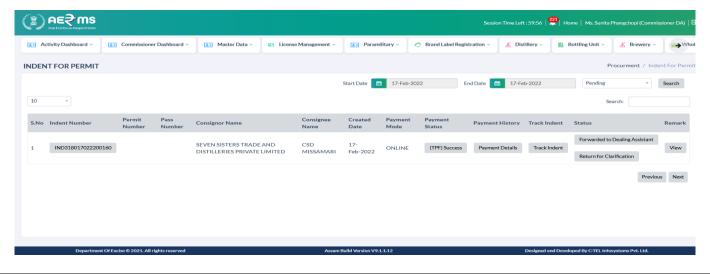


Now the indent request is forwarded to next authority for further approval process

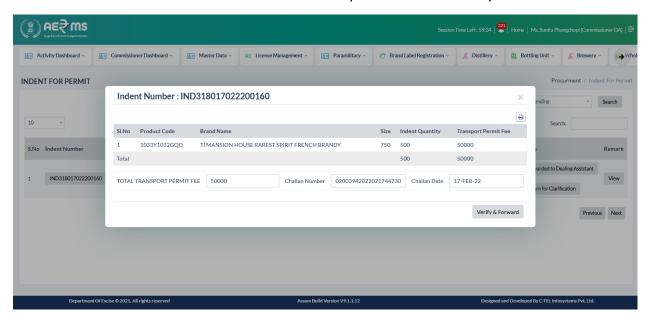


CSD Permit:

• User need to click on Indent for Permit sub tab under CSD Wholesale main icon



• Click on the status button to forward the request to next authority

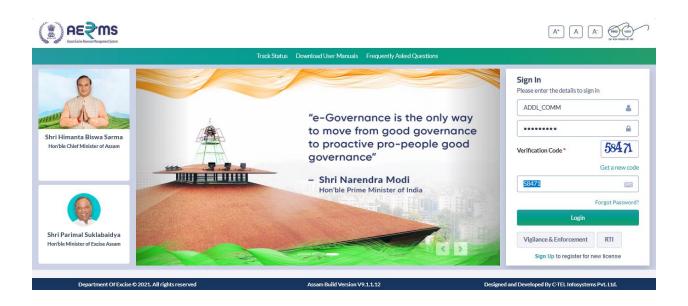


VAP SAMPLE AND MONO PROCESS IN COMM/ADDL COMM LOGINS

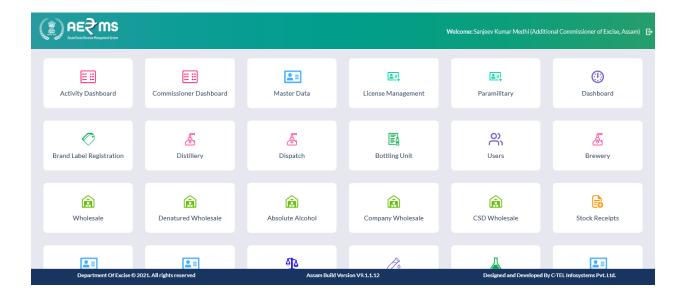
 User has to enter the Commissioner login credentials to view the forwarded VAP/ Mono /Sample from Dealing Assistant.



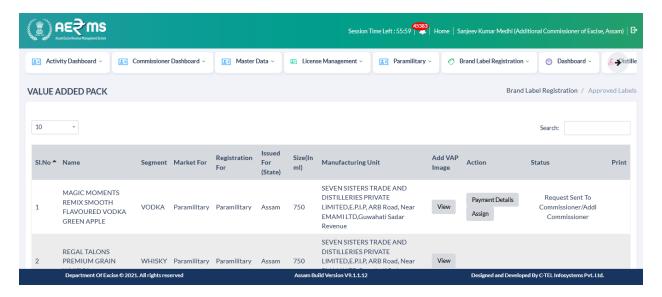
 User has to enter the Additional Commissioner login credentials to view the forwarded VAP/ Mono /Sample from Dealing Assistant.



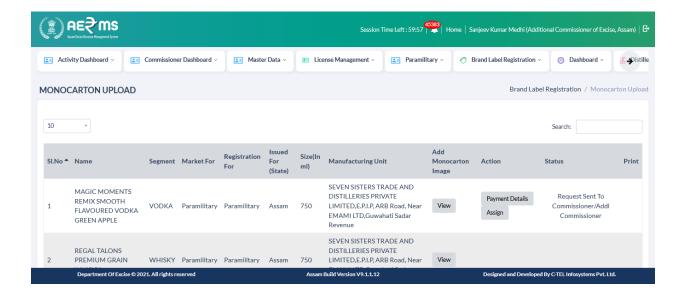
User has to click on brand label registration.



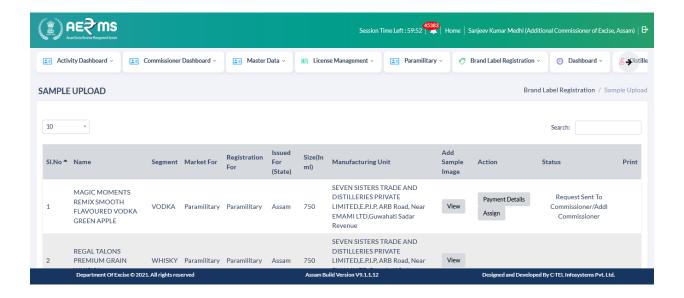
• User has to click on assign button in the VAP page.



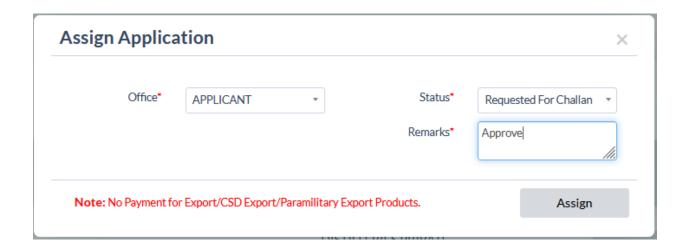
User has to click on assign button in the Mono carton page.



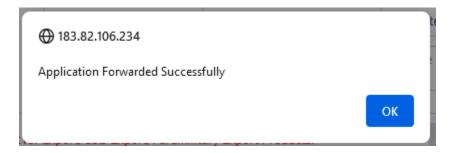
• User has to click on assign button in the Sample Upload page



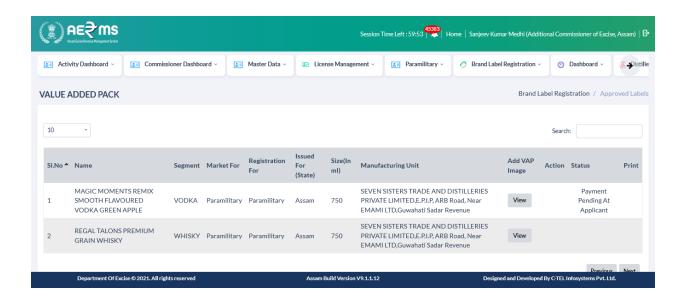
 User after clicking on Assign button should select the respective drop downs office, Status and Remarks for VAP/Mono/Sample



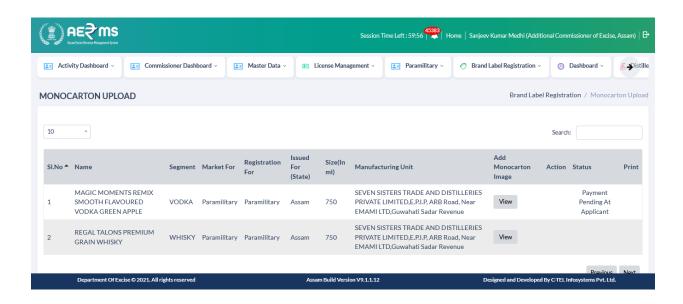
• User after clicking on assign button will get the display message as "Application forwarded Successfully" for VAP/Sample/Mono.



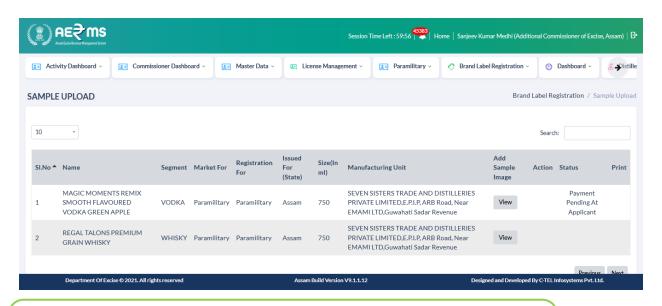
• User after clicking on assign button will display the Status as "Payment Pending At Applicant" in VAP page.



• User after clicking on assign button will display the Status as "Payment Pending At Applicant" in Mono carton page.



• User after clicking on assign button will display the Status as "Payment Pending At Applicant" in Sample page.



APPROVAL PROCESS IN COMMISSIONER / ADDITIONAL COMMISSIONER PROCESS

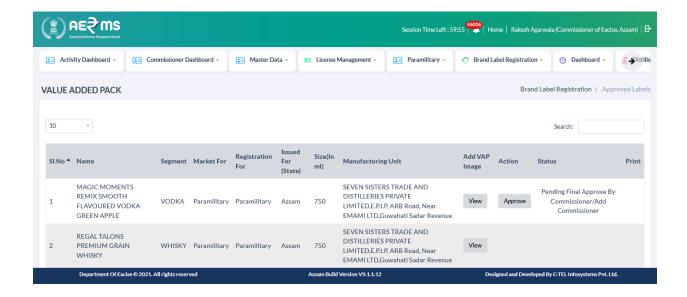
 VAP / Mono / Sample final approval can be done in both Commissioner and Additional Commissioner logins. User has to login to the Commissioner with the respective credentials.



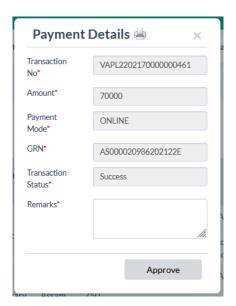
• User has to login to the Additional Commissioner with the respective credentials for approval.



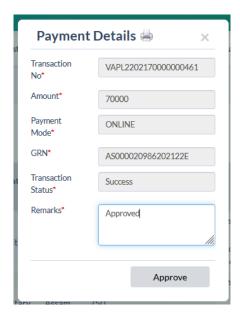
• User has to click on approve button in Commissioner's login in VAP page.



• User has to click on payment details by clicking on approve button.



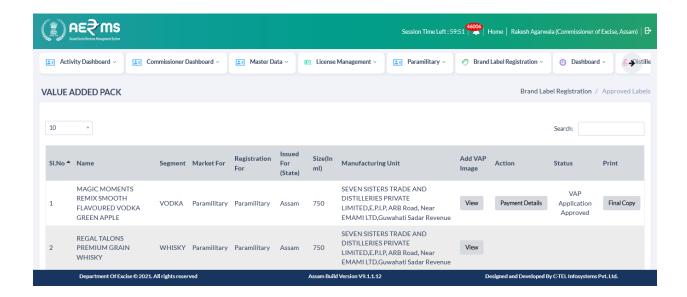
• User has to click on payment details by clicking on approve button and should enter the remarks.



• User after clicking approve button will get the message as "LABEL VAP APPLICATION APPROVED SUCESSFULLY."



• User after completion of VAP will show the message as "VAP Application Approved." User can check final copy by clicking on final copy.



• User can check the final copy print by click final copy. Print will be displayed in the below format.



GOVERNMENT OF ASSAM DEPARTMENT OF EXCISE

OFFICE OF THE COMMISSIONER OF EXCISE ASSAM HOUSEFED COMPLEX DISPUR GUWAHATI-66

No.III-IXX 2019-20.515

From : Commissioner of Excise, Assam, Housefed Complex, Dispur, Ghy-6.

: SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED, E.P.L.P, ARB Road, Near EMAMI LTD, Guwahati Sadar Revenue

Subject : Payment for middle of the year Label/Mono-carton of Brand For the year 2022-2023.

On the basis of your application dated on 17-FEB-22 and after fulfillment of other terms and conditions laid down in the application form the following products of your brands are allowed to New Registration for marketing in the state of Assam under Rule- 107(1) of the Assam Excise Rules, 2016 from the date of New Registration to 31st March 2022. It is to be noted that no modification/alternation of products shall be Registrerd/Renewed and no entertainment of such alternation of brand and labels will be allowed till 31st March 2022 as per Rule 108 of The Assam Excise.

SLNo	Name	Segment	New Registration	Market For	Registration For	Size(In ml)	Manufacturing Unit
1	MAGIC MOMENTS REMIX SMOOTH FLAVOURED VODKA GREEN APPLE	VODKA	Registration	Paramilitary	Paramilitary	750	SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED,E.P.I.P, ARB Road, Near EMAMI LTD,Guwahati Sadar Revenue

The receipt of Challan No.VAPL220217000000461 Dated , Rs.70000 paid as fees for Value Added Pack (VAP) of above brand and labels for the

- 1. No advertisement/Publicity whatsoever on liquor products of your company to be made in public places except the premises of Retail shop
- 2. No advertisement/Publicity whatsoever on girls/ladies with nude pictures be made as a promotion of your liquor products of your company, whitch may create adverse social impact in the public mind.
- 3. No advertisement/Publicity of any kind of sponsorship programme to any organization involving promotion of liquor of your company.
- 4. No advertisement of liquor brand or the surrogated product which similar trademark with concealed words of liquor and brands.
- 6. (i)The Brand name, the alcoholic strength of IMFL, BEER etc, and the measured in beer it is proposed to be said on the pouch/mono cartons.
- (ii)The Country/State of origin of the liquor on the pouch/Mono Carton.
- (iii) The Name and address of the Distillers, Compounder, Blender and Brewer and in respect of Foreign Liquor in India, name and address of the
- (iv) No any label affixed on the pouch/mono cartons without prior approval.
- 7. You are to print the following on the label distinctly as Assam Excise Rules, 2016 (i) "Consumption of Liquor is injurious to health".
 (iii) "Assamese typing to be typed here".
 (iii) "Not for eals to persons below 21 years of age".
 (iv) "For sale in Assam only "for the foreign liquor for sale in Assam.

- 8. The FSSAI Logo and License number of the brand of the owner shall be printed on the label as per Notification No.41/15015/30/2011 dt.07/06/2013 of Food Safety and standard Authority of India, New Delhi by August 2015 without fail.
- 9. In the event of change in levy structures and resultant change in MRP, re-registration may be required immediately upon notification
- 10. The label should contain such Holographic security features that are indentifiable with naked eye.
- 11. You are also directed to follow strictly the guidelines issued by the legal Metrology Division, Ministry of Consumer Affairs, Food and public Distribution, Government of India, vide their Notification No. GSR 629(E) Dated 23rd June 2017.

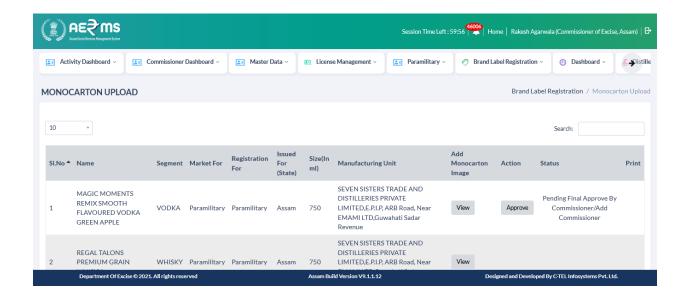


Commissioner of Excise Assam Housefed Complex

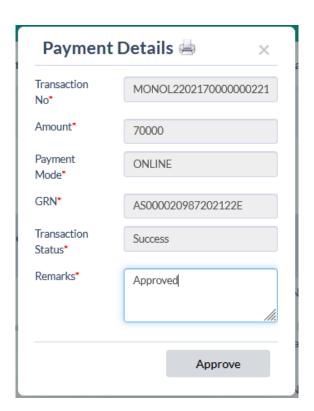
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17-Feb-2022 05:48:05 PM

User has to click on approve button in Commissioner's login in Mono carton upload page.



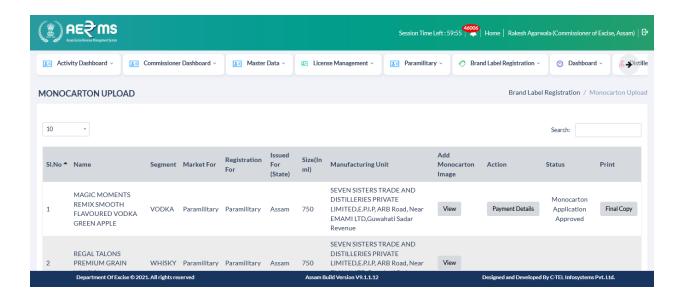
User has to click on payment details by clicking on approve button and should enter the remarks.



User after clicking approve button will get the message as "LABEL MONO CARTON APPLICATION APPROVED SUCESSFULLY."



User after completion of Mono carton will show the message as "MONO CARTON Application Approved." User can check final copy by clicking on final copy.



User can check the final copy print by click final copy. Print will be displayed in the below format.



GOVERNMENT OF ASSAM DEPARTMENT OF EXCISE

OFFICE OF THE COMMISSIONER OF EXCISE ASSAM HOUSEFED COMPLEX DISPUR GUWAHATI-66

No.III-IXX 2019-20.515 Dated Guwahati the 17-FEB-22

From : Commissioner of Excise, Assam, Housefed Complex, Dispur, Ghy-6.

: SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED,E.P.LP, ARB Road, Near EMAMI LTD,Guwahati Sadar Revenue

Subject : Payment for middle of the year Label/Mono-carton of Brand For the year 2022-2023.

On the basis of your application dated on 17-FEB-22 and after fulfillment of other terms and conditions laid down in the application form the following products of your brands are allowed to New Registration for marketing in the state of Assam under Rule- 107(1) of the Assam Excise Rules, 2016 from the date of New Registration to 31st March 2022. It is to be noted that no modification/alternation of products shall be Registrerd/Renewed and no entertainment of such alternation of brand and labels will be allowed till 31st March 2022 as per Rule 108 of The Assam Excise.

Sl.No	Name	Segment	New Registration	Market For	Registration For	Size(In ml)	Manufacturing Unit
1	MAGIC MOMENTS REMIX SMOOTH FLAVOURED VODKA	VODKA	Registration	Paramilitary	Paramilitary	750	SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED E.P.I.P. ARB Road. Near EMAMI
1	GREEN APPLE	VODICA					LTD,Guwahati Sadar Revenue

The receipt of Challan No.MONOL2202170000000221 Dated, Rs.70000 paid as fees for Mono Carton of above brand and labels for the year

You are also to ensure and abide by the following additional terms and conditions:-

- 1. No advertisement/Publicity whatsoever on liquor products of your company to be made in public places except the premises of Retail shop
- 2. No advertisement/Publicity whatsoever on girls/ladies with nude pictures be made as a promotion of your liquor products of your company, whitch may create adverse social impact in the public mind.
- 3. No advertisement/Publicity of any kind of sponsorship programme to any organization involving promotion of liquor of your company.
- 4. No advertisement of liquor brand or the surrogated product which similar trademark with concealed words of liquor and brands.
- 5. You are also to follow the Assam Excise Rules Act and Instructions Circular issued from time to time.
- 6. (i)The Brand name, the alcoholic strength of IMFL, BEER etc, and the measured in beer it is proposed to be said on the pouch/mono cartons
- (ii)The Country/State of origin of the liquor on the pouch/Mono Carton.
- (iii) The Name and address of the Distillers. Compounder Blender and Brewer and in respect of Foreign Liquor in India, name and address of the bottlers.
- (iv) No any label affixed on the pouch/mono cartons without prior approval.
- 7. You are to print the following on the label distinctly as Assam Excise Rules, 2016
- (i) "Consumption of Liquor is injurious to health".
- (ii) "Assamese typing to be typed here".
- (iii) "Not for sale to persons below 21 years of age".
- (iv) "For sale in Assam only "for the foreign liquor for sale in Assam.
- 8. The FSSAI Logo and License number of the brand of the owner shall be printed on the label as per Notification No.41/15015/30/2011 dt.07/06/2013 of Food Safety and standard Authority of India, New Delhi by August 2015 without fail.
- 9. In the event of change in levy structures and resultant change in MRP, re-registration may be required immediately upon notification.
- 10. The label should contain such Holographic security features that are indentifiable with naked eye.
- 11. You are also directed to follow strictly the guidelines issued by the legal Metrology Division, Ministry of Consumer Affairs, Food and public Distribution, Government of India, vide their Notification No.GSR 629(E) Dated 23rd June 2017.

Copy to:-

- 1. The Commissioner & Secretary to the Govt. of Assam Excise Department, Guwahati-06 for kind favour of information.

- 4. The Officer-In-Charge of SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED, E.P.I.P, ARB Road, Near EMAMI
- LTD,Guwahati Sadar Revenue for information and necessary action.

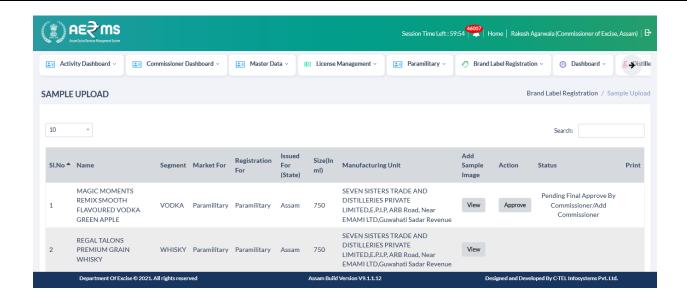


Rakesh Agarwala Commissioner of Excise Assam Housefed Complex, Dispur, Guwahati-06.

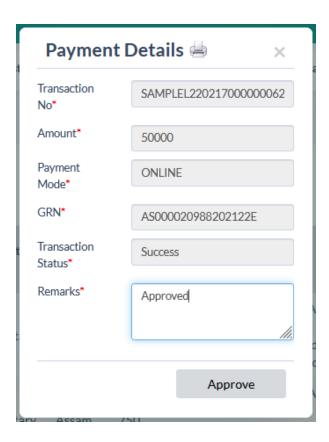
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17-Feb-2022 05:52:45 PM

User has to click on approve button in Commissioner's login in Sample upload page.



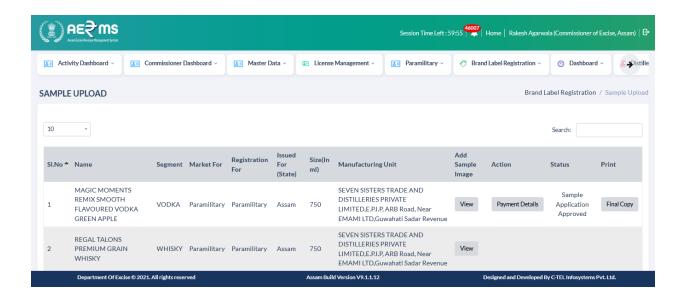
User has to click on payment details by clicking on approve button and should enter the remarks.



User after clicking approve button will get the message as "SAMPLE APPLICATION APPROVED SUCESSFULLY."



User after completion of Mono carton will show the message as "Sample Application Approved." User can check final copy by clicking on final copy.



User can check the final copy print by click final copy. Print will be displayed in the below format.



GOVERNMENT OF ASSAM DEPARTMENT OF EXCISE

OFFICE OF THE COMMISSIONER OF EXCISE ASSAM HOUSEFED COMPLEX DISPUR GUWAHATI-66

No.III-IXX 2019-20.515 Dated Guwahati the 17-FEB-22.

From : Commissioner of Excise, Assam, Housefed Complex, Dispur, Ghy-6.

: SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED, E.P.L.P., ARB Road, Near EMAMI LTD, Guwahati Sadar Revenue

Subject : Payment for middle of the year Label/Mono-carton of Brand For the year 2022-2023.

On the basis of your application dated on 17-FEB-22 and after fulfillment of other terms and conditions laid down in the application form the following products of your brands are allowed to New Registration for marketing in the state of Assam under Rule- 107(1) of the Assam Excise Rules, 2016 from the date of New Registration to 31st March 2022. It is to be noted that no modification/alternation of products shall be Registrerd/Renewed and no entertainment of such alternation of brand and labels will be allowed till 31st March 2022 as

5	Sl.No	Name	Segment	New Registration	Market For	Registration For	Size(In ml)	Manufacturing Unit
1	l	MAGIC MOMENTS REMIX SMOOTH FLAVOURED VODKA GREEN APPLE	VODKA	Registration	Paramilitary	Paramilitary		SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED,E.P.I.P, ARB Road, Near EMAMI LTD,Guwahati Sadar Revenue

The receipt of Challan No.SAMPLEL2202170000000621 Dated, Rs.50000 paid as fees for Sample of above brand and labels for the year 2022-2023

You are also to ensure and abide by the following additional terms and condition

- 1. No advertisement/Publicity whatsoever on liquor products of your company to be made in public places except the premises of Retail shop
- 2. No advertisement/Publicity whatsoever on girls/ladies with nude pictures be made as a promotion of your liquor products of your company, whitch may create adverse social impact in the public mind.
- 3. No advertisement/Publicity of any kind of sponsorship programme to any organization involving promotion of liquor of your company.
- 4. No advertisement of liquor brand or the surrogated product which similar trademark with concealed words of liquor and brands.
- 5. You are also to follow the Assam Excise Rules Act and Instructions Circular issued from time to time
- 6. (i)The Brand name, the alcoholic strength of IMFL, BEER etc., and the measured in beer it is proposed to be said on the pouch/mono cartons. (ii) The Country/State of origin of the liquor on the pouch/Mono Carton.
- (iii) The Name and address of the Distillers, Compounder, Blender and Brewer and in respect of Foreign Liquor in India, name and address of the
- (iv) No any label affixed on the pouch/mono cartons without prior approval.
- 7. You are to print the following on the label distinctly as Assam Excise Rules, 2016
 - (i) "Consumption of Liquor is injurious to health"
- (ii) "Assamese typing to be typed here".
 (iii) "Not for sale to persons below 21 years of age".
- (iv) "For sale in Assam only "for the foreign liquor for sale in Assam.
- 8. The FSSAI Logo and License number of the brand of the owner shall be printed on the label as per Notification No.41/15015/30/2011 dt.07/06/2013 of Food Safety and standard Authority of India, New Delhi by August 2015 without fail.
- 9.In the event of change in levy structures and resultant change in MRP, re-registration may be required immediately upon notification.
- 10. The label should contain such Holographic security features that are indentifiable with naked eye.
- 11. You are also directed to follow strictly the guidelines issued by the legal Metrology Division, Ministry of Consumer Affairs, Food and public Distribution, Government of India, vide their Notification No.GSR 629(E) Dated 23rd June 2017.

Copy to:-

- 4. The Officer-In-Charge of SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED, E.P.I.P, ARB Road, Near EMAMI LTD,Guwahati Sadar Revenue for information and necessary action



Rakesh Agarwala Commissioner of Excise Assam Housefed Complex Dispur, Guwahati-06.

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