

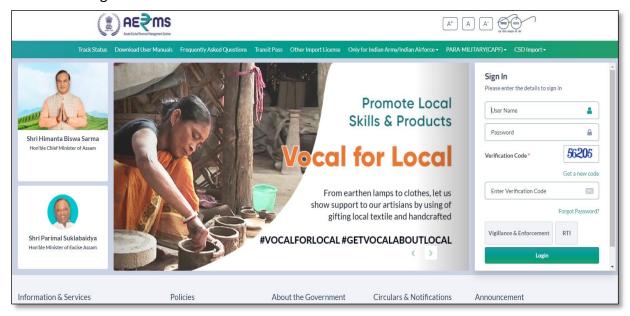
HEAD QUARTERS

User Reference Manual

C-TEL INFOSYSYTEMS PVT. LTD Hyderabad, Telangana

DC/COMMISSIONER/ADD COMM LOGIN

- User who has registered as DC/COMM/ADD COMM to the web application for Excise and Taxation Department Govt. Of Assam must log in by:
- Enter the URL: https://stateexcise.assam.gov.in/index.php/site/login in search bar
- Enter generated Login ID
- Enter Password
- Enter generated verification Captcha
- Click on the Login button to advance to the next screen



- User will get redirected to CS wholesale IOE login page
- User will get redirected to home page

Wholesale

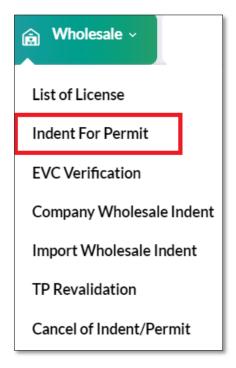
List Of License



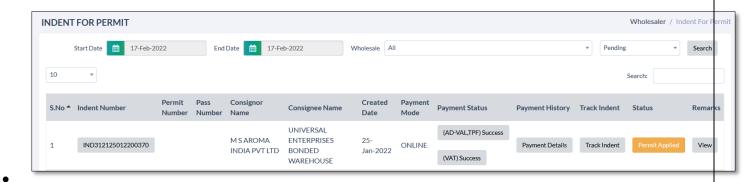
• In list of license page user will all license registered/approved data.



Indent for Permit



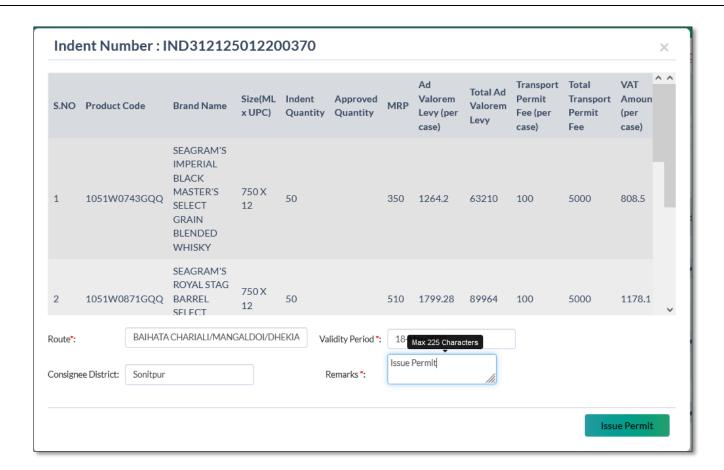
• In indent for permit user will get wholesale raised indents for permits (Brewery & bottling) and those indents will be shown as shown in below figure



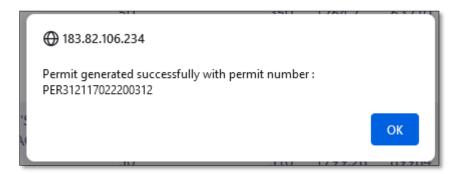
• Now user need to click on 'Status' button

• User will get popup as shown in below figure

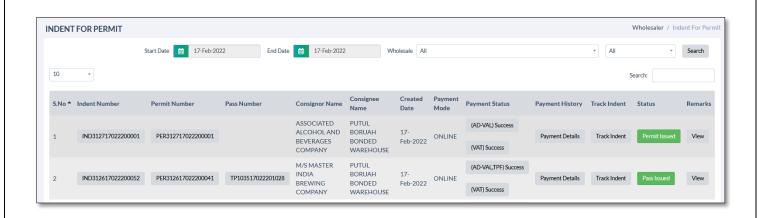
Now user need to click on 'Issue permit' button



· After clicking on 'Issue Permit' button user will get alert as 'Permit generated' as shown in below figure



As shown in below figure status will get updated as 'Permit Issued'



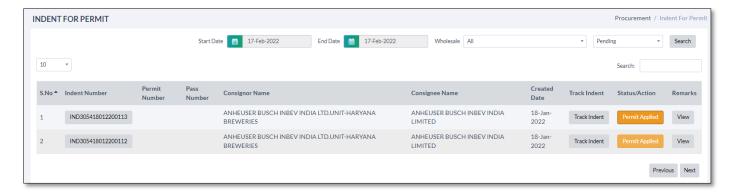
• EVC Verification



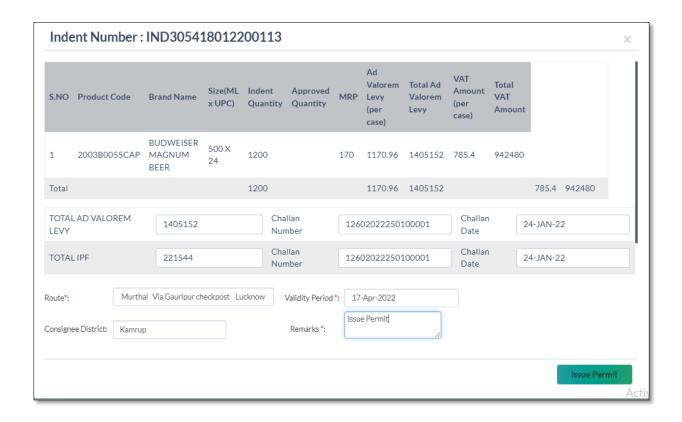
• Company Wholesale Indent



• In this page user will get wholesale raised indents for permits (Company wholesale) and those indents will be shown as shown in below figure



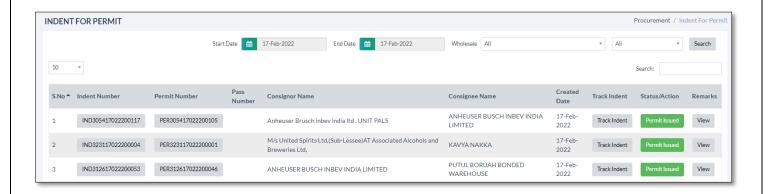
- Now user need to click on 'Status' button
- User will get popup as shown in below figure
- Now user need to click on 'Issue permit' button



• After clicking on 'Issue Permit' button user will get alert as 'Permit generated' as shown in below figure



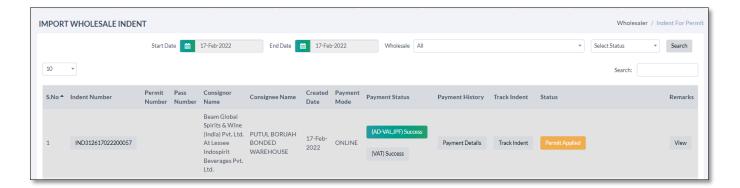
As shown in below figure status will get updated as 'Permit Issued'



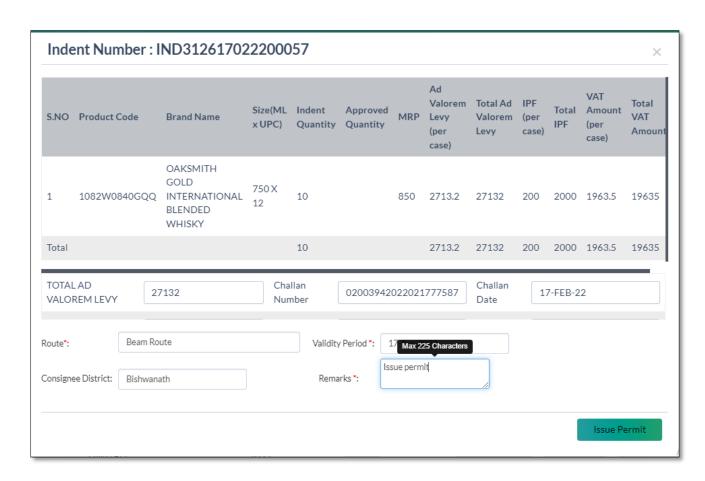
• Import Wholesale Indent



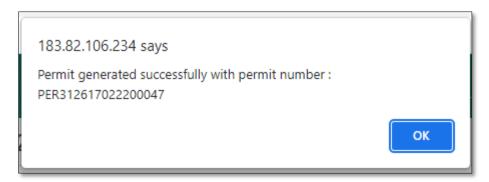
• In this page user will get wholesale raised indents for permits (Import wholesale Indent) and those indents will be shown as shown in below figure



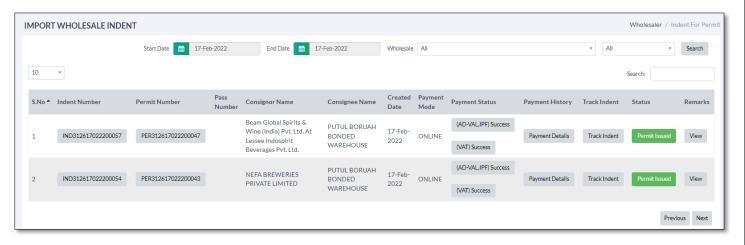
- Now user need to click on 'Status' button
- User will get popup as shown in below figure
- Now user need to click on 'Issue permit' button



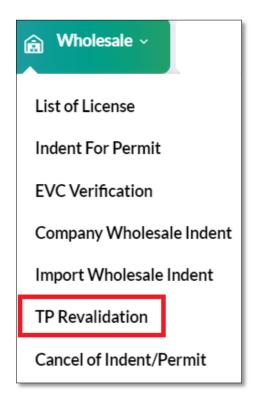
• After clicking on 'Issue Permit' button user will get alert as 'Permit generated' as shown in below figure



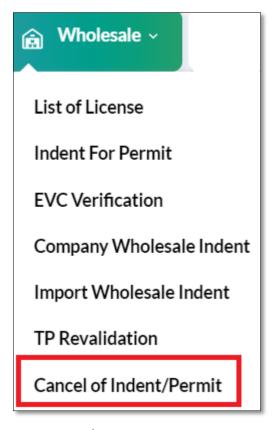
• As shown in below figure status will get updated as 'Permit Issued'



TP Revalidation



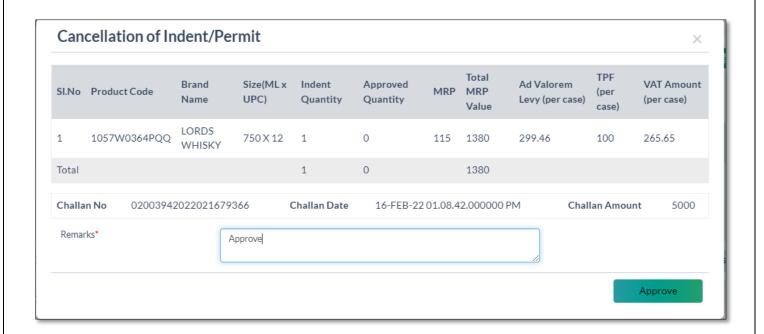
• Cancel of Indent/Permit



- In this page user will get cancel of Indent/Permit raised indents for permits and those indents will be shown as shown in below figure
- Now user need to click on 'Status' button



- Now user need to click on 'Status' button
- User will get popup as shown in below figure
- Now user need to click on 'Approve' button along with remarks



• After clicking on 'Approve' button user will get alert as 'Permit cancelled' as shown in below figure



• As shown in below figure status will get updated as 'Cancelled'

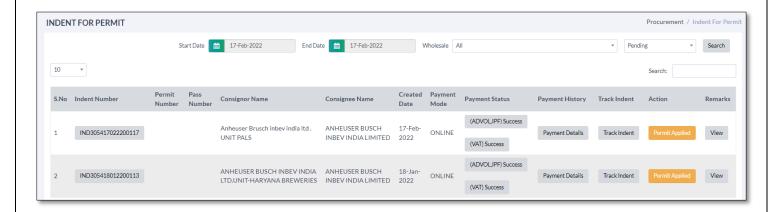


Company Wholesale

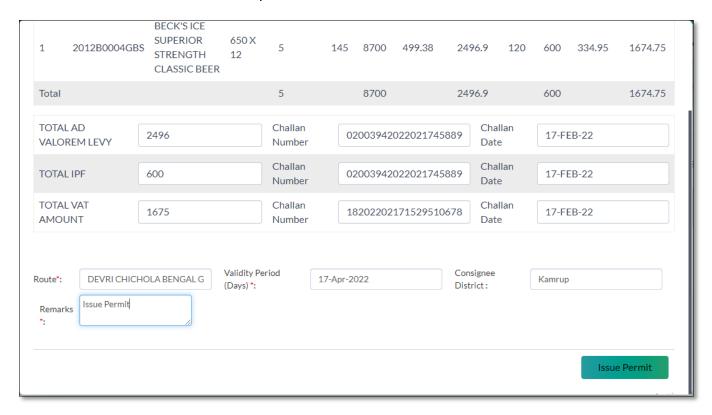
Indent for Permit



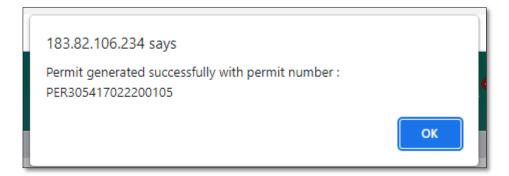
• In this page user will get wholesale raised indents for permits (Company wholesale Indent) and those indents will be shown as shown in below figure



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



After clicking on 'Issue Permit' button user will get alert as 'Permit generated' as shown in below figure



• As shown in below figure status will get updated.

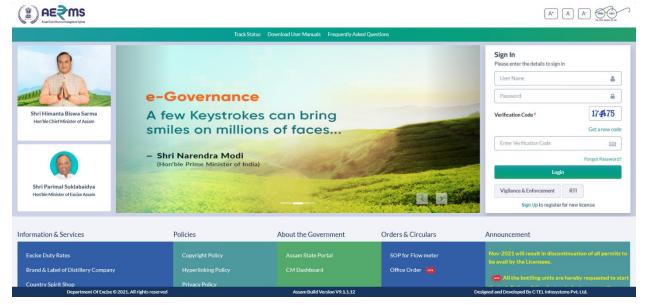
• EVC Verification



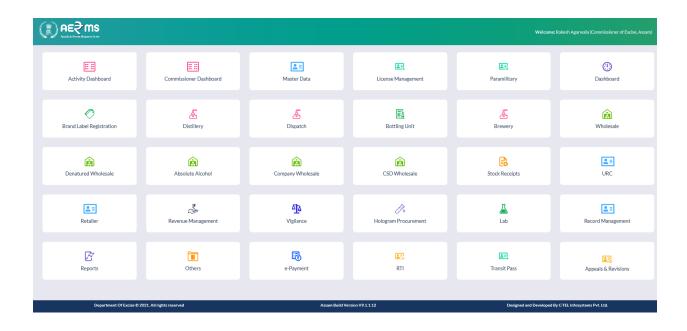
TP Revalidation



• Open web browser and navigate to the URL provided

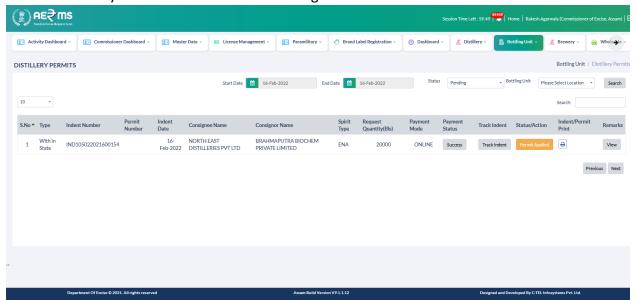


- Enter the login credentials of **Deputy Commissioner/Add. Commissioner/Commissioner** Username and Password along with verification code and click on Login to get logon to the application
- Now the Deputy Commissioner/Add. Commissioner/Commissioner is landing to the dashboard as shown below.

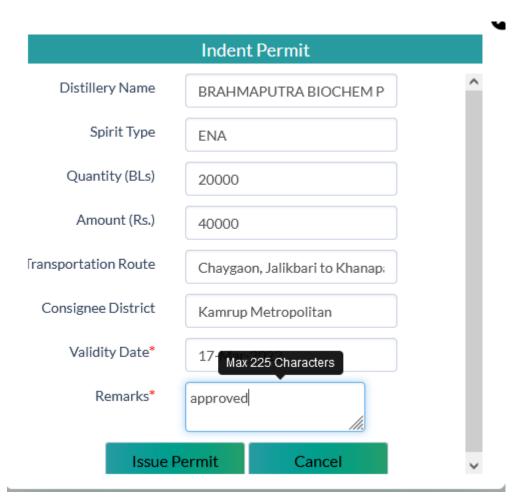


Bottling to Distillery Permits

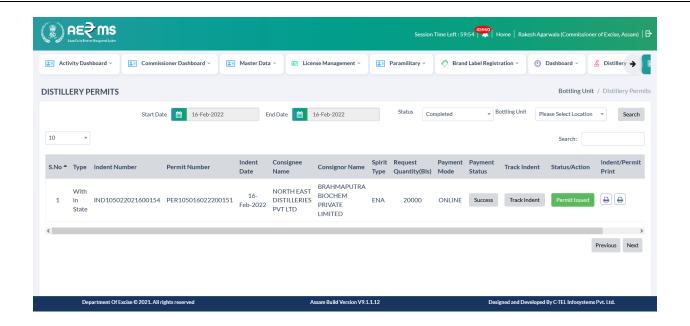
• Click on Distillery Permits sub tab under Bottling Unit main icon



• Click on the Verify & Forward and click on Forward button



• Now after approval of the Permit the status is displayed as Permit issued as follows



And the Permit is as follows

অসম চৰকাৰ

GOVERNMENT OF ASSAM OFFICE OF THE COMMISSIONER OF EXCISE: ASSAM: GUWAHATI

TRANSPORT PERMIT

PER105016022200151 Serial Number of Permit

NORTH EAST DISTILLERIES PVT LTD, Nankay Gaon, Name & Address of the Consignee

G.S. ROAD, SIRD

BRAHMAPUTRA BIOCHEM PRIVATE LIMITED ,IGC Name & Address of the Consignor Phase III, 2 No Jambari, Chaygaon, Jambari Police Out Post

Guwahati Sadar Revenue, Guwahati, Kamrup , Assam - 781141

Transportation Route Chaygaon, Jalikbari to Khanapara

District Kamrup Metropolitan 16-FEB-2022 04:28:57 PM Date of issue Valid Upto 17-Mar-2022 11:59:59 PM

FOR SALE IN ASSAM ONLY

Brands Name	BL	Transport Pass Fee (Rs.)			
ENA	20000	40000			
Total	20000	40000			

TOTAL TRANSPORT PASS FEE Rs. 40000.00 Rs CHALLAN NUMBER 02003942022021624368 DATE: 16-Feb-2022

The Permit is not transferable and if this Permit is not executed within the stipulated Period, the consignee concerned should inform to the undersigned immediately on expiry of





C. S. Lewis.

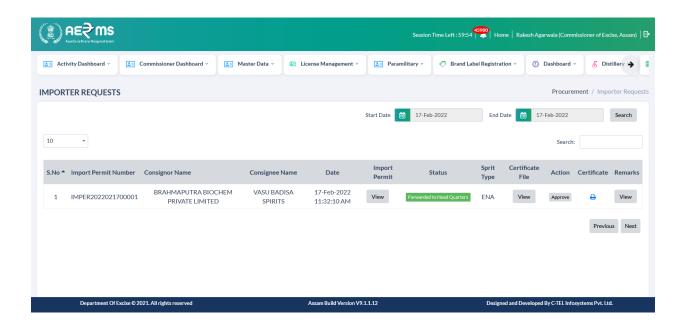
16-Feb-2022 04:29:50 PM

Rakesh Agarwala Commissioner of Excise, Assam, Housefed Complex Assam Assam Guwahati-781006

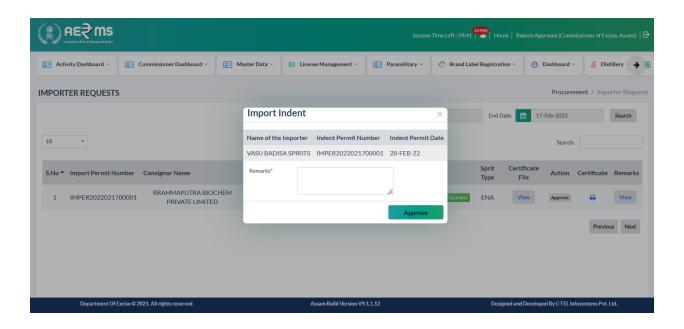
- 1. Loading of product against one permit is not allowed in more than one vehicle.
- 2. Transhipment en route not allowed unless authorized by the excise Authority.
- 3. Consignee copy must be duly endorsed Online by the Officer in charge.

Spirit Importer Request Approval:

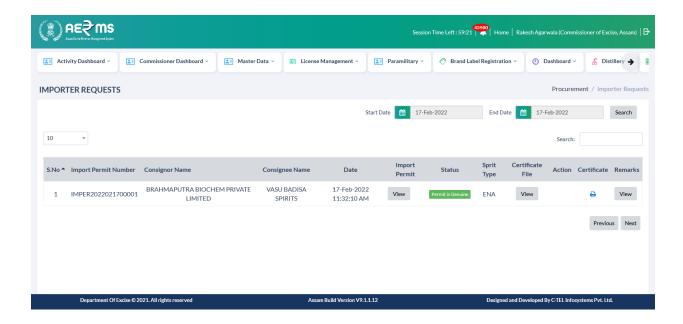
• User needs to click on the Spirit Import Request sub tab under Distillery main icon



Click on the Approve button against the indent

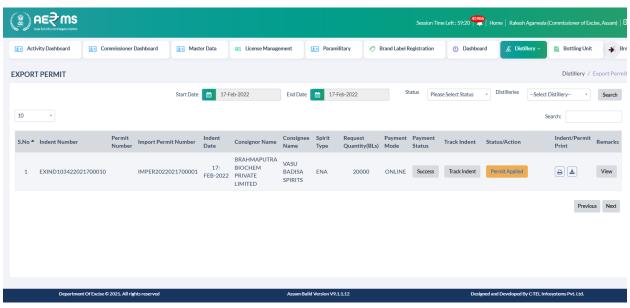


• Click on the Approve button after filling all the mandatory details

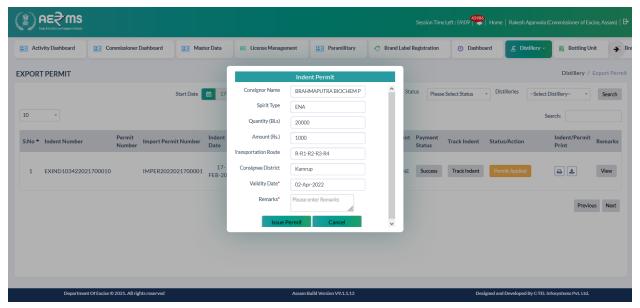


Distillery Export Permit:

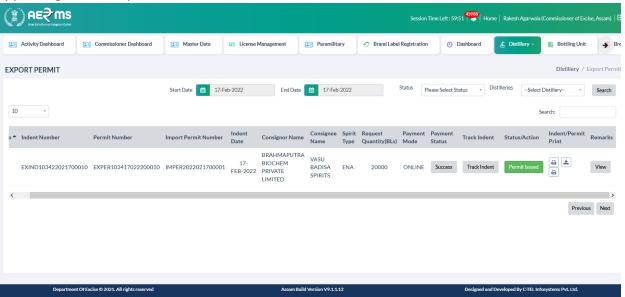
• User need to click on the Export Permits sub tab under Distillery main icon



• Click on the Permit Applied button against the indent requested



 Verify all the details and fill all the mandatory details and then click on the Issue Permit button for approving the Transport Permit



• And the Export Permit print is as follows



GOVERNMENT OF ASSAM OFFICE OF THE COMMISSIONER OF EXCISE : ASSAM : GUWAHATI

EXPORT PERMIT

EXPER103417022200010 Serial Number of Permit

VASU BADISA SPIRITS, Plot No 2, Road 2, Block 2, landmark 2, City 2, Name & Address of the Consignee

Nagaland, 398

BRAHMAPUTRA BIOCHEM PRIVATE LIMITED, IGC Phase III, 2 No Name & Address of the Consignor

Jambari, Chaygaon, Jambari Police Out Post Transportation Route

Kamrup District

Date of issue 17-Feb-2022 12:40:32 PM

Valid Upto 02-Apr-2022 11:59:59 PM

NOT FOR SALE IN ASSAM

R-R1-R2-R3-R4

Brands Name	BL	Export Pass Fee (Rs.)			
ENA	20000	1000			
Total	20000	1000			

TOTAL EXPORT PASS FEE Rs. 1000.00 Rs CHALLAN NUMBER. 02003942022021789478 DATE: 17-FEB-2022

The Permit is not transferable and if this Permit is not executed within the stipulated Period, the consignee concerned should inform to the undersigned immediately on expiry of permit





C. S. Lewis.

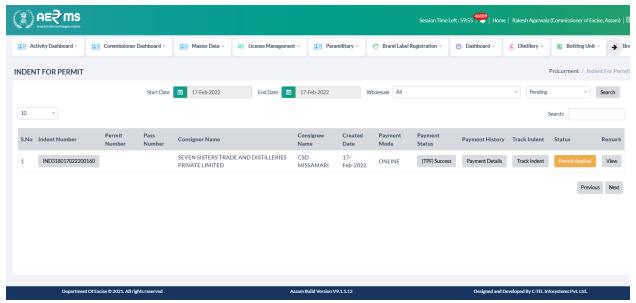
17-Feb-2022 12:45:17 PM

Rakesh Agarwala Commissioner of Excise, Assam Housefed Complex Assam Assam Guwahati-781006

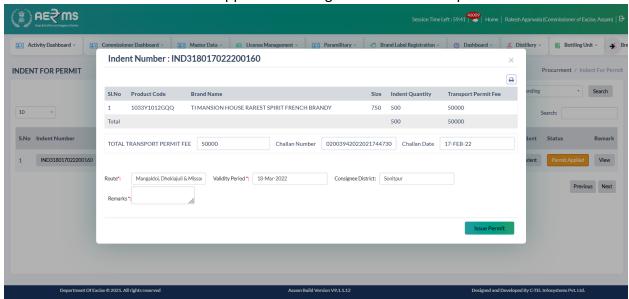
- 1. Loading of product against one permit is not allowed in more than one vehicle.
- 2. Transhipment en route not allowed unless authorized by the excise Authority.
- 3. Consignee copy must be duly endorsed Online by the Officer in charge.

CSD PERMIT:

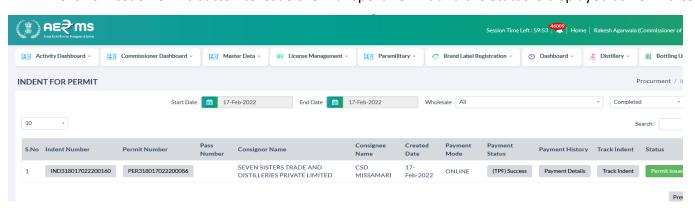
User need to click on the Indent for Permit sub tab under CSD Wholesale main icon



User need to click on the Permit Applied button against the indent requested



Click on Issue Permit button to issue the Transport Permit and the status is displayed as Permit Issued



VAP SAMPLE AND MONO PROCESS IN COMM/ADDL COMM LOGINS

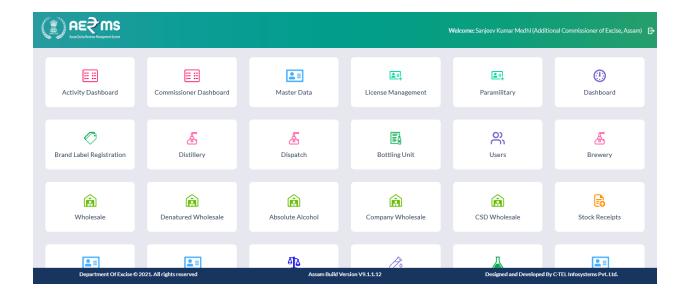
 User has to enter the Commissioner login credentials to view the forwarded VAP/ Mono /Sample from Dealing Assistant.



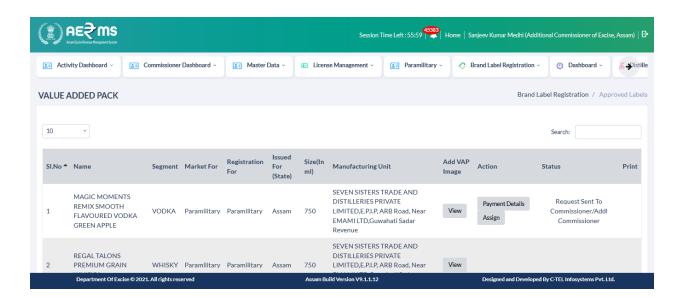
• User has to enter the Additional Commissioner login credentials to view the forwarded VAP/ Mono /Sample from Dealing Assistant.



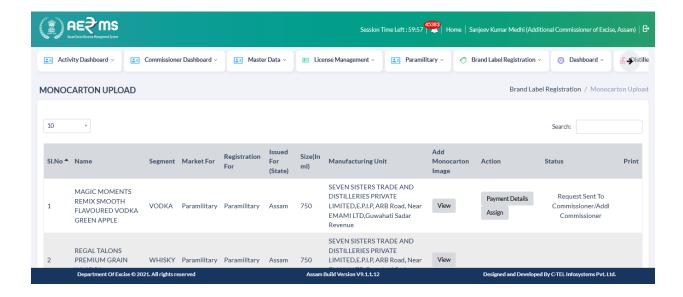
User has to click on brand label registration.



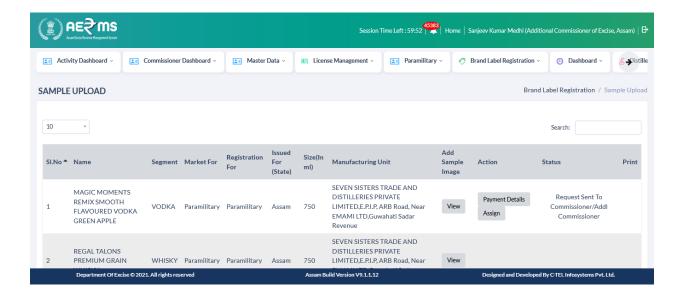
• User has to click on assign button in the VAP page.



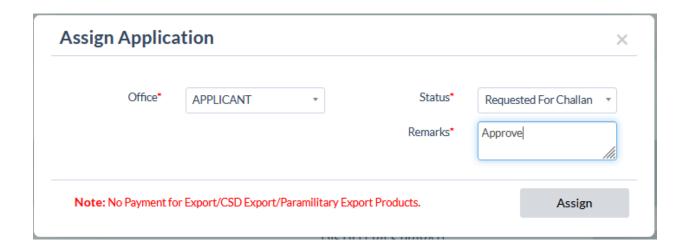
• User has to click on assign button in the Mono carton page.



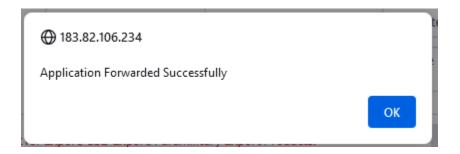
• User has to click on assign button in the Sample Upload page



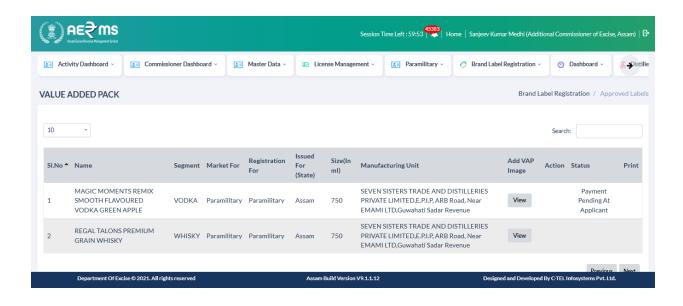
 User after clicking on Assign button should select the respective drop downs office, Status and Remarks for VAP/Mono/Sample



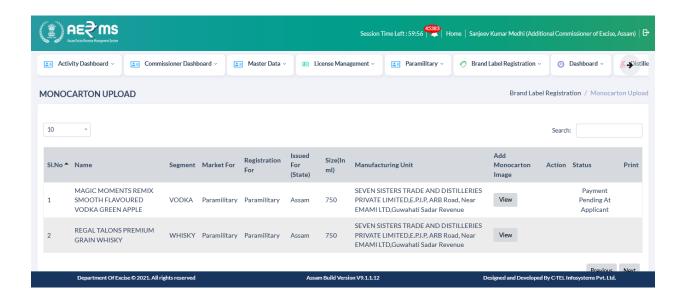
• User after clicking on assign button will get the display message as "Application forwarded Successfully" for VAP/Sample/Mono.



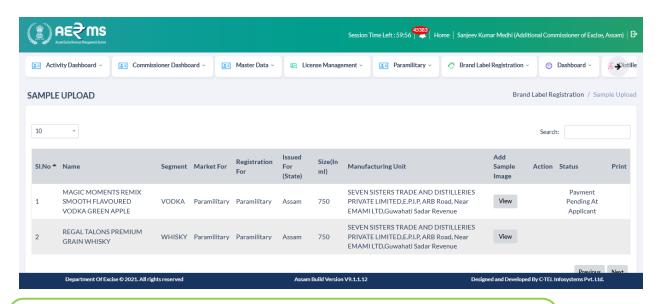
 User after clicking on assign button will display the Status as "Payment Pending At Applicant" in VAP page.



 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

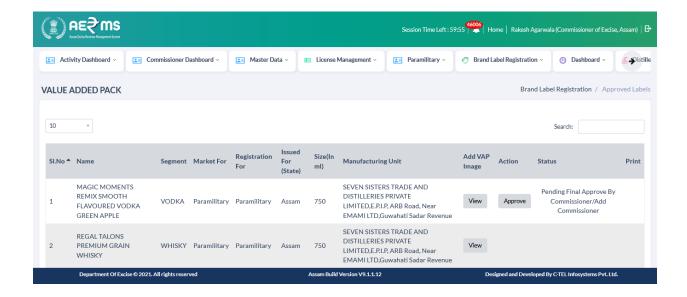
 VAP / Mono / Sample final approval can be done in both Commissioner and Additional Commissioner logins. User has to login to the Commissioner with the respective credentials.



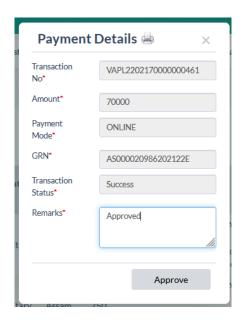
• User has to login to the Additional Commissioner with the respective credentials for approval.



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



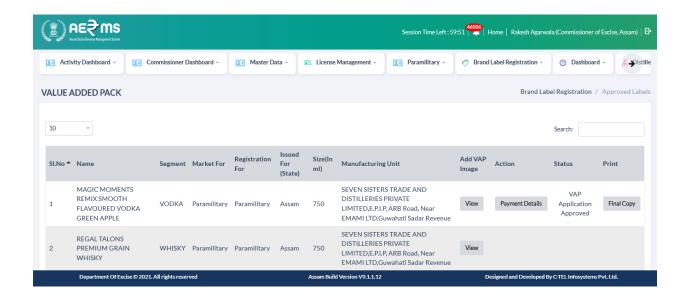
- User has to click on payment details by clicking on approve button.
- User has to click on payment details by clicking on approve button and should enter the remarks.



• 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.

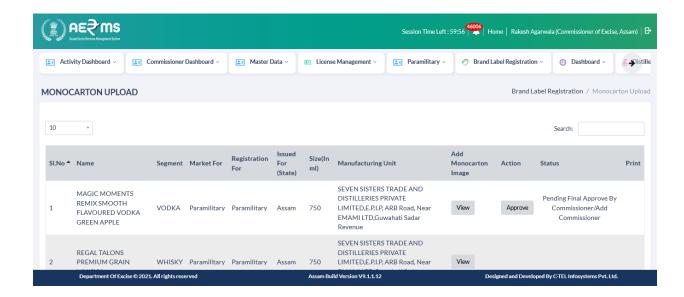


Commissioner of Excise Assam Housefed Complex

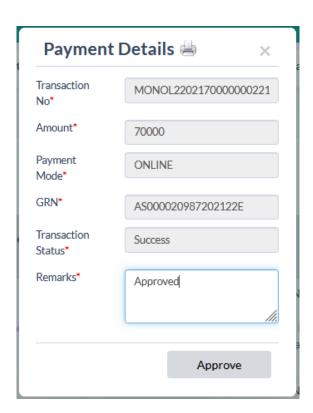
This Document is Computer Generated No signature Required

17-Feb-2022 05:48:05 PM

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



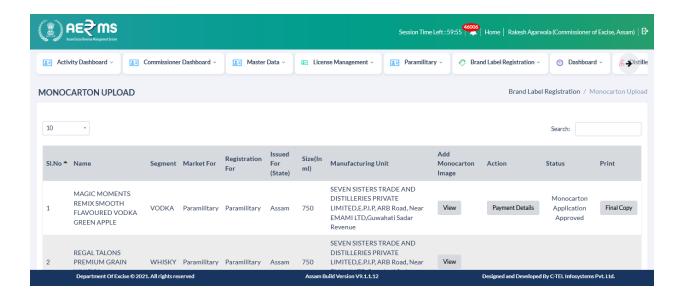
User has to click on payment details by clicking on approve button and should enter the remarks.



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						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.

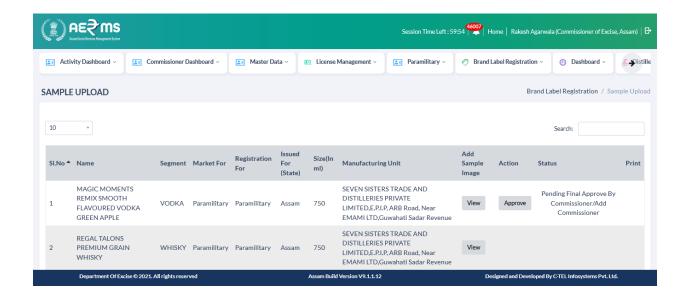


Rakesh Agarwala Commissioner of Excise Assam Housefed Complex, Dispur, Guwahati-06.

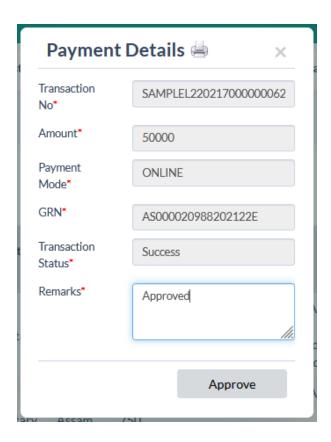
This Document is Computer Generated No signature Required

17-Feb-2022 05:52:45 PM

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



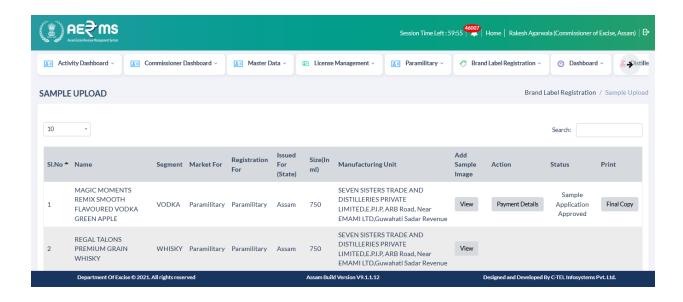
User has to click on payment details by clicking on approve button and should enter the remarks.



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.

This Document is Computer Generated No signature Required

17-Feb-2022 05:56:00 PM