

User Manual

LICENSE RENEWAL OFFLINE PROCESS





LICENSE RENEWAL OFFLINE PROCESS

Login Page For Applicant :

- User needs to access the web application using the provided URL<u>https://stateexcise.assam.gov.in</u>
- Once login page Renewal, Application should provide valid credentials and should click on login.



• Once user is logged into the application as Click on login button modules will be shown.

					Welcome: THANU SREE (New License User)
Master Data	License Management	(1) Dashboard	© Brand Label Registration	Users	Others
L. Appeals & Revisions					

• User needs to click on License management Tab after click on sub tab License Renewal





User should go to License Management Tab & click on .

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💵 Master Data	🖭 License Management -	Brand Lat	el Registration	① Dast	board	은 Users	🔒 Stock F	eceipts 📖	Appeals & Revisions	Contraction Other	5				
NEW LICENSE	New License Approved Licenses											License	Registratio	on / New Lic	cense
	License Renewal			Start Date	15-N	1ar-2022	End Da	te 🛗 15-Mar-	2022 Lic	ense Sub Types	All			* Searc	ch
10 *	License Requests											Soon	eb.		
	License Modifications	>										Jean			
S. Reference	Request For Surrender Of License	olicant	Application	License	License	License	Status	Created Date &	Submitted Date &	Assigned	Return	License	Action	Download	
No 1d	License Surrender	e	Туре	Type	Category	Code	otatao	Time	Time	То	Remarks	Track	7101011	Dominouu	
No data available	License Suspension														
													Pr	evious Nex	kt
0															
License Registration	on														

Click on License Renewal sub tab to Applicant login.

		* MS Newsyment System						Session Time Left	: 20:17 🎬 Home	THANU SREE (New License Us	ser) 🗗
💶 Ma	ster Data 🔻	- License Management	🗸 🔗 Brand Label Re	gistration ~ 🕐 Dashb	oard ~ 은 Users	 Stock Receipts 	 Appeals & Revisions ~ 	T Other	2 ×		
LICENS	ERENE	WAL							Lice	nse Registration / License Re	enewal
					Start Date 🔛		End Date 16-Mar-2022	: .	icense Sub TypesSe	elect • Sea	rch
10	¥									Search:	
Profile	ld 🔶 /	Applicant Name	Applicant Type	Application Type	License Type	License Category	License Number	Valid Upto	Status	Action	
L2204	614 1	THANU SREE	individual	Renewal of License	RetailSale	IMFL	ORT1CC0445822	31-MAR-23	License Renewed		
L2204	617 1	THANU SREE	individual	Renewal of License	RetailSale	CS	0RT7CC0446022	31-MAR-23	License Renewed		
L2204	623 T	THANU SREE	individual	Renewal of License	Manufacturing	Brewery	00B1CC0446722	31-MAR-23	License Renewed		
L2204	624 1	THANU SREE	individual	Renewal of License	RetailSale	CS	0RT7CC0446822	31-MAR-23	License Renewed		
L2204	630 1	THANU SREE	government_entity	Renewal of License	Wholesale	CSD	0CSDCC0447322	31-MAR-23	License Renewed		
L2204	632 1	THANU SREE	individual	Renewal of License	RetailSale	CS	ORT7CC0447622	31-MAR-23	License Renewed		
L2204	633 1	THANU SREE	individual	Renewal of License	Manufacturing	Brewery	00B1CC0448022	31-MAR-23	License Renewed		
L2204	640 1	THANU SREE	individual	Renewal of License	Manufacturing	Brewery	00B1CC0448722	31-MAR-23	License Renewed		
L2204	643 1	THANU SREE	individual	Renewal of License	RetailSale	CS	0RT7CC0448322	18-MAR-22	License Renewed	Request for Renewal	
										Previous Ne	ext

- Click on 'Request for Renewal' Button to Raise the Request.
- Getting License Renewal page
- Fill the all mandatory fields.





- Select Payment Mode (Online or Off line process)
- If Select Offline payment mode for renewal process
- Upload the supporting document (Sanction Order) required while License Renewal Process.

						Se	ssion Time Left : 59	:42 Home 1	THANU SREE (New License User) 🗗
🛓 Master Data 🗸 🔄 Licen	se Management 🗸 🔗	Brand Label Registration ~	① Dashboard ~	⇔ Users ∽	Stock Receipts ~	Appeals & Revisions	👔 Others -		
LICENSE RENEWAL								License Renewal /	License List / License Renewal
License Type *	RetailSale								
License Sub Type *	CS								
Payment Mode *	Online								
License Renewal Amount(Rs.)*	1								
Late Fee(Rs.)	Online								
Total Amount(Rs.)*	Offline								
Sanction Order Number*	Sanction Order	r Number							
Upload the Sanction Order*	Choose File	No fie chosen							
Remarks *	Remarks								
				li					
				Sub	mit				

• Enters the Remarks against the License renewal flow for raise request by Applicant to higher authority and Click on Submit Button.

Master Data Elicense Management	t - 🔗 Brand Label Registration -	① Dashboard ~	은 Users ~	🕞 Stock Receipts ~	Appeals & Revisions ~	Others ~
LICENSE RENEWAL						
License Type *	Manufacturing					
License Sub Type *	Brewery					
Payment Mode *	Offline			•		
License Renewal Amount(Rs.) *	5000					
Late Fee(Rs.)		Five Thousand				
Total Amount(Rs.) *	55000					
Bank Name *	AXIS BANK					
Challan Upload *	Choose File Renewal License.pdf					
Challan Date *	19/03/2022					
Challan Number*	1234567890					
Renewal Sanction Order Number*	01234567890					
Upload the Sanction Order	Choose File Renewal License.pdf					
Remarks	SUBMIT THE APPLICATION					
				Submit	I	





- Fill all details and submit the Application to higher authority for approve the renewal fee
- Once submit the application Next system automatically generate **Request ID** & status is automatically change forwarded to Excise Superintendent.
- After getting confirmation popup with request ID



- Click on OK Button Application submitted to higher authority
- Next we need to login superintendent of excise

Superintendent of excise login:



• Login as Inspector of excise with valid user credentials

• Click on License Management main Icon after login Superintendent of Excise login





				Welcor	me: Smt. Manabi Das (Excise Superintendo
Activity Dashboard	Aster Data	License Management	L a Paramilitary	(1) Dashboard	C Brand Label Registration
E Distillery	Bottling Unit	Brewery	R Wholesale	Denatured Wholesale	Absolute Alcohol
Company Wholesale	CSD Wholesale	URC	Retailer	ଣ୍ଡୁ Vigilance	<i>⊘</i> ₀ Hologram Procurement
Record Management	Reports	O thers	e-Payment	RTI	ITransit Pass

• Next click on License Request sub tab & Search request ID in Search Field.

								Session Ti	116368 me Left : 59:46	Home Smt. Manab	i Das (Excise Superinter	ndent) 🗗
a: Activity Dashboard	💵 Master Data	🖭 License Management 🗸	💶 Paramilita	ry 🔗 B	rand Label Reg	istration	① Dashboard	🔏 Distillery	1 Master Dat	ta 🛐 Bottling	Unit 🔏 Brew	/er
NEW LICENSE		New License URC License								Licens	e Registration / Nev	w License
		Paramilitary License	Start Date	19-Mar-2	022	End Da	te 🗎 19-Mar-2	1022 Licen	se Sub Types All		* S	Search
10 •		License Requests								Sear	ch:	
S. Reference App No * Id Nar	olicant Business ne Name	License Modifications	n License Type	License Category	License Code	Status	Created Date & Time	Submitted Date & Time	Assigned Retur To Rema	rn License arks Track	Action Down	load
No data available		License Suspension										
											Previous	Next
												_

• Search for Request ID after displaying the License request View page Superintendent of excise login

	AE	€m	I S Sector										Se	ession Time Left : 59:53	116368 Ho	me Smt.	Manabi Das (Excise !	Superintendent) 🗗
	Activity I	Dashboard	× 🔳 Ma	ister Data ~	🖭 License	e Manager	nent ~	💵 Para	military ~ 🧹 🦿	Brand Label Registra	ation ~) Dashboard ~	🔏 Disti	llery ~ 🔝 Ma	ster Data 🗸		Bottling Unit ~	& Brewer
RENE	WAL	REQUE	STS													Licens	se Registration /	Renewal Requests
								Start Da	ate 🛗 04-M	ar-2022	End Date	19-Mar-2022		License Sub Types	Select			* Search
10	Ŧ																Search: L2204	558
5.NC	D≛ Pr	ofile Id	Applicant Name	Request Id	Renewal Fee	Late Fee	Total Fee	Payment Mode	Renewal Sanction Order Number	License Number	Requested On	Assigned To	Valid Upto	Status		Action	Payment Details	Download
7	L2	204558	SRI HIRAMBAR SINGH BRAHMA	RN2200015	5000	50000	55000	Offline	01234567890	00B1CC0438822	19-Mar- 2022	Smt. Manabi Das (Excise Superintendent)	20- Mar- 2022	Forwarded to Excise Sup	erintendent	۲	Payment Details	8 8
																	Pr	evious Next





• Then superintendent of Excise enter valid remarks after submit the application to application

atio 🐼 Selenium	(a) Software Testing Tu S Z	imbra: Inbox 🛛 🕅	183 82 106 234 cave Application forwarded successfully	W W3Schools Online	
ansaction:					
SUBMITTED	Submitted Date	19-Mar-22 11:19:06	Submitted By TIRUMALA DI (New License I	EVI Submitted Jser) To	Smt. Manabi Das (Exciso Superinter
	Office		HEAD QUARTERS	•	
	Role		Additional Commissioner of Excise, Assam]
	User Nan	ne	Sanjeev Kumar Medhi)
	Status		Forwarded	-	
	Remarks	•	submit		
			Submit		
			Reject Previous		

• Getting popup page Application forwarded to successfully

(a	i) f	n€∋u	IS tSola											Session Time Left : 54:23	Home	TIRUMALA DEVI (New	License User) 🗗
E	Mast	er Data 🗸	🗉 License M	lanagement ~	ନ୍ଲ Use	rs ~	💦 Stock	Receipts ~	🖪 Appeals &	k Revisions ~	Others ~						
REI	NEW	AL REQUE	STS												Licen	se Registration / Re	enewal Requests
								Start [Date 🛗 04-N	Mar-2022	End Date	19-Mar-202	2	License Sub TypesSelect	-		* Search
1	0	٣														Search:	
5.	.NO ^	Profile Id	Applicant Name	Request Id	Renewal Fee	Late Fee	Total Fee	Payment Mode	Renewal Sanction Order Number	License Number	Requested On	Assigned To	Valid Upto	Status	Action	Payment Details	Download
1		L2204558	SRI HIRAMBAR SINGH BRAHMA	RN2200015	5000	50000	55000	Offline	01234567890	00B1CC0438822	19-Mar- 2022	Sanjeev Kumar Medhi (Additional Commissioner of Excise, Assam)	20- Mar- 2022	Forwarded to Additional Commissione	۲	Payment Details	4
																Prev	vious Next

- Status is change application is Forwarded to Additional Commissioner
- We need to login A login Additional Commissioner Login





Additional Commissioner Login:

• Login with valid credential & given verification code after click on login



• Getting additional commissioner home page then click on License Management main icon

				Welcome: Sanjeev Kumar Medhi	i (Additional Commissioner of Excise, Assam)
Activity Dashboard	Commissioner Dashboard	Master Data	E: License Management	E] Paramilitary	(1) Dashboard
© Brand Label Registration	Distillery	<mark>ه</mark> Dispatch	Bottling Unit	O Users	Brewery
(in the second s	Denatured Wholesale	Resolute Alcohol	Company Wholesale	CSD Wholesale	Stock Receipts
LE URC	Retailer	Vigilance	Co Hologram Procurement	Lab	Record Management
Reports	Others	e-Payment	E.	La Transit Pass	Appeals & Revisions

• Displaying multiple of sub tabs but additional commissioner need go to click on License Request tab





	S							Session T	īme Left : 59:55	Home Sanje	ev Kumar Medl	hi (Additional Co	mmissioner of Exc	ise, Assam) 🗗
E Activity Dashboard	L: Com	missioner Dashbo	ard	Le Master Data	E License Management ~	💶 Par	amilitary	🔗 Brand Lal	bel Registration	① Dashboar	d 🔏 [Distillery	🗟 Bottling Uni	t → ^A U
NEW LICENSE					New License URC License Paramilitary License Approved Licenses	.2	End Date	19-Mar-2	1022 Lic	ense Sub Types	All	License	e Registration /	New License Search
10 - S. Reference No 1d	Applicant Name	Business /	Applicant Type	Application Type	License Requests	License Code	Status	Created Date & Time	Submitted Date & Time	Assigned To	Return Remarks	Sear License Track	ch: Action D	ownload
No data available					License Suspension									
													Previo	us Next

• After displaying renewal request view page search profile ID

	₽EŚWł											S	ession Time	Left : 59:32	Home	Sanjeev Kum	ar Medhi (A	dditional Commissi	oner of Exci	se, Assam) 🗗
🛋 Act	ivity Dashboard 🔻	Commission	ner Dashboard 🗸	💵 Mas	ter Data 🗸		icense Manage	ement -	Paramilitary ~	🔿 Brand	Label Regi	istration ~ 🕚	Dashboard	i - 🥻	Distillery ~	🚯 Bottlin	ıg Unit 🗸	은 Users ~	🔏 Bre	wery 🄶 🧯
RENEW	AL REQUES	TS															Li	cense Registratio	n / Rene	wal Requests
								Start Date	04-Mar-	-2022	En	d Date 🗎 19	-Mar-2022		License Sub	TypesSele	ct		Ŧ	Search
10	*																	Search	2204558	_
S.NO •	Profile Id	Applicant Name	Request Id	Renewal Fee	Late Fee	Total Fee	Payment Mode	Renewal Sanction Order Number	License Num	nber Red On	quested	Assigned To	Valid Upto	Status			Action	Payment Detai	ls Do	wnload
7	L2204558	SRI HIRAMBAR SINGH BRAHMA	RN2200015	5000	50000	55000	Offline	01234567890	00B1CC043	38822 19- 20:	Mar- 22	Sanjeev Kumar Medhi (Additional Commissioner of Excise, Assam)	20- Mar- 2022	Forwarded	to Additional Com	missioner	۲	Payment Detail	s é	÷ 8
																			Previou	Next

- Status automatically change forwarded to Additional commissioner
- Click on action button & enter remarks approve the license application .

) AE ₹1	NS Neurs Sector					Session Time Left : 59:30	63533 🛋 Home	Sanjeev Kumar Medh	i (Additional Comm	issioner of Excise, Assar
Activity Dashboa	ard - 🔝 Commis	sioner Dashboard ~	Master Data 🗸 🗉	License Management ~	📰 Paramilitary ~	Ø Brand Label Registration	n ~ 🕐 Dat	shboard - 🔏 D	istillery -	Bottling Unit -
NSE VIEW									License	e Renewal / License
pplication Tra	ansaction:									
Status	SUBMITTED	Submitted Date	19-Mar-22 11:1	9:06 Submittee	By TIRU Licen	MALA DEVI (New Su se User)	ubmitted To	Smt. Manabi Das (Excise Superintendent)	Remarks	SUBMIT THE APPLICATIO N
Status	SUBMITTED	Submitted Date	19-Mar-22 04:5	1:31 Submitted	By Smt. (Exci Supe	Manabi Das Su ie 'intendent)	ubmitted To	Sanjeev (Additional Commissioner of Excise, Assam)	Remarks	submit
		Valid	Upto*	31-Mar-2023						
		Rema	arks*	submit						
				Approve	Previous		10			





• Once approve the application after getting confirmation popup



- Click on OK Application approve successfully with next financial year.
- If click on Cancel application go to back & displaying with submit button and enter remarks field



• After that Status automatically Change License Renewal with 2023 march 31 shows

Session Time Left : 59:55 Session Time Left : 59:55 Home TIRUMALA DEVI (New License User)												
💵 Master Data	E License Management ×	Ø Brand Label Registration ~	① Dashboard ~	O Users ~	B Stock Receipts 🗸	🔄 Appeals & Revision	ns ~ 🚺 Othe	rs ~				
LICENSE REN	IEWAL						License F	Registration / Lice	ense Renewal			
		Start D	ate 🛗	End	Date 🗎 19-Mar-20	22 License S	ub TypesSelect-	- v	Search			
10 *							Se	arch:				
Profile Id 📤	Applicant Name	Applicant Type A	pplication Type	License Type	License Category	License Number	Valid Upto	Status	Action			
L2204558	SRI HIRAMBAR SINGH BRAHMA	individual Re	enewal of License	Manufacturing	Brewery	00B1CC0438822	31-MAR-23	License Renewed				
							L	Previou	s Next			

Successfully completed License Renewal Offline Process Flow





