



User Manual

LICENSE RENEWAL ONLINE PROCESS



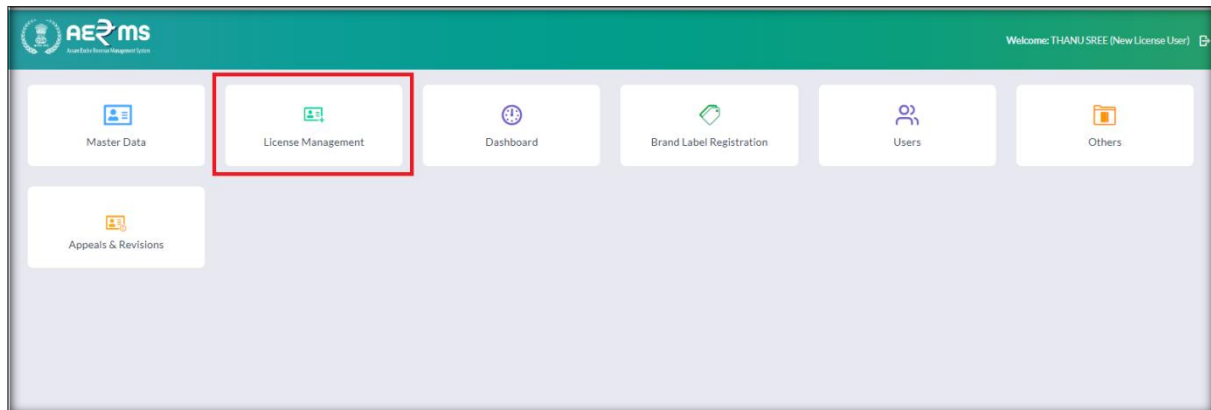


LICENSE RENEWAL ONLINE PROCESS

Login Page For Applicant :

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

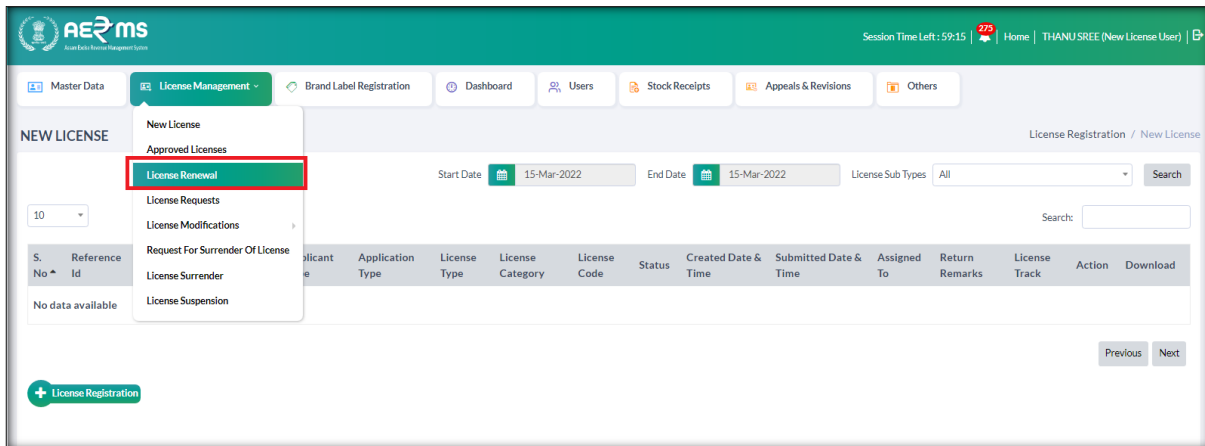
- Once user is logged into the application as Click on login button modules will be shown.



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

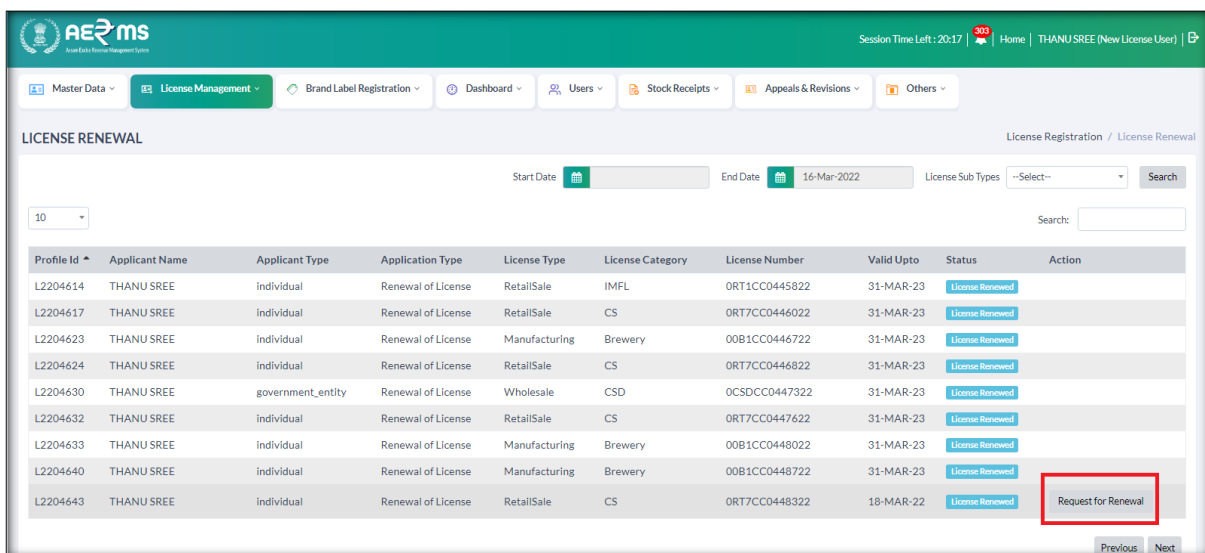


- User should go to License Management Tab & click on.



The screenshot shows the 'License Management' dropdown menu with 'License Renewal' highlighted. The main interface displays search filters for Start Date (15-Mar-2022) and End Date (15-Mar-2022). A table with columns for S. No, Reference Id, Applicant, Application Type, License Type, License Category, License Code, Status, Created Date & Time, Submitted Date & Time, Assigned To, Return Remarks, License Track, Action, and Download is visible. The table currently shows 'No data available'.

Click on License Renewal sub tab to Applicant login.



The screenshot shows the 'License Renewal' page with search filters for Start Date and End Date (16-Mar-2022). A table lists licenses with columns: Profile Id, Applicant Name, Applicant Type, Application Type, License Type, License Category, License Number, Valid Upto, Status, and Action. The 'Action' column contains 'License Renewed' buttons for most rows, and a 'Request for Renewal' button for the last row (License Number: 0RT7CC0448322).

Profile Id	Applicant Name	Applicant Type	Application Type	License Type	License Category	License Number	Valid Upto	Status	Action
L2204614	THANU SREE	individual	Renewal of License	RetailSale	IMFL	0RT1CC0445822	31-MAR-23	License Renewed	
L2204617	THANU SREE	individual	Renewal of License	RetailSale	CS	0RT7CC0446022	31-MAR-23	License Renewed	
L2204623	THANU SREE	individual	Renewal of License	Manufacturing	Brewery	00B1CC0446722	31-MAR-23	License Renewed	
L2204624	THANU SREE	individual	Renewal of License	RetailSale	CS	0RT7CC0446822	31-MAR-23	License Renewed	
L2204630	THANU SREE	government_entity	Renewal of License	Wholesale	CSD	0CSDCC0447322	31-MAR-23	License Renewed	
L2204632	THANU SREE	individual	Renewal of License	RetailSale	CS	0RT7CC0447622	31-MAR-23	License Renewed	
L2204633	THANU SREE	individual	Renewal of License	Manufacturing	Brewery	00B1CC0448022	31-MAR-23	License Renewed	
L2204640	THANU SREE	individual	Renewal of License	Manufacturing	Brewery	00B1CC0448722	31-MAR-23	License Renewed	
L2204643	THANU SREE	individual	Renewal of License	RetailSale	CS	0RT7CC0448322	18-MAR-22	License Renewed	Request for Renewal

- 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 Online payment mode Renewal process
- Upload the supporting document (Sanction Order) required while License Renewal Process.

The screenshot shows the 'LICENSE RENEWAL' form in the AERMS system. The 'Payment Mode' dropdown menu is open, with 'Online' selected. The 'Upload the Sanction Order' field has a 'Choose File' button highlighted with a red box. The 'Remarks' field is empty.

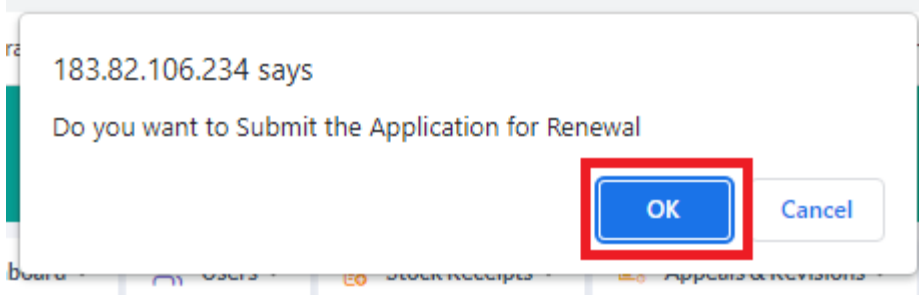
- Enters the Remarks against the License renewal flow for raise request by applicant

The screenshot shows the 'LICENSE RENEWAL' form after submission. The 'Remarks' field contains the text 'ok'. The 'Submit' button is visible at the bottom right.

- Once submit the application Next system automatically generate **Request ID** & status is automatically change forwarded to Excise Superintendent.



- After getting confirmation popup



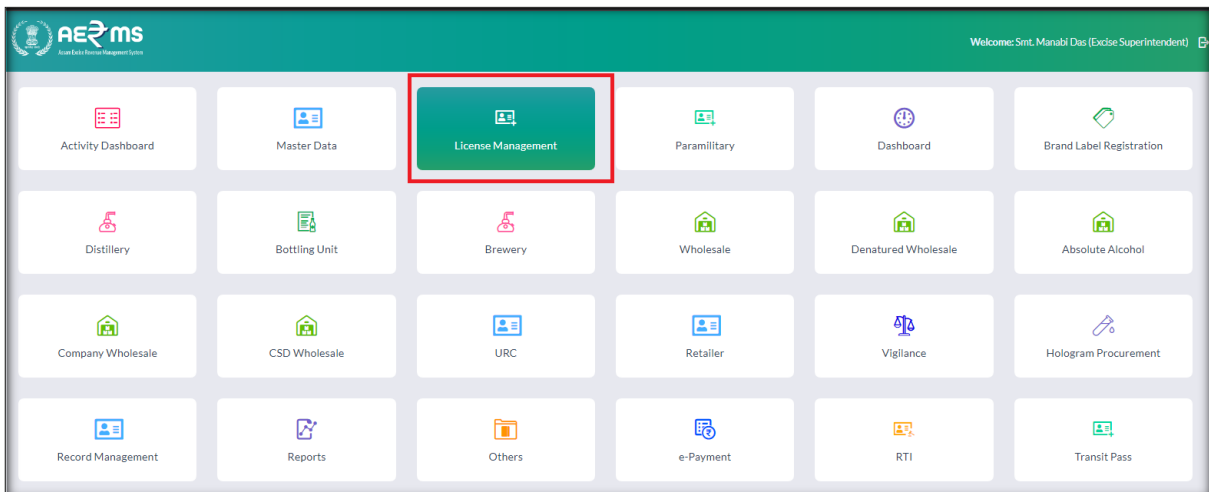
- Click on OK Button Application submitted to higher authority
- Next we need to login superintendent of excise

Superintendent of excise login:

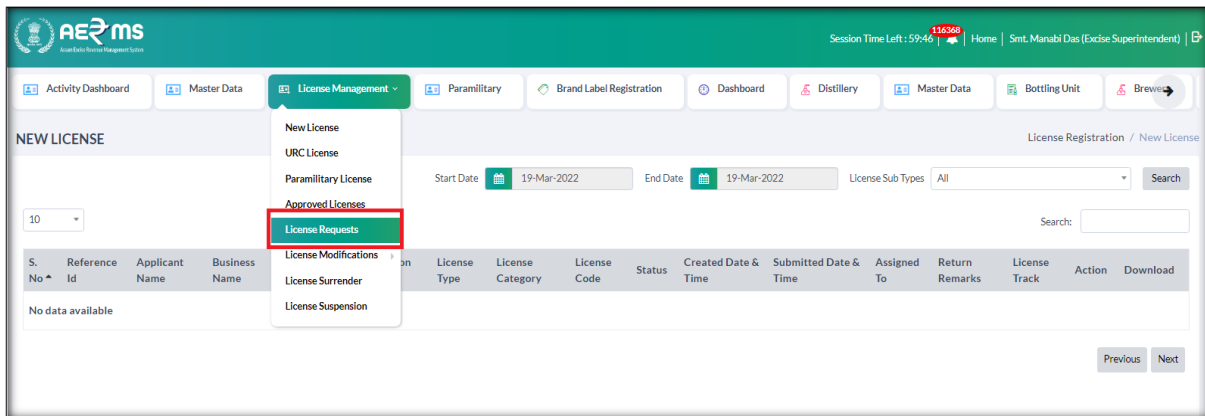
- Login as Inspector of excise with valid user credentials



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

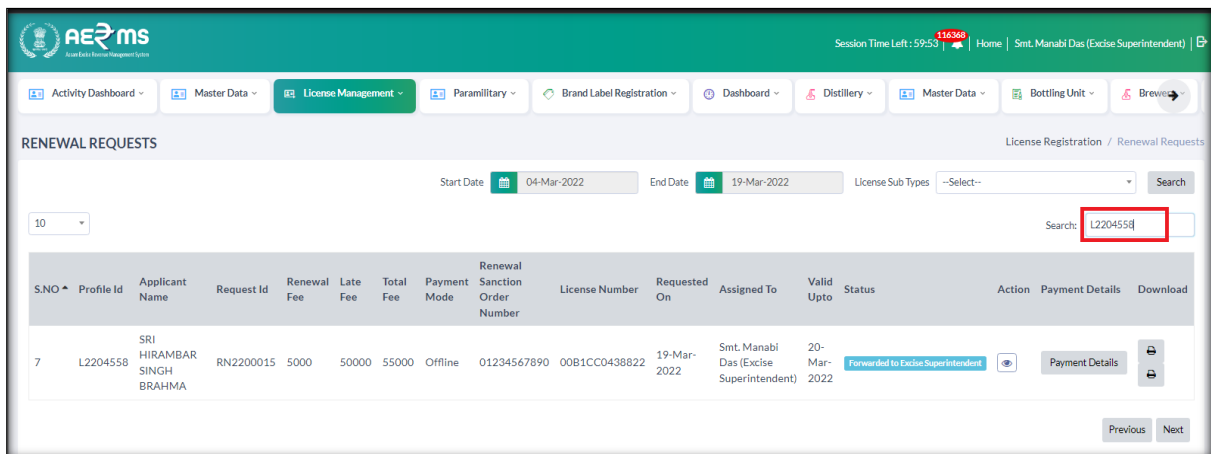


Next click on License Request sub tab & Search request ID in Search Field.



The screenshot shows the 'License Management' dropdown menu. The 'License Requests' option is highlighted with a red box. The background shows the 'NEW LICENSE' section with search filters for Start Date (19-Mar-2022) and End Date (19-Mar-2022).

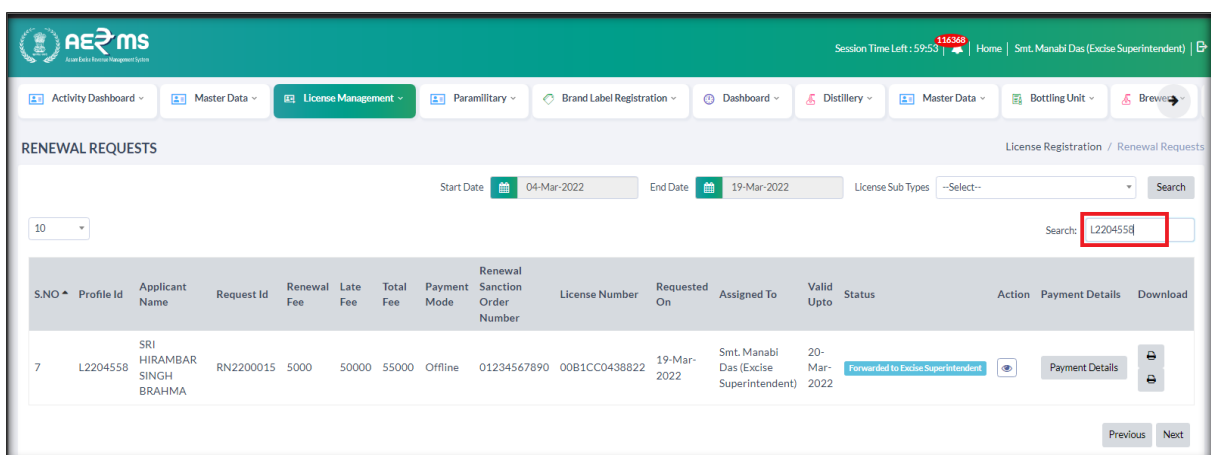
- Search for Request ID after displaying the License request View page Superintendent of excise login



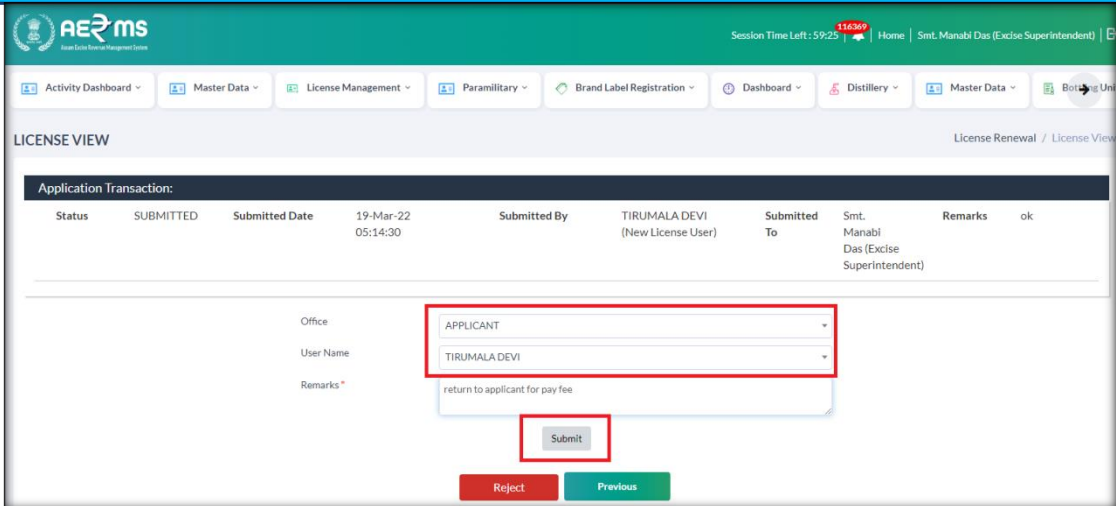
The screenshot shows the 'RENEWAL REQUESTS' page. The search field contains 'L2204558' and is highlighted with a red box. Below the search field is a table with the following data:

S.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
7	L2204558	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 Superintendent	Payment Details		

- Click Action Button & check all details after enter remarks if payment details is incorrect reject the application in Superintendent of Excise.



This screenshot is identical to the previous one, showing the 'RENEWAL REQUESTS' page with the search field 'L2204558' highlighted in red. The table below shows the details for request ID RN2200015.



Session Time Left: 59:25 | 116369 | Home | Smt. Manabi Das (Excise Superintendent)

Activity Dashboard | Master Data | License Management | Paramilitary | Brand Label Registration | Dashboard | Distillery | Master Data | Billing Unit

LICENSE VIEW License Renewal / License View

Application Transaction:

Status	SUBMITTED	Submitted Date	Submitted By	TIRUMALA DEVI (New License User)	Submitted To	Smt. Manabi Das (Excise Superintendent)	Remarks	ok
		19-Mar-22 05:14:30						

Office: APPLICANT

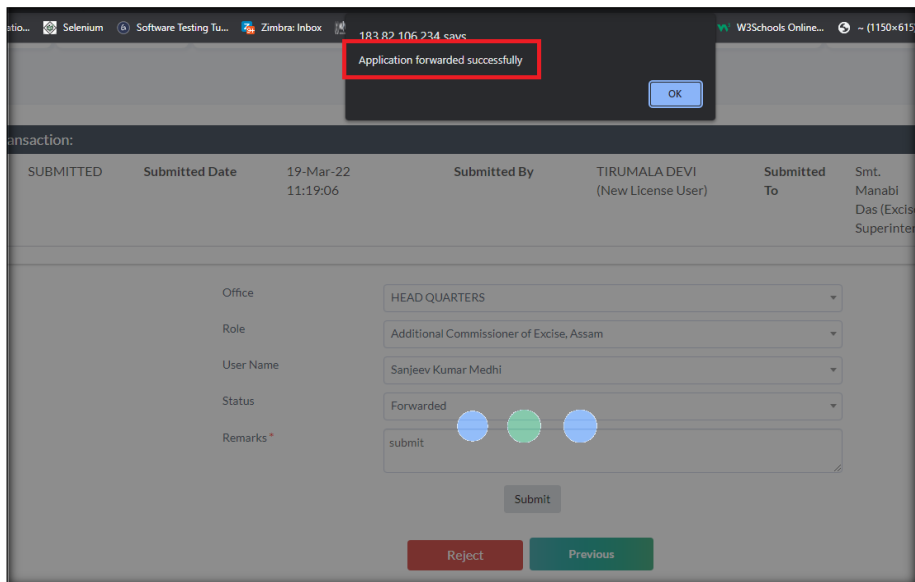
User Name: TIRUMALA DEVI

Remarks*: return to applicant for pay fee

Submit

Reject Previous

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



Application forwarded successfully

Application Transaction:

SUBMITTED	Submitted Date	Submitted By	TIRUMALA DEVI (New License User)	Submitted To	Smt. Manabi Das (Excise Superintendent)
	19-Mar-22 11:19:06				

Office: HEAD QUARTERS

Role: Additional Commissioner of Excise, Assam

User Name: Sanjeev Kumar Medhi

Status: Forwarded

Remarks*: submit

Submit

Reject Previous

- Getting popup page Application forwarded to successfully

Session Time Left: 54:23 | Home | TIRUMALA DEVI (New License User)

Master Data | **License Management** | Users | Stock Receipts | Appeals & Revisions | Others

RENEWAL REQUESTS License Registration / Renewal Requests

Start Date: 04-Mar-2022 | End Date: 19-Mar-2022 | License Sub Types: --Select-- | Search

10 | Search:

S.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 Commissioner	Payment Details		

Previous Next

We need to login Applicant login for pay renewal fee .

Applicant Login:

- User needs to login with valid Credentials.



Track Status | Download User Manuals | Frequently Asked Questions



Shri Himanta Biswa Sarma
Hon'ble Chief Minister of Assam



Shri Parimal Suklabaidya
Hon'ble Minister of Excise Assam



celebrating 75 years of independence

Sign In
Please enter the details to sign in

LR2203370

Verification Code * **5043**

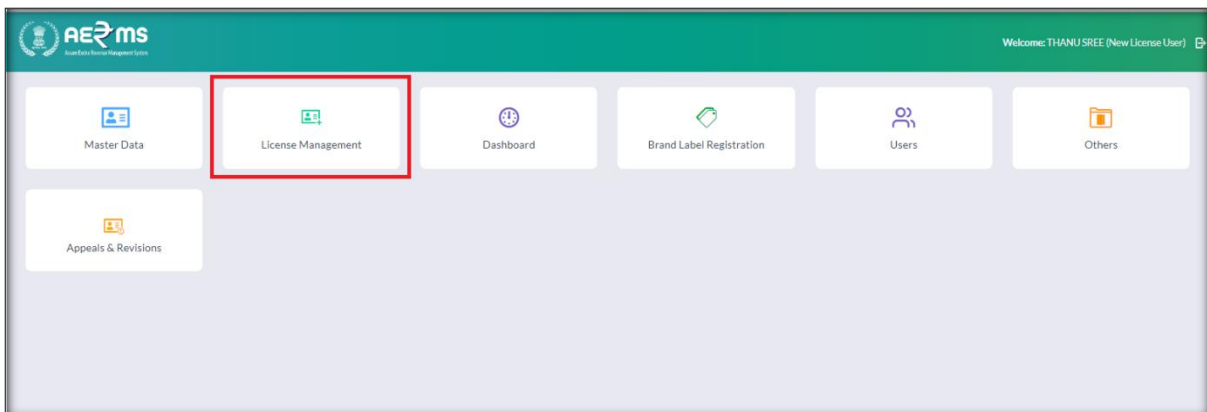
50413

Login

Vigilance & Enforcement | RTI

Sign Up to register for new license

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



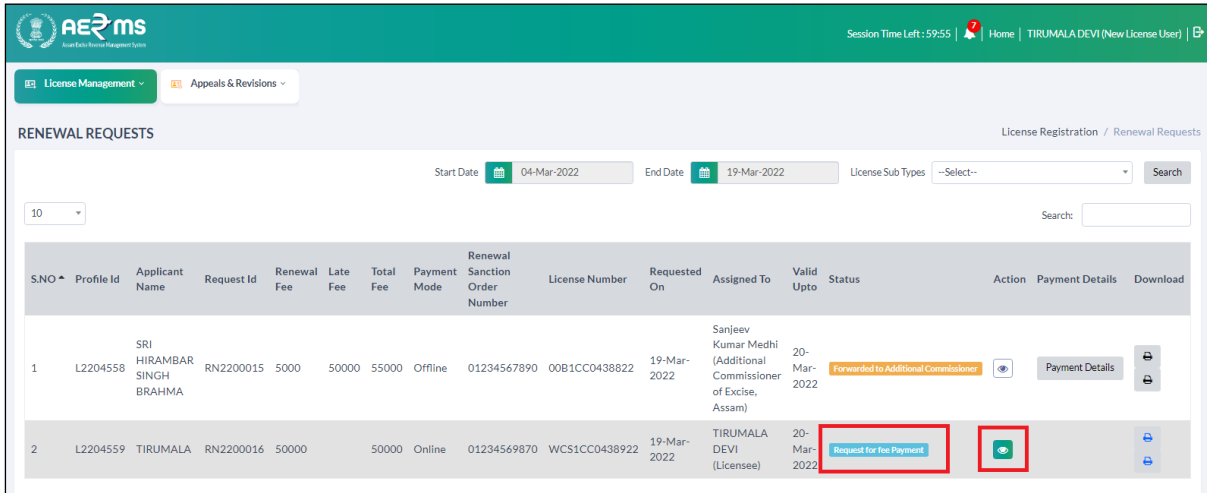
Welcome: THANUSREE (New License User)

Master Data | **License Management** | Dashboard | Brand Label Registration | Users | Others

Appeals & Revisions

- User needs to click on License management Tab after click on sub tab License Request Then click on Action Button

- User should go to License Request page Because pay for renewal fee & Status is changed request for payment

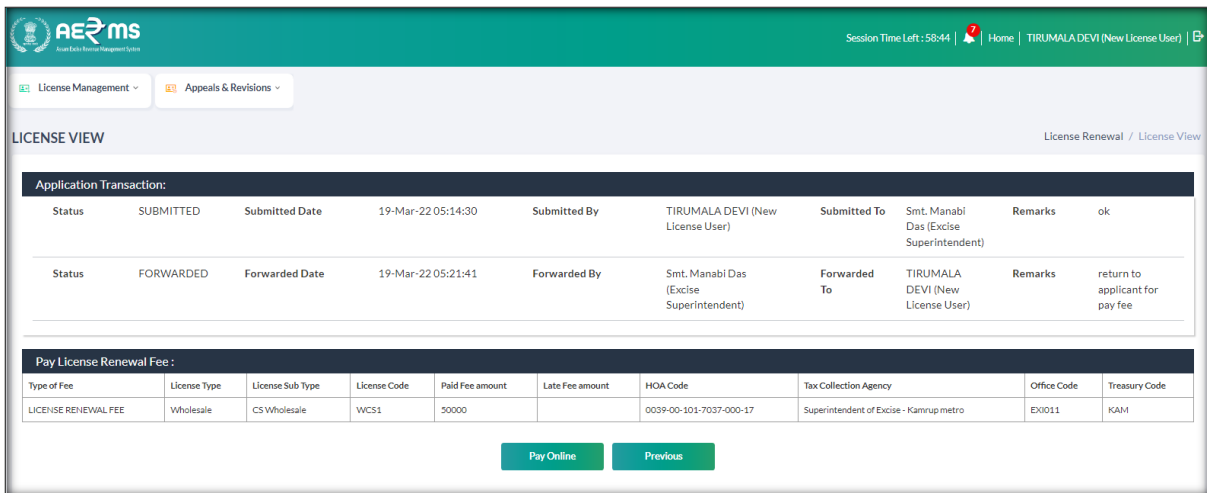


RENEWAL REQUESTS

Start Date: 04-Mar-2022 | End Date: 19-Mar-2022 | License Sub Types: --Select--

S.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 Commissioner	Payment Details		
2	L2204559	TIRUMALA	RN2200016	50000		50000	Online	01234569870	WCS1CC0438922	19-Mar-2022	TIRUMALA DEVI (Licensee)	20-Mar-2022	Request for Fee Payment	Request for Fee Payment		

- Click next button after that displayed License View page & Showing payment related fields (HOA Codes, Tax Collection Agency ect.....)



LICENSE VIEW

Application Transaction:

Status	Submitted Date	Submitted By	Submitted To	Remarks
SUBMITTED	19-Mar-22 05:14:30	TIRUMALA DEVI (New License User)	Smt. Manabi Das (Excise Superintendent)	ok
FORWARDED	19-Mar-22 05:21:41	Smt. Manabi Das (Excise Superintendent)	TIRUMALA DEVI (New License User)	return to applicant for pay fee

Pay License Renewal Fee:

Type of Fee	License Type	License Sub Type	License Code	Paid Fee amount	Late Fee amount	HOA Code	Tax Collection Agency	Office Code	Treasury Code
LICENSE RENEWAL FEE	Wholesale	CS Wholesale	WCS1	50000		0039-00-101-7037-000-17	Superintendent of Excise - Kamrup metro	EX0011	KAM

Pay Online | Previous

- Applicants Needs to Click on Pay Online Button to pay the License renewal fee



- After That getting e GRAS website page then select payment gateway GRAS bank
- Next click on Processed for payment

Government Receipt Accounting System
Directorate of Accounts & Treasuries,
Government of Assam, India

GRAS

Citizens who pay through Corporate Banking need to get their transactions authorized by the respective Checker at the respective Bank. Until then the payment will be in pending state, both at Bank and GRAS sites.

Payment for Excise	
Scheme	0039-00-101-7037-000-17 (₹ 50000.00)
Tin No. / Tax ID	18550038303
Dealer Name	THANU ENTERPRICES
Department ID	REN0001816
Total Treasury Challan Amount	₹50000.00
Receipt Financial Year	2021-2022
Payment Period	One Time
Payment Mode	<input type="radio"/> e-Payment <input checked="" type="radio"/> Payment Gateway
Bank Selection	GRAS BANK

All the information entered is found correct in the above draft.

Note*: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.
Refund of challan will be processed by respective Department

Agree Disagree

- Payment is success getting E –RECEIPT & Displaying status

অসম চৰকাৰ

GOVERNMENT OF ASSAM

**Department Of Excise
Government of Assam**

E-RECEIPT

Indent Number	:	RN2200016
Tin Number	:	18550038303
GRN(Government Receipt Number)	:	AS000022205202122E
Department Reference Number	:	REN0001816
Bank CIN(Challan Identification Number)	:	02003942022031953698
Status	:	Success
Party Name	:	THANU ENTERPRICES
Amount	:	50000.00
Payment Date	:	19-Mar-2022 05:30:12 PM

- Status automatically change forwarded to Additional commissioner
- After that click on Home application is forwarded to higher authority (Additional Commissioner)



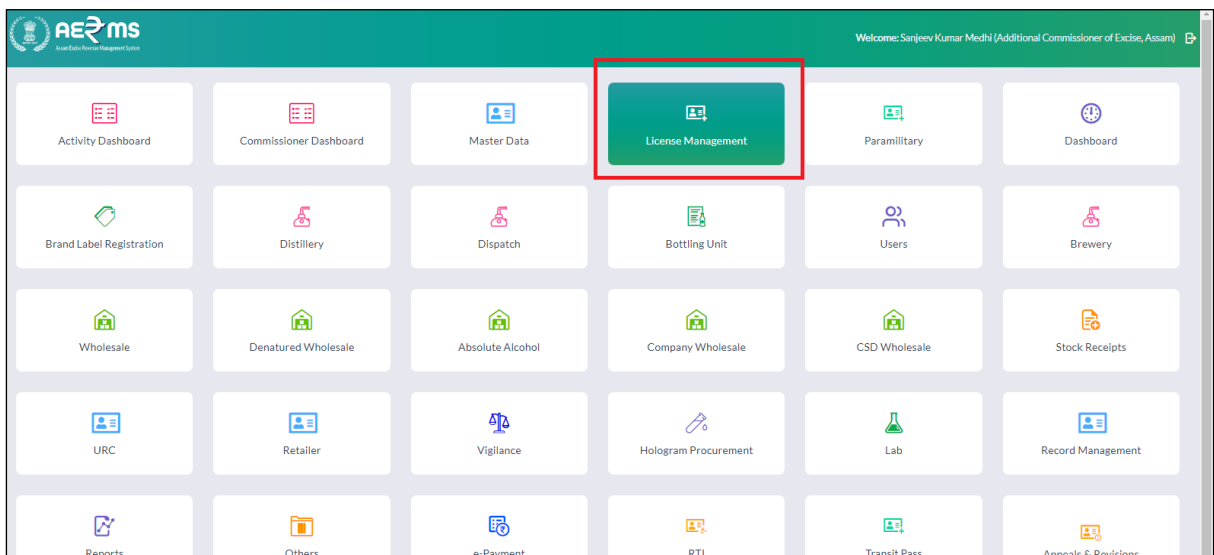


Additional Commissioner Login:

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



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



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





The screenshot shows the 'License Management' dropdown menu. The 'License Requests' option is highlighted with a red box. The background shows the 'NEW LICENSE' page with search filters and a table with no data available.

- After displaying renewal request view page search profile ID

The screenshot shows the 'RENEWAL REQUESTS' page. The search bar contains the profile ID 'L2204558', which is highlighted with a red box. The table below shows a single entry with a status of 'Forwarded to Additional Commissioner' and an action button highlighted with a red box.

S.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
7	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 Commissioner	[Action]	Payment Details	[Download]

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

The screenshot shows the 'LICENSE VIEW' page. It displays application transaction details and a form for approval. The 'Approve' button is highlighted with a red box.

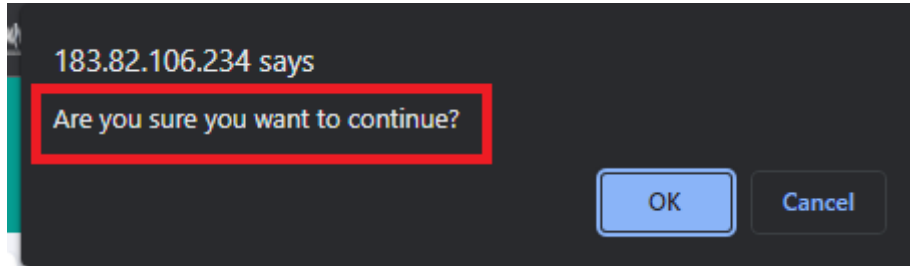
Application Transaction:									
Status	SUBMITTED	Submitted Date	19-Mar-22 11:19:06	Submitted By	TIRUMALA DEVI (New License User)	Submitted To	Smt. Manabi Das (Excise Superintendent)	Remarks	SUBMIT THE APPLICATION
Status	SUBMITTED	Submitted Date	19-Mar-22 04:51:31	Submitted By	Smt. Manabi Das (Excise Superintendent)	Submitted To	Sanjeev (Additional Commissioner of Excise, Assam)	Remarks	submit

Valid Upto: 31-Mar-2023
Remarks: submit

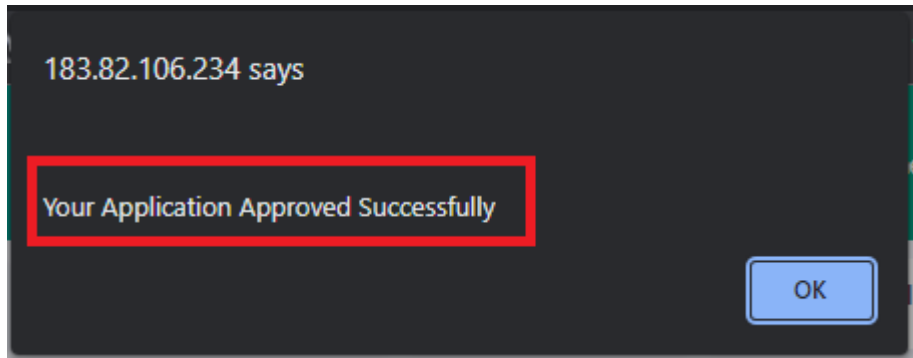
[Approve] [Previous]



- 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

LICENSE RENEWAL

Start Date: [Calendar Icon] End Date: 19-Mar-2022 License Sub Types: --Select-- Search: [Search Icon]

10 Search: [Search Input]

Profile Id	Applicant Name	Applicant Type	Application Type	License Type	License Category	License Number	Valid Upto	Status	Action
L2204558	SRI HIRAMBAR SINGH BRAHMA	Individual	Renewal of License	Manufacturing	Brewery	00B1CC0438822	31-MAR-23	License Renewed	[Action Icon]

Previous Next

Successfully completed License Renewal Online Process Flow



