

LICENSE SURRENDER

User Manual



MAY 26, 2021 C-TEL INFOSYSYTEMS PVT.LTD Hyderabad, Telangana

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APPLICANT LOGIN

- User required to enter valid Username & Password.
- Enter verification code
- Click on login button to enter in to the application.

भारत प्राप्त भारत भारत		Department Of Excise
Shri Hima Hon'ble Chie	Anta Biswa Sarma Minister of ASSAM	Parimal Suklabaidya Minister of Excise ASSAM
	Luser Name	
	Password	
	Verification Code* 184336 Get a new code	
	Enter Verification Code	
	Don't have an account? Sign Up Forgo	t Password?
	Track Status	→

- Move the mouse cursor on to License Registration tab
- Click on the Request for Surrender of License sub tab

अग्रेस प्रदेश स्वच्छ - भारत पत्र करम स्वयुत्त को ओर	Department Of	Excise								51 Home	chaitanya 🗗
📧 Master Data	ense Registration 👻 🔐 U	Jsers 🝙 Rep	oorts	Others	🔒 Stock	< Receipts					
NEW LICENSE Appro	icense oved Licenses								License	e Registratior	n / New License
Licens	se Renewal	rt Date E	ind Date 📔	23-May-20	21	Licens	e Sub Types	All			• Search
10 · Licens	se Requests se Modifications								Sear	ch:	
Reference Applic Reque	est For Surrender Of License se Surrender	Application Type	License Type	License Category	License Code	Status	License Number	Assigned To	License Track	Action	Download
Licens L2100025 chaitan _y a E	Bottle pvt ltd.	Fresh Issuance of License	Retail Sale	IMFL	RT1	DRAFT			Track		
										Prev	vious Next

- User will get redirected to request for surrender of license page
- Now user need to select which license he/she wants to suspend/cancel by filling mandatory fields.
- Click on submit button

REQUEST FOR SURREND	ER OF LICENSE		License Registration / Request For Surrender Of License
License Type:*	Manufacturing	Pending Dues: •	60000
Licensee Name:*	chaitanya-L2100040	- Email Id:	chaitanya.g@ctel.in
Application Type:	Fresh Issuance of License	Phone Number:	8686222316
Applicant Type :	Individual	Valid Upto:	29-MAY-21
License Number:	00B1CC0001921	Pin Code:	170555
Licensee Type:	Private	State:	Assam
License Code:	B1	Reason For Surrender: *	Please suspend my license
Current Stock In Cases:	10		ja.
Current Stock In Bottles:	10		
	Si	ubmit	

- User will get alert as application submitted successfully with no ACBD34
- Application will be forwarded to collector

I	ICENSE	SURREND	ER									Licens	e Registration / L	icense Surrender
							Sta	rt Date 🛗	23-May-2021		End Date	23-Ma	y-2021	Search
	10	¥											Search:	
	SI.No ^	Track Id	Name	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action
	1	LS2100010	chaitanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	Mr. SURESH , ACS (Collector)	Track History Preview	

COLLECTOR LOGIN

- User required to enter valid Username & Password.
- Enter verification code
- Click on login button to enter in to the application.

धान्य शिवार स्वर्ख्य पासत प्रकार करम स्वरूग से ओर		Department Of Excise
Shri Hima Hon'ble Chief	nta Biswa Sarma Minister of ASSAM	Suklabaidya FExcise ASSAM
	Liser Name	
	Password	
	Verification Code • B4136 Get a new code	
	Enter Verification Code	
	Don't have an account? Sign Up Forgot Password?	
	Track Status	

- Move the mouse cursor on to License Registration tab
- Click on the License Surrender sub tab

अप्रम छवरोब स्वच्छ पारत एक कस्पम स्वराष्ठवा को ओर	المعند المعن المعند المعند المعن المعند المعند ا												
E. License Registration ∨	💰 Distille	ry	Bottling Units	<u></u> Users	😥 Wholesa	ler	E Retailer	<u>а</u> р (Vigilance	🛕 Company W	/arehouse	T +Other	
New License										License R	egistratior	1 / New License	
License Renewal	Start Dat	e 🛗 Sel	ect Start Date	End Date	23-May-2	2021	Licens	e Sub Types	All			• Search	
License Modifications										Search:			
License Surrender License Suspension	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	Status	License Number	Assigned To	License Track	Action	Download	
L2100008 CHAITANYA	BPL PVT LTD	Company	Fresh Issuance of License	Manufacturing	IMFL Manufacturing	FL1			0	Track	۲	4 4 4 4 4	
L2100027 vinay	ctel	Company	Fresh Issuance of License	Manufacturing	IMFL Manufacturing	FL1	Forwarded		Mr. VIKRAM (Station Hous Inspector)	e Track	۲	88	

- User will get redirected to license surrender page
- Click on the Forward Button.

LICENS	SURREND	ER											Lic	ense Registra	tion / Lice	nse Surrende
10	¥								Start Da	te 🛗	23-May-2021	End D	ate 🛗 23	-May-2021 Search:		Search
SI.No ^	Track Id	Name	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action		Status	
1	LS2100010	chaitanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	Mr. SURESH , ACS (Collector)	Track History Preview	Forward]	Surrender Re	quest

- User will get license surrender popup
- Need to fill the Mandatory fields & Click on Submit button.

License Su	rrender	×	^
Office*	CIRCLE OFFICE	\sim	
Role*	Station House Inspector 💌		
User Name *	Mr. Srikanth 🔹		
Status *	Forwarding	~	
Remarks *	Forward		
		Submit	
		Jupint	~

- User will get alert as Application forwarded successfully
- Application will be forwarded to IOE

L	ICENSE	SURREND	ER												License Registra	ation / Lice	nse Surrender
										Start Da	te 🛗	23-May-2021	End Da	te 🛗	23-May-2021		Search
	10	•													Search:		
	SI.No ^	Track Id	Name	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action		Status	
	1	LS2100010	chaitanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	Mr. Srikanth (Station House Inspector)	Track History Preview			Forwarded	

IOE LOGIN

- User required to enter valid Username & Password.
- Enter verification code
- Click on login button to enter in to the application.

Shri Himanta Biswa Sarma Horbie Chief Minister of ASSAM	रागा प्रकार स्वत्य प्राप्त स्वत्य प्राप्त		Department Of Excise
	Shri Hima Hon'ble Chief	Inta Biswa Sarma Minister of ASSAM	Shri Parimal Suklabaidya Hon'ble Minister of Excise ASSAM
💄 User Name		Luser Name	
Password		Password	
Verification Code • 184136 Get a new code		Verification Code • 184136 Get a	a new code
Enter Verification Code		Enter Verification Code	
Don't have an account? Sign Up Forgot Password?		Don't have an account? Sign Up	Forgot Password?
Track Status		Track Status	→

- Move the mouse on to License Registration tab
- Click on the License Surrender sub tab

रात्रमा घरकाव स्वराष्ट्र प्रकार कारम स्वराष्टवा	ारत चे Department C)f Excise							9	6 Home	chaitanya 🗗
💵 Master Data	Eicense Registration →	Users	💼 Repor	ts 🔳	Others	🔒 St	ock Receipts				
NEW LICENSE	New License Approved Licenses								License R	egistration	/ New License
Start Dat	License Renewal License Requests	End Date	23-1	May-2021		License Sub	Types All				Search
10 •	License Modifications								Search:		
Reference Applica Id • Name	License Surrender	plication be	License Type	License Category	License Code	Status	License Number	Assigned To	License Track	Action	Download
L2100025 chaitany	License Suspension	sh suance of icense	Retail Sale	IMFL	RT1	DRAFT			Track	 Image: A start of the start of t	

- User will get redirected to license surrender page
- Click on the Need to verify button.

L	ICENSE	SURREND	ER											License F	Registration	/ Licens	e Surrende
	10	¥								Start Da	te 🛗	23-May-2021	End Da	te 🛗 23-May-:	2021 Gearch:	5	Search
	SI.No *	Track Id	Name	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action	Sta	tus	
	1	LS2100010	chaitanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	Mr. Srikanth (Station House Inspector)	Track History Preview	Need To Verify	Fo	warded	

- User will get license details popup
- Need to fill all mandatory fields
- Click on verify button

Licensee Details		×
Surrender Reference Number:*	LS2100010	
Licensee Name:*	chaitanya	
License Number:*	00B1CC0001921	
Current Stock In Cases:*	10	
Current Stock In Bottles:*	10	
Pending Dues:*	60000	
Reason For Surrender:*	Please suspend my license	
Pending Stock:*	●Yes ◯No	
Pending Dues:*	©yes⊖ _{No}	
Remarks:*		
		Verify

- User will get alert as verified successfully
- Application will be forwarded to applicant

LICENS	E SURREN	DER										License Registr	ration / License Surrender
									Star	t Date 🛗 23-1	May-2021 End Dat	e 🔛 23-May-2021	Search
10	¥											Search:	
ne	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action	Status	Download
tanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	chaitanya (New License User)	Track History Preview	Stock and Dues Pending from	Licensee Pending Amou	nt & Stock

APPLICANT LOGIN

- User required to enter valid Username & Password.
- Enter verification code
- Click on login button to enter in to the application.

Department Of Excise	
Shri Himanta Biswa Sarma Hon'ble Chief Minister of ASSAM	
🚨 User Name	
Password	
Verification Code* 184136 Get a new code	
Enter Verification Code	
Don't have an account? Sign Up Forgot Password?	
Track Status	

- Move the mouse cursor on to License Registration tab
- Click on the License Surrender sub tab

रागम हरकाव स्वराउ हेठलसम्बद्धान म स्वराउत	मारत मारत Department (Of Excise							8	46 Home	chaitanya 🗗
💵 Master Data	E License Registration ~	Users	🛕 Repor	ts	Others	🔒 Sto	ck Receipts				
NEW LICENSE	New License Approved Licenses								License F	Registratior	/ New License
Start Da	License Renewal	End Date	🛗 23-N	/lay-2021		License Sub 1	Types All				Search
10 -	License Requests License Modifications	>							Search	:	
Reference Applica Id • Name	Request For Surrender Of License	plication be	License Type	License Category	License Code	Status	License Number	Assigned To	License Track	Action	Download
L2100025 chaitan	License Suspension ya Dotto pre individuar ltd.	sh souance of License	Retail Sale	IMFL	RT1	DRAFT			Track	2	

- User will get redirected to license surrender page
- Click on the stock and dies pending button.

L	ICENSE	SURRENDE	R													License Registration	/ License Surrende
												S	itart Date 🛗	23-May-2021	End Date 🛗	23-May-2021	Search
	10	¥														Search:	
	SI.No ^	Track Id	Name	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action		Status	Download
	1	LS2100010	chaitanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	chaitanya (New License User)	Track History Preview	Stock and Dues Pendin	ng from Licensee	Pending Amount & Stoc	k

- User will get License details popup.
- User need to clear the dues through online or offline payment and by filling all mandatory fields
- Click on submit button

Licensee Details	i	×	
Surrender Reference Number:*	LS2100010		
Licensee Name:*	chaitanya		
License Number:*	00B1CC0001921		02
Current Stock In Cases:*	10		
Current Stock In Bottles:*	10		ł
Pending Dues:*	60000		ra
Reason For Surrender:*	Please suspend my license		T P
Challan Number :*	GG23FE2435		rack
Challan Amount:*	60000		Trac
Challan Copy:*	Browse dummy.pdf		Prev
Challan Date:*	19-May-2021		Trac
Remarks:*	Forward		Prev
	Sub	mit	

- User will get alert as dues cleared successfully
- Application will be forwarded to IOE

LICENSE SU	JRRENDE	R											License Registration / License	Surrender
									Sta	rt Date 🔛	23-May-2021		End Date 🗎 23-May-2021 S	earch
10	¥												Search:	
Track Id	Name	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action	Status	Downle
LS2100010	chaitanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	Mr. Srikanth (Station House Officer)	Track History Preview	View	Amount is Paid but Stock is not Cleared	8

IOE LOGIN

- User required to enter valid Username & Password.
- Enter verification code
- Click on login button to enter in to the application.

UNIX FYO14	,
Shri Himanta Biswa Sarma Hor'ble Chief Minister of ASSAM	
Liser Name	
Password	
Verification Code* 18 4136 Get a new code	
Enter Verification Code	
Don't have an account? Sign Up Forgot Password?	
Track Status	

- Mouse the mouse cursor on to License Registration tab
- Click on the License Surrender sub tab

अभग ठनकांन स्वराय प्रत कादम स्वरणता	ारत मो जोर	f Excise							1	46 Home	chaitanya 🗗
💵 Master Data	 □ License Registration ∨ ○ 	Users	🔒 Repor	ts	Others	🔒 Sto	ock Receipts				
NEW LICENSE	New License Approved Licenses								License F	Registration	/ New License
Start Dat	License Renewal	End Date	🛗 23-N	/lay-2021		License Sub	Types All				Search
10 •	License Requests License Modifications								Search	:	
Reference Applica Id • Name	Request For Surrender Of License License Surrender	plication be	License Type	License Category	License Code	Status	License Number	Assigned To	License Track	Action	Download
L2100025 chaitan	License Suspension	sh uance of cense	Retail Sale	IMFL	RT1	DRAFT			Track		

- User will get redirected to license surrender page
- Click on the Pending verification button.

LICENSE SU	RRENDER											Li	cense Registration / License Surrende
									Start Date	e 🛗 23-Ma	y-2021	End Date 🗎 2	3-May-2021 Search
10	•												Search:
Track Id	Name	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action	Status
LS2100010	chaitanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	Mr. Srikanth (Station House Officer)	Track History Preview	Pending Verification	Amount is Paid but Stock is not Cleared

- User will get License details popup
- Need to fill all mandatory fields & Click on the verify button.

Licensee Details	×
Surrender Reference Number:*	LS2100010
Licensee Name:*	chaitanya
License Number:*	00B1CC0001921
Current Stock In Cases:*	10
Current Stock In Bottles:*	10
Pending Dues:*	0
Reason For Surrender:*	Please suspend my license
Pending Stock:*	© Yes ∩No
Pending Dues:*	⊖Yes [®] No
Remarks:*	
	Verify

- User will get alert as Verified successfully
- If there is no stock then application is forwarded to commissioner/collector else action sorting field is updated to update stock
- Click on the Update Stock

L	ICENSE SU	RRENDER												License Registration	/ License Surrender
										Start Dat	e 🛗 23-Ma	y-2021	End Date 🛗	23-May-2021	Search
	10	•												Search:	
	Track Id	Name	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action	Status	
	LS2100010	chaitanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	Mr. Srikanth (Station House Officer)	Track History Preview	Update Stock	Amount is Paid bu	rt Stock is not Cleared

- User will get stock clearance popup.
- Click on submit button.

Stock Clea	ance	×
ODestruction		
Transfer Stock	to Retailer	
OTransfer Stoc		
Remarks :*	Transfer stock	
		Submit

- User will get alert as Stocks cleared
- IOE verify clearance of stocks and dues.
- Application will be forwarded to Commissioner/Collector

L	ICENSE	SURREND	DER									License Registr	ation / License S	Surrender
							ate 🛗 23	-May-2021	En	23-May-2021	Sea	arch		
	10	•										Search:		
	SI.No ^	Track Id	Name	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Actic
	1	LS2100010	chaitanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	Mr. SACHIN,IAS (Commissioner)	Track History Preview	

COMMISSIONER /COLLECTOR LOGIN

- User required to enter valid Username & Password.
- Enter verification code
- Click on login button to enter in to the application.

राज प्रवर्ग Energy search transformed to the second secon	e
Shri Himanta Biswa Sarma Hon'ble Chief Minister of ASSAM	
🚨 User Name	
Password	
Verification Code • 184136 Get a new code	
Enter Verification Code	
Don't have an account? Sign Up Forgot Password?	
Track Status	

- Move the mouse cursor on to License Registration tab
- Click on the License Surrender sub tab

धानम धन्त्रात स्वच्छ - पारत एक करम स्वरहता की योर	De	partmen	t Of Excise							<u>6</u> 7	Home	Mr. Mahesh 🗗
■ License Registration ~	🝝 Distiller	ry 🖪	Bottling Units	လို Users	😥 Wholesa	ler	E Retailer	ap .	Vigilance	🛕 Company W	/arehouse	
New License Approved Licenses										License R	egistratior	1 / New License
License Renewal	Start Date	e 🛗 Sel	ect Start Date	End Date	🛗 23-May-2	2021	Licens	se Sub Types	All			• Search
License Requests										Search:		
License Surrender License Suspension	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	Status	License Number	Assigned To	License Track	Action	Download
L2100008 CHAITANYA	BPL PVT LTD	Company	Fresh Issuance of License	Manufacturing	IMFL Manufacturing	FL1			0	Track	۲	+ + + + + + + + + +
L2100027 vinay	ctel	Company	Fresh Issuance of License	Manufacturing	IMFL Manufacturing	FL1	Forwarded		Mr. VIKRAM (Station Hous Inspector)	se Track	۲	88

- User will get redirected to license surrender page
- Click on the Cancel license

LICENSE SURRENDER License Registration / License													ion / License Surrend	
								Start Date 23-May-2021			End Date	Search		
10	Ŧ												Search:	
SI.No *	Track Id	Name	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action	Status
9	LS2100010	chaitanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	Mr. SACHIN,IAS (Commissioner)	Track History Preview	Cancel License	Forwarded

- User will get license details popup.
- Need to fill all mandatory fields & Click on Cancel button

Licensee Details		×
Surrender Reference Number:*	LS2100010	
Licensee Name:*	chaitanya	
License Number:*	00B1CC0001921	
Current Stock In Cases:*	0	
Current Stock In Bottles:*	0	
Pending Dues:*	0	
Reason For Surrender:*	Please suspend my license	
		:
Remarks:*	Cancel	
	Cancel Licen	se

- User will get alert as License cancelled successfully
- Status will be updated as License surrendered

ICENSE SU	IRRENDER							5				License Registration	License Surrende
							Start Date	2	3-May-2021		End Date	23-May-2021	Search
10	•											Search:	
Track Id	Name	Reference Id	Business Name	Licensee Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action	Status
L52100010	chaitanya	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23- MAY-21	chaitanya (New License User)	Track History Preview	Licensee Surrende	Completed