

LICENSE SURRENDER

User Manual



MAY 26, 2021

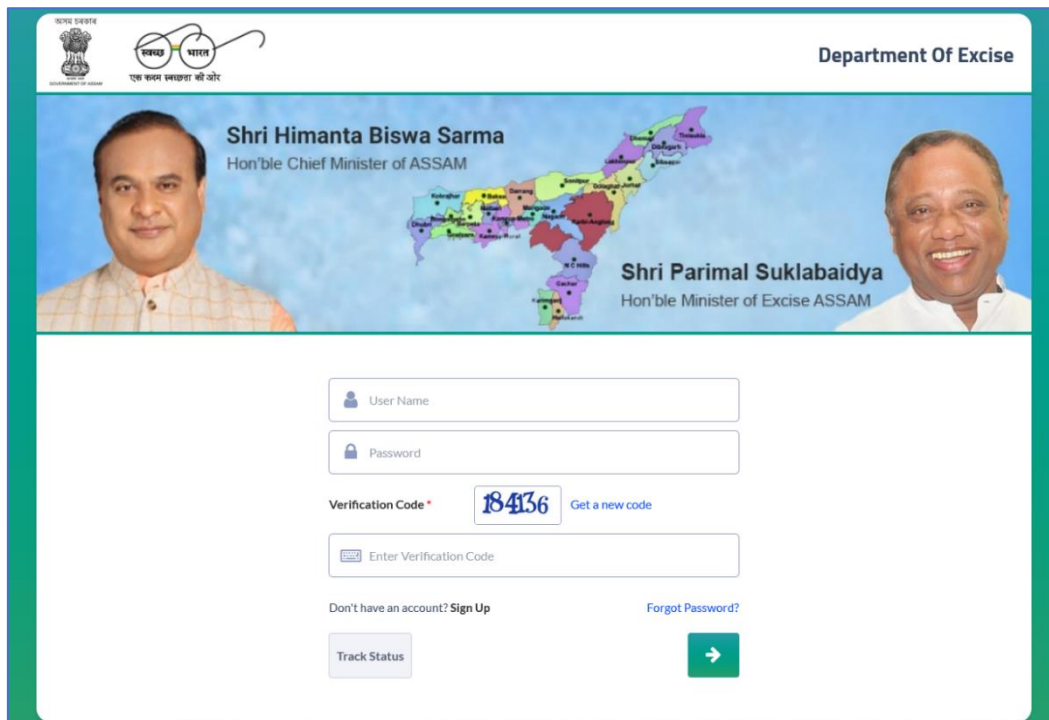
C-TEL INFOSYSTEMS PVT.LTD
Hyderabad, Telangana

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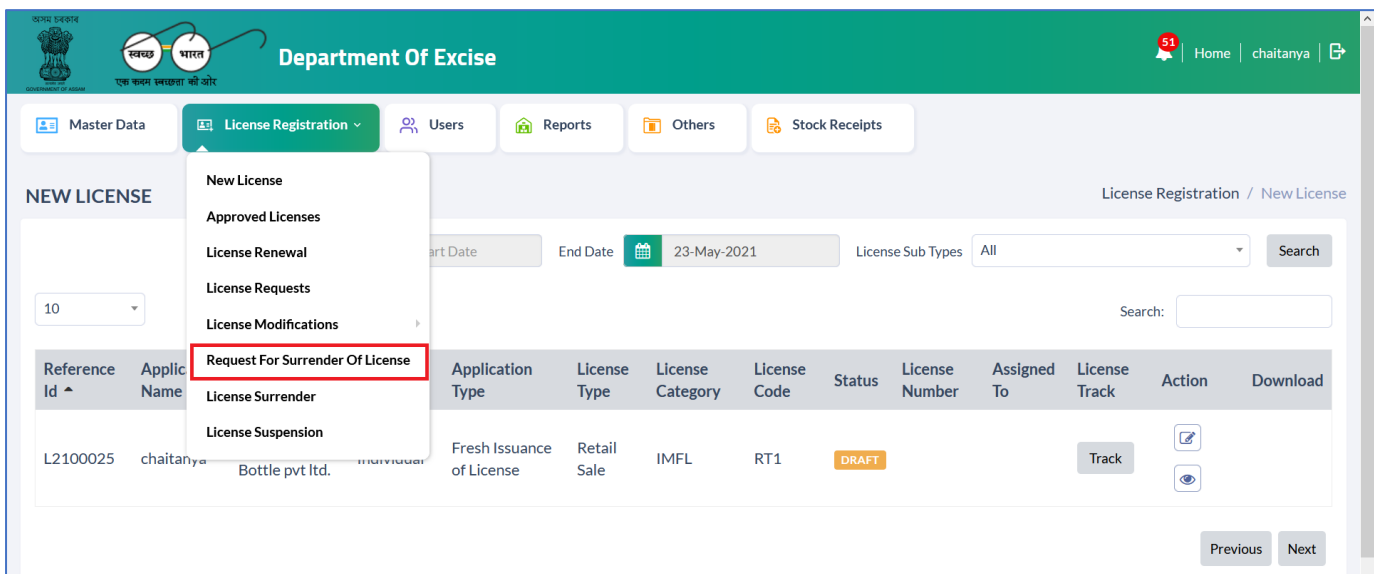
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APPLICANT LOGIN

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



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



- 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 SURRENDER 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		
Current Stock In Bottles:	10		

Submit

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

LICENSE SURRENDER

License Registration / License Surrender

Start Date  23-May-2021 End Date  23-May-2021

10

Search:

Sl.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)	<input type="button" value="Track History"/> <input type="button" value="Preview"/>	

COLLECTOR 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

Shri Parimal Suklabaidya
Hon'ble Minister of Excise ASSAM

User Name

Password

Verification Code * 18436 [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

Department Of Excise

Home | Mr. Mahesh

License Registration

Distillery Bottling Units Users Wholesaler Retailer Vigilance Company Warehouse Other

New License

Approved Licenses

License Renewal

License Requests

License Modifications

License Surrender

License Suspension

Start Date Select Start Date End Date 23-May-2021 License Sub Types All Search

Business Name	Applicant Type	Application Type	License Type	License Category	License Code	Status	License Number	Assigned To	License Track	Action	Download
L210008 CHAITANYA	BPL PVT LTD	Company	Fresh Issuance of License	Manufacturing	IMFL Manufacturing	FL1		()	Track	Eye	Print
L2100027 vinay	ctel	Company	Fresh Issuance of License	Manufacturing	IMFL Manufacturing	FL1	Forwarded	Mr. VIKRAM (Station House Inspector)	Track	Eye	Print

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

LICENSE SURRENDER License Registration / License Surrender

Start Date End Date

10 Search:

Sl.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 ASSAMPVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23-MAY-21	Mr. SURESH .ACS (Collector)	<input type="button" value="Track History"/> <input type="button" value="Preview"/>	<input type="button" value="Forward"/>	<input type="button" value="Surrender Request"/>

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

License Surrender

Office *

Role *

User Name *

Status *

Remarks *

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

LICENSE SURRENDER License Registration / License Surrender

Start Date End Date

10 Search:

Sl.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 ASSAMPVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23-MAY-21	Mr. Srikanth (Station House Inspector)	<input type="button" value="Track History"/> <input type="button" value="Preview"/>	<input type="button" value="Forwarded"/>	<input type="button" value="Forwarded"/>

IOE LOGIN

- User required to enter valid Username & Password.
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Shri Parimal Suklabaidya
Hon'ble Minister of Excise ASSAM

User Name

Password

Verification Code * 18436 [Get a new code](#)

Enter Verification Code

Don't have an account? [Sign Up](#) [Forgot Password?](#)

[Track Status](#) [→](#)

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

Department Of Excise

Home | chaitanya

Master Data | **License Registration** | Users | Reports | Others | Stock Receipts

NEW LICENSE

Start Date: 10 | End Date: 23-May-2021 | License Sub Types: All | Search

Search:

Reference Id | Application Name | Application Type | License Type | License Category | License Code | Status | License Number | Assigned To | License Track | Action | Download

Reference Id	Application Name	Application Type	License Type	License Category	License Code	Status	License Number	Assigned To	License Track	Action	Download
L2100025	chaitanya	Individual	Retail Sale	IMFL	RT1	DRAFT			Track	✎	👁

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

LICENSE SURRENDER License Registration / License Surrender

Start Date End Date

10 Search:

Sl.No	Track Id	Name	Reference Id	Business Name	License 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)	<input type="button" value="Track History"/> <input type="button" value="Preview"/>	<input type="button" value="Need To Verify"/>	<input type="button" value="Forwarded"/>

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

Licensee Details ✕

Surrender Reference Number:*

Licensee Name:*

License Number:*

Current Stock In Cases:*

Current Stock In Bottles:*

Pending Dues:*

Reason For Surrender:*

Pending Stock:* Yes No

Pending Dues:* Yes No

Remarks:*

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

LICENSE SURRENDER License Registration / License Surrender

Start Date End Date

10 Search:

Sl.No	Reference Id	Business Name	License Type	License Type	Application Type	License Category	License Code	Created On	Assigned To	Track History	Action	Status	Download
1	L2100040	M/s MEGHA ASSAM PVT LTD	Private	Manufacturing	Fresh Issuance of License	Brewery	B1	23-MAY-21	chaitanya (New License User)	<input type="button" value="Track History"/> <input type="button" value="Preview"/>	<input type="button" value="Stock and Dues Pending from Licensee"/>	<input type="button" value="Pending Amount & Stock"/>	

APPLICANT LOGIN

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

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

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

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 Pending from Licensee	Pending Amount & Stock	

- 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 ✕

Surrender Reference Number:

Licensee Name:

License Number:

Current Stock In Cases:

Current Stock In Bottles:

Pending Dues:

Reason For Surrender:

Challan Number:

Challan Amount:

Challan Copy:

Challan Date:

Remarks:

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

LICENSE SURRENDER											License Registration / License Surrender				
											Start Date	<input type="text" value="23-May-2021"/>	End Date	<input type="text" value="23-May-2021"/>	<input type="button" value="Search"/>
											Search:	<input style="width: 100%;" type="text"/>			
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	Downl	
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)	<input type="button" value="Track History"/> <input type="button" value="Preview"/>	<input type="button" value="View"/>	Amount is Paid but Stock is not Cleared	<input type="button" value="Download"/>	

IOE LOGIN

- User required to enter valid Username & Password.
- Enter verification code
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Department Of Excise

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Hon'ble Chief Minister of ASSAM

Shri Parimal Suklabaidya
Hon'ble Minister of Excise ASSAM

User Name

Password

Verification Code * 18436 [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

Department Of Excise

Home | chaitanya

Master Data License Registration Users Reports Others Stock Receipts

NEW LICENSE License Registration / New License

Start Date End Date 23-May-2021 License Sub Types All Search

10 Search:

Reference Id	Application Name	License Type	License Category	License Code	Status	License Number	Assigned To	License Track	Action	Download
L2100025	chaitanya	Retail Sale	IMFL	RT1	DRAFT			Track		

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

LICENSE SURRENDER License Registration / License Surrender

Start Date: 23-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
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

LICENSE SURRENDER License Registration / License Surrender

Start Date: 23-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
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 but Stock is not Cleared

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

Stock Clearance ✕

Destruction
 Transfer Stock to Retailer
 Transfer Stock to Wholesaler

Remarks: *

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

LICENSE SURRENDER												License Registration / License Surrender	
		Start Date 23-May-2021		End Date 23-May-2021		<input type="button" value="Search"/>							
10		Search: <input type="text"/>											
Sl.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. 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.

Department Of Excise

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Hon'ble Chief Minister of ASSAM

Shri Parimal Suklabaidya
Hon'ble Minister of Excise ASSAM

User Name

Password

Verification Code * 18436 [Get a new code](#)

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Track Status [→](#)

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

Department Of Excise

Home | Mr. Mahesh

License Registration | Distillery | Bottling Units | Users | Wholesaler | Retailer | Vigilance | Company Warehouse | Other

License Registration / New License

Start Date Select Start Date End Date 23-May-2021 License Sub Types All Search

Search:

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	()		Track	Track	Print
L2100027 vinay	ctel	Company	Fresh Issuance of License	Manufacturing	IMFL Manufacturing	FL1	Forwarded	Mr. VIKRAM (Station House Inspector)	Track	Track	Print

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

LICENSE SURRENDER License Registration / License Surrender

Start Date End Date

10

Sl.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)	<input type="button" value="Track History"/> <input type="button" value="Preview"/> <input type="button" value="Cancel License"/> <input type="button" value="Forwarded"/>		

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

Licensee Details ✕

Surrender Reference Number:*

Licensee Name:*

License Number:*

Current Stock In Cases:*

Current Stock In Bottles:*

Pending Dues:*

Reason For Surrender:*

Remarks:*

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

LICENSE SURRENDER License Registration / License Surrender

Start Date End Date

10

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	chaitanya (New License User)	<input type="button" value="Track History"/> <input type="button" value="Preview"/> <input type="button" value="License Surrendered"/> <input type="button" value="Completed"/>		