



---

# LICENSE SUSPENSION

---

User Manual



MAY 26, 2021

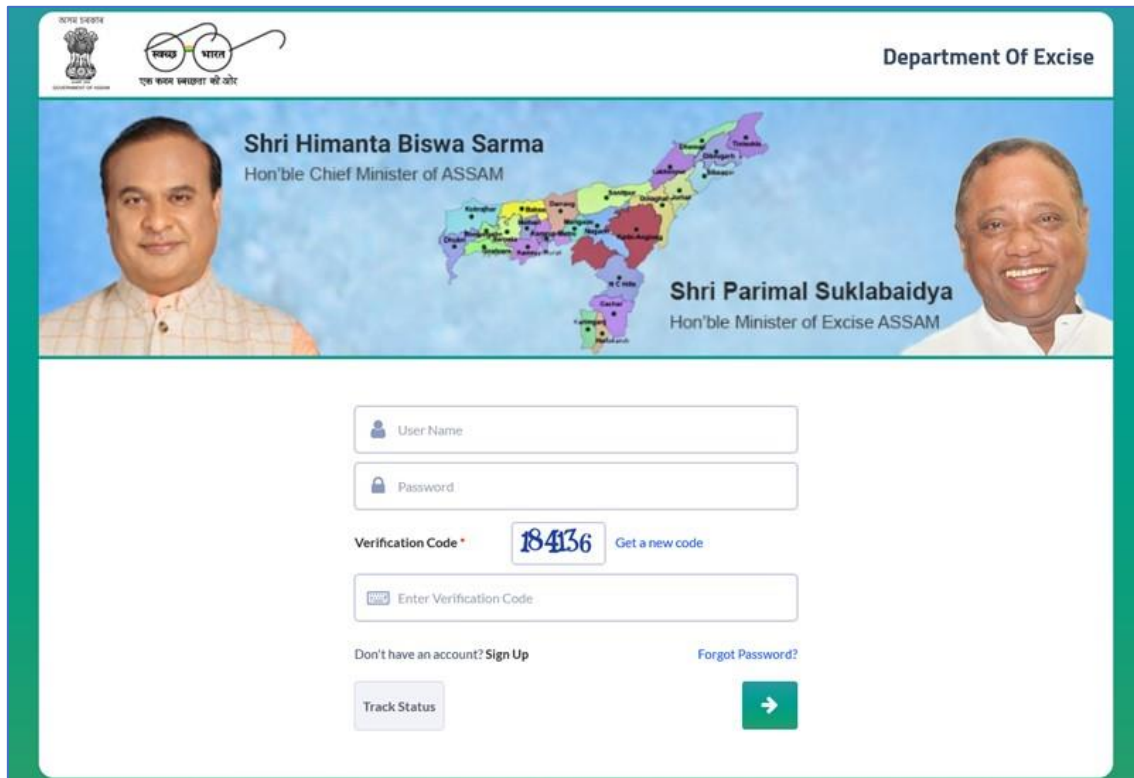
C-TEL INFOSYSTEMS PVT.LTD  
Hyderabad, Telangana

## Contents

SUPER INTENDENT LOGIN.....	2
APPLICANT LOGIN .....	4
IOE LOGIN.....	6
COLLECTOR LOGIN.....	8
IOE LOGIN.....	10
APPLICANT LOGIN .....	12
IOE LOGIN.....	14
COLLECTOR LOGIN.....	16

## SUPER INTENDENT LOGIN

- User required to enter 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

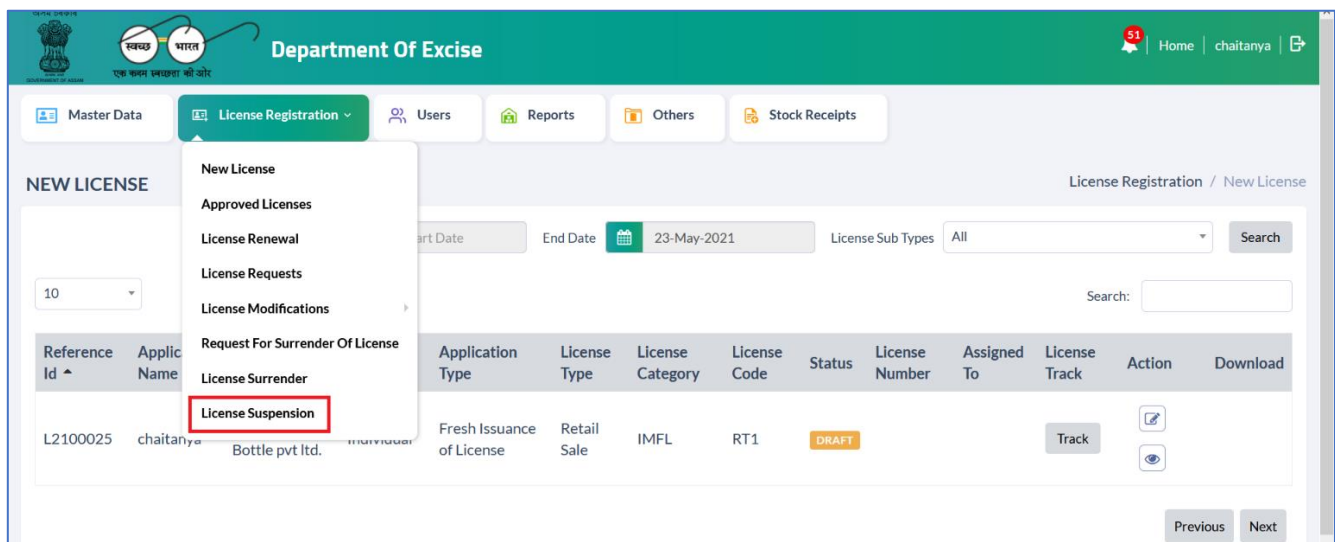
Verification Code \* 18436 Get a new code

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 Suspension 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

Search:

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

Previous Next

- User will get redirected to license suspension page
- Click on the suspend license button

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types

10 Search:

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
No data available												

- User will get License suspension popup.
- User need to select which license type he/she want to suspend by filling all the mandatory fields.
- Click on Suspend button

### License Suspension ✕

Select License Type

Select License Category

Select License\*

Show cause notice Issue  YES  NO

Notice File\*

Remarks\*

- User will get alert as license suspended with no ABC123.
- Indent details will get visible on page and it is assigned to applicant.

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types

10 Search:

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	chaitanya (Applicant Licensee)	<input type="button" value="View"/>	<input type="button" value="Print"/>	<input type="button" value="Print"/>

## APPLICANT LOGIN

- User required to enter 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 \* 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 Suspension sub tab

Department Of Excise

Home | chaitanya

Master Data License Registration Users Reports Others Stock Receipts

NEW LICENSE

New License

Approved Licenses

License Renewal

License Requests

License Modifications

Request For Surrender Of License

License Surrender

License Suspension

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

Reference Id	Application Name	Application Type	License Type	License Category	License Code	Status	License Number	Assigned To	License Track	Action	Download
L2100025	chaitanya Bottle pvt ltd.	Fresh Issuance of License	Retail Sale	IMFL	RT1	DRAFT			Track	<a href="#">✉</a>	<a href="#">📄</a>

Previous Next

- User will get redirected to License suspension page.
- Click on the Application Explanation button.

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types

10 Search:

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	chaitanya (Applicant Licensee)		<input type="button" value="Applicant Explanation"/>	

- User will get a pop-up window
- User need to fill all mandatory fields.
- Click on submit button

### Applicant Explanation ✕

Remark by Mr. : Suspend  
Mahesh

Explanation\* :

- User will get alert as explanation submitted successfully
- Application is assigned or forwarded to SHO/IOE

LICENSE SUSPENSION License Registration / License Suspension

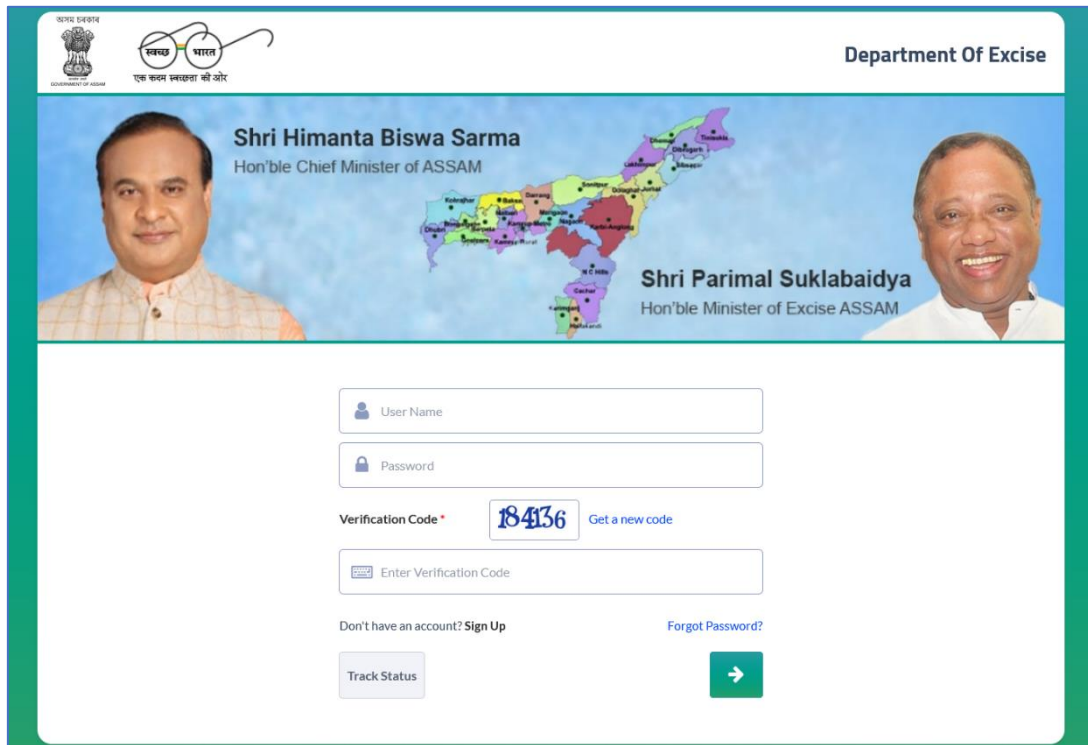
Start Date  End Date  Manufacture Types

10 Search:

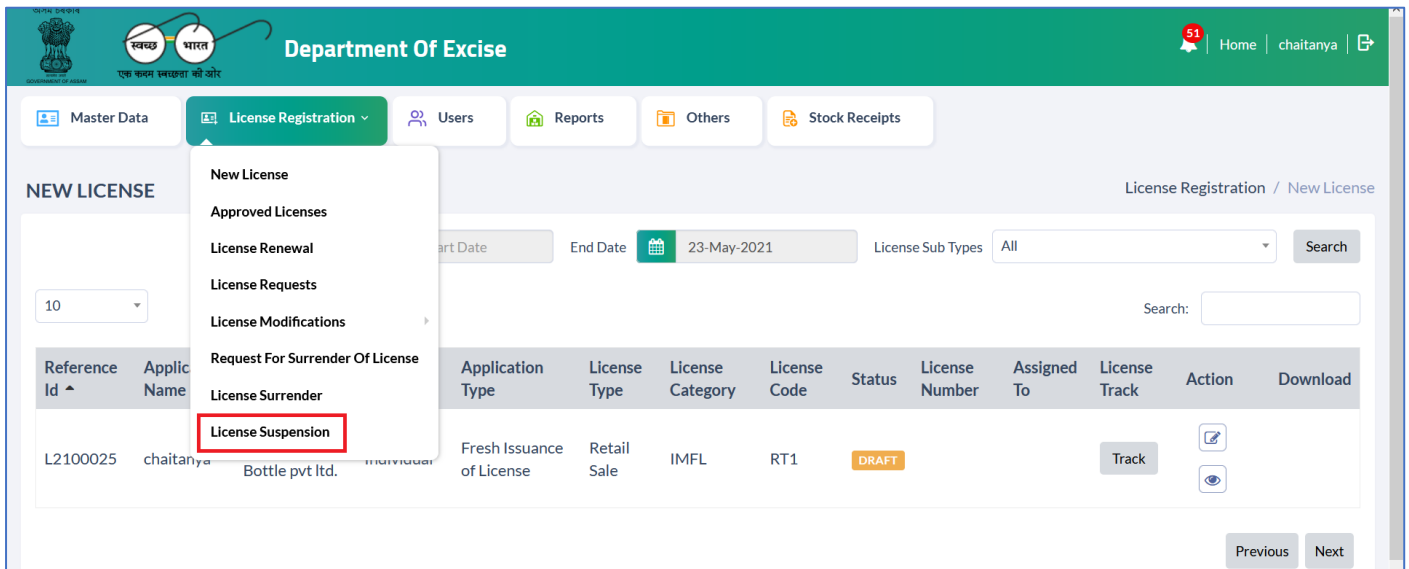
Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	Mr.Srikanth (Station House Inspector)			

## IOE LOGIN

- User required to enter 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 License Suspension sub tab



- User will get redirected to License suspension page.
- Click on the verify explanation button

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types

10 Search:

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	Mr. Srikanth (Station House Inspector)		<input type="button" value="Verify Explanation"/>	

- User should review explanation popup
- Need to fill all mandatory fields
- Click on verify and forward button

### Review Explanation ✕

Remark by Mr. : Suspend  
Mahesh

Remark by Applicant : Please don't suspend my License  
Licensee

Current Stock In :   
Cases:\*

Current Stock In :   
Bottles:\*

Remarks\* :

- User will get alert as applicant explanation verified.
- Application is forwarded to Collector.

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types

10 Search:

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	Mr. SURESH , ACS (Collector)			



## COLLECTOR LOGIN

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

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 \* 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 Suspension sub tab

Department Of Excise

Home | Mr. Mahesh

License Registration

Distillery Bottling Units Users Wholesaler Retailer Vigilance Company Warehouse

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
L2100008	CHAITANYA	BPL PVT LTD	Company	Fresh Issuance of License	Manufacturing	IMFL Manufacturing	FL1	(0)	Track	👁️	📄 📄 📄
L2100027	vinay	ctel	Company	Fresh Issuance of License	Manufacturing	IMFL Manufacturing	FL1	Forwarded	Mr. VIKRAM (Station House Inspector)	Track	👁️ 📄 📄

- User will get redirected to License suspension page.
- Click on the conduct case hearing button

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types

10

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	Mr. SURESH, ACS (Collector)	<input type="button" value="View"/>	<input type="button" value="Conduct Case Hearing"/>	<input type="button" value="Print"/>

- User will get case hearing popup.
- If collector accepts applicant explanation and Click on submit button the license will get revoked and flow will end here else explanation will leads to cancellation/suspension of license
- Need to fill all mandatory fields & Click on submit or Cancel.

### Case Hearing

Remark by Mr. Mahesh : Suspend

Remark by Applicant Licensee : Please don't suspend my License

Remark by Mr. Srikanth : Forward

Explanation Accepted?\*:

Impose Penalty\*:

License to be cancelled?\*:  Yes  No

---

Penalty Amount\*:

Remarks\*:

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

LICENSE SUSPENSION License Registration / License Suspension

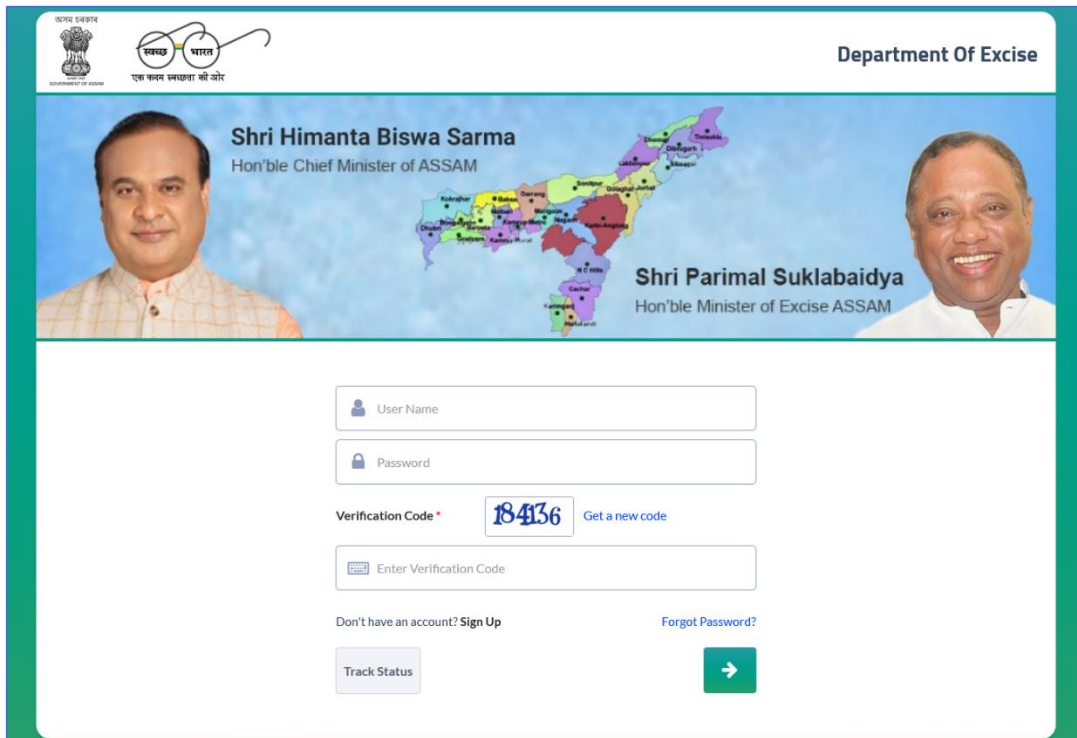
Start Date  End Date  Manufacture Types

10

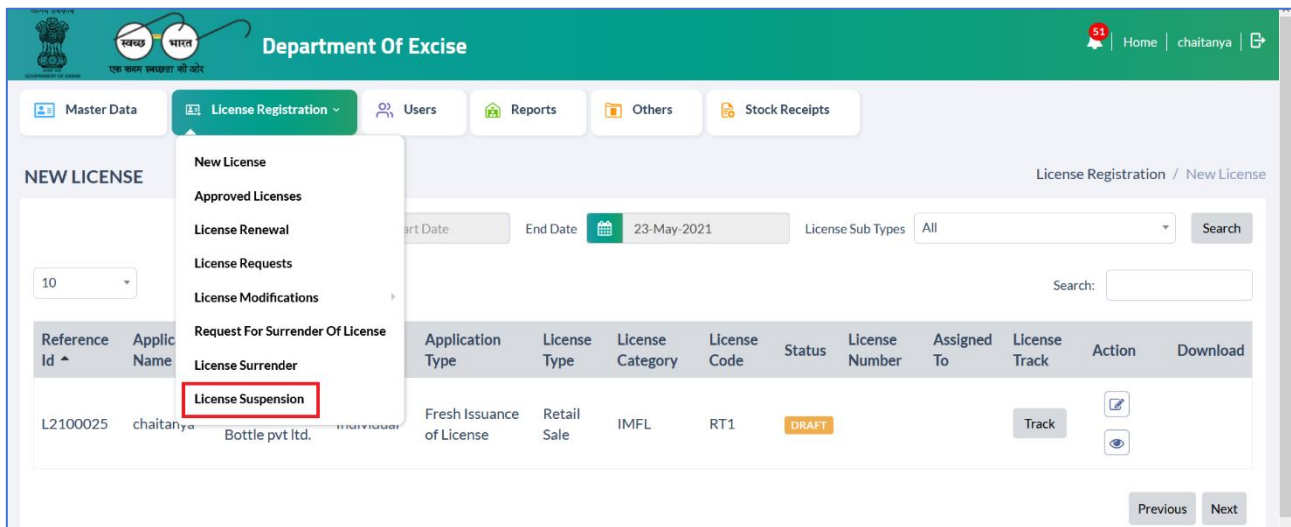
Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	Mr. Srikanth (Station House Inspector)	<input type="button" value="View"/>	<input type="button" value="Print"/>	<input type="button" value="Print"/>

## IOE LOGIN

- User required to enter 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 Suspension sub tab



- User will get redirected to License suspension page.
- Click on the review stocks & Dues

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types

10 Search:

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	Mr. Srikanth (Station House Inspector)		<input type="button" value="Review Stocks &amp; Dues"/>	

- User will get verify stock and dues pending popup
- Need to fill all mandatory fields & Click on forward button

### Verify Stock and Dues Pending

Remark by Mr. : Suspend  
Maresh

Remark by Applicant : Please don't suspend my License  
Licensee

Remark by Mr. : Forward  
Srikanth

Remark by Mr. : Forward  
SURESH , ACS

Stock Pending \* :  YES  NO

---

Closing Balance : 10/10  
(C/B)

Dues Pending :  YES  NO

Penalty Amount : 15000

Remarks \* :

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

LICENSE SUSPENSION License Registration / License Suspension

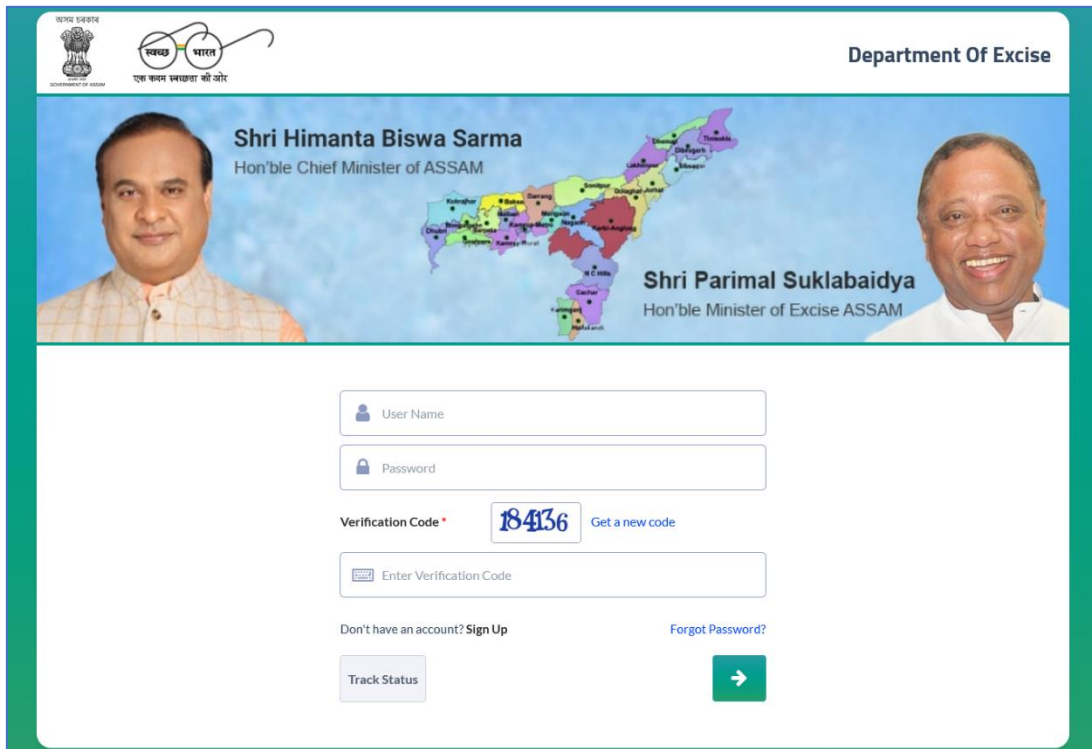
Start Date  End Date  Manufacture Types

10 Search:

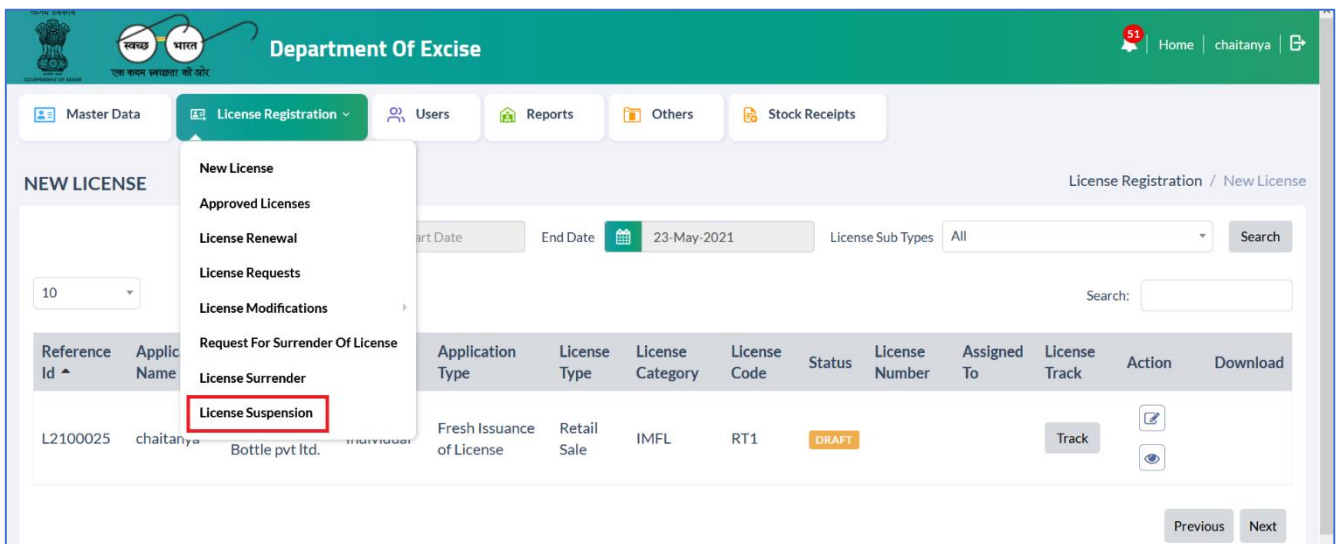
Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	chaitanya (Applicant Licensee)			

## APPLICANT LOGIN

- User required to enter 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 Suspension sub tab



- User will get redirected to License suspension page.
- Click on the clear stocks & Dues.

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types

10

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	chaitanya (Applicant Licensee)		<input type="button" value="Clear Stock &amp; Dues"/>	

- User will get clear stock & dues popup.
- Need to fill all mandatory fields and complete payment or clear dues.
- Click on submit button

### Clear Dues/Stock

Remark by Mr. : Suspend  
Mahesh

Remark by Applicant : Please don't suspend my License  
Licensee

Remark by Mr. : Forward  
Srikanth

Remark by Mr. : Forward  
SURESH , ACS

Remark by Mr. : Forward  
Srikanth

Clear/Destroy Stock :

Remarks :

Impose Penalty : 15000

Pending Stock(C/B) : 10/10

Challan Amount	Challan Number	Challan Date
<input type="text" value="15000"/>	<input type="text" value="AD34GG23425"/>	<input type="text" value="22-May-2021"/>

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

LICENSE SUSPENSION License Registration / License Suspension

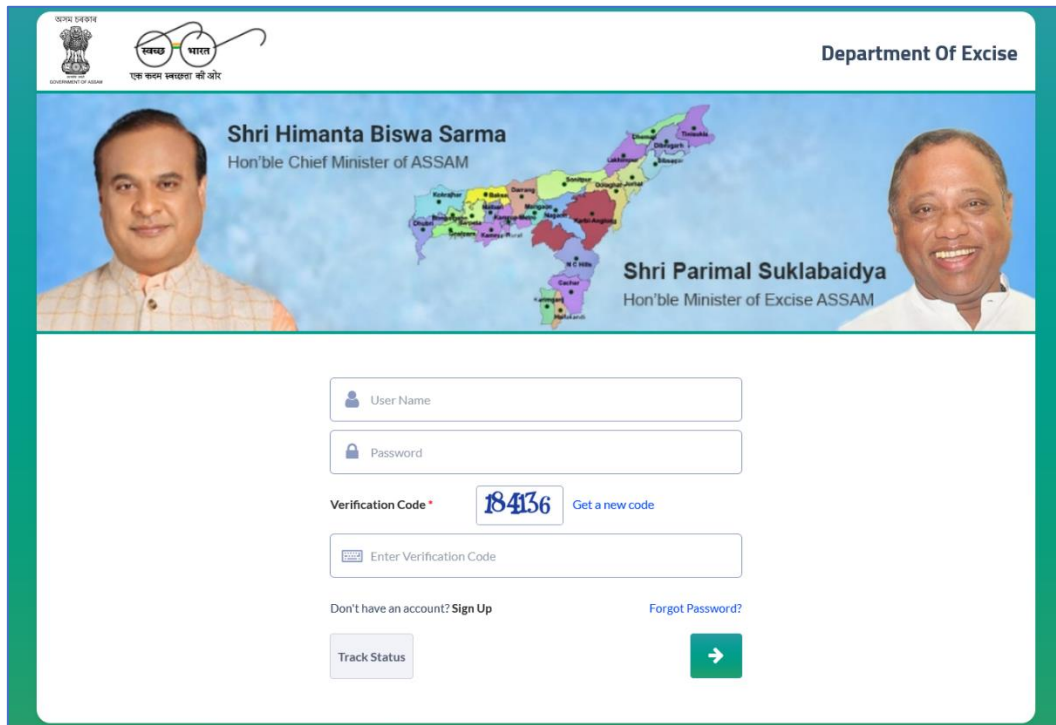
Start Date  End Date  Manufacture Types

10

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	Mr. Srikanth (Station House Inspector)			

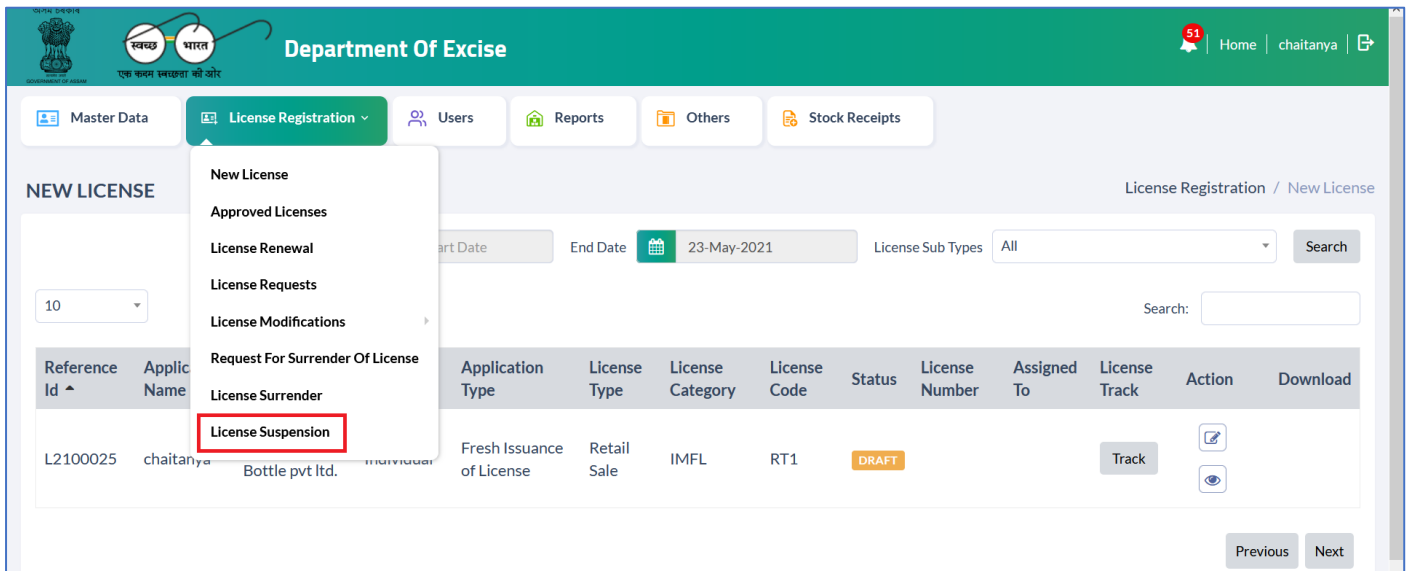
## IOE LOGIN

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



The login page features the Government of Assam logo and the Department of Excise header. It includes portraits of Shri Himanta Biswa Sarma (Hon'ble Chief Minister of ASSAM) and Shri Parimal Suklabaidya (Hon'ble Minister of Excise ASSAM) with a map of Assam in the background. The login form contains fields for User Name, Password, and Verification Code (displaying 184136). There are links for 'Get a new code', 'Don't have an account? Sign Up', and 'Forgot Password?'. A 'Track Status' button and a green login button with a right arrow are also present.

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



The screenshot shows the 'License Registration' section of the IOE application. A dropdown menu is open under 'License Registration', with 'License Suspension' highlighted in a red box. The main interface includes a navigation bar with 'Master Data', 'License Registration', 'Users', 'Reports', 'Others', and 'Stock Receipts'. The 'NEW LICENSE' section has filters for 'Start Date', 'End Date' (23-May-2021), and 'License Sub Types' (All). A table lists license entries with columns for Reference Id, Application Name, Application Type, License Type, License Category, License Code, Status, License Number, Assigned To, License Track, Action, and Download. The first entry is for 'L2100025' with status 'DRAFT'. 'Previous' and 'Next' buttons are at the bottom right.

Reference Id	Applic Name	Application Type	License Type	License Category	License Code	Status	License Number	Assigned To	License Track	Action	Download
L2100025	chaitanya Bottle pvt Ltd.	Fresh Issuance of License	Retail Sale	IMFL	RT1	DRAFT			Track		

- User will get redirected to License suspension page.
- Click on verify cleared stock & Forward.

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types

10

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	Mr. Srikanth (Station House Inspector)		<input type="button" value="Verify Cleared Stock &amp; Forward"/>	

- User will get verify dues & Stock's popup
- Now fill all mandatory fields & Click on forward button

### Verify Dues And Stock

Remark by Mr. : Suspend  
Maresh

Remark by Applicant : Please don't suspend my License  
Licensee

Remark by Mr. : Forward  
Srikanth

Remark by Mr. : Forward  
SURESH , ACS

Remark by Mr. : Forward  
Srikanth

Remark by Applicant : Fees Paid  
Licensee

Closing Balance : 0/0  
(C/B)

Penalty Amount : PAID (AMOUNT : 15000)

Remarks\* :

Challan Amount	Challan Number	Challan Date
15000	AD34GG23425	22-MAY-21

- User will get alert as verified successfully
- Application will be assigned/forwarded to collector

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types

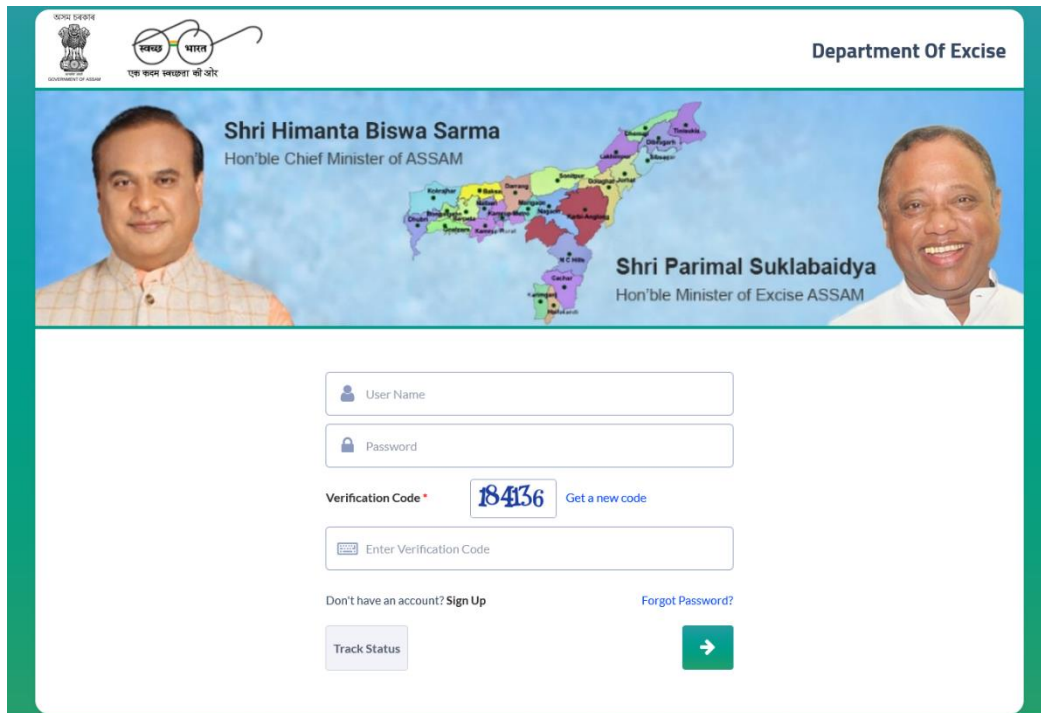
10

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	Mr. SURESH , ACS (Collector)			

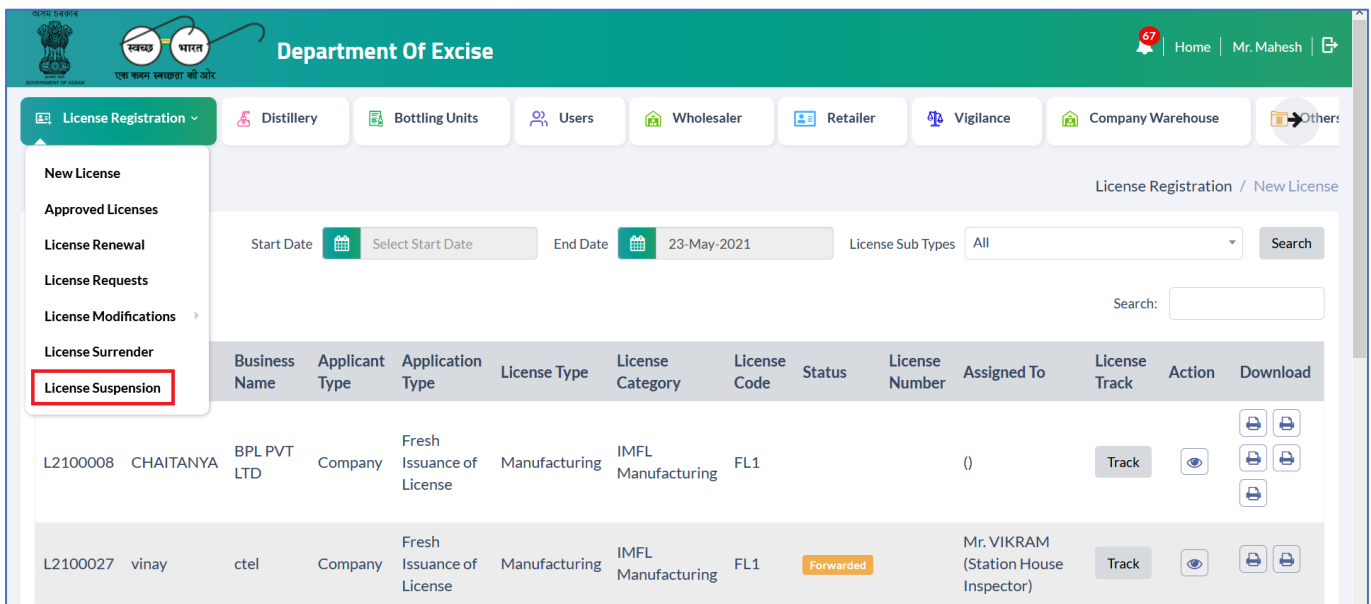


## COLLECTOR LOGIN

- User is required to enter 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 License Suspension sub tab



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

- User will get redirected to License suspension page.
- Click on the Cancel License.

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types  Search

10

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021	Mr.SURESH, ACS (Collector)	<input type="button" value="View"/>	<input type="button" value="Cancel License"/>	<input type="button" value="Print"/>

- User will get cancel popup
- Need to fill all mandatory fields & Click on Cancel License Button.

### Cancel License ✕

Remark by Mr. : Suspend  
Maresh

Remark by Applicant : Please don't suspend my License  
Licensee

Remark by Mr. : Forward  
Srikanth

Remark by Mr. : Forward  
SURESH, ACS

Remark by Mr. : Forward  
Srikanth

Remark by Applicant : Fees Paid  
Licensee

Remark by Mr. : Forward  
Srikanth

Closing Balance : 0/0  
(C/B)

Penalty Amount : PAID (AMOUNT : 15000)

Remarks\* :

Challan Amount	Challan Number	Challan Date
15000	AD34GG23425	22-MAY-21

- User will get alert as application ABC11 cancelled successfully
- Status field will be Updated as license cancelled

LICENSE SUSPENSION License Registration / License Suspension

Start Date  End Date  Manufacture Types  Search

10

Profile Id	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Code	License Number	Assigned To	View	Action	Print
L2100024	chaitanya	SIP & SNAKS BAR & RESTAURANT	Individual	Fresh Issuance of License	RetailSale	IMFL	RT1	ORT1CC0001021		<input type="button" value="View"/>	<input type="button" value="License Canceled"/>	<input type="button" value="Print"/>