

User Manuals

RECORD KEEPING





Contents

Introduction	3
Purpose and Scope	
Organization	4
Primary Functions	
Functionality	5
Sign LIP	5
Apply for New License	Errorl Bookmark not defined
Apply for new license	EITUI: DUUKINAIK NUL GEIMEG.





Introduction

The purpose of this document is to provide a detailed description of the e- governance application for Commissionerate of Excise in Assam. It describes in detail all the functional and non- functional requirements given by the client. This project's aim is to automate the tracking system of liquor from the time of manufacture to the time of sale with minimal or no human intervention.

Purpose and Scope

The provision of all Information Technologies, Materials, and other Goods as well as the performance of all Services required for the design, development, and implementation (including procurement, quality assurance, assembly, associated site preparation, Delivery, Pre-commissioning, Installation, Testing, and Commissioning) of the System.

The objective of this project is to:

- + Better Compliance Management
- + Effective monitoring of Supply chain related to alcohol in State & in transit through the state
- ✦ Reduction in Revenue Leakages
- + Provision of e-services for stakeholders
- + Increase transparency and accountability across functions and transactions
- + Improve efficiency and effectiveness in the processes
- + Reduce time for transactions through process re-engineering &automation
- + Availability of real-time information on, licenses, payments, permits, passes, cases & other details
- + Business intelligence tools for decision support
- + Providing actionable data for enforcement
- + Automated Reconciliations & Accounting Management
- + Common data master across Department, functions, & other stakeholders
- ✤ Data digitization at source
- ✦ Avoiding paper transactions
- + Integration across other stakeholder Government Departments (Finance & Treasury)

+ Track all the activities of Distilleries, Bottling Units, Wholesale warehouse, label / hologram, manufacturer, and Retailers.

The entire application acts as one platform for complete project which is offering functionalities to the Excise department - Assam, Manufacturers, Wholesale warehouses, and the retailers. The complete information related all the phases of the project can be accessed from the Central application.







Primary Functions

Implementation of an E-Governance Application for Commissionerate of Excise Function of Assam State for the functionalities in:

- License Management
 - o Modification of License
 - Surrender of License
 - Suspension & Cancellation of license
 - o Registration of Brands, Labels & Mono-cartons





Functionality

In order to do fresh licensee registration, user has to do the sign up on the state excise portal.

Sign UP

- To access the AERMS application, User need to registered in application.
- Open the State Excise application on any browser by typing the URL: <u>https://stateexcise.assam.gov.in</u>



Figure 1: Assam Excise Revenue Management System Website



Click on "Don't have an account? Sign Up" to sign up. Fill the details as requested in the screen





स्वच्छ भारत एक करम स्वच्छना की उ	у л		Department Of Exc	ise - Assar
		SIGN UP		
Applicant Name: *	E.G. ABC XYZ	City: *	City	
Email Address: *	E.G. xyz@abc.net	Block / Circle: *	Block/Circle	
Mobile Number: *	E.G. 0123456789	Select State: *	Assam	~
Business Name: *	Business Name:	Select District: *	Select District	~
Plot/Building Number :*	Plot/Building Number			
Road/Street: *	Road/Street			
Landmark:	Landmark			
PAN:	E.G. AAAAA99999A			
		Save		

- User is required to fill the detail which are required to sign up & click on 'Save' button
- After Clicking on the save button, User will receive the OTP to the registered mobile number
- Users are required to enter the OTP & Click on Save Button

Applic Ena One Time Password Enter One Time Password Save OTP Resend OTP Busin Business Address: PAN: ADSDP6323S veriy PAN GSTIN: 54ADSDP6323S2SS	SIGN UP	
ADSDP6323S verify PAN GSTIN:* 54ADSDP6323S2SS	Applic Ema Dobe Time Password Enter One Time Password Soorge Mobil Busin Business Address: 123. Shtj Sat Society, Madhapur, Hyderabad, Assam 54201	9]
	PAN:* ADSDP6323S verily PAN GSTIN:* 54ADSDP6323S2SS	





Figure 4: OTP Request

- User will receive the Unique Login Id & Password after successfullyRegistration
- Click on 'Login' to redirect to the Loginpage.

NUME Decald	प्रसन्न स्वतन्त्र से और Department Of Ex	cise
		Your Account Created Successfully
		Login Id: LR2100006
		Login

Figure 5: System Generated LR Number and Password

User is required to enter Login Id & Password & click on 'Sign In' button tologin



Note: For the new user, who login 1st time, application will prompt to change the password:





 Users are required to enter the older password, new password, captcha & click on submit button to reset the Password

Username/Password	Reset For LR2100006 Login
User Id	APPLICANT
Old Password	
New Password	
	Must have at least one capital letter, number and one special character out of set [I(@#\$%^&"]]
Confirm New Password	
Verification Code	2.62.64 Get a new code
	Verification Code
	Please enter the digits as they are shown in the image above.

• A Success message pops out after password reset.

Password Reset For LR2000012	2 Login
Info! Dear LR2000012 your passwo	ord has expired. We request you to change your password for security purpose.
Your password has been reset succ	essfully!
Login	





RECORD KEEPING

Rack Creation at Excise Clerk

Login Page

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



- > Once user is logged into the application as Clerk, a dashboard with modules will be shown.
- > User needs to click on Record Management Tab to Create a Rack.

	Welcome: Mr. CLERK BAKSA (derk)
Record Management	





(+) Rack Creation

> User should go to Record Management Tab & click on Rack Creation.

					Session Time Left	: 59:43 🌲 Home Mr. CLERK BAKSA 🗗
Record Management ~ Rack Creation File Record Creation					R	cord Management / File Record Creation
File Association File Location File Movement Request				Start Date 🛗 15-	Nov-2021 End Date	15-Nov-2021 Search Search
Licensee ID 🔷	Requested To	Requested By	Request Raised On	Remarks	Application Type	Status
No data available						Previous Next

- > Once User clicks on Rack Creation he should view the below fields.
- User should select District, Branch, Block, Floor, Department & Section from the different options available in the drop-down.
- > User needs to enter Number of Partitions in Rack (Slots) & Capacity of Slot

(€) AE≷MS			Session Time Left : 58:17 🌲 Home Mr. CLERK BAKSA 🗗
E: Record Management -			
RACK CREATION			Record Management / Rack Creation
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	Select Branch*	Baksa branch 🔻	
	Select Block*	Baksa block *	
	Select Floor*	4th floor *	
	Select Department*	QC *	
	Select Section*	TESTING	
	Number of Partitions in Rack (Slots): *	5	
	Capacity of Slot.*	3	
		Save	-
Department Of Excise © 2021. All rights reserved		Assam Build Version V7.1.1.9	Designed and Developed By C-TEL Infosystems Pvt. Ltd.



> User need to click on OK for the creation of Rack successfully.

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	Select Branch* Baksa branch *	
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	Are you sure you want to continue	
	OK Cancel	
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	Capacity of Slot.* 3	
	Save	
Department Of Excise © 2021. All rights reserved	Assam Build Version V7.1.1.9	Designed and Developed By C-TEL Infosystems Pvt. Ltd.

> User should redirect to File Location page & should get a Rack details with the Slots numbers.





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E Record Management v									
FILE LOCATION Record Management / File Location									
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S.no *	District	Branch	Block	Floor	Department	Section	Rack Number	Slot Number	File Number
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2	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-2	
3	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-3	
4	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-4	
5	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-5	
6	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00004	R00004-78	
7	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-1	FS_1
8	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-2	
9	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-3	
10	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-4	
									Previous Next
	Department Of Evoire © 2021 All	rights record		Arram Ru	ild Version V7119		r	erigned and Developed By C.TEL Infe	neertame Dut. I tol

> User can Log out from Application by clicking on Log out button on top right.

	₹ MS Revent Margament Lister							Session Time Left : 54:56 .	L Home Mr. CLERK BAKSA
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FILE LOCAT	TION							Rec	ord Management / File Location
10	×								Search:
S.no *	District	Branch	Block	Floor	Department	Section	Rack Number	Slot Number	File Number
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2	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-2	
3	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-3	
4	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-4	
5	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-5	
6	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00004	R00004-78	
7	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-1	FS_1
8	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-2	
9	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-3	
10	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-4	
									Previous Next





Record Keeping at Excise Officer

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







- Once user is logged into the application as Excise Officer, a dashboard with modules will be shown.
- > User needs to click on Record Management Tab to view Record Keeping Request page.



User clicks on (+) ADD REQUEST, he should be able to raised request for record keeping to Excise clerk.

									Session Time Le	ft : 59:56 🐥 Home Mr. Do
Activity Dashboard ~	E Commissioner Dashboard ~	💵 Master Data 🗸	En License Management ~	💵 Paramilitary -	🕐 Dashboard 🗸	🔏 Distillery -	🚯 Bottling Unit 🗸	🔏 Brewery ~	🔒 Wholesale	😥 Company Wholesale 🗲
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Licensee ID	Requested To	Req	uested By	Request Raised C	Dn	Ren	narks	Application Type		Status
No data available										
+ Add Request										Previous Net
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> Once User clicks on (+) Add Request he should view the below fields.





- User should select Clerk & Type of Module from the different options available in the dropdown.
- > User needs to enter License Number & Remarks and click on View Files Data.

		Record Keepi	ng Request	×			Session Time Left :	57:20 🌲 Home Mr. DC 🗗
Activity Dashboard - Commissioner Da	shboard - 🔳 Master Data - 💷 Li				🖪 Bottling Unit 🗸	🔏 Brewery ~	💼 Wholesale -	😥 Company Wholesale 🔶
RECORD KEEPING REQUEST		Select Clerks* Type Of Module* Enter Licensee ID*	Mr. CLERK BAKSA		Date 📋 15-Nov-2021	End D	Record Managem	ent / Record Keeping Request
10 *		Remarks*	151121				Se	arch:
Licensee ID Request No data available	ed To Requested E			View Files Data	narks	Application Type		Status
Add Request								Previous Next
Department Of Excise © 2021. All	rights reserved		Assam Build Version V7.1.1.9			Designed and Dev	eloped By C-TEL Infosysten	ns Pvt. Ltd.

> User should click on Send Request, to send a request to Excise Clerk for Record Keeping.

	Record Keeping Request ×	Session Time Left: 57:12 🌲 Home Mr. DC 🗗
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RECORD KEEPING REQUEST	Select Clerks Mr. CLERK BAKSA Type Of Module Licensee Registration Enter Licensee ID L2100023 Remarks 151121	Record Management / Record Keeping Request
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> User can Log out from Application by clicking on Log out on top right.

Activity Dashboard ~	Commissioner Dashboard ~	🚨 Master Data 🗸	License Management ~	💶 Paramilitary ~	🕐 Dashboard -	🔏 Distillery -	🛃 Bottling Unit 🗸	🔏 Brewery ->	🔬 Wholesale 🗸	😥 Company Wi	holesale
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censee ID 🔷	Requested To	Requeste	d By Re	quest Raised On		Remarks	А	pplication Type		Status	
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C-TEL INFOSYSTEMS



Record Keeping at Excise Clerk

Login Page

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







- Once user is logged into the application as Excise Clerk, a dashboard with modules will be shown.
- > User needs to click on Record Management Tab to accept request.

Kan Look R	i≷ms here Megane ten	Welcome: Mr. CLERK BAKSA (clerk)
Rec	Cord Management	
	Department Of Excise © 2021. All rights reserved Assam Build Version V7.1.19 Designed and Developed E	y C-TEL Infosystems Pvt. Ltd.
>	Then File Record Creation page will be viewed where user can view all raised reques keeping.	t for record
۶	User should click on 'Request Raised 'to accept the request.	

Assam Excise Revenue Management System					s	ession Time Left : 59:40 🙏 Home	Mr. CLERK BAKSA
Record Management 🗸							
RECORD CREATIO	ОN					Record Management /	ile Record Crea
				Start Date	15-Nov-2021	End Date 🛗 15-Nov-2021	Search
Ŧ						Search:	
ensee ID 🔦	Requested To	Requested By	Request Raised On	Remarks	Application Type	Status	
100023	Mr. CLERK BAKSA	Mr. DC	15-Nov-2021 06:06:21	151121	Licensee Register	Request Raised	

> User can view the documents of licensee & Remarks given by Excise Officer for record keeping





User need to provide remarks & click on save.

Ason Lein Roome Mangement Arten			File Creation		×		Session Ti	me Left : 57:26 🧸 Home Mr. CLEF	IK BAKSA
Record Management			Sino Files Name 1 LICENSEE_REN 2 LICENSEE_SELF 3 LICENSEE_COF	T_AGGRIMENT E_DECLARION YY_PAN	Download Files rentAgg_2021.pdf selfDeclaration_2021.pdf copyPan_2021.pdf	t Date 💼 15-Nov-20.	End Dat	Record Management / File Rec	ord Crea
censee ID *	Requested To Mr. CLERK BAKSA	Requested By Mr. DC	Clerk Remarks :*	151121 dfdfghggh		Api	lication Type	Search: Status Request Raised	
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Departmer	nt Of Excise © 2021. All rights reserved			Assam Build Version	V7.1.1.9		Designed and Develope	d By C-TEL Infosystems Pvt Monday, Nov	vember

> User should click on OK to confirm the acceptance of request.

			File Creation	×		Session Time Left : 57-24 🌲 Home Mr. CLERK BAKSA 🗗
Record Management 🗸			Sino Files Name	Download Files		
LE RECORD CREATION			1 LICENSEE_RENT_AGGRIMENT	rentAgg_2021.pdf		Record Management / File Record Creation
			2 LICENSEE_SELF_DECLARION 3 LICENSEE_COPY_PAN	selfDeclaration_2021.pdf copyPan_2021.pdf	t Date 15-Nov-2021	End Date 🛗 15-Nov-2021 Search
10 -			Excise Officer Remarks		_	Search:
Licensee ID 🔦	Requested To	Requested By			Application Type	Status
L2100023	Mr. CLERK BAKSA	Mr. DC	⊕ 183.82.106.234		Licensee Register	Request Raised
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> User can view the status as 'File Record Created'.

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Rack Number.* Select Rack * Slot Number.*	
Slot Number.* Select Rack v	
Slot Number:* culo+ clo+	
Select Slot	
Save	





User should select File Name, Rack Number & Slot Number from the different options available in the drop-down.

> User needs to click on save to complete file keeping into Rack.

		Session Time Left: 51:00 🌲 Home Mr. CLERK BAKSA 🗗
E Record Management ~		
FILE ASSOCIATION		Record Management / File Association
	File Name L2100023 (FS,8) Rack Number: Rack: R00007 Slot Number: R00007-2 Slot Number: R00007-2 Slot Number: Save	
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E Record Management ~		Record Management / File Associatio
	File Name:* L2100023 (FS_8) Rev Number:* Rev Number:* Rev Number:* Rev Number:* Rev Number:* Rev Number:* Concel Conc	
Department Of Excise © 2021. All rights reserved	Assam Build Version V7.1.1.9	Designed and Developed By CTEL Infosystems Pvt. Ltd.





Once user completed File Association, Page should redirect to File Location page where File Location will shown to User.

/ * • · · · ·	€me								
Australia Australia	Venie Management System							Session Time Left : 59:47	A Home Mr. CLERK BAKSA
E Record M	anagement v								
FILE LOCAT	ION							Re	cord Management / File Location
10	•								Search:
S.no *	District	Branch	Block	Floor	Department	Section	Rack Number	Slot Number	File Number
1	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-1	FS_1
2	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00002	R00002-1	FS_2
3	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00007	R00007-1	FS_7
4	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00007	R00007-2	FS_8
5	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-1	
6	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00004	R00004-252	
7	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-2	
8	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-3	
9	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00002	R00002-2	
10	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00002	R00002-3	
									Previous Next

Record Retrieval at Excise Officer

- User needs to access the web application using the provided URL <u>https://stateexcise.assam.gov.in</u>
- Once login page appears, Excise Officer (Deputy Commissioner) should provide valid credentials and should click on login.





- Once user is logged into the application as Excise officer, a dashboard with modules will be shown.
- > User needs to click on Record Management Tab.

					Welcome: Mr. DC (Deputy Commissioner Of Excise)
E E Activity Dashboard	E E Commissioner Dashboard	Master Data	License Management	E= Paramilitary	(1) Dashboard
C Brand Label Registration	Distillery	E Bottling Unit	Brewery	i Wholesale	Company Wholesale
CSD Wholesale	Retailer	Revenue Management	Barcode Labels		Record Management
E Reports	Others	e-Payment	RTI	E: Transit Pass	Appeals & Revisions
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> Go on Record Management Tab & Click on 'File Movement Request' for File Retrieval.

n ∉ Management ∨	Barcode Labels ~	🔗 Label Procurement 🗸	🔒 Stock Receipts 🗸	Appeals & Revisions ~	🔄 Reports ~	🚺 Others -	E Record Management ~	😰 RTI	Transit Pass 🗸	💭 Dispatch -	🖁 e-Payme
E MOVEMENT I	REQUEST						Record Keeping Request File Location		Recor	d Management / File M	ovement Re
							File Movement Request	lov-2021	End Date 📫	16-Nov-2021	Search
• 0										Search:	
icensee ID 🔷	File Numb	er Slot	Requested To	Requested B	у	Request Raise	ed On	Remarks	Status	File Tracking	
lo data available											





User clicks on (+) ADD REQUEST, user should be able to raised request for record retrieval from Excise clerk.

									Y		
n e Management ~	Barcode Labels ~	A Label Procurement ~	🔒 Stock Receipts 🗸	Appeals & Revisions ~	📝 Reports -	🚺 Others 🗸	E Record Management ~	🖳 RTI ->	1 Transit Pass 🗸	💭 Dispatch -	🕞 e-Paymer
E MOVEMENT F	EQUEST								Recor	d Management / Fi	le Movement Re
							Start Date 🧰 16-Ne	ov-2021	End Date 🛗	16-Nov-2021	Search
•										Search:	
licensee ID 🔶	File Numbe	er Slot	Requested To	Requested B	у	Request Raise	d On	Remarks	Status	File Tracking	:
No data available											
+ Add Request											Previous Ne

- > Once User clicks on (+) Add Request he should view the below fields.
- > User should select Clerk from the different options available in the drop-down.
- > User needs to enter License Number & Remarks & Click on Send Request.





Reviewed wit avagement + It label Procurement + FILE MOVEMENT REQUEST File Number Sock Score File Number Sock Request No data available Preview Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke File Number Sock Request Remarke Sock Request Remarke File Number Sock Request Remarke Remarke File Number Sock Request File Number File Number Sock Request File Number <th></th> <th>Request for File ×</th> <th>Session Time Left : 52:37 🌲 Home Mr. DC 🗗</th>		Request for File ×	Session Time Left : 52:37 🌲 Home Mr. DC 🗗
File MOVEMENT REQUEST Sett Clerk* Sett Clerk* Sett Clerk* <th>Rever 🖶 Management - 🛛 🏭 Barcode Labels - 🖉 Label Procurement - 📄 🚯 Stock Receip</th> <th></th> <th>d Management - 😰 RTI - 💽 Transit Pass - 🤤 Dispatch - 🚯 e-Payment -</th>	Rever 🖶 Management - 🛛 🏭 Barcode Labels - 🖉 Label Procurement - 📄 🚯 Stock Receip		d Management - 😰 RTI - 💽 Transit Pass - 🤤 Dispatch - 🚯 e-Payment -
Image: State Image: State <th>FILE MOVEMENT REQUEST</th> <th>Select Clerks* Mr. CLERK BAKSA * Enter Licensee ID* L2100023</th> <th>Record Management / File Movement Request</th>	FILE MOVEMENT REQUEST	Select Clerks* Mr. CLERK BAKSA * Enter Licensee ID* L2100023	Record Management / File Movement Request
10 Send Request Send Request Remarks Status File Tracking No data available Previous Next		Remarks* Want to verify	Date 16-Nov-2021 End Date 16-Nov-2021 Search
License ID ↑ File Number Status File Tracking No data available		Send Request	Search
Provious Next	Licensee ID * File Number Slot Requested 1 No data available		Remarks Status File Tracking
	Add Baguest		Previous Next

➢ User can view the `request raised' status.

									Session Time Left	: 57:44 🔔 Home	
E Activity Dashboard ~	Commissioner Dashboard ~	Master Data 🗸	💽 License Management -	💵 Paramilitary -	() Dashboard ~	🔏 Distillery -	Bottling Unit -	Brewery ~	🔒 Wholesale ->	🔒 Company Whole:	sale⇒
ILE MOVEMENT REQ	UEST					Start Date	16-Nov-2021	End Da	Record Manage	ement / File Moveme	int Requ earch
10 *									s	earch:	
Licensee ID	File Number Slot FS_8 R000	Requested	To Req BAKSA Mr.	uested By DC	Request Raised On 16-Nov-2021 11:32:54	ł AM	Remarks want to verify	Status	it Raised	File Tracking	
+ Add Request										Previous	Next
Depar	tment Of Excise © 2021. All rights rese	rved		Assam Build Versi	ion V7.1.1.9			Designed and Devel	oped By C-TEL Infosyste	ems Pvt. Ltd.	
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User can track the file by clicking on 'File Tracking'.

UEST							
						Record Mana	gement / File Movement Re
				St	art Date 📋 16-Nov-2021	End Date 🗰 16-Nov-	2021 Search
							Search:
File Number	Slot	Requested To Re	equested By	Request Raised On	Remarks	Status	File Tracking
FS_8	R00007-2	Mr. CLERK BAKSA M	Ir. DC	16-Nov-2021 11:32:54 AM	want to verify	Request Raised	File Tracking
	File Number FS_8	File Number Slot F5_8 R00007-2	File Number Slot Requested To R FS_8 R00007-2 Mr. CLERK BAKSA M	File Number Slot Requested To Requested By F5_8 R00007-2 Mr. CLERK BAKSA Mr. DC	File Number Slot Requested To Requested By Request Raised On F5_8 R00007-2 Mr. CLERK BAKSA Mr. DC 16-Nov-2021 11:32:54 AM	File Number Slot Requested To Requested By Request Raised On Remarks F5_8 R00007-2 Mr. CLERK BAKSA Mr. DC 16-Nov-2021 11:32:54 AM want to verify	Start Date Ind Date End Date Ind Date

> User can see the file status with details like license number, File number & File Transactions.

									Session Time Let	lt : 59:56 🐥 Home Mr. Di
Activity Dashboard ~	Commissioner Dashboard ~	🔝 Master Data 🗸	License Management ~	💶 Paramilitary ->	🕐 Dashboard -	🔏 Distillery 🗸	📑 Bottling Unit 🗸	🔏 Brewery ->	🔒 Wholesale 🗸	😥 Company Wholesale 🗲
ILE TRACKING									Rec	cord Management / File Trad
									File Number FS_8	Search
10 *										Search:
License Number *	File Number	From To	Movement on	Status						
L2100023	FS_8			Available in: Baksa b	ranch/Baksa block/4t	h floor/QC/TESTIN	G/R00007/R00007-2			
										Previous Next
Depa	rtment Of Excise © 2021. All rights reserve	d		Assam Build Vers	ion V7.1.1.9			Designed and D	eveloped By C-TEL Infosys	tems Pvt. Ltd.
	C-TEL INF	USYST	EMS							



Record Retrieval at Excise Clerk

Login Page

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

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Track Status Download L	Jser Manuals Frequently Asked Questions Transit Pass Ot	her Import License Only for Indian Army/Indian Air	force + PARA-MILITARY(CAPF) + CSD Import +	
Stri Himanta Biswa Sarma Borbac Gier Minister of Assart Korbac Gier Minister of Assart Shiri Parimal Suktlabaldya Horbac Minister of Excise Assart		"e-Governan to move from to proactive p governance" - Shri Narendr Honble Prime Mir	a Modi	Sign In Please enter the details to sign in BAK_CLERKS Verification Code* 405919 Forget Password? Vigillance & Enforcement RT1 Login Don't have an account? Sign Up
Information & Services	Policies	About the Government	Circulars & Notifications	Announcement
Excise Duty Rates Brand & Label of Distillery Company Country Spirit Shop	Copyright Policy Hyperlinking Policy Privacy Policy Accessibility Statement	Assam State Portal CM Dashboard Excise Dashboard	SOP for Flow meter	

- > Once user is logged into the application as Excise Clerk, a dashboard with modules will be shown.
- > User needs to click on Record Management Tab.

		Welcome: Mr. CLERK BAXSA (derk)
Record Management		
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Go on Record Management tab & click on File Movement Request.

	S 201						ession Time Left : 58:2	8 🌲 Home Mr. CLERK BAKS
Record Management	t ~							
ck Creation								
Record Creation	QUEST						Record Ma	nagement / File Movement Rec
Association					Start Date	🗎 16-Nov-2021	nd Date 📋 16-N	lov-2021 Search
Movement Request								Search:
ensee ID 🔦	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Accept	File Tracking

- > Then Page will redirect to File Movement Request page
- > User need to click on 'Accept 'to accept the request which is raised by Excise Officer.

Kecord Managemen	t *							
E MOVEMENT F	REQUEST						Record Ma	nagement / File Movement Re
					Start Date	🗎 16-Nov-2021 E	ind Date 📋 16-N	ov-2021 Search
•								Search:
censee ID 🔦	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Accept	File Tracking
	Department Of Excise © 2021. Al	l rights reserved		Assam Build Ver	ion V7.1.1.9	Designed and	Den	rystems Pvt. Ltd.



> User should click on OK to accept request successfully & redirect to File Movement page.

						Session Time Left : 54:26 🌲 Home Mr. CLERK BAKSA 🗗
Record Management ~						
FILE MOVEMENT REC	UEST					Record Management / File Movement Request
					Start Date 6 16-Nov-2021	End Date 16-Nov-2021 Search
10 *						Search:
Licensee ID *	File Number	Slot	Requested To	the state of the state	Remarks	Status File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA		want to verify	Accept File Tracking
				Request Accepted		Previous Next
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> User can track the file by clicking on 'File Tracking'.

E MOVEMENT R	EQUEST						Record M	lanagement / File Movement R
) •					Start Date	16-Nov-2021	End Date 16-	Search:
icensee ID 🔦	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Accept	File Tracking





> User can see the file status with details like license number, File number & File Transactions.

Assam Eacher Rowneer Management System										Session Time Le	:ft : 59:56 🔔 Home ↑
Activity Dashboard ~	Commissioner Dashboard -	💵 Master Dat	ata 🗸 🛄 Licens	Management 🗸	💵 Paramilitary ->	Oashboard -	🔏 Distillery 🗸	Bottling Unit ~	🔏 Brewery -	😥 Wholesale 🗸	😥 Company Wholesa
TRACKING										Re	cord Management / File
										File Number FS_8	Sear
Ŧ											Search:
ense Number 🕈	File Number	From	To Moveme	on	Status						
100023	FS_8				Available in: Baksa b	branch/Baksa block/4t	h floor/QC/TESTIN	G/R00007/R00007-2			
											Previous
											Previous

> Then user can view the Request Accepted status.

						Start Date 📫 16-Nov-2021	End Date 🗰 16-	Nov-2021 Search
· · ·	-	6 1 -	B 17					Search:
2100023	File Number	SIOT R00007-2	Mr. CLERK BAKSA	Mr. DC	Request Raised On 16-Nov-2021 11:32:54 AM	Remarks	Status Request Accepted	File Tracking
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Record Receiving at Excise Officer

- User needs to access the web application using the provided URL <u>https://stateexcise.assam.gov.in</u>
- Once login page appears, Excise Officer (Deputy Commissioner) should provide valid credentials and should click on login.



- Once user is logged into the application as Excise Officer, a dashboard with modules will be shown.
- > User needs to click on Record Management Tab.

Activity Dashboard Commiss	sioner Dashboard	License Management	E Paramilitary Italian Wholesale	(1) Dashboard
Brand Label Registration	Solution Distillery Bottling Unit	Brewery	(in the second s	â
				Company Wholesale
CSD Wholesale	Retailer Revenue Management	미민 Barcode Labels	Co Label Procurement	Record Management
Reports	Others e-Payment	EV, RTI	Iransit Pass	Appeals & Revisions
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Go on Record Management Tab & Click on 'File Movement Request' to acknowledge that file has received.

()) AE? M	S								Sessio	n Time Left : 59:50 🎝	Home Mr. DC 🗗
Reven é Management ~	Barcode Labels ~	🧷 Label Procurement -	B Stock Receipts ~	Appeals & Revisions ~	🗗 Reports 🗸	🚺 Others -	Record Management ~	🖳 RTI -	Transit Pass ~	💭 Dispatch -	🚯 e-Payment
RECORD KEEPING	REQUEST						Record Keeping Request File Location		Record	Management / Re	cord Keeping Request
							File Movement Request	ov-2021	End Date 🛍	16-Nov-2021	Search
10 *										Search:	
Licensee ID •	Reque	ested To	Requested By	Reque	st Raised On		Remarks	Applica	tion Type	S	tatus
No data available											
+ Add Request											Previous Next

- \geq
- Then Page will redirect to File Movement Request page. User should click on Receive button if file is received by Excise Officer. ۶

AE\$ms									Session Time Le	eft : 59:54 🐥 Home Mr. DC
Activity Dashboard -	Commissioner Dashboar	d 🗸 🔝 Master Data	License Management ~	💶 Paramilitary ~	🕐 Dashboard 🗸	🔏 Distillery -	Bottling Unit ~	🔏 Brewery ~	🙆 Wholesale -	🙆 Company Wholesale 🍑
LE MOVEMENT REC	UEST								Record Mana	gement / File Movement Requ
						Start D	ate 📫 16-Nov-202:	End	Date 🗰 16-Nov-	2021 Search
10 *										Search:
Licensee ID 🔶	File Number	Slot Re	juested To	Requested By	Request Raised	On	Rema	arks	Status	File Tracking
.2100023	FS_8	R00007-2 Mr	CLERK BAKSA	Mr. DC	16-Nov-20211	1:32:54 AM	want	to verify	Receive	File Tracking
Add Request										Previous Next
Depa	rtment Of Excise © 2021. All rights r	eserved		Assam Build Versi	ion V7.1.1.9			Designed and De	eveloped By C-TEL Infosy	stems Pvt. Ltd.
<u>^</u>										



User should click on OK to redirect to File Movement page.

									Session Time Le	ft:54:05 🌲 Home Mr. DC 🗗
E Activity Dashboard ~	Commissioner Dashboard ~	💵 Master Data 🗸	License Management ×	💵 Paramilitary 🗸	🕐 Dashboard -	🔏 Distillery -	🖪 Bottling Unit 🗸	🔏 Brewery -	😭 Wholesale	Company Wholesale
FILE MOVEMENT REC	QUEST						_		Record Manag	gement / File Movement Request
10 * Licensee ID * L2100023	File Number Slot	Reque	sted To	6.234		Start D	ate di 16-Nov-202: Rem. want	arks	d Date 16-Nov-3 Status Receive	Search File Tracking File Tracking
+ Add Request			File Received	tifications like this from 1	83.82.106.234 to take yo	OK				Previous Next
		4		Assam Build Visco	nn V7 1 1 9			Designed and D	tendened By CTEL Inform	tone But 11d

> User can track the file by clicking on 'File Tracking'.

										Session Time Lo	eft : 58:36 🌲 Hon	ie Mr. DC
Activity Dashboard ~	Commissioner	Dashboard ~	💵 Master Data 🗸	License Management ~	Paramilitary ~	() Dashboard ~	🔏 Distillery -	🚯 Bottling Unit -	🔏 Brewery -	🔒 Wholesale	🔒 Company Wł	olesale
LE MOVEMENT REC	UEST									Record Mana	gement / File Move	ment Requ
							Start D	ate 🛑 16-Nov-2021	Enc	l Date 📫 16-Nov-	-2021	Search
• •											Search:	
icensee ID 🔺	File Number	Slot	Requested	To Requ	lested By	Request Raised On		Remarks	Status		File Tracking	
2100023	FS_8	R00007-2	2 Mr. CLERK	BAKSA Mr. D	C	16-Nov-2021 11:32:54	AM	want to verify	Reques	t for Return	File Tracking	
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	C-IEL	INF	02121	EM2								



> User can see the file status with details like license number, File number & File Transactions.

Activity Dashboard ~	Commissioner Dashboar	rd 🗸 🔝 Master Data 🤟	🛄 Licens	e Management v	💵 Paramilitary -	() Dashboard ~	🚡 Distillery -	🚯 Bottling Unit 🗸	🔏 Brewery ~	😢 Wholesale 🗸	🔬 Company Wholesale 🗲
TRACKING										Rec	cord Management / File Tra
										File Number F5_8	Search
Ŧ											Search:
cense Number *	File Number F	rom	То	Movement on		Status					
100023	FS_8 M	r. CLERK BAKSA	Mr. DC	16-Nov-2021	12:16:41 PM	Available in: M	r. DC(Deputy Comm	issioner Of Excise)			
2100023	FS_8					Available in: Ba	aksa branch/Baksa b	lock/4th floor/QC/TES	TING/R00007/R0	0007-2	
											Previous Ne
					A				D		
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Record Returning at Excise Officer

> User should click on 'Request for Return' to return the file to Excise Clerk

🥙 Roam Exclos Revenue Management System							Session Time L	eft : 58:36 🐥 Home Mr. DC
Activity Dashboard ~	Commissioner Dashb	ooard - 🔳 Ma	ister Data - 📧 License Ma	nagement - Paramilitary -	🗸 🕐 Dashboard - 🔏 D	istillery -> 🚯 Bottling Unit ->	🔏 Brewery -> 😭 Wholesale ->	🔬 Company Wholesale 🗲
LE MOVEMENT REC	QUEST						Record Mana	gement / File Movement Requ
						Start Date 📫 16-Nov-2021	End Date 🗰 16-Nov	2021 Search
10 •								Search:
Licensee ID 🔺	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Request for Return	File Tracking
+ Add Request								Previous Next

> User should view 'Return Requested' status after return is clicked.

Activity Dashboard ~	Commissioner	Dashboard ~	Master Data 🗸	License Management ~	Paramilitary ~	🕛 Dashboard -	🔏 Distillery ->	Bottling Unit ~	🔏 Brewery 🗸	Mholesale	Company Wholesal
MOVEMENT RE	QUEST									Record Ma	nagement / File Movement
							Start D	ate 📋 16-Nov-202:	En	d Date 📋 16-N	ov-2021 Sean
¥											Search:
ensee ID 🔶	File Number	Slot	Requested To	o Rec	quested By	Request Raised On		Remarks	Statu	s	File Tracking
100023	FS_8	R00007-2	Mr. CLERK B	AKSA Mr.	DC	16-Nov-2021 11:32:54	AM	want to verify	Retur	n Requested	File Tracking
Add Request											Previous
Add Request											Previous
Add Request											Previous
Add Request	partment OF Excise © 2021.	All rights reserved			Assam Build Vo	ersion V7.1.1.9			Designed and E	eveloped By C-TEL Info	Previous soyutems Pvt. Ltd.
Add Request	partment Of Excise © 2021.	All rights reserved			Assam Build W	ersion V7.1.1.9			Designed and C	eveloped By C-TEL Infe	Previous





Record Receiving at Excise Clerk

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

Track Status Download User Ma	nuals Frequently Asked Questions Transit Pass O	ther Import License Only for Indian Army/Indian Airl	orce + PARA-MILITARY(CAPF) + CSD Import +	
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Excise Duty Rates	Copyright Policy		SOP for Flow meter	
Brand & Label of Distillery Company	Hyperlinking Policy	CM Dashboard		
Country Spirit Shop	Privacy Policy	Excise Dashboard		
	Accessibility Statement			

- Once user is logged into the application as Excise Clerk, a dashboard with modules will be shown.
- > User needs to click on Record Management Tab.

		Welcome: Mr. CLERK BAKSA (dert)
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> Go on Record Management tab & click on File Movement Request.

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Record Management								
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ile Association					Start Date	🗯 16-Nov-2021	End Date 💼 16-N	ov-2021 Search
ile Movement Request								Search:
icensee ID 🔷	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Accept	File Tracking

User should click on 'Receive' after clerk received the file back & kept the file into Rack successfully.

Assan Excise Revenue Management Sec	Sion						Session Time Left : 59:5	5 🔍 🌲 🛛 Home 🗍 Mr. CLERK BAKS
Record Management	E M							
MOVEMENTR	REQUEST						Record Ma	anagement / File Movement Re
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ensee ID 🔺	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Receive	File Tracking
c	Department Of Excise © 2021, Al	right reserved		Assam Build Ver	rsion V7.1.1 <i>9</i>	Designed	and Developed By C1TEL Inf	osystems Pvt. Ltd.
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c	Department Of Excise © 2021. Al	rights reserved		Assam Build Ver	rsion V7.1.1 <i>9</i>	Designed a	and Developed By C7TEL Inf	osystems Pvt. Ltd.
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	Department Of Excise © 2021. Al	t rights reserved		Assam Build Ver	rsion V7.1.1 <i>9</i>	Designed a	and Developed By CTEL Inf	osystems Put. Ltd.





> User need to click on OK to proceed further.

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E Record Management ~							
FILE MOVEMENT REQ	UEST					Record Man	agement / File Movement Request
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Licensee ID 🔷	File Number	Slot	Requested To	⊕ 183.82.106.234	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA		want to verify	Receive	File Tracking
				File Moved to Slot			Previous Next
Depar	tment Of Excise © 2021. All rig	thts reserved		Assam Build Version V7.1.1.9	Designe	ed and Developed By C-TEL Infos	rystems Pvt. Ltd.

User can view the status has been changed as 'Completed' & File has moved into Rack successfully.

Record Management	v							
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ensee ID 🔦	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Completed	File Tracking
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٥	spartment Of Excise © 2021. All	rights reserved		Assam Build V	Kersion V7119	Design	ed and Developed By CTEL I	Previous N





> User should click on 'File Tracking' to check the complete transaction of file.

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Record Management	t v							
E MOVEMENT F	REQUEST						Record N	Management / File Movement Rec
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censee ID 🔶	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Completed	File Tracking
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FRACKING					Record Management /
					File Number F5,8
¥					Search:
nse Number 🕈	File Number	From	То	Movement on	Status
00023	FS_8	Mr. DC	Mr. CLERK BAKSA	16-Nov-2021 06:31:38 PM	Available in: Baksa branch/Baksa block/4th floor/QC/TESTING/R00007/R00007-2
00023	FS_8	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 12:16:41 PM	Available in: Mr. DC(Deputy Commissioner Of Excise)
00023	FS_8				Available in: Baksa branch/Baksa block/4th floor/QC/TESTING/R00007/R00007-2
pe	oartment Q (Excise Q 202)	1. All sight reserved		Assam Build Version V7.1.9	Designed and Developed By C-TFL Informations By C. 114
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