

Standard Operating Procedure for Transit Pass Module

- ❖ **User has to go to the mentioned URL**
<https://stateexcise.assam.gov.in/index.php/site/login>.
- ❖ User need to select the “Transit Pass” option.
- ❖ User Shall Sign up and Create Login Credentials in the Excise e-governance application.
- ❖ OTP will be generated to the registered mobile number.
- ❖ User need to enter the OTP in the one-time password screen
- ❖ User ID and Password will be generated for one time, thereafter the system will ask to reset the password for the same user id.
- ❖ With the valid user credentials, user need to login in to the application.
- ❖ Transit pass tab will be displayed when user logs in to application.
- ❖ User would apply for the “Transit Pass” by providing valid consignment details and uploading relevant documents required. (i.e., approved import permit, export permit of respective states)
- ❖ Fee shall be collected through online mode before submission of application.
- ❖ All Transit Pass applications shall be approved at Head Office by the nominated Officer after necessary scrutiny of the application.
- ❖ Approving officer has the right to modify the route provided by the Applicant.
- ❖ Approving officer shall provide the Entry & Exit District, Validity (in hrs) and then approve the Transit Pass.
- ❖ After the approval of Transit Pass, a notification shall be sent to the Applicant and the respective District Officers through SMS & Email.
- ❖ Applicant can check the approved Transit Pass and take print from the print icon available under the “Download” column.
- ❖ Approved Transit Pass shall be available in Excise e-governance application for all District Officers Login.
- ❖ Inspection Remarks can be added against the Transit Pass by the Intercepting Officer.
- ❖ Applicant must get the Transit Pass endorsed at the Exit point i.e., the Superintendent of Excise office of the respective District before the vehicle cross the state boundary.
- ❖ If any discrepancies are found during the vehicle verification, Officer can detain the vehicle for further legal proceedings.
- ❖ For any extension of Validity hours of Transit Pass, Authority of Approving Officer shall modify based on the request sent from the District Office.