



User Manual

VIGILANCE & ENFORCEMENT





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Apply for New License	Error! Bookmark not defined.





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:

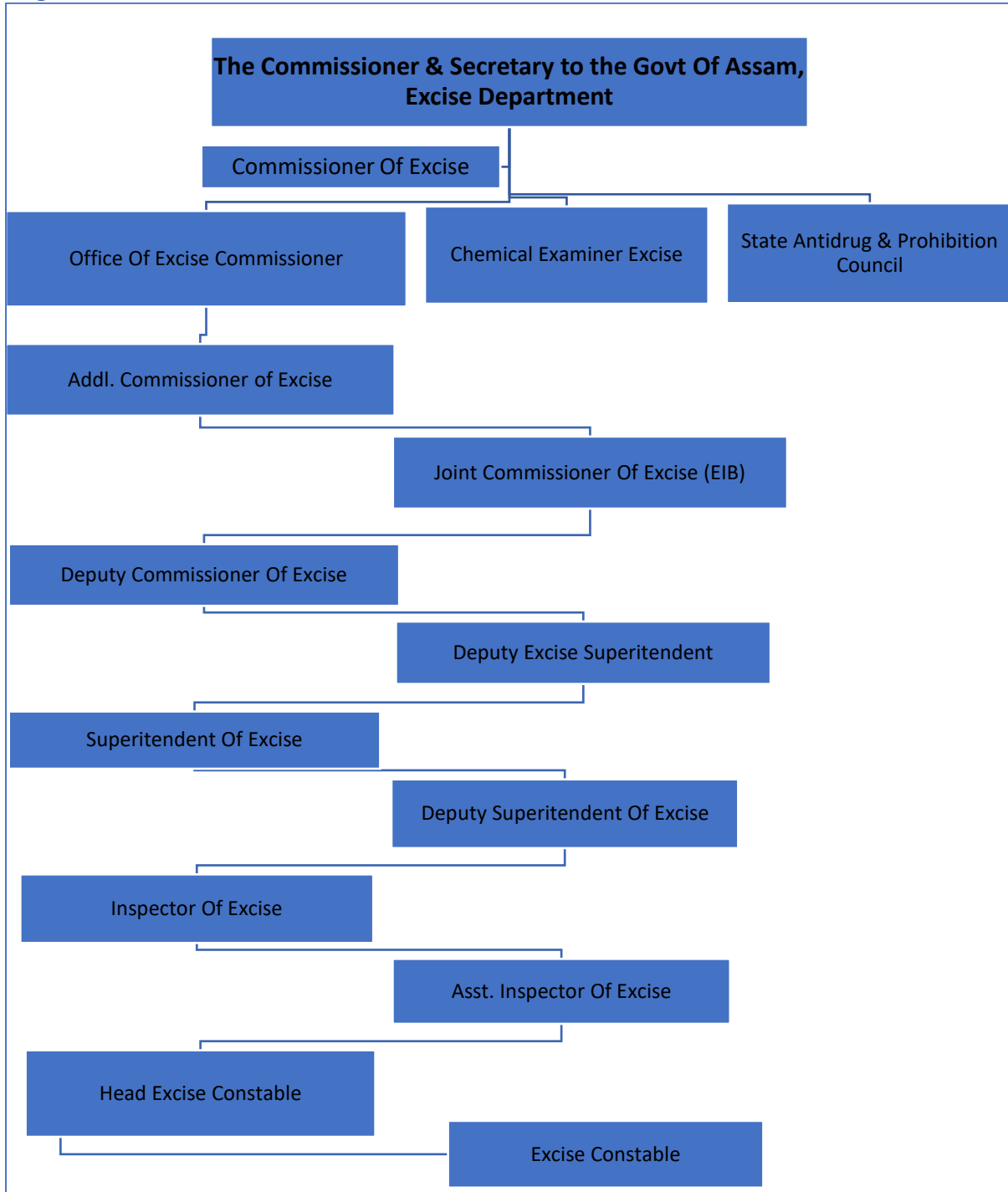
- ✦ Better Compliance Management
- ✦ Effective monitoring of Supply chain related to alcohol in State & in transit through the state
- ✦ Reduction in Revenue Leakages
- ✦ Provision of e-services for stakeholders
- ✦ Increase transparency and accountability across functions and transactions
- ✦ Improve 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.





Organization



Primary Functions

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

- License Management
 - Modification of License
 - Surrender of License
 - Suspension & Cancellation of license
 - 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:
<https://stateexcise.assam.gov.in>

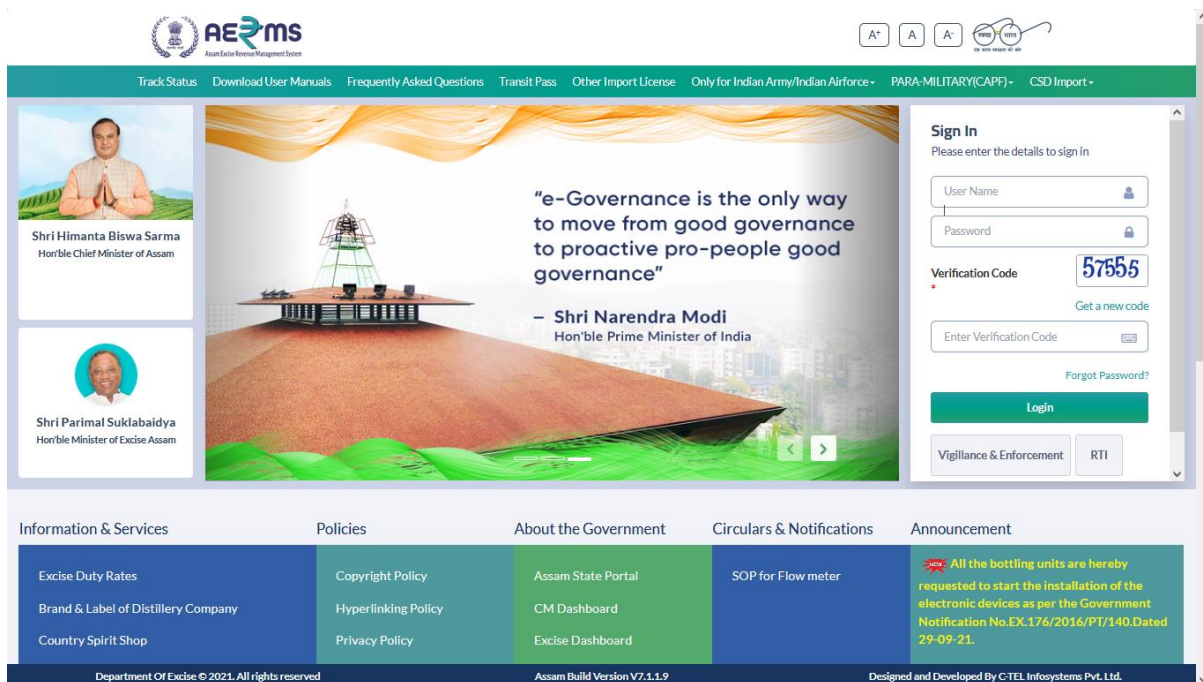


Figure 1: Assam Excise Revenue Management System Website

Please login to your account

User Name

Password

Verification Code **775085**
Get a new code

Enter Verification Code

Forgot Password?

Vigilance & Enforcement RTI

Login

Don't have an account? Sign Up

- Click on “Don’t have an account? Sign Up” to sign up.
- Fill the details as requested in the screen

Figure 2: Sign Up



Department Of Excise - Assam

SIGN UP

Applicant Name: * City: *

Email Address: * Block / Circle: *

Mobile Number: * Select State: *

Business Name: * Select District: *

Plot/Building Number: *

Road/Street: *

Landmark:

PAN:

Figure 3: Sign Up Form

- 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

Department Of Excise

SIGN UP

One Time Password

Enter One Time Password:

Business Address: *

PAN: * verify PAN

GSTIN: *



Figure 4: OTP Request

- User will receive the Unique Login Id & Password after successfully Registration
- Click on 'Login' to redirect to the Login page.

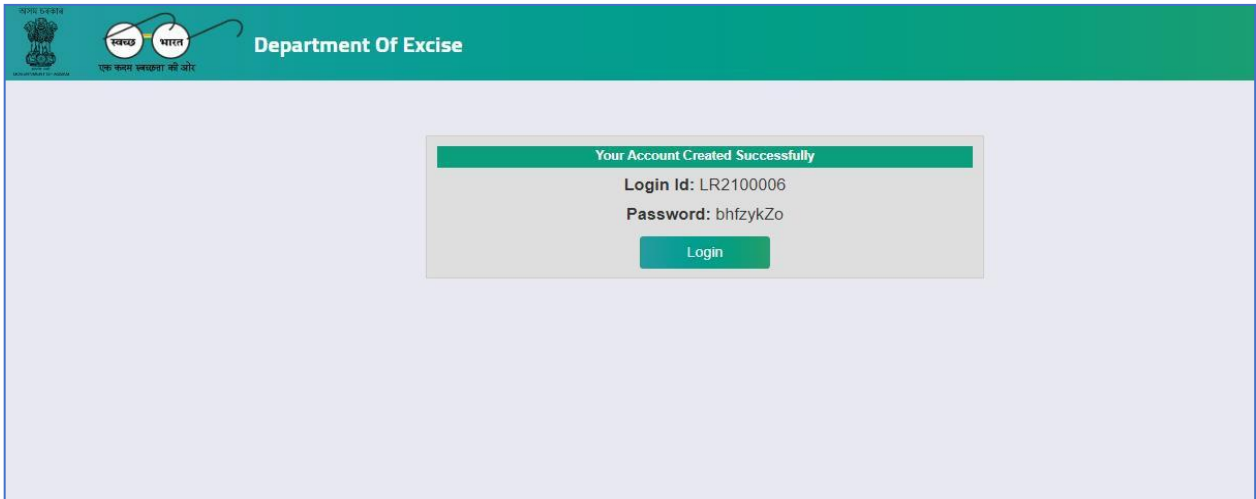


Figure 5: System Generated LR Number and Password

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

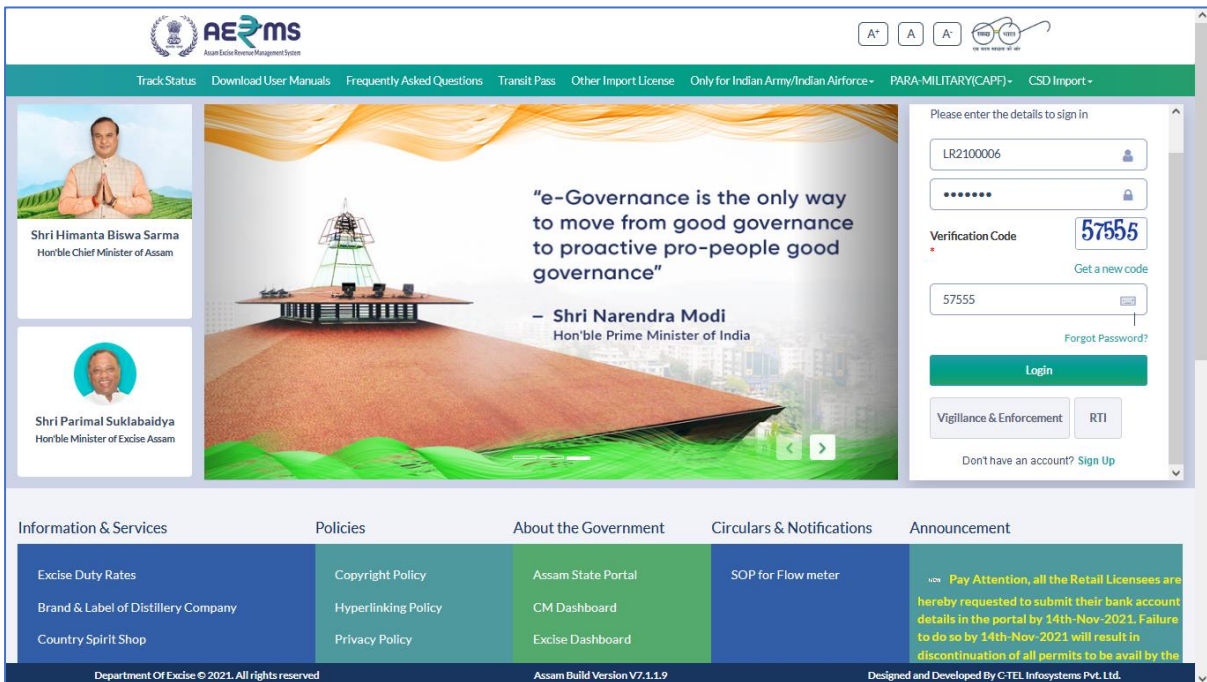


Figure 6: Login Page

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

सत्यमेव जयते
स्वच्छ भारत
एक कदम स्वच्छता की ओर

Department Of Excise

Username/Password Reset For LR2100006 Login

User Id	<input type="text" value="APPLICANT"/>
Old Password	<input type="password" value="*****"/>
New Password	<input type="password" value="*****"/>
Confirm New Password	<input type="password" value="*****"/>
Verification Code	<input type="text" value="26264"/> Get a new code
	<input type="text" value="Verification Code"/>

Must have at least one capital letter, number and one special character out of set [!@#%*^&*!]

Please enter the digits as they are shown in the image above.
Letters are not case-sensitive.

- A Success message pops out after password reset.

Password Reset For LR2000012 Login

Info! Dear LR2000012 your password has expired. We request you to change your password for security purpose.

Your password has been reset successfully!





Vigilance & Enforcement complaint Registration

- Users are required to enter the URL <https://stateexcise.assam.gov.in> on the browser (Internet Explorer 8.0, Chrome 80, Firefox 72, etc.)
- To raise a complaint, the user needs to click on the **Vigilance & Enforcement** option, then you will see a **Sign-Up** Page.

The screenshot displays the AERMS website interface. At the top, a green navigation bar contains links: Track Status, Download User Manuals, Frequently Asked Questions, Transit Pass, Other Import License, Only for Indian Army/Indian Airforce, PARA-MILITARY(CAPE), and CSD Import. Below the navigation bar, the main content area is divided into three sections. On the left, there are two portrait photos of government officials: Shri Himanta Biswa Sarma, Hon'ble Chief Minister of Assam, and Shri Parimal Suklabaidya, Hon'ble Minister of Excise Assam. The central section features a large banner for 'Promote Local Skills & Products' with the slogan 'Vocal for Local'. The banner includes the text: 'From earthen lamps to clothes, let us show support to our artisans by using of gifting local textile and handcrafted' and the hashtags '#VOCALFORLOCAL #GETVOCALABOUTLOCAL'. On the right side of the banner, there are navigation arrows. On the far right, a 'Sign In' form is visible, prompting users to enter their details. The form includes fields for User Name, Password, and Verification Code (displayed as 672219). Below the verification code field, there is a 'Get a new code' link and an 'Enter Verification Code' field. At the bottom of the sign-in form, there are two buttons: 'Vigilance & Enforcement' (highlighted with a red box) and 'RTI'. A 'Login' button is located at the bottom of the sign-in form.





- The user is required to fill all the details which are required to raise complaint & click on **Save** button.

Department Of Excise

Assam Excise Revenue Management System

स्वच्छ भारत एक कदम स्वच्छता की ओर

Raise Complaint | Track Complaint

Raise Complaint - Online Vigilance & Enforcement Form

Personal Information	Licensee Details
Name: * RAJEEV KUMAR	District: * Kamrup Metropolitan
Gender: * <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Circles: * Guwahati Sadar Zone-B
DOB: * 02-Dec-1990	License Type: * RetailSale
Age: 31	License: * Citi Park Wine Shop(L2100132)
Address: * KAMRUP, ASSAM.	Attachment: Browse... Ilc.pdf
Mobile Number: * 7842827730	Brief Description: * Brief Description Brief Description Brief Description Brief
Email: arjun@gmail.com	

Save | Activate Windows

- After clicking on the Save button user will get a alert pop-up, click on the OK button.

183.82.106.234

Are you sure you want to save?

OK | Cancel

Save | Activate Windows

- After saving the complaint user will get auto generated complaint number.





Raise Complaint

Track Complaint

Track your compliant

Dear **RAJEEV KUMAR**,
Your complaint has been raised successfully with complaint number **VE2021111900022**. Please save it for further reference.
Thank you.

- User can track the complaint with complaint number in the Track Complaints

Raise Complaint

Track Complaint

Track Your Compliant

Complaint Number

VE2021111900022

Track Status

Complaint No :	VE2021111900022
Name :	RAJEEV KUMAR
Description :	Brief Description Brief Description Brief Description Brief Description
Complained On :	19-Nov-2021 11:45:02 AM
Status :	Complaint Raised

Remarks



IOE Login

- IOE has to login in to their account.

Track Status Download User Manuals Frequently Asked Questions Transit Pass Other Import License Only for Indian Army/Indian Airforce- PARA-MILITARY(CAPF)- CSD Import-

Shri Himanta Biswa Sarma
Hon'ble Chief Minister of Assam

Shri Narendra Modi
(Hon'ble Prime Minister of India)

Shri Parimal Suklabaidya
Hon'ble Minister of Excise Assam

e-Governance
A few Keystrokes can bring smiles on millions of faces...

– Shri Narendra Modi
(Hon'ble Prime Minister of India)

Sign In
Please enter the details to sign in

IOE_GZB

.....

Verification Code 492411
Get a new code

492411

Forgot Password?

Vigilance & Enforcement RTI

Login

- In the home page officer can get to see Vigilance tab

AERMS
Assam Excise Revenue Management System

Welcome: Mr. Gobardhan Deka, IE (Circle Inspector of Excise)

License Management Stock Receipts **Vigilance** Reports Others

Crime

- BY clicking on the Vigilance Tab officer can see the complaint raised by the user.
- Click on the Forwarded to Inspector of Excise.

AERMS
Assam Excise Revenue Management System

Session Time Left: 57:58 | Home | Mr. Gobardhan Deka, IE (Circle Inspector of Excise)

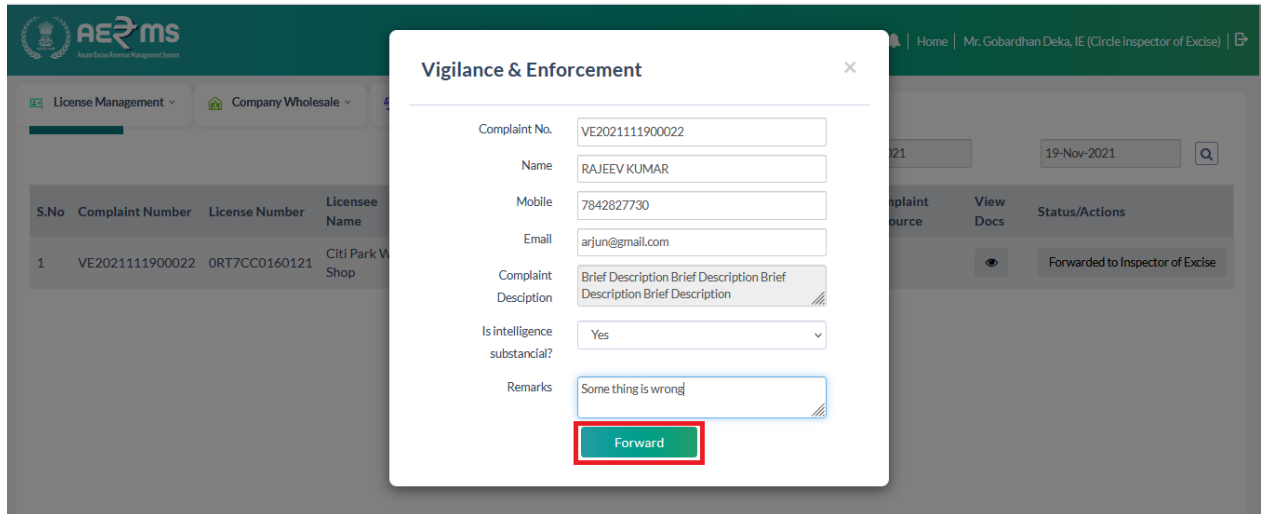
License Management Company Wholesale **Vigilance** Stock Receipts Reports Others

19-Nov-2021 19-Nov-2021

S.No	Complaint Number	License Number	Licensee Name	Requestor Name	Requested Date	Mobile Number	E-mail	Complaint Resource	View Docs	Status/Actions
1	VE2021111900022	ORT7CC0160121	Citi Park Wine Shop	RAJEEV KUMAR	19-Nov-2021 11:45:02 AM	7842827730	arjun@gmail.com			Forwarded to Inspector of Excise



- Officer need to fill the blanks nd click on the Forward button.



Vigilance & Enforcement

Complaint No. VE2021111900022

Name RAJEEV KUMAR

Mobile 7842827730

Email arjun@gmail.com

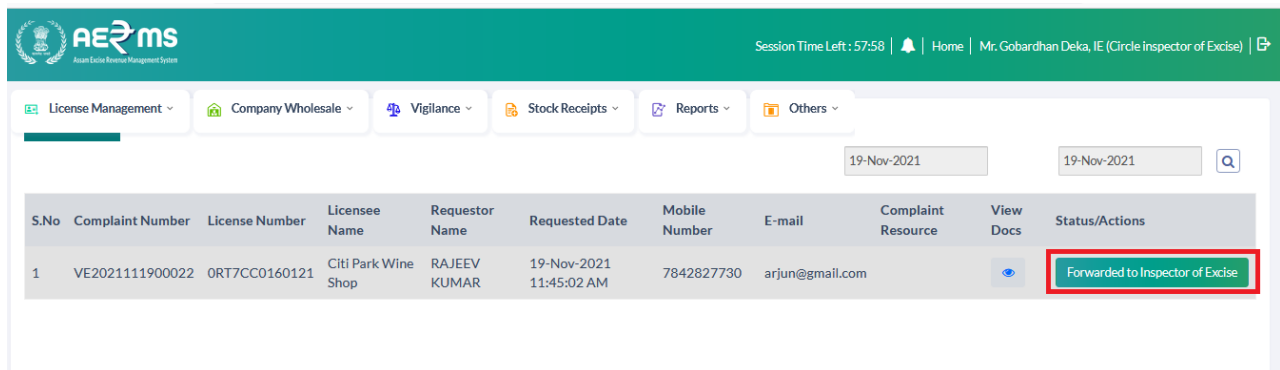
Complaint Description Brief Description Brief Description Brief Description

Is intelligence substantial? Yes

Remarks Some thing is wrong

Forward

- After site inspection officer need to click on the Forwarded to Inspector of Excise.

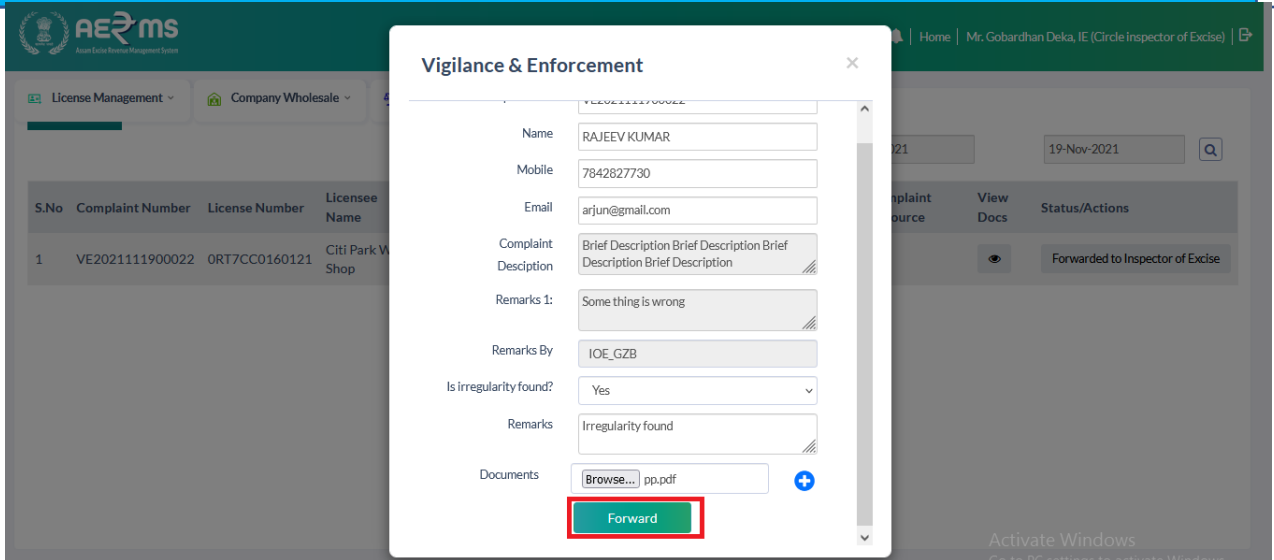


Session Time Left: 57:58 | Home | Mr. Gobardhan Deka, IE (Circle Inspector of Excise)

License Management Company Wholesale Vigilance Stock Receipts Reports Others

S.No	Complaint Number	License Number	Licensee Name	Requestor Name	Requested Date	Mobile Number	E-mail	Complaint Resource	View Docs	Status/Actions
1	VE2021111900022	ORT7CC0160121	Citi Park Wine Shop	RAJEEV KUMAR	19-Nov-2021 11:45:02 AM	7842827730	arjun@gmail.com			Forwarded to Inspector of Excise

- Officer need to tell is there any Irregularity fount Yes or No.
- Need to give proper reason and and click on the Forward button.



Vigilance & Enforcement

Name: RAJEEV KUMAR

Mobile: 7842827730

Email: arjun@gmail.com

Complaint Description: Brief Description Brief Description Brief Description

Remarks 1: Some thing is wrong

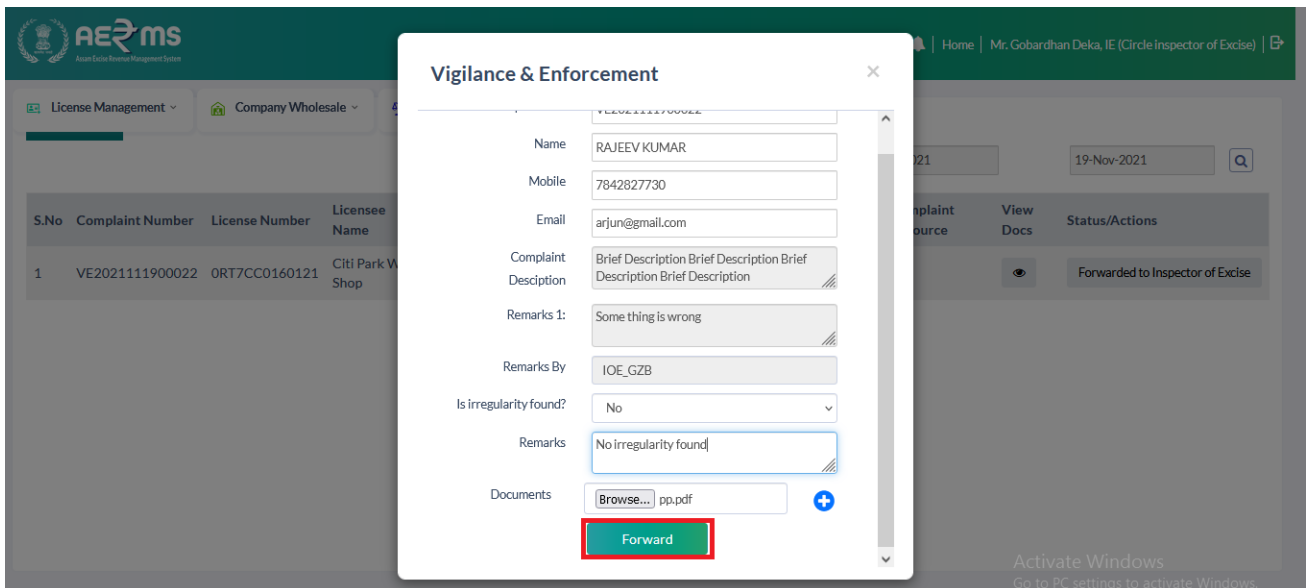
Remarks By: IOE_GZB

Is irregularity found?: Yes

Remarks: Irregularity found

Documents: Browse... pp.pdf

Forward



Vigilance & Enforcement

Name: RAJEEV KUMAR

Mobile: 7842827730

Email: arjun@gmail.com

Complaint Description: Brief Description Brief Description Brief Description

Remarks 1: Some thing is wrong

Remarks By: IOE_GZB

Is irregularity found?: No

Remarks: No irregularity found

Documents: Browse... pp.pdf

Forward

SOE Login

- SOE need to Login in to their account.

Track Status Download User Manuals Frequently Asked Questions Transit Pass Other Import License Only for Indian Army/Indian Airforce- PARA-MILITARY(CAPF)- CSD Import -



Shri Himanta Biswa Sarma
Hon'ble Chief Minister of Assam



Shri Parimal Suklabaidya
Hon'ble Minister of Excise Assam



"e-Governance is the only way to move from good governance to proactive pro-people good governance"

— Shri Narendra Modi
Hon'ble Prime Minister of India

Sign In
Please enter the details to sign in

SOE_KAM

.....

Verification Code **44304**
Get a new code

44304

Forgot Password?

Vigilance & Enforcement RTI

Login

Login

- In the home page officer can get to see Vigilance tab

AEEMS Assam Excise Revenue Management System

Welcome: Smt. Manabi Das (Excise Superintendent)

Activity Dashboard

Commissioner Dashboard

License Management

Paramilitary

Dashboard

Brand Label Registration

Distillery

Bottling Unit

Brewery

Wholesale

Company Wholesale

CSD Wholesale

URC

Retailer

Vigilance

Reports

Others

e-Payment

RTI

Transit Pass

Appeals & Revisions

- BY clicking on the Vigilance Tab officer can see the complaint raised by the user.
- Click on the Forwarded to Superintendent of Excise.

AEEMS Assam Excise Revenue Management System

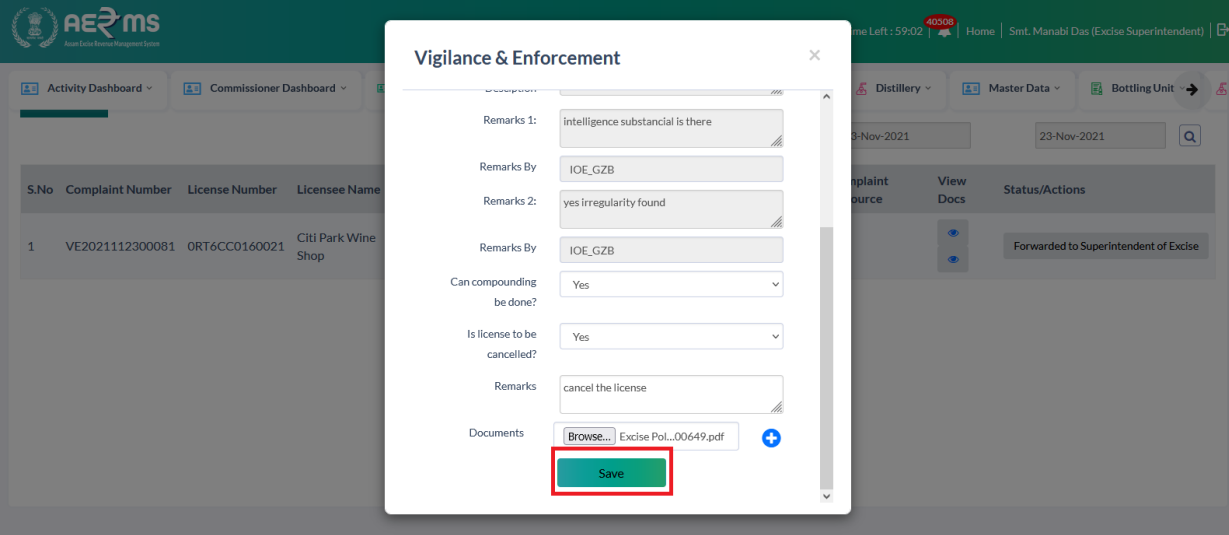
Session Time Left: 59:53 40508 Home | Smt. Manabi Das (Excise Superintendent)

Activity Dashboard | Commissioner Dashboard | License Management | Paramilitary | Brand Label Registration | Distillery | Master Data | Bottling Unit

23-Nov-2021 23-Nov-2021

S.No	Complaint Number	License Number	Licensee Name	Requestor Name	Requested Date	Mobile Number	E-mail	Complaint Resource	View Docs	Status/Actions
1	VE2021112300081	ORT6CC0160021	Citi Park Wine Shop	RAJEEV KUMAR	23-Nov-2021 10:55:26 AM	9997805736	rajeev@gmail.com			Forwarded to Superintendent of Excise

- Officer need to fill the blanks and click on the Forward button.



Vigilance & Enforcement

Remarks 1: intelligence substantial is there

Remarks By: IOE_GZB

Remarks 2: yes irregularity found

Remarks By: IOE_GZB

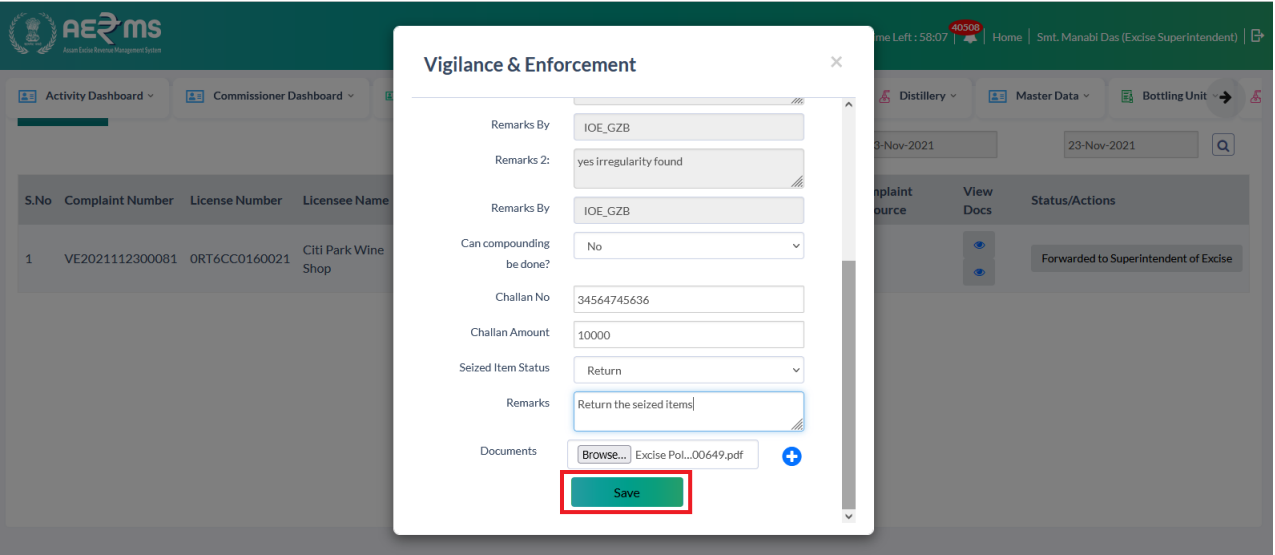
Can compounding be done? Yes

Is license to be cancelled? Yes

Remarks: cancel the license

Documents: Excise Pol...00649.pdf

Save



Vigilance & Enforcement

Remarks By: IOE_GZB

Remarks 2: yes irregularity found

Remarks By: IOE_GZB

Can compounding be done? No

Challan No: 34564745636

Challan Amount: 10000

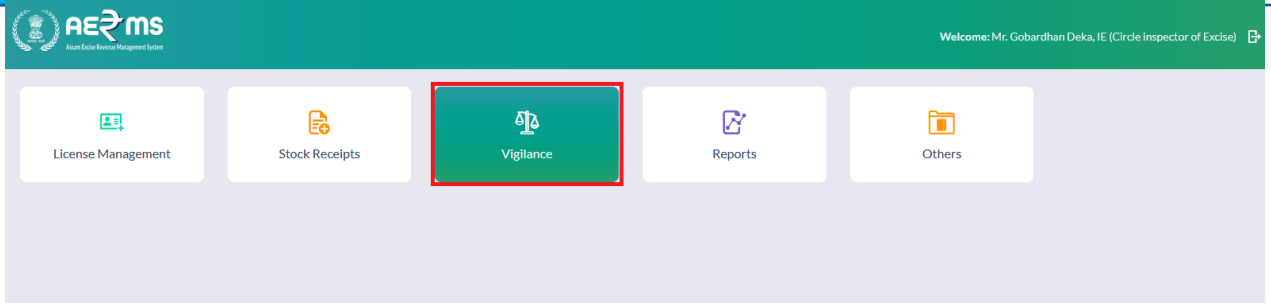
Seized Item Status: Return

Remarks: Return the seized items

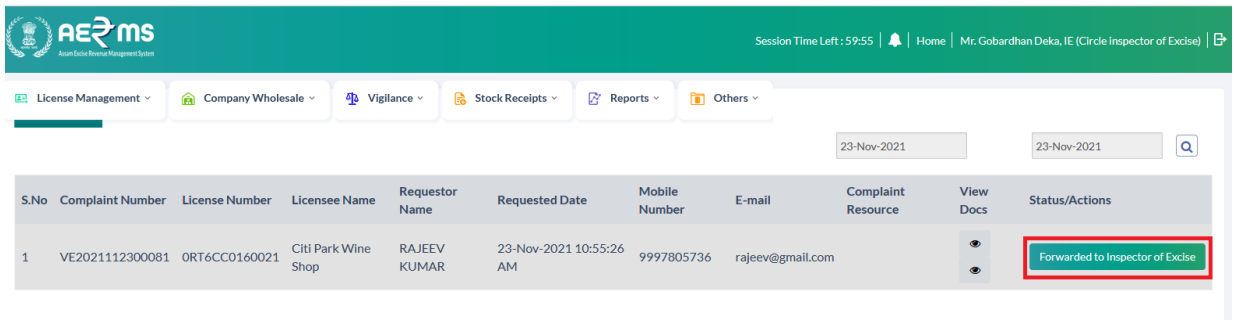
Documents: Excise Pol...00649.pdf

Save

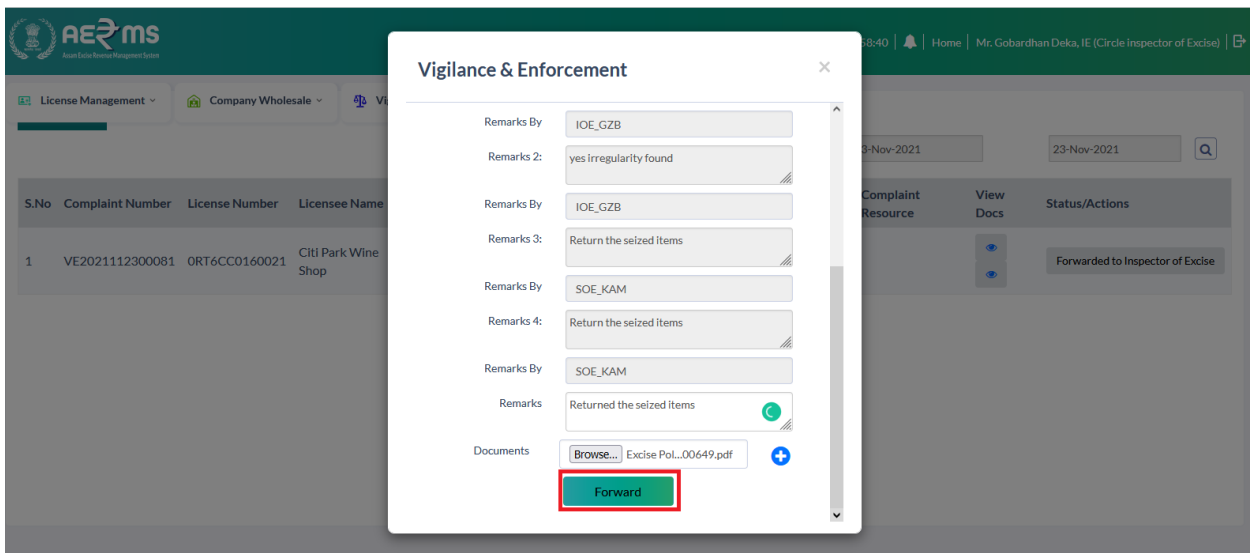
- After forwarded by Superintendent of Excise it will submit to court it will again assign to Superintendent of Excise (this process will be done in offline).
- After court decision Superintendent of Excise has to give remarks and click on the forward button.



- Click on the Forwarded to Inspector of Excise.



- Officer need to fill the blanks and click on the Forward button.



- Status will updated as Completed.



- License Management
- Company Wholesale
- Vigilance
- Stock Receipts
- Reports
- Others

23-Nov-2021

23-Nov-2021



S.No	Complaint Number	License Number	Licensee Name	Requestor Name	Requested Date	Mobile Number	E-mail	Complaint Resource	View Docs	Status/Actions
1	VE2021112300081	ORT6CC0160021	Citi Park Wine Shop	RAJEEV KUMAR	23-Nov-2021 10:55:26 AM	9997805736	rajeev@gmail.com			Completed

THE END

