



**Excise Department  
Government of Meghalaya**

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**C-TEL INFOSYSTEMS PVT. LTD**

**Hyderabad, Telangana**

**Bottling Unit Control & Regulation  
User Reference Manual**

## Bottling Unit Control & Regulation User Reference Manual

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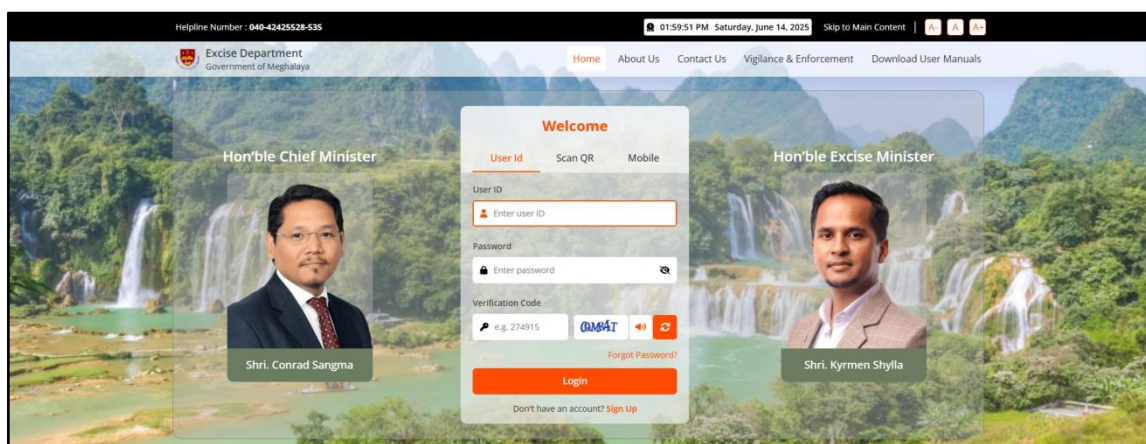
## Bottling Unit Control & Regulation User Reference Manual

### 1. Overview

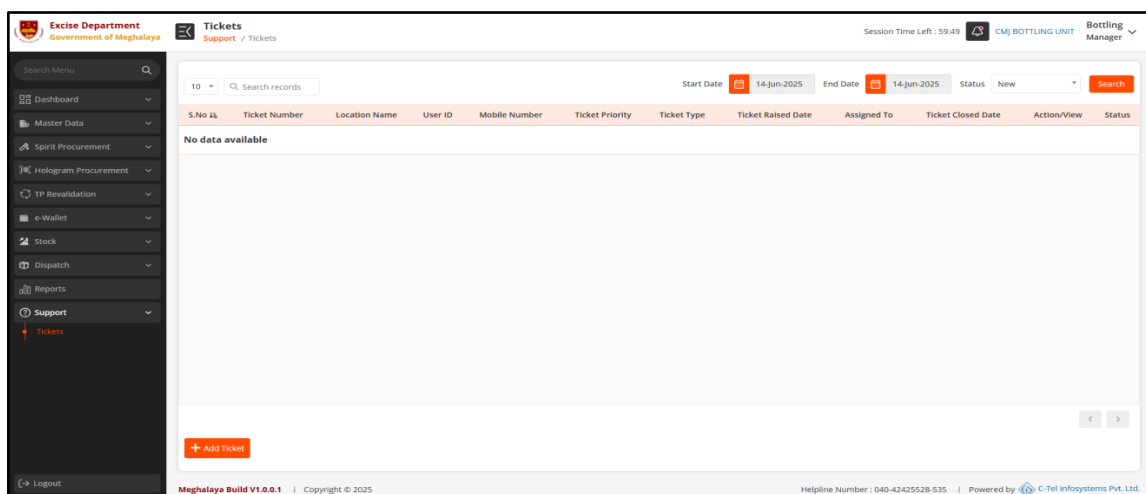
Control and regulation process in the bottling unit. This process includes spirit procurement, hologram procurement, permit generation, and stock dispatch. Spirit is procured and in-warded from approved suppliers, while holograms are received and tracked to ensure secure labeling. Based on stock availability, export permits are generated. Finally, stock is dispatched against valid permits (export and local) with proper documentation and tracking.

### 2. Spirit Procurement :

- ❖ **Central Application :**
- ❖ **Bottling Unit Manager Login :**
- ◆ Login to the below application by providing the valid username and password.

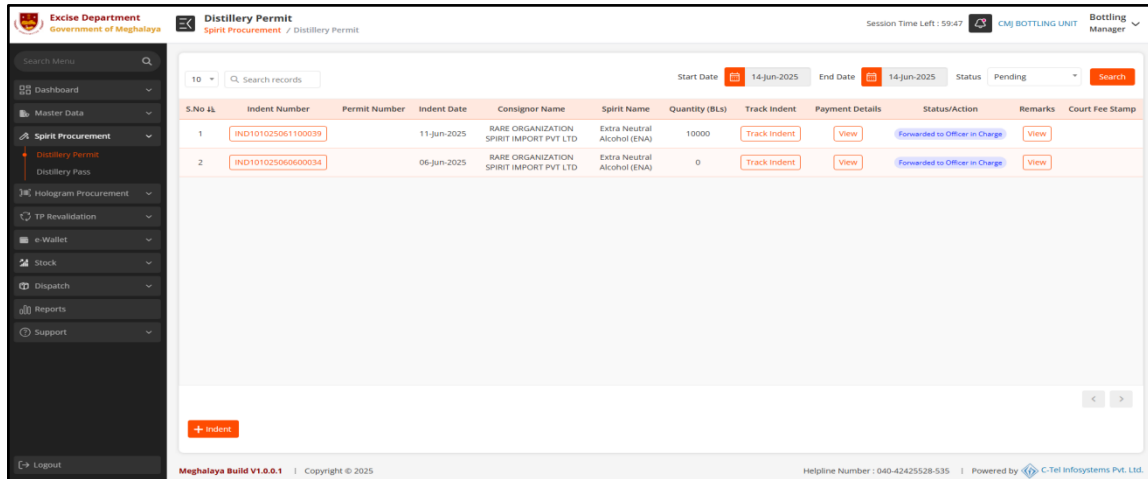


- ◆ After login, User can able to view the below screen.

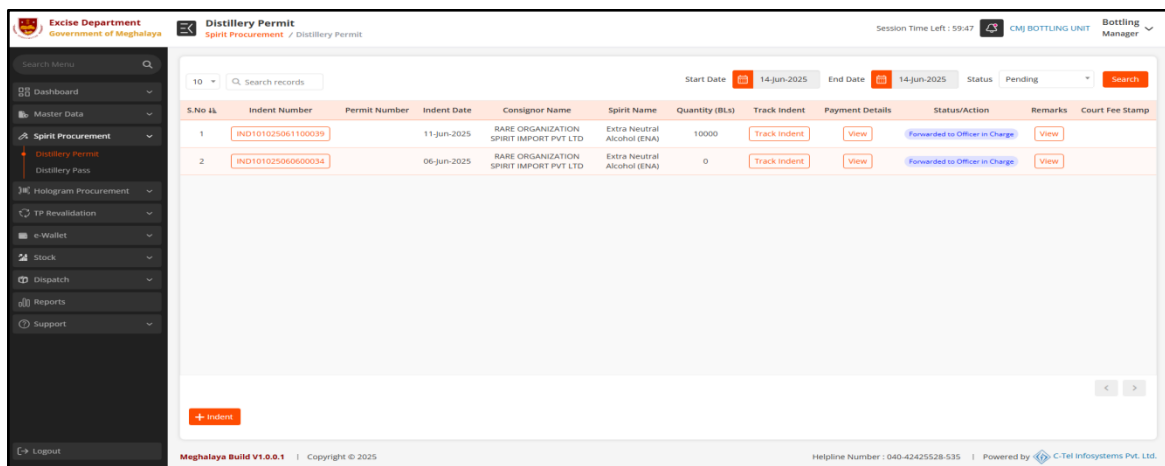


- ◆ Then user need to select “**Spirit Procurement**” tab. After selecting the “**Spirit Procurement**” tab user can able to view the below screen.

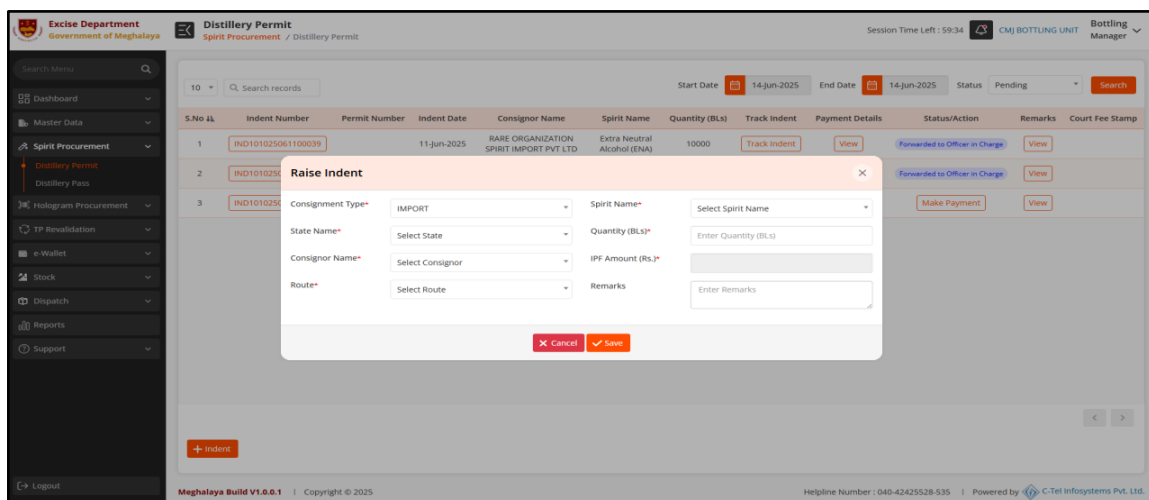
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After reaching to the above screen user need to select the “Distillery Permit” tab under “Spirit Procurement” tab. After selecting the “Distillery Permit” tab user can able to view the below screen.



- ◆ After reaching to the above screen user need to click on (+Indent). After clicking on (+Indent) option then below screen will be displayed.





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- ◆ After reaching to the above screen user need to fill all the necessary details and then need to click on “SAVE” option. After clicking on “SAVE” option below screen will be displayed.

The screenshot shows the 'Distillery Permit' interface. A 'Raise Indent' pop-up window is displayed in the center, indicating a successful save. The pop-up contains a green checkmark and the text: 'Success! Indent has been saved successfully with the indent number: IND101025061400041'. Below the message is an 'OK' button. The background shows a table with columns: S.No, Indent Number, Permit Number, Indent Date, Consignor Name, Spirit Name, Quantity (Bls), Track Indent, Payment Details, Status/Action, Remarks, and Court Fee Stamp. The table has three rows of data. The left sidebar contains navigation options like Dashboard, Master Data, Spirit Procurement, Distillery Permit, Hologram Procurement, TP Revitalization, e-Wallet, Stock, Dispatch, Reports, and Support. The footer includes 'Meghalaya Build V1.0.0.1', 'Copyright © 2025', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

- ◆ After reaching to the above screen user need to click on “OK” in the above displayed pop-up. After clicking on “OK” in the pop up request will be created successfully and request will be displayed in list view as below screen.

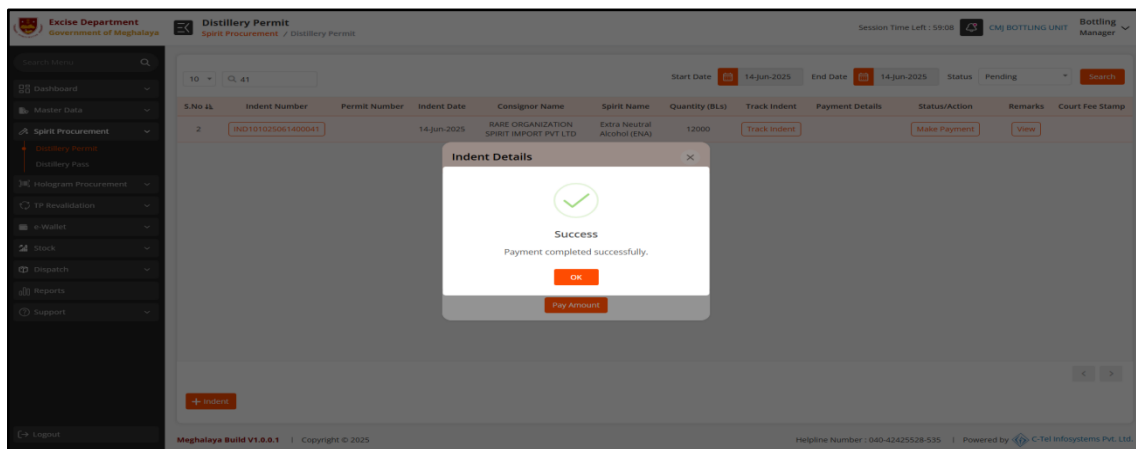
The screenshot shows the 'Distillery Permit' interface with the 'Raise Indent' pop-up closed. The table now displays the created indent. The table has columns: S.No, Indent Number, Permit Number, Indent Date, Consignor Name, Spirit Name, Quantity (Bls), Track Indent, Payment Details, Status/Action, Remarks, and Court Fee Stamp. The table has one row of data. The left sidebar and footer are the same as in the previous screenshot.

- ◆ After reaching to the above screen your need to click on “Make Payment” option. After clicking on “Make Payment” option below screen will be displayed.

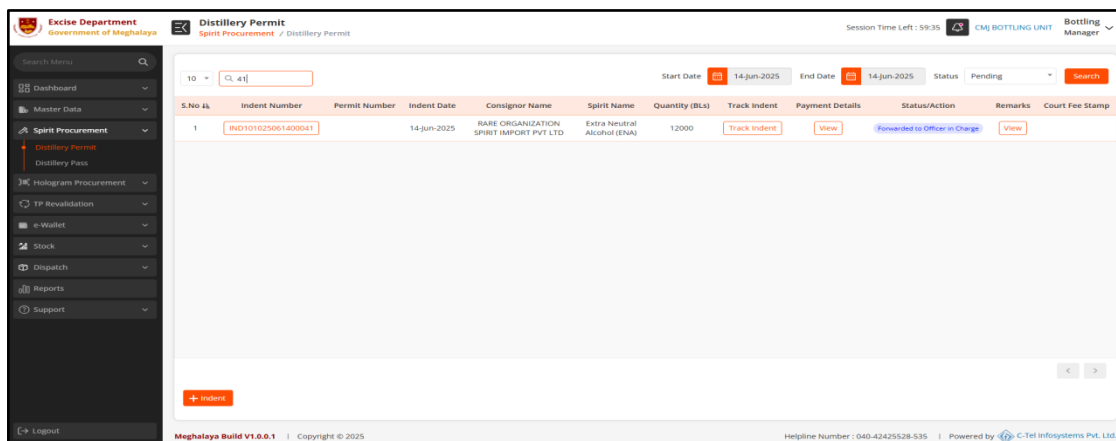
The screenshot shows the 'Distillery Permit' interface. A 'Make Payment' pop-up window is displayed in the center, titled 'Indent Details'. The pop-up contains the following fields: Indent Number (IND101025061400041), Indent Quantity (Bls) (12000), IPF Amount (Rs.) (180000.00), and Choose Payment Method (Online). Below the fields is a 'Pay Amount' button. The background shows the same table as in the previous screenshot. The left sidebar and footer are the same as in the previous screenshot.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ Here user can choose the payment method like **Online/Wallet**. User has to choose one payment method and need to click on **“Pay Amount”** option. After successful payment below screen will be displayed.

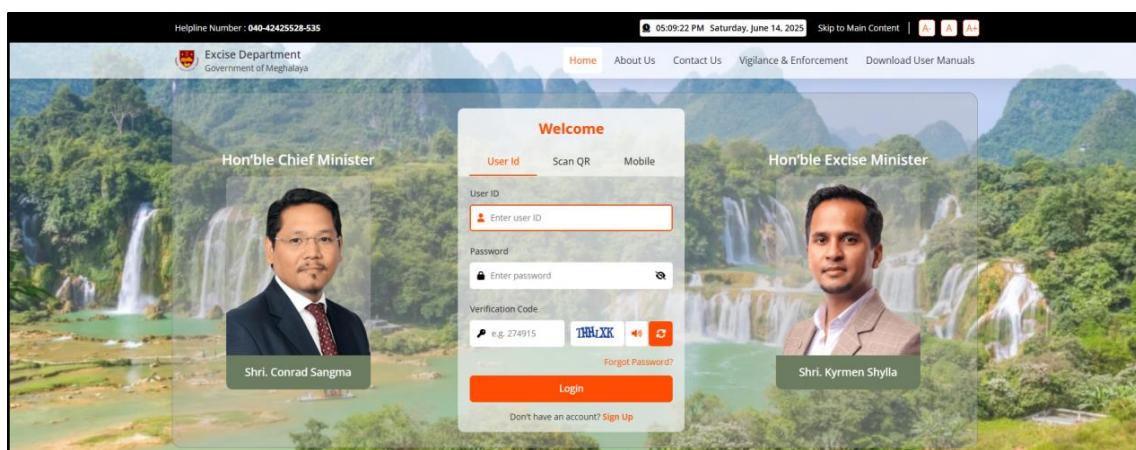


- ◆ After reaching to the above screen user need to click on **“OK”** button in the above mentioned pop up. After clicking on **“OK”** pop up and after successful payment request will be forwarded to IOE of the bottling unit. In list view request will be displayed as below.



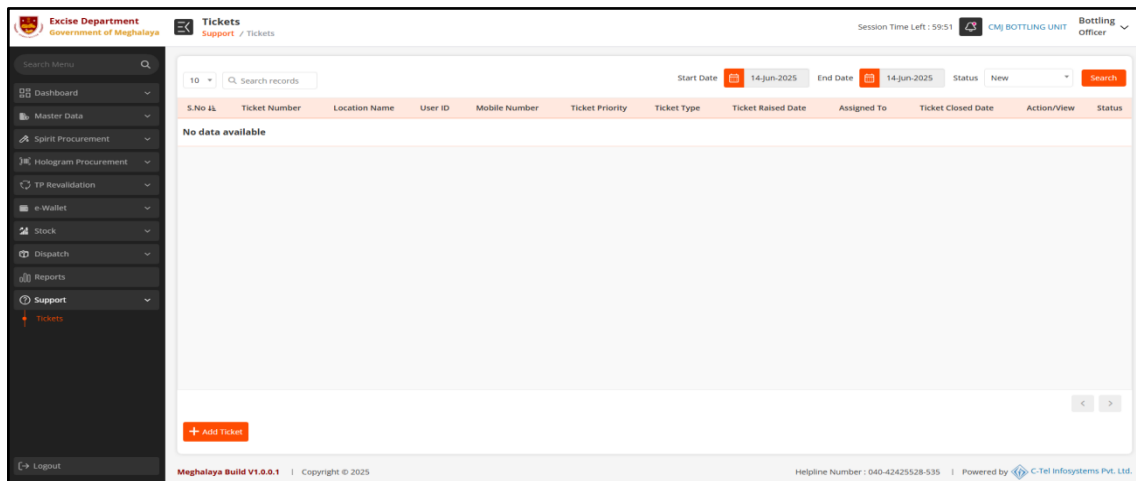
### ❖ Bottling Unit IOE Login :

- ◆ Login to the below application by providing the valid username and password.

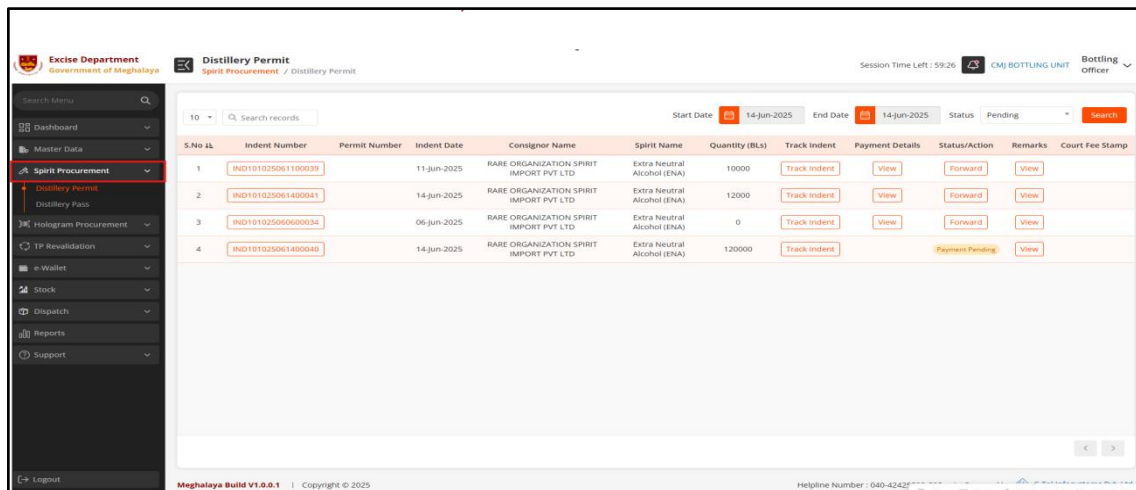


## Bottling Unit Control & Regulation User Reference Manual

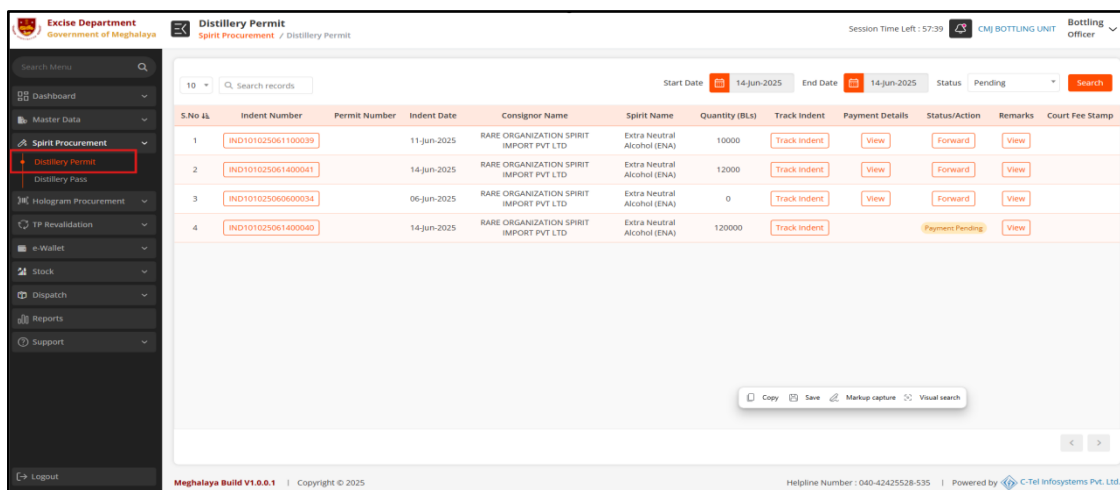
- ◆ After login, Officer can able to view the below screen.



- ◆ Then officer need to select “Spirit Procurement” tab. After selecting the “Spirit Procurement” tab officer can able to view the below screen.



- ◆ After reaching to the above screen officer need to select the “Distillery Permit” tab under “Spirit Procurement” tab. After selecting the “Distillery Permit” tab officer can able to view the below screen.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen in list view pending permits will be displayed.

The screenshot shows the 'Distillery Permit' list view in the 'Excise Department' application. The interface includes a sidebar menu with options like Dashboard, Master Data, Spirit Procurement, and others. The main area displays a table of permits. The first row shows a permit with S.No 41, Indent Number IND101025061400041, Indent Date 14-Jun-2025, Consignor Name RARE ORGANIZATION SPIRIT IMPORT PVT LTD, Spirit Name Extra Neutral Alcohol (ENA), Quantity (BLS) 12000, and Status Pending. The 'Status/Action' column contains buttons for 'Track Indent', 'View', 'Forward', and 'View'. The 'Forward' button is highlighted with a red box.

S.No 41	Indent Number	Permit Number	Indent Date	Consignor Name	Spirit Name	Quantity (BLS)	Track Indent	Payment Details	Status/Action	Remarks	Court Fee Stamp
2	IND101025061400041		14-Jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	12000	Track Indent	View	Forward	View	

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on **“Forward”** option as shown in below screen.

This screenshot is identical to the previous one, showing the 'Distillery Permit' list view. The 'Forward' button in the 'Status/Action' column of the first row is highlighted with a red box, indicating the action to be taken.

- ◆ After clicking on **“Forward”** option a pop up will be opened as shown in below screen.

The screenshot shows the 'Distillery Permit' list view with a 'Forward Indent' pop-up dialog box open. The dialog box contains the following information: Consignor Name (RARE ORGANIZATION SPIRIT IMPORT), Spirit Name (Extra Neutral Alcohol (ENA)), Quantity (BLS) (12000), Route (OK), TPF/PF Amount (Rs.) (180000.00), and a Remarks field (Enter Remarks). A 'Forward' button is at the bottom of the dialog box.

S.No 41	Indent Number	Permit Number	Indent Date	Consignor Name	Spirit Name	Quantity (BLS)	Track Indent	Payment Details	Status/Action	Remarks	Court Fee Stamp
2	IND101025061400041		14-Jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	12000	Track Indent	View	Forward	View	

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen officer need enter the remarks and need to click on **“Forward”** option as shown in below screen.

The screenshot shows the 'Distillery Permit' interface with a modal titled 'Forward Indent'. The modal contains the following fields:

- Consignor Name: RARE ORGANIZATION SPIRIT IMPORT I
- Spirit Name: Extra Neutral Alcohol (ENA)
- Quantity (BLS): 12000
- Route: OK
- TPF/PPF Amount (Rs.): 180000.00
- Remarks: Enter Remarks

A red 'Forward' button is at the bottom of the modal. The background table shows the following data:

S.No	Id	Indent Number	Permit Number	Indent Date	Consignor Name	Spirit Name	Quantity (BLS)	Track Indent	Payment Details	Status/Action	Remarks	Court Fee Stamp
2		IND101025061400041		14-jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	12000	Track Indent		Forward		

- ◆ After clicking on **“Forward”** option an alert pop up will be displayed as shown in below screen and user need to click on **“OK”** button as shown in below screen.

The screenshot shows a success alert dialog with a green checkmark icon and the text: 'Success! Indent forwarded successfully'. An 'OK' button is at the bottom of the dialog. The background table shows the following data:

S.No	Id	Indent Number	Permit Number	Indent Date	Consignor Name	Spirit Name	Quantity (BLS)	Track Indent	Payment Details	Status/Action	Remarks	Court Fee Stamp
2		IND101025061400041		14-jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	12000	Track Indent		Forward		

- ◆ After clicking on **“OK”** button request **“status”** will be shown as **“Forwarded to SOE/DSOE”** as shown in below screen.

The screenshot shows the 'Distillery Permit' interface with the status of the indent updated to 'Forwarded to SOE/DSOE'. The background table shows the following data:

S.No	Id	Indent Number	Permit Number	Indent Date	Consignor Name	Spirit Name	Quantity (BLS)	Track Indent	Payment Details	Status/Action	Remarks	Court Fee Stamp
1		IND101025061400041		14-jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	12000	Track Indent		Forwarded to SOE/DSOE		

## Bottling Unit Control & Regulation User Reference Manual

### ❖ SOE/DSOE Login :

- ◆ Login to the below application by providing the valid username and password.

Helpline Number : 040-42425528-535 | 05:09:22 PM Saturday, June 14, 2025 | Skip to Main Content

Excise Department  
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

**Welcome**

User Id Scan QR Mobile

User ID  
Enter user ID

Password  
Enter password

Verification Code  
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister  
Shri. Conrad Sangma

Hon'ble Excise Minister  
Shri. Kyrmen Shylla

- ◆ After login, Officer can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

Excise Department  
Government of Meghalaya

Activity Dashboard  
Dashboard / Activity Dashboard

Session Time Left : 59:43 | RIBHOI  
Superintendent of Excise

Pending Permits  
12

Pending at District Office  
26

Pending at Headquarters  
10

Pending at Commissionerate  
156

Location	Count
Bottling IMFL Local	6
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	0
State Bonded Warehouse	0
Military Canteen	0
Paramilitary	0
Retailer	6
Police Canteen	0
<b>Grand Total</b>	<b>12</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	7
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
<b>Total</b>		<b>26</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	6
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
License Registration	Secretary HQ	0
Brand Label Registration	Inspector of Excise HQ(OE)	2
Brand Label Registration	Joint Commissioner	0
License Modification	Dealing Assistant HQ	0
License Modification	Assistant Commissioner	0
<b>Total</b>		<b>10</b>

Process Name	Pending at	Count
License Registration	Commissioner	0
Brand Label Registration	Commissioner	1
License Modification	Commissioner	0
Bottling Permits	Commissioner	2
Central Bonded Warehouse Permits	Commissioner	0
State Bonded Warehouse Permits	Commissioner	0
<b>Total</b>		<b>3</b>

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- ◆ After reaching to the above screen here officer having the two option.

Directly clicking on pending count forwarding the application to next level as shown in below screen.

(Or)

Click on “Bottling Unit” tab as shown in below screen.



## Bottling Unit Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Activity Dashboard**  
Dashboard / Activity Dashboard

Session Time Left : 59:52 RIBHOI Superintendent of Excise

**Pending Permits**  
12

**Pending at District Office**  
26

**Pending at Headquarters**  
10

**Pending at Commissionerate**  
156

Location	Count
Bottling IMFL Local	6
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	0
State Bonded Warehouse	0
Military Canteen	0
Paramilitary	0
Retailer	6
Police Canteen	0
<b>Grand Total</b>	<b>12</b>

Process Name	Pending at	Count
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0
License Modification	Assistant Commissioner	0
Bottling Permits	Superintendent of Excise	1
Bottling Permits	Deputy Superintendent of Excise	0
Paramilitary Permits	Superintendent of Excise	0
Paramilitary Permits	Deputy Superintendent of Excise	0
<b>Total</b>		<b>26</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	6
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
License Registration	Secretary HQ	0
Brand Label Registration	Inspector of Excise HQ/DE	2
Brand Label Registration	Joint Commissioner	0
License Modification	Dealing Assistant HQ	0
License Modification	Assistant Commissioner	0
<b>Total</b>		<b>10</b>

Process Name	Pending at	Count
License Registration	Commissioner	0
Brand Label Registration	Commissioner	1
License Modification	Commissioner	0
Bottling Permits	Commissioner	2
Central Bonded Warehouse Permits	Commissioner	0
State Bonded Warehouse Permits	Commissioner	0
<b>Total</b>		<b>3</b>

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- ◆ After reaching to the above screen officer need to select the “**Distillery Permit**” tab under “**Bottling Unit**” tab. After selecting the “**Distillery Permit**” tab officer can able to view the below screen.

**Excise Department**  
Government of Meghalaya

**Distillery Permit**  
Bottling Unit / Distillery Permit

Session Time Left : 59:53 RIBHOI Superintendent of Excise

Start Date: 14-Jun-2025 End Date: 14-Jun-2025 Pending Search

S.No	Id	Type	Indent Number	Permit Number	Indent Date	Consignee Name	Consignor Name	Track Indent	Status/Action	Payment Details	Remarks	Court Fee Stamp
1		IMPORT	IND101025061100039		11-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Forwarded to Officer in Charge	View	View	
2		IMPORT	IND100525032600012		26-Mar-2025	KDM BOTTTLERS	BIHAR DISTILLERIES PVT LTD	Track Indent	Forwarded to Head Quarters	View	View	
3		IMPORT	IND100525032600013		26-Mar-2025	KDM BOTTTLERS	BIHAR DISTILLERIES PVT LTD	Track Indent	Forwarded to Head Quarters	View	View	
4		IMPORT	IND100525040400017		04-Apr-2025	KDM BOTTTLERS	BIHAR DISTILLERIES PVT LTD	Track Indent	Forwarded to Officer in Charge	View	View	
5		IMPORT	IND101025061400041		14-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Forward	View	View	
6		IMPORT	IND101025060600034		06-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Forwarded to Officer in Charge	View	View	
7		IMPORT	IND101025061400040		14-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Payment Pending	View	View	

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- ◆ After reaching to the above screen officer can able to view the below screen where all the pending indents will be displayed in list view.

**Excise Department**  
Government of Meghalaya

**Distillery Permit**  
Bottling Unit / Distillery Permit

Session Time Left : 59:48 RIBHOI Superintendent of Excise

Start Date: 14-Jun-2025 End Date: 14-Jun-2025 Pending Search

10 4

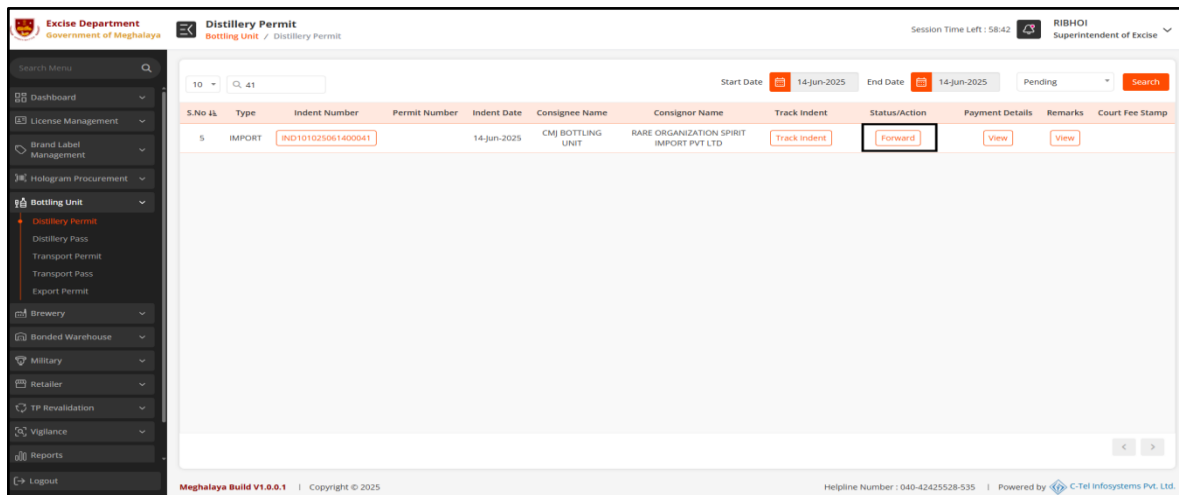
S.No	Id	Type	Indent Number	Permit Number	Indent Date	Consignee Name	Consignor Name	Track Indent	Status/Action	Payment Details	Remarks	Court Fee Stamp
5		IMPORT	IND101025061400041		14-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Forward	View	View	

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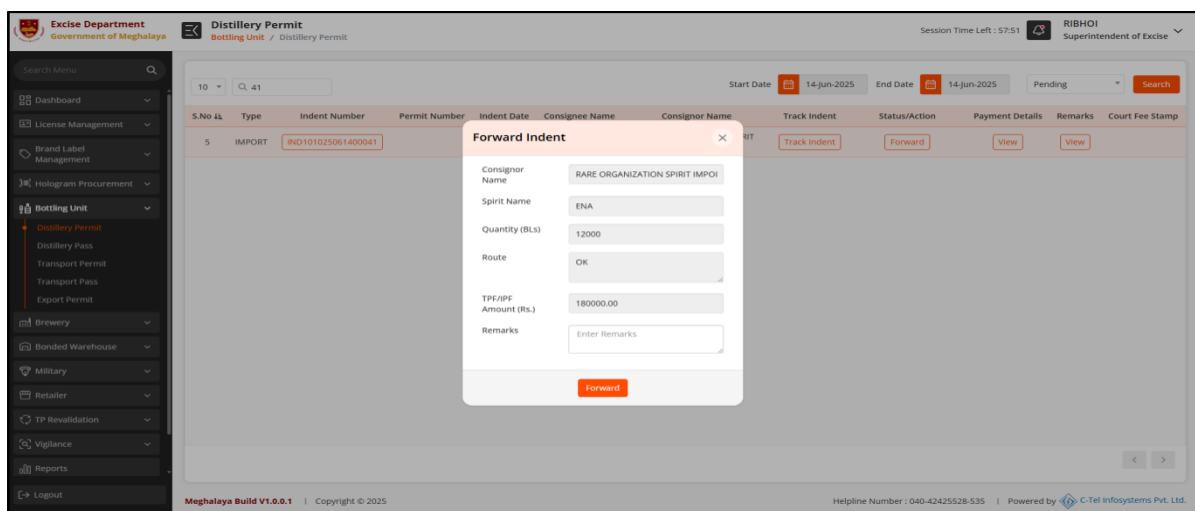
Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “**Forward**” option as shown in below screen.

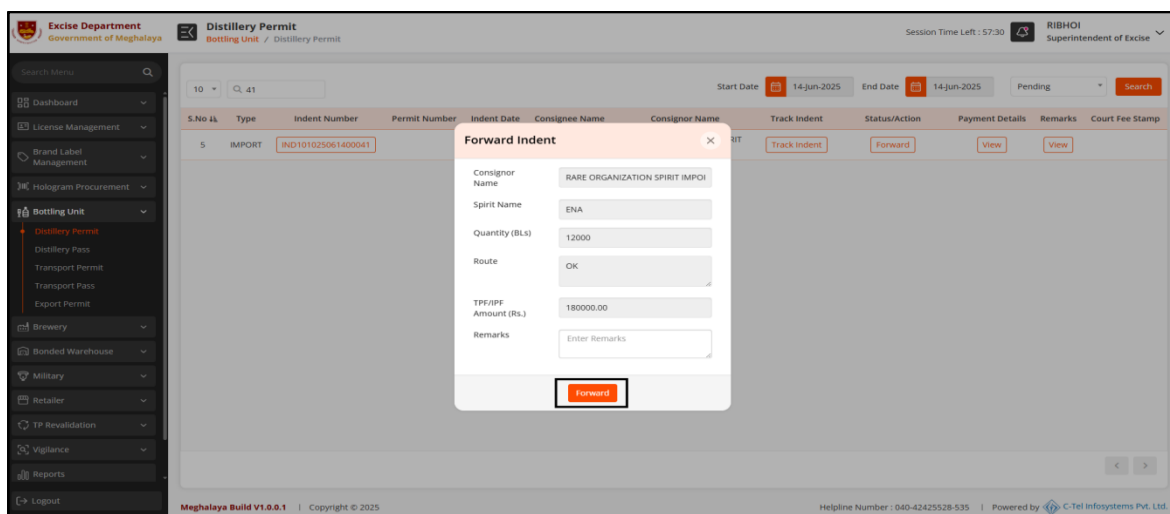
## Bottling Unit Control & Regulation User Reference Manual



◆ After clicking on “Forward” option a pop up will be opened as shown in below screen.

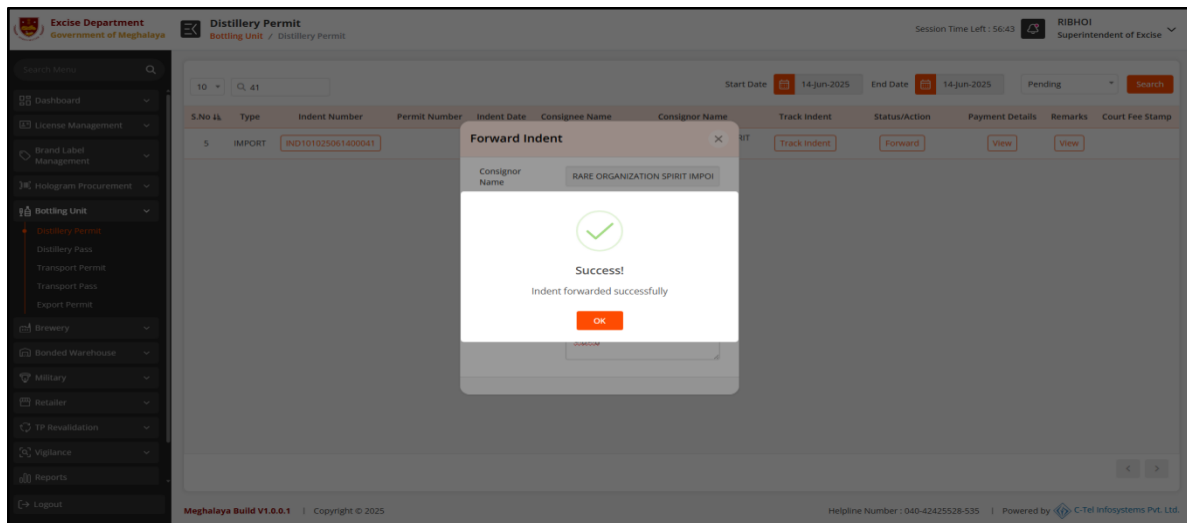


◆ After reaching to the above screen officer need enter the remarks and need to click on “Forward” option as shown in below screen.

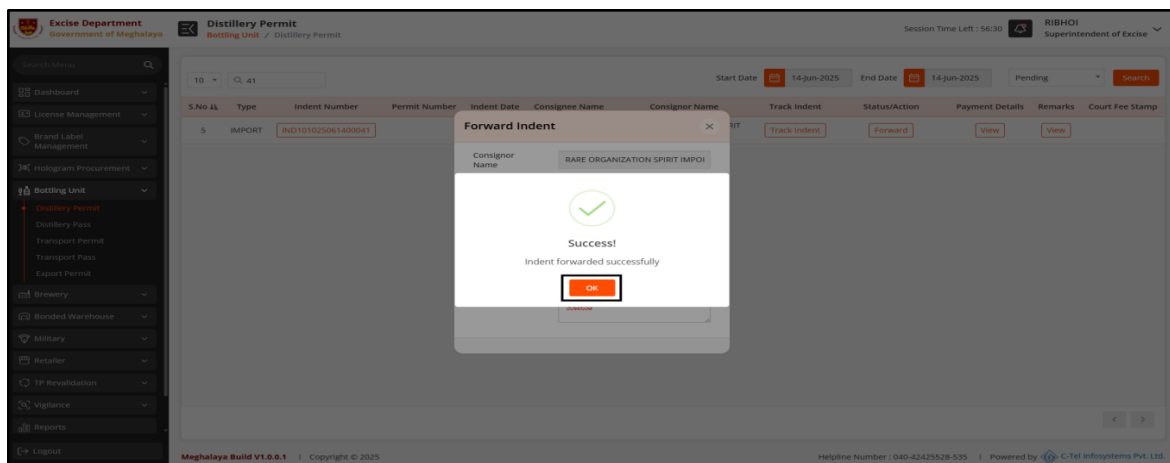


## Bottling Unit Control & Regulation User Reference Manual

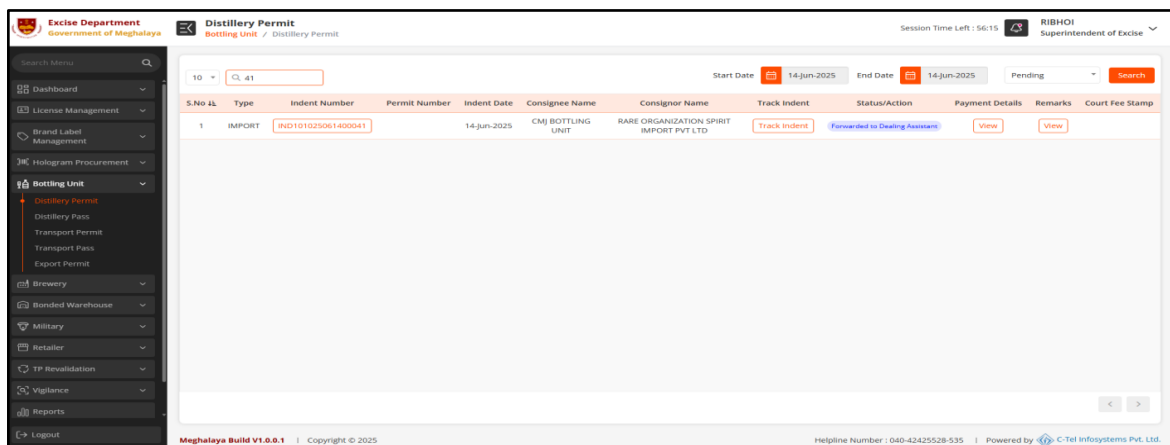
- ◆ After clicking on **“Forward”** option an alert pop up will be displayed as shown in below screen.



- ◆ After reaching to the above screen officer need to click on **“OK”** button as shown in below screen



- ◆ After clicking on **“OK”** button request **“status”** will be shown as **“Forwarded to Dealing Assistant”** as shown in below screen.



## Bottling Unit Control & Regulation User Reference Manual

### ❖ Dealing Assistant Login :

- ◆ Login to the below application by providing the valid username and password.

- ◆ After login, Officer can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

- ◆ After reaching to the above screen here officer having the two option.

Directly clicking on pending count forwarding the application to next level as shown in below screen.

(Or)

Click on “Bottling Unit” tab as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Activity Dashboard**  
Dashboard / Activity Dashboard

Session Time Left: 59:22 | Sunil Thakur  
Dealing Assistant HQ

**Pending Permits**  
47

**Pending at District Office**  
72

**Pending at Headquarters**  
66

**Pending at Commissionerate**  
156

Location	Count
Bottling IMFL Local	6
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	7
State Bonded Warehouse	4
Military Canteen	15
<b>Grand Total</b>	<b>45</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	32
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
<b>Total</b>		<b>72</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	6
License Modification	Dealing Assistant HQ	0
Bottling Permits	Dealing Assistant HQ	1
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	2
<b>Total</b>		<b>10</b>
License Registration	Assistant Commissioner STE	2
License Modification	Assistant Commissioner	0
<b>Total</b>		<b>66</b>

Process Name	Pending at	Count
License Registration	Commissioner	0
Brand Label Registration	Commissioner	6
License Modification	Commissioner	0
Bottling Permits	Commissioner	2
Central Bonded Warehouse Permits	Commissioner	5
State Bonded Warehouse Permits	Commissioner	4
<b>Total</b>		<b>17</b>

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After reaching to the above screen officer need to select the “**Distillery Permit**” tab under “**Bottling Unit**” tab. After selecting the “**Distillery Permit**” tab officer can able to view the below screen

**Excise Department**  
Government of Meghalaya

**Distillery Permit**  
Bottling Unit / Distillery Permit

Session Time Left: 59:53 | Sunil Thakur  
Dealing Assistant HQ

10 | Search records

Start Date: 14-jun-2025 | End Date: 14-jun-2025 | Pending | Search

S.No	Id	Type	Indent Number	Permit Number	Indent Date	Consignee Name	Consignor Name	Track Indent	Status/Action	Payment Details	Remarks	Court Fee Stamp
1		IMPORT	IND101025061400041		14-jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Forward	View		
2		IMPORT	IND101025061400040		14-jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Payment Pending	View		

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◆ After reaching to the above screen officer can able to view the below screen where all the pending indents will be displayed in list view.

**Excise Department**  
Government of Meghalaya

**Distillery Permit**  
Bottling Unit / Distillery Permit

Session Time Left: 59:47 | Sunil Thakur  
Dealing Assistant HQ

10 | Search records

Start Date: 14-jun-2025 | End Date: 14-jun-2025 | Pending | Search

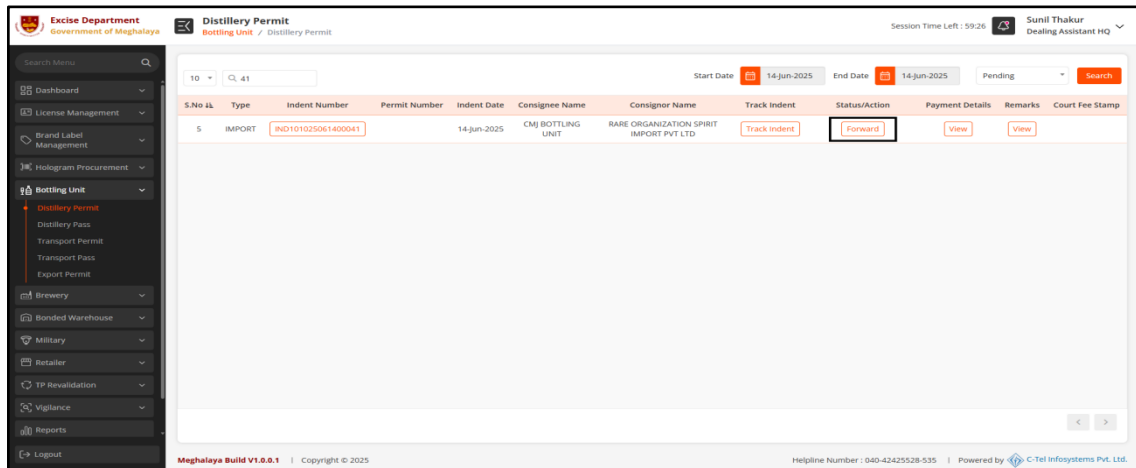
S.No	Id	Type	Indent Number	Permit Number	Indent Date	Consignee Name	Consignor Name	Track Indent	Status/Action	Payment Details	Remarks	Court Fee Stamp
5		IMPORT	IND101025061400041		14-jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Forward	View		

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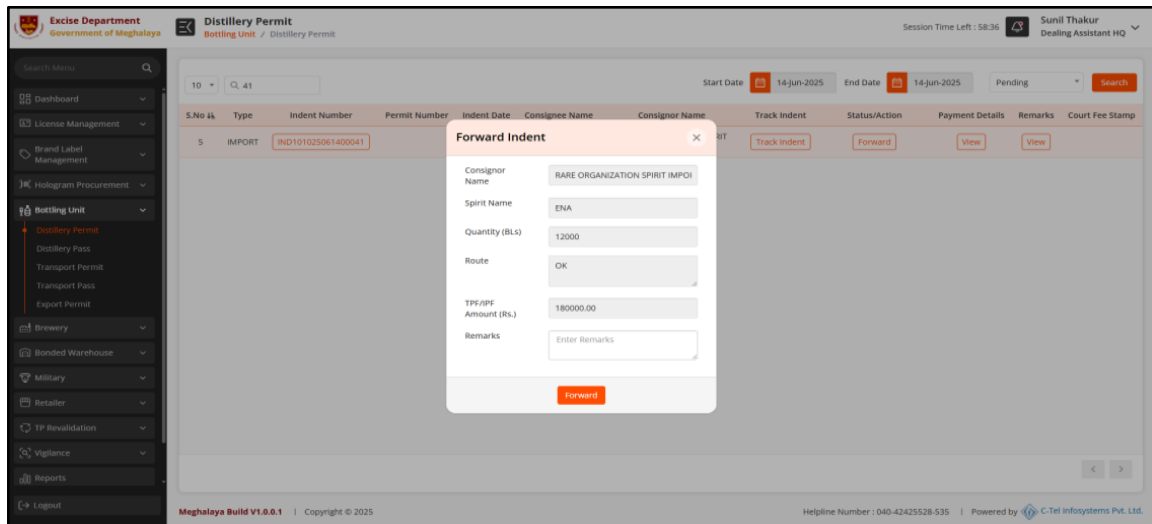
Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

## Bottling Unit Control & Regulation User Reference Manual

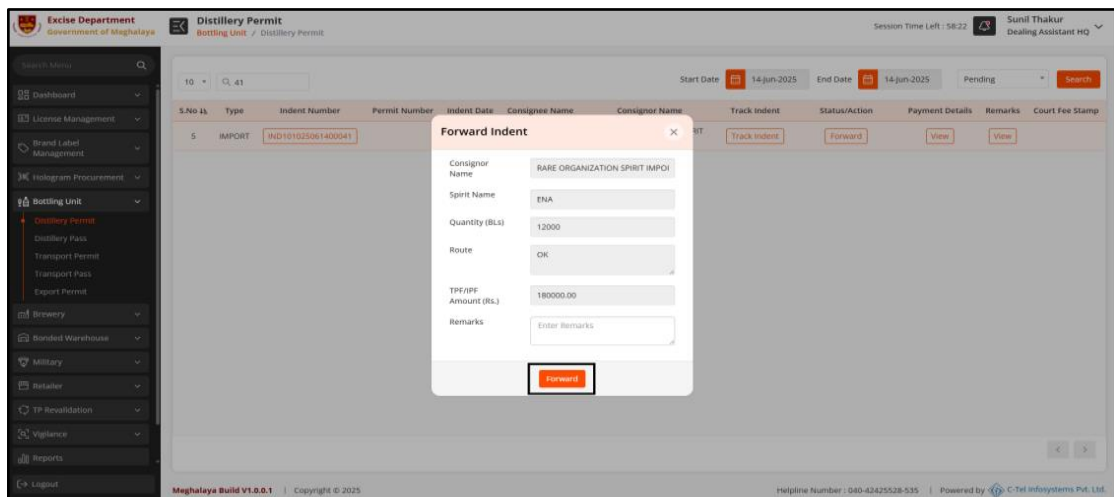
- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on **“Forward”** option as shown in below screen.



- ◆ After clicking on **“Forward”** option a pop up will be opened as shown in below screen.



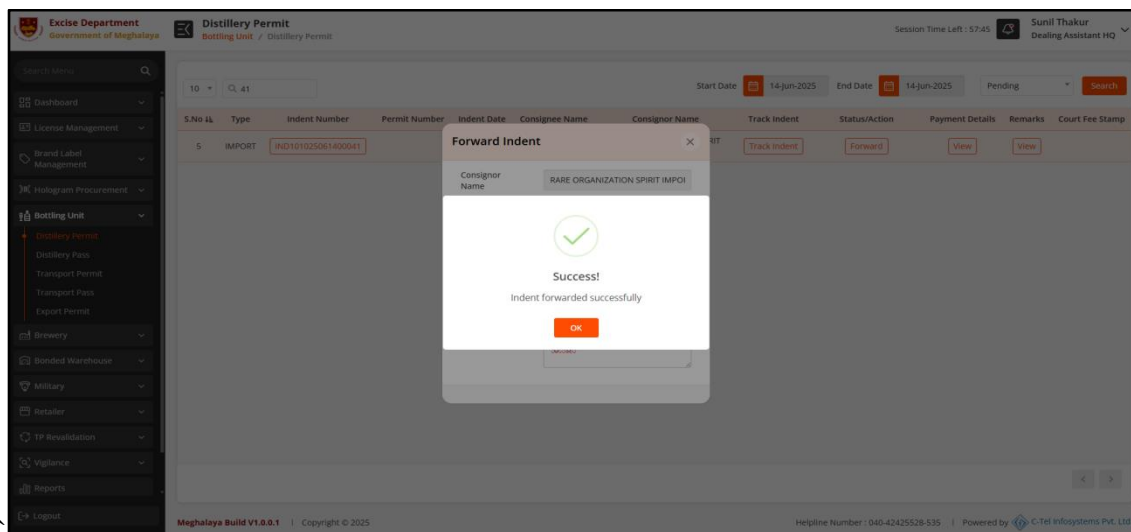
- ◆ After reaching to the above screen officer need enter the remarks and need to click on **“Forward”** option as shown in below screen.



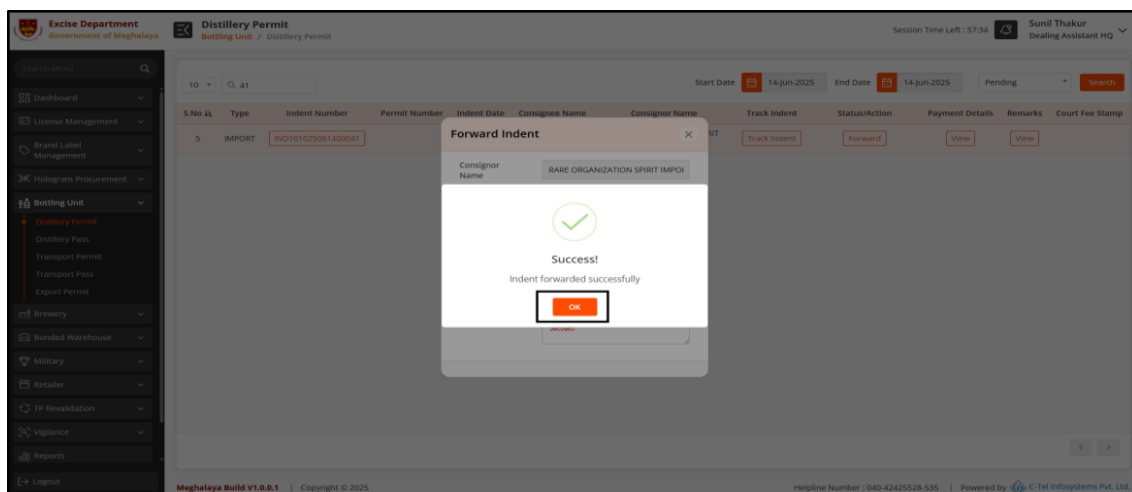


## Bottling Unit Control & Regulation User Reference Manual

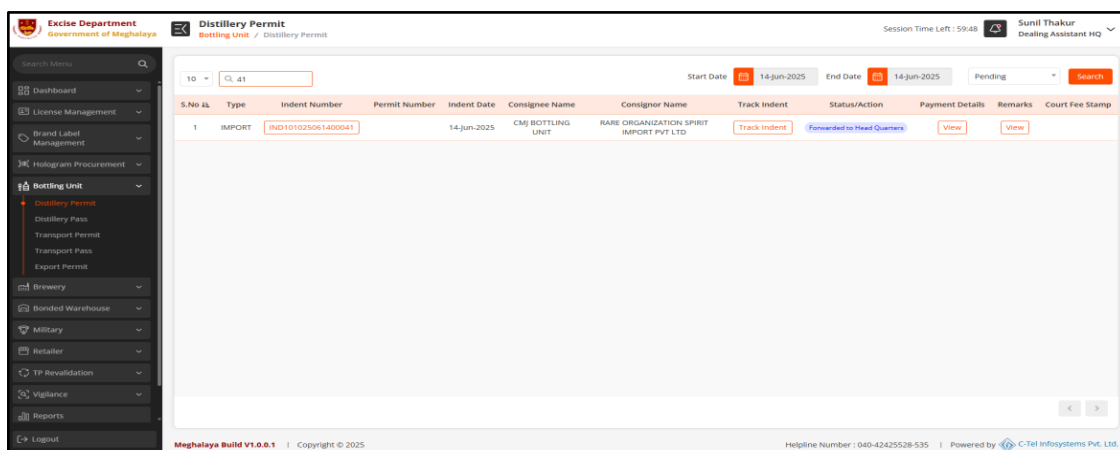
- ◆ After clicking on **“Forward”** option an alert pop up will be displayed as shown in below screen.



- ◆ After reaching to the above screen officer need to click on **“OK”** button as shown in below screen



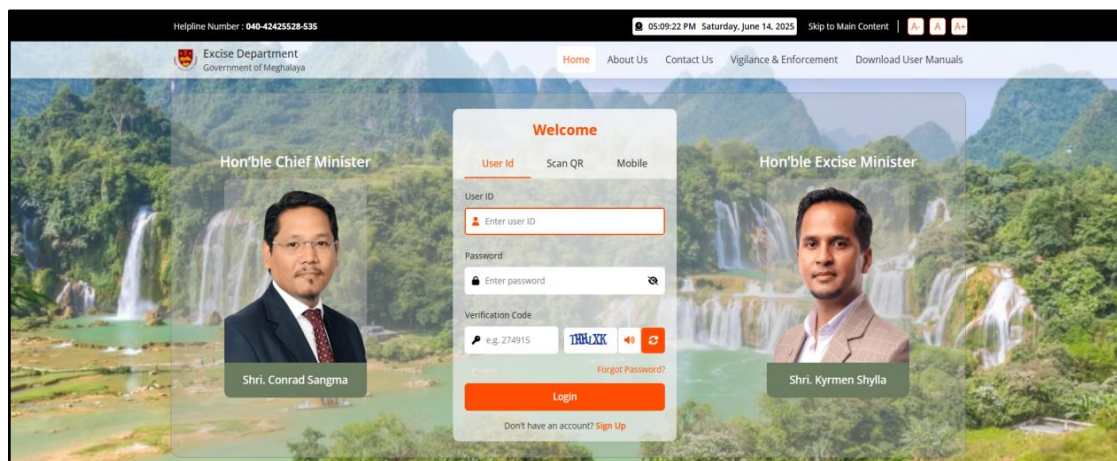
- ◆ After clicking on **“OK”** button request **“status”** will be shown as **“Forwarded to Head Quarters”** as shown in below screen.



## Bottling Unit Control & Regulation User Reference Manual

### ❖ JC/Commissioner HQ Login :

- ◆ Login to the below application by providing the valid username and password.



Helpline Number : 040-4242528-535 05:09:22 PM Saturday, June 14, 2025 Skip to Main Content

Excise Department  
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

**Welcome**

User Id Scan QR Mobile

User ID  
Enter user ID

Password  
Enter password

Verification Code  
e.g. 274915

Forgot Password?

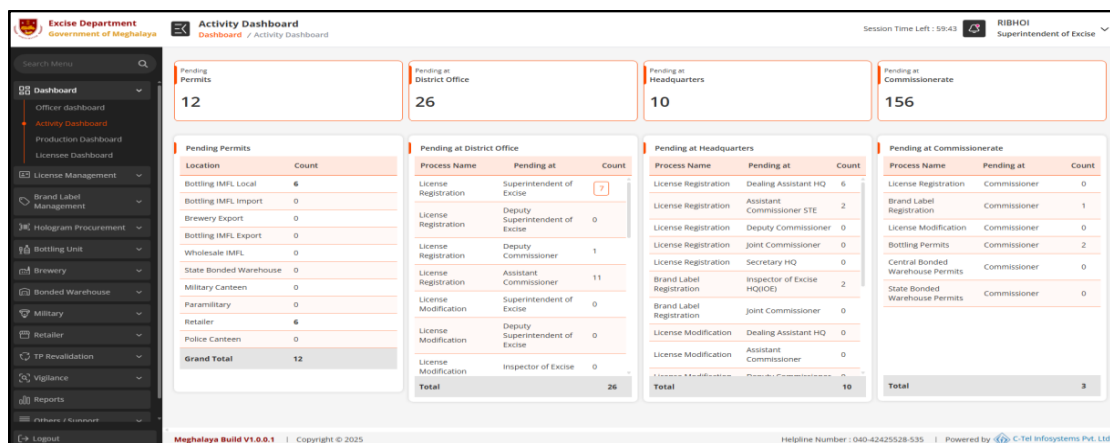
Login

Don't have an account? Sign Up

Hon'ble Chief Minister  
Shri. Conrad Sangma

Hon'ble Excise Minister  
Shri. Kyrmen Shylla

- ◆ After login, Commissioner can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.



Excise Department  
Government of Meghalaya

Activity Dashboard

Session Time Left : 59:43 RIBHOI Superintendent of Excise

Pending Permits	Pending at District Office	Pending at Headquarters	Pending at Commissionerate
12	26	10	156

Location	Count
Bottling IMFL Local	6
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	0
State Bonded Warehouse	0
Military Canteen	0
Paramilitary	0
Retailer	6
Police Canteen	0
TP Revalidation	0
<b>Grand Total</b>	<b>12</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	7
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
<b>Total</b>		<b>26</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	6
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
License Registration	Secretary HQ	0
Brand Label Registration	Inspector of Excise HQ(OE)	2
Brand Label Registration	Joint Commissioner	0
License Modification	Dealing Assistant HQ	0
License Modification	Assistant Commissioner	0
<b>Total</b>		<b>10</b>

Process Name	Pending at	Count
License Registration	Commissioner	0
Brand Label Registration	Commissioner	1
License Modification	Commissioner	0
Bottling Permits	Commissioner	2
Central Bonded Warehouse Permits	Commissioner	0
State Bonded Warehouse Permits	Commissioner	0
<b>Total</b>		<b>3</b>

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- ◆ After reaching to the above screen here commissioner having the two option.

Directly clicking on pending count forwarding the application to next level as shown in below screen.

(Or)

Click on “Bottling Unit” tab as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Activity Dashboard**  
Dashboard / Activity Dashboard

Session Time Left: 59:53 | Pravin Bakshi, IAS  
Financial Commissioner

Pending Permits: 45 | Pending at District Office: 72 | Pending at Headquarters: 66 | Pending at Commissionerate: 156

Location	Count
Bottling IMFL Local	4
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	7
State Bonded Warehouse	4
Military Canteen	15
Paramilitary	1
Retailer	12
Police Canteen	0
<b>Grand Total</b>	<b>43</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	32
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
<b>Total</b>		<b>72</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	6
License Registration	Assistant Commissioner	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
License Registration	Secretary HQ	0
Brand Label Registration	Inspector of Excise HQ/ODE	45
Brand Label Registration	Joint Commissioner	0
License Modification	Dealing Assistant HQ	0
License Modification	Assistant Commissioner	0
<b>Total</b>		<b>66</b>

Process Name	Pending at	Count
License Registration	Commissioner	0
License Renewal	Commissioner	0
Brand Label Registration	Commissioner	5
Brand Renewal	Commissioner	0
License Modification	Commissioner	0
Bottling Permits	Commissioner	1
Central Bonded Warehouse Permits	Commissioner	5
State Bonded Warehouse Permits	Commissioner	4
<b>Total</b>		<b>16</b>

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- ◆ After reaching to the above screen commissioner need to select the “**Distillery Permit**” tab under “**Bottling Unit**” tab. After selecting the “**Distillery Permit**” tab officer can able to view the below screen.

**Excise Department**  
Government of Meghalaya

**Distillery Permit**  
Bottling Unit / Distillery Permit

Session Time Left: 59:54 | Pravin Bakshi, IAS  
Financial Commissioner

Start Date: 14-Jun-2025 | End Date: 14-Jun-2025 | Pending | Search

S.No	Id	Type	Indent Number	Permit Number	Indent Date	Consignee Name	Consignor Name	Track Indent	Status/Action	Payment Details	Remarks	Court Fee Stamp
1		IMPORT	IND1010225061100039		11-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Forwarded to Officer in Charge	View	View	
2		IMPORT	IND100525040400017		04-Apr-2025	KDM BOTTLERS	BIHAR DISTILLERIES PVT LTD	Track Indent	Forwarded to Officer in Charge	View	View	
3		IMPORT	IND1010225061400041		14-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Approve	View	View	
4		IMPORT	IND101025060600034		06-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Forwarded to Officer in Charge	View	View	
5		IMPORT	IND1010225061400040		14-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Payment Pending	View		

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Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- ◆ After reaching to the above screen commissioner can able to view the below screen where all the pending indents will be displayed in list view.

**Excise Department**  
Government of Meghalaya

**Distillery Permit**  
Bottling Unit / Distillery Permit

Session Time Left: 58:46 | Pravin Bakshi, IAS  
Financial Commissioner

Start Date: 14-Jun-2025 | End Date: 14-Jun-2025 | Pending | Search

10 | 41

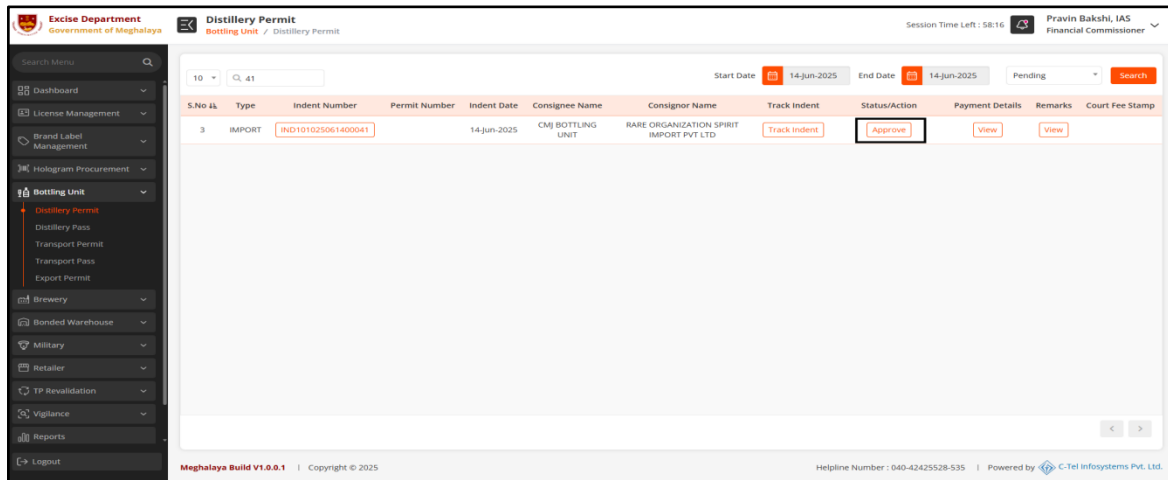
S.No	Id	Type	Indent Number	Permit Number	Indent Date	Consignee Name	Consignor Name	Track Indent	Status/Action	Payment Details	Remarks	Court Fee Stamp
3		IMPORT	IND1010225061400041		14-Jun-2025	CMJ BOTTLING UNIT	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Track Indent	Approve	View	View	

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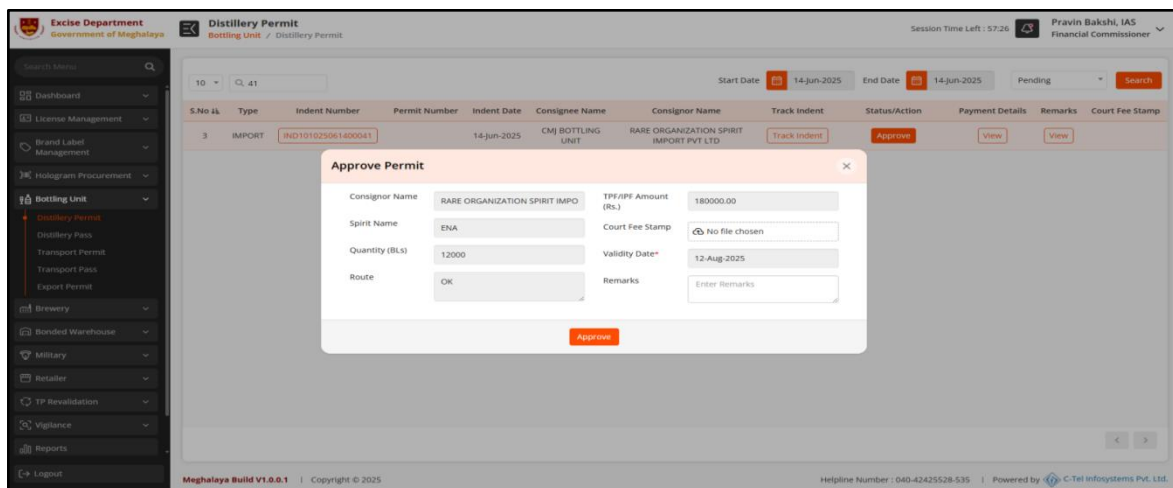
Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

## Bottling Unit Control & Regulation User Reference Manual

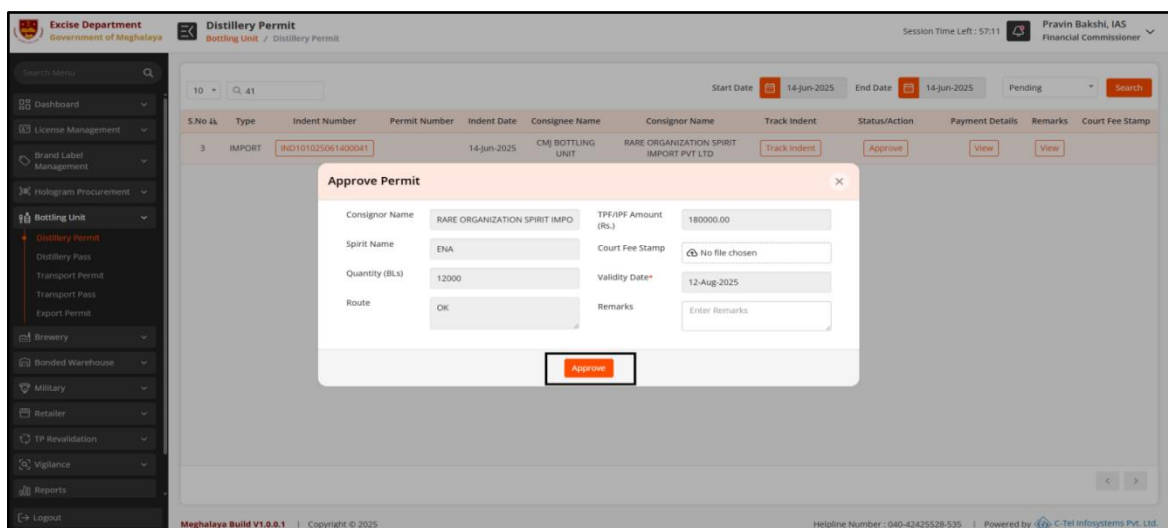
- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “**Approve**” option as shown in below screen.



- ◆ After clicking on “**Approve**” option a pop up will be opened as shown in below screen.

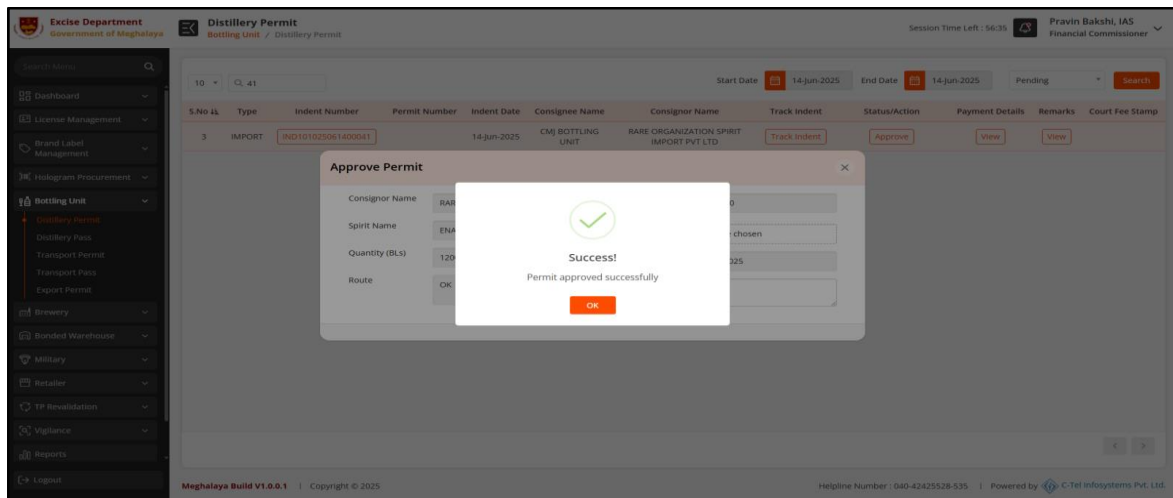


- ◆ After reaching to the above screen commissioner need enter the remarks and need to click on “**Approve**” option as shown in below screen.

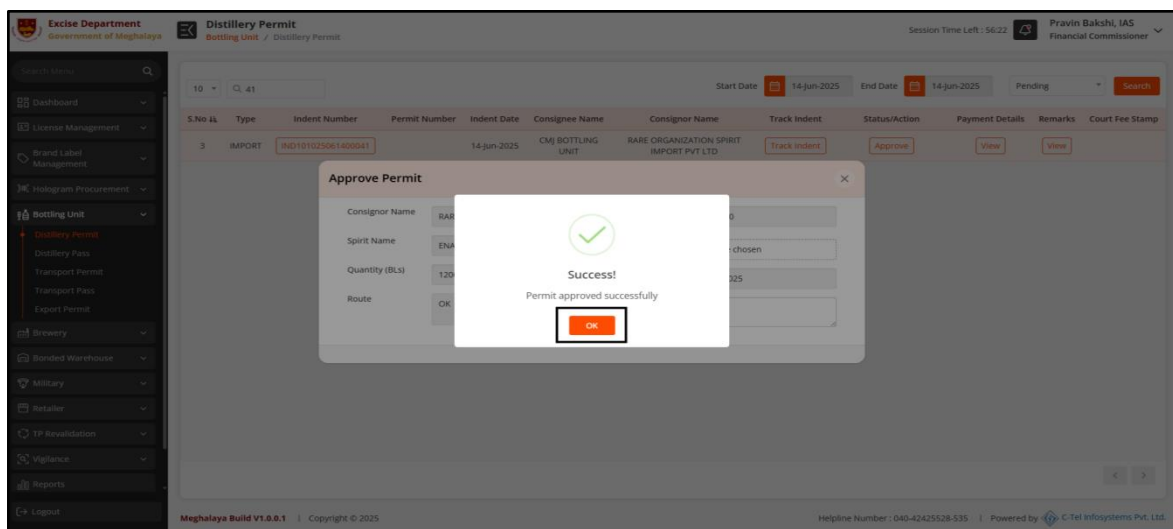


## Bottling Unit Control & Regulation User Reference Manual

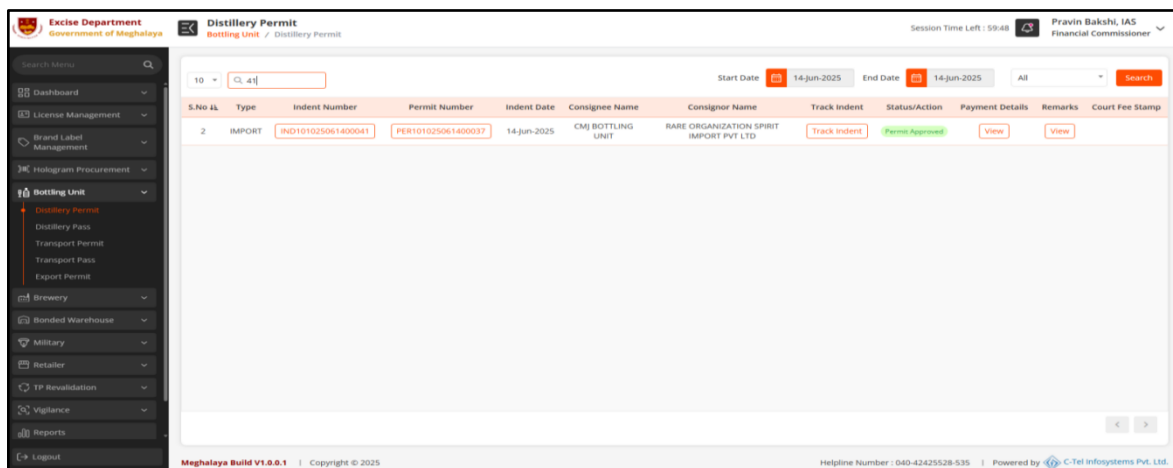
- ◆ After clicking on “**Approve**” option an alert pop up will be displayed as shown in below screen.



- ◆ After reaching to the above screen officer need to click on “**OK**” button as shown in below screen



- ◆ After clicking on “**OK**” button request “**status**” will be shown as “**Permit Approved**” as shown in below screen.



## Bottling Unit Control & Regulation User Reference Manual

### ❖ Spirit Supplier Login :

- ◆ Login to the below application by providing the valid username and password.

- ◆ After login, User can able to view the below screen.

- ◆ Then user need to select “Dispatch” tab as shown in below screen.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen commissioner need to select the “**Distillery Permit**” tab under “**Dispatch**” tab. After selecting the “**Distillery Permit**” tab user can able to view the below screen.

S.No	Indent Number	Permit Number	Indent Date	Consignor Name	Spirit Type	Quantity BLS	Payment Details	Print	Status/Action	Remarks	Court Fee Stamp
1	IND101025061100039	PER101025061800027	11-jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	10000		View	Permit Approved		
2	IND101025060600033	PER101025060600029	06-jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	1		View	Permit Approved		Click to View
3	IND101025060900035	PER101025060900030	09-jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	1		View	Permit Approved		View
4	IND101025061400041	PER101025061400037	14-jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	12000		View	Permit Approved		View
5	IND101025061800032	PER101025061800028	18-jun-2025	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	10000		View	Permit Approved		View

- ◆ After reaching to the above screen user can able to view all the permits which are approved.
- ◆ Then officer need to select the “**Distillery Pass**” tab under “**Dispatch**” tab.

S.No	Pass Number	Permit Number	Consignor Name	Consignee Name	Spirit Name	Quantity (BLS)	Uploaded Pass	Print	Status/Actions
No data available									

After selecting the “**Distillery Pass**” tab user can able to view the below screen. Then user need to click on (+ **Shipment Request**) option as shown in below screen.

S.No	Pass Number	Permit Number	Consignor Name	Consignee Name	Spirit Name	Quantity (BLS)	Uploaded Pass	Print	Status/Actions
No data available									

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After clicking on “(+ Shipment Request)” option a pop up will be opened as shown in below screen.

The screenshot shows the 'Shipment' pop-up form. The background interface includes a sidebar with 'Master Data', 'Dispatch', 'Distillery Permit', and 'Distillery Pass'. The main area displays 'No data available' and a '+ Shipment Request' button. The pop-up form has the following fields:

- Bottling Unit: Select Bottling Unit
- Permit Number: Select Permit Number
- Spirit Name: Spirit Name
- Permit Quantity (BL): Permit Quantity (BL)
- Route Name: Route Name
- Strength: Please Enter Strength
- Temperature (C): Please Enter Temperature
- Indicator: Indicator
- Vehicle Number: Please Enter Vehicle Number
- Transporter Name: Transporter Name
- Pass Validity: Please Enter Pass Validity
- Export Pass: No file chosen
- Remarks: Please Enter remarks

Buttons: Cancel, Initiate Shipment

- ◆ After reaching to the above screen user need to fill all the necessary details and then need to click on “Initiate Shipment” option. After clicking on “Initiate Shipment” option below screen will be displayed.

The screenshot shows the 'Shipment' pop-up form with the following filled details:

- Bottling Unit: CMJ BOTTLING UNIT(1010)
- Permit Number: PER101025061800028
- Spirit Name: Extra Neutral Alcohol (ENA)
- Permit Quantity (BL): 10000
- Route Name: Andhra Pradesh to Meghalaya
- Strength: 68
- Temperature (C): 37
- Indicator: 12
- Vehicle Number: MG12MG1212
- Transporter Name: Rajendra singh
- Pass Validity: 25-jun-2025
- Export Pass: No file chosen
- Remarks: Approved

Buttons: Cancel, Initiate Shipment

- ◆ After clicking on “(+ Shipment Request)” option a pop up will be opened as shown in below screen.

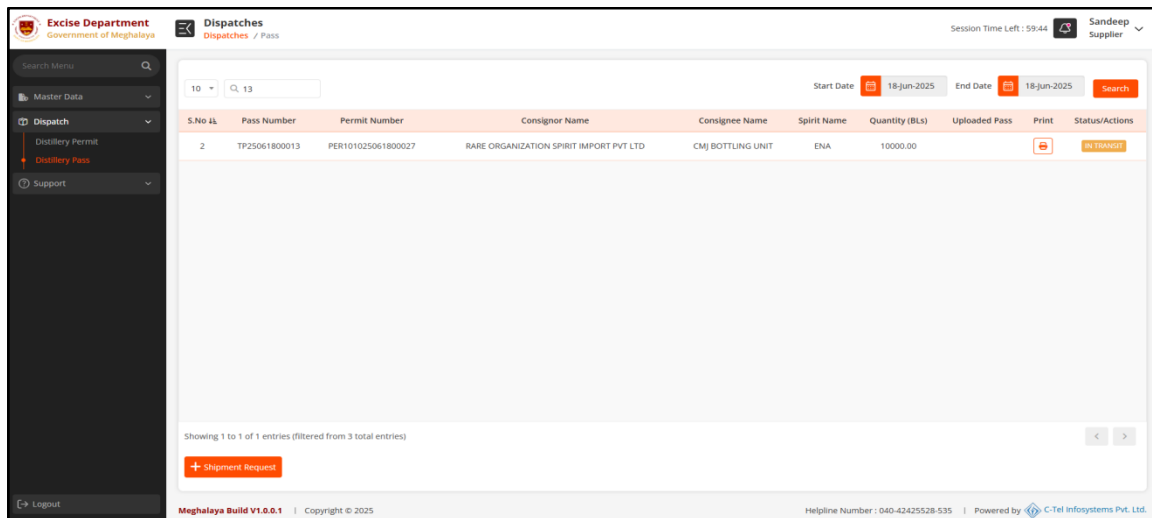
The screenshot shows the 'Shipment' pop-up form with a success message overlay. The message says "Success! Shipment request raised successfully." and has an "OK" button. The background interface shows a table with 2 entries.

Showing 1 to 2 of 2 entries

Buttons: Cancel, Initiate Shipment

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to click on “OK” button as shown in above screen.



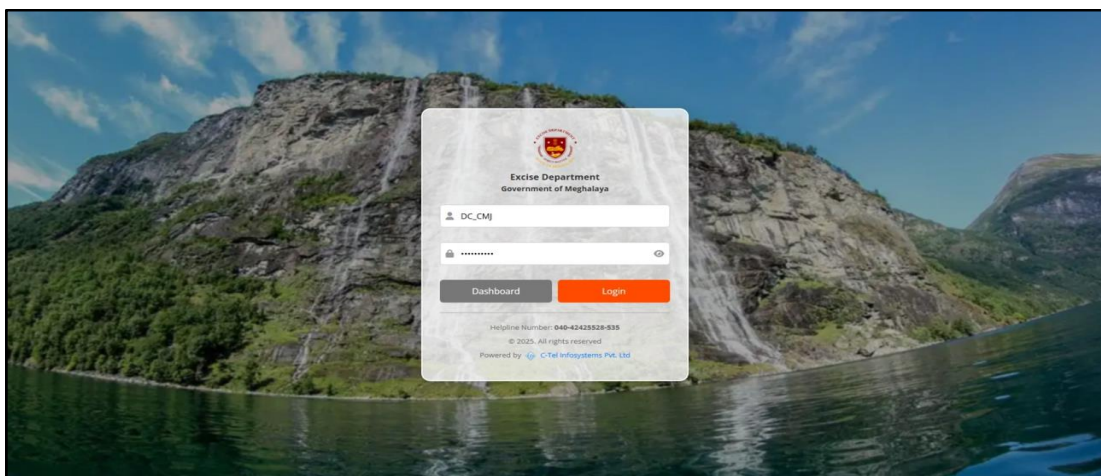
- ◆ After clicking on “OK” button request “status” will be shown as “IN TRANSIT” as shown in above screen.

**"The indenting process, permit approval process, and shipment process will be carried out from the central node, while the receiving process will be handled at the local node (Bottling Unit)."**

### 3.Spirit Receiving Process :

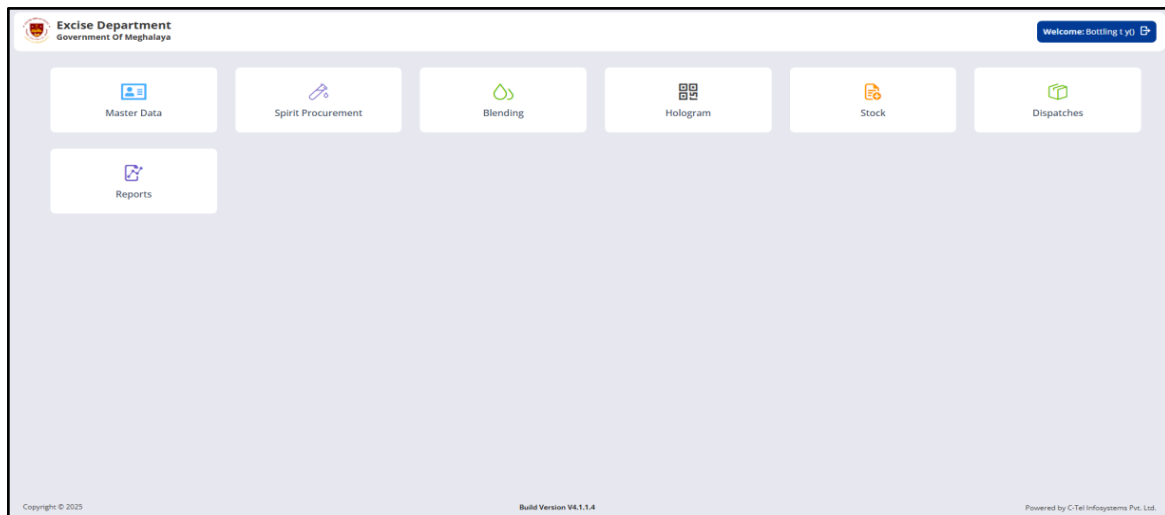
#### ❖ Bottling Unit Manager Login :

- ◆ Login to the below application by providing the valid username and password.

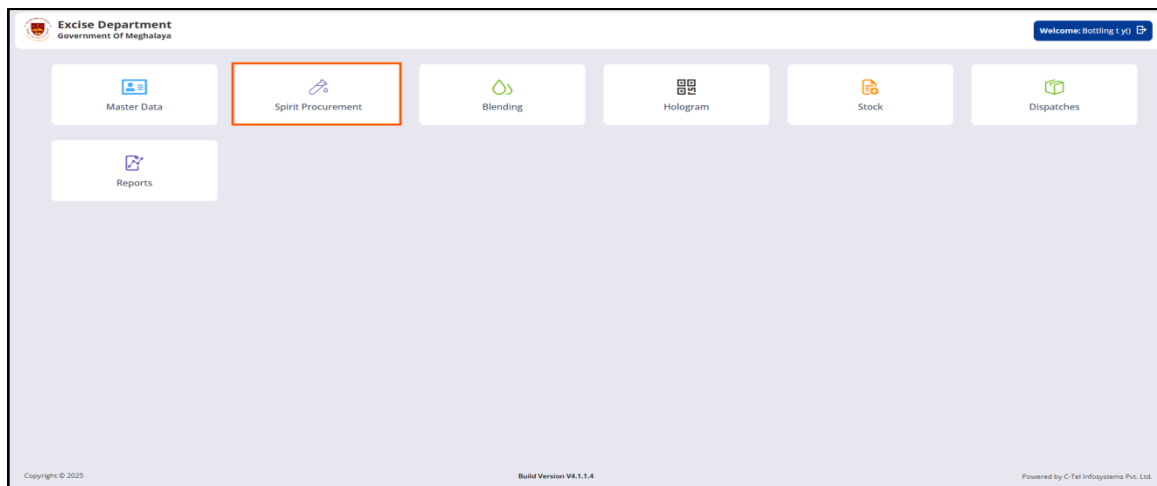


- ◆ After login to the application below homepage will be displayed.

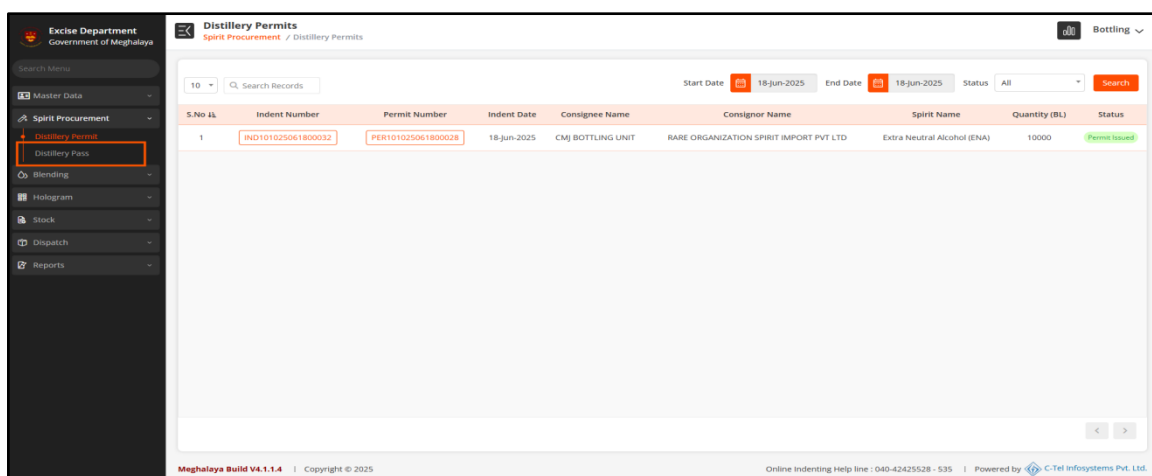
## Bottling Unit Control & Regulation User Reference Manual



- ◆ Then user need to select “**Spirit Procurement**” tab as shown in below.



- ◆ After reaching to the above screen user need to select the “**Distillery Pass**” tab under “**Spirit Procurement**” tab. After selecting the “**Distillery Pass**” tab user can able to view the below screen.



- ◆ After reaching to the above screen in list view pending permits will be displayed.

## Bottling Unit Control & Regulation User Reference Manual

The screenshot shows the 'Distillery Pass' application interface. The left sidebar contains navigation options: Master Data, Spirit Procurement (selected), Blending, Hologram, Stock, Dispatch, and Reports. The main area displays a table of passes with columns: S.No, Permit Number, Pass Number, Consignor Name, Spirit Name, Pass Quantity (BL), Receive Quantity (BL), Date, Status/Action, and EVC Print. The table lists 8 passes, all with status 'Forwarded for EVC Approval'. The 'Receive' button is highlighted in the status column for the first pass.

S.No	Permit Number	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)	Receive Quantity (BL)	Date	Status/Action	EVC Print
1	PER101025060900030	TP25061800015	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	1.00		18-Jun-2025	Forwarded for EVC Approval	
2	PER101025041700013	TP200325051600006	BIHAR DISTILLERIES PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		16-May-2025	Forwarded for EVC Approval	
3	PER101025051500018	TP200325051700008	BIHAR DISTILLERIES PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		17-May-2025	Forwarded for EVC Approval	
4	PER101025061100031	TP25061100010	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	0.00		11-Jun-2025	Forwarded for EVC Approval	
5	PER101025061100033	TP25061100012	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Mature Malt Spirit (MMS)	1.00		11-Jun-2025	Forwarded for EVC Approval	
6	PER101025061100032	TP25061100011	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Mature Malt Spirit (MMS)	1.00		11-Jun-2025	Forwarded for EVC Approval	
7	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		18-Jun-2025	Forwarded for EVC Approval	
8	PER101025060600029	TP25061800014	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	1.00		18-Jun-2025	Forwarded for EVC Approval	

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on **“Receive”** option as shown in below screen.

The screenshot shows the 'Distillery Pass' application interface. The left sidebar contains navigation options: Master Data, Spirit Procurement (selected), Blending, Hologram, Stock, Dispatch, and Reports. The main area displays a table of passes with columns: S.No, Permit Number, Pass Number, Consignor Name, Spirit Name, Pass Quantity (BL), Receive Quantity (BL), Date, Status/Action, and EVC Print. The table lists 7 passes, all with status 'Forwarded for EVC Approval'. The 'Receive' button is highlighted in the status column for the first pass.

S.No	Permit Number	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)	Receive Quantity (BL)	Date	Status/Action	EVC Print
7	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		18-Jun-2025	Forwarded for EVC Approval	

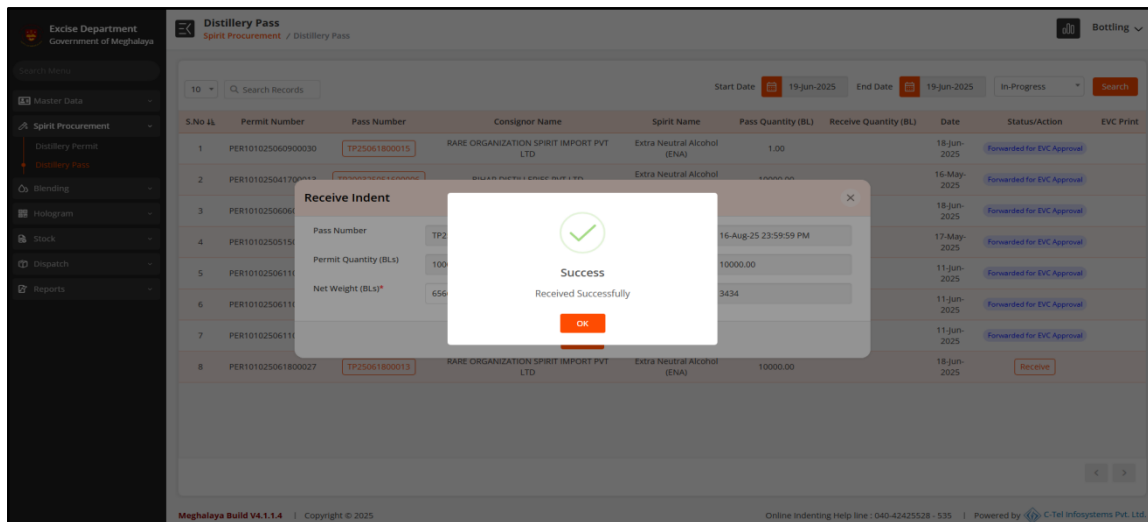
- ◆ After clicking on **“Receive”** option a pop up will be opened as shown in below screen.

The screenshot shows the 'Distillery Pass' application interface. The left sidebar contains navigation options: Master Data, Spirit Procurement (selected), Blending, Hologram, Stock, Dispatch, and Reports. The main area displays a table of passes with columns: S.No, Permit Number, Pass Number, Consignor Name, Spirit Name, Pass Quantity (BL), Receive Quantity (BL), Date, Status/Action, and EVC Print. The table lists 7 passes, all with status 'Forwarded for EVC Approval'. The 'Receive' button is highlighted in the status column for the first pass. A 'Receive Indent' pop-up form is displayed over the table, containing fields for Pass Number, Permit Quantity (BLs), Net Weight (BLs), Validity Date, Pass Quantity (BLs), and Wastage (BLs). The 'Save' button is highlighted at the bottom of the form.

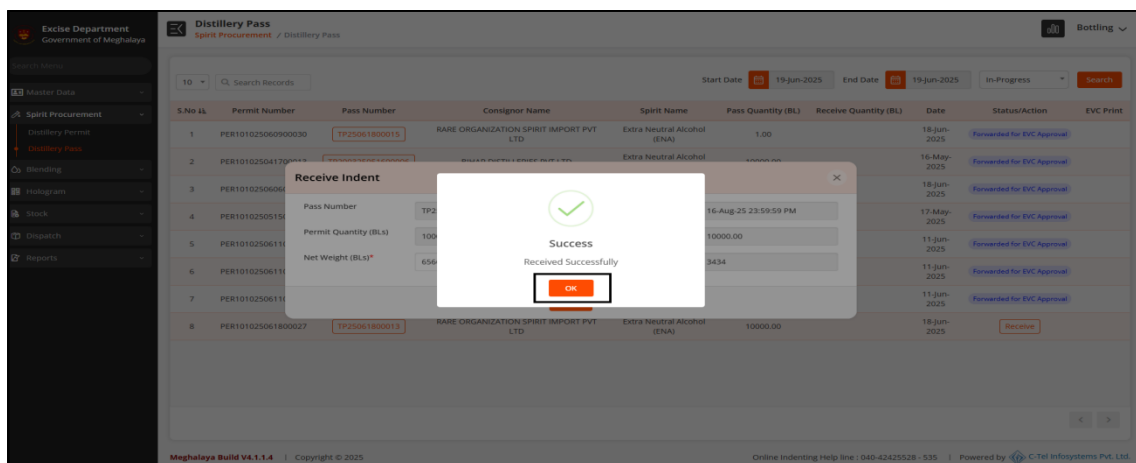
S.No	Permit Number	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)	Receive Quantity (BL)	Date	Status/Action	EVC Print
7	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		18-Jun-2025	Forwarded for EVC Approval	

- ◆ After reaching to the above screen officer need enter the **“Net Weight (BLs)”** and need to click on **“Save”** option as shown in below screen.

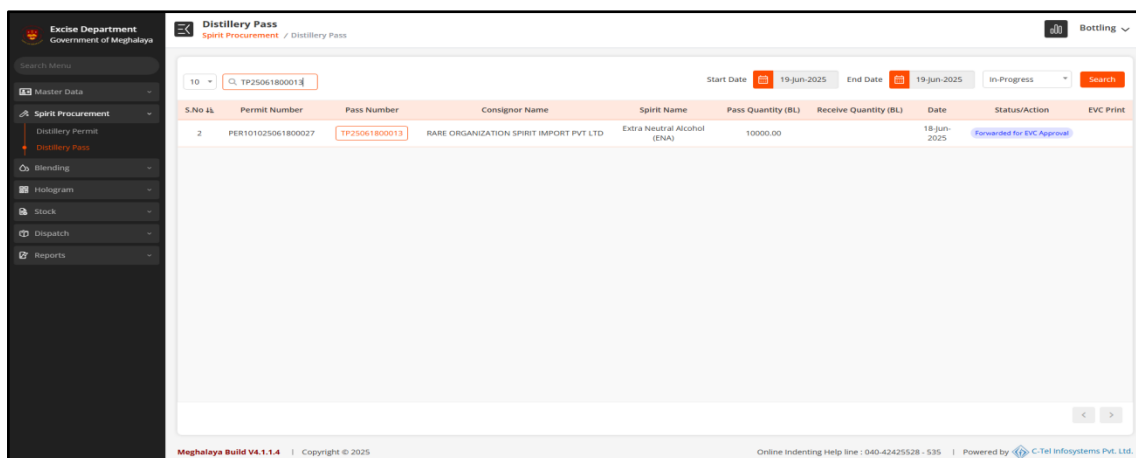
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After clicking on “Save” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.



- ◆ After clicking on “OK” button request “status” will be shown as “Forwarded for EVC Approval” as shown in below screen.

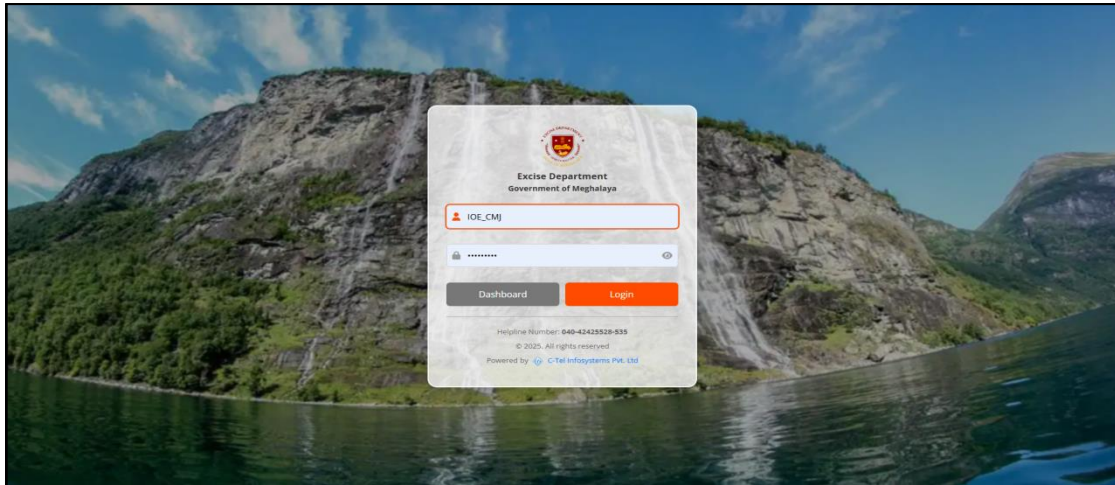




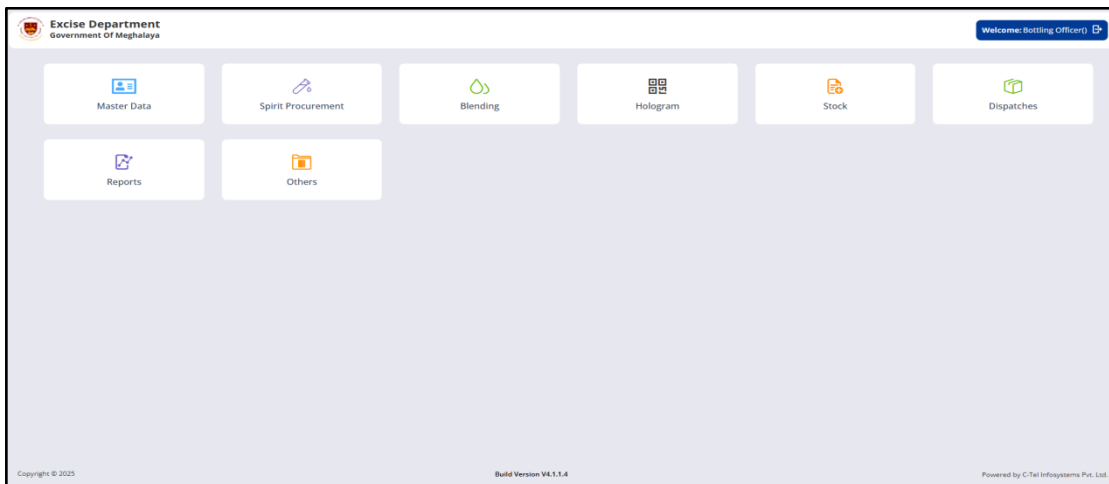
## Bottling Unit Control & Regulation User Reference Manual

### ❖ Bottling Unit IOE Login :

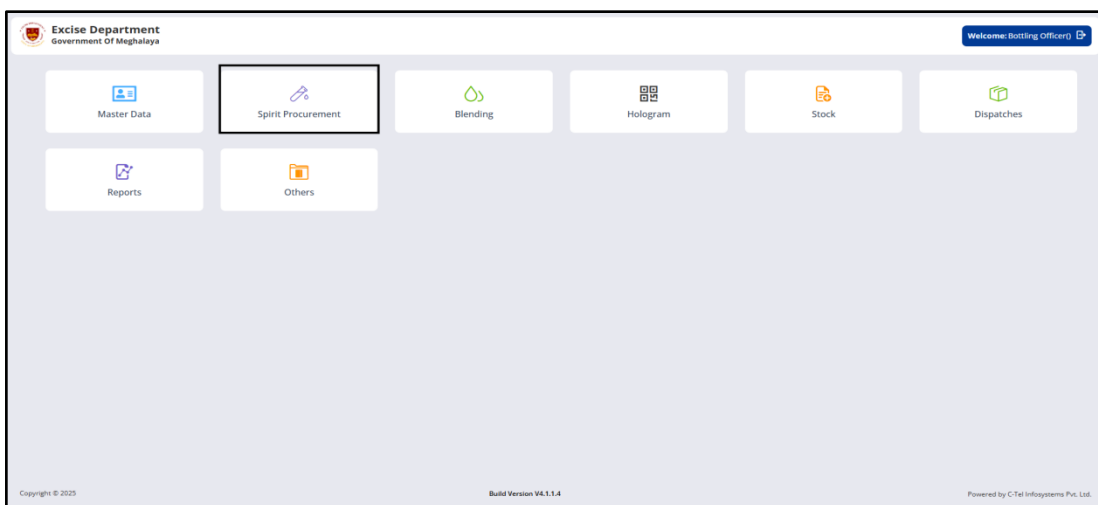
- ◆ Login to the below application by providing the valid username and password.



- ◆ After login to the application below homepage will be displayed.

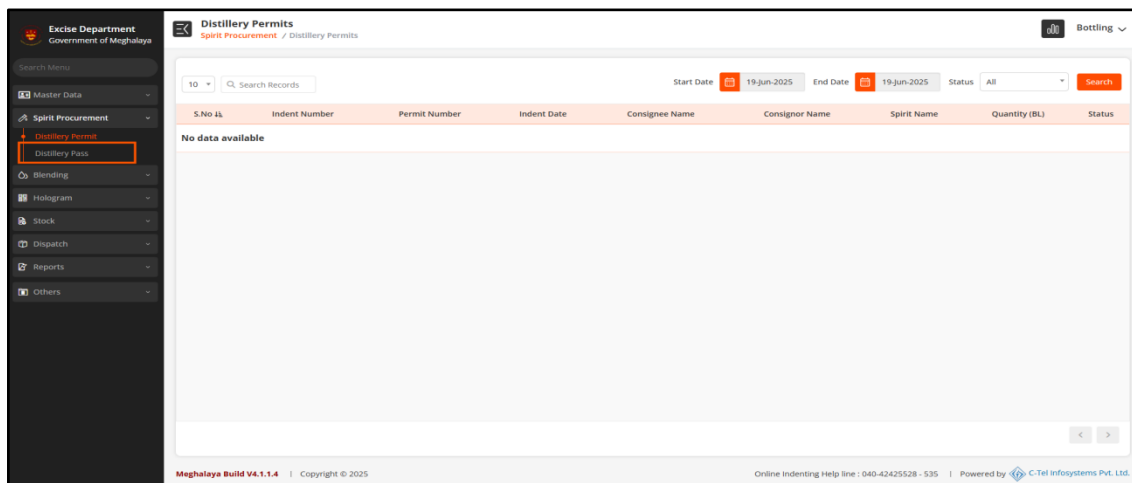


- ◆ Then user need to select “**Spirit Procurement**” tab as shown in below.



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- ◆ After reaching to the above screen user need to select the “**Distillery Pass**” tab under “**Spirit Procurement**” tab. After selecting the “**Distillery Pass**” tab user can able to view the below screen.



- ◆ After reaching to the above screen in list view pending permits will be displayed.

The screenshot shows the 'Distillery Pass' screen in list view. The table displays 8 rows of pending permits. The columns are: S.No, Permit Number, Pass Number, Consignor Name, Spirit Name, Pass Quantity (BL), Receive Quantity (BL), Date, Status/Action, and EVC Print. The 'Status/Action' column shows 'Approve EVC' for all entries.

S.No	Permit Number	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)	Receive Quantity (BL)	Date	Status/Action	EVC Print
1	PER10102506090030	TP25061800015	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	1.00		18-Jun-2025	Approve EVC	
2	PER101025041700013	TP200325051600006	BIHAR DISTILLERIES PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		16-May-2025	Approve EVC	
3	PER101025060600029	TP25061800014	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	1.00		18-Jun-2025	Approve EVC	
4	PER101025051500018	TP200325051700008	BIHAR DISTILLERIES PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		17-May-2025	Approve EVC	
5	PER101025061100031	TP25061100010	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	0.00		11-Jun-2025	Approve EVC	
6	PER101025061100032	TP25061100011	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Mature Malt Spirit (MMS)	1.00		11-Jun-2025	Approve EVC	
7	PER101025061100033	TP25061100012	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Mature Malt Spirit (MMS)	1.00		11-Jun-2025	Approve EVC	
8	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		18-Jun-2025	Approve EVC	

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “**Approve EVC**” option as shown in below screen.

The screenshot shows the 'Distillery Pass' screen in list view. The table displays 8 rows of pending permits. The columns are: S.No, Permit Number, Pass Number, Consignor Name, Spirit Name, Pass Quantity (BL), Receive Quantity (BL), Date, Status/Action, and EVC Print. The 'Status/Action' column shows 'Approve EVC' for all entries. The 'Approve EVC' button for the 8th row is highlighted.

S.No	Permit Number	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)	Receive Quantity (BL)	Date	Status/Action	EVC Print
1	PER10102506090030	TP25061800015	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	1.00		18-Jun-2025	Approve EVC	
2	PER101025041700013	TP200325051600006	BIHAR DISTILLERIES PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		16-May-2025	Approve EVC	
3	PER101025060600029	TP25061800014	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	1.00		18-Jun-2025	Approve EVC	
4	PER101025051500018	TP200325051700008	BIHAR DISTILLERIES PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		17-May-2025	Approve EVC	
5	PER101025061100031	TP25061100010	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	0.00		11-Jun-2025	Approve EVC	
6	PER101025061100032	TP25061100011	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Mature Malt Spirit (MMS)	1.00		11-Jun-2025	Approve EVC	
7	PER101025061100033	TP25061100012	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Mature Malt Spirit (MMS)	1.00		11-Jun-2025	Approve EVC	
8	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		18-Jun-2025	Approve EVC	

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- ◆ After clicking on “**Approve EVC**” option a pop up will be opened as shown in below screen.

Excise Department Government of Meghalaya

Distillery Pass Spirit Procurement / Distillery Pass

Start Date 19-Jun-2025 End Date 19-Jun-2025 In-Progress Search

S.No	Permit Number	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)	Receive Quantity (BL)	Date	Status/Action	EVC Print
8	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		18-Jun-2025	Approve EVC	

**Excise Verification Certificate**

S.No	Permit No	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)
1	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	10000

Net Weight (BLs) 6566

Wastage (BLs) 3434

Remarks Enter remarks

Cancel Approve EVC

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- ◆ After reaching to the above screen officer having an option to edit the “Net Weight (BLs)” and need to enter the remarks and need to click on “**Approve EVC**” option as shown in below screen.

Excise Department Government of Meghalaya

Distillery Pass Spirit Procurement / Distillery Pass

Start Date 19-Jun-2025 End Date 19-Jun-2025 In-Progress Search

S.No	Permit Number	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)	Receive Quantity (BL)	Date	Status/Action	EVC Print
8	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		18-Jun-2025	Approve EVC	

**Excise Verification Certificate**

S.No	Permit No	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)
1	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	10000

Net Weight (BLs) 6566

Wastage (BLs) 3434

Remarks EVC Verified

Cancel Approve EVC

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- ◆ After clicking on “**Approve EVC**” option an alert pop up will be displayed as shown in below screen and user need to click on “**Yes continue**” button as shown in below screen.

Excise Department Government of Meghalaya

Distillery Pass Spirit Procurement / Distillery Pass

Start Date 19-Jun-2025 End Date 19-Jun-2025 In-Progress Search

S.No	Permit Number	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)	Receive Quantity (BL)	Date	Status/Action	EVC Print
8	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	Extra Neutral Alcohol (ENA)	10000.00		18-Jun-2025	Approve EVC	

**Excise Verification Certificate**

S.No	Permit No	Pass Number	Consignor Name	Spirit Name	Pass Quantity (BL)
1	PER101025061800027	TP25061800013	RARE ORGANIZATION SPIRIT IMPORT PVT LTD	ENA	10000

Net Weight (BLs) 6566

Wastage (BLs) 3434

Remarks EVC Verified

Cancel Approve EVC

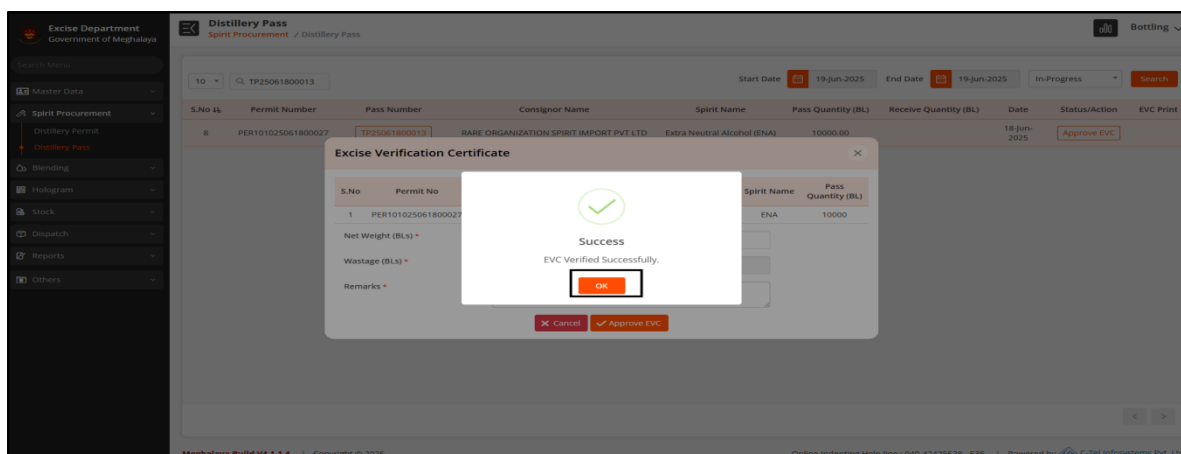
Are you sure? Do you want to continue?

Cancel Yes, continue

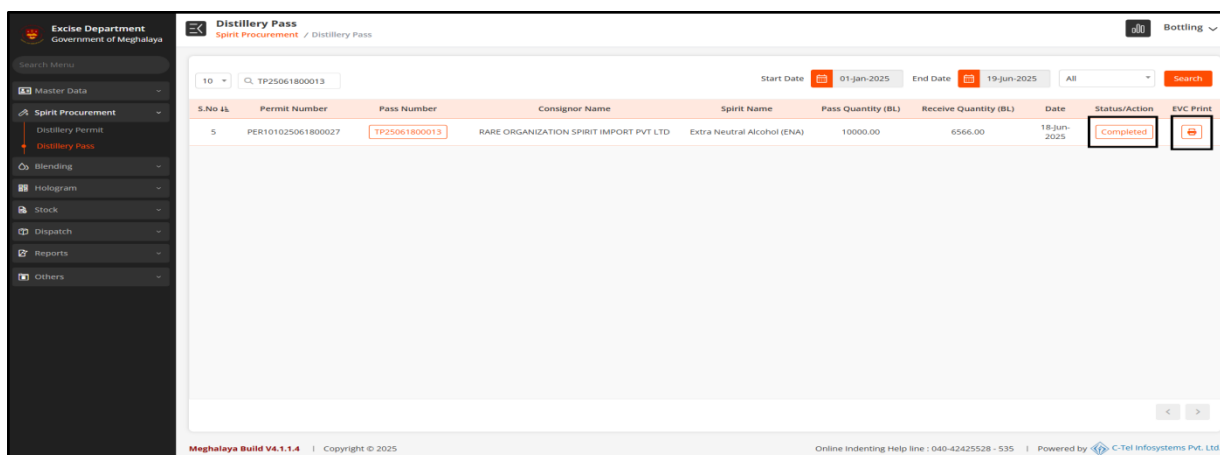
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- ◆ After clicking on **“Yes continue”** option an alert pop up will be displayed as shown in below screen and user need to click on **“OK”** button as shown in below screen.



- ◆ After clicking on **“OK”** button request **“status”** will be shown as **“Completed”** as shown in below screen.

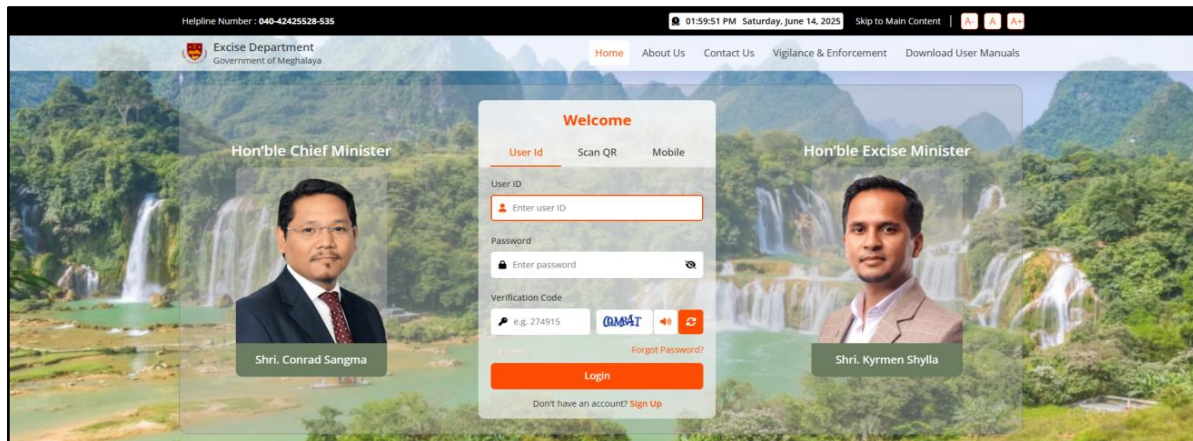


## Bottling Unit Control & Regulation User Reference Manual

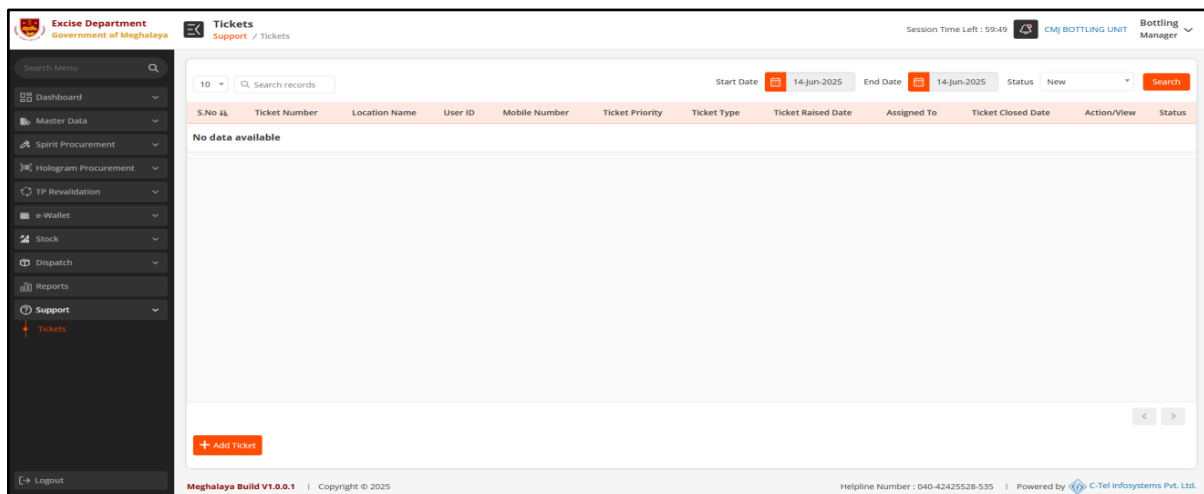
### 4.Hologram Procurement Process :

#### ❖ Bottling Unit Manager Login :

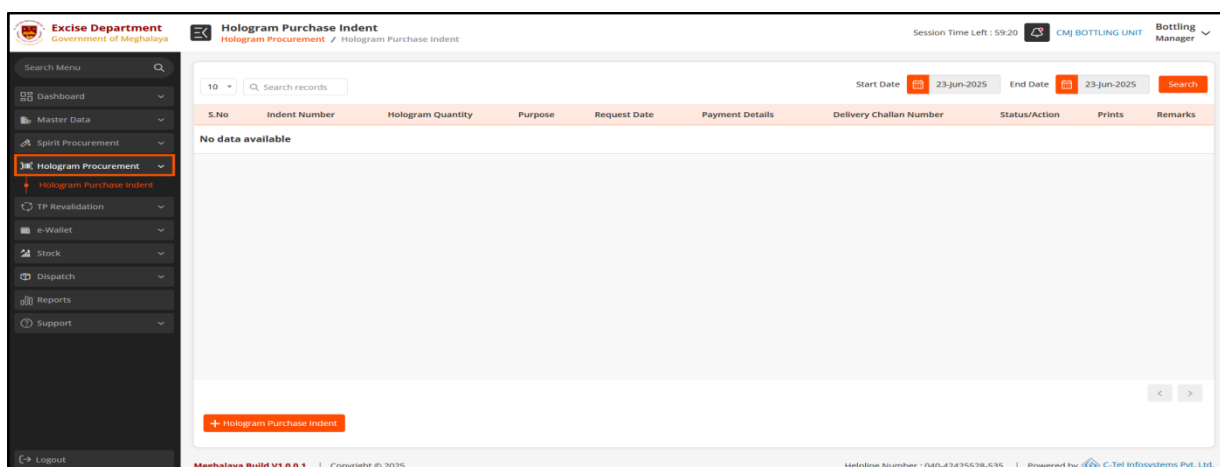
- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, User can able to view the below screen.



- ◆ Then user need to select “**Hologram Procurement**” tab. After selecting the “**Hologram Procurement**” tab user can able to view the below screen.



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- ◆ After reaching to the above screen user need to select the **“Hologram Purchase Indent”** tab under **“Hologram Procurement”** tab. After selecting the **“Hologram Purchase Indent”** tab user can able to view the below screen.

Excise Department Government of Meghalaya

Hologram Purchase Indent

Session Time Left : 59:20 CMJ BOTTLING UNIT Bottling Manager

Search Menu

10 Search records

Start Date 23-jun-2025 End Date 23-jun-2025 Search

S.No	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
No data available									

+ Hologram Purchase Indent

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- ◆ After reaching to the above screen user need to click on **(+Hologram Purchase Indent)**.

Excise Department Government of Meghalaya

Hologram Purchase Indent

Session Time Left : 59:53 CMJ BOTTLING UNIT Bottling Manager

Search Menu

10 Search records

Start Date 23-jun-2025 End Date 23-jun-2025 Search

S.No	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
No data available									

+ Hologram Purchase Indent

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- ◆ After clicking on **(+Hologram Purchase Indent)** option then below screen will be displayed.

Excise Department Government of Meghalaya

Hologram Purchase Indent

Session Time Left : 58:07 CMJ BOTTLING UNIT Bottling Manager

Search Menu

10 Search records

Start Date 23-jun-2025 End Date 23-jun-2025 Search

S.No	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
No data available									

Hologram Purchase Indent Details

Purpose \* Select DD No \* Please enter DD no

Hologram Colour \* DD Amount (Rs.) \*

Hologram Quantity \* In multiples of 50000 DD Date \* 23-jun-2025

Carton Quantity \* Upload DD Copy \* No file selected.

Bank Name \* Select Remarks \* Please enter remarks

Cancel Save

+ Hologram Purchase Indent

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- ◆ After reaching to the above screen user need to fill all the necessary details and then need to click on “SAVE” option. After clicking on “SAVE” option below screen will be displayed.

The screenshot shows the 'Hologram Purchase Indent' screen. A modal window titled 'Hologram Purchase Indent Details' is displayed, asking 'Are you sure? Do you want to raise the indent?'. The modal has 'No, cancel' and 'Yes, raise it!' buttons. The background shows a table with columns: S.No, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. The table is currently empty, showing 'No data available'.

- ◆ After reaching to the above screen user need to click on “Yes raise it” in the above displayed pop-up. After clicking on “Yes raise it” below screen will be displayed.

The screenshot shows the 'Hologram Purchase Indent' screen. A modal window titled 'Hologram Purchase Indent Details' is displayed, showing a green checkmark and the text 'Success! New hologram purchase indent 21010SH25062324 created'. The modal has 'OK' and 'Cancel' buttons. The background shows the same table as before, but now it contains one row of data.

S.No	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	21010SH25062324	100000	Local	23-jun-2025 11:53:11 AM	View	NA	Pay	View	

- ◆ After reaching to the above screen user need to click on “OK” in the above displayed pop-up. After clicking on “OK” in the pop up request will be created successfully and request will be displayed in list view as below screen.

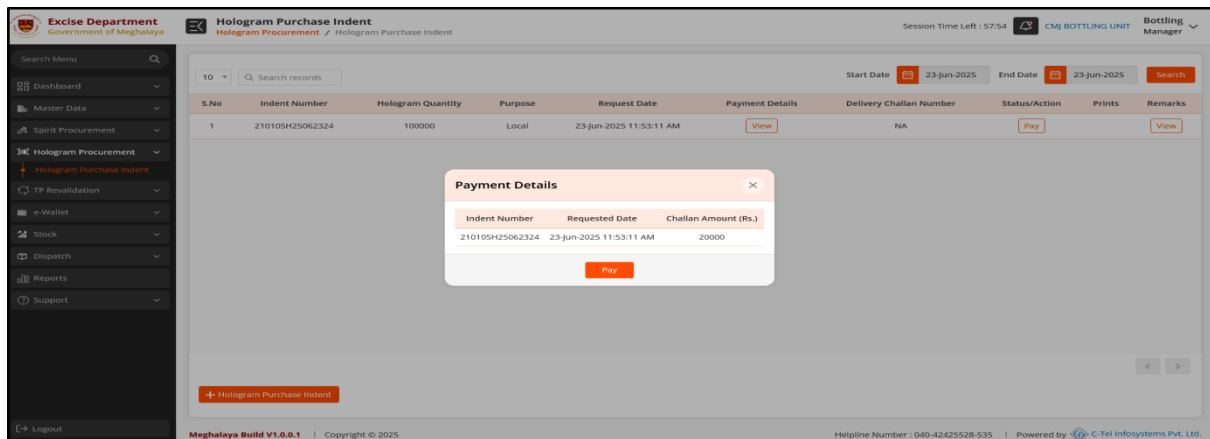
The screenshot shows the 'Hologram Purchase Indent' screen. The modal window is no longer present, and the table now displays the created request. The table has columns: S.No, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. The table contains one row of data.

S.No	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	21010SH25062324	100000	Local	23-jun-2025 11:53:11 AM	View	NA	Pay	View	

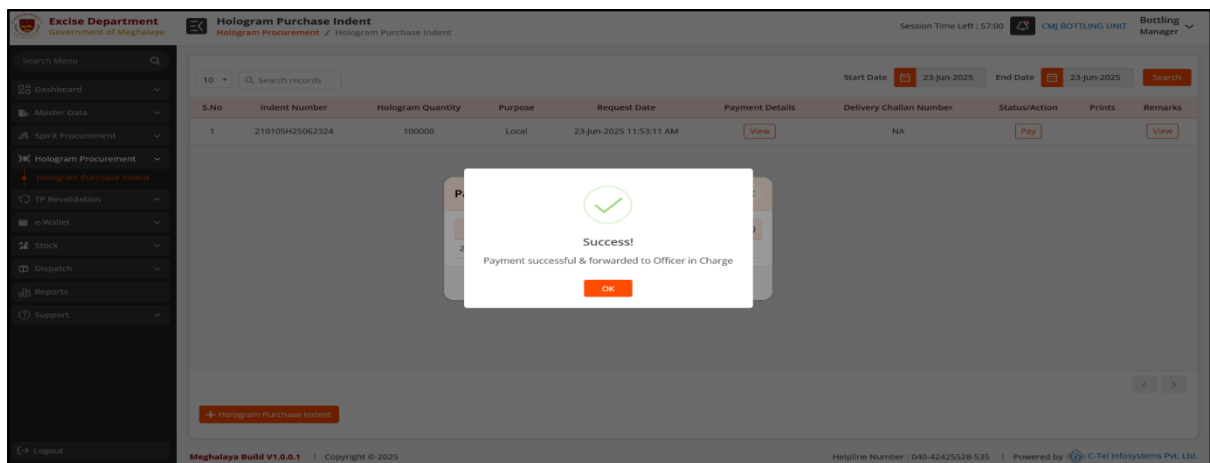


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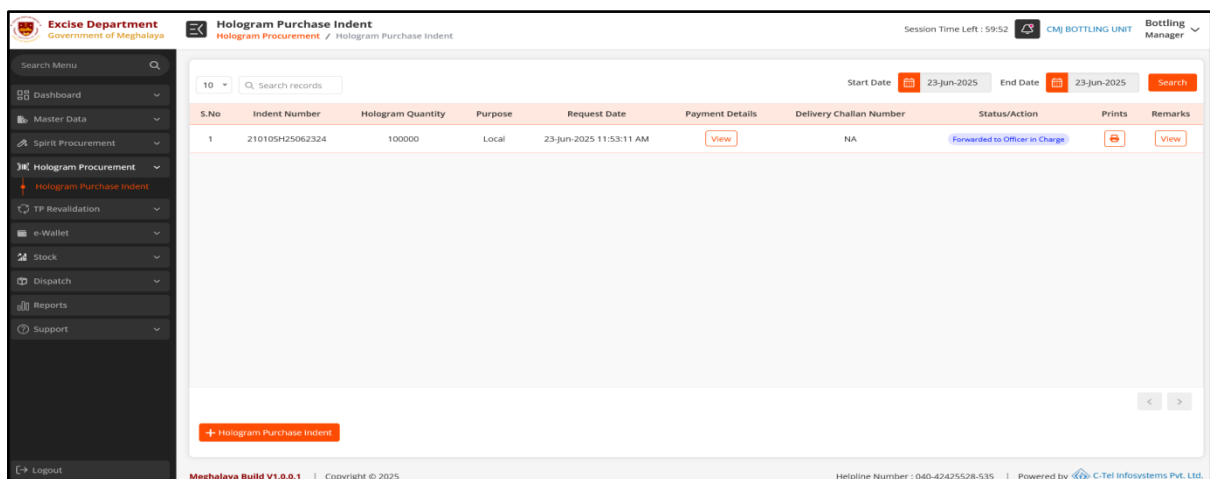
- ◆ After reaching to the above screen your need to click on **“Pay”** option. After clicking on **“Pay”** option below screen will be displayed.



- ◆ Here user can choose the payment method like **Online/Wallet**. User has to choose one payment method and need to click on **“Pay”** option. After successful payment below screen will be displayed.



- ◆ After reaching to the above screen user need to click on **“OK”** button in the above mentioned pop up. After clicking on **“OK”** pop up and after successful payment request will be forwarded to IOE of the bottling unit. In list view request will be displayed as below.



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### ❖ Bottling Unit IOE Login :

- ◆ Login to the below application by providing the valid username and password.

- ◆ After login, Officer can able to view the below screen.

- ◆ Then user need to select “**Hologram Procurement**” tab. After selecting the “**Hologram Procurement**” tab user can able to view the below screen.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to select the **“Hologram Purchase Indent”** tab under **“Hologram Procurement”** tab. After selecting the **“Hologram Purchase Indent”** tab user can able to view the below screen.

The screenshot displays the 'Hologram Purchase Indent' interface. On the left is a sidebar menu with options like Dashboard, Master Data, Spirit Procurement, Hologram Procurement (selected), TP Revalidation, e-Wallet, Stock, Dispatch, Reports, and Support. The main area shows a table with columns: S.No, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. A single record is visible with Indent Number 210105H25062324, Quantity 100000, Purpose Local, and Request Date 23-jun-2025 11:53:11 AM. The Status/Action column shows a 'Forward' button. The top right corner indicates 'Session Time Left : 59:56' and 'CMJ BOTTLING UNIT Bottling Officer'.

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on **“Forward”** option as shown in below screen.

This screenshot is identical to the previous one, but the 'Forward' button in the Status/Action column of the table is highlighted with a red box, indicating the action to be taken.

- ◆ After clicking on **“Forward”** option a pop up will be opened as shown in below screen.

The screenshot shows the same interface as before, but with a 'Request for Hologram Indent' pop-up window open in the center. The pop-up contains fields for Indent Number (210105H25062324), Purpose (Local), Hologram Color (Silver), and Indent Quantity (100000). There is also a 'Remarks' field with the placeholder text 'Please enter remarks'. At the bottom of the pop-up are two buttons: 'Return for Clarification' and 'Forward to Dealing Assistant'.

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- ◆ After reaching to the above screen officer need enter the remarks and need to click on **“Forward to Dealing Assistant”** option as shown in below screen.

The screenshot shows the 'Hologram Purchase Indent' screen. A modal titled 'Request for Hologram Indent' is open, displaying the following details:

Field	Value
Indent Number	21010SH25062324
Purpose	Local
Hologram Color	Silver
Indent Quantity	100000
Remarks	Amount paid please issue the holograms

At the bottom of the modal, there are two buttons: 'Return for Clarification' and 'Forward to Dealing Assistant'. The 'Forward to Dealing Assistant' button is highlighted with a red box.

- ◆ After clicking on **“Forward to Dealing Assistant”** option an alert pop up will be displayed as shown in below screen and user need to click on **“OK”** button as shown in below screen.

The screenshot shows the 'Hologram Purchase Indent' screen with a confirmation alert pop-up. The alert contains a question mark icon and the text:

Are you sure?  
Do you want to forward the request ?

At the bottom of the alert, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red box.

- ◆ After clicking on **“OK”** button an alert pop up will be displayed as shown in below screen and user need to click on **“OK”** button as shown in below screen.

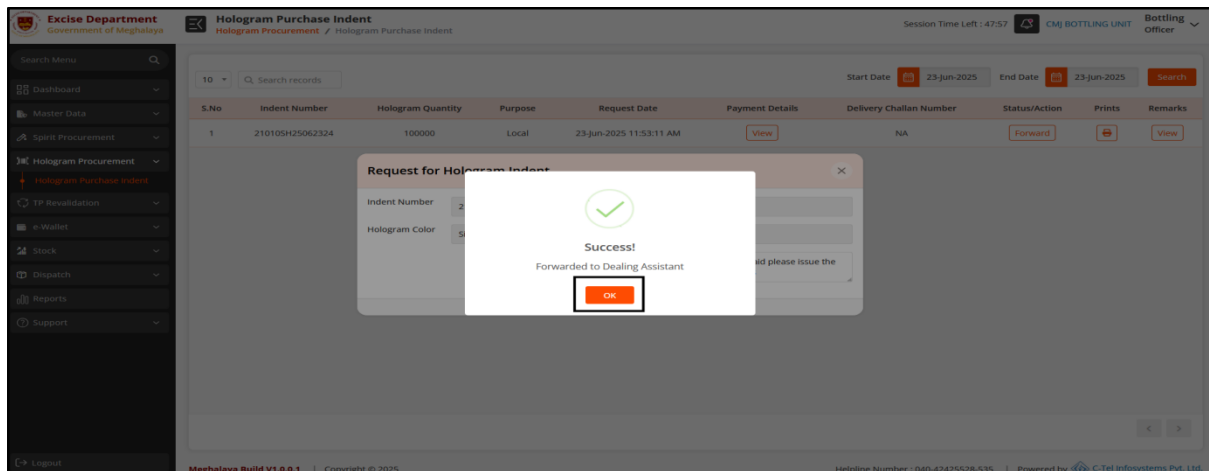
The screenshot shows the 'Hologram Purchase Indent' screen with a success alert pop-up. The alert contains a green checkmark icon and the text:

Success!  
Forwarded to Dealing Assistant

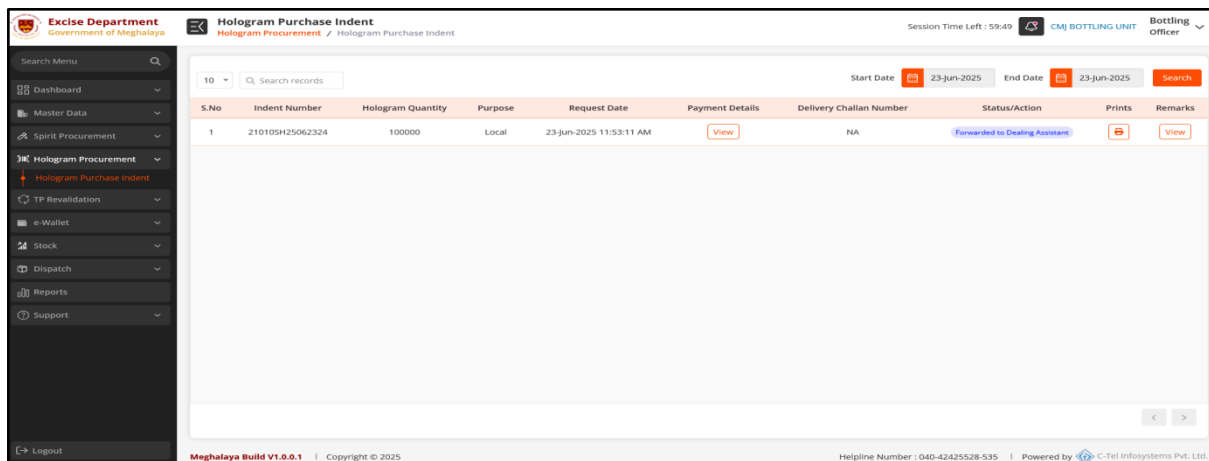
At the bottom of the alert, there is one button: 'OK'. The 'OK' button is highlighted with a red box.

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- ◆ After clicking on “OK” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.

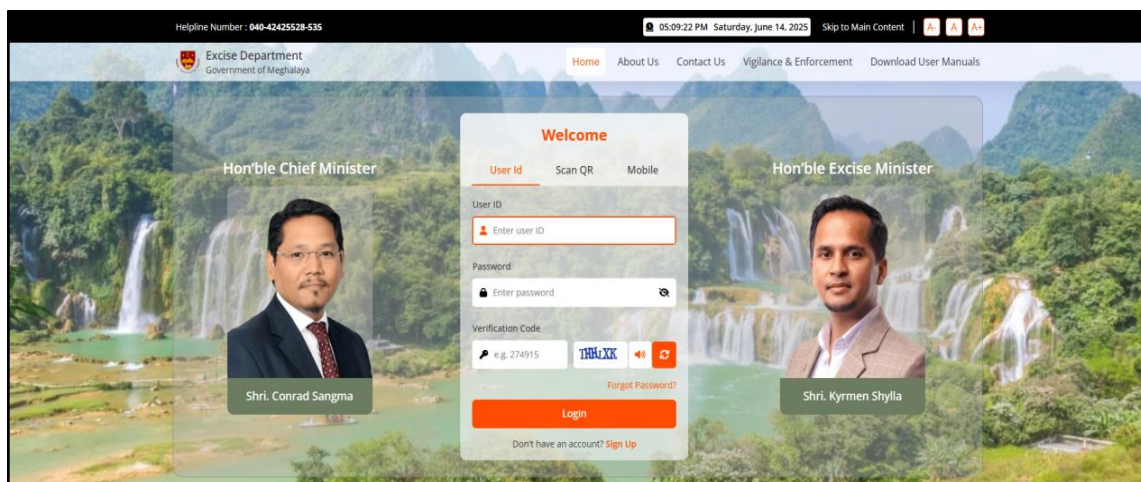


- ◆ After clicking on “OK” button request “status” will be shown as “Forwarded to Dealing Assistant” as shown in below screen.



### ◆ Dealing Assistant Login :

- ◆ Login to the below application by providing the valid username and password.



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- ◆ After login, Dealing Assistant can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

Pending Permits		
Location	Count	
Bottling Unit Local	1	
Central Bonded Warehouse	8	
State Bonded Warehouse	5	
Military Canteen	18	
Paramilitary	4	
Retailer	12	
<b>Grand Total</b>	<b>48</b>	

Pending at District Office		
Process Name	Pending at	Count
License Registration	Superintendent of Excise	47
License Registration	Deputy Commissioner	2
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (IOE)	2
Paramilitary Permits	Superintendent of Excise	4
Paramilitary Permits	Deputy Superintendent of Excise	4
Military Canteen Permits	Superintendent of Excise	18
Military Canteen Permits	Deputy	
<b>Grand Total</b>		<b>96</b>

Pending at Headquarters		
Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
CSD Non Local License Registration	Dealing Assistant HQ	3
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	3
<b>Total</b>		<b>14</b>
License Registration	Assistant Commissioner STE	2
CSD Non Local License Registration	Assistant Commissioner STE	2
<b>Grand Total</b>		<b>74</b>

Pending at Commissionerate		
Process Name	Pending at	Count
Brand Label Registration	Commissioner	6
Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse Permits	Commissioner	5
<b>Grand Total</b>		<b>17</b>

- ◆ Then user need to select “**Hologram Procurement**” tab. After selecting the “**Hologram Procurement**” tab user can able to view the below screen.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challen Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-jun-2025 11:53:11 AM	View	NA	Forward		View

- ◆ After reaching to the above screen user need to select the “**Hologram Purchase Indent**” tab under “**Hologram Procurement**” tab. After selecting the “**Hologram Purchase Indent**” tab user can able to view the below screen.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challen Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-jun-2025 11:53:11 AM	View	NA	Forward		View



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- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on **“Forward”** option as shown in below screen.

The screenshot displays the 'Hologram Purchase Indent' application interface. The top navigation bar includes the 'Excise Department' logo and the user's name 'Sunil Thakur Dealing Assistant'. The left sidebar contains a 'Search Menu' with various options like Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, Reports, and Others / Support. The main content area shows a table of indents. The first indent is highlighted, and the 'Forward' button in the 'Status/Action' column is highlighted with a red box.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challen Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-jun-2025 11:53:11 AM		NA	Forward		

- ◆ After clicking on **“Forward”** option a pop up will be opened as shown in below screen.

The screenshot shows the 'Request for Hologram Indent' pop-up form. The form contains the following fields: Indent Number (21010SH25062324), Purpose (Local), Hologram Color (Silver), Indent Quantity (100000), and Remarks (Please enter remarks). The 'Forward to Assistant Commissioner' button is highlighted with a red box.

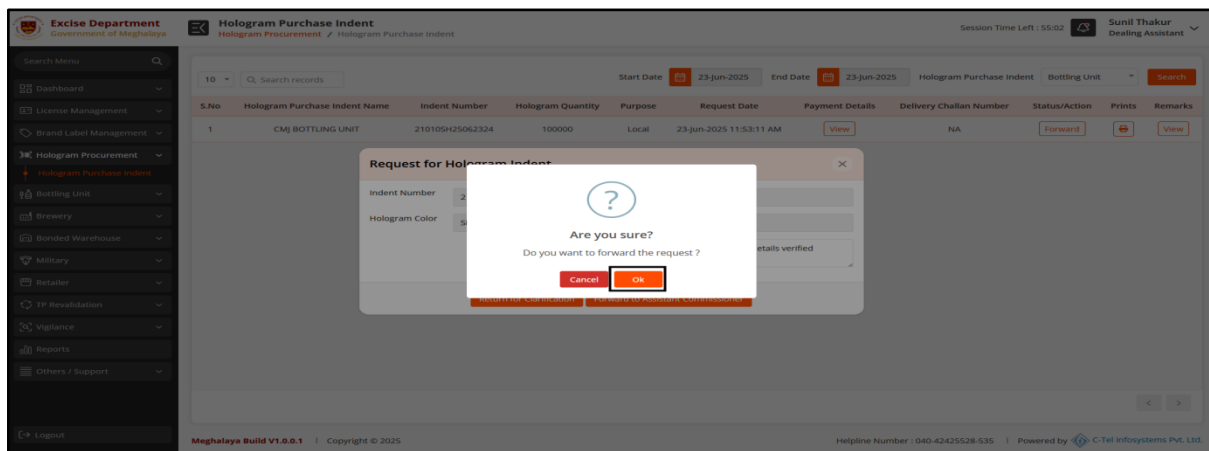
- ◆ After reaching to the above screen officer need enter the remarks and need to click on **“Forward to Assistant Commissioner”** option as shown in below screen.

The screenshot shows the 'Request for Hologram Indent' pop-up form with the 'Forward to Assistant Commissioner' button highlighted. The Remarks field now contains the text 'Payment details verified'.

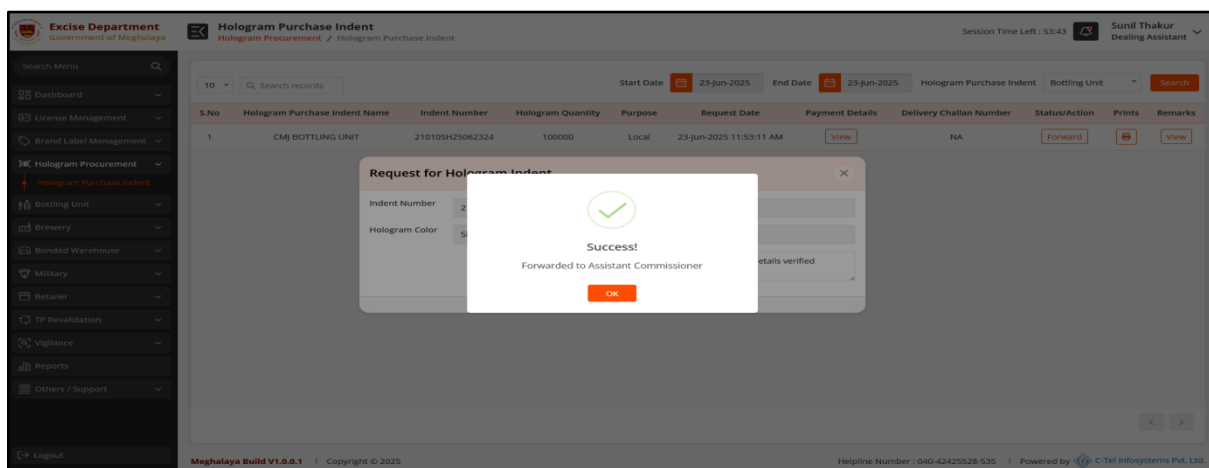


## Bottling Unit Control & Regulation User Reference Manual

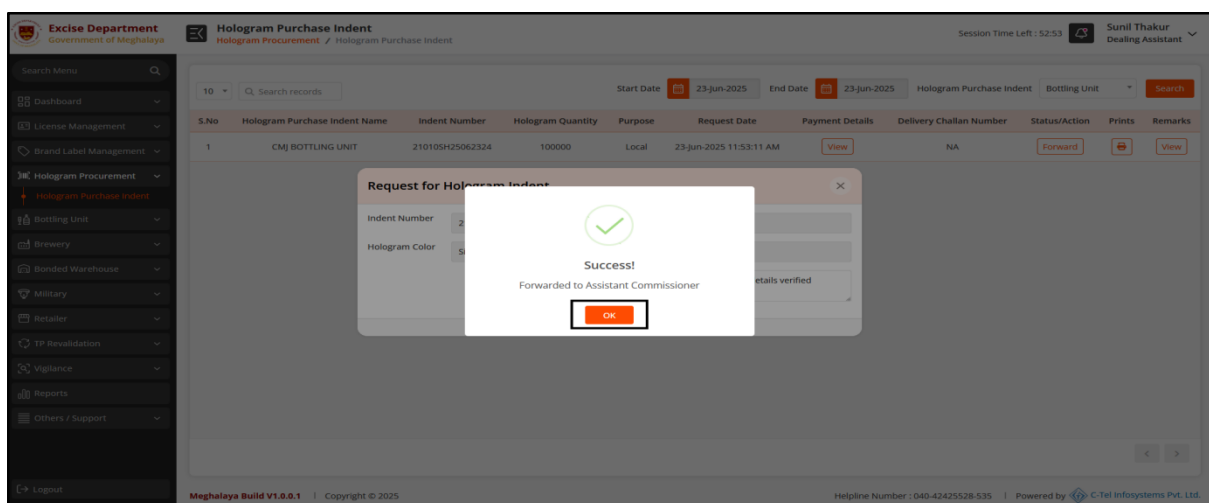
- ◆ After clicking on **“Forward to Assistant Commissioner”** option an alert pop up will be displayed as shown in below screen and user need to click on **“OK”** button as shown in below screen.



- ◆ After clicking on **“OK”** button an alert pop up will be displayed as shown in below screen and user need to click on **“OK”** button as shown in below screen.



- ◆ After clicking on **“OK”** option an alert pop up will be displayed as shown in below screen and user need to click on **“OK”** button as shown in below screen.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After clicking on “OK” button request “status” will be shown as “Forward to Assistant Commissioner” as shown in below screen.

The screenshot shows the 'Hologram Purchase Indent' application interface. The left sidebar contains a 'Search Menu' with options like Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, Reports, and Others / Support. The main area displays a table of indents. The first row shows an indent for 'CMJ BOTTLING UNIT' with an indent number of 21010SH25062324, a quantity of 100000, and a status of 'Forwarded to Assistant Commissioner'. The top right corner shows the session time left as 59:18 and the user as Sunil Thakur, Dealing Assistant.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-jun-2025 11:53:11 AM		NA	Forwarded to Assistant Commissioner		

### ❖ Assistant Commissioner HQ Login :

- ◆ Login to the below application by providing the valid username and password.

The screenshot shows the login page for the Assistant Commissioner HQ. The page features a background image of a waterfall and two portraits of officials: Shri. Conrad Sangma and Shri. Kyrmen Shylla. The login form includes fields for User ID, Password, and Verification Code. There are also links for 'Forgot Password?' and 'Sign Up'. The top navigation bar includes links for Home, About Us, Contact Us, Vigilance & Enforcement, and Download User Manuals.

- ◆ After login, Commissioner can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

The screenshot shows the 'Activity Dashboard' application interface. The left sidebar contains a 'Search Menu' with options like Dashboard, Officer Dashboard, Activity Dashboard, Production Dashboard, Licensee Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, Reports, and Logout. The main area displays a dashboard with four summary cards: Pending Permits (48), Pending at District Office (96), Pending at Headquarters (73), and Pending at Commissionerate (17). Below these cards are four detailed tables showing pending activities.

Location	Count
Bottling Unit Local	1
Central Bonded Warehouse	8
State Bonded Warehouse	5
Military Canteen	18
Paramilitary	4
Retailer	12
<b>Grand Total</b>	<b>48</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	47
License Registration	Deputy Commissioner	2
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (IOE)	2
Paramilitary Permits	Superintendent of Excise	4
Paramilitary Permits	Deputy Superintendent of Excise	4
Military Canteen Permits	Superintendent of Excise	18
Military Canteen Permits	Deputy	
<b>Grand Total</b>		<b>96</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
CSD Non Local License Registration	Dealing Assistant HQ	3
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	3
<b>Total</b>		<b>14</b>
License Registration	Assistant Commissioner STE	2
CSD Non Local License Registration	Assistant Commissioner STE	2
<b>Grand Total</b>		<b>73</b>

Process Name	Pending at	Count
Brand Label Registration	Commissioner	6
Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse Permits	Commissioner	5
<b>Grand Total</b>		<b>17</b>

## Bottling Unit Control & Regulation User Reference Manual

- ◆ Then user need to select **“Hologram Procurement”** tab. After selecting the **“Hologram Procurement”** tab user can able to view the below screen.

**Excise Department**  
Government of Meghalaya

**Activity Dashboard**  
Dashboard / Activity Dashboard

Session Time Left : 59:32 | Dheeraj Gupta Assistant Commissioner

**Pending Permits**  
48

**Pending at District Office**  
96

**Pending at Headquarters**  
73

**Pending at Commissionerate**  
17

Location	Count
Bottling Unit Local	1
Central Bonded Warehouse	8
State Bonded Warehouse	5
Military Canteen	18
Paramilitary	4
Retailer	12
<b>Grand Total</b>	<b>48</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	47
License Registration	Deputy Commissioner	2
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (RSD)	2
Paramilitary Permits	Superintendent of Excise	4
Paramilitary Permits	Deputy Superintendent of Excise	4
Military Canteen Permits	Superintendent of Excise	18
Military Canteen	Deputy	
<b>Grand Total</b>		<b>96</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
CSD Non Local License Registration	Dealing Assistant HQ	3
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	3
<b>Total</b>		<b>14</b>
License Registration	Assistant Commissioner STE	2
CSD Non Local License Registration	Assistant Commissioner STE	2
<b>Grand Total</b>		<b>73</b>

Process Name	Pending at	Count
Brand Label Registration	Commissioner	6
Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse Permits	Commissioner	5
<b>Grand Total</b>		<b>17</b>

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- ◆ After reaching to the above screen user need to select the **“Hologram Purchase Indent”** tab under **“Hologram Procurement”** tab. After selecting the **“Hologram Purchase Indent”** tab user can able to view the below screen.

**Excise Department**  
Government of Meghalaya

**Hologram Purchase Indent**  
Hologram Procurement / Hologram Purchase Indent

Session Time Left : 59:18 | Dheeraj Gupta Assistant Commissioner

10 | Search records

Start Date: 23-Jun-2025 | End Date: 23-Jun-2025 | Hologram Purchase Indent | Bottling Unit | Search

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Chailan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-Jun-2025 11:53:11 AM	View	NA	Forward	Print	View

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- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on **“Forward”** option as shown in below screen.

**Excise Department**  
Government of Meghalaya

**Hologram Purchase Indent**  
Hologram Procurement / Hologram Purchase Indent

Session Time Left : 59:53 | Dheeraj Gupta Assistant Commissioner

10 | Search records

Start Date: 23-Jun-2025 | End Date: 23-Jun-2025 | Hologram Purchase Indent | Bottling Unit | Search

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Chailan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-Jun-2025 11:53:11 AM	View	NA	Forward	Print	View

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## Bottling Unit Control & Regulation User Reference Manual

- ◆ After clicking on **“Forward”** option a pop up will be opened as shown in below screen.

The screenshot displays the 'Hologram Purchase Indent' interface. A pop-up form titled 'Request for Hologram Indent' is open, showing the following details:

Field	Value
Indent Number	21010SH25062324
Purpose	Local
Hologram Color	Silver
Indent Quantity	100000
Series*	EXMG2004
Remarks	Please enter remarks

At the bottom of the pop-up, there is a button labeled 'Forward to Manufacturer'.

- ◆ After reaching to the above screen officer need enter the remarks and need to click on **“Forward to Manufacturer”** option as shown in below screen.

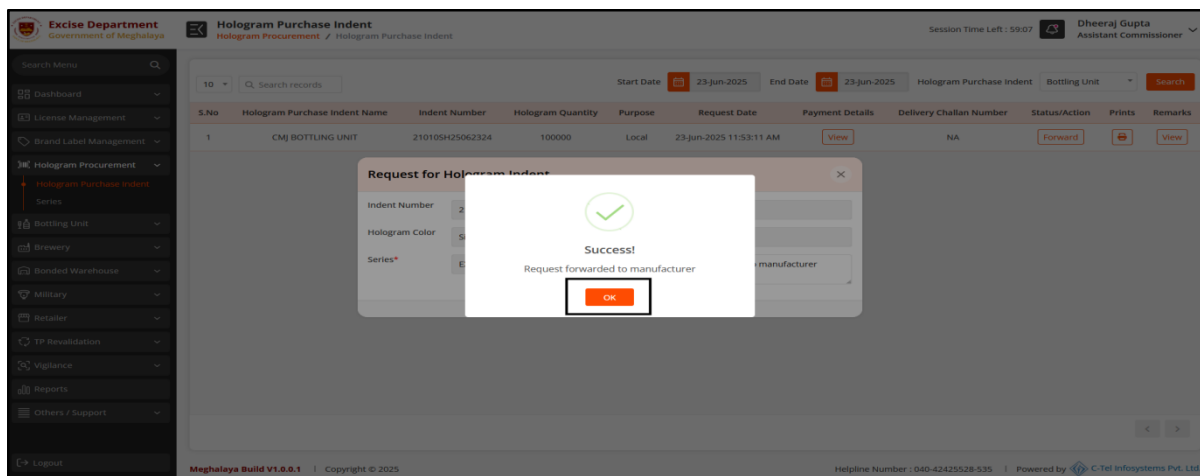
The screenshot displays the 'Hologram Purchase Indent' interface. The 'Request for Hologram Indent' pop-up form is open, and the 'Remarks' field now contains the text 'All the details has been verified'. The 'Forward to Manufacturer' button is highlighted with a red box.

- ◆ After clicking on **“Forward to Manufacturer”** option an alert pop up will be displayed as shown in below screen and user need to click on **“OK”** button as shown in below screen.

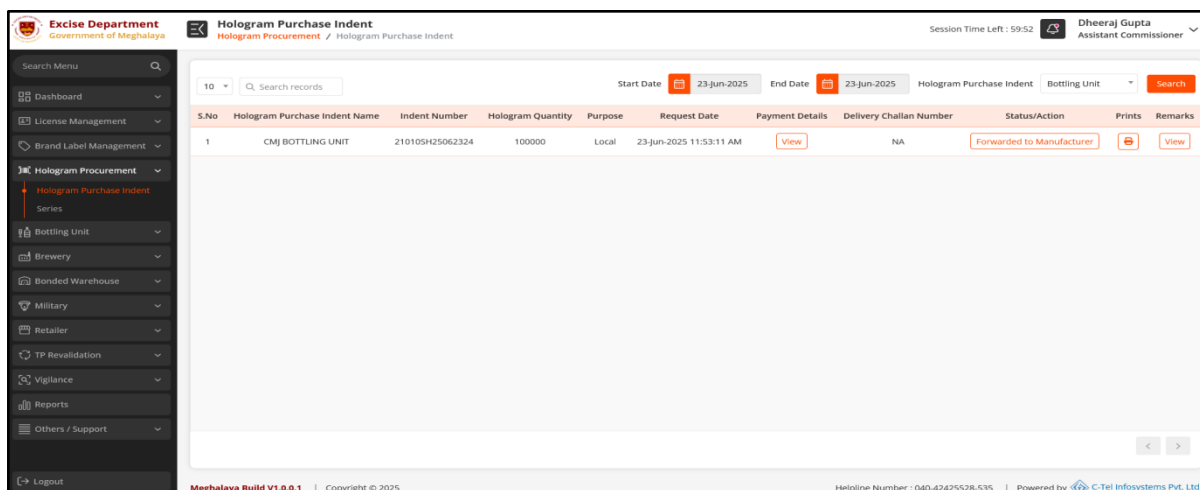
The screenshot displays the 'Hologram Purchase Indent' interface. A 'Success!' alert pop-up is shown, indicating that the request has been forwarded to the manufacturer. The alert contains a green checkmark icon and the text 'Success! Request forwarded to manufacturer'. An 'OK' button is visible at the bottom of the alert.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After clicking on “OK” option an alert pop up will be displayed as shown in below screen and user need to click on “OK” button as shown in below screen.

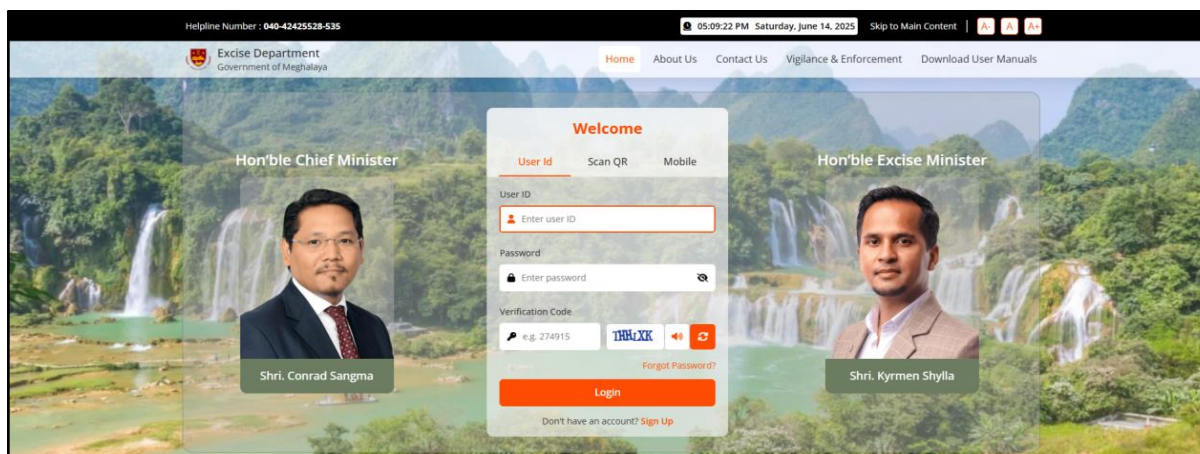


- ◆ After clicking on “OK” button request “status” will be shown as “Forward to Manufacturer” as shown in below screen.



### ❖ Hologram Manufacturer Login :

- ◆ Login to the below application by providing the valid username and password.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After login, Officer can able to view the below screen.

The screenshot shows the 'Support / Tickets' interface. The left sidebar has a 'Tickets' icon highlighted. The main area displays a table with columns: S.No, Ticket Number, Location Name, User ID, Mobile Number, Ticket Type, Ticket Raised Date, Assigned To, Ticket Closed Date, Action/View, and Status. The table is currently empty, showing 'No data available'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has an 'Add Ticket' button. The footer includes 'Meghalaya Build V1.0.0.1', 'Copyright © 2025', 'Helpline Number : 040-42425528-535', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

- ◆ Then user need to select “Purchase Orders” tab.

This screenshot is identical to the previous one, showing the 'Support / Tickets' interface. The 'Purchase Orders' tab is now selected in the left sidebar, and the main area still shows 'No data available'.

- ◆ After selecting the “Purchase Orders” tab user can able to view the below screen.

The screenshot shows the 'Bottling Unit / Indent Management' interface. The left sidebar has a 'Bottling Unit' icon highlighted. The main area displays a table with columns: S.No, Supplier Name, Supplier Code, Indent Number, Order Number, Payment Details, Order Date, Status, and Remarks. The table contains one entry for 'CMJ BOTTLING UNIT' with an order date of '23-jun-2025 01:09:52 PM'. The status is 'Schedule for Production'. There are 'View' buttons for the Payment Details and Remarks. The footer includes 'Meghalaya Build V1.0.0.1', 'Copyright © 2025', 'Helpline Number : 040-42425528-535', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to select the **“Bottling Unit”** tab under **“Purchase Orders”** tab. After selecting the **“Bottling Unit”** tab user can able to view the below screen.

The screenshot shows the 'Bottling Unit Indent Management' interface. On the left is a sidebar with a 'Purchase Orders' menu where 'Bottling Unit' is selected. The main area displays a table with columns: S.No, Supplier Name, Supplier Code, Indent Number, Order Number, Payment Details, Order Date, Status, and Remarks. A single record is shown for 'CMJ BOTTLING UNIT' with a status of 'Schedule for Production'. A 'View' button is next to the Payment Details, and a 'Schedule for Production' button is in the Status column. The top right shows 'Session Time Left : 59:35' and 'Hologram Manufacturer'.

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Payment Details	Order Date	Status	Remarks
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	<a href="#">View</a>	23-jun-2025 01:09:52 PM	Schedule for Production	<a href="#">View</a>

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on **“Schedule for Production”** option as shown in below screen.

This screenshot is identical to the previous one, but the 'Schedule for Production' button in the Status column of the table is highlighted with a red box, indicating the next step in the process.

- ◆ After clicking on **“Schedule for Production”** option a pop up will be opened as shown in below screen.

The screenshot shows the same interface as before, but with a 'Request From Head Quarters' pop-up form open in the center. The form contains fields for Supplier Name, Hologram Ordered Qty, Purpose, Hologram Color, Start Code, End Code, Series, and Production Schedule Date. A 'Submit' button is at the bottom of the form.

Request From Head Quarters	
Supplier Name	CMJ BOTTLING UNIT
Hologram Ordered Qty	100000
Purpose	Local
Hologram Color	Silver
Start Code	10102506003850001
End Code	10102506003950000
Series	EXMG2004
Production Schedule Date	23-jun-2025
<a href="#">Submit</a>	



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen officer need to click on “**Submit**” option as shown in below screen.

The screenshot shows the 'Bottling Unit Indent Management' interface. A modal titled 'Request From Head Quarters' is open, containing the following fields:

Supplier Name	CMJ BOTTLING UNIT	Start Code	10102506003850001
Hologram Ordered Qty	100000	End Code	10102506003950000
Purpose	Local	Series	EXMG2004
Hologram Color	Silver	Production Schedule Date	23-jun-2025

The 'Submit' button at the bottom of the modal is highlighted with a red box.

- ◆ After clicking on “**Submit**” option an alert pop up will be displayed as shown in below screen.

The screenshot shows the same interface as before, but with a success alert pop-up displayed in the center. The alert contains a green checkmark icon and the text:

**Success!**  
Production scheduled

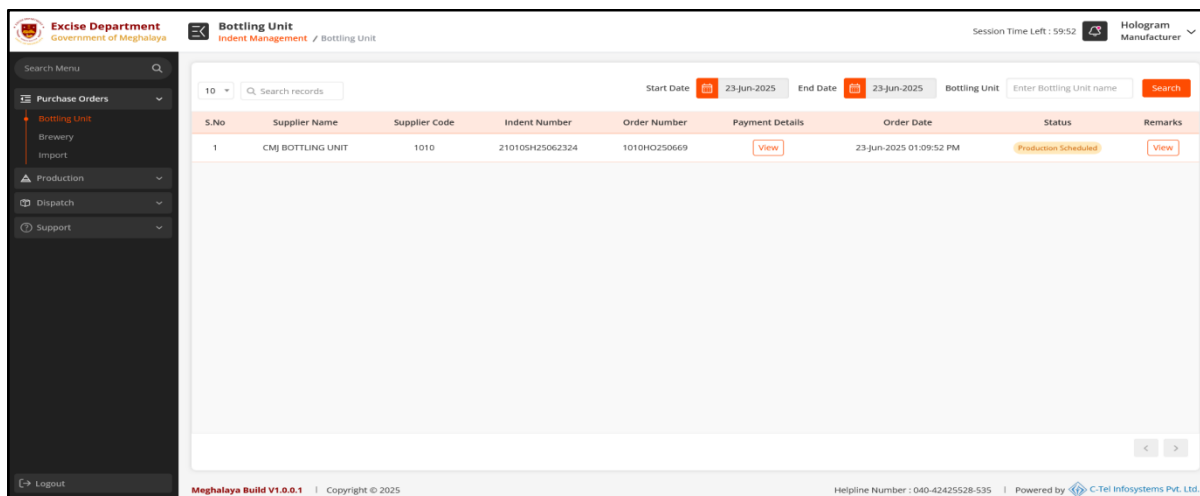
An 'OK' button is located at the bottom of the alert.

- ◆ User need to click on “**OK**” button as shown in below screen.

This screenshot is identical to the previous one, showing the success alert. The 'OK' button at the bottom of the alert is now highlighted with a red box, indicating the next step for the user.

## Bottling Unit Control & Regulation User Reference Manual

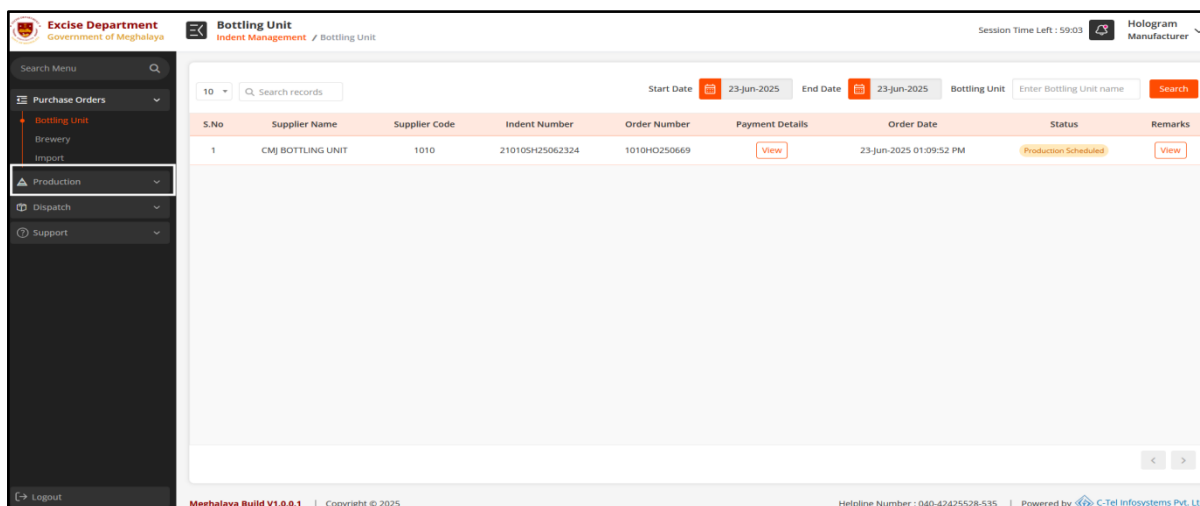
- ◆ After clicking on “OK” button request “status” will be shown as “**Production Scheduled**” as shown in below screen.



The screenshot shows the 'Bottling Unit Indent Management' interface. The left sidebar has a 'Production' tab selected. The main area displays a table with the following data:

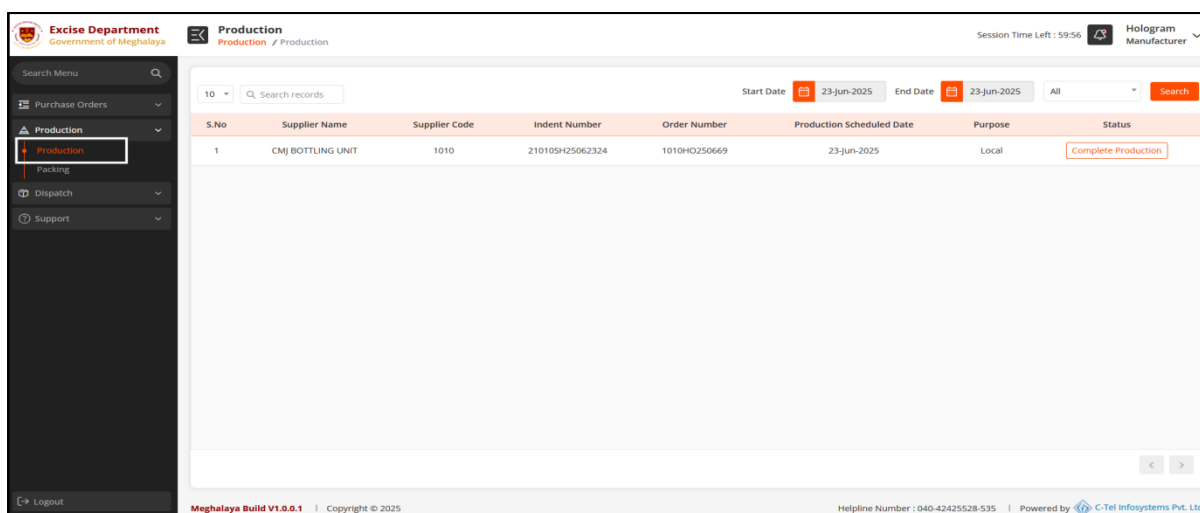
S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Payment Details	Order Date	Status	Remarks
1	CMJ BOTTLING UNIT	1010	210105H25062324	1010HQ250669	<a href="#">View</a>	23-jun-2025 01:09:52 PM	Production Scheduled	<a href="#">View</a>

- ◆ Then user need to select “**Production**” tab as shown in below screen.



This screenshot is identical to the previous one, showing the 'Bottling Unit Indent Management' interface with the 'Production' tab selected and one record in the table with status 'Production Scheduled'.

- ◆ After reaching to the above screen user need to select the “**Production**” tab under “**Production**” tab.



The screenshot shows the 'Production' interface. The left sidebar has a 'Production' tab selected. The main area displays a table with the following data:

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	210105H25062324	1010HQ250669	23-jun-2025	Local	Complete Production

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After selecting the “**Production**” sub-tab user can able to view the below screen.

Excise Department Government of Meghalaya

Production / Production

Session Time Left : 57:43 Hologram Manufacturer

Start Date 23-jun-2025 End Date 23-jun-2025 All Search

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	23-jun-2025	Local	Complete Production

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- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “**Complete Production**” option as shown in below screen.

Excise Department Government of Meghalaya

Production / Production

Session Time Left : 39:16 Hologram Manufacturer

Start Date 23-jun-2025 End Date 23-jun-2025 All Search

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	23-jun-2025	Local	Complete Production

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- ◆ After clicking on “**Complete Production**” option a pop up will be opened as shown in below screen.

Excise Department Government of Meghalaya

Production / Production

Session Time Left : 36:29 Hologram Manufacturer

Start Date 23-jun-2025 End Date 23-jun-2025 All Search

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	23-jun-2025	Local	Complete Production

Production Details

Supplier Name CMJ BOTTLING UNIT Series EXMG2004

Hologram Quantity 100000 Production Scheduled Date 23-jun-2025

Start Code 10102506003850001 Remarks Enter Remarks

End Code 10102506003950000

Submit

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## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen officer need enter the remarks and need to click on “Submit” option as shown in below screen.

The screenshot shows the 'Production Details' form in the Excise Department system. The form is titled 'Production Details' and contains the following fields:

Field	Value
Supplier Name	CMJ BOTTLING UNIT
Series	EXMG2004
Hologram Quantity	100000
Production Scheduled Date	23-jun-2025
Start Code	10102506003850001
End Code	10102506003950000
Remarks	Production Completed

The 'Submit' button is highlighted with a red box. The background shows a table with columns: S.No, Supplier Name, Supplier Code, Indent Number, Order Number, Production Scheduled Date, Purpose, and Status. The first row shows: 1, CMJ BOTTLING UNIT, 1010, 21010SH25062324, 1010HQ250669, 23-jun-2025, Local, and Complete Production.

- ◆ After clicking on “Submit” option an alert pop up will be displayed as shown in below screen.

The screenshot shows a 'Success!' alert pop up with a green checkmark icon. The text inside the pop up reads: 'Success! Production completed'. There are two buttons: 'OK' and 'Submit'. The 'OK' button is highlighted with a red box. The background shows the same 'Production Details' form as in the previous screenshot.

- ◆ User need to click on “OK” button as shown in below screen.

The screenshot shows the same 'Success!' alert pop up as in the previous screenshot. The 'OK' button is highlighted with a red box, indicating the user should click on it to close the alert.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After clicking on “OK” button request “status” will be shown as “**Production Completed**” as shown in below screen.

The screenshot shows the 'Production' screen of the Excise Department system. The left sidebar contains a 'Search Menu' and a list of options: 'Purchase Orders', 'Production', 'Packing', 'Dispatch', and 'Support'. The 'Production' option is selected. The main area displays a table with the following data:

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	23-Jun-2025	Local	Production Completed

The status 'Production Completed' is highlighted in a red box. The footer shows 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

- ◆ Then user need to select “**Packing**” tab as shown in below screen.

The screenshot shows the 'Production' screen with the 'Packing' sub-tab selected. The left sidebar shows 'Packing' highlighted with a red box. The main area displays a table with the following data:

S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Production Scheduled Date	Purpose	Status
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HO250669	23-Jun-2025	Local	Production Completed

The status 'Production Completed' is highlighted in a red box. The footer shows 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

- ◆ After selecting the “**Packing**” sub-tab user can able to view the below screen.

The screenshot shows the 'Packing' screen of the Excise Department system. The left sidebar shows 'Packing' selected. The main area displays a table with the following data:

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HO250669	100000	Local	23-Jun-2025	Start Hologram Packing	Pending		View

The status 'Pending' is highlighted in a red box. The footer shows 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on **“Start Hologram Packing”** option as shown in below screen.

Excise Department  
Government of Meghalaya

Packing  
Production / Packing

Session Time Left : 59:02 Hologram Manufacturer

Start Date 23-Jun-2025 End Date 23-Jun-2025 All Search

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HO250669	100000	Local	23-Jun-2025	Start Hologram Packing	Pending		

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- ◆ After clicking on **“Start Hologram Packing”** option a pop up will be opened as shown in below screen.

Excise Department  
Government of Meghalaya

New Hologram Packing  
Production / Packing / New Hologram Packing

Session Time Left : 59:49 Hologram Manufacturer

Hologram Start Code 10102506003850001

Quantity 100000

Remarks Enter Remarks

Cancel Generate

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- ◆ After reaching to the above screen officer need enter the remarks and need to click on **“Submit”** option as shown in below screen.

Excise Department  
Government of Meghalaya

Start Spool Packing  
Production / Packing / Start Spool Packing

Session Time Left : 59:41 Hologram Manufacturer

Spools for carton packing

SPOOL QTY : 0 CARTON :

List of Spool Barcode

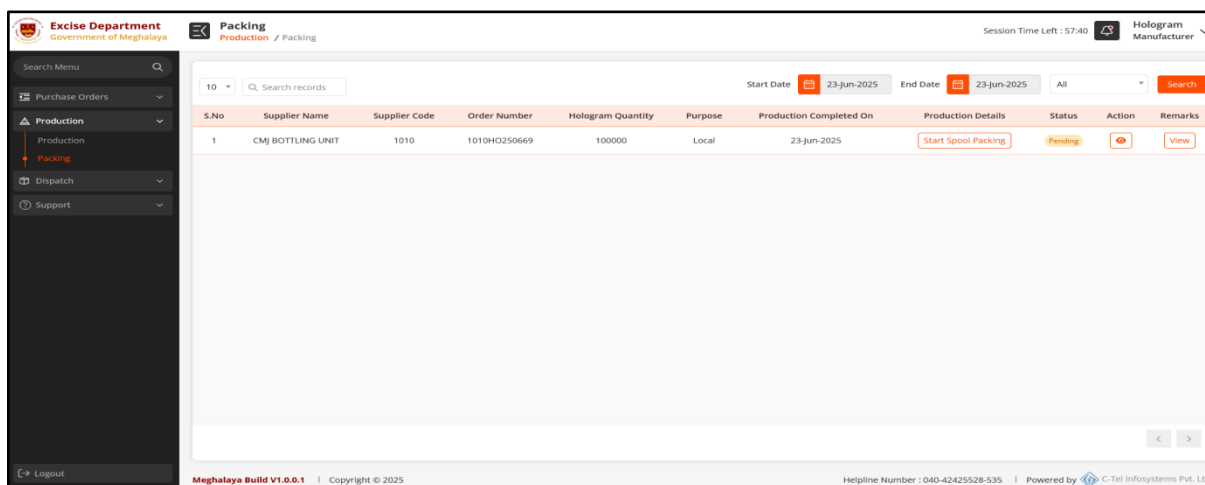
Spool Barcode	Start Code	End Code	Carton Barcode
No data available			

Showing 0 to 0 of 0 entries

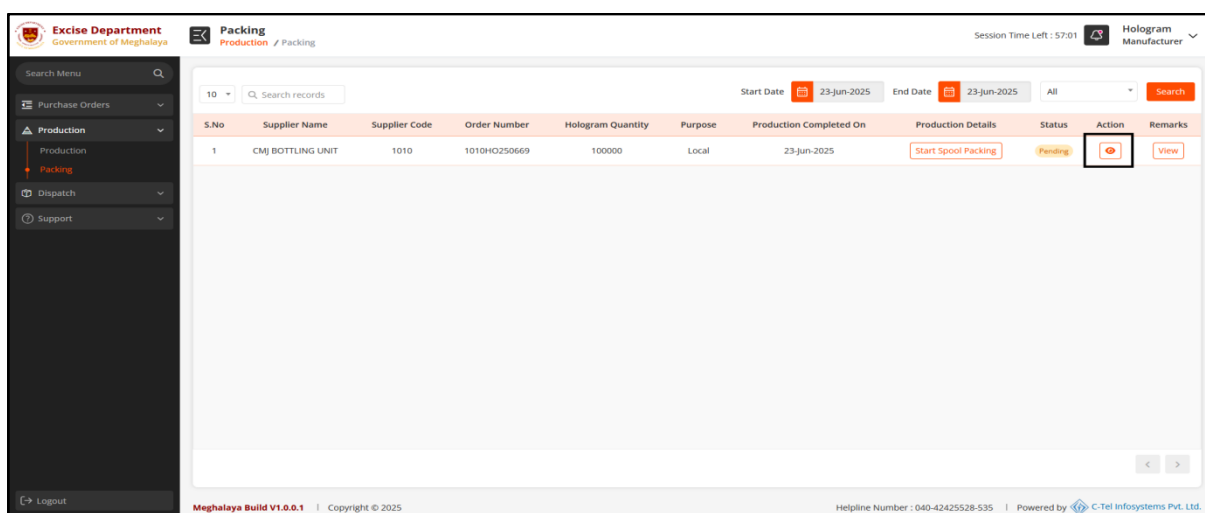
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## Bottling Unit Control & Regulation User Reference Manual

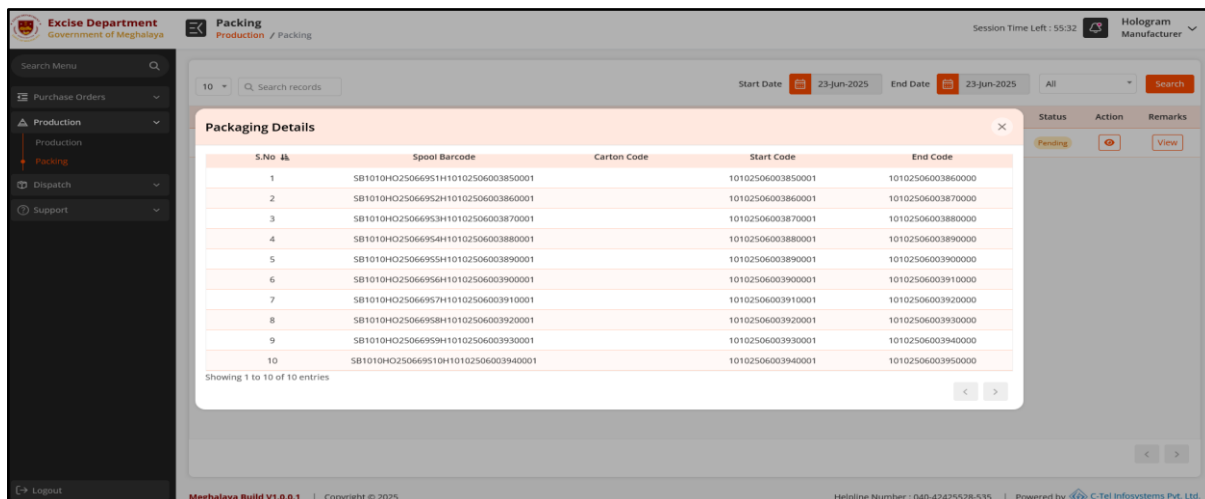
- ◆ After reaching to the above screen user need to scan the spool bar-codes which has been generated against that indent. To see the spool bar-codes user should navigate to same packing tab then below screen will be displayed.



- ◆ After reaching to the above screen officer need click on “Action view” option as shown in below screen.



- ◆ After click on “Action view” option all the spool bar-codes will shown in below screen.





## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user once again navigate to the packing tab and need to click on “**Start Spool Packing**” option as shown in below screen.

Excise Department  
Government of Meghalaya

Packing  
Production / Packing

Session Time Left : 59:53 Hologram Manufacturer

Search Menu

Purchase Orders

Production

Packing

Dispatch

Support

Logout

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S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HQ250669	100000	Local	23-jun-2025	Start Spool Packing	Pending		View

- ◆ After clicking on “**Start Spool Packing**” option below screen will be displayed.

Excise Department  
Government of Meghalaya

Start Spool Packing  
Production / Packing / Start Spool Packing

Session Time Left : 59:52 Hologram Manufacturer

Search Menu

Purchase Orders

Production

Packing

Dispatch

Support

Logout

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Spools for carton packing

SPPOOL QTY: 10 CARTON: 0

List of Spool Barcode

Spool Barcode	Start Code	End Code	Carton Barcode
No data available			

Showing 0 to 0 of 0 entries

- ◆ After scanning of every 5 spools a carton will be generated against 5 spools .

Excise Department  
Government of Meghalaya

Start Spool Packing  
Production / Packing / Start Spool Packing

Session Time Left : 57:45 Hologram Manufacturer

Search Menu

Purchase Orders

Production

Packing

Dispatch

Support

Logout

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Spools for carton packing

SB1010HQ25066951H10102506003850001

SPPOOL QTY: 5 CARTON: 1

List of Spool Barcode

SB1010HQ25066951H10102506003850001	SB1010HQ25066952H10102506003860001	SB1010HQ25066953H10102506003870001	SB1010HQ25066954H10102506003880001
SB1010HQ25066955H10102506003890001			

Spool Barcode	Start Code	End Code	Carton Barcode
No data available			

Showing 0 to 0 of 0 entries

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After completing of scanning of all spools below screen will be displayed .Status will be shown as **“Packing Completed”**.

The screenshot shows the 'Packing' screen in the Excise Department system. The left sidebar has a menu with 'Production' and 'Packing' (highlighted). The main area displays a table with the following data:

S.No	Supplier Name	Supplier Code	Order Number	Hologram Quantity	Purpose	Production Completed On	Production Details	Status	Action	Remarks
1	CMJ BOTTLING UNIT	1010	1010HQ250669	100000	Local	23-Jun-2025		Packing Completed		<a href="#">View</a>

- ◆ After reaching to the above screen user need to click on **“Dispatch”** tab as shown in below screen.

The screenshot shows the 'Packing' screen with the 'Dispatch' tab highlighted in the left sidebar. The table data is the same as the previous screenshot.

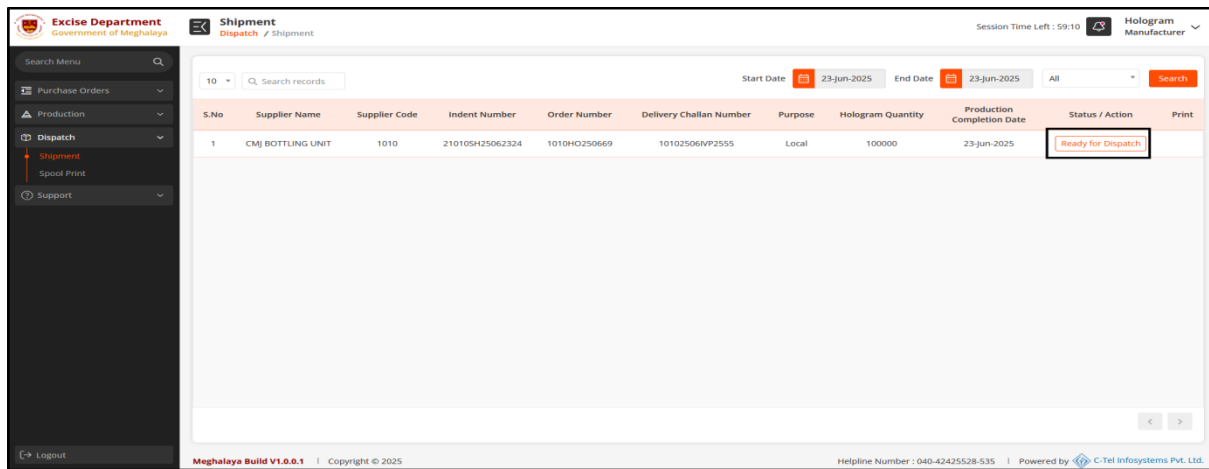
- ◆ After click on **“Dispatch”** tab as shown in below screen.

The screenshot shows the 'Shipment' screen in the Excise Department system. The left sidebar has a menu with 'Production', 'Packing', and 'Dispatch' (highlighted). The main area displays a table with the following data:

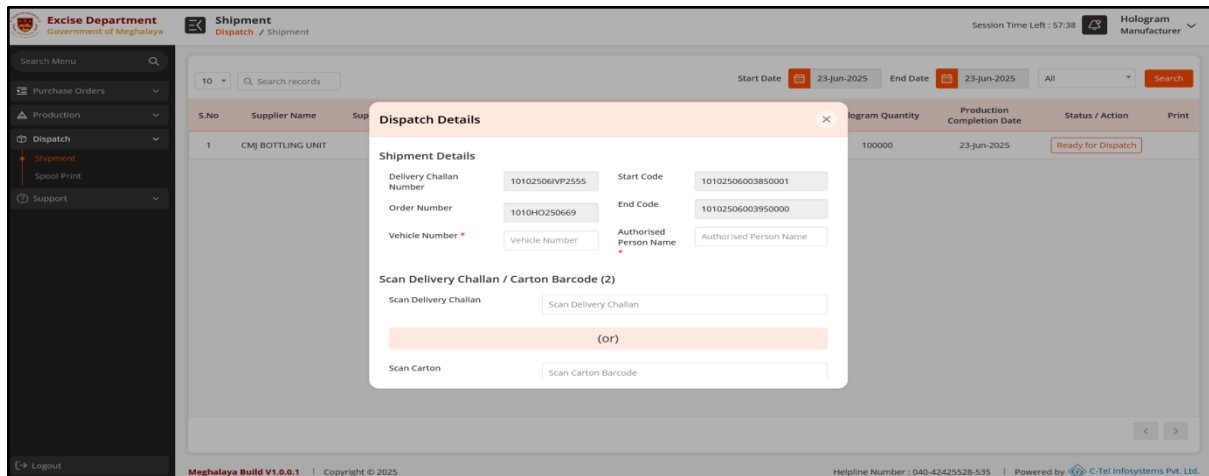
S.No	Supplier Name	Supplier Code	Indent Number	Order Number	Delivery Challen Number	Purpose	Hologram Quantity	Production Completion Date	Status / Action	Print
1	CMJ BOTTLING UNIT	1010	21010SH25062324	1010HQ250669	10102506NP2555	Local	100000	23-Jun-2025	Ready for Dispatch	

## Bottling Unit Control & Regulation User Reference Manual

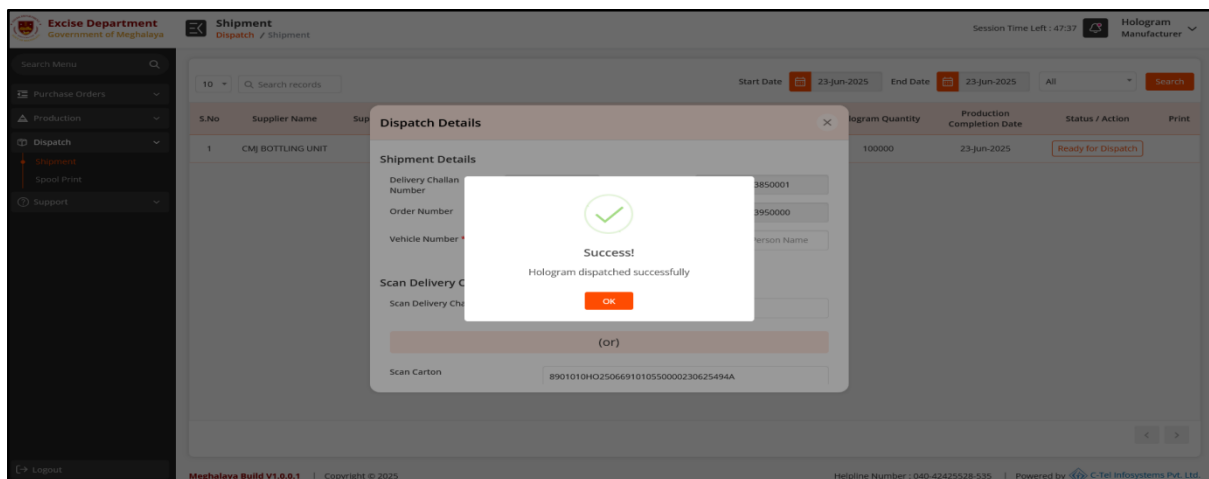
- ◆ After reaching to the above screen user need to click on **“Ready for Dispatch”** tab as shown in below screen.



- ◆ After click on **“Ready for Dispatch”** tab a pop up will be open as shown in below screen.

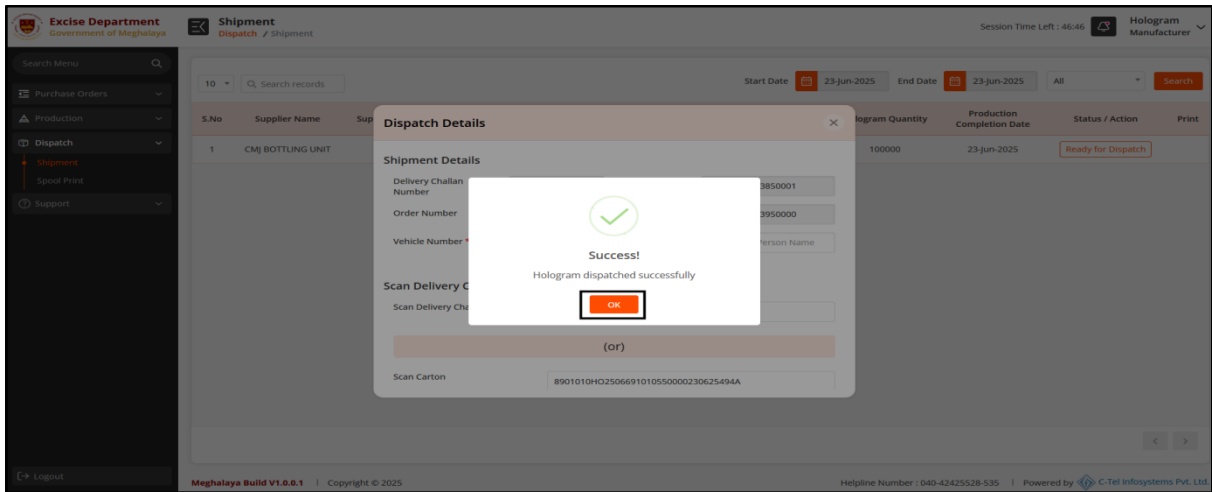


- ◆ After reaching to the above screen user need to provide the necessary details like (Vehicle Number and Authorised Person Name) tab as shown in below screen and need to scan the (Delivery Challan Number or Carton bar-codes)

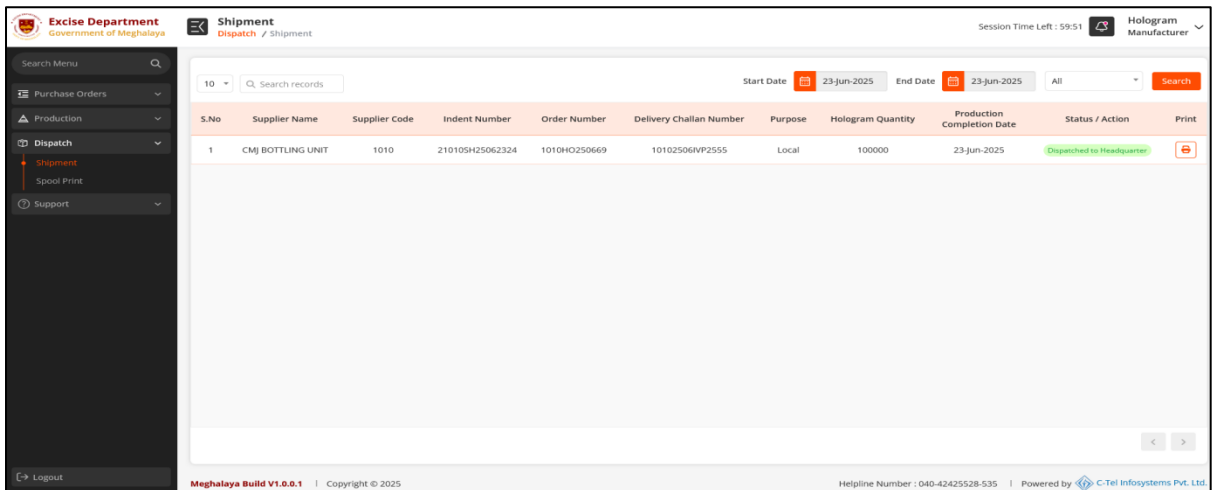


## Bottling Unit Control & Regulation User Reference Manual

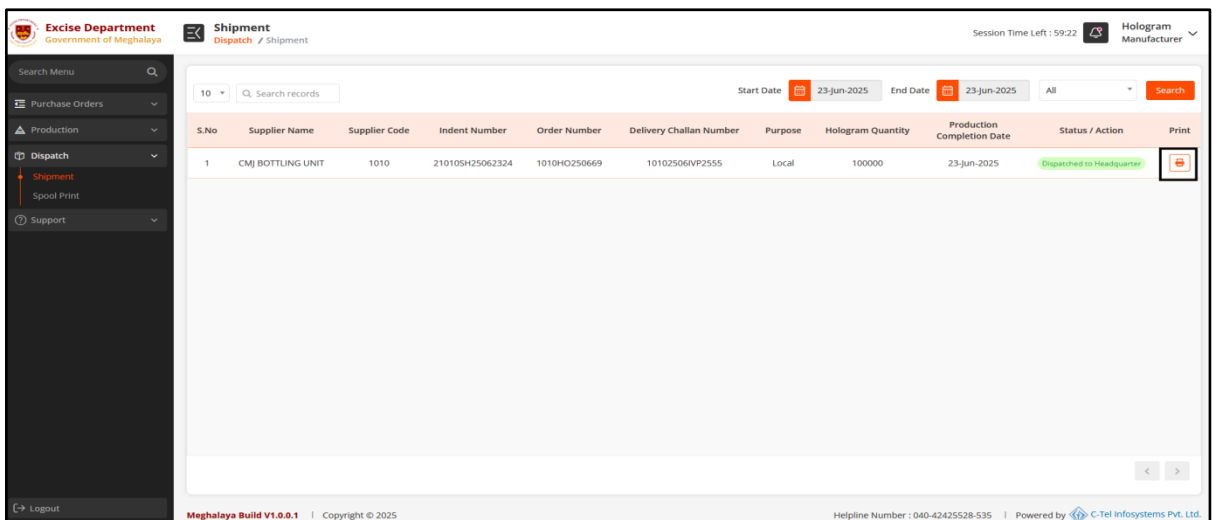
- ◆ After reaching to the above screen user need to click on **“OK”** tab as shown in below screen.



- ◆ After click on **“OK”** status will be changed to **“** shown in below screen.




- ◆ After reaching to the above screen user need to click on **“Print”** option as shown in below screen to see the **“Delivery Challan”**.



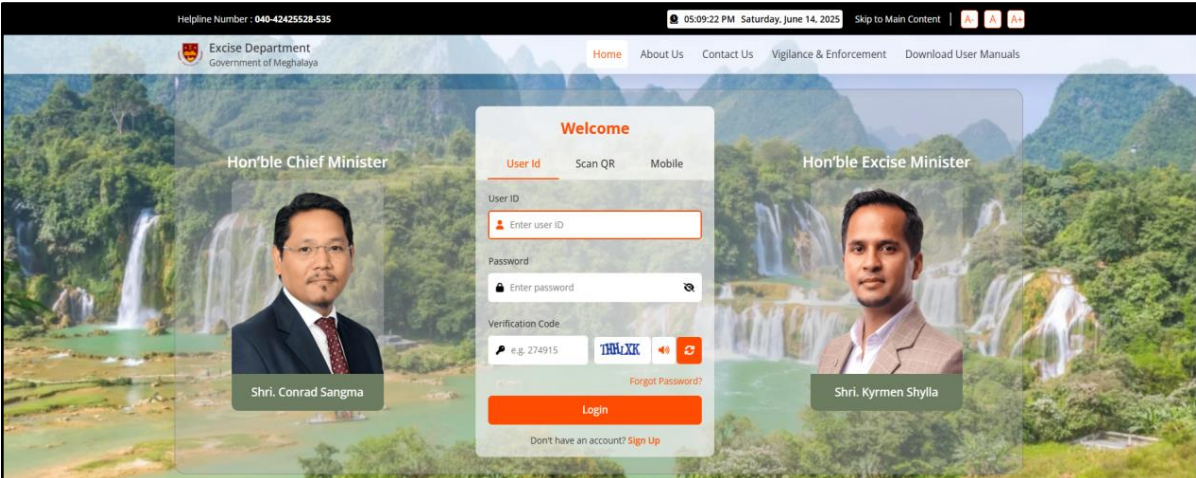
## Bottling Unit Control & Regulation User Reference Manual

### ❖ Delivery Challan :

<b>M/S SKM Manufacturer Pvt. Ltd.</b> <b>Address1, Address2, City, East Khasi Hills, Meghalaya - 502145</b> <b>Delivery Challan</b>							
To, Dheeraj Gupta Assistant Commissioner 1st Floor, Goods & Service Tax, Secretariat Hills, Shillong, East Khasi Hills, Meghalaya - 793001					<b>Delivery Challan No. : 101025061VP2555</b> <b>Delivery Challan Date : 23-Jun-2025</b>		
SLNo.	Indent Number	Order Number	Manufacturing Unit Name	Purpose	Start Code	End Code	Quantity
1	21010SH25062324	1010HO250669	CMJ BOTTLING UNIT	Local	10102506003850001	10102506003950000	100000
<b>Important:</b> 1.2D QR code based Hologram with Track and Trace Service.							
					For, <b>SKM Manufacturer Pvt. Ltd.</b> Authorised signatory		

### ❖ Assistant Commissioner HQ Login :

- ◆ Login to the below application by providing the valid username and password.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After login, Commissioner can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

**Excise Department**  
Government of Meghalaya

**Activity Dashboard**  
Dashboard / Activity Dashboard

Session Time Left: 59:52 | Dheeraj Gupta, Assistant Commissioner

**Pending Permits: 48**

Location	Count
Bottling Unit Local	1
Central Bonded Warehouse	8
State Bonded Warehouse	5
Military Canteen	18
Paramilitary	4
Retailer	12
<b>Grand Total</b>	<b>48</b>

**Pending at District Office: 97**

Process Name	Pending at	Count
License Registration	Superintendent of Excise	47
License Registration	Deputy Commissioner	2
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (IOE)	2
Temporary Bar License Registration	Superintendent of Excise	1
Paramilitary Permits	Superintendent of Excise	4
Paramilitary Permits	Deputy Superintendent of Excise	4
Paramilitary Permits	Superintendent of Excise	4
Military Canteen	Superintendent of	18
<b>Grand Total</b>		<b>97</b>

**Pending at Headquarters: 73**

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
CSD Non Local License Registration	Dealing Assistant HQ	3
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	3
<b>Total</b>		<b>14</b>
License Registration	Assistant Commissioner STE	2
CSD Non Local License Registration	Assistant Commissioner STE	2
<b>Grand Total</b>		<b>73</b>

**Pending at Commissionerate: 17**

Process Name	Pending at	Count
Brand Label Registration	Commissioner	6
Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse Permits	Commissioner	5
<b>Grand Total</b>		<b>17</b>

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- ◆ After reaching to the above screen user need to click on “Hologram Procurement” tab as shown in below figure.

**Excise Department**  
Government of Meghalaya

**Activity Dashboard**  
Dashboard / Activity Dashboard

Session Time Left: 57:13 | Dheeraj Gupta, Assistant Commissioner

**Pending Permits: 48**

Location	Count
Bottling Unit Local	1
Central Bonded Warehouse	8
State Bonded Warehouse	5
Military Canteen	18
Paramilitary	4
Retailer	12
<b>Grand Total</b>	<b>48</b>

**Pending at District Office: 97**

Process Name	Pending at	Count
License Registration	Superintendent of Excise	47
License Registration	Deputy Commissioner	2
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (IOE)	2
Temporary Bar License Registration	Superintendent of Excise	1
Paramilitary Permits	Superintendent of Excise	4
Paramilitary Permits	Deputy Superintendent of Excise	4
Paramilitary Permits	Superintendent of Excise	4
Military Canteen	Superintendent of	18
<b>Grand Total</b>		<b>97</b>

**Pending at Headquarters: 73**

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
CSD Non Local License Registration	Dealing Assistant HQ	3
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	3
<b>Total</b>		<b>14</b>
License Registration	Assistant Commissioner STE	2
CSD Non Local License Registration	Assistant Commissioner STE	2
<b>Grand Total</b>		<b>73</b>

**Pending at Commissionerate: 17**

Process Name	Pending at	Count
Brand Label Registration	Commissioner	6
Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse Permits	Commissioner	5
<b>Grand Total</b>		<b>17</b>

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- ◆ After reaching to the above screen user need to click on “Hologram Purchase Indent” sub tab as shown in below figure.

**Excise Department**  
Government of Meghalaya

**Hologram Purchase Indent**  
Hologram Procurement / Hologram Purchase Indent

Session Time Left: 59:53 | Dheeraj Gupta, Assistant Commissioner

10 | Search records

Start Date: 23-Jun-2025 | End Date: 23-Jun-2025 | Hologram Purchase Indent | Bottling Unit | Search

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Chailan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062325	100000	Local	23-Jun-2025 09:26:18 PM	View	NA	Forward	Print	View
2	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-Jun-2025 11:53:11 AM	View	10102506VFP2555	Receive Hologram	Print	View

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Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to click on **“Hologram Purchase Indent”** sub tab as shown in below figure.

The screenshot shows the 'Hologram Purchase Indent' screen. The left sidebar contains a 'Search Menu' with options like Dashboard, License Management, Brand Label Management, Hologram Procurement, Series, Bottling Unit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Vigilance, Reports, and Others / Support. The main area displays a table of purchase indents. The table has columns: S.No, Hologram Purchase Indent Name, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. Two records are visible, both for 'CMJ BOTTLING UNIT'. The second record has a 'Receive Hologram' button highlighted with a red box.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062325	100000	Local	23-jun-2025 03:26:18 PM	View	NA	Forward	Print	View
2	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-jun-2025 11:53:11 AM	View	10102506VP2555	Receive Hologram	Print	View

- ◆ After reaching to the above screen user need to click on **“Receive Hologram”** option as shown in above figure. After clicking on **“Receive Hologram”** a pop up will be open as shown in below screen.

The screenshot shows the 'Hologram Purchase Indent' screen with a 'Receive Hologram' pop-up dialog. The dialog has a close button (X) and two input fields: 'Scan Delivery Challan' and 'Scan Carton Barcode (2)'. There is an '(OR)' option between the two fields. The background table is dimmed, showing the same two records as the previous screenshot.

- ◆ After reaching to the above screen user need to provide the **“Delivery challan”** or **“Carton Barcodes”**. After providing the necessary details click on enter button. After clicking on enter button status will be shown as below screen.

The screenshot shows the 'Hologram Purchase Indent' screen after the 'Receive Hologram' action. The status of the second record has been updated to 'Hologram Received at Headquarter', which is highlighted in green. The 'Status/Action' column now shows 'Forward' for the first record and 'Hologram Received at Headquarter' for the second record.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062325	100000	Local	23-jun-2025 03:26:18 PM	View	NA	Forward	Print	View
2	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-jun-2025 11:53:11 AM	View	10102506VP2555	Hologram Received at Headquarter	Print	View



## Bottling Unit Control & Regulation User Reference Manual

### ❖ Dealing Assistant Login :

- ◆ Login to the below application by providing the valid username and password.

Helpline Number : 040-42425528-535

05:09:22 PM Saturday, June 14, 2025 Skip to Main Content

Excise Department  
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Hon'ble Chief Minister  
Shri. Conrad Sangma

Welcome

User ID Scan QR Mobile

User ID  
Enter user ID

Password  
Enter password

Verification Code  
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Excise Minister  
Shri. Kyrmen Shylla

- ◆ After login, Dealing Assistant can able to view the below screen. It is an activity dashboard where all the pending activities will be shown at one place as shown in below screen.

Excise Department  
Government of Meghalaya

Activity Dashboard  
Dashboard / Activity dashboard

Session Time Left : 58:46 Sunil Thakur  
Dealing Assistant

Pending Permits 48

Pending at District Office 96

Pending at Headquarters 74

Pending at Commissionerate 17

Location	Count
Bottling Unit Local	1
Central Bonded Warehouse	8
State Bonded Warehouse	5
Military Canteen	18
Paramilitary	4
Retailer	12
<b>Grand Total</b>	<b>48</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	47
License Registration	Deputy Commissioner	2
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (IOE)	2
Paramilitary Permits	Superintendent of Excise	4
Paramilitary Permits	Deputy Superintendent of Excise	4
Military Canteen Permits	Superintendent of Excise	18
Military Canteen	Deputy	
<b>Grand Total</b>		<b>96</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
CSD Non Local License Registration	Dealing Assistant HQ	3
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	3
<b>Total</b>		<b>14</b>
License Registration	Assistant Commissioner STE	2
CSD Non Local License Registration	Assistant Commissioner STE	2
<b>Grand Total</b>		<b>74</b>

Process Name	Pending at	Count
Brand Label Registration	Commissioner	6
Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse Permits	Commissioner	5
<b>Grand Total</b>		<b>17</b>

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- ◆ Then user need to select “Hologram Procurement” tab. After selecting the “Hologram Procurement” tab user can able to view the below screen.

Excise Department  
Government of Meghalaya

Hologram Purchase Indent  
Hologram Procurement / Hologram Purchase Indent

Session Time Left : 59:50 Sunil Thakur  
Dealing Assistant

10 Search records Start Date 23-Jun-2025 End Date 23-Jun-2025 Hologram Purchase Indent Bottling Unit Search

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challen Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-Jun-2025 11:53:11 AM	View	NA	Forward	View	

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## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to select the **“Hologram Purchase Indent”** tab under **“Hologram Procurement”** tab. After selecting the **“Hologram Purchase Indent”** tab user can able to view the below screen.

The screenshot displays the 'Hologram Purchase Indent' screen within the 'Excise Department' portal. The interface includes a sidebar menu with options like Dashboard, License Management, Brand Label Management, and Hologram Procurement. The main area shows a table of indents with columns for S.No, Hologram Purchase Indent Name, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challen Number, Status/Action, Prints, and Remarks. Two indents are listed, both for 'CMJ BOTTLING UNIT'. The second indent has a status of 'Ready to Dispatch'.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challen Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062325	100000	Local	23-jun-2025 03:26:18 PM	View	NA	Forwarded to Assistant Commissioner	Print	View
2	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-jun-2025 11:53:11 AM	View	10102506VP2555	Ready to Dispatch	Print	View

- ◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on **“Ready to Dispatch”** option as shown in below screen.

This screenshot is identical to the previous one, but the 'Ready to Dispatch' button for the second indent is highlighted with a red box, indicating the action to be taken.

- ◆ After clicking on **“Ready to Dispatch”** option a pop up will be opened as shown in below screen.

The screenshot shows the 'Hologram Purchase Indent' screen with a 'Dispatch Hologram' pop-up dialog box. The dialog contains fields for 'Vehicle Number', 'Authorised Person Name', 'Scan Delivery Challen / Carton Barcode (2)', and 'Scan Carton Barcode (2)'. There are also buttons for 'Scan Delivery Challen' and 'Scan Carton Barcode'.

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen officer need provide all the necessary details and scan the delivery challan or carton barcodes and need to click on enter.

The screenshot displays the 'Hologram Purchase Indent' interface. A modal window titled 'Dispatch Hologram' is open, showing a green checkmark and the text 'Success! Hologram dispatched successfully'. Below the message is an 'OK' button. The background shows a table with columns: S.No, Hologram Purchase Indent Name, Indent Number, Hologram Quantity, Purpose, Request Date, Payment Details, Delivery Challan Number, Status/Action, Prints, and Remarks. The table contains two rows of data for 'CMJ BOTTLING UNIT'.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	210105H25062325	100000	Local	23-jun-2025 03:26:18	View	NA	Forwarded to Assistant Commissioner	Print	View
2	CMJ BOTTLING UNIT	210105H25062324	100000	Local	23-jun-2025 11:53:11 AM	View	10102506VP2555	Ready to Dispatch	Print	View

- ◆ After reaching to the above screen officer need click on “OK” option as shown in below screen.

This screenshot is identical to the previous one, but the 'OK' button in the 'Dispatch Hologram' modal is highlighted with a red rectangle, indicating the next step for the user.

- ◆ After reaching to the above screen officer need click on “OK” option as shown in below screen.

The screenshot shows the main interface of the 'Hologram Purchase Indent' system. The 'Dispatch Hologram' modal is no longer present. The table now shows the status of the indents. The first row is 'Forwarded to Assistant Commissioner' and the second row is 'Dispatched from Headquarter'.

S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	210105H25062325	100000	Local	23-jun-2025 03:26:18 PM	View	NA	Forwarded to Assistant Commissioner	Print	View
2	CMJ BOTTLING UNIT	210105H25062324	100000	Local	23-jun-2025 11:53:11 AM	View	10102506VP2555	Dispatched from Headquarter	Print	View

## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen status of the application will be shown as “Dispatched from Headquarters”.

Excise Department  
Government of Meghalaya

Hologram Purchase Indent  
Hologram Procurement / Hologram Purchase Indent

Session Time Left : 56:21 Sunil Thakur  
Dealing Assistant

Search Menu

Dashboard  
License Management  
Brand Label Management  
Hologram Procurement  
Bottling Unit  
Brewery  
Bonded Warehouse  
Military  
Retailer  
TP Revalidation  
Vigilance  
Reports  
Others / Support

Logout

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S.No	Hologram Purchase Indent Name	Indent Number	Hologram Quantity	Purpose	Request Date	Payment Details	Delivery Challan Number	Status/Action	Prints	Remarks
1	CMJ BOTTLING UNIT	21010SH25062325	100000	Local	23-Jun-2025 03:26:18 PM	View	NA	Forwarded to Assistant Commissioner		View
2	CMJ BOTTLING UNIT	21010SH25062324	100000	Local	23-Jun-2025 11:53:11 AM	View	10102506IVP2555	Dispatched from Headquarters		View

- ◆ After reaching to the above screen user need to click on the print icon as shown in above screen to view the “Dispatch Memo”.

### ■ Dispatch Memo

EXCISE DEPARTMENT  
GOVERNMENT OF MEGHALAYA

Hologram Dispatch Memo

Manufacturing Unit Name : CMJ BOTTLING UNIT

Indent Number : 21010SH25062324

Indented Quantity : 100000

Purpose : Local

Issue Date : 23-Jun-2025 03:02:45 PM

Hologram Start Number : 10102506003850001

Hologram End Number : 10102506003950000

Delivery Challan Number : 10102506IVP2555

Vehicle Number : MH123456

Authorised Person Name : Sai

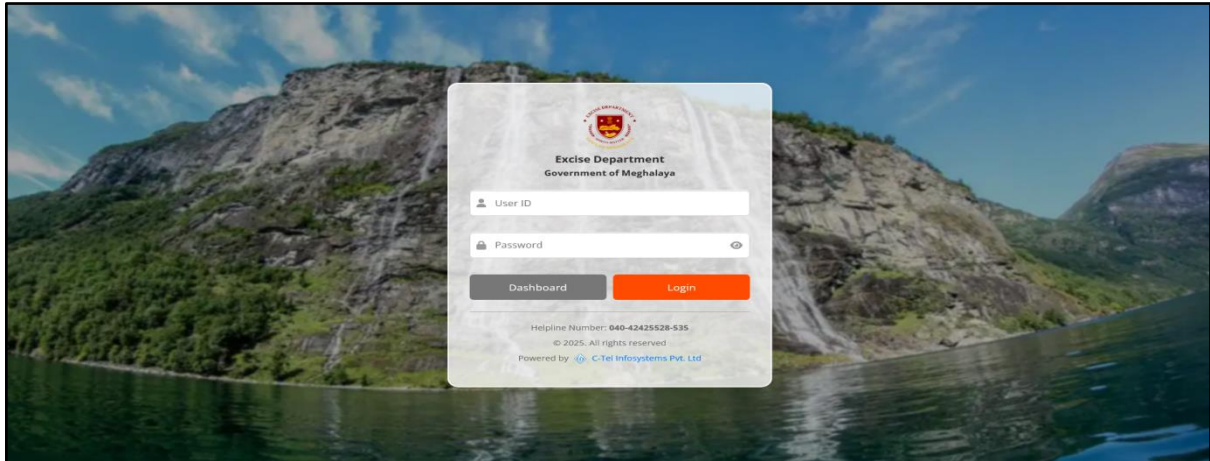
Dheeraj Gupta  
Assistant Commissioner

"The indenting process, permit approval process, and shipment process will be carried out from the central node, while the receiving process will be handled at the local node (Bottling Unit)."

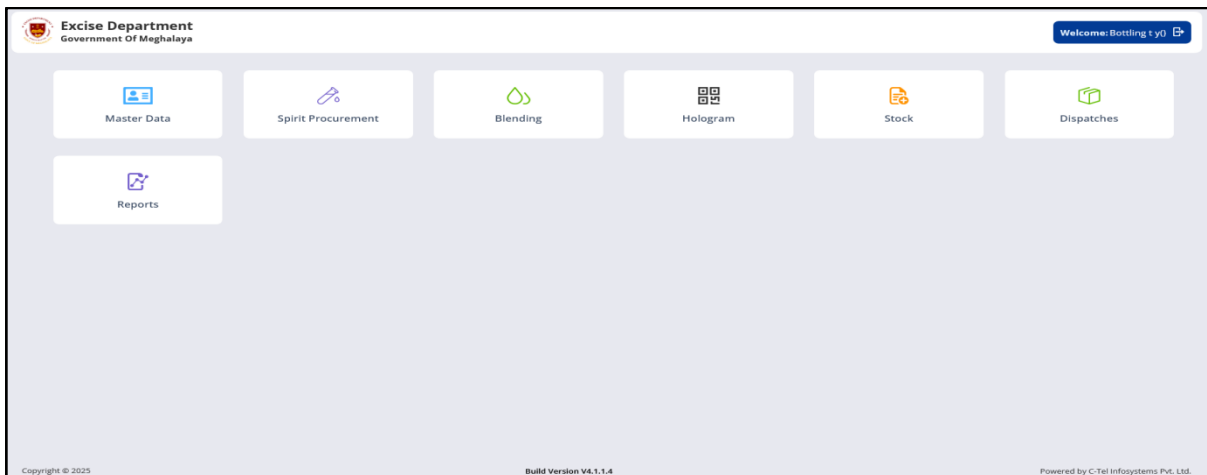
### 5.Hologram Receiving Process :

#### ❖ Bottling Unit Manager Login :

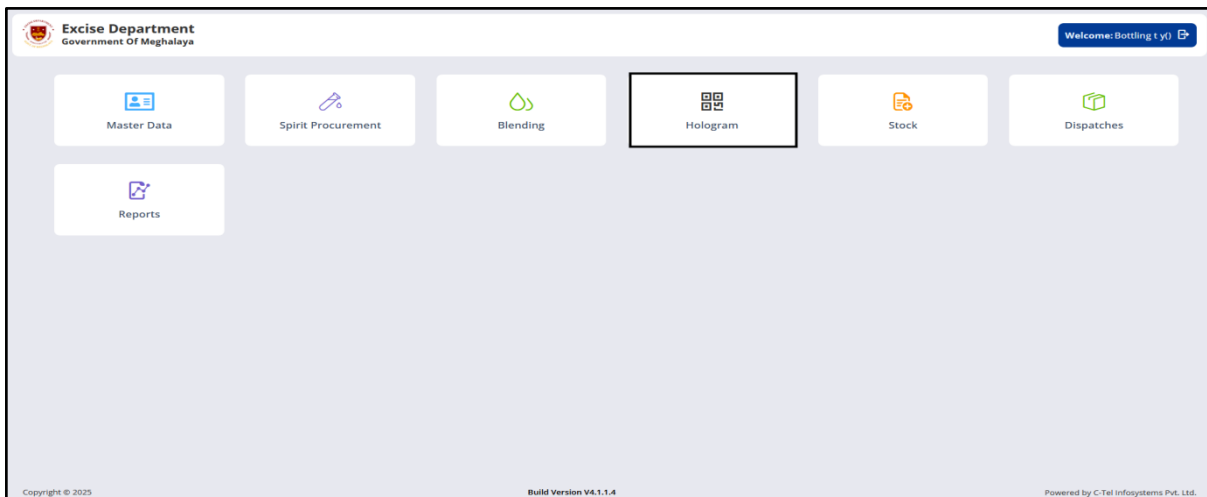
- ◆ Login to the below application by providing the valid username and password.



- ◆ After login to the application below homepage will be displayed.

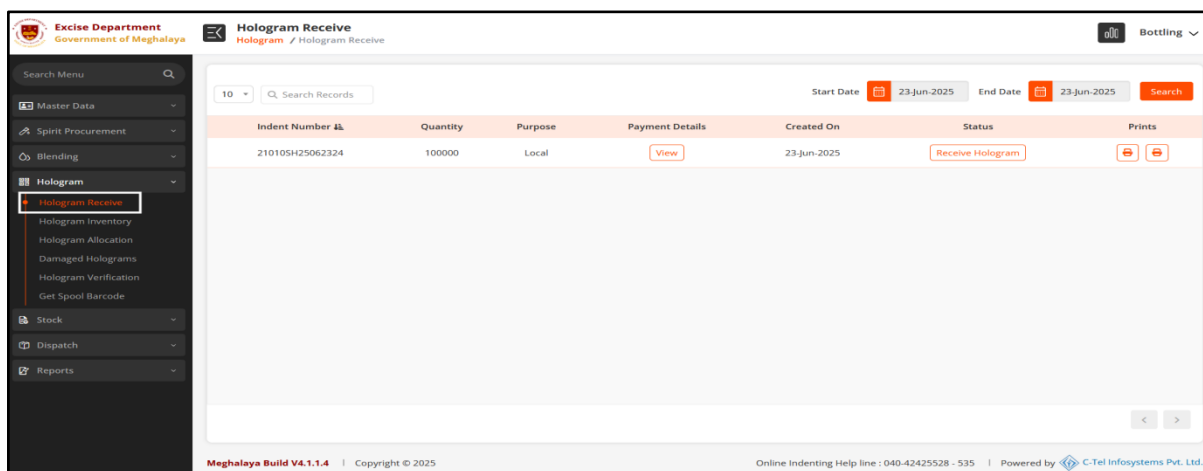


- ◆ Then user need to select “**Hologram**” tab as shown in below.

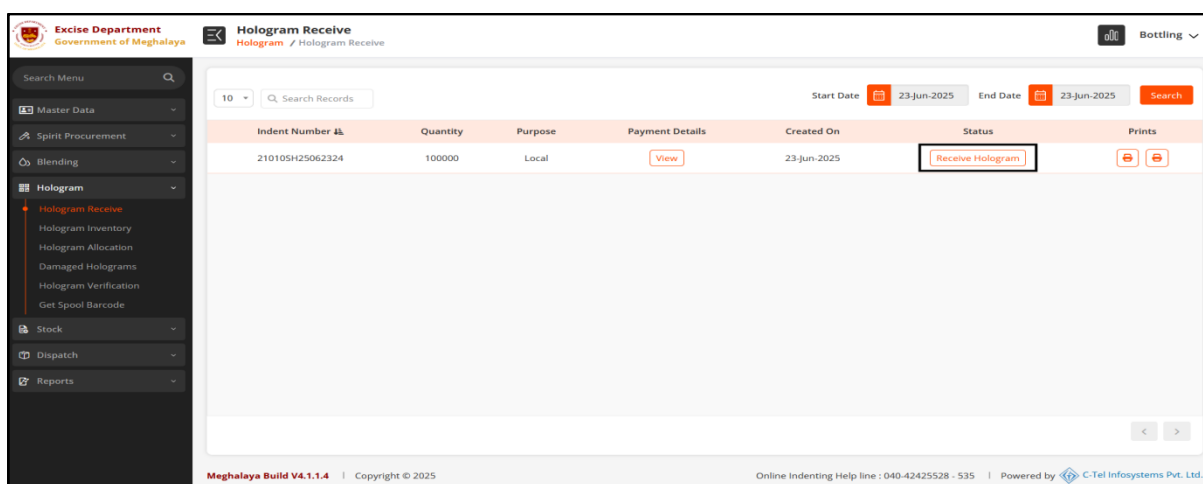


## Bottling Unit Control & Regulation User Reference Manual

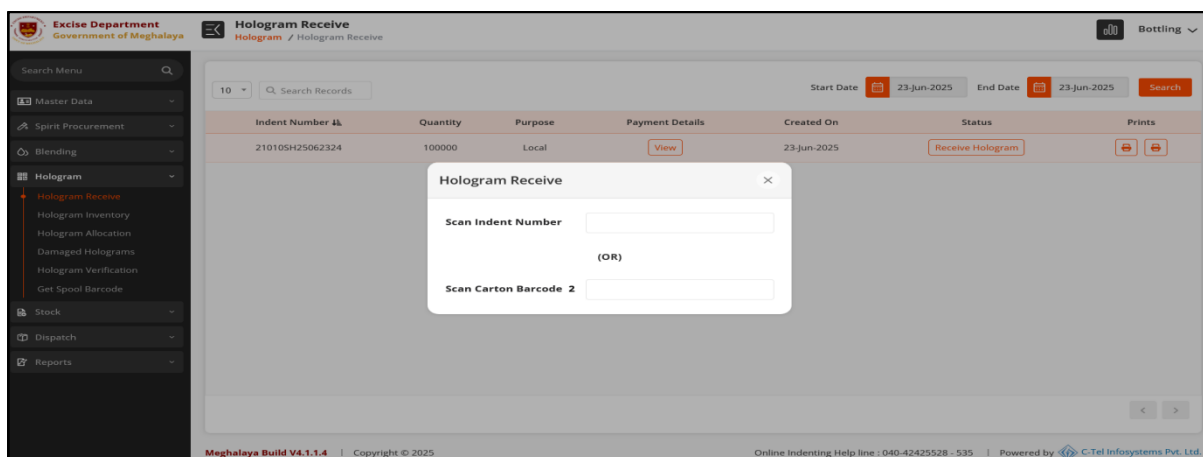
- ◆ After reaching to the above screen user need to select the **“Hologram Receive”** tab under **“Hologram”** tab. After selecting the **“Hologram Receive”** tab user can able to view the below screen.



- ◆ After reaching to the above screen user need to click on **“Receive Hologram”** option as shown in below screen.



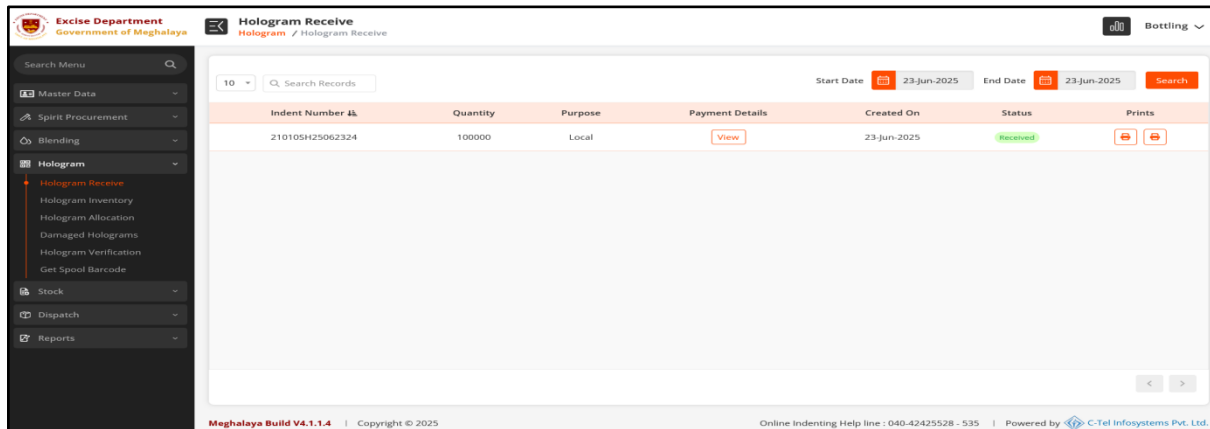
- ◆ After reaching to the above screen user need to click on **“Receive Hologram”** option as shown in above screen. After clicking on **“Receive Hologram”** a pop up will be open as shown in below screen.





## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to provide the necessary details like (Indent Number or Carton Barcodes) and need to click on enter button. After clicking on enter button indent status will be shown as below.



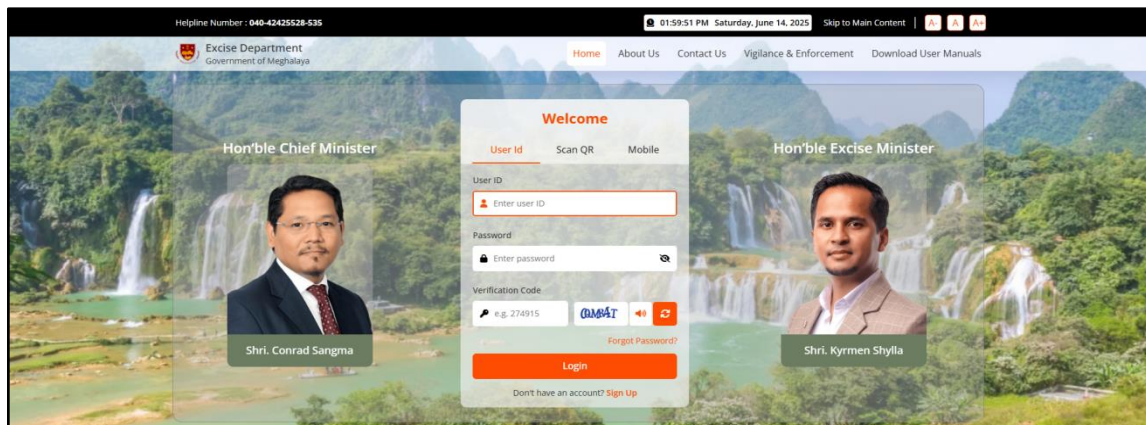
The screenshot shows the 'Hologram Receive' interface. On the left is a sidebar menu with options like Master Data, Spirit Procurement, Blending, Hologram, Stock, Dispatch, and Reports. The main area displays a table with columns: Indent Number, Quantity, Purpose, Payment Details, Created On, Status, and Prints. A single record is shown with Indent Number 210105H25062324, Quantity 100000, Purpose Local, and Status Received. A 'View' button is next to the Payment Details column.

Indent Number	Quantity	Purpose	Payment Details	Created On	Status	Prints
210105H25062324	100000	Local	<a href="#">View</a>	23-Jun-2025	Received	

## 6.Export Permit Process :

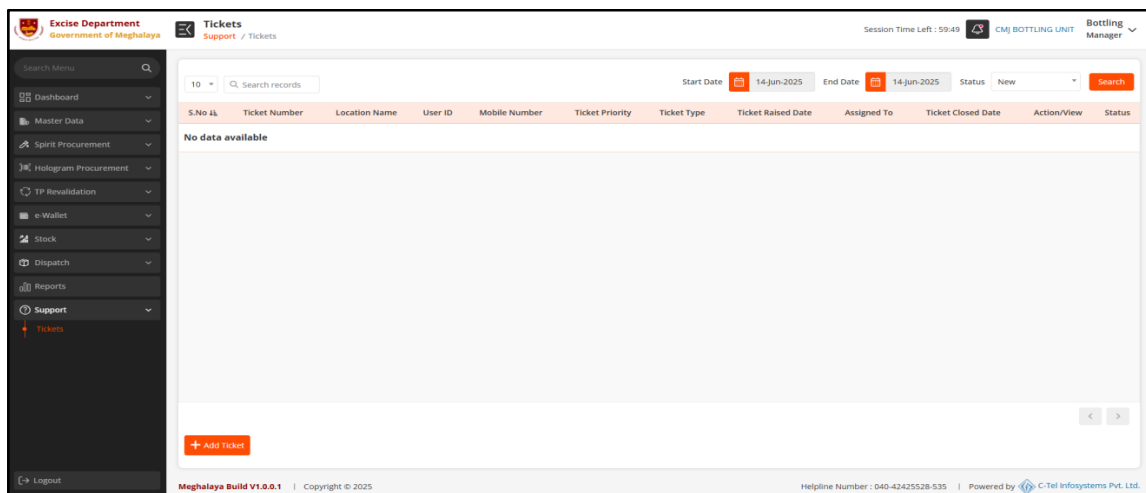
### ❖ Bottling Unit Manager Login :

- ◆ Login to the below application by providing the valid username and password.



The screenshot shows the login page for the Bottling Unit Manager. It features a background image of a waterfall and two portraits of officials: Shri. Conrad Sangma (Hon'ble Chief Minister) and Shri. Kyrmen Shylla (Hon'ble Excise Minister). A central login form includes fields for User ID, Password, and Verification Code, along with a 'Login' button and a 'Sign Up' link for new users.

- ◆ After login, User can able to view the below screen.



The screenshot shows the 'Tickets' interface. On the left is a sidebar menu with options like Dashboard, Master Data, Spirit Procurement, Hologram Procurement, TP Revalidation, e-Wallet, Stock, Dispatch, Reports, and Support. The main area displays a table with columns: S.No, Ticket Number, Location Name, User ID, Mobile Number, Ticket Priority, Ticket Type, Ticket Raised Date, Assigned To, Ticket Closed Date, Action/View, and Status. The table is currently empty, showing 'No data available'.

S.No	Ticket Number	Location Name	User ID	Mobile Number	Ticket Priority	Ticket Type	Ticket Raised Date	Assigned To	Ticket Closed Date	Action/View	Status
No data available											



## Bottling Unit Control & Regulation User Reference Manual

- ◆ Then user need to select “Dispatch” tab. After selecting the “Dispatch” tab user can able to view the below screen.

Excise Department Government of Meghalaya Tickets Support / Tickets

Session Time Left : 59:55 CMJ BOTTLING UNIT Bottling Manager

Start Date 23-Jun-2025 End Date 23-Jun-2025 Status New Search

S.No	Ticket Number	Location Name	User ID	Mobile Number	Ticket Type	Ticket Raised Date	Assigned To	Ticket Closed Date	Action/View	Status
No data available										

Showing 0 to 0 of 0 entries

+ Add Ticket

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- ◆ After reaching to the above screen user need to select the “Export Permit” tab under “Dispatch” tab.

Excise Department Government of Meghalaya Transport Permit Dispatch / Transport Permit

Session Time Left : 59:57 CMJ BOTTLING UNIT Bottling Manager

Start Date 23-Jun-2025 End Date 23-Jun-2025 Pending Search

S.No	Indent Number	Permit Number	Pass Number	Consignor Name	Consignee Name	Consignment Type	Created Date	Status
1	IND300020062500187	NA	NA	CMJ BOTTLING UNIT	THE UMPOHLEW CENTRAL WAREHOUSE	Local	20-Jun-2025	In Progress
2	IND300020062500186	NA	NA	CMJ BOTTLING UNIT	THE UMPOHLEW CENTRAL WAREHOUSE	Local	20-Jun-2025	In Progress
3	IND300020062500185	NA	NA	CMJ BOTTLING UNIT	THE UMPOHLEW CENTRAL WAREHOUSE	Local	20-Jun-2025	In Progress
4	IND300007062500148	NA	NA	CMJ BOTTLING UNIT	THE UMPOHLEW CENTRAL WAREHOUSE	Local	07-Jun-2025	In Progress
5	IND300006062500146	NA	NA	CMJ BOTTLING UNIT	THE UMPOHLEW CENTRAL WAREHOUSE	Local	06-Jun-2025	In Progress
6	IND300006062500144	NA	NA	CMJ BOTTLING UNIT	THE UMPOHLEW CENTRAL WAREHOUSE	Local	06-Jun-2025	In Progress
7	IND300002062500117	PER300002062500091	NA	CMJ BOTTLING UNIT	THE UMPOHLEW CENTRAL WAREHOUSE	Local	02-Jun-2025	Pass Issued
8	IND301331052500109	NA	NA	CMJ BOTTLING UNIT	TEST	Paramilitary Local	31-May-2025	In Progress
9	IND300026052500079	PER300026052500064	NA	CMJ BOTTLING UNIT	THE UMPOHLEW CENTRAL WAREHOUSE	Local	26-May-2025	Pass Issued
10	IND301323052500075	PER301323052500057	NA	CMJ BOTTLING UNIT	TEST	Paramilitary Local	23-May-2025	Pass Issued

Showing 1 to 10 of 12 entries

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- ◆ After selecting the “Export Permit” tab user can able to view the below screen.

Excise Department Government of Meghalaya Export Permit Dispatch / Export Permit

Session Time Left : 59:46 CMJ BOTTLING UNIT Bottling Manager

Start Date 23-Jun-2025 End Date 23-Jun-2025 Status Pending Search

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit	Court Fee Stamp	Remarks
No data available												

Showing 0 to 0 of 0 entries

+ Export

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- ◆ After reaching to the above screen user need to click on (+Export).

## Bottling Unit Control & Regulation User Reference Manual

◆ After clicking on (+**Export**) option then below screen will be displayed.

◆ In below screen mainly user need to focus on consignment type like (Export or Paramilitary Export) then user need to select the state for which we want to export the stock of finished goods.

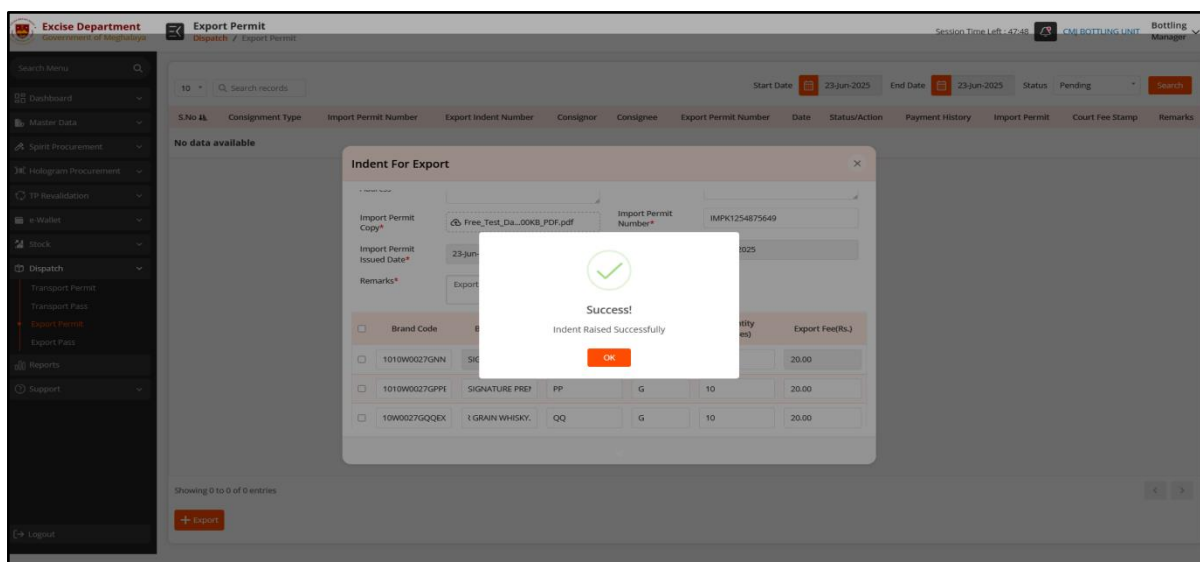
## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching to the above screen user need to provide all the necessary details like all the details of importer along with import permit number and copy of the import permit. After selection of state all the products which are registered against that state will display in drop down and user need to select the products as shown in below screen.

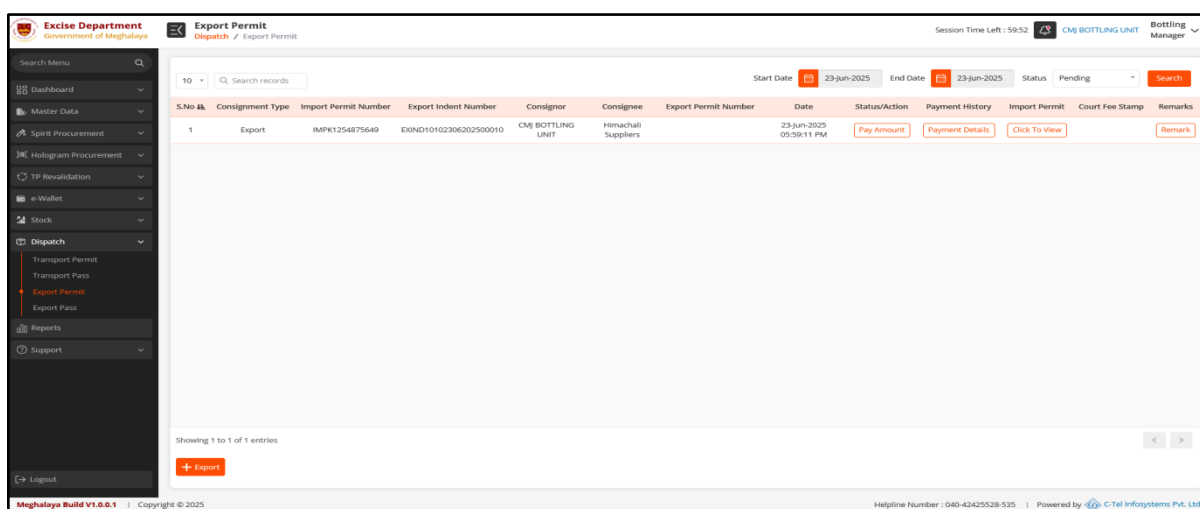
- ◆ After selecting the products user need to enter the quantity for which he want to export as shown in below screen and need to click on “Save” option as shown in below screen.

- ◆ After clicking on “save” option an success pop up will be get and need to click on “OK” option.

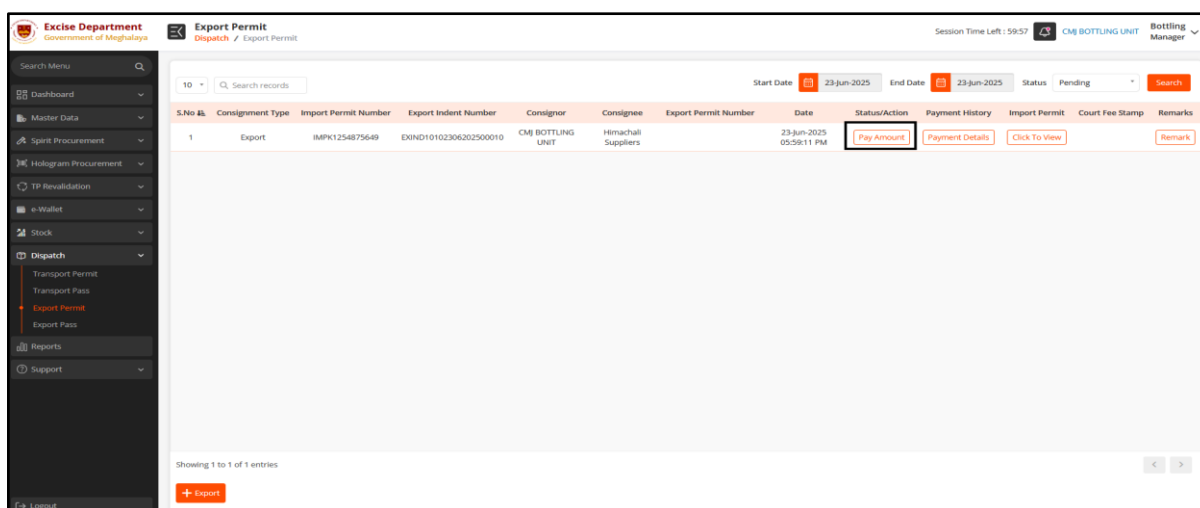
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After clicking on “OK” option indent status will be shown as below to make the payment.



- ◆ After reaching to the above screen user need to click on “Pay Amount” option as shown in below screen.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After click on “Pay Amount” option a pop up will be open as shown in below screen.

The screenshot shows the 'Export Permit' screen of the Excise Department. A table lists export permits, with the first entry selected. A modal titled 'Export Details' is open, showing the 'Export Amount' as 60 and the 'Choose Payment Method' as 'Online'. The 'Pay Amount' button is highlighted.

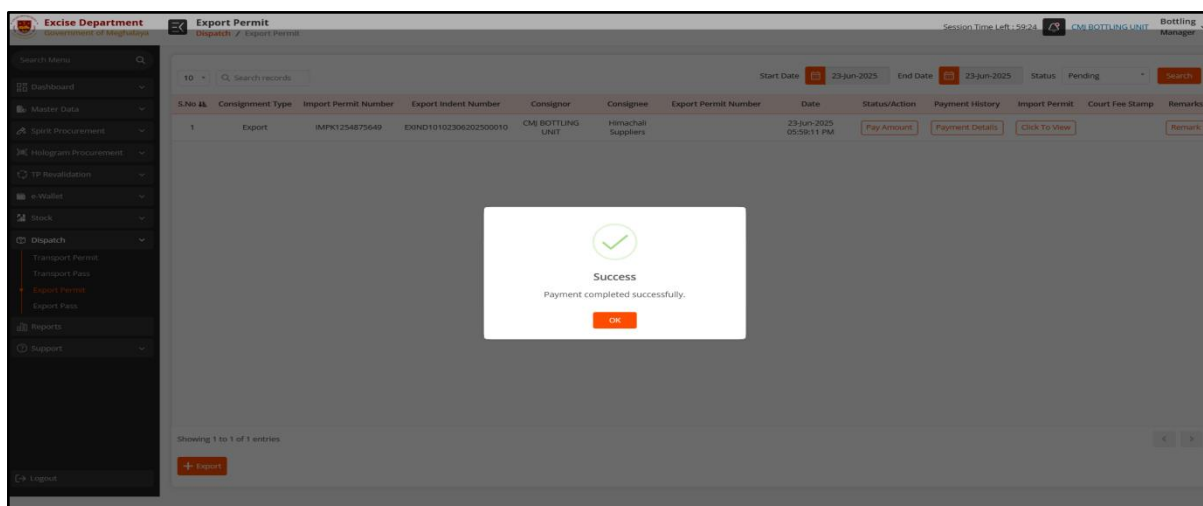
S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit	Court Fee Stamp	Remarks
1	Export	IMPK1254875649	EXIND10102306202500010	CMJ BOTTLING UNIT	Himachali Suppliers		23-Jun-2025 09:59:11 PM	Pay Amount	Payment Details	Click To View		Remark

- ◆ After reaching to the above screen user can choose the payment method (Online/E-Wallet) and click on “Pay Amount” button as shown in below screen.

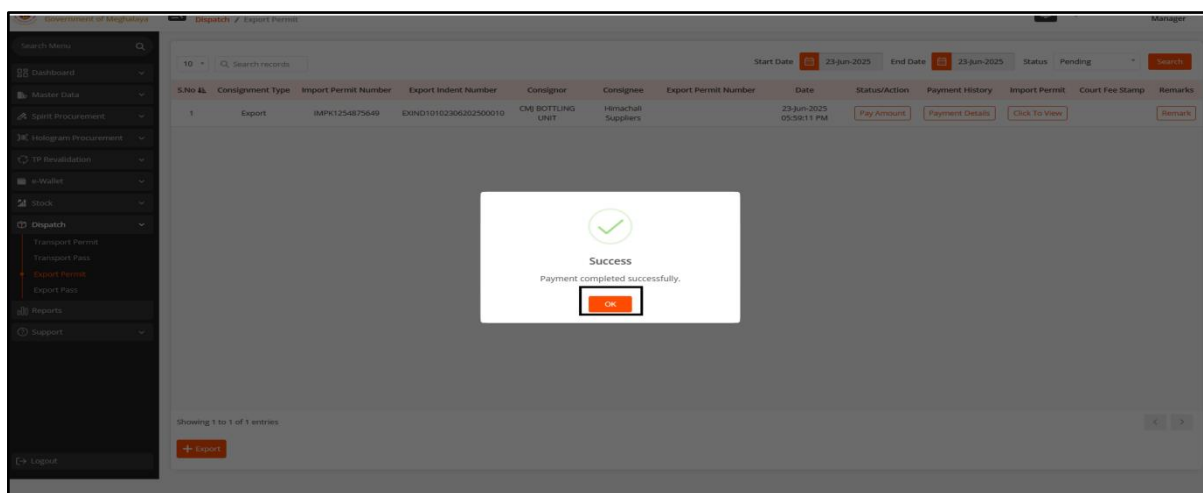
This screenshot is identical to the previous one, but the 'Pay Amount' button in the 'Export Details' modal is highlighted with a black border, indicating the next step in the process.

- ◆ After clicking on “Pay Amount” option a success pop up will get as shown below.

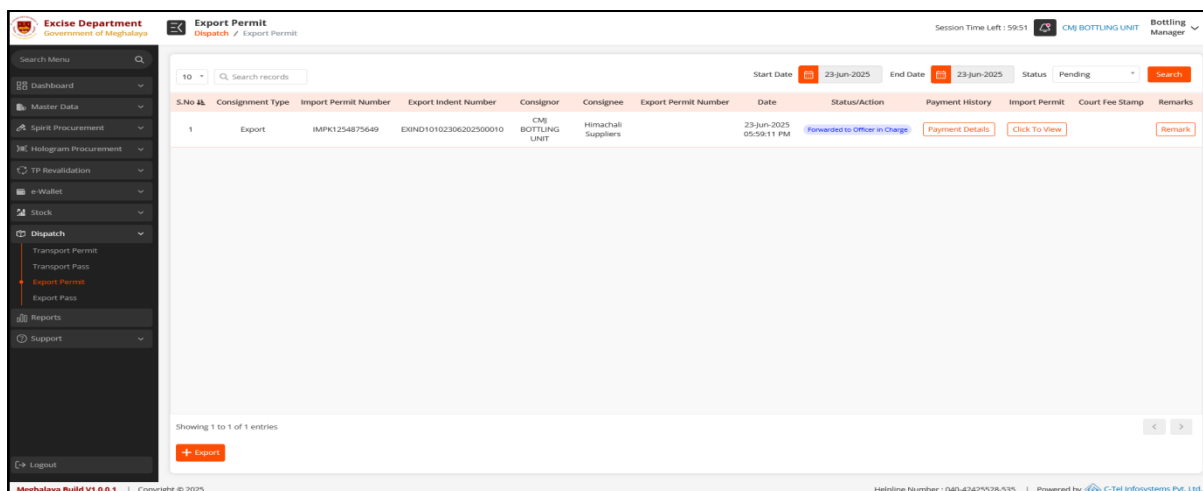
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After reaching to the above screen user need to click on “OK” option as shown in below screen.



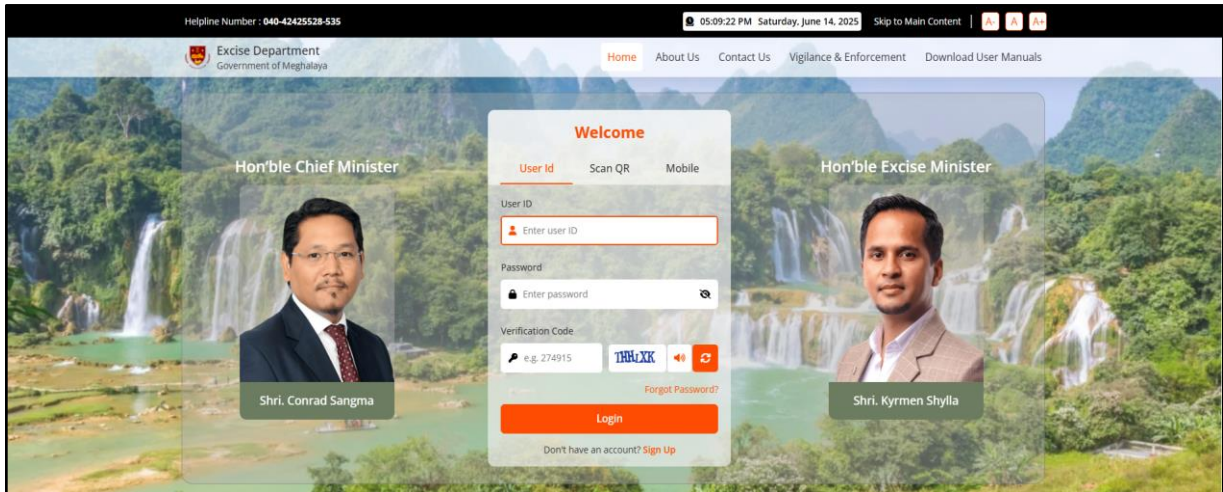
- ◆ After click on “OK” option indent status will be shown as “Forwarded to Officer in Charge” as shown in below screen.



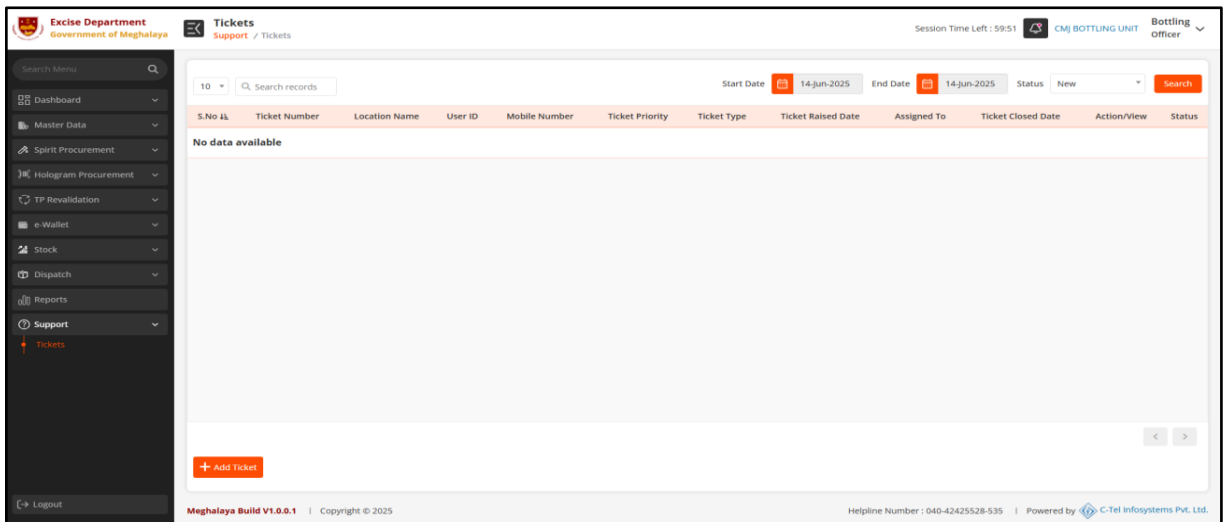
### ❖ Bottling Unit IOE Login :

- ◆ Login to the below application by providing the valid username and password.

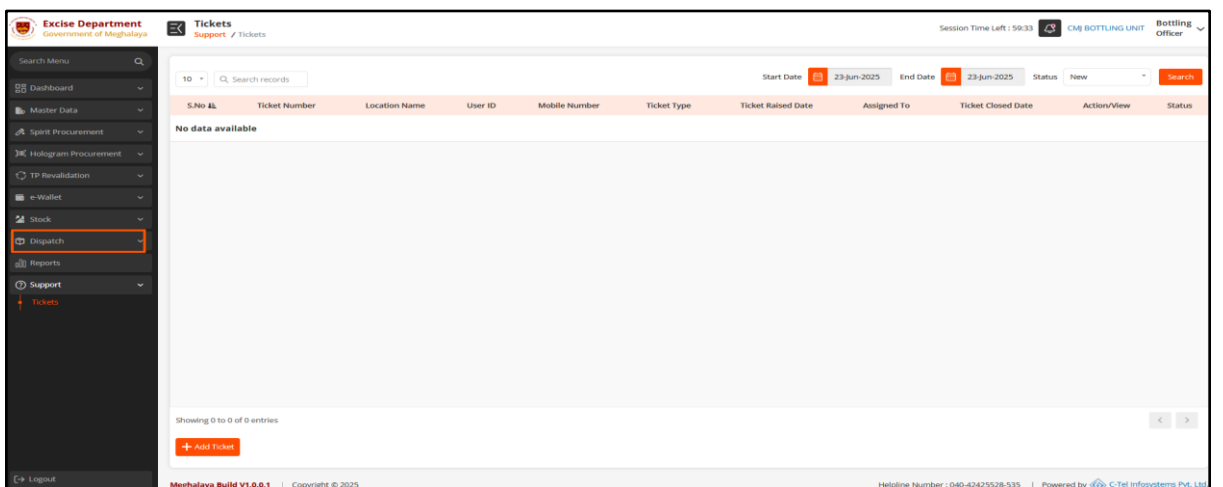
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After login, Officer can able to view the below screen.



- ◆ Then officer need to select “Dispatch” tab. After selecting the “Dispatch” tab officer can able to view the below screen.



- ◆ After reaching to the above screen officer need to select the “Export Permit” tab under “Dispatch” tab. After selecting the “Export Permit” tab officer can able to view the below screen.



## Bottling Unit Control & Regulation User Reference Manual

The screenshot shows the 'Transport Permit' list view. The left sidebar contains a search menu and a list of navigation items: Dashboard, Master Data, Spirit Procurement, Hologram Procurement, TP Revalidation, e-Wallet, Stock, Dispatch, Transport Permit (selected), Transport Pass, Export Permit, Export Pass, Reports, and Support. The main area displays a table of permits with columns: S.No, Indent Number, Permit Number, Pass Number, Consignor Name, Consignee Name, Consignment Type, Created Date, and Status. The table contains 10 entries, all with a status of 'In Progress' or 'Pass Issued'. The bottom of the screen shows 'Showing 1 to 10 of 12 entries' and a footer with 'Meghalaya Build V1.0.0.1' and 'Copyright © 2025'.

◆ After reaching to the above screen in list view pending permits will be displayed.

The screenshot shows the 'Export Permit' list view. The left sidebar is the same as the previous screenshot. The main area displays a table of permits with columns: S.No, Consignment Type, Import Permit Number, Export Indent Number, Consignor, Consignee, Export Permit Number, Date, Status/Action, Payment History, Import Permit, Court Fee Stamp, and Remarks. The table contains 1 entry with a status of 'New'. The bottom of the screen shows 'Showing 1 to 1 of 1 entries' and a footer with 'Meghalaya Build V1.0.0.1' and 'Copyright © 2025'.

◆ After reaching to the above screen officer need to find the request which he wants to forward the application to next level then they need to click on “New” option as shown in below screen.

This screenshot is identical to the previous one, but the 'New' button in the 'Status/Action' column of the first row is highlighted with a red box. The rest of the interface, including the sidebar and footer, remains the same.

◆ After clicking on “New” option a pop up will be opened as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

Excise Department  
Government of Meghalaya

Export Permit  
Dispatch / Export Permit

Session Time Left: 58:41 CMJ BOTTLING UNIT Bottling Officer

Start Date: 23-jun-2025 End Date: 23-jun-2025 Status: Pending Search

10 Search records

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit	Court Fee Stamp	Remarks
1	Export	IMPK1254875649		CMJ BOTTLING UNIT	Himachali Suppliers		23-jun-2025	Pending				

**Indent For Export**

Name of the Exporter: CMJ BOTTLING UNIT  
 Name of the Importer: Himachali Suppliers  
 Importer Indent Number: IMPK1254875649  
 State Name: Himachal Pradesh  
 Application with Court fee stamp: Free\_Test\_Dat...100KB\_PDF.pdf

Importer Permit Date: 23-jun-2025  
 Consignment Type: Export  
 Route: Shilong to Kullu  
 Remarks: Import permit received

Brand Code	Brand Name	Size	Pack Type	Quantity (in Cases)	Export Fee (Rs.)
1010W0027GNNEX	SIGNATURE PREMIER GRAIN WHISKY.	NN	G	10	20.00
1010W0027GPPEX	SIGNATURE PREMIER GRAIN WHISKY.	PP	G	10	20.00
1010W0027GNNEX	SIGNATURE PREMIER GRAIN WHISKY.	NN	G	10	20.00

Forward

Showing 1 to 1 of 1 entries

- ◆ After reaching to the above screen officer need upload the court fee stamp and enter the remarks and need to click on **“Forward”** option as shown in below screen.

Excise Department  
Government of Meghalaya

Export Permit  
Dispatch / Export Permit

Session Time Left: 58:01 CMJ BOTTLING UNIT Bottling Officer

Start Date: 23-jun-2025 End Date: 23-jun-2025 Status: Pending Search

10 Search records

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit	Court Fee Stamp	Remarks
1	Export	IMPK1254875649		CMJ BOTTLING UNIT	Himachali Suppliers		23-jun-2025	Pending				

**Indent For Export**

Name of the Exporter: CMJ BOTTLING UNIT  
 Name of the Importer: Himachali Suppliers  
 Importer Indent Number: IMPK1254875649  
 State Name: Himachal Pradesh  
 Application with Court fee stamp: Free\_Test\_Dat...100KB\_PDF.pdf

Importer Permit Date: 23-jun-2025  
 Consignment Type: Export  
 Route: Shilong to Kullu  
 Remarks: Import permit received

Brand Code	Brand Name	Size	Pack Type	Quantity (in Cases)	Export Fee (Rs.)
1010W0027GNNEX	SIGNATURE PREMIER GRAIN WHISKY.	NN	G	10	20.00
1010W0027GPPEX	SIGNATURE PREMIER GRAIN WHISKY.	PP	G	10	20.00
1010W0027GNNEX	SIGNATURE PREMIER GRAIN WHISKY.	NN	G	10	20.00

Forward

Showing 1 to 1 of 1 entries

- ◆ After clicking on **“Forward”** option an alert pop up will be displayed as shown in below screen.

Excise Department  
Government of Meghalaya

Export Permit  
Dispatch / Export Permit

Session Time Left: 56:51 CMJ BOTTLING UNIT Bottling Officer

Start Date: 23-jun-2025 End Date: 23-jun-2025 Status: Pending Search

10 Search records

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit	Court Fee Stamp	Remarks
1	Export	IMPK1254875649		CMJ BOTTLING UNIT	Himachali Suppliers		23-jun-2025 05:59:11	Pending				

**Indent For Export**

Name of the Exporter: CMJ BOTTLING UNIT  
 Name of the Importer: Himachali Suppliers  
 Importer Indent Number: IMPK1254875649  
 State Name: Himachal Pradesh  
 Application with Court fee stamp: Free\_Test\_Dat...100KB\_PDF.pdf

Importer Permit Date: 23-jun-2025  
 Consignment Type: Export  
 Route: Shilong to Kullu  
 Remarks: Import permit received

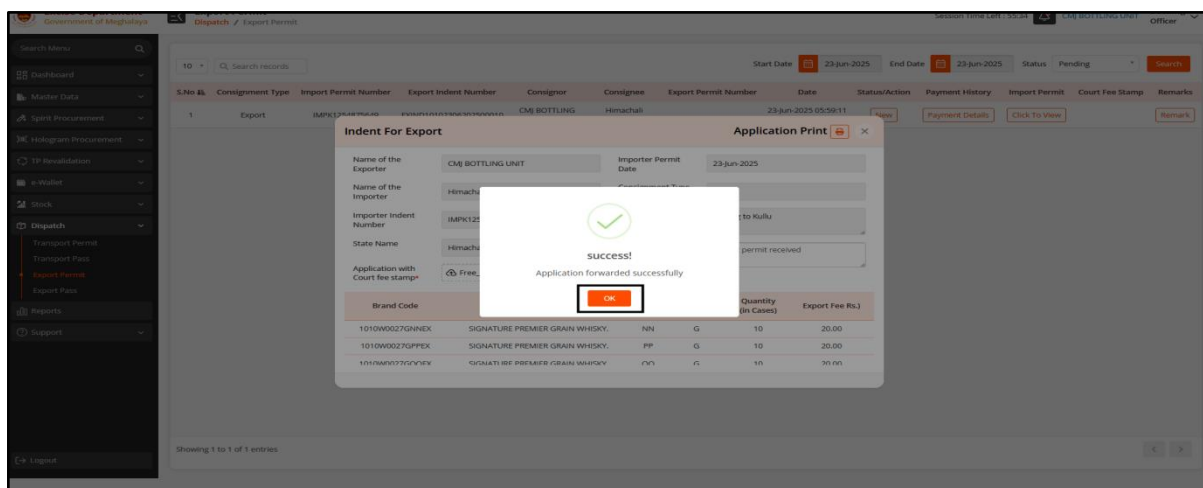
Brand Code	Brand Name	Size	Pack Type	Quantity (in Cases)	Export Fee (Rs.)
1010W0027GNNEX	SIGNATURE PREMIER GRAIN WHISKY.	NN	G	10	20.00
1010W0027GPPEX	SIGNATURE PREMIER GRAIN WHISKY.	PP	G	10	20.00
1010W0027GNNEX	SIGNATURE PREMIER GRAIN WHISKY.	NN	G	10	20.00

success!  
Application forwarded successfully  
OK

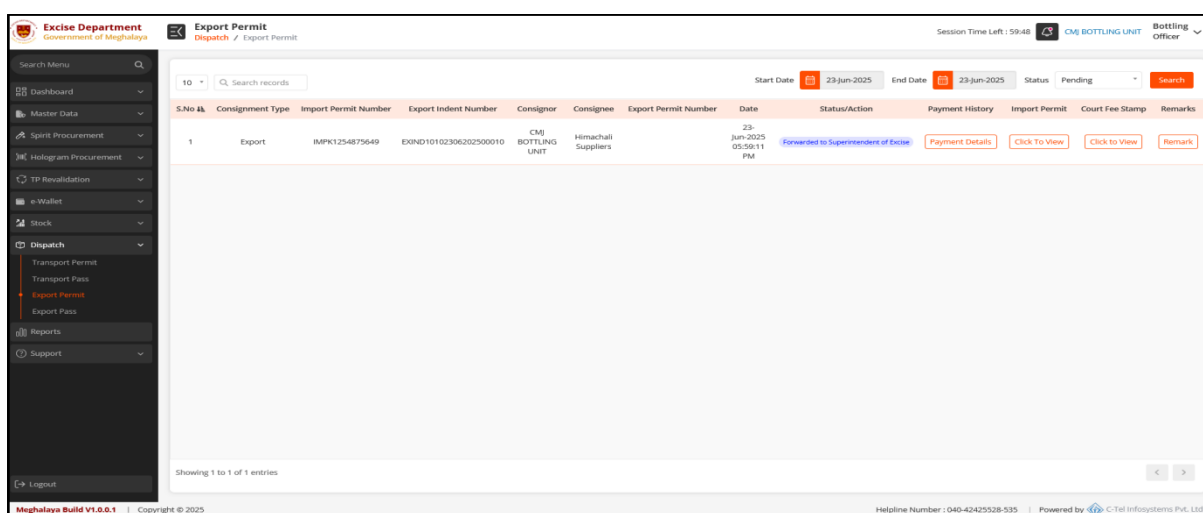
Showing 1 to 1 of 1 entries

- ◆ Then user need to click on **“OK”** button as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

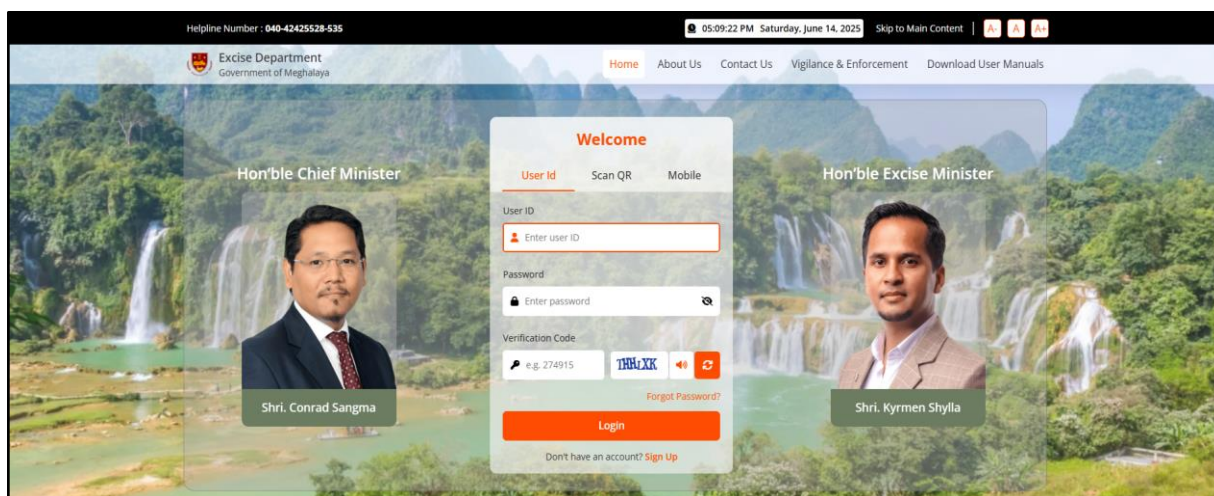


- ◆ After clicking on “OK” button request “status” will be shown as “Forwarded to SOE” as shown in below screen.



### ❖ SOE Login :

- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, Officer can able to view the below screen.

## Bottling Unit Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Activity Dashboard**  
Dashboard / Activity Dashboard

Session Time Left: 58:58 | RIBHOI Superintendent of Excise

**Pending Permits: 7**

Location	Count
Bottling IMFL Local	1
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	1
Wholesale IMFL	0
State Bonded Warehouse	0
Military Canteen	0
Paramilitary	0
Retailer	6
Police Canteen	0
<b>Grand Total</b>	<b>8</b>

**Pending at District Office: 40**

Process Name	Pending at	Count
License Registration	Superintendent of Excise	17
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	3
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (IOE)	2
Temporary Bar License Registration	Superintendent of Excise	1
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0

**Pending at Headquarters: 13**

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	1
License Registration	Secretary HQ	0
Temporary Bar License Registration	Deputy Commissioner	1
CSD Non Local License Registration	Dealing Assistant HQ	3
CSD Non Local License Registration	Assistant Commissioner	2
Brand Label Registration	Inspector of Excise HQ(IOE)	2
Brand Label Registration	Joint Commissioner	0

**Pending at Commissionerate: 156**

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- ◆ After reaching to the above screen officer need to click on Bottling unit tab as shown in below screen.

**Excise Department**  
Government of Meghalaya

**Activity Dashboard**  
Dashboard / Activity Dashboard

Session Time Left: 58:03 | RIBHOI Superintendent of Excise

**Pending Permits: 7**

Location	Count
Bottling IMFL Local	1
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	1
Wholesale IMFL	0
State Bonded Warehouse	0
Military Canteen	0
Paramilitary	0
Retailer	6
Police Canteen	0
<b>Grand Total</b>	<b>8</b>

**Pending at District Office: 40**

Process Name	Pending at	Count
License Modification	Assistant Commissioner	0
Bottling Permits	Superintendent of Excise	0
Bottling Permits	Deputy Superintendent of Excise	0
Paramilitary Permits	Superintendent of Excise	0
Paramilitary Permits	Deputy Superintendent of Excise	0
Paramilitary Permits	Assistant Commissioner	0
Military Canteen Permits	Superintendent of Excise	0
Military Canteen Permits	Deputy Superintendent of Excise	0
Military Canteen Permits	Assistant Commissioner	0
Retailer Permits	Superintendent of Excise	6

**Pending at Headquarters: 13**

Process Name	Pending at	Count
License Registration	Joint Commissioner	1
License Registration	Secretary HQ	0
Temporary Bar License Registration	Deputy Commissioner	1
CSD Non Local License Registration	Dealing Assistant HQ	3
CSD Non Local License Registration	Assistant Commissioner	2
Brand Label Registration	Inspector of Excise HQ(IOE)	2
Brand Label Registration	Joint Commissioner	0
License Modification	Dealing Assistant HQ	0
License Modification	Assistant Commissioner	0
License Modification	Deputy Commissioner	0

**Pending at Commissionerate: 156**

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- ◆ After reaching to the above screen officer need to click on Export permit tab as shown in below screen.

**Excise Department**  
Government of Meghalaya

**Export Permit**  
Bottling Unit / Export Permit

Session Time Left: 59:50 | RIBHOI Superintendent of Excise

10 | Search: 0010 | Start Date: 05-Jun-2025 | End Date: 24-Jun-2025 | Select Location: | Status: Pending | Search

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit
1	Export	IMPK1254875649	EXND10102306202500010	CMJ BOTTLING UNIT	Himachali Suppliers		23-Jun-2025 05:59:11 PM	Forwarded	Payment Details	Click To View

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

- ◆ After reaching to the above screen all the pending applications will display by default. Officer need to select the application and need to click on forward option as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Export Permit**  
Bottling Unit / Export Permit

Session Time Left : 59:50 RIBHOI Superintendent of Excise

Search Menu

- Dashboard
- License Management
- Brand Label Management
- Hologram Procurement
- Bottling Unit**
  - Distillery Permit
  - Distillery Pass
  - Transport Permit
  - Transport Pass
  - Export Permit**
- Brewery
- Bonded Warehouse
- Military
- Retailer
- TP Revalidation
- Logout

Start Date: 05-Jun-2025 End Date: 24-Jun-2025 Select Location: Status: Pending Search

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit
1	Export	IMPK1254875649	EXIND10102306202500010	CMJ BOTTLING UNIT	Himachali Suppliers		23-Jun-2025 05:59:11 PM	<b>Forwarded</b>	Payment Details	Click To View

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

◆ After clicking on forward option pop up will be open as shown in below screen.

**Indent For Export**

Name of the Exporter: CMJ BOTTLING UNIT  
Name of the Importer: Himachali Suppliers  
Importer Indent Number: IMPK1254875649  
State Name: Himachal Pradesh

Importer Permit Date: 23-Jun-2025  
Consignment Type: Export  
Route: Shilong to Kullu

Remarks\*

Brand Code	Brand Name	Size	Pack Type	Quantity (in Cases)	Export Fee Rs.)
1010W0027GNEX	SIGNATURE PREMIER GRAIN WHISKY.	NN	G	10	20.00
1010W0027GPPEX	SIGNATURE PREMIER GRAIN WHISKY.	PP	G	10	20.00
1010W0027GQQEX	SIGNATURE PREMIER GRAIN WHISKY.	QQ	G	10	20.00

**Forward To Dealing Assistant Head Quarter**

◆ After reaching to the above screen officer need to enter the remarks and need to click on “Forward to Dealing Assistant Head Quarter” as shown in below screen.

**Indent For Export**

Name of the Exporter: CMJ BOTTLING UNIT  
Name of the Importer: Himachali Suppliers  
Importer Indent Number: IMPK1254875649  
State Name: Himachal Pradesh

Importer Permit Date: 23-Jun-2025  
Consignment Type: Export  
Route: Shilong to Kullu

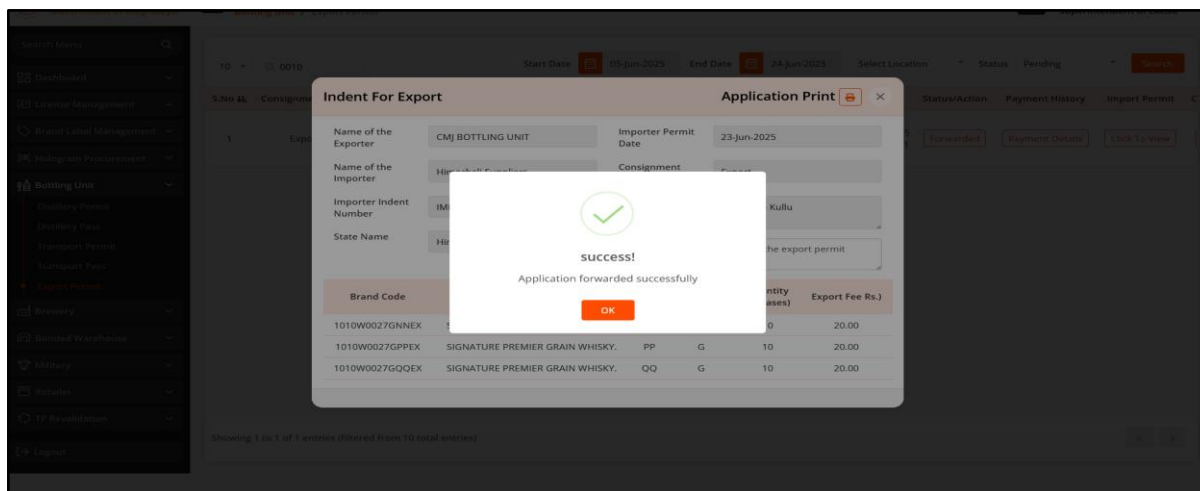
Remarks\*: Approve the export permit

Brand Code	Brand Name	Size	Pack Type	Quantity (in Cases)	Export Fee Rs.)
1010W0027GNEX	SIGNATURE PREMIER GRAIN WHISKY.	NN	G	10	20.00
1010W0027GPPEX	SIGNATURE PREMIER GRAIN WHISKY.	PP	G	10	20.00
1010W0027GQQEX	SIGNATURE PREMIER GRAIN WHISKY.	QQ	G	10	20.00

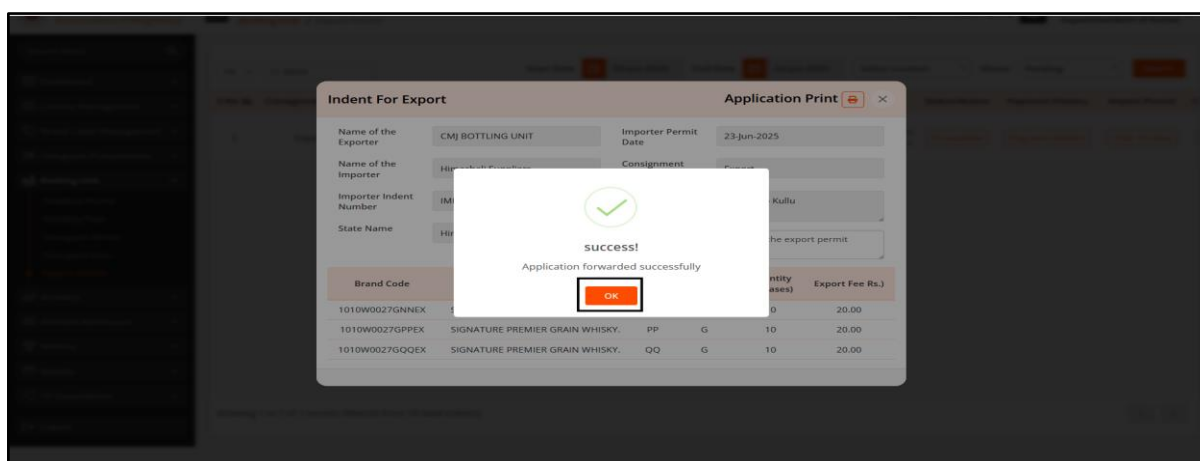
**Forward To Dealing Assistant Head Quarter**

◆ After clicking on “Forward to Dealing Assistant Head Quarter” a success pop up will be open shown in below screen.

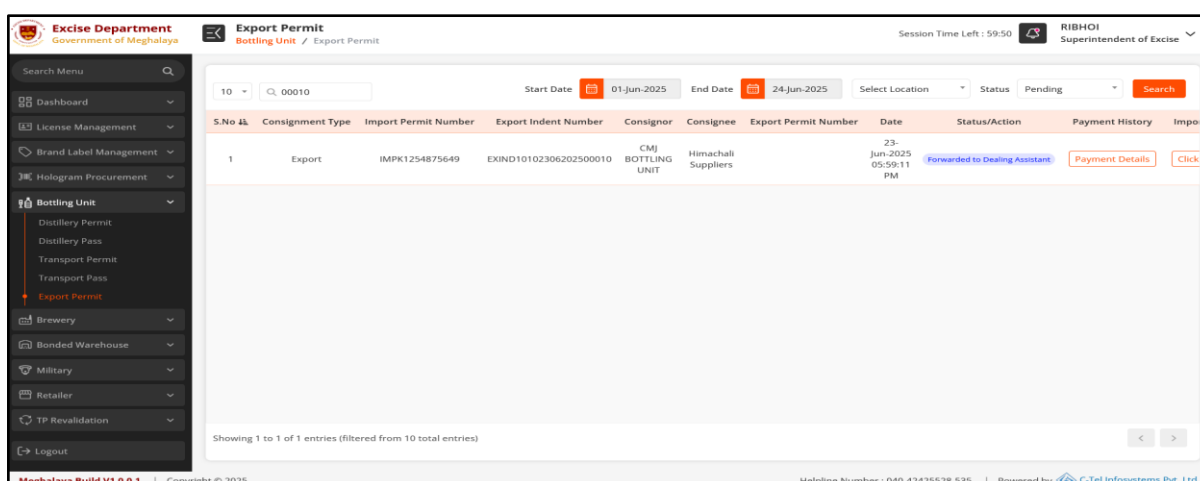
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After reaching to the above screen officer need to click on “OK” option as shown in below screen.



- ◆ After clicking on “OK” option request status will be shown as Forwarded to Dealing Assistant” as shown in below screen.



### ❖ SOE Login :

- ◆ Login to the below application by providing the valid username and password.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After login, Officer can able to view the below screen.

Location	Count
Bottling IMFL Local	1
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	8
State Bonded Warehouse	5
Military Canteen	18
Paramilitary	4
<b>Grand Total</b>	<b>48</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	48
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	2
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (IOE)	2
Temporary Bar License Registration	Superintendent of Excise	1
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0
<b>Total</b>		<b>98</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	2
CSD Non Local License Registration	Dealing Assistant HQ	3
License Modification	Dealing Assistant HQ	0
Bottling Permits	Dealing Assistant HQ	0
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	3
<b>Total</b>		<b>14</b>
License Registration	Assistant Commissioner STE	2
CSD Non Local License	Assistant Commissioner	3
<b>Total</b>		<b>70</b>

- ◆ After reaching to the above screen officer need to click on Export permit tab as shown in below screen.

- ◆ After reaching to the above screen officer need to click on Export permit tab as shown in below screen.



## Bottling Unit Control & Regulation User Reference Manual

Excise Department  
Government of Meghalaya

Distillery Permit  
Bottling Unit / Distillery Permit

Session Time Left : 59:55 Sunil Thakur  
Dealing Assistant

Search Menu

- Dashboard
- License Management
- Brand Label Management
- Hologram Procurement
- Bottling Unit
  - Distillery Permit
  - Distillery Pass
  - Transport Permit
  - Transport Pass
  - Export Permit
- Brewery
- Bonded Warehouse
- Military
- Retailer
- TP Revalidation
- Logout

10 Search records

Start Date 24-Jun-2025 End Date 24-Jun-2025 Pending Search

S.No	Type	Indent Number	Permit Number	Indent Date	Consignee Name	Consignor Name	Track Indent	Status/Action	Payment Details	Remarks	Court F
1	IMPORT	IND100525040400017		04-Apr-2025	KDM BOTTLERS	BIHAR DISTILLERIES PVT LTD	Track Indent	Forwarded to Officer in Charge	View	View	

Showing 1 to 1 of 1 entries

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- ◆ After reaching to the above screen all the pending applications will display by default. Officer need to select the application and need to click on forward option as shown in below screen.

Excise Department  
Government of Meghalaya

Export Permit  
Bottling Unit / Export Permit

Session Time Left : 59:50 Sunil Thakur  
Dealing Assistant

Search Menu

- Dashboard
- License Management
- Brand Label Management
- Hologram Procurement
- Bottling Unit
  - Distillery Permit
  - Distillery Pass
  - Transport Permit
  - Transport Pass
  - Export Permit
- Brewery
- Bonded Warehouse
- Military
- Retailer
- TP Revalidation
- Logout

10 0010

Start Date 04-Jun-2025 End Date 24-Jun-2025 Select Location Status Pending Search

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit
1	Export	IMP1254875649	EXIND10102306202500010	CMJ BOTTLING UNIT	Himachali Suppliers		23-Jun-2025 05:59:11 PM	Forwarded	Payment Details	Click To View

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

- ◆ After clicking on forward option pop up will be open as shown in below screen.

Excise Department  
Government of Meghalaya

Export Permit  
Bottling Unit / Export Permit

Session Time Left : 59:00 Sunil Thakur  
Dealing Assistant

Search Menu

- Dashboard
- License Management
- Brand Label Management
- Hologram Procurement
- Bottling Unit
  - Distillery Permit
  - Distillery Pass
  - Transport Permit
  - Transport Pass
  - Export Permit
- Brewery
- Bonded Warehouse
- Military
- Retailer
- TP Revalidation
- Logout

10 0010

Start Date 04-Jun-2025 End Date 24-Jun-2025 Select Location Status Pending Search

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit
1	Export	IMP1254875649	EXIND10102306202500010	CMJ BOTTLING UNIT	Himachali Suppliers		23-Jun-2025 05:59:11 PM	Forwarded	Payment Details	Click To View

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

**Indent For Export**

Name of the Exporter: CMJ BOTTLING UNIT  
Name of the Importer: Himachali Suppliers  
Importer Indent Number: IMP1254875649  
State Name: Himachal Pradesh

Importer Permit Date: 23-Jun-2025  
Consignment Type: Export  
Route: Shilong to Kullu

Remarks\*

Brand Code	Brand Name	Size	Pack Type	Quantity (in Cases)	Export Fee Rs.)
1010W0027GNNEX	SIGNATURE PREMIER GRAIN WHISKY.	NN	G	10	20.00
1010W0027GPPEX	SIGNATURE PREMIER GRAIN WHISKY.	PP	G	10	20.00
1010W0027GQOEX	SIGNATURE PREMIER GRAIN WHISKY.	QQ	G	10	20.00

Forward to Head Quarter

- ◆ After reaching to the above screen officer need to enter the remarks and need to click on “Forward to Head Quarter” as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

Brand Code	Brand Name	Size	Pack Type	Quantity (in Cases)	Export Fee (Rs.)
1010W0027GNNEX	SIGNATURE PREMIER GRAIN WHISKY.	NN	G	10	20.00
1010W0027GPPEX	SIGNATURE PREMIER GRAIN WHISKY.	PP	G	10	20.00
1010W0027GQOEX	SIGNATURE PREMIER GRAIN WHISKY.	QQ	G	10	20.00

- ◆ After clicking on “Forward to Dealing Assistant Head Quarter” a success pop up will be open shown in below screen.

success!  
Application forwarded successfully

OK

- ◆ After reaching to the above screen officer need to click on “OK” option as shown in below screen.

success!  
Application forwarded successfully

OK

- ◆ After clicking on “OK” option request status will be shown as “Forwarded to Head Quarters” as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Export Permit**  
Bottling Unit / Export Permit

Session Time Left : 59:48 | Sunil Thakur, Dealing Assistant

Search Menu: Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, Logout.

Start Date: 03-Jun-2025, End Date: 24-Jun-2025, Select Location, Status: Pending, Search

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import I
1	Export	IMPK1254875649	EXIND10102306202500010	CMJ BOTTLING UNIT	Himachali Suppliers		23-Jun-2025 05:59:11 PM	Forwarded to Headquarters	Payment Details	Click To

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

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### ❖ Commissioner Login :

- ◆ Login to the below application by providing the valid username and password.

Helpline Number : 040-42425528-535 | 05:09:22 PM Saturday, June 14, 2025 | Skip to Main Content

**Excise Department**  
Government of Meghalaya

Home | About Us | Contact Us | Vigilance & Enforcement | Download User Manuals

**Welcome**

User ID | Scan QR | Mobile

User ID: Enter user ID

Password: Enter password

Verification Code: e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister: Shri. Conrad Sangma

Hon'ble Excise Minister: Shri. Kyrmen Shylla

- ◆ After login, Officer can able to view the below screen.

**Excise Department**  
Government of Meghalaya

**Activity Dashboard**  
Dashboard / Activity Dashboard

Session Time Left : 59:48 | Pravin Bakshi, IAS, Commissioner

Pending Permits: 51

Pending at District Office: 98

Pending at Headquarters: 70

Pending at Commissionerate: 156

Location	Count
Bottling IMFL Local	1
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	8
State Bonded Warehouse	5
Military Canteen	18
Paramilitary	4
Retailer	12
Police Canteen	0
<b>Grand Total</b>	<b>48</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	48
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	2
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (IOE)	2
Temporary Bar License Registration	Superintendent of Excise	1
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0
<b>Total</b>		<b>98</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
License Registration	Assistant Commissioner	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	1
License Registration	Secretary HQ	0
Temporary Bar License Registration	Deputy Commissioner	1
CSD Non Local License Registration	Dealing Assistant HQ	3
CSD Non Local License Registration	Assistant Commissioner	2
Brand Label Registration	Inspector of Excise HQ(IOE)	43
Brand Label Registration	Joint Commissioner	0
<b>Total</b>		<b>70</b>

- ◆ After reaching to the above screen officer need to click on Export permit tab as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**Activity Dashboard**  
Dashboard / Activity Dashboard

Session Time Left : 59:10 | Pravin Bakshi, IAS Commissioner

**Pending Permits**  
51

**Pending at District Office**  
98

**Pending at Headquarters**  
70

**Pending at Commissionerate**  
156

Location	Count
Bottling IMFL Local	1
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	8
State Bonded Warehouse	5
Military Canteen	18
Paramilitary	4
Retailer	12
Police Canteen	0
<b>Grand Total</b>	<b>48</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	48
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	2
License Registration	Assistant Commissioner	11
License Registration	Inspector of Excise (IOE)	2
Temporary Bar License Registration	Superintendent of Excise	1
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0
<b>Total</b>		<b>98</b>

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
License Registration	Assistant Commissioner	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	1
License Registration	Secretary HQ	0
Temporary Bar License Registration	Deputy Commissioner	1
CSD Non Local License Registration	Dealing Assistant HQ	3
CSD Non Local License Registration	Assistant Commissioner	2
Brand Label Registration	Inspector of Excise HQ(IOE)	43
Brand Label Registration	Joint Commissioner	0
<b>Total</b>		<b>70</b>

- ◆ After reaching to the above screen officer need to click on Export permit tab as shown in below screen.

**Excise Department**  
Government of Meghalaya

**Distillery Permit**  
Bottling Unit / Distillery Permit

Session Time Left : 59:55 | Pravin Bakshi, IAS Commissioner

10 | Search records | Start Date: 24-Jun-2025 | End Date: 24-Jun-2025 | Pending | Search

S.No	Type	Indent Number	Permit Number	Indent Date	Consignee Name	Consignor Name	Track Indent	Status/Action	Payment Details	Remarks	Court F
1	IMPORT	IND100525040400017		04-Apr-2025	KDM BOTTTLERS	BIHAR DISTILLERIES PVT LTD	Track Indent	Forwarded to Officer in Charge	View	View	

Showing 1 to 1 of 1 entries

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- ◆ After reaching to the above screen all the pending applications will display by default. Officer need to select the application and need to click on forward option as shown in below screen.

**Excise Department**  
Government of Meghalaya

**Export Permit**  
Bottling Unit / Export Permit

Session Time Left : 59:50 | Pravin Bakshi, IAS Commissioner

10 | 00010 | Start Date: 02-Jun-2025 | End Date: 24-Jun-2025 | Select Location | Status: Pending | Search

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit
1	Export	IMPK1254875649	EXIND10102306202500010	CMJ BOTTTLING UNIT	Himachali Suppliers		23-Jun-2025 05:59:11 PM	Approved	Payment Details	Click To View

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

- ◆ After clicking on forward option pop up will be open as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

The screenshot shows the 'Export Permit' screen in the Bottling Unit Control & Regulation system. The left sidebar contains a search menu with options like Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit, Distillery Permit, Distillery Pass, Transport Permit, Transport Pass, Export Permit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, and Logout. The main area displays a table with columns: S.No, Consignment Type, Import Permit Number, Export Indent Number, Consignor, Consignee, Export Permit Number, Date, Status/Action, Payment History, and Import Permit. A single entry is shown with S.No 1, Consignment Type Export, Import Permit Number IMPK1254875649, Export Indent Number EXIND10102306202500010, Consignor CMJ BOTTLING UNIT, Consignee Himachali Suppliers, Export Permit Number 23-Jun-2025 05:59:11 PM, Status Approved, and buttons for Payment Details and Click To View. An 'Export Permit Validity' modal is open, showing fields for Export Indent Number (EXIND10102306202500010), Valid Date (Please select date), and Remark (Please Enter Remarks), with an Approve button at the bottom.

- ◆ After reaching to the above screen officer need to provide the validity and enter the remarks and need to click on “Approve” as shown in below screen.

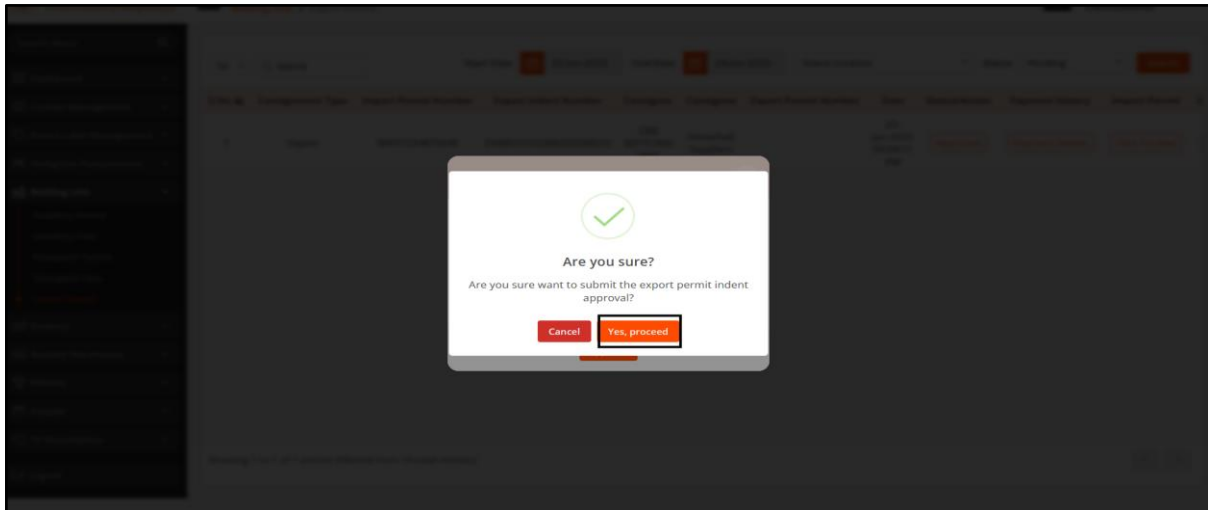
This screenshot shows the 'Export Permit Validity' modal form filled out. The Export Indent Number is EXIND10102306202500010, the Valid Date is 26-Jun-2025, and the Remark is Approved. The Approve button is highlighted with a red box.

- ◆ After clicking on “Approve” a alert pop up will be open shown in below screen.

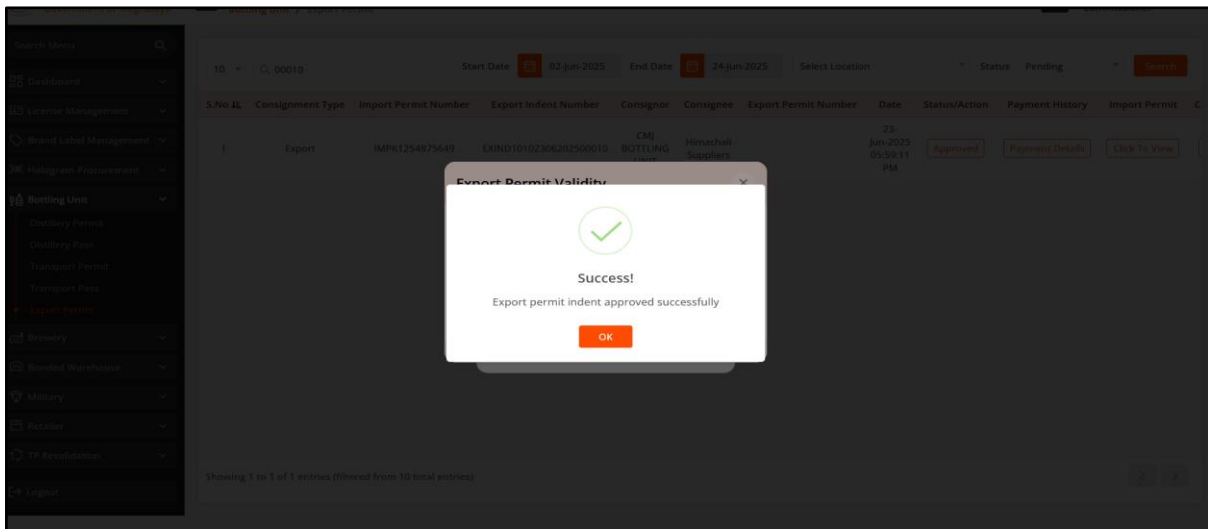
This screenshot shows a confirmation alert pop up with a green checkmark icon. The text reads: 'Are you sure? Are you sure want to submit the export permit indent approval?'. There are two buttons: Cancel and Yes, proceed.

- ◆ After reaching to the above screen officer need to click on “Yes Proceed” option as shown in below screen.

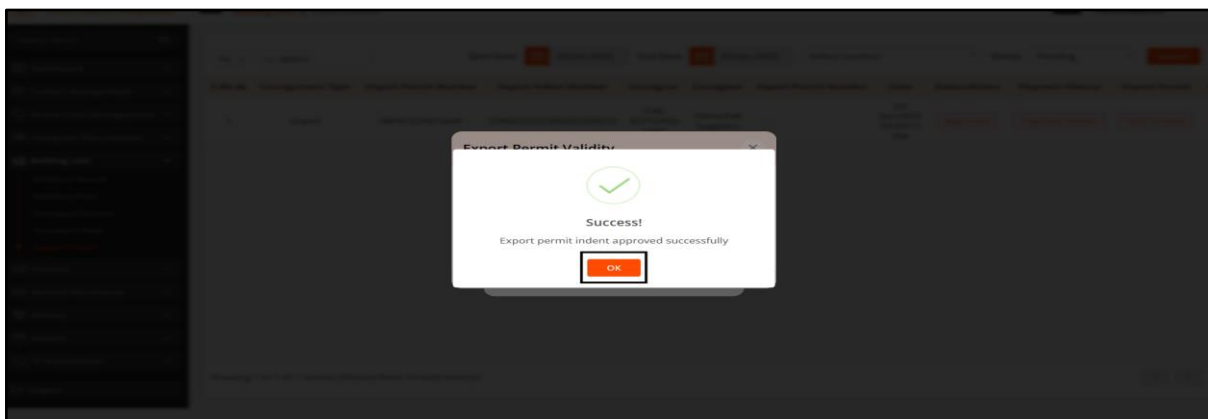
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After clicking on “Yes Proceed” a success pop up will be open shown in below screen.



- ◆ After reaching to the above screen officer need to click on “OK” option as shown in below screen.



- ◆ After clicking on “OK” option request status will be shown as “Permit Approved” as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual

Excise Department  
Government of Meghalaya

Export Permit  
Bottling Unit / Export Permit

Session Time Left : 59:49 Pravin Bakshi, IAS  
Commissioner

Search Menu

Dashboard  
License Management  
Brand Label Management  
Hologram Procurement  
Bottling Unit  
Brewery  
Bonded Warehouse  
Military  
Retailer  
TP Revalidation  
Logout

10 00010 Start Date 03-Jun-2025 End Date 24-Jun-2025 Select Location Status Approved Search

S.No	Consignment Type	Import Permit Number	Export Indent Number	Consignor	Consignee	Export Permit Number	Date	Status/Action	Payment History	Import Permit
1	Export	IMPK1254875649	EXIND10102306202500010	CMJ BOTTLING UNIT	Himachali Suppliers	EXP10102306202500010	23-Jun-2025 05:59:11 PM	Permit Approved	Payment Details	Click To View

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

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EXCISE DEPARTMENT  
GOVERNMENT OF MEGHALAYA  
Transport/Export/Import Permit

Indent Number: EXIND10102306202500010  
Permit Number: EXP10102306202500010  
Date & Time of Issue: 24-Jun-2025 02:33:09 PM  
Date & Time of Validity: 26-Jun-2025 11:59:59 PM

Name and Address of the Importer (Consignee)	Name and Address of the Exporter (Consignor)
License Number: 39101038325(Manufacturing Unit)	License Number: NA
License Type: FL1	License Type: NA
Firm Name: CMJ BOTTLING UNIT	Firm Name: Himachali Suppliers
Address: PLOT NO.60, LOWER BALIAN, BYRNIHAT, Meghalaya, 721022	Address: Kullu,Kullu Dist,Himachal

Description of Brands

S.No.	Product Code	Product Name	Size (ml)	Pack Type	Quantity in Cases	Total EPF Value (Rs.)
1	1010W0027GNNEX	SIGNATURE PREMIER GRAIN WHISKY.	180 X 48	G	10	20.00
2	1010W0027GPPEX	SIGNATURE PREMIER GRAIN WHISKY.	375 X 24	G	10	20.00
3	1010W0027GQQEX	SIGNATURE PREMIER GRAIN WHISKY.	750 X 12	G	10	20.00
Total					30	60

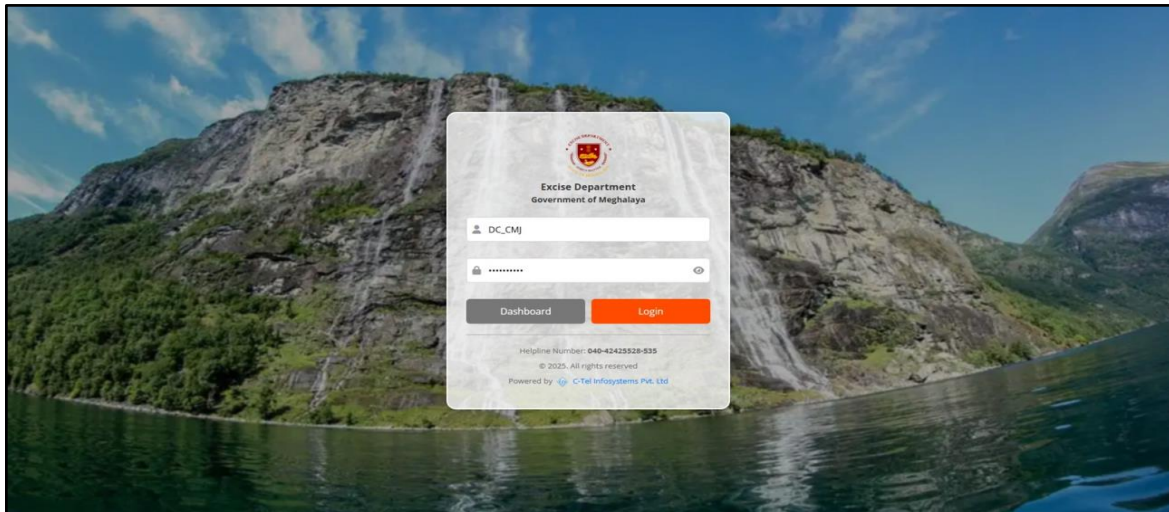
"The permit approval process will be carried out from the central node, while the Dispatch process will be handled at the local node (Bottling Unit)."

### 7. Stock Dispatch Process(Local/Export) :

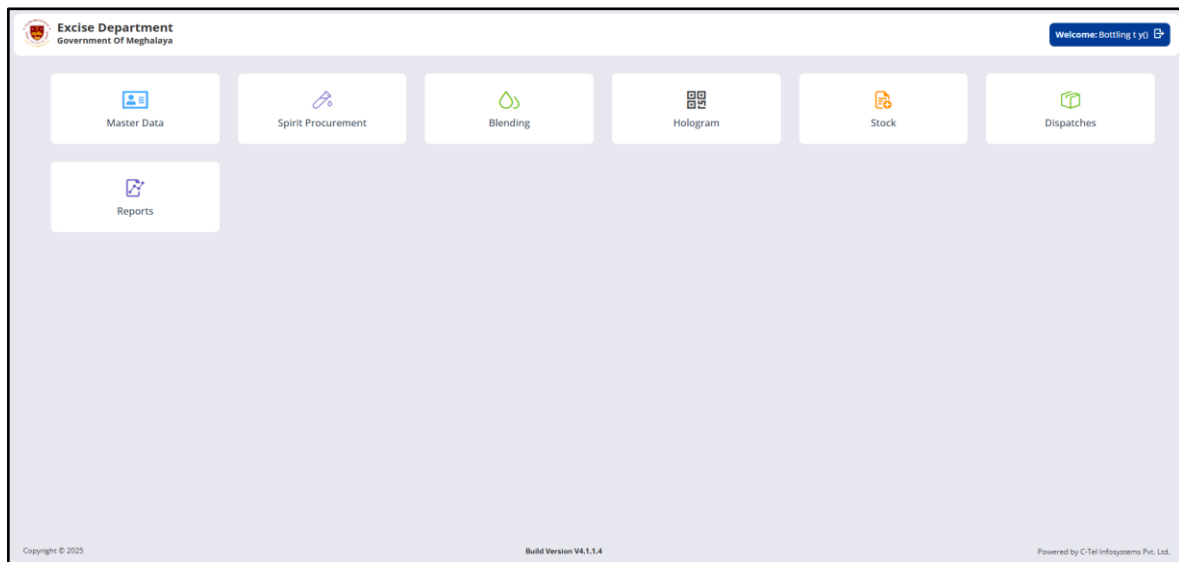
- ❖ Bottling Unit Manager Login ( Initiate Shipment ) :
- ◆ Login to the below application by providing the valid username and password.



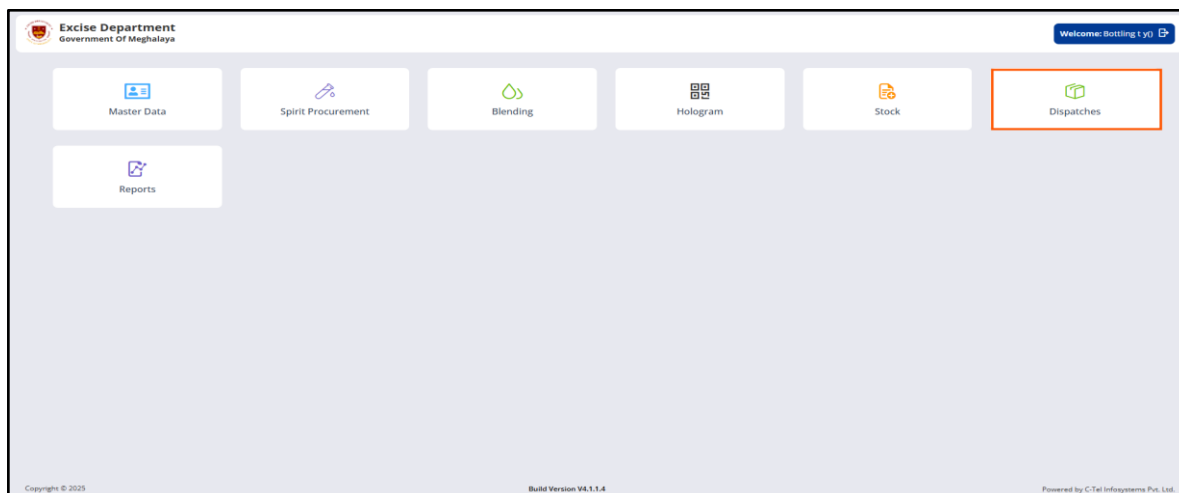
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After login to the application below homepage will be displayed.

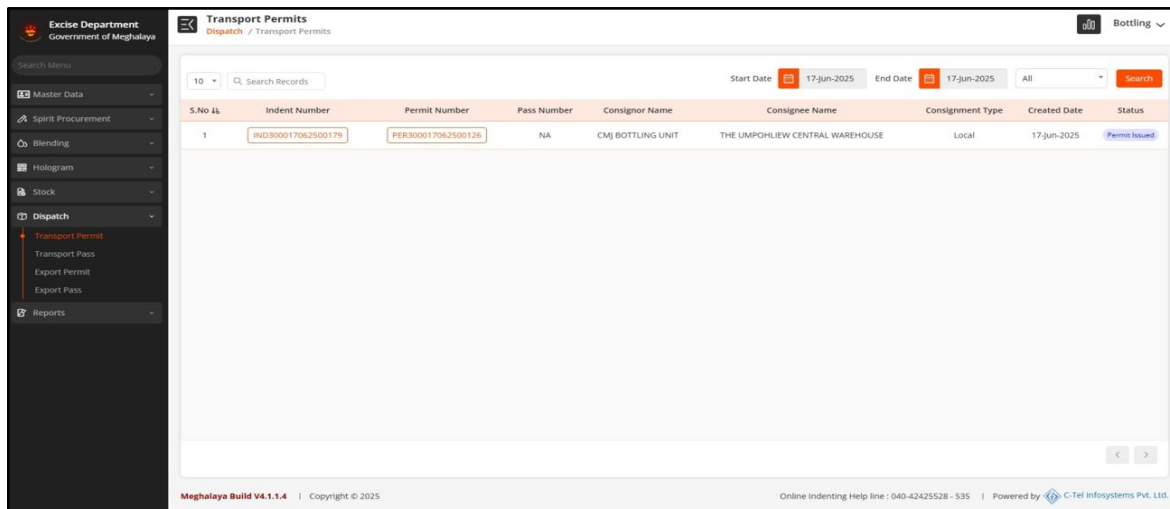


- ◆ Then the user needs to select “Dispatches” tab.

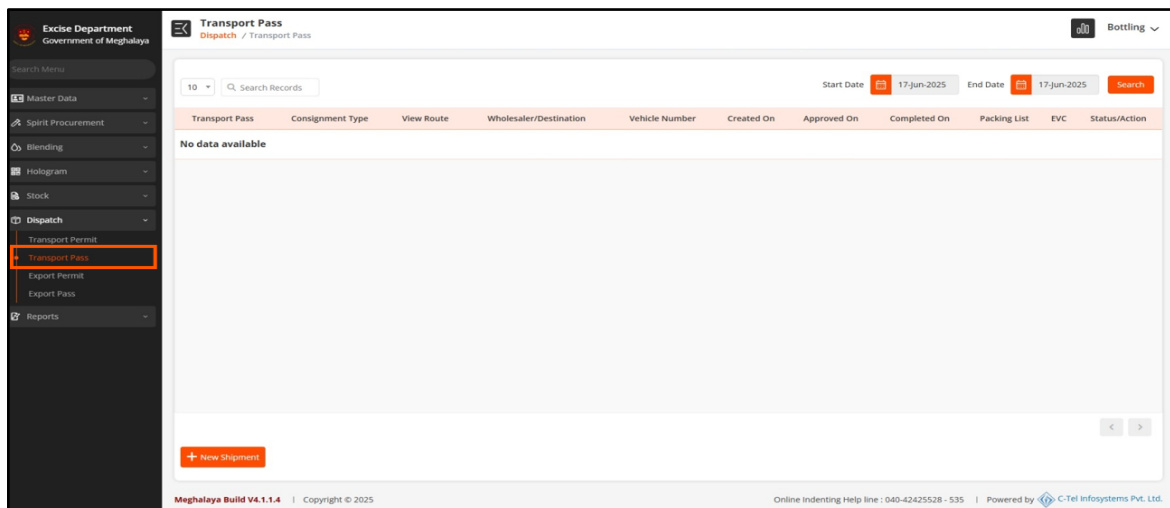


- ◆ After selecting the “Dispatches” tab user will be able to view the below screen.

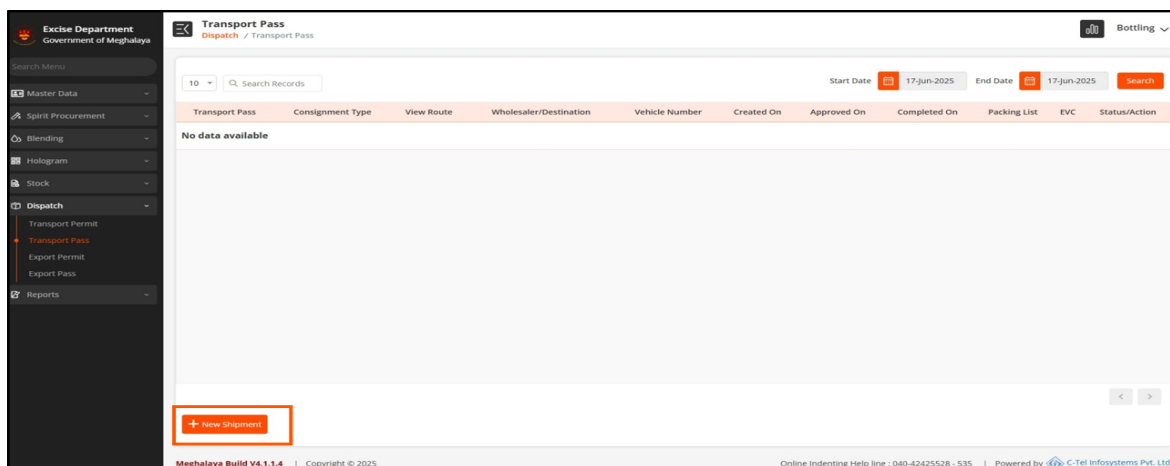
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After reaching the above screen user needs to select to for Local shipment (“Transport Pass”) and for Export shipment(Export pass).



- ◆ Once you click on (Transport Pass/Export Pass). Below screen will be displayed.



- ◆ After reaching the above screen user needs to click on (+New Shipment). Once you click on (+New Shipment) option then below screen will be displayed.

## Bottling Unit Control & Regulation User Reference Manual

Excise Department  
Government of Meghalaya

New Shipments  
Dispatches / Shipments / New Shipments

Consignment Type\*  
Select Consignment Type

Permit Number\*  
Select Permit

Route\*  
Please Enter the Route

Quantity (Cases)\*

Vehicle Number\*  
PLEASE ENTER THE VEHICLE NUMBER

Invoice Number\*  
Please Enter the Invoice Number

Invoice Date\*  
17-jun-2025

Transporter Name\*  
Please Enter the Transporter Name

Transporter Address\*  
Please Enter the Transporter Address

LR Number\*  
Please Enter the LR Number

LR Date\*  
17-jun-2025

Proof\*  
Licence ☒ Aadhaar Number

Licence Number\*  
Please Enter Licence Number

Remarks\*  
Please Enter Remarks

Initiate Shipment

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- ◆ Here user can choose the consignment type like (Local / Paramilitary Local).

Excise Department  
Government of Meghalaya

New Shipments  
Dispatches / Shipments / New Shipments

Consignment Type\*  
Select Consignment Type

Permit Number\*  
Select Permit

Route\*  
Please Enter the Route

Quantity (Cases)\*

Vehicle Number\*  
PLEASE ENTER THE VEHICLE NUMBER

Invoice Number\*  
Please Enter the Invoice Number

Invoice Date\*  
17-jun-2025

Transporter Name\*  
Please Enter the Transporter Name

Transporter Address\*  
Please Enter the Transporter Address

LR Number\*  
Please Enter the LR Number

LR Date\*  
17-jun-2025

Proof\*  
Licence ☒ Aadhaar Number

Licence Number\*  
Please Enter Licence Number

Remarks\*  
Please Enter Remarks

Initiate Shipment

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- ◆ After selection of consignment type like for local (Local / Paramilitary Local) and for export (Export/ Paramilitary Export). User need to enter the Central bonded warehouse name and need to select it.

Excise Department  
Government of Meghalaya

New Shipments  
Dispatches / Shipments / New Shipments

Consignment Type\*  
Local

Wholesale\*  
THE LIMPOHLEW CENTRAL WAREHOUSE

Permit Number\*  
Select Permit

Route\*  
Please Enter the Route

Quantity (Cases)\*

Vehicle Number\*  
PLEASE ENTER THE VEHICLE NUMBER

Invoice Number\*  
Please Enter the Invoice Number

Invoice Date\*  
17-jun-2025

Transporter Name\*  
Please Enter the Transporter Name

Transporter Address\*  
Please Enter the Transporter Address

LR Number\*  
Please Enter the LR Number

LR Date\*  
17-jun-2025

Proof\*  
Licence ☒ Aadhaar Number

Licence Number\*  
Please Enter Licence Number

Remarks\*  
Please Enter Remarks

Initiate Shipment

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- ◆ After selection of Central bonded warehouse. User need to click on “Permit Number” field and need to select the permit for which they want to initiate the shipment.

## Bottling Unit Control & Regulation User Reference Manual

**Excise Department**  
Government of Meghalaya

**New Shipments**  
Dispatches / Shipments / New Shipments

Consignment Type\*: Local

Wholesale\*: THE UMPOHLEW CENTRAL WAREHOUSE (3000)

Permit Number\*: PER300017062500126

Route\*: Select Permit

Quantity (Cases)\*: 18

Vehicle Number\*: MG123456

Invoice Number\*: Please Enter the Invoice Number

Invoice Date\*: 17-jun-2025

Transporter Name\*: Please Enter the Transporter Name

Transporter Address\*: Please Enter the Transporter Address

LR Number\*: Please Enter the LR Number

LR Date\*: 17-jun-2025

Proof\*: ☒ Licence ☐ Aadhaar Number

Licence Number\*: Please Enter Licence Number

Remarks\*: Please Enter Remarks

**Initiate Shipment**

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- ◆ After selection of permit number products details of the permit will be displayed as below.

**Excise Department**  
Government of Meghalaya

**New Shipments**  
Dispatches / Shipments / New Shipments

Consignment Type\*: Local

Wholesale\*: THE UMPOHLEW CENTRAL WAREHOUSE (3000)

Permit Number\*: PER300017062500126

Route\*: Please Enter the Route

Quantity (Cases)\*: 18

Vehicle Number\*: PLEASE ENTER THE VEHICLE NUMBER

Invoice Number\*: Please Enter the Invoice Number

Invoice Date\*: 17-jun-2025

Transporter Name\*: Please Enter the Transporter Name

Transporter Address\*: Please Enter the Transporter Address

LR Number\*: Please Enter the LR Number

LR Date\*: 17-jun-2025

Proof\*: ☒ Licence ☐ Aadhaar Number

Licence Number\*: Please Enter Licence Number

Remarks\*: Please Enter Remarks

Brand Name	Product Code	Size(ml * units per case)	Pack Type	Permit Quantity(Cases)	Shipment Quantity(Cases)
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GNNLO	180x48	G	5	5
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GQQLD	750x12	G	7	7
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GPPLD	375x24	G	6	6

**Initiate Shipment**

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- ◆ After reaching the above screen user needs to fill all the necessary details and click on “Initiate Shipment” option.

**Excise Department**  
Government of Meghalaya

**New Shipments**  
Dispatches / Shipments / New Shipments

Consignment Type\*: Local

Wholesale\*: THE UMPOHLEW CENTRAL WAREHOUSE (3000)

Permit Number\*: PER300017062500126

Route\*: CMJ Bottling unit to Central warehouse

Quantity (Cases)\*: 18

Vehicle Number\*: MG123456

Invoice Number\*: INV123456789

Invoice Date\*: 17-jun-2025

Transporter Name\*: Rinku Singh

Transporter Address\*: Shilong

LR Number\*: LR123456789

LR Date\*: 17-jun-2025

Proof\*: ☐ Licence ☒ Aadhaar Number

Aadhaar Number\*: 123456789101

Remarks\*: Shipment requested

Brand Name	Product Code	Size(ml * units per case)	Pack Type	Permit Quantity(Cases)	Shipment Quantity(Cases)
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GNNLO	180x48	G	5	5
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GQQLD	750x12	G	7	7
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GPPLD	375x24	G	6	6

**Initiate Shipment**

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- ◆ After clicking on “Initiate Shipment” option a success pop up will get as shown in below screen

## Bottling Unit Control & Regulation User Reference Manual

**Excise Department Government of Meghalaya**

**New Shipments** / Shipments / New Shipments

Consignment Type: Local

Wholesaler: THE UMPOHLEW CENTRAL WAREHOUSE (3000)

Permit Number: PER300017062500126

Route: CMJ Bottling unit to Central warehouse

Quantity (Cases): 18

Vehicle Number: MG123456

Invoice Number: INV123456789

Invoice Date: 17-jun-2025

Transporter Name: Rinku Singh

Transporter Address: Shilong

LR Number: LR123456789

LR Date: 17-jun-2025

Shipment requested

**Success**  
New pass with Pass Number TP101025061700020 has been generated.

Brand Name	Pack Type	Permit Quantity(Cases)	Shipment Quantity(Cases)
SIGNATURE PREMIER GRAIN WHISKY.	G	5	5
SIGNATURE PREMIER GRAIN WHISKY.	G	7	7
SIGNATURE PREMIER GRAIN WHISKY.	G	6	6

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- ◆ After reaching the above screen user needs to click on “OK” option.

**Excise Department Government of Meghalaya**

**Transport Pass** / Dispatch / Transport Pass

Start Date: 17-jun-2025 End Date: 17-jun-2025 Search

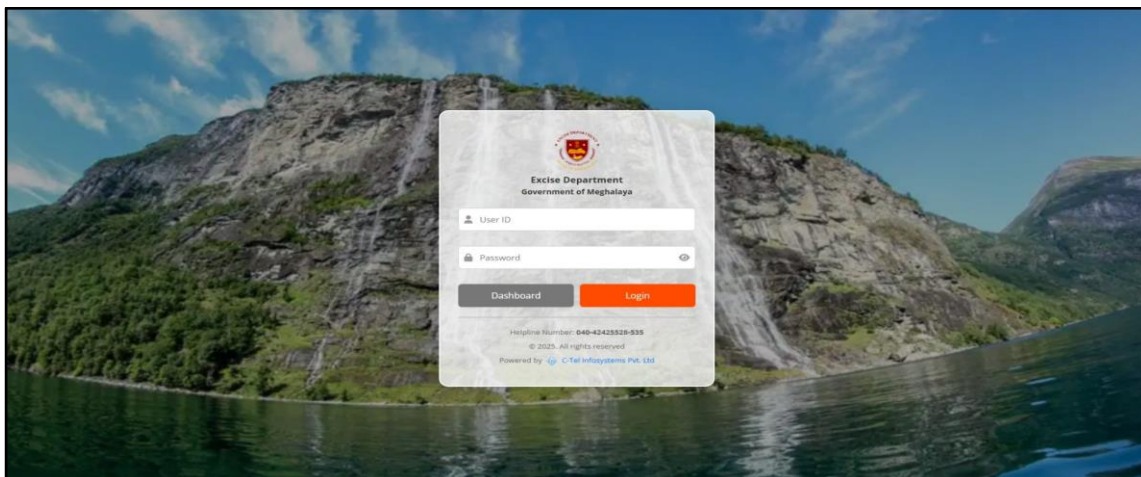
Transport Pass	Consignment Type	View Route	Wholesaler/Destination	Vehicle Number	Created On	Approved On	Completed On	Packing List	EVC	Status/Action
TP101025061700020	Local	CMJ Bottling unit to Central warehouse	THE UMPOHLEW CENTRAL WAREHOUSE(3000)	MG123456	17-jun-2025 11:41:58 AM	NA	NA	NA	NA	New

+ New Shipment

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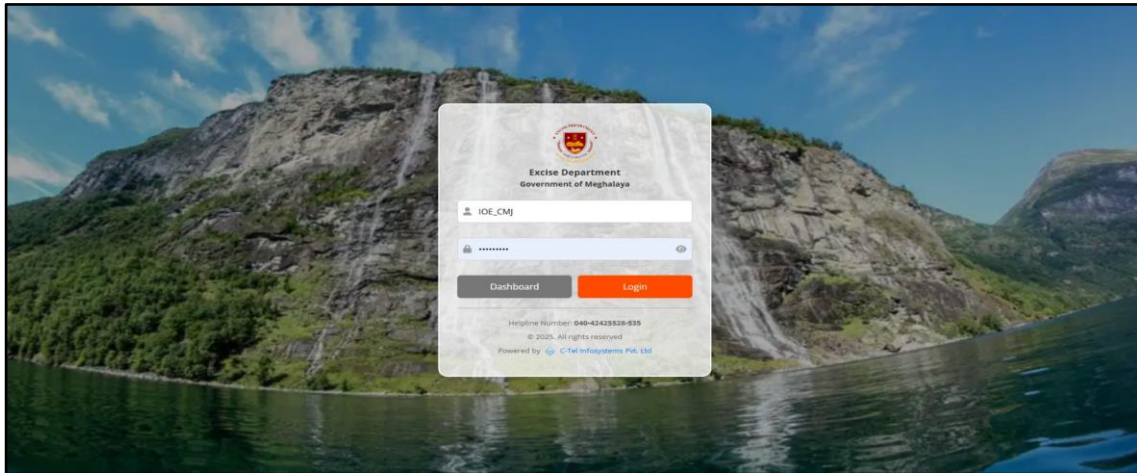
- ◆ After initiating shipment in manager login list view will be shown as above.
- ❖ **Bottling Unit IOE Login ( Approve Pass):**
- ◆ Bottling unit application.



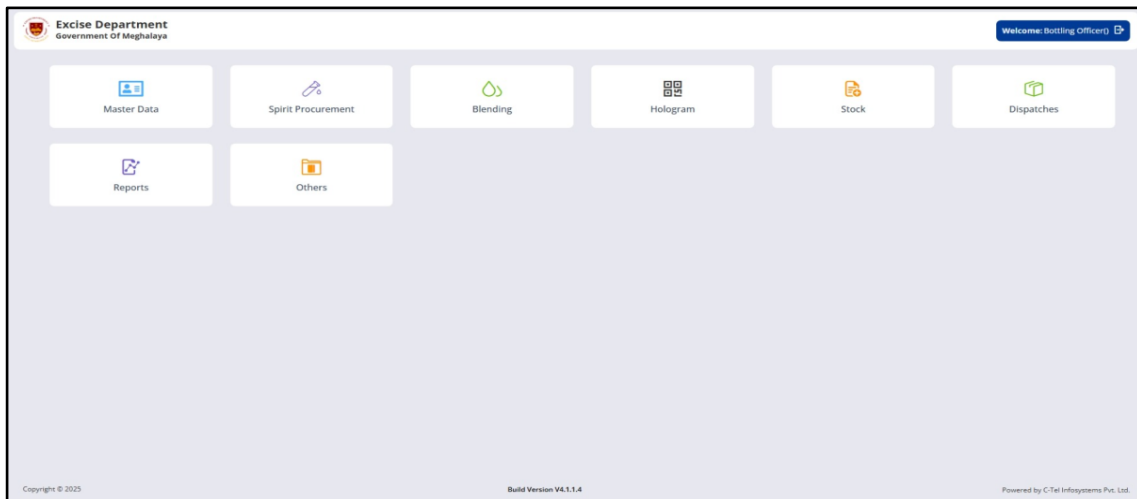


## Bottling Unit Control & Regulation User Reference Manual

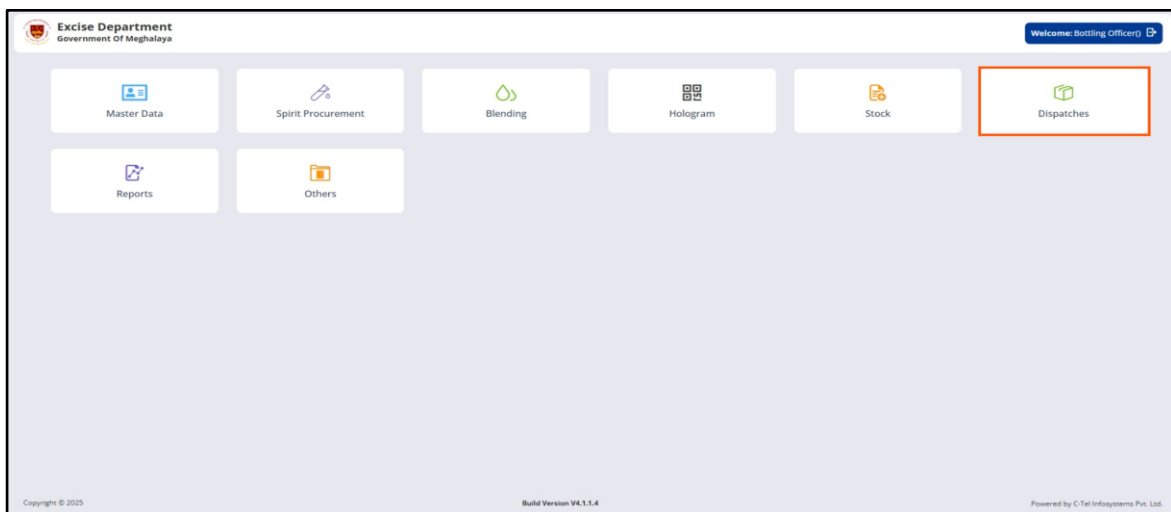
- ◆ Login to the below application by providing the valid username and password.



- ◆ After login, the officer will be able to view the below screen.

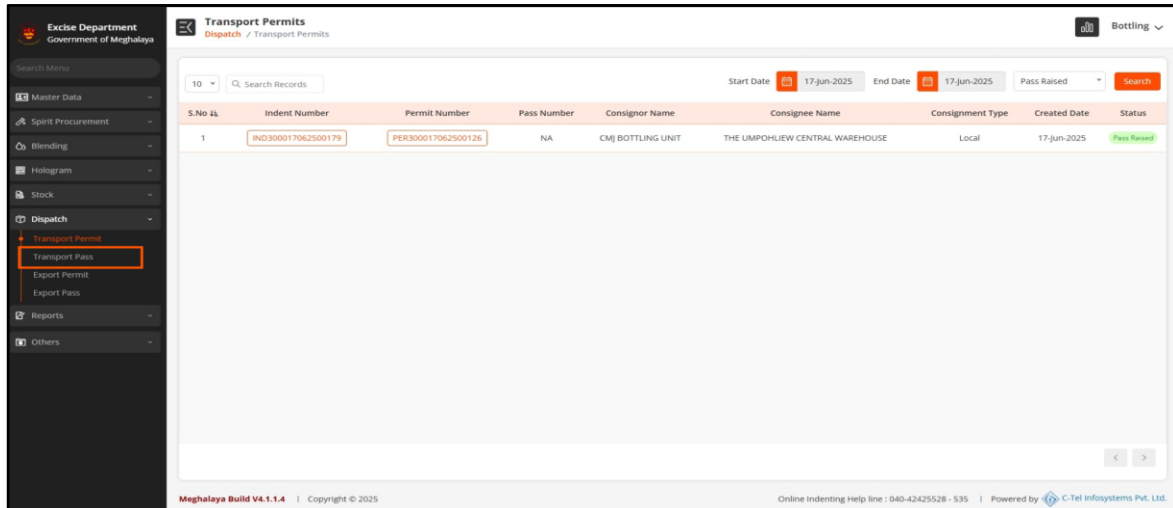


- ◆ Then officer needs to select “Dispatches” tab.

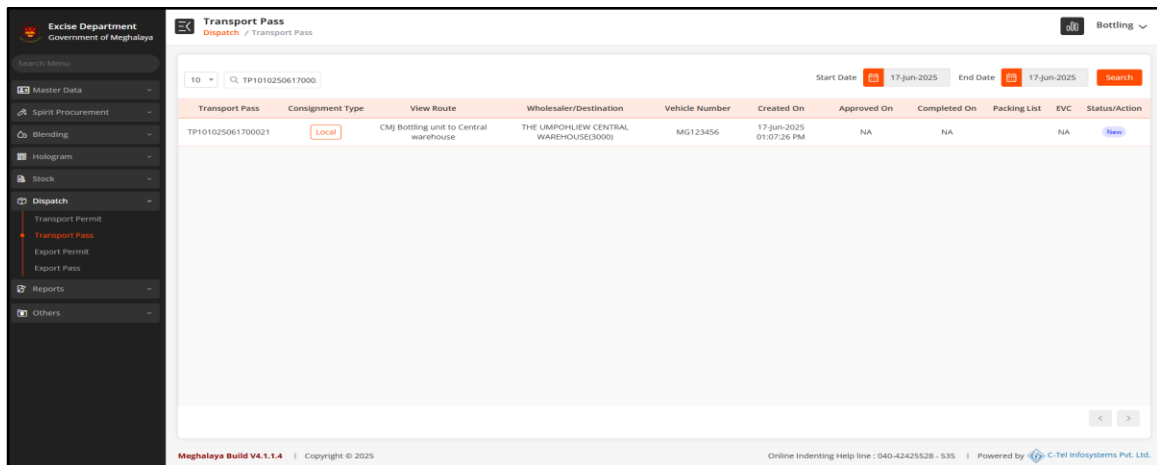


- ◆ After selecting the “Dispatches” tab officer will be able to view the below screen.

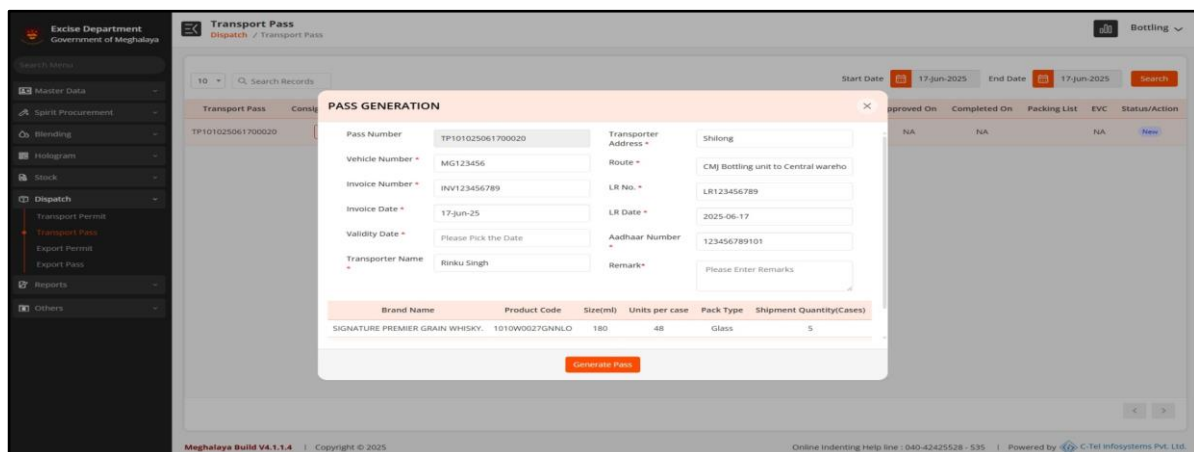
## Bottling Unit Control & Regulation User Reference Manual



- ◆ After reaching the above screen officer will be able to view all the permits which are requested from Central bonded warehouse. Then officer needs to click on “Transport Pass”.



- ◆ Once you click on for Local shipment (“Transport Pass”) and for Export shipment (Export pass). Below screen will be displayed.
- ◆ Here officer needs to click on new action. Once you click on new action below screen will be displayed.





## Bottling Unit Control & Regulation User Reference Manual

- ◆ Here officer needs to select the pass approval date.

Excise Department Government of Meghalaya

Transport Pass Dispatch / Transport Pass

Start Date 17-jun-2025 End Date 17-jun-2025 Search

TP101025061700020

**PASS GENERATION**

Pass Number: TP101025061700020

Vehicle Number: MG123456

Invoice Number: INV123456789

Invoice Date: 17-jun-25

Validity Date: 18-jun-2025

Transporter Name: Rinku Singh

Transporter Address: Shilong

Route: CMJ Bottling unit to Central wareho

LR No.: LR123456789

LR Date: 2025-06-17

Aadhaar Number: 123456789101

Remark: Please Enter Remarks

Brand Name	Product Code	Size(ml)	Units per case	Pack Type	Shipment Quantity(Cases)
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GNLLO	180	48	Glass	5

Generate Pass

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- ◆ Here officer needs to enter the remarks and click on “Generate Pass” option.

Excise Department Government of Meghalaya

Transport Pass Dispatch / Transport Pass

Start Date 17-jun-2025 End Date 17-jun-2025 Search

TP101025061700020

**PASS GENERATION**

Pass Number: TP101025061700020

Vehicle Number: MG123456

Invoice Number: INV123456789

Invoice Date: 17-jun-25

Validity Date: 18-jun-2025

Transporter Name: Rinku Singh

Transporter Address: Shilong

Route: CMJ Bottling unit to Central wareho

LR No.: LR123456789

LR Date: 2025-06-17

Aadhaar Number: 123456789101

Remark: Pass Approved

Brand Name	Product Code	Size(ml)	Units per case	Pack Type	Shipment Quantity(Cases)
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GNLLO	180	48	Glass	5

Generate Pass

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- ◆ Once you click on “Generate Pass” option a pop up will be opened as shown in below screen.

Excise Department Government of Meghalaya

Transport Pass Dispatch / Transport Pass

Start Date 17-jun-2025 End Date 17-jun-2025 Search

TP101025061700020

**PASS GENERATION**

Pass Number: TP101025061700020

Vehicle Number: MG123456

Invoice Number: INV123456789

Invoice Date: 17-jun-25

Validity Date: 18-jun-2025

Transporter Name: Rinku Singh

Transporter Address: Shilong

Route: CMJ Bottling unit to Central wareho

LR No.: LR123456789

LR Date: 2025-06-17

Aadhaar Number: 123456789101

Remark: Pass Approved

Brand Name	Product Code	Size(ml)	Units per case	Pack Type	Shipment Quantity(Cases)
SIGNATURE PREMIER GRAIN WHISKY.	1010W0027GNLLO	180	48	Glass	5

Generate Pass

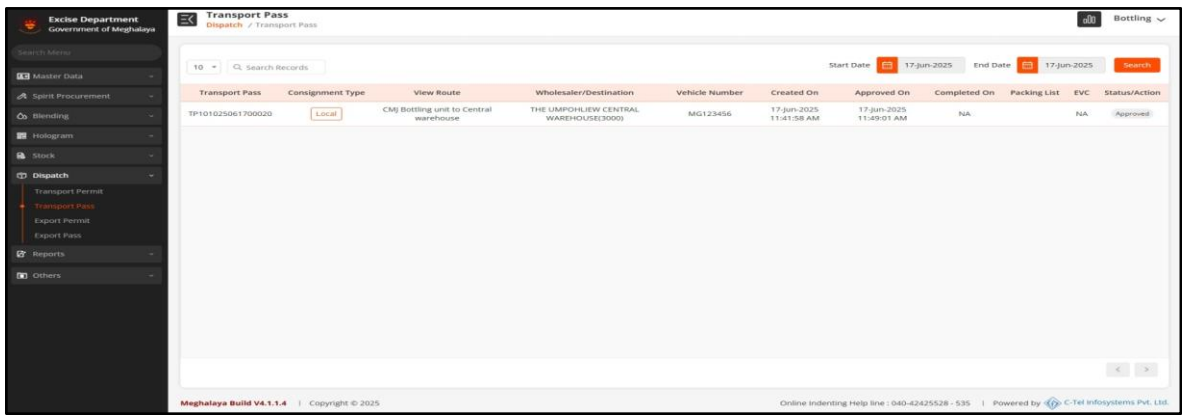
Meghalaya Build V4.1.1.4 | Copyright © 2025

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**Success!**  
Pass approved successfully!  
OK

- ◆ Once you click on “OK” option a pop up will be opened as shown in below screen.

## Bottling Unit Control & Regulation User Reference Manual



The screenshot displays the 'Transport Pass Dispatch' interface. On the left is a sidebar menu with options: Master Data, Spirit Procurement, Blending, Histogram, Stock, Dispatch (selected), Reports, and Others. The 'Dispatch' menu is expanded, showing sub-options: Transport Permit, Transport Pass (highlighted), Export Permit, and Export Pass. The main area shows a table of transport passes with the following data:

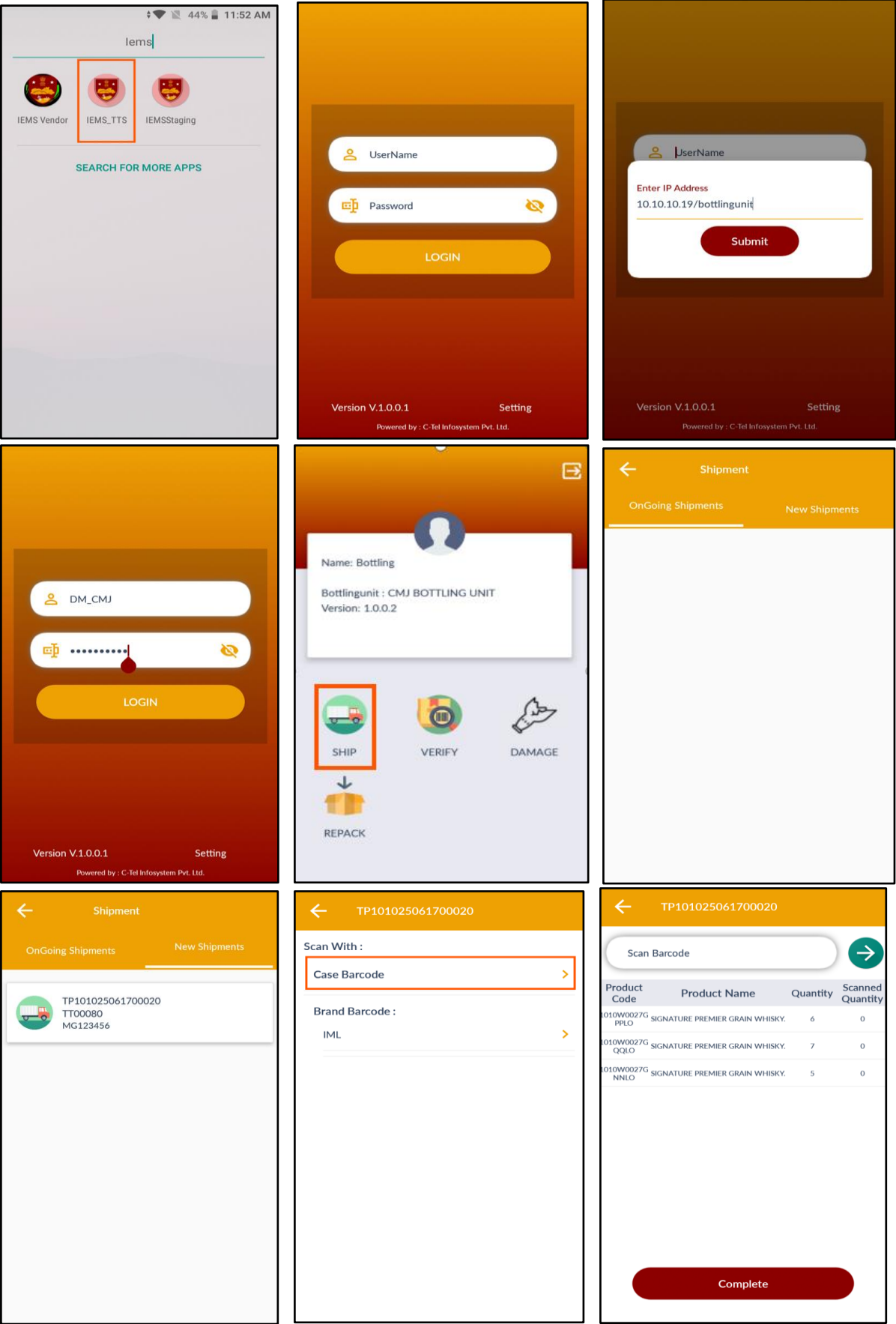
Transport Pass	Consignment Type	View Route	Wholesaler/Destination	Vehicle Number	Created On	Approved On	Completed On	Packing List	EVC	Status/Action
TP101025061700020	Local	CMJ Bottling unit to Central warehouse	THE LIMPOHLEW CENTRAL WAREHOUSE(3000)	MG1023456	17-jun-2025 11:41:38 AM	17-jun-2025 11:49:01 AM	NA	NA	NA	Approved

At the bottom of the interface, it says 'Mghalaya Build V4.1.1.4 | Copyright © 2025' and 'Online indenting Help line : 040-42425528 - 535 | Powered by C-Tel Infosystems Pvt. Ltd.'

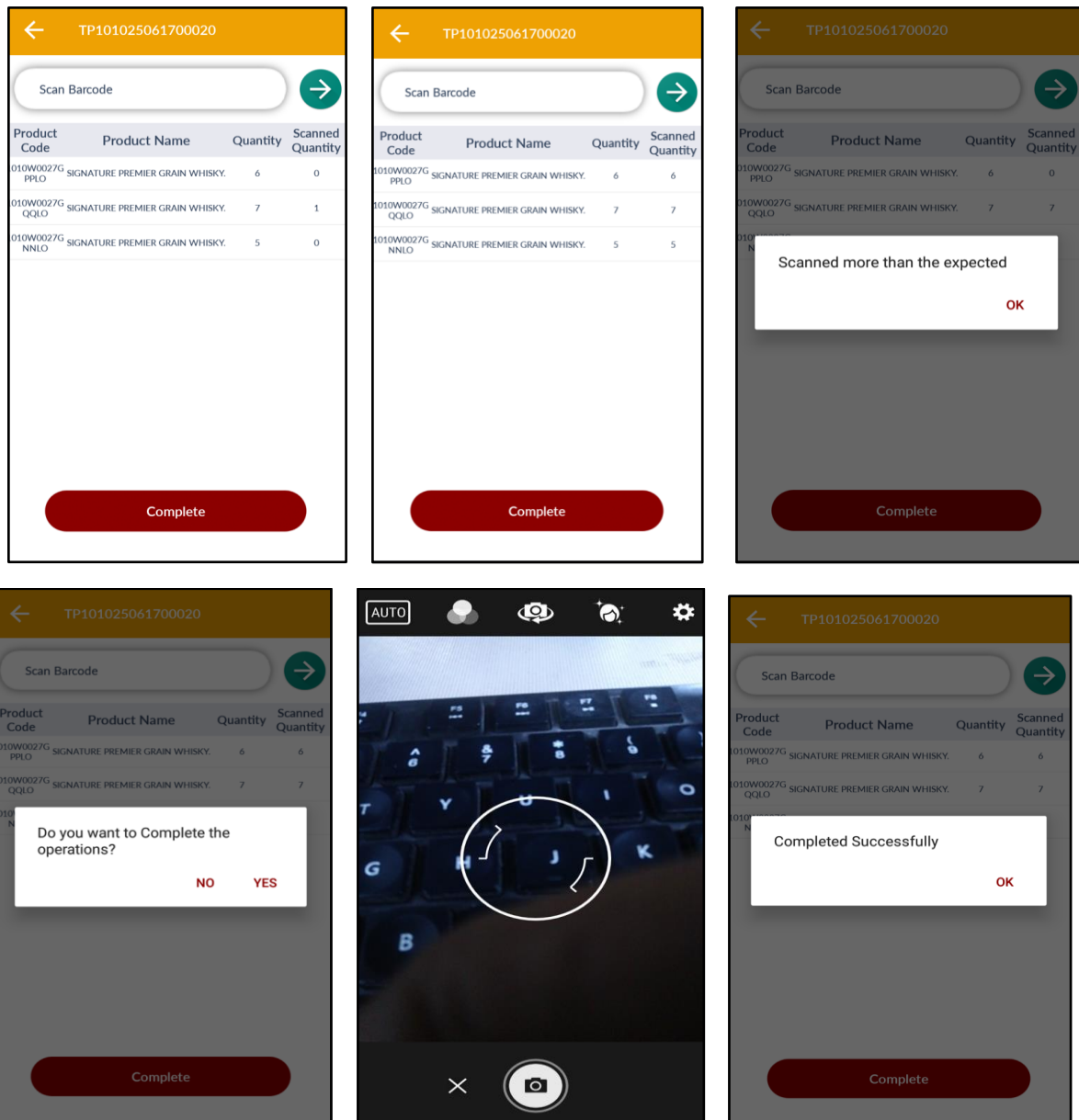
- ◆ After the shipment is approved successfully, the pass list view will be displayed as shown above..After approval of pass officer needs to login to the “Handheld” application.

❖ **Handheld Process :**

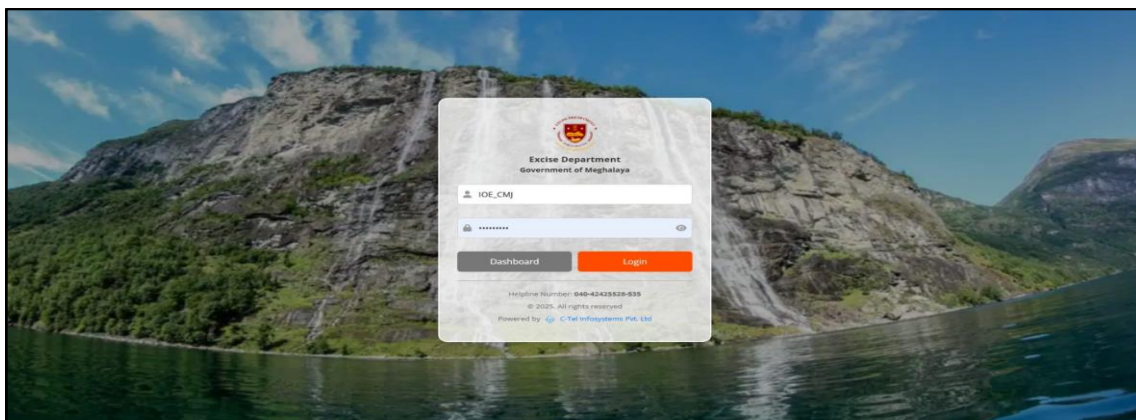
Bottling Unit Control & Regulation User Reference Manual



## Bottling Unit Control & Regulation User Reference Manual

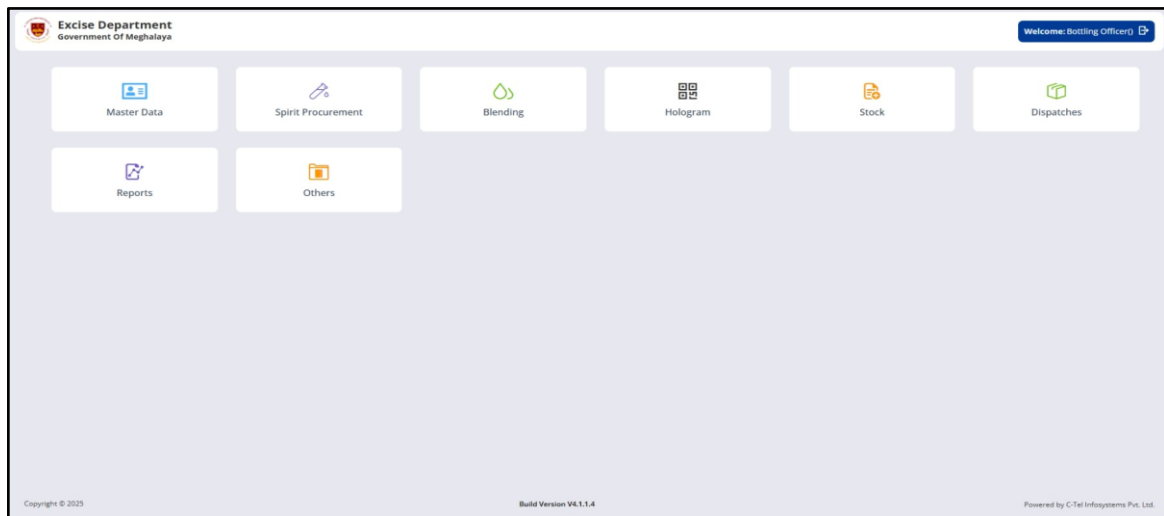


- ◆ Process completed in Handheld.
- ❖ **Bottling Unit IOE Login ( Complete Shipment ):**
- ◆ Login to the below application by providing the valid username and password.

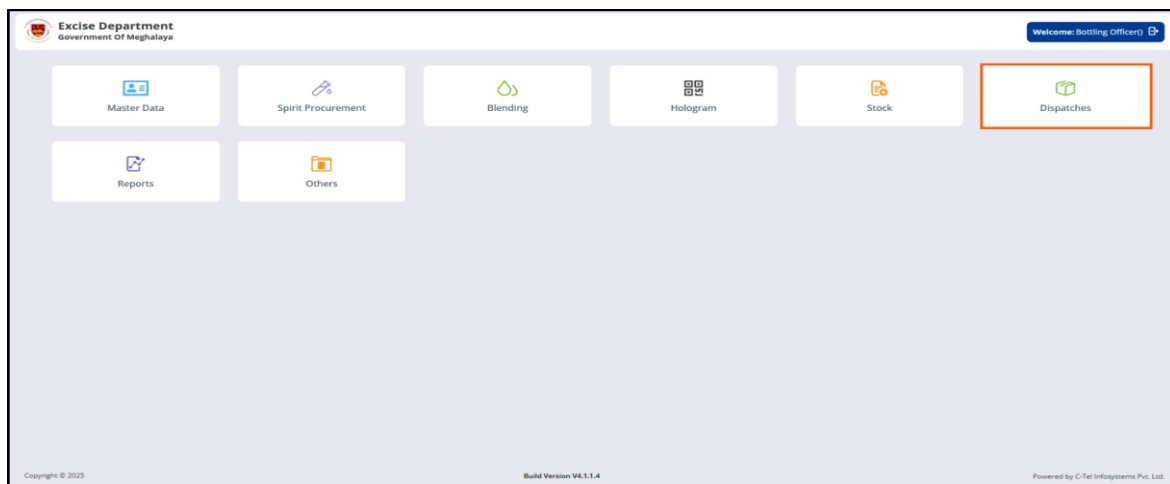


## Bottling Unit Control & Regulation User Reference Manual

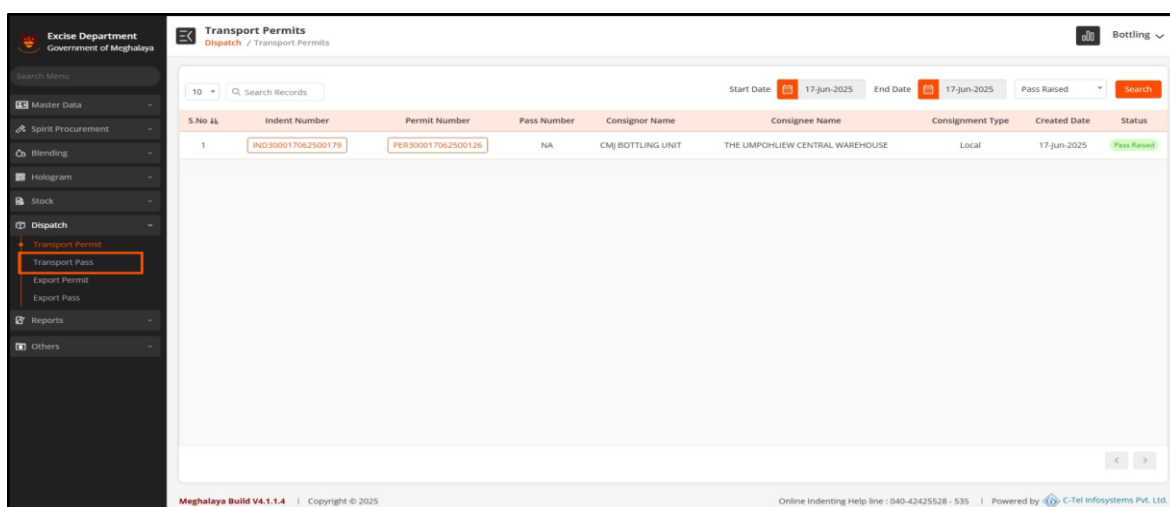
- ◆ After login, the officer will be able to view the below screen.



- ◆ Then officer needs to select “Dispatches” tab.



- ◆ After selecting the “Dispatches” tab officer will be able to view the below screen.



## Bottling Unit Control & Regulation User Reference Manual

- ◆ After reaching the above screen officer will be able to view all the permits which are requested from Central bonded warehouse. Then officer needs to click on “Transport Pass”.

Transport Pass	Consignment Type	View Route	Wholesaler/Destination	Vehicle Number	Created On	Approved On	Completed On	Packing List	EVC	Status/Action
TP101025061700020	Local	CMJ Bottling unit to Central warehouse	THE UMPOHLEW CENTRAL WAREHOUSE(3000)	MG123456	17-jun-2025 11:41:58 AM	17-jun-2025 12:00:00 AM	NA	Generate Packinglist	NA	Scanning Completed Complete

- ◆ Officer need to click on “Complete” option .

Remarks\*

GPS Device ID\*

Save

- ◆ Officer need to enter the Remarks and GPS Device ID and click on “Save” option.

Remarks\*

Shipment Completed

GPS Device ID\*

GPS356789045612347

Save

- ◆ Once you click on “Save” button request will be displayed as below in list view.

## Bottling Unit Control & Regulation User Reference Manual

The screenshot shows the 'Transport Pass Dispatch / Transport Pass' interface. A table lists transport passes with columns: Transport Pass, Consignment Type, View Route, Wholesaler/Destination, Vehicle Number, Created On, Approved On, Completed On, Packing List, EVC, and Status/Action. The status 'IN TRANSIT' is highlighted in the Status/Action column.

- ◆ To view the pass and gate pass need to click on “IN TRANSIT” status a pop up will be opened as shown in below screen.

The screenshot shows the 'Transport Pass Details' pop-up window. It contains fields for Transport Pass No, Vehicle No, Invoice Number, Invoice Date, LR Date, Validity Date, Transporter, Transporter Address, LR No, and Aadhar / Licence. The window also displays a table with columns: Permit No, Product code, Brand name, Permit Quantity, and Pass Quantity.

## Pass Print

The screenshot shows the 'Pass Print' form. It includes the following details:

- Excise Department Government of Meghalaya**
- Form L-34**
- Pass for the Transport or Export of All Kind of Liquor from Licensed Premises**
- Indent Number:** IND300017062500179
- Permit Number:** PER300017062500126
- Date & Time of Issue:** 17-Jun-2025 11:30:27 AM
- Date & Time of Validity:** 27-Jul-2025 11:59:59 PM
- Pass Number:** TP101025061700020
- Date & Time of Issue:** 17-Jun-2025 12:08:55 PM
- Date & Time of Validity:** 18-Jun-2025 11:59:59 PM
- Vehicle Number:** MG123456
- Route:** CMJ Bottling unit to Central warehouse

The form also includes a table for the Description of Brands:

S.No.	Product Code	Product Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases
1	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	180 X 48	Glass	Local	5
2	1010W0027GQQLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	750 X 12	Glass	Local	7
3	1010W0027GPPLO	SIGNATURE PREMIER GRAIN WHISKY.	WHISKY	Semi Premium Brand	375 X 24	Glass	Local	6
<b>Total</b>								<b>18</b>

The form also includes a QR code and a signature line for the Officer.




## Bottling Unit Control & Regulation User Reference Manual

# Bottling Unit Control & Regulation User Reference Manual


## Gate Pass Print

CMJ BOTTLING UNIT (PLOT NO.60 , LOWER BALIAN, BYRNIHAT , Ri Bhoi, Meghalaya - 721022) Gate Pass			
SL.No	GPTP101025061700020		
TP No.	TP101025061700020		
To Wholesale	THE UMPOHLEW CENTRAL WAREHOUSE		
Transporter	Rinku Singh		
Shipment Date	17-Jun-2025 12:08:55 PM		
Vehicle No	MG123456		
S.No	Name of the Brand	Size In ML	Quantity in Cases
1	SIGNATURE PREMIER GRAIN WHISKY.	180	5
2	SIGNATURE PREMIER GRAIN WHISKY.	750	7
3	SIGNATURE PREMIER GRAIN WHISKY.	375	6
Total			18



© No signature available

## Invoice Print

 <b>EXCISE DEPARTMENT</b> <b>GOVERNMENT OF MEGHALAYA</b>														
Pass Number		: TP101025061700020												
Name & Address of the Consignor		: THE UMPOHLEW CENTRAL WAREHOUSE C/O 240												
Name & Address of the Consignee		: CMJ BOTTLING UNIT C/O PLOT NO.60												
S.No.	Product Code	Brand Name	Size	Category	Strength	MRP(Rs)	Indent Quantity (Cases)	Batch Details		Shipment Quantity (Cases)	In Cases	In Bottles	Bulk Liters	Total MRP(Rs)
1	1010W0027GPLO	SIGNATURE PREMIER GRAIN WHISKY.	375 X 24	Semi Premium Brand	75.00	209.00	6	Batch Number BT13	Scanned Quantity 6	6	6	144	54	30096
2	1010W0027GQLO	SIGNATURE PREMIER GRAIN WHISKY.	750 X 12	Semi Premium Brand	75.00	419.00	7	Batch Number BT1	Scanned Quantity 7	7	7	84	63	35196
3	1010W0027GNNLO	SIGNATURE PREMIER GRAIN WHISKY.	180 X 48	Semi Premium Brand	75.00	105.00	5	Batch Number BT13	Scanned Quantity 5	5	5	240	43.2	25200
<b>Total</b>										<b>18</b>	<b>18</b>	<b>468</b>		<b>90492</b>

## Packinglist

<div>Format Painter</div> <div>Paste</div> <div>Calibri</div> <div>11</div> <div>A</div> <div>A</div> <div>B</div> <div>C</div> <div>D</div> <div>E</div> <div>F</div> <div>G</div> <div>H</div> <div>I</div> <div>J</div> <div>K</div> <div>L</div> <div>M</div> <div>N</div> <div>O</div> <div>P</div> <div>Q</div> <div>R</div> <div>S</div> <div>T</div> <div>U</div> <div>V</div> <div>W</div> <div>X</div> <div>Y</div> <div>Z</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> <div>32</div> <div>33</div> <div>34</div> <div>35</div> <div>36</div> <div>37</div> <div>38</div> <div>39</div> <div>40</div> <div>41</div> <div>42</div> <div>43</div> <div>44</div> <div>45</div> <div>46</div> <div>47</div> <div>48</div> <div>49</div> <div>50</div> <div>51</div> <div>52</div> <div>53</div> <div>54</div> <div>55</div> <div>56</div> <div>57</div> <div>58</div> <div>59</div> <div>60</div> <div>61</div> <div>62</div> <div>63</div> <div>64</div> <div>65</div> <div>66</div> <div>67</div> <div>68</div> <div>69</div> <div>70</div> <div>71</div> <div>72</div> <div>73</div> <div>74</div> <div>75</div> <div>76</div> <div>77</div> <div>78</div> <div>79</div> <div>80</div> <div>81</div> <div>82</div> <div>83</div> <div>84</div> <div>85</div> <div>86</div> <div>87</div> <div>88</div> <div>89</div> <div>90</div> <div>91</div> <div>92</div> <div>93</div> <div>94</div> <div>95</div> <div>96</div> <div>97</div> <div>98</div> <div>99</div> <div>100</div>										<div>General</div> <div>Rows and Columns</div> <div>Table Style</div> <div>Fill</div> <div>Sort</div> <div>Freeze Panes</div> <div>AutoSum</div> <div>AutoFilter</div> <div>Find and Replace</div> <div>Smart Toolbox</div> <div>Settings</div>									
C28																			
	A	B	C	D															
1	case_barcode	PRODUCT_NAME	size	heals															
2	8901010W0027GNNLOBT13110625L100001	SIGNATURE PREMIER GRAIN WHISKY.	NN	10102506000300177,10102506000300178,10102506000300179,10102506000300180,10102506000300181,10102506000300182,10102506000300183,10102506000300184,10102506000300185,10102506000300186,10102506000300187,10102506000300188,10102506000300189,10102506000300190,10102506000300191,10102506000300192,10102506000300193,10102506000300194,10102506000300195,10102506000300196,10102506000300197,10102506000300198,10102506000300199,10102506000300200,10102506000300201,10102506000300202,10102506000300203,10102506000300204,10102506000300205,10102506000300206,10102506000300207,10102506000300208,10102506000300209,10102506000300210,10102506000300211,10102506000300212,10102506000300213,10102506000300214,10102506000300215,10102506000300216,10102506000300217,10102506000300218,10102506000300219,10102506000300220,10102506000300221,10102506000300222,10102506000300223,10102506000300224,10102506000300225,10102506000300226,10102506000300227,10102506000300228,10102506000300229,10102506000300230,10102506000300231,10102506000300232,10102506000300233,10102506000300234,10102506000300235,10102506000300236,10102506000300237,10102506000300238,10102506000300239,10102506000300240,10102506000300241,10102506000300242,10102506000300243,10102506000300244,10102506000300245,10102506000300246,10102506000300247,10102506000300248,10102506000300249,10102506000300250,10102506000300251,10102506000300252,10102506000300253,10102506000300254,10102506000300255,10102506000300256,10102506000300257,10102506000300258,10102506000300259,10102506000300260,10102506000300261,10102506000300262,10102506000300263,10102506000300264,10102506000300265,10102506000300266,10102506000300267,10102506000300268,10102506000300269,10102506000300270,10102506000300271,10102506000300272,10102506000300273,10102506000300274,10102506000300275,10102506000300276,10102506000300277,10102506000300278,10102506000300279,10102506000300280,10102506000300281,10102506000300282,10102506000300283,10102506000300284,10102506000300285,10102506000300286,10102506000300287,10102506000300288,10102506000300289,10102506000300290,10102506000300291,10102506000300292,10102506000300293,10102506000300294,10102506000300295,10102506000300296,10102506000300297,10102506000300298,10102506000300299,10102506000300300,10102506000300301,10102506000300302,10102506000300303,10102506000300304,10102506000300305,10102506000300306,10102506000300307,10102506000300308,10102506000300309,10102506000300310,10102506000300311,10102506000300312,10102506000300313,10102506000300314,10102506000300315,10102506000300316,10102506000300317,10102506000300318,10102506000300319,10102506000300320,10102506000300321,10102506000300322,10102506000300323,10102506000300324,10102506000300325,10102506000300326,10102506000300327,10102506000300328,10102506000300329,10102506000300330,10102506000300331,10102506000300332,10102506000300333,10102506000300334,10102506000300335,10102506000300336,10102506000300337,10102506000300338,10102506000300339,10102506000300340,10102506000300341,10102506000300342,10102506000300343,10102506000300344,10102506000300345,10102506000300346,10102506000300347,10102506000300348,10102506000300349,10102506000300350,10102506000300351,10102506000300352,10102506000300353,10102506000300354,10102506000300355,10102506000300356,10102506000300357,10102506000300358,10102506000300359,10102506000300360,10102506000300361,10102506000300362,10102506000300363,10102506000300364,10102506000300365,10102506000300366,10102506000300367,10102506000300368,10102506000300369,10102506000300370,10102506000300371,10102506000300372,10102506000300373,10102506000300374,10102506000300375,10102506000300376,10102506000300377,10102506000300378,10102506000300379,10102506000300380,10102506000300381,10102506000300382,10102506000300383,10102506000300384,10102506000300385,10102506000300386,10102506000300387,10102506000300388,10102506000300389,10102506000300390,10102506000300391,10102506000300392,10102506000300393,10102506000300394,10102506000300395,10102506000300396,10102506000300397,10102506000300398,10102506000300399,10102506000300400,10102506000300401,10102506000300402,10102506000300403,10102506000300404,10102506000300405,10102506000300406,10102506000300407,10102506000300408,10102506000300409,10102506000300410,10102506000300411,10102506000300412,10102506000300413,10102506000300414,10102506000300415,10102506000300416,10102506000300417,10102506000300418,10102506000300419,10102506000300420,10102506000300421,10102506000300422,10102506000300423,10102506000300424,10102506000300425,10102506000300426,10102506000300427,10102506000300428,10102506000300429,10102506000300430,10102506000300431,10102506000300432,10102506000300433,10102506000300434,10102506000300435,10102506000300436,10102506000300437,10102506000300438,10102506000300439,10102506000300440,10102506000300441,10102506000300442,10102506000300443,10102506000300444,10102506000300445,10102506000300446,10102506000300447,10102506000300448,10102506000300449,10102506000300450,10102506000300451,10102506000300452,10102506000300453,10102506000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