



Excise Department
Government of Meghalaya

**STOCK
PROCUREMENT**



**STOCK
RECEIVING**



**MILITARY
CONTROL &
REGULATION**



SHORTAGES

BREAKAGES

C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

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Military Control & Regulation User Reference Manual

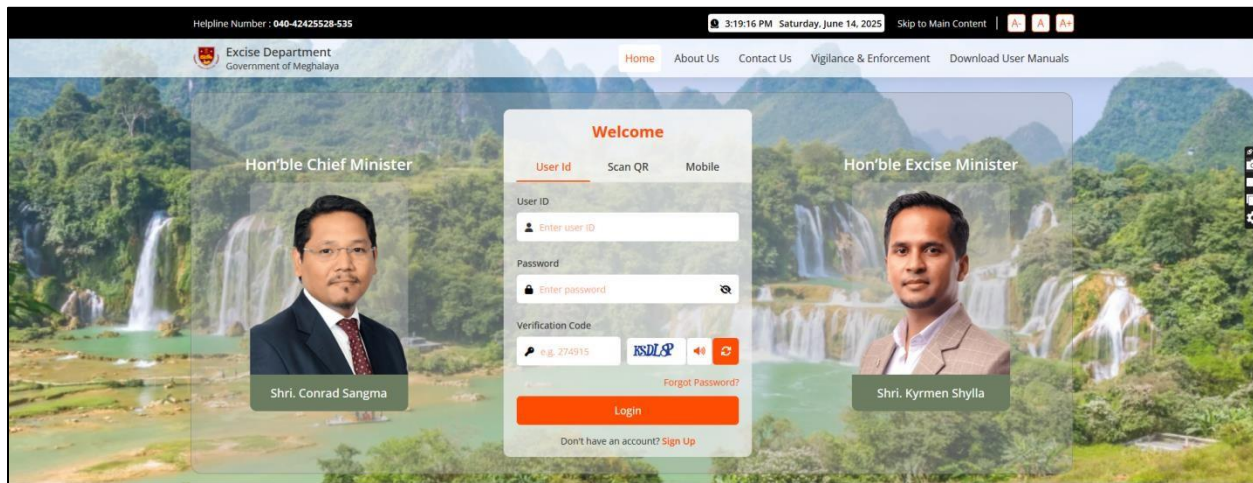
1. Overview

The Military module in IEMS is designed to manage and streamline the supply and distribution of alcoholic beverages to military canteen establishments. This module facilitates the entire workflow from indent raising to stock dispatch and receipt ensuring efficient and compliant operations aligned with excise department regulations.

Audience: End users

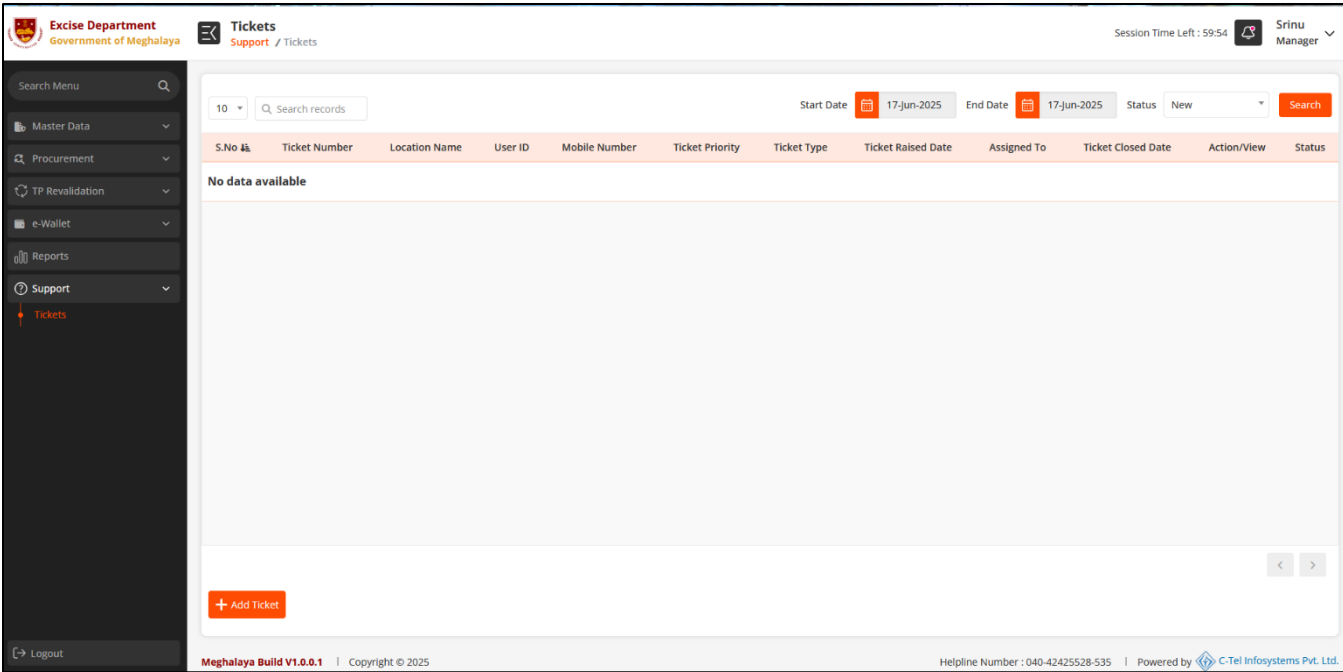
2. Login Page

- Enter your User ID and Password in the respective fields.
- Enter valid captcha in the respective fields.
- Click the login button to access the application dashboard.

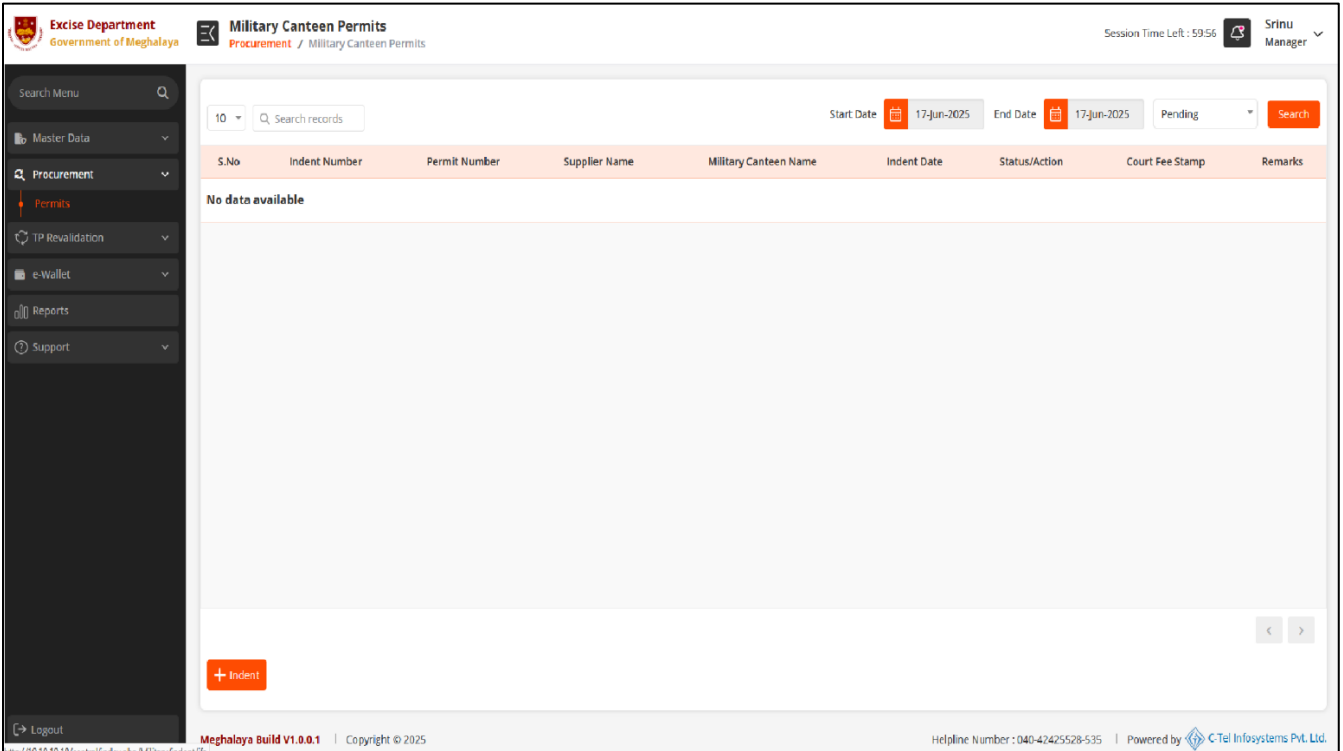


- Upon successful login to the application, the screen will display the following tabs.

Military Control & Regulation User Reference Manual



- The user clicks on the Procurement tab.



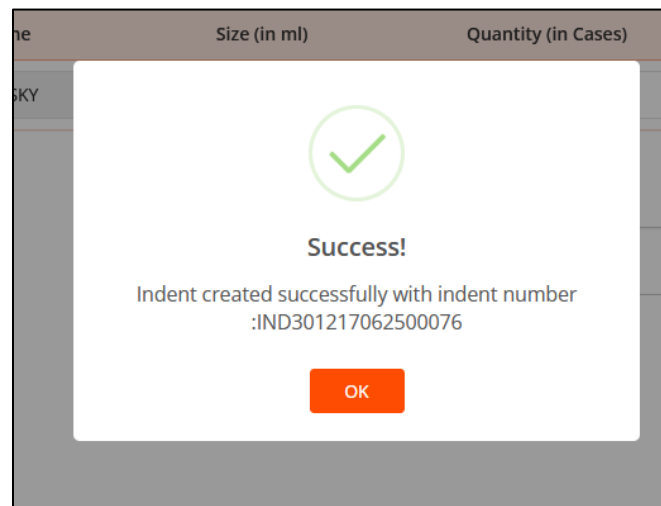
- Then, the user clicks on the + Indent tab.

Military Control & Regulation User Reference Manual

- The user chooses the CSD Type from the available options.
- If the user wants to add multiple products, click the '+ New Row' button. To remove unnecessary rows, select the row then click on '– Remove Row' button
- Next, the user enters the product code. The system will display all relevant brand details automatically on the screen.
- Enter Quantity (in Cases) Details:
 1. You may enter quantity in cases depending on your requirement.
 2. The system will automatically calculate the total based on the input values.
 - a. Enter the remarks.

Military Control & Regulation User Reference Manual

- After filling in all the mandatory fields, click the 'Save' button.
- If the user clicks the 'Cancel' button, they will be directed to the Indenting page without saving the details.
- After click on Save button.
- If the indent is saved successfully, a confirmation pop-up message will be displayed on the screen.



- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Indent View page, where all previously created indents can be viewed.

Military Control & Regulation User Reference Manual

The screenshot shows the 'Military Canteen Permits' web application. The header includes the 'Excise Department Government of Meghalaya' logo, the title 'Military Canteen Permits', and the breadcrumb 'Procurement / Military Canteen Permits'. The user is logged in as 'Srinu Manager' with a session time left of 58:51. A left sidebar contains navigation links: Search Menu, Master Data, Procurement, Permits (highlighted), TP Revalidation, e-Wallet, Reports, and Support. The main area displays a table of permits with columns: S.No, Indent Number, Permit Number, Supplier Name, Military Canteen Name, Indent Date, Status/Action, Court Fee Stamp, and Remarks. A single record is shown with Indent Number 'IND301218062500079'. Below the table is a '+ Indent' button. At the bottom, it says 'Meghalaya Build V1.0.0.1 | Copyright © 2025' and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

S.No	Indent Number	Permit Number	Supplier Name	Military Canteen Name	Indent Date	Status/Action	Court Fee Stamp	Remarks
1	IND301218062500079	NA	SR HYD LTD	TSES	18-Jun-2025 04:33:58 PM	Pay Cancel Indent	NA	View

- Click on the Indent Number button to view the user's indent details, as shown below.

The screenshot shows the 'Indent Number : IND301218062500080' details view. It features a table with columns: S.No, Product Code, Brand Name, Size(ML x UPC), Indent Quantity, Total Advalorem, Total RLF, and Total VAT. The table contains one row for 'ROYAL STAG WHISKY' and a 'Total' row. A print icon and a close icon are in the top right corner.

S.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	Total Advalorem	Total RLF	Total VAT
1	W0360CQQMC	ROYAL STAG WHISKY	750 X 12	25	56250	50	93375
Total				25	56250	50	93375

- User click the print icon to view the indent print out.

Military Control & Regulation User Reference Manual

M/S TSES
(464ED, DFG, FGB, BV, CVNVBN, VBNVBN, VB,, Eastern West Khasi Hills, Meghalaya - 575675)
Indent for Permit

Indent Number: IND301218062500080
 Date : 18-Jun-2025 04:39:49 PM

Name and Address of the Importer (Consignee)	Name and Address of the Exporter (Consignor)
License Number: 63301273525(Wholesale)	License Number:
License Type: MC	License Type: CSD_IMP
Firm Name: TSES	Firm Name: SR HYD LTD
Address: 464ED, DFG, FGB, BV, CVNVBN, VBNVBN, VB,, Eastern West Khasi Hills, Meghalaya - 575675	Address:


Dear Sir/Madam,

We kindly request the issuance of the following brands.

Description of Brands

S.No.	Product Code	Product Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases	Total Ad Valorem (Rs.)	Total RLF (Rs.)	Total VAT (Rs.)	Total Value (Rs.)
1	2004W0360CQQMC	ROYAL STAG WHISKY	WHISKY	Super Premium Brand	750 X 12	Can	Military Canteen Import	25	56250	50	93375	149675
Total								25	56250	50	93375	149675

Ad Valorem 56250 has been paid vide Challan Reference No. 451234569, Date: 30-Apr-2025 05:14:29 PM
 RLF 50 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM
 VAT 93375 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM



Yours Faithfully,
Srinu
Manager

- If user want cancel the indent then click on 'Cancel Indent' button.

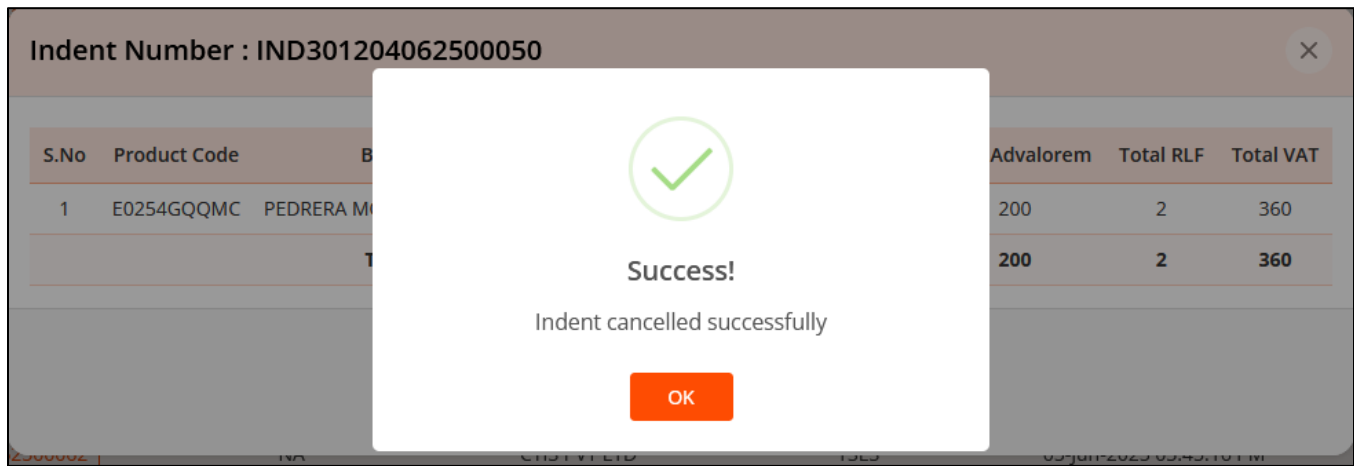
Indent Number : IND301204062500050
×

S.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	Total Advalorem	Total RLF	Total VAT
1	E0254GQQMC	PEDRERA MONASTRELL RED WINE.	750 X 12	1	200	2	360
Total				1	200	2	360

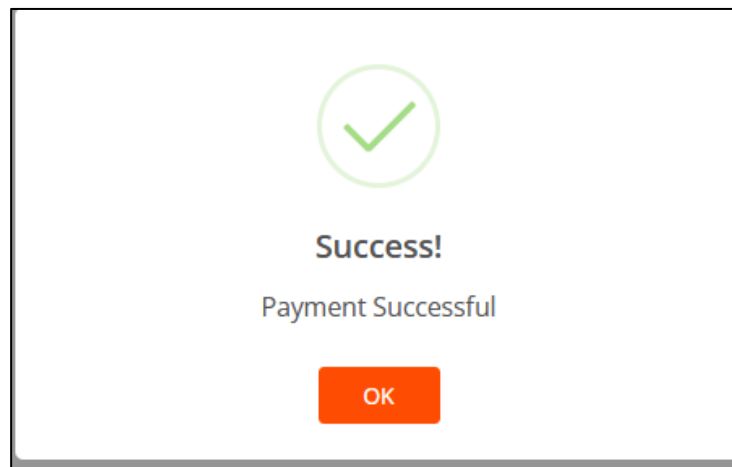
Remarks *

Cancel

- Enter the remarks.
- After filling in all the mandatory fields, click the 'Cancel' button.
- The indent is cancelled successfully, and a confirmation pop-up message will be displayed on the screen.



- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Indent View page, where previously cancelled indent can be viewed with cancelled status.
- If user want pay the amount then click on the 'Pay' button do the payment.
- After click on the Pay button. Payment done successfully, a confirmation pop-up message will be displayed on the screen.



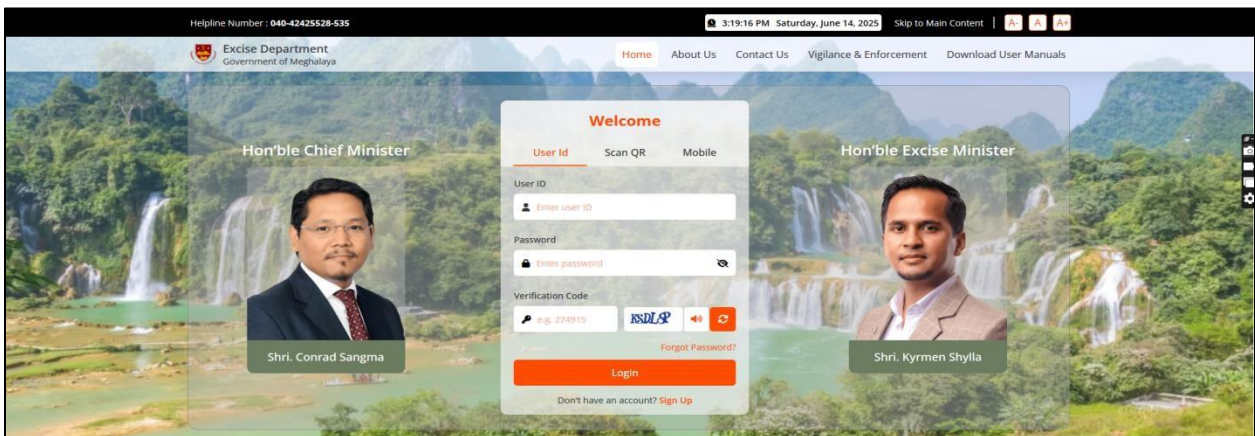
- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Indent View page, indent can be viewed with 'Forwarded to Superintendent' status.
- If the user wants to see the remarks, click on the View icon to view them.

Military Control & Regulation User Reference Manual

Remarks				
S.No	User ID	Designation	Remarks	Process Date
1	Srinu H	Manager	Raise Indent	18-Jun-2025 04:39:49 PM


3. Permit Issued

- The SOE Manager must enter their User ID and Password in the respective fields.
- Enter the valid captcha in the respective fields.
- Click the login button to access the application dashboard.




- Click on the "Military" tab and then click on 'Military Canteen Permits' subtab from the main menu/dashboard.
- After clicking, the SOE will be redirected to the Indent View page.

Military Control & Regulation User Reference Manual

 **Excise Department**
Government of Meghalaya

Military Canteen Permits
Procurement / Military Canteen Permits

Session Time Left : 45:55

 Eastern West Khasi Hills
Superintendent of Excise

Search Menu

Dashboard

License Management

Brand Label Management

Hologram Procurement

Bottling Unit

Brewery

Bonded Warehouse

Military

Paramilitary Permits

Military Canteen Permits

Retailer

TP Revalidation

Vigilance

Reports

Others / Support

Logout

10

Q 801218062500080

Start Date 18-Jun-2025

End Date 18-Jun-2025

Pending

Search

S.No	Indent Number	Permit Number	Supplier Name	Military Canteen Name	Indent Date	Status/Action	Court Fee Stamp	Remarks
2	IND301218062500080	NA	SR HYD LTD	TSES	18-Jun-2025 04:39:49 PM	Permit Applied	NA	View

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- Click the "Permit Applied" button to initiate the permit issued process.
- Once clicked, the system navigates the issue Permit page.

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Indent Number : IND301218062500080×

S.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	Total Advalorem	Total RLF	Total VAT
1	W0360CQQMC	ROYAL STAG WHISKY	750 X 12	25	56250	50	93375
Total				25	56250	50	93375

Permit Validity Date*:
Remarks *:

Court Fee Stamp *:

No file...lected.

Issue Permit

- Select permit validity date.
- Upload Court fee stamp.
- Enter the remarks.
- Click on the Issue Permit button. a success pop-up message will appear

Indent Number : IND301218062500080×

✓

Success!
Permit issued successfully

OK

S.No

Product Code

Brand Name

Size(ML x UPC)

Indent Quantity

Total Advalorem

Total RLF

Total VAT

1

W0360CQQMC

ROYAL STAG WHISKY

750 X 12

25

56250

50

93375

Total

25

56250

50

93375

Permit Validity Date*:

Remarks *:

Court Fee Stamp *:

2mb.pdf

Issue Permit

- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Indent View page, indent can be viewed with 'Permit Issued' status and Permit Number and Court Fee Stamp.
- Click on the Permit Number button to view the Permit details, as shown below.

Military Control & Regulation User Reference Manual

Permit Number : PER301218062500081

S.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	Total Advalorem	Total RLF	Total VAT
1	W0360CQQMC	ROYAL STAG WHISKY	750 X 12	25	56250	50	93375
Total				25	56250	50	93375

- User click the print icon to view the Permit print out as shown below.

EXCISE DEPARTMENT
GOVERNMENT OF MEGHALAYA
Transport/Import Permit

Indent Number: IND301218062500080
Permit Number: PER301218062500081
Date & Time of Issue: 18-Jun-2025 06:34:17 PM
Date & Time of Validity: 30-Jun-2025 11:59:59 PM

Name and Address of the Importer (Consignee)	Name and Address of the Exporter (Consignor)
License Number: 63301273525(Wholesale)	License Number:
License Type: MC	License Type: CSD_IMP
Firm Name: TSES	Firm Name: SR HYD LTD
Address: 464ED, DFG, FGB, BV, CVNVBN, VBNVBN, VB,, Eastern West Khasi Hills, Meghalaya - 575675	Address:

Description of Brands

S.No.	Product Code	Product Name	Segment	Category	Size (ml) / UPC	Pack Type	Issued For	Quantity in Cases	Total Ad Valorem (Rs.)	Total RLF (Rs.)	Total VAT (Rs.)	Total Value (Rs.)
1	W0360CQQMC	ROYAL STAG WHISKY	WHISKY	Super Premium Brand	750 X 12	Can	Military Canteen Import	25	56250	50	93375	154675
Total								25	56250	50	93375	149675

Ad Valorem 56250 has been paid vide Challan Reference No. 451234569, Date: 30-Apr-2025 05:14:29 PM
 VAT 50 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM
 RLF 93375 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM

Eastern West Khasi Hills
Superintendent of Excise

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4. Receive Stock

- The Military manager must enter their User ID and Password in the respective login fields on the login screen.
- Enter the valid captcha in the respective fields.
- Click the login button to access the application dashboard.

Helpline Number : 040-42425528-535

3:19:16 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

- Upon successful login to the application, the screen will display the following tabs.

Excise Department
Government of Meghalaya

Tickets
Support / Tickets

Session Time Left : 59:52 Srinu Manager

Search Menu

Master Data

Procurement

TP Revalidation

e-Wallet

Reports

Support

Tickets

Logout

10 Search records

Start Date 18-Jun-2025 End Date 18-Jun-2025 Status New Search

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											

Showing 0 to 0 of 0 entries

+ Add Ticket

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- Click on the Procurement tab.
- After clicking the will be redirected to the Indent View page.

The screenshot shows the 'Military Canteen Permits' interface. On the left is a sidebar menu with options: Search Menu, Master Data, Procurement (selected), Permits, TP Revalidation, e-Wallet, Reports, and Support. The main area displays a table of permits with columns: S.No, Indent Number, Permit Number, Supplier Name, Military Canteen Name, Indent Date, Status/Action, Court Fee Stamp, and Remarks. A single permit is listed with S.No 2, Indent Number IND301218062500080, Permit Number PER301218062500081, Supplier Name SR HYD LTD, Military Canteen Name TSE5, Indent Date 18-Jun-2025 04:39:49 PM, Status/Action Receive Stock, and Remarks View. Above the table are filters for Start Date (18-Jun-2025), End Date (18-Jun-2025), and Status (Pending). A '+ Indent' button is at the bottom left of the table area. The footer includes 'Meghalaya Build V1.0.0.1', 'Copyright © 2025', 'Helpline Number : 040-42425528-535', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

S.No	Indent Number	Permit Number	Supplier Name	Military Canteen Name	Indent Date	Status/Action	Court Fee Stamp	Remarks
2	IND301218062500080	PER301218062500081	SR HYD LTD	TSE5	18-Jun-2025 04:39:49 PM	Receive Stock		View

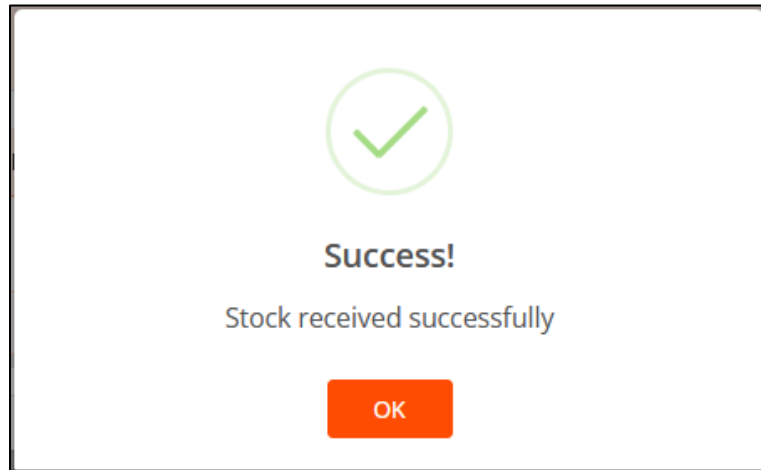
- Click the "Receive Stock" button to initiate the Receiving process.

The screenshot shows the 'Permit Number : PER301218062500081' form. It contains a table with columns: S.No, Product Code, Brand Name, Size(ML x UPC), Indent Quantity, Shipped Quantity(Cases), Received Quantity(Cases), Received Quantity(Bottles), Breakage Quantity(Bottles), and Shortage Quantity(Bottles). A single row is listed with S.No 1, Product Code W0360CQQMC, Brand Name ROYAL STAG WHISKY, Size(ML x UPC) 750 X 12, Indent Quantity 25, Shipped Quantity(Cases) 25, Received Quantity(Cases) 0, Received Quantity(Bottles) 0, Breakage Quantity(Bottles) 0, and Shortage Quantity(Bottles) 0. A 'Total' row shows Indent Quantity 25. A 'Receive Stock' button is at the bottom center.

S.No	Product Code	Brand Name	Size(ML x UPC)	Indent Quantity	Shipped Quantity(Cases)	Received Quantity(Cases)	Received Quantity(Bottles)	Breakage Quantity(Bottles)	Shortage Quantity(Bottles)
1	W0360CQQMC	ROYAL STAG WHISKY	750 X 12	25	25	0	0	0	0
Total				25					

- If any battles are breakage and shortage happened enter the manually in breakage and shortage fields.
- The system will automatically calculate the received quantity in cases and bottles based on the input values.
- After clicked on 'Receive Stock' button. a success pop-up message will appear.

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- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Indent View page, indent can be viewed with 'Completed'.

A screenshot of the "Military Canteen Permits" web application. The interface includes a left sidebar with navigation options like "Search Menu", "Master Data", "Procurement", "Permits", "TP Revalidation", "e-Wallet", "Reports", and "Support". The main area displays a table of permits with columns for S.No, Indent Number, Permit Number, Supplier Name, Military Canteen Name, Indent Date, Status/Action, Court Fee Stamp, and Remarks. A single row is visible with the status "Completed". At the top right, there are filters for Start Date, End Date, and a search bar. The footer contains the text "Meghalaya Build V1.0.0.1 | Copyright © 2025" and "Powered by C-Tel Infosystems Pvt. Ltd.".

Thank You