



Excise Department
Government of Meghalaya

STOCK PROCUREMENT

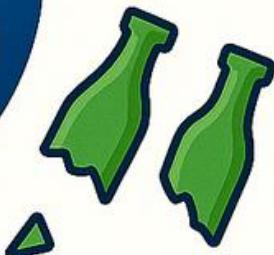
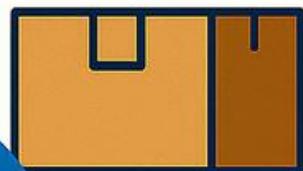


PARAMILITARY
CONTROL &
REGULATION



SHORTAGES

STOCK RECEIVING



BREAKAGES

Paramilitary Control & Regulation User Reference Manual

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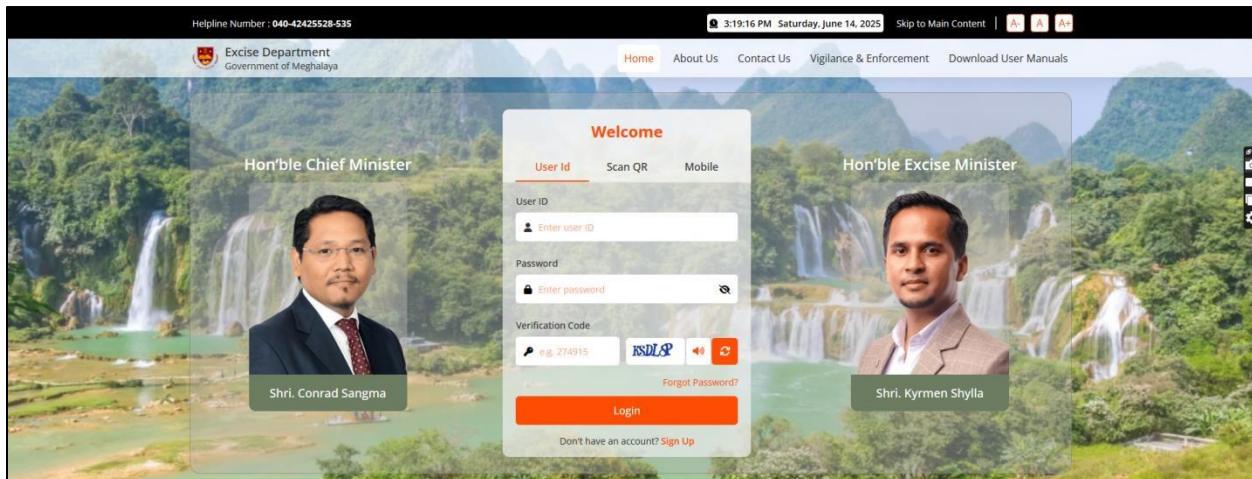
1. Overview

The Paramilitary Module in the IEMS system is designed to facilitate the seamless procurement of liquor stock by Paramilitary Canteens directly from Manufacturing Units or Importers. The stock procurement process begins with the Paramilitary Canteen raising an indent request directly to the concerned Manufacturing Unit or Importer. Upon submission of the indent, the canteen proceeds to pay the applicable government levies, including Advalorem, TPF/IPF, RLF, and VAT.

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.

Paramilitary Control & Regulation User Reference Manual

Excise Department
Government of Meghalaya

Tickets
Support / Tickets

Session Time Left : 59:55 Srinu Manager

Search Menu

Master Data

Procurement

Stock Receipts

TP Revalidation

e-Wallet

Reports

Support

Tickets

Logout

Session Time Left : 59:55 Srinu Manager

10 Search records

Start Date 19-Jun-2025 End Date 19-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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- The user clicks on the Procurement tab.
- Then, the user clicks on the + Indent For Supply.

Excise Department
Government of Meghalaya

Paramilitary Permits
Procurement / Paramilitary Permits

Session Time Left : 59:41 Srinu Manager

Search Menu

Master Data

Procurement

Permits

Stock Receipts

TP Revalidation

e-Wallet

Reports

Support

Logout

Session Time Left : 59:41 Srinu Manager

10 Search records

Start Date 19-Jun-2025 End Date 19-Jun-2025 Pending Search

S.No	Indent Number	Permit Number	Pass Number	Supplier Name	Wholesale Name	Indent Date/Time	Permit Approval Date/Time	EVC	Status/Action	Court Fee Stamp	Remarks	Payment Mode	Payment Status
No data available													

+ Indent For Supply

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Paramilitary Control & Regulation User Reference Manual

- The user chooses the Location Type from the available options.
- Next, the user selects the Source Location.
- 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.
- Enter the remarks

Excise Department
Government of Meghalaya

Indent For Supply
Procurement / Indent For Supply

Session Time Left : 57:30 Srinu Manager

Indent For Supply

Product Code	Product Name	Size in ml	Issued For	Quantity in Cases	Ad Valorem per Case(Rs.)	TPF/IPF per Case(Rs.)	VAT per Case(Rs.)	RLF per Case(Rs.)
<input type="text" value="Enter product code"/>				<input type="text" value="Enter case quantity"/>				

– Remove Row + New Row

Remarks * Please Enter Remarks

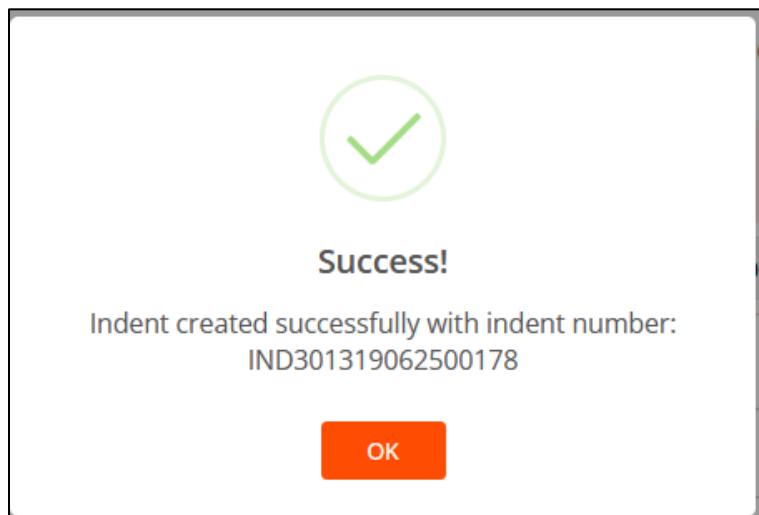
Cancel Save

Meghalaya Build V1.0.0.1 | Copyright © 2025

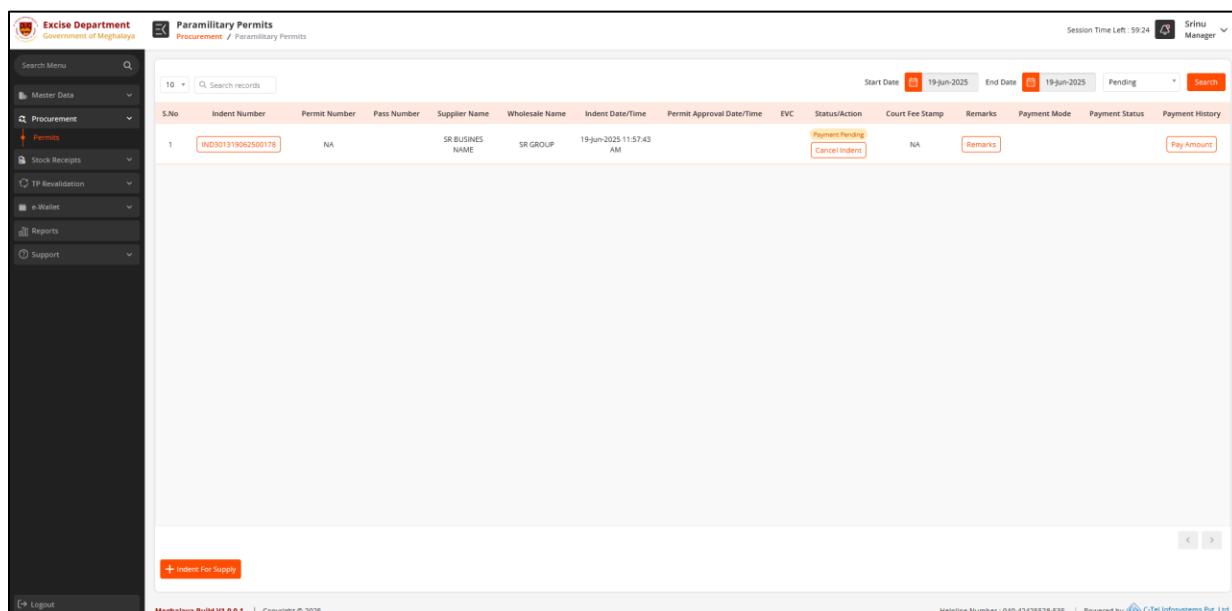
Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- 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.

Paramilitary Control & Regulation User Reference Manual

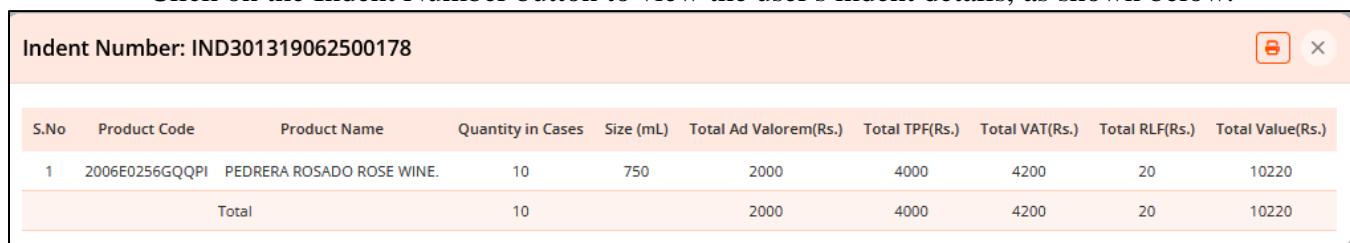


- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Indent View page, where all previously created indents can be viewed.



The screenshot shows the Paramilitary Permits Procurement interface. The left sidebar has a dark theme with categories like Excise Department, Master Data, Procurement (Permits selected), Stock Receipts, TP Revalidation, e-Wallet, Reports, and Support. The main content area has a light theme. At the top, it says "Paramilitary Permits Procurement / Paramilitary Permits". The top right shows "Session Time Left: 59:24" and "Srinu Manager". A search bar with "10" and "Search records" is present. Below is a table with columns: S.No, Indent Number, Permit Number, Pass Number, Supplier Name, Wholesale Name, Indent Date/Time, Permit Approval Date/Time, EVC, Status/Action, Court Fee Stamp, Remarks, Payment Mode, Payment Status, and Payment History. One row is shown with S.No 1, Indent Number "IND301319062500178", Permit Number NA, Supplier Name SR BUSINESS NAME, Wholesale Name SR GROUP, Indent Date/Time 19-Jun-2025 11:57:43 AM, Permit Approval Date/Time NA, EVC NA, Status/Action "Payment Pending", Court Fee Stamp NA, Remarks NA, Payment Mode NA, Payment Status NA, and Payment History NA. At the bottom, there are buttons for "Indent For Supply", "Logout", "Meghalaya Build V1.0.0.1 Copyright © 2025", "Helpline Number: 040-42429528-535", and "Powered by C-Tel Infosystems Pvt. Ltd".

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



The screenshot shows the details for Indent Number IND301319062500178. The top bar has a "Print" icon and a close "X" icon. The table below has columns: S.No, Product Code, Product Name, Quantity in Cases, Size (mL), Total Ad Valorem(Rs.), Total TPF(Rs.), Total VAT(Rs.), Total RLF(Rs.), and Total Value(Rs.). The data is as follows:

S.No	Product Code	Product Name	Quantity in Cases	Size (mL)	Total Ad Valorem(Rs.)	Total TPF(Rs.)	Total VAT(Rs.)	Total RLF(Rs.)	Total Value(Rs.)
1	2006E0256GQQPI	PEDRERA ROSADO ROSE WINE.	10	750	2000	4000	4200	20	10220
		Total	10		2000	4000	4200	20	10220

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

Paramilitary Control & Regulation User Reference Manual

M/S SR GROUP
(TEST, ETST, TEST, TEST, TEST, TEST, TEST, TEST, TEST, Eastern West Khasi Hills, Meghalaya - 346455)
Indent for Permit

Indent Number: IND301319062500178

Date : 19-Jun-2025 11:57:43 AM

Name and Address of the Importer (Consignee)	Name and Address of the Exporter (Consignor)
License Number: 64301373525(Wholesale)	License Number: 72200673525(Manufacturing Unit)
License Type: PAML	License Type: IMP
Firm Name: SR. GROUP	Firm Name: SR. BUSINES NAME
Address: TEST, ETST, TEST, TEST, TEST, TEST, TEST, TEST, Eastern West Khasi Hills, Meghalaya - 346455	Address: 8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454

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 TPF/IPF (Rs.)	Total VAT (Rs.)	Total RLF (Rs.)	Total Value (Rs.)
1	2006E0256GQQPI	PEDRERA ROSADO ROSE WINE.	WINE	Wine	750 X 12	Glass	Paramilitary Import	10	2000	4000	20	4200	10220
Total								10	2000	4000	20	4200	10220

Ad Valorem 2000 has been paid vide Challan Reference No. 451234569, Date: 30-Apr-2025 05:14:29 PM

TPF/IPF 4000 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM

VAT 20 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM

RLF 4200 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.

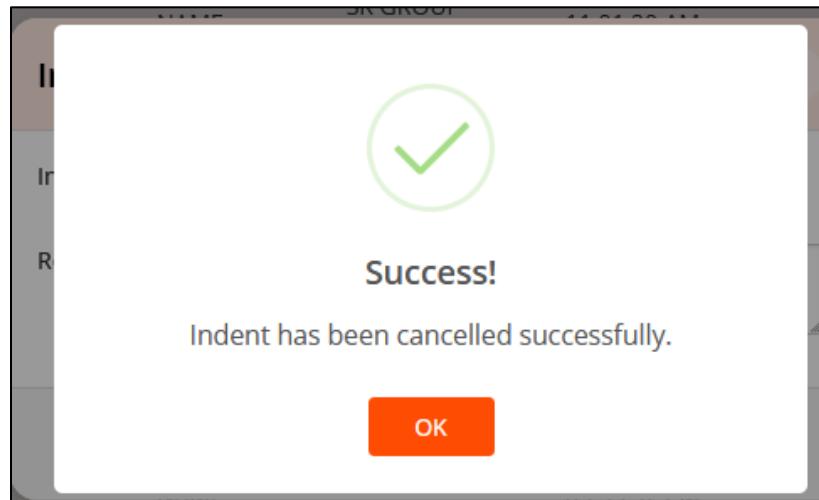
Indent Details

Indent Number IND301319062500178

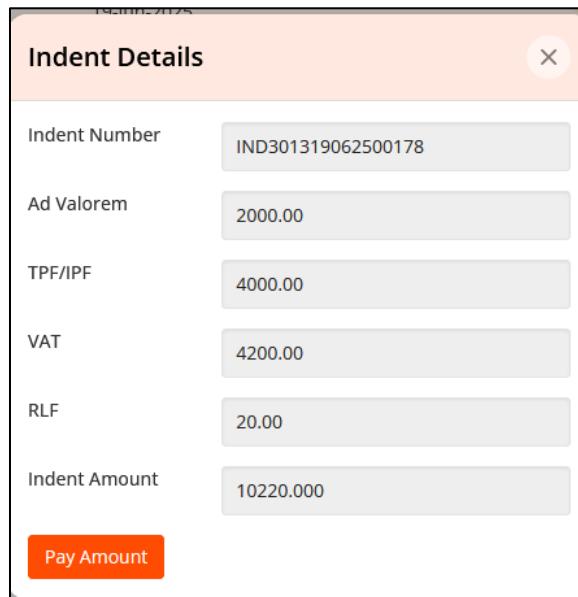
Remarks *:

Paramilitary Control & Regulation User Reference Manual

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

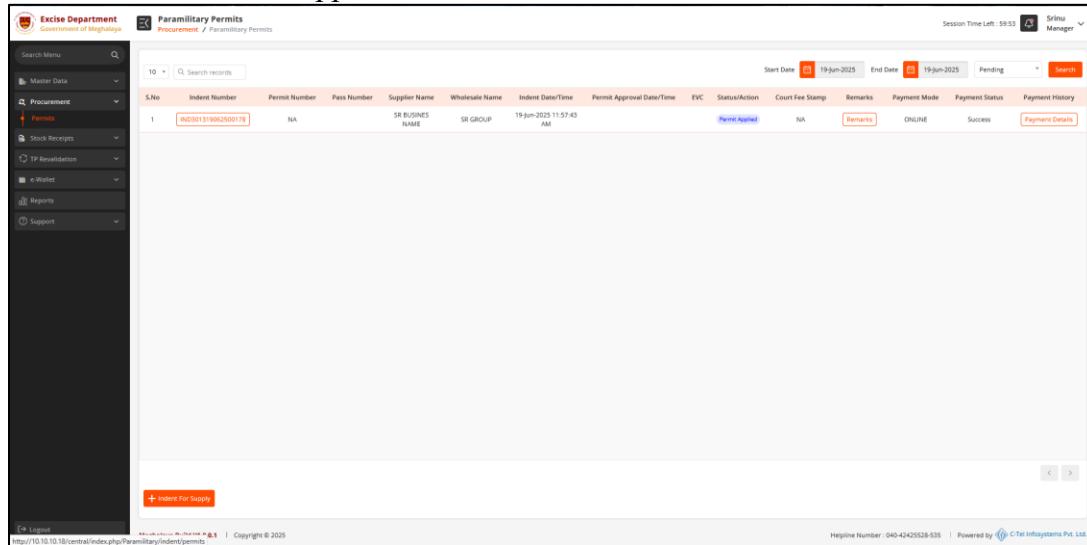


- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Indent View page, where previously cancelled indent can be viewed with cancelled status.
- If user want pay the amount then click on the 'Pay Amount' button do the payment.
- After click on the Pay Amount button. Indent details page is opening with 'Pay Amount' button.

A screenshot of an "Indent Details" pop-up window. The title bar is orange with the text "Indent Details" and a close button. The main area has a light grey background and contains six data entries in a table format. Each entry has a label on the left and a value on the right. At the bottom is a single orange button with the word "Pay Amount" in white.

Paramilitary Control & Regulation User Reference Manual

- After click on the Pay Amount button. Payment done successfully.
- The system will automatically redirect the user to the Indent View page, indent can be viewed with ‘Permit Applied’ status.

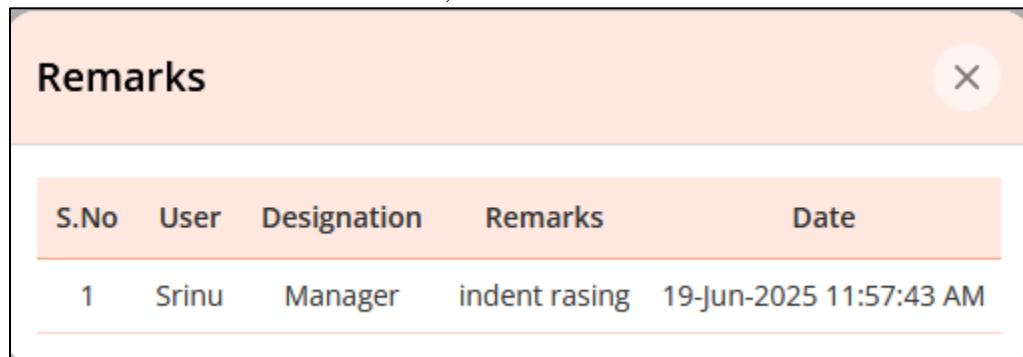


The screenshot shows a web-based application for Paramilitary Permits Procurement. The main header includes the Excise Department logo and the title 'Paramilitary Permits Procurement / Paramilitary Permits'. The left sidebar has a dark theme with various menu items like 'Master Data', 'Procurement', 'Permits' (which is selected and highlighted in orange), 'Stock Receipts', 'TP Reservation', 'e-Wallet', 'Reports', and 'Support'. The main content area has a light theme with a table showing an indent record. The table columns are: S.No, Indent Number, Permit Number, Pass Number, Supplier Name, Wholesale Name, Indent Date/Time, Permit Approval Date/Time, EVC, Status/Action, Count Fee Stamp, Remarks, Payment Mode, Payment Status, and Payment History. The data in the table is as follows:

S.No	Indent Number	Permit Number	Pass Number	Supplier Name	Wholesale Name	Indent Date/Time	Permit Approval Date/Time	EVC	Status/Action	Count Fee Stamp	Remarks	Payment Mode	Payment Status	Payment History
1	IND001319062500178	NA		SR BUSINESS NAME	SR GROUP	19-Jun-2025 11:57:43 AM			Permit Applied	NA	Remarks	ONLINE	Success	Payment Details

At the bottom of the page, there is a red button labeled '+ Indent For Supply' and a footer with copyright information and a helpline number.

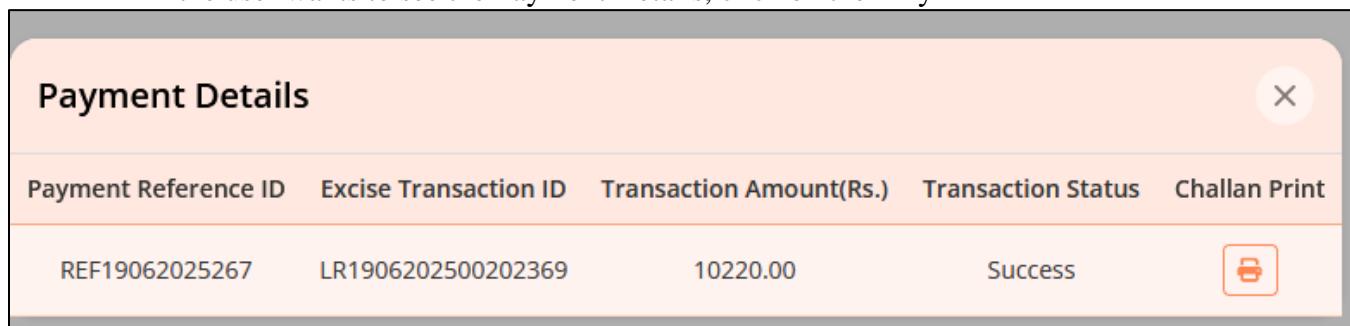
- If the user wants to see the remarks, click on the View icon to view them.



The screenshot shows a modal window titled 'Remarks'. The table inside the modal has the following columns: S.No, User, Designation, Remarks, and Date. There is one entry in the table:

S.No	User	Designation	Remarks	Date
1	Srinu	Manager	indent rasing	19-Jun-2025 11:57:43 AM

- If the user wants to see the Payment Details, click on the ‘Payment Details’ icon to view them.



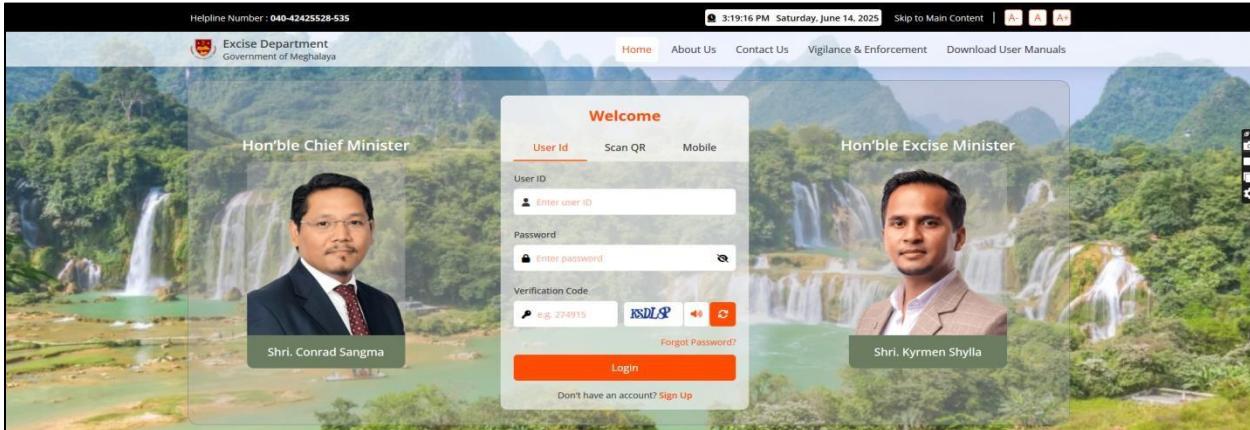
The screenshot shows a modal window titled 'Payment Details'. The table inside the modal has the following columns: Payment Reference ID, Excise Transaction ID, Transaction Amount(Rs.), Transaction Status, and Challan Print. The data is as follows:

Payment Reference ID	Excise Transaction ID	Transaction Amount(Rs.)	Transaction Status	Challan Print
REF19062025267	LR1906202500202369	10220.00	Success	

Paramilitary Control & Regulation User Reference Manual

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 'Paramilitary Permits' subtab from the main menu/dashboard.
- After clicking, the SOE will be redirected to the Indent View page.

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

Paramilitary Control & Regulation User Reference Manual

Indent Number: IND301319062500178 X

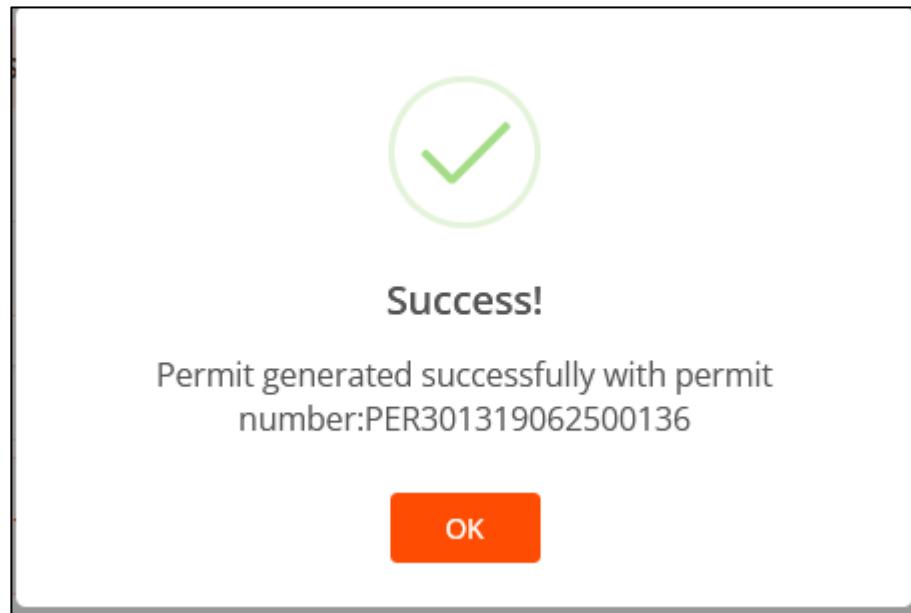
S.No	Product Code	Product Name	Size (mL)	Quantity in Cases	Total Ad Valorem(Rs.)	Total TPF/IPF(Rs.)	Total VAT(Rs.)	Total RLF(Rs.)	Total Value(Rs.)	
1	2006E0256GQQPI	PEDRERA ROSADO ROSE WINE.	750	10	2000	4000	4200	20	10220	
			Total		10	2000	4000	4200	20	10220

Permit Validity Date *: Court Fee Stamp *: Browse... No file selected.

Remarks *:

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



- 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

Paramilitary Control & Regulation User Reference Manual

Permit Number: PER301319062500136									 
S.No	Product Code	Product Name	Size (mL)	Quantity in Cases	Total Ad Valorem(Rs.)	Total TPF/IPF(Rs.)	Total VAT(Rs.)	Total RLF(Rs.)	Total Value(Rs.)
1	2006E0256GQQPI	PEDRERA ROSADO ROSE WINE.	750	10	2000	4000	4200	20	10220
		Total		10	2000	4000	4200	20	10220

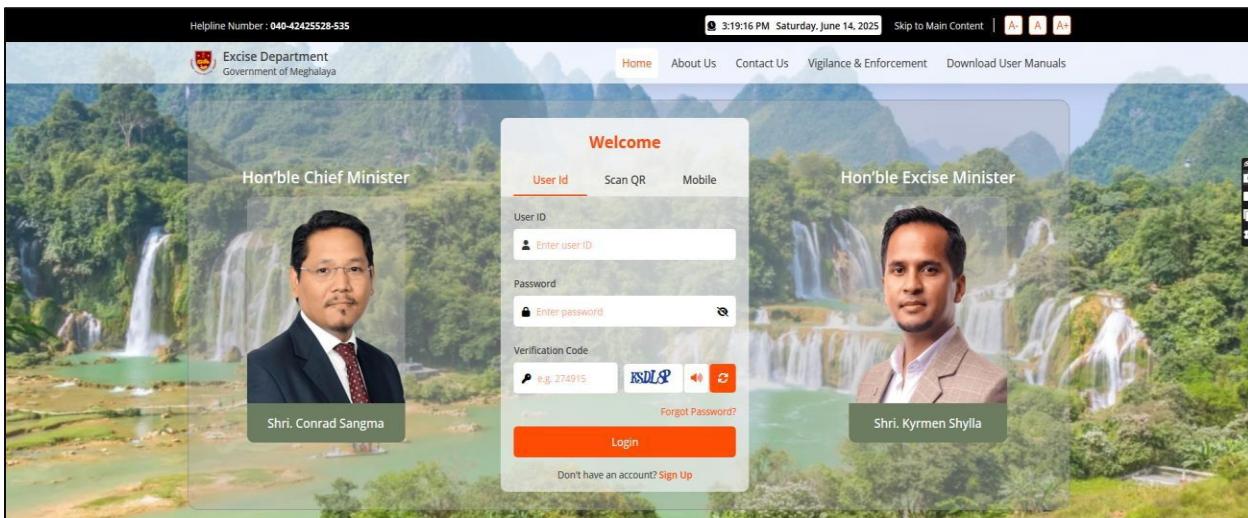
- User click the print icon to view the Permit print out as shown below.

 EXCISE DEPARTMENT GOVERNMENT OF MEGHALAYA Transport/Import Permit													
Indent Number: IND301319062500178 Permit Number: PER301319062500136 Date & Time of Issue: 19-Jun-2025 01:03:33 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: 64301373525(Wholesale)						License Number: 72200673525(Manufacturing Unit)							
License Type: PAML						License Type: IMP							
Firm Name: SR GROUP						Firm Name: SR BUSINES NAME							
Address: TEST, ETST, TEST, TEST, TEST, TEST, TEST, TEST, Eastern West Khasi Hills, Meghalaya - 346455						Address: 8-25 hyd, KHAMMAM, KALLURU, Eastern West Khasi Hills, Meghalaya - 502454							
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 TPF/IPF (Rs.)	Total VAT (Rs.)	Total RLF (Rs.)	Total Value (Rs.)
1	2006E0256GQQPI	PEDRERA ROSADO ROSE WINE.	WINE	Wine	750 X 12	Glass	Paramilitary Import	10	2000	4000	20	4200	10220
Total								10	2000	4000	20	4200	10220
Ad Valorem 2000 has been paid vide Challan Reference No. 451234569, Date: 30-Apr-2025 05:14:29 PM TPF/IPF 4000 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM VAT 20 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM RLF 4200 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM													
													
Eastern West Khasi Hills Superintendent of Excise													

Paramilitary Control & Regulation User Reference Manual

4. Importer Shipment

- The importer 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.



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

- Click on the Dispatch tab. Then Click on the Pass Sub tab
- Click on the permits tab.

Paramilitary Control & Regulation User Reference Manual

- Click on the + Shipment tab.
- After clicking the will be redirected to the Import Shipment page.

- Select a permit number from the dropdown list of available permits.
- After selecting the permit number, the source, destination, product details, and validity period of the permit will be automatically fetched and displayed.

Paramilitary Control & Regulation User Reference Manual

Import Shipment

Import Permit Number*	<input type="text" value="PER301319062500136"/>	Place to which the consignment will reach	<input type="text" value="SR GROUP"/>
Place from which the consignment will start	<input type="text" value="SR BUSINESS NAME"/>	Route (state whether Road / Rail / Air / Road-Cum-Rail Etc.)	<input type="text"/>
Validity period of the permit	<input type="text" value="30-Jun-2025 23:59:59"/>	Vehicle Number*	<input type="text"/>
Vehicle Capacity*	<input type="text"/>	Transporter*	<input type="text"/>
LR Number*	<input type="text"/>	Lr Date*	<input type="text" value="19-Jun-2025"/>

Product Code	Product Name	Size(ml UPC)	Pack Type	Approved Quantity (Cases)	Batch
2006E0256GQQPI	PEDRERA ROSADO ROSE W	750.00 12	G	10	<button style="background-color: #ff5722; color: white; border: none; padding: 2px 5px;">Add Batch</button>

X Cancel
✓ Save

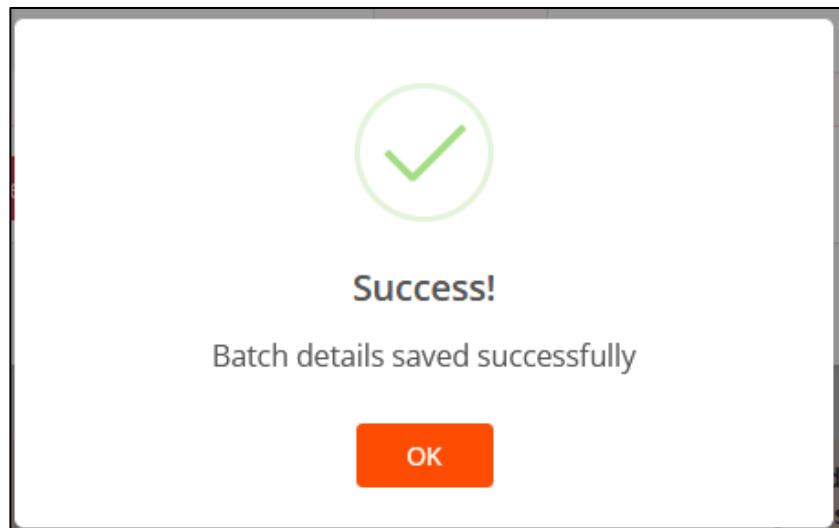
- Enter Vehicle Capacity.
- Enter LR Number.
- Enter Route.
- Enter Vehicle Number.
- Enter Transporter.
- Click on Add Batch button. After click on Add Batch

Add Batch For The Product PEDRERA ROSADO ROSE WINE.

Batch Number	Quantity
BT	
- Remove Row + New Row	
Save	

Paramilitary Control & Regulation User Reference Manual

- If the user wants to add multiple batches, click the '+ New Row' button. To remove unnecessary rows, select the row then click on '– Remove Row' button.
- Enter the Batch Number.
- Enter the Quantity.
- After filling in all the mandatory fields, click the 'Save' button. After click on Save button success pop-up message will appear.



- Click on the "OK" button in the confirmation pop-up.
- The system will automatically user redirected to the Import Shipment page, where all previously added batch details can be viewed.

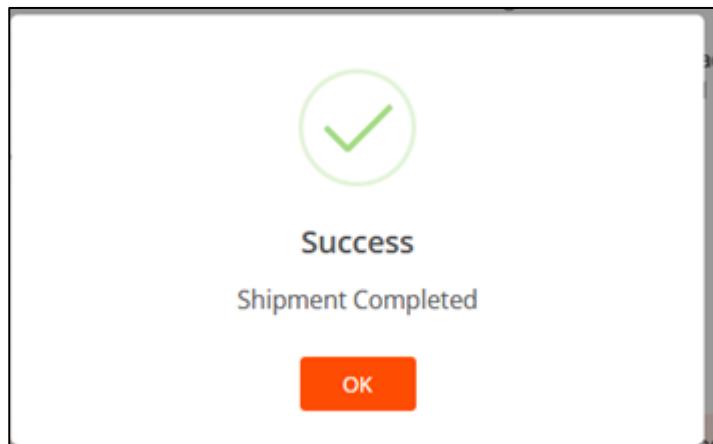
Import Shipment

Import Permit Number*	PER301319062500136	Place to which the consignment will reach	SR GROUP			
Place from which the consignment will start	SR BUSINESS NAME	Route (state whether Road / Rail / Air / Road-Cum-Rail Etc.)	hyd			
Validity period of the permit	30-Jun-2025 23:59:59	Vehicle Number*	AP76YT5434			
Vehicle Capacity*	6000	Transporter*	srinivas			
LR Number*	LR46456	Lr Date*	19-Jun-2025			
Product Code	Product Name	Size(ml UPC)	Pack Type	Approved Quantity (Cases)	Batch number	Shipment Qty
2006E0256GQQPI	PEDRERA ROSADO RC	750.00 12	G	10	BTMR01	10

Cancel **Save**

Paramilitary Control & Regulation User Reference Manual

- If the user clicks on the Clear Batch button, the previously added batch details will be cleared to allow adding new batch details.
- If user click on Cancel button shipment details are will be cleared to allow adding new shipment details.
- Click on the Save button. confirmation pop-up message will be displayed on the screen.

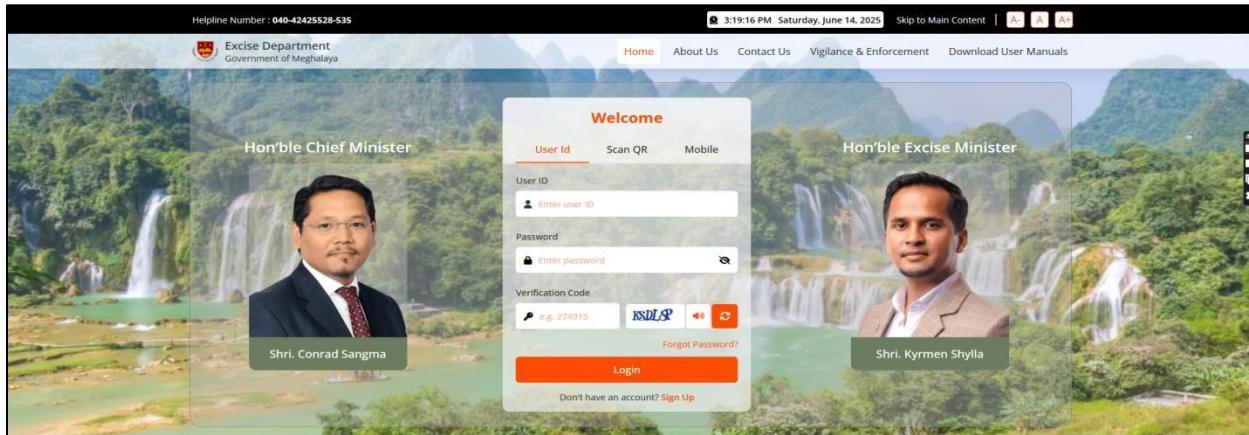


- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Pass View page, where all previously created Passes can be viewed.

5. Receiving

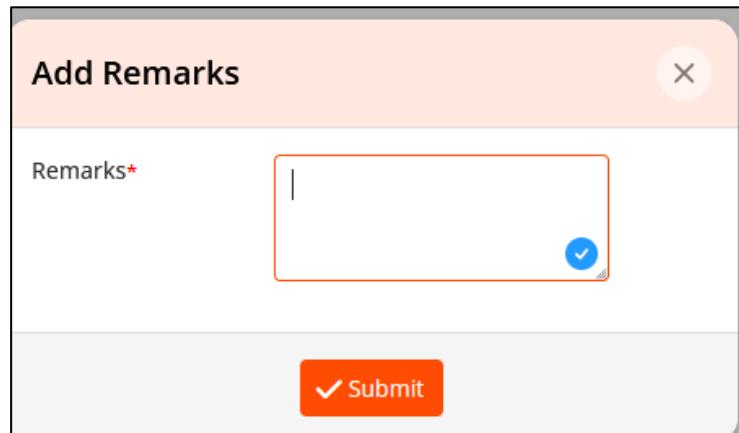
- The Paramilitary Manager must enter their User ID and Password in the respective fields.
- Enter the valid captcha in the respective fields.
- Click the login button to access the application dashboard

Paramilitary Control & Regulation User Reference Manual

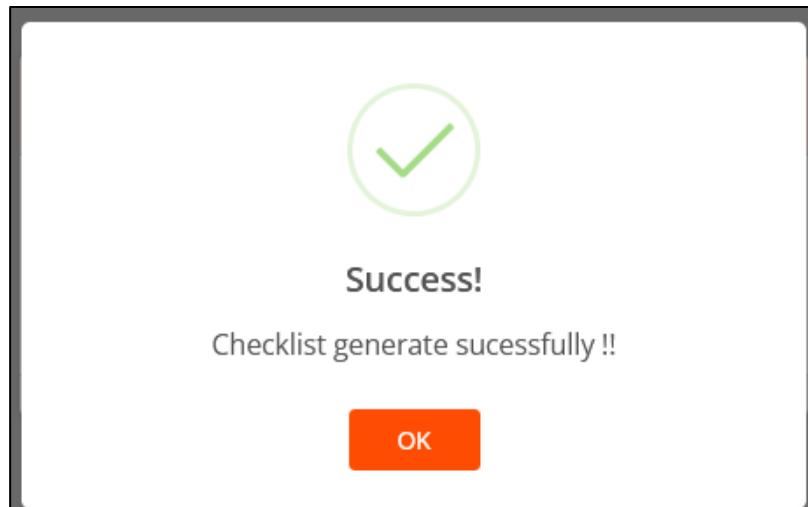


- Click on the " Stock Receipts" tab and then click on 'Shipment' subtab from the main menu/dashboard.
- After clicking, the paramilitary manager will be redirected to the Shipment View page.

- Clicking the Generate Checklist tab. User can view the generate check list enter Remarks page.

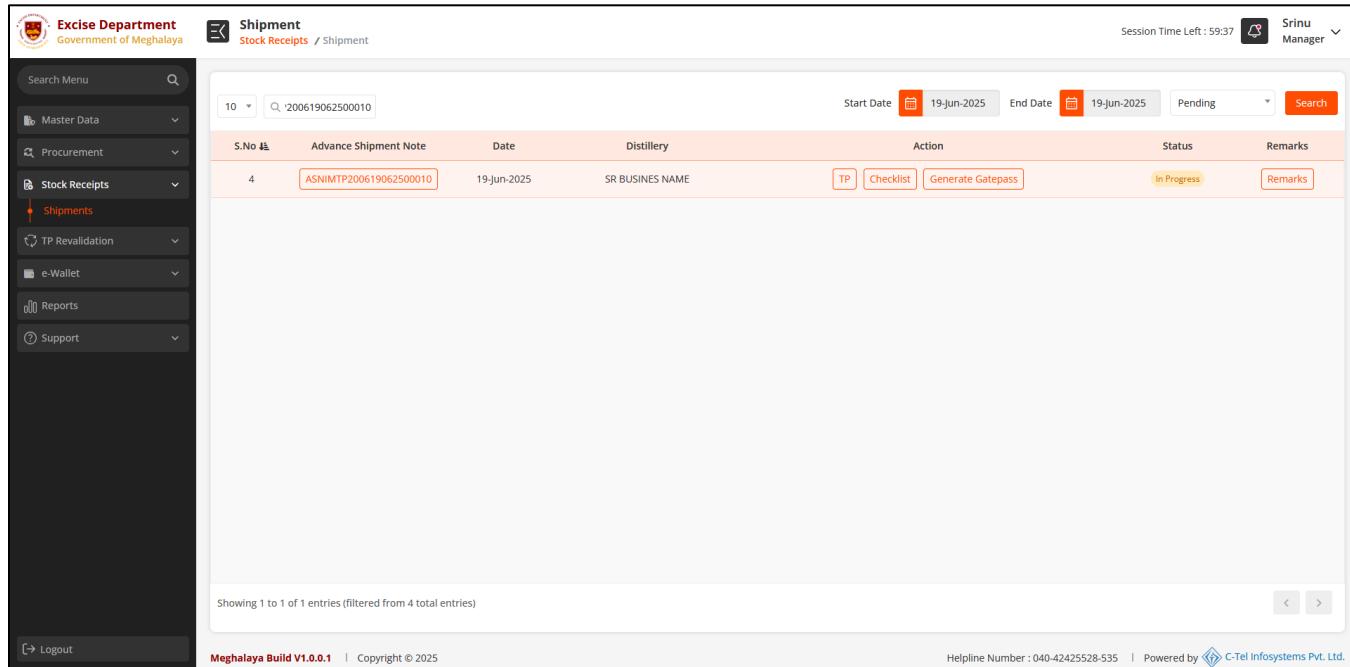


- Enter the remarks. Then click on Submit.
- A confirmation pop-up message will be displayed on the screen.



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

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Excise Department
Government of Meghalaya

Shipment
Stock Receipts / Shipment

Session Time Left : 59:37 Srinu Manager

Search Menu

Master Data

Procurement

Stock Receipts

Shipments

TP Revalidation

e-Wallet

Reports

Support

Logout

10 200619062500010

Start Date: 19-Jun-2025 End Date: 19-Jun-2025 Pending

S.No Advance Shipment Note Date Distillery Action Status Remarks

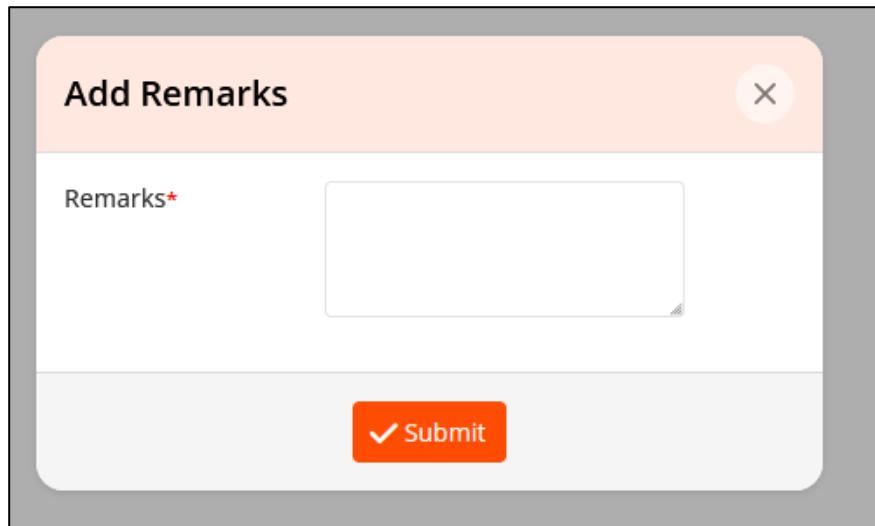
4 ASNIMTP200619062500010 19-Jun-2025 SR BUSINESS NAME TP Checklist Generate Gatepass In Progress Remarks

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

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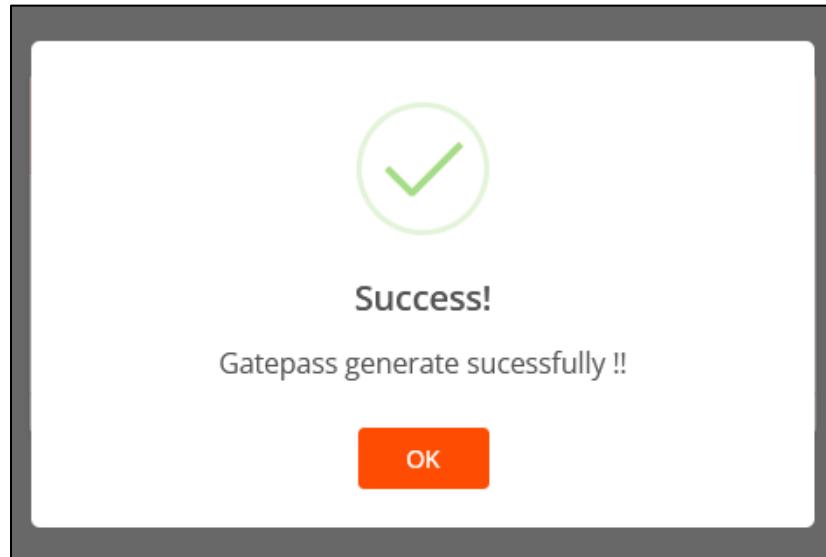
Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- Clicking the Generate Gatepass tab. User can view the generate Gatepass enter Remarks page.



- Enter the remarks. Then click on Submit.
- A confirmation pop-up message will be displayed on the screen.

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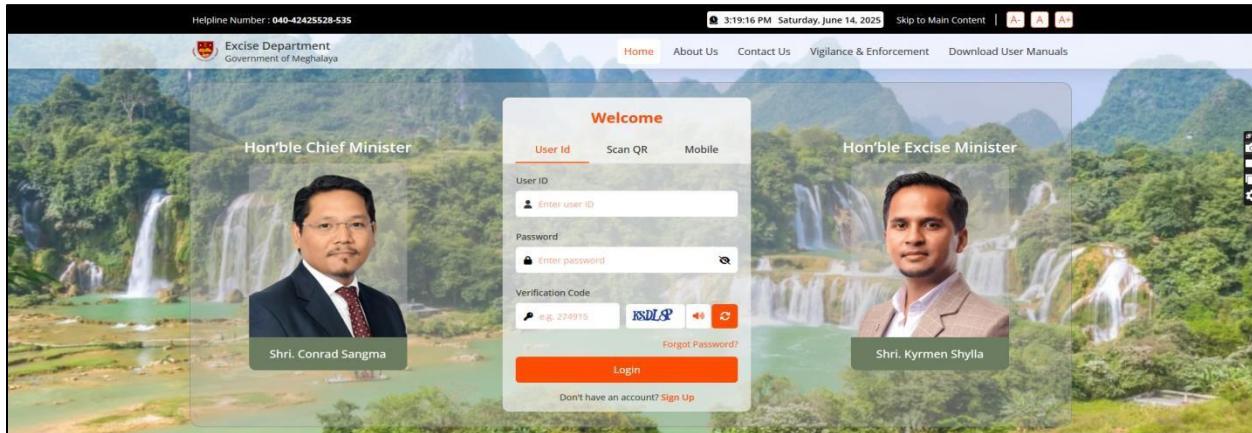
- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Shipment View page, where all previously Generated gatepass can be viewed.

A screenshot of the Shipment View page. The page has a dark sidebar on the left with various menu items like Master Data, Procurement, Stock Receipts, Shipments, TP Revalidation, e-Wallet, Reports, and Support. The main content area shows a table with one row of data. The table columns are S.No, Advance Shipment Note, Date, Distillery, Action, Status, and Remarks. The data row shows S.No 4, Advance Shipment Note ASNIMTP200619062500010, Date 19-Jun-2025, Distillery SR BUSINES NAME, Action TP, Checklist, Gatepass, EVC Pending, Status In Progress, and Remarks. At the bottom, it says "Showing 1 to 1 of 1 entries (filtered from 4 total entries)".

S.No	Advance Shipment Note	Date	Distillery	Action	Status	Remarks
4	ASNIMTP200619062500010	19-Jun-2025	SR BUSINES NAME	TP, Checklist, Gatepass, EVC Pending	In Progress	Remarks

6. EVC generation

- The ESO 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 " Stock Receipts" tab and then click on 'Shipment' subtab from the main menu/dashboard.

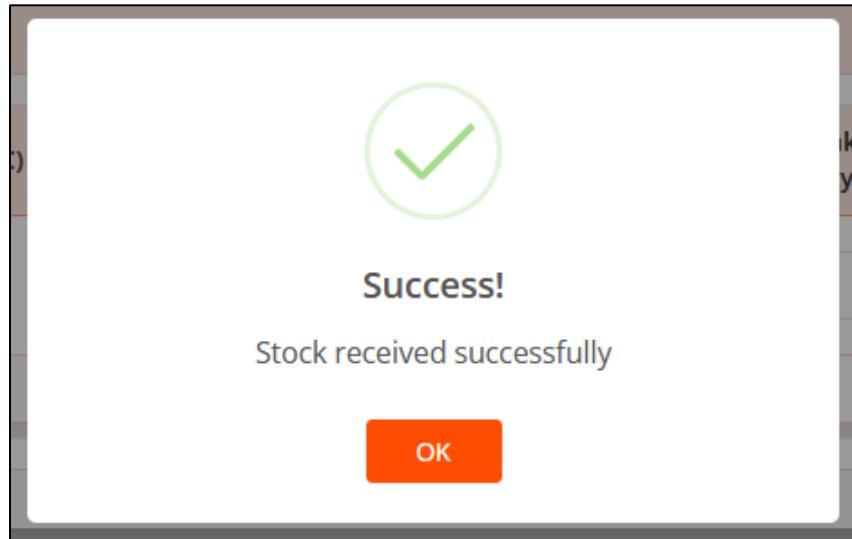
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- Clicking the Generate EVC tab. User can view the generate EVC page.

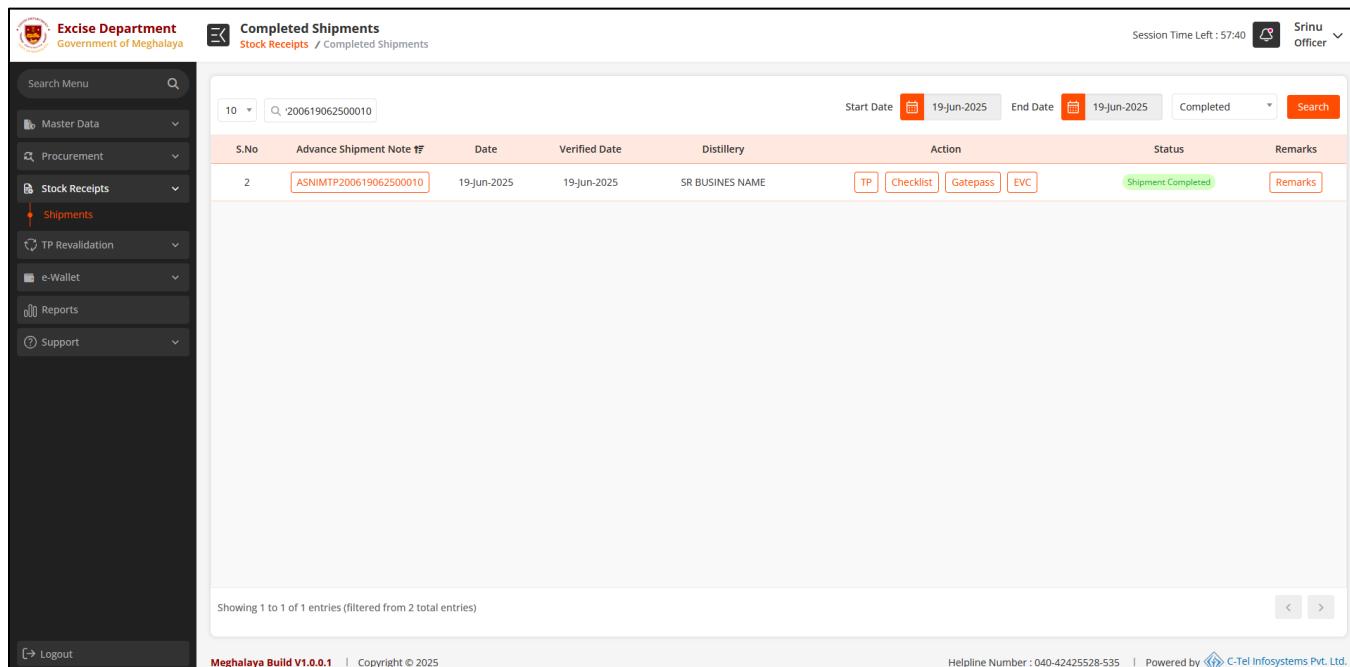
Product Code	Brand Name	Size(ML x UPC)	Shipment Quantity	Received Quantity(Cases)	Received Quantity(Bottles)	Breakage Quantity(Cases)	Breakage Quantity(Bottles)	Shortage (Cases)	Shortage Quantity(Bottles)
2006E0256GQQPI	PEDRERA ROSADO ROSE WINE.	750 X 12	10	0	0	0	0	0	0
Total			10						

- If any bottles and cases 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 Shipments View page, Shipment can be viewed with 'Shipment Completed' status.



S.No	Advance Shipment Note #	Date	Verified Date	Distillery	Action	Status	Remarks
2	ASNIMTP200619062500010	19-Jun-2025	19-Jun-2025	SR BUSINESS NAME	TP, Checklist, Gatepass, EVC	Shipment Completed	Remarks

Thank You