Excise Department
Government of Meghalaya

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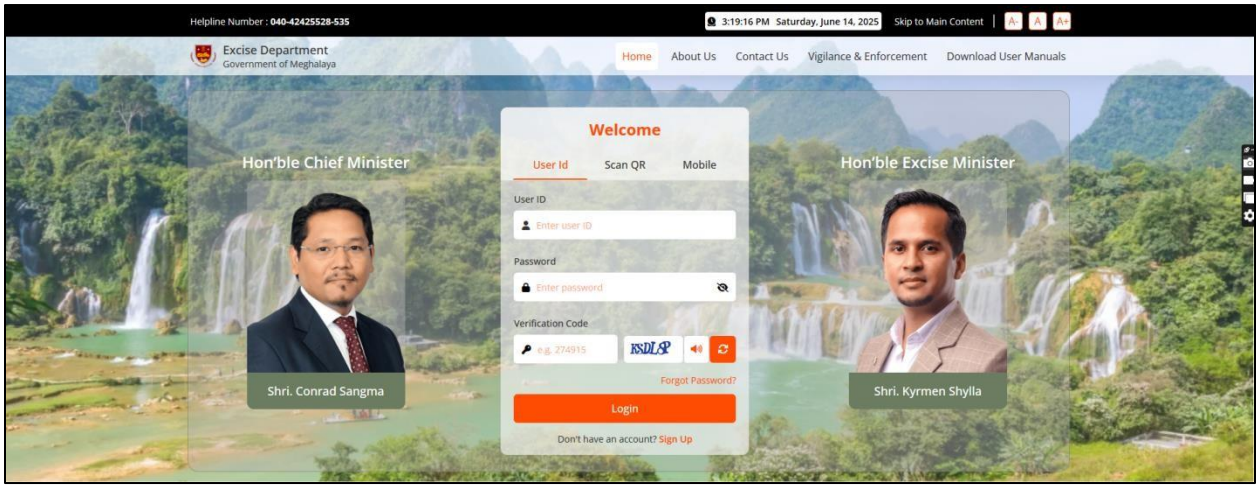
1. Overview

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.

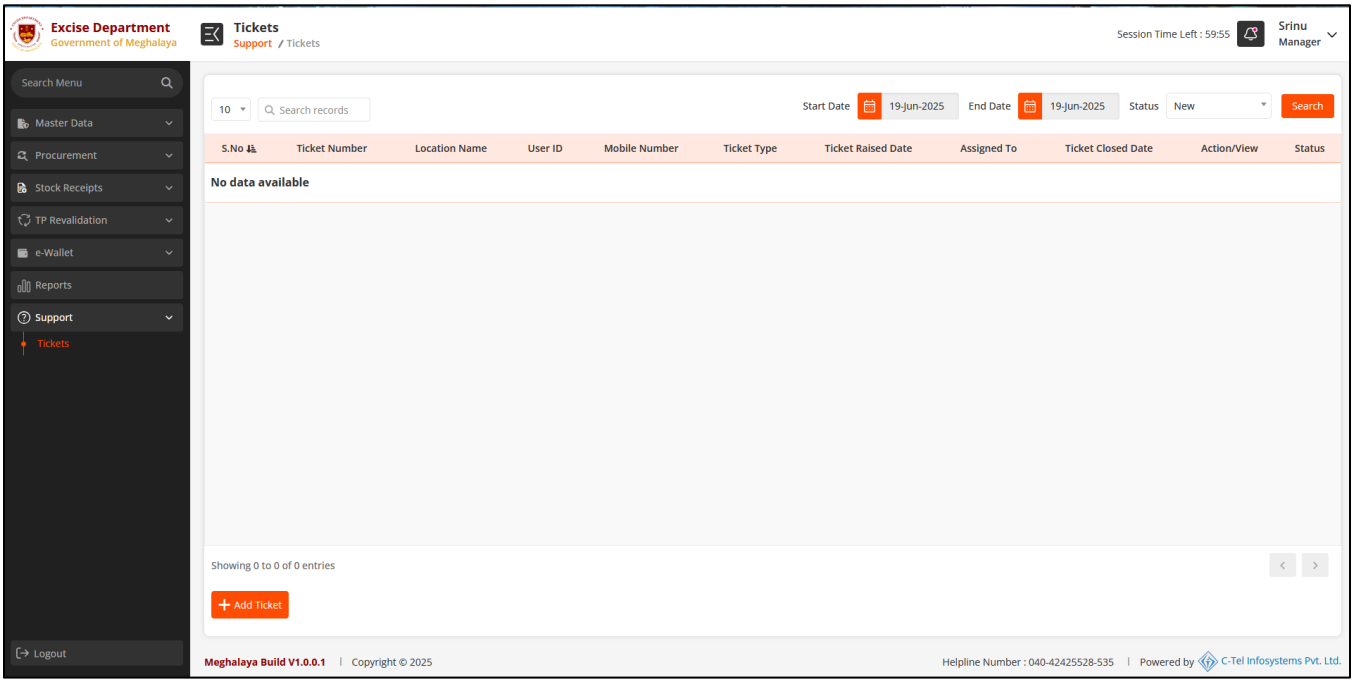
Audience: End users

2. Login Page

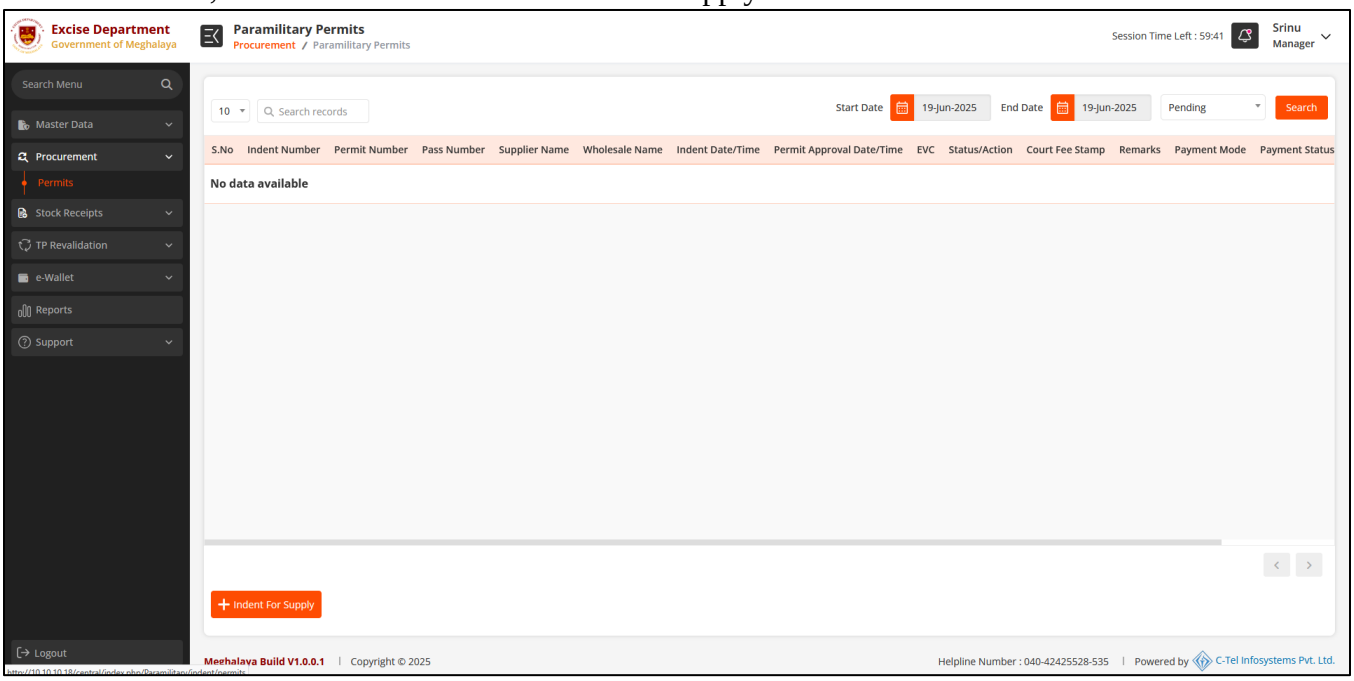
- Enter your User ID and Password in the respective fields.
- Enter valid captcha in the respective fields.
- Click the login button to access the application dashboard.



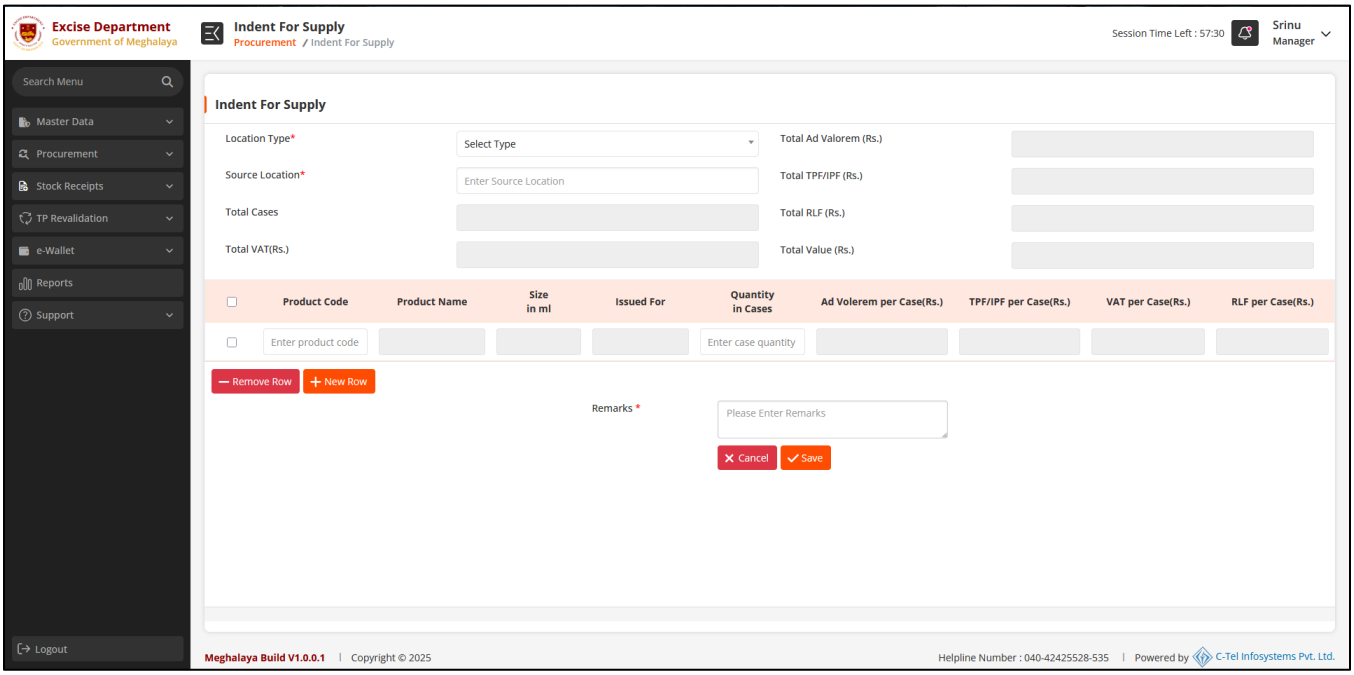
- Upon successful login to the application, the screen will display the following tabs.



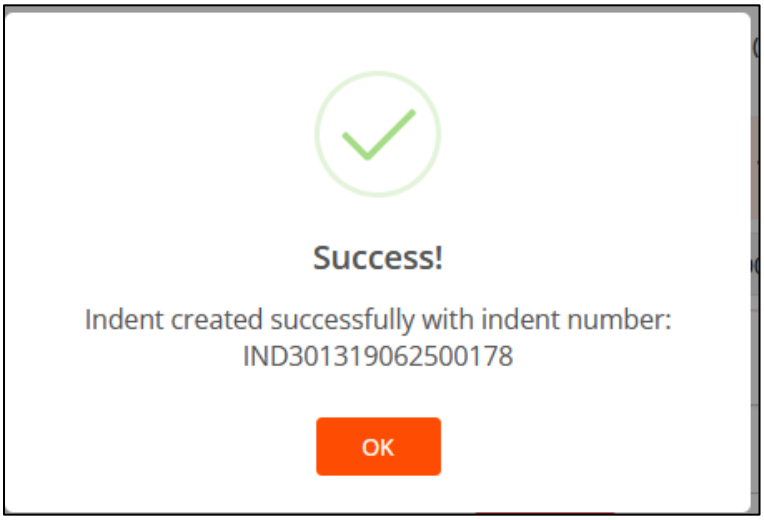
- The user clicks on the Procurement tab.
- Then, the user clicks on the + Indent For Supply.



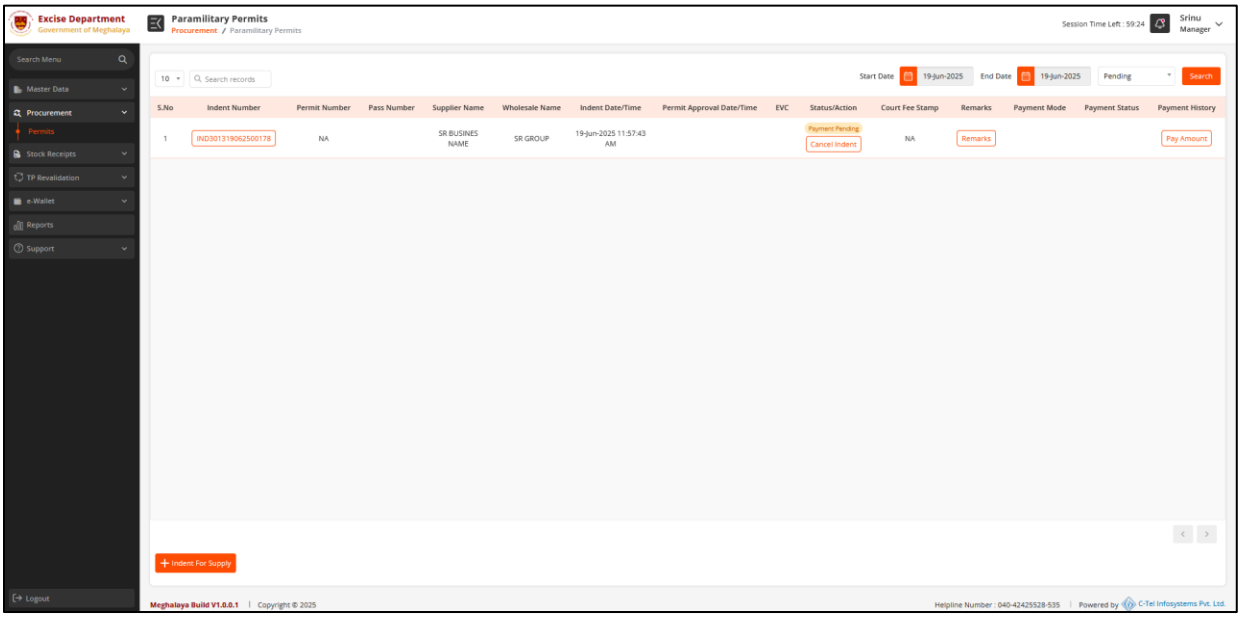
- The user chooses the Location Type from the available options.
- Next, the user selects the Source Location.
- If the user wants to add multiple products, click the '+ New Row' button. To remove unnecessary rows, select the row then click on '– Remove Row' button
- Next, the user enters the product 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



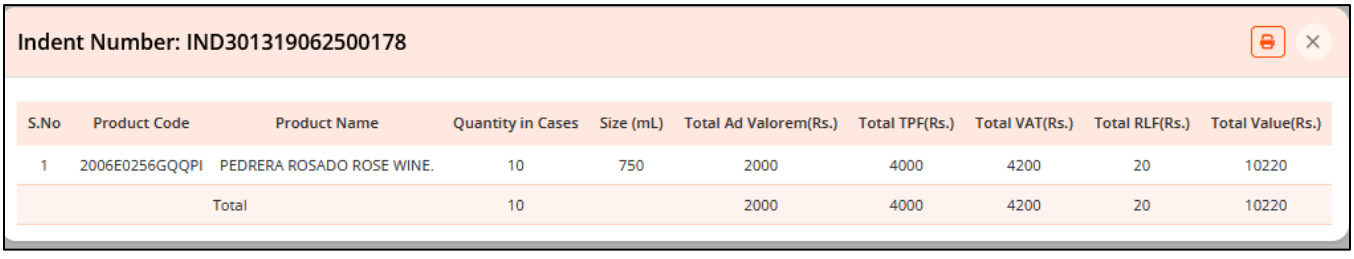
- After filling in all the mandatory fields, click the 'Save' button.
- If the user clicks the 'Cancel' button, they will be directed to the Indenting page without saving the details.
- After click on Save button.
- If the indent is saved successfully, a confirmation pop-up message will be displayed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



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



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.

M/S SR GROUP
(TEST, ETST, 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**

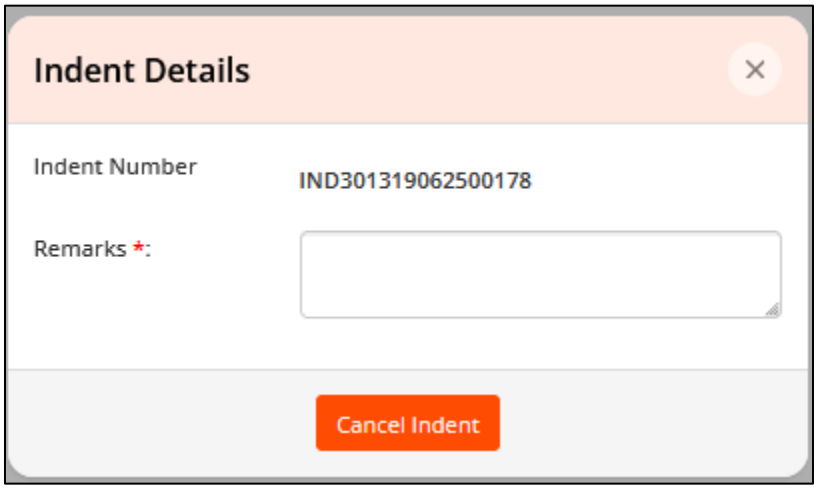
TPF/IPF **4000** has been paid vide Challan Reference No. **351234539**, Date: **30-Apr-2025 05:14:29 PM**

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

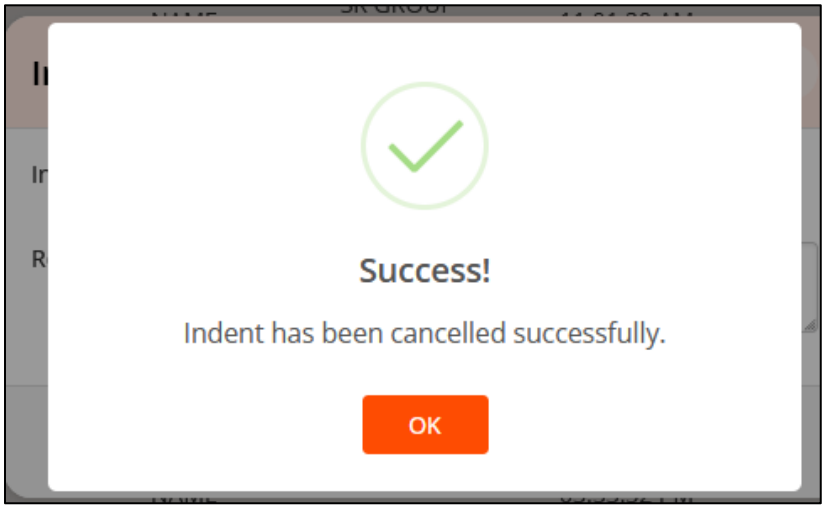
RLF **4200** has been paid vide Challan Reference No. **351234539**, Date: **30-Apr-2025 05:14:29 PM**

Yours Faithfully,
Srinu
Manager

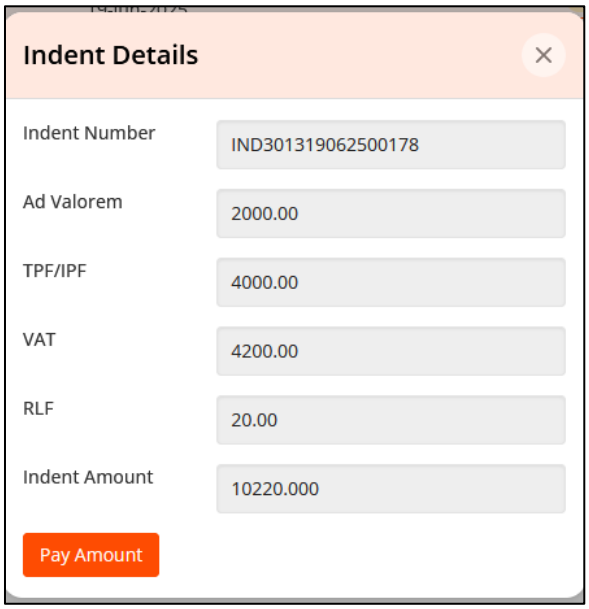
- If user want cancel the indent then click on ‘Cancel Indent’ button.



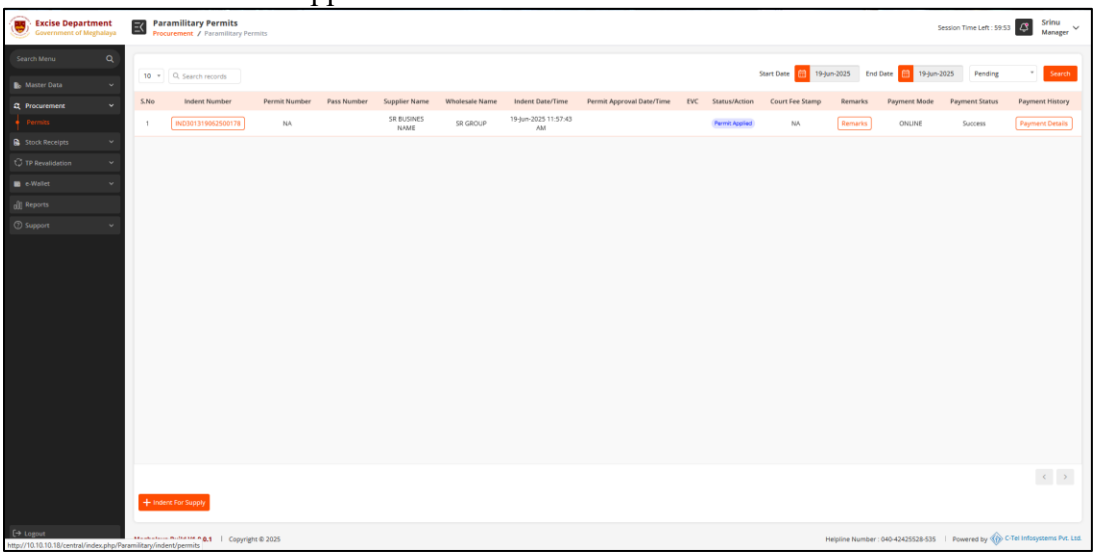
- Enter the remarks.
- After filling in all the mandatory fields, click the 'Cancel Indent' button.
- The indent is cancelled successfully, and a confirmation pop-up message will be displayed on the screen.



- 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.

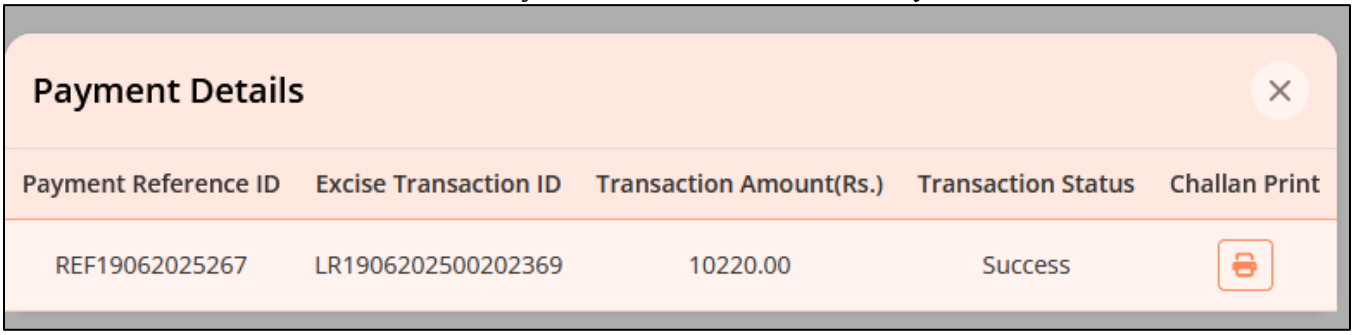


- After click on the Pay Amount button. Payment done successfully.
- The system will automatically redirect the user to the Indent View page, indent can be viewed with ‘Permit Applied’ status.



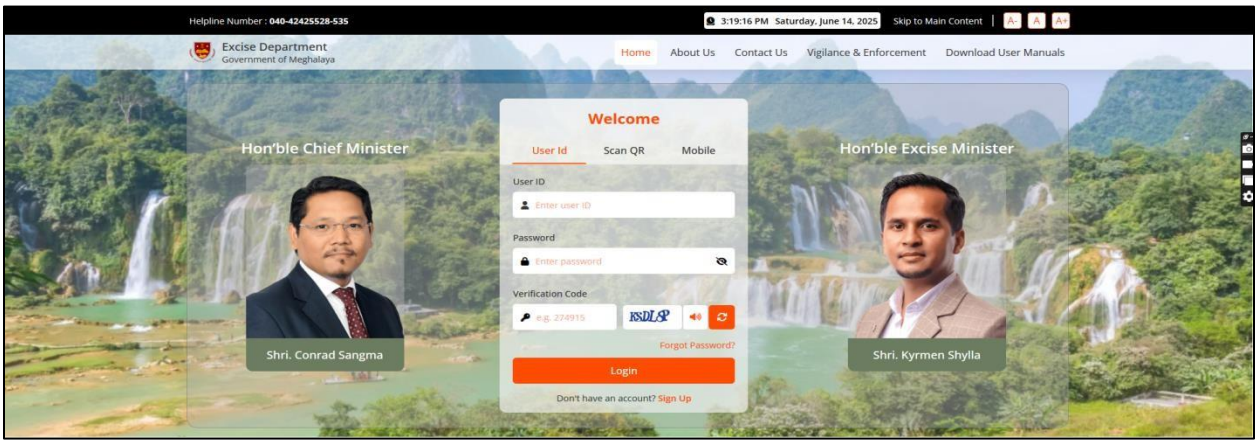
- If the user wants to see the remarks, click on the View icon to view them.

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

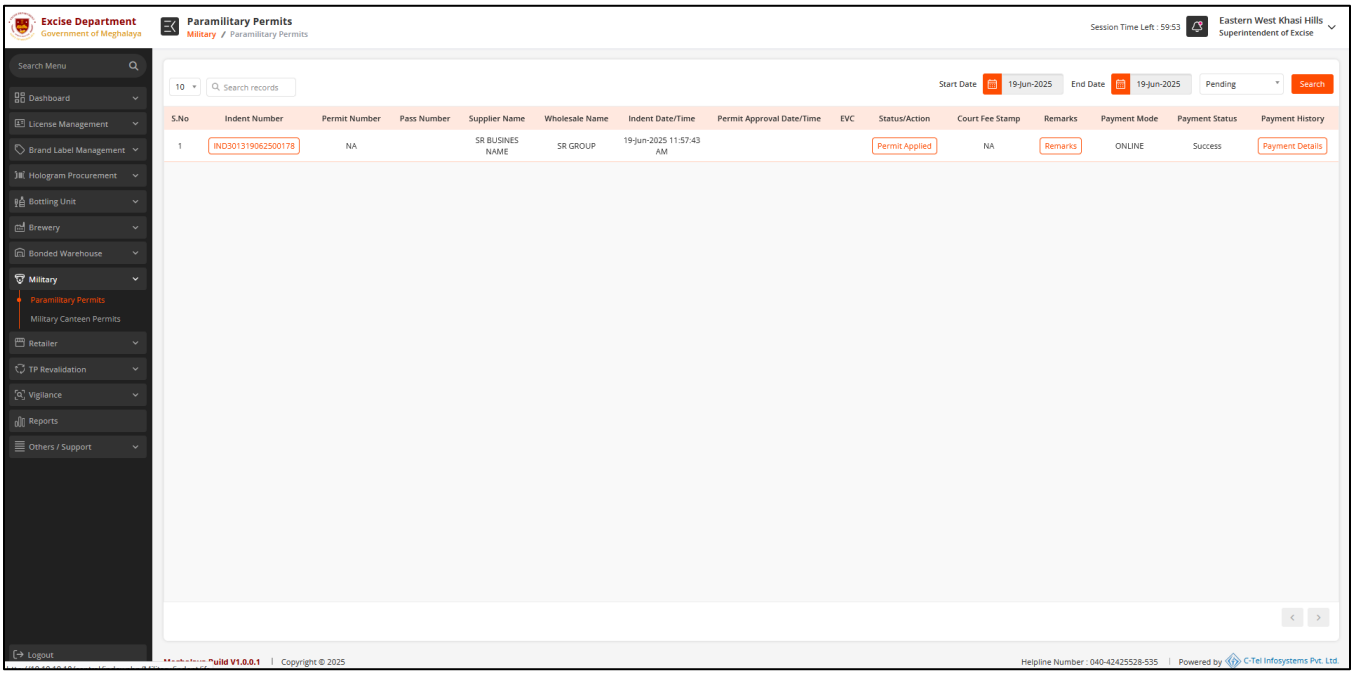


3. Permit Issued

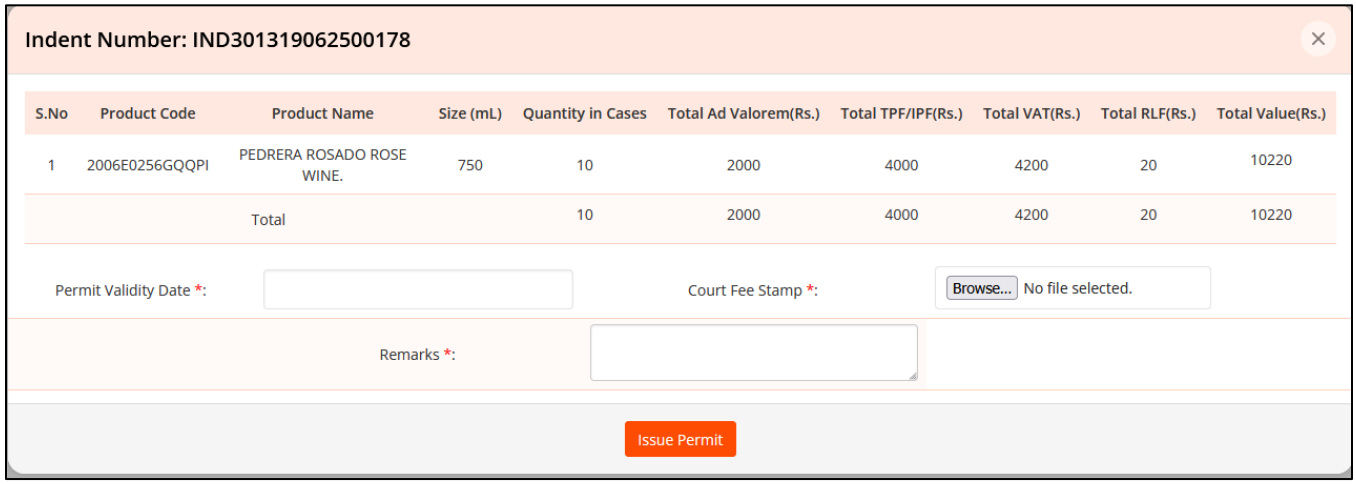
- The SOE Manager must enter their User ID and Password in the respective fields.
- Enter the valid captcha in the respective fields.
- Click the login button to access the application dashboard.



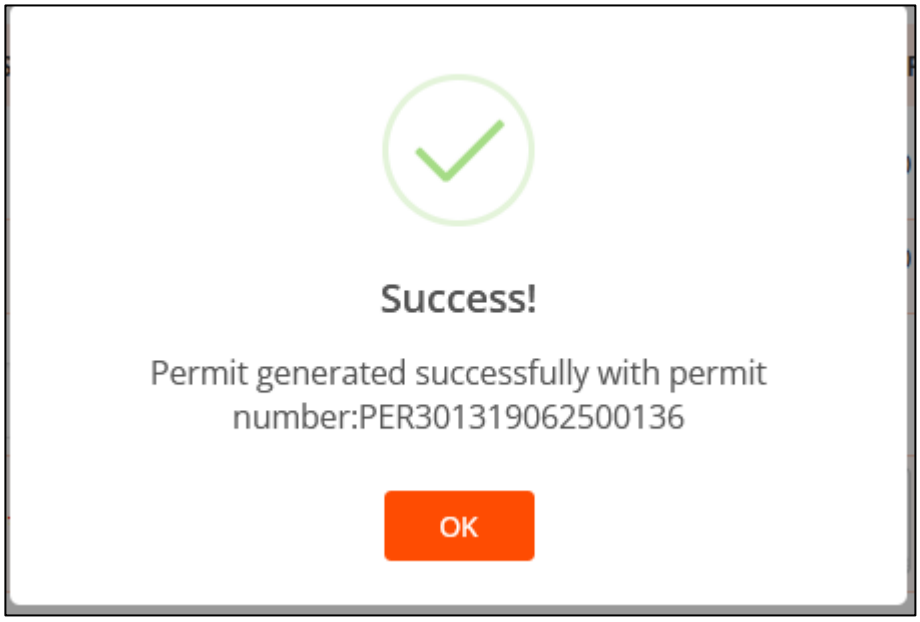
- Click on the "Military" tab and then click on ‘Paramilitary Permits’ subtab from the main menu/dashboard.
- After clicking, the SOE will be redirected to the Indent View page.



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



- 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

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**

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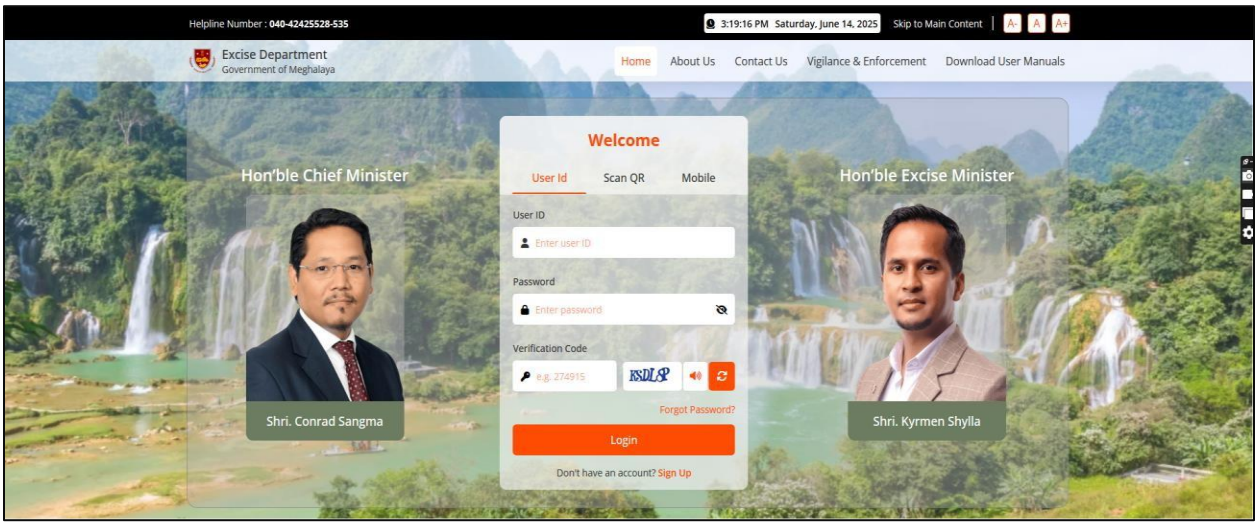
RLF **4200** has been paid vide Challan Reference No. **351234539**, Date: **30-Apr-2025 05:14:29 PM**

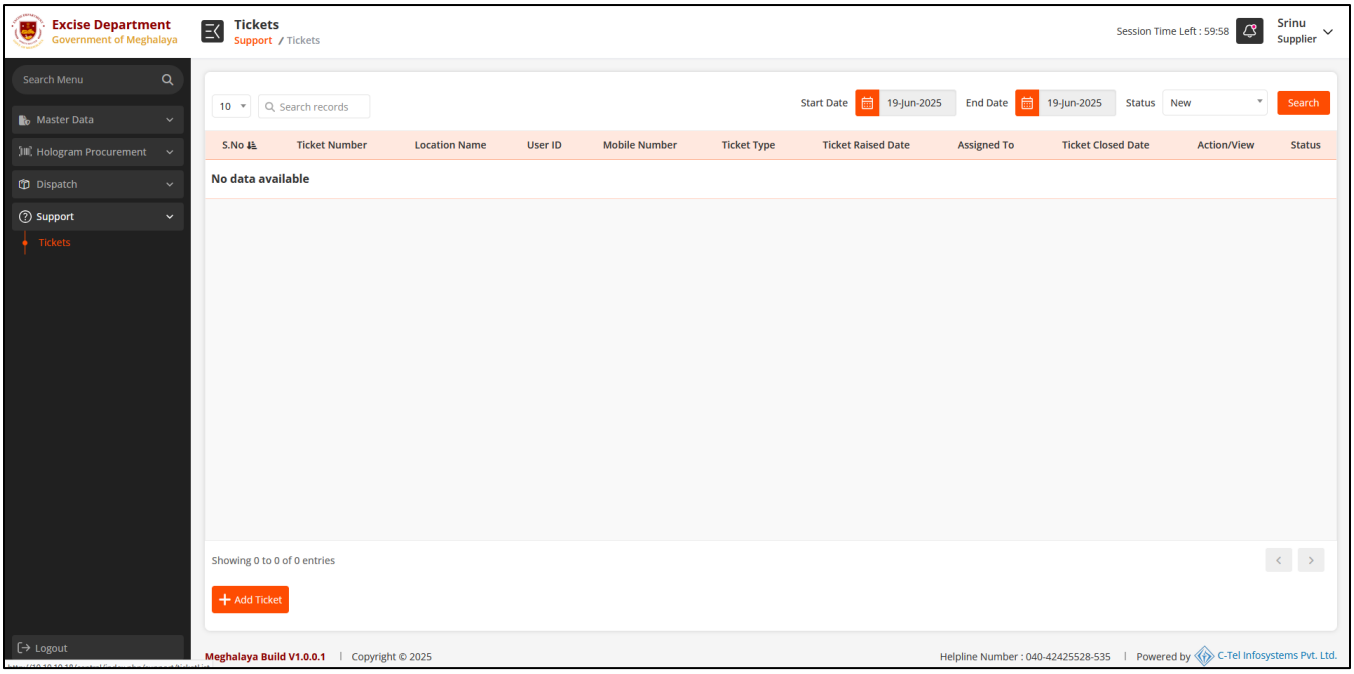
Eastern West Khasi Hills
Superintendent of Excise

4. Importer Shipment

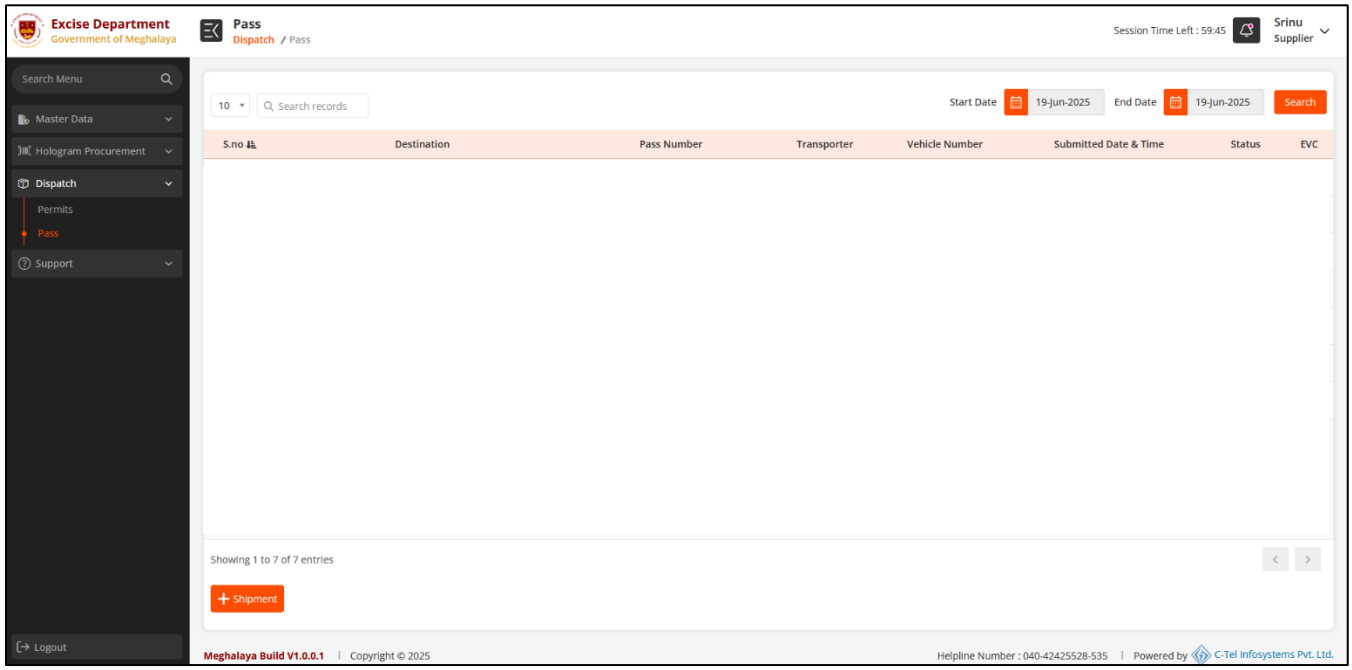
- The importer must enter their User ID and Password in the respective login fields on the login screen.
- Enter the valid captcha in the respective fields.
- Click the login button to access the application dashboard.



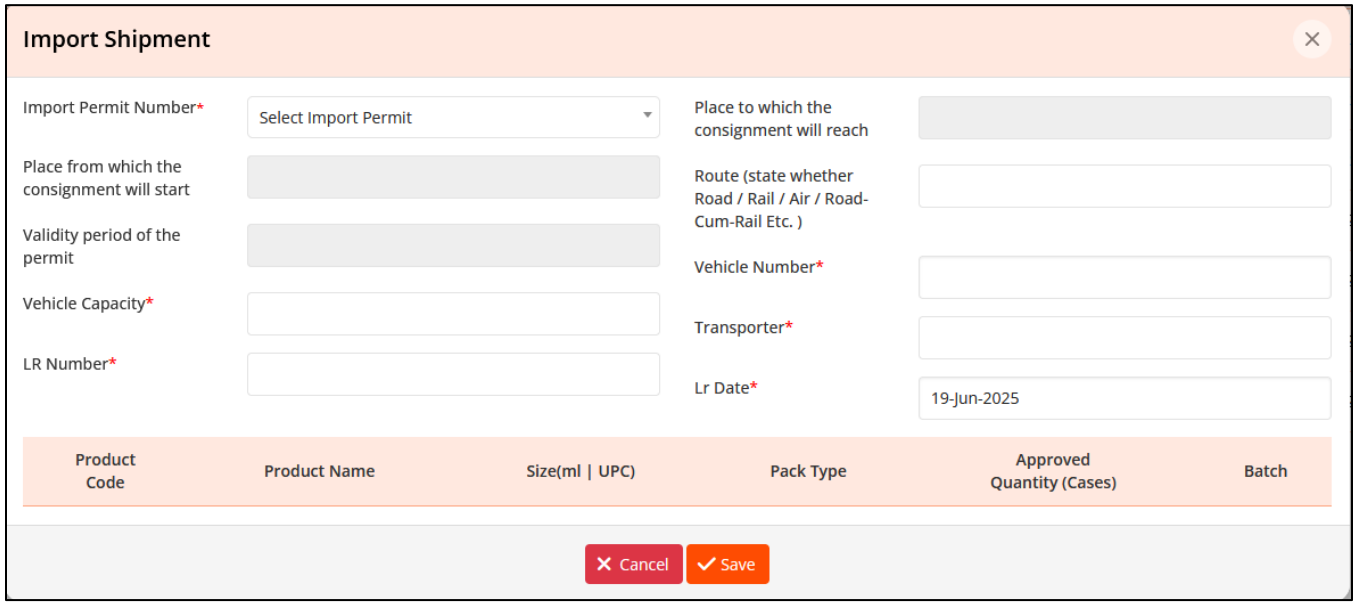
- Upon successful login to the application, the screen will display the following tabs.



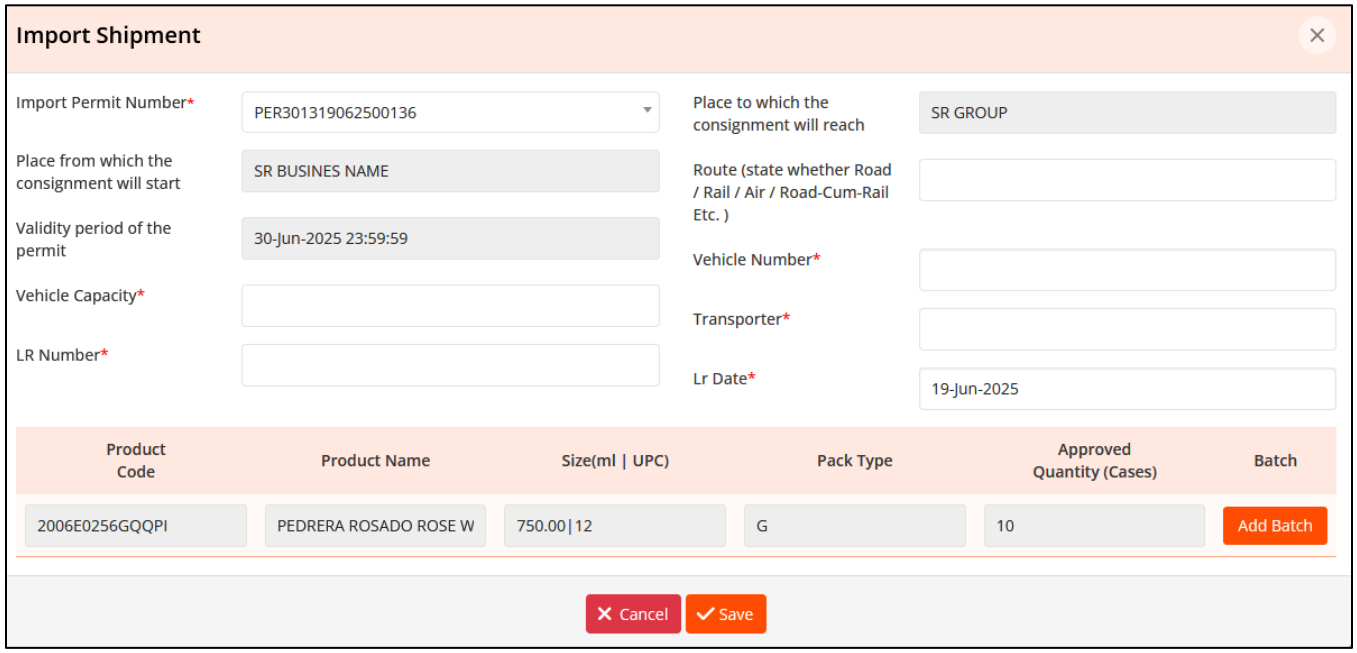
- Click on the Dispatch tab. Then Click on the Pass Sub tab
- Click on the permits tab.



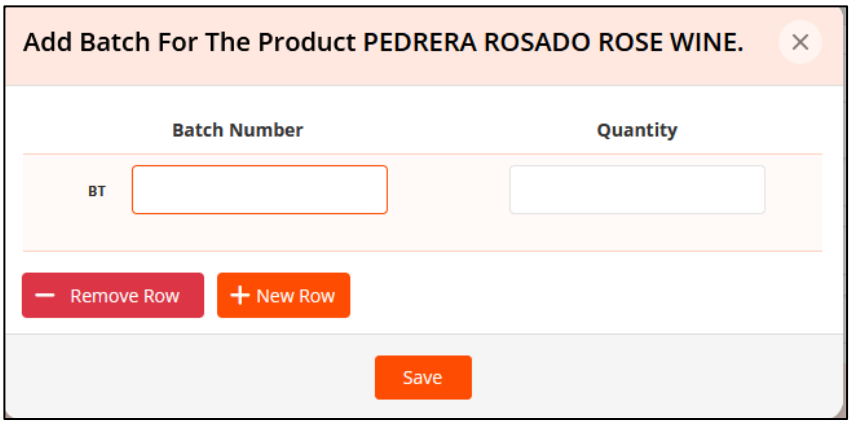
- Click on the + Shipment tab.
- After clicking the will be redirected to the Import Shipment page.



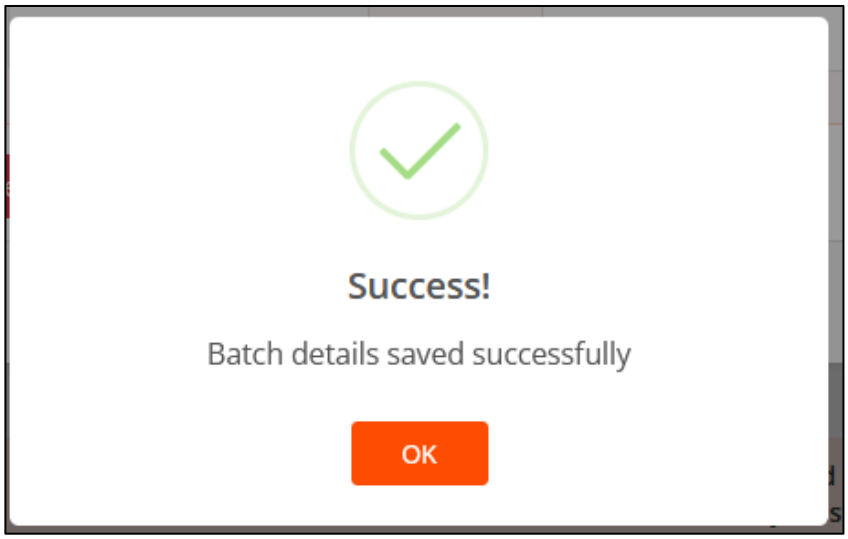
- Select a permit number from the dropdown list of available permits.
- After selecting the permit number, the source, destination, product details, and validity period of the permit will be automatically fetched and displayed.



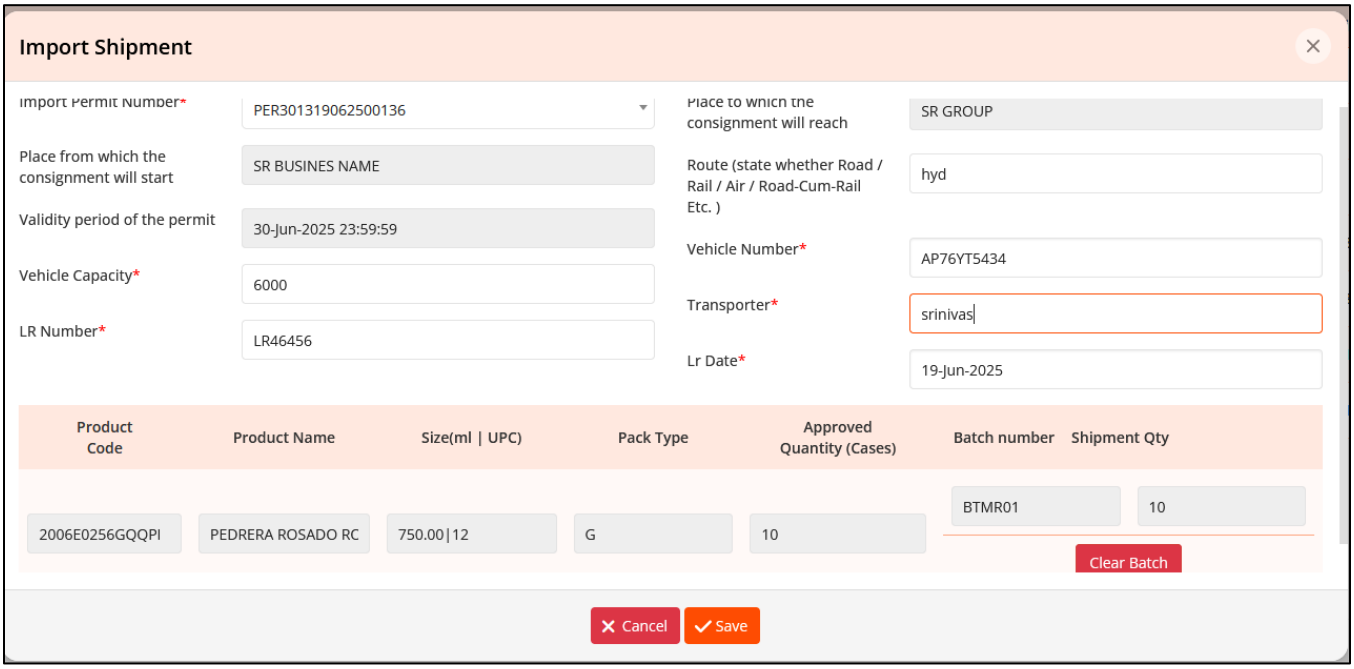
- Enter Vehicle Capacity.
- Enter LR Number.
- Enter Route.
- Enter Vehicle Number.
- Enter Transporter.
- Click on Add Batch button. After click on Add Batch



- 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.

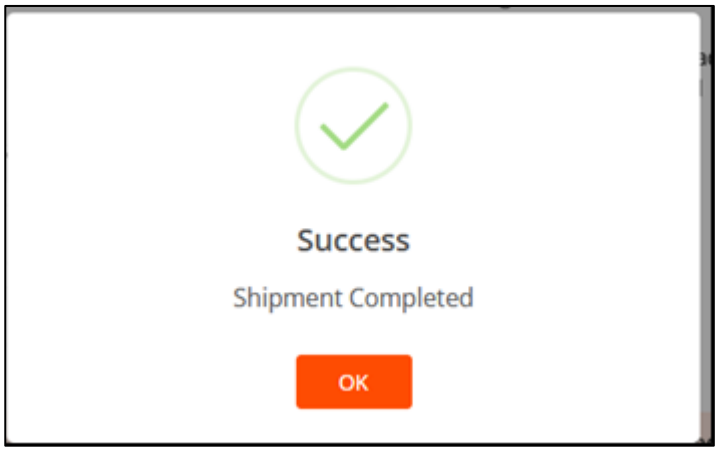


- Click on the "OK" button in the confirmation pop-up.
- The system will automatically user redirected to the Import Shipment page, where all previously added batch details can be viewed.



- 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.

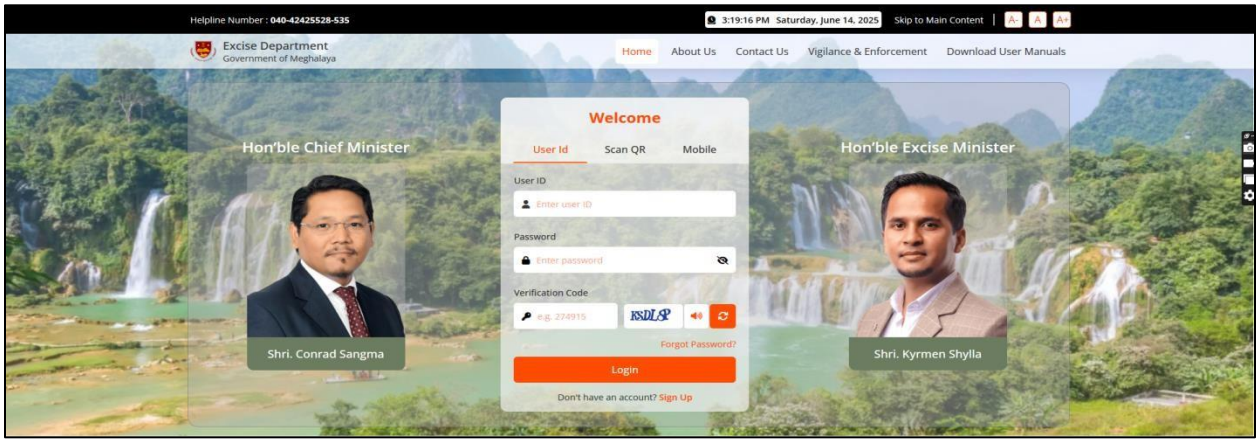


- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Pass View page, where all previously created Passes can be viewed.

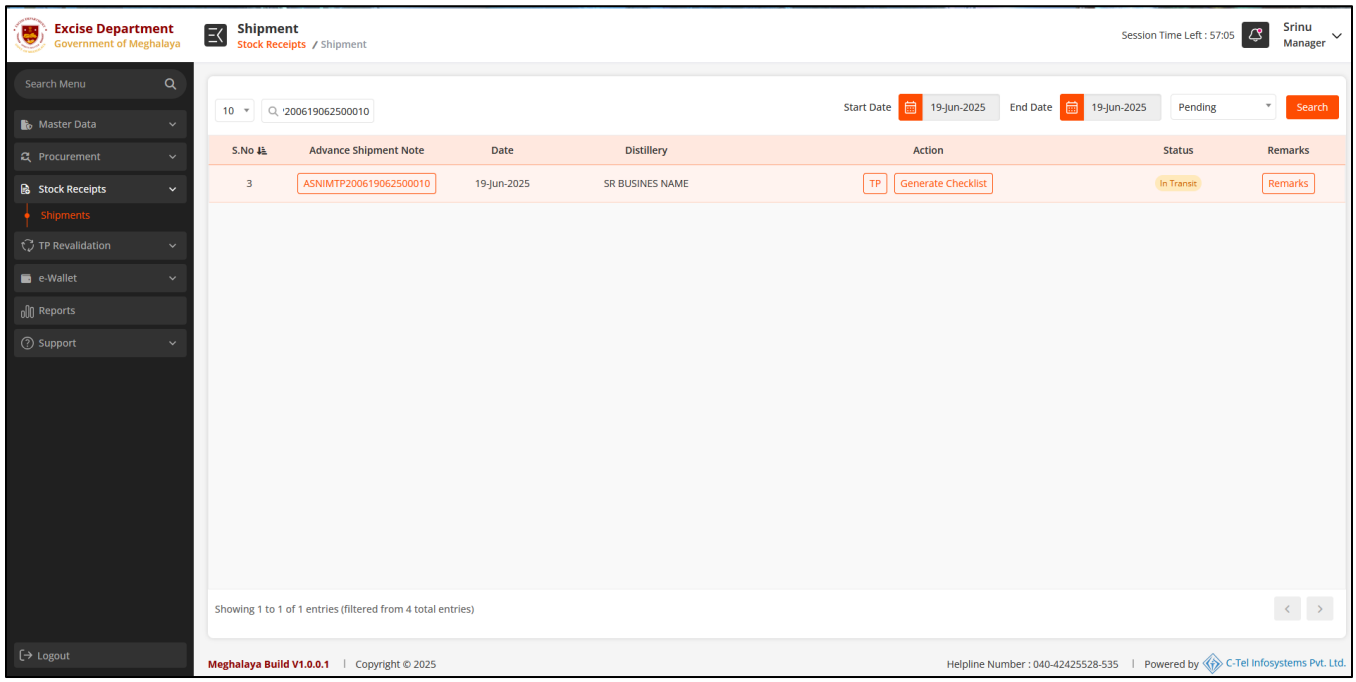
5. Receiving

- The Paramilitary Manager must enter their User ID and Password in the respective fields.
- Enter the valid captcha in the respective fields.

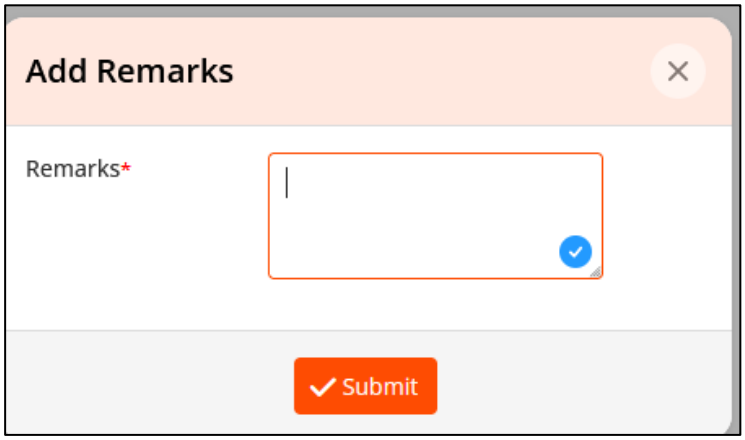
- Click the login button to access the application dashboard



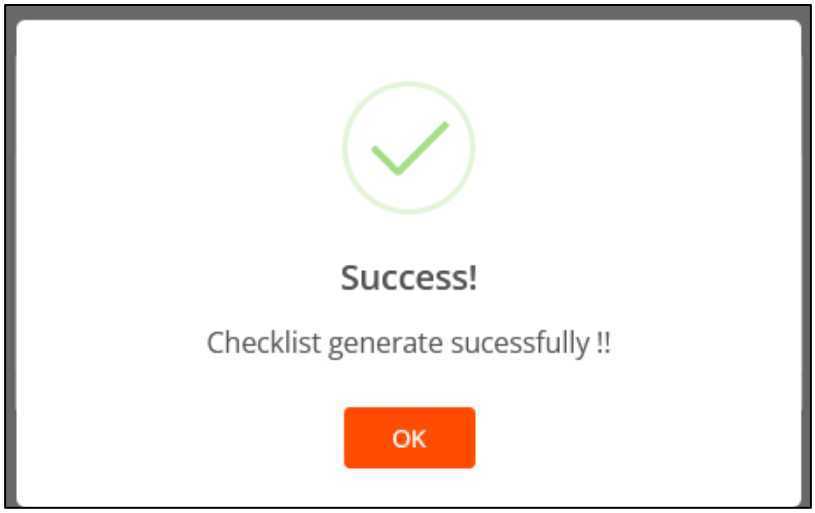
- Click on the " Stock Receipts" tab and then click on ‘Shipment’ subtab from the main menu/dashboard.
- After clicking, the paramilitary manager will be redirected to the Shipment View page.



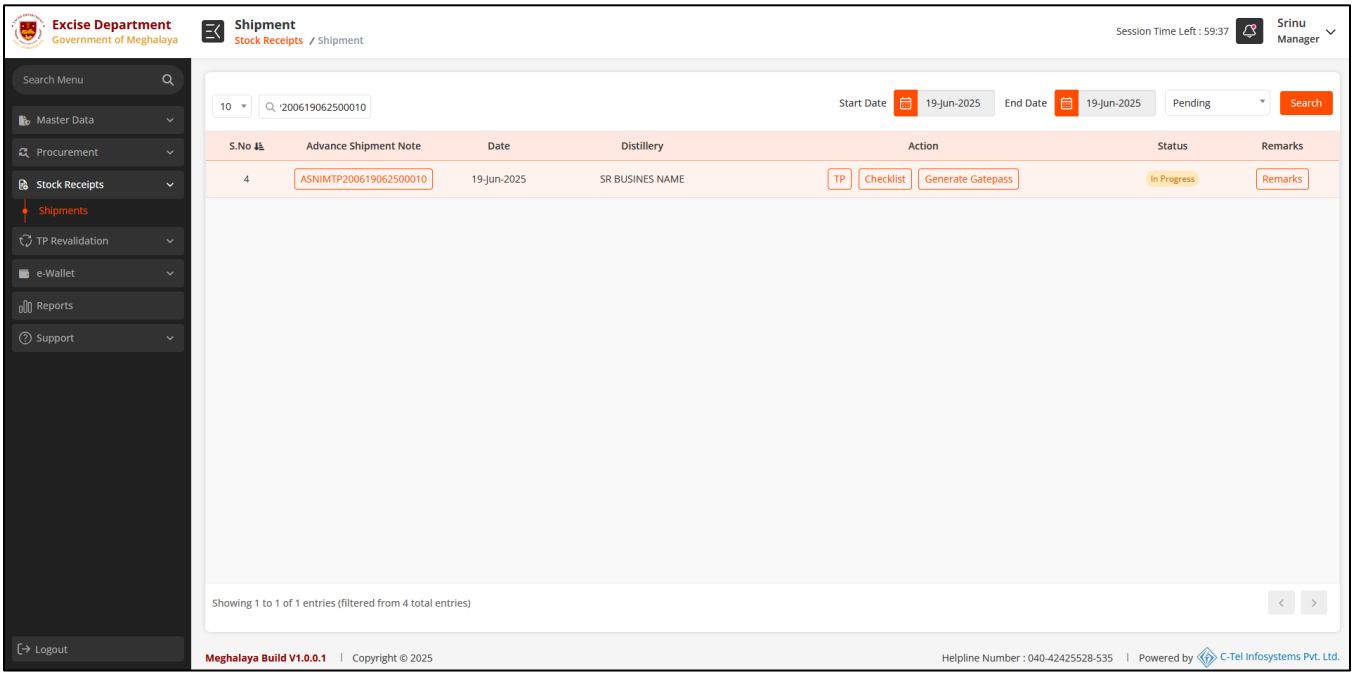
- Clicking the Generate Checklist tab. User can view the generate check list enter Remarks page.



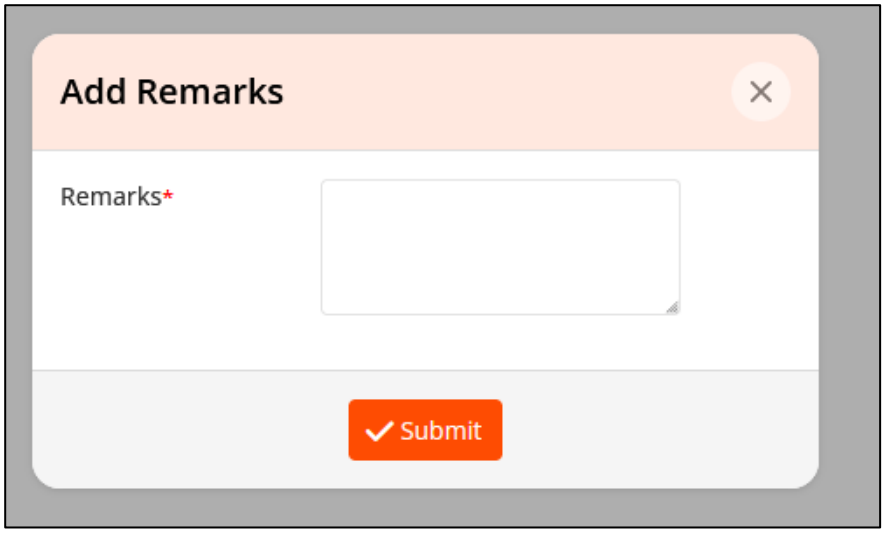
- Enter the remarks. Then click on Submit.
- A confirmation pop-up message will be displayed on the screen.



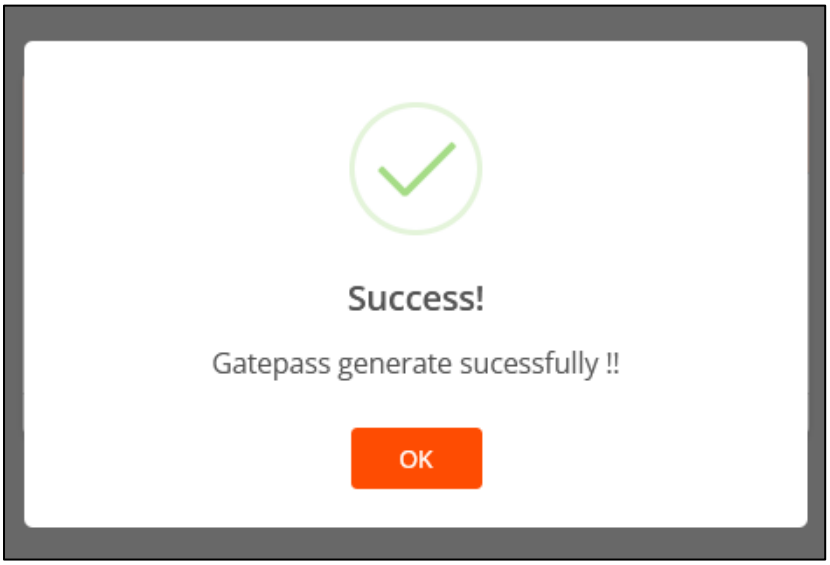
- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Shipment View page, where all previously Generated Checklist can be viewed.



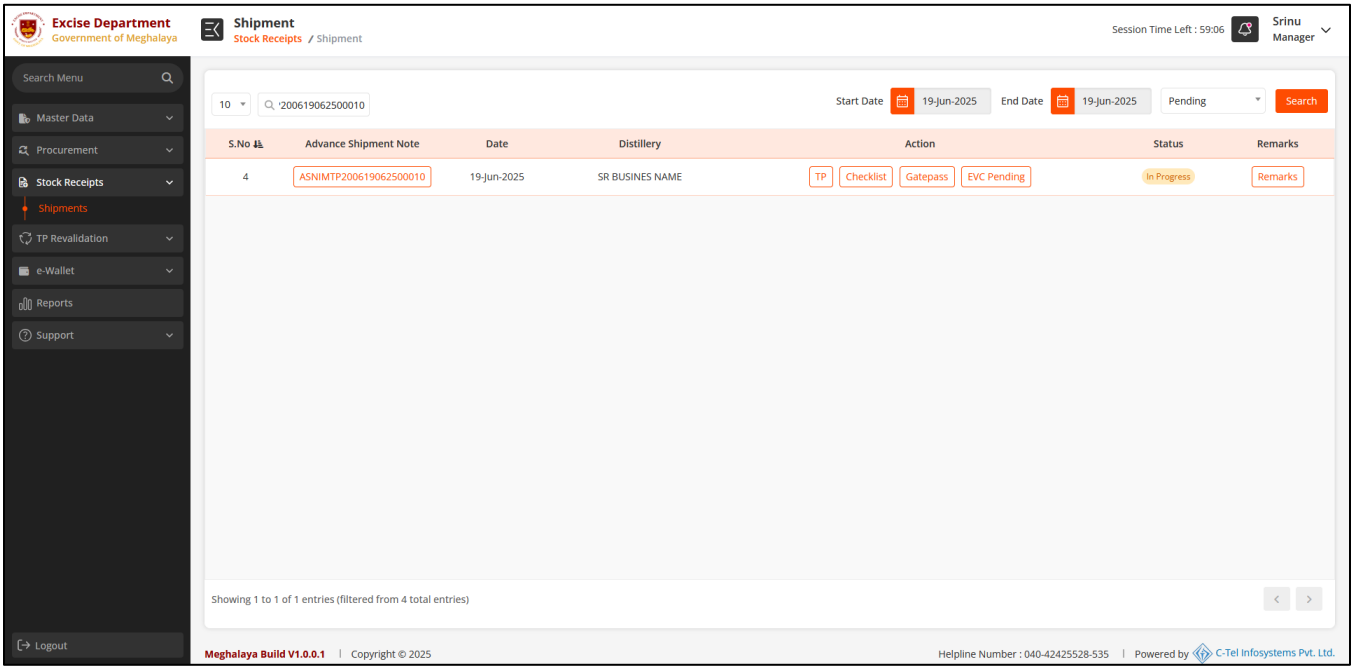
- Clicking the Generate Gatepass tab. User can view the generate Gatepass enter Remarks page.



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

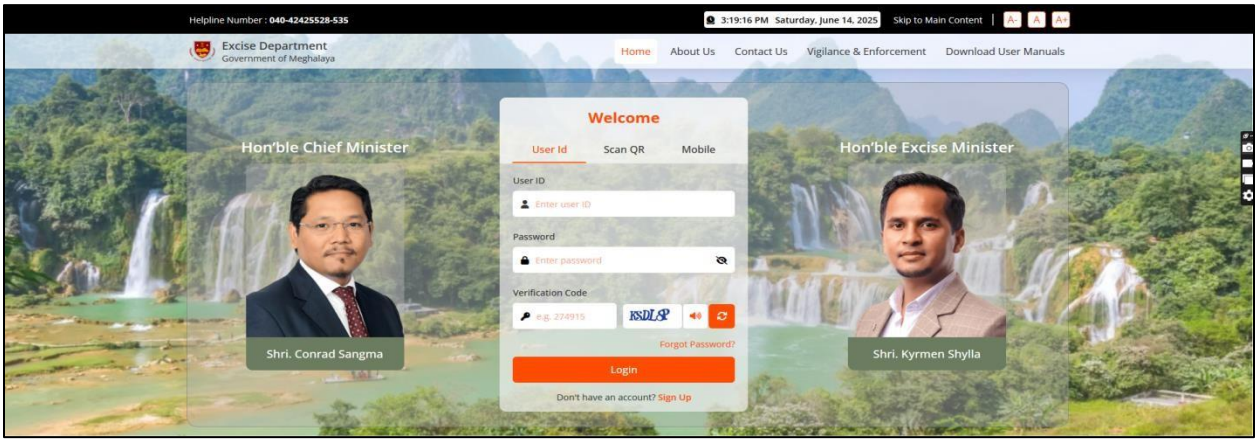


- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Shipment View page, where all previously Generated gatepass can be viewed.

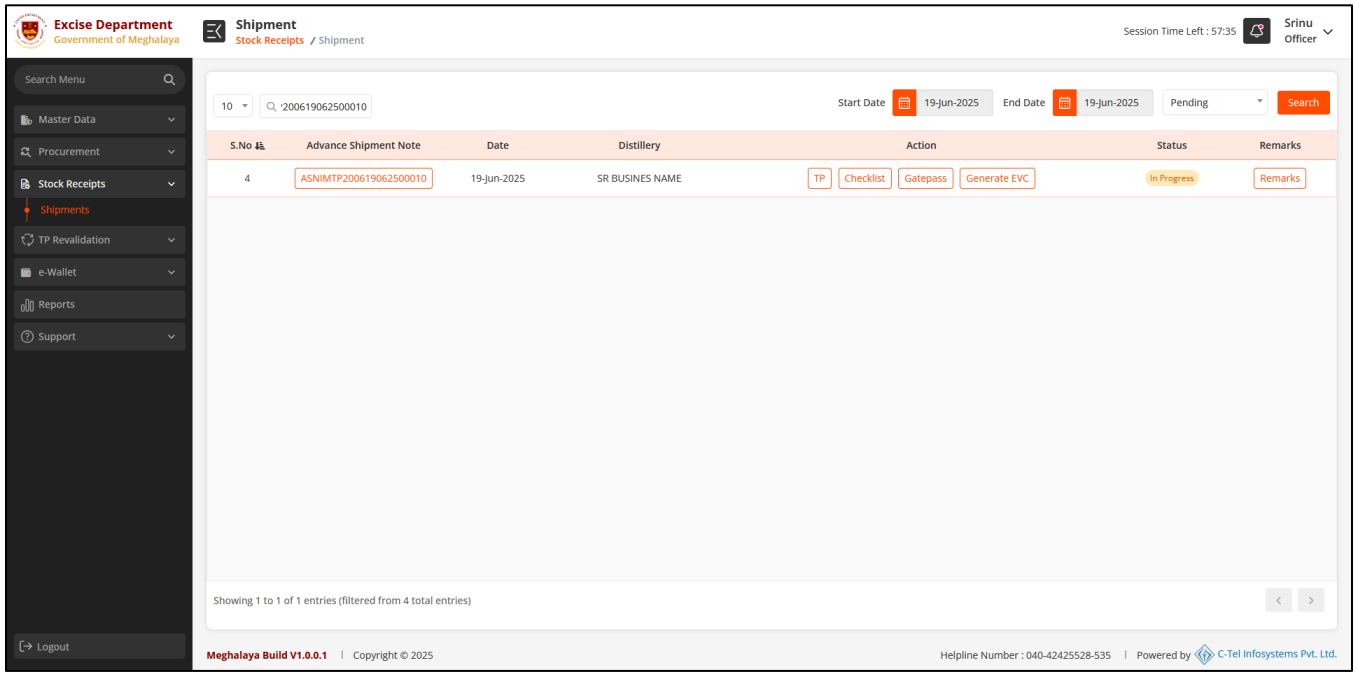


6. EVC generation

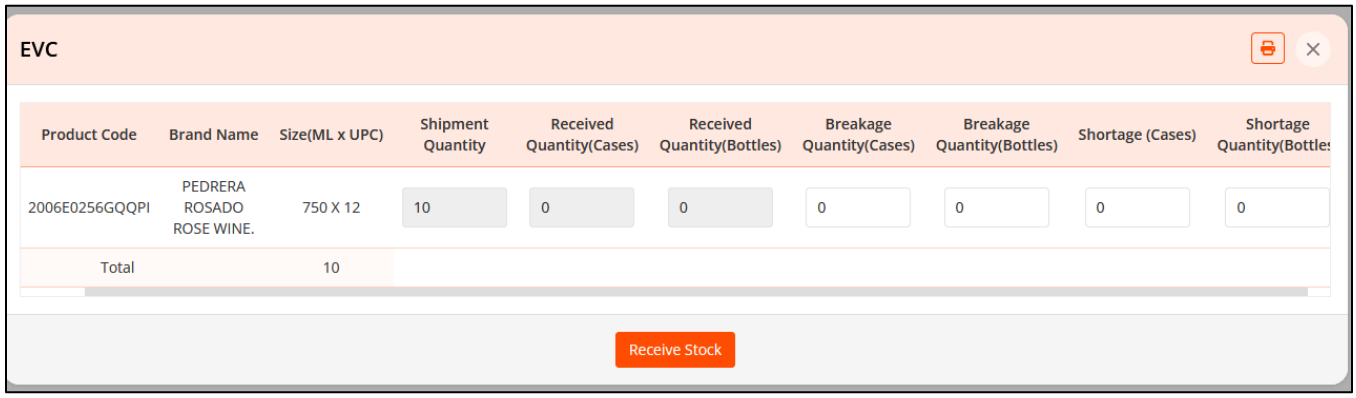
- The ESO Manager must enter their User ID and Password in the respective fields.
- Enter the valid captcha in the respective fields.
- Click the login button to access the application dashboard.



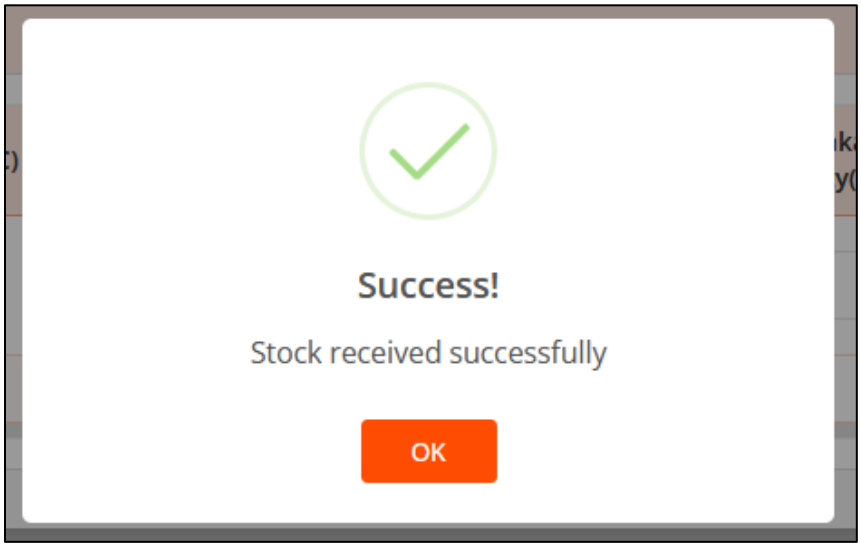
- Click on the " Stock Receipts" tab and then click on ‘Shipment’ subtab from the main menu/dashboard.



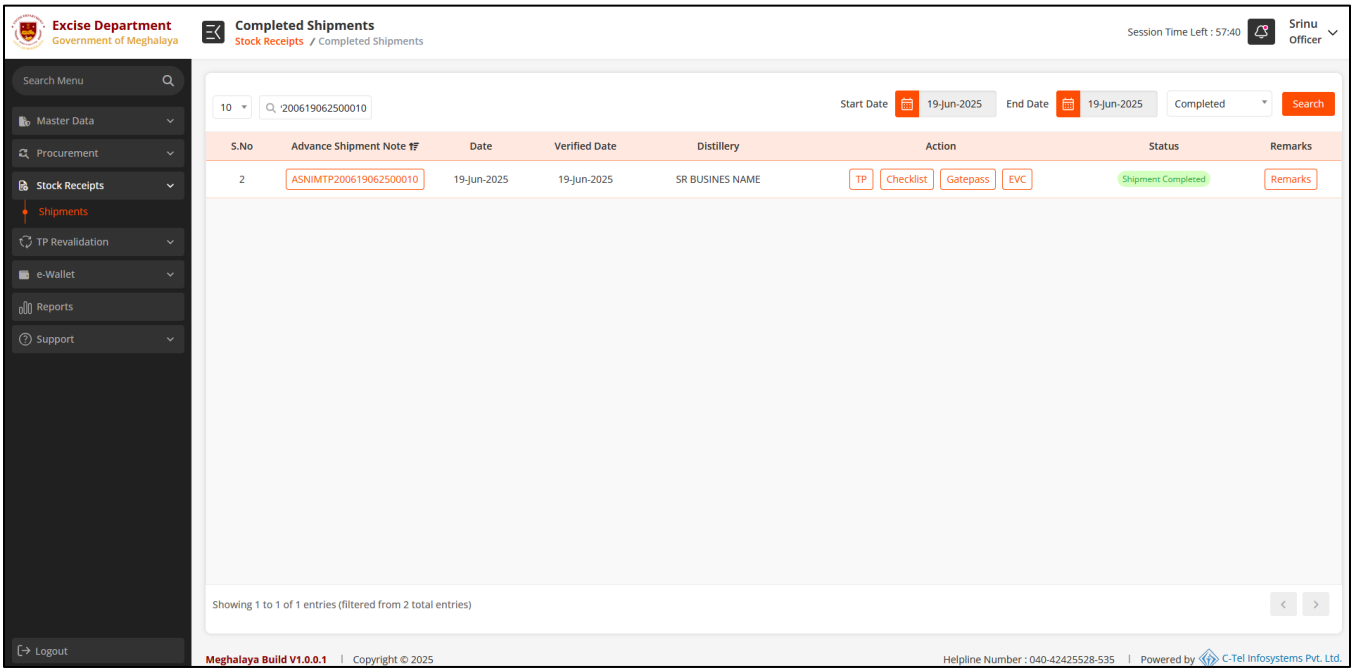
- Clicking the Generate EVC tab. User can view the generate EVC page.



- If any battles 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.



- 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.



Thank You