



**Excise Department
Government of Meghalaya**

**STOCK
PROCUREMENT**

**STOCK
RECEIVING**



**PARAMILITARY
CONTROL &
REGULATION**



SHORTAGES

BREAKAGES

C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

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Paramilitary Control & Regulation User Reference Manual

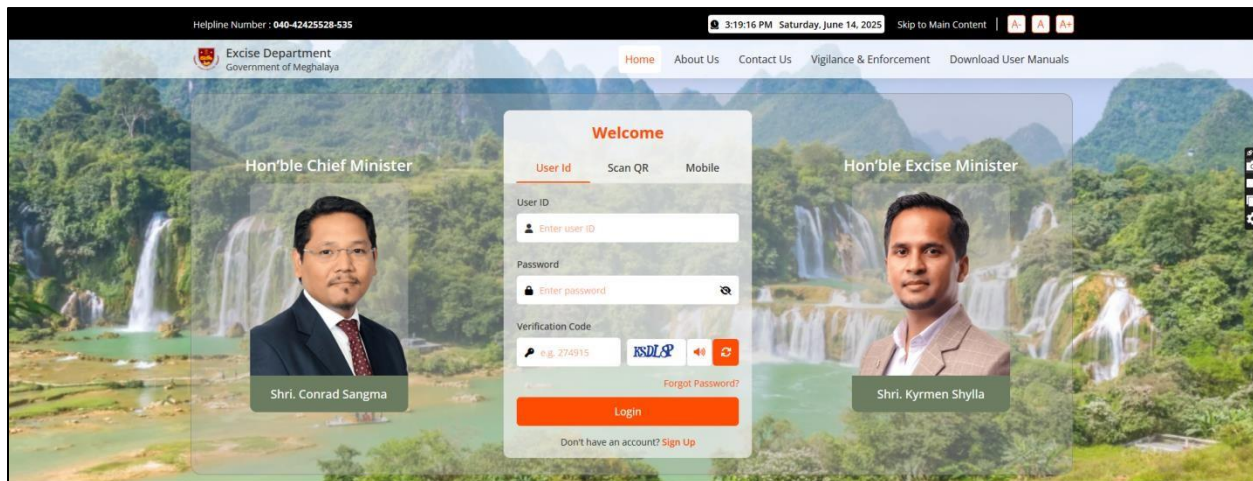
1. Overview

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

The screenshot shows the 'Tickets' module interface. The top header includes the 'Excise Department Government of Meghalaya' logo, a 'Tickets' breadcrumb, and a session timer for 'Srinu Manager' showing 59:55 left. A left sidebar contains a 'Search Menu' and a list of navigation items: Master Data, Procurement, Stock Receipts, TP Revalidation, e-Wallet, Reports, Support, and Tickets (highlighted). The main content area features a search bar with a dropdown set to '10' and a 'Search records' button. Filter buttons for 'Start Date' (19-Jun-2025), 'End Date' (19-Jun-2025), and 'Status' (New) are present, along with a 'Search' button. Below these is 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, displaying 'No data available'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and includes a '+ Add Ticket' button. The footer contains 'Meghalaya Build V1.0.0.1 | Copyright © 2025', a helpline number '040-42425528-535', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

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

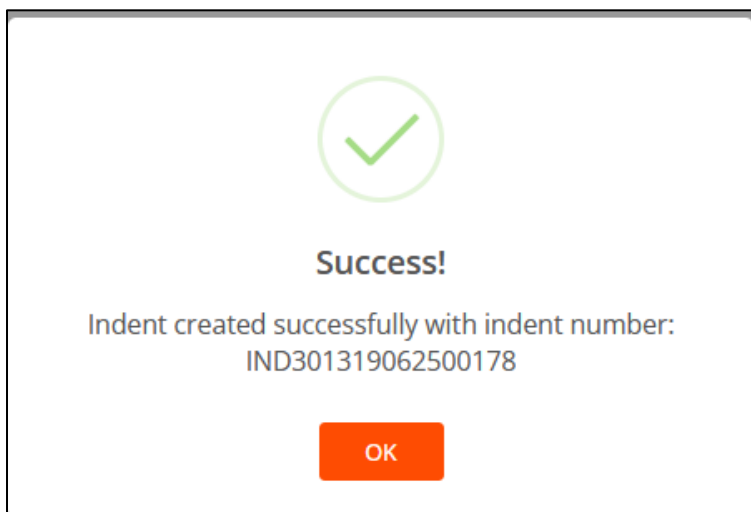
The screenshot shows the 'Paramilitary Permits' module interface. The top header includes the 'Excise Department Government of Meghalaya' logo, a 'Paramilitary Permits' breadcrumb, and a session timer for 'Srinu Manager' showing 59:41 left. A left sidebar contains a 'Search Menu' and a list of navigation items: Master Data, Procurement, Permits (highlighted), Stock Receipts, TP Revalidation, e-Wallet, Reports, and Support. The main content area features a search bar with a dropdown set to '10' and a 'Search records' button. Filter buttons for 'Start Date' (19-Jun-2025), 'End Date' (19-Jun-2025), and 'Status' (Pending) are present, along with a 'Search' button. Below these 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, and Payment Status. The table is currently empty, displaying 'No data available'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and includes a '+ Indent For Supply' button. The footer contains 'Meghalaya Build V1.0.0.1 | Copyright © 2025', a helpline number '040-42425528-535', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

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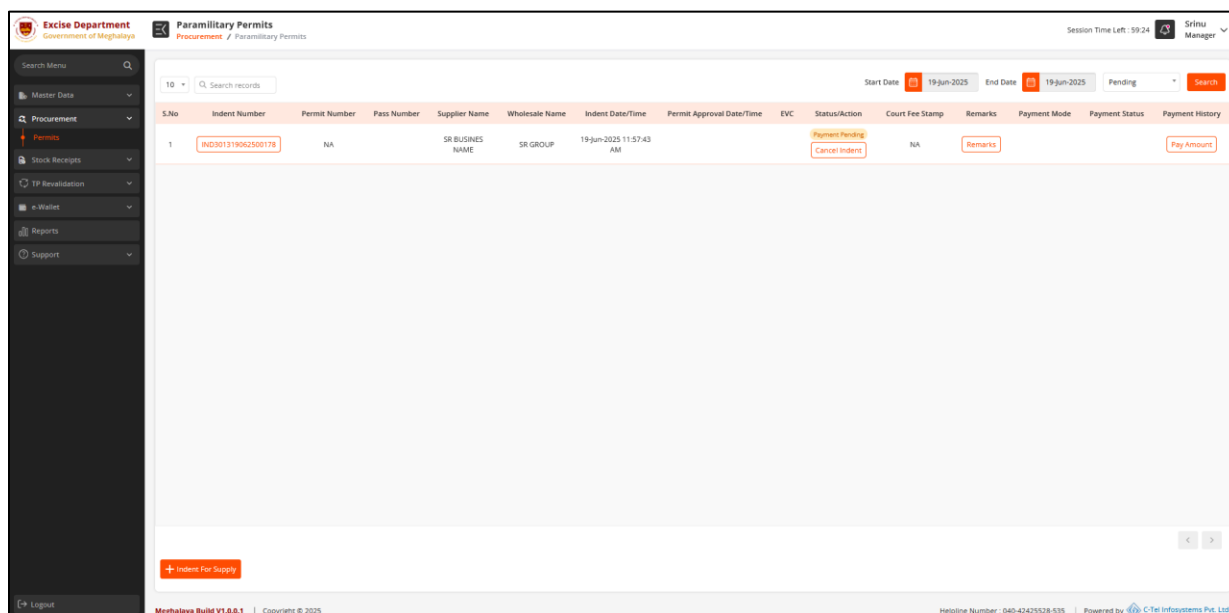
- The user chooses the Location Type from the available options.
- Next, the user selects the Source Location.
- If the user wants to add multiple products, click the '+ New Row' button. To remove unnecessary rows, select the row then click on '- Remove Row' button
- Next, the user enters the product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

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.




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

Indent Number: IND301319062500178									
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,, 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 BUSINESS 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													
 <div style="float: right; text-align: right;"> Yours Faithfully, Srinu Manager </div>													

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

Indent Details
✕

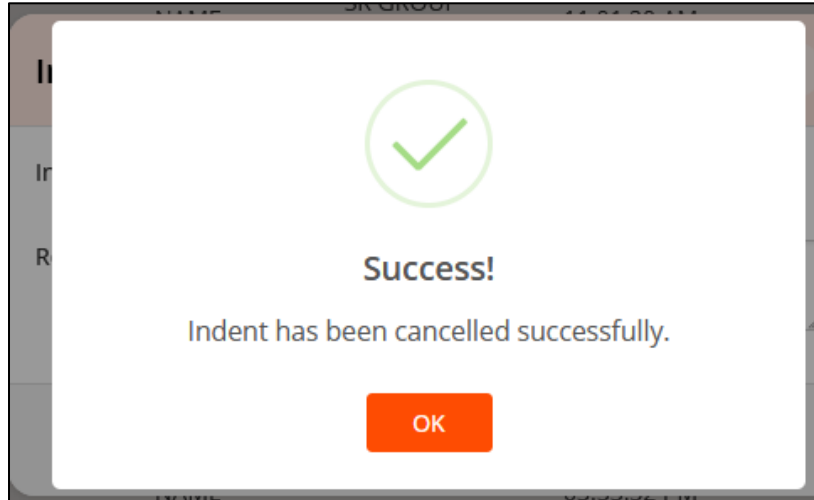
Indent Number
IND301319062500178

Remarks *:

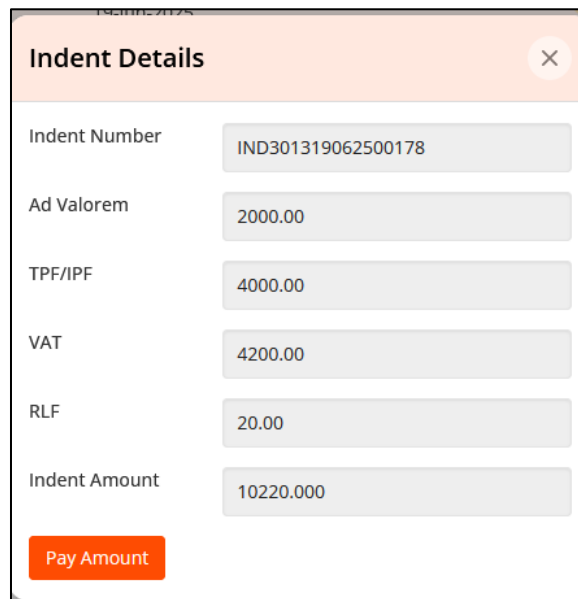
Cancel Indent

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 the "Indent Details" form. The form has a title bar with "Indent Details" and a close button. It contains several input fields with labels on the left and values on the right. The fields are: Indent Number (IND301319062500178), Ad Valorem (2000.00), TPF/IPF (4000.00), VAT (4200.00), RLF (20.00), and Indent Amount (10220.000). At the bottom left, there is an orange button labeled "Pay Amount".

Indent Details	
Indent Number	IND301319062500178
Ad Valorem	2000.00
TPF/IPF	4000.00
VAT	4200.00
RLF	20.00
Indent Amount	10220.000

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.

S.No	Indent Number	Permit Number	Pass Number	Supplier Name	Wholesaler Name	Indent Date/Time	Permit Approval Date/Time	EVC	Status/Action	Court Fee Stamp	Remarks	Payment Mode	Payment Status	Payment History
1	IN200131906200178	NA		SR BUSINESS NAME	SR GROUP	19-Jun-2025 11:57:43 AM			Permit Applied	NA	Remarks	ONLINE	Success	Payment Details

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

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

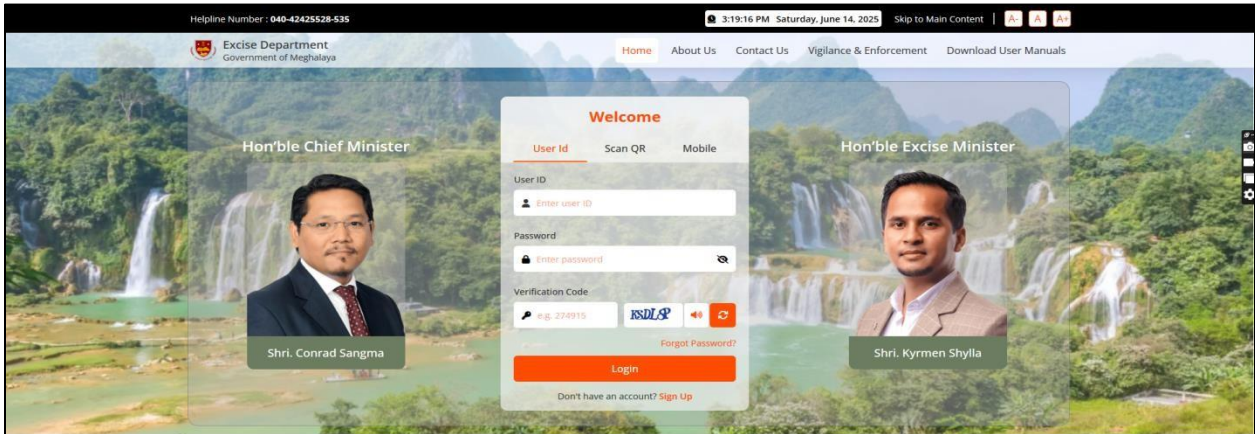
- If the user wants to see the Payment Details, click on the 'Payment Details' icon to view them.

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

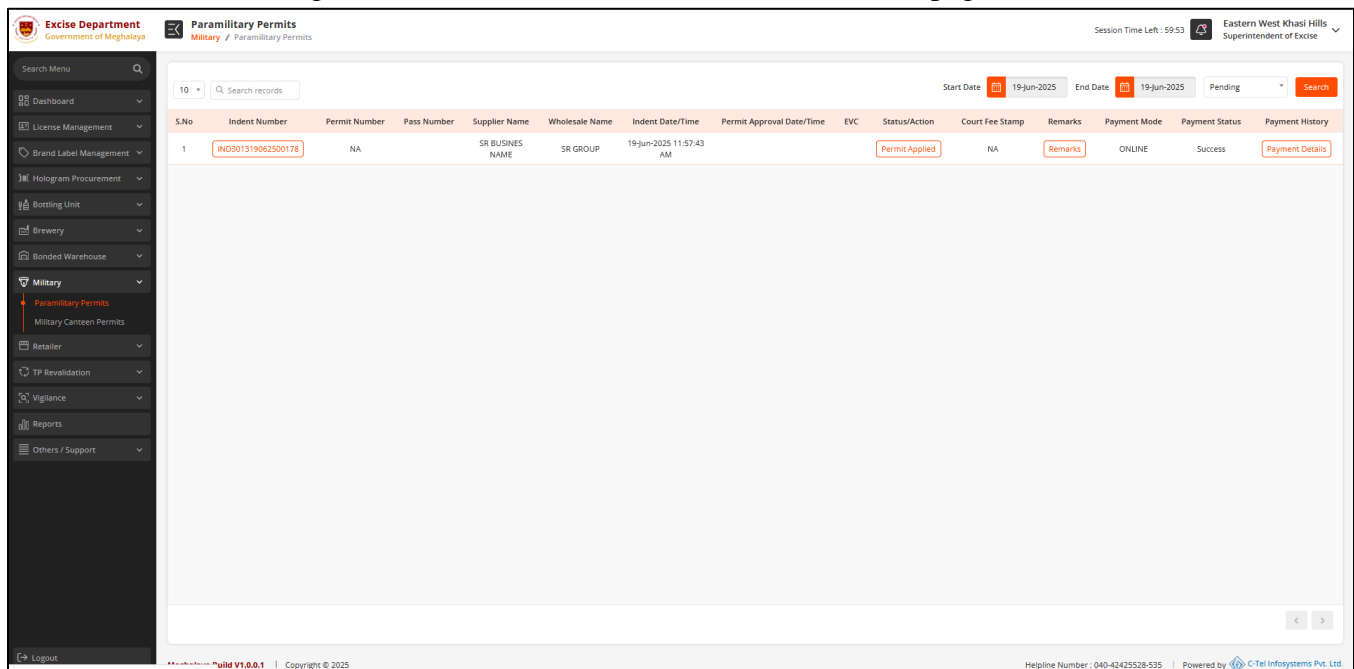
Paramilitary Control & Regulation User Reference Manual

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.

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Indent Number: IND301319062500178 ×

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 *:

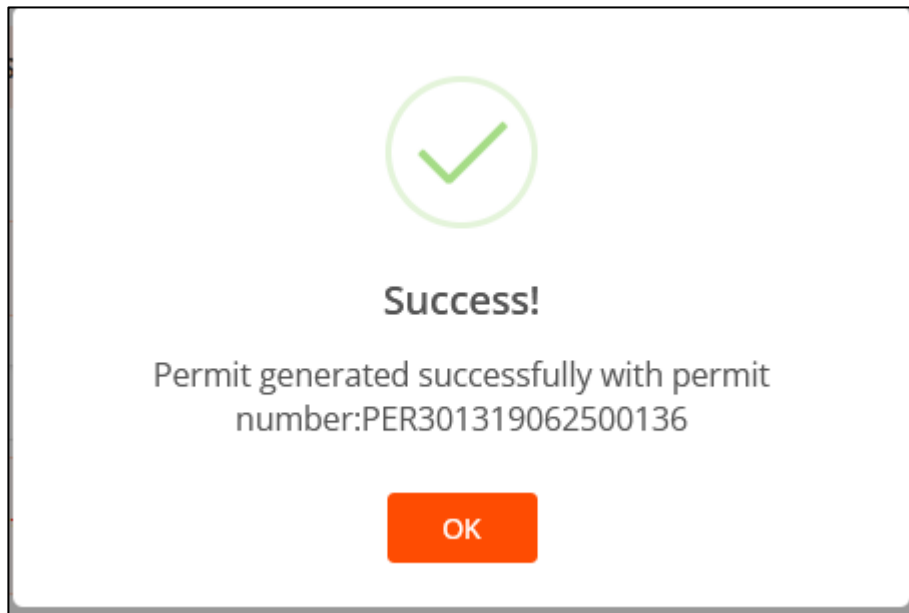
Browse...

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
 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

- 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,, 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

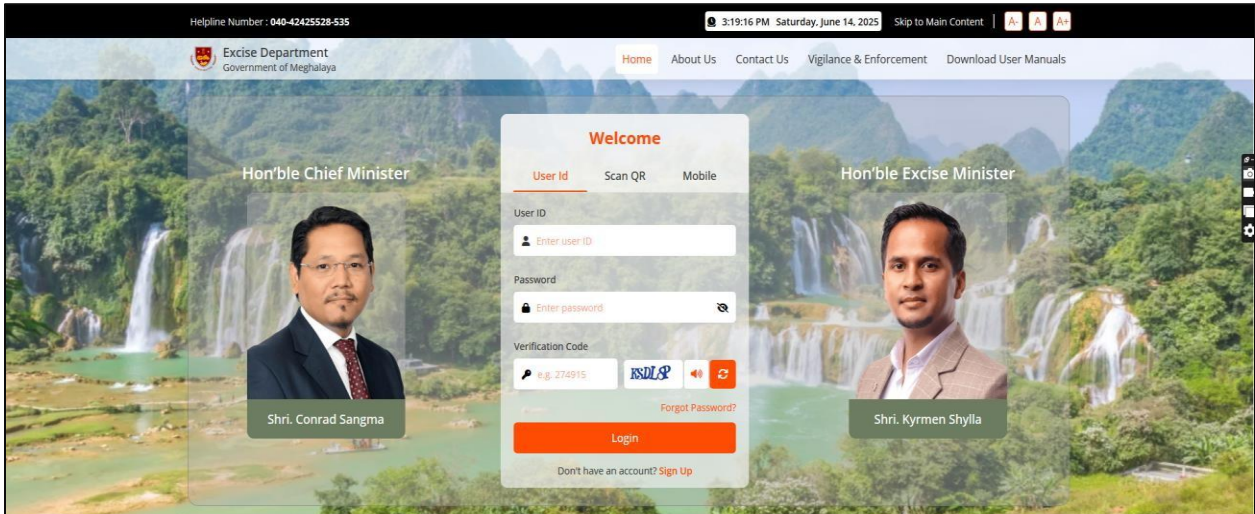
Ad Valorem 2000 has been paid vide Challan Reference No. 451234569, Date: 30-Apr-2025 05:14:29 PM
 TPF/IPF 4000 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM
 VAT 20 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM
 RLF 4200 has been paid vide Challan Reference No. 351234539, Date: 30-Apr-2025 05:14:29 PM

Eastern West Khasi Hills
Superintendent of Excise

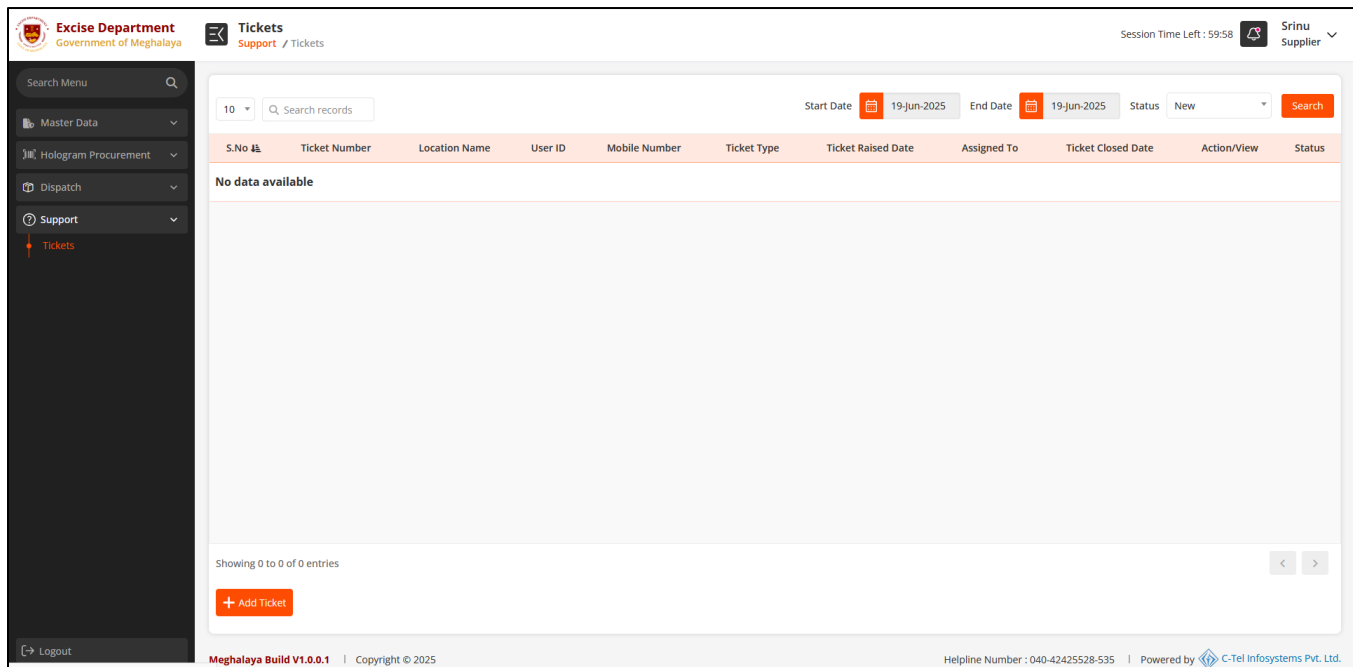
Paramilitary Control & Regulation User Reference Manual

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.

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Import Shipment ✕

Import Permit Number*

PER301319062500136

Place from which the consignment will start

SR BUSINES NAME

Validity period of the permit

30-Jun-2025 23:59:59

Vehicle Capacity*

LR Number*

Place to which the consignment will reach

SR GROUP

Route (state whether Road / Rail / Air / Road-Cum-Rail Etc.)

Vehicle Number*

Transporter*

Lr Date*

19-Jun-2025

✕ 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

BT

Quantity

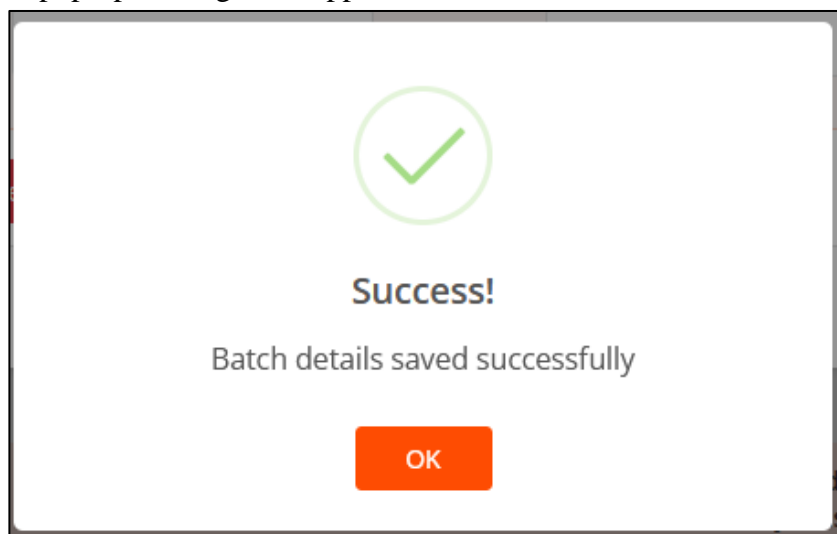
— Remove Row

+ 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 from which the consignment will start

SR BUSINES NAME

Validity period of the permit

30-Jun-2025 23:59:59

Vehicle Capacity*

6000

LR Number*

LR46456

Place to which the consignment will reach

SR GROUP

Route (state whether Road / Rail / Air / Road-Cum-Rail Etc.)

hyd

Vehicle Number*

AP76YT5434

Transporter*

srinivas

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

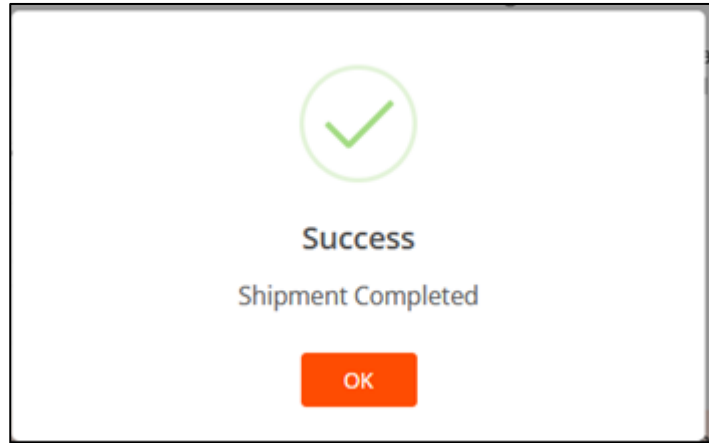
Clear Batch

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

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Helpline Number : 040-4242528-535

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

- 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.

Excise Department
Government of Meghalaya

Shipment
Stock Receipts / Shipment

Session Time Left : 57:05 Srinu Manager

Search Menu

Master Data

Procurement

Stock Receipts

Shipments

TP Revalidation

e-Wallet

Reports

Support

Logout

10 Q: '200619062500010'

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

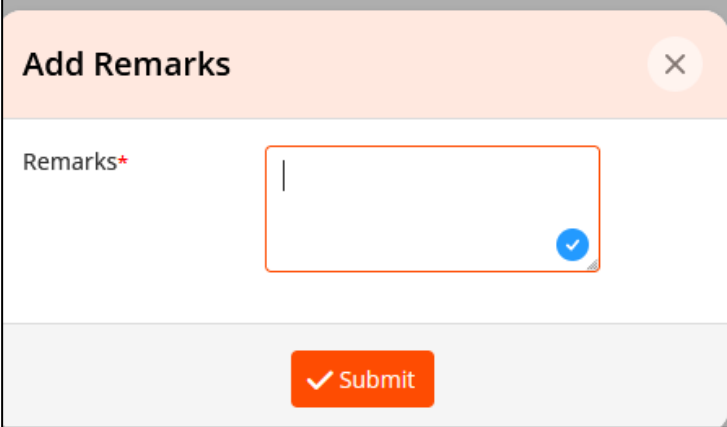
S.No	Advance Shipment Note	Date	Distillery	Action	Status	Remarks
3	ASNIMTP200619062500010	19-Jun-2025	SR BUSINESS NAME	TP Generate Checklist	In Transit	Remarks

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

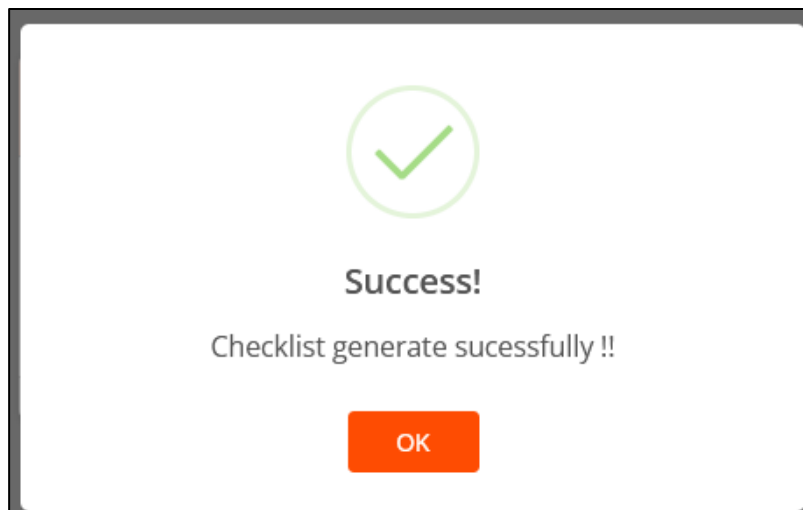
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- Clicking the Generate Checklist tab. User can view the generate check list enter Remarks page.

A dialog box titled "Add Remarks" with a close button (X) in the top right corner. It contains a text input field labeled "Remarks*" with a blue checkmark icon in the bottom right corner of the field. Below the input field is an orange "Submit" button with a white checkmark icon.

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



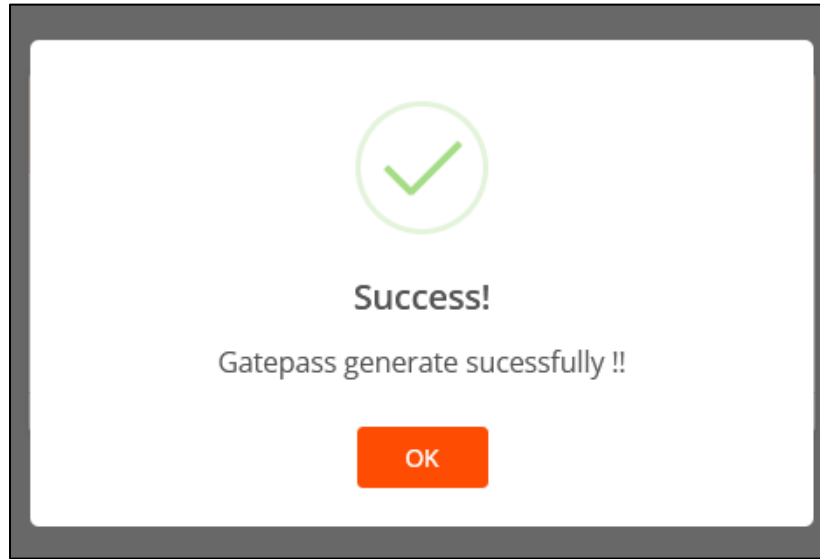
- Click on the "OK" button in the confirmation pop-up.
- The system will automatically redirect the user to the Shipment View page, where all previously Generated Checklist can be viewed.

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- 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.

**Excise Department**
Government of Meghalaya

 **Shipment**
Stock Receipts / Shipment

Session Time Left : 59:06  Srinu Manager

Search Menu

Master Data

Procurement

Stock Receipts

Shipments

TP Revalidation



e-Wallet

Reports

Support

Logout


10

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

S.No	Advance Shipment Note	Date	Distillery	Action	Status	Remarks
4	<input type="text" value="ASNIMTP200619062500010"/>	19-Jun-2025	SR BUSINESS NAME	<input type="button" value="TP"/> <input type="button" value="Checklist"/> <input type="button" value="Gatepass"/> <input type="button" value="EVC Pending"/>	<input type="button" value="In Progress"/>	<input type="button" value="Remarks"/>

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

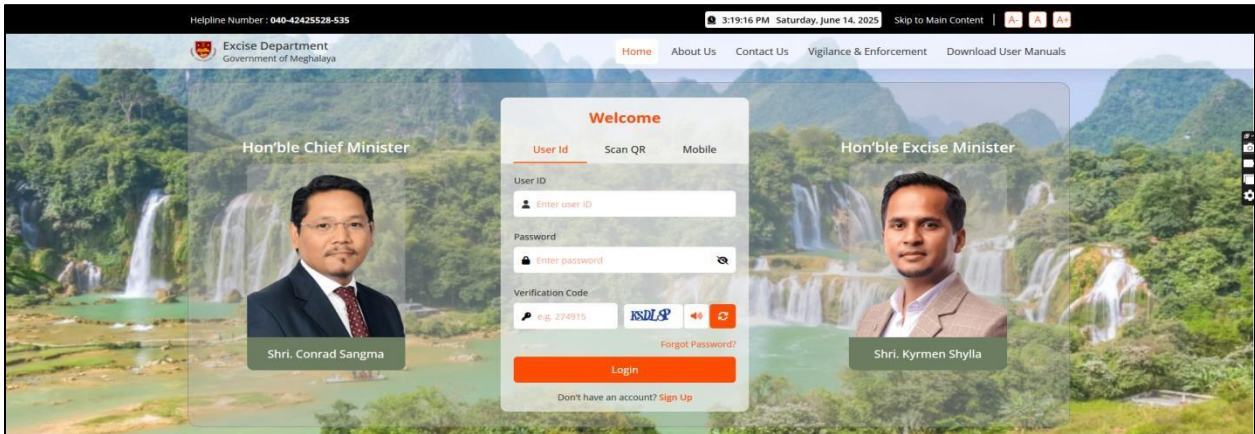
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Paramilitary Control & Regulation User Reference Manual

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.

Paramilitary Control & Regulation User Reference Manual

Excise Department
Government of Meghalaya

Shipment
Stock Receipts / Shipment

Session Time Left : 57:35 | Srinu Officer

Search Menu

Master Data
Procurement
Stock Receipts
Shipments
TP Revalidation
e-Wallet
Reports
Support

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

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

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

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

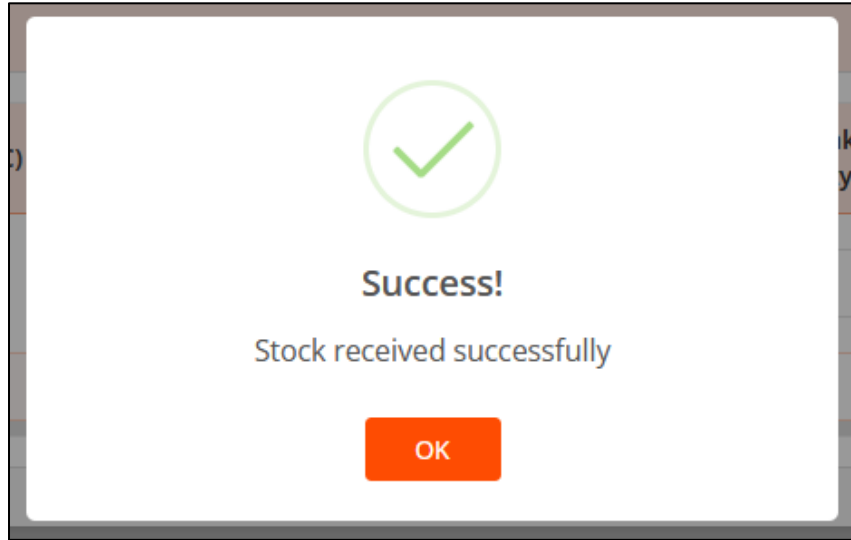
EVC

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							

Receive Stock

- 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.

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 Shipments View page, Shipment can be viewed with 'Shipment Completed' status.

Excise Department
Government of Meghalaya

Completed Shipments
Stock Receipts / Completed Shipments

Session Time Left : 57:40 Srinu Officer

Search Menu

Master Data

Procurement

Stock Receipts

Shipments

TP Revalidation

e-Wallet

Reports

Support

10 Q: '200619062500010'

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

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

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

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Thank You