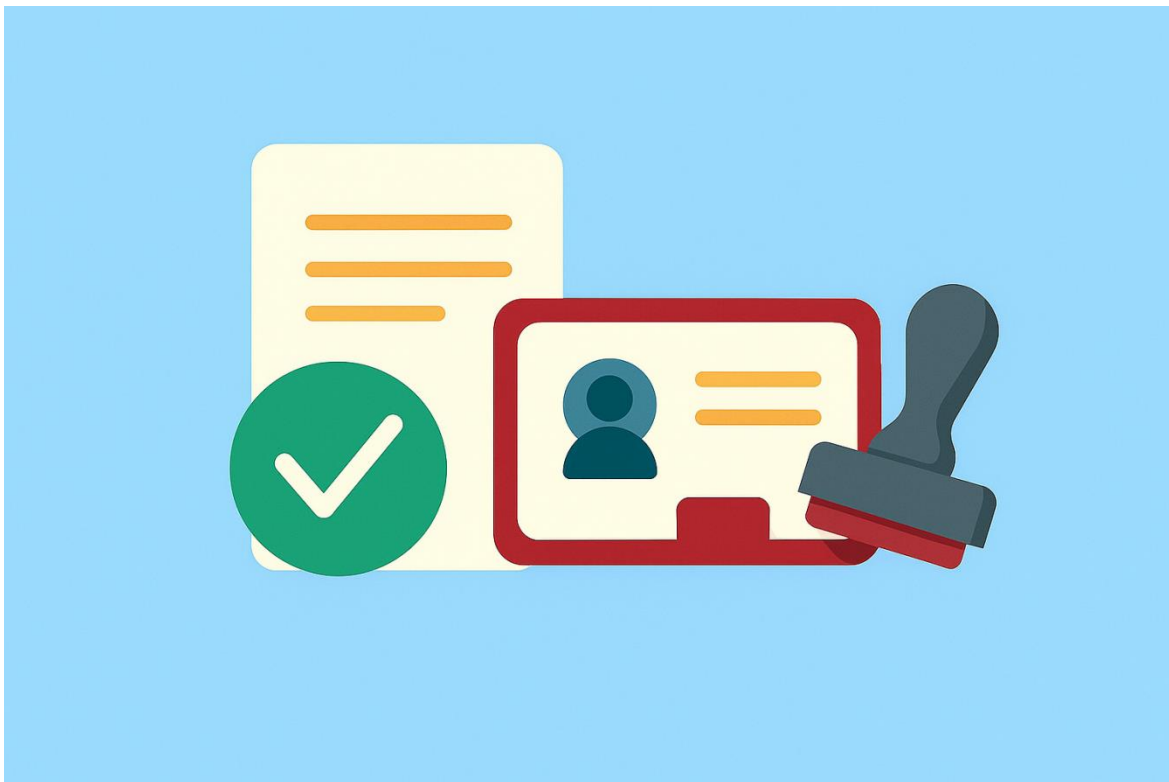




**Excise Department
Government of Meghalaya**



C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

CSD Non-Local Sign Up cum Registration User Manual

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User required to handle all alert pop-up by clicking ok

CSD Non-Local Sign Up cum Registration User Manual

1. **Overview:**

- Implementation of an e-Governance Systems for Excise Functions of ‘Excise Department Govt. of Meghalaya
- The Purpose of this Document is to Provide a Detailed Description to the User which Helps to Perform Sign Up cum License Registration Process of CSD Non Local as shown below.

CSD Non-Local Sign Up cum Registration User Manual

2. CSD Non-Local Sign Up cum Registration Sign Up:

Helpline Number : 040-42425528-535 | 11:56:18 AM Tuesday, June 17, 2025 | Skip to Main Content | A A A+

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Welcome

User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915 27K2A

Forgot Password?

Login

Don't have an account **Sign Up**

- User need to do sign up before license registration as shown in above figure.
- The user need to select the Registration type as CSD Non Local Registration.

Helpline Number : 040-42425528-535 | 12:44:03 PM Wednesday 25 June 2025 | Skip to Main Content | A A A+

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Sign Up

Registration Type *

Select Type

Select Type

Bottling/Brewery/Wholesale/Retailer

Temporary Bar License Registration

CSD Non Local Registration

Spirit Import Registration

User ID: *

User ID

Password: *

Password

Confirm Password: *

Confirm Password

Verification Code *

Enter Verification Code

6K6AJR

Cancel Save

CSD Non-Local Sign Up cum Registration User Manual

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Sign Up

Registration Type *
CSD Non Local Registration

PAN *
E.G. AAAA9999A

Applicant Name *
E.G. ABC XYZ

Select State: *
Select State

Email Address *
E.G. xyz@abc.com

User ID: *
User ID

Mobile Number *
E.G. 0123456789

Password: *
Password

Business Name *
Business Name

Confirm Password: *
Confirm Password

Business Address *
Business Address

Verification Code *
Enter Verification Code

6K6AJR

Cancel Save

- The User need to fill in all mandatory details and save the sign page as shown above figure.
- The user get the OTP on registered mobile number, enter the OTP and click on submit button then account created successfully pop up with user id will be displaying as shown below figure.

Helpline Number : 040-42425528-535 01:05:33 PM Tuesday, June 17, 2025 Skip to Main Content

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Congratulations!
Your account is created successfully

Login Id: LR_LOGIN

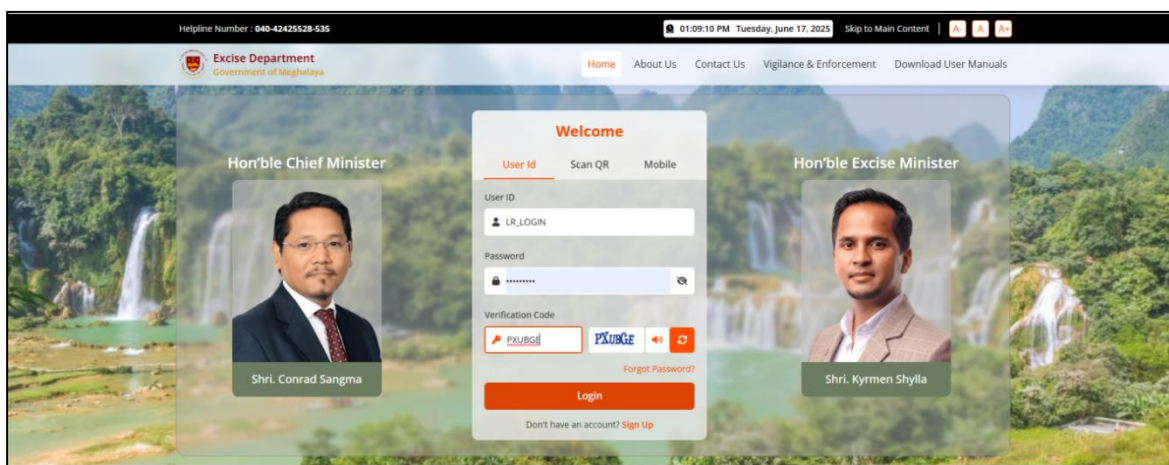
Password: Provided by the user

Login

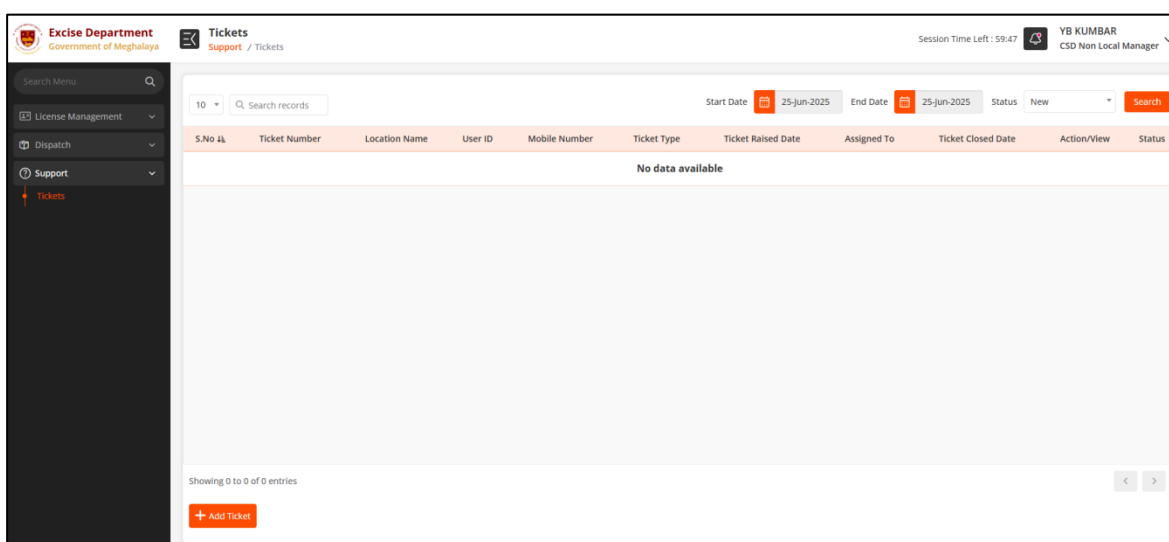
- User need to click on Login button as shown in above figure.

CSD Non-Local Sign Up cum Registration User Manual

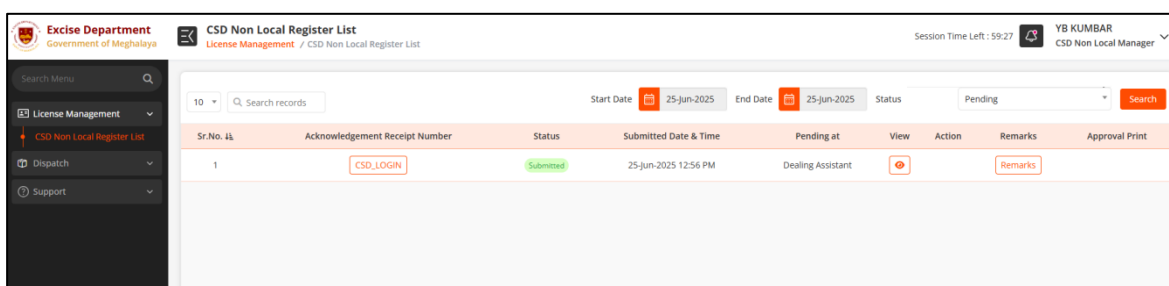
- The user need to do the login with valid user credential and click on the Login button.



- User need to click on License management as shown in below figure.



- From side menu, user need to click on license management, to see the applied registration application.



- User need to click on Acknowledgment Receipt Number to view the license details.

CSD Non-Local Sign Up cum Registration User Manual

The screenshot shows the 'CSD Non Local Register List' interface. At the top, there's a header with the Excise Department logo and navigation links. A sidebar on the left contains a search menu and a list of options: License Management, CSD Non Local Register List, Dispatch, and Support. The main area displays a table with columns: Sr.No., Acknowledgement Receipt Number, Status, Submitted Date & Time, Pending at, View, Action, Remarks, and Approval Print. A record with Sr.No. 1 is shown, with a status of 'Submitted' and a 'CSD_LOGIN' button. A modal titled 'View license details' is open, showing the following information:

Application Type	Fresh Issuance of License
Applicant Name	YB KUMBAR
Business Name	AVK GROPU OF COMPANY
Business Address	1-2/3,5TH CROSS, MAIN RAOD NH-64, BIDAR KARNATAKA 585417
District Name	Bidar

- User need to click on View button view the preview of the application form as shown below.

The screenshot shows the 'Temporary Bar License Register' interface. It displays the following details:

Acknowledgement Receipt Number : CSD_LOGIN
Business Name : AVK GROPU OF COMPANY

License Details :

Type of Application	Fresh Issuance of License	Wholesale Type	CSD Non Local
License Type	Wholesale		
Business Type	Individual		

Applicant Information

Applicant Name	YB KUMBAR	E-mail Address	ashwini@ctel.in
Business Name	AVK GROPU OF COMPANY	Mobile Number	7799460041
Business Address	1-2/3,5TH CROSS, MAIN RAOD NH-64, BIDAR KARNATAKA 585417	PAN Number	AAACA1234A

Dealing Assistant Headquarter:

The screenshot shows the Excise Department login page. At the top, there's a header with the Excise Department logo and navigation links. A sidebar on the left contains a search menu and a list of options: License Management, CSD Non Local Register List, Dispatch, and Support. The main area displays a login form with the following fields:

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

The page also features portraits of the Hon'ble Chief Minister (Shri. Conrad Sangma) and the Hon'ble Excise Minister (Shri. Kyrmen Shylla).

- User need to provide valid credentials as mentioned in above figure and click on Login.

CSD Non-Local Sign Up cum Registration User Manual

Excise Department Government of Meghalaya | Activity Dashboard | Dashboard / Activity Dashboard | Session Time Left : 59:46 | Sunil Thakur Dealing Assistant

50 Pending Permits | **102** Pending at District Office | **72** Pending at Headquarters | **17** Pending at Commissionerate

Pending Permits		Pending at District Office		Pending at Headquarters		Pending at Commissionerate	
Location	Count	Process Name	Pending at	Count	Process Name	Pending at	Count
Bottling Unit Local	1	License Registration	Superintendent of Excise	48	License Registration	Dealing Assistant HQ	8
Central Bonded Warehouse	8	License Registration	Deputy Superintendent of Excise	1	CSD Non Local License Registration	Dealing Assistant HQ	4
State Bonded Warehouse	5	License Registration	Deputy Commissioner	2	Central Bonded Warehouse Permits	Dealing Assistant HQ	1
Military Canteen	19	License Registration	Assistant Commissioner	12	State Bonded Warehouse Permits	Dealing Assistant HQ	3
Paramilitary	4	License Registration	Inspector of Excise (IOE)	2	License Registration	Assistant Commissioner STE	2
Retailer	13	Temporary Bar License Registration	Superintendent of Excise	1	CSD Non Local License Registration	Assistant Commissioner STE	2
		Paramilitary Permits	Superintendent of Excise	4	Central Bonded Warehouse Permits	Assistant	1
Grand Total	50	Grand Total	102	Grand Total	72	Grand Total	17

- User need to click on license management or Pending at Headquarters count as shown in above figure.

Excise Department Government of Meghalaya | CSD Non Local Register List | License Management / CSD Non Local Register List | Session Time Left : 59:49 | Sunil Thakur Dealing Assistant

10 | Search records | Start Date: 25-Jun-2025 | End Date: 25-Jun-2025 | Status: Pending | Search

Sr.No. ö	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	View	Action	Remarks	Approval Print
1	L2500090	Submitted	15-Feb-2025 02:32 PM	Dealing Assistant	View	Forward	Remarks	
2	L2500092	Submitted	15-Feb-2025 05:06 PM	Dealing Assistant	View	Forward	Remarks	
3	ASHWINI_VAMAN	Forwarded	10-May-2025 10:32 AM	Assistant Commissioner	View	Forward	Remarks	
4	CSD_N	Submitted	27-May-2025 11:45 AM	Dealing Assistant	View	Forward	Remarks	
5	CSD_S	Forwarded	31-May-2025 02:45 PM	Assistant Commissioner	View	Forward	Remarks	
6	CSD_LOGIN	Submitted	25-Jun-2025 12:56 PM	Dealing Assistant	View	Forward	Remarks	

Showing 1 to 6 of 6 entries

- User can see the applied csd licenses in the list view of CSD Non Local Register tab.
- User need to click on action button to view and forward the application to next authority as shown below figure.

Excise Department Government of Meghalaya | CSD Non Local Register List | License Management / CSD Non Local Register List | Session Time Left : 59:53 | Sunil Thakur Dealing Assistant

10 | Search records | Start Date: 25-Jun-2025 | End Date: 25-Jun-2025 | Status: Pending | Search

Sr.No. ö	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	View	Action	Remarks	Approval Print
1	CSD_LOGIN	Submitted	25-Jun-2025 12:56 PM	Dealing Assistant	View	Forward	Remarks	

CSD Non-Local Sign Up cum Registration User Manual

The screenshot shows the 'CSD Non Local Register List' interface. A modal window titled 'CSD NON Local License Registration' is open, displaying the following details:

S.No	Profile ID	Requested On
1	CSD_LOGIN	25-06-25 12:56:52 PM

Below the table, there are dropdown menus for 'Location' (HEAD QUARTERS), 'Designation' (Assistant Commissioner), and 'Status' (Forwarding). A text field for 'Remarks' contains the word 'forwarded'. At the bottom of the modal are 'Cancel' and 'Submit' buttons.

- And the Officer need to enter the remarks & click on submit button as shown in above figure.
- User can see the forwarded application in the list view as shown below.

The screenshot shows the 'CSD Non Local Register List' interface with the application status updated to 'Forwarded'. The table displays the following data:

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	View	Action	Remarks	Approval Print
1	CSD_LOGIN	Forwarded	25-Jun-2025 12:56 PM	Assistant Commissioner			Remarks	

CSD Non-Local Sign Up cum Registration User Manual

Assistant Commissioner Head Quarter:

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Excise Department
Government of Meghalaya

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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

- User need to provide valid credentials as mentioned in above figure and click on Login.

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:56 Dheeraj Gupta Assistant Commissioner

Search Menu

- Dashboard
- Officer Dashboard
- Activity Dashboard
- Production Dashboard
- Licensee Dashboard
- License Management
- Brand Label Management
- Hologram Procurement
- Bottling Unit
- Brewery
- Bonded Warehouse
- Military
- Retailer
- TP Revalidation
- Vigilance
- Reports

50 Pending Permits

Location	Count
Bottling Unit Local	1
Central Bonded Warehouse	8
State Bonded Warehouse	5
Military Canteen	19
Paramilitary	4
Retailer	13
Grand Total	50

102 Pending at District Office

Process Name	Pending at	Count
License Registration	Superintendent of Excise	48
License Registration	Deputy Superintendent of Excise	1
License Registration	Deputy Commissioner	2
License Registration	Assistant Commissioner	12
License Registration	Inspector of Excise (IOE)	2
Temporary Bar License Registration	Superintendent of Excise	1
Paramilitary Permits	Superintendent of Excise	4
Grand Total		102

72 Pending at Headquarters

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
CSD Non Local License Registration	Dealing Assistant HQ	3
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	3
Total		14
License Registration	Assistant Commissioner STE	3
CSD Non Local License Registration	Assistant Commissioner STE	3
Central Bonded	Assistant	1
Grand Total		72

17 Pending at Commissionerate

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

Activate Windows
Go to Settings to activate Windows.

- User need to click on license management or Pending at Headquarter count as shown in above figure.

CSD Non-Local Sign Up cum Registration User Manual

The screenshot shows the 'CSD Non Local Register List' interface. The left sidebar contains a 'Search Menu' with options like Dashboard, License Management, Brand Label Management, Hologram Procurement, Bottling Unit, Brewery, Bonded Warehouse, Military, Retailer, TP Revalidation, and Vigilance. The main area displays a table of applications with columns: Sr.No., Acknowledgement Receipt Number, Status, Submitted Date & Time, Pending at, View, Action, Remarks, and Approval Print. The table shows 6 entries, with the first two having status 'Submitted' and the last four having status 'Forwarded'. The 'Action' column for the 'Forwarded' entries contains a 'Grant / Reject Request' button.

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	View	Action	Remarks	Approval Print
1	L2500090	Submitted	15-Feb-2025 02:32 PM	Dealing Assistant			Remarks	
2	L2500092	Submitted	15-Feb-2025 05:06 PM	Dealing Assistant			Remarks	
3	ASHWINI_VAMAN	Forwarded	10-May-2025 10:32 AM	Assistant Commissioner		Grant / Reject Request	Remarks	
4	CSD_N	Submitted	27-May-2025 11:45 AM	Dealing Assistant			Remarks	
5	CSD_S	Forwarded	31-May-2025 02:45 PM	Assistant Commissioner		Grant / Reject Request	Remarks	
6	CSD_LOGIN	Forwarded	25-Jun-2025 12:56 PM	Assistant Commissioner		Grant / Reject Request	Remarks	

- User can see the applied CSD Non Local applications in the list view.
- User need to click on action button to Approve the license.

This screenshot is similar to the previous one, but the 'Grant / Reject Request' button in the 'Action' column for the first 'Forwarded' entry (Sr.No. 1, Acknowledgement Receipt Number CSD_LOGIN) is highlighted with a red box. A red arrow points to this button, indicating the next step in the process.

This screenshot shows the 'Grant/Reject CSD Non Local License Registration' dialog box. It contains a form with 'Acknowledgement Number' set to 'CSD_LOGIN' and a 'Remarks' field with the text 'approved'. At the bottom, there are two buttons: 'Reject' (with a red 'X' icon) and 'Approve' (with a green checkmark icon). The background shows the same table as the previous screenshots, but the dialog box is in the foreground.

- And the Officer need to enter the remarks & click on Approve button as shown in above figure.


CSD Non-Local Sign Up cum Registration User Manual

The screenshot shows the 'CSD Non Local Register List' interface. On the left is a sidebar with a 'Search Menu' and a 'License Management' section. The main area displays a table with columns: Sr.No., Acknowledgement Receipt Number, Status, Submitted Date & Time, Pending at, View, Action, and Remarks. A dropdown menu is open over the 'Status' column, showing options: Pending, Approved, Rejected, and All. A red arrow points to the 'Approved' option. The table lists five records, with the first two having a status of 'Submitted' and the last three having a status of 'Forwarded'.

- User can see the approved license selecting the filter as Approve and click on search button.
- User need to click on print button to see Approved license print.

The screenshot shows the 'CSD Non Local Register List' interface with the 'Status' filter set to 'Approved'. The table now only displays one record with a status of 'Approved'. A red arrow points to the 'Approval Print' button in the 'Action' column of this record.

Grant of License:



**EXCISE DEPARTMENT
GOVERNMENT OF MEGHALAYA**

**LICENSE TO CONSTRUCT AND WORK A BONDED WAREHOUSE FOR THE
DEPOSIT AND STORAGE OF FOREIGN LIQUOR AND SPIRITS**

District :
 No. of License in the register : 130302125(Wholesale)
 Name of License : AVK GROPU OF COMPANY
 Name of Licensee : YB KUMBAR

Resident of Them : YB KUMBAR is hereby authorized by the Excise Commissioner, Meghalaya.

Dated : 25-Jun-2025.

Received the above license 130302125(Wholesale) issued on 25-Jun-2025 by the Assistant Commissioner of Excise, Meghalaya, Shillong.

**Assistant Commissioner Of Excise
Meghalaya, Shillong**

CSD Non-Local Sign Up cum Registration User Manual