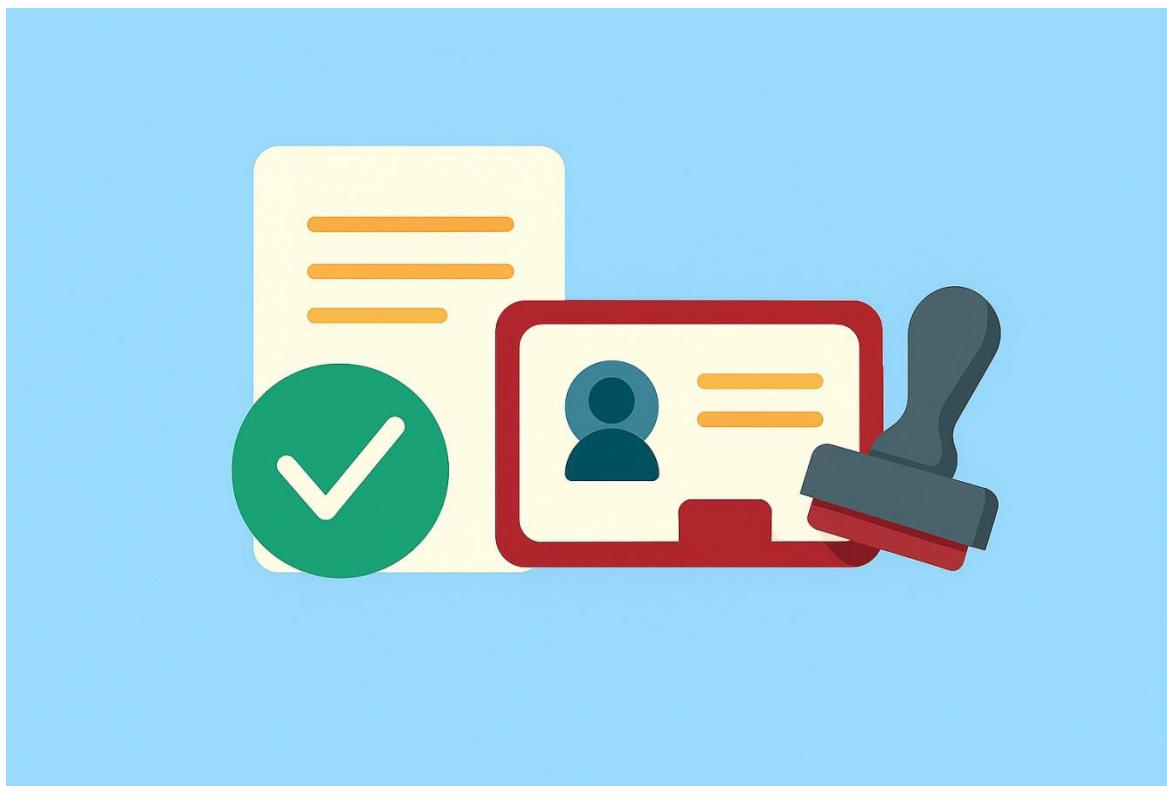




**Excise Department  
Government of Meghalaya**



**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

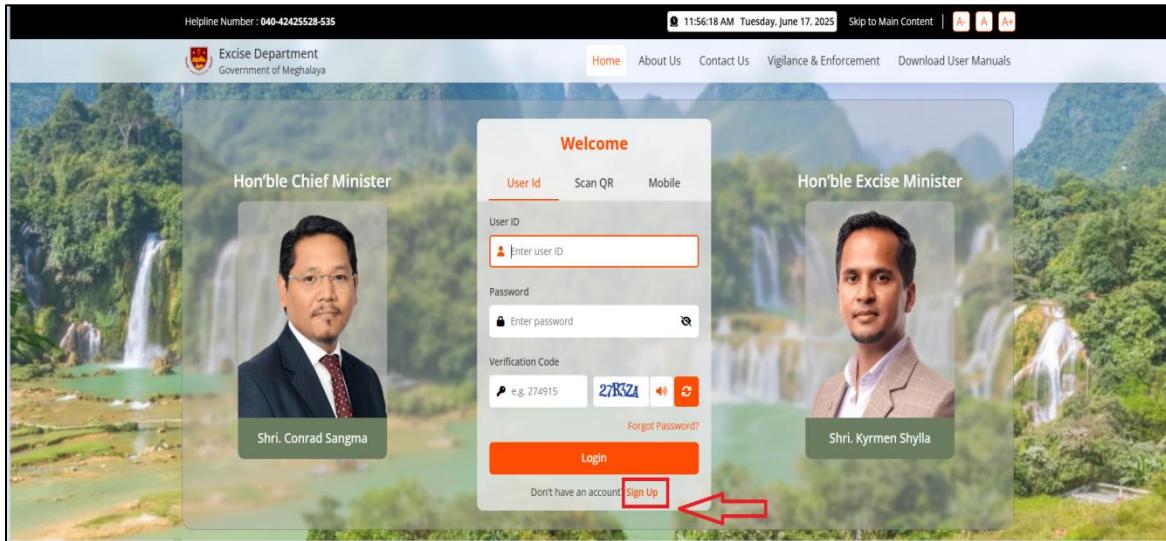
### 1. Overview:

- 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:



- 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.

Registration Type \*

Select Type

Bottling/Brewery/Wholesale/Retailer

Temporary Bar License Registration

CSD Non Local Registration

Spirit Import Registration

User ID: \*

Enter User ID

Password: \*

Enter Password

Confirm Password: \*

Enter Confirm Password

Verification Code \*

Enter Verification Code

6K6AJR

Cancel Save

## CSD Non-Local Sign Up cum Registration User Manual

Helpline Number : 040-42425528-535

12:44:44 PM Wednesday 25 June 2025 Skip to Main Content | A- A A+

Excise Department  
Government of Meghalaya

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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: \*

Confirm Password: \*

Business Name\*

Business Name

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 | A- A A+

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Congratulations!

Your account is created successfully

Login Id: LR\_LOGIN

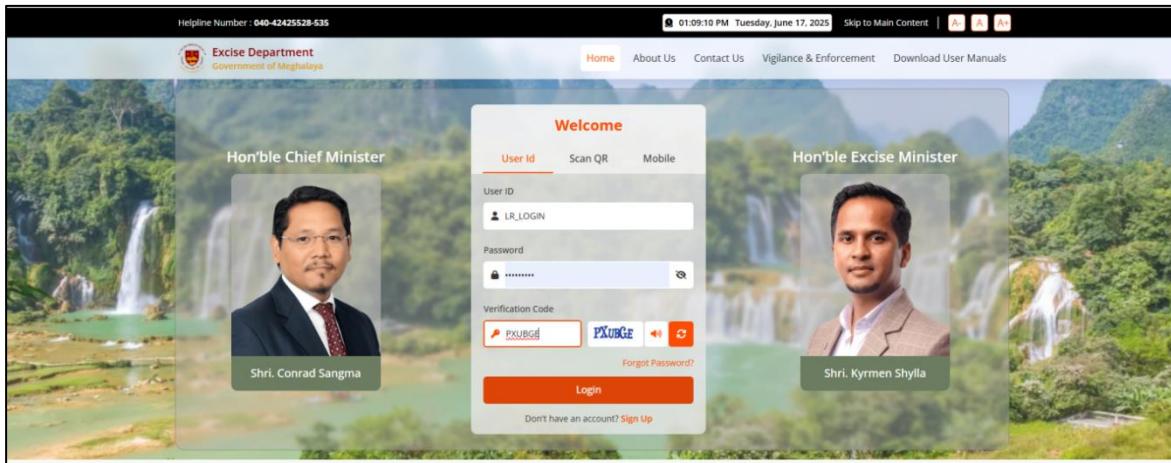
Password: Provided by the user

Login

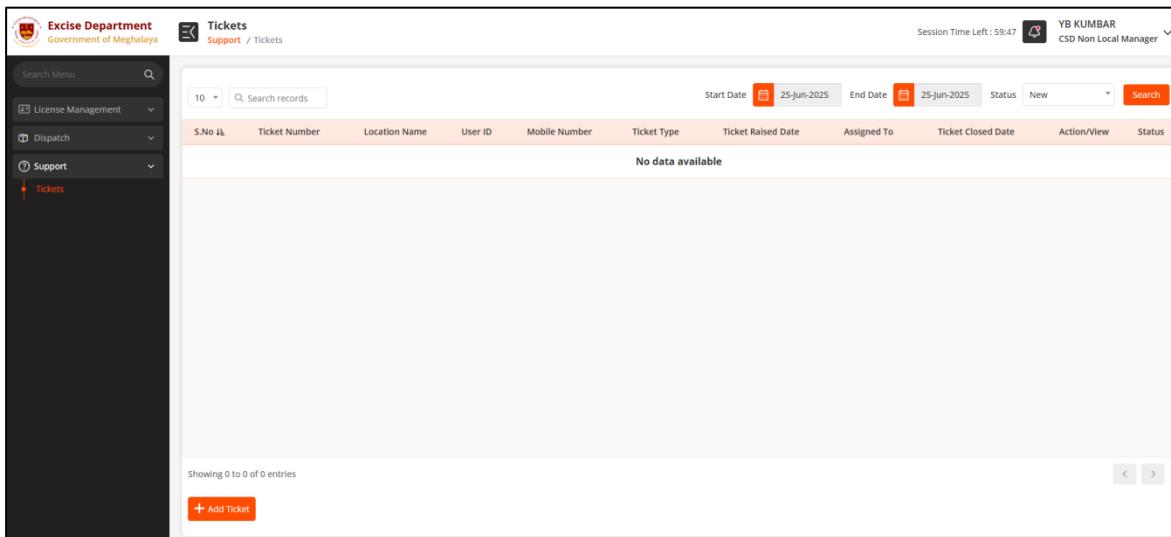
- User need to click on Login button as shown in above figure.

## CSD Non-Local Sign Up cum Registration User Manual

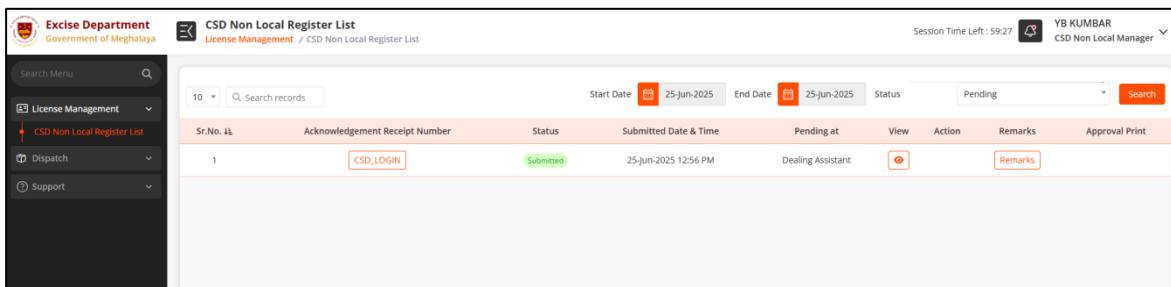
- The user need to do the login with valid user credential and click on the Login button.



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

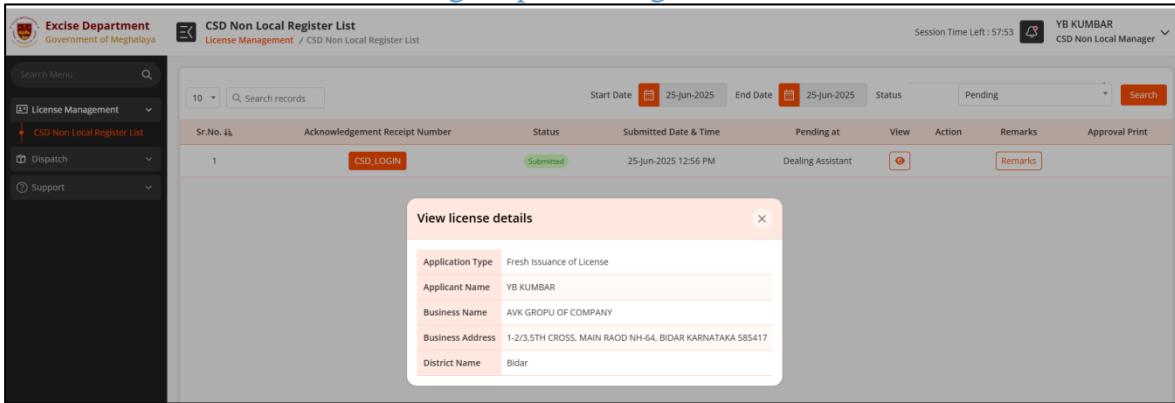


- From side menu, user need to click on license management, to see the applied registration application.



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

## CSD Non-Local Sign Up cum Registration User Manual



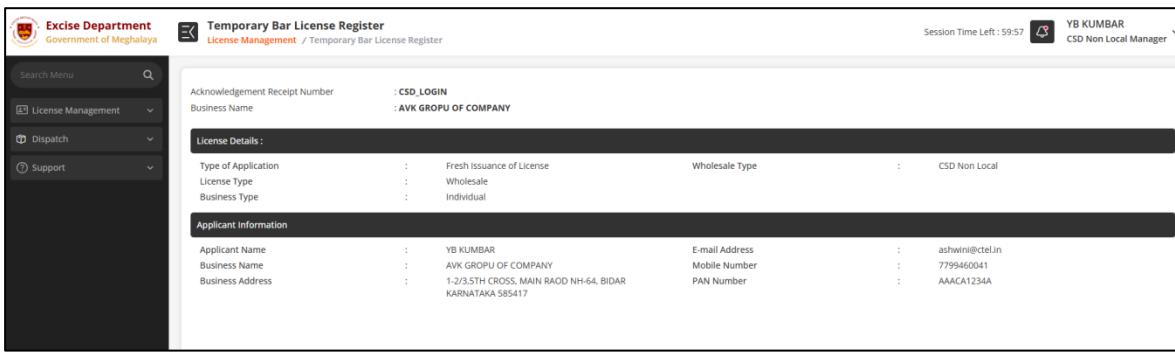
The screenshot shows the 'CSD Non Local Register List' page. It displays a single application record with the following details:

Sr.No.	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				

A modal window titled 'View license details' is open, showing the following application details:

Application Type	Fresh Issuance of License
Applicant Name	YB KUMBAR
Business Name	AVK GROPU OF COMPANY
Business Address	1-2/3.5TH CROSS, MAIN ROAD NH-64, BIDAR KARNATAKA 585417
District Name	Bidar

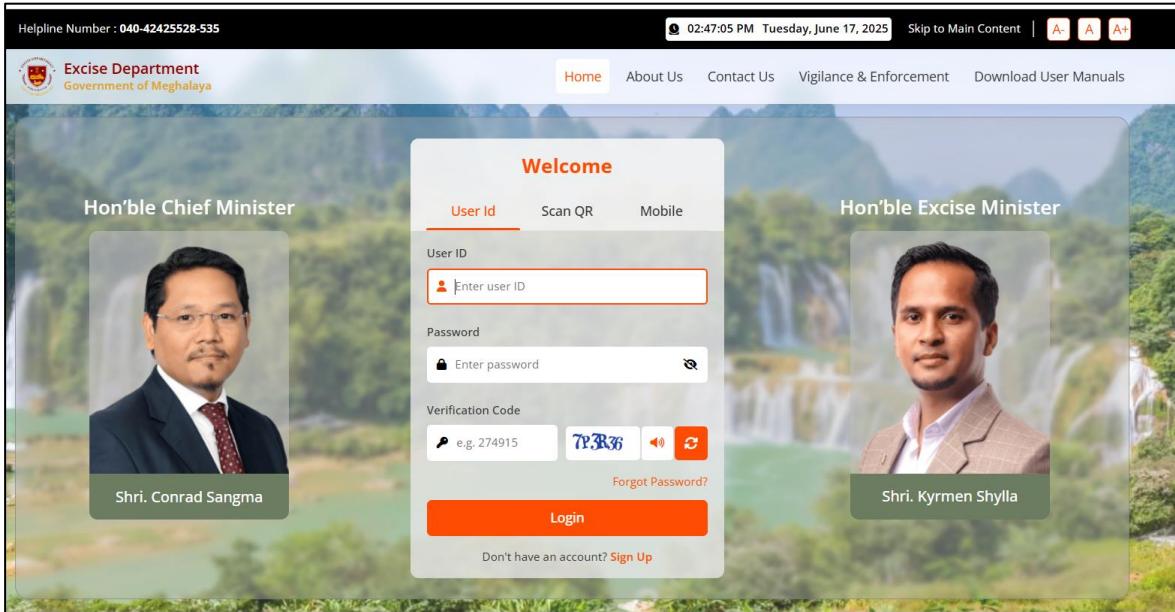
- User need to click on View button view the preview of the application form as shown below.



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

Acknowledgement Receipt Number	: CSD_LOGIN		
Business Name	: AVK GROPU OF COMPANY		
<b>License Details :</b>			
Type of Application	: Fresh Issuance of License	Wholesale Type	: CSD Non Local
License Type	: Wholesale		
Business Type	: Individual		
<b>Applicant Information</b>			
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 ROAD NH-64, BIDAR KARNATAKA 585417	PAN Number	: AAACA1234A

### Dealing Assistant Headquarter:



The screenshot shows the login page for the Dealing Assistant Headquarter. It features a 'Welcome' message and a login form. The login form fields are:

- User ID:
- Password:
- Verification Code:  e.g. 274915 (with a refresh icon)
- Forgot Password?
- Login button

Below the login form, there is a link: 'Don't have an account? [Sign Up](#)'.

On the left, there is a portrait of 'Hon'ble Chief Minister' (Shri. Conrad Sangma) and on the right, there is a portrait of 'Hon'ble Excise Minister' (Shri. Kyrmen Shylla).

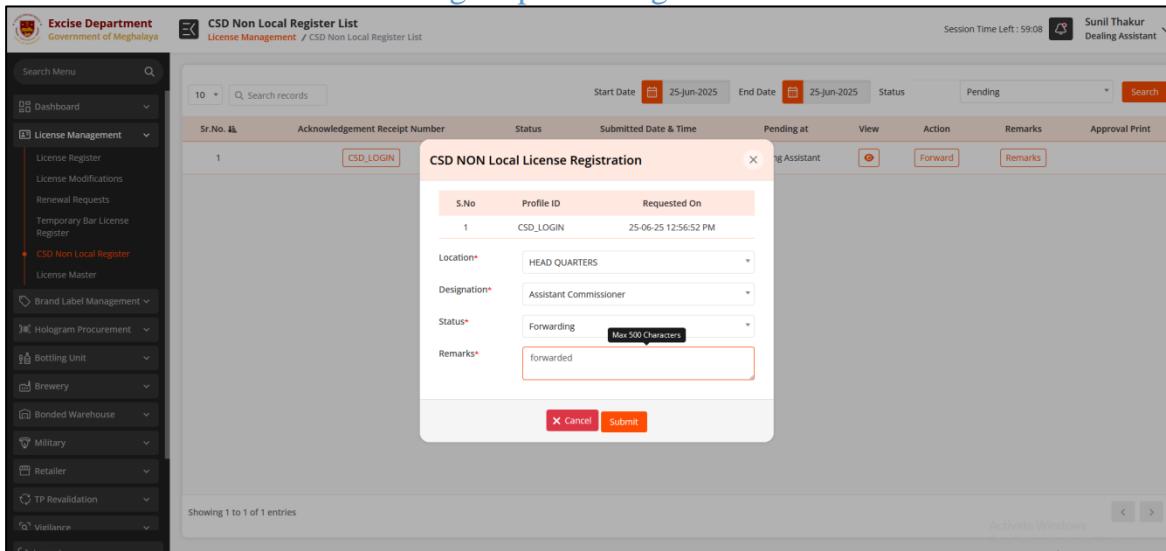
- User need to provide valid credentials as mentioned in above figure and click on Login.

## CSD Non-Local Sign Up cum Registration User Manual

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

- 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.

## CSD Non-Local Sign Up cum Registration User Manual

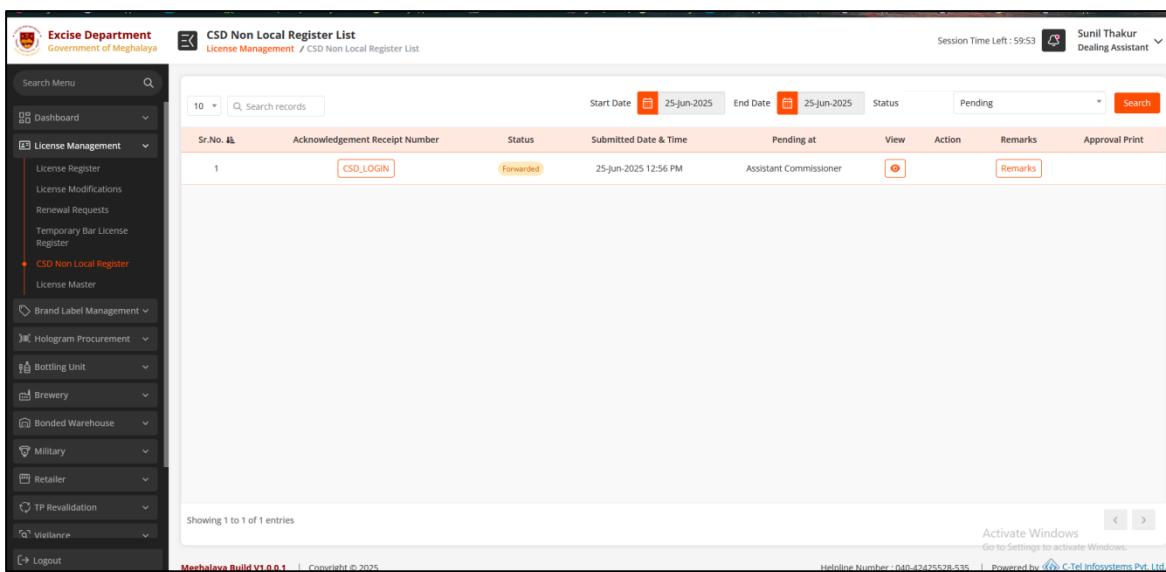


The screenshot shows a modal dialog box titled "CSD NON Local License Registration". The dialog contains the following fields:

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

Below these are dropdowns for Location (HEAD QUARTERS), Designation (Assistant Commissioner), and Status (Forwarding). The Remarks field contains the text "forwarded". At the bottom 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.

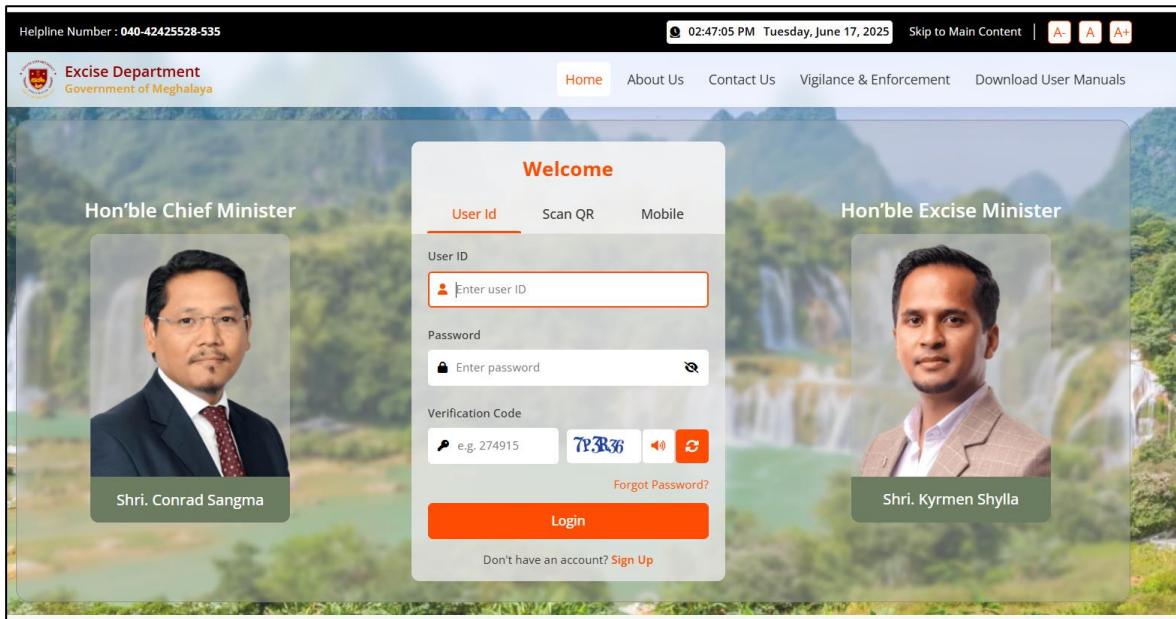


The screenshot shows a table titled "CSD Non Local Register List". The table has the following columns: Sr.No, Acknowledgement Receipt Number, Status, Submitted Date & Time, Pending at, View, Action, Remarks, and Approval Print. The data in the table is:

Sr.No	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	Action	Remarks	Approval Print
1	CSD_LOGIN	Forwarded	25-Jun-2025 12:56 PM	Assistant Commissioner	<span style="border: 1px solid orange; padding: 2px;">View</span>	<span style="border: 1px solid orange; padding: 2px;">Remarks</span>	

## CSD Non-Local Sign Up cum Registration User Manual

### Assistant Commissioner Head Quarter:



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

Pending Permits			Pending at District Office			Pending at Headquarters			Pending at Commissionnerate		
Location	Count	Process Name	Pending at	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	7	Brand Label Registration	Commissioner	6	
Central Bonded Warehouse	8	License Registration	Deputy Superintendent of Excise	1	CSD Non Local License Registration	Dealing Assistant HQ	3	Central Bonded Warehouse Permits	Commissioner	6	
State Bonded Warehouse	5	License Registration	Deputy Commissioner	2	Central Bonded Warehouse Permits	Dealing Assistant HQ	1	State Bonded Warehouse Permits	Commissioner	5	
Military Canteen	19	License Registration	Assistant Commissioner	12	State Bonded Warehouse Permits	Dealing Assistant HQ	3				
Paramilitary	4	Temporary Bar License Registration	Inspector of Excise (IOE)	2	Total		14				
Retailer	13	Paramilitary Permits	Superintendent of Excise	1	License Registration	Assistant Commissioner STE	3				
					CSD Non Local License Registration	Assistant Commissioner STE	3				
					Central Bonded	Assistant	1				
					Grand Total		72	Grand Total		17	

- 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

Excise Department Government of Meghalaya

CSD Non Local Register List

License Management / CSD Non Local Register List

Session Time Left : 59:54 Dheeraj Gupta Assistant Commissioner

Search Menu

Dashboard

LICENSE MANAGEMENT

- License Register
- License Modifications
- Renewal Requests
- Temporary Bar License Register
- CSD Non Local Register**
- License Master

Brand Label Management

Hologram Procurement

Bottling Unit

Brewery

Bonded Warehouse

Military

Retailer

TP Revalidation

Vigilance

Logout

10 Q Search records

Start Date 25-Jun-2025 End Date 25-Jun-2025 Status Pending Search

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				
2	L2500092	Submitted	15-Feb-2025 05:06 PM	Dealing Assistant				
3	ASHWINI_VAMAN	Forwarded	10-May-2025 10:32 AM	Assistant Commissioner				
4	CSD_N	Submitted	27-May-2025 11:45 AM	Dealing Assistant				
5	CSD_S	Forwarded	31-May-2025 02:45 PM	Assistant Commissioner				
6	CSD_LOGIN	Forwarded	25-Jun-2025 12:56 PM	Assistant Commissioner				

Showing 1 to 6 of 6 entries

Activate Windows  
Go to Settings to activate Windows

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

Excise Department Government of Meghalaya

CSD Non Local Register List

License Management / CSD Non Local Register List

Session Time Left : 59:54 Dheeraj Gupta Assistant Commissioner

Search Menu

Dashboard

LICENSE MANAGEMENT

- License Register
- License Modifications
- Renewal Requests
- Temporary Bar License Register
- CSD Non Local Register**
- License Master

Brand Label Management

10 Q Search records

Start Date 25-Jun-2025 End Date 25-Jun-2025 Status Pending Search

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				

Excise Department Government of Meghalaya

CSD Non Local Register List

License Management / CSD Non Local Register List

Session Time Left : 58:59 Dheeraj Gupta Assistant Commissioner

Search Menu

Dashboard

LICENSE MANAGEMENT

- License Register
- License Modifications
- Renewal Requests
- Temporary Bar License Register
- CSD Non Local Register**
- License Master

Brand Label Management

10 Q Search records

Start Date 25-Jun-2025 End Date 25-Jun-2025 Status Pending Search

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				

Grant/Reject CSD Non Local License Registration

Acknowledgement Number: CSD\_LOGIN

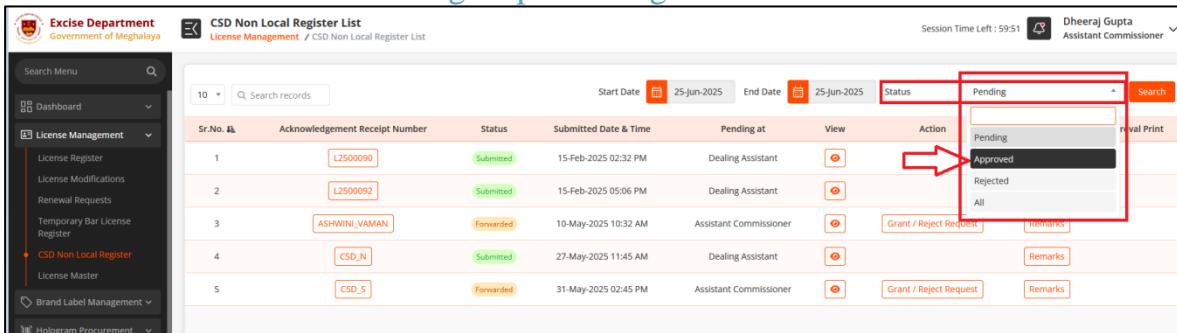
Remarks: approved

Showing 1 to 1 of 1 entries

Activate Windows

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

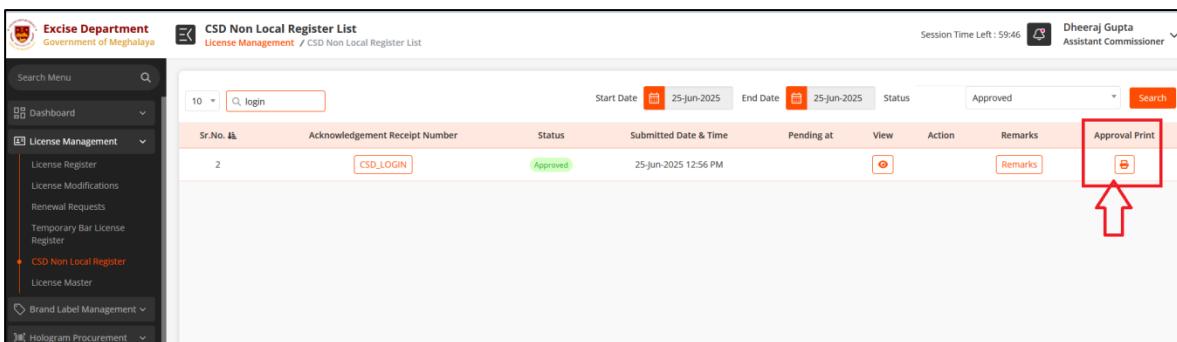
## CSD Non-Local Sign Up cum Registration User Manual



The screenshot shows a table of license entries. The 'Status' column has a dropdown menu with options: Pending, Approved, Rejected, and All. The 'Approved' option is highlighted with a red box and an arrow pointing to it.

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	Action
1	L2500090	Submitted	15-Feb-2025 02:32 PM	Dealing Assistant	<input type="button" value="View"/> <input type="button" value="Grant / Reject Request"/> <input type="button" value="Remarks"/>
2	L2500092	Submitted	15-Feb-2025 05:06 PM	Dealing Assistant	<input type="button" value="View"/> <input type="button" value="Grant / Reject Request"/> <input type="button" value="Remarks"/>
3	ASHWINI_VAMAN	Forwarded	10-May-2025 10:32 AM	Assistant Commissioner	<input type="button" value="View"/> <input type="button" value="Grant / Reject Request"/> <input type="button" value="Remarks"/>
4	CSD_N	Submitted	27-May-2025 11:45 AM	Dealing Assistant	<input type="button" value="View"/> <input type="button" value="Grant / Reject Request"/> <input type="button" value="Remarks"/>
5	CSD_S	Forwarded	31-May-2025 02:45 PM	Assistant Commissioner	<input type="button" value="View"/> <input type="button" value="Grant / Reject Request"/> <input type="button" value="Remarks"/>

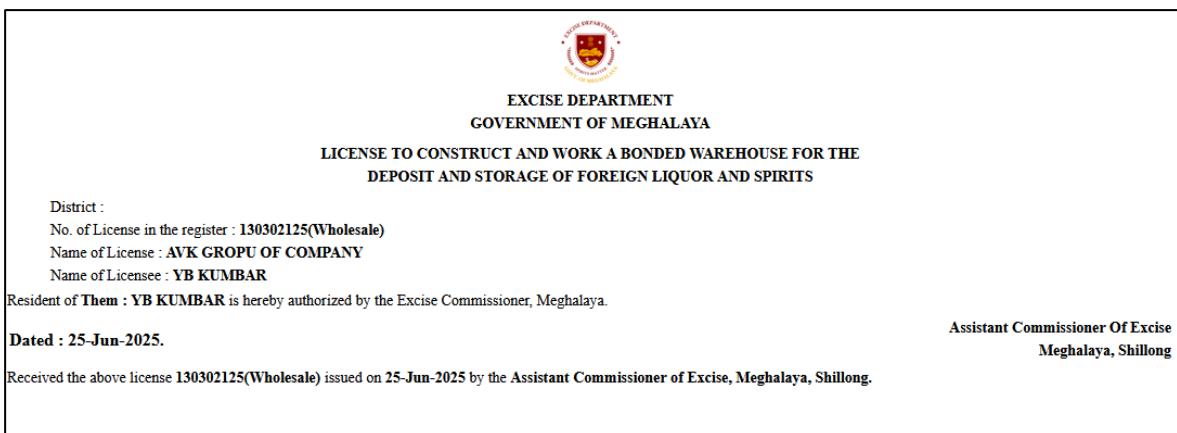
- User can see the approved license selecting the filter as Approve and click on search button.
- User need to click on print button to see Approved license print.



The screenshot shows a table of license entries. One entry has the status 'Approved'. The 'Action' column for that entry contains a button labeled 'Approval Print' with a red box and an arrow pointing to it.

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	Action
2	CSD_LOGIN	Approved	25-Jun-2025 12:56 PM		<input type="button" value="View"/> <input type="button" value="Remarks"/> <input type="button" value="Approval Print"/>

### Grant of License:



The certificate is issued by the Excise Department, Government of Meghalaya. It grants a license to construct and work a bonded warehouse for the deposit and storage of foreign liquor and spirits. The licensee is AVK GROPU OF COMPANY, and the licensee is YB KUMBAR. The license is issued on 25-Jun-2025. The Assistant Commissioner of Excise, Meghalaya, Shillong, has signed the document.

**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