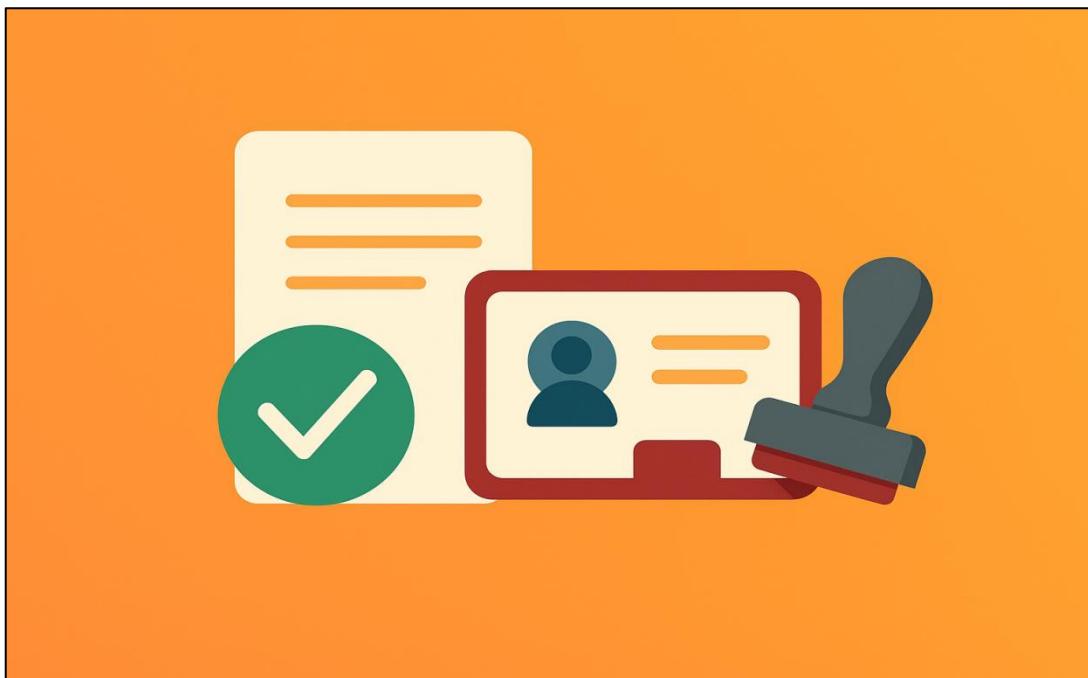




**Excise Department  
Government of Meghalaya**



**C-TEL INFOSYSTEMS PVT. LTD**  
**Hyderabad, Telangana**

# Manufacturing License Registration User Manual

## Table Of Contents

1. Overview.....	3
2. Manufacturing License Registration .....	4
2.1 Bottling/Brewery/Homemade Wine/Import .....	4

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

## Manufacturing License Registration User Manual

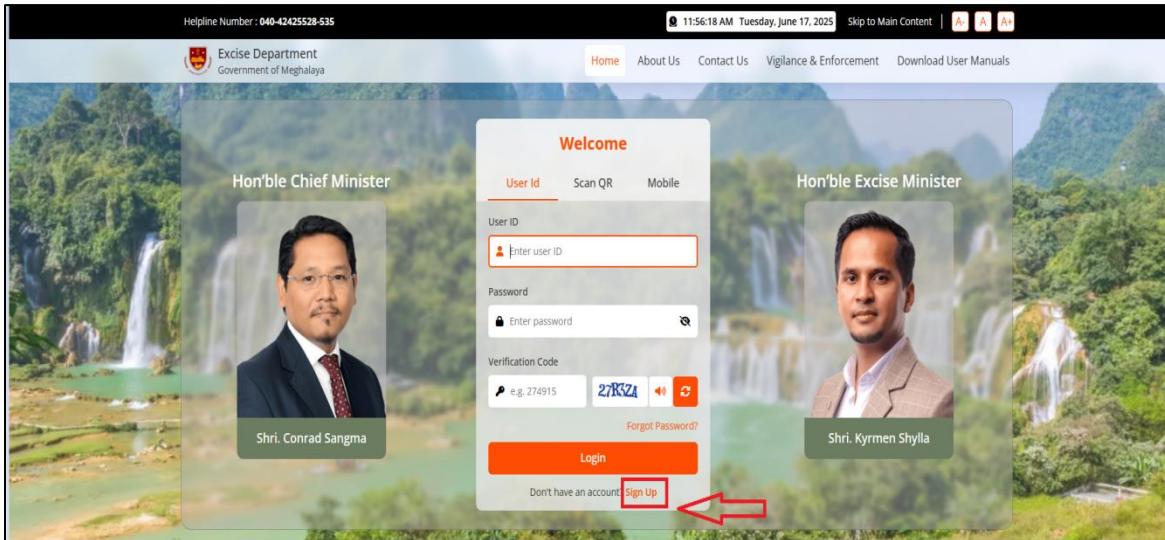
### 1. Overview:

- 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 License registration process of Manufacturing unit as shown below.

## 2. Manufacturing License Registration

### 2.1 Bottling/Brewery/Homemade Wine/Import

#### 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 Bottling/Brewery/Wholesale/Retailer.

## Manufacturing License Registration User Manual

Helpline Number : 040-42425528-535

12:07:17 PM Tuesday, June 17, 2025 | Skip to Main Content | A- A A+

Excise Department  
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

### Sign Up

Registration Type \*

User ID: \*

Applicant Name \*

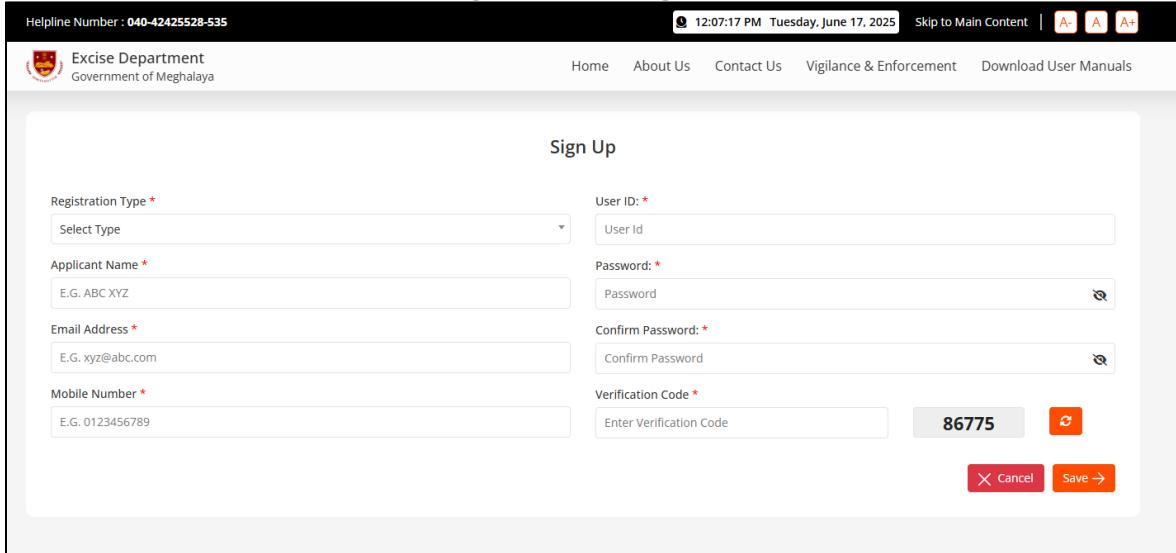
Password: \*

Email Address \*

Confirm Password: \*

Mobile Number \*

Verification Code \*



- 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+

Excise Department  
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

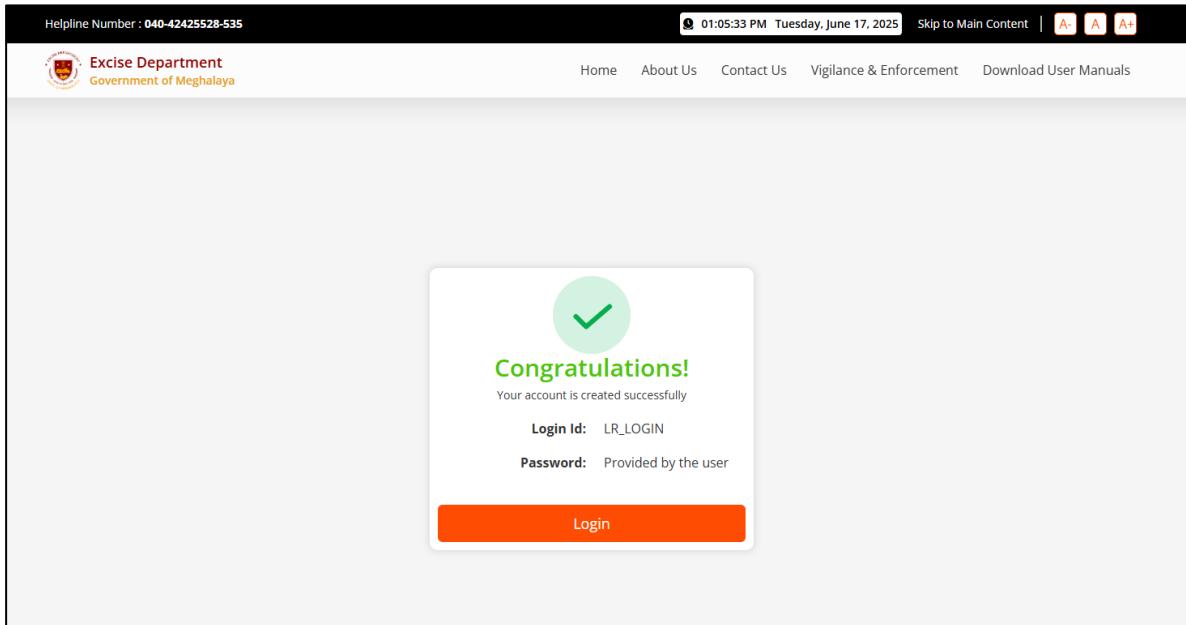


### Congratulations!

Your account is created successfully

Login Id: LR\_LOGIN

Password: Provided by the user

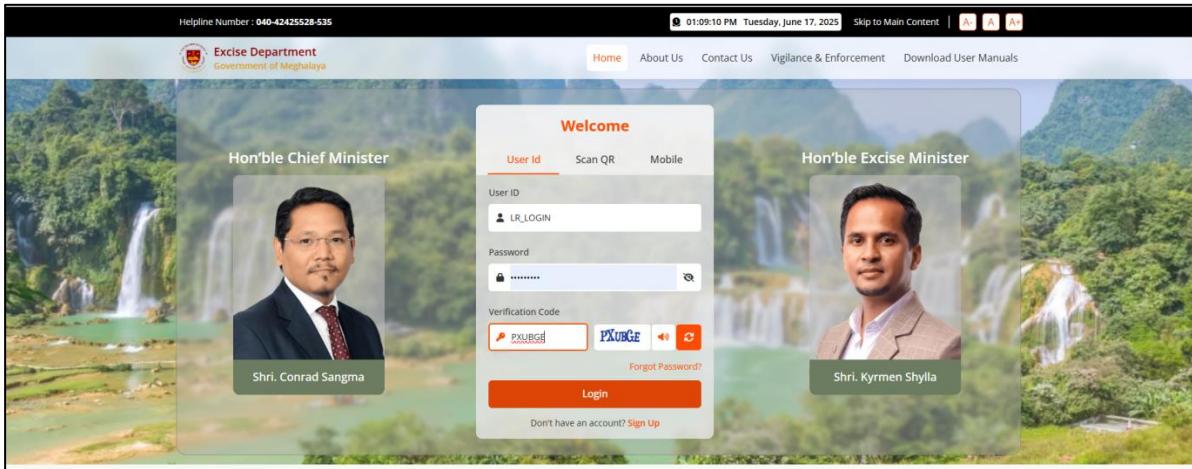


- User need to click on Login button as shown in above figure.

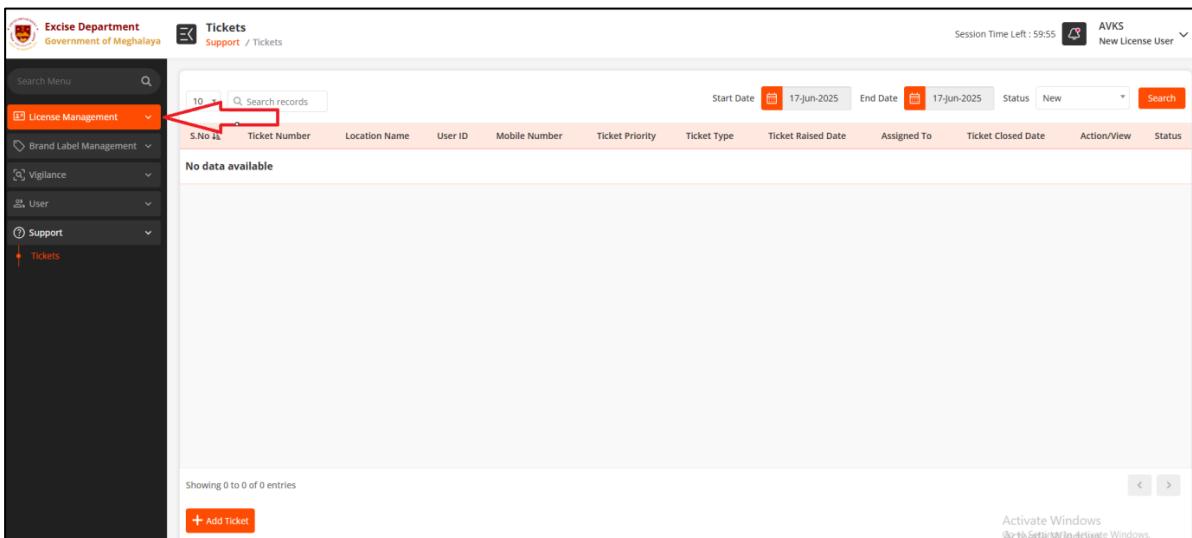
# Manufacturing License Registration User Manual

## Applicant:

- 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.



## Manufacturing License Registration User Manual

- From side menu, user need to select license management, and click on +license Registration

- In the Application form, user need to select type of application, if user has applying for the first time new license then select the license type as Issuance of New License,

## Manufacturing License Registration User Manual

- If user already have license, select the license type as Issuance of Existing License.

APPLICATION FORM

**Basic Information**

Type of Application\* Issuance of Existing License

Financial Year\* Issuance of New License

Existing License Number\* Issuance of Existing License

License Type\* Select License Type

Business Type\* Select Business Type

**Personal Information**

Name of Applicant\* AVKS

Date of Birth\* dd/mm/yyyy

Business Entity\* Business Name

Mobile Number\* 6361172497

Plot/House/Building Number

Road/Street Number

Nearest Landmark

Block/Circle

State\* Meghalaya

District\* Select District

PIN Code\* PIN Code

E-mail Address\* fda@1243.in

Skip Save & Proceed

APPLICATION FORM

**Basic Information**

Type of Application\* Issuance of Existing License

Financial Year\* Current Financial Year (2025-2026)

Existing License Number\* Existing License Number

License Type\* Select License Type

Business Type\* Select Business Type

**Personal Information**

Name of Applicant\* AVKS

Date of Birth\* dd/mm/yyyy

Business Entity\* Business Name

Mobile Number\* 6361172497

Plot/House/Building Number

Road/Street Number

Nearest Landmark

Block/Circle

State\* Meghalaya

District\* Select District

PIN Code\* PIN Code

E-mail Address\* fda@1243.in

Skip Save & Proceed

- In Application form, if user selected the issuance of existing license then need to enter the existing license number as shown above figure.
- In Application form, user need to select the license type as Manufacturing unit as shown below figure

APPLICATION FORM

**Basic Information**

Type of Application\* Issuance of Existing License

Financial Year\* Current Financial Year (2025-2026)

Existing License Number\* Existing License Number

License Type\* Select License Type

Business Type\* Select Business Type

**Personal Information**

Name of Applicant\* AVKS

Date of Birth\* dd/mm/yyyy

Business Entity\* Business Name

Mobile Number\* 6361172497

Plot/House/Building Number

Road/Street Number

Nearest Landmark

Block/Circle

State\* Meghalaya

District\* Select District

PIN Code\* PIN Code

E-mail Address\* fda@1243.in

Skip Save & Proceed

## Manufacturing License Registration User Manual

- User need to select the Manufacturing type as Bottling/Brewery/Homemade Warehouse /Import.
- Then user need to select the Business type as shown below figure,

**APPLICATION FORM**

**Basic Information**

Type of Application\* Issuance of Existing License License Type\* Manufacturing Unit Manufacturing Unit Type\* Bottling Unit

License Form\* FL1 Business Type\* Select Business Type Financial Year\* Current Financial Year (2025-2026)

Existing License Number\* Existing License Number

**Personal Information**

Name of Applicant\* AVKS Plot/House/Building Number State\* Meghalaya

Date of Birth\* dd/mm/yyyy Road/Street Number District\* Select District

Business Entity\* Business Name Nearest Landmark PIN Code\* PIN Code

Mobile Number\* 6361172497 Block/Circle E-mail Address\* fda@123.in

**Buttons:** Skip, Save & Proceed

- Based on selection of license type field will appear with respective to that selection , fill all the information regarding the Wholesale type license.
- User required to Enter personal information, additional details etc.,click on save and proceed.

**APPLICATION FORM**

**Basic Information**

Type of Application\* Issuance of New License License Type\* Wholesale Wholesale Type\* Central Bonded Warehouse

Turnover Criteria\* Turnover less than Rs. 10 Cr per annum License Form\* CBW Business Type\* Individual

Financial Year\* Current Financial Year (2025-2026)

**Personal Information**

Name of Applicant\* AVKS Plot/House/Building Number Plot/House/Building Number State\* Meghalaya

Date of Birth\* dd/mm/yyyy Road/Street Number District\* Select District

Business Entity\* Business Name Nearest Landmark PIN Code\* PIN Code

Mobile Number\* 6361172497 Block/Circle E-mail Address\* fda@123.in

**Additional Details**

Father's Name\* Father's Name Mother's Name Mother's Name PAN\* AAAPA1111A

Aadhaar Number Aadhaar Card Number

**Buttons:** Skip, Save & Proceed

- Fill all the information regarding the proposed premises and complete filling the additional information, boundary details, infrastructure of proposed premises and production process..etc,

# Manufacturing License Registration User Manual

<b>Address of Proposed Premises</b>					
House/Building/Plot Number*	1-2	Road/Street	Main Road	Nearest Landmark	Nearest Landmark
Block	Block	Village/Town/City*	West Garo	Post Office*	Post Office
State*	Meghalaya	Mobile Number*	9999999999	Email Address*	fda@1243.in
District*	West Garo Hills	Sub-division	Sub-division	PIN Code*	546454
Landline Number	Landline Number				
<b>Additional Information</b>					
Khasra/Khatoni/Mauja Number	112	Area of Premise (Sq. Meter)*		3214	
<b>Boundary Details</b>					
East Boundary*	EB	North Boundary*	NB		
West Boundary*	WB	South Boundary*	SB		
<b>Infrastructure of Proposed Premises</b>					
Number of Spirit Storage Rooms (SSR)	50	Number of Bottling Halls	50	Activate Windows Go to Settings to activate Windows.	
Capacity of Spirit Storage Rooms	Proof Liters	Capacity of Spirit Storage Rooms (SSR)	Capacity of Bottling Halls	Proof Liters	Capacity of Bottling Halls
Number of Vats in Spirit Storage Room (SSR)	45	Number of Bottling Lines	Number of Bottling Lines		
Capacity of Vats in Spirit Storage Room	Proof Liters	Capacity of Vats in Spirit Storage Room	Number of Rooms of the Finished Products/BSSR	Number of rooms of the finished products/BSSR	
Number of Blending Vats	Number of Blending Vats	Capacity of Rooms of the Finished Products/BSSR	Proof Liters	Capacity of Rooms for storage of finis	
Capacity of Blending Vats	Proof Liters	Capacity of Blending Vats	Production Capacity*	Proof Liters	45
<b>Proposed Production Process</b>					
Kinds of spirituous preparations intended to be manufactured*	ASFD	Details of the process of manufacture*	ASFD		
Detailed formula of spirituous preparations intended to be manufactured	Formula of Spirituous Preparations	Applicant carried out the business of manufacturing spirituous preparations in the past	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Name of ingredients to be used in the manufacture of spirituous preparations*	ASDF				
<div style="text-align: center;"> <input type="button" value="Previous"/> <input type="button" value="Skip"/> <input type="button" value="Save &amp; Proceed"/> </div>					
<small>Activate Windows Go to Settings to activate Windows.</small>					

- After completion of all the fields click on save and proceed.
- User need to upload all documents which are mentioned in below figure and click on Upload files and after click on save button.

<b>List of Certificates</b>					
<small>Please Upload Each PDF File Less than 3MB</small>					
Professional Tax clearance Certificate (from Autonomous District Council)*	No file chosen		Sales Tax clearance Certificate (from Meghalaya Taxation Department)*	No file chosen	
Police Verification Certificate*	No file chosen		Proof of Age Certificate (Birth Certificate/School Certificate)*	No file chosen	
Identity Proof (EPIC, etc.)*	No file chosen		Blue Print of Building and Site Plan duly countersigned by authorized Meghalaya Government Department Engineer.*	No file chosen	
Pollution Certificate from the Pollution Control Board.*	No file chosen		Single Window Clearance*	No file chosen	
Scheduled Tribe/Cast Certificate (if applicable)	No file chosen		Marriage Certificate (if married)	No file chosen	
Educational Qualification Certificate	No file chosen		Trading License (for Non-Tribal, ever applicable)	No file chosen	
Application should be affixed with court fee stamp of Rs.25/-*	No file chosen		No Objection Certificate From Local Area Authority*	No file chosen	
No Objection Certificate From Municipality (if it is within Municipality area)	No file chosen		No Objection Certificate From Market/Bazaar Committee (if it is within Market/Bazaar Area)	No file chosen	
Financial Capacity Certificate (from any Bank or Financial Institution)*	No file chosen		Land/ Building ownership document Tenancy Agreement.*	No file chosen	
Proof of Residential Certificate (EPIC Certificate issued by Village/ Town Committee/ Nokma/Hima Syiemship/ any other competent Authority)*	No file chosen				
<div style="text-align: center;"> <input type="button" value="Previous"/> <input type="button" value="Upload Files"/> <input type="button" value="Save"/> </div>					
<small>Activate Windows Go to Settings to activate Windows.</small>					

## Manufacturing License Registration User Manual

- Each files should be less than 3MB, please verify all the uploaded documents before upload.

- User need to click on next.and click on eye icon for hard/soft copy.
- User required to verify the uploaded documents which are uploaded accordingly.

## Manufacturing License Registration User Manual

Excise Department Government of Meghalaya

License View License Registration / License View

Session Time Left: 58:25 AVKS Applicant

Search Menu

Logout

Documents Checklist

- Application should be affixed with court fee stamp of Rs.25/-.
- Professional Tax clearance Certificate (from Autonomous District Council)
- Sales Tax clearance Certificate (from Meghalaya Taxation Department)
- Police Verification Certificate
- Proof of Age Certificate (Birth Certificate/School Certificate)
- Identity Proof (EPIC, etc.)
- Blue Print of Building and Site Plan duly countersigned by authorized Meghalaya Government Department Engineer.
- Scheduled Tribe/Cast Certificate (if applicable)
- Trading License (for Non-Tribal, if ever applicable)
- Marriage Certificate (if married)
- No Objection Certificate From Local Area Authority
- Educational Qualification Certificate
- No Objection Certificate From Municipality (if it is within Municipality area)
- No Objection Certificate From Market/Bazaar Committee (if it is within Market/Bazaar Area)
- Financial Capacity Certificate (from any Bank or Financial Institution)
- Land/ Building ownership document/Tenancy Agreement.
- Proof of Residential Certificate (EPIC Certificate issued by Village/ Town Committee/ Nokma/Hima Syiemship/ any other competent Authority)

- User need to click on next.
- User need to Select the relationship to father and business holder, click on I agree terms and conditions

Note: user can also make any changes by clicking on Edit button, further after submitting user can't make changes

Excise Department Government of Meghalaya

License View License Registration / License View

Session Time Left: 56:57 AVKS New License User

Search Menu

Logout

Declaration Form

Declaration

Self-declaration by the applicant for completeness and correctness of application information being submitted

I AVKS --select-- of Vaman --select-- of the Business, the particulars of which are included above, apply on behalf of that Business for grant of a license / permission / registration under the Meghalaya Excise.

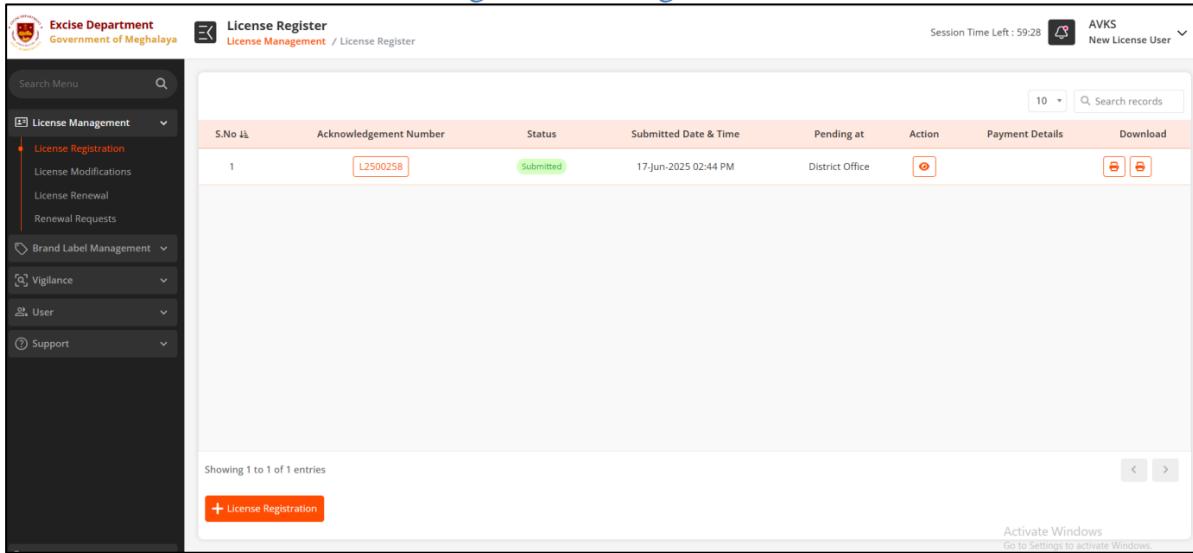
I AVKS --select-- of Vaman --select-- of the aforementioned business, do hereby solemnly affirm that the particulars provided in this form are true and correct to the best of my knowledge and belief. I undertake to notify the Registering Authority immediately of any change in the above particulars.

Signature  
(Designation with relation to the Business)  
Seal  
Date: 17-Jun-2025 02:37:05 pm  
 I agree to the Terms & Conditions

Previous Edit Submit

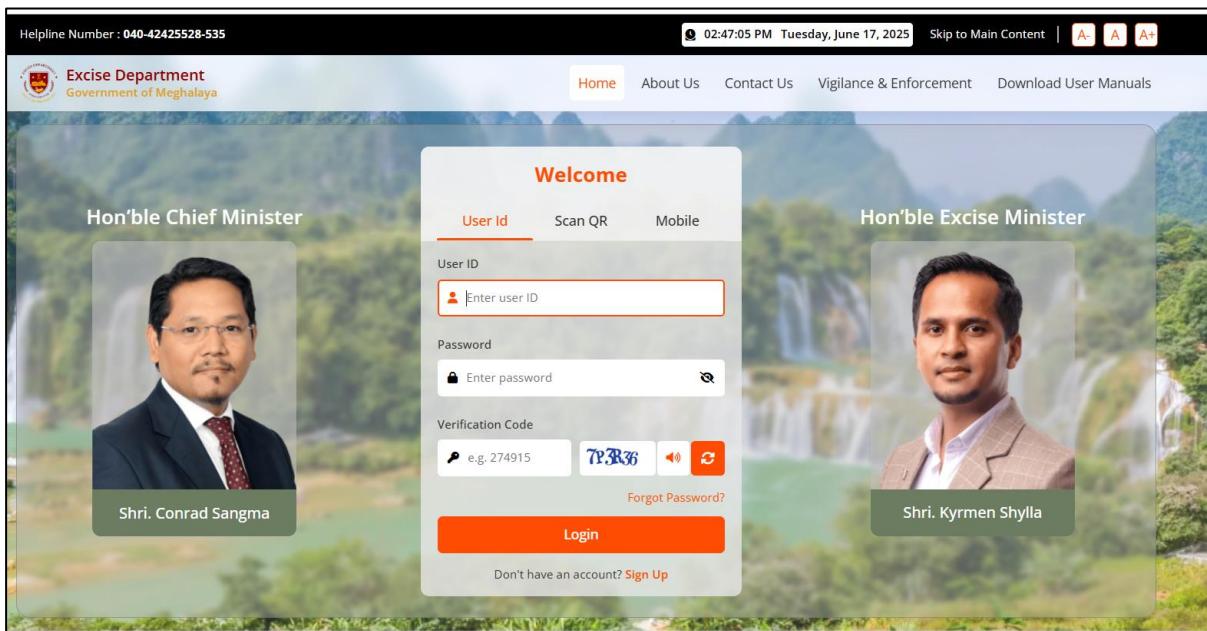
- The submitted application will be displayed as shown in below figure.

## Manufacturing License Registration User Manual



S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Submitted	17-Jun-2025 02:44 PM	District Office			

### Superintendent of Excise:



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

# Manufacturing License Registration User Manual

- User need to click on license management or Pending at District Office count as shown in below figure.

- User need to click on license management as shown in above figure.

## Manufacturing License Registration User Manual

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500101	Submitted	25-Feb-2025 10:15 AM	Superintendent of Excise	<span>Approve</span>	<span>View</span>	<span>Return To Applicant</span>
2	L2500175	Submitted	07-Jun-2025 05:05 PM	Superintendent of Excise	<span>Approve</span>	<span>View</span>	<span>Return To Applicant</span>
3	L2500192	Forwarded	04-Jun-2025 04:33 PM	Superintendent of Excise	<span>Approve</span>	<span>View</span>	<span>Return To Applicant</span>
4	L2500196	Forwarded	05-Jun-2025 07:39 AM	Superintendent of Excise	<span>Approve</span>	<span>View</span>	<span>Return To Applicant</span>
5	L2500253	Submitted	16-Jun-2025 01:02 PM	Superintendent of Excise	<span>Registration Approve</span>	<span>View</span>	<span>Return To Applicant</span>
6	L2500254	Submitted	16-Jun-2025 12:59 PM	Superintendent of Excise	<span>Approve</span>	<span>View</span>	<span>Return To Applicant</span>
7	L2500256	Submitted	16-Jun-2025 01:08 PM	Superintendent of Excise	<span>Registration Approve</span>	<span>View</span>	<span>Return To Applicant</span>
8	L2500258	Submitted	17-Jun-2025 02:44 PM	Superintendent of Excise	<span>Approve</span>	<span>View</span>	<span>Return To Applicant</span>
9	L2500259	Submitted	17-Jun-2025 04:05 PM	Superintendent of Excise	<span>Registration Approve</span>	<span>View</span>	<span>Return To Applicant</span>

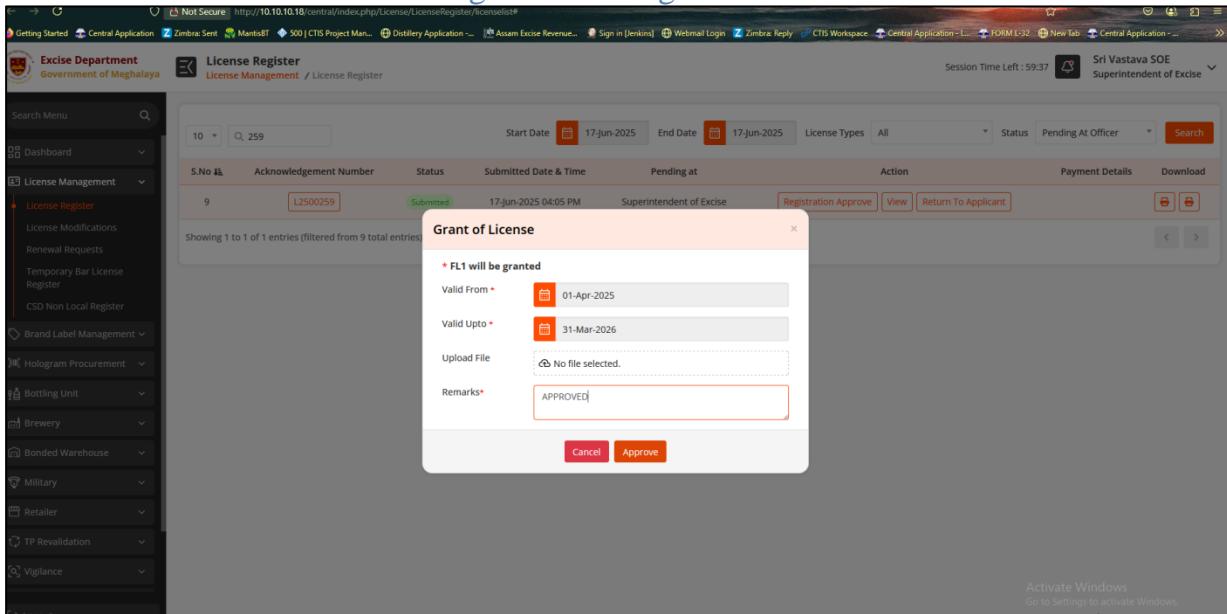
- If the Licensee applied for existing license then the existing applications are submitted to Superintendent of Excise for Direct approval of the license as shown below figure.

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
5	L2500253	Submitted	16-Jun-2025 01:02 PM	Superintendent of Excise	<span>Registration Approve</span>	<span>View</span>	<span>Return To Applicant</span>
7	L2500256	Submitted	16-Jun-2025 01:08 PM	Superintendent of Excise	<span>Registration Approve</span>	<span>View</span>	<span>Return To Applicant</span>
9	L2500259	Submitted	17-Jun-2025 04:05 PM	Superintendent of Excise	<span>Registration Approve</span>	<span>View</span>	<span>Return To Applicant</span>

- Superintendent of Excise officer need to verify the application and approve existing license registration as shown in below figure.

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
2	L2500259	Submitted	17-Jun-2025 04:05 PM	Superintendent of Excise	<span>Registration Approve</span>	<span>View</span>	<span>Return To Applicant</span>

## Manufacturing License Registration User Manual



- Officer need to see the approved licenses in the Status filter as Approved as shown below figure.
- And click on search button

Search records							Start Date	17-Jun-2025	End Date	17-Jun-2025	License Types	All	Status	Pending	Search
S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Pay	Download	All	Pending At Officer	Reject					
1	L2500258	Submitted	17-Jun-2025 02:44 PM	Superintendent of Excise				Pending	Pending At Officer	Reject					

Search records							Start Date	17-Jun-2025	End Date	17-Jun-2025	License Types	All	Status	Approved	Search
S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download	All	Approved	Reject					
1	L2500259	Approved	17-Jun-2025 04:05 PM					Approved							

- If the Licensee applied for fresh license then the new applications are submitted to Superintendent of Excise, and the Officer need to click on action button to view and forward the application to next authority as shown below figure.

Search records							Start Date	17-Jun-2025	End Date	17-Jun-2025	License Types	All	Status	Pending At Officer	Search
S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download	All	Pending At Officer	Reject					
8	L2500258	Submitted	17-Jun-2025 02:44 PM	Superintendent of Excise				Pending							

## Manufacturing License Registration User Manual

Acknowledgement Receipt Number: L2500258 Business Name : CTEL PVT LTD Registering for Financial Year : 2025-2026

**License Details :**

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual

**Personal Information :**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-546645
Date of Birth	:	05-Jun-2007	E-mail Address	:	fda@123.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497

**Additional Details :**

Father's Name	:	Vaman	PAN	:	AAAPAA1111A
Mother's Name	:		Aadhaar Number	:	

**Address of Proposed Premises :**

House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
Road/Street	:	Main Road	Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@1243.in
Block	:	Block			
Sub-division	:				
Village/Town/City	:	West Garo			

Activate Windows  
Go to Settings to activate Windows.

Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

Session Time Left : 58:49 | Sri Vastava SOE Superintendent of Excise

**Infrastructure of Proposed Premises :**

East Boundary	:	EB	North Boundary	:	NB
West Boundary	:	WB	South Boundary	:	SB

**Proposed Production Process :**

Kinds of spirituous preparations intended to be manufactured	:	ASFD	Details of the process of manufacture	:	ASFD
Detailed formula of spirituous preparations intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF			

Activate Windows  
Go to Settings to activate Windows.

- And the Officer need to click on next button as shown in above figure.
- If LOI is there for a particular license then Officer need to select the check box of LOI as shown below figure and the application is forwarded to Inspector of Excise.

## Manufacturing License Registration User Manual

Application Transaction Details:

<b>Status: Submitted</b> <b>Date:</b> 25-Feb-2025 10:15:10 AM <b>By:</b> Vikram Gollapally (New License User) <b>To :</b> Sri Vastava SOE (Superintendent of Excise)		
<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> Check if its with Letter Of Intent         </div> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <small>Upload file</small>  <small>No file selected.</small> </div> <div style="flex: 1;"> <small>Location*</small>  <small>District Office</small> </div> <div style="flex: 1;"> <small>Designation*</small>  <small>Inspector Of Excise</small> </div> <div style="flex: 1;"> <small>Status</small>  <small>Forwarding</small> </div> <div style="flex: 1;"> <small>Remarks*</small>  <small> </small> </div> </div> <div style="text-align: center; margin-top: 10px;"> <small>Submit</small> </div> <div style="text-align: center; margin-top: 10px;"> <small>Previous</small> </div>		

- The Officer need to enter the remarks & click on submit button as shown above figure.
- If LOI is not there then application is submitted to Deputy Commissioner(District Office) as shown below.

Application Transaction Details:

<b>Status: Submitted</b> <b>Date:</b> 17-Jun-2025 02:44:17 PM <b>By:</b> AVKS (New License User) <b>To :</b> Sri Vastava SOE (Superintendent of Excise)		
<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <input type="checkbox"/> Check if its with Letter Of Intent         </div> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <small>Upload file</small>  <small>No file selected.</small> </div> <div style="flex: 1;"> <small>Location*</small>  <small>DISTRICT OFFICE</small> </div> <div style="flex: 1;"> <small>Designation*</small>  <small>Deputy Commissioner</small> </div> <div style="flex: 1;"> <small>Status</small>  <small>Forwarded</small> </div> <div style="flex: 1;"> <small>Remarks*</small>  <small>forwarded</small> </div> </div> <div style="text-align: center; margin-top: 10px;"> <small>Max 1000 Characters</small> </div> <div style="text-align: center; margin-top: 10px;"> <small>Previous</small> </div> <div style="text-align: center; margin-top: 10px;"> <small>Submit</small> </div>		

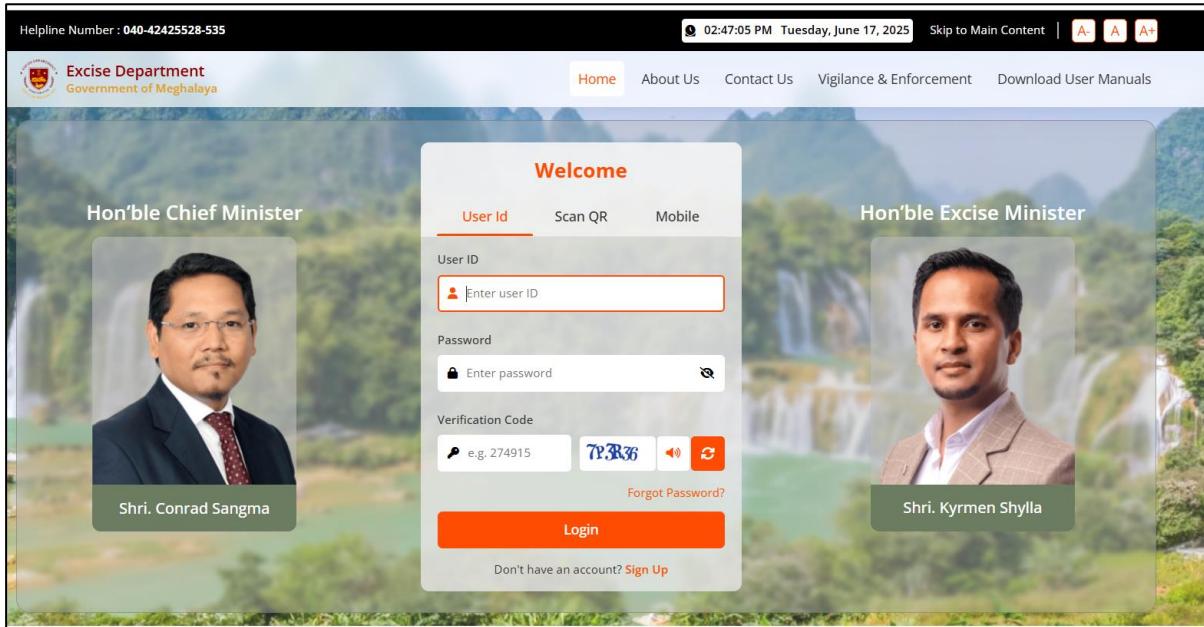
- User required to enter remarks and click on submit.

## Manufacturing License Registration User Manual

Search records		Start Date	17-Jun-2025	End Date	17-Jun-2025	License Types	All	Status	Pending	Search
S.No	Acknowledgement Number	Status	Submitted Date & Time		Pending at	Action	Payment Details		Download	
1	L2500258	Forwarded	17-Jun-2025 02:44 PM		Deputy Commissioner		 			

- The forwarded license application will be displayed as shown in above figure.

### Inspector of Excise:



- User required to provide valid credentials as shown in above figure and click on login.

Excise Department Government of Meghalaya		Activity Dashboard		Session Time Left : 59:45																																																							
Dashboard		Pending Permits		Pending at Headquarters																																																							
<a href="#">Activity Dashboard</a> <a href="#">Production Dashboard</a> <a href="#">Licensee Dashboard</a>		21		38																																																							
<a href="#">Pending Permits</a> <a href="#">Pending at District Office</a> <a href="#">Pending at Headquarters</a> <a href="#">Pending at Commissionerate</a>		<table border="1"> <thead> <tr> <th>Location</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>Bottling IMFL Local</td><td>0</td></tr> <tr><td>Bottling IMFL Import</td><td>0</td></tr> <tr><td>Brewery Export</td><td>0</td></tr> <tr><td>Bottling IMFL Export</td><td>0</td></tr> <tr><td>Wholesale IMFL</td><td>8</td></tr> <tr><td>State Bonded Warehouse</td><td>5</td></tr> <tr><td>Military Canteen</td><td>0</td></tr> <tr><td>Paramilitary</td><td>0</td></tr> <tr><td>Retailer</td><td>5</td></tr> <tr><td>Police Canteen</td><td>0</td></tr> <tr><td><b>Grand Total</b></td><td><b>18</b></td></tr> </tbody> </table>		Location	Count	Bottling IMFL Local	0	Bottling IMFL Import	0	Brewery Export	0	Bottling IMFL Export	0	Wholesale IMFL	8	State Bonded Warehouse	5	Military Canteen	0	Paramilitary	0	Retailer	5	Police Canteen	0	<b>Grand Total</b>	<b>18</b>	<table border="1"> <thead> <tr> <th>Process Name</th> <th>Pending at</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>License Registration</td><td>Superintendent of Excise</td><td>8</td></tr> <tr><td>Temporary Bar License Registration</td><td>Superintendent of Excise</td><td>0</td></tr> <tr><td>License Registration</td><td>Deputy Superintendent of Excise</td><td>0</td></tr> <tr><td>License Registration</td><td>Deputy Commissioner</td><td>11</td></tr> <tr><td>License Modification</td><td>Superintendent of Excise</td><td>0</td></tr> <tr><td>License Modification</td><td>Deputy Superintendent of Excise</td><td>0</td></tr> <tr><td>License Modification</td><td>Inspector of Excise</td><td>0</td></tr> <tr><td>License Modification</td><td>Deputy Commissioner</td><td>0</td></tr> <tr><td>License Modification</td><td>Assistant Commissioner</td><td>0</td></tr> </tbody> </table>		Process Name	Pending at	Count	License Registration	Superintendent of Excise	8	Temporary Bar License Registration	Superintendent of Excise	0	License Registration	Deputy Superintendent of Excise	0	License Registration	Deputy Commissioner	11	License Modification	Superintendent of Excise	0	License Modification	Deputy Superintendent of Excise	0	License Modification	Inspector of Excise	0	License Modification	Deputy Commissioner	0	License Modification	Assistant Commissioner	0
Location	Count																																																										
Bottling IMFL Local	0																																																										
Bottling IMFL Import	0																																																										
Brewery Export	0																																																										
Bottling IMFL Export	0																																																										
Wholesale IMFL	8																																																										
State Bonded Warehouse	5																																																										
Military Canteen	0																																																										
Paramilitary	0																																																										
Retailer	5																																																										
Police Canteen	0																																																										
<b>Grand Total</b>	<b>18</b>																																																										
Process Name	Pending at	Count																																																									
License Registration	Superintendent of Excise	8																																																									
Temporary Bar License Registration	Superintendent of Excise	0																																																									
License Registration	Deputy Superintendent of Excise	0																																																									
License Registration	Deputy Commissioner	11																																																									
License Modification	Superintendent of Excise	0																																																									
License Modification	Deputy Superintendent of Excise	0																																																									
License Modification	Inspector of Excise	0																																																									
License Modification	Deputy Commissioner	0																																																									
License Modification	Assistant Commissioner	0																																																									
<a href="#">License Management</a> <a href="#">Brand Label Management</a> <a href="#">Hologram Procurement</a> <a href="#">Bottling Unit</a> <a href="#">Brewery</a> <a href="#">Bonded Warehouse</a> <a href="#">Military</a> <a href="#">Retailer</a> <a href="#">TP Revalidation</a> <a href="#">Logout</a>		<table border="1"> <thead> <tr> <th>Process Name</th> <th>Pending at</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>License Registration</td><td>Dealing Assistant HQ</td><td>7</td></tr> <tr><td>License Registration</td><td>Assistant Commissioner STE</td><td>2</td></tr> <tr><td>License Registration</td><td>Deputy Commissioner</td><td>0</td></tr> <tr><td>License Registration</td><td>Joint Commissioner</td><td>0</td></tr> <tr><td>Temporary Bar License Registration</td><td>Deputy Commissioner</td><td>0</td></tr> <tr><td>CSD Non Local License Registration</td><td>Dealing Assistant HQ</td><td>3</td></tr> <tr><td>CSD Non Local License Registration</td><td>Assistant Commissioner</td><td>2</td></tr> <tr><td>Brand Label Registration</td><td>Inspector of Excise HQ(IE)</td><td>13</td></tr> <tr><td>Brand Label Registration</td><td>Joint Commissioner(IE)</td><td>0</td></tr> </tbody> </table>		Process Name	Pending at	Count	License Registration	Dealing Assistant HQ	7	License Registration	Assistant Commissioner STE	2	License Registration	Deputy Commissioner	0	License Registration	Joint Commissioner	0	Temporary Bar License Registration	Deputy Commissioner	0	CSD Non Local License Registration	Dealing Assistant HQ	3	CSD Non Local License Registration	Assistant Commissioner	2	Brand Label Registration	Inspector of Excise HQ(IE)	13	Brand Label Registration	Joint Commissioner(IE)	0	<p>Helpline Number : 040-42425528-535   Powered by </p>																									
Process Name	Pending at	Count																																																									
License Registration	Dealing Assistant HQ	7																																																									
License Registration	Assistant Commissioner STE	2																																																									
License Registration	Deputy Commissioner	0																																																									
License Registration	Joint Commissioner	0																																																									
Temporary Bar License Registration	Deputy Commissioner	0																																																									
CSD Non Local License Registration	Dealing Assistant HQ	3																																																									
CSD Non Local License Registration	Assistant Commissioner	2																																																									
Brand Label Registration	Inspector of Excise HQ(IE)	13																																																									
Brand Label Registration	Joint Commissioner(IE)	0																																																									

## Manufacturing License Registration User Manual

- User need to click on license management or Pending at District Office count.

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500254	Forwarded	16-Jun-2025 12:59 PM	Inspector of Excise			

- User need to click on action icon as shown in above figure.

Acknowledgement Receipt Number: L2500254 Business Name : AVK AVK'S PVT LTD Registering for Financial Year : 2025-2026

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual
			LOI Selected	:	Yes

Name of Applicant	:	VINDYAVASINI	Address	:	Bidar, Karnataka-554665
Date of Birth	:	13-Jun-2007	E-mail Address	:	ashwini@ctel.in
Business Name	:	AVK AVK'S PVT LTD	Mobile Number	:	6361172497

Father's Name	:	Asdfasfd	PAN	:	AAAPAA1234A
Mother's Name	:		Aadhaar Number	:	

House/Building/Plot Number	:	Sdf Dsf	Mobile Number	:	4566556564
Road/Street	:		Landline Number	:	
Nearest Landmark	:		Email Address	:	ashwini@ctel.in
Block	:				
Sub-division	:				

East Boundary	:	45	North Boundary	:	45
West Boundary	:	45	South Boundary	:	54

Infrastructure of Proposed Premises :					
Number of Spirit Storage Rooms (SSR)	:	Capacity of Spirit Storage Rooms (SSR)	:	No. of rooms of the finished products/ BSSR	:
Number of Vats in Spirit Storage Room (SSR)	:	Capacity of Vats in Spirit Storage Room (SSR)	:	Capacity of Rooms of the Finished Products/BSSR	:
Capacity of Vats in Spirit Storage Room (SSR)	:	Number of Blending Vats	:	Number of Bottling Halls	:
Number of Blending Vats	:	Capacity of Blending Vats	:	Capacity of Bottling Halls	:
Number of Bottling Lines	:			Production Capacity	:
					45 PLs

Proposed Production Process :					
Kinds of spirituous preparations intended to be manufactured	:	ASD SDF	Details of the process of manufacture	:	ASD
Detailed formula of spirituous preparations intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASD dffsd dsf			

**Next**

## Manufacturing License Registration User Manual

- The License acknowledge receipt will be displayed and need to click on next button as shown in above figure,
- User need to upload Site inspection report & enter the remarks then click on submit.

Date: 16-Jun-2025 12:59:09 PM By: VINYAVASINI (New License User) To: Sri Vastava SOE (Superintendent of Excise)

Status: Submitted Date: 17-Jun-2025 04:54:01 PM By: Sri Vastava SOE (Superintendent of Excise) To: Isha Agarwal IOFegg (Inspector of Excise) [View Remarks](#)

Site Inspection Report\*  No file selected.

Upload file  No file selected.

Location\* DISTRICT OFFICE

Designation\* Superintendent of Excise

Status Forwarded

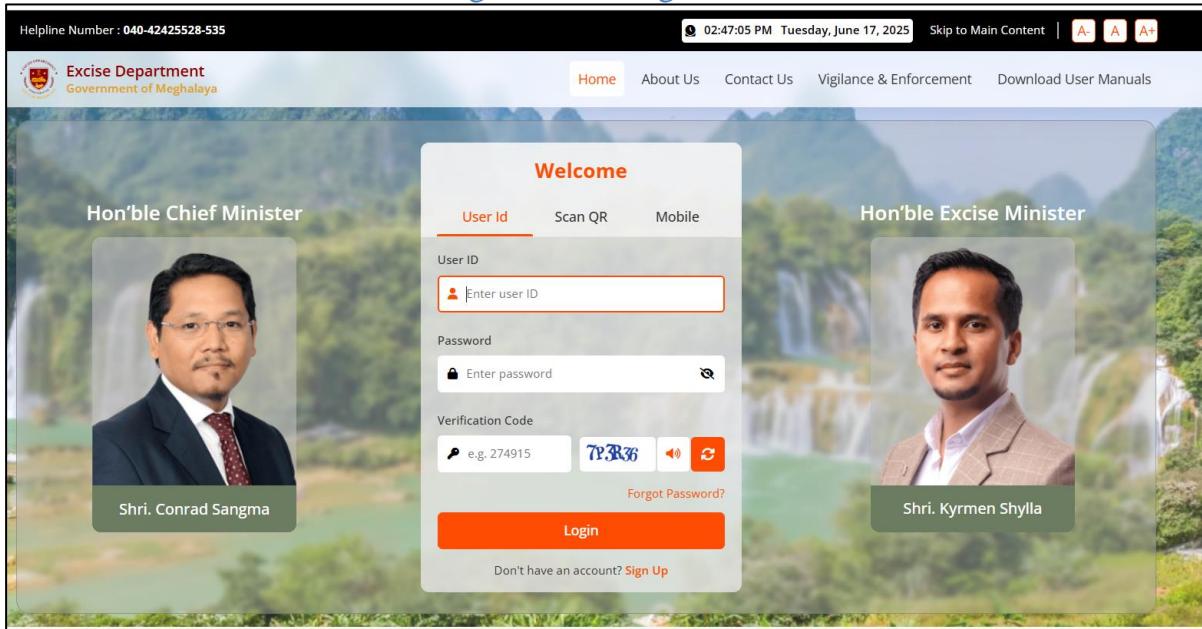
Remarks\*  Max 1000 Characters

Previous Submit

- The application is submitted to Superintendent of Excise, Superintendent of Excise will verify the application and forwarded to Deputy Commissioner(District Office).

### Deputy Commissioner(District Office):

## Manufacturing License Registration User Manual



- User required to provide valid credentials as shown in above figure and click on login.

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 IMFL Local	0	License Registration	Superintendent of Excise	33	License Registration	Dealing Assistant HQ	7
Bottling IMFL Import	0	Temporary Bar License Registration	Superintendent of Excise	0	License Registration	Assistant Commissioner STE	2
Brewery Export	0	License Registration	Deputy Superintendent of Excise	0	License Registration	Deputy Commissioner	0
Bottling IMFL Export	0	License Registration	Deputy Commissioner	1	License Registration	Joint Commissioner	0
Wholesale IMFL	8	License Registration	Assistant Commissioner	11	License Registration	Secretary HQ	0
State Bonded Warehouse	5	License Modification	Superintendent of Excise	0	Temporary Bar License Registration	Deputy Commissioner	0
Military Canteen	0	License Modification	Deputy Superintendent of Excise	0	CSD Non Local License Registration	Dealing Assistant HQ	3
Paramilitary	0	Brand Label Registration	Assistant Commissioner	2	CSD Non Local License Registration	Assistant Commissioner	2
Retailer	5	License Registration	Inspector of Excise HQ(OE)	13	Brand Label Registration	Inspector of Excise HQ(OE)	13
TP Revalidation	0	Total	50	Total	38	Total	11
Vigilance	0						
Reports	0						

- User need to click on License management or Pending count as shown in above figure.
- User need to click on action icon as shown in below figure.

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Deputy Commissioner			

- User need to click on next.

# Manufacturing License Registration User Manual



Excise Department  
Government of Meghalaya

**License View**  
License Registration / License View

Session Time Left : 59:57  **Vikram**  
Deputy Commissioner 

Acknowledgement Receipt Number: **L2500258** Business Name : **CTEL PVT LTD** Registering for Financial Year : **2025-2026**

**Individual Licensee Documents**
**Individual Officer Documents**


**License Details :**

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual
			LOI Selected	:	No

**Personal Information :**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-546645
Date Of Birth	:	05-Jun-2007	E-mail Address	:	fda@1243.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497

**Additional Details :**

Father's Name	:	Vaman	PAN	:	AAAPA1111A
Mother's Name	:		Aadhaar Number	:	

**Address of Proposed Premises :**

House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
Road/Street	:	Main Road	Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@1243.in
Block	:	Block			
Sub-division	:				

**Activate Windows**  
Go to Settings to activate Windows 

**Infrastructure of Proposed Premises :**

Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/ BSSR	:	
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR	:	
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls	:	50
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls	:	
Number of Blending Vats	:		Production Capacity	:	45 PLs
Capacity of Blending Vats	:				
Number of Bottling Lines	:				

**Proposed Production Process :**

Kinds of spirituous preparations intended to be manufactured	:	ASFD	Details of the process of manufacture	:	ASFD
Detailed formula of spirituous preparations intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF			

**Next** 

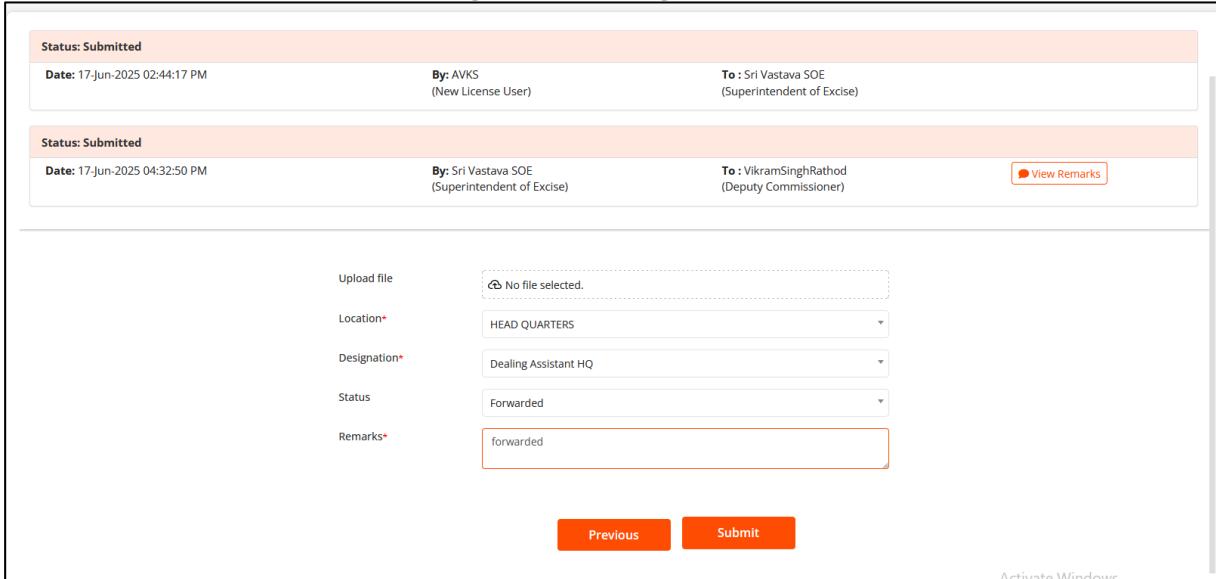
**Activate Windows**

- Enter remarks and click on submit.

 **C-TEL INFOSYSTEMS**

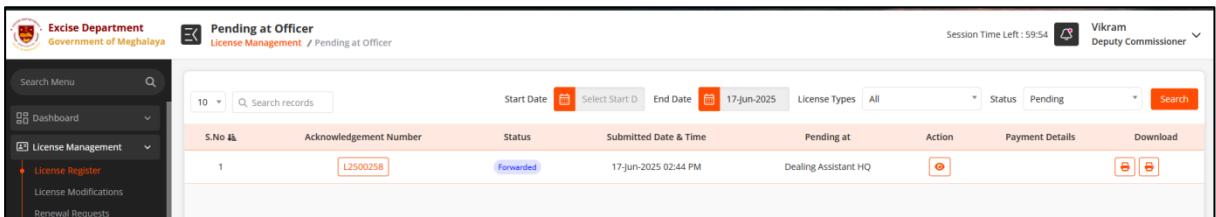
23 | Page

## Manufacturing License Registration User Manual



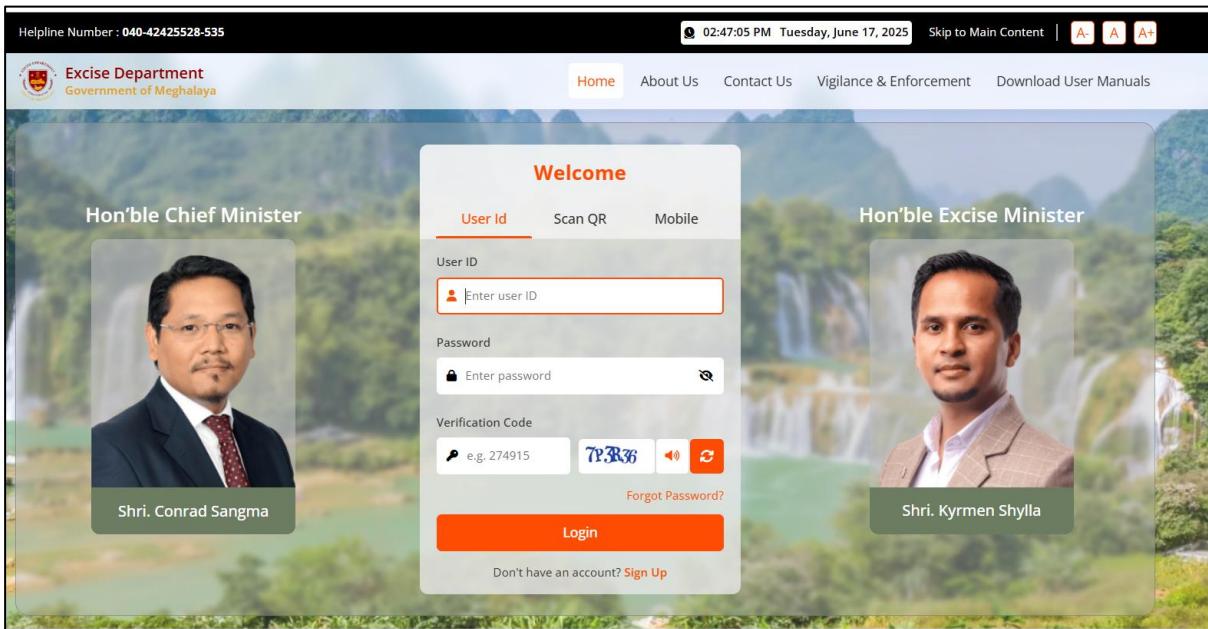
The screenshot shows a user interface for a license application. At the top, there are two status entries: "Status: Submitted" with a date of 17-Jun-2025 02:44:17 PM, "By: AVKS (New License User)", and "To : Sri Vastava SOE (Superintendent of Excise)". Below this, another entry shows the same date and "By: Sri Vastava SOE (Superintendent of Excise)", with "To : VikramSinghRathod (Deputy Commissioner)" and a "View Remarks" button. The main form area contains fields for "Upload file" (with a note "No file selected."), "Location\*" (set to "HEAD QUARTERS"), "Designation\*" (set to "Dealing Assistant HQ"), "Status" (set to "Forwarded"), and "Remarks\*" (containing the text "forwarded"). At the bottom are "Previous" and "Submit" buttons.

- The forwarded license application will be displayed as shown in above figure.



The screenshot shows a "Pending at Officer" screen. The top navigation bar includes the Excise Department logo, "Pending at Officer", "License Management / Pending at Officer", and a user profile for "Vikram Deputy Commissioner". The main content area shows a table with one row of data. The columns are "S.No", "Acknowledgement Number", "Status", "Submitted Date & Time", "Pending at", "Action", "Payment Details", and "Download". The data row shows: S.No 1, Acknowledgement Number L2500258, Status Forwarded, Submitted Date & Time 17-Jun-2025 02:44 PM, Pending at Dealing Assistant HQ, Action (with a view icon), Payment Details (with a view icon), and Download (with a view icon).

### Dealing Assistant Head Quarter:

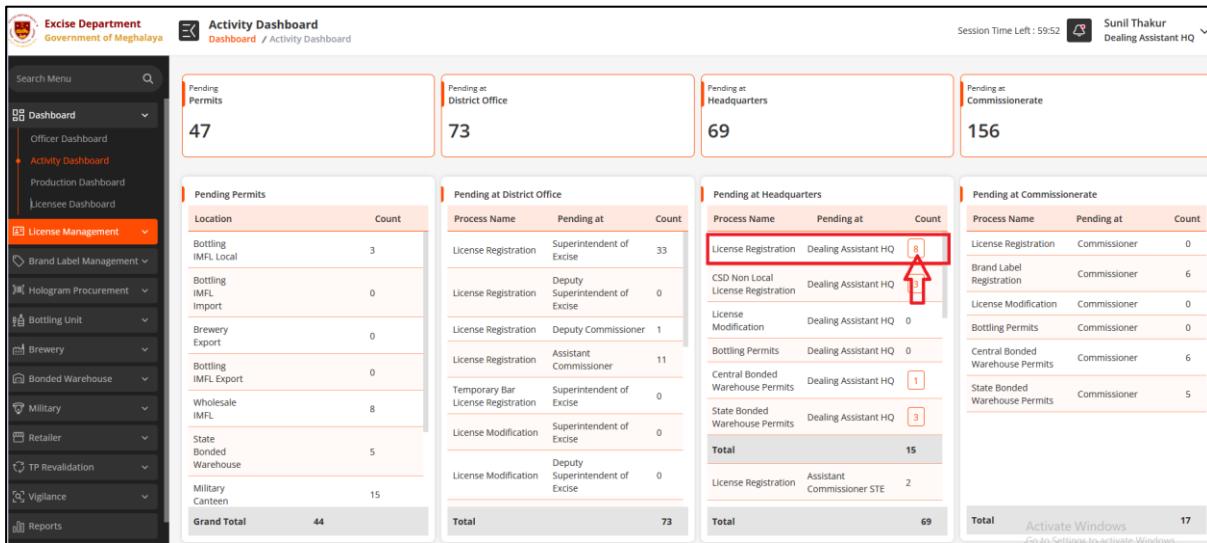


The screenshot shows the login page for the Dealing Assistant Head Quarter. The top header includes the "Excise Department Government of Meghalaya" logo, "Helpline Number : 040-42425528-535", the date "02:47:05 PM Tuesday, June 17, 2025", and links for "Skip to Main Content", "Home", "About Us", "Contact Us", "Vigilance & Enforcement", and "Download User Manuals". The main content area features a "Welcome" message and a "User ID" login form. The form includes fields for "User ID" (with placeholder "Enter user ID"), "Password" (with placeholder "Enter password"), and "Verification Code" (with placeholder "e.g. 274915" and a CAPTCHA field showing "7P336"). It also includes links for "Forgot Password?", "Login", and "Don't have an account? Sign Up". On either side of the login form are portraits of "Hon'ble Chief Minister" (Shri. Conrad Sangma) and "Hon'ble Excise Minister" (Shri. Kyrmen Shylla), both set against a background of a waterfall.

- User required to provide valid credentials as shown in above figure and click on Login.

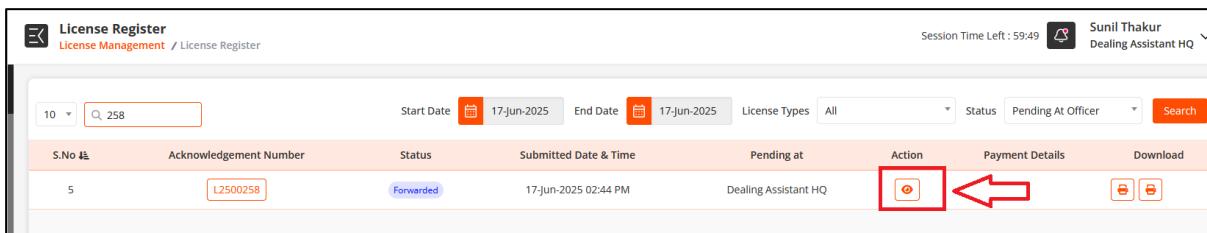
## Manufacturing License Registration User Manual

- User need to click on License management or Pending Count in the Activity Dashboard as shown in below figure.



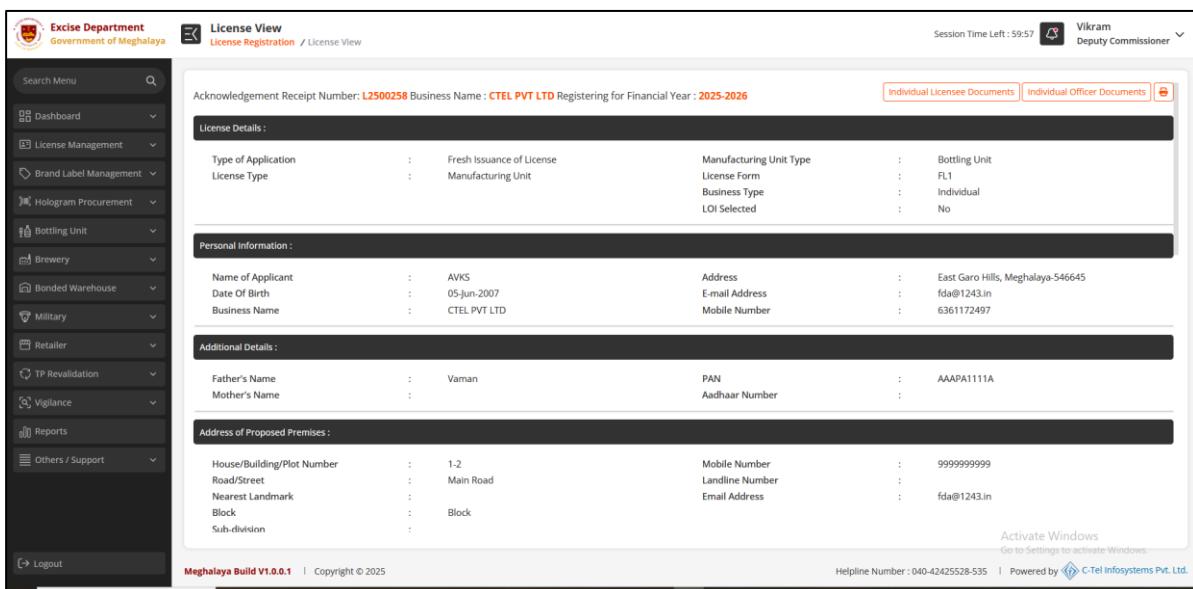
The screenshot shows the 'Activity Dashboard' for the Excise Department of Meghalaya. The dashboard has a sidebar with 'License Management' selected. It displays four main sections: 'Pending Permits' (47), 'Pending at District Office' (73), 'Pending at Headquarters' (69), and 'Pending at Commissionerate' (156). Each section has a table with sub-categories and counts. A red box highlights the 'Pending at Headquarters' section, and a red arrow points to the 'Dealing Assistant HQ' column in the table.

- User need to click on action icon as shown in below figure.



The screenshot shows the 'License Register' page. It lists licenses with columns for S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. A red box highlights the 'Action' column for the row with Acknowledgement Number L2500258, and a red arrow points to the edit icon (pencil) in that column.

- User need to click on Next button



The screenshot shows the 'License View' page for license L2500258. It includes sections for License Details (Type of Application: Fresh Issuance of License, License Type: Manufacturing Unit), Personal Information (Name of Applicant: AVKS, Date of Birth: 05-Jun-2007, Business Name: CTEL PVT LTD), Additional Details (Father's Name: Vaman, Mother's Name: ), and Address of Proposed Premises (House/Building/Plot Number: 1-2, Road/Street: Main Road, Nearest Landmark: , Block: , Sub-division: ). A red box highlights the 'Next' button at the bottom of the page.

## Manufacturing License Registration User Manual

The screenshot shows the 'Manufacturing License Registration User Manual' interface. On the left is a sidebar with a 'Search Menu' and various categories like 'Dashboard', 'License Management', 'Brand Label Management', 'Hologram Procurement', 'Bottling Unit', 'Brewery', 'Bonded Warehouse', 'Military', 'Retailer', 'TP Revalidation', 'Vigilance', 'Reports', and 'Others / Support'. The main content area is divided into sections: 'Infrastructure of Proposed Premises' and 'Proposed Production Process'. The 'Infrastructure' section includes fields for East Boundary (EB), West Boundary (WB), North Boundary (NB), and South Boundary (SB). The 'Proposed Production Process' section includes fields for Number of Spirit Storage Rooms (SSR) (50), Capacity of Spirit Storage Rooms (SSR) (45 PLs), Number of Vats in Spirit Storage Room (SSR) (45), Capacity of Vats in Spirit Storage Room (SSR), Number of Blending Vats, Capacity of Blending Vats, and Number of Bottling Lines. A 'Next' button is at the bottom right.

- User need to enter remarks and click on submit.

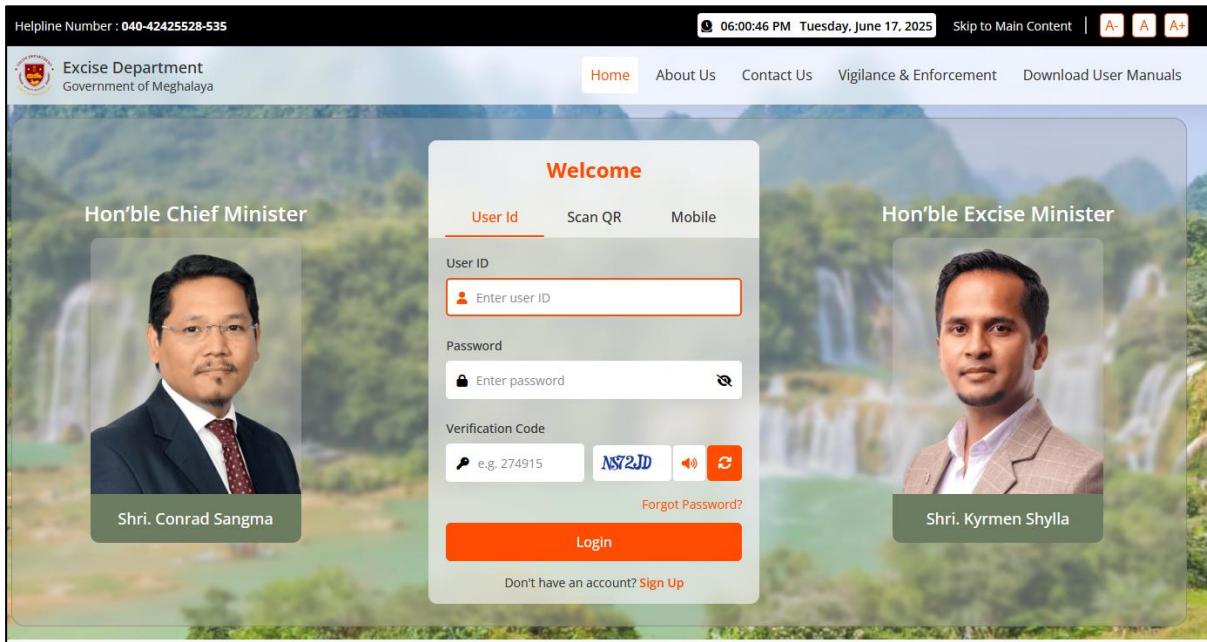
The screenshot shows the status of a forwarded license application. It displays two entries: one from 'Sri Vastava SOE' (Superintendent of Excise) and another from 'VikramSinghRathod' (Deputy Commissioner). Both entries show the date of submission (17-Jun-2025) and the recipient. Below this, there is a form for forwarding the application. It includes fields for 'Upload file' (with a file named 'L-22 Stock.pdf' attached), 'Location\*' (HEAD QUARTERS), 'Designation\*' (Assistant Commissioner STE), 'Status' (Forwarded), and 'Remarks\*' (forwarded). At the bottom are 'Previous' and 'Submit' buttons.

- The forwarded License application will be displayed as shown in above figure.

The screenshot shows the 'Pending at Officer' dashboard under 'License Management'. It displays a table with columns: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. There is one record listed: S.No 1, Acknowledgement Number L2500258, Status Forwarded, Submitted Date & Time 17-Jun-2025 02:44 PM, Pending at Assistant Commissioner STE, Action (with a magnifying glass icon), Payment Details (with a credit card icon), and Download (with a download icon). The top right shows session details: Session Time Left: 59:56, User: Sunil Thakur, Dealing Assistant HQ.

# Manufacturing License Registration User Manual

## Assistant Commissioner Head Quarter:



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

Pending Permits		
47		
Pending at District Office		
73		
Pending at Headquarters		
69		
Pending at Commissionerate		
156		

Pending Permits		
Location	Count	
Bottling IMFL Local	3	
Bottling IMFL Import	0	
Brewery Export	0	
Bottling IMFL Export	0	
Wholesale IMFL	8	
State Bonded Warehouse	5	
Military Canteen	15	
<b>Grand Total</b>	<b>44</b>	

Pending at District Office		
Process Name	Pending at	Count
License Registration	Superintendent of Excise	33
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
Temporary Bar License Registration	Superintendent of Excise	0
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
<b>Total</b>		<b>73</b>

Pending at Headquarters		
Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
CSD Non Local License Registration	Dealing Assistant HQ	3
License Modification	Dealing Assistant HQ	0
Bottling Permits	Dealing Assistant HQ	0
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	14
<b>Total</b>		<b>69</b>

Pending at Commissionerate		
Process Name	Pending at	Count
License Registration	Commissioner	0
Brand Label Registration	Commissioner	6
License Modification	Commissioner	0
Bottling Permits	Commissioner	0
Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse Permits	Commissioner	5
<b>Total</b>		<b>17</b>

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

# Manufacturing License Registration User Manual

License Register  
Session Time Left : 59:47  
Dheeraj Gupta  
Assistant Commissioner STE

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Assistant Commissioner STE			

- User need to click on action icon as shown in above figure.
- User need to click on next.

Excise Department  
Government of Meghalaya  
Session Time Left : 59:57  
Vikram  
Deputy Commissioner

Acknowledgement Receipt Number: L2500258 Business Name : CTEL PVT LTD Registering for Financial Year : 2025-2026

License Details :

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
Business Name	:	CTEL PVT LTD	Business Type	:	Individual
	:		LOI Selected	:	No

Personal Information :

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-546645
Date Of Birth	:	05-Jun-2007	E-mail Address	:	fda@1243.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497

Additional Details :

Father's Name	:	Vaman	PAN	:	AAAPA1111A
Mother's Name	:		Aadhaar Number	:	

Address of Proposed Premises :

House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
Road/Street	:	Main Road	Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@1243.in
Block	:	Block		:	
Sub-division	:			:	

Activate Windows  
Go to Settings to activate Windows.

Meghalaya Build V1.0.0.1 | Copyright © 2025  
Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

Search Menu  
Dashboard  
License Management  
Brand Label Management  
Hologram Procurement  
Bottling Unit  
Brewery  
Bonded Warehouse  
Military  
Retailer  
TP Revalidation  
Vigilance  
Reports  
Others / Support

East Boundary : EB North Boundary : NB  
West Boundary : WB South Boundary : SB

Infrastructure of Proposed Premises :

Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/ BSSR	:	
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR	:	
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls	:	50
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls	:	
Number of Blending Vats	:		Production Capacity	:	45 PLs
Capacity of Blending Vats	:			:	
Number of Bottling Lines	:			:	

Proposed Production Process :

Kinds of spirituous preparations	:	ASFD	Details of the process of manufacture	:	ASFD
Intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Detailed formula of spirituous preparations intended to be manufactured	:			:	
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF		:	

Next

Activate Windows

- User need to enter remarks and click on submit.

# Manufacturing License Registration User Manual

**License View**  
License Registration / License View

Session Time Left : 59:50 Dheeraj Gupta Assistant Commissioner STE

**Status: Submitted**

**Date:** 17-Jun-2025 05:48:54 PM **By:** VikramSinghRathod (Deputy Commissioner) **To :** Sunil Thakur (Dealing Assistant HQ) **View Remarks**

**Status: Submitted**

**Date:** 17-Jun-2025 05:58:46 PM **By:** Sunil Thakur (Dealing Assistant HQ) **To :** Dheeraj Gupta (Assistant Commissioner STE) **View Remarks** **Uploaded File**

**Upload file** (No file selected.)

**Location\*** HEAD QUARTERS

**Designation\*** Joint Commissioner STE

**Status** Forwarded

**Remarks\*** forwarded

Max 1000 Characters

**Previous** **Submit**

Activate Windows  
Go to Settings to activate Windows.

- The forwarded license application will be displayed as shown in above figure.

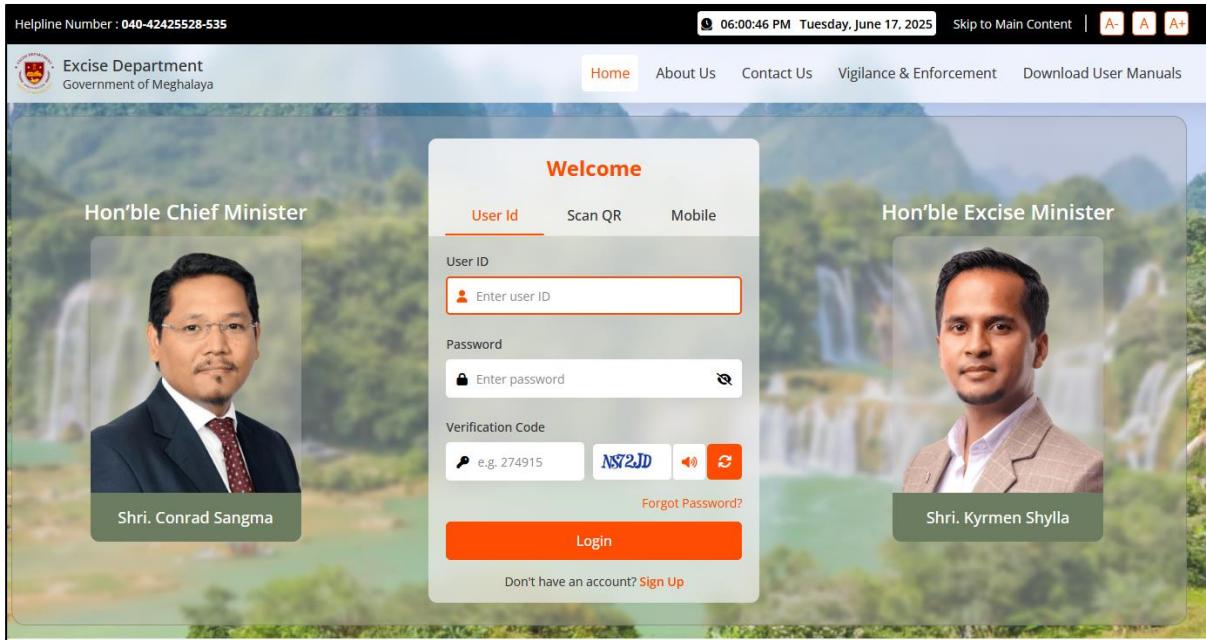
**Pending at Officer**  
License Management / Pending at Officer

Session Time Left : 59:54 Dheeraj Gupta Assistant Commissioner STE

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Joint Commissioner STE			

# Manufacturing License Registration User Manual

## Joint Commissioner Head Quarter:



- User require to provide valid credentials as mentioned in above figure and click on login

Location	Count
Bottling IMFL Local	3
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale	8
State Bonded Warehouse	5
Military Canteen	15
<b>Grand Total</b>	<b>44</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	33
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
Temporary Bar License Registration	Superintendent of Excise	0
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
<b>Total</b>		<b>73</b>

Process Name	Pending at	Count
Temporary Bar License Registration	Deputy Commissioner	0
License Modification	Deputy Commissioner	0
Central Bonded Warehouse Permits	Deputy Commissioner	1
<b>Total</b>		<b>1</b>
<b>License Registration</b>	<b>Joint Commissioner</b>	<b>1</b>
Brand Label Registration	Joint Commissioner	0
License Modification	Joint Commissioner	0
<b>Total</b>		<b>0</b>
License Registration	Secretary HQ	0
<b>Total</b>		<b>0</b>

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

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Assistant Commissioner STE			

## Manufacturing License Registration User Manual

- User need to click on action icon as shown in above figure.
- User need to click on next.



Excise Department  
Government of Meghalaya

Search Menu Q

- Dashboard
- License Management
- Brand Label Management
- Hologram Procurement
- Bottling Unit
- Brewery
- Bonded Warehouse
- Military
- Retailer
- TP Revalidation
- Vigilance
- Reports
- Others / Support

Logout

License View
License Registration / License View
Session Time Left : 59:57
Vikram  
Deputy Commissioner

Acknowledgement Receipt Number: **L2500258** Business Name : **CTEL PVT LTD** Registering for Financial Year : **2025-2026**

Individual License Documents
Individual Officer Documents


**License Details :**

Type of Application :	Fresh Issuance of License	Manufacturing Unit Type :	Bottling Unit
License Type :	Manufacturing Unit	License Form :	FL1
Business Type :	Individual	Business Type :	Individual
LOI Selected :	No	LOI Selected :	No

**Personal Information :**

Name of Applicant :	AVKS	Address :	East Garo Hills, Meghalaya-546645
Date Of Birth :	05-Jun-2007	E-mail Address :	fda@1243.in
Business Name :	CTEL PVT LTD	Mobile Number :	6361172497

**Additional Details :**

Father's Name :	Vaman	PAN :	AAAPA1111A
Mother's Name :		Aadhaar Number :	

**Address of Proposed Premises :**

House/Building/Plot Number :	1-2	Mobile Number :	9999999999
Road/Street :	Main Road	Landline Number :	
Nearest Landmark :		Email Address :	fda@1243.in
Block :	Block		
Sub-division :			

Activate Windows
Go to Settings to activate Windows

Meghalaya Build V1.0.0.1 | Copyright © 2025
Helpline Number : 040-42425528-535
Powered by  C-Tel Infosystems Pvt. Ltd.

Search Menu Q
East Boundary : EB
North Boundary : NB

West Boundary : WB
South Boundary : SB

**Infrastructure of Proposed Premises :**

Number of Spirit Storage Rooms (SSR) :	50	No. of rooms of the finished products/ BSSR :	
Capacity of Spirit Storage Rooms (SSR) :	45 PLs	Capacity of Rooms of the Finished Products/BSSR :	
Number of Vats in Spirit Storage Room (SSR) :	45	Number of Bottling Halls :	
Capacity of Vats in Spirit Storage Room (SSR) :		Capacity of Bottling Halls :	
Number of Blending Vats :		Production Capacity :	
Capacity of Blending Vats :			45 PLs
Number of Bottling Lines :			

**Proposed Production Process :**

Kinds of spirituous preparations intended to be manufactured :	ASFD	Details of the process of manufacture :	ASFD
Detailed formula of spirituous preparations intended to be manufactured :		Applicant carried out the business of manufacturing spirituous preparations in the past :	No
Name of ingredients to be used in the manufacture of spirituous preparations :	ASDF		

Next

Activate Windows

- User need to enter remarks and click on submit.

 C-TEL INFOSYSTEMS

31 | Page

# Manufacturing License Registration User Manual

License View  
License Registration / License View

Status: Submitted  
Date: 17-Jun-2025 05:58:46 PM  
By: Sunil Thakur  
(Dealing Assistant HQ)  
To : Dheeraj Gupta  
(Assistant Commissioner STE)  
View Remarks  
Uploaded File

Status: Submitted  
Date: 17-Jun-2025 06:25:54 PM  
By: Dheeraj Gupta  
(Assistant Commissioner STE)  
To : Ravi Sharma  
(Joint Commissioner STE)  
View Remarks

Upload file: No file selected.

Location\*: HEAD QUARTERS

Designation\*: Financial Commissioner

Status: Forwarded

Remarks\*: forwarded

Previous Submit

Activate Windows

- The forwarded License application will be displayed as shown in above figure.

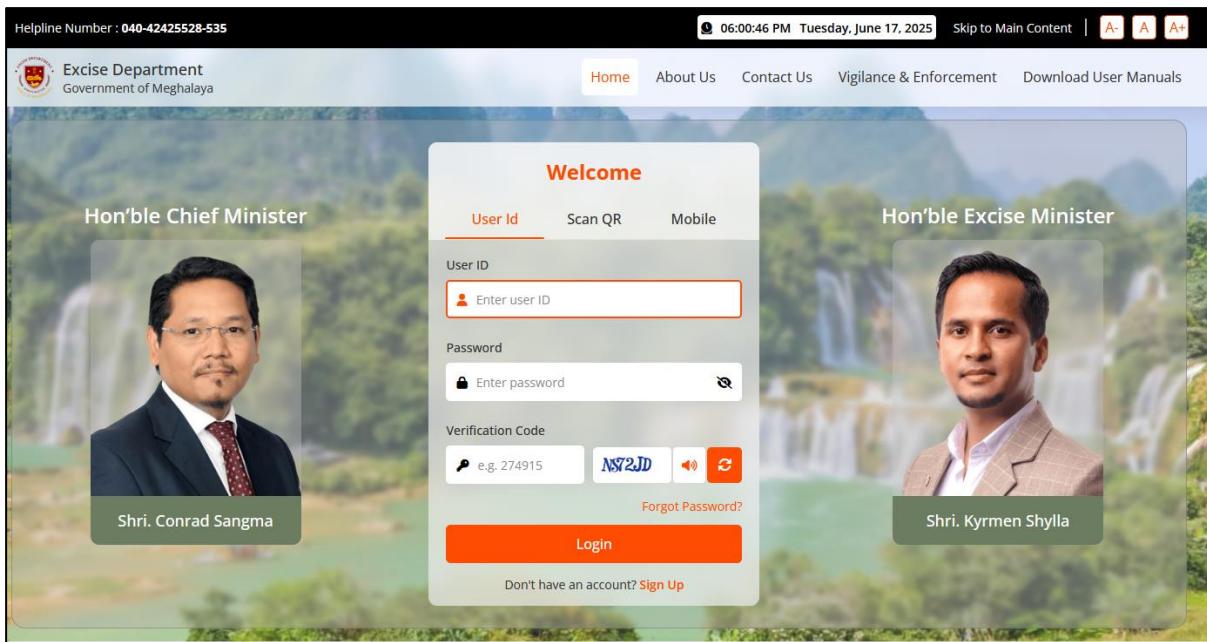
Pending at Officer  
License Management / Pending at Officer

Session Time Left : 59:56 Ravi Sharma  
Joint Commissioner STE

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Financial Commissioner			

# Manufacturing License Registration User Manual

## Financial Commissioner:



- User required to provide valid credentials as shown in above figure and click on Login.

Process Name	Pending at	Count
License Registration	Commissioner	1
License Renewal	Commissioner	0
Brand Label Registration	Commissioner	6
Brand Renewal	Commissioner	0
License Modification	Commissioner	0
Bottling Permits	Commissioner	0
Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse Permits	Commissioner	5

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

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Financial Commissioner			

# Manufacturing License Registration User Manual

- User need to click on action icon as shown in above figure.

License View
Session Time Left : 59:55
Pravin Bakshi, IAS  
Financial Commissioner

Acknowledgement Receipt Number: **L2500258** Business Name : **CTEL PVT LTD** Registering for Financial Year : **2025-2026**

[Individual Licensee Documents](#) [Individual Officer Documents](#) [Logout](#)

**License Details :**

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual
			LOI Selected	:	No

**Personal Information :**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-546645
Date Of Birth	:	05-Jun-2007	E-mail Address	:	fda@1243.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497

**Additional Details :**

Father's Name	:	Vaman	PAN	:	AAAPA1111A
Mother's Name	:		Aadhaar Number	:	

**Address of Proposed Premises :**

House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
Road/Street	:	Main Road	Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@1243.in
Block	:	Block			
Treasury Name	:				

Search Menu 
Activate Windows  
Go to Settings to activate Windows

**Infrastructure of Proposed Premises :**

Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/ BSSR	:	
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR	:	
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls	:	50
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls	:	
Number of Blending Vats	:		Production Capacity	:	45 PLs
Capacity of Blending Vats	:				
Number of Bottling Lines	:				

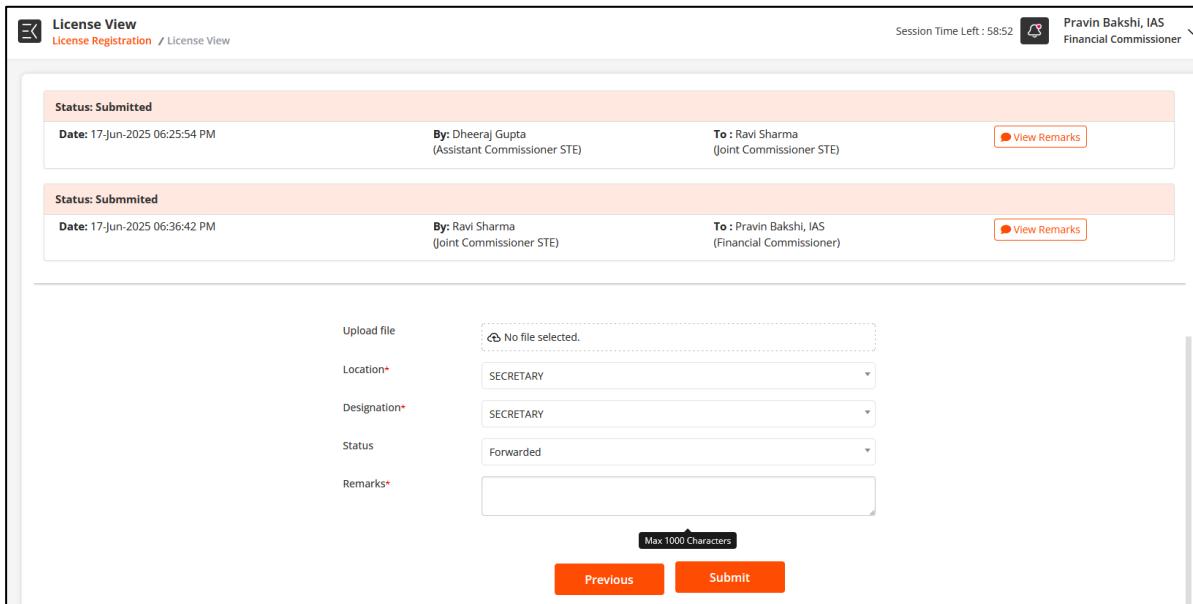
**Proposed Production Process :**

Kinds of spirituous preparations Intended to be manufactured	:	ASFD	Details of the process of manufacture Applicant carried out the business of manufacturing spirituous preparations in the past	:	ASFD
Detailed formula of spirituous preparations intended to be manufactured	:				No
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF			

**Next**

- User need to enter remarks and click on submit.

# Manufacturing License Registration User Manual



The screenshot shows the 'License View' page with the following details:

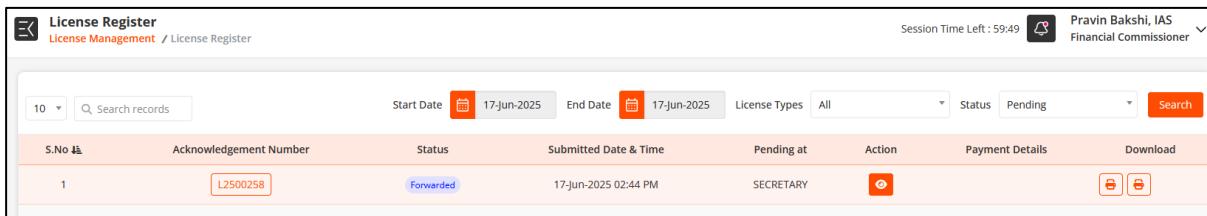
**Status: Submitted**  
Date: 17-Jun-2025 06:25:54 PM  
By: Dheeraj Gupta (Assistant Commissioner STE)  
To : Ravi Sharma (Joint Commissioner STE) [View Remarks](#)

**Status: Submitted**  
Date: 17-Jun-2025 06:36:42 PM  
By: Ravi Sharma (Joint Commissioner STE)  
To : Pravin Bakshi, IAS (Financial Commissioner) [View Remarks](#)

Form fields:  
Upload file: No file selected.  
Location\*: SECRETARY  
Designation\*: SECRETARY  
Status: Forwarded  
Remarks\*:   
Max 1000 Characters

Buttons: Previous, Submit

- The forwarded License application will be displayed as shown in above figure.



The screenshot shows the 'License Register' page with the following details:

Session Time Left : 59:49 [Pravin Bakshi, IAS Financial Commissioner](#)

Search filters: 10, Search records, Start Date: 17-Jun-2025, End Date: 17-Jun-2025, License Types: All, Status: Pending, Search button.

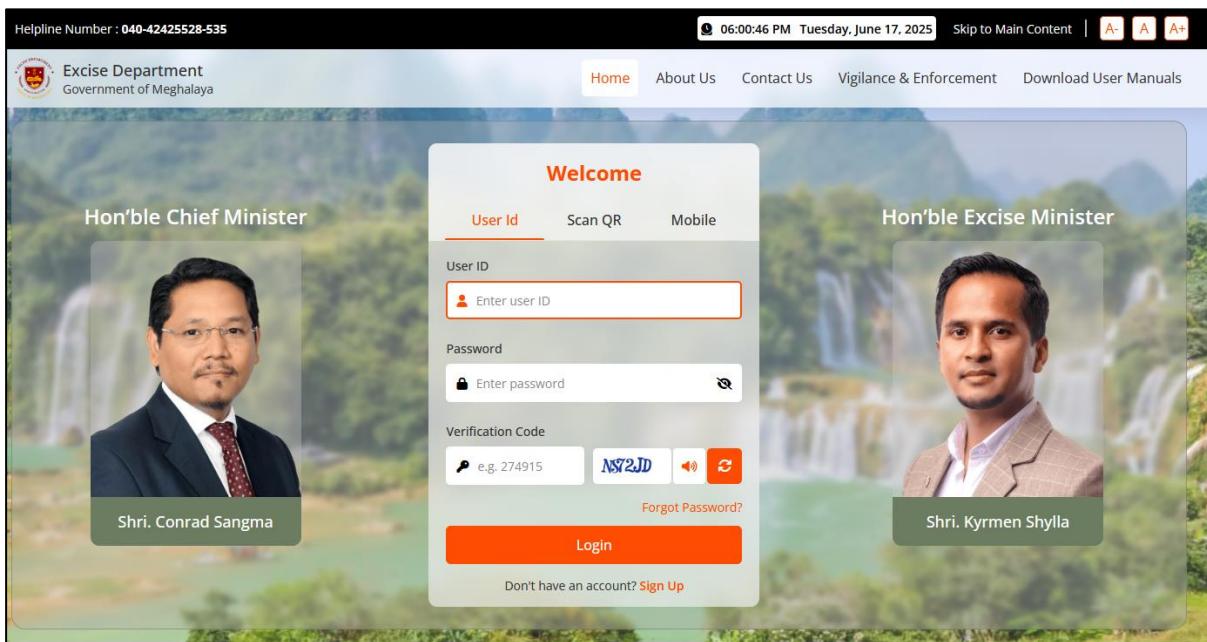
Table headers: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, Download.

Table data:

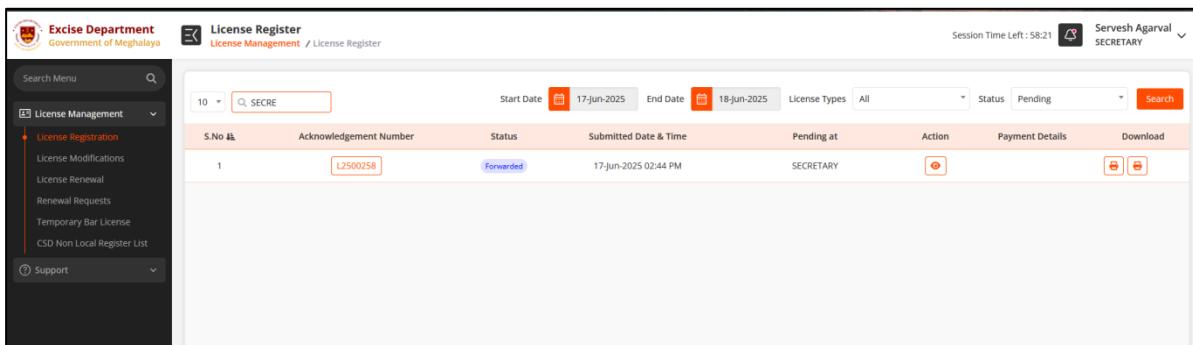
S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	SECRETARY	<a href="#">View</a>		<a href="#">Download</a> <a href="#">Print</a>

# Manufacturing License Registration User Manual

## Secretary:



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



- User need to click on License management as shown in above figure.
- User required to click on action icon as shown in above figure.

# Manufacturing License Registration User Manual

License View
Session Time Left: 58:58
Servesh Agarwal  
SECRETARY

Acknowledgement Receipt Number: **L2500258** Business Name : **CTEL PVT LTD** Registering for Financial Year : **2025-2026**

Individual Licensee Documents
Individual Officer Documents

**License Details :**

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual
			LOI Selected	:	No

**Personal Information :**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-546645
Date Of Birth	:	05-Jun-2007	E-mail Address	:	fda@1243.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497

**Additional Details :**

Father's Name	:	Vaman	PAN	:	AAAPA1111A
Mother's Name	:		Aadhaar Number	:	

**Address of Proposed Premises :**

House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
Road/Street	:	Main Road	Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@1243.in
Block	:	Block			
Treasury Name	:				

Activate Windows  
Go to Settings to activate Windows.

East Boundary	:	EB	North Boundary	:	NB
West Boundary	:	WB	South Boundary	:	SB

**Infrastructure of Proposed Premises :**

Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/ BSSR	:	
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR	:	
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls	:	50
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls	:	
Number of Blending Vats	:		Production Capacity	:	45 PLs
Capacity of Blending Vats	:				
Number of Bottling Lines	:				

**Proposed Production Process :**

Kinds of spirituous preparations intended to be manufactured	:	ASFD	Details of the process of manufacture	:	ASFD
Detailed formula of spirituous preparations intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Name of Ingredients to be used in the manufacture of spirituous preparations	:	ASDF			

Next

- User need to click on next.

## Manufacturing License Registration User Manual

**Status: Submitted**

**Date:** 17-Jun-2025 06:36:42 PM

**By:** Ravi Sharma  
(Joint Commissioner STE)

**To :** Pravin Bakshi, IAS  
(Financial Commissioner)

[View Remarks](#)

**Status: FORWARDED**

**Date:** 18-Jun-2025 06:13:47 PM

**By:** Pravin Bakshi, IAS  
(Financial Commissioner)

**To :** Servesh Agarwal  
(SECRETARY)

[View Remarks](#)

**Upload file**

**Location\***

**Designation\***

**Status**

**Remarks\***

[Previous](#)
[Submit](#)

- User need to enter remarks and click on submit.
- The forwarded License application will be displayed as shown in above figure.

**Pending at Officer**  
 License Management / Pending at Officer

Session Time Left : 59:51
Servesh Agarwal
SECRETARY

**Start Date**

**End Date**

**License Types**

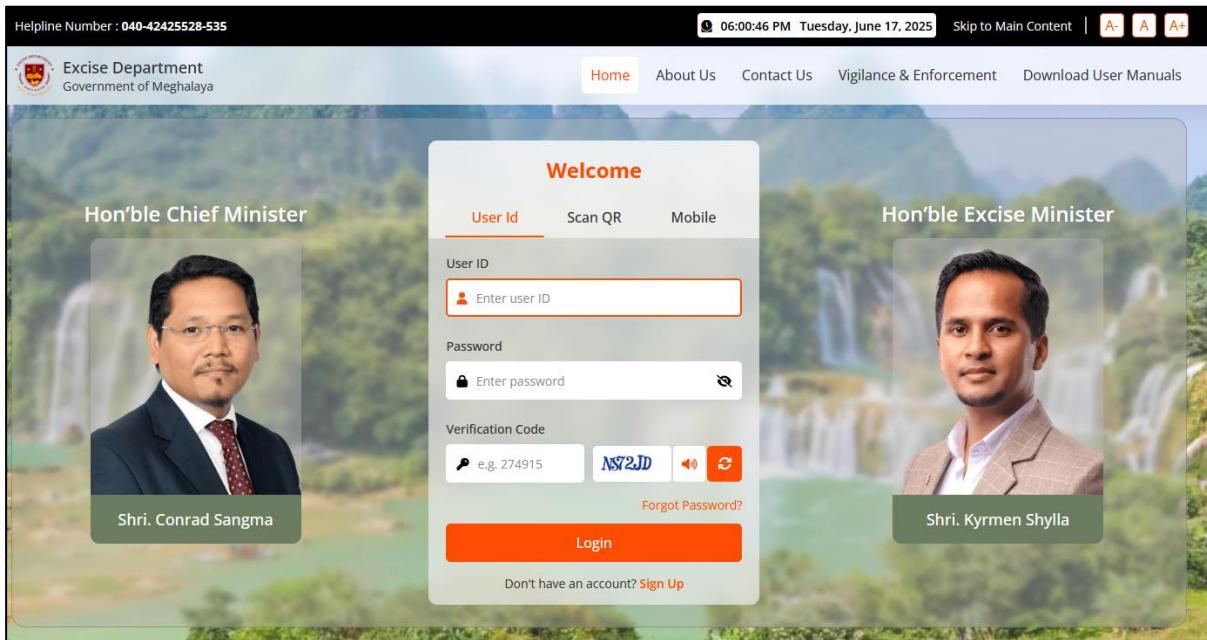
**Status**

[Search](#)

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Financial Commissioner	(1)	(2)	(3)

# Manufacturing License Registration User Manual

## Financial Commissioner:



- User required to provide valid credentials as shown in above figure and click on Login.

Category	Count
Paramilitary	1
Retailer	12
Police Canteen	0
<b>Grand Total</b>	<b>44</b>
License Modification	0
Deputy Superintendent of Excise	0
License Modification	0
Inspector of Excise	0
License Modification	0
Deputy Commissioner	0
License Modification	0
Assistant Commissioner	0
<b>Total</b>	<b>73</b>

Category	Count
Registration	0
CSD Non Local License Registration	2
Brand Label Registration	43
Brand Label Registration	0
<b>Total</b>	<b>68</b>

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

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Financial Commissioner			

# Manufacturing License Registration User Manual

- User need to click on action icon as shown in above figure.

**License View**
Session Time Left : 59:55

Pravin Bakshi, IAS  
Financial Commissioner

Acknowledgement Receipt Number: **L2500258** Business Name : **CTEL PVT LTD** Registering for Financial Year : **2025-2026**

[Individual Licensee Documents](#)
[Individual Officer Documents](#)

**License Details :**

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual
			LOI Selected	:	No

**Personal Information :**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-546645
Date Of Birth	:	05-Jun-2007	E-mail Address	:	fda@1243.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497

**Additional Details :**

Father's Name	:	Vaman	PAN	:	AAAPA1111A
Mother's Name	:		Aadhaar Number	:	

**Address of Proposed Premises :**

House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
Road/Street	:	Main Road	Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@1243.in
Block	:	Block			
Treasury Name	:				

Activate Windows
Go to Settings to activate Windows

**Search Menu**

- [Dashboard](#)
- [License Management](#)
- [Brand Label Management](#)
- [Hologram Procurement](#)
- [Bottling Unit](#)
- [Brewery](#)
- [Bonded Warehouse](#)
- [Military](#)
- [Retailer](#)
- [TP Revalidation](#)
- [Vigilance](#)
- [Reports](#)
- [Others / Support](#)

**Infrastructure of Proposed Premises :**

Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/ BSSR	:	
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR	:	
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls	:	50
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls	:	
Number of Blending Vats	:		Production Capacity	:	45 PLs
Capacity of Blending Vats	:				
Number of Bottling Lines	:				

**Proposed Production Process :**

Kinds of spirituous preparations Intended to be manufactured	:	ASFD	Details of the process of manufacture	:	ASFD
Detailed formula of spirituous preparations intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF			

**Next**

Activate Windows
Go to Settings to activate Windows

- User need to enter remarks and click on submit.

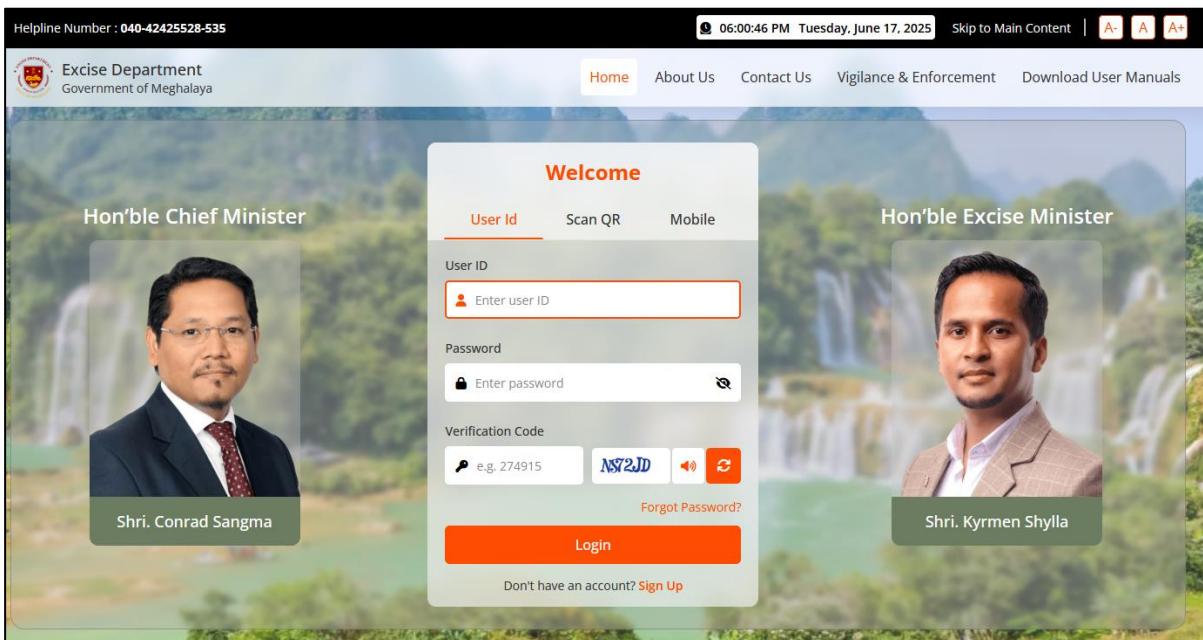
**C-TEL INFOSYSTEMS**

40 | Page

# Manufacturing License Registration User Manual

The screenshot shows the 'License View' section of the user manual. At the top, it displays the session time left (59:39) and the user's name (Pravin Bakshi, IAS, Financial Commissioner). The main content area shows two status entries: 'FORWARDED' and 'Submitted'. Each entry includes a date, a 'By' field (Pravin Bakshi or Servesh Agarwal), a 'To' field (Pravin Bakshi or Servesh Agarwal), and a 'View Remarks' button. Below these entries is a form with fields for 'Upload file' (with a note 'No file selected.'), 'Location\*' (HEAD QUARTERS), 'Designation\*' (Joint Commissioner STE), 'Status' (Forwarded), and 'Remarks\*' (FORWARDED). A note 'Max 1000 Characters' is shown above the remarks field. At the bottom are 'Previous' and 'Submit' buttons.

## Joint Commissioner Head Quarter:



- User require to provide valid credentials as mentioned in above figure and click on login

# Manufacturing License Registration User Manual

Excise Department Government of Meghalaya

Activity Dashboard

Pending Permits: 47

Pending at District Office: 73

Pending at Headquarters: 69

Pending at Commissionerate: 156

**Pending Permits**

Location	Count
Bottling IMFL Local	3
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	8
State Bonded Warehouse	5
Military Canteen	15
<b>Grand Total</b>	<b>44</b>

**Pending at District Office**

Process Name	Pending at	Count
License Registration	Superintendent of Excise	33
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
Temporary Bar License Registration	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
<b>Total</b>		<b>73</b>

**Pending at Headquarters**

Process Name	Pending at	Count
Temporary Bar License Registration	Deputy Commissioner	0
License Modification	Deputy Commissioner	0
Central Bonded Warehouse Permits	Deputy Commissioner	0
<b>Total</b>		<b>1</b>

**Pending at Commissionerate**

Process Name	Pending at	Count
License Registration	Commissioner	0
Brand Label Registration	Commissioner	6
License Modification	Commissioner	0
Bottling Permits	Commissioner	0
Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse Permits	Commissioner	5
<b>Total</b>		<b>17</b>

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

License Register

License Management / License Register

Session Time Left : 59:47

Dheeraj Gupta Assistant Commissioner STE

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Assistant Commissioner STE			

- User need to click on action icon as shown in above figure.
- User need to click on next.

Excise Department Government of Meghalaya

License View

Acknowledgement Receipt Number: L2500258 Business Name: CTEL PVT LTD Registering for Financial Year : 2025-2026

Session Time Left : 59:57

Vikram Deputy Commissioner

**License Details :**

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual
			LOI Selected	:	No

**Personal Information :**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-546645
Date Of Birth	:	05-Jun-2007	E-mail Address	:	fda@123.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497

**Additional Details :**

Father's Name	:	Vaman	PAN	:	AAAPA1111A
Mother's Name	:		Aadhaar Number	:	

**Address of Proposed Premises :**

House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
Road/Street	:	Main Road	Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@1243.in
Block	:	Block			
Sub-Division	:				

Activate Windows  
Go to Settings to activate Windows.

Meghalaya Build V1.0.0.1 | Copyright © 2025

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

# Manufacturing License Registration User Manual

Search Menu

Dashboard

License Management

Brand Label Management

Hologram Procurement

Bottling Unit

Brewery

Bonded Warehouse

Military

Retailer

TP Revaliation

Vigilance

Reports

Others / Support

East Boundary : EB  
West Boundary : WB  
North Boundary : NB  
South Boundary : SB

**Infrastructure of Proposed Premises :**

Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/ BSSR
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls
Number of Blending Vats	:		Production Capacity
Capacity of Blending Vats	:		45 PLs
Number of Bottling Lines	:		

**Proposed Production Process :**

Kinds of spirituous preparations intended to be manufactured	:	ASFD	Details of the process of manufacture
Detailed formula of spirituous preparations intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF	ASFD No

**Next** **Activate Windows**

- User need to enter remarks and click on submit.

License View  
License Registration / License View

Ravi Sharma  
Session Time Left : 59:43

Status: Submitted

Date: 18-Jun-2025 06:29:57 PM By: Servesh Agarwal (SECRETARY) To : Pravin Bakshi, IAS (Financial Commissioner) **View Remarks**

Status: FORWARDED

Date: 18-Jun-2025 06:36:33 PM By: Pravin Bakshi, IAS (Financial Commissioner) To : Ravi Sharma (Joint Commissioner STE) **View Remarks**

Upload file: No file selected.

Location\*: DISTRICT OFFICE

Designation\*: Superintendent of Excise

Status: Forwarded

Remarks\*:

**Previous** **Submit** **Activate Windows**

- The forwarded License application will be displayed as shown in below figure.

Pending at Officer  
License Management / Pending at Officer

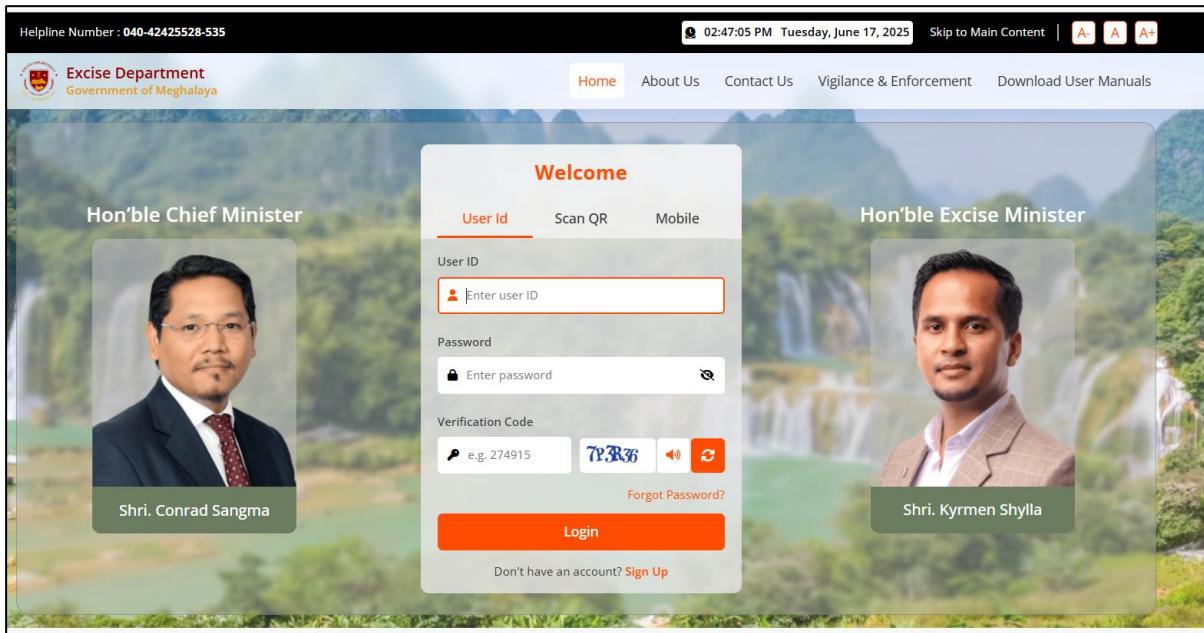
Ravi Sharma  
Session Time Left : 59:57

Start Date: 17-Jun-2025 End Date: 17-Jun-2025 License Types: All Status: Pending **Search**

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Superintendent of Excise			

# Manufacturing License Registration User Manual

## Superintendent of Excise:



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

Location	Count
Bottling IMFL Local	0
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	8
State Bonded Warehouse	5
Military Canteen	0
Paramilitary	0
Retailer	5
Police Canteen	0
<b>Grand Total</b>	<b>18</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	8
Temporary Bar License Registration	Superintendent of Excise	0
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0
License Modification	Assistant Commissioner	0

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
Temporary Bar License Registration	Deputy Commissioner	0
CSD Non Local License Registration	Dealing Assistant HQ	3
CSD Non Local License Registration	Assistant Commissioner	2
Brand Label Registration	Inspector of Excise HQ(IE)	13
Brand Label Registration	Joint Commissionerate Window	0

- User need to click on license management or Pending at District Office count as shown in below figure.

# Manufacturing License Registration User Manual

Excise Department  
Government of Meghalaya

Activity Dashboard  
Dashboard / Activity Dashboard

Session Time Left : 59:04

Sri Vastava SOE  
Superintendent of Excise

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

Pending Permits 21

Pending at District Office 25

Pending at Headquarters 38

Pending at Commissionerate 156

Pending Permits

Location	Count
Bottling IMFL Local	0
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	8
State Bonded Warehouse	5
Military Canteen	0
Paramilitary	0
Retailer	5
Police Canteen	0
<b>Grand Total</b>	<b>18</b>

Pending at District Office

Process Name	Pending at	Count
License Registration	Superintendent of Excise	8
Temporary Bar License Registration	Superintendent of Excise	0
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0

Pending at Headquarters

License Registration	Dealing Assistant HQ	7
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
License Registration	Secretary HQ	0
Temporary Bar License Registration	Deputy Commissioner	0
CSD Non Local License Registration	Dealing Assistant HQ	3
CSD Non Local License Registration	Assistant Commissioner	2
Brand Label Registration	Inspector of Excise HQ(IE)	13

- The user need to click on action

10	<input type="text" value="Q 258"/>	Start Date	<input type="text" value="17-Jun-2025"/>	End Date	<input type="text" value="17-Jun-2025"/>	License Types	All	Status	Pending At Officer	Search
S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action			Payment Details	Download	
8	<a href="#">L2500258</a>	Submitted	17-Jun-2025 02:44 PM	Superintendent of Excise						


**Excise Department**  
Government of Meghalaya

License View
License Registration
License View

Session Time Left : 59:52


**Sri Vastava SOE**  
Superintendent of Excise

Search Menu
Dashboard
License Management
Brand Label Management
Hologram Procurement
Bottling Unit
Brewery
Bonded Warehouse
Military
Retailer
TP Revalidation
Vigilance
Reports
Others / Support

Acknowledgement Receipt Number: **L2500258** Business Name : **CTEL PVT LTD** Registering for Financial Year : **2025-2026**

Individual Licensee Documents
Individual Officer Documents


**License Details :**

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual

**Personal Information :**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-546645
Date Of Birth	:	05-Jun-2007	E-mail Address	:	fda@123.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497

**Additional Details :**

Father's Name	:	Vaman	PAN	:	AAAPAA1111A
Mother's Name	:		Aadhaar Number	:	

**Address of Proposed Premises :**

House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
Road/Street	:	Main Road	Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@123.in
Block	:	Block			
Sub-division	:				
Villao/Town/City	:	West Garo			

Activate Windows
  
[Go to Settings to activate Windows.](#)

# Manufacturing License Registration User Manual

Excise Department  
Government of Meghalaya

License View  
License Registration / License View

Session Time Left: 58:49 Sri Vastava SOE  
Superintendent of Excise

Search Menu

Dashboard

License Management

Brand Label Management

Hologram Procurement

Bottling Unit

Brewery

Bonded Warehouse

Military

Retailer

TP Revalidation

Vigilance

Reports

Others / Support

Logout

East Boundary : EB  
West Boundary : WB  
North Boundary : NB  
South Boundary : SB

**Infrastructure of Proposed Premises :**

Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/ BSSR	:
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR	:
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls	:
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls	:
Number of Blending Vats	:		Production Capacity	:
Capacity of Blending Vats	:			45 PLs
Number of Bottling Lines	:			

**Proposed Production Process :**

Kinds of spirituous preparations intended to be manufactured	:	ASFD	Details of the process of manufacture	:	ASFD
Detailed formula of spirituous preparations intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF			

Next

Activate Windows  
Go to Settings to activate Windows.

- And the Officer need to click on next button as shown in above figure.
- The user need to forwarded to Licensee for Fee.

Excise Department  
Government of Meghalaya

License View  
License Registration / License View

Session Time Left: 59:11 Sri Vastava SOE  
Superintendent of Excise

Search Menu

Dashboard

License Management

Brand Label Management

Hologram Procurement

Bottling Unit

Brewery

Bonded Warehouse

Military

Retailer

TP Revalidation

Vigilance

Reports

Others / Support

Status: SUBMITTED

Date: 18-Jun-2025 06:29:57 PM By: Servesh Agarwal (SECRETARY) To: Pravin Bakshi, IAS (Financial Commissioner) View Remarks

Status: FORWARDED

Date: 18-Jun-2025 06:36:33 PM By: Pravin Bakshi, IAS (Financial Commissioner) To: Ravi Sharma (Joint Commissioner STE) View Remarks

Status: FORWARDED

Date: 18-Jun-2025 06:38:19 PM By: Ravi Sharma (Joint Commissioner STE) To: Sri Vastava SOE (Superintendent of Excise) View Remarks

Upload file  
Location\* Remarks\* Request for fee payment.

Previous Forward

Activate Windows  
Go to Settings to activate Windows.

- The Officer need to enter the remarks & click on Forward button as shown above figure.
- The forwarded license application will be displayed as shown in above figure.

Pending at Officer  
License Management / Pending at Officer

Session Time Left: 59:47 Sri Vastava SOE  
Superintendent of Excise

Start Date: 14-Jun-2025 End Date: 23-Jun-2025 License Types: All Status: Pending

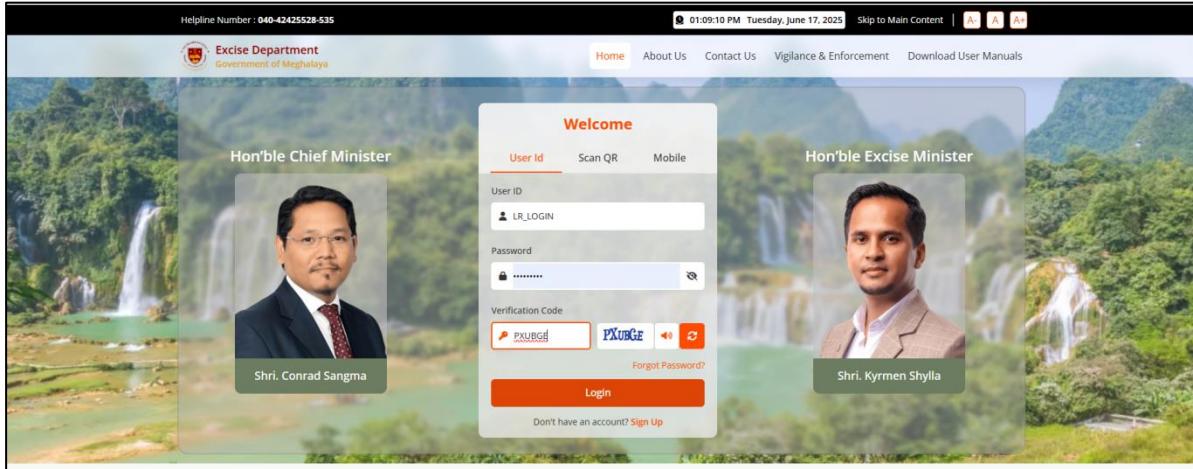
Search

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
5	L2500258	Forwarded	17-Jun-2025 02:44 PM	Applicant			

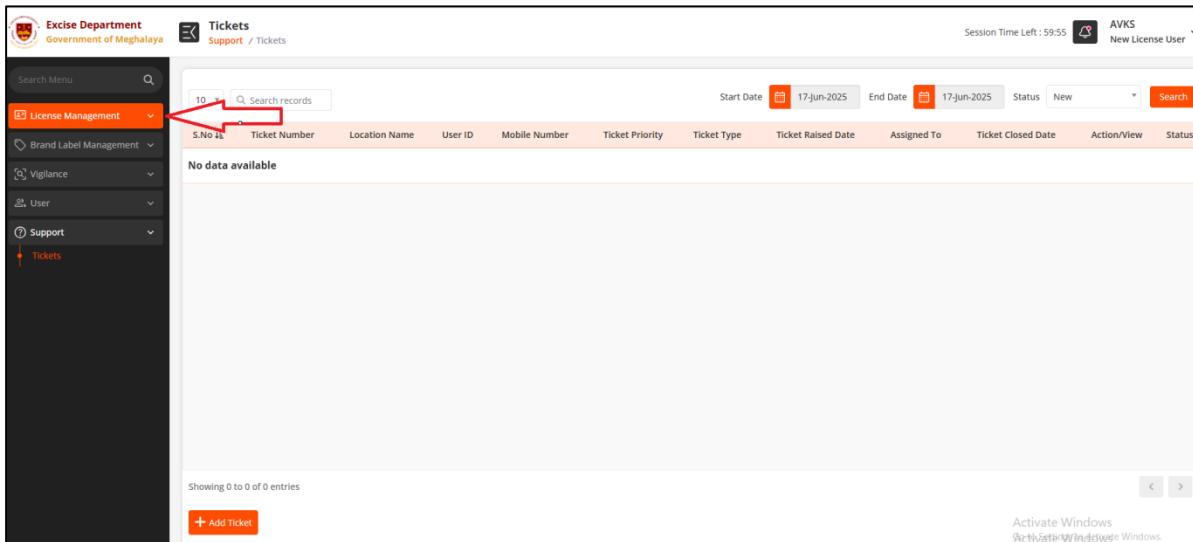
# Manufacturing License Registration User Manual

## Applicant:

- 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 select license management,

# Manufacturing License Registration User Manual

Excise Department  
Government of Meghalaya

License Register  
License Management / License Register

Session Time Left : 59:48 AVKS Applicant

S.No # Acknowledgement Number Status Submitted Date & Time Pending at Action Payment Details Download

6 L2500258 Request for fee Payment 17-Jun-2025 02:44 PM Applicant

Showing 1 to 1 of 1 entries (filtered from 6 total entries)

+ License Registration

Activate Windows  
Go to Settings to activate Windows.

Meghalaya Build V1.0.0.1 | Copyright © 2025  
Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

- User can see the request in the list view of license registration
- User need to click on action button as shown above figure

License View  
License Registration / License View

Acknowledgement Receipt Number: L2500258 Business Name : CTEL PVT LTD Registering for Financial Year : 2025-2026

Individual Licensee Documents

Session Time Left : 59:56 AVKS Applicant

**License Details :**

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual
			LOI Selected	:	No

**Personal Information**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-546645
Date Of Birth	:	05-Jun-2007	E-mail Address	:	fda@1243.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497

**Additional Details :**

Father's Name	:	Vaman	PAN	:	AAAPAPA1111A
Mother's Name	:		Aadhaar Number	:	

**Address of Proposed Premises :**

House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
----------------------------	---	-----	---------------	---	------------

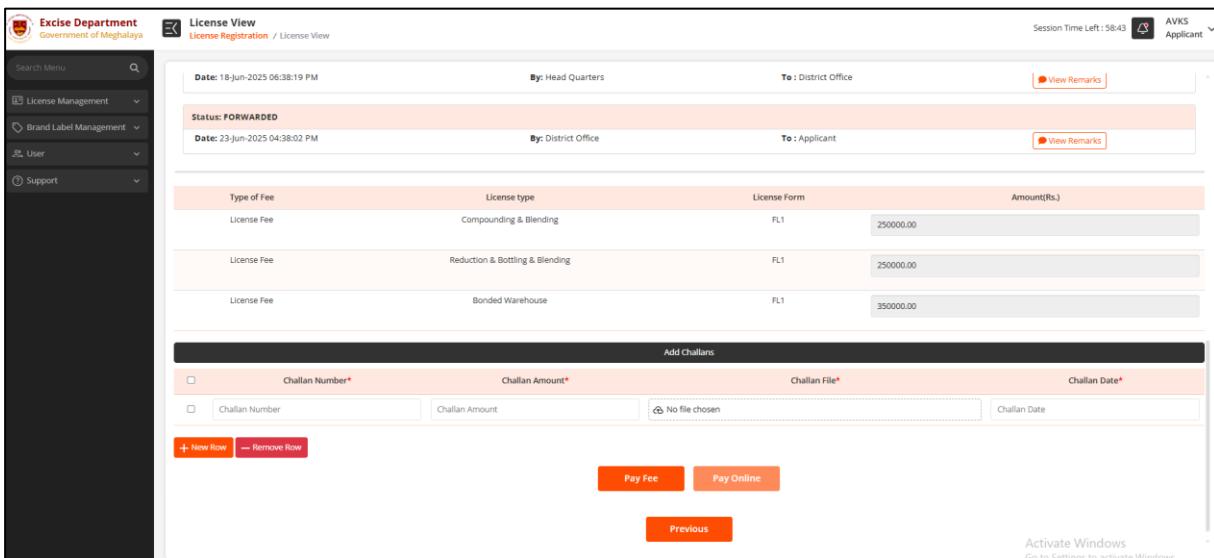
Activate Windows  
Go to Settings to activate Windows.

Meghalaya Build V1.0.0.1 | Copyright © 2025  
Helpline Number : 040-42425528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

## Manufacturing License Registration User Manual

State	:	Meghalaya
Pin Code	:	546454
<b>Additional Information</b>		
Khasra Number/Khatoni Number/Mauja Number	:	112
Area of Premise : 3214 (Sq. Meter)		
<b>Boundary Details</b>		
East Boundary	:	EB
West Boundary	:	WB
North Boundary	:	NB
South Boundary	:	SB
<b>Infrastructure of Proposed Premises :</b>		
Number of Spirit Storage Rooms (SSR)	:	50
Capacity of Spirit Storage Rooms (SSR)	:	45 PLS
Number of Vats in Spirit Storage Room (SSR)	:	45
Capacity of Vats in Spirit Storage Room (SSR)	:	
Number of Blending Vats	:	
Capacity of Blending Vats	:	
Number of Bottling Lines	:	
No. of rooms of the finished products/BSSR	:	
Capacity of Rooms of the Finished Products/BSSR	:	
Number of Bottling Halls	:	50
Capacity of Bottling Halls	:	
Production Capacity	:	45 PLS
<b>Proposed Production Process :</b>		
Kinds of spirituous preparations intended to be manufactured	:	ASFD
Detailed formula of spirituous preparations intended to be manufactured	:	
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF
Details of the process of manufacture		:
Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Activate Windows Go to Settings to activate Windows.		

- User need to click on next button



The screenshot shows the 'License View' page of the Excise Department's system. The top navigation bar includes 'Excise Department Government of Meghalaya', 'AVKS Applicant', and a session timer 'Session Time Left: 58:43'. The main content area displays the following information:

- Status:** FORWARDED
- Date:** 23-jun-2025 04:38:02 PM
- By:** District Office
- To:** Applicant
- Type of Fee:**
  - License Fee (Compounding & Blending, FL1, 250000.00)
  - License Fee (Reduction & Bottling & Blending, FL1, 250000.00)
  - License Fee (Bonded Warehouse, FL1, 350000.00)
- Add Challans:** A table for entering Challan details. It includes columns for Challan Number\*, Challan Amount\*, Challan File\*, and Challan Date\*. Buttons for '+ New Row' and '- Remove Row' are available.
- Fee Payment Options:** Buttons for 'Pay Fee' and 'Pay Online'.
- Navigation:** A 'Previous' button at the bottom.

- User can see the License fee as per the License type as shown above
- User need to enter the Challan number, Challan Amount, Challan File and Challan Date and click pay the license fee and click on Pay Fee button as shown above figure

## Manufacturing License Registration User Manual

Excise Department Government of Meghalaya

License View / License Registration / License View

Session Time Left : 56:28 AVKS Applicant

Type of Fee	License type	License Form	Amount(Rs.)
License Fee	Compounding & Blending	FL1	250000.00
License Fee	Reduction & Bottling & Blending	FL1	250000.00
License Fee	Bonded Warehouse	FL1	350000.00

Add Challans

Challan Number*	Challan Amount*	Challan File*	Challan Date*
A25C202934	250000	ABC.PDF	16-jun-2025
A252323223	250000	Work Report May-2024 to Apr-2025.pdf	23-jun-2025
A252343423	350000	Work Report May-2024 to Apr-2025.pdf	23-jun-2025

**Buttons:** + New Row, -- Remove Row, Pay Fee, Pay Online, Previous

Activate Windows

- User can see the payment details while clicking on Payment details button

Excise Department Government of Meghalaya

License Register / License Management / License Register

Session Time Left : 59:45 AVKS Applicant

S.No #	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
6	L2500258	License Verify	17-Jun-2025 02:44 PM	District Office			

**Payment Details**

Excise Transaction ID	Challan Number	Transaction Amount(Rs.)	Transaction Status	Challan Print
LR2306202500215826	A25C202934	250000.00	Success	
LR2306202500216980	A252323223	250000.00	Success	
LR2306202500217852	A252343423	350000.00	Success	

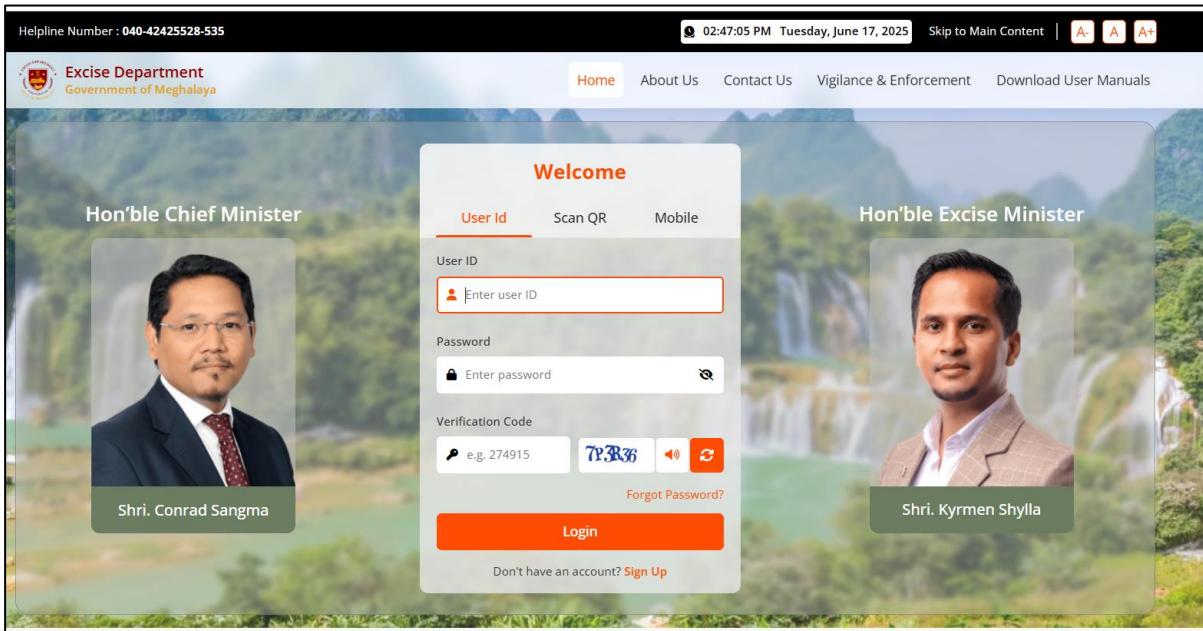
Showing 1 to 1 of 1 entries (filtered from 6 total entries)

**Buttons:** + License Registration, Payment Details, Print, Download

Activate Windows

# Manufacturing License Registration User Manual

## Superintendent of Excise:



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

Location	Count
Bottling IMFL Local	0
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	8
State Bonded Warehouse	5
Military Canteen	0
Paramilitary	0
Retailer	5
Police Canteen	0
<b>Grand Total</b>	<b>18</b>

Process Name	Pending at	Count
License Registration	Superintendent of Excise	8
Temporary Bar License Registration	Superintendent of Excise	0
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0
License Modification	Assistant Commissioner	0

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
Temporary Bar License Registration	Deputy Commissioner	0
CSD Non Local License Registration	Dealing Assistant HQ	3
CSD Non Local License Registration	Assistant Commissioner	2
Brand Label Registration	Inspector of Excise HQ(IE)	13
Brand Label Registration	Joint Commissioner	0

- User need to click on license management or Pending at District Office count as shown in below figure.

# Manufacturing License Registration User Manual

The screenshot shows the 'Activity Dashboard' with the following data:

Location	Count
Bottling IMFL Local	0
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	<b>8</b>
State Bonded Warehouse	<b>5</b>
Military Canteen	0
Paramilitary	0
Retailer	<b>5</b>
Police Canteen	0
<b>Grand Total</b>	<b>18</b>

**Pending at District Office:**

Process Name	Pending at	Count
License Registration	Superintendent of Excise	<b>8</b>
Temporary Bar License Registration	Superintendent of Excise	0
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0

**Pending at Headquarters:**

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
License Registration	Secretary HQ	0
Temporary Bar License Registration	Deputy Commissioner	0
CSD Non Local License Registration	Dealing Assistant HQ	3
CSD Non Local License Registration	Assistant Commissioner	2
Brand Label Registration	Activate Window	13

- The user can see the payment details while clicking on Payment details button as shown below

The screenshot shows the 'Pending at Officer' page with the following data:

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
5	L2500258	License Verify	17-Jun-2025 02:44 PM	Superintendent of Excise			

**Payment Details:**

Excise Transaction ID	Challan Number	Transaction Amount(Rs.)	Transaction Status	Challan Print
LR2306202500215826	A25C202934	250000.00	Success	
LR2306202500216980	A25232323	250000.00	Success	
LR2306202500217852	A252343423	350000.00	Success	

- The user need to click on action

The screenshot shows the 'Pending at Officer' page with the following data:

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
5	L2500258	License Verify	17-Jun-2025 02:44 PM	Superintendent of Excise			

# Manufacturing License Registration User Manual

**Acknowledgement Receipt Number:** L2500258 **Business Name:** CTEL PVT LTD **Registering for Financial Year:** 2025-2026

**License Details:**

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual

**Personal Information:**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-546645
Date of Birth	:	05-Jun-2007	E-mail Address	:	fda@1243.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497

**Additional Details:**

Father's Name	:	Vaman	PAN	:	AAAPAA1111A
Mother's Name	:		Aadhaar Number	:	

**Address of Proposed Premises:**

House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
Road/Street	:	Main Road	Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@1243.in
Block	:	Block			
Sub-division	:				
Village/Town/City	:	West Garo			

Activate Windows  
Go to Settings to activate Windows.

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

**East Boundary** : EB **North Boundary** : NB  
**West Boundary** : WB **South Boundary** : SB

**Infrastructure of Proposed Premises:**

Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/ BSSR	:	
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR	:	
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls	:	50
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls	:	
Number of Blending Vats	:		Production Capacity	:	45 PLs
Capacity of Blending Vats	:				
Number of Bottling Lines	:				

**Proposed Production Process:**

Kinds of spirituous preparations intended to be manufactured	:	ASFD	Details of the process of manufacture	:	ASFD
Detailed formula of spirituous preparations intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF			

**Next**

Activate Windows  
Go to Settings to activate Windows.

- And the Officer need to click on next button as shown in above figure.
- The user need to forward the application to next authourity.

## Manufacturing License Registration User Manual

**License View**  
License Registration / License View

Status: FORWARDED  
Date: 23-Jun-2025 04:38:02 PM  
By: Sri Vastava SOE (Superintendent of Excise)  
To : AVKS (Applicant) [View Remarks](#)

Status: License Verify  
Date: 23-Jun-2025 04:54:41 PM  
By: AVKS (Applicant)  
To : Sri Vastava SOE (Superintendent of Excise) [View Remarks](#)

Upload file: No file selected.

Location\*: HEAD QUARTERS

Designation\*: Dealing Assistant

Status: Forwarded

Remarks\*

Previous [Submit](#)

- The Officer need to enter the remarks & click on Forward button as shown above figure.
- The forwarded license application will be displayed as shown in above figure.

**Pending at Officer**  
License Management / Pending at Officer

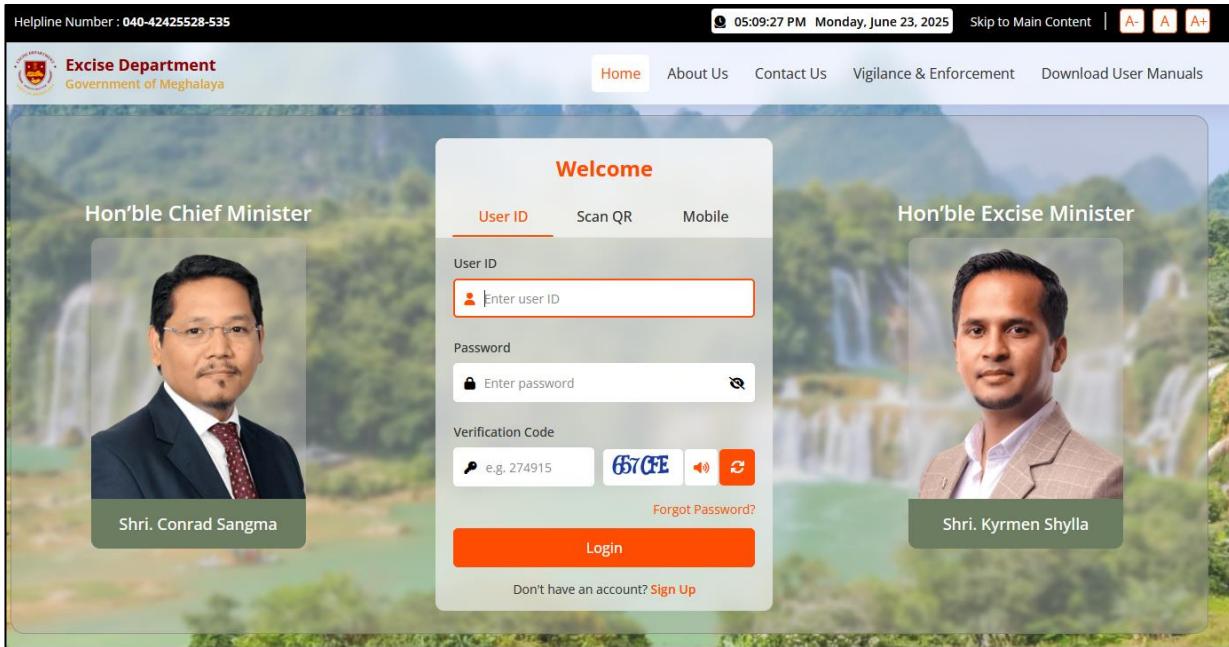
Excise Department Government of Meghalaya

Session Time Left : 59:43 Sri Vastava SOE Superintendent of Excise

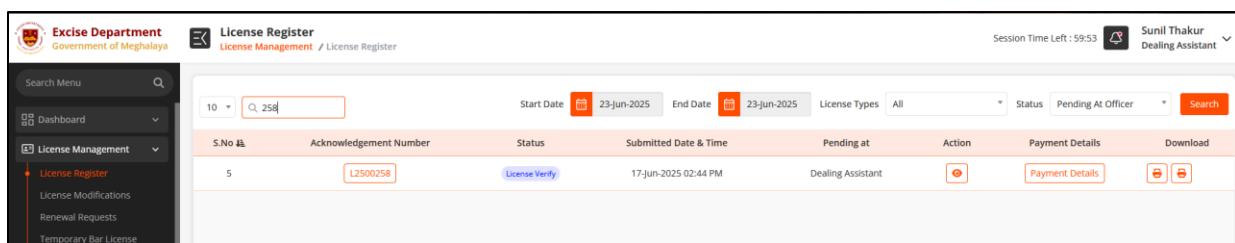
S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
13	L2500258	License Verify	17-Jun-2025 02:44 PM	Dealing Assistant	<a href="#">Edit</a>	<a href="#">Payment Details</a>	<a href="#">Download</a>

# Manufacturing License Registration User Manual

## Dealing Assistant Head Quarter:



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



- User can see the payment details while clicking on the Payment Details button as shown above
- User need to click on action icon as shown in above figure.

# Manufacturing License Registration User Manual

License View
Session Time Left : 59:48
Sunil Thakur Dealing Assistant

Acknowledgement Receipt Number: **L2500258** Business Name : **CTEL PVT LTD** Registering for Financial Year: **2025-2026**

Individual Licensee Documents
Individual Officer Documents
Edit

License Details :					
Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual
			LOI Selected	:	No
Personal Information					
Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya 546645
Date Of Birth	:	05-Jun-2007	E-mail Address	:	fda@123.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497
Additional Details :					
Father's Name	:	Vaman	PAN	:	AAAPAA1111A
Mother's Name	:		Aadhaar Number	:	
Address of Proposed Premises :					
House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
Road/Street	:	Main Road	Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@123.in
Block	:	Block			
Treasury Name	:				
Village/Town/City	:	West Garo			
Post Office	:	Post Office			
District	:	West Garo Hills			
State	:	Meghalaya			
Pin Code	:	546454			
Additional Information					
Khasra Number/Khatoni Number/Mauja Number	:	112	Area of Premise	:	3214 (Sq. Meter)
Boundary Details					
East Boundary	:	EB	North Boundary	:	NB
West Boundary	:	WB	South Boundary	:	SB
Infrastructure of Proposed Premises :					
Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/BSSR	:	
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR	:	
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls	:	50
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls	:	
Number of Blending Vats	:		Production Capacity	:	45 PLs
Capacity of Blending Vats	:				
Number of Bottling Lines	:				
Proposed Production Process :					
Kinds of spirituous preparations intended to be manufactured	:	ASFD	Details of the process of manufacture	:	ASFD
Detailed formula of spirituous preparations intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF			

Next
Activate Windows

- User need to click on next.

 C-TEL INFOSYSTEMS

56 | Page

## Manufacturing License Registration User Manual

Session Time Left : 58:33 Sunil Thakur Dealing Assistant

**Status: FORWARDED**

Date: 23-Jun-2025 04:38:02 PM By: Sri Vastava SOE (Superintendent of Excise) To : AVKS (Applicant) [View Remarks](#)

**Status: License Verify**

Date: 23-Jun-2025 04:54:41 PM By: AVKS (Applicant) To: Sri Vastava SOE (Superintendent of Excise) [View Remarks](#)

**Status: License Verify**

Date: 23-Jun-2025 05:05:37 PM By: Sri Vastava SOE (Superintendent of Excise) To : Sunil Thakur (Dealing Assistant) [View Remarks](#)

Upload file:

Location\*: HEAD QUARTERS

Designation\*: Assistant Commissioner

Status: Forwarded

Remarks\*

Previous [Submit](#)

Activate Windows  
Go to Settings to activate Windows.

- User need to enter remarks and click on submit.
- The forwarded license application will be displayed as shown in above figure.

### Assistant Commissioner Head Quarter:

Helpline Number : 040-42425528-535

Excise Department  
Government of Meghalaya

06:00:46 PM Tuesday, June 17, 2025 Skip to Main Content | [A-](#) [A](#) [A+](#)

**Welcome**

User Id  Scan QR

User ID  Enter user ID

Password  Enter password

Verification Code  e.g. 274915

[Forgot Password?](#)

[Login](#)

Don't have an account? [Sign Up](#)

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

# Manufacturing License Registration User Manual

The screenshot shows the Excise Department Activity Dashboard. On the left, a sidebar menu includes 'Activity Dashboard', 'Production Dashboard', 'License Dashboard', 'License Management' (selected), 'Brand Label Management', 'Hologram Procurement', 'Bottling Unit', 'Brewery', 'Bonded Warehouse', 'Military', 'Retailer', 'TP Revalidation', 'Vigilance', and 'Reports'. The main area displays four boxes: 'Pending Permits' (47), 'Pending at District Office' (73), 'Pending at Headquarters' (69), and 'Pending at Commissionerate' (156). Below these are detailed tables for each category. A red box highlights the 'Pending at Commissionerate' section, and a red arrow points to the 'License Registration' row in the 'Pending at Headquarters' table, which is also highlighted with a red box.

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

The screenshot shows the License Register page. The sidebar menu includes 'License Register' (selected) and 'License Modifications' and 'Renewal Requests'. The main area shows a table with columns: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. One row is highlighted with a red box, and a red arrow points to the 'Action' column.

- User need to click on action icon as shown in above figure.
- User need to click on next.

The screenshot shows the License View page. The sidebar menu includes 'Logout'. The main area displays 'License Details', 'Personal Information', 'Additional Details', and 'Address of Proposed Premises'. A red box highlights the 'Action' column in the 'Additional Details' table, and a red arrow points to the 'Action' column in the 'Address of Proposed Premises' table.

# Manufacturing License Registration User Manual

Search Menu

East Boundary : EB      North Boundary : NB  
West Boundary : WB      South Boundary : SB

**Infrastructure of Proposed Premises :**

Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/ BSSR	:
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR	:
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls	:
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls	:
Number of Blending Vats	:		Production Capacity	:
Capacity of Blending Vats	:			45 PLs
Number of Bottling Lines	:			

**Proposed Production Process :**

Kinds of spirituous preparations intended to be manufactured	:	ASFD	Details of the process of manufacture	:
Detailed formula of spirituous preparations intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF		No

**Next** Activate Windows

- User need to enter remarks and click on submit.

License View Session Time Left: 59:50

**License Registration / License View** Dheeraj Gupta Assistant Commissioner STE

**Status: Submitted**

Date: 17-Jun-2025 05:48:54 PM      By: VikramSinghRathod (Deputy Commissioner)      To: Sunil Thakur (Dealing Assistant HQ) View Remarks

**Status: Submitted**

Date: 17-Jun-2025 05:58:46 PM      By: Sunil Thakur (Dealing Assistant HQ)      To : Dheeraj Gupta (Assistant Commissioner STE) View Remarks

Uploaded File

Upload file No file selected.

Location\* HEAD QUARTERS

Designation\* Joint Commissioner STE

Status Forwarded

Remarks\* forwarded Max 1000 Characters

**Previous** **Submit** Activate Windows  
Go to Settings to activate Windows.

- The forwarded license application will be displayed as shown in above figure.

Excise Department Government of Meghalaya Session Time Left: 59:54

Pending at Officer Dheeraj Gupta Assistant Commissioner

**Pending at Officer** Search

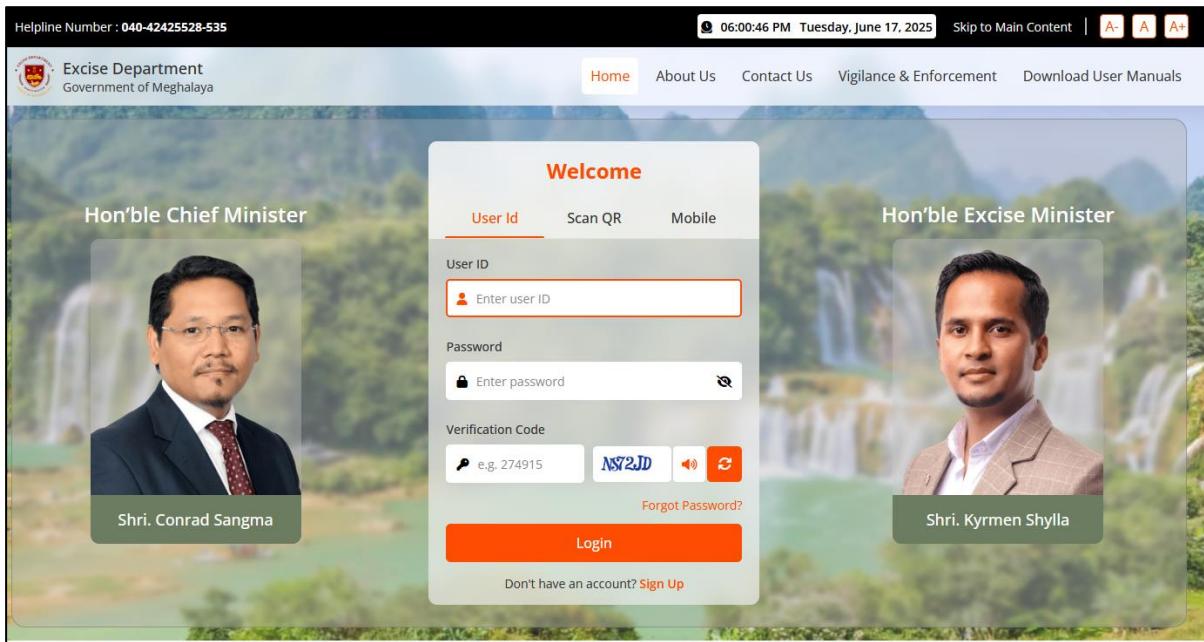
Search Menu

Start Date: 04-Jun-2025      End Date: 23-Jun-2025      License Types: All      Status: Pending

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
26	L2500258	License Verify	17-Jun-2025 02:44 PM	Joint Commissioner	<span style="color: orange;">View</span>	<span style="color: orange;">Payment Details</span>	<span style="color: orange;">Download</span>

# Manufacturing License Registration User Manual

## Joint Commissioner Head Quarter:



- User require to provide valid credentials as mentioned in above figure and click on login

Pending Permits		Pending at District Office		Pending at Headquarters		Pending at Commissionerate	
47		73		69		156	
<b>Pending Permits</b> Location Count Bottling IMFL Local 3 Bottling IMFL Import 0 Brewery Export 0 Bottling IMFL Export 0 Wholesale 8 State Bonded Warehouse 5 Military Canteen 15 <b>Grand Total</b> 44		<b>Pending at District Office</b> Process Name Pending at Count License Registration Superintendent of Excise 33 License Registration Deputy Superintendent of Excise 0 License Registration Deputy Commissioner 1 License Registration Assistant Commissioner 11 Temporary Bar License Registration Superintendent of Excise 0 License Modification Superintendent of Excise 0 License Modification Deputy Superintendent of Excise 0 <b>Total</b> 73		<b>Pending at Headquarters</b> Process Name Pending at Count Temporary Bar License Registration Deputy Commissioner 0 License Modification Deputy Commissioner 0 Central Bonded Warehouse Permits Deputy Commissioner 1 <b>Total</b> 69		<b>Pending at Commissionerate</b> Process Name Pending at Count License Registration Commissioner 0 Brand Label Registration Commissioner 6 License Modification Commissioner 0 Bottling Permits Commissioner 0 Central Bonded Warehouse Permits Commissioner 6 State Bonded Warehouse Permits Commissioner 5 <b>Total</b> 156	

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

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
2	L2500258	License Verify	17-Jun-2025 02:44 PM	Joint Commissioner			

- User need to click on action icon as shown in above figure.

# Manufacturing License Registration User Manual

- User need to click on next.



Excise Department  
Government of Meghalaya

Search Menu

- [Dashboard](#)
- [License Management](#)
- [Brand Label Management](#)
- [Hologram Procurement](#)
- [Bottling Unit](#)
- [Brewery](#)
- [Bonded Warehouse](#)
- [Military](#)
- [Retailer](#)
- [TP Revalidation](#)
- [Vigilance](#)
- [Reports](#)
- [Others / Support](#)

[Logout](#)

**License View**

License Registration / License View

Session Time Left: 59:57  **Vikram** Deputy Commissioner

Acknowledgement Receipt Number: **L2500258** Business Name: **CTEL PVT LTD** Registering for Financial Year : **2025-2026**

[Individual Licensee Documents](#) [Individual Officer Documents](#) 

**License Details :**

Type of Application	:	Fresh Issuance of License	Manufacturing Unit Type	:	Bottling Unit
License Type	:	Manufacturing Unit	License Form	:	FL1
			Business Type	:	Individual
			LOI Selected	:	No

**Personal Information :**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-546645
Date Of Birth	:	05-Jun-2007	E-mail Address	:	fda@1243.in
Business Name	:	CTEL PVT LTD	Mobile Number	:	6361172497

**Additional Details :**

Father's Name	:	Vaman	PAN	:	AAAPA1111A
Mother's Name	:		Aadhaar Number	:	

**Address of Proposed Premises :**

House/Building/Plot Number	:	1-2	Mobile Number	:	9999999999
Road/Street	:	Main Road	Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@1243.in
Block	:	Block			
Sub-division	:				

[Activate Windows](#)  
Go to Settings to activate Windows.

Meghalaya Build V1.0.0.1 | Copyright © 2025

Helpline Number : 040-42425528-535 | Powered by 

**Infrastructure of Proposed Premises :**

Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/ BSSR	:	
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR	:	
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls	:	50
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls	:	
Number of Blending Vats	:		Production Capacity	:	45 PLs
Capacity of Blending Vats	:				
Number of Bottling Lines	:				

**Proposed Production Process :**

Kinds of spirituous preparations	:	ASFD	Details of the process of manufacture	:	ASFD
Intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Detailed formula of spirituous preparations intended to be manufactured	:				
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF			

**Next**

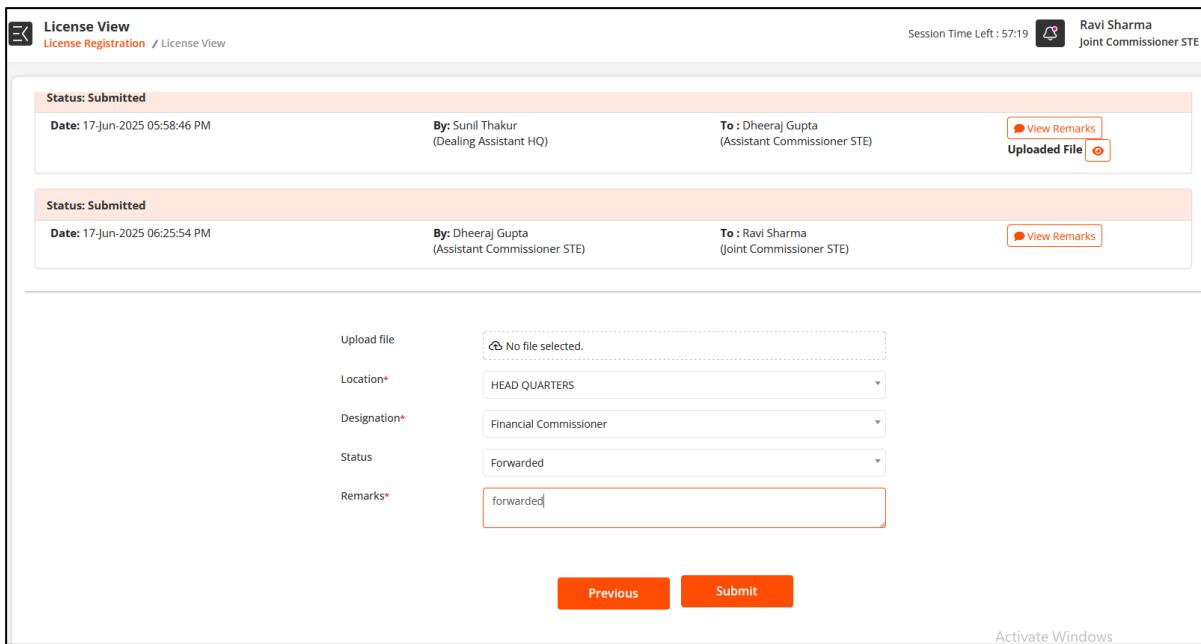
[Activate Windows](#)

- User need to enter remarks and click on submit.

 **C-TEL INFOSYSTEMS**

61 | Page

# Manufacturing License Registration User Manual



**License View**  
License Registration / License View

Session Time Left : 57:19 Ravi Sharma  
Joint Commissioner STE

**Status: Submitted**

**Date:** 17-Jun-2025 05:58:46 PM **By:** Sunil Thakur (Dealing Assistant HQ) **To :** Dheeraj Gupta (Assistant Commissioner STE) **View Remarks** **Uploaded File**

**Status: Submitted**

**Date:** 17-Jun-2025 06:25:54 PM **By:** Dheeraj Gupta (Assistant Commissioner STE) **To :** Ravi Sharma (Joint Commissioner STE) **View Remarks**

Upload file: No file selected.

Location\*: HEAD QUARTERS

Designation\*: Financial Commissioner

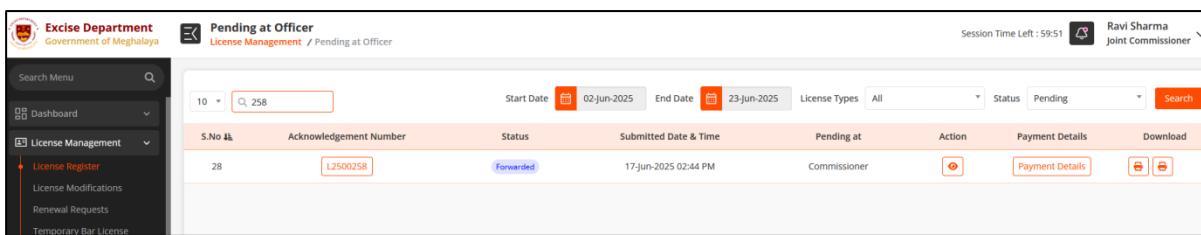
Status: Forwarded

Remarks\*: forwarded

Previous Submit

Activate Windows

- The forwarded License application will be displayed as shown in above figure.



**Pending at Officer**  
License Management / Pending at Officer

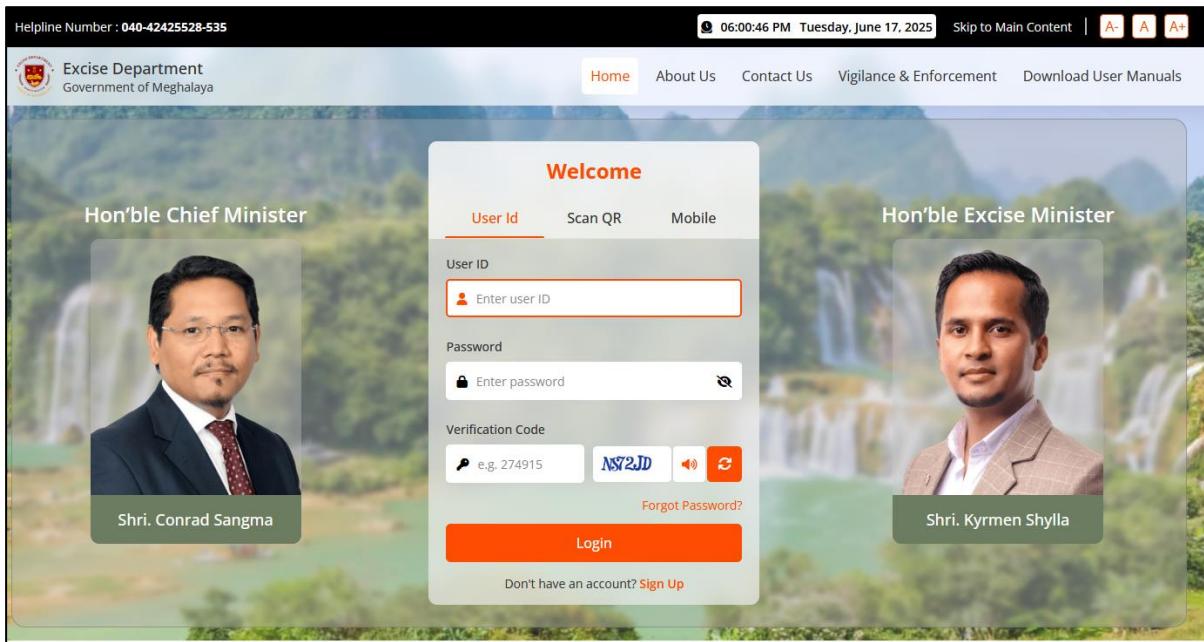
Session Time Left : 59:51 Ravi Sharma  
Joint Commissioner

Search Menu

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
28	L2500258	Forwarded	17-Jun-2025 02:44 PM	Commissioner	<input type="button" value=""/>	<input type="button" value="Payment Details"/>	<input type="button" value=""/>

# Manufacturing License Registration User Manual

## Financial Commissioner:



- User required to provide valid credentials as shown in above figure and click on Login.

Process Name	Pending at	Count
License Registration	Commissioner	1
License Renewal	Commissioner	0
Brand Label Registration	Commissioner	6
Brand Renewal	Commissioner	0
License Modification	Commissioner	0
Bottling Permits	Commissioner	0
Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse Permits	Commissioner	5

- User can see the payment details while clicking on Payment details button

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Commissioner	<input checked="" type="checkbox"/> <input type="checkbox"/>	<a href="#">Payment Details</a>	<a href="#"></a> <a href="#"></a>

# Manufacturing License Registration User Manual

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

- User need to click on action icon as shown in above figure.

# Manufacturing License Registration User Manual

Search Menu

Dashboard

License Management

Brand Label Management

Hologram Procurement

Bottling Unit

Brewery

Bonded Warehouse

Military

Retailer

TP Revalidation

Vigilance

Reports

Others / Support

East Boundary : EB      North Boundary : NB

West Boundary : WB      South Boundary : SB

**Infrastructure of Proposed Premises :**

Number of Spirit Storage Rooms (SSR)	:	50	No. of rooms of the finished products/ BSSR	:	
Capacity of Spirit Storage Rooms (SSR)	:	45 PLs	Capacity of Rooms of the Finished Products/BSSR	:	
Number of Vats in Spirit Storage Room (SSR)	:	45	Number of Bottling Halls	:	50
Capacity of Vats in Spirit Storage Room (SSR)	:		Capacity of Bottling Halls	:	
Number of Blending Vats	:		Production Capacity	:	45 PLs
Capacity of Blending Vats	:				
Number of Bottling Lines	:				

**Proposed Production Process :**

Kinds of spirituous preparations intended to be manufactured	:	ASFD	Details of the process of manufacture	:	ASFD
Detailed formula of spirituous preparations intended to be manufactured	:		Applicant carried out the business of manufacturing spirituous preparations in the past	:	No
Name of ingredients to be used in the manufacture of spirituous preparations	:	ASDF			

**Next**

Activate Windows

Excise Department

Government of Meghalaya

License View

License Registration / License View

Session Time Left : 59:55

Pravin Bakshi, IAS

Commissioner

**Status: License Verify**

Date: 23-Jun-2025 04:54:41 PM      By: AVKS (Applicant)      To : Sri Vastava SOE (Superintendent of Excise)      View Remarks

**Status: License Verify**

Date: 23-Jun-2025 05:05:37 PM      By: Sri Vastava SOE (Superintendent of Excise)      To : Sunil Thakur (Dealing Assistant)      View Remarks

**Status: License Verify**

Date: 23-Jun-2025 05:14:16 PM      By: Sunil Thakur (Dealing Assistant)      To : Dheeraj Gupta (Assistant Commissioner)      View Remarks

**Status: License Verify**

Date: 23-Jun-2025 05:24:42 PM      By: Dheeraj Gupta (Assistant Commissioner)      To : Ravi Sharma (Joint Commissioner)      View Remarks

**Status: Approved**

Date: 23-Jun-2025 05:26:39 PM      By: Ravi Sharma (Joint Commissioner)      To : Pravin Bakshi, IAS (Commissioner)      View Remarks

**Previous**

Activate Windows

- The user need to click on approve button as shown below.

Search Menu

Dashboard

License Management

License Register

License Modifications

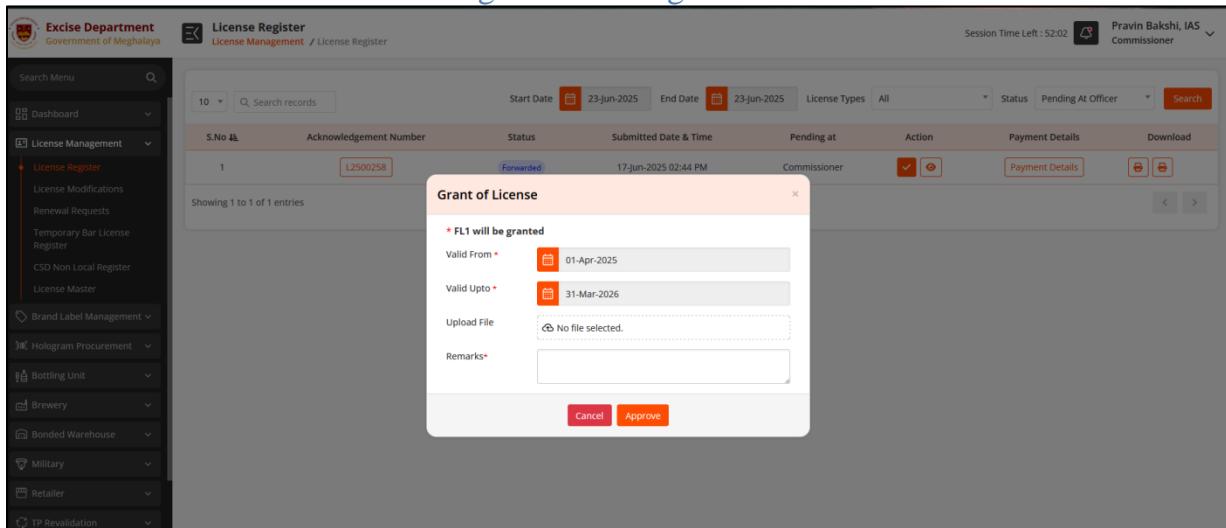
Renewal Requests

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Commissioner	<span style="border: 1px solid #ccc; padding: 2px;">✓</span> <span style="border: 1px solid #ccc; padding: 2px;">↻</span>	<span style="border: 1px solid #ccc; padding: 2px;">Payment Details</span>	<span style="border: 1px solid #ccc; padding: 2px;">Download</span>

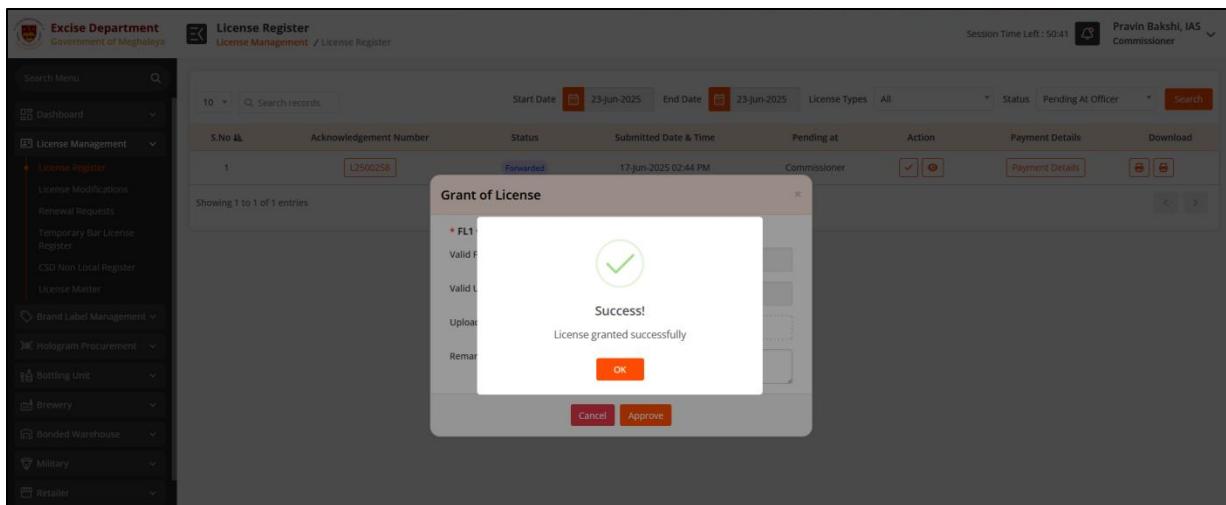


- User can see the grant of license as shown below.

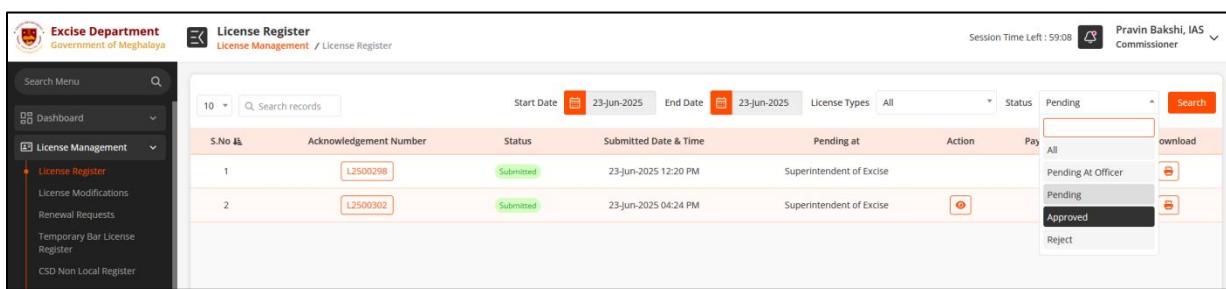
# Manufacturing License Registration User Manual



- User need to enter the remark and click on approve button.



- User need to select the filter as Approved and click on search button as shown below.



- User can see the print while clicking on print button as shown below.

## Manufacturing License Registration User Manual

Declaration print:

**Declaration Form**

---

Self-declaration by the applicant for completeness and correctness of application information being submitted

I AVKS Son of Vaman the Proprietor of the Business, the particulars of which are included above, apply on behalf of that Business for grant of a license / permission / registration under the Excise Department Govt of Meghalaya.

I AVKS Son of Vaman the Proprietor of the aforesaid Business do here by solemnly affirm that the particulars given in this form are true and correct to the best of my knowledge and belief. I undertake to notify immediately to the Registering Authority to whom the application has been made any change in any of the above particulars.

Submitted Date & Time: 17-Jun-2025 02:44:16 PM

Signature  
(Designation with relation to the business)  
Seal

# Manufacturing License Registration User Manual

## Application print:

<p><b>M/S CTEL PVT LTD</b> (1-2, Main Road, Block, West Garo, Post Office, West Garo Hills, Meghalaya - 546454) <b>APPLICATION PRINT</b></p> <hr/> <p>Application Number: 202500172 Date : 17-Jun-2025 02:23:40 PM</p> <p>To, The Superintendent of Excise, Turayan, West Garo Hills, Meghalaya.</p> <p>Sub: <u>Application for grant of License for Manufacturing Unit of Bottling Unit</u></p> <p>Sir,</p> <p>With due respect I have the honour to state you that I have applied for license for Manufacturing Unit of Bottling Unit at House/Building/Plot Number:- 1-2, Road/Street:- Main Road, Block:- Block, Village/Town/City:- West Garo, Post Office:- Post Office, Circle:- , District:- West Garo Hills, Zone:- , State:- Meghalaya, Pincode:- 546454 in the online portal of Meghalaya Excise and also paid the required fees. I am submitting the following documents which have been uploaded while submitting the online application for information and necessary actions please.</p> <p>1. Application should be affixed with court fee stamp of Rs.25/- 2. Financial Capacity Certificate (from any Bank or Financial Institution) 3. Police Verification Certificate 4. Proof of Residential Certificate (EPIC Certificate issued by Village/ Town Committee/ Nokma/Hima Syiemship/ any other competent Authority) 5. Professional Tax clearance Certificate (from Autonomous District Council) 6. Sales Tax clearance Certificate (from Meghalaya Taxation Department) 7. Land/ Building ownership document Tenancy Agreement. 8. No Objection Certificate From Local Area Authority 9. Pollution Certificate from the Pollution Control Board. 10. Blue Print of Building and Site Plan duly countersigned by authorized Meghalaya Government Department Engineer. 11. Proof of Age Certificate (Birth Certificate/School Certificate) 12. Identity Proof (EPIC, etc.) 13. Single Window Clearance</p> <p>Therefore, I request your kind majesty to look into the matter and do the needful for grant of license for Manufacturing Unit of Bottling Unit.</p> <p>Thanking you.</p> <p></p> <p style="text-align: right;">Yours faithfully, AVKS For CTEL PVT LTD</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

# Manufacturing License Registration User Manual

## Grant of License:

<p style="text-align: center;"> <b>EXCISE DEPARTMENT GOVERNMENT OF MEGHALAYA</b> (1st Floor, Goods &amp; Service Tax, Secretariat Hills, Shillong, East Khasi Hills, Meghalaya - 793001) <b>GRANT OF LICENSE</b></p> <hr/> <p>District: <b>West Garo Hills</b> No. of License in the register: <b>127104238825 (Manufacturing Unit)</b> Name of Licensee: <b>M/s CTEL PVT LTD</b> Name of Licensee: <b>AVKS</b> Address: <b>CTEL PVT LTD, 1-2, Main Road, Block, West Garo, Post Office, West Garo Hills, Meghalaya - 546454</b></p> <p>Resident of <b>East Garo Hills, Meghalaya - 546645</b> thana <b>Shri AVKS</b> is hereby authorized by the Excise Commissioner, Meghalaya, to work a Bonded Warehouse at <b>CTEL PVT LTD, 1-2, Main Road, Block, West Garo, Post Office, West Garo Hills, Meghalaya - 546454</b> from <b>23 Jun, 2025</b> to <b>March, 2026</b> for the deposit and storage of foreign liquor or such spirits as permitted by the Excise Commissioner from time to time.</p> <p>It shall be required of the holder of this license, as a condition of its remainin, force, that he shall duly and faithfully performed and abide by the following conditions and by provisions of the Meghalaya Excise Act, 1910 (Act I of 1910) as amended from time to time an all notifications and rules which have been or which, may, from time to time, be published or n thereunder so far are relatable to this license and shall cause all persons employed by him to obe such rules and orders.</p> <p>I. That he shall pay to Government in advance per annum a fee <b>Rs.</b> Vide Challan No. on dated and that he pay the same into the Treasury/Sub-Treasury at - II. That he shall deposit and store only foreign liquor and such other spir Excise Commissioner may approve from time to time and only a premises named therein. III. That before depositing or indenting for any spirits to be deposited or under this license, he shall execute a bond in favour of the Commission Excise, Meghalaya, for the payment of duty at the rate imposed under s 21 of the Act on all foreign liquor and spirits imported, transported foreign liquor and spirit deposited or kept by him to the said Warehouse. IV. That he shall give to the Collector seven days clear notice of the probabl of arrival and the approximate quantity in bulk litres of such consigne foreign liquor and spirits imported or transported under bond for dep the said Warehouse. V. That he shall attend either personally or by his duly authorized agent at the time of arrival of the foreign liquor or other spirits and that he shall remain in attendance till the foreign liquor or spirits have been gauged and proved, i necessary, sampled. VI. That he shall provide, site, Building, Vats and other apparatus to the satisfaction of the Excise Commissioner. VII. That he shall bear the cost of the Excise establishment as may be fixed by the Excise Commissioner for supervision of the working of the Bondec Warehouse and shall provide suitable rent-free accommodation for them to the satisfaction of the Excise Commissioner. VIII. That he shall kept regular and accurate daily accounts in such form as may be prescribed by the Excise Commissioner of all foreign liquor and spirit: received into and issued from Warehouse. IX. That he shall pay on Demand, for all foreign liquor and spirits deposited and stored therein, the duty at the prescribed rate or rates. X. That he shall permit any Excise Officer of or above the rank of Inspector o Excise to have at all hours free access to the Bonded Warehouse place: appertaining thereto and that on demand by any such officer he shall product for inreception his account of deposits and issues of foreign liquors and spirits. XI. That when required by any Excise officer of or above the rank of Inspector o Excise he shall assist him by sufficient number of employees in taking accounts of his stock and for gauging foreign liquor or spirits on receipt and a the time of issue. XII. That he shall permit any Excise officer of or above the rank of Inspector to take sample of any foreign liquor or spirits stored under this license. XIII. That the licensee shall be bound to make such general arrangements as may be directed by the Collector of the district for the removal of the waste matter and refuse arising out from the working of the Bonded Warehouse. XIV. (i) That all members of the executive and ministerial staff of the Bonded Warehouse shall be citizen of India. (ii) That the lists of all appointments with necessary particulars of employees other than labourer and menials, shall, from time to time, be submitted to Government through the Commissioner of Excise, for their information onco at least in every six months. In cases of labourers and menials, it shall be sufficient to submit once a year the statistics of their number, rate of wages and their native districts only. XV. That the licensee shall be bound to maintain such minimum stock foreign liquors and spirits in the Bonded Warehouse as may, from time t time be fixed by the Excise Commissioner. XVI. That the licensee shall not be permitted to issue foreign liquors or spirit from the Bonded Warehouse to the vendors of foreign liquor and pass holders unless he has taken out a license. XVII. That as security for fulfillment of these conditions, the licensee sha <b>deposit with the collector of the district a sum of Rs. 5,000/- (Rupees five thousand) only and shall execute a hypothecation deed pledging th Bonded Warehouse premises all apparatus and utensils employed in th working of the Warehouse for the due discharge of all payments whcih may become due to Government of Meghalaya, provided that th Government of Meghalaya shall not undertake to arrange for the sale o any of the foreign liquors and spirits in the Warehouse.</b> XVIII. That the licensee shall not be entitled to any compensation for cancellation of his license and abolition of the Bonded Warehouse as a result of am policy of Government or any other reasons. XIX. That infraction of any of the above conditions or of any of the provisions o Meghalaya Excise Act, 1910, as amended from time to time or any of the notifications published or rules made thereunder so far as they are applicable to this license shall subject to the holder of this license t forfeiture of this license and the security deposit mentioned in the clause XVII of this license as well as to all or any of the penalties prescribed by law or rules.</p> <p><b>The 23 Jun, 2025</b></p> <p style="text-align: right;"><b>Pravin Bakshi, IAS Commissioner</b></p> <p>Received the above license No. <b>127104238825 (Manufacturing Unit)</b> issued on <b>23 Jun, 2025</b> by the <b>Pravin Bakshi, IAS , Commissioner</b>.</p> <p> <span style="float: right;">Licensee</span></p>	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

## Manufacturing License Registration User Manual

---