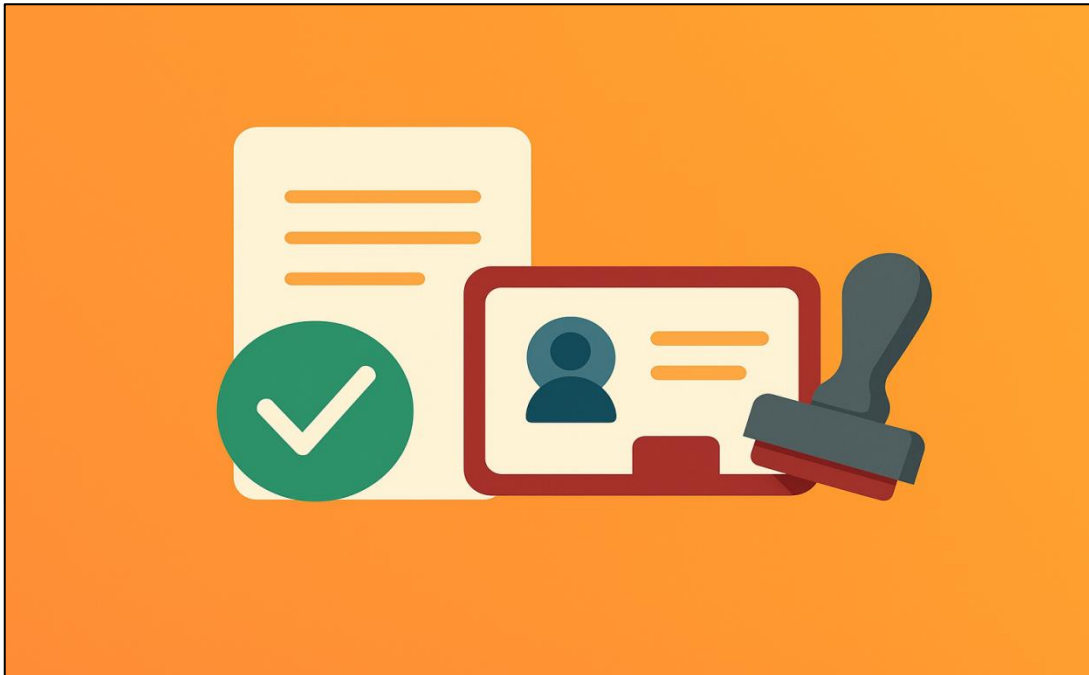




**Excise Department
Government of Meghalaya**



C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

Table Of Contents

1. Overview3

2. Manufacturing License Registration4

2.1 Bottling/Brewery/Homemade Wine/Import4

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

Manufacturing License Registration User Manual

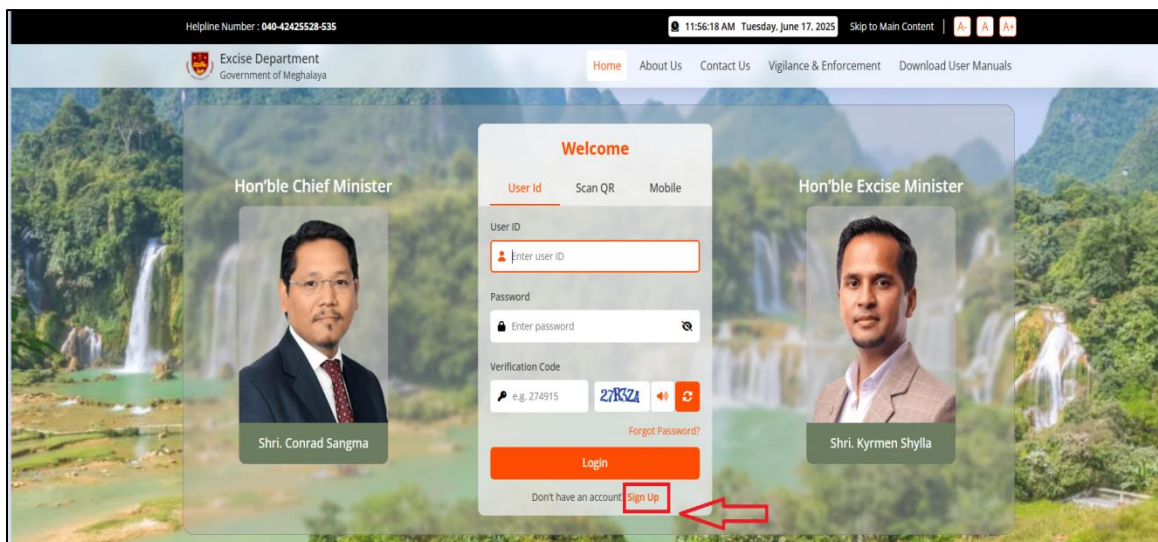
1. Overview:

- 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 *
Select Type

Applicant Name *
E.G. ABC XYZ

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

Mobile Number *
E.G. 0123456789

User ID: *
User Id

Password: *
Password

Confirm Password: *
Confirm Password

Verification Code *
Enter Verification Code

86775


Cancel Save →

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

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

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

Login

- 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.

Helpline Number : 040-42425528-535

01:09:10 PM Tuesday, June 17, 2025 Skip to Main Content

Excise Department
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User ID Scan QR Mobile

User ID
LR_LOGIN

Password

Verification Code
PXUBGD PXUBGE

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Tickets
Support / Tickets

Session Time Left : 59:55 AVKS New License User

Search Menu

License Management

Brand Label Management

Vigilance

User

Support

Tickets

10 Search records

Start Date 17-Jun-2025 End Date 17-Jun-2025 Status New Search

S.No	Ticket Number	Location Name	User ID	Mobile Number	Ticket Priority	Ticket Type	Ticket Raised Date	Assigned To	Ticket Closed Date	Action/View	Status
No data available											

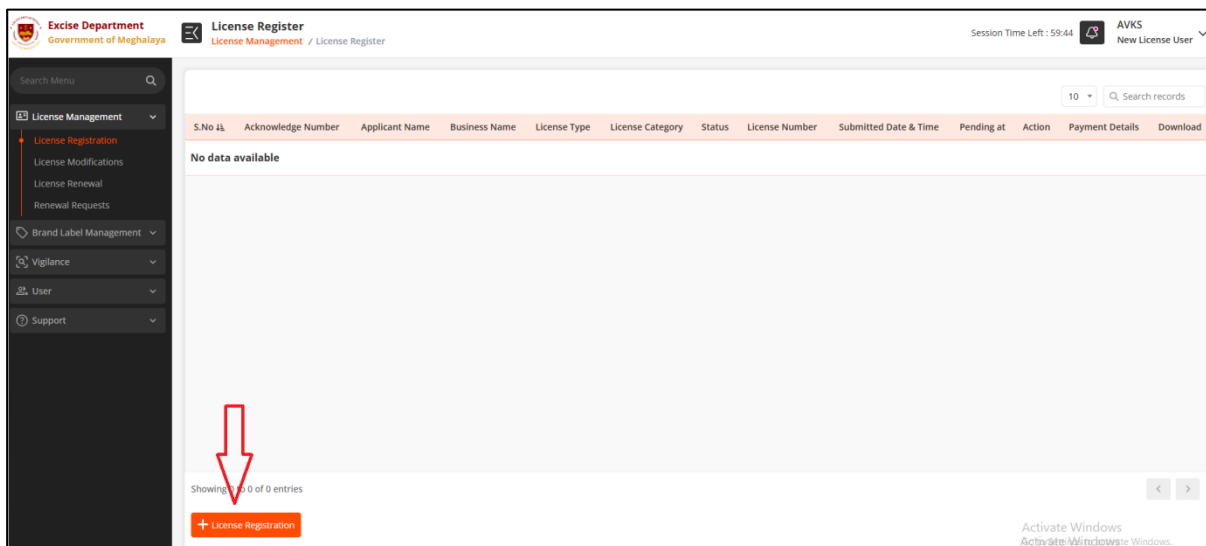
Showing 0 to 0 of 0 entries

+ Add Ticket

Activate Windows
Go to Settings to activate Windows.

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,

The screenshot shows the 'License Registration' application form. The 'Basic Information' section has a 'Type of Application*' dropdown menu with 'Issuance of New License' selected. A red arrow points to this selection. Below it, the 'Financial Year*' dropdown also has 'Issuance of New License' selected. The 'Personal Information' section contains fields for Name of Applicant, Date of Birth, Business Entity, Mobile Number, Plot/House/Building Number, Road/Street Number, Nearest Landmark, Block/Circle, State, District, PIN Code, and E-mail Address. The 'Save & Proceed' button is highlighted in orange.

Manufacturing License Registration User Manual

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

The screenshot shows the 'APPLICATION FORM' for 'License Registration'. Under the 'Basic Information' section, the 'License Type*' dropdown menu is open, and 'Issuance of Existing License' is selected. A red arrow points to this selection. Other fields include 'Type of Application*' (Issuance of Existing License), 'Financial Year*' (Current Financial Year (2025-2026)), 'Existing License Number*' (Existing License Number), '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), and buttons for 'Skip' and 'Save & Proceed'.

This screenshot is identical to the previous one, showing the 'APPLICATION FORM' with 'Issuance of Existing License' selected. A red arrow points to the 'Existing License Number*' field, which contains the text 'Existing License Number'.

- 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

The screenshot shows the 'APPLICATION FORM' with the 'License Type*' dropdown menu open. 'Manufacturing Unit' is selected from the list, which also includes 'Retailer' and 'Wholesale'. A red arrow points to this selection. The 'Existing License Number*' field is now empty. Other fields and buttons remain the same as in the previous screenshots.

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,

License Registration
License Management / Existing License / License Registration

Session Time Left : 27:39 AVKS New License User

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 Plot/House/Building Number State* Meghalaya

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

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

Mobile Number* 6361172497 Block/Circle Block/Circle E-mail Address* fda@1243.in

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.

License Registration
License Management / Existing License / License Registration

Session Time Left : 56:26 AVKS Applicant

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 Road/Street Number District* Select District

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

Mobile Number* 6361172497 Block/Circle Block/Circle E-mail Address* fda@1243.in

Additional Details

Father's Name* Father's Name Mother's Name* Mother's Name PAN* AAAP1111A

Aadhaar Number* Aadhaar Card Number

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

Address of Proposed Premises					
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				
Additional Information					
Khasra/Khatoni/Mauja Number	112	Area of Premise (Sq. Meter)*	3214		
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	Number of Bottling Halls	50		
Capacity of Spirit Storage Rooms	Proof Liters	Capacity of Bottling Halls	Proof Liters	Capacity of Bottling Halls	
Number of Vats in Spirit Storage Room (SSR)	45	Number of Bottling Lines			
Capacity of Vats in Spirit Storage Room	Proof Liters	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 fins	
Capacity of Blending Vats	Proof Liters	Production Capacity*	Proof Liters	45	
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	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> <div>Previous</div> <div>Skip</div> <div>Save & Proceed</div> </div>					

- 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.

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

Manufacturing License Registration User Manual

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

Excise Department
Government of Meghalaya

License View
License Registration / License View

Session Time Left: 59:54 AVKS New License User

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	:	fd@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	:	fd@1243.in
Block	:	Block			
Sub-division	:				
Village/Town/City	:	West Garo			
Post Office	:	Post Office			
District	:	West Garo Hills			
State	:	Meghalaya			
Pin Code	:	546454			

Logout

Activate Windows
Go to Settings to activate Windows.

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

Logout

Activate Windows
Go to Settings to activate Windows.

- 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: 58:26 AVKS Applicant

Search Menu

- License Management
- Brand Label Management
- User
- Support

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, 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/Bazar 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

- License Management
- Brand Label Management
- Vigilance
- User
- Support

Declaration Form

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

Declaration

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

The screenshot displays the 'License Register' interface. On the left is a sidebar with a search menu and a list of options: License Management (expanded), License Registration, License Modifications, License Renewal, Renewal Requests, Brand Label Management, Vigilance, User, and Support. The main area shows a table with the following columns: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. A single entry is visible with S.No 1, Acknowledgement Number L2500258, Status Submitted, Submitted Date & Time 17-Jun-2025 02:44 PM, Pending at District Office, and Action, Payment Details, and Download icons. Below the table, it says 'Showing 1 to 1 of 1 entries' and there is a '+ License Registration' button. The top right shows 'Session Time Left : 59:28' and 'AVKS New License User'.

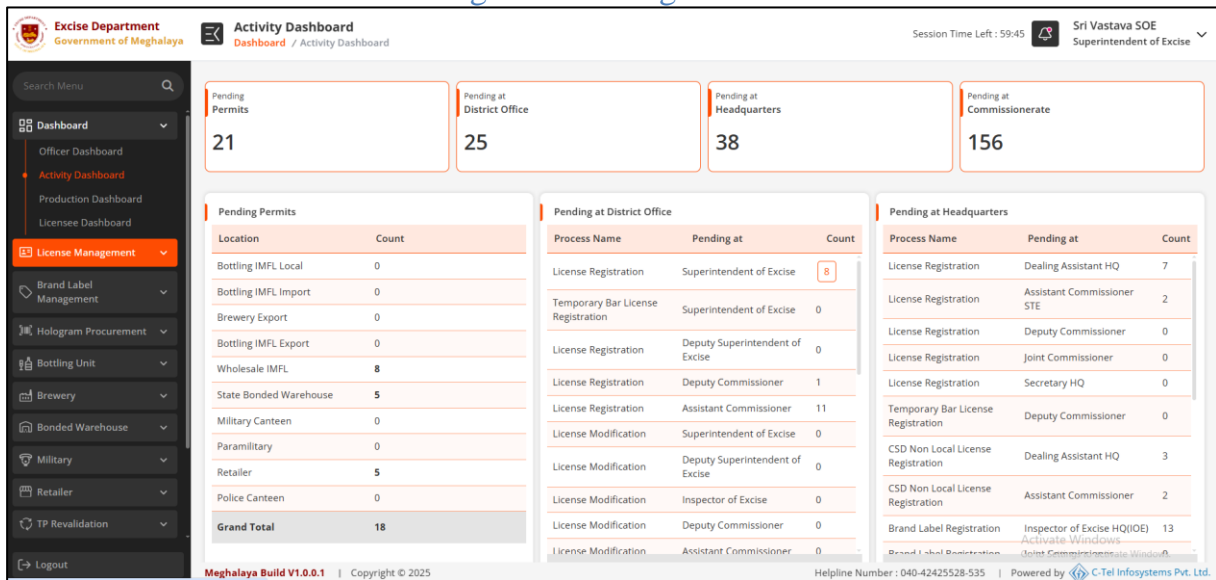
S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Submitted	17-Jun-2025 02:44 PM	District Office			

Superintendent of Excise:

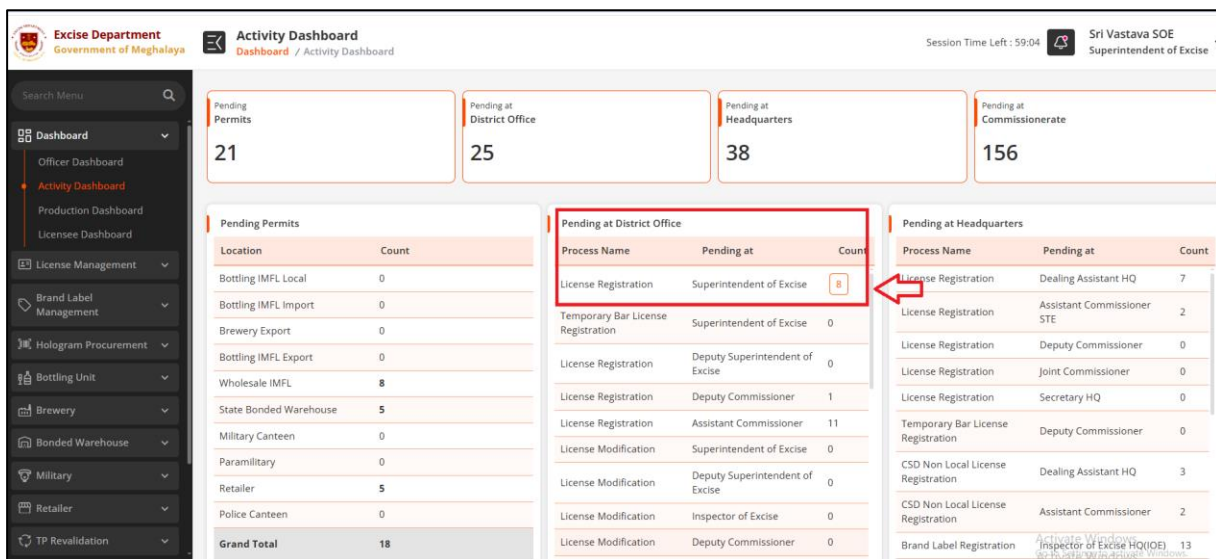
The screenshot shows the login page of the Excise Department. At the top, it says 'Helpline Number : 040-42425528-535' and '02:47:05 PM Tuesday, June 17, 2025'. Below this is a navigation bar with 'Home', 'About Us', 'Contact Us', 'Vigilance & Enforcement', and 'Download User Manuals'. The main content area features a 'Welcome' message with three tabs: 'User Id', 'Scan QR', and 'Mobile'. Under the 'User Id' tab, there are input fields for 'User ID', 'Password', and 'Verification Code'. The 'User ID' field has a placeholder 'Enter user ID'. The 'Password' field has a placeholder 'Enter password'. The 'Verification Code' field has a placeholder 'e.g. 274915' and a QR code. Below these fields is a 'Login' button. To the right of the login fields is a 'Forgot Password?' link. On the left side of the login area, there is a portrait of 'Shri. Conrad Sangma' with the title 'Hon'ble Chief Minister'. On the right side, there is a portrait of 'Shri. Kyrmen Shylla' with the title 'Hon'ble Excise Minister'. At the bottom, there is a link 'Don't have an account? Sign Up'.

- 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

Excise Department
Government of Meghalaya

License Register
License Management / License Register

Session Time Left : 59:55 Sri Vastava SOE
Superintendent of Excise

Search Menu

10 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
1	L2500101	Submitted	25-Feb-2025 10:15 AM	Superintendent of Excise			
2	L2500175	Submitted	07-Jun-2025 05:05 PM	Superintendent of Excise			
3	L2500192	Forwarded	04-Jun-2025 04:33 PM	Superintendent of Excise			
4	L2500196	Forwarded	05-Jun-2025 07:39 AM	Superintendent of Excise			
5	L2500253	Submitted	16-Jun-2025 01:02 PM	Superintendent of Excise	Registration Approve View Return To Applicant		
6	L2500254	Submitted	16-Jun-2025 12:59 PM	Superintendent of Excise			
7	L2500256	Submitted	16-Jun-2025 01:08 PM	Superintendent of Excise	Registration Approve View Return To Applicant		
8	L2500258	Submitted	17-Jun-2025 02:44 PM	Superintendent of Excise			
9	L2500259	Submitted	17-Jun-2025 04:05 PM	Superintendent of Excise	Registration Approve View Return To Applicant		

Showing 1 to 9 of 9 entries

Activate Windows
Go to Settings to activate Windows.

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- 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.

Excise Department
Government of Meghalaya

License Register
License Management / License Register

Session Time Left : 56:30 Sri Vastava SOE
Superintendent of Excise

Search Menu

10 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
5	L2500253	Submitted	16-Jun-2025 01:02 PM	Superintendent of Excise	Registration Approve View Return To Applicant		
7	L2500256	Submitted	16-Jun-2025 01:08 PM	Superintendent of Excise	Registration Approve View Return To Applicant		
9	L2500259	Submitted	17-Jun-2025 04:05 PM	Superintendent of Excise	Registration Approve View Return To Applicant		

Showing 1 to 3 of 3 entries (filtered from 9 total entries)

Activate Windows
Go to Settings to activate Windows.

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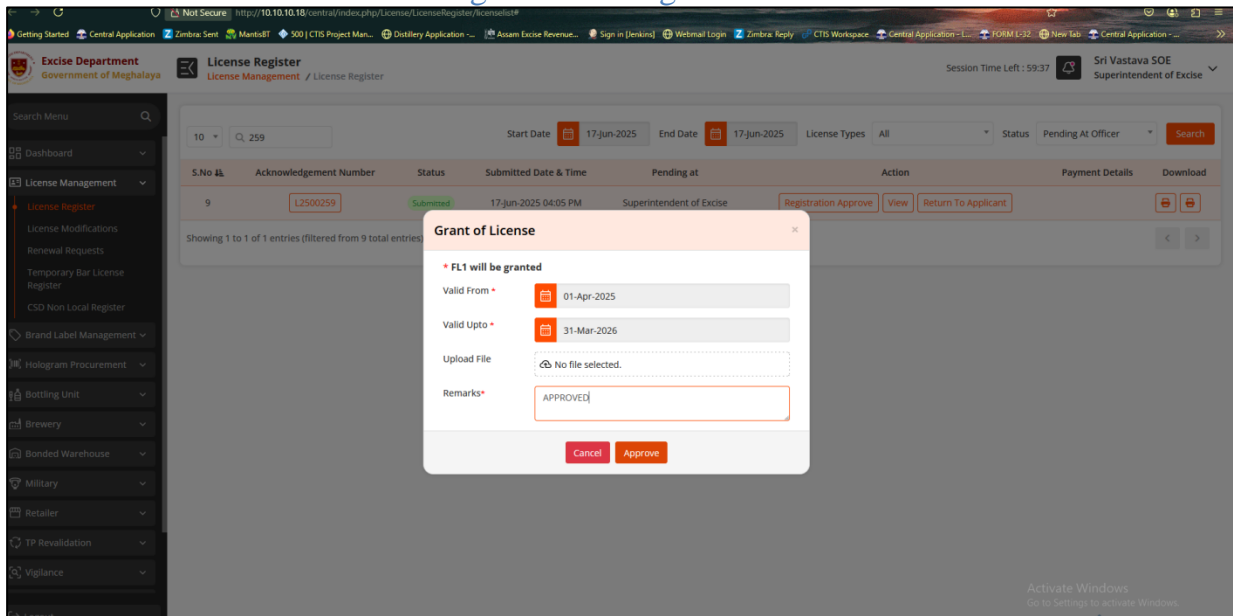
- Superintendent of Excise officer need to verify the application and approve existing license registration as shown in below figure.

10 Search records

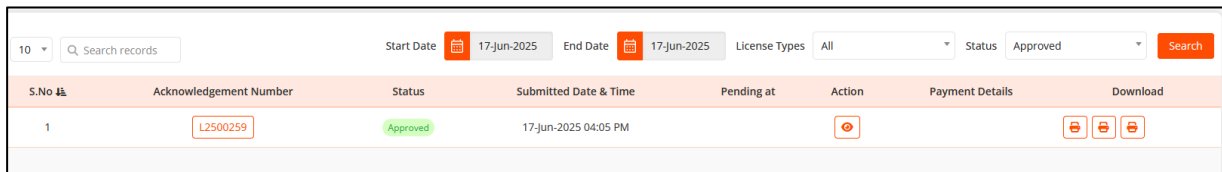
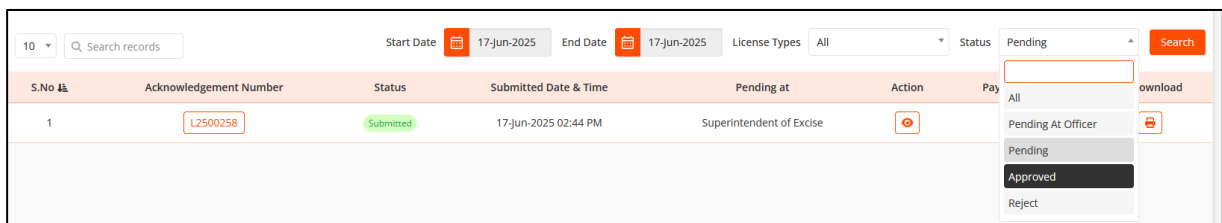
Start Date 17-Jun-2025 End Date 17-Jun-2025 License Types All Status Pending Search

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

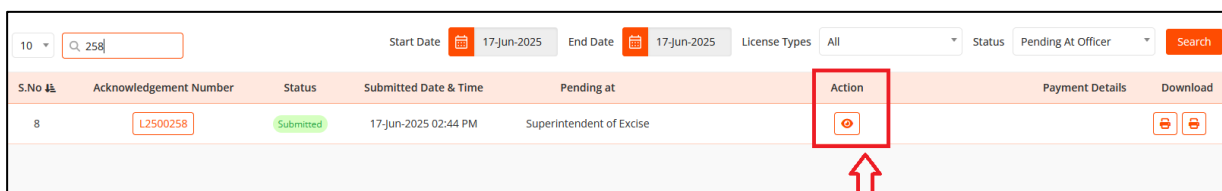
Manufacturing License Registration User Manual



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



- 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.



Manufacturing License Registration User Manual

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

Logout

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@1243.in
Business Name	: CTET 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	:		
Village/Town/City	: West Garo		

Activate Windows
Go to Settings to activate Windows.

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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	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	: 45 PLS
Number of Blending Vats	:	Production Capacity	:
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.
- 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:

Status: Submitted

Date: 25-Feb-2025 10:15:10 AM By: Vikram Gollapally (New License User) To: Sri Vastava SOE (Superintendent of Excise)

☒ Check if its with Letter Of Intent

Upload file: No file selected.

Location*: District Office

Designation*: Inspector Of Excise

Status: Forwarding

Remarks*:

Submit

Previous

- 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:

Status: Submitted

Date: 17-Jun-2025 02:44:17 PM By: AVKS (New License User) To: Sri Vastava SOE (Superintendent of Excise)

☐ Check if its with Letter Of Intent

Upload file: No file selected.

Location*: DISTRICT OFFICE

Designation*: Deputy Commissioner

Status: Forwarded

Remarks*: forwarded

Max 1000 Characters

Previous Submit

- User required to enter remarks and click on submit.

Manufacturing License Registration User Manual

10

Q 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:

Helpline Number : 040-42425528-535 02:47:05 PM Tuesday, June 17, 2025 Skip to Main Content

Excise Department Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department Government of Meghalaya Activity Dashboard Dashboard / Activity Dashboard Session Time Left : 59:45 Sri Vastava SOE Superintendent of Excise

Pending Permits 21 Pending at District Office 25 Pending at Headquarters 38 Pending at Commissionerate 156

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
Grand Total	18

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
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(OE)	13

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

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

The screenshot shows the 'License Register' interface. On the left is a sidebar menu with options like Dashboard, License Management, License Modifications, Renewal Requests, Temporary Bar License Register, and EDS New Local Register. The main area displays a table of license records. The table has columns: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. A single record is visible with S.No 1, Acknowledgement Number L2500254, Status Forwarded, Submitted Date & Time 16-Jun-2025 12:59 PM, Pending at Inspector of Excise, and an Action icon.

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.

The screenshot shows the 'License View' interface for license L2500254. It displays various details organized into sections: License Details, Personal Information, Additional Details, and Address of Proposed Premises. The License Details section includes Type of Application (Fresh Issuance of License), License Type (Manufacturing Unit), Manufacturing Unit Type (Bottling Unit), License Form (FL1), Business Type (Individual), and LOI Selected (Yes). The Personal Information section includes Name of Applicant (VINDYAVASINI), Date Of Birth (13-Jun-2007), Address (Bidar, Karnataka-554665), E-mail Address (ashwini@cctl.in), Business Name (AVK AVK'S PVT LTD), and Mobile Number (6361172497). The Additional Details section includes Father's Name (Asdfasfd), Mother's Name, PAN (AAPA1234A), and Aadhaar Number. The Address of Proposed Premises section includes House/Building/Plot Number (Sdf Dsf), Road/Street, Nearest Landmark, Block, Sub-division, Mobile Number (4566556564), Landline Number, and Email Address (ashwini@cctl.in).

Acknowledgement Receipt Number: L2500254 Business Name: AVK AVK'S 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	: Yes

Personal Information :

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

Additional Details :

Father's Name	: Asdfasfd	PAN	: AAPA1234A
Mother's Name	:	Aadhaar Number	:

Address of Proposed Premises :

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

Activate Windows

The screenshot shows the 'Proposed Production Process' section of the License View interface. It includes details about the infrastructure of the proposed premises and the proposed production process. The Infrastructure of Proposed Premises section includes Number of Spirit Storage Rooms (SSR), Capacity of Spirit Storage Rooms (SSR), Number of Vats in Spirit Storage Room (SSR), Capacity of Vats in Spirit Storage Room (SSR), Number of Blending Vats, Capacity of Blending Vats, and Number of Bottling Lines. The Proposed Production Process section includes Kinds of spirituous preparations intended to be manufactured, Detailed formula of spirituous preparations intended to be manufactured, Name of ingredients to be used in the manufacture of spirituous preparations, Details of the process of manufacture, and Applicant carried out the business of manufacturing spirituous preparations in the past.

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

Infrastructure of Proposed Premises :

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

Activate Windows
Go to Settings to activate Windows.

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: VINDYAVASINI (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 IOEgg (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](#)

Activate Windows

- 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

Helpline Number : 040-42425528-535 02:47:05 PM Tuesday, June 17, 2025 Skip to Main Content | A- A A+

Excise Department
Government of Meghalaya

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Welcome

User ID Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:46 Vikram Deputy Commissioner

Pending Permits 21	Pending at District Office 50	Pending at Headquarters 38	Pending at Commissionerate 156
-----------------------	----------------------------------	-------------------------------	-----------------------------------

Location	Count	Process Name	Pending at	Count	Process Name	Pending at	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	License Registration	Commissioner	0	License Registration	Commissioner	0
Bottling IMFL Import	0	Temporary Bar License Registration	Superintendent of Excise	0	License Registration	Assistant Commissioner STE	2	Brand Label Registration	Commissioner	0	License Registration	Commissioner	0
Brewery Export	0	License Registration	Deputy Superintendent of Excise	0	License Registration	Deputy Commissioner	0	License Modification	Commissioner	0	License Registration	Commissioner	0
Bottling IMFL Export	0	License Registration	Deputy Superintendent of Excise	0	License Registration	Joint Commissioner	0	Bottling Permits	Commissioner	0	License Registration	Commissioner	0
Wholesale IMFL	8	License Registration	Deputy Superintendent of Excise	0	License Registration	Secretary HQ	0	Central Bonded Warehouse Permits	Commissioner	6	License Registration	Commissioner	0
State Bonded Warehouse	5	License Registration	Deputy Commissioner	1	Temporary Bar License Registration	Deputy Commissioner	0	State Bonded Warehouse Permits	Commissioner	5	License Registration	Commissioner	0
Military Canteen	0	License Registration	Assistant Commissioner	11	CSD Non Local License Registration	Dealing Assistant HQ	3				License Registration	Commissioner	0
Paramilitary	0	License Modification	Superintendent of Excise	0	CSD Non Local License Registration	Assistant Commissioner	2				License Registration	Commissioner	0
Retailer	5	License Modification	Deputy Superintendent of Excise	0	Brand Label Registration	Inspector of Excise HQ(IOE)	13				License Registration	Commissioner	0
Police Canteen	0	Total		50	Total		38				License Registration	Commissioner	0
Grand Total	18				Total		11						

- 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.

10 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			

- 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

Search Menu

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

Individual License Documents
Individual Officer Documents

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
			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	:	
Nearst Landmark	:		Email Address	:	fda@1243.in
Block	:	Block			
Sub-division	:				

[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

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 formulae 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.

Manufacturing License Registration User Manual

Status: Submitted

Date: 17-Jun-2025 02:44:17 PM

By: AVKS
(New License User)

To: Sri Vastava SOE
(Superintendent of Excise)

Status: Submitted

Date: 17-Jun-2025 04:32:50 PM

By: Sri Vastava SOE
(Superintendent of Excise)

To: VikramSinghRathod
(Deputy Commissioner)

View Remarks

Upload file

No file selected.

Location*

HEAD QUARTERS

Designation*

Dealing Assistant HQ

Status

Forwarded

Remarks*

forwarded

Previous

Submit

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

Excise Department Government of Meghalaya		Pending at Officer License Management / Pending at Officer		Session Time Left : 59:54		Vikram Deputy Commissioner	
Search Menu		10 Search records		Start Date Select Start D End Date 17-Jun-2025		License Types All	
Dashboard		Status Pending		Search			
License Management							
License Register							
License Modifications							
Renewal Requests							
S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	12500258	Forwarded	17-Jun-2025 02:44 PM	Dealing Assistant HQ			

Dealing Assistant Head Quarter:

Helpline Number : 040-42425528-535

02:47:05 PM Tuesday, June 17, 2025


Skip to Main Content

A- A+ A+

Excise Department
Government of Meghalaya

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Hon'ble Chief Minister



Shri. Conrad Sangma

Welcome

User Id Scan QR Mobile

User ID

Enter user ID

Password

Enter password

Verification Code

e.g. 274915


7836

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Excise Minister

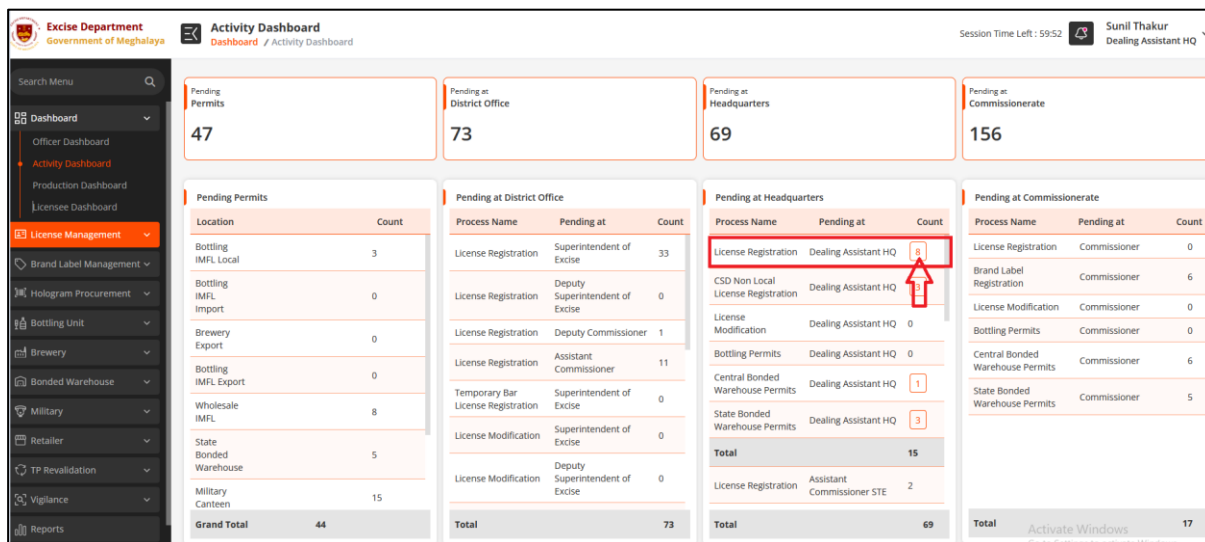


Shri. Kyrmen Shylla

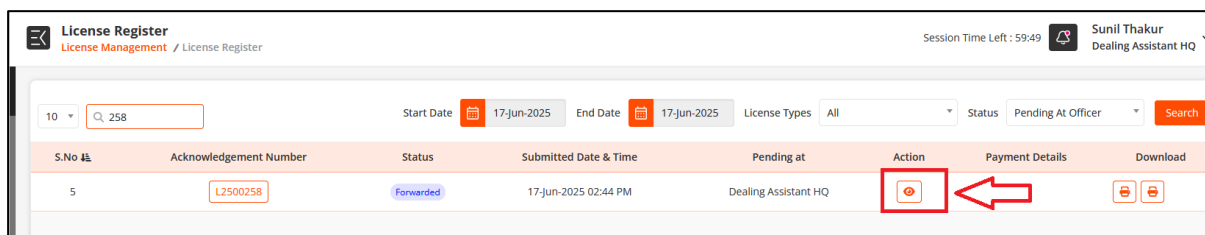
- User required to provide valid credentials as shown in above figure and click on Login.

Manufacturing License Registration User Manual

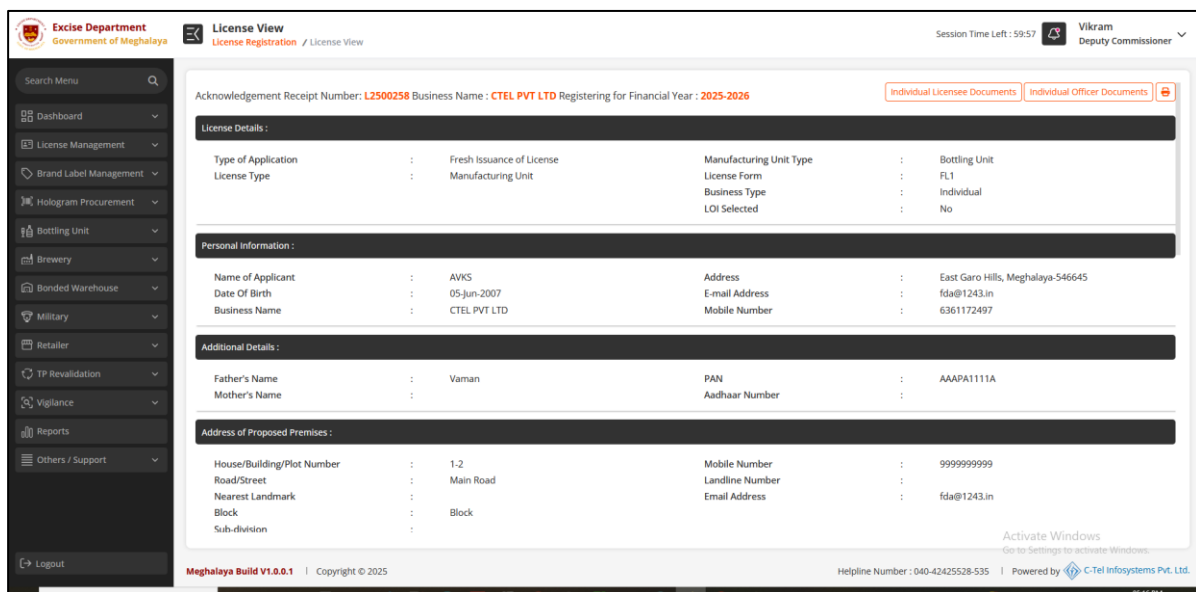
- User need to click on License management or Pending Count in the Activity Dashboard as shown in below figure.



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



- User need to click on Next button



Manufacturing License Registration User Manual

Search Menu

Dashboard

License Management

Brand Label Management

Hologram Procurement

Bottling Unit

Brewery

Bonded Warehouse

Military

Retailer

TF Revalidation

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 :	50
Capacity of Vats in Spirit Storage Room (SSR) :		Capacity of Bottling Halls :	45 PLs
Number of Blending Vats :		Production Capacity :	
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.

Status: Submitted

Date: 17-Jun-2025 04:32:50 PM

By: Sri Vastava SOE (Superintendent of Excise)

To: VikramSinghRathod (Deputy Commissioner)

View Remarks

Status: Submitted

Date: 17-Jun-2025 05:48:54 PM

By: VikramSinghRathod (Deputy Commissioner)

To: Sunil Thakur (Dealing Assistant HQ)

View Remarks

Upload file

L-22 Stock.pdf

Location*

HEAD QUARTERS

Designation*

Assistant Commissioner STE

Status

Forwarded

Remarks*

forwarded

Previous

Submit

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

Pending at Officer

License Management / Pending at Officer

Session Time Left : 59:56

Sunil Thakur

Dealing Assistant HQ

10

Search records

Start Date

Select Start D

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	Assistant Commissioner STE			<div></div> <div></div>

Manufacturing License Registration User Manual


Assistant Commissioner Head Quarter:

Helpline Number : 040-42425528-535 06:00:46 PM Tuesday, June 17, 2025 Skip to Main Content | A- A A+

Excise Department
Government of Meghalaya

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Hon'ble Chief Minister





Shri. Conrad Sangma

Welcome

User Id Scan QR Mobile

User ID

Password


Verification Code
  

[Forgot Password?](#)

Login

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

Hon'ble Excise Minister



Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:52 Dheeraj Gupta
Assistant Commissioner STE

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

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
Grand Total	44

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
Total		73

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	4
Total		69

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
Total		17

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

Manufacturing License Registration User Manual

License Register
License Management / License Register

Session Time Left : 59:47 **Dheeraj Gupta**
Assistant Commissioner STE

10 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
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
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	AAAPAT1111A
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			

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 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

10

Search records

Start Date

Select Start D

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	Joint Commissioner STE			

Manufacturing License Registration User Manual


Joint Commissioner Head Quarter:

Helpline Number : 040-42425528-535 06:00:46 PM Tuesday, June 17, 2025 Skip to Main Content

Excise Department
Government of Meghalaya

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Hon'ble Chief Minister



Shri. Conrad Sangma

Welcome

User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password


Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Excise Minister



Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:46 Ravi Sharma
Joint Commissioner STE

Search Menu

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

Pending Permits	Pending at District Office	Pending at Headquarters	Pending at Commissionerate
47	73	69	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
Grand Total	44

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
Total		73

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
License Registration	Joint Commissioner	1
Brand Label Registration	Joint Commissioner	0
License Modification	Joint Commissioner	0
License Registration	Secretary HQ	0
Total		69

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
Total		17

- 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

10 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
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

License View
License Registration / License View

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

Search Menu

Dashboard

License Management

Brand Label Management

Hologram Procurement

Bottling Unit

Brewery

Bonded Warehouse

Military

Retailer

TP Revalidation

Vigilance

Reports

Others / Support

Logout

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	:		

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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

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 : 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 : 59:56

Ravi Sharma
Joint Commissioner STE

10

Search records

Start Date

Select Start D

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	Financial Commissioner	<div></div>		<div></div> <div></div>

Manufacturing License Registration User Manual

Financial Commissioner:

Helpline Number : 040-42425528-535

06:00:46 PM Tuesday, June 17, 2025 Skip to Main Content

Excise Department
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:46 Pravin Bakshi, IAS
Financial Commissioner

Paramilitary	1	License Modification	Deputy Superintendent of Excise	0	Registration	0
Retailer	12	License Modification	Inspector of Excise	0	CSD Non Local License Registration	Assistant Commissioner 2
Police Canteen	0	License Modification	Deputy Commissioner	0	Brand Label Registration	Inspector of Excise HQIOE 43
Grand Total	44	License Modification	Assistant Commissioner	0	Brand Label Registration	Joint Commissioner 0
		Total		73	Total	68

Pending at Commissionerate

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.

License Register
License Management / License Register

Session Time Left : 59:54 Pravin Bakshi, IAS
Financial Commissioner

10 Search records Start Date 18-Jun-2025 End Date 18-Jun-2025 License Types All Status Pending At Officer 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			

Manufacturing License Registration User Manual

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

License View

License Registration / 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 DocumentsIndividual Officer Documents

License Details :

Type of Application : Fresh Issuance of License

License Type : Manufacturing Unit

Manufacturing Unit Type : Bottling Unit

License Form : FL1

Business Type : Individual

LOI Selected : No

Personal Information :

Name of Applicant : AVKS

Date Of Birth : 05-Jun-2007

Business Name : CTEL PVT LTD

Address : East Garo Hills, Meghalaya-546645

E-mail Address : fda@1243.in

Mobile Number : 6361172497

Additional Details :

Father's Name : Vaman

Mother's Name :

PAN : AAAPA1111A

Aadhaar Number :

Address of Proposed Premises :

House/Building/Plot Number : 1-2

Road/Street : Main Road

Nearest Landmark :

Block : Block

Treasurv Name :

Mobile Number : 9999999999

Landline Number :

Email Address : fda@1243.in

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

East Boundary : EB

West Boundary : WB

North Boundary : NB

South Boundary : SB

Infrastructure of Proposed Premises :

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

Proposed Production Process :

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 : ASFD

Applicant carried out the business of manufacturing spirituous preparations in the past : No

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 : 58:52

Pravin Bakshi, IAS

Financial Commissioner

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

Upload file

No file selected.

Location*

SECRETARY

Designation*

SECRETARY

Status

Forwarded

Remarks*

Max 1000 Characters

Previous

Submit

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

License Register

License Management

/ License Register

Session Time Left : 59:49

Pravin Bakshi, IAS

Financial Commissioner

10

Q 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	SECRETARY			

 C-TEL INFOSYSTEMS

35 | Page

Manufacturing License Registration User Manual

Secretary:

The screenshot shows the login interface for the Secretary role. At the top, there is a header with the Helpline Number (040-42425528-535), the current date and time (06:00:46 PM Tuesday, June 17, 2025), and links to Skip to Main Content and accessibility options (A-, A, A+). Below the header, the Excise Department logo and name are displayed. The main content area features a central login form with the title 'Welcome' and three tabs: 'User Id', 'Scan QR', and 'Mobile'. The 'User Id' tab is active, showing fields for 'User ID' (with a placeholder 'Enter user ID'), 'Password' (with a placeholder 'Enter password' and a toggle for visibility), and 'Verification Code' (with a placeholder 'e.g. 274915' and a QR code). A 'Login' button is at the bottom of the form. To the left of the form is a profile card for 'Hon'ble Chief Minister' (Shri. Conrad Sangma) and to the right is a profile card for 'Hon'ble Excise Minister' (Shri. Kyrmen Shylla). A 'Forgot Password?' link is located below the verification code field.

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

The screenshot shows the 'License Register' application interface. The top navigation bar includes the Excise Department logo, the 'License Register' title, and a 'License Management' link. The main content area displays a table of license records. The table has columns for S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. A single record is shown with S.No 1, Acknowledgement Number L2500258, Status Forwarded, Submitted Date & Time 17-Jun-2025 02:44 PM, Pending at SECRETARY, and an Action icon. The table is filtered by Start Date (17-Jun-2025) and End Date (18-Jun-2025). A search bar with the text 'SECRET' is visible at the top left of the table area.

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

- 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
License Registration / 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			
Treasurer 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	<input type="text" value="No file selected."/>
Location*	<input type="text" value="HEAD QUARTERS"/>
Designation*	<input type="text" value="Financial Commissioner"/>
Status	<input type="text" value="Forwarded"/>
Remarks*	<input type="text" value="456"/>

[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

10

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	Financial Commissioner	<div></div>		<div></div> <div></div>

Manufacturing License Registration User Manual

Financial Commissioner:

Helpline Number : 040-42425528-535 06:00:46 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

Welcome

User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:46 Pravin Bakshi, IAS
Financial Commissioner

Paramilitary	1
Retailer	12
Police Canteen	0
Grand Total	44

License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0
License Modification	Assistant Commissioner	0
Total		73

Registration	Assistant Commissioner	2
CSD Non Local License Registration	Inspector of Excise HQ(IE)	43
Brand Label Registration	Joint Commissioner	0
Total		68

Pending at Commissioner

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.

License Register
License Management / License Register

Session Time Left : 59:54 Pravin Bakshi, IAS
Financial Commissioner

10 Search records Start Date 18-Jun-2025 End Date 18-Jun-2025 License Types All Status Pending At Officer 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			

Manufacturing License Registration User Manual

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

License View

License Registration / 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 DocumentsIndividual Officer Documents

License Details :

Type of Application : Fresh Issuance of License

License Type : Manufacturing Unit

Manufacturing Unit Type : Bottling Unit

License Form : FL1

Business Type : Individual

LOI Selected : No

Personal Information :

Name of Applicant : AVKS

Date Of Birth : 05-Jun-2007

Business Name : CTEL PVT LTD

Address : East Garo Hills, Meghalaya-546645

E-mail Address : fda@1243.in

Mobile Number : 6361172497

Additional Details :

Father's Name : Vaman

Mother's Name :

PAN : AAAPA1111A

Aadhaar Number :

Address of Proposed Premises :

House/Building/Plot Number : 1-2

Road/Street : Main Road

Nearest Landmark :

Block : Block

Treasurv Name :

Mobile Number : 9999999999

Landline Number :

Email Address : fda@1243.in

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

East Boundary : EB

West Boundary : WB

North Boundary : NB

South Boundary : SB

Infrastructure of Proposed Premises :

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

Proposed Production Process :

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 : ASFD

Applicant carried out the business of manufacturing spirituous preparations in the past : No

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 : 59:39

Pravin Bakshi, IAS
Financial Commissioner

Status: FORWARDED

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

By: Pravin Bakshi, IAS
(Financial Commissioner)

To : Servesh Agarwal
(SECRETARY)

View Remarks

Status: Submmited

Date: 18-Jun-2025 06:29:57 PM

By: Servesh Agarwal
(SECRETARY)

To : Pravin Bakshi, IAS
(Financial Commissioner)

View Remarks

Upload file

No file selected.

Location*

HEAD QUARTERS

Designation*

Joint Commissioner STE

Status

Forwarded

Remarks*

FORWARDED

Max 1000 Characters

Previous

Submit

Joint Commissioner Head Quarter:

Helpline Number : 040-42425528-535

06:00:46 PM Tuesday, June 17, 2025

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[A](#)
[A+](#)

Excise Department

Government of Meghalaya

Home


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Vigilance & Enforcement

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Hon'ble Chief Minister



Shri. Conrad Sangma

Welcome

User Id Scan QR Mobile

User ID

Enter user ID

Password

Enter password

Verification Code

e.g. 274915

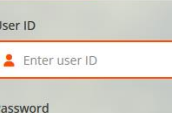
AS72JD

Forgot Password?

Login

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

Hon'ble Excise Minister



Shri. Kyrmen Shylla

- 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
Dashboard / Activity Dashboard

Session Time Left : 59:46 Ravi Sharma
Joint Commissioner STE

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

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
Grand Total	44

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	Superintendent of Excise	0
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
Total		73

Process Name	Pending at	Count
Temporary Bar	Deputy Commissioner	0
License Modification	Deputy Commissioner	0
Central Bonded Warehouse Permits	Deputy Commissioner	1
Total		69

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
Total		17

- 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

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
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
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
		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			

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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
West Boundary : WB

North Boundary : NB
South Boundary : SB

Infrastructure of Proposed Premises :

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

Proposed Production Process :

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 : ASFD

Details of the process of manufacture : ASFD
Applicant carried out the business of manufacturing spirituous preparations in the past : No

Next

- User need to enter remarks and click on submit.

License View
License Registration / License View

Session Time Left : 59:43

Ravi Sharma
Joint Commissioner STE

Status: Submitted
Date: 18-Jun-2025 06:29:57 PM
By: Suresh 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*
Max 1000 Characters

Previous Submit

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

Pending at Officer

License Management / Pending at Officer

Session Time Left : 59:57

Ravi Sharma

Joint Commissioner STE

10

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	Superintendent of Excise	<div></div>		<div></div> <div></div>

Manufacturing License Registration User Manual

Superintendent of Excise:

The login page features a central form with the following fields and options:

- Welcome** header
- User Id** (selected), **Scan QR**, **Mobile** tabs
- User ID** input field with a placeholder "Enter user ID"
- Password** input field with a placeholder "Enter password" and a toggle icon
- Verification Code** input field with a placeholder "e.g. 274915" and a refresh icon
- Forgot Password?** link
- Login** button
- Don't have an account? Sign Up** link

On the left, there is a profile card for **Hon'ble Chief Minister** (Shri. Conrad Sangma). On the right, there is a profile card for **Hon'ble Excise Minister** (Shri. Kyrmen Shylla).

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

The dashboard displays the following data:

Pending Permits	Pending at District Office	Pending at Headquarters	Pending at Commissionerate
21	25	38	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
Grand Total	18

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
License Modification	Assistant 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	Inspector of Excise HQ(IOE)	13

- 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 displays the 'Excise Department Government of Meghalaya' Activity Dashboard. It features a sidebar menu with options like Dashboard, License Management, and Brand Label Management. The main area shows four summary cards for pending permits at different levels: District Office (21), District Office (25), Headquarters (38), and Commissionerate (156). Below these are three tables: 'Pending Permits', 'Pending at District Office', and 'Pending at Headquarters'. A red box highlights the 'License Registration' row in the 'Pending at District Office' table, with a red arrow pointing to the 'Action' button (a red circle with a white eye icon) in the 'Action' column.

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
Grand Total	18

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

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	Inspector of Excise HQ(IOE)	13

- The user need to click on action

The screenshot shows the 'License View' page for a specific license. It includes a search bar, filters for Start Date, End Date, License Types, and Status, and a 'Search' button. Below the filters is a table with columns: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. A red box highlights the 'Action' column for the license with Acknowledgement Number L2500258, and a red arrow points to the 'Action' button (a red circle with a white eye icon).

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

The screenshot displays the 'License View' page for a specific license. It includes a search bar, filters for Start Date, End Date, License Types, and Status, and a 'Search' button. Below the filters is a table with columns: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. A red box highlights the 'Action' column for the license with Acknowledgement Number L2500258, and a red arrow points to the 'Action' button (a red circle with a white eye icon).

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

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	: 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 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

Logout

Status: Submitted

Date: 18-Jun-2025 06:29:57 PM	By: Suresh 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: No file selected.

Location: APPLICANT

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

10 | 258

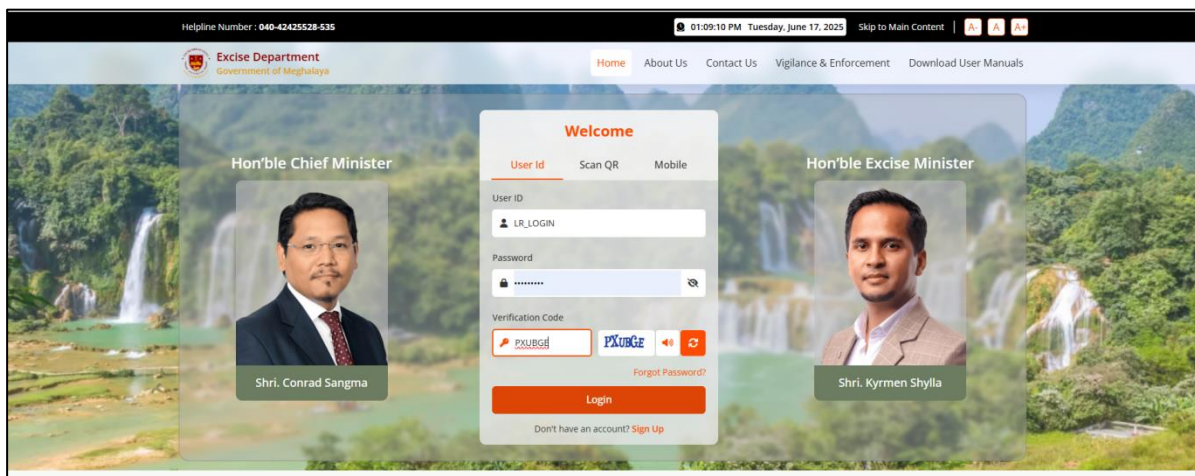
Start Date: 14-Jun-2025 | End Date: 23-Jun-2025 | License Types: All | Status: Pending | Search

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

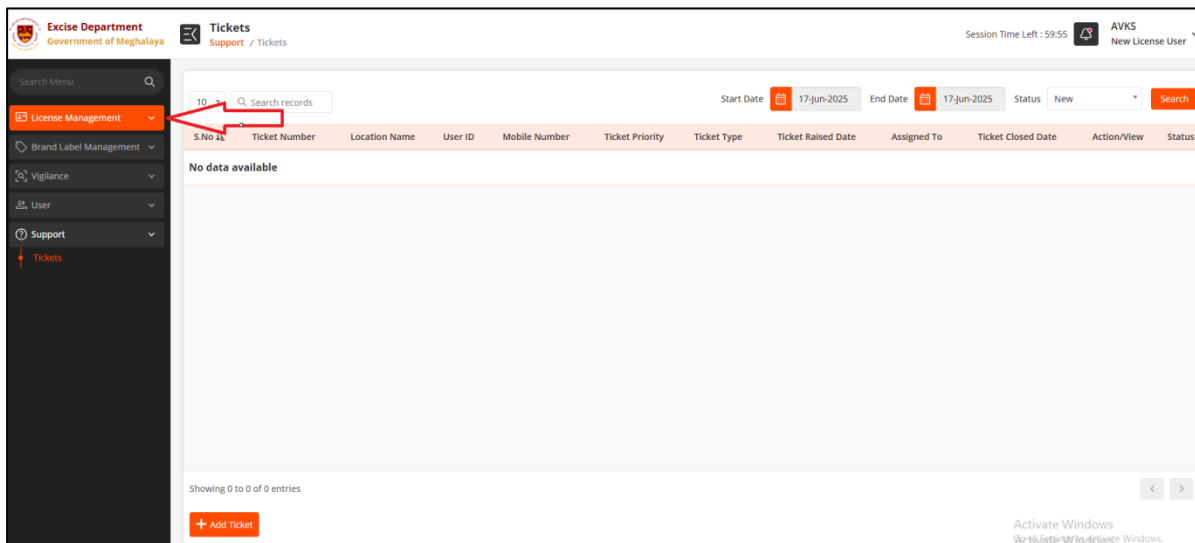
Manufacturing License Registration User Manual

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

The screenshot shows the 'License Register' interface. On the left is a sidebar with 'License Management' expanded, showing options like 'License Registration', 'License Modifications', 'License Renewal', 'Renewal Requests', 'Brand Label Management', 'User', and 'Support'. The main area displays a table of license registration requests. The table has columns: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. One entry is visible with S.No 6, Acknowledgement Number L2500258, Status 'Request for fee Payment', Submitted Date & Time 17-Jun-2025 02:44 PM, Pending at Applicant, and an Action button. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 6 total entries)'. At the bottom, there is a '+ License Registration' button. The footer includes 'Meghalaya Build V1.0.0.1 | Copyright © 2025', 'Helpline Number : 040-42425528-535', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

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	[Action Button]		[Download Buttons]

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

The screenshot shows the 'License View' interface. At the top, it displays 'Acknowledgement Receipt Number: L2500258', 'Business Name: CTET PVT LTD', and 'Registering for Financial Year: 2025-2026'. There is a button for 'Individual Licensee Documents'. Below this, the information is organized into sections: 'License Details', 'Personal Information', 'Additional Details', and 'Address of Proposed Premises'. Each section contains key-value pairs for various fields.

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	: CTET 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
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The footer includes 'Meghalaya Build V1.0.0.1 | Copyright © 2025', 'Helpline Number : 040-42425528-535', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

Manufacturing License Registration User Manual

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
West Boundary	:	WB	South Boundary
			: NB
			: 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	
Capacity of Vats in Spirit Storage Room (SSR)	:		Number of Bottling Halls
Number of Blending Vats	:		Capacity of Bottling Halls
Capacity of Blending Vats	:		Production Capacity
Number of Bottling Lines	:		: 45 PLs

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	

- User need to click on next button

Excise Department
Government of Meghalaya

License View
License Registration / License View

Session Time Left: 38:43
AVKS Applicant

Search Menu
License Management
Brand Label Management
User
Support

Date: 18-jun-2025 06:38:19 PM
By: Head Quarters
To: District Office
View Remarks

Status: **FORWARDED**
Date: 23-jun-2025 04:38:02 PM
By: District Office
To: Applicant
View Remarks

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*
Challan Number	Challan Amount	No file chosen	Challan Date

+ New Row
- Remove Row

Pay Fee
Pay Online

Previous

- 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

Search Menu

- License Management
- Brand Label Management
- User
- Support

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*
<input type="checkbox"/> A25C202934	250000	<input type="checkbox"/> ABC.PDF	16-Jun-2025
<input type="checkbox"/> A252323223	250000	<input type="checkbox"/> Work Report May-2024 to Apr-2025.pdf	23-Jun-2025
<input type="checkbox"/> A252343423	350000	<input type="checkbox"/> Work Report May-2024 to Apr-2025.pdf	23-Jun-2025

[+ 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

Search Menu

- License Management
 - License Registration
 - License Modifications
 - License Renewal
 - Renewal Requests
- Brand Label Management
- User

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	

License Register
License Management / License Register

Session Time Left : 58:44 AVKS Applicant

Search Menu

- License Management
 - License Registration
 - License Modifications
 - License Renewal
 - Renewal Requests
- Brand Label Management
- User

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	

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)

[+ License Registration](#)

Activate Windows

Manufacturing License Registration User Manual

Superintendent of Excise:

The login page features a central form with the following fields and options:

- Welcome** header
- User Id** (selected), **Scan QR**, **Mobile** tabs
- User ID** input field with a red border and a user icon
- Password** input field with a red border and a password icon
- Verification Code** input field with a red border and a verification icon
- Forgot Password?** link
- Login** button
- Don't have an account? Sign Up** link

On the left, there is a profile card for **Hon'ble Chief Minister** (Shri. Conrad Sangma). On the right, there is a profile card for **Hon'ble Excise Minister** (Shri. Kyrmen Shylla).

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

The dashboard displays the following information:

- Session Time:** 59:45
- User:** 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 Revitalization, Logout
- Pending Permits:** 21
- Pending at District Office:** 25
- Pending at Headquarters:** 38
- Pending at Commissionerate:** 156
- Pending Permits 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
Grand Total	18
- Pending at District Office 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	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
- Pending at Headquarters 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
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

- 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

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
Grand Total	18

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

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	Inspector of Excise HQ(IOE)	13

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

Excise Department
Government of Meghalaya

Pending at Officer
License Management / Pending at Officer

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

Search Menu: 10, 258

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	License Verify	17-Jun-2025 02:44 PM	Superintendent of Excise		Payment Details	

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	

- The user need to click on action

Excise Department
Government of Meghalaya

Pending at Officer
License Management / Pending at Officer

Session Time Left: 59:17 | Sri Vastava SOE, Superintendent of Excise

Search Menu: 10, 258

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	License Verify	17-Jun-2025 02:44 PM	Superintendent of Excise		Payment Details	

Manufacturing License Registration User Manual

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

Logout

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@1243.in
Business Name	: CTET 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	:		
Village/Town/City	: West Garo		

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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 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

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

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

Location*

Designation*

Status

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.

Excise Department
Government of Meghalaya

Pending at Officer
License Management / Pending at Officer

Session Time Left : 59:45 Sri Vastava SOE Superintendent of Excise

Search Menu

Dashboard

License Management

License Register

License Modifications

10

Start Date 03-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
13	L2500258	License Verify	17-Jun-2025 02:44 PM	Dealing Assistant	License Verify	Payment Details	Download

Dealing Assistant Head Quarter:

Helpline Number : 040-42425528-535

05:09:27 PM Monday, June 23, 2025 Skip to Main Content

Excise Department Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User ID Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

- 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.

Excise Department Government of Meghalaya

License Register License Management / License Register

Session Time Left : 59:53 Sunil Thakur Dealing Assistant

Search Menu

Dashboard

License Management

License Register

License Modifications

Renewal Requests

Temporary Bar License

10 258

Start Date 23-Jun-2025 End Date 23-Jun-2025 License Types All Status Pending At Officer Search

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

- 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

License Registration / 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 DocumentsIndividual 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	:	fdw@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	:	fdw@1243.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.

Manufacturing License Registration User Manual

License View
License Registration / License View

Session Time Left: 58:33 Sunil Thakur Dealing Assistant

Date	By	To	Action
18-Jun-2025 06:38:19 PM	Ravi Sharma (Joint Commissioner STI)	Sri Vastava SOE (Superintendent of Excise)	View Remarks
Status: FORWARDED			
23-Jun-2025 04:38:02 PM	Sri Vastava SOE (Superintendent of Excise)	AVKS (Applicant)	View Remarks
Status: License Verify			
23-Jun-2025 04:54:41 PM	AVKS (Applicant)	Sri Vastava SOE (Superintendent of Excise)	View Remarks
Status: License Verify			
23-Jun-2025 05:05:37 PM	Sri Vastava SOE (Superintendent of Excise)	Sunil Thakur (Dealing Assistant)	View Remarks

Upload file
Location*
Designation*
Status
Remarks*

No file selected.

HEAD QUARTERS

Assistant Commissioner

Forwarded

[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 06:00:46 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

Hon'ble Chief Minister

Shri. Conrad Sangma

Welcome

User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

[Forgot Password?](#)

[Login](#)

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

Hon'ble Excise Minister

Shri. Kyrmen Shylla

- User required 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
Dashboard / Activity Dashboard

Session Time Left : 59:52 | Dheeraj Gupta
Assistant Commissioner STE

Pending Permits
47

Pending at District Office
73

Pending at Headquarters
69

Pending at Commissionerate
156

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
Grand Total	44

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
Total		73

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	1
Total		69

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
Total		17

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

Excise Department
Government of Meghalaya

License Register
License Management / License Register

Session Time Left : 52:49 | Dheeraj Gupta
Assistant Commissioner

10 | Search records

Start Date: 23-Jun-2025 | End Date: 23-Jun-2025 | License Types: All | Status: Pending At Officer | Search

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

- 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
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
		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			

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Manufacturing License Registration User Manual

Search Menu

Dashboard

License Management

Brand Label Management

Hologram Procurement

Bottling Unit

Brewery

Bonded Warehouse

Military

Retailer

TF Revalidation

Vigilance

Reports

Others / Support

East Boundary

West Boundary

: EB

: WB

North Boundary

South Boundary

: NB

: SB

Infrastructure of Proposed Premises :

Number of Spirit Storage Rooms (SSR)

Capacity of Spirit Storage Rooms (SSR)

Number of Vats in Spirit Storage Room (SSR)

Capacity of Vats in Spirit Storage Room (SSR)

Number of Blending Vats

Capacity of Blending Vats

Number of Bottling Lines

: 50

: 45 PLS

: 45

:

:

:

No. of rooms of the finished products/ BSSR

Capacity of Rooms of the Finished Products/BSSR

Number of Bottling Halls

Capacity of Bottling Halls

Production Capacity

:

:

: 50

:

: 45 PLS

Proposed Production Process :

Kinds of spirituous preparations Intended to be manufactured

Detailed formula of spirituous preparations intended to be manufactured

Name of ingredients to be used in the manufacture of spirituous preparations

: ASFD

:

: ASDF

Details of the process of manufacture Applicant carried out the business of manufacturing spirituous preparations in the past

: ASFD

: No

Next

- User need to enter remarks and click on submit.

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

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

Excise Department

Government of Meghalaya

Pending at Officer

License Management / Pending at Officer

Session Time Left : 59:54

Dheeraj Gupta

Assistant Commissioner

Search Menu

Dashboard

License Management

License Register

License Modifications

Renewal Requests

10

258

Start Date

04-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
26	L2500258	License Verify	17-Jun-2025 02:44 PM	Joint Commissioner		Payment Details	

Manufacturing License Registration User Manual


Joint Commissioner Head Quarter:

Helpline Number : 040-42425528-535 06:00:46 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

Hon'ble Chief Minister



Shri. Conrad Sangma

Welcome

User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password


Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Excise Minister



Shri. Kyrmen Shylla

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

Excise Department Government of Meghalaya Activity Dashboard Dashboard / Activity Dashboard Session Time Left : 59:46 Ravi Sharma Joint Commissioner STE

Search Menu

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

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

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
Grand Total	44

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	Superintendent of Excise	0
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
Total		73

Process Name	Pending at	Count
Temporary Bar	Deputy Commissioner	0
License Modification	Deputy Commissioner	0
Central Bonded Warehouse Permits	Deputy Commissioner	0
Total		0
License Registration	Joint Commissioner	1
Brand Label Registration	Joint Commissioner	0
License Modification	Joint Commissioner	0
Total		0
License Registration	Secretary HQ	0
Total		69

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
Total		17

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

Excise Department Government of Meghalaya License Register License Management / License Register Session Time Left : 59:54 Ravi Sharma Joint Commissioner

Search Menu

- Dashboard
- License Management
- License Register
- License Modifications

10 258 Start Date 23-Jun-2025 End Date 23-Jun-2025 License Types All Status Pending At Officer Search

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		Payment Details	

- 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

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	: CTET PVT LTD	Mobile Number	: 6361172497

Additional Details :

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

Address of Proposed Premises :

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

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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	: 45
Capacity of Spirit Storage Rooms (SSR)	: 45 PLs	Capacity of Rooms of the Finished Products/BSSR	: 45
Number of Vats in Spirit Storage Room (SSR)	: 45	Number of Bottling Halls	: 50
Capacity of Vats in Spirit Storage Room (SSR)	: 45	Capacity of Bottling Halls	: 45 PLs
Number of Blending Vats	: 45	Production Capacity	: 45 PLs
Capacity of Blending Vats	: 45 PLs		
Number of Bottling Lines	: 45		

Proposed Production Process :

Kind of spirituous preparations intended to be manufactured	: ASFD	Details of the process of manufacture	: ASFD
Detailed formula of spirituous preparations intended to be manufactured	: ASFD	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	: ASFD		

Next

- User need to enter remarks and click on submit.

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.

Excise Department

Government of Meghalaya

Pending at Officer

License Management / Pending at Officer

Session Time Left : 59:51

Ravi Sharma
Joint Commissioner

Search Menu

Dashboard

License Management

License Register

License Modifications

Renewal Requests

Temporary Bar License

10

258

Start Date

02-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
28	L2500258	Forwarded	17-jun-2025 02:44 PM	Commissioner	<div></div>	<div>Payment Details</div>	<div></div> <div></div>

Manufacturing License Registration User Manual

Financial Commissioner:

Helpline Number : 040-42425528-535 06:00:46 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

Welcome

User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:46 Pravin Bakshi, IAS
Financial Commissioner

Paramilitary	1	License Modification	Deputy Superintendent of Excise	0	Registration	Deputy Commissioner	0
Retailer	12	License Modification	Inspector of Excise	0	CSD Non Local License Registration	Assistant Commissioner	2
Police Canteen	0	License Modification	Deputy Commissioner	0	Brand Label Registration	Inspector of Excise HQ(IE)	43
		License Modification	Assistant Commissioner	0	Brand Label Registration	Joint Commissioner	0
Grand Total	44	Total		73	Total		68

License Management

Pending at Commissionerate

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

Excise Department
Government of Meghalaya

License Register
License Management / License Register

Session Time Left : 59:56 Pravin Bakshi, IAS
Commissioner

10 Search records Start Date 23-Jun-2025 End Date 23-Jun-2025 License Types All Status Pending At Officer Search

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

Manufacturing License Registration User Manual

The screenshot shows the 'License Register' interface. At the top, there's a header with 'Excise Department Government of Meghalaya' and 'License Register'. Below the header, there's a search bar and filters for Start Date (23-Jun-2025), End Date (23-Jun-2025), License Types (All), and Status (Pending At Officer). A table lists records with columns: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. A modal titled 'Payment Details' is open, showing a table of transactions.

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	

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

This screenshot is similar to the previous one, but with a red box highlighting the 'Action' icon (a circle with a play symbol) in the 'Action' column of the table. A red arrow points to this icon.

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

The screenshot shows the 'License View' interface. At the top, there's a header with 'License View' and 'License Registration'. Below the header, there's a search bar and filters for Start Date (23-Jun-2025), End Date (23-Jun-2025), License Types (All), and Status (Pending At Officer). The main content area displays details for a specific license (Acknowledgement Receipt Number: L2500258, Business Name: CTCL PVT LTD, Registering for Financial Year: 2025-2026). The details are organized into sections: License Details, Personal Information, Additional Details, and Address of Proposed Premises.

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	: CTCL 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		
Treasurv Name	:		

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

West Boundary : WB

North Boundary : NB

South Boundary : SB

Infrastructure of Proposed Premises :

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

Proposed Production Process :

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 : ASFD

Details of the process of manufacture : ASFD

Applicant carried out the business of manufacturing spirituous preparations in the past : No

Next

Activate Windows

Excise Department
Government of Meghalaya

License View

License Registration / License View

Session Time Left : 59:55

Pravin Bakshi, IAS
Commissioner

Search Menu

Dashboard

License Management

Brand Label Management

Hologram Procurement

Bottling Unit

Brewery

Bonded Warehouse

Military

Retailer

TP Revalidation

Vigilance

Reports

Others / Support

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

Revised Records

10

Search records

Start Date 23-Jun-2025

End Date 23-Jun-2025


License Types All

Status Pending At Officer

Search

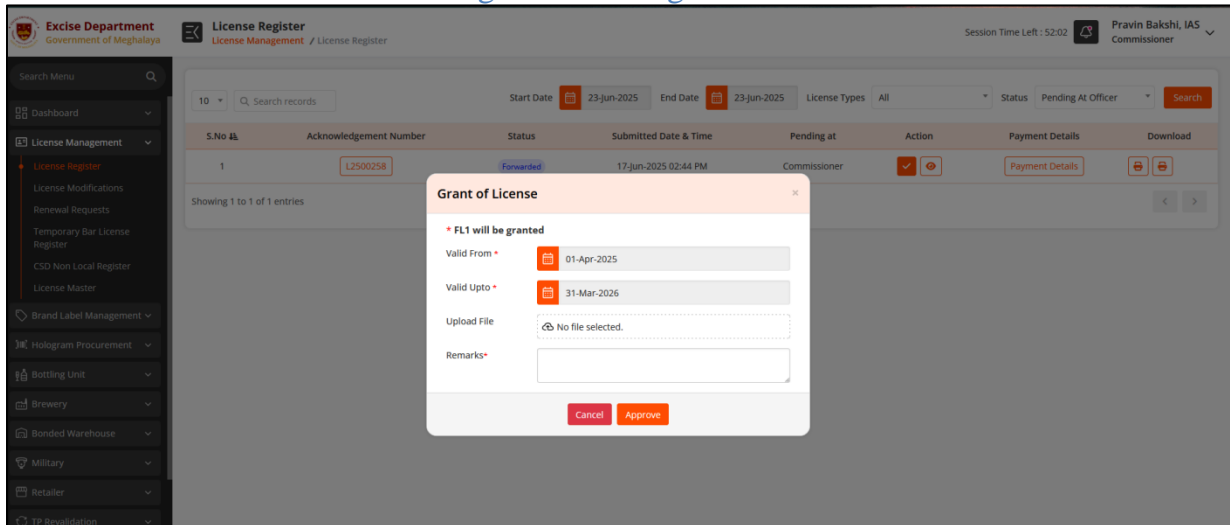
S.No #	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Commissioner	<input checked="" type="checkbox"/> <input type="checkbox"/>	Payment Details	<input type="checkbox"/> <input type="checkbox"/>

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

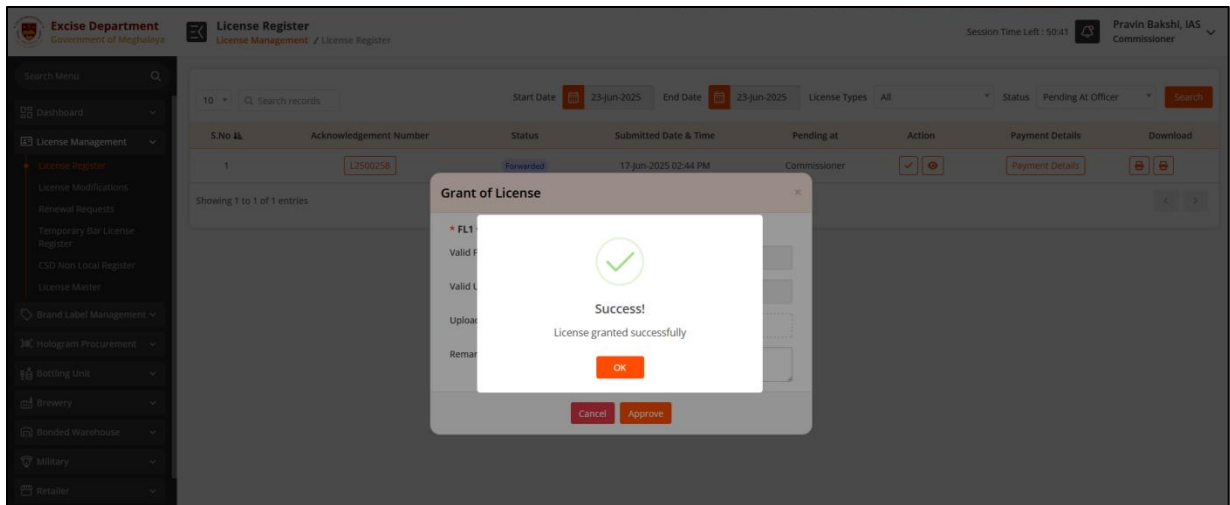
 C-TEL INFOSYSTEMS

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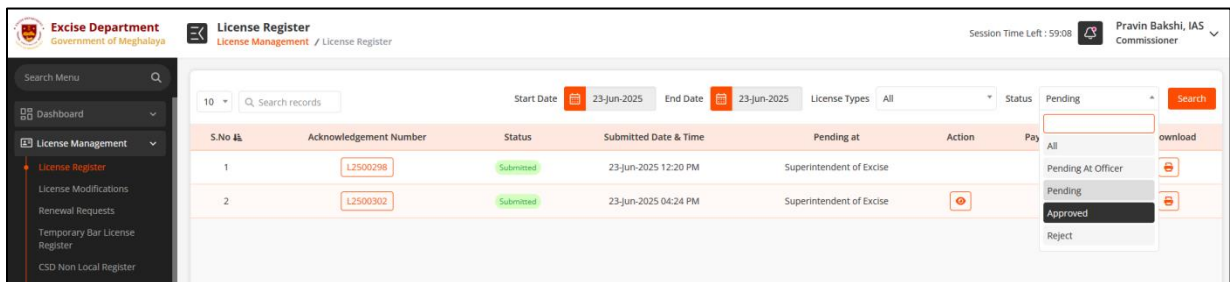
Manufacturing License Registration User Manual



- 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

Excise Department
Government of Meghalaya

License Register
License Management / License Register

Session Time Left : 59:25 Pravin Bakshi, IAS
Commissioner

Search Menu

10 258 Start Date 03-Jun-2025 End Date 23-Jun-2025 License Types All Status Approved Search


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

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:

M/S CTCL PVT LTD (1-2, Main Road, Block, West Garo, Post Office, West Garo Hills, Meghalaya - 546454) APPLICATION PRINT
<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> <ol style="list-style-type: none">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 Certificate4. 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 Authority9. 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>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> <div></div> <div><p>Yours faithfully, AVKS For CTCL PVT LTD</p></div>

Manufacturing License Registration User Manual

Grant of License:

 EXCISE DEPARTMENT GOVERNMENT OF MEGHALAYA (1st Floor, Goods & Service Tax, Secretariat Hills, Shillong, East Khasi Hills, Meghalaya - 793001) GRANT OF LICENSE	
District: West Garo Hills No. of License in the register: 127104238825(Manufacturing Unit) Name of License: M/s CTEL PVT LTD Name of Licensee: AVKS Address: CTEL PVT LTD, 1-2, Main Road, Block, West Garo, Post Office, West Garo Hills, Meghalaya - 546454	
Resident of East Garo Hills, Meghalaya - 546645 thana Shri AVKS is hereby authorized by the Excise Commissioner, Meghalaya, to work a Bonded Warehouse at CTEL PVT LTD, 1-2, Main Road, Block, West Garo, Post Office, West Garo Hills, Meghalaya - 546454 from 23 Jun, 2025 to March, 2026 for the deposit and storage of foreign liquor or such spirits as permitted by the Excise Commissioner from time to time.	
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.	
I. That he shall pay to Government in advance per annum a fee Rs. 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 consignme 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 Bonded 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 inerection 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 deposit with the collector of the district a sum of Rs. 5,000/- (Rupees fir 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 whici 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.	
VIII. 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.	
The 23 Jun, 2025	Pravin Bakshi, IAS Commissioner
Received the above license No. 127104238825(Manufacturing Unit) issued on 23 Jun, 2025 by the Pravin Bakshi, IAS , Commissioner .	
	Licensee

