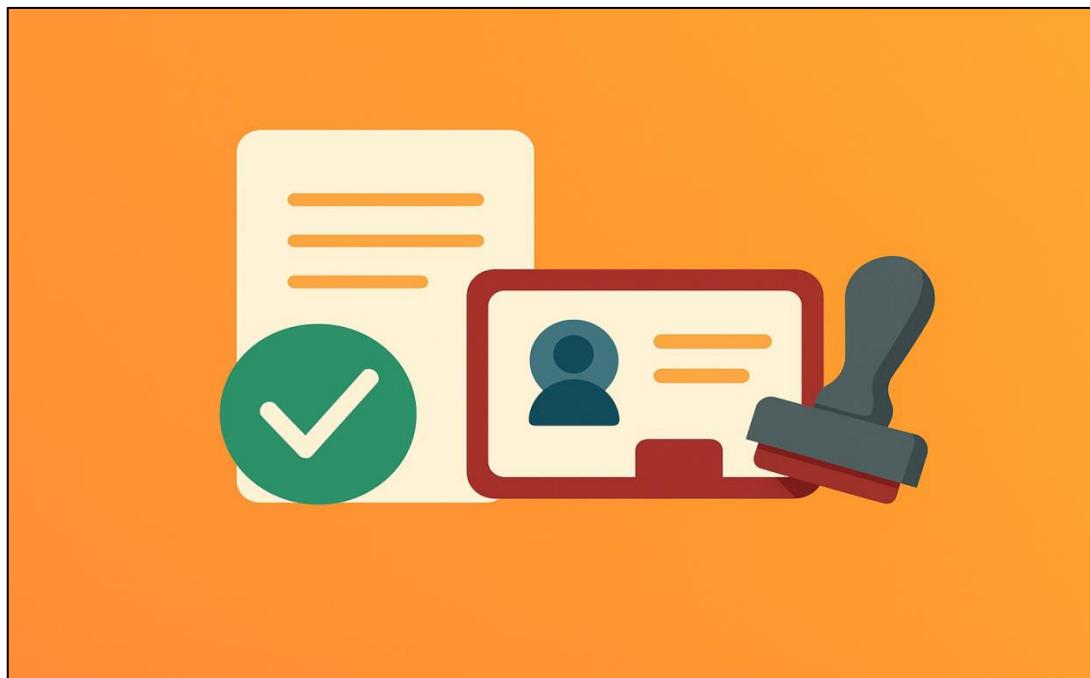




**Excise Department  
Government of Meghalaya**

---



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

## Table Of Contents

1. Overview.....	3
2. Retailer License Registration.....	4
2.1 Wine Shop/On Shop/Police Canteen/Microbrewery.....	4

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

## Retailer License Registration User Manual

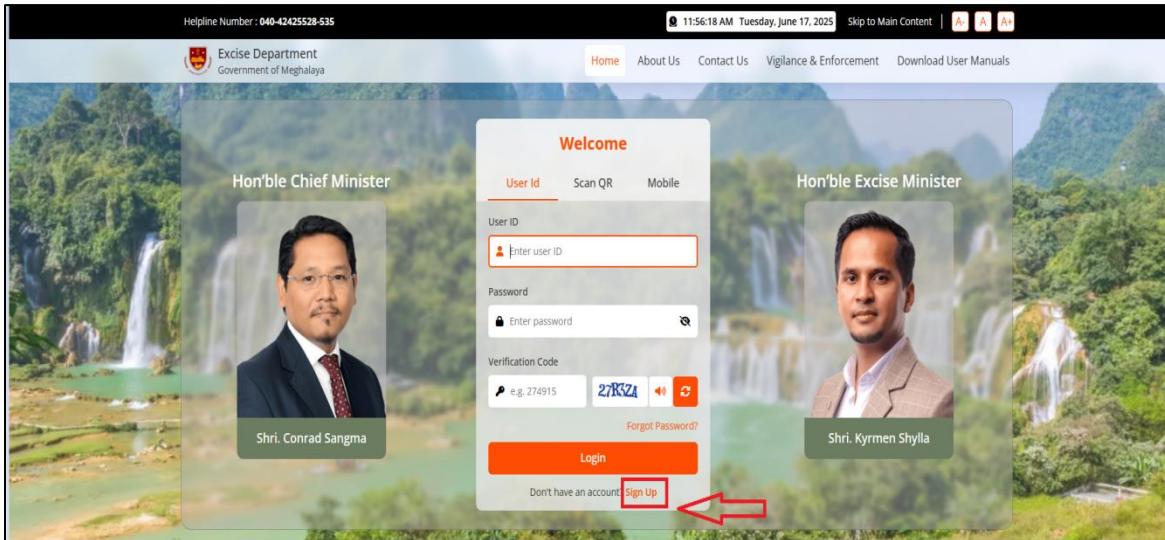
### 1. Overview:

- 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 Retailer as shown below.

## 2. Retailer License Registration

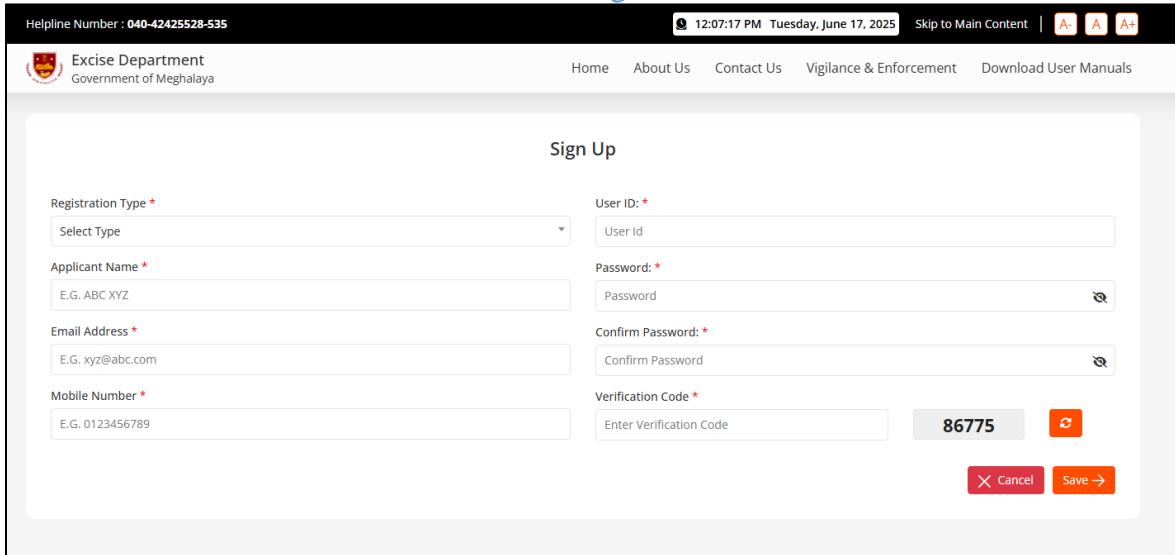
### 2.1 Wine Shop/On Shop/Police Canteen/Microbrewery

#### Sign Up:



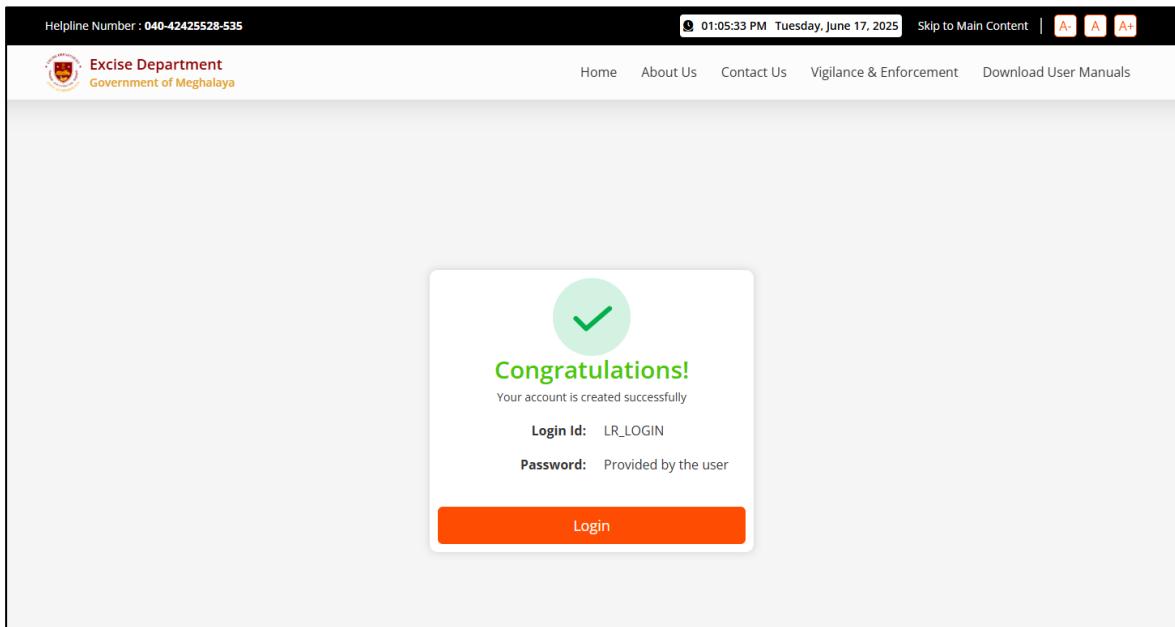
- User need to do sign up before license registration as shown in above figure.
- The user need to select the Registration type as Bottling/Brewery/Wholesale/Retailer.

## Retailer License Registration User Manual



The screenshot shows the 'Sign Up' page of the Retailer License Registration system. At the top, there is a header with the 'Excise Department, Government of Meghalaya' logo, the helpline number '040-42425528-535', the date and time '12:07:17 PM Tuesday, June 17, 2025', and links for 'Skip to Main Content', 'A-', 'A', and 'A+'. The main form has fields for 'Registration Type' (dropdown with 'Select Type'), 'User ID' (text input), 'Applicant Name' (text input with placeholder 'E.G. ABC XYZ'), 'Password' (text input with eye icon), 'Email Address' (text input with placeholder 'E.G. xyz@abc.com'), 'Confirm Password' (text input with eye icon), 'Mobile Number' (text input with placeholder 'E.G. 0123456789'), 'Verification Code' (text input with placeholder 'Enter Verification Code'), and a verification code field containing '86775' with a refresh icon. Below the form are 'Cancel' and 'Save' buttons.

- 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.

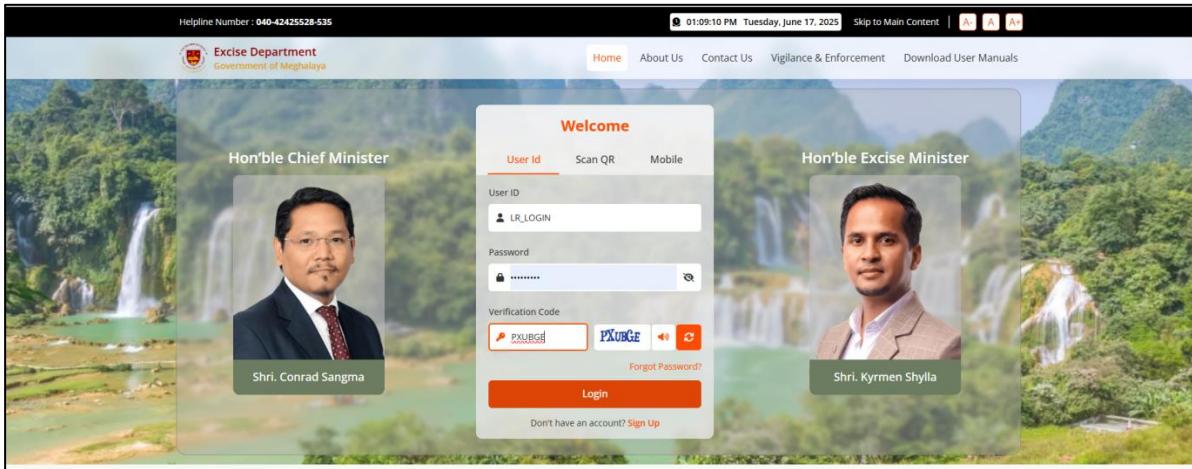


- User need to click on Login button as shown in above figure.

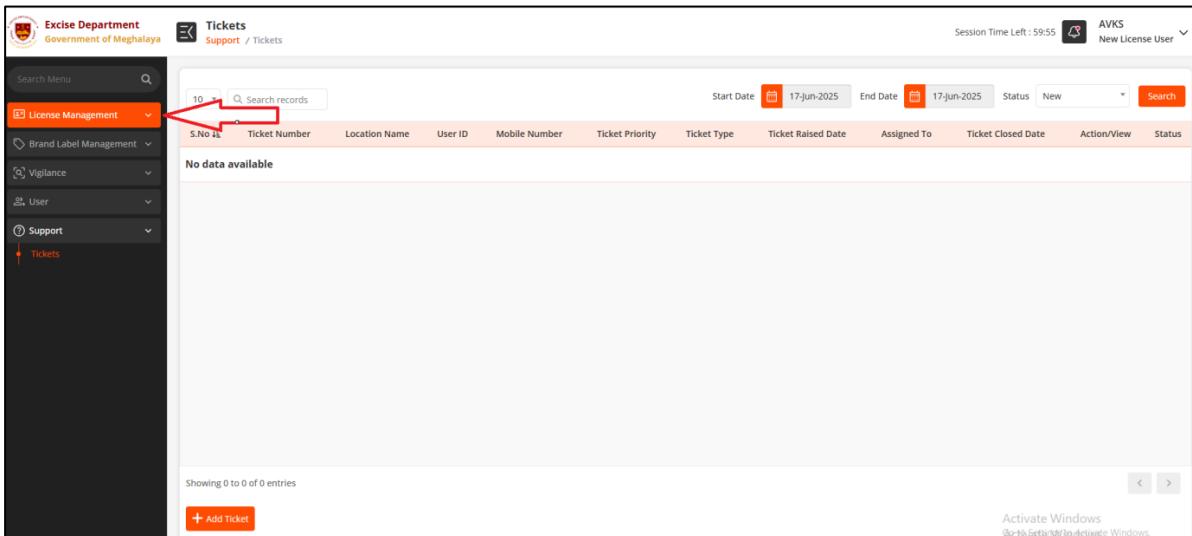
# Retailer License Registration User Manual

## Applicant:

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

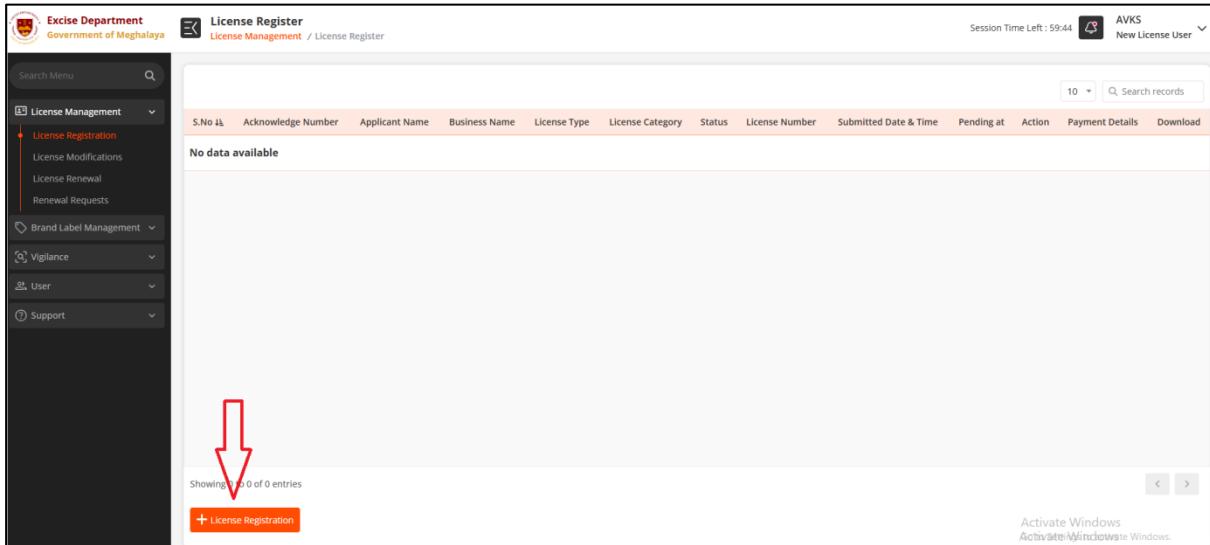


- User need to click on License Management as shown in below figure.



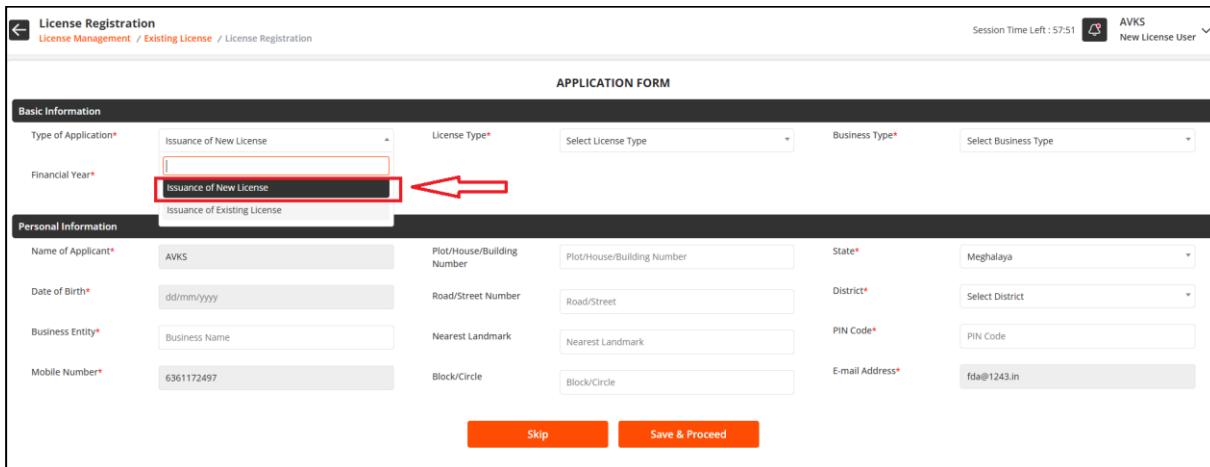
## Retailer License Registration User Manual

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



The screenshot shows the 'License Register' page. The left sidebar has a 'License Management' section with 'License Registration' selected. A red arrow points to the 'License Registration' button at the bottom of the page. The main area shows a table with columns: S.No, Acknowledge Number, Applicant Name, Business Name, License Type, License Category, Status, License Number, Submitted Date & Time, Pending at, Action, Payment Details, and Download. The message 'No data available' is displayed.

- 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 'APPLICATION FORM' for 'License Registration'. The 'Basic Information' section has a 'Type of Application' dropdown. The 'Issuance of New License' option is selected and highlighted with a red box and arrow. Other options in the dropdown are 'Issuance of Existing License' and 'Issuance of New License'. The 'Personal Information' section contains fields for Name of Applicant, Date of Birth, Business Entity, and Mobile Number. The 'Address' section includes fields for Plot/House/Building Number, Road/Street Number, Nearest Landmark, Block/Circle, State, District, PIN Code, and E-mail Address. At the bottom are 'Skip' and 'Save & Proceed' buttons.

## Retailer License Registration User Manual

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

**APPLICATION FORM**

**Basic Information**

Type of Application\* Issuance of Existing License

Financial Year\* Issuance of New License

Existing License Number\* Issuance of Existing License

License Type\* Select License Type

Business Type\* Select Business Type

Name of Applicant\* AVKS

Date of Birth\* dd/mm/yyyy

Business Entity\* Business Name

Mobile Number\* 6361172497

Plot/House/Building Number

Road/Street Number

Nearest Landmark

Block/Circle

State\* Meghalaya

District\* Select District

PIN Code\* PIN Code

E-mail Address\* fda@1243.in

**Skip** **Save & Proceed**

**APPLICATION FORM**

**Basic Information**

Type of Application\* Issuance of Existing License

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

Existing License Number\* Existing License Number

License Type\* Select License Type

Business Type\* Select Business Type

Name of Applicant\* AVKS

Date of Birth\* dd/mm/yyyy

Business Entity\* Business Name

Mobile Number\* 6361172497

Plot/House/Building Number

Road/Street Number

Nearest Landmark

Block/Circle

State\* Meghalaya

District\* Select District

PIN Code\* PIN Code

E-mail Address\* fda@1243.in

**Skip** **Save & Proceed**

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

**APPLICATION FORM**

**Basic Information**

Type of Application\* Issuance of New License

Business Type\* Select Business Type

License Type\* Retailer

Financial Year\* Select License Type

Retailer Type\* Select Sub-License Type

Existing License Number\* Manufacturing Unit

Personal Information

Name of Applicant\* AVKS

Date of Birth\* dd/mm/yyyy

Business Entity\* Business Name

Mobile Number\* 6361172497

Plot/House/Building Number

Road/Street Number

Nearest Landmark

Block/Circle

State\* Meghalaya

District\* Select District

PIN Code\* PIN Code

E-mail Address\* fda@1243.in

**Skip** **Save & Proceed**

## Retailer License Registration User Manual

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

**APPLICATION FORM**

**Basic Information**

Type of Application*	Issuance of Existing License	License Type*	Manufacturing Unit	Manufacturing Unit Type*	Bottling Unit
License Form*	FL1	Business Type*	Select Business Type		
Existing License Number*	Existing License Number		Individual		
			Company		
			Partnership Firm		
			Association of Persons (AOP)		
			Body of Individuals (BOI)		

**Personal Information**

Name of Applicant*	AVKS	Plot/House/Building Number	State*	Meghalaya
Date of Birth*	dd/mm/yyyy	Road/Street Number	District*	Select District
Business Entity*	Business Name	Nearest Landmark	PIN Code*	PIN Code
Mobile Number*	6361172497	Block/Circle	E-mail Address*	fda@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 Retailer type license.
- User required to Enter personal information, additional details etc.,click on save and proceed.

**APPLICATION FORM**

**Basic Information**

Type of Application*	Issuance of New License	License Type*	Retailer	Retailer Type*	Wine Shop
Home Delivery*	<input checked="" type="radio"/> Yes <input type="radio"/> No	License Form*	RTW	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	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*	AAAPAA1111A
Aadhaar Number	Aadhaar Card Number				

**Skip** **Save & Proceed**

- Fill all the information regarding the proposed premises and complete filling the additional information, boundary details.

# Retailer License Registration User Manual

Address of Proposed Premises

House/Building/Plot Number: House/Building/Plot number

Road/Street: Road/Street

Nearest Landmark: Nearest Landmark

Block: Block

Village/Town/City\*: Village/City/Town

Post Office\*: Post Office

State\*: Meghalaya

Mobile Number\*: Mobile Number

Email Address\*: fda@123.in

District\*: Select District

Treasury Name\*: Select Treasury Name

PIN Code\*: PIN Code

Landline Number: Landline Number

Additional Information

Khasra/Khatoni/Mauja Number: Khasra Number/Khatoni Number/Mauja Number

Area of Premise (Sq. Meter): Area of Land

Boundary Details

East Boundary: East Boundary

North Boundary: North Boundary

West Boundary: West Boundary

South Boundary: South Boundary

Previous, Skip, Save & Proceed

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

Previous, Upload Files, Save

Activate Windows  
Go to Settings to activate Windows.

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

## Retailer License Registration User Manual

Acknowledgement Receipt Number: L2500305 Business Name: ABC WINE SHOP Registering for Financial Year: 2025-2026

Session Time Left: 59:32 AVKS Applicant

**License Details:**

Type of Application	: Fresh Issuance of License	Retailer Type	: Wine Shop
License Type	: Retailer	License Form	: RTM
		Business Type	: Individual
			: Yes

**Personal Information:**

Name of Applicant	: AVKS	Address	: East Garo Hills, Meghalaya-646646
Date Of Birth	: 12-Jun-2007	E-mail Address	: fda@123.in
Business Name	: ABC WINE SHOP	Mobile Number	: 6361172497

**Additional Details:**

Father's Name	: Veman	PAN	: AAAPAK1111A
Mother's Name		Aadhaar Number	

**Address of Proposed Premises:**

House/Building/Plot Number		Mobile Number	: 6544665544
Road/Street		Landline Number	
Highest Landmark		Email Address	: fda@123.in
Block			
Treasury Name	: Tura District Treasury		
Village/Town/City	: Village		
Post Office	: Office		
District	: West Garo Hills		
State	: Meghalaya		
Pin Code	: 646466		

**Additional Information:**

Khasra Number/Plot Number/Majhi Number		Area of Premise	
--	--	-----------------	--

**Boundary Details:**

East Boundary		North Boundary	
West Boundary		South Boundary	

**Next**

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.

Excise Department  
Government of Meghalaya

Session Time Left: 58:25 AVKS Applicant

**Documents Checklist:**

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

**Next**

- 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

## Retailer License Registration User Manual

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.

License Register

Session Time Left : 59:28 AVKS New License User

Search Menu

License Management / License Register

10

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			

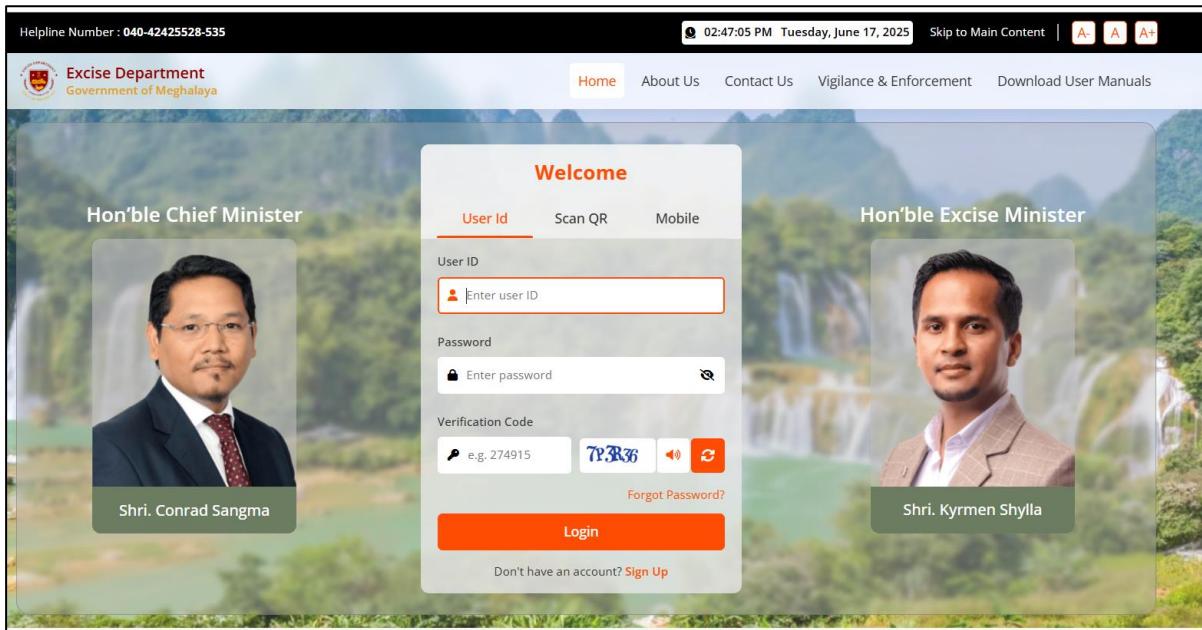
Showing 1 to 1 of 1 entries

**+ License Registration**

Activate Windows  
Go to Settings to activate Windows

# Retailer License Registration User Manual

## Superintendent of Excise:



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

Pending Permits		Pending at District Office		Pending at Headquarters		Pending at Commissionerate	
Location	Count	Process Name	Pending at	Count	Process Name	Pending at	Count
Bottling IMFL Local	0	License Registration	Superintendent of Excise	8	License Registration	Dealing Assistant HQ	7
Bottling IMFL Import	0	Temporary Bar License Registration	Superintendent of Excise	0	Temporary Bar License Registration	Assistant Commissioner STE	2
Brewery Export	0	License Registration	Deputy Superintendent of Excise	0	License Registration	Deputy Commissioner	0
Bottling IMFL Export	0	License Registration	Deputy Commissioner	1	License Registration	Joint Commissioner	0
Wholesale IMFL	8	License Modification	Superintendent of Excise	0	License Registration	Secretary HQ	0
State Bonded Warehouse	5	License Modification	Deputy Superintendent of Excise	0	Temporary Bar License Registration	Deputy Commissioner	0
Military Canteen	0	License Modification	Inspector of Excise	0	CSD Non Local License Registration	Dealing Assistant HQ	3
Paramilitary	0	License Modification	Deputy Commissioner	0	CSD Non Local License Registration	Assistant Commissioner	2
Retailer	5	License Modification	Assistant Commissioner	0	Brand Label Registration	Inspector of Excise HQ(IE)	13
Police Canteen	0	License Modification	Joint Commissioner	0	Brand Label Registration	Activate Window	0
<b>Grand Total</b>	<b>18</b>	<b>License Modification</b>	<b>Assistant Commissioner</b>	<b>0</b>	<b>Brand Label Registration</b>	<b>Joint Commissioner</b>	<b>0</b>

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

## Retailer License Registration User Manual

Activity Dashboard

Pending Permits: 21

Pending at District Office: 25

Pending at Headquarters: 38

Pending at Commissionerate: 156

**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(OE)	13

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

License Register

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	<input type="button" value="View"/>	<input type="button" value="Return To Applicant"/>	<input type="button" value="Print"/>	<input type="button" value="Download"/>	
2	L2500175	Submitted	07-Jun-2025 05:05 PM	Superintendent of Excise	<input type="button" value="View"/>	<input type="button" value="Return To Applicant"/>	<input type="button" value="Print"/>	<input type="button" value="Download"/>	
3	L2500192	Forwarded	04-Jun-2025 04:33 PM	Superintendent of Excise	<input type="button" value="View"/>	<input type="button" value="Return To Applicant"/>	<input type="button" value="Print"/>	<input type="button" value="Download"/>	
4	L2500196	Forwarded	05-Jun-2025 07:39 AM	Superintendent of Excise	<input type="button" value="View"/>	<input type="button" value="Return To Applicant"/>	<input type="button" value="Print"/>	<input type="button" value="Download"/>	
5	L2500253	Submitted	16-Jun-2025 01:02 PM	Superintendent of Excise	<input type="button" value="Registration Approve"/>	<input type="button" value="View"/>	<input type="button" value="Return To Applicant"/>	<input type="button" value="Print"/>	<input type="button" value="Download"/>
6	L2500254	Submitted	16-Jun-2025 12:59 PM	Superintendent of Excise	<input type="button" value="View"/>	<input type="button" value="Return To Applicant"/>	<input type="button" value="Print"/>	<input type="button" value="Download"/>	
7	L2500256	Submitted	16-Jun-2025 01:08 PM	Superintendent of Excise	<input type="button" value="Registration Approve"/>	<input type="button" value="View"/>	<input type="button" value="Return To Applicant"/>	<input type="button" value="Print"/>	<input type="button" value="Download"/>
8	L2500258	Submitted	17-Jun-2025 02:44 PM	Superintendent of Excise	<input type="button" value="View"/>	<input type="button" value="Return To Applicant"/>	<input type="button" value="Print"/>	<input type="button" value="Download"/>	
9	L2500259	Submitted	17-Jun-2025 04:05 PM	Superintendent of Excise	<input type="button" value="Registration Approve"/>	<input type="button" value="View"/>	<input type="button" value="Return To Applicant"/>	<input type="button" value="Print"/>	<input type="button" value="Download"/>

Showing 1 to 9 of 9 entries

Activate Windows Go to Settings to activate Windows.

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

- 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.

## Retailer License Registration User Manual

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

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

## Retailer License Registration User Manual

- 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.

- 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.

## Retailer 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)
<div style="border: 1px solid red; padding: 2px; display: inline-block;"> <input checked="" type="checkbox"/> Check if its with Letter Of Intent         </div>  Upload file: <input style="width: 200px;" type="text" value="No file selected."/> Location*: District Office Designation*: Inspector Of Excise Status: Forwarding Remarks*: <div style="border: 1px solid #ccc; padding: 5px; height: 40px; margin-top: 10px;"></div> <div style="text-align: right; margin-top: 10px;"> <input style="background-color: #e67e22; color: white; border: 1px solid #e67e22; padding: 5px; border-radius: 5px; width: 100px; height: 30px;" type="button" value="Submit"/> <input style="border: 1px solid #e67e22; background-color: white; color: #e67e22; padding: 5px; border-radius: 5px; width: 100px; height: 30px; margin-left: 10px;" type="button" value="Previous"/> </div>		

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

**Application Transaction Details:**

Status: Submitted		
Date:	17-Jun-2025 02:44:17 PM	By: AVKS (New License User)
		To : Sri Vastava SOE (Superintendent of Excise)
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input type="checkbox"/> Check if its with Letter Of Intent         </div> Upload file: <input style="width: 200px;" type="text" value="No file selected."/> Location*: DISTRICT OFFICE Designation*: Deputy Commissioner Status: Forwarded Remarks*: <div style="border: 1px solid #ccc; padding: 5px; height: 40px; margin-top: 10px; width: 100%;"></div> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; margin-right: 10px;">Max 1000 Characters</span> <input style="border: 1px solid #e67e22; background-color: white; color: #e67e22; padding: 5px; border-radius: 5px; width: 100px; height: 30px;" type="button" value="Previous"/> <input style="background-color: #e67e22; color: white; border: 1px solid #e67e22; padding: 5px; border-radius: 5px; width: 100px; height: 30px;" type="button" value="Submit"/> </div>		

- User required to enter remarks and click on submit.

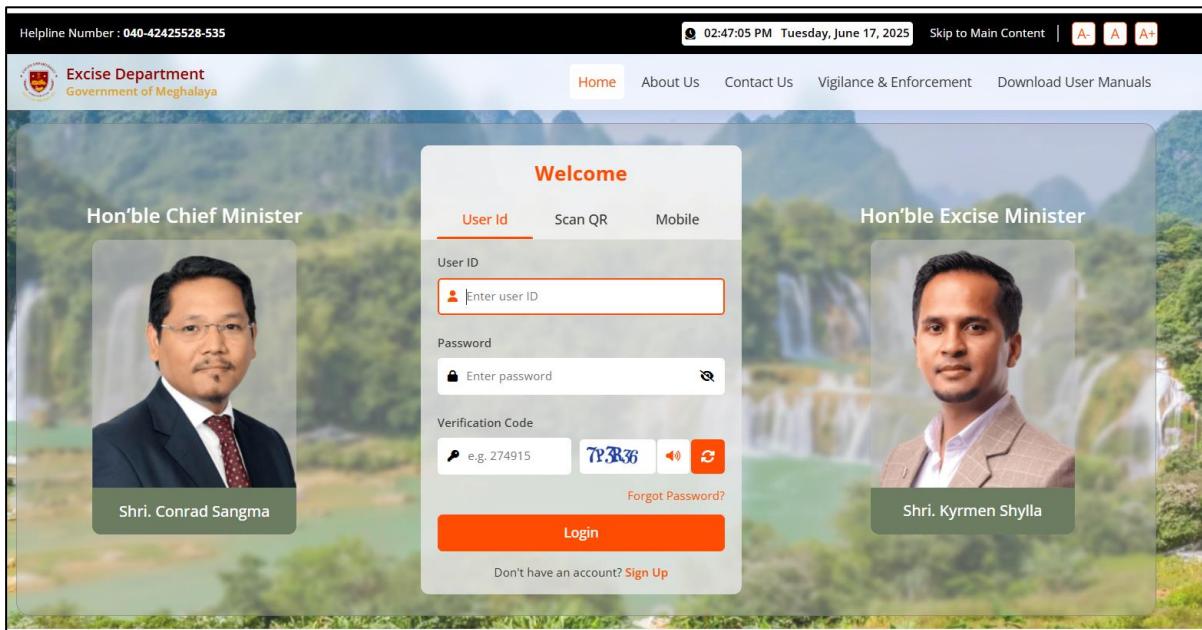
Start Date  End Date  License Types  Status

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.

# Retailer License Registration User Manual

## Inspector of Excise:



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

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

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

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
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
Brand Label Registration	Activate Windows (Joint Commissioner HQ)	0
Brand Label Registration	Joint Commissioner HQ	0

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

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

## Retailer License Registration User Manual

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

Acknowledgement Receipt Number: L050005 Business Name: ABC WINE SHOP Beginning for Financial Year: 2020-2021

**License Details**

Type of Application: License Type: From Date of License: Retailer License

Retailer Type: License Form: Business Type: Import/Export: LDI Selected: Name Shop: ABC WINE SHOP  
PIT# Individual Tax No: No

**Personal Information**

Name of Applicant: Date of Birth: Business Name: Address: E-mail Address: Mobile Number: East District, Maharashtra, India, 411001, 0211172407

Gender: Sex: Address: E-mail Address: Mobile Number: AAMPA1111A

**Additional Details**

Religion: Nationality: Sex: Address: E-mail Address: Mobile Number: East District, Maharashtra, India, 411001, 0211172407

Address of Proposed Premises:

House/Building Number: Road Number: House/Building Name: Block: District Name: Village/Incorporated: Post Office: Gram Panchayat: State: Pin Code: East District Treasury, Village Office, Maharashtra, India, 411001, 0211172407

**Address**

Area Number/Name Number/Name Number: Area of Premises: Address: E-mail Address: Mobile Number: Landline Number: East District, Maharashtra, India, 411001, 0211172407

**Boundary Details**

East Boundary: West Boundary: North Boundary: South Boundary: Address: E-mail Address: Mobile Number: Landline Number: East District, Maharashtra, India, 411001, 0211172407

**Actions**

Print | Back | Next |

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

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

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

**Site Inspection Report\***  **Upload file**  **Location\*** DISTRICT OFFICE **Designation\*** Superintendent of Excise **Status** Forwarded **Remarks\*** Max 1000 Characters

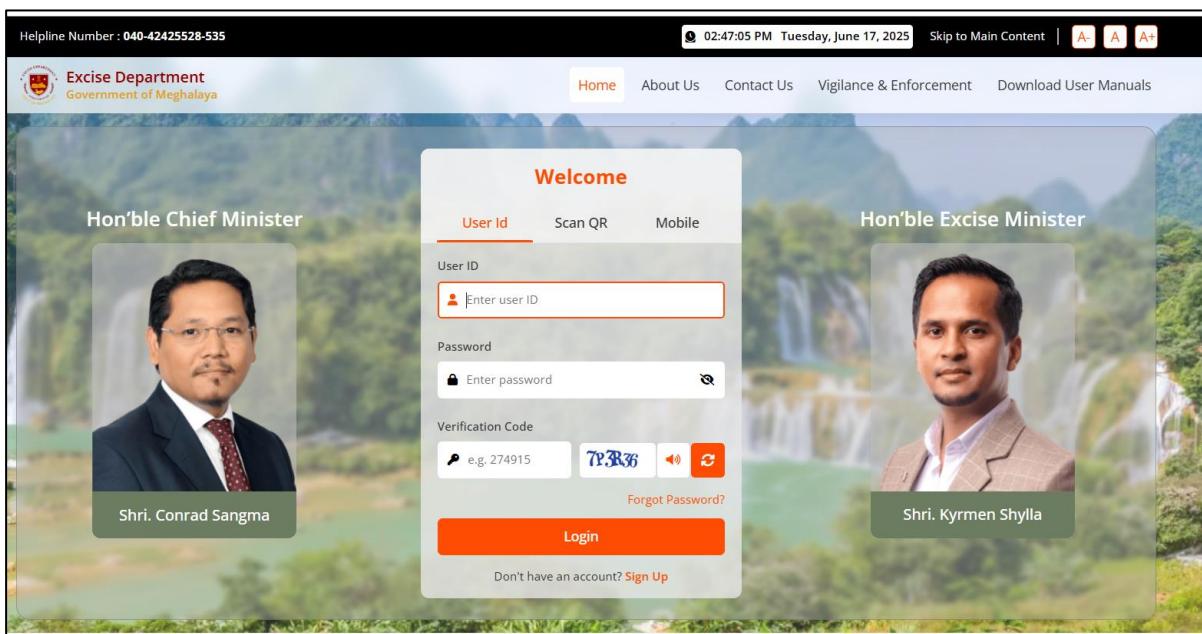
**Previous** **Submit**

Activate Windows

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

# Retailer License Registration User Manual

## Deputy Commissioner(District Office):



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

Pending Permits		Pending at District Office		Pending at Headquarters		Pending at Commissionerate																																																																																																										
21		50		38		156																																																																																																										
<b>Pending Permits</b> <table border="1"> <thead> <tr> <th>Location</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>Bottling IMFL Local</td><td>0</td></tr> <tr><td>Bottling IMFL Import</td><td>0</td></tr> <tr><td>Brewery Export</td><td>0</td></tr> <tr><td>Bottling IMFL Export</td><td>0</td></tr> <tr><td>Wholesale IMFL</td><td>8</td></tr> <tr><td>State Bonded Warehouse</td><td>5</td></tr> <tr><td>Military Canteen</td><td>0</td></tr> <tr><td>Paramilitary</td><td>0</td></tr> <tr><td>Retailer</td><td>5</td></tr> <tr><td>Police Canteen</td><td>0</td></tr> <tr><td><b>Grand Total</b></td><td><b>18</b></td></tr> </tbody> </table>		Location	Count	Bottling IMFL Local	0	Bottling IMFL Import	0	Brewery Export	0	Bottling IMFL Export	0	Wholesale IMFL	8	State Bonded Warehouse	5	Military Canteen	0	Paramilitary	0	Retailer	5	Police Canteen	0	<b>Grand Total</b>	<b>18</b>	<b>Pending at District Office</b> <table border="1"> <thead> <tr> <th>Process Name</th> <th>Pending at</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>License Registration</td><td>Superintendent of Excise</td><td>33</td></tr> <tr><td>Temporary Bar License Registration</td><td>Superintendent of Excise</td><td>0</td></tr> <tr><td>License Registration</td><td>Deputy Superintendent of Excise</td><td>0</td></tr> <tr><td>License Registration</td><td>Deputy Commissioner</td><td>1</td></tr> <tr><td>License Registration</td><td>Assistant Commissioner</td><td>11</td></tr> <tr><td>License Modification</td><td>Superintendent of Excise</td><td>0</td></tr> <tr><td>License Modification</td><td>Deputy Superintendent of Excise</td><td>0</td></tr> <tr><td><b>Total</b></td><td><b>50</b></td></tr> </tbody> </table>		Process Name	Pending at	Count	License Registration	Superintendent of Excise	33	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	<b>Total</b>	<b>50</b>	<b>Pending at Headquarters</b> <table border="1"> <thead> <tr> <th>Process Name</th> <th>Pending at</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>License Registration</td><td>Dealing Assistant HQ</td><td>7</td></tr> <tr><td>License Registration</td><td>Assistant Commissioner STE</td><td>2</td></tr> <tr><td>License Registration</td><td>Deputy Commissioner</td><td>0</td></tr> <tr><td>License Registration</td><td>Joint Commissioner</td><td>0</td></tr> <tr><td>License Registration</td><td>Secretary HQ</td><td>0</td></tr> <tr><td>Temporary Bar License Registration</td><td>Deputy Commissioner</td><td>0</td></tr> <tr><td>CSD Non Local License Registration</td><td>Dealing Assistant HQ</td><td>3</td></tr> <tr><td>CSD Non Local License Registration</td><td>Assistant Commissioner</td><td>2</td></tr> <tr><td>Brand Label Registration</td><td>Inspector of Excise HQ(OES)</td><td>13</td></tr> <tr><td><b>Total</b></td><td><b>38</b></td></tr> </tbody> </table>		Process Name	Pending at	Count	License Registration	Dealing Assistant HQ	7	License Registration	Assistant Commissioner STE	2	License Registration	Deputy Commissioner	0	License Registration	Joint Commissioner	0	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(OES)	13	<b>Total</b>	<b>38</b>	<b>Pending at Commissionerate</b> <table border="1"> <thead> <tr> <th>Process Name</th> <th>Pending at</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>License Registration</td><td>Commissioner</td><td>0</td></tr> <tr><td>Brand Label Registration</td><td>Commissioner</td><td>0</td></tr> <tr><td>License Modification</td><td>Commissioner</td><td>0</td></tr> <tr><td>Bottling Permits</td><td>Commissioner</td><td>0</td></tr> <tr><td>Central Bonded Warehouse Permits</td><td>Commissioner</td><td>6</td></tr> <tr><td>State Bonded Warehouse Permits</td><td>Commissioner</td><td>5</td></tr> <tr><td><b>Total</b></td><td><b>11</b></td></tr> </tbody> </table>		Process Name	Pending at	Count	License Registration	Commissioner	0	Brand Label Registration	Commissioner	0	License Modification	Commissioner	0	Bottling Permits	Commissioner	0	Central Bonded Warehouse Permits	Commissioner	6	State Bonded Warehouse Permits	Commissioner	5	<b>Total</b>	<b>11</b>
Location	Count																																																																																																															
Bottling IMFL Local	0																																																																																																															
Bottling IMFL Import	0																																																																																																															
Brewery Export	0																																																																																																															
Bottling IMFL Export	0																																																																																																															
Wholesale IMFL	8																																																																																																															
State Bonded Warehouse	5																																																																																																															
Military Canteen	0																																																																																																															
Paramilitary	0																																																																																																															
Retailer	5																																																																																																															
Police Canteen	0																																																																																																															
<b>Grand Total</b>	<b>18</b>																																																																																																															
Process Name	Pending at	Count																																																																																																														
License Registration	Superintendent of Excise	33																																																																																																														
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																																																																																																														
<b>Total</b>	<b>50</b>																																																																																																															
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(OES)	13																																																																																																														
<b>Total</b>	<b>38</b>																																																																																																															
Process Name	Pending at	Count																																																																																																														
License Registration	Commissioner	0																																																																																																														
Brand Label Registration	Commissioner	0																																																																																																														
License Modification	Commissioner	0																																																																																																														
Bottling Permits	Commissioner	0																																																																																																														
Central Bonded Warehouse Permits	Commissioner	6																																																																																																														
State Bonded Warehouse Permits	Commissioner	5																																																																																																														
<b>Total</b>	<b>11</b>																																																																																																															

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

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

## Retailer License Registration User Manual

- User need to click on next.

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

- Acknowledgement Receipt Number:** L2500258 Business Name: ABC WINE SHOP Beginning for Financial Year: 2020-2026
- License Details:**
  - Type of Application: License
  - License Type: Retailer
  - Retailer Type: Non Shop
  - Business Name: ABC WINE SHOP
  - Business Type: Individual
  - Trade Name: No
  - LSD Selected: No
- Personal Information:**
  - Name of Applicant: ABC
  - Date of Birth: 15-Jun-1987
  - Business Name: ABC WINE SHOP
  - Address: East Garo Hills, Meghalaya-696404
  - E-mail Address: 6301172407
  - Mobile Number: 9876543210
- Additional Details:**
  - Gender: Female
  - Date of Birth: 15-Jun-1987
  - Pass: AAAPKA1111A
  - Address Number: 1234567890
- Address of Proposed Premises:**
  - House/Building/Floor Number: 1
  - Road/Street: 1
  - Locality/Postcode: 1
  - Block: 1
  - Town/City: East Garo Hills
  - Village/Institution/City: East Garo Hills
  - Post Office: East Garo Hills
  - Gram Panchayat: East Garo Hills
  - State: Meghalaya
  - Pin Code: 793001
  - Mobile Number: 9876543210
  - Landline Number: 03612345678
  - Email Address: 6301172407
- Additional Information:**
  - Where Number/Mobile Number/Pass Number: 1
  - Area of Premises: 1
- Boundary Details:**
  - Kali Boundary: 1
  - Ward Boundary: 1
  - North Boundary: 1
  - South Boundary: 1

**Buttons:** Save, Next, Back, Print, Reset, Submit.

- Enter remarks and click on submit.

The screenshot shows a 'Status: Submitted' page with the following details:

- 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:** (button)

**Form Fields:**

- Upload file: No file selected.
- Location\*: HEAD QUARTERS
- Designation\*: Dealing Assistant HQ
- Status: Forwarded
- Remarks\*: forwarded

**Buttons:** Previous, Submit.

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

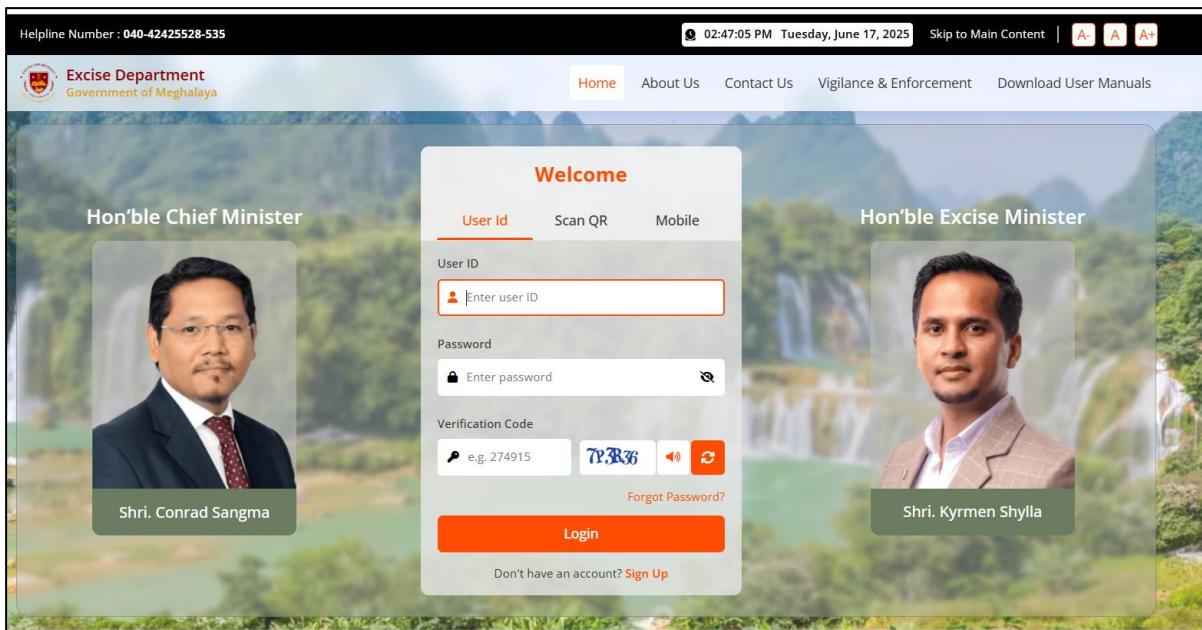
The screenshot shows a 'Pending at Officer' page with the following details:

- Excise Department, Government of Meghalaya**
- Pending at Officer:** License Management / Pending at Officer
- Session Time Left:** 59:54
- Vikram Deputy Commissioner**
- Search Menu:** Dashboard, License Management, License Register, License Modifications, Renewal Requests
- Search Bar:** Search records, Start Date, Select Start Date, End Date (17-Jun-2025), License Types (All), Status (Pending), Search
- Table Headers:** S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, Download
- Table Data:**

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

# Retailer License Registration User Manual

## Dealing Assistant Head Quarter:



- User required to provide valid credentials as shown in above figure and click on Login.
- User need to click on License management or Pending Count in the Activity Dashboard as shown in below figure.

Pending Permits			Pending at District Office			Pending at Headquarters			Pending at Commissionerate		
Location		Count	Process Name		Pending at	Process Name		Pending at	Process Name		Pending at
Bottling IMFL Local		3	License Registration		Superintendent of Excise	License Registration		Dealing Assistant HQ	License Registration		Commissioner
Bottling IMFL Import		0	License Registration		Deputy Superintendent of Excise	CSD Non Local License Registration		Dealing Assistant HQ	Brand Label Registration		Commissioner
Brewery Export		0	License Registration		Deputy Commissioner	License Modification		Dealing Assistant HQ	License Modification		Commissioner
Bottling IMFL Export		0	Temporary Bar License Registration		Assistant Commissioner	Bottling Permits		Dealing Assistant HQ	Bottling Permits		Commissioner
Wholesale IMFL		8	License Modification		Superintendent of Excise	Central Bonded Warehouse Permits		Dealing Assistant HQ	Central Bonded Warehouse Permits		Commissioner
State Bonded Warehouse		5	License Modification		Deputy Superintendent of Excise	State Bonded Warehouse Permits		Dealing Assistant HQ	State Bonded Warehouse Permits		Commissioner
Military Canteen		15	Total			Total			Total		
Grand Total		44	73			69			15		

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

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

## Retailer License Registration User Manual

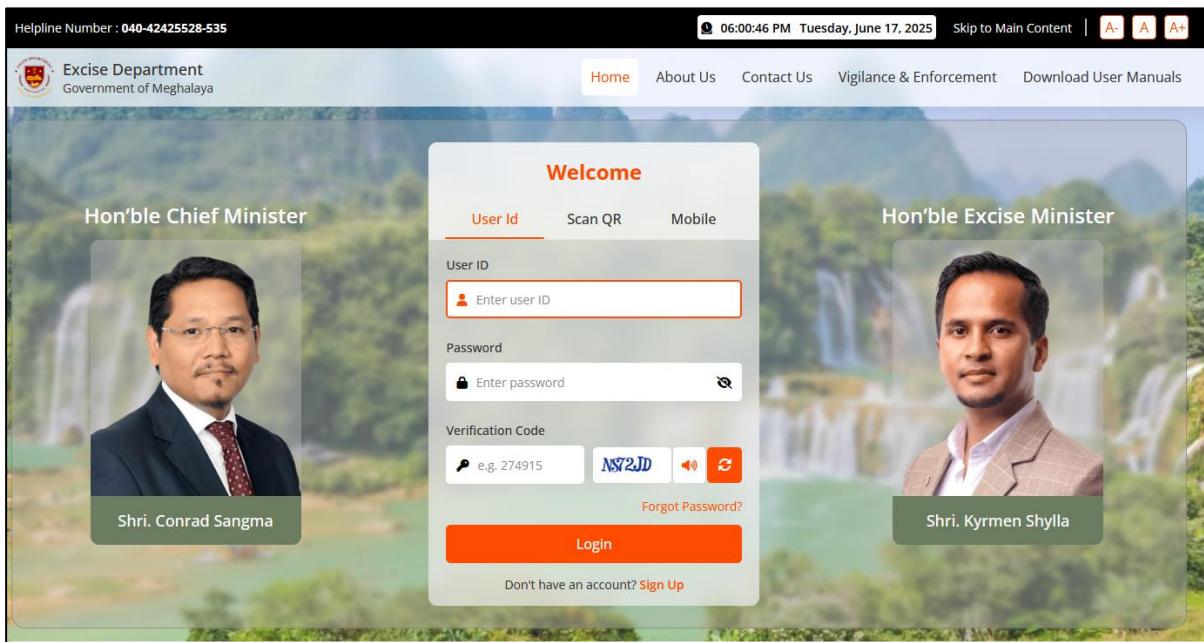
- User need to click on Next button

- User need to enter remarks and click on submit.

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

# Retailer License Registration User Manual

## Assistant Commissioner Head Quarter:



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

Pending Permits		Pending at District Office		Pending at Headquarters		Pending at Commissionerate	
Location	Count	Process Name	Pending at	Process Name	Pending at	Process Name	Pending at
Bottling IMF Local	3	License Registration	Superintendent of Excise	License Registration	Dealing Assistant HQ	License Registration	Commissioner
Bottling IMF Import	0	License Registration	Deputy Superintendent of Excise	CSD Non Local License Registration	Dealing Assistant HQ	Brand Label Registration	Commissioner
Brewery Export	0	License Registration	Deputy Commissioner	License Modification	Dealing Assistant HQ	License Modification	Commissioner
Bottling IMF Export	0	License Registration	Assistant Commissioner	Bottling Permits	Dealing Assistant HQ	Bottling Permits	Commissioner
Wholesale IMF+	8	Temporary Bar License Registration	Superintendent of Excise	Central Bonded Warehouse Permits	Dealing Assistant HQ	Central Bonded Warehouse Permits	Commissioner
State Bonded Warehouse	5	License Modification	Superintendent of Excise	State Bonded Warehouse Permits	Dealing Assistant HQ	State Bonded Warehouse Permits	Commissioner
Military Canteen	15	License Modification	Deputy Superintendent of Excise	Total	14	Total	17
<b>Grand Total</b>	<b>44</b>	<b>Total</b>	<b>73</b>	<b>Total</b>	<b>69</b>	<b>Total</b>	<b>Activate Windows</b>

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

## Retailer License Registration User Manual

**License Register**  
License Management / License Register

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

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

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

**License View**  
License Registration / License View

Acknowledgement Receipt Number: L2500258 Business Name: ABC WINE SHOP Registering for Financial Year: 2025-2026

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

**License Details**

Type of Application: Application for issuance of license  
License Type: Retailer

**Personal Information**

Name of Applicant: ABC WINE SHOP  
Date of Birth: 12/01/1990  
Business Name: ABC WINE SHOP

**Address Information**

Address: East Sector 40B, Marghazar 46546  
Email Address: abc.wine.shop@98999  
Mobile Number: 9899911234

**Additional Details**

Gender: Female  
Mother's Name: ABC WINE SHOP

**Address of Proposed Premises**

House/Building/Floor Number: 1  
Area: 1000  
District: Noida  
State: Uttar Pradesh  
Pin Code: 201301  
Village/Town/City: Noida  
Post Office: Noida  
Locality: Sector 40B  
Block: Noida  
Remarks: ABC WINE SHOP

**Address of Existing Premises**

House/Building/Floor Number: 1  
Area: 1000  
District: Noida  
State: Uttar Pradesh  
Pin Code: 201301  
Village/Town/City: Noida  
Post Office: Noida  
Locality: Sector 40B  
Block: Noida  
Remarks: ABC WINE SHOP

**Additional Information**

Remarks: ABC WINE SHOP

**Boundary Details**

East Boundary: Noida  
West Boundary: Noida

- 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)

**Status: Submitted**

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

Upload file:  No file selected.

Location\*: HEAD QUARTERS

Designation\*: Joint Commissioner STE

Status: Forwarded

Remarks\*: forwarded

Max 1000 Characters

Previous

Activate Windows  
Go to Settings to activate Windows.

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

## Retailer License Registration User Manual

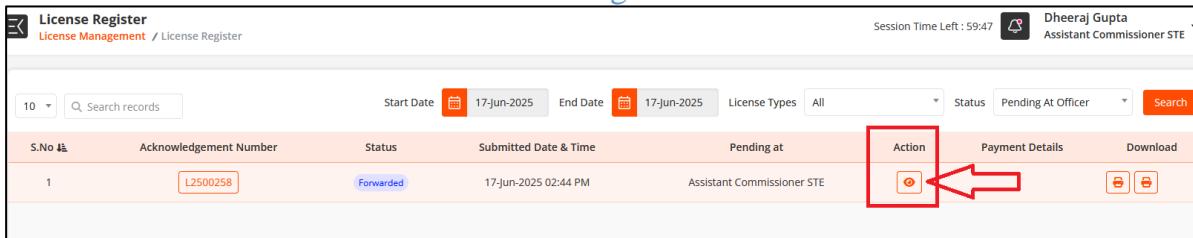
### Joint Commissioner Head Quarter:

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

Pending Permits			Pending at District Office			Pending at Headquarters			Pending at Commissionerate		
Location		Count	Process Name		Pending at	Process Name		Pending at	Process Name		Pending at
Bottling	IMFL Local	3	License Registration	Superintendent of Excise	33	Temporary Bar License Registration	Deputy Commissioner	0	License Registration	Commissioner	0
Bottling	IML Import	0	License Registration	Deputy Superintendent of Excise	0	License Registration	Deputy Commissioner	0	Brand Label Registration	Commissioner	6
Brewery	Export	0	License Registration	Deputy Commissioner	1	Central Bonded Warehouse Permits	Deputy Commissioner	0	License Modification	Commissioner	0
Bottling	IMFL Export	0	License Registration	Assistant Commissioner	11	Total		0	Bottling Permits	Commissioner	0
Wholesale	IMFL	8	Temporary Bar License Registration	Superintendent of Excise	0	Central Bonded Warehouse Permits	Commissioner	6	Central Bonded Warehouse Permits	Commissioner	6
State Bonded Warehouse		5	License Modification	Superintendent of Excise	0	Total		0	State Bonded Warehouse Permits	Commissioner	5
Military			License Modification	Deputy Superintendent of Excise	0	License Registration	Secretary HQ	0	Total		17
Retailer			Total		73	Total		69	Activate Windows		
TP Revalidation			Grand Total		44						

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

## Retailer License Registration User Manual



License Register  
License Management / License Register

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

10 Q. 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.



License View  
License Registration / License View

Session Time Left : 01:00 Dheeraj Gupta  
Assistant Commissioner STE

Acknowledgement Receipt Number: L2500258 Business Name: ABC WINE SHOP Beginning for Financial Year: 2025-2026

License Details

Type of Application	Business License	From Source of License	Retailer	Retailer Type	Micro Shop
License Type	Business	Business Name	ABC WINE SHOP	Business Type	ATM
Business Name	ABC WINE SHOP	Business Type	Business	Business Status	Individual
Business Address	123 Main Street	Business Address	East Side Main Street, Mughalsarai 461044	Business Address	Yes
Business Landmark	Opposite to ATM	Business Landmark	Mobile Number	Business Landmark	No
Block	Block A	Block	Mobile Number	Block	Yes
Taluk/Block/Post Office	Taluk A	Taluk/Block/Post Office	Mobile Number	Taluk/Block/Post Office	No
Post Office	Post Office A	Post Office	Mobile Number	Post Office	Yes
District	District A	District	Mobile Number	District	No
State	State A	State	Mobile Number	State	Yes
Pin Code	461044	Pin Code	Mobile Number	Pin Code	No

Personal Information

Name of Applicant	ABC	Address	East Side Main Street, Mughalsarai 461044
Date of Birth	12-01-2000	Email Address	testuser@example.com
Business Name	ABC WINE SHOP	Mobile Number	9899112345

Address Details

Father's Name	ABC	State	AAAPR1111A
Mother's Name	ABC	Address Number	1

Address of Proposed Premises

House/Building/Plot Number	1	Mobile Number	6345678900
Road/Street	1	Landline Number	9899112345
Locality/Landmark	1	Email Address	testuser@example.com
Block	1	Mobile Number	6345678900
Taluk/Block/Post Office	1	Landline Number	9899112345
Post Office	1	Email Address	testuser@example.com
District	1	Mobile Number	6345678900
State	1	Landline Number	9899112345
Pin Code	1	Email Address	testuser@example.com

Additional Information

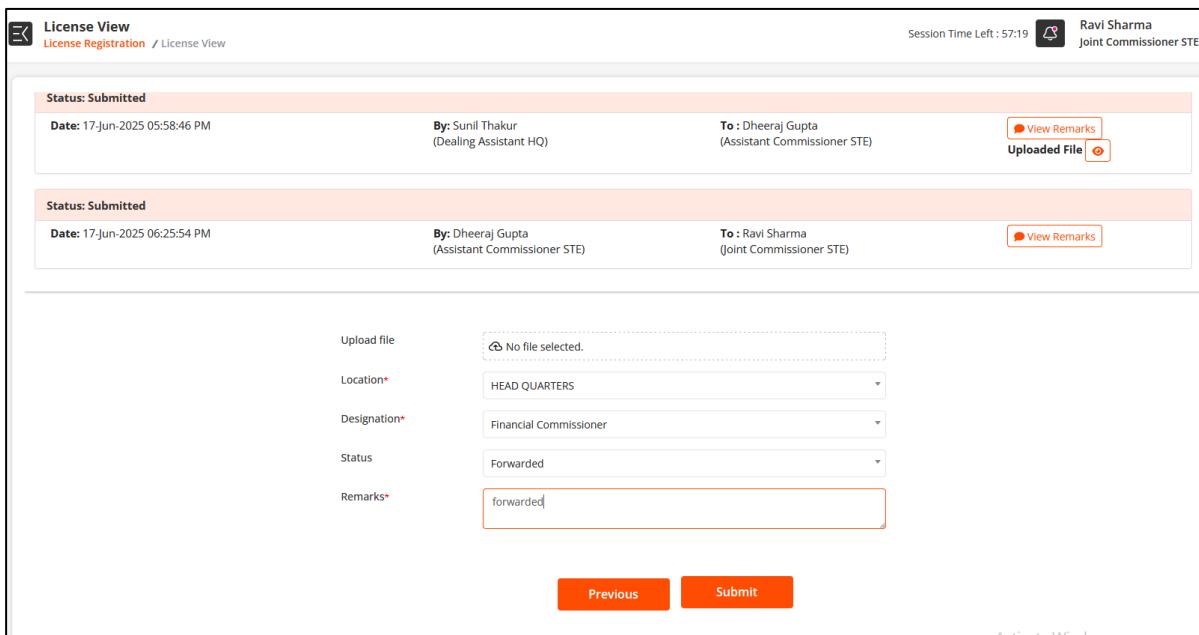
WhatsApp Number	9899112345	Area of Premises	1
-----------------	------------	------------------	---

Boundary Details

East Boundary	1	North Boundary	1
West Boundary	1	South Boundary	1

**Next**

- User need to enter remarks and click on submit.



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)	 
-------------------------------	--	--	--

**Status: Submitted**

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

Upload file

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.

## Retailer License Registration User Manual

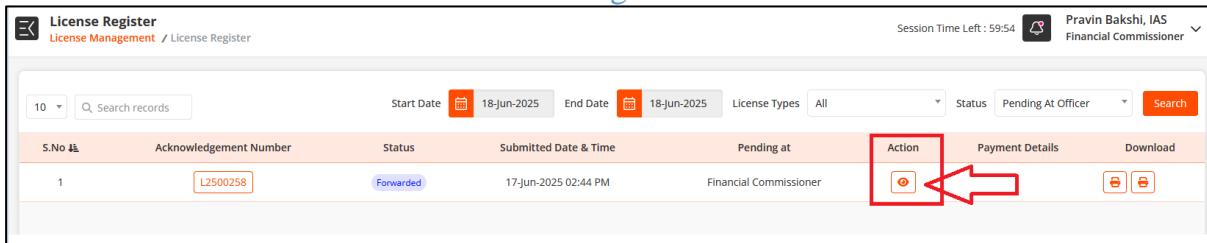
### Financial Commissioner:

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

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

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

## Retailer License Registration User Manual

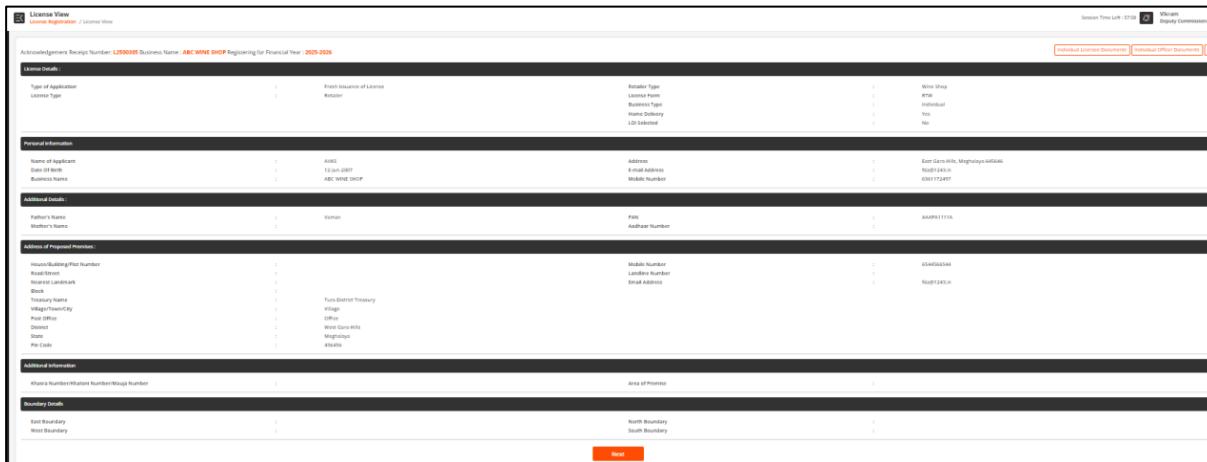


License Register

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

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			

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



License View

Acknowledgement Receipt Number: L2500258 Business Name: ABC WINE SHOP Beginning for Financial Year: 2025-2026

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

**License Details**

Type of Application: Fresh Issue of License  
License Type: Retailer

**Retailer Type**

Business Name: ABC WINE SHOP  
Business Type: Individual  
Home Delivery: Yes  
UOB Selected: No

**Personal Information**

Name of Applicant: ABC WINE SHOP  
State of Birth: West Bengal  
Residence State: West Bengal

Address: East Garia Hill, Magarpada-401644  
Postal Address: 401644  
Mobile Number: 9833456789

**Additional Details**

Father's Name: ABC WINE SHOP  
Mother's Name: ABC WINE SHOP

PAN: AAAP41111A  
Aadhaar Number: ABCD1234567890

**Address of Proposed Premises**

Address: Tulsibelter Treasury  
Building/Flat Number: 100  
Road/Street: Garia  
Locality: Garia  
District: West Bengal  
State: West Bengal  
Pin Code: 700009

**Additional Information**

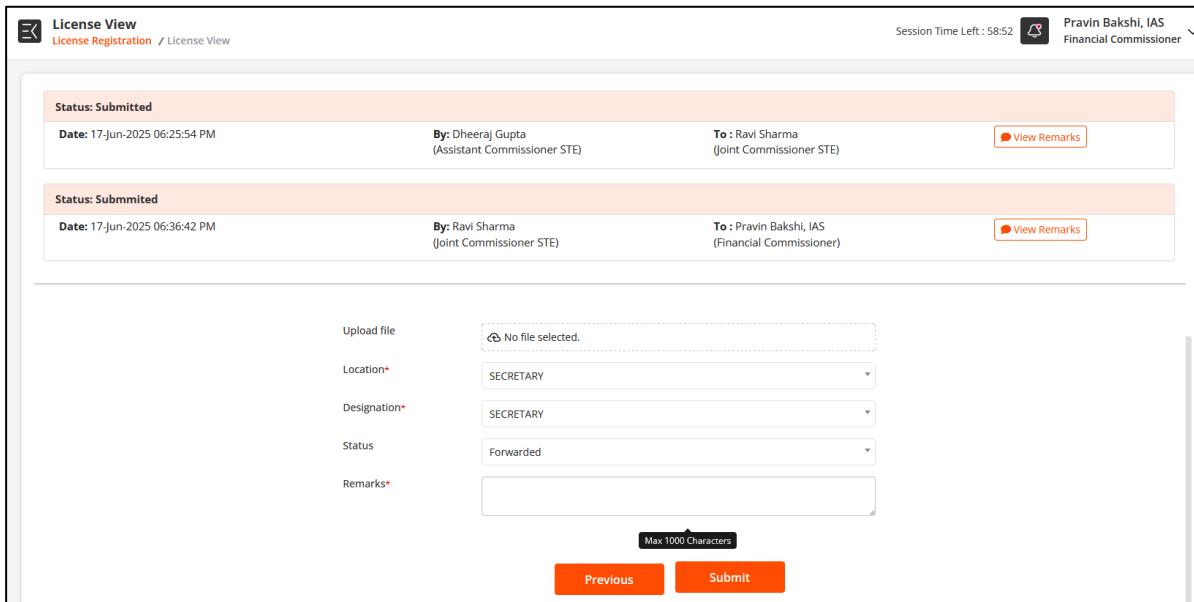
Khara Number/Wharla Number/Wajra Number: 1  
Area of Premises: 1000

**Boundary Details**

East Boundary: 1000  
West Boundary: 1000

**Remarks**

- User need to enter remarks and click on submit.



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)

**Status: Submitted**

Date: 17-Jun-2025 06:36:42 PM By: Ravi Sharma (Joint Commissioner STE) To: Pravin Bakshi, IAS (Financial Commissioner)

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.

## Retailer License Registration User Manual

The screenshot shows the 'License Register' section of the application. At the top, there are search filters for 'Start Date' (17-Jun-2025), 'End Date' (17-Jun-2025), 'License Types' (All), and 'Status' (Pending). The main table has columns: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. One record is listed: S.No 1, Acknowledgement Number L2500258, Status Forwarded, Submitted Date & Time 17-Jun-2025 02:44 PM, Pending at SECRETARY, Action (with a red icon), Payment Details (with a red icon), and Download (with a red icon).

### Secretary:

The screenshot shows the 'Excise Department' login page. It features a 'Welcome' message and three login options: 'User Id', 'Scan QR', and 'Mobile'. The 'User Id' option includes fields for 'User ID' (with placeholder 'Enter user ID') and 'Password' (with placeholder 'Enter password'). It also includes a 'Verification Code' field (placeholder 'e.g. 274915') with a refresh icon, and buttons for 'NS72JD', 'Forgot Password?', and 'Login'. Below the login form, there is a link 'Don't have an account? Sign Up'. The background of the page shows a scenic waterfall.

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

The screenshot shows the 'License Register' section of the application. At the top, there are search filters for 'Start Date' (17-Jun-2025), 'End Date' (18-Jun-2025), 'License Types' (All), and 'Status' (Pending). The main table has columns: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. One record is listed: S.No 1, Acknowledgement Number L2500258, Status Forwarded, Submitted Date & Time 17-Jun-2025 02:44 PM, Pending at SECRETARY, Action (with a red icon), Payment Details (with a red icon), and Download (with a red icon).

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

## Retailer License Registration User Manual

**License View** / License Registration / License View

Acknowledgement Receipt Number: L2500258 Business Name - ABC MINE SHOP Registering for Financial Year: 2020-2026

**License Details**

Type of Application	From: Issuance of License	License Type	Business Shop
License Type	Retailer	License Point	Shop
Business Type	Individual	Business Category	Yes
Business Category	No	LIC Required	No

**Personal Information**

Name of applicant	ABC	Address	East Gara Hills, Meghna, Gurgaon
Date of Birth	15-01-2000	Mobile Address	9899112345
Business Name	ABC MINE SHOP	Mobile Number	9899112345

**Additional Details**

Father's Name	ABC	Pin	110011
Mother's Name	Vimal	Address Number	1

**Address of Proposed Premises**

House/Building/Plot Number	1	Mobile Number	9899112345
Road/Street	1	Landline Number	9899112345
Nearest Landmark	1	Email Address	abc@123.in
Block	1		
Treasury Name	Turn District Treasury		
Sub-District/City	Mohali		
Post Office	Office		
District	West Gurgaon		
State	Haryana		
Pin Code	123456		

**Additional Information**

Khasra Number/Wharia Number/Waqa Number	1	Area of Premise	1
---	---	-----------------	---

**Boundary Details**

East Boundary	North Boundary
West Boundary	South Boundary

**Next**

- User need to click on next.

**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: No file selected.

Location\*: HEAD QUARTERS

Designation\*: Financial Commissioner

Status: Forwarded

Remarks\*: 456

**Previous** **Submit**

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

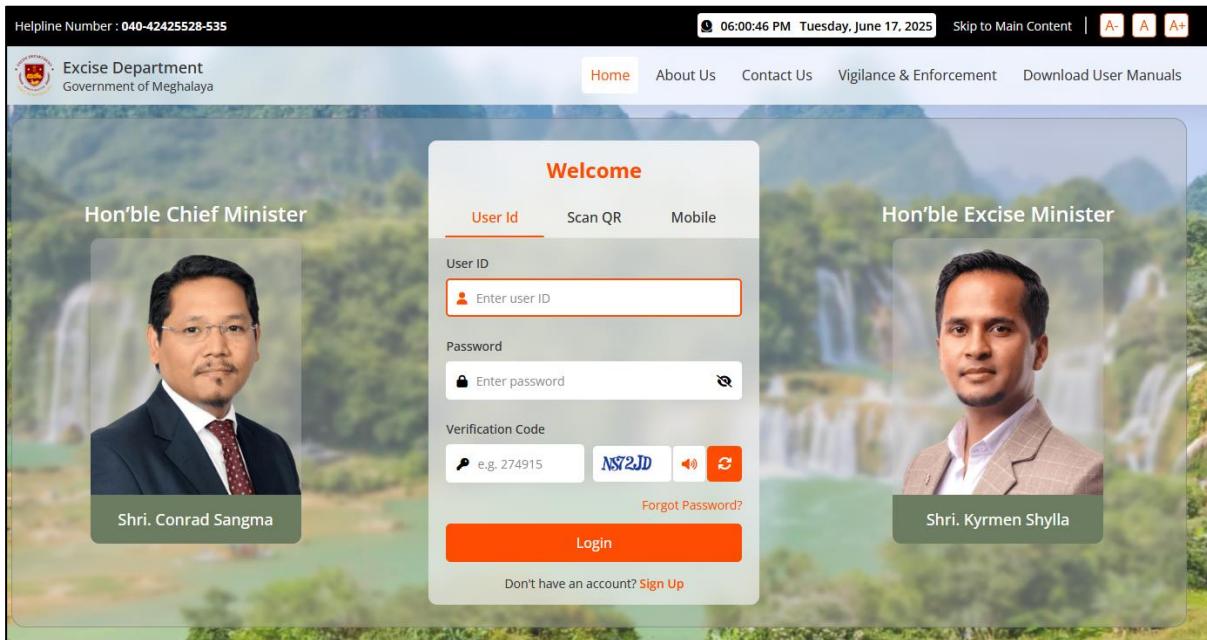
**Pending at Officer** / Pending at Officer

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			

# Retailer License Registration User Manual

## Financial Commissioner:



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

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

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

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

# Retailer License Registration User Manual

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

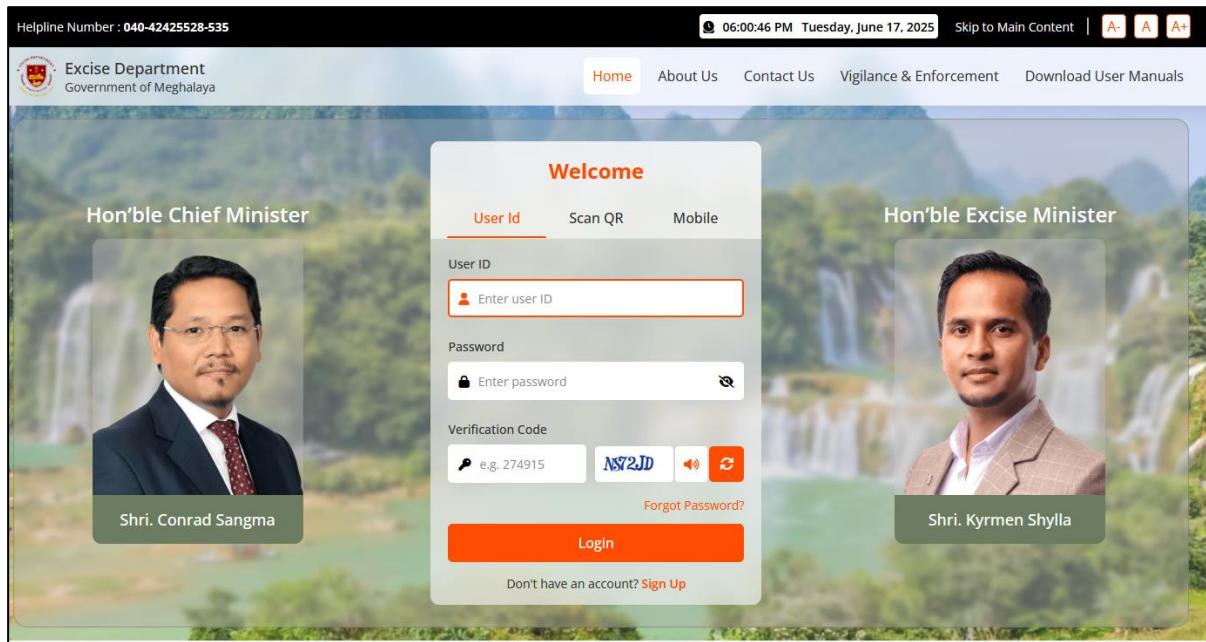
The screenshot shows the 'License View - License Registration / License View' page. The application number is L0340005, Business Name is ABC WINE SHOP, and the financial year is 2025-2026. The form is divided into several sections: 'License Details' (Type of Application: Fresh issuance of License, License Type: Retailer, Retailer Type: Mini Shop, Business Type: Individual), 'Personal Information' (Name of Applicant: ABCS, Date of Birth: 01-Jan-1987, Business Name: ABC WINE SHOP, Address: East Garia Hill, Mughalsarai-494004, Email Address: abc@abc.com, Mobile Number: 9899123456), 'Additional Details' (Father's Name: ABCS, Mother's Name: ABCS, Gender: Woman, PAN: AAAPH1111A, Aadhar Number: 1234567890), 'Address of Proposed Premises' (House/Building/Plot Number: 1, Road/Street: Main Road, Block: Sector 1, Thana/Police Station: Tura District Treasury, Village/House/City: Tura, Post Office: Tura, District: East, State: West Bengal, Pin Code: 713001), 'Additional Information' (Whara Number: Whara Number/Wha Number: 1, Area of Premises: 1), 'Boundary Details' (East Boundary: 1, West Boundary: 1, North Boundary: 1, South Boundary: 1), and a 'Next' button at the bottom right.

- User need to enter remarks and click on submit.

The screenshot shows the 'License View - License Registration / License View' page. It displays a history of status changes: 'Status: FORWARDED' (By: Pravin Bakshi, IAS (Financial Commissioner) on 18-Jun-2025 06:13:47 PM) and 'Status: Submitted' (By: Servesh Agarwal (SECRETARY) on 18-Jun-2025 06:29:57 PM). Below this, there is a 'Remarks' section with a text input field containing 'FORWARDED' and a character limit of 'Max 1000 Characters'. At the bottom are 'Previous' and 'Submit' buttons.

# Retailer License Registration User Manual

## Joint Commissioner Head Quarter:



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

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

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

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

## Retailer License Registration User Manual

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

- Acknowledgement Receipt Number:** L2500258 **Business Name:** ABC WINE SHOP **Registering for Financial Year:** 2025-2026
- License Details:**
  - Type of Application: Retailer
  - License Type: Retail
  - Business Type: Manufacturing
  - EDT Selected: No
- Personal Information:**
  - Name of Applicant: ABC
  - Date of Birth: 12-Jun-2007
  - Business Name: ABC WINE SHOP
  - Address: 123 Main Street, Mumbai, Maharashtra 400001
  - E-mail Address: abc@abc.com
  - Mobile Number: 9876543210
- Additional Details:**
  - Father's Name: Vaman
  - Father's Address: 123 Main Street, Mumbai, Maharashtra 400001
  - Mobile Number: 9876543210
  - Landline Number: 02211234567
  - E-mail Address: vaman@vaman.com
- Address of Proposed Premises:**
  - House/Building Plot Number: 123
  - Street: Main Street
  - Locality: Village
  - Block: Central
  - Post Office: Mumbai Central
  - District: Mumbai
  - State: Maharashtra
  - Pin Code: 400001
- Additional Information:**
  - Wholesaler Name: ABC Wholesaler
  - Area of Premises: Mumbai
- Boundary Details:**
  - North Boundary: 123 Main Street, Mumbai, Maharashtra 400001
  - South Boundary: 123 Main Street, Mumbai, Maharashtra 400001

**Next**

- User need to enter remarks and click on submit.

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

- Status: Submitted**  
**Date:** 18-Jun-2025 06:29:57 PM **By:** Servesh Agarwal (SECRETARY) **To:** Pravin Bakshi, IAS (Financial Commissioner) **View Remarks**
- Status: FORWARDED**  
**Date:** 18-Jun-2025 06:36:33 PM **By:** Pravin Bakshi, IAS (Financial Commissioner) **To:** Ravi Sharma (Joint Commissioner STE) **View Remarks**

**Forwarding Details:**

- Upload file: No file selected.
- Location\*: DISTRICT OFFICE
- Designation\*: Superintendent of Excise
- Status: Forwarded
- Remarks\*: Max 1000 Characters

**Previous** **Submit**

Activate Windows

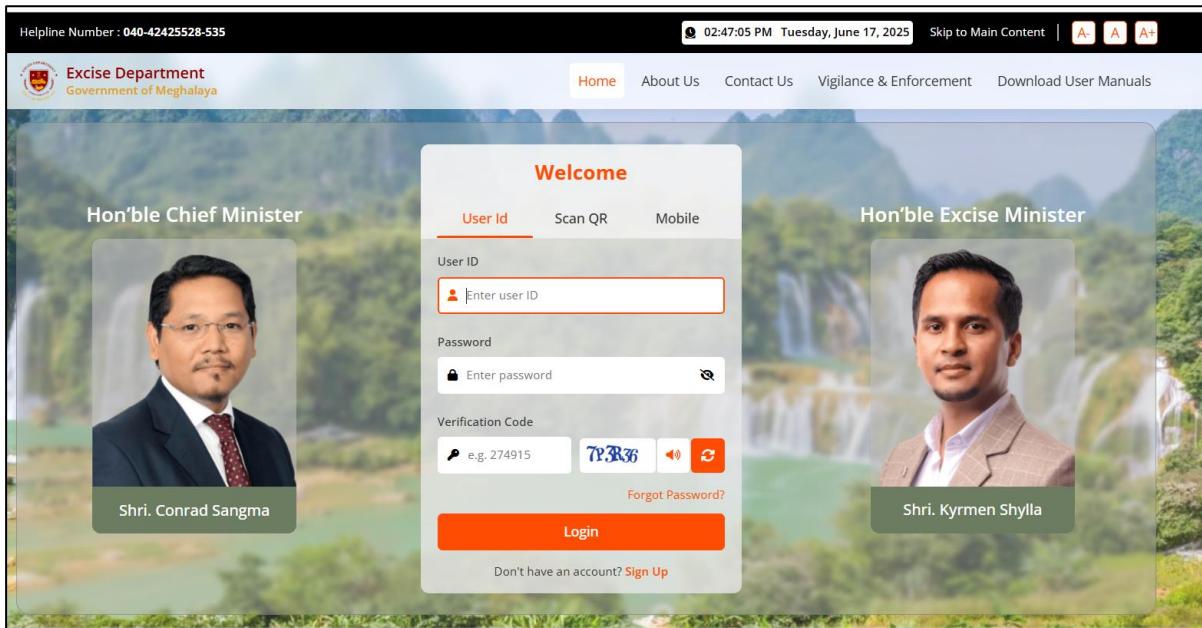
- The forwarded License application will be displayed as shown in below figure.

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

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			

## Retailer License Registration User Manual

### Superintendent of Excise:



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

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

Pending at District Office		
Process Name	Pending at	Count
License Registration	Superintendent of Excise	8
Temporary Bar License Registration	Superintendent of Excise	0
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Modification	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(IE)	13
Brand Label Registration	Activate Window	0
Brand Label Registration	Joint Commissioner(IE)	0

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

# Retailer License Registration User Manual

Excise Department Government of Meghalaya

Activity Dashboard

Pending Permits: 21

Pending at District Office: 25

Pending at Headquarters: 38

Pending at Commissionerate: 156

Pending at Headquarters (Details):

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 (Details):

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

- The user need to click on action

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			

Acknowledgement Receipt Number: L2500258 Business Name: ABC WINE SHOP Registering for Financial Year: 2025-2026

License Details:

Type of Application	First Issue of License	Applicant Type	Wine Shop
License Type	Retailer	License Name	WINE
Business Type	Individual	Business Name	ABC
Home Address	Yes	Home Address	No
LDI Selected	No	Mobile Number	9876543210

Personal Information:

Date of Birth	10-Jun-2000	Address	123 Main St, Meghalaya India
Date of Birth	10-Jun-2000	Email Address	test@example.com
Business Name	ABC WINE SHOP	Mobile Number	9876543210

Additional Details:

Father's Name	John	Fee	AAUPR1111A
Mother's Name	Jane	Aadhar Number	

Address of Proposed Premises:

House/Building/Floor Number	1	Mobile Number	9876543210
Door Number	1	Landline Number	
Block	1	Email Address	
Locality Name	Sunbeam Treasury		
Village/Town/City	Village		
Post Office	Office		
District	Shillong		
State	Meghalaya		
Pin Code	793001		

Additional Information:

Area of Premises	
------------------	--

Boundary Details:

East Boundary		North Boundary	
West Boundary		South Boundary	

**Next**

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

## Retailer License Registration User Manual

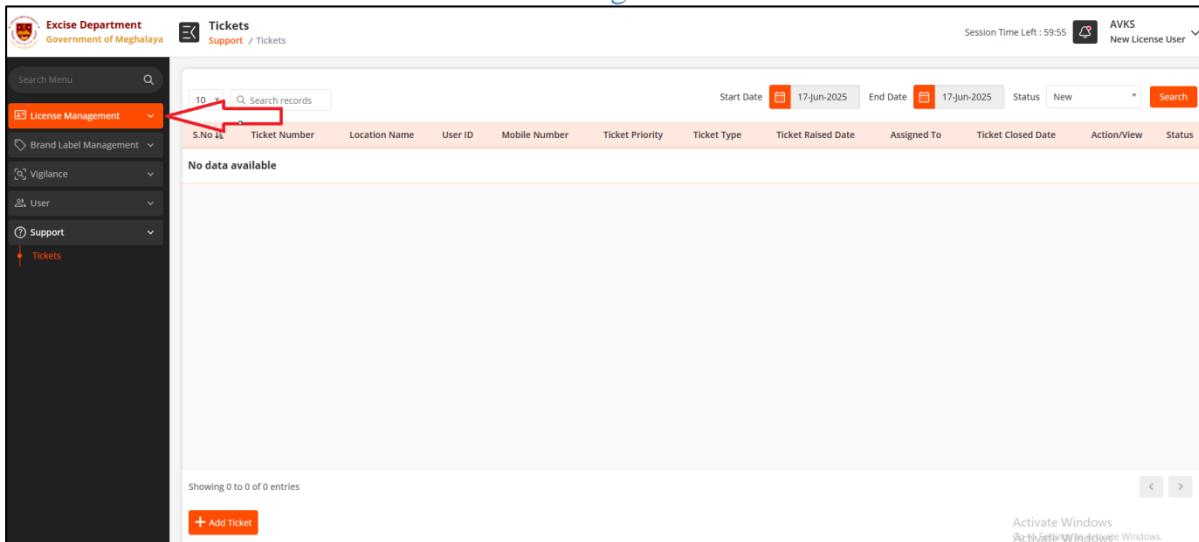
- The Officer need to enter the remarks & click on Forward button as shown above figure.
- The forwarded license application will be displayed as shown in above figure.

### Applicant:

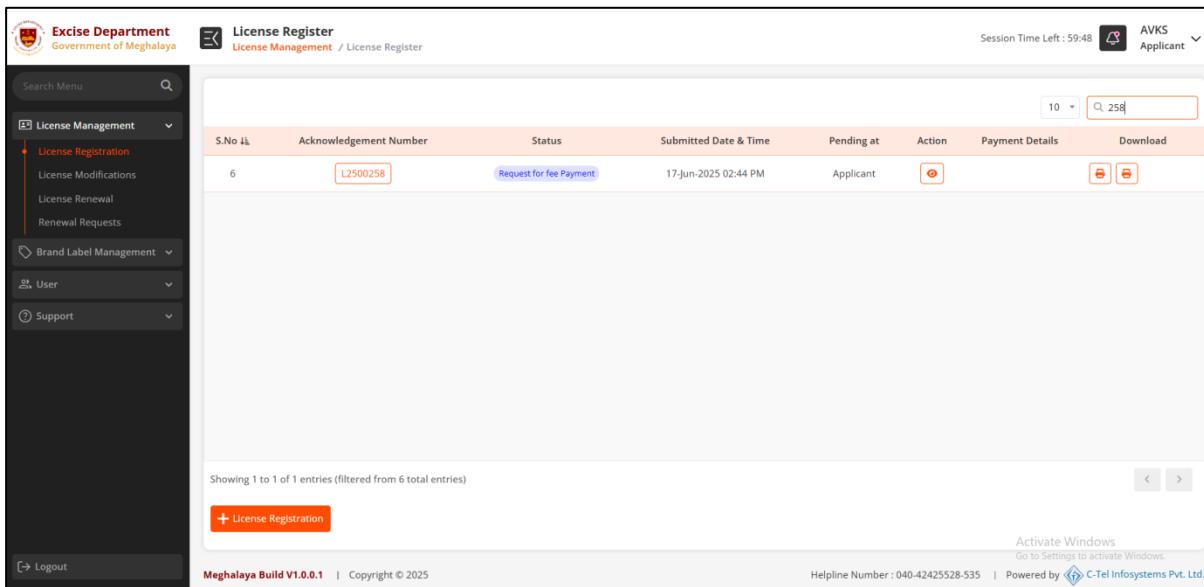
- The user need to do the login with valid user credential and click on the Login button.

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

## Retailer License Registration User Manual



- From side menu, user need to select license management,



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

# Retailer License Registration User Manual

License View
License Registration
License View

Session Time Left: 07:15
Logout

Advertisement: Recuper Number: L2000005 Business Name: ABC WINE SHOP Registration for Financial Year: 2020-2026

Print License Details
Print Offer Details

**License Details:**

Type of Application	From Source of License
License Type	Retailer
Avatar Type	Business
License Name	ABC WINE SHOP
Business Type	Individual
Issue Date	12-01-2027
LD Selected	No

**Personal Information:**

Name of Applicant	ABC	Address	East Kamala, Mangalayya Adabu
Date of Birth	12-Jan-2007	Email Address	abc123@gmail.com
Business Name	ABC WINE SHOP	Mobile Number	9898772456

**Additional Details:**

Father's Name	Varma	PIN	560001
Mother's Name		Aadhar Number	AAAPKA1110A

**Address of Registered Premises:**

House/Building/Plot Number	123	Mobile Number	9898772456
Building Name		Latitude Number	
Nearest Landmark		Longitude Number	
Block		Email Address	abc123@gmail.com
Treasury Name	Furn District Treasury		
Village/Town/City	Uttara		
Post Office			
District	West Gurgaon		
State	Mangalayya		
Pin Code	123456		

**Additional Information:**

Khanda Number/Plot Number/Waqa Number		Area of Premises	
---------------------------------------	--	------------------	--

**Boundary Details:**

East Boundary		North Boundary	
West Boundary		South Boundary	

**Next**

- User need to click on next button
- 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



**Excise Department**  
Government of Meghalaya

**License View**

[License Registration](#) / License View

Session Time Left : 59:06  AVKS

Search Menu


**Status: FORWARDED**

**Date:** 24-Jun-2025 01:49:08 PM

**By:** District Office

**To:** Applicant

Type of Fee	License type	License Form	Amount(Rs.)
Security Deposit	Wine Shop	RTW	50000
License Fee			150000.00

**Add Challans**

**Challan Number\***

**Challan Amount\***

**Challan File\***

**Challan Date\***

A255D232322

20000

 Report.pdf

17-Jun-2025

**+ New Row**

**- Remove Row**

**Pay Fee**

**Pay Online**

**Previous**

- 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 
10  258

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	 		

## Retailer License Registration User Manual

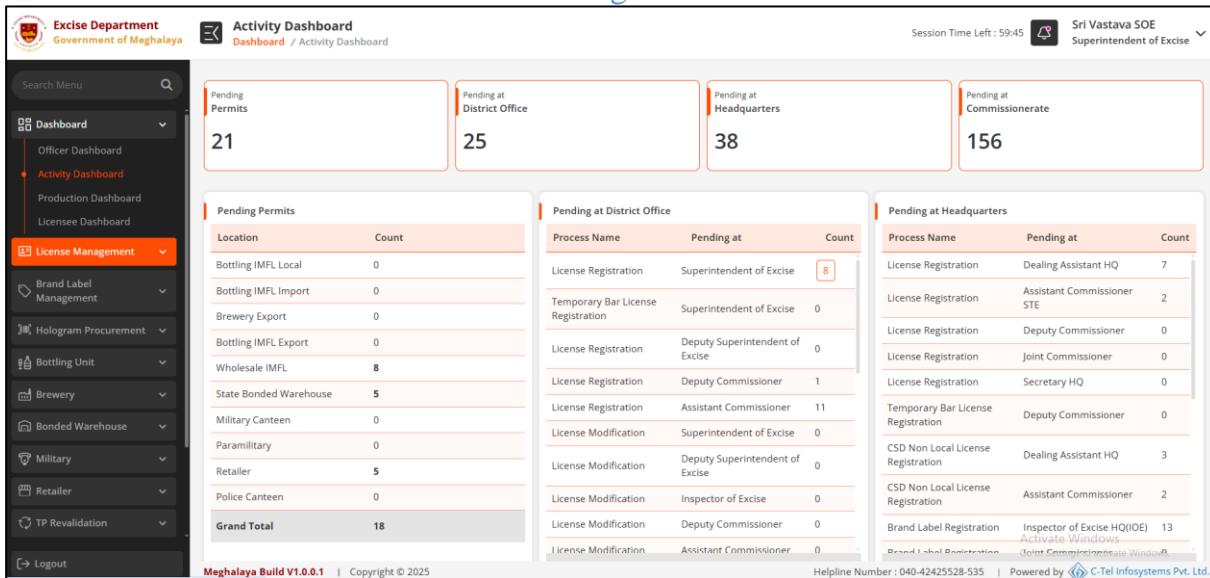
The screenshot shows the 'License Register' section of the application. The table header includes columns for S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. One entry is visible: S.No 1, Acknowledgement Number L2500305, Status License Verify, Submitted Date & Time 24-Jun-2025 01:27 PM, Pending at District Office, Action (with a red button), Payment Details (with a red button), and Download (with a red button). A 'Payment Details' overlay is displayed, showing Excise Transaction ID LR2406202500220281, Challan Number A2550232322, Transaction Amount(Rs.) 200000.00, Transaction Status Success, and a Challan Print button. The sidebar on the left includes sections for License Management (License Registration, License Modifications, License Renewal, Renewal Requests), Brand Label Management, User, and Support.

### Superintendent of Excise:

The screenshot shows the login page for the Superintendent of Excise. The page has a 'Welcome' message at the top. It features three input fields: 'User ID' (with placeholder 'Enter user ID'), 'Password' (with placeholder 'Enter password'), and 'Verification Code' (with placeholder 'e.g. 274915' and a QR code). Below these fields are links for 'Forgot Password?' and 'Sign Up'. At the bottom is a large orange 'Login' button. The page also includes a 'Scan QR' and 'Mobile' login option. On the left, there is a portrait of 'Hon'ble Chief Minister' Shri. Conrad Sangma. On the right, there is a portrait of 'Hon'ble Excise Minister' Shri. Kyrmen Shylla. The top of the page shows the 'Excise Department, Government of Meghalaya' logo, a helpline number (040-42425528-535), the date (Tuesday, June 17, 2025), and time (02:47:05 PM). Navigation links for Home, About Us, Contact Us, Vigilance & Enforcement, and Download User Manuals are also present.

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

## Retailer License Registration User Manual



The screenshot shows the Excise Department Activity Dashboard. The top navigation bar includes the Excise Department logo, session time (59:45), and user information (Sri Vastava SOE, Superintendent of Excise). The dashboard features four main sections: Pending Permits (21), Pending at District Office (25), Pending at Headquarters (38), and Pending at Commissionerate (156). Below these are detailed tables for each category.

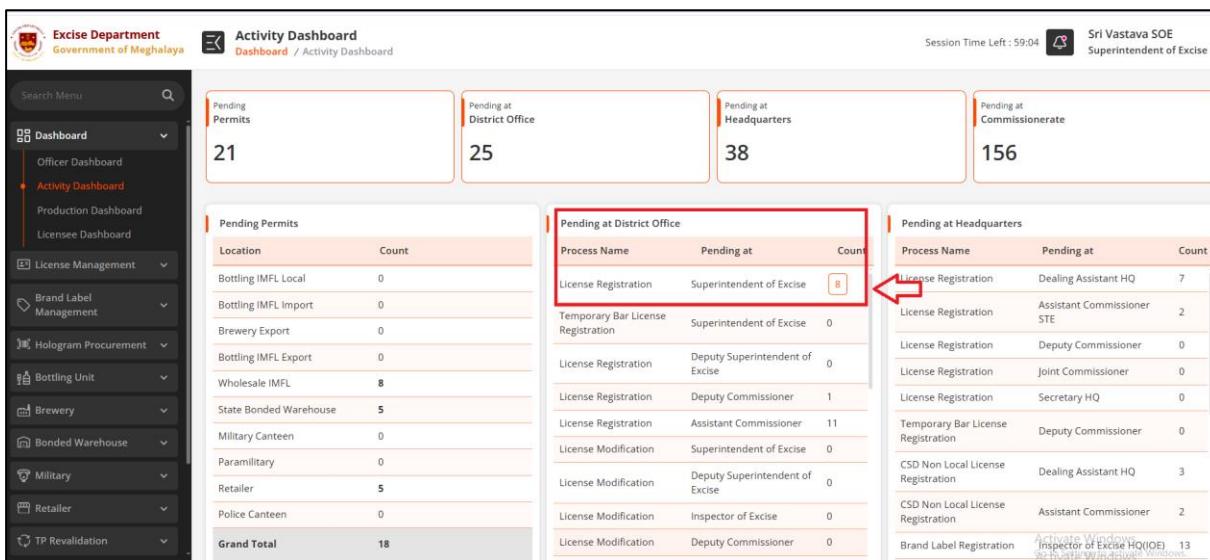
Pending Permits	
Location	Count
Bottling IMFL Local	0
Bottling IMFL Import	0
Brewery Export	0
Bottling IMFL Export	0
Wholesale IMFL	8
State Bonded Warehouse	5
Military Canteen	0
Paramilitary	0
Retailer	5
Police Canteen	0
<b>Grand Total</b>	<b>18</b>

Pending at District Office		
Process Name	Pending at	Count
License Registration	Superintendent of Excise	8
Temporary Bar License Registration	Superintendent of Excise	0
License Registration	Deputy Superintendent of Excise	0
License Registration	Deputy Commissioner	1
License Registration	Assistant Commissioner	11
License Modification	Superintendent of Excise	0
License Modification	Deputy Superintendent of Excise	0
License Modification	Inspector of Excise	0
License Modification	Deputy Commissioner	0
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(IE)	13
Brand Label Registration	Joint Commissioner HQ(IE)	0

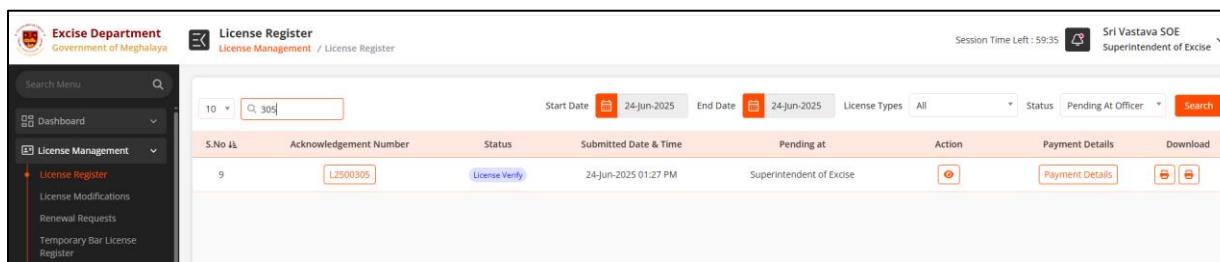
Meghalaya Build V1.0.0.1 | Copyright © 2025 | Helpline Number : 040-4242528-535 | Powered by C-Tel Infosystems Pvt. Ltd.

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



This screenshot is identical to the one above, but with a red box highlighting the 'Pending at District Office' count of 25. A red arrow points to this highlighted area, indicating the user's action.

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



The screenshot shows the License Register page under License Management. The top navigation bar includes the Excise Department logo, session time (59:35), and user information (Sri Vastava SOE, Superintendent of Excise). The page displays a table of license details, with a 'Payment Details' button visible in the last column of the table.

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
9	L2500305	License Verify	24-Jun-2025 01:27 PM	Superintendent of Excise			

# Retailer License Registration User Manual

The screenshot shows the 'License Register' section of the application. On the left, a sidebar menu includes 'License Management' (selected), 'License Registration', 'License Modifications', 'License Renewal', 'Renewal Requests', 'Brand Label Management', 'User', and 'Support'. The main content area displays a table with columns: S.No, Acknowledgement Number (L2500305), Status (License Verify), Submitted Date & Time (24-Jun-2025 01:27 PM), Pending at (District Office), Action, Payment Details, and Download. A modal window titled 'Payment Details' is open, showing fields: Excise Transaction ID (LR2406202500220281), Challan Number (A25SD232322), Transaction Amount(Rs.) (200000.00), Transaction Status (Success), and a Challan Print button.

- The user need to click on action

The screenshot shows the 'Pending at Officer' section. The sidebar menu is identical to the previous screen. The main content area displays a table with columns: S.No, Acknowledgement Number (L2500258), Status (License Verify), Submitted Date & Time (17-Jun-2025 02:44 PM), Pending at (Superintendent of Excise), Action, Payment Details, and Download. A search bar at the top indicates 258 results.

Acknowledgement Receipt Number: L2500305 Business Name : ABC WINE SHOP Registering for Financial Year : 2025-2026

**License Details :**

Type of Application	:	Fresh Issuance of License	Retailer Type	:	Wine Shop
License Type	:	Retailer	License Form	:	RTW
			Business Type	:	Individual
			Home Delivery	:	Yes
			LOI Selected	:	No

**Personal Information**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-645646
Date Of Birth	:	12-Jun-2007	E-mail Address	:	fda@1243.in
Business Name	:	ABC WINE SHOP	Mobile Number	:	6361172497

**Additional Details :**

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

**Address of Proposed Premises :**

House/Building/Plot Number	:		Mobile Number	:	6544566544
Road/Street	:		Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@1243.in

Activate Windows

## Retailer License Registration User Manual

Treasury Name : Tura District Treasury Village/Town/City : Village Post Office : Office District : West Garo Hills State : Meghalaya Pin Code : 456456	
<b>Additional Information</b>	
Khasra Number/Khatoni Number/Mauja Number	Area of Premise
<b>Boundary Details</b>	
East Boundary	North Boundary
West Boundary	South Boundary
<input style="background-color: #ff7f0e; color: white; border: 1px solid #ff7f0e; padding: 5px 10px; border-radius: 5px; font-weight: bold; font-size: 10px;" type="button" value="Next"/>	

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.

E
License View
License Registration / License View
Session Time Left : 59:43
Sri Vastava SOE
Superintendent of Excise

<b>Status: FORWARDED</b>		
Date: 23-Jun-2025 04:38:02 PM	By: Sri Vastava SOE (Superintendent of Excise)	To : AVKS (Applicant)
<input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="View Remarks"/>		
<b>Status: License Verify</b>		
Date: 23-Jun-2025 04:54:41 PM	By: AVKS (Applicant)	To : Sri Vastava SOE (Superintendent of Excise)
<input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="View Remarks"/>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 33%;">           Upload file  <input style="border: 1px solid #ccc; width: 100%; height: 20px;" type="file"/> <p>No file selected.</p> </div> <div style="width: 33%;">           Location*  <input style="width: 100%;" type="text" value="HEAD QUARTERS"/> </div> <div style="width: 33%;">           Designation*  <input style="width: 100%;" type="text" value="Dealing Assistant"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 33%;">           Status  <input style="width: 100%;" type="text" value="Forwarded"/> </div> <div style="width: 33%;">           Remarks*  <input style="width: 100%;" type="text"/> </div> </div>		
<input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="Previous"/> <input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="Submit"/>		

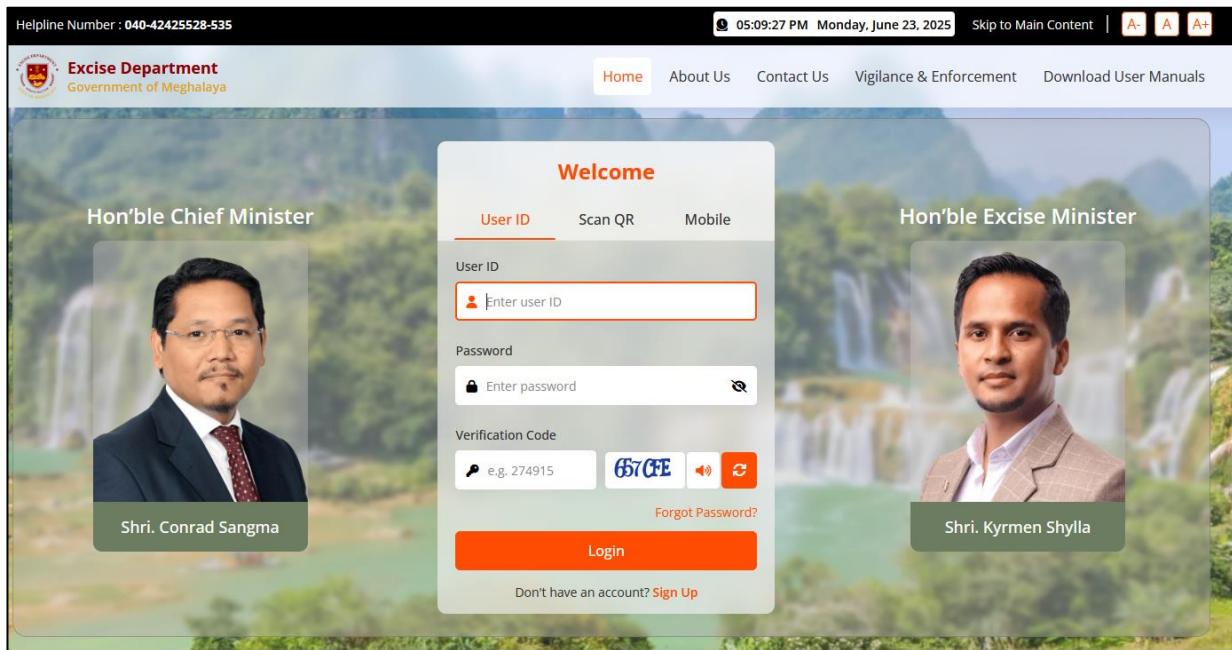
- The Officer need to enter the remarks & click on Forward button as shown above figure.
- The forwarded license application will be displayed as shown in above figure.

E
Pending at Officer
License Management / Pending at Officer
Session Time Left : 59:49
Sri Vastava SOE
Superintendent of Excise

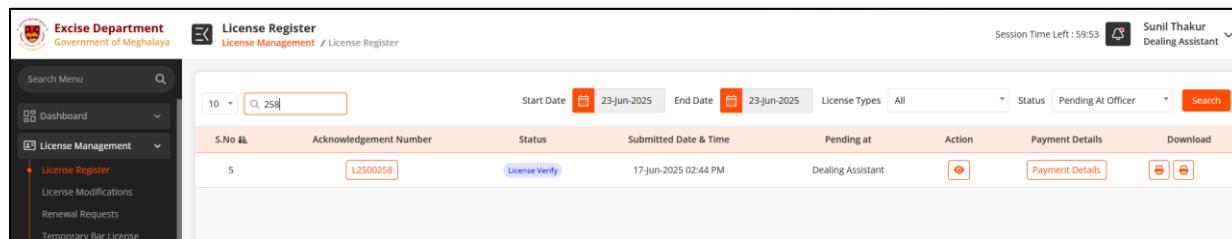
Search Menu <input style="width: 100%;" type="text"/>	<input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="Search"/>	10 <input style="width: 100px;" type="text" value="Q_258"/> Start Date <input style="width: 100px;" type="text" value="03-Jun-2025"/> End Date <input style="width: 100px;" type="text" value="23-Jun-2025"/> License Types <input style="width: 100px;" type="text" value="All"/> Status <input style="width: 100px;" type="text" value="Pending"/>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S.No</th> <th style="width: 20%;">Acknowledgement Number</th> <th style="width: 10%;">Status</th> <th style="width: 20%;">Submitted Date &amp; Time</th> <th style="width: 15%;">Pending at</th> <th style="width: 10%;">Action</th> <th style="width: 15%;">Payment Details</th> <th style="width: 10%;">Download</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>L2500258</td> <td>License Verify</td> <td>17-Jun-2025 02:44 PM</td> <td>Dealing Assistant</td> <td><input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="View"/></td> <td><input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="Payment Details"/></td> <td><input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="Download"/></td> </tr> </tbody> </table>							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	<input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="View"/>	<input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="Payment Details"/>	<input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="Download"/>	
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	<input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="View"/>	<input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="Payment Details"/>	<input style="border: 1px solid #ff7f0e; color: #ff7f0e; padding: 2px 10px; border-radius: 5px;" type="button" value="Download"/>																

# Retailer License Registration User Manual

## Dealing Assistant Head Quarter:



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



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

# Retailer License Registration User Manual

Acknowledgement Receipt Number: **L2500305** Business Name : **ABC WINE SHOP** Registering for Financial Year : **2025-2026**

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

## License Details :

Type of Application	:	Fresh Issuance of License	Retailer Type	:	Wine Shop
License Type	:	Retailer	License Form	:	RTW
			Business Type	:	Individual
			Home Delivery	:	Yes
			LOI Selected	:	No

## Personal Information

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-645646
Date Of Birth	:	12-Jun-2007	E-mail Address	:	fda@123.in
Business Name	:	ABC WINE SHOP	Mobile Number	:	6361172497

## Additional Details :

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

## Address of Proposed Premises :

House/Building/Plot Number	:		Mobile Number	:	6544566544
Road/Street	:		Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@123.in

[Activate Windows](#)

Treasury Name	:	Tura District Treasury
Village/Town/City	:	Village
Post Office	:	Office
District	:	West Garo Hills
State	:	Meghalaya
Pin Code	:	456456

## Additional Information

Khasra Number/Khatoni Number/Mauja Number	:	Area of Premise	:
---	---	-----------------	---

## Boundary Details

East Boundary	:	North Boundary	:
West Boundary	:	South Boundary	:

[Next](#)

[Activate Windows](#)

- User need to click on next.

**License View**

[License Registration](#) / License View

Session Time Left : 58:33 Sunil Thakur  
Dealing Assistant

<b>Status: FORWARDED</b>	Date: 18-Jun-2025 06:38:19 PM	By: Ravi Sharma (Joint Commissioner STE)	To : Sri Vastava SOE (Superintendent of Excise)	<a href="#">View Remarks</a>
<b>Status: FORWARDED</b>	Date: 23-Jun-2025 04:38:02 PM	By: Sri Vastava SOE (Superintendent of Excise)	To : AVKS (Applicant)	<a href="#">View Remarks</a>
<b>Status: License Verify</b>	Date: 23-Jun-2025 04:54:41 PM	By: AVKS (Applicant)	To : Sri Vastava SOE (Superintendent of Excise)	<a href="#">View Remarks</a>
<b>Status: License Verify</b>	Date: 23-Jun-2025 05:05:37 PM	By: Sri Vastava SOE (Superintendent of Excise)	To : Sunil Thakur (Dealing Assistant)	<a href="#">View Remarks</a>

Upload file:  No file selected

Location\*: HEAD QUARTERS

Designation\*: Assistant Commissioner

Status: Forwarded

Remarks\*

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

[Activate Windows](#)

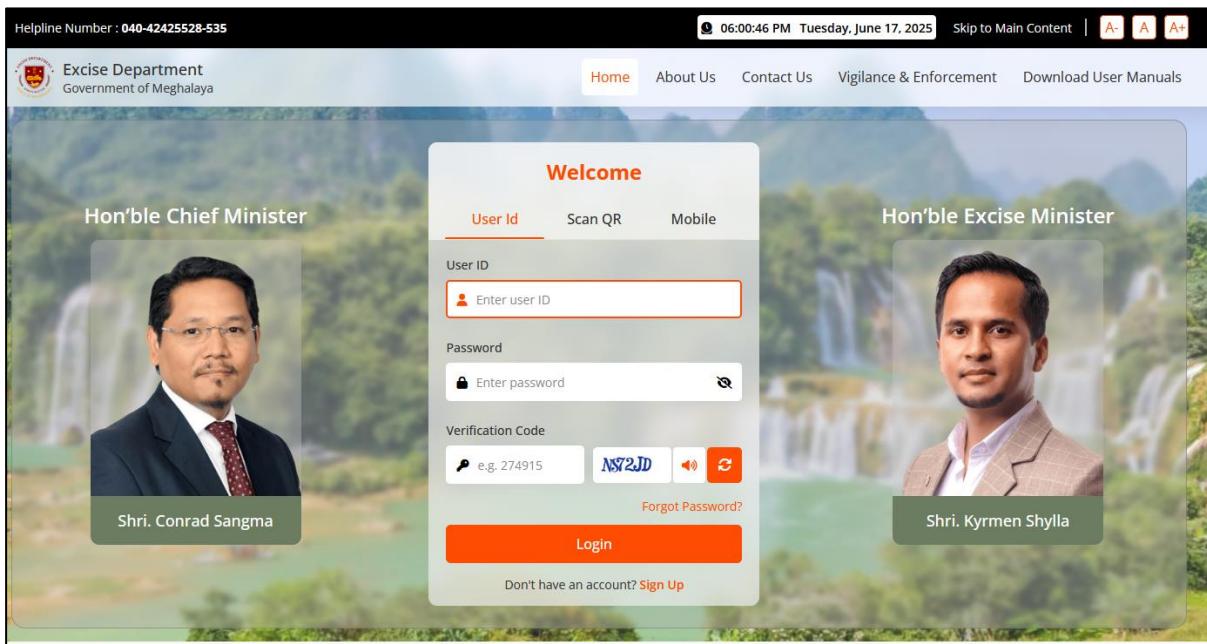
Go To Semantic Frontend in Windows

- User need to enter remarks and click on submit.

## Retailer License Registration User Manual

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

### Assistant Commissioner Head Quarter:



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

Pending Permits		Pending at District Office		Pending at Headquarters		Pending at Commissionerate	
Location	Count	Process Name	Pending at	Process Name	Pending at	Process Name	Pending at
Bottling Local	3	License Registration	Superintendent of Excise	License Registration	Dealing Assistant HQ	License Registration	Commissioner
Bottling IMFL Import	0	License Registration	Deputy Superintendent of Excise	CSD Non Local	Dealing Assistant HQ	Brand Label Registration	Commissioner
Brewery Export	0	License Registration	Deputy Commissioner	License Modification	Dealing Assistant HQ	License Modification	Commissioner
Bottling IMFL Export	0	Temporary Bar License Registration	Superintendent of Excise	Bottling Permits	Dealing Assistant HQ	Bottling Permits	Commissioner
Wholesale IMFL	8	License Modification	Superintendent of Excise	Central Bonded Warehouse Permits	Dealing Assistant HQ	Central Bonded Warehouse Permits	Commissioner
State Bonded Warehouse	5	Total	Deputy Superintendent of Excise	State Bonded Warehouse Permits	Dealing Assistant HQ	State Bonded Warehouse Permits	Commissioner
Military Canteen	15			Total	Assistant	Total	Activate Windows
<b>Grand Total</b>	<b>44</b>	<b>Total</b>	<b>73</b>	<b>Total</b>	<b>69</b>	<b>Total</b>	<b>17</b>

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

## Retailer License Registration User Manual

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

Acknowledgement Receipt Number: **L2500305** Business Name : **ABC WINE SHOP** Registering for Financial Year : **2025-2026**

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

**License Details :**

Type of Application	:	Fresh Issuance of License	Retailer Type	:	Wine Shop
License Type	:	Retailer	License Form	:	RTW
Business Type	:		Business Type	:	Individual
Home Delivery	:		Home Delivery	:	Yes
LOI Selected	:		LOI Selected	:	No

**Personal Information**

Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-645646
Date Of Birth	:	12-Jun-2007	E-mail Address	:	fda@1243.in
Business Name	:	ABC WINE SHOP	Mobile Number	:	6361172497

**Additional Details :**

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

**Address of Proposed Premises :**

House/Building/Plot Number	:		Mobile Number	:	654566544
Road/Street	:		Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@1243.in
Activate Windows					

Treasury Name	:	Tura District Treasury
Village/Town/City	:	Village
Post Office	:	Office
District	:	West Garo Hills
State	:	Meghalaya
Pin Code	:	456456

**Additional Information**

Khasra Number/Khatoni Number/Mauja Number	:	Area of Premise	:
---	---	-----------------	---

**Boundary Details**

East Boundary	:	North Boundary	:
West Boundary	:	South Boundary	:

[Next](#)

Activate Windows

- User need to enter remarks and click on submit.

## Retailer License Registration User Manual

The screenshot shows a user interface for license registration. At the top, it says "License View" and "License Registration / License View". The session time left is 59:50. The user is Dheeraj Gupta, Assistant Commissioner STE. The status is "Submitted". The date is 17-Jun-2025 05:48:54 PM. The "By" field is Vikram Singh Rathod (Deputy Commissioner). The "To" field is Sunil Thakur (Dealing Assistant HQ). There is a "View Remarks" button. The second row shows another "Submitted" status, date 17-Jun-2025 05:58:46 PM, "By" Sunil Thakur, "To" Dheeraj Gupta, and a "View Remarks" and "Uploaded File" button. Below this, there are fields for "Upload file" (no file selected), "Location" (HEAD QUARTERS), "Designation" (Joint Commissioner STE), "Status" (Forwarded), and "Remarks" (forwarded). A note says "Max 1000 Characters". At the bottom are "Previous" and "Submit" buttons. A watermark at the bottom right says "Activate Windows Go to Settings to activate Windows." A scroll bar is visible on the right.

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

The screenshot shows a "Pending at Officer" interface. The session time left is 59:54. The user is Dheeraj Gupta, Assistant Commissioner. The search bar shows "Q 258". The table lists a single record: S.No 26, Acknowledgement Number L2500258, Status Pending, Submitted Date & Time 17-Jun-2025 02:44 PM, Pending at Joint Commissioner, and Action, Payment Details, Download buttons. A "Search" button is also present.

### Joint Commissioner Head Quarter:

The screenshot shows a login page for the "Excise Department, Government of Meghalaya". The helpline number is 040-42425528-535. The session time is 06:00:46 PM, Tuesday, June 17, 2025. The page features a "Welcome" message and a "User ID" input field. It also includes "Scan QR" and "Mobile" options, a "Password" field, a "Verification Code" field with a CAPTCHA (e.g. 274915, N72JD), and a "Forgot Password?" link. Below the login form is a "Don't have an account? Sign Up" link. The background features portraits of the Hon'ble Chief Minister (Shri. Conrad Sangma) and the Hon'ble Excise Minister (Shri. Kyrmen Shylla) with their names labeled below them.

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

## Retailer License Registration User Manual

The screenshot shows the Excise Department Activity Dashboard. On the left, a sidebar menu includes 'Dashboard', 'Activity Dashboard', 'Production Dashboard', 'Licensee Dashboard', 'License Management' (which is highlighted with a red box), 'Brand Label Management', 'Hologram Procurement', 'Bottling Unit', 'Brewery', 'Bonded Warehouse', 'Military', 'Retailer', 'TP Revalidation', 'Vigilance', and 'Reports'. The main area displays 'Pending Permits' with a count of 47. Below this is a detailed table of pending permits categorized by location (Bottling IMFL Local, Bottling IMFL Import, Brewery Export, Bottling IMFL Export, Wholesale IMFL, State Bonded Warehouse, Military Canteen) and process name (License Registration, Temporary Bar License Registration, License Modification). The table also includes a 'Total' row and a 'Grand Total' of 44. To the right, there are four boxes showing pending counts at the District Office (73), Headquarters (69), and Commissionerate (156). The top right corner shows the session time left (59:46) and the user (Ravi Sharma, Joint Commissioner STE).

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

The screenshot shows the License Register page. The sidebar menu includes 'Dashboard', 'License Management' (highlighted with a red box), 'License Register' (which is also highlighted with a red box), and 'License Modifications'. The main area displays a table of license applications with columns for S.No, Acknowledgement Number (L2500258), Status (License Verify), Submitted Date & Time (17-Jun-2025 02:44 PM), Pending at (Joint Commissioner), Action (an orange icon), Payment Details, and Download. The top right corner shows the session time left (59:54) and the user (Ravi Sharma, Joint Commissioner).

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

The screenshot shows the License Application Form. At the top, it displays the acknowledgement receipt number (L2500305), business name (ABC WINE SHOP), and financial year (2025-2026). The form is divided into several sections: 'License Details', 'Personal Information', 'Additional Details', and 'Address of Proposed Premises'. The 'License Details' section includes fields for Type of Application (Fresh Issuance of License), License Type (Retailer), Retailer Type (Wine Shop), License Form (RTW), Business Type (Individual), Home Delivery (Yes), and LOI Selected (No). The 'Personal Information' section includes fields for Name of Applicant (AVKS), Date of Birth (12-Jun-2007), Business Name (ABC WINE SHOP), Address (East Garo Hills, Meghalaya-645646), E-mail Address (fda@1243.in), and Mobile Number (6361172497). The 'Additional Details' section includes fields for Father's Name (Vaman) and Mother's Name (Vaman), PAN (AAPA1111A), and Aadhaar Number (A). The 'Address of Proposed Premises' section includes fields for House/Building/Plot Number, Road/Street, Nearest Landmark, Mobile Number (6544566544), Landline Number, and Email Address (fda@1243.in). The top right corner shows 'Individual Licensee Documents', 'Individual Officer Documents', and 'Activate Windows'.

## Retailer License Registration User Manual

Treasury Name : Tura District Treasury Village/Town/City : Village Post Office : Office District : West Garo Hills State : Meghalaya Pin Code : 456456	
<b>Additional Information</b>	
Khasra Number/Khatoni Number/Mauja Number	Area of Premise
<b>Boundary Details</b>	
East Boundary	North Boundary
West Boundary	South Boundary
<input style="background-color: #ff7f0e; color: white; border: 1px solid #ff7f0e; padding: 5px 10px; border-radius: 5px; font-weight: bold; font-size: 10px;" type="button" value="Next"/>	

Activate Windows

- User need to enter remarks and click on submit.

<b>License View</b> License Registration / License View		Session Time Left : 57:19	Ravi Sharma
		Joint Commissioner STE	
<b>Status: Submitted</b>			
Date: 17-Jun-2025 05:58:46 PM	By: Sunil Thakur (Dealing Assistant HQ)	To : Dheeraj Gupta (Assistant Commissioner STE)	<input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="View Remarks"/> <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Uploaded File"/>
<b>Status: Submitted</b>			
Date: 17-Jun-2025 06:25:54 PM	By: Dheeraj Gupta (Assistant Commissioner STE)	To : Ravi Sharma (Joint Commissioner STE)	<input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="View Remarks"/>
Upload file <input style="width: 400px; height: 20px; border: 1px solid #ccc; border-radius: 5px; margin-bottom: 5px;" type="file"/> Location* <input style="width: 400px; height: 25px; border: 1px solid #ccc; border-radius: 5px; margin-bottom: 5px;" type="text" value="HEAD QUARTERS"/> Designation* <input style="width: 400px; height: 25px; border: 1px solid #ccc; border-radius: 5px; margin-bottom: 5px;" type="text" value="Financial Commissioner"/> Status <input style="width: 400px; height: 25px; border: 1px solid #ccc; border-radius: 5px; margin-bottom: 5px;" type="text" value="Forwarded"/> Remarks* <input style="width: 400px; height: 40px; border: 1px solid #ff7f0e; border-radius: 5px; margin-bottom: 10px;" type="text" value="forwarded"/>			
<input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 5px 10px;" type="button" value="Previous"/> <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 5px 10px;" type="button" value="Submit"/>			

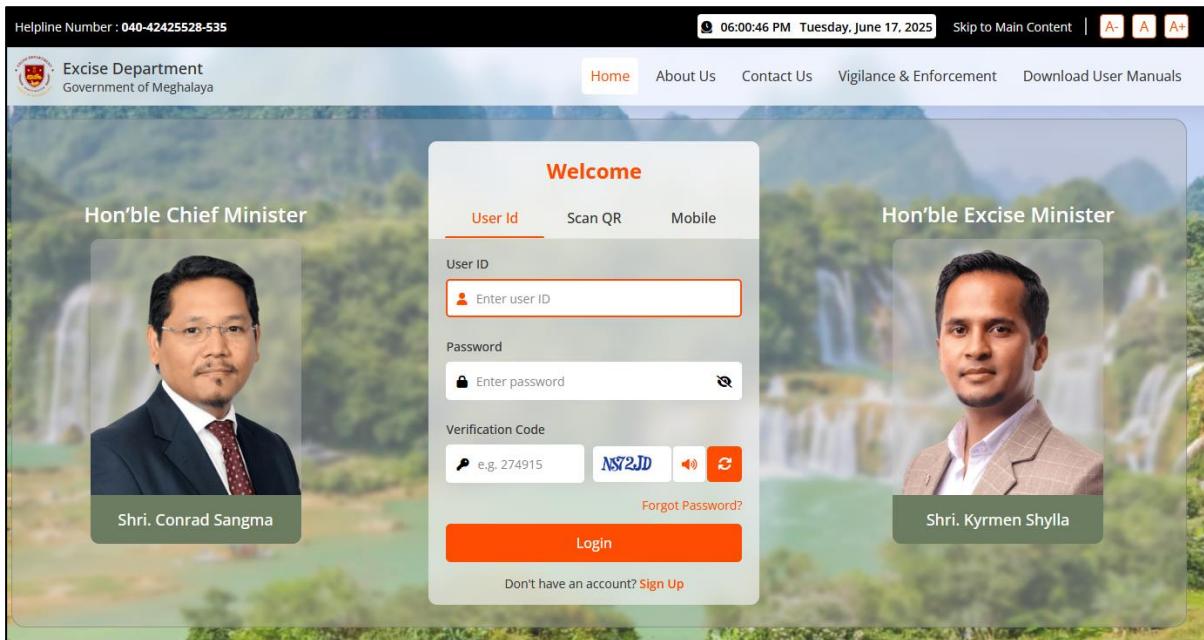
Activate Windows

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

<b>Excise Department</b> Government of Meghalaya		<b>Pending at Officer</b> License Management / Pending at Officer		Session Time Left : 59:51	Ravi Sharma																
				Joint Commissioner																	
Search Menu <input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; margin-bottom: 5px;" type="text"/> Dashboard <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Search"/> <b>License Management</b> <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Search"/> License Register <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Search"/> License Modifications <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Search"/> Renewal Requests <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Search"/> Temporary Bar License <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Search"/>																					
10 <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Q: 258"/> Start Date <input style="width: 80px; height: 25px; border: 1px solid #ccc; border-radius: 5px; margin-right: 10px;" type="text" value="02-Jun-2025"/> End Date <input style="width: 80px; height: 25px; border: 1px solid #ccc; border-radius: 5px; margin-right: 10px;" type="text" value="23-Jun-2025"/> License Types <input style="width: 80px; height: 25px; border: 1px solid #ccc; border-radius: 5px; margin-right: 10px;" type="text" value="All"/> Status <input style="width: 80px; height: 25px; border: 1px solid #ccc; border-radius: 5px; margin-right: 10px;" type="text" value="Pending"/> <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Search"/>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S.NO</th> <th style="width: 30%;">Acknowledgement Number</th> <th style="width: 10%;">Status</th> <th style="width: 20%;">Submitted Date &amp; Time</th> <th style="width: 10%;">Pending at</th> <th style="width: 10%;">Action</th> <th style="width: 10%;">Payment Details</th> <th style="width: 10%;">Download</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">28</td> <td style="text-align: center;">L2500258</td> <td style="text-align: center;">Forwarded</td> <td style="text-align: center;">17-Jun-2025 02:44 PM</td> <td style="text-align: center;">Commissioner</td> <td style="text-align: center;"> <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="View"/> <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Edit"/> </td> <td style="text-align: center;"> <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Payment Details"/> </td> <td style="text-align: center;"> <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Download"/> </td> </tr> </tbody> </table>						S.NO	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download	28	L2500258	Forwarded	17-Jun-2025 02:44 PM	Commissioner	<input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="View"/> <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Edit"/>	<input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Payment Details"/>	<input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Download"/>
S.NO	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download														
28	L2500258	Forwarded	17-Jun-2025 02:44 PM	Commissioner	<input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="View"/> <input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Edit"/>	<input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Payment Details"/>	<input style="border: 1px solid #ff7f0e; border-radius: 5px; padding: 2px 5px;" type="button" value="Download"/>														

# Retailer License Registration User Manual

## Financial Commissioner:



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

Category	Count
Paramilitary	1
Retailer	12
Police Canteen	0
<b>Grand Total</b>	<b>44</b>

Category	Count
License Modification	0
Deputy Superintendent of Excise	0
License Modification	0
Inspector of Excise	0
License Modification	0
Deputy Commissioner	0
License Modification	0
Assistant Commissioner	0
<b>Total</b>	<b>73</b>

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

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

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

## Retailer License Registration User Manual

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

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

Acknowledgement Receipt Number: **L2500305** Business Name : **ABC WINE SHOP** Registering for Financial Year : **2025-2026**

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

License Details :					
Type of Application	:	Fresh Issuance of License	Retailer Type	:	Wine Shop
License Type	:	Retailer	License Form	:	RTW
			Business Type	:	Individual
			Home Delivery	:	Yes
			LOI Selected	:	No

Personal Information					
Name of Applicant	:	AVKS	Address	:	East Garo Hills, Meghalaya-645646
Date Of Birth	:	12-Jun-2007	E-mail Address	:	fda@123.in
Business Name	:	ABC WINE SHOP	Mobile Number	:	6361172497

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

Address of Proposed Premises :					
House/Building/Plot Number	:		Mobile Number	:	6544566544
Road/Street	:		Landline Number	:	
Nearest Landmark	:		Email Address	:	fda@123.in

Activate Windows

## Retailer License Registration User Manual

Treasury Name	:	Tura District Treasury
Village/Town/City	:	Village
Post Office	:	Office
District	:	West Garo Hills
State	:	Meghalaya
Pin Code	:	456456

**Additional Information**

Khasra Number/Khatoni Number/Mauja Number	:	Area of Premise	:
---	---	-----------------	---

**Boundary Details**

East Boundary	:	North Boundary	:
West Boundary	:	South Boundary	:

**Next**

Activate Windows

**Excise Department**  
Government of Meghalaya

Search Menu 🔍

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

**License View**  
License Registration / License View

Session Time Left : 59:55 Pravin Bakshi, IAS Commissioner

Status: License Verify			
Date: 23-Jun-2025 04:54:41 PM	By: AVKS (Applicant)	To : Sri Vastava SOE (Superintendent of Excise)	<span style="border: 1px solid #ccc; padding: 2px;">View Remarks</span>
Status: License Verify			
Date: 23-Jun-2025 05:05:37 PM	By: Sri Vastava SOE (Superintendent of Excise)	To : Sunil Thakur (Dealing Assistant)	<span style="border: 1px solid #ccc; padding: 2px;">View Remarks</span>
Status: License Verify			
Date: 23-Jun-2025 05:14:16 PM	By: Sunil Thakur (Dealing Assistant)	To : Dheeraj Gupta (Assistant Commissioner)	<span style="border: 1px solid #ccc; padding: 2px;">View Remarks</span>
Status: License Verify			
Date: 23-Jun-2025 05:24:42 PM	By: Dheeraj Gupta (Assistant Commissioner)	To : Ravi Sharma (Joint Commissioner)	<span style="border: 1px solid #ccc; padding: 2px;">View Remarks</span>
Status: Approved			
Date: 23-Jun-2025 05:26:39 PM	By: Ravi Sharma (Joint Commissioner)	To : Pravin Bakshi, IAS (Commissioner)	<span style="border: 1px solid #ccc; padding: 2px;">View Remarks</span>

**Previous**

Activate Windows

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

Search Menu 🔍

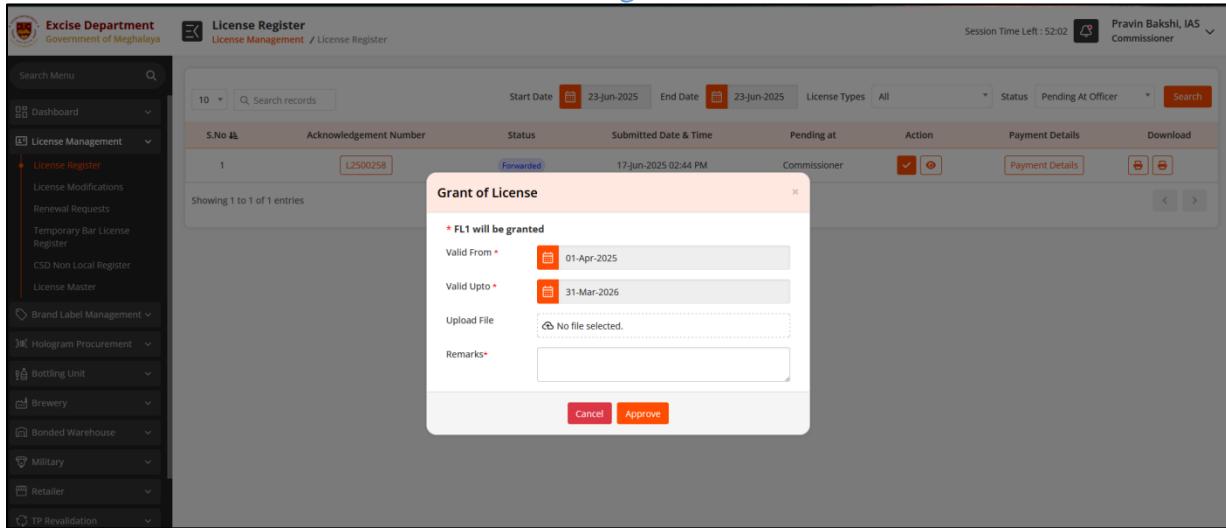
- Dashboard
- License Management
- License Register
- License Modifications
- Renewal Requests

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Commissioner	<span style="border: 1px solid #ccc; padding: 2px; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">✓</span>	<span style="border: 1px solid #ccc; padding: 2px; border-radius: 5px; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">Payment Details</span>	<span style="border: 1px solid #ccc; padding: 2px; border-radius: 5px; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">Download</span>

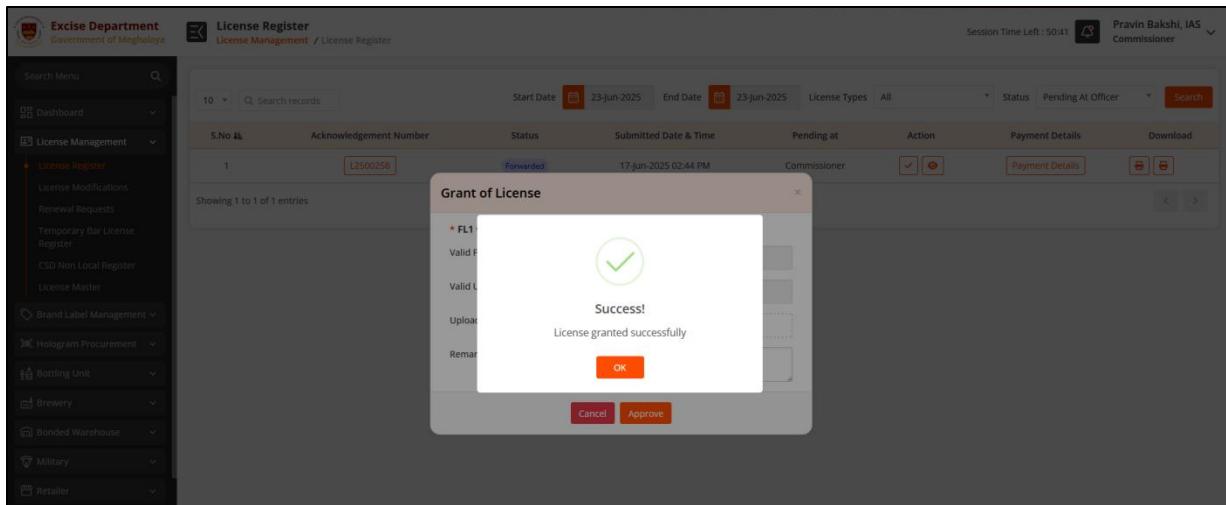


- User can see the grant of license as shown below.

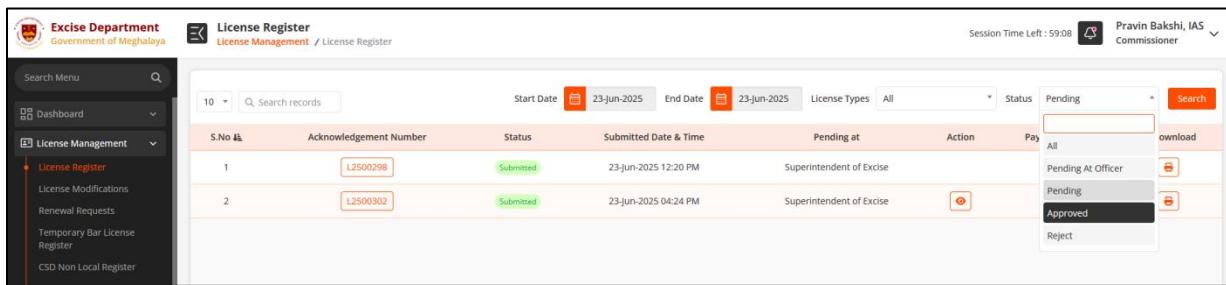
## Retailer License Registration User Manual



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

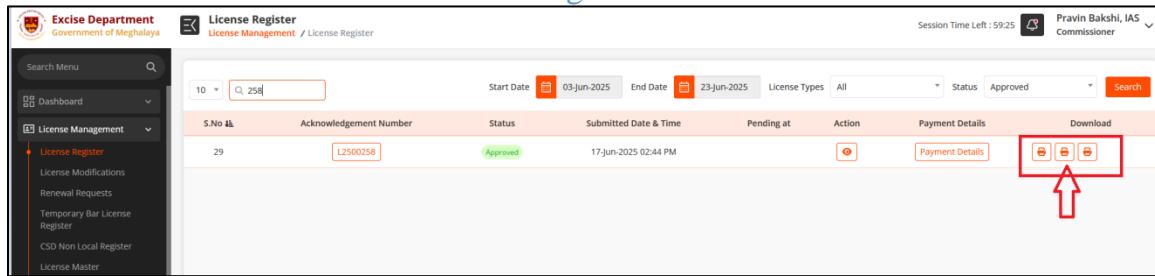


- User need to select the filter as Approved and click on search button as shown below.



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

## Retailer License Registration User Manual



Excise Department  
Government of Meghalaya

License Register  
License Management / License Register

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

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

## Retailer License Registration User Manual

### Application print:

<p><b>M/S ABC WINE SHOP</b> (Village, Office, 70, West Garo Hills, Meghalaya - 456456) <b>APPLICATION PRINT</b></p> <hr/> <p>Application Number: 202500205 Date : 24-Jun-2025 01:10:50 PM</p> <p>To, The Superintendent of Excise, Turayen, West Garo Hills, Meghalaya.</p> <p>Sub: <a href="#">Application for grant of License for Retailer of Wine Shop</a></p> <p>Sir,</p> <p>With due respect I have the honour to state you that I have applied for license for Retailer of Wine Shop at <b>Sub-Division:- 70, Village/Town/City:- Village, Post Office:- Office, Circle:- , District:- West Garo Hills, Zone:- , State:- Meghalaya, Pincode:- 456456</b> 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"><li>1. Proof of Age Certificate (Birth Certificate/School Certificate)</li><li>2. Financial Capacity Certificate (from any Bank or Financial Institution)</li><li>3. No Objection Certificate From Municipality (if it is within Municipality Area)</li><li>4. Police Verification Certificate.</li><li>5. Professional Tax clearance Certificate (from Autonomous District Council)</li><li>6. Detail Plan Layout duly Certified by Architect/ Engineer (for IMFL "ON")</li><li>7. Application Form - A should be duly filled up and affixed with Court Fee Stamp of Rs. 25/-</li><li>8. Land/ Building ownership document Tenancy Agreement.</li><li>9. Identity Proof (EPIC, etc.)</li><li>10. Proof of Residential Certificate (EPIC issued by Village/ Town Committee/ Nokma/Hima Syiemship/ any other competent Authority)</li><li>11. Sales Tax Clearance Certificate (from Meghalaya Taxation Department)</li></ol> <p>Therefore, I request your kind majesty to look into the matter and do the needful for grant of license for Retailer of <b>Wine Shop</b>.</p> <p>Thanking you.</p> <p></p> <p style="text-align: right;">Yours faithfully, <b>AVKS</b> For <b>ABC WINE SHOP</b></p>
---

# Retailer 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: **1281005638825(Retailer)**

Name of Licensee: **Mr ABC WINE SHOP**

Name of Licensee: **AVKS**

Address: **ABC WINE SHOP, Village, Office, 70, West Garo Hills, Meghalaya - 456456**

Resident of **East Garo Hills, Meghalaya - 645646** Shri AVKS is hereby authorized by the Excise Commissioner, Meghalaya, to work a Bonded Warehouse at **ABC WINE SHOP, Village, Office, 70, West Garo Hills, Meghalaya - 456456** from **24 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 as relateable 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 probal of arrival and the approximate quantity in bulk litres of such consigne foreign liquor and spirits imported or transported under bond for dep the said Warehouse.
- V. That he shall attend either personally or by his duly authorized agent at the time of arrival of the foreign liquor or other spirits and that he shall remain in attendance till the foreign liquor or spirits have been gauged and proved, i necessary, sampled.
- VI. That he shall provide, site, Building, Vats and other apparatus to the satisfaction of the Excise Commissioner.
- VII. That he shall bear the cost of the Excise establishment as may be fixed by the Excise Commissioner for supervision of the working of the 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 produc for interection 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 once 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 poss 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 five thousand) only and shall execute a hypothecation deed pledging th Bonded Warehouse premises all apparatus and utensils employed in th working of the Warehouse for the due discharge of all payments whci 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.**
- XVIII. That the licensee shall not be entitled to any compensation for cancellation of his license and abolition of the Bonded Warehouse as a result of am policy of Government or any other resonts.
- 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 24 Jun, 2025

Pravin Bakshi, IAS  
Commissioner

Received the above license No: **1281005638825(Retailer)** issued on **24 Jun, 2025** by the **Pravin Bakshi, IAS, Commissioner**.



Licensee

## Retailer License Registration User Manual

---