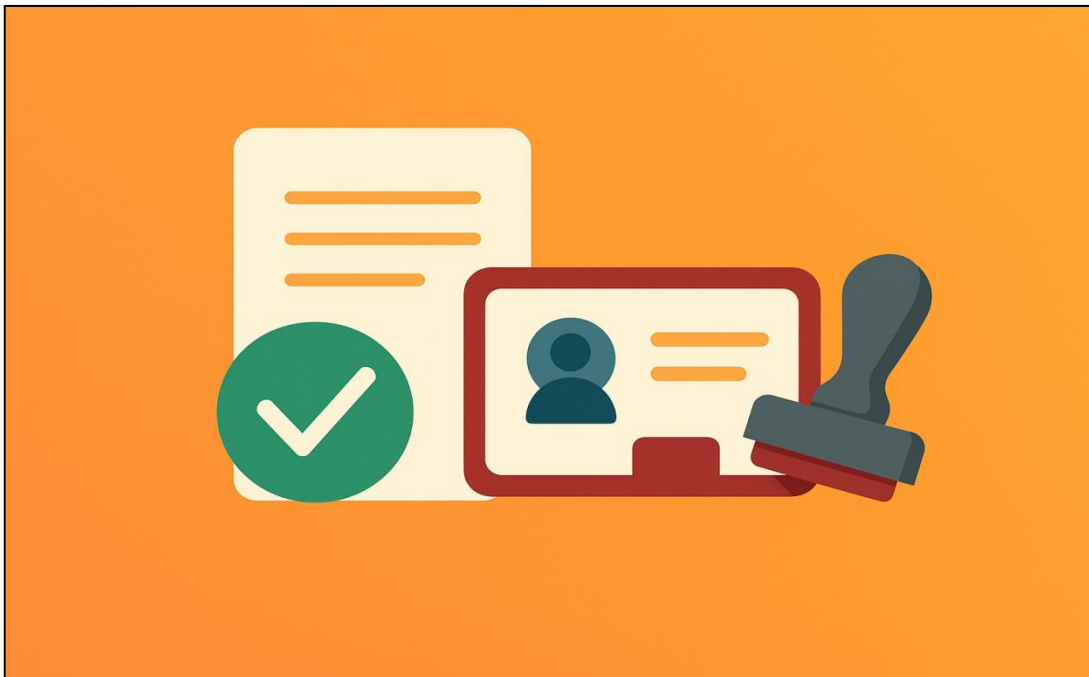




Excise Department Government of Meghalaya



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****

1. Overview:

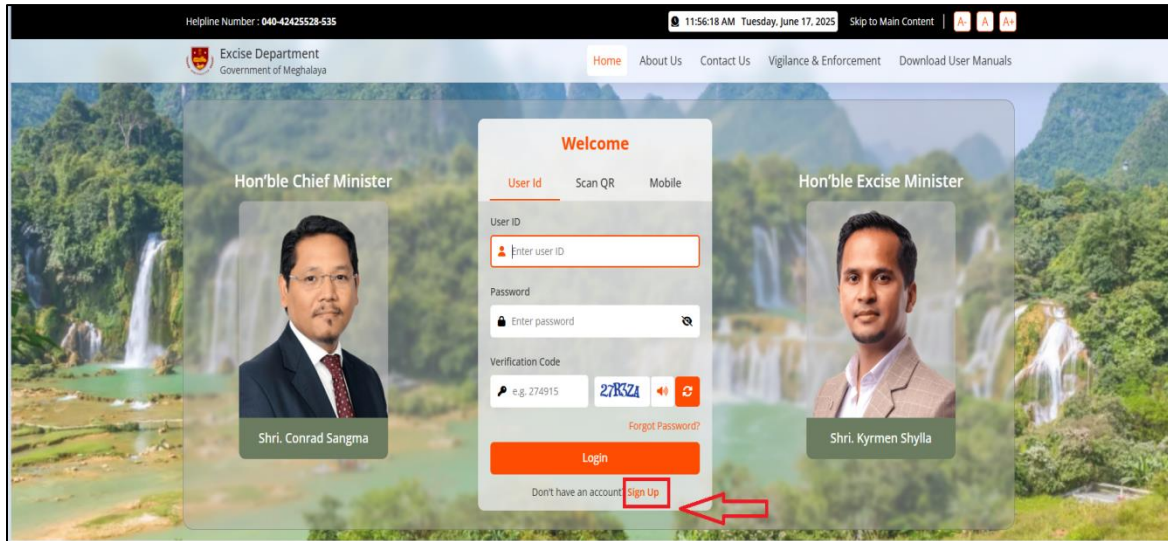
- Implementation of an E-Governance Systems for Excise Functions of “Excise Department Govt. of Meghalaya
- The Purpose of this Document is to Provide a Detailed Description to the User which helps to Perform License registration Process of Retailer as shown below.

Retailer License Registration User Manual

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

Helpline Number : 040-42425528-535 12:07:17 PM Tuesday, June 17, 2025 Skip to Main Content | A- A A+

Excise Department
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Sign Up

Registration Type *
Select Type

Applicant Name *
E.G. ABC XYZ

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

Mobile Number *
E.G. 0123456789

User ID: *
User Id

Password: *
Password

Confirm Password: *
Confirm Password

Verification Code *
Enter Verification Code

86775


Cancel Save →

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

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

Excise Department
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals



Congratulations!

Your account is created successfully

Login Id: LR_LOGIN

Password: Provided by the user

Login

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

Retailer License Registration User Manual

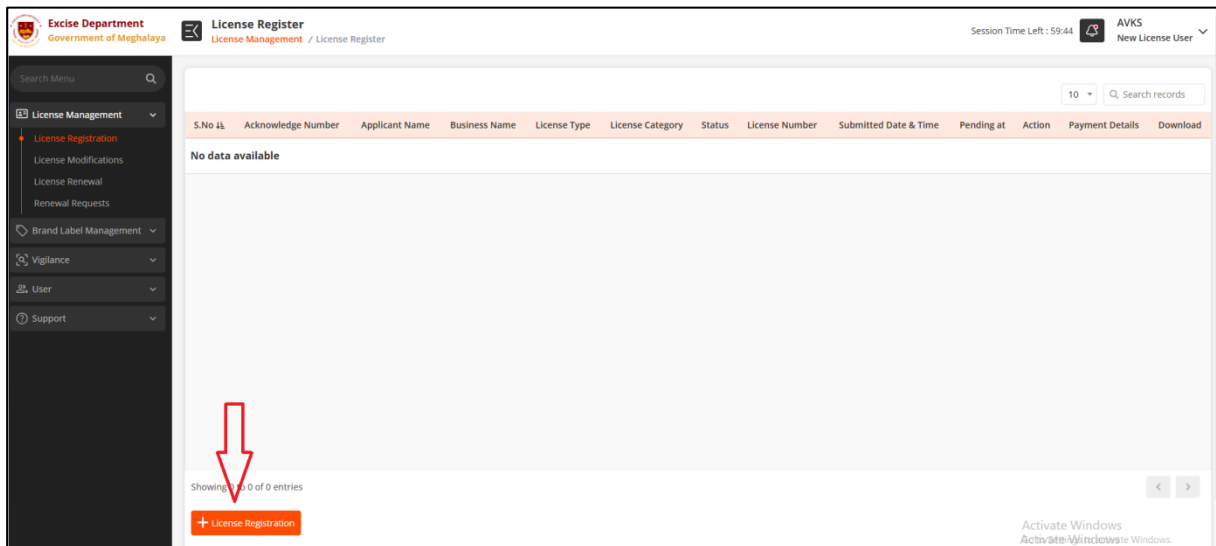
Applicant:

- 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



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

The screenshot shows the 'License Registration' application form. The 'Basic Information' section has fields for 'Type of Application*', 'License Type*', 'Business Type*', and 'Financial Year*'. The 'Type of Application*' dropdown is set to 'Issuance of New License', which is highlighted with a red box and a red arrow. The 'Financial Year*' dropdown is also set to 'Issuance of New License'. The 'Personal Information' section includes fields for 'Name of Applicant*', 'Plot/House/Building Number', 'State*', 'Date of Birth*', 'Road/Street Number', 'District*', 'Business Entity*', 'Nearest Landmark', 'PIN Code*', 'Mobile Number*', 'Block/Circle', and 'E-mail Address*'. The 'Name of Applicant*' field is filled with 'AVKS'. The 'State*' field is set to 'Meghalaya'. The 'Date of Birth*' field is filled with 'dd/mm/yyyy'. The 'Road/Street Number' field is filled with 'Road/Street'. The 'Business Entity*' field is filled with 'Business Name'. The 'Nearest Landmark' field is filled with 'Nearest Landmark'. The 'PIN Code*' field is filled with 'PIN Code'. The 'Mobile Number*' field is filled with '6361172497'. The 'Block/Circle' field is filled with 'Block/Circle'. The 'E-mail Address*' field is filled with 'fda@1243.in'. At the bottom, there 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.

The screenshot shows the 'License Registration' application form. In the 'Basic Information' section, the 'Type of Application' is set to 'Issuance of Existing License'. The 'Existing License Number' field is highlighted with a red box and an arrow pointing to it. The 'License Type' dropdown is also visible, showing 'Issuance of Existing License' as the selected option. The 'Personal Information' section contains fields for Name of Applicant, Date of Birth, Business Entity, Mobile Number, Plot/House/Building Number, Road/Street Number, Nearest Landmark, Block/Circle, State, District, PIN Code, and E-mail Address. The 'Skip' and 'Save & Proceed' buttons are at the bottom.

This screenshot shows the same application form, but with the 'Existing License Number' field highlighted by a red box and an arrow. The 'Type of Application' is still 'Issuance of Existing License'. The 'License Type' dropdown now shows 'Select License Type'. The 'Personal Information' section remains the same. The 'Skip' and 'Save & Proceed' buttons are at the bottom.

- 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

The screenshot shows the application form with the 'License Type' dropdown set to 'Retailer'. The 'Retailer Type' dropdown is also visible, showing 'Retailer' as the selected option. The 'Existing License Number' field is highlighted with a red box and an arrow. The 'Personal Information' section contains fields for Name of Applicant, Date of Birth, Business Entity, Mobile Number, Plot/House/Building Number, Road/Street Number, Nearest Landmark, Block/Circle, State, District, PIN Code, and E-mail Address. The 'Skip' and 'Save & Proceed' buttons are at the bottom.

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,

The screenshot shows the 'APPLICATION FORM' for License Registration. The 'Basic Information' section includes fields for Type of Application (Issuance of Existing License), License Type (Manufacturing Unit), Manufacturing Unit Type (Bottling Unit), License Form (FL1), Existing License Number, and Financial Year (Current Financial Year (2025-2026)). The 'Business Type' dropdown is highlighted with a red box and a red arrow pointing to it. The dropdown menu is open, showing options: Select Business Type, Individual, Company, Partnership Firm, Association of Persons (AOP), and Body of Individuals (BOI). The 'Personal Information' section includes fields for 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, and E-mail Address (fda@1243.in). At the bottom, there are 'Skip' and 'Save & Proceed' buttons.

- 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.

The screenshot shows the 'APPLICATION FORM' for License Registration. The 'Basic Information' section includes fields for Type of Application (Issuance of New License), License Type (Retailer), Retailer Type (Wine Shop), Home Delivery (Yes/No), License Form (RTW), Business Type (Individual), and Financial Year (Current Financial Year (2025-2026)). The 'Personal Information' section includes fields for 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, and E-mail Address (fda@1243.in). The 'Additional Details' section includes fields for Father's Name, Mother's Name, PAN (AAAP1111A), and Aadhaar Number. At the bottom, there are 'Skip' and 'Save & Proceed' buttons.

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

Retailer License Registration User Manual

License Registration
License Management / Existing License / License Registration

Session Time Left : 55:30 AVES Applicant

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*	fdag@1243.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)*	No file chosen	Sales Tax clearance Certificate (from Meghalaya Taxation Department)*	No file chosen
Police Verification Certificate*	No file chosen	Proof of Age Certificate (Birth Certificate/School Certificate)*	No file chosen
Identity Proof (EPIC, etc.)*	No file chosen	Blue Print of Building and Site Plan duly countersigned by authorized Meghalaya Government Department Engineer.*	No file chosen
Pollution Certificate from the Pollution Control Board.*	No file chosen	Single Window Clearance*	No file chosen
Scheduled Tribe/Cast Certificate (if applicable)	No file chosen	Marriage Certificate (if married)	No file chosen
Educational Qualification Certificate	No file chosen	Trading License (for Non-Tribal, ever applicable)	No file chosen
Application should be affixed with court fee stamp of Rs.25/-*	No file chosen	No Objection Certificate From Local Area Authority*	No file chosen
No Objection Certificate From Municipality (if it is within Municipality area)	No file chosen	No Objection Certificate From Market/Bazar Committee (if it is within Market/Bazaar Area)	No file chosen
Financial Capacity Certificate (from any Bank or Financial Institution)*	No file chosen	Land/ Building ownership document Tenancy Agreement.*	No file chosen
Proof of Residential Certificate (EPIC Certificate issued by Village/ Town Committee/ Nokma/Hima Syiemship/ any other competent Authority)*	No file chosen		

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

License View
License Registration / License View

Session Time Left: 59:35 AVKS Applicant

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

License Details:

Type of Application	1	Fresh Issuance of License	Retailer Type	1	Wine Shop
License Type	1	Retailer	License Form	1	RTW
			Business Type	1	Individual
			Home Delivery	1	Yes

Personal Information:

Name of Applicant	1	AVKS	Address	1	East Garo Hills, Meghalaya-646646
Date Of Birth	1	12-Jun-2007	E-mail Address	1	fsa@1243.in
Business Name	1	ABC WINE SHOP	Mobile Number	1	6361172497

Additional Details:

Father's Name	1	Vaman	PAN	1	AAAP1111A
Mother's Name	1		Aadhaar Number	1	

Address of Proposed Premises:

House/Building/Plot Number	1		Mobile Number	1	654566544
Road/Street	1		Landline Number	1	
Nearest Landmark	1		E-mail Address	1	fsa@1243.in
Block	1				
Treasury Name	1	Tura District Treasury			
Village/Town/City	1	Village			
Post Office	1	Office			
District	1	West Garo Hills			
State	1	Meghalaya			
Pin Code	1	456456			

Additional Information:

Khasra Number/Khatoni Number/Mauja Number	1		Area of Premise	1	
---	---	--	-----------------	---	--

Boundary Details:

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

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

License View
License Registration / License View

Session Time Left: 58:26 AVKS Applicant

Documents Checklist


Application should be affixed with court fee stamp of Rs.25/-	1	
Professional Tax clearance Certificate (from Autonomous District Council)	1	
Sales Tax clearance Certificate (from Meghalaya Taxation Department)	1	
Police Verification Certificate	1	
Proof of Age Certificate (Birth Certificate/School Certificate)	1	
Identity Proof (EPIC, etc.)	1	
Blue Print of Building and Site Plan duly countersigned by authorized Meghalaya Government Department Engineer.	1	
Scheduled Tribe/Cast Certificate (if applicable)	1	
Trading License (for Non-Tribal, ever applicable)	1	
Marriage Certificate (if married)	1	
No Objection Certificate From Local Area Authority	1	
Educational Qualification Certificate	1	
No Objection Certificate From Municipality (if it is within Municipality area)	1	
No Objection Certificate From Market/Bazaar Committee (if it is within Market/Bazaar Area)	1	
Financial Capacity Certificate (from any Bank or Financial Institution)	1	
Land/ Building ownership document Tenancy Agreement.	1	
Proof of Residential Certificate (EPIC Certificate issued by Village/ Town Committee/ Nokma/Hima Sylernship/ any other competent Authority)	1	

Logout

- 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



License View

License Registration / License View

Session Time Left : 56:57

AVKS

New License User

Search Menu

License Management

Brand Label Management

Vigilance

User

Support

Declaration Form

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

Declaration

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

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


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

Previous

Edit

Submit

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



License Register

License Management / License Register

Session Time Left : 59:28

AVKS

New License User

Search Menu

License Management

License Registration

License Modifications

License Renewal

Renewal Requests

Brand Label Management

Vigilance

User

Support

10

Search records

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

Retailer License Registration User Manual


Superintendent of Excise:

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

Excise Department
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Hon'ble Chief Minister



Shri. Conrad Sangma

Welcome

User ID Scan QR Mobile

User ID

Password


Verification Code
e.g. 274915

[Forgot Password?](#)

Login

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

Hon'ble Excise Minister



Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

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

Pending Permits
21

Pending at District Office
25

Pending at Headquarters
38

Pending at Commissionerate
156

Pending Permits

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

Pending at District Office

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

Pending at Headquarters

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

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- 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
Dashboard / Activity Dashboard

Session Time Left : 59:04

Sri Vastava SOE
Superintendent of Excise

Search Menu

Dashboard

- Officer Dashboard
- Activity Dashboard**
- Production Dashboard
- Licensee Dashboard

License Management

- Brand Label Management
- Hologram Procurement
- Bottling Unit
- Brewery
- Bonded Warehouse
- Military
- Retailer
- TP Revalidation

Pending Permits

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

Pending at District Office

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

Pending at Headquarters

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

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

Excise Department
Government of Meghalaya

License Register
License Management / License Register

Session Time Left : 59:55

Sri Vastava SOE
Superintendent of Excise

Search Menu

License Management

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

Brand Label Management

- Hologram Procurement
- Bottling Unit
- Brewery
- Bonded Warehouse
- Military
- Retailer
- TP Revalidation
- Vigilance

10 Search records

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

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

Showing 1 to 9 of 9 entries

Activate Windows
Go to Settings to activate Windows.

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

Excise Department
Government of Meghalaya

License Register
License Management / License Register

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

Search Menu

- Dashboard
- License Management
 - License Register
 - License Modifications
 - Renewal Requests
 - Temporary Bar License Register
 - CSD Non Local Register
- Brand Label Management
- Hologram Procurement
- Bottling Unit
- Brewery
- Bonded Warehouse
- Military
- Retailer
- TP Revitalisation
- Vigilance
- Logout

Not Secure | http://10.10.10.1:8080/central/index.php/licenses/licenseRegister/licensesList

Getting Started | Central Application | Zimbra Sent | MailDefect | SSO | CTIS Project Man... | Utility Application... | Assam Excise Revenue... | Sign in [Jenkins] | Webmail Login | Zimbra Reply | CTIS Workpage | Central Application | L... | FORM L-32 | New Tab | Central Application

10 ▾

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

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

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

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Activate Windows
Go to Settings to activate Windows.

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

- 10

Start Date

17-Jun-2025

End Date

17-Jun-2025

License Types

All

Status

Pending

Search

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

Excise Department
Government of Meghalaya

- Dashboard
- License Management**
 - License Register**
 - License Modifications
 - Renewal Requests
 - Temporary Bar License Register
 - CSD Non Local Register
- Brand Label Management
- Hologram Procurement
- Bottling Unit
- Brewery
- Bonded Warehouse
- Military
- Retailer

License Register / License Register

Session Time Left : 57:39 Sri Vastava SOE
Superintendent of Excise

Search Menu

Start Date: 24-Jun-2025 End Date: 24-Jun-2025 License Types: All Status: Pending At Officer Search

S.No id	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
9	L2500304	Submitted	24-Jun-2025 12:32 PM	Superintendent of Excise	[Check] [Edit] [Delete]		[Download] [Print]

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

Grant of License

Valid From * 01-Apr-2025

Valid Upto * 31-Mar-2026

Upload File No file chosen

Remarks*

approved

Cancel Approve

- 

Retailer License Registration User Manual

10

Start Date End Date License Types Status

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Pay
1	L2500258	Submitted	17-Jun-2025 02:44 PM	Superintendent of Excise	<input type="button" value=""/>	<input type="button" value="Download"/>

All

Pending At Officer

Pending

Approved

Reject

10

Search records

Start Date

17-jun-2025

End Date

17-jun-2025

License Types

All

Status

Approved

Search

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500259	Approved	17-jun-2025 04:05 PM				

- 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.

10

Start Date

End Date

License Types

Status

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			

License View
License Registration
License Data

Session Data Self: 2018-06
View/Edit
Display Configuration

Account/Agency Receipt Number: **L200000** Business Name: **ABC-WINE GROUP** Registration for Period From: **2018-0001**

License Details

Type of Application	1	Print/Invoice of License	Excluded Type	1	Minor Shop
Licensed Type	1	Reseller	License Type	1	PTW
			Business Type	1	Individual
			Home Delivery	1	Yes
			L20 Excluded	1	No

Personal Information

Name of Applicant	1	ABCD	Address	1	East Gate Mills, Singapore 610006
Date of Birth	1	12 Jan 2007	Email Address	1	W0071201@n
Business Number	1	ABC-WINE GROUP	Mobile Number	1	09071121007

Additional Details

Applicant's Name	1	Yaman	PAK	1	AAAP0111116
Applicant's Name	1		Applicant's Number	1	

Activities of Personal Provision (May 2018 to Present)

Account/Agency Other Number	1		Mobile Number	1	09070000000
Account/Agency	1		Landline Number	1	
Account/Agency Landmark	1		Email Address	1	W0071201@n
Bank	1				
Treasury Name	1	Tan Guan Tan Treasury			
Willage/Neighborhood	1	Willage			
Post Office	1	Office			
Channel	1	Home Care Mills			
Item	1	Willage			
File Code	1	000000			

Additional Information

Chassis Number/Customs Number/Range Number	1		Area of Province	1	
--	---	--	------------------	---	--

Boundary Details

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

- 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)

☒ Check if its with Letter Of Intent

Upload file: No file selected.

Location*: District Office

Designation*: Inspector Of Excise

Status: Forwarding

Remarks*:

Submit

Previous

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

Application Transaction Details:

Status: Submitted

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

☐ Check if its with Letter Of Intent

Upload file: No file selected.

Location*: DISTRICT OFFICE

Designation*: Deputy Commissioner

Status: Forwarded

Remarks*: forwarded

Max 1000 Characters

Previous Submit

- User required to enter remarks and click on submit.

10

Q Search records

Start Date

17-jun-2025

End Date

17-jun-2025

License Types

All

Status

Pending

Search

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

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

Retailer License Registration User Manual

Inspector of Excise:

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

Excise Department
Government of Meghalaya

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Welcome

User ID Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915 7P3R36

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

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

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

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

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

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

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

Excise Department
Government of Meghalaya

License Register
License Management / License Register

Session Time Left : 59:55 Isha Agarwal IOE
Inspector of Excise

10 Search records Start Date 03-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	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.

The screenshot shows a 'License Registration' form with the following sections:

- License Details:** Includes fields for License Type, Fresh Issuance of License, License Type, License Class, Business Type, Home Category, and L20 Subcategory.
- Personal Information:** Includes fields for Date of Application, Date of Birth, Business Name, PAN, and PAN Number.
- Address of Proposed Premises:** Includes fields for House/Building/Plot Number, Road/Street, Nearest Landmark, Block, Township Name, Village/Town/City, Post Office, District, State, and Pin Code.
- Additional Information:** Includes fields for Mobile Number/Whatsapp Number/Telegram Number and Email Address.
- Boundary Details:** Includes fields for East Boundary, West Boundary, North Boundary, and South Boundary.

- 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.

The screenshot shows a 'License Acknowledge Receipt' form with the following sections:

- Date:** 16-Jun-2025 12:59:09 PM
- By:** VINDYAVASINI (New License User)
- To:** Sri Vastava SOE (Superintendent of Excise)
- Status:** Submitted
- Date:** 17-Jun-2025 04:54:01 PM
- By:** Sri Vastava SOE (Superintendent of Excise)
- To:** Isha Agarwal IOEgg (Inspector of Excise)
- View Remarks** button
- Site Inspection Report*** (highlighted with a red arrow and box): No file selected.
- Upload file**: No file selected.
- Location***: DISTRICT OFFICE
- Designation***: Superintendent of Excise
- Status**: Forwarded
- Remarks***: (Empty text area)
- Max 1000 Characters** label
- Previous** and **Submit** buttons

- 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):

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

Excise Department
Government of Meghalaya

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Welcome

User ID Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:46 | Vikram Deputy Commissioner

Pending Permits: 21

Pending at District Office: 50

Pending at Headquarters: 38

Pending at Commissionerate: 156

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

Process Name	Pending at	Count
License Registration	Superintendent of Excise	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
Total		50

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	7
License Registration	Assistant Commissioner STE	2
License Registration	Deputy Commissioner	0
License Registration	Joint Commissioner	0
License Registration	Secretary HQ	0
Temporary Bar License Registration	Deputy Commissioner	0
CSD Non Local License Registration	Dealing Assistant HQ	3
CSD Non Local License Registration	Assistant Commissioner	2
Brand Label Registration	Inspector of Excise HQ/IOE	13
Total		38

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
Total		11

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

10 | Search records

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

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

Retailer License Registration User Manual

- User need to click on next.

Licensee View
License Registration / License View

Session Time Left: 10:00 | Vikram Deputy Commissioner

Microenterprise Range Number: L25000258 Business Name: ABC WINE SHOP Registration/For Financial Year: 2025-2026

[Application Status Summary](#) [Application Other Summary](#)

License Details

Type of Application	From Issuance of License	Provision Type	Wine Shop
License Type	Excise	License Form	WFO
		Business Type	Individual
		Home Delivery	No
		L20-Subsided	No

Personal Information

Name of Applicant	ABHIJIT	Signature	Scan Scan With Highways website
Date of Birth	12 Jun 2007	E-mail Address	Root123456
Business Name	ABC WINE SHOP	Mobile Number	9891123457

Additional Details

Father's Name	Varun	PAN	ABHPS1111A
Mother's Name		Aadhar Number	

Address of Proposed Premises

House/Building Plot Number		Mobile Number	924000444
Household		Landline Number	
Nearest Landmark		Email Address	Root123456
Block			
Township Name	Tune District Township		
Village/Town/City	Village		
Post Office	Office		
District	West Garo Hills		
State	Meghalaya		
Pin Code	796010		

Additional Information

Master Number/Microenterprise Number		Area of Premises	
--------------------------------------	--	------------------	--

Boundary Details

East Boundary		North Boundary	
West Boundary		South Boundary	

[Next](#)

- Enter remarks and click on submit.

Status: Submitted

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

Status: Submitted

Date: 17-Jun-2025 04:32:50 PM **By:** Sri Vastava SOE (Superintendent of Excise) **To:** VikramSinghRathod (Deputy Commissioner) [View Remarks](#)

Upload file [No file selected.](#)

Location* HEAD QUARTERS

Designation* Dealing Assistant HQ

Status Forwarded

Remarks* forwarded

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

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

Excise Department
Government of Meghalaya

Pending at Officer
License Management / Pending at Officer

Session Time Left: 59:54 | Vikram Deputy Commissioner

Search Menu

Dashboard

License Management

License Register

License Modifications

Renewal Requests

10 Search records

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

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

Retailer License Registration User Manual

Dealing Assistant Head Quarter:

Helpline Number : 040-42425528-535

02:47:05 PM Tuesday, June 17, 2025 Skip to Main Content

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Government of Meghalaya

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Welcome

User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

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Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:52 Sunil Thakur
Dealing Assistant HQ

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

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

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

Process Name	Pending at	Count
License Registration	Dealing Assistant HQ	6
CSD Non Local License Registration	Dealing Assistant HQ	0
License Modification	Dealing Assistant HQ	0
Bottling Permits	Dealing Assistant HQ	0
Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse Permits	Dealing Assistant HQ	3
Total		15
License Registration	Assistant Commissioner STE	2
Total		69

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

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

License Register
License Management / License Register

Session Time Left : 59:49 Sunil Thakur
Dealing Assistant HQ

10 258 Start Date 17-Jun-2025 End Date 17-Jun-2025 License Types All Status Pending At Officer Search

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

Retailer License Registration User Manual

- User need to click on Next button

License Registration

Application Number: L2500258 Business Name: ABC WINE SHOP Registration/For Renewal Year: 2025-2026

License Details

Type of Application	Renewal	From Issuance of License	Renewal Type	Renewal
License Type	Wine Shop	Business Type	Business Type	Individual
	Yes	Home Delivery	Home Delivery	No
	No	L20-Subsidized	L20-Subsidized	No

Personal Information

Name of Applicant	ABC	Phone	9876543210
Date of Birth	12-Jun-2000	E-mail Address	abc@abc.com
Business Name	ABC WINE SHOP	Mobile Number	9876543210

Address of Applicant

Full Name	ABC	Pin	123456
Address	ABC	Address Number	123456

Address of Proposed Premises

House/Building Plot Number	12345	Mobile Number	9876543210
House/Building	12345	Landline Number	9876543210
Nearest Landmark	12345	Street Address	123456
Block	12345		
Nearest Station	12345		
Village/Town/City	12345		
Post Office	12345		
District	12345		
State	12345		
Pin Code	12345		

Additional Information

Master Number/Proposed Business Number	12345	Area of Premises	12345
--	-------	------------------	-------

Boundary Details

East Boundary	12345	North Boundary	12345
West Boundary	12345	South Boundary	12345

Next

- User need to enter remarks and click on submit.

Status: Submitted

Date: 17-Jun-2025 04:32:50 PM By: Sri Vastava SOE (Superintendent of Excise) To: VikramSinghRathod (Deputy Commissioner) [View Remarks](#)

Status: Submitted

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

Upload file: L-22 Stock.pdf

Location: HEAD QUARTERS

Designation: Assistant Commissioner STE

Status: Forwarded

Remarks: forwarded

Previous **Submit**

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

Pending at Officer

License Management / Pending at Officer

Session Time Left : 59:56 Sunil Thakur Dealing Assistant HQ

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

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


Retailer License Registration User Manual

Assistant Commissioner Head Quarter:

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

Excise Department
Government of Meghalaya

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Hon'ble Chief Minister

Shri. Conrad Sangma

Welcome

User Id Scan QR Mobile

User ID
Enter user ID


Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up



Hon'ble Excise Minister

Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

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

Search Menu

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

Pending Permits		Pending at District Office		Pending at Headquarters		Pending at Commissionerate	
Location	Count	Process Name	Pending at	Count	Process Name	Pending at	Count
Bottling IMFL Local	3	License Registration	Superintendent of Excise	33	License Registration	Dealing Assistant HQ	7
Bottling IMFL Import	0	License Registration	Deputy Superintendent of Excise	0	CSD Non Local License Registration	Dealing Assistant HQ	3
Brewery Export	0	License Registration	Deputy Commissioner	1	License Modification	Dealing Assistant HQ	0
Bottling IMFL Export	0	License Registration	Assistant Commissioner	11	Bottling Permits	Dealing Assistant HQ	0
Wholesale IMFL	8	Temporary Bar License Registration	Superintendent of Excise	0	Central Bonded Warehouse Permits	Dealing Assistant HQ	1
State Bonded Warehouse	5	License Modification	Superintendent of Excise	0	State Bonded Warehouse Permits	Dealing Assistant HQ	1
Military Canteen	15	License Modification	Deputy Superintendent of Excise	0	License Registration	Assistant Commissioner STE	3
Grand Total	44	Total		73	Total		69
							17

- 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 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 : 01:58 **Vikram Singh Rathod**
Deputy Commissioner

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

License Details

Type of Application	Event Issuance of License	Business Type	Wine Shop
License Type	Retailer	License Form	WFO
		Business Type	Wine Shop
		Home Delivery	Yes
		LSD Issued	No

Personal Information

Name of Applicant	ABC	Address	East Gate Hills, Mangrova-68446
Date of Birth	12-Jun-1987	E-mail Address	WFO@ABC.IN
Business Name	ABC WINE SHOP	Mobile Number	9881172887

Additional Details

Applicant's Name	ABC	Pin	6844611158
Member's Name	ABC	Applicant Number	ABC@ABC1158

Address of Proposed Premises

House/Building Plot Number		Mobile Number	0948503384
Road Street		Landline Number	
Nearest Landmark		Email Address	WFO@ABC.IN
Block			
Township Name	Tata Estate Township		
Village/Town/City	Village		
Post Office	Office		
District	West Ganga Hills		
State	West Bengal		
Pin Code	721004		

Additional Information

Vehicle Number/Plat Number/Registration Number		Area of Premises	
--	--	------------------	--

Boundary Details

East Boundary		North Boundary	
West Boundary		South Boundary	

Next

- User need to enter remarks and click on submit.

License View
License Registration / License View

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

Status: Submitted

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

Status: Submitted

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

Uploaded File

Upload file

Location* HEAD QUARTERS

Designation* Joint Commissioner STE

Status Forwarded

Remarks* forwarded

Max 1000 Characters

Previous Submit

Activate Windows
Go to Settings to activate Windows.

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

Retailer License Registration User Manual

Pending at Officer
License Management / Pending at Officer

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

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

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

Joint Commissioner Head Quarter:

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

Excise Department
Government of Meghalaya

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Welcome

User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

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Don't have an account? Sign Up

Hon'ble Chief Minister

Shri. Conrad Sangma

Hon'ble Excise Minister

Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

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

Search Menu

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

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

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

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

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

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

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

Retailer License Registration User Manual

License Register
License Management / License Register

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

10 Search records Start Date 17-Jun-2025 End Date 17-Jun-2025 License Types All Status Pending At Officer Search

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

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

License View
License Registration / License View

Session Time Left : 12:08 **Vishal**
Deputy Commissioner

Acknowledgement Number: L250005 Business Name: ABC WINE SHOP Beginning for Financial Year: 2025-2026

License Details:

Type of Application	Trade License of License	License Type	Minor Shop
License Type	Minor	License Form	MS
Business Type	Business Type	License Fee	1000000
Home Delivery	Yes	License Fee	1000000
License Fee	1000000	License Fee	1000000

Personal Information:

Name of Applicant	ABC	Address	East Gate Mills, Mangalore 545446
Date of Birth	12-Jun-2007	Mobile Number	9891234567
Business Name	ABC WINE SHOP	Mobile Number	9891234567

Additional Details:

Applicant's Name	ABC	Phone	9891234567
Applicant's Name	ABC	Applicant Number	9891234567

Address of Proposed Premises:

House/Building Plot Number	1	Mobile Number	9891234567
Road Number	1	Landline Number	9891234567
Nearest Landmark	1	Street Address	1000000000
Block	1	Area of Premises	1000000000
Nearest Police Station	1	Area of Premises	1000000000
Nearest Post Office	1	Area of Premises	1000000000
Nearest Railway Station	1	Area of Premises	1000000000
Nearest Bus Stop	1	Area of Premises	1000000000
Nearest Market	1	Area of Premises	1000000000
Nearest Hospital	1	Area of Premises	1000000000
Nearest School	1	Area of Premises	1000000000
Nearest College	1	Area of Premises	1000000000
Nearest Cinema	1	Area of Premises	1000000000
Nearest Club	1	Area of Premises	1000000000
Nearest Park	1	Area of Premises	1000000000
Nearest Temple	1	Area of Premises	1000000000
Nearest Mosque	1	Area of Premises	1000000000
Nearest Church	1	Area of Premises	1000000000
Nearest Court	1	Area of Premises	1000000000
Nearest Jail	1	Area of Premises	1000000000
Nearest Prison	1	Area of Premises	1000000000
Nearest Hospital	1	Area of Premises	1000000000
Nearest School	1	Area of Premises	1000000000
Nearest College	1	Area of Premises	1000000000
Nearest Cinema	1	Area of Premises	1000000000
Nearest Club	1	Area of Premises	1000000000
Nearest Park	1	Area of Premises	1000000000
Nearest Temple	1	Area of Premises	1000000000
Nearest Mosque	1	Area of Premises	1000000000
Nearest Church	1	Area of Premises	1000000000
Nearest Court	1	Area of Premises	1000000000
Nearest Jail	1	Area of Premises	1000000000
Nearest Prison	1	Area of Premises	1000000000

Additional Information:

Area of Premises	1000000000
------------------	------------

Boundary Details:

East Boundary	1000000000
West Boundary	1000000000
North Boundary	1000000000
South Boundary	1000000000

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) View Remarks Uploaded File

Status: Submitted

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

Upload file No file selected.

Location* HEAD QUARTERS

Designation* Financial Commissioner

Status Forwarded

Remarks* forwarded

Previous Submit

Activate Windows

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

Retailer License Registration User Manual

Pending at Officer

License Management / Pending at Officer

Session Time Left : 59:56

Ravi Sharma

Joint Commissioner STE

10

Q Search records

Start Date

Select Start D

End Date

17-Jun-2025

License Types

All

Status

Pending

Search

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

Financial Commissioner:


Helpline Number : 040-42425528-535

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

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Government of Meghalaya

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Hon'ble Chief Minister



Shri. Conrad Sangma

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User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password


Verification Code
e.g. 274915

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Hon'ble Excise Minister



Shri. Kyrmen Shylla

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

Excise Department Government of Meghalaya		Activity Dashboard Dashboard / Activity Dashboard		Session Time Left : 59:46		Pravin Bakshi, IAS Financial Commissioner	
Search Menu		Paramilitary 1		License Modification Deputy Superintendent of Excise 0		Registration	
Dashboard		Retailer 12		License Modification Inspector of Excise 0		CSD Non Local License Registration Assistant Commissioner 2	
Officer Dashboard		Police Canteen 0		License Modification Deputy Commissioner 0		Brand Label Registration Inspector of Excise HQ(IOE) 43	
Activity Dashboard		Grand Total 44		License Modification Assistant Commissioner 0		Brand Label Registration Joint Commissioner 0	
Production Dashboard		Total 73		Total 68			
Licensee Dashboard							
License Management		Pending at Commissionerate					
Brand Label Management		Process Name Pending at Count					
Hologram Procurement		License Registration Commissioner 1					
Bottling Unit		License Renewal Commissioner 0					
Brewery		Brand Label Registration Commissioner 6					
Bonded Warehouse		Brand Renewal Commissioner 0					
Military		License Modification Commissioner 0					
Retailer		Bottling Permits Commissioner 0					
TP Revalidation		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
License Management / License Register

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

10 | Search records

Start Date: 18-Jun-2025 | End Date: 18-Jun-2025 | License Types: All | Status: Pending At Officer | Search

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

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

License View
License Registration / License View

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

Application/Generate Receipt Number: L2500258 Business Name: ABC WINE SHOP Registration/For Financial Year: 2025-2026

[View License Details](#) [View License Documents](#)

License Details			
Type of Application	From Issuance of License	Retailer Type	Wine Shop
License Type	Wine Shop	Business Type	Individual
		Business Category	Yes
		License Category	Yes

Personal Information			
Name of Applicant	ABHIJIT	Address	Plot No. 10/1, Baghpora, Jammu
Date of Birth	12-Jun-2007	E-mail Address	ABHIJIT10/1@GMAIL.COM
Business Name	ABC WINE SHOP	Mobile Number	9801124567

Additional Details			
Full Name	ABHIJIT	Pin	180011
Address	Plot No. 10/1, Baghpora, Jammu	Andhra Pradesh	180011

Address of Proposed Premises			
House/Building Plot Number	Plot No. 10/1	Mobile Number	9801124567
House/Building	Plot No. 10/1	Landline Number	9801124567
Block	Plot No. 10/1	Postal Address	Plot No. 10/1
Nearest Landmark	Plot No. 10/1		
Nearest Station	Plot No. 10/1		
Village/Town/City	Plot No. 10/1		
Area Office	Plot No. 10/1		
District	Plot No. 10/1		
State	Plot No. 10/1		
Pin Code	Plot No. 10/1		

Additional Information			
Address Number/Plot Number/Building Number	Plot No. 10/1	Area of Premises	Plot No. 10/1

Boundary Details			
East Boundary	Plot No. 10/1	North Boundary	Plot No. 10/1
West Boundary	Plot No. 10/1	South Boundary	Plot No. 10/1

Submit

- User need to enter remarks and click on submit.

License View
License Registration / License View

Session Time Left : 58:52 | Pravin Bakshi, IAS Financial Commissioner

Status: Submitted

Date: 17-Jun-2025 06:25:54 PM

By: Dheeraj Gupta (Assistant Commissioner STE)

To: Ravi Sharma (Joint Commissioner STE)

[View Remarks](#)

Status: Submitted

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

By: Ravi Sharma (Joint Commissioner STE)

To: Pravin Bakshi, IAS (Financial Commissioner)

[View Remarks](#)

Upload file: No file selected.

Location: SECRETARY

Designation: SECRETARY

Status: Forwarded

Remarks:

Max 1000 Characters

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

Retailer License Registration User Manual

License Register

License Management / License Register

Session Time Left : 59:49

Pravin Bakshi, IAS

Financial Commissioner

10

Q Search records

Start Date

17-Jun-2025

End Date

17-Jun-2025

License Types

All

Status

Pending

Search

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

Secretary:

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

Excise Department
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Hon'ble Chief Minister

Shri. Conrad Sangma

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User Id Scan QR Mobile

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Password
Enter password

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e.g. 274915 N872JD

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Shri. Kyrmen Shylla

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Excise Department Government of Meghalaya		License Register License Management / License Register		Session Time Left : 58:21		Serves Aggarwal SECRETARY	
Search Menu	10	Q SECRE	Start Date 17-Jun-2025	End Date 18-Jun-2025	License Types All	Status Pending	Search
License Management							
License Registration							
License Modifications							
License Renewal							
Renewal Requests							
Temporary Bar License							
CSD Non Local Register List							
Support							
S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	SECRETARY			

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

Retailer License Registration User Manual

License View
License Application / License View

Session Time Left: 59:51 | **Servesh Agarwal** SECRETARY

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

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

License Details			
Type of Application	First Issuance of License	License Type	Wine Shop
License Type	Retailer	License Point	Wine
		Business Type	Individual
		Home Delivery	No
		LSP Subsidy	No

Personal Information			
Name of Applicant	ABHIJIT	Address	East Gate Villa, Mangalore 575004
Date of Birth	12 Jan 2007	E-mail Address	RAJ@123456
Business Name	ABC WINE SHOP	Mobile Number	9888777665

National Details			
Applicant's Name	ABHIJIT	Pin	575004
Applicant's Name	ABHIJIT	Applicant Number	ABHIJIT1234

Address of Registered Premises			
House/Building Plot Number		Mobile Number	9888777665
House/Plot		Landline Number	
House/Plot Landmark		E-mail Address	RAJ@123456
Block			
Township Name	Township Treasury		
Village/Township	Wine		
Post Office	Office		
State	West Bengal		
Pin Code	751005		

Additional Information			
Vehicle Number/Bus Number/Truck Number		Area of Premises	

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

Location*

Designation*

Status

Remarks*

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

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

Pending at Officer
License Management / Pending at Officer

Session Time Left: 59:51 | **Servesh Agarwal** SECRETARY

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	View		Print Download

Retailer License Registration User Manual

Financial Commissioner:

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

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User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

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Shri. Kyrmen Shylla

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Excise Department Government of Meghalaya

Activity Dashboard Dashboard / Activity Dashboard

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

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

License Management

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

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

License Register License Management / License Register

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

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

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

Retailer License Registration User Manual

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

License View
License Registration / License View

Session Time Left: 59:39 | Pravin Bakshi, IAS
Financial Commissioner

Subordinate/Supervisor Design Number: L2000000 Business Name: ABC WINE SHOP Registering for Financial Year: 2025-2026

[Printed License Document](#) [Printed Other Documents](#)

License Details			
Type of application	1	First Renewal of License	1
License Type	1	Retail	1
Category Type	1	Wine Shop	1
License Form	1	WFO	1
Business Type	1	Individual	1
Home Delivery	1	Yes	1
L20 Subcode	1	Yes	1

Personal Information			
Name of Applicant	1	ABC	1
Date of Birth	1	12 Jun 1987	1
Passport Name	1	ABC WINE SHOP	1
Address	1	801 Datta Bldg, Highways offside	1
E-mail Address	1	WFO@ABC.IN	1
Mobile Number	1	9891234567	1

Additional Details			
Father's Name	1	Pravin	1
Mother's Name	1	Pravin	1
PAN	1	AAAPR111A	1
Aadhar Number	1		1

Address of Registered Premises			
House/Building Plot Number	1		1
Plot/Section	1		1
Nearest Landmark	1		1
Block	1		1
Township Name	1	Town District Township	1
Village/Neighbourhood	1	Village	1
Post Office	1	Office	1
Pin Code	1	400000 5000	1
State	1	Madhya Pradesh	1
Pin Code	1	476001	1

Additional Information			
Vehicle Number/Wholesale Number/Storage Number	1		1
Area of Premise	1		1

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

[Back](#)

- User need to enter remarks and click on submit.

License View
License Registration / License View

Session Time Left: 59:39 | Pravin Bakshi, IAS
Financial Commissioner

Status: FORWARDED

Date: 18-Jun-2025 06:13:47 PM **By:** Pravin Bakshi, IAS (Financial Commissioner) **To:** Suresh Agarwal (SECRETARY) [View Remarks](#)

Status: Submitted

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

Upload file [No file selected.](#)

Location* [HEAD QUARTERS](#)

Designation* [Joint Commissioner STE](#)

Status [Forwarded](#)

Remarks* [FORWARDED](#)

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

Max 1000 Characters

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	Count	Process Name	Pending at	Count
Bottling IMFL Local	3	License Registration	Superintendent of Excise	33	Temporary Bar License Registration	Deputy Commissioner	0
Bottling IMFL Import	0	License Registration	Deputy Superintendent of Excise	0	License Modification	Deputy Commissioner	0
Brewery Export	0	License Registration	Deputy Commissioner	1	Central Bonded Warehouse Permits	Deputy Commissioner	0
Bottling IMFL Export	0	License Registration	Assistant Commissioner	11	License Registration	Joint Commissioner	1
Wholesale IMFL	8	Temporary Bar License Registration	Superintendent of Excise	0	Brand Label Registration	Joint Commissioner	0
State Bonded Warehouse	5	License Modification	Superintendent of Excise	0	License Modification	Joint Commissioner	0
Military Canteen	15	License Modification	Deputy Superintendent of Excise	0	Total	0	0
Grand Total	44	Total		73	Total		69
					License Registration	Secretary HQ	0
					Total		0
					Total		17

- 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

License View
License Registration / License View

Session Time Left: 07:58 Logout Help

Acknowledgement Receipt Number: L2500258 Business Name: ABC WINE SHOP Registration for Financial Year: 2023-2024

[Individual License Application](#) [Individual Officer Remarks](#)

License Details			
Type of Application	1	From Renewal of License	License Type
License Type	1	Retailer	License Form
			Business Type
			Home Delivery
			LSD Indicated

Personal Information			
Name of Applicant	1	ABC	Address
Date of Birth	1	12-Jan-2007	E-mail Address
Business Name	1	ABC WINE SHOP	Mobile Number

Applicant Details			
Applicant Name	1	ABHIJITH	Pin
Applicant's Name	1	ABHIJITH	Applicant Number

Address of Proposed Premises			
House/Building/Plot Number	1		Mobile Number
Road/Street	1		Landline Number
Nearest Landmark	1		E-mail Address
Block	1		
Township Name	1	Town Township	
Ward/Neighbourhood	1	Ward	
Post Office	1	Office	
Division	1	West Ganga Hills	
State	1	Madhya Pradesh	
Pin Code	1	476001	

Additional Information			
Vehicle Number/Plate Number/Registration Number	1		Area of Premises

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

[Home](#)

- User need to enter remarks and click on submit.

License View
License Registration / License View

Session Time Left: 59:43 Logout Help Ravi Sharma Joint Commissioner STE

Status: Submitted

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

Status: FORWARDED

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

Upload file No file selected.

Location* DISTRICT OFFICE

Designation* Superintendent of Excise

Status Forwarded

Remarks*

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

Max 1000 Characters

Activate Windows

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

Pending at Officer
License Management / Pending at Officer

Session Time Left: 59:57 Logout Help Ravi Sharma Joint Commissioner STE

10 Start Date 17-Jun-2025 End Date 17-Jun-2025 License Types All Status Pending [Search](#)

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


Retailer License Registration User Manual

Superintendent of Excise:

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Excise Department
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Shri. Conrad Sangma

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User ID


Password

Verification Code
   

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Shri. Kyrmen Shylla

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Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

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

Search Menu

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

Pending Permits

21

Pending at District Office

25

Pending at Headquarters

38

Pending at Commissionerate

156

Pending Permits

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


Pending at District Office

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

Pending at Headquarters

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

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

 C-Tel INFOSYSTEMS

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Retailer License Registration User Manual

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left : 59:04 | Sri Vastava SOE
Superintendent of Excise

Search Menu

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

Pending Permits: 21

Pending at District Office: 25

Pending at Headquarters: 38

Pending at Commissionerate: 156

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

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

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

10 | Q: 258 | 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
8	L2500258	Submitted	17-Jun-2025 02:44 PM	Superintendent of Excise			

License View
License Registration / License View

Session Time Left: 59:04 | Sri Vastava SOE
Superintendent of Excise

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

License Details:

Type of Application	From Issuance of License	License Type	Wine Shop
License Type	Wine	License Form	WFO
		Business Type	Individual
		Home Delivery	Yes
		CSD Subsidized	No

Personal Information:

Name of Applicant	ABHS	Address	East Gate Mills, Meghalaya 786001
Date of Birth	12-Jun-2007	E-mail address	North2424@ic
Business Name	ABC WINE SHOP	Mobile Number	8800772424

Additional Details:

Applicant's Name	ABHS	Pin	786001
Applicant's Address	East Gate Mills, Meghalaya 786001	Auditor Number	NA00000000

Address of Proposed Premises:

Proposed Premises Number	NA00000000	Station Number	NA00000000
Road Street	NA00000000	Landline Number	NA00000000
Nearest Landmark	NA00000000	Email address	NA00000000
Block	NA00000000		
Township Name	NA00000000		
Ward/Neighbourhood	NA00000000		
Post Office	NA00000000		
Division	NA00000000		
State	NA00000000		
Pin Code	NA00000000		

Additional Information:

Vehicle Number/Plate Number/Registration Number	NA00000000	Area of Premises	NA00000000
---	------------	------------------	------------

Boundary Details:

East Boundary	NA00000000	North Boundary	NA00000000
West Boundary	NA00000000	South Boundary	NA00000000

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

Excise Department
Government of Meghalaya

License View
License Registration / License View

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

Status: SUBMITTED

Date: 18-jun-2025 06:29:57 PM By: Suresh Agarwal (SECRETARY) To: Pravin Bakshi, IAS (Financial Commissioner) [View Remarks](#)

Status: FORWARDED

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

Status: FORWARDED

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

Upload file: No file selected.

Location: APPLICANT

Remarks: Request for fee payment

[Previous](#) [Forward](#)

Activate Windows
Go to Settings to activate Windows.

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

Pending at Officer
License Management / Pending at Officer

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

10 258 Start Date 14-Jun-2025 End Date 23-Jun-2025 License Types All Status Pending [Search](#)

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

Applicant:

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

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Government of Meghalaya

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User ID: LR_LOGIN

Password: [Masked]

Verification Code: PUBG

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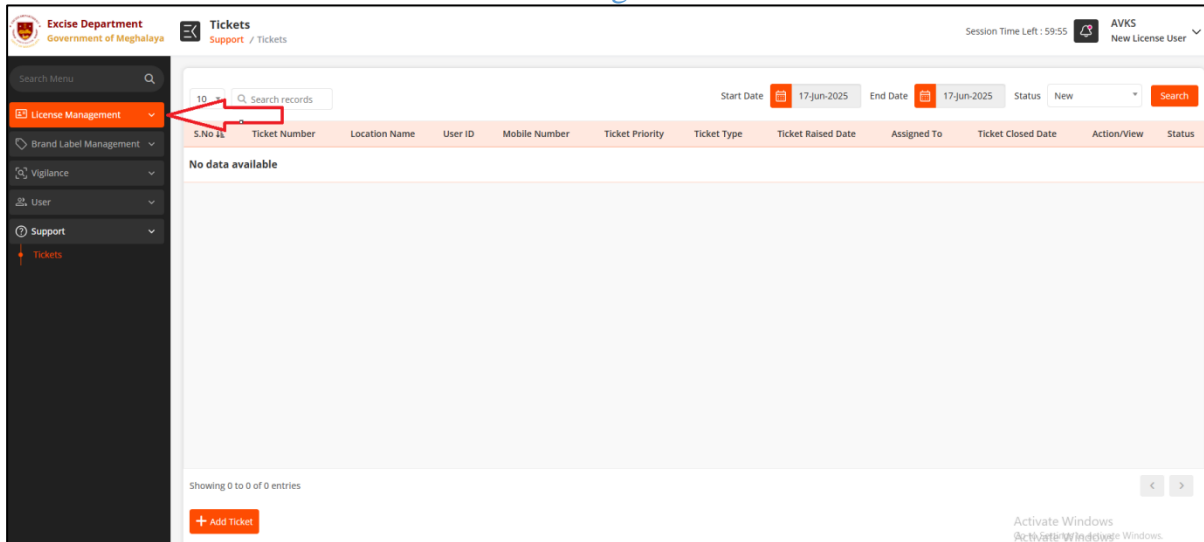
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Hon'ble Chief Minister
Shri. Conrad Sangma

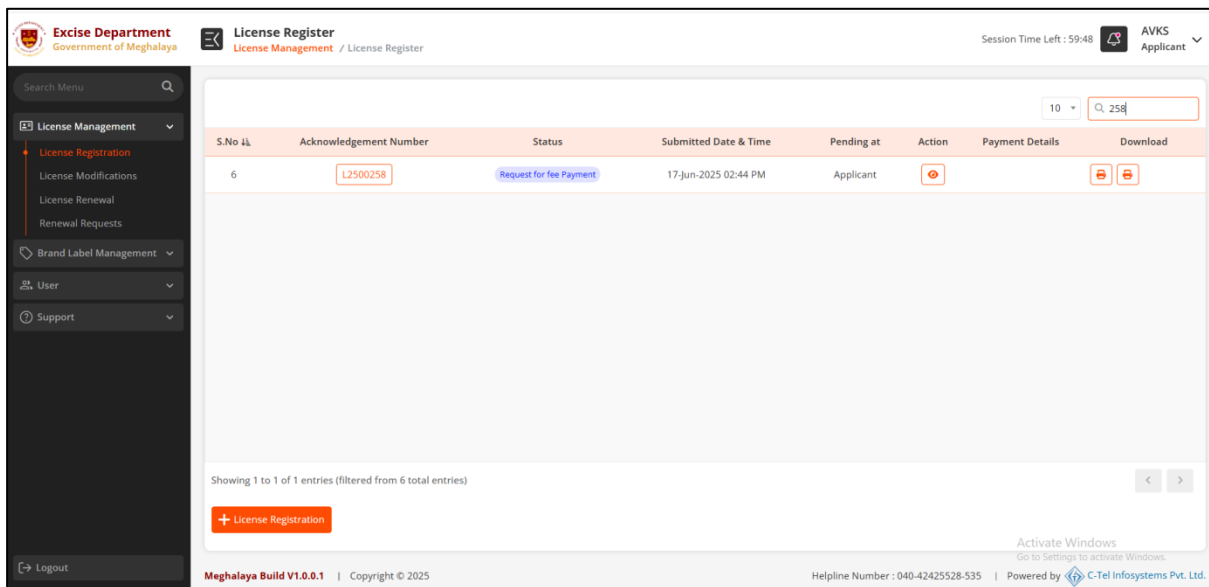
Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

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

[illegible]


- 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 

Search Menu

License Management

Brand Label Management

User


Support

Status: **FORWARDED**

Date: 24-Jun-2025 01:49:08 PM By: District Office To: Applicant [View Remarks](#)

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

Add Challans

<input type="checkbox"/>	Challan Number*	Challan Amount*	Challan File*	Challan Date*
<input type="checkbox"/>	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
 

Search Menu

License Management

- License Registration
- License Modifications
- License Renewal
- Renewal Requests

Brand Label Management

- User

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

Retailer License Registration User Manual

The screenshot displays the 'License Register' interface. On the left is a sidebar with navigation options: License Management, License Registration, License Modifications, License Renewal, Renewal Requests, Brand Label Management, User, and Support. The main area shows a table with columns: S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. A modal titled 'Payment Details' is open, showing transaction information.

S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500305	License Verify	24-Jun-2025 01:27 PM	District Office		Payment Details	

Excise Transaction ID	Challan Number	Transaction Amount(Rs.)	Transaction Status	Challan Print
LR2406202500220281	A2550232322	200000.00	Success	

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

[+ License Registration](#)

Superintendent of Excise:

The screenshot shows the login page for the Superintendent of Excise. It features a header with the Excise Department logo and navigation links. The main content area includes portraits of the Hon'ble Chief Minister and Hon'ble Excise Minister. A central login form is titled 'Welcome' and offers three login methods: User ID, Scan QR, and Mobile. The form fields include User ID, Password, and Verification Code. A 'Login' button is at the bottom, along with a 'Forgot Password?' link and a 'Sign Up' link for new users.

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

Retailer License Registration User Manual

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

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

Pending Permits: 21

Pending at District Office: 25

Pending at Headquarters: 38

Pending at Commissionerate: 156

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

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

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

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

Session Time Left: 59:04 | Sri Vastava SOE
Superintendent of Excise

Pending Permits: 21

Pending at District Office: 25

Pending at Headquarters: 38

Pending at Commissionerate: 156

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

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

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

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

Excise Department
Government of Meghalaya

License Register
License Management / License Register

Session Time Left: 59:35 | Sri Vastava SOE
Superintendent of Excise

10 | Q 300 | Start Date: 24-Jun-2025 | End Date: 24-Jun-2025 | License Types: All | Status: Pending At Officer | Search

S.No	Id	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		Payment Details	

Retailer License Registration User Manual

The screenshot shows the 'License Register' page in the 'Excise Department' portal. The page displays a table of license entries. A modal window titled 'Payment Details' is open, showing transaction information.

S.No & A.	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500305	License Verify	24-Jun-2025 01:27 PM	District Office		Payment Details	

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

[+ License Registration](#)

- The user need to click on action

The screenshot shows the 'Pending at Officer' page in the 'Excise Department' portal. The page displays a table of pending license entries.

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

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

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

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

Additional Information	
Khasra Number/Khatoni Number/Mauja Number	Area of Premise

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 forward the application to next authourity.

License View
License Registration / License View

Session Time Left : 59:43

Sri Vastava SOE
Superintendent of Excise

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

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

Upload file
No file selected.

Location*
HEAD QUARTERS


Designation*
Dealing Assistant

Status
Forwarded

Remarks*

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

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



Excise Department

Government of Meghalaya

Pending at Officer

License Management / Pending at Officer

Session Time Left : 59:43

Sri Vastava SOE

Superintendent of Excise

Search Menu

Dashboard

License Management

License Register

License Modifications

10

258

Start Date

03-Jun-2025

End Date

23-Jun-2025

License Types

All

Status

Pending

Search

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

Retailer License Registration User Manual

Dealing Assistant Head Quarter:

Helpline Number : 040-42425528-535 05:09:27 PM Monday, June 23, 2025 Skip to Main Content

Excise Department Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User ID Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department Government of Meghalaya License Register License Management / License Register

Session Time Left : 59:53 Sunil Thakur Dealing Assistant

Search Menu

Dashboard License Management License Register License Modifications Renewal Requests Temporary Bar License

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

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

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

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](#)

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

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

DATE: 18-JUN-2025

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

Status: FORWARDED

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

Status: License Verify

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

Status: License Verify

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

Upload file

Location*

Designation*

Status

Remarks*

Previous Submit

Activate Windows
Go to Settings to activate 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:

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

Excise Department
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

Welcome

User ID Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

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

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

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

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

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

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

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

Retailer License Registration User Manual

Excise Department Government of Meghalaya License Register

Session Time Left: 52:49 Dheeraj Gupta Assistant Commissioner

Search Menu

Dashboard License Management License Register License Modifications Renewal Requests

10 Search records

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

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

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

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

Individual Licensee Documents Individual Officer Documents

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

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

License View
License Registration / License View

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

Status: Submitted

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

Status: Submitted

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

Upload file: No file selected.

Location*: HEAD QUARTERS

Designation*: Joint Commissioner STE

Status: Forwarded

Remarks*: forwarded

Max 1000 Characters

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

Activate Windows
Go to Settings to activate Windows.

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

Excise Department
Government of Meghalaya

Pending at Officer
License Management / Pending at Officer

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

Search Menu: Dashboard, License Management, License Register, License Modifications, Renewal Requests

10 | 25 | Start Date: 04-Jun-2025 End Date: 23-Jun-2025 License Types: All Status: Pending Search

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

Joint Commissioner Head Quarter:

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

Excise Department
Government of Meghalaya

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Welcome

User Id Scan QR Mobile

User ID: Enter user ID

Password: Enter password

Verification Code: e.g. 274915 [Forgot Password?](#)

[Login](#)

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

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Retailer License Registration User Manual

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

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

Pending Permits
47

Pending at District Office
73

Pending at Headquarters
69

Pending at Commissionerate
156

Pending Permits

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

Pending at District Office

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

Pending at Headquarters

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

Pending at Commissionerate

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

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

Excise Department
Government of Meghalaya

License Register
License Management / License Register

Session Time Left : 59:54 Ravi Sharma
Joint Commissioner

Search Menu

Dashboard

License Management

License Register

License Modifications

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

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

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

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

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

- 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)	View Remarks Uploaded File
-------------------------------	--	---	---

Status: Submitted

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

Upload file

No file selected.

Location*

HEAD QUARTERS

Designation*

Financial Commissioner

Status

Forwarded

Remarks*

forwarded

Previous

Submit

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

Excise Department
Government of Meghalaya

Pending at Officer
License Management / Pending at Officer

Session Time Left : 59:51 Ravi Sharma
Joint Commissioner

10 258 Start Date 02-Jun-2025 End Date 23-Jun-2025 License Types All Status Pending Search

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

Retailer License Registration User Manual

Financial Commissioner:

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

Excise Department
Government of Meghalaya

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Welcome

User Id Scan QR Mobile

User ID
Enter user ID

Password
Enter password

Verification Code
e.g. 274915

Forgot Password?

Login

Don't have an account? Sign Up

Hon'ble Chief Minister
Shri. Conrad Sangma

Hon'ble Excise Minister
Shri. Kyrmen Shylla

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

Excise Department
Government of Meghalaya

Activity Dashboard
Dashboard / Activity Dashboard

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

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

License Management

Pending at Commissionerate

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

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

Excise Department
Government of Meghalaya

License Register
License Management / License Register

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

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

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

Retailer License Registration User Manual

The screenshot shows the 'License Register' interface. A modal titled 'Payment Details' is open, displaying a table of transactions:

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

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

This screenshot shows the 'License Register' table with the 'Action' column highlighted. A red box and an arrow point to the 'Action' icon (a circle with a play symbol) for the first record.

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

The screenshot displays the 'Acknowledgement Receipt Number: L2500305' page. It includes the following sections:

- License Details:**
 - Type of Application : Fresh Issuance of License
 - License Type : Retailer
 - Retailer Type : Wine Shop
 - License Form : RTW
 - Business Type : Individual
 - Home Delivery : Yes
 - LOI Selected : No
- Personal Information:**
 - 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
 - Mobile Number : 6361172497
- Additional Details:**
 - Father's Name : Vaman
 - Mother's Name :
 - PAN : AAAPA1111A
 - Aadhaar Number :
- Address of Proposed Premises:**
 - House/Building/Plot Number :
 - Road/Street :
 - Nearest Landmark :
 - Mobile Number : 6544566544
 - Landline Number :
 - Email Address : fda@1243.in

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

License View
License Registration / License View

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

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

Status: License Verify

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

Status: License Verify

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

Status: License Verify

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

Status: License Verify

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

Status: Approved

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

Previous

Activate Windows

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

Search Menu
Dashboard
License Management
License Register
License Modifications
Renewal Requests

10

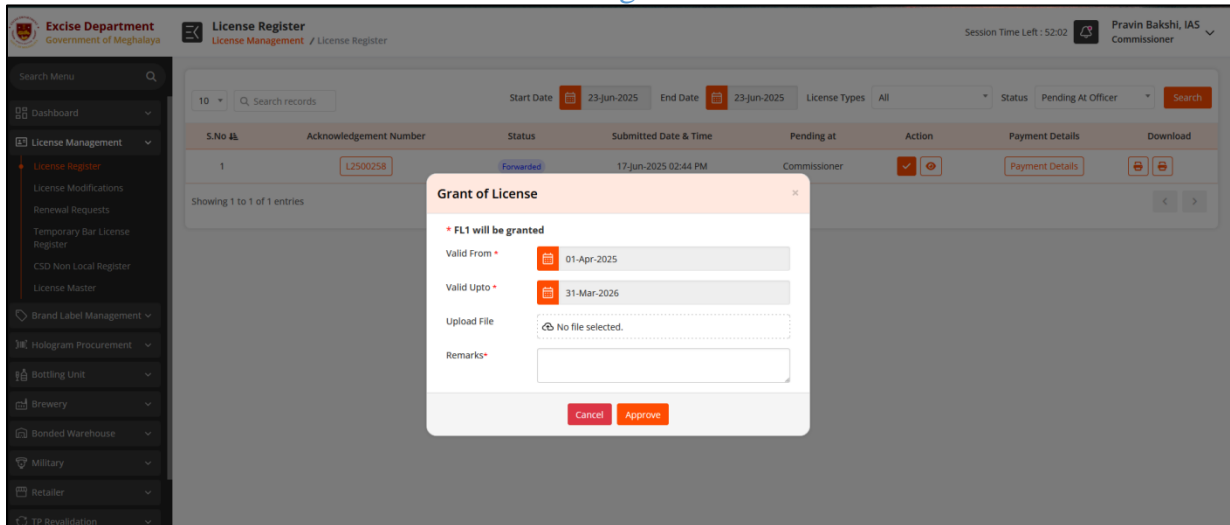
Search records

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

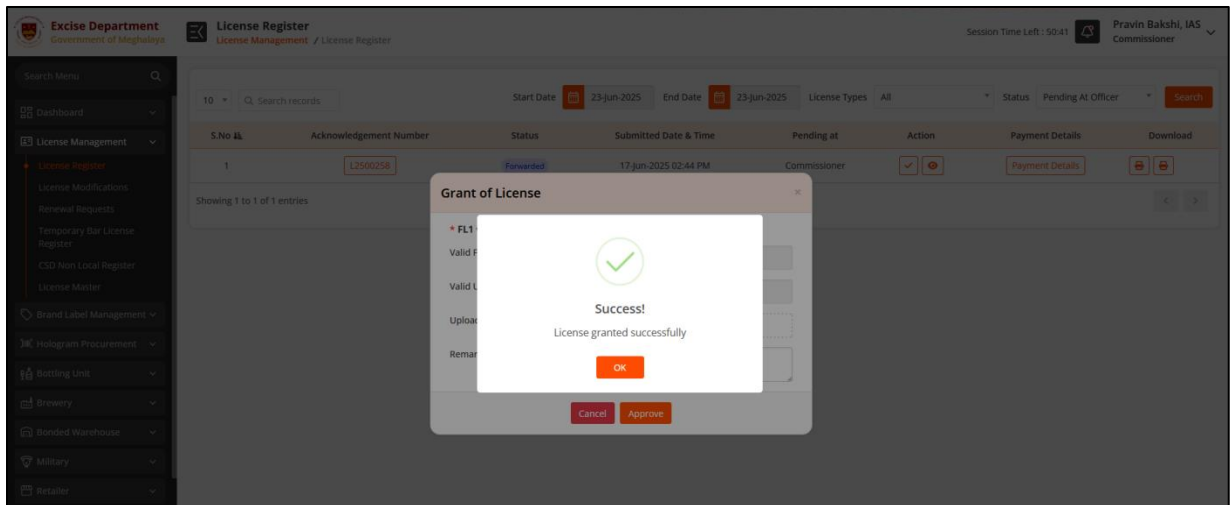
S.No	Acknowledgement Number	Status	Submitted Date & Time	Pending at	Action	Payment Details	Download
1	L2500258	Forwarded	17-Jun-2025 02:44 PM	Commissioner	<input checked="" type="checkbox"/> <input type="checkbox"/>	Payment Details	

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

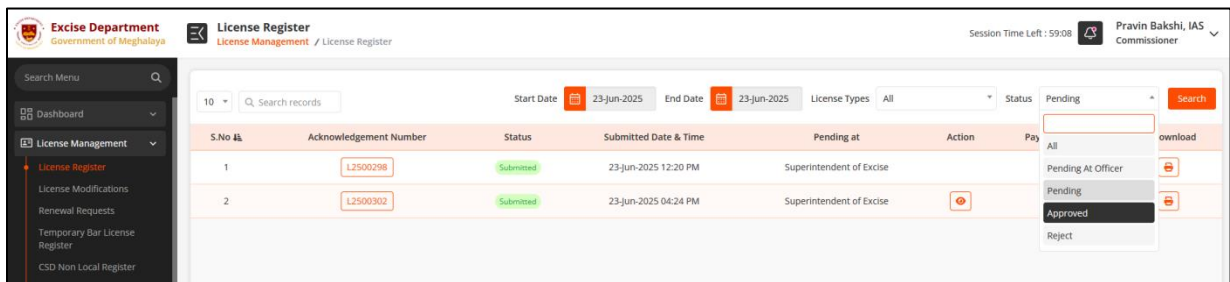
Retailer License Registration User Manual



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

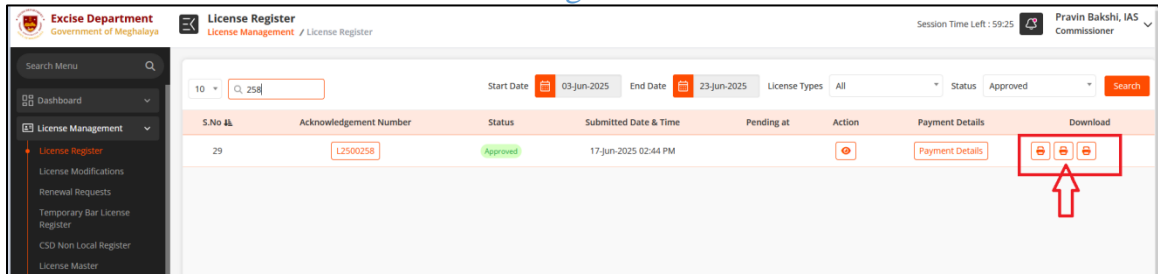


- User need to select the filter as Approved and click on search button as shown below.




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

Retailer License Registration User Manual



The screenshot displays the 'License Register' interface. The sidebar on the left shows the 'License Register' menu item. The main area contains a search bar and a table of license records. The table has columns for S.No, Acknowledgement Number, Status, Submitted Date & Time, Pending at, Action, Payment Details, and Download. A red box highlights the 'Download' button for the first record, with a red arrow pointing to it.

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:

M/S ABC WINE SHOP (Village, Office, 70,, West Garo Hills, Meghalaya - 456456) APPLICATION PRINT
<p>Application Number: 202500205 Date : 24-Jun-2025 01:10:50 PM</p> <p>To, The Superintendent of Excise, Turayan, West Garo Hills, Meghalaya.</p> <p>Sub: <u>Application for grant of License for Retailer of Wine Shop</u></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 Sub-Division:- 70, Village/Town/City:- Village, Post Office:- Office, Circle:- , District:- West Garo Hills, Zone:- , State:- Meghalaya, Pincode:- 456456 in the online portal of Meghalaya Excise and also paid the required fees. I am submitting the following documents which have been uploaded while submitting the online application for information and necessary actions please.</p> <ol style="list-style-type: none">1. Proof of Age Certificate (Birth Certificate/School Certificate)2. Financial Capacity Certificate (from any Bank or Financial Institution)3. No Objection Certificate From Municipality (if it is within Municipality Area)4. Police Verification Certificate.5. Professional Tax clearance Certificate (from Autonomous District Council)6. Detail Plan Layout duly Certified by Architect/ Engineer (for IMFL "ON")7. Application Form - A should be duly filled up and affixed with Court Fee Stamp of Rs. 25/-8. Land/ Building ownership document Tenancy Agreement.9. Identity Proof (EPIC, etc.)10. Proof of Residential Certificate (EPIC issued by Village/ Town Committee/ Nokma/Hima Syiemship/ any other competent Authority)11. Sales Tax Clearance Certificate (from Meghalaya Taxation Department) <p>Therefore, I request your kind majesty to look into the matter and do the needful for grant of license for Retailer of Wine Shop.</p> <p>Thanking you.</p> <div></div> <div><p>Yours faithfully, AVKS For ABC WINE SHOP</p></div>

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 License: **M/s 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** (Name **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 remain in 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 in all notifications and rules which have been or which, may, from time to time, be published or hereunder so far as are relating to this license and shall cause all persons employed by him to obey 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 spirit 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 probable arrival and the approximate quantity in bulk litres of such consignment 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, if 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 keep 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 of 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 produce for inspection 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 of 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 at 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 to time be fixed by the Excise Commissioner.
- XVI. That the licensee shall not be permitted to issue foreign liquors or spirit from the Bonded Warehouse to the vendors of foreign liquor and pass holders unless he has taken out a license.
- XVII. That as security for fulfillment of these conditions, the licensee shall deposit with the collector of the district a sum of **Rs. 5,000/- (Rupees five thousand)** only and shall execute a hypothecation deed pledging the Bonded Warehouse premises all apparatus and utensils employed in the working of the Warehouse for the due discharge of all payments which may become due to Government of Meghalaya, provided that the Government of Meghalaya shall not undertake to arrange for the sale of 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 any policy of Government or any other reasons.
- XIX. That infraction of any of the above conditions or of any of the provisions of 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 to 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

