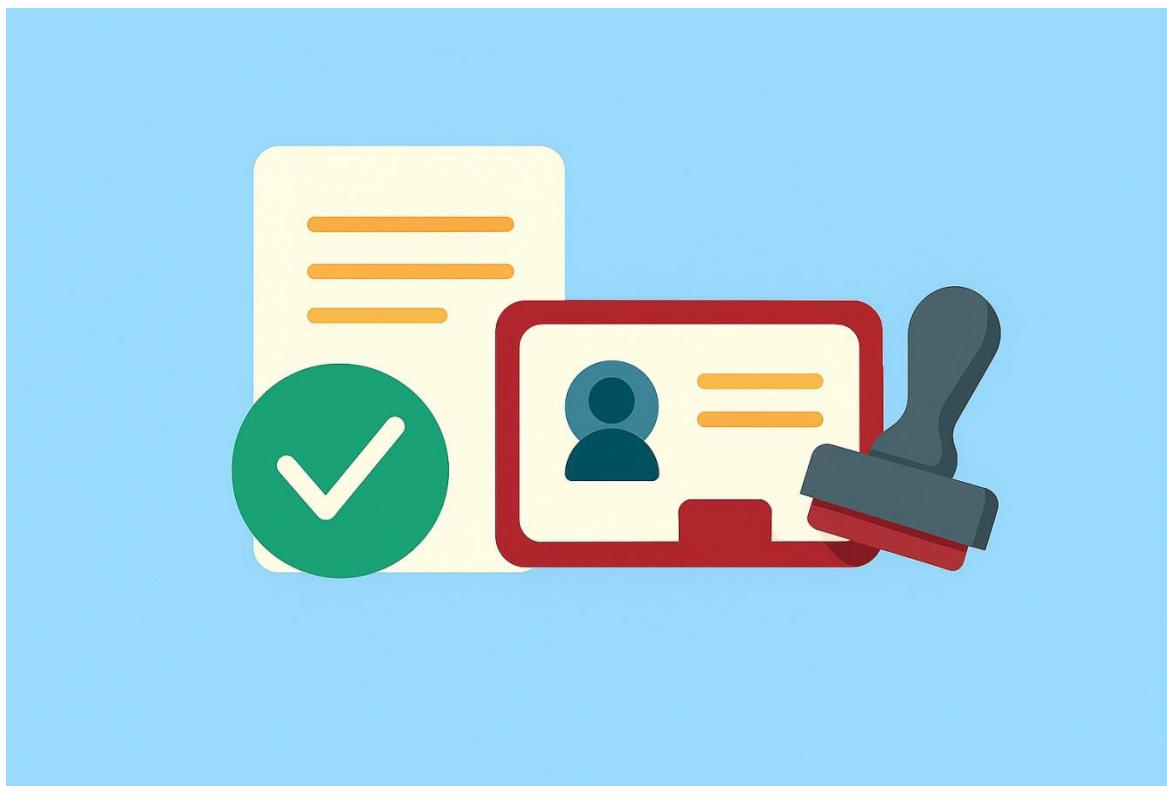




**Excise Department
Government of Meghalaya**



C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

Temporary Bar License Registration User Manual

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2.1 Private/Event/Mega Event/Super Mega Event/Homemade Wine Stall	4

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

Temporary Bar License Registration User Manual

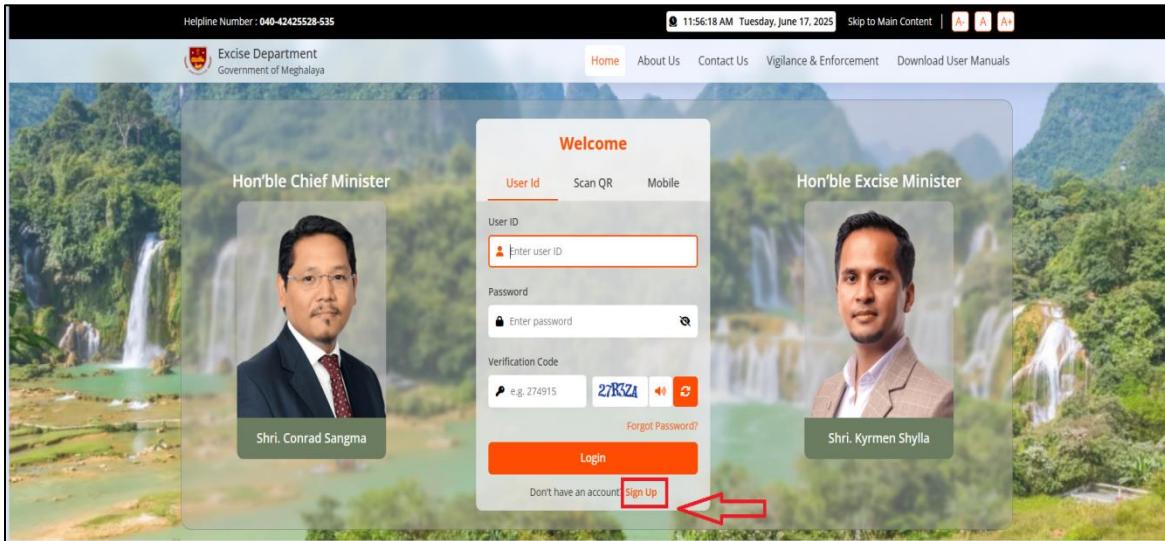
1. Overview:

- Implementation of an e-Governance Systems for Excise Functions of “Excise Department Govt. of Meghalaya
- The Purpose of this Document is to Provide a Detailed Description to the User which Helps to Perform License Registration Process of Temporary Bar as shown below.

Temporary Bar License Registration User Manual

2. Temporary Bar License Registration

Sign Up:



- User need to do sign up before license registration as shown in above figure.
- The user need to select the Registration type as Temporary Bar License Registration.

Temporary Bar License Registration User Manual

Sign Up

Registration Type *

User ID: *

Applicant Name *

Password: *

Email Address *

Confirm Password: *

Mobile Number *

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.

Congratulations!

Your account is created successfully

Login Id: LR_LOGIN

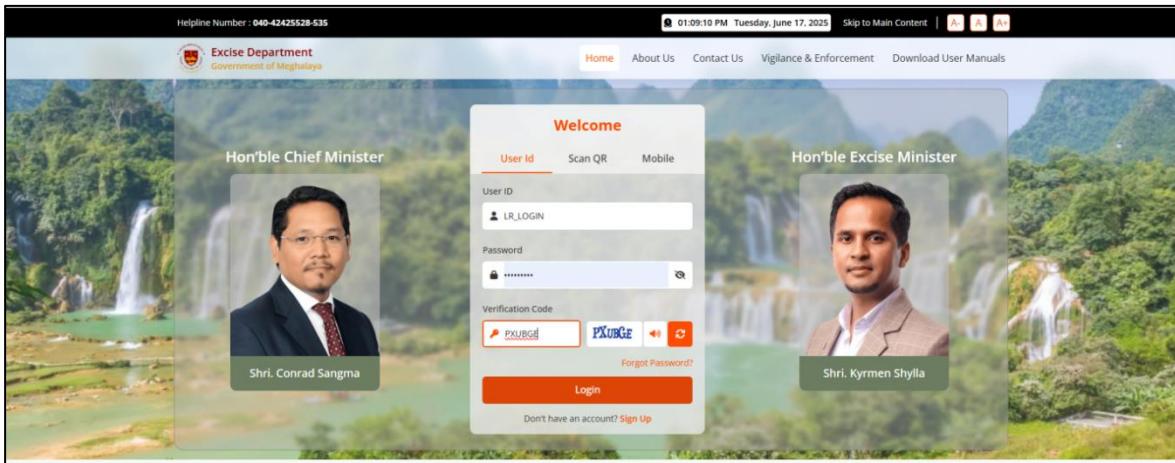
Password: Provided by the user

Login

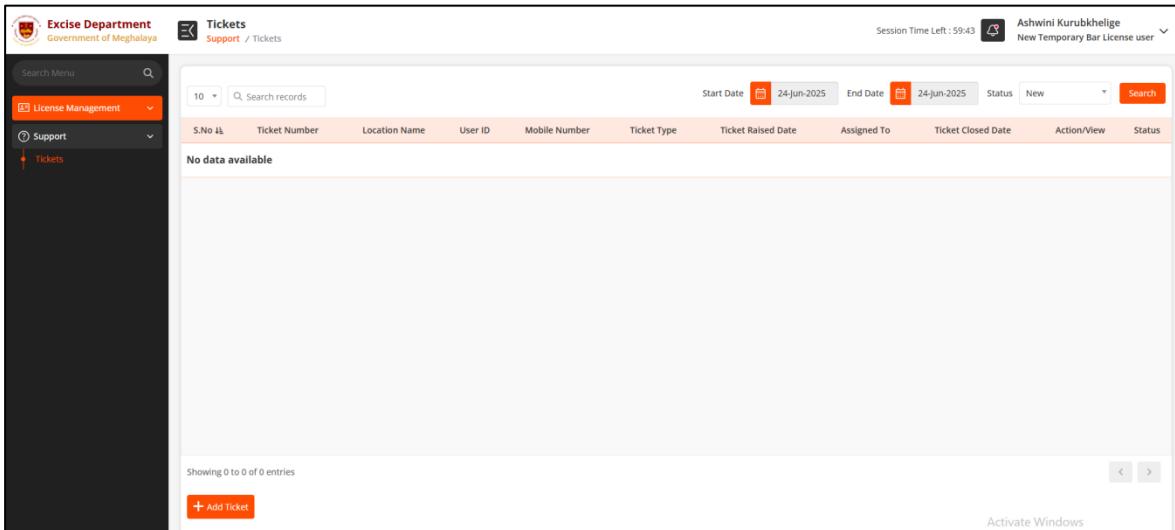
- User need to click on Login button as shown in above figure.

Temporary Bar License Registration User Manual

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



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



- From side menu, user need to select license management, and click on +Raise Request.

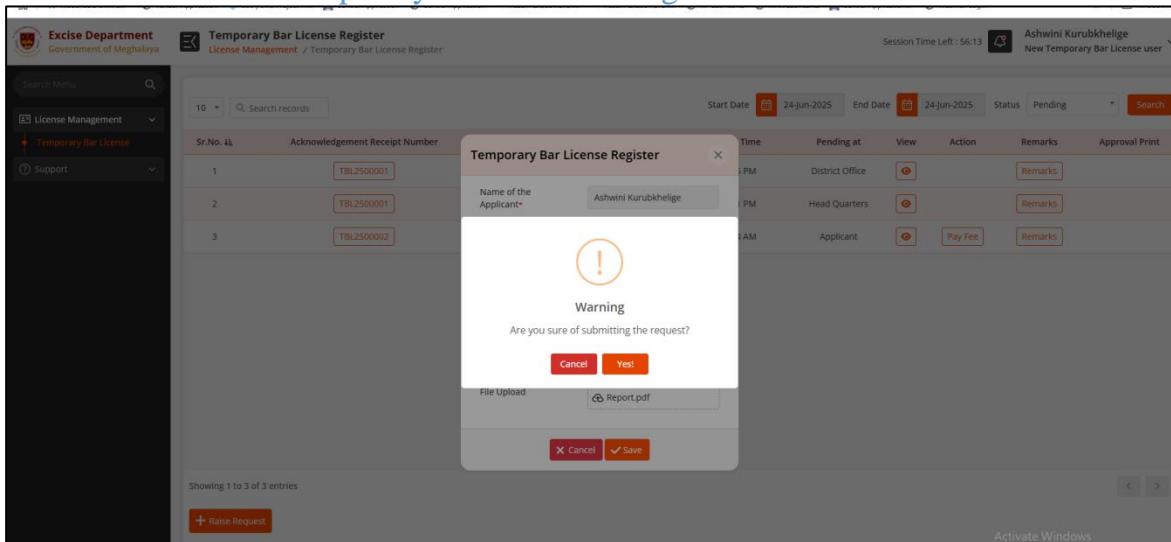
Temporary Bar License Registration User Manual

The screenshot shows the 'Temporary Bar License Register' page. At the top, there is a search bar with 'Search records' and a dropdown for '10'. Below the search bar is a table with columns: Sr.No., Acknowledgement Receipt Number, Status, Submitted Date & Time, Pending at, View, Action, Remarks, and Approval Print. The table contains three entries: 1 (TBL2500001, Submitted, 23-Jun-2025 12:45 PM, District Office, View, Remarks), 2 (TBL2500001, Forwarded, 06-Jun-2025 12:31 PM, Head Quarters, View, Remarks), and 3 (TBL2500002, Request for Fee Payment, 06-Jun-2025 09:54 AM, Applicant, View, Pay Fee, Remarks). A red arrow points to the '+ Raise Request' button at the bottom left of the table. The status bar at the bottom right shows 'Activate Windows'.

- In the Registration form, user need to select the District, date selection and type of Temporary Bar license,fill the required details and click on save button

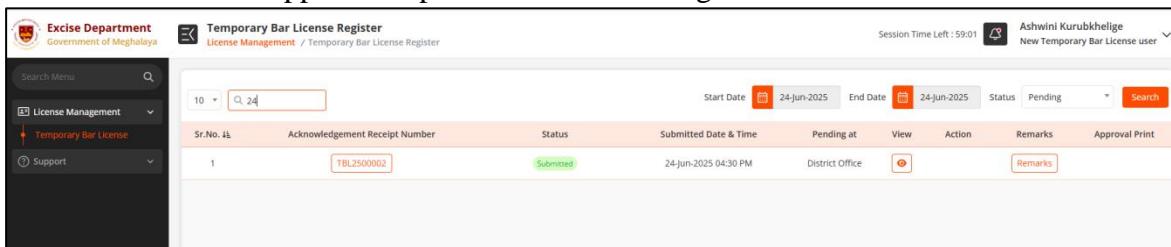
The screenshot shows a modal dialog titled 'Temporary Bar License Register'. The dialog contains fields: Name of the Applicant (Ashwini Kurukheli), District (Ri Bhol), From Date (24-Jun-2025), To Date (24-Jun-2025), Temporary Bar Type (dropdown menu open, showing 'Select Temporary Bar Type' and options like 'Private Party', 'Event', 'Mega Event', 'Super Mega Event', and 'Homemade Wine Stall'), Place of Event (input field), and File Upload (button). A red arrow points to the 'Temporary Bar Type' dropdown menu. The status bar at the bottom right shows 'Activate Windows'.

Temporary Bar License Registration User Manual

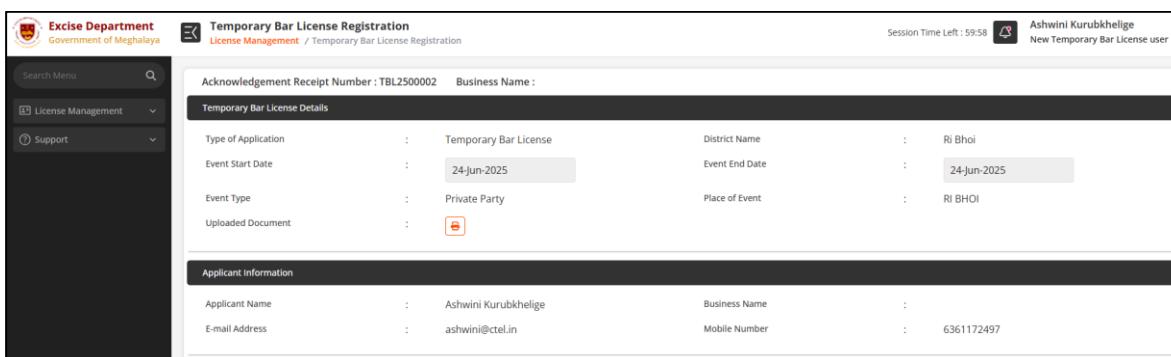


The screenshot shows the 'Temporary Bar License Register' page. A modal dialog box is centered, displaying a warning message: 'Warning' with the text 'Are you sure of submitting the request?' and two buttons: 'Cancel' and 'Yes!'. The background table lists three entries with columns: Sr.No., Acknowledgement Receipt Number, Name of the Applicant, Time, Pending at, View, Action, Remarks, and Approval Print. The first entry has 'TBL2500001' in the Receipt Number column and 'Ashwini Kurubkhelge' in the Applicant column. The second entry has 'TBL2500001' in the Receipt Number column and 'Ashwini Kurubkhelge' in the Applicant column. The third entry has 'TBL2500002' in the Receipt Number column and is empty in the Applicant column. The 'Action' column contains icons for 'View', 'Pay Fee', and 'Remarks'.

- User can see the application preview while clicking on action button as shown below.



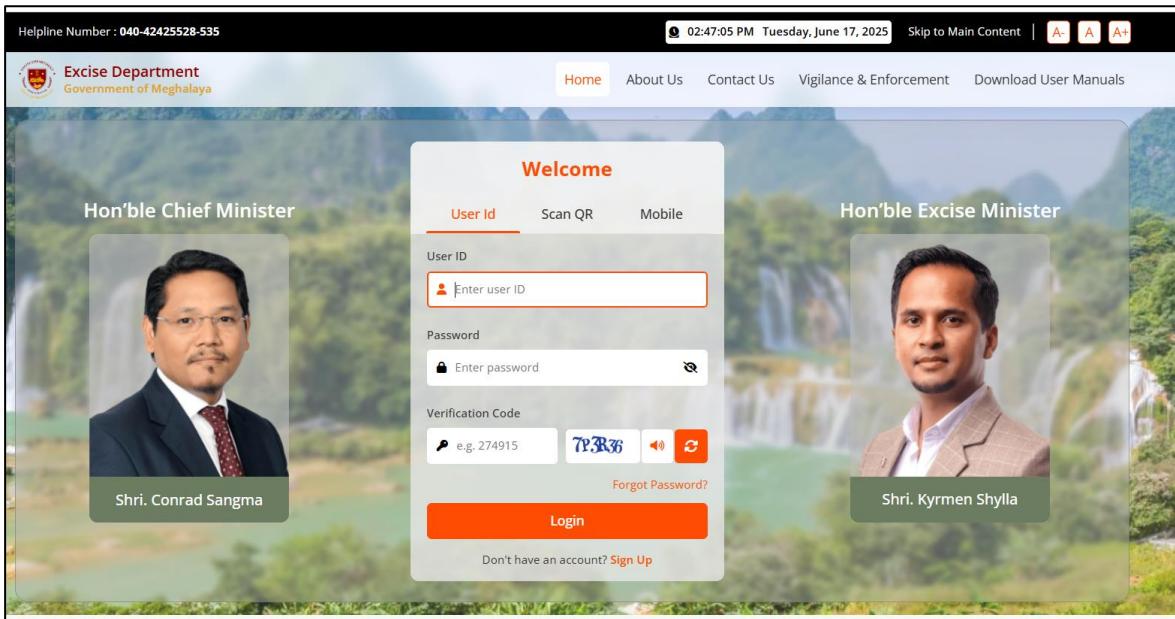
The screenshot shows the 'Temporary Bar License Register' page. The table now shows one entry with the status 'Submitted'. The entry details are: Sr.No. 1, Acknowledgement Receipt Number TBL2500002, Status Submitted, Submitted Date & Time 24-Jun-2025 04:30 PM, Pending at District Office, and Action View, Pay Fee, Remarks.



The screenshot shows the 'Temporary Bar License Registration' page. The 'Temporary Bar License Details' section contains the following data: Type of Application: Temporary Bar License, Event Start Date: 24-Jun-2025, Event End Date: 24-Jun-2025, Event Type: Private Party, and Place of Event: RI BHOI. The 'Uploaded Document' field shows a file icon. The 'Applicant Information' section contains the following data: Applicant Name: Ashwini Kurubkhelge, Business Name: , E-mail Address: ashwini@ctel.in, Mobile Number: 6361172497.

Temporary Bar License Registration User Manual

Superintendent of Excise:



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

Pending Permits			Pending at District Office			Pending at Headquarters			Pending at Commissionerate		
Location	Count	Process Name	Pending at	Count	Process Name	Pending at	Count	Process Name	Pending at	Count	
Bottling Unit Local	1	License Registration	Superintendent of Excise	17	License Registration	Dealing Assistant HQ	7	CSD Non Local License Registration	Dealing Assistant HQ	3	
Retailer	6	License Registration	Deputy Commissioner	2	Assistant Commissioner	Assistant Commissioner	11	Total	Total	10	
		License Registration	Inspector of Excise (IOE)	2	Assistant Commissioner	Assistant Commissioner STE	2	CSD Non Local License Registration	Assistant Commissioner STE	2	
		Temporary Bar License Registration	Superintendent of Excise	2	Temporary Bar License Registration	Deputy Commissioner	1	Total	Total	4	
		Retailer Permits	Superintendent of Excise	6	Retailer Permits	Deputy Superintendent of Excise	6	Retailer Permits	Deputy Superintendent of Excise	6	
		Grand Total	7	Grand Total	40	Grand Total	13	Grand Total	1	Grand Total	1

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

Temporary Bar License Registration User Manual

Temporary Bar License Register
License Management / Temporary Bar License Register

Session Time Left: 59:57 RIBHOI Superintendent of Excise

Start Date: 24-Jun-2025 End Date: 24-Jun-2025 Status: Pending Search

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	View	Action	Remarks	Approval Print
1	TBL2500002	Submitted	24-Jun-2025 04:30 PM	Superintendent Of Excise	<input type="button" value="View"/>	<input type="button" value="Forward"/>	<input type="button" value="Remarks"/>	
2	TBL2500001	Submitted	23-Jun-2025 12:45 PM	Superintendent Of Excise	<input type="button" value="View"/>	<input type="button" value="Forward"/>	<input type="button" value="Remarks"/>	
3	TBL2500001	Forwarded	06-Jun-2025 12:31 PM	Deputy Commissioner	<input type="button" value="View"/>	<input type="button" value="Remarks"/>		
4	TBL2500002	Request for Fee Payment	06-Jun-2025 09:54 AM	Applicant	<input type="button" value="View"/>	<input type="button" value="Remarks"/>		

Showing 1 to 4 of 4 entries

Activate Windows
Go to Settings to activate Windows.

- User can see the applied bar licenses in the list view of Temporary Bar License Register tab.
- User need to click on action button to view and forward the application to next authority as shown below figure.

Temporary Bar License Register
License Management / Temporary Bar License Register

Session Time Left: 58:10 RIBHOI Superintendent of Excise

Start Date: 24-Jun-2025 End Date: 24-Jun-2025 Status: Pending Search

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	View	Action	Remarks	Approval Print
1	TBL2500002	Submitted	24-Jun-2025 04:30 PM	Superintendent Of Excise	<input type="button" value="View"/>	<input type="button" value="Forward"/>	<input type="button" value="Remarks"/>	

Temporary Bar License Registration

S.No.	Profile ID	Event Type	Requested On
1	TBL2500002	Private Party	24-06-25 16:30:51 PM

Location*: APPLICANT

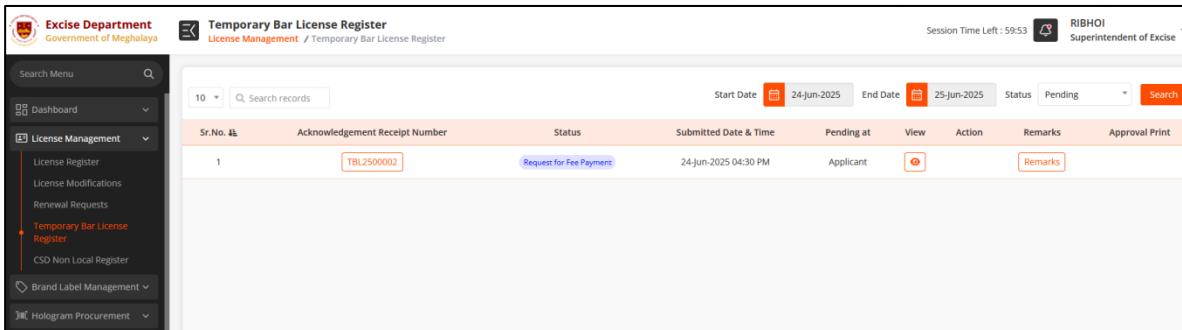
Remarks*: Please Enter Remarks Only Upto 240 Characters

Cancel Submit

Showing 1 to 1 of 1 entries

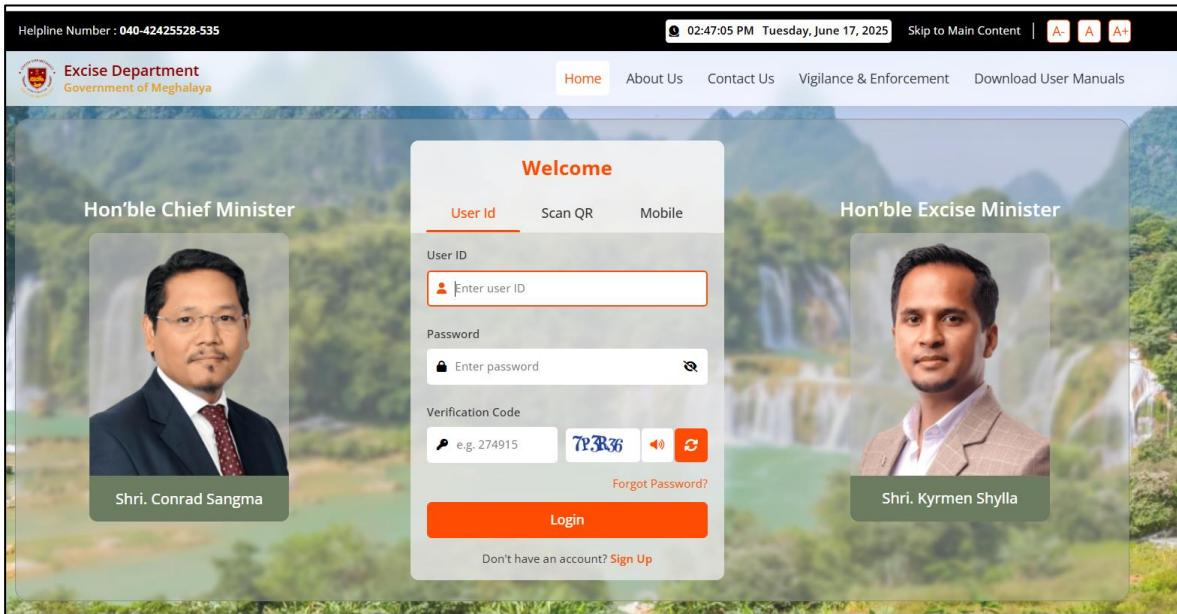
Temporary Bar License Registration User Manual

- And the Officer need to enter the remarks & click on submit button as shown in above figure.
- User can see the forwarded application in the list view as shown below.



Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	View	Action	Remarks	Approval Print
1	TBL2500002	Pending	24-Jun-2025 04:30 PM	Applicant				

Licensee:



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

Temporary Bar License Registration User Manual

Excise Department
Government of Meghalaya

Tickets
Support / Tickets

Session Time Left : 59:56

Ashwini Kurubkhelge
New Temporary Bar License user

Search Menu

License Management

Support

Tickets

10

Start Date 25-Jun-2025 End Date 25-Jun-2025 Status New

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

Showing 0 to 0 of 0 entries

- From side menu, user need to click on license management tab,

Excise Department
Government of Meghalaya

Temporary Bar License Register
License Management / Temporary Bar License Register

Session Time Left : 59:24

Ashwini Kurubkhelge
New Temporary Bar License user

Search Menu

License Management

Temporary Bar License

Support

10

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

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	View	Action	Remarks	Approval Print
1	TBL2500002	Request for Fee Payment	24-Jun-2025 04:30 PM	Applicant	<input type="button" value=""/>	<input type="button" value="Pay Fee"/>	<input type="button" value=""/>	<input type="button" value=""/>

- User need to click on Pay Fee button as shown below.

Excise Department
Government of Meghalaya

Temporary Bar License Register
License Management / Temporary Bar License Register

Session Time Left : 58:37

Ashwini Kurubkhelge
New Temporary Bar License user

Search Menu

License Management

Temporary Bar License

Support

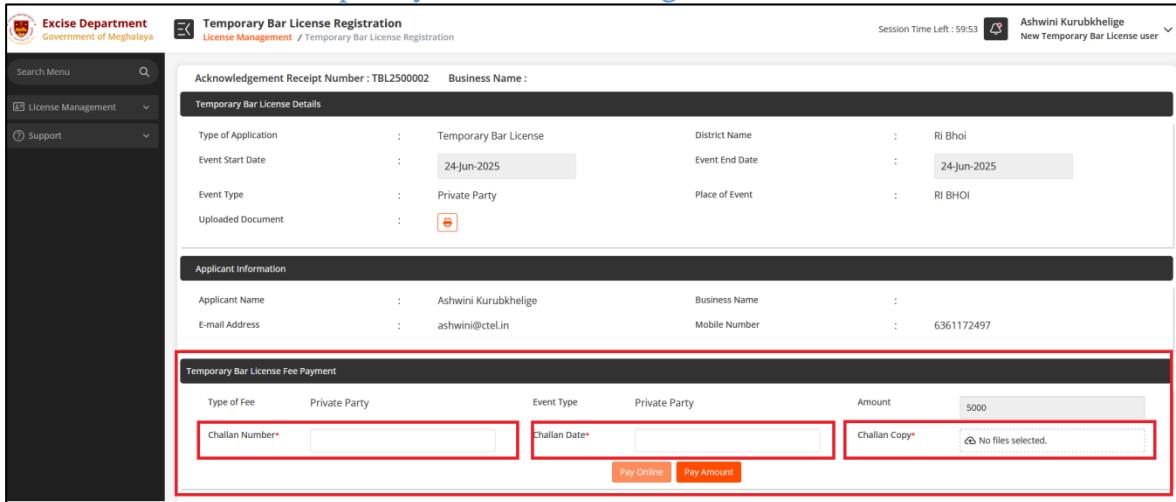
10

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

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	View	Action	Remarks	Approval Print
1	TBL2500002	Request for Fee Payment	24-Jun-2025 04:30 PM	Applicant	<input type="button" value=""/>	<input type="button" value="Pay Fee"/>	<input type="button" value=""/>	<input type="button" value=""/>

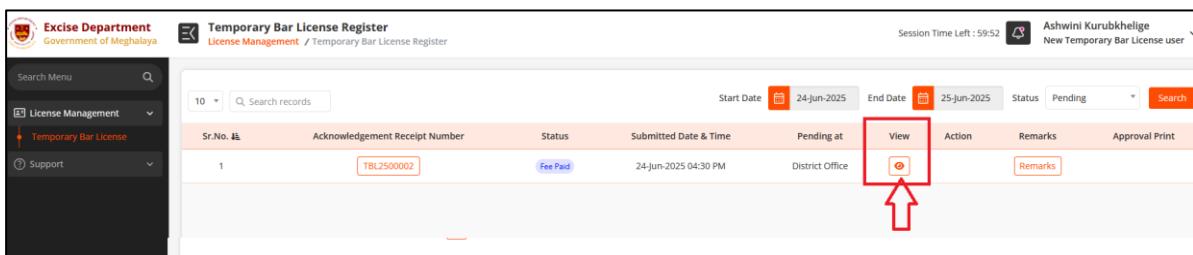
- User need to enter the required field and click on Pay Amount button as shown below.

Temporary Bar License Registration User Manual

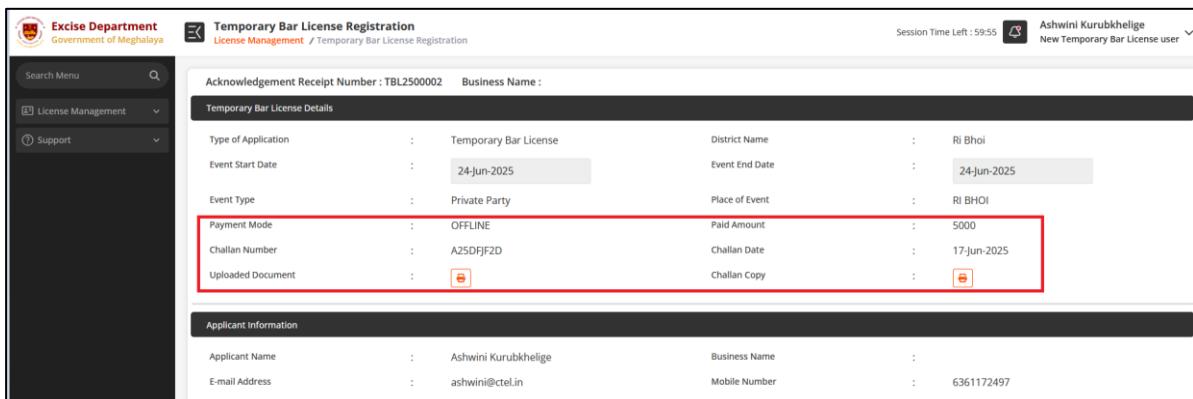


This screenshot shows the 'Temporary Bar License Registration' page. The 'Temporary Bar License Details' section is visible, including fields for Type of Application (Temporary Bar License), Event Start Date (24-Jun-2025), Event End Date (24-Jun-2025), Event Type (Private Party), and Place of Event (Ri Bhoi). Below this is the 'Applicant Information' section with fields for Applicant Name (Ashwini Kurubkhelge), Business Name, E-mail Address (ashwini@ctel.in), and Mobile Number (6361172497). The 'Temporary Bar License Fee Payment' section is highlighted with a red box. It shows Type of Fee (Private Party), Event Type (Private Party), and Amount (5000). It includes fields for Challan Number, Challan Date, and Challan Copy, with a note that 'No files selected'. At the bottom are 'Pay Online' and 'Pay Amount' buttons.

- User need to click on View button to see the payment details as shown below.



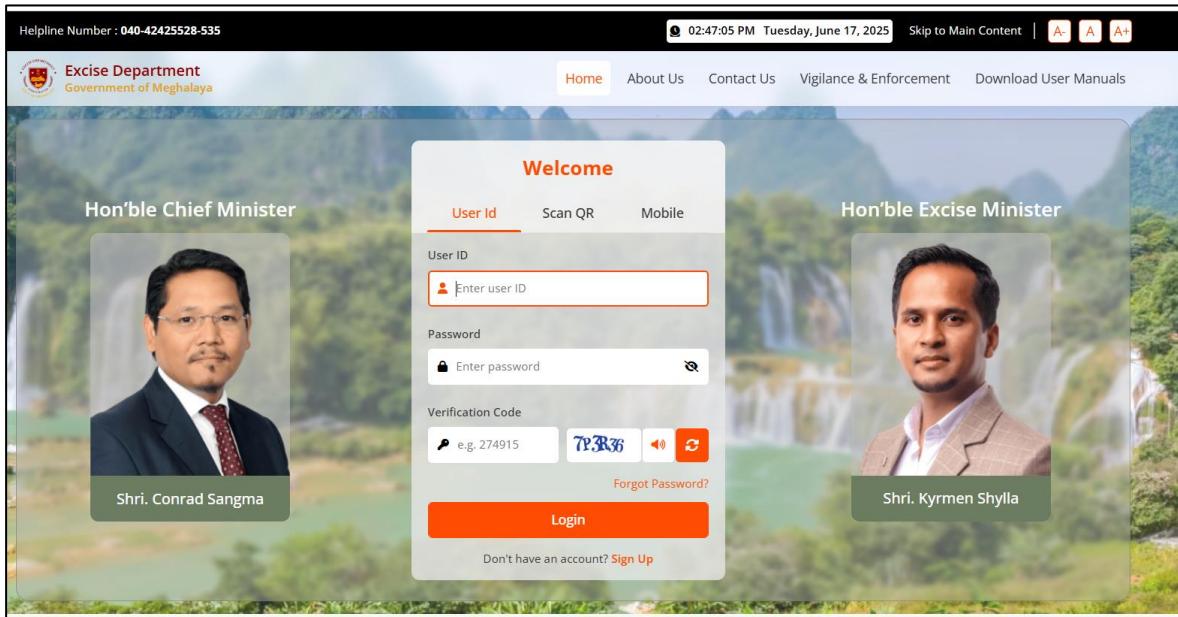
This screenshot shows the 'Temporary Bar License Register' page. It lists a single record with Sr.No. 1, Acknowledgement Receipt Number TBL2500002, Status Fee Paid, Submitted Date & Time 24-Jun-2025 04:30 PM, and Pending at District Office. The 'View' button in the Action column is highlighted with a red box and an arrow pointing to it.



This screenshot shows the 'Temporary Bar License Registration' page again. The 'Temporary Bar License Details' section is highlighted with a red box. It includes fields for Type of Application (Temporary Bar License), Event Start Date (24-Jun-2025), Event End Date (24-Jun-2025), Event Type (Private Party), Place of Event (Ri BHOI), Payment Mode (OFFLINE), Challan Number (A25DFJF2D), and Challan Date (17-Jun-2025). The 'Applicant Information' section is also visible at the bottom.

Temporary Bar License Registration User Manual

Superintendent of Excise:

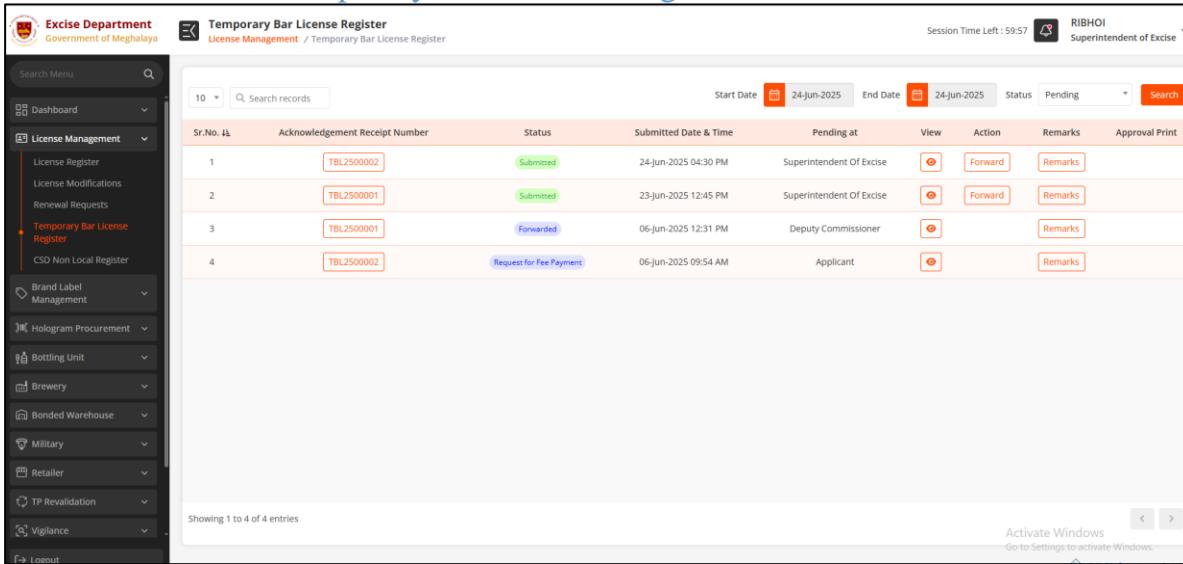


- User need to provide valid credentials as mentioned in above figure and click on Login.

Pending Permits			Pending at District Office			Pending at Headquarters			Pending at Commissionerate		
Location	Count		Process Name	Pending at	Count	Process Name	Pending at	Count	Process Name	Pending at	Count
Bottling Unit Local	1		License Registration	Superintendent of Excise	17	License Registration	Dealing Assistant HQ	7	Brand Label Registration	Commissioner	1
Retailer	6		License Registration	Deputy Commissioner	2	CSD Non Local License Registration	Dealing Assistant HQ	3			
			License Registration	Assistant Commissioner	11	Total		10			
			License Registration	Inspector of Excise (IOE)	2	License Registration	Assistant Commissioner STE	2			
			Temporary Bar License Registration	Superintendent of Excise	2	CSD Non Local License Registration	Assistant Commissioner STE	2			
			Retailer Permits	Superintendent of Excise	6	Total		4			
			Retailer Permits	Deputy Superintendent of Excise	6	Temporary Bar License Registration	Deputy Commissioner	1			
				Superintendent of Excise	6	Total		1			
						Grand Total		13	Grand Total		1

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

Temporary Bar License Registration User Manual



Temporary Bar License Register
License Management / Temporary Bar License Register

Session Time Left: 59:57 RIBHOI
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 Revalidation

Vigilance

Logout

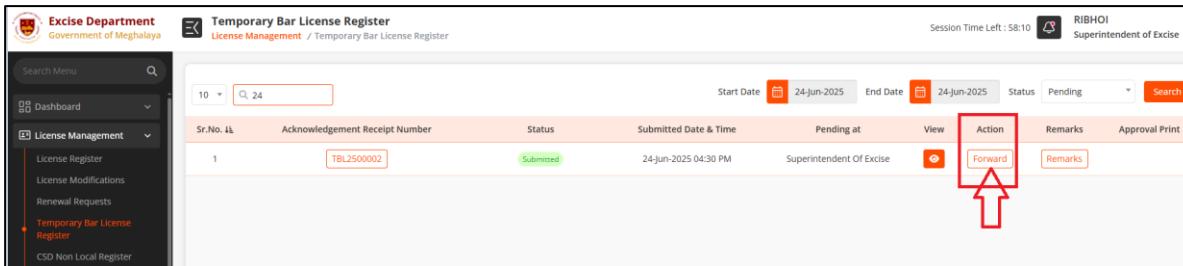
10 Start Date End Date Status Pending

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	View	Action	Remarks	Approval Print
1	TBL2500002	Submitted	24-Jun-2025 04:30 PM	Superintendent Of Excise	<input type="button" value="View"/>	<input type="button" value="Forward"/>	<input type="button" value="Remarks"/>	
2	TBL2500001	Submitted	23-Jun-2025 12:45 PM	Superintendent Of Excise	<input type="button" value="View"/>	<input type="button" value="Forward"/>	<input type="button" value="Remarks"/>	
3	TBL2500001	Forwarded	06-Jun-2025 12:31 PM	Deputy Commissioner	<input type="button" value="View"/>	<input type="button" value="Remarks"/>		
4	TBL2500002	Request for Fee Payment	06-Jun-2025 09:54 AM	Applicant	<input type="button" value="View"/>	<input type="button" value="Remarks"/>		

Showing 1 to 4 of 4 entries

Activate Windows
Go to Settings to activate Windows.

- User can see the applied bar licenses in the list view of Temporary Bar License Register tab.
- User need to click on action button to view and forward the application to next authority as shown below figure.



Temporary Bar License Register
License Management / Temporary Bar License Register

Session Time Left: 58:10 RIBHOI
Superintendent of Excise

Search Menu

Dashboard

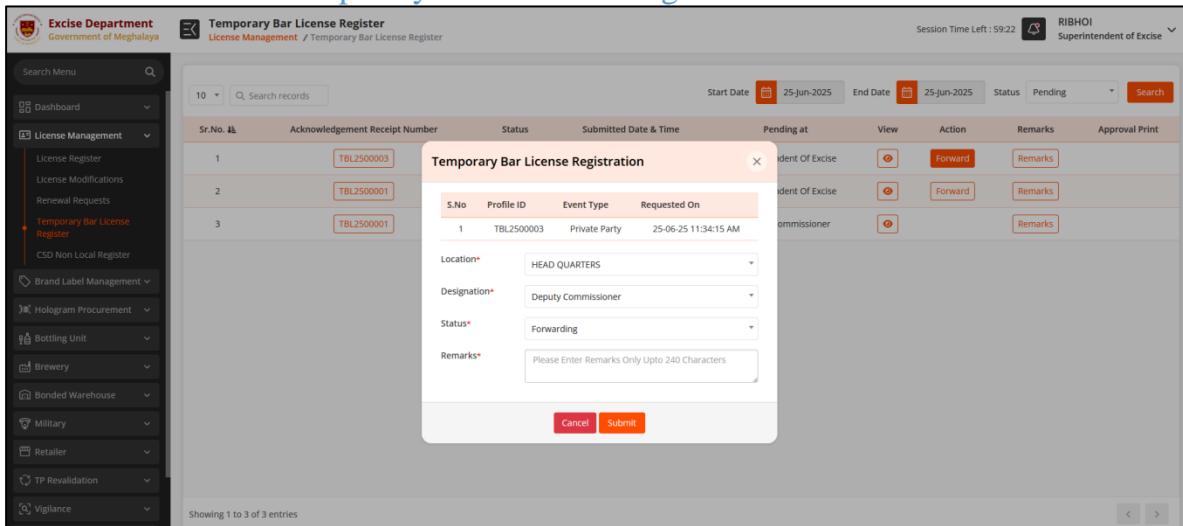
License Management

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

10 Start Date End Date Status Pending

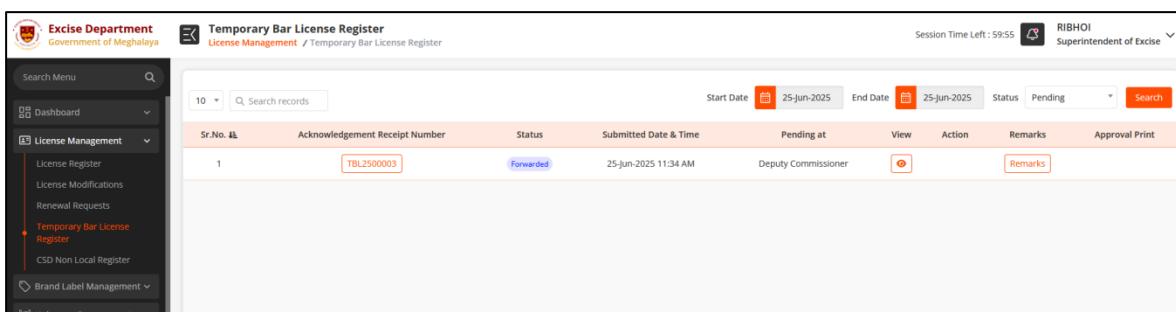
Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	View	Action	Remarks	Approval Print
1	TBL2500002	Submitted	24-Jun-2025 04:30 PM	Superintendent Of Excise	<input type="button" value="View"/>	<input type="button" value="Forward"/>	<input type="button" value="Remarks"/>	

Temporary Bar License Registration User Manual



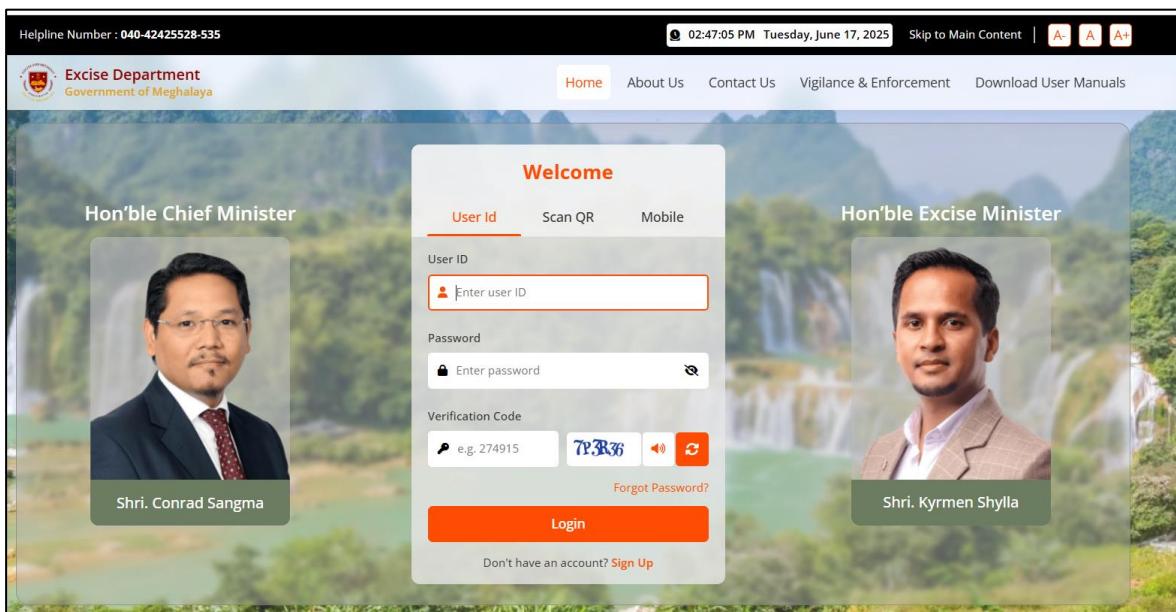
The screenshot shows a software interface for 'Temporary Bar License Register' under 'License Management'. A modal window titled 'Temporary Bar License Registration' is open, prompting the user to enter remarks. The modal includes fields for 'Location' (set to 'HEAD QUARTERS'), 'Designation' (set to 'Deputy Commissioner'), 'Status' (set to 'Forwarding'), and a text area for 'Remarks' with the placeholder 'Please Enter Remarks Only Upto 240 Characters'. Buttons for 'Cancel' and 'Submit' are at the bottom. The background shows a list of three entries with acknowledgement receipt numbers TBL2500003, TBL2500001, and TBL2500001.

- And the Officer need to enter the remarks & click on submit button as shown in above figure.
- User can see the forwarded application in the list view as shown below.



The screenshot shows the same software interface as the previous one, but the modal is closed. The list view now shows the first entry with the status 'Forwarded' and the officer's name 'Deputy Commissioner'.

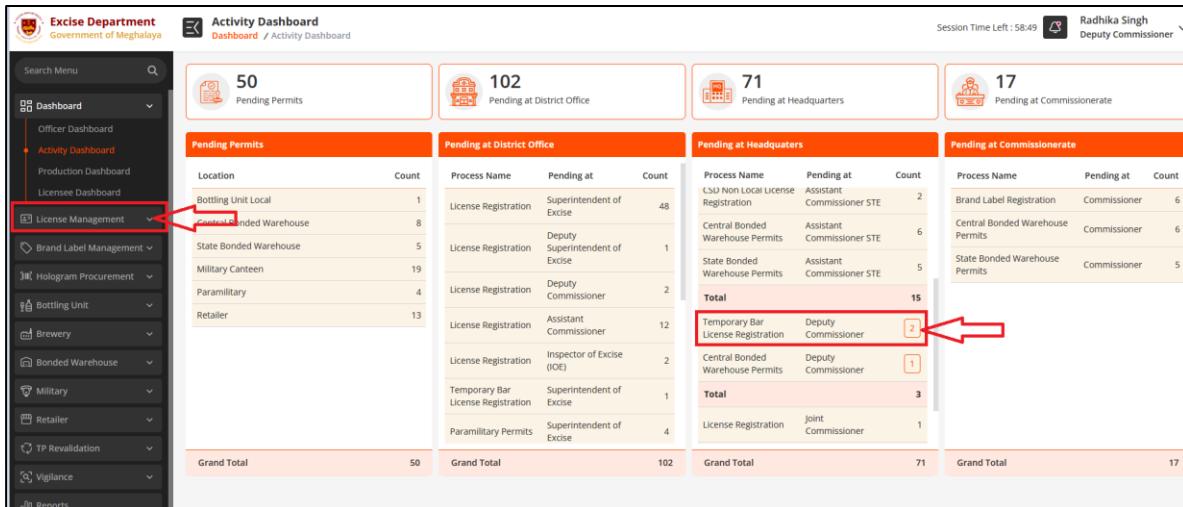
Deputy Commissioner Head Quarter:



The screenshot shows the login page for the 'Deputy Commissioner Head Quarter'. The page features a 'Welcome' message and a login form. The login form includes fields for 'User ID' (with placeholder 'Enter user ID'), 'Password' (with placeholder 'Enter password'), and 'Verification Code' (with placeholder 'e.g. 274915'). It also includes links for 'Forgot Password?' and 'Login'. To the left is a portrait of 'Hon'ble Chief Minister Shri. Conrad Sangma', and to the right is a portrait of 'Hon'ble Excise Minister Shri. Kyrmen Shylla'. The top of the page includes a header with the helpline number '040-42425528-535', the date '02:47:05 PM Tuesday, June 17, 2025', and links for 'Home', 'About Us', 'Contact Us', 'Vigilance & Enforcement', and 'Download User Manuals'.

Temporary Bar License Registration User Manual

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



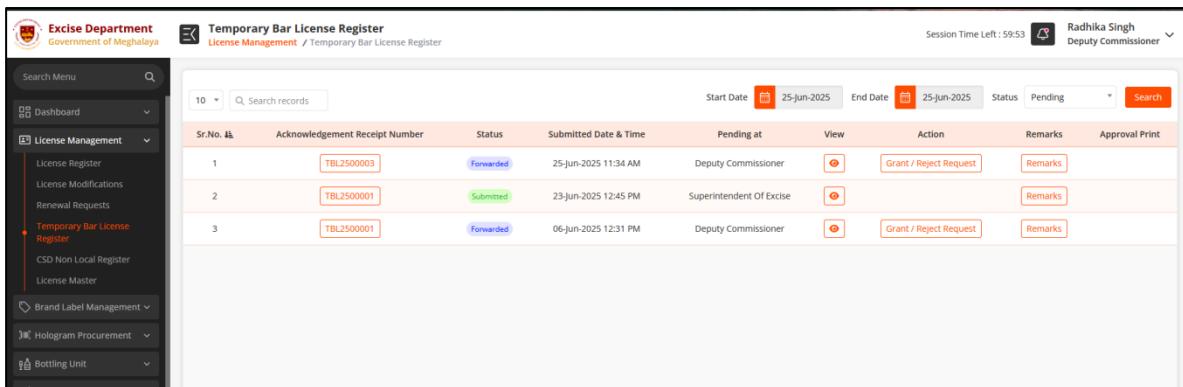
Activity Dashboard

Session Time Left : 58:49

Radhika Singh
Deputy Commissioner

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 Unit Local	1	License Registration	Superintendent of Excise	48	CSJ Non Local License Registration	Assistant Commissioner STE	2
Central Bonded Warehouse	8	License Registration	Deputy Superintendent of Excise	1	Central Bonded Warehouse Permits	Assistant Commissioner STE	6
State Bonded Warehouse	5	License Registration	Deputy Commissioner	2	State Bonded Warehouse Permits	Assistant Commissioner STE	5
Military Canteen	19	License Registration	Assistant Commissioner	12	Total	15	
Paramilitary	4	License Registration	Inspector of Excise (IOE)	2	Temporary Bar License Registration	Deputy Commissioner	2
Retailer	13	Temporary Bar License Registration	Superintendent of Excise	1	Central Bonded Warehouse Permits	Deputy Commissioner	1
Grand Total	50	Grand Total	102	Total	71	Grand Total	17

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



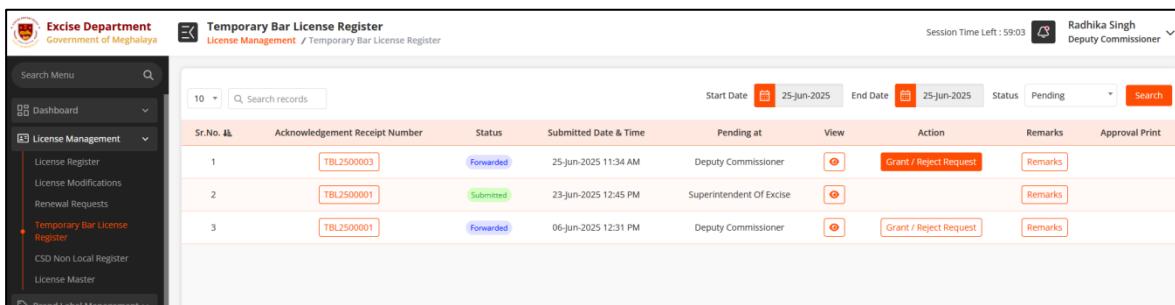
Temporary Bar License Register

Session Time Left : 59:53

Radhika Singh
Deputy Commissioner

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	Action	Remarks	Approval Print
1	TBL250003	Forwarded	25-jun-2025 11:34 AM	Deputy Commissioner	<input type="button" value="Grant / Reject Request"/>	<input type="button" value="Remarks"/>	
2	TBL250001	Submitted	23-jun-2025 12:45 PM	Superintendent Of Excise	<input type="button" value="Grant / Reject Request"/>	<input type="button" value="Remarks"/>	
3	TBL250001	Forwarded	06-jun-2025 12:31 PM	Deputy Commissioner	<input type="button" value="Grant / Reject Request"/>	<input type="button" value="Remarks"/>	

- User can see the applied bar licenses in the list view of Temporary Bar License Register tab.
- User need to click on action button to Approve the license.



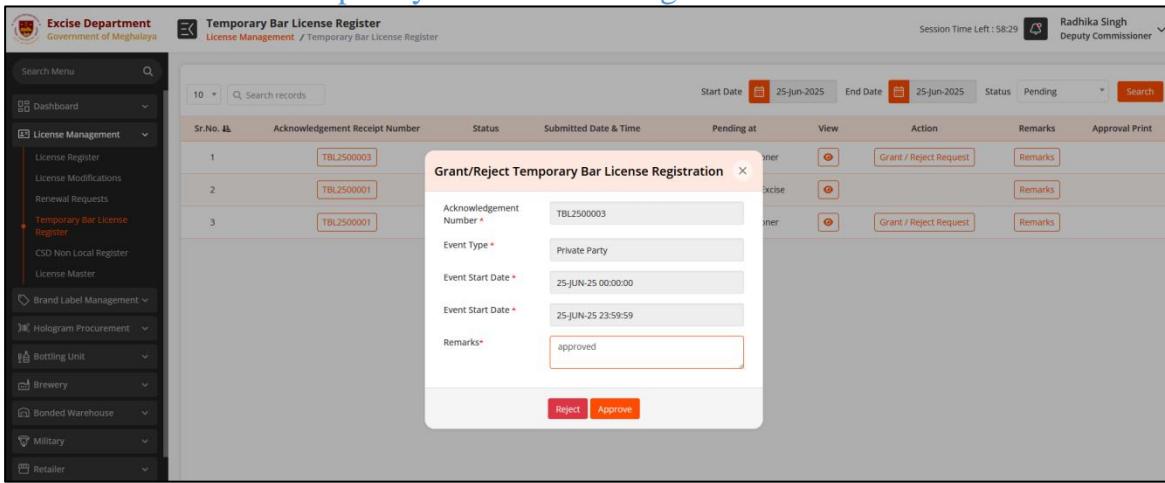
Temporary Bar License Register

Session Time Left : 59:03

Radhika Singh
Deputy Commissioner

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	Action	Remarks	Approval Print
1	TBL250003	Forwarded	25-jun-2025 11:34 AM	Deputy Commissioner	<input type="button" value="Grant / Reject Request"/>	<input type="button" value="Remarks"/>	
2	TBL250001	Submitted	23-jun-2025 12:45 PM	Superintendent Of Excise	<input type="button" value="Grant / Reject Request"/>	<input type="button" value="Remarks"/>	
3	TBL250001	Forwarded	06-jun-2025 12:31 PM	Deputy Commissioner	<input type="button" value="Grant / Reject Request"/>	<input type="button" value="Remarks"/>	

Temporary Bar License Registration User Manual



Temporary Bar License Register
License Management / Temporary Bar License Register

Session Time Left : 58:25 Radhika Singh Deputy Commissioner

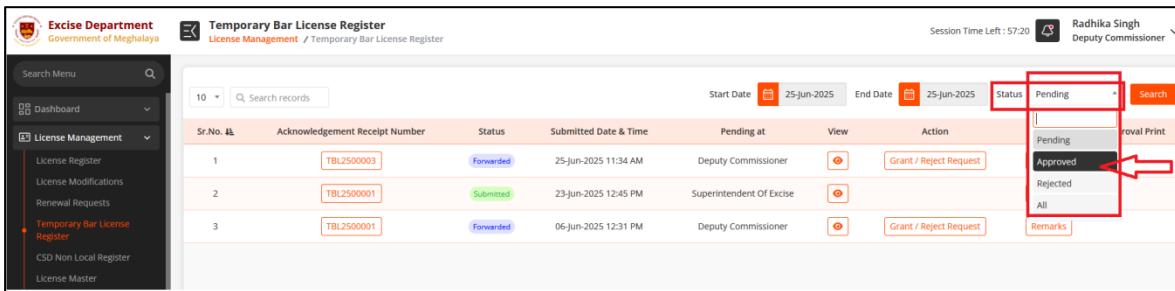
Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	Action	Remarks	Approval Print
1	TBL250003						
2	TBL250001						
3	TBL250001						

Grant/Reject Temporary Bar License Registration

Acknowledgement Number *: TBL250003
Event Type *: Private Party
Event Start Date *: 25-JUN-25 00:00:00
Event Start Date *: 25-JUN-25 23:59:59
Remarks*: approved

Reject Approve

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



Temporary Bar License Register
License Management / Temporary Bar License Register

Session Time Left : 57:20 Radhika Singh Deputy Commissioner

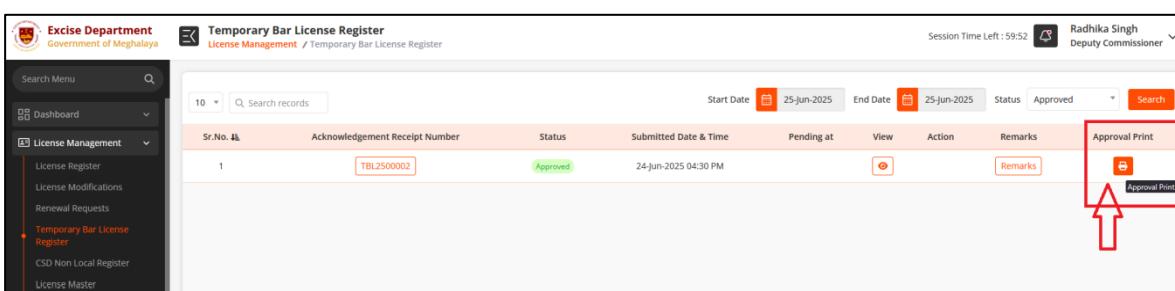
Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	Action	
1	TBL250003	Forwarded	25-Jun-2025 11:34 AM	Deputy Commissioner		Grant / Reject Request
2	TBL250001	Submitted	23-Jun-2025 12:45 PM	Superintendent Of Excise		Grant / Reject Request
3	TBL250001	Forwarded	06-Jun-2025 12:31 PM	Deputy Commissioner		Grant / Reject Request

Status: Pending

Pending Approved Rejected All

Remarks

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



Temporary Bar License Register
License Management / Temporary Bar License Register

Session Time Left : 59:52 Radhika Singh Deputy Commissioner

Sr.No.	Acknowledgement Receipt Number	Status	Submitted Date & Time	Pending at	Action	Remarks	Approval Print
1	TBL250002	Approved	24-Jun-2025 04:30 PM				

Temporary Bar License Registration User Manual

Grant of License:

 <p>EXCISE DEPARTMENT GOVERNMENT OF MEGHALAYA LICENSE TO CONSTRUCT AND WORK A BONDED WAREHOUSE FOR THE DEPOSIT AND STORAGE OF FOREIGN LIQUOR AND SPIRITS</p>	
<p>District : Ri Bhoi No. of License in the register : TBL250000238325062500178 Name of License : Name of Licensee : Ashwini Kurubkhelige Place of Private Party : RI BHOI</p> <p>Resident of Them : Ashwini Kurubkhelige is hereby authorized by the Excise Commissioner, Meghalaya, to organize Private Party at Them RI BHOI, Ri Bhoi District from 24-Jun-2025 00:00:00 AM to 24-Jun-2025 23:59:59 PM.</p> <p>Dated: 25-Jun-2025.</p> <p>Received the above license TBL250000238325062500178 issued on 25-Jun-2025 by the Deputy Commissioner of Excise, Meghalaya, Shillong.</p>	
<p>Deputy Commissioner Of Excise Meghalaya, Shillong</p>	

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