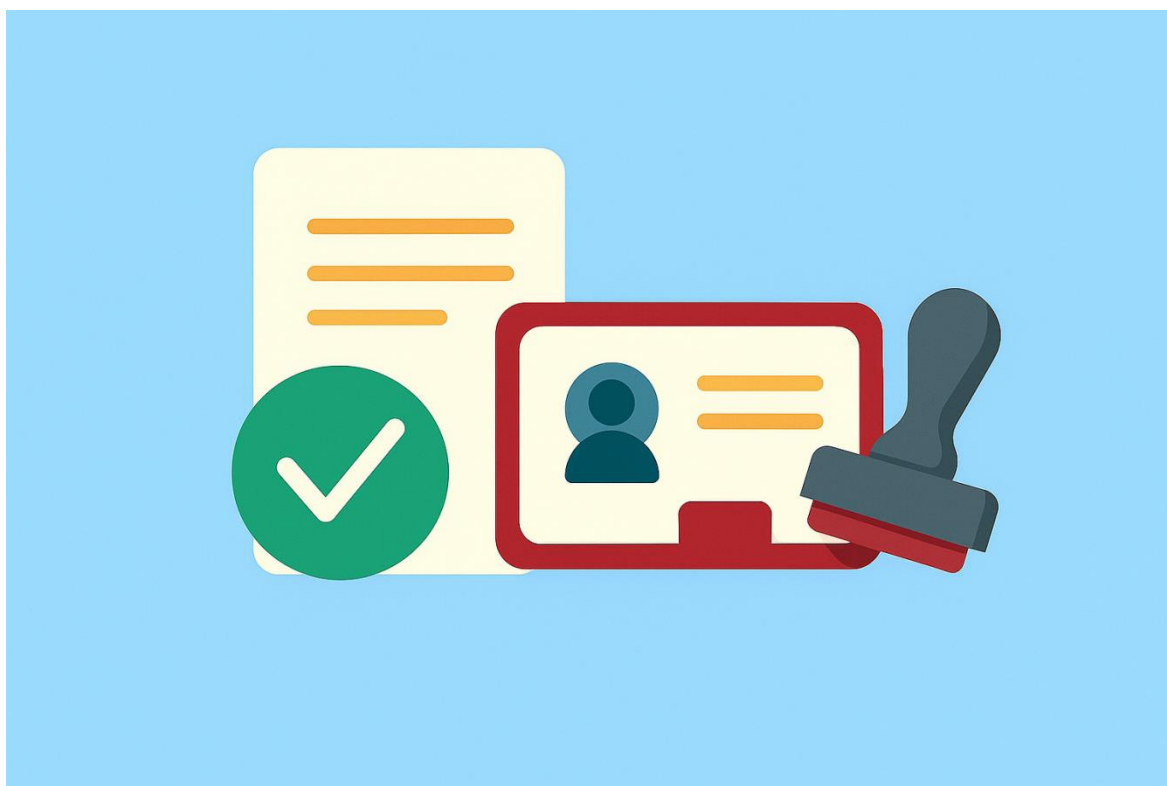




**Excise Department  
Government of Meghalaya**

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

Table Of Contents

1. Overview .....3

2. Temporary Bar License Registration .....4

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:

Helpline Number: 040-4245528-535 | 11:56:18 AM 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 27K2A

Forgot Password?

Login

Don't have an account? **Sign Up**

Hon'ble Chief Minister  
Shri. Conrad Sangma

Hon'ble Excise Minister  
Shri. Kyrmen Shylla

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

Excise Department  
Government of Meghalaya

Home About Us Contact Us Vigilance & Enforcement Download User Manuals

**Sign Up**

Registration Type \*

Select Type

Select Type

Bottling/Brewery/Wholesale/Retailer

**Temporary Bar License Registration**

CSD Non Local Registration

Spirit Import Registration

User ID: \*

User ID

Password: \*

Password

Confirm Password: \*

Confirm Password

Verification Code \*

Enter Verification Code 79EU7

Cancel Save

## Temporary Bar License Registration User Manual

The screenshot shows the 'Sign Up' page of the Excise Department's Temporary Bar License Registration system. The page header includes the helpline number 040-42425528-535, the current date and time (12:07:17 PM, Tuesday, June 17, 2025), and a 'Skip to Main Content' link. The Excise Department logo and name are displayed on the left, and navigation links (Home, About Us, Contact Us, Vigilance & Enforcement, Download User Manuals) are on the right. The registration form contains the following fields: 'Registration Type' (a dropdown menu), 'Applicant Name' (text input with example 'E.G. ABC XYZ'), 'Email Address' (text input with example 'E.G. xyz@abc.com'), 'Mobile Number' (text input with example 'E.G. 0123456789'), 'User ID' (text input), 'Password' (password input with toggle), 'Confirm Password' (password input with toggle), and 'Verification Code' (text input). A 'Verification Code' box displays '86775' with a refresh icon. At the bottom right of the form are 'Cancel' and 'Save' buttons.

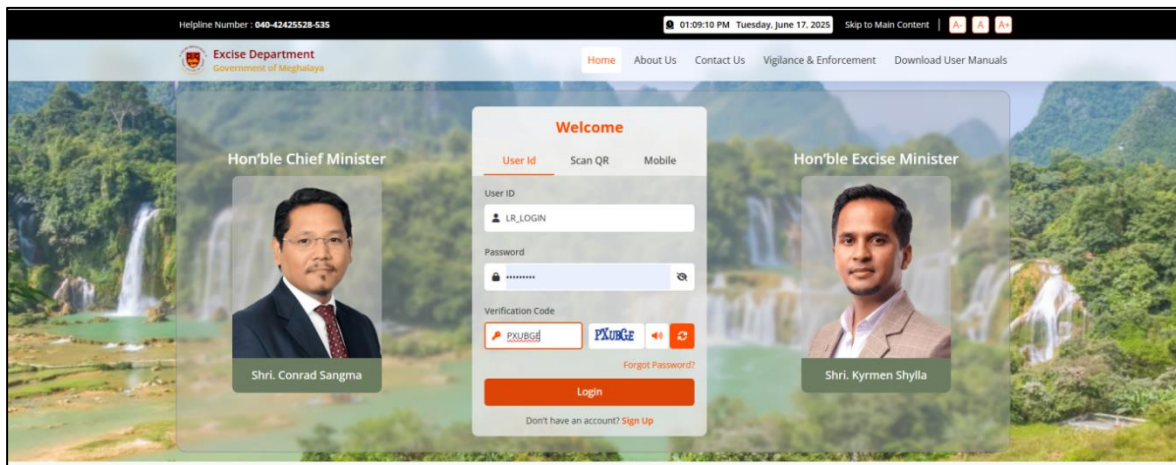
- The User need to fill in all mandatory details and save the sign page as shown above figure.
- The user get the OTP on registered mobile number, enter the OTP and click on submit button then account created successfully pop up with user id will be displaying as shown below figure.

The screenshot shows a success message pop-up on the Excise Department website. The message features a green checkmark icon and the text 'Congratulations! Your account is created successfully'. Below this, it displays 'Login Id: LR\_LOGIN' and 'Password: Provided by the user'. At the bottom of the pop-up is an orange 'Login' button. The background shows the same website header and navigation as the previous screenshot.

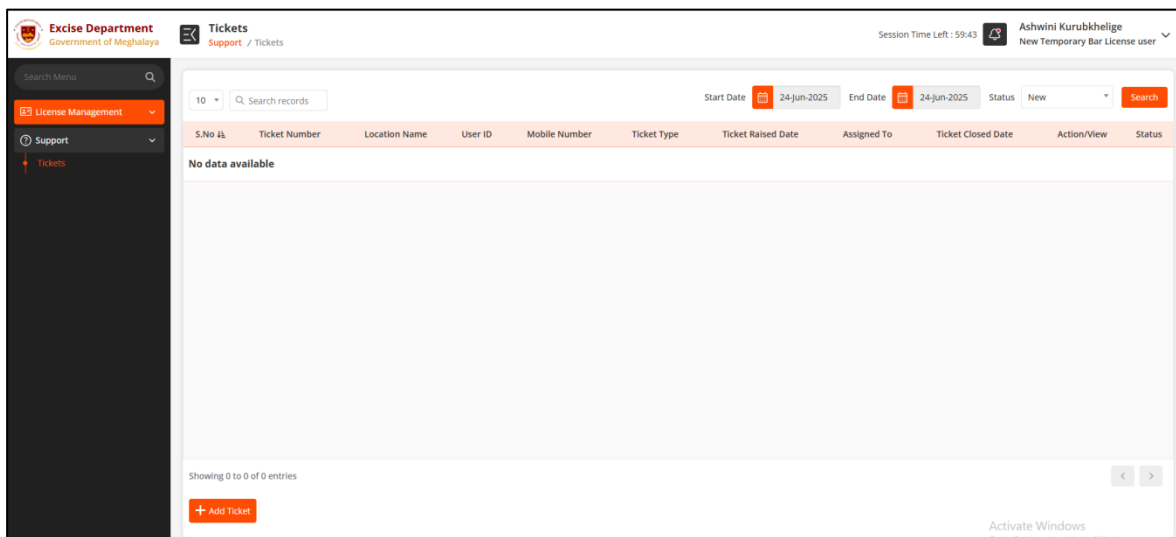
- User need to click on Login button as shown in above figure.

## 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' interface. At the top, there's a header with the Excise Department logo and the user's name 'Ashwini Kurubkhelege'. Below the header, there's a search bar and filters for Start Date, End Date, and Status. The main area contains a table with the following data:

| Sr.No. | Acknowledgement Receipt Number | Status                  | Submitted Date & Time | Pending at      | Action | Remarks | Approval Print |
|--------|--------------------------------|-------------------------|-----------------------|-----------------|--------|---------|----------------|
| 1      | TBL2500001                     | Submitted               | 23-jun-2025 12:45 PM  | District Office |        | Remarks |                |
| 2      | TBL2500001                     | Forwarded               | 06-jun-2025 12:31 PM  | Head Quarters   |        | Remarks |                |
| 3      | TBL2500002                     | Request for Fee Payment | 06-jun-2025 09:54 AM  | Applicant       |        | Pay Fee | Remarks        |

At the bottom left, a red arrow points to a '+ Raise Request' button. The bottom right shows 'Showing 1 to 3 of 3 entries' and 'Activate Windows'.

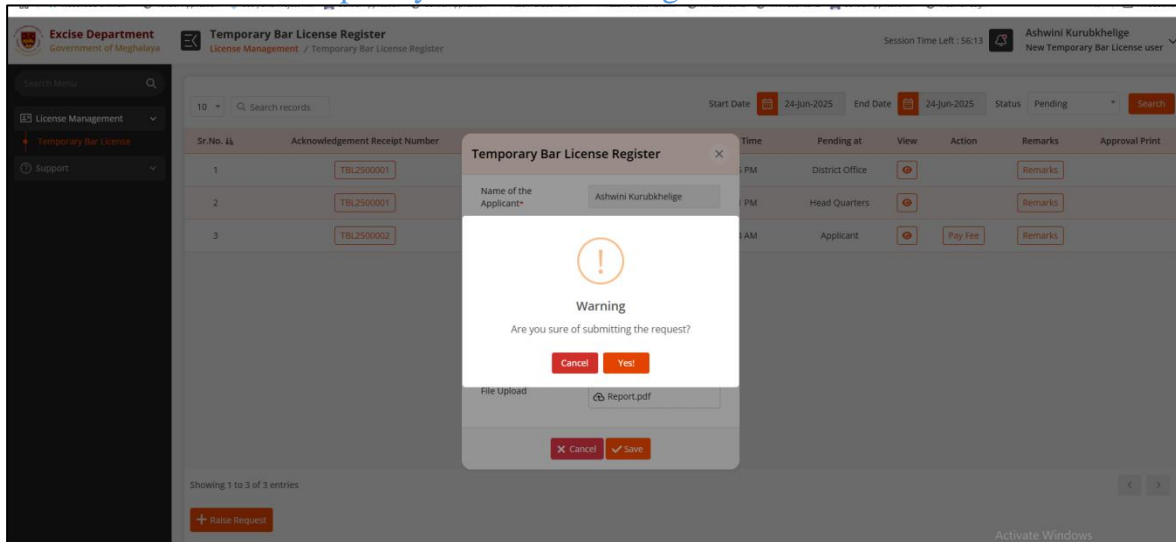
- In the Registration form, user need to select the District, date selection and type of Temporary Bar license, fill the required details and click on save button

The screenshot shows the 'Temporary Bar License Register' interface with a registration form modal open. The modal contains the following fields:

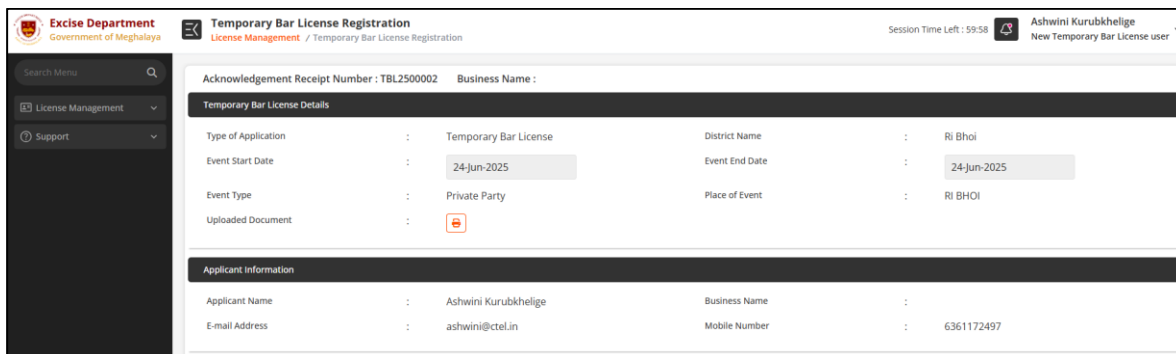
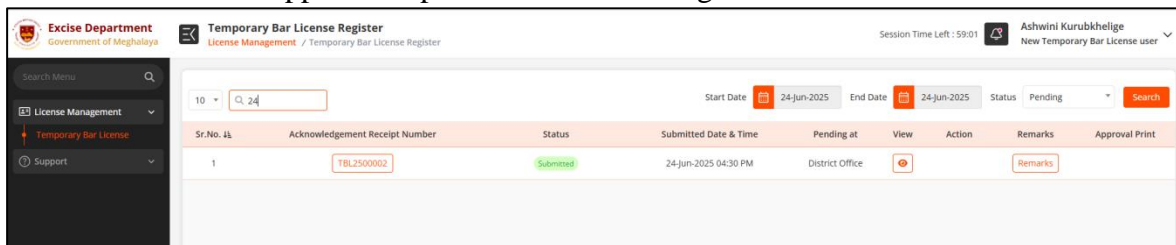
- Name of the Applicant: Ashwini Kurubkhelege
- District: Ri Bhoi
- From Date: 24-jun-2025
- To Date: 24-jun-2025
- Temporary Bar Type: Select Temporary Bar Type
- Place of Event: Select Temporary Bar Type
- File Upload: Private Party, Event, Mega Event, Super Mega Event, Homemade Wine Stall

The modal has a 'Cancel' button at the bottom left. The background shows the same table as the previous screenshot, but it is dimmed.

## Temporary Bar License Registration User Manual



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





## Temporary Bar 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

**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 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 : 59:56 RIBHOI Superintendent of Excise

7 Pending Permits

40 Pending at District Office

13 Pending at Headquarters

1 Pending at Commissionerate

| 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    | License Registration               | Assistant Commissioner STE | 2     |                            |              |       |
|                     |       | License Registration               | Inspector of Excise (IOE)       | 2     | CSD Non Local License Registration | Assistant Commissioner STE | 2     |                            |              |       |
|                     |       | Temporary Bar License Registration | Superintendent of Excise        | 2     |                                    |                            | 4     |                            |              |       |
|                     |       | Retailer Permits                   | Superintendent of Excise        | 6     | Temporary Bar License Registration | Deputy Commissioner        | 1     |                            |              |       |
|                     |       | Retailer Permits                   | Deputy Superintendent of Excise | 6     |                                    |                            | 1     |                            |              |       |
| Grand Total         | 7     | Grand Total                        |                                 | 40    | Grand Total                        |                            | 13    | Grand Total                |              | 1     |

Activate Windows  
Activate Windows Windows

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

## Temporary Bar License Registration User Manual

The screenshot displays the 'Temporary Bar License Register' interface. The left sidebar contains a 'Search Menu' and a 'License Management' dropdown menu. The main area shows a table of applied licenses with columns: Sr.No., Acknowledgement Receipt Number, Status, Submitted Date & Time, Pending at, View, Action, Remarks, and Approval Print. The table contains four entries. The 'Action' column for each entry has a 'Forward' button. The 'Status' column shows 'Submitted' for entries 1, 2, and 3, and 'Request for Fee Payment' for entry 4.

| 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 |      | Forward | Remarks |                |
| 2      | TBL2500001                     | Submitted               | 23-Jun-2025 12:45 PM  | Superintendent Of Excise |      | Forward | Remarks |                |
| 3      | TBL2500001                     | Forwarded               | 06-Jun-2025 12:31 PM  | Deputy Commissioner      |      |         | Remarks |                |
| 4      | TBL2500002                     | Request for Fee Payment | 06-Jun-2025 09:54 AM  | Applicant                |      |         | 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 view and forward the application to next authority as shown below figure.

This screenshot is similar to the previous one, but the 'Forward' button in the 'Action' column for the first entry is highlighted with a red box and a red arrow pointing to it.

This screenshot shows the 'Temporary Bar License Register' interface with a modal window titled 'Temporary Bar License Registration' open. The modal contains a table with columns: S.No., Profile ID, Event Type, and Requested On. It also has a 'Location' dropdown menu and a 'Remarks' text area. The 'Cancel' and 'Submit' buttons are at the bottom.

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

## 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.

The screenshot shows the 'Temporary Bar License Register' application. On the left is a sidebar menu with options like 'Dashboard', 'License Management', 'License Register', 'License Modifications', 'Renewal Requests', 'Temporary Bar License Register' (highlighted), 'CSD Non Local Register', 'Brand Label Management', and 'Hologram Procurement'. The main area displays a table of records. At the top, there are filters for 'Start Date' (24-Jun-2025), 'End Date' (25-Jun-2025), and 'Status' (Pending). The table has columns: Sr.No., Acknowledgement Receipt Number, Status, Submitted Date & Time, Pending at, View, Action, Remarks, and Approval Print. One record is visible with Sr.No. 1, Acknowledgement Receipt Number TBL2500002, Status 'Request for Fee Payment', Submitted Date & Time '24-Jun-2025 04:30 PM', Pending at 'Applicant', and a 'Remarks' button in the Action column.

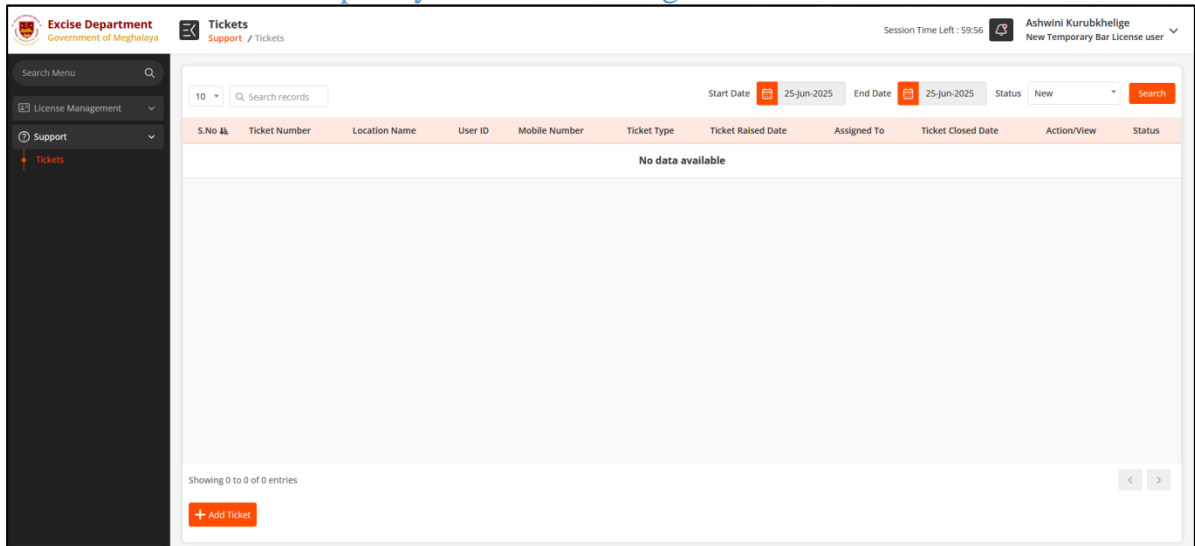
| Sr.No. | Acknowledgement Receipt Number | Status                  | Submitted Date & Time | Pending at | View | Action | Remarks | Approval Print |
|--------|--------------------------------|-------------------------|-----------------------|------------|------|--------|---------|----------------|
|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

### Licensee:

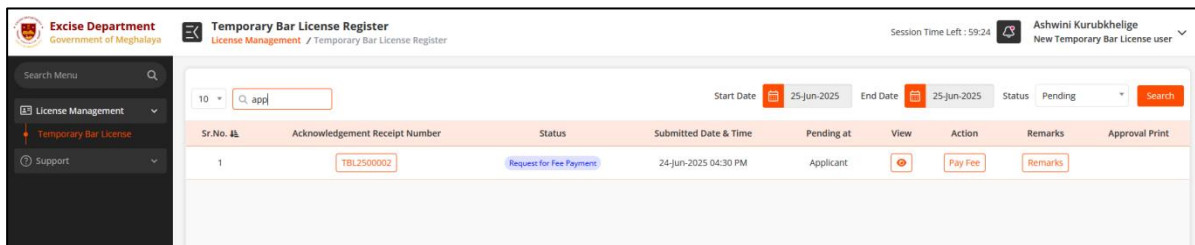
The screenshot shows the login page of the Excise Department. At the top, there is a helpline number (040-42425528-535) and the date/time (02:47:05 PM Tuesday, June 17, 2025). The page features a 'Welcome' section with three tabs: 'User Id', 'Scan QR', and 'Mobile'. The 'User Id' tab is active, showing fields for 'User ID' (with a placeholder 'Enter user ID'), 'Password' (with a placeholder 'Enter password'), and 'Verification Code' (with a placeholder 'e.g. 274915'). There is a 'Forgot Password?' link and a 'Login' button. Below the login fields, it says 'Don't have an account? Sign Up'. On the left, there is a portrait of 'Shri. Conrad Sangma' (Hon'ble Chief Minister) and on the right, a portrait of 'Shri. Kyrmen Shylla' (Hon'ble Excise Minister).

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

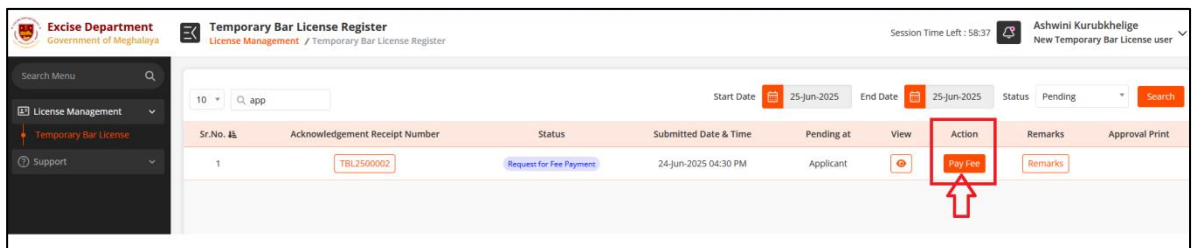
## Temporary Bar License Registration User Manual



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



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



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

## Temporary Bar License Registration User Manual

**Excise Department**  
Government of Meghalaya

**Temporary Bar License Registration**  
License Management / Temporary Bar License Registration

Session Time Left : 59:53 Ashwini Kurubkhelige  
New Temporary Bar License user

Search Menu

License Management

Support

Acknowledgement Receipt Number : TBL2500002 Business Name :

**Temporary Bar License Details**

Type of Application : Temporary Bar License District Name : Ri Bhoi  
Event Start Date : 24-Jun-2025 Event End Date : 24-Jun-2025  
Event Type : Private Party Place of Event : RI BHOI  
Uploaded Document :

**Applicant Information**

Applicant Name : Ashwini Kurubkhelige Business Name :  
E-mail Address : ashwini@ctel.in Mobile Number : 6361172497

**Temporary Bar License Fee Payment**

Type of Fee : Private Party Event Type : Private Party Amount : 5000

Challan Number\* :  Challan Date\* :  Challan Copy\* : No files selected.

[Pay Online](#) [Pay Amount](#)

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

**Excise Department**  
Government of Meghalaya

**Temporary Bar License Register**  
License Management / Temporary Bar License Register

Session Time Left : 59:52 Ashwini Kurubkhelige  
New Temporary Bar License user

Search Menu

License Management

Temporary Bar License

Support

10 Search records

Start Date 24-Jun-2025 End Date 25-Jun-2025 Status Pending Search

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

**Excise Department**  
Government of Meghalaya

**Temporary Bar License Registration**  
License Management / Temporary Bar License Registration

Session Time Left : 59:55 Ashwini Kurubkhelige  
New Temporary Bar License user

Search Menu

License Management

Support

Acknowledgement Receipt Number : TBL2500002 Business Name :

**Temporary Bar License Details**

Type of Application : Temporary Bar License District Name : Ri Bhoi  
Event Start Date : 24-Jun-2025 Event End Date : 24-Jun-2025  
Event Type : Private Party Place of Event : RI BHOI  
Payment Mode : OFFLINE Paid Amount : 5000  
Challan Number : A25DFJF2D Challan Date : 17-Jun-2025  
Uploaded Document : Challan Copy :

**Applicant Information**

Applicant Name : Ashwini Kurubkhelige Business Name :  
E-mail Address : ashwini@ctel.in Mobile Number : 6361172497

## Temporary Bar 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

**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 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 : 59:58 RIBHOI Superintendent of Excise

7 Pending Permits 40 Pending at District Office 13 Pending at Headquarters 1 Pending at Commissionerate

| 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        | 17                      | License Registration               | Dealing Assistant HQ       | 7     |
| Retailer            | 6     | License Registration               | Deputy Commissioner             | 2                       | CSD Non Local License Registration | Dealing Assistant HQ       | 3     |
|                     |       | License Registration               | Assistant Commissioner          | 11                      |                                    |                            |       |
|                     |       | License Registration               | Inspector of Excise (IOE)       | 2                       | Total                              |                            | 10    |
|                     |       | Temporary Bar License Registration | Superintendent of Excise        | 2                       | License Registration               | Assistant Commissioner STE | 2     |
|                     |       | Retailer Permits                   | Superintendent of Excise        | 6                       | CSD Non Local License Registration | Assistant Commissioner STE | 2     |
|                     |       | Retailer Permits                   | Deputy Superintendent of Excise | 6                       | Total                              |                            | 4     |
|                     |       |                                    |                                 |                         | Temporary Bar License Registration | Deputy Commissioner        | 1     |
| Grand Total         | 7     | Grand Total                        |                                 | 40                      | Total                              |                            | 1     |

Activate Windows Activate Windows Windows

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



## Temporary Bar License Registration User Manual

The screenshot shows the 'Temporary Bar License Register' interface. The left sidebar contains a 'Search Menu' and a 'License Management' dropdown menu. The main area displays a table with 4 entries. The table columns are: Sr.No., Acknowledgement Receipt Number, Status, Submitted Date & Time, Pending at, View, Action, Remarks, and Approval Print. The entries are as follows:

| 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 |      | Forward | Remarks |                |
| 2      | TBL2500001                     | Submitted               | 23-jun-2025 12:45 PM  | Superintendent Of Excise |      | Forward | Remarks |                |
| 3      | TBL2500001                     | Forwarded               | 06-jun-2025 12:31 PM  | Deputy Commissioner      |      |         | Remarks |                |
| 4      | TBL2500002                     | Request for Fee Payment | 06-jun-2025 09:54 AM  | Applicant                |      |         | Remarks |                |

Showing 1 to 4 of 4 entries

- 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.

This screenshot is similar to the previous one but highlights the 'Forward' button in the 'Action' column of the first entry (Sr.No. 1) with a red box and a red arrow pointing to it.

## Temporary Bar License Registration User Manual

The screenshot shows the 'Temporary Bar License Register' application interface. A modal form titled 'Temporary Bar License Registration' is open, displaying the following fields:

- S.No**: 1
- Profile ID**: TBL2500003
- Event Type**: Private Party
- Requested On**: 25-06-25 11:34:15 AM
- Location**: HEAD QUARTERS
- Designation**: Deputy Commissioner
- Status**: Forwarding
- Remarks**: Please Enter Remarks Only Upto 240 Characters

Buttons for 'Cancel' and 'Submit' are visible at the bottom of the modal. The background shows a table with columns: Sr.No., Acknowledgement Receipt Number, Status, Submitted Date & Time, Pending at, View, Action, Remarks, and Approval Print.

- 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 'Temporary Bar License Register' application interface with a list of forwarded applications. The table has the following columns: Sr.No., Acknowledgement Receipt Number, Status, Submitted Date & Time, Pending at, View, Action, Remarks, and Approval Print.

| Sr.No. | Acknowledgement Receipt Number | Status    | Submitted Date & Time | Pending at          | View | Action | Remarks | Approval Print |
|--------|--------------------------------|-----------|-----------------------|---------------------|------|--------|---------|----------------|
| 1      | TBL2500003                     | Forwarded | 25-Jun-2025 11:34 AM  | Deputy Commissioner |      |        | Remarks |                |

### Deputy Commissioner Head Quarter:

The screenshot shows the login page for the Excise Department, Government of Meghalaya. The page features a 'Welcome' message and a login form with the following fields:

- User ID**: Enter user ID
- Password**: Enter password
- Verification Code**: e.g. 274915

Buttons for 'Login' and 'Forgot Password?' are visible. The page also includes a 'Sign Up' link for users who don't have an account. The background features portraits of the Hon'ble Chief Minister (Shri. Conrad Sangma) and the Hon'ble Excise Minister (Shri. Kyrmen Shylla).



## Temporary Bar License Registration User Manual

- 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 : 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                      | CSD 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                      | Central Bonded Warehouse Permits   | Deputy Commissioner        | 1         |
| Paramilitary             | 4         | License Registration               | Inspector of Excise (IOE)       | 2                       | License Registration               | Joint Commissioner         | 1         |
| Retailer                 | 13        | Temporary Bar License Registration | Superintendent of Excise        | 1                       | Grand Total                        |                            | 17        |
|                          |           | Paramilitary Permits               | Superintendent of Excise        | 4                       |                                    |                            |           |
| <b>Grand Total</b>       | <b>50</b> | <b>Grand Total</b>                 | <b>102</b>                      | <b>Grand Total</b>      | <b>71</b>                          | <b>Grand Total</b>         | <b>17</b> |

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

**Excise Department Government of Meghalaya** | Temporary Bar License Register | License Management / Temporary Bar License Register | Session Time Left : 59:53 | Radhika Singh Deputy Commissioner

| Sr.No. | Acknowledgement Receipt Number | Status    | Submitted Date & Time | Pending at               | View | Action                 | Remarks | Approval Print |
|--------|--------------------------------|-----------|-----------------------|--------------------------|------|------------------------|---------|----------------|
| 1      | TBL2500003                     | Forwarded | 25-Jun-2025 11:34 AM  | Deputy Commissioner      |      | Grant / Reject Request | Remarks |                |
| 2      | TBL2500001                     | Submitted | 23-Jun-2025 12:45 PM  | Superintendent Of Excise |      | Grant / Reject Request | Remarks |                |
| 3      | TBL2500001                     | Forwarded | 06-Jun-2025 12:31 PM  | Deputy Commissioner      |      | Grant / Reject Request | 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.

**Excise Department Government of Meghalaya** | Temporary Bar License Register | License Management / Temporary Bar License Register | Session Time Left : 59:03 | Radhika Singh Deputy Commissioner

| Sr.No. | Acknowledgement Receipt Number | Status    | Submitted Date & Time | Pending at               | View | Action                 | Remarks | Approval Print |
|--------|--------------------------------|-----------|-----------------------|--------------------------|------|------------------------|---------|----------------|
| 1      | TBL2500003                     | Forwarded | 25-Jun-2025 11:34 AM  | Deputy Commissioner      |      | Grant / Reject Request | Remarks |                |
| 2      | TBL2500001                     | Submitted | 23-Jun-2025 12:45 PM  | Superintendent Of Excise |      | Grant / Reject Request | Remarks |                |
| 3      | TBL2500001                     | Forwarded | 06-Jun-2025 12:31 PM  | Deputy Commissioner      |      | Grant / Reject Request | Remarks |                |

## Temporary Bar License Registration User Manual

The screenshot shows the 'Temporary Bar License Register' interface. A modal titled 'Grant/Reject Temporary Bar License Registration' is open, displaying the following details:

- Acknowledgement Number: TBL2500003
- Event Type: Private Party
- Event Start Date: 25-JUN-25 00:00:00
- Event End Date: 25-JUN-25 23:59:59
- Remarks: approved

Buttons for 'Reject' and 'Approve' are visible at the bottom of the modal. The background table shows a list of records with columns: Sr.No., Acknowledgement Receipt Number, Status, Submitted Date & Time, Pending at, View, Action, Remarks, and Approval Print.

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

The screenshot shows the 'Temporary Bar License Register' interface with a list of records. A dropdown menu is open for the 'Status' filter, showing options: Pending, Approved, Rejected, and All. An arrow points to the 'Approved' option.

| Sr.No. | Acknowledgement Receipt Number | Status    | Submitted Date & Time | Pending at               | View | Action                 | Remarks | Approval Print |
|--------|--------------------------------|-----------|-----------------------|--------------------------|------|------------------------|---------|----------------|
| 1      | TBL2500003                     | Forwarded | 25-jun-2025 11:34 AM  | Deputy Commissioner      |      | Grant / Reject Request |         |                |
| 2      | TBL2500001                     | Submitted | 23-jun-2025 12:45 PM  | Superintendent Of Excise |      |                        |         |                |
| 3      | TBL2500001                     | Forwarded | 06-jun-2025 12:31 PM  | Deputy Commissioner      |      | Grant / Reject Request |         |                |



- 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.

The screenshot shows the 'Temporary Bar License Register' interface with the 'Status' filter set to 'Approved'. A red box highlights the 'Approval Print' button, with an arrow pointing to it.

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

## Temporary Bar License Registration User Manual

### Grant of License:

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

## Temporary Bar License Registration User Manual