



User Manuals

APPEALS & REVISION





Contents

Introduction	3
Purpose and Scope.....	3
Organization.....	4
Primary Functions	4
Functionality	5
Sign UP	5
Apply for New License	Error! Bookmark not defined.





Introduction

The purpose of this document is to provide a detailed description of the e- governance application for Commissionerate of Excise in Assam. It describes in detail all the functional and non- functional requirements given by the client. This project's aim is to automate the tracking system of liquor from the time of manufacture to the time of sale with minimal or no human intervention.

Purpose and Scope

The provision of all Information Technologies, Materials, and other Goods as well as the performance of all Services required for the design, development, and implementation (including procurement, quality assurance, assembly, associated site preparation, Delivery, Pre-commissioning, Installation, Testing, and Commissioning) of the System.

The objective of this project is to:

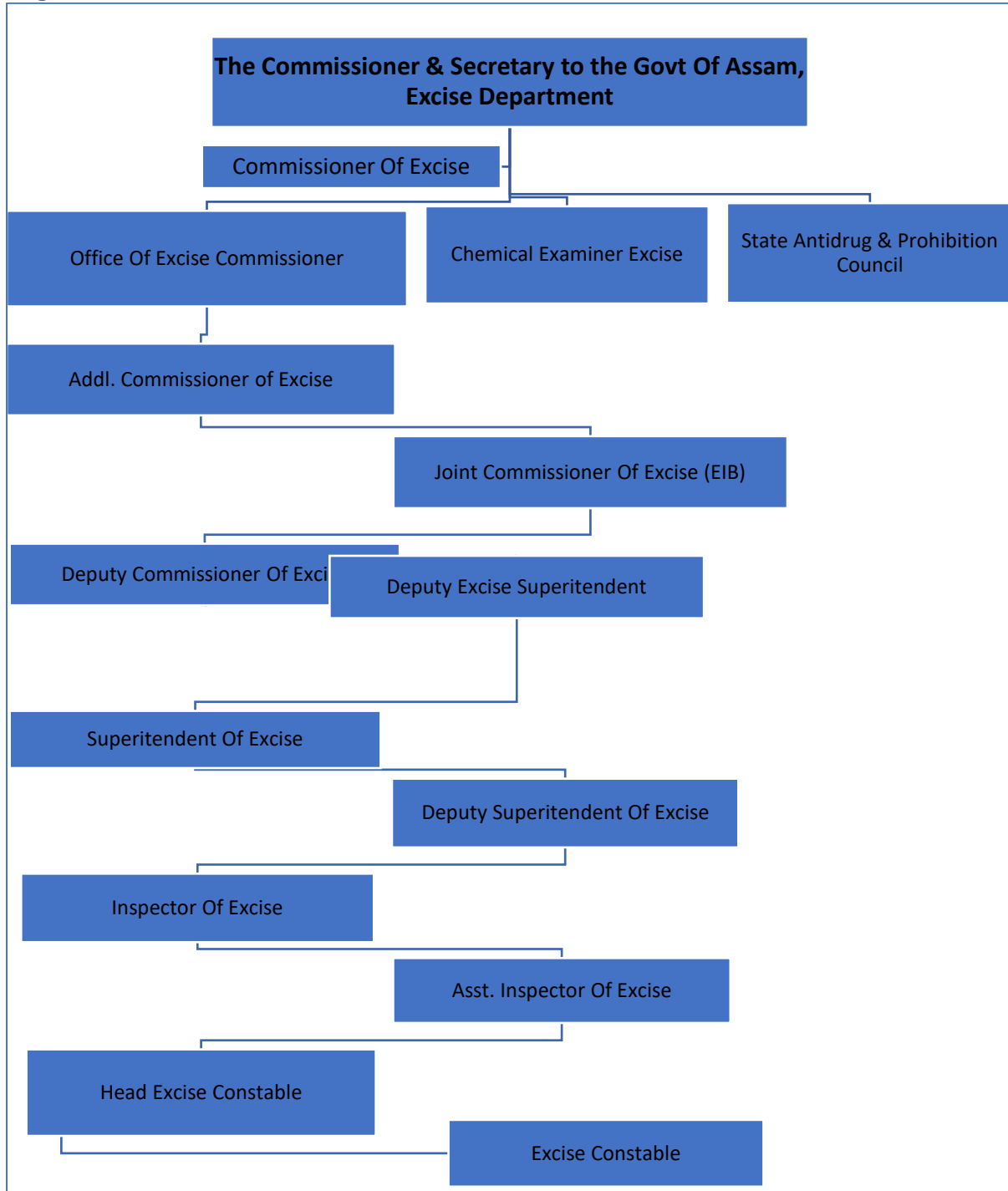
- ✦ Better Compliance Management
- ✦ Effective monitoring of Supply chain related to alcohol in State & in transit through the state
- ✦ Reduction in Revenue Leakages
- ✦ Provision of e-services for stakeholders
- ✦ Increase transparency and accountability across functions and transactions
- ✦ Improve efficiency and effectiveness in the processes
- ✦ Reduce time for transactions through process re-engineering & automation
- ✦ Availability of real-time information on, licenses, payments, permits, passes, cases & other details
- ✦ Business intelligence tools for decision support
- ✦ Providing actionable data for enforcement
- ✦ Automated Reconciliations & Accounting Management
- ✦ Common data master across Department, functions, & other stakeholders
- ✦ Data digitization at source
- ✦ Avoiding paper transactions
- ✦ Integration across other stakeholder Government Departments (Finance & Treasury)
- ✦ Track all the activities of Distilleries, Bottling Units, Wholesale warehouse, label / hologram, manufacturer, and Retailers.

The entire application acts as one platform for complete project which is offering functionalities to the Excise department - Assam, Manufacturers, Wholesale warehouses, and the retailers. The complete information related all the phases of the project can be accessed from the Central application.





Organization



Primary Functions

Implementation of an E-Governance Application for Commissionerate of Excise Function of Assam State for the functionalities in:

- License Management
 - Modification of License
 - Surrender of License
 - Suspension & Cancellation of license
 - Registration of Brands, Labels & Mono-cartons





Functionality

In order to do fresh licensee registration, user has to do the sign up on the state excise portal.

Sign UP

- To access the AERMS application, User need to registered in application.
- Open the State Excise application on any browser by typing the URL:
<https://stateexcise.assam.gov.in>

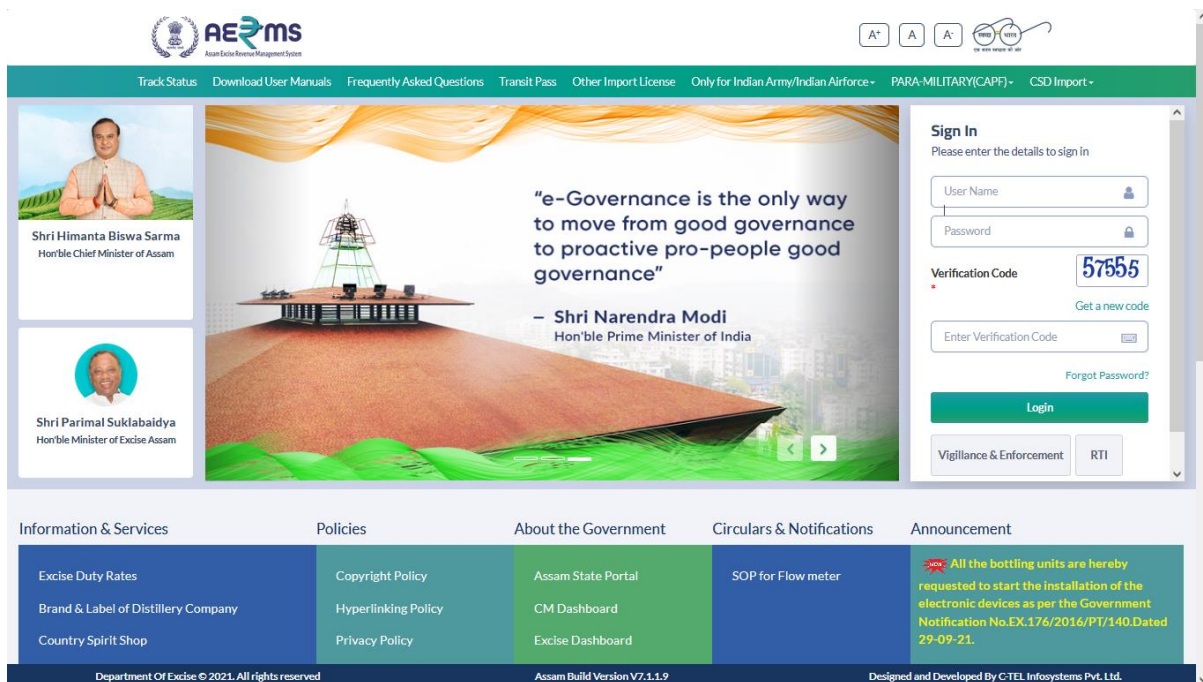


Figure 1: Assam Excise Revenue Management System Website

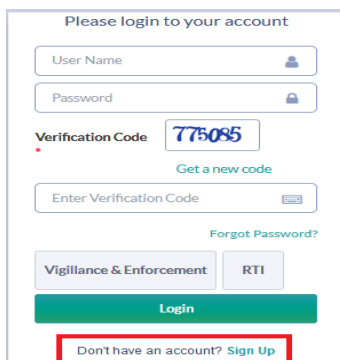


Figure 2: Sign Up

- Click on “Don’t have an account? Sign Up” to sign up.
- Fill the details as requested in the screen



Department Of Excise - Assam

SIGN UP

Applicant Name: * City: *

Email Address: * Block / Circle: *

Mobile Number: * Select State: *

Business Name: * Select District: *

Plot/Building Number: *

Road/Street: *

Landmark:

PAN:

Figure 3: Sign Up Form

- User is required to fill the detail which are required to sign up & click on 'Save' button
- After Clicking on the save button, User will receive the OTP to the registered mobile number
- Users are required to enter the OTP & Click on Save Button

Department Of Excise

SIGN UP

One Time Password

Enter One Time Password:

Business Address: *

PAN: *
verify PAN

GSTIN: *



Figure 4: OTP Request

- User will receive the Unique Login Id & Password after successfully Registration
- Click on 'Login' to redirect to the Login page.

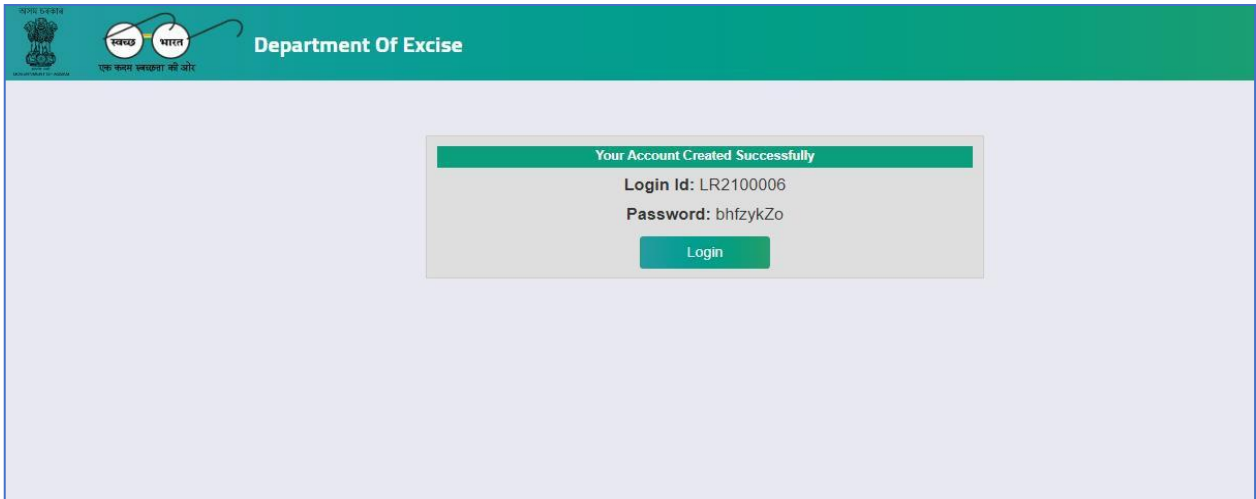


Figure 5: System Generated LR Number and Password

User is required to enter Login Id & Password & click on 'Sign In' button to login

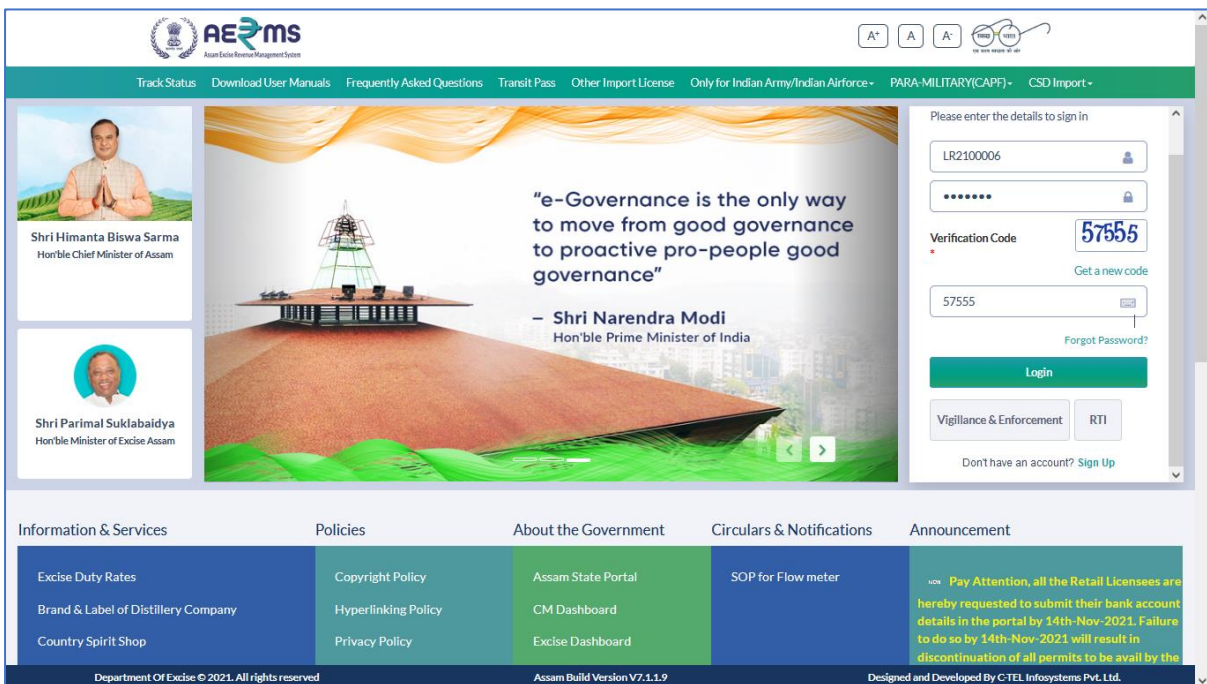


Figure 6: Login Page

Note: For the new user, who login 1st time, application will prompt to change the password:



- Users are required to enter the older password, new password, captcha & click on submit button to reset the Password

सत्यमेव जयते
एक कदम सच्चाई की ओर

स्वच्छ भारत
एक कदम सच्चाई की ओर

Department Of Excise

Username/Password Reset For LR2100006 Login

User Id

Old Password

New Password

Confirm New Password

Verification Code **26264** [Get a new code](#)

Please enter the digits as they are shown in the image above.
Letters are not case-sensitive.

- A Success message pops out after password reset.

Password Reset For LR2000012 Login

Info! Dear LR2000012 your password has expired. We request you to change your password for security purpose.

Your password has been reset successfully!





APPEAL & REVISION

Login Page

- User needs to access the web application using the provided URL <https://stateexcise.assam.gov.in>
- Once login page appears, Clerk should provide valid credentials and should click on login.

The screenshot shows the AERMS login interface. At the top, there's a navigation menu with options like 'Track Status', 'Download User Manuals', 'Frequently Asked Questions', 'Transit Pass', 'Other Import License', 'Only for Indian Army/Indian Airforce', 'PARA-MILITARY(CAPF)', and 'CSD Import'. Below this, there are two profile cards for Shri Himanta Biswa Sarma and Shri Parimal Suklabaidya. A large banner for 'Promote Local Skills & Products' is displayed, featuring a woman working with pottery and the text '#VOCALFORLOCAL #GETVOCALABOUTLOCAL'. To the right, the 'Sign In' form is visible, with fields for LR number (LR2102727), password, and verification code (133619). There are also buttons for 'Vigilance & Enforcement', 'RTI', and 'Login'.

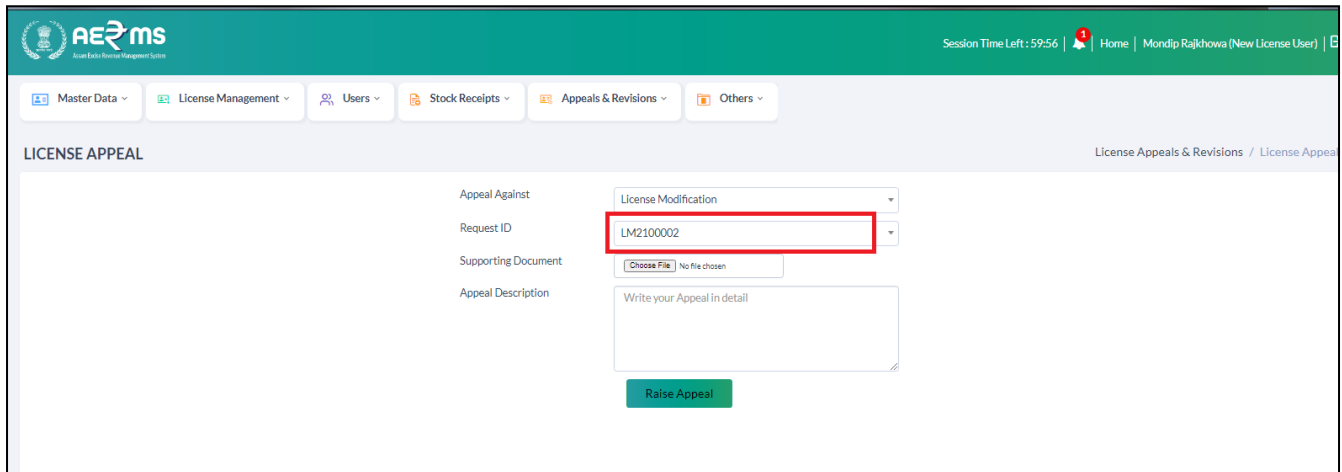
- Once user is logged into the application as Clerk, a dashboard with modules will be shown.
- User needs to click on Appeals & Revisions Tab to

The screenshot shows the AERMS dashboard. At the top, there's a navigation bar with the AERMS logo and the text 'Welcome: Mondip Rajkhowa (New License User)'. Below the navigation bar, there are five main modules: 'Master Data', 'License Management', 'Users', 'Others', and 'Appeals & Revisions'. The 'Appeals & Revisions' module is highlighted with a red box.

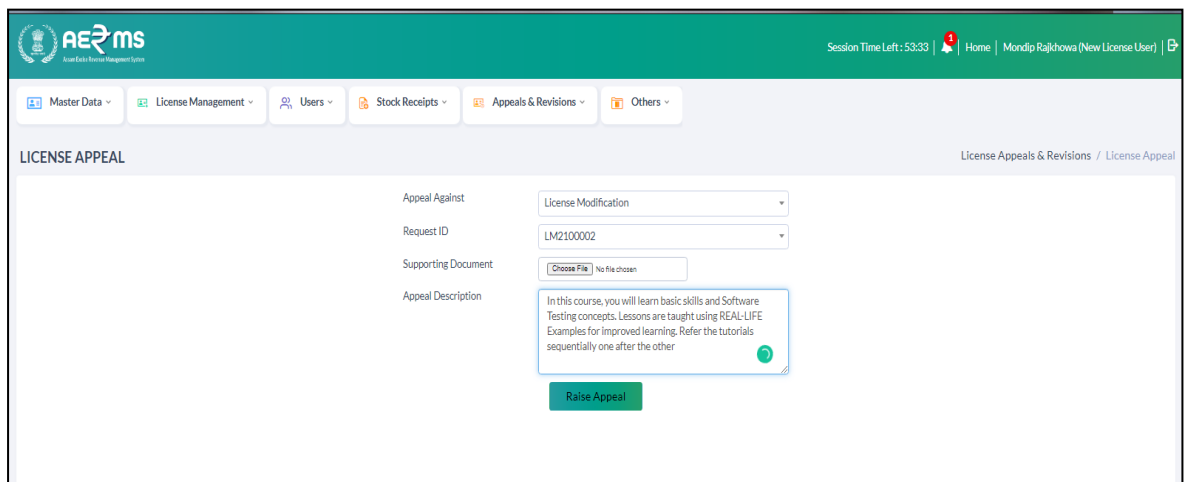


- User should go to Appeals & Revisions Tab & click on .
- Click on Licensee Appeal sub tab to Appeal against any order passed by officials

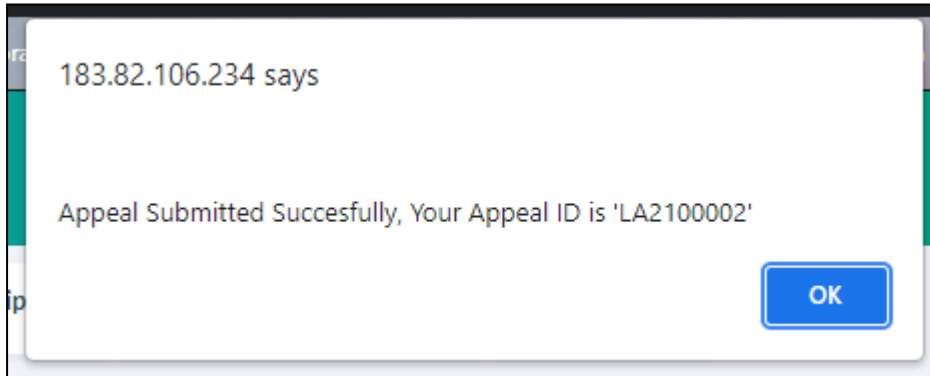
Select the Appeal type from drop-down list to which Licensee need to Appeal



- Upload the supporting document required while Appealing
- Mention the reason for the Appeal against the order passed by Officials and Click on Appeal as shown in the below screen



- Click on to raise Appeal to applicant
- Click on OK and handle the alert/popup displayed and note down the Appeal Unique number generated for future reference.



- Now the Appeal is requested by Licensee is assigned to Zonal Collector for hearing purpose.

APPEALS STATUS

License Appeals & Revisions / Appeals Status

Start Date: 19-Nov-2021 | End Date: 19-Nov-2021 | Search

S.No	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Action
1	LA2100002	MODIFICATION	LM2100002	19-NOV-21	LR2102737	View

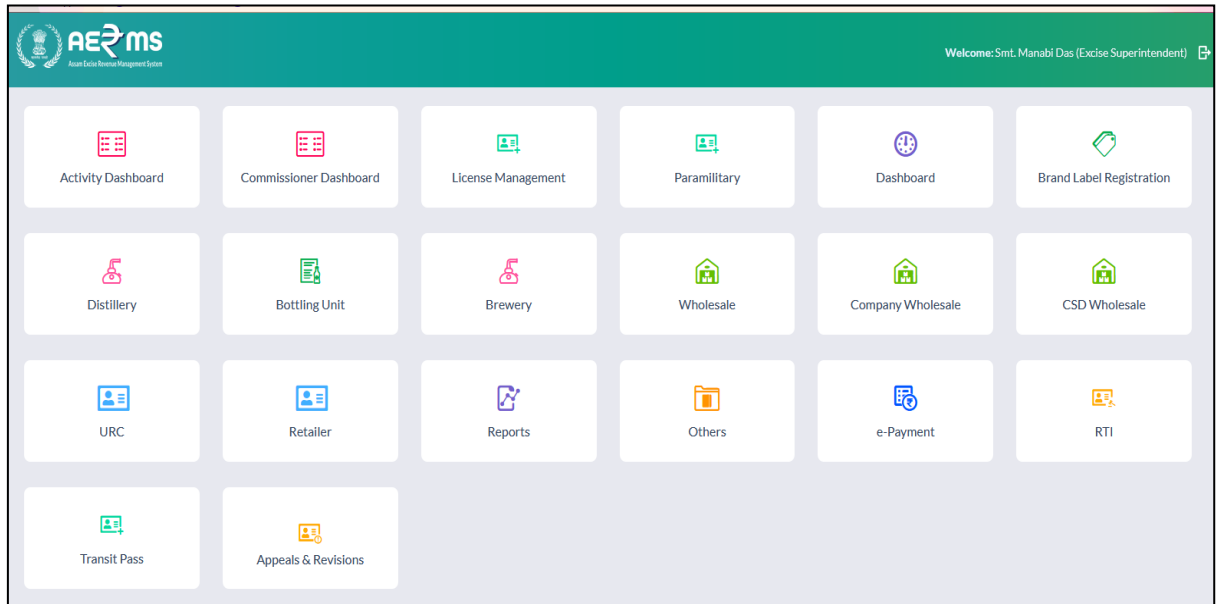
Previous | Next

- Display above page after raise appeal to higher authority
- After we need to login superintendent of excise(SOE)

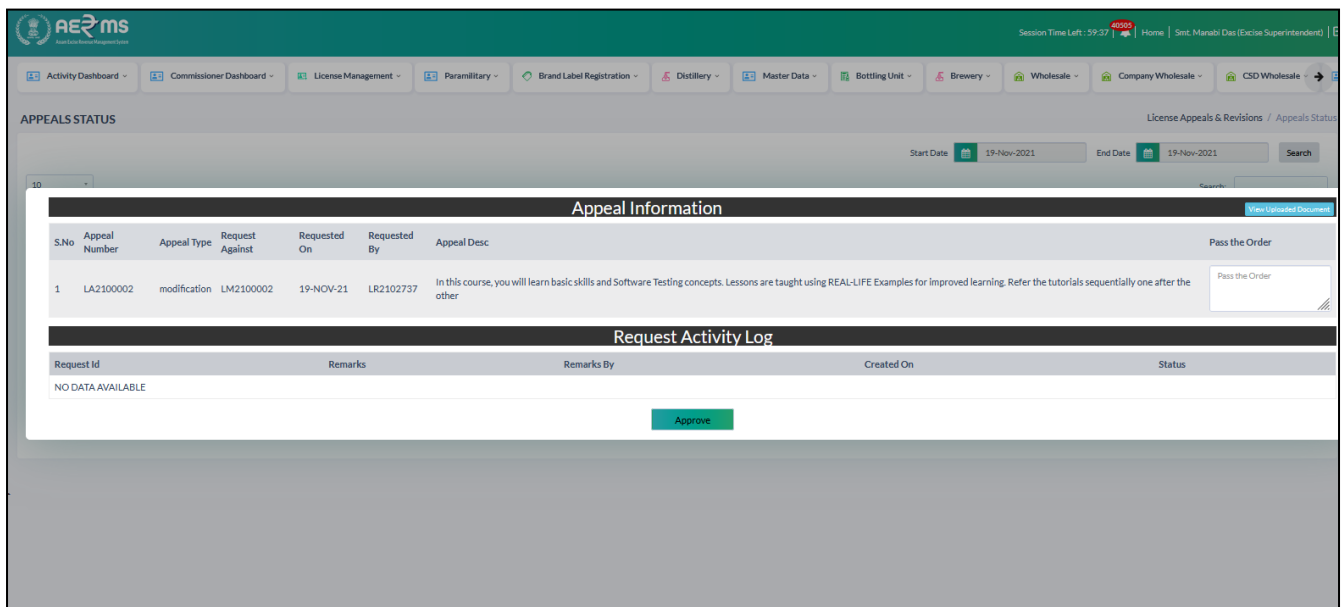


SUPERINTENDENT OF EXCISE HEARING APPEAL:

- Login as superintendent of excise with valid user credentials
- Click on Appeals and Revisions main icon and click on List of Appeals sub tab



- Verify the status and click on eye symbol under Action column to perform hearing of Appeal if the order passed date is within 60days.





- Enter the remarks and **pass the order** to complete the Appeal hearing by clicking on Hear the Case Button.

The screenshot displays the 'APPEALS STATUS' page in the AERMS system. At the top, there is a navigation bar with various menu items like 'Activity Dashboard', 'Commissioner Dashboard', 'License Management', etc. Below this, the 'APPEALS STATUS' section is visible, showing a table of appeals. The table has columns for S.No, Appeal Number, Appeal Type, Request Against, Requested On, Requested By, and Appeal Desc. There is a 'Pass the Order' button next to the 'Appeal Desc' column. Below the table is a 'Request Activity Log' section with columns for Request Id, Remarks, Remarks By, Created On, and Status. The log currently shows 'NO DATA AVAILABLE'. At the bottom of the log section, there is an 'Approve' button.

- Handle the alert by clicking on OK after hearing an Appeal

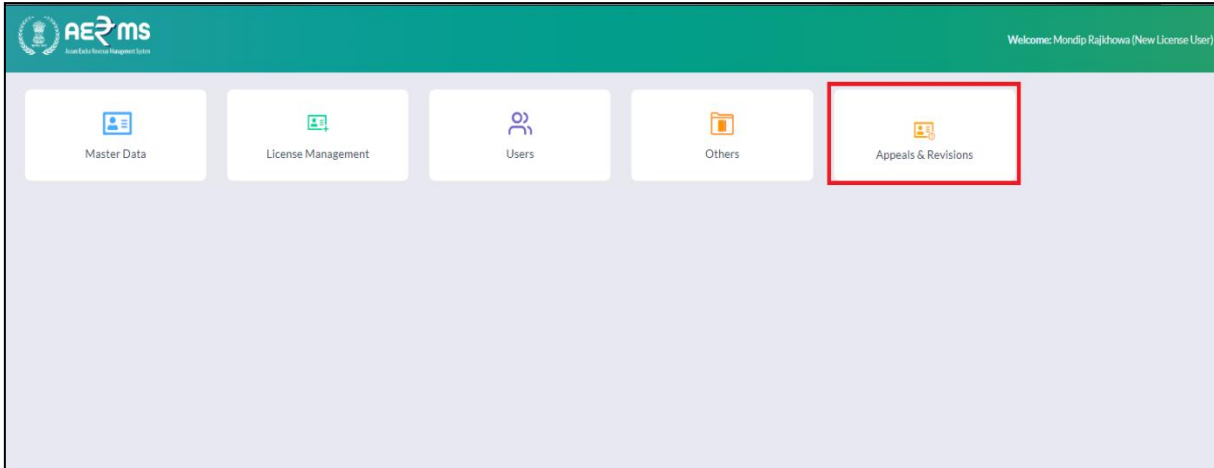
The screenshot shows a system alert dialog box. At the top left, there is a globe icon followed by the IP address '183.82.106.234'. Below this, the text 'Approved Successfully.' is displayed. At the bottom right of the dialog box, there is a blue button labeled 'OK'.

- If the order passed date is more than **60days** then Zonal Collector can **File the Case** and the Appeal is closed.

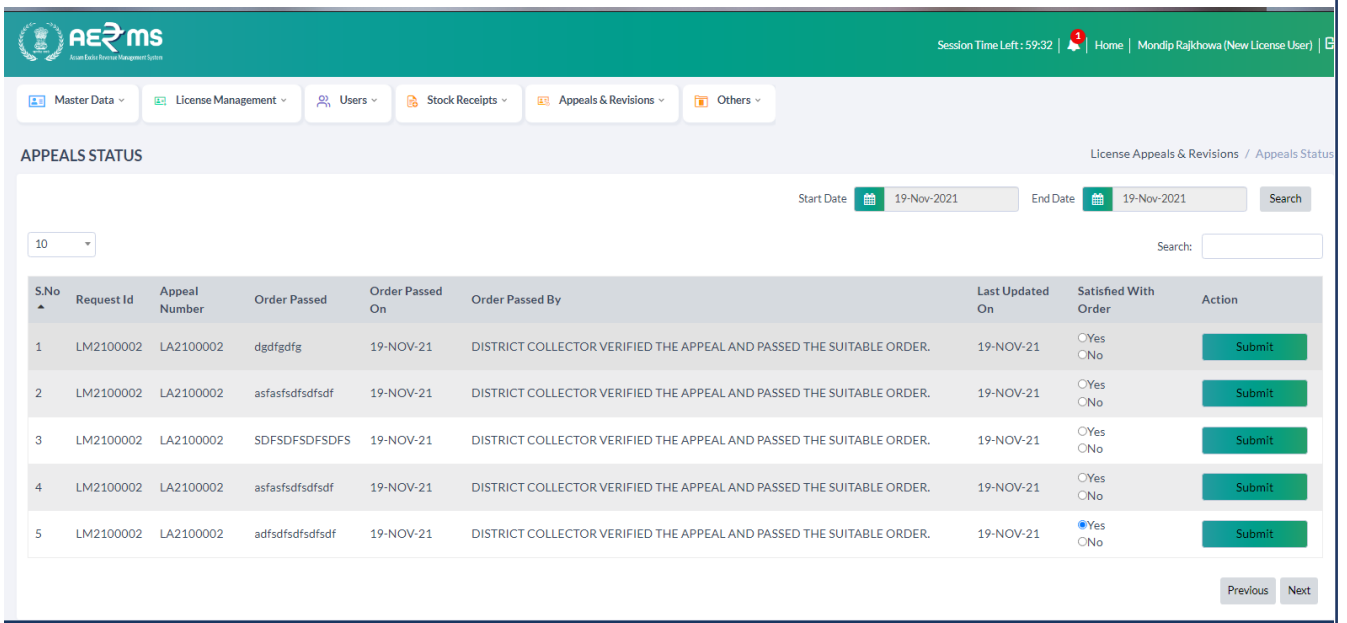




USER LOGIN TO VERIFY THE APPEAL REQUEST:



- After he will check the appeal request and submit the applicant against to he should satisfy or not
- Licensee if not satisfied with the order passed by Secretary, the appeal can be closed by clicking on eye under Action column and opting to "No" related to order passed



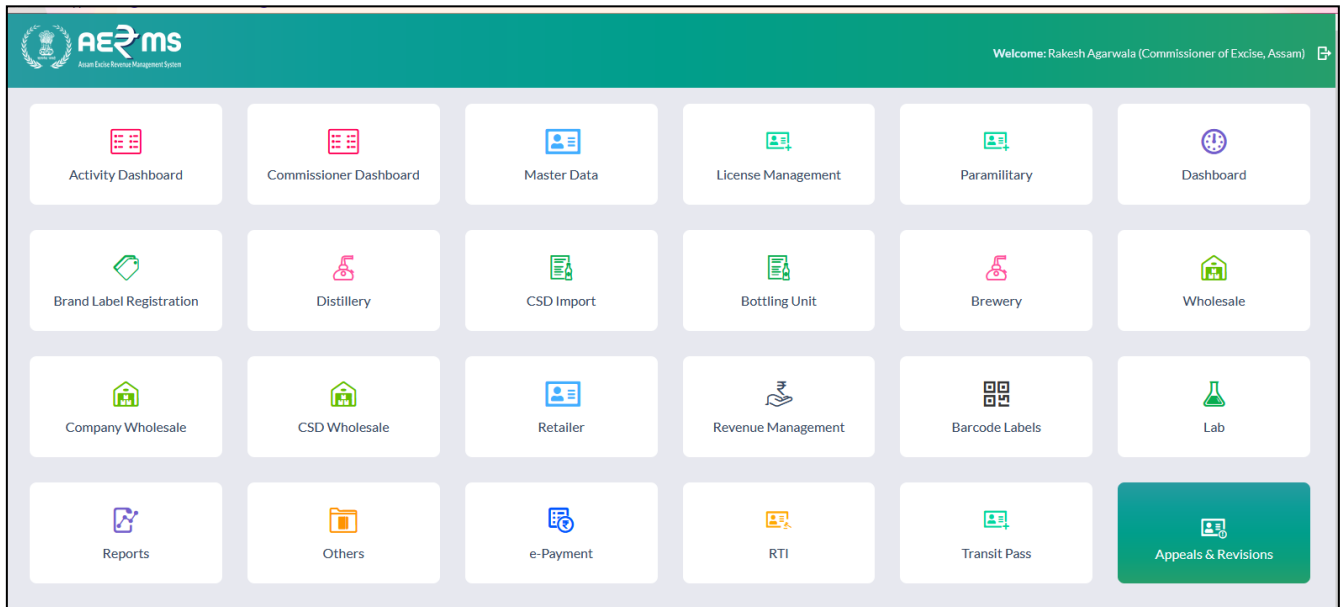
- User can select Yes /no radio button after submit the applicant
- satisfy or not and then click on YES/No
- Select Radio Button YES : close the Appeal request because he will satisfy



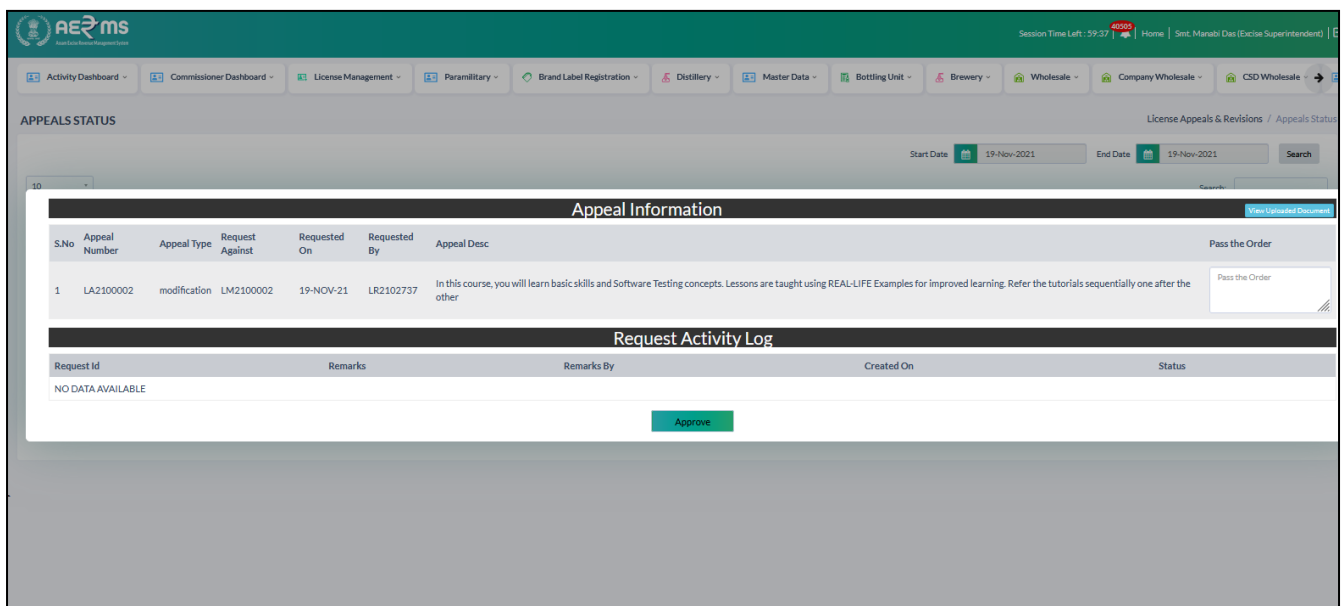
- If opted Yes by Licensee the Appeal is Closed and the Status of Appeal is displayed as “Closed”
- Otherwise forwarded to next higher authority

COMMISSIONER APPEAL FOR NEXT HEARING:

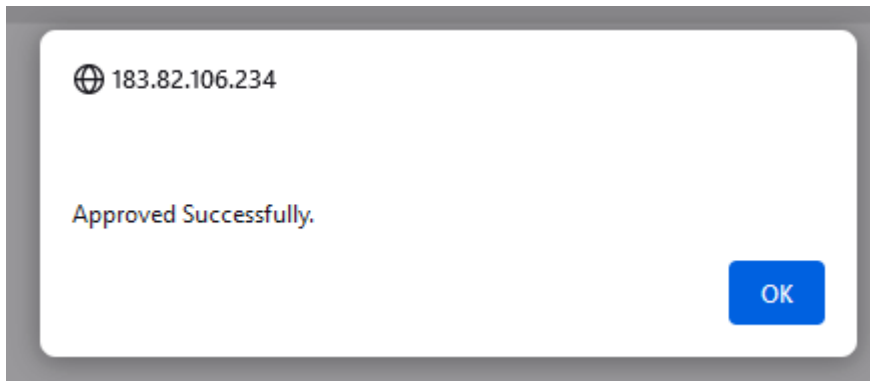
- Login as Zonal Commissioner with valid user credentials
- Click on Appeals and Revisions main icon and click on List of Appeals sub tab



- Verify the status and click on eye symbol under Action column to postpone the hearing of Appeal if the order passed date is within 60days.

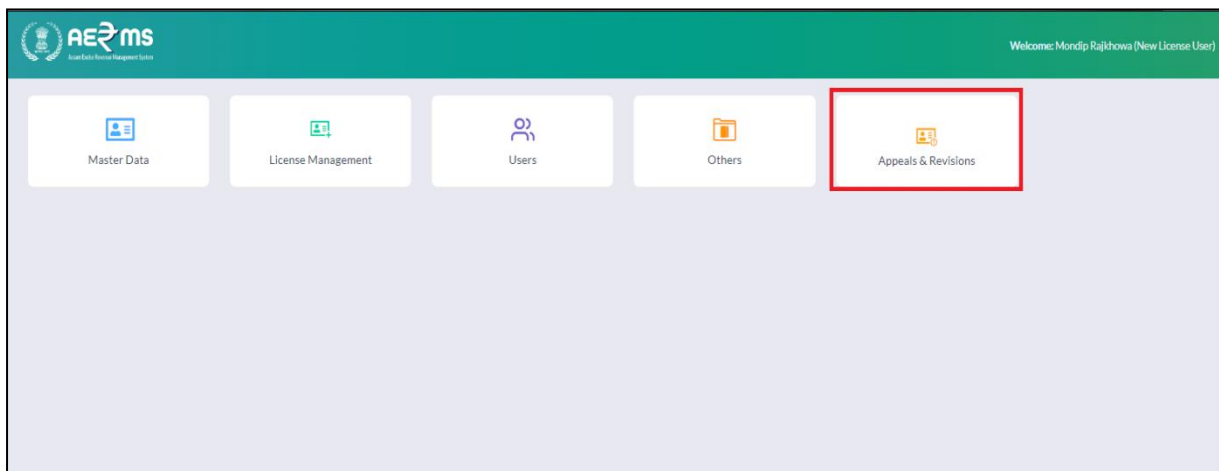


- Enter the remarks and select the next hearing date from date-picker to postpone the Appeal hearing



- Handle the alert by clicking on OK after hearing an Appeal
- Verify the Next hearing date passed after postponing the Appeal hearing.

USER LOGIN TO VERIFY THE APPEAL REQUEST:



- After he will check the appeal request and submit the applicant against to he should satisfy or not
- Licensee if not satisfied with the order passed by Secretary, the appeal can be closed by clicking on eye under Action column and opting to "No" related to order pass





APPEALS STATUS

License Appeals & Revisions / Appeals Status

Start Date: 19-Nov-2021 End Date: 19-Nov-2021 Search

10

Search:

S.No	Request Id	Appeal Number	Order Passed	Order Passed On	Order Passed By	Last Updated On	Satisfied With Order	Action
1	LM2100002	LA2100002	dgdgfdgfg	19-NOV-21	DISTRICT COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	19-NOV-21	<input type="radio"/> Yes <input type="radio"/> No	Submit
2	LM2100002	LA2100002	asfasfsdfsdf	19-NOV-21	DISTRICT COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	19-NOV-21	<input type="radio"/> Yes <input type="radio"/> No	Submit
3	LM2100002	LA2100002	SDFSDFSDFSDFS	19-NOV-21	DISTRICT COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	19-NOV-21	<input type="radio"/> Yes <input type="radio"/> No	Submit
4	LM2100002	LA2100002	asfasfsdfsdf	19-NOV-21	DISTRICT COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	19-NOV-21	<input type="radio"/> Yes <input type="radio"/> No	Submit
5	LM2100002	LA2100002	adfsdfsdfsdf	19-NOV-21	DISTRICT COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	19-NOV-21	<input checked="" type="radio"/> Yes <input type="radio"/> No	Submit

Previous Next

- User can select Yes /no radio button after submit the applicant
- satisfy or not and then click on YES/No
- Select Radio Button YES : close the Appeal request because he will satisfy
- If opted Yes by Licensee the Appeal is Closed and the Status of Appeal is displayed as “Closed”
- Otherwise forwarded to next higher authority

STATE GOVERNMENT HEARING APPEAL:

- Login as State Government with valid user credentials
- Click on Appeals and Revisions main icon and click on List of Appeals sub tab

Welcome: Rakesh Agarwala (Commissioner of Excise, Assam)

Activity Dashboard, Commissioner Dashboard, Master Data, License Management, Paramilitary, Dashboard, Brand Label Registration, Distillery, CSD Import, Bottling Unit, Brewery, Wholesale, Company Wholesale, CSD Wholesale, Retailer, Revenue Management, Barcode Labels, Lab, Reports, Others, e-Payment, RTI, Transit Pass, Appeals & Revisions

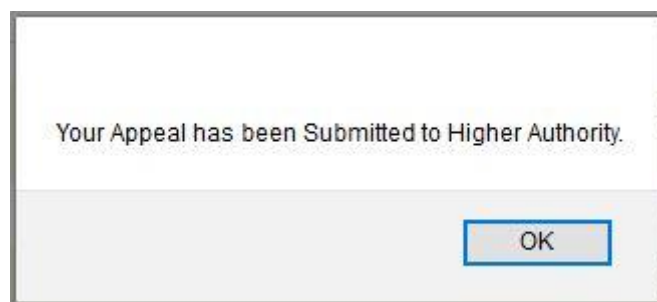


- Verify the status and click on eye symbol under Action column to perform hearing of Appeal if the order passed date is within 90days.

S.No	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Appeal Desc	Action
1	LA2100002	modification	LM2100002	19-NOV-21	LR2102737	In this course, you will learn basic skills and Software Testing concepts. Lessons are taught using REAL-LIFE Examples for Improved learning. Refer the tutorials sequentially one after the other	Pass the Order

Request Id	Remarks	Remarks By	Created On	Status
NO DATA AVAILABLE				

- Enter the remarks and pass the order to complete the Appeal hearing by clicking on Hear the Case Button.
- Handle the alert If licensee opted for “No” the Appeal is submitted to Court for further hearing.



- Now the Status of Appeal is displayed as “Submitted to Court”





AERMS Assam Excise Revenue Management System

Session Time Left: 59:58 | Home | Mondip Rajkhowa (New License User)

Master Data | License Management | Users | Stock Receipts | **Appeals & Revisions** | Others

APPEALS STATUS License Appeals & Revisions / Appeals Status

Start Date: 19-Nov-2021 | End Date: 19-Nov-2021 | Search

10 | Search:

S.No	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Action
1	LA2100002	MODIFICATION	LM2100002	19-NOV-21	LR2102737	View

Previous Next





