



ESTABLISHMENT CHARGES

User Manual



MAY 4, 2022
C-TEL INFOSYSYSTEMS
PVT. LTD
Hyderabad, Telangana

ESTABLISHMENT CHARGES

- Open web browser and navigate to the URL provided “<https://stateexcise.assam.gov.in>”

AE²MS
Assam Excise Management System

*All Type of licenses which have not Renewed for the year 2022-23 before 31st march 2022 will become inactive in Excise portal.

Track Status Download User Manuals Frequently Asked Questions

Shri Himanta Biswa Sarma
Hon'ble Chief Minister of Assam

Shri Parimal Suklabaidya
Hon'ble Minister of Excise Assam

“e-Governance is the only way to move from good governance to proactive pro-people good governance”
– Shri Narendra Modi
Hon'ble Prime Minister of India

Sign In
Please enter the details to sign in

User Name
Password
Verification Code * 26885
Get a new code
Enter Verification Code
Forgot Password?
Login
Vigilance & Enforcement RTI
Sign Up to register for new license

Information & Services Policies About the Government Orders & Circulars Announcement

Excise Duty Rates Copyright Policy Assam State Portal SOP for Flow meter FOR UPDATING THE SYSTEM POST REVISION OF EXCISE DUTIES

- Enter the login credentials of **Superintendent Of Excise** Username and Password along with verification code and click on Login to get login to the application.

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e-Governance
A few Keystrokes can bring smiles on millions of faces...
– Shri Narendra Modi
(Hon'ble Prime Minister of India)

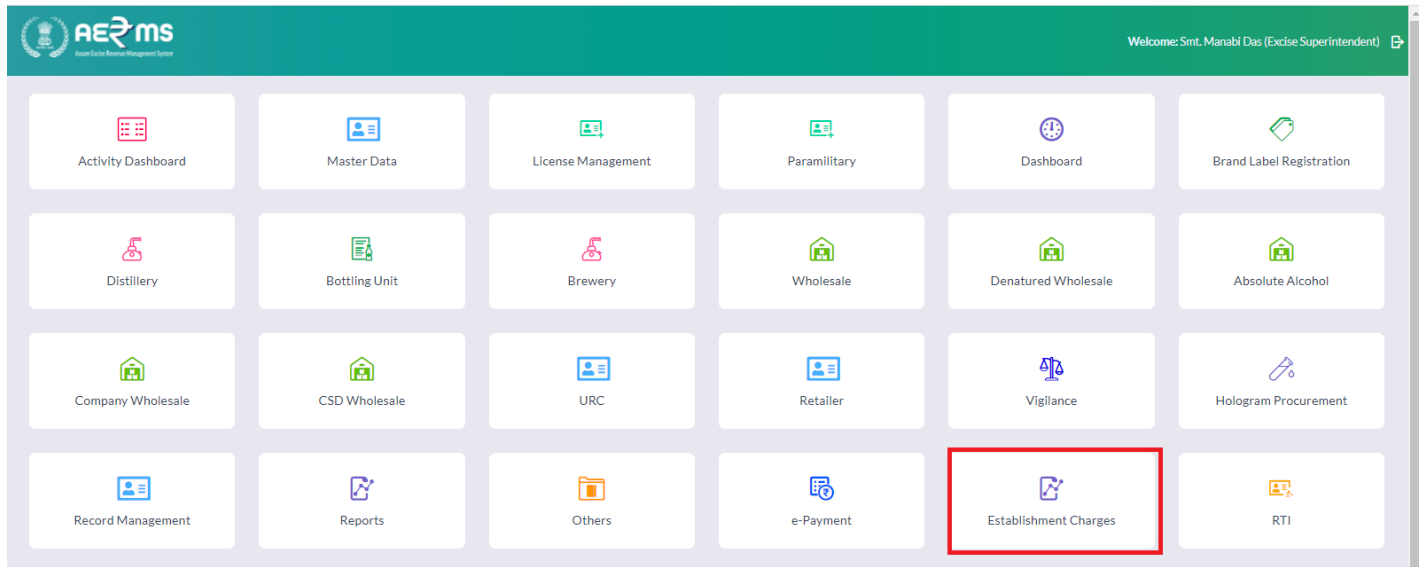
Sign In
Please enter the details to sign in

SOE_KAM
Password
Verification Code * 553329
Get a new code
553329
Verification Code cannot be blank.
Forgot Password?
Login
Vigilance & Enforcement RTI
Sign Up to register for new license

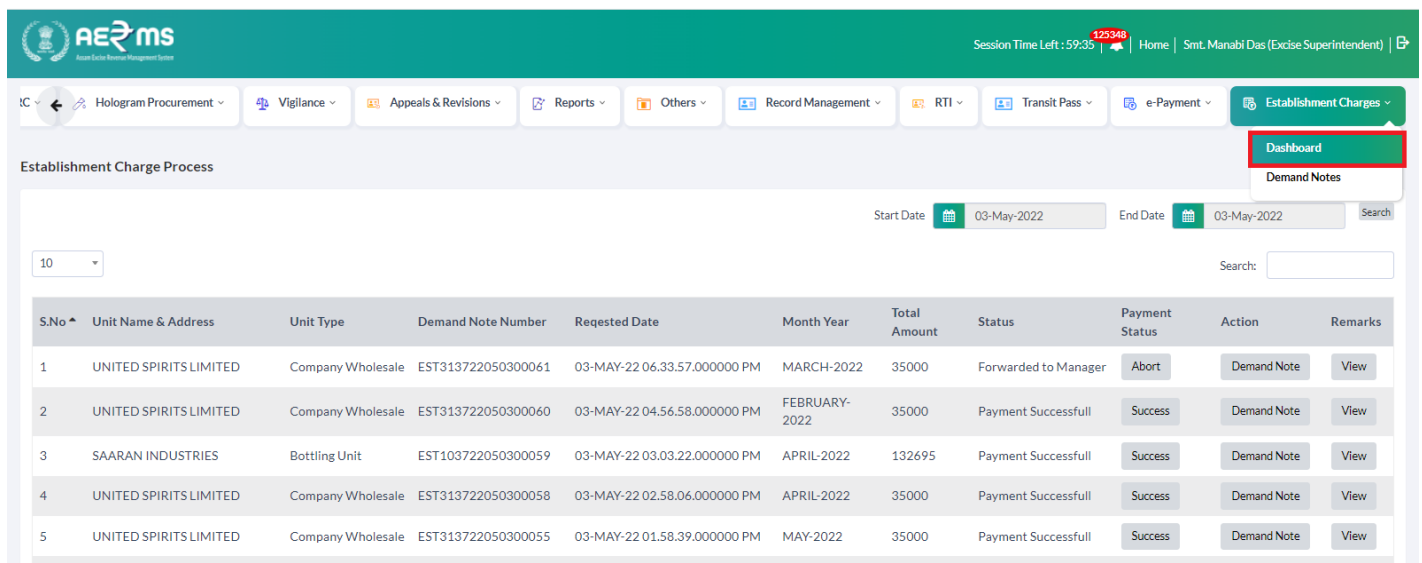
Information & Services Policies About the Government Orders & Circulars Announcement

Excise Duty Rates Copyright Policy Assam State Portal SOP for Flow meter Pay Attention, all the Retail Licensees are hereby requested to submit their bank account details in the

- Now user will Redirected to the Superintendent Of Excise Dashboard as shown:



- Click on **Establishment Charges** Tab and select **Dashboard** from dropdown



- After clicking on the Dashboard user will redirect to the Manufacturing and Company Wholesale **Establishment charge Dashboard's**.
- Now click on the **Manage Staff** to **add/Update** staff details for respective Manufacturing/Company wholesale unit.

The screenshot shows the 'Establishment Charge Dashboard' with a navigation menu at the top. The main content area is divided into two panels. The left panel is for 'Manufacturing Unit' and the right panel is for 'Company WholeSale'. Both panels show 'Total Units Available' and 'Total Staff Deployed' counts. Below the counts are two buttons: 'Establishment Charges' and 'Manage Staff'. The 'Manage Staff' buttons are highlighted with a red box.

- After clicking on the Manage Staff of a manufacturing/Company Wholesale unit List view will be displayed with Action tabs like **Add Staff** and **Update Staff**.
- Now click on the Add staff

The screenshot shows the 'Establishment Staff Management' page. It features a table with the following data:

S.No	Unit Name & Address	Unit Type	Phone	Action
1	NORTH EAST DISTILLERIES PVT.LTD. Address : Nankay Gao, Khanapara, G.s. Road, Sird	Primary Distillery	9999999999	Add Staff Update Staff
2	SHIVA BEVERAGES PVT. LTD. Address : Shiva Beverages, Khetri, National Highway 37, Shrishti Lpg Bottling Plant Pvt.Ltd.	Bottling Unit	9999999999	Add Staff Update Staff
3	SHIVA BEVERAGES PVT. LTD. Address : Shiva Beverages Pvt.Ltd., N.h.37, Shristi Lpg Bottling	CS Bottling Unit	9999999999	Add Staff Update Staff
4	ROOBY SPIRITS PVT. LTD Address : Plot No 1, Khankargaon, Panikhaiti, Saraighat Press	Bottling Unit	9999999999	Add Staff Update Staff

The 'Add Staff' and 'Update Staff' buttons for the first unit are highlighted with a red box.

- User will redirected to the Add staff page ,fill all the mandatory fields and click on Submit button.

Establishment Staff Management Establishment Charge Dashboard / IMFL Manufacturer Units / Add Staff

Add Staff

NORTH EAST DISTILLERIES PVT.LTD.
Address : Nankay Gao, Khanapara, G.s. Road, Sird

First Name <input type="text" value="KISHORE"/>	Last Name <input type="text" value="KUMAR"/>
Mobile Number <input type="text" value="7842827738"/>	
Basic Pay <input type="text" value="30000"/>	Grade Pay <input type="text" value="3000"/>
Dearness Allowance <input type="text" value="5000"/>	Kit & CCA <input type="text" value="2000"/>
Medical Allowance <input type="text" value="5000"/>	Rate of Pension 5% <input type="text" value="3000"/>
Rate of Leave Salary 11% <input type="text" value="2000"/>	Total <input type="text" value="50000"/>

- Staff will be Added to respective Manufacturing/Company wholesale unit with an Notification message “Staff Added Successfully”

- Now click on the Establishment Charges

AEEMS
Assam Excise Revenue Management SystemSession Time Left: 57:53 | 11142 | Home | Mr.SOE Kamrup (Excise Superintendent) |

Activity Dashboard ▾ Master Data ▾ License Management ▾ Paramilitary ▾ Brand Label Registration ▾ Dashboard ▾ Distillery ▾ Bottling Unit ▾ Brewery ▾ Wholesale ▾

Home / Establishment Charge Dashboard

Manufacturing Unit

Total Units Available (12)
Total Staff Deployed (0)

Establishment ChargesManage Staff

Company Wholesale

Total Units Available (2)
Total Staff Deployed (0)

Establishment ChargesManage Staff

- User will Redirected to List View of manufacturing/Company Wholesale units.
- Click on **Raise Demand Note**

Establishment Charge Process

Establishment Charge Dashboard / IMFL Manufacturer Units

10 Search:

S.No	Unit Name & Address	Unit Type	Phone	Action
1	NORTH EAST DISTILLERIES PVT.LTD. Address : Nankay Gao, Khanapara, G.S. Road, Sird	Primary Distillery	9999999999	Raise Demand Note
2	SHIVA BEVERAGES PVT. LTD. Address : Shiva Beverages, Khetri, National Highway 37, Shrishti Lpg Bottling Plant Pvt.ltd.	Bottling Unit	9999999999	Raise Demand Note
3	SHIVA BEVERAGES PVT. LTD. Address : Shiva Beverages Pvt.Ltd., N.h.37, Shristi Lpg Bottling	CS Bottling Unit	9999999999	Raise Demand Note
4	ROOBY SPIRITS PVT. LTD Address : Plot No 1, Khankhargaon, Panikhaiti , Saraighat Press	Bottling Unit	9999999999	Raise Demand Note

- Select the **Payable for month** and click on “Raise Demand Note” button.

Staff List - AROMA INDIA PVT. LTD.

Establishment Charge Dashboard / Units / Staff List

S.No	Staff Name	Phone	Basic Pay	Grade Pay	DA	Kit & CCA	Medical Amount	Rate Of Pension 5%	Rate Of Leave Salary 11%	Salary
1	KISHORE KUMAR	7842827738	30000	3000	5000	2000	5000	3000	2000	50000

Amount Payable: 50000.00

Payable for month:

Remark: Demand note of Rs.50000.00 has been generated. Kindly make payment for the same.

[Raise Demand Note](#)

Notification message will be displayed “Demand Note raised successfully”. Demand Note is now forwarded top Inspector Of Excise of Particular Manufacturing/Company Wholesale

IOE Login:

- Users are required to enter Login Id & Password & click on the ‘Login’ button to log in.

The screenshot shows the AERMS (Assam Excise Revenue Management System) login page. At the top left is the AERMS logo. A notification banner states: "All Type of licenses which have not Renewed for the year 2022-23 before 31st march 2022 will become inactive in Excise portal". On the right, there are accessibility icons (A, A+, A-) and a "Help" icon. Below the header, there are links for "Track Status", "Download User Manuals", and "Frequently Asked Questions". The main content area features a banner with the text "e-Governance A few Keystrokes can bring smiles on millions of faces..." and a quote from Shri Narendra Modi. On the left, there are portraits of Shri Himanta Biswa Sarma and Shri Parimal Suklabaidya. On the right, the "Sign In" form is visible, with fields for "SOE_KAM", a password field, and a "Verification Code" field. The "Login" button is highlighted with a red box. Below the banner, there is a navigation menu with categories: "Information & Services", "Policies", "About the Government", "Orders & Circulars", and "Announcement".

- Users are required to click on **Establishment Charges** Tab.

The screenshot shows the IOE dashboard after login. The header includes the AERMS logo and a welcome message: "Welcome: Madhurya Prakash Talukdar (Officer)". A notification banner states: "All the bottling units are hereby request". The dashboard features a grid of icons for various functions: "Activity Dashboard", "Master Data", "Procurement", "Dispatch", "Hologram Procurement", "Lab", "Reports", "Others", "e-Payment", "Establishment Charges", and "Stock". The "Establishment Charges" icon is highlighted with a red box.

- User can see the status Forwarded to IOE & click on the **Demand Note** tab.

The screenshot shows the AERMS Establishment Charge Process interface. At the top, there is a navigation bar with the AERMS logo and session information. Below the navigation bar, there are several menu items: Activity Dashboard, Master Data, Procurement, Dispatch, Hologram Procurement, Lab, Reports, Others, Stock, e-Payment, and Establishment Charges. The main content area is titled 'Establishment Charge Process' and includes a search filter for 'Demand Notes'. A table displays the following data:

S.No	Unit Name & Address	Unit Type	Demand Note Number	Requested Date	Month Year	Total Amount	Status	Payment Status	Action	Remarks
1	SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED	Bottling Unit	EST103322050500069	05-MAY-22 10.17.56.000000 AM	MAY-2022	700	Forwarded to IOE		Demand Note	View

Buttons for 'Previous' and 'Next' are located at the bottom right of the table.

- After clicking on the Demand Note will get a **pop-up**.
- User has to enter the **Remarks** and click on the **Forward** button.

The screenshot shows the AERMS Establishment Charge Process interface with a pop-up window titled 'Demand Note : EST103322050500069'. The pop-up window contains a table with the following data:

S.No	Name Of Incumbent	Basic Pay	Grade Pay	DA	Kit & CCA	Medical Amount	Gross	Rate Of Pension 5%	Rate Of Leave Salary 11%	Total
1	RDFGN DFBN	100	100	100	100	100	500	100	100	700
Total										700

Below the table, there is a 'Remarks' field with the text 'ok fine' and a 'Forward' button.

After that Application will be forwarded to Manager of concern Manufacturing unit or Company Warehouse.

Manager Login:

- Users are required to enter Login Id & Password & click on the **‘Login’** button to log in.

The screenshot shows the AEEMS (Assam Excise Revenue Management System) login page. The header includes the AEEMS logo and a navigation menu with links for 'Track Status', 'Download User Manuals', and 'Frequently Asked Questions'. A central banner features an e-Governance message from Shri Narendra Modi, Hon'ble Prime Minister of India, with the text 'A few Keystrokes can bring smiles on millions of faces...'. To the right, a 'Sign In' form is present, with the 'Login' button highlighted by a red box. Below the banner, there are several service tabs including 'Excise Duty Rates', 'Copyright Policy', 'Assam State Portal', 'SOP for Flow meter', and 'Announcement'.

- Users are required to click on **Establishment Charges** Tab.

The screenshot shows the AEEMS dashboard for a Manager. The dashboard displays a grid of service tabs. The 'Establishment Charges' tab is highlighted with a red box. Other tabs include 'Activity Dashboard', 'Master Data', 'Procurement', 'Dispatch', 'Hologram Procurement', 'Lab', 'Reports', 'Others', 'e-Payment', 'Route', and 'Stock'. A notification at the top right states: 'All the bottling units are hereby requested to start the installation'.

- User can see the status **Forwarded to Manager** & click on the **Demand Note** tab.

Session Time Left : 59:42 | SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED | Home | Mr.Suresh Mamindla (Manager)

Activity Dashboard | Master Data | Procurement | Dispatch | Hologram Procurement | Lab | Reports | Others | Stock | e-Payment | Establishment Charge Process

Establishment Charge Process Demand Notes

Start Date: 03-May-2022 | End Date: 05-May-2022 | Search

10 | Search:

S.No	Unit Name & Address	Unit Type	Demand Note Number	Requested Date	Month Year	Total Amount	Status	Payment Status	Action	Remarks
1	SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED	Bottling Unit	EST103322050500069	05-MAY-22 10.17.56.000000 AM	MAY-2022	700	Forwarded to Manager		Demand Note	View

Previous Next

- After clicking on the Demand Note will get a **pop-up**.
- User has to enter the **Remarks** and click on the **Pay** button.

Session Time Left : 57:15 | SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED | Home | Mr.Suresh Mamindla (Manager)

Activity Dashboard | Master Data | Procurement | Dispatch | Hologram Procurement | Lab | Reports | Others | Stock | e-Payment | Establishment Charge Process

Establishment Charge Process Demand Notes

Start Date: 05-May-2022 | Search

10 | Search:

Demand Note : EST103322050500069

S.No	Name Of Incumbent	Basic Pay	Grade Pay	DA	Kit & CCA	Medical Amount	Gross	Rate Of Pension 5%	Rate Of Leave Salary 11%	Total
1	RDFGN DFBN	100	100	100	100	100	500	100	100	700
Total										700

Remarks *

Pay

Previous Next

- User can see the status **Payment Successful** & Payment status **Success**.

The screenshot shows the AERMS interface for 'Establishment Charge Process'. The header includes the AERMS logo, session time (59:52), and user information (North East Distilleries Pvt.Ltd., Mr. Kajal Choudhury Kumar (Manager)). The navigation bar contains various menu items, with 'Establishment Charges' highlighted. The main content area features a table with columns: S.No, Unit Name & Address, Unit Type, Demand Note Number, Requested Date, Month Year, Total Amount, Status, Payment Status, Action, and Remarks. The first row of data is highlighted, with 'Payment Successful' in the Status column and 'Success' in the Payment Status column, both enclosed in red boxes. Below the table are 'Previous' and 'Next' navigation buttons.

S.No	Unit Name & Address	Unit Type	Demand Note Number	Requested Date	Month Year	Total Amount	Status	Payment Status	Action	Remarks
1	North East Distilleries Pvt.Ltd.	Primary Distillery	EST100122050400062	04-MAY-22 12.15.55.000000 PM	APRIL-2022	146430	Payment Successful	Success	Demand Note	View

- User can view the Remarks by clicking on the **View** tab.

This screenshot shows the AERMS interface for 'Establishment Charge Process' with a different user (SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED, Mr. Suresh Mamindla (Manager)). The interface is similar to the first screenshot, but the 'View' button in the Remarks column of the first row is highlighted with a red box. The table data is as follows:

S.No	Unit Name & Address	Unit Type	Demand Note Number	Requested Date	Month Year	Total Amount	Status	Payment Status	Action	Remarks
1	SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED	Bottling Unit	EST103322050500069	05-MAY-22 10.17.56.000000 AM	MAY-2022	700	Payment Successful	Success	Demand Note	View

- After clicking on the View tab will get a pop-up there user can see the Remarks with Demand Note Number.

Session Time Left: 53:06 | SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED | Home | Mr. Suresh Mamindla (Manager)

Activity Dashboard | Master Data | Procurement | Dispatch | Hologram Procurement | Lab | Reports | Others | Stock | e-Payment | Establishment Charges

Establishment Charge Process

DEMAND NOTE NUMBER:EST10332205050069

S.No	User Name	Designation	Remarks	Process Date
1	Mr. SOE Kamrup	Excise Superintendent	Demand note of Rs.700.00 has been generated. Kindly make payment for the same.	05-May-2022 10:18:02 AM
2	Mr. Surya Mamindla	Officer	ok fine	05-May-2022 10:33:42 AM
3	Mr. Suresh Mamindla	Manager	ok fine	05-May-2022 11:00:11 AM

Unit Name & Address: SEVEN SISTERS TRADE AND DISTILLERIES PRIVATE LIMITED

05-May-2022

Search: []

Payment Status: Success

Action: Demand Note View

Previous Next

- User can find the details and status of Payment

Session Time Left: 59:49 | 11142 | Home | Mr. SOE Kamrup (Excise Superintendent)

Activity Dashboard | Master Data | License Management | Paramilitary | Brand Label Registration | Dashboard | Distillery | Bottling Unit | Brewery | Wholesale

Establishment Charge Process

Start Date: 03-May-2022 | End Date: 03-May-2022 | Search: []

S.No	Unit Name & Address	Unit Type	Demand Note Number	Requested Date	Month Year	Total Amount	Status	Payment Status	Action	Remarks
1	BACARDI INDIA PVT.LTD	Company Wholesale	EST302822050300057	03-MAY-22 02.44.32.000000 PM	MAY-2022	105000	Payment Successful	Success	Demand Note View	
2	M/S MASTER INDIA BREWING COMPANY	Brewery	EST103522050300056	03-MAY-22 02.17.29.000000 PM	MAY-2022	42700	Payment Successful	Success	Demand Note View	

Previous Next

- If user want to see challan details. Go to payment status and click on Success tab.

AEEMS
Assam Excise Revenue Management System

Session Time Left : 58:04 | 11142 | Home | Mr. SOE Kamrup (Excise Superintendent)

Activity Dashboard | Master Data | License Management | Paramilitary | Brand Label Registration | Dashboard | Distillery | Bottling Unit | Brewery | Wholesale

Establishment Charge Process

Start Date: 03-May-2022 | End Date: 03-May-2022

10

Payment Status

Excise Transaction ID(E-Gras)	GRN Number(Government Receipt Number)(E-Gras)	Challan Number(E-Gras)	Transaction Amount(E-Gras)	Transaction Status(E-Gras)	E-Challan Print
EST030522TT02012-5700082	AS000000940202223E	02003942022050387187	105000.00	Success	

S.No Unit Name & Address

1 BACARDI INDIA PVT.LTD

2 M/S MASTER INDIA BREWING C

Action Remarks

Demand Note View

Demand Note View

Previous Next

- Click on Demand Note, at the Top Right corner print option is provided

AEEMS
Assam Excise Revenue Management System

Session Time Left : 57:54 | 11142 | Home | Mr. SOE Kamrup (Excise Superintendent)

Activity Dashboard | Master Data | License Management | Paramilitary | Brand Label Registration | Dashboard | Distillery | Bottling Unit | Brewery | Wholesale

Establishment Charge Process

03-May-2022

10

Demand Note : EST302822050300057

S.No	Name Of Incumbent	Basic.Pay	Grade Pay	DA	Kit & CCA	Medical Amount	Gross	Rate Of Pension 5%	Rate Of Leave Salary 11%	Total
1	JAGADISH ROTHULLA	546	876	65	456	5463	7406	6564	546	35000
2	SHREYANSH RAGHU VANSHI	5000	5000	5000	5000	5000	25000	5000	5000	35000
3	SURESH RAINA	5000	5000	5000	5000	5000	25000	5000	5000	35000
Total										105000

S.No Unit Name & Address

1 BACARDI INDIA PVT.LTD

2 M/S MASTER INDIA BREWING C

Action Remarks

Demand Note View

Demand Note View

Previous Next