User Manual

INTERNAL AUDITS

C-TEL INFOSYSTEMS

Contents

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.

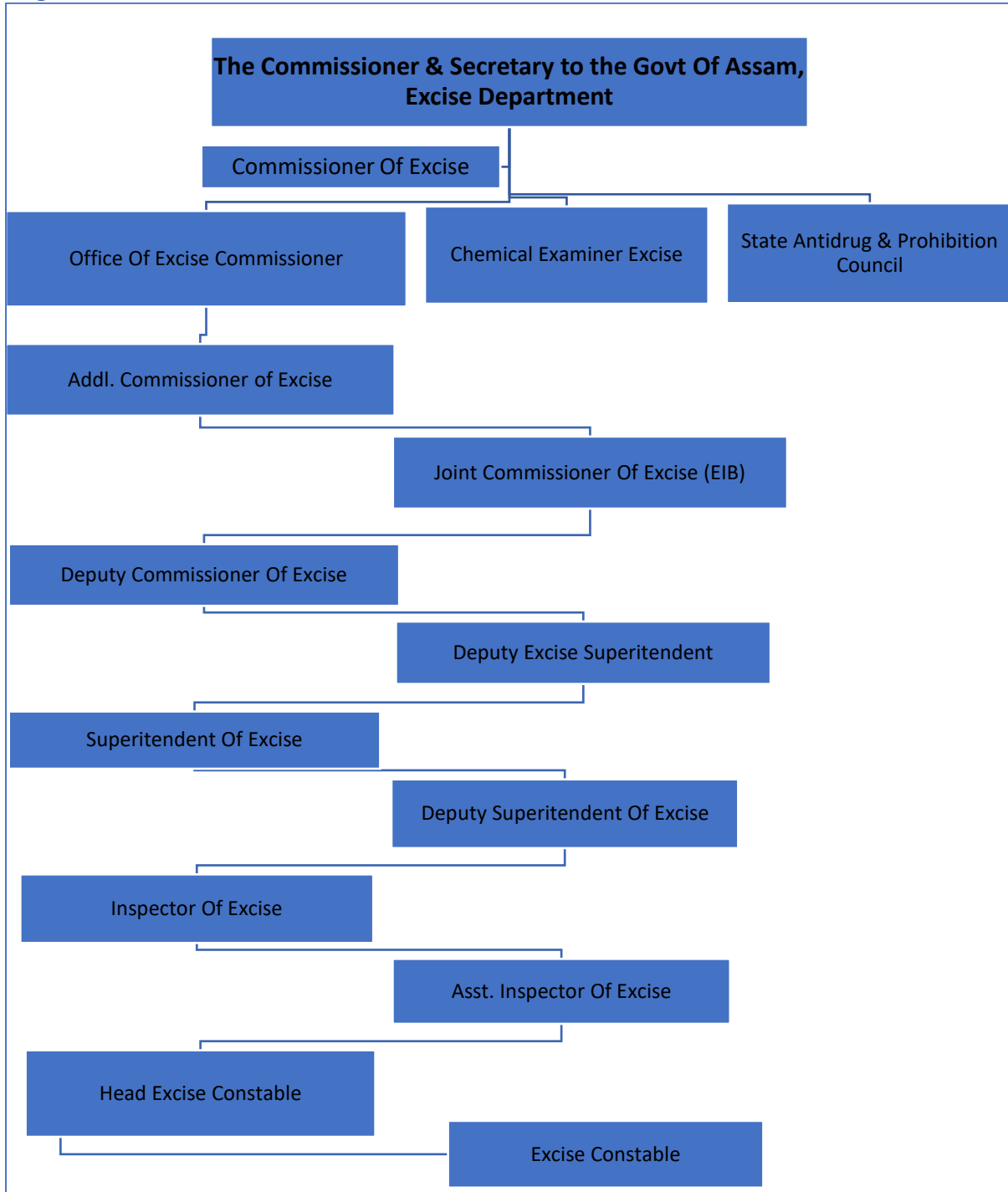The objective of this project is to:

✦ 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

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The Commissioner & Secretary to the Govt Of Assam,
Excise Department
        │
Commissioner Of Excise ─┐
        ┌───────────────┴──────────────────────┐
Office Of Excise Commissioner   Chemical Examiner Excise   State Antidrug & Prohibition Council
        │
Addl. Commissioner of Excise
        │
Joint Commissioner Of Excise (EIB)
        │
Deputy Commissioner Of Excise
        │
Deputy Excise Superitendent
        │
Superitendent Of Excise
        │
Deputy Superitendent Of Excise
        │
Inspector Of Excise
        │
Asst. Inspector Of Excise
        │
Head Excise Constable
        │
Excise Constable
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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
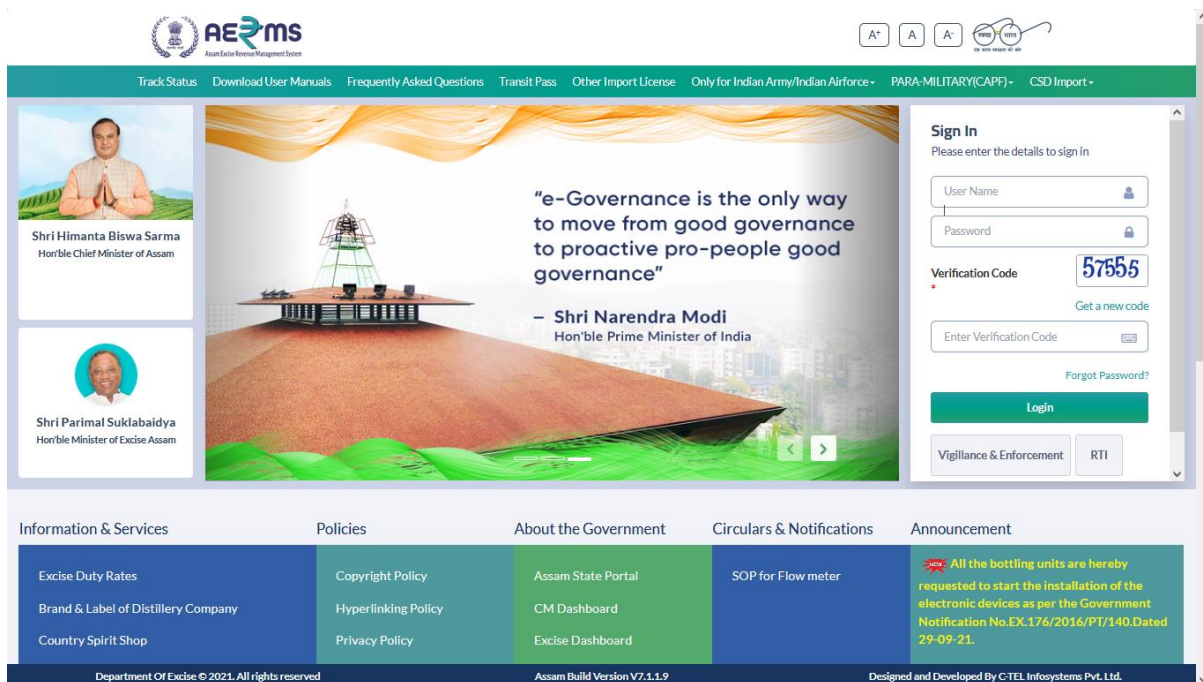
Figure 1: Assam Excise Revenue Management System Website
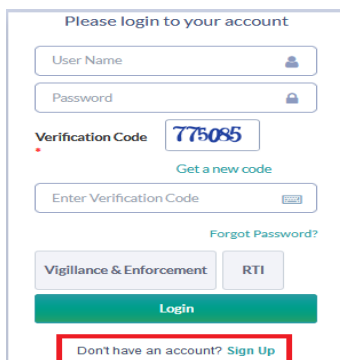
- Click on "Don't have an account? Sign Up" to sign up.
- Fill the details as requested in the screen

Figure 2: Sign Up

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

Figure 4: OTP Request

- User will receive the Unique Login Id & Password after successfully Registration
- Click on 'Login' to redirect to the Login page.
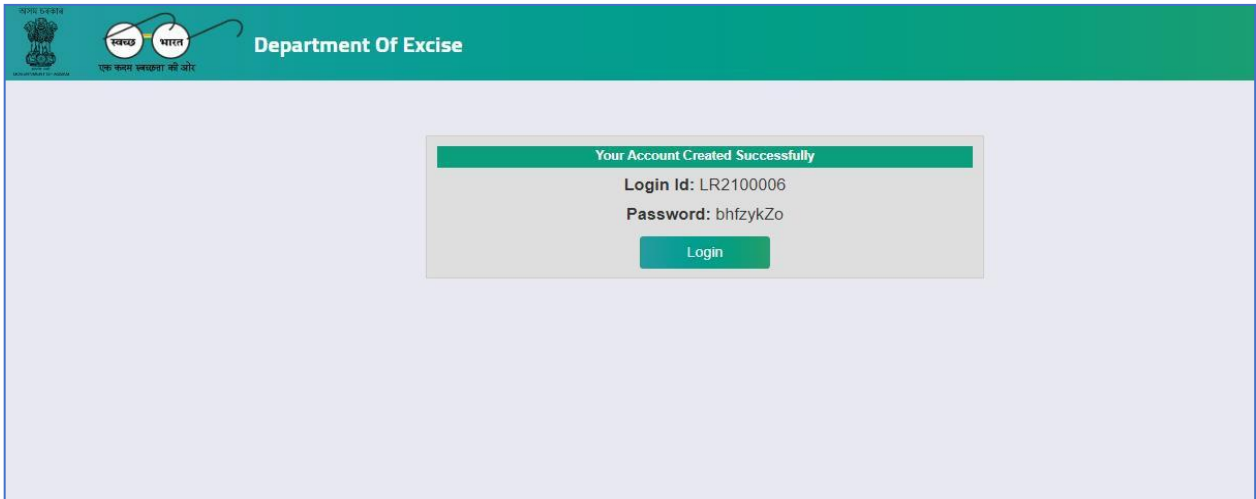
Figure 5: System Generated LR Number and Password

User is required to enter Login Id & Password & click on 'Sign In' button to login
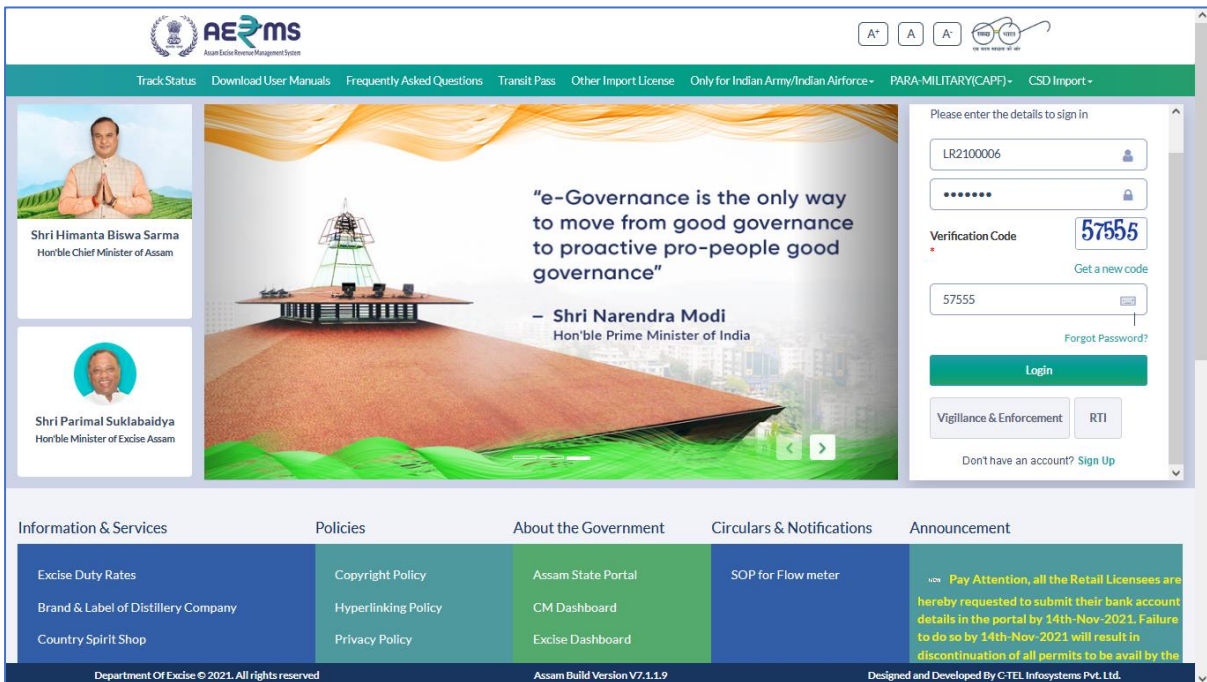
Figure 6: Login Page

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

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

- A Success message pops out after password reset.

INTERNAL AUDITS

ADMIN LOGIN

- User who has registered as Admin to the web application for Excise and Taxation Department Govt. Of Assam must log in by:
    1. Entering the URL: **https://stateexcise.assam.gov.in/index.php/site/login** in search bar
    2. Entering generated Login ID
    3. Entering generated Password
    4. Entering generated verification Captcha

Click on the Login button to advance to the next screen
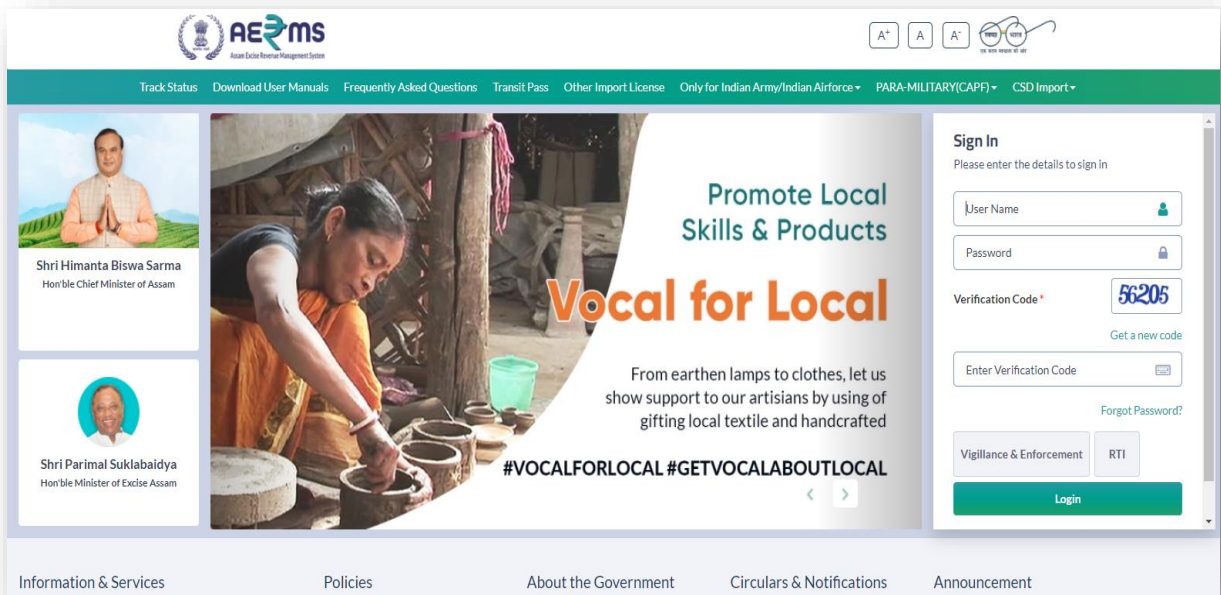
- User will get redirected to admin login page
- Now go to Audit logs button in dashboard and click on it as shown in below figure
- User will get redirected to home page
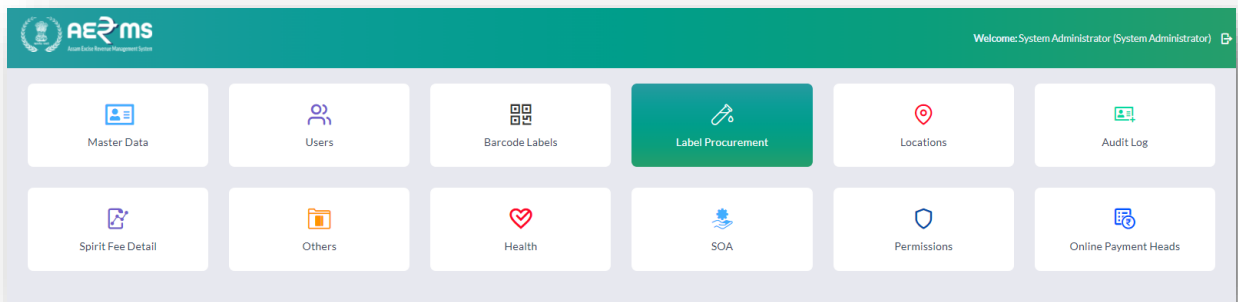
- Now mouse over on 'Audit Log' tab in home page and click on Audit log sub tab as shown in below figure
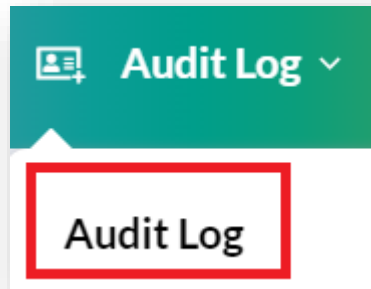
- User will logs of applicants information such as 'Log in' & 'Logouts' time along with their IP and user id and also process timings such as Permits, Passes for all license types
- Those data logs will get displayed on page view as shown in below figure

- If user wants to search any logs he/she can search by using search text field as shown in below figure

- If user wants to download all logs in excel format just go to print button which was highlighted in below figure.
- After clicking on print button excel file will be downloaded and saved in your system directory.

THE END