



User Manuals

RECORD KEEPING





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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:

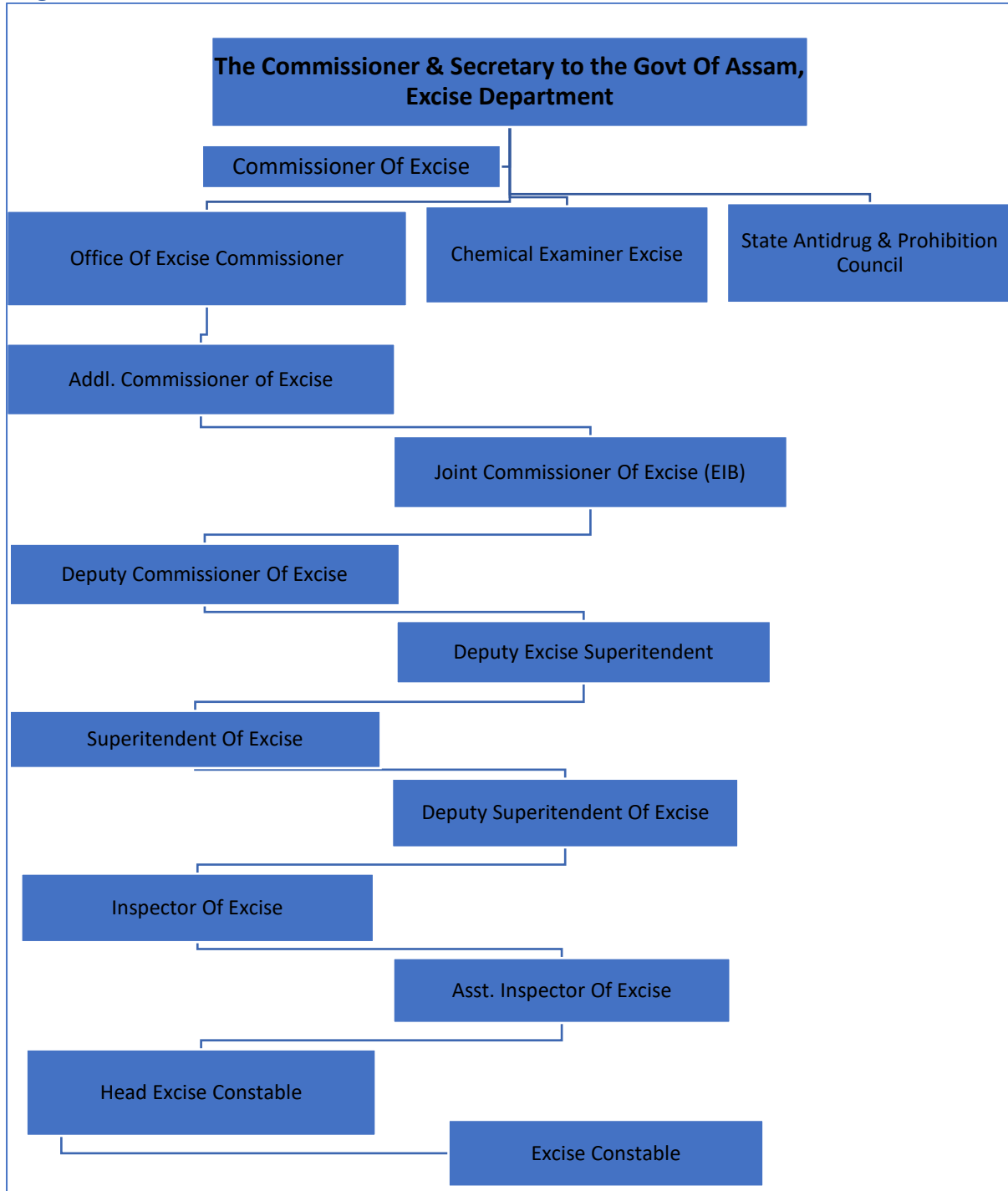
- ✦ Better Compliance Management
- ✦ Effective monitoring of Supply chain related to alcohol in State & in transit through the state
- ✦ Reduction in Revenue Leakages
- ✦ Provision of e-services for stakeholders
- ✦ Increase transparency and accountability across functions and transactions
- ✦ Improve 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>

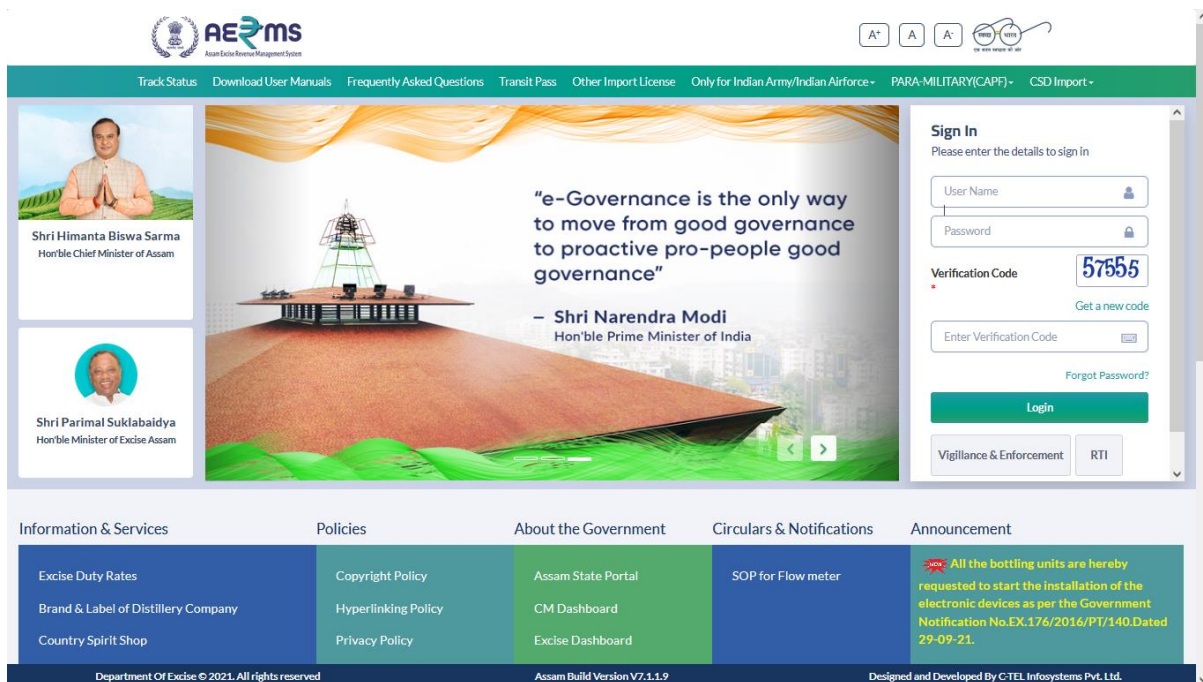


Figure 1: Assam Excise Revenue Management System Website

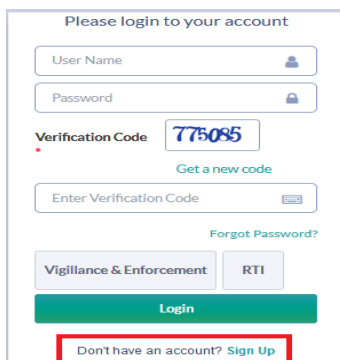


Figure 2: Sign Up

- 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.

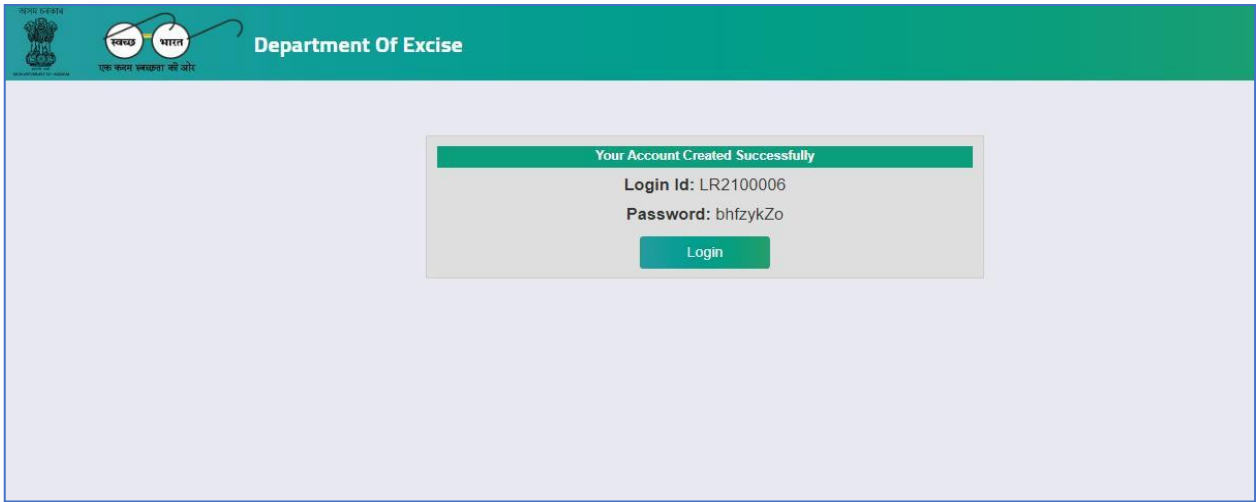


Figure 5: System Generated LR Number and Password

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

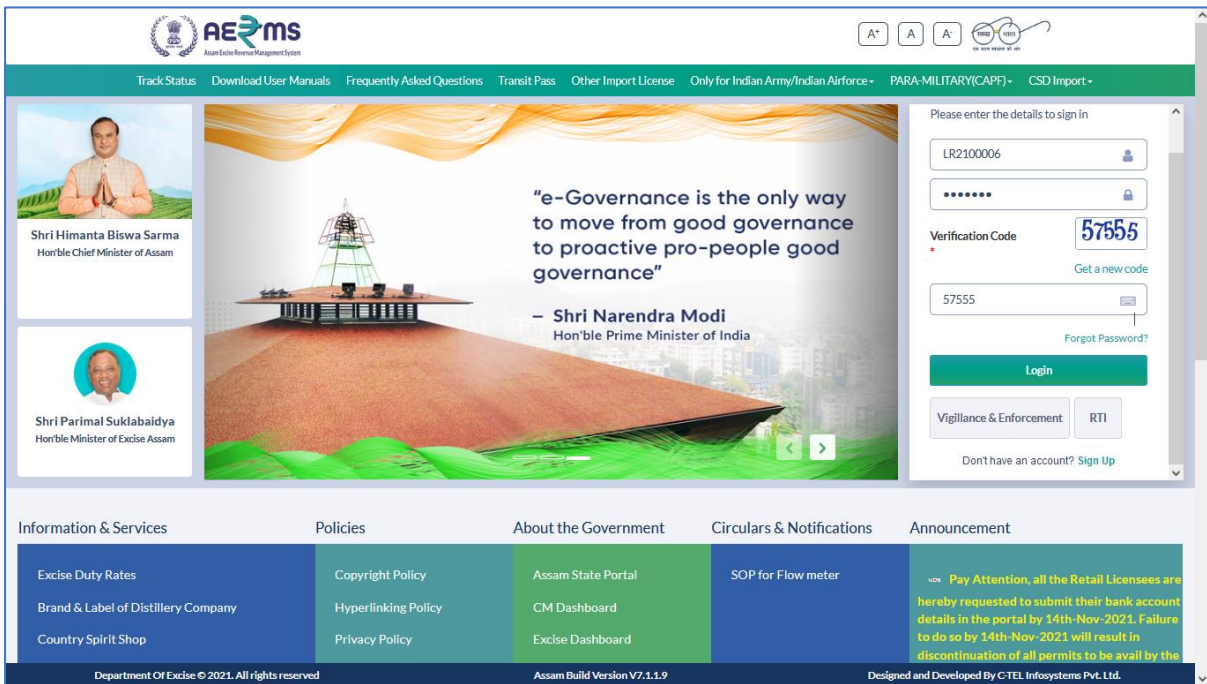


Figure 6: Login Page

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 सच्चाता की ओर

स्वच्छ भारत
एक कदम सच्चाता 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](#)

Must have at least one capital letter, number and one special character out of set [!@#%*^&*!]

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!



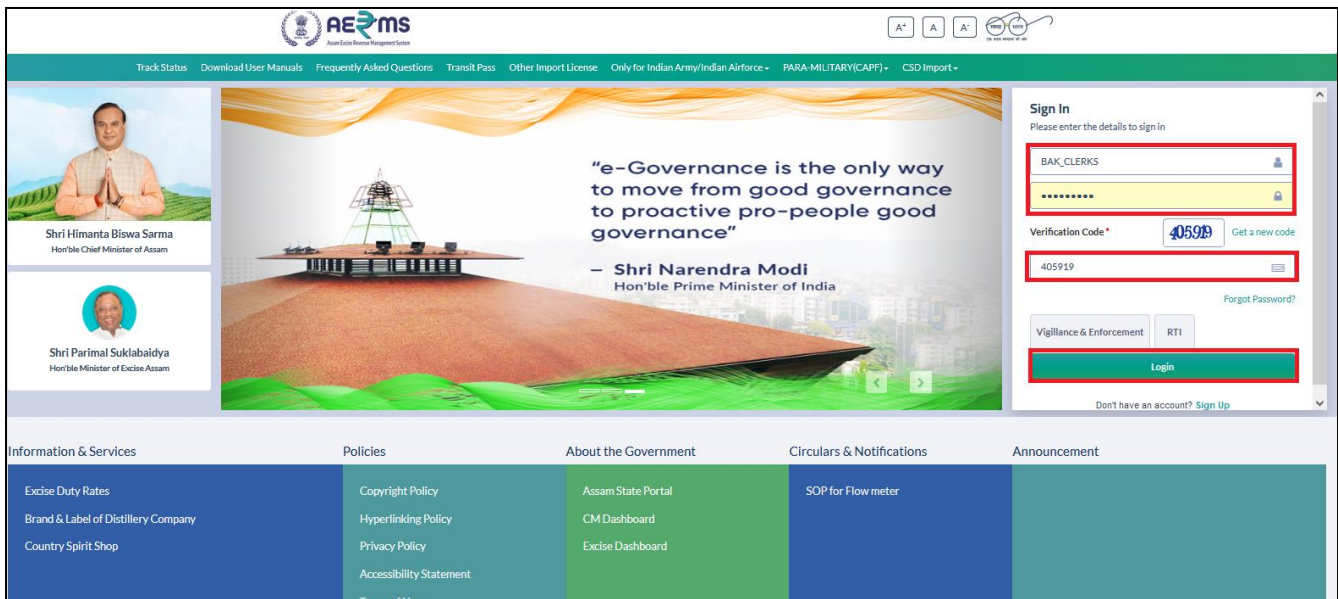


RECORD KEEPING

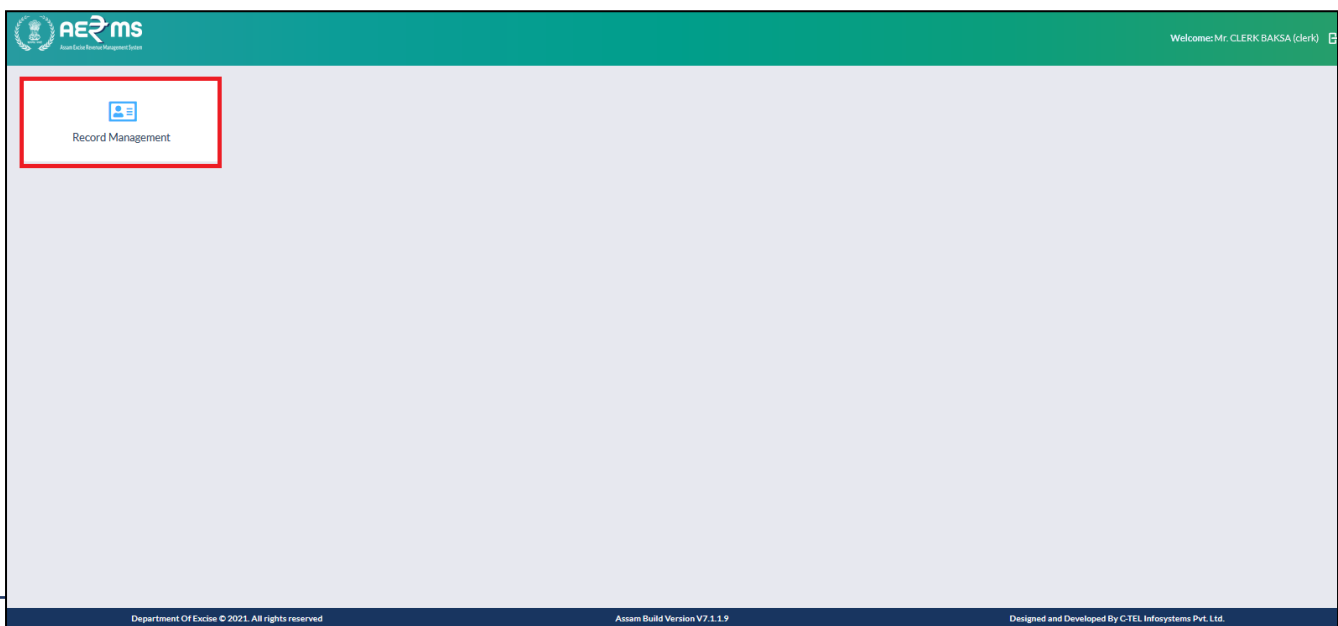
Rack Creation at Excise Clerk

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.



- Once user is logged into the application as Clerk, a dashboard with modules will be shown.
- User needs to click on Record Management Tab to Create a Rack.





(+) Rack Creation

- User should go to Record Management Tab & click on Rack Creation.

Record Management / File Record Creation

Start Date: 15-Nov-2021 End Date: 15-Nov-2021 Search

Licensee ID	Requested To	Requested By	Request Raised On	Remarks	Application Type	Status
No data available						

Previous Next

Assam Build Version V7.1.1.9 Designed and Developed By C-TEL Infosystems Pvt. Ltd.

- Once User clicks on Rack Creation he should view the below fields.
- User should select District, Branch, Block, Floor, Department & Section from the different options available in the drop-down.
- User needs to enter Number of Partitions in Rack (Slots) & Capacity of Slot

RACK CREATION

Record Management / Rack Creation

Select District* Baksa

Select Branch* Baksa branch

Select Block* Baksa block

Select Floor* 4th floor

Select Department* QC

Select Section* TESTING

Number of Partitions in Rack (Slots)* 5

Capacity of Slot* 3

Save

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- User need to click on OK for the creation of Rack successfully.

The screenshot shows the 'RACK CREATION' interface in the AERMS system. At the top, there is a header with the AERMS logo and session information: 'Session Time Left: 54:49 | Home | Mr. CLERK BAKSA'. Below the header, a navigation bar shows 'Record Management'. The main content area is titled 'RACK CREATION' and contains the following fields:

- 'Select District*' dropdown menu with 'Baksa' selected.
- 'Select Branch*' dropdown menu with 'Baksa branch' selected.
- A modal dialog box with the IP address '183.82.106.234' and the text 'Are you sure you want to continue'. It has 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.
- 'Number of Partitions in Rack (Slots):' input field with the value '5'.
- 'Capacity of Slot:' input field with the value '3'.
- A green 'Save' button.

At the bottom of the page, there is a footer with the text: 'Department Of Excise © 2021. All rights reserved', 'Assam Build Version V7.1.1.9', and 'Designed and Developed By C-TEL Infosystems Pvt. Ltd.'.

- User should redirect to File Location page & should get a Rack details with the Slots numbers.





AERMS Assam Excise Revenue Management System

Session Time Left: 59:42 | Home | Mr. CLERK BAKSA

Record Management

FILE LOCATION Record Management / File Location

10 Search:

S.no	District	Branch	Block	Floor	Department	Section	Rack Number	Slot Number	File Number
1	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-1	
2	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-2	
3	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-3	
4	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-4	
5	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-5	
6	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00004	R00004-78	
7	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-1	FS_1
8	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-2	
9	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-3	
10	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-4	

Previous Next

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➤ User can Log out from Application by clicking on Log out button on top right.

AERMS Assam Excise Revenue Management System

Session Time Left: 54:56 | Home | Mr. CLERK BAKSA

Record Management

FILE LOCATION Record Management / File Location

10 Search:

S.no	District	Branch	Block	Floor	Department	Section	Rack Number	Slot Number	File Number
1	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-1	
2	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-2	
3	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-3	
4	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-4	
5	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-5	
6	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00004	R00004-78	
7	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-1	FS_1
8	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-2	
9	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-3	
10	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-4	

Previous Next

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Record Keeping at Excise Officer

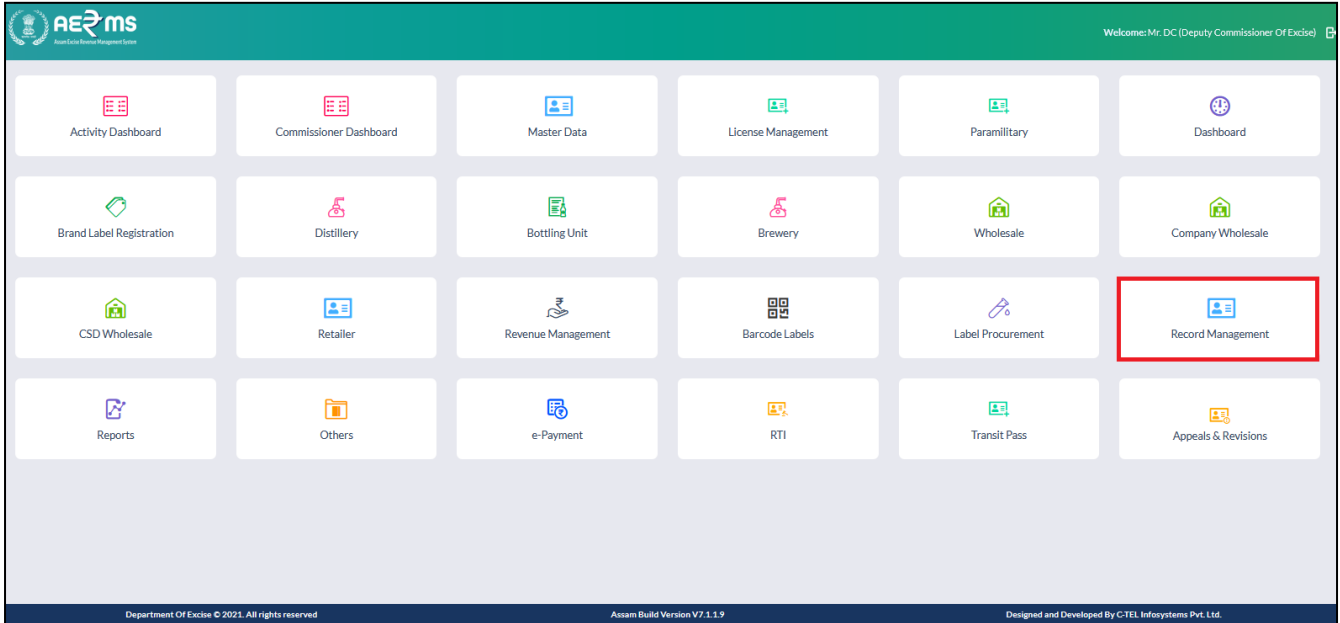
- User needs to access the web application using the provided URL
<https://stateexcise.assam.gov.in>
- Once login page appears, Excise Officer should provide valid credentials and should click on login.

The screenshot shows the AE^{ms} Assam Excise Revenue Management System interface. At the top, there is a navigation bar with links: 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. The main content area features a banner with the text "e-Governance" and "A few Keystrokes can bring smiles on millions of faces..." attributed to Shri Narendra Modi. On the left, there are portraits of Shri Himanta Biswa Sarma and Shri Parimal Suklabaidya. On the right, a "Sign In" form is visible, with fields for DC_BAKSA, password, and verification code (38365). Below the banner, there is a grid of service links categorized into Information & Services, Policies, About the Government, Circulars & Notifications, and Announcement.

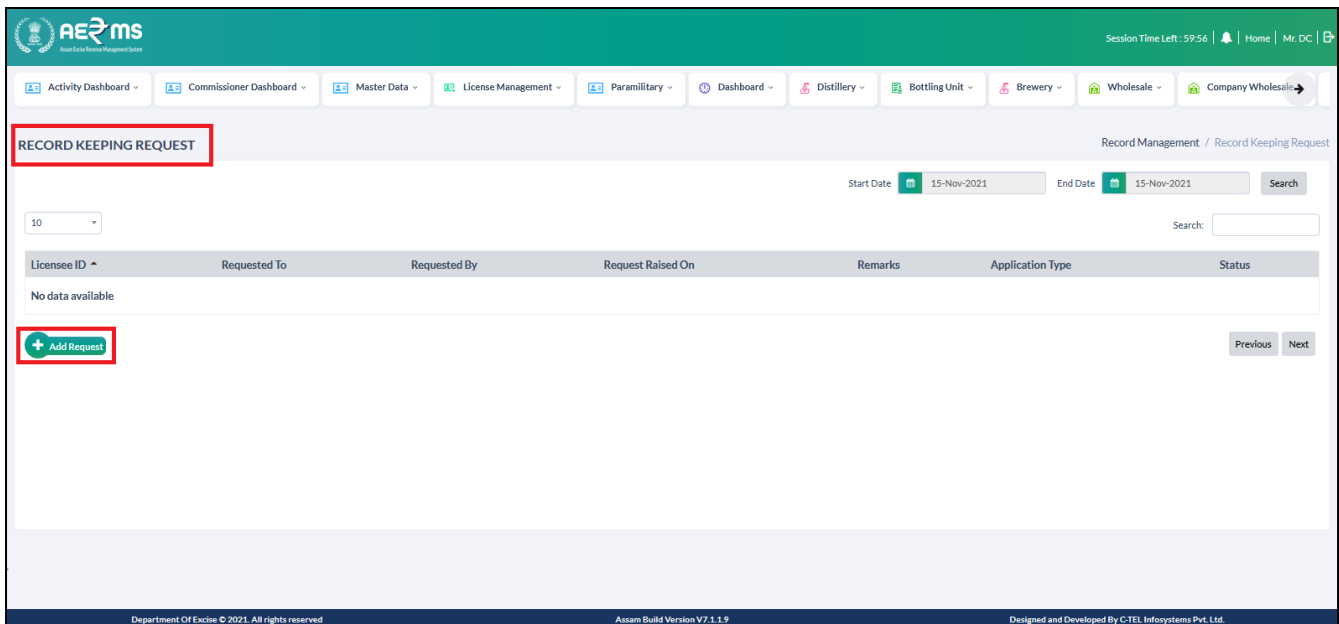




- Once user is logged into the application as Excise Officer, a dashboard with modules will be shown.
- User needs to click on Record Management Tab to view Record Keeping Request page.

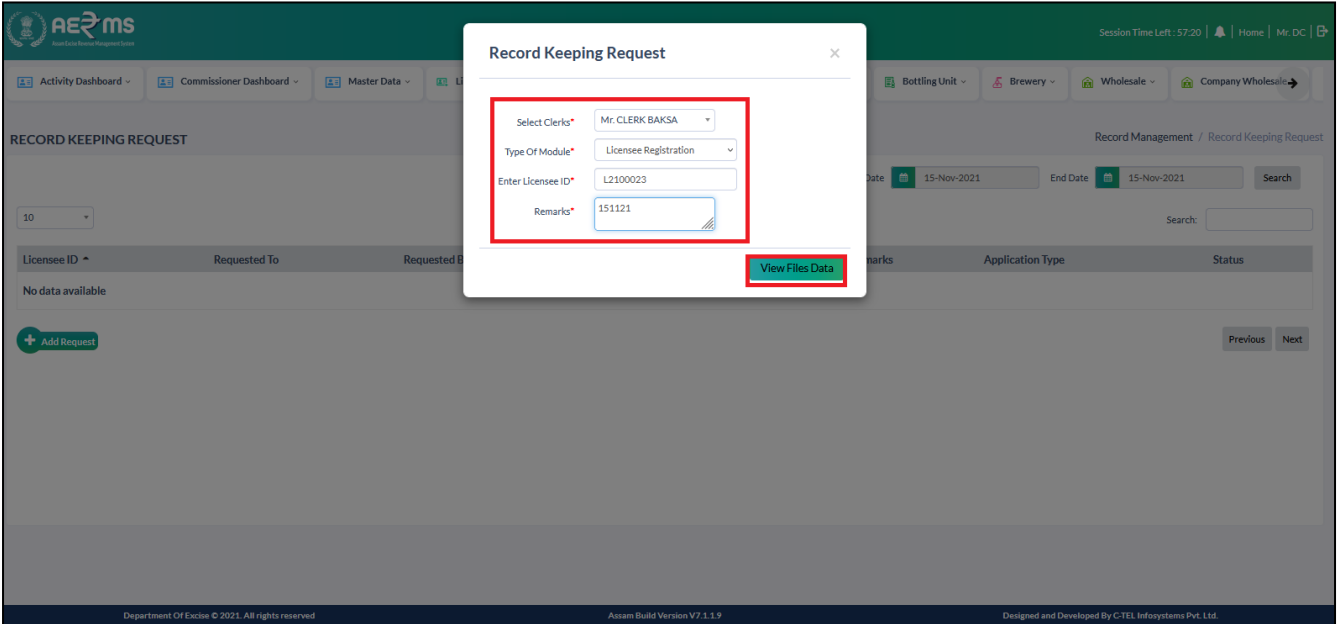


- User clicks on (+) ADD REQUEST, he should be able to raised request for record keeping to Excise clerk.

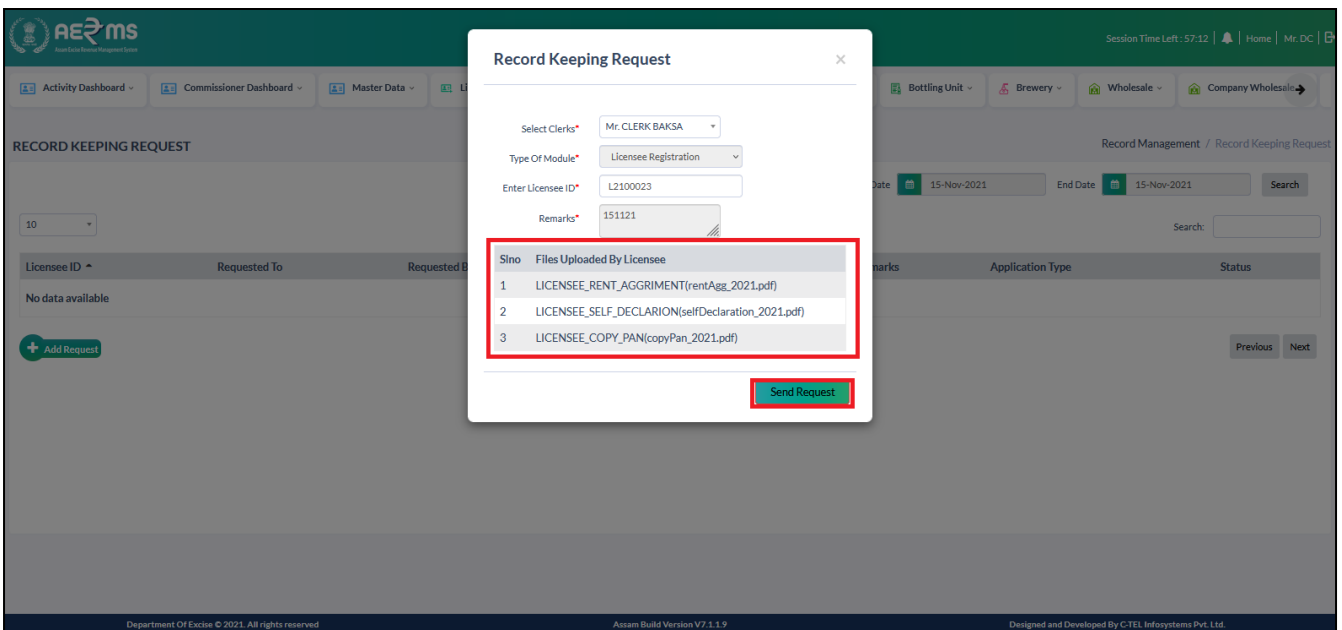


- Once User clicks on (+) Add Request he should view the below fields.

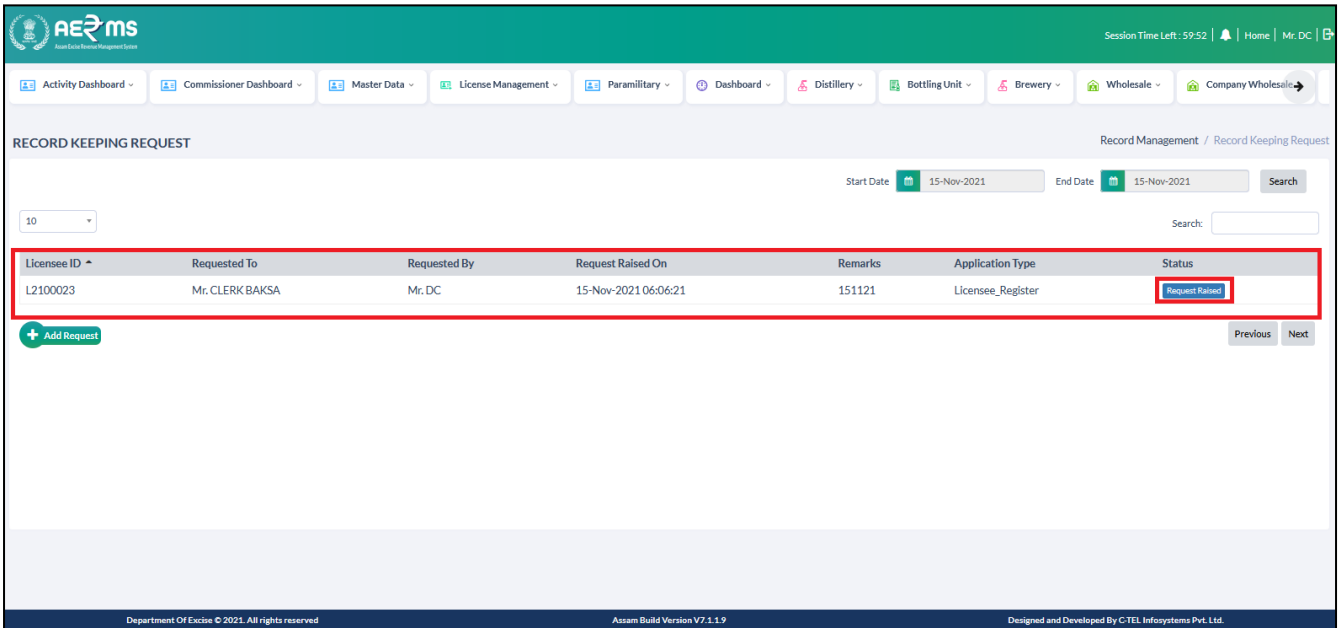
- User should select Clerk & Type of Module from the different options available in the drop-down.
- User needs to enter License Number & Remarks and click on View Files Data.



- User should click on Send Request, to send a request to Excise Clerk for Record Keeping.



➤ User can view the 'request raised' status.



RECORD KEEPING REQUEST

Record Management / Record Keeping Request

Start Date: 15-Nov-2021 End Date: 15-Nov-2021 Search

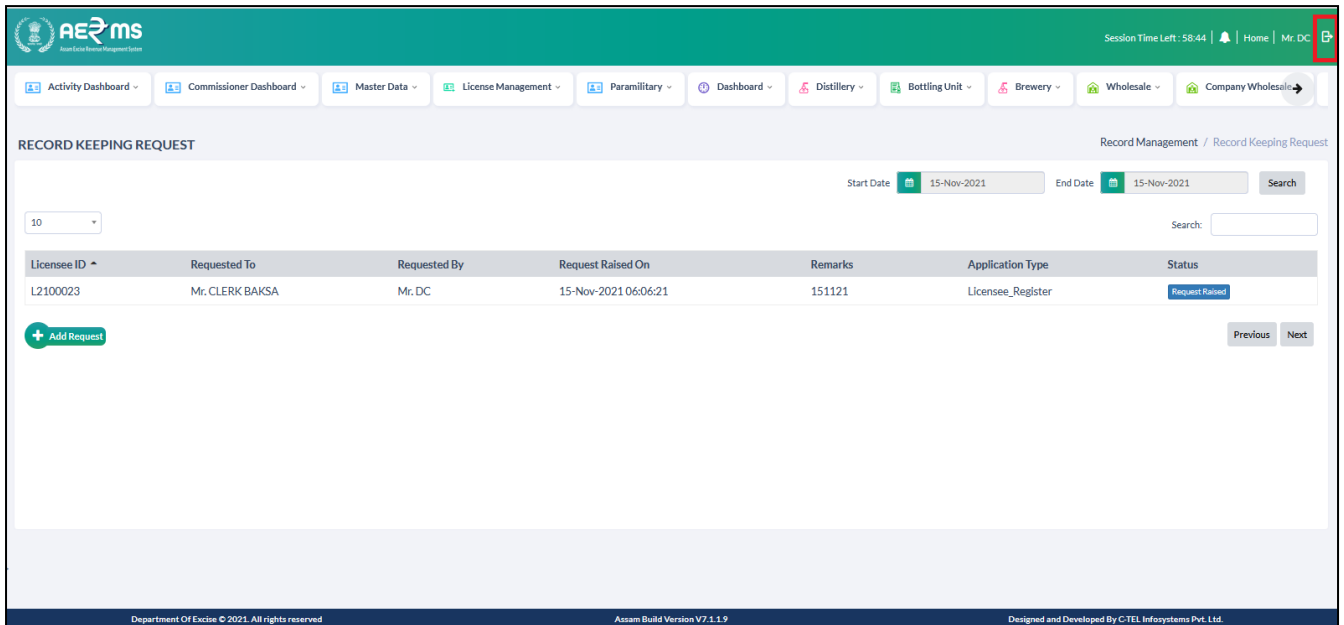
10 Search:

Licensee ID	Requested To	Requested By	Request Raised On	Remarks	Application Type	Status
L2100023	Mr. CLERK BAKSA	Mr. DC	15-Nov-2021 06:06:21	151121	Licensee_Register	Request Raised

+ Add Request Previous Next

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➤ User can Log out from Application by clicking on Log out on top right.



RECORD KEEPING REQUEST

Record Management / Record Keeping Request

Start Date: 15-Nov-2021 End Date: 15-Nov-2021 Search

10 Search:

Licensee ID	Requested To	Requested By	Request Raised On	Remarks	Application Type	Status
L2100023	Mr. CLERK BAKSA	Mr. DC	15-Nov-2021 06:06:21	151121	Licensee_Register	Request Raised

+ Add Request Previous Next

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Record Keeping at Excise Clerk

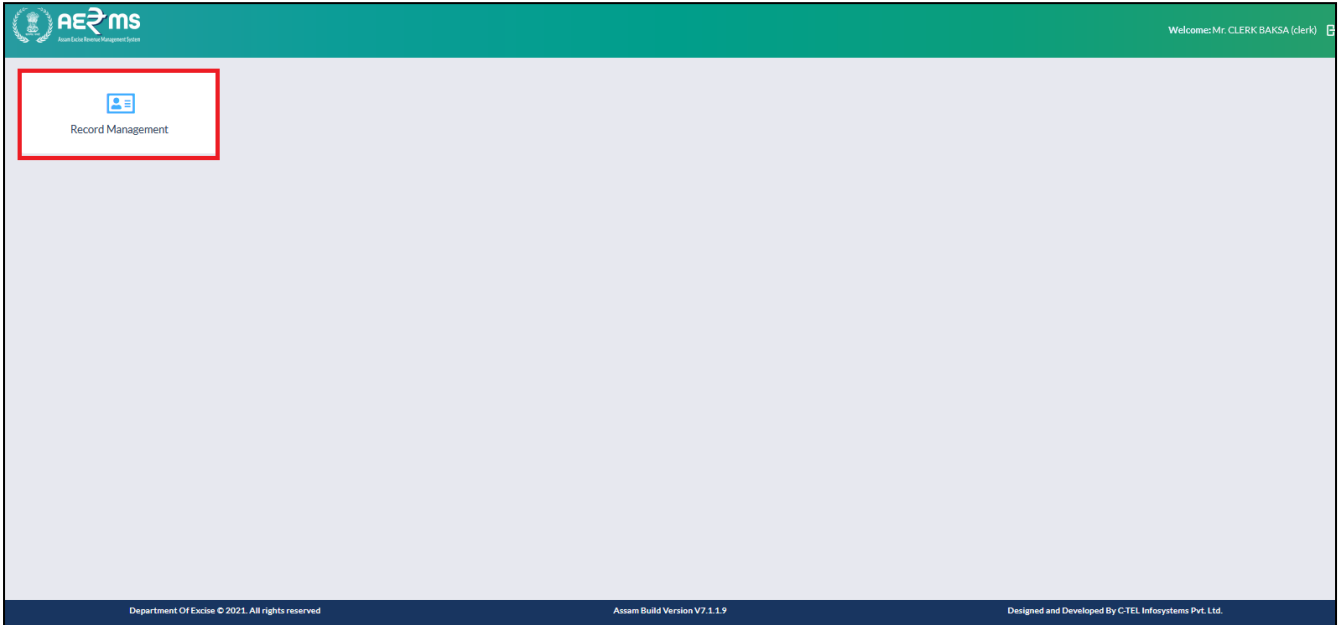
Login Page

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

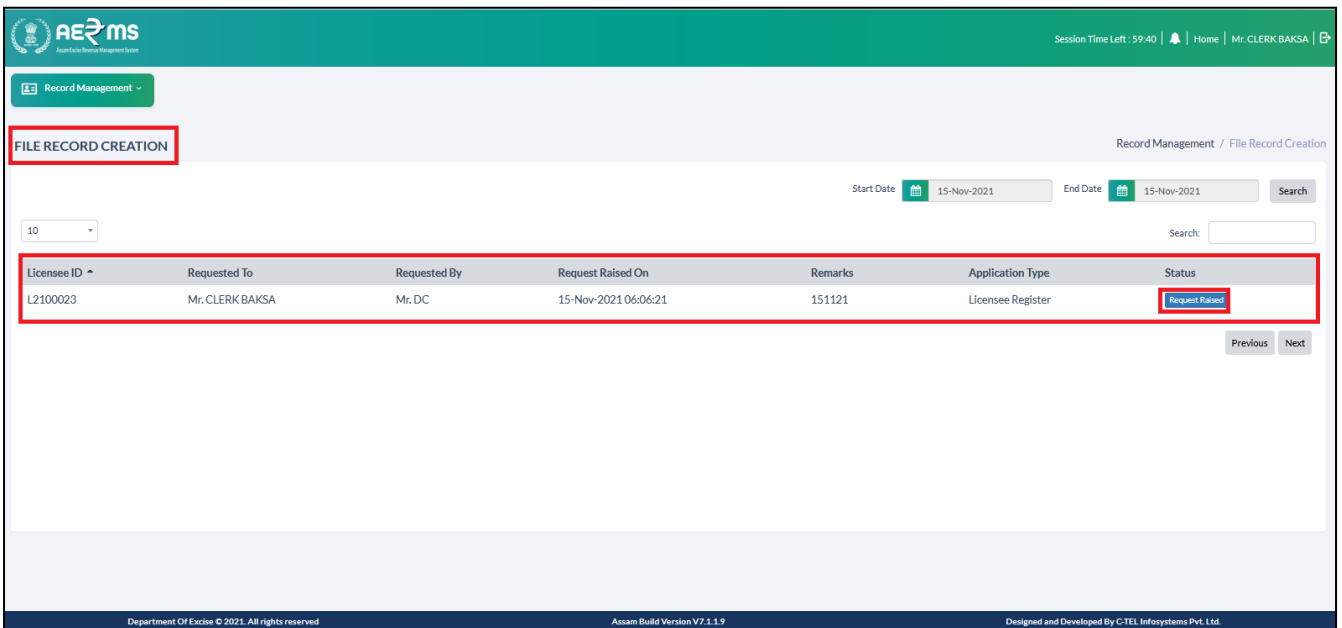
The screenshot shows the AERMS login page. At the top, there is a navigation bar with links: Track Status, Download User Manuals, Frequently Asked Questions, Transit Pass, Other Import License, Only for Indian Army/Indian Airforce, PARA-MILITARY(CAPF), and CSD Import. Below the navigation bar, there are two profile cards on the left for Shri Himanta Biswa Sarma (Hon'ble Chief Minister of Assam) and Shri Parimal Suklabaidya (Hon'ble Minister of Excise Assam). The main banner features a quote by Shri Narendra Modi: "e-Governance is the only way to move from good governance to proactive pro-people good governance". On the right, the "Sign In" section includes a username field (BAK_CLERKS), a password field, a verification code field (405919), and a "Login" button. There are also links for "Get a new code", "Forgot Password?", "Vigilance & Enforcement", and "RTI". At the bottom, there is a footer with categories: Information & Services, Policies, About the Government, Circulars & Notifications, and Announcement, each with a list of sub-links.



- Once user is logged into the application as Excise Clerk, a dashboard with modules will be shown.
- User needs to click on Record Management Tab to accept request.



- Then File Record Creation page will be viewed where user can view all raised request for record keeping.
- User should click on 'Request Raised' to accept the request.



- User can view the documents of licensee & Remarks given by Excise Officer for record keeping





➤ User need to provide remarks & click on save.

The screenshot shows the 'File Record Creation' page in the AERMS system. A modal window titled 'File Creation' is open, displaying a table of files and a form for remarks. The table lists three files: LICENSEE_RENT_AGGRIMENT, LICENSEE_SELF_DECLARION, and LICENSEE_COPY_PAN. The 'Excise Officer Remarks' field contains '151121'. The 'Clerk Remarks' field contains 'dfdfghggf' and is highlighted with a red box. A 'Save' button is also highlighted with a red box.

Sino	Files Name	Download Files
1	LICENSEE_RENT_AGGRIMENT	rentAgg_2021.pdf
2	LICENSEE_SELF_DECLARION	selfDeclaration_2021.pdf
3	LICENSEE_COPY_PAN	copyPan_2021.pdf

Excise Officer Remarks: 151121
Clerk Remarks: dfdfghggf

Save Close

➤ User should click on OK to confirm the acceptance of request.

The screenshot shows the same 'File Record Creation' page. A confirmation dialog box is open, displaying the IP address '183.82.106.234' and the message 'Data Successfully Registered'. An 'OK' button is highlighted with a red box.

183.82.106.234
Data Successfully Registered

OK





- User can view the status as 'File Record Created'.

Record Management / File Record Creation

Start Date: 15-Nov-2021 | End Date: 15-Nov-2021 | Search

License ID	Requested To	Requested By	Request Raised On	Remarks	Application Type	Status
L2100023	Mr. CLERK BAKSA	Mr. DC	15-Nov-2021 06:06:21	151121	License Register	File Record Created

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- User should go on File Association sub tab in record management tab to assign a rack & slot to a file.

Record Management / File Association

- Record Management
- Rack Creation
- File Record Creation
- File Association**
- File Location
- File Movement Request

File Name: * [Select File]

Rack Number: * [Select Rack]

Slot Number: * [Select Slot]

Save

- Once User clicks on File Association he should view the below fields.



- User should select File Name, Rack Number & Slot Number from the different options available in the drop-down.
- User needs to click on save to complete file keeping into Rack.

FILE ASSOCIATION

Record Management / File Association

File Name: *	L2100023 (FS_8)
Rack Number: *	Rack: R00007
Slot Number: *	R00007-2

Save

SlNo	Files Uploaded By Licensee
1	rentAgg_2021.pdf
2	selfDeclaration_2021.pdf
3	copyPan_2021.pdf

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FILE ASSOCIATION

Record Management / File Association

183.82.106.234

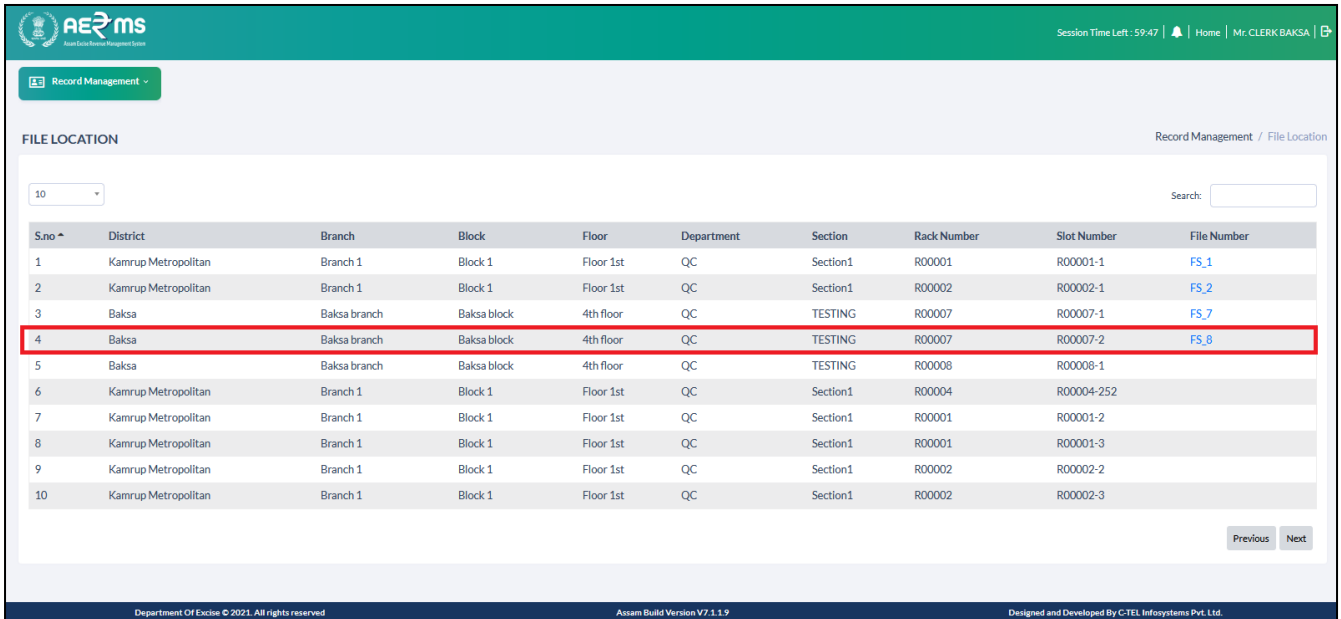
Are you sure you want to continue

OK Cancel

SlNo	Files Uploaded By Licensee
1	rentAgg_2021.pdf
2	selfDeclaration_2021.pdf
3	copyPan_2021.pdf

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- Once user completed File Association, Page should redirect to File Location page where File Location will shown to User.

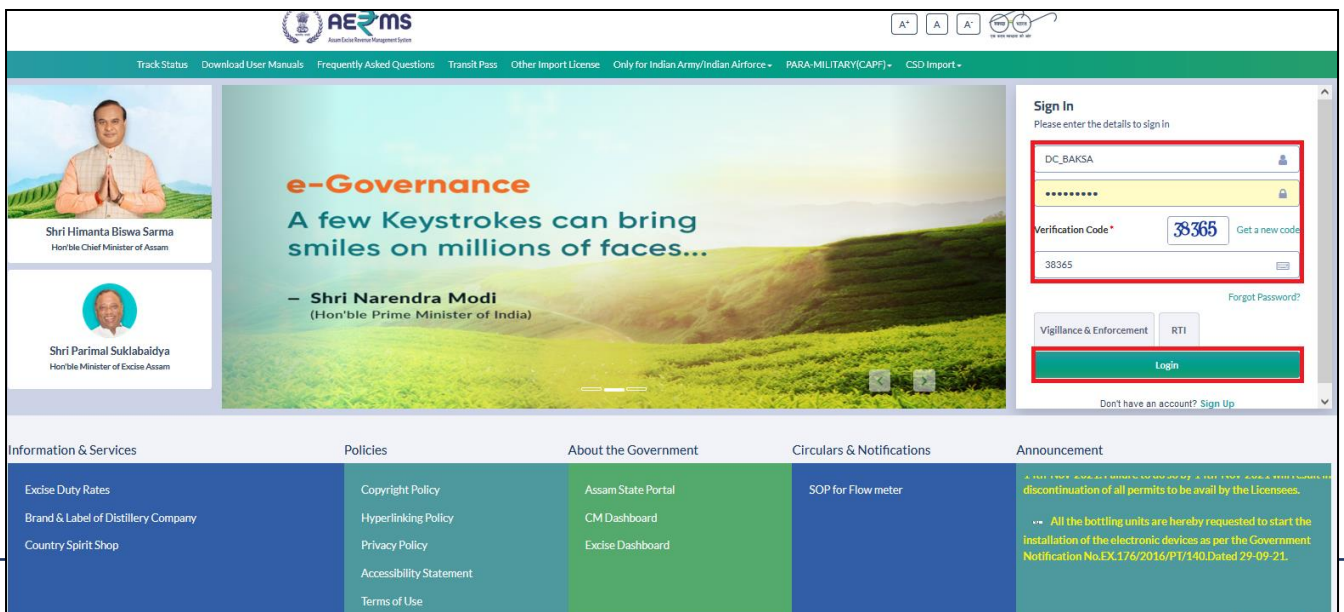


The screenshot shows the 'FILE LOCATION' page in the AEEMS application. The page header includes the AEEMS logo, session time (59:47), and user information (Mr. CLERK BAKSA). A 'Record Management' dropdown menu is visible. The main content area displays a table with columns: S.no, District, Branch, Block, Floor, Department, Section, Rack Number, Slot Number, and File Number. The table contains 10 records, with the 4th record highlighted in red. The footer includes copyright information for the Department of Excise (© 2021), the build version (V7.1.1.9), and the developer (C-TEL Infostechnologies Pvt. Ltd.).

S.no	District	Branch	Block	Floor	Department	Section	Rack Number	Slot Number	File Number
1	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-1	FS_1
2	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00002	R00002-1	FS_2
3	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00007	R00007-1	FS_7
4	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00007	R00007-2	FS_8
5	Baksa	Baksa branch	Baksa block	4th floor	QC	TESTING	R00008	R00008-1	
6	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00004	R00004-252	
7	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-2	
8	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00001	R00001-3	
9	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00002	R00002-2	
10	Kamrup Metropolitan	Branch 1	Block 1	Floor 1st	QC	Section1	R00002	R00002-3	

Record Retrieval at Excise Officer

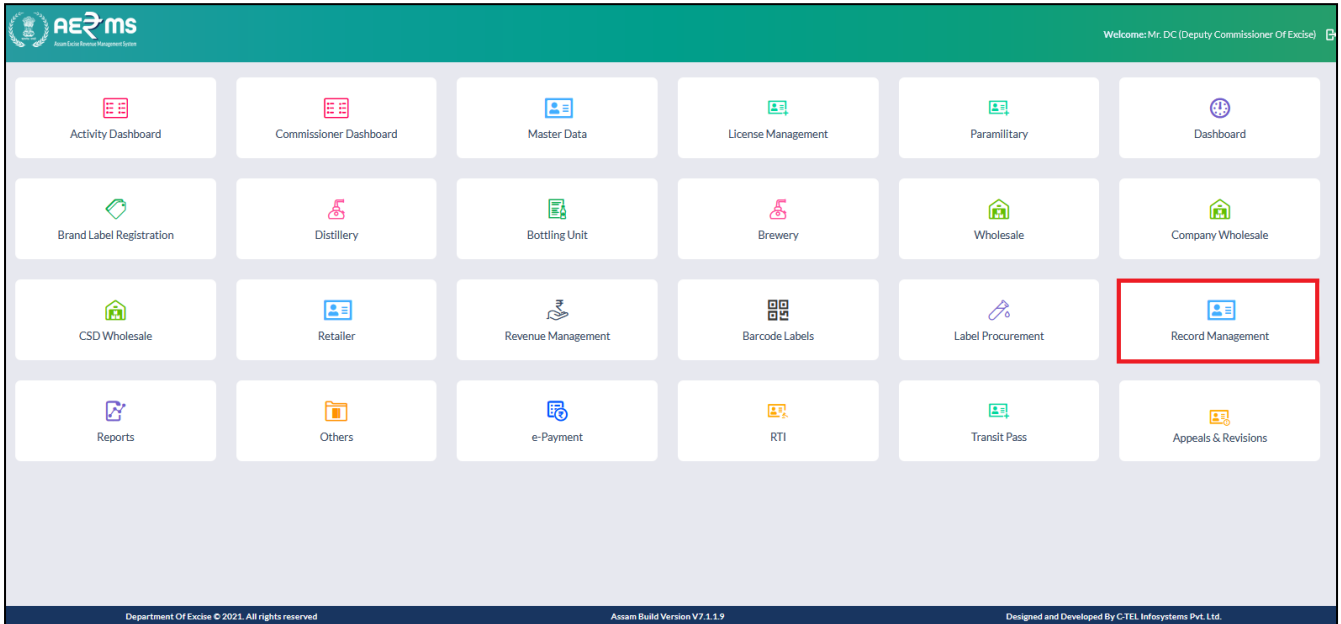
- User needs to access the web application using the provided URL
<https://stateexcise.assam.gov.in>
- Once login page appears, Excise Officer (Deputy Commissioner) should provide valid credentials and should click on login.



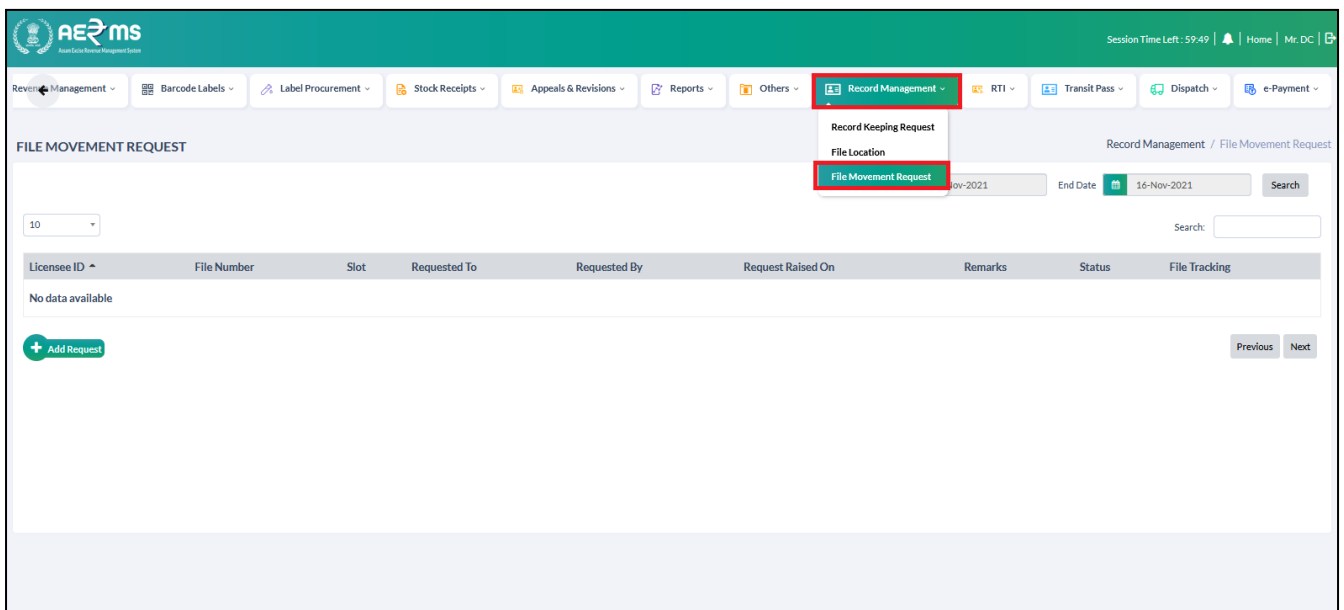
The screenshot shows the AEEMS Sign In page. The header includes the AEEMS logo and navigation links: Track Status, Download User Manuals, Frequently Asked Questions, Transact Pass, Other Import License, Only for Indian Army/Indian Airforce, PARA-MILITARY(CAPT)+, and CSD Import+. The main content area features a banner for 'e-Governance' with a quote from Shri Narendra Modi: 'A few Keystrokes can bring smiles on millions of faces...'. Below the banner are portraits of Shri Himanta Biswa Sarma (Hon'ble Chief Minister of Assam) and Shri Parimal Suklabaidya (Hon'ble Minister of Excise Assam). The Sign In form is highlighted with a red box and contains the following fields: DC_BAKSA (username), a masked password field, a Verification Code field (displaying 38365), and a 'Login' button. There are also links for 'Forgot Password?', 'Vigilance & Enforcement', and 'RTI'. The footer contains a grid of links for Information & Services, Policies, About the Government, Circulars & Notifications, and Announcement.



- Once user is logged into the application as Excise officer, a dashboard with modules will be shown.
- User needs to click on Record Management Tab.



- Go on Record Management Tab & Click on 'File Movement Request' for File Retrieval.





- User clicks on (+) ADD REQUEST, user should be able to raised request for record retrieval from Excise clerk.

FILE MOVEMENT REQUEST

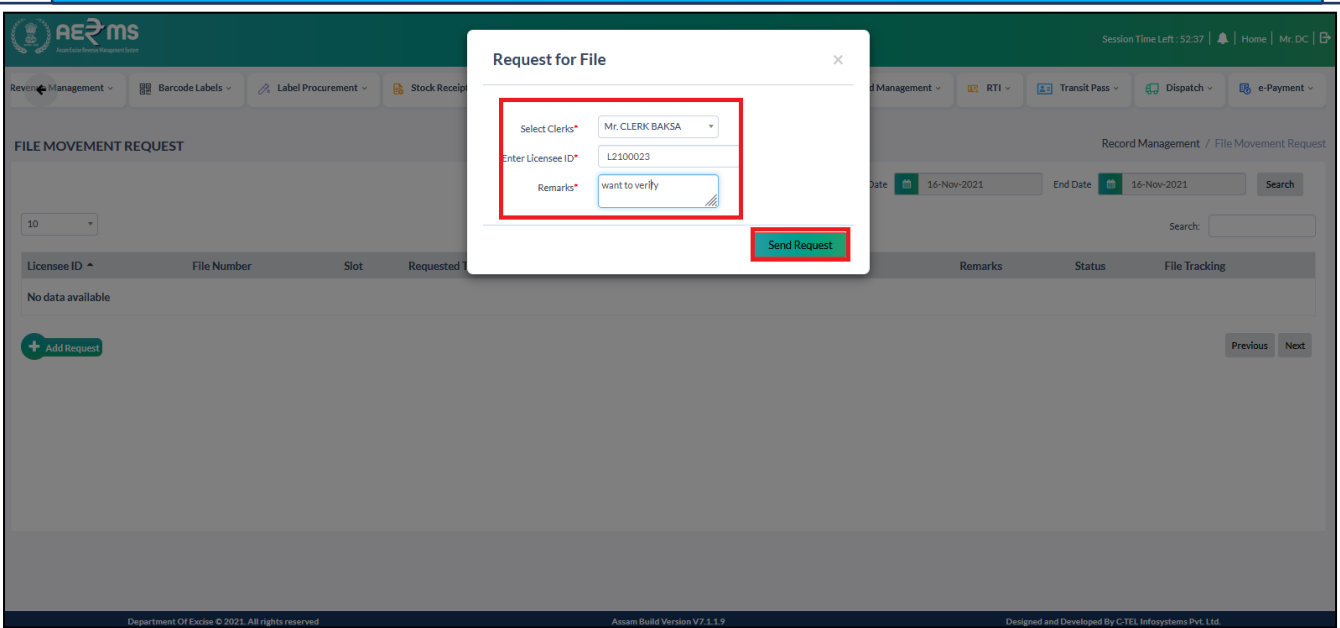
Start Date: 16-Nov-2021 End Date: 16-Nov-2021 Search

Licensee ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
No data available								

+ Add Request Previous Next

- Once User clicks on (+) Add Request he should view the below fields.
- User should select Clerk from the different options available in the drop-down.
- User needs to enter License Number & Remarks & Click on Send Request.





Request for File

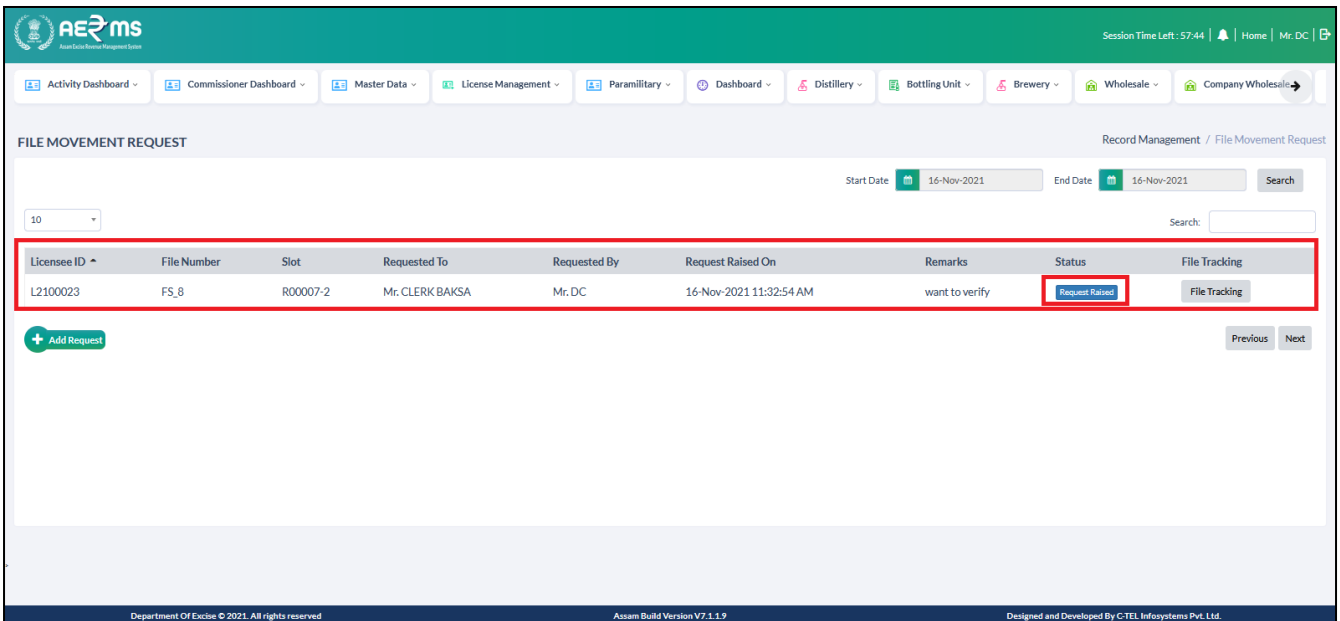
Select Clerks* Mr. CLERK BAKSA

Enter Licensee ID* L2100023

Remarks* want to verify

Send Request

➤ User can view the 'request raised' status.



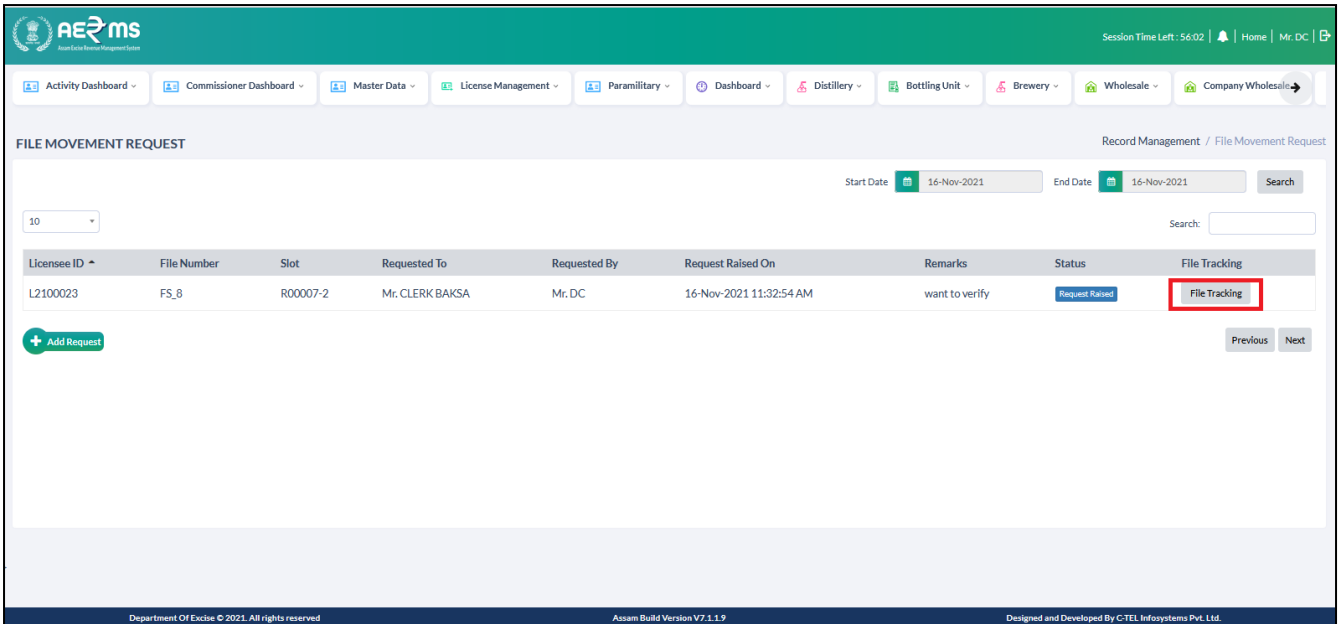
FILE MOVEMENT REQUEST

Start Date 16-Nov-2021 End Date 16-Nov-2021 Search

License ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS, 8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Request Raised	File Tracking

Add Request Previous Next

➤ User can track the file by clicking on 'File Tracking'.

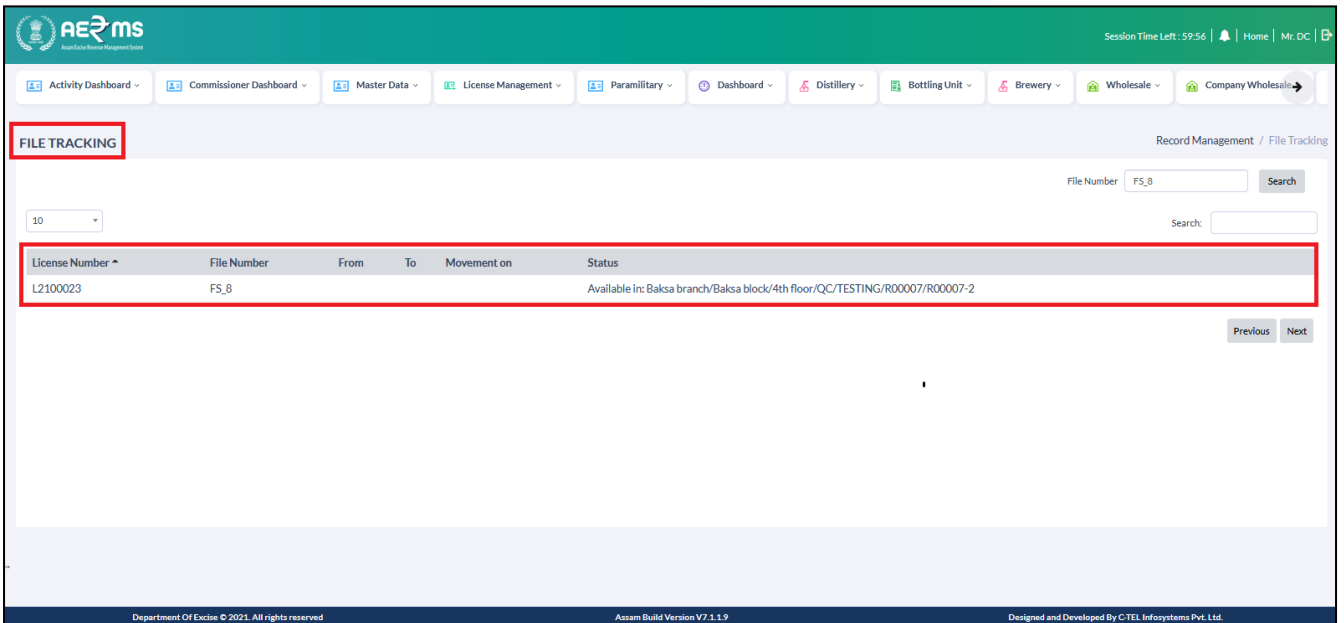


The screenshot shows the 'FILE MOVEMENT REQUEST' page in the AEEMS system. The page includes a navigation menu at the top with options like 'Activity Dashboard', 'Commissioner Dashboard', 'Master Data', 'License Management', 'Paramilitary', 'Dashboard', 'Distillery', 'Bottling Unit', 'Brewery', 'Wholesale', and 'Company Wholesale'. The main content area features a search bar with 'Start Date' and 'End Date' filters set to '16-Nov-2021'. Below the search bar is a table with the following data:

License ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Request Raised	File Tracking

At the bottom of the table, there is an 'Add Request' button and 'Previous' and 'Next' navigation buttons. The footer of the page contains the text: 'Department Of Excise © 2021. All rights reserved', 'Assam Build Version V7.1.1.9', and 'Designed and Developed By C-TEL Infosystems Pvt. Ltd.'.

➤ User can see the file status with details like license number, File number & File Transactions.



The screenshot shows the 'FILE TRACKING' page in the AEEMS system. The page includes a navigation menu at the top with options like 'Activity Dashboard', 'Commissioner Dashboard', 'Master Data', 'License Management', 'Paramilitary', 'Dashboard', 'Distillery', 'Bottling Unit', 'Brewery', 'Wholesale', and 'Company Wholesale'. The main content area features a search bar with 'File Number' filter set to 'FS_8'. Below the search bar is a table with the following data:

License Number	File Number	From	To	Movement on	Status
L2100023	FS_8			Available in: Baksa branch/Baksa block/4th floor/QC/TESTING/R00007/R00007-2	

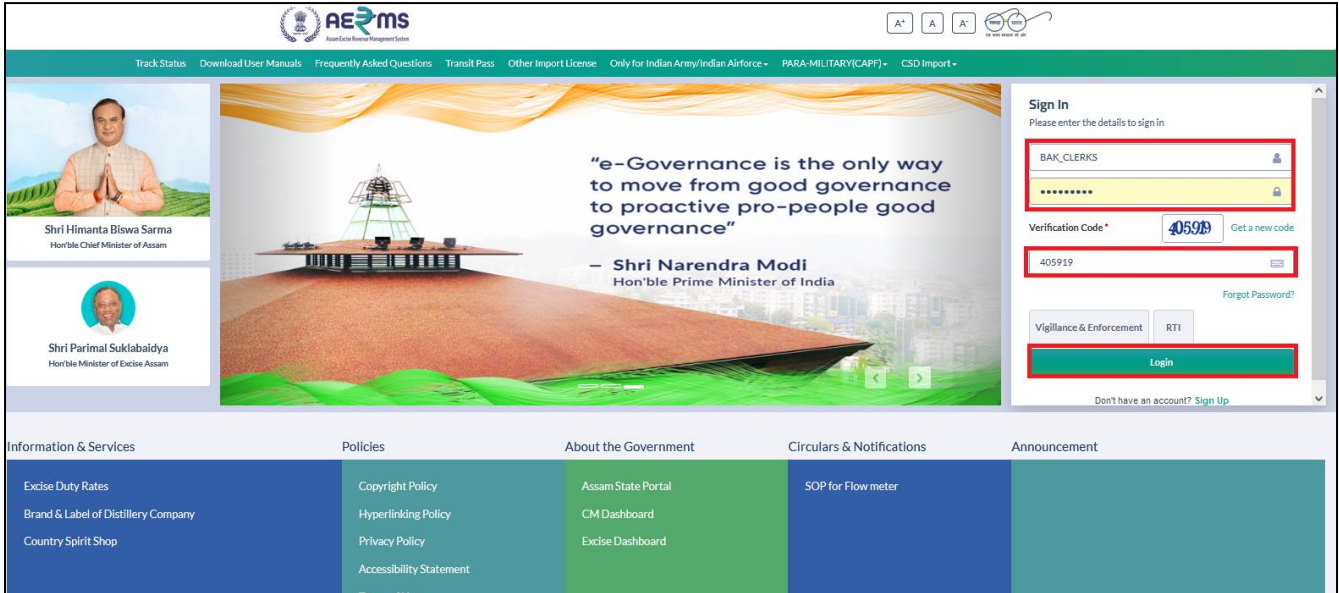
At the bottom of the table, there are 'Previous' and 'Next' navigation buttons. The footer of the page contains the text: 'Department Of Excise © 2021. All rights reserved', 'Assam Build Version V7.1.1.9', and 'Designed and Developed By C-TEL Infosystems Pvt. Ltd.'.



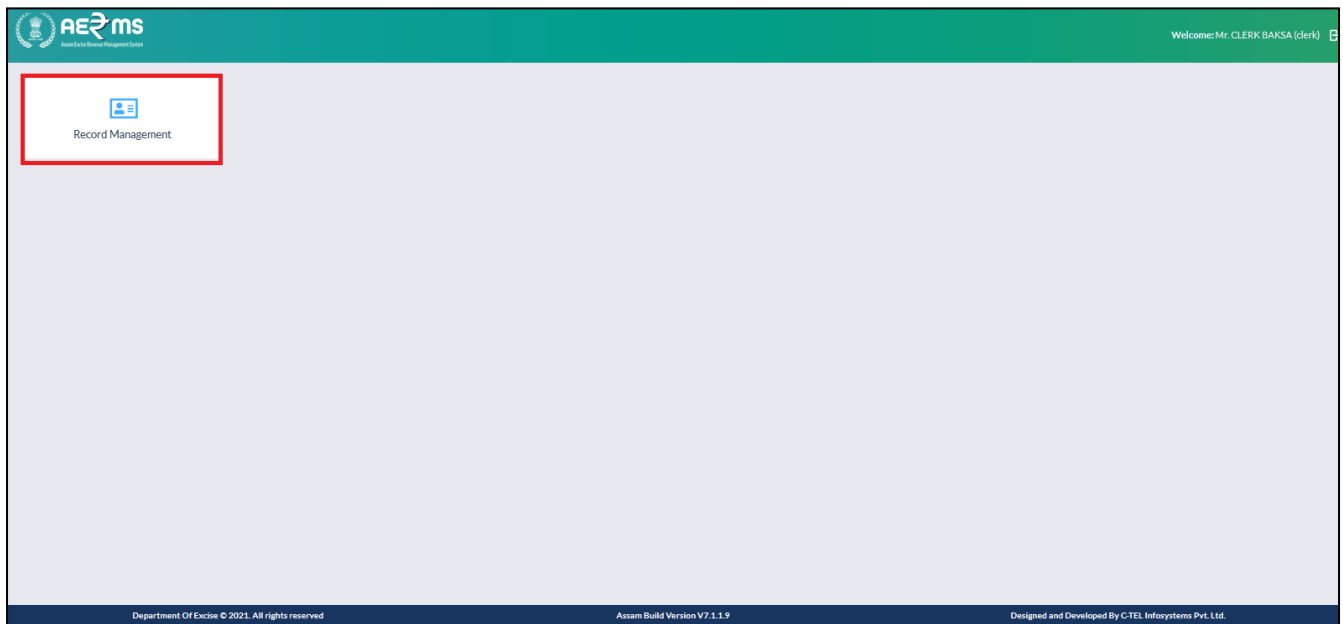
Record Retrieval at Excise Clerk

Login Page

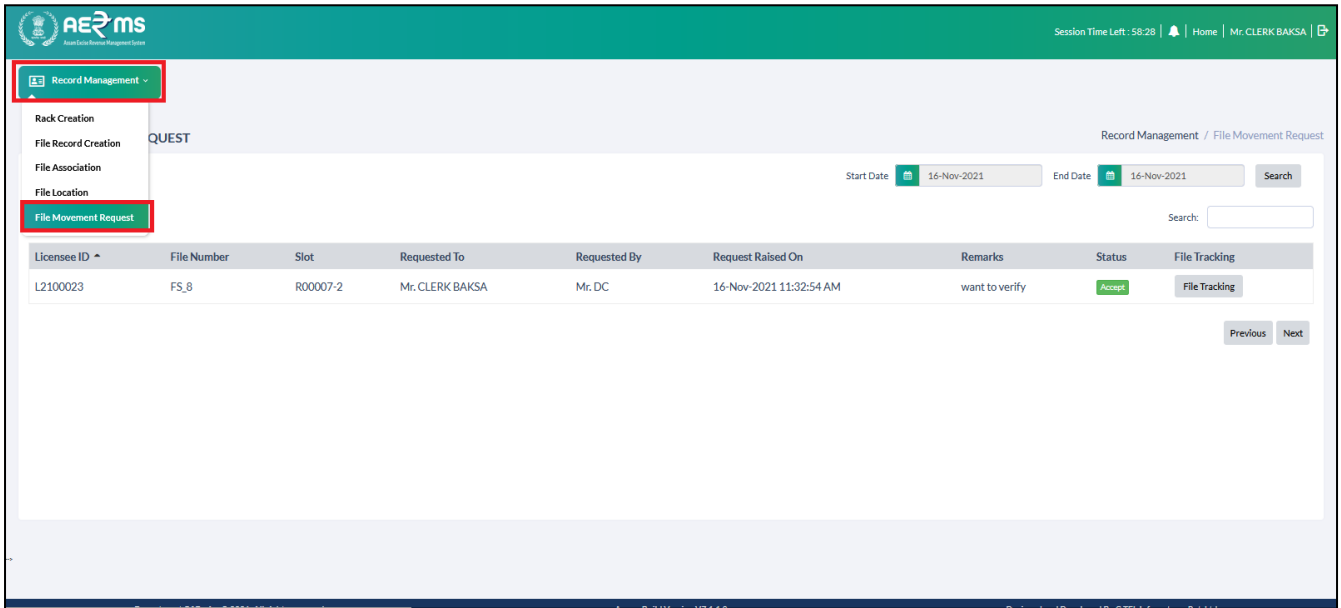
- User needs to access the web application using the provided URL <https://stateexcise.assam.gov.in>
- Once login page appears, Excise Clerk should provide valid credentials and should click on login.



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



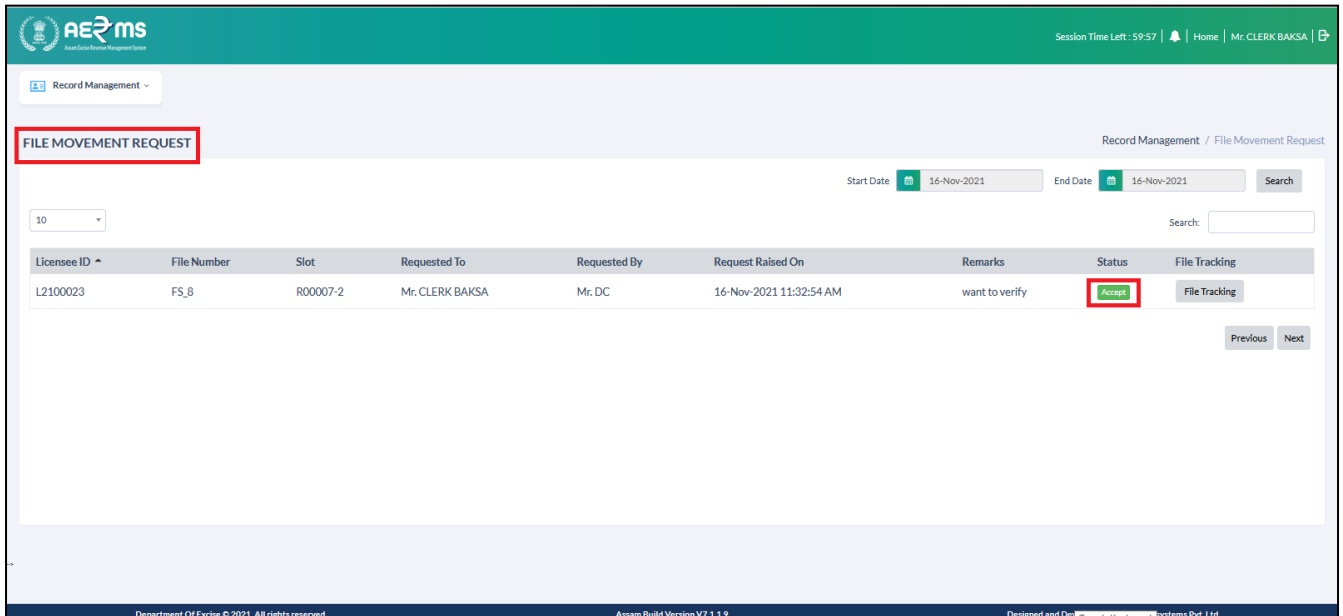
➤ Go on Record Management tab & click on File Movement Request.



The screenshot shows the AEEMS interface with the 'Record Management' dropdown menu open. The 'File Movement Request' option is highlighted with a red box. The main content area shows a table with one record and a search bar.

Licensee ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Accept	File Tracking

- Then Page will redirect to File Movement Request page
- User need to click on 'Accept' to accept the request which is raised by Excise Officer.



The screenshot shows the 'FILE MOVEMENT REQUEST' page in AEEMS. The 'Accept' button in the status column of the table is highlighted with a red box. The page includes search filters and a table with one record.

Licensee ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Accept	File Tracking



- User should click on OK to accept request successfully & redirect to File Movement page.

The screenshot shows the 'FILE MOVEMENT REQUEST' page in the AERMS system. A modal dialog box is displayed in the center with the text 'Request Accepted' and an 'OK' button highlighted with a red border. The background table shows a request for Licensee ID L2100023, File Number FS_8, Slot R00007-2, requested to Mr. CLERK BAKSA, with a status of 'Accept' and a remark 'want to verify'.

- User can track the file by clicking on 'File Tracking'.

The screenshot shows the 'FILE MOVEMENT REQUEST' page with a table listing requests. The 'File Tracking' link in the 'File Tracking' column of the first row is highlighted with a red border. The table includes columns for Licensee ID, File Number, Slot, Requested To, Requested By, Request Raised On, Remarks, Status, and File Tracking.

Licensee ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Accept	File Tracking



- User can see the file status with details like license number, File number & File Transactions.

Record Management / File Tracking

File Number: FS_8 Search

License Number	File Number	From	To	Movement on	Status
L2100023	FS_8				Available in: Baksa branch/Baksa block/4th floor/QC/TESTING/R00007/R00007-2

Previous Next

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- Then user can view the Request Accepted status.

Record Management / File Movement Request

Start Date: 16-Nov-2021 End Date: 16-Nov-2021 Search

Licensee ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Request Accepted	File Tracking

Previous Next

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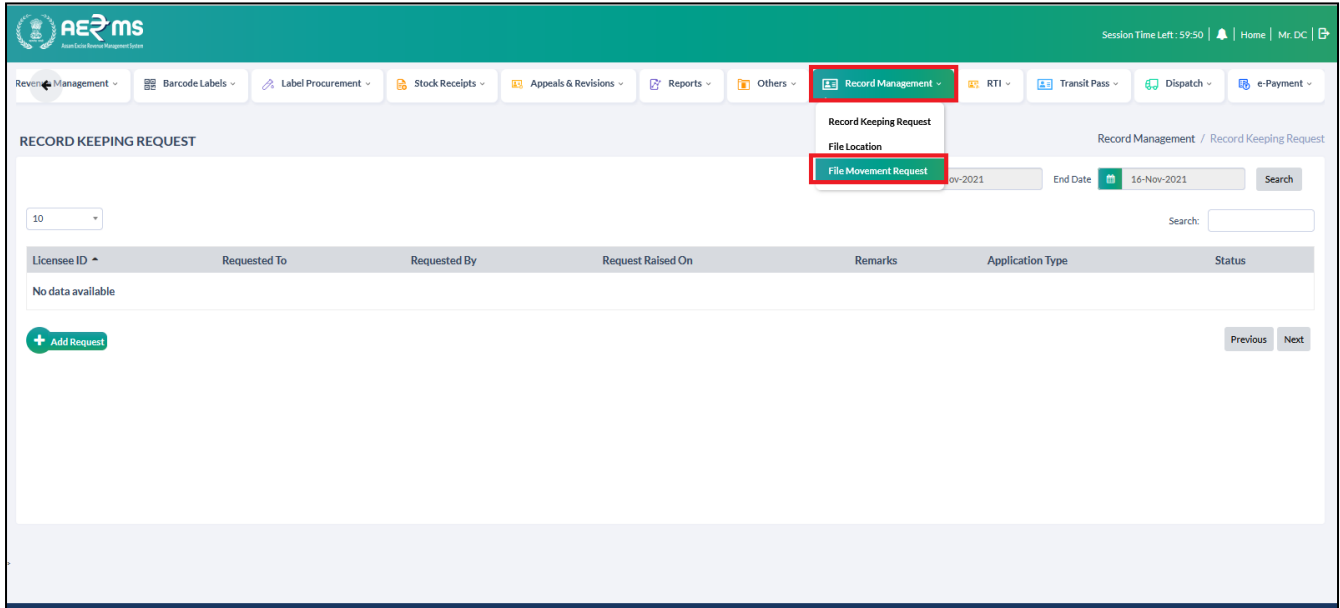


Record Receiving at Excise Officer

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

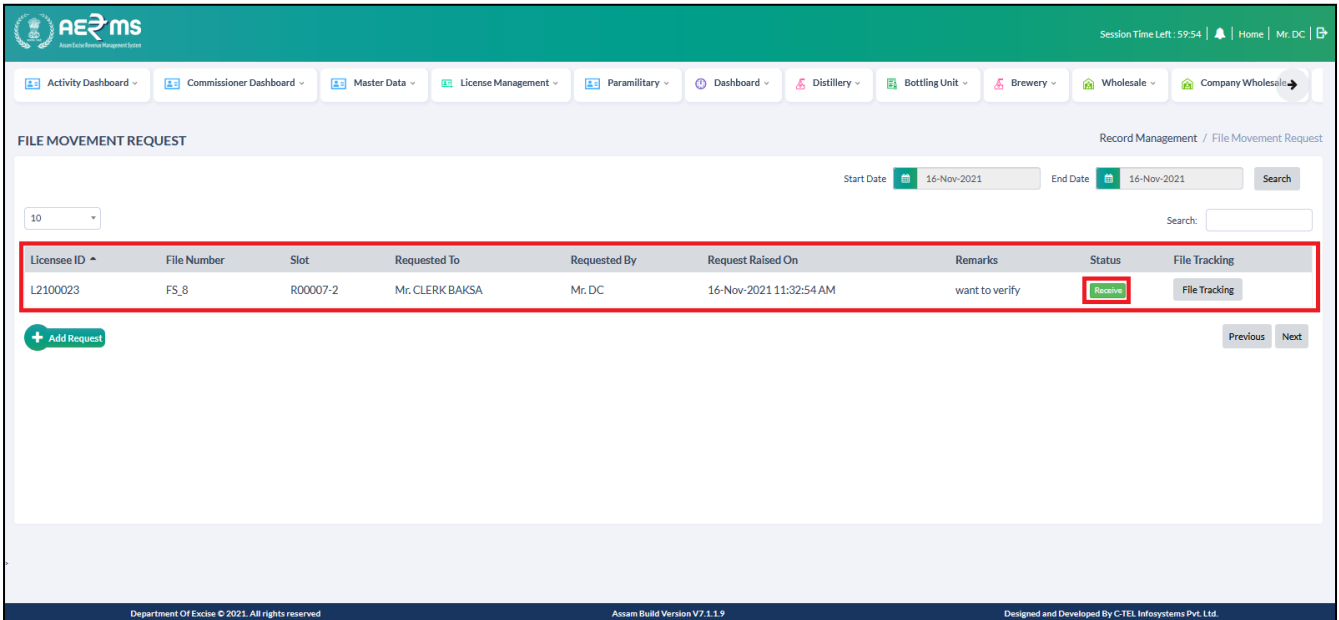
- Once user is logged into the application as Excise Officer, a dashboard with modules will be shown.
- User needs to click on Record Management Tab.

- Go on Record Management Tab & Click on 'File Movement Request' to acknowledge that file has received.



The screenshot shows the 'RECORD KEEPING REQUEST' page in the AEEMS system. The 'Record Management' menu item is highlighted in red, and its dropdown menu is open, showing 'File Movement Request' also highlighted in red. The page includes search filters for Start Date (16-Nov-2021) and End Date (16-Nov-2021). A table with columns Licensee ID, Requested To, Requested By, Request Raised On, Remarks, Application Type, and Status is shown, but it contains 'No data available'. There is an 'Add Request' button and 'Previous/Next' navigation buttons.

- Then Page will redirect to File Movement Request page.
- User should click on Receive button if file is received by Excise Officer.

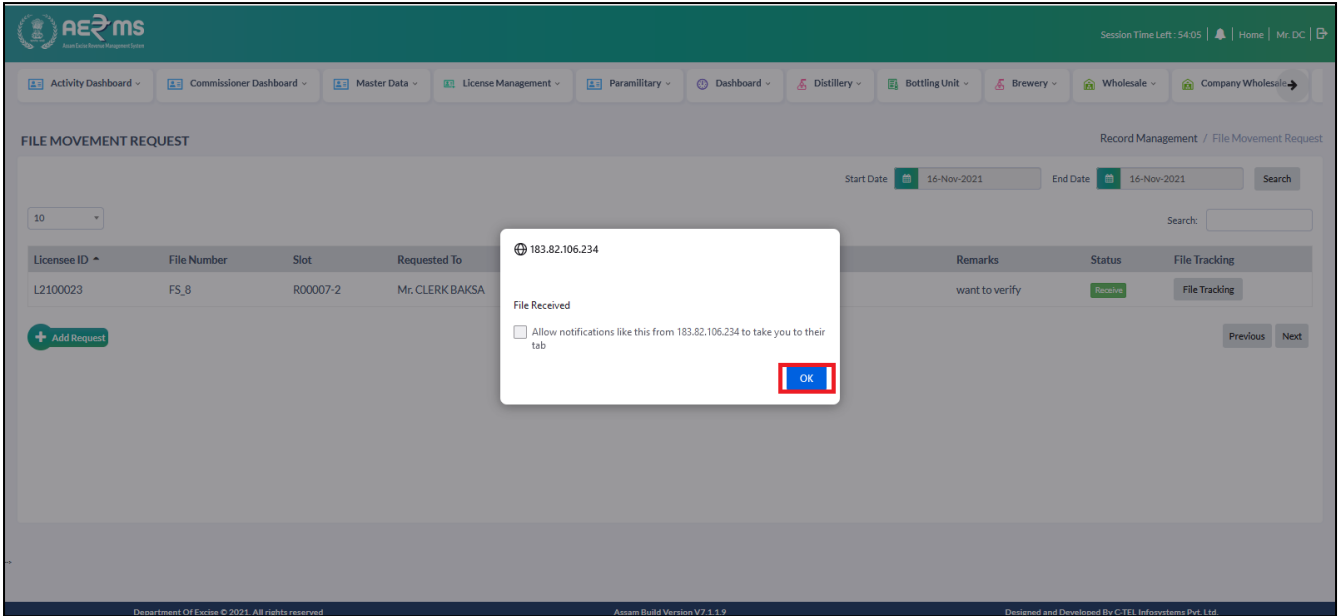


The screenshot shows the 'FILE MOVEMENT REQUEST' page. The 'Record Management' menu is open, and 'File Movement Request' is selected. The page displays search filters for Start Date and End Date (both 16-Nov-2021). A table with columns Licensee ID, File Number, Slot, Requested To, Requested By, Request Raised On, Remarks, Status, and File Tracking is shown. The first row is highlighted with a red border and contains the following data:

Licensee ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	licences	File Tracking

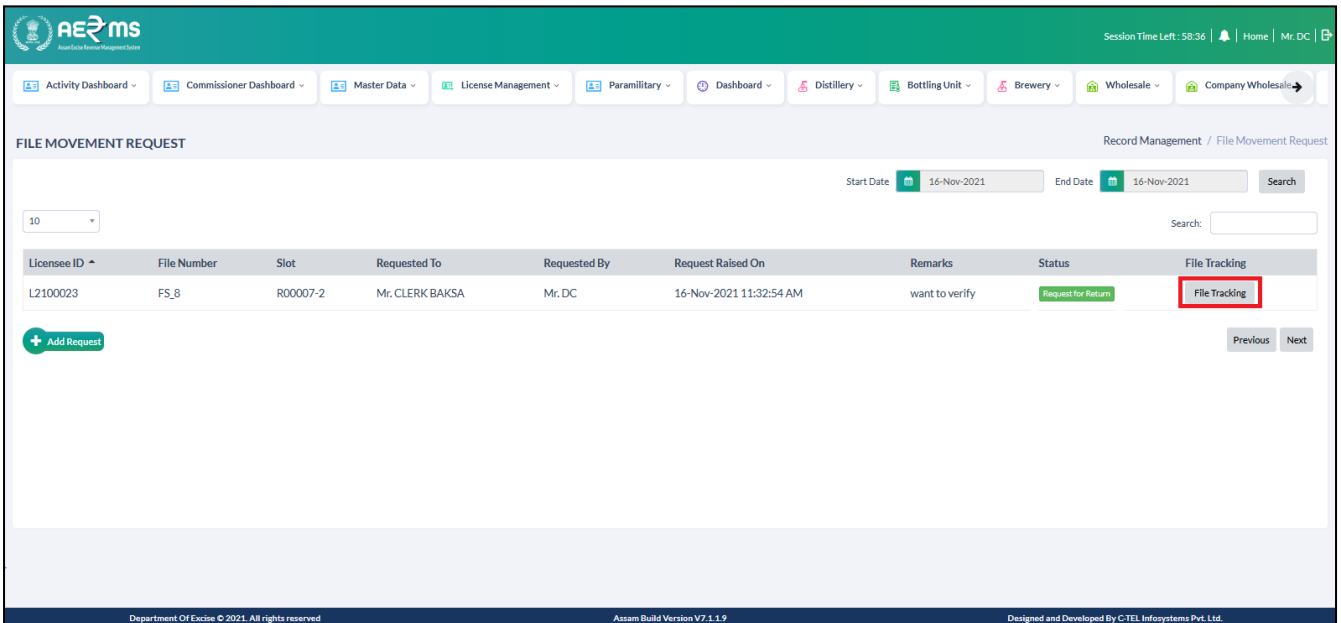
The 'licences' status is highlighted in red. There is an 'Add Request' button and 'Previous/Next' navigation buttons.

➤ User should click on OK to redirect to File Movement page.



The screenshot shows the 'FILE MOVEMENT REQUEST' page in the AEEMS system. A notification popup is displayed in the center, titled '183.82.106.234', with the message 'File Received' and a checkbox for 'Allow notifications like this from 183.82.106.234 to take you to their tab'. An 'OK' button is highlighted in red at the bottom right of the popup. The background table shows a request for License ID L2100023, File Number FS_8, Slot R00007-2, requested to Mr. CLERK BAKSA, with a status of 'Receive' and a 'File Tracking' button.

➤ User can track the file by clicking on 'File Tracking'.



The screenshot shows the 'FILE MOVEMENT REQUEST' page in the AEEMS system. The 'File Tracking' button in the table row for License ID L2100023 is highlighted with a red box. The table also includes columns for 'Requested By' (Mr. DC) and 'Request Raised On' (16-Nov-2021 11:32:54 AM). The status is 'Request for Return'.



- User can see the file status with details like license number, File number & File Transactions.

The screenshot displays the 'FILE TRACKING' section of the AERms application. At the top, there is a navigation menu with options like 'Activity Dashboard', 'Commissioner Dashboard', 'Master Data', 'License Management', 'Paramilitary', 'Dashboard', 'Distillery', 'Bottling Unit', 'Brewery', 'Wholesale', and 'Company Wholesale'. The 'FILE TRACKING' header is followed by 'Record Management / File Tracking'. Below this, there is a search bar with 'File Number' set to 'FS_8' and a 'Search' button. A dropdown menu shows '10' items. The main content is a table with the following data:

License Number	File Number	From	To	Movement on	Status
L2100023	FS_8	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 12:16:41 PM	Available in: Mr. DC(Deputy Commissioner Of Excise)
L2100023	FS_8				Available in: Baksa branch/Baksa block/4th floor/QC/TESTING/R00007/R00007-2

At the bottom right of the table, there are 'Previous' and 'Next' navigation buttons. The footer of the application includes 'Department Of Excise © 2021. All rights reserved', 'Assam Build Version V7.1.1.9', and 'Designed and Developed By C-TEL Infosystems Pvt. Ltd.'.





Record Returning at Excise Officer

- User should click on 'Request for Return' to return the file to Excise Clerk

The screenshot shows the AERMS interface for 'FILE MOVEMENT REQUEST'. The status of the request is 'Request for Return', which is highlighted with a red box. The interface includes a navigation menu, search filters, and a table of requests.

Licensee ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Request for Return	File Tracking

- User should view 'Return Requested' status after return is clicked.

The screenshot shows the AERMS interface for 'FILE MOVEMENT REQUEST' after the return is processed. The status of the request is now 'Return Requested', which is highlighted with a red box. The interface includes a navigation menu, search filters, and a table of requests.

Licensee ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Return Requested	File Tracking



Record Receiving at Excise Clerk

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

The screenshot shows the AERMS login interface. At the top, there is a navigation bar with links for 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. The main content area features a banner with a quote by Shri Narendra Modi: "e-Governance is the only way to move from good governance to proactive pro-people good governance". To the right of the banner is a sign-in form with fields for Username (BAK_CLERKS), Password, and Verification Code (405919). Below the sign-in form is a navigation menu with categories: Information & Services, Policies, About the Government, Circulars & Notifications, and Announcement.

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

The screenshot shows the AERMS dashboard after login. The top right corner displays "Welcome: Mr. CLERK BAKSA (clerk)". The main content area shows a "Record Management" tab highlighted with a red box. The footer contains the following text: "Department Of Excise © 2021. All rights reserved", "Assam Build Version V7.1.1.9", and "Designed and Developed By C-TEL Infosystems Pvt.Ltd."





- Go on Record Management tab & click on File Movement Request.

Record Management / File Movement Request

Start Date: 16-Nov-2021 End Date: 16-Nov-2021 Search

Licensee ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Accept	File Tracking

Previous Next

- User should click on 'Receive' after clerk received the file back & kept the file into Rack successfully.

Record Management / File Movement Request

Start Date: 16-Nov-2021 End Date: 16-Nov-2021 Search

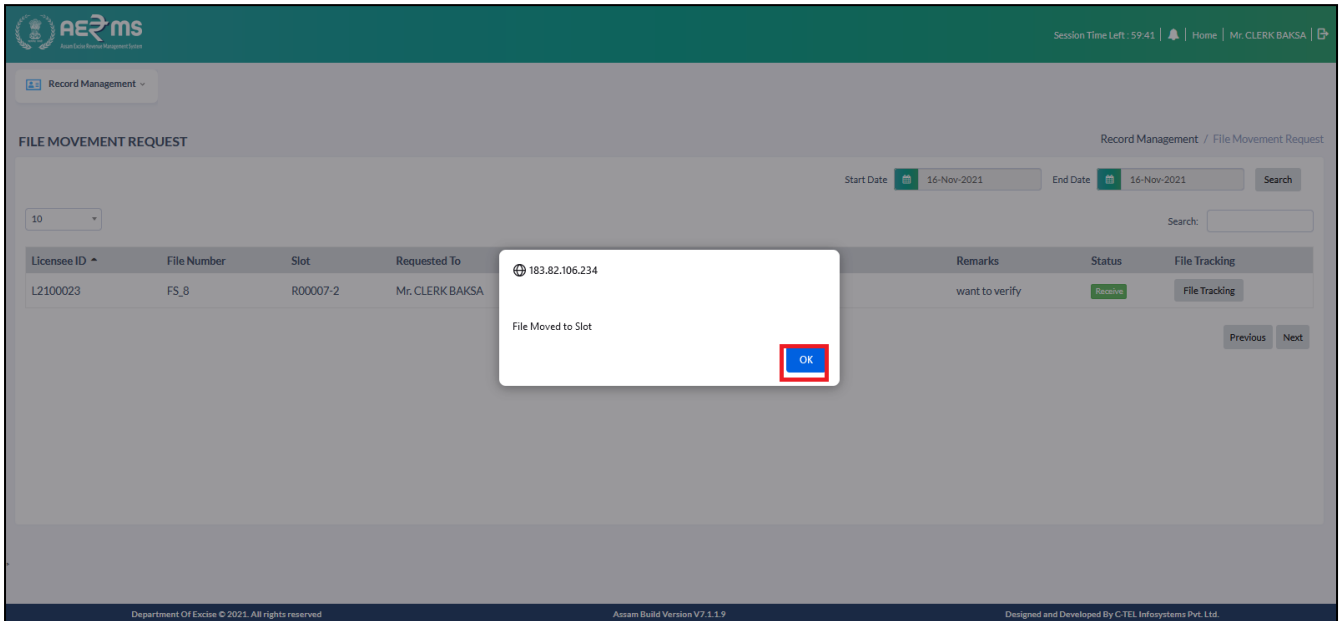
10

Licensee ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Receive	File Tracking

Previous Next

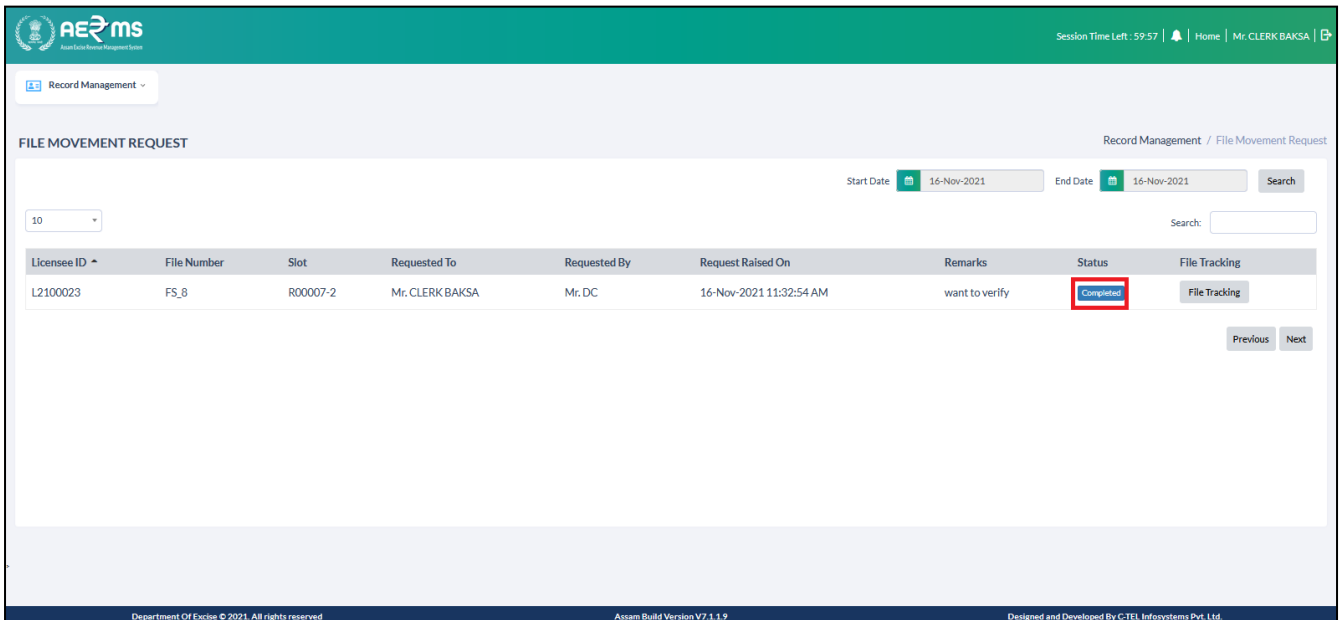
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- User need to click on OK to proceed further.



The screenshot shows the 'FILE MOVEMENT REQUEST' page in the AERMS system. A modal dialog box is displayed in the center, containing the text '183.82.106.234' and 'File Moved to Slot'. A red box highlights the 'OK' button in the bottom right corner of the dialog. The background interface shows a table with columns for Licensee ID, File Number, Slot, Requested To, Remarks, Status, and File Tracking. The status for the first row is 'Receive'.

- User can view the status has been changed as 'Completed' & File has moved into Rack successfully.



The screenshot shows the 'FILE MOVEMENT REQUEST' page in the AERMS system after the file movement is complete. The modal dialog box is no longer present. The table now includes an additional column 'Requested By' and 'Request Raised On'. The status for the first row is now 'Completed', which is highlighted with a red box. The remarks are 'want to verify'.



- User should click on 'File Tracking' to check the complete transaction of file.

Record Management / File Movement Request

Start Date: 16-Nov-2021 | End Date: 16-Nov-2021 | Search

10

Licensee ID	File Number	Slot	Requested To	Requested By	Request Raised On	Remarks	Status	File Tracking
L2100023	FS_8	R00007-2	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 11:32:54 AM	want to verify	Completed	File Tracking

Previous Next

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- User can view a complete transaction of file with Rack details where file has kept.

Record Management / File Tracking

File Number: FS_8 | Search

10

License Number	File Number	From	To	Movement on	Status
L2100023	FS_8	Mr. DC	Mr. CLERK BAKSA	16-Nov-2021 06:31:38 PM	Available in: Baksa branch/Baksa block/4th floor/QC/TESTING/R00007/R00007-2
L2100023	FS_8	Mr. CLERK BAKSA	Mr. DC	16-Nov-2021 12:16:41 PM	Available in: Mr. DC(Deputy Commissioner Of Excise)
L2100023	FS_8				Available in: Baksa branch/Baksa block/4th floor/QC/TESTING/R00007/R00007-2

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