

Department of Excise, Entertainment and Luxury Tax



USER MANUAL

ESCIMS

Excise Supply Chain Information Management System

USER MANUAL

Country Liquor Branch

Version -I



ESCIMS

Excise Supply Chain Information Management System

Department of Excise, Entertainment and Luxury Tax

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About This Manual

Purpose

This manual is written to help you understand and use the Excise Supply Chain Information Management System (ESCIMS)-Country Liquor application. It presents the functional capabilities and operational details of the ESCIMS-Country Liquor and contains the procedures that you should know for performing your business tasks using the application.

The Database Maintenance tasks have not been covered in this manual.

Intended Audience

This manual is primarily intended for users of the Corporations, Delhi Excise Department, Wholesale Vends and Bonded Warehouse (BWH).

Prerequisites for Use

Following are the prerequisites for understanding this manual:

Functional – Basic understanding of operation of liquor manufacturing and distribution process

Technical - Basic understanding of working of computers and Hand Held Terminal (HHT) device is required. You must be familiar with data-entry operations.

Organisation of the Manual

This manual is organised as follows:

Introduction provides an overview of the ESCIMS-Country Liquor application. It also details the hardware and software requirements, and its interfaces with other systems.

Getting Started provides you an overview of the ESCIMS-Country Liquor application. It gives a brief introduction about the general working features of the application that you should keep in mind while working.

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List of Abbreviations

Abbreviation/ Acronym	Expansion
ARN	Application Reference Number
BWH	Bonded Ware House
CL	Country Liquor
DC	Deputy Commissioner
FDR	Fixed Deposit Receipt
GM	General Manager
HHT	Hand Held Terminal
IP	Import Permit
TP	Transport Permit

INTRODUCTION

1 Introduction to ESCIMS



Figure 1: ESCIMS ECOSYSTEM

The Excise Supply Chain Information Management System (ESCIMS) is a simple internet-based application between the Department of Excise, Entertainment and Luxury Tax and its stakeholders including Distilleries, Bonded Ware Houses, Corporation and Private Vends, Canteen Store Depots, Hotels, Clubs and Restaurants.

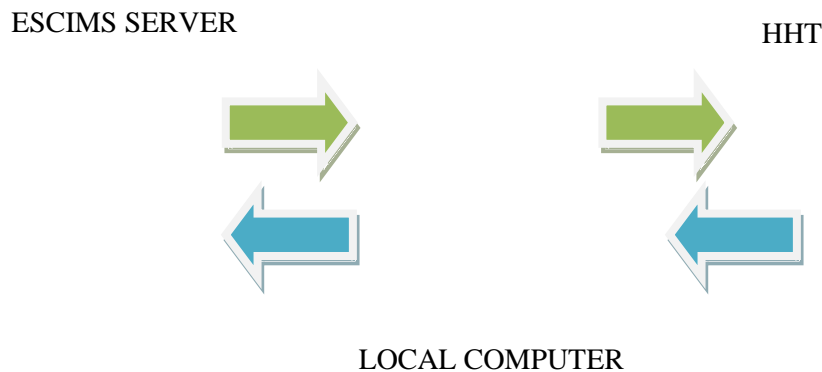


Figure 2: Information Flow at ESCIMS

The application allows for a real time monitoring of the distribution of liquor, minimise adulteration and prevent sale of illicit liquor. The application allows for a real time monitoring of the distribution of liquor, minimise adulteration and prevent sale of illicit liquor.

1.1 About ESCIMS-Country Liquor Branch

The Country Liquor branch issues various types of licences and permits such as L-3/L-33, L-8, L-14, Import Permit (IP), Transport Permit (TP) and so on for the importing of liquor and movement of liquor inside the state of Delhi.



ESCIMS-Country Liquor Branch

1.2 Features of

The Country Liquor business system covers the following functionalities:-

- **Issuance of L-3 and L-33 Licence**
 - Add and Verify Tender Details by Dealing Assistant (CL)
 - Initiate Tender Scrutiny by Dealing Assistant (CL)
 - Process Tender Scrutiny by Superintendent (CL)
 - Process Tender Scrutiny by GM Excise
 - Process Tender Scrutiny by DC Excise

- Approve Tender Scrutiny by Excise Commissioner
- Initiate Offer Letter by Dealing Assistant (CL)
- Process Offer Letter by Superintendent (CL)
- Process Offer Letter by GM Excise
- Process Offer Letter by DC Excise
- Approve Offer Letter by Excise Commissioner
- Notify and Issue Offer Letter by Dealing Assistant (CL)
- Pay Licence Fee by Wholesale Vend
- Issue Licence Letter by Dealing Assistant (CL)
- **Monthly Allocation, Risk Purchase Order and Import Permit**
 - Generate Monthly Allocation by Dealing Assistant (CL)
 - Generate Risk Purchase Order by Dealing Assistant (CL)
 - Send Allocation Letters of Monthly Allocation by Dealing Assistant (CL)
 - Sign Import Permits by GM Excise
- **Sample Testing**
 - Dispatch Country Liquor Sample by Excise Inspector
 - Issue Lab Test Report by Chemist
 - Release Order Letter by Dealing Assistant (CL)
 - Update bonded ware house (BWH) Inventory by Excise Inspector
 - View Sample Test Report by Excise Inspector
- **Purchase Order and Transport Permit**
 - Place Purchase Order by Corporation Clerk (CL)
 - Process Purchase Order by Dealing Assistant (CL)
 - Approve Purchase Order and Generate Transport Permit by GM Excise

1.3 User Roles and Access Rights

The user roles are limited to input the data and send the same to ESCIMS. The login ID is to confirm the identity of the user to prevent manhandling of the device. There are no separate Admin/User roles.

The user is allowed access to certain necessary functions of the device required to operate the same efficiently.

GETTING STARTED

Logging in ESCIMS

2 Getting Started

The chapter deals in **How to Log in to the Application** and access the basic required functionality of the device.

2.1 Logging In

Access to the ESCIMS application is limited to authorised users. To access the application, you must first log on to ESCIMS using your user ID and password.

2.1.1 Creating a User ID

The login ID is created at the ESCIMS core application. The vendin charge is given the User ID and Password. The Vend In charge can create five User IDs in turn for the vend users

2.1.2 Setting a Password

The ESCIMS application sets the password for all the IDs of vend users.

The screenshot shows the login interface of the ESCIMS application. At the top, the header includes the Delhi Government logo and the text 'delhi.gov.in' and 'Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi'. Below the header, the page is divided into a sidebar and a main content area. The sidebar on the left, titled 'Excise Department', contains a quote: "Department of Excise, Entertainment & Luxury Tax Govt. of Delhi : Revenue is the most important input for an able, efficient and resourceful administration. In India since ancient times, there has been a well planned, well defined, clear, strong and just system of revenue collection. With the passage of time there have been changes in the system of revenue collection. Today we find various tax free items, which were earlier used to be taxed. ". The main content area features a 'User Login' form with a red header. It contains two input fields: 'Username' with the value 'L312012490' and 'Password' with masked characters. Below the fields are two buttons: 'Submit' and 'Reset'. The footer of the page states 'Copyright 2012. All Rights Reserved.' and 'Application Developed & Maintained By : TATA CONSULTANCY SERVICES'.

Figure 3: Login Screen

ISSUANCE OF L-3 & L-33 LICENCE

Through ESCIMS

3 Issuance of L-3 and L-33 Licence

This chapter deals in issuance of L-3 and L-33 licence for wholesale vend of Country Liquor (CL).

3.1 Add and Verify Tender Details by Dealing Assistant (CL)

This section lists the steps to be followed to Add and Verify Tender Details by Dealing Assistant (CL).

To Add and Verify Tender Details by Dealing Assistant (CL)

1. Log on to the ESCIMS system.



Figure 4: Licence Menus for Dealing Assistant (CL)

2. Select **Add Tender Details** functionality under the Licence menu.

Step 1 of 5

Wholesale Vend Details → Warehouse Details → Authorised Person → Brand Declaration → Style of Company

Wholesale Vend Details

Wholesale Vend ID* --Please Select WholesaleVend-- Search

Fields marked with (*) are mandatory.

Wholesale Vend Details	
Excise Year	2012-2013
Wholesale Vend Name *	MOUSAM
Address Line 1 *	BARUIPUR
Address Line 2	
City *	KOLKATA
District *	SOUTH
State *	West Bengal
Pincode *	700144
Mobile Number *	9560483686
Landline Number	
Fax Number	
Email ID *	mousam.haldar@tcs.com

Save
Edit
Next
Cancel

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Figure 5: Enter Wholesale Vend Details

Last Login : 3/12/2012 11:12 AM IST

Licence ▾ Import Permit ▾ Transport Permit ▾ Pricing ▾ Stationary Utilisation ▾ Sample Testing ▾

Application Saved Successfully against the ARN : ARN0000000241

Step 1 of 5

Wholesale Vend Details → Warehouse Details → Authorised Person → Brand Declaration → Style of Company

Wholesale Vend Details

Fields marked with (*) are mandatory.

Wholesale Vend Details	
Excise Year	2012-2013
Wholesale Vend Name *	MOUSAM
Address Line 1 *	BARUIPUR
Address Line 2	
City *	KOLKATA
District *	SOUTH
State *	West Bengal
Pincode *	700144
Mobile Number *	9560483686
Landline Number	
Fax Number	
Email ID *	MOUSAM.HALDAR@TCS.COM

Save
Edit
Next
Cancel

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Figure 6: Confirmation Message after Successfully Saving the Wholesale Vend Details

- Enter the Wholesale Vend Details and Click **Save**. The system saves the details and displays Application Reference Number (ARN) for future reference.



- Click **Edit**, to edit the details entered.
- Click **Next**, to go to the next page.
- Click **Cancel**, to go back to the previous screen.

Govt. of NCT of Delhi Last Login : 5/12/2012 11:12 AM IST

Licence ▾ Import Permit ▾ Transport Permit ▾ Pricing ▾ Stationary Utilisation ▾ Sample Testing ▾

Data Saved Successfully
Step 2 of 5

Wholesale Vend Details ➔ **Warehouse Details** ➔ Authorised Person Details ➔ Brand Declaration ➔ Style of Company

Warehouse Details

Fields marked with (*) are mandatory.

Warehouse Details	
Name *	PUUSH
Address Line 1 *	SECTOR B POCKET L
Address Line 2	
City *	VASANT KUNJ
District	South Delhi
State *	DELHI
Pincode *	109755
Mobile Number *	9830398759
Landline Number	
Fax Number	
Email ID *	AA.BB@STACKOVERFLOW.C
Hours of Sale (HH:MM)	9 AM- 5 PM

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Figure 7: Enter Warehouse Details

Licence ▾ Import Permit ▾ Transport Permit ▾ Pricing ▾ Stationary Utilisation ▾ Sample Testing ▾

Data Saved Successfully
Step 3 of 5

Wholesale Vend Details ➔ Warehouse Details ➔ **Authorised Person Details** ➔ Brand Declaration ➔ Style of Company

Authorised Person Details

Fields marked with (*) are mandatory.

Authorised Person Details	
Name *	SARIT
Date of Birth *	03/12/1984
Fathers Name *	YOGESH
Address Line 1 *	CHADNI CHOWK
Address Line 2	
City *	DELHI
District *	DELHI
State *	Delhi
Pincode *	108765
Mobile Number *	9800006543
Landline Number	
Fax Number	
Email ID *	dd.cc@cc.com

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Figure 8: Enter Authorised Person Details

delhi.gov.in
Govt. of NCT of Delhi

Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Change Password | Log Out
Welcome Rajesh Kumar Miglani
Gr.III UDC, Country Liquor
Last Login : 6/12/2012 10:53 AM IST

Licence ▾ Import Permit ▾ Transport Permit ▾ Pricing ▾ Stationary Utilisation ▾ Sample Testing ▾

Data Saved Successfully
Step 4 of 5

Wholesale Vend Details → Warehouse Details → Authorised Person Details → **Brand Declaration** → Style of Company

Brand Declaration

Registered brand

S.No	Brand Name	Size	Bottle GTIN	Case GTIN
1	Bangla	750B12	06567567464564	16567567464564
2	Bangla	375B24	06543434634534	16543434634534
3	Bangla	180B50	08895645663636	18895645663636

Edit Save Back Next Cancel

Figure 9: Enter Brand Declaration Details

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Govt. of NCT of Delhi

Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Change Password | Log Out
Welcome Rajesh Kumar Miglani
Gr.III UDC, Country Liquor
Last Login : 6/12/2012 10:53 AM IST

Licence ▾ Import Permit ▾ Transport Permit ▾ Pricing ▾ Stationary Utilisation ▾ Sample Testing ▾

Data Saved Successfully
Step 5 of 5

Wholesale Vend Details → Warehouse Details → Authorised Person Details → Brand Declaration → **Style of Company**

Style of Company/Firm

Style of Company/Firm Details Partnership Firm Limited Liabilities ▾

Number of Directors/Partners/Proprietor 2

S. No	Name	Designation	Select
1	SOUMYA BANERJI	Sole Proprietor ▾	<input type="checkbox"/>
2	ANIRBAN SEN	Managing Director ▾	<input type="checkbox"/>

Print Report Submit Cancel

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Figure 10: Enter Style of Company Details

4. Enter the required details and click **Submit**.



- Click **Edit**, to edit the details entered.
- Click **Next**, to go to the next page.
- Click **Print Report** for printing the details of wholesale vend.
- Click **Cancel**, to go back to the previous screen.



Figure 11: Licence Menus for Dealing Assistant (CL)

5. Select **CL Worklist** functionality under the Licence menu.



Figure 12: Work-list for Dealing Assistant (CL)

6. Click the **ARN**.



- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Change Password | Log Out
Welcome Rajesh Kumar Miglani
Gr.III UDC, Country Liquor
Last Login : 6/12/2012 10:53 AM IST

Licence ▾ Import Permit ▾ Transport Permit ▾ Pricing ▾ Stationary Utilisation ▾ Sample Testing ▾

Step 5 of 5
Wholesale Vend Details ➔ Warehouse Details ➔ Authorised Person Details ➔ Brand Declaration ➔ **Style of Company**

Style of Company/Firm

Style of Company/Firm Details: Partnership Firm Limited Liabilities

Number of Directors/Partners/Proprietor: 2

S. No	Name	Designation	Select
1	SOUMYA BANERJI	Sole Proprietor	<input type="checkbox"/>
2	ANIRBAN SEN	Managing Director	<input type="checkbox"/>

Add Row + Delete Row X

☒ All the details have been verified by branch.

Print Report Submit Back Cancel

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Figure 13: Verify the Tender Details

7. System displays the details as entered by the Dealing Assistant (CL). Navigate to the screen “**Style of Company**”, select the checkbox and click **Submit**.



- To add more line items, click **Add Row**. A blank row is displayed to enter more line item.
- To delete line items, select the line item to delete and click **Delete Row**. The selected row is deleted.
- Click **Edit**, to edit the details entered.
- Click **Next**, to go to the next page.
- Click **Print Report** for printing the details of wholesale vend.
- Click **Cancel**, to go back to the previous screen.

3.2 Initiate Tender Scrutiny by Dealing Assistant (CL)

This section lists the steps to be performed to Initiate Tender Scrutiny by Dealing Assistant (CL).

To Initiate Tender Scrutiny by Dealing Assistant (CL):

1. Log on to the ESCIMS system.



Figure 14: Licence Menus for Dealing Assistant (CL)

2. Select **CL Worklist** functionality under the Licence menu.



Figure 15: Work-list for Dealing Assistant (CL)

3. Click the **ARN**.



- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

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Change Password | Log Out
Welcome Rajesh Kumar Miglani
Gr.III UDC, Country Liquor
Last Login : 6/12/2012 10:53 AM IST

Licence ▾ Import Permit ▾ Transport Permit ▾ Pricing ▾ Stationary Utilisation ▾ Sample Testing ▾

Process Licence Application

Licence Type	L3	Application Reference Number	ARN0000000241
Wholesale Vend Name	MOUSAM	Warehouse Name	PIJUSH
Wholesale Vend Address	BARUIPUR, KOLKATA, West Bengal		
Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Tender Verified
All Documents are as per Check list	<input checked="" type="radio"/> Yes <input type="radio"/> No	Complete Documents Received On	Complete documents not received

Comments :


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Figure 16: Initiate Tender Scrutiny by Dealing Assistant (CL)

4. System displays the details of the application against the corresponding ARN.
5. Enter **Comments** and click **Initiate Tender Scrutiny**.



- Click **Cancel**, to go back to the previous screen.



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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

[Change Password](#) | [Log Out](#)

Welcome Rajesh Kumar Miglani
Gr.III UDC, Country Liquor
Last Login : 6/12/2012 10:53 AM IST

Licence ▾
Import Permit ▾
Transport Permit ▾
Pricing ▾
Stationary Utilisation ▾
Sample Testing ▾

Work Item Forwarded Successfully

Country Liquor Work List

Application Reference Number Search


S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On (DD/MM/YYYY)	Pending Since (In Days)
1	ARN00000000147	Tender Received	L3.L33	Fresh	20/11/2012	16
2	ARN00000000146	Tender Scrutiny Approved : Final Level	L3.L33	Fresh	20/11/2012	16
3	ARN00000000041	Tender Received	L3.L33	Fresh	16/11/2012	20
4	ARN00000000043	Tender Verified	L3.L33	Fresh	08/11/2012	28

Cancel

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Figure 17: System Displays Confirmation Message

6. System displays the confirmation message.



- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

3.3 Process Tender Scrutiny by Superintendent (CL)

This section lists the steps to be performed to Process Tender Scrutiny by Superintendent (CL).

To Process Tender Scrutiny by Superintendent (CL):

1. Log on to the ESCIMS system.

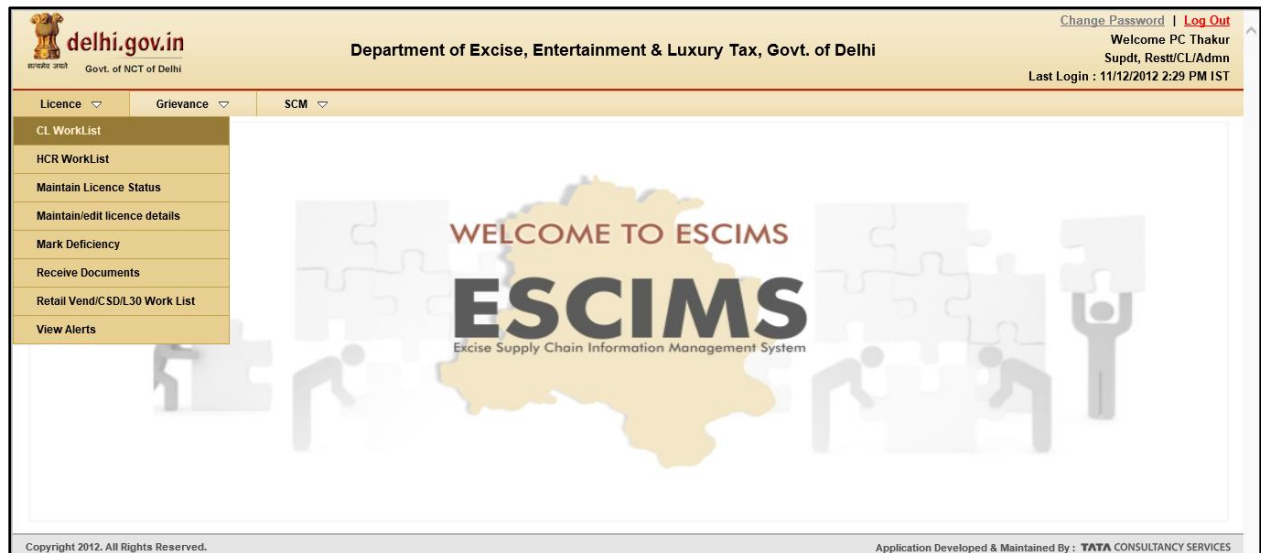


Figure 18: Licence Menus for Superintendent (CL)

2. Select **CL Worklist** functionality under the Licence menu.



Figure 19: Work-list for Superintendent (CL)

3. Click the **ARN**.

- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

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Govt. of NCT of Delhi

Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Change Password | Log Out
Welcome PC Thakur
Supdt, Restt/CL/Admn
Last Login : 23/11/2012 7:01 PM IST

Licence ▾ SCM ▾

Process Licence Application

Licence Type	L3	Application Reference Number	ARN0000000241
Wholesale Vend Name	MOUSAM	Warehouse Name	PIJUSH
Wholesale Vend Address	BARUIPUR,KOLKATA,West Bengal		
Warehouse Address	SECTOR B POCKET L,VASANT KUNJ,DELHI		
Application Received On	06/12/2012	Status	Tender Scrutiny Initiated
All Documents are as per Check list	Complete Document Received	Complete Documents Received On	06/12/2012

Comments History

Task Name	Designation	User Name	Comments	Date
initiateTender	Dealing Assistant	Rajesh Kumar Miglani	Initiating Scrutiny	06/12/2012

Comments * Tender Scrutiny approved by cl supdt

Cancel Send For Next Approval Return WorkItem Cancel

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Figure 20: Process Tender Scrutiny by Superintendent (CL)

4. System displays the details of the application against the corresponding ARN.
5. Enter **Comments** and click **Send For Next Approval**.



- Click **Return Workitem**, to send the work-item back to the Dealing Assistant (CL).
- Click **Cancel**, to go back to the previous screen.

3.4 Process Tender Scrutiny by GM Excise

This section lists the steps to be performed to Process Tender Scrutiny by General Manager (GM) Excise.

To Process Tender Scrutiny by GM Excise:

1. Log on to the ESCIMS system.

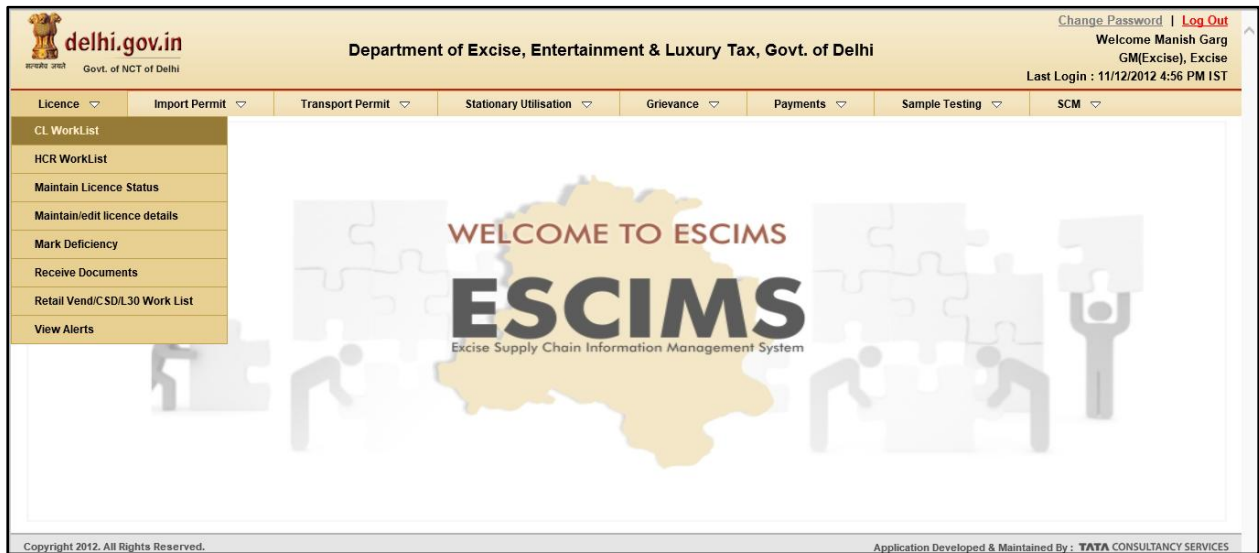


Figure 21: Licence Menus for GM Excise

2. Select **CL Worklist** functionality under the Licence menu.



Figure 22: Work-list for GM Excise

3. Click the **ARN**.



- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Welcome Manish Garg
GM(Excise), Excise
Last Login : 5/12/2012 4:58 PM IST

Licence ▾	Import Permit ▾	Transport Permit ▾	Stationary Utilisation ▾	Grievance ▾	Payments ▾	Sample Testing ▾	SCM ▾
-----------	-----------------	--------------------	--------------------------	-------------	------------	------------------	-------

Process Licence Application

Licence Type	L3	Application Reference Number	ARN0000000241
Wholesale Vend Name	MOUSAM	Warehouse Name	PIJUSH
Wholesale Vend Address	BARUIPUR, KOLKATA, West Bengal		
Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Tender Scrutiny Approved : Level 1
All Documents are as per Check list	Complete Document Received	Complete Documents Received On	06/12/2012

Comments History

Task Name	Designation	User Name	Comments	Date
approveScrutinyLevel1	Superintendent	PC Thakur	Tender Scrutiny approved by cl supdt	06/12/2012
initiateTender	Dealing Assistant	Rajesh Kumar Miglani	Initiating Scrutiny	06/12/2012

Comments*

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Figure 23: Process Tender Scrutiny byGM Excise

4. System displays the details of the application against the corresponding ARN.

5. Enter **Comments** and click **Send For Next Approval**.



- Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL).
- Click **Cancel**, to go back to the previous screen.

3.5 Process Tender Scrutiny by DC Excise

This section lists the steps to be performed to Process Tender Scrutiny by Deputy Commissioner (DC) Excise.

To Process Tender Scrutiny by DC Excise:

1. Log on to the ESCIMS system.



Figure 24: Licence Menus for DC Excise

2. Select **CL Worklist** functionality under the Licence menu.

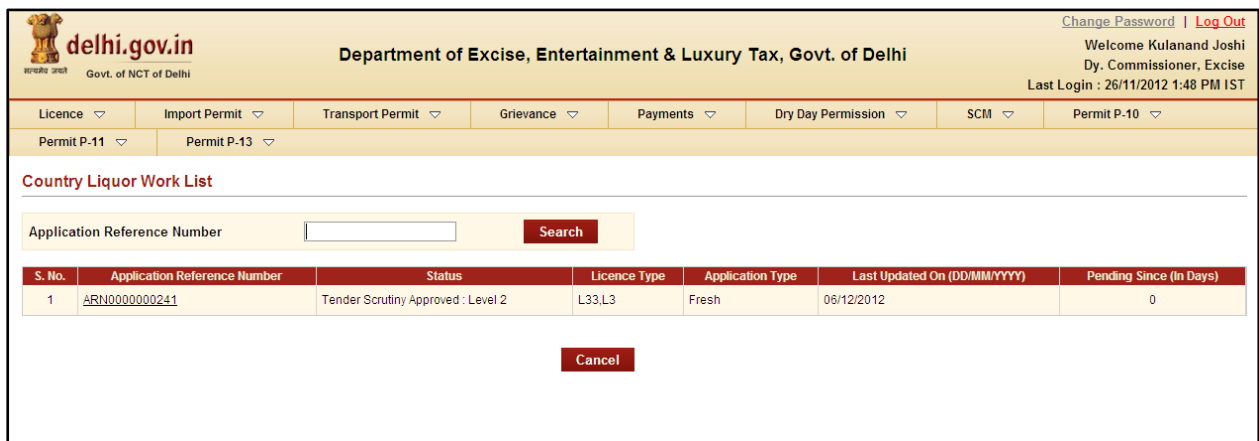



Figure 25: Work-list for DC Excise

3. Click the **ARN**.



- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

delhi.gov.in Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi Welcome Kulanand Joshi
Dy. Commissioner, Excise
Last Login : 26/11/2012 1:48 PM IST

Licence ▾ Import Permit ▾ Transport Permit ▾ Grievance ▾ Payments ▾ Dry Day Permission ▾ SCM ▾ Permit P-10 ▾

Permit P-11 ▾ Permit P-13 ▾

Process Licence Application

Licence Type	L3	Application Reference Number	ARN0000000241
Wholesale Vend Name	MOUSAM	Warehouse Name	PIJUSH
Wholesale Vend Address	BARUIPUR, KOLKATA, West Bengal		
Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Tender Scrutiny Approved : Level 2
All Documents are as per Check list	Complete Document Received	Complete Documents Received On	06/12/2012

Comments History

Task Name	Designation	User Name	Comments	Date
approveScrutinyLevel2	GM Excise	Manish Garg	Scrutiny approved by gm excise	06/12/2012
approveScrutinyLevel1	Superintendent	PC Thakur	Tender Scrutiny approved by cl supdt	06/12/2012
initiateTender	Dealing Assistant	Rajesh Kumar Miglani	Initiating Scrutiny	06/12/2012

Comments

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Figure 26: Process Tender Scrutiny byDC Excise

- System displays the details of the application against the corresponding ARN.
- Enter **Comments** and click **Send For Next Approval**.



- Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL).
- Click **Cancel**, to go back to the previous screen.

3.6 Approve Tender Scrutiny by Excise Commissioner

This section lists the steps to be performed to Approve Tender Scrutiny by Excise Commissioner.

To Approve Tender Scrutiny by Excise Commissioner:

1. Log on to the ESCIMS system.

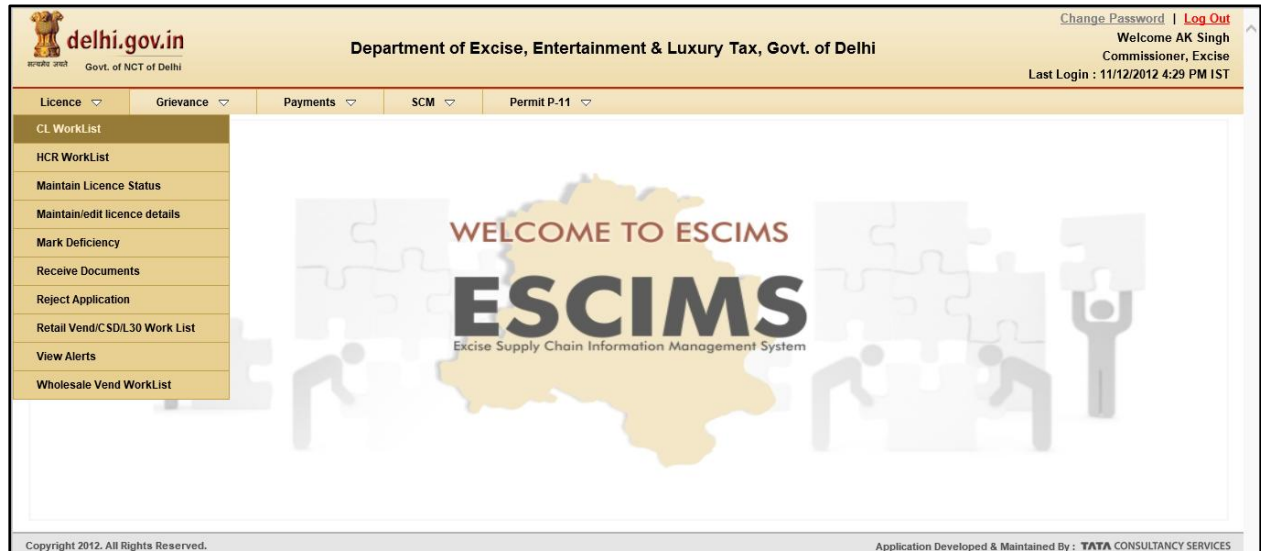


Figure 27: Licence Menus for Excise Commissioner

2. Select **CL Worklist** functionality under the Licence menu.



Figure 28: Work-list for Excise Commissioner

3. Click the **ARN**.

- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

delhi.gov.in Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Change Password | Log Out
Welcome AK Singh
Commissioner, Excise
Last Login : 5/12/2012 3:14 PM IST

Licence ▾ Grievance ▾ SCM ▾ Permit P-11 ▾

Process Licence Application

Licence Type	L3	Application Reference Number	ARN0000000241
Wholesale Vend Name	MOUSAM	Warehouse Name	PIJUSH
Wholesale Vend Address	BARUIPUR,KOLKATA,West Bengal		
Warehouse Address	SECTOR B POCKET L,VASANT KUNJ,DELHI		
Application Received On	06/12/2012	Status	Tender Scrutiny Approved : Level 3
All Documents are as per Check list	Complete Document Received	Complete Documents Received On	06/12/2012

Comments History

Task Name	Designation	User Name	Comments	Date
approveScrutinyLevel3	Deputy Commissioner Excise	Kulanand Joshi	Scrutiny approved by excise dc	06/12/2012
approveScrutinyLevel2	GM Excise	Manish Garg	Scrutiny approved by gm excise	06/12/2012
approveScrutinyLevel1	Superintendent	PC Thakur	Tender Scrutiny approved by cl supdt	06/12/2012
initiateTender	Dealing Assistant	Rajesh Kumar Miglani	Initiating Scrutiny	06/12/2012

Comments : Approving tender by
Excise EC

Cancel Approve Tender Return WorkItem Reject Application Cancel

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Figure 29: Approve Tender Scrutiny by Excise Commissioner

- System displays the details of the application against the corresponding ARN.
- Enter **Comments** and click **Approve Tender**.



- Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL).
- Click **Reject Application**, to reject the application.
- Click **Cancel**, to go back to the previous screen.

3.7 Initiate Offer Letter by Dealing Assistant (CL)

This section lists the steps to be performed to Initiate Offer Letter by Dealing Assistant (CL).

To Initiate Offer Letter by Dealing Assistant (CL)

1. Log on to the ESCIMS system.



Figure 30: Licence Menus for Dealing Assistant (CL)

2. Select **CL Worklist** functionality under the Licence menu.

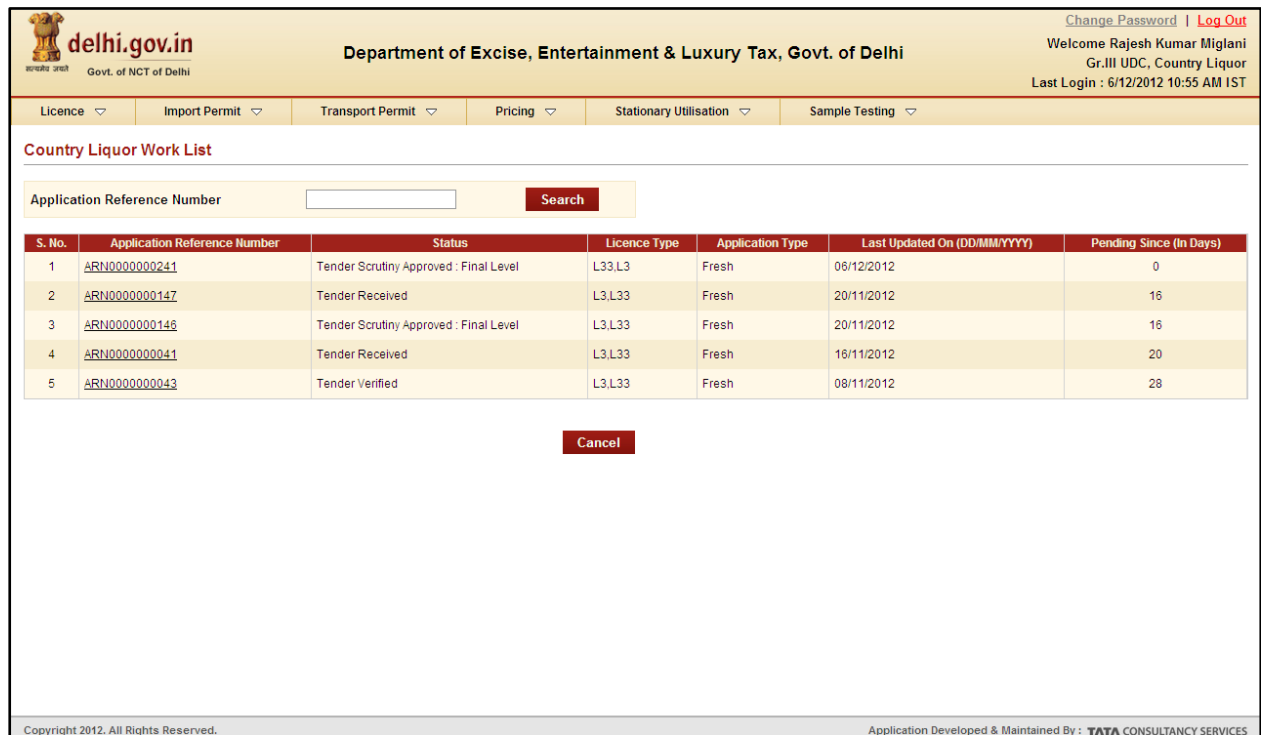


Figure 31: Work-list for Dealing Assistant (CL)

3. Click the **ARN**.

- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Tender Scrutiny Approved : Final Level
All Documents are As Per Check List	Complete Document Received	Complete Documents Received On	06/12/2012
L-3 Fees(₹)	500000.00	Allocation Percentage	14 %
L-33 Fees(₹)	75000.00	Performance Security Amount(₹)	1110667
Total Payable Fee(₹)	575000.00	Payee Code	
Pay by Date(₹)	15/12/2012		

Brand Details

S.No	Brand Name	Size	Case GTIN	Bottle GTIN
1	Bangla	750B12	16567567464564	06567567464564
2	Bangla	375B24	16543434634534	06543434634534
3	Bangla	180B50	18895645663636	08895645663636

Comments History

Task Name	User Name	Designation	Comments	Date
approveScrutinyFinal	AK Singh	Excise Commissioner	Approving tender by Excise EC	06/12/2012
approveScrutinyLevel3	Kulanand Joshi	Deputy Commissioner Excise	Scrutiny approved by excise dc	06/12/2012
approveScrutinyLevel2	Manish Garg	GM Excise	Scrutiny approved by gm excise	06/12/2012
approveScrutinyLevel1	PC Thakur	Superintendent	Tender Scrutiny approved by cl supdt	06/12/2012
initiateTender	Rajesh Kumar Miglani	Dealing Assistant	Initiating Scrutiny	06/12/2012

Comments *

Save And Initiate Offer Letter **Cancel**

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Figure 32: Initiate Offer Letter by Dealing Assistant (CL)

- System displays the details of the application against the corresponding ARN.
- Enter **Comments** and click **Save And Initiate Offer Letter**.



- Click **Cancel**, to go back to the previous screen.

3.8 Process Offer Letter by Superintendent (CL)

This section lists the steps to be performed to Process Offer Letter by Superintendent (CL).

To Process Offer Letter by Superintendent (CL)

1. Log on to the ESCIMS system.

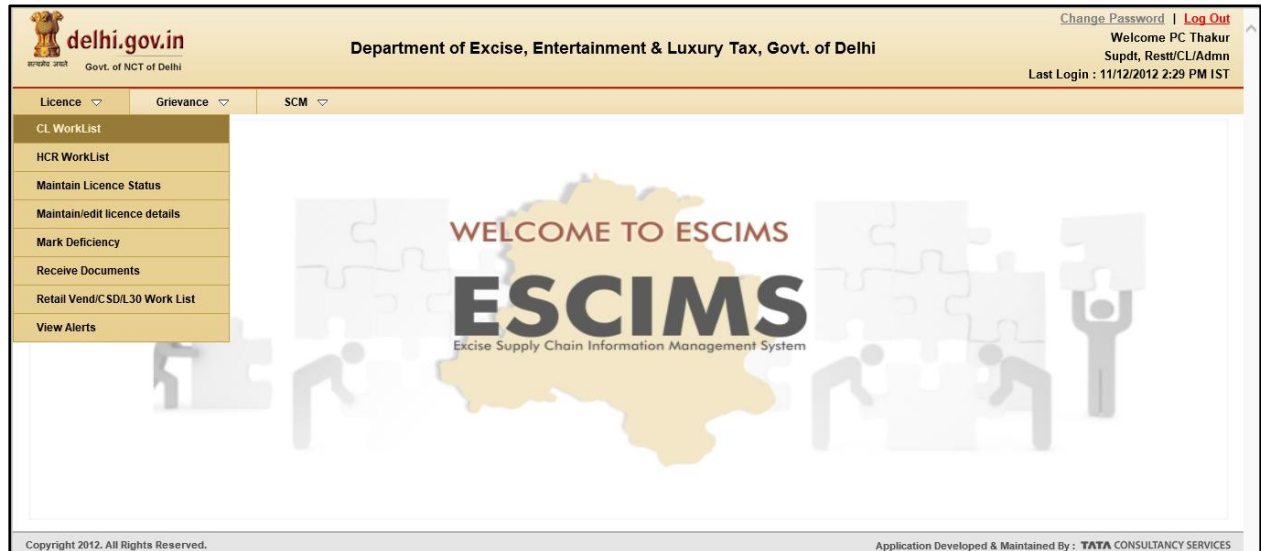


Figure 33: Licence Menus for Superintendent (CL)

2. Select **CL Worklist** functionality under the Licence menu.



Figure 34: Work-list for Superintendent CL)

3. Click the **ARN**.

- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Offer Letter Initiated
All Documents are As Per Check List	Complete Document Received	Complete Documents Received On	06/12/2012

L-3 Fees(₹)	500000.00	Allocation Percentage	14.00 %
L-33 Fees(₹)	75000.00	Performance Security Amount(₹)	1110667
Total Payable Fee(₹)	575000.00	Payee Code	
Pay by Date(₹)	15/12/2012		

Brand Details

S.No	Brand Name	Size	Case GTIN	Bottle GTIN
1	Bangla	750B12	16567567464564	06567567464564
2	Bangla	375B24	16543434634534	06543434634534
3	Bangla	180B50	18895645663636	08895645663636

Comments History

Task Name	User Name	Designation	Comments	Date
initiateOfferLetter	Rajesh Kumar Miglani	Dealing Assistant	Initiating offer letter	06/12/2012
approveScrutinyFinal	AK Singh	Excise Commissioner	Approving tender by Excise EC	06/12/2012
approveScrutinyLevel3	Kulanand Joshi	Deputy Commissioner Excise	Scrutiny approved by excise dc	06/12/2012
approveScrutinyLevel2	Manish Garg	GM Excise	Scrutiny approved by gm excise	06/12/2012
approveScrutinyLevel1	PC Thakur	Superintendent	Tender Scrutiny approved by cl supdt	06/12/2012

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Comments *

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Figure 35: Process Offer Letter bySuperintendent (CL)

4. System displays the details of the application against the corresponding ARN.

5. Enter details and click **Send For Next Approval**.

- Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL).
- Click **Cancel**, to go back to the previous screen.

3.9 Process Offer Letter by GM Excise

This section lists the steps to be performed to Process Offer Letter by GM Excise.

To Process Offer Letter by GM Excise

1. Log on to the ESCIMS system.

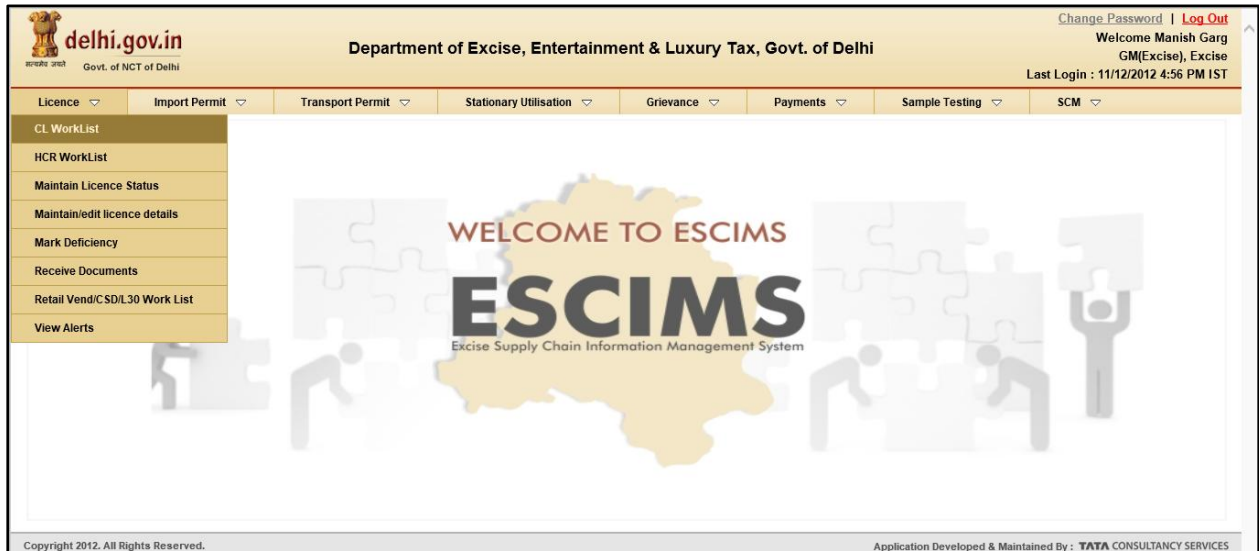


Figure 36: Licence Menus for GM Excise

2. Select **CL Worklist** functionality under the Licence menu.

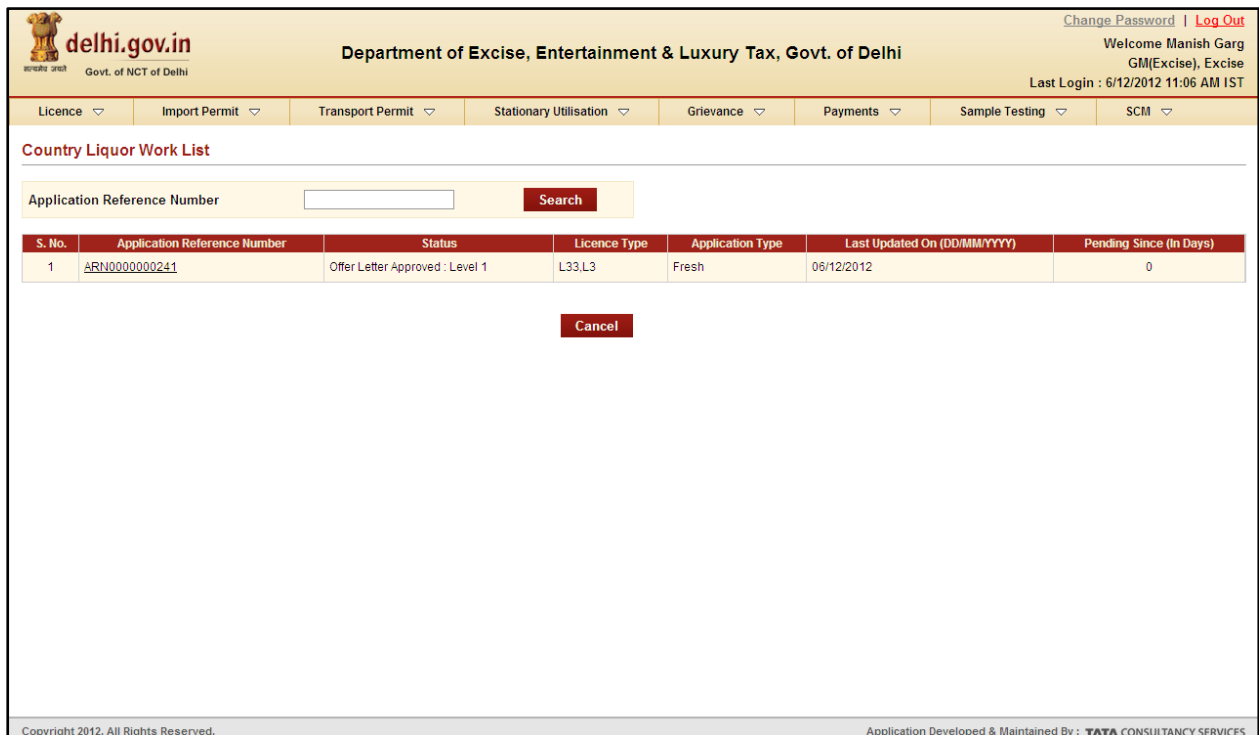


Figure 37: Work-list for GM Excise

3. Click the **ARN**.

- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Offer Letter Approved : Level 1
All Documents are As Per Check List	Complete Document Received	Complete Documents Received On	06/12/2012

L-3 Fees(₹)	500000.00	Allocation Percentage	14.00 %
L-33 Fees(₹)	75000.00	Performance Security Amount(₹)	1110667
Total Payable Fee(₹)	575000.00	Payee Code	
Pay by Date(₹)	15/12/2012		

Brand Details

S.No	Brand Name	Size	Case GTIN	Bottle GTIN
1	Bangla	750B12	16567567464564	06567567464564
2	Bangla	375B24	16543434634534	06543434634534
3	Bangla	180B50	18895645663636	08895645663636

Comments History

Task Name	User Name	Designation	Comments	Date
approveOfferLetterLevel1	PC Thakur	Superintendent	Offer letter approved by cl supdt	06/12/2012
initiateOfferLetter	Rajesh Kumar Miglani	Dealing Assistant	Initiating offer letter	06/12/2012
approveScrutinyFinal	AK Singh	Excise Commissioner	Approving tender by Excise EC	06/12/2012
approveScrutinyLevel3	Kulanand Joshi	Deputy Commissioner Excise	Scrutiny approved by excise dc	06/12/2012
approveScrutinyLevel2	Manish Garg	GM Excise	Scrutiny approved by gm excise	06/12/2012

« Prev | 1 | 2 | Next »

Comments *

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Figure 38: Process Offer Letter byGM Excise

- System displays the details of the application against the corresponding ARN.
- Enter details and click **Send For Next Approval**.



- Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL).
- Click **Cancel**, to go back to the previous screen.

3.10 Process Offer Letter by DC Excise

This section lists the steps to be performed to Process Offer Letter by DC Excise.

To Process Offer Letter by DC Excise:

1. Log on to the ESCIMS system.



Figure 39: Licence Menus for DC Excise

2. Select **CL Work List** functionality under Licence menu.

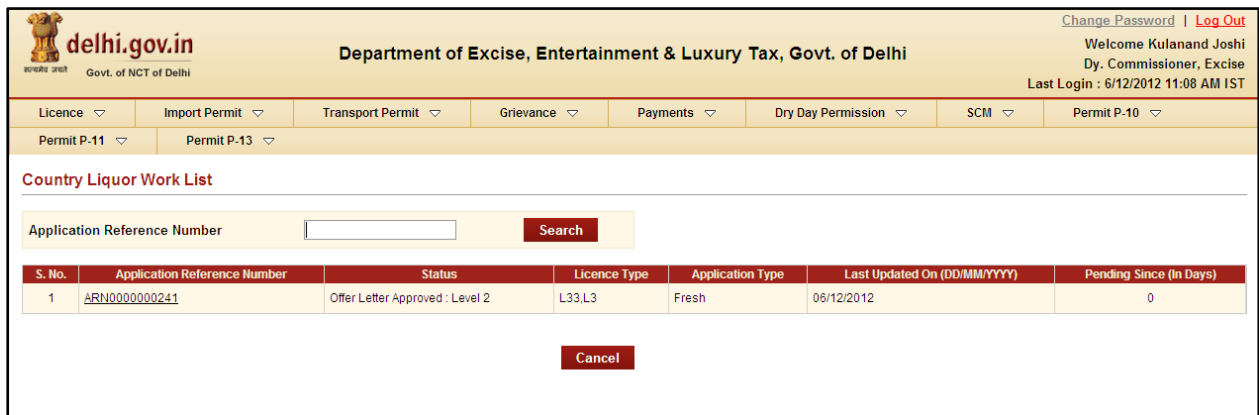


Figure 40: Work List for DC Excise

3. Click the **ARN**.



- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Offer Letter Approved : Level 2
All Documents are As Per Check List	Complete Document Received	Complete Documents Received On	06/12/2012

L-3 Fees(₹)	500000.00	Allocation Percentage	14.00 %
L-33 Fees(₹)	75000.00	Performance Security Amount(₹)	1110667
Total Payable Fee(₹)	575000.00	Payee Code	
Pay by Date(₹)	15/12/2012		

Brand Details

S.No	Brand Name	Size	Case GTIN	Bottle GTIN
1	Bangla	750B12	16567567464564	06567567464564
2	Bangla	375B24	16543434634534	06543434634534
3	Bangla	180B50	18895645663636	08895645663636

Comments History

Task Name	User Name	Designation	Comments	Date
approveOfferLetterLevel2	Manish Garg	GM Excise	offer letter approved by gm excise	06/12/2012
approveOfferLetterLevel1	PC Thakur	Superintendent	Offer letter approved by cl supdt	06/12/2012
initiateOfferLetter	Rajesh Kumar Miglani	Dealing Assistant	Initiating offer letter	06/12/2012
approveScrutinyFinal	AK Singh	Excise Commissioner	Approving tender by Excise EC	06/12/2012
approveScrutinyLevel3	Kulanand Joshi	Deputy Commissioner Excise	Scrutiny approved by excise dc	06/12/2012

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Comments *

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Figure 41: Process Offer Letter byDC Excise

- System displays the details of the application against the corresponding ARN.
- Enter details and click **Send For Next Approval**.



- Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL).
- Click **Cancel**, to go back to the previous screen.

3.11 Approve Offer Letter by Excise Commissioner

This section lists the steps to be performed to Approve Offer Letter by Excise Commissioner.

To Approve Offer Letter by Excise Commissioner:

1. Log on to the ESCIMS system.

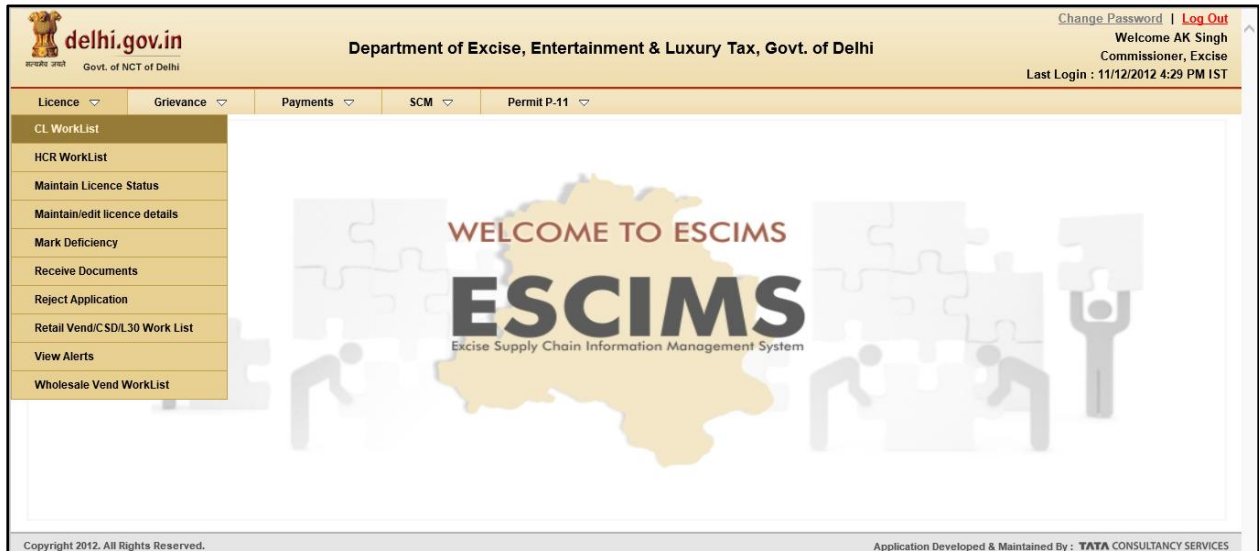


Figure 42: Licence Menus for Excise Commissioner

2. Select **CL Worklist** functionality under the Licence menu.

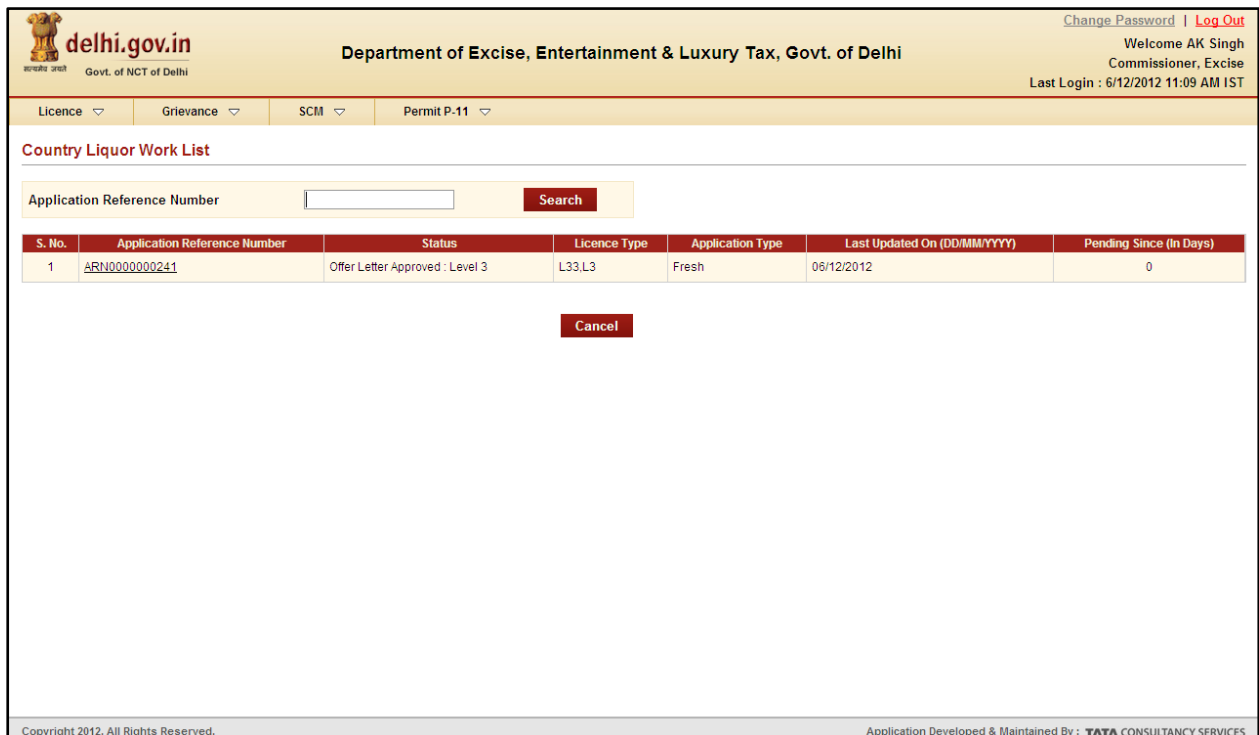


Figure 43: Work-list for Excise Commissioner

3. Click the **ARN**.

- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Offer Letter Approved : Level 3
All Documents are As Per Check List	Complete Document Received	Complete Documents Received On	06/12/2012

L-3 Fees(₹)	500000.00	Allocation Percentage	14.00 %
L-33 Fees(₹)	75000.00	Performance Security Amount(₹)	1110667
Total Payable Fee(₹)	575000.00	Payee Code	
Pay by Date(₹)	15/12/2012		

Brand Details

S.No	Brand Name	Size	Case GTIN	Bottle GTIN
1	Bangla	750B12	16567567464564	06567567464564
2	Bangla	375B24	16543434634534	06543434634534
3	Bangla	180B50	18895645663636	08895645663636

Comments History

Task Name	User Name	Designation	Comments	Date
approveOfferLetterLevel3	Kulanand Joshi	Deputy Commissioner Excise	Offer letter approved by dc	06/12/2012
approveOfferLetterLevel2	Manish Garg	GM Excise	offer letter approved by gm excise	06/12/2012
approveOfferLetterLevel1	PC Thakur	Superintendent	Offer letter approved by cl supdt	06/12/2012
initiateOfferLetter	Rajesh Kumar Miglani	Dealing Assistant	Initiating offer letter	06/12/2012
approveScrutinyFinal	AK Singh	Excise Commissioner	Approving tender by Excise EC	06/12/2012

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Comments *

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Figure 44: Approve Offer Letter by Excise Commissioner

- System displays the details of the application against the corresponding ARN.
- Enter details and click **Approve Offer Letter**.



- Click **Return Work item**, to send the work-item back to the Dealing Assistant (CL).
- Click **Reject Application**, to reject the application.
- Click **Cancel**, to go back to the previous screen.

3.12 Notify and Issue Offer Letter by Dealing Assistant (CL)

This section lists the steps to be performed to Notify and Issue Offer Letter by Dealing Assistant (CL).

To Notify and Issue Offer Letter by Dealing Assistant (CL):

1. Log on to the ESCIMS system.

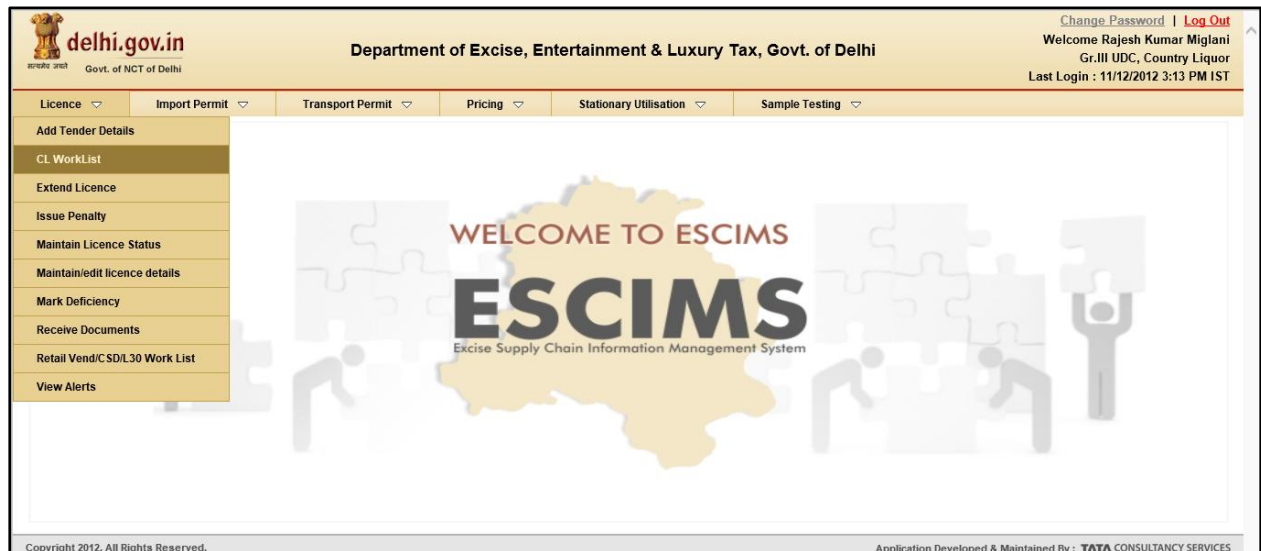


Figure 45: Licence Menus for Dealing Assistant (CL)

2. Select **CL Worklist** functionality under the Licence menu.

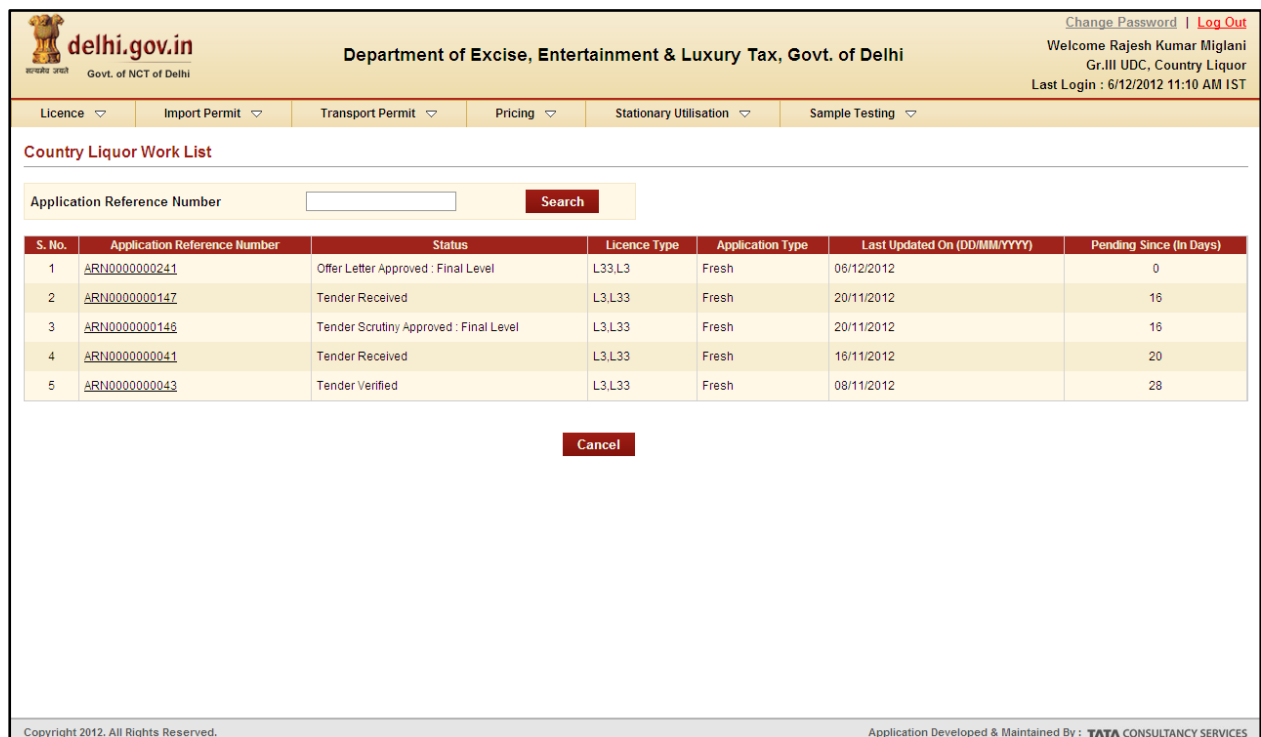


Figure 46: Work List for Dealing Assistant (CL)

3. Click the **ARN..**

- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI		
Application Received On	06/12/2012	Status	Offer Letter Approved - Final Level
All Documents are As Per Check List	Complete Document Received	Complete Documents Received On	06/12/2012

L-3 Fees(₹)	500000.00	Allocation Percentage	14.00 %
L-33 Fees(₹)	75000.00	Performance Security Amount(₹)	1110667
Total Payable Fee(₹)	575000.00	Payee Code	WV00217
Pay by Date(₹)	15/12/2012		

Brand Details

S.No	Brand Name	Size	Case GTIN	Bottle GTIN
1	Bangla	750B12	16567567464564	06567567464564
2	Bangla	375B24	16543434634534	06543434634534
3	Bangla	180B50	18895645663636	08895645663636

Comments History

Task Name	User Name	Designation	Comments	Date
approveOfferLetterFinal	AK Singh	Excise Commissioner	approving offer letter	06/12/2012
approveOfferLetterLevel3	Kulanand Joshi	Deputy Commissioner Excise	Offer letter approved by dc	06/12/2012
approveOfferLetterLevel2	Manish Garg	GM Excise	offer letter approved by gm excise	06/12/2012
approveOfferLetterLevel1	PC Thakur	Superintendent	Offer letter approved by cl supdt	06/12/2012
initiateOfferLetter	Rajesh Kumar Miglani	Dealing Assistant	Initiating offer letter	06/12/2012

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Comments *

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Figure 47: Notify and Issue Offer Letter by Dealing Assistant (CL)

- System displays the details of the application against the corresponding ARN.
- Enter **Comments** and click **Notify And Issue Offer Letter**.



- Click **View/Print Offer Letter**, to view/print the offer letter.
- Click **Cancel**, to go back to the previous screen.

3.13 Pay Licence Fee by Wholesale Vend

This section lists the steps to be performed to Pay Licence Fee by Wholesale Vend.

To Pay Licence Fee by Wholesale Vend

1. Log on to the ESCIMS system



Figure 48: Licence Menus for Wholesale Vend

2. Select **CL Worklist** functionality under the Licence menu.



Figure 49: Work-list for Wholesale Vend

3. Click the **ARN**.



- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

delhi.gov.in Govt. of NCT of Delhi **Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi** [Change Password](#) | [Log Out](#)
Welcome MOUSAM
Last Login : 6/12/2012 11:40 AM IST

Licence ▾ Import Permit ▾ Stationary Utilisation ▾ Payments ▾ SCM ▾

Pay Licence Fee

Licence Type	L33/L3	Application Reference Number	ARN0000000241
Wholesale Vend Name	MOUSAM	Warehouse Name	PIJUSH
Wholesale Vend Address	BARUIPUR,KOLKATA,West Bengal		
Warehouse Address	SECTOR B POCKET L,VASANT KUNJ,DELHI		
Status	Offer Letter Issued and Payment Awaited	Brand Name	Bangla

L-3 Fees(₹)	500000.00	Performance Security Amount(₹)	1110667
L-33 Fees(₹)	75000.00	Pay by Date	15/12/2012
Total Payable Fee(₹)	575000.00		

FDR Details

S.No	Required FDR Amount	FDR/BG Number	Bank Name	Branch Name	FDR Amount	FDR Number	FDR Start Date	FDR End Date
No Records Exist								

[Add New FDR](#) +

Make Payment **Cancel**

Figure 50: Pay Licence Fee by Wholesale Vend

4. System displays the details of the application against the corresponding ARN.
5. Click **Make Payment** for making the payment.



- Click **Add New FDR**, to enter the Fixed Deposit Receipt (FDR) details.
- Click **Cancel**, to go back to the previous screen.

The screenshot displays the user interface of the Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi. The header includes the Delhi Government logo, the website URL 'delhi.gov.in', and the department name. A navigation bar contains links for 'Licence', 'Import Permit', 'Stationary Utilisation', 'Payments', and 'SCM'. The main content area shows a 'Payment Status' section with a confirmation message: 'Payment Successful' and 'Challan No is : 06121210264'. A 'Generate Acknowledgement' button is visible below the message. The footer contains copyright information and the developer's name, TATA CONSULTANCY SERVICES.

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Change Password | Log Out
Welcome MOUSAM
Last Login : 6/12/2012 11:40 AM IST

Licence ▾ Import Permit ▾ Stationary Utilisation ▾ Payments ▾ SCM ▾

Payment Status

Payment Successful
Challan No is : 06121210264

[Generate Acknowledgement](#)

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Figure 51: Confirmation after Making Successful Payment

6. System displays confirmation message after successful payment.

3.14 Issue Licence Letter by Dealing Assistant (CL)

This section lists the steps to be performed to Issue Licence Letter by Dealing Assistant (CL).

To Issue Licence Letter by Dealing Assistant (CL):

1. Log on to the ESCIMS system.



Figure 52: Licence Menus for Dealing Assistant (CL)

2. Select **CL Worklist** functionality under the Licence menu.



Figure 53: Work-list for Dealing Assistant (CL)

3. Click the **ARN**.



- You may also **Search** for the Work-item on the basis of **ARN**.
- Click **Cancel**, to go back to the previous screen.

Wholesale Vend Address	BARUIPUR, KOLKATA, West Bengal- 700144						
Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI- 109755						
Complete Document ReceivedOn	06/12/2012	Document Status	Complete Document Received				
Distance from WholesaleVend to Warehouse(Kms)*	<input type="text" value="1500"/>						

FDR Details

S.No	Required FDR Amount	FDR/BG Number	Bank Name	Branch Name	FDR Amount	FDR Number	FDR Start Date	FDR End Date
No Records Exist								

Condition

S.No	Condition	Delete
1	<input type="text" value="XYZ Condition1"/>	<input type="checkbox"/>
2	<input type="text" value="ABC Condition2"/>	<input type="checkbox"/>

[Add Row](#) [Delete Row](#)

Task Name	User Name	Designation	Comments	Date
Offer letter approved	Rajesh Kumar Miglani	Dealing Assistant	Issuing offer letter	06/12/2012
Offer letter approved form level-3	AK Singh	Excise Commissioner	approving offer letter	06/12/2012
Offer letter approved from level-2	Kulanand Joshi	Deputy Commissioner Excise	Offer letter approved by dc	06/12/2012
Offer letter approved from level-1	Manish Garg	GM Excise	offer letter approved by gm excise	06/12/2012
Offer letter initiated	PC Thakur	Superintendent	Offer letter approved by cl supdt	06/12/2012

« Prev | 1 | 2 | 3 | Next »

Comment

[Issue Licence](#) [Cancel](#)

Figure 54: Issue Licence Letter by Dealing Assistant (CL)

- System displays the details of the application against the corresponding ARN.
- Enter **Distance from Wholesale Vend to Warehouse**, **Condition (If Any)**, **Comments** and click **Issue Licence**.



- To add more line items, click **Add Row**. A blank row is displayed to enter more line item.
- To delete line items, select the line item to delete and click **Delete Row**. The selected row is deleted.
- Click **Cancel**, to go back to the previous screen.



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Welcome Rajesh Kumar Miglani
Gr.III UDC, Country Liquor
Last Login : 6/12/2012 11:23 AM IST

Licence ▾
Import Permit ▾
Transport Permit ▾
Pricing ▾
Stationary Utilisation ▾
Sample Testing ▾

Licence issued successfully. L3 Licence ID: L3/2012/00218 and L33 Licence ID: L33/2012/00217

Issue Licence

Licence Type	L33.L3	Application Reference Number	ARN0000000241
Wholesale Vend Name	MOUSAM	Warehouse Name	PIJUSH
Wholesale Vend Address	BARUIPUR, KOLKATA, West Bengal- 700144		
Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI- 109755		
Complete Document ReceivedOn	06/12/2012	Document Status	Complete Document Received
Distance from WholesaleVend to Warehouse(Kms)*	<input type="text" value="1500.0"/>		

FDR Details

S.No	Required FDR Amount	FDR/BG Number	Bank Name	Branch Name	FDR Amount	FDR Number	FDR Start Date	FDR End Date
No Records Exist								

Condition

S.No	Condition
1	<input type="text" value="XYZ Condition1"/>
2	<input type="text" value="ABC Condition2"/>

Task Name	User Name	Designation	Comments	Date

Figure 55: Confirmation After Issuing Licence

6. System displays confirmation message after issuing licence.

Warehouse Address	SECTOR B POCKET L, VASANT KUNJ, DELHI- 109755		
Complete Document ReceivedOn	06/12/2012	Document Status	Complete Document Received
Distance from WholesaleVend to Warehouse(Kms)*	<input type="text" value="1500.0"/>		

FDR Details

S.No	Required FDR Amount	FDR/BG Number	Bank Name	Branch Name	FDR Amount	FDR Number	FDR Start Date	FDR End Date
No Records Exist								

Condition

S.No	Condition
1	<input type="text" value="XYZ Condition1"/>
2	<input type="text" value="ABC Condition2"/>

Task Name	User Name	Designation	Comments	Date
Payment done	Rajesh Kumar Miglani	Dealing Assistant	Issuing Licence	06/12/2012
Offer letter approved	Rajesh Kumar Miglani	Dealing Assistant	Issuing offer letter	06/12/2012
Offer letter approved from level-3	AK Singh	Excise Commissioner	approving offer letter	06/12/2012
Offer letter approved from level-2	Kulanand Joshi	Deputy Commissioner Excise	Offer letter approved by dc	06/12/2012
Offer letter approved from level-1	Manish Garg	GM Excise	offer letter approved by gm excise	06/12/2012

« Prev | 1 | 2 | 3 | Next »

Generate L-33 Licence Letter
Generate L-3 Licence Letter
Cancel

Figure 56: Confirmation After Issuing Licence

7. Click **Generate L-3 Licence Letter** or **Generate L-33 Licence Letter** for generating licence letter.



- Click **Cancel**, to go back to the previous screen.

MONTHLY ALLOCATION, RISK PURCHASE ORDER & IMPORT PERMIT

Through ESCIMS

4 Monthly Allocation, Risk Purchase Order & Import Permit

This chapter deals in placing of monthly allocation, risk purchase order and generation of import permit.

4.1 Generate Monthly Allocation by Dealing Assistant (CL)

This section lists the steps to be performed for generating Monthly Allocation by Dealing Assistant (CL).

To Generate Monthly Allocation by Dealing Assistant (CL):

1. Log on to the ESCIMS system.



Figure 57: Import Permit Menus for Dealing Assistant (CL)

2. Select **Generate Allocation** functionality under the Import Permit menu.


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 Dealing Assistant, Country Liquor

Licence ▾ | Import Permit ▾ | Transport Permit ▾ | Pricing ▾ | Stationary Utilisation ▾ | Sample Testing ▾

Generate Allocation

Allocation Month *	--Please Select--	--Please Select--
Choose Order Type *	--Please Select--	Go
	--Please Select-- Monthly Allocation Risk Purchase Order	Cancel

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Figure 58: Select Order Type as Monthly Allocation

3. Select **Allocation Month, Year** and **Order Type** as **Monthly Allocation**.
4. Click **Go**.



- Click **Cancel**, to go back to the previous screen.

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Licence ▾	Import Permit ▾	Transport Permit ▾	Pricing ▾	Stationary Utilisation ▾	Sample Testing ▾
Monthly Allocation					
Order Generation Date		15/10/2012			
Order Type		Monthly Allocation			
Average Daily Sale in Previous Month (cases) *		334			
Expected Requirement for Remaining *	16 ▾ Days of October @	334	Cases Per Day	5344	
Expected Requirement for *	30 ▾ Days of November @	334	Cases Per Day	10020	
Required Buffer Stock (cases) *		25000000			
Closing Balance of Stock at Warehouse (cases)		3004800			
Consignment Yet to be Received/In Bonded (cases)		0			
Net Additional Requirement (cases) *		22010564			
Round Off Net Additional Requirement (cases) *					
Approved Net Additional Requirement (cases) *					
Comments *					
Save Allocation		Print Allocation Note		Generate Import Permits	
				Cancel	
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Figure 59: Enter Monthly Allocation Details

- Enter Monthly Allocation details.
- Click **Save Allocation**.



- Click **Print Allocation Note**, to print the allocation note.
- Click **Cancel**, to go back to the previous screen

Govt. of NCT of Delhi Roles: [CL_DA]

Home Page Licence ▾ Retailvend Worklist Transport Permit ▾ Import Permit ▾ Sample Testing ▾

Pricing ▾ Stationary Utilisation ▾ Barcode Sequence ▾ Log Off

Allocation set for the Month November

Monthly Allocation

Order Generation Date		15/10/2012	
Order Type		Monthly Allocation	
Average Daily Sale in Previous Month (cases) *		0	
Expected Requirement for Remaining *	16 Days of October @	<input type="text" value="200"/> Cases Per Day	3200
Expected Requirement for *	30 Days of November @	<input type="text" value="500"/> Cases Per Day	15000
Required Buffer Stock (cases) *		<input type="text" value="1800"/>	
Closing Balance of Stock at Warehouse (cases)		0	
Consignment Yet to be Received/In Bonded (cases)		0	
Net Additional Requirement (cases) *		20000	
Round Off Net Additional Requirement (cases) *		<input type="text" value="20000"/>	
Approved Net Additional Requirement (cases) *		<input type="text" value="20000"/>	
Comments *		<input type="text" value="ok"/>	

Save Allocation Print Allocation Note Generate Import Permits Cancel

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Figure 60: Confirmation Message for Successful Setting of Monthly Allocation

7. Click **Generate Import Permits**.
8. System displays the success message.



- Click **Cancel**, to go back to the previous screen

4.2 Generate Risk Purchase Order by Dealing Assistant (CL)

This section lists the steps to be performed for generating Risk Purchase Order by Dealing Assistant (CL).

To Generate Risk Purchase Order by Dealing Assistant (CL):

1. Log on to the ESCIMS system.

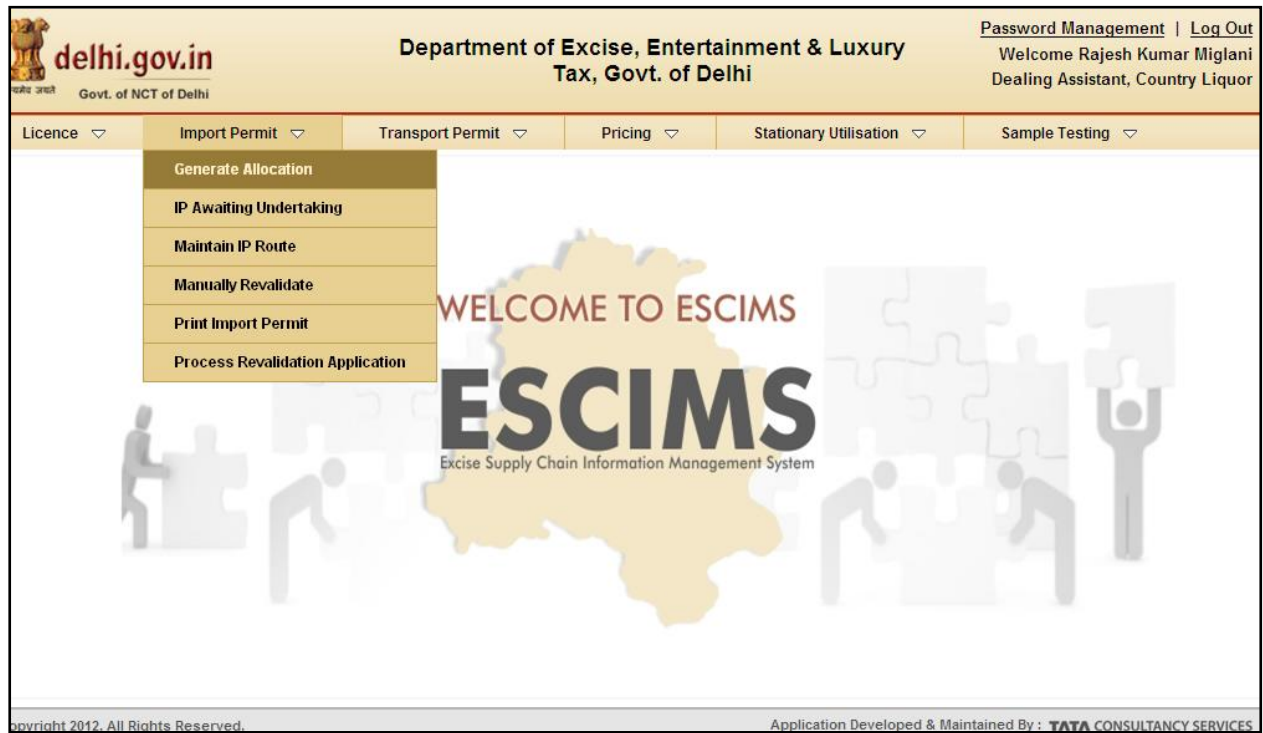


Figure 61: Import Permit Menus for Dealing Assistant (CL)

2. Select **Generate Allocation** functionality under the Import Permit menu.

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Roles: [CL_DA]

Licence ▾ Import Permit ▾ Transport Permit ▾ Pricing ▾ Stationary Utilisation ▾ Sample Testing ▾

Generate Allocation

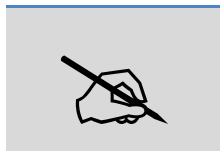
Allocation Month *

Choose Order Type *

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Figure 62: Select Order Type as Risk Purchase Order

3. Select Allocation Month, Year and Order Type as Risk Purchase Order.
4. Click **Go**.



- Click **Cancel**, to go back to the previous screen.

Z

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Risk Purchase Order

Order Generation Date Supply Start Date

Risk Order Quantity * Number Of Weeks *

S.No.	Distiller Name	Licence Status	Allocation % of Risk Purchase Quantity	Quantity (cases)	Quarts	Pints	Nips
1	DESI DISTILLERS CL	Active	3.00	12000	4800	4800	2400
2	FRANISCO TOTTI	Active	20.00	80000	32000	32000	16000
3	JOHNY DEPP LTD.	Active	20.00	80000	32000	32000	16000
4	DEV CL DISTILLERY	Active	25.00	100000	40000	40000	20000
5	RANGAR BREVIERIES LTD		0.0	0	0	0	0
6	RANA SUGARS LTD		0.0	0	0	0	0
7	PIONEER INDUSTRIES LTD		0.0	0	0	0	0
8	A B GRAIN SPIRITS (P) LTD.		0.0	0	0	0	0
9	ASSOCIATED DISTILLERIES (a unit of M/s Globus Spirits Ltd.)		0.0	0	0	0	0
10	N V DISTILLERIES LTD		0.0	0	0	0	0

Comments *

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Figure 63: Enter Risk Purchase Order Details

5. Enter **Risk Purchase Order** details.
6. Enter **Comments** and Click **Save**.



- Click **Cancel**, to go back to the previous screen

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Licence ▾
Import Permit ▾
Transport Permit ▾
Pricing ▾
Stationary Utilisation ▾
Sample Testing ▾

Data Saved Successfully

Risk Purchase Order

Order Generation Date	17/10/201	Risk Order Quantity	400000
Supply Start Date	20/10/201	Number Of Weeks	1

S.No.	Distiller Name	Licence Status	Allocation % of Risk Purchase Quantity	Quantity (cases)	Quarts	Pints	Nips
1	DESI DISTILLERS CL	Active	25.00	100000	40000	40000	20000
2	FRANISCO TOTTI	Active	25.00	100000	40000	40000	20000
3	JOHNY DEFF LTD.	Active	25.00	100000	40000	40000	20000
4	DEV CL DISTILLERY RANGAR BREWERIES LTD	Active	25.00	100000	40000	40000	20000
5	RANA SUGARS LTD		0.00	0	0	0	0
6	PIONEER INDUSTRIES LTD		0.00	0	0	0	0
7	A B GRAIN SPIRITS (F) LTD.		0.00	0	0	0	0
8	ASSOCIATED DISTILLERIES (a unit of M/s Globus Spirits Ltd.)		0.00	0	0	0	0
9	N V DISTILLERIES LTD		0.00	0	0	0	0
10							

[« Prev](#) | [1](#) | [2](#) | [3](#) | [Next »](#)

Comments

Save
Send Allocation Letter
Cancel

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Figure 64: Confirmation Message for Successful Setting of Risk Purchase Order

7. Click **Send Allocation Letter**.

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Licence ▾ Import Permit ▾ Transport Permit ▾ Pricing ▾ Stationary Utilisation ▾ Sample Testing ▾

Allocation Letter sent successfully

Risk Purchase Order

Order Generation Date	17/10/20	Risk Order Quantity	400000
Supply Start Date	20/10/20	Number Of Weeks	1

S.No.	Distiller Name	Licence Status	Allocation % of Risk Purchase Quantity	Quantity (cases)	Quarts	Pints	Nips	View Allocation Letter	Receive Undertaking & Send For Approval
1	DESI DISTILLERS CL	Active	25.00	100000	40000	40000	20000	View	Send
2	FRANSISCO TOTTI	Active	25.00	100000	40000	40000	20000	View	Send
3	JOHNY DEPP LTD.	Active	25.00	100000	40000	40000	20000	View	Send
4	DEV CL DISTILLERY	Active	25.00	100000	40000	40000	20000	View	Send
5	RANGAR BREWERIES LTD		0.00	0	0	0	0	View	Send
6	RANA SUGARS LTD		0.00	0	0	0	0	View	Send
7	PIONEER INDUSTRIES LTD		0.00	0	0	0	0	View	Send
8	A B GRAIN SPIRITS (P) LTD.		0.00	0	0	0	0	View	Send
9	ASSOCIATED DISTILLERIES (a unit of M/s Globus Spirits Ltd.)		0.00	0	0	0	0	View	Send
10	N V DISTILLERIES LTD		0.00	0	0	0	0	View	Send

[Prev](#) | 1 | 2 | 3 | [Next](#)


Comments: Risk Purchase Order for October

[Save](#) [Send Allocation Letter](#) [Cancel](#)


Done Local intranet 75%

Figure 65: Confirmation Message for Successfully Sending Risk Purchase Order Allocation Letters

8. System displays the success message.



- Click **Cancel**, to go back to the previous screen



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Licence ▾
Import Permit ▾
Transport Permit ▾
Pricing ▾
Stationary Utilisation ▾
Sample Testing ▾

Allocation sent for approval for Distiller DESI DISTILLERS CL

Risk Purchase Order

Order Generation Date	17/10/20	Risk Order Quantity	400000
Supply Start Date	20/10/20	Number Of Weeks	1

S.No.	Distiller Name	Licence Status	Allocation % of Risk Purchase Quantity	Quantity (cases)	Quarts	Pints	Nips	View Allocation Letter	Receive Undertaking & Send For Approval
1	DESI DISTILLERS CL	Active	25.00	100000	40000	40000	20000	View	<input type="checkbox"/> Allocation sent for approval
2	FRANSISCO TOTTI	Active	25.00	100000	40000	40000	20000	View	<input type="checkbox"/> Send
3	JOHNY DERP LTD.	Active	25.00	100000	40000	40000	20000	View	<input type="checkbox"/> Send
4	DEV CL DISTILLERY	Active	25.00	100000	40000	40000	20000	View	<input type="checkbox"/> Send
5	RANGAR BREWERIES LTD		0.00	0	0	0	0	View	<input type="checkbox"/> Send
6	RANA SUGARS LTD		0.00	0	0	0	0	View	<input type="checkbox"/> Send
7	PIONEER INDUSTRIES LTD		0.00	0	0	0	0	View	<input type="checkbox"/> Send
8	A B GRAIN SPIRITS (P) LTD.		0.00	0	0	0	0	View	<input type="checkbox"/> Send
9	ASSOCIATED DISTILLERIES (a unit of M/s Globus Spirits Ltd.)		0.00	0	0	0	0	View	<input type="checkbox"/> Send
10	N V DISTILLERIES LTD		0.00	0	0	0	0	View	<input type="checkbox"/> Send

« Prev | 1 | 2 | 3 | Next »

Comments


[Save](#)
[Send Allocation Letter](#)
[Cancel](#)

Figure 66: Receive Undertaking and Send for Approval

9. Select the checkbox for receiving the undertaking.
10. Click **Send**. System sends the Import Permits of the selected wholesale vend for further processing.



- Click **Cancel**, to go back to the previous screen



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Roles: [CL_DA]

Licence ▾
Import Permit ▾
Transport Permit ▾
Pricing ▾
Stationary Utilisation ▾
Sample Testing ▾

Allocation sent for approval for Distiller DESI DISTILLERS CL

Risk Purchase Order

Order Generation Date	17/10/20	Risk Order Quantity	400000
Supply Start Date	20/10/20	Number Of Weeks	1

S.No.	Distiller Name	Licence Status	Allocation % of Risk Purchase Quantity	Quantity (cases)	Quarts	Pints	Nips	View Allocation Letter	Receive Undertaking & Send For Approval
1	DESI DISTILLERS CL	Active	25.00	100000	40000	40000	20000	View	Allocation sent for approval
2	FRANSISCO TOTTI	Active	25.00	100000	40000	40000	20000	View	Send
3	JOHNY DEPP LTD.	Active	25.00	100000	40000	40000	20000	View	Send
4	DEV CL DISTILLERY	Active	25.00	100000	40000	40000	20000	View	Send
5	RANGAR BREWERIES LTD		0.00	0	0	0	0	View	Send
6	RANA SUGARS LTD		0.00	0	0	0	0	View	Send
7	PIONEER INDUSTRIES LTD		0.00	0	0	0	0	View	Send
8	A B GRAIN SPIRITS (P) LTD.		0.00	0	0	0	0	View	Send
9	ASSOCIATED DISTILLERIES (a unit of M/s Globus Spirits Ltd.)		0.00	0	0	0	0	View	Send
10	N V DISTILLERIES LTD		0.00	0	0	0	0	View	Send

[Prev](#) | [1](#) | [2](#) | [3](#) | [Next](#)

Comments Risk Purchase Order for October

Save
Send Allocation Letter
Cancel

Figure 67: Confirmation Message after sending Risk Purchase Order for Signing of IP

11. System displays the confirmation message.



- Click **Cancel**, to go back to the previous screen.

4.3 Send Allocation Letters of Monthly Allocation by Dealing Assistant (CL)

This section lists the steps to be performed for sending Allocation Letters of Monthly Allocation by Dealing Assistant (CL).

To Send Allocation Letters of Monthly Allocation by Dealing Assistant (CL)

1. Log on to the ESCIMS system.



Figure 68: Import Permit Menus for Dealing Assistant (CL)

2. Select **IP Awaiting Undertaking** functionality under the Import Permit menu.

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Import Permits Awaiting Undertaking

Allocation Month * --Please Select-- --Please Select-- Go

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Figure 69: Select Allocation Month and Year

3. Select **Allocation Month** and **Year**.
4. Click **Go**.

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Roles: [CL_DA]

Licence ▾ Import Permit ▾ Transport Permit ▾ Pricing ▾ Stationary Utilisation ▾ Sample Testing ▾

Import Permits Awaiting Undertaking

Allocation Month * November 2012 Go

Order Generation Date	15/10/2012
Order Type	Monthly Allocation
Order Quantity	20000 Cases

S.No.	Distiller Name	Licence Status	Allocation %	Quantity (cases)	Quarts	Pints	Nips
1	DESI DISTILLERS CL	Active	3.00	600	240	240	120

Comments *

Save Send Allocation Letter Cancel

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Figure 70: Enter Monthly Allocation Details

5. System displays the list of wholesale vendors for whom Import Permits are generated.
6. Enter **Comments** and click **Send Allocation Letter**.



- Click **Save**, to save the allocation letters. The saved allocation letters can be accessed later.
- Click **Cancel**, to go back to the previous screen

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Gr.III UDC, Country Liquor
Roles: [CL_DA]

Licence ▾ Import Permit ▾ Transport Permit ▾ Pricing ▾ Stationary Utilisation ▾ Sample Testing ▾

Allocation Letter sent successfully

Import Permits Awaiting Undertaking

Allocation Month * November ▾ 2012 ▾ **Go**

Order Generation Date	15/10/2012
Order Type	Monthly Allocation
Order Quantity	20000 Cases

S.No.	Distiller Name	Licence Status	Allocation %	Quantity (cases)	Quarts	Pints	Nips	View Allocation Letter	Receive Undertaking & Send For Approval
1	DESI DISTILLERS CL	Active	3.00	600	240	240	120	View	<input type="checkbox"/> Send

Comments *

Save **Send Allocation Letter** **Cancel**


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Figure 71: Confirmation Message for Successfully Sending Monthly Allocation Letters

7. System displays the success message.



- Click **Cancel**, to go back to the previous screen.


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Roles: [CL_DA]

Licence ▾ | Import Permit ▾ | Transport Permit ▾ | Pricing ▾ | Stationary Utilisation ▾ | Sample Testing ▾

Import Permits Awaiting Undertaking

Allocation Month * November ▾ 2012 ▾ Go

Order Generation Date	15/10/2012
Order Type	Monthly Allocation
Order Quantity	20000 Cases

S.No.	Distiller Name	Licence Status	Allocation %	Quantity (cases)	Quarts	Pints	Nips	View Allocation Letter	Receive Undertaking & Send For Approval
1	DESI DISTILLERS CL	Active	3.00	600	240	240	120	View	<input checked="" type="checkbox"/> Send

Comments *

Save Send Allocation Letter Cancel

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Figure 72: Receive Undertaking and Send for Approval

8. Select the checkbox for receiving the undertaking.
9. Click **Send Allocation Letter**. System sends the Import Permits of the selected wholesale vend for further processing.



- Click **Cancel**, to go back to the previous screen



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**Department of Excise, Entertainment & Luxury
Tax, Govt. of Delhi**

[Password Management](#) | [Log Out](#)
Welcome Rajesh Kumar Miglani
Gr.III UDC, Country Liquor
Roles: [CL_DA]

Licence ▾
Import Permit ▾
Transport Permit ▾
Pricing ▾
Stationary Utilisation ▾
Sample Testing ▾

Allocation sent for approval for Distiller DESI DISTILLERS CL

Import Permits Awaiting Undertaking

Allocation Month * November ▾ 2012 ▾ Go

Order Generation Date	15/10/2012
Order Type	Monthly Allocation
Order Quantity	20000 Cases

S.No.	Distiller Name	Licence Status	Allocation %	Quantity (cases)	Quarts	Pints	Nips	View Allocation Letter	Receive Undertaking & Send For Approval
1	DESI DISTILLERS CL	Active	3.00	600	240	240	120	View	Allocation sent for approval


Comments * Allocation set ▴ ▾

Save
Send Allocation Letter
Cancel

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Figure 73: Confirmation Message after sending Monthly Allocation for Signing of IP

10. System displays the confirmation message.



- Click **Cancel**, to go back to the previous screen.

4.4 Sign Import Permits by GM Excise

This section lists the steps to be performed for Signing Import Permits by GM Excise.


To Sign Import Permits by GM Excise:

1. Log on to the ESCIMS system.



Figure 74: Import Permit Menus for GM Excise

2. Access **Sign Import Permits** functionality under the Import Permit menu.



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**Department of Excise, Entertainment & Luxury
Tax, Govt. of Delhi**

[Password Management](#) | [Log Out](#)

Welcome Manish Garg
GM(Excise), Excise
Roles: [CL_GMEXCISE,
RESTAURANT_AC]

Licence ▾
Import Permit ▾
Transport Permit ▾
Stationary Utilisation ▾
Grievance ▾
Sample Testing ▾

SCM ▾

Sign Import Permit

[Select All](#)

S.No.	Distiller Name	Licence Status	Allocation %	Quantity (cases)	Select
1	DESI DISTILLERS CL	Active	3.00	600	<input type="checkbox"/>

Comments *

Sign IP
Cancel


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Figure 75: Work-list Screen

3. Work-list screen is displayed.
4. To sign the Import Permits, enter comments, select the Distiller Name and click **Sign IP**. Import Permits for the selected Distillers are approved.



- Click the **Distiller Name** for more details.
- Click **Cancel**, to go back to the previous screen.



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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Welcome Manish Garg
GM(Excise), Excise
Roles: [CL_GMEXCISE, RESTAURANT_AC]

Licence ▾
Import Permit ▾
Transport Permit ▾
Stationary Utilisation ▾
Grievance ▾
Sample Testing ▾
SCM ▾

Sign Import Permits

Issue Date	15/10/2012	Order Type	Monthly Allocation
Distiller Name	DESI DISTILLERS CL	Licence Status	Active
Brand	GULAB	Total Monthly Allocation	20000

Valid From Period 01/11/2012 to 07/11/2012

IP Number From	IP Number To	Number of Cases	Size (ml)	Number of IPs	Total Cases
IPN011112000145	IPN011112000145	80	750	1	80
IPN011112000146	IPN011112000146	80	375	1	80
IPN011112000147	IPN011112000147	30	180	1	30

Valid From Period 08/11/2012 to 15/11/2012

IP Number From	IP Number To	Number of Cases	Size (ml)	Number of IPs	Total Cases
IPN081112000148	IPN081112000148	80	750	1	80
IPN081112000149	IPN081112000149	80	375	1	80
IPN081112000150	IPN081112000150	30	180	1	30

Valid From Period 16/11/2012 to 22/11/2012

IP Number From	IP Number To	Number of Cases	Size (ml)	Number of IPs	Total Cases
IPN161112000151	IPN161112000151	80	750	1	80
IPN161112000152	IPN161112000152	80	375	1	80
IPN161112000153	IPN161112000153	30	180	1	30

Valid From Period 23/11/2012 to 30/11/2012

IP Number From	IP Number To	Number of Cases	Size (ml)	Number of IPs	Total Cases
IPN231112000154	IPN231112000154	80	750	1	80
IPN231112000155	IPN231112000155	80	375	1	80
IPN231112000156	IPN231112000156	30	180	1	30

Comments *

Figure 76: Sign IP Details

- To sign the Import Permits, enter comments and click **Sign IP**. Import Permits for the Distiller are approved.



- Click **Cancel**, to go back to the previous screen.

SAMPLE TESTING

Through ESCIMS

5 Sample Testing

This chapter deals in Sample Testing of Country Liquor.

5.1 Dispatch Country Liquor Sample by Excise Inspector

This section lists the steps to be performed for dispatching Country Liquor Sample by Excise Inspector.

To Dispatch Country Liquor Sample by Excise Inspector

1. Log on to the ESCIMS system

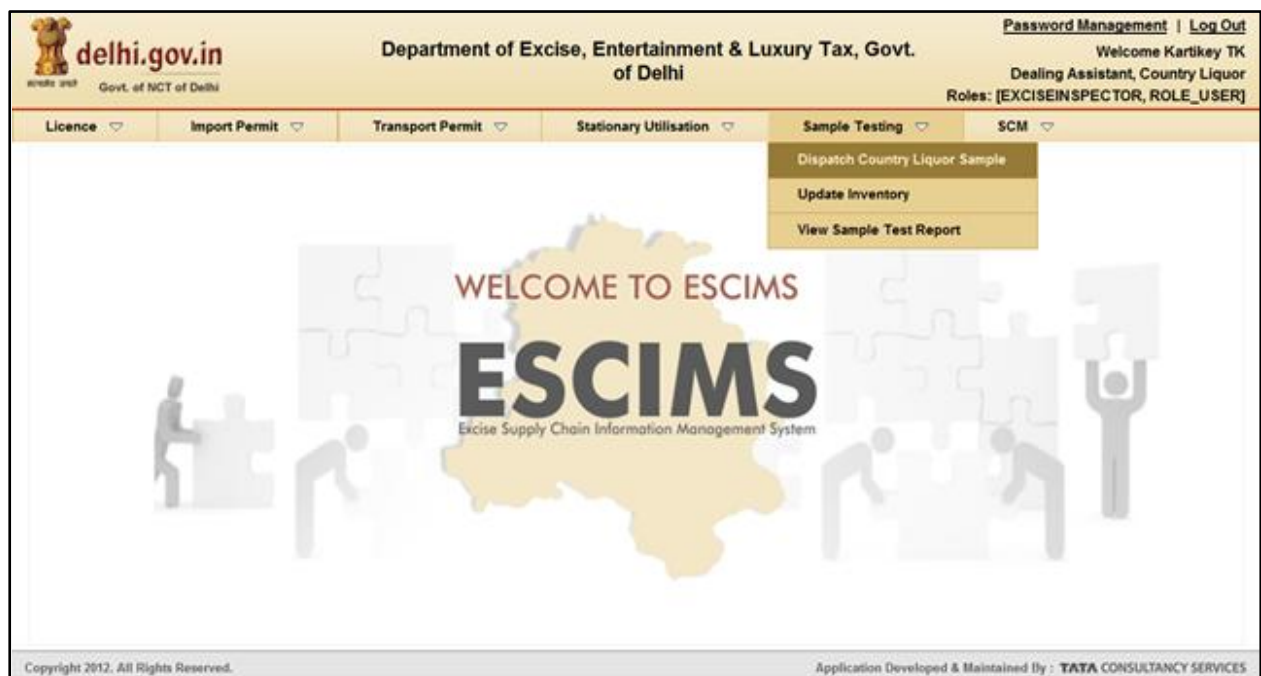


Figure 77: Sample Testing Menus for Excise Inspector

2. Select **Dispatch Country Liquor Sample** functionality under Sample Testing menu.

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Govt. of NCT of Delhi

Password Management | Log Out

Welcome Kartikey TK
Dealing Assistant, Country Liquor
Roles: [EXCISEINSPECTOR, ROLE_USER]

Licence ▾ Import Permit ▾ Transport Permit ▾ Stationary Utilisation ▾ Sample Testing ▾ SCM ▾

Dispatch Country Liquor Sample

Distiller Name *	--Please Select-- ▾	Brand Name	
Testing Type *	--Please Select-- ▾	Sample 1 Barcode *	
Dispatch Date	28/09/2012	Sample 2 Barcode *	
Batch Number		Sample 3 Barcode *	
IP Number		Sample Size *	--Please Select-- ▾
Manufacturing Date		Seal Impression *	

Submit Print Dispatch Letter

Figure 78: Enter Sample Details

3. Select **Distiller Name**, **Testing Type** and **Sample Size** from the drop-down list.
4. Enter the **Sample 1 Barcode**, **Sample 2 Barcode**, **Sample 3 Barcode** and **Seal Impression**.
5. Click **Submit**.

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Govt. of NCT of Delhi

Password Management | Log Out

Welcome Kartikey TK
Dealing Assistant, Country Liquor
Roles: [EXCISEINSPECTOR, ROLE_USER]

Licence ▾ Import Permit ▾ Transport Permit ▾ Stationary Utilisation ▾ Sample Testing ▾ SCM ▾

Data submitted successfully

Dispatch Country Liquor Sample

Distiller Name *	Poonawaala Beverages ▾	Brand Name	DILBAHAR
Testing Type *	Essential Testing ▾	Sample 1 Barcode *	0456984568458200000
Dispatch Date	28/09/2012	Sample 2 Barcode *	0456984568458200000
Batch Number	1240	Sample 3 Barcode *	0456984568458200000
IP Number	IPN230912000246	Sample Size *	750 ▾
Manufacturing Date	23/08/2012	Seal Impression *	sd

Submit Print Dispatch Letter

Figure 79: Confirmation Message after submitting the Details

6. Confirmation message is displayed by the system.



- Click **Print Dispatch Letter** for printing the dispatch letter.

5.2 Issue Lab Test Report by Chemist

This section lists the steps to be performed for issuing Lab Test Report by Chemist.

To Issue Lab Test Report by Chemist:

1. Log on to the ESCIMS system.

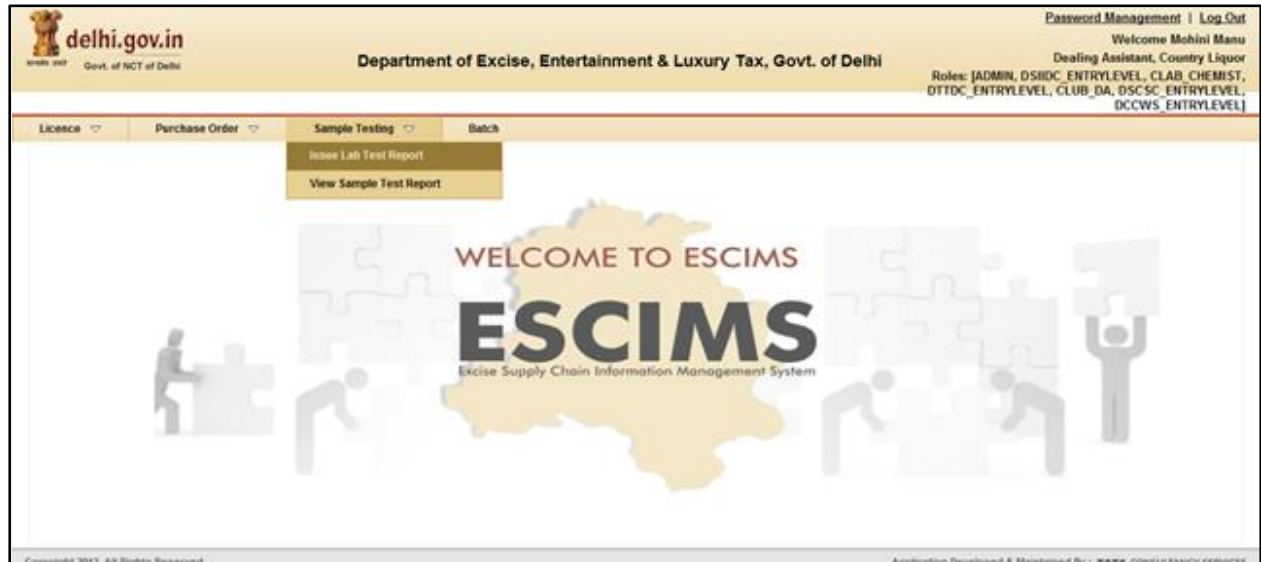


Figure 80: Sample Testing Menus for Chemist

2. Select **Issue Lab Test Report** functionality under Sample Testing menu.



Figure 81: Work-list Screen

3. Click **Work Item Number** for more details.



- You may also **Search** for the Work-item on the basis of **Work-item Number**.
- Click **Cancel**, to go back to the previous screen

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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Password Management | Log Out
Welcome Mohini Manu
Dealing Assistant, Country Liquor
Roles: [ADMIN, DSHDC, ENTRYLEVEL, CLAB, CHEMIST, DTDC, ENTRYLEVEL, CLUB_DA, DSCSC, ENTRYLEVEL, OCCWS, ENTRYLEVEL]

Licence ▾ Purchase Order ▾ Sample Testing ▾ Batch

Data Saved Successfully

Issue Lab Test Report

Dispatch Report Number	0912000125	Received On *	28/09/2012	Dispatch Date	28/09/2012
Distiller Name	Poonawalla Beverages	Batch Number	1240	Brand Name	DILBAHAR
Sample 1 Barcode	045698456845820000000145	Sample 2 Barcode	045698456845820000000146	Sample 3 Barcode	045698456845820000000147
Sample Size	750 ML	IP Number	IPN230912000246	Testing Type	Essential Testing
Manufacturing Date	23/08/2012	Sample Tested *	Sample 1	Seal Impression	sd

S.No.	Characteristics	Expressed as	Standard IS: 5287: 2005	Observation
1	Volume			
2	Color			
3	Test of Ethyl Alcohol		Negative	--Please Select--
4	Sedimented/Foreign Matter		Negative	--Please Select--

Can Essential Test Reports be released for this Batch? Yes

Sample Tested by mohini

Save Print Report Submit Cancel

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Figure 82: Enter Essential Test Report Details

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Password Management | Log Out
Welcome Mohini Manu
Dealing Assistant, Country Liquor
Roles: [ADMIN, DSHDC, ENTRYLEVEL, CLAB, CHEMIST, DTDC, ENTRYLEVEL, CLUB_DA, DSCSC, ENTRYLEVEL, OCCWS, ENTRYLEVEL]

Licence ▾ Purchase Order ▾ Sample Testing ▾ Batch

Data Saved Successfully

Issue Lab Test Report

Dispatch Report Number	1012000149	Received On *	11/10/2012	Dispatch Date	11/10/2012
Distiller Name	Poonawalla Beverages	Batch Number	1240	Brand Name	DILBAHAR
Sample 1 Barcode	045698456845820000000149	Sample 2 Barcode	045698456845820000000149	Sample 3 Barcode	045698456845820000000150
Sample Size	750 ML	IP Number	IPN230912000246	Testing Type	Detailed Testing
Manufacturing Date	23/08/2012	Sample Tested *	Sample 1	Seal Impression	sd

S.No.	Characteristics	Expressed as	Standard IS: 5287: 2005	Observation
1	Test of Ethyl Alcohol		Positive	Positive
2	Proof Strength		60PAB 5-51.5	60P
3	Ethyl Alcohol	N/V/V	28.57(27.71-29.43)	28.57
4	Total Acids as Tartaric Acid	Gms per 100 litre of absolute Alcohol	200.0	200.0
5	Volatile Acids as Acetic Acid	Gms per 100 litre of absolute Alcohol	100.0	100.0
6	Esters as Ethyl Acetate	Gms per 100 litre of absolute Alcohol	150.0	150.0
7	Higher Alcohol as Amyl Alcohol	Gms per 100 litre of absolute Alcohol	350.0	350.0
8	Aldehyde as Acetaldehyde	Gms per 100 litre of absolute Alcohol	35.0	35.0
9	Furfural	Gms per 100 litre of absolute Alcohol	12.0	12.0
10	Copper	Parts per million	10.0	10.0
11	Methyl Alcohol	Gms per 100 litre of absolute Alcohol	50.0	50.0
12	Sedimented/Foreign Matter		Negative	Negative

Is Sample Report ok: ☒ Yes ☐ No

Sample Tested by mohini

Confirmed * Sample is according to the Specification

Save Print Report Submit Cancel

Figure 83: Enter Detailed Test Report Details

- Enter the Test Report Details and click **Submit**.



- You may also click **Save** for saving the Workitem for future reference.
- Click **Print Report** for printing the test report.
- Click **Cancel**, to go back to the previous screen

5.3 Release Order Letter by Dealing Assistant (CL)

This section lists the steps to be performed for releasing Order Letter by Dealing Assistant (CL).

To Release Order Letter by Dealing Assistant (CL):

1. Log on to the ESCIMS system.



Figure 84: Sample Testing Menus for Dealing Assistant (CL)

2. Select **Release Order Letter** functionality under Sample Testing menu.

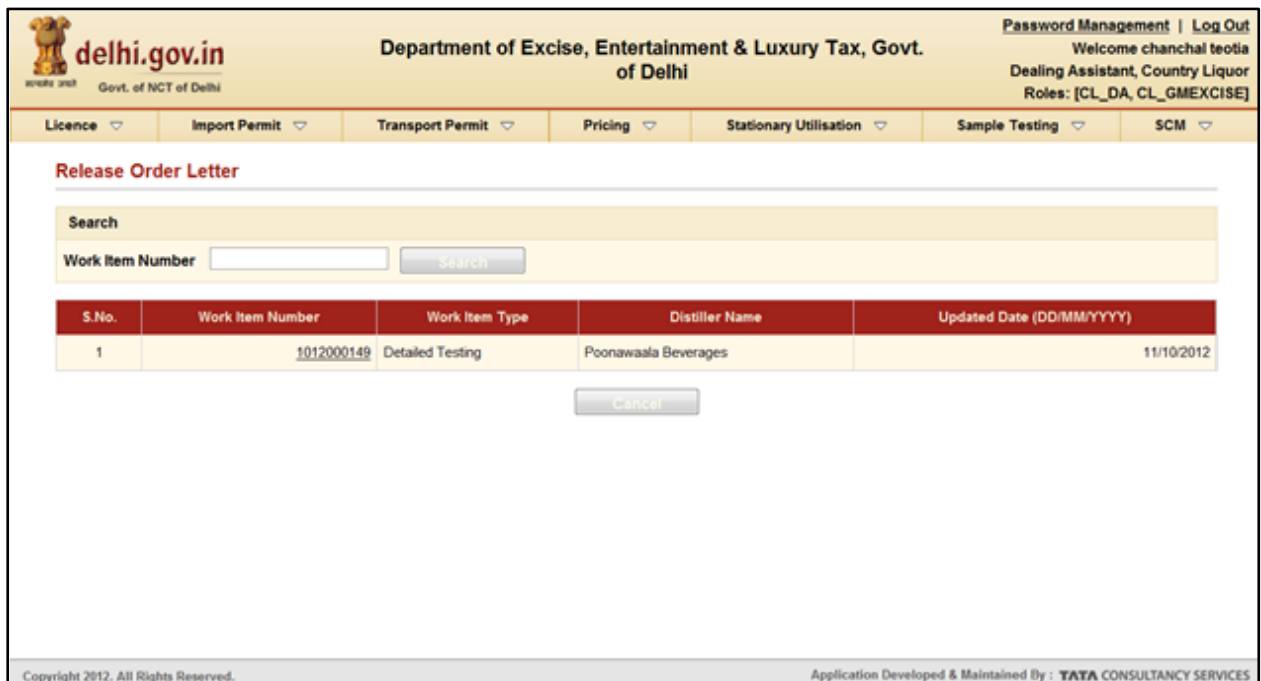


Figure 85: Work-list Screen

3. Click the **Work Item Number** for more details.



- You may also **Search** for the Workitem on the basis of **Work Item Number**.
- Click **Cancel**, to go back to the previous screen

License Import Permit Transport Permit Pricing Stationary Utilization Sample Testing SCM

Data Saved Successfully

Release Order Letter

Dispatch Report Number	1012000148	Received On	11/10/2012	Dispatch Date	11/10/2012
Distributor Name	Poonawalla Beverages	Batch Number	1240	Brand Name	DILSAHAR
Sample 1 Barcode	045696456845620000000148	Sample 2 Barcode	045696456845620000000148	Sample 3 Barcode	045696456845620000000150
Sample Size	750 ML	IP Number	IPQ20912000246	Testing Type	Detailed Testing
Manufacturing Date	23/06/2012	Sample Tested	Sample 1	Seal Impression	ad

S.No	Characteristics	Expressed as	Standard IS: 5287, 2005	Observation
1	Test of Ethyl Alcohol		Positive	Positive
2	Proof Strength		50P(48.5-51.5)	50P
3	Ethyl Alcohol	N/V	28.57(27.71-29.43)	28.57
4	Total Acids as Tartaric Acid	Gms per 100 litre of absolute Alcohol	200.0	200.0
5	Volatle Acids as Acetic Acid	Gms per 100 litre of absolute Alcohol	100.0	100.0
6	Esters as Ethyl Acetate	Gms per 100 litre of absolute Alcohol	150.0	150.0
7	Higher Alcohol as Amyl Alcohol	Gms per 100 litre of absolute Alcohol	350.0	350.0
8	Aldehyde as Acetaldehyde	Gms per 100 litre of absolute Alcohol	30.0	30.0
9	Furfural	Gms per 100 litre of absolute Alcohol	12.0	12.0
10	Copper	Parts per million	10.0	10.0
11	Methyl Alcohol	Gms per 100 litre of absolute Alcohol	50.0	50.0
12	Sedimented Foreign Matter		Negative	Negative

Is Sample Report ok ☐ Yes

Can Supplies be released after obtaining Essential Test Reports? ☐ Yes

Can Essential Test Reports be released for this Batch? ☐ Yes

Sample Tested by

Generate Test Note **Generate Order Letter**

Figure 86: Enter Release Order Details

- Enter the Release Order Details and click **Save**.
- Click **Submit** for submitting the release order details.



- Click **Generate Test Note** for printing the test note.
- Click **Generate Order Letter** for printing the order letter.
- Click **Cancel**, to go back to the previous screen

License Purchase Order Sample Testing Batch

Test Report Submitted Successfully

Issue Lab Test Report

Dispatch Report Number	1012000148	Received On	11/10/2012	Dispatch Date	11/10/2012
Distributor Name	Poonawalla Beverages	Batch Number	1240	Brand Name	DILSAHAR
Sample 1 Barcode	045696456845620000000148	Sample 2 Barcode	045696456845620000000149	Sample 3 Barcode	045696456845620000000150
Sample Size	750 ML	IP Number	IPQ20912000246	Testing Type	Detailed Testing
Manufacturing Date	23/06/2012	Sample Tested	Sample 1	Seal Impression	ad

S.No	Characteristics	Expressed as	Standard IS: 5287, 2005	Observation
1	Test of Ethyl Alcohol		Positive	Positive
2	Proof Strength		50P(48.5-51.5)	50P
3	Ethyl Alcohol	N/V	28.57(27.71-29.43)	28.57
4	Total Acids as Tartaric Acid	Gms per 100 litre of absolute Alcohol	200.0	200.0
5	Volatle Acids as Acetic Acid	Gms per 100 litre of absolute Alcohol	100.0	100.0
6	Esters as Ethyl Acetate	Gms per 100 litre of absolute Alcohol	150.0	150.0
7	Higher Alcohol as Amyl Alcohol	Gms per 100 litre of absolute Alcohol	350.0	350.0
8	Aldehyde as Acetaldehyde	Gms per 100 litre of absolute Alcohol	30.0	30.0
9	Furfural	Gms per 100 litre of absolute Alcohol	12.0	12.0
10	Copper	Parts per million	10.0	10.0
11	Methyl Alcohol	Gms per 100 litre of absolute Alcohol	50.0	50.0

Figure 87: Confirmation Message after Submitting Details

6. System displays confirmation message after submitting the details.



- Click **Cancel**, to go back to the previous screen

5.4 Update BWH Inventory by Excise Inspector

This section lists the steps to be performed for updating BWH Inventory by Excise Inspector.

To Update BWH Inventory by Excise Inspector:

1. Log on to the ESCIMS system.

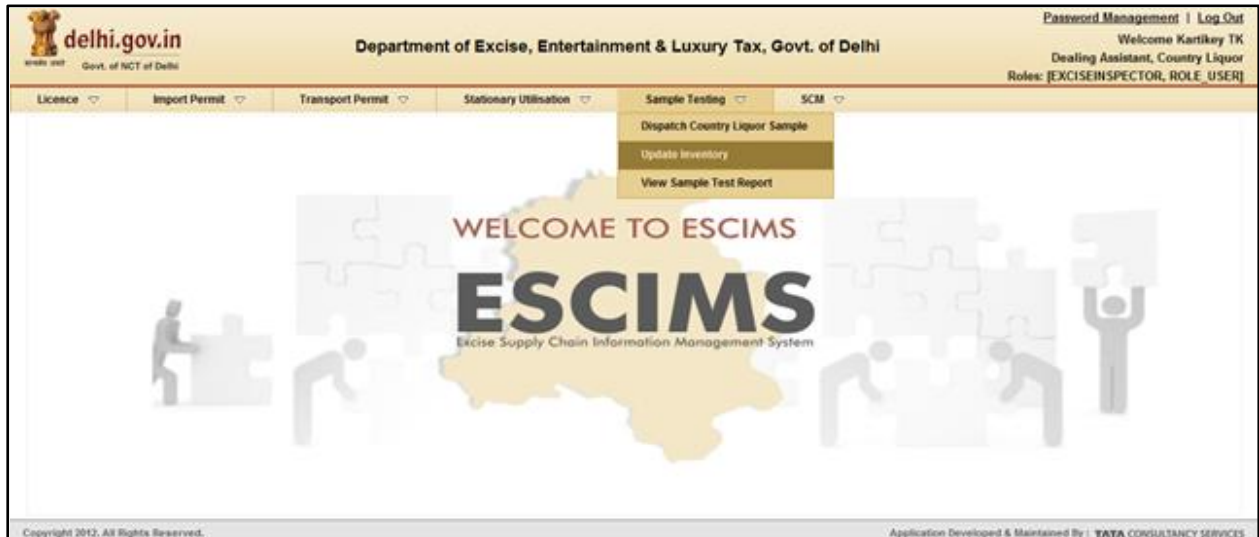


Figure 88: Sample Testing Menus for Excise Inspector

2. Select **Update Inventory** functionality under the Sample Testing menu.

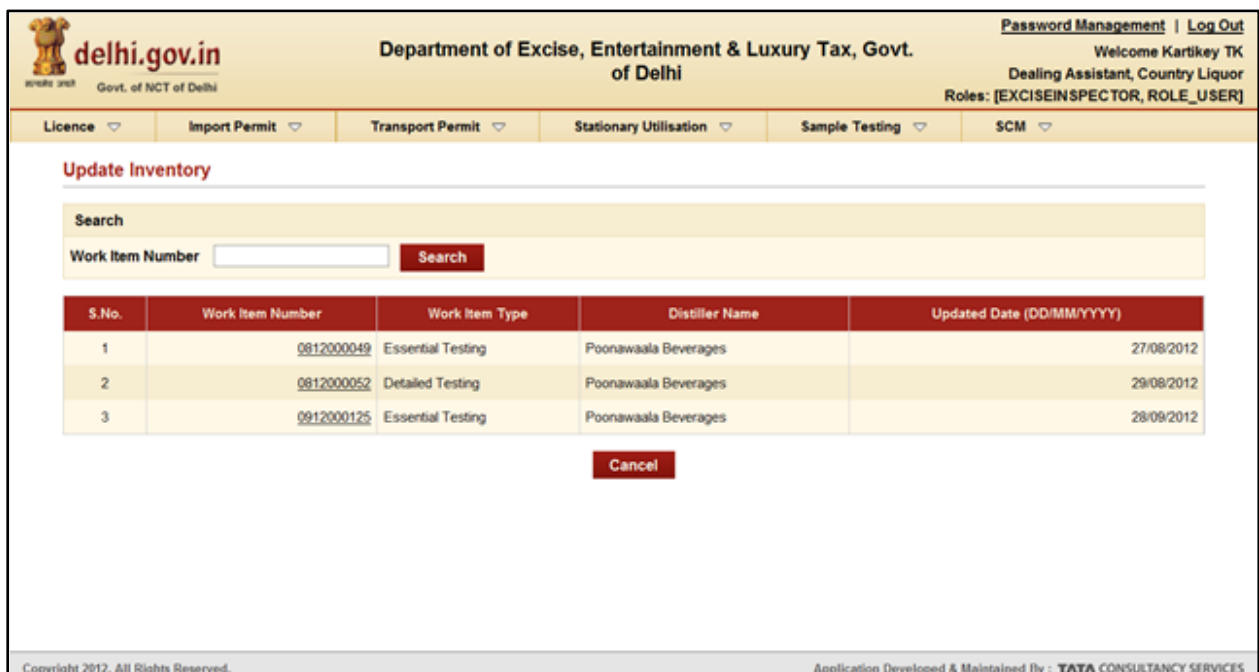


Figure 89: Work-list Screen

3. Click **Work Item Number** for more details.



- You may also **Search** for the Work-item on the basis of **Work Item Number**.
- Click **Cancel**, to go back to the previous screen

Update Inventory

Dispatch Report Number	0912000125	Received On	28/09/2012	Dispatch Date	28/09/2012
Distiller Name	Poonawaala Beverages	Batch Number	1240	Brand Name	DILBAHAR
Sample 1 Barcode	045698456845820000000145	Sample 2 Barcode	045698456845820000000146	Sample 3 Barcode	045698456845820000000147
Sample Size	750 ML	IP Number	IPN230912000246	Testing Type	Essential Testing
Manufacturing Date	23/08/2012	Sample Tested	Sample 1	Seal Impression	sd

S.No.	Characteristics	Expressed as	Standard IS: 5287: 2005	Observation
1	Volume			12
2	Color			red
3	Test of Ethyl Alcohol		Negative	Negative
4	Sedimented/Foreign Matter		Negative	Negative

Essential Test Report Hard Copy Received On *

Release Supplies *

Sample Tested by mohini

Update Inventory **Cancel**

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Figure 90: Enter Essential Test Report Details for Updating Inventory

Update Inventory

Dispatch Report Number	1012000149	Received On	11/10/2012	Dispatch Date	11/10/2012
Distiller Name	Poonawaala Beverages	Batch Number	1240	Brand Name	DILBAHAR
Sample 1 Barcode	045698456845820000000148	Sample 2 Barcode	045698456845820000000149	Sample 3 Barcode	045698456845820000000150
Sample Size	750 ML	IP Number	IPN230912000246	Testing Type	Detailed Testing
Manufacturing Date	23/08/2012	Sample Tested	Sample 1	Seal Impression	sd

S.No.	Characteristics	Expressed as	Standard IS: 5287: 2005	Observation
1	Test of Ethyl Alcohol		Positive	Positive
2	Proof Strength		50P(48.5-51.5)	50P
3	Ethyl Alcohol	%V/V	28.57(27.71-29.43)	28.57
4	Total Acids as Tartaric Acid	Gms per 100 litre of absolute Alcohol	200.0	200.0
5	Volatile Acids as Acetic Acid	Gms per 100 litre of absolute Alcohol	100.0	100.0
6	Esters as Ethyl Acetate	Gms per 100 litre of absolute Alcohol	150.0	150.0
7	Higher Alcohol as Amyl Alcohol	Gms per 100 litre of absolute Alcohol	350.0	350.0
8	Aldehyde as Acetaldehyde	Gms per 100 litre of absolute Alcohol	35.0	35.0
9	Furfural	Gms per 100 litre of absolute Alcohol	12.0	12.0
10	Copper	Parts per million	10.0	10.0
11	Methyl Alcohol	Gms per 100 litre of absolute Alcohol	50.0	50.0
12	Sedimented/Foreign Matter		Negative	Negative

Order Letter Hard Copy Received On *

Can Supplies be released after obtaining Essential Test Reports? Yes

Sample Tested by mohini

Update Inventory **Cancel**

Figure 91: Enter Detailed Test Report Details for Updating Inventory

- Enter the Test Report Details and click **Update Inventory**.



- Click **Cancel**, to go back to the previous screen

Licence Import Permit Transport Permit Stationary Utilisation Sample Testing SCM

Inventory Updated Successfully

Update Inventory

Dispatch Report Number	0912000125	Received On	28/09/2012	Dispatch Date	28/09/2012
Distiller Name	Poonawala Beverages	Batch Number	1240	Brand Name	DILBAHAR
Sample 1 Barcode	045698456845820000000145	Sample 2 Barcode	045698456845820000000146	Sample 3 Barcode	045698456845820000000147
Sample Size	750 ML	IP Number	IPN230912000246	Testing Type	Essential Testing
Manufacturing Date	23/08/2012	Sample Tested	Sample 1	Seal Impression	sd

S.No.	Characteristics	Expressed as	Standard IS: 5267: 2005	Observation
1	Volume			12
2	Color			red
3	Test of Ethyl Alcohol		Negative	Negative
4	Sedimented/Foreign Matter		Negative	Negative

Essential Test Report Hard Copy Received On * 28/09/2012

Release Supplies * Yes

Sample Tested by mohini

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Figure 92: Confirmation Message after Updating Inventory

- System displays confirmation message after updating the inventory.



- Click **Cancel**, to go back to the previous screen

5.5 View Sample Test Report by Excise Inspector

This section lists the steps to be performed for viewing Sample Test report by Excise Inspector.

To View Sample Test Report by Excise Inspector:

1. Log on to the ESCIMS system.

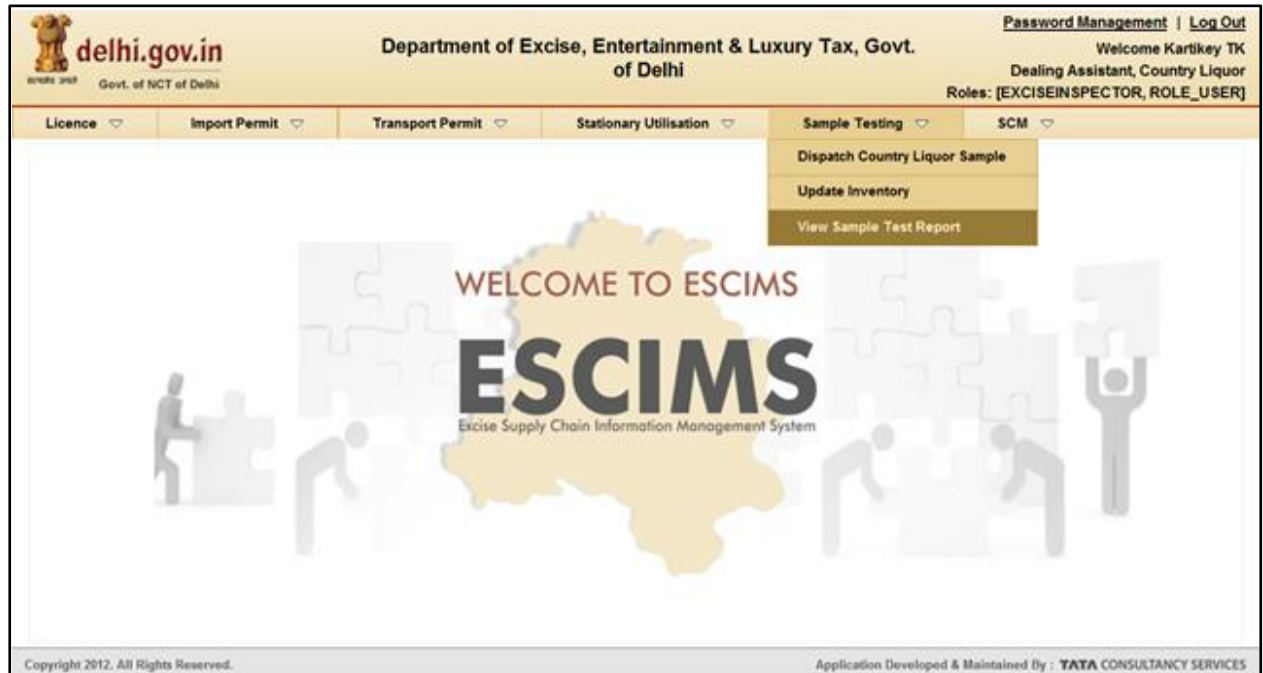


Figure 93: Sample Testing Menus for Excise Inspector

2. Select **View Sample Test Report** functionality under the Sample Testing menu.

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Password Management | Log Out
Welcome Kartikey TK
Dealing Assistant, Country Liquor
Roles: [EXCISEINSPECTOR, ROLE_USER]

Licence ▾ Import Permit ▾ Transport Permit ▾ Stationary Utilisation ▾ Sample Testing ▾ SCM ▾

View Sample Test Report

Start Date

End Date

Brand

Type of Testing


Search

S.No.	Dispatch Report Number	Type of Testing	Brand	Test Report Issue Date (DD/MM/YYYY)
1	0812000027	Detailed Testing	DILBAHAR	24/08/2012
2	0812000049	Essential Testing	DILBAHAR	27/08/2012
3	0812000050	Detailed Testing	DILBAHAR	27/08/2012
4	0812000051	Essential Testing	DILBAHAR	27/08/2012
5	0812000052	Detailed Testing	DILBAHAR	29/08/2012
6	0812000053	Essential Testing	DILBAHAR	29/08/2012
7	0912000125	Essential Testing	DILBAHAR	28/09/2012

Print **Cancel**

Figure 94: View Sample Test Report Screen

3. Click **Dispatch Report Number** for more details.



- You may also **Search** for the sample test report on the basis of **Start Date, End Date, Brand and Type of Testing**.
- Click **Print** for printing the sample test report.
- Click **Cancel**, to go back to the previous screen

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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Password Management | Log Out
Welcome Kartikey TK
Dealing Assistant, Country Liquor
Roles: [EXCISEINSPECTOR, ROLE_USER]

Licence ▾ Import Permit ▾ Transport Permit ▾ Stationary Utilisation ▾ Sample Testing ▾ SCM ▾

View Sample Test Report

Dispatch Report Number	0912000125	Received On	28/09/2012	Dispatch Date	28/09/2012
Distillery Name	Kashiram Godowns	Batch Number	1240	Brand Name	DILBAHAR
Sample 1 Barcode	045698456845820000000145	Sample 2 Barcode	045698456845820000000145	Sample 3 Barcode	045698456845820000000147
Sample Size	750	IP Number	IPN230912000246	Testing Type	Essential Testing
Manufacturing Month	23/08/2012	Sample Tested	Sample 1	Seal Impression	sd

S.No.	Characteristics	Expressed as	Standard IS: 5287: 2005	Observation
1	Volume			12
2	Color			red
3	Test of Ethyl Alcohol		Negative	Negative
4	Sedimented Foreign Matter		Negative	Negative

Test Report Issue Date: 28/09/2012
Sample Tested by: mohini

Print Test Report **Cancel**

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Figure 95: View Details of Sample Test Report

4. Click **Print Test Report** for printing the sample test report.



- Click **Cancel**, to go back to the previous screen

PURCHASE ORDER & TRANSPORT PERMIT

Through ESCIMS

6 Purchase Order & Transport Permit

This chapter deals in Placing of Purchase Order and Generation of Transport Permit.

6.1 Place Purchase Order by Corporation Clerk (CL)

This section lists the steps to be performed for placing the Purchase Order by Corporation Clerk (CL).

To Place Purchase Order by Corporation Clerk (CL):

1. Log on to the ESCIMS system.

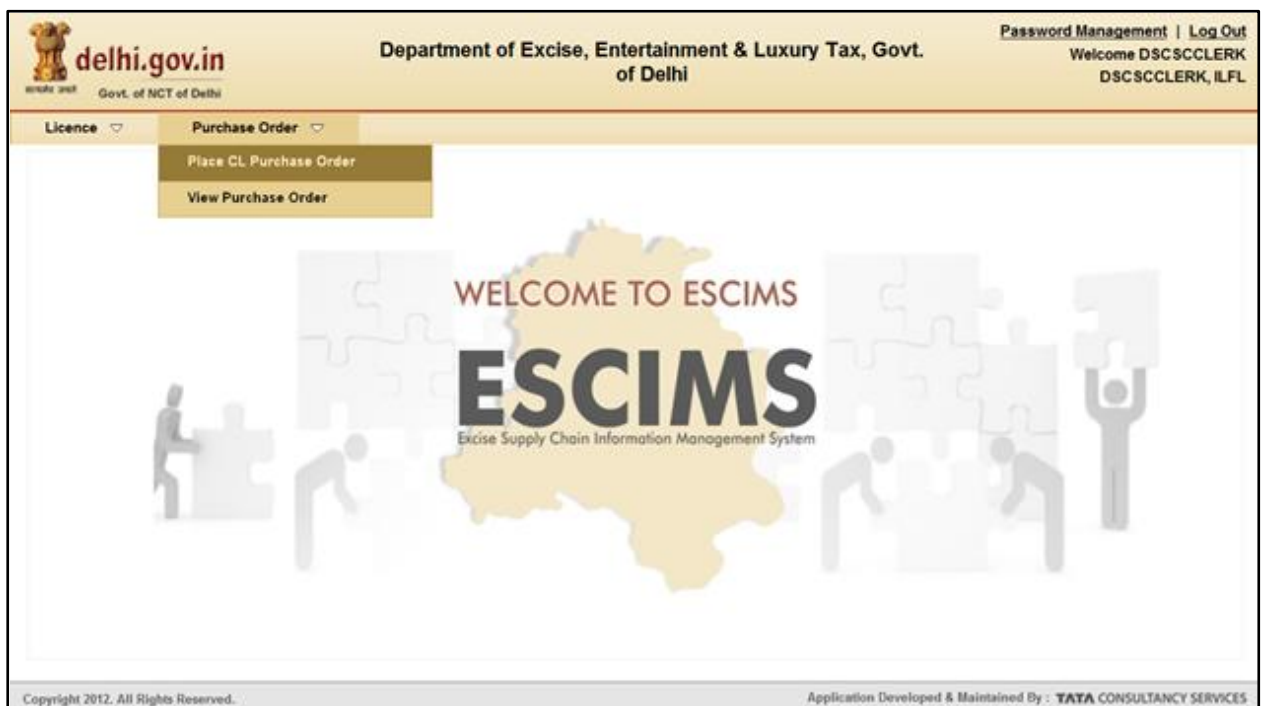


Figure 96: PurchaseOrder Menus for CorporationClerk (CL)

2. Select **Place CL Purchase Order** functionality under the Purchase Order menu.

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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Password Management | Log Out
Welcome DSCSCCLERK
DSCSCCLERK, ILFL

Licence ▾ Purchase Order ▾

Country Liquor - Purchase Order

Purchase Order Number		Order Date (DD/MM/YYYY)	27/09/2012
Corporation Details	Delhi State Civil Supplies Corporation Limited, Aapurti Bhawan, 7-9 Aram Bagh, Paharganj, Delhi, New Delhi, 110055	Order Status	New
Payee Code	2000007	Account Balance (₹)	656166150.23

S.No.	Vend Name	Liquor Brand	Size (ml)	Pack Size	Current Vend Inventory (bottle)	Order Quantity In Transit (cases)	Order Quantity (cases)	Warehouse Inventory (cases)	Excise Duty per Bottle (₹)	Total Excise Duty (₹)	Weekly Sales (bottle)	Delete
1	--Please Select-- Gillies METTALICA	--Please Select--	--Please Select--		0	0		0	0		0	<input type="checkbox"/>

+ Add Row X Delete Row

Total Excise Duty ₹

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Figure 97: Enter Purchase Order Details

3. Select **Vend Name**, **Liquor Brand** and **Size** from the drop-down list.
4. Enter the **Order Quantity**.



- To add more line items, click **Add Row**. A blank row is displayed to enter more line item.
- To delete line items, select the line item to delete and click **Delete Row**. The selected row is deleted.
- Click **Save** to save the purchase order. The saved purchase order can be accessed later.
- Click **Cancel**, to go back to the previous screen.

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Password Management | Log Out
Welcome DSCSCCLERK
DSCSCCLERK, ILFL

Licence ▾ Purchase Order ▾

Request Submitted Successfully with Purchase Order Number: PO280912002132

Country Liquor - Purchase Order

Purchase Order Number	PO280912002132	Order Date (DD/MM/YYYY)	28/09/2012
Corporation Details	Delhi State Civil Supplies Corporation Limited, Aspurti Bhawan, 7-9 Aram Bagh, Paharganj, Delhi, New Delhi, 110055	Order Status	Pending Processing
Payee Code	2000007	Account Balance (₹)	656166150.23

S.No.	Vend Name	Liquor Brand	Size (ml)	Pack Size	Current Vend Inventory (bottle)	Order Quantity In Transit (cases)	Order Quantity (cases)	Warehouse Inventory (cases)	Excise Duty per Bottle (₹)	Total Excise Duty (₹)	Weekly Sales (bottle)
1	Gitters	DILBAHAR	180	50	0	0	400	992400	4.44	88800.00	0
2	NIETALUCA	CALS CHILL ALL MALT PR. BEER	330	24	0	0	400	988400	154.21	1480416.00	0

Total Excise Duty ₹ 1569216.00

Cancel Purchase Order Cancel

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Figure 98: Submit the Purchase Order

- Click **Submit** to submit the purchase order. The Purchase Order reference number is displayed at the top of the screen for future reference.



- Click **Cancel Purchase Order** to cancel the submitted purchase order.
- Click **Cancel**, to go back to the previous screen.

6.2 Process Purchase Order by Dealing Assistant (CL)

This section lists the steps to be performed for processing of the Purchase Order by DA (CL).

To Process Purchase Order by DA (CL):

1. Log on to the ESCIMS system.

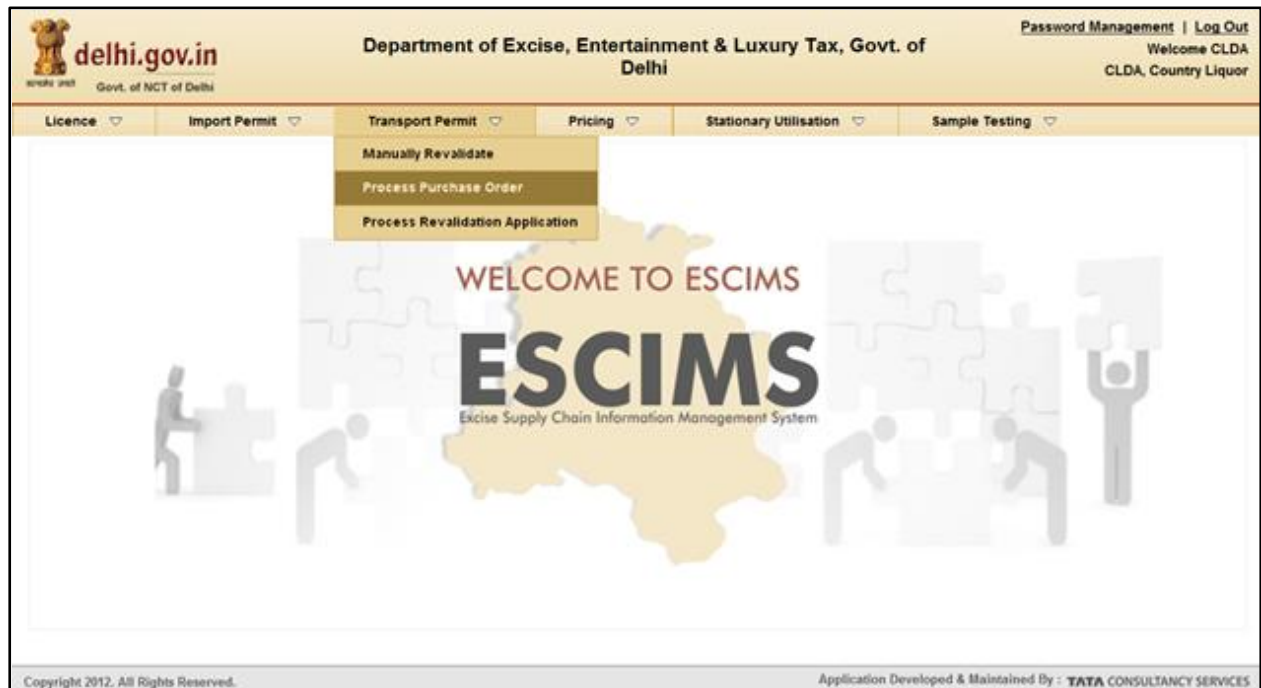


Figure 99: Transport Permit Menus for Dealing Assistant (CL)

2. Select **Process Purchase Order** functionality under the Transport Permit menu

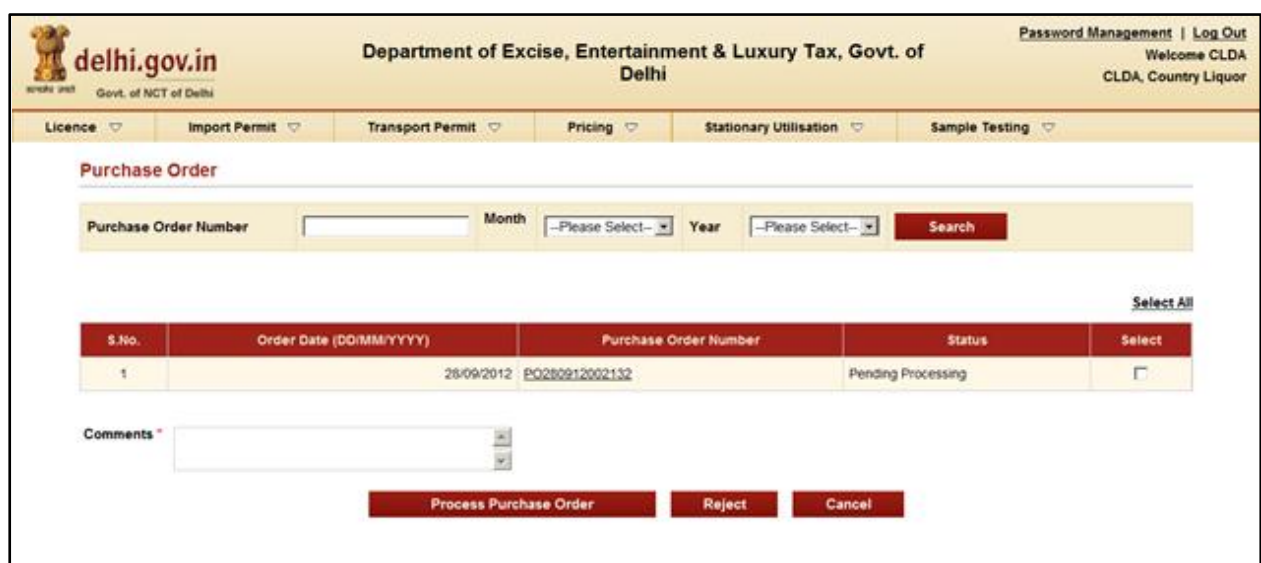


Figure 100: Work-list Screen

3. Work-list screen is displayed.

4. To process the Purchase Order, enter comments, select the Purchase Order Number and click **Process Purchase Order**. The selected Purchase Order is processed.



- To reject the Purchase Order, enter comments, select the Purchase Order and click **Reject**. The selected Purchase Order is rejected.
- Else click the Purchase **Order Number** for more details.
- Click **Cancel**, to go back to the previous screen.

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Country Liquor - Purchase Order

Purchase Order Number: PO380912052132 Order Date (DD/MM/YYYY): 28/09/2012

Corporation Details: Delhi State Civil Supplies Corporation Limited, Aspurji Bhawan, T-9 Aram Bagh, Paharganj, Delhi, New Delhi, 110055 Order Status: Pending Processing

Payee Code: 2000007 Account Balance (₹): 654596934.23

S.No.	Vend Name	Liquor Brand	Size (ml)	Pack Size	Current Vend Inventory (bottle)	Order Quantity in Transit (cases)	Requested Quantity	Order Quantity (cases)	Warehouse Inventory (cases)	Excise Duty per Bottle (₹)	Total Excise Duty (₹)	Weekly Sales (bottle)	Delete
1	Gilbers	DLBAHAR	150	50	0	0	400	400	392400	4.44	88800.00	0	✖
2	METCALICA	CALS CHILL ALL MALT PR. BEER	330	24	0	0	400	400	388400	154.21	1480416.00	0	✖

Total Excise Duty ₹ 1569216.00

Comments:

Process Purchase Order **Reject** **Cancel**

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Figure 101: Process Purchase Order Details

5. To process the Purchase Order, enter comments and click **Process Purchase Order**. The Purchase Order is processed.



- You may change the **Liquor Brand, Size and Order Quantity** for the particular Vend.
- To add more line items, click **Add Row**. A blank row is displayed to enter more line item.
- To delete line items, select the line item to delete and click **Delete Row**. The selected row is deleted.
- To reject the Purchase Order, enter comments and click **Reject**. The Purchase Order is rejected.
- Click **Cancel**, to go back to the previous screen.

6.3 Approve Purchase Order and Generate Transport Permit by GM Excise

This section lists the steps to be performed for Approving Purchase Order and Generation of Transport Permit by GM Excise.

To Approve Purchase Order and Generate Transport Permit by GM Excise:

1. Log on to the ESCIMS system:



Figure 102: Transport Permit Menus for GM Excise

2. Select **Approve PO and Generate TP** functionality under Transport Permit menu.

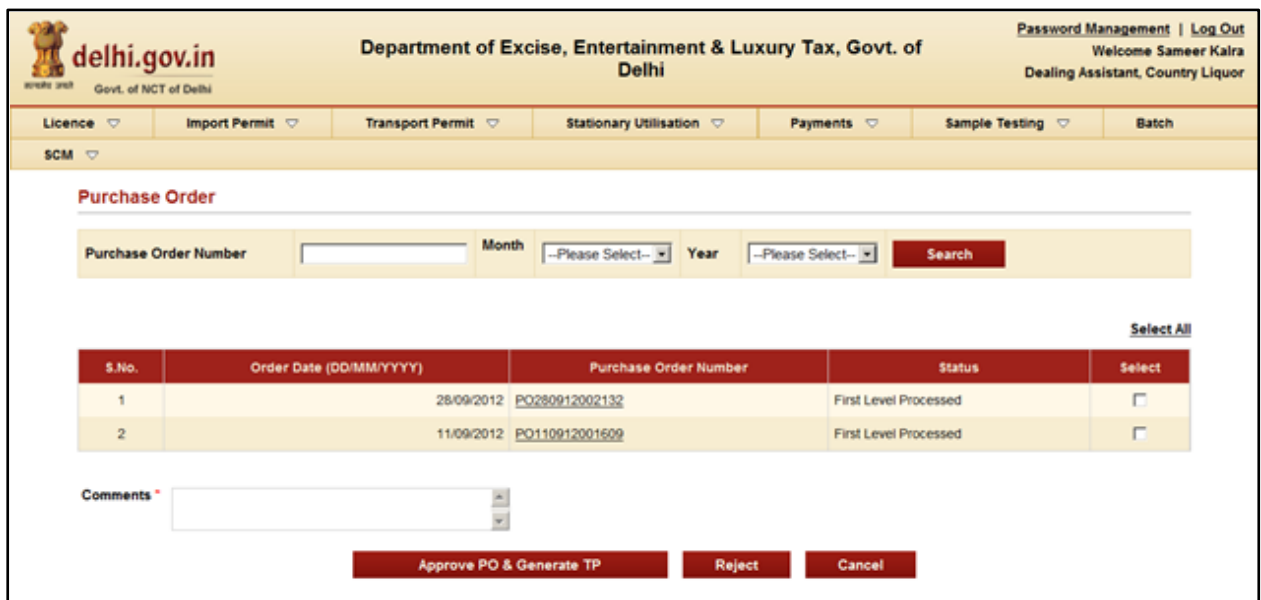


Figure 103: Work-list Screen

3. Worklist screen is displayed.

- To approve the Purchase Order, enter comments, select the Purchase Order Number and click **Approve PO & Generate TP**. The selected Purchase Order is approved & TP is generated.



- To reject the Purchase Order, enter comments, select the Purchase Order and click on **Reject**. The selected Purchase Order is rejected.
- Else click on the Purchase **Order Number** for more details.
- Click **Cancel**, to go back to the previous screen.

Country Liquor - Purchase Order

Purchase Order Number: PQ00012000132 Order Date (DD/MM/YYYY): 28/09/2012

Corporation Details: Delhi State Civil Supplies Corporation Limited, Aspurk Bhawan, 7-B Ariem Bagh - Paharganj, Delhi - 110055 Order Status: First Level Processed

Payee Code: 2000007 Account Balance (₹): 95402/14.23

S.No.	Vend Name	Liquor Brand	Size (ml)	Pack Size	Current Vend Inventory (bottles)	Order Quantity In Transit (cases)	Requested Quantity	Order Quantity (cases)	Warehouse Inventory (cases)	Excise Duty per bottle (₹)	Total Excise Duty (₹)	Weekly Sales (bottles)	Delete
1	Others	DILBAHAR	150	50	0	0	400	400	192400	4.44	8800.00	0	✖
2	NETTAL/CA	CAL'S CHILL ALL MALT FR. BEER	330	24	0	0	400	400	188400	154.21	148048.00	0	✖
3	Others	DILBAHAR	750	12	0	0	400	400	199000	18.50	8800.00	0	✖

Total Excise Duty ₹ 148048.00

Comments History

Task Name	Designation	User Name	Comments	Date (DD/MM/YYYY)
Process Purchase Order	Dealing Assistant	CLDA	OKK	28/09/2012

Comments:

Buttons: **Approve And Generate TP** **Reject** **Cancel**

Figure 104: Approve Purchase Order Details

- To approve the Purchase Order, enter comments and click **Approve PO & Generate TP**. The Purchase Order is approved & TP is generated.



- You may change the **Liquor Brand, Size and Order Quantity** for the particular Vend.
- To add more line items, click **Add Row**. A blank row is displayed to enter more line item.
- To delete line items, select the line item to delete and click **Delete Row**. The selected row is deleted.
- To reject the Purchase Order, enter comments, select the Purchase Order and click **Reject**. The selected Purchase Order is rejected.
- Click **Cancel**, to go back to the previous screen.