

Department of Excise, Entertainment and Luxury Tax



USERMANUAL

ESCIMS
Excise Supply Chain Information Management System

USER MANUAL

Licence

Volume - 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 has been written to help you understand and use the Excise Supply Chain Information Management System (ESCIMS)-Licence application. It presents the functional capabilities and operational details of the ESCIMS-Licence 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 at the Excise Department / Licensee.

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 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-Licence application. It also details the hardware and software requirements, and its interfaces with other systems.

Getting Started takes you on a quick tour of ESCIMS-Licence 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

Table 1: Table of Abbreviations

Abbreviation/ Acronym	Expansion
AC	Assistant Commissioner
BWH	Bonded Ware House
DA	Dealing Assistant
DC	Deputy Commissioner
EC	Excise Commissioner
Supt.	Superintendent

INTRODUCTION

1. Introduction to ESCIMS

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.

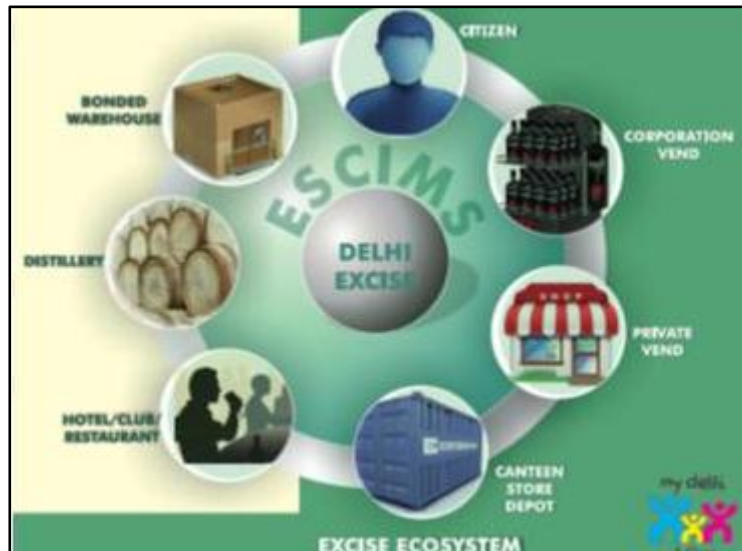


Figure 1:ESCIMS ECOSYSTEM

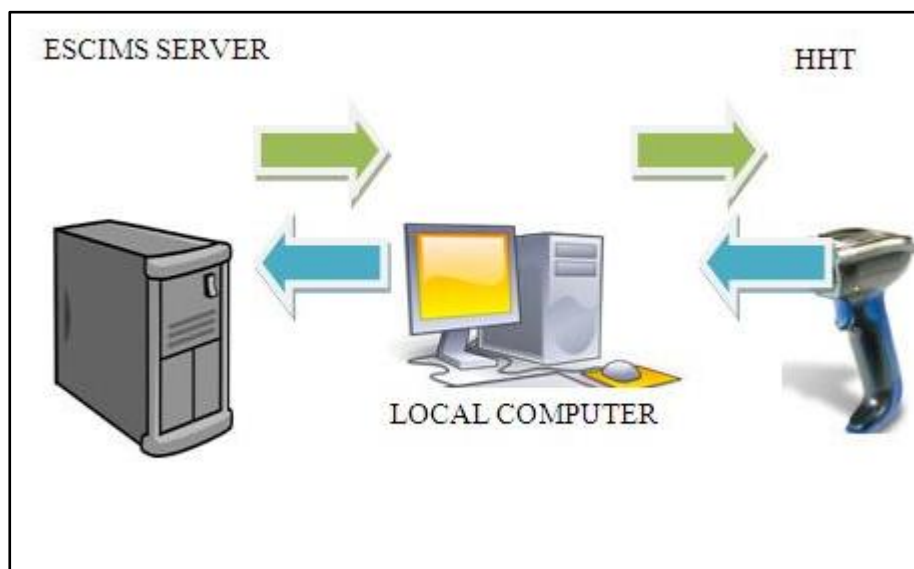


Figure 2: Information Flow at ESCIMS

The application has been developed as a part of the ecosystem to automate the supply distribution, ease out operations, bring in transparency and have better control over the supply chain management of liquor distribution. The application will allow for a real time monitoring of the distribution of liquor, minimize adulteration and prevent sale of illicit liquor.

2. About ESCIMS-Licence

The licences are issued to grant rights to supply or sell Indian liquor/beer/wine/rum/gin/vodka/Alcopop/liqueur/mixed alcoholic beverages and other liquors in the state of Delhi.

2.1 Features of ESCIMS-Licence

The Licensing business system covers the following functionalities:-

- **Issuance of Licence**
 - Apply Licence
 - Licence Application Processing
 - Payment
 - Issue Licence Letter
- **Renewal of Licence**
 - Apply to Renew Licence
 - Renew Licence Application Processing
 - Renew Licence Letter
- **Maintenance of Licences**

2.2 User Roles and Access Rights

- Applicant
- Dealing Assistant (DA)
- Superintendent
- Assistant Commissioner
- Deputy Commissioner
- Excise Commissioner

GETTING STARTED

Logging in ESCIMS

3. Getting Started

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

3.1 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.

3.2 Creating a User ID

The logging ID will be created at the ESCIMS core application.

3.3 Setting a Password

ESCIMS application will set the password for all the users.

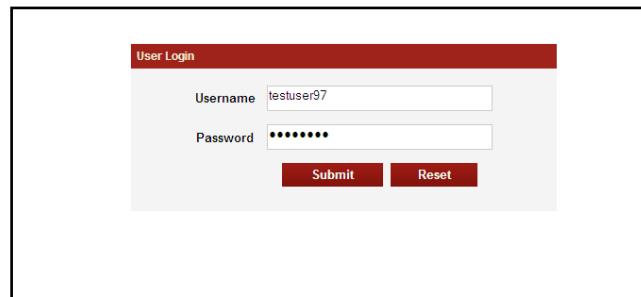


Figure 3: Login Screen –ESCIMS

4. Menu shown to the Applicant/ Licensee



Figure 3: Menu in the application for Applicant/ Licensee

The ESCIMS application consists of the following menus.

S. No.	Menu name	Description
1.	Licence	<p>The following functionalities are available in the menu:</p> <ul style="list-style-type: none"> a. Apply Licence b. Apply Renew c. Work List d. Track Licence Application

Table 2: Menus in the application

5. Menu shown to the DA/ Supt. / AC/DC/EC



Figure 4: Menu in the application for DA/ Supt. / AC/DC/EC

The ESCIMS application consists of the following menus.

S. No.	Menu name	Description
1.	Licence	<p>The following functionalities are available in the menu:</p> <ol style="list-style-type: none"> Work List Extend Licence Register Additional Brand Maintain Licence Details Mark deficiency Receive Document View Alert

Table 3: Menus in the application For DA/ Supt. / AC/DC/EC

6. Applying for Licence

This section lists the steps to be followed for applying for the licence.

6.1 Applying for Licence- L-1 & L-31

This section lists the steps to be followed to apply for the L -1 and L- 31 licence.

Excise Year	2012-2013
Branch	IL/FL
Licence Type	L1&L31
Licence Description	L1-Licence for a Wholesale Vend of Indian Liquor L31-Licence for a warehouse for storage of Indian Liquor

Submit Cancel

Figure 5: Apply Licence L-1 and L-31

To apply Licence L -1 and L- 31

1. Login to the ESCIMS application
2. Access the **Apply Licence** functionality.
3. Select **Branch->IL/FL** and **Licence Type-> L-1 & L-31**.
4. Click the **Submit** button.
The Application Form for L-1 & L-31 opens.



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

APPLICATION FOR THE GRANT OF LICENCE IN FORM FOR THE YEAR 2012-2013

Fields marked with (*) are mandatory.

Applicant Details			
Name *	MR RAKESH BEDI	Designation of Applicant *	Managing Director
Fathers Name *	MR R. K. BEDI	Email ID *	bedi.r@gmail.com
Date of Birth *	13/09/1966	Mobile Number *	8777777777
Landline Number		Fax Number	
Residential Address			
Address Line 1 *	2-3 SECTOR-4	Address Line 2	
City *	HARYANA	District *	HARYANA
State *	Haryana	Pincode *	121313
Company/Firm/Society Details			
Name of Company/Firm/Society *	BACARDI INDIA PRIVATE LIMITED		
Style of Company/Firm/Society *	Private Limited Company		
Name of *	<input checked="" type="checkbox"/> Distillery <input type="checkbox"/> Bottling Plant <input checked="" type="checkbox"/> Winery <input type="checkbox"/> Brewery BACARDI INDIA PRIVATE LIMITED		
Company/Firm/Society Details			
Name of Company/Firm/Society *	BACARDI INDIA PRIVATE LIMITED		
Style of Company/Firm/Society *	Private Limited Company		
Name of *	<input checked="" type="checkbox"/> Distillery <input type="checkbox"/> Bottling Plant <input checked="" type="checkbox"/> Winery <input type="checkbox"/> Brewery BACARDI INDIA PRIVATE LIMITED		
Name of Authorised Person *	MR. ROY		
Address of the Company/Firm/Society			
Address Line 1 *	D-103/104, TTC Ind. Area	Address Line 2	
City *	Navi Mumbai	District *	Navi Mumbai
State *	Maharashtra	Pincode *	444444
Landline Number		Mobile Number *	4545555555
Fax Number		Email ID *	contact@bacardi.com
<input checked="" type="checkbox"/> Certified that the particulars stated above are correct to the best of my knowledge and any non-material facts have been concealed.			
<div> <div>Save</div> <div>Edit</div> <div>Next</div> <div>Cancel</div> </div>			

Figure 6: Application Form- L-1 & L-31

- Fill the details in the Application Form.
 - Click the **Save** button.
 - Click the **Next** button.
- The Preview page opens for validating the entered details.



- Click **Edit** to edit the saved details.
- Click **Cancel** to navigate to the home screen and to use the saved data from the work list.

Apply Licence L1 Preview	
Annexure	
APPLICATION FOR THE GRANT OF LICENCE IN FORM L1 FOR THE YEAR 2012-2013	
I MR. RAKESH BEDI, son of Shri MR R. K. BEDI aged 46 years, resident of 2-3, SECTOR-4, HARYANA, Haryana hereby apply for the grant of Licence in Form L1 for the wholesale vend of Indian Liquor for the Licensing period and state under -	
1	That I am the Managing Director of BACARDI INDIA PRIVATE LIMITED, D-103/104, TTC Indl. Area, Nerul Node, Maharashtra intending to take out Licence
2	That Shri MR. ROY has been authorized to represent the Company/Firm/Society in all matters connected with and in relation to the grant of L1 for the year 2012-2013 in the National Capital Territory of Delhi (power of attorney attached)
3	That the said BACARDI INDIA PRIVATE LIMITED is an Distillery /Winery Private Limited Company
4	That the said BACARDI INDIA PRIVATE LIMITED is not in eligible to hold the licence interalia under section 13 of Delhi Excise Act, 2009 and Rules 23 & 35 of Delhi Excise Rules 2010.
5	That the following documents are annexed to this application, namely:-
(A)	declaration containing information in the prescribed form (appendix B) from the BACARDI INDIA PRIVATE LIMITED
(B)	A power of attorney in original from Distillery /Winery BACARDI INDIA PRIVATE LIMITED
(C)	An attested copy of the registered partnership deed/memorandum and article of association (latest) of BACARDI INDIA PRIVATE LIMITED
(D)	A statement for each brand indicating information for registration of a brand in the prescribed proforma (appendix C).
(E)	A certificate of solvency to the extent of ₹ 2,00,000 (Rupees two lakh) only signed by a magistrate not below the rank of Sub Divisional Magistrate having the requisite jurisdiction
(F)	Tax Clearance Certificate as follows:
(i)	A clearance certificate from the Income Tax Assessing Authority.
(ii)	Copy of PAN Card of the Company/Firm/Society/Individuals (as the case may be).
(iii)	A no dues certificate issued by the Deputy Commissioner (Excise), Delhi
(iv)	A no dues certificate issued by the VAT Officer, Govt. of NCT of Delhi.
(G)	A copy of the annual account and balance sheet duly audited, for the last accounting period for which such audited annual accounts/balance sheets are available
(H)	A copy of the valid licence for establishment of the Distillery /Winery granted by the Central/State Govt. duly attested by the Excise Officer of the concerned State
(I)	A certificate from the Chartered Account/Statutory Auditor (in original) and an affidavit from the distillery regarding minimum ex-distillery price prevalent during 2011-2012 & 2012-2013 in case supplies is after 1.4.2012 anywhere in India excluding the National Capital Territory of Delhi & CSD fixed for the year 2011-2012 & 2012-2013 (if applicable) and the All India sales figures for two years separately year wise. A certificate authenticated by the Excise Officer regarding the sale figure along with the attested copy of export passes/EVCs is also attached
(J)	An affidavit in respect of section 13 of Delhi Excise Act, 2009 and Rules 23.35 of Delhi Excise Rules 2010
(K)	A personal bond with surety of a sum of ₹ 500000 (Rupees Five Lakh)
<div style="text-align: right;"> Signature/Thumb Impression (Name of the applicant) Seal of the Firm/Company </div> <div style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Back"/> </div>	

Figure 7: Preview Application Form- L-1 & L-31

8. Click the **Submit** button.



- Click **Back** to navigate previous screen.
- Click **Cancel** to navigate to the home screen and use the saved data from the work list.

Figure 8: Select Mode of Payment- L-1 & L-31

9. Select **SBI Net Banking** to make payment for the application processing fee through net banking.
10. Click the **Confirm** button.
The payment status is displayed.

- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
- You may also select Cheque DD to pay the amount using cheque/DD.

Figure 9: Payment status for L-1 & L-31

11. Click the **Generate Acknowledgement** button.
12. Click the **Click to Print Application & Checklist**.

The screen is refreshed with new fields for specifying other details.

- Generate Acknowledgment** -> Generate and print the Payment Acknowledgment.
- Click to Print Application & Checklist** -> System displays the link to print application form and checklist.

Print Application and Checklist

Application is Successfully Submitted

Application Reference No. : ARN0000001572

A Copy of Application Form has been sent to the registered email ID

Please print the application and submit it along with the supporting documents to Excise Department within 7 Excise working days.

Note: Date of application will be reckoned from the date of submission of the complete documents in the Excise Department.

Print Application Form and Checklist

Figure 10: Print Application & Checklist for L-1 & L-31

13. Click the **Print Application Form and Checklist** button.

The screen is refreshed and work item sent to Excise User.



Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

6.2 Applying for Licence- L-1F & L-32

This section lists the steps to be followed to apply for the L -1F and L- 32 licence.



Figure 11: Apply Licence L-1F& L-32

To apply Licence L -1F and L- 32

1. Login to the ESCIMS application.
2. Access the **Apply Licence** functionality.
3. Select **Branch->IL/FL** and **Licence Type-> L-1F& L-32**.
4. Click the **Submit** button.
The Application Form for L-1F & L-32 opens.



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

APPLICATION FOR THE GRANT OF LICENCE IN FORM L1&L32 FOR THE YEAR 2012-2013

Printed on 08/11/2012 11:05:00 AM

Applicant Details

Name: Designation of Applicant:

Fathers Name: Email ID:

Date of Birth: Mobile Number:

Landline Number: Fax Number:

Residential Address

Address Line 1: Address Line 2:

City: District:

State: Pincode:

Company/Firm/Society Details

Name of Company/Firm/Society:

Style of Company/Firm/Society:

Name of: ☐ Distillery ☒ Bottling Plant ☐ Winery ☐ Brewery

Name of Authorized Person:

Address of the Company/Firm/Society

Address Line 1: Address Line 2:

City: District:

State: Pincode:

Landline Number: Mobile Number:

Fax Number: Email ID:

(I) Certified that the particulars stated above are correct to the best of my knowledge and any non-material facts have been concealed.

Figure 12: Application Form- L-1F& L-32

5. Fill the details in the Application Form.
6. Click the **Save** button.
7. Click the **Next** button.



- Click **Edit** to edit the saved details.
- Click **Cancel** to navigate to the home screen and to use the saved data from the work list.

Declared Brands									
S.No.	Liquor Category	Brand Name	Size	Case GTIN *	Bottle GTIN *	CF Values (1H) (₹) *	Margin & Other Charges(2X(₹) *	WSP(1+2X(₹)	Delete
1	Vodka	CAMINO REAL BLANCO TE	375FL	997777777777	197777777777	145.00	233.00	578.00	IT

Save Edit Next Back Cancel

Figure 13: Application Form- L-1F & L-32

8. Fill the Brand details .
9. Click the **Save** button.
10. Click the **Next** button.

The Preview page opens for validating the entered details.



- Click **Edit** to edit the saved details.
- Click **Cancel** to navigate to the home screen and to use the saved data from the work list.

Apply Licence- L-1F Preview

APPLICATION FOR THE GRANT OF LICENCE IN FORM L-1F FOR THE YEAR 2012-2013

I MR K KHANNA, son of Shri MR S. K. KHANNA aged 48 years, resident of D-5, SECTOR-4, ROHINI, DELHI hereby apply for the grant of Licence in Form L-1F for the wholesale vend of Foreign Liquor for the Licensing period and state under:-

- That I am the Managing Director of Bescardi India Pvt Ltd, 110, MANDESI BAZAR, MANDESI BAZAR, DELHI intending to seek out Licence
- That Shri MR K KHANNA has been authorized to represent the Company/Firm/Society in all matters connected with and in relation to the grant of L-1F for the year 2012-2013 in the National Capital Territory of Delhi (power of attorney attached).
- That the said Bescardi India Pvt Ltd is an Private Limited Company
- That the said Bescardi India Pvt Ltd is not eligible to hold the licence under section 13 of Delhi Excise Act, 2009 and Rules 23 & 31 of Delhi Excise Rules, 2010.
- That the said Bescardi India Pvt Ltd is having approved custom Bonded warehouse (copy attached) and a separate bonded warehouse for the Excise department shall be arranged for approval for Excise Commissioner and Rules 23 & 31 of Delhi Excise Rules, 2010.
- That the following documents are attached to this application, namely:-
 - A declaration containing information in the prescribed form (appendix B) from the Bescardi India Pvt Ltd
 - A power of attorney in original from Brewery Bescardi India Pvt Ltd
 - An attached copy of the registered partnership deed/memorandum and articles of association (sheet) of Bescardi India Pvt Ltd
 - A statement for each brand of CAMINO REAL, BLANCO TEQUILA indicating information for registration of a brand of CAMINO REAL, BLANCO TEQUILA under in the prescribed proforma (appendix C).
 - Tax Clearance Certificate as follows:
 - A clearance certificate from the Income Tax Assessing Authority.
 - Copy of PAN Card of the Company/Firm/Society/individuals (as the case may be).
 - A copy of the annual account and balance sheet duly audited, for the last accounting period for which such audited annual accounts/balance sheets are available.
 - A copy of the valid licence for establishment of the Bottling Plant granted by the Central State Govt duly attested by the Excise Officer of the concerned State.
 - An attached copy of the licence of the approved custom Bonded warehouse licence
 - An affidavit in respect of section 13 of Delhi Excise Act, 2009 and Rules 23 & 31 of Delhi Excise Rules, 2010

Signature/Thumb impression
(Name of the applicant)
Seal of the Firm/Company

Declared Brands Preview

Liquor Category	Brand Name	Size	CF Values (1H) Margin (2) (₹)	Profit & Other Margin (3) (₹)	WSP (1+2) (₹)	Retailers Profit Margin (₹)	Excise Duty (₹)	VAT (₹)	WSP (₹)
Vodka	CAMINO REAL, BLANCO TEQUILA	375FL	145.00	233.00	578.00	28.00	494.00	524.17	1945.00

Submit Back Cancel

Figure 14: Preview Application Form- L-1F & L-32


11. Click the **Submit** button.



- Click **Back** to navigate previous screen.
- Click **Cancel** to navigate to the home screen and use the saved data from the work list.

Figure 15: Select Mode of Payment- L-1F & L-32

12. Select **SBI Net Banking** to make payment for the application processing fee through net banking.
13. Click the **Confirm** button.
The payment status is displayed.




- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
- You may also select Cheque DD, to pay the amount using cheque/DD.

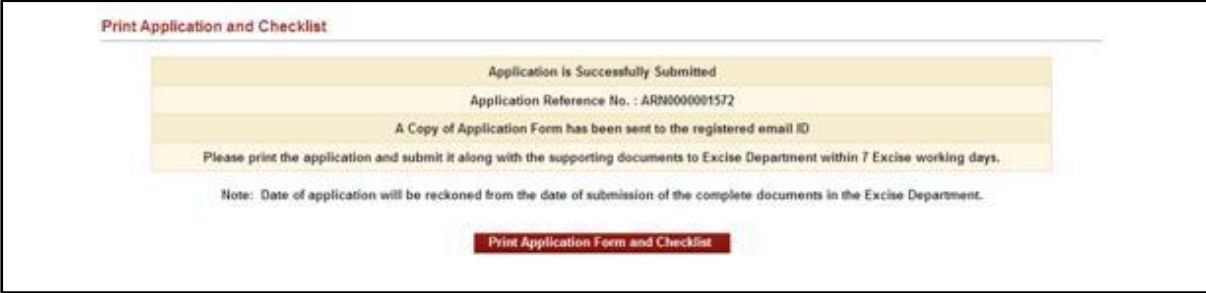
Figure 16: Payment status for L-1F & L-32

14. Click the **Generate Acknowledgement** button.
15. Click the **Click to Print Application & Checklist**.

The screen is refreshed with new fields for specifying other details.



- Generate Acknowledgment** -> Generate and print the Payment Acknowledgment.
- Click to Print Application & Checklist** -> System displays the link to print application form and checklist.



Print Application and Checklist

Application is Successfully Submitted

Application Reference No. : ARN0000001572

A Copy of Application Form has been sent to the registered email ID

Please print the application and submit it along with the supporting documents to Excise Department within 7 Excise working days.

Note: Date of application will be reckoned from the date of submission of the complete documents in the Excise Department.

Print Application Form and Checklist

Figure 17: Print Application & Checklist for L-1F & L-32

16. Click the **Print Application Form and Checklist** button.

The screen is refreshed and work item sent to Excise User.



Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

6.3 Applying for Licence- Corporation/ Private Vends/ Hotel/ Club/ Restaurant/ Departmental Store

This section lists the steps to be followed to apply for the corporation, private vends, Hotel, Club or Restaurant.




Figure 18: Apply Licence – Corporation/ Private Vend/ HCR

To apply Licence for Corporation/ Private Vends/HCR/ Departmental Store

1. Login to the ESCIMS application
2. Access the **Apply Licence** functionality.
3. Select **Branch->IL/FL** and **Licence Type**.
4. Click the **Submit** button.
Application Form opens.



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

APPLICATION FOR THE GRANT OF LICENCE IN FORM L6 FOR THE YEAR 2012-2013

* Fields marked with (*) are mandatory.

Authorised Person Details			
Name of Authorised Person*	<input type="text"/>	Designation of Applicant*	--Please Select-- <input type="button" value="v"/>
Address of the Authorised Person			
Address Line 1*	<input type="text"/>	Address Line 2	<input type="text"/>
City*	<input type="text"/>	District*	<input type="text"/>
State*	--Please Select-- <input type="button" value="v"/>	Pincode*	<input type="text"/>
Email ID*	<input type="text"/>	Mobile Number*	<input type="text"/>
Vend Details			
Name of the Applicant (Vend Name)* <input type="text"/>			
Address of the Proposed Vend (Vend Address)			
Address Line 1*	<input type="text"/>	Address Line 2	<input type="text"/>
City*	<input type="text"/>	District*	--Please Select-- <input type="button" value="v"/>
State*	Delhi	Pincode*	<input type="text"/>
Name of the Legal Owner* <input type="text"/>			
Name of Company Directors/Proprietors/Partners			
Name of the	<input type="text"/>	<input type="button" value="v"/>	<input type="checkbox"/>
Add Row <input type="button" value="+"/> Delete Row <input type="button" value="x"/>			
Address of the Legal Owner of the Proposed Premises			
Address Line 1*	<input type="text"/>	Address Line 2	<input type="text"/>
City*	<input type="text"/>	District*	<input type="text"/>
State*	--Please Select-- <input type="button" value="v"/>	Pincode*	<input type="text"/>
Details of --Please Select-- <input type="button" value="v"/> regarding the Proposed Premises *			
<input type="text"/>			
Measurement of Floor Area of the Proposed Premises in Feet			
Length(in fts)*	<input type="text"/>	Breadth(in fts)*	<input type="text"/>
Height(in fts)*	<input type="text"/>	Total Area (in sqft)*	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>			

Figure 19: Application Form- Corporation/ Private Vend

- Fill the details in the Application Form based on the Licence types.
- Click the **Save** button.
- Click the **Next** button.



- Click **Back** to navigate previous screen.
- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
- Click **Add Row** to add one extra row.
- Click **Delete Row** to delete selected row.

APPLICATION FOR THE GRANT OF LICENCE IN FORM L6 FOR THE YEAR 2012-2013

* Fields marked with (*) are mandatory.

Additional Information	
Whether the owner of the Premises is in Legal & Physical Possession of the Premises *	<input type="radio"/> Yes <input type="radio"/> No
Whether the Premises Conform to the Condition mentioned for Grant of License *	<input type="radio"/> Yes <input type="radio"/> No
Whether the Premises in Conformity with the Rules & Regulation of Local Bodies *	<input type="radio"/> Yes <input type="radio"/> No
Whether the Premises meet the requirement under Rule 51 (1), Delhi Excise Rule, 2010*	<input type="radio"/> Yes <input type="radio"/> No
Whether the proposed premises is a Purca Building*	<input type="radio"/> Yes <input type="radio"/> No
Additional Information	<input type="text"/>
Whether the proposed premises is in use at present & if so, the Nature of Business carried on *	<input type="radio"/> Yes <input type="radio"/> No
Additional Information	<input type="text"/>
Whether any suit is pending in any court of law regarding ownership & Possession of the Premises *	<input type="radio"/> Yes <input type="radio"/> No
Whether premises are fitted with electricity & Water Connection *	<input type="radio"/> Yes <input type="radio"/> No
Whether No Objection certificate is obtained from all other Members/Partner*	<input type="radio"/> Yes <input type="radio"/> No
Whether proposed site map of the shop has been enclosed*	<input type="radio"/> Yes <input type="radio"/> No
Whether the Proposed Premises is in Approved commercial area*	<input type="radio"/> Yes <input type="radio"/> No
Additional Information	<input type="text"/>
Is the Premises is jointly owned*	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Certified that the particulars stated above are correct to the best of my knowledge and non-material facts have been concealed	
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

Figure 20: Application Form- Corporation/ Private Vend

8. Click the **Submit** button.



- Click **Back** to navigate previous screen.
- Click **Cancel** to navigate to the home screen and use the saved data from the work list.

Figure 21: Select Mode of Payment- Private Vend

9. Select **SBI Net Banking** to make payment for the application processing fee through net banking.
10. Click the **Confirm** button.
The payment status is displayed.

- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
- You may also select Cheque DD, to pay the amount using cheque/DD.

Figure 22: Payment status Private Vend

11. Click the **Generate Acknowledgement** button.
12. Click the **Click to Print Application & Checklist**.

The screen is refreshed with new fields for specifying other details.

- Generate Acknowledgment** -> Generate and print the Payment Acknowledgment.
- Click to Print Application & Checklist** -> System displays the link to print application form and checklist.

Print Application and Checklist

Application is Successfully Submitted

Application Reference No. : ARN0000001572

A Copy of Application Form has been sent to the registered email ID

Please print the application and submit it along with the supporting documents to Excise Department within 7 Excise working days.

Note: Date of application will be reckoned from the date of submission of the complete documents in the Excise Department.

Print Application Form and Checklist

Figure 23: Print Application & Checklist for Corporation/ Private Vend

13. Click the **Print Application Form and Checklist** button.


The screen is refreshed and work item sent to Excise User.



Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

6.4 Applying for Add-On Licence- Corporation/ Private Vends/ Hotel/ Club/ Restaurant/ / Departmental Store

This section lists the steps to be followed to apply for the add on licence suchs as L-6FG, L-7FG, L-12F, L-15F, L-16F, L-17F, L-19F, L-21F, L-28F, L-29F.



Apply Licence	
Excise Year	2012-2013
Branch	IL/FL
Licence Type	L1&L31
Licence Description	L1-Licence for a Wholesale Vend of Indian Liquor L31- Licence for a warehouse for storage of Indian Liquor
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Figure 24: Apply Add-On Licence – Corporation/ Private Vend/ HCR

To apply Licence for Corporation/ Private Vends/HCR/ Departmental Store

1. Login to the ESCIMS application
2. Access the **Apply Licence** functionality.
3. Select **Branch->IL/FL** and **Licence Type**.
4. Click the **Submit** button.
Application preview page opens.
5. Click the **Sumbit** button.



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

6. Click the **Submit** button.



- Click **Back** to navigate previous screen.
- Click **Cancel** to navigate to the home screen and use the saved data from the work list.

7. Click the **Click to Print Application & Checklist**.

The screen is refreshed with new fields for specifying other details.



- **Click to Print Application & Checklist**->System displays the link to print application form and checklist.

Print Application and Checklist

Application is Successfully Submitted

Application Reference No. : ARN0000001572

A Copy of Application Form has been sent to the registered email ID

Please print the application and submit it along with the supporting documents to Excise Department within 7 Excise working days.

Note: Date of application will be reckoned from the date of submission of the complete documents in the Excise Department.

Print Application Form and Checklist

Figure 25: Print Application & Checklist for Corporation/ Private Vend

8. Click the **Print Application Form and Checklist** button.

The screen is refreshed and work item sent to Excise User.



Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

6.5 Applying for Licence L-2

This section lists the steps to be followed to apply for L-2 Licence.



Apply Licence	
Excise Year	2012-2013
Branch	IL/ FL
Licence Type	L2
Licence Description	Licence for a Wholesale Vend of Draught Beer
<div>Submit Cancel</div>	

Figure 26: Apply Licence- L-2

To apply Licence L -2

1. Login to the ESCIMS application
2. Access the **Apply Licence** functionality.
3. Select **Branch->IL/FL** and **Licence Type-> L-2**.
4. Click the **Submit** button.



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

Figure 27: Apply Licence- L-2

5. Select Brand Name, Size and enter Bottle GTIN and Case GTIN.
6. Click the **Save** button.
7. Click the **Submit** button



- Click **Edit** to edit the saved details.
- Click **Cancel** to navigate to the home screen and to use the saved data from the work list.
- Click **Add Row** to add one extra row.
- Click **Delete Row** to delete selected row.

Figure 28: Print Application & Checklist for L2 Licence

8. Click the **Print Application Form and Checklist** button.

The screen is refreshed and work item sent to Excise User.



Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

6.6 Applying for Licence- CSD

This section lists the steps to be followed to apply for the CSD licence.

The screenshot shows the 'Apply Licence' form in the ESCIMS application. The form is titled 'Apply Licence' and is part of the 'Licence' section. It contains the following fields: 'Excise Year' (2012-2013), 'Branch' (CSD Canteen), 'Licence Type' (Please Select), and 'Licence Description' (L23AL23F, L23F). There are 'Submit' and 'Cancel' buttons at the bottom.

Figure 29: Apply Licence – CSD

To apply Licence L -23/ L-23F

1. Login to the ESCIMS application.
2. Access the **Apply Licence** functionality.
3. Select **Branch->CSD Canteen** and **Licence Type->L-23 & L-23F**
4. Click the **Submit** button.

The Application Form for L-23& L-23F opens.



- You may also click **Cancel** to go back to the previous screen

APPLICATION FOR THE GRANT OF LICENCE IN FORM L23 FOR THE YEAR 2012-2013

* Fields marked with (*) are mandatory

CSD Canteen Details

Name of Unit: Style of Unit:

Strength of Unit: Name of the Applicant:

Designation of Applicant:

Address of the CSD Canteen

Address Line 1: Address Line 2:

City: District:

State: Pincode:

Email ID:

Address of the Godown (If Any)

Address Line 1: Address Line 2:

City: District:

State: Pincode:

S.No	Required FDR Amount	Bank Name	Bank Code	Branch Name	FDR Amount	FDR Number	FDR Start Date	FDR End Date	Delete
1	10000.00	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row Delete Row

☐ Certified that the particulars stated above are correct to the best of my knowledge and non-material facts have been concealed

Save Submit Edit Cancel

Figure 30. Application Form- CSD

5. Fill the details in the Application Form.
6. Click the **Save** button.
7. Click the **Submit** button.



- Click **Edit** to edit the saved details.
- Click **Cancel** to navigate to the home screen and to use the saved data from the work list.



- Click **Edit** to edit the saved details.
 - Click **Cancel** to navigate to the home screen and to use the saved data from the work list.
-

Figure 31: Print Application & Checklist for CSD

8. Click the **Print Application Form and Checklist** button.

The screen is refreshed and work item sent to Excise User.

	<p>Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.</p>
--	--

6.7 Applying for Licence- L-30

This section lists the steps to be followed to apply for the L-30 licence.



The screenshot shows the 'Apply Licence' form in the ESCIMS application. The form is titled 'Apply Licence' and is part of the 'Licence' section. It contains fields for 'Excise Year' (2012-2013), 'Branch' (L/ FL), 'Licence Type' (L30), and 'Licence Description' (Licence for possession of liquor at home in excess of individual possession limit). There are 'Submit' and 'Cancel' buttons at the bottom.

Figure 32: Apply Licence – L-30

To apply Licence L -30

1. Login to the ESCIMS application.
2. Access the **Apply Licence** functionality.
3. Select **Branch->IL/FL** and **Licence Type->L-30**
4. Click the **Submit** button.

The Application Form for L-30 opens.



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

APPLICATION FOR THE GRANT OF LICENCE IN FORM L30 FOR THE YEAR 2012-2013

Fields marked with (*) are mandatory

Applicant Details			
Name of Applicant *	Har Bhushan	Date of birth of Applicant *	02/09/1966
Fathers/Husbands Name *	Bij Bhushan	Occupation *	Business
Address at which L30 licence sought proof of residence:			
Address Line 1 *	1/347 RAJ LAXMI SOCIETY	Address Line 2	NEAR RAM MANDIR
City *	DELHI	District *	Central Delhi
State *	Delhi	Pincode *	201010
Email ID *	haribhushan@gmail.com		
L30 licence last granted /Renewed *	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Quantity of Liquor Previously Approved			
L30 licence last granted /Renewed on (Date)	17/09/2011		
Indian Liquor Foreign Liquor Quantity (Litres)	12	Wine/Liquor/Cider/Beer Quantity (Litres)	48
Reasons for seeking higher quantity of liquor (If any)			
Whether there is a kitchen at the address where L30 is applied for	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Whether there is any commercial activity going on the address where L30 is applied for	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<input checked="" type="checkbox"/> Declare that no member of family has L30 licence at the above address			
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

Figure 33: Application Form- L-30

5. Fill the details in the Application Form.
6. Click the **Save** button.
7. Click the **Submit** button.



- Click **Edit** to edit the saved details.
- Click **Cancel** to navigate to the home screen and to use the saved data from the work list.

Figure 34: Select Mode of Payment- L-30

8. Select **SBI Net Banking** to make payment for the application processing fee through net banking.
9. Click the **Confirm** button.
The payment status is displayed.

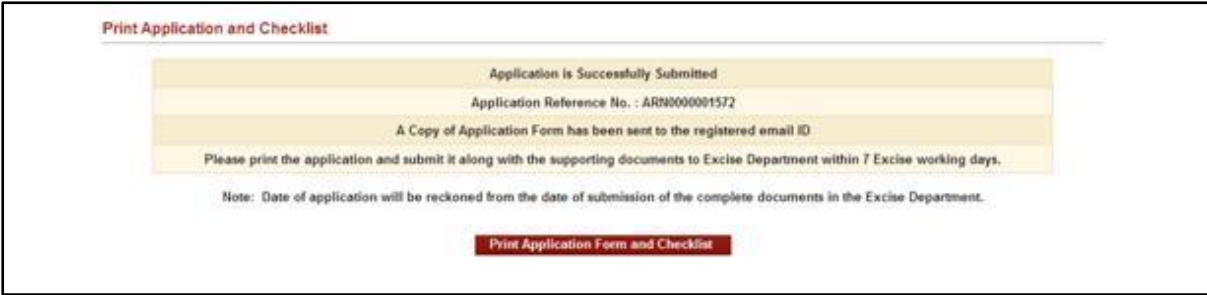
- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
- You may also select Cheque DD, to pay the amount using cheque/DD.

Figure 35: Payment status for L-30

10. Click the **Generate Acknowledgement** button.
11. Click the **Click to Print Application & Checklist**.

The screen is refreshed with new fields for specifying other details.

- Generate Acknowledgment** -> Generate and print the Payment Acknowledgment.
- Click to Print Application & Checklist** -> System displays the link to print application form and checklist.



Print Application and Checklist

Application is Successfully Submitted

Application Reference No. : ARN0000001572

A Copy of Application Form has been sent to the registered email ID

Please print the application and submit it along with the supporting documents to Excise Department within 7 Excise working days.

Note: Date of application will be reckoned from the date of submission of the complete documents in the Excise Department.

Print Application Form and Checklist

Figure 36: Print Application & Checklist for L-30

12. Click the **Print Application Form and Checklist** button.

The screen is refreshed and work item sent to Excise User.



Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

6.8 Applying for Additional Supplier

This section lists the steps to be followed to L-1 licensee to apply for additional supplier .

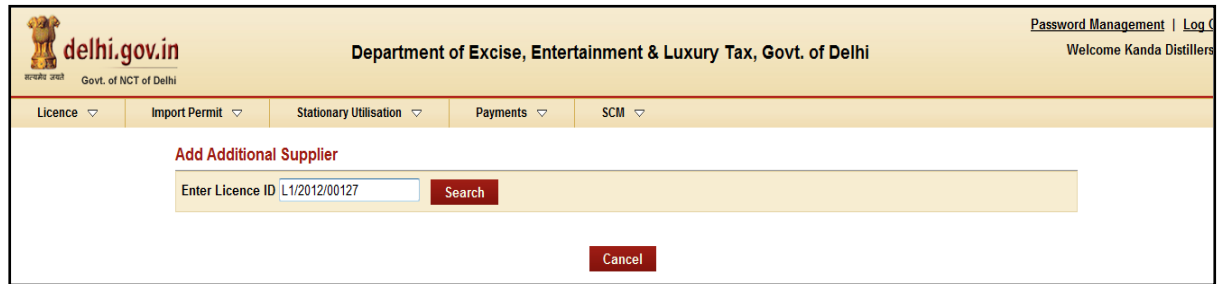


Figure 37: Add Additional Supplier

To for additional supplier by L-1 licensee

1. Login to the ESCIMS application
2. Access the **Add Additional Supplier** functionality.
3. Enter the **Licence ID**.
4. Click the **Submit** button.



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

Figure 38: Add Additional Supplier

- Click the **Add Additional Supplier** button.

Figure 39: Add Additional Supplier

- Fill the Supplier details.
- Click **Submit** button.



- Click **Cancel** to go back to the previous screen.
- Click the **View Supplier Details** to view already added supplier details.

Figure 40: Add Additional Supplier

8. Click the **Print Application Form and Checklist** button.

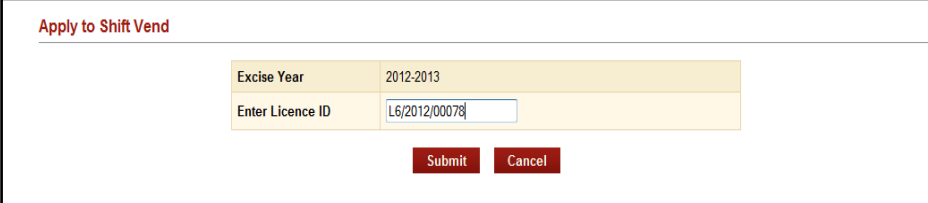
The screen is refreshed and work item sent to Excise User.



Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

6.9 Applying to Shift Vend

This section lists the steps to be followed to apply to shift vend.



Apply to Shift Vend

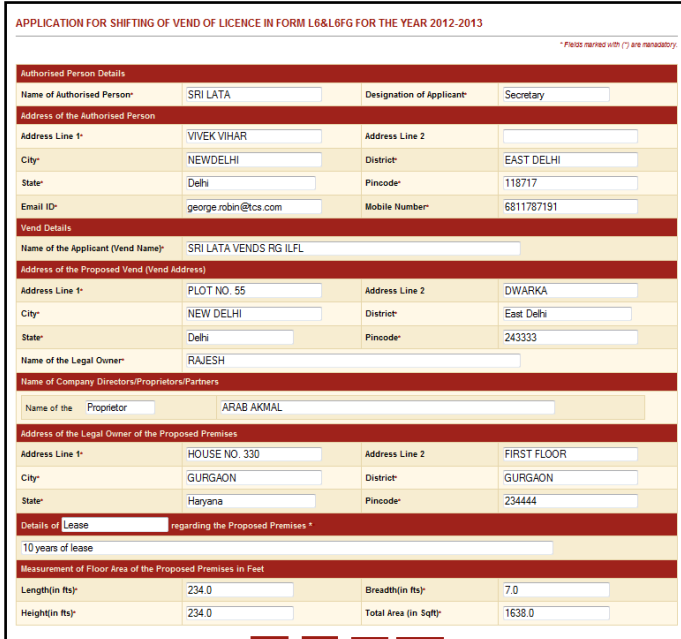
Excise Year	2012-2013
Enter Licence ID	L6/2012/00078

Submit **Cancel**

Figure 41: Apply to Shift Vend

To apply for Shift Vend

1. Login to the ESCIMS application
2. Access the **Apply to Shift Vend** functionality.
3. Enter the **Licence ID**
4. Click the **Submit** button.
The Application Form opens.



APPLICATION FOR SHIFTING OF VEND OF LICENCE IN FORM L6&L6FG FOR THE YEAR 2012-2013

* Fields marked with (*) are mandatory

Authorised Person Details			
Name of Authorised Person*		SRI LATA	
Designation of Applicant*		Secretary	
Address of the Authorised Person			
Address Line 1*		VIVEK VIHAR	
City*		NEWDELHI	
State*		Delhi	
Email ID*		george.robins@tcs.com	
Pincode*		110017	
Vend Details			
Name of the Applicant (Vend Name)*			
SRI LATA VENDS RG ILFL			
Address of the Proposed Vend (Vend Address)			
Address Line 1*		PLOT NO. 55	
City*		NEW DELHI	
State*		Delhi	
Pincode*		110017	
Name of the Legal Owner*			
RAJESH			
Name of Company Directors/Proprietors/Partners			
Name of the Proprietor		ARAB AKMAL	
Address of the Legal Owner of the Proposed Premises			
Address Line 1*		HOUSE NO. 330	
City*		GURGAON	
State*		Haryana	
Pincode*		122002	
Details of Lease regarding the Proposed Premises *			
10 years of lease			
Measurement of Floor Area of the Proposed Premises in Feet			
Length(in ft)*		234.0	
Breadth(in ft)*		7.0	
Height(in ft)*		234.0	
Total Area (in Sqft)*		1638.0	

Figure 42: Apply to Shift Vend

5. Click the **Submit** button.

Print Application and Checklist

Application is Successfully Submitted

Application Reference No. : ARN0000001572

A Copy of Application Form has been sent to the registered email ID

Please print the application and submit it along with the supporting documents to Excise Department within 7 Excise working days.

Note: Date of application will be reckoned from the date of submission of the complete documents in the Excise Department.

Print Application Form and Checklist

Figure 43: Print Application & Checklist for Applyto Shift Vend

6. Click the **Print Application Form and Checklist** button.

The screen is refreshed and work item sent to Excise User.



Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

6.10 Applying for Additional Restaurant

This section lists the steps to be followed by L-16 licensee to add for additional restaurant.

* Fields marked with (*) are mandatory.

Licence ID	LL16/2012/160037	Licence Type	L-16
Hotel Name	Hotel Taj	Applicant Name	APS Enterprises LTD
Hotel Address	24/C Mahavir Pur, Bhopal, Delhi	View Licence Details	
Restaurant Detail			
Restaurant Name *	No. of Seat Covers *	Round the Clock Service *	Foreign Liquor Service *
Rehab Rest		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>			
<input checked="" type="button" value="Add Row"/> <input checked="" type="button" value="Delete Row"/>			

Additional Details

* Fields marked with (*) are mandatory.

Particulars of Eating House Certificate From Concerned Local Authority (Please provide attested photocopy for proof in support)				
S.No	Restaurant Name	Letter Number *	Issue Date *	Validity Upto *
1	Rehab Rest			
Particulars of Eating House Certificate From Police Authority (Please provide attested photocopy for proof in support)				
S.No	Restaurant Name	Letter Number *	Issue Date *	Validity Upto *
1	Rehab Rest			

Figure 44: Add Additional Restaurant

To apply for additional restaurant

1. Login to the ESCIMS application.
2. Access the **Add Additional Restaurant** functionality.
3. Select **Licence type**.
4. Fill the details.
5. Click the **Submit** button.

Print Application and Checklist

Application is Successfully Submitted

Application Reference No. : ARN0000001572

A Copy of Application Form has been sent to the registered email ID

Please print the application and submit it along with the supporting documents to Excise Department within 7 Excise working days.

Note: Date of application will be reckoned from the date of submission of the complete documents in the Excise Department.

Figure 45: Add Additional Restaurant

6. Click the **Print Application Form and Checklist** button.

The screen is refreshed and work item sent to Excise User.



Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

6.11 Applying for update in Additional Area/ Seat Cover/ number of Room/ Club Member/ Start Rating

This section lists the steps to be followed by licensee to request for update in Additional Area/ Seat Cover/ Number of Room/ Club Member/ Start Rating based on the licence type.

Licence ID	LL15/2012/160037	Licence Type	L-15
Hotel Name	Hotel Taj	Applicant Name	APS Enterprises LTD
Hotel Address	24/C Mahavir Pur, Bhopal, Delhi	View Licence Detail	
Existing Hotel Detail for Licence in Form L-15			
Hotel Name	Total No. of Rooms		
Hotel Taj	250		
Add Additional Number of Room			
Hotel Name	Number of Room <input type="text"/>		
Hotel Taj	<input type="text"/>		
Comments	<input type="text"/>		
		Submit	Cancel

Figure 46: Update HCR Details

To update the number of room details for L-15 Licence

1. Login to the ESCIMS application.
2. Access **Additional number of Room** functionality.
3. Enter the **Number of Room**.
4. Click the **Submit** button.



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

Licence ID	LL16/2012/160037	Licence Type	L-16
Hotel Name	Hotel Taj	Applicant Name	APS Enterprises LTD
Hotel Address	24/C Mahavir Pur, Bhopal, Delhi	View Licence Detail	
Existing Restaurant Detail for Licence in Form <L-16/ L-21>			
Restaurant Name *	No. of Seat Covers *	Round the Clock Service *	Additional Area
Rehab Rest	450	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Add Additional Area/ Seat Cover			
Restaurant Name *	No. of Seat Covers *	Round the Clock Service *	Additional Area
Rehab Rest	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Comments <input type="text"/>			
		Submit	Cancel

Figure 47: Update HCR Details

To update the **Additional Area/ Seat Cover** details for L-16/ L-21

1. Login to the ESCIMS application.
2. Access **Additional Area/ Seat Cover** functionality.
3. Enter the details.
4. Click the **Submit** button.



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

Licence ID	LL16/2012/160037	Licence Type	L-21
Restaurant Name	Hotel Taj	Applicant Name	APS Enterprises LTD
Restaurant Address	24/C Mahavir Pur, Bhopal, Delhi	View Licence Details	
Existing Restaurant Detail for Licence in Form <L-17/ L-18L-19>			
Restaurant Name *	No. of Seat Covers *	Additional Area	
Rehab Rest	450	<input type="radio"/> Yes <input type="radio"/> No	
Add Additional Area/ Seat Cover			
Restaurant Name *	No. of Seat Covers *	Additional Area	
Rehab Rest	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Comments

Figure 48: Update HCR Details

To update the Additional Area/ Seat Cover

1. Login to the ESCIMS application.
2. Access **Additional Area/ Seat Cover** functionality.
3. Enter the details.
4. Click the **Submit** button.



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


Licence ID	LL28/2012/160037	Licence Type	L-28
Club Name	Disco Club	Applicant Name	APS Enterprises LTD
Club Address	24/C Mahavir Pur, Bhopal, Delhi	View Licence Details	
Existing Club Detail for Licence in Form L-28			
Club Name *	No. of Club Member*		
Disco Club	800		
Add Additional Area/ Club Member			
Club Name *	No. of Club Member*		
Disco Club	<input type="text"/>		

Comments

Figure 49: Update HCR Details

To update the Additional Area/ Club Member for L-28 licence

1. Login to the ESCIMS application.
2. Access **Additional Area/ Club Member** functionality.
3. Enter the details.
4. Click the **Submit** button.



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

Print Application and Checklist

Application is Successfully Submitted

Application Reference No. : ARN0000001572

A Copy of Application Form has been sent to the registered email ID


Please print the application and submit it along with the supporting documents to Excise Department within 7 Excise working days.

Note: Date of application will be reckoned from the date of submission of the complete documents in the Excise Department.

Figure 50: Update HCR Details

5. Click the **Print Application Form and Checklist** button.

The screen is refreshed and work item sent to Excise User.



- **Print Application Form and Checklist** -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

Processing Licence Application User- Excise user

7. Processing Licence Application

This section covers the satges in licence processing based on the licence type and the user type.

7.1 Processing Licence Application for L-1 & L-31

The section below lists the steps to be followed by the excise user to process the L-1 & L-31 Licence application.

7.1.1 Processing Licence L-1 & L-31 by DA

WorkList						
Application Reference Number		<input type="text"/>	Search			
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARH0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARH0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARH0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARH0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARH0000001510	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARH0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARH0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARH0000000909	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARH0000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 51: Work List L-1 & L-31 - DA

To process Licence L-1 & L-31 by DA

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	AR0000001572	Status	Application Submitted
Wholesale Vend Name	BACARDI INDIA PRIVATE LIMITED	Licence Type	L1 & L31
Wholesale Vend Address	D-103/104, TTC Indl. Area Nerul, Noida, Maharashtra		
All documents as per checklist	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Hours of sale	9 AM- 5 PM		

[View Application Details](#)

Comments :

Figure 52: Processing Licence L-1 & L-31 - DA

4. Click the **View Application Details** to view the application form.
5. Select **Yes** for **All document as per checklist**.
6. Enter the comments and click the **Initiate Offer Letter Processing** button.
The screen is refreshed with new fields for specifying other details.



- Click **Cancel** to go back to the previous screen.
- Note: You may also click **NO** in **All document as per checklist**, system provide an option to mark deficiency.
- Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.

Process Licence Application

Application Reference Number	ARN0000001572	Status	Application Submitted
Wholesale Vend Name	BACARDI INDIA PRIVATE LIMITED	Licence Type	L1 & L31
Wholesale Vend Address	D-103/104, TTC Indl. Area, Neral, Noida, Maharashtra		
All documents as per checklist	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Complete Document Received on	24/09/2012		
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
Hours of sale	9 AM- 5 PM		

[View Application Details](#)

Show last Year available brand ☐

Declare Qualifying Brand

S.No	Liquor Category	Liquor Sub Category Economical / Non Economical	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTIN	Case GTIN	Delete Record
1	Alcopop	Alcopop	New Acla Pop M	23.0%	500C	0777777777777	1777777777777	<input type="checkbox"/>
2	Alcopop	Alcopop	New Acla Pop M	23.0%	60	0808080808080	1808080808080	<input type="checkbox"/>

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

Comments :

[Initiate Offer Letter Process](#) [Initiate Deficiency](#) [Cancel](#)

Figure 53: Processing Licence L-1 & L-31 – DA

7. Select date for **Inspection Date** and **Inspection Report Submitted On**.
8. Select Liquor category, Liquor Sub category, Brand Name, Strength, Size Code.
9. Enter the Bottle GTIN and Case GTIN for respective brands.
10. Enter the **comments** and Click the **Initiate Offer Letter Process** button.

The screen is refreshed and work item forwarded to next level approver.



- Click **Add Row** to add one extra row.
 - Click **Delete Row** to delete selected row.
 - Click **View Application Details** to display the application detail.
 - Click **Show Last Year Available Brands** to display the list of brands registered previous in year.
 - Click **Cancel** to go back to the previous screen.
- Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.

7.1.2 Processing Licence L-1 & L-31 by Superintendent

WorkList						
Application Reference Number		Search				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARH0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARH0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARH0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARH0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARH0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARH0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARH0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARH0000000909	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARH0000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 54: Work List L-1 & L-31 – Supt.

To process Licence L-1 & L-31 by Superintendent

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000001572	Status	Offer Letter Initiated
Wholesale Vend Name	BACARDI INDIA PRIVATE LIMITED	Licence Type	L1 & L31
Wholesale Vend Address	D-103/104, TTC Indl Area Nerali, Nerali, Maharashtra		
All documents as per checklist	Complete Document Received		
Complete Document Received on	24/09/2012		
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
Hours of sale	9 AM- 5 PM		

[View Application Details](#) [Mark Deficiency Details](#) [View Total Amount Payable](#)

Declare Qualifying Brand

S.No	Liquor Category	Liquor Sub Category Economical / Non Economical	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTIN	Case GTIN	Delete Record
1	--Please Select--	Please Select	Please Select		Please Select			<input type="checkbox"/>

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

Brands Declared

S.No	Liquor Category	Liquor Sub Category Economical / Non Economical	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTIN	Case GTIN	Delete
1	Alcopop	Alcopop	New Aclo Pop III	23.0%	500C	07777777777777	17777777777777	<input type="checkbox"/>
2	Alcopop	Alcopop	New Aclo Pop III	23.0%	60	08080808080808	18080808080808	<input type="checkbox"/>

[Delete Row](#)

Comments History

Task Name	User Name	Remarks	Date
Application Submitted and Document Awaited	Dealing Assistant	ok	24/09/2012

Comments -

[Send For Next Approval](#) [Return WorkItem](#) [Cancel](#) [Initiate Deficiency](#)

Figure 55: Processing Licence L-1 & L-31 – Supt.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **Add Row** to add one extra row.
- Click **Delete Row** to delete selected row.
- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Mark Deficiency Details** to mark the deficiency details.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.1.3 Processing Licence L-1 & L-31 by A.C

WorkList						
Application Reference Number		Search				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARH0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARH0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARH0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARH0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARH0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARH0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARH0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARH0000000909	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARH0000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 56: Work List L-1 & L-31 – AC.

To process Licence L-1 & L-31 by AC

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN000001572	Status	Offer Letter Initiated
Wholesale Vend Name	BACARDI INDIA PRIVATE LIMITED	Licence Type	L1 & L31
Wholesale Vend Address	D-103/104, TTC Indl. Area, Nerul, Navi Mumbai, Maharashtra		
All documents as per checklist	Complete Document Received		
Complete Document Received on	24/09/2012		
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
Hours of sale	9 AM- 5 PM		

[View Application Details](#) [Mark Deficiency Details](#) [View Total Amount Payable](#)

Declare Qualifying Brand

S.No	Liquor Category	Liquor Sub Category Economical / Non Economical	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTW	Case GTW	Delete Record
1	--Please Select--	Please Select	Please Select		Please Select			<input type="checkbox"/>

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

Brands Declared

S.No	Liquor Category	Liquor Sub Category Economical / Non Economical	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTW	Case GTW	Delete
1	Alcopop	Alcopop	New Acto Pop B	23.0%	500C	07777777777777	17777777777777	<input type="checkbox"/>
2	Alcopop	Alcopop	New Acto Pop B	23.0%	60	00000000000000	10000000000000	<input type="checkbox"/>

[Delete Row](#)

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Initiated	Superintendent	approved	24/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	24/09/2012

Comments -

[Send For Next Approval](#) [Return Work Item](#) [Cancel](#) [Issue Deficiency](#) [Print Deficiency Letter](#)

Figure 57: Processing Licence L-1 & L-31 – AC.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **Add Row** to add one extra row.
- Click **Delete Row** to delete selected row.
- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **Mark Deficiency Details** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Issue deficiency** to issue deficiency letter, if deficiency marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.1.4 Processing Licence L-1 & L-31 by D.C

WorkList						
Application Reference Number		Search				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARH0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARH0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARH0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARH0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARH0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARH0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARH0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARH0000000909	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARH0000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 58: Work List L-1 & L-31 – DC.

To process Licence L-1 & L-31 by DC

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN000001572	Status	Offer Letter Initiated
Wholesale Vend Name	BACARDI INDIA PRIVATE LIMITED	Licence Type	L1 & L31
Wholesale Vend Address	D-103/104, TTC Indl Area, Nerul, Noida, Maharashtra		
All documents as per checklist	Complete Document Received		
Complete Document Received on	24/09/2012		
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
Hours of sale	9 AM- 5 PM		

[View Application Details](#) [Mark Deficiency Details](#) [View Total Amount Payable](#)

Declare Qualifying Brand

S.No	Liquor Category	Liquor Sub Category Economical / Non Economical	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTIN	Case GTIN	Delete Record
1	--Please Select--	Please Select	Please Select		Please Select			<input type="checkbox"/>

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

Brands Declared

S.No	Liquor Category	Liquor Sub Category Economical / Non Economical	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTIN	Case GTIN	Delete
1	Alcopop	Alcopop	New Aclo Pop B	23.0%	500C	0777777777777	1777777777777	<input type="checkbox"/>
2	Alcopop	Alcopop	New Aclo Pop B	23.0%	60	0888888888888	1888888888888	<input type="checkbox"/>

[Delete Row](#)

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Initiated	Superintendent	approved	24/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	24/09/2012

Comments -

[Send For Next Approval](#) [Return Work Item](#) [Cancel](#) [Issue Deficiency](#) [Print Deficiency Letter](#)

Figure 59: Processing Licence L-1 & L-31 – DC.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **Add Row** to add one extra row.
- Click **Delete Row** to delete selected row.
- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **Mark Deficiency Details** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Return Work Item** to return the work item DA.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Issue deficiency** to issue deficiency letter, if deficiency marked.

7.1.5 Processing Licence L-1 & L-31 by E.C

WorkList						
Application Reference Number		Search				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARH0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARH0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARH0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARH0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARH0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARH0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARH0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARH0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARH0000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 60: Work List L-1 & L-31 – EC.

To process Licence L-1 & L-31 by EC

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN000001572	Status	Offer Letter Initiated
Wholesale Vend Name	BACARDI INDIA PRIVATE LIMITED	Licence Type	L1 & L31
Wholesale Vend Address	D-103/104, TTC Indl Area, Nerul, Noida, Maharashtra		
All documents as per checklist	Complete Document Received		
Complete Document Received on	24/09/2012		
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
Hours of sale	9 AM- 5 PM		

[View Application Details](#) [Mark Deficiency Details](#) [View Total Amount Payable](#)

Declare Qualifying Brand

S.No	Liquor Category	Liquor Sub Category Economical / Non Economical	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTIN	Case GTIN	Delete Record
1	--Please Select--	Please Select	Please Select		Please Select			<input type="checkbox"/>

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

Brands Declared

S.No	Liquor Category	Liquor Sub Category Economical / Non Economical	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTIN	Case GTIN	Delete
1	Alcopop	Alcopop	New Aclo Pop M	23.0%	500C	6777777777777	1777777777777	<input type="checkbox"/>
2	Alcopop	Alcopop	New Aclo Pop M	23.0%	60	0000000000000	1000000000000	<input type="checkbox"/>

[Delete Row](#)

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-2	Deputy Commissioner Excise	approve	24/09/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFL	approved	24/09/2012
Offer Letter Initiated	Superintendent	approved	24/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	24/09/2012

Comments :

[Approve WorkItem](#) [Reject Application](#) [Return WorkItem](#) [Cancel](#) [Issue Deficiency](#)
[Print Deficiency Letter](#)

Figure 61: Processing Licence L-1 & L-31 – DC.

4. Enter the comments and click the **Approve Work Item** button.



- Click **Add Row** to add one extra row.
- Click **Delete Row** to delete selected row.
- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **Mark Deficiency Details** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Return Work Item** to return the work item DA.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Issue deficiency** to issue deficiency letter, if deficiency marked.

7.1.6 Processing Licence L-1 & L-31 by DA

After the EC approves the offer Letter, DA accesses the work item and chooses to notify the applicant for payment.

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 3	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001447	Offer Letter Approved : Level 3	L1 & L31	Fresh	19/09/2012	5
3	ARN0000000273	Offer Letter Approved : Level 3	L1F & L32	Fresh	01/09/2012	23

Figure 62: Work List L-1 & L-31 – DA.

To process Licence L-1 & L-31 by DA

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- You may also click **Search** to search the unique application reference number

Process Licence Application

Application Reference Number	ARN0000001572	Status	Offer Letter Initiated
Wholesale Vend Name	BACARDI INDIA PRIVATE LIMITED	Licence Type	L1 & L31
Wholesale Vend Address	D-103/104, TTC Indl. Area, Nerul, Maharashtra		
All documents as per checklist	Complete Document Received		
Complete Document Received on	24/09/2012		
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
Hours of sale	9 AM- 5 PM		

[View Application Details](#)
[Mark Deficiency Details](#)
[View Total Amount Payable](#)

Declare Qualifying Brand

S.No	Liquor Category	Liquor Sub Category Economical / Non Economical	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTIN	Case GTIN	Delete Record
1	--Please Select--	Please Select	Please Select		Please Select			<input type="checkbox"/>

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

Brands Declared

S.No	Liquor Category	Liquor Sub Category Economical / Non Economical	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTIN	Case GTIN	Delete
1	Alcopop	Alcopop	New Aclo Pop M	23.0%	500C	0777777777777	1777777777777	<input type="checkbox"/>
2	Alcopop	Alcopop	New Aclo Pop M	23.0%	60	0888888888888	1888888888888	<input type="checkbox"/>

[Delete Row](#)

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-2	Deputy Commissioner Excise	approve	24/09/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFL	approved	24/09/2012
Offer Letter Initiated	Superintendent	approved	24/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	24/09/2012

Comments *

[Notify And Issue Offer Letter](#)
[Cancel](#)

Figure 63: Process Licence L-1 & L-31 – DA.

- Enter the comments and click the **Notify and Issue Offer Letter** button.
The screen is refreshed and work item is send to applicant for payment.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

7.2 Processing Licence Application for L-1F & L-32

The section below lists the steps to be followed by the excise user to process the L-1F & L-32 Licence application.

7.2.1 Processing Licence L-1F& L-32 by DA

WorkList						
Application Reference Number		<input type="text"/>	<input type="button" value="Search"/>			
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	AR00000001574	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	AR00000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	AR00000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	AR00000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	AR00000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	AR00000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	AR00000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	AR00000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	AR00000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 64: Work List L-1F& L-32 - DA

To process Licence L-1F& L-32 by DA

1. Login to the ESCIMS application.
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	AR0000001572	Status	Application Submitted
Wholesale Vend Name	BACARDI INDIA PRIVATE LIMITED	Licence Type	L1 & L31
Wholesale Vend Address	D-103/104, TTC Indl. Area Nerul, Noida, Maharashtra		
All documents as per checklist	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Hours of sale	9 AM- 5 PM		

[View Application Details](#)

Comments:

Figure 65. Processing Licence L-1P & L-32 - DA

4. Click the **View Application Details** to view the application form.
5. Select **Yes** for **All document as per checklist**.
6. Enter the comments and click the **Initiate Offer Letter Processing** button.
The screen is refreshed with new fields for specifying other details.



- Click **Cancel** to go back to the previous screen.
Note: You may also click **NO** in **All document as per checklist**, system provide an option to mark deficiency.
Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.

Process Licence Application

Application Reference Number	ARN000001885	Status	Application Submitted
Wholesale Vendor Name	Barand India Pvt Ltd	License Type	L1FBL32
Wholesale Vendor Address	112, SAHARAVU BASH, SAHARAVU BASH, DE Dahi		
All documents as per checklist	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Complete Document Received on	27-09-2012		
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
Hours of sale	9:00-5 PM		

[View Application Details](#) [View Total amount Payable](#)

View/Edit/Print Cost Card

Liquor Category	Brand Name	Size	CF Values (1)	Profit & Other Margin (2) (3)	WSP (1+2) (4)	Retailers Profit Margin (5)	Excise Duty (6)	VAT (7)	MRP (8)
Whiskey	CROWN REAL BLANCO TEQUILA	275PL	145.00	112.00	257.00	25.00	404.00	124.17	194.00

[Edit Cost Card](#) [Save Cost Card](#) [Print Cost Card](#)

Please Provide Additional Brand details

Liquor Category	Brand Name	Size	Bottle GTIN	Case GTIN	CF Values (1)	Margin & Other Charges (2)	WSP (1+2) (3)	Select
--Please Select--	--Please Select--	--Please Select--						

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

[Save Additional Brand Detail](#)

Comments:

[Initiate Offer Letter Process](#) [Initiate Deficiency](#) [Cancel](#)

Figure 66: Processing Licence L-1F & L-32 - DA

7. Select date for **Inspection Date** and **Inspection Report Submitted On**.
8. Select Liquor category, Liquor Sub category, Brand Name, Strength, Size Code.
9. Enter the Bottle GTIN and Case GTIN for respective brands.
10. Enter the **comments** and click the **Initiate Offer Letter Processing** button.

The screen is refreshed and work item forwarded to next level approver.



- Click **Edit Cost Card** to edit the cost card details.
- Click **Save Cost Card** to Save the cost card details, if cost card are edited.
- Click **Print Cost Card** to print the cost card letter.
- Click **Save Additional Brand Details** to add extra brand.
- Click **Add Row** to add one extra row.
- Click **Delete Row** to delete selected row.
- Click **Cancel** to go back to the previous screen.

Note: You may also click **Initiate Deficiency** to initiate deficiency process.

7.2.2 Processing Licence L-1F& L-32 by Superintendent

WorkList						
Application Reference Number		Search				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARH0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARH0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARH0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARH0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARH0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARH0000001582	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARH0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARH0000000800	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARH0000000730	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 67: Work List L-1F& L-32 – Supt.

To process Licence L-1F & L-32 by Superintendent

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Figure 68: Processing Licence L-1F& L-32 – Supt.

4. Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **Add Row** to add one extra row.
- Click **Delete Row** to delete selected row.
- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Mark Deficiency Details** to mark the deficiency details.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.2.3 Processing Licence L-1F & L-32 by A.C

WorkList						
Application Reference Number		Search				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARH0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARH0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARH0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARH0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARH0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARH0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARH0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARH0000000909	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARH0000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 69: Work List L-1F& L-32 – AC.

To process Licence L-1F & L-32 by AC

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

referenceReference

Process Licence Application

Application Reference Number	AR/0000001459	Status	Offer Letter Approved - Level 1
Wholesale Vend Name	Bacardi India Pvt Ltd	Licence Type	L-1F&L-32
Wholesale Vend Address	112, MAHARAJI BAGH, MAHARAJI BAGH DE Dahi		
All documents as per checklist	Complete Document Received		
Complete Document Received on	27/08/2012		
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
Hours of sale	9 AM - 5 PM		

[View Application Details](#) [Mark Deficiency Details](#) [View Total Amount Payable](#)

View/Edit/Print Cost Card

Liquor Category	Brand Name	Size	CIF Values (16)	Profit & Other	WSP	Wholesaler Profit	Excise Duty	VAT	WSP
			Marginal (2) (₹)	Marginal (2) (₹)	(1+2) (₹)	Marginal (₹)	(₹)	(₹)	(₹)
Whiskey	CAVENDISH BLANCO FLOQUA	375PL	345.00	233.00	578.00	28.00	484.00	324.17	1948.00

[Edit Cost Card](#) [Save Cost Card](#) [Print Cost Card](#)

Please Provide Additional Brand details

Liquor Category	Brand Name	Size	Bottle GTIN	Case GTIN	CIF Values (1) (₹)	Marginal & Other	WSP(1+2) (₹)	Select
						Charge(2) (₹)		
--Please Select--	Please Select	Please Select						<input type="checkbox"/>

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

[Save Additional Brand Detail](#)

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Initiated	Superintendent	approved	27/08/2012
Application Submitted and Document Attached	Dealing Assistant	initiate offer letter	27/08/2012

Comments +

[Send For Next Approval](#) [Return Work Item](#) [Cancel](#) [Issue Deficiency](#) [Print Deficiency Letter](#)

Figure 70: Processing Licence L-1F& L-32 – AC.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **Add Row** to add one extra row.
- Click **Delete Row** to delete selected row.
- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **Mark Deficiency Details** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.
- Click **Edit Cost Card** to edit the cost card details.
- Click **Save Cost Card** to save the cost card details, if cost card are edited..
- Click **Print Cost Card** to print the cost card Letter.
- Click **Save Additional Brand Details** to add extra brand.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.2.4 Processing Licence L-1F& L-32 by D.C

WorkList						
Application Reference Number		Search				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARH0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARH0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARH0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARH0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARH0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARH0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARH0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARH0000000909	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARH0000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 71: Work List L-1F& L-32 – DC.

To process Licence L-1F& L-32 by DC

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	AKN200001688	Status	Offer Letter Approved - Level 2
Wholesale Vend Name	Bachar Mohd Pte Ltd	Licence Type	L-1F&L-32
Wholesale Vend Address	112, INDAHARAU BANGKUHAWANMANI (BANDHIDE) Selai		
All documents as per checklist	Complete Document Received		
Complete Document Received on	27/09/2012		
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012
Hours of sale	9 AM - 5 PM		

[View Application Details](#) [Mark Deficiency Details](#) [View Total Amount Payable](#)

View/Edit/Print Cost Card

Liquor Category	Brand Name	Size	CP Values (18) Margin (2) (%)	Profit & Other Margin (2) (%)	WSP (1+2) (%)	Refiners Profit Margin (%)	Excise Duty (%)	VAT (%)	MPF (%)
Whiskey	CHAMPAGNE BLANCO TEQUILA	375FL	145.00	233.00	378.00	28.00	484.00	324.17	1948.00

[Send Cost Card](#) [Save Cost Card](#) [Print Cost Card](#)

Please Provide Additional Brand details

Liquor Category	Brand Name	Size	Bottle OTM	Crate OTM	CP Values (18)	Margin & Other Chargen (2) (%)	WSP (1+2) (%)	Label
-Please Select-	-Please Select-	-Please Select-						

[Add Row](#) [Delete Row](#) [Save Additional Brand Detail](#)

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-1	Assistant Commissioner (LFL)	approved	27/09/2012
Offer Letter Initiated	Superintendent	approved	27/09/2012
Application Submitted and Document Assisted	Dealing Assistant	initiate offer letter	27/09/2012

Comments:

[Send For Next Approval](#) [Return Work Item](#) [Cancel](#) [Issue Deficiency](#) [Print Deficiency Letter](#)

Figure 72: Processing Licence L-1F& L-32 – DC.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **Add Row** to add one extra row.
- Click **Delete Row** to delete selected row.
- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **Mark Deficiency Details** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter, if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.2.5 Processing Licence L-1F & L-32 by E.C

WorkList						
Application Reference Number		Search				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARH0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARH0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARH0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARH0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARH0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARH0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARH0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARH0000000909	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARH0000000738	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 73: Work List L-1F& L-32 – EC.

To process Licence L-1F& L-32 by EC

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

referenceReference

Figure 74: Processing Licence L-1F& L-32 – DC.

4. Enter the comments and click the **Approve Work Item** button.



- Click **Add Row** to add one extra row.
- Click **Delete Row** to delete selected row.
- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **Mark Deficiency Details** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter, if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.2.6 Processing Licence L-1F & L-32 by DA

After the EC approves the offer Letter, DA accesses the work item and chooses to notify the applicant for payment.

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 3	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001447	Offer Letter Approved : Level 3	L1 & L31	Fresh	19/09/2012	5
3	ARN0000000273	Offer Letter Approved : Level 3	L1F & L32	Fresh	01/09/2012	23

Figure 75: Work List L-1F & L-32 – DA.

To process Licence L-1F& L-32 by DA

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- You may also click **Search** to search the unique application reference number.

Process Licence Application

Application Reference Number	ARND00001888	Status	Offer Letter Approved - Level 2
Wholesale Veno Name	Batard India Pvt Ltd	Licence Type	L-1F&L-32
Wholesale Veno Address	112, JIAHARANI BAGH JIAHARANI BAHADUR DEHI		
All documents as per checklist	Complete Document Received		
Complete Document Received on	27/09/2012		
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012
Hours of Sale	8 AM - 5 PM		

[View Application Details](#) [View Deficiency Details](#) [View Total Amount Payable](#)

View/Edit/Print Cost Card

Liquor Category	Brand Name	Size	CP Values (1)	Profit & Other Margin (2) (₹)	WSP (1+2) (₹)	Relaters Profit Margin (₹)	Essake Duty (₹)	WAT (₹)	WPP (₹)
Whisky	CANINO REAL BLANCO TEQUILA	375PL	148.00	233.00	381.00	25.00	484.00	324.17	1945.00

[Edit Cost Card](#) [Save Cost Card](#) [Print Cost Card](#)

Please Provide Additional Brand details

Liquor Category	Brand Name	Size	Bottle GTIN	Case GTIN	CP Values (1)	Margin & Other Charges (2)	WSP (1+2) (₹)	WAT
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Row](#) [Delete Row](#) [Save Additional Brand Detail](#)

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-1	Assistant Commissioner LPL	approved	27/09/2012
Offer Letter Initiated	Superintendent	approved	27/09/2012
Application Submitted and Document Available	Dealing Assistant	initiate offer letter	27/09/2012

Comments:

[Notify And Issue Offer Letter](#) [Cancel](#)

Figure 76: Process Licence L-1F & L-32 – DA.

- Enter the comments and click the **Notify and Issue Offer Letter** button.
The screen is refreshed and work item is send to applicant for payment.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

7.3 Processing Licence Application -Corporation / Private Vends/ HCR/ / Departmental Store.

The section below lists the steps to be followed by the excise user to process the Corporation / Private Vends/ HCR Licence application.

7.3.1 Processing Licence Application for Corporation / Private Vends/ HCR/ Departmental Store by DA

WorkList						
Application Reference Number		<input type="text"/> <input type="button" value="Search"/>				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Recieved	L1	Application For Additional Brand	07/09/2012	17

Figure 77: Work List for Corporation / Private Vends/ HCR - DA

To process Corporation / Private Vends/ HCR/ Departmental Store Licence by DA

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000001658	Status	Application Submitted
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD , DELHI		
All documents are as per check list	<input type="radio"/> Yes <input checked="" type="radio"/> No	Hours of sale	10 AM- 10 PM
View Application Details			

Fee Details		
Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
HANS MESSERS	250000.00	0
Total Payable Licence Fee (₹)		250000.00

Comment *

Figure 78: Processing Licence for Corporation / Private Vends/ HCR- DA

4. Click the **View Application Details** to view the application form.
 5. Select **Yes** for **All document as per checklist**.
 6. Enter the comments and click the **Initiate Offer Letter Processing** button.
- The screen is refreshed with new fields for specifying other details.



- Click **Cancel** to go back to the previous screen.
- Note: You may also click **NO** in **All document as per checklist**, system provide an option to mark deficiency.
- Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.

Process Licence Application			
Application Reference Number	ARN0000001658	Status	Application Submitted
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	<input checked="" type="radio"/> Yes <input type="radio"/> No	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
Complete Document Received On	27/09/2012		
View Application Details			
Fee Details			
Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)	
HANS MESSERS	250000.00	0	
Total Payable Licence Fee (₹)		250000.00	
Comment *	<div>OK</div>		
<div> Initiate Deficiency Initiate Offer Letter Cancel </div>			

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Figure 79: Processing Licence for Corporation / Private Vends/ HCR– DA

7. Enter the **comments** and Click the **Initiate Offer Letter Processing** button.

The screen is refreshed and work item forwarded to next level approver.



- Click **Cancel** to go back to the previous screen.
- Note: You may also click **Initiate Deficiency** to initiate deficiency process.

7.3.2 Processing Licence for Corporation / Private Vends/ HCR / Departmental Storeby Superintendent

WorkList

Application Reference Number **Search**

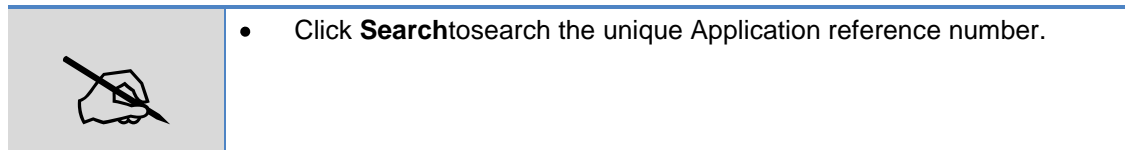
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Initiated	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000297	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
3	ARN0000000377	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
4	ARN0000000279	Offer Letter Initiated	L1 & L31	Fresh	25/08/2012	30
5	ARN0000000261	Offer Letter Initiated	L2	Fresh	23/08/2012	32
6	ARN0000000158	Offer Letter Initiated	L1 & L31	Fresh	18/08/2012	37
7	ARN0000000008	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39
8	ARN0000000066	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39

Cancel

Figure 80: Work List for Corporation / Private Vends/ HCR– Supt.

To process Corporation / Private Vends/ HCR/ Departmental StoreLicence by Superintendent

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000001658	Status	Offer Letter Approved : Level 1
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
View Application Details	View/Edit Deficiency		

Fee Details		
Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
HANS MESSERS	250000.00	0
Total Payable Licence Fee (₹)		250000.00

Task Name	User Name	Remarks	Date
Offer Letter Initiated	Superintendent	ok	27/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	27/09/2012

Comment *

Issue Deficiency **Send for next level approval** **Return WorkItem** **Cancel**

Figure 81: Processing Licence for Corporation / Private Vends/ HCR– Supt..

4. Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Mark Deficiency Details** to mark the deficiency details.

Note: You may also click **Issue deficiency** to issue deficiency letter, if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.3.3 Processing Licence for Corporation / Private Vends/ HCR / Departmental Storeby A.C

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 1	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000944	Offer Letter Issued With Deficiency and Payment Awaited	L1F & L32	Fresh	20/09/2012	4
3	ARN0000000683	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
4	ARN0000000692	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
5	ARN0000000693	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
6	ARN0000000326	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
7	ARN0000000348	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
8	ARN0000000314	Additional Brand Payment Pending	L1	Application For Additional Brand	01/09/2012	23
9	ARN0000000302	Additional Brand Payment Pending	L1	Application For Additional Brand	31/08/2012	24

Figure 82: Work List for Corporation / Private Vends/ HCR– AC.

To process Corporation / Private Vends/ HCR/ Departmental StoreLicence by AC

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000001658	Status	Offer Letter Approved : Level 1
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
View Application Details	View/Edit Deficiency		

Fee Details

Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
HANS MESSERS	250000.00	0
Total Payable Licence Fee (₹)		250000.00

Task Name	User Name	Remarks	Date
Offer Letter Initiated	Superintendent	ok	27/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	27/09/2012

Comment *

Figure 83: Processing Licence for Corporation / Private Vends/ HCR– AC..

4. Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **Mark Deficiency Details** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.3.4 Processing Licence for Corporation / Private Vends/ HCR / Departmental Storeby D.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 84: Work List for Corporation / Private Vends/ HCR– DC.

To process Corporation / Private Vends/ HCR/ Departmental StoreLicence by DC

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application			
Application Reference Number	ARN000001658	Status	Offer Letter Approved : Level 2
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
View Application Details	View/Edit Deficiency		

Fee Details		
Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
HANS MESSERS	250000.00	0
Total Payable Licence Fee (₹)		250000.00

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-1	Assistant Commissioner ILFL	ok	27/09/2012
Offer Letter Initiated	Superintendent	ok	27/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	27/09/2012

Comment :

[Issue Deficiency](#)
[Approve Offer Letter](#)
[Return WorkItem](#)
[Reject Application](#)
[Cancel](#)

Figure 85: Processing Licence for Corporation / Private Vends/ HCR– DC.

4. Enter the comments and click the **Approve Offer Letter** button.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **Mark Deficiency Details** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter, if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.3.5 Processing Licence Corporation / Private Vends/ HCR / Departmental Storeby DA

After the DC approves the offer Letter, DA accesses the work item and chooses to notify the applicant for payment.

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 86: Work List for Corporation / Private Vends/HCR – DA.

To process Corporation / Private Vends/ HCR/ Departmental StoreLicence by DA

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- You may also click **Search** to search the unique application reference number.

Process Licence Application

Application Reference Number	ARN0000001658	Status	Offer Letter Approved : Level 2
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
View Application Details	View/Edit Deficiency		

Fee Details

Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
HANS MESSERS	250000.00	0
Total Payable Licence Fee (₹)		250000.00

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-1	Assistant Commissioner ILFL	ok	27/09/2012
Offer Letter Initiated	Superintendent	ok	27/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	27/09/2012

Comment

Notify And Issue Offer Letter **Cancel**

Figure 87: Process Licence for Corporation / Private Vends/HCR – DA.

- Enter the comments and click the **Notify and Issue Offer Letter** button.
The screen is refreshed and work item is send to applicant for payment.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

7.4 Processing Add- On Licence Application -Corporation / Private Vends/ HCR/ Departmental Store.

The section below lists the steps to be followed by the excise user to process the add- on licence of Corporation / Private Vends/ HCR Licence application.

7.4.1 Processing Add- On Licence Application for Corporation / Private Vends/ HCR / Departmental Storeby DA

WorkList						
Application Reference Number		<input type="text"/> <input type="button" value="Search"/>				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Recieved	L1	Application For Additional Brand	07/09/2012	17

Figure 88: Work List for Corporation / Private Vends/ HCR - DA

To process Corporation / Private Vends/ HCR/ Departmental StoreLicence by DA

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000001658	Status	Application Submitted
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD , DELHI		
All documents are as per check list	<input type="radio"/> Yes <input type="radio"/> No	Hours of sale	10 AM- 10 PM
View Application Details			

Fee Details		
Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
HANS MESSERS	250000.00	0
Total Payable Licence Fee (₹)		250000.00

Comment *

Initiate Deficiency
Initiate Offer Letter
Cancel

Figure 69: Processing Licence for Corporation / Private Vends/ HCR - DA

4. Click the **View Application Details** to view the application form.
5. Select **Yes** for **All document as per checklist**.
6. Enter the comments and click the **Initiate Offer Letter Processing** button.
The screen is refreshed with new fields for specifying other details.



- Click **Cancel** to go back to the previous screen.
- Note: You may also click **NO** in **All document as per checklist**, system provide an option to mark deficiency.
- Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.

Process Licence Application			
Application Reference Number	ARN0000001658	Status	Application Submitted
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	<input checked="" type="radio"/> Yes <input type="radio"/> No	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
Complete Document Received On	27/09/2012		
View Application Details			
Fee Details			
Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)	
HANS MESSERS	250000.00	0	
Total Payable Licence Fee (₹)		250000.00	
Comment *	<div>Ok</div>		
<div> Initiate Deficiency Initiate Offer Letter Cancel </div>			

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Figure 90: Processing Licence for Corporation / Private Vends/ HCR – DA

7. Enter the **comments** and Click the **Initiate Offer Letter Processing** button.

The screen is refreshed and work item forwarded to next level approver.



- Click **Cancel** to go back to the previous screen.
- Note: You may also click **Initiate Deficiency** to initiate deficiency process.

7.4.2 Processing Add- On Licence for Corporation / Private Vends/ HCR / Departmental Store by Superintendent

WorkList

Application Reference Number **Search**

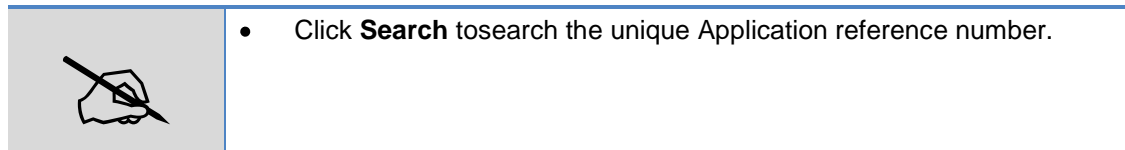
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Initiated	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000297	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
3	ARN0000000377	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
4	ARN0000000279	Offer Letter Initiated	L1 & L31	Fresh	25/08/2012	30
5	ARN0000000261	Offer Letter Initiated	L2	Fresh	23/08/2012	32
6	ARN0000000158	Offer Letter Initiated	L1 & L31	Fresh	18/08/2012	37
7	ARN0000000008	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39
8	ARN0000000066	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39

Cancel

Figure 91: Work List for Corporation / Private Vends/ HCR– Supt.

To process Corporation / Private Vends/ HCR/ Departmental Store Licence by Superintendent

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



Process Licence Application

Application Reference Number	ARN0000001658	Status	Offer Letter Approved : Level 1
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
View Application Details	View/Edit Deficiency		

Fee Details		
Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
HANS MESSERS	250000.00	0
Total Payable Licence Fee (₹)		250000.00

Task Name	User Name	Remarks	Date
Offer Letter Initiated	Superintendent	ok	27/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	27/09/2012

Comment *

Issue Deficiency **Send for next level approval** **Return WorkItem** **Cancel**

Figure 92: Processing Licence for Corporation / Private Vends/ HCR– Supt..

4. Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Mark Deficiency Details** to mark the deficiency details.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.4.3 Processing Add- On Licence for Corporation / Private Vends/ HCR / Departmental Storeby A.C

WorkList

Application Reference Number **Search**

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 1	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000944	Offer Letter Issued With Deficiency and Payment Awaited	L1F & L32	Fresh	20/09/2012	4
3	ARN0000000683	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
4	ARN0000000692	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
5	ARN0000000693	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
6	ARN0000000326	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
7	ARN0000000348	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
8	ARN0000000314	Additional Brand Payment Pending	L1	Application For Additional Brand	01/09/2012	23
9	ARN0000000302	Additional Brand Payment Pending	L1	Application For Additional Brand	31/08/2012	24

Cancel

Figure 93: Work List for Corporation / Private Vends/ HCR– AC.

To process Corporation / Private Vends/ HCR/ Departmental StoreLicence by AC

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000001658	Status	Offer Letter Approved : Level 1
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
View Application Details	View/Edit Deficiency		

Fee Details

Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
HANS MESSERS	250000.00	0
Total Payable Licence Fee (₹)		250000.00

Task Name	User Name	Remarks	Date
Offer Letter Initiated	Superintendent	ok	27/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	27/09/2012

Comment

Issue Deficiency Send for next level approval Return WorkItem Cancel

Figure 94: Processing Licence for Corporation / Private Vends/ HCR– AC..

4. Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **Mark Deficiency Details** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.4.4 Processing Add-On Licence for Corporation / Private Vends/ HCR / Departmental Store by D.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 95: Work List for Corporation / Private Vends/ HCR– DC.

To process Corporation / Private Vends/ HCR/ Departmental Store Licence by DC

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application			
Application Reference Number	ARN000001658	Status	Offer Letter Approved : Level 2
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
View Application Details	View/Edit Deficiency		

Fee Details		
Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
HANS MESSERS	250000.00	0
Total Payable Licence Fee (₹)		250000.00

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-1	Assistant Commissioner ILFL	ok	27/09/2012
Offer Letter Initiated	Superintendent	ok	27/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	27/09/2012

Comment :

[Issue Deficiency](#)
[Approve Offer Letter](#)
[Return WorkItem](#)
[Reject Application](#)
[Cancel](#)

Figure 96: Processing Licence for Corporation / Private Vends/ HCR– DC.

4. Enter the comments and click the **Approve Offer Letter** button.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **Mark Deficiency Details** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.4.5 Processing Add- On Licence Corporation / Private Vends/ HCR / Departmental Storeby DA

After the DC approves the offer Letter, DA accesses the work item and chooses to notify the applicant for payment.

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 97: Work List for Corporation / Private Vends/HCR – DA.

To process Corporation / Private Vends/ HCR/ Departmental StoreLicence by DA

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- You may also click **Search** to search the unique application reference number.

Process Licence Application

Application Reference Number	ARN0000001658	Status	Offer Letter Approved : Level 2
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
View Application Details	View/Edit Deficiency		

Fee Details

Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
HANS MESSERS	250000.00	0
Total Payable Licence Fee (₹)		250000.00

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-1	Assistant Commissioner ILFL	ok	27/09/2012
Offer Letter Initiated	Superintendent	ok	27/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	27/09/2012

Comment :

Notify And Issue Offer Letter **Cancel**

Figure 98: Process Licence for Corporation / Private Vends/HCR – DA.

4. Enter the comments and click the **Notify and Issue Offer Letter** button.
The screen is refreshed and work item is send to applicant for payment.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

7.5 Processing Licence Application for L-2

The section below lists the steps to be followed by the excise user to process the L-2 Licence application.

7.5.1 Processing Licence L-2 by DA

WorkList						
Application Reference Number		Search				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Recieved	L1	Application For Additional Brand	07/09/2012	17

Figure 99: Work List L-2 by DA

To process L-2 Licence by DA

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Fields marked with (*) are mandatory.

Application Reference Number	ARN0000001658	Licence Type	L2
Wholesale Vend Name	Grover Distillers	Application Status	Application Submitted
Hours of Sale	9 AM- 5 PM		
Wholesale Vend Address	56723, Narela, Jammu, Srinagar, Jammu and Kashmir		
All Documents as per Checklist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Complete Documents Received On	Not Recieved Yet

[View Application Details](#) [View Total Amount Payable](#)

Comments *

Figure 100: Processing Licence L-2 by DA

4. Click the **View Application Details** to view the application form.
5. Select **Yes** for **All document as per checklist**.
6. Enter the comments and click the **Initiate Offer Letter Process** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **Cancel** to go back to the previous screen.
- Note: You may also click **NO** in **All document as per checklist**, system provide an optin to mark deficiency.
- Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.

Process Licence Application

Fields marked with (*) are mandatory.

Application Reference Number	ARN0000001658	Licence Type	L2
Wholesale Vend Name	Grover Distillers	Application Status	Application Submitted
Hours of Sale	9 AM- 5 PM		
Wholesale Vend Address	56723, Narela, Jammu, Srinagar, Jammu and Kashmir		
All Documents as per Checklist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Complete Documents Received On	27/09/2012
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012

[View Application Details](#) [View Total Amount Payable](#)

Comments *

Figure 101: Processing Licence L-2 by DA

- Enter the **comments** and Click the **Save And Initiate Offer Letter Processing** button.

The screen is refreshed and work item forwarded to next level approver.



- Click **Cancel** to go back to the previous screen.
- Note: You may also click **Initiate Deficiency** to initiate deficiency process.

7.5.2 Processing Licence L-2 by Superintendent

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Initiated	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000297	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
3	ARN0000000377	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
4	ARN0000000279	Offer Letter Initiated	L1 & L31	Fresh	25/08/2012	30
5	ARN0000000261	Offer Letter Initiated	L2	Fresh	23/08/2012	32
6	ARN0000000158	Offer Letter Initiated	L1 & L31	Fresh	18/08/2012	37
7	ARN0000000008	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39
8	ARN0000000066	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39

Figure 102: Work List L-2 – Supt.

To process L-2 Licence by Superintendent

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

referenceReference

Process Licence Application

Fields marked with (*) are mandatory.

Application Reference Number	ARN0000001658	Licence Type	L2
Wholesale Vend Name	Grover Distillers	Application Status	Offer Letter Initiated
Hours of Sale	9 AM- 5 PM		
Wholesale Vend Address	56723, Narela,Jammu,Srinagar,Jammu and Kashmir		
Document Status	Complete Document Received	Complete Documents Received On	27/09/2012
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012

[View Application Details](#) [View/Edit Deficiency Details](#) [View Total Amount Payable](#)

Comments *

Comments History

Task Name	User Name	Remarks	Date
Application Submitted and Document Awaited	Dealing AssistantIL_DA	okk	27/09/2012

Figure 103: Processing Licence L-2 – Supt.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **View/ Edit Deficiency** to mark the deficiency details.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.5.3 Processing Licence L-2 by A.C

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 1	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000944	Offer Letter Issued With Deficiency and Payment Awaited	L1F & L32	Fresh	20/09/2012	4
3	ARN0000000683	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
4	ARN0000000692	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
5	ARN0000000693	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
6	ARN0000000326	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
7	ARN0000000348	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
8	ARN0000000314	Additional Brand Payment Pending	L1	Application For Additional Brand	01/09/2012	23
9	ARN0000000302	Additional Brand Payment Pending	L1	Application For Additional Brand	31/08/2012	24

Figure 104: Work List L-2 – AC.

To process L-2 Licence by AC

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

referenceReference

Process Licence Application

Fields marked with (*) are mandatory.

Application Reference Number	ARN0000001519	Licence Type	L2
Wholesale Vend Name	Chatterjee Distillers	Application Status	Offer Letter Approved : Level 1
Hours of Sale	9 AM- 5 PM		
Wholesale Vend Address	2364, Karunya Nagar,Coimbatore,Siruvani,Maharashtra		
Document Status	Complete Document Received	Complete Documents Received On	27/09/2012
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012

[View Application Details](#) [View Total Amount Payable](#)

Comments *

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	okk	27/09/2012
Application Submitted and Document Awaited	Dealing AssistantIL_DA	okk	27/09/2012

Figure 105: Processing Licence L-2 – AC.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.5.4 Processing Licence L-2 by D.C



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Welcome EXCISED
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Licence ▾ Import Permit ▾ Transport Permit ▾ Grievance ▾ Dry Day Permission ▾ SCM ▾

WorkList

Application Reference Number **Search**

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN00000001519	Offer Letter Approved : Level 2	L2	Fresh	27/09/2012	0
2	ARN00000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	27

Cancel

Figure 106: Work List L-2 – DC.


To process L-2 Licence by DC

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

referenceReference


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 Welcome EXCISED
 EXCISED, HCR

Licence ▾ | Import Permit ▾ | Transport Permit ▾ | Grievance ▾ | Dry Day Permission ▾ | SCM ▾

Process Licence Application

Fields marked with (*) are mandatory.

Application Reference Number	ARN0000001519	Licence Type	L2
Wholesale Vend Name	Chatterjee Distillers	Application Status	Offer Letter Approved : Level 2
Hours of Sale	9 AM- 5 PM		
Wholesale Vend Address	2364, Karunya Nagar,Coimbatore,Siruvani,Maharashtra		
Document Status	Complete Document Received	Complete Documents Received On	27/09/2012
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012

[View Application Details](#) [View Total Amount Payable](#)

Comments *

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-1	Assistant Commissioner ILFLILFL_AC	okk	27/09/2012
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	okk	27/09/2012
Application Submitted and Document Awaited	Dealing AssistantIL_DA	okk	27/09/2012

Approve Offer Letter | Return WorkItem | Reject Application | Issue Deficiency | Cancel

Figure 107: Processing Licence L-2 – DC.

- Enter the comments and click the **Approve Offer Letter** button.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.5.5 Processing Licence L-2 by DA

After the DC approves the offer Letter, DA accesses the work item and chooses to notify the applicant for payment.

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 108: Work List for L-2 – DA.

To process L-2 Licence by DA

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Fields marked with () are mandatory.*

Application Reference Number	ARN0000001519	Licence Type	L2
Wholesale Vend Name	Chatterjee Distillers	Application Status	Offer Letter Approved : Level 2
Hours of Sale	9 AM- 5 PM		
Wholesale Vend Address	2364, Karunya Nagar,Coimbatore,Siruvani,Maharashtra		
Document Status	Complete Document Received	Complete Documents Received On	27/09/2012
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012

[View Application Details](#) [View Total Amount Payable](#)

Comments *

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-1	Assistant Commissioner ILFLILFL_AC	okk	27/09/2012
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	okk	27/09/2012
Application Submitted and Document Awaited	Dealing AssistantIL_DA	okk	27/09/2012

Notify And Issue Offer Letter **Cancel**

Figure 109: Process Licence L-2 – DA.

- Enter the comments and click the **Notify and Issue Offer Letter** button.
The screen is refreshed and work item is send to applicant for payment.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

7.6 Processing Licence Application for CSD

The section below lists the steps to be followed by the excise user to process the CSDLicence application.

7.6.1 Processing Licence Application for CSD by DA

WorkList						
Application Reference Number		<input type="text"/> <input type="button" value="Search"/>				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Recieved	L1	Application For Additional Brand	07/09/2012	17

Figure 110: Work List for CSD - DA


To process CSD Licence by DA

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

referenceReference


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 Welcome CSDDA
 CSDDA, CSD Canteen

Licence ▾

Process Licence Application

Application Reference Number	ARN0000001713	Status	Application Submitted
CSD Canteen Name	RATHORE REGIMENT	Licence Type	L23
CSD Address	CHANDNI CHOWK , PARANTHE WAALI GALI, OLD DELHI, DELHI		
All documents are as per check list	<input checked="" type="radio"/> Yes <input type="radio"/> No	Hours of sale	As Per Military Rule
View Application Details			


Comment *

Figure 111: Processing Licence for CSD - DA

- Click the **View Application Details** to view the application form.
- Select **Yes** for **All document as per checklist**.
- Enter the comments and click the **Initiate Offer Letter Processing** button.
The screen is refreshed with new fields for specifying other details.



- Click **Cancel** to go back to the previous screen.
Note: You may also click **NO** in **All document as per checklist**, system provide an option to mark deficiency.
Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.


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CSDDA, CSD Canteen

Licence ▾

Process Licence Application

Application Reference Number	ARN0000001713	Status	Application Submitted
CSD Canteen Name	RATHORE REGIMENT	Licence Type	L23
CSD Address	CHANDNI CHOWK , PARANTHE WAALI GALI, OLD DELHI, DELHI		
All documents are as per check list	<input checked="" type="radio"/> Yes <input type="radio"/> No	Hours of sale	As Per Military Rule
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
Complete Document Received On	28/09/2012		
View Application Details			

Comment *

Initiate Deficiency Initiate Licence Letter Cancel

Figure 112: Processing Licence for CSD – DA

7. Enter the **comments** and Click the **Initiate Offer Letter Processing** button.

The screen is refreshed and work item forwarded to next level approver.



- You may also click **Initiate Deficiency**, to initiate deficiency process.
- Click **Cancel** to go back to the previous screen.

7.6.2 Processing Licence for CSD by Superintendent

The screenshot shows the 'delhi.gov.in' portal for the Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi. The user is logged in as ILFL SUPERINTENDENT. The interface includes a 'Licence' dropdown menu set to 'SCM' and a 'WorkList' section. A search bar for 'Application Reference Number' is present with a 'Search' button. Below the search bar is a table listing application details.


S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN00000001572	Offer Letter Initiated	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000297	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
3	ARN0000000377	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
4	ARN0000000279	Offer Letter Initiated	L1 & L31	Fresh	25/08/2012	30
5	ARN0000000261	Offer Letter Initiated	L2	Fresh	23/08/2012	32
6	ARN0000000158	Offer Letter Initiated	L1 & L31	Fresh	18/08/2012	37
7	ARN0000000008	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39
8	ARN0000000066	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39

A 'Cancel' button is located at the bottom right of the table area.

Figure 113: Work List for CSD– Supt.

To process CSD Licence by Superintendent

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

referenceReference



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ILFLSUPERINTENDENT, ILFL

Licence ▾
SCM ▾

Process Licence Application

Application Reference Number	ARN0000001713	Status	Licence Letter Initiated
CSD Canteen Name	RATHORE REGIMENT	Licence Type	L23
CSD Address	CHANDNI CHOWK , PARANTHE WAALI GALLI, OLD DELHI, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	As Per Military Rule
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
View Application Details	View/Edit Deficiency		


Task Name	User Name	Remarks	Date
Application Submitted and Document Awaited	Dealing Assistant	ok	28/09/2012

Comment *

Initiate Deficiency
Send for next level approval
Return Workitem
Cancel

Figure 114: Processing Licence for CSD– Supt.

4. Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **View/ Edit Deficiency** to mark the deficiency details.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.6.3 Processing Licence for CSD by A.C

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 1	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000944	Offer Letter Issued With Deficiency and Payment Awaited	L1F & L32	Fresh	20/09/2012	4
3	ARN0000000683	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
4	ARN0000000692	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
5	ARN0000000693	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
6	ARN0000000326	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
7	ARN0000000348	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
8	ARN0000000314	Additional Brand Payment Pending	L1	Application For Additional Brand	01/09/2012	23
9	ARN0000000302	Additional Brand Payment Pending	L1	Application For Additional Brand	31/08/2012	24

Figure 115: Work List for Corporation / Private Vends – AC.

To process CSD Licence by AC

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

referenceReference

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License SCM

Process Licence Application

Application Reference Number	ARN0000001713	Status	Licence Letter Approved Level 1
CSD Canteen Name	RATHORE REGIMENT	Licence Type	L23
CSD Address	CHANDNI CHOWK , PARANTHE WAALI GALI, OLD DELHI, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	As Per Military Rule
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
View Application Details	View/Edit Deficiency		

Task Name	User Name	Remarks	Date
Licence Letter Initiated	Superintendent	okk	28/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	28/09/2012

Comment *

Figure 116: Processing Licence for CSD – AC.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.

- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.6.4 Processing Licence for CSD by D.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 117: Work List for CSD – DC.

To process CSD Licence by DC

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Reference

Process Licence Application

Application Reference Number	ARN000001713	Status	Licence Letter Approved Level 2
CSD Canteen Name	RATHORE REGIMENT	Licence Type	L23
CSD Address	CHANDNI CHOWK , PARANTHE WAALI GALI, OLD DELHI, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	As Per Military Rule
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
View Application Details	View/Edit Deficiency		

Task Name	User Name	Remarks	Date
Licence Letter Approved Level-1	Assistant Commissioner ILFL	okay	28/09/2012
Licence Letter Initiated	Superintendent	okk	28/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	28/09/2012

Comment *

[Issue Deficiency](#)
[Approve WorkItem](#)
[Return WorkItem](#)
[Reject Application](#)
[Cancel](#)

Figure 118: Processing Licence for CSD – DC.

4. Enter the comments and click the **Approve Work Item** button.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.6.5 Processing Licence CSD by DA

After the DC approves the offer Letter, DA accesses the work item and chooses to notify the applicant for payment.

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 119: Work List for CSD – DA.

To process CSD Licence by DA

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- You may also click **Search** to search the unique application reference number.

Process Licence Application

Application Reference Number	ARN0000001713	Status	Licence Letter Approved Level 2
CSD Canteen Name	RATHORE REGIMENT	Licence Type	L23
CSD Address	CHANDNI CHOWK , PARANTHE WAALI GALI, OLD DELHI, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	As Per Military Rule
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
View Application Details	View/Edit Deficiency		

Task Name	User Name	Remarks	Date
Licence Letter Approved Level-1	Assistant Commissioner ILFL	okay	28/09/2012
Licence Letter Initiated	Superintendent	okk	28/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	28/09/2012

Comment *

Notify And Issue Offer Letter
Cancel

Figure 120: Process Licence forCSD – DA.

- Enter the comments and click the **Notify and Issue Offer Letter** button.
The screen is refreshed and work item is send to applicant for payment.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

7.7 Processing Licence Application for L-30

The section below lists the steps to be followed by the excise user to process the L-30 Licence application.

7.7.1 Processing Licence Application for L-30 by DA

Retail Vend/L30/CSD Work List						
Application Reference Number		<input type="text"/> <input type="button" value="Search"/>				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On (DD/MM/YYYY)	Pending Since (In Days)
1	ARN0000001707	Application Submitted	L30	Fresh	28/09/2012	0
2	ARN0000001228	Application Submitted	L23F	Fresh	18/09/2012	10
3	ARN0000001227	Application Submitted	L23F	Fresh	18/09/2012	10
4	ARN0000001323	Deficiency Approved : Final Level	L30	Renew	18/09/2012	10
5	ARN0000001096	Licence Letter Approved Final Level	L30	Fresh	17/09/2012	11
6	ARN0000001098	Licence Letter Approved Final Level	L30	Fresh	17/09/2012	11
7	ARN0000001054	Application Submitted	L23F	Fresh	14/09/2012	14
8	ARN0000001055	Application Submitted	L23F	Fresh	14/09/2012	14
9	ARN0000001056	Application Submitted	L23F	Fresh	14/09/2012	14
10	ARN0000001057	Application Submitted	L23F	Fresh	14/09/2012	14

« Prev | 1 | 2 | 3 | Next »

Figure 121: Work List for L-30 - DA

To process L-30 Licence by DA

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to Search the unique Application reference number.

Process Licence Application			
Application Reference Number	ARN0000001707	Status	Application Submitted
Name of Applicant	Hari Bhushan	Licence Type	L30
Applicant Address	1/347 RAJ LAXMI SOCIETY, DELHI, DELHI		
All documents are as per check list	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
Complete Document Received On	28/09/2012		
Indian Liquor-Foreign Liquor Quantity (Liters)	15	Wine/liquor/Cider/Beer Quantity (Liters)	47
View Application Details			
Payment Details			
Licence Fee Paid Amount(₹)	3000.00	Payment Date	28/09/2012
Transaction Receipt Number	28091210891		
Comment *	<input type="text" value="OK"/>		
<input type="button" value="Initiate Deficiency"/> <input type="button" value="Initiate Licence Letter"/> <input type="button" value="Cancel"/>			

Figure 122: ProcessingLicence for L-30 - DA

4. Click the **View Application Details** to view the application form.
5. Select **Yes** for **All document as per checklist**.
6. Enter the comments and click the **Initiate Offer Letter Process** button.
The screen is refreshed with new fields for specifying other details.



- Click **Cancel** to go back to the previous screen.
- Note: You may also click **NO** in **All document as per checklist**, system provide an optin to mark deficiency.
- Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.

Process Licence Application			
Application Reference Number	ARN0000001707	Status	Application Submitted
Name of Applicant	Hari Bhushan	Licence Type	L30
Applicant Address	1/347 RAJ LAXMI SOCIETY, DELHI, DELHI		
All documents are as per check list	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
Complete Document Received On	28/09/2012		
Indian Liquor-Foreign Liquor Quantity (Liters)	15	Wine/liquor/Cider/Beer Quantity (Liters)	47
View Application Details			
Payment Details			
Licence Fee Paid Amount(₹)	3000.00	Payment Date	28/09/2012
Transaction Receipt Number	28091210891		
Comment	<input type="text" value="OK"/>		
<input type="button" value="Initiate Deficiency"/> <input type="button" value="Initiate Licence Letter"/> <input type="button" value="Cancel"/>			

Figure 123: Processing Licence for L-30– DA

7. Enter the **comments** and Click the **Initiate Offer Letter Processing** button.

The screen is refreshed with new fields for specifying other details.



- You may also click **Initiate Deficiency**, to initiate deficiency process.
- Click **Cancel** to go back to the previous screen.

7.7.2 Processing Licence for L-30 by Superintendent

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Initiated	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000297	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
3	ARN0000000377	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
4	ARN0000000279	Offer Letter Initiated	L1 & L31	Fresh	25/08/2012	30
5	ARN0000000261	Offer Letter Initiated	L2	Fresh	23/08/2012	32
6	ARN0000000158	Offer Letter Initiated	L1 & L31	Fresh	18/08/2012	37
7	ARN0000000008	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39
8	ARN0000000066	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39

Figure 124: Work List for L-30– Supt.

To process L-30 Licence by Superintendent

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000001707	Status	Licence Letter Initiated
Name of Applicant	Hari Bhushan	Licence Type	L30
Applicant Address	1/347 RAJ LAXMI SOCIETY, DELHI, DELHI		
All documents are as per check list	Complete Document Received		
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
Indian Liquor-Foreign Liquor Quantity (Liters)	15	Wine/Liquor/Cider/Beer Quantity (Liters)	47
View Application Details	View/Edit Deficiency		

Payment Details			
Licence Fee Paid Amount(₹)	3000.00	Payment Date	28/09/2012
Transaction Receipt Number	28091210891		

Task Name	User Name	Remarks	Date
Application Submitted and Document Awaited	Dealing Assistant	OK	28/09/2012

Comment *

Figure 125: ProcessingLicence for L-30– Supt.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
 - Click **Cancel** to go back to the previous screen.
- Note: You may also click **View/ Edit Deficiency** to mark the deficiency details.
- Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.
- Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.
- Note: You may also click **Return Work Item** to return the work item DA.

7.7.3 Processing Licence for L-30 by A.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 1	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000944	Offer Letter Issued With Deficiency and Payment Awaited	L1F & L32	Fresh	20/09/2012	4
3	ARN0000000683	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
4	ARN0000000692	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
5	ARN0000000693	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
6	ARN0000000326	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
7	ARN0000000348	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
8	ARN0000000314	Additional Brand Payment Pending	L1	Application For Additional Brand	01/09/2012	23
9	ARN0000000302	Additional Brand Payment Pending	L1	Application For Additional Brand	31/08/2012	24

Figure 126: Work List for L-30– AC.

To process L-30 Licence by AC

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.



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Licence ▾
SCM ▾

Process Licence Application

Application Reference Number	ARN0000001707	Status	Licence Letter Approved Level 1
Name of Applicant	Hari Bhushan	Licence Type	L30
Applicant Address	1/347 RAJ LAXMI SOCIETY, DELHI, DELHI		
All documents are as per check list	Complete Document Received		
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
Indian Liquor:Foreign Liquor Quantity (Liters)	15	Wine/liquor/Cider/Beer Quantity (Liters)	47
View Application Details	View/Edit Deficiency		

Payment Details

Licence Fee Paid Amount(₹)	3000.00	Payment Date	28/09/2012
Transaction Receipt Number	28091210891		

Task Name	User Name	Remarks	Date
Licence Letter Initiated	Superintendent	ok	28/09/2012
Application Submitted and Document Awaited	Dealing Assistant	OK	28/09/2012

Comment *

Issue Deficiency
Send for next level approval
Return WorkItem
Cancel

Figure 127: Processing Licence for L-30– AC.

4. Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.7.4 Processing Licence for L-30 by D.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 128: Work List for L-30– DC.

To process L-30 Licence by DC

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application			
Application Reference Number	ARN0000001707	Status	Licence Letter Approved Level 2
Name of Applicant	Hari Bhushan	Licence Type	L30
Applicant Address	1/347 RAJ LAXMI SOCIETY, DELHI, DELHI		
All documents are as per check list	Complete Document Received		
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
Indian Liquor-Foreign Liquor Quantity (Liters)	15	Wine/Liquor/Cider/Beer Quantity (Liters)	47
View Application Details	View/Edit Deficiency		
Payment Details			
Licence Fee Paid Amount(₹)	3000.00	Payment Date	28/09/2012
Transaction Receipt Number	28091210891		
Task Name	User Name	Remarks	Date
Licence Letter Approved Level-1	Assistant Commissioner ILFL	OK	28/09/2012
Licence Letter Initiated	Superintendent	ok	28/09/2012
Application Submitted and Document Awaited	Dealing Assistant	OK	28/09/2012
Comment *	<input type="text"/>		
Issue Deficiency Approve WorkItem Return WorkItem Reject Application Cancel			

Figure 129: Processing Licence for L-30– DC.

4. Enter the comments and click the **Approve Work Item** button.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.7.5 Processing Licence L-30 by DA

After the DC approves the offer Letter, DA accesses the work item and chooses to notify the applicant for payment.

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 130: Work List for L-30 – DA.

To process CSD Licence by DA

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique application reference number.

[View Application Details](#)
[View/Edit Deficiency](#)

Task Name	User Name	Remarks	Date
Licence Letter Approved Level-1	Assistant Commissioner ILFL	okay	28/09/2012
Licence Letter Initiated	Superintendent	okk	28/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	28/09/2012

Comment *

Figure 131: Process Licence forL-30 – DA.

- Enter the comments and click the **Notify and Issue Offer Letter** button.
The screen is refreshed and work item is send to applicant for payment.

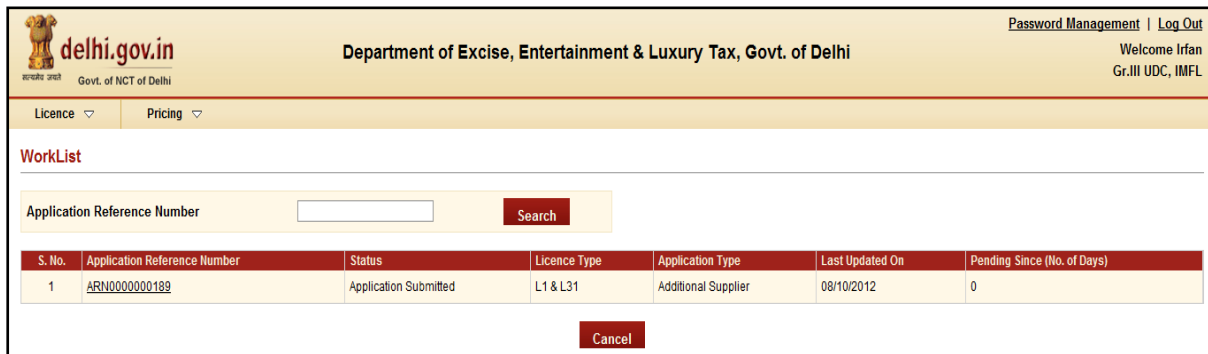


- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

7.8 Processing Supplier Application

The section below lists the steps to be followed by the excise user to process the supplier application.

7.8.1 Processing Supplier Application by DA



S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000000189	Application Submitted	L1 & L31	Additional Supplier	08/10/2012	0

Figure 132: Work List supplier - DA

To process Supplier Application by DA

1. Login to the ESCIMS application
2. Access **Wholesale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Issue Approval for Additional Supplier

Application Reference Number	ARN0000000189	Licence ID	L1/2012/00127
Status	Application Submitted	Licence Type	L1 & L31
Wholesale Vend Name	Rhishikesh Suppliers	All documents as per checklist	<input checked="" type="radio"/> Yes <input type="radio"/> No
WholeSaleVend Address	Gohana, JIIND, Manipur, 765765		
Additional Supplier Name	Rhishikesh Suppliers		
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
View Supplier Details			

Comment *

Figure 133: ProcessingLicence Supplier - DA

- Click the **View Supplier Details** to view the supplier application form.
- Select **Yes** for **All document as per checklist**.
- Enter the comments and click the **Initiate Offer Letter** button.

The screen is refreshed and work item forwarded to next level approver.



- Click **Cancel** to go back to the previous screen.
- Note: You may also click **NO** in **All document as per checklist**, system provide an option to mark deficiency.
- Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.

7.8.2 Processing Supplier Application by Superintendent

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000000189	Application Submitted	L1 & L31	Additional Supplier	08/10/2012	0

Figure 134: Work List supplier – Supt.

To process Supplier application by Superintendent

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Issue Approval for Additional Supplier

Application Reference Number	ARN0000000189	Licence ID	L1/2012/00127
Status	Offer Letter Approved : Level 2	Licence Type	L1 & L31
Wholesale Vend Name	Rhishikesh Suppliers	Complete Documents Received On	08/10/2012
WholeSaleVend Address	Gohana, JIIND, Manipur, 765765		
Inspection Date	<input type="text"/>	Inspection Report Submitted	<input type="text"/>
View Supplier Details	View Fee Details	View/Edit Deficiency	

S.No	Supplier Name	Supplier Address	Brand Name	Fee Payable(₹)
1	Rhishikesh Suppliers	Gohana,aaaaaa,JIIND,Manipur,765765	WhiskyLL4	500000.00
Total Amount (₹)				500000.00

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-1	Assistant Commissioner ILFLILFL_AC	approved	08/10/2012
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	approved	08/10/2012
Application Submitted and Document Awaited	Dealing AssistantIL_DA	initiate offer letter	08/10/2012

Comment *

[Issue Deficiency](#)
[Send For Next Level Approval](#)
[Return Workitem](#)
[Cancel](#)

Figure 135: ProcessingLicence Supplier – Supt.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View Fee Details** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **View/ Edit Deficiency Details** to mark the deficiency details.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.8.3 Processing Supplier Application by A.C

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000000189	Application Submitted	L1 & L31	Additional Supplier	08/10/2012	0

Figure 136: Work List supplier – AC.

To process supplier application by AC

1. Login to the ESCIMS application
2. Access **Wholesale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Issue Approval for Additional Supplier

Application Reference Number	ARN0000000189	Licence ID	L1/2012/00127
Status	Offer Letter Approved : Level 2	Licence Type	L1 & L31
Wholesale Vend Name	Rhishikesh Suppliers	Complete Documents Received On	08/10/2012
WholeSaleVend Address	Gohana, JIIND, Manipur, 765765		
Inspection Date	<input type="text"/>	Inspection Report Submitted	<input type="text"/>
View Supplier Details	View Fee Details	View/Edit Deficiency	

S.No	Supplier Name	Supplier Address	Brand Name	Fee Payable(₹)
1	Rhishikesh Suppliers	Gohana,aaaaaa,JIIND,Manipur,765765	WhiskyIL4	500000.00
Total Amount (₹)				500000.00

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-1	Assistant Commissioner ILFLILFL_AC	approved	08/10/2012
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	approved	08/10/2012
Application Submitted and Document Awaited	Dealing AssistantTL_DA	initiate offer letter	08/10/2012

Comment *

[Issue Deficiency](#)
[Send For Next Level Approval](#)
[Return Workitem](#)
[Cancel](#)

Figure 137: ProcessingLicence Supplier – AC

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency Details** to mark the deficiency details.
- You may also click **Issue deficiency** to issue deficiency letter, if deficiency marked.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.
- Click **View Fee Details** to view the total amount to be paid by applicant against the selected brands.
- You may also click **Return Work Item** to return the work item DA.

7.8.4 Processing Supplier Application by D.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000000189	Application Submitted	L1 & L31	Additional Supplier	08/10/2012	0

Figure 138: Work List supplier – DC

To process supplier application by DC

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Issue Approval for Additional Supplier

Application Reference Number	ARN0000000189	Licence ID	L1/2012/00127
Status	Offer Letter Approved : Level 2	Licence Type	L1 & L31
Wholesale Vend Name	Rhishikesh Suppliers	Complete Documents Received On	08/10/2012
WholeSaleVend Address	Gohana, JIIND, Manipur, 765765		
Inspection Date	<input type="text"/>	Inspection Report Submitted	<input type="text"/>
View Supplier Details	View Fee Details	View/Edit Deficiency	

S.No	Supplier Name	Supplier Address	Brand Name	Fee Payable(₹)
1	Rhishikesh Suppliers	Gohana,aaaaaa,JIIND,Manipur,765765	Whiskyll4	500000.00
Total Amount (₹)				500000.00

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-1	Assistant Commissioner ILFLILFL_AC	approved	08/10/2012
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	approved	08/10/2012
Application Submitted and Document Awaited	Dealing AssistantIL_DA	initiate offer letter	08/10/2012

Comment :

[Issue Deficiency](#)
[Send For Next Level Approval](#)
[Return Workitem](#)
[Cancel](#)

Figure 139: ProcessingLicence Supplier – DC

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item is send to applicant for payment.



- Click **View Supplier Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View Fee Details** to view applicable fee details.
- Click **View/ Edit Deficiency Details** to mark the deficiency details.
- Click **Issue Deficiency** to initiate deficiency process only if deficiency is marked.
- Click **Return Work Item** to return the work item DA.

7.8.5 Processing Supplier Application by E.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000000189	Application Submitted	L1 & L31	Additional Supplier	08/10/2012	0

Figure 140: Work List supplier – EC.

To process supplier application by EC

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Issue Approval for Additional Supplier

Application Reference Number	ARN0000000192	Licence ID	L1/2012/00127
Status	Offer Letter Approved : Level 3	Licence Type	L1 & L31
Wholesale Vend Name	Rhishikesh Suppliers	Complete Documents Received On	08/10/2012
WholeSaleVend Address	Gohana, aaaaaaa, Andhra Pradesh, 555555		
Inspection Date	08/10/2012	Inspection Report Submitted	08/10/2012
View Supplier Details	View Fee Details	View/Edit Deficiency	

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-2	Deputy Commissioner ExciseEXCISE_DC	ok	08/10/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFULFL_AC	ok	08/10/2012
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	ok	08/10/2012
Application Submitted and Document Awaited	Dealing AssistantIL_DA	ok	08/10/2012

Comment *

[Issue Deficiency](#) | [Approve WorkItem](#) | [Return work item](#) | [Reject Application](#) | [Cancel](#)

Figure 141: ProcessingLicence Supplier – EC.

- Enter the comments and click the **Approve Work Item** button.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.8.6 Processing Supplier Application by DA

After the EC approves the Letter, DA accesses the work item and chooses to notify the applicant for payment.

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 3	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001447	Offer Letter Approved : Level 3	L1 & L31	Fresh	19/09/2012	5
3	ARN0000000273	Offer Letter Approved : Level 3	L1F & L32	Fresh	01/09/2012	23

Figure 142: Work List– DA.

To process supplier application by DA

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique application reference number.

Issue Approval for Additional Supplier

Application Reference Number	ARN0000000192	Licence ID	L1/2012/00127
Status	Offer Letter Approved : Level 3	Licence Type	L1 & L31
Wholesale Vend Name	Rhishikesh Suppliers	Complete Documents Received On	08/10/2012
Whole SaleVend Address	Gohana, aaaaaaa, Andhra Pradesh, 555555		
Inspection Date	08/10/2012	Inspection Report Submitted	08/10/2012
View Supplier Details	View Fee Details	View/Edit Deficiency	

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved Level-2	Deputy Commissioner ExciseEXCISE_DC	ok	08/10/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFLILFL_AC	ok	08/10/2012
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	ok	08/10/2012
Application Submitted and Document Awaited	Dealing AssistantIL_DA	ok	08/10/2012

Figure 143: Process– DA.

- Enter the comments and click the **Notify and Issue Offer Letter** button.
The screen is refreshed and work item is send to applicant for payment.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

7.9 Processing Register Additional Brands

The section below lists the steps to be followed by the DA to register additional brands.

The screenshot shows the ESCIMS application interface. At the top, there is a header bar with the Delhi Government logo and 'delhi.gov.in' on the left, 'Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi' in the center, and 'Password Management | Log Out' and 'Welcome Irfan Gr.III UDC, IMFL' on the right. Below the header, there are two tabs: 'Licence' and 'Pricing'. The 'Licence' tab is active. The main content area is titled 'Register Additional Brand : Search'. It contains a search form with a 'Search' label, a text input field for 'Wholesale Vend Licence ID' containing the value 'L1/2012/00127', and a red 'Search' button. Below the search form, there is a red 'Cancel' button.

Figure 144: Register Additional Brands - DA

To process register additional brands by DA

1. Login to the ESCIMS application
2. Access Register **Additional Brand** functionality.
3. Enter the **Wholesale Vend Licence ID**.
4. Click the Searchbutton.

The screen is refreshed with new fields for specifying other details.

Register Additional Brand

Search
Wholesale Vend Licence ID L1/2012/00127

Licence ID L1/2012/00127 Licence Type L1
Wholesale Vend Name Kanda Distillers IL Distance from Vend to Warehouse 600.0
Wholesale Vend Address 294, DEORA, SONIPAT, Haryana, 200012 [View Already Registered Brands](#)

Declared Brands

S.No	Liquor Category	Liquor Sub Category (Economical / Non Economical)	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTIN	Case GTIN
1	Beer	Lager	Beer/L1	4	330	03569348205789	13569348205789
2	Beer	Lager	Beer/L1	4	500	04367823758972	14367823758972
3	Beer	Lager	Beer/L1	4	650	03468873456834	13468873456834
4	Whiskey	Non-Economy (Above INR 120/-)	Whisky/L4		180	04569738759245	14569738759245
5	Whiskey	Non-Economy (Above INR 120/-)	Whisky/L4		375	09834658678365	19834658678365
6	Whiskey	Non-Economy (Above INR 120/-)	Whisky/L4		750	02375475237456	12375475237456

Provide Brand Details

S.No	Liquor Category	Liquor Sub Category (Economical / Non Economical)	Brand Name	Strength (If Liquor Category is Beer)	Size Code	Bottle GTIN	Case GTIN	Delete Record
1	--Please Select--	--Please Select--	Please Select		Please Select			<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>

Comments:

Figure 145: Register Additional Brands - DA

5. Select Liquor category, Liquor Sub category, Brand Name, Strength, Size Code.
6. Enter the Bottle GTIN and Case GTIN for respective brands.
7. Enter the **comments** and Click the **save** button.

The screen is refreshed with new fields for specifying other details.



- Click **View Already Register Brand** to view already registered brands.
- Click **Cancel** to go back to the previous screen.

Print Application and Checklist

Application is Successfully Submitted

Application Reference No. : AR00000001572

A Copy of Application Form has been sent to the registered email ID

Please print the application and submit it along with the supporting documents to Excise Department within 7 Excise working days.

Note: Date of application will be reckoned from the date of submission of the complete documents in the Excise Department.

Print Application Form and Checklist

Figure 146: Print Application & Checklist for L-1 & L-31

8. Click the **Print Application Form and Checklist** button.



Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

7.10 Processing Shift of Vend Application.

The section below lists the steps to be followed by the excise user to process the shift vend.

7.10.1 Processing shifting of vend application by DA

Application Reference Number <input type="text"/> <input type="button" value="Search"/>						
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On (DD/MM/YYYY)	Pending Since (In Days)
1	ARN0000000220	Application Submitted	L6 & L6FG	Shift Of Vend	09/10/2012	0
2	ARN0000000171	Application Submitted	L11	Fresh	08/10/2012	1
3	ARN0000000188	Offer Letter Approved : Final Level	L6FE	Fresh	08/10/2012	1
4	ARN0000000132	Application Submitted	L11	Fresh	05/10/2012	4
5	ARN0000000096	Offer Letter Returned : Level 1	L7	Fresh	04/10/2012	5
6	ARN0000000079	Application Submitted	L6	Fresh	04/10/2012	5
7	ARN0000000083	Offer Letter Returned : Level 1	L6 & L6FG	Fresh	04/10/2012	5
8	ARN0000000005	Offer Letter Approved : Final Level	L7	Fresh	01/10/2012	8

Figure 147: Work List for Shift of Vends - DA

To process Shift of Vend Application by DA

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000000220	Status	Application Submitted
Vend Name	SRI LATA VENDS RG ILFL	Licence Type	L6 & L6FG
Vend Address	PLOT NO. 55, NEW DELHI, East Delhi, DELHI, 243333		
All documents are as per check list	<input checked="" type="radio"/> Yes <input type="radio"/> No	Hours of sale	10 AM- 10 PM
View Application Details			

Fee Details

Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
SRI LATA VENDS RG ILFL	250000.00	25000.00
Total Payable Licence Fee (₹)		275000.00

Comment *

Initiate Deficiency
Initiate Approval Letter
Cancel

Figure 148: Process Shift of Vends - DA

4. Click the **View Application Details** to view the application form.
5. Select **Yes** for **All document as per checklist**.
6. Enter the comments and click the **Initiate Approval Letter** button.
The screen is refreshed with new fields for specifying other details.



- Click **Cancel** to go back to the previous screen.
Note: You may also click **NO** in **All document as per checklist**, system provide an option to mark deficiency.
Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.

Process Licence Application

Application Reference Number	ARN000000217	Status	Approval Letter Initiated
Vend Name	SRI LATA VENDS RG ILFL	Licence Type	L6 & L6FG
Vend Address	TAGORE GARDEN, NEW DELHI, East Delhi, DELHI, 243333		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	<input type="text"/>	Inspection Report Submitted	<input type="text"/>
View Application Details	View/Edit Deficiency		

Fee Details

Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
SRI LATA VENDS RG ILFL	250000.00	25000.00
Total Payable Licence Fee (₹)	275000.00	

Task Name	User Name	Remarks	Date
Application Submitted and Document Awaited	Dealing Assistant	STARTED	09/10/2012

Comment:

Figure 149: Process Shift of Vends – DA

7. Select date for **Inspection Date** and **Inspection Report Submitted On**.
8. Enter the **comments** and Click the **Initiate Approval Letter** button.

The screen is refreshed with new fields for specifying other details.



- Click **Initiate Deficiency** to initiate deficiency process.
- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.

7.10.2 Processing Licence for Shifting of Vend by Superintendent



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ILFL SUPERINTENDENT, HCR

Licence ▾
SCM ▾

WorkList

Application Reference Number Search


S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN00000001572	Offer Letter Initiated	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000297	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
3	ARN0000000377	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
4	ARN0000000279	Offer Letter Initiated	L1 & L31	Fresh	25/08/2012	30
5	ARN0000000261	Offer Letter Initiated	L2	Fresh	23/08/2012	32
6	ARN0000000158	Offer Letter Initiated	L1 & L31	Fresh	18/08/2012	37
7	ARN0000000008	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39
8	ARN0000000066	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39

Cancel

Figure 150: Work List for Shift of Vend – Supt.

To process Shift of Vend by Superintendent

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000000217	Status	Approval Letter Initiated
Vend Name	SRI LATA VENDS RG ILFL	Licence Type	L6 & L6FG
Vend Address	TAGORE GARDEN, NEW DELHI, East Delhi, DELHI, 243333		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	<input type="text"/>	Inspection Report Submitted	<input type="text"/>
View Application Details	View/Edit Deficiency		

Fee Details

Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
SRI LATA VENDS RG ILFL	250000.00	25000.00
Total Payable Licence Fee (₹)		275000.00

Task Name	User Name	Remarks	Date
Application Submitted and Document Awaited	Dealing Assistant	STARTED	09/10/2012

Comment *

Figure 151: Process shift of vend – Supt.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.

Note: You may also click **View/ Edit Deficiency** to mark the deficiency details.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.10.3 Processing Licence for Shifting of Vend by A.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 1	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000944	Offer Letter Issued With Deficiency and Payment Awaited	L1F & L32	Fresh	20/09/2012	4
3	ARN0000000683	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
4	ARN0000000692	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
5	ARN0000000693	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
6	ARN0000000326	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
7	ARN0000000348	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
8	ARN0000000314	Additional Brand Payment Pending	L1	Application For Additional Brand	01/09/2012	23
9	ARN0000000302	Additional Brand Payment Pending	L1	Application For Additional Brand	31/08/2012	24

Figure 152: Work List for Shifting of Vend – AC.

To process Shift of Vend by AC

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000000217	Status	Approval Letter Approved Level1
Vend Name	SRI LATA VENDS RG ILFL	Licence Type	L6 & L6FG
Vend Address	TAGORE GARDEN, NEW DELHI, East Delhi, DELHI, 243333		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	<input type="text"/>	Inspection Report Submitted	<input type="text"/>
View Application Details	View/Edit Deficiency		

Fee Details

Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
SRI LATA VENDS RG ILFL	250000.00	25000.00
Total Payable Licence Fee (₹)		275000.00

Task Name	User Name	Remarks	Date
Shift Vend Approval Initiated	Superintendent	approved sup	09/10/2012
Application Submitted and Document Awaited	Dealing Assistant	STARTED	09/10/2012

Comment *

Figure 153: Processshift of vend – AC.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.10.4 Processing Licence for Shift of Vend by D.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 154: Work List for Shift of Vend – DC.

To process Shift of Vend by DC

1. Login to the ESCIMS application
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application			
Application Reference Number	ARN0000000220	Status	Approval Letter Approved Level2
Vend Name	SRI LATA VENDS RG ILFL	Licence Type	L6 & L6FG
Vend Address	PLOT NO. 55, NEW DELHI, East Delhi, DELHI, 243333		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	09/10/2012	Inspection Report Submitted	09/10/2012
View Application Details	View/Edit Deficiency		

Fee Details		
Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
SRI LATA VENDS RG ILFL	250000.00	25000.00
Total Payable Licence Fee (₹)	275000.00	

Task Name	User Name	Remarks	Date
Shift Vend Approved Level-1	Assistant Commissioner ILFL	ok	09/10/2012
Shift Vend Approval Initiated	Superintendent	ok	09/10/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	09/10/2012

Comment *

[Issue Deficiency](#)
[Approve Approval Letter](#)
[Return WorkItem](#)
[Reject Application](#)
[Cancel](#)

Figure 155: Process shift of vend – DC.

Enter the comments and click the **Approve Work Item** button.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.10.5 Processing Licence for Shift of Vend by D.A

After the DC approves the Letter, DA accesses the work item and chooses to notify the applicant for payment.

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 3	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001447	Offer Letter Approved : Level 3	L1 & L31	Fresh	19/09/2012	5
3	ARN0000000273	Offer Letter Approved : Level 3	L1F & L32	Fresh	01/09/2012	23

Figure 156: Work List– DA.

To process additional restaurant application by DA

1. Login to the ESCIMS application.
2. Access **Retail Vend Work List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Process Licence Application			
Application Reference Number	ARN0000000220	Status	Approval Letter Approved Level2
Vend Name	SRI LATA VENDS RG ILFL	Licence Type	L6 & L6FG
Vend Address	PLOT NO. 55, NEW DELHI, East Delhi, DELHI, 243333		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	09/10/2012	Inspection Report Submitted	09/10/2012
View Application Details	View/Edit Deficiency		

Fee Details		
Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
SRI LATA VENDS RG ILFL	250000.00	25000.00
Total Payable Licence Fee (₹)		275000.00

Task Name	User Name	Remarks	Date
Shift Vend Approved Level-1	Assistant Commissioner ILFL	ok	09/10/2012
Shift Vend Approval Initiated	Superintendent	ok	09/10/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	09/10/2012

Comment :

Figure 157: Process– DA.

- Enter the comments and click the **Notify and Issue Approval Letter** button.
The screen is refreshed and work item is send to applicant for payment.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

7.11 Processing Additional Restaurant.

The section below lists the steps to be followed by the excise user to process the additional restaurant application.

7.11.1 Processing additional restaurant application by DA

WorkList						
Application Reference Number		<input type="text"/> <input type="button" value="Search"/>				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On (DD/MM/YYYY)	Pending Since (In Days)
1	ARN0000001849	Application Submitted	L16 & L16F	Maintain	11/10/2012	0
2	ARN0000001797	Application Submitted	L16	Fresh	08/10/2012	3
3	ARN0000001788	Application Submitted	L16	Fresh	05/10/2012	6
4	ARN0000001753	Application Submitted	L16	Additional Restaurant	04/10/2012	7
5	ARN0000001757	Application Submitted	L16	Additional Restaurant	04/10/2012	7
6	ARN0000001763	Application Submitted	L15 & L15F	Fresh	04/10/2012	7
7	ARN0000000709	Payment Received	L16	Maintain	28/09/2012	13
8	ARN0000001675	Application Submitted	L16 & L16F	Maintain	27/09/2012	14
9	ARN0000001571	Application Submitted	L16	Fresh	24/09/2012	17
10	ARN0000001573	Application Submitted	L16	Fresh	24/09/2012	17

« Prev | 1 | 2 | 3 | 4 | 5 | Next »

Figure 158: Work List to add additional restaurant - DA

To process additional restaurant application by DA

1. Login to the ESCIMS application.
2. Access **HCRWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Process Licence Application					
Licence Details					
Application Reference Number	ARN0000001849	Status	Application Submitted		
Hotel Name	Blue sapphire	Licence Type	L16&L16F		
Hotel Address	13/222,Vikash marg,Rajauri Garden	Complete Documents Received On	Not Received		
Hour of Sale	10 AM- 10 PM	All Documents as per Checklist	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>		
View Application Details					
Restaurant Details					
Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service	
Faizal	345	N	Y	Y	
Fee Details					
Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00
Comments* <input type="text"/>					

Figure 159: Add additional restaurant - DA

- Click the **View Application Details** to view the application form.
- Select **Yes** for **All document as per checklist**.
- Enter the comments and click the **Save and Initiate offer Letter** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **Cancel** to go back to the previous screen.
- Note: You may also click **NO** in **All document as per checklist**, system provide an option to mark deficiency.
- Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.

7.11.2 Processing additional restaurant application by Superintendent

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Initiated	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000297	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
3	ARN0000000377	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
4	ARN0000000279	Offer Letter Initiated	L1 & L31	Fresh	25/08/2012	30
5	ARN0000000261	Offer Letter Initiated	L2	Fresh	23/08/2012	32
6	ARN0000000158	Offer Letter Initiated	L1 & L31	Fresh	18/08/2012	37
7	ARN0000000008	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39
8	ARN0000000066	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39

Figure 160: Work List to add additional restaurant – Supt.

To process additional restaurant application by Superintendent

1. Login to the ESCIMS application.
2. Access **HCRWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Application Reference Number	ARN000001849	Status	Offer Letter Initiated
Hotel Name	Blue sapphire	Licence Type	L16&L16F
Hotel Address	13/222,Vikash marg,Rajauni Garden	Complete Documents Received On	11/10/2012
Hour of Sale	10 AM- 10 PM	All Documents as per Checklist	Complete Document Received
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
View Deficiency Details View Application Details			

Restaurant Details				
Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service
Faizal	345	N	Y	Y

Fee Details					
Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00

Comments*

Comments History				
Task Name	Designation	User Name	Remarks	Date
Application Submitted and Document Awaited	Dealing Assistant	hotelda	hello	11/10/2012

Figure 161: Add additional restaurant – Supt.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
 - Click **Cancel** to go back to the previous screen.
- Note: You may also click **View/ Edit Deficiency** to mark the deficiency details.
- Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.
- Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.
- Note: You may also click **Return Work Item** to return the work item DA.

7.11.3 Processing additional restaurant application by A.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 1	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000944	Offer Letter Issued With Deficiency and Payment Awaited	L1F & L32	Fresh	20/09/2012	4
3	ARN0000000683	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
4	ARN0000000692	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
5	ARN0000000693	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
6	ARN0000000326	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
7	ARN0000000348	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
8	ARN0000000314	Additional Brand Payment Pending	L1	Application For Additional Brand	01/09/2012	23
9	ARN0000000302	Additional Brand Payment Pending	L1	Application For Additional Brand	31/08/2012	24

Figure 162: Modify HCR details – AC.

To process additional restaurant application by AC

1. Login to the ESCIMS application.
2. Access **HCRWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Application Reference Number	ARN0000001849	Status	Offer Letter Initiated
Hotel Name	Blue sapphire	Licence Type	L16&L16F
Hotel Address	13/222,Vikash marg,Rajauri Garden	Complete Documents Received On	11/10/2012
Hour of Sale	10 AM- 10 PM	All Documents as per Checklist	Complete Document Received
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
View Deficiency Details View Application Details			

Restaurant Details				
Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service
Faizal	345	N	Y	Y

Fee Details					
Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00

Comments:

Comments History

Task Name	Designation	User Name	Remarks	Date
Application Submitted and Document Awaited	Dealing Assistant	hotelda	hello	11/10/2012

Send for next level approval
Return WorkItem
Initiate Deficiency Level
Cancel

Figure 163: Add additional restaurant – AC.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.11.4 Processing additional restaurant application by D.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 164: Add additional restaurant – DC.

To process additional restaurant application by DC

1. Login to the ESCIMS application.
2. Access **HCR Work List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Application Reference Number	ARN000001849	Status	Offer Letter Approved : Final Level
Hotel Name	Blue sapphire	Licence Type	L16&L16F
Hotel Address	13/222,Vikash marg,Rajauri Garden	Complete Documents Received On	11/10/2012
Hour of Sale	10 AM- 10 PM	All Documents as per Checklist	Complete Document Received
Inspection Date*	11/10/2012	Inspection Report Submitted On*	11/10/2012
View Deficiency View Application Details			

Restaurant Details				
Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service
Faizal	345	N	Y	Y

Fee Details					
Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00

Comments*

Comments History

Task Name	Designation	User Name	Remarks	Date
Offer Letter Approved Level-2	Deputy Commissioner Excise	excisedc	hello	11/10/2012
Offer Letter Approved Level-1	Assistant Commissioner Hotel	hotelac	hello	11/10/2012
Offer Letter Initiated	Superintendent	hotelsuperintendent	hello	11/10/2012

Local intranet | Protected Mode: Off

Figure 165: Add additional restaurant – DC.

4. Enter the comments and click the **Approve Work Item** button.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.11.5 Processing additional restaurant application by D.A

After the DC approves the Letter, DA accesses the work item and chooses to notify the applicant for payment.

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 3	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001447	Offer Letter Approved : Level 3	L1 & L31	Fresh	19/09/2012	5
3	ARN0000000273	Offer Letter Approved : Level 3	L1F & L32	Fresh	01/09/2012	23

Figure 166: Work List– DA.

To process additional restaurant application by DA

5. Login to the ESCIMS application.
6. Access **HCR Work List** functionality.
7. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Application Reference Number	AR04000001849	Status	Offer Letter Approved - Final Level
Hotel Name	Blue sapphire	Licence Type	L16SL16F
Hotel Address	13/222,Vikash marg,Rajouri Garden	Complete Documents Received On	11/10/2012
Hour of Sale	10 AM- 10 PM	All Documents as per Checklist	Complete Document Received
Inspection Date*	11/10/2012	Inspection Report Submitted On*	11/10/2012
View Deficiency View Application Details			

Restaurant Details				
Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service
Faizal	345	N	Y	Y

Fee Details					
Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00

Comments*

Comments History				
Task Name	Designation	User Name	Remarks	Date
Offer Letter Approved Level-2	Deputy Commissioner Excise	excisedc	hello	11/10/2012
Offer Letter Approved Level-1	Assistant Commissioner Hotel	hotelac	hello	11/10/2012
Offer Letter Initiated	Superintendent	hotelsuperintendent	hello	11/10/2012

Figure 167: Process– DA.

- Enter the comments and click the **Notify and Issue Offer Letter** button.
The screen is refreshed and work item is send to applicant for payment.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

7.12 Processing Modify HCRApplication.

The section below lists the steps to be followed by the excise user to process the application to modify the HCR details .

7.12.1 Processing application to modify HCR details by DA

WorkList						
Application Reference Number		<input type="text"/>				
		<input type="button" value="Search"/>				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On (DD/MM/YYYY)	Pending Since (in Days)
1	ARN0000001849	Application Submitted	L16 & L16F	Maintain	11/10/2012	0
2	ARN0000001797	Application Submitted	L16	Fresh	08/10/2012	3
3	ARN0000001788	Application Submitted	L16	Fresh	05/10/2012	6
4	ARN0000001753	Application Submitted	L16	Additional Restaurant	04/10/2012	7
5	ARN0000001757	Application Submitted	L16	Additional Restaurant	04/10/2012	7
6	ARN0000001763	Application Submitted	L15 & L15F	Fresh	04/10/2012	7
7	ARN0000000709	Payment Received	L16	Maintain	28/09/2012	13
8	ARN0000001675	Application Submitted	L16 & L16F	Maintain	27/09/2012	14
9	ARN0000001571	Application Submitted	L16	Fresh	24/09/2012	17
10	ARN0000001573	Application Submitted	L16	Fresh	24/09/2012	17

« Prev | 1 | 2 | 3 | 4 | 5 | Next »

Figure 168: Work List to modify HCR details - DA

To process HCR modification details by DA

1. Login to the ESCIMS application.
2. Access **HCRWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Process Licence Application					
Licence Details					
Application Reference Number	ARN0000001849	Status	Application Submitted		
Hotel Name	Blue sapphire	Licence Type	L16&L16F		
Hotel Address	13/222,Vikash marg,Rajauri Garden	Complete Documents Received On	Not Received		
Hour of Sale	10 AM- 10 PM	All Documents as per Checklist	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>		
View Application Details					
Restaurant Details					
Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service	
Faizal	345	N	Y	Y	
Fee Details					
Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00
Comments* <input type="text"/>					
<input type="button" value="Save And Initiate OfferLetter"/> <input type="button" value="Cancel"/>					

Figure 169: Modify HCR details - DA

- Click the **View Application Details** to view the application form.
- Select **Yes** for **All document as per checklist**.
- Enter the comments and click the **Save and Initiate offer Letter** button.

The screen is refreshed and work item forwarded to next level approver.



- Click **Cancel** to go back to the previous screen.
- Note: You may also click **NO** in **All document as per checklist**, system provide an option to mark deficiency.
- Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.

7.12.2 Processing to modify HCR details by Superintendent

WorkList

Application Reference Number **Search**

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN00000001572	Offer Letter Initiated	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000297	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
3	ARN0000000377	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
4	ARN0000000279	Offer Letter Initiated	L1 & L31	Fresh	25/08/2012	30
5	ARN0000000261	Offer Letter Initiated	L2	Fresh	23/08/2012	32
6	ARN0000000158	Offer Letter Initiated	L1 & L31	Fresh	18/08/2012	37
7	ARN0000000008	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39
8	ARN0000000066	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39

Cancel

Figure 170: Work List to modify HCR details – Supt.

To process modification of HCR details by Superintendent

1. Login to the ESCIMS application.
2. Access **HCRWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Application Reference Number	ARN0000001849	Status	Offer Letter Initiated
Hotel Name	Blue sapphire	Licence Type	L16&L16F
Hotel Address	13/222,Vikash marg,Rajauri Garden	Complete Documents Received On	11/10/2012
Hour of Sale	10 AM- 10 PM	All Documents as per Checklist	Complete Document Received
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
View Deficiency Details View Application Details			

Restaurant Details				
Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service
Faizal	345	N	Y	Y

Fee Details					
Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00

Comments*

Comments History

Task Name	Designation	User Name	Remarks	Date
Application Submitted and Document Awaited	Dealing Assistant	hotelda	hello	11/10/2012

Figure 171: Modify HCR details – Supt.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.

Note: You may also click **View/ Edit Deficiency** to mark the deficiency details.

Note: You may also click **Issue deficiency** to issue deficiency letter, if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.12.3 Processing to modify HCR details by A.C

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 1	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000944	Offer Letter Issued With Deficiency and Payment Awaited	L1F & L32	Fresh	20/09/2012	4
3	ARN0000000683	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
4	ARN0000000692	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
5	ARN0000000693	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
6	ARN0000000326	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
7	ARN0000000348	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
8	ARN0000000314	Additional Brand Payment Pending	L1	Application For Additional Brand	01/09/2012	23
9	ARN0000000302	Additional Brand Payment Pending	L1	Application For Additional Brand	31/08/2012	24

Figure 172: Modify HCR details – AC.

To process modification of HCR details by AC

1. Login to the ESCIMS application.
2. Access **HCR Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Application Reference Number	ARN000001849	Status	Offer Letter Initiated
Hotel Name	Blue sapphire	Licence Type	L16&L16F
Hotel Address	13/222,Vikash marg,Rajauri Garden	Complete Documents Received On	11/10/2012
Hour of Sale	10 AM- 10 PM	All Documents as per Checklist	Complete Document Received
Inspection Date	<input type="text"/>	Inspection Report Submitted On	<input type="text"/>
View Deficiency Details View Application Details			

Restaurant Details				
Name of Resturant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service
Faizal	345	N	Y	Y

Fee Details					
Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00

Comments*

Comments History

Task Name	Designation	User Name	Remarks	Date
Application Submitted and Document Awaited	Dealing Assistant	hotelda	hello	11/10/2012

Send for next level approval Return WorkItem Initiate Deficiency Level Cancel

Figure 173: Modify HCR details – AC.

- Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.12.4 Processing to modify HCR details by D.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 174: Modify HCR details – DC.

To process modify HCR details by DC

1. Login to the ESCIMS application.
2. Access **HCR Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Application Reference Number	ARN000001849	Status	Offer Letter Approved : Final Level
Hotel Name	Blue sapphire	Licence Type	L16&L16F
Hotel Address	13/222,Vikash marg,Rajauni Garden	Complete Documents Received On	11/10/2012
Hour of Sale	10 AM- 10 PM	All Documents as per Checklist	Complete Document Received
Inspection Date*	11/10/2012	Inspection Report Submitted On*	11/10/2012
View Deficiency View Application Details			

Restaurant Details				
Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service
Faizal	345	N	Y	Y

Fee Details					
Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00

Comments*

Comments History

Task Name	Designation	User Name	Remarks	Date
Offer Letter Approved Level-2	Deputy Commissioner Excise	excisedc	hello	11/10/2012
Offer Letter Approved Level-1	Assistant Commissioner Hotel	hotelac	hello	11/10/2012
Offer Letter Initiated	Superintendent	hotelsuperintendent	hello	11/10/2012

Local intranet | Protected Mode: Off

Figure 175: Modify HCR details – DC.

- Enter the comments and click the **Approve Work Item** button.
The screen is refreshed and work item is send to applicant for payment.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.
- Click **View/ Edit Deficiency** to mark the deficiency details.
- Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
- Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

7.12.5 Processing to modify HCR details by D.A

After the DC approves the Letter, DA accesses the work item and chooses to notify the applicant for payment.

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 3	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001447	Offer Letter Approved : Level 3	L1 & L31	Fresh	19/09/2012	5
3	ARN0000000273	Offer Letter Approved : Level 3	L1F & L32	Fresh	01/09/2012	23

Figure 176: Work List– DA.

To process modify HCR details by DA

1. Login to the ESCIMS application.
2. Access **HCR Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Application Reference Number	APR0000001849		Status	Offer Letter Approved : Final Level
Hotel Name	Blue sapphire		Licence Type	L15&L16F
Hotel Address	13/222,Vikash marg,Rajouri Garden		Complete Documents Received On	11/10/2012
Hour of Sale	10 AM- 10 PM		All Documents as per Checklist	Complete Document Received
Inspection Date	11/10/2012		Inspection Report Submitted On	11/10/2012
View Deficiency View Application Details				

Restaurant Details				
Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service
Faizal	345	N	Y	Y

Fee Details					
Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00

Comments:

Comments History				
Task Name	Designation	User Name	Remarks	Date
Offer Letter Approved Level-2	Deputy Commissioner Excise	excisedc	hello	11/10/2012
Offer Letter Approved Level-1	Assistant Commissioner Hotel	hotelac	hello	11/10/2012
Offer Letter Initiated	Superintendent	hotel/superintendent	hello	11/10/2012

Local intranet | Protected Mode: Off

Figure 177: Process– DA.

- Enter the comments and click the **Notify and Issue Offer Letter** button.
The screen is refreshed and work item is send to applicant for payment.



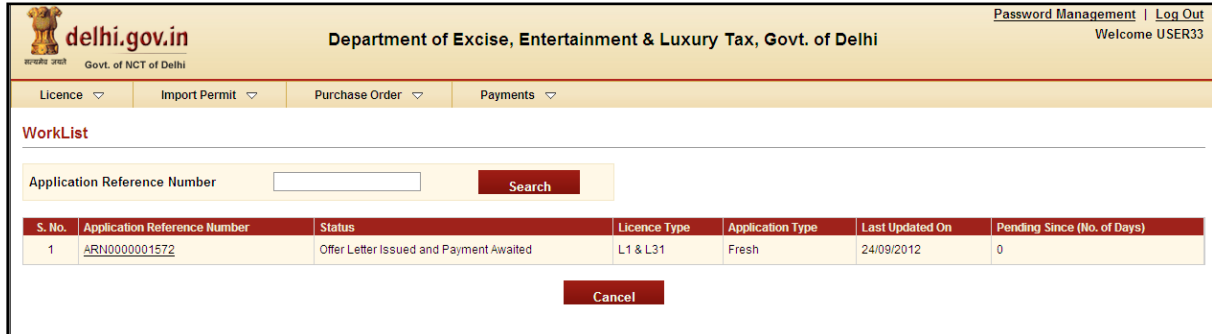
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

Pay Licence Fee by Applicant / Licensee

8. Pay Licence Fee by Applicant/ Licensee

The section below lists the steps to be followed by the applicant to pay the required fees.

8.1 Pay Fee for Licence L-1 & L-31



The screenshot shows the 'delhi.gov.in' portal for the Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi. The user is logged in as USER33. The 'Licence' menu is selected, leading to the 'WorkList' page. A search bar for 'Application Reference Number' is present with a 'Search' button. Below the search bar is a table with the following data:


S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Issued and Payment Awaited	L1 & L31	Fresh	24/09/2012	0

A 'Cancel' button is located below the table.

Figure 178: Pay Licence Fee Work List - L-1 & L-31

To process L-1 & L-31 Licence by Applicant

1. Login to the ESCIMS application.
2. Access **Wholesale Vend Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to Search the unique Application reference number.

referenceReference

Pay Fee

Application Reference Number	ARIN0000001572	Status	Offer Letter Issued and Payment Awaited
Wholesale Vend Name	BACARDI INDIA PRIVATE LIMITED	Licence Type	L1&L31
Wholesale Vend Address	D-103/104, TTC Indl. Area, Nerul, Navi Mumbai, Maharashtra		
Number of Brand Registered	1	Label Registration Fee(₹)	5000.00
Licence Fee (₹)	100000.00	Bonded Warehouse Fee(₹)	50000.00
Total Payment Amount(₹)	155000.00		

Existing FDR Details

S.No	Bank Name	Bank Code	Branch Name	FDR Amount (₹)	FDR Number	FDR Start Date	FDR End Date
No Records Exist							

New FDR Details

Required FDR Amount (₹)

S.No	Bank Name	Bank Code	Branch Name	FDR Amount	FDR Number	FDR Start Date	FDR End Date	Delete
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add Row Delete Row

Figure 179: Pay Licence Fee - L-1 & L-31

4. Enter the FDR details.

5. Click the **Make Payment** button .

The screen is refreshed with new fields for specifying other details.



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

Mode Of Payment

Request ID	ARN0000001572	Amount Payable (₹)	500
------------	---------------	--------------------	-----

☒ SBI Net Banking
 ☐ Cheque/DD

Confirm

Cancel

Figure 180: Select Mode of Payment- L-1 & L-31

6. Select **SBI Net Banking** to make payment for the application processing fee through net banking.
7. Click the **Confirm** button.
The payment status is displayed.



- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
Note: You may also select Cheque DD, to pay the amount using cheque/DD.

Payment Status

Payment Successful
Challan No is : 24091210812

Generate Acknowledgement

Figure 181: Payment Status for L-1 & L-31

- Click the **Generate Acknowledgement** button.



- Generate Acknowledgment** ->System generate and print the Payment Acknowledgment.

8.2 Pay Fee for Licence L-1F & L-32

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001658	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	27/09/2012	0

Figure 182: Pay Licence Fee Work List - L-1F& L-32

To process L-1F & L-32 Licence by Applicant

1. Login to the ESCIMS application.
2. Access **Wholesale Vend Work List** functionality.
3. Click the **Application Reference Number**.




- Click **Search** to Search the unique Application reference number.

reference**Reference**

Pay Fee			
Application Reference Number	ARN0000001259	Status	Offer Letter Issued and Payment Awaited
Wholesale Vend Name	Bacardi India Pvt Ltd	Licence Type	L1F&L32
Wholesale Vend Address	112, MAHARANI BAGH, MAHARANI BAGH, DE, EAST DELHI, Delhi		
Number of Brand Registered	1	Label Registration Fee(₹)	20000.00
Licence Fee (₹)	600000.00	Bonded Warehouse Fee(₹)	10000.00
Total Payment Amount(₹)	630000.00		
<div> <div>Make Payment</div> <div>Cancel</div> </div>			

Figure 183: Pay Licence Fee - L-1F & L-32

- Click the **Make Payment** button.
The screen is refreshed with new fields for specifying other details.




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

Mode Of Payment			
Request ID	ARN0000001572	Amount Payable (₹)	500
<div> <input checked="" type="radio"/> SBI Net Banking </div> <div> <input type="radio"/> Cheque/DD </div>			
<div> <div>Confirm</div> <div>Cancel</div> </div>			

Figure 184: Select Mode of Payment- L-1F& L-32

- Select **SBI Net Banking** to make payment for the application processing fee through net banking.
- Click the **Confirm** button.
The payment status is displayed.



- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
Note: You may also select Cheque DD, to pay the amount using cheque/DD..

Payment Status

Payment Successful

Challan No is : 24091210812

Generate Acknowledgement

Figure 185: Payment Status for L-1F & L-32

- Click the **Generate Acknowledgement** button.



- **Generate Acknowledgment** ->System generate and print the Payment Acknowledgment.

8.3 Pay Fee for Corporation / Private Vends/ HCR / Departmental StoreLicence

This section lists the steps to be followed by licence applicant to pay the fee for fresh or add- on licence.

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On (DD/MM/YYYY)	Pending Since (In Days)
1	ARN0000001658	Offer Letter Issued and Payment Awaited	L6	Fresh	27/09/2012	0

Figure 186: Pay Licence Fee Work List - for Corporation / Private Vends

To process pay fee process by Applicant

1. Login to the ESCIMS application.
2. Access **Vend/ HCR Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to Search the unique Application reference number.


Pay Licence Fee			
Application Reference Number	ARN0000001658	Status	Offer Letter Issued and Payment Awaited
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA ,GHAZIABAD, East Delhi, DELHI- 110051		
Licence Fee	250000.00	Application Received On	27/09/2012
Offer Letter Issued On	27/09/2012	Inspection Report Submitted	27/09/2012
Payee Code	2000004		

S.No.	Licence Type	Licence Fee
1	L6	250000.00
Total Payable Fee		250000.00

Make Payment **Cancel**

Figure 187: Pay Licence Fee - for Corporation / Private Vends

- Enter the FDR details.
- Click the **Make Payment** button .
The screen is refreshed with new fields for specifying other details.



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


Mode Of Payment			
Request ID	ARN0000001572	Amount Payable (₹)	500

☒ SBI Net Banking
☐ Cheque/DD

Confirm **Cancel**

Figure 188: Select Mode of Payment- for Corporation / Private Vends

- Select **SBI Net Banking** to make payment for the application processing fee through net banking.
- Click the **Confirm** button.
The payment status is displayed.



- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
Note: You may also select Cheque DD, to pay the amount using cheque/DD.

Payment Status

Payment Successful

Challan No is : 24091210812

Generate Acknowledgement


Figure 189: Payment Status for for Corporation / Private Vends

- Click the **Generate Acknowledgement** button.



- Generate Acknowledgment** ->System generate and print the Payment Acknowledgment.

8.4 Pay Fee for L-2 Licence


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WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001519	Offer Letter Issued and Payment Awaited	L2	Fresh	27/09/2012	0
2	ARN0000001514	Penalty Generated Payment Pending	L1	Penalty	21/09/2012	6

Figure 190: Pay Licence Fee Work List – L-2 Licence

To process L-2 Licence by Applicant

1. Login to the ESCIMS application.
2. Access **Wholesale Vend Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to Search the unique Application reference number.

Pay Fee

Application Reference Number	ARN0000001519	Status	Offer Letter Issued and Payment Awaited
Wholesale Vend Name	Chatterjee Distillers	Licence Type	L2
Wholesale Vend Address	2364, Karunya Nagar, Coimbatore, Siruvani, Maharashtra		

Payment Details	
Licence Fee (₹)	50000.00
Total Payment Amount(₹)	50000.00

Make Payment **Cancel**

Figure 191: Pay Licence Fee - for L-2 Licence

- Click the **Make Payment** button .

The screen is refreshed with new fields for specifying other details.

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

Mode Of Payment

Request ID	ARN0000001572	Amount Payable (₹)	500
------------	---------------	--------------------	-----

☒ SBI Net Banking
 ☐ Cheque/DD

Confirm **Cancel**

Figure 192: Select Mode of Payment- for Corporation Vends

- Select **SBI Net Banking** to make payment for the application processing fee through net banking.
- Click the **Confirm** button.
The payment status is displayed.

- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
Note: You may also select Cheque DD, to pay the amount using cheque/DD.

Payment Status
Payment Successful
Challan No is : 24091210812
Generate Acknowledgement

Figure 193: Payment Status for for Corporation Vends

7. Click the **Generate Acknowledgement** button.



- **Generate Acknowledgment** ->System generate and print the Payment Acknowledgment.


8.5 Pay Fee for CSD Licence

No payment to be made for CSD licence.

8.6 Pay Fee for L-30 License

No Payment is required as the Licence fee is paid while applying for the licence.

8.7 Pay Fee for additional Supplier



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Payments ▾

SCM ▾

WorkList

Application Reference Number

Search

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN00000001519	Offer Letter Issued and Payment Awaited	L2	Fresh	27/09/2012	0
2	ARN00000001514	Penalty Generated Payment Pending	L1	Penalty	21/09/2012	6

Figure 194: Pay Licence Fee Work List Additional Supplier

To process pay fee fro additional supplier by Applicant

1. Login to the ESCIMS application.
2. Access **Wholesale Vend Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to Search the unique Application reference number.

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Pay Fee For Adding Supplier


Application Reference Number	ARN000000189	Status	Offer Letter Issued and Payment Awaited
Licence ID	L1/2012/00127	Licence Type	L1 & L31
Wholesale Vend Name	Rishikesh Suppliers		
Wholesale Vend Address	Gohana, JIIND, Manipur, 765765		

S.No	Supplier Name	Supplier Address	Brand Name	Fee Payable(₹)
1	Rishikesh Suppliers	Gohana,aaaaa,JIIND,Manipur,765765	WhiskyIL4	500000.00
Total Amount (₹)				500000.00

Make Payment Cancel

Figure 195: Pay Licence Fee - Additional Supplier

- Click the **Make Payment** button .
The screen is refreshed with new fields for specifying other details.



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

Mode Of Payment


Request ID	ARN0000001572	Amount Payable (₹)	500
------------	---------------	--------------------	-----

☒ SBI Net Banking
 ☐ Cheque/DD

Confirm Cancel

Figure 196: Select Mode of Payment- Additional Supplier

- Select **SBI Net Banking** to make payment for the application processing fee through net banking.
- Click the **Confirm** button.
The payment status is displayed.



- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
Note: You may also select Cheque DD, to pay the amount using cheque/DD.

Payment Status

Payment Successful

Challan No is : 24091210812

Generate Acknowledgement


Figure 197: Payment Status for Additional Supplier

- Click the **Generate Acknowledgement** button.



- Generate Acknowledgment** ->System generate and print the Payment Acknowledgment.

8.8 Pay Fee for Registered Additional Brands


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WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001519	Offer Letter Issued and Payment Awaited	L2	Fresh	27/09/2012	0
2	ARN0000001514	Penalty Generated Payment Pending	L1	Penalty	21/09/2012	6

Figure 198: Pay Licence Fee Work List - Registered Additional Brands

To pay fee for Register additional brands by Applicant

1. Login to the ESCIMS application.
2. Access **Wholesale Vend Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to Search the unique Application reference number.

Pay Fee

Application Reference Number	ARN0000000232	Status	Additional Brand Payment Pending
Wholesale Vend Name	Kanda Distillers IL	Licence Type	L1
Wholesale Vend Address	294, DEORA, SONIPAT, BALLABGADH, Haryana		

Number of Brand Registered	1	Label Registration Fee(₹)	20000.00
Licence Fee (₹)	1500000.00		
Total Payment Amount(₹)	1520000.00		

Existing FDR Details

S.No	Bank Name	Bank Code	Branch Name	FDR Amount (₹)	FDR Number	FDR Start Date	FDR End Date
No Records Exist							

New FDR Details


Required FDR Amount (₹)

S.No	Bank Name	Bank Code	Branch Name	FDR Amount	FDR Number	FDR Start Date	FDR End Date	Delete
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Add Row Delete Row

Figure 199: Pay Licence Fee -- Registered Additional Brands

- Click the **Make Payment** button .
The screen is refreshed with new fields for specifying other details.



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


Mode Of Payment

Request ID	ARN0000001572	Amount Payable (₹)	500
------------	---------------	--------------------	-----

☒ SBI Net Banking
 ☐ Cheque/DD

Figure 200: Select Mode of Payment- - Registered Additional Brands

- Select **SBI Net Banking** to make payment for the application processing fee through net banking.
- Click the **Confirm** button.
The payment status is displayed.



- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
Note: You may also select Cheque DD, to pay the amount using cheque/DD.

Payment Status

Payment Successful
Challan No is : 24091210812

Generate Acknowledgement

Figure 201: Payment Status for - Registered Additional Brands

- Click the **Generate Acknowledgement** button.



- Generate Acknowledgment** ->System generate and print the Payment Acknowledgment.

8.9 Pay Penalty Fee

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001559	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	27/09/2012	0

Figure 202: Pay Fee Work List

To pay fee for process penalty by Applicant

1. Login to the ESCIMS application
2. Access **Wholesale Vend Work List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to Search the unique Application reference number.


Pay Fee

Application Reference Number	ARN0000001659	Status	Offer Letter Issued and Payment Awaited
Wholesale Vend Name	Bacardi India Pvt Ltd	Licence Type	L1F&L32
Wholesale Vend Address	112, MAHARANI BAGH, MAHARANI BAGH, DE, EAST DELHI, Delhi		
Number of Brand Registered	1	Label Registration Fee(₹)	20000.00
Licence Fee (₹)	600000.00	Bonded Warehouse Fee(₹)	10000.00
Total Payment Amount(₹)	630000.00		

Make Payment **Cancel**

Figure 203: Pay Fee

- Click the **Make Payment** button .
The screen is refreshed with new fields for specifying other details.



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

Mode Of Payment

Request ID	ARN0000001572	Amount Payable (₹)	500
------------	---------------	--------------------	-----


☒ SBI Net Banking

☐ Cheque/DD

Confirm **Cancel**

Figure 204: Select Mode of Pay Fee

- Select **SBI Net Banking** to make payment for the application processing fee through net banking.
- Click the **Confirm** button.
The payment status is displayed.



- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
Note: You may also select Cheque DD, to pay the amount using cheque/DD.

8.10 Pay Extension Fee

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001559	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	27/09/2012	0

Figure 205: Pay Fee Work List

To pay fee for process extension of licence by Applicant

1. Login to the ESCIMS application.
2. Access **Wholesale Vend Work List** functionality.
3. Click the **Application Reference Number**.




- Click **Search** to Search the unique Application reference number.

Pay Fee

Application Reference Number	ARN0000001659	Status	Offer Letter Issued and Payment Awaited
Wholesale Vend Name	Bacardi India Pvt Ltd	Licence Type	L1F&L32
Wholesale Vend Address	112, MAHARANI BAGH,MAHARANI BAGH,DE,EAST DELHI,Delhi		
Number of Brand Registered	1	Label Registration Fee(₹)	20000.00
Licence Fee (₹)	600000.00	Bonded Warehouse Fee(₹)	10000.00
Total Payment Amount(₹)	630000.00		

Figure 206: Pay Fee

8. Click the **Make Payment** button .
The screen is refreshed with new fields for specifying other details.



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

Mode Of Payment

Request ID	ARN0000001572	Amount Payable (₹)	500
------------	---------------	--------------------	-----


☒ SBI Net Banking

☐ Cheque/DD

Figure 207: Select Mode of Pay Fee

9. Select **SBI Net Banking** to make payment for the application processing fee through net banking.
10. Click the **Confirm** button.
The payment status is displayed.

Once payment gets confirmed, System sends the work item to DA to print the extension Letter.



- Click **Cancel** to navigate to the home screen and use the saved data from the work list.

Note: You may also select Cheque DD, to pay the amount using cheque/DD.

8.11 Pay Fee for to add additional restaurant

Below mentioned section provide the step to be followed by the licensee to pay the required fees

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On (DD/MM/YYYY)	Pending Since (In Days)
1	ARN0000001658	Offer Letter Issued and Payment Awaited	L6	Fresh	27/09/2012	0

Figure 208: Pay Licence Fee Work List - for additional restaurant

To pay fee by Applicant

1. Login to the ESCIMS application.
2. Access **Vend/ HCR Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to Search the unique Application reference number.

Pay Licence Fee

Licence Type	L16&L16F	Status	Offer Letter Issued and Payment Awaited
Star Category	2 Star Hotel	Excise Year	2012-2013
Name of Hotel	Blue sapphire	Application Reference Number	ARN0000001849
Address	13/222,Vikash marg,Rajauri Garden,North Delhi ,Delhi,Delhi,252525		
Licencee Name	Devesh		
Licencee Address	13,Savitri Nagar,,delhi,Delhi,Andhra Pradesh,252352		
Payee Code	HT00582		

Restaurant Details

Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round Clock Liquor Service
Faizal	345	N	Y	Y


Fee Details

Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Roundclock Fees(₹)
Faizal	345	362500.00	0	0	725000.00
Total(₹)	345	362500.00	Not Applicable	0	725000.00
Total Amount					(₹) 525625.00
Total Paid Amount					(₹) 598125.00
Total Payable Amount					(₹) 525625.00
Total Payable Licence Fee (₹)					525625.00

Make Payment **Cancel**

Figure 209: Pay Licence Fee - for additional restaurant

- Click the **Make Payment** button .
The screen is refreshed with new fields for specifying other details.



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

Mode Of Payment


Request ID	ARN0000001572	Amount Payable (₹)	500
------------	---------------	--------------------	-----

☒ SBI Net Banking
 ☐ Cheque/DD

Confirm **Cancel**

Figure 210: Select Mode of Payment- for additional restaurant

- Select **SBI Net Banking** to make payment for the application processing fee through net banking.
- Click the **Confirm** button.
The payment status is displayed.



- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
Note: You may also select Cheque DD, to pay the amount using cheque/DD.

Payment Status
Payment Successful
Challan No is : 24091210812
Generate Acknowledgement

Figure 211: Payment Status for additional restaurant

9. Click the **Generate Acknowledgement** button.

The system sends the work item to DA to generate the Letter.

	<ul style="list-style-type: none">• Generate Acknowledgment -> System generate and print the Payment Acknowledgment.
---	--

8.12 Pay Fee to update the HCR details

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On (DD/MM/YYYY)	Pending Since (In Days)
1	ARN0000001658	Offer Letter Issued and Payment Awaited	L6	Fresh	27/09/2012	0

Figure 212: Pay Licence Fee Work List – Update HCR details

To process pay fee process by Applicant

1. Login to the ESCIMS application.
2. Access **Vend/ HCR Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to Search the unique Application reference number.

Pay Licence Fee

Licence Type	L16&L16F	Status	Offer Letter Issued and Payment Awaited
Star Category	2 Star Hotel	Excise Year	2012-2013
Name of Hotel	Blue sapphire	Application Reference Number	ARN0000001849
Address	13/222,Vikash marg,Rajauri Garden,North Delhi ,Delhi,Delhi,252525		
Licencee Name	Devesh		
Licencee Address	13,Savitri Nagar ,delhi,Delhi,Andhra Pradesh,252352		
Payee Code	HT00582		

Restaurant Details

Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round Clock Liquor Service
Faizal	345	N	Y	Y

Fee Details

Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Roundclock Fees(₹)
Faizal	345	362500.00	0	0	725000.00
Total(₹)	345	362500.00	Not Applicable	0	725000.00
Total Amount					(₹) 525625.00
Total Paid Amount					(₹) 598125.00
Total Payable Amount					(₹) 525625.00
Total Payable Licence Fee (₹)					525625.00

Make Payment **Cancel**

Figure 213: Pay Licence Fee - Update HCR details

- Click the **Make Payment** button .
The screen is refreshed with new fields for specifying other details.



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

Mode Of Payment

Request ID	ARN0000001572	Amount Payable (₹)	500
------------	---------------	--------------------	-----

☒ SBI Net Banking
 ☐ Cheque/DD

Confirm **Cancel**

Figure 214: Select Mode of Payment- Update HCR details

- Select **SBI Net Banking** to make payment for the application processing fee through net banking.
- Click the **Confirm** button.
The payment status is displayed.



- Click **Cancel** to navigate to the home screen and use the saved data from the work list.
Note: You may also select Cheque DD, to pay the amount using cheque/DD.

Payment Status
Payment Successful
Challan No is : 24091210812
Generate Acknowledgement

Figure 215: Payment Status Update HCR details

10. Click the **Generate Acknowledgement** button.

System sends the work item to DA to generate the Letter.

- | | |
|---|--|
|  | <ul style="list-style-type: none">• Generate Acknowledgment -> System generate and print the Payment Acknowledgment. |
|---|--|

Issue / Print Licence Letter / Approval Letter

9. Issue/ Print Licence Letter/ Approval Letter

This section covers the steps in licence/ application processing based on the licence type and the user type. This steps facilitates the user to issues Licence Letter/ Approval letter.

9.1 Issue/ Print Licence Letter L-1 & L-31 by DA



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WorkList

Application Reference Number

Search

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 216: Work List L-1 & L-31 - DA

To process Licence L-1 & L-31 by DA

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Issuance of Licence			
Application Reference Number	ARN0000001572	Status	Payment Received
Wholesale Vend Name	BACARDI INDIA PRIVATE LIMITED	Licence Type	L1&L31
Wholesale Vend Address	D-103/104, TTC Indl. Area, Nerul Node, Maharashtra	Complete Documents Received On	24/09/2012
Inspection Date	24/09/2012	Inspection Report Submitted On	24/09/2012
All documents as per checklist	Complete Document Received	Hours of Sale	9 AM- 5 PM
View Application Details View Payment Transaction Detail			
Registered Brand & Its Price Structure			
S.No	Brand Name	Price Declared	Label Approved
1	New Aolo Pop M	N	<input type="checkbox"/>
Add Warehouse Details			
Comments History			
Task Name	User Name	Remarks	Date
Offer Letter Approved	Dealing Assistant	offer letter issued	24/09/2012
Offer Letter Approved-Final Level	Excise Commissioner	approved	24/09/2012
Offer Letter Approved Level-2	Deputy Commissioner Excise	approve	24/09/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFL	approved	24/09/2012
Offer Letter Initiated	Superintendent	approved	24/09/2012
Prev 1 2 Next			
Comments * <input type="text"/>			
<div> Issue Licence Letter Print Wholesalevend Letter Print Warehouse Letter Cancel </div>			

Figure 217: Issue Licence L-1 & L-31 - DA

4. Click the Brand Name.
5. Declare the Price Structure for respective brands.



- Click **Add Warehouse Details** to enter warehouse details.
- Click **View Application Details** to display the application detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.
- Click **View Payable Transaction Details** to view transaction details.

Calculate Price - IL/FL

Liquor Type *	Indian Liquor		
Wholesale Vend Name *	BACARDI INDIA PRIV		
Additional Source/Unit Name *	BACARDI INDIA PRIV	Additional Source/Unit Address	D-103/104, TTC Indl. Area, Nanul Road, Nanl Mumbai, Maharashtra, 400044
Brand Name *	New Apple Pop M	Liquor Category	Alcoholic

Price Effective Start Date *	01/04/2012
Price Effective End Date	31/03/2013

Price Parameters	500ml	600ml
Pack Size	12	100
Packing Type	Can	Bottle
Ex-Distillery Price (per case) (₹) *		
Export Pass Fees (per case) (₹) *		
Import Pass Fees (per case) (₹)		
Freight Charges (per case) (₹)		
Handling Charges (per case) (₹)		
Insurance Charges (per case) (₹)		
Landed Price (per case) (₹)		
Profit Margin (per case) (₹)		
Local Transportation Charges (per case) (₹)		
VSP (per case) (₹)		
VSP (per unit) (₹)		
Excise Duty (per unit) (₹)		
Retail Margin (per unit) (₹)		
Sales Price (per unit) (₹)		
VAT (₹)		
MRP (₹)		
Excise Duty on Account of Rounding off (per unit) (₹)		
Total Excise Revenue (₹)		

Calculate Save Print Price Structure Close

Figure 218: Issue Licence L-1 & L-31 - DA

6. Enter the Price details for respective brands and Click the **Calculate** button.
7. Click the **Save** button
8. Selects **Add to warehouse** button



- Click **View Application Details** to display the application detail.
- Click **Close** to navigate to the previous screen and the saved data can be used from the work list.
- Click **Print Price Structure** to print the price details

Warehouse Detail


Fields marked with () are mandatory*

Warehouse Name *	BACARDI INDIA PRIVATE LIMITED		
Warehouse Address			
Address Line 1 *	2-3 Sector-3	Address Line 2	ROHINI
City *	DELHI	District *	South Delhi
State *	Delhi	Pincode *	111111
Distance from WholesaleVend to Warehouse(Kms) *	1000		
Telephone Number			
Landline Number		Mobile Number *	8888888888
Fax Number		Email ID *	A@B.COM

Figure 219: Issue Licence L-1 & L-31 - DA

9. Fill the warehouse details.

10. Click the **Save** button



- Click **Close** to navigate to the home screen and the saved data can be used from the work list.

Issuance of Licence

Application Reference Number	ARN0000001572	Status	Payment Received
Wholesale Vend Name	BACARDI INDIA PRIVATE LIMITED	Licence Type	L1&L31
Wholesale Vend Address	D-103/104, TTC Indl. Area, Nerul, Navi Mumbai, Maharashtra	Complete Documents Received On	24/09/2012
Inspection Date	24/09/2012	Inspection Report Submitted On	24/09/2012
All documents as per checklist	Complete Document Received	Hours of Sale	9 AM- 5 PM

[View Application Details](#)
[View Payment Transaction Detail](#)

Registered Brand & Its Price Structure

S.No	Brand Name	Price Declared	Label Approved
1	New Apple Pop III	N	<input type="checkbox"/>

[Add Warehouse Details](#)

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved	Dealing Assistant	offer letter issued	24/09/2012
Offer Letter Approved-Final Level	Excise Commissioner	approved	24/09/2012
Offer Letter Approved Level-2	Deputy Commissioner/Excise	approve	24/09/2012
Offer Letter Approved Level-1	Assistant Commissioner (LFL)	approved	24/09/2012
Offer Letter Initiated	Superintendent	approved	24/09/2012

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

Comments:

Figure 220: Issue Licence L-1 & L-31 - DA

11. Mark the **Label Approved** against each brands..

12. Enter the **comments** and Click the **Issue Licence Letter** button

13. Click the **Print Licence Letter**

The system prints the licence letter for wholesale vends and Warehouse



- Click **View Application Details** to display the application detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.
- Click **View Payable Transaction Details** to view transaction details.

9.2 Issue/ Print Licence Letter L-1F & L-32 by DA



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WorkList

Application Reference Number

Search

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 221: Work List L-1F & L-32 - DA

To process Licence L-1F& L-32 by DA

1. Login to the ESCIMS application
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**



- Click **Search** to search the unique Application reference number.

Issuance of Licence			
Application Reference Number	ARN0000001559	Status	Payment Received
Wholesale Vend Name	Bacardi India Pvt Ltd	Licence Type	L1F&L32
Wholesale Vend Address	112, MAHARANI BAGH, MAHARANI BAGH, DE, Delhi	Complete Documents Received On	27/09/2012
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012
All documents as per checklist	Complete Document Received	Hours of Sale	9 AM- 5 PM
View Application Details View Payment Transaction Detail View Cost Card Details			
Add Warehouse Details			
Comments History			
Task Name	User Name	Remarks	Date
Offer Letter Approved	Dealing Assistant	notify applicant	27/09/2012
Offer Letter Approved-Final Level	Excise Commissioner	approved	27/09/2012
Offer Letter Approved Level-2	Deputy Commissioner Excise	approved	27/09/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFL	approved	27/09/2012
Offer Letter Initiated	Superintendent	approved	27/09/2012
Prev 1 2 Next			
Comments : <input type="text" value="issuing licence"/>			
<input type="button" value="Issue Licence Letter"/> <input type="button" value="Print Wholesalevend Letter"/> <input type="button" value="Print Warehouse Letter"/> <input type="button" value="Cancel"/>			

Figure 222: Issue Licence L-1F & L-32 - DA

4. Selects **Add to warehouse** button



- Click **View Application Details** to display the application detail.
- Click **Close** to navigate to the previous screen and the saved data can be used from the work list.
- Click **Print Price Structure** to print the price details

Verified Bonded Warehouse Detail

Application Reference Number	ARN0000001659	Status	Payment Received
Wholesale Vend Name	Bacardi India Pvt Ltd	Licence Type	L1F&L32
Wholesale Vend Address	112, MAHARANI BAGH		

Warehouse Detail

Fields marked with (*) are mandatory

Warehouse Name *	Bacardi India Pvt Ltd		
Warehouse Address			
Address Line 1 *	112, MAHARANI BAGH	Address Line 2	
City *	DELHI	District *	East Delhi
State *	Delhi	Pincode *	111111
Distance from WholesaleVend to Warehouse(Kms) *	250		
Telephone Number			
Landline Number		Mobile Number *	9555555555
Fax Number		Email ID *	contact@bacardi.com

Save Close

Figure 223: Issue Licence L-1F & L-32 - DA

- Fill the warehouse details.
- Click the **Save** button



- Click **Close** to navigate to the home screen and the saved data can be used from the work list.

Issuance of Licence

Application Reference Number	ARN0000001559	Status	Payment Received
Wholesale Vend Name	Bacardi India Pvt Ltd	Licence Type	L1F&L32
Wholesale Vend Address	112, MAHARANI BAGH, MAHARANI BAGH, DE, Delhi	Complete Documents Received On	27/09/2012
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012
All documents as per checklist	Complete Document Received	Hours of Sale	9 AM- 5 PM

[View Application Details](#) [View Payment Transaction Detail](#) [View Cost Card Details](#)

Registered Brand & Its Price Structure

S.No	Brand Name	Label Approved
1	CAMINO REAL BLANCO TEQUILA	<input checked="" type="checkbox"/>

[Add Warehouse Details](#)

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved	Dealing Assistant	notify applicant	27/09/2012
Offer Letter Approved-Final Level	Excise Commissioner	approved	27/09/2012
Offer Letter Approved Level-2	Deputy Commissioner/Excise	approved	27/09/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFL	approved	27/09/2012
Offer Letter Initiated	Superintendent	approved	27/09/2012

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

Comments:

Figure 224: Issue Licence L-1F & L-32 - DA

7. Mark on **Label Approved** against each brands..
8. Enter the **comments** and Click the **Issue Licence Letter** button
9. Click the **Print Licence Letter**

System prints the licence letter for wholesale vends and Warehouse



- Click **View Application Details** to display the application detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.
- Click **View Payable Transaction Details** to view transaction details.

9.3 Issue/ Print Licence Letter for Corporation / Private Vends/ HCR / Departmental Store License by DA

This section lists the steps to be followed by excise user to generate the Fresh or add- on licene and notify the licensee for the same.



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WorkList

Application Reference Number

Search

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN00000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN00000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN00000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN00000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN00000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN00000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN00000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN00000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN00000000798	Additional Brand Payment Recieved	L1	Application For Additional Brand	07/09/2012	17

Figure 225: Work List for Corporation / Private Vends/ HCR License - DA

To process Corporation / Private Vends/ HCR/ Departmental Storeby DA

1. Login to the ESCIMS application.
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000001658	Status	Payment Received
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
View Application Details			

Payment Details

Licence Fee Paid Amount(₹)	250000.00	Payment Date	27/09/2012
Transaction Receipt Number	27091210874		

Fee Details

Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
HANS MESSERS	250000.00	0
Total Payable Licence Fee (₹)	250000.00	

Task Name	User Name	Remarks	Date
Offer Letter Approved	Dealing Assistant	ok	27/09/2012
Offer Letter Approved-Final Level	Deputy Commissioner Excise	ok	27/09/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFL	ok	27/09/2012
Offer Letter Initiated	Superintendent	ok	27/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	27/09/2012

Comment :

Figure 226: Issue Licence for Corporation / Private Vends/ HCR License - DA

4. Enter the **comments** and Click the **Issue Licence Letter** button .
5. Click the **Print Licence Letter**.

System prints the licence letter for wholesale vends and Warehouse.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.
- Click **View Payable Transaction Details** to view transaction details.

Process Licence Application			
Application Reference Number	ARN0000001658	Status	Payment Received
Vend Name	HANS MESSERS	Licence Type	L6
Vend Address	PLOT NO-2 , SAHIBABAD INDUSTRIAL AREA, GHAZIABAD, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	27/09/2012	Inspection Report Submitted	27/09/2012
View Application Details			
Payment Details			
Licence Fee Paid Amount(₹)	250000.00	Payment Date	27/09/2012
Transaction Receipt Number	27091210874		
Fee Details			
Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)	
HANS MESSERS	250000.00	0	
Total Payable Licence Fee (₹)		250000.00	
Task Name	User Name	Remarks	Date
Offer Letter Approved	Dealing Assistant	ok	27/09/2012
Offer Letter Approved-Final Level	Deputy Commissioner Excise	ok	27/09/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFL	ok	27/09/2012
Offer Letter Initiated	Superintendent	ok	27/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	27/09/2012
Comment	<div> <div>ok</div> <div></div> </div>		

Figure 227: Issue Licence for Corporation / Private Vends/ HCR License - DA

6. Click the **View Print Licence Letter**.

System prints the licence letter.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

9.4 Issue/ Print Licence Letter L-2 by DA



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WorkList

Application Reference Number

Search

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Recieved	L1	Application For Additional Brand	07/09/2012	17

Figure 228: Work List L-2 - DA

To process Licence L-2 by DA

1. Login to the ESCIMS application.
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Issuance of Licence

Application Reference Number	ARN0000001001	Application Status	Payment Received
Wholesale Vend Name	Ramesh IL Distillers Pvt Ltd		
Wholesale Vend Address	hh-1, st-1, cityyyyyy, districtttt, Delhi		
Licence Type	L2	Complete Documents Received On	27/09/2012
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012
All documents as per checklist	Complete Document Received	Hours of Sale	9 AM- 5 PM
Distance from WholesaleVend to Warehouse(Kms)	1700.0		

[View Application Details](#) [View Payment Transaction Detail](#)

Registered Brand & Its Price Structure

S.No.	Brand Name	Price Declared
1	Sandpiper Premium Beer Draught Beer	N

Comments*

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved	Dealing AssistantIL_DA	okkk	27/09/2012
Offer Letter Approved Level-2	Deputy Commissioner ExciseEXCISE_DC	okk	27/09/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFLILFL_AC	oooookk	27/09/2012
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	mmm	27/09/2012
Application Submitted and Document Awaited	Dealing AssistantIL_DA	okk	27/09/2012

Figure 229: Issue Licence L-2 - DA

4. Click the Brand Name.

Declare the Price Structure for respective brands.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.
- Click **View Payable Transaction Details** to view transaction details.

Issuance of Licence

Application Reference Number	ARN000001661	Application Status	Payment Received
Wholesale Vend Name	Ramesh IL Distillers Pvt Ltd		
Wholesale Vend Address	hn-1,at-1,obyyyyyy,districtt,Delhi		
Licence Type	L2	Complete Documents Received On	27/09/2012
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012
All documents as per checklist	Complete Document Received	Hours of Sale	9 AM- 5 PM
Distance from Wholesale/Vend to Warehouse(Kms)	1700.0		

[View Application Details](#) [View Payment Transaction Detail](#)

Registered Brand & Its Price Structure

S.No.	Brand Name	Price Declared
1	Sandolper Premium Beer Draught Beer	N

Comments*

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved	Dealing AssistantIL_DA	okk	27/09/2012
Offer Letter Approved Level-2	Deputy Commissioner ExciseEXCISE_DC	okk	27/09/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFLILFL_AC	oooookk	27/09/2012
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	mmm	27/09/2012
Application Submitted and Document Awaited	Dealing AssistantIL_DA	okk	27/09/2012

Issue Licence **Cancel**

Figure 230: Issue Licence L-2 - DA

Issuance of Licence

Application Reference Number	ARN000001661	Application Status	Licence Issued
Wholesale Vend Name	Ramesh IL Distillers Pvt Ltd		
Wholesale Vend Address	hn-1,at-1,obyyyyyy,districtt,Delhi		
Licence Type	L2	Complete Documents Received On	27/09/2012
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012
All documents as per checklist	Complete Document Received	Hours of Sale	9 AM- 5 PM
Distance from Wholesale/Vend to Warehouse(Kms)	1700.0		

[View Application Details](#) [View Payment Transaction Detail](#)

Registered Brand & Its Price Structure

S.No.	Brand Name	Price Declared
1	Sandolper Premium Beer Draught Beer	N

Comments*

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved	Dealing AssistantIL_DA	okk	27/09/2012
Offer Letter Approved Level-2	Deputy Commissioner ExciseEXCISE_DC	okk	27/09/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFLILFL_AC	oooookk	27/09/2012
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	mmm	27/09/2012
Application Submitted and Document Awaited	Dealing AssistantIL_DA	okk	27/09/2012

Print Licence Letter **Cancel**

Figure 231: Issue Licence L-2 - DA

- Enter the **comments** and Click the **Issue Licence Letter** button.
- Click the **Print Licence Letter**.

System prints the licence letters for wholesale vend.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.
- Click **View Payable Transaction Details** to view transaction details.

9.5 Issue/ Print Licence Letter for CSD by DA



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WorkList

Application Reference Number

Search

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Recieved	L1	Application For Additional Brand	07/09/2012	17

Figure 232: Work List for CSD - DA

To process CSD licence application by DA

1. Login to the ESCIMS application.
2. Access the **VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.



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Process Licence Application

Application Reference Number	ARN000001713	Status	Licence Letter Approved Final Level
CSD Canteen Name	RATHORE REGIMENT	Licence Type	L23
CSD Address	CHANDNI CHOWK , PARANTHE WAALI GALI, OLD DELHI, DELHI		
All documents are as per check list	Complete Document Received	Hours of sale	As Per Military Rule
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
View Application Details			

Task Name	User Name	Remarks	Date
Licence Letter Approved-Final Level	Deputy Commissioner Excise	ok	28/09/2012
Licence Letter Approved Level-1	Assistant Commissioner ILFL	okay	28/09/2012
Licence Letter Initiated	Superintendent	okk	28/09/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	28/09/2012

Comment *

okay

Issue Licence

View/Print Licence Letter

Cancel

Figure 233: Issue Licence for CSD - DA

4. Click the **Issue Licence Letter** button.
5. Click the **View Print Licence Letter** button to view the Licence Letter.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

9.6 Issue/ Print Licence Letter for L-30 by DA



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WorkList

Application Reference Number

Search

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 234: Work List for L-30- DA

To process L-30 licence application by DA

1. Login to the ESCIMS application.
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Process Licence Application			
Application Reference Number	ARN0000001707	Status	Licence Letter Approved Final Level
Name of Applicant	Hari Bhushan	Licence Type	L30
Applicant Address	1/347 RAJ LAXMI SOCIETY, DELHI, DELHI		
All documents are as per check list	Complete Document Received		
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
Indian Liquor-Foreign Liquor Quantity (Liters)	15	Wine/liquor/Cider/Beer Quantity (Liters)	47
View Application Details			
Payment Details			
Licence Fee Paid Amount(₹)	3000.00	Payment Date	28/09/2012
Transaction Receipt Number	28091210891		
Task Name	User Name	Remarks	Date
Licence Letter Approved-Final Level	Deputy Commissioner Excise	OK	28/09/2012
Licence Letter Approved Level-1	Assistant Commissioner ILFL	OK	28/09/2012
Licence Letter Initiated	Superintendent	OK	28/09/2012
Application Submitted and Document Awaited	Dealing Assistant	OK	28/09/2012
Comment * <input type="text"/>			
<input type="button" value="Issue Licence"/> <input type="button" value="View/Print Licence Letter"/> <input type="button" value="Cancel"/>			

Figure 235: Issue Licence for L-30- DA

4. Enter the Quantity for IL/FL and Wine/ Liqueur/ Cider (Litre).
5. Click the **Issue Licence Letter** button.
6. Click the **View Print Licence Letter** button to view the Licence Letter.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

9.7 Issue/ Print Approval Letter for additional Supplier by DA



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WorkList

Application Reference Number

Search

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Recieved	L1	Application For Additional Brand	07/09/2012	17

Figure 236: Work List for Additional Supplier DA

To process additional supplier by DA

1. Login to the ESCIMS application.
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Issue Approval for Additional Supplier

Application Reference Number	ARN0000000189	Licence ID	L1/2012/00127
Status	Payment Received	Licence Type	L1 & L31
Wholesale Vend Name	Rhishikesh Suppliers	All documents as per checklist	Complete Document Received
WholeSaleVend Address	Gohana, JIIND, Manipur, 765765		
Additional Supplier Name	Rhishikesh Suppliers		
Inspection Date	08/10/2012	Inspection Report Submitted	08/10/2012
View Supplier Details			

Comments History

Task Name	User Name	Remarks	Date
Offer Letter Approved	Dealing AssistantIL_DA	issue offer letter	08/10/2012
Offer Letter Approved-Final Level	Excise CommissionerEXCISECOMMISSIONER	approved by EC	08/10/2012
Offer Letter Approved Level-2	Deputy Commissioner ExciseEXCISE_DC	approved	08/10/2012
Offer Letter Approved Level-1	Assistant Commissioner ILFLILFL_AC	approved	08/10/2012
Offer Letter Initiated	SuperintendentILFL_SUPERINTENDENT	approved	08/10/2012

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

Comment *

Figure 237: Issue Licence for Additional Supplier - DA

- Click the **Issue Approval Letter** button.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

9.8 Issue/ Print Approval Letter for Registered Additional Brands by DA



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WorkList

Application Reference Number

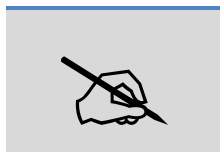
Search

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Recieved	L1	Application For Additional Brand	07/09/2012	17

Figure 238: Work List for Registered Additional Brands - DA

To process Registered Additional Brands by DA

1. Login to the ESCIMS application.
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.


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Register Additional Brands															
Application Reference Number	ARN0000000232		Status	Additional Brand Payment Recieved											
Wholesale Vend Name	Kanda Distillers IL		Licence Type	L1											
Wholesale Vend Address	294, DEORA, SONIPAT, BALLABGADH, Haryana														
View Payment Transaction Detail View Application Details															
Payment Details															
S.No.	Brand Name	Price Declared	Label Approved												
1	WhiskyEcoll2	N	<input type="checkbox"/>												
<input type="button" value="Save & Issue Approval Letter"/> <input type="button" value="Cancel"/>															

Figure 239: Registered Additional Brands - DA

4. Click the Brand Name.
- Declare the Price Structure for respective brands.



- Click **Add Warehouse Details** to enter warehouse details.
- Click **View Application Details** to display the application detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.
- Click **View Payable Transaction Details** to view transaction details.

Calculate Price - IL/FL

Liquor Type *	Indian Liquor		
Wholesale Vend Name *	Kanda Distillers IL		
Additional Source/Unit Name *	Goyal Enterprises Pvt	Additional Source/Unit Address	294, DEORA, SONIPAT, BALLABGADH, Haryana, 200012
Brand Name *	WhiskyEcoIL2	Liquor Category	Whiskey

Price Effective Start Date *	10/10/2012
Price Effective End Date	31/03/2013

Price Parameters	750ml
Pack Size	12
Packing Type	Bottle
Ex-Distillery Price (per case) (₹)	-124.23
Export Pass Fees (per case) (₹) *	169.00
Import Pass Fees (per case) (₹)	11.25
Freight Charges (per case) (₹)	11.00
Handling Charges (per case) (₹)	1.00
Insurance Charges (per case) (₹)	192.45
Landed Price (per case) (₹)	260.48
Profit Margin (per case) (₹)	13.02
Local Transportation Charges (per case) (₹)	2.50
VVSP (per case) (₹)	276.00
VVSP (per unit) (₹)	23.00
Excise Duty (per unit) (₹)	64.67
Retail Margin (per unit) (₹)	4.00
Sales Price (per unit) (₹)	91.67
VAT (₹)	18.33
MRP (₹)	110.00

Figure 240: Registered Additional Brands - DA

14. Enter the price details for respective brands and click the **Calculate** button.
15. Click the **Save** button.



- Click **View Application Details** to display the application detail.
- Click **Close** to navigate to the previous screen and the saved data can be used from the work list.
- Click **Print Price Structure** to print the price details



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Register Additional Brands

Application Reference Number	ARN0000000232	Status	Additional Brand Approved
Wholesale Vend Name	Kanda Distillers IL	Licence Type	L1
Wholesale Vend Address	294, DEORA, SONIPAT, BALLABGADH, Haryana		

Payment Details


S.No.	Brand Name	Price Declared	Label Approved
1	WhiskyEcoll2	N	<input checked="" type="checkbox"/>

Save & Issue Approval Letter
Print Approval Letter
Cancel

Figure 241: Registered Additional Brands - DA

16. Mark the **Label Approved** against each brands.
17. Click the **Save & Issue Approval Letter** button.
18. Click the **Print Approval Letter**.

The system prints the approval letter.



- Click **View Application Details** to display the application detail.

9.9 Issue/ Print Approval Letter for Shift of Vend by DA

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 242: Work List for shift of Vend – DA.

To process shift of vends by DA

1. Login to the ESCIMS application.
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Process Licence Application

Application Reference Number	ARN0000000220	Status	Approval Letter Approved Final Level
Vend Name	SRI LATA VENDS RG ILFL	Licence Type	L6 & L6FG
Vend Address	PLOT NO. 55, NEW DELHI, East Delhi, DELHI, 243333		
All documents are as per check list	Complete Document Received	Hours of sale	10 AM- 10 PM
Inspection Date	09/10/2012	Inspection Report Submitted	09/10/2012
View Application Details			

Fee Details

Vend Name	Licence Fees (₹)	Fee for Foreign Liquor (₹)
SRI LATA VENDS RG ILFL	250000.00	25000.00
Total Payable Licence Fee (₹)		275000.00

Task Name	User Name	Remarks	Date
Shift Vend Approved Level-2	Deputy Commissioner Excise	approved	09/10/2012
Shift Vend Approved Level-1	Assistant Commissioner ILFL	ok	09/10/2012
Shift Vend Approval Initiated	Superintendent	ok	09/10/2012
Application Submitted and Document Awaited	Dealing Assistant	ok	09/10/2012

Comment *

Issue Approval Letter **Cancel**

Figure 243: Issue Approval Letter for Shift Of Vend – DA.

- Click **Issue Approval Letter** button.
- Click the **Print Approval Letter** button.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

9.10 Issue/ Print Approval Letter for Extension Letter by DA

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 244: Work List for Extension Letter – DA.

To extension licence by DA

1. Login to the ESCIMS application.
2. Access **Whoelsale VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Application Reference Number	ARN0000001559	Status	Payment Received
Wholesale Vend Name	Bacardi India Pvt Ltd	Licence Type	L1F&L32
Wholesale Vend Address	112, MAHARANI BAGH, MAHARANI BAGH, DE, Delhi	Complete Documents Received On	27/09/2012
Inspection Date	27/09/2012	Inspection Report Submitted On	27/09/2012
All documents as per checklist	Complete Document Received	Hours of Sale	9 AM- 5 PM

Comment :

Figure 245: Extension Letter – DA.

4. Click **Issue Approval Letter** button.
5. Click the **Print Approval Letter** button.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

9.11 Issue/ Print Approval Letter of Additional Restaurant by DA

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 246: Work List for additional restaurant – DA.

To process additional restaurant application by DA

1. Login to the ESCIMS application.
2. Access **HCR Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Name of Restaurant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service
Faizal	345	N	Y	Y

Fee Details

Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00

Payment Details

Licence Fee Paid Amount(₹)	525625.00	Payment Date	11/10/2012
Transaction Receipt Number	11101211008		

Comments*

Comments History

Task Name	Designation	User Name	Remarks	Date
Offer Letter Approved	Dealing Assistant	hotelda	hello	11/10/2012
Offer Letter Approved Level-2	Deputy Commissioner Excise	excisedc	hello	11/10/2012
Offer Letter Approved Level-1	Assistant Commissioner Hotel	hotelac	hello	11/10/2012
Offer Letter Initiated	Superintendent	hotelsuperintendent	hello	11/10/2012
Application Submitted and Document Awaited	Dealing Assistant	hotelda	hello	11/10/2012

Figure 247: Additional restaurant – DA.

6. Click **Issue Licence** button
7. Click the **Print Letter** button.



- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.

9.12 Issue/ Print Approval Letter for modified HCR details by DA

WorkList


Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 248: Work List to update HCR details – DA.

To process modify HCR details by DA

1. Login to the ESCIMS application.
2. Access **HCR Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

Process Licence Application

Licence Details

Application Reference Number	ARN0000001849	Status	Issue Approval Letter
Hotel Name	Blue sapphire	Licence Type	L16&L16F
Hotel Address	13/222,Vikash marg,Rajauri Garden	Complete Documents Received On	11/10/2012
Hour of Sale	10 AM- 10 PM	All Documents as per Checklist	Complete Document Received
Inspection Date	11/10/2012	Inspection Report Submitted On	11/10/2012

[View Deficiency Details](#) [View Application Details](#)

Restaurant Details

Name of Resturant/Bar	Total Seat Covers	Additional Area	Foreign Liquor Service	Round the Clock Service
Faizal	345	N	Y	Y


Fee Details

Restaurant /Bar Name	Total Seat Covers	Licence Fees (₹)	Fee for Foreign Liquor (₹)	Fee for Additional Area (₹)	Round the Clock Service Fee (₹)
Faizal	345	362500.00	36250.00	0.00	725000.00
Total Amount(₹)					1123750.00
Total Paid Amount(₹)					598125.00
Total Payable Licence Fee (₹)					525625.00

Comments*

Figure 249: Update HCR details – DA.

4. Click the **Issue Approval Letter** button.
5. Click the **Print Approval Letter** button.



- Click **Cancel** to navigate to the home screen.

Renew Licence User- Licensee

10. Applying for Renew Licence

This section lists the steps to be followed to apply for renewal for the corporation, private vends, Hotel, Club or Restaurant.

Renew Licence

Excise Year: 2012-2013

Select All

Select	CSD Canteen ID	Unit Name	Address of the CSD Canteen	Licence ID	Licence Type
<input checked="" type="checkbox"/>	CS00485	Janant	Jairam Road, NewDelhi, Delhi	L23/2012/00487	L23 <input type="checkbox"/> L23F

Required FDR Amount: 10000.00

S.No.	Bank Name	Bank Code	Branch Name	FDR Amount	FDR Number	FDR Start Date	FDR End Date
No Records Exist							

[Add New FDR](#) +

Figure 250: Apply Renew

To apply for renewal of licence

1. Login to the ESCIMS application
2. Access the Apply to Renew Licence functionality.
3. Select **Licence type**
4. Click the **submit** button

Based on the Licence type, if licence fee are required, System provides provision to pay the fees (Please refer screen of Apply Licence L-1 & L-31) else below screen will be displayed.

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Application Submitted Successfully against ARN:ARN0000001712

Renew Licence

Excise Year: 2012-2013

Select All

Select	CSD Canteen ID	Unit Name	Address of the CSD Canteen	Licence ID	Licence Type
<input type="checkbox"/>	CS00485	Janant	Jairam Road, NewDelhi, Delhi	L23/2012/00487	L23 <input type="checkbox"/> L23F

Required FDR Amount: 10000.00

S.No.	Bank Name	Bank Code	Branch Name	FDR Amount	FDR Number	FDR Start Date	FDR End Date
No Records Exist							

[Add New FDR](#) +

Renew Licence **Print Application Form and Checklist**

Figure 251: Print Application & Checklist for L-1 & L-31

5. Click the **Print Application Form and Checklist** button.
The system prints the Application Form and Checklist.



Print Application Form and Checklist -> Print the Application Form and Checklist and also send the notification with copy of the application form on applicant e-mail ID.

Processing Renewal Licence Application User- Excise user

11. Processing Renewal Licence Application

The section below lists the steps to be followed by the excise user to process the Corporation / Private Vends/ HCR Licence application.

11.1 Processing Renewal Licence by DA

Retail Vend/L30/CSD Work List

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On (DD/MM/YYYY)	Pending Since (In Days)
1	ARN0000001323	Application Submitted	L30	Renew	28/09/2012	0
2	ARN0000001712	Application Submitted	L23 & L23F	Renew	28/09/2012	0
3	ARN0000001228	Application Submitted	L23F	Fresh	18/09/2012	10
4	ARN0000001227	Application Submitted	L23F	Fresh	18/09/2012	10
5	ARN0000001098	Licence Letter Approved Final Level	L30	Fresh	17/09/2012	11
6	ARN0000001098	Licence Letter Approved Final Level	L30	Fresh	17/09/2012	11
7	ARN0000001054	Application Submitted	L23F	Fresh	14/09/2012	14
8	ARN0000001055	Application Submitted	L23F	Fresh	14/09/2012	14
9	ARN0000001056	Application Submitted	L23F	Fresh	14/09/2012	14
10	ARN0000001057	Application Submitted	L23F	Fresh	14/09/2012	14

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

Figure 252: Work List for Process Renewal - DA

To process renewal application by DA

1. Login to the ESCIMS application.
2. Access **Vend/ HCR Work List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

reference **Reference**


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सर्वोदाय शास्त्र Govt. of NCT of Delhi

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

[Password Management](#) | [Log Out](#)
 Welcome CSDDA
 CSDDA, CSD Canteen

Licence ▾

Process Licence Application

Application Reference Number	ARN0000001712	Status	Application Submitted
CSD Canteen Name	Janant	Licence Type	L23 & L23F
CSD Address	Jairam Road, NewDelhi, Delhi		
All documents are as per check list	<input checked="" type="radio"/> Yes <input type="radio"/> No	Hours of sale	As Per Military Rule
View Application Details			

Comment *

Figure 253: Processing Licence for Process Renewal - DA

- Click the **View Application Details** to view the application form.
- Select **Yes** for **All document as per checklist**.
- Enter the comments and click the **Initiate Offer Letter Process** button.
The screen is refreshed with new fields for specifying other details.



- Click **Cancel** to go back to the previous screen.
Note: You may also click **NO** in **All document as per checklist**, system provide an option to mark deficiency.
Note: You may also click **Initiate Deficiency**, to initiate deficiency process only if **NO** is marked.



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

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Welcome CSDDA
CSDDA, CSD Canteen

Licence ▾

Process Licence Application

Application Reference Number	ARN0000001712	Status	Application Submitted
CSD Canteen Name	Janant	Licence Type	L23 & L23F
CSD Address	Jairam Road, NewDelhi, Delhi		
All documents are as per check list	<input checked="" type="radio"/> Yes <input type="radio"/> No	Hours of sale	As Per Military Rule
Inspection Date	<input type="text"/>	Inspection Report Submitted	<input type="text"/>
Complete Document Received On	28/09/2012		
View Application Details			


Comment *

Initiate Deficiency
Initiate Renewal
Cancel

Figure 254: Process Renewal – DA

8. Enter the **comments** and click the **Initiate Renewal Process** button.

The screen is refreshed and work item forwarded to next level approver.



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

11.2 Processing Renewal Licence by Superintendent




S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Initiated	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000297	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
3	ARN0000000377	Application Submitted	L1 & L31	Additional Supplier	28/08/2012	27
4	ARN0000000279	Offer Letter Initiated	L1 & L31	Fresh	25/08/2012	30
5	ARN0000000261	Offer Letter Initiated	L2	Fresh	23/08/2012	32
6	ARN0000000158	Offer Letter Initiated	L1 & L31	Fresh	18/08/2012	37
7	ARN0000000008	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39
8	ARN0000000066	Offer Letter Initiated	L1 & L31	Fresh	16/08/2012	39

Figure 255: Work List for Process Renewal– Supt.

To process renewal application for Private Vends/ HCR Licence by Superintendent

1. Login to the ESCIMS application.
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

referenceReference



Govt. of NCT of Delhi

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

[Password Management](#) | [Log Out](#)
 Welcome ILFL SUPERINTENDENT
 ILFL SUPERINTENDENT, ILFL

Licence ▾

SCM ▾

Process Licence Application

Application Reference Number	ARN000001712	Status	Renewal Initiated
CSD Canteen Name	Janant	Licence Type	L23 & L23F
CSD Address	Jairam Road, NewDelhi, Delhi		
All documents are as per check list	Complete Document Received	Hours of sale	As Per Military Rule
Inspection Date	<input type="text"/>	Inspection Report Submitted	<input type="text"/>
View Application Details	View/Edit Deficiency		

Task Name	User Name	Remarks	Date
Application Submitted and Document Awaited	Dealing Assistant	renewal initiated	28/09/2012

Comment *

[Initiate Deficiency](#)


[Send for next level approval](#)

[Return WorkItem](#)

[Cancel](#)

Figure 256: ProcessRenewal– Supt.

4. Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.

Note: You may also click **View/ Edit Deficiency** to mark the deficiency details.

Note: You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

Note: You may also click **Return Work Item** to return the work item DA.

11.3 Processing Renewal Licence by A.C

WorkList						
Application Reference Number		<input type="text"/> <input type="button" value="Search"/>				
S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 1	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000944	Offer Letter Issued With Deficiency and Payment Awaited	L1F & L32	Fresh	20/09/2012	4
3	ARN0000000683	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
4	ARN0000000692	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
5	ARN0000000693	Additional Brand Payment Pending	L1	Application For Additional Brand	11/09/2012	13
6	ARN0000000326	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
7	ARN0000000348	Additional Brand Payment Pending	L1	Application For Additional Brand	03/09/2012	21
8	ARN0000000314	Additional Brand Payment Pending	L1	Application For Additional Brand	01/09/2012	23
9	ARN0000000302	Additional Brand Payment Pending	L1	Application For Additional Brand	31/08/2012	24
<input type="button" value="Cancel"/>						

Figure 257: Work List for process renewal – AC.


To process renewal application for Vends/ HCR Licence by AC

1. Login to the ESCIMS application.
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

referenceReference



Govt. of NCT of Delhi

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

[Password Management](#) | [Log Out](#)
 Welcome ILFLAC
 ILFLAC, ILFL

Licence ▾

SCM ▾

Process Licence Application

Application Reference Number	ARN0000001712	Status	Renewal Approved Level 1
CSD Canteen Name	Janant	Licence Type	L23 & L23F
CSD Address	Jairam Road, NewDelhi, Delhi		
All documents are as per check list	Complete Document Received	Hours of sale	As Per Military Rule
Inspection Date	<input type="text"/>	Inspection Report Submitted	<input type="text"/>
View Application Details	View/Edit Deficiency		


Task Name	User Name	Remarks	Date
Renewal Approval Initiated	Superintendent	approved by sup	28/09/2012
Application Submitted and Document Awaited	Dealing Assistant	renewal initiated	28/09/2012

Comment *

Issue Deficiency
Send for next level approval
Return WorkItem
Cancel

Figure 258: Process Renewal – AC.

4. Enter the comments and click the **Send for Next Approval** button.
The screen is refreshed and work item forwarded to next level approver.



- Click **View Application Details** to display the application detail.
- Click **Cancel** to go back to the previous screen.

Note:

- You may also click **View/ Edit Deficiency** to mark the deficiency details.
- You may also click **Issue deficiency** to issue deficiency letter , if deficiency marked.
- You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.
- You may also click **Return Work Item** to return the work item DA.

11.4 ProcessingRenewalLicence by D.C

WorkList

Application Reference Number

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001572	Offer Letter Approved : Level 2	L1 & L31	Fresh	24/09/2012	0
2	ARN0000000581	Offer Letter Issued and Payment Awaited	L1F & L32	Fresh	31/08/2012	24

Figure 259: Work List for process renewal – DC.

To process renewal application Vends/ HCR Licence by DC

1. Login to the ESCIMS application.
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

reference**Reference**

delhi.gov.in Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi Password Management | Log Out
Govt. of NCT of Delhi Welcome EXCISED
EXCISED, ILFL

Licence ▾ Import Permit ▾ Transport Permit ▾ Grievance ▾ Dry Day Permission ▾ SCM ▾

Process Licence Application

Application Reference Number	ARN0000001712	Status	Renewal Approved Level 2
CSD Canteen Name	Janant	Licence Type	L23 & L23F
CSD Address	Jairam Road, NewDelhi, Delhi		
All documents are as per check list	Complete Document Received	Hours of sale	As Per Military Rule
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
View Application Details	View/Edit Deficiency		

Task Name	User Name	Remarks	Date
Renewal Approved Level-1	Assistant Commissioner ILFL	approve by AC	28/09/2012
Renewal Approval Initiated	Superintendent	approved by sup	28/09/2012
Application Submitted and Document Awaited	Dealing Assistant	renewal initiated	28/09/2012

Comment *

[Issue Deficiency](#) [Approve WorkItem](#) [Return WorkItem](#) [Reject Application](#) [Cancel](#)

Figure 260: Process Renewal – DC.

delhi.gov.in Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi Password Management | Log Out
Govt. of NCT of Delhi Welcome EXCISED
EXCISED, ILFL

Licence ▾ Import Permit ▾ Transport Permit ▾ Grievance ▾ Dry Day Permission ▾ SCM ▾

Work Item Approved Successfully

Process Licence Application

Application Reference Number	ARN0000001712	Status	Renewal Approved final Level
CSD Canteen Name	Janant	Licence Type	L23 & L23F
CSD Address	Jairam Road, NewDelhi, Delhi		
All documents are as per check list	Complete Document Received	Hours of sale	As Per Military Rule
Inspection Date	28/09/2012	Inspection Report Submitted	28/09/2012
View Application Details	View/Edit Deficiency		

Task Name	User Name	Remarks	Date
Renewal Approved Level-1	Assistant Commissioner ILFL	approve by AC	28/09/2012
Renewal Approval Initiated	Superintendent	approved by sup	28/09/2012
Application Submitted and Document Awaited	Dealing Assistant	renewal initiated	28/09/2012

Comment *

[Print Renewal Letter](#) [Cancel](#)

Figure 261: Process Renewal – DC.

5. Enter the comments and click the **Approve Work Item** button.

6. Click the **Print Licence Letter** button.

The screen is refreshed and work item is send to applicant for payment.



- Click **View Applicaition Details** to display the application detail.
 - Click **Cancel** to go back to the previous screen.
 - Click **View/ Edit Deficiency** to mark the deficiency details.
 - Click **Print deficiency** to print the deficiency letter, if issue deficiency process completed.
 - Click **View Total Amount Payable** to view the total amount to be paid by applicant against the selected brands.
- Note: You may also click **Issue deficiency** to issue deficiency letter , if

deficiency marked.

Note: You may also click **Initiate Deficiency** to initiate deficiency process only if deficiency are marked.

11.5 Processing Renewal Licence by D.A



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

[Password Management](#)

[Log Out](#)

Welcome ILDA
ILDA, ILFL

Licence ▾

Pricing ▾

WorkList

Application Reference Number

Search

S. No.	Application Reference Number	Status	Licence Type	Application Type	Last Updated On	Pending Since (No. of Days)
1	ARN0000001534	Payment Received	L1 & L31	Fresh	24/09/2012	0
2	ARN0000001570	Application Submitted	L1 & L31	Fresh	24/09/2012	0
3	ARN0000001572	Application Submitted	L1 & L31	Fresh	24/09/2012	0
4	ARN0000001519	Application Submitted	L2	Fresh	21/09/2012	3
5	ARN0000001515	Licence Extended	L1	Application For Licence Extension	21/09/2012	3
6	ARN0000001082	Payment Received, Deficiency pending	L1 & L31	Fresh	19/09/2012	5
7	ARN0000001448	Application Submitted	L1 & L31	Fresh	19/09/2012	5
8	ARN0000000809	Payment Received, Deficiency pending	L1 & L31	Fresh	07/09/2012	17
9	ARN0000000798	Additional Brand Payment Received	L1	Application For Additional Brand	07/09/2012	17

Figure 262: Work List for process renewal - DA

To process renewal application Vends/ HCR Licence by DA

1. Login to the ESCIMS application.
2. Access **VendWork List** functionality.
3. Click the **Application Reference Number**.



- Click **Search** to search the unique Application reference number.

		Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi				Password Management Log Out Welcome EXCISED EXCISED, ILFL		
Licence ▾		Import Permit ▾	Transport Permit ▾	Grievance ▾	Dry Day Permission ▾	SCM ▾		
Work Item Approved Successfully								
Process Licence Application								
Application Reference Number		ARN0000001712		Status	Renewal Approved final Level			
CSD Canteen Name		Janant		Licence Type	L23 & L23F			
CSD Address		Jaram Road, New Delhi, Delhi						
All documents are as per check list		Complete Document Received		Hours of sale	As Per Military Rule			
Inspection Date		28/09/2012		Inspection Report Submitted	28/09/2012			
View Application Details		View/Edit Deficiency						
Task Name		User Name		Remarks	Date			
Renewal Approved Level-1		Assistant Commissioner ILFL		approve by AC	28/09/2012			
Renewal Approval Initiated		Superintendent		approved by sup	28/09/2012			
Application Submitted and Document Awaited		Dealing Assistant		renewal initiated	28/09/2012			
Comment *		<input type="text"/>						
		<input type="button" value="Print Renewal Letter"/> <input type="button" value="Cancel"/>						

Figure 263: Work List for process renewal - DA

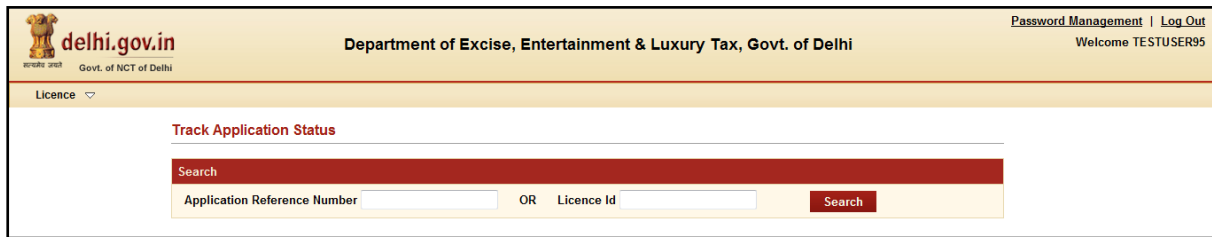
4. Enter the **comments** and Click the **Print Licence Letter** button.
- System prints the licence letter for wholesale vends and Warehouse.



- Click **View Application Details** to display the application for detail.
- Click **Cancel** to navigate to the home screen and the saved data can be used from the work list.
- Click **View Payable Transaction Details** to view transaction details.

12. Track Application Status

The section below lists the steps to be followed by the applicant to track the application status.



The screenshot shows the 'delhi.gov.in' website header with the Department of Excise, Entertainment & Luxury Tax. A navigation bar includes 'Licence' and 'Track Application Status'. Below this, a search bar is titled 'Search' and contains two input fields: 'Application Reference Number' and 'Licence Id', separated by 'OR'. A 'Search' button is located to the right of the input fields.

Figure 264: Track Application Status

To track application status

1. Login to ESCIMS Application.
2. Access **Track Application Status** functionality.
3. Enter the **ARN** or **Licence ID**.
4. Click the **Search** button.



- Click **Search** to search the unique application reference number.

13. Receive Document

The section below lists the steps to be followed by the applicant to receive the document which is marked as deficient against Licence application.



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

Licensee ▾

Receive Deficient Documents

Application Reference Number **Search**

S.No	Licencee Name	Entity Code	Application Reference Number	Licence ID	Document Status
1	OH MY GOD-SM	PV00062	ARN0000000137		Deficient
2	BK VERMA	PV00077	ARN0000000133	L11/2012/00077	Deficient
3	PINNACLE VENDS		ARN0000000132		Deficient
4	NEHA SHARMA VENDS RG FL	CV00069	ARN0000000104	L6FE/2012/00068	Deficient
5	BUNNY		ARN0000000102		Deficient
6	MOZITO-SM7	PV00070	ARN0000000094	L7/2012/00065	Deficient
7	ROHAN VENDS RG ILFL	CV00063	ARN0000000092	L6/2012/00062	Deficient
8	ZAID VENDS RG ILFL	CV00059	ARN0000000088	L6/2012/00058	Deficient
9	RASTOGI-SMFL	PV00017	ARN0000000041	L7FE/2012/00017	Deficient
10	REDISSON-SMILFL		ARN0000000038		Deficient

« Prev | 1 | 2 | Next »

Figure 265: Receive Document

To receive deficient document

1. Login to ESCIMS Application.
2. Access **Receive Deficient Document** functionality.
3. Enter the **ARN**.
4. Click the **Search** button.



- Click **Search** to search the unique application reference number.

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Govt. of NCT of Delhi

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

Password Management | Log Out
Welcome Manoj Kumar
Gr.III UDC, IMFL

Licence ▾

Receive Deficient Documents

Licence Type	L11	Application Reference Number	ARN0000000132
Vend Name	PINNACLE VENDS	Vend Address	PARLIAMENT HOUSE, DELHI
Complete Document Received On		Document Status	Deficient

Received Documents Details

S. No.	Deficient document checklist	Document Description	Document Receive
No Records Exist			

Deficiency Details

S. No.	Deficient document checklist	Document Description	Document Receive
1	testing	Other Documents	<input type="text"/>
2	fff	Other Documents	<input type="text"/>
3	Copy of rent agreement	Copy of rent agreement	<input type="text"/>

October 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

« Prev | 1 | Next »

Save Cancel

Figure 266: Receive Document

- Select the Document Receive Date from the Calendar.
- Click the **Save** Button.

System saves the document received date.



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

14. Maintain Corporation Vend

The section below lists the steps to be followed by Corporation user (DTTDC_CLERK, DSIIDC_CLERK, DSCWS_CLERK, DSCSC_CLERK etc.) To maintain the corporation vend details.

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

Password Management | Log Out
Welcome DSIIDCCLERK
DSIIDCCLERK, ILFL
Roles: [DSIIDC_CLERK]

Home Page | Maintain Inventory Days | RetailVend WorkList | Apply Licence | Purchase Order ▾ | Log Off

Maintain Corporation Vend details

Licence ID Search

Vend details

S.No	Licence ID	Vend ID	Vend Name	Vend Address	Vend Size	Service Type	Incharge name	Incharge Contact No.	Inventory Days	Insurance Value	Select
1	L6/2012/00058	CV00059	ZAID VENDS RG ILFL	KAMALA NAGAR,NEWDELHI, North Delhi, DELHI	--Please Sele	--Please Select--					<input type="checkbox"/>
2	L6/2012/00059	CV00060	SARANDEEP VEND S RG ILFL	DEFENCE COLONY,NEWDELHI, North Delhi, DELHI	--Please Sele	--Please Select--					<input type="checkbox"/>
3	L6FE/2012/00064	CV00065	RUDHAK PRATAP VENDS FL	JANAKPURI EAST,NEWDELHI, East Delhi, DELHI	--Please Sele	--Please Select--					<input type="checkbox"/>
4	L6/2012/00051	CV00052	RAMAN VEND RG ILFL	RAJENDRA ROAD,NEWDELHI, North Delhi, DELHI	--Please Sele	--Please Select--					<input type="checkbox"/>
5	L6/2012/000435	1OSP	OLD SEEMA PURI	N 36 BOMBAY LIFE BLDG., CONNAUGHT PLACE, NEW DELHI, ANAND VIHAR, DELHI	--Please Sele	--Please Select--					<input type="checkbox"/>

« Prev | 1 | 2 | Next »

Save Cancel

Done Local intranet | Protected Mode: Off 105%

Figure 267: Maintain Corporation Vend

To Maintain Corporation Vend

1. Login to ESCIMS Application
2. Access **Maintain Corporation Vend** functionality.
3. Update the **Vend Size, Service Type, In charge Name, In charge Contact No., Inventory Days** and **Insurance Values**.
4. Click the **Save** button.

System saves the details.



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

15. Maintain/ Edit Licence Details

The section below lists the steps to be followed by the Excise user (DA, Superintendent, AC, DC, and EC.) to maintain the licence details.

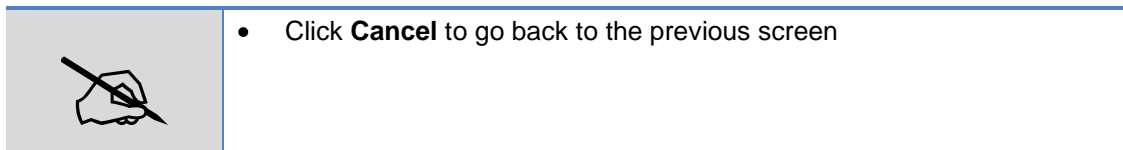


Figure 268: Maintain / Edit Licence Details

To Maintain / Edit Licence Details

1. Login to ESCIMS application
2. Access **Maintain / Edit Licence Details** functionality.
3. Enter the Licence ID.
4. Click the **Search** button.

The screen is refreshed with new fields for specifying other details.



Maintain Licence Details

Fields marked with (*) are mandatory.

Search Licence

Licence Id*

Licence Details			
Licence ID	L1/2012/00693	Wholesale Vend ID	WV00682
Licence Status	Active	Licence Type	L1
Application Reference Number	ARN0000001082	Complete Document Received Date	18/09/2012
Licence Issue Date	01/04/2012	Hour of Sale	10AM-6PM
Inspection Date	17/09/2012	Inspection Report Submitted On	18/09/2012

[View/Print Licence Letter](#) [View/Edit Application Form](#) [Edit FDR Details](#) [Edit Price Details](#)

Figure 269: Maintain / Edit Licence Details

As per the licence type, system provides an option to Edit FDR detail.

Also system provide an option to View/ Print Licence Letter, View /Edit Application Form

5. Click the **View/ Print Licence Letter Button**.

The screen is refreshed with new fields for specifying Licence Letter. And also provides an option to take the print of Licence Letter by Click the “Print Licence Letter”.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI.
OFFICE OF THE EXCISE COMMISSIONER
L & N BLOCK: VIKAS BHAWAN: LP ESTATE: NEW DELHI-110002

Licence L1

1. Category of Licence	: L1 ,Licence for a Wholesale vend of Indian Liquor
2. Licence ID	: L1/2012/00693
3. Name and style of company/ firm etc.	: Sunny Associates and Co, Co-operative Society Registered Under The Partnership Act 1932
4. Name of Authorised Director	: Rajdeep Gupta
5. Address of office	: 8346, Jamnagar Jhansi ,Roopnagar ,Uttar Pradesh ,493475
6. Address of Warehouse	: 245, Rohini , New delhi ,New Delhi New Delhi ,Delhi ,110349
7. Hours of sale	: 10AM-6PM
8. Licence fee	: 615000.00
9. Licence valid up to	: Mar 31, 2013
10. Brands registered	: S.No. Brand Name 1 New Acla Pop B
11. Date of Issue of Licence	: Apr 1, 2012

Conditions:

This Licence is granted subject to the provision of Delhi Excise act,2009.The Rules framed there under,terms and condition of Licence and the Instructions issued by Licensing authority from time to time.

<Name of D.C>
Deputy Commissioner

Figure 270: Maintain / Edit Licence Details

6. Click the **View/ Edit Application Form Button**

System refreshes the page and provides an option to update the application form when clicked on **Edit** Button.

Once the **Edit** button clicked, user can edit the details.

When user made the changes, Click the **Save** button

System sends the notification to Licensee and Excise User.



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

16. Maintain Licence Status

The section below lists the steps to be followed by the Excise user (DA, Superintendent, AC, DC, and EC.) to maintain the licence status (Cancel Licence, Surrender Licence, Suspend Licence, Reactive Licence, Impose Penalty, Stop TP/ IP).

The screenshot displays the 'Maintain Licence Status' interface. At the top, the header includes the Delhi Government logo, the text 'delhi.gov.in', and the department name 'Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi'. On the right, it shows the user's login status: 'Welcome ILDA', 'ILDA, ILFL', and 'Roles: [IL_DA]'. Below the header, there are tabs for 'Licence' and 'Pricing'. The 'Licence' tab is active, showing the 'Maintain Licence Details' section. This section has a red header bar with the text 'Search Licence'. Below this, there is a form with a label 'Licence Id*' and a text input field containing 'L1/2012/00693'. To the right of the input field is a red 'Search' button. At the bottom center of the form area is a red 'Cancel' button. A small note on the right side of the form states 'Fields marked with (*) are mandatory'.

Figure 271: Maintain Licence Status

To Maintain / Edit Licence Status

1. Login to ESCIMS Application.
2. Access **Maintain / Edit Licence Status** functionality.
3. Enter the Licence ID.
4. Click the **Search** button.

The screen is refreshed with new fields for specifying other details.

Maintain Licence (Cancel Licence / Stop TP/ Surrender Licence/ Suspend Licence/ Reactivate Licence)

Search			
Licence ID	<input type="text" value="L1LL/2011/00038"/>	<input type="button" value="Search"/>	
View Licence Details			
Licence ID	L1LL/2011/00038	Licence Type	L-1 & L-31
Licence Status	<input type="button" value="Cancel Licence"/>	Licence Issue Date	1/04/2012
Licensee Name	Jagdish Chandra Agarwal	Licence Validity	31/03/2013
Effective Date	<input type="text"/> <input type="button" value="Calendar"/>		
Comments <input type="text"/>			
		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 272: Maintain Licence Status

As per the licence type, system provide an option to update the status as –

- **Cancel Licence**
- **Suspend Licence**
- **Surrender Licence**
- **Stop IP**
- **Stop TP**
- **Reactive Licence**

5. Enter the **Effective Start Date**
6. Click the **Submit** button.

System updates the Licence Status and sends the notification to Licensee and Excise User.

17. Impose Penalty

The section below lists the steps to be followed by the Excise user (DA, Superintendent, AC, DC, and EC.) to impose penalty.

Figure 273: Impose Penalty

To impose penalty

1. Login to ESCIMS Application.
2. Access **Maintain / Edit Licence Details** functionality.
3. Enter the Licence ID.
4. Click the **Search** button.

The screen is refreshed with new fields for specifying other details.



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

Penalty Details

Search			
Licence ID	<input type="text" value="L1LL/2011/00038"/>	Licence Type	<input type="text" value="L-1 & L-31"/>
		<input type="button" value="Search"/>	
View Licence Details			
Licence ID	L1LL/2011/00038	Licence Type	L-1 & L-31
Licence Status	Active	Licence Issue Date	1/04/2011
Licensee Name	Jagdish Chandra Agarwal	Payee Code	WV25214
Penalty Amount (₹)	<input type="text"/>	Penalty Order Number	<input type="text"/>
Penalty Order Date	<input type="text"/>	Payable within Number of days	<input type="text"/>
Comments <input type="text"/>			
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 274: Impose Penalty

5. Enter the **Penalty Amount**, **Penalty Order Number**, and **Payable Order date**, **Payable within Number of days**, **Comments**.
6. Click the **Save** button.

System sends the notification to pay the penalty. Please refer Section 8.9

18. Extend Licence

The section below lists the steps to be followed by the Excise user (DA, Superintendent, AC, DC, and EC.) to extend licence.

Extend Licence

Licence ID	L1LL/2011/00038	Licence Type	L-1 & L-31
Licence Status	Active	Licence Issue Date	1/04/2011
Wholesale Vend Name	Bacardi India Pvt. LTD	Wholesale Vend Address	Okhla, Phase 2, New Delhi
Licence Validity	31/03/2012	Licence Extended Upto	<input type="text"/>

[View Licence Details](#)

Licence Fee (₹)	<input type="text" value="200000.00"/>
Label Registration Fee (₹)	<input type="text" value="100000.00"/>
Warehouse Fee (₹)	<input type="text" value="50000.00"/>
Total Amount Payable (₹)	350000.00

Comments

Figure 275: Extend Licence

To Extend Licence

1. Login to ESCIMS Application.
2. Access **Extend Licence** functionality.
3. Enter the Licence ID.

The screen is refreshed with new fields for specifying other details.

4. Enter the Fee details
5. Click the **Save** Button

The screen is refreshed with new fields for specifying other details.

System sends the notification to pay the extension Fee. Please refer Section 8.10



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

19. View Alerts

The section below lists the steps to be followed by the Excise user (Dealing assistant, Superintendent, Assistant commissioner, Deputy Commissioner, Excise Commissioner) to view the alert generated by ESCIMS application.

Search					
Licence Id <input type="text"/>		OR	ARN Number <input type="text"/>		<input type="button" value="Search"/>
S.No	ARN Number	Licence ID	NOC/Certificate/Letter/FDR Number	Field Name	Validity Date Upto
1	ARN0000000146	L1/2001/000032	L2324234234	ABC	10/10/2012
2	ARN0000000148	L6/2012/00078	L1232323	BCD	12/10/2012

Figure 276: View Alerts

To View Alert

1. Login to ESCIMS Application.
2. Access **View Alerts** functionality.
3. Enter the Licence ID.
4. Click the **Search** button.

The screen is refreshed with new fields.



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