PROCEDURES FOR VARIOUS SERVICE PROVIDED BY EXCISE DEPARTMENT (Post-Estabalishment Clearances)

	1	2	3	4	5	6	7	8	9	10	11	12
	Online Single Window System for applying Occassional License	**Online Single Window System for Local Transport of Spirit**	**Online Single Window System for Import Permit of Spirit**	**Online Single Window System for Export Permit of Spirit**	**Online Single Window System for Transport permit of IMFL**	**Online Single Window System for Import permit of IMFL**	**Online Single Window System for Export permit of IMFL**	**Online Single Window System for Brand/Label Registration**	**Online Single Window System for Renewal of Licenses**	**Online Single Window System for Registration of Godown**	**Online Single Window System for Transfer of Premises**	**Online Single Window System for Withdrawal of Licensees**
1	User is required to open https://www.ddnexcise.gov.in	Licensee (User) to has login into the IERMS portal (https://www.ddnexcise.gov.in) using the user id and passoword provided by the Excise Department	Licensee (User) to has login into the IERMS portal (https://www.ddnexcise.gov.in) using the user id and passoword provided by the Excise Department	Licensee (User) to has login into the IERMS portal (https://www.ddnexcise.gov.in) using the user id and passoword provided by the Excise Department	Licensee (User) to has login into the IERMS portal (https://www.ddnexcise.gov.in) using the user id and passoword provided by the Excise Department	Licensee (User) to has login into the IERMS portal (https://www.ddnexcise.gov.in) using the user id and passoword provided by the Excise Department	Licensee (User) to has login into the IERMS portal (https://www.ddnexcise.gov.in) using the user id and passoword provided by the Excise Department	Licensee (User) to has login into the IERMS portal (https://www.ddnexcise.gov.in) using the user id and passoword provided by the Excise Department	Licensee (User) to has login into the IERMS portal (https://www.ddnexcise.gov.in) using the user id and passoword provided by the Excise Department	Licensee (User) to has login into the IERMS portal (https://www.ddnexcise.gov.in) using the user id and passoword provided by the Excise Department	Licensee (User) to has login into the IERMS portal (https://www.ddnexcise.gov.in) using the user id and passoword provided by the Excise Department	Licensee (User) to has login into the IERMS portal (https://www.ddnexcise.gov.in) using the user id and passoword provided by the Excise Department
2	User must click on "For Occassional License Click Here!"	User must click on the PERMIT MODULE	User must click on the PERMIT MODULE	User must click on the PERMIT MODULE	User must click on the PERMIT MODULE	User must click on the PERMIT MODULE	User must click on the PERMIT MODULE	User must click on the LM MODULE	User must click on the LM MODULE	User must click on the LM MODULE	User must click on the LM MODULE	User must click on the LM MODULE
3	User's mobile number to be entered for receiving OTP. User to click on "Request OTP"	User has to select Transport Pass (Spirit) under Permit Application	User has to select Import Permit (Spirit) under Permit Application	User has to select Export Permit (Spirit) under Permit Application	User has to select Transport Pass (Manufacture to Wholesale) under Permit Application	User has to select Import Permit under Permit Application	User has to select Export Permit under Permit Application	User has to select Brand Approval Application under Application	Licensee has to select License Renewal Application under Application	Licensee has to select New Warehouse Godown Application under Application	Licensee has to select Licensee Premises Transfer Application under Application	Licensee has to select Licensee Withdrawal of Partner Application under Application
4	User has to verify the OTP	Licensee has to add the details and click on "Save & Final"	Licensee has to add the details and click on "Save & Final"	Licensee has to add the details and click on "Save & Final"	Licensee has to add the details and click on "Save & Final"	Licensee has to add the details and click on "Save & Final"	Licensee has to add the details and click on "Save & Final"	Licensee has to add the details and click on "Save & Final" and upload the required Documents online in the portal	The Licensee has to select the license which he/she need to be renewed	The Licensee has to enter the New Warehouse/Godown Address information and save the details by clicking at Save[Draft] and then at Save & Final	The Licensee has to enter the New Unit Address information and save the details by clicking at Save[Draft] and then at Save & Final	The Licensee has to proceed by saving the existing details by clicking at Save[Draft] and then clicking at Save & Final
5	User has to enter Applicants details and Occassion Details and save the details.	Licensee has to take Challan Print from the option available on the web-page	Licensee has to take Challan Print from the option available on the web-page	Licensee has to take Challan Print from the option available on the web-page	Licensee has to take Challan Print from the option available on the web-page	Licensee has to take Challan Print from the option available on the web-page	Licensee has to take Challan Print from the option available on the web-page	Licensee has to submit the application (Status of the application can be checked online)	The Licensee has to proceed by saving the existing details by clicking at Save[Draft] and then clicking at Save & Final	The Licensee is required to upload all the documents required in the portal	The Licensee is required to upload all the documents required in the portal	The Licensee is required to upload all the documents required in the portal and submit the application.
6	Post-Approval, the user-id and password will be sent to the registered mobile number through text message	Licensee has to pay the fee online using the Online Payment Gateway	Licensee has to pay the fee online using the Online Payment Gateway	Licensee has to pay the fee online using the Online Payment Gateway	Licensee has to pay the fee online using the Online Payment Gateway	Licensee has to pay the fee online using the Online Payment Gateway	Licensee has to pay the fee online using the Online Payment Gateway	Post-Approval the Licensee is required to take the Challan Print from the option available on the web-page	The Licensee is required to upload all the documents required in the portal	Post-Approval, the status of which can be checked online, the Licensee ahs to click on 'Generate & Print Challan' to make the payment for the fee.	Post-Approval, the status of which can be checked online, the Licensee ahs to click on 'Generate & Print Challan' to make the payment for the fee.	Post-Approval, the status of which can be checked online, the Licensee ahs to click on 'Generate & Print Challan' to make the payment for the fee.
7	Using the user-id and password the user can login by selectin user type "other' in https://www.ddnexcise.gov.in	Licensee has to upload the required Documents online in the portal	Licensee has to upload the required Documents online in the portal	Licensee has to upload the required Documents online in the portal	Licensee has to upload the required Documents online in the portal	Licensee has to upload the required Documents online in the portal	Licensee has to upload the required Documents online in the portal	Licensee has to pay the fee online using the Online Payment Gateway	Post-Approval, the status of which can be checked online, the Licensee ahs to click on 'Generate & Print Challan' to make the payment for the fee.	Licensee has to pay the fee online using the Online Payment Gateway	Licensee has to pay the fee online using the Online Payment Gateway	Licensee has to pay the fee online using the Online Payment Gateway
8	User has to select Occassional License and enter contact person details and details of the liquor and upload the required documents.	The Licensee has to Submit the application (Status of the application can be checked online)	The Licensee has to Submit the application (Status of the application can be checked online)	The Licensee has to Submit the application (Status of the application can be checked online)	The Licensee has to Submit the application (Status of the application can be checked online)	The Licensee has to Submit the application (Status of the application can be checked online)	The Licensee has to Submit the application (Status of the application can be checked online)	The licensee has to upload the the paid Challan	Licensee to pay the fee online using the Online Payment Gateway	The licensee has to upload the the paid Challan	The licensee has to upload the the paid Challan	The licensee has to upload the the paid Challan
9	The user is required to submit the application (Status of the application can be checked online)	Post-approval the Digitally signed permit can be downloaded	Post-approval the Digitally signed permit can be downloaded	Post-approval the Digitally signed permit can be downloaded	Post-approval the Digitally signed permit can be downloaded	Post-approval the Digitally signed permit can be downloaded	Post-approval the Digitally signed permit can be downloaded	Post-approval the Digitally signed permit can be downloaded	The licensee has to upload the the paid Challan	Post-approval the Digitally signed permit can be downloaded	Post-approval the Digitally signed permit can be downloaded	Post-approval the Digitally signed permit can be downloaded
10	Post-Approval the user can generate Bank Challan and make online payment	All the Digitally signed permits can be verified by third party	All the Digitally signed permits can be verified by third party	All the Digitally signed permits can be verified by third party	All the Digitally signed permits can be verified by third party	All the Digitally signed permits can be verified by third party	All the Digitally signed permits can be verified by third party	All the Digitally signed permits can be verified by third party	Post-approval the Digitally signed permit can be downloaded			
11	After successful payment the user has to upload the payment receipt/challan.											
12	Post-approval the Digitally signed permit can be downloaded											
13	All the Digitally signed permits can be verified by third party											