

Procedure for Printing Excise Transport Permit for Digitally Signed OFS

Background:

KSBCL was earlier issuing OFS in Physically Signed Printout. In the new system, KSBCL will sign the OFS digitally. Once Signed by the authorized officer of KSBCL, the Digitally signed OFS can be viewed and downloaded by all concerned (Distilleries, Excise Officers, KSBCL-Depot Managers and KSBCL HQ's OFS section officials).

Only after the Digital signing is done, the OFS can be viewed by the Distillery concerned.

EAL Entry & Permit Printing also will be done through the Online system.

Steps for Printing Transport Permit

The sequence: **“Request for Permit” -> “Prepare Permit” -> “EAL Entry” -> “Print Permit” -> “Printing Digitally Signed OFS”**

1. Instructions to the Distillery Management to “Request for Permit”

- Distillery management will login using the EAL login name and password
- Click on “DIGIOFS”
- Type the “Date of issue of OFS” (pl. note that, this is the date on which the OFS is approved and NOT the date on which the Indents were submitted by the management)
- All the Digitally signed OFS will appear in a list.
- Click on “Verification” button against the OFS for which you want to submit the “Request for Permit”
- You should get the message Pop-up saying “Certificate Verification Successful”
- If you get the message that “Certificate verification Failed”, then you should inform KSBCL about the same.
- For your reference, you can download the digitally signed OFS and print by clicking on the “View/Download/Print” button. On clicking this button, another window will open and show the Digitally signed OFS details. If you want to print, click on “File” and then “Print” on the browser window.
- Please remember, this is only for your reference/office copy. This OFS can not be carried along with the consignment.
- Now, Click on “Raise Request” to submit your Permit Request to the Excise Officer.
- Fill up all the details asked there and “Submit”. If all the details submitted by are correct, then “Finalise” by clicking on the “Finalise” button. Please remember, after you Finalise the Request for Permit, you can not change any details submitted.
- After Finalising, go “Back” to the menu, click on “Raise Request” again, then click “View Report” button to view and take a print out of the Request for Permit.
- With this the first part of “Request for Permit” is over.
- If you have made any crucial mistake (such as wrong supply quantity etc.) at this stage and the next step of “Permit Preparation” has not been done, you may call the KSBCL's System Administrator for resetting the status to allow you to Request for Permit again.

2. Instructions to Excise Officer for “Preparation of Permit”

- Now, the concerned Excise Officer will login to the system using his/her user name and password.
- The excise officer should give the OFS Date in the “Select Date” space and click “GO”.
- Then, click on “Verify Sign” button against the OFS for which you want to Prepare the Permit.
- You should get the message Pop-up saying “Certificate Verification Successful”
- If you get the message that “Certificate verification Failed”, then you should inform KSBCL about the same.
- At this stage, if you want to view the OFS, click on “View OFS” button. The digitally signed OFS details will be displayed on a pop-up window. After viewing, close that window. Please note that, this OFS copy also can not be carried along with the consignment.
- Click on “Prepare Permit” button to fill up the Permit details. Most of the details will be auto filled by the system. If you want to make any corrections in the details, you can do the same and click on “Submit Permit Details” button.
- With this the second part of “Preparation of Permit” is over.

3. Instructions to the Distillery Management for “EAL Entry”

- Distillery management will login using the EAL login name and password
- Under “Excise Adhesive Label Entry Form, Give the OFS Date against “Select OFS Date” and click “Go”
- The EAL Entry procedure is the same as it was followed earlier.
- Please note that, Short supply of each product is allowed, whereas, Non-supply of any product completely is not possible. You have to supply atleast some quantity of each product in the OFS.
- Complete the EAL Entries and “Finalise”.
- Take the print-out “Intimation of Supplies to KSBCL”
- With this the third part of “EAL Entry” is over.

4. Instructions to Excise Officer for “Printing of Permit”

- The Excise Officer will login to the system using his/her user name and password.
- The excise officer should give the OFS Date in the “Select Date” space and click “GO”.
- Then, click on “Print Permit” button against the OFS.
- Another window will open.
- Select the Copy “Office Copy” or “Dy. Commissioner” or “Consignment” or “KSBCL Depot E.O.”
- Then to print the first 2 pages of the Transport Permit, against “Select Page No. to print”, select “All” and then click on “Print Report”.
- To print the EAL Page (3rd Page) of the Transport Permit, select “EAL” and then click on “Print Report”.
- Then Click “BACK” link shown on the page to go back to the OFS list.
- With this the fourth and last part of “Permit Printing” is over.

5. Instructions to Excise Officer for “Printing Digitally Signed OFS”

- After Printing the Permit, the Digitally Signed OFS (that is to be Carried along with the Consignment) is ready for Printing.
- From the list of OFS that are displayed, Click on “View OFS” button. The digitally signed OFS details will be displayed on a pop-up window. At the bottom of the OFS report, you can see a rectangular box containing the details of the Permit, Vehicle No. etc.
- Take a Print out of this OFS.
- Excise Officer has to Endorse in the space provided at the rectangle box at the bottom and give it to the Distillery.
- This OFS (ie. Digitally signed by KSBCL and Endorsed by Distillery Excise Officer) only will be carried along with the consignment to the KSBCL Depot.

6. Instructions to Excise Officer for “Cancellation of Permit”

- Suppose, if some crucial mistake has happened in the Permit details and the permit has already been prepared and printed, correction is not possible in the same permit. But, it is possible to cancel the permit that has already been prepared and printed.
- For cancellation of a permit that has already been prepared and/or printed, click on “Prepare Permit”. You can see a button “Cancel Permit”.
- Click this “Cancel Permit” button to cancel the particular permit.
- Please note that, after cancellation of permit, the status is set back prior to Step-1 ie. Request for Permit.
- So, to take a fresh permit for this case, start from Request for Permit and then, Permit Preparation, EAL Entry and Permit Printing.
- All the cancelled permit details are stored and recorded for Excise Dept.’s verification in future.
- This feature has to be used in very rare occasions. So, try to avoid any mistakes in each and every step of the whole process.

For any clarifications and problem reporting, you may call the following officers:

- **Mr. K. Reuban**, Technical Director, NIC (Mob.: **9448990331**, email: **reuban.k@nic.in**) for any Software and Connectivity to Server related issues.
- **Mr. I. Sugunamurthy**, Dy. General Manager, KSBCL (Mob.:**9448290215**, email: **dgml@ksbcl.com**) for Approval & Digital Signing of OFS related issues.
- **Mr. H.P. Girish**, Dy. General Manager, KSBCL (**9448990318**, email: **dgms@ksbcl.com**) for any other KSBCL procedural matters.
- Mr. _____ Manager(MIS), KSBCL (**9448990314**, email: **mmis@ksbcl.com**) for KSBCL Online OFS Management System Administration related issues.