



EXCISE DEPARTMENT

USER MANUAL

For

**Preventive Raid Information and Revenue Receipts &
Intoxicant Consumption System**

In the offices of

EXCISE DEPARTMENT

Government of West Bengal

National Informatics Centre

West Bengal State Unit

Department of Information Technology

Ministry of Communications and Information Technology

Government of India

User Manual

For

**Preventive Raid Information and
Revenue Receipts & Intoxicant Consumption**

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Chapter – 3

Getting Started

3.0 HOW TO OPEN THE SOFTWARE

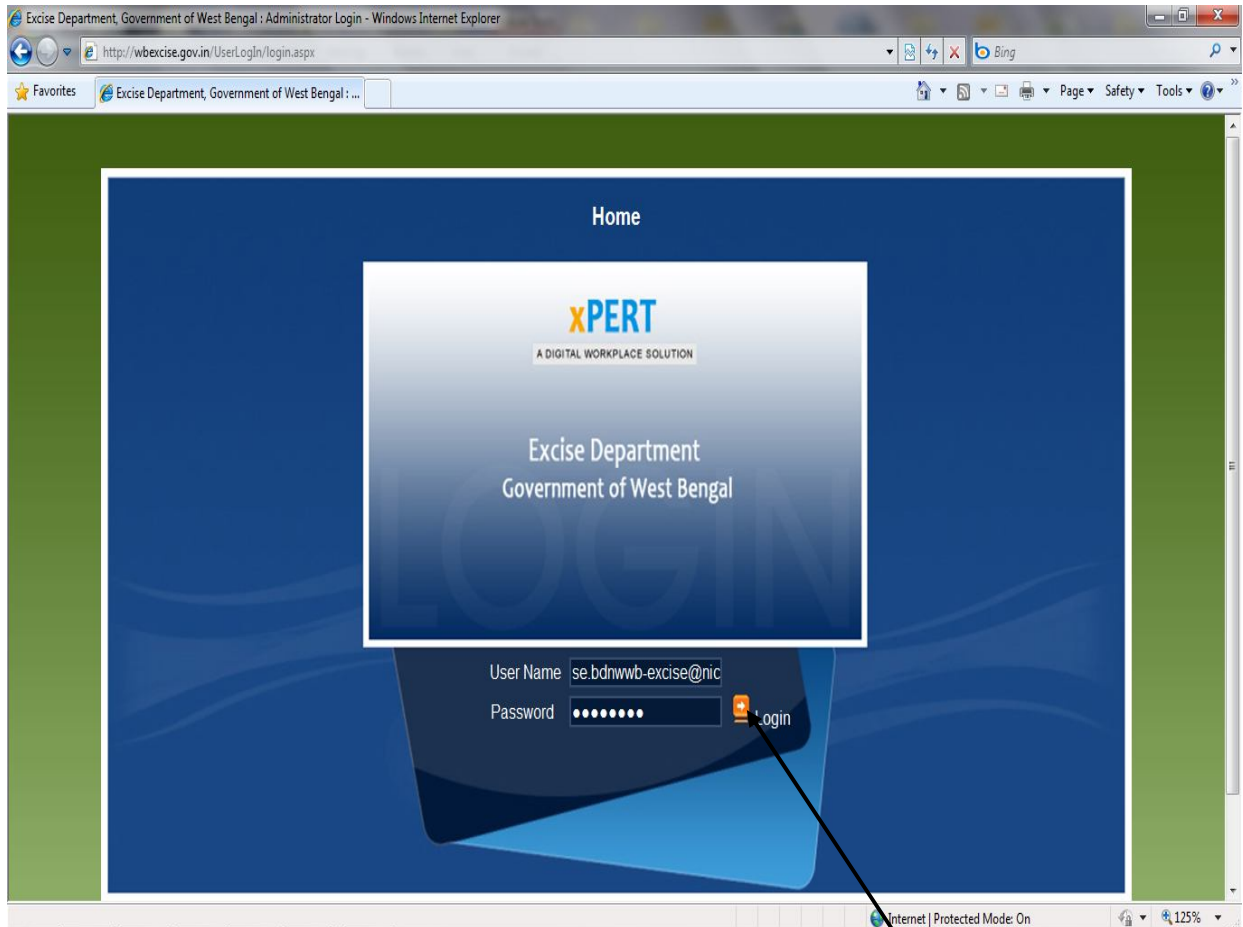
1. Open Internet Browser.
2. Type “<http://www.wbexcise.gov.in>” at address bar and press “ENTER” to open Login Page as shown below. Click on xPERT Log In to enter into xPERT log in screen.



Click Here To Open Log In
Screen

3.1 HOW TO LOGIN INTO THE LICENSEE

Enter Your “Email Id” and “Password” and click on “**Login**” button.



Click Here To Login

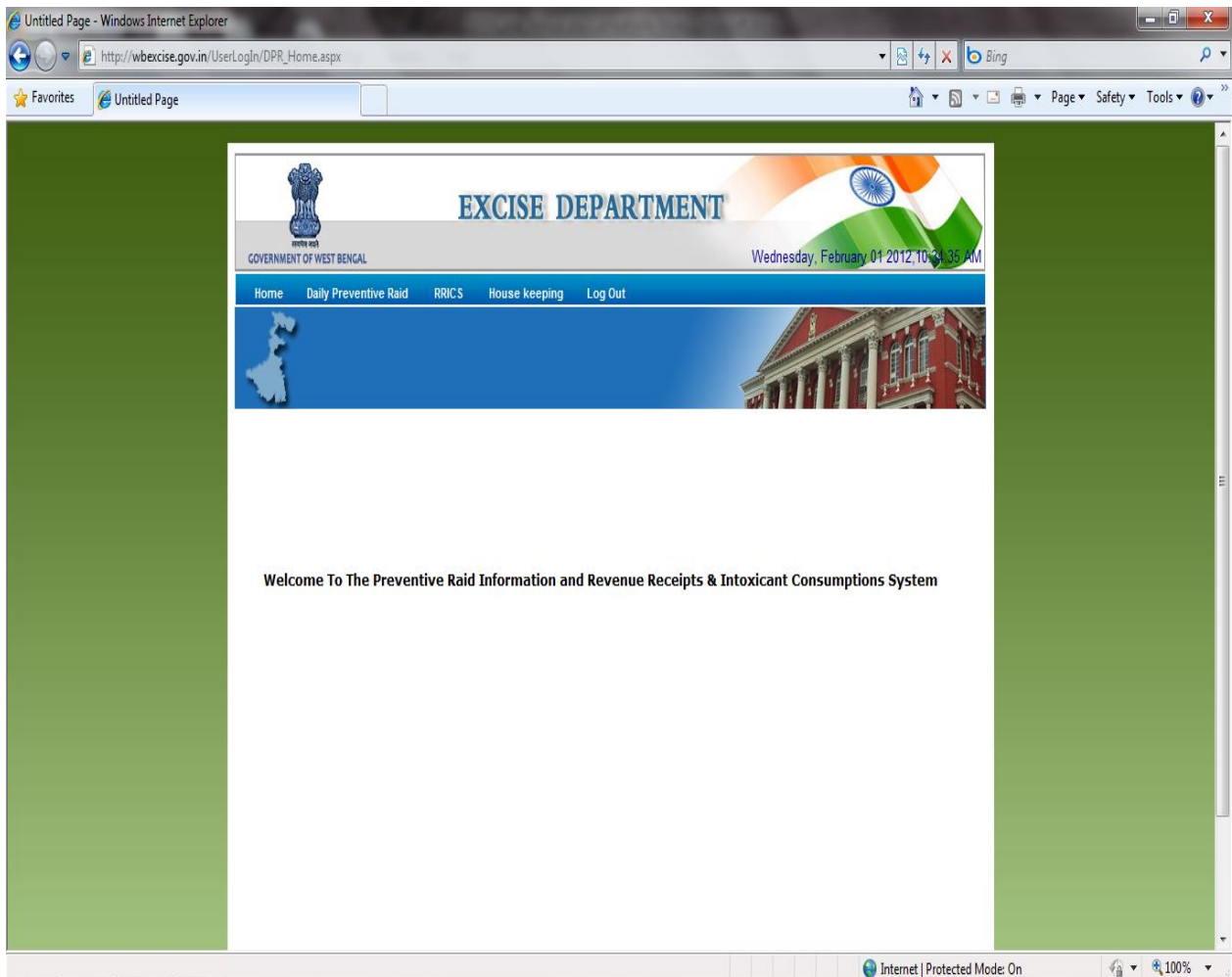
Email Id and Password

Each user is assigned a unique Email ID and password. Unique Email ID and password to users protects the application against unauthorized access.

Authentication of Email Id and Password

During authentication, Email Id and password entered are verified to ensure authenticity of a user.

After successful Login the home page with a menu list will appear as shown below. A welcome message will appear.



Now using the menu -> RRICS -> Monthly Report go to Revenue Receipts & Intoxicants Consumption System

Excise Department
GOVERNMENT OF WEST BENGAL
Wednesday, February 01 2012, 10:38:07 AM

Home Daily Preventive Raid **RRICS** House keeping Log Out

- Monthly Report
- Monthly Summary Report
- Districtwise Consumption
- Districtwise R.C. of CS,FL & Beer
- Districtwise R.C.
- Monthwise R.C.

Welcome To The Preventive Raid Information and Revenue Receipts & Intoxicant Consumptions System

Click Here To Revenue Receipts & Intoxicants Consumption

http://wbexcise.gov.in/UserLogin/DPR_Home.aspx#

Click on the “**Monthly Report**” sub menu and the following page will appear.

The screenshot shows a web browser window displaying the Excise Department's reporting interface. The page header includes the Government of West Bengal logo, the text 'EXCISE DEPARTMENT', and the date 'Wednesday, February 01 2012, 10:45:41 AM'. A navigation menu contains 'Home', 'Daily Preventive Raid', 'RRICS', 'House keeping', and 'Log Out'. Below this is a banner for 'Revenue Receipts & Intoxicant Consumptions'. The main form area has the following fields and buttons:

- Report Year:** 2011-2012 (dropdown)
- Report Month:** February (dropdown)
- District / Preventive Wing:** Burdwan(West) (dropdown)
- Buttons:** Save, Upload
- Category Buttons:** Beer, Country Spirit, Foreign Liquor, Special Section, Others, View

Below the category buttons is a table for entering duty amounts:

Duty (in Rs.)	
Excise duty deposited in brewery for issue of beer to trade	0
Excise duty deposited in Micro- brewery for issue of beer	0
Excise duty deposited in brewery for issue of beer to CSD	0

Entering Data

First Select the Report Year and Report Month.
Then enter Revenue & Consumption of Beer, Country Spirit, Foreign Liquor, Special Section & others.

Saving Data

Press <Save> button to save the entered data. You can modify the saved data afterwards. But, press <save> button after modification of data.

This will facilitate to enter data in more than 1 sittings, if required.

Submission of entered data to Excise Directorate

When you are satisfied that data entered are ok, then press <Save> and then <Upload> button to send data to Excise Directorate.

Note: Once data is uploaded, you cannot modify the data.

Feedbacks regarding inclusion of additional features & quality-improvement of xPERT : RRICS may please be sent to:

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