

Process Flow of Interim Renewal of Shops for 2018-19

Step-1 Go to upexciseelottery.gov.in

Step-2 Open "Registration for Renewal by licensee".

Step-3 User will fill his AADHAR No. and Mobile No. OTP will be sent and Mobile No. will be verified.

Step-4 New page will open where the data of Name, Father's Name, PAN, Mobile No. of the user will be automatically displayed from the database. User will have to fill his latest postal address and mail ID and he will submit the above information. User will be required to confirm the information submitted. If he confirms, Registration ID and Password will be generated and SMS will be sent to him. In case he does not confirm due to any incorrect information submitted he will be again allowed to edit the information he has filled.

Step-5 User will be allowed to download his Registration ID and take Print out.

Step-6 User will login with the Registration ID and Password provided to him and will be advised to change his password.

Step-7 Home page will be opened and the user will open Renewal page.

Step-8 All the Shops Connected with the AADHAR No. of the user in which user is licensee will be displayed. The shops in which the user is co licensee will also be displayed separately. The user will be required to give only consent of renewal for the shop/shops in which he is co licensee. User as a co licensee will be allowed to view details of each shop and give his consent and upload his affidavit. For consent of each shop the renewal code as co licensee will be generated and information will be sent to User on his mob no. If user as licensee wants proceed for renewal of the shops, he will go to step 9.

Step-9 User will choose the shop which he wishes to get renewed for 2019-20. The conditions/details of renewal of the selected Shop as uploaded by the DEOs(As per annexure) shall be displayed.

Step 10-User will accept the above conditions and opt to proceed for renewal process of step-11. If user does not accept the terms and conditions for the renewal of the shop he will be directed to the page of step-8.

Step 11- If the shop has co licensee then User will be required to fill the unique renewal code given to the Co licensee.

Step 12-User will upload his affidavit and submit. After successful submission of affidavit the renewal code will be generated and information will be sent to user's mobile no. by sms.

Step 13- User will now have two options. 1- to choose another shop for renewal and uploading the affidavit etc and 2- to proceed for payment.

Step 14- A new page will open displaying all the shops chosen for renewal and for which the renewal code for licensee has been generated. The user will be required to select the shop one by one for payment of Processing Fee and GST.

Step 15- The payment gateway for the payment with respect selected shop in step 14 will open. After payment is made successfully the payment slip will be generated and can be viewed and

downloaded by the user. An information of payment slip will also be sent to mobile no. of the user(main licensee) and co licensee both. Now the whole application along with details of the shop, affidavits and payment details etc shall be visible on the login account of the DEO Concerned who can download and print it and examine the application and eligibility of the applicants for renewal.

Step 16 - The DEO, after examining the applications so received and getting the approval of the Collector offline and after deposition of renewal fee, part license fee as fixed, will mark the shop as interim renewed upon which the system will make it unavailable for e-lottery.

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