USER MANUAL

FOR

BAR ONLINE APPLICATION PROCESS

Content

1. PROCESS OVERVIEW FOR APPLICANTS:

- ➢ The user will access the web application by entering the URL below:
  https://gk.hpfsproject.com/
- ➢ After accessing the web application, the user can see the below login page.

2. SIGNUP:

2.1 User Registration:
- ➢ The Applicant must register by clicking on the **NEW USER button** to enroll for a new application.
- ➢ After clicking on NEW USER button, a screen will be displayed as shown below.

FORM-B(R): Application for registration for participation in the selection process of the Bar.
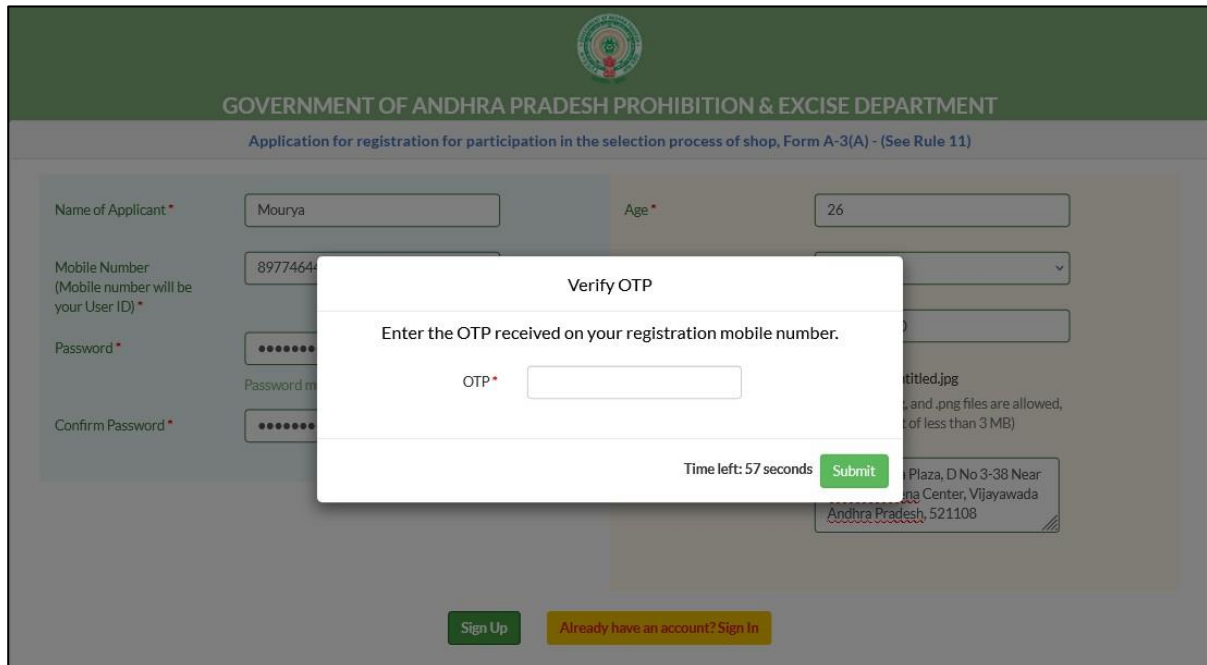
- The **mobile number** will be your User ID, enter the valid mobile number and Password.
- The user must be above **21 years old** to fill out the application.
- A drop-down will pop out while selecting the ID-proof type which is shown in the below screen.
- Select the Sub Caste, Native District from drop-down and Upload the Caste & Native Certificate

Note: All the fields mentioned in the above registration form are mandatory.

- After filling the registration form click on the **Sign-Up Button** which is shown in the below screen.
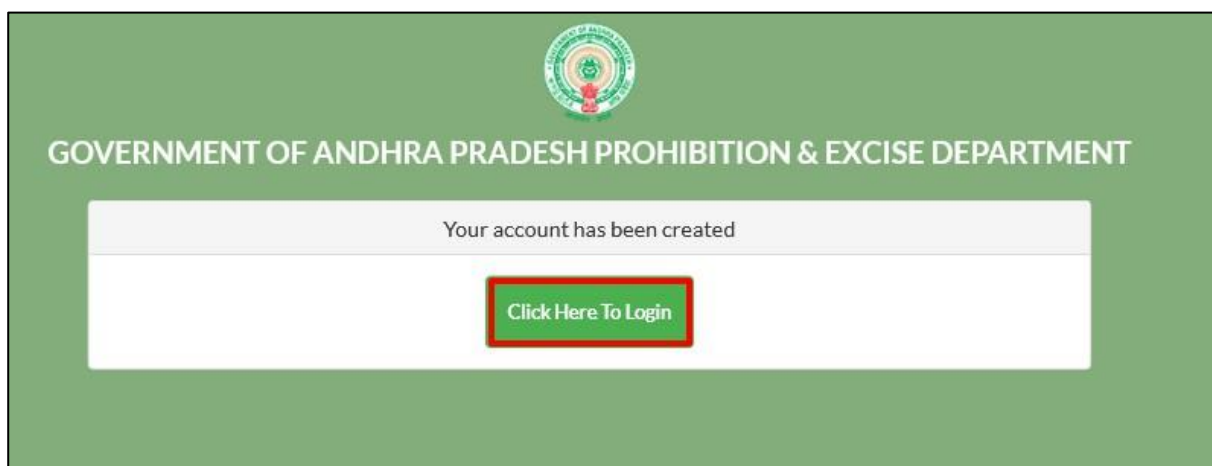
2.2. OTP Verification:

➢ After clicking the signup button, you will get a pop-up of **Verify OTP** as shown in the below screen.

➢ If any user is unable to enter the OTP in a given time or the OTP is not received by the registered mobile number. The user can use the Resend OTP which is available only after the completion of the given time stamp for entering OTP.

➢ Once the user enter the OTP and clicks on the **Submit** button, the account will be created, and the below screen appear.

3. SIGN IN:

3.1 Standard Login

➢ Once the user account is successfully created now the user can log in to the application using their **User ID** (Registered Phone number) and **Password** (created during application).

➢ The user needs to enter the login details and then click on the **SIGN IN** button which is shown in the below screen to access the application.

LOGIN PAGE

3.2 OTP Login

➢ If any user forgets their password, they need to click on the **Login With OTP** button so that they can enter the OTP and access the application without password.

➢ When the user clicks on the login with OTP button the below page will appear where the user needs to enter the OTP and click on the sign in button.

OTP LOGIN PAGE

> ➢ Once the user sign in to the application, it takes to the home page shown in the below screen, where the user can create the application and also edit their profile if any changes need to be made.

HOME PAGE

4. EDIT PROFILE:
4.1. Editing Profile Details
> ➢ Before creating a new application, the user needs to edit their profile if any changes are required.

*Note: <u>Once the application is submitted the user can't edit their profile details further.</u>

> ➢ To edit their profile user needs to click on the **Edit Profile** button which is shown in the below screen.

> ➢ When the user clicks on the edit profile button a new page will appear where the user can edit their profile if any changes are required.
> ➢ Once the user made the changes, he needs to click on the **Submit** button which is shown in the below screen to save the changes.

EDIT PROFILE PAGE

> When the user clicks on the submit button, he will get a notification that **your profile has been updated successfully**.
> Then the user needs to click on the **Cancel** button to redirect to home page.

5. CREATE APPLICATION:

5.1. Selecting District, Unit, and Bar (Gazette Serial Number)

> To take part in the bidding process for the bar, the user must develop a new application. This involves choosing the **District, Unit, and Gazette Serial Number** for the bar they wish to bid on.
> The user needs to select the retail shop district from the **Selection of District** drop-down list which is shown in the below screen.

SELECTION OF DISTRICT

> After the selection of district user needs to select the Unit from the **Selection of Unit** drop-down against the selected district which is shown in the below screen.

SELECTION OF UNIT

➢ After the selection of a unit, the user needs to select the gazette serial number from the **Selection Bar gazette for Application** drop-down against the district and unit which is shown in the below screen.

SELECTION OF BAR

➢ After selecting the district, unit, and gazette serial number the user needs to click on the **Go** button for further process in the application.

➢ Once the user clicks on the go button, a new page will appear which is shown in the below screen, where user can select payment options and need to select the type of user (**Individual/Partnership/Firm/Power of Attorney/Company/LLP/Others).**

6. PAYMENT MODE:

The user is enabled with 2 payment modes to pay their registration fee:
1) **ONLINE**
2) **OFFLINE**

6.1. ONLINE PAYMENT MODE

➢ If the user decides to pay the registration fee in online mode, they must select the **ONLINE** payment method. Additionally, they must check the box before hitting the submit button, as shown in the below screen.

ONLINE PAYMENT MODE

➢ Once the user clicks on the submit button it redirects the user to **Application List** page where the user can see all the submitted applications along with the application status

➢ After successfully created the application, it gives a notification that **Your application '111932865' has been created successfully** on the top of the application list page.

➢ This application list page helps users to view the application details, transaction details and allows the user to make a final payment.

APPLICATION LIST

➢ The first column in the application list is **Application No. (111932865)**. When the user clicks on the application number which is in blue color a pop-up will appear where users can verify their details like Profile Information, Application Information, and Registration Fee which is shown in the below screen.

➢ The token number will be shown.

Application Details

Profile Information	
Name of Applicant:	SIVA VINJARAPU
Mobile Number:	6370899586
Age:	28
ID Proof Number:	859696859685965
Residence Address:	Kakinada
Application Information	
Application No:	40686976000
Token No:	
Gazette S.No:	KU/1
Non-refundable Processing Fee:	10000
Non-refundable Application Fee:	500000
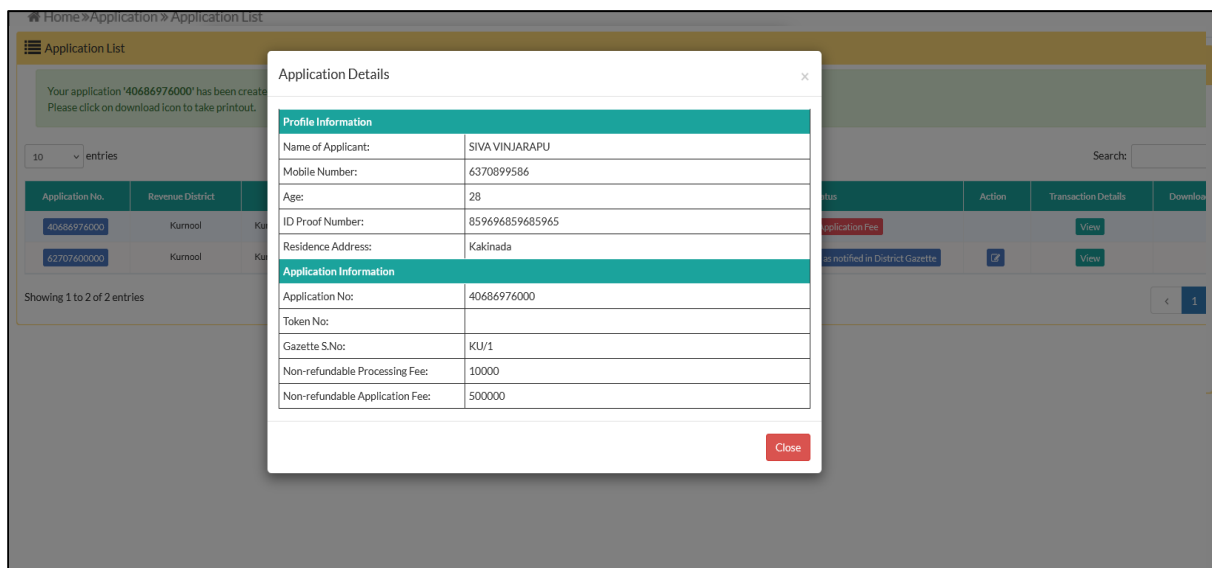
> Once the user verifies his details, he/she needs to close the pop-up and click on the Pay **Non-refundable Application Fee** button to pay the Non refundable application fee which is shown in the below screen.

Application No.	Revenue District	Unit Name	Gazette S.No.	Status	Payment Mode	Payment Status	Transaction Details	Download
111932865	Kurnool	Kurnool Municipal Corporation	KU/1	Unverified	Online	Pay Non-refundable Application Fee	View	

> When the user clicks on the Pay Non-refundable Application Fee button it redirects the user to select payment mode page which is shown in the below screen.

SELECT PAYMENT MODE

1) MANUAL PAYMENT:

- ➢ When the user clicks on **Manual Payment button,** a system generated **E-Receipt** will appear and redirect the user to application list where the user can download the generated e-receipt.
- ➢ For the manual payment mode, the user can view the
  - ▪ **Status** column as Unverified until the user pays the registration fee in the nearby SBI bank.
  - ▪ **Payment Mode** column show as Online.
  - ▪ Initially **Payments status** column will be shown as pending but after the payment it changes to successful.
  - ▪ The user needs to download the e-receipt by clicking on the print button which you can see under the **Download column**.

ANDHRA PRADESH STATE PROHIBITION & EXCISE			
GOVERNMENT OF ANDHRA PRADESH			
SBI BANK Manual Payment Challan Reference Form			
District Name:	**YSR Kadapa**	Remitter Name:	**Naveen Dalli**
Challan Date:	**16-08-2025**	Dept. Transaction Number:	**D25081644430252000000030**
CFMS ID:	**90088196552025**	Valid Upto:	**31-08-2025**
Bank Reference Number:	**CPAFNAJKH7**	Status:	**CFMS Challan generated**
Processing Amount:	**10000**	Amount in words	**Ten Thousand Rupees and Zero Paisa**
Application Amount:	**500000**	Amount in words	**Five Lakh Rupees and Zero Paisa**
Total Amount:	**510000**	Amount in words	**Five Lakh Ten Thousand Rupees and Zero Paisa**
			Remitter Signature

CFMS CHALLAN RECEPIT

- ➢ The user needs to go to the nearby **SBI Branch** and make the payment against the downloaded e-receipt.
- ➢ Once the user made the payment in the SBI bank. The bank will verify the user's payment details against the e-receipt. Once the bank approves the user's payment the user can see successful status under the payment status within few minutes.

Application List								
10 ∨ entries							Search:	
Application No.	**Revenue District**	**Unit Name**	**Gazette S.No.**	**Status**	**Payment Mode**	**Payment Status**	**Transaction Details**	**Download**
113284224000	Guntur	Guntur Municipal Corporation	GTR/14	Verified	Online	Success	View	🖨 🖨 Print CFMS Ref Form

SUCCESS STATUS

➤ After bank verifies the user's payment. Within few minutes, the pending status will change to successful status which is shown in the above screen.

➤ After successful verification, the user can download the **Application** and **Challan Status** documents show in the below screens.

➤ The below following process will help the user to download the issued challan.

➤ In the challan status the user can download the payment challan (APTC FORM – 10) issued by the state government. For that the user needs to click on the below **Print CFMS Ref Form** button.

➤ Once the user clicks on that button it redirects the user to below screen.

Know Your Challan

CFMS Transaction Id:

Department Transaction Id:

Challan Number:

Bank Reference Id: CPAEHAMFL5

Check Status

> The user can enter any one of the fields given in the above screen. The user can get these details from the generated e-receipt which shown below.

E-Receipt

Application Number	161768660000
Gazette S.No.	KDP/01
Registration Amount	1
Application Amount	1
Transaction Amount	2.00
CFMS Transaction Id	90088378992025
Department Transaction Id	D25081816176866000000003
Bank Reference Id	CPAFNECSP4
Transaction Status	Success

> The user needs to enter the details and click on the **Check Status** button. When the user clicks on that button, it redirects to **Challan Status Display** page.

- In challan status display page, the user can check the challan status, and they can print the **APTC Form-10** as shown in the below screen.

Challan Status Display	
Department Transaction ID : D25081811598347000000002	CFMS Transaction ID : 90088397942025
Amount : ₹5,10,000.00	Status : Payment Pending
Amount in words : Rupees five lakh ten thousand Only	

Remitters Name: SIVA VINJARAPU

Bank Reference No: CPAFNEBZR3

Valid Date: 31/08/2025

	Challan No	Service	HOA	District	Treasury	DDO	Amount
●	91152340022025	Collection of Payments for Services Rendered - User Charges	0039008000002800000VN	YSR at Kadapa	DTAO - Kadapa	12012304001	500000

Others

	Unique Id	User Description	Amount
○	92008762182025		10000

Print CFMS Ref Form

CHALLAN STATUS DISPLAY

- When the user clicks on the Print APTC Form – 10 it will redirect to the below page.

GOVERNMENT OF ANDHRA PRADESH

APTC FORM-10

This Challan can be verified by scanning the QR code at
https://verify.nidhi.apofss.in/ofms

Challan No: 81260177542024	Challan Creation Date & Time: 29/09/2024 6:57:20 PM
Status:	**Payment Transaction Successful**
Treasury/PAO Code:7401	STO: DTAO-Guntur
CFMS Transaction ID:	80121650732024
Service:	4317-Collection of Payments for Services Rendered - User Charges
Major Head:	0039 State Excise
Sub-Major Head:	00 Not Applicable
Minor Head:	800 Other Receipts
Group Sub-Head:	00 Not Applicable
Sub-Head:	02 Collection of Payments for Services rendered
Detailed Head:	800 User Charges
Sub-Detailed Head:	000 Not Applicable
Charged/Voted:	V
Non-Contingency/Contingency:	N
Amount Rs:	1.00
Amount In words Rs:	One rupee only
Purpose:	
Remitter's Name & Address:	
Remitter's Mobile Number	9182058050
DDO Code:	06012304002
	PROH & EXCISE SUPERINTENDENT GUNTUR
Bank Reference Number:	CPAEHAMFL5
Payment Date:	29/09/2024
Received Rs. 1.00	

Note:This Challan does not need enfacement of the treasury

APTC FORM - 10

- After downloading the APTC FORM -10 close the form and it will redirect to application list page.
- Then the user needs to click on the Print Application button which is shown in the below screen.
- When the user clicks on that button the below forms will be downloaded.

Form-1B

(See Rule 13)

Application for Grant of Bar License of GSL No.KKD/2B/GK/2 as Notified in the District Gazette

Application No :39836016000

Gazette No: **KKD/2B/GK/2**   Dated: 20-08-2025

DISTRICT : **Kakinada**

1. Name of the Applicant	:	**SIVA VINJARAPU**
2. Age	:	**28**
3. Full Residential Address	:	**Kakinada 533449**
4. Mobile No.	:	**9652130777**
5. ID Proof	:	**Aadhar Card**
6. ID Proof Number	:	**6523987415632**
7. Gazette Serial Number of the Bar	:	**KKD/2B/GK/2**
8. Mandal/Nagar Panchayat/ Municipality/Municipal Corporation / Tourism Center of the Bar as notified in the Gazette	:	**Gollaprolu Nagar Panchayat**
9. Individual/Partnership/ Firm/Company/LLP/Others(give details)	:	**Individual**

I hereby declare that the particulars given above are true to the best of my knowledge and belief. If at a later stage any of the facts are found to be false the license may be cancelled and I may be prosecuted as per the Andhra Pradesh Excise Act, 1968 or the Rules there under.

I hereby declare that I am not disqualified under Rule 11 of the A.P. Excise (Grant of license of selling by Bar and conditions of license) Rules 2025.

I hereby undertake to abide by the Rules and License Conditions prescribed under the Andhra Pradesh Excise Act, 1968 and I shall abide by the decision of the Selection Authority in all matters connected with my application(s).

Place:
Date: Signature of the Applicant

FORM 1B: APPLICATION FOR GRANT OF LICENSE OF BAR

Form-BR-1 (Rule 13)

REGISTRATION CERTIFICATE

Registration No: **R39836016000**   Dated: **20-08-2025**

1. Name of the Applicant	: **SIVA VINJARAPU**
2. Age	: **28**
3. Full Residential Address	: **Kakinada 533449**
4. Mobile No.	: **9652130777**
5. ID Proof	: **Aadhar Card**
6. ID Proof Number	: **6523987415632**
7. Gazette Serial Number of the Bar	: **KKD/2B/GK/2**
8. Mandal/Nagar Panchayat/ Municipality/Municipal Corporation / Tourism Center of the Bar as notified in the Gazette	: **Gollaprolu Nagar Panchayat**

This certifies that the applicant has registered with the licensing authority, duly paying the non-refundable Processing Fee and non-refundable Application Fee as required under the Rule 13 of A.P. Excise (Grant of license of selling by Bar and conditions of license) Rules 2025 for participation in the selection process for the above said Bar

Registration is subject to verification and validity of the documents filed and payment made. In the event of any fraudulent activity, the applicant shall be prosecuted as per the Andhra Pradesh Act 1968 and rules made thereunder.

(Authorized Signatory)

* The Authorized officer will append his signature on the day of drawl of lot

FORM-BR-1 (RULE 13): REGISTRATION CERTIFICATE

ENTRY PASS

Kakinada DISTRICT

(See Rule 14)

GOVERNMENT OF ANDHRA PRADESH
PROHIBITION AND EXCISE DEPARTMENT

39836016000

Serial No. (**KKD/2B/GK/2 / 1**)
(To contain Gazette Sl. No.of the Bar with token Sl.No.)

Date:**20-08-2025**

Sri **SIVA VINJARAPU** Age (**28**), Residential address **Kakinada 533449** is authorized to participate in the selection process of the following Bar.

a) Gazette Serial No: **KKD/2B/GK/2**

b) Mandal/
Nagar Panchayat/
Municipality/
Municipal Corporation /
Tourism Center : **Gollaprolu Nagar Panchayat**

Participation is subject to the verification and validity of the documents filed and payment made. In the event of any fraudulent activity the applicant shall be prosecuted as per the Andhra Pradesh Act 1968 and rules made thereunder.

')

(Authorized Signatory)

ENTRY PASS

Details of Challan/DD Number and Amount(Rs.)

Name of the Applicant:**SIVA VINJARAPU**
GSL NO.:**KDP/01**
Application NO.:**161768660000**

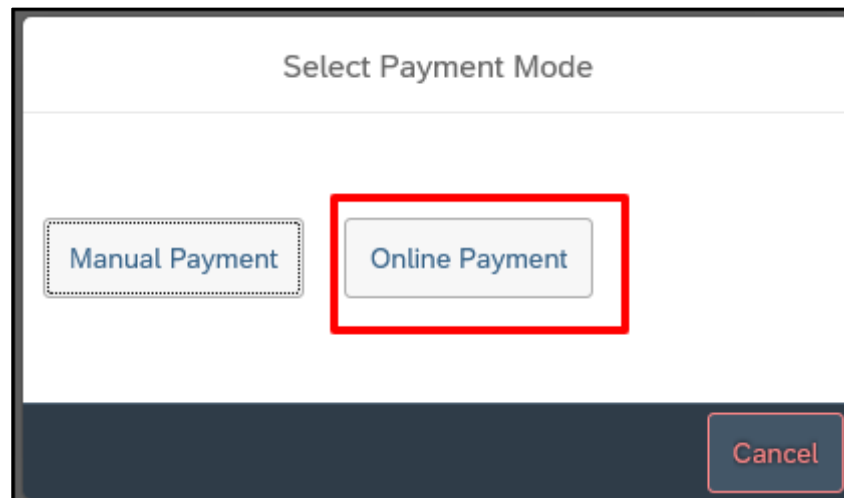**1.** Non-refundable Processing Fee : 1

    1) Challan Number: D25081816176866000000003 Challan Amount :   2   Bank Name :   ONLINE

1. Non-refundable Application Fee: 1

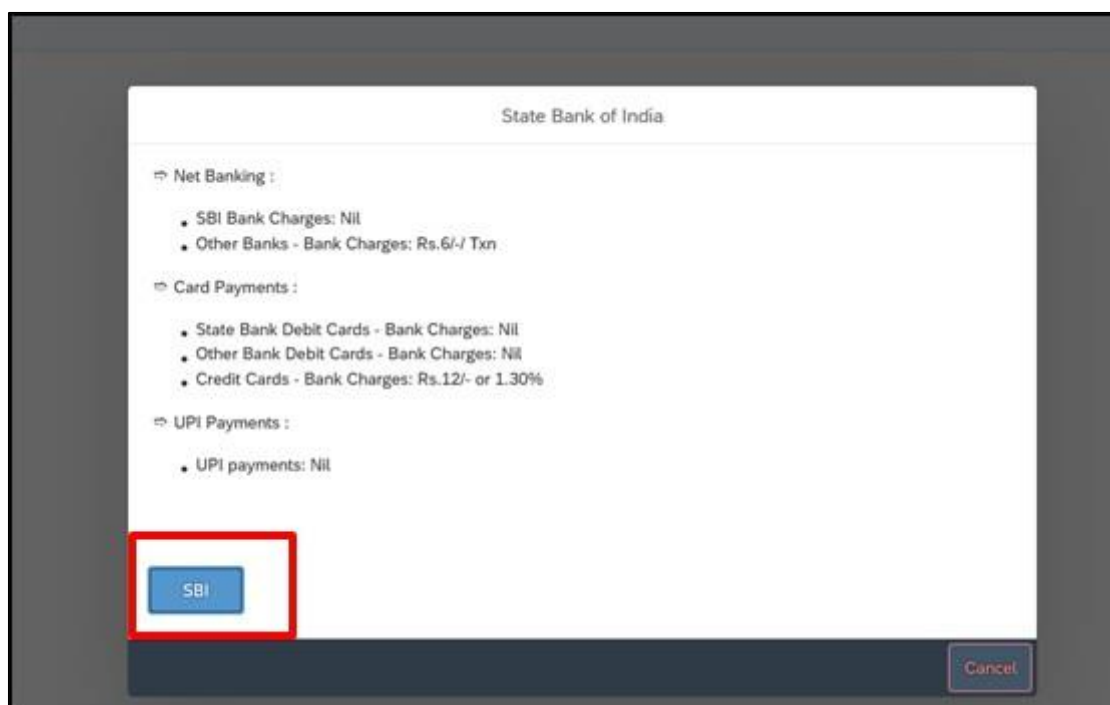   1) Challan Number: D25081816176866000000003 Challan Amount :   2   Bank Name :   ONLINE

DETAILS OF CHALLAN NUMBER AND AMOUNT (RS.)

2) **ONLINE PAYMENT:**

SELECTION OF ONLINE PAYMENT MODE

- ➢ When the user clicks on the **Online Payment button** it redirects to the screen below.
- ➢ Where user can see what are the payment methods provided by the SBI bank with their transaction chargers.

- ➢ When user clicks on the **SBI** button shown in the above screen it will redirect to the payment options which is shown in the below screen.
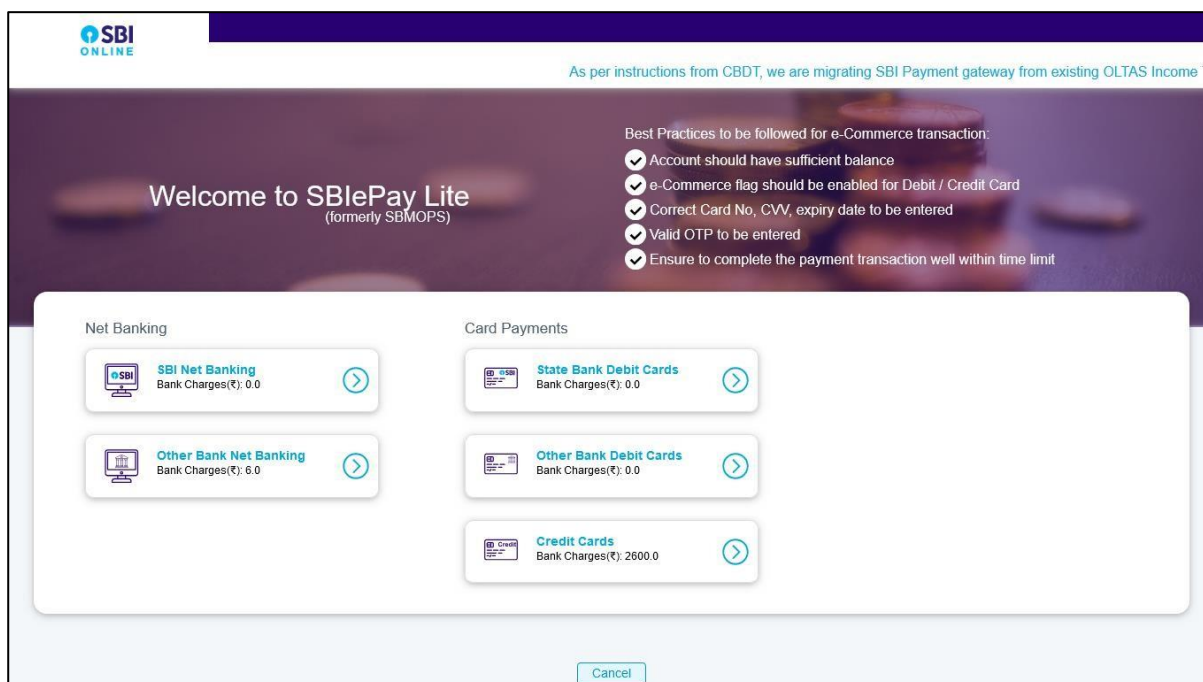
SELECTION OF PAYMENT METHODS

SBI bank is providing 2 payment methods for the users:

I.   **NET BANKING:** Users of SBI can click on the **SBI Net Banking button** whereas Non -SBI users can click on the **Other Bank Net Banking** button for payment

II. **CARD PAYMENTS:** Users of SBI can click on the **State Bank Debit Cards** button whereas Non-SBI users can click on **Other Bank Debit Cards button** and the users (Both SBI/Non-SBI) can also pay through Credit card by clicking on the **Credit Cards** button for payment.

➤ Once the user successfully completes the payment through the required payment method, the page redirects to the application list page. Where the user can see below mentioned status on the application list page.

➤ For the online payment mode, the user can view the:

- **Status** column as verified.
- **The payment Mode** column as Online
- The **Payments status** column will be shown as successful.
- Users can view the transaction details by clicking on the **View** button under the **Transaction Details** column where a pop-up will appear.
- After successful status, the user can download the application, challan status and e-receipt from the **Download** column.

Application No.	Revenue District	Unit Name	Gazette S.No.	Status	Payment Mode	Payment Status	Action	Transaction Details	Download
161768660000	YSR Kadapa	Kadapa Municipal Corporation Limits	KDP/01	Verified	Online	Success		View	🔒 🖨 Print CFMS Ref Form

SUCCESSFUL PAYMENT STATUS

➢ The user needs to click on the application number (**161768660000**) which is under the application no column. When the user clicks on that number you will get a pop-up which is shown in the below screen, where the user can see their profile information, and application information with a token number generated by the system which is used on the bid opening day.

Application Details   ✕

Profile Information

Name of Applicant:	SIVA VINJARAPU
Mobile Number:	9652130777
Age:	27
ID Proof Number:	56325632412541
Residence Address:	kakinada 533448

Application Information

Application No:	161768660000
Token No:	28
Gazette S.No:	KDP/01
Non-refundable Processing Fee:	1
Non-refundable Application Fee:	1

Close

➢ After successful payment, the user can download the **Application** and **Challan Status** show in the below screens.
➢ The below following process will help the user to download the issued challan.
➢ In the challan status the user can download the payment challan (APTC FORM – 10) issued by the state government. For that the user needs to click on the below **Print CFMS** **Ref** **Form** button.

Download

Print CFMS Ref Form

➢ Once the user clicks on that button it redirects the user to below screen.

Challan Status Display		Know Your Challan
CFMS Transaction Id:		
Department Transaction Id:		
Challan Number:		
Bank Reference Id:	CPAEHAMFL5	

Check Status

➢ The user can enter any one of the fields given in the above screen. The user can get these details from the generated e-receipt which shown below.

Note: Under the *Transaction Details (View)* section, there is an option called **"Verify Payment"**. In case of any transaction interruptions, you can use this option to check whether your transaction status is **Successful, Failed, or Pending**.

E-Receipt

Application Number	161768660000
Gazette S.No.	KDP/01
Registration Amount	1
Application Amount	1
Transaction Amount	2.00
CFMS Transaction Id	90088378992025
Department Transaction Id	D25081816176866000000003
Bank Reference Id	CPAFNECSP4
Transaction Status	Success

➢ The user need to enter the details and click on the **Check Status** button. When the user clicks on that button, it redirects to **Challan Status Display** page.

➢ In challan display page the user can check the challan status, and they can print the APTC Form-10 as shown in the below screen.

➢ When the user clicks on the Print APTC Form – 10 it will redirect to below page.

APTC FORM - 10

➢ After downloading the APTC FORM -10 close the form and it will redirect to application list page.

➢ Then the user needs to click on the Print Application button which is shown in the below screen.

➢ When the user clicks on that button the below forms will be downloaded.

Form-1B

(See Rule 13)

Application for Grant of Bar License of GSL No.KKD/2B/GK/2 as Notified in the District Gazette

Application No :39836016000

Gazette No: **KKD/2B/GK/2**   Dated: 20-08-2025

DISTRICT : **Kakinada**

1. Name of the Applicant	:	**SIVA VINJARAPU**
2. Age	:	**28**
3. Full Residential Address	:	**Kakinada 533449**
4. Mobile No.	:	**9652130777**
5. ID Proof	:	**Aadhar Card**
6. ID Proof Number	:	**6523987415632**
7. Gazette Serial Number of the Bar	:	**KKD/2B/GK/2**
8. Mandal/Nagar Panchayat/ Municipality/Municipal Corporation / Tourism Center of the Bar as notified in the Gazette	:	**Gollaprolu Nagar Panchayat**
9. Individual/Partnership/ Firm/Company/LLP/Others(give details)	:	**Individual**

I hereby declare that the particulars given above are true to the best of my knowledge and belief. If at a later stage any of the facts are found to be false the license may be cancelled and I may be prosecuted as per the Andhra Pradesh Excise Act, 1968 or the Rules there under.

I hereby declare that I am not disqualified under Rule 11 of the A.P. Excise (Grant of license of selling by Bar and conditions of license) Rules 2025.

I hereby undertake to abide by the Rules and License Conditions prescribed under the Andhra Pradesh Excise Act, 1968 and I shall abide by the decision of the Selection Authority in all matters connected with my application(s).

Place:
Date: Signature of the Applicant

F
ORM 1B (Rule 13): APPLICATION FOR GRANT OF BAR LICENSE

Form-BR-1 (Rule 13)

REGISTRATION CERTIFICATE

Registration No: R39836016000   Dated:20-08-2025

1. Name of the Applicant	:	**SIVA VINJARAPU**
2. Age	:	**28**
3. Full Residential Address	:	**Kakinada 533449**
4. Mobile No.	:	**9652130777**
5. ID Proof	:	**Aadhar Card**
6. ID Proof Number	:	**6523987415632**
7. Gazette Serial Number of the Bar	:	**KKD/2B/GK/2**
8. Mandal/Nagar Panchayat/ Municipality/Municipal Corporation / Tourism Center of the Bar as notified in the Gazette	:	**Gollaprolu Nagar Panchayat**

This certifies that the applicant has registered with the licensing authority, duly paying the non-refundable Processing Fee and non-refundable Application Fee as required under the Rule 13 of A.P. Excise (Grant of license of selling by Bar and conditions of license) Rules 2025 for participation in the selection process for the above said Bar

Registration is subject to verification and validity of the documents filed and payment made. In the event of any fraudulent activity, the applicant shall be prosecuted as per the Andhra Pradesh Act 1968 and rules made thereunder.

(Authorized Signatory)

---

* The Authorized officer will append his signature on the day of drawl of lot

FORM- BR-1 (RULE 13): REGISTRATION CERTIFICATE

ENTRY PASS

Form – E1

ENTRY PASS

Kakinada DISTRICT

(See Rule 14)

GOVERNMENT OF ANDHRA PRADESH
PROHIBITION AND EXCISE DEPARTMENT

39836016000

Serial No. **(KKD/2B/GK/2 / 1)**
(To contain Gazette Sl. No.of the Bar with token Sl.No.)

Date:**20-08-2025**

Sri **SIVA VINJARAPU** Age (**28**), Residential address **Kakinada 533449** is authorized to participate in the selection process of the following Bar.

a) Gazette Serial No: **KKD/2B/GK/2**

b) Mandal/
Nagar Panchayat/
Municipality/
Municipal Corporation /
Tourism Center : **Gollaprolu Nagar Panchayat**

Participation is subject to the verification and validity of the documents filed and payment made. In the event of any fraudulent activity the applicant shall be prosecuted as per the Andhra Pradesh Act 1968 and rules made thereunder.

(Authorized Signatory)

ENTRY PASS

Details of Challan/DD Number and Amount(Rs.)

Name of the Applicant:**SIVA VINJARAPU**
GSL NO.:**KDP/01**
Application NO.:**161768660000**

1. Non-refundable Processing Fee : 1

    1) Challan Number: D25081816176866000000003 Challan Amount :   2   Bank Name :   ONLINE

1. Non-refundable Application Fee: 1

    1) Challan Number: D25081816176866000000003 Challan Amount :   2   Bank Name :   ONLINE

DETAILS OF CHALLAN NUMBER AND AMOUNT (RS.)

6.2. OFFLINE PAYMENT MODE

❖ **Process Flow for Offline Payment Mode**

➢ If the User is going to opt for the offline mode, he needs to follow the below steps:

OFFLINE APPLICATION FLOW

➢ Before filling out the application(Form-1B&Form-BR-1) the user needs to pay the non-refundable fee of **Rs 5,10,000/-** by way of **Challan/ Demand Draft** from a scheduled bank situated in the Andhra Pradesh on the name of licensing authority (District Prohibition and Excise Officer)

➢ The user can also pay the non-refundable registration fee at the Proh & Excise Station.

➢ Once the user made the payment against the licensing authority the next process is to be done through the application

   SIGN UP (Form-1B(A) as mentioned on the above pages (Page No.3)
   SIGN IN (Form-BR-1) as mentioned on the above pages. (Page No.6)
   EDIT PROFILE as mentioned on the above pages.   (Page No.7)
   NEW APPLICATION is mentioned on the above pages.   (Page No.8)

➢ Once the user creates a new application they can see the payment details along with other details shown in the below screen.

SELECTION OF OFFLINE PAYMENT MODE

> When the user clicks on the offline mode then immediately Non-refundable Charges Details along with Bank details will appear on the same page as shown in the below screen.

OFFLINE APPLICATION FORM

<u>Fields that the user needs to fill on the above page:</u>
Bank Name: The bank name in which the user made the payment.
Challan Amount: 5,00,000/- (Five Lakh Rupees) --- Application Fee
Challan Amount: 10,000/- (Ten Thousand Rupees) --- Processing Fee
Challan/DD Number: Challan/DD number issued by the bank after the payment made by the user against the licensing authority. The users needs to fill valid and genuine DD/challan details.
Challan Date: The date on which the bank issues the challan.
> After entering all the deatils along with clicking on the check box then only the user need to submit their offline application by clicking on the **Submit** button.
> The below screen will assist users by providing guidance on the necessary fields that must be completed prior to submitting the application..

- Once the user clicks on the submit button the user will redirect to the application list page. where the user can see all the submitted applications and it gives a notification that **Your application '21158658' has been created successfully**.

APPLICATION LIST

- The first column in the application list is **Application No. (21158654)**. When the user clicks on the application number which is in blue color a pop-up will appear where users can verify their details like Profile Information, Application Information, and Registration Fee which is shown in the below screen.
- The token number will be issued when the DPEO verifies the submitted challan/DD number.

Application Details

Profile Information

Name of Applicant:	SIVA VINJARAPU
Mobile Number:	6370899586
Age:	28
ID Proof Number:	859696859685965
Residence Address:	Kakinada

Application Information

Application No:	62707600000
Token No:	
Gazette S.No:	KU/1
Non-refundable Processing Fee:	10000
Non-refundable Application Fee:	500000

Close

- For the online payment mode, the user can view the:
  - **Status** column as **Unverified** until the DPEO verifies the challan/DD.
  - **The Payment Mode** column show as **Offline**
  - The **Payments status** column will be shown as **Challan / DD to be submitted to DPEO as notified in District Gazette.**
  - The user can download the e-receipt&application under the **Download column**

APPLICATION LIST

e District	Unit Name	Gazette S.No.	Status	Payment Mode	Payment Status	Transaction Details	Download
kasam	Ongole Municipal Corporation	PKM/01	Unverified	Offline	Challan / DD to be submitted to Excise Officer as notified in District Gazette	View	

➢ Once the D P E O verifies the submitted challan/DD the above status will changed to **Verified By DPEO** status under the **Payement status** as shown in the below screen.

Application No.	Revenue District	Unit Name	Gazette S.No.	Status	Payment Mode	Payment Status	Transaction Details	Download
58014144000	SPS Nellore	Nellore Municipal Corporation	NLR/5	Verified	Offline	Verified By Excise Officer	View	🖨

➢ Once the DPEO verified the submitted application the user will enabled to download the application .

➢ The downloaded application will be in 4 forms as shown in the above pages (Form 1(B), FORM – BR- 1, Entry Pass, Details of Challan Number and Amount (Rs)).

THE END