



# **USER MANUAL FOR**

## **BAR ONLINE APPLICATION PROCESS**

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## 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.

The screenshot shows the login page of the Government of Andhra Pradesh Prohibition & Excise Department. The header includes the department name, a helpline number (040-42425520), and links for District Wise Unit Wise Gazette Serial No. Of Shops, Guidelines, and Policy and Rules. The main content area features a login form on the left with fields for Mobile Number / User ID and Password, and buttons for Sign In, Login With OTP, and New User? Click Here To Enroll. On the right, there are portraits of Sri. N. Chandrababu Naidu (Hon'ble Chief Minister of AP) and Sri Kollu Ravindra (Hon'ble Minister of Prohibition & Excise), along with a map of Andhra Pradesh. Below the portraits is a table with columns: Sr. No., Name of the District, Gazette Slno., and Submitted Applications. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The footer contains copyright information (© 2025 | ORB 1.0), privacy policy, and IP address (10.10.9.2).

## 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.

The screenshot shows the registration form for the Government of Andhra Pradesh Prohibition & Excise Department. The form is titled 'Application for registration for participation in the selection process of Bar, Form-B(R) - (See Rule 13)'. It contains two main sections: personal information and application details. The personal information section includes fields for Name of Applicant, Mobile Number, Password, and Confirm Password. The application details section includes fields for Age, ID Proof Type, ID Proof Number, Select Native District, Sub Caste, Upload Caste & Native Certificate, Upload Applicant Passport Size Photo, and Residential Address. There are 'Sign Up' and 'Already have an account? Sign In' buttons at the bottom. The footer contains copyright information (© 2025 | ORB 1.0), privacy policy, and IP address (10.10.9.2).

**FORM-B(R): Application for registration for participation in the selection process of the Bar.**

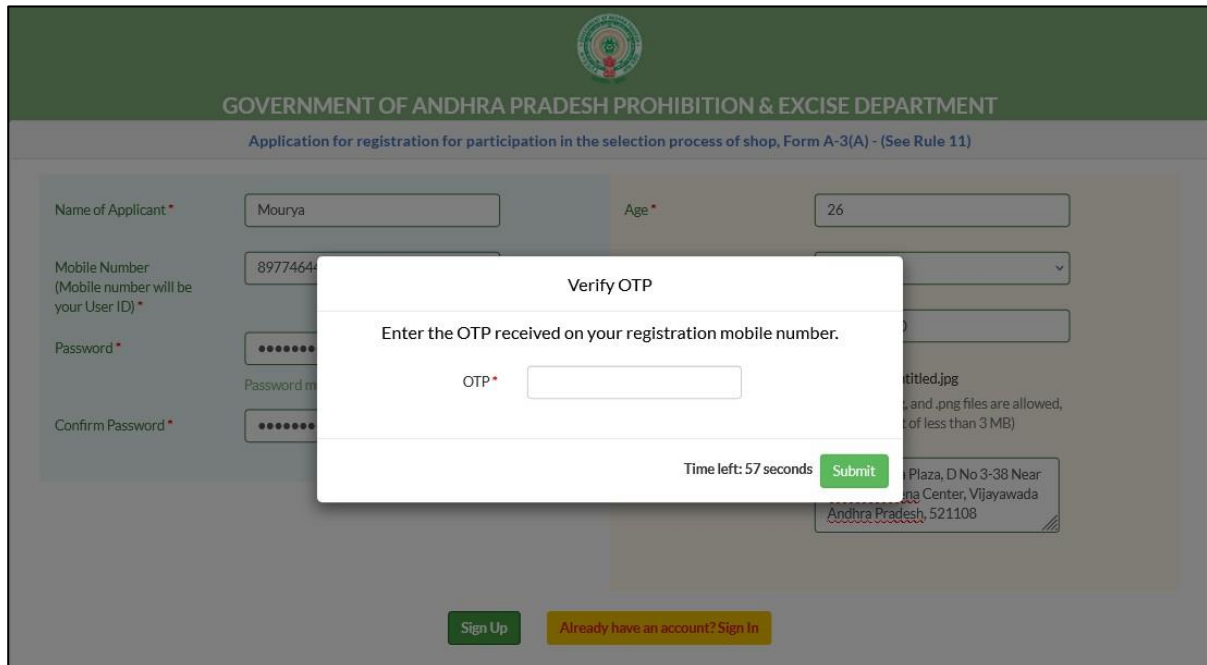
- The **mobile number** will be your User ID, enter the valid mobile number and Password.
- The user must be above **21 years old** to fill out the application.
- A drop-down will pop out while selecting the ID-proof type which is shown in the below screen.
- Select the Sub Caste, Native District from 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.

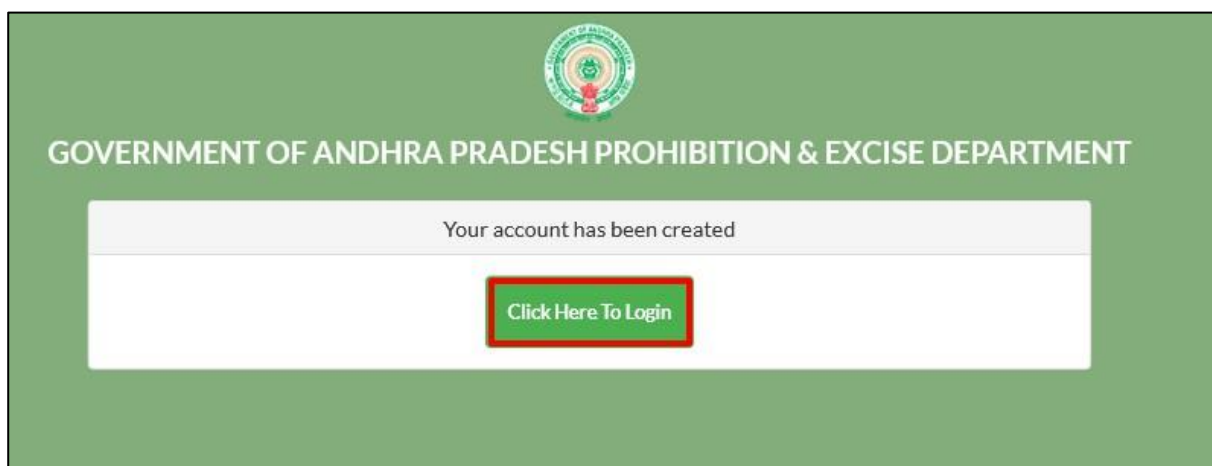
## 2.2. OTP Verification:

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



The screenshot shows the registration interface for the Government of Andhra Pradesh Prohibition & Excise Department. The background form is titled "Application for registration for participation in the selection process of shop, Form A-3(A) - (See Rule 11)". It contains fields for Name of Applicant (Mourya), Age (26), Mobile Number (8977464...), Password, and Confirm Password. A white pop-up window titled "Verify OTP" is centered over the form, containing the text "Enter the OTP received on your registration mobile number." and an input field for the OTP. A green "Submit" button is at the bottom right of the pop-up, with a timer indicating "Time left: 57 seconds". At the bottom of the background form, there are "Sign Up" and "Already have an account? Sign In" buttons.

- 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.



The screenshot shows a green background with the Government of Andhra Pradesh Prohibition & Excise Department logo at the top. A white message box in the center contains the text "Your account has been created". Below the message box is a green button with a red border that says "Click Here To Login".

### 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.

Government Of Andhra Pradesh  
Prohibition & Excise Department

Notifications Guidelines FAQs

Login

8977464410

\*\*\*\*\*

**SIGN IN** Login With OTP

New User? Click Here To Enroll

Sri N. Chandrababu Naidu  
Hon'ble Chief Minister of AP

Sri Kollu Ravindra  
Hon'ble Minister of Prohibition & Excise

| Sr. No. | Name of the District | Unit                  | No. of Shops |
|---------|----------------------|-----------------------|--------------|
| 1       | Srikakulam           | Municipal Corporation | 14           |
|         |                      | Municipality          | 13           |
|         |                      | Nagar Panchayat       | 0            |
|         |                      | Mandal                | 134          |

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#### 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.

Government Of Andhra Pradesh  
Prohibition & Excise Department

Notifications Guidelines FAQs

Login

8977464410

OTP Number

Time left: 48 seconds

**SIGN IN** Login With Password

New User? Click Here To Enroll

Sri N. Chandrababu Naidu  
Hon'ble Chief Minister of AP

Sri Kollu Ravindra  
Hon'ble Minister of Prohibition & Excise

| Sr. No. | Name of the District | Unit                  | No. of Shops |
|---------|----------------------|-----------------------|--------------|
| 1       | Srikakulam           | Municipal Corporation | 14           |
|         |                      | Municipality          | 13           |
|         |                      | Nagar Panchayat       | 0            |
|         |                      | Mandal                | 134          |

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#### 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.

The screenshot shows the home page of the application. On the left is a sidebar with 'Application' (expanded), 'Create Application', 'Application List', and 'Edit Profile'. The main content area has a yellow header for 'Create Application' with dropdowns for 'Selection of District', 'Selected Sub Caste' (Goud), 'Selection of Unit', 'Select Gazette S.No', and 'Select G.S.No', followed by a 'Go' button. Below this is a blue box with the text 'Edit My Profile - Please validate your personal information before create an Application. For change profile click here to' and an 'Edit Profile' button. The 'Applicant Information' section is expanded, showing fields for Name of Applicant (SIVA VINJARAPU), Age (28), ID Proof Number (6523987415632), Mobile Number (9652130777), ID Proof Type (Aadhar Card), and Residence Address (Kakinada 533449). The footer contains copyright information, help lines, and IP addresses.

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: Once the application is submitted the user can't edit their profile details further.**

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

The screenshot shows the 'Edit Profile' form. The breadcrumb is 'Home » Application » Create Application'. The header is 'Create Application' with dropdowns for 'Selection of District', 'Selection of Unit', 'Selection of Shop for Application', and 'Select G.S.No', followed by a 'Go' button. Below this is a blue box with the text 'Edit My Profile - Please validate your personal information before create an Application. For change profile click here to' and an 'Edit Profile' button. The 'Applicant Information' section is expanded, showing fields for Name of Applicant (MOURYA), Age (26), ID Proof Number (3214567890), Mobile Number (8977464410), ID Proof Type (Aadhar Card), and Residence Address (Ramakrishna Plaza, D No 3-38 Near). The footer contains copyright information, help lines, and IP addresses.

- 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.



**Create Application**

Selection of District: Kakinada Selected Sub Caste: Settibaila Selection of Unit: Gollaprolu Nagar Panchayat Select Gazette S.No: Select G.S.No Go

**Edit My Profile** - Please validate your personal information before create an Application. For change profile click here to [Edit Profile](#)

**Applicant Information** [Edit Profile](#)

|                     |                |                 |             |                     |                 |
|---------------------|----------------|-----------------|-------------|---------------------|-----------------|
| Name of Applicant * | SIVA VINJARAPU | Age *           | 28          | ID Proof Number *   | 6523987415632   |
| Mobile Number *     | 9652130777     | ID Proof Type * | Aadhar Card | Residence Address * | Kakinada 533449 |

Gazette Serial No. Information [?](#)

### 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.

**Create Application**

Selection of District: Kakinada Selected Sub Caste: Settibaila Selection of Unit: Gollaprolu Nagar Panchayat Select Gazette S.No: Select G.S.No Go

**Edit My Profile** - Please validate your personal information before create an Application. For change profile click here to [Edit Profile](#)

**Applicant Information** [Edit Profile](#)

|                     |                |                 |             |                     |                 |
|---------------------|----------------|-----------------|-------------|---------------------|-----------------|
| Name of Applicant * | SIVA VINJARAPU | Age *           | 28          | ID Proof Number *   | 6523987415632   |
| Mobile Number *     | 9652130777     | ID Proof Type * | Aadhar Card | Residence Address * | Kakinada 533449 |

Gazette Serial No. Information [?](#)

### 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**).

Create Application

Selection of District : Kakinada

Selected Sub Caste : Settibailija

Selection of Unit : Gollaprolu Nagar Panchayat

Select Gazette S.No : KKD/2B/GK/2

Go

Edit My Profile - Please validate your personal information before create an Application. For change profile click here to

Edit Profile

Applicant Information

Edit Profile

Hide

Name of Applicant \*

SIVA VINJARAPU

Age \*

28

ID Proof Number \*

6523987415632

Mobile Number \*

9652130777

ID Proof Type \*

Aadhar Card

Residence Address \*

Kakinada 533449

Gazette Serial No. Information

Hide

Gazette S.No. \*

KKD/2B/GK/2

Individual/Partnership/Company/LLP \*

Select Option

Payment mode

ONLINE

OFFLINE

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 thereunder.

I hereby declare that I am not disqualified under Rule 7 of the A.P. Excise (Grant of license of selling by shop and conditions of license) Rules 2024.

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).

Submit

## 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.

**+ Create Application**

Selection of District:  Selection of Unit:  Selection of Shop for Application:

**Edit My Profile** - Please validate your personal information before create an Application. For change profile click here to

**Applicant Information**

Name of Applicant \*  Age \*  ID Proof Number \*   
 Mobile Number \*  ID Proof Type \*  Residence Address \*

**Gazette Serial No. Information**

Gazette S.No. \*  Sole proprietor/ Partnership/Firm/Power of Attorney/Company/LLP/ Others \*

**Payment mode**

☒ ONLINE ☐ OFFLINE

☐ 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 thereunder.  
 I hereby declare that I am not disqualified under Rule 8 of the A.P. Excise (Grant of license of selling by shop and conditions of license) Rules 2012.  
 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).

### 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**

Your application '111932865' has been created successfully. Please click on download icon to take printout.

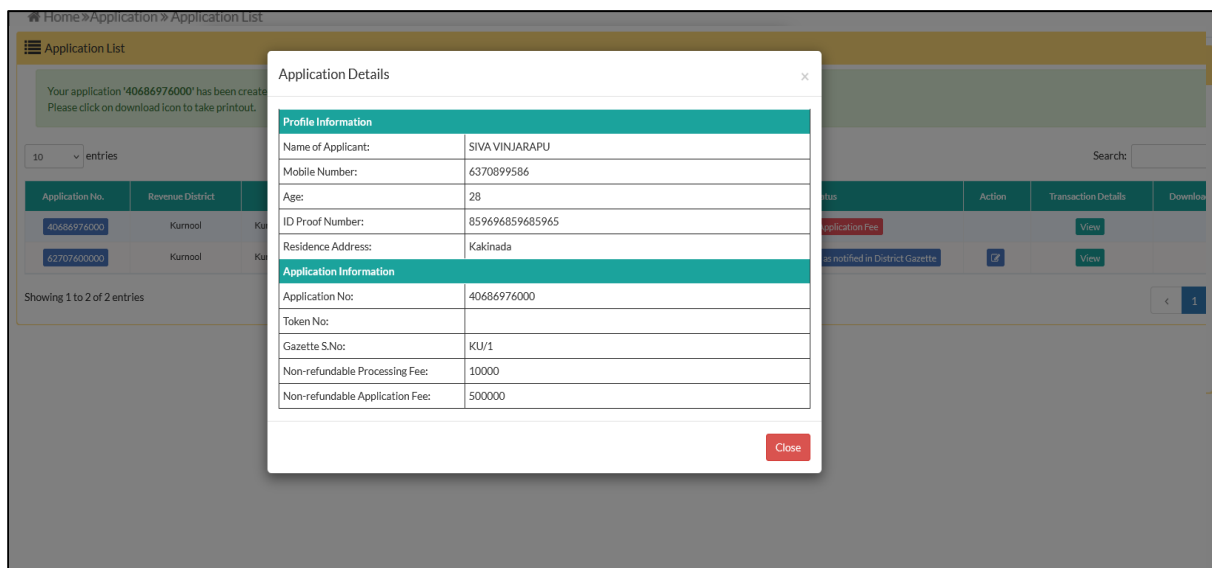
10 entries

| Application No.           | Revenue District | Unit Name                     | Gazette S.No. | Status     | Payment Mode | Payment Status                     | Transaction Details  | Download |
|---------------------------|------------------|-------------------------------|---------------|------------|--------------|------------------------------------|----------------------|----------|
| <a href="#">111932865</a> | Kurnool          | Kurnool Municipal Corporation | KU/1          | Unverified | Online       | Pay Non-refundable Application Fee | <a href="#">View</a> |          |

Showing 1 to 1 of 1 entries

### 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.



- 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

Manual Payment

Online Payment

Cancel

**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: | D250816443025200000030                       |
| 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 RECEIPT**

- 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.

Challan Status Display
Know Your Challan

CFMS Transaction Id:

Department Transaction Id:

Challan Number:

Bank Reference Id:

- 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 |
|---|---|-----------------------|---------------|---------------|-------------|--------|
| <input checked="" type="radio"/> 91152340022025 | Collection of Payments for Services Rendered - User Charges | 0039008000002800000VN | YSR at Kadapa | DTAO - Kadapa | 12012304001 | 500000 |

Others

| Unique Id                            | User Description | Amount |
|--------------------------------------|------------------|--------|
| <input type="radio"/> 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:                      | <b>Payment Transaction Successful</b>                            |  |                       |
| 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 endorsement 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/<br>Municipality/Municipal<br>Corporation / Tourism<br>Center of the Bar<br>as notified in the Gazette | : Gollaprolu Nagar Panchayat |
| 9. Individual/Partnership/<br>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 draw 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

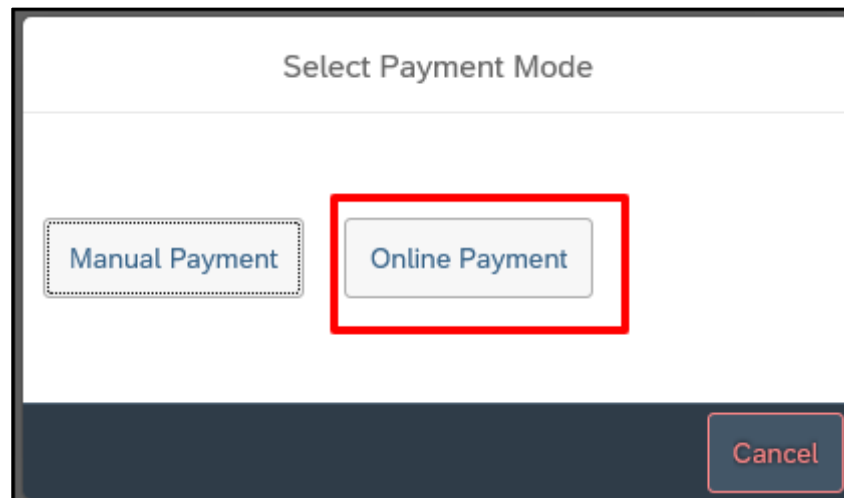
1) Challan Number: D25081816176866000000003 Challan Amount : 2 Bank Name : ONLINE

1. Non-refundable Application Fee: 1

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

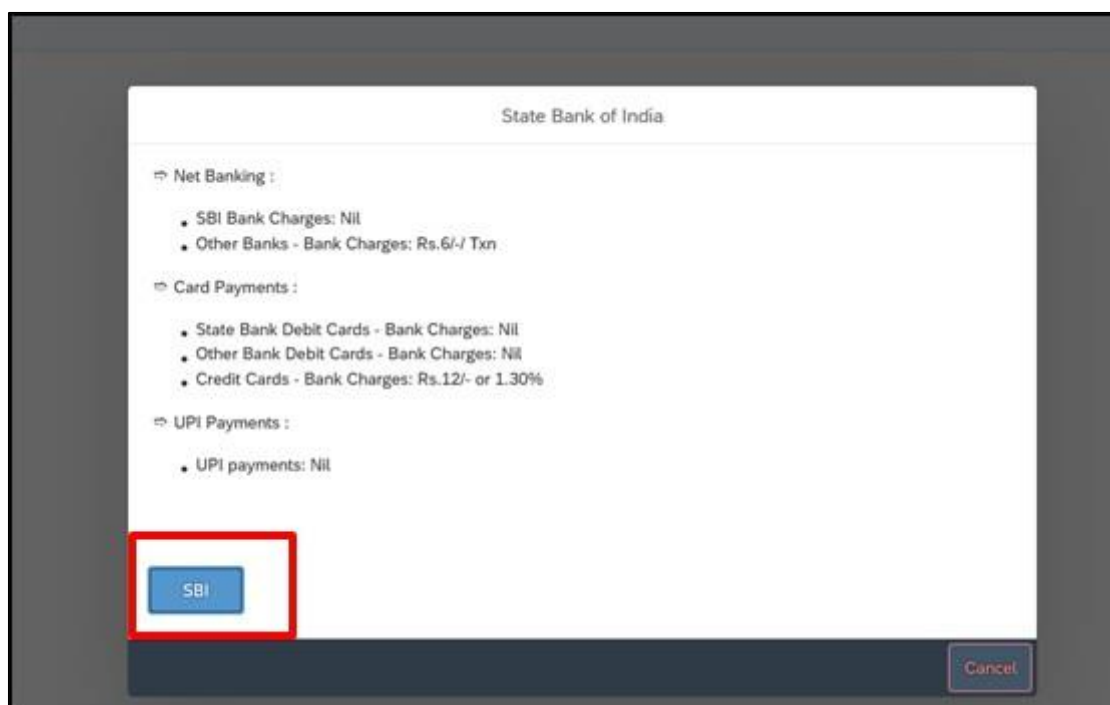
### DETAILS OF CHALLAN NUMBER AND AMOUNT (RS.)

## 2) ONLINE PAYMENT:

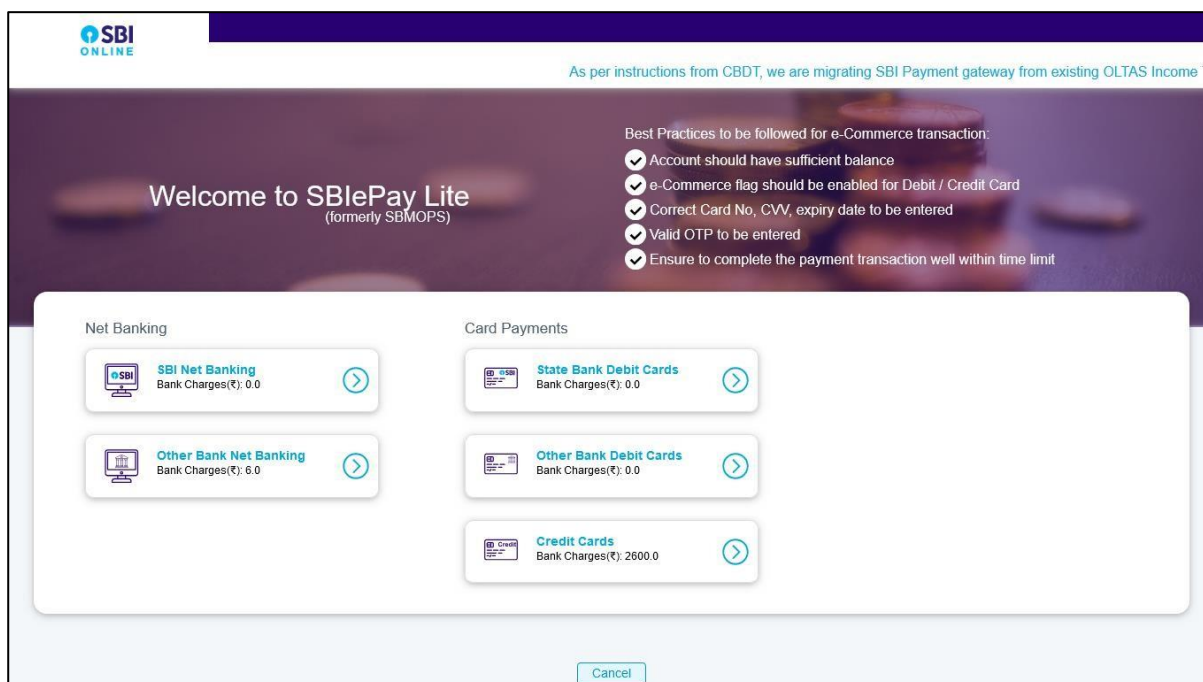


SELECTION OF ONLINE PAYMENT MODE

- 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 charges.



- 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.



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

A screenshot of a web form titled 'Challan Status Display' in the center and 'Know Your Challan' in the top right corner. The form contains four input fields: 'CFMS Transaction Id:', 'Department Transaction Id:', 'Challan Number:', and 'Bank Reference Id:'. The 'Bank Reference Id' field is pre-filled with the text 'CPAEHAMFL5'. At the bottom right of the form, there is a blue button labeled '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.

<

Challan Status Display

CFMS Transaction ID : 90088378992025

Amount : ₹2.00

Status : Payment Transaction Successful

Amount in words : Rupees two Only

Remitters Name: SIVA VINJARAPU

Bank Reference No: CPAFNECSP4

Payment Date: 18/08/2025

| Challan No                                      | Service   | HOA                   | District      | Treasury      | DDO         | Amount |
|---|---|-----------------------|---------------|---------------|-------------|--------|
| <input checked="" type="radio"/> 91152322492025 | Collection of Payments for Services Rendered - User Charges | 0039008000002800000VN | YSR at Kadapa | DTAO - Kadapa | 12012304001 | 1      |
| Others  |   |                       |               |               |             |        |
| Unique Id                                       | User Description  |                       |               |               |             | Amount |
| <input type="radio"/> 92008752792025            |   |                       |               |               |             | 1      |

Print APTC Form -10

Print APTC Form -10

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



## GOVERNMENT OF ANDHRA PRADESH

### APTC FORM-10



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

|                              |  |  |                       |
|------------------------------|--|--|-----------------------|
| Challan No:                  | 81260177542024   | Challan Creation Date & Time:                | 29/09/2024 6:57:20 PM |
| Status:                      | <b>Payment Transaction Successful</b>                            |  |                       |
| 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   |  |                       |

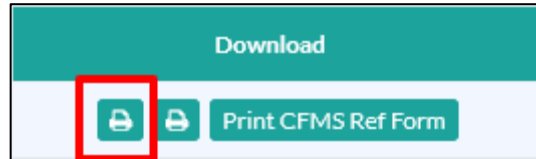
Note: This Challan does not need enforcement of the treasury




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

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/<br>Municipality/Municipal<br>Corporation / Tourism<br>Center of the Bar<br>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.

The screenshot displays a web form for application submission. It includes sections for 'Applicant Information' (Name: MOURYA, Age: 26, ID Proof Number: 321456789, Mobile Number: 8977464410, ID Proof Type: Aadhar Card, Residence Address: Address, 2/9 High School Road), 'Gazette Serial No. Information' (Gazette S.No.: PKM/01, Sole proprietor/Partnership/Firm/Power of Attorney/Company/LLP/Others), and 'Payment mode' (ONLINE and OFFLINE). The 'OFFLINE' option is selected and highlighted with a red box. Below the payment mode section, there is a declaration box with a checkbox and text: '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 thereunder. I hereby declare that I am not disqualified under Rule 9 of the A.P. Excise (Grant of license of selling by shop and conditions of license) Rules 2012. 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).'. A green 'Submit' button is located at the bottom right of the form.

### 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.

Applicant Information ⓘ
Hide

Gazette Serial No. Information ⓘ

Gazette S.No. \* KU/1 Individual/Partnership/Company/LLP \* Individual

Payment mode ⓘ

☐ ONLINE ☒ OFFLINE

Charges Details ⓘ

Non-refundable Processing Fee \* 10000 Non-refundable Application Fee \* 500000

Processing Fee

| Bank Name | CFMS Challan/DD/Transaction Amount | CFMS Challan/DD/Transaction Number | CFMS Challan/DD/Transaction Date | Action     |
|-----------|------------------------------------|------------------------------------|----------------------------------|------------|
|           |                                    |                                    | dd / mm / yyyy                   | Delete Row |

Add Row

Application Fee

| Bank Name | CFMS Challan/DD Amount | CFMS Challan/DD Number | CFMS Challan/DD Date | Action     |
|-----------|------------------------|------------------------|----------------------|------------|
|           |                        |                        | dd / mm / yyyy       | Delete Row |

Add Row

☐ 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 thereunder. I hereby declare that I am not disqualified under Rule 7 of the A.P. Excise (Grant of license of selling by shop and conditions of license) Rules 2024. 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).

Submit

## OFFLINE APPLICATION FORM

Fields that the user needs to fill on the above page:

**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..

Gazette S.No. \* KU/1 Individual/Partnership/Company/LLP \* Individual

Payment mode

☐ ONLINE ☒ OFFLINE

Charges Details

Non-refundable Processing Fee \* 10000 Non-refundable Application Fee \* 500000

Processing Fee

| Bank Name            | CFMS Challan/DD/Transaction Amount | CFMS Challan/DD/Transaction Number | CFMS Challan/DD/Transaction Date | Action     |
|----------------------|------------------------------------|------------------------------------|----------------------------------|------------|
| Punjab National Bank | 10000                              | 859632147                          | 16 / 08 / 2025                   | Delete Row |

Add Row

Application Fee

| Bank Name            | CFMS Challan/DD Amount | CFMS Challan/DD Number | CFMS Challan/DD Date | Action     |
|----------------------|------------------------|------------------------|----------------------|------------|
| Punjab National Bank | 500000                 | 859632148              | 16 / 08 / 2025       | Delete Row |

Add Row

☒ 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 thereunder.  
I hereby declare that I am not disqualified under Rule 7 of the A.P. Excise (Grant of license of selling by shop and conditions of license) Rules 2024.  
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).

Submit

- 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.**

Your application '62707600000' has been created successfully.  
Please click on download icon to take printout.

10 entries Search:

| Application No. | Revenue District | Unit Name                     | Gazette S.No. | Status     | Payment Mode | Payment Status   | Action | Transaction Details  | Download |
|-----------------|------------------|-------------------------------|---------------|------------|--------------|--|--------|----------------------|----------|
| 62707600000     | Kurnool          | Kurnool Municipal Corporation | KU/1          | Unverified | Offline      | DD to be submitted to Excise Officer as notified in District Gazette |        | <a href="#">View</a> |          |

Showing 1 to 1 of 1 entries

## 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 |                              |               |            |              |  |                     |          |
|------------------|------------------------------|---------------|------------|--------------|--|---------------------|----------|
| 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 **Payment 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 | <a href="#">View</a> | <a href="#">Download</a> |

- 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