



EXCISE DEPARTMENT

USER MANUAL

For

LICENSEE

In the offices of

EXCISE DEPARTMENT

Government of West Bengal

The 7th December, 2011

National Informatics Centre

West Bengal State Unit

Department of Information Technology

Ministry of Communications and Information Technology

Government of India

User Manual

For

xPERT

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Chapter – 1

Introduction

1.0. OVERVIEW

The Excise Department is one of the major tax revenue earning sources of West Bengal state government. It deals with the administration of the laws and rules relating to (i) manufacture, supply, storage and distribution of country liquor, foreign liquor, beer, other intoxicants and narcotics (ii) collection of duty and fees and (iii) prevention of illegal trade, trafficking and production of illicit Liquor. Maintaining records relating to the stock of excisable commodities, collection of revenues, monitoring the movement of liquor and keeping the personnel information & other establishment matters manually is vast and complex as well. Eventually, monitoring of the excise system is quite cumbersome. In this scenario, the Excise Department has felt it necessary to revise and re-examine its work flow in order to achieve positive effects on revenue flow, service delivery and stakeholder satisfaction.

NIC, as a ICT Consultant has conducted thorough study of the existing system to come out with a web enabled system xPERT. This has become a single system, based on common boundaries — management control, operating environment, security needs and business mission. It is primarily involved with the creation, storage, analysis, dissemination and use of information to provide vital inputs to the government's policy-making process towards effective regulation, revenue administration and attainment of full realizable excise revenue potential of the State.

1.1. SALIENT FEATURES

- ❖ Import(BS)
 - ✓ Prepare Requisition
 - ✓ Send Requisition
 - ✓ Query

- ❖ Transaction Data
 - ✓ Act On Requisition
 - ✓ Query
 - ✓ Issue A Slip
 - ✓ Reprint

- ❖ Transaction
 - ✓ Generate IP
 - ✓ Generate Authority Slip
 - ✓ Reprint Permit/A. Slip
 - ✓ Query

Chapter – 2

Prerequisites for Implementation of xPERT

Hardware

- ✓ PC with moderate configuration
- ✓ Printer
- ✓ UPS

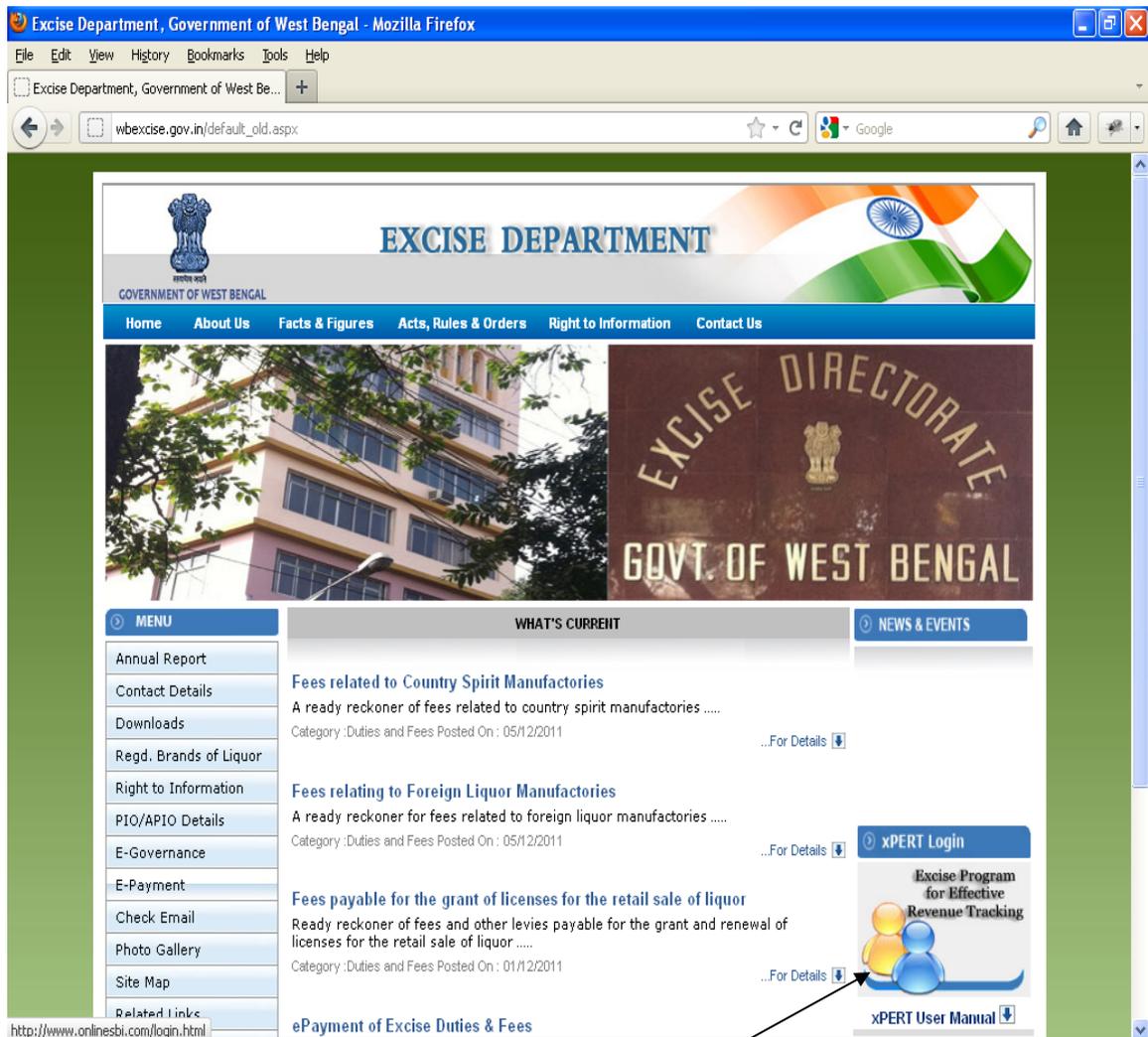
Software

- ✓ Internet Connectivity
- ✓ Internet Browser

Chapter – 3 Getting Started

3.0 HOW TO OPEN THE SOFTWARE

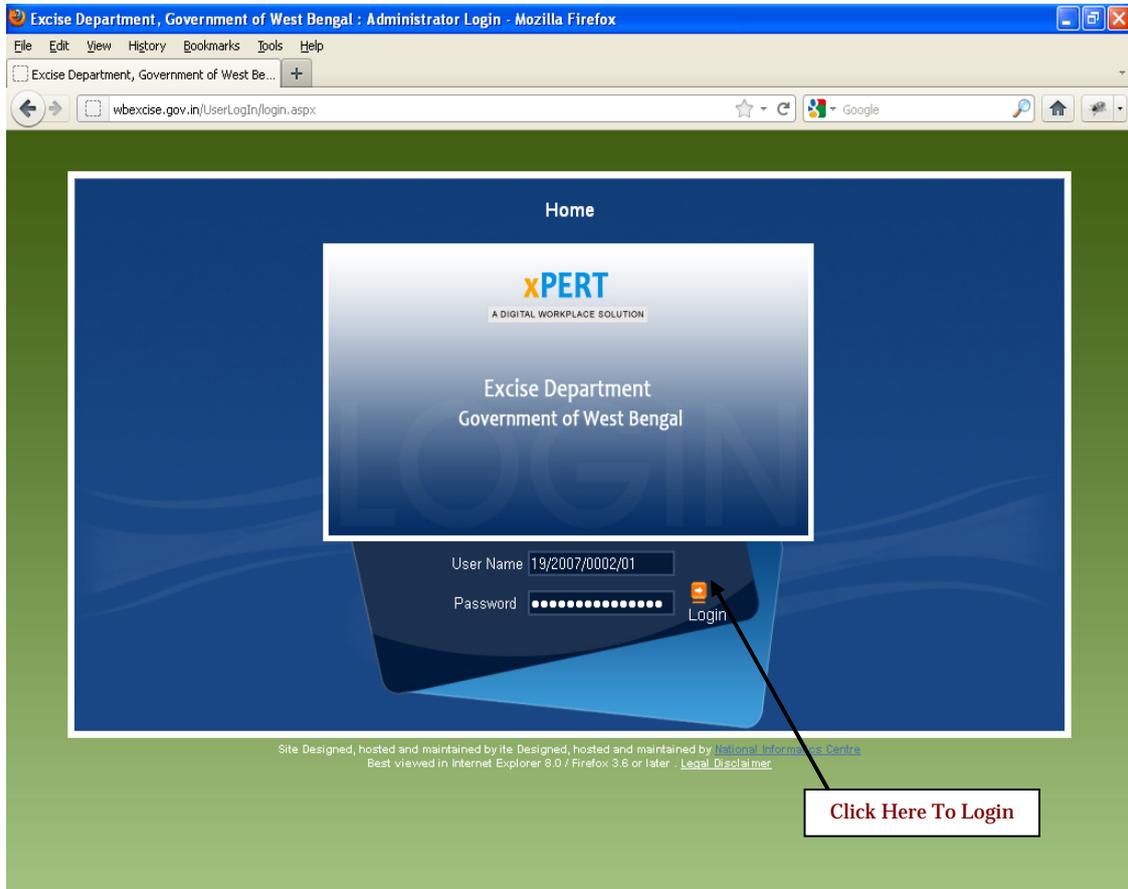
1. Open Internet Browser.
2. Type “<http://www.wbexcise.gov.in>” at address bar and press “ENTER” to open Login Page as shown below. Click on xPERT Log In to enter into xPERT log in screen.



Click Here To Open Log In
Screen

3.1 HOW TO LOGIN INTO THE LICENSEE

Enter valid “USERNAME” and “PASSWORD” and click on “Login” button.



Note: Different users to have different username and password.

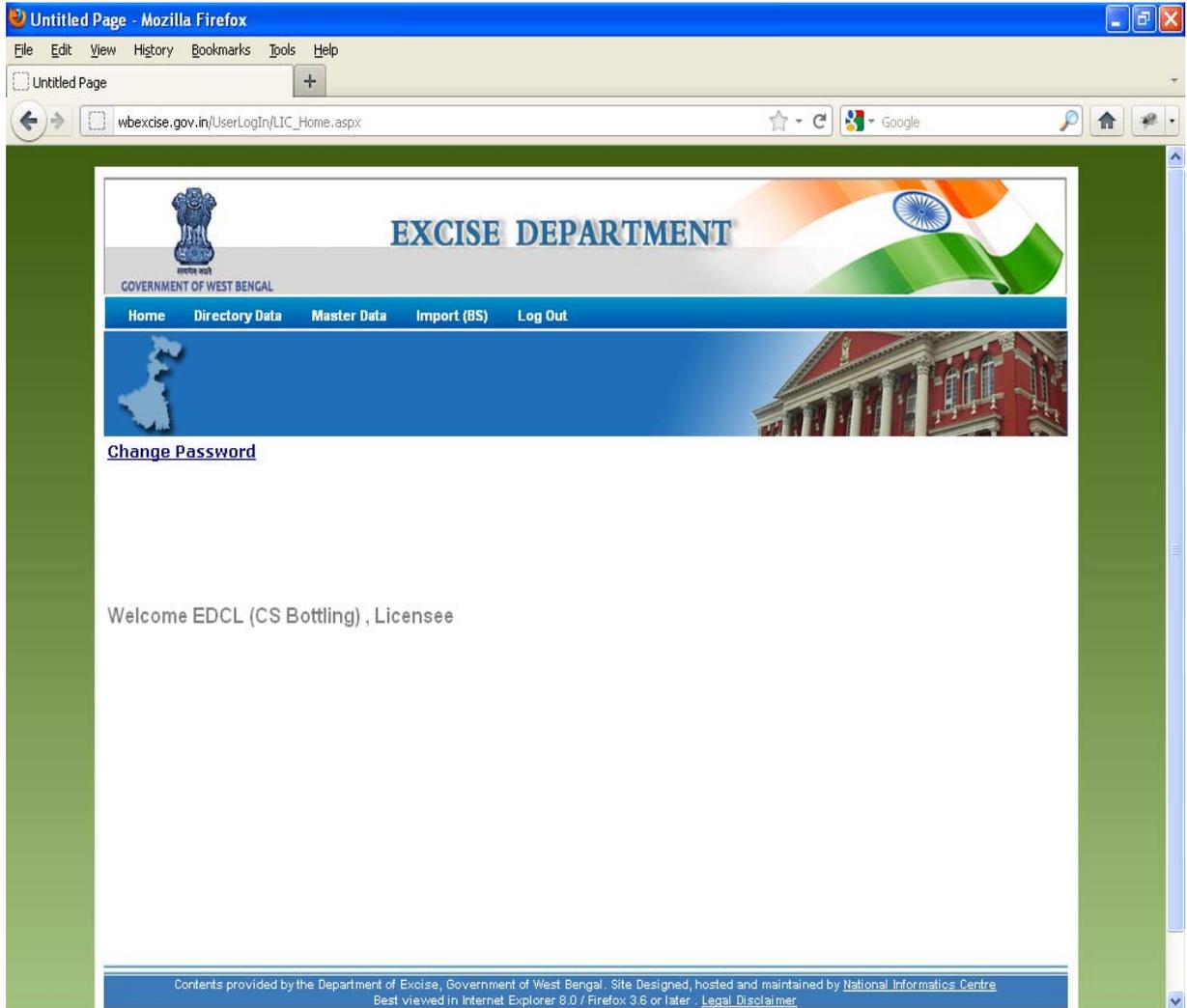
User Name and Password

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

Authentication of User Name and Password

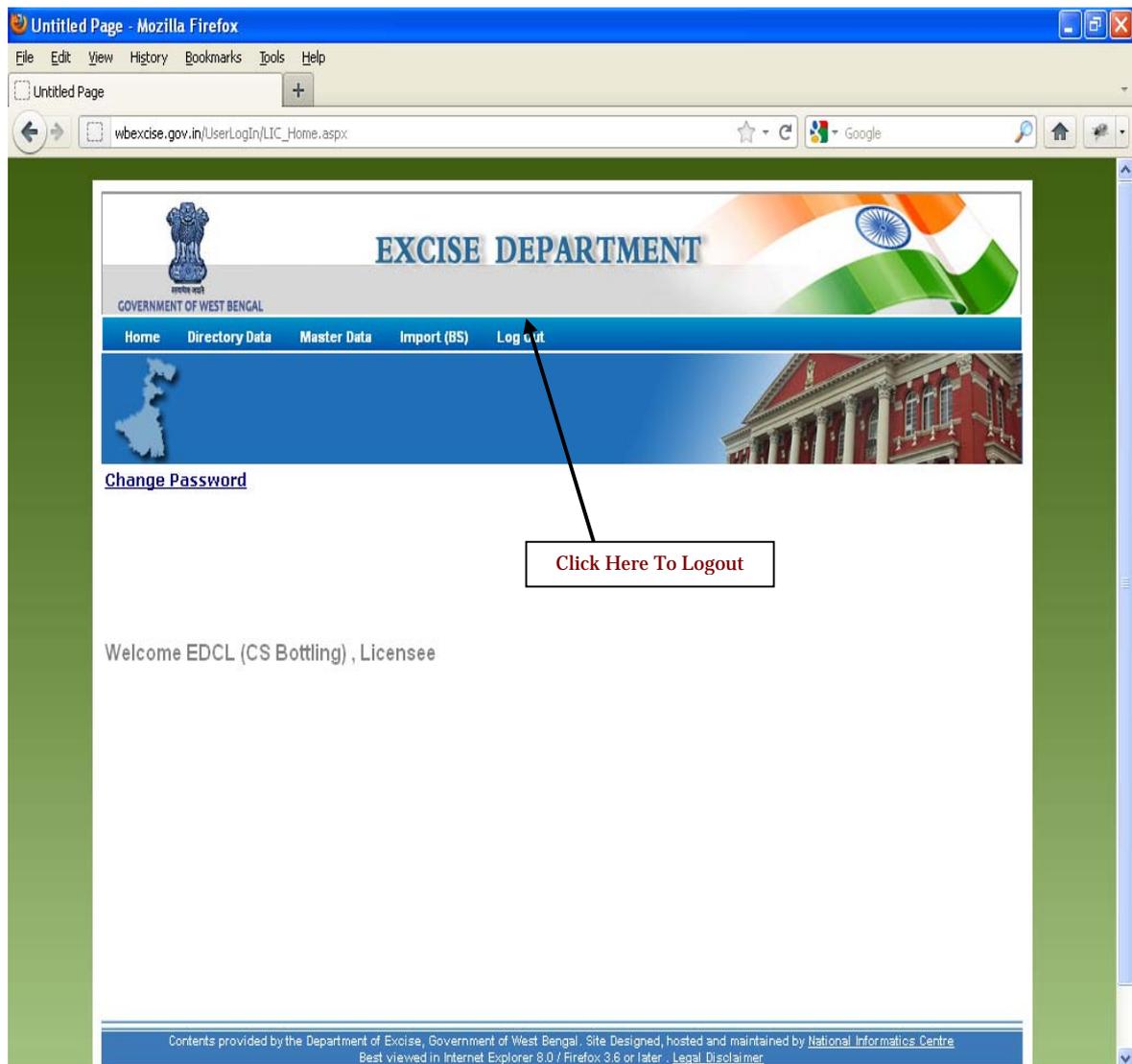
During authentication, username and password entered are verified to ensure authenticity of a user.

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



3.2 HOW TO LOG OUT FROM THE SITE

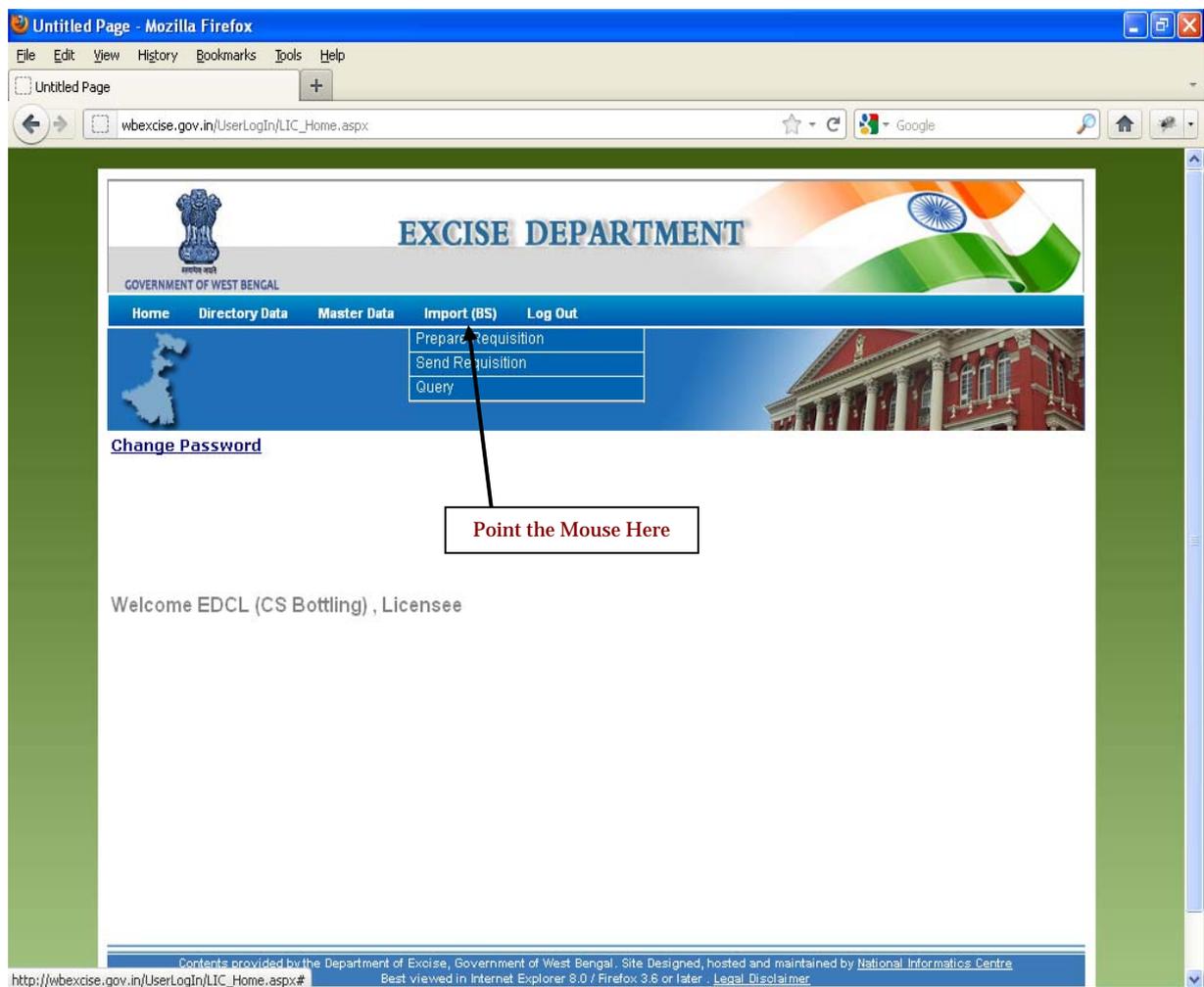
Click on “Logout” link in the menu as shown below:



Chapter – 4 Import(BS)

INTRODUCTION TO Import(BS)

Select the **Import(BS)** menu, **Sub Menus** will appear as shown in figure.



4.0 PREPARE REQUISITION

Click on the “Prepare Requisition” menu and the following page will appear.

The screenshot shows a web browser window displaying the Excise Department website. The browser title is "Excise Department, Government of West Bengal - Mozilla Firefox". The address bar shows the URL "wbexcise.gov.in/IPBS/Lic_IP_BS_Prepare_Requisition.aspx". The website header includes the Government of West Bengal logo and the text "EXCISE DEPARTMENT". The navigation menu contains "Home", "Directory Data", "Master Data", "Import (BS)", and "Log Out". The main content area features a banner for "Requisition For Import Permit-Cum-Pass For Bulk Spirit" and a set of tabs: "Consignee", "Issued IPs", "Consignor", "Route", and "Consignment". The "Consignor" tab is active, showing the following details:

| | |
|-----------------------|--|
| District Name | Kolkata(South) |
| Establishment Name | EDCL (CS Bottling) |
| Consignee Name | Eastern Distilleries & Chemicals Ltd. |
| Category of License | License for bottling of country spirit |
| Site Address | 34 B L Saha Road Behala |
| Current Bond Coverage | Rs. 19308291576.62/- |

At the bottom of the page, there is a footer with the text: "Contents provided by the Department of Excise, Government of West Bengal. Site Designed, hosted and maintained by National Informatics Centre. Best viewed in Internet Explorer 8.0 / Firefox 3.6 or later. Legal Disclaimer". A callout box with the text "Click the Consignor Tab" points to the "Consignor" tab.

4.0.1 PREPARE CONSIGNOR

After clicking the **Consignor** Tab the following page will appear.

Excise Department, Government of West Bengal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Excise Department, Government of West Bengal

wbexcise.gov.in/IPBS/Lic_IP_BS_Prepare_Requisition.aspx

Google

Consignee Issued IPs Consignor Route Consignment

Self Certification by Licensee (Please certify before proceeding for Requisition)

1. Adequate spirit is available in the exporting distillery for the purpose of importing the quantity as being requisitioned on the date of application (today) as per information with the applicant.
2. The waybill No.(s) furnished are issued to the above applicant/ importer.
3. Vehicle(s) will be placed at the exporting Distillery for importing B.S in such a way that all the vehicle(s) arrive at the destination in West Bengal within the validity Period.

Yes, I agree with the Certification Statements mentioned above.

Purpose Of Import [Dropdown]

Has an Export Order already been Issued?(Y/N) Yes No

Export Order Details Serial No. [Text] Date of Issue [Text] Quantity(BL) [Text]

Exporter State [Dropdown]

Exporter Name [Text]

Address

District

STD Code

PAN

CST No.

Fax No. If Any [Text] **Mobile No. If Any** [Text]

Vehicle Route [Text]

Total Route Km [Text]

Next

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Please fill the form according to your requirement.

After filling the above form it looks like this.

Excise Department, Government of West Bengal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Excise Department, Government of West Be...

wbexcise.gov.in/IPB5/Lic_IP_BS_Prepare_Requisition.aspx

Consignee Issued IPs Consignor Route Consignment

Self Certification by Licensee (Please certify before proceeding for Requisition)

1. Adequate spirit is available in the exporting distillery for the purpose of importing the quantity as being requisitioned on the date of application (today) as per information with the applicant.
2. The waybill No.(s) furnished are issued to the above applicant/ importer.
3. Vehicle(s) will be placed at the exporting Distillery for importing B.S in such a way that all the vehicle(s) arrive at the destination in West Bengal within the validity Period.

Yes, I agree with the Certification Statements mentioned above.

Purpose Of Import Manufacture of Country Spirit

Has an Export Order already been Issued?(Y/N) Yes No

Exporter State ANDHRA PRADESH

Exporter Name United Spirits Limited

Address Unit - Malkajgiri, Malkajgiri, Hyderabad-500047, Andhra Pradesh 500047

District Hyderabad

STD Code 40

PAN Data Not Available

CST No. Data Not Available

Fax No If Any **Mobile No. If Any** Data Not Available

Vehicle Route Hyderabad-Vijaywada-Vishakhapattanam-Bhubaneswar-Cuttack-Chichira-Bhadrakali

Total Route Km 1600

Next

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click on **Next** to go to the **Route** Tab.

Click Here Go For the Next Tab

4.0.2 ROUTE TAB

First select the source route state and checkpost name. (Please select the source route state **as same** as you select in the **Consignor Tab**.) Then select destination route state and checkpost name.

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Please click on **Consignment Tab**.

4.0.3 CONSIGNMENT

Please select “Container Type”

The screenshot shows a web browser window with the URL `wbexcise.gov.in/IPBS/Lic_IP_BS_Prepare_Requisition.aspx`. The page header includes the Excise Department logo, the text "EXCISE DEPARTMENT", and the date "Monday, December 05 2011, 4:01:55 PM". A navigation menu contains "Home", "Directory Data", "Master Data", "Import (BS)", and "Log Out". The main content area features a banner for "Requisition For Import Permit-Cum-Pass For Bulk Spirit" and a series of tabs: "Consignee", "Issued IPs", "Consignor", "Route", and "Consignment". The "Consignment" tab is active, displaying a "Container Type" dropdown menu with the text "-Select-". A black arrow points from a white box containing the text "Select Container Type" to the dropdown menu. Below the dropdown, there is a link that says "Click Here to view Types of Spirit". The footer contains the text: "Contents provided by the Department of Excise, Government of West Bengal. Site Designed, hosted and maintained by National Informatics Centre. Best viewed in Internet Explorer 8.0 / Firefox 3.6 or later. Legal Disclaimer".

If you select Container Type “Full Tanker” then you will get the following screen.

Here you have to enter the **Total Way Bills** number and the **click on "OK"**.

Excise Department, Government of West Bengal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Excise Department, Government of West Be... +

wbexcise.gov.in/IPBS/Lic_IP_BS_Prepare_Requisition.aspx

EXCISE DEPARTMENT

GOVERNMENT OF WEST BENGAL

Monday, December 05 2014 4:07:22 PM

Home Directory Data Master Data Import (BS) Log Out

Requisition For Import Permit-Cum-Pass For Bulk Spirit

Consignee Issued IPs Consignor Route Consignment

Container Type Full Tanker

Total WBills 3 Ok

Container Details :

Click Here to view Types of Spirit

| Qty(BL) | SpiritType | Strength | End Product | Denaturant Type | No. | Click Here To |
|------------|------------|----------|-------------|-----------------|-----|---------------|
| --Select-- | | | | | | Save |

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Click Here

After clicking "ok" you will get the following screen.

Here you have to put Way Bill Number. If your way bill number contains only numeric values then it should be a **15 digit number**. If it contains character then it should be **8 digit**. After that please fill the container details simultaneously.

Excise Department, Government of West Bengal - Mozilla Firefox

wbexcise.gov.in/IPBS/Lic_IP_BS_Prepare_Requisition.aspx

Home Directory Data Master Data Import (BS) Log Out

Requisition For Import Permit-Cum-Pass For Bulk Spirit

Consignee Issued IPs Consignor Route Consignment

Container Type: Full Tanker

Total WBills: 3 Refresh

| SL No. | Way Bill No. |
|--------|--------------|
| 1 | |
| 2 | |
| 3 | |

Put Your Way Bill Number Properly

Container Details :

[Click Here to view Types of Spirit](#)

| Qty(BL) | SpiritType | Strength | End Product | Denaturant Type | No. | Click Here To |
|------------|------------|----------|-------------|-----------------|-----|---------------|
| --Select-- | | | | | 3 | Save |

Select Quantity

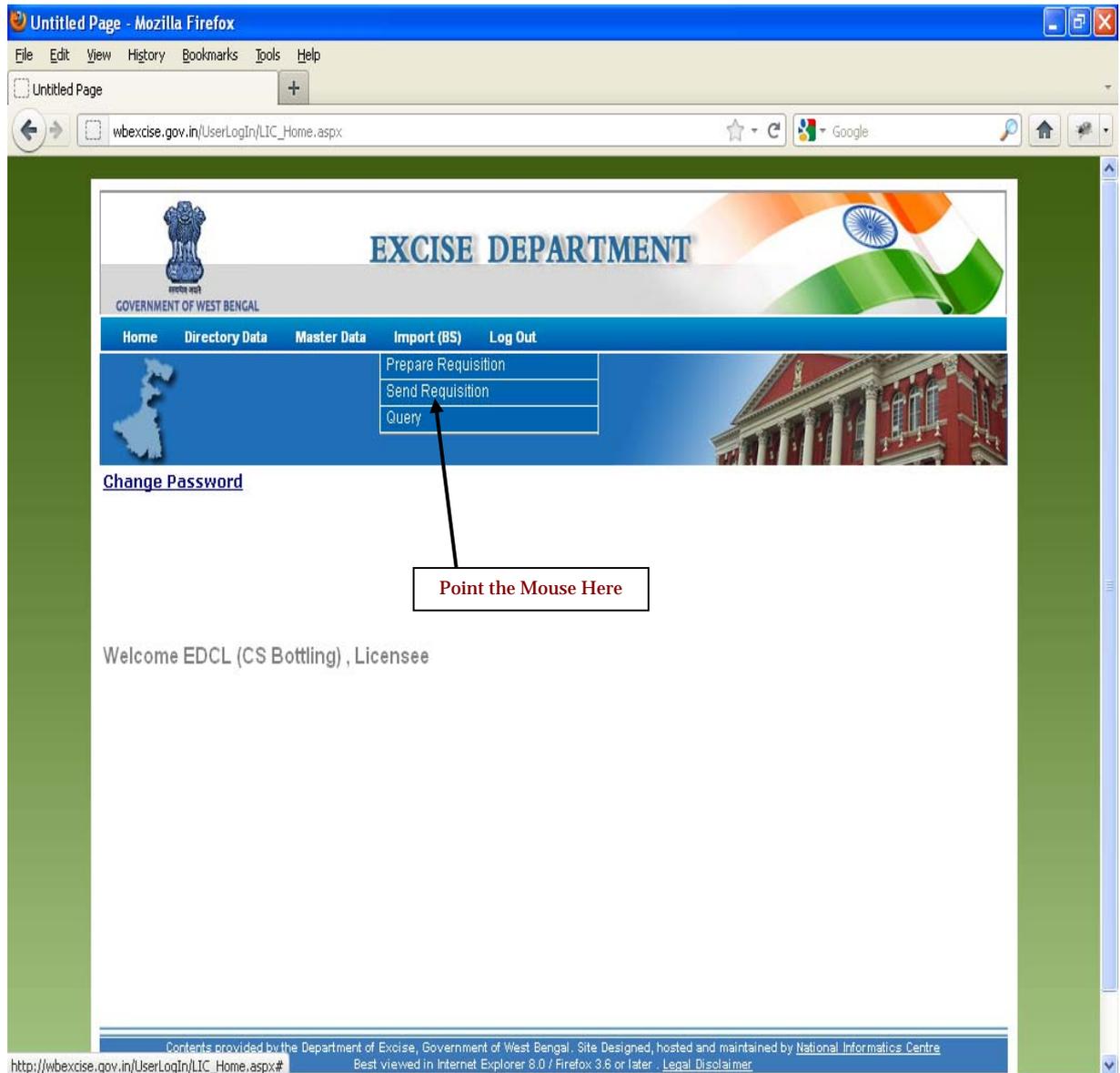
Click on Save

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If your requisition already exists then you will get a warning after clicking on SAVE button .you can change the waybill number. If you get successful message after clicking on save button then your data is saved.

4.1 SEND REQUISITION

After preparing requisition open the **Send Requisition** sub menu from **Import(BS)** menu.



4.1.1 SEND REQUISITION SCREEN

Here you can see your prepared requisition number and date. There are three options in this page.

Cancel Requisition :-> you can cancel requisition if by submitting proper reason.

View Requisition :-> you can see your requisition details.

Send to Excise Officer :-> you can send the requisition form to the excise officer one by one.

Total : 9

| Requisition Id. No. & Date | Serial No | Click To | Click To | Click To |
|--------------------------------------|-----------|------------------------------------|----------------------------------|--|
| BS/UB/2011-2012/0653/05 - 01/12/2011 | 5 | Cancel Requisition | View Requisition | Send To Excise Officer |
| BS/UB/2011-2012/0653/04 - 01/12/2011 | 4 | Cancel Requisition | View Requisition | Send To Excise Officer |
| BS/UB/2011-2012/0653/03 - 01/12/2011 | 3 | Cancel Requisition | View Requisition | Send To Excise Officer |
| BS/UB/2011-2012/0653/02 - 01/12/2011 | 2 | Cancel Requisition | View Requisition | Send To Excise Officer |
| BS/UB/2011-2012/0653/01 - 01/12/2011 | 1 | Cancel Requisition | View Requisition | Send To Excise Officer |
| BS/UB/2011-2012/0634/01 - 30/11/2011 | 1 | Cancel Requisition | View Requisition | Send To Excise Officer |
| BS/UB/2011-2012/0628/02 - 30/11/2011 | 2 | Cancel Requisition | View Requisition | Send To Excise Officer |
| BS/UB/2011-2012/0628/01 - 30/11/2011 | 1 | Cancel Requisition | View Requisition | Send To Excise Officer |
| BS/UB/2011-2012/0627/01 - 30/11/2011 | 1 | Cancel Requisition | View Requisition | Send To Excise Officer |

Send Requisition to Excise officer

4.3 QUERY SCREEN

You can see your requisition status in the query sub menu from **Import(BS) menu**. This page will come from **Import(BS)->Query menu**.

The screenshot shows a web browser window titled 'Untitled Page - Mozilla Firefox'. The address bar contains the URL 'wbexcise.gov.in/IPBS/Send_Requisition_Status_Licensee.aspx'. The page content includes the Excise Department logo and the text 'EXCISE DEPARTMENT' and 'GOVERNMENT OF WEST BENGAL'. A navigation menu has 'Home', 'Directory Data', 'Master Data', 'Import (BS)', and 'Log Out'. Below this is a 'Query' section with a map of West Bengal. There are two radio buttons: 'Requisition Status' (selected) and 'Search By WayBill'. Below these are two date input fields: 'From 05/11/2011' and 'To 05/12/2011', followed by a 'Search' button. An arrow points from the 'Search' button to a callout box containing the text 'Click here to view the Requisition Status'. At the bottom of the page, there is a footer with the text: 'Contents provided by the Department of Excise, Government of West Bengal. Site Designed, hosted and maintained by National Informatics Centre. Best viewed in Internet Explorer 8.0 / Firefox 3.0 or later. Legal Disclaimer.'

4.3.1 VIEW REQUESTION

You can see your requisition status after clicking the search button.

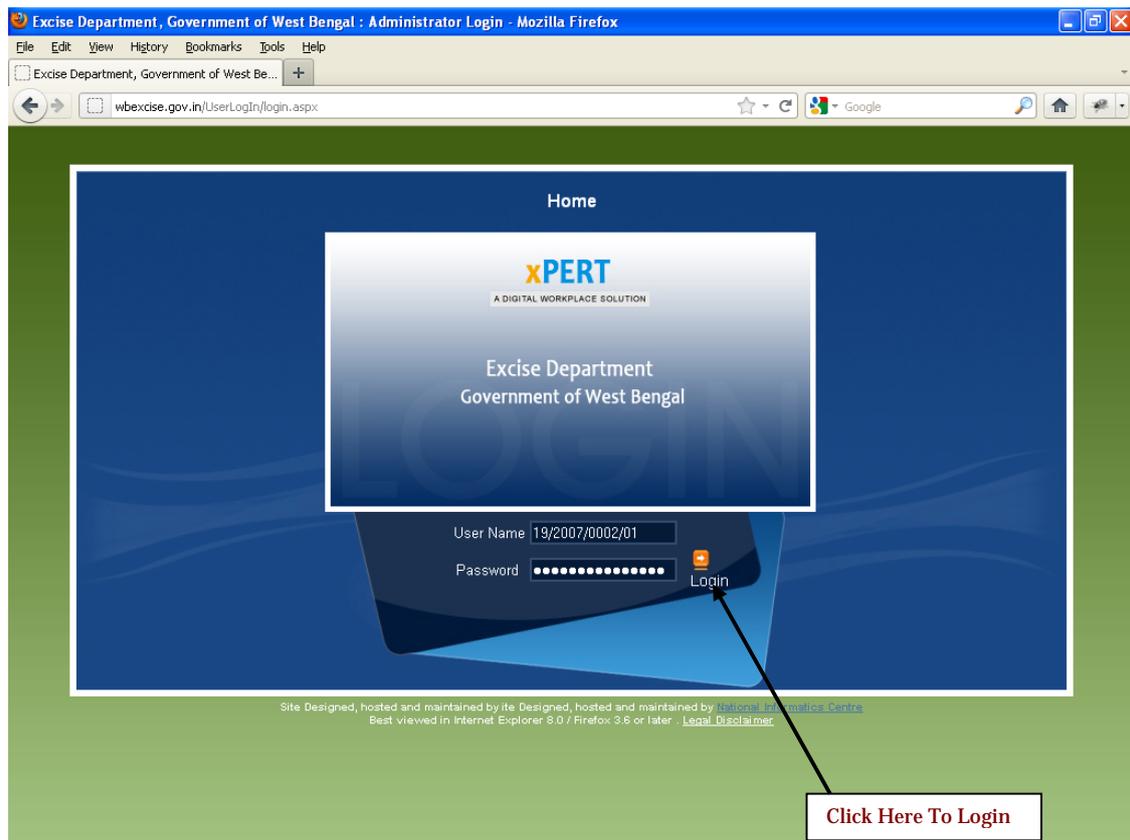
| Sl.No | Requisition ID No. | Requisition Date | Way Bill No. | State | Consignor | Requisition Status Description |
|-------|-------------------------|------------------|-----------------|----------------|------------------------|--------------------------------|
| 1 | BS/UB/2011-2012/0674/01 | 05/12/2011 | 156564545674434 | ANDHRA PRADESH | United Spirits Limited | Permit/Pass Issued |
| 2 | BS/UB/2011-2012/0653/05 | 01/12/2011 | A8521455 | UTTAR PRADESH | Radico Khaitan Ltd | Lying with Consignee Licensee |
| 3 | BS/UB/2011-2012/0653/04 | 01/12/2011 | A8521466 | UTTAR PRADESH | Radico Khaitan Ltd | Lying with Consignee Licensee |
| 4 | BS/UB/2011-2012/0653/03 | 01/12/2011 | A8521478 | UTTAR PRADESH | Radico Khaitan Ltd | Lying with Consignee Licensee |
| 5 | BS/UB/2011-2012 | 01/12/2011 | A8521457 | UTTAR PRADESH | Radico Khaitan Ltd | Lying with Consignee Licensee |

View Here According selected date

Chapter – 5 TRANSACTION DATA

3.1 HOW TO LOGIN INTO THE BOND OFFICER

Enter valid “USERNAME” and “PASSWORD” and click on “Login” button.



Note: Different users to have different username and password.

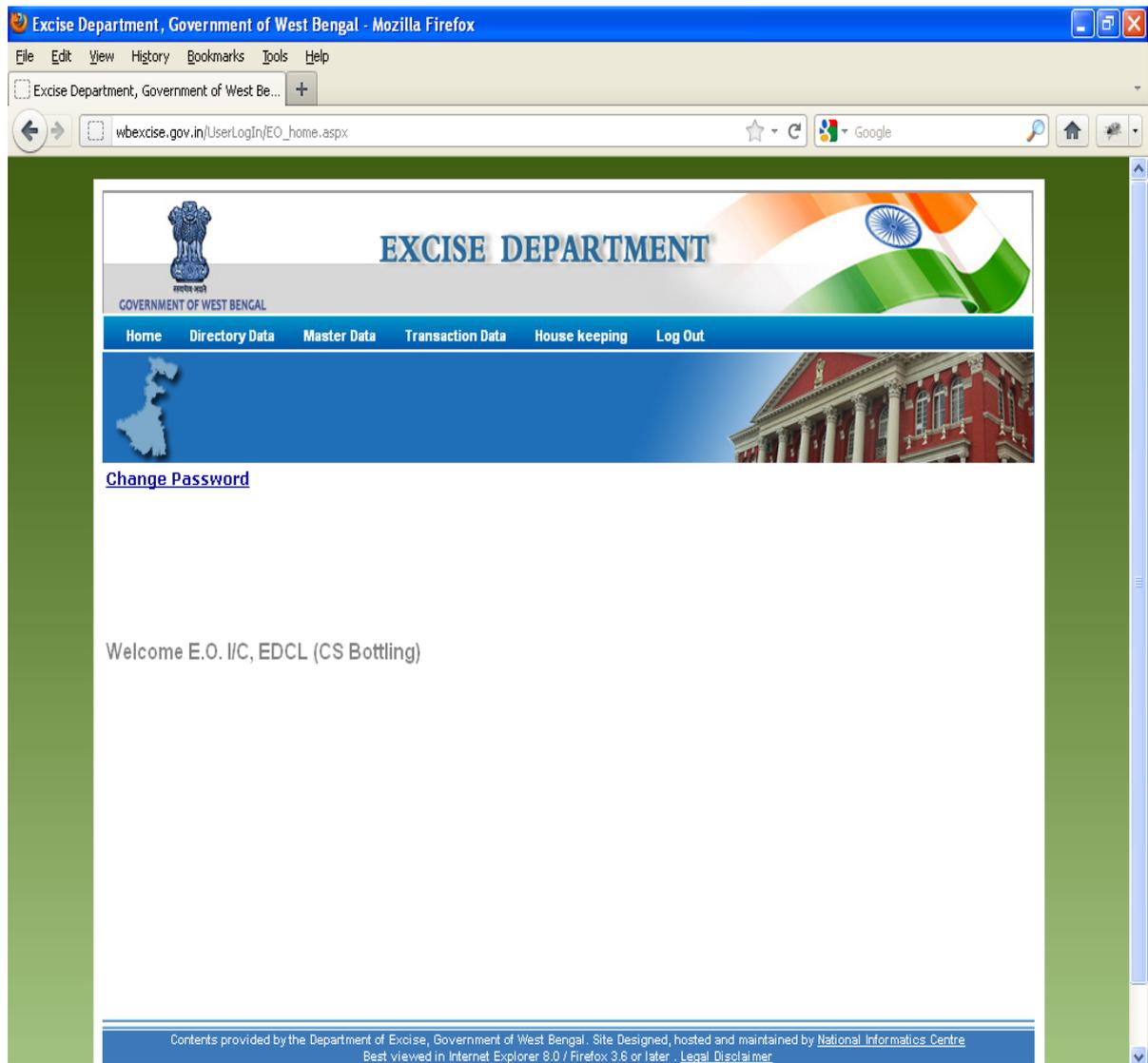
User Name and Password

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

Authentication of User Name and Password

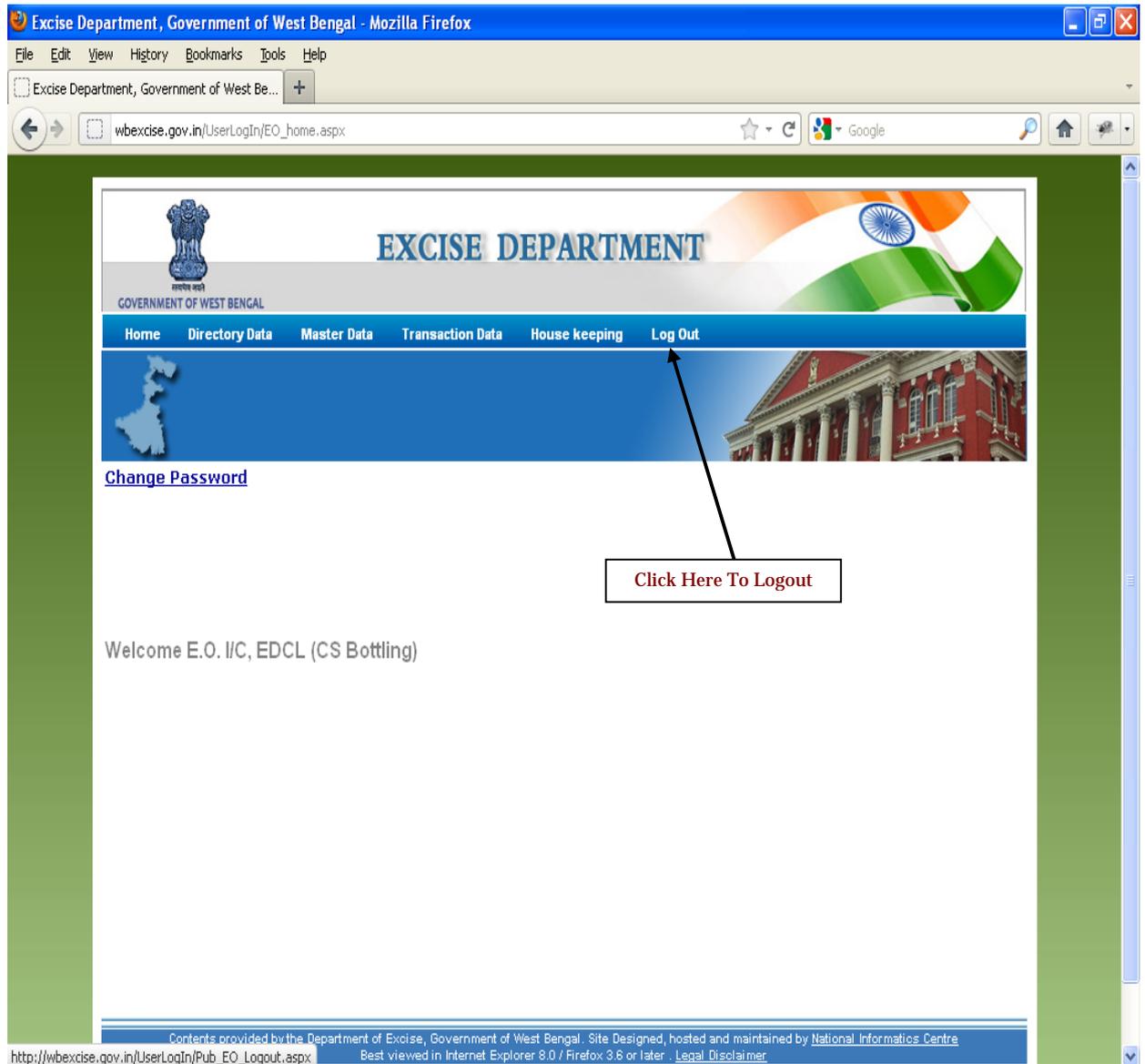
During authentication, username and password entered are verified to ensure authenticity of a user.

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



3.2 HOW TO LOG OUT FROM THE SITE

Click on “Logout” link in the menu as shown below:



5.Transaction Data

INTRODUCTION TO Transaction

Select the **Transaction** menu, **Sub Menus** will appear:

The screenshot shows a web browser window titled "Excise Department, Government of West Bengal - Mozilla Firefox". The address bar shows "wbexcise.gov.in/UserLogIn/EO_Home.aspx". The website header includes the Government of West Bengal logo and the text "EXCISE DEPARTMENT". A navigation menu contains "Home", "Directory Data", "Master Data", "Transaction Data", "House keeping", and "Log Out". The "Transaction Data" menu is expanded, showing sub-options: "Act on Requisition", "Query", "Issue A Slip", and "Reprint". A callout box with the text "Point the Mouse Here" points to the "Act on Requisition" option. Below the menu, there is a "Change Password" link and a welcome message: "Welcome E.O. I/C, Asansol Bottling&Packaging Co.Pvt.Ltd.(CS Bott.)". The footer contains copyright information and a disclaimer.

5.0 ACT ON REQUISITION

Click on the **Transaction Data->act on requisition** menu and the following page will appear.

The screenshot shows a web browser window displaying the Excise Department website. The page title is "Excise Department, Government of West Bengal". The URL is "wbexcise.gov.in/IPBS/EO_IP_BS_Act_Requisition.aspx". The page content includes the department's logo, the text "EXCISE DEPARTMENT", and the date "Monday, December 05 2011, 6:14:02 PM". A navigation menu includes "Home", "Directory Data", "Master Data", "Transaction Data", "House Keeping", and "Log Out". Below the menu, there is a banner for "IP-BS : Requisitions lying with the Excise Officer I/C". A table displays two requisitions, with a total of 2. The table has columns for "Requisition Id No.", "Requisition Date", "Serial No", and three "Click To" options: "View Requisition", "Cancel Requisition", and "Send To Competent Authority". An arrow points from a callout box to the "View Requisition" link in the first row of the table.

| Requisition Id No. | Requisition Date | Serial No | Click To | Click To | Click To |
|-------------------------|------------------|-----------|----------------------------------|------------------------------------|---|
| BS/UB/2011-2012/0594/02 | 29/11/2011 | 2 | View Requisition | Cancel Requisition | Send To Competent Authority |
| BS/UB/2011-2012/0594/01 | 29/11/2011 | 1 | View Requisition | Cancel Requisition | Send To Competent Authority |

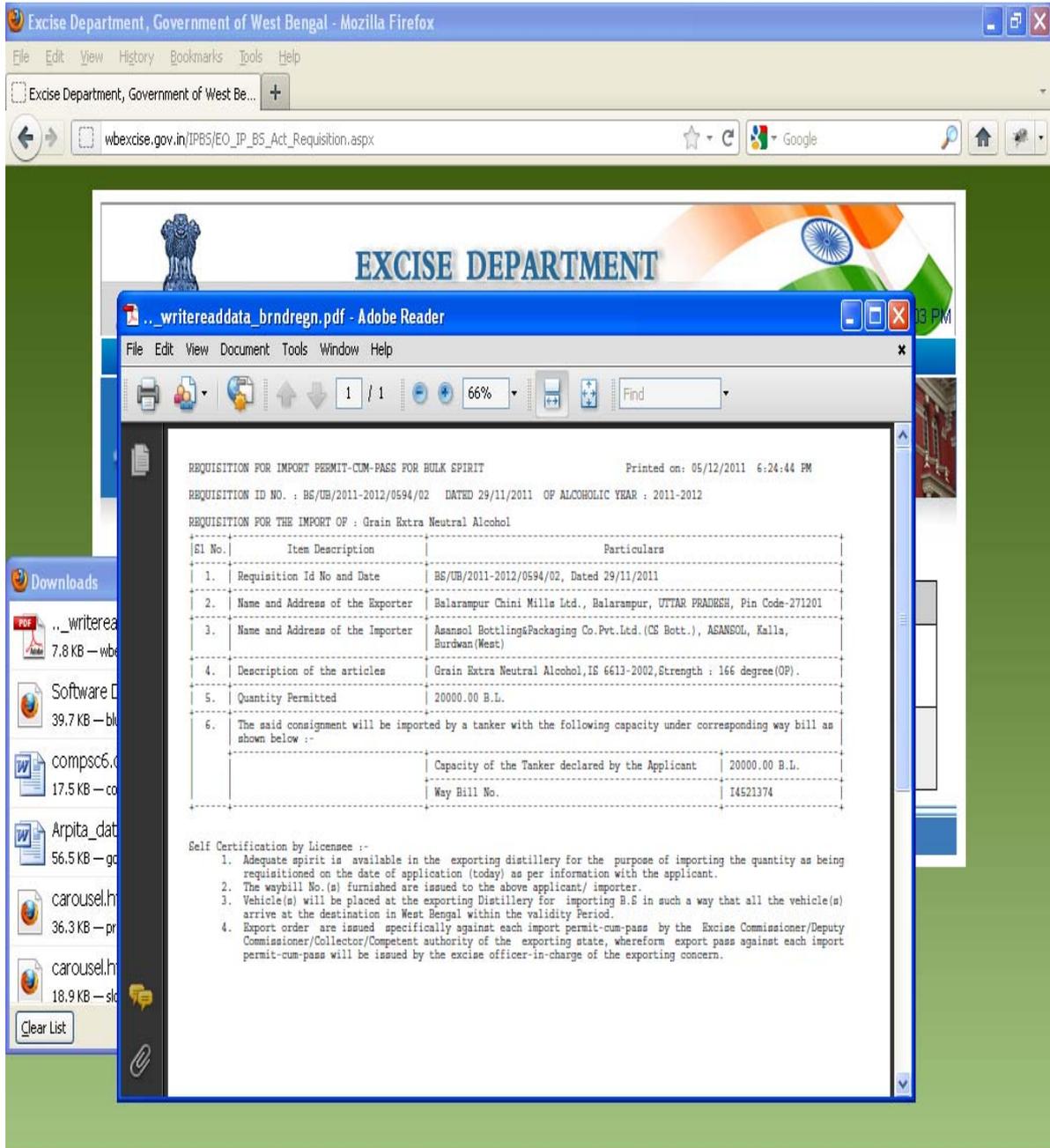
Click Here Consignor Tab

In this page you can see your requisition send by your licensee. There are three options in this page.

- i) **Cancel Requisition**:->you can canceled requisition if by submitting proper reason.
- ii) **View Requisition**:-> you can see your requisition details.
- iii) **Send to Authority**:-> you can send the requisition form to the excise officer.

5.0.1 View Requisition

After clicking the **View Requisition** Tab the following page will appear. Here you can download your requisition in pdf format.



5.2 QUERY SCREEN

The Query page comes from **Transaction Data->Query**. This page shows your requisition status .You can search it in two ways either by date or by using waybill number. Select options as you want, put valid information and click on search to get your requisition status.

The screenshot shows a web browser window titled "Untitled Page - Mozilla Firefox" with the URL "wbexcise.gov.in/IPBS/Send_Requisition_Status_EO.aspx". The page content includes the Government of West Bengal logo, the text "EXCISE DEPARTMENT", and a navigation menu with "Home", "Directory Data", "Master Data", "Transaction Data", "House keeping", and "Log Out". The "Query" section features two radio buttons: "Requisition Status" (selected) and "Search By WayBill". Below these are "From" and "To" date input fields containing "05/11/2011" and "05/12/2011" respectively, followed by a "Search" button. A callout box with the text "Click Here" and an arrow points to the "Search" button. The footer contains the text: "Contents provided by the Department of Excise, Government of West Bengal. Site Designed, hosted and maintained by National Informatics Centre. Best viewed in Internet Explorer 8.0 / Firefox 3.6 or later. Legal Disclaimer".

This page shows your requisition status . This search is done by date.

EXCISE DEPARTMENT
GOVERNMENT OF WEST BENGAL
Monday, December 05 2011, 6:44:53 PM

Home Directory Data Master Data Transaction Data House keeping Log Out

Query

Requisition Status Search By WayBill

From To Search

| Sl.No | Requisition ID No. | Requisition Date | Way Bill No. | State | Consignor | Requisition Status Description |
|-------|-----------------------------|------------------|--------------|------------------|--------------------------------|---|
| 1 | BS/UB/2011-2012 /0594/03 | 29/11/2011 | 4521375 | UTTAR PRADESH | Balarampur Chini Mills Ltd. | Lying with the DC [D&W] |
| 2 | BS/UB/2011-2012 /0594/02 | 29/11/2011 | 4521374 | UTTAR PRADESH | Balarampur Chini Mills Ltd. | Lying with Consignee Excise Officer /C |
| 3 | BS/UB/2011-2012 /0594/01 | 29/11/2011 | 4521373 | UTTAR PRADESH | Balarampur Chini Mills Ltd. | Lying with Consignee Excise Officer /C |

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5.3 ISSUE A. SLIP

Click on the **Transaction Data->Issue A.Slip** menu and the following page will appear.

IP-BS : Print Issue Authority

Requisition Date: From To

Total : 40

| Import Permit No. | Import Permit Date | Click To |
|---------------------------|--------------------|------------------------------|
| BS/UB/2011-2012/0652/01/P | 01/12/2011 | Print A.Slip |
| BS/UB/2011-2012/0646/01/P | 01/12/2011 | Print A.Slip |
| BS/UB/2011-2012/0639/05/P | 30/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0639/04/P | 30/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0639/03/P | 30/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0639/02/P | 30/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0639/01/P | 30/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0608/02/P | 30/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0610/01/P | 29/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0611/01/P | 29/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0602/02/P | 29/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0587/05/P | 28/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0587/04/P | 28/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0587/03/P | 28/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0587/02/P | 28/11/2011 | Print A.Slip |
| BS/UB/2011-2012/0587/01/P | 28/11/2011 | Print A.Slip |

This page provided you Authorization Slip. If you need A.Slip then click on **Print A.Slip**. The following screen will appear.

Please provide **proper date and click on Generate Authorization Slip** to get you're A. Slip. You get the A. Slip in pdf format. You also can save it .

The screenshot shows a web browser window titled "Excise Department, Government of West Bengal - Mozilla Firefox". The address bar shows the URL "http://wbexcise.gov.in/IPBS/Eo_Generate_IP.aspx". The page header includes the Government of West Bengal logo, the text "EXCISE DEPARTMENT", and the date "Tuesday, December 06, 2011, 12:14:33 AM". A navigation menu contains "Home", "Directory Data", "Master Data", "Transaction Data", "House keeping", and "Log Out". Below the menu, it says "IP-BS : Print Issue Authority".

A search section shows "Requisition Date: From 06/11/2011 To 06/12/2011 Search" and "Total : 46". Below this is a table with the following columns: "Import Permit No.", "Import Permit Date", and "Click To".

| Import Permit No. | Import Permit Date | Click To |
|---------------------------|--------------------|------------------------------|
| BS/UB/2011-2012/0674/01/P | 05/12/2011 | Print A Slip |
| BS/UB/2011-2012/0637/0 | | Print A Slip |
| BS/UB/2011-2012/0635/0 | | Print A Slip |
| BS/UB/2011-2012/0634/0 | | Print A Slip |
| BS/UB/2011-2012/0631/0 | | Print A Slip |
| BS/UB/2011-2012/0622/0 | | Print A Slip |
| BS/UB/2011-2012/0622/04/P | 30/11/2011 | Print A Slip |
| BS/UB/2011-2012/0622/03/P | 30/11/2011 | Print A Slip |
| BS/UB/2011-2012/0622/02/P | 30/11/2011 | Print A Slip |
| BS/UB/2011-2012/0622/01/P | 30/11/2011 | Print A Slip |
| BS/UB/2011-2012/0578/09/P | 23/11/2011 | Print A Slip |
| BS/UB/2011-2012/0578/08/P | 23/11/2011 | Print A Slip |
| BS/UB/2011-2012/0578/07/P | 23/11/2011 | Print A Slip |
| BS/UB/2011-2012/0578/06/P | 23/11/2011 | Print A Slip |
| BS/UB/2011-2012/0578/05/P | 23/11/2011 | Print A Slip |
| BS/UB/2011-2012/0578/04/P | 23/11/2011 | Print A Slip |
| BS/UB/2011-2012/0578/03/P | 23/11/2011 | Print A Slip |
| BS/UB/2011-2012/0578/02/P | 23/11/2011 | Print A Slip |
| BS/UB/2011-2012/0578/01/P | 23/11/2011 | Print A Slip |

A modal dialog box is overlaid on the table. It contains a "Select Issue Date" field with the value "22/12/2011" and a "Generate Authorization Slip" button. An arrow points from a "Click Here" box to the button.

5.4 REPRINT

Click on the **Transaction Data->Reprint** menu and the following page will appear. After printing the **Issue A. Slip** we get data to Reprint page and we can print a slip again from here.

The screenshot shows a web browser window displaying the Excise Department website. The page title is "Excise Department, Government of West Bengal - Mozilla Firefox". The URL is "wbexcise.gov.in/IPBS/EO_IssueASlip_Reprint.aspx". The page content includes the Excise Department logo, the text "EXCISE DEPARTMENT", and the date "Monday, December 05 2011, 6:50:00 PM". A navigation menu contains "Home", "Directory Data", "Master Data", "Transaction Data", "House keeping", and "Log Out". Below the menu is a banner for "IP-BS : Reprint Issue Authority". A search form shows "Requisition Date: From 05/11/2011 To 05/12/2011 Search". Below the search form, it says "Total : 3". A table with three columns: "Import Permit No.", "Import Permit Date", and "Allow To" is displayed. The table contains three rows of data. The "Allow To" column contains links to "Issue A Slip". A black arrow points from a "Click Here" button in a white box at the bottom right to the first "Issue A Slip" link in the table.

| Import Permit No. | Import Permit Date | Allow To |
|---------------------------|--------------------|------------------------------|
| BS/UB/2011-2012/0652/01/P | 01/12/2011 | Issue A Slip |
| BS/UB/2011-2012/0603/01/P | 29/11/2011 | Issue A Slip |
| BS/UB/2011-2012/0592/03/P | 29/11/2011 | Issue A Slip |

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[Click Here](#)

5.5 BVR TRANSACTION

Click on the **House Keeping->BVR Transaction** menu and the following page will appear.

It is the Bond value transaction Register page. Please fill up the form properly and the click **SAVE** to submit your form. This page also contains a Search by date option from where you can find out BVR Transaction details. You also can print it as pdf document by clicking on **Print To As** button.

Excise Department, Government of West Bengal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Excise Department, Government of West Be...

wbexcise.gov.in/IPBS/HKeeping_BVR_Transaction.aspx

Home Directory Data Master Data Transaction Data House keeping Log Out

BVR Transaction
PL (Duty) Transaction

Bond Value Transaction Register

Licensee Asansol Bottling&Packaging Co.Pvt.Ltd.(CS Bott.)

Transaction Date 05/12/2011

Requisition/Permit/Pass No.

Opening Balance 74172798.00

Transaction Type -Select-

Transaction Amount

Closing Amount

Remarks

Cancel Save

Print To As :

From Date 20/11/2011 To Date 05/12/2011 Search

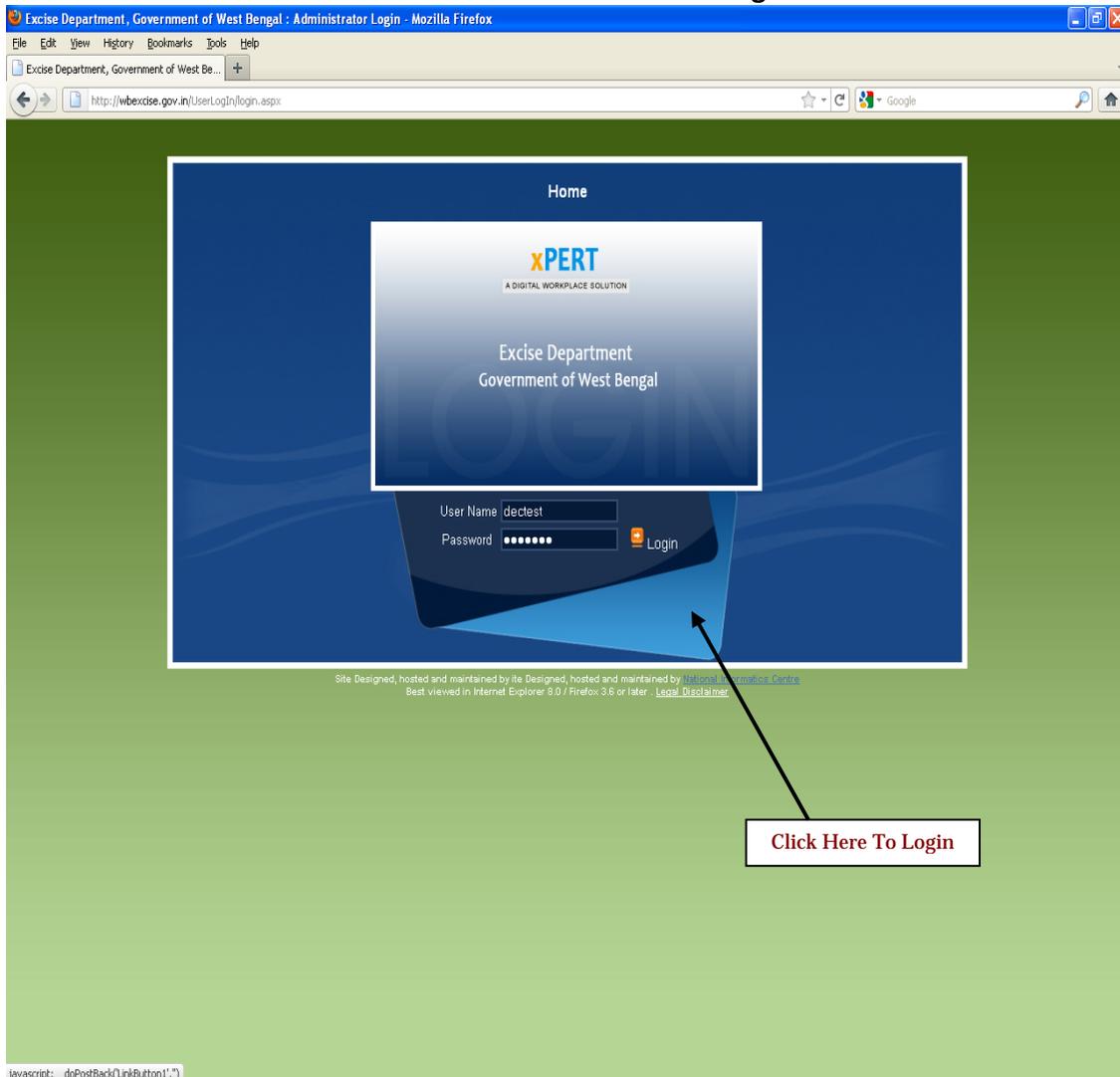
| Transaction Date | Transaction Type | Opening Balance(Rs.) | Transaction Amount(Rs.) | Closing Balance(Rs.) | Remarks | Click To |
|------------------|------------------|----------------------|-------------------------|----------------------|---------|----------|
| 29/11/2011 | Credit | -25827201.00 | 99999999.00 | 74172798.00 | fgfgf | Delete |
| 29/11/2011 | Credit | -35827200.00 | 99999999.00 | -25827201.00 | lyty | Delete |
| | | 5827200.00 | 10000000.00 | -35827200.00 | ghgh | Delete |

Click Save

Chapter – 6

HOW TO LOGIN INTO THE DEPUTY EXCISE OFFICER

Enter valid “USERNAME” and “PASSWORD” and click on “Login” button.



Note: Different users to have different username and password.

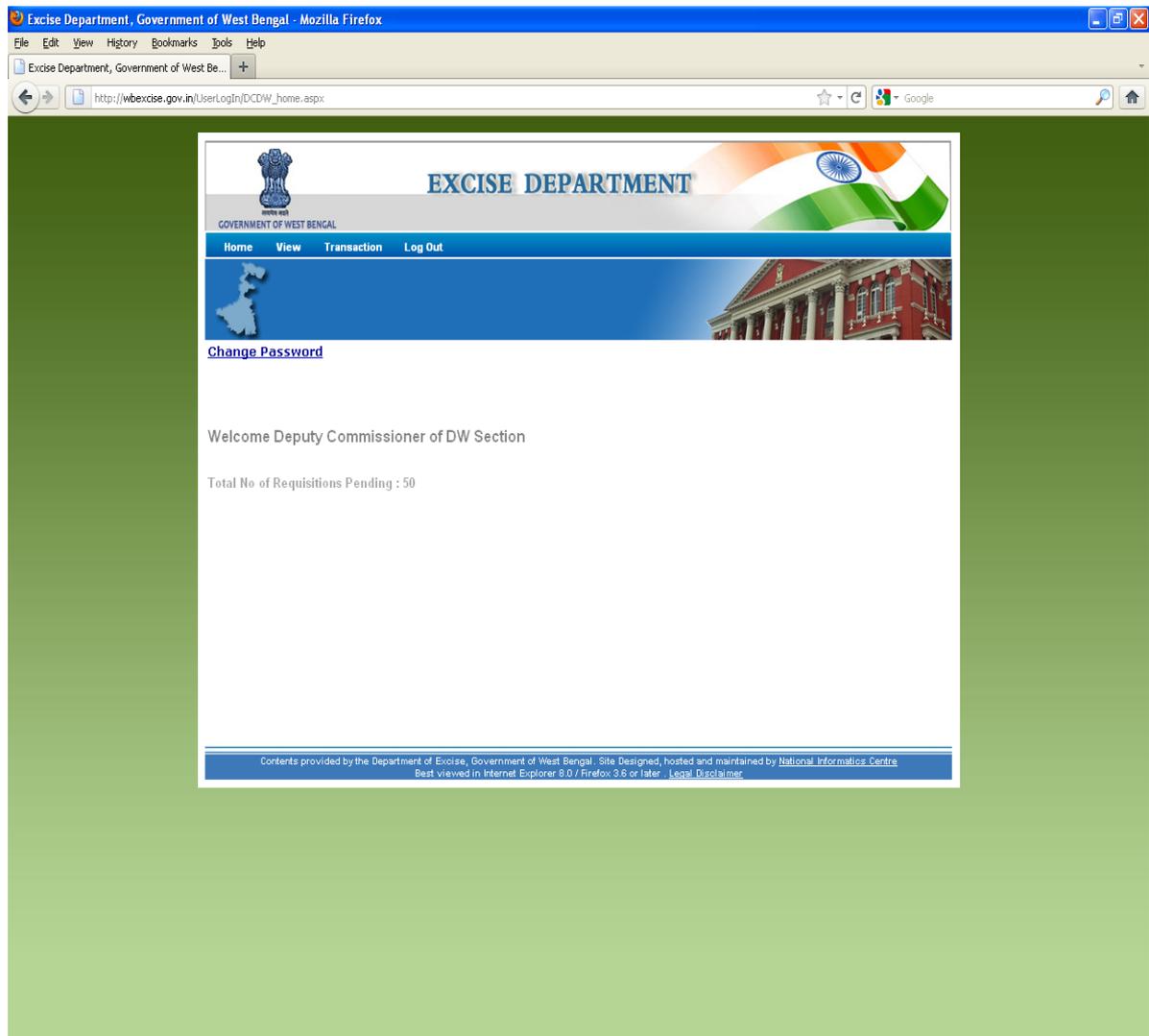
User Name and Password

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

Authentication of User Name and Password

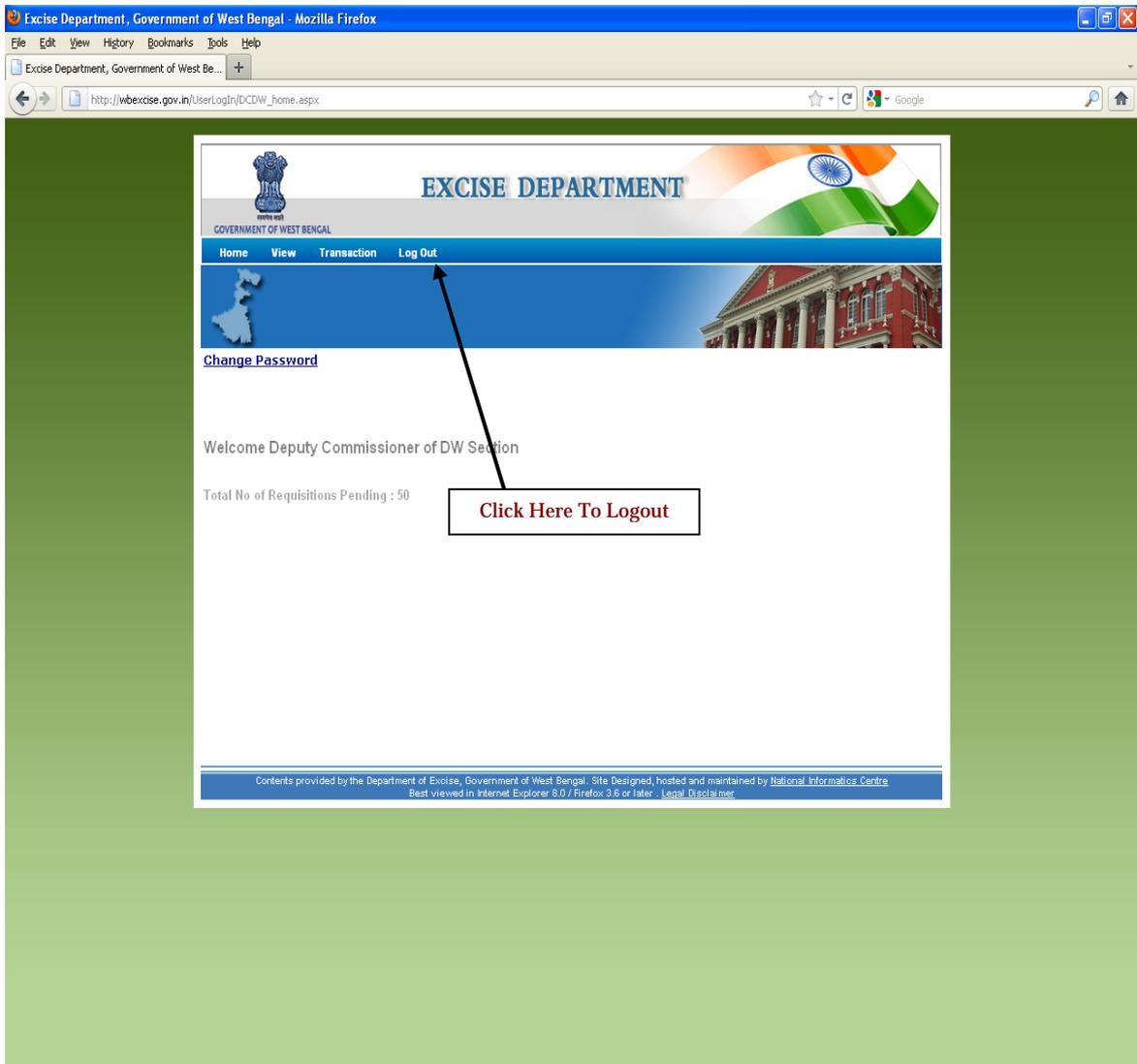
During authentication, username and password entered are verified to ensure authenticity of a user.

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



6.0 HOW TO LOG OUT FROM THE SITE

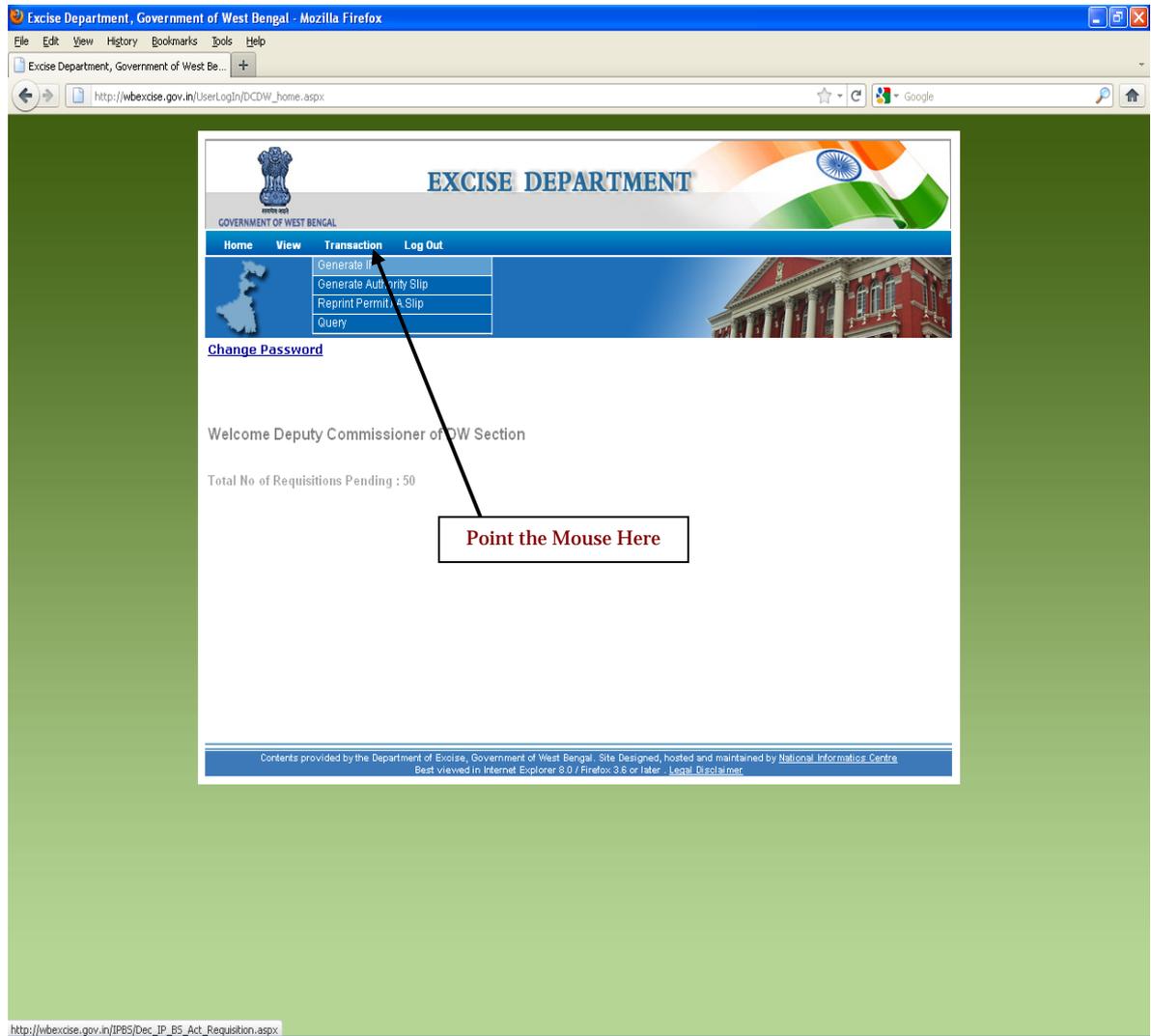
Click on “**Logout**” link in the menu as shown below:



6.0.Transaction

INTRODUCTION TO Transaction

Select the **Transaction** menu, **Sub Menus** will appear:



6.1 GENERATE IP

The **Generate IP** page comes from **Transaction-> Generate IP**. This page provides a search option. By selecting proper requisition date from calendar as shown in fig. you can search and get the summary of district wise requisition. If you want the details status of districts wise requisition then select **Total no Of Requisition**.

The screenshot shows the 'Excise Department, Government of West Bengal' web application. The page title is 'IP-BS : Requisitions lying with the D.C.[D&W]'. It features a search interface with 'Requisition Date: From 25/11/2011 To 06/12/2011' and a 'Search' button. A calendar for November 2011 is displayed, with the date 11th highlighted. Below the calendar is a table titled 'Summary' with the following data:

| | Total No. of Requisitions |
|----------------|---------------------------|
| Kolkata(South) | 1 |
| Kolkata(North) | 13 |
| Total | 50 |

At the bottom of the page, there is a footer: 'Contents provided by the Department of Excise, Government of West Bengal. Site Designed, hosted and maintained by National Informatics Centre. Best viewed in Internet Explorer 8.0 / Firefox 3.8 or later. Legal Disclaimer.'

Two callout boxes are present: 'Select Date' with an arrow pointing to the calendar, and 'Click Here' with an arrow pointing to the table.

This page shows district wise requisition status in detail.

The screenshot shows the Excise Department website interface. At the top, there is a header with the department name and a navigation menu. Below the header, there is a search bar for requisition dates. The main content area is divided into two sections: a summary table and a detailed requisition list table.

Summary Table:

| District Name | Total No. of Requisitions |
|-------------------|---------------------------|
| Burdwan(West) | 13 |
| Birbhum | 13 |
| Darjeeling | 6 |
| Hooghly | 6 |
| Jalpaiguri | 5 |
| Malda | 6 |
| North 24-Parganas | 4 |
| South 24-Parganas | 1 |
| Kolkata(South) | 1 |
| Kolkata(North) | 13 |
| Total | 50 |

Total : 3

Detailed Requisition List Table:

| Requisition Id No. | Requisition Date | Serial No | Consignee Name | WayBill No | Click To | Click To | Click To |
|-------------------------|------------------|-----------|--|------------|----------------------------------|------------------------------------|-----------------------------|
| BS/UB/2011-2012/0595/04 | 29/11/2011 | 4 | IFB Agro Industries | 11222225 | View Requisition | Cancel Requisition | Generate IP |
| BS/UB/2011-2012/0595/03 | 29/11/2011 | 3 | IFB Agro Industries | 11222224 | View Requisition | Cancel Requisition | Generate IP |
| BS/UB/2011-2012/0594/03 | 29/11/2011 | 3 | Asansol Bottling&Packaging Co.Pvt.Ltd.(CS Bott.) | 4521375 | View Requisition | Cancel Requisition | Generate IP |

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Click Here

There are three options in this page.

- i) **View Requisition:** If you want to view a particular requisition then click on respective **View Requisition** link to view it.
- ii) **Cancel Requisition:** If you want to cancel a particular requisition then click on respective **Cancel Requisition** link to cancel it.
- iii) **Generate IP:** If you want to Generate IP for a particular requisition then click on respective **Generate IP** link to generate it. It will be saved in pdf format.

6.2 GENERATE AUTHORITY SLIP

The **Generate Authority Slip** page comes from **Transaction-> Generate Authority Slip**. This page provides a search option. By selecting proper requisition date from calendar and selecting District name from menu you can search and get the summary of district wise requisition. If you want the details status of districts wise requisition then select **Total no Of Requisition**.

Excise Department, Government of West Bengal - Mozilla Firefox

Excise Department, Government of West Bengal

http://wbexcise.gov.in/IPBS/Dec_IP_BS_Act_Requisition_New.aspx

EXCISE DEPARTMENT

GOVERNMENT OF WEST BENGAL

Tuesday, December 06, 2011, 12:29:41 AM

Home View Transaction Log Out

IP-BS : IP already Generated by the Deputy Commissioner

Requisition Date: From 09/11/2011 To 06/12/2011 Search

District Name

- Select--
- Select--
- Birbhum
- Burdwan(West)
- Darjeeling
- Hooghly
- Howrah
- Jalpaiguri
- Kolkata(North)
- Kolkata(South)
- Malda
- North 24-Parganas
- South 24-Parganas

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Select Date

Click Here

This page shows district wise requisition status in detail.

Excise Department, Government of West Bengal - Mozilla Firefox

Excise Department, Government of West Bengal

http://wbexcise.gov.in/IPBS/Dec_IP_BS_Act_Requisition_New.aspx

Home View Transaction Log Out

IP-BS : IP already Generated by the Deputy Commissioner

Requisition Date: From 09/11/2011 To 06/12/2011 Search

District Name Burdwan(West)

Total : 39

| Click To | Requisition Id. No. | Requisition Date | Serial No | Click To | Click To | Auth. Slip |
|----------------------------------|-------------------------|------------------|-----------|-------------------------------|--------------------------|------------------------------|
| View Requisition | BS/UB/2011-2012/0652/01 | 01/12/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0646/01 | 01/12/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0639/05 | 30/11/2011 | 5 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0639/04 | 30/11/2011 | 4 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0639/03 | 30/11/2011 | 3 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0639/02 | 30/11/2011 | 2 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0639/01 | 30/11/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0611/01 | 29/11/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0610/01 | 29/11/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0608/02 | 29/11/2011 | 2 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0603/01 | 29/11/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0602/02 | 29/11/2011 | 2 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0595/04 | 29/11/2011 | 4 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0592/03 | 29/11/2011 | 3 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0587/05 | 28/11/2011 | 5 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0587/04 | 28/11/2011 | 4 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0587/03 | 28/11/2011 | 3 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0587/02 | 28/11/2011 | 2 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0587/01 | 28/11/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0586/01 | 28/11/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0574/01 | 22/11/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0573/10 | 22/11/2011 | 10 | Regenerate IP | Print IP | Print A Slip |

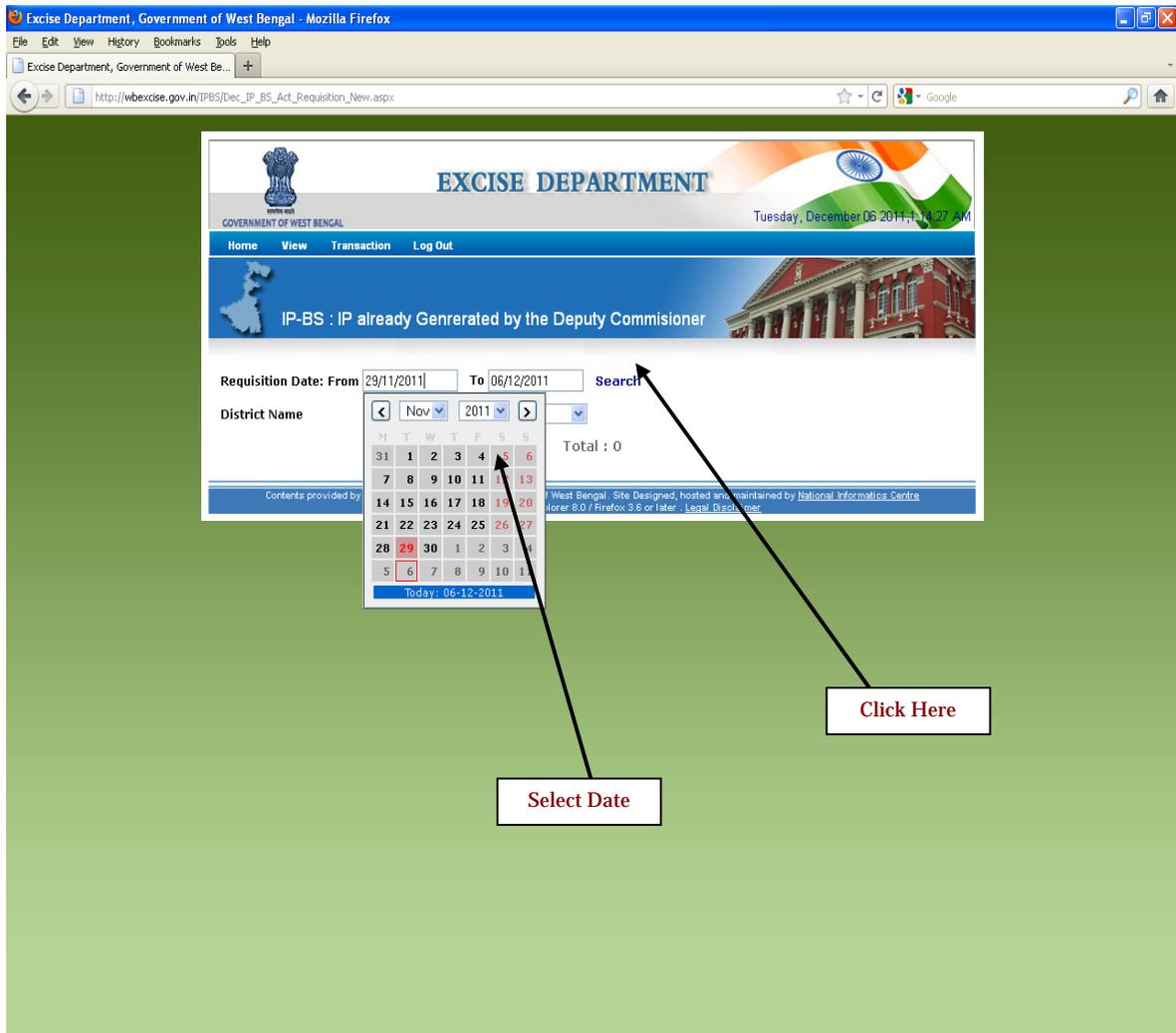
Click Here

There are four options in this page.

- i) View Requisition: If you want to view a particular requisition then click on respective **View Requisition** link to view it.
- ii) Regenerate IP: If you want to regenerate IP for a particular requisition then click on respective **Regenerate IP** link to regenerate it. You have to provide your password to regenerate IP.
- iii) Print IP: If you want to Print IP for a particular requisition then click on respective **Print IP** link. It will be saved in pdf format.
- iv) Print A. Slip: If you want to Print A.Slip for a particular requisition then click on respective **Print A.Slip** link. It will be saved in pdf format.

6.3 REPRINT PERMIT

The **Reprint Permit/ A.Slip** page comes from **Transaction->Reprint Permit/ A.Slip** . This page provides a search option. By selecting proper requisition date from calendar and selecting District name from menu you can search and get the summary of district wise requisition. If you want the details status of districts wise requisition then select **Total no Of Requisition**.



This page shows district wise requisition status in detail.

The screenshot shows the following details:

- Page Title:** Excise Department, Government of West Bengal - Mozilla Firefox
- URL:** http://wbexcise.gov.in/IPBS/Dec_IP_BS_Act_Requisition_New.aspx
- Header:** EXCISE DEPARTMENT, GOVERNMENT OF WEST BENGAL. Date: Tuesday, December 06 2011 11:42 AM.
- Navigation:** Home, View, Transaction, Log Out.
- Message:** IP-BS : IP already Generated by the Deputy Commissioner
- Search Filters:** Requisition Date: From 29/11/2011 To 06/12/2011. District Name: Burdwan(West).
- Total:** 14
- Table:**

| Click To | Requisition Id. No. | Requisition Date | Serial No | Click To | Click To | Auth. Slip |
|----------------------------------|-------------------------|------------------|-----------|-------------------------------|--------------------------|------------------------------|
| View Requisition | BS/UB/2011-2012/0652/01 | 01/12/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0646/01 | 01/12/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0639/05 | 30/11/2011 | 5 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0639/04 | 30/11/2011 | 4 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0639/03 | 30/11/2011 | 3 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0639/02 | 30/11/2011 | 2 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0639/01 | 30/11/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0611/01 | 29/11/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0610/01 | 29/11/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0608/02 | 29/11/2011 | 2 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0603/01 | 29/11/2011 | 1 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0602/02 | 29/11/2011 | 2 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0595/04 | 29/11/2011 | 4 | Regenerate IP | Print IP | Print A Slip |
| View Requisition | BS/UB/2011-2012/0592/03 | 29/11/2011 | 3 | Regenerate IP | Print IP | Print A Slip |
- Footer:** Contents provided by the Department of Excise, Government of West Bengal. Site Designed, hosted and maintained by National Informatics Centre. Best viewed in Internet Explorer 8.0 / Firefox 3.6 or later. Legal Disclaimer.

Click Here

There are four options in this page.

- i) View Requisition: If you want to view a particular requisition then click on respective **View Requisition** link to view it.
- ii) Regenerate IP: If you want to regenerate IP for a particular requisition then click on respective **Regenerate IP** link to regenerate it. You have to provide your password to regenerate IP.
- iii) Print IP: If you want to Print IP for a particular requisition then click on respective **Print IP** link. It will be saved in pdf format.
- iv) Print A. Slip: If you want to Print A.Slip for a particular requisition then click on respective **Print A.Slip** link. It will be saved in pdf format.

6.4 QUERY SCREEN

The Query page comes from **Transaction->Query**. This page shows your requisition status .You can search it in two ways either by date or by using waybill number. Select options as you want, then select district name from menu and put valid date. Then click on search to get your requisition status.

Untitled Page - Mozilla Firefox
http://wbexcise.gov.in/IPB5/Send_Requisition_Status_DCDW.aspx

EXCISE DEPARTMENT
GOVERNMENT OF WEST BENGAL
Tuesday, December 06 2011, 11:46 AM

Home View Transaction Log Out

Query

Requisition Status Search By WayBill

District Name --Select-- Search

From 06/11/2011 To 06/12/2011

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Select District

This page shows your requisition status. This search is done by date.

Home View Transaction Log Out

Query

Requisition Status Search By WayBill

District Name: Search

From: To:

| Sl.No | Requisition ID No. | Requisition Date | Way Bill No. | State | Consignor | Requisition Status Description |
|-------|-------------------------|------------------|----------------|---------------|--------------------------------------|--------------------------------|
| 1 | BS/UB/2011-2012/0652/01 | 01/12/2011 | 0349616 | UTTAR PRADESH | National Industrial Corporation Ltd. | Authority Slip Generated |
| 2 | BS/UB/2011-2012/0646/01 | 01/12/2011 | 0454222 | GOA | United Spirits Limited Goa | Permit/Pass Issued |
| 3 | BS/UB/2011-2012/0639/05 | 30/11/2011 | 0453254 | MAHARASHTRA | Tilaknagar Industries Ltd. | Permit/Pass Issued |
| 4 | BS/UB/2011-2012/0639/04 | 30/11/2011 | 0453253 | MAHARASHTRA | Tilaknagar Industries Ltd. | Permit/Pass Issued |
| 5 | BS/UB/2011-2012/0639/03 | 30/11/2011 | 0453252 | MAHARASHTRA | Tilaknagar Industries Ltd. | Permit/Pass Issued |
| 6 | BS/UB/2011-2012/0639/02 | 30/11/2011 | 0453251 | MAHARASHTRA | Tilaknagar Industries Ltd. | Permit/Pass Issued |
| 7 | BS/UB/2011-2012/0639/01 | 30/11/2011 | 0453250 | MAHARASHTRA | Tilaknagar Industries Ltd. | Permit/Pass Issued |
| 8 | BS/UB/2011-2012/0611/01 | 29/11/2011 | 12365125825698 | UTTAR PRADESH | DCM Shiram Industries Limited | Permit/Pass Issued |
| 9 | BS/UB/2011-2012/0610/01 | 29/11/2011 | 0777777 | MAHARASHTRA | Tilaknagar Industries Ltd. | Permit/Pass Issued |
| 10 | BS/UB/2011-2012/0608/02 | 29/11/2011 | 01999258 | GOA | United Spirits Limited Goa | Permit/Pass Issued |
| 11 | BS/UB/2011-2012/0608/01 | 29/11/2011 | 01999257 | GOA | United Spirits Limited Goa | Rejected by the DC [D&W] |

Chapter – 7

Troubleshooting Tips

1. **Issue:** I cannot login. Error message shows: "Username and Password Not Matched".

Answer : Error message indicates that an incorrect Logon ID and/or password were entered. Please verify that the correct Logon ID and password were entered. The **password** is **case sensitive**.

2. **Issue:** "Username and Password Not Matched" message is displayed sometime.

Answer : Please Ensure that Caps Lock is not On. The **password** is **case sensitive**.

3. **Issue:** After Clicking the Print Icon ,the printing of the document can not be started.

Answer : Please Ensure that the Printer device is correctly connected.

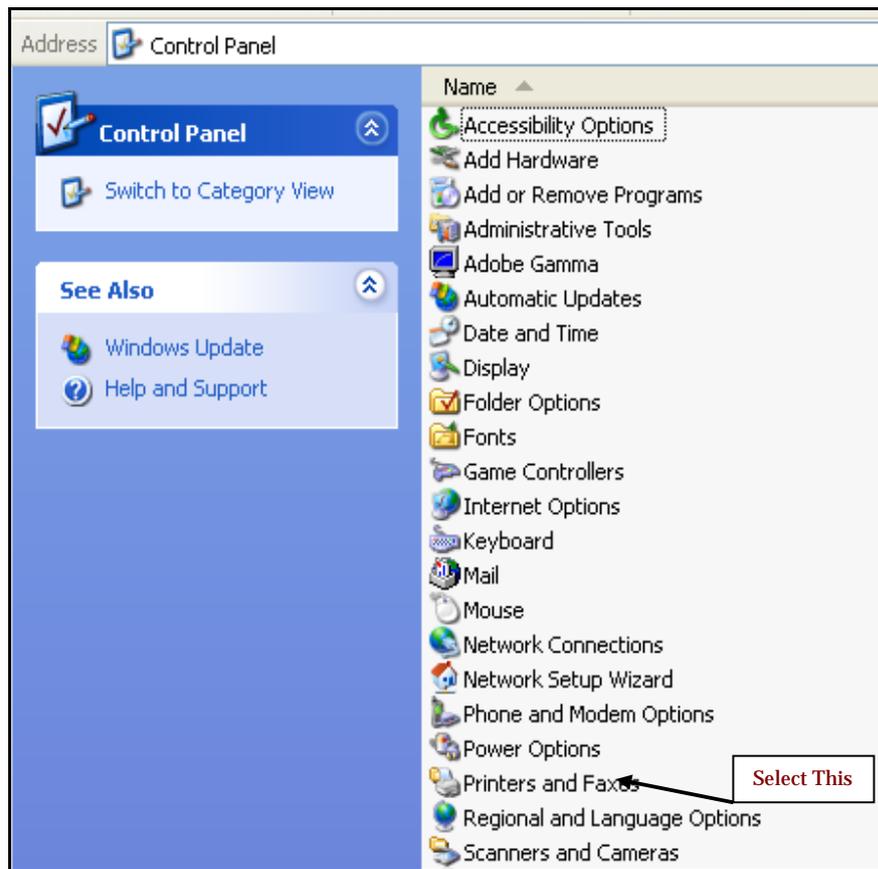
4. **Issue:** While Taking the printout of the IP/NOC ,the format of the document is distorted.

Answer : Please follow the following Steps:--

- Click on "Start" and then Click on "Control Panel".



- Click on  "Printers and Faxes".

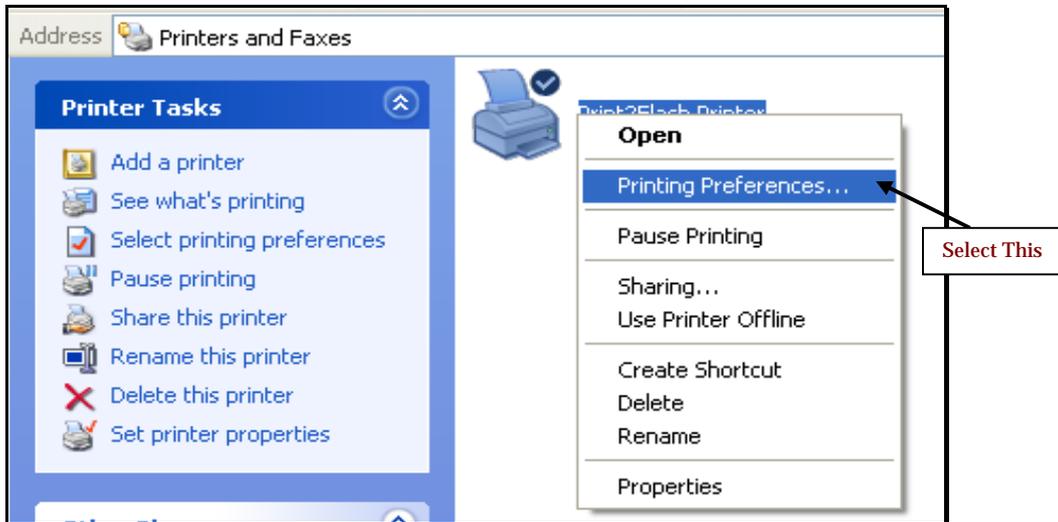


- On Clicking, below page is displayed.

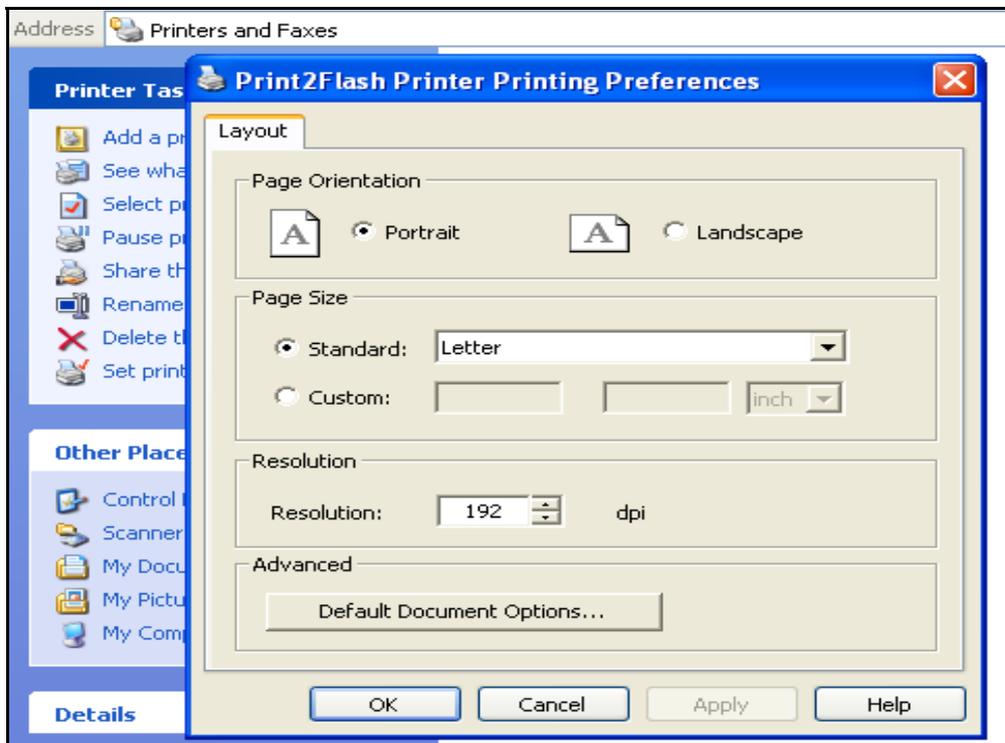




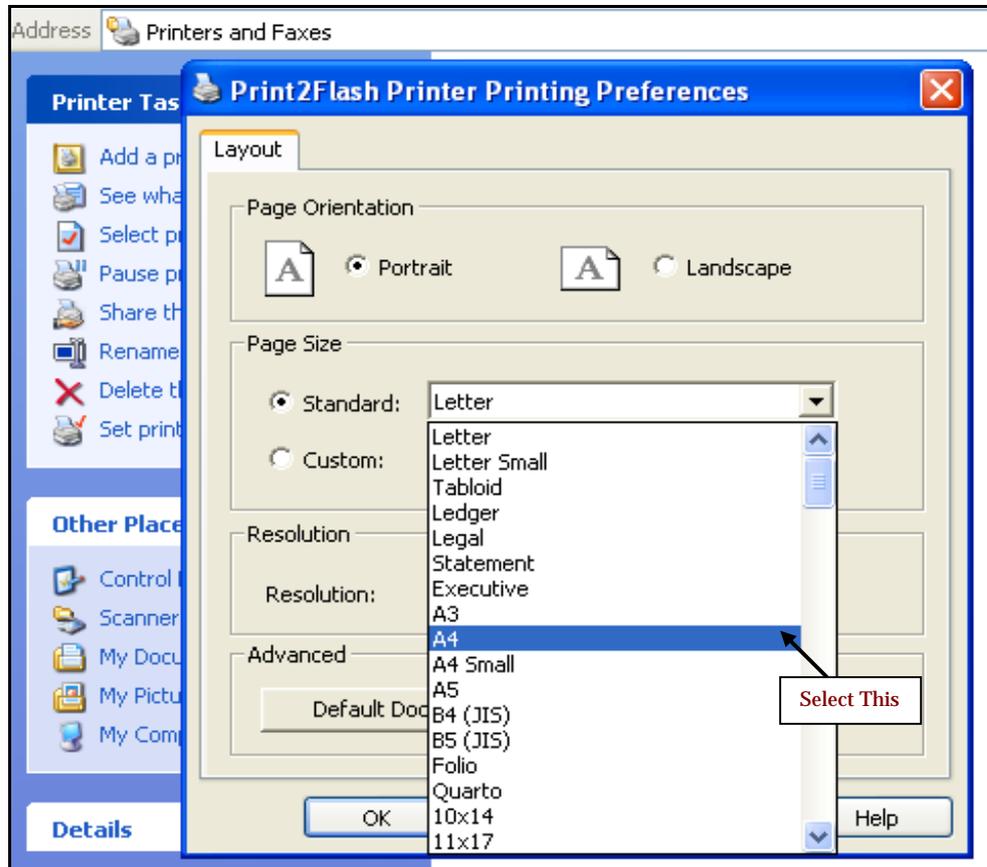
- Please Right Click on the icon . A menu is displayed. Click on “Printing Preferences”.



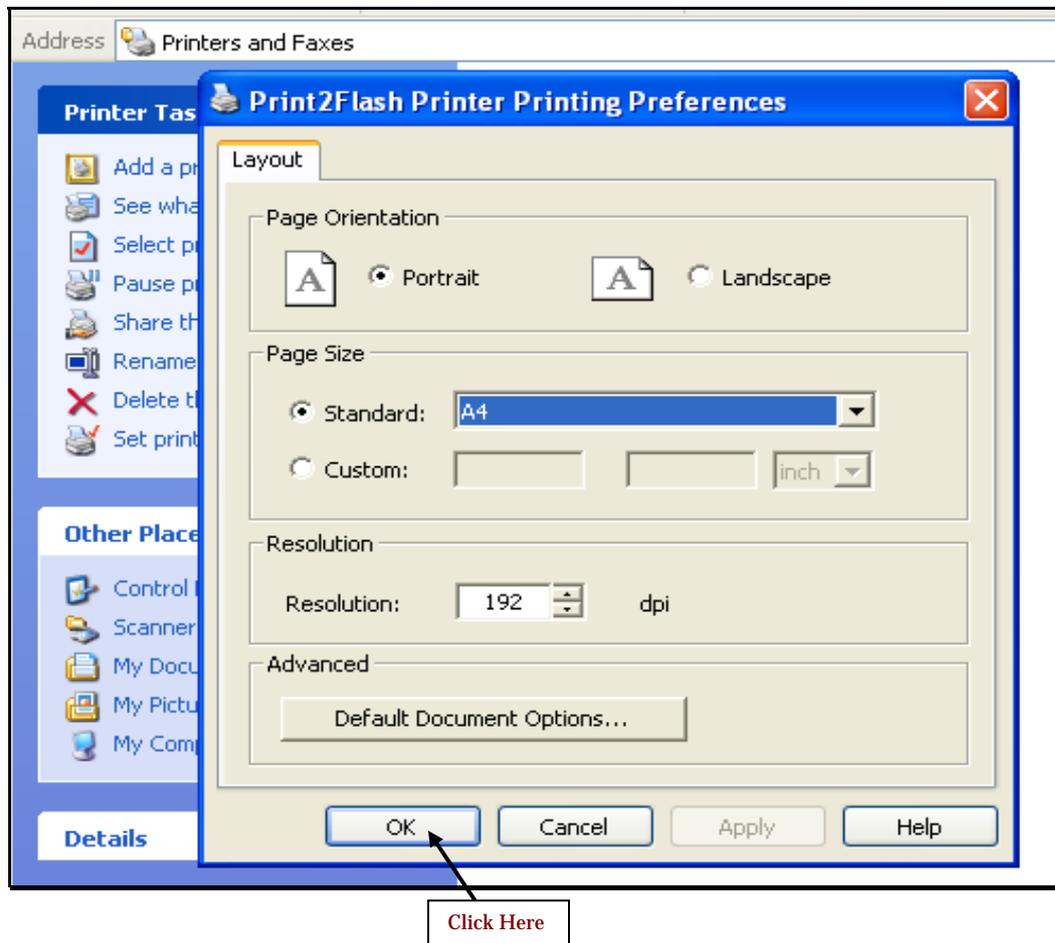
- On Clicking, below page is displayed.



- Please select the A4 Page Size from the Standard Dropdown list.



- Please Click “Ok”.



- Then please Click Print Icon of the Document. Print Out with Proper format can now be generated.

Chapter – 8

Glossary

A

Alert (alert box) - A message that appears on screen, usually to tell you something went wrong.

Antivirus --Software which protects computers from viruses and suchlike. Has to be updated frequently to keep up with the latest threats, so is usually sold with a subscription which enables you to download updates from the internet.

Application - A program in which you do your work.

ASCII (pronounced ask-key) - American Standard Code for Information Interchange. a commonly used data format for exchanging information between computers or programs.

B

Backup - A backup is an extra copy of your work, e.g. documents, pictures, Database etc, saved onto a removable storage medium such as CD, DVD or magnetic tape, so that if your computer is stolen or breaks down you don't lose everything.

BIOS - (*Basic Input/Output System*; pr. "by-oss") A program built into every PC for setting up very basic things, like how many hard and floppy disks you have and what type they are; the first thing that loads when you start your PC. You usually only need to access the BIOS if you are upgrading your hardware, e.g. adding more **RAM** or an extra **disk drive**, or setting a power-on password. BIOS settings are stored in a special type of memory called **CMOS**.

Bit - The smallest piece of information used by the computer. Derived from "binary digit". In computer language, either a one (1) or a zero (0).

Bluetooth - A wireless communication system for PCs and other computing devices. However Bluetooth devices from different manufacturers won't always communicate with each other reliably, so it hasn't really taken off as the industry had hoped, and is now under threat from faster wireless technologies (see **Wi-Fi**).

Bookmark - A computer procedure that allows a user to save (file) the URL of a Web site in order to return to it easily.

Browser - Browsers are applications used to view and work on the Internet. Popular Browsers include Internet Explorer, Mozilla Firefox and Safari.

Broadband -Internet access over a connection much faster than an ordinary modem, such as **ADSL** or cable.

Bug - Error, especially in a program, that has been missed in testing. The story goes that the original bug was an insect that got itself cremated inside an electrical circuit in an early computer, causing it to fail (and I don't suppose the insect enjoyed it much, either). It took them ages to figure out what was causing the problem, and when they eventually found the bug the story passed into legend.

Byte - A piece of computer information made up of eight bits.

C

CD-ROM - An acronym for Compact Disc Read-Only Memory.

CD-RW - *Compact Disk-ReWriter*) A CD drive which can create CDs, either audio or data, using special rewriteable CDs which are also often called CD-RWs. A CD-RW drive can also create ordinary CDs, though not rewrite them.

Character - A letter of the alphabet, number, space or punctuation mark is a character.

Class - A class groups related variables and functions in object-oriented programming (OOP). A class defines a collection of encapsulated instance variables and methods—functions—, optionally including implementations of those types and a constructor and destructor. Properties contain the data exposed by the class. Behaviors are the functionality exposed as defined by public methods—member functions—and events. A class describes both the properties and behaviors of objects. A class is not an object; rather, it is used to instantiate an object. A class is like a template for defining new types.

Client/server Architecture - Application architecture in which a database server replaces the file server. Client queries are answered directly using a relational database management system (DBMS). The client/server architecture reduces network traffic by providing a query response rather than complete file transfer. Also, it improves multi-user updating via a GUI front end to a shared database.

Clipboard - A temporary storage area of the computer's memory, where text or images can be stored while being copied or moved. **Caution:** The clipboard can hold only one item at a time. Be sure to paste one item before copying a second item.

Connection String - A **connection string** is a string that specifies information about a data source and the means of connecting to it. It is passed in code to an underlying driver or provider in order to initiate the connection.

The connection string may include attributes such as the name of the driver, server and database, as well as security information such as user name and password.

Control Panel - A program that allows you to change settings in a program or change the way a Mac looks and/or behaves.

Cookie --A small data file stored on your computer by a website, in theory to allow it to "remember" your preferences, but in practice mostly used to track which adverts you have seen. You can set most browsers to reject all cookies, or to ask your permission before storing them, but this can generate multiple error messages on some websites and is generally more hassle than it's worth - they are pretty harmless.

Copy - To highlight a piece of text and place it on the computer's clipboard for use in another location.

CPU - The Central Processing Unit. The processing chip that is the "brains" of a computer.

Crash - A system malfunction in which the computer stops working and has to be restarted.

CSS - Cascading Style Sheets (CSS) is a style sheet language used to describe the presentation (that is, the look and formatting) of a document written in a markup language. Its most common application is to style web pages written in HTML and XHTML, but the language can be applied to any kind of XML document, including SVG and XUL.

Cut - To highlight and then remove a piece of data (text, graphic, table, etc.) from a document. Data can be cut either to move it (paste it into another location) or to get rid of it.

Cursor - The on-screen place-marker and pointer. The place of the cursor can be manipulated by the mouse, arrows and by typing. Note: In a word-processing document, the cursor cannot be placed below the last line entered by the keyboard.

D

Database - A collection of information organized in such a way that a computer program can quickly select desired pieces of data. You can think of a database as an electronic filing system.

Data - (the plural of datum) Information processed by a computer.

Domain - An internet address owned by a company, organization or individual, such as jonstorm.com, nasa.gov or bbc.co.uk.

Download - To transfer data from one computer to another. (If you are on the receiving end, you are downloading. If you are on the sending end, you are uploading).

DPI - Acronym for Dots Per Inch - a gauge of visual clarity on the printed page or on the computer screen.

Drag - To move the mouse while its button is being depressed.

Drag and Drop - A feature on the Mac which allows one to drag the icon for a document on top of the icon for an application, thereby launching the application and opening the document.

DVD - *Digital Versatile Disk*) A more advanced version of the standard CD which can hold far more information, now standard on most new PCs. Widely used for high-quality digital movies. DVD drives can usually also read ordinary CDs.

E

e-mail - Electronic mail: Text messages sent from one computer user to another, by means of an Information/Internet Service Provider. The user sends the message over a network or over phone lines to his/her ISP's server (a special computer), which in turn sends it over the Internet to the recipient's mailbox on his/her ISP's server, from which the recipient can access the message.

Exception - When an unplanned or unexpected event occurs, an associated exception object is thrown. The exception will be caught by an exception handler at some level and appropriate action taken. A fatal exception—catastrophic error—is an event that cannot be properly handled to allow the application to continue.

E

Firewall - Originally a dedicated computer between you and the internet, preventing hackers, spammers and similar undesirables from taking over your PC. Now often just a program running on your PC, performing the same task. Absolutely essential if you have an always-on internet connection such as **ADSL** or **cable**.

File -All information on a computer is stored in files, whether it is part of a program, a document created by a user, a picture, or anything else. Most software is made up of dozens, sometimes hundreds, of different files.

Folder - an electronic subdirectory which contains files.

G

H

Hacker -Person who uses computers to access ("hack") systems they are not supposed to have access to, e.g. other people's financial details, personnel files, military secrets etc. Hacking can get you arrested.

Hard Disk -A computer's main (and fastest and most convenient) storage for programs and data. Originally named to distinguish it from **floppy disks**. All PCs are fitted with hard disks, sometimes more than one. The first (or only) hard disk is usually called C: by the computer. The most popular hard disk format is called **EIDE**.

Highlight -Using a mouse to *select* certain text. Starting with the cursor at one end of a piece of text, the mouse button is held down as the mouse is moved across the piece of text. As the mouse moves, the text changes color. The highlighted text can then be copied, moved, etc.

History Folder - A file saved by your browser that keeps track of recent URLs visited.

Home Page - 1.A web document. 2. The main page of a Web site. Home pages generally contain links to both additional locations within the site, and/or external sites.

HTML - HyperText Markup Language is the standard content display language of the World Wide Web (WWW). HTML is a markup language rather than a proper programming language. It uses markup tags to indicate how to render the text. HTML is parsed by a Web browser to render a Web page.

HTTP - Hyper Text Transfer Protocol is an Internet communications protocol for transporting data over the World Wide Web (WWW). HTTP is the set of rules for exchanging files between browser client and Web server. It enables the transfer of hypertext and hypermedia, file type recognition, and other functions.

Hypertext - Electronic text in a format that provides instant access, by way of links, to other hypertext within a document or in another document on the Internet.

I

Icon -An on-screen button containing a unique symbol (a graphic) representing a file, application or command.

IDE - Integrated Development Environment An IDE is a GUI-based workbench for developing software applications. IDEs combine source code editors, compilers, and other useful tools in a single software package. IDEs may feature data structure browsing, symbolic debugging, and version control.

IIS(Internet Information Services)-IIS is the Microsoft Web server designed to deliver reliable, manageable, and scalable Web application infrastructure for Windows Server 2003. It features automated health monitoring, management capabilities, and process isolation.

Install -To transfer a program or programs from floppy disk or CD ROM onto a PC's hard disk. Most programs need to be installed before they can be used, though a few can be run directly from the floppy or CD.

Internet -In its most general sense, an internet is a large computer network made up of a number of smaller networks. When capitalized, it refers to the physical network that makes up the World Wide Web and makes global e-mail and document transfer possible. The Internet is the network and its applications; the Web is its HTML formatted content.

IP -(Internet Protocol) A **protocol** (computer language) which computers use to communicate with and over the internet.

IP Address -(Internet Protocol address) A unique number assigned to any computer connected to the internet, including yours, in the format 255.255.255.255. Each of the four blocks of numbers can be any value from 0 to 255. They can either be assigned permanently ("static IP") or per session ("dynamic IP"). Most ISPs assign them dynamically, i.e. when you connect to the internet.

J

JavaScript - In its modern form, is an object-based scripting programming language based on the concept of prototypes. The language is best known for its use in websites, but is also used to enable scripting access to objects embedded in other applications. It was originally developed by Brendan Each of Netscape Communications Corporation under the name Mocha, then LiveScript, and finally renamed to JavaScript. Like Java, JavaScript has a C-like syntax, but it has far more in common with the Self programming language than with Java.

K

L

LAN(Local Area Network) - LAN is a computer network distributed over a relatively small physical area—e.g., home, office, school. In contrast to Wide-Area networks (WANs), LANs usually sport higher data-transfer rates, smaller geographic areas, and no need for leased telecommunication lines.

Laptop -A portable PC, with system unit, screen and keyboard crammed into one small package. They can do pretty much everything a desktop PC can do, but are substantially more expensive because of the extra miniaturization required. Also called a **notebook**.

Laser printer -A high speed printer intended mainly for office use, usually better for text than graphics, especially in color.

Link - Short for hyperlink, a link refers to a hot spot in a Web document. A link can be an icon or text. A text-link is usually highlighted with a different color than the surrounding text. Links can be *clicked* to open an object in the same or a different document, or an HTML page on the Web.

Linux -A rival PC **operating system** to Microsoft Windows, but unlike Windows it is "open source", which means that anyone can create their own version of it without having to pay royalties, and requires a much less powerful computer. Initially required a lot of technical knowledge, but is rapidly being made much more **user-friendly** and may soon start to challenge Windows' dominance.

M

Memory - The temporary holding area where data is stored while it is being used or changed; the amount of RAM a computer has installed.

Menu -An on-screen list of available command choices

Menu Bar -A bar across the top of a screen which contains the names of pull-down menus.

Microsoft Office - Microsoft Office is a suite of productivity programs developed for the Microsoft Windows and Apple Macintosh operating systems. It includes the Excel spread sheet, Info Path, Outlook e-mail client, and Word ,a word processor. Office includes associated servers and Web-based services.

Modem -(*MODulator/DEModulator*) A device for allowing computers to communicate over a phone line. May be either an **expansion card**, or an external device plugged into one of the **serial ports**.

Monitor -The screen of a PC.

Motherboard -The main circuit board in the computer - all the other bits and pieces are plugged into it.

N

Nameserver -An internet server which translates the alphabetic web addresses favored by humans into the numeric ones used by computers.

Network -A way of linking several computers together so that their users can share resources such as printers and documents, often via a central computer called a **server**. See also **LAN, WAN, Ethernet**.

Network Card -An **Expansion card** which lets a PC communicate with a **network**, required for **broadband** Internet access. See also **Ethernet, NIC**.

O

Online -Connected to the internet, or of the internet.

Open Source -Software (usually) that is created and distributed with either relaxed or no copyright restrictions.

Operating System -Every computer has an operating system, which is a sort of master program that runs automatically when you switch the computer on, and continues running till you switch off. It is responsible for the many routine tasks required to keep a computer running : moving the pointer when you move the mouse, providing icons and menus, running other programs such as a word processor or a game which you may request, controlling the various disk drives, the screen and so on. The most widely used PC operating system is Microsoft **Windows**.

Overwrite -Replace a computer file such as a document or picture with a newer version, destroying the earlier version. If you make changes to a document and save it with the same filename, the previous version is overwritten and usually cannot be restored.

P

Page -A Web page: An individual frame of content on the World Wide Web, defined by a single HTML file and referenced by a single URL.

Paste - To cut or copy a piece of data (text, graphic, table, etc.) from one location and place it into another location.

PC - Acronym for personal computer, commonly used to refer to an IBM or IBM clone computer which uses DOS.

PDF - Adobe Portable Document Format (PDF) is a widely used format for publishing documents for electronic distribution.

Post - To send a message to a bulletin board, forum, or online publication.

Pop-up Menu - Any menu that does not appear at the top of the screen in the menu bar. (may pop up or down)

Port – A connection socket, or jack on the Mac.

Portal -A virtual gateway between computer systems, or a website that provides links to lots of useful sites on a particular theme, eg shopping or news.

Protocol -Any "language" used by computers to communicate with each other for particular tasks.

Proxy Server -A computer used to store copies of popular WebPages at an **ISP** and provide them on request, to save having to fetch them from the website each time.

Q

R

RAM - Acronym for Random-Access Memory.

Registry -A file on Windows PCs which contains all the settings for the PC and its software. Can be edited by the user, but this should only be done as absolutely a last resort, as it is possible to trash the operating system completely if you don't know what you are doing.

Resolution -Loosely speaking, the quality of an image. When printing or working with images, the resolution is usually measured in Dots Per Inch (dpi) - the more dots per inch, the higher the quality of the image but the larger the file needed to store it. In Windows, the screen resolution is how many **pixels** fit on the desktop, the most popular being 800 x 600 and 1024 x 768 - the former makes images, icons etc look bigger, but the latter means you can fit more of them on the screen.

RGB -(Red, Green, Blue) The three colors used by a computer screen - all the other colors can be made up by mixing red, blue and green. A few printers use this system as well, though most use the alternative **CMYK** system instead.

ROM - acronym for Read Only Memory; memory that can only be read from and not written to.

Router -A device used to connect networks together, for example so that several PCs can share one internet connection. A relative of the **hub**, but more powerful.

RSF - This dll is used to convert a text file into pdf file.

S

Safe Mode -A cut-down version of **Windows** which you can launch instead of the full version for troubleshooting purposes.

Save - To transfer data (a document, file, etc.) from a computer's random access memory (RAM), where it can be erased, to a more "permanent" storage medium, such as a disk or hard drive. **Tip:** To avoid lost data, save often while you work. For more protection, back up all important documents with a second copy on another medium. Save you work about every five minutes.

Scanner -A device which makes high-resolution copies of printed images and text to use on a computer.

Screensaver -A program that blanks the computer screen or displays images if you don't do anything for a few minutes, in Windows for example. Early screens could have images literally burned permanently onto the tube if left displaying the same thing all day. Much less of a problem with modern screens, and these days screensavers are mostly used for security (with a password to return to normal mode), or just for fun.

Scroll - To shift the contents of a window to bring hidden items into view.

Scroll Bar - A bar at the bottom or right side of a window that contains the scroll box and allows scrolling.

Security Suite -A set of programs designed to protect a computer from **malware** and similar threats. Usually consists of a **firewall**, **antivirus** program, anti-**spyware** program, and often an anti-**phishing** program

Search Engine - A software application or service used to locate Web files by using a database search by keywords, for example, Excite, Yahoo!, WebCrawler, Infoseek, and Lycos.

Serial Port - A port that allows data to be transmitted in a series (one after the other), such as the printer and modem ports on a Mac.

Server - Refers to either the software or system providing information services on request to a client.

Site - A collection of related Web pages, residing on the same server and interconnected by hotlinks.

Source code -Software is written by developers in source code—a human-readable language like C# or Java. Human-readable languages provide a layer of abstraction above computer-readable instructions which enables complex semantics to be represented more easily.

Software -The programs that run on a computer. Without software, a computer can't do anything.

Soundcard -An **expansion card** which enables the PC to make sounds more sophisticated than a simple "beep!". Almost all modern PCs are fitted with soundcards; nowadays they are often built into the motherboard instead of being added as an expansion card.

Spyware -Programs, typically installed by stealth, which record what you do on your PC and send reports to criminals, allowing them to steal your bank details, passwords and so on. See also **Malware**.

SQL - Structured Query Language is used to describe queries and other operations for the operation of relational databases like Microsoft SQL Server, MySQL, and Oracle.

SQL Server - Enterprise-scale, relational database management system (RDBMS) and a Microsoft .NET Enterprise Server product.

Standalone - A computer not connected to any kind of network.

I

TCP/IP -(*Transfer Control Protocol/Internet Protocol*) A common **protocol** (language) which a computer can use to communicate with other computers, particularly on the internet.

Toolbar -An extra set of controls that can be added to many programs to provide extra functionality not present in the standard version, such as the Google toolbar, which lets you do Google searches from your browser without having to go to the website.

T-SQL - T-SQL is a proprietary superset of ANSI SQL from Microsoft and Sybase. T-SQL is enhanced with additional features—flow control language, local variables, user authentication integrated with Microsoft Windows, and various support functions for date processing, mathematics, string processing, etc.

U

Uninstall -Remove a program from your system. You can't just delete its folder, because almost all programs make changes to various parts of Windows. Many programs come with a special uninstaller, which you should use if it exists. Otherwise, you can uninstall programs (in Windows) from the Control Panel.

Update Panel - Enables sections of a page to be partially rendered without a postback. UpdatePanel controls are a central part of AJAX functionality in ASP.NET. They are used with the Script Manager control to enable partial-page rendering. Partial-page rendering reduces the need for synchronous postbacks and complete page updates when only part of the page has to be updated. Partial-page rendering improves the user experience because it reduces the screen flicker that occurs during a full-page postback and improves Web page interactivity.

Upload - to send a file from one computer to another through a network.

UPS - acronym for Uninterruptible Power Source.

URL -Uniform Resource Locator, an Internet address; the address that specifies the electronic location of an Internet resource (file). To access a Web document, the URL must be typed in exactly; any variation will lead to an error message.

A URL usually consists of four parts: protocol, server (or domain), path, and file name—although sometimes there will not be a path or file name.

USB -(*Universal Serial Bus*) A type of **serial port** (or connector), used to attach extra devices such as a scanner to a PC. Standard on new PCs from around 1998. USB 2.0 is a faster version of the same thing. Many PCs now use USB to connect the mouse and keyboard.

User Interface -A program's controls, with which the user "interfaces" with the program.

V

Validation server control - Set of server controls bundled with ASP.NET which verifies user input. After coming from HTML server controls and Web server controls, input is checked against requirements defined by the developer. Validation controls check input check on the server side. Also, validation controls can validate using client-side scripting if the user's browser supports DHTML.

Virus -A program that has been deliberately created to cause computer problems, usually minor ones as a prank, but occasionally very nasty ones indeed, such as erasing your entire hard disk. Viruses were originally designed to attach themselves to programs on a disk, and then "hide" in the computer's memory once the host program is executed, and "infect" every disk they come across. Some types of virus (such as the famous "I love you") propagate by email, disguised as an **attachment**, which is why you should never open an attachment you are unsure of.

Virus protector -A program which guards against computer **viruses**, either by lurking in memory as a **TSR** and checking everything you run for viruses as you go along, or by scanning some or all of the files on either hard or floppy disk at a time you specify. Virus protectors need to be updated frequently to guard against new types of virus.

Visual Studio 2008 - Microsoft Visual Studio is an Integrated Development Environment (IDE) from Microsoft. It can be used to develop console and graphical user interface applications along with Windows Forms applications, web sites, web applications, and web services in both native code together with managed code for all platforms supported by Microsoft Windows, Windows Mobile, Windows CE, .NET Framework, .NET Compact Framework and Microsoft Silverlight.

Visual Studio includes a code editor supporting IntelliSense as well as code refactoring. The integrated debugger works both as a source-level debugger and a machine-level debugger. Other built-in tools include a forms designer for building GUI applications, web designer, class designer, and database schema designer. It allows plug-ins to be added that enhance the functionality at almost every level - including adding support for source control systems (like Subversion and Visual SourceSafe) to adding new toolsets like editors and visual designers for domain-specific languages or toolsets for other aspects of the software development lifecycle (like the Team Foundation Server client: Team Explorer).

Visual Studio supports languages by means of language services, which allow any programming language to be supported (to varying degrees) by the code editor and

debugger, provided a language-specific service has been authored. Built-in languages include C/C++ (via Visual C++), VB.NET (via Visual Basic .NET), and C# (via Visual C#). Support for other languages such as Chrome, F#, Python, and Ruby among others has been made available via language services which are to be installed separately. It also supports XML/XSLT, HTML/XHTML, JavaScript and CSS. Language-specific versions of Visual Studio also exist which provide more limited language services to the user. These individual packages are called Microsoft Visual Basic, Visual J#, Visual C#, and Visual C++.

Voicemail -A voice message recorded on a computer and sent to a specific person by the computer or telephone system. In effect a more sophisticated telephone answering machine.

W

WAN -(*Wide Area Network*) A sort of group of networks, or more properly **LANs**, connected together.

WAP - *Wireless Application Protocol*; pr. "wapp" or "wopp") A system to enable mobile phones to browse the World Wide Web. In practise the site has to be specially designed and text only, and only a very few sites have bothered to set up a WAP version.

Web -World Wide Web, WWW: The *content* of the Internet; A collection of multimedia content, connected by hyperlinks. The Internet is the network and its applications; the Web is its HTML formatted content.

Webcam -*WEB CAMERA*) a kind of cheap TV camera which you can use for videoconferencing over the internet, or just showing off. The picture quality usually isn't all that great but it doesn't need to be, because high quality real time video won't fit down an ordinary internet connection anyway.

Web Page - A Web page: An individual frame of content on the World Wide Web, defined by a single HTML file and referenced by a single URL.

Webserver -A computer which fetches or stores **World Wide Web** pages and provides them over the internet on request.

Webspace -The storage on an internet server where websites are kept. Webspace can be hired from a commercial provider, or is sometimes provided free with an internet dialup account.

Website --A page or group of pages on the **World Wide Web**.

Web Browser - A software program that allows a computer user to access, view and interact with the text and images of Web pages. Also known as a *browser*.

World Wide Web - The Web, WWW: The *content* of the Internet; A collection of multimedia content, connected by hyperlinks. The Internet is the network and its applications; the Web is its HTML formatted content.

X

Y

Z

Zip -A popular standard for file **compression** developed by the PKWare corporation. Files thus compressed usually have the extension .zip

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

The Deputy Director General & State Informatics Officer
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