



DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



Offline Passes User Manual

C-TEL INFOSYSTEMS PVT. LTD Hyderabad, Telangana



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1. Overview:

• Implementation Of An E-Governance Systems for Excise Functions Of "Department of State Taxes and Excise Government Of Himachal Pradesh".

• The Purpose of This Document Is to Provide a Detailed Description to The STEO(Officer) Which Helps to Raise the offline indent & passes for the retailer.

2. Helpful Resources:

2.1 System Requirements:

Operating System

• Ubuntu Version No:20.0.4

Connectivity

• For Data Transmission There Should Be Connectivity Installed at wholesaler.

Browser:

- Application Is Compatible with Latest Mozilla and Chrome
- 2.2 Help and Contact Information.



3.STEO (Officer) Login :-

	V Please	Welcome! Please login to your account						
	User Name		4					
Treast or	Password		۲					
Department of State Taxes and Excise Covernment of Himschal Pradesh	Verification Code *	353820	Get a new code					
Government of Himacharl Fradesh	Enter Verification Code		U					
	Enter OTP		Get OTP					
	ST S		Forgot password?					
	eigen I	Login						
A A A A A A A A A A A A A A A A A A A	→ Vigilance & Enforcement	→ RTI						
The state of the second	→ Track Status	→ EoDB D	ashboard					
	➔ Download User Manuals	→ Third P	arty Verification					
A STATE OF A	➔ Download Application Forms	→ Excise I	Dashboard					
Children Children and State Street and	➔ Download SOP Documents	→ Activity	Videos					
and the second s	→ Frequently Asked Questions	> Downlos	ad APK					
The state of the second second	Don't l	nave an account? Sign	Up					
	Helpdesk Number: 9182057 9182059	9-73/74/78,918204 4-28/38	580-40/70/82 ,					
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• Steo Officer required to provide valid credentials as shown in above figure.

Department of Star Government of Himachal	Department of State Taxes and Excise Government of Himachal Pradesh Welcome: Varun Sharma(State Tax and Excise Officer)													
	(1) Activity Dashboard	Finite State	(1) Dashboard	License Management										
	Brand / Label Registration	Distillery	Bottling Units	Brewery										
	(in the second s	fin Import Wholesaler	E Winery	E = Retailer	1 star									
	다. 아프 Hologram Procurement	Appeals & Revisions	RTI	Q Vigilance	- 32									

• Steo officer need to click on the **Retailer** Tab as shown in above figure.



		Departn Governme	nent of State Taxes and ent of Himachal Pradesh	d Excise								Session	1 Time Left : 59	:50 🌲 🇌	Varun Sha	arma Ů
at	< <	& Distillery	v ~ 🛃 Bottling Unit ~	着 Brewery ~	Q Wholesaler ~	a 1	Import Wholesale 🗸	6	â L-9A ∨	🛃 Winery ~	💵 Retailer 🗸	🧷 Other	Licensees 🗸	🧷 TP Reva	lidation ~	<i>⊘</i> > ,₽
L	IST OF	LICENSE	A LEBAN								List of License				Retailer > Li	ist of License
	10	*									Route			Search		
											Bar Indent to Reta	iler		Startar		
	S.No *	Retailer Code	Retailer Name	Lice	ense Name L T	icense ype	Mobile Number	Mail	Address		Retailer Indent to	Wholesale				
	1	2304049	D S FLIGHTS	PR.A SH.A	ASHANT L ARMA	14	99999999999		L 14 PANJAI	N, PANJAIN, PANJA	Offline Passes Retailer Pass Exte	nsion	Mandi,,175123			
	2	2302074	D S FLIGHTS	PR.A SHA	ASHANT L ARMA L	14	99999999999		L 14 THATT.	A, THATTA, THATTA	Advance License F Ouota Conversion	`ee	andi,Himachal	Pradesh,175123		
	3	2302072	D S FLIGHTS	PR.A SHA	ASHANT L ARMA L	14	99999999999		L 14 KOT KI	HAMARDA, KOT KI	Quota Transfer		AUT, MANDI	III,,Mandi,Hima	chal Pradesh,17	75121
	4	2303668	D S FLIGHTS	PR.A SHA	ASHANT L. ARMA L.	2	99999999999		L 2 PANDOR	I, PANDOH, PANOD	H, SADAR, MANDI-	III,,Mandi,H	imachal Prades	h,175124		
	5	2303651	D S FLIGHTS	PRA SHA	ASHANT L ARMA	14	99999999999		L 14 MENAO	CH BAGRA THACH,	, MENACH, MENAC	H, BALI CH	OWKI, MANE	I-III,,Mandi,Him	achal Pradesh,	175123
	6	2303672	D S FLIGHTS	PRA SHA	ASHANT L ARMA	14	9999999999		L 14 BATHE	RI, BATHERI, BATH	IERI, SADAR, MANI	DI-III,,Mandi	Himachal Prad,	esh,175005		
	7	2303174	D S FLIGHTS	PR.A SH.A	ASHANT L ARMA	14	99999999999		L 14 HANOO	91, HANOGI, PANDO	DH, SADAR, MANDI	-III,,,Mandi,H	limachal Prades	h,175124 ate Windo	ows.	
	8	2303834	D S FLIGHTS	PRA SHA	ASHANT L	2	99999999999		L 2 PURANI	MANDI, PURANI M	1ANDI, MANDI, SAI	DAR, MAND	I-III,,Mandf,Hi	machal Pradesh,	175001e Wind	dows.

 Through the navigation bar Steo officer need to click on the Retailer Tab as shown in above figure.

		Departn Governme	nent of State Taxes an ent of Himachal Pradesh	d Excise								Session	a Time Left : 57	123 🌲 🕋	Varun Sha	urma Ů
at	<	& Distiller	y ~ 🛃 Bottling Unit ~	着 Brewery 🗸	Q Wholesaler ~	i ھ	Import Wholesale 🗸	í	â L-9A ~	🛃 Winery ~	💵 Retailer ~	🧷 Other	Licensees 🗸	🏂 TP Revalie	lation ~	6 🔊 🕫
L	IST OF	LICENSE									List of License				Retailer > Li	ist of License
[10	•									Route			Search:		
l	S.No -	Retailer Code	Retailer Name	1	license Name	License Type	Mobile Number	Mail	Address		Retailer Indent to	uter Wholesale				
	1	2304049	D S FLIGHTS	I	'RASHANT SHARMA	L14	99999999999		L 14 PANJAI	IN, PANJAIN, PANJA	Offline Passes Retailer Pass Exte	nsion	Mandi,,175123	i		
	2	2302074	D S FLIGHTS	I	PRASHANT SHARMA	L14	99999999999		L 14 THATT.	A, THATTA, THATTA	Advance License F Quota Conversion	ee	andi,Himachal	Pradesh,175123		
	3	2302072	D S FLIGHTS	I	'RASHANT SHARMA	L14	99999999999		l 14 kot ki	HAMARDA, KOT KI	Quota Transfer		AUT, MANDI	III,,Mandi,Himach	al Pradesh,17	75121
	4	2303668	D S FLIGHTS	I	PRASHANT SHARMA	L2	99999999999		L 2 PANDOH	I, PANDOH, PANOD	H, SADAR, MANDI	III,,Mandi,H	imachal Prades	h,175124		
	5	2303651	D S FLIGHTS	I	'RASHANT SHARMA	L14	99999999999		L 14 MENAO	CH BAGRA THACH,	MENACH, MENAC	H, BALI CH	OWKI, MAND	I-III,,Mandi,Hima	chal Pradesh,1	175123
	6	2303672	D S FLIGHTS	I	PRASHANT SHARMA	L14	99999999999		L 14 BATHE	RI, BATHERI, BATH	ERI, SADAR, MANI	DI-III,,,Mandi	Himachal Prad	esh,175005		
	7	2303174	D S FLIGHTS	I	'RASHANT SHARMA	L14	99999999999		L 14 HANOG	31, HANOGI, PANDO	H, SADAR, MANDI	-III,,Mandi,H	limachal Prades	h,175124 ate Windo	WS	

• Steo officer need to click on the **Offline passes** tab as shown in the above figure.



Departmen Government	Department of State Taxes and Excise Government of Himachal Pradesh Session Time Left : 59:56 🜲 🌸 Varun Sharma Ů													
Activity Dashboard ×	Production Da	shboard 🗸 🌘 Dash	board ~ 🛛 🖽 Li	icense Management ×	🖉 Brand / Label Regis	tration ~	Distillery ~	🛃 Bottling Unit 🗸	E Brewery ~	Q Wholesaler ~ 🔊 Im				
RETAILER INDENT	TO WHOLESAL	E								Retailer > Offline Passes				
10 *				St	art Date 🗰 01-Nov-2	023	End Date 🛗 🛛)1-Nov-2023	Status Pending	Search				
S.No • Indent Number	Pass Pass Number Valid	Pass Approved ity On	Indent Date/Time	Retailer Retai Code Name	ler Wholesale • Name	Info Status/Action	Payment Mode	Payment Status	Payment History	Remarks Physical Pass Copy				
No data available														
+ Indent										Previous Next				
									Activate W Go to Settings	indows to activate Windows.				
Copyright@ 2023 HPE B	UILD VII 1 1 13	52								Powered by C-Tel Infosystems Pot. Ltd.				

• Steo officer need to click on the **+Indent** Button as shown in above figure.

	Covernment of State Taxes and Excise Government of Himachal Pradesh					Retailer Indent ×						Seriion Time Left : 57:23 🌲 🕋 Varun Sharma				
(1) Acti		Produc		d ~ 💮 Dashbo:	urdPleas	e Select Retailer				Ţ	🛃 Bottling Unit 🗸	& Brewery ~	Q Wholesaler ~			
RETAI	LER INDENT	IO WHOL	ESALE		Pleas	e Select Wholesale	<u>}</u>			•			Retailer > Of	fline Passes		
									Submit		01-Nov-2023	Status Pending	•	Search		
10	-											Se	arch:			
S.No *	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date/Time	Retailer Code	Retailer Name	Wholesale Name	Info Status/Action	Paymen Mode	t Payment Status	Payment History	Remarks Copy	s		
No da	ita available															
÷	dent												Previous	lext		
												Activate V Go to Setting	/indows s to activate Windo	ows.		

• When Steo officer click on the indent tab it display the retailer indent pop up window as shown in above figure.



Department Government of	t of State Taxes and f Himachal Pradesh	Excise	Retailer Indent	Settion Time Left : \$4:34 🌲 👫 Varun Sharma 🌘							
Activity Dashboard ~	() Production Dashboard	V Dashboard			🛃 Bottling Unit 🗸	🛃 Brewery 🗸	Q Wholesaler ~				
					. 1						
RETAILER INDENT T	O WHOLESALE	ESSEX.	Please Select Retailer	^			Retailer > Offli	ine Passes			
			D S FLIGHTS (L-14 Thatta) (2302074) D S FLIGHTS (L-2 Panarsa) (2302066)	à l	01-Nov-2023	Status Pending	▼ Se	arch			
10 *			D S FLIGHTS (L-14 Thalout) (2302065)	- H		Searc	h:				
S.No - Indent I Number I	Pass Pass Number Validity	Pass Approved Indent On Date/I	D S FLIGHTS (L-2 Sauli Khad) (2303659) D S FLIGHTS (L-14 Kot Khamarda) (2302072)	ayment ✓ Iode	Payment Status	Payment History Re	Physical Pass emarks Copy				
No data available						•					
+ Indent							Previous	ext			
						Activate Wi	ndows				

• Steo officer need to select the retailer from the retailer drop down list as shown in above figure.

Department of State Taxes and Excise Government of Himachal Pradesh	Retailer Indent ×	Session Time Left : 47:41 🌲 🕋 Varun Sharma 🔱							
C Activity Dashboard ~ C Production Dashboard ~ C Dashboard	D \$ FLIGHTS (L-2 Pamarsa) (2302066)	Bottling Unit ~	🛓 Brewery 🗸	Q Wholesaler ~	(i) > or				
RETAILER INDENT TO WHOLESALE	Please Select Wholesale			Retailer > Off	fline Passes				
	- Flease Select Wholesale Track & Trace (IMFL Wholesale) (3196)	01-Nov-2023	Status Pending	•	Search				
10 -	HP-IMF-L1-WS LTD (3187) Desh Raj Assosciates (3066)		Searc	ch:					
S.No [*] Indent Pass Pass Pass Approved Inde Number Number Validity On Date	TI THAKUR WINE TRADERS (3112)	ent Payment Status	Payment R- History R-	emarks Copy	55				
No data available	MIS AMA ENTERPRISES (3005)								
- Indent				Previous	iext				
Copyright@ 2023 HPE BUILD V11.1.1.13			of to solariya	Powered by C-Tel Info	osystems Pvt. Ltd.				

• Steo officer need to select the wholesale from the wholesale drop down list as shown in above figure.



Department Government of	t of State Taxes and E of Himachal Pradesh	xcise	Retailer Indent ×						Session Time Left : 42:28 🌲 🕋 Varun Sharma 🔮						
(!) Activity Dashboard ~	🕀 Production Dashboard 🗸	() Dashboard	D S FLIGI	HTS (L-2 Panarsa)) (2302066)			,]	🛃 Bottling Unit 🗸	& Brewer	y ~ Q W	/holesaler ~			
RETAILER INDENT T	O WHOLESALE		Desh Raj J	Assosciates (3066)				•				Retailer > Off	ine Passes		
							Submit		01-Nov-2023	Status Pe	ending	▼ s	earch		
10 *											Search:				
S.No • Indent I Number I	Pass Pass Pass Pass Pass Pass Pass Pass	ass Approved Ind In Da	dent .te/Time	Retailer Code	Retailer Name	Wholesale Name	Info Status/Action	Payment Mode	Payment Status	Payment History	Remarks	Physical Pas Copy	s		
No data available															
+ Indent											P	revious	ext		

• Steo officer need to click on the Submit button after selecting the retailer & wholesale from the drop down list as shown in above figure.

Indent Retailer Code - D S FLIGHTS (2302066)														
Remaining IMFL Stock Lifting Limit: 2	Remaining IMFL Stock Lifting Limit: 20 PLs													
	Invoice Amount(Rs.) Details													
Wholesaler's Name	Desh Raj Assosciates		1	Total PPL			0							
Date	01-Nov-2023	1	Total BLs			0								
Email Id	mandiwines@dsflights.in	1	Total RED			0								
Mobile No	9805804340	1	Total ETD			0								
Total Cases			1	Total ARED			0							
Total Bottles			1	Total Milk Cess			0							
			1	Total Value			0							
Vehicle Number			F	Route										
Application Date*			I	Pass Number*										
	Brand Code / Brand	l Name						Brand Name						
Type Brand Number/Brand Name														
Brand Code Brand Name	Category Size Pack Type II in ml C	ML BEER CASES BOTTLES CASES BO	OTTLES	Total Bottles	EDP per Case	PPL/BL per Case	RED per PPL (Rs)	ETD / Mill: Cess per Bottle (Rs)	ARED per Bottle (Rs)	MRP (Rs)				
Retailer Details								Activa Go to Se	te Windows ttings to activat	e Window 🗸				
Related Details									igs to activat					

- Steo officer need to enter all the details as shown in the above figure.
- Steo officer need to enter the product name or product code as shown in above figure.



Email Id		mandi	iwines@dst	lights.in			Total RED			0						
Mobile No		98058	04340				Total ETD			0						
Total Cases							Total ARED			0						
Total Bottles							Total Milk Ces			0						
							Total Value			0						
Vehicle Number		TS09.	AS0005				Route			Route 4562						
Application Date*		(17-Oct-20	23			Pass Number*			PASS852965						
			I	Brand Code / Br	and Name						Brand Name					
0197								ROYAL GENER	RAL PREMIU	M WHISKY						
Size - NN (180)) Pack Type - G															
Quantity Cases	s Bottles															
0																
Add Reset																
Brand Code	Brand Name	Category	Size in ml	Pack Type	IML CASES BOTTLES	BEER CASES BOTTLES	Total Bottles	EDP per Case	PPL/BL per Case	RED per PPL (Rs)	ETD / Milk Cess per Bottle (Rs)	ARED per Bottle (Rs)	MRP (Rs)			
Retailer Detai	ils												*			
											Activa Go to S	ate Windows ettings to ac <mark>tiva</mark>	te Windows.			

• Steo officer need to select the product and enter the quantity in cases & in bottles as shown in above figure.

Total Bottles						Total Milk Cess			0					
						Total Value			0					
Vehicle Number	TS09A	LS0005				Route			Route 4562					
Application Date*	Ê	17-Oct-202	23			Pass Number*			PASS852965					
		I	Brand Code / Bra	and Name						Brand Name				
0197							ROYAL GENER	AL PREMIUN	M WHISKY					
Size - NN (180) Pack Type - G														
Quantity Cases Bottles														
1														
Add Reset														
Brand Code Brand Name	Category	Size in ml	Pack Type	IML CASES BOTTLES	BEER CASES BOTTLES	Total Bottles	EDP per Case	PPL/BL per Case	RED per PPL (Rs)	ETD / Milk Cess per Bottle (Rs)	ARED per Bottle (Rs)	MRP (Rs)		
Retailer Details										A atiu u	to Windows	*		
										Go to Se	ettings to ac <mark>tivat</mark>	e windows.		

- Steo officer need to click on the add button to add the select product as shown in above figure.
- Steo officer need to click on the reset button to remove the added product as shown in above figure.



	Invoice Amount(Rs.) Details													
Wholesaler's Name	Desh Raj Assosciates	Total PPL	6.62											
Date	01-Nov-2023	Total BLs	8.82											
Email Id	mandiwines@dsflights.in	Total RED	3109.05											
Mobile No	9805804340	Total ETD	18.62											
Total Cases	1	Total ARED	67.62											
Total Bottles	1	Total Milk Cess	122.5											
		Total Value	3317.79											
Vehicle Number	T809AS0005	Route	Route 4562											
Application Date*	17-Oct-2023	Pass Number*	PASS852965											
	Brand Code / Brand Name		Brand Name											
Type Brand Number/Brand Name														
Brand Code Brand Name Ca	ategory Size Pack Type IML BEER in ml CASES BOTTLES CASES BOTTLES	Total Bottles EDP PPL/BL per Case per Case	RED ETD / Milk Cess ARED MRP (Rs) per PPL (Rs) per Bottle (Rs) per Bottle (Rs)											
0197 ROYAL GENERAL PREMIUI	470.00 0.38 / 2.5 1.38 145													
Retailer Details	Retailer Details Activates winter WS G to Settings to a tryate Windows.													

 After add the product Steo officer need to click on Preview Button as shown in above figure.

		Invoice Amo	unt(Rs.) Details					
Wholesaler's Name	Desh Raj Assosciates		Total PPL	6.62				
Date	01-Nov-2023		Total BLs	8.82				
Email Id	mandiwines@dsflights.in		Total RED	3109.05				
Mobile No	9805804340		Total ETD	18.62				
Total Cases	1		Total ARED	67.62				
Total Bottles	1		Total Milk Cess	122.5				
	BrandCode Brand Name	Size in Pack Quantity in ml Type Cases(IML)	Quantity in Quantity in Bottles(IML) Cases(BEER)	Quantity in Bottles(BEER)				
Vehicle Number Application Date*	0197 ROYAL GENERAL PREMIUM WHISKY	180 48 G 1	1 0	0				
		Sa	ve					
Type Brand Number/Brand Name								
Brand Code Brand Name C	ategory Size Pack Type IML in ml CASES BO	BEER OTTLES CASES BOTTLES	Total Bottles EDP PPL/BL per Case per Case	RED ETD / Milk Cess per PPL (Rs) per Bottle (Rs)	ARED MRP (Rs) per Bottle (Rs)			
0197 ROYAL GENERAL PREMIU	WHISKY 180 48 5 1	1 0 0	49 1000.00 6.48	470.00 0.38 / 2.5	1.38 145			
Retailer Details					~ I			
				Activate Goto Settim	igwto ac ivate Williadows.			
<					>			

• When officer click on the preview button it should display the pop up window to save the button as shown in above figure.



	Invoice Amo	unt(Rs.) Details	
Wholesaler's Name	Desh Raj Assosciates	Total PPL	6.62
Date	01-Nov-2023	Total BL:	8.82
Email Id	mandiwines@dsflights.in	Total RED	3109.05
Mobile No	9805804340	Total ETD	18.62
Total Cases	1	Total ARED	67.62
Total Bottles	1	Total Milk Cess	122.5
Vehicle Number Application Date* Type Brand Number/Brand Name	BrandCode Brand Name 0197 ROYAL GENERAL PREMIUM WHISKY Successfully Submitted The Order IND2023DEPOLD30661026	r With Indent Number	Quantity in Bottles(BEER) 0
Brand Code Brand Name Co	ategory Size Pack Type IML BEER in ml CASES BOTTLES CASES BOTTLES	Total Bottles EDP PPL/BL per Case per Case	RED ETD / Milk Cess ARED MRP (Rs) per FPL (Rs) per Bottle (Rs) per Bottle (Rs)
	WHSKY 180148 6 1 0 0	49 1000.00 6.48	470.00 0.38 / 2.5 1.38 145
Retailer Details			Activate Windows Go to Settings to activate Willidows.

• When Steo officer click on the Save button it display the pop up window stating indent raised successfully as shown in above figure.

	Department of State Taxes and Excise Government of Himachal Pradesh																
() A	etivity Das	shboard ~	() Produc	tion Dashboa	urd ~ (🕑 Dashboard 🗸	🔄 License M	anagement 🗸	🖉 Brai	nd / Label Registra	tion ~	& Distillery	~	🛃 Bottling Unit 🗸	& Brewery		olesaler - 🚺 Im
RET.	AILER I	INDENT TO	O WHOLI	ESALE	1999									.9		F	etailer > Offline Passes
									Start Date	01-Nev-2023		End Date	(11)	01-Nov-2023	Status Pendi	ng	• Search
10	*															Search:	
S.N	o 🕈 Inde	nt Number		Pass Number	Pass Validity	Pass Approved On	Indent Date/Time	Retailer Code	Retailer Name	Wholesale Name	Info Statu	s/Action P	'ayment Iode	Payment Status	Payment History	Remarks	Physical Pass Copy
1	IN	D2023DEPOLI	D30661026	NA	NA	NA	01-Nov-2023 12:36:51 PM	2302066	D S FLIGHTS	Desh Raj Assosciates	Approve Reject			SUCCESS	Payment Details	Remark	53
Ð	Indent															Pr	evious Next
																	-
															Activate Go to Setti	Window ngs to activ	/S rate Windows.
Copyrig	ht⊜ 2023	HPE BUI	LD V11.1.1.13													Powered	by C-Tel Infosystems Pvt. Ltd.

 Raised request will display in the offline passes tab in list view as shown in the above figure.



Department of State Taxes and Excise Government of Himachal Pradesh															
① Activity Dashboard ~	() Produc	ction Dashboa	ard ~ (🐌 Dashboard 🗸	E License Ma	anagement ~	🖉 Bra	nd / Label Registr	ration ~	& Distille	•ry ~	🗿 Bottling Unit 🗸	👍 Brewery ~	Q Whole	aler ~ 💽 m
RETAILER INDENT 1	TO WHOL	ESALE	inter											Reta	iler > Offline Passes
							Start Date	01-Nov-202	23	End Dat	e 🗰 01	-Nov-2023	Status Pending		Search
10 *													Se	arch:	
S.No 🍨 Indent Number		Pass Number	Pass Validity	Pass Approved On	Indent Date/Time	Retailer Code	Retailer Name	Wholesale Name	Info Statu	s/Action	Payment Mode	Payment Status	Payment History	Remarks	Physical Pass Copy
1 IND2023DEPOI	LD30661026	NA	NA	NA	01-Nov-2023 12:36:51 PM	2302066	D S FLIGHTS	Desh Raj Assosciates	Approve Reject			SUCCESS	Payment Details	Remarks	
+ Indent														Previo	us Next
													A stirret a V		
													Go to Setting	s to activate	e Windows.
Copyright⊜ 2023 HPE BU	71LD V11.1.1.13													Powered by C	-Tel Infosystems Pvt. Ltd

• Steo officer need to click on the Approve button as shown in the above figure.

Depar Govern	tment of State ment of Himachal	Taxes I Prade	s and Excis	e						Sessio	on Time Lo	eft : 58:28 🧯	v 🕋 v	arun Sharma	
Activity Dashboa	rd ~ 🕘 Prod		T	- T	T	-		Τ	-	_	Τ.	Scewery ~	Q Wholes	aler ~	> Ior
RETAILER IND	ENT TO WHO	Ap	prove P	ass									Retz	iller > Offline I	Passes
		S.No	Brand Number	Product Name	Pack Quantity / Size In ml	Quantity Cases	Quantity Bottles	Total Bottles	Category Tot PPI	al Total L BL	î	as Pending		• Search	
10 *		1	0197	ROYAL GENERAL PREMIUM WHISKY	48/180	1	1	49	WHISKY 6.61	15 8.82	L	Se	arch:		5
S.No * Indent Nu	ımber	Total	Quantity			1	1	49	6.6]	15 8.82		t History	Remarks	Physical Pass Copy	
			Pass Number	*	Valid Up To *			Applicatio	on Number *	_					
1 IND202:	3DEPOLD30661026		PASS8529	55								ent Details	Remarks		
			Check Post		Browse No f	ile ected									
+ Indent			License Fee	IR No.*	Total TR Amount			License F	ee Amount*				Previo	ous Next	
								3109.05							
					Remarks*										
					ſ)	_				~				
Copyright@ 2023	HPE BUILD VILLI.3														

• When Steo officer click on the approve button it is display the approve pass details as shown in the above figure.



O Activity Databased V O Prot Approve Pass RETAILER INDENT IO WHO Bass 2005 Bass 2005 Bass 2005 Check Poor Pass Copy* Desc Copy* Desc Port C	Department of State Government of Himacha	e Taxes and Excise Il Pradesh			Session Time Left : 56:11 🌲 🕋 Varun Sharma 🔱
Index Approve Pass	Activity Daskboard Prod RETAILER INDENT TO WHO	Approve Pass Pass Number* PASS852965 Check Post License Fee TR No.*	Valid Up To * Pass Copy* Browse No fileected. Total TR Amount* Remarks*	Application Number * License Fee Amount* 3109.05	Retailer > Offline Parses as Pending Search Search it History Remarks Physical Pass Copy mt Details Remarks
Activate Windows Go to Settings to activate Windows.	+ Index	٢	Approve Pass		Previous Next

• Steo officer need to enter all the details as shown In the above figure.

Department of State Government of Himach	e Taxes and Excise al Pradesh			Session Time Left : 53:05 🌲 🕋 Varun Sharma 😃
Activity Dashboard ~ O Prod	Approve Pass	Ύ,	ΥΥ	Retailer > Offline Parael
10 • S.No * Indent Number 1 IND2023DEPOLD30661026	Pass Number* PASS852965 Check Post VIA B License Fee TR No.* 456128	Valid Up To * 20-Nov-23 Pass Copy* Browsepdf Total TR Amount* 59205 Remarks* passes aproval	Application Number • 7882166AD84 License Fee Amount* 3109.05	as Pending Search Search: It History Remarks Physical Pass Copy and Details Remarks
Committee 2003 HPP BUILD X U L L L	<	Approve Pass		Activate Windows Go to Settings to activate Windows

• Steo officer need to click on the Approve Pass button as shown in the Above figure.



Department of State Government of Himach	e Taxes and Excise al Pradesh			Session Time Left : 51:21 🌲 👫 Varun Sharma Ů
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10 v S.No * Indent Number 1 IND2023DEPOLD30661026	Pass Number* PASS852965 Check Post VIA B License Fee TR No.* 456128	Valid Up To + 20-Nor-23 Pro Court	Application Number * 7852166ADS4	a Pending Search Search: (History Remarks Physical Pass Copy ent Detail: Remarks Previous Next
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Copyright@ 2023 HPE BUILD VILLILE	3			Activate Windows Go to Settings to activate Windows. Powered by C-Tel Infoguient Prt Ltd.

• When Steo officer click on the approve pass button officer will get the pop up window stating pass approved successfully.

	Department of State Taxes and Excise Government of Himachal Pradesh Sexion Time Left : 59:44 🌲 🌴 Varun Sharma															
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10	*													S	earch:	
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Copyright@	2023 HPE BU	ILD VII 1 1 13													Powered by	C-Tel Infosystems Pvt. Ltd.

• Steo officer need to click on the Reject button to reject the indent as shown in above figure.



Department of State Taxes and Excise Government of Himachal Pradesh Semion Time Left : 57:27 🜲 🌴 Varun Sharma											
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RETAILER INDENT TO WHOLESALE Retailer > Offline Passes											
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+ Indent									Previous	Next	
Copyright© 2023 HPE BU	льр ун 1113								Powered by C-Te	l Infosystems Pvt. Ltd.	

- When steo officer click on the reject button it should display the reject permit pop up window as shown in the above figure.
- Steo officer need to enter the Remarks as shown in the above figure.
- Steo officer need to click on the Save button.

	Department Government of	of State Ta Himachal Pr	xes and Ex adesh	cise				Session	Time Left : 59:54 🔏	Varun Shai	U
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• Steo officer will get the indent canceled successfully pop up message as shown in the above figure.