

DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



S1 TO S1-A license fee process

User Reference 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 User Which Helps to Perform How to do Bounded warehouse license fee process.

2. Helpful Resources:

2.1 System Requirements:

Operating System

• Ubuntu Version No:20.0.4, Windows 7 & 8 + versions

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.

S1 TO S1-A

Bounded warehouse Indent

Winery Manager:

	We	elcome!
	Please log	in to your account
	User Name	4
eos Investeran	Password	۲
rtment of State Taxes and Excise	Verification Code *	44563 Get a new code
overnment of Himachal Pradesh	Enter Verification Code	
	Enter OTP	Get OTP
		Forgot password
		Forgot password
	→ Vigilance & Enforcement	Forgot password
	 → Vigilance & Enforcement → Track Status 	Forgot password Login
	 → Vigilance & Enforcement → Track Status → Download User Manuals 	Forgot password Login
	 Vigilance & Enforcement Track Status Download User Manuals Download Application Forms 	Forgot password Login
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	 Vigilance & Enforcement Track Status Download User Manuals Download Application Forms Download SOP Documents Frequently Asked Questions 	Forgot password Login A RTI CoDB Dashboard Third Party Verification Excise Dashboard Activity Videos Download APK an account? Sign Up

• User need to provide valid credentials as mentioned in above figure and click on Login button.

Master Data	Brand / Label Registration	Production	لم Lab
E Stock	E Bonded Warehouse	Dispatches	Export Permit
(!) Over Time Process	Reports	Others	Support

• The main dashboard of application will be displayed as shown in above figure and user required to click on Bounded warehouse,

- Mastar Data	and / Label Poristre	ation	aduction I	Lab 74 Sto	nek 🕜 Remded V		antshar . E France	et Baumaita
	NON DUTY D				Indent Requ	est for Non-duty paid stock	(S1) to Duty paid stock (S	SI-A)
DENT REQUEST FOR	NON-DUTY P	AID STOCK (S.	s	Start Date 1	- A) 8-Jul-2023	End Date 18-Jul	2023 P	ending * Search
10 -	Constructor		Description		A 11 41	with Count For	D	Search:
3.No 🍨 Request Number	Туре	Pass Number	On Sector	Status 2	Action Stamp	with Court Fee Re	marks Payment Mode	Status Payment History
User need	1 to clicl	k on Inde	ent reque	est for no	on-duty pa	id stock(SI	l) to Duty	paid stock (S1-
🗐 Master Data 🗸 🧖	Brand / Label Re	egistration ~	💵 Production ~	🔏 Lab ~	ali Stock ~	😭 Bonded Warehouse	✓ 💭 Dispatche	ss ~ 🛃 Export Permits
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10 -			Start Date	18-341-2023		10-542-2025		Search:
S.No * Request Number	Consignment Type	t Pass Number	Request On	ed Status	Action App Cou	olication with art Fee Stamp	arks Payment Mode	Payment Status Payment History
+ indent								Previous Next
Master Data	Brand / Label Ro	egistration ~	L = Production ~	🛓 Lab ~	alii Stock ~	Bonded Warehouse	→ 💭 Dispatche	s ~ 🛃 Export Permits 💊
						Bon	ded Warehouse 🗲 Inder	at > Duty Paid Stock Transfer Red
UTY PAID STOCK T	RANSFER R	EQUEST						
UTY PAID STOCK T ayment Mode* On	RANSFER R	T	Brand Nam	a.	Quantity	Freise Duty	Liconso Foo	Value(Rs)
ayment Mode* On Produ Start typin	RANSFER R aline Ict Code	EQUEST	Brand Nam	e	Quantity (in Cases) Quantity	Excise Duty (per Case) Excise Duty	License Fee (per Case) License Fee	Value(Rs)
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Departi Governm	ment of State Taxes and E tent of Himachal Pradesh	xcise						Session Time Left : 55:03	🌲 🎢 Minocha	Ċ
💵 Master Data 🗸	🖉 Brand / Label Registration 🗸	I Production ~	👗 Lab 🗸	At Stock ~	🛱 Bonded Warehouse 🗸	💭 Dispatches 🗸	🚡 Export Permits 🗸	🕑 Over Time Process	🗗 Reports ~	>
DUTY PAID STOC	CK TRANSFER REQUEST						Bone	ded Warehouse > Indent >	Duty Paid Stock Transfer H	Reque
Payment Mode*	Online *									
0	Product Code		Brand Nam	e	Quantity (in Cases)	Excise D (per Ca	uty Lice se) (pe	ense Fee r Case)	Value(Rs)	
0	1053E0460GPP	WONDE	R WYNE APPLE	WINE	5	180.00	84.00)	1320.00	
New Row	Remove Row							Save	Cancel	

- User need to enter product code which you want transfer the stock against product code.
- After adding the product code that product code against details should display in above figure.
- And user need to click on save button.

	Brand Name	Quantity.	Excise Duty
WONDER V	⊕ 10.10.10.193		'rer Case)
	New Request With Indent Number C10532	3071900973 Created	ОК

• Click on ok button New request with Indent Number has created.

In Master Data	~ 🖉 Вн	and / Label Registration 🗸	Production ~	👗 Lab 🗸	🕼 Stock 🗸	💼 Bonded Warehouse 🗸	💭 Dispatches 🗸	& Export P	ermits ~ 🛛 🕲	Over Time Process	C Reports
DENT REQ	UEST FOR	NON-DUTY PAID	STOCK (S1) TO DU	TY PAID STO	CK (S1-A)		Bonded	Warehouse > In	ndent Request for 1	Non-duty paid stock to (S1) to Duty paid stock
					s	tart Date 19-Jul-2023	End Date	19-Jul-	2023	Pending	• Search
10 +										Search:	C105323071900973
				Presented On	Status	Action Application w	vith Court Fee Stamp	Remarks	Payment Mode	Payment Status	Payment History
S.No * Requ	est Number	Consignment Type	Pass Number	Requested On	Status						

- Indent Request details is displayed.
- User need to click on Indent print in the above figure.

			MINO	OCHA IN	DUSTRI Inde	ES: SHIM nt for D	ILA: HI -20A P	MACHAL PF ass	ADESH			
ndent	No: C105323071	900973										Date: 19-Jul-2023
Consi	gnor (S1):						Consign	nee (S1-A):				
Nama	MINOCHA INT	TISTRIES					Name: 1	MINOCHA IN	DUSTRIES			
Addre	asl: Minocha Bui	Iding, NH 05	Shoghi Baza	ar			Address	1: Minocha Ba	uilding NH	05.5	hoghi Bazaar	
Addre	ss2: Shoghi, Shos	shi, Shimla, C	art Road	_			Address	2: Shoghi, Sho	ghi, Shiml	a, Car	Road	
State-	PIN: Himachal P	radesh-17121	9				State- P	IN: Himachal	Pradesh-17	1219		
Phone	No: 99999999999						Phone N	Jumber: 99999	999999			
S.No	Product Code 1053E0460GPP	Brand Nan WONDER	e WYNE	Size (ml) 375.00	Bottles	In Dozens 10	Cases	Strength/Ald Content 11.40 °Proof	ohol	BLs 45	Excise Duty Amount (Rs) 900.00	License Fee(Rs) 420.00
		APPLE WI		Total	120	10	5			45	900	420
Details Excis	of duty, paid by t e Transaction ID	he applicant	Challan / TF	R Number		Chall	an /Tr I	Date	Bank Nan	ıe	Duty Remitte	d (Rs)
decla decla	re that the above g re that the stocks,	given details a for which thi	re true to the l s application f	best of my for issue of	acknowl f liquor is	edge and b made, are	elief. availabl	e in the S1-A (Godown at t	he tin	e of making this ap	plication.

oayn	ent Pro	ocess:										
	Department of	of State Taxes and Himachal Pradesh	Excise							Session	Time Left : 11:53 🔒	Minocha 🔱
💵 Maste	r Data 🗸 🖉 I	Frand / Label Registration ~	I Production ~	📕 Lab 👻	af Stock ~	😥 Bonded Ware	house V	💭 Dispatches 🗸	Export Per	mits ~ 🛛 🕐 O	ver Time Process	🖉 Reports 🗸 🔊
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						Start Date	19-Jul-2023	En	d Date 🗎 19-Ju	1-2023	Pending	• Search
10	•										Search:	C105323071900973
S.No *	Request Number	Consignment Type	Pass Number	Requested On	Status	Action	Application	with Court Fee Star	np Remarks	Payment Mode	Payment Status	Payment History
63	C105323071900973	Dutypaid	TP1053C19072311318	19-Jul-2023	Make Payment	•			View	ONLINE	N/A	N/A
+ inde	t											Previous Next

• Click on Make payment in the above figure.

Indent Details	S
Request Number	C105323071900973
Requested Amount	1320.00
License Fee Amount	420.00
Choose Payment Method	Online ~
	Online E-Wallet

• User need to Choose online /E-wallet payment option in drop down box.

Request Number	C105323071900973
Requested Amount	1320.00
License Fee Amount	420.00
Choose Payment Method	Online
	Pay Amount

IFMIS - Governme Treasuries, Accounts a	ent Receipts Accounting System and Lotteries, Finance Department, GoHP			E-CHALLAN
Challan through Cyber Trea	isury, Govt of HP			
	eChallan -: Challan Paj	rment Gateway		
EXCISE AND TAXAT	ION : ONLINE PAYMENT FACILITY THROUGH C	YBER TREASURY, GOHP		
NOTE IF YOUR BANK	ACCOUNT IS DEBITED, THEN DONOT MAKE DOUBLE PAY	MENT WITHIN 24 HOURS.		
DEPT:	114-Excise and Taxation			
DEPT REF NO :	114-SML00-509 DEPUTY COMMISSIONER STATE	TAXES AND EXCISE		
TENDER BY :	MINOCHA INDUSTRIES			
PERIOD FROM :	01-01-2023 To 31-12-2023			
SERVICES :	II) Payment of (Service)	Head	Amount Rs.	
	1 EXCISE DUTY	0039-00-105-02	900	
	2 FIXED LICENCE FEE ETC	0039-00-105-01	420	
AMOUNT (₹):	1320 (Rupees One Thousand Three Hundred Tw	enty)		
PAYMENT TYPE :	e-banking OManually			
SELECT BANK:	Select Bank 🗸			
ENTER CODE :	DOTLI ENTER CODE			
Contended Contended	FOIL			
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Latest 10 Transactions	n Pay amount button the pag	Session will expire : ge should redirec	after : 9 minutes 33	3 seconds
Latest 10 Transactions or need click of IFMIS - Governm Treasuries, Accounts :	s Done with Above Dept Ref No. n Pay amount button the page ent Receipts Accounting System and Lotteries, Finance Department, GoHP	Session will expire : ge should redirec	after : 9 minutes 33	page.
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Er need click of IFMIS - Governm Treasuries, Accounts a r Challan through Cyber Trea	s Done with Above Dept Ref No, n Pay amount button the page ent Receipts Accounting System and Lotteries, Finance Department, GoHP assury, Govt of HP eChallan -: Challan Paye	Session will expire : ge should redirec	after : 9 minutes 33	page.
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- User need to select the Bank and Enter code and click on Make Payment button in the • above figure. 0 English німкозн ← Back А > Choose a payment option Unlock Saved Option View your saved payment options ₹1320 오 Payable Now Transaction Id: A23G204888 PAYMENT OPTIONS UPI > > Phonepe, Paytm, Google Pay and more Cards (Credit/Debit) > Pay using any credit or debit card Net Banking 盦 > Pay using any of 48 supported banks S WhatsApp >
 - After click on Make Payment button. User need to select the UPI/Cards/Net Banking or WhatsApp.



₹132	.0.00	
	Ŷ	Step 1 Go to PhonePe mobile app
		Step 2 Check pending requests and approve payment by entering UPI PIN
		Transaction expires in 4:57
	Can't p	bay with UPI? Choose other payment options

- Message sent to User entered UPI id.
- User need to pay the amount through mobile phone pee app.
- After paying the amount User need to click on Continue button
- The transaction successfully completed.
- User need to Login as manager.

Manager:

	Welcome! Please login to your account	
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		Go to S

• User need to provide valid credentials as mentioned in above figure and click on Login button.

Master Data	C Brand / Label Registration	Production	<mark>↓</mark> Lab
E Stock	E Bonded Warehouse	Dispatches	Export Permit
(1) Over Time Process	E Reports	Conterner State St	Ee Support

• The main dashboard of application will be displayed as shown in above figure and user required to click on Bounded warehouse.

🚊 Master Data × 🔗 Brand / Label Registration × 🚊 Production × 🚊 Lab × 🛕 Stoc	k × 👔 Bonded Warehouse × 🚛 Dispatches × 🔮 Export Permits × 💮 Over Time Pr 🔊
INDENT REQUEST FOR NON-DUTY PAID STOCK (S1) TO DUTY PAID STOCK (S1-	Indent Request for Non-duty paid stock (S1) to Duty paid stock (S1-A) 4)
Start Date 🛗 19-Jul-20	23 End Date 🛗 19-Jul-2023 All 🔹 Search
	Search:
• User need to click on Indent Request for N	lon-duty paid stock (S1) TO Duty paid stock
(S1-A)	
Department of State Taxes and Excise Government of Himachal Pradesh	Sension Time Left : \$8:20 🜲 🎢 Minocha 🔱
E Master Data v 🖉 Brand / Label Registration v 🖪 Production v 🗸 Lab v 🖓 Stock v	Boaded Warehouse 🗸 💭 Dispatches 🗸 🖉 Export Permits 🗸 🕐 Over Time Process 📝 Reports 🔊 🤇
INDENT REQUEST FOR NON-DUTY PAID STOCK (S1) TO DUTY PAID STOCK (S1-A)	Bonded Warehouse > Indent Request for Non-duty paid stock to (S1) to Duty paid stock (S1-A)
Start D	ate 19-Jul-2023 End Date 19-Jul-2023 All • Search Search:
S.No * Request Number Consignment Type Pass Number Requested On Status Acti	on Application with Court Fee Stamp Remarks Payment Mode Payment Status Payment History
€ indeat	Previous
 Indent status showing New in the above fig. The indent forwarded to Excise Officer. 	gure.

Indent Deta	ails
Request Number	C105323071800969
Requested Amount	1320.00
License Fee Amount	420.00
Choose Payment Method	E-Wallet
E-wallet License Fee Amount	69859.40
E-wallet Amount	925704.20
	Use Wallet

User need to Select E wallet option amount will be debited to wallet balance.

💵 Mas	ter Data 🗸 🛛 🤇	🔿 Brand / Label Registr	ation ~	~ 🛛 🛓 La	b ~	🕌 Stock 🗸	🗟 Bonded Warehouse 🗸	💭 Dispatches 🗸	Exp	ort Permits ~	Over Time Pr
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The indent forwarded to Excise Officer and status showing in manager login New as in the above figure. ٠

Winery Excise Officer indent forward:

Excise Officer:

	Welcome! Please login to your account					
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terra de lors	Password		۲			
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			Act			
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• User need to provide valid credentials as mentioned in above figure and click on Login button.

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Activity Dashboard	Production Dashboard	Dashboard	License Management
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Braud / Label Registration	Distillery	Bottling Units	Brewery
	Â	Â	
Wholesaler	Import Wholesaler	Winery	Retailer
00			Q
Hologram Procurement	Appeal: & Revisions	RTI	Vigilance
		0)	5
Record Managment	Revenue Management	Users	Reports
	B		
Others	Support		

• User need to click on winery tab.

<	a Distillery ~	🛃 Bottling Unit 🗸	& Brewery ~	Q Wholesaler ~	🕅 Import Wholesale 🗸	🛱 Winery ~	💵 Retailer	✓	Appeals & Revisions ~	
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S.No *	Request No	Consignment Type	Pass ?	Number Stat	us Requested On	Indent for Over	Time	Payment Mode	Payment Status Payme	nt Details
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• User need to click on Bounded Warehouse (D-20A) in the above figure.

) Activity	Dashboard ~ (Production Dashboard ~	🕐 Dashboard 🗸 💷	License Management	Brand	/Label Registrat	ion ~ 🔬	Distillery ~	🛃 Bottling Unit 🗸	🚡 Brewery 🗸	Q Wholesaler ~
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					-						Previous

• User need to click on Action button in the above figure.

S.No	Product Code	Product Name	Indent Quantity	Total Value(Rs.)
1	1053E0460GPP	WONDER WYNE APPLE WINE	5	1320.00
emark	z* Enter F	Remark		

- User need to enter remarks,
- If user need to click on Approve button indent approved successfully.

	Department of State Taxes and Excise Government of Himachal Pradesh Senion Time Left : 59:25 🌲 👫 Minocha 🔱												
E Mast	ter Data 🗸 🛛 🔇	Brand / Label Registration	~ Production ~	📕 Lab ~	åå Stock ∽	🕅 Bonded Warehouse 🗸	💭 Dispatches 🗸	Export Perm	its ~ 🖉 🕐 O1	ver Time Process	🗗 Reports 🚺 C		
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						Start Date 🟥 19-Jul-2023	End Date	19-Jul-202	3	All	- Search		
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1	C105323071900	973 Dutypaid	TP1053C19072311318	19-Jul-2023	Ready to transfer			View	E-WALLET	PAID	Payment Details		
+ inde	ent									(Previous Next		

• User need to click on Action button.

Bon	Bonded Warehouse Indent Details ×							
S.No	Product Code	Product Name	Indent Quantity	Total Value(Rs.)				
1	1053E0460GPP	WONDER WYNE APPLE WINE	5	1320.00				
		omplete Transfer						

• User need to click on Complete Transfer button.

• Duty paid Stock Transfer Successfully

S.No	Product Code	Product Name	Indent Quantity	Total Value(Rs.)						
1	1053E0460GPP	WONDER WYNE APPLE WINE	5	1320.00						
Remark	Enter I	Remark								
		A	Clasifa	tion Doomined						

• If user need clarification then click on clarification required button in the above figure.

	Department of State Taxes and Excise Semion Time Left : 59:23 🌲 🐐 Sh.Vikram Pal Government of Himachal Pradesh											
① Activi	y Dashboard ~	() Production Dashboard ~	() Dashboard ~	🔄 License Management 🗸	🖉 Brand / Label R	egistration v	🛃 Distille	ry ~] 🗉	Bottling Unit 🗸	& Brewery ~	Q Wholesaler ~	
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1	C10532307190097	3 Dutypaid	TP1053C1907231131	8 Clarification Required	19-Jul-2023	۲	ÐÐ	View	E-WALLET	PAID	Payment Details	
											Previous Next	

• The indent forwarded to manager for clarification required purpose.

Manager Clarification Required:

Manager:

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Reserved one	Password	۲		
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vernment of Himachal Pradesh	Enter Verification Code	U		
	Enter OTP	Get OTP		
		Forgot password		
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• User need to provide valid credentials as mentioned in above figure and click on Login button.

Master Data	C Brand / Label Registration	Production	Lab
E Stock	E Bonded Warehouse	Dispatches	Export Permit
(1) Over Time Process	Reports	Others	Support

• The main dashboard of application will be displayed as shown in above figure and user required to click on Bounded warehouse,

	- V 🖉 Brand / Label Registra	ation ~	ction ~ 🛕 Lab ~	and Stock ∨	ded Warehouse 🗸	💭 Dispatches 🗸	🛓 Export Permits 🗸	() Over Time P
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• User need to provide valid credentials as mentioned in above figure and click on Login button.

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• User need to click on Winery tab.

at <	🛃 Distillery ~	🛃 Bottling Unit 🗸	& Brewery ~	Q Wholesaler ~	🕅 Import Wholesale 🗸	🛃 Winery 🗸	E Retaile	r ~	🔗 Hologram Procurement 🗸	🔄 Appeals & Re	visions ~	(1) RTI
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• User need to click on Bounded warehouse(D-20A) Sub tab.

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Government	t of Himachal Pradesh	() Dashboard ~	🔄 License Management 🗸	🖉 Brand / Label Registrati	ion ~ 🚡 Dia	stillery 🗸 📓 Bottling U	init ~ & Brewery ~	Q Wholesaler ~
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- Duty paid stock transfer successfully.
- User can able to saw the approval print while click on Approval form D-20 A.



• User can able to see the stock in manager login Duty paid stock inventory (S1-A) sub tab under Stock main tab.

Thanks you.....