

DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



Retailer Sub Vend License Registration
User Reference Manual
C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana



3.1 Sub Vends (L-2S/L-14S/L-14AS) 4

3. Retailer Sub Vend License Registration:4

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^{**}user required to handle all alert pop-up by clicking ok**



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 quota conversion from IMFL TO CL & CL TO IMFL.

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. Retailer Login :-



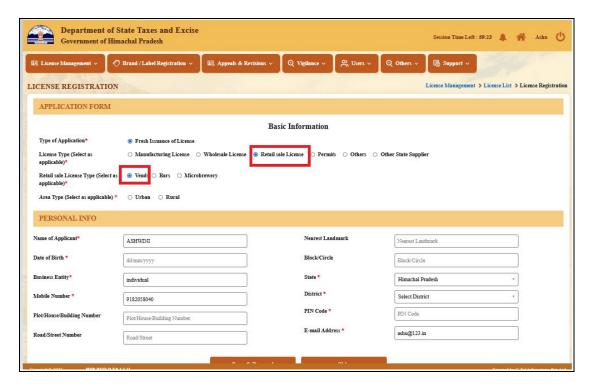
• User required to provide valid credentials as shown in above figure.



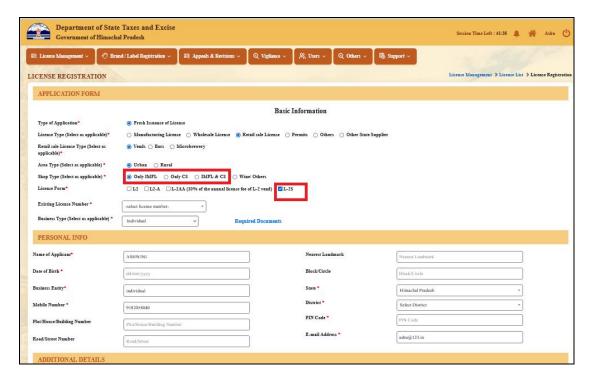
- User need to click on License Management as shown above figure
- User need to click on + License Registration



• User need to select the license type as Retail Sale License and type as vends also select the area type as shown below figure.

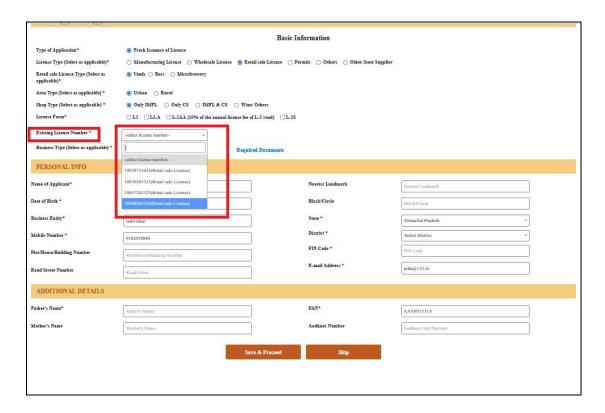


• User need to select the Shop type (Only IMFL :- L-2S) or (only CS :- L-14S / L-14AS) or (IMFL & CS :-L-14S / L-14AS)

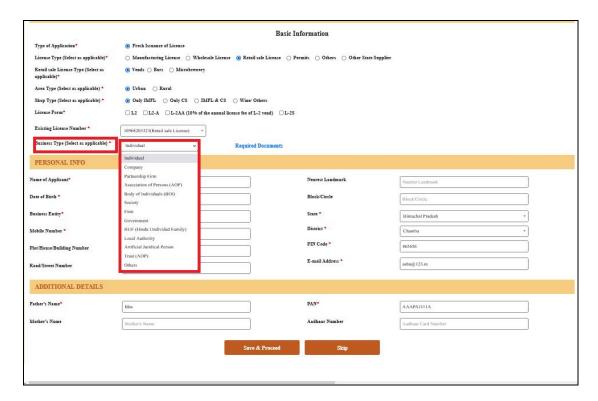


User need to select the Existing license number

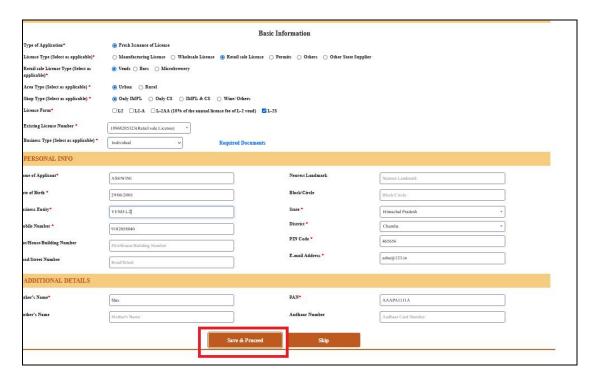
Note: Existing License number will displaying only when the approval of vend license



User need to select the business type(like
 Individual/Company/Partnership/Government) shown in below figure



• If user want edit the data other wise click on save & Proceed button

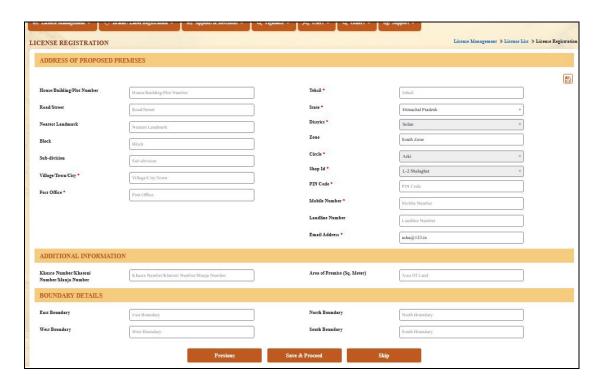


 User need to edit the data of Bank details or click on Save & Proceed button as shown below

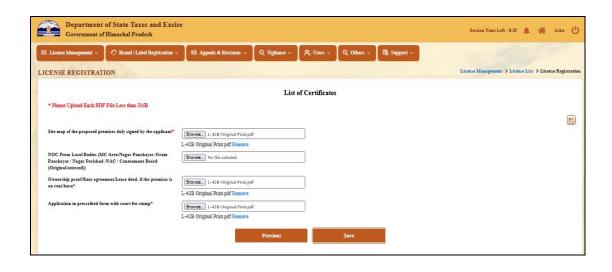


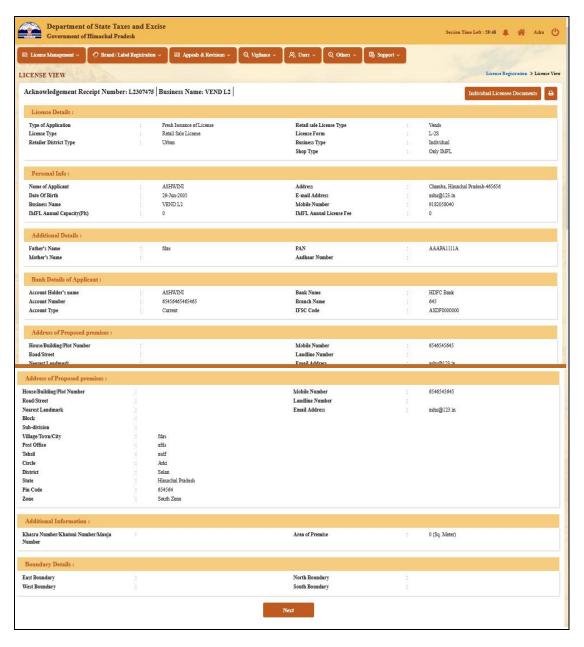
 User need to fill the mandatory field and click on Save & Proceed button as shown below

Note: State, District, Zone, Circle & Shop ID field will be auto-fetched: Not editable

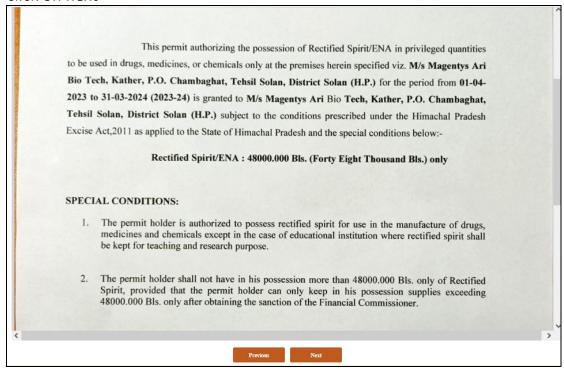


• User need to upload the documents(Certificates) & click on save then application will be submitted.

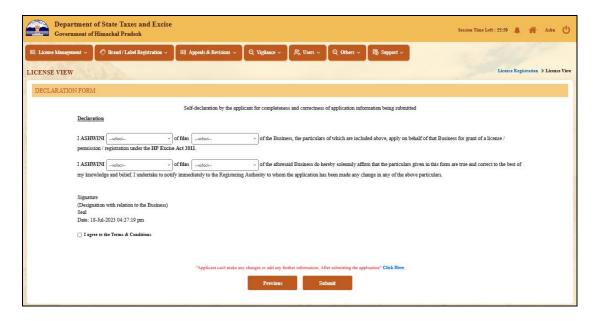




 User need to verify the application form with uploaded document and click on next



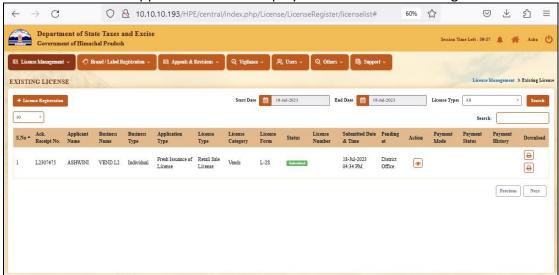




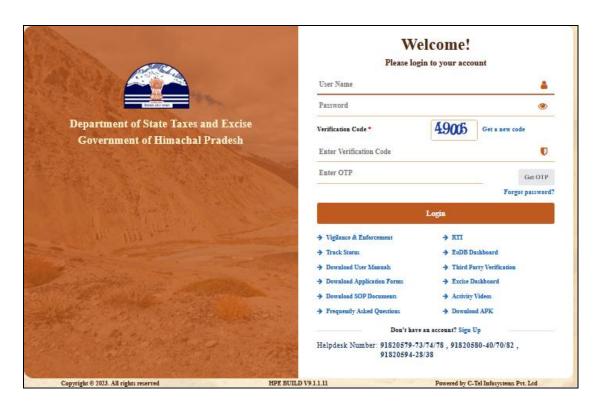
• User need to Select the relationship to father and business holder, click on I agree terms and conditions.

Note: user can also make any changes by clicking on click here, further after submitting user can't make changes

The forwarded application will be displayed as shown in below figure



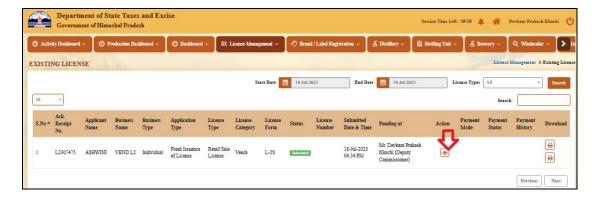
Deputy Commissioner District Office:



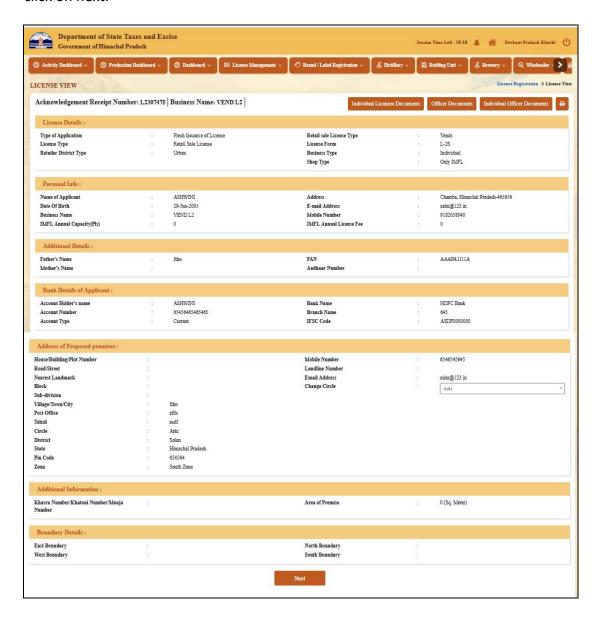
• User need to provide valid credentials as mentioned in above figure and click on Login



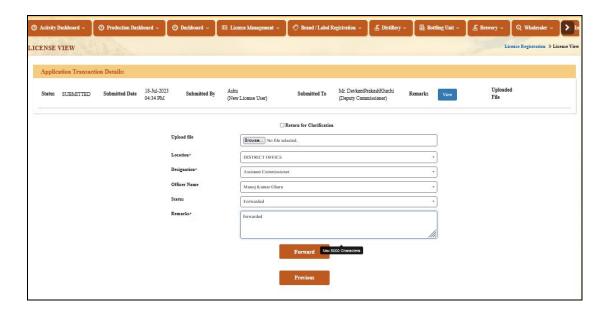
• User need to click on license management as shown in above figure



- User required to click on action icon as shown in above figure.
- And the License receipt will be displayed as shown in below figure, User need to click on next.



• User required to enter remarks and click on forward.



• The forwarded license application will be displayed as shown in below figure.



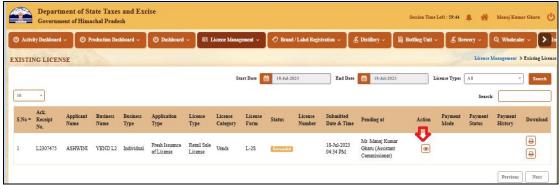
Assistant Commissioner:



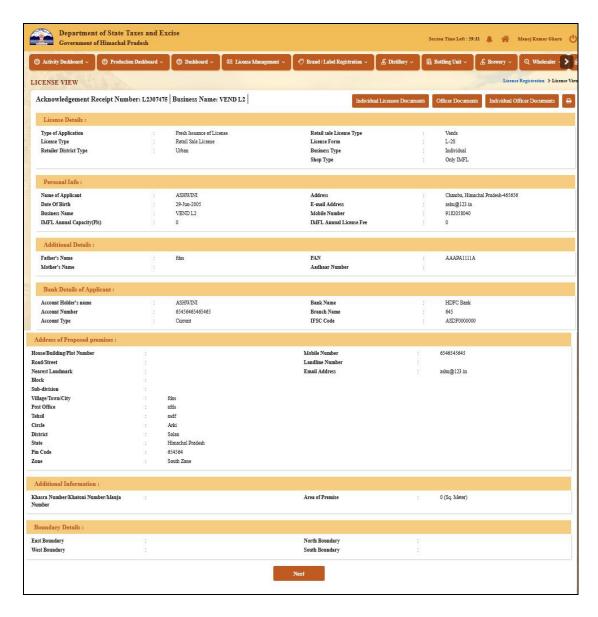
• User required to provide valid credentials as shown in above figure and click on login.



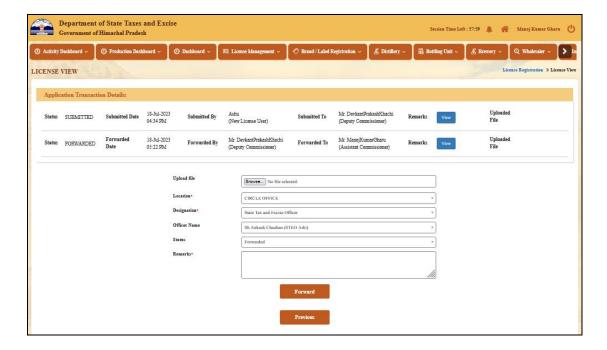
• User need to click on License management as shown in above figure.



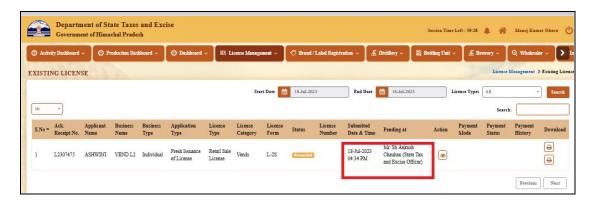
- User required to click on action icon as shown in above figure.
- The License acknowledge receipt will be displayed as shown in below figure, User need to click on next.



• User need to enter remarks and click on forward.



• The forwarded license application will be displayed in this page.



Circle Officer (STEO):



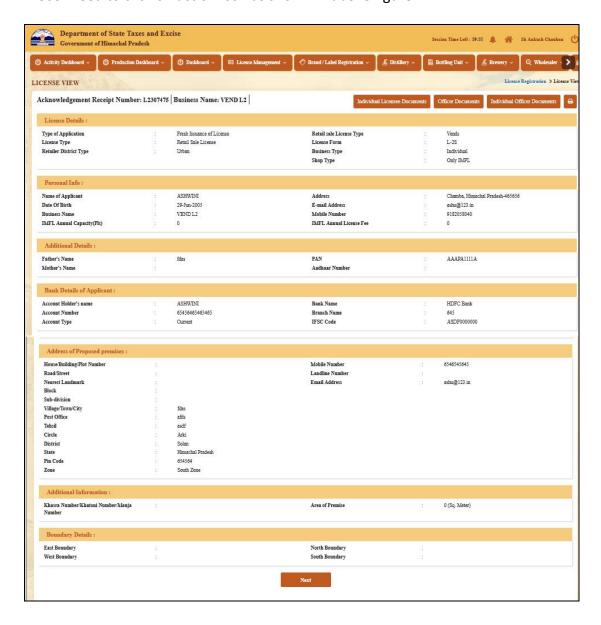
• User required to provide valid credentials as mentioned in above figure and click on Login



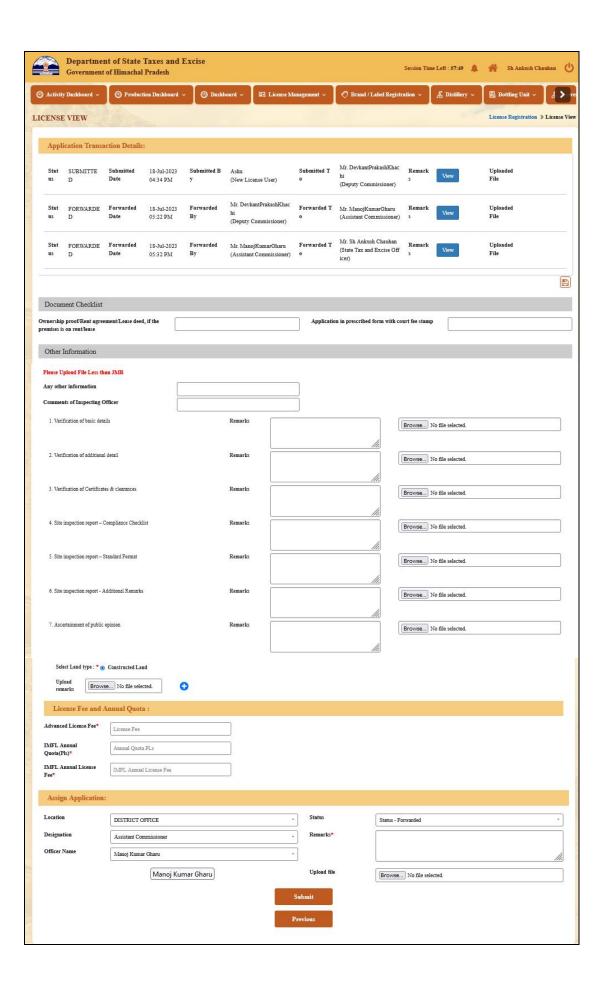
• User need to click on License management as shown in above figure.



• User need to click on action icon as shown in above figure.



• User need to click on next.



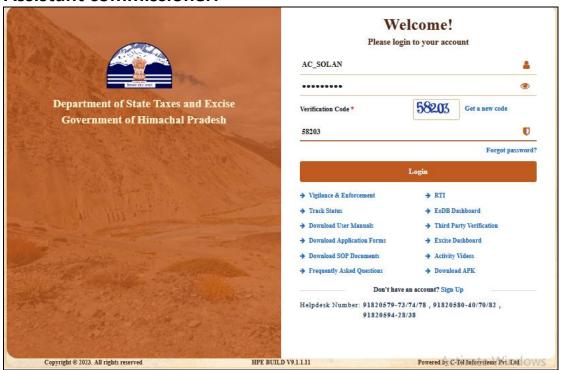
• User should perform detail inspection and verification of applicant information, then upload the report, fill all field then enter remarks and click on submit.



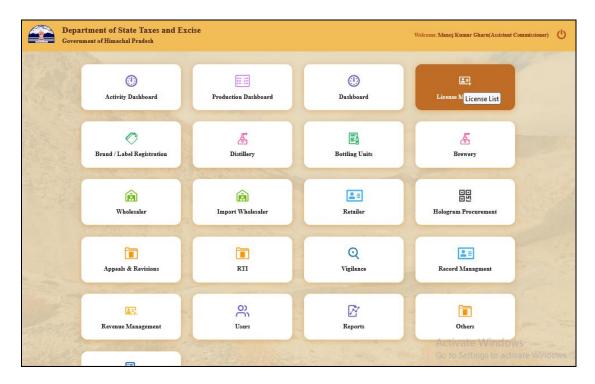
• The forwarded license application will be displayed as shown in above figure.

District office:

Assistant commissioner:



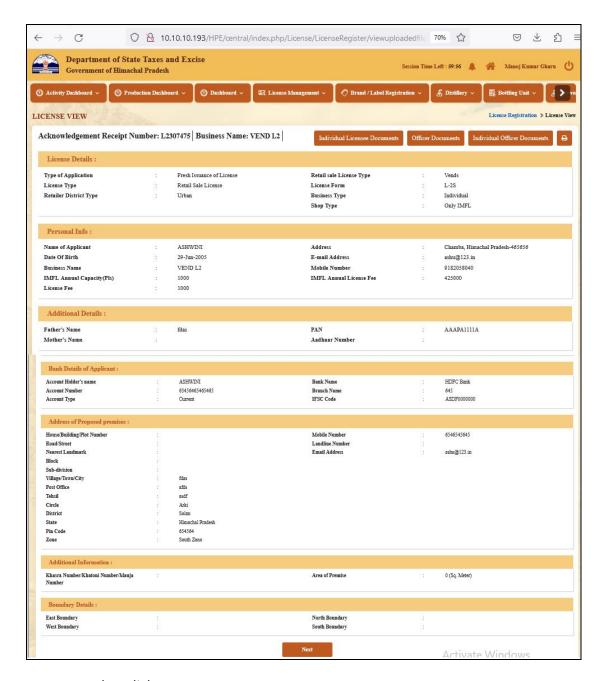
• User required to provide valid credentials as shown in above figure and click on Login.



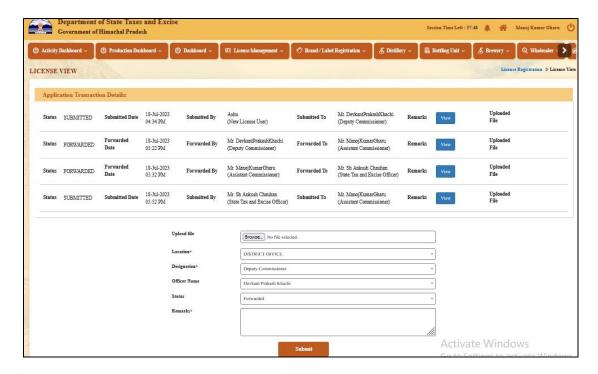
• User need to click on License management as shown in above figure.



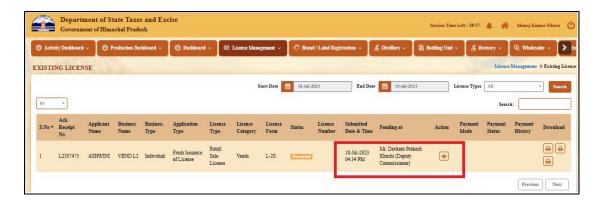
• User need to click on action icon as shown in above figure.



• User need to click on next.

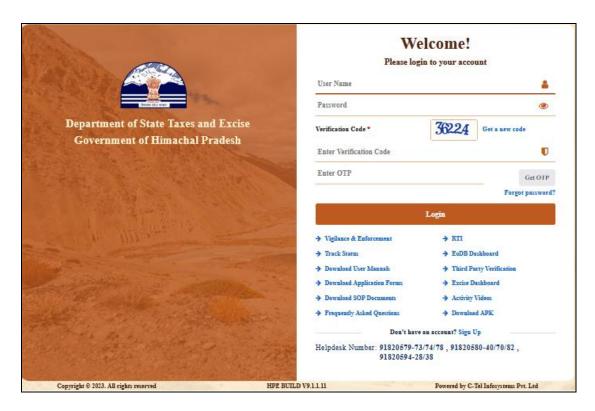


• User need to enter remarks and click on submit.



• The forwarded License application will be displayed as shown in above figure

Deputy Commissioner:



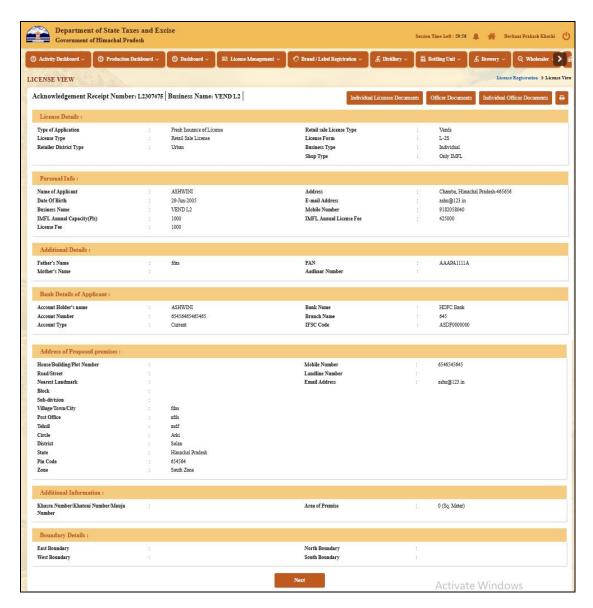
• User required to provide valid credentials as mentioned in above figure and click on Login.



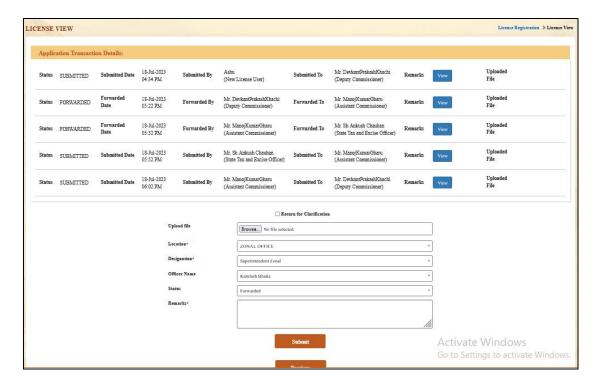
• User need to click on License management as shown in above figure.



User need to click on action icon as shown in above figure.



• User need to click on next.

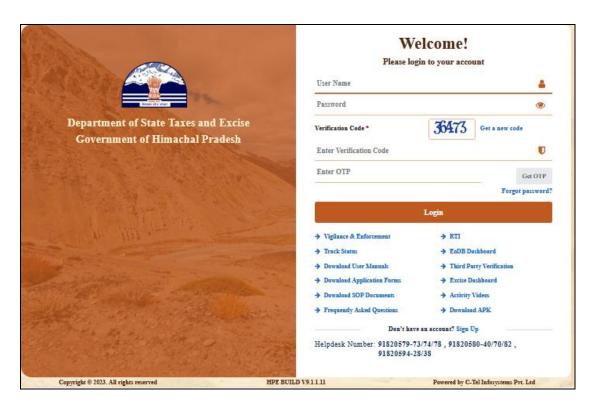


• User need to enter remarks and click on submit.



• The forwarded license application will be displayed as shown in above figure

Zonal office: Superintendent:



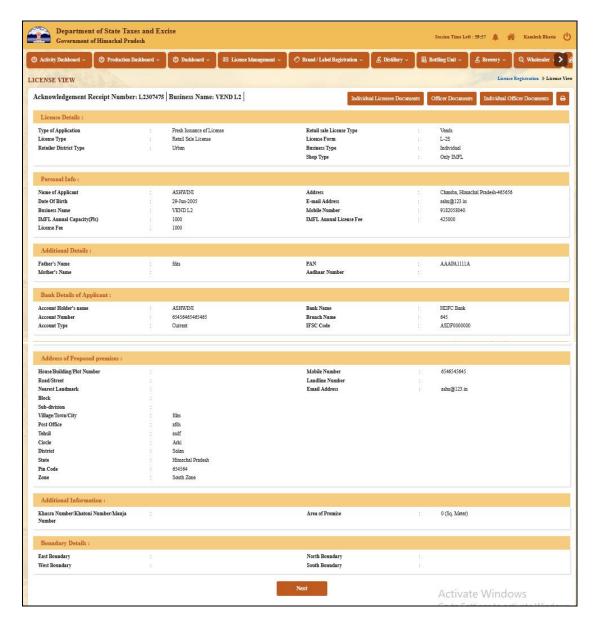
• User require to provide valid credentials as mentioned in above figure and click on login



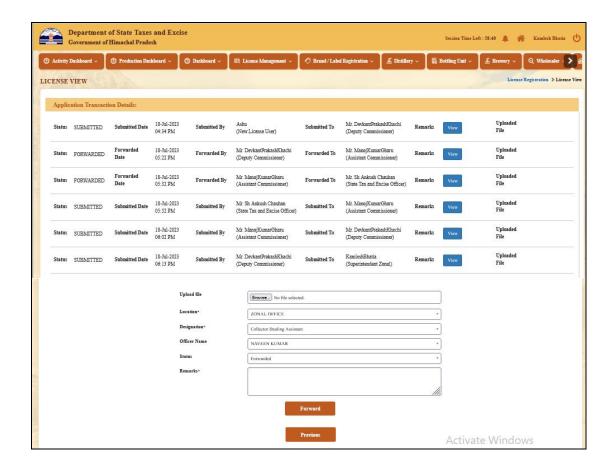
• User need to click on License management as shown in above figure.



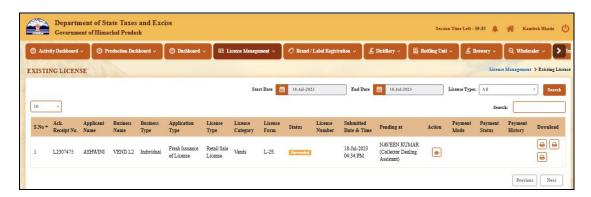
• User need to click on action icon as shown in above figure.



• User need to enter remarks and click on forward.

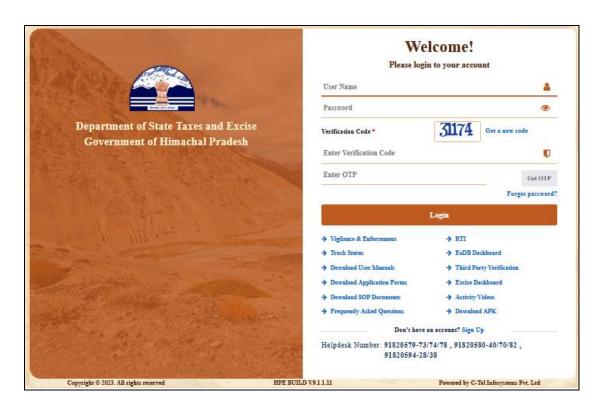


• User required to enter remarks and click on forward.



• The forwarded License application will be displayed as shown in above figure.

Dealing Assistant of Zonal Office:



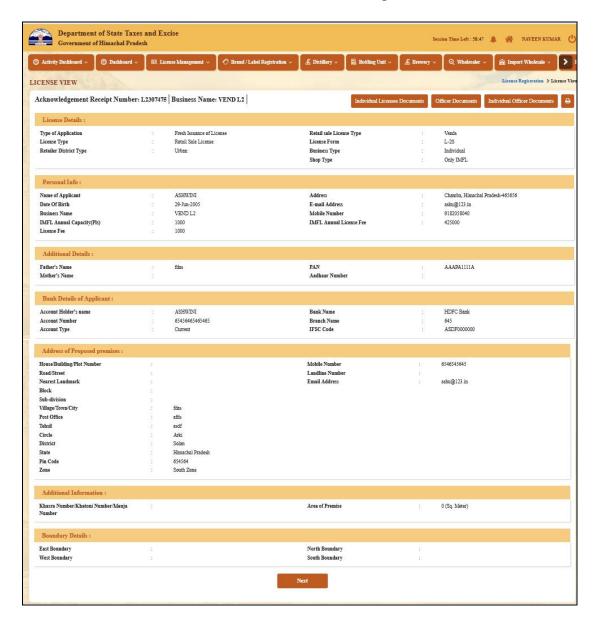
• User required to provide valid credentials as shown in above figure and click on Login.



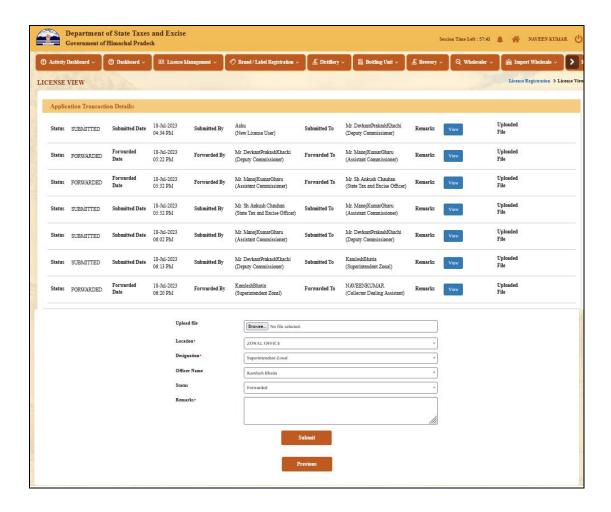
• User need to click on License management as shown in above figure.



• User need to click on action icon as shown in above figure.



• User need to click on next.



• User need to enter the remark and click on submit button as shown in above figure.



• The forwarded License application will be displayed as shown in above figure.

Superintendent:

Login into superintendent as above for proceeding further forwarding to collector.

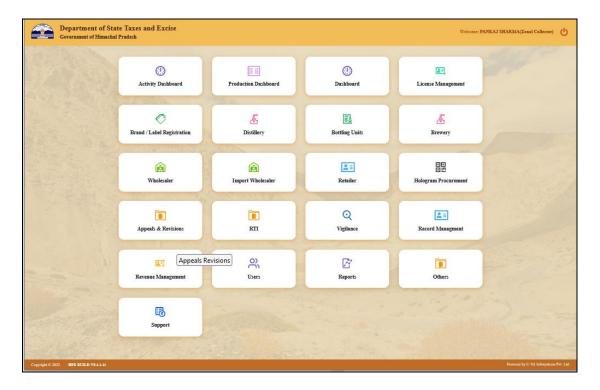
• All the process of forwarding the application from superintendent to superintendent is same

• And Collector process shown below,

Collector Zonal Office:



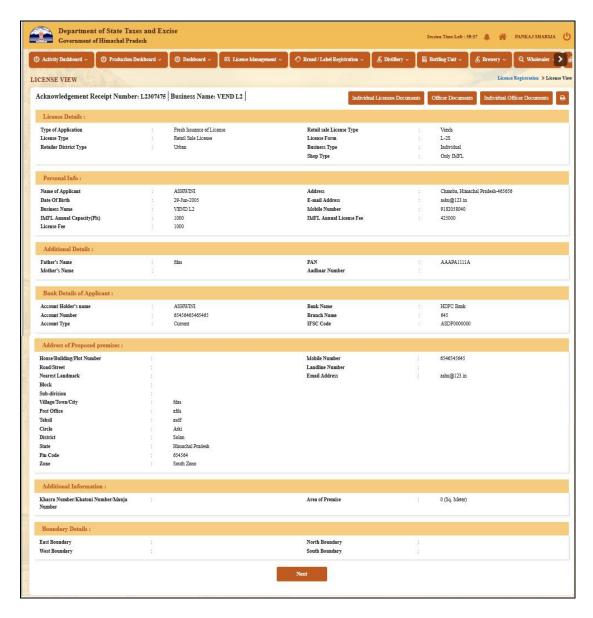
• User need to provide valid credentials as shown in above figure and click on Login



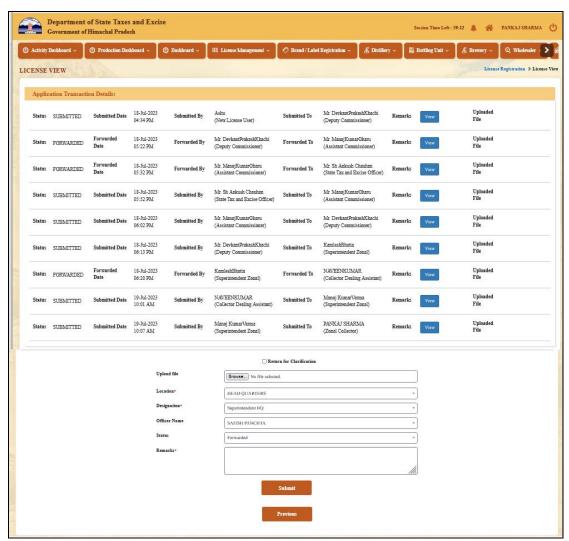
• User need to click on License management as shown in above figure.



User required to click on action icon as shown in above figure.



• User need to click on next.



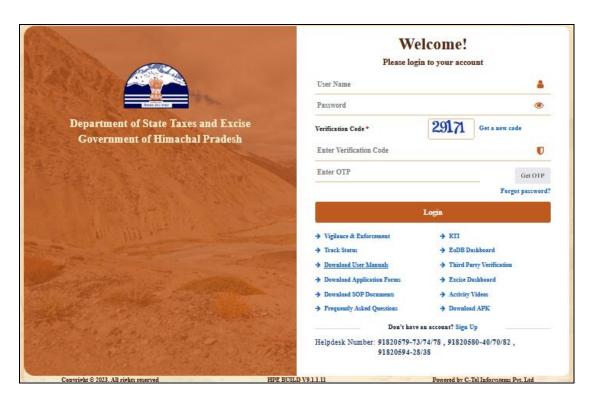
• User need to enter remarks and click on submit.



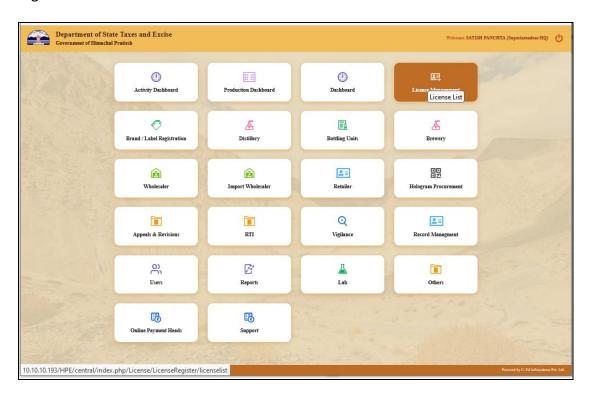
• The forwarded License application will be displayed as shown in above figure.

Headquarters:

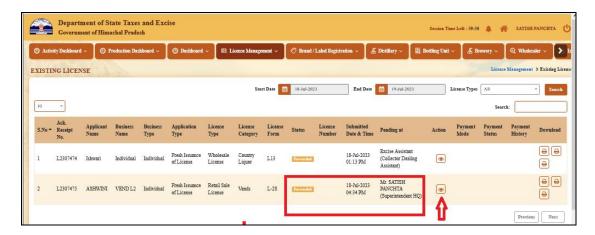
Superintendent login:



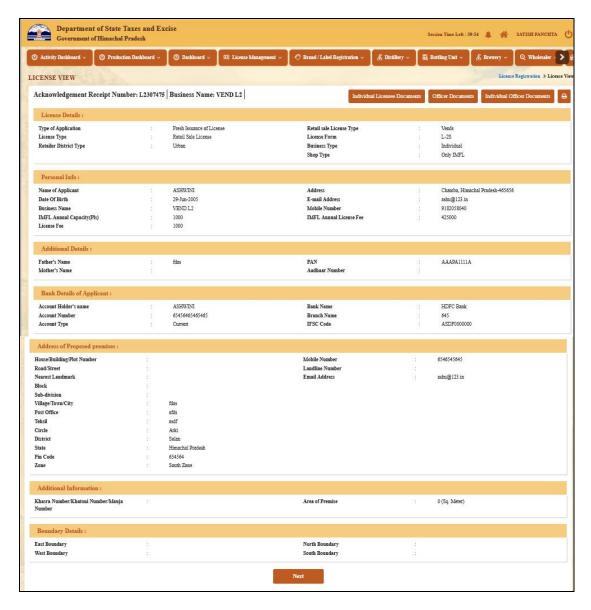
• User required to Enter user name, password and verification code, then click on login



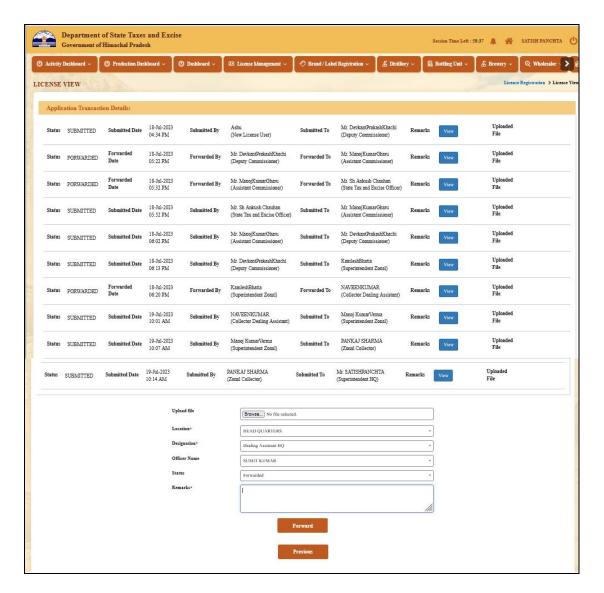
• User need to click on License management as shown in above figure.



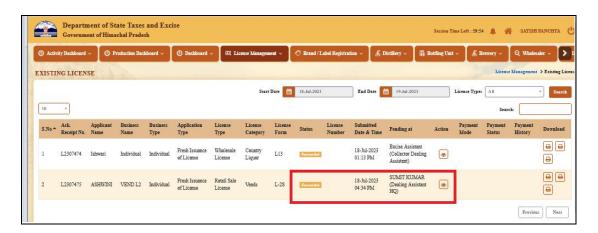
- User required to click on action icon as shown in above figure.
- After clicking on action icon user will be redirected to new window



• User required to verify and click on next.



• User need to enter remarks and click on forward.

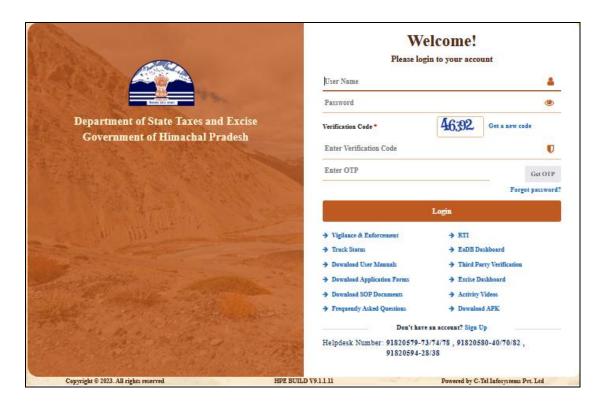


• the forwarded application will be displayed in this page as shown in above figure.

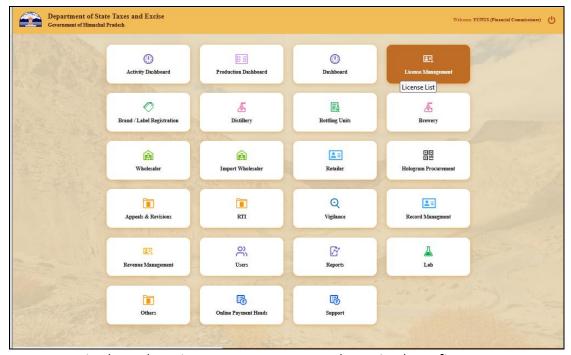
From Dealing Assistant → Superintendent → Assistant Commissioner → Deputy Commissioner → Additional Commissioner → Commissioner

- All the process of forwarding the application from superintendent to additional commissioner is SAME (please follow above process for forwarding the application to commissioner)
- And financial commissioner process is shown in next page

Financial Commissioner Login:



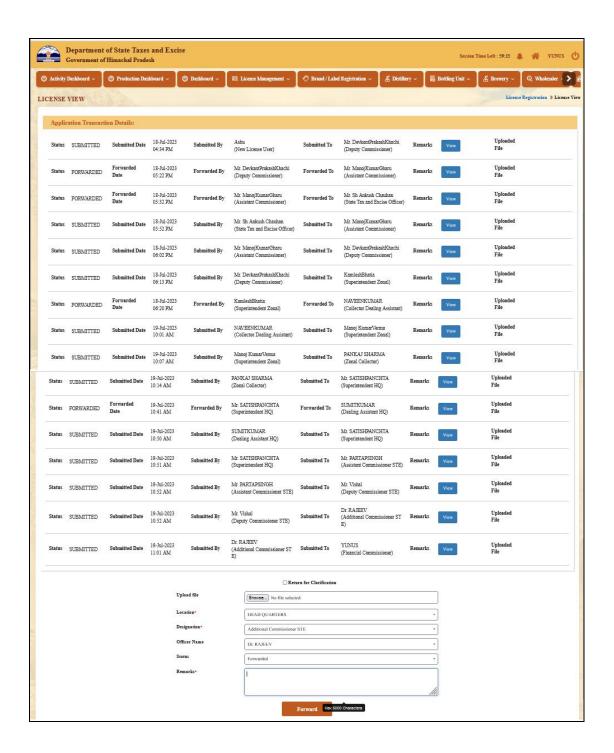
• User required to provide valid credentials as mentioned in above figure.



• User required to select License management as shown in above figure.



• User required to click on action icon as shown in above figure to proceed further.

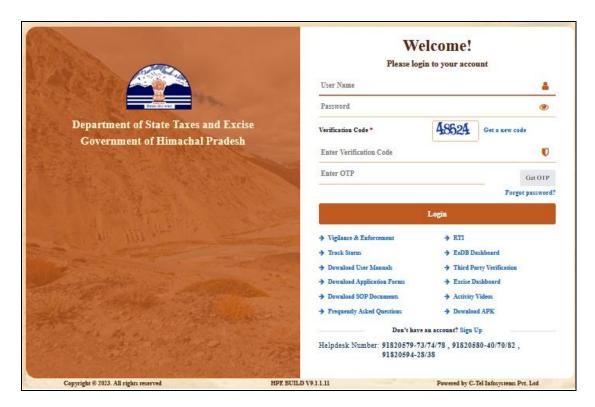


• User need to enter the remark & click on forward button as shown in above figure.



• The forwarded application will be displayed as shown in above figure.

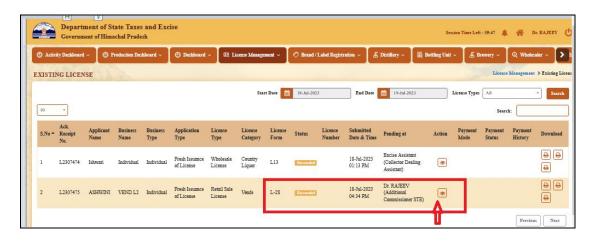
Additional Commissioner Login:



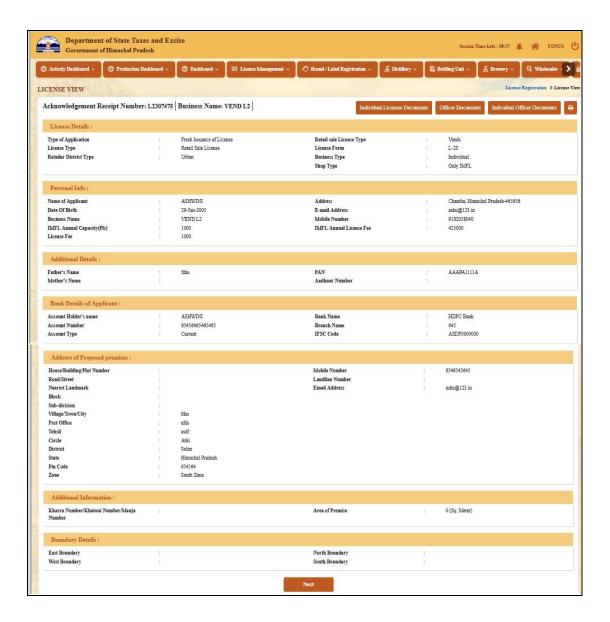
• User should provide valid credentials as mentioned in above figure and click on Login button.



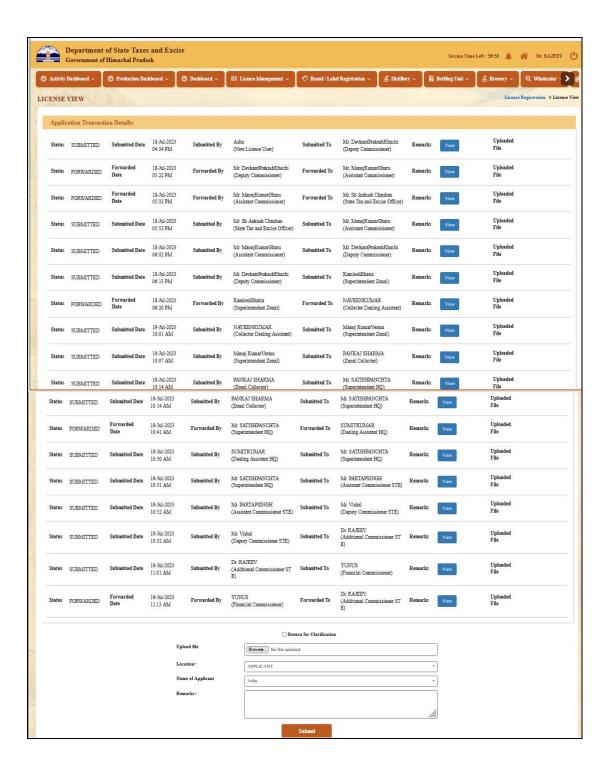
• User required to select License management as shown in above figure.



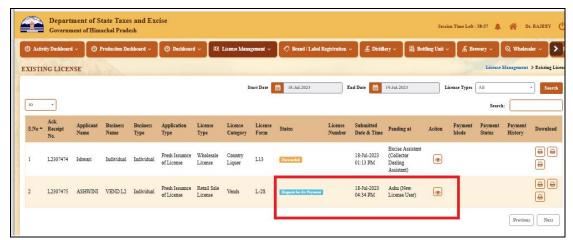
• User need to click on action icon as shown in above figure to proceed further.



•User need to verify the details which are displayed in the acknowledgment receipt and click on next

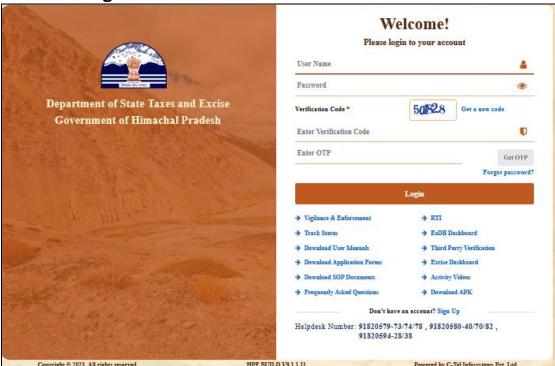


• User need enter remarks and click on submit.



• The forwarded License application will be displayed as shown in above figure.

Licensee Login:



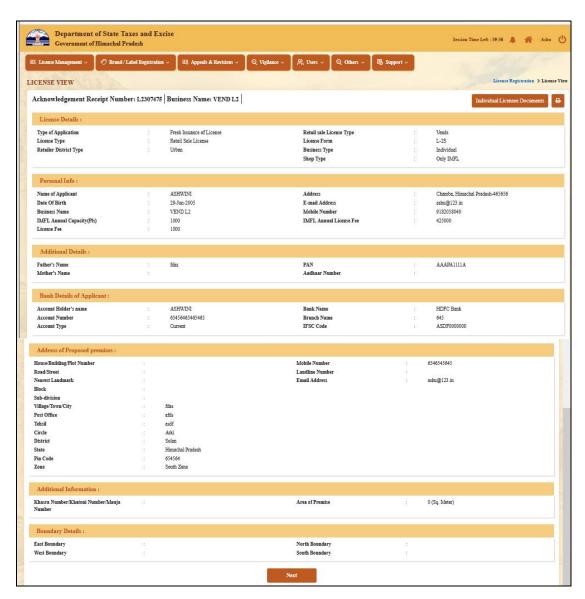
• User required to provide valid credentials as shown in above figure.



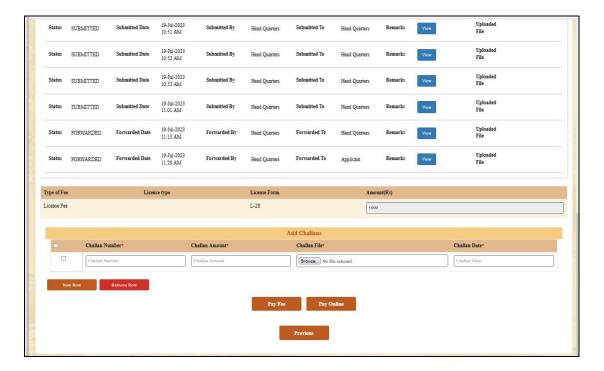
• User need to click on License management as shown in above figure.



• User need to click on action icon as shown in above figure.

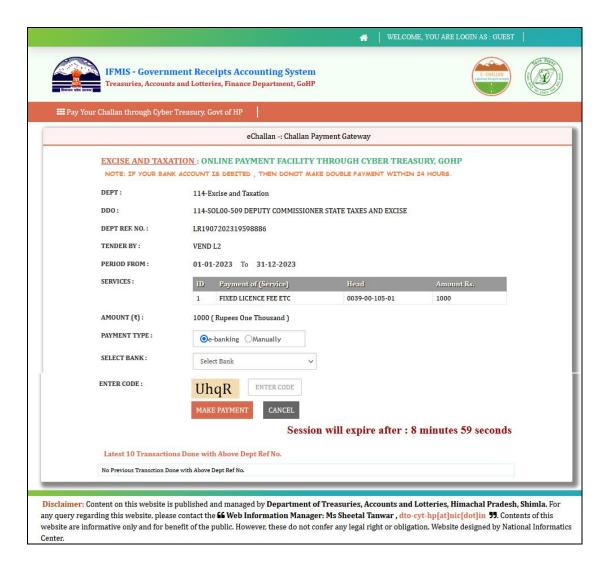


• The License acknowledgement receipt will be displayed as shown in above figure and User need to click on next.



• User need to upload and enter challan number as shown in above figure and click on pay fee / user can also pay fee through online

^{*}The above-mentioned number are just for demo purpose*



- User required to select bank from drop down list and enter code as shown in above figure.
- User need to click on make payment, then user will be redirected to bank server for complete payment process

after successful payment, E-Receipt will be generated as shown below.



• The payment successful page will be displayed as shown in above figure and click on print challan.

Challan print: For reference





• The forwarded application will be displayed as shown in above figure.

Circle Officer (STEO):



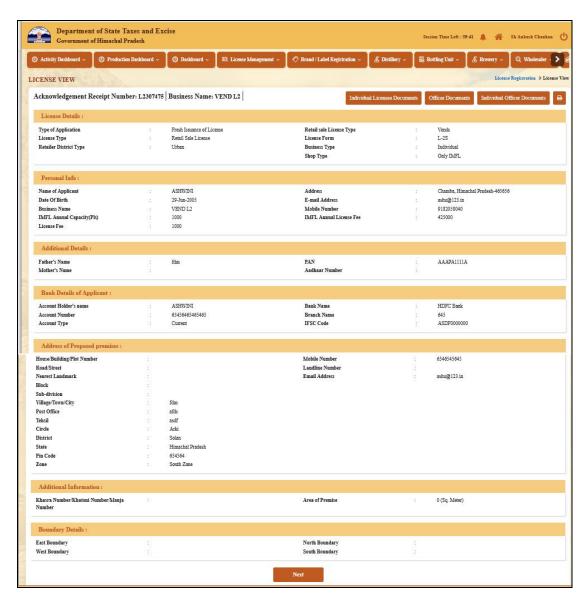
• User required to provide valid credentials as mentioned in above figure and click on Login



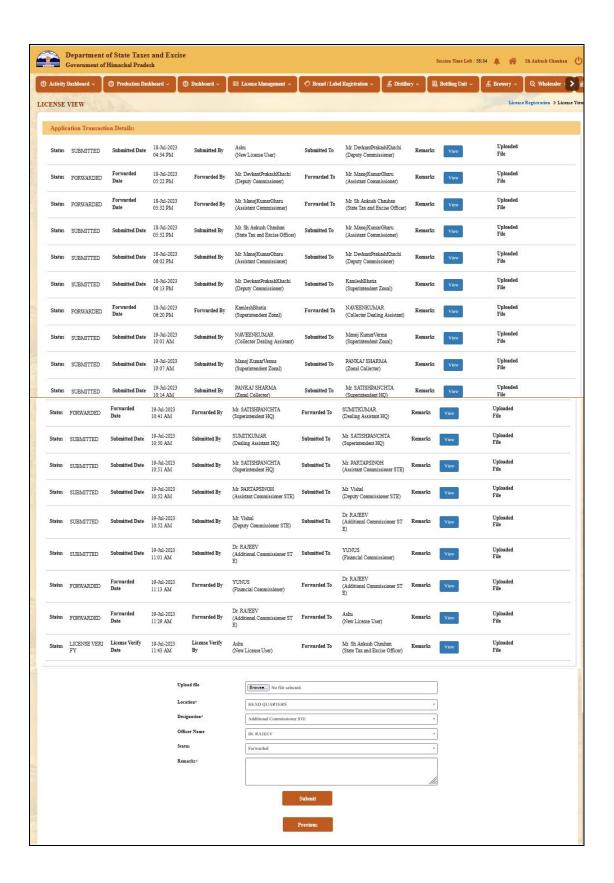
• User need to click on License management as shown in above figure.



• User need to click on action icon as shown in above figure.



- The License acknowledgement receipt will be displayed as shown in above figure,
- User need to click on next.



• User need to enter remarks and click on submit.



• The forwarded license application will be displayed as shown in above figure.

Additional Commissioner Login:



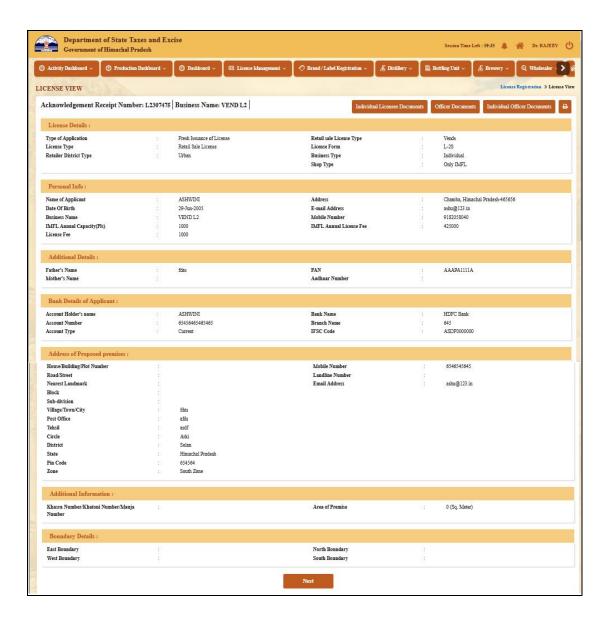
• User required to provide valid credentials as mentioned in above figure and click on Login.



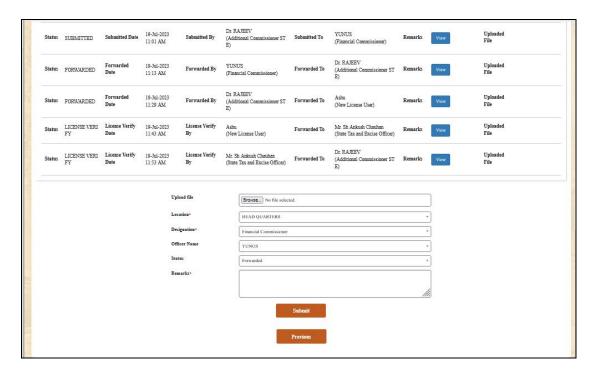
• User need to click on License management as shown in above figure.



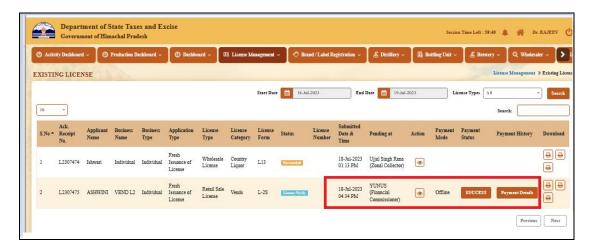
• User need to click on action icon as shown in above figure.



- The License acknowledgement receipt will be displayed as shown in above figure,
- User need to click on next.

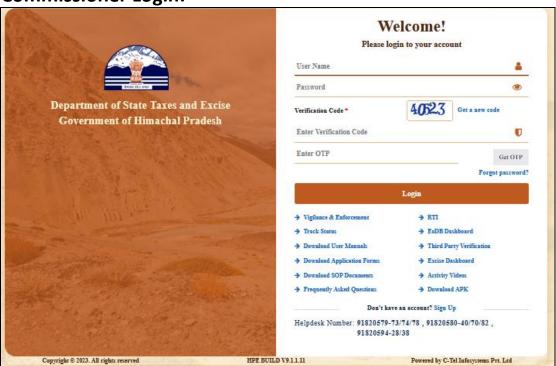


• User need to enter remarks and click on submit.



• The forwarded license application will be displayed as shown in above figure

Commissioner Login:



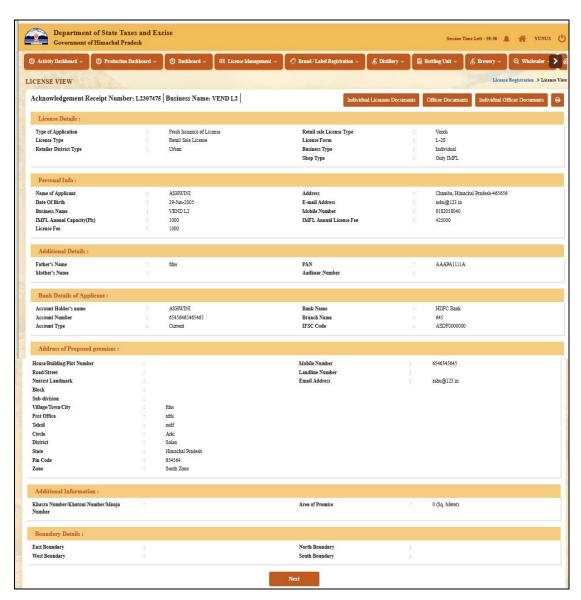
• User required to provide valid credentials as mentioned in above figure and click on Login



• User need to click on License management as shown in above figure.



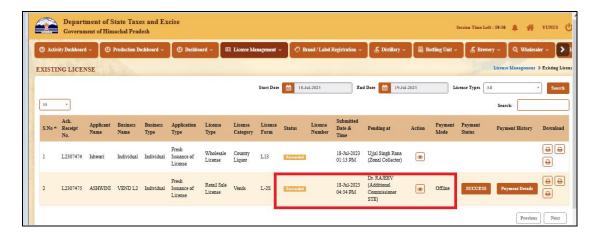
• User need to click on action icon as shown in above figure.



- The License acknowledgement receipt will be displayed as shown in above figure,
- User need to click on next.



• User need to enter remarks and click on Approve.



• The forwarded license application will be displayed as shown in above figure.

Additional Commissioner:



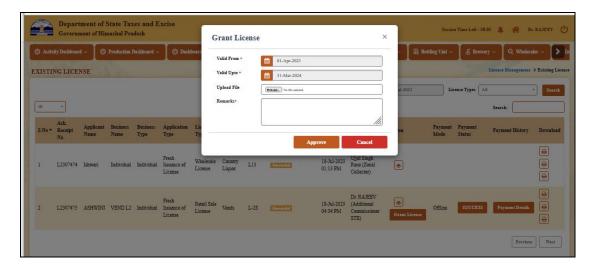
• User need to provide valid credentials as shown in above figure and click on Login



• User need to click on License management as shown in above figure.



• User need to click on Grant License as shown above figure.



• User need to enter the remark & Click on Approve button

License Granted successfully.

• User need to click on license management in navigation bar and select approved license.



• User required to click on print icon as shown in below figure.



Declaration print:

Declaration Form

Self-declaration by the applicant for completeness and correctness of application information being submitted

- I ASHWINI Daughter of fdas the Managing Director of the Business, the particulars of which are included above, apply on behalf of that Business for grant of a license / permission / registration under the Himachal Pradesh Excise Act 2011.
- I ASHWINI Daughter of fdas the Partner of the aforesaid Business do here by solemnly affirm that the particulars given in this form are true and correct to the best of my knowledge and belief. I undertake to notify immediately to the Registering Authority to whom the application has been made any change in any of the above particulars.

Submitted Date & Time: 18-Jul-2023 04:34:07 PM

Application print:

VEND L2

madhapur

Dated: 18-Jul-2023

To

The Deputy Commissioner Solan Solan Himachal Pradesh.

Sub:- Grant of (L-2S) license at Village/Town/City:- fdas, Post Office:- afds, Tehsil:- asdf, Circle:- Arki, District:- Solan, Zone:- South Zone, State:-Himachal Pradesh, Pincode: - 654564.

With humble respect, we have the honor to inform you that we are opening a Retail Vend at Village/Town/City:- fdas, Post Office:- afds, Tehsil:- asdf, Circle:- Arki, District:- Solan, Zone:- South Zone, State:-Himachal Pradesh, Pincode:- 654564. In this regard, we have already applied license through your Excise Portal.

Following documents are enclosed herewith for kind consideration of the application.

- 1. Site map of the proposed premises duly signed by the applicant
- 2. Ownership proof/Rent agreement/Lease deed, if the premises is on rent/lease
- 3. Application in prescribed form with court fee stamp

Therefore, I request your kind majesty to look into the matter and do the needful for grant of license for Vends.

Thanking you.

Yours faithfully, (ASHWINI) For VEND L2

License forward to commissioner:



| GOVERNMENT OF HIMACHAL PRA | DESH |
|---|---|
| OFFICE OF THE ADDITIONAL COMMISSION | NER STE, |
| EXCISE HEAD OFFICESHIMLA | |
| | Date: 18-Jul-2023 |
| | |
| To . | |
| The Financial Commissioner, Himachal Pradesh | |
| STATE TAXES AND EXCISE,BLOCK NO 30 | |
| SHIMLA | |
| NAL. | |
| l. Forwarding an application vide No.:RTLR/Kamm/202306127 of M/s VEND L2., I license. | Directors are :- 1. ASHWINI regarding grant of Vends |
| ir, | |
| With reference to the subject cited above, I have the honour to forward herewith an app | lication vide No.: RTLR/kamm/202306127 alongwith its |
| nclosures received from the applicant M/s VEND L2., Directors are :- 1. ASHWINI and an en | quiry report submitted by Deputy Commissioner Excise. |
| HIMLA (S) Revenue regarding grant of retail vend of foreign liquor for consumption 1000 at | the premises, fdas, afds, asdf, Arki, Solan, Himachal |
| Pradesh- 654564 District covered by Dak No Patta No Mouza GMC has | s issued an NOC in this regard, A Public meeting was also |
| onducted to obtain their opinion on the proposed established. The members present in the meeting es | expressed their no objection. |
| This is for favour of your kind consideration of the proposal as per A.E. Rules, 2016 (as amer | nded), which is recommended from this end. |
| | Yours faithfully |
| inclo :- As stated above. | |
| | Additional Commissioner STE, |
| | EXCISE HEAD OFFICE |
| | SHIMLA |

Grant of License:



DEPARTMENT OF STATE TAXES AND EXCISE Government of Himachal Pradesh LICENSE IN FORM L-2S

Serial No:____

License Number: 11005205323(Retail sale License) Valid from: 01-Apr-2023 to Valid to: 31-Mar-2024 Registered under District Number: 205 (Solan)

Dated: 19-07-2023

LICENSE FOR 2023-2024

The License authorizing retail sub-vend of C.L /IMFL/Beer in the premises specified in the enclosed approved plan and for the period from 01st April, 2023 to 31st March 2024 is granted to: VEND L2, Main Vend:-VEND L2

M/3 ASHWINI,

Daughter of fdas R/o Village/Town/City:- fdas, Post Office:- afds, Tehsil:- asdf, Circle:- Arki, District:- Solan, Zone:- South Zone, State:-Himachal

Pradesh, Pincode:- 654564

(Complete permanent address should be given)
HOURS OF SALE: 09:00 A.M. TO 12:00 A.M.
I.M.F.L. QUOTA FOR THE YEAR 2023-2024 (In Pls)...1000 Pls...
COUNTRY LIQUOR QUOTA FOR THE YEAR 2023-2024 (In Pls)....NIL....

This license is granted/subject to the H.P. Liquor License Rules, 1986 and the supplementary conditions as announced at the time of allotment/reallotment/renewal and subject to the payment of Rs. IMFL Annual License Fee Rs.425000/- (Four Lac Twenty Five Thousand Only on account of license fee.

Description of the licensed premises (Approved Site Plan enclosed).

Unit/Shop...VEND L2 Dated: 19-JUL-23 12:17:27

> Financial Commissioner (Excise)-cum-Commissioner of State Taxes and Excise, Himachal Pradesh.