



DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



E-Signature Feature User Reference Manual

C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

Table of Contents

1. OVERVIEW	3
2. Helpful Resources	3
3.E-Signature Configuration	4
4.Approve The Pass By E-Signature	10

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 E-Sign Configuration & how to approve the pass permit through E-Signature.

2. Helpful Resources

2.1 . System Requirements:

Software installation :

- Adobe Reader: [Click Here To Download](#)

Url to download :- <https://get.adobe.com/reader/>

Connectivity

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

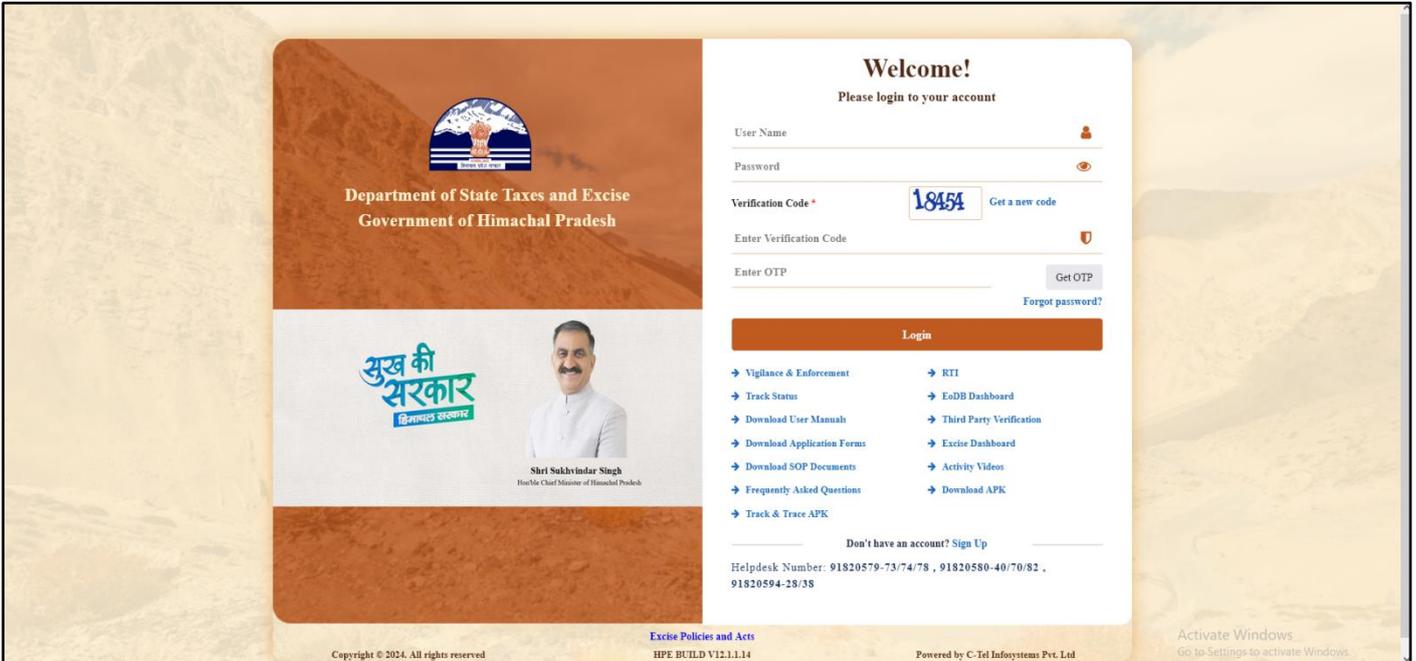
Browser:

- Application Is Compatible with Latest Mozilla and Chrome

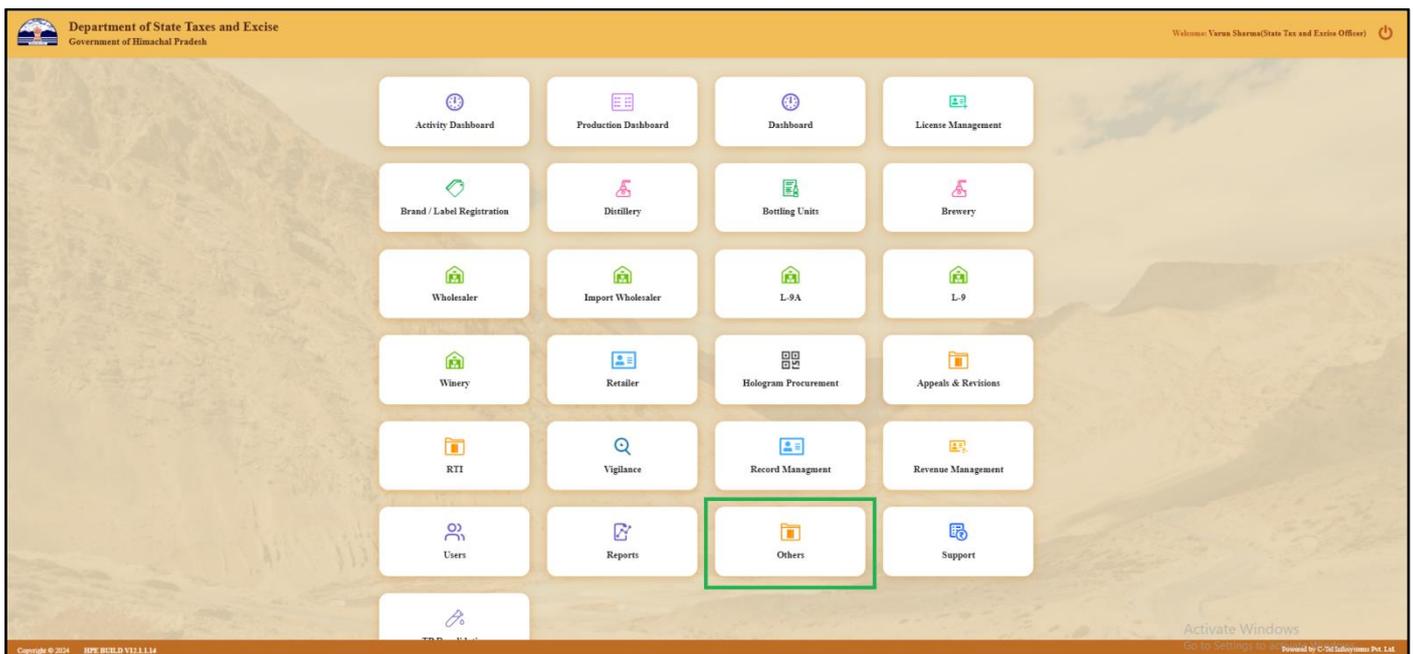
2.2 Help and Contact Information.

3.E-Signature Configuration

OFFICER LOGIN:-



- Officer need to provide valid credentials as mentioned in above figure and click on Login.



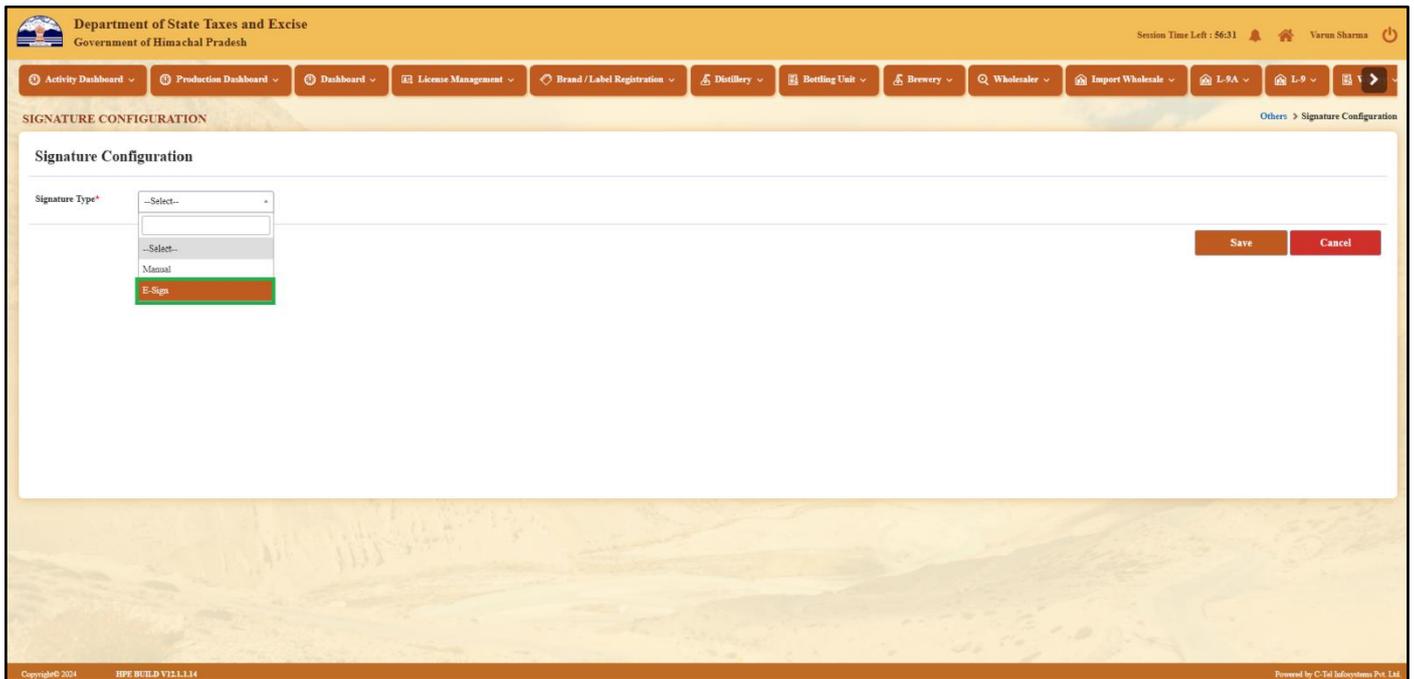
- officer need to click on the Others tab as shown in above figure.

The screenshot shows the user interface of the Department of State Taxes and Excise, Government of Himachal Pradesh. The top navigation bar includes various menu items such as 'TP Revalidation', 'Hologram Procurement', 'Appeals & Revisions', 'RTI', 'Vigilance', 'Record Management', 'Revenue Management', 'Users', 'Reports', 'Others', and 'Support'. The 'Others' dropdown menu is expanded, listing options like 'Circular', 'Notification Alerts', 'Arrears', 'Paid Arrears', 'Audit Trail', 'Officers Dashboard', 'Stock Returns and TP Filing', 'Forward License Renewal Application', 'Notification Configuration', 'Signature Upload', and 'Signature Configuration'. The 'Signature Configuration' option is highlighted with a green border. The main content area displays 'STOCK RETURNS & PASS FILING' with a table header and a 'No data available' message.

- officer need to click on the Others Tab & then click on the Signature Configuration.

The screenshot shows the 'SIGNATURE CONFIGURATION' page within the Department of State Taxes and Excise portal. The page title is 'Signature Configuration'. There is a 'Signature Type*' dropdown menu with a green border around it, currently showing '--Select--'. At the bottom right of the form area, there are 'Save' and 'Cancel' buttons. The page footer includes 'Copyright © 2024', 'HPE BUILD V11.11.14', and 'Powered by C-Tel Infosystems Pvt. Ltd.'.

- officer need to click on the Signature Type drop down list.



Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 56:31 Varun Sharma

Activity Dashboard Production Dashboard Dashboard License Management Brand / Label Registration Distillery Bottling Unit Brewery Wholesaler Import Wholesale L-9A L-9

SIGNATURE CONFIGURATION Others > Signature Configuration

Signature Configuration

Signature Type* --Select--

--Select--

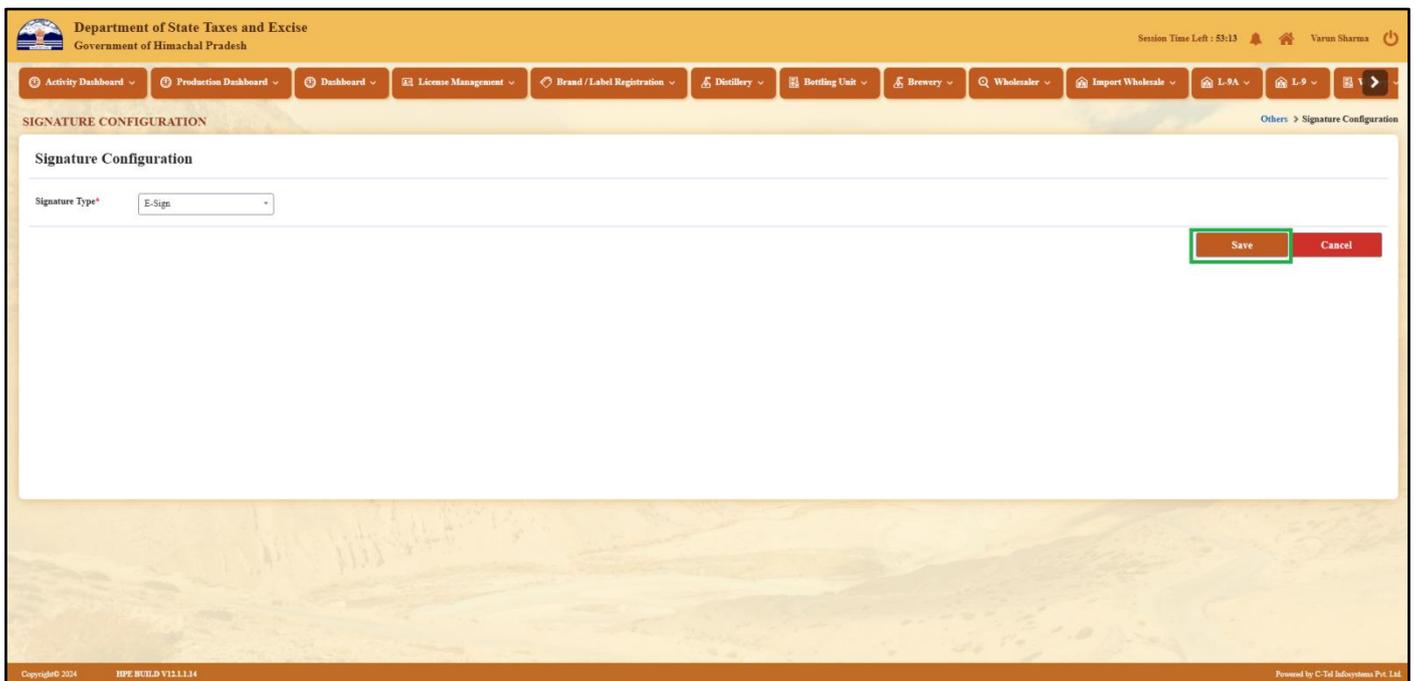
Manual

E-Sign

Save Cancel

Copyright © 2014 HPE BUILD V13.1.1.14 Powered by C-Tel Infosystems Pvt. Ltd.

- officer need to select e-sign option in the Signature type drop down list.
- officer have an option to select the manual as a signature type.



Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 53:13 Varun Sharma

Activity Dashboard Production Dashboard Dashboard License Management Brand / Label Registration Distillery Bottling Unit Brewery Wholesaler Import Wholesale L-9A L-9

SIGNATURE CONFIGURATION Others > Signature Configuration

Signature Configuration

Signature Type* E-Sign

Save Cancel

Copyright © 2014 HPE BUILD V13.1.1.14 Powered by C-Tel Infosystems Pvt. Ltd.

- officer need to click on the Save button.

Ministry of Electronics and Information Technology
Government of India

Digital India
Power To Empower

CDAC

You are currently using C-DAC eSign Service and have been redirected from

CDAC's e-Sign Service

View Document Information

Aadhaar Number Virtual ID UID Token [Get Virtual ID](#)

Enter Your Aadhaar Number

Aadhaar TOTP Aadhaar OTP [How to generate TOTP?](#)

Enter Your Aadhaar OTP

Get OTP Cancel

- officer need to enter his Aadhaar Number in the Aadhaar number field.

Ministry of Electronics and Information Technology
Government of India

Digital India
Power To Empower

CDAC

You are currently using C-DAC eSign Service and have been redirected from

CDAC's e-Sign Service

View Document Information

Aadhaar Number Virtual ID UID Token [Get Virtual ID](#)

Enter Your Aadhaar Number

Aadhaar TOTP Aadhaar OTP [How to generate TOTP?](#)

Enter Your Aadhaar OTP

Get OTP Cancel

- officer need to click on the Get OTP button.
- officer will get the OTP on his Aadhaar Register Mobile Number.

The screenshot displays the CDAC's e-Sign Service interface. At the top, there are logos for the Ministry of Electronics and Information Technology, Government of India, Digital India (Power To Empower), and CDAC. A message states: "You are currently using C-DAC eSign Service and have been redirected from". Below this, the "CDAC's e-Sign Service" header is visible. The "View Document Information" section includes radio buttons for "Aadhaar Number", "Virtual ID", and "UID Token". The "Aadhaar Number" field is filled with asterisks. Below it, there are radio buttons for "Aadhaar TOTP" and "Aadhaar OTP". The "Aadhaar OTP" field is also filled with asterisks. A consent checkbox is checked, and a "Listen to Consent" button is present. A green notification bar at the bottom of the form states: "OTP has been sent to mobile number <*****2497>". There are "Submit" and "Cancel" buttons, and a "Resend OTP" link.

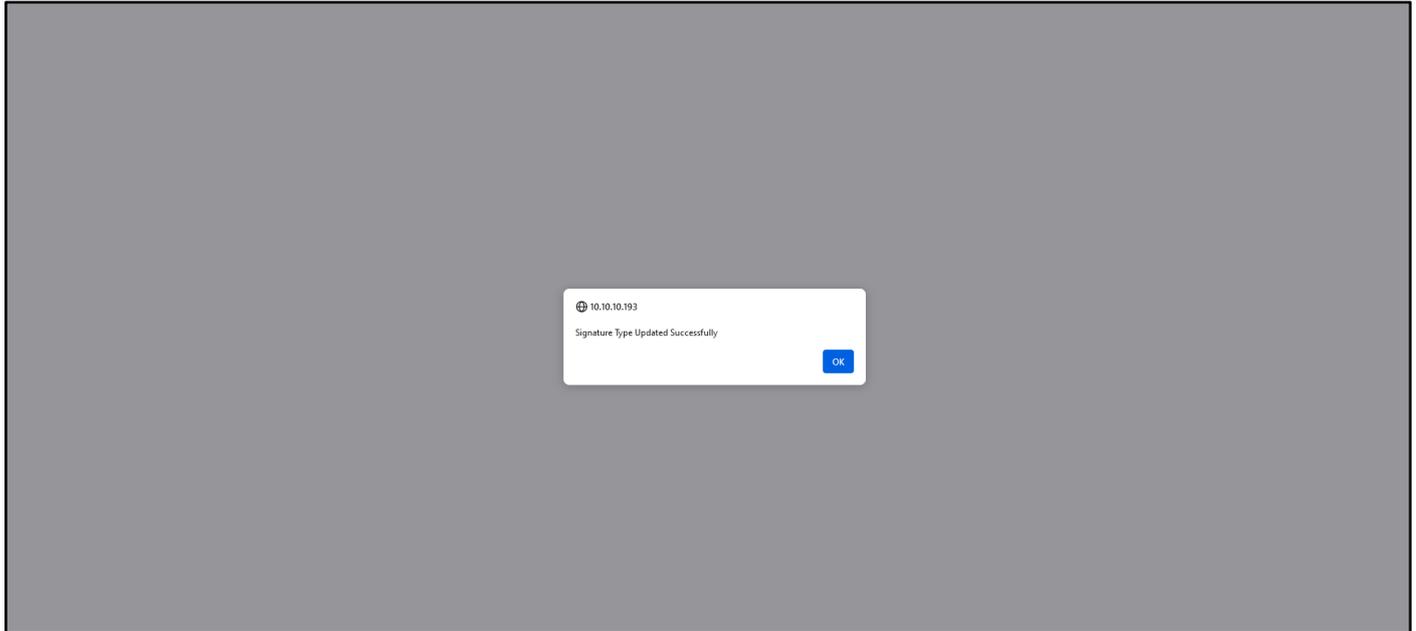
© 2022 C-DAC. All rights reserved | Website owned and maintained by Centre for Development of Advanced Computing (C-DAC)

- officer need to enter the valid OTP which is received on his Aadhaar Registered Mobile Number.
- officer need to select the consent check box & officer need to click on the Submit button.

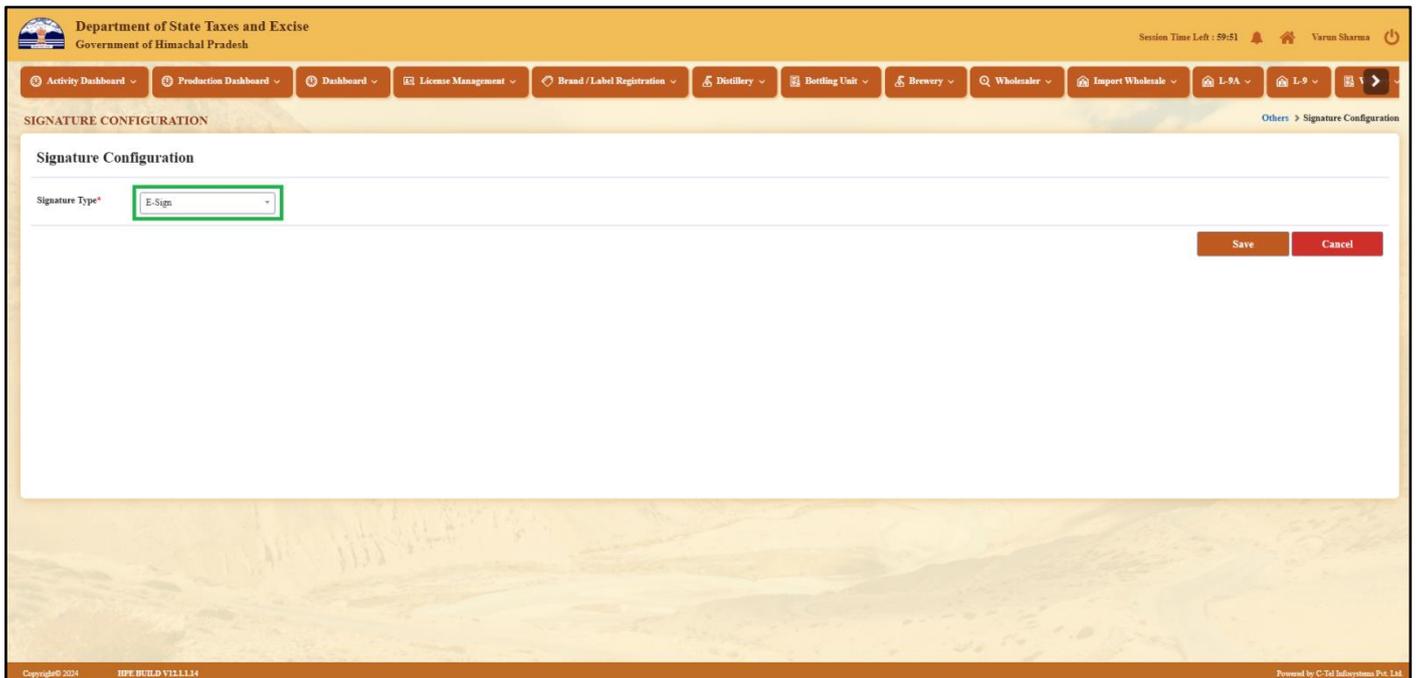
The screenshot shows the CDAC's e-Sign Service interface with a security warning dialog box overlaid. The dialog box title is "es-staging.cdac.in" and contains the text: "The information you have entered on this page will be sent over an insecure connection and could be read by a third party. Are you sure you want to send this information?". There are "Continue" and "Cancel" buttons in the dialog. The background interface is dimmed, showing the "CDAC's e-Sign Service" header and the "View Document Information" section. The "Aadhaar Number" field is empty, and the "Aadhaar OTP" field is also empty. A "Submit" button is visible. A green notification bar at the bottom of the form states: "Kindly click 'Resend OTP' link after 10 seconds...".

© 2022 C-DAC. All rights reserved | Website owned and maintained by Centre for Development of Advanced Computing (C-DAC)

- officer need to click on the Continue Button as it is appearing in the alert pop up window.



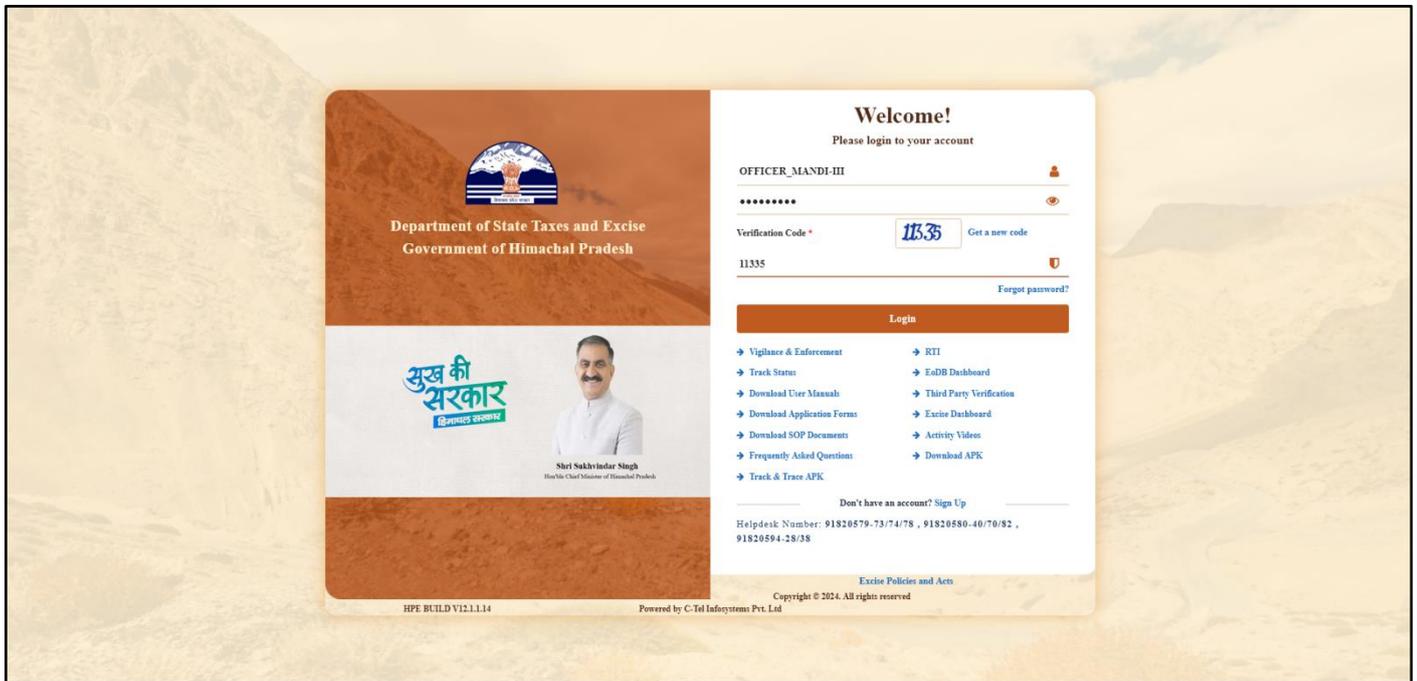
- officer need to click on the OK button in the alert pop up window as shown in above figure.



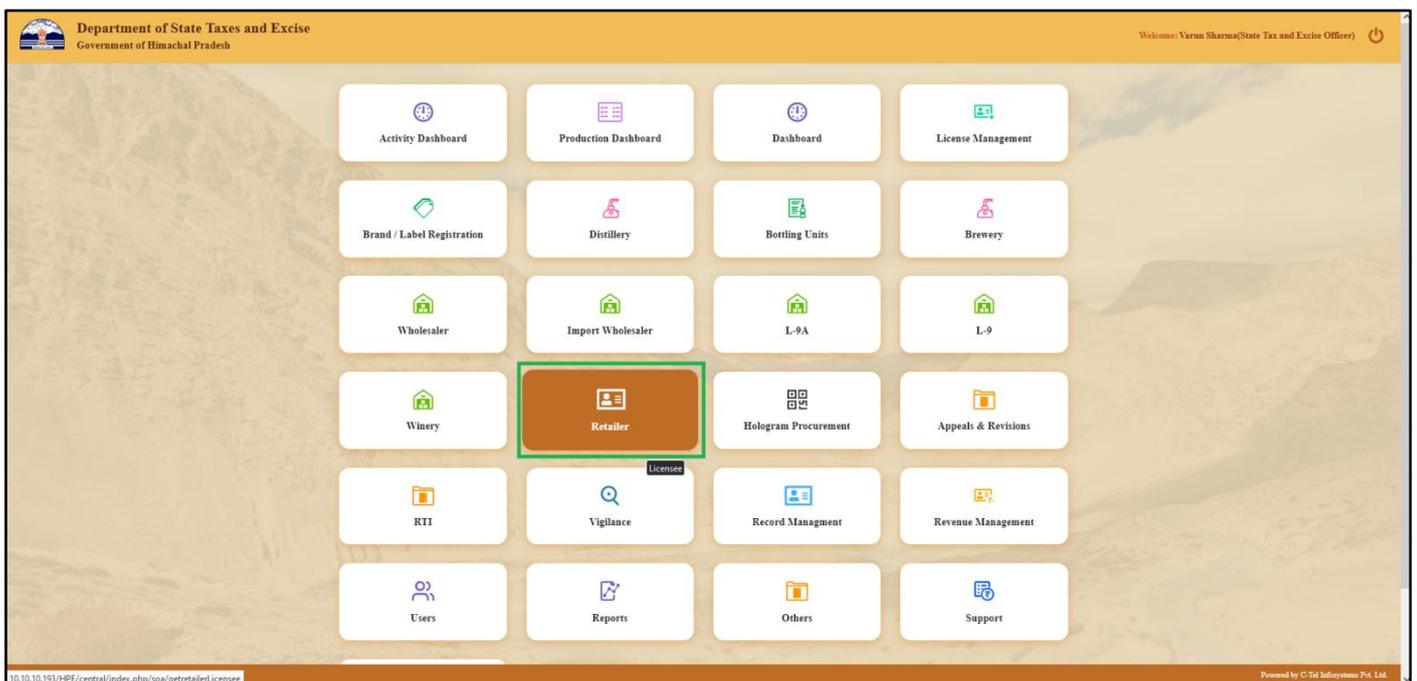
- officer is successfully Configured with E-sign, as shown in above figure.

4.Approve The Pass By E-Signature

OFFICER LOGIN :-



- officer need to provide valid user name, password & verification code & click on the Login Button.



- officer need to click on the Retailer Tab as Shown in Above figure.

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:23 Varun Sharma

Navigation Bar: Distillery, Bottling Unit, Brewery, Wholesaler, Import Wholesaler, L-9A, L-9, Winery, **Retailer**, Other Licences, TP Revalidation, Holgram Procurement, Appeals & Review

LIST OF LICENSE

Search:

S.No	Retailer Code	Retailer Name	License Name	License Type	Mobile Number	Mail Address
1	2302066	D S FLIGHTS	PRASHANT SHARMA	L2	9999999999	L 2 PANARSA, PANARSA
2	2304049	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 PANJAIN, PANJAIN,
3	2302074	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 THATTA, THATTA, T
4	2304291	THAKUR FRUIT WINE SHOP	YADVINDER	S1-AA	9999999999	. Balichowki, Balichowki, E
5	2302072	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 KOT KHAMARDA, F
6	2303668	D S FLIGHTS	PRASHANT SHARMA	L2	9999999999	L 2 PANDOH, PANDOH, PANODH, SADAR, MANDI-III, Mandi, Himachal Pradesh, 175124
7	2303174	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 HANOGI, HANOGI, PANDOH, SADAR, MANDI-III, Mandi, Himachal Pradesh, 175124
8	2303658	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 BASTA, BASTA, PANDOH, SADAR, MANDI-III, Mandi, Himachal Pradesh, 175124
9	2303632	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 KUKLAH, KUKLAH, PANDOH, SADAR, MANDI-III, Mandi, Himachal Pradesh, 175124
10	2304170	Hotel Shinger Bar and Restaurant	Murari Lal	L3.L4 & L5	9999999999	. NH 21, Mandi, Sadar, MANDI-III, Mandi, Himachal Pradesh, 175003

Footer: 10.10.10.193/HPE/central/index.php/site/ViewRetailerIndents | Powered by C-Tel Infosystems Pvt. Ltd.

- officer need to click on the Retailer Tab through the Navigation Bar.
- officer need to click on the Retailer Indent to Wholesale Tab as shown in Figure.

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:54 Varun Sharma

Navigation Bar: Activity Dashboard, Production Dashboard, Dashboard, License Management, Brand / Label Registration, Distillery, Bottling Unit, Brewery, Wholesaler, Import Wholesaler, L-9A, L-9

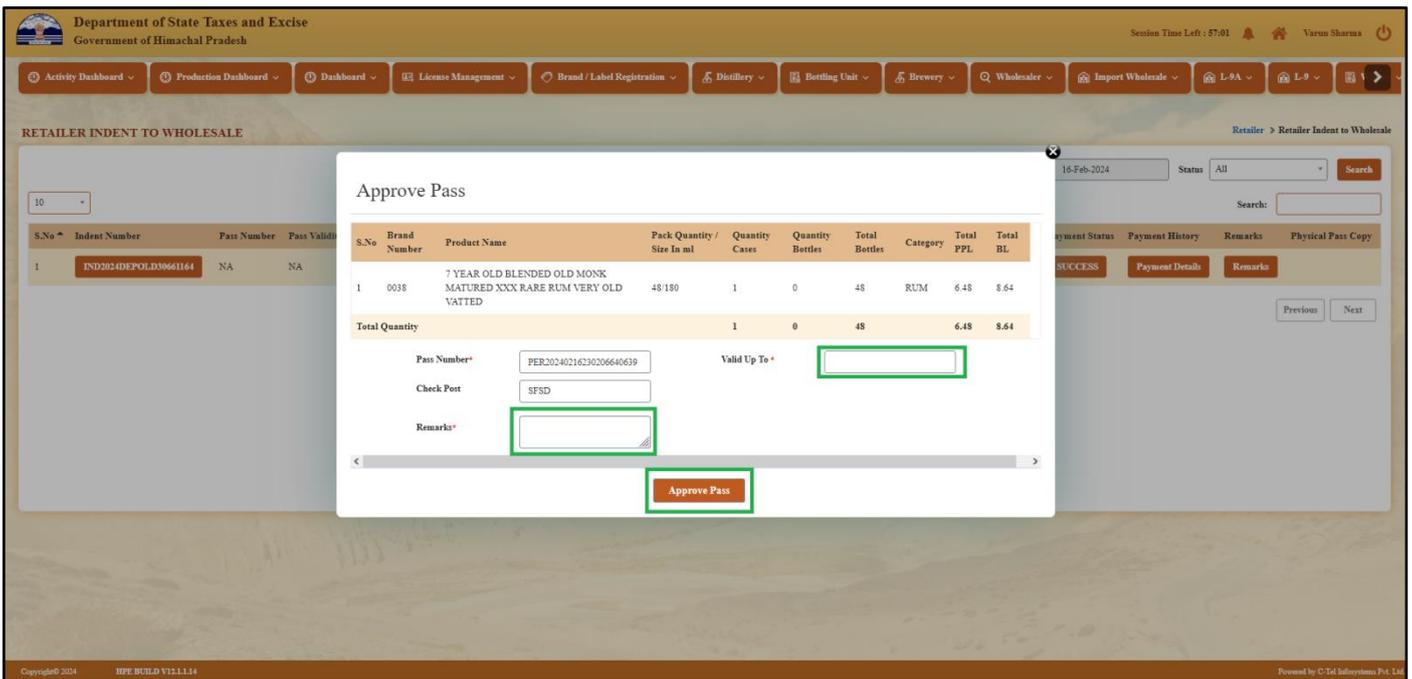
RETAILER INDENT TO WHOLESALE

Start Date: 16-Feb-2024 | End Date: 16-Feb-2024 | Status: All | Search:

S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date/Time	Retailer Code	Retailer Name	Wholesale Name	Info Status/Action	Payment Mode	Payment Status	Payment History	Remarks	Physical Pass Copy
1	IND2024DEPOLD30661164	NA	NA	NA	16-Feb-2024 11:35:25 AM	2302066	D S FLIGHTS	Desh Raj Associates	Approve Applied for Pass	SUCCESS	Payment Details	Remarks		

Footer: Copyright © 2024 | HPE BUILD V11.1.1.14 | Powered by C-Tel Infosystems Pvt. Ltd.

- officer need to select one indent & click on the Approve button as shown in above figure.



Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 57:01 | Virus Sharma

Activity Dashboard | Production Dashboard | Dashboard | License Management | Brand / Label Registration | Distillery | Bottling Unit | Brewery | Wholesaler | Import Wholesaler | L-9A | L-9

RETAILER INDENT TO WHOLESALE

16-Feb-2024 | Status: All | Search

Search: _____

S.No	Brand Number	Product Name	Pack Quantity / Size In ml	Quantity Cases	Quantity Bottles	Total Bottles	Category	Total PPL	Total BL
1	0038	7 YEAR OLD BLENDED OLD MONK MATURED XXX RARE RUM VERY OLD VATTED	48/180	1	0	48	RUM	6.48	8.64
Total Quantity				1	0	48		6.48	8.64

Pass Number* PER20240216230206640639 | Valid Up To* _____

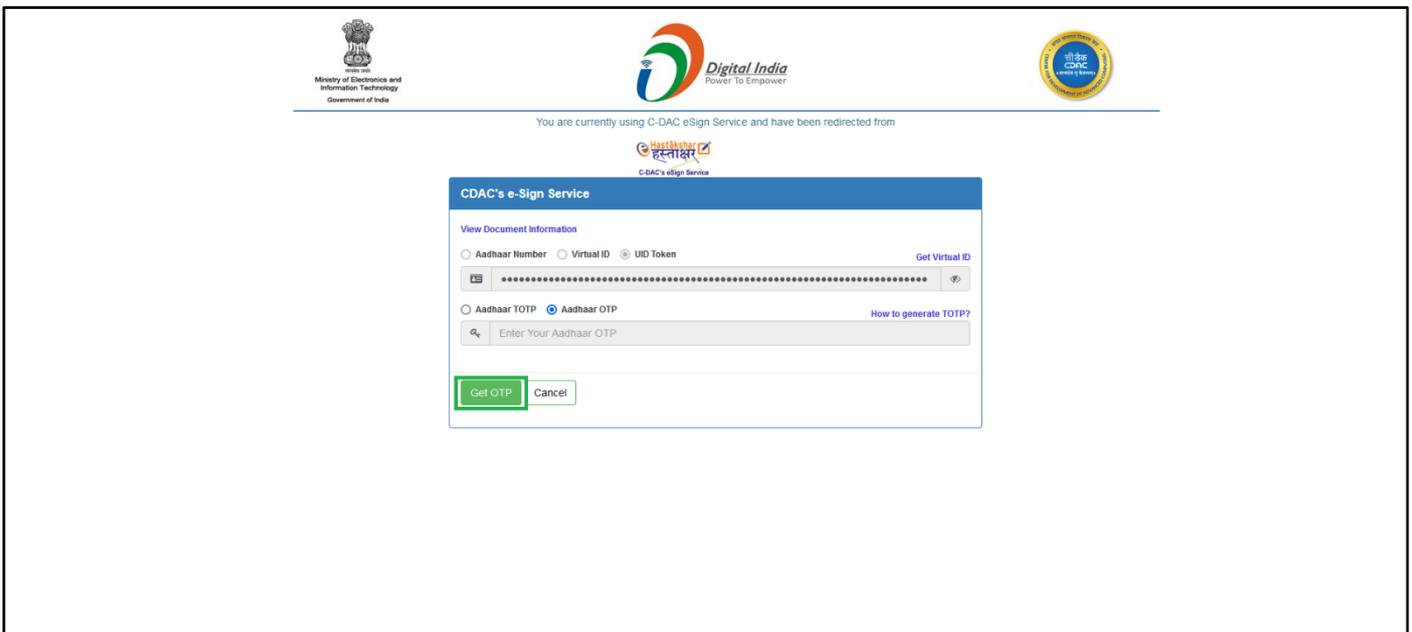
Check Post SFSD

Remarks* _____

Approve Pass

Copyright © 2024 | HPE BUILD V12.1.1.14 | Powered by C-Tel Infosystems Pvt. Ltd.

- officer need to enter the Select the Valid Up To & enter the Remarks & click on the Approve Pass Button.



Ministry of Electronics and Information Technology
Government of India

Digital India
Power To Empower

You are currently using C-DAC eSign Service and have been redirected from

CDAC's eSign Service

View Document Information

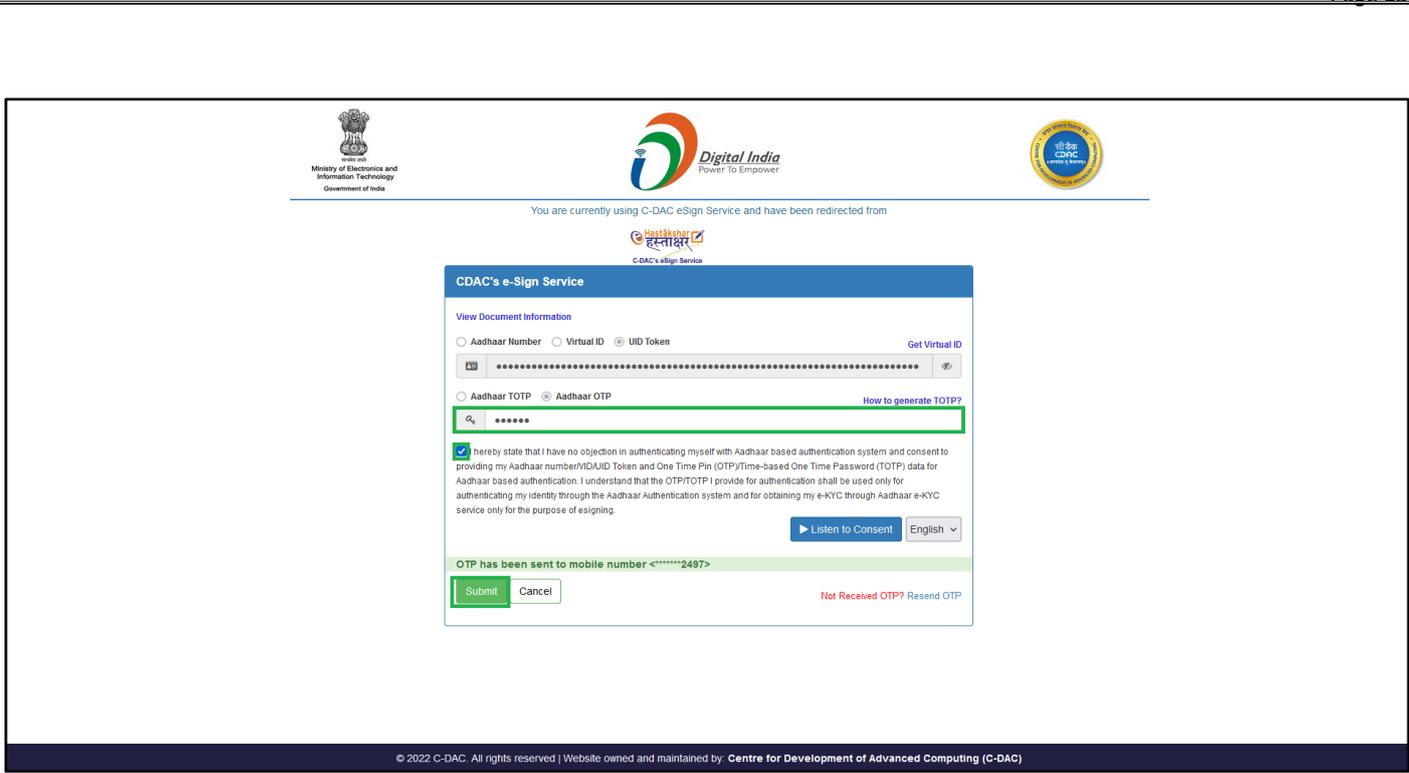
Aadhaar Number Virtual ID UID Token [Get Virtual ID](#)

Aadhaar TOTP Aadhaar OTP [How to generate TOTP?](#)

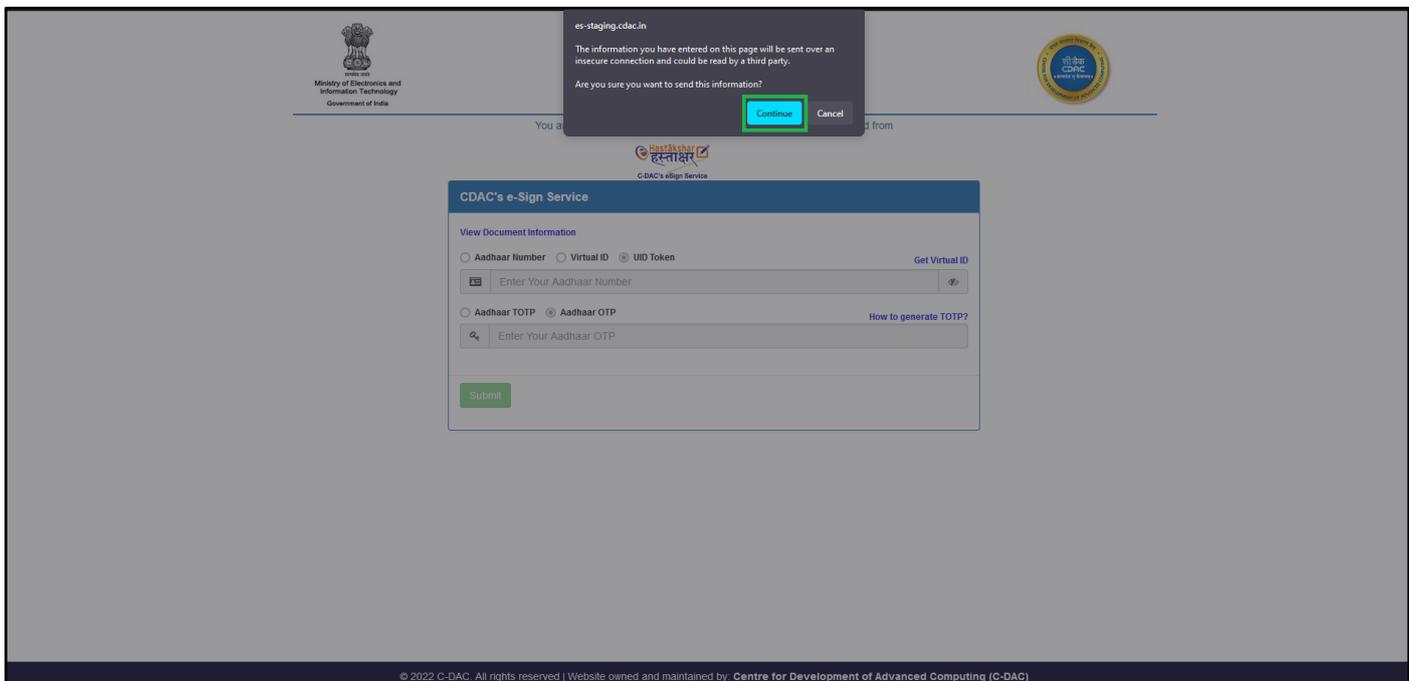
Enter Your Aadhaar OTP

Get OTP Cancel

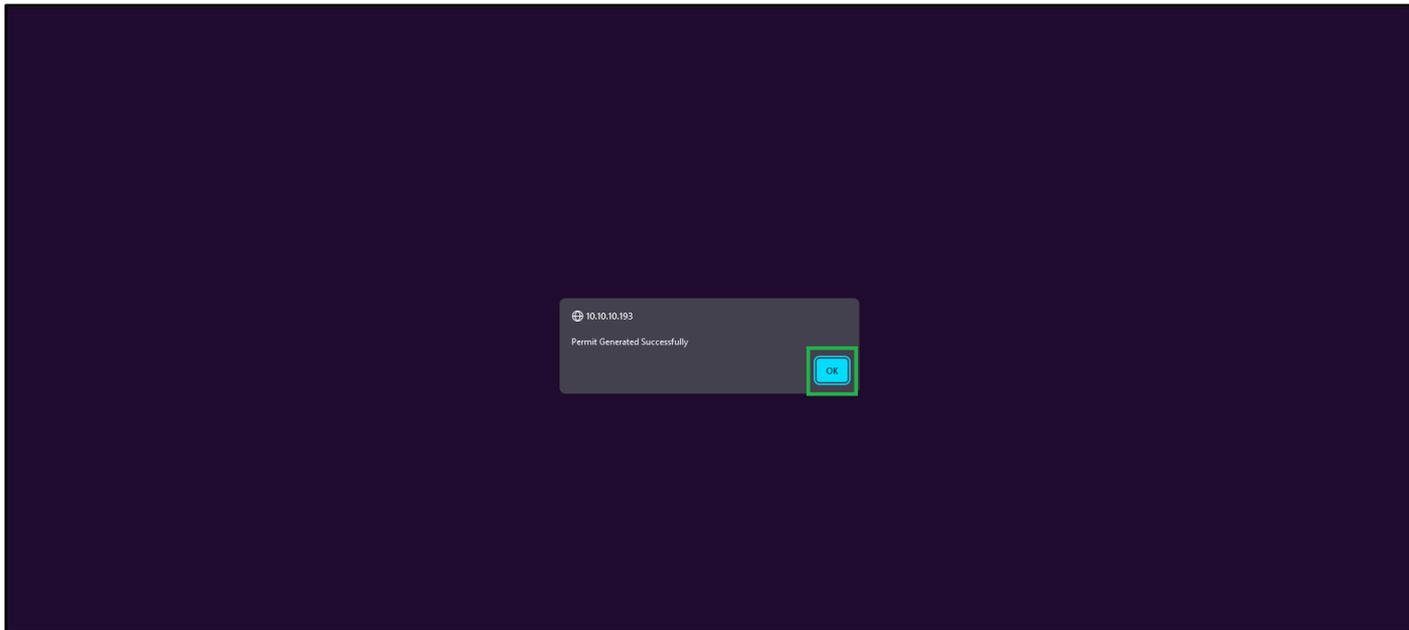
- officer need to click on the Get OTP button.
- officer will get the OTP on his Aadhaar Registered Mobile Number.



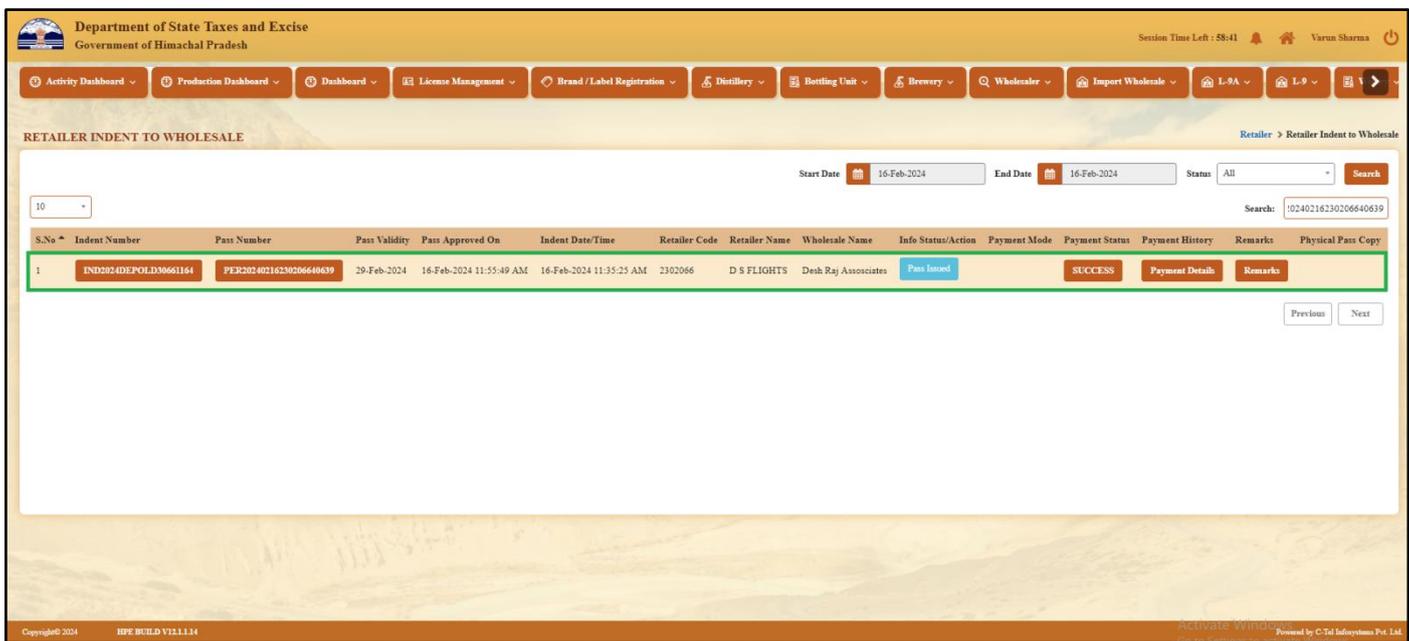
- officer need to enter the valid OTP in Aadhaar Otp field as shown above figure.
- officer need to select the consent check box as shown in the above figure.
- officer need to click on the Submit Button as shown in Above Figure.



- officer need to click on the Continue button in the alert pop up window as shown figure.



- officer need to click on the OK Button in alert pop up window as shown in the above figure.



- officer able to see the approved pass in the retailer to wholesale list view page as shown in the above figure.

Department of State Taxes and Excise
 Government of Himachal Pradesh

Session Time Left : 0:00 Varun Sharma

Activity Dashboard Production Dashboard Dashboard License Management Brand / Label Registration Distillery Bottling Unit Brewery Wholesaler Import Wholesaler L-9A L-9

RETAILER INDENT TO WHOLESALE Retailer > Retailer Indent to Wholesale

Start Date
End Date
Status
Search

10
Pass Number: PER20240216230206640639
Search:

S.No	Brand Number	Product Name	Pack Quantity in Bottles / Size in ml	Quantity in Cases	Quantity in Bottles	Total Bottles	Category	Total License Fee (Rs)	Total ETD (Rs)	Total Addl License Fee (Rs)	Total Milk Cess (Rs)	Total Value (Rs)	Total PPL	Total BL
1	0038	7 YEAR OLD BLENDED OLD MONK MATURED XXX RARE RUM VERY OLD VATTED	48/180	1	0	48	RUM	3045.6	18.24	66.24	120	3250.08	6.48	8.64
Total Quantity				1	0	48		3045.6	18.24	66.24	120	3250.08	6.48	8.64

S.No Indent Number Pass Number
 1 IND2024DEPOLD30661164 PER20240216230206640639

Pass PDF:

Payment History Remarks Physical Pass Copy
 Payment Details Remarks

Previous
Next

Copyright © 2024 HPE BUILD V12.1.1.14 Go to Settings to

- officer need to click on the Retailer Pass PDF print icon to view the E-Signature pass print.



DEPARTMENT OF STATE TAXES AND EXCISE
Government of Himachal Pradesh
Form L-34
(for the removal of Bottled Spirit)

Pass Number : PER20240216230206640639
 Indent Number : IND2024DEPOLD30661164



Date and Time of Issue : 16-FEB-24 11:55:49 AM
 Date and Time of Validity : 29-FEB-24 11:59:59 PM
 Shop Name : L-2 Panarsa

Name and Address of the Importer(Consignee):				Name and Address of the Exporter(Consignor):			
License Number : 80692024623(Retail sale License)				License Number : 30662028223(Wholesale License)			
Firm Name : D S FLIGHTS				Firm Name : Desh Raj Associates			
Licensee Name : PRASHANT SHARMA				Licensee Name : Desh raj			
Address : L 2 PANARSA, PANARSA, PANARSA, AUT, MANDI-III, Himachal Pradesh-175121				Address : 000, Chandyal, Gagaj, Balh, Mandi-III, Himachal Pradesh-175006			

Description of Liquor/Intoxicant to be transported:

S.No.	Kind Liquor/Intoxicant	Category	Brand Number	Brand Name	Size in ml	Quantity in BLS	Quantity in PLs	Strength/Alcohol Content	Quantity in cases	Quantity in bottles	Total Bottles
1	SPIRITS	RUM	0038	7 YEAR OLD BLENDED OLD MUNK MATURED XXX RARE RUM VERY OLD VATED	180	8.64	6.48	75.00	1	0	48
Total						8.64	6.48		1	0	48

Vehicle No: Make of Vehicle: Model of Vehicle:

Particulars of levies

Kind of Import: On Payment of Duty

Whether duty or other levies payable at the time of the application : Yes

Type Of Intoxicant	Type of Duty	Miscellaneous Details	Amount Deducted(Rs.)
Foreign Liquors & Spirits	Licensee fee/Retail Excise Duty (RED) on Liquor		3,045.60
Foreign Liquors & Spirits	Additional License fee/Additional Excise Duty (ARFD)		66.74
Other Receipts	ETD Development Fund		18.74
Milk Cess	Milk Cess		120.00
Total			3,250.08

Specification of route from origin to destination ending with the Checkpost/Barrier of entry into IED as declared by the applicant:

Checkpost/Barrier	Route
SFSD	R TEST1 , R VIA 1

Note:- This Pass is not valid for the movement of Excise Consignment on Dry Day i.e Republic Days (26 Jan), Independence Day (15 Aug) and Gandhi Jayanti (02 Oct).

State Tax and Excise Officer - 16-Feb-2024 / 11:55:53 AM
 MANDI-III

Digitally Signed by: Raja Bai
 Date: 16-Feb-2024
 11:55 AM

Note:- This document is electronically Signed / Verified by Raja Bai on 16-Feb-2024 11:55:49 AM from IP address 45.127.59.60 using Aadhaar OTP.

- officer able to see the e-sign retailer pass as shown in above figure.