



## DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



## Offline Passes User Manual

**C-TEL INFOSYSTEMS PVT. LTD**

**Hyderabad, Telangana**

## Table Of Contents

<b>1. OVERVIEW:</b> .....	<b>3</b>
<b>2. HELPFUL RESOURCES:</b> .....	<b>3</b>
<b>2.1 System Requirements:</b> .....	<b>3</b>
<b>2.2 Help and Contact Information</b> .....	<b>3</b>
<b>3. STEO Officer :</b> .....	<b>4</b>
<b>3.1 Offline Passes:</b> .....	<b>5</b>

## 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**

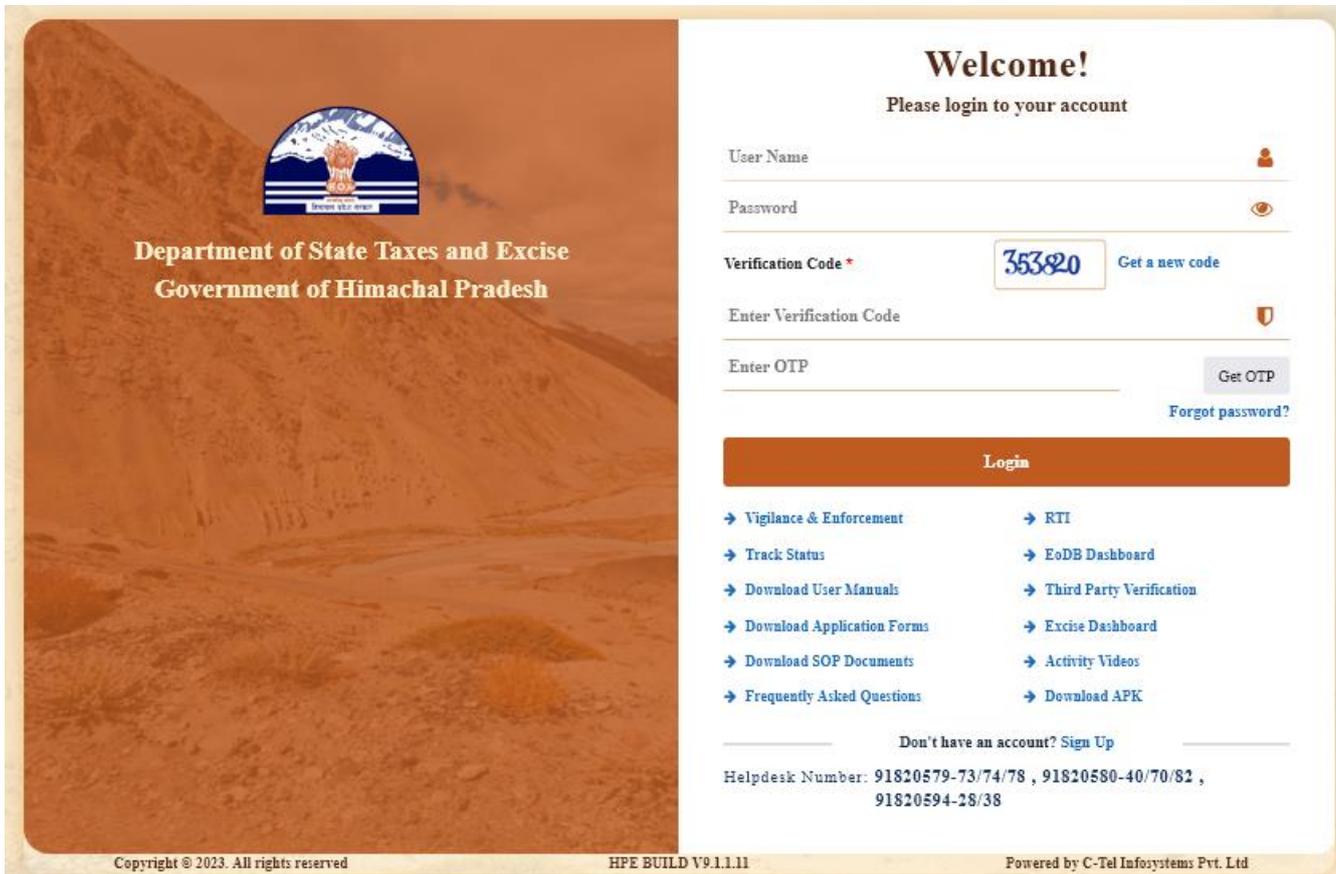
- For Data Transmission There Should Be Connectivity Installed at wholesaler.

#### **Browser:**

- Application Is Compatible with Latest Mozilla and Chrome

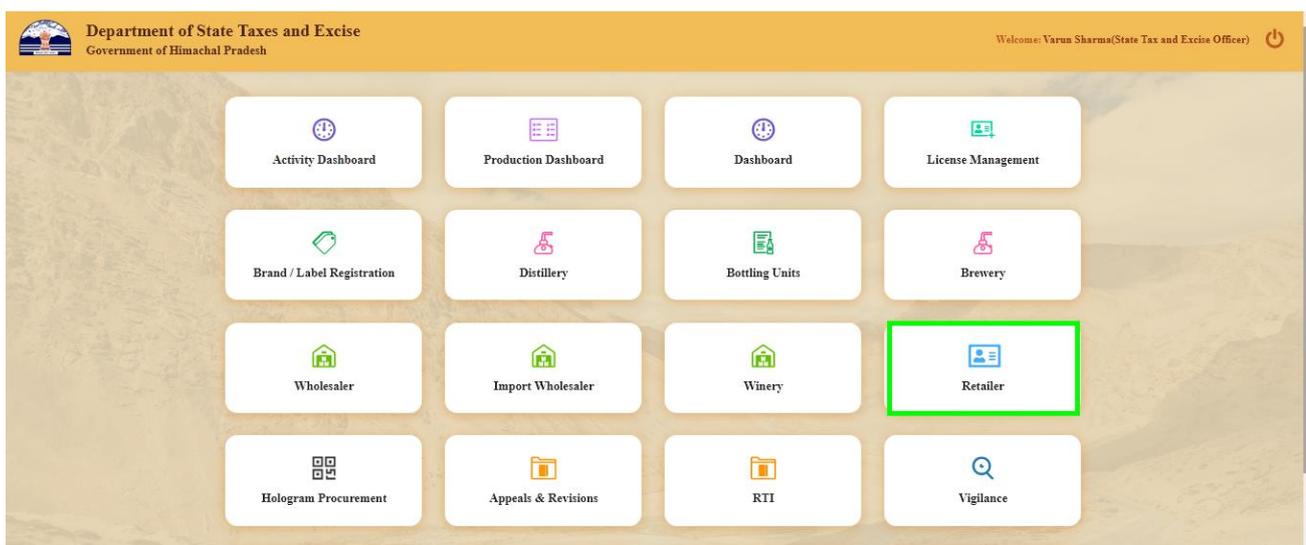
### 2.2 Help and Contact Information.

### 3. STEO (Officer) Login :-



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- Steo Officer required to provide valid credentials as shown in above figure.



- Steo 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 : 59:50 Varun Sharma

Navigation Bar: Distillery, Bottling Unit, Brewery, Wholesaler, Import Wholesale, L-9A, Winery, **Retailer**, Other Licensees, TP Revalidation

LIST OF LICENSE

10

S.No	Retailer Code	Retailer Name	License Name	License Type	Mobile Number	Mail Address
1	2304049	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 PANJAIN, PANJAIN, PANJAIN, MANDI-III,,Mandi,Himachal Pradesh,175123
2	2302074	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 THAITA, THAITA, THAITA, MANDI-III,,Mandi,Himachal Pradesh,175123
3	2302072	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 KOT KHAMARDA, KOT KHAMARDA, MANDI-III,,Mandi,Himachal Pradesh,175121
4	2303668	D S FLIGHTS	PRASHANT SHARMA	L2	9999999999	L 2 PANDOH, PANDOH, PANODH, SADAR, MANDI-III,,Mandi,Himachal Pradesh,175124
5	2303651	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 MENACH BAGRA THACH, MENACH, MENACH, BALI CHOWKI, MANDI-III,,Mandi,Himachal Pradesh,175123
6	2303672	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 BATHERI, BATHERI, BATHERI, SADAR, MANDI-III,,Mandi,Himachal Pradesh,175005
7	2303174	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 HANOI, HANOI, PANDOH, SADAR, MANDI-III,,Mandi,Himachal Pradesh,175124
8	2303834	D S FLIGHTS	PRASHANT SHARMA	L2	9999999999	L 2 PURANI MANDI, PURANI MANDI, MANDI, SADAR, MANDI-III,,Mandi,Himachal Pradesh,175001

Search:

Dropdown Menu: List of License, Route, Bar Indent to Retailer, Retailer Indent to Wholesale, **Offline Passes**, Retailer Pass Extension, Advance License Fee, Quota Conversion, Quota Transfer

- Through the navigation bar Steo 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 : 57:23 Varun Sharma

Navigation Bar: Distillery, Bottling Unit, Brewery, Wholesaler, Import Wholesale, L-9A, Winery, **Retailer**, Other Licensees, TP Revalidation

LIST OF LICENSE

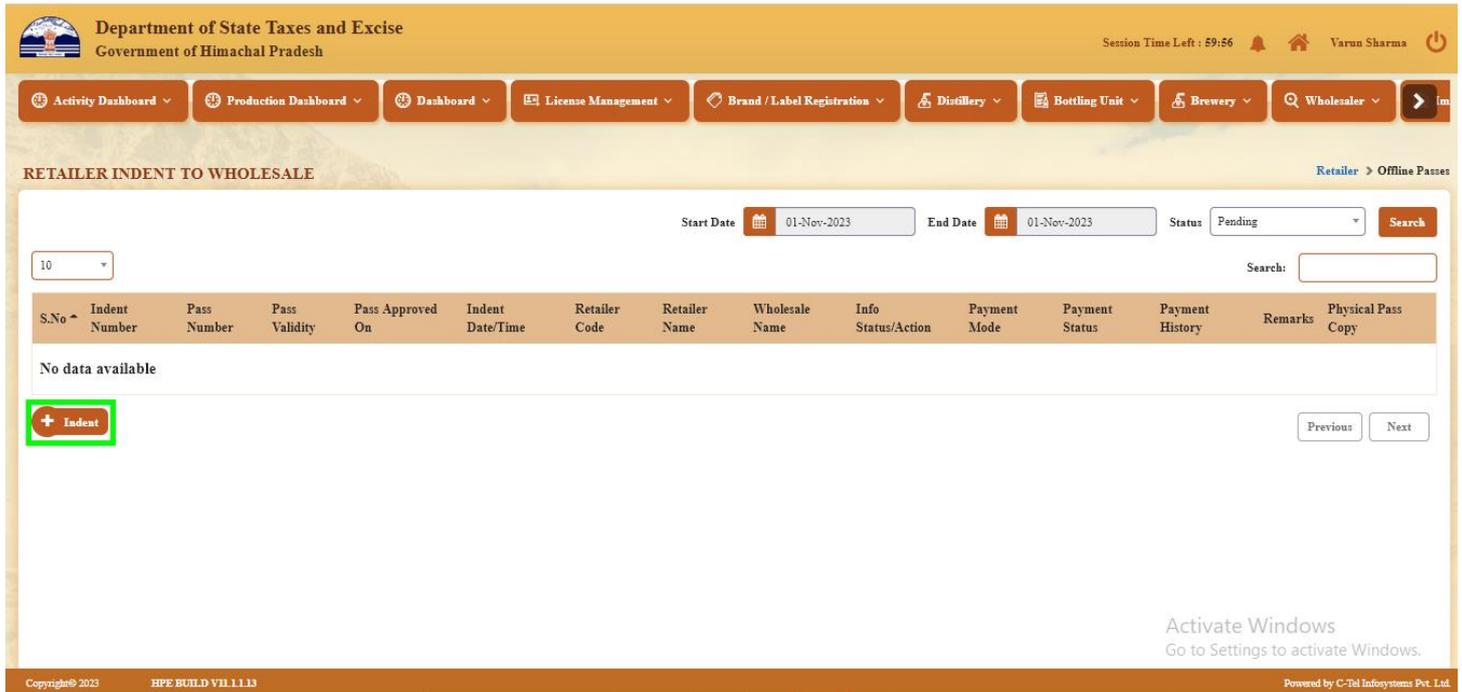
10

S.No	Retailer Code	Retailer Name	License Name	License Type	Mobile Number	Mail Address
1	2304049	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 PANJAIN, PANJAIN, PANJAIN, MANDI-III,,Mandi,Himachal Pradesh,175123
2	2302074	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 THAITA, THAITA, THAITA, MANDI-III,,Mandi,Himachal Pradesh,175123
3	2302072	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 KOT KHAMARDA, KOT KHAMARDA, MANDI-III,,Mandi,Himachal Pradesh,175121
4	2303668	D S FLIGHTS	PRASHANT SHARMA	L2	9999999999	L 2 PANDOH, PANDOH, PANODH, SADAR, MANDI-III,,Mandi,Himachal Pradesh,175124
5	2303651	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 MENACH BAGRA THACH, MENACH, MENACH, BALI CHOWKI, MANDI-III,,Mandi,Himachal Pradesh,175123
6	2303672	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 BATHERI, BATHERI, BATHERI, SADAR, MANDI-III,,Mandi,Himachal Pradesh,175005
7	2303174	D S FLIGHTS	PRASHANT SHARMA	L14	9999999999	L 14 HANOI, HANOI, PANDOH, SADAR, MANDI-III,,Mandi,Himachal Pradesh,175124

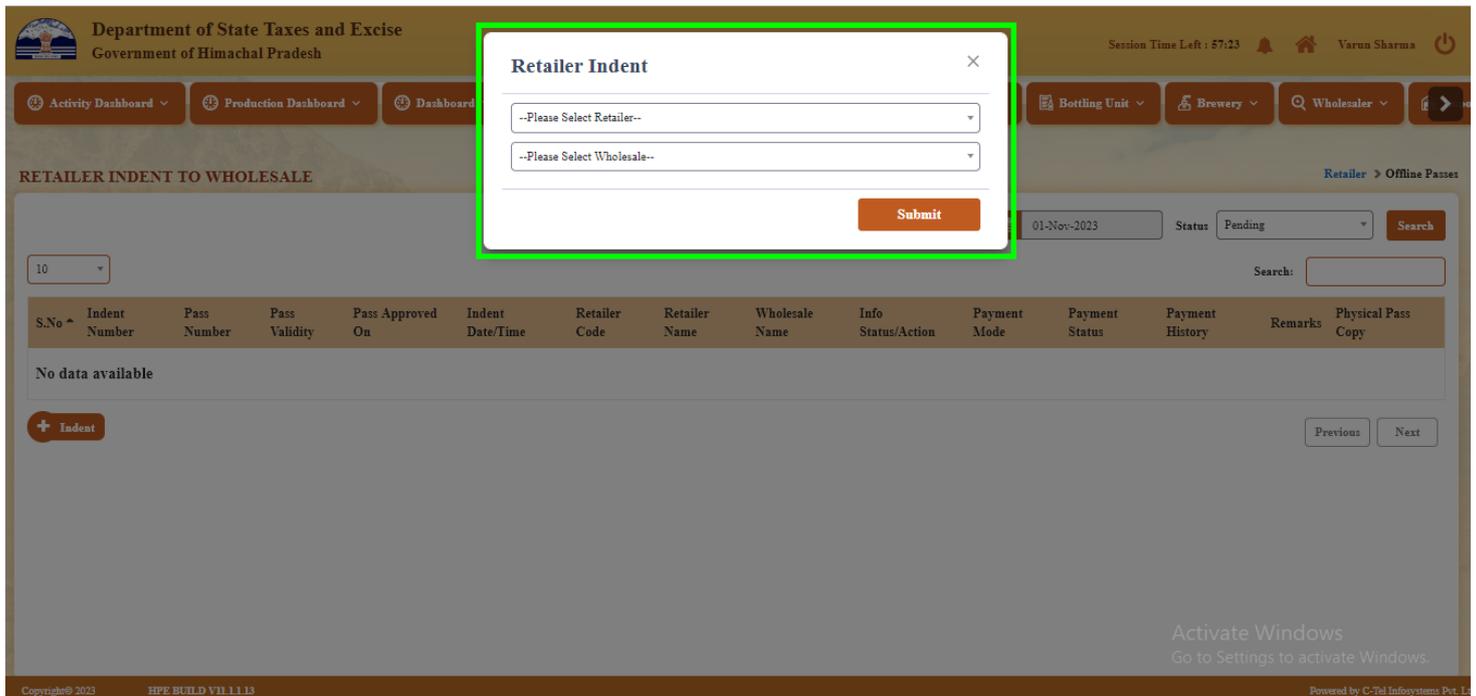
Search:

Dropdown Menu: List of License, Route, Bar Indent to Retailer, Retailer Indent to Wholesale, **Offline Passes**, Retailer Pass Extension, Advance License Fee, Quota Conversion, Quota Transfer

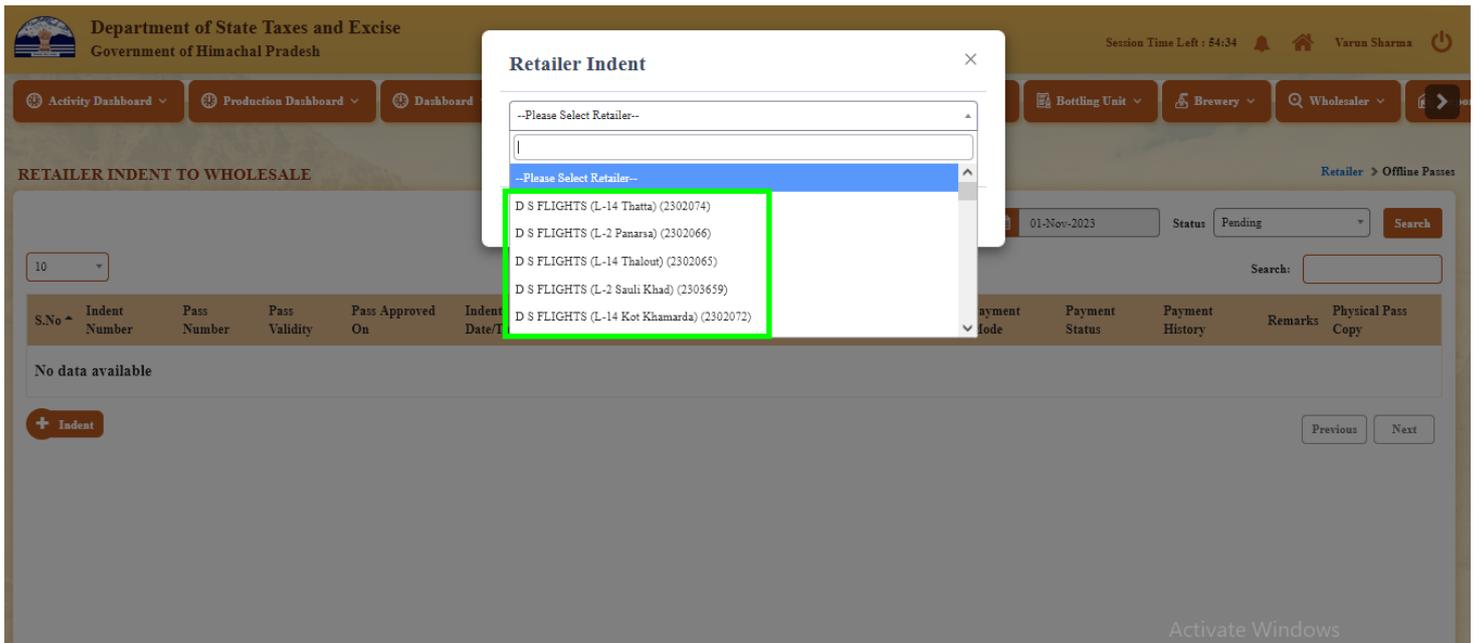
- Steo officer need to click on the **Offline passes** tab as shown in the above figure.



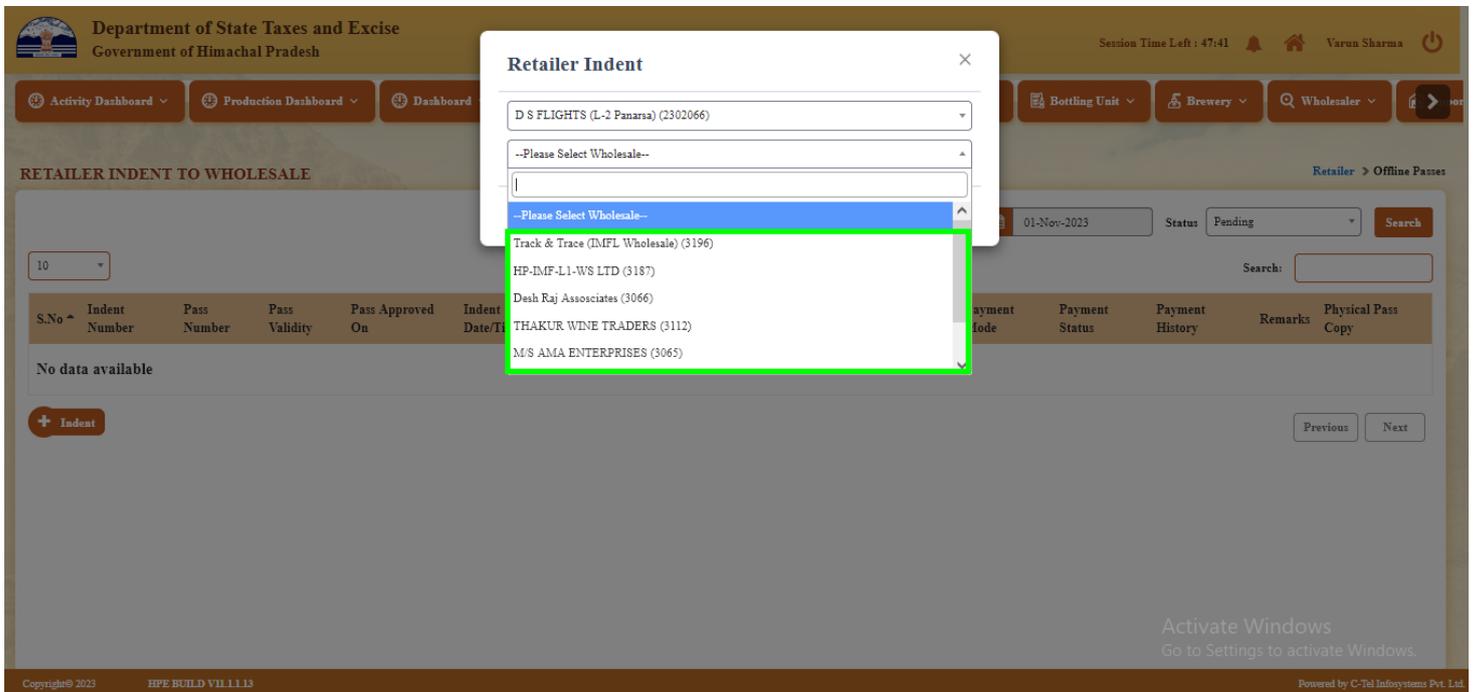
- Steo officer need to click on the **+Indent** Button as shown in above figure.



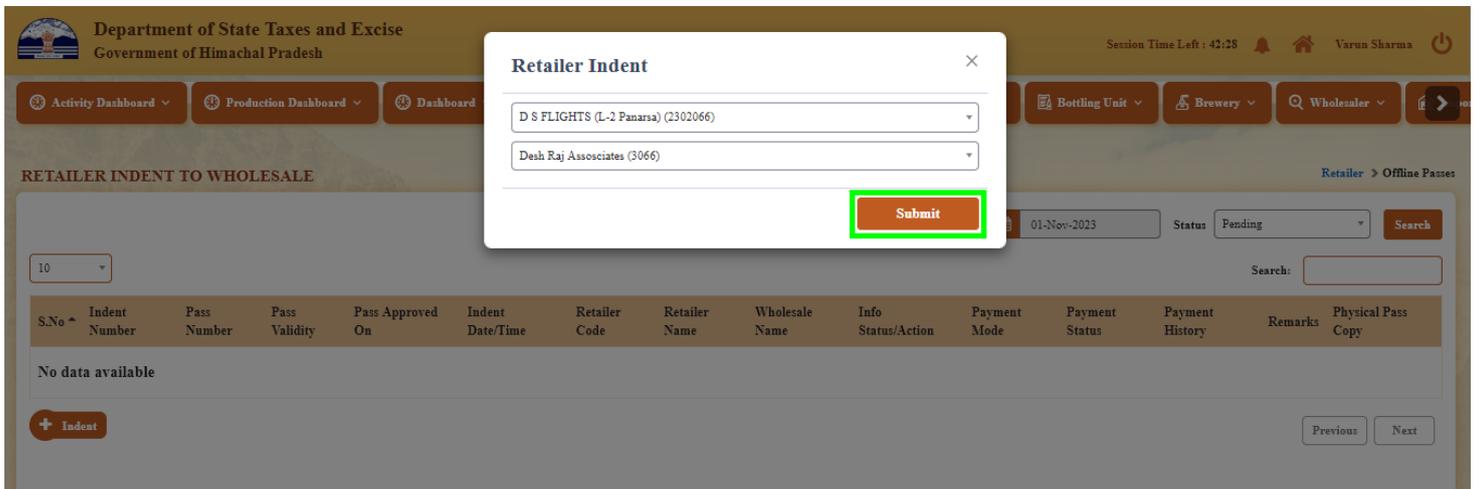
- When Steo officer click on the indent tab it display the retailer indent pop up window as shown in above figure.



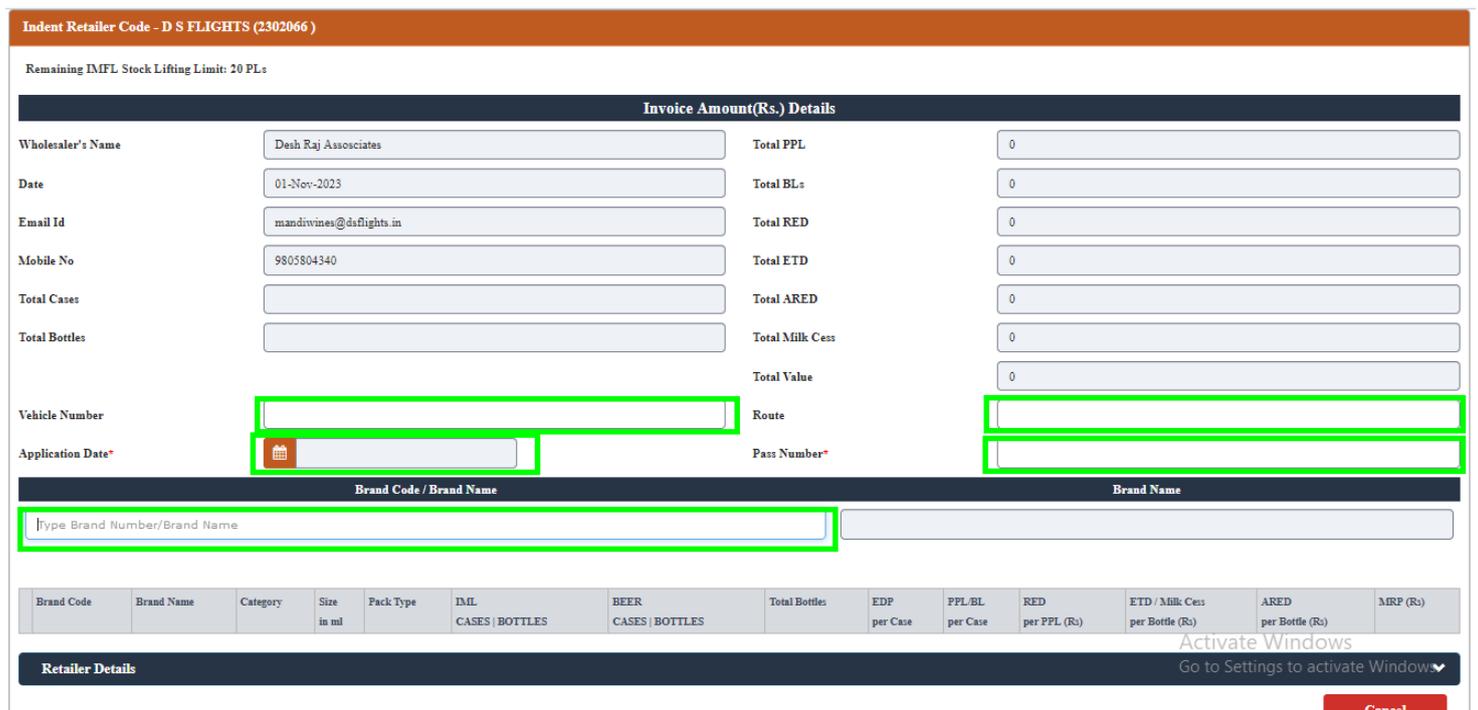
- Steo officer need to select the retailer from the retailer drop down list as shown in above figure.



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



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



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)

- 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:  Total RED:   
 Mobile No:  Total ETD:   
 Total Cases:  Total AREd:   
 Total Bottles:  Total Milk Cess:   
 Vehicle Number:  Route:   
 Application Date\*:  Pass Number\*:

Brand Code / Brand Name		Brand Name	
<input type="text" value="0197"/>		<input type="text" value="ROYAL GENERAL PREMIUM WHISKY"/>	
Size - NN (180) Pack Type - G			
Quantity Cases   Bottles			
<input type="text" value="0"/>	<input type="text" value="0"/>		
<input type="button" value="Add"/>		<input type="button" value="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													

- 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:   
 Total Value:   
 Vehicle Number:  Route:   
 Application Date\*:  Pass Number\*:

Brand Code / Brand Name		Brand Name	
<input type="text" value="0197"/>		<input type="text" value="ROYAL GENERAL PREMIUM WHISKY"/>	
Size - NN (180) Pack Type - G			
Quantity Cases   Bottles			
<input type="text" value="1"/>	<input type="text" value="1"/>		
<input type="button" value="Add"/>		<input type="button" value="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													

- 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 Associates	Total PPL	6.62
Date	01-Nov-2023	Total BLs	8.82
Email Id	mandivines@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	TS09AS0005	Route	Route 4562
Application Date*	17-Oct-2023	Pass Number*	PASS852965

Brand Code / Brand Name

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)
<input type="checkbox"/> 0197	ROYAL GENERAL PREMIUM	WHISKY	180   48	G	1   1	0   0	49	1000.00	6.48	470.00	0.38 / 2.5	1.38	145

Retailer Details

Preview
Cancel

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

Invoice Amount(Rs.) Details

Wholesaler's Name	Desh Raj Associates	Total PPL	6.62
Date	01-Nov-2023	Total BLs	8.82
Email Id	mandivines@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	TS09AS0005	Route	Route 4562
Application Date*	17-Oct-2023	Pass Number*	PASS852965

Brand Code / Brand Name

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)
<input type="checkbox"/> 0197	ROYAL GENERAL PREMIUM	WHISKY	180   48	G	1   1	0   0	49	1000.00	6.48	470.00	0.38 / 2.5	1.38	145

Retailer Details

Preview
Cancel

BrandCode	Brand Name	Size in ml	Pack Type	Quantity in Cases(IML)	Quantity in Bottles(IML)	Quantity in Cases(BEER)	Quantity in Bottles(BEER)
0197	ROYAL GENERAL PREMIUM WHISKY	180   48	G	1	1	0	0

Save

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

**Invoice Amount(Rs.) Details**

Wholesaler's Name	Desh Raj Associates	Total PPL	6.62
Date	01-Nov-2023	Total BLs	8.82
Email Id	mandivines@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

Brand Code	Brand Name	Quantity in Bottles(BEER)
0197	ROYAL GENERAL PREMIUM WHISKY	0

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)
0197	ROYAL GENERAL PREMIUM	WHISKY	180   48	6	1   1	0   0	49	1000.00	6.48	470.00	0.38 / 2.5	1.38	145

Activate Windows  
Go to Settings to activate Windows.

- 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**

Session Time Left : 59:52    Varun Sharma

[Activity Dashboard](#)   [Production Dashboard](#)   [Dashboard](#)   [License Management](#)   [Brand / Label Registration](#)   [Distillery](#)   [Bottling Unit](#)   [Brewery](#)   [Wholesaler](#)

Retailer > Offline Passes

Start Date: 01-Nov-2023    End Date: 01-Nov-2023    Status: Pending    Search

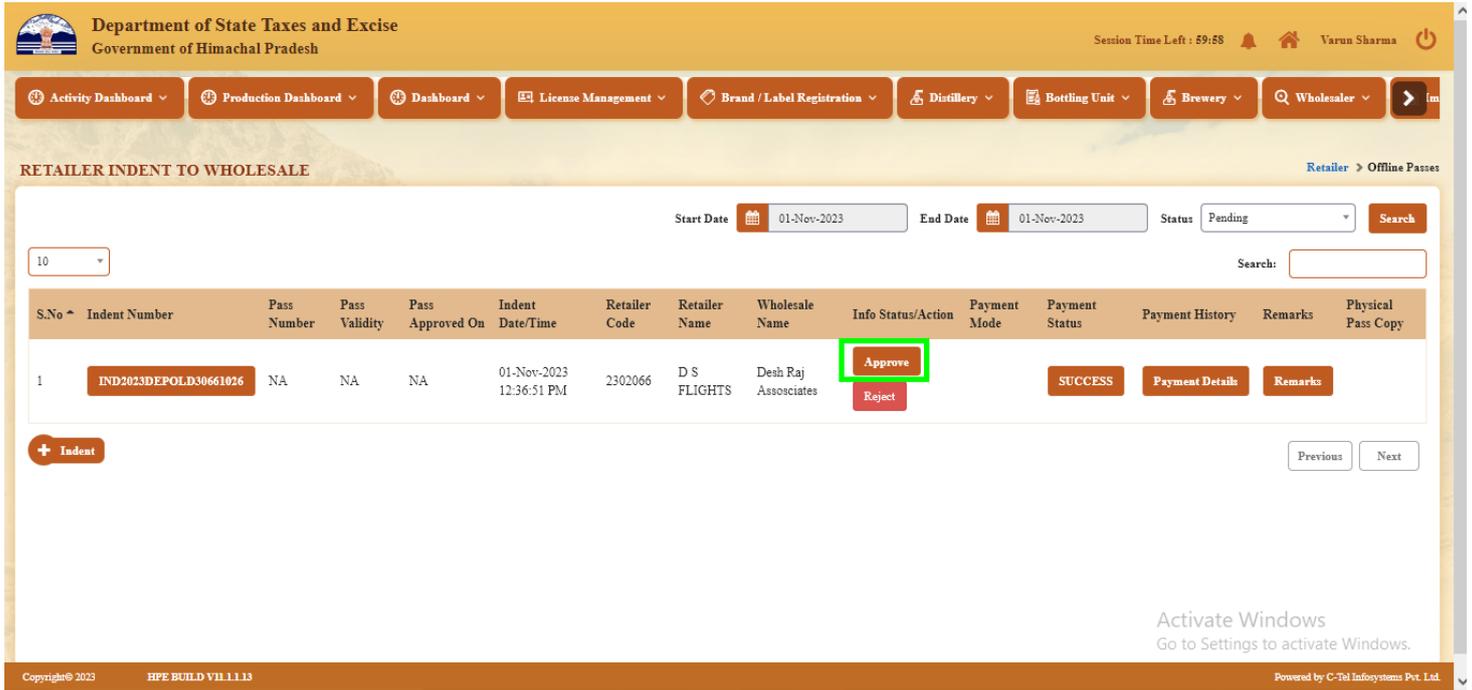
S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date/Time	Retailer Code	Retailer Name	Wholesale Name	Info Status/Action	Payment Mode	Payment Status	Payment History	Remarks	Physical Pass Copy
1	IND2023DEPOLD30661026	NA	NA	NA	01-Nov-2023 12:36:51 PM	2302066	D S FLIGHTS	Desh Raj Associates	Approve Reject	SUCCESS	Payment Details	Remarks		

Previous    Next

Activate Windows  
Go to Settings to activate Windows.

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- 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

Session Time Left : 59:58 | Varun Sharma

Activity Dashboard | Production Dashboard | Dashboard | License Management | Brand / Label Registration | Distillery | Bottling Unit | Brewery | Wholesaler

RETAILER INDENT TO WHOLESALE

Start Date: 01-Nov-2023 | End Date: 01-Nov-2023 | Status: Pending | Search

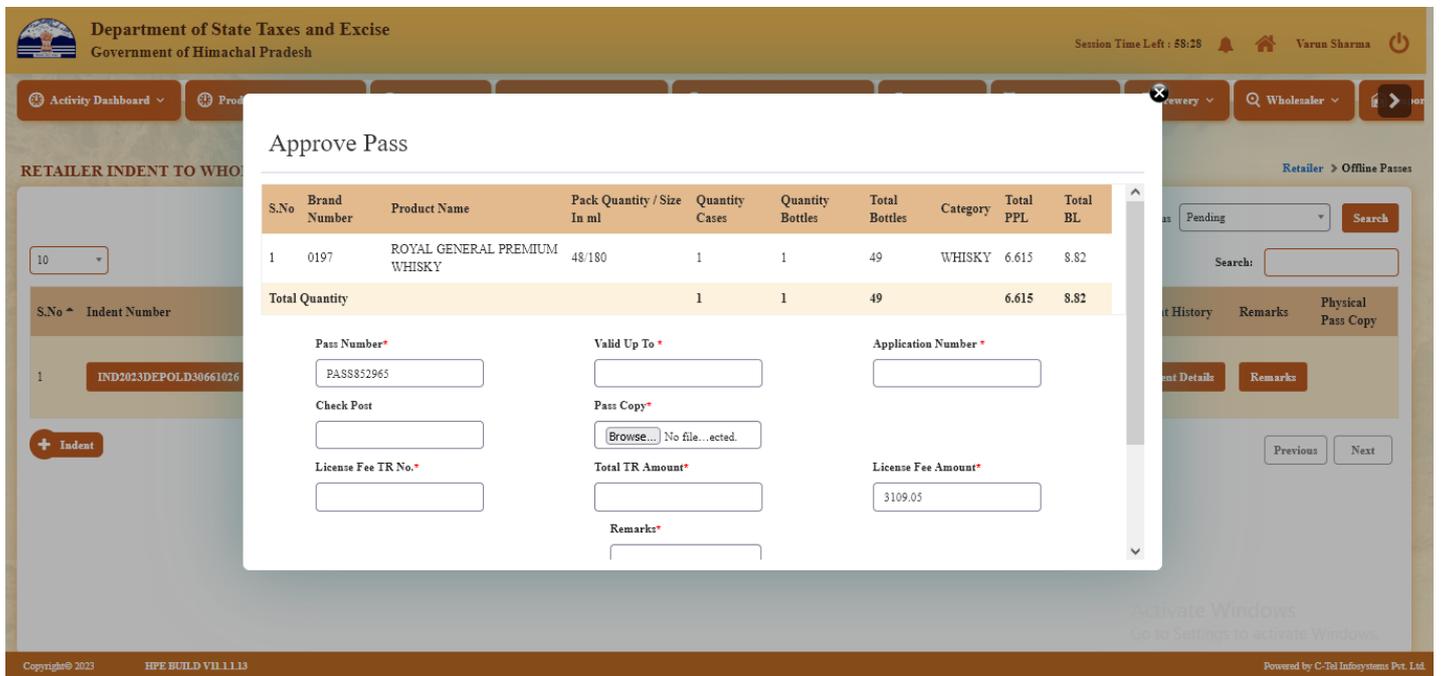
S.No	Indent Number	Pass Number	Pass Validity	Pass Approved On	Indent Date/Time	Retailer Code	Retailer Name	Wholesale Name	Info Status/Action	Payment Mode	Payment Status	Payment History	Remarks	Physical Pass Copy
1	IND2023DEPOLD30661026	NA	NA	NA	01-Nov-2023 12:36:51 PM	2302066	D S FLIGHTS	Desh Raj Associates	Approve Reject	SUCCESS	Payment Details	Remarks		

+ Indent | Previous | Next

Activate Windows  
Go to Settings to activate Windows.

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



Department of State Taxes and Excise  
Government of Himachal Pradesh

Session Time Left : 58:28 | Varun Sharma

Activity Dashboard | Production Dashboard | Dashboard | License Management | Brand / Label Registration | Distillery | Bottling Unit | Brewery | Wholesaler

RETAILER INDENT TO WHOLESALE

Start Date: 01-Nov-2023 | End Date: 01-Nov-2023 | Status: Pending | Search

S.No	Brand Number	Product Name	Pack Quantity / Size In ml	Quantity Cases	Quantity Bottles	Total Bottles	Category	Total PPL	Total BL
1	0197	ROYAL GENERAL PREMIUM WHISKY	48/180	1	1	49	WHISKY	6.615	8.82
<b>Total Quantity</b>				<b>1</b>	<b>1</b>	<b>49</b>		<b>6.615</b>	<b>8.82</b>

Pass Number\*  
PASS852965

Valid Up To\*

Application Number\*

Check Post

Pass Copy\*  
 Browse... No file...ected.

License Fee TR No.\*

Total TR Amount\*

License Fee Amount\*  
3109.05

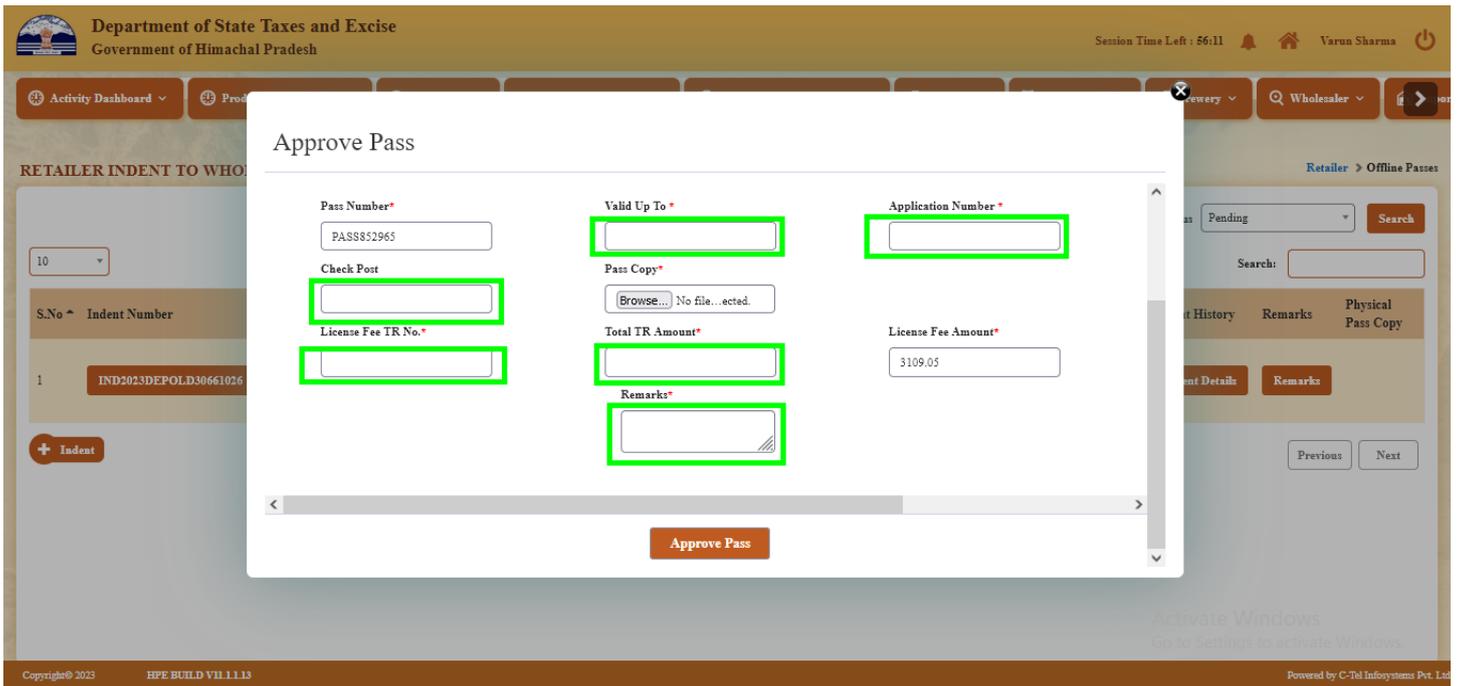
Remarks\*

+ Indent | Previous | Next

Activate Windows  
Go to Settings to activate Windows.

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



Department of State Taxes and Excise  
Government of Himachal Pradesh

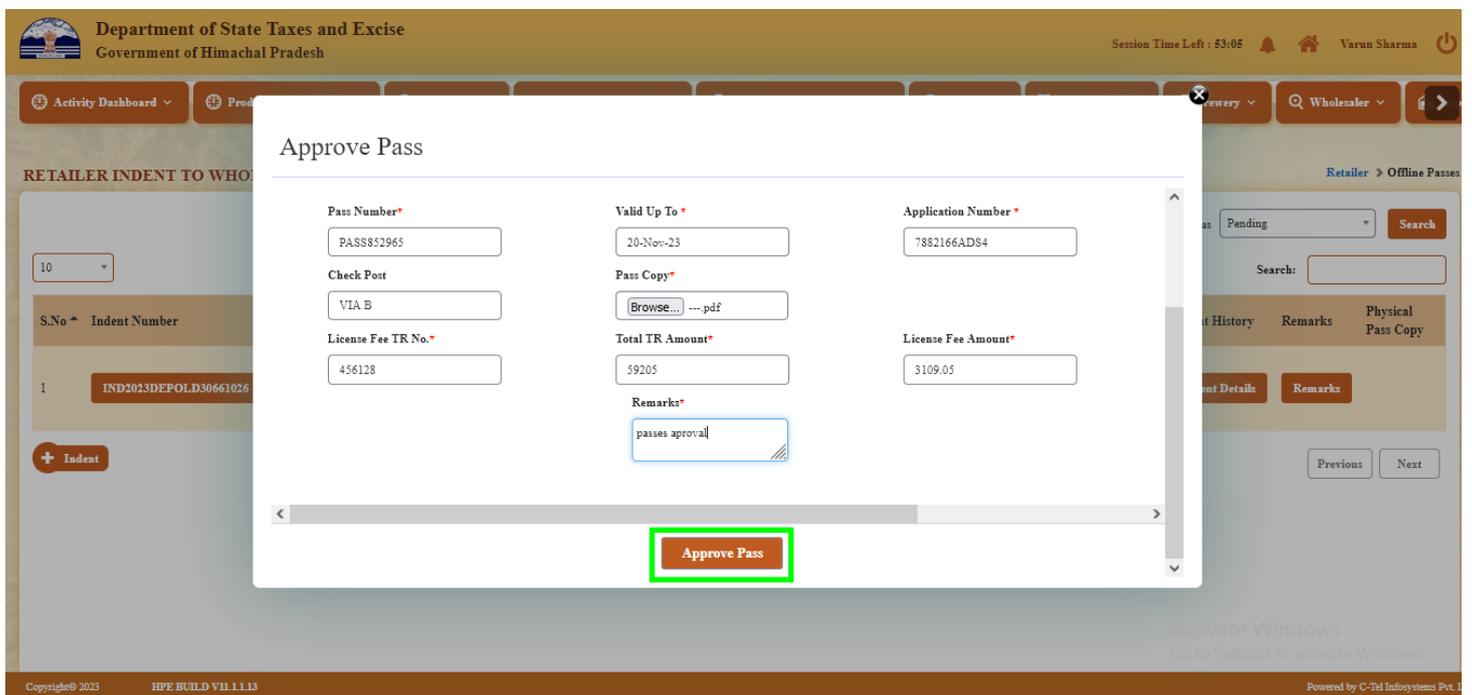
Session Time Left : 56:11 | Varun Sharma

### Approve Pass

Pass Number*	Valid Up To *	Application Number *
PASS852965		
Check Post	Pass Copy*	
	Browse... No file...ected.	
License Fee TR No.*	Total TR Amount*	License Fee Amount*
		3109.05
	Remarks*	

Approve Pass

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



Department of State Taxes and Excise  
Government of Himachal Pradesh

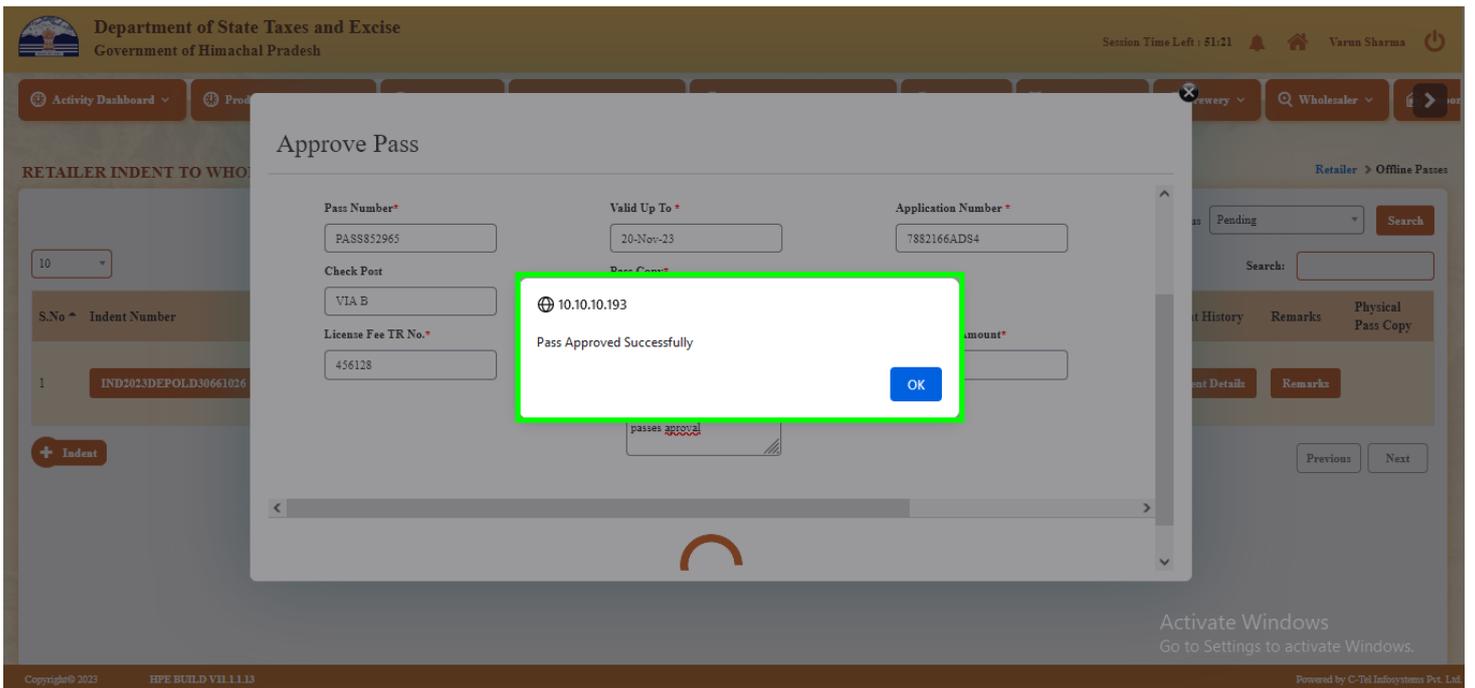
Session Time Left : 53:05 | Varun Sharma

### Approve Pass

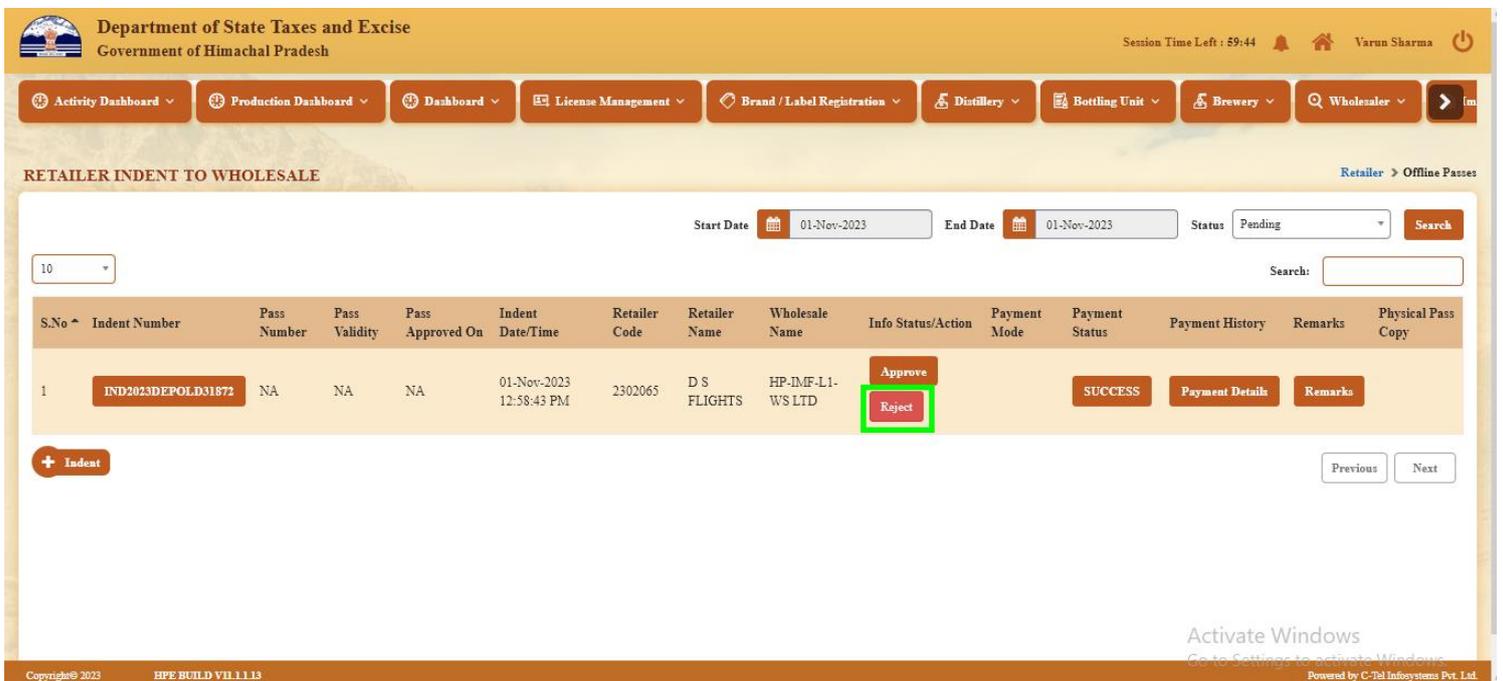
Pass Number*	Valid Up To *	Application Number *
PASS852965	20-Nov-23	7882166ADS4
Check Post	Pass Copy*	
VIA B	Browse... ---.pdf	
License Fee TR No.*	Total TR Amount*	License Fee Amount*
456128	59205	3109.05
	Remarks*	
	passes approval	

Approve Pass

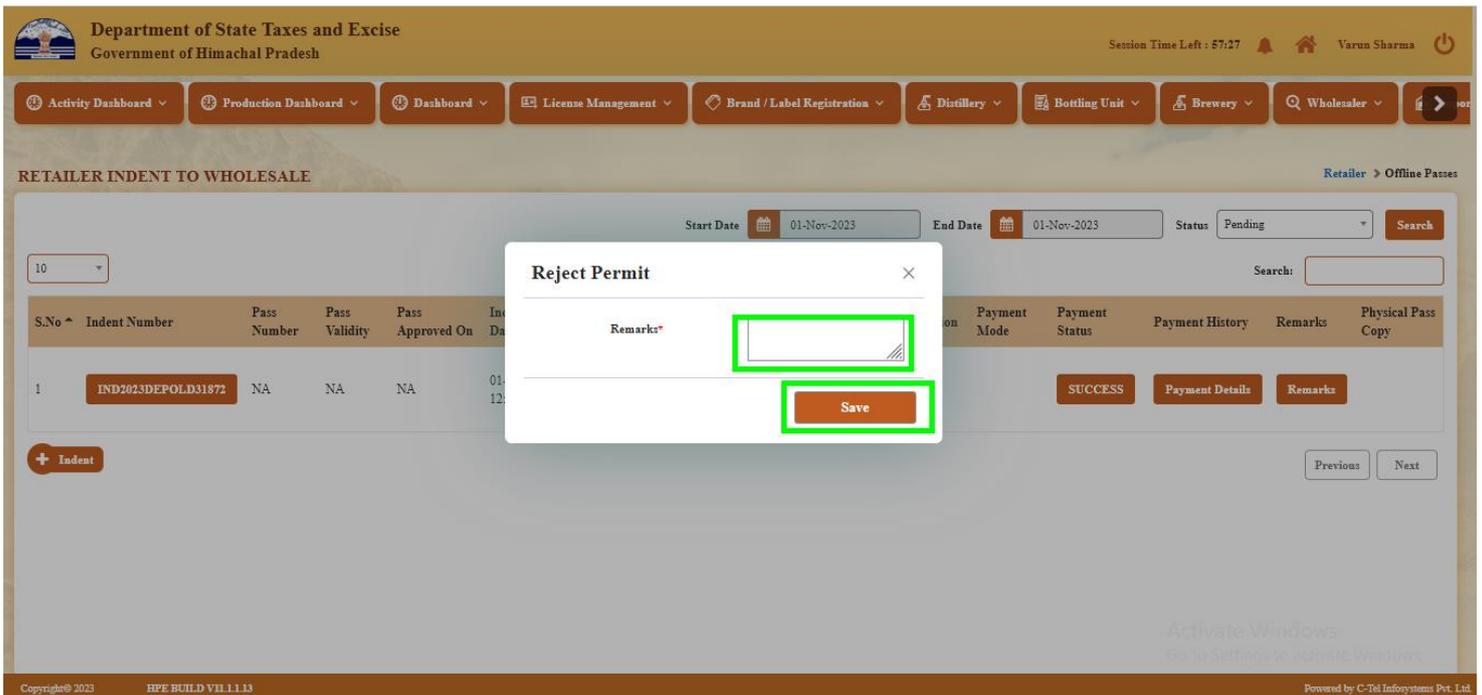
- Steo officer need to click on the Approve Pass button as shown in the Above figure.



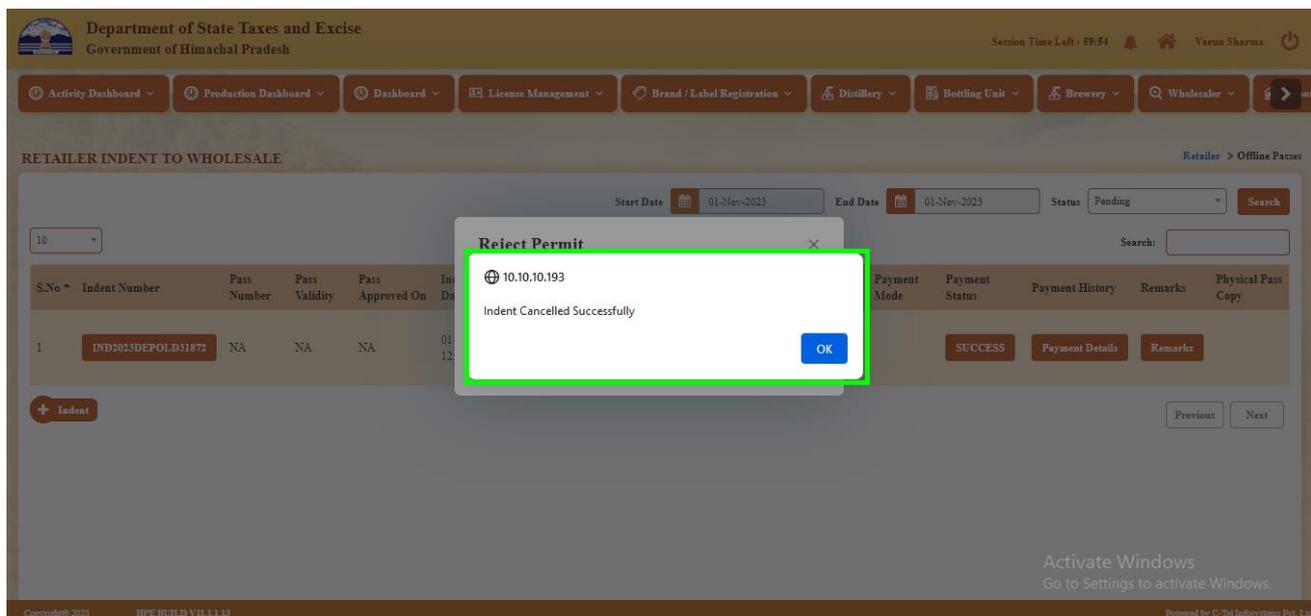
- When Steo officer click on the approve pass button officer will get the pop up window stating pass approved successfully.



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



- 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.



- Steo officer will get the indent canceled successfully pop up message as shown in the above figure.