



DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



Skip Task Of Brand & Label Registration

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 L9-L9Sup & L9A-L9

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.**

Skip Task of Brand/Label Registration Registration:-

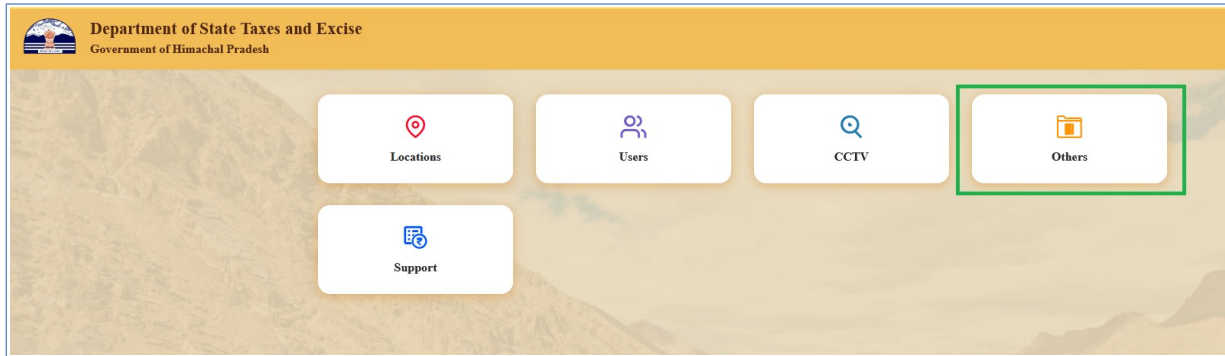
- For Example: the Brand /Label registration applications are pending at Deputy Commissioner, we want forward/ skip the application (Brand /Label registration) from Deputy commissioner to next Officer (as per pre-defined flow)

System Admin Login:-

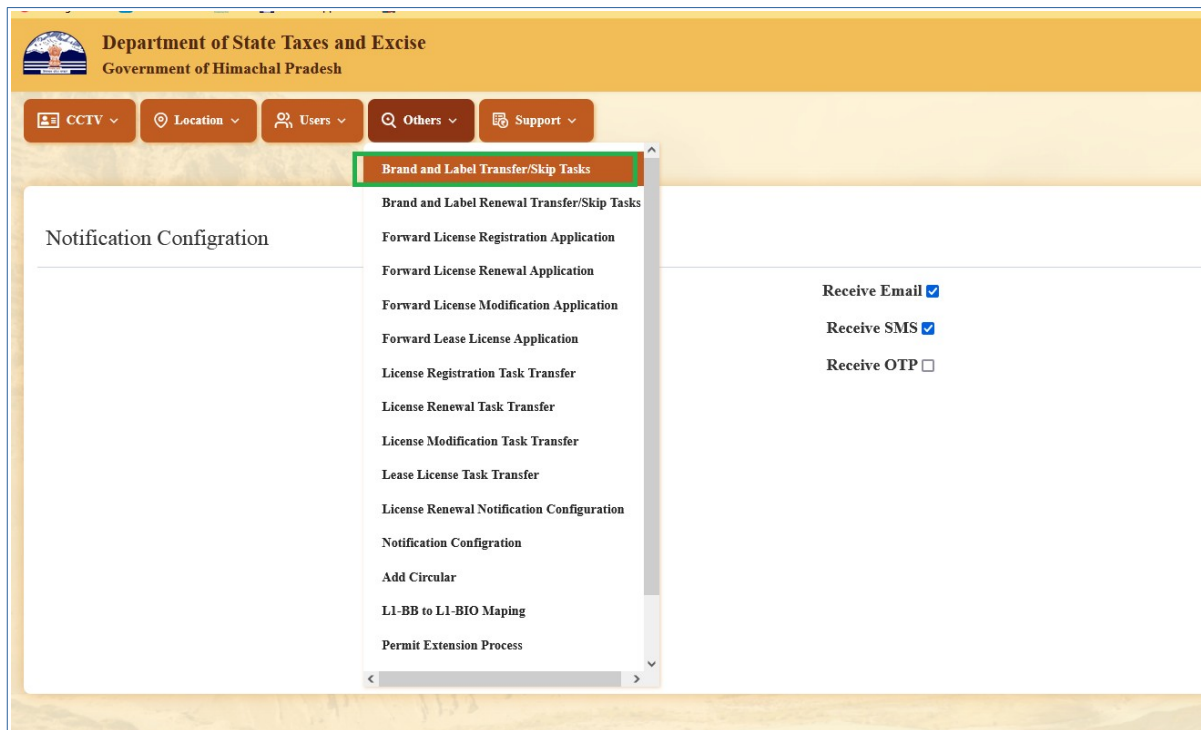
The screenshot shows a web browser window with the URL 10.10.10.193/HPE/central/index.php/site/login. The page header includes navigation links for 'Zimbra: Inbox', 'live', 'Central Application', and 'QC'. The main content area is divided into two sections. On the left, there is a banner for the 'Department of State Taxes and Excise, Government of Himachal Pradesh' featuring the state emblem. On the right, the 'Welcome!' section prompts the user to 'Please login to your account'. The login form includes a 'SA' field, a password field (masked with dots), and a 'Verification Code' field containing '37202'. A 'Login' button is positioned below the form. A 'Forgot password?' link is located to the right of the form. Below the login form, there is a grid of navigation links: 'Vigilance & Enforcement', 'Track Status', 'Download User Manuals', 'Download Application Forms', 'Download SOP Documents', 'Frequently Asked Questions', 'Track & Trace APK', 'RTI', 'EoDB Dashboard', 'Third Party Verification', 'Excise Dashboard', 'Activity Videos', and 'Download APK'. At the bottom, there is a 'Don't have an account? Sign Up' link, a 'Helpdesk Number: 91820579-73/74/78, 91820580-40/70/82, 91820594-28/38', and a footer with 'Copyright © 2023. All rights reserved. HPE BUILD V11.1.1.13. Powered by C-Tel Infosystems Pvt. Ltd.' and an 'Activate Windows' watermark.

- Enter valid credentials for System admin Login.

➤ User need to click on Others tab on below shown figure.



➤ User need to click on Brand and Label Transfer /skip Tasks sub tab as shown below



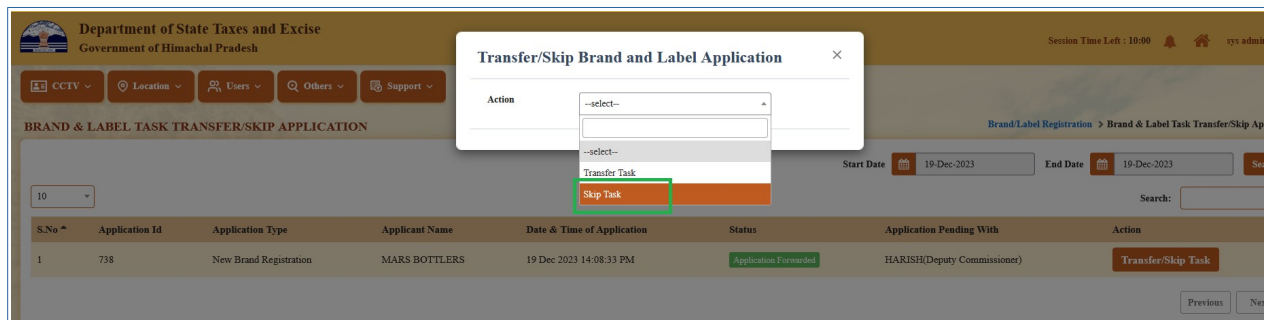
For example: if you want to forward the Brand /Label registration application from DC then select start date & enter the Acknowledgment number of which application you want to forward as shown below.



The screenshot shows the 'BRAND & LABEL TASK TRANSFER/SKIP APPLICATION' page. At the top, there are navigation tabs for CCTV, Location, Users, Others, and Support. Below this, there are search filters for Start Date (19-Dec-2023) and End Date (19-Dec-2023). A table lists applications with columns: S.No, Application Id, Application Type, Applicant Name, Date & Time of Application, Status, Application Pending With, and Action. The first row shows application 738 for MARS BOTTLERS, with status 'Application Forwarded' and pending with 'ISHU (Deputy Commissioner)'. The 'Action' column for this row has a 'Transfer/Skip Task' button highlighted with a green box.

S.No	Application Id	Application Type	Applicant Name	Date & Time of Application	Status	Application Pending With	Action
1	738	New Brand Registration	MARS BOTTLERS	19 Dec 2023 14:08:33 PM	Application Forwarded	ISHU (Deputy Commissioner)	Transfer/Skip Task

➤ Then user need to click on Transfer /Skip Task button as shown below.



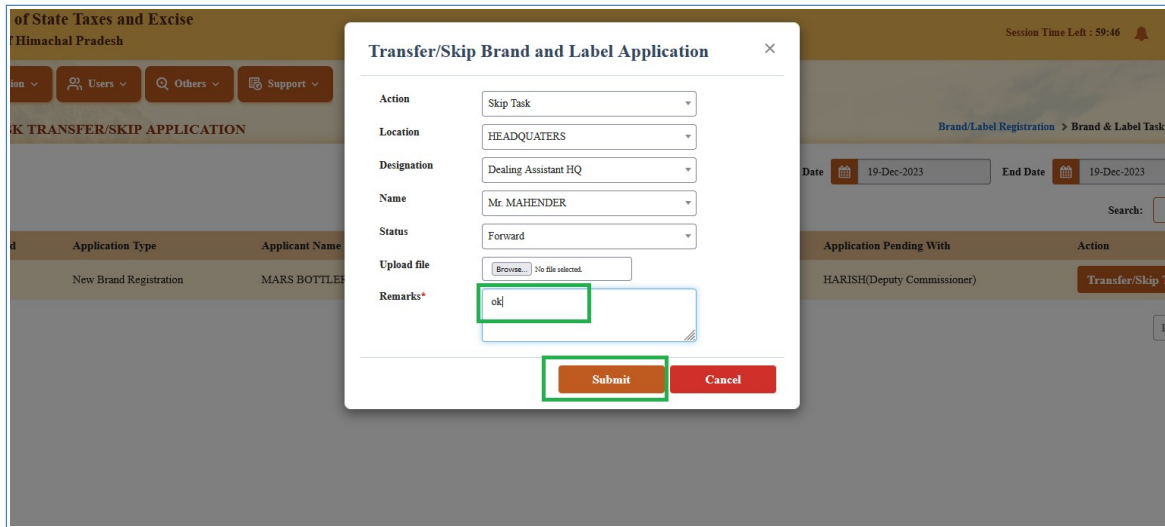
The screenshot shows the same portal with a modal window titled 'Transfer/Skip Brand and Label Application'. The modal has an 'Action' dropdown menu with options: '--select--', '--select--', 'Transfer Task', and 'Skip Task'. The 'Skip Task' option is highlighted with a green box. Below the modal, the table from the previous screenshot is visible, but the 'Action' button for the first row is now a solid red button.

➤ Then user need to select the Skip Task option under Action drop down and click on Skip Task button.

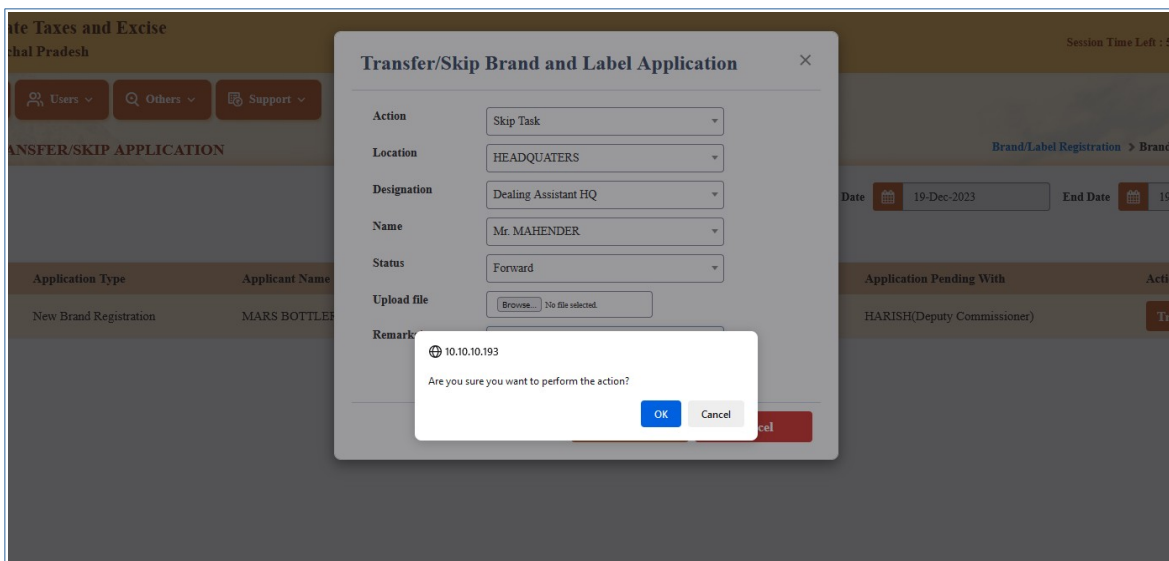
➤ After click on the Skip task option below page will be display.

➤ Then user need to select the officer in drop down

➤ Enter the remarks and click on the Submit button.



- Then user will get the Confirmation pop up “Are you sure you want to perform the action” message.



- Skip Task done Successfully.

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 59:58

CCTV Location Users Others Support

BRAND & LABEL TASK TRANSFER/SKIP APPLICATION

Brand/Label Registration > Brand & Label Task Transfer/Skip Application

Start Date 19-Dec-2023 End Date 19-Dec-2023 Search

10 Search:

S.No	Application Id	Application Type	Applicant Name	Date & Time of Application	Status	Application Pending With	Action
1	738	New Brand Registration	MARS BOTTLERS	19 Dec 2023 14:08:33 PM	Application Forwarded	Mr. MAHENDER(Dealing Assistant HQ)	Transfer/Skip Task

➤ For Label Registration skip task process is same as like Transfer of Brand Registration.

Thank You.....