

DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



Task Transfer 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.

Task Transfer of Brand/Label Registration Registration:-

For Example the Brand registration applications are pending at Deputy
 Commissioner , we want transfer pending task (Brand registration) of Deputy
 Commissioner to Another Deputy Commissioner of same location (Create the user ID of
 Deputy Commissioner of Same location in Admin /System Admin login)

> After creation of another DC user ID of Same Location.

System Admin Login:-



Enter valid credentials for System admin Login.

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

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Locations	Users	CCTV	Others
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> User need to click on Brand and Label Transfer /skip Tasks sub tab as shown below

Department of State Taxes and Excise Government of Himachal Pradesh						
Government of Himachal Pradesh	Q Others > Support >					
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➢ For example: if you want to transfer the pending task from DC_UNA to another DC_UNA2 (of same location) then select start date & enter the Acknowledgment number of which application you want to transfer as shown below.

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on Transfer Task button.

- After click on the Transfer task option below page will be display.
- > Need to choose the Another Deputy Commissioner under Name drop down

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> Click on the ok button on the confirmation pop up message.

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> For Label Registration Transfer task process is same as like Transfer of Brand							
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