



DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



Task Transfer Of Brand & Label Registration

User Reference Manual

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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:

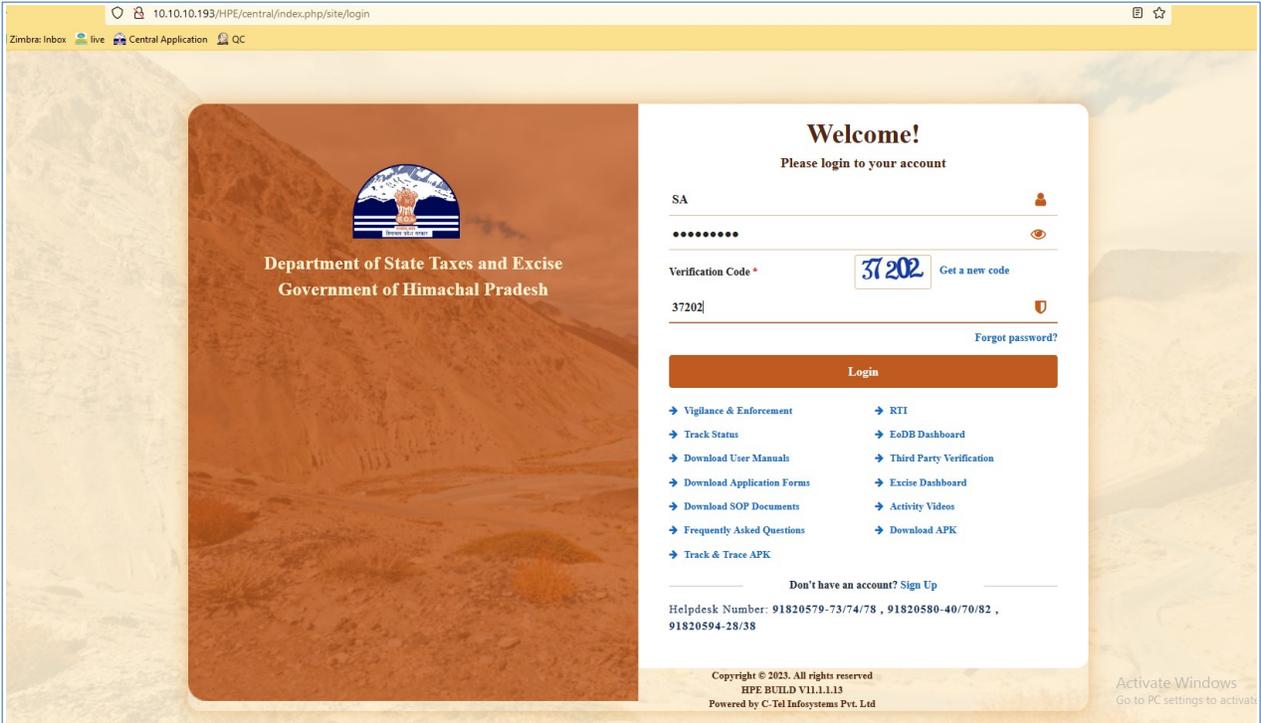
- Application Is Compatible with Latest Mozilla and Chrome

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.

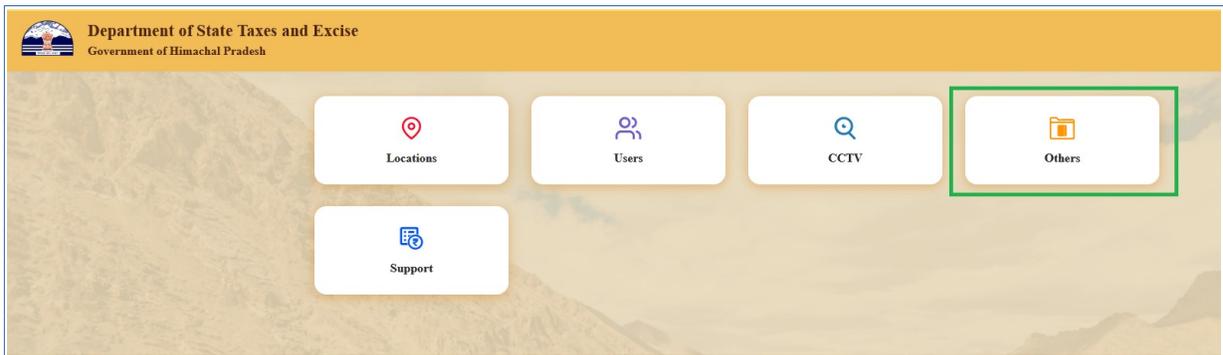
System Admin Login:-



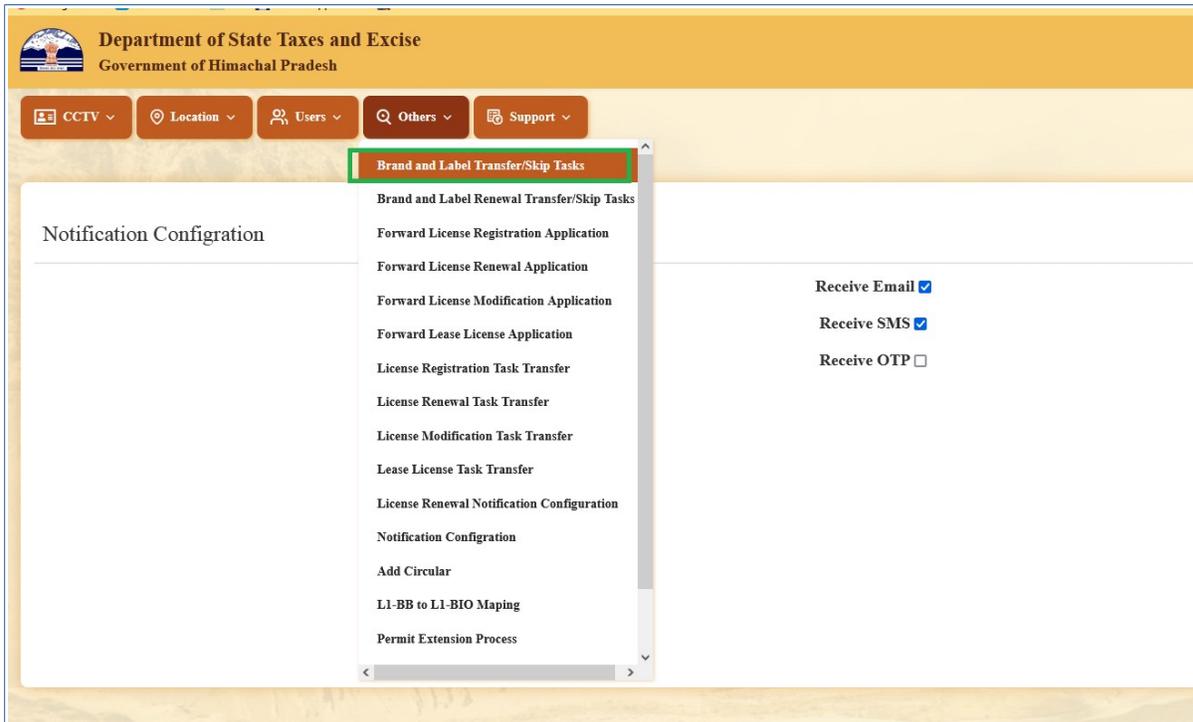
The screenshot shows a web browser window with the URL 10.10.10.193/HPE/central/index.php/site/login. The page header includes 'Zimbra: Inbox', 'live', 'Central Application', and 'QC'. The main content area is a login page for the Department of State Taxes and Excise, Government of Himachal Pradesh. It features a 'Welcome!' message and a 'Please login to your account' prompt. The login form includes fields for 'SA', a password field (masked with dots), and a 'Verification Code' field (containing '37202'). There is a 'Login' button, a 'Forgot password?' link, and a 'Get a new code' link. Below the login form, there is a list 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 copyright information (Copyright © 2023. All rights reserved. HPE BUILD VII.1.1.13. Powered by C-Tel Infosystems Pvt. Ltd.).

- Enter valid credentials for System admin Login.

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



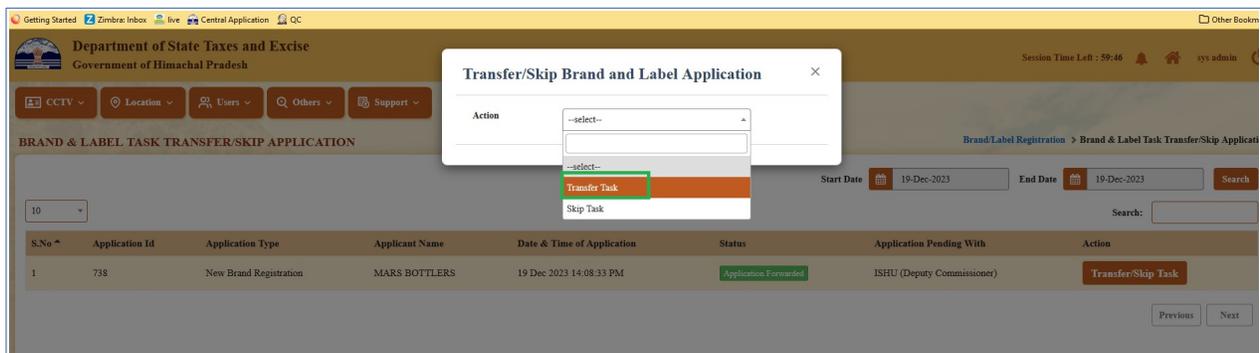
➤ User need to click on Brand and Label Transfer /skip Tasks sub tab as shown below



- For example: if you want to 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.



- Then user need to click on Transfer /Skip Task button as shown above figure.



- Then user need to select the Transfer Task option under Action drop down and click 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

State Taxes and Excise
Himachal Pradesh

Session Time Left : 59:36

Transfer/Skip Brand and Label Application

Action: Transfer Task
Location: DISTRICT OFFICE
Designation: Deputy Commissioner
Name: Vinod Singh
Status:
Upload file: HARISHSFSS
Remarks*:

Submit Cancel

- Enter the remarks and click on submit button.

Department of State Taxes and Excise
Government of Himachal Pradesh

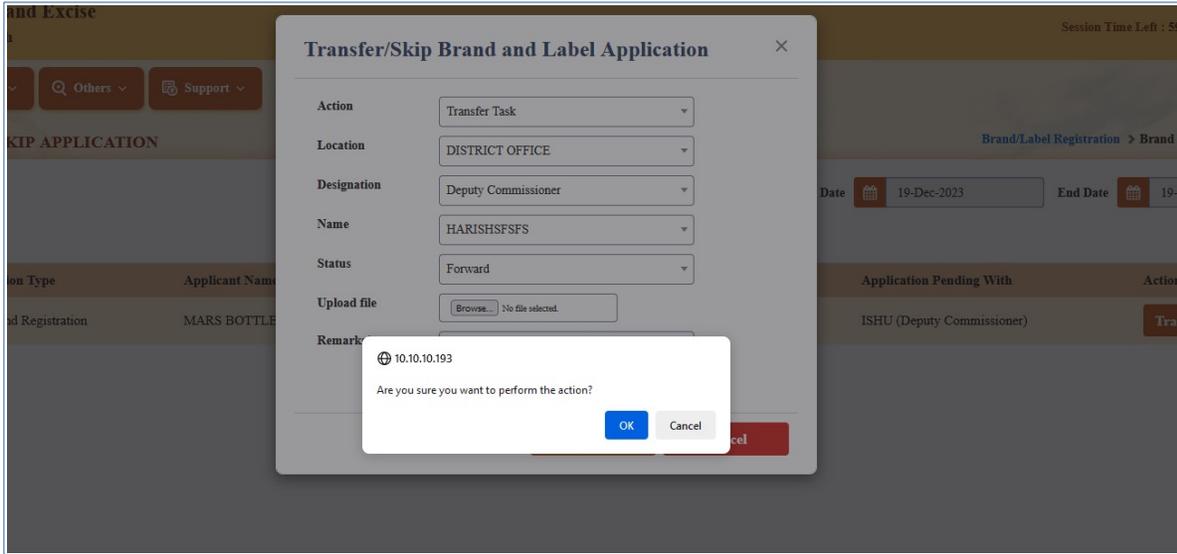
Session Time Left : 59:31

Transfer/Skip Brand and Label Application

Action: Transfer Task
Location: DISTRICT OFFICE
Designation: Deputy Commissioner
Name: HARISHSFSS
Status: Forward
Upload file: (Browse...) No file selected
Remarks*: OK!

Submit Cancel

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



➤ Task transferred to selected officer with acknowledgment number as shown below figure.

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Government of Himachal Pradesh

BRAND & LABEL TASK TRANSFER/SKIP APPLICATION

Start Date: 19-Dec-2023 End Date: 19-Dec-2023 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	HARISH(Deputy Commissioner)	Transfer/Skip Task

Previous Next

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

Thank You.....