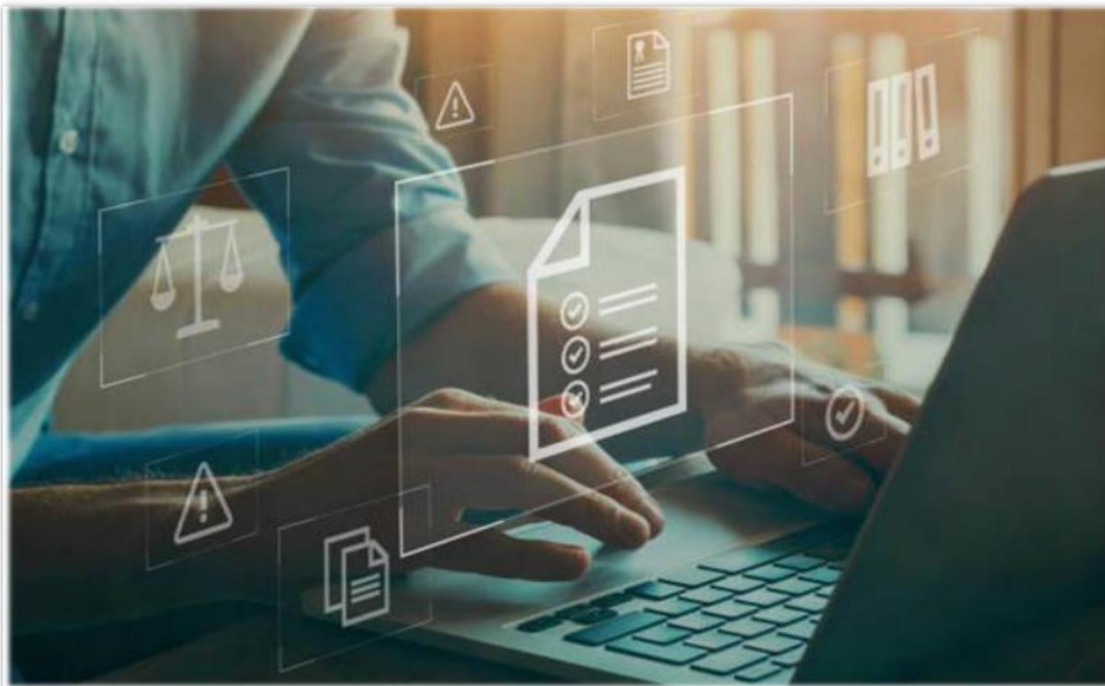




DEPARTMENT OF STATE TAXES AND EXCISE
GOVT.OF HIMACHAL PRADESH



Skip functionality of License Registration, Renewal & Modification

User Reference Manual

C-TEL INFOSYSTEMS PVT. LTD

Hyderabad, Telangana

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****user required to handle all alert pop-up by clicking ok****

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 forward/skip the application from one Officer to another Officer in system admin login.

2. Helpful Resources:

2.1 System Requirements:

Operating System

- Ubuntu Version No:20.0.4

Browser:

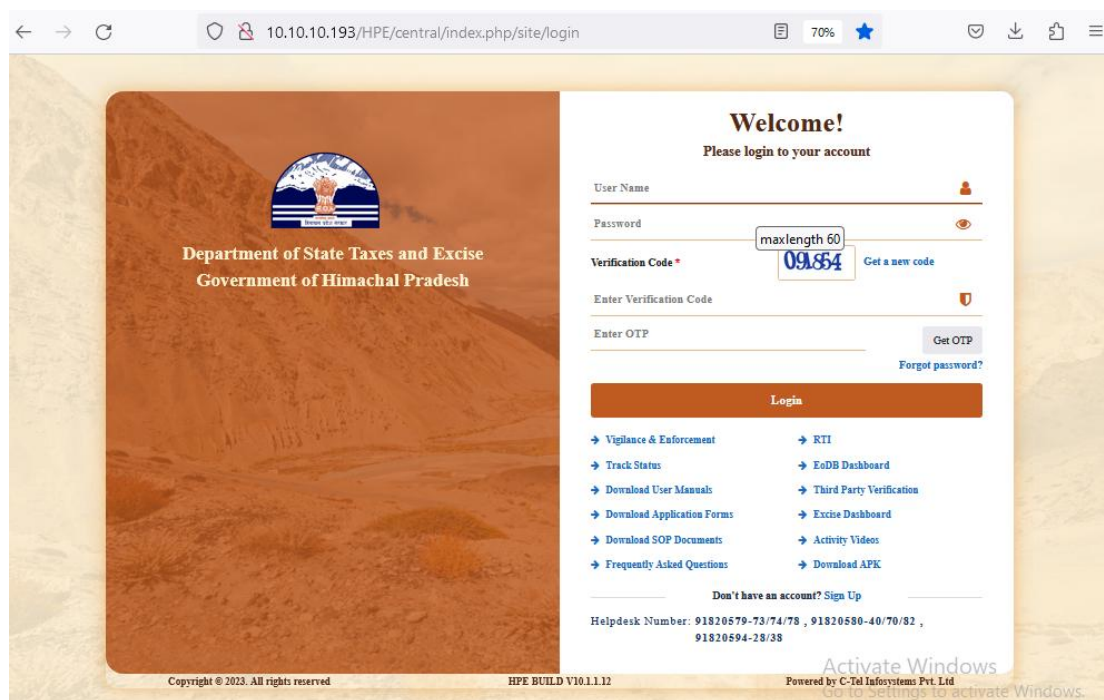
- Application Is Compatible with Latest Mozilla and Chrome

2.2 Help and Contact Information.

3. Forward/Skip the License Registration application:

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

SYS_ADMIN Login:



The screenshot shows a web browser window with the URL `10.10.10.193/HPE/central/index.php/site/login`. The page is titled "Welcome! Please login to your account". The login form includes the following fields and elements:

- User Name
- Password (with a "maxlength 60" tooltip and a "Get a new code" link)
- Verification Code* (with a "09.854" tooltip)
- Enter Verification Code
- Enter OTP (with a "Get OTP" button)
- Forgot password?
- Login button

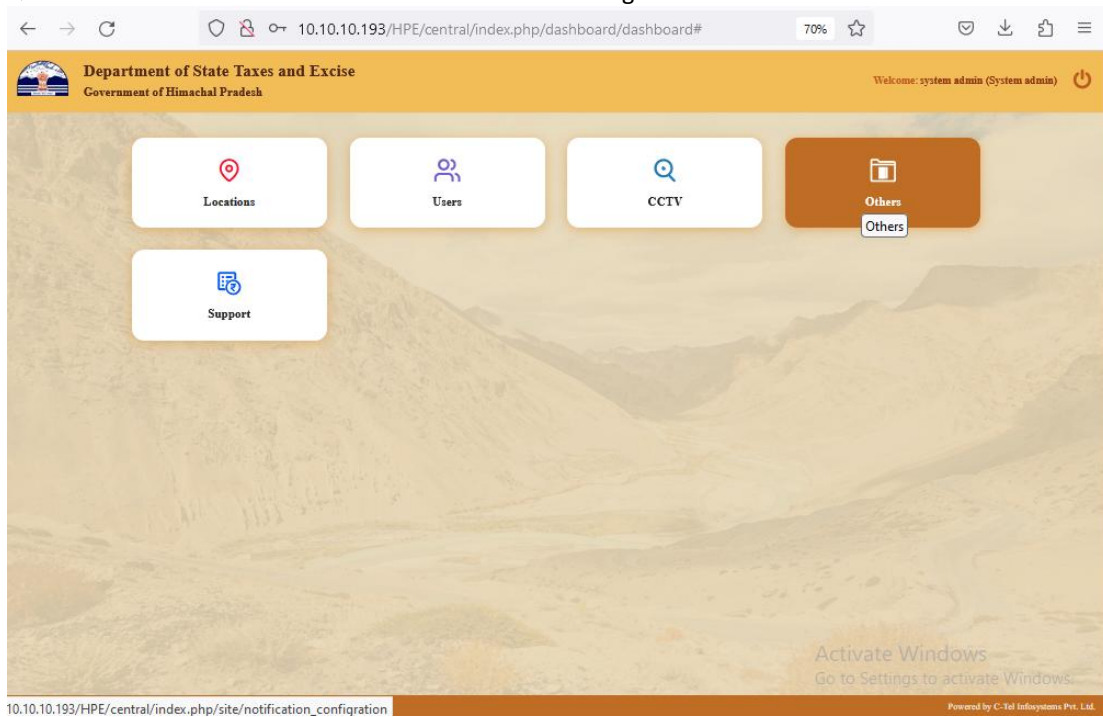
Below the login form, there is a list of links for various services:

- Vigilance & Enforcement
- Track Status
- Download User Manuals
- Download Application Forms
- Download SOP Documents
- Frequently Asked Questions
- RTI
- EoDB Dashboard
- Third Party Verification
- Excise Dashboard
- Activity Videos
- Download APK

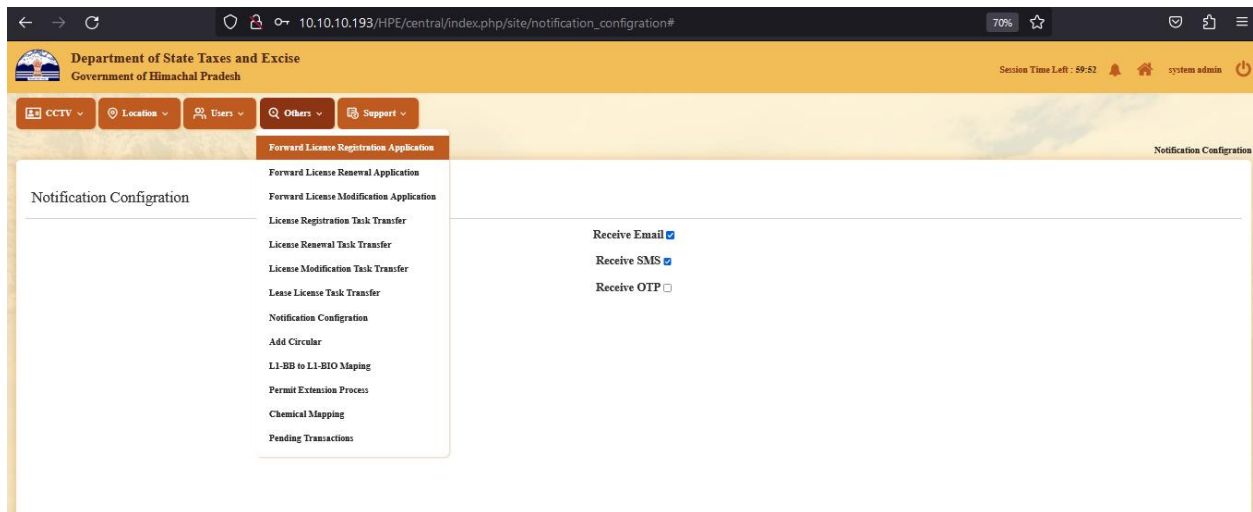
At the bottom of the page, there is a "Don't have an account? Sign Up" link and a Helpdesk Number: 91820579-73/74/78, 91820580-40/70/82, 91820594-28/38. The page footer includes "Copyright © 2023. All rights reserved", "HPE BUILD V10.1.1.12", and "Powered by C-Tel Infosystems Pvt. Ltd".

- ◆ Enter the valid credential for System admin login.

◆ User need to click on Other's tab on below shown figure.



◆ User need to click on Forward License registration Application sub tab as shown below



- ◆ For example: if you want to forward the license registration application from DC then select start date & enter the Acknowledgment number of which application you want to forward as shown below

Department of State Taxes and Excise
Government of Himachal Pradesh

FORWARD LICENSE APPLICATION

Start Date: 01-Aug-2023, End Date: 12-Oct-2023

Search: L2307391

S.No	Ack. Receipt No.	Applicant Name	Business Name	Business Type	Application Type	License Type	License Category	License Form	Status	Submitted Date & Time	Pending at	Action
44	L2307391	Ashwini	CTEL	Individual	Fresh Issuance of License	Wholesale License	L1-BIO	L1-BIO	Submitted	04-Sep-2023 03:51 PM	ISHU DC UNA (Deputy Commissioner)	Assign Application

- ◆ Then user need to click on Assign Application as shown below

Forward License Application

Upload file:

Location: DISTRICT OFFICE

Designation: Assistant Commissioner

Name: Mr. Rahul

Status: Forwarded, Mr. Rahul

Remarks*: Mr. Rahul

Submit Cancel

- ◆ Then user need to select the officer in drop down and enter remark then click on submit button.

Forward License Application

Upload file:

Location: DISTRICT OFFICE

Designation: Assistant Commissioner

Name: Mr. Rahul

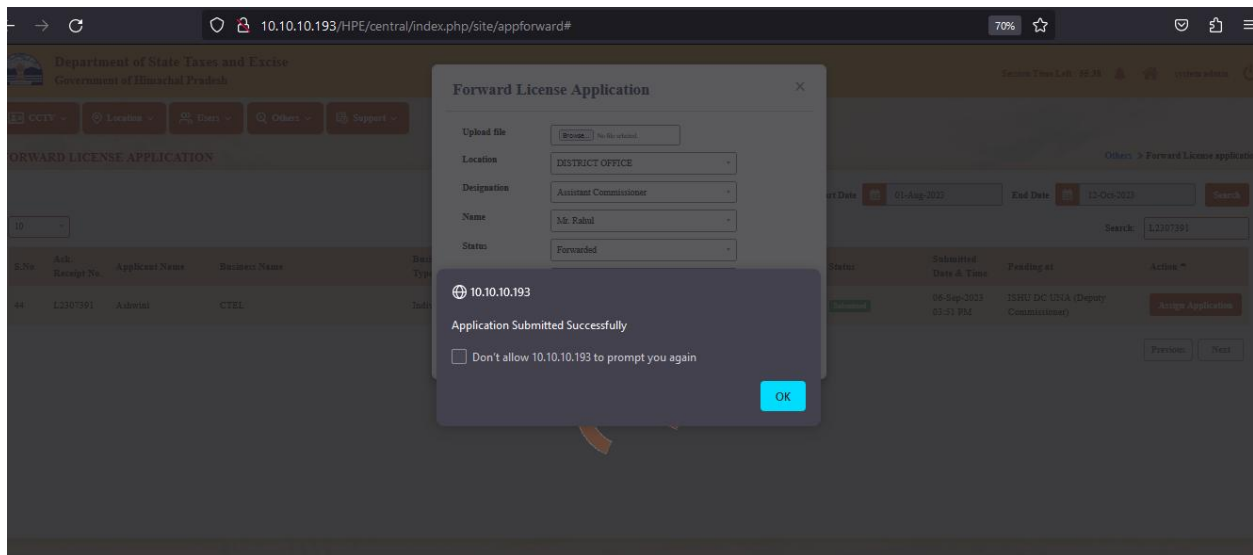
Status: Forwarded

Remarks*: kk

10.10.10.193

Are you sure you want to perform the action?

OK Cancel



- ◆ User need to click on OK button
- ◆ License forwarded successfully .

❖ **Forward/Skip the application for License Renewal & Modification process is same as like forward application of License registration.**

Thank you.....

