



DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



License 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 on 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 License modification as shown below.

2.Helpful Resources:

2.1 System Requirements:

Operating System

- Ubuntu Version No:20.0.4

Connectivity

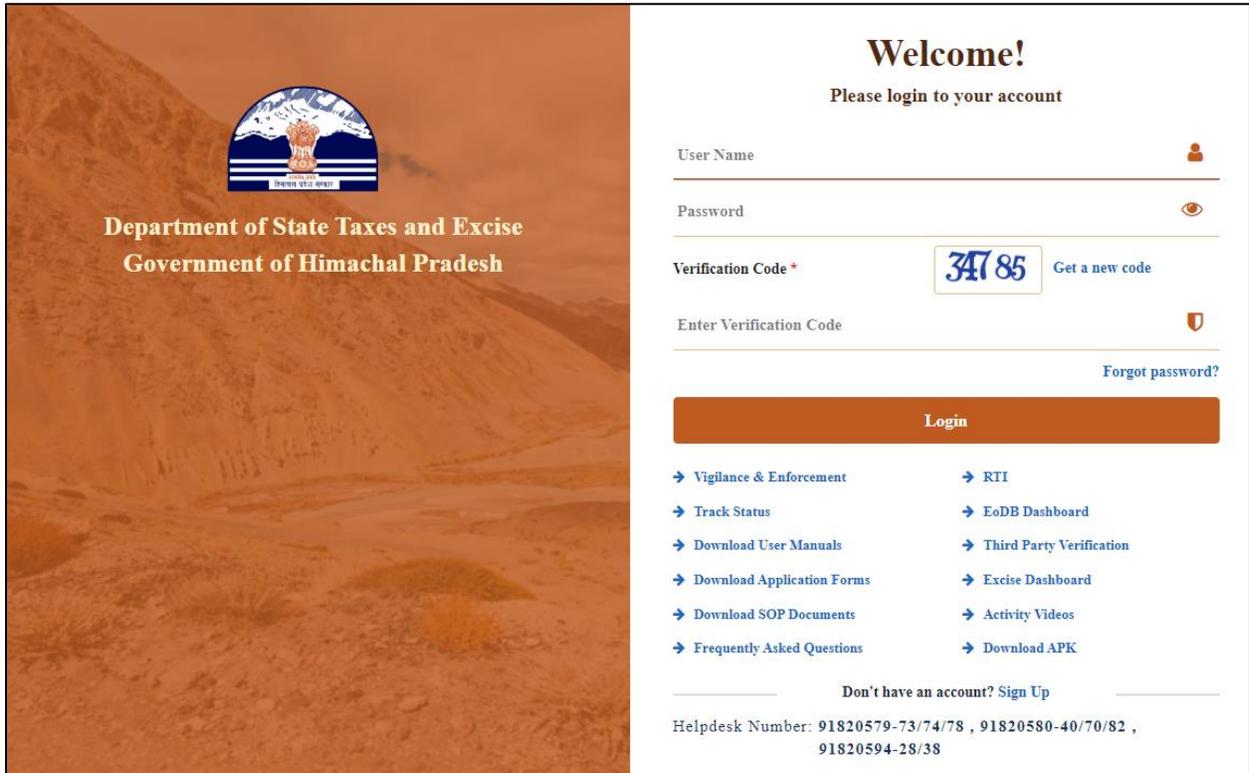
- For Data Transmission There Should Be Connectivity Installed at Location

Browser:

- Application Is Compatible with Latest Mozilla and Chrome

2.2 Help and Contact Information

License Modification: Licensee Login:



Welcome!
Please login to your account

User Name 

Password 

Verification Code * [Get a new code](#)

Enter Verification Code 

[Forgot password?](#)

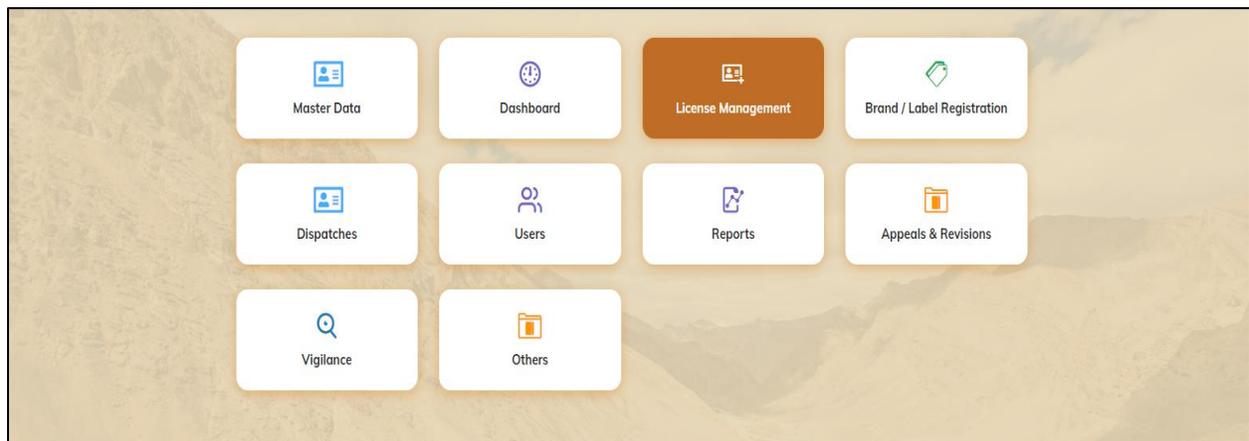
Login

- 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

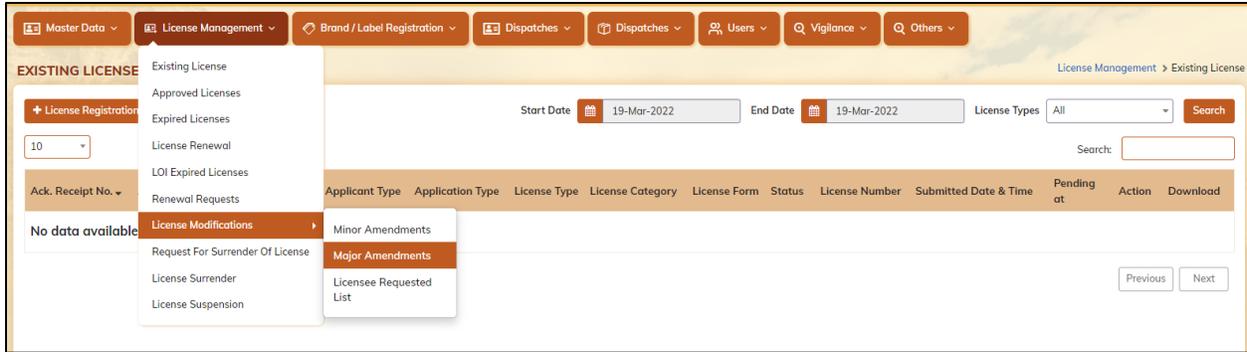
Don't have an account? [Sign Up](#)

Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

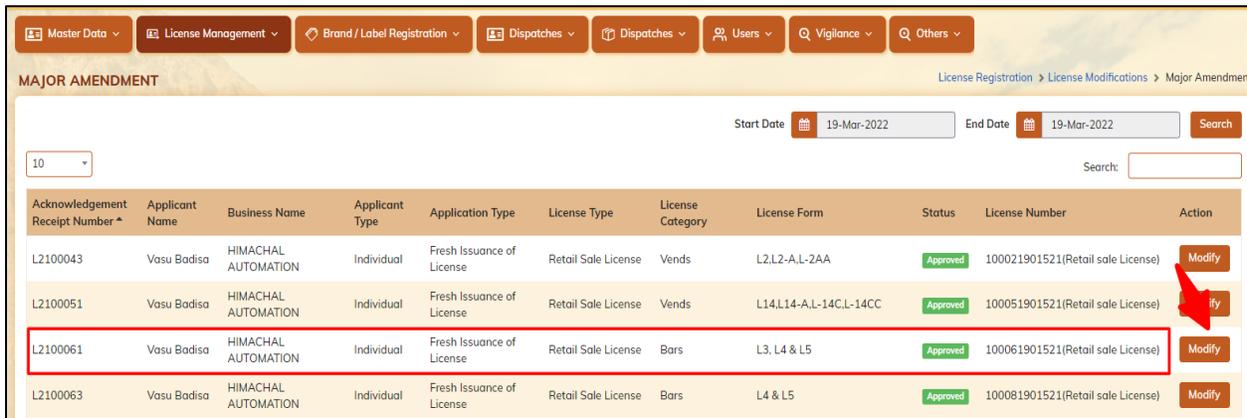
- User need to provide valid credentials as shown in above figure and click on Login.



- User need to click on License management as shown in above figure.

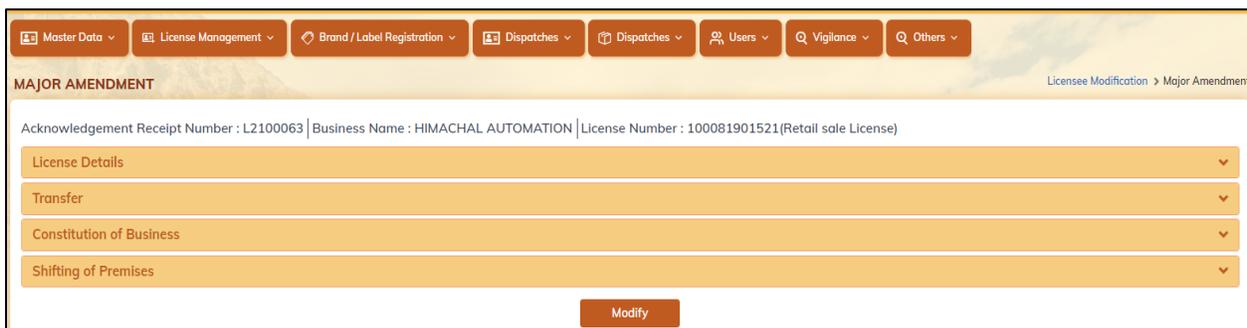


- From navigation bar, user need to select License management and choose License modification, for minor change Like changing address,email,phone number select minor amendment but for major changes Likes business types, transfer of License, Address of premises select Major amendments.
- note:only approved License can only be modified



Acknowledgement Receipt Number	Applicant Name	Business Name	Applicant Type	Application Type	License Type	License Category	License Form	Status	License Number	Action
L2100043	Vasu Badisa	HIMACHAL AUTOMATION	Individual	Fresh Issuance of License	Retail Sale License	Vends	L2.L2-A.L-2AA	Approved	100021901521(Retail sale License)	Modify
L2100051	Vasu Badisa	HIMACHAL AUTOMATION	Individual	Fresh Issuance of License	Retail Sale License	Vends	L14.L14-A.L-14C.L-14CC	Approved	100051901521(Retail sale License)	Modify
L2100061	Vasu Badisa	HIMACHAL AUTOMATION	Individual	Fresh Issuance of License	Retail Sale License	Bars	L3, L4 & L5	Approved	100061901521(Retail sale License)	Modify
L2100063	Vasu Badisa	HIMACHAL AUTOMATION	Individual	Fresh Issuance of License	Retail Sale License	Bars	L4 & L5	Approved	100081901521(Retail sale License)	Modify

- User required to click on Modify as per License Modification.



Acknowledgement Receipt Number : L2100063 | Business Name : HIMACHAL AUTOMATION | License Number : 100081901521(Retail sale License)

- License Details
- Transfer
- Constitution of Business
- Shifting of Premises

Modify

- In major amendment page, user need to click on License details, user can find respective License details as shown below

- Based on modification, user need to select either License details,transfer,constitution of business,shifting premises. Note:only after you click on type of modification those fields only appears

License Details ▼

Type of Application	: Fresh Issuance Of License		License Types	: Retail Sale License
Retail sale License Type	: Bars		<input type="checkbox"/> Business Name	: HIMACHAL AUTOMATION

Transfer ▼

Transfer of License in case of Death of sole proprietor/in any other case

Constitution of Business ▼

Constitution of Business Select Business Type ▼

Addition ▼

Deletion ▼

Constitution of Business ▼

Constitution of Business Company ▼

Addition ▼

Addition of Partner
 Addition of Director
 Addition of godown/premises

Shifting of Premises ▼

Within Revenue State
 Outside Revenue State

Modify

- After completing all fields click on modify.

Proposed Changes ✕

Business Name*

Constitution of Business

Applicant Type individual

Change Applicant Type to Company

Additional Details

Date Of incorporation*	<input type="text" value="Date of incorporation"/>	Registered address*	<input style="width: 100%;" type="text" value="Registered address"/>	PAN*	<input type="text" value="E.G. AAAAA9999A"/>
GSTIN*	<input type="text" value="E.G. 22AAAAA0000A1Z5"/>	Director Identification Number / Corporate Identity Number*	<input type="text" value="--Select--"/>		

Managing Director Details

Name of the Directors/ Managing Director*	<input type="text" value="Name of the Director"/>	PAN of the Directors/ Managing Director	<input type="text" value="E.G. AAAAA9999A"/>	Profile Photo of the Directors/ Managing Director*	<input type="button" value="Choose File"/> No file chosen +
---	---	---	--	--	--

Manager Details

Name of the Managers and Managing Agents*	<input type="text" value="Name of the Managers and"/>	PAN of the Managers and Managing Agents	<input type="text" value="E.G. AAAAA9999A"/>	Profile Photo of the Directors/ Managing Director*	<input type="button" value="Choose File"/> No file chosen +
---	---	---	--	--	--

Addition of Godowns

Khasra Number/Khatoni Number/Mauja Number*	<input type="text" value="Khasra Number/Khatoni Number/Mauja Number"/>	Area Of Premise (Sq. Meter)*	<input type="text" value="Area Of Premise"/>
East Boundary*	<input type="text" value="East Boundary"/>	West Boundary*	<input type="text" value="West Boundary"/>
South Boundary*	<input type="text" value="South Boundary"/>	North Boundary*	<input type="text" value="North Boundary"/>

[+](#)

Within Revenue State

Address of Proposed premises

House/Building/Plot Number*	<input type="text" value="House/Building/Plot Number"/>	Nearest Landmark	<input type="text" value="Nearest Landmark"/>
Road/Street	<input type="text" value="Road/Street"/>	Sub-division	<input type="text" value="Sub-division"/>

State	<input type="text" value="Himachal Pradesh"/>	District	<input type="text" value="Shimla"/>
Circle	<input type="text" value="Chopal"/>	PIN Code*	<input type="text" value="PIN Code"/>
E-mail Address*	<input type="text" value="E-mail Address"/>	Landline/Mobile Number*	<input type="text" value="Landline/Mobile Number"/>

Additional Information

Khasra Number/Khatoni Number/Mauja Number	<input type="text" value="Khasra Number/Khatoni Number/Mauja Number"/>	Area of Premise (Sq. Meter)*	<input type="text" value="Area of Premise"/>
--	--	-------------------------------------	--

Boundary details

East Boundary*	<input type="text" value="East Boundary"/>	West Boundary*	<input type="text" value="West Boundary"/>
South Boundary*	<input type="text" value="South Boundary"/>	North Boundary*	<input type="text" value="North Boundary"/>

Upload Documents	Application with court fee stamp : *
<input type="button" value="Choose File"/> No file chosen +	<input type="button" value="Choose File"/> No file chosen
Remarks : *	
<input type="text" value="Please Enter Remarks Only Upto 248 Characters"/>	

[Submit](#)

- When user click on Modify, a proposed changes pop-up will be displayed, user should scroll down to find all the proposed changes fields, fill all details as per modification and click on submit

Master Data
License Management
Brand / Label Registration
Dispatches
Dispatches
Users
Vigilance
Others

LICENSEE REQUESTED LIST
License Registration > Licensee Modifications > Licensee Requested Lis

Start Date End Date [Search](#)

Search:

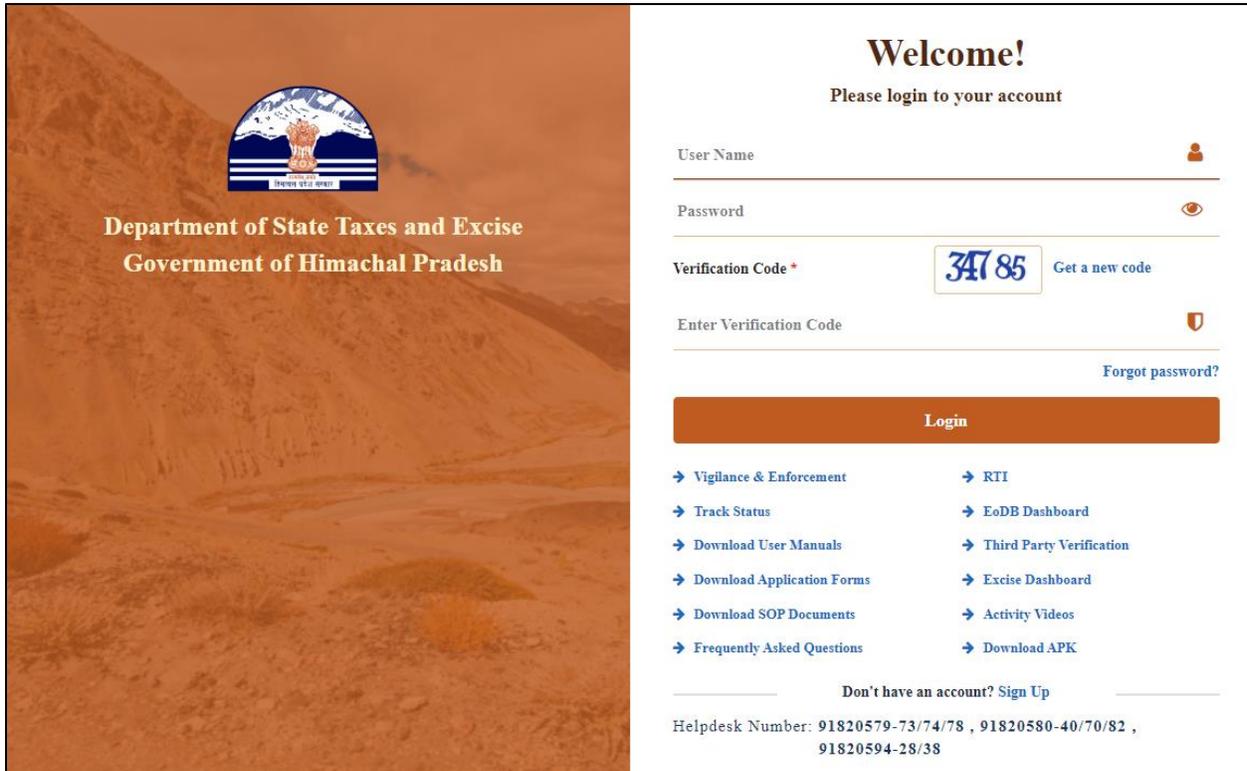
S.No ^	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	District Office	Preview Track History	New	

[Previous](#) [Next](#)

- After clicking on submit, a request Id is generated as shown below, where user can track history.
- The forwarded License application will be displayed as shown in above figure.

District Office

Assistant commissioner:



Welcome!
Please login to your account

User Name 

Password 

Verification Code * [Get a new code](#)

Enter Verification Code 

[Forgot password?](#)

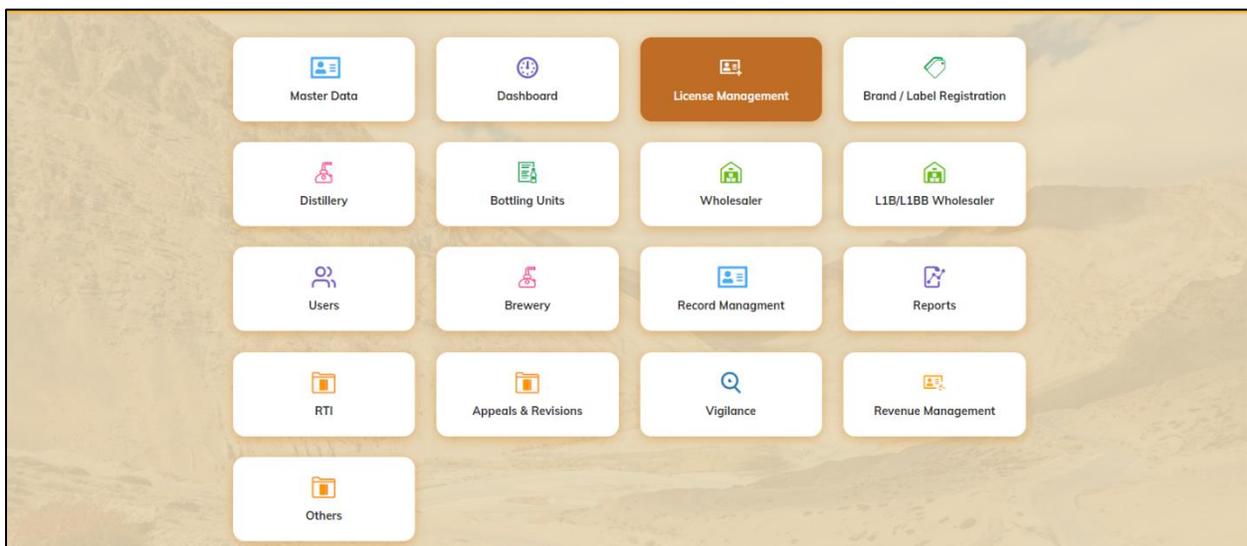
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- Excise Dashboard
- Activity Videos
- Download APK

Don't have an account? [Sign Up](#)

Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- User need to provide valid credentials and click on Login



Master Data

Dashboard

License Management

Brand / Label Registration

Distillery

Bottling Units

Wholesaler

LIB/LIBB Wholesaler

Users

Brewery

Record Management

Reports

RTI

Appeals & Revisions

Vigilance

Revenue Management

Others

- User required to click on License mangement as shown in above figure.

Dashboard | CCTV | Master Data | License Management | Brand / Label Registration | Other Licensees | Distillery | Bottling Unit | Wholesaler | L1B/L1BB

LICENSEE REQUESTED LIST

Start Date: 19-Mar-2022 | End Date: 19-Mar-2022 | Search: []

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Deputy Commissioner Shimla (Deputy Commissioner)	Assign Preview Track History	New	[] [] []
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	[] [] []
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	[] [] []

- User required to click on assign as shown in above figure.
- When user click on assign a pop-up will appear as shown below.

License Modification

S.No	Request ID	Requested User	Requested On	Requested Details
1	LM2200017	Vasu Badisa	19-03-22 10:53:50	[Eye Icon]

Location* : DISTRICT OFFICE

Designation* : Assistant Commissioner

Officer Name : Assistant Shimla

Status* : Forwarding

Remarks* : Please Enter Remarks Only Upto 498 Characters

Forward

- User can Click on requested details icon as shown, for details information related to modification.
- And after verification of requested details, user need to enter remarks and click on forward

Dashboard | CCTV | Master Data | License Management | Brand / Label Registration | Other Licensees | Distillery | Bottling Unit | Wholesaler | L1B/L1BB

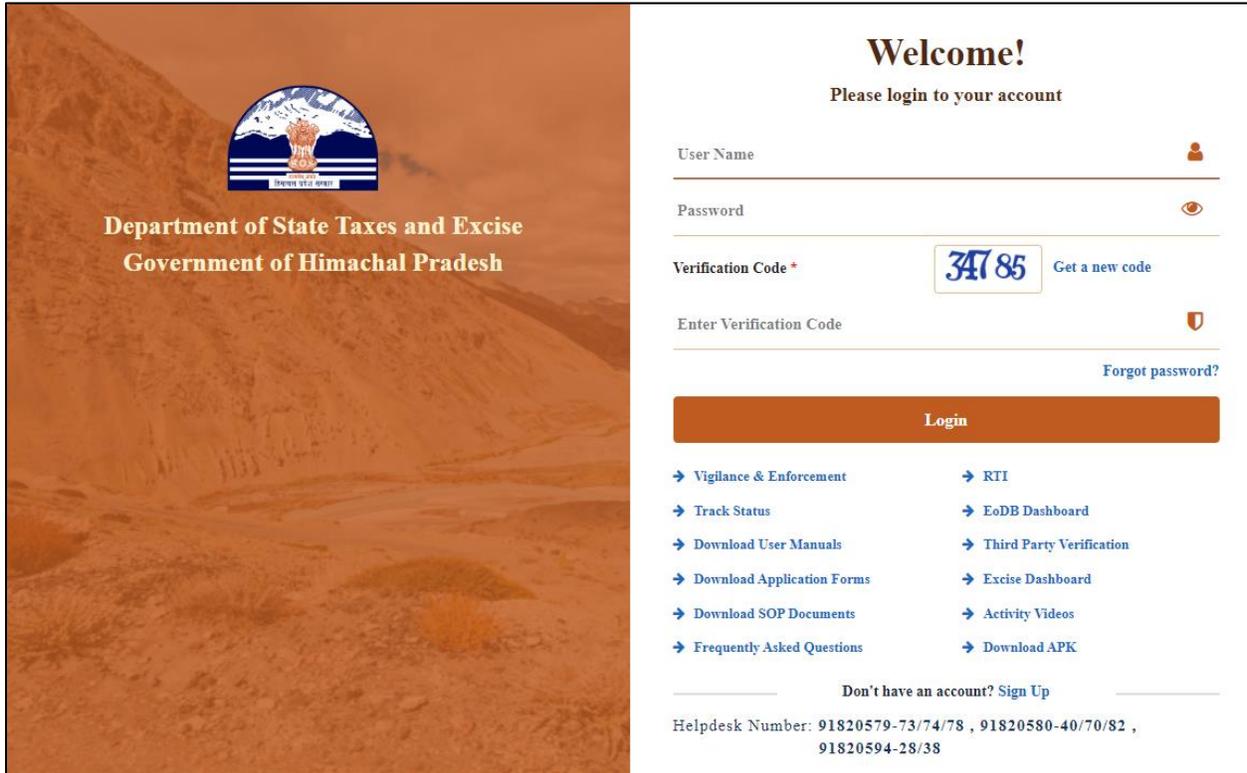
LICENSEE REQUESTED LIST

Start Date: 19-Mar-2022 | End Date: 19-Mar-2022 | Search: []

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Assistant Commissioner Shimla (Assistant Commissioner)	Preview Track History	Forwarded	[] [] []
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	[] [] []
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	[] [] []

- The forwarded License application will be displayed as shown in above figure.

Deputy commissioner



Welcome!
Please login to your account

User Name 

Password 

Verification Code * 34785 [Get a new code](#)

Enter Verification Code 

[Forgot password?](#)

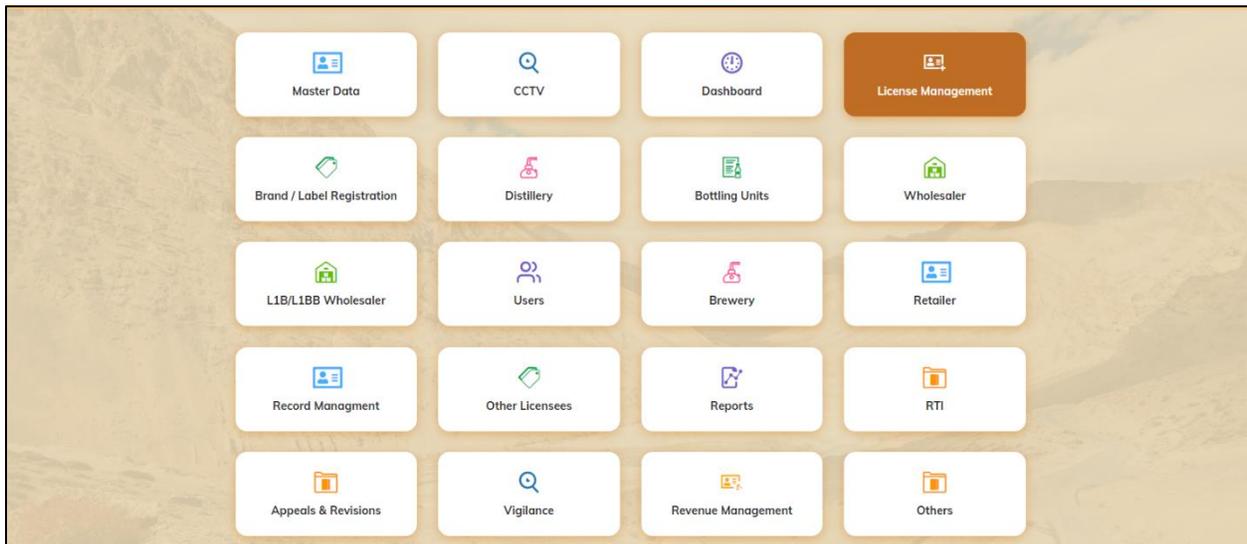
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Don't have an account? [Sign Up](#)

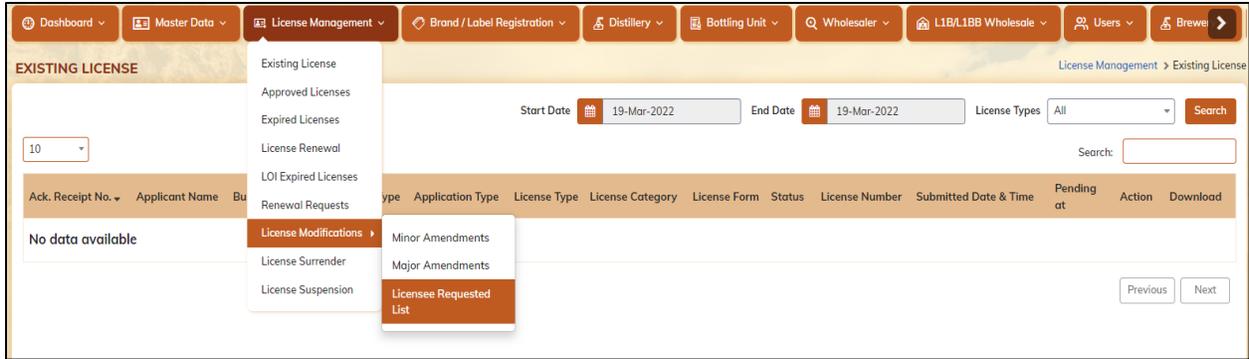
Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- User required to provide valid credentials as mentioned in above figure and click on Login.

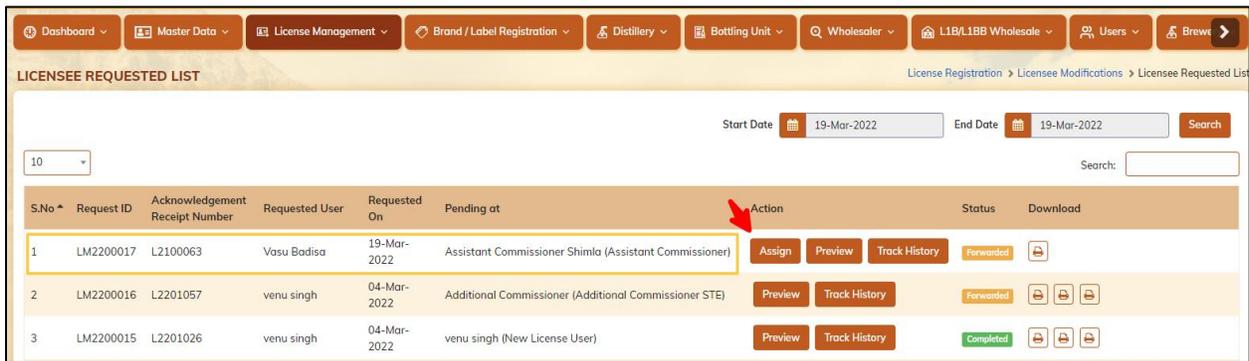


Master Data	CCTV	Dashboard	License Management
Brand / Label Registration	Distillery	Bottling Units	Wholesaler
L1B/L1BB Wholesaler	Users	Brewery	Retailer
Record Management	Other Licensees	Reports	RTI
Appeals & Revisions	Vigilance	Revenue Management	Others

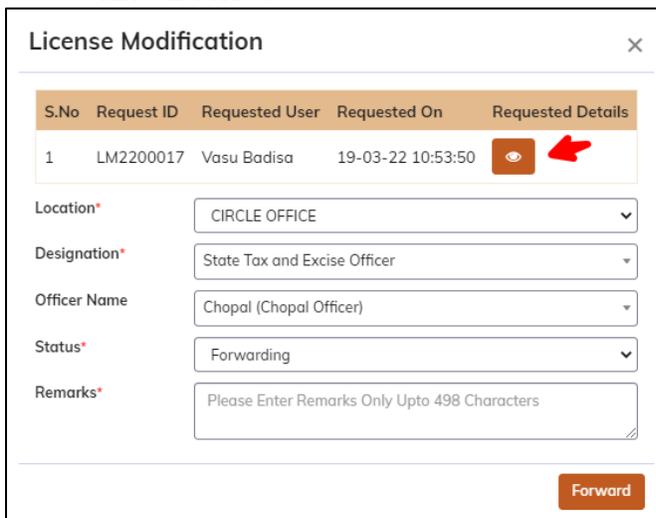
- User need to click on License management as shown in above figure.



- User need to select License requested List as shown in above figure.



- User need to click on assign as shown in above figure and a pop-up will be displayed as shown below.



- User need to click on requested Id detail icon as shown in above figure to find the Details of modification, then Enter remarks.
- After completion click on forward button.

Dashboard | Master Data | License Management | Brand / Label Registration | Distillery | Bottling Unit | Wholesaler | LIB/L1BB Wholesale | Users | Brews

LICENSEE REQUESTED LIST License Registration > Licensee Modifications > Licensee Requested List

Start Date: 19-Mar-2022 | End Date: 19-Mar-2022 | Search:

10

S.No *	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Chopal Officer (State Tax and Excise Officer)	Preview Track History	Forwarded	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	

- The forwarded License application will be displayed as shown in above figure.

Circle office



**Department of State Taxes and Excise
Government of Himachal Pradesh**

Welcome!

Please login to your account

User Name

Password

Verification Code * 34785 [Get a new code](#)

Enter Verification Code

[Forgot password?](#)

Login

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[→ Download User Manuals](#)

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[→ RTI](#)

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[→ Third Party Verification](#)

[→ Excise Dashboard](#)

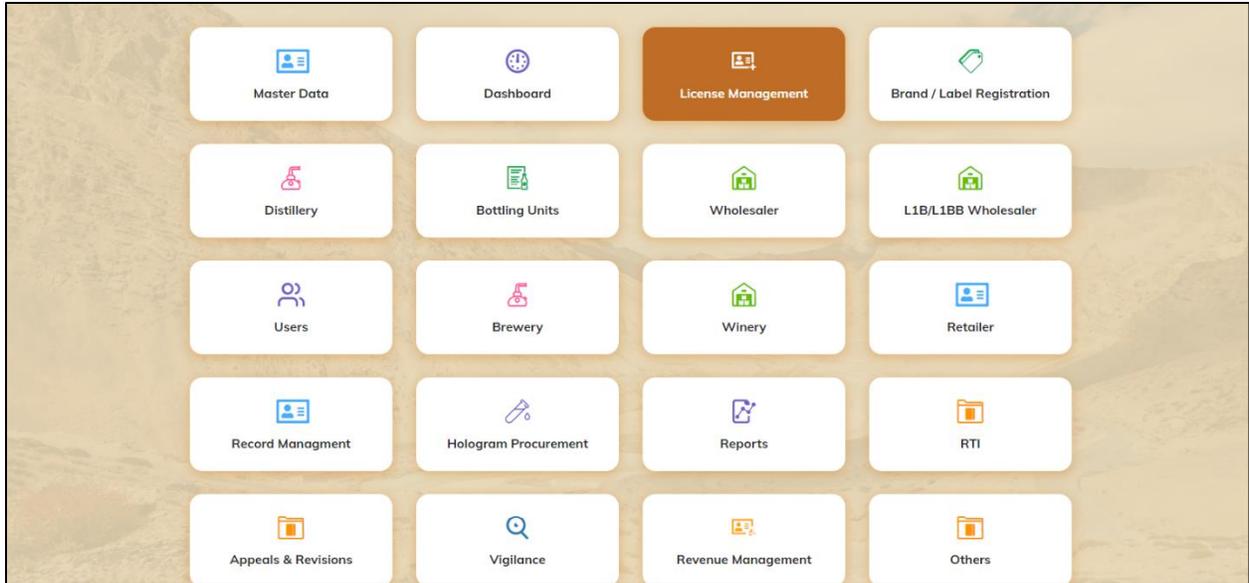
[→ Activity Videos](#)

[→ Download APK](#)

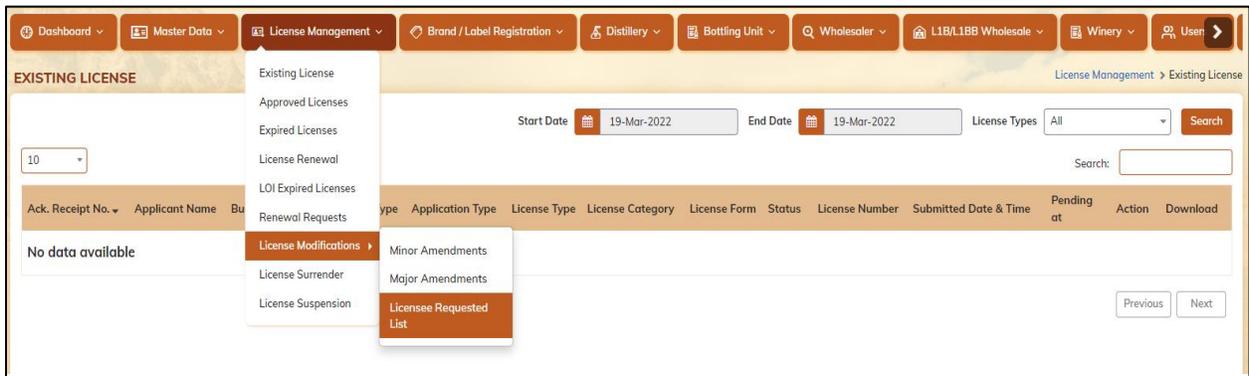
Don't have an account? [Sign Up](#)

Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- User required to provide valid credentials as shown in above figure and click on Login.



- User need to select License management as shown in above figure.



- User need to click on License requested list as shown in above figure.

Dashboard | Master Data | License Management | Brand / Label Registration | Distillery | Bottling Unit | Wholesaler | L1B/L1BB Wholesale | Winery | User

LICENSEE REQUESTED LIST License Registration > Licensee Modifications > Licensee Requested Lis

Start Date: 19-Mar-2022 | End Date: 19-Mar-2022 | Search

10 | Search:

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Chopal Officer (State Tax and Excise Officer)	Preview Track History	Forwarded	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	
4	LM2200014	L2201009	venu singh	04-Mar-2022	()	Preview Track History	New	
5	LM2200013	L2201004	venu singh	04-Mar-2022	()	Preview Track History	New	
6	LM2200012	L2100070	DD	19-Feb-2022	pp (New License User)	Preview Track History	Completed	

Previous | Next

- User required to click on assign as shown in above figure.

Dashboard
Master Data
License Management
Brand / Label Registration
Distillery
Bottling Unit
Wholesaler
L1B/L1BB Wholesale
Winery
User

LICENSE VIEW
License Registration > License View

Godowns to be added :

Khasra Number/Khatoni Number/Mauja Number	<input type="text" value="10101010100101010101010101010100"/>	Area Of Premise (Sq. Meter)	<input type="text" value="100"/>
East Boundary	<input type="text" value="100"/>	West Boundary	<input type="text" value="100"/>
South Boundary	<input type="text" value="100"/>	North Boundary	<input type="text" value="100"/>

Modification Existing Details :

BUSINESS NAME	: HIMACHAL AUTOMATION	PROPOSED PLOT NUMBER	: 245.0
PROPOSED STREET	: NH6	PROPOSED LANDMARK	: Near Park
PROPOSED SUB DIVISION	: Himachel Division	PROPOSED PINCODE	: 171001
PROPOSED EMAIL	: vasub@ctel.in	PROPOSED CONTACT NUMBER	: 9502664487
KHASRA NUMBER/KHATONI NUMBER/MAUJA NUMBER	: 54545/22	AREA OF LAND	: 36000
WEST BOUNDARY	: River	EAST BOUNDARY	: Road
NORTH BOUNDARY	: Empty Land	SOUTH BOUNDARY	: Playground
		DATE REGISTER	:

Modification Requested Details :

BUSINESS NAME	: vasu	DATE REGISTER	: 15-Mar-2022
PROPOSED PLOT NUMBER	: ctel	PROPOSED LANDMARK	:
PROPOSED STREET	:	PROPOSED SUB DIVISION	:
PROPOSED PINCODE	: 170001	PROPOSED EMAIL	: ctel@123gmail.com
PROPOSED CONTACT NUMBER	: 0123456789	KHASRA NUMBER/KHATONI NUMBER/MAUJA NUMBER	:
AREA OF LAND	: 100	EAST BOUNDARY	: 100
WEST BOUNDARY	: 100	SOUTH BOUNDARY	: 100
NORTH BOUNDARY	: 100		

Constitution of Business :

Applicant Type individual Requested to Change to Partnership Firm

Added Representatives

Name of representative	<input type="text" value="vasubadisa"/>	Address of representative	<input type="text" value="ctel"/>	Date of Registration	<input type="text" value="15-Mar-2022"/>
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Added Partners

Partner Name	<input type="text" value="venu"/>	Partner Address	<input type="text" value="ctel"/>	PAN	<input type="text"/>	Profile Photo	
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Application Transaction:

Status	REQUEST RAISED	Submitted Date	19-Mar-22 10:53:50	Submitted By	Vasu Badisa (New License User)	Submitted To	DeputyShimla (Deputy Commissioner)	Remarks	ok
Status	FORWARDED	Submitted Date	19-Mar-22 11:02:16	Submitted By	DeputyShimla (Deputy Commissioner)	Submitted To	AssistantShimla (Assistant Commissioner)	Remarks	werfghnjm
Status	FORWARDED	Submitted Date	19-Mar-22 11:08:21	Submitted By	AssistantShimla (Assistant Commissioner)	Submitted To	Chopal (State Tax and Excise Officer)	Remarks	sdfvbn

Application Verification & Site Inspection :

Document Checklist

Application with court fee stamp

Other Information

Any other information Comments of Inspecting officer

Upload Documents No file chosen

Assign Application:

Location	<input type="text" value="DISTRICT OFFICE"/>	Status	<input type="text" value="Forwarding"/>
Designation	<input type="text" value="Assistant Commissioner"/>	Remarks*	<input type="text" value="Please Provide Explanation Only Upto 498 characters"/>
Officer Name	<input type="text" value="Assistant Shimla"/>		

- User need to fill all information as shown in above figure and enter remarks
- User need to click on submit.

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Assistant Commissioner Shimla (Assistant Commissioner)	Preview Track History	Forwarded	 
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	  
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	  

The forwarded License application will be displayed as shown in above figure.

District Office

Assistant commissioner:



**Department of State Taxes and Excise
Government of Himachal Pradesh**

Welcome!

Please login to your account

User Name

Password

Verification Code * [Get a new code](#)

Enter Verification Code

[Forgot password?](#)

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→ [Excise Dashboard](#)

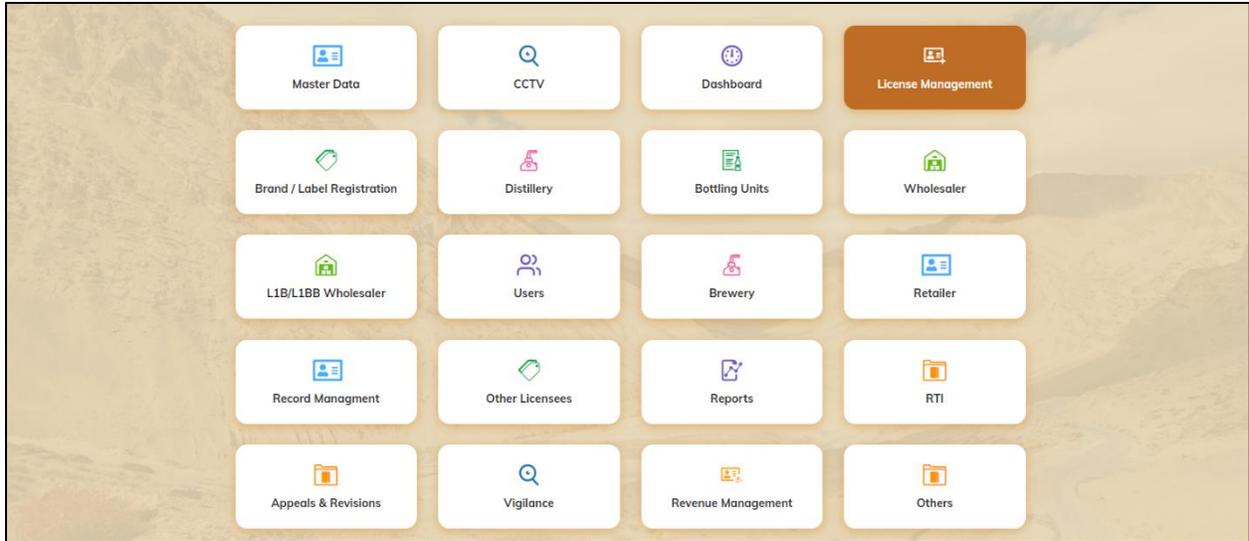
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Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 ,
91820594-28/38

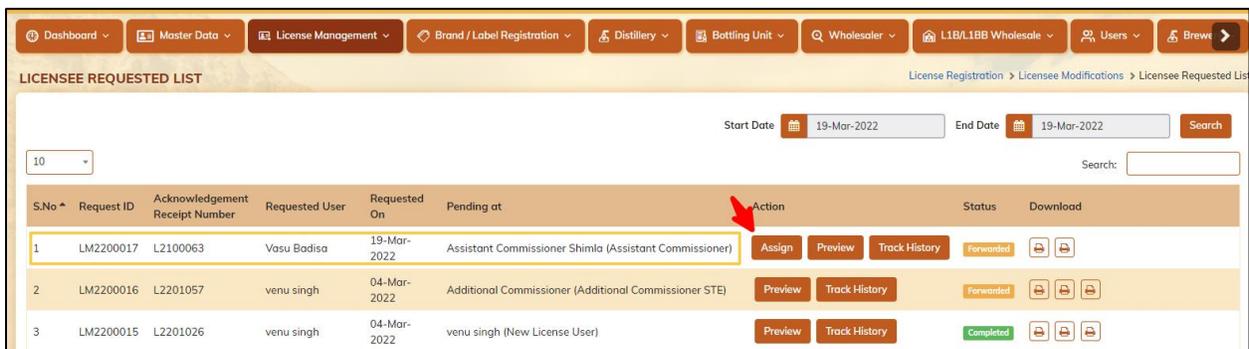
- User required to provide valid credentials as mentioned in above figure and click on login.



- User required to click on License management as shown in above figure.

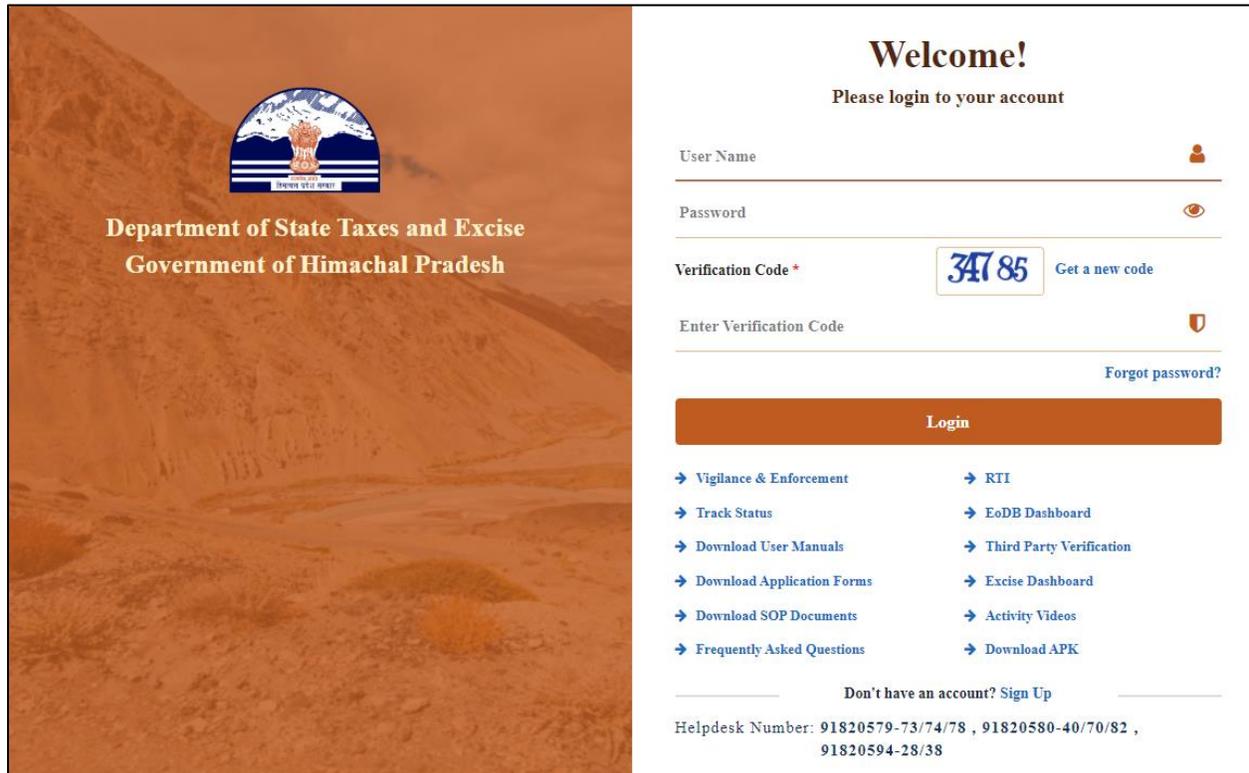


- User need to click on Licensee requested List as shown in above figure.



- User required to click on assign as shown in above figure.

Deputy Commissioner



Welcome!
Please login to your account

User Name 

Password 

Verification Code *  [Get a new code](#)

Enter Verification Code 

[Forgot password?](#)

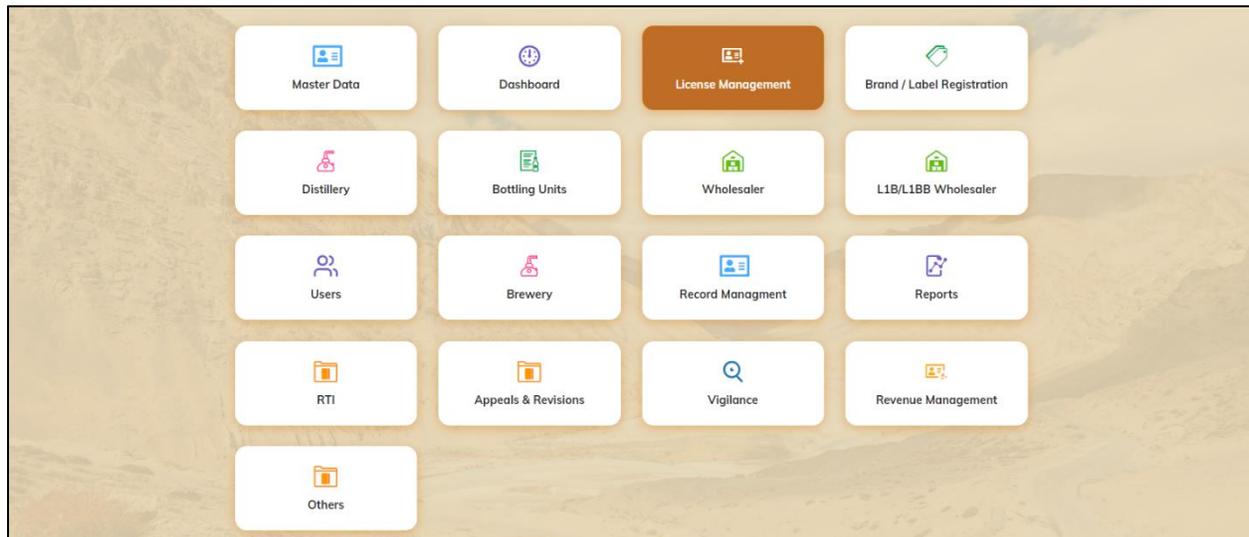
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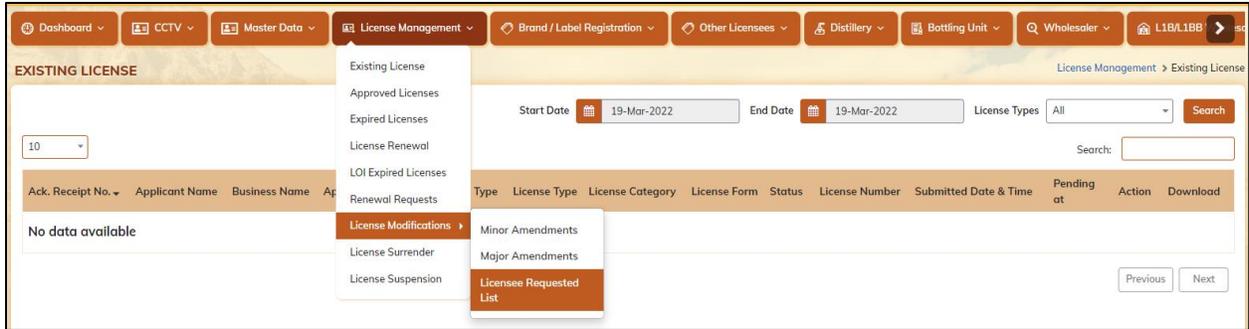
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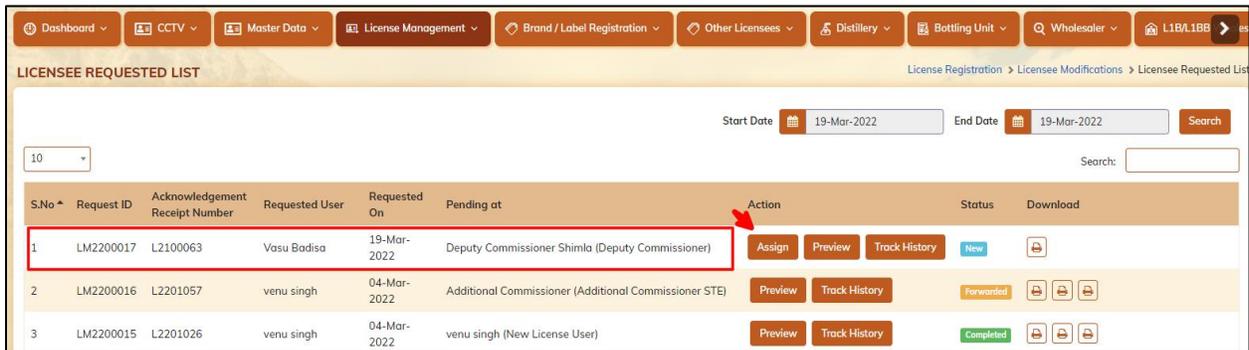
- User required to provide valid credentials as mentioned in above figure and click on Login.



- User required to select License management as shown in above figure.

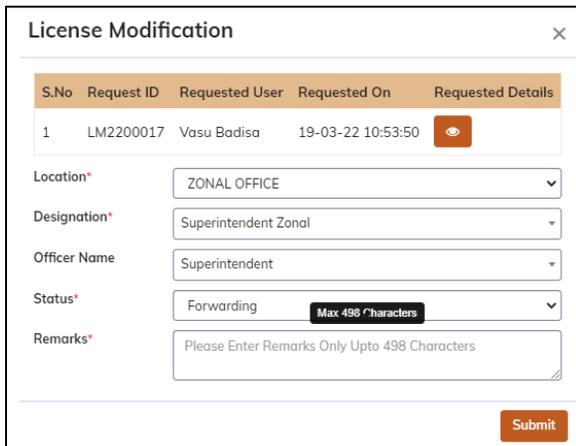


- User required to click on License requested List as shown in above figure.



S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Deputy Commissioner Shimla (Deputy Commissioner)	Assign Preview Track History New		
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	

- User need to click on assign as shown in above figure ,When user click on assign a pop-up will appear as shown below.



S.No	Request ID	Requested User	Requested On	Requested Details
1	LM2200017	Vasu Badisa	19-03-22 10:53:50	

Location*
 Designation*
 Officer Name
 Status* Max 498 Characters
 Remarks*

- User can Click on requested details icon as shown in above figure.
- And after verification of requested details, user need to enter remarks and click on forward

Dashboard | CCTV | Master Data | License Management | Brand / Label Registration | Other Licensees | Distillery | Bottling Unit | Wholesaler | L1B/L1BB

LICENSEE REQUESTED LIST

Start Date: 19-Mar-2022 | End Date: 19-Mar-2022 | Search: []

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Superintendent South Zone (Superintendent Zonal)	Preview Track History	Forwarded	[] [] []
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	[] [] []
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	[] [] []

- The forwarded License application will be displayed as shown in above figure.

Zonal Office:

Superintendent Login:



**Department of State Taxes and Excise
Government of Himachal Pradesh**

Welcome!

Please login to your account

User Name

Password

Verification Code * [Get a new code](#)

Enter Verification Code

[Forgot password?](#)

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→ Download SOP Documents

→ Frequently Asked Questions

→ RTI

→ EoDB Dashboard

→ Third Party Verification

→ Excise Dashboard

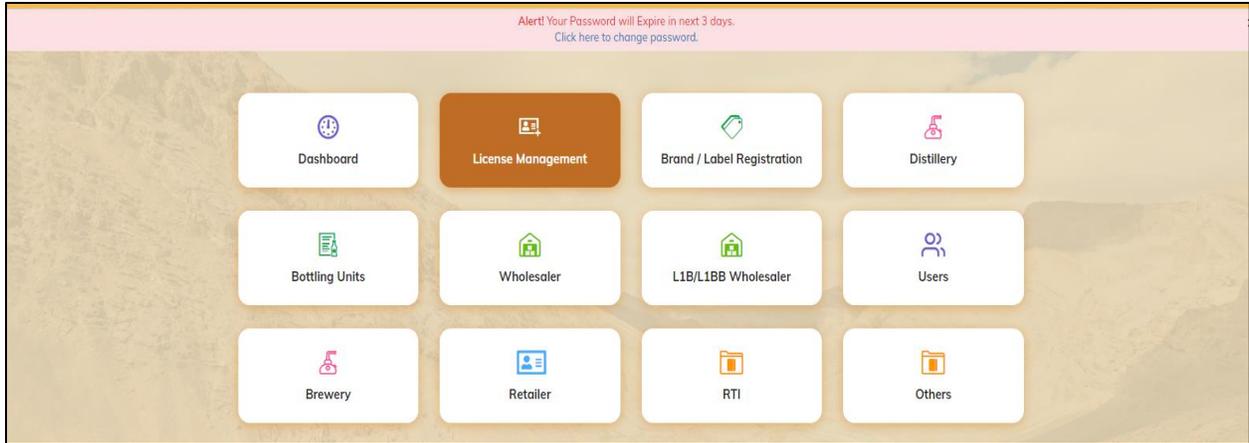
→ Activity Videos

→ Download APK

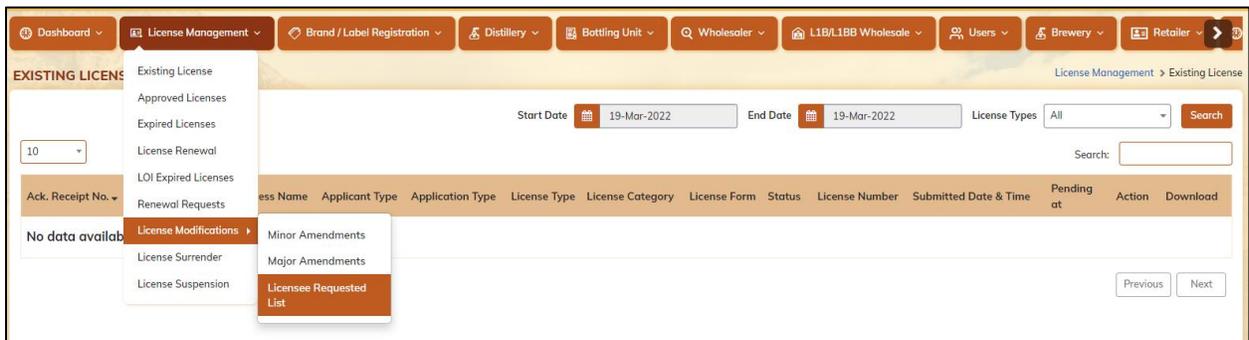
Don't have an account? [Sign Up](#)

Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

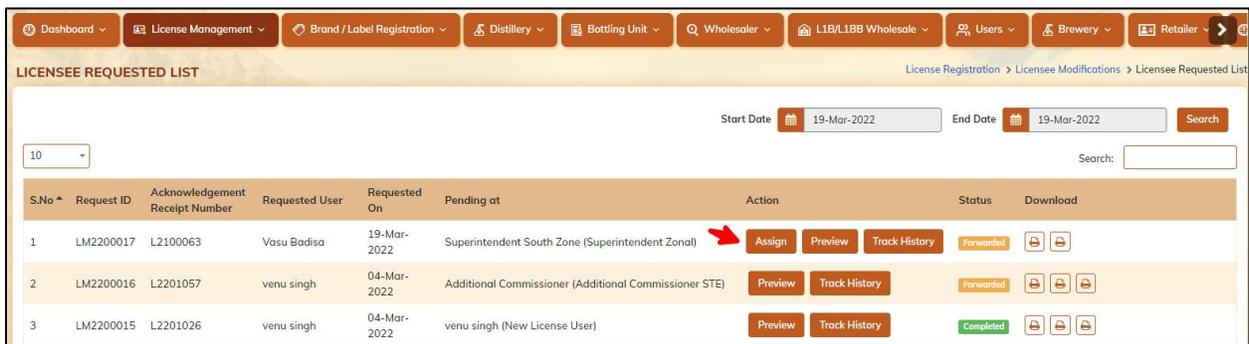
- User required to enter valid credentials as shown in above figure and click on Login.



- User required to click on License management as shown in above figure.



- User required to click on License requested List as shown in above figure.



- User need to click on assign as shown in above figure and a pop-up will be displayed.

License Modification ✕

S.No	Request ID	Requested User	Requested On	Requested Details
1	LM2200017	Vasu Badisa	19-03-22 10:53:50	

Location*

Designation*

Officer Name

Status*

Remarks*

- User need to click on requested details for verify the modification details
- User required to enter remarks and click on forward.

Dashboard License Management Brand / Label Registration Distillery Bottling Unit Wholesaler L1B/L1BB Wholesale Users Brewery Retailer

LICENSEE REQUESTED LIST License Registration > Licensee Modifications > Licensee Requested List

Start Date End Date

10

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Dealing Assistant South Zone (Collector Dealing Assistant)	<input type="button" value="Preview"/> <input type="button" value="Track History"/>	Forwarded	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	<input type="button" value="Preview"/> <input type="button" value="Track History"/>	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	<input type="button" value="Preview"/> <input type="button" value="Track History"/>	Completed	

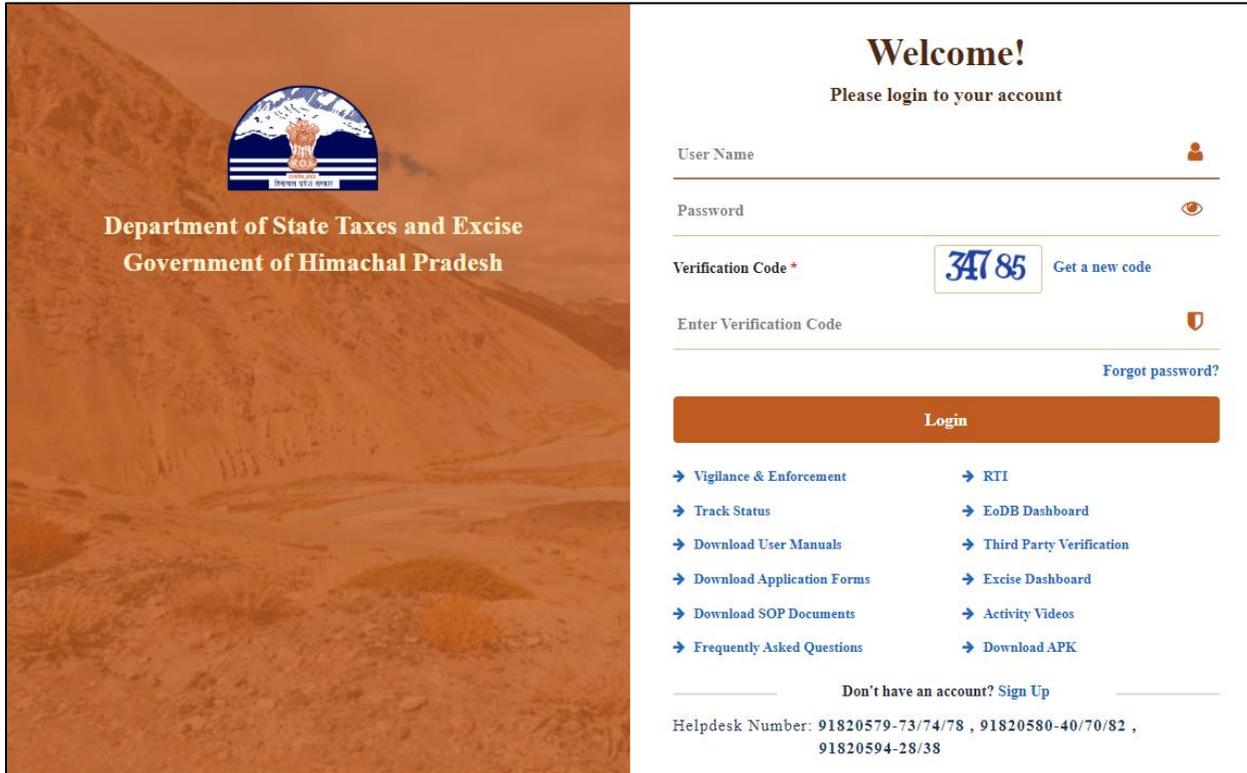
- The forwarded License application will be displayed as shown in above figure.

Dealing Assistant Login: Please Follow Same Steps as Superintendent for Forwarding the Request.

Superintendent Login: Please Follow Same Steps as Superintendent for Forwarding the Request.

SUP forward the file to →Collector

Collector:



Welcome!
Please login to your account

User Name 

Password 

Verification Code *  [Get a new code](#)

Enter Verification Code 

[Forgot password?](#)

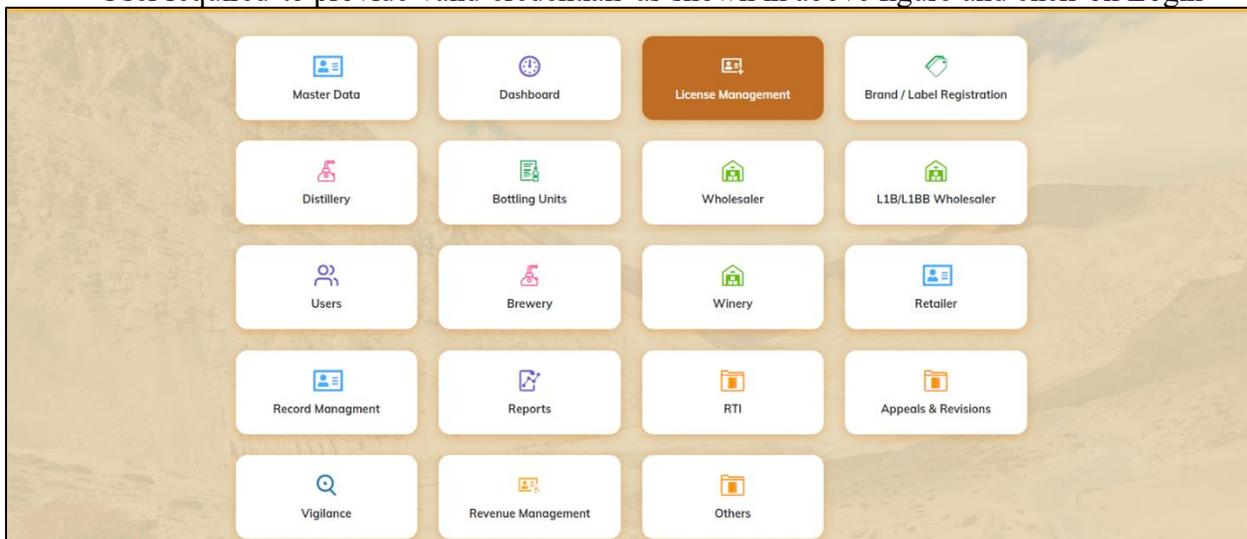
Login

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- [Excise Dashboard](#)
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[Don't have an account? Sign Up](#)

Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- User required to provide valid credentials as shown in above figure and click on Login



Master Data Dashboard **License Management** Brand / Label Registration

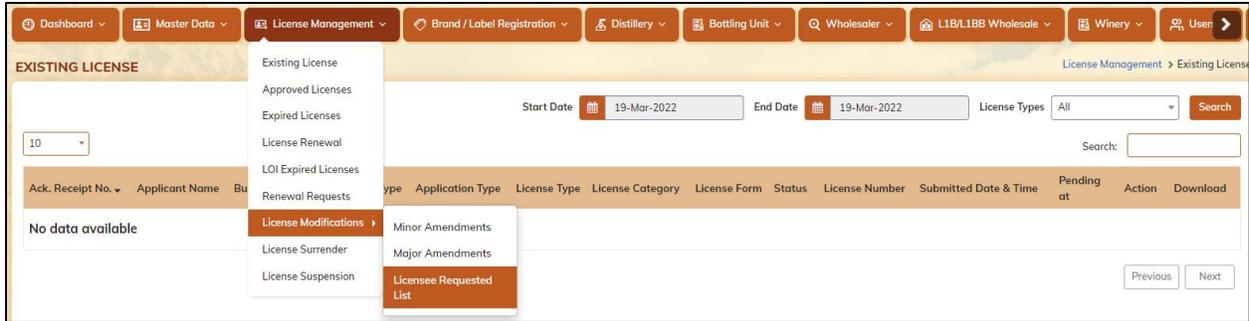
Distillery Bottling Units Wholesaler L1B/L1BB Wholesaler

Users Brewery Winery Retailer

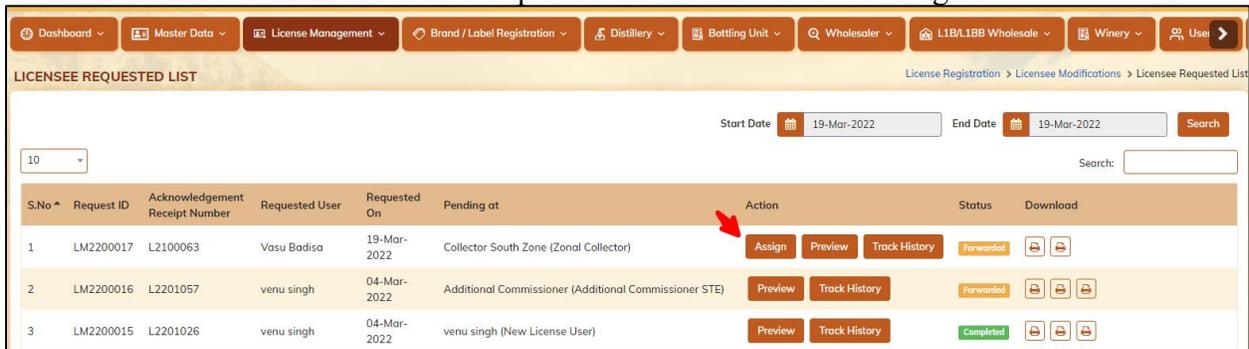
Record Management Reports RTI Appeals & Revisions

Vigilance Revenue Management Others

- User need to click on License management as shown in above figure.

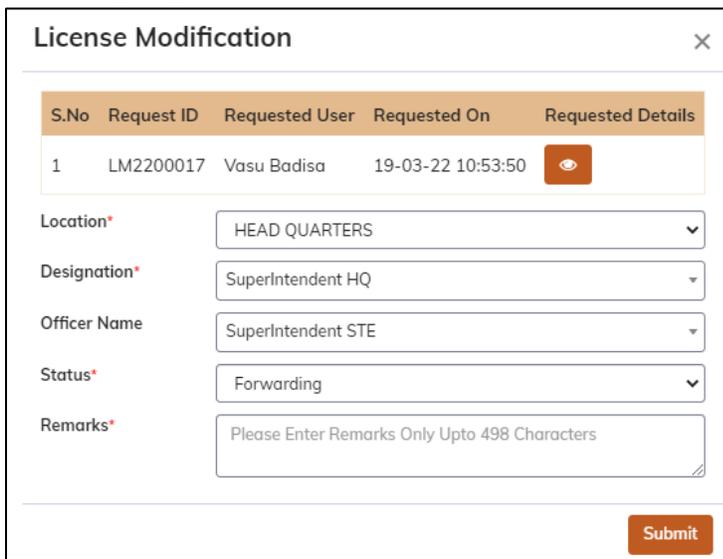


- User need to click on License requested List as shown in above figure.



S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Collector South Zone (Zonal Collector)	Assign Preview Track History	Forwarded	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	

- User need to click on assign as shown in above figure and apop-up will be displayed as shown below.



S.No	Request ID	Requested User	Requested On	Requested Details
1	LM2200017	Vasu Badisa	19-03-22 10:53:50	

Location*
 Designation*
 Officer Name
 Status*
 Remarks*

- User need to enter and click on forward.

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Superintendent HQ STE (Superintendent HQ)	Preview Track History	Forwarded	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	

- The forwarded License application will be displayed as shown in above figure.

Head quarters

Superintendent:



**Department of State Taxes and Excise
Government of Himachal Pradesh**

Welcome!

Please login to your account

User Name

Password

Verification Code * 34785 [Get a new code](#)

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Don't have an account? [Sign Up](#)

Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- user required to provide valid credentials and click on Login button
- user need to click on License management.

Dashboard | Master Data | **License Management** | Brand / Label Registration | Location | Users | Brewery | RTI | Others | Reports

EXISTING LICENSE License Management > Existing License

Start Date: 19-Mar-2022 | End Date: 19-Mar-2022 | License Types: All | Search

10

Search:

Ack. Receipt No.	Applicant Name	Business Name	Application No.	License Type	License Category	License Form	Status	License Number	Submitted Date & Time	Pending at	Action	Download
No data available												

Previous | Next

- Existing License
- Approved Licenses
- Expired Licenses
- License Renewal
- LOI Expired Licenses
- Renewal Requests
- License Modifications**
 - Minor Amendments
 - Major Amendments
 - Licensee Requested List**
- License Surrender
- License Suspension

- User need to click on License requested List as shown in above figure.

Dashboard | Master Data | License Management | Brand / Label Registration | Location | Users | Brewery | RTI | Others | Reports

LICENSEE REQUESTED LIST License Registration > Licensee Modifications > Licensee Requested List

Start Date: 19-Mar-2022 | End Date: 19-Mar-2022 | Search

10

Search:

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Superintendent HQ STE (Superintendent HQ)	Assign Preview Track History	Forwarded	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	

- User need to click on assign as shown in above figure.

Dashboard | Master Data | License Management | Brand / Label Registration | Location | Users | Brewery | RTI | Others | Reports

LICENSEE REQUESTED LIST License Registration > Licensee Modifications > Licensee Requested List

Start Date: 19-Mar-2022 | End Date: 19-Mar-2022 | Search

10

Search:

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Dealing Assistant STE (Dealing Assistant HQ)	Preview Track History	Forwarded	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	

- The forwarded License application will be displayed as shown in above figure.

License Modification

S.No	Request ID	Requested User	Requested On	Requested Details
1	LM2200017	Vasu Badisa	19-03-22 10:53:50	

Location*

Designation*

Officer Name

Status*

Remarks*

- User need to enter remarks and click on submit.

Dealing Assistant Login(HQ): Please Follow Same Steps as Superintendent for Forwarding the Request

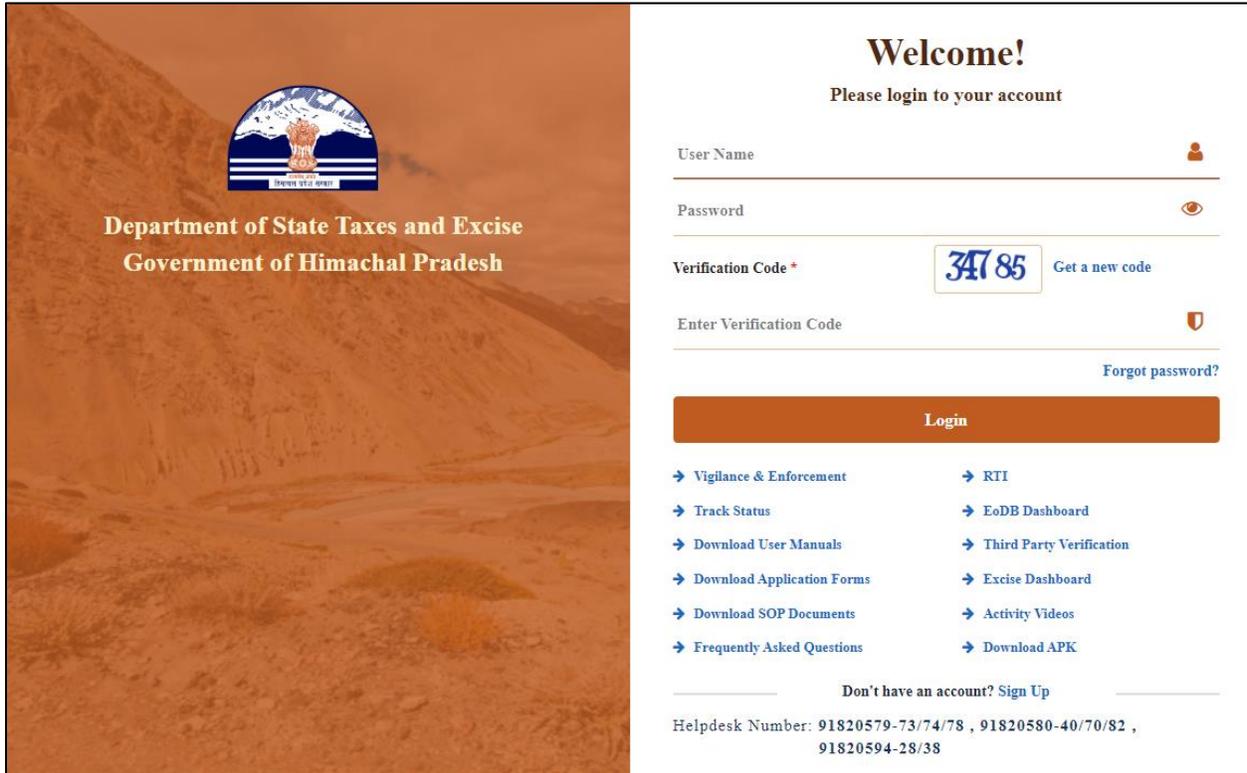
from Dealing Assitant → Superintendent→Assistant commissioner→Deputy commissioner→Joint commissioner→Additional Commissioner→



All the process of forwarding the application from superintendent to additional commissioner is same as superintendent, Please Follow Same Steps as Superintendent for Forwarding the Request

- FINANCIAL COMMISSIONER process is shown below.

Financial Commissioner:



Welcome!
Please login to your account

User Name 

Password 

Verification Code * [Get a new code](#)

Enter Verification Code 

[Forgot password?](#)

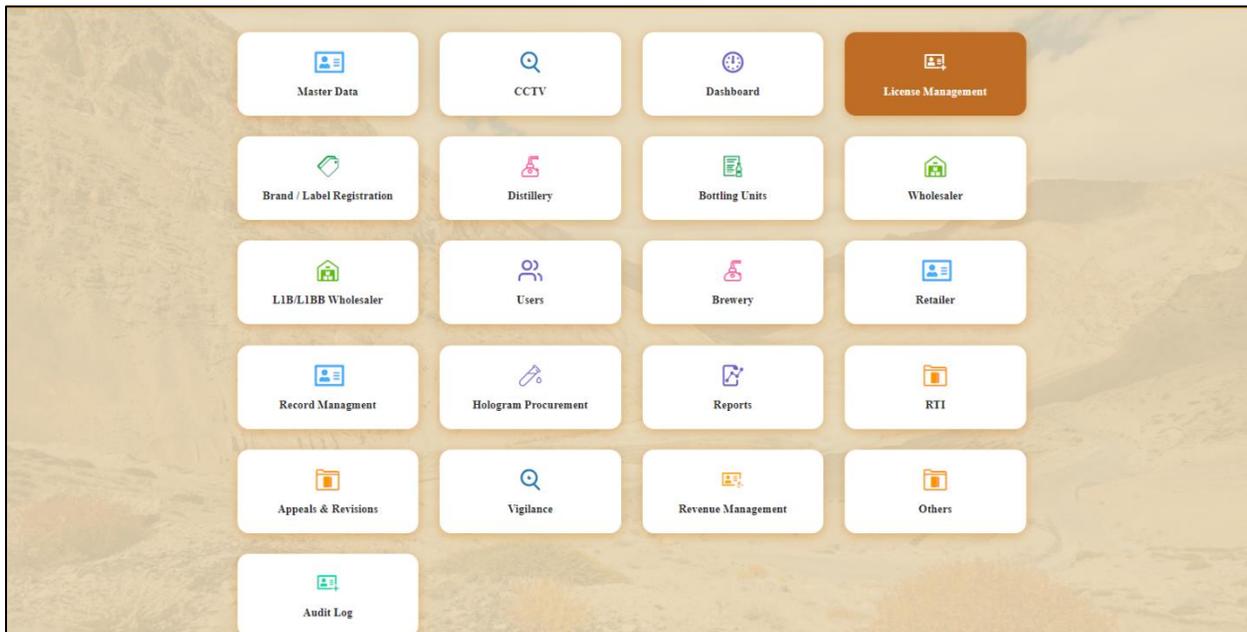
Login

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Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- User required to provide valid credentials and click on Login



Master Data

CCTV

Dashboard

License Management

Brand / Label Registration

Distillery

Bottling Units

Wholesaler

LIB/LIBB Wholesaler

Users

Brewery

Retailer

Record Management

Hologram Procurement

Reports

RTI

Appeals & Revisions

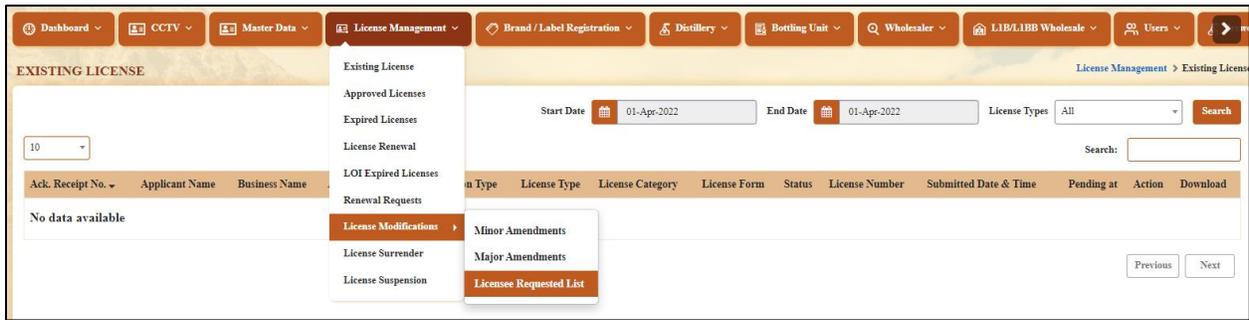
Vigilance

Revenue Management

Others

Audit Log

- User need to click on License management as shown in above figure.

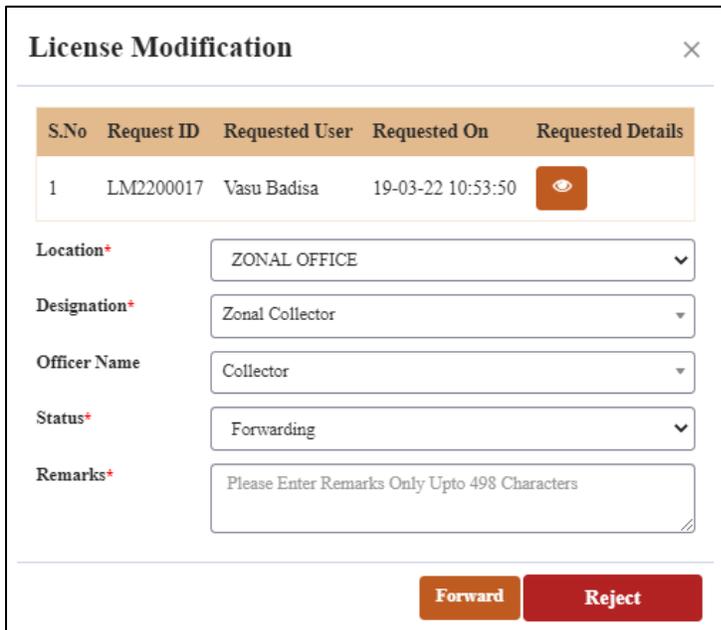


- User required to click on License requested List as shown in above figure.



S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Financial Commissioner (Financial Commissioner)	Assign Preview Track History	Forwarded	

- User required to click on assign as shown in above figure.



S.No	Request ID	Requested User	Requested On	Requested Details
1	LM2200017	Vasu Badisa	19-03-22 10:53:50	

Location*

Designation*

Officer Name

Status*

Remarks*

- User need to enter remarks and click on forward.

Dashboard | CCTV | Master Data | License Management | Brand / Label Registration | Distillery | Bottling Unit | Wholesaler | LIB/LIBB Wholesale | Users

LICENSEE REQUESTED LIST License Registration > Licensee Modifications > Licensee Requested List

Start Date: 01-Apr-2022 | End Date: 01-Apr-2022 | Search

10 | Search: 017

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Collector South Zone (Zonal Collector)	Preview Track History	Commissioner Forwarded	

[Previous](#) [Next](#)

- The forwarded License application will be displayed as shown in above figure.

Collector:



**Department of State Taxes and Excise
Government of Himachal Pradesh**

Welcome!

Please login to your account

User Name

Password

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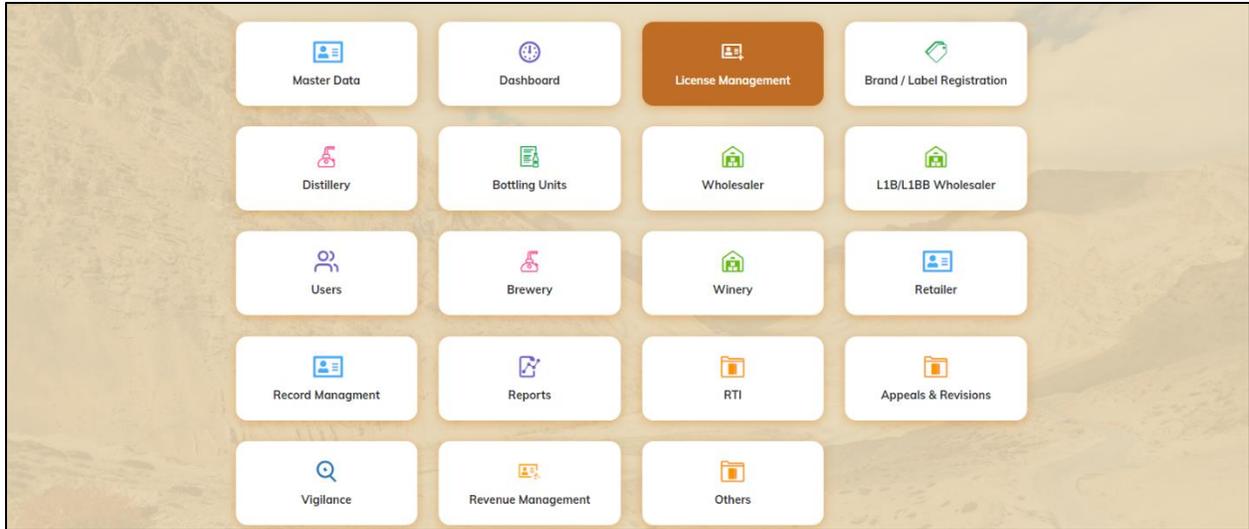
[→ Activity Videos](#)

[→ Download APK](#)

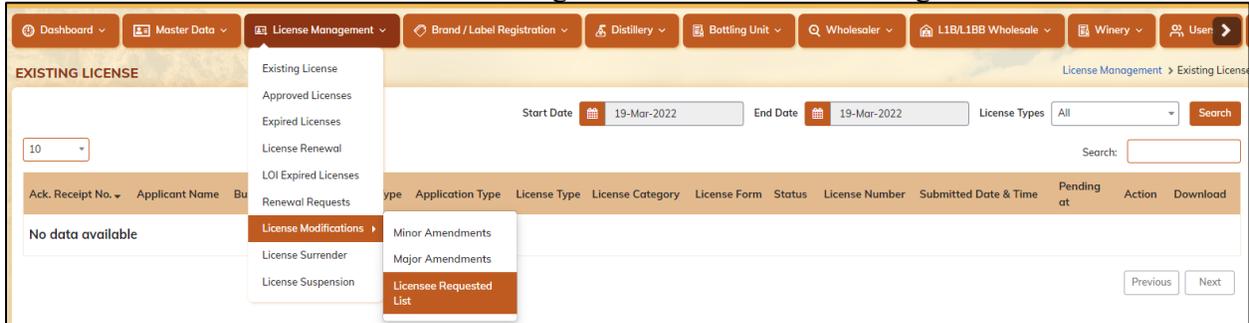
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Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

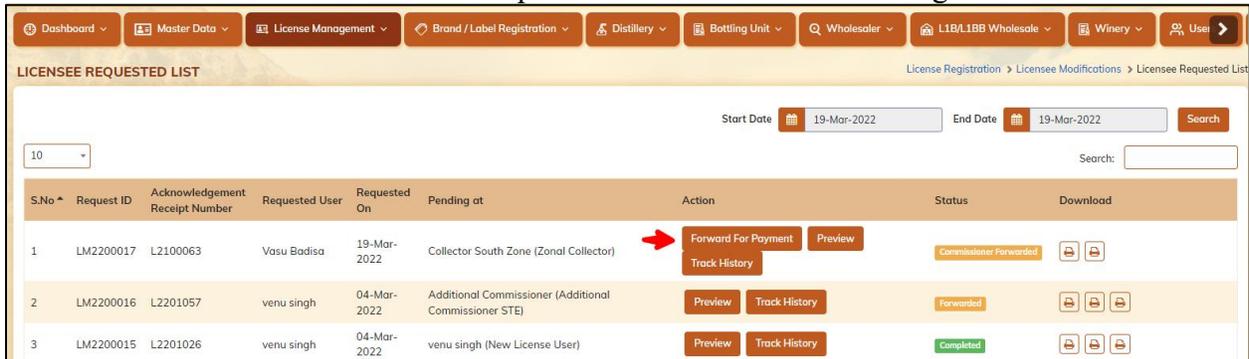
- User required to provide valid credentials as shown in above figure and click on Login



- User need to click on License management as shown in above figure.



- User need to click on License requested List as shown in above figure.



- User required to click on forward for payment as shown in above figure.

License Modification ✕

S.No	Request ID	Requested User	Requested On	Requested Details
1	LM2200017	Vasu Badisa	19-03-22 10:53:50	

Location*

Applicant Name

Fee & Deposits

Remarks*

Forward

- User need to enter remarks and click on forward.

Dashboard
Master Data
License Management
Brand / Label Registration
Distillery
Bottling Unit
Wholesaler
L1B/L1BB Wholesale
Winery
User

License Registration > License Modifications > Licensee Requested List

Start Date
End Date
Search

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Vasu Badisa (New License User)	Preview Track History	Request For Fee Payment	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	

- The forwarded License application will be displayed as shown in above figure.

Licensee Login:



**Department of State Taxes and Excise
Government of Himachal Pradesh**

Welcome!

Please login to your account

User Name

Password

Verification Code * 34785 [Get a new code](#)

Enter Verification Code

[Forgot password?](#)

Login

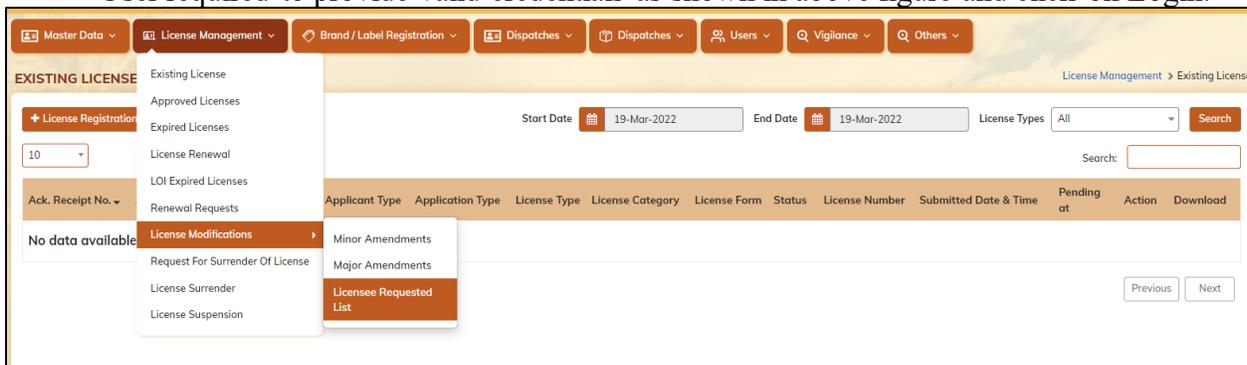
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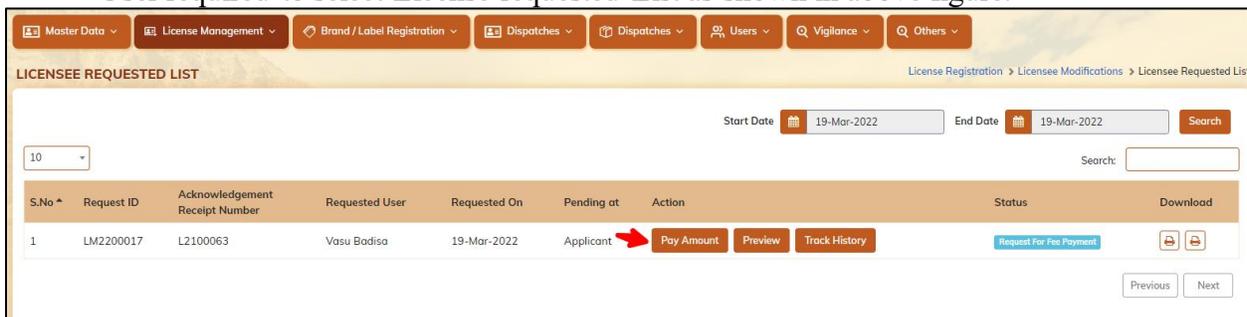
Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- User required to provide valid credentials as shown in above figure and click on Login.



The screenshot shows the 'License Management' dashboard. A dropdown menu is open under 'License Management', showing 'EXISTING LICENSE' options. The 'License Modifications' option is selected, and a sub-menu is visible with 'Licensee Requested List' highlighted.

- User required to select License requested List as shown in above figure.



The screenshot shows the 'LICENSEE REQUESTED LIST' table. The table has the following columns: S.No, Request ID, Acknowledgement Receipt Number, Requested User, Requested On, Pending at, Action, Status, and Download. A red arrow points to the 'Pay Amount' button in the 'Action' column of the first row.

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Applicant	Pay Amount Preview Track History	Request For Fee Payment	

- User required to click on pay amount as shown in above figure and a pop-up will be displayed as shown below

Fee Payment ✕

Type of Fee

License Type

Amount

Challan Number*

Challan Date*

Challan Copy* No file chosen

- User need to enter challan number and upload challan copy
- User need to click on pay amount.

Master Data
License Management
Brand / Label Registration
Dispatches
Dispatches
Users
Vigilance
Others

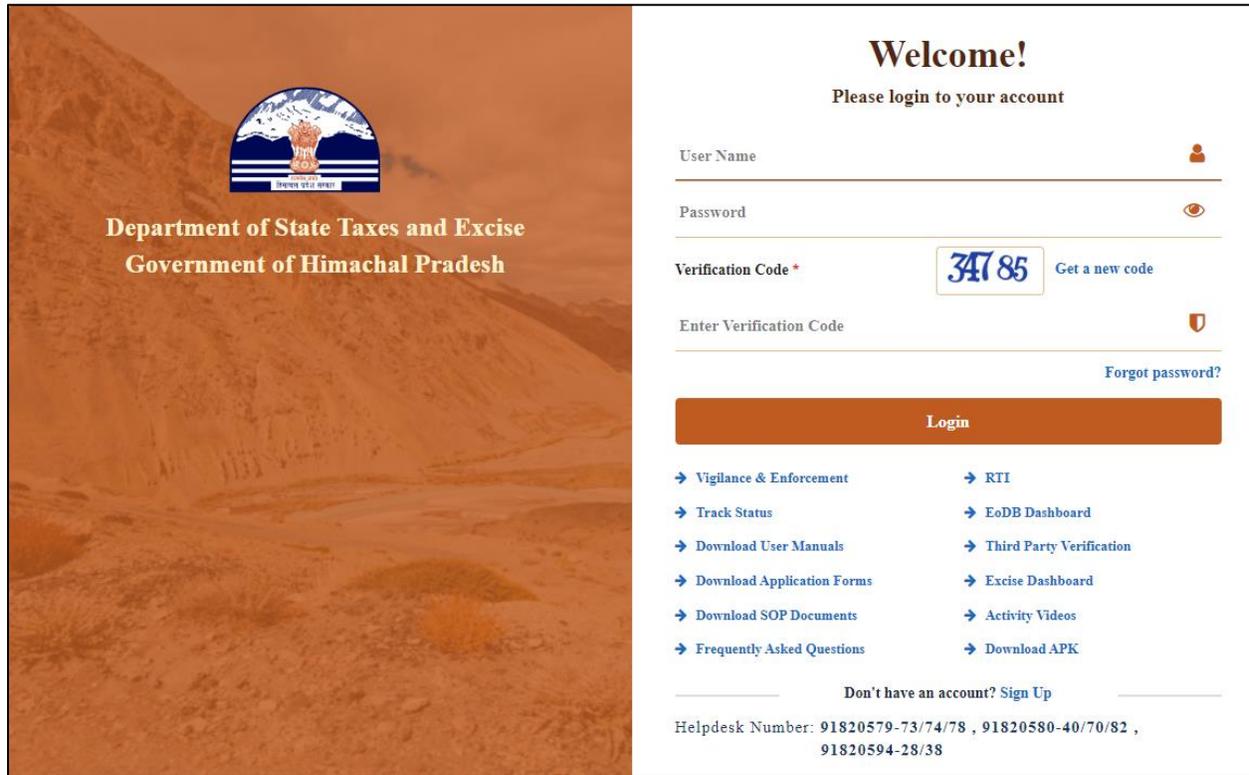
License Registration > License Modifications > Licensee Requested List

10
Start Date End Date

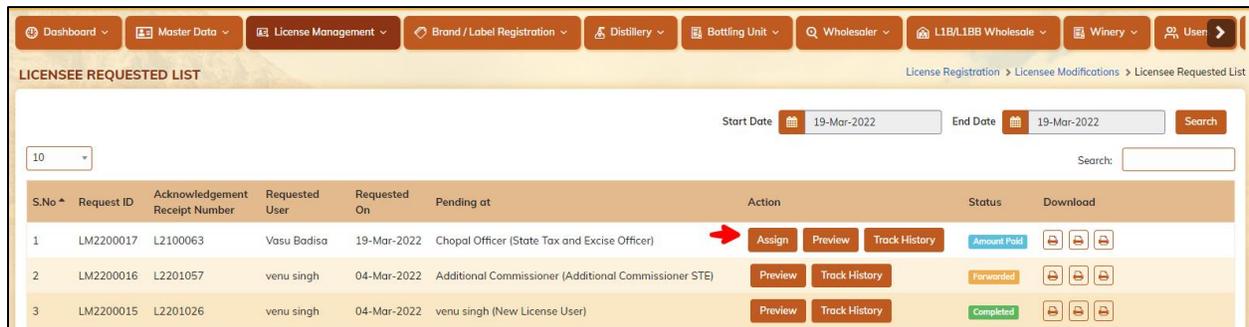
S.No *	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Circle Office	<input type="button" value="Preview"/> <input type="button" value="Track History"/>	Amount Paid	<input type="button" value="Download"/> <input type="button" value="Print"/>

- The forwarded License application will be displayed as shown in above figure.

Circle officer:



- User required to provide valid credentials as shown in above figure and click on Login.



S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Chopal Officer (State Tax and Excise Officer)	Assign Preview Track History	Amount Paid	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	

- User need to click on assign as shown in above figure.

License Modification ✕

S.No	Request ID	Requested User	Requested On	Requested Details
1	LM2200017	Vasu Badisa	19-03-22 10:53:50	

Location*

Designation*

Officer Name

Status*

Remarks*

- User need to enter remarks and click on submit.

Dashboard Master Data License Management Brand / Label Registration Distillery Bottling Unit Wholesaler L1B/L1BB Wholesale Winery User

LICENSEE REQUESTED LIST License Registration > Licensee Modifications > Licensee Requested List

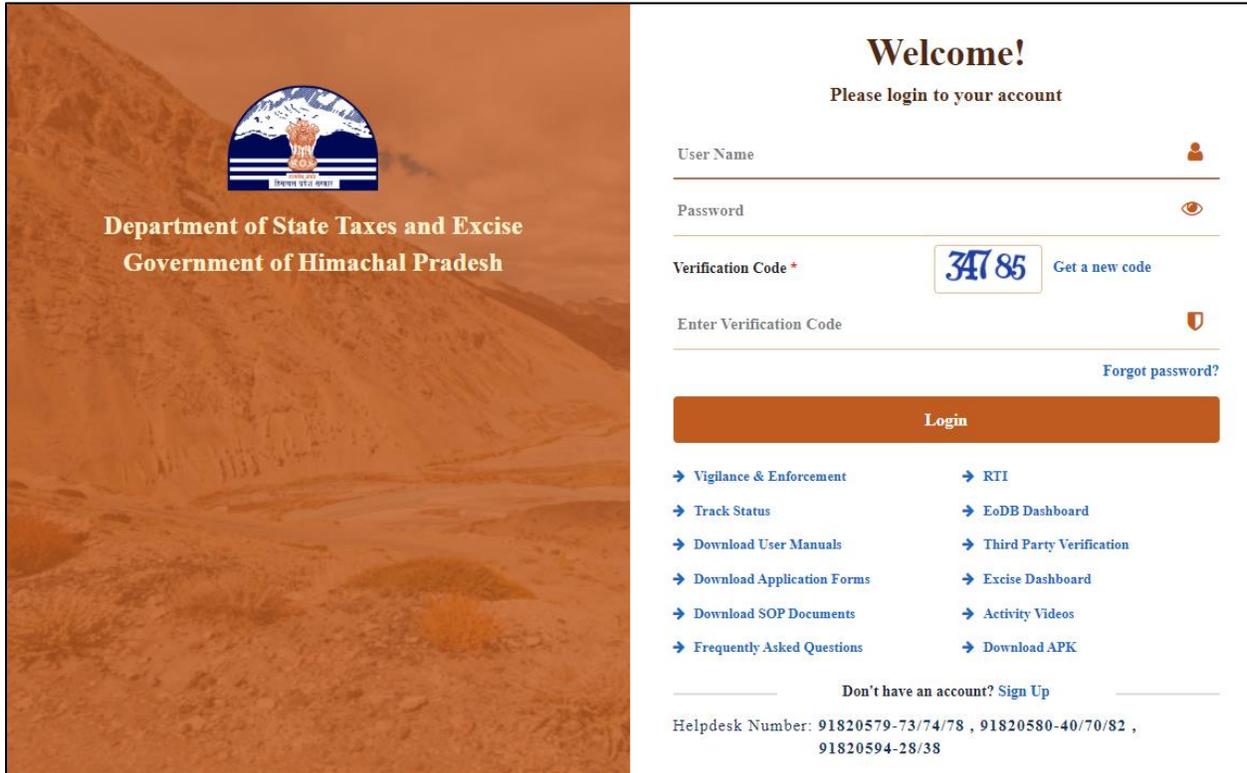
Start Date: End Date:

10

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Collector South Zone (Zonal Collector)	<input type="button" value="Preview"/> <input type="button" value="Track History"/>	<input type="button" value="Amount Paid"/>	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	<input type="button" value="Preview"/> <input type="button" value="Track History"/>	<input type="button" value="Forwarded"/>	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	<input type="button" value="Preview"/> <input type="button" value="Track History"/>	<input type="button" value="Completed"/>	

- The forwarded License applicatin will be displayed as shown in above figure.

Collector:



Welcome!
Please login to your account

User Name 

Password 

Verification Code * [Get a new code](#)

Enter Verification Code 

[Forgot password?](#)

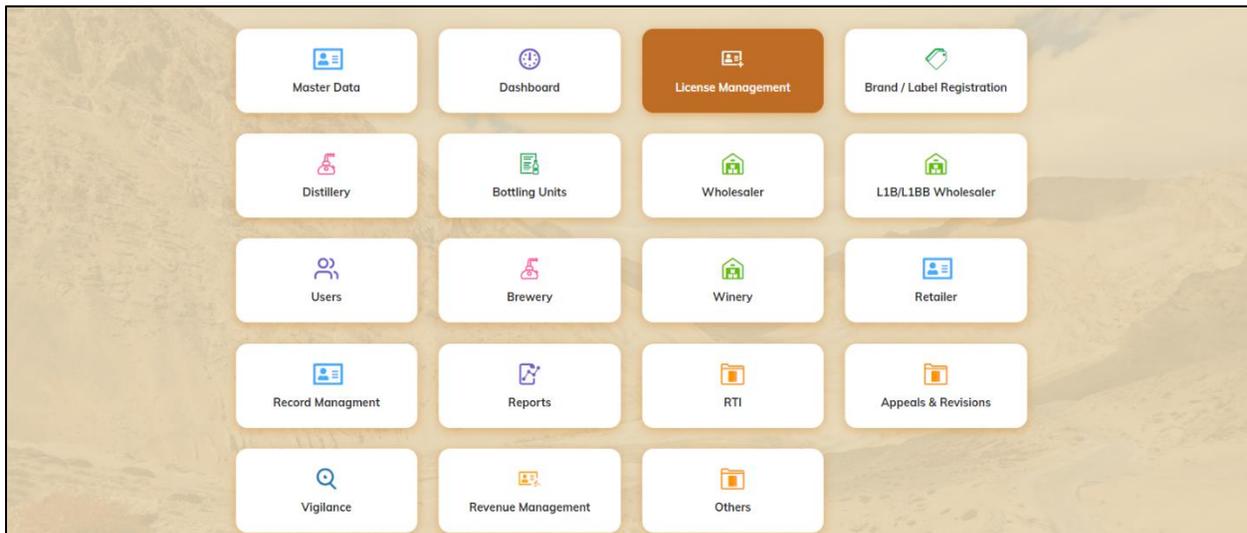
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- Activity Videos
- Download APK

Don't have an account? [Sign Up](#)

Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- User required to provide valid credentials as shown in above figure and click on Login



Master Data

Dashboard

License Management

Brand / Label Registration

Distillery

Bottling Units

Wholesaler

L1B/L1BB Wholesaler

Users

Brewery

Winery

Retailer

Record Management

Reports

RTI

Appeals & Revisions

Vigilance

Revenue Management

Others

- User need to click on License management as shown in above figure.

Dashboard | Master Data | **License Management** | Brand / Label Registration | Distillery | Bottling Unit | Wholesaler | L1B/L1BB Wholesale | Winery | User

EXISTING LICENSE License Management > Existing License

Start Date: 19-Mar-2022 | End Date: 19-Mar-2022 | License Types: All | Search

Search:

Ack. Receipt No.	Applicant Name	Bu	Type	Application Type	License Type	License Category	License Form	Status	License Number	Submitted Date & Time	Pending at	Action	Download
No data available													

License Modifications dropdown menu:

- Existing License
- Approved Licenses
- Expired Licenses
- License Renewal
- LOI Expired Licenses
- Renewal Requests
- License Modifications**
 - Minor Amendments
 - Major Amendments
 - Licensee Requested List**
- License Surrender
- License Suspension

Previous | Next

- User need to click on License requested List as shown in above figure.

Dashboard | Master Data | License Management | Brand / Label Registration | Distillery | Bottling Unit | Wholesaler | L1B/L1BB Wholesale | Winery | User

LICENSEE REQUESTED LIST License Registration > Licensee Modifications > Licensee Requested List

Start Date: 19-Mar-2022 | End Date: 19-Mar-2022 | Search

Search:

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Collector South Zone (Zonal Collector)	Approve Preview Track History	Amount Paid	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	

- User required to click on assign as shown in above figure.

Dashboard Master Data License Management Brand / Label Registration Distillery Bottling Unit Wholesaler L1B/L1BB Wholesaler Winery User

LICENSEE MODIFICATION REQUEST Licensee Modifications > Approve Request

Approve Request (Acknowledgement Receipt Number : L2100063)

Business Name :

Modification Existing Details :

Business Name

Modification Requested Details :

Business Name*

Godowns to be added

Kharsa Number/Khatoni Number/Mauja Number*	<input type="text" value="10101010100101010101010101010100"/>	Area Of Premise (Sq. Meter)*	<input type="text" value="100"/>
East Boundary*	<input type="text" value="100"/>	West Boundary*	<input type="text" value="100"/>
South Boundary*	<input type="text" value="100"/>	North Boundary*	<input type="text" value="100"/>

Modification Existing Details

Business Name	<input type="text" value="HIMACHAL AUTOMATION"/>	House/Building/Plot Number	<input type="text" value="245.0"/>
Road/Street	<input type="text" value="NH6"/>	Nearest Landmark	<input type="text" value="Near Park"/>
Sub-division	<input type="text" value="Himachel Division"/>	PIN Code	<input type="text" value="171001"/>
E-mail Address	<input type="text" value="vasub@ctel.in"/>	Landline/Mobile Number	<input type="text" value="9502664487"/>
Date Register	<input type="text"/>		

Modification Requested Details

Business Name	<input type="text" value="vasu"/>	Date Register	<input type="text" value="15-Mar-2022"/>
House/Building/Plot Number*	<input type="text" value="ctel"/>	Nearest Landmark	<input type="text" value="Proposed Landmark"/>
Road/Street	<input type="text" value="Proposed Street"/>	Sub-division	<input type="text" value="Proposed Sub Division"/>
PIN Code*	<input type="text" value="170001"/>	E-mail Address*	<input type="text" value="ctel@123gmail.com"/>
Landline/Mobile Number*	<input type="text" value="0123456789"/>		

Constitution of Business :

Applicant Type Individual Partnership Firm

Requested to Change to Partnership Firm

Added Representatives

Name of representative	<input type="text" value="vasubadisa"/>	Address of representative	<input type="text" value="ctel"/>	Date of Registration	<input type="text" value="15-Mar-2022"/>
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Added Partners

Partner Name*	<input type="text" value="venu"/>	Partner Address*	<input type="text" value="ctel"/>	PAN*	<input type="text" value="E.G. AAAAA9999A"/>	Profile Photo	
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Remarks*

- User required to verify the details of modification and enter remarks
- User need to click on approve.

Dashboard | Master Data | License Management | Brand / Label Registration | Distillery | Bottling Unit | Wholesaler | L1B/L1BB Wholesale | Winery | User

LICENSEE REQUESTED LIST License Registration > License Modifications > Licensee Requested List

Start Date: 19-Mar-2022 | End Date: 19-Mar-2022 | Search

10 | Search:

S.No	Request ID	Acknowledgement Receipt Number	Requested User	Requested On	Pending at	Action	Status	Download
1	LM2200017	L2100063	Vasu Badisa	19-Mar-2022	Vasu Badisa (New License User)	Preview Track History	Completed	
2	LM2200016	L2201057	venu singh	04-Mar-2022	Additional Commissioner (Additional Commissioner STE)	Preview Track History	Forwarded	
3	LM2200015	L2201026	venu singh	04-Mar-2022	venu singh (New License User)	Preview Track History	Completed	

- After approved the License is successfully modified and displayed as shown in above figure.

Model form of enquiry check list cum report to be used in respect of Modification of Retail sale License licenses

Name/Name of Applicant/Applicants :- Vasu Badisa.
Proposed Site :- ctel, O-Block, Koti, Shimla PO, Chopal, Chopal, Shimla, Himachal Pradesh- 170001
Kind of license :- Retail sale License

S. No.	Required Particulars	Particulars found on verification
I	Documents Checklist	
II	Any other information	
III	Comment of Inspecting officer:	

Signature with date/seal & name of Inspecting Officer with designation

Remark of the Deputy Commissioner
RECOMMENDED/NOT RECOMMENDED

Countersigned by

Name:
Designation: Deputy Commissioner,

**** The Modification Flow is Common for Manufacturing license, Wholesale,Retailer,others, permit License****

Thank you.....,