



DEPARTMENT OF STATE TAXES AND EXCISE
GOVT.OF HIMACHAL PRADESH



Task Transfer 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 Transfer pending task from one Officer to another Officer(of same location) in system admin login.

2. Helpful Resources:

2.1 System Requirements:

Operating System

- Ubuntu Version No:20.0.4

Browser:

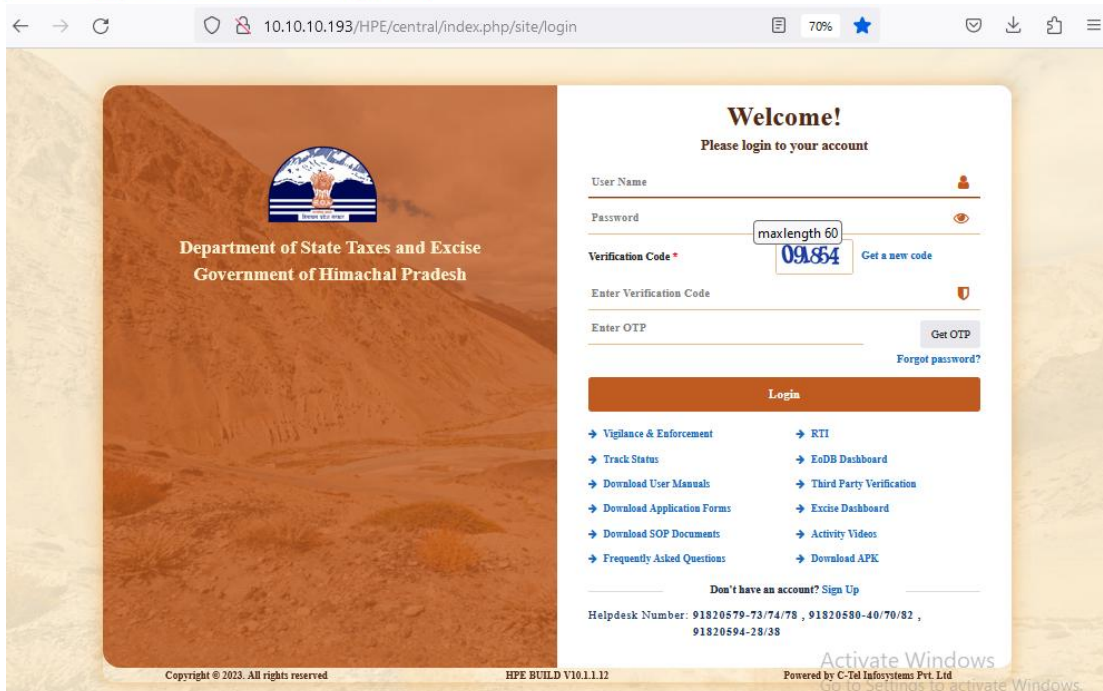
- Application Is Compatible with Latest Mozilla and Chrome

2.2 Help and Contact Information.

3. Task Transfer of License Registration:

- For Example the License registration applications are pending at Deputy Commissioner, we want transfer pending task (License registration, renewal & modification) 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,

SYS ADMIN Login:



10.10.10.193/HPE/central/index.php/site/login

Welcome!
Please login to your account

User Name

Password

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

Enter Verification Code

Enter OTP [Get OTP](#)

[Forgot password?](#)

[Login](#)

[Vigilance & Enforcement](#) [RTI](#)

[Track Status](#) [EoDB Dashboard](#)

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[Download Application Forms](#) [Excise Dashboard](#)

[Download SOP Documents](#) [Activity Videos](#)

[Frequently Asked Questions](#) [Download APK](#)

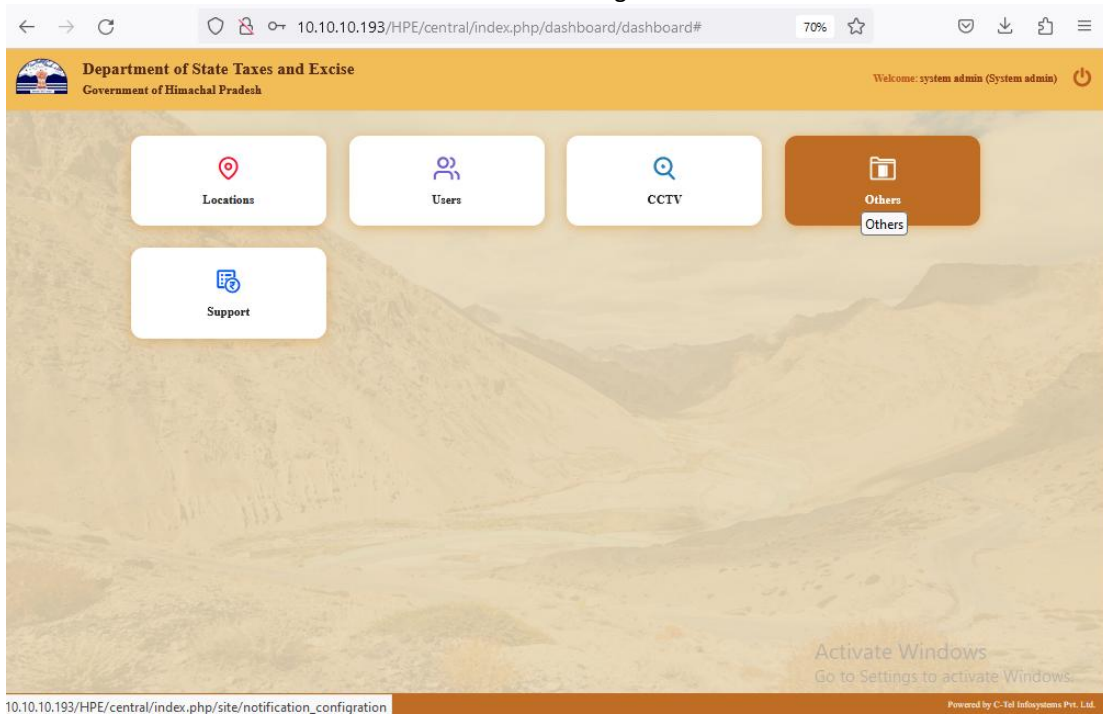
Don't have an account? [Sign Up](#)

Helpdesk Number: 91820579-73/74/75 , 91820580-40/70/82 , 91820594-28/38

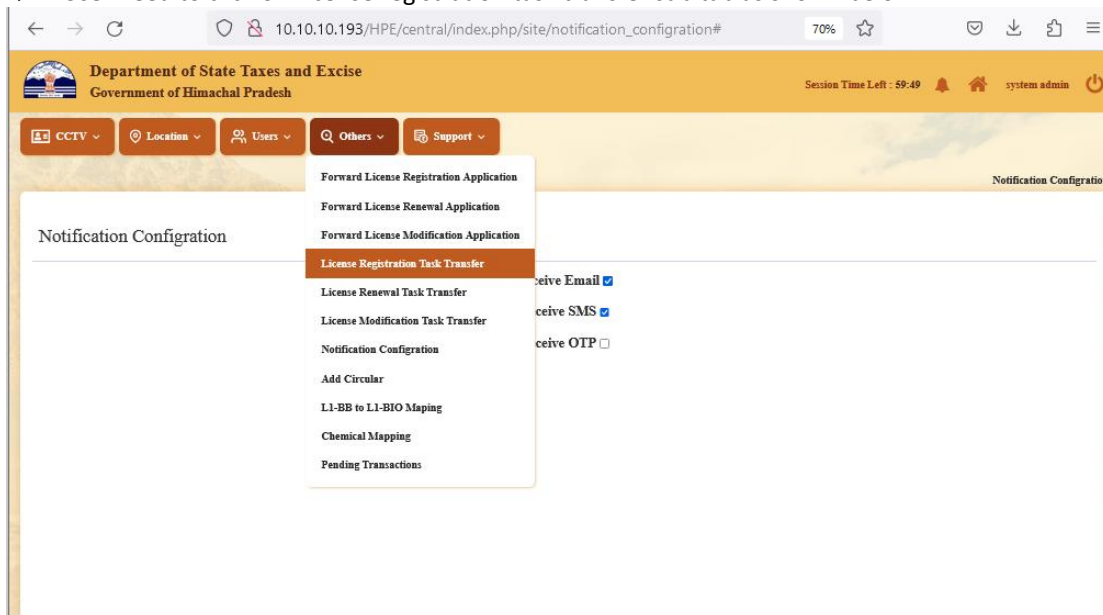
Copyright © 2023. All rights reserved. HPE BUILD V10.1.1.12. Powered by C-Tel Infosystems Pvt. Ltd. [Activate Windows](#)
Go to Settings to activate Windows.

- ◆ Enter the valid credential for System admin login.

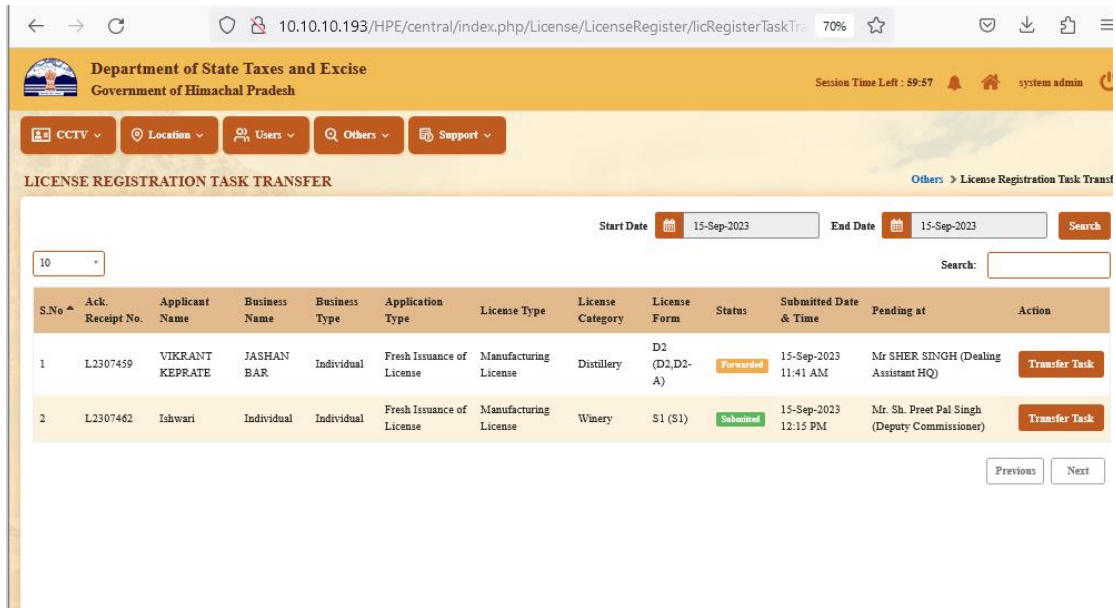
◆ User need to click on Others tab on below shown figure.



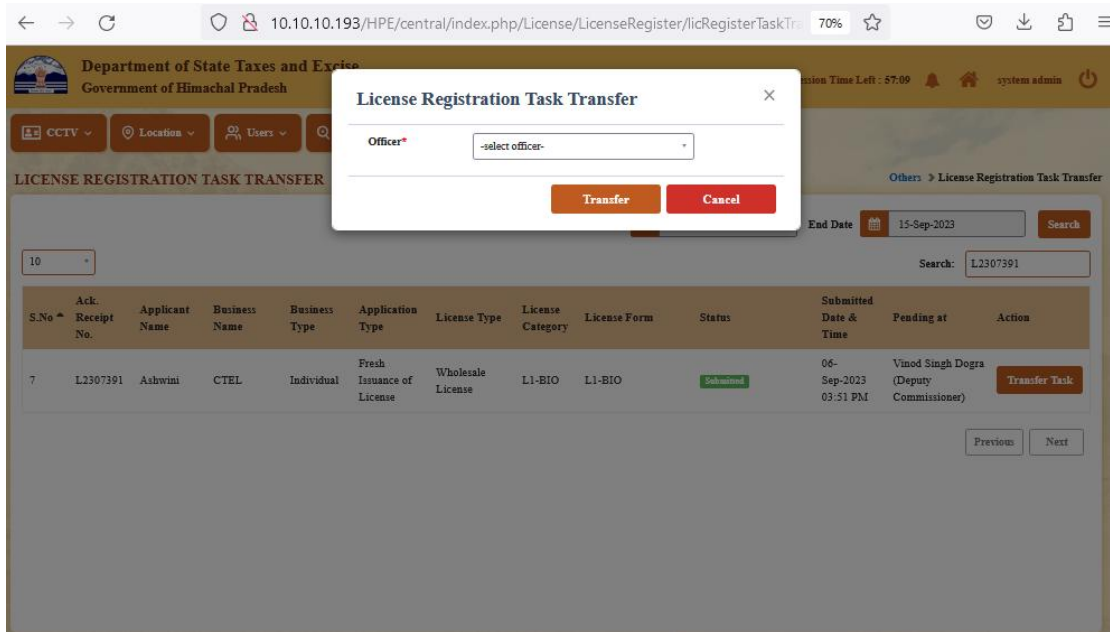
◆ User need to click on License registration task transfer sub tab as shown below



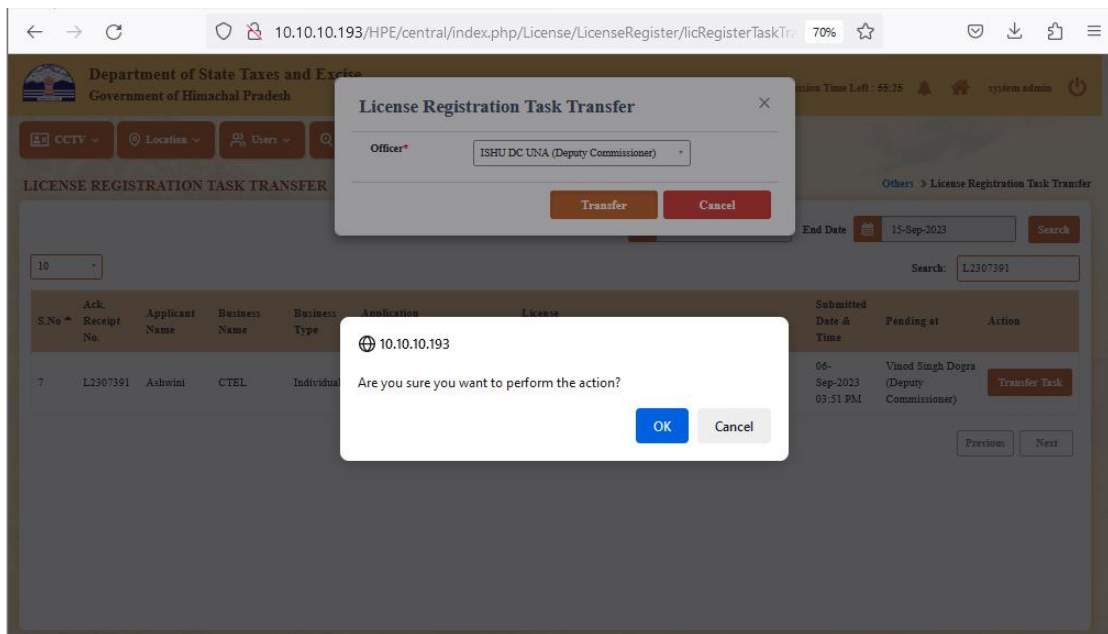
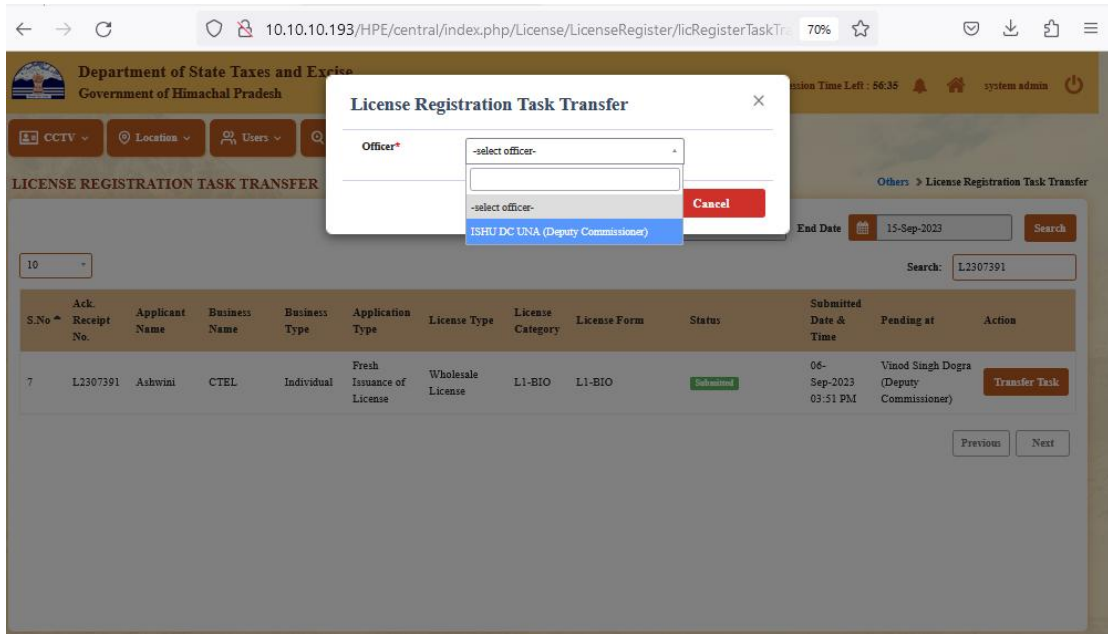
◆ For example: if you want to transfer the pending task from DC_UNA to another DC_UNA2 (of same location) then select start date & enter the Acknowledgment number of which application you want to transfer as shown below



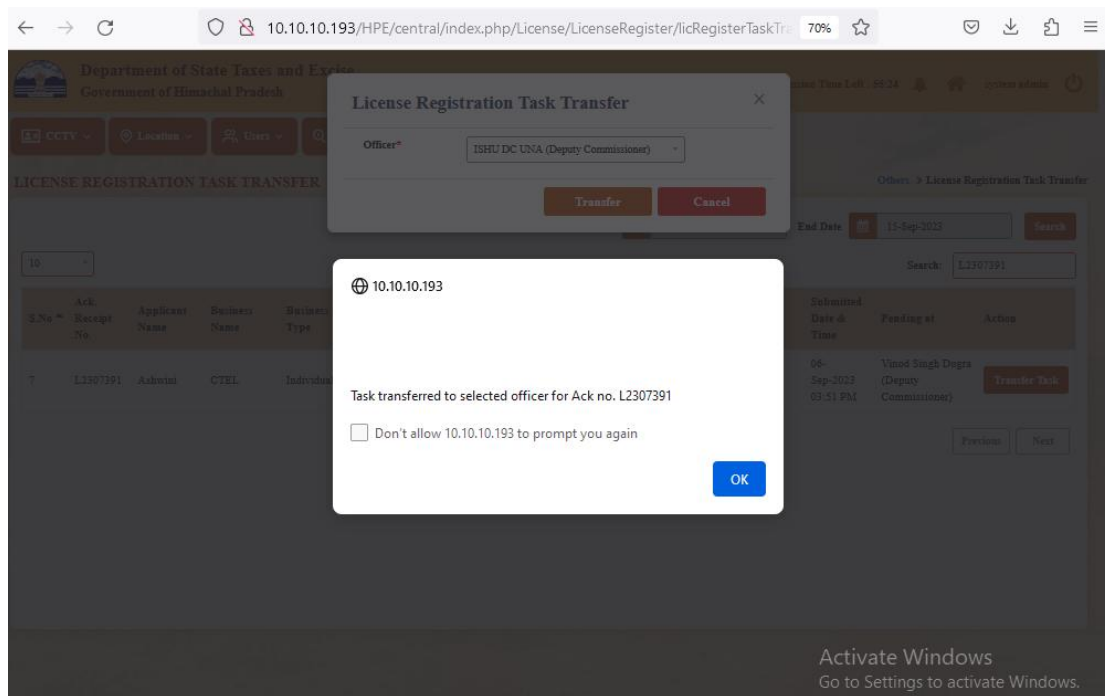
◆ Then user need to click on Transfer Task button as shown below



◆ Then user need to select the officer in drop down and click on transfer button.



- ◆ User need to click on OK button
- ◆ Task transferred to selected officer with acknowledgment number as shown below figure.



- **For License Renewal & Modification Task Transfer process is same as like task transfer of License registration.**