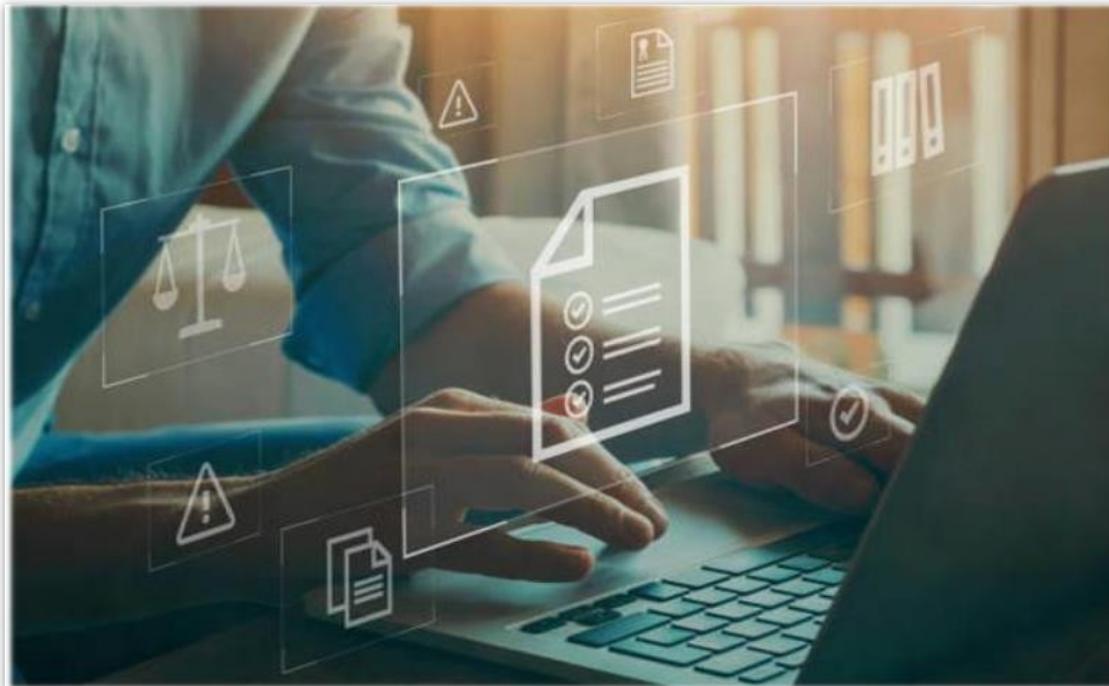




DEPARTMENT OF STATE TAXES AND EXCISE
GOVT.OF HIMACHAL PRADESH



Advance license renewal fee payment
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 make the payment of advance renewal license fee.

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. Advance License Renewal Fee Payment :

Applicant Login: Licensee should have approved license for the financial year 2023-24.

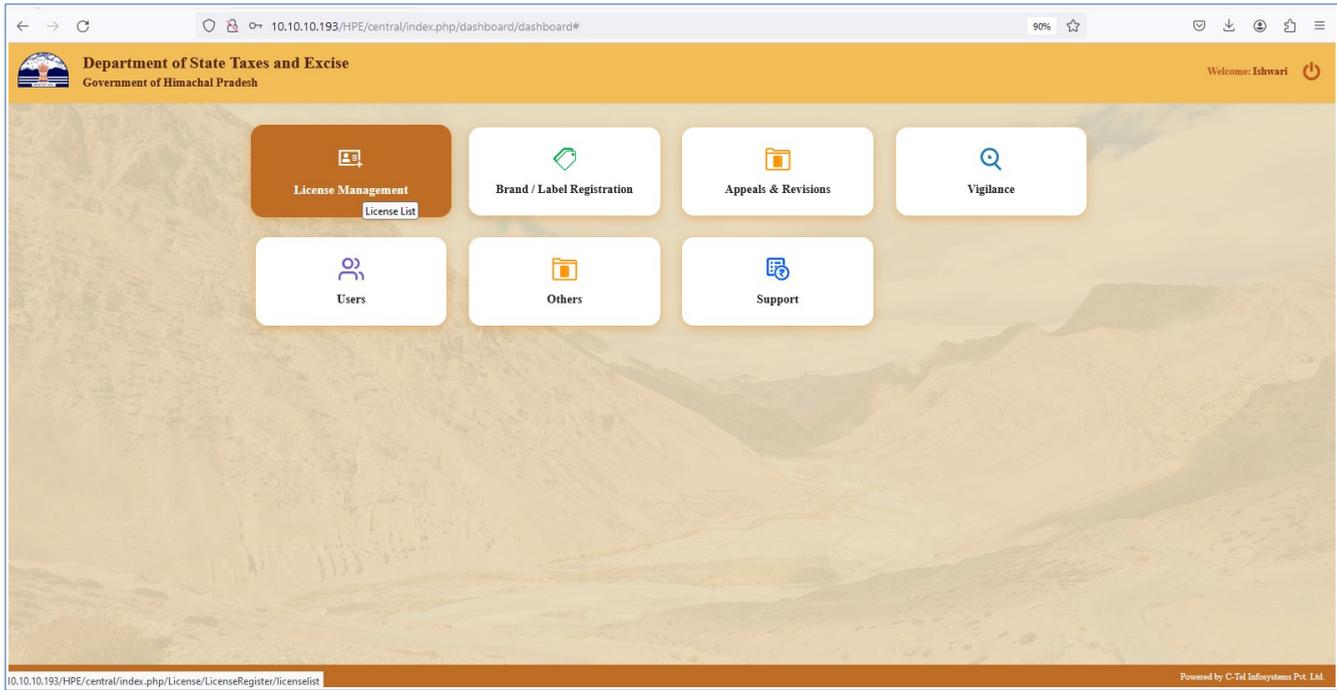
The screenshot shows a web browser window with the URL 10.10.10.193/HPE/central/index.php/site/login. The page is titled "Welcome! Please login to your account". On the left, there is a banner for the "Department of State Taxes and Excise, Government of Himachal Pradesh" with the state emblem. The login form on the right contains the following fields and elements:

- User Name:
- Password: (placeholder: maxlength 60)
- Verification Code *: (value: 09854) with a "Get a new code" link.
- Enter Verification Code:
- Enter OTP: with a "Get OTP" button.
- Forgot password? link.
- Login button.
- Navigation links:
 - 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 link.
- Helpdesk Number: 91820579-73/74/78, 91820580-40/70/82, 91820594-28/38.

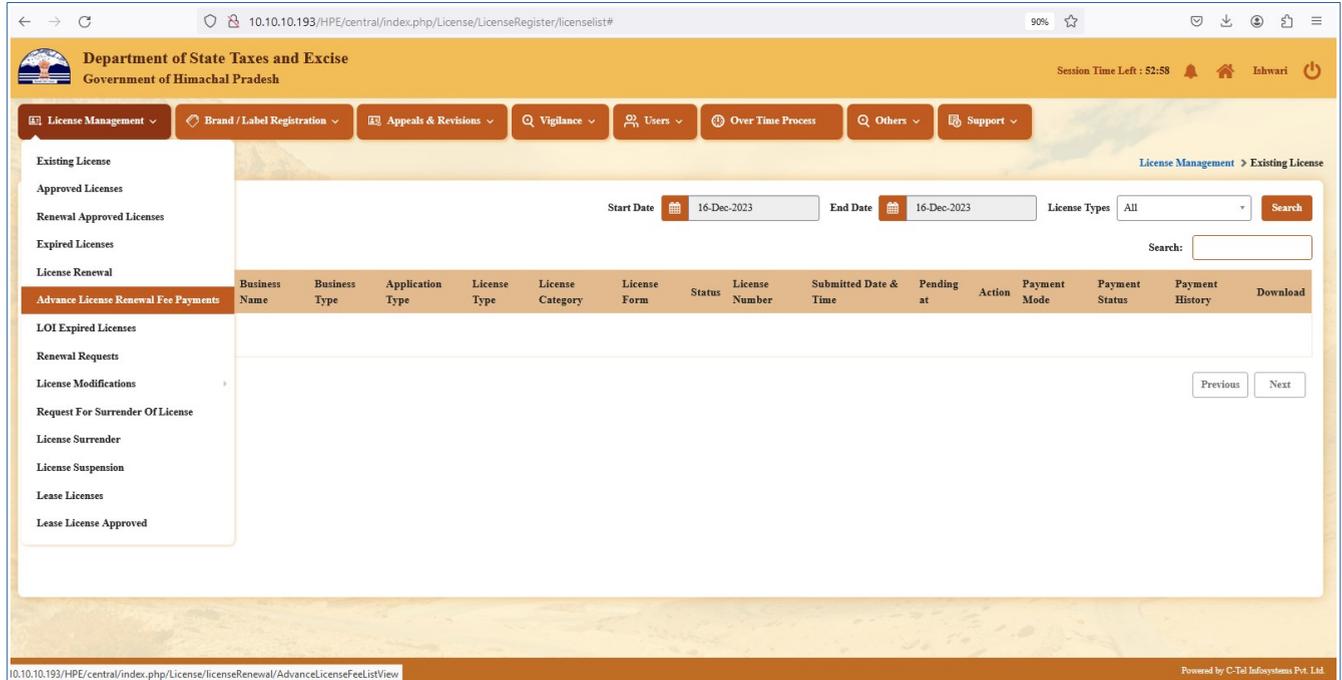
At the bottom, there is a copyright notice: "Copyright © 2023. All rights reserved. HPE BUILD V10.1.1.12. Powered by C-Tel Infosystems Pvt. Ltd." and an "Activate Windows" watermark.

◆ Enter the valid credential for Applicant login.

◆ User need to click on License Management tab on below shown figure.



◆ User need to click on Advance license renewal fee payment sub tab on below shown figure.



◆ The Advance license renewal fee payment page as shown below figure.

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 46:05

License Management > Advance Renewal Fee Payment

Search: L2307558

Sl No.	Acknowledgement Receipt Number	Applicant Name	Business Name	Business Type	Application Type	License Type	License Category	License Form	License Number	Valid Upto	Status	Action	View
6	L2307558	Ishwari	Individual	individual	Renewal of License	Manufacturing License	Distillery	D2 (D2,D2-A)	11301961623(Manufacturing License)	31-MAR-24	APPROVED	Pay Advance Renewal Fee	

Previous Next

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◆ User need to click on Pay Advance renewal fee button as shown above figure.

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 56:04

License Management > License Renewal > Request for Advance License Renewal Fee

Type of Fee	License type	License Form	Amount(Rs)
License Renewal Fee	Primary Distillery	D2	1800000
License Renewal Fee	License for Establishment and Working of a Pot-Still for re-distillation of Spirit	D2-A	900000
Total Renewal Fee :			2700000
Advance Fee want to pay :			Advance Amount to be paid

Pay Online

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◆ Request for advance license renewal fee page is displaying as shown above figure.

- ◆ User need to enter the amount and click on pay online button then do the Advance license renewal fee payment.
- ◆ After payment, user can see the transaction details while clicking on payment history as shown below figure.

Department of State Taxes and Excise
Government of Himachal Pradesh

Session Time Left : 57:39

License Management > Advance Renewal Fee Payment

Search: L2307558

SI No.	Acknowledgement Receipt Number	Applicant Name	Business Name	Business Type	Application Type	License Type	License Category	License Form	License Number	Valid Upto	Status	Action	View
6	L2307558	Ishwari	Individual	individual	Renewal of License	Manufacturing License	Distillery	D2 (D2,D2-A)	11301961623(Manufacturing License)	31-MAR-24	APPROVED	Pay Advance Renewal Fee	Payment History

Previous Next

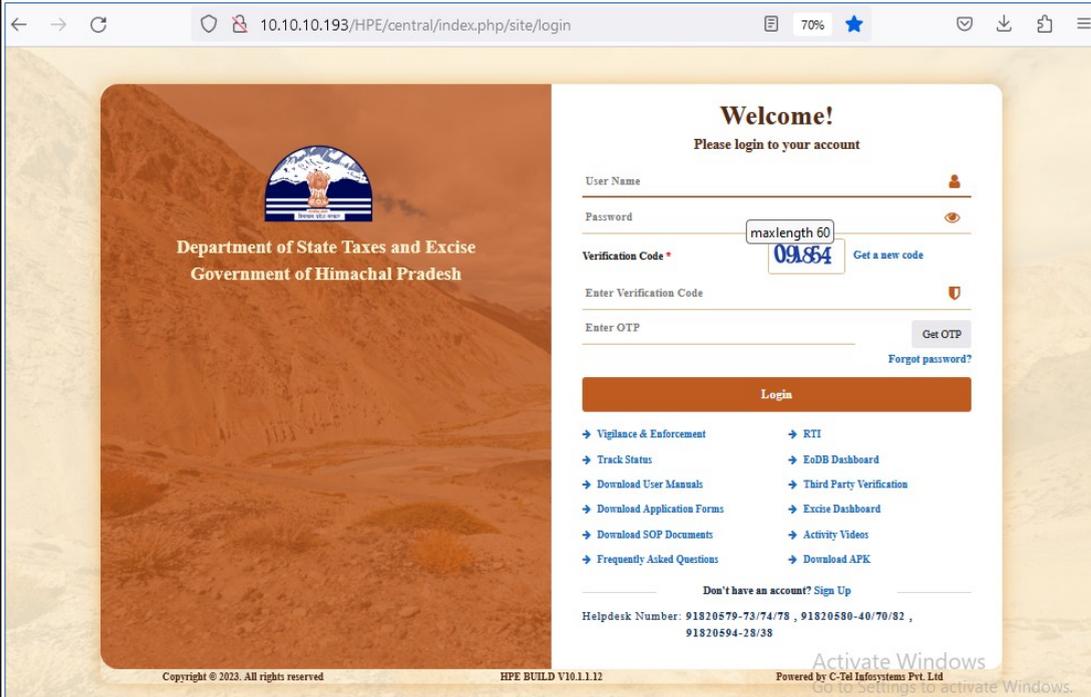
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- ◆ After payment, user can see the transaction details while clicking on payment history as shown below figure.

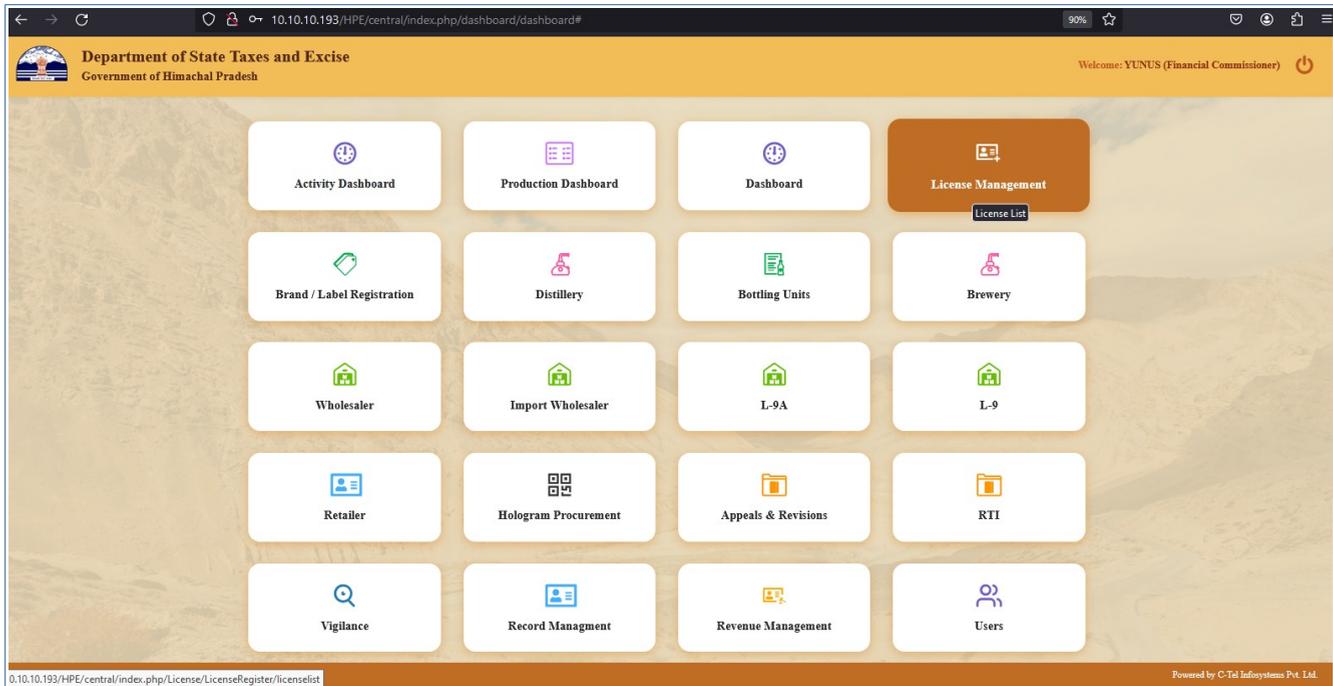
Note:-

- ◆ Licensee can utilize this advance license renewal amount only when doing payment of license renewal.
- ◆ The advance renewal fee payment is visible to all Circle officers/DC/Collector/HQ logins.

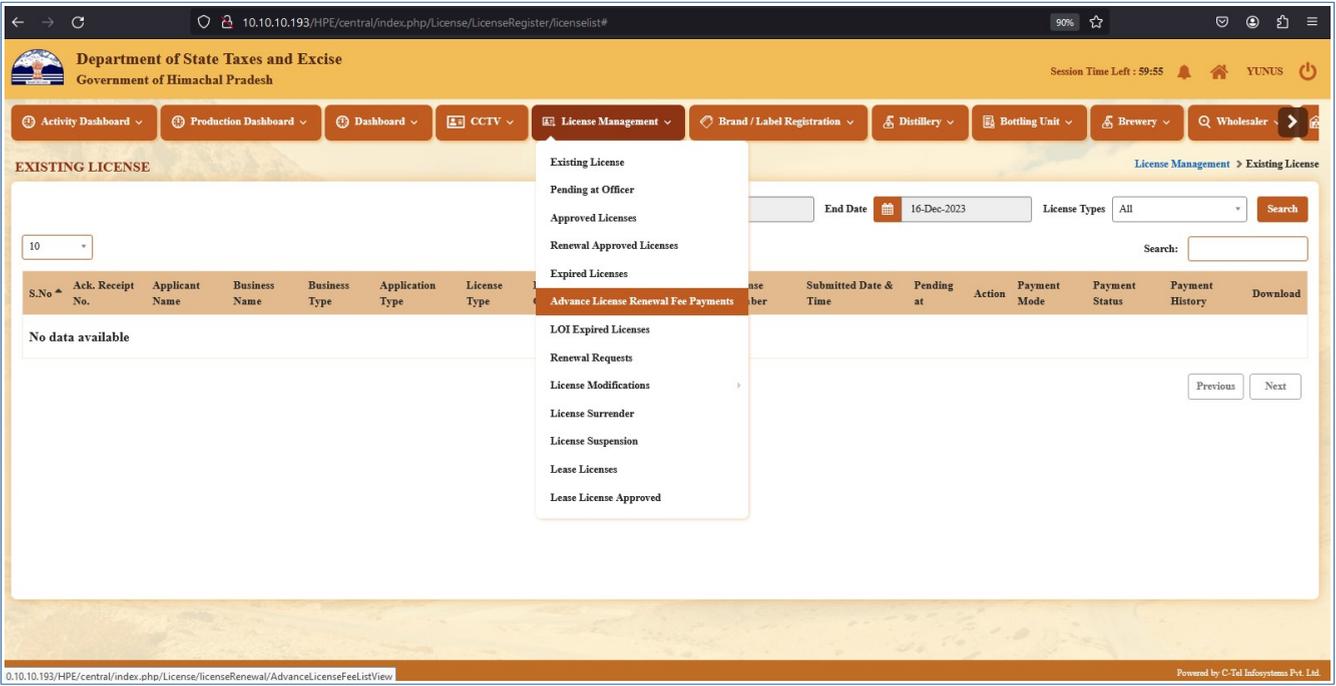
Commissioner Login:



◆ User can enter the valid credential for login.



◆ User need to click on license management tab as shown above figure.



◆ User need to click on Advance license renewal fee payment as shown above figure.

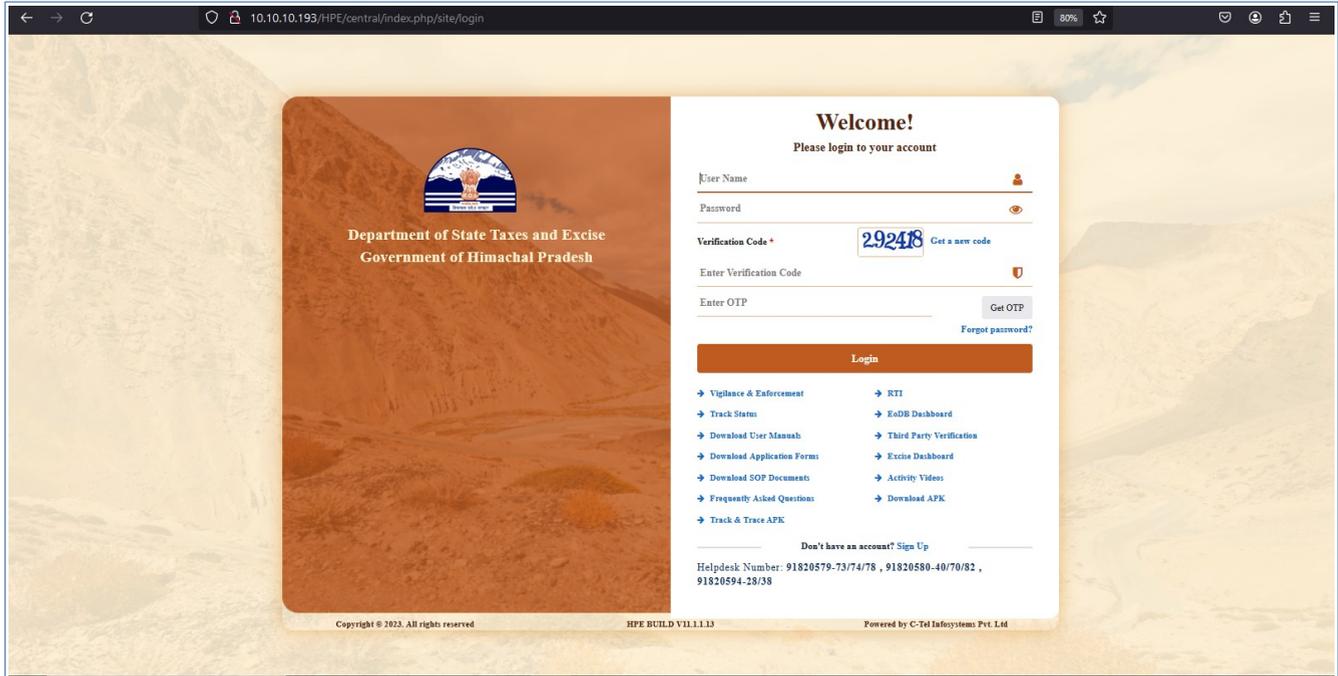
The screenshot shows the 'ADVANCE RENEWAL FEE PAYMENT' table with 10 rows of data. Each row includes columns for SI No., Acknowledgement Receipt Number, Applicant Name, Business Name, Business Type, Application Type, License Type, License Category, License Form, License Number, Valid Upto, Status, Action, and View.

SI No.	Acknowledgement Receipt Number	Applicant Name	Business Name	Business Type	Application Type	License Type	License Category	License Form	License Number	Valid Upto	Status	Action	View
1	1.2307342	Ravikant	Ravikant Fruit win shop	individual	Renewal of License	Manufacturing License	Country Spirit	L15 (L13-C,BWH-2,L15,L16,L1-ICC)	1089206123(Manufacturing License)	31-MAR-24	APPROVED	Payment History	Payment History
2	1.2307348	Ravikant	Ravikant Fruit win shop	individual	Renewal of License	Manufacturing License	Others	L-50C	1090206123(Manufacturing License)	31-MAR-24	APPROVED	Payment History	Payment History
3	1.2307456	Ishwari	asdasdasdasd	individual	Renewal of License	Manufacturing License	Bottling Unit	L11 (L11,L12)	11131961123(Manufacturing License)	31-MAR-24	APPROVED	Payment History	Payment History
4	1.2307472	Ishwari	Individual	individual	Renewal of License	Manufacturing License	Bottling Unit	L11 (L11,L1-A,L1-C)	11241961623(Manufacturing License)	31-MAR-24	APPROVED	Payment History	Payment History
5	1.2307488	Ishwari	Individual	individual	Renewal of License	Manufacturing License	Winery	S1 (S1)	1123206123(Manufacturing License)	31-MAR-24	APPROVED	Payment History	Payment History
6	1.2307505	Ishwari	Individual	individual	Renewal of License	Wholesale License	Wine/ Cider	S1-B	31861961623(Wholesale License)	31-MAR-24	APPROVED	Payment History	Payment History
7	1.2307532	Ishwari	Individual	company	Renewal of License	Wholesale License	Wine/ Cider	S1-B	31882003723(Wholesale License)	31-MAR-23	APPROVED	Payment History	Payment History
8	1.2307558	Ishwari	Individual	individual	Renewal of License	Manufacturing License	Distillery	D2 (D2,D2-A)	11301961623(Manufacturing License)	31-MAR-24	APPROVED	Payment History	Payment History
9	1.2307567	Ishwari	Individual	individual	Renewal of License	Manufacturing License	Winery	S1 (S1,S1-A,S1-WT,S1-WP)	11321961623(Manufacturing License)	31-MAR-24	APPROVED	Payment History	Payment History
10	1.2307568	varsha	C-TEL	partnership_firm	Renewal of License	Wholesale License	Others	L-10	3191205323(Wholesale License)	14-NOV-23	APPROVED	Payment History	Payment History

◆ User can see the payment details of advance license renewal fee whoever done the of payment license renewal as shown above figure.

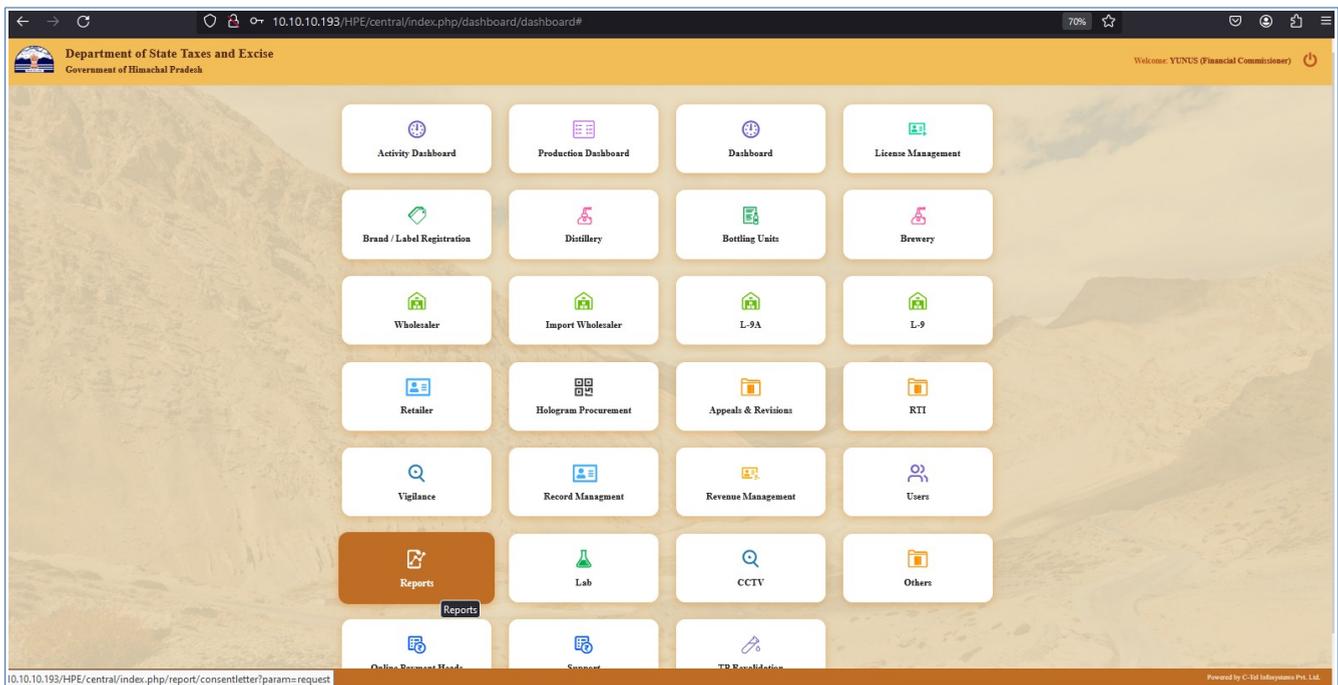
4. Advance License Renewal Fee Payment Report:

Commissioner Login:

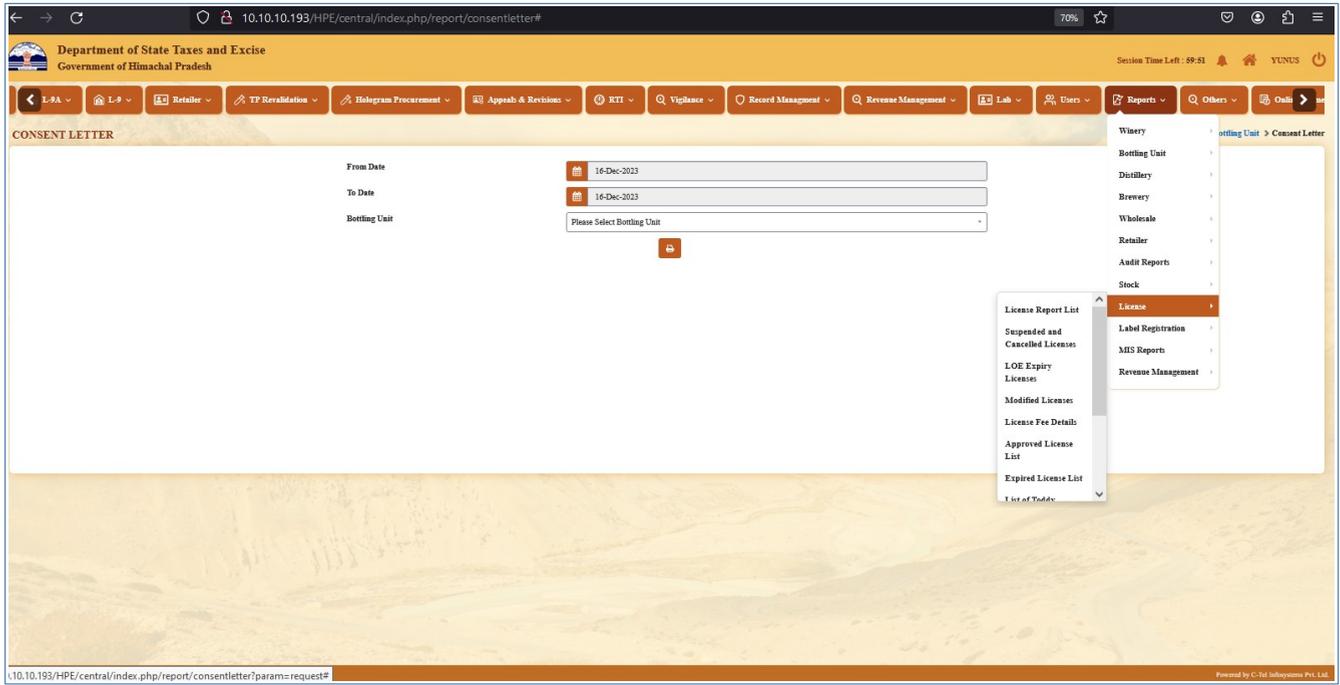


◆ User can enter the valid credential for login.

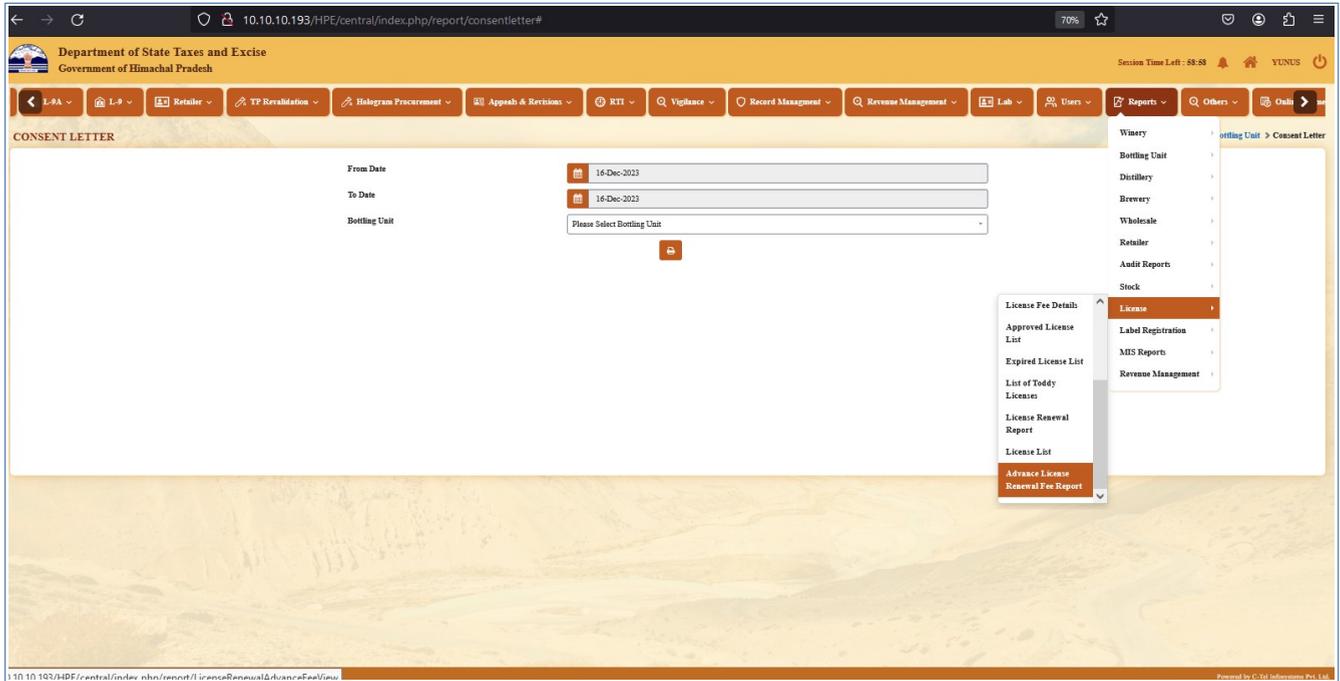
◆ User need to click on Reports tab as shown below figure.



◆ User need to click on license sub tab as shown below figure.



◆ User need to click on Advance License Renewal Fee Payment sub tab as shown below figure.



◆ User can see the Advance License Renewal Fee page as shown below figure.

The screenshot shows the 'ADVANCE LICENSE RENEWAL FEE' page. At the top, there is a navigation bar with various menu items like 'Activity Dashboard', 'Production Dashboard', 'Dashboard', 'CCTV', 'License Management', 'Brand / Label Registration', 'Distillery', 'Bottling Unit', 'Brewery', 'Wholesaler', 'Import Wholesaler', 'E-9A', 'E-9', and 'E-9B'. Below the navigation bar, there is a search bar and a table with the following columns: SI No., Acknowledgement Receipt Number, Applicant Name, Business Name, Business Type, Application Type, License Type, License Category, License Form, License Number, Zone, District, Circle, Total Renewal Fee, Paid Amount, Balance Amount, and View. The table contains 5 rows of data. At the bottom right of the table, there is a 'Print' button highlighted with a red box.

SI No.	Acknowledgement Receipt Number	Applicant Name	Business Name	Business Type	Application Type	License Type	License Category	License Form	License Number	Zone	District	Circle	Total Renewal Fee	Paid Amount	Balance Amount	View	
1	L2307342	Ravkant	Ravkant Fruit win shoop	individual	Renewal of License	Manufacturing License	Country Spirit	L15 (L13-C,BWH-2,L15,L16,L-ICC)	1089206123(Manufacturing License)	North Zone	Una	Amb	2101000.00	31	2100969	Payment History	
2	L2307505	Ishwari	Individual	individual	Renewal of License	Wholesale License	Wine/ Cider	S1-B	31861961623(Wholesale License)	North Zone	Chamba	Chamba	100000.00	2	99998	Payment History	
3	L2307640	Ishwari	Individual	individual	Renewal of License	Wholesale License	L1 (Within the state)	L1	3198206123(Wholesale License)	North Zone	Una	Amb	2.00	2	0	Payment History	
4	L2307696	varsha	distillery	individual	Renewal of License	Manufacturing License	Distillery	D2 (D2)	11561961623(Manufacturing License)	North Zone	Chamba	Chamba	1800000.00	3	1799997	Payment History	
5	L2307735	varsha	L-1B	individual	Renewal of License	Wholesale License	L-1B (Outside HP)	L1-B	3209205323(Wholesale License)	South Zone	Solan	Atki	500000.00	1	499999	Payment History	
													Total:	4501802	39	4500963	

◆ User need to click on print button as shown above figure.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Print' button located at the bottom right of the table area.

- User can see the report as shown below figure.

Financial Year : 2024-2025 [EXCEL DOWNLOAD](#)

SI No.	Acknowledgement Receipt Number	Applicant Name	Business Name	Business Type	Application Type	License Type	License Category	License Form	License Number	Zone	District	Circle	Total Renewal Fee	Paid Amount	Balance Amount
1	L2307342	Ravikant	Ravikant Fruit win shoop	individual	Renewal of License	Manufacturing License	Country Spirit	L15 (L13-C,BWH-2,L15,L16,L-1CC)	1089206123(Manufacturing License)	North Zone	Una	Amb	2101000.00	31	2100969
2	L2307505	Ishwari	Individual	individual	Renewal of License	Wholesale License	Wine/ Cider	S1-B	31861961623(Wholesale License)	North Zone	Chamba	Chamba	100000.00	2	99998
3	L2307640	Ishwari	Individual	individual	Renewal of License	Wholesale License	L1 (Within the state)	L1	3198206123(Wholesale License)	North Zone	Una	Amb	2.00	2	0
4	L2307696	varsha	distillery	individual	Renewal of License	Manufacturing License	Distillery	D2 (D2)	11561961623(Manufacturing License)	North Zone	Chamba	Chamba	1800000.00	3	1799997
5	L2307735	varsha	L-1B	individual	Renewal of License	Wholesale License	L-1B (Outside HP)	L1-B	3209205323(Wholesale License)	South Zone	Solan	Arki	500000.00	1	499999
Total :													4501002	39	4500963

Note:-

- The advance license renewal fee payment report is visible to all Circle officers/DC/Collector/HQ logins.

Thank you.....

