



DEPARTMENT OF STATE TAXES AND EXCISE GOVT OF HIMACHAL PRADESH



License Surrender User Reference Manual



Table Of Contents

1.Overview:	3
2.Helpful Resources:	3
2.1 System Requirements:	3
2.2 Help and Contact Information	3
3. License surrender:	4

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

** For Retailer, Circle officer Will Perform process in place of Excise officer**



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 surrender 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 Distillery Location **Browser:**
- Application Is Compatible with Latest Mozilla and Chrome
- 2.2 Help and Contact Information



3. License surrender: Licensee Login:

	We Please log	elcome! gin to your account
	User Name	۵
Department of State Taxes and Excise	Password	۲
Government of Himachal Pradesh	Verification Code *	347 85 Get a new code
A CARLEN AND A CARLEN AND	Enter Verification Code	U
		Forgot password?
	2	Login
- Section 100 man	➔ Vigilance & Enforcement	→ RTI
	→ Track Status	EoDB Dashboard
	➔ Download User Manuals	➔ Third Party Verification
	➔ Download Application Forms	→ Excise Dashboard
	→ Download SOP Documents	➔ Activity Videos
	➔ Frequently Asked Questions	➔ Download APK
and the second second second	Don't have	e an account? Sign Up
	Helpdesk Number: 91820579-7 91820594-2	3/74/78,91820580-40/70/82, 8/38

- User need to Login with given credentials
- Enter user name, password and verification code.
- After all fill fields are completed, user need to click on Login.

E I Master Data	(1) Dashboard	E License Management	Ø Brand / Label Registration	-
L Dispatches	O) Users	₽ Reports	Appeals & Revisions	
Q Vigilance	Conterner State St			

• After successful Login, in main dashboard user required to select License management.



🔳 Master Data 🗸	💷 License Management 🗸	🖉 Brand / Label Registration 🗸	🔚 Dispatches 🗸	🕜 Dispatches 🗸	은 Users ~	Q Vigilance ~	Q Others ∽	1.15		
EXISTING LICENSE	Existing License								License Manag	ement > Existing License
	Approved Licenses								[
+ License Registration	Expired Licenses		Start Date	16-Mar-2022	End Da	te 16-Mar-20)22	License Types	All	 Search
10 *	License Renewal								Search:	
	LOI Expired Licenses								Panding	
Ack. Receipt No. 🗸	Renewal Requests	Applicant Type Application	Type License Type	License Category	License Form Sto	itus License Num	ber Submitte	d Date & Time	at A	ction Download
No data available	License Modifications	- F								
	Request For Surrender Of Licens	e								
	License Surrender									Previous Next
	License Suspension									

• From navigation bar select License management and choose License surrender and a new page will be displayed as below.

💵 Master Data 🗸	🖭 License Manag	gement ~	🥏 Brand / Label Registration 🗸	🔳 Dispatches 🗸	Ø	Dispatches 🗸	은 Users ~	Q Vigilan	ce ~ Q Others	•
REQUEST FOR SU	RRENDER OF L	ICENSE								License Registration > Request For Surrender Of License
License Type:		Please Sele	ct		Ŧ	Email Id:				
Licensee Name:*		Please Sele	ct		•	Phone Num	ber:			
Application Type:					_	Valid Upto:				
Applicant Type :						Pin Code:				
License Number:						State:				
Business Type:						Import Fee	(Rs /-):		Import Fee	
License Code:						Export Fee	(Rs /-):		Export Fee	
Current Stock In Cases		Current Sto	ick In Cases			Excise Duty	(Rs /-):		Excise Duty	
Current Stock In Bottle	5.	Current Sto	ck In Bottles			Bottling Fee	e (Rs /-):		Bottling Fee	
Current Stock In BLs:*		Current Sto	ick In BLs			Assessed fe	e (Rs /-):		Assessed fee	
Current Stock In PLs:		Current Sto	ick In PLs			VAT (Rs /-):			VAT	
Upload Granted Licens	e: *	Choose Fi	les No file chosen			Hologram F	ee (Rs /-):		Hologram Fee	
Application in prescribe Court Fee Stamp: *	ed form with	Choose Fi	les No file chosen			RED (Rs /-):			RED	
Detailed Inventory Stor	:k: *	Choose Fi	les No file chosen			ARED (Rs /-):		ARED	
Supporting Document		Choose Fi	le No file chosen	0		ETDF (Rs /-			ETDF	
Reason For Surrender:		Reason For	Surrender			Penalties (F	ts /-):		Penalties	
					17	Others (Rs)	-):		Others	
						Total Dues	(Rs /-): *		Total Dues	
					S	ubmit				

- User required to Select License type, name etc, by default few fields are autofilled
- Enter cases/bottles/BL/PL...etc, upload grated License file, application court fee,inventory stock,.....etc
- Enter reason for surrender, enter import fee, export fee, excise duty, bottling fee, VAT, Hologram Fee.....etc which were pending.
- After completing all fields, click on submit

														> С-ТЕ	L INFO	SYSTEMS I
Maste	er Data V	E Licen	se Management 🗸	🔗 Brand / Labe	Registratior	n 🗸 🔚 Disp	atches ~	👚 Dispatche	25 Y	ວງ Users ~	Q Việ	jilance 🗸	Q Others	×	License Man	agement > License Surrend
10	JORNEN	JEN								Start Date	17-	Mar-2022		End Date	17-Mar-2022	Search
.No *	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action		Status	Download
1	LS2200022	Vasu Badisa	L2100073	HIMACHAL AUTOMATION	Private	Retail sale License	Fresh Issuance of License	Bars	L4-A	17-Mar- 2022	Circle Office	۲	View		Amount Paid	8 8 8 8 8 8 8 8
2	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	officer	۲			Surrender Request	8 8 8 8 8
																888

Excise Officer/Circle Officer:

	W Please lo	Velcome! login to your account				
	User Name		۵.			
Department of State Taxes and Excise	Password	۲				
Government of Himachal Pradesh	Verification Code *	347 85	Get a new code			
	Enter Verification Code		D			
			Forgot password?			
		Login				
A CONTRACTOR OF THE OWNER OWNE	→ Vigilance & Enforcement	→ RTI				
and the second sec	➔ Track Status	→ EoDB Da	ashboard			
	Download User Manuals	→ Third Pa	rty Verification			
	Download Application Forms	→ Excise D	ashboard			
the state of the s	Download SOP Documents	→ Activity	Videos			
	➔ Frequently Asked Questions	→ Downloa	d APK			
and the second second and the second second	Don't have	re an account? Sign U	Jp			
	Helpdesk Number: 91820579- 91820594-2	73/74/78,918205 28/38	80-40/70/82,			

• User should Enter user name, password, verification code, then after filling the credentials click on Login.



• User need to select license management as shown in above figure.

🕐 Dashboard 🗸	💵 Master Data 🗸	🖳 License Management 🗸	🖉 Brand / Label Reg	gistration ~	💰 Distillery ~	Over Time Process	😗 RTI 🗸	💷 Appeals & Revisions 🗸	Q Others ~	🗗 Reports 🗸
EXISTING LICEN	SE	Existing License							License Manag	ement > Existing License
		Approved Licenses								
		License Renewal		Start Date	17-Mar-2022	End Date	17-Mar-2022	License Types	All	 Search
10 •		LOI Expired Licenses							Search:	
		Renewal Requests							Pending	
Ack. Receipt No. 🗸	Applicant Name Bu	License Modifications →	e Application Type	License Type	License Category	License Form Status	License Numbe	r Submitted Date & Time	at A	ction Download
No data availal	ble	License Surrender								
		License Suspension								
										Previous Next

• After selecting License management from navigation bar select License surrender.

🕑 Das	hboard ~	💵 Master [Data 🗸 🛛 🕻	🔄 License Manc	ogement ~	🔗 Brand / Lab	el Registration 🗸	🔏 Distillery 🗸	Ove	r Time Proce	iss (∋ rti ∽	💷 Appe	als & Revisio	ons v Q	Others ~	🗗 Reports 🗸
LICEN	SE SURREI	NDER													Licens	e Managem	ent > License Surrender
									s	itart Date	🛗 17-M	ar-2022		End Date	17-Mar-2	022	Search
10	*															Search:	
S.No	Track Id	Name	Acknowled Receipt Nu	dgement umber	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Do	ownload
1	LS220002	1 Vasu Badisa	L2200416		HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	V_M (Officer)		Forward	Surrender Req	uest E)
																F	Previous Next

- User required to click on forward as shwon in above figure.
- A pop-up of License surrender will be displayed.

Location *	DISTRICT OFFICE	~
Designation *	Assistant Commissioner	*
Officer Name	Assistant Kangra	*
Status *	Forwarding	~
Remarks *	Please Enter Remarks Only Upto 498 Characters	

• User need to enter remarks and click on submit.

۲	Dashb	oard ~ [💵 Master I	Data ~	E License N	Management ~	🔗 Brand /	Label Registration	~ 🛛 🔏 Distill	lery ~	🗿 Over Tim	e Process	🕲 RTI 🗸	🙉 Appeals	Revisions	Q Other	's ~ 🛛 🗗 Reports ~
LICI	INSE	SURRENI	DER	ALSON	- Andrew											License Mar	agement > License Surrende
											Start [Date 🛗	17-Mar-2022	End	Date 🗎	17-Mar-2022	Search
10	6	•														Searc	h:
s.	No *	Track Id	Name	Acknowl Receipt I	edgement Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Trac Hist	Actio	n Status	Download
1		LS2200021	Vasu Badisa	L220041	6	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Assistant Commis Kangra (Assistant Commissioner)	ssioner t		Forwarded	8 8 8 8 8 8
																	Previous Next

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



Assistant commissioner:

	Welcome! Please login to your account								
	User Name	in to your needs	A						
Department of State Taxes and Excise	Password								
Government of Himachal Pradesh	Verification Code *	34785	Get a new code						
	Enter Verification Code		Ū						
			Forgot password?						
	2	Login							
And Hill Area	➔ Vigilance & Enforcement	→ RTI							
	→ Track Status	→ EoDB Da	shboard						
	→ Download User Manuals	→ Third Pa	rty Verification						
	➔ Download Application Forms	→ Excise D:	ashboard						
Walk Aller The State	➔ Download SOP Documents	→ Activity	videos						
	→ Frequently Asked Questions	> Download	dAPK						
the the transfer and the second	Don't hav	e an account? Sign U	īp						
the second s	Helpdesk Number: 91820579-7 91820594-2	3/74/78,9182058 8/38	80-40/70/82 ,						

• User required to Enter user name, password, verification code, then after filling the credentials click on Login.

🔳 Master Data	(1) Dashboard	License Management	© Brand / Label Registration	
Distillery	Bottling Units	(in the second s	L1B/L1BB Wholesaler	
O) Users	Brewery	Record Managment	Reports	
TI RTI	Appeals & Revisions	Q Vigilance	E. Revenue Management	
Cthers				

• User need to select license management as shown in above figure.

					<	C-TEL	INFOSY	STEMS F
🕲 Dashboard 🗸 📘 Master Data 🗸	🔄 License Management ~	🔗 Brand / Label Registration 🗸	🛃 Distillery 🗸	🛃 Bottling Unit 🗸	Q Wholesaler ~		က္ Users v	E Brewer
XISTING LICENSE	Existing License						License Managem	ent > Existing License
	Approved Licenses				-			
	Expired Licenses	Start Date	17-Mar-2022	End Date	17-Mar-2022	License Types	All	- Search
10 -	License Renewal						Search:	
	LOI Expired Licenses						Ponding	
Ack. Receipt No Applicant Name	Bu Renewal Requests y	pe Application Type License Type	License Category	License Form Statu	s License Number	Submitted Date & Time	at Actio	n Download
No data available	License Modifications \rightarrow							
	License Surrender							
	License Suspension						Pre	vious Next

• After selecting License management, from navigation bar select License management and choose License surrender.

	🗊 Dasht	oard ~	💵 Master	Data ~	E License I	Management ~	🖉 Brand /	Label Registration	∽ 🛛 🛃 Disti	llery ~	🛃 Bottling	Unit ~	Q Wholesaler ~	圇 L1B/L1BB	Wholesale 🗸	ୁ ଲ Use	rs ~ 🛃 Brewe
L	CENSE	SURREN	DER													icense Mana	gement > License Surrender
											Start	Date 🛗	17-Mar-2022	End D	ate 🛗 17-	Mar-2022	Search
1	10	•														Search:	
	S.No *	Track Id	Name	Acknowle Receipt N	edgement lumber	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
	1	LS220002	Vasu Badisa	L2200416	6	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Assistant Commissioner Kang (Assistant Commissioner)	ra 🕑	Forward	Forwarded	8888 88
																	Previous Next

• User required to click on forward as shown in above figure and a pop-up will be displayed as shown below.

License Sur	render	×
Location *	DISTRICT OFFICE	~
Designation *	Deputy Commissioner	*
Officer Name	Kangra Commissioner	*
Status *	Forwarding	~
Remarks *	Please Enter Remarks Only Upto 498 Characters	
	Su	ıbmit

• User required to enter remarks and click on submit.

🕦 Dashboard ~	~ 🔳 י	Master Do	ata 🗸 🖃 License I	Management ~	🔗 Brand / I	Label Registration ~	E Distille	ery ~	Bottling Ur	iit ~ 🛛 🤇	२ Wholesaler ~	្ត L1B/L1BB W	holesale ~	있 Use	rs ~ 🛃 Brewe
CENSE SUR	RRENDER	2	and an											License Mana	igement > License Surrende
10 *									Start D	ate 🗎	17-Mar-2022	End Date	17	7-Mar-2022 Search	Search
S.No * Track	k ld N	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
1 LS22	200021 V B	/asu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Kangra Deputy Commissioner (Depu Commissioner)	ty 💌		Forwarded	8888 888
															Previous Next

Deputy commissioner:

	We Please logi	lcome! n to your account
	User Name	۵.
Department of State Taxes and Excise	Password	۲
Government of Himachal Pradesh	Verification Code *	347 85 Get a new code
	Enter Verification Code	U
		Forgot password?
		Login
a second with the second secon	➔ Vigilance & Enforcement	→ RII
	➔ Track Status	→ EoDB Dashboard
	➔ Download User Manuals	➔ Third Party Verification
	➔ Download Application Forms	✤ Excise Dashboard
	➔ Download SOP Documents	➔ Activity Videos
The second s	➔ Frequently Asked Questions	➔ Download APK
and the second	Don't have a	an account? Sign Up
	Helpdesk Number: 91820579-73/ 91820594-28/	/74/78,91820580-40/70/82, /38

• Enter user name, password, verification code, then after filling the credentials click on Login.



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

	🕑 Dashi	board ~	🖭 ссту ~	EE Master Data	- V 🗈 Licer	nse Manage	ment ~ 🛛 🥏	Brand / Label R	egistration	~ 🖉	Other Lice	nsees ~ 🛃 🛙)istillery ~	🗟 Bottling Unit 🗸	Q Wholesaler ~	L1B/L1BB
L	ICENSI	E SURREN	DER												License Mana	gement > License Surrender
											Start	Date 🗰 17-M	lar-2022	End Date	17-Mar-2022	Search
	10	¥													Search	:
	S.No *	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
	1	LS2200022	Vasu Badisa	L2100073	HIMACHAL AUTOMATION	Private	Retail sale License	Fresh Issuance of License	Bars	L4-A	17- Mar- 2022	Chopal Officer (State Tax and Excise Officer)	۲			$\begin{array}{c} \bullet \bullet \bullet \bullet \\ \bullet \bullet \bullet \bullet \end{array}$
	2	LS2200020	Vasu Badisa	L2100049	HIMACHAL AUTOMATION	Private	Retail sale License	Fresh Issuance of License	Vends	L14	02- Mar- 2022	Assistant Commissioner Shimla (Assistant Commissioner)	۲	Licensee Surrendered	Completed	
	3	LS2200018	Vasu Badisa	L2200308	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Bottling Unit	L11	02- Mar- 2022	Vasu Badisa (New License User)	۲	Licensee Surrendered	Completed	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8
	4	LS2200005	venkata mahesh	L2200365	bezawada distilleries	Private	Permits	Fresh Issuance of License	L50	L50	19-Feb- 2022	Financial Commissioner (Financial Commissioner)	۲		Forwarded	8 8 8 8 8 8 8 8 8
	5	LS2200004	VENKATA MAHESH	L2100143	BEZAWADA BOTTLING UNIT	Private	Manufacturing License	Fresh Issuance of License	Bottling Unit	L11	02-Feb- 2022	0	۲		Surrender Request	₽₽₽
	6	LS2200003	Vasu Badisa	L2100044	HIMACHAL AUTOMATION	Private	Retail sale License	Fresh Issuance of License	Vends	L14	20-Jan- 2022	SuperIntendent HQ STE (SuperIntendent HQ)			Forwarded	
	7	LS2200002	Vasu Badisa	L2100042	HIMACHAL AUTOMATION	Private	Retail sale License	Fresh Issuance of License	Vends	L14	20-Jan- 2022	Dealing Assistant South Zone (Collector Dealing Assistant)	۲		Forwarded	8 8 8 8 8 8 8 8
	8	LS2200001	Vasu Badisa	L2100108	HIMACHAL AUTOMATION	Private	Wholesale License	Fresh Issuance of License	L1 (Within the state)	L1	20-Jan- 2022	Deputy Commissioner Shimla (Deputy Commissioner)	۲	Forward	Forwarded	8888 8888 8888
																Previous Next

• User required to click on forward as shown in above figure.

									Ŵ	C -	TEL	INFO	SYSTEMS	PV1
License Su	rrender			×]									
Location *	CIRCLE OFF	ICE		~										
Designation *	Officer			*										
Officer Name	V_M			*										
Status *	Forwarding	Max 498 Charac	ers	~										
Remarks *	dfahi													
• Use			ks and	Forward	n forwa	ord.	es v	▲ Distillery	~ B B	ottling Unit	~ Q	Wholesaler v	â L184.188	isc
CENSE SURREND	ER											License Mana	igement > License Surrer	der
10 -						Start Da	te 🛗 1	17-Mar-2022		End Dat	e 💼 1	17-Mar-2022 Search	Search]
.No * Track Id	Name Acknowledge Receipt Num	ement Business Nar ber	ne Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download	
1 52200021	Vasu L2200416	HIMACHAL	Private	Manufacturing	Fresh Issuance	Distillery	D2	16-Mar-	V_M	۲		Forwarded	888	

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

Excise Officer/Circle Officer:

e e Previous Next



	We Please log	elcome! ;in to your accour	nt
	User Name		4
Department of State Taxes and Excise	Password		۲
overnment of Himachal Pradesh	Verification Code *	34785	Get a new code
	Enter Verification Code		U
			Forgot password?
	2	Login	
Will and the second	➔ Vigilance & Enforcement	→ RTI	
	→ Track Status	→ EoDB Dasl	hboard
	➔ Download User Manuals	→ Third Part	y Verification
	Download Application Forms	→ Excise Das	hboard
The second second	Download SOP Documents	→ Activity Vi	ideos
A CONTRACTOR OF A CONTRACT	→ Frequently Asked Questions	> Download	APK
the second second second second	Don't have	e an account? Sign Up	
and the second	Helpdesk Number: 91820579-7. 91820594-2	3/74/78,91820580 8/38	0-40/70/82 ,

• User required to Enter user name, password, verification code, then after filling the credentials click on Login.

AN	(1) Dashboard	Es. License Management	© Brand / Label Registration	ی Distillery	
	(i) Over Time Process	C Reports	RTI	Appeals & Revisions	
	Others				

• User need to select license management as shown in above figure.

😲 Dashboard ~	🔳 Master Data 🗸	🔄 License Management 🗸	🖉 Brand / Label Registration 🗸	🛃 Distillery ~	Over Time Process	🕀 RTI 🗸	💷 Appeals & Revisions 🗸	Q Others ~	🛛 🗗 Reports 🗸
EXISTING LICEN	SE	Existing License						License Manage	ement > Existing License
		Approved Licenses						(
		License Renewal	Start Date	17-Mar-2022	End Date	17-Mar-2022	License Types	All	 Search
10 *		LOI Expired Licenses						Search:	
		Renewal Requests						Pending	
Ack. Receipt No	Applicant Name Bi	License Modifications	e Application Type License Type	License Category	License Form Status	License Numbe	r Submitted Date & Time	at Ad	tion Download
No data availa	ble	License Surrender							
-		License Suspension							
								ŀ	Previous Next

• User required to click on License surrender as shown in above figure.

🕑 Dash	board ~	🔳 Master I	Data 🗸 🔳 🔄 Lic	ense Management 🗸	🔗 Brand / L	abel Registration ~	& Distillery	~ 0	Over Time P	rocess	🕲 rti v		ppeals & Revisions ~	Q Others	✓ Preports ✓
LICENS	E SURREN	DER	Sale Asia											License Mana	gement > License Surrende
									Start Dat	e 🛗 17	'-Mar-2022		End Date 🛗	17-Mar-2022	Search
10	•													Search:	
S.No *	Track Id	Name	Acknowledgeme Receipt Number	ent Business Nam	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
1	LS220002	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	V_M (Officer)	۲	Need To Verify	Forwarded	8888 888
															Previous Next

• User need to click on need to verify and a pop-up will be displayed as shown below.

Surrender Reference Number:*	LS2200021
Licensee Name:*	Vasu Badisa
License Number:*	10271402522(Manufacturing License)
Current Stock In Cases:	
Current Stock In Bottles:	
Current Stock In BLs:	1000
Current Stock In PLs:	
Import Fee (Rs /-):	
Export Fee (Rs /-):	
Excise Duty (Rs /-):	
Bottling Fee (Rs /-):	
icensee Details	×
icensee Details	×
Licensee Details Hologram Fee (Rs /-):	×
Licensee Details Hologram Fee (Rs /-): RED (Rs /-): ARED (Rs /-):	×
Licensee Details Hologram Fee (Rs /-): RED (Rs /-): ARED (Rs /-): ETDE (Rs /-):	
Licensee Details Hologram Fee (Rs /-): RED (Rs /-): ARED (Rs /-): ETDF (Rs /-): Penalties (Rs /-):	
Licensee Details Hologram Fee (Rs /-): RED (Rs /-): ARED (Rs /-): ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-):	
Licensee Details Hologram Fee (Rs /-): RED (Rs /-): ARED (Rs /-): ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-): Total Dues (Rs/-):*	
Licensee Details Hologram Fee (Rs /-): RED (Rs /-): ARED (Rs /-): ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-): Total Dues (Rs/-): Reason For Surrender:*	x
Licensee Details Hologram Fee (Rs /-): RED (Rs /-): ARED (Rs /-): ETDF (Rs /-): Penatties (Rs /-): Others (Rs /-): Total Dues (Rs/-): Reason For Surrender:* Pending Stock:*	x
Licensee Details Hologram Fee (Rs /-): RED (Rs /-): ARED (Rs /-): ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-): Total Dues (Rs/-):* Reason For Surrender:* Pending Stock:* Pending Dues:*	x

• User need to enter remarks and click on verify and submit.

🕐 Dash	board ~	💵 Master I	Data 🗸 🔳 Lic	ense Management ~	🔗 Brand / La	abel Registration 🗸	E Distillery	~ (® 0	ver Time Pr	ocess	💮 RTI 🗸	📖 Appeo	als & Revision	s v Q Othe	rs ~ 🗗 Reports ~
ICENS	E SURREN	IDER	NGA LS										2	License Ma	nagement > License Surrender
10	*								Start Date	17-	Mar-2022		nd Date	17-Mar-2022 Searc	Search
S.No *	Track Id	Name	Acknowledgeme Receipt Number	ent Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
1	LS220002	1 Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Vasu Badisa (New License User)	۲	View	Pending Amount	8888 888
								L							Previous Next

Licensee Login:

	Welco Please login to	ome! your account
	User Name	۵.
Department of State Taxes and Excise	Password	۲
Government of Himachal Pradesh	Verification Code *	Get a new code
	Enter Verification Code	U
		Forgot password?
	Logi	in
1111 ·····	➔ Vigilance & Enforcement	→ RTI
	→ Track Status	➔ EoDB Dashboard
	➔ Download User Manuals	➔ Third Party Verification
	➔ Download Application Forms	→ Excise Dashboard
	➔ Download SOP Documents	➔ Activity Videos
「「「「「「「「」」」」	➔ Frequently Asked Questions	➔ Download APK
and the second second second	Don't have an acc	ount? Sign Up
	Helpdesk Number: 91820579-73/74/7 91820594-28/38	8,91820580-40/70/82,

- User required to Login with given credentials
- Enter user name, password and verification code.
- After all fill fields are completed click on Login.

Call Master Data	(1) Dashboard	License Management	C Brand / Label Registration	ALL -
Dispatches	O) Users	C' Reports	The Appeals & Revisions	
Q Vigilance	Others			

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

•

🔚 Master Data 🗸	🗉 License Management 🗸 🗸	🔈 Brand / Label Registration 🗸	🔚 Dispatches 🗸	🕜 Dispatches ~	은 Users ~	Q Vigilance ~	Q Others ∽	1.11			
EXISTING LICENSE	Existing License								License Manag	ement > Existing	g License
	Approved Licenses										
+ License Registration	Expired Licenses		Start Date	16-Mar-2022	End Dat	te 16-Mar-202	22	License Types	All	- Se	tarch
10 *	License Renewal								Search:		
	LOI Expired Licenses								Ponding		
Ack. Receipt No. 🗸	Renewal Requests	Applicant Type Application	Type License Type	License Category	License Form Sta	tus License Numb	er Submitted	Date & Time	at A	ction Downlo	oad
No data available	License Modifications	÷									
	Request For Surrender Of License										
	License Surrender									Previous Ne	ext
	License Suspension										

• From navigation bar, user need to select License management and choose License surrender and a new page will appear, click on view to proceed further.

	💵 Mast	ter Data 🗸	💷 Licen	se Management 🗸	🥏 Brand / Label	Registration	~ Dispo	ntches ~	🗊 Dispatche	s ~ £	₩ Users ~	Q Vigil	ance ~	Q Other	s ~		
L	CENSE	SURRENE	DER													License Mana	gement > License Surrender
											Start Date	🛗 17-M	lar-2022		End Date 🛗	17-Mar-2022	Search
	10	•														Search	
	S.No *	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action		Status	Download
	1	LS2200022	Vasu Badisa	L2100073	HIMACHAL AUTOMATION	Private	Retail sale License	Fresh Issuance of License	Bars	L4-A	17-Mar- 2022	Circle Office	۲	View		Amount Paid	8 8 8 8 8 8 8 8
	2	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Applicant		View		Pending Amount	8888 888

• User required to click on view as shown in above figure and a pop-up will be displayed as shown below.



Surrender Reference Number:*	LS2200021
Licensee Name:*	Vasu Badisa
License Number:*	10271402522(Manufacturing License)
Current Stock In Cases:	
Current Stock In Bottles:	
Current Stock In BLs:	1000
Current Stock In PLs:	
Import Fee (Rs /-):	
Export Fee (Rs /-):	
Excise Duty (Rs /-):	
Bottling Fee (Rs /-):	
	Submit
Licensee Details	6 ×
ABELLIOS (-1	
/ 1120 (1137).	
ETDF (Rs /-):	
ETDF (Rs /-): Penalties (Rs /-):	
ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-):	
ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-): Total Dues (Rs/-):*	
ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-): Total Dues (Rs/-):* Reason For Surrender:*	
ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-): Total Dues (Rs/-):* Reason For Surrender:* Challan Number :*	
ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-): Total Dues (Rs/-):* Reason For Surrender:* Challan Number :* Challan Amount:*	
ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-): Total Dues (Rs/-):* Reason For Surrender:* Challan Number :* Challan Amount:* Challan Copy:*	
ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-): Total Dues (Rs/-):* Reason For Surrender:* Challan Number :* Challan Amount:* Challan Copy:* Challan Date:*	
ETDF (Rs /-): Penalties (Rs /-): Others (Rs /-): Total Dues (Rs/-):* Reason For Surrender:* Challan Number :* Challan Amount:* Challan Copy:* Challan Date:*	Image: Choose Files No file chosen Image: Choose Files No file chosen Image: Choose Files Image: Choose Files No file chosen Image: Choose Files Image: Choose Files

- After clicking on view, a pop-up of Licensee detail will be displayed. Scroll down and select challan date and upload challan copy
- User need to Enter remarks and click on submit.

	💵 Maste	er Data 🗸	💷 Licens	se Management 🗸	🔗 Brand / Label R	legistration ~	Dispata	:hes ~) Dispatches	~	Users 🗸	Q Vigilan	ice ~	Q Others	•		
L	ICENSE	SURRENE	ER													License Mana	gement > License Surrende
										St	art Date	🗎 17-Mar	-2022		End Date	17-Mar-2022	Search
	10	-														Search:	
	S.No *	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action		Status	Download
	1	LS2200022	Vasu Badisa	L2100073	HIMACHAL AUTOMATION	Private	Retail sale License	Fresh Issuance of License	Bars	L4-A	17-Mar- 2022	Circle Office	۲	View		Amount Poid	8868 8868
	2	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Officer	۲	View	ſ	Amount Poid	8 8 8 8 8 8 8 8



Exicse Officer:

	Welcome! Please login to your account							
	User Name	4						
Department of State Taxes and Excise	Password	۲						
Government of Himachal Pradesh	Verification Code * Get a new cod	e						
	Enter Verification Code	U						
	Forgo	t password?						
	Login							
	→ Vigilance & Enforcement → RTI							
	→ Track Status → EoDB Dashboard							
	→ Download User Manuals → Third Party Verification							
	→ Download Application Forms → Excise Dashboard							
	→ Download SOP Documents → Activity Videos							
	→ Frequently Asked Questions → Download APK							
and the second s	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.

Image: Constraint of the second se	S. Ale	(1) Dashboard	E License Management	C Brand / Label Registration	لي Distillery	-
Dthers		(1) Over Time Process	C Reports	RTI	The Appeals & Revisions	
		Cthers				

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

							C-TEL	INFOS	STEMS I
Dashboard ~	💵 Master Data 🗸	🗉 License Management 🗸	🖉 Brand / Label Registration 🗸	🚡 Distillery ~	Over Time Process	🕀 RTI ~	💷 Appeals & Revisions 🗸	Q Others ~	🗗 Reports 🗸
EXISTING LICENS	E	Existing License						License Manage	ment > Existing License
		Approved Licenses License Renewal	Start Date	17-Mar-2022	End Date	17-Mar-2022	License Types	All	• Search
10 *		LOI Expired Licenses						Search:	
Ack. Receipt No. 🗸	Applicant Name Bu	Renewal Requests	pe Application Type License Typ	e License Category	License Form Status	License Numbe	r Submitted Date & Time	Pending Ac at	tion Download
No data availabl	e	License Surrender							
		License Suspension						P	revious Next

• User required to select License surrender as shown in above figure.

	🕦 Dasht	ooard ~	💵 Master	Data 🗸 📗	🗈 License Management 🗸	🖉 🖉 Bran	d / Label Registratio	on ~ 🛛 🔏 D	istillery ~	() Over 1	Fime Proces	s Ø	RTI ~	Appeals & Revisions \	Q Other	s ~
L	ICENSE	SURREN	DER												License Man	agement > License Surrende
										Sto	rt Date	17-Mar	2022	End Date 🛗	17-Mar-2022	Search
	10	•													Search	к.
	S.No *	Track Id	Name	Acknowledg Receipt Num	ement Business Nam iber	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
	1	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	V_M (Officer)	۲	Pending Verification	Amount Poid	8888 8888
																Previous Next

• User need to click on pending verification as shown in above figure.

Licensee Details	×
Surrender Reference Number:*	LS2200021
Licensee Name:*	Vasu Badisa
License Number:*	10271402522(Manufacturing License)
Current Stock In Cases:	
Current Stock In Bottles:	
Current Stock In BLs:	1000
Current Stock In PLs:	
Import Fee (Rs /-):	
Export Fee (Rs /-):	
Excise Duty (Rs /-):	
Bottling Fee (Rs /-):	
	Verify & Submit

- After you click on pending verification a pop-up will appears as Licensee details
- Check all Licensee details and scroll down

C-TEL	INFOSYSTEMS	PVT.	LTD.
-------	-------------	------	------

Licensee Details	s ×
Penalties (Rs /-):	
Others (Rs /-):	
Total Dues (Rs/-):*	0
Reason For Surrender:*	qsdfvgbn
Pending Stock*	⊂ Yes ® No
Pending Dues:*	⊖ Yes ® No
Challan Number :*	dfvb
Challan Amount:*	10000.00
Challan Date:*	09-Mar-2222
Clearance Report:*	Choose Files No file chosen
Remarks:*	Only Upto 498 characters
	Verify & Submit

- User required to Select challan date, and upload clearence report,
- Then enter remarks and click on verify & submit.

🕑 Do	shboard ~	💵 Maste	r Data 🗸 🔳 💷 l	icense Management 🗸	Ø Br	and / Label Registri	ation ~	🖁 Distillery 🗸	0	lver Time Pri	ocess 🛛 🕑 F	π ~	💷 Appeals &	Revisions 🗸	Q Others ~	🛛 🖓 Reports 🗸
LICEN	SE SURREN	IDER													License Manage	ment > License Surrender
										Start Date	17-Mar-2)22	End	Date 🛗 17	-Mar-2022	Search
10	¥														Search:	
S.No	• Track Id	Name	Acknowledgem Receipt Number	ent Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track Histor	Action	Status		Download
1	LS220002	Vasu 1 Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Assistant Commissioner Kangra (Assista Commissioner)	nt 💌	View	No Pending Du	es and Stock	8888 8888 8888 8888
																Previous Next

District Office

Assistant commissioner:



	Welcome! Please login to your account								
	User Name	4							
Department of State Taxes and Excise	Password	۲							
Government of Himachal Pradesh	Verification Code *	34785 Get a new code							
	Enter Verification Code	Ū							
		Forgot password?							
		Login							
A THE THE AREA	→ Vigilance & Enforcement	→ RTI							
	→ Track Status	➔ EoDB Dashboard							
	Download User Manuals	➔ Third Party Verification							
	Download Application Forms	Excise Dashboard							
APPENDING THE PARTY OF THE PART	Download SOP Documents	➔ Activity Videos							
	→ Frequently Asked Questions	➔ Download APK							
The water and the second and and	Don't hav	e an account? Sign Up							
an all and the second	Helpdesk Number: 91820579-7 91820594-2	3/74/78,91820580-40/70/82, 8/38							

• User required to provide valid information as mentioned in above figure and click on Login.



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

						•	C-TEL	INFOSY	STEMS I
🕐 Dashboard 🗸	💵 Master Data 🗸	🖳 License Management 🗸	Brand / Label Registration 、	🖌 🖉 Distillery 🗸	🚯 Bottling Unit 🗸	Q Wholesaler ~		N Users ~	& Brewe
XISTING LICEN	SE	Existing License						License Manager	nent > Existing Licens
		Approved Licenses	Start Da	17.14-2022	Fad Date	17.11- 2022	Liannas Tunas	40	Count
		Expired Licenses	Start Da	17-Mar-2022	End Date	1/-Mar-2022	License Types	All	Search
10 -		License Renewal						Search:	
		LOI Expired Licenses						Pending	
Ack. Receipt No	Applicant Name Bu	Renewal Requests	rpe Application Type License Ty	ype License Category	License Form Stat	us License Number	Submitted Date & Time	at Act	ion Download
No data availa	ole	License Modifications 🔸							
		License Surrender							
		License Suspension						Pr	evious Next

• User need to click on License surrender as shown in above figure.

🕑 Das	nboard ~	💵 Master	Data 🗸 🔳 Licer	nse Management 🗸	🖉 Bri	and / Label Registr	ation ~	🔏 Distillery ~	B B	ottling Unit 、	~ 🛛 Q Wholesale	r × _ [බ L1B/L1B	3 Wholesale 🗸	은 Users	× ▲ Brewe
LICENS	E SURREN	DER												Li	cense Manag	ement > License Surrende
										Start Date	17-Mar-2022	1	End D	Date 🛗 17-N	Mar-2022	Search
10	×														Search:	
S.No	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	n License Category	License Form	Created On	Pending at	Track History	Action	Status		Download
1	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance o License	Distillery	D2	16-Mar- 2022	Assistant Commissioner Kangra (Assistant Commissioner)	۲	Forward	No Pending Dues	and Stock	8 8 8 8 8 8 8 8 8 8 8
																Previous Next

• User required to click on forward as shown in above figure and a pop-up will be displayed as shown below.

License Sur	render	×
Location *	DISTRICT OFFICE	~
Designation *	Deputy Commissioner	*
Officer Name	Kangra Commissioner	*
Status *	Forwarding	~
Remarks *	Please Enter Remarks Only Upto 498 Characters	
	Su	ıbmit

• User required to enter remarks and click on submit.

													с -	TEL	INFO	SYSTEMS
💮 Dasht	ooard ~ [≛ ∎ Master∣	Data ~	🖭 License M	lanagement ~	🔿 Brand / I	Label Registration	- 🖉 🖉 Distil	lery ~	Bottling U	iit ~	२ Wholesaler ~ 🛛 🖻	L1B/L1BB W	'holesale 、	୍	rs ~
ICENSE	SURRENI	DER	A.G.M.	A.											License Mana	gement > License Surrend
										Start D	ate 🗎	17-Mar-2022	End Date	1	7-Mar-2022	Search
10	*														Search	
S.No *	Track Id	Name	Acknowle Receipt N	dgement umber	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
1	LS2200021	Vasu Badisa	L2200416	l	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Kangra Deputy Commissioner (Depu Commissioner)	ity 💿		Forwarded	888 888 888 888
																Previous Next

Deputy Commissioner:

	Welcome! Please login to your account
	User Name
Department of State Taxes and Excise	Password
Government of Himachal Pradesh	Verification Code * 347.85 Get a new code
	Enter Verification Code
	Forgot password?
	Login
A CONTRACT OF A	→ Vigilance & Enforcement → RTI
and the second sec	→ Track Status → EoDB Dashboard
and the second	→ Download User Manuals → Third Party Verification
	➔ Download Application Forms → Excise Dashboard
	→ Download SOP Documents → Activity Videos
ALL AND THE REAL PROPERTY.	→ Frequently Asked Questions → Download APK
the train the barrent of the second second	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 information as mentioned in above figure and click on Login.

and and a second	Master Data	Q cctv	(1) Dashboard	License Management
Brane	C I / Label Registration	Distillery	E Bottling Units	R Wholesaler
u	(L1BB Wholesaler	O) Users	& Brewery	≧ ≡ Retailer
Re	cord Managment	Other Licensees	₽ Reports	TI RTI
AF	ppeals & Revisions	Q Vigilance	Revenue Management	T Others

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

۲	Dashb	oard ~		🗸 🔳 Master Data 🗸	💷 License M	lanagement 🔻	~ 🛛 🔗 Brand /	Label Registrati	on ~	🔿 Other Lice	ensees ~	🛃 Distillery ~	👔 Bottling Un	it ~	Q Wholesaler ~	L1B/L1BB
LICI	ENSE	SURREN	DER												License Manag	ement > License Surrende
										Start	Date 🛗	17-Mar-2022	End D	ate 🗎	17-Mar-2022	Search
10)	*													Search:	
s.	No *	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Catego	License y Form	Created On	Pending at	Track History	Action	Status	Download
1		LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distiller	/ D2	16-Mar- 2022	Kangra Deputy Commissioner (Dep Commissioner)	uty 💿	Forward	d Forwarded	8 8 8 8 8 8 8 8 8 8 8 8
																Previous Next

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

License Sur	render	×
Location *	ZONAL OFFICE	Ŧ
Designation *	Superintendent Zonal	v
Officer Name	Superintendent	Ŧ
Status *	Forwarding	~
Remarks *	Please Enter Remarks Only Upto 498 Characters	
	Su	ıbmit

• User need to enter remarks and click on submit.

											4	с	rel	INFOS	YSTEMS F
① Dashb	oard ~ [<u>=</u> CCTV ~	· Master Data ~	🖳 License M	anagement ·	~ ⊘ Brand /	Label Registratio	n ~ [Ø !	Other Licen:	sees v	🔏 Distillery 🗸	Bottling Unit	~ Q	Wholesaler ~	
ICENSE	SURRENE	DER	Stoff States						Start D	ate 🛗	17-Mar-2022	End Date		17-Mar-2022 Search:	Search
S.No *	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
1	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Superintendent Nort Zone (Superintenden Zonal)	h it 💌		Forwarded	
															Previous Next

Zonal Office

Superintendent Login:

	Welcome! Please login to your account	
	User Name 🍝	
Department of State Taxes and Excise	Password	
Government of Himachal Pradesh	Verification Code * 347.85 Get a new code	
	Enter Verification Code	
	Forgot password	1?
	Login	
A CONTRACTOR OF THE OWNER	→ Vigilance & Enforcement → RTI	
and the second sec	→ Track Status → EoDB Dashboard	
and the second	➔ Download User Manuals ➔ Third Party Verification	
	➔ Download Application Forms → Excise Dashboard	
	→ Download SOP Documents → Activity Videos	
「「「「」」、「「「「「「「」」」」	✤ Frequently Asked Questions	
and the second s	Don't have an account? Sign Up	
	Helpdesk Number: 91820579-73/74/78, 91820580-40/70/82, 91820594-28/38	

• User required to Enter user name, password and verification code, then click on login



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

🕐 Dashboard ~	🖽 License Management	- 0	Brand / Label Regist	ration ~	🔏 Distillery 🗸	📓 Bottling Unit 🗸	Q Wholesaler ~	🔒 L1B/L1BB Wholes	ale ~ 🛛 🙊 Users ~	Brewery ~	🔳 Retailer 🗸 🔊
EXISTING LICEN	Existing License								1.2	License Mar	agement > Existing License
	Approved Licenses					_		-			
	Expired Licenses				Start [ate 🛗 17-Mar-202	22 End D	ate 17-Mar-2022	License	ypes All	- Search
10 *	License Renewal									Search:	
	LOI Expired Licenses									Pending	
Ack. Receipt No.	Renewal Requests	ess Name	Applicant Type	Application	n Type License	Type License Catego	ry License Form S	tatus License Number	Submitted Date & T	me at	Action Download
No data availa	License Modifications →										
	License Surrender										
	License Suspension										Previous Next

• User required to click on License surrender as shown in above figure.

① Dash	board ~	💷 License I	Management ~	🔗 Brand / Label Registr	ration ~	🛃 Distillery ~	📓 Bottling U	Init ~	Q Wholesale	er ~ 🛛 🖻) L1B/L1BB Wholesale 🗸	୍ର ୧୯. ୦୬	iers ~	🛓 Brewery 🗸	🔝 Retailer - 🔊
LICENS	E SURREN	DER												License Mana	gement > License Surrende
									Start	Date 🛗	17-Mar-2022	End Do	ate 🛗	17-Mar-2022	Search
10	×													Search	
S.No *	Track Id	Name	Acknowledgeme Receipt Number	ent Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
1	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Superintendent North Zone (Superintendent Zonal)	۲	Forward	d Forwarded	888 888 888 888 888 888 888 8888 8888 8888
															Previous Next

• User need to click on forward as shown in above figure.

Location *	ZONAL OFFICE	Ŧ
Designation *	Collector Dealing Assistant	Ŧ
Officer Name	Dealing North Zone	Ŧ
Status *	Forwarding	~
Remarks *	Please Enter Remarks Only Upto 498 Characters	

- A pop-up will be displayed as shown in above figure.
- User need to Enter remarks and click on submit.

😲 Do	ishboard ~	🖳 License I	Management ~	🔗 Brand / Label Registro	ation ~	🔏 Distillery ~	📓 Bottling Unit	~ [@ V	Vholesaler ·	- 🗋 L	1B/L1BB Wholesale 🗸	റ്റ User	s ~]	🔏 Brewery 🗸	🖪 Retailer -
LICEN	ISE SURRE	NDER												License Mana	gement > License Surrende
									Start Da	te 🛗 1	7-Mar-2022	End Date	Ê	17-Mar-2022	Search
10	Ŧ													Search:	
S.No	 Track Id 	Name	Acknowledgem Receipt Number	ent Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
1	LS22000	21 Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Dealing Assistant North Zone (Collector Dealing Assistant)	۲		Forwarded	8 8 8 8 8 8 8 8 8 8 8 8 8
															Previous Next

• A new page will appear as below, select license management, then you are redirected to another page

DA-SUP: the process of superintendent and dealing assistant is same.(please refer above user interface steps)

SUP-Collector: And the process from superintendent to collector is same.(please refer above user interface steps)



Collector Login:

• After application forwarded from <u>SUP-DA-SUP</u> now collector need to forward application, follow as below for forwarding the application.

	Welcome Please login to your a	ccount
	User Name	۵.
Department of State Taxes and Excise	Password	۲
Government of Himachal Pradesh	Verification Code *	Get a new code
	Enter Verification Code	U
		Forgot password?
	Login	
	→ Vigilance & Enforcement → RTI	
	→ Track Status	B Dashboard
	→ Download User Manuals	rd Party Verification
	→ Download Application Forms → Exc.	ise Dashboard
	→ Download SOP Documents → Activ	ivity Videos
	➔ Frequently Asked Questions ➔ Dov	vnload APK
and the second second second second	Don't have an account? S	ign Up
	Helpdesk Number: 91820579-73/74/78, 918 91820594-28/38	20580-40/70/82 ,

• User need to provide valid credentials as mentioned in above figure and click on Login.

	Alert! Your Password will Click here to char	Expire in next 5 days. Ige password.		
Master Data	(1) Dashboard	도 License Management	Brand / Label Registration	
E Distillery	E Bottling Units	(Reference) Wholesaler	EL1B/L1BB Wholesaler	
O) Users	Brewery	(intervention) Winery	Retailer	
Record Managment	C? Reports	TI RTI	The second secon	
Q Vigilance	E), Revenue Management	Conternation of the second sec	State Dis)

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

					<	C-TEL	INFOSYS	STEMS F
(1) Dashboard ~ E Master Data ~	🗉 License Management 🗸	Srand / Label Registration 🗸	🛓 Distillery 🗸	🖪 Bottling Unit 🗸	Q Wholesaler ~	🛕 L1B/L1BB Wholesale 🗸	🛛 🖳 Winery 🗸	유 User 🔰
EXISTING LICENSE	Existing License						License Manageme	nt > Existing License
	Approved Licenses Expired Licenses	Start Date	17-Mar-2022	End Date	17-Mar-2022	License Types	All	- Search
10 -	License Renewal						Search:	
Ack. Receipt No. 🗸 Applicant Name	LOI Expired Licenses Bu Renewal Requests	pe Application Type License Type	License Category	License Form Stat	us License Number	Submitted Date & Time	Pending Action	n Download
No data available	License Modifications →							
	License Surrender						Prev	ious Next

• User required to click on License surrender as shown in above figure.

•	ashboard ~	🔚 Master (Data ~	🖭 License Management 🗸	🖉 Brand / La	bel Registration 🗸	🔏 Distillery ~	Bot	ttling Unit ~	[@ w	holesaler ~		Wholesale ~	🔹 Wine	ery ~ 🔗 User: 🔪
LICE	ISE SURRE	NDER												icense Mana	gement > License Surrender
No.									Start Date	🛗 17-N	lar-2022	End De	ate 🗎 17-	Mar-2022	Search
10	*													Search:	
S.N	• Track Id	Name	Acknowle Receipt N	dgement Business Nar umber	ne Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
1	LS22000	Vasu Badisa	L2200416	; HIMACHAL AUTOMATIO	N Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Collector Nort Zone (Zonal Collector)	h 💌	Forward	Forwarded	8888 8888 8888 8888 8888 8
															Previous Next

User required to click on forwarded as shown in above screen. ٠

License Sur	render	×
Location *	HEAD QUARTERS	~
Designation *	SuperIntendent HQ	•
Officer Name	SuperIntendent STE	*
Status *	Forwarding	~
Remarks *	Please Enter Remarks Only Upto 498 Characters	
	Su	ıbmit

- A pop-up will appear as License suspension/cancellation. User need to Enter remarks and click on submit. •
- •

Dasht	ioard ~	💵 Master	Data 🗸 💽 Licens	e Management 🗸	🔗 Brand / l	abel Registration ~	Distille	iry ~	Bottling Un	it ~ 🛛 🤇	२ Wholesaler ~	▲ L1B/L1BB W	′holesale ∨	🛛 🛃 Wine	ery ~ 🛛 🔗 User: 🔪
NSE	SURRENI	DER	Not the						Start Do	rte 💼	17-Mar-2022	End Date	e 🛗 17-	icense Mana Mar-2022	gement > License Surrender
	•													Search:	
.No *	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action S	Status	Download
	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar- 2022	Superintendent H STE (Superintend HQ)	Q ent 💿	I	Forwarded	

Head Quarters:

Superintendent Login:

	Please log	elcome! gin to your account
	User Name	4
Department of State Taxes and Excise	Password	۲
Government of Himachal Pradesh	Verification Code *	34785 Get a new code
	Enter Verification Code	U
		Forgot password?
	2	Login
Milling and a second	➔ Vigilance & Enforcement	→ RTI
	→ Track Status	→ EoDB Dashboard
	➔ Download User Manuals	→ Third Party Verification
	➔ Download Application Forms	→ Excise Dashboard
	→ Download SOP Documents	→ Activity Videos
「小田を見ている」、	➔ Frequently Asked Questions	Download APK
that the same is a second of	Don't hav	e an account? Sign Up
	Helpdesk Number: 91820579-7 91820594-2	3/74/78,91820580-40/70/82, 8/38

• User required to Enter user name, password and verification code, then click on login.

			•
Series Master Data	(1) Dashboard	License Management	C Brand / Label Registration
© Locations	O) Users	Brewery	Reports
TI RTI	Conters		
· · · · · · · · · · · · · · · · · · ·	in the second		

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

🕒 Dashboard 🗸	💵 Master Data 🗸	💷 License Management 🗸	🖉 Brand / Label Registration 🗸		은 Users ~	🛃 Brewery 🗸	😗 RTI 🗸	Q Others ~	🗗 Reports 🗸	
EXISTING LICEN	SE	Existing License							License Ma	nagement > Existing License
		Approved Licenses	Start Date	17-Mar-2022	En	d Date 🛗 17-N	Mar-2022	License T	pes All	 Search
10 •		License Renewal							Search	
Ack. Receipt No. 🗸	Applicant Name B	Renewal Requests	e Application Type License Typ	be License Category	License Form	Status License	Number Su	bmitted Date & Ti	ne Pending at	Action Download
No data availal	ole	License Modifications >								
		License Suspension								Previous Next

• User required to click on License surrender as shown in above figure.

¢	🕽 Dasht	board ~	💵 Master I	Data 🗸 🖭 Licens	se Management 🗸	🖉 В	rand / Label Regis	tration ~	O Location	~ P	° Users ∽	🔏 Brewery ~	(🕐 P	ап ~	Q Others ∽	🗗 Reports 🗸	
LI	CENSE	SURRENI	DER													License Mana	gement > License Surrender
											Start D	Date 🛗 17-Mar	-2022		End Date	17-Mar-2022	Search
(10	¥														Search	
	S.No *	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action		Status	Download
	1	LS2200022	Vasu Badisa	L2100073	HIMACHAL AUTOMATION	Private	Retail sale License	Fresh Issuance of License	Bars	L4-A	17- Mar- 2022	Chopal Officer (State Tax and Excise Officer)	۲				8 8 8 8 8 8 8
	2	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16- Mar- 2022	Superintendent HQ STE (Superintendent HQ)		Forward		Forwarded	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8

• User required to click on forward as shown in above figure and a pop-up will be displayed as shown in below figure.

Location *	HEAD QUARTERS	~
Designation *	Dealing Assistant HQ	Ŧ
Officer Name	Dealing STE	Ŧ
Status *	Forwarding	~
Remarks *	Please Enter Remarks Only Upto 498 Characters	

• User need to Enter remarks and click on submit.

	😲 Dashl	board ~	💵 Master I	Data 🗸 🔳 Licen:	se Management 🗸	Ø B	Irand / Label Regis	tration ~	O Location	ې (vn Users ∽	Brewery 、	⁄ 🛞	rti ~	Q Others ∽	🗗 Reports 🗸	
1	ICENSI	SURREN	DER													License Mana	gement > License Surrender
											Start [Date 🗎 17-Ma	r-2022		End Date 🛗	17-Mar-2022	Search
	10	*														Search	
	S.No *	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action		Status	Download
	1	LS2200022	Vasu Badisa	L2100073	HIMACHAL AUTOMATION	Private	Retail sale License	Fresh Issuance of License	Bars	L4-A	17- Mar- 2022	Chopal Officer (State Tax and Excise Officer)	۲				8888 888
	2	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16- Mar- 2022	Dealing Assistant STE (Dealing Assistant HQ)	۲			Forwarded	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8

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

Dealing assistant(HQ):

- Please follow above superintendent process for Dealing assistant
- Hence the application need to be forwarded from follow Officers

Dealing Assistant → Superintendent → Assistant Commissioner → Deputy Commissioner → Joint Commissioner → Additional Commissioner

All the process of forwarding the application from Superintendent to Additional Commissioner is same.



Financial Commissioner Login:

	We Please log	int	
	User Name		4
Department of State Taxes and Excise	Password		۲
Government of Himachal Pradesh	Verification Code *	347 85	Get a new code
	Enter Verification Code		U
			Forgot password?
	2	Login	
All HILL Annu and and and	➔ Vigilance & Enforcement	→ RTI	
	→ Track Status	→ EoDB Da	shboard
	➔ Download User Manuals	→ Third Par	rty Verification
	➔ Download Application Forms	→ Excise Da	shboard
	→ Download SOP Documents	→ Activity V	lideos
	➔ Frequently Asked Questions	> Download	APK
and the second second second second	Don't have	e an account? Sign U	p
and the second second	Helpdesk Number: 91820579-7 91820594-2	3/74/78,9182058 8/38	30-40/70/82 ,

• User required to provide valid credentials and click on Login.

	Aaster Data	Q cctv	(1) Dashboard	E License Management	
	C Brand / Label Registration	ي Distillery	E Bottling Units	E Wholesaler	
	E L1B/L1BB Wholesaler	O) Users	E Brewery	Retailer	
	- Children and a start of	and the second sec	and the second second		
	Record Managment	Po Hologram Procurement	Reports	RTI	
				the state of the second se	
	Appeals & Revisions	Q Vigilance	E. Revenue Management	Others	
A STATE STATE					
	Lang Audit Log				

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

					()) C-	TEL INFOSY	STEMS F
Dashboard ~ EE CCTV ~ EE Master Data ~	🗉 License Management 🗸	🔗 Brand / Label Registration 🗸	🛃 Distillery 🗸	🛃 Bottling Unit 🗸	Q Wholesaler ~	🗟 L1B/L1BB Wholesale 🗸	R Users
	Existing License Approved Licenses Expired Licenses License Renewal LOI Expired Licenses	Start Date 🖀 17-Mar-2022	e Enc	l Date 🗰 17-Mar-2	D22 Lice	License Manageme nse Types All Search:	ent > Existing License
Ack. Receipt No Applicant Name Business Name No data available	Ar Renewal Requests T License Modifications > License Surrender	ype License Type License Categor	y License Form	Status License Nun	iber Submitted Date	e & Time Pending Actio	n Download
	License Suspension					Prev	Next

• User required to click on License surrender as shown in above figure.

	🗊 Dashl	board ~	💵 ссту ~	Master Data	🗸 🖾 Licer	nse Manage	ment 🗸 🔗	Brand / Label A	egistration	~	Distillery ~	Bottling (Jnit ~	Q Wholesaler ~	🗟 L1B/L1BB Wholes	ale ~ 🕅 🕂 User 🔪
L	CENSI	E SURREN	DER												License Mana	gement > License Surrende
											Start E	Date 🗎 17-Ma	r-2022	End Date	17-Mar-2022	Search
(10	*													Search	
	S.No *	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
	1	LS2200022	Vasu Badisa	L2100073	HIMACHAL AUTOMATION	Private	Retail sale License	Fresh Issuance of License	Bars	L4-A	17- Mar- 2022	Chopal Officer (State Tax and Excise Officer)	۲			8888 8888
	2	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16- Mar- 2022	Financial Commissioner (Financial Commissioner)		Cancel License	Forwarded	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8

• User need to click on cancel License as shown in above figure.

Licensee Detuils		×
Surrender Reference Number:*	LS2200021	
Licensee Name:*	Vasu Badisa	
License Number:*	10271402522(Manufacturing License)	
Current Stock In Cases:		
Current Stock In Bottles:		
Current Stock In BLs:	1000	
Current Stock In PLs:		
Import Fee (Rs /-):		
Export Fee (Rs /-):		
Excise Duty (Rs /-):		
Bottling Fee (Rs /-):		
	Cancel Licen	se



Licensee Details	× ×
Assessed tee (Rs /-):	
VAT (Rs /-):	
Hologram Fee (Rs /-):	
RED (Rs /-):	
ARED (Rs /-):	
ETDF (Rs /-):	
Penalties (Rs /-):	
Others (Rs /-):	
Total Dues (Rs/-):*	0
Reason For Surrender:*	qsdfvgbn
Remarks:*	Only Upto 498 characters
	Cancel License

- User need to Verify all details
- User required to enter remarks and click on cancel License.

****Hence License Got successfully cancelled/surrendered****

•	Dasht	board ~	🖭 ССТV ~	Master Data	- V 🗈 Lice	nse Manage	ment - 🖉	Brand / Label R	legistration	~	Distillery	🖌 🛃 Bottling I	Jnit ~	Q Wholesaler ~	🝙 L1B/L1BB W	holesale ~ 🔗 User 🔪
L	LICENSE SURRENDER															
100											Start [Date 🛗 17-Ma	ır-2022	End Date	🛗 17-Mar-20	22 Search
(10	Ŧ													Se	earch:
	S.No *	Track Id	Name	Acknowledgement Receipt Number	Business Name	Licensee Type	License Type	Application Type	License Category	License Form	Created On	Pending at	Track History	Action	Status	Download
	1	LS2200022	Vasu Badisa	L2100073	HIMACHAL AUTOMATION	Private	Retail sale License	Fresh Issuance of License	Bars	L4-A	17- Mar- 2022	Chopal Officer (State Tax and Excise Officer)	۲			8888 888
	2	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16- Mar- 2022	Vasu Badisa (New License User)	۲	Licensee Surrender	ed Completed	8888 8888 8888 8888 8888 8888 8888 8888 8888

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

Thank you.....