



DEPARTMENT OF STATE TAXES AND EXCISE GOVT OF HIMACHAL PRADESH



License Surrender User Reference Manual

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****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

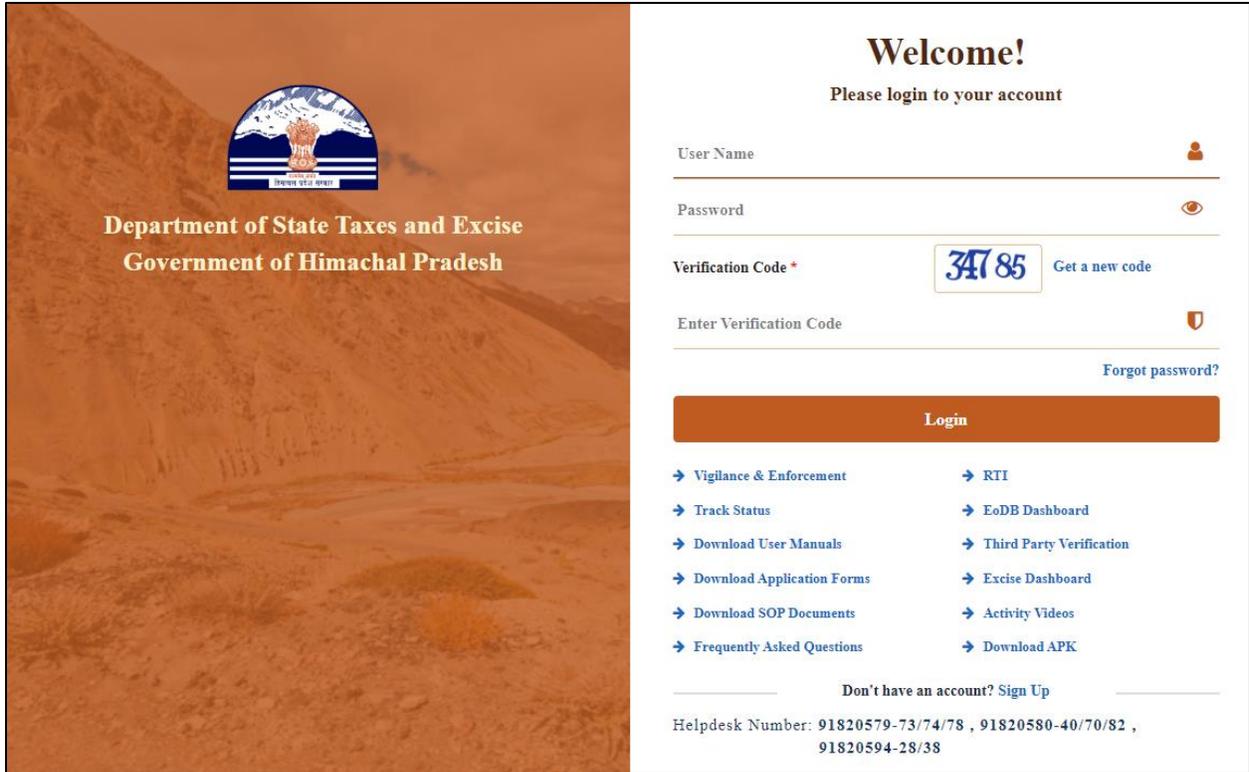
- For Data Transmission There Should Be Connectivity Installed at Distillery Location

Browser:

- Application Is Compatible with Latest Mozilla and Chrome

2.2 Help and Contact Information

3. License surrender: Licensee Login:



Welcome!
Please login to your account

User Name 

Password 

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

Enter Verification Code 

[Forgot password?](#)

Login

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

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

→ [Download User Manuals](#) → [Third Party Verification](#)

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

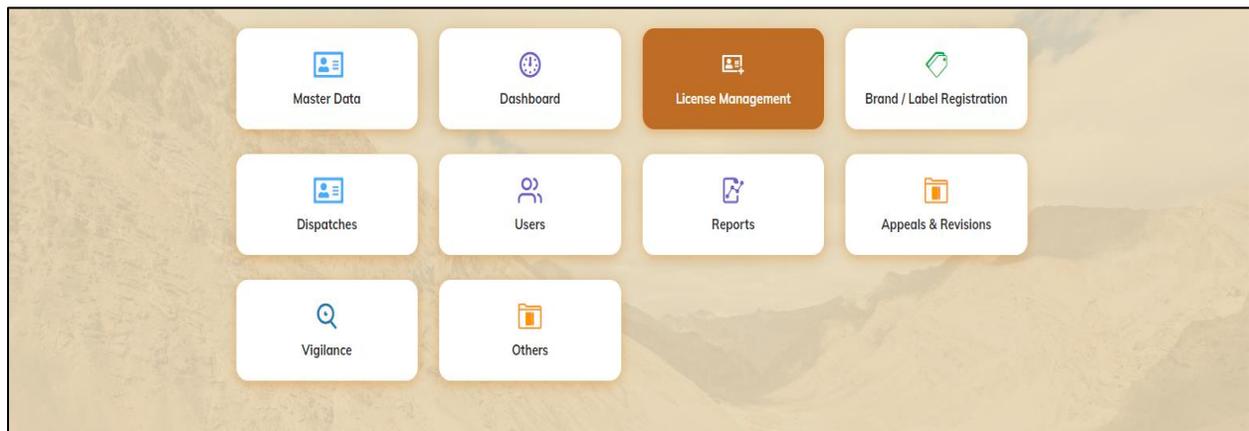
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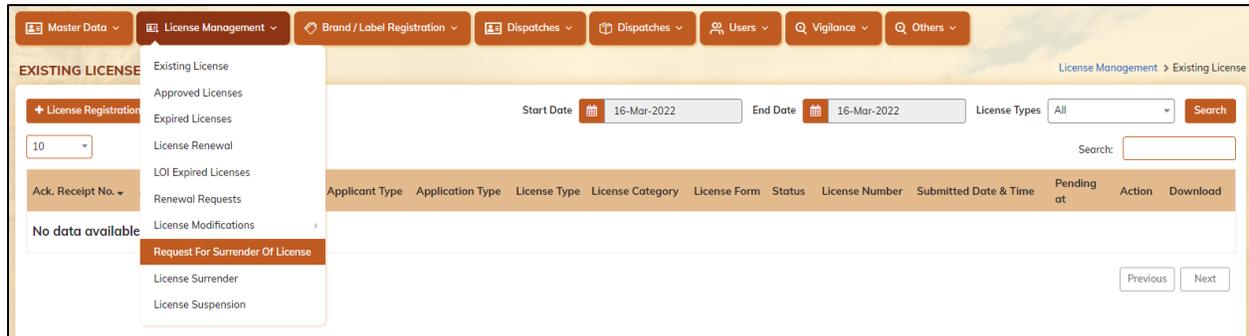
Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 ,
91820594-28/38

- 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.

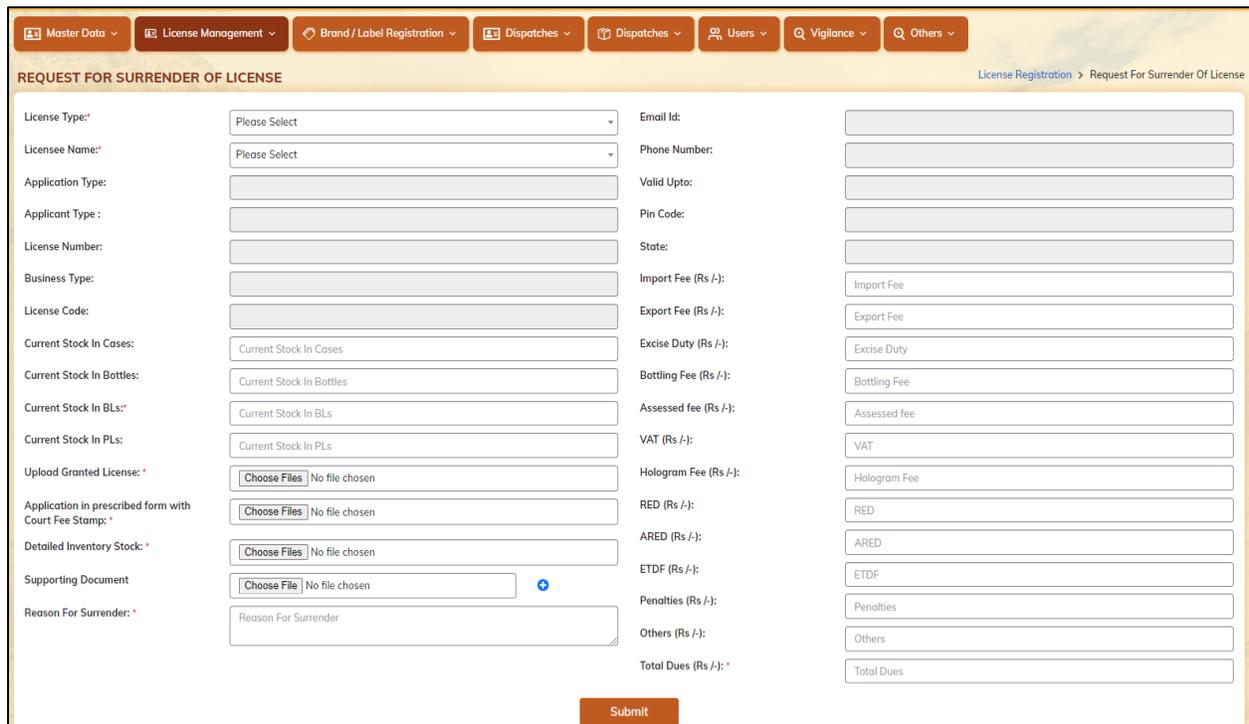


- After successful Login, in main dashboard user required to select License management.

- After selecting license management from main dashboard, the existing License page will appear.



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



- 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

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

LICENSE SURRENDER License Management > License Surrender

Start 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		View	Amount Paid	
2	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar-2022	officer		Surrender Request		

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

Excise Officer/Circle Officer:



**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?](#)

[Login](#)

→ [Vigilance & Enforcement](#)

→ [Track Status](#)

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→ [Download SOP Documents](#)

→ [Frequently Asked Questions](#)

→ [RTI](#)

→ [EoDB Dashboard](#)

→ [Third Party Verification](#)

→ [Excise Dashboard](#)

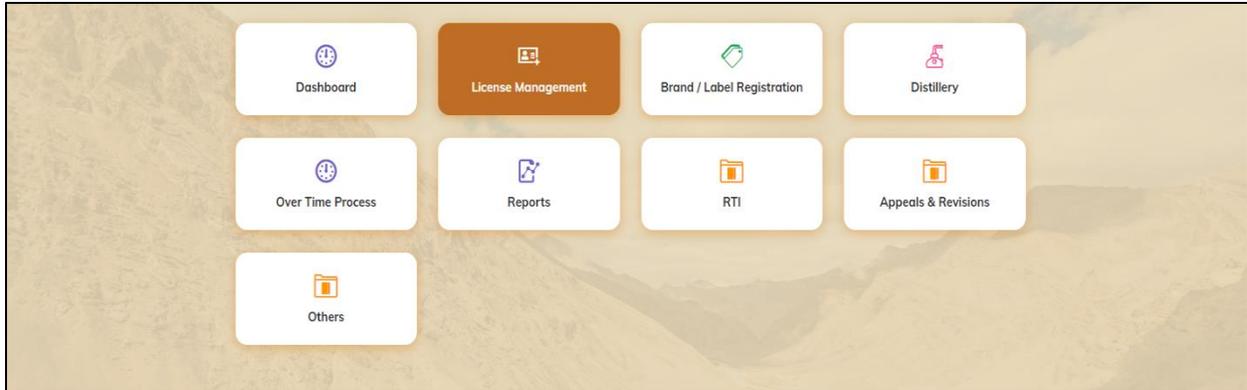
→ [Activity Videos](#)

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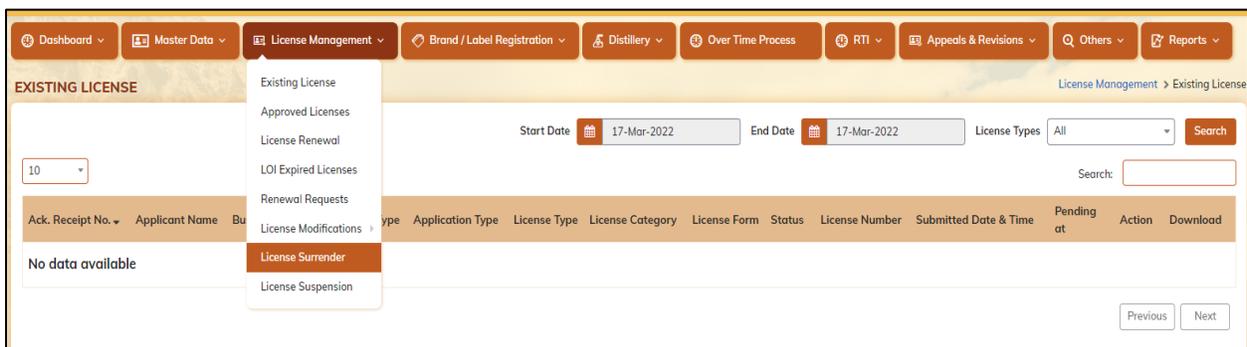
[Don't have an account? Sign Up](#)

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

- User 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.



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



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

License Surrender ✕

Location *

Designation *

Officer Name

Status *

Remarks *

Submit

- User need to enter remarks and click on submit.

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	Assistant Commissioner Kangra (Assistant Commissioner)			Forwarded	

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

Assistant commissioner:

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](#)
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- [Frequently Asked Questions](#)
- [RTI](#)
- [EoDB Dashboard](#)
- [Third Party Verification](#)
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- [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 user name, password, verification code, then after filling the credentials click on Login.

Master Data

Dashboard

License Management

Brand / Label Registration

Distillery

Bottling Units

Wholesaler

L1B/L1BB Wholesaler

Users

Brewery

Record Management

Reports

RTI

Appeals & Revisions

Vigilance

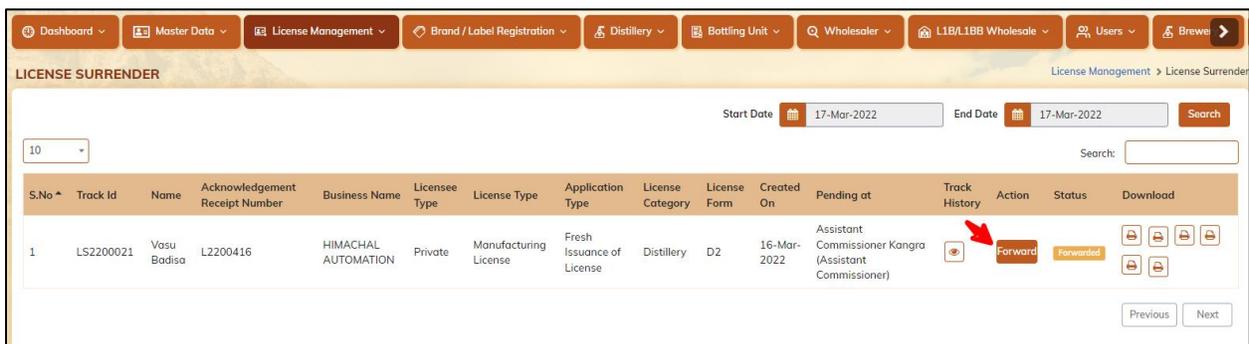
Revenue Management

Others

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



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



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	Assistant Commissioner Kangra (Assistant Commissioner)		Forward	Forwarded	

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

License Surrender ✕

Location *

Designation *

Officer Name

Status *

Remarks *

- User required to enter remarks and click on submit.

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

LICENSE SURRENDER License Management > License Surrender

Start 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	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar-2022	Kangra Deputy Commissioner (Deputy Commissioner)			Forwarded	

Previous | Next

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

Deputy commissioner:



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](#)

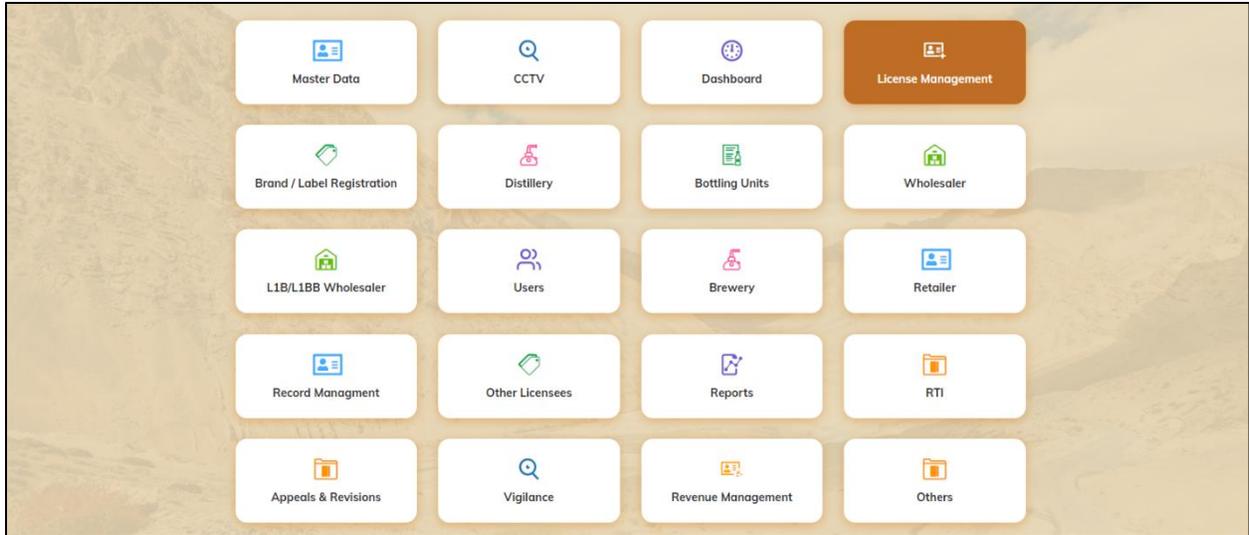
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Don't have an account? [Sign Up](#)

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

- 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.

LICENSE SURRENDER

Start Date: 17-Mar-2022 End Date: 17-Mar-2022 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)				
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)		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)		Licensee Surrendered	Completed	
4	LS2200005	venkata mahesh	L2200365	bezawada distilleries	Private	Permits	Fresh Issuance of License	L50	L50	19-Feb-2022	Financial Commissioner (Financial Commissioner)			Forwarded	
5	LS2200004	VENKATA MAHESH	L2100143	BEZAWADA BOTTLING UNIT	Private	Manufacturing License	Fresh Issuance of License	Bottling Unit	L11	02-Feb-2022	0			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)			Forwarded	
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)		Forward	Forwarded	

Previous Next

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

License Surrender ✕

Location *

Designation *

Officer Name

Status * Max 498 Characters

Remarks *

- User need to enter remarks and click on forward.

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	V_M (Officer)		<input type="button" value="Forwarded"/>	<input type="button" value="Forwarded"/>	<input type="button" value="Forwarded"/>

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

Excise Officer/Circle Officer:

- User required to 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.

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



LICENSE SURRENDER

Start 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	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar-2022	V.M (Officer)		Need To Verify	Forwarded	

Previous Next

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

Licensee Details ✕

Surrender Reference Number:

Licensee Name:

License Number:

Current Stock In Cases:

Current Stock In Bottles:

Current Stock In BLS:

Current Stock In PLs:

Import Fee (Rs -):

Export Fee (Rs -):

Excise Duty (Rs -):

Bottling Fee (Rs -):

Verify & Submit

Licensee Details ✕

Hologram Fee (Rs -):

RED (Rs -):

ARED (Rs -):

ETDF (Rs -):

Penalties (Rs -):

Others (Rs -):

Total Dues (Rs-):

Reason For Surrender:

Pending Stock: Yes No

Pending Dues: Yes No

Remarks:

Verify & Submit

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

Dashboard | Master Data | License Management | Brand / Label Registration | Distillery | Over Time Process | RTI | Appeals & Revisions | Others | Reports

LICENSE SURRENDER License Management > License Surrender

Start 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	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar-2022	Vasu Badisa (New License User)		View	Pending Amount	

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

- 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

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→ [RTI](#)

→ [EoDB Dashboard](#)

→ [Third Party Verification](#)

→ [Excise Dashboard](#)

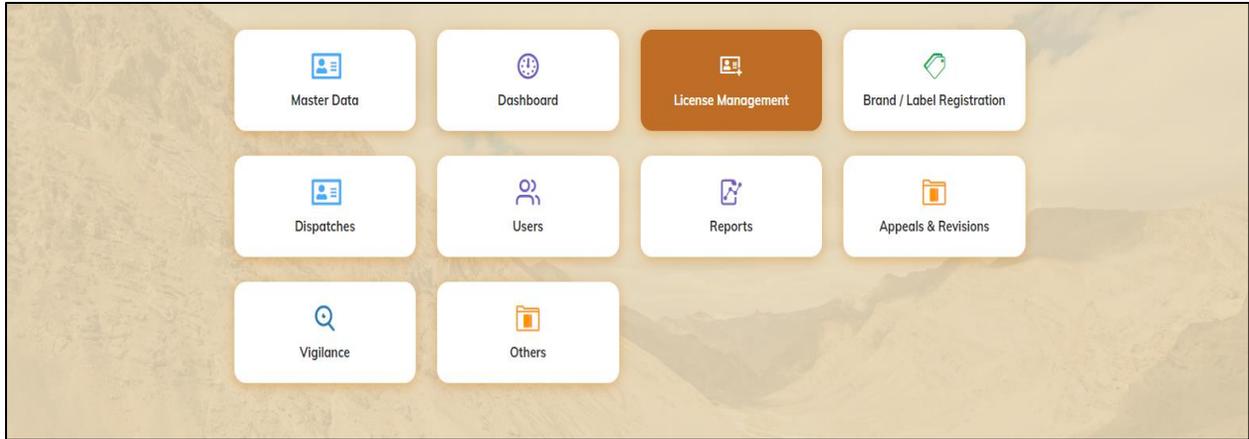
→ [Activity Videos](#)

→ [Download APK](#)

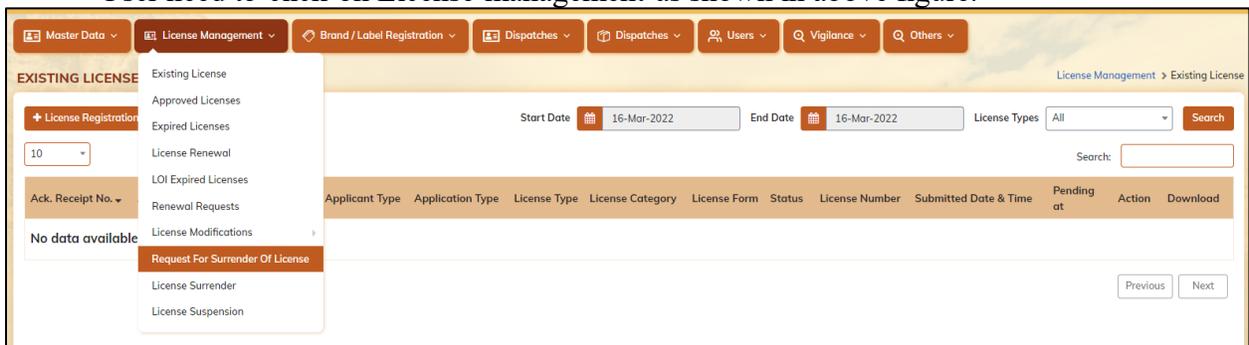
Don't have an account? [Sign Up](#)

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

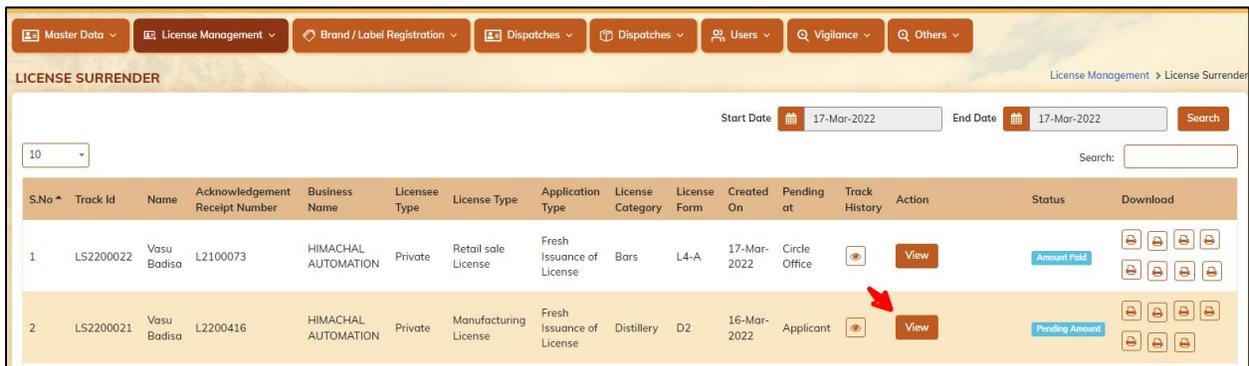
- User required to Login with given credentials
- Enter user name, password and verification code.
- After all fill fields are completed click on Login.



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



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



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

Licensee Details ✕

Surrender Reference Number:

License Name:

License Number:

Current Stock In Cases:

Current Stock In Bottles:

Current Stock In BLs:

Current Stock In PLs:

Import Fee (Rs /-):

Export Fee (Rs /-):

Excise Duty (Rs /-):

Bottling Fee (Rs /-):

[Submit](#)

Licensee Details ✕

ETDF (Rs /-):

Penalties (Rs /-):

Others (Rs /-):

Total Dues (Rs/-):

Reason For Surrender:

Challan Number:

Challan Amount:

Challan Copy:

Challan Date:

Remarks:

[Submit](#)

- 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.

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

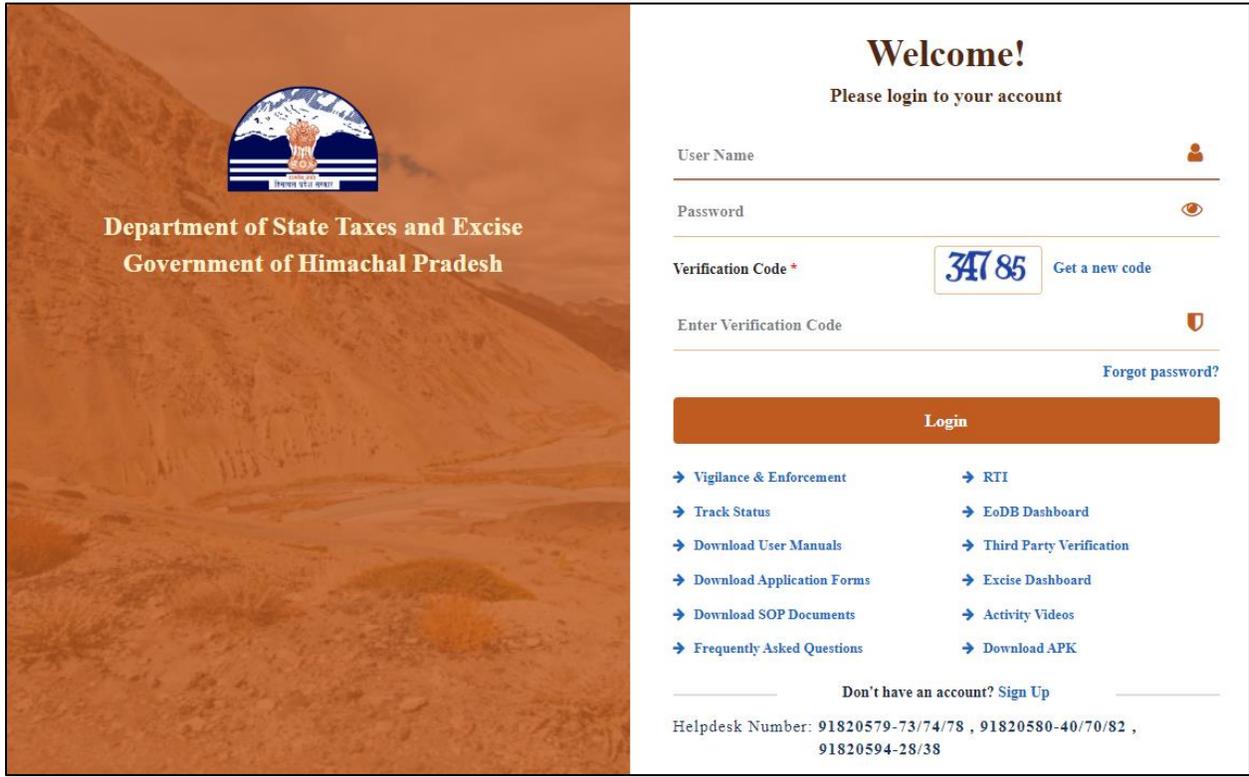
LICENSE SURRENDER License Management > License Surrender

Start Date
End Date
[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		View	Amount Paid	
2	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar-2022	Officer		View	Amount Paid	

Excise Officer:



Welcome!
Please login to your account

User Name

Password

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

Enter Verification Code

[Forgot password?](#)

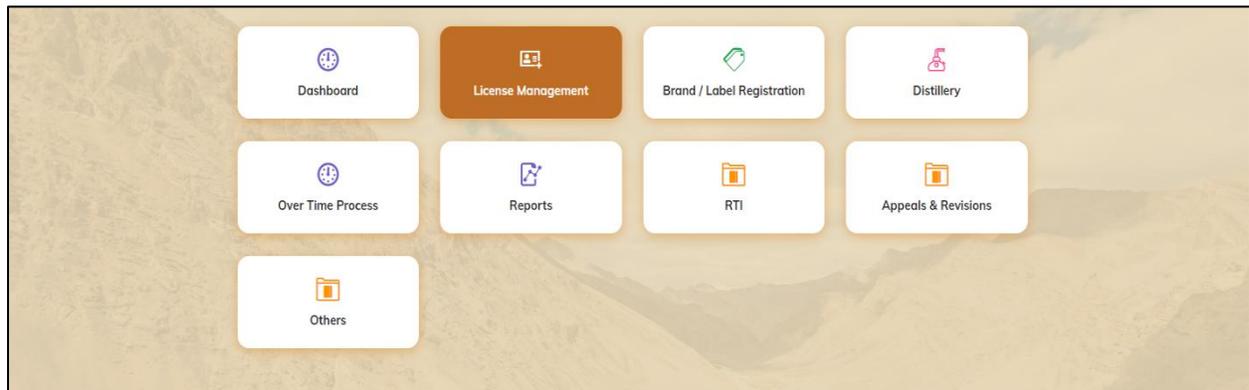
Login

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- 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

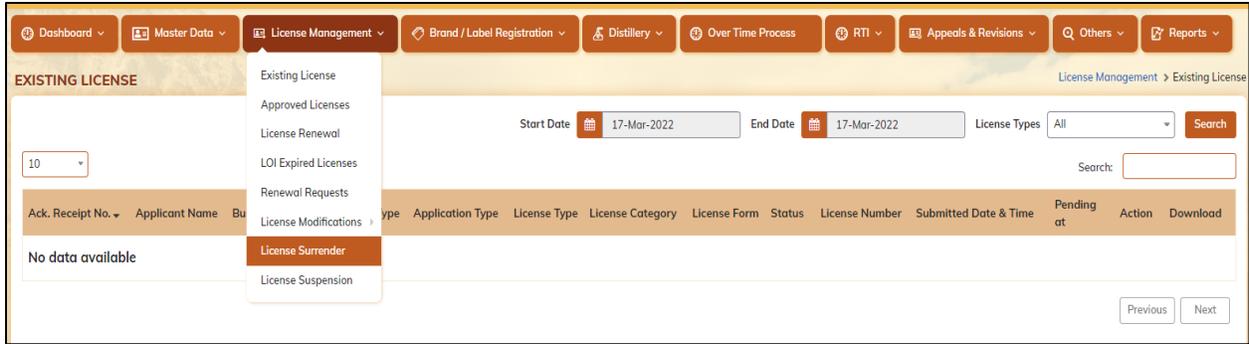
Don't have an account? [Sign Up](#)

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

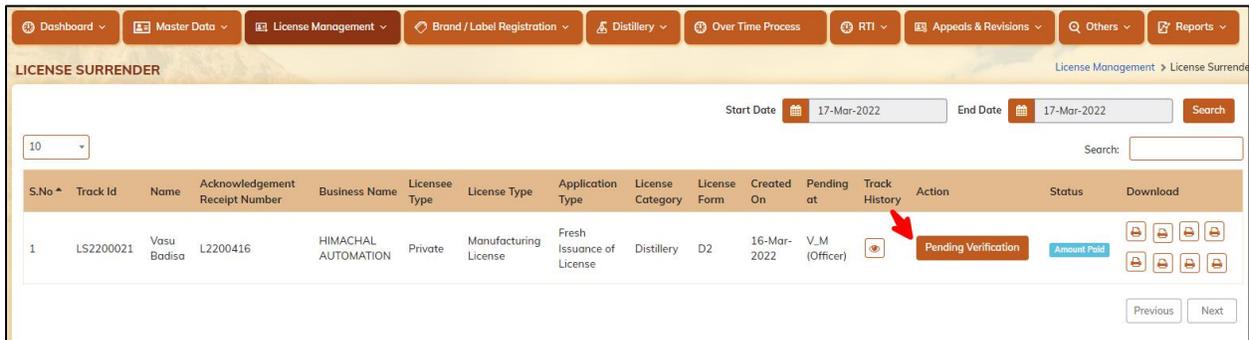
- User required to provide valid credentials as mentioned in above figure and click on Login.



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



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



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	V..M (Officer)		Pending Verification	Amount Paid	

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

Licensee Details ✕

Surrender Reference Number:

Licensee Name:

License Number:

Current Stock In Cases:

Current Stock In Bottles:

Current Stock In BLs:

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

Licensee Details ✕

Penalties (Rs /-):

Others (Rs /-):

Total Dues (Rs/-)*:

Reason For Surrender:*

Pending Stock:* Yes No

Pending Dues:* Yes No

Challan Number :*

Challan Amount:*

Challan Date:*

Clearance Report:* No file chosen

Remarks:*

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

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	Assistant Commissioner Kangra (Assistant Commissioner)		<input type="button" value="View"/>	<input type="button" value="No Pending Dues and Stock"/>	<input type="button" value="Print"/> <input type="button" value="Print"/> <input type="button" value="Print"/> <input type="button" value="Print"/>

- 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?](#)

Login

- [Vigilance & Enforcement](#)
- [Track Status](#)
- [Download User Manuals](#)
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- [RTI](#)
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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 information as mentioned in above figure and click on Login.

Master Data

Dashboard

License Management

Brand / Label Registration

Distillery

Bottling Units

Wholesaler

LIB/L1BB Wholesaler

Users

Brewery

Record Management

Reports

RTI

Appeals & Revisions

Vigilance

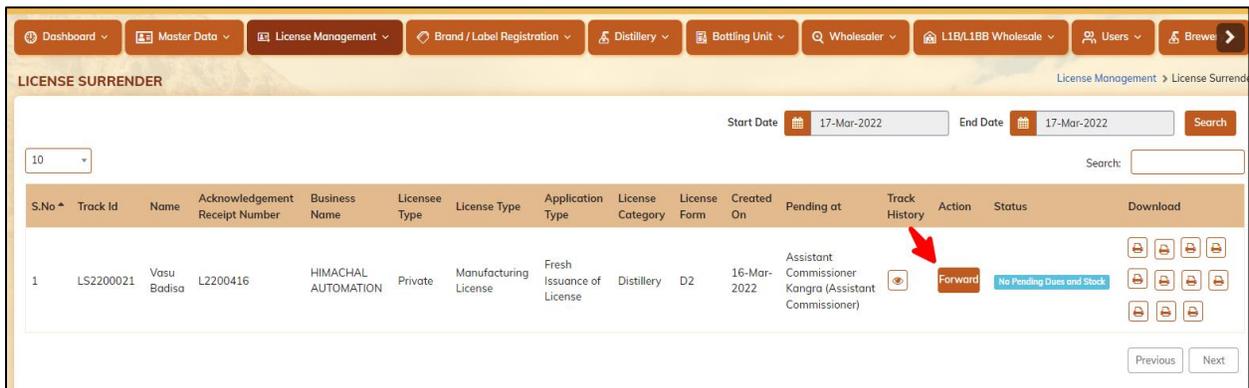
Revenue Management

Others

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



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



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

License Surrender ✕

Location *

Designation *

Officer Name

Status *

Remarks *

- User required to enter remarks and click on submit.

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

LICENSE SURRENDER License Management > License Surrender

Start 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	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar-2022	Kangra Deputy Commissioner (Deputy Commissioner)			Forwarded	

Previous | Next

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

Deputy Commissioner:



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

→ [Vigilance & Enforcement](#)

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→ [RTI](#)

→ [EoDB Dashboard](#)

→ [Third Party Verification](#)

→ [Excise Dashboard](#)

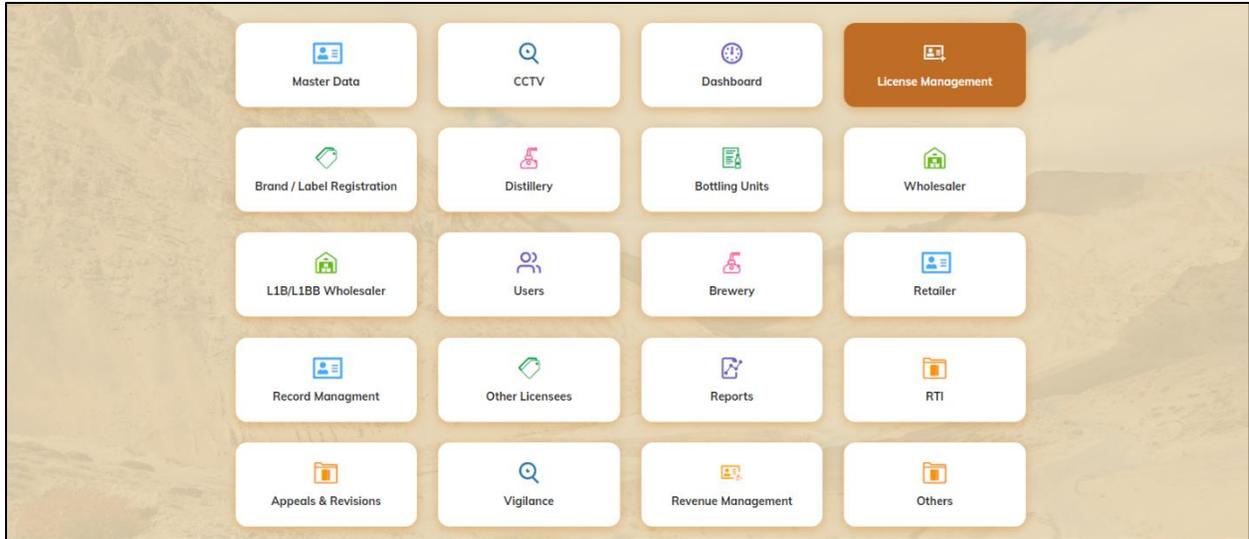
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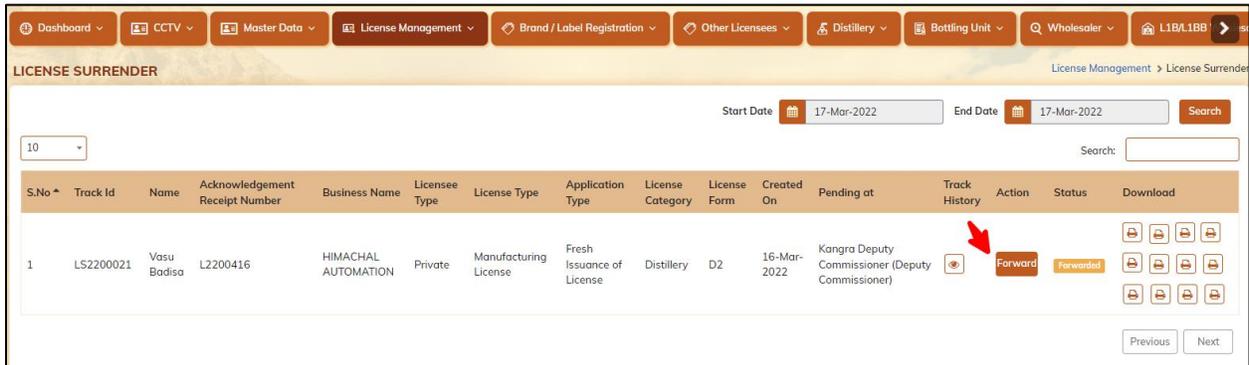
Don't have an account? [Sign Up](#)

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

- User required to provide valid information 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 forward as shown in above figure and a pop-up will be displayed as shown below.

License Surrender ✕

Location *

Designation *

Officer Name

Status *

Remarks *

Submit

- User need to enter remarks and click on submit.

Dashboard | CCTV | Master Data | License Management | Brand / Label Registration | Other Licensees | Distillery | Bottling Unit | Wholesaler | L1BL1BB

LICENSE SURRENDER License Management > License Surrender

Start 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	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar-2022	Superintendent North Zone (Superintendent Zonal)			Forwarded	

Previous | Next

- 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 * 34785 [Get a new code](#)

Enter Verification Code

[Forgot password?](#)

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→ [Frequently Asked Questions](#)

→ [RTI](#)

→ [EoDB Dashboard](#)

→ [Third Party Verification](#)

→ [Excise Dashboard](#)

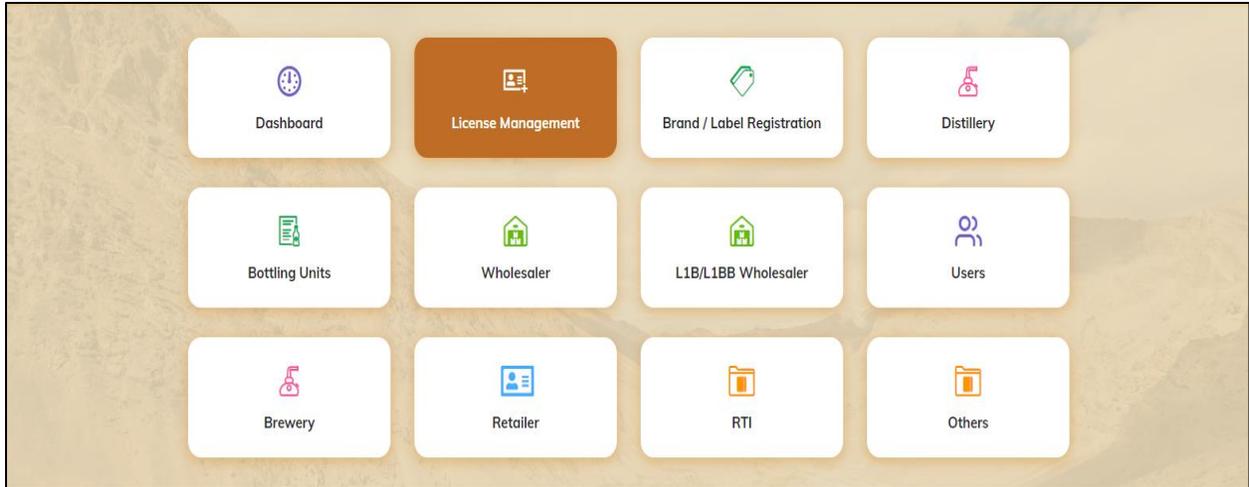
→ [Activity Videos](#)

→ [Download APK](#)

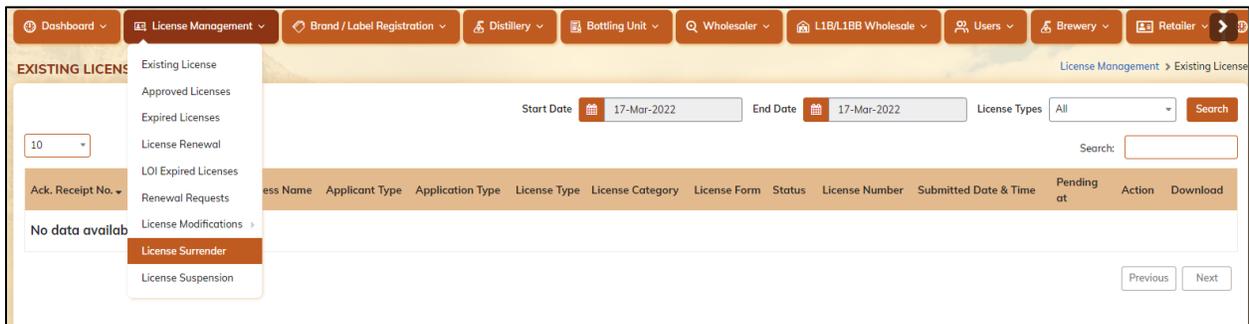
Don't have an account? [Sign Up](#)

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

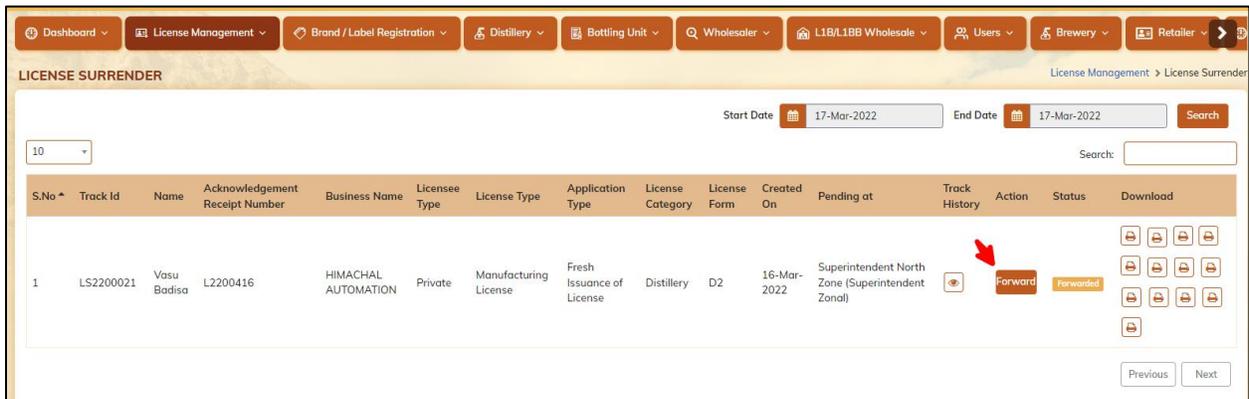
- User required to Enter user name, password and verification code, then click on login



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



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



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

License Surrender ✕

Location *

Designation *

Officer Name

Status *

Remarks *

Forward

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

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

LICENSE SURRENDER
License Management > License Surrender

Start Date End Date

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	Dealing Assistant North Zone (Collector Dealing Assistant)		<input type="button" value="Forwarded"/>		

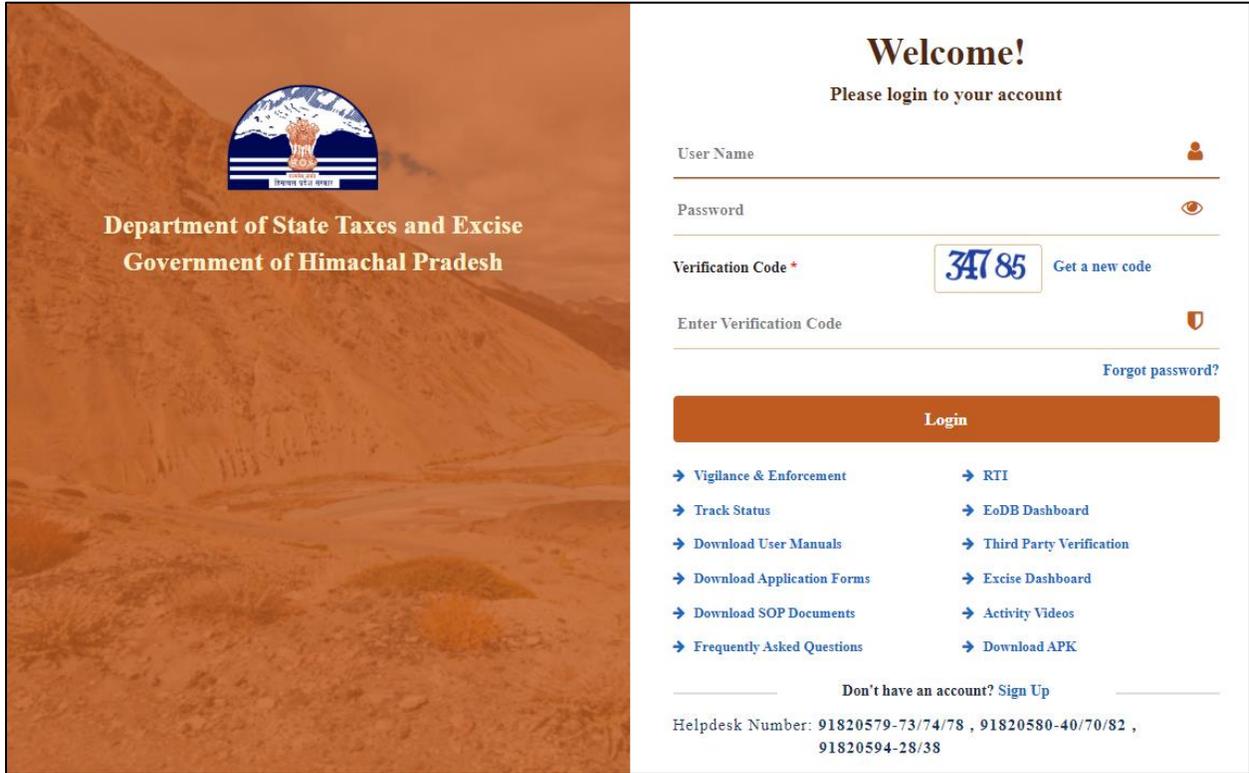
- A new page will appear as below, select license management, then you are redirected to another page

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 **SUP-DA-SUP** now collector need to forward application, follow as below for forwarding the application.



Welcome!
Please login to your account

User Name 

Password 

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

Enter Verification Code 

[Forgot password?](#)

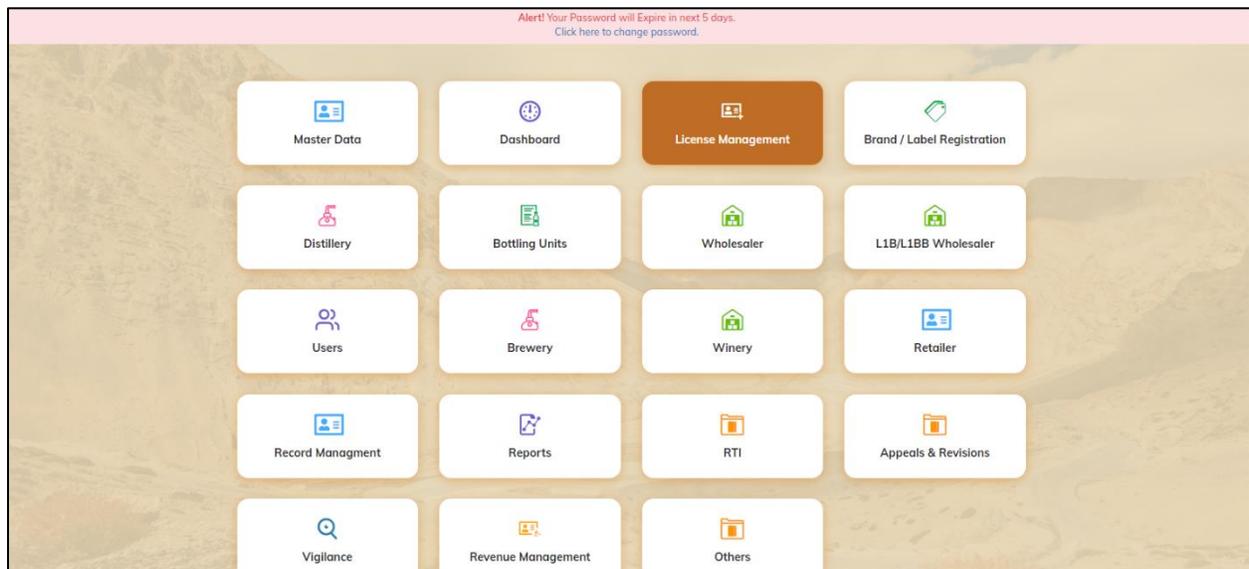
Login

→ [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](#)

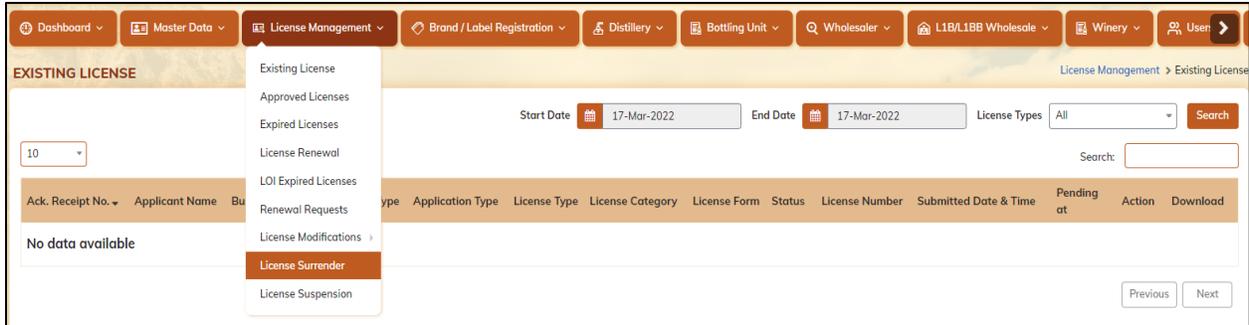
Don't have an account? [Sign Up](#)

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

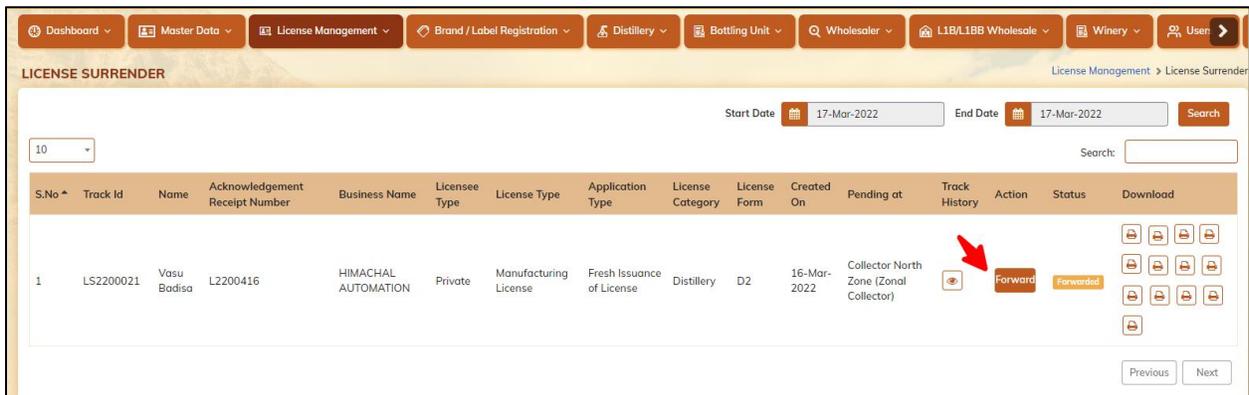
- User need to provide valid credentials as mentioned in above figure and click on Login.



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



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



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	Collector North Zone (Zonal Collector)		Forward	Forwarded	

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

License Surrender ✕

Location *

Designation *

Officer Name

Status *

Remarks *

Submit

- A pop-up will appear as License suspension/cancellation.
- 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

LICENSE SURRENDER License Management > License Surrender

Start 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	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar-2022	Superintendent HQ STE (Superintendent HQ)			Forwarded	

Previous | Next

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

Head Quarters:

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?](#)

Login

→ [Vigilance & Enforcement](#)

→ [Track Status](#)

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→ [Download Application Forms](#)

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→ [Frequently Asked Questions](#)

→ [RTI](#)

→ [EoDB Dashboard](#)

→ [Third Party Verification](#)

→ [Excise Dashboard](#)

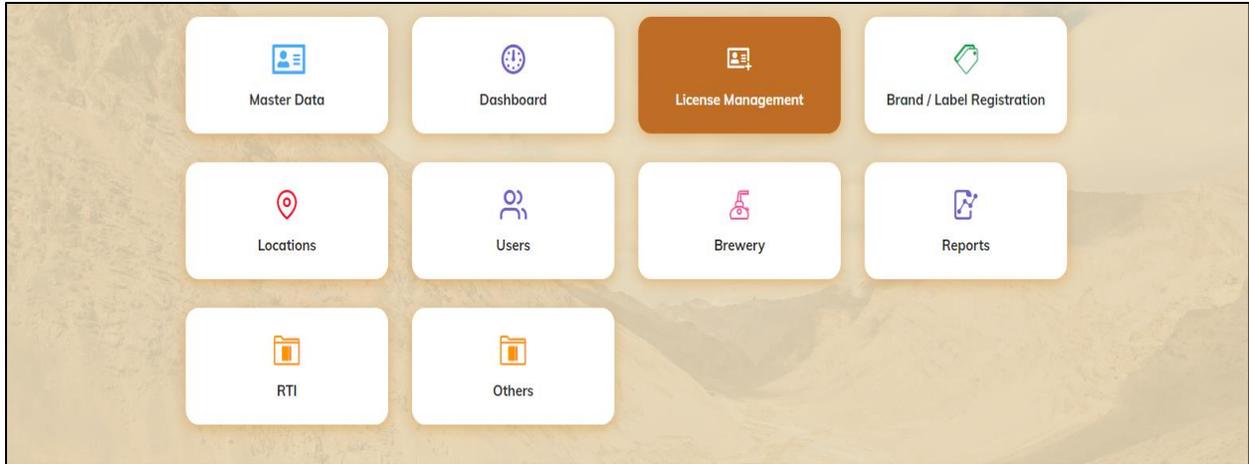
→ [Activity Videos](#)

→ [Download APK](#)

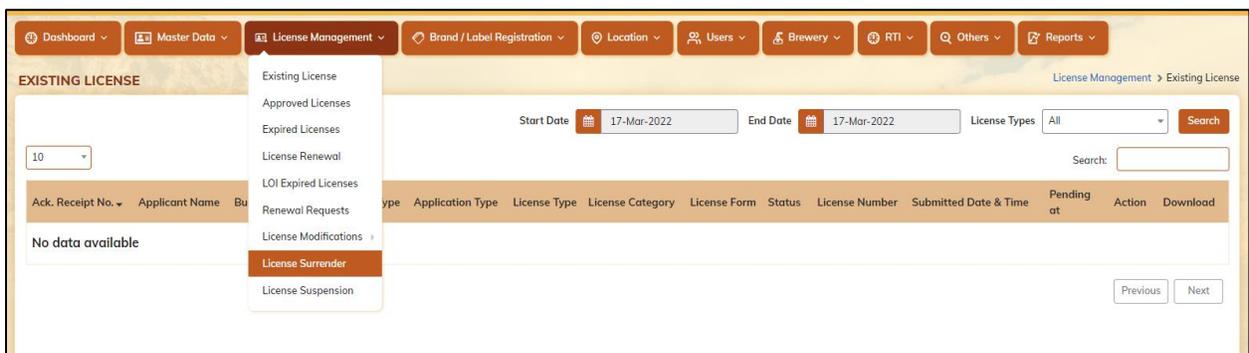
Don't have an account? [Sign Up](#)

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

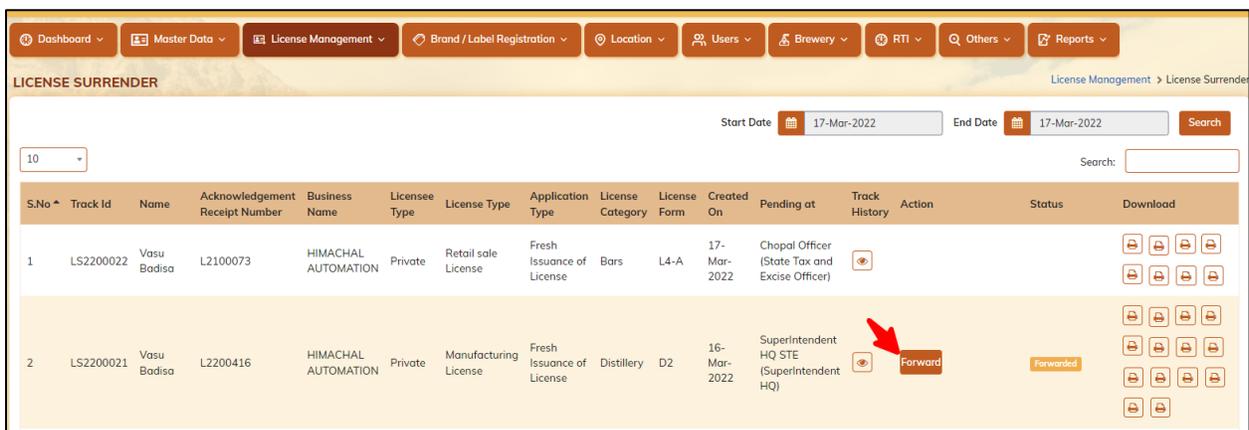
- User required to Enter user name, password and verification code, then click on login.



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



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



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

License Surrender ✕

Location *

Designation *

Officer Name

Status *

Remarks *

Forward

- User need to Enter remarks and click on submit.

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

License Management > License Surrender

Start Date: End Date:

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)				
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)			Forwarded	

- 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 → Commissioner



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

Financial Commissioner Login:

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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- [Track Status](#)
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- [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 provide valid credentials 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

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 surrender as shown in above figure.

S.No	Track Id	Name	Acknowledgement Receipt Number	Business Name	License 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)				
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	

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

License 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 /-):

Cancel License

Licensee Details ✕

Assessee Tee (Rs /-):

VAT (Rs /-):

Hologram Fee (Rs /-):

RED (Rs /-):

ARED (Rs /-):

ETDF (Rs /-):

Penalties (Rs /-):

Others (Rs /-):

Total Dues (Rs/-)*:

Reason For Surrender:*

Remarks:*

[Cancel License](#)

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

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

License Management > License Surrender															
LICENSE SURRENDER															
Start Date <input type="text" value="17-Mar-2022"/> End Date <input type="text" value="17-Mar-2022"/> Search															
Search: <input type="text"/>															
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)				
2	LS2200021	Vasu Badisa	L2200416	HIMACHAL AUTOMATION	Private	Manufacturing License	Fresh Issuance of License	Distillery	D2	16-Mar-2022	Vasu Badisa (New License User)		License Surrendered	Completed	

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

Thank you.....