



DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



Revenue Management User Reference Manual

C-TEL INFOSYSTEMS PVT. LTD Hyderabad, Telangana



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



1.0verview:

- 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 Revenue Management of Other Department process.

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 Locations.

Browser:

- Application Is Compatible with Latest Mozilla and Chrome
- 2.2 Help and Contact Information



Revenue Management

Deputy commissioner (District Office):

	Welcome! Please login to your account				
	User Name				
Department of State Taxes and Excise	Password	D			
Government of Himachal Pradesh	Verification Code * 347.85 Get a new code				
	Enter Verification Code	D			
	Forgot passwo	ord?			
	Login				
101 m 101	→ Vigilance & Enforcement → RTI				
	→ Track Status → EoDB Dashboard				
	→ Download User Manuals → Third Party Verification				
	Download Application Forms Freise Dashboard				
	➔ Download SOP Documents → Activity Videos				
and the second second	→ Frequently Asked Questions → Download APK				
and the second second second second	Don't have an account? Sign Up				
and the second	Helpdesk Number: 91820579-73/74/78, 91820580-40/70/82, 91820594-28/38				

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

Real Master Data	Q cctv	() Dashboard	License Management	
O Brand / Label Registration	ی Distillery	Bottling Units	R Wholesaler	
E L1B/L1BB Wholesaler	O) Users	Brewery	E = Retailer	
Record Managment	Other Licensees	Cr Reports	RII	
The second secon	Q Vigilance	ET. Revenue Management	Conterner State St	

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

				C-TEL INFOSYSTEMS PV	T. L1
a) Revenue Lis	t:				
Session Time Left : 55:	43 🗳 🕋	Ms. Deputy Commission	ner 🕛		
~ 💮 RTI ~	Q Revenue Man	agement 🗸 🗔 Aj	p S Re		
	Revenue Target	t			
	Revenue List				

• User need to select Revenue List as mentioned in above figure.

🕀 Dashboard 🗸	E CCTV ~	🔳 Master Data 🗸	🔄 License Management 🗸	🧑 Brand / Label Registration 🗸	🧭 Other Licensees 🗸	🛃 Distillery ~	🛃 Bottling Unit 🗸	Q Wholesaler ~ 💽 L
REVENUE LIST							Rever	nue Management > Revenue List
	Dashboard ~ E CCTV ~ E Master Data ~ E Lá /ENUE LIST Select Month		t Month Apr-2022					
				Generate				

• User required to select months as mentioned in below figure

🕀 Dashboard 🗸	CCTV ~	💵 Master Data 🗸	🖳 License Management 🗸	Brand / Lat	bel Registration 🗸	🔗 Other Licensees 🗸	🔏 Distillery 🗸	🛃 Bottling Unit 🗸	Q Wholesaler ~ 🚺 I
REVENUE LIST	1000	P.A.						Reven	ue Management > Revenue List
		Selec	t Month 🗰 Apr-2	22 2022 Feb Mar Ap Jun Jul Au Oct Nov De	r r r r				

• After selection of month as mentioned in above figure user need to click on Generate report.

						C-TEL II	NFOSYSTEI	VIS P
🕐 Dashboard 🗸	E CCTV ~	💵 Master Data 🗸	🖳 License Management 🗸	🖉 Brand / Label Registration 🗸	🖉 Other Licensees 🗸	a Distillery V	🛃 Bottling Unit 🗸	> "
GENERATE RE	VENUE					Revenue I	Management > Revenue (Generation
			Revenue Generated(F	rom: 01-Apr-2022 To: 30	Apr-2022)			
Duty Paid Transfer		20459.50		Hologram Procurement	46500.00			
Spirit Challan		105000.00		Brand Fee	100000			
Fotal		271959.5						
Remarks :	1	Enter Your Remarks						
	Ĺ		l	Submit				

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

🕀 Dashboard 🗸	E CCTV ~	💵 Master Data 🗸	🖳 License Management 🗸	🔗 Brand / Label Registration 🗸	🔗 Other Licensees 🗸	& Distillery ~	🛃 Bottling Unit 🗸	> w
GENERATE REV	VENUE	Sugar.				Revenue	Management > Revenue G	eneration
			Revenue Generated(F	rom: 01-Apr-2022 To: 30	Apr-2022)			
Duty Paid Transfer		20459.50		Hologram Procurement	46500.00			
Spirit Challan		105000.00		Brand Fee	100000			
Total		271959.5						
Remarks :	[Revenue DATA submitted						
			l	Submit				

• After submitting successfully, the page will be displayed as below.

** user need to handle alert message by clicking on ok**

🕀 Dashboard ~	E CCTV ~	💵 Master Data 🗸	🖳 License Management 🗸	🔗 Brand / Label Registration 🗸	🔗 Other Licensees 🗸	\land Distillery ~	🛃 Bottling Unit 🗸	×
REVENUE LIST						Re	venue Management 🗦 Rev	venue Lis
		Select Mont	th Apr 2022					
			Apr-2022	Generate				
Revenue for th	e month of Ap	ril						
District		Amount	Action	Status				
Solan		271959.50		Submitted to Com	missioner			
TOTAL		271959.5						

• The revenue for the month will be submitted to commissioner as shown in above figure



Commissioner Login:

	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?			
	2	Login				
The Internet and the second	➔ Vigilance & Enforcement	→ RTI				
	→ Track Status	→ EoDB Da	shboard			
	➔ Download User Manuals	→ Third Pa	rty Verification			
	➔ Download Application Forms	→ Excise D:	ashboard			
ALLAR ATTENDED TO A CONTRACT OF A CONTRACT O	➔ Download SOP Documents	→ Activity	Videos			
	→ Frequently Asked Questions	→ Downloa	d APK			
the the same and a second	Don't hav	e an account? Sign U	Jp			
	Helpdesk Number: 91820579-7 91820594-2	3/74/78,918205 8/38	80-40/70/82 ,			

• User required to provide valid credentials as mentioned in above figure and click login button.

Real Master Data	Q cctv	(]) Dashboard	License Management
C Brand / Label Registration	E Distillery	Bottling Units	R Wholesaler
ElB/L1BB Wholesaler	O) Users	Brewery	E = Retailer
Record Managment	Do Hologram Procurement	E Reports	TTI RTI
The second secon	Q Vigilance	E. Revenue Management	C thers

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

							C-TEL	INFOSYS	TEMS PV	/T. LT
~	🔗 Hologram Procurement 🗸	Q Vigilance ~	💮 RTI ~	Q Revenue Management ~	😰 Appeals & Revisions 🗸	Q Others ~	🗗 Reports 🗸	😭 Audit Log 🗸		
		A.M.		Revenue Target						
		Part of the second seco	No	Revenue List						

• User need to click on Revenue List as mentioned in above figure.

	🕑 Dashboard 🗸	💵 ссту ~	💵 Master Data 🗸	트 License Management ~	🖉 Brand / Label Registration 🗸	🔏 Distillery ~	🛃 Bottling Unit 🗸	Q Wholesaler ~	🗟 L1B/L1BB Wholesale 🔰
R	EVENUE LIST								Revenue Management > Revenue List
	Revenue for the	e month of Ap	ril						Set Target
	District		Amount	Action		Status			
	Solan		271959.50	Reject		Submitted to Commis	sioner		
	TOTAL		271959.5						

• User need to **Set Target** as shown in above figure and a pop-up will be displayed as shown in next page.

Set Target f	or May		×
Target :			
		Save	Cancel

• User need to enter Target and click on Save.

🕀 Dashboard ~	Е ссту ~	💵 Master Data 🗸	🔄 License Management 🗸	🔗 Brand / Label Registration 🗸	💰 Distillery ~	🛃 Bottling Unit 🗸	Q Wholesaler ~	🖻 L1B/L1BB Wholesale 义
REVENUE LIST		C. Storman					and the second s	Revenue Management > Revenue Lis
Target revenue for Split Target Revenue for the	May : 48000	oril						θ
District		Amoun	t	Action			Status	
Solan		271959.	50	Reject				
TOTAL		271959.	5					

• After Target is set successfully, now user required to **Split Target** as shown in above figure.



• User required to click on Split Target as shown in figure.

Split Target Target Amount: 4	for May 18000	×
Kangra		
Baddi		
Nurpur		
Bilaspur		
Chamba		
Hamirpur		
Kinnaur		
Mandi		
Shimla		
Sirmaur		
Solan]
	Submit	Cancel

• User need to split the Target accordingly as shown in above figure and click on submit button.

🕀 Dashboar	rd ~ 🔳 CC	гv ~	💵 Master Data 🗸	🔄 License Management 🗸	🔗 Brand / Label Registration 🗸	🔏 Distillery ~	🛃 Bottling Unit 🗸	Q Wholesaler ~	🔒 L1B/L1BB Wholesale 🔊
REVENUE	LIST								Revenue Management > Revenue Lis
Revenue	for the month	of Ap	ril						
District			4		h at as			Status	
District			Amount		Action			Status	
Solan			271959.	50	Reject				
TOTAL			271959.	5					

- The Revenue for the month is successfully generated as displayed in above figure.
- User need to click on print icon for a copy of revenue.

	Revenue for the month of April																			
S No.	District	Duty Paid	Duty Paid Transfer	Hologram Procurement	Import Fee/Excise Duty	Transport Permit	License Registration	License Renewal	Security Deposit	Brand Fee	Label Fee	Indent	Spirit Challan	Spirit Process	License Modification	Letter of Intent	Letter of Intent Renewal	Export Fee	Permit Fee	Total
1	Solan	241659	20459.50	46500.00	237154	124388	286576	219768	186153	100000	390942	370921	105000.00	151624	356832	129600	380213	443482	138436	271959.5
Tota	1	373615	20459.5	46500	232804	378495	366469	284739	324756	100000	401473	271725	105000	419419	130134	367275	222440	173119	326084	4544506.5



Deputy commissioner:

	Welcome! Please login to your account				
	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 p	assword?			
	Login				
A MILLING AND A MARKED	→ Vigilance & Enforcement → RTI				
	→ Track Status → EoDB Dashboard				
	→ Download User Manuals → Third Party Verification				
	Download Application Forms Fxcise Dashboard				
	Download SOP Documents Activity Videos				
	→ Frequently Asked Questions → Download APK				
The state 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 credentials as mentioned in above figure and click on login button.

L Master Data	Q cctv	(1) Dashboard	License Management	
C Brand / Label Registration	ی Distillery	EA Bottling Units	(FR) Wholesaler	
E L1B/L1BB Wholesaler	O) Users	Brewery	Retailer	
Record Managment	Other Licensees	C Reports	RII	
Appeals & Revisions	Q Vigilance	E. Revenue Management	Cthers	

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



• The Revenue Target will be displayed as shown in above figure and user need to click on Print icon for copy of Revenue.

District: Sola Month: May	
TYPE OF FEE	AMOUNT
Dutypaidtransfer	164858.10
HologramProcurement	7750.00
SpiritChallan	143262.00
Total	315870.1
Proposed Revenue Target	6000
Generated Revenue	315870.1
Target Achieved(%)	15793.5

Reports:

• User can see the reports of revenue management in reports tab,

Sessi	on Time Left : 58:3:	5 🧳 🏠 Ms. 1	Deputy Cor	nmissioner	Ċ
sions ~	Q Others ~	🗗 Reports ~	O Record	l Managme	at ~
	19	Bottling Unit			
		Distillery	5.		
		Brewery			
		Wholesale			
		Retailer	- >-		
		RTI Reports			
		Record Keeping			
District Revenu	Wise Monthly e	Revenue Managem	ient 🕨		
Yearly I	Revenue	1			
Revenu	e Report				
Annual	License Fee				

- User Required to select the district wise monthly Revenue as shown in above figure.
- a) District Wise Monthly Revenue:

🕐 Dashboard 🗸	E CCTV ~	💵 Master Data 🗸	🔄 License Management 🗸	🧷 Brand / Label Registration 🗸	🧑 Other Licensees 🗸	a Distillery ~	🛃 Bottling Unit 🗸	Q Wholesaler ~	
DISTRICT WISH	E MONTHLY						Revenue Mana	gement > District Wise	e Monthly
		Selec	t Month	Apr-2022					
		Selec	t District All	Apr-2022		•			
				Ð					
				_					ĺ

• User need to select month and District accordingly to find the Report monthly wise and click on print icon to view the Report as shown in next page.

District: Month: A	All April
TYPE OF FEE	AMOUNT
Brand Fee	100000
Duty Paid Transfer	20459.50
Hologram Procurement	46500.00
Spirit Challan	105000.00
Total	271959.5

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Session Time Lo	eff : 58:35	K 🏠 Ms.	Deputy Co	mmissioner	
ons ~ 🛛 Q Oth	ers ~	🗗 Reports ~	() Recor	d Managm	ent
		Bottling Unit			
		Distillery	- 5-		
		Brewery	- ×		
		Wholesale	>-		
		Retailer	\rightarrow		
		RTI Reports	×.		
5		Record Keeping	\rightarrow		
District Wise Mo	nthly	Revenue Managen	ient 🕨		
Revenue		EN DUNKS			
Yearly Revenue					
Revenue Report					
Annual License F	ee				

• User has to select on yearly revenue in revenue management tab.

🕐 Dashboard 🗸	E CCTV ~	💵 Master Data 🗸	🔄 License Management 🗸	🧑 Brand / Label Registration 🗸	🧭 Other Licensees 🗸	& Distillery ~	🛃 Bottling Unit 🗸	Q Wholesaler ~	J I
YEARLY REVEN	NUE						Revenue	Management > Yearly Rev	enue
		Selec	Year	2022					
				2022					

• User has to select the year after clicking on yearly revenue.

								Reve	nue for th	e the yea	r 2021-	22								
s N	Month	Duty Paid	Duty Paid Transfer	Hologram Procurement	Import Fee/Excise Duty	Transport Permit	License Registration	License Renewal	Security Deposit	Brand Fee	Label Fee	Indent	Spirit Challan	Spirit Process	License Modification	Letter of Intent	Letter of Intent Renewal	Export Fee	Permit Fee	Total
1	Apr- 2022	183667	25355.50	201500.00	250981	465477	363351	418671	326723	150000	150420	469239	126000.00	312253	108293	383358	268927	101183	171765	502855.5
2	May- 2022	409760	256398.25	178250.00	9179.20	248995	12000	223316	240238	1560000	465215	423884	593922.00	305705	403851	381030	401283	471614	488038	2609749.45
Te	tal	723317	281753.75	379750	255990.2	658666	347091	702093	308757	1710000	334012	529043	719922	449129	750881	872666	312295	601049	715464	10651878.95
		-																		

c) Revenue Report:

C-TEL INFOSYSTEMS PVT. LTD.

Sessio	on Time Left : 58:3	5 🗳 🏠 Ms.	Deputy Co	nmissioner	Ċ
sions ~	Q Others ~	🗗 Reports 🗸	O Recor	d Managmei	nt ~
		Bottling Unit			
		Distillery	÷.		
		Brewery			
		Wholesale			
		Retailer			
		RTI Reports	•		
-		Record Keeping	•		
District	Wise Monthly	Revenue Manager	nent 🕨		
Yearly I	e Revenue				
Revenu	e Report				
Annual	License Fee				

• User need to click on revenue Report as mentioned in above figure.

🚯 Dashboard ~	E CCTV ~	🔳 Master Data 🗸	🔄 License	Management 🗸	🥏 Brand / Label Registration	~ 🖉 🔗 Other I	Jicensees 🗸	🛃 Distillery 🗸	🛃 Bottling Unit 🗸	Q Wholesaler ~
RETAILER REV	ENUE REPORT	r						R	eports > Revenue Man	gement > Retailer Revenue Repor
		Selec	As	Select			•			
		Selec Year	Month and	May 2022						
					8					

• User need to select as applicable as shown in figure.

🕐 Dashboard 🗸	E CCTV ~	🔳 Master Data 🗸	E License M	Management ~	🥏 Brand / Label Registration 🗸	Other Licensee:	s ~ 🛛 🔏 Distillery ~	🛃 Bottling Unit ~	Q Wholesaler ~	>
RETAILER REV	ENUE REPORT	r						Reports > Revenue Manage	ement > Retailer Revenu	e Report
		Selec Appl Selec Year	t As icable t Month and	Select						
				Manufacturing Wholesale Retailer						

• User need to select From Dropdown as shown.

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Dashboard ~	🖪 ссту ~	💵 Master Data 🗸	🔄 License	Management ~	🔗 Brand / Label Registration ~	🧭 Other Licensees 🗸	🛃 Distillery ~	🛃 Bottling Unit 🗸	Q Wholesaler ~	
ILER REV	VENUE REPOR	T					Re	eports > Revenue Manage	ement > Retailer Reven	ae Report
		Selec	Select As Ma Applicable			*				
		Selec	t Month and	May 2022						

• User need to Select month and year, then click on Print icon.

		Liftin	g and Consump	otion Comp	parative State	ment of upto N	fay 2022 in	respect of Shi	mla district.			
Name of the District	Lifting	during the mo	nth May 2021	Lifting	up to the mor	th May 2021	Lifting	during the mo	nth May 2022	Lifting	up to the mor	th May 2022
Shimla	CL(PL)	IMFL(PL)	BEER(BL)	CL(PL)	IMFL(PL)	BEER(BL)	CL(PL)	IMFL(PL)	BEER(BL)	CL(PL)	IMFL(PL)	BEER(BL)
Total												
				1								
	1			1			1			1		
Name of the District	Lifting	during the mo	nth May 2021	Lifting	up to the mor	th May 2021	Lifting	during the mo	nth May 2022	Lifting	up to the mor	th May 2022
Shimla	CL(PL)	IMFL(PL)	BEER(BL)	CL(PL)	IMFL(PL)	BEER(BL)	CL(PL)	IMFL(PL)	BEER(BL)	CL(PL)	IMFL(PL)	BEER(BL)
		1	1	1	1	1	1	1	1	1	1	1

d) Annual License Fee:

ns v	Q Others ∨	🗗 Reports 🗸	() Reco	ord Managme	nt
		Bottling Unit			
		Distillery	÷		
		Brewery	>		
		Wholesale			
		Retailer	•		
		RTI Reports	×		
		Record Keeping	•		
District	Wise Monthly	Revenue Managemo	ent 🕨		
Revenu	e		-		
Yearly	Revenue				

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

⑦ Dashboard ~ E CCTV ~ E Master Data ANNUAL LICENSE FEE	~ E Licen	se Management ~	🧷 Brand / Label Registration 🗸	🔗 Other Licensees 🗸	🔏 Distillery ~	Bottling Unit V	Q Wholesaler ~	
ANNUAL LICENSE FEE						and the second s		
	Select District	Select District				Reports > Revenue Ma	anagement > Annual L	icense Fee
	Select Month and Year	May 2022	_					

• User required to select district and month, year respectively.

() Dashboard ~	Е ссту ~	💵 Master Data 🗸	E License	Management ~	🤣 Brand / Label Registration 🗸	🔗 Other Licensees 🗸	Distillery ~	🛃 Bottling Unit 🗸	Q Wholesaler ~	
ANNUAL LICEN	SE FEE							Reports > Revenue Ma	unagement > Annual L	icense Fee
		Selec Selec Year	t District t Month and	Select District Select District Kangra Baddi Nurpur Bilaspur						
				Chamba						

• User need to select as mentioned in above figure.

🚯 Dashboard ~	E CCTV ~	💵 Master Data 🗸	트 License Management ~	🏷 Brand / Label Registration 🗸	🖉 Other Licensees 🗸	& Distillery ~	🛃 Bottling Unit 🗸	Q Wholesaler ~ 🚺
ANNUAL LICEN	SE FEE	P.A.					Reports > Revenue Ma	anagement > Annual License I
		Selec	t District Solan		*			
		Selec Year	t Month and Apr 2022					
				0				

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

Annual License Fee					
Annual License Fee For the Year 2021-22 for the month of Apr 2022 R/o of District Solan(HP)					
License Fee for remaining for the year 2021-22 ie June,2021 to May,2022 (IN RS.)	Monthly License Fee (IN RS.)	Monthly License Fee Due up to the month of Apr 2022 (IN RS.)	License Fee Recoverd During the month of Apr 2022 (IN RS.)	License Fee Recoverd Up to the month of Apr 2022 (IN RS.)	BALANCE AS ON Apr 2022 (IN RS.)

Thank you.

