



DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



APPEAL & REVISION

User Reference Manual

C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

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

1.Overview:

- Implementation Of An E-Governance Systems for Excise Functions Of “Department of State Taxes and Excise Government Of Himachal Pradesh”
- The Purpose of This Document Is to Provide a Detailed Description to The User Which Helps to Perform Appeal and revision which is present in 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 wholesaler.

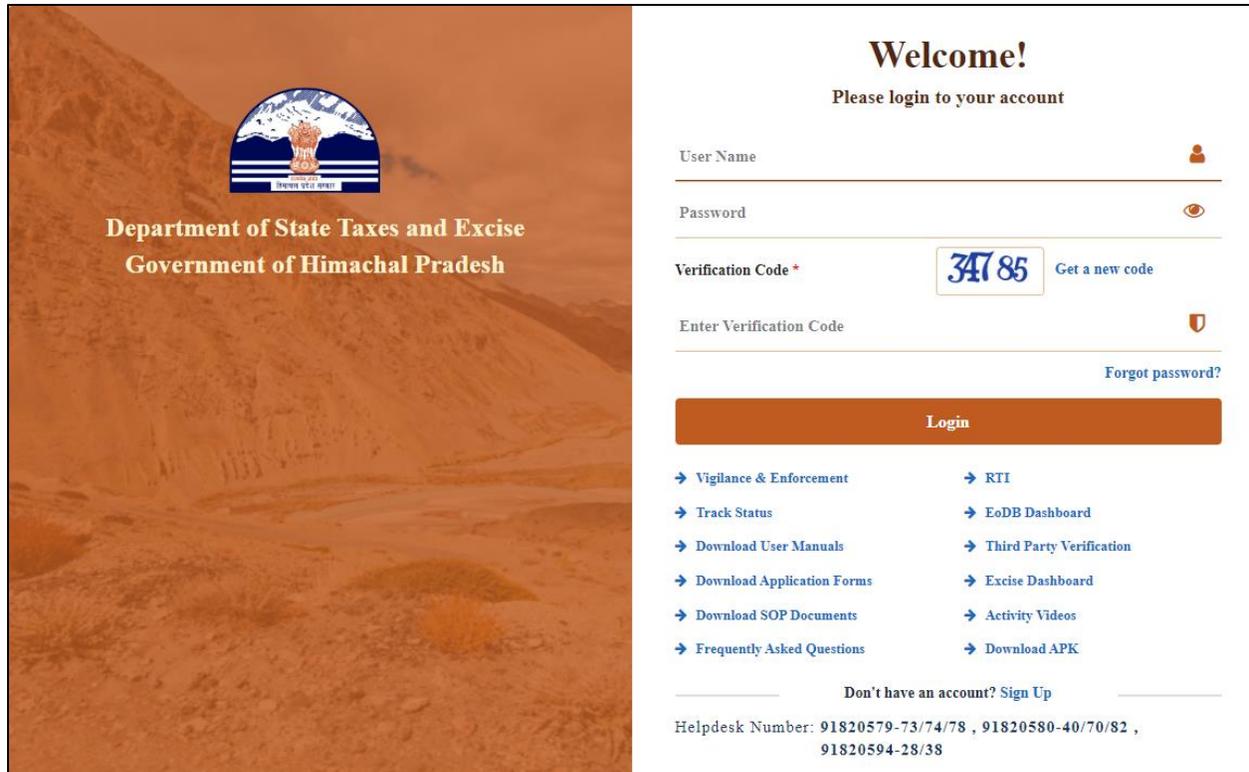
Browser:

- Application Is Compatible with Latest Mozilla and Chrome

2.2 Help and Contact Information

LICENSEE APPEAL:

- Navigate to the URL provided and login as Licensee with valid username and password credentials



Welcome!
Please login to your account

User Name 

Password 

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

Enter Verification Code 

[Forgot password?](#)

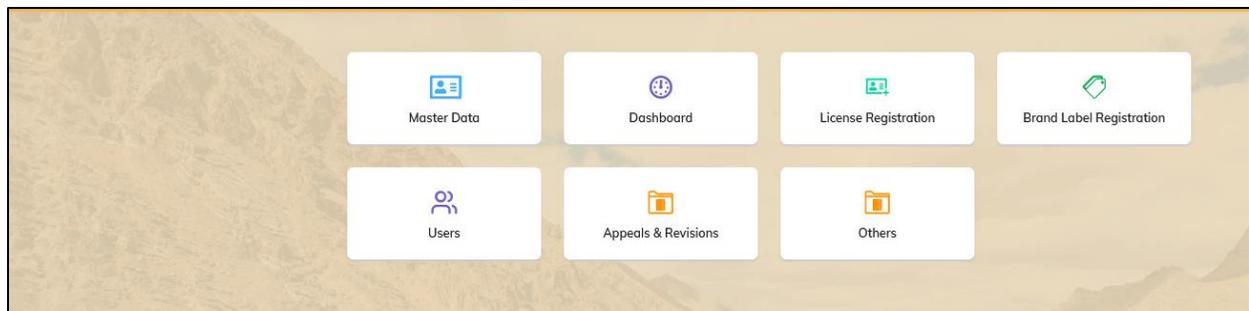
Login

- [Vigilance & Enforcement](#)
- [Track Status](#)
- [Download User Manuals](#)
- [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

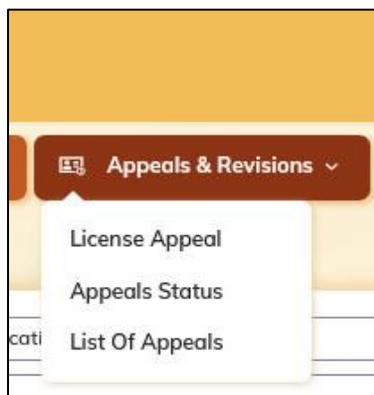
- Click on Appeals and Revisions icon as shown below



Master Data Dashboard License Registration Brand Label Registration

Users **Appeals & Revisions** Others

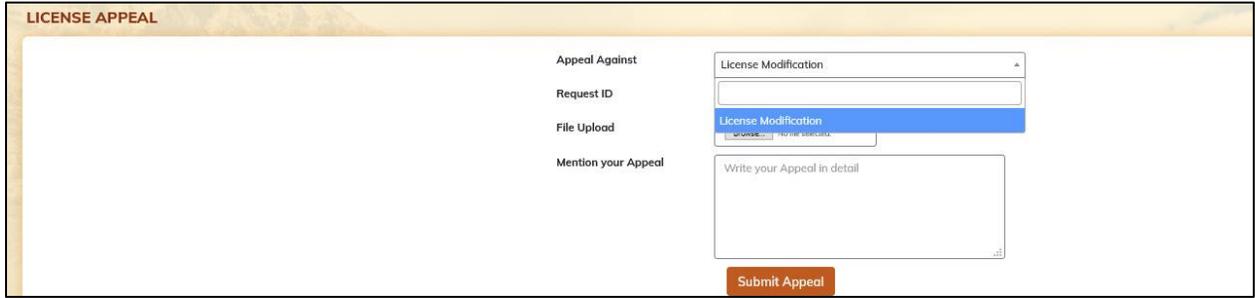
- Click on Licensee Appeal sub tab to Appeal against any order passed by officials



Appeals & Revisions ▾

- License Appeal
- Appeals Status
- List Of Appeals

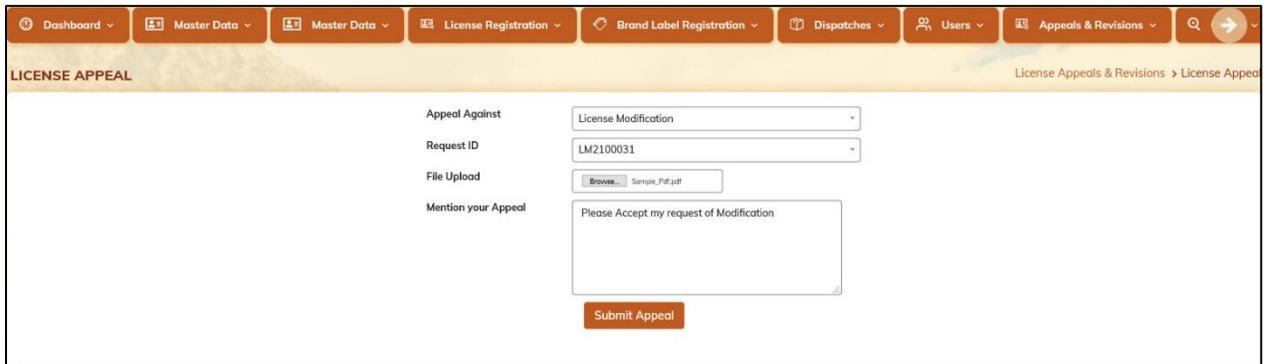
- Select the Appeal type from drop-down list to which Licensee need to Appeal



The screenshot shows a web form titled "LICENSE APPEAL". It contains the following fields:

- Appeal Against:** A dropdown menu with "License Modification" selected and highlighted in blue.
- Request ID:** An empty text input field.
- File Upload:** A "Browse..." button and a "Sample_Pdf.pdf" link.
- Mention your Appeal:** A text area with the placeholder text "Write your Appeal in detail".
- Submit Appeal:** An orange button at the bottom right.

- Upload the supporting document required while Appealing
- Mention the reason for the Appeal against the order passed by Officials and Click on Appeal as shown in the below screen



This screenshot shows the same "LICENSE APPEAL" form, but with the following details filled in:

- Appeal Against:** License Modification
- Request ID:** LM2100031
- File Upload:** A "Browse..." button and a "Sample_Pdf.pdf" link.
- Mention your Appeal:** Please Accept my request of Modification
- Submit Appeal:** An orange button at the bottom right.

The top navigation bar includes: Dashboard, Master Data, License Registration, Brand Label Registration, Dispatches, Users, and Appeals & Revisions. The breadcrumb trail is "License Appeals & Revisions > License Appeal".

- Click on OK and handle the alert/popup displayed and note down the Appeal Unique number generated for future reference and also for tracking usage.
- Now the Appeal is requested by Licensee is assigned to Commissioner of Department of State Taxes and Excise

ZONAL COLLECTOR FOR HEARING PURPOSE:

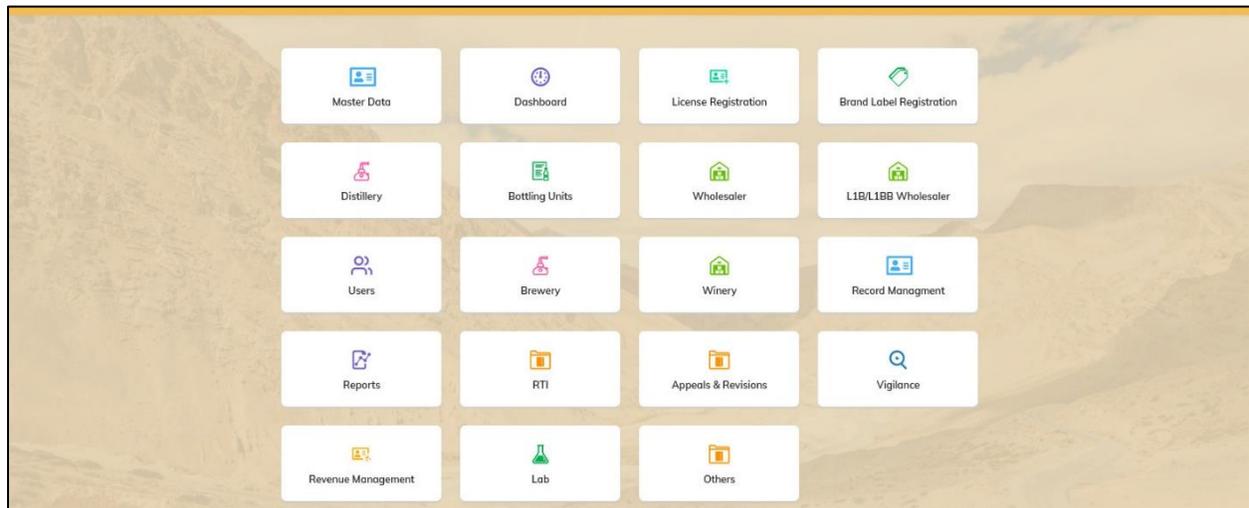


S.No.	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	NA	Pending	

COMMISSIONER ACCEPT/REJECT APPEAL:

ZONAL COLLECTOR ORDER PASSING AGAINST APPEAL:

- Login as Zonal Collector with valid user credentials
- Click on Appeals and Revisions main icon and click on List of Appeals sub tab



- Verify the status and click on eye symbol under Action column to perform hearing of Appeal if the order passed.

Appeal Information
✕

S.No	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Appeal Desc	Pass the Order
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	I sincerely request your kindness to accept my appeal against request mentioned	<input type="text" value="Pass the Order"/>

Request Activity Log

Request Id	Remarks	Remarks By	Created On
LM2100021	I sincerely request your kindness to accept my appeal against request mentioned	LR2100085	24-Feb-2021

- Enter the remarks and **pass the order** to complete the Appeal hearing by clicking on Hear the Case Button.

Appeal Information
✕

S.No	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Appeal Desc	Pass the Order
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	I sincerely request your kindness to accept my appeal against request mentioned	<input type="text" value="Not Accepted for Modification Appeal"/>

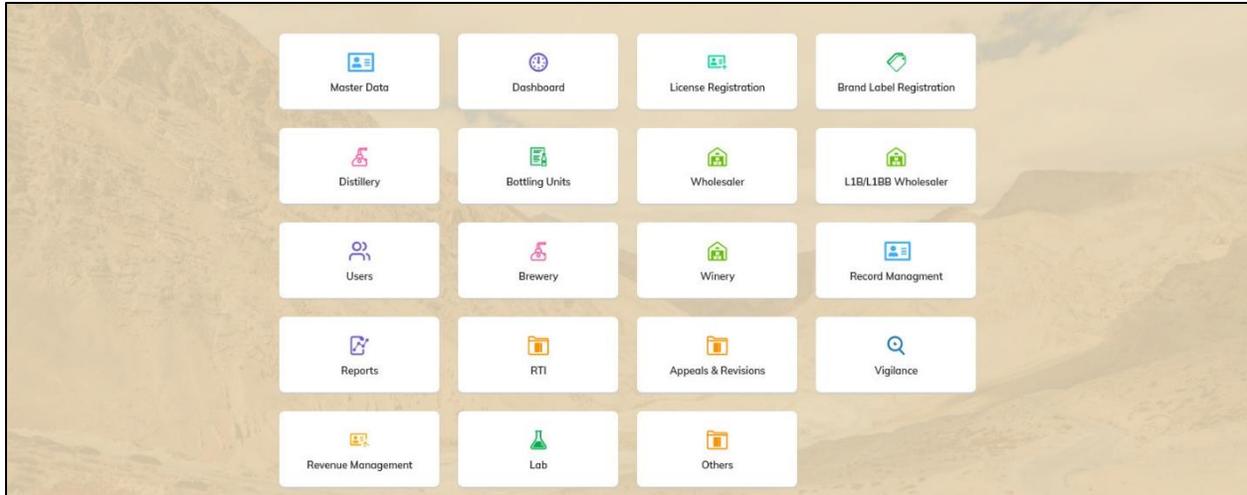
Request Activity Log

Request Id	Remarks	Remarks By	Created On
LM2100021	I sincerely request your kindness to accept my appeal against request mentioned	LR2100085	24-Feb-2021

- Handle the alert by clicking on OK after hearing an Appeal
- If the order passed date is more than **60days** then Zonal Collector can **File the Case** and the Appeal is **closed**.

ZONAL COLLECTOR APPEAL POSTPONE HEARING:

- Login as Zonal Collector with valid user credentials
- Click on Appeals and Revisions main icon and click on List of Appeals sub tab



- Verify the status and click on eye symbol under Action column to postpone the hearing of Appeal if the order passed date is within 60days.

Appeal Information

View Uploaded Document

S.No	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Appeal Desc	Pass the Order
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	I sincerely request your kindness to accept my appeal against request mentioned	Pass the Order

Request Activity Log

Request Id	Remarks	Remarks By	Created On
LM2100021	I sincerely request your kindness to accept my appeal against request mentioned	LR2100085	24-Feb-2021

- Enter the remarks and select the next hearing date from date-picker to postpone the Appeal hearing

Postpone Hearing

Next Hearing Date*

Remarks*

- Handle the alert by clicking on OK after hearing an Appeal
- Verify the Next hearing date passed after postponing the Appeal hearing.

Dashboard | Master Data | License Registration | Brand Label Registration | Users | Appeals & Revisions | Others

LIST OF APPEALS Appeals & Revisions > List of Appeals

Start Date: 24/02/2021 | End Date: 24/02/2021 | Search

10

S.No.	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	26-Feb-2021	Hearing Postponed by Collector	

Previous | Next

LICENSEE REAPPEAL TO COMMISSIONER:

- After successful hearing of Appeal at Zonal Collector the status is displayed as “Case Heard by Collector”

Dashboard | Master Data | License Registration | Brand Label Registration | Users | Appeals & Revisions | Others

APPEALS STATUS License Appeals & Revisions > Appeals Status

Start Date: 24-Feb-2021 | End Date: 24-Feb-2021 | Search

10

S.No.	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	NA	Case Heard By Zonal Collector	

Previous | Next

- Licensee if satisfied with the order passed by Zonal Collector, the appeal can be closed by clicking on eye under Action column and opting to “Yes” related to order passed

Appeal Information X

Request Activity Log

Request Id	Order Passed	Order Passed By	Order Passed On
LM2100021	I sincerely request your kindness to accept my appeal against request mentioned	LR2100085	24-Feb-2021
LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021

Satisfied With Order: Yes No

Remarks:

Submit

- If opted Yes by Licensee the Appeal is Closed and the Status of Appeal is displayed as “Closed”

Dashboard | Master Data | License Registration | Brand Label Registration | Users | Appeals & Revisions | Others

License Appeals & Revisions > Appeals Status

Start Date: 24-Feb-2021 | End Date: 24-Feb-2021 | Search

10 | Search: []

S.No.	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	NA	Closed	

Previous | Next

- Licensee if not satisfied with the order passed by Zonal Collector, the appeal can be closed by clicking on eye under Action column and opting to “No” related to order passed

Appeal Information

Request Activity Log

Request Id	Order Passed	Order Passed By	Order Passed On
LM2100021	I sincerely request your kindness to accept my appeal against request mentioned	LR2100085	24-Feb-2021
LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021

Satisfied With Order: Yes No

Remarks:

Submit

- Handle the alert after opting for “No” and appealing to next higher authority.
- Now the status of Appeal is displayed as “Appealed to Commissioner”

Dashboard | Master Data | License Registration | Brand Label Registration | Users | Appeals & Revisions | Others

License Appeals & Revisions > Appeals Status

Start Date: 24-Feb-2021 | End Date: 24-Feb-2021 | Search

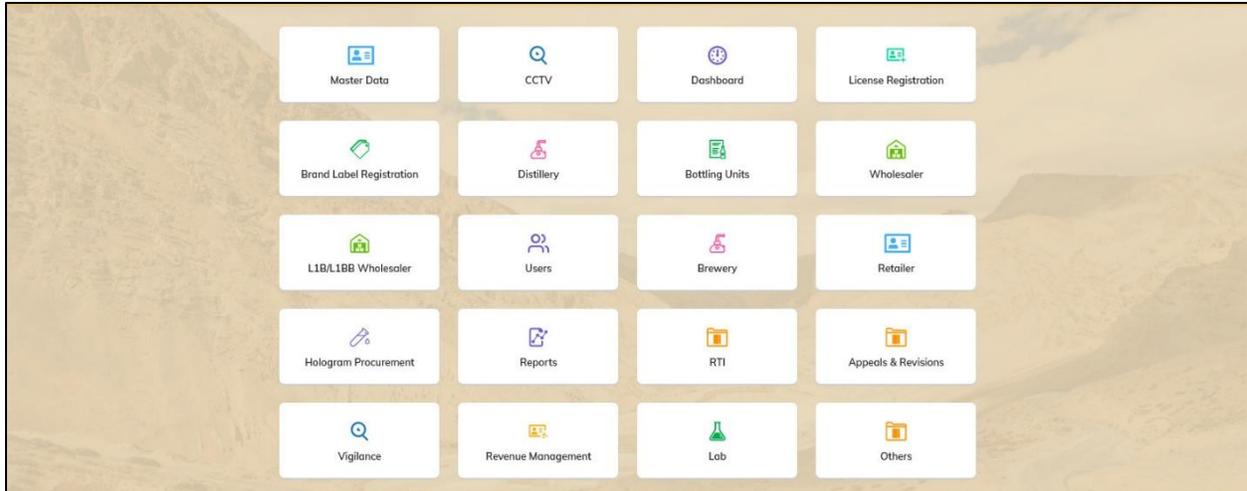
10 | Search: []

S.No.	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	NA	Appealed to Commissioner	

Previous | Next

COMMISSIONER ORDER PASSING AGAINST APPEAL:

- Login as Commissioner with valid user credentials
- Click on Appeals and Revisions main icon and click on List of Appeals sub tab



- Verify the status and click on eye symbol under Action column to perform hearing of Appeal if the order passed date is within 90days.

Appeal Information ✕

Request Activity Log

Request Id	Remarks	Remarks By	Created On
LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021
LM2100021	Not accepted the order passed	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021

Pass the Suitable Order

Pass the Suitable Order

Pass the Suitable Order

Hear The Case
Postpone Hearing

- Enter the remarks and pass the order to complete the Appeal hearing by clicking on Hear the Case Button.

Appeal Information ✕

Request Activity Log

Request Id	Remarks	Remarks By	Created On
LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021
LM2100021	Not accepted the order passed	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021

Pass the Suitable Order

Pass the Suitable Order

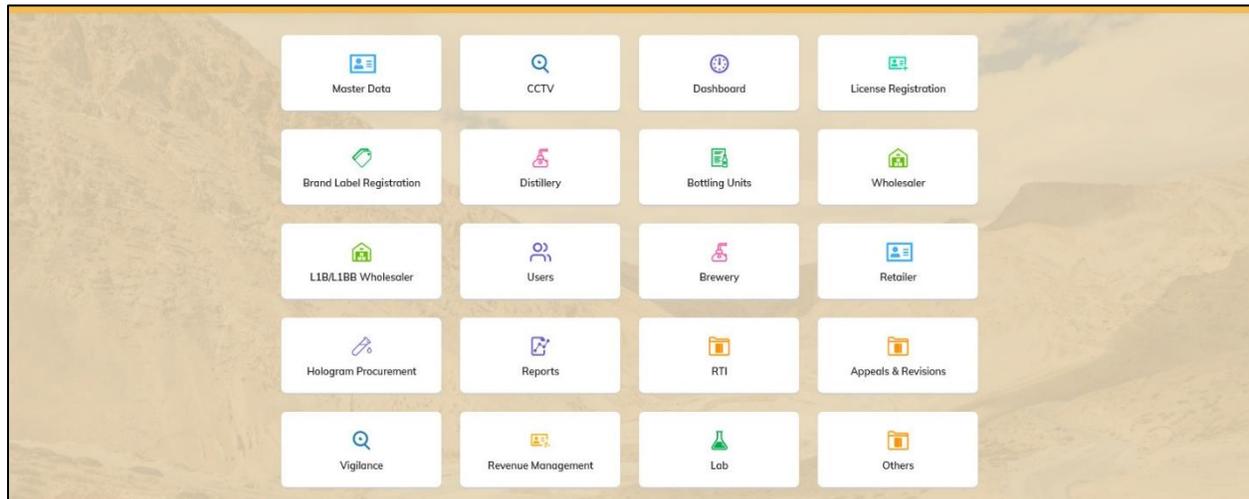
Not accepted the requested appeal

Hear The Case
Postpone Hearing

- Handle the alert by clicking on OK after hearing an Appeal
- If the order passed date is more than **90days** then Commissioner of Department of State Taxes and Excise can **File the Case** and the Appeal is closed.

COMMISSIONER APPEAL FOR NEXT HEARING:

- Login as Zonal Collector with valid user credentials
- Click on Appeals and Revisions main icon and click on List of Appeals sub tab



- Verify the status and click on eye symbol under Action column to postpone the hearing of Appeal if the order passed date is within 90days.

Appeal Information ✕

Request Activity Log

Request Id	Remarks	Remarks By	Created On
LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021
LM2100021	Not accepted the order passed	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021

Pass the Suitable Order

Pass the Suitable Order

Pass the Suitable Order

Hear The Case
Postpone Hearing

- Enter the remarks and select the next hearing date from date-picker to postpone the Appeal hearing

Postpone Hearing ✕

Next Hearing Date*

Remarks*

Postpone Hearing

- Handle the alert by clicking on OK after hearing an Appeal
- Verify the Next hearing date passed after postponing the Appeal hearing.

S.No. ^	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	01-Mar-2021	Hearing Postponed by Commissioner	

LICENSEE REAPPEAL TO STATE GOVERNMENT:

- After successful hearing of Appeal at Commissioner of Department of State Taxes and Excise the status is displayed as “Case Heard by Commissioner”

S.No. ^	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	NA	Case Heard By Commissioner	

- Licensee if satisfied with the order passed by Commissioner, the appeal can be closed by clicking on eye under Action column and opting to “Yes” related to order passed

Appeal Information X

			un
LM2100021	I sincerely request your kindness to accept my appeal against request mentioned	LR2100085	24-Feb-2021
LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021
LM2100021	Not accepted the order passed	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021
LM2100021		APPROVE SUBMITTED BY COMMISSNER	24-Feb-2021

Satisfied With Order: Yes No

Remarks:

- If opted Yes by Licensee the Appeal is Closed and the Status of Appeal is displayed as “Closed”

Dashboard Master Data License Registration Brand Label Registration Users Appeals & Revisions Others

APPEALS STATUS License Appeals & Revisions > Appeals Status

Start Date: 24-Feb-2021 End Date: 24-Feb-2021

10 Search:

S.No.	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	NA	Closed	<input type="button" value="Eye"/>

- Licensee if not satisfied with the order passed by Commissioner, the appeal can be closed by clicking on eye under Action column and opting to “No” related to order passed

Appeal Information X

			un
LM2100021	I sincerely request your kindness to accept my appeal against request mentioned	LR2100085	24-Feb-2021
LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021
LM2100021	Not accepted the order passed	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021
LM2100021		APPROVE SUBMITTED BY COMMISSNER	24-Feb-2021

Satisfied With Order: Yes No

Remarks:

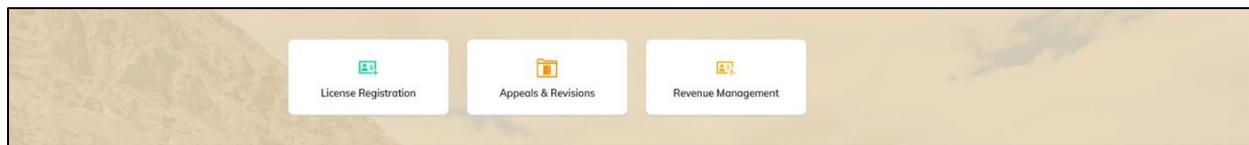
- Handle the alert If licensee opted for “No” the Appeal is submitted to Next higher Authority.
- Now the Status of Appeal is displayed as “Appealed to State Govt.”



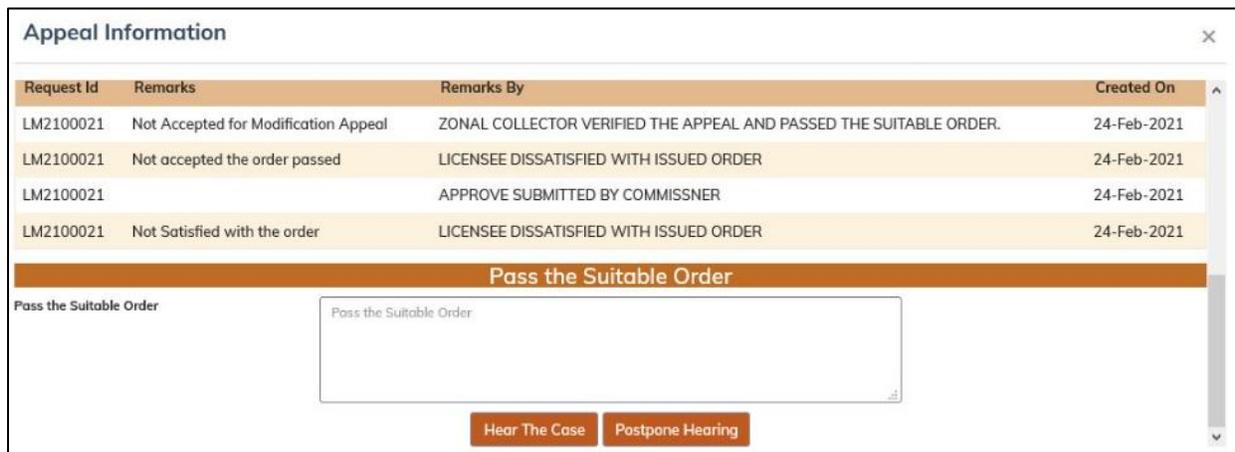
S.No.	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	NA	Approved by State Govt.	

STATE GOVERNMENT ORDER PASSING AGAINST APPEAL:

- Login as Secretary with valid user credentials
- Click on Appeals and Revisions main icon and click on List of Appeals sub tab



- Verify the status and click on eye symbol under Action column to perform hearing of Appeal



Request Id	Remarks	Remarks By	Created On
LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021
LM2100021	Not accepted the order passed	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021
LM2100021		APPROVE SUBMITTED BY COMMISSNER	24-Feb-2021
LM2100021	Not Satisfied with the order	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021

Pass the Suitable Order

Pass the Suitable Order

Hear The Case **Postpone Hearing**

- Enter the remarks and pass the order to complete the Appeal hearing by clicking on Hear the Case Button.

Appeal Information ✕

Request Id	Remarks	Remarks By	Created On
LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021
LM2100021	Not accepted the order passed	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021
LM2100021		APPROVE SUBMITTED BY COMMISSNER	24-Feb-2021
LM2100021	Not Satisfied with the order	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021

Pass the Suitable Order

Pass the Suitable Order

not accepted the appeal request

Hear The Case
Postpone Hearing

- Handle the alert by clicking on OK after hearing an Appeal

STATE GOVERNMENT APPEAL FOR NEXT HEARING:

- Login as Secretary with valid user credentials
- Click on Appeals and Revisions main icon and click on List of Appeals sub tab



- Verify the status and click on eye symbol under Action column to postpone the hearing of Appeal

Appeal Information ✕

Request Id	Remarks	Remarks By	Created On
LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021
LM2100021	Not accepted the order passed	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021
LM2100021		APPROVE SUBMITTED BY COMMISSNER	24-Feb-2021
LM2100021	Not Satisfied with the order	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021

Pass the Suitable Order

Pass the Suitable Order

Pass the Suitable Order:

Hear The Case
Postpone Hearing

- Enter the remarks and select the next hearing date from date-picker to postpone the Appeal hearing

Postpone Hearing ✕

Next Hearing Date*

Remarks*

Postpone Hearing

- Handle the alert by clicking on OK after hearing an Appeal
- Verify the Next hearing date passed after postponing the Appeal hearing.

S.No.	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	05-Mar-2021	Hearing Postponed by State Govt.	

LICENSEE REAPPEAL AND SUBMIT TO COURT:

- After successful hearing of Appeal at Commissioner of Department of State Taxes and Excise the status is displayed as “Case Heared by State Govt.”

S.No.	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	NA	Case Heared By State Govt.	

- Licensee if satisfied with the order passed by Secretary, the appeal can be closed by clicking on eye under Action column and opting to “Yes” related to order passed

Appeal Information

LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021
LM2100021	Not accepted the order passed	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021
LM2100021		APPROVE SUBMITTED BY COMMISSNER	24-Feb-2021
LM2100021	Not Satisfied with the order	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021
LM2100021		APPROVAL BY STATE GOVT.	24-Feb-2021

Satisfied With Order: Yes No

Remarks:

Submit

- If opted Yes by Licensee the Appeal is Closed and the Status of Appeal is displayed as “Closed”

Dashboard
Master Data
License Registration
Brand Label Registration
Users
Appeals & Revisions
Others

License Appeals & Revisions > Appeals Status

Start Date: 24-Feb-2021 End Date: 24-Feb-2021 Search

10 Search:

S.No.	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	NA	Closed	<input type="button" value="Previous"/> <input type="button" value="Next"/>

- Licensee if not satisfied with the order passed by Secretary, the appeal can be closed by clicking on eye under Action column and opting to “No” related to order passed

Appeal Information

LM2100021	Not Accepted for Modification Appeal	ZONAL COLLECTOR VERIFIED THE APPEAL AND PASSED THE SUITABLE ORDER.	24-Feb-2021
LM2100021	Not accepted the order passed	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021
LM2100021		APPROVE SUBMITTED BY COMMISSNER	24-Feb-2021
LM2100021	Not Satisfied with the order	LICENSEE DISSATISFIED WITH ISSUED ORDER	24-Feb-2021
LM2100021		APPROVAL BY STATE GOVT.	24-Feb-2021

Satisfied With Order: Yes No

Remarks:

Submit

- Handle the alert If licensee opted for “No” the Appeal is submitted to Court for further hearing.
- Now the Status of Appeal is displayed as “Submitted to Court”

Dashboard Master Data License Registration Brand Label Registration Users Appeals & Revisions Others

APPEALS STATUS License Appeals & Revisions > Appeals Status

Start Date 24-Feb-2021 End Date 24-Feb-2021 Search

10 Search:

S.No. *	Appeal Number	Appeal Type	Request Against	Requested On	Requested By	Next Hearing Date	Status	Action
1	LA2100017	MODIFICATION	LM2100021	24-Feb-2021	vasu	NA	Submitted to Court	

Previous Next

Thank you.....,