



# DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH

---



## Internal Audits User Reference Manual

C-TEL INFOSYSTEMS PVT. LTD  
Hyderabad, Telangana

## Table Of Contents

1.OVERVIEW:.....	3
2.HELPFUL RESOURCES: .....	3
2.1 System Requirements: .....	3
2.2 Help and Contact Information.....	3
3.AUDIT AUTHORITY LOG IN .....	7
a) Audit Reports: .....	8
b) Audit Log:.....	10
c) Audit Trail: .....	11

**\*\*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 Internal Audits 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.

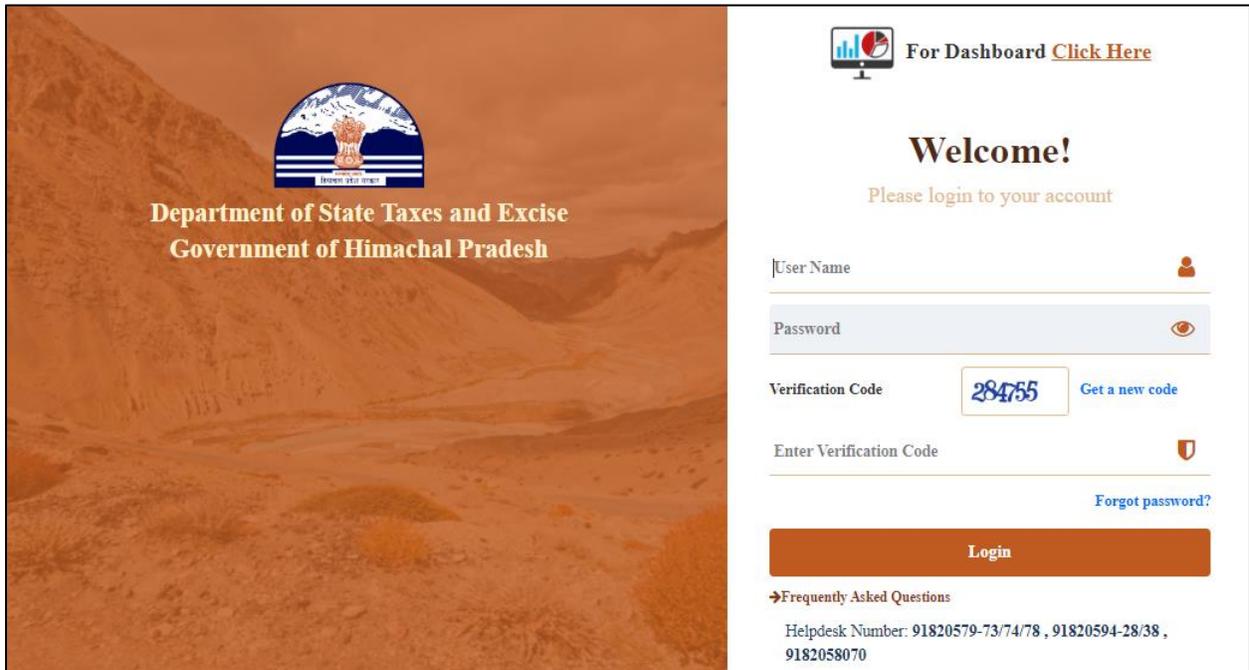
#### **Browser:**

- Application Is Compatible with Latest Mozilla and Chrome

### 2.2 Help and Contact Information

**\*\*If any of the report from any Local nodes, the submitted report data will be synced to internal audit, we have used D-13 A register from bottling unit as one sample data to show the internal audit process\*\***

## Manager Log In



For Dashboard [Click Here](#)

### Welcome!

Please login to your account

User Name 

Password 

Verification Code  [Get a new code](#)

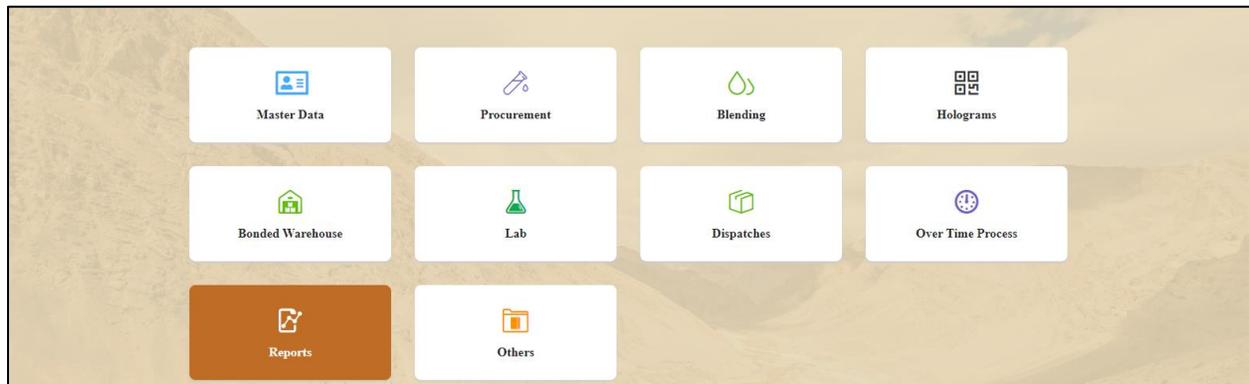
Enter Verification Code 

[Forgot password?](#)

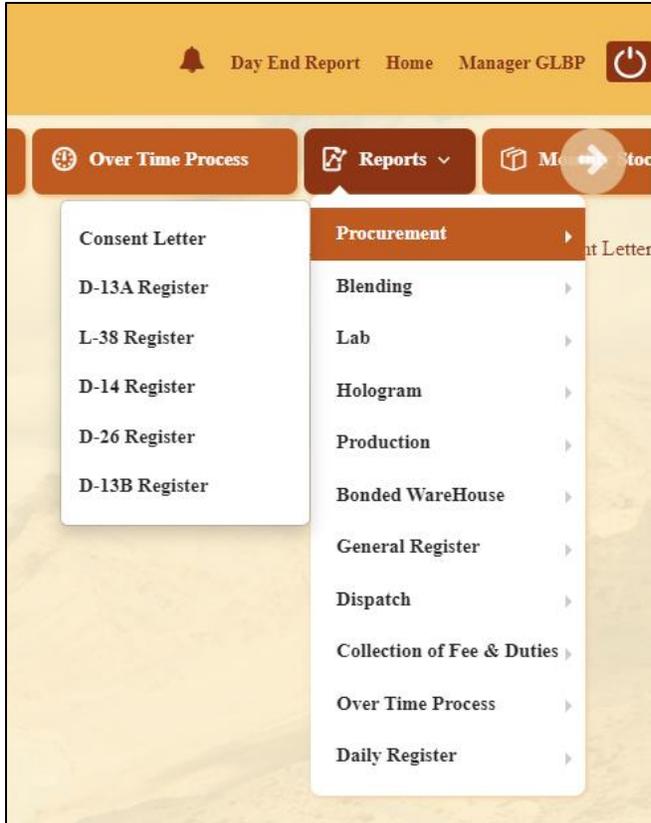
**Login**

→Frequently Asked Questions  
Helpdesk Number: 91820579-73/74/78 , 91820594-28/38 , 9182058070

- User need to provide valid credentials as mentioned in above figure and click on Login button to proceed further as shown



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



- User need to click on report tab from navigation bar and select procurement and choose D-13A register and D-13 A page will be displayed as shown below
- User will get page view for D-13A Register as shown in following image.



- Now user need to select from and to date from respective fields a click on print button as shown in above figure.
- User will can view a copy of D-13A register as shown in following figure.

**Galu liquor bottling plant Pvt. Ltd.**  
 12-92/1, Kangra Village, Kangra PO, Dehra PO, Dehra, Kangra, Himachal Pradesh  
 PIN: 172002

**D-13A REGISTER**

---

Reporting From : 16-May-2022 To : 16-May-2022 EXCEL DOWNLOAD

S.No	Received on Date	Name of the Distillery from which received	Pass under which received				Kind of Spirit	Quantity of Spirit as entered in the Pass			Quantity of Spirit as ascertained by Measurement			Wastage in Transit (Pls)	Quantity of Spirit Passed in store			
			Pass Number	Pass Date	Permit(L-32) Number	Tanker Number		Bls	Strength	Pls	Bls	Strength	Pls		Vat Number	Bls	Strength	Pls
<input type="checkbox"/> I here by declare following are final stock reports.																		
<div style="display: flex; justify-content: space-around; align-items: center;"> <span style="border: 1px solid black; padding: 2px 5px;"><b>1</b></span> </div>																		
Remark* <input style="width: 150px;" type="text"/> <span style="float: right; border: 1px solid black; padding: 2px 5px;"><b>2</b></span>																		
<input type="button" value="Submit"/>																		

- Now submit report as final stock report by filling following details.
  1. First select check box for 'I hereby declare'.
  2. Enter data in remarks field.
  3. Go to submit button.
  4. Click on it.
  5. User will get alert as final stock report submitted successfully.
- After getting alert message print view page will get updated by message as shown in following figure.

**Galu liquor bottling plant Pvt. Ltd.**  
 12-92/1, Kangra Village, Kangra PO, Dehra PO, Dehra, Kangra, Himachal Pradesh  
 PIN: 172002

**D-13A REGISTER**

---

Reporting From : 16-May-2022 To : 16-May-2022 EXCEL DOWNLOAD

S.No	Received on Date	Name of the Distillery from which received	Pass under which received				Kind of Spirit	Quantity of Spirit as entered in the Pass			Quantity of Spirit as ascertained by Measurement			Wastage in Transit (Pls)	Quantity of Spirit Passed in store			
			Pass Number	Pass Date	Permit(L-32) Number	Tanker Number		Bls	Strength	Pls	Bls	Strength	Pls		Vat Number	Bls	Strength	Pls
<input checked="" type="checkbox"/> I here by declare following are final stock reports.																		
Remark* <input style="width: 150px; border: 1px solid gray;" type="text" value="REPORTS FROM 16 may"/>																		
<input type="button" value="Submit"/>																		

**Galu liquor bottling plant Pvt. Ltd.**  
**12-92/1, Kangra Village, Kangra PO, Dehra PO, Dehra, Kangra, Himachal Pradesh**  
**PIN: 172002**

**D-13A REGISTER**

Reporting From : 16-May-2022 To : 16-May-2022

[EXCEL DOWNLOAD](#)

S.No	Received on Date	Name of the Distillery from which received	Pass under which received				Kind of Spirit	Quantity of Spirit as entered in the Pass			Quantity of Spirit as ascertained by Measurement			Wastage in Transit (Pls)	Quantity of Spirit Passed in store			
			Pass Number	Pass Date	Permit(L-32) Number	Tanker Number		Bls	Strength	Pls	Bls	Strength	Pls		Vat Number	Bls	Strength	Pls

**Remark : REPORTS FROM 16 may**  
**I here by declare following are final stock reports.**

**\*\*If any of the report from any Local nodes, the submitted report data will be synced to internal audit, we have used D-13 A register from bottling unit as one sample data to show the internal audit process\*\***

- Now logout from manager's account.

### 3.Audit Authority Log In

- User who has registered as audit authority to the web application for Audit authority Of Himachal Pradesh must log in by:



**Department of State Taxes and Excise**  
**Government of Himachal Pradesh**

 [For Dashboard Click Here](#)

**Welcome!**  
Please login to your account





[Get a new code](#)

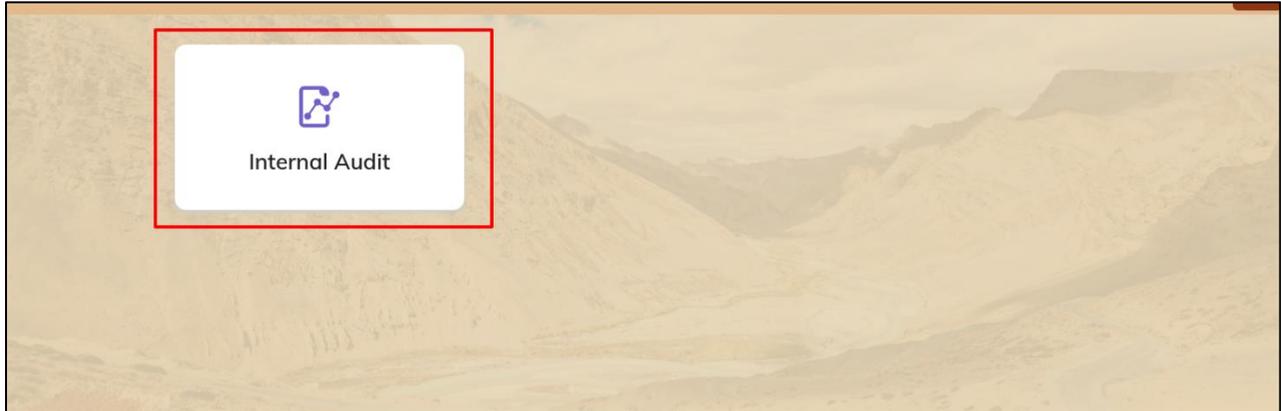


[Forgot password?](#)

[Frequently Asked Questions](#)

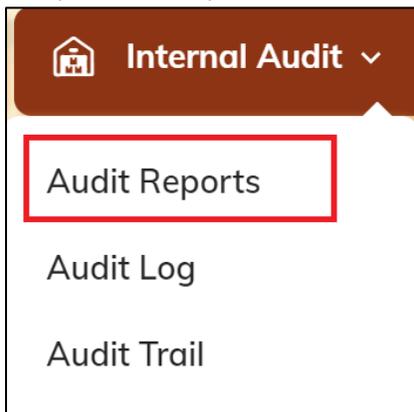
Helpdesk Number: 91820579-73/74/78 , 91820594-28/38 , 9182058070

- User need to provide valid credentials, as shown in above figure and click on Login button as shown



- Now main dash board page will be displayed aa shown in above figure and click on internal audits as mentioned in above figure.
- Now mouse over on Internal Audit
- User will get Internal Audit sub tabs as shown in following figure.

a) Audit Reports:



- Now user required to click on Audits reports as mentioned in above figure.

Filing Generated By ^	Filing From Date	Filing To Date	Filing Generated On	Report Name	Filing Remarks	Review Filing Report
DM_SURYA	23-Feb-2021	23-Feb-2021	23-FEB-21 15:57:00	D-13A Register	23rd FEB 2021	<a href="#">Click Here</a>

- As shown in above figure after submitting final stocks from manager login.

- The submitted will be shown in Audit reports page in audit authority login.
- Now go to Click here button.
- Click on it.
- User will get redirected to that respective report print view.

Auditing Authority Shimla, Shimla, Shimla, Shimla, Himachal Pradesh PIN: 654654																		
D-13A REGISTER																		
Reporting From : 23-Feb-2021 To : 23-Feb-2021												EXCEL DOWNLOAD						
Sl.No	Received on Date	Name of the Distillery from which received	Pass under which received				Kind of Spirit	Qty of Spirit as entered in the Pass			Qty of Spirit as ascertained by Measurement			Wastage in Transit (Pls)	Qty of Spirit Passed in store			
			Pass No	Pass Date	Permit No	Tanker No		Bls	Strength	Pls	Bls	Strength	Pls		Vat No	Bls	Strength	Pls
<div style="border: 1px solid red; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>Remark : 23rd FEB 2021</b></p> <p style="text-align: center;"><input checked="" type="checkbox"/> I here by declare following are Audit reports.</p> </div> <div style="border: 1px solid red; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Audit Remark* <input style="width: 100%;" type="text" value="Audit has been done for D-13A Register"/></p> </div> <div style="border: 1px solid red; padding: 5px; margin: 10px auto; width: 100px; text-align: center;"> <input type="button" value="Submit"/> </div>																		

- Now in print view page fill the following details as.
  1. First select check box for 'I hereby declare'.
  2. Enter data in audit remarks field.
  3. Go to submit button.
  4. Click on it.
  5. User will get alert as audit has been done.
- After getting alert message print view page will get updated by message as shown in following figure with Remarks, Audit remarks, Audit done by person and Audit done date.

**Auditing Authority**  
**Shimla, Shimla, Shimla, Shimla, Himachal Pradesh**  
**PIN: 654654**

**D-13A REGISTER**

**Reporting From : 23-Feb-2021 To : 23-Feb-2021**

[EXCEL DOWNLOAD](#)

Sl.No	Received on Date	Name of the Distillery from which received	Pass under which received				Kind of Spirit	Qty of Spirit as entered in the Pass			Qty of Spirit as ascertained by Measurement			Wastage in Transit (Pls)	Qty of Spirit Passed in store			
			Pass No	Pass Date	Permit No	Tanker No		Bls	Strength	Pls	Bls	Strength	Pls		Vat No	Bls	Strength	Pls

**Remark : 23rd FEB 2021**  
**Audit Remark : Audit has been done for D-13A Register**  
**Audit By : MANDE**  
**Audit Date : 23-FEB-21 04:06:44**

b) Audit Log:

**Internal Audit** ▼

Audit Reports

Audit Log

Audit Trail

- Now go to Audit Log sub tab.
- Click on it.
- User will get Audit Log page.

Start Date  25-Jan-2021 End Date  23-Feb-2021 Search

10  Search:

User Name	Action	Message	Created On	Ip Address
COLL_SOUTH	Logged Out.	User 'COLL_SOUTH' is Logged Out.	25-JAN-21 12:20:41 41	127.0.0.1
TANISH	Logged in.	User 'TANISH' is Logged in.	25-JAN-21 12:12:35 35	10.10.9.2
COMMISSIONER	Logged in.	User 'COMMISSIONER' is Logged in.	25-JAN-21 11:40:54 54	10.10.9.2
TANISH	Logged Out.	User 'TANISH' is Logged Out.	25-JAN-21 11:40:44 44	10.10.9.2
TANISH	Logged in.	User 'TANISH' is Logged in.	25-JAN-21 11:39:09 09	10.10.9.2
COMMISSIONER	Logged Out.	User 'COMMISSIONER' is Logged Out.	25-JAN-21 11:39:00 00	10.10.9.2
COMMISSIONER	Logged in.	User 'COMMISSIONER' is Logged in.	25-JAN-21 11:37:50 50	10.10.9.2
TANISH	Logged Out.	User 'TANISH' is Logged Out.	25-JAN-21 11:37:40 40	10.10.9.2

- As shown in above figure audit log will contain logs for Log in and Logouts time & date along with respective username and IP address.

c) Audit Trail:



- Now go to Audit Trails sub tab.
- Click on it.
- User will get Audit Trails page.

**AUDIT TRAIL** License Registration > Audit Trail

Start Date:  End Date:  Manufacture Types:  Process Types:

Search:

Id ^	ProcessName	ReferenceNumber	Remarks	CreatedBy	CreatedOn
301	Pass Generated	TP30100202202100009	<input type="button" value="Remarks"/>	Mrs. STEO CHOPAL(STEO_CHOPAL)	02-FEB-21 16:24:42
302	Permit Approve	PER301002022100079	<input type="button" value="Remarks"/>	Mr. DC Shimla(DC_SHIMLA)	02-FEB-21 16:30:49
303	LABEL PROCUREMENT	1001SH02022124	<input type="button" value="Remarks"/>	Mr. Additional Comm HQ(ADD_HQ)	02-FEB-21 16:34:12
304	BRAND LABEL APPLICATION	APP182	<input type="button" value="Remarks"/>	Ishant Sharma(LR2000043)	02-FEB-21 18:04:13
305	BRAND LABEL APPLICATION	APP183	<input type="button" value="Remarks"/>	Mr. Sri(SUP_SRI)	02-FEB-21 18:06:53
306	BRAND LABEL APPLICATION	APP183	<input type="button" value="Remarks"/>	Mr. Superintendent HQ(SUP_HQ)	02-FEB-21 18:08:00

- As shown in above figure audit trails will contain logs for all process types for respective manufacture types with id, Process Name, created by and created on date & time.