



DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



Record Keeping User Reference Manual

C-TEL INFOSYSTEMS PVT. LTD Hyderabad, Telangana

C-TEL INFOSYSTEMS PVT. LTD.
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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 Record Keeping Management 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 <u>RefHeading</u> Toc55762824

Rack Creation at Excise Clerk

Login Page

> User needs to access the web application using the provided URL.

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

- > Once login page appears, Clerk should provide valid credentials and should click on login.
- > Once user is logged into the application as Clerk, a dashboard with modules will be shown.
- > User needs to click on Record Management Tab to Create a Rack.



(+) Rack Creation

a page will be viewed where user should mouse hover on Record Management Tab & click on Rack Creation.

		C-TEL INFOSYSTEMS PVT. LTI
Record Managment Rack Creation File Record Creation	11.70	Record Management > File Record Creation
File Association File Location File Movement Request		Start Date 📸 22-Feb-2021 End Date 🚔 22-Feb-2021 Search

- > Once User clicks on Rack Creation he should view the below fields.
- User Should select District, Branch, Block, Floor, Department & Section from the different options available in the drop-down.
- > User needs to enter Number of Partitions in Rack(Slots) & Capacity of Slot.

() Record Managment ~			
RACK CREATION			Record Management > Rack Creation
		Rack Creation	
	Select District*	Shimla	
	Select Branch*	Head Quarter 👻	
	Select Block*	BLOCK A +	
	Select Floor*	FLOOR 1 +	
	Select Department*	DEPT AB +	
	Select Section*	QC SECTION +	
	Number of Partitions in Rack (Slots): *	4	
	Capacity of Slot: *	2	
		Save	

> User need to click on OK for the creation of Rack successfully.



> User will get File Location page & should get a Rack details with the Slots numbers.

Recor	d Managmen	t ·	1786.			1		1	Record Management > File Location
10	•			_	_				Search:
S.no 🕈	District	Branch	Block	Floor	Department	Section	Rack Number	Slot Number	File Number
31	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AB	QC SECTION	R00008	R00008-1	
32	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AB	QC SECTION	R00008	R00008-2	
33	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AB	QC SECTION	R00008	R00008-3	
34	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AB	QC SECTION	R00009	R00009-1	
35	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AB	QC SECTION	R00009	R00009-2	
36	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AB	QC SECTION	R00009	R00009-3	
37	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AB	QC SECTION	R00010	R00010-1	
38	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AB	QC SECTION	R00010	R00010-2	

> Clerk should click on 'Logout' button to logout successfully from application.

Record Keeping at District Office

Deputy Commissioner:

- > User needs to access the web application using the provided URL.
- Once login page appears, Deputy Commissioner should provide valid credentials and should click on login.



> Once user is logged into the application as DC, a dashboard with modules will be shown.



> User needs to click on Record Management Tab to view.

Dasboard V Master Data V Purchase Orders V License Registration V Brand Label Registration V Other Licensees V CORD KEEPING REQUEST Start Date 22-Feb-2021 End Date 22-Feb-2021 Search: License Number A Application Type Requested By Requested To Requested On Remarks Starts					~	C-TEL IN	FOSYSTE	MS PVT
ECORD KEEPING REQUEST Record Management > Record Keeping Start Date 22-Feb-2021 End Date 22-Feb-2021 Search: 10 -	Dasboard - 📕 Mas	ster Data ~ 💮 Purchase C	Drders v 또 License Reg	jistration -> 🖉 Brand La	bel Registration ~	Other Licensees ~	출 Distillery ~	
Start Date m 22-Feb-2021 End Date m 22-Feb-2021 Search: 10 • License Number * Application Type Requested By Requested To Request Raised On Remarks Status	DRD KEEPING REQUE	EST	140			Record Manage	ement > Record K	eeping Request
License Number * Application Type Requested By Requested To Request Raised On Remarks Status	*			Start Date 🗎 27	2-Feb-2021	End Date 🗰 22-Feb-2	Search:	Search
No data available	nse Number * data available	Application Type	Requested By	Requested To	Request Raised O	n Rem	arks S ^a	atus

- > User clicks on (+) ADD REQUEST to raise request for record keeping to Excise clerk.
- > Once User clicks on (+) Add Request he should view the below fields.

Select Clerks*	Mr. Clerk 🔹
Type Of Module*	Licensee Registration 🗸
Enter License Number*	6046191521(RetailSale
Remarks*	Make a file for record

- User Should select Clerk & Type of Module from the different options available in the dropdown.
- > User needs to enter License Number & Remarks.
- > User should click on Send Request, to Send a request to Excise Clerk for Record Keeping.

	Select Clerks*	Mr. Clerk 🔹	
т	ype Of Module*	Licensee Registration 🖌	
Enter L	icense Number*	6046191521(RetailSale	
	Remarks*	Make a file for record keeping	
Sino	Files Uploade	d By Licensee	
1	LICENSEE_AM	IOUNT_CAPITAL(amountCapital_2021.pdf)	
2	LICENSEE_SIT	E_PLAN(sitePaIn_2021.pdf)	
3	LICENSEE_SE	LF_DECLARION(selfDeclaration_2021.pdf)	
4	LICENSEE_CO	PY_PAN(copyPan_2021.pdf)	
5	LICENSEE_AG	E_PROOF(ageProof_2021.pdf)	

> User can click on OK To forward a request successfully to Excise Clerk for Record Keeping.

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🕛 Dasboard 🗸 🛛 💵 Me	aster Data 🗸 🏾 🕘 Purchas	e Orders 🗸 💷 L	icense Registration 🗸	Brand Label Registration	🖉 Other Licensees 🗸	🔏 Distillery ~	
ECORD KEEPING REQU	JEST	-			Record Manag	gement > Record Keep	ing Request
			St	tart Date 🗰 22-Feb-2021	End Date 🗯 22-Feb-	2021	Search
10 •						Search:	
License Number *	Application Type	Requested By	Requested To	Request Raised On	Remarks	Status	
6046191521(RetailSale)	License Registration	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 04:40:16	Make a file for record keeping	Request Rais	sed

> User can view the forwarded request with a status.

🕐 Dasboard ~	🔳 Master Data 🗸	Purchase Orders	~ 📗 License Registrat	ion ~ 🛛 🖉	Brand Label Registration ~	🖉 Other Licensees ~	🚡 Distillery ~
RECORD KEEPIN	G REQUEST					Record Mana	gement > Record Keeping Request
				Start Dat	22-Feb-2021	End Date 🗎 22-Feb	-2021 Search
10 🔹							Search:
License Number A	Applicati	ion Type Requ	uested By Requested	I To Re	quest Raised On	Remarks	Status
6046191521(Retai	Sale) License R	Registration Mr. D	OC Shimla Mr. Clerk	22-	Feb-2021 04:40:16	Make a file for record keeping	Request Raised
+ Add Request							Previous Next

> User can Log out from Application by clicking on Sign out on top right.

Record Keeping at Excise Clerk

Login Page

Excise Clerk:

> User needs to access the web application using the provided URL.



Once user is logged into the application as Excise Clerk, a dashboard with modules will be shown.



- > User needs to click on Record Management Tab to Accept request of DC.
- Once user clicks on Record Management, a page will be viewed where user can view all raised request for record keeping.

🗘 Record Managment 🗸						
FILE RECORD CREATION					Record Managem	ent > File Record Creation
			Ste	art Date 🗎 22-Feb-2021	End Date 🗎 22-Feb-2021	Search
10 -					Search	
Licensee ID A	Requested To	Requested By	Request Raised On	Remarks	Application Type	Status
6046191521(RetailSale)	Mr. Clerk	Mr. DC Shimla	22-Feb-2021 04:40:16	Make a file for record keeping	Licensee Register	Request Raised
						Previous Next

> User should click on 'Request Raised by DC' to accept the request.

- > User can view the documents of licensee & Remarks given by for record keeping
- > User need to provide remarks & click on save.

File (Creation		>	(
Sino	Files Name		Download Files		
1	LICENSEE_AMO	UNT_CAPITAL	amountCapital_2021.pdf		
2	LICENSEE_SITE_	PLAN	sitePaln_2021.pdf		
3	LICENSEE_SELF	DECLARION	selfDeclaration_2021.pdf		
4	LICENSEE_COPY_PAN		copyPan_2021.pdf		
5	LICENSEE_AGE_	PROOF	ageProof_2021.pdf		
Excise Officer Remarks :* Clerk Remarks :*		Make a file for r	ecord keeping		
		Made a new file for license no 6046791521			
Save Close					

> User should click on OK to confirm the acceptance of request.





() Record Managment >				a series	350	
FILE RECORD CREATION	C.R. (Par)	-			Record Man	agement > File Record Creation
				Start Date 🛗 22-Feb-2021	End Date 🛗 22-Feb-2	2021 Search
10 -						Search:
Licensee ID *	Requested To	Requested By	Request Raised On	Remarks	Application Type	Status
6046191521(RetailSale)	Mr. Clerk	Mr. DC Shimla	22-Feb-2021 04:40:16	Make a file for record keeping	Licensee Register	File Record Created
						Previous Next

- > User should mouse over on File Association to assign a rack & slot to a file.
- > Once User clicks on File Association he should view the below fields.

Record Managment	
Rack Creation File Record Creation ION	Record Management > File Record Creation
File Association	Start Date 🛗 22-Feb-2021 End Date 🛗 22-Feb-2021 Search
File Location	
File Movement Request	Search:

User Should select File Name, Rack Number & Slot Number from the different options available in the drop-down.

Record Managment FILE ASSOCIATION		Record Management > File Association
	File Association	
	File Name: * 6046191521(RetailSale) (6046191521(Retail *) Rack Number: * Rack : R00004 Slot Number: * R00004-1	
	SI.No Files Uploaded By Save Licensee	
	1 amountCapital_2021.pdf	
	2 sitePaln_2021.pdf	
	3 selfDeclaration_2021.pdf	
	4 copyPan_2021.pdf	
	5 ageProof_2021.pdf	

> User needs to click on save to complete file keeping into Rack.

> Once user completed File Association, Page should redirect to File Location page where File Location will be shown to User.

C Reco	rd Managmen	t ~	1350							
FILE LOC	ATION		SA SEA		19.5				Record Management > File Location	
10	T								Search:	
S.no 🕈	District	Branch	Block	Floor	Department	Section	Rack Number	Slot Number	File Number	
1	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AA	ACCOUNT SECTION	R00001	R00001-1	FS_1	
2	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AA	ACCOUNT SECTION	R00001	R00001-2		
3	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AA	ACCOUNT SECTION	R00001	R00001-3	FS_5	
4	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AA	ACCOUNT SECTION	R00001	R00001-4	FS_4	
5	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AA	ACCOUNT SECTION	R00004	R00004-1	6046191521(RetailSale)_9	
6	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AA	ACCOUNT SECTION	R00004	R00004-2		
7	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AA	ACCOUNT SECTION	R00004	R00004-3		
8	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AA	ACCOUNT SECTION	R00004	R00004-4		
9	Shimla	Head Quarter	BLOCK A	FLOOR 1	DEPT AA	ACCOUNT SECTION	R00004	R00004-5		

E CCTV - 🗗 Rep	CCTV Reports Record Managment											
FILE RECORD CREATION Record Management > File Record Creation												
				Start Date 🛗 22	2-Feb-2021	End Date 🛗 22-Feb-2021 Search						
10 -						Search:						
Licensee ID *	Requested To	Requested By	Request Raised On	Remarks	Application Type	Status						
6046191521(RetailSale)	Mr. Clerk	Mr. DC Shimla	22-Feb-2021 04:40:16	Make a file for record keeping	Licensee Register	Files Arranged in Rack NO(R00004) and Slot No(R00004-1)						
						Previous						

> User should click on 'Logout' to successfully logout from application.

Record Retrieval at District Office

Deputy Commissioner:

- > User needs to access the web application using the provided URL.
- Once login page appears, Deputy Commissioner should provide valid credentials and should click on login.

	Welcome! Please login to your account				
	User Name	۵.			
Department of State Taxes and Excise	Password	۲			
Government of Himachal Pradesh	Verification Code *	347 85 Get a new code			
	Enter Verification Code	U			
		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			
and the second second second second	Don't have	e an account? Sign Up			
	Helpdesk Number: 91820579-7. 91820594-2	3/74/78,91820580-40/70/82, 8/38			

> Once user is logged into the application as DC, a dashboard with modules will be shown.

	🚨 🗐 Master Data	Purchase Orders	(1) Dashboard	License Registration				
		Sec. 1						
	C Brand Label Registration	Distillery	Bottling Units	(in the second s				
	and the second	State of the second		F. Contraction				
	L1B/L1BB Wholesaler	Users	Brewery	Retailer				
_		and the second second		1100				
	Record Managment	Other Licensees	Reports	TI RTI				

> User needs to click on Record Management Tab to view.



User clicks on (+) ADD REQUEST, he should be able to raised request for record retrieval to Excise clerk.

	🕐 Dasboard ~	🔳 Master Data 🗸	🕐 Purchase Orders 🗸	🖳 License I	Registration ~	🧷 Brand Label F	Registration ~	🖉 Other	Licensees ~	🔏 Disti	illery ~	
F	ILE MOVEMENT	REQUEST	100- 4						Record Ma	nagement >	File Moven	nent Request
					Star	t Date 🗎 22-Feb	p-2021	End Date	🗎 22-Fe	o-2021		Search
	10 •									Search:		
	License Number *	File Nu	mber	Slot	Requested By	Requested To	Request Raised	On	Remarks	Status	File Trac	cking
	10011910820(Man	ufacturing) 100119	10820(Manufacturing)_7	R00007-4	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 11:	52:27	ABC XYZ	Completed	File Tro	icking
	+ Add Request]								(Previous	Next

- > Once User clicks on (+) Add Request he should view the below fields.
- > User Should select Clerk from the different options available in the drop-down.
- > User needs to enter License Number & Remarks & Click on Send Request.

Request for File									
Select Clerks*	Mr. Clerk 👻								
Enter License	6046191521(RetailSale								
Number*									
Remarks*	Requesting to get file number								
		Send Request							

		~									
🕐 Dasboard 🗸 🔳	Master Data 🗸	Purchase Order	rs 🗸 📗	License Registr	ation ~ 🛛 🧷	Brand Label Registration	~ 🛛 🖉 c)ther Licensees ~	🔏 Distiller	y ~ 🛛 🗐 🌖 ii	
FILE MOVEMENT REQUEST Record Management > File Movement Request											
					Start Dat	e 🗰 22-Feb-2021	End	Date 🗰 22-Feb	-2021	Search	
10 •									Search:		
License Number *	File Number	r	Slot	Requested By	Requested To	Request Raised On	Remarks		Status	File Tracking	
10011910820(Manufactu	ing) 100119108:	20(Manufacturing)_7	R00007-4	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 11:52:27	ABC XYZ		Completed	File Tracking	
6046191521(RetailSale)	604619152	1(RetailSale)_9	R00004-1	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 05:04:00	Requesting t	o get file number	Request Raised	File Tracking	
+ Add Request									Pn	evious Next	

> User can view the forwarded request with a status.

	🕑 Dasboard ~	💵 Mas	ter Data 🗸	Purchase Orde	rs ~	License Registr	ation ~ 🛛 🔗	Brand Label Registration	✓ Ø Other Licensees ✓	🔏 Distillery	r ~ 🛛 🗉 🍌 tin
F	FILE MOVEMENT REQUEST Record Management > File Movement Request										
							Start Dat	e 🗎 22-Feb-2021	End Date 🗯 22-Fe	b-2021	Search
	10 -									Search:	
	License Number *		File Number		Slot	Requested By	Requested To	Request Raised On	Remarks	Status	File Tracking
	10011910820(Manı	ufacturing)	10011910820	Manufacturing)_7	R00007-4	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 11:52:27	ABC XYZ	Completed	File Tracking
	6046191521(Retail	Sale)	6046191521(F	etailSale)_9	R00004-1	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 05:04:00	Requesting to get file number	Request Raised	File Tracking
	+ Add Request									Pre	vious

- > User can track the file by clicking on 'File Tracking'.
- > User can see the file status with details like license number, File number & File Transactions.

① Dasboard ~	💵 Master Data 🗸	Purchase Orders ~	🔄 License Reg	jistration ~	🖉 Brand Label Registratio	on ~ 🛛 🔗	Other Licensees ~	🔏 Distillery ~	
FILE TRACKING			-				Re	ecord Management	> File Tracking
							File Number 604619	1521(RetailSale)_9	Search
10 -								Search:	
License Number A	File Number	From 1	To Movement on	Status					
6046191521(Retail	Sale) 6046191521(R	etailSale)_9		Available in: H	lead Quarter/BLOCK A/FLO	OR 1/DEPT A	AA/ACCOUNT SECTION	J/R00004/R00004-1	
								Previous	Next

> User can Log out from Application by clicking on Sign out on top right.

.lcensees > 🖉 Distillery > 🔳 🗲 tin
Record Management > Record Keeping Request
Search:
nged in Rack NO(R00004) and Slot No(R00004-1)
'n

Record Retrieval at Excise Clerk

Login Page

Excise Clerk:

> User needs to access the web application using the provided URL.

	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	U			
		Forgot password?			
	Login				
All Hill State	→ Vigilance & Enforcement → RTI				
	→ Track Status	hboard			
	→ Download User Manuals → Third Part	y Verification			
	→ Download Application Forms → Excise Dasi	hboard			
	➔ Download SOP Documents → Activity View	deos			
	→ Frequently Asked Questions → Download.	АРК			
the the second second second	Don't have an account? Sign Up	· · · · · · · · · · · · · · · · · · ·			
the second second second second	Helpdesk Number: 91820579-73/74/78 , 91820580 91820594-28/38	0-40/70/82,			

- Once user is logged into the application as Excise Clerk, a dashboard with modules will be shown.
- > User needs to click on Record Management Tab to Accept request of DC.



Once user clicks on Record Management, a page will be viewed where user should mouse over on Record Management tab & click on File Movement Request.

O Record Managment ~	
Rack Creation	
File Record Creation	Record Management > File Record Creation
File Association	Start Date M 22-Eab-2021 End Date M 22-Eab-2021 Source
File Location	
File Movement Request	Search:
18 P a g e	



▶ User need to click on 'Accept 'to accept the request which is raised by DC.

	O Record Managment ~				1		3	34	
F	FILE MOVEMENT REQUEST	r					Reco	ord Management > File	e Movement Request
					Start Date	🗯 22-Feb-2021	End Date 🗎	22-Feb-2021	Search
	10 •							Search:	
	License Number *	File Number	Slot	Requested By	Requested To	Request Raised On	Remarks	Status	File Tracking
	10011910820(Manufacturing)	10011910820(Manufacturing)_7	R00007-4	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 11:52:27	ABC XYZ	Completed	File Tracking
	6046191521(RetailSale)	6046191521(RetailSale)_9	R00004-1	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 05:04:00	Requesting to get file	number Accept	File Tracking

▶ User should click on OK to accept request successfully & redirect to File Movement page.



▶ User should click on 'Logout' to successfully logout from application.

E CCTV ~ 🗗 Reports	V Q Record Managment V						
FILE MOVEMENT REQUES	T					Record Mana	igement > File Movement Reques
				Start Date	22-Feb-2021	End Date 📫 22-Feb-	2021 Search
10 -							Search:
License Number *	File Number	Slot	Requested By	Requested To	Request Raised On	Remarks	Status File Tracking
10011910820(Manufacturing)	10011910820(Manufacturing)_7	R00007-4	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 11:52:27	ABC XYZ	Completed File Tracking
6046191521(RetailSale)	6046191521(RetailSale)_9	R00004-1	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 05:04:00	Requesting to get file number	Completed File Tracking
							Previous Next

- > User needs to access the web application using the provided URL.
- Once login page appears, Deputy Commissioner should provide valid credentials and should click on login.

Deputy Commissioner:

	Welco	ome!
	Please login to	your account
	User Name	۵.
Department of State Taxes and Excise	Password	۲
Government of Himachal Pradesh	Verification Code *	Get a new code
	Enter Verification Code	U
		Forgot password?
	Log	in
AP 103 "	➔ 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
the state of the second state of the second	Don't have an ac	count? Sign Up
	Helpdesk Number: 91820579-73/74/7 91820594-28/38	8,91820580-40/70/82,

> Once user is logged into the application as DC, a dashboard with modules will be shown.







Click on 'File Movement Request' to acknowledge that file has received.

- Once User clicked on File Movement Request, Page will redirect to File Movement Request page.
- > User should click on Receive button if file received by DC.

① Dasboard ~	💵 Master	Data ~ 🛛 🕲 Purchase Orders	• ~] 🖽	License Registrat	ion ~ 🛛 🔗	Brand Label Registration ~	🖉 Other Licensees ~	🛓 Distillery	~] 💽
FILE MOVEMENT	REQUEST						Record Man	agement > File I	Movement Request
					Start Dat	e 🗰 22-Feb-2021	End Date 🛍 22-Feb	-2021	Search
10 -								Search:	
License Number *	F	File Number	Slot	Requested By	Requested T	o Request Raised On	Remarks	Status	File Tracking
10011910820(Mar	nufacturing) 1	10011910820(Manufacturing)_7	R00007-4	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 11:52:27	ABC XYZ	Completed	File Tracking
6046191521(Retai	ISale) 6	5046191521(RetailSale)_9	R00004-1	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 05:04:00	Requesting to get file number	Receive	File Tracking
+ Add Request								Prev	ious Next

> User should click on OK to redirect to File Movement page.



21 | Page

						Contraction of the second second	-TEL IN	IFOSYS	TEMS PVT
and the second second second	a					Ya			
Dasboard ~	ster Data 🗸 🛛 🕐 Purchase Orde	ers 🗸 🔳	License Regist	tration ~ 🥄 🦿	Brand Label Registrati	ion 🗸 🛛 🍼 Other Lic	ensees ~	A Distillery	👻 🗄 💛 tin
Dasboard ~ 🖃 Mas	tter Data ~ () Purchase Orde	ers 🗸 🔳	License Regist	tration ~	Prand Label Registration	ion ~ 🖉 Other Lic	Record Manag	Distillery	Movement Request
Dasboard ~	tter Data ~ (*) Purchase Orde	ers ~	License Regist	start Do	2 Brand Label Registrati	ion × Other Lic	Record Manag	Distillery mement > File N	Vovement Request
Movement Reques	tter Data > () Purchase Orde	ers v	License Regist	start Dc	2 Brand Label Registrat	ion V Other Lic	Record Manag	A Distillery	Vovement Request
Movement Reques	ter Data > () Purchase Orde	slot	License Regist	ration > 《 Start Da Requested To	te 🛱 22-Feb-2021	ion V Other Lic	Record Manag	A Distillery	Vovement Request
Cense Number *	File Number 10011910820(Manufacturing)_7	ers ~ E	Requested By Mr. DC Shimla	start Dc Start Dc Requested To Mr. Clerk	Request Raised On 22-Feb-2021	ion V Other Lic End Date Remarks ABC XYZ	Record Manag	A Distillery	Vovement Request Search File Tracking File Tracking
Movement Reques Movement Reques Conse Number * 1011910820(Manufacturing) 46191521(RetailSale)	ter Data > Purchase Orde	Slot R00007-4	Requested By Mr. DC Shimla Mr. DC Shimla	Start Do Start Do Requested To Mr. Clerk Mr. Clerk	Brand Label Registrat te 1 22-Feb-2021 Request Raised On 22-Feb-2021 11:52:27 22-Feb-2021 05:04:00	end Date End Date Remarks ABC XYZ Requesting to get file number	Record Manag 22-Feb-20 Statu Comp	A Distillery	Vovement Request Search File Tracking File Tracking File Tracking

Record Return at District Office

> User should click on 'Request for Return' to return the file to DC.



> User should click on OK to forward the return request to Excise clerk.

Excise Clerk:

- > User needs to access the web application using the provided URL.
- > Once login page appears, Excise Clerk should provide valid credentials and should click on

	We Please logi	Icome!
	User Name	4
Department of State Taxes and Excise	Password	۲
Government of Himachal Pradesh	Verification Code *	34785 Get a new code
	Enter Verification Code	U
		Forgot password
	>	Login
CULT HILL AND CONTRACT	→ Vigilance & Enforcement	→ RTI
	→ Track Status	→ EoDB Dashboard
	➔ Download User Manuals	Third Party Verification
	Download Application Forms	→ Excise Dashboard
	Download SOP Documents	→ Activity Videos
the state of the state of the state of the	→ Frequently Asked Questions	➔ Download APK
the second second second	Don't have a	an account? Sign Up
and the second second	Helpdesk Number: 91820579-73/ 91820594-28/	74/78,91820580-40/70/82, 38

- Once user is logged into the application as Excise Clerk, a dashboard with modules will be shown.
- > User needs to click on Record Management Tab to Accept request of DC.



Once user clicks on Record Management, a page will be viewed where user should mouse over on Record Management tab & click on File Movement Request.

Record Managment	ř.		the second	No. of Street,
Rack Creation		C. S. S. Real		
File Record Creation	ION	States and		Record Management > File Record Creation
File Association			Start Date 🛗 22-Feb-2021	End Date 🛗 22-Feb-2021 Search
File Location				
File Movement Request				Search:



> User should click on 'Receive' to receive the file back & to kept the file into Rack successfully.

(O Record Managment ~	24			1	-	30	1	
1	FILE MOVEMENT REQUEST	r and a second					Record Man	agement > File	Movement Request
					Start Date	🗰 22-Feb-2021	End Date 🗯 22-Feb	-2021	Search
10.00	10 🔹							Search:	
	License Number *	File Number	Slot	Requested By	Requested To	Request Raised On	Remarks	Status	File Tracking
	10011910820(Manufacturing)	10011910820(Manufacturing)_7	R00007-4	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 11:52:27	ABC XYZ	Completed	File Tracking
	6046191521(RetailSale)	6046191521(RetailSale)_9	R00004-1	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 05:04:00	Requesting to get file number	Receive	File Tracking
								Pre	evious Next

> User need to click on OK to proceed further.



Once User clicked on Receive, User can view a status has changed as 'Completed' & File has moved into Rack successfully.

O Record Managment ~	Sin .				
FILE TRACKING					Record Management > File Tracking
					File Number 6046191521(RetailSale)_9 Search
10 -					Search:
License Number *	File Number	From	То	Movement on	Status
6046191521(RetailSale)	6046191521(RetailSale)_9	Mr. DC Shimla	Mr. Clerk	22-Feb-21 17:20:15	Available in: Head Quarter/BLOCK A/FLOOR 1/DEPT AA/ACCOUNT SECTION/R00004 /R00004-1
6046191521(RetailSale)	6046191521(RetailSale)_9	Mr. Clerk	Mr. DC Shimla	22-Feb-21 17:15:36	Available in: Mr. DC Shimla(Deputy Commissioner)
6046191521(RetailSale)	6046191521(RetailSale)_9				Available in: Head Quarter/BLOCK A/FLOOR 1/DEPT AA/ACCOUNT SECTION/R00004 /R00004-1
					Previous

> User should click on 'File Tracking' to check the complete transaction of file.



Record Managment FILE MOVEMENT REQU	EST						Record Mc	inagement > Fil	e Movement Reques
					Start Date	🛍 22-Feb-2021	End Date 🗰 22-Fe	eb-2021	Search
10 -								Search:	
License Number *	File Number		Slot	Requested By	Requested To	Request Raised On	Remarks	Status	File Tracking
10011910820(Manufacturin	ng) 10011910820(M	anufacturing)_7	R00007-4	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 11:52:27	ABC XYZ	Completed	File Tracking
6046191521(RetailSale)	6046191521(Ret	ailSale)_9	R00004-1	Mr. DC Shimla	Mr. Clerk	22-Feb-2021 05:04:00	Requesting to get file numb	er Completed	File Tracking
								Pr	evious Next
🕐 Dasboard - 🔳 N	laster Data 🗸 🛛 🕲	Purchase Orders	~ E	License Registrat	tion ~ 🛛 🖉 E	Brand Label Registration ~	Other Licensees ~	🚡 Distiller	y ~] E>iii
RECORD KEEPING REQUEST Record Management > Record Keeping Request									
					Start Date	22-Feb-2021	End Date 🗎 22-Fe	b-2021	Search
10 •								Search:	
License Number *	Application Type	Requested By	Requested	To Request	Raised On	Remarks	Status		
6046191521(RetailSale)	License Registration	Mr. DC Shimla	Mr. Clerk	22-Feb-2	2021 04:40:16	Make a file for record keep	ping Files Arranged in Rack N	O(R00004) and Slo	t No(R00004-1)
+ Add Request								Pr	evious Next

> User should click on 'Logout' button to Logout from application.

Thank You....,

