



DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



Record Keeping 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 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

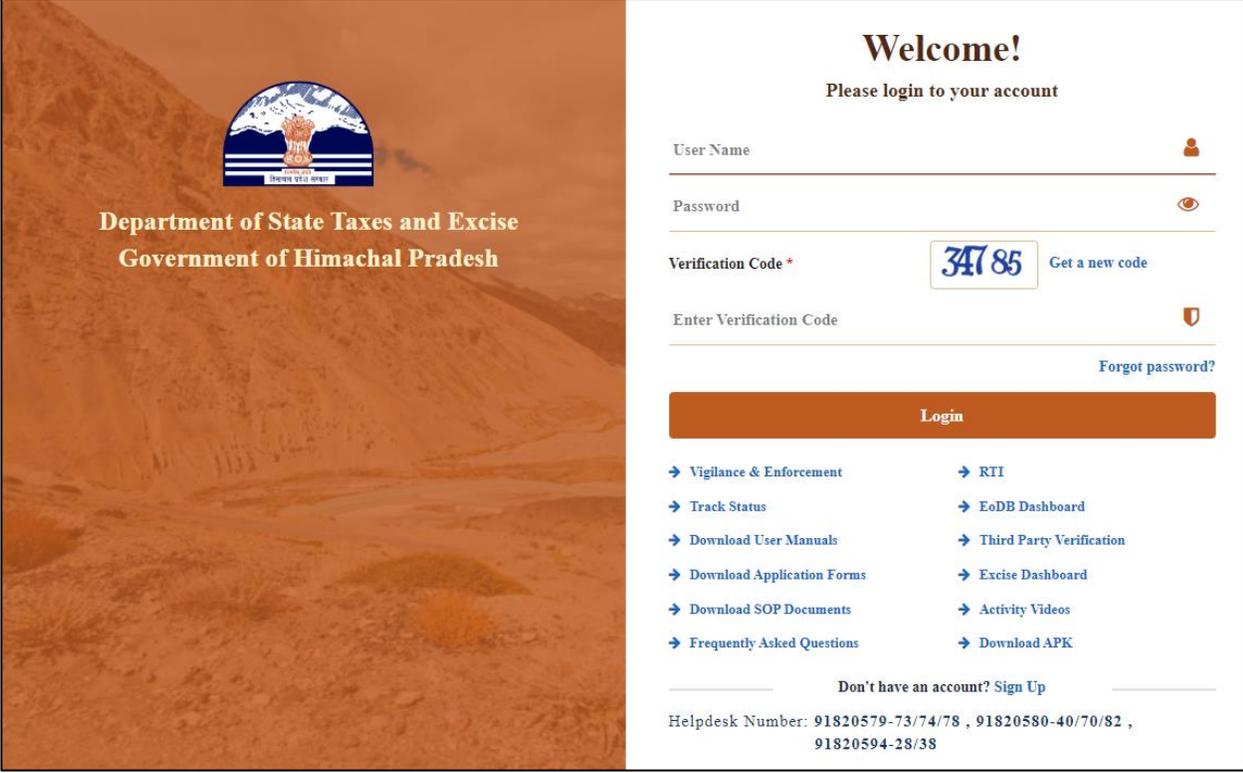
2.2 Help and Contact Information

[RefHeading](#) [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 

Password 

Verification Code * 34785 [Get a new code](#)

Enter Verification Code 

[Forgot password?](#)

Login

- ➔ [Vigilance & Enforcement](#)
- ➔ [Track Status](#)
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Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- 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.

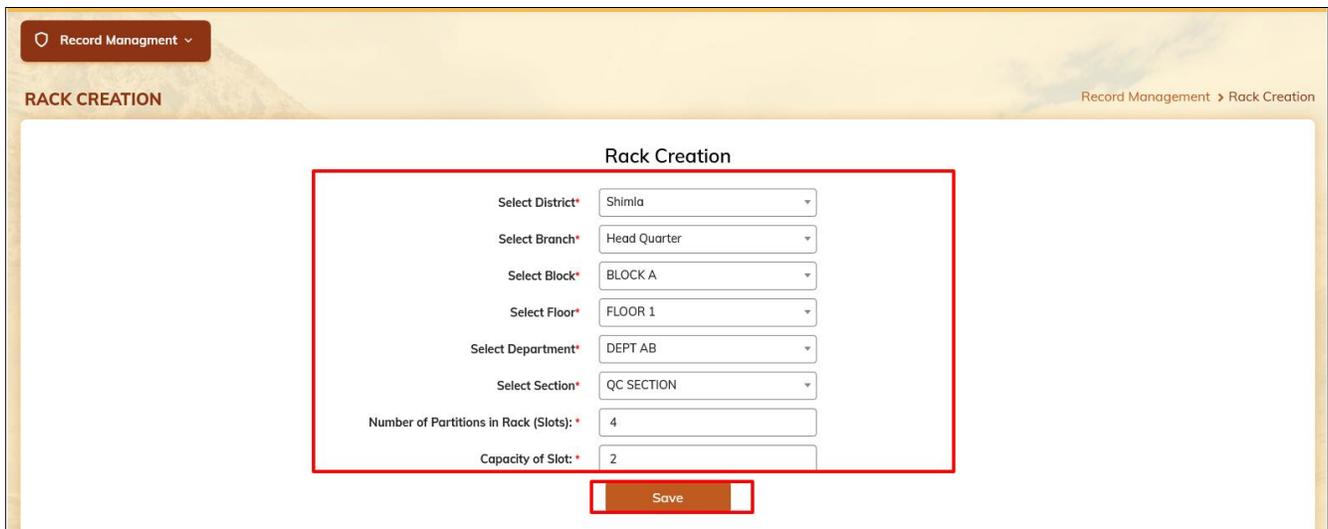


(+) Rack Creation

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



- 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.

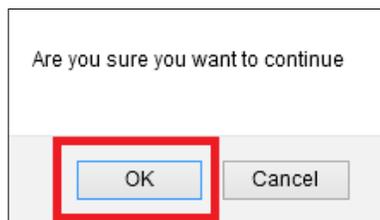


The screenshot shows the 'Rack Creation' form. The form is titled 'Rack Creation' and is located under the 'Record Management > Rack Creation' breadcrumb. The form fields are:

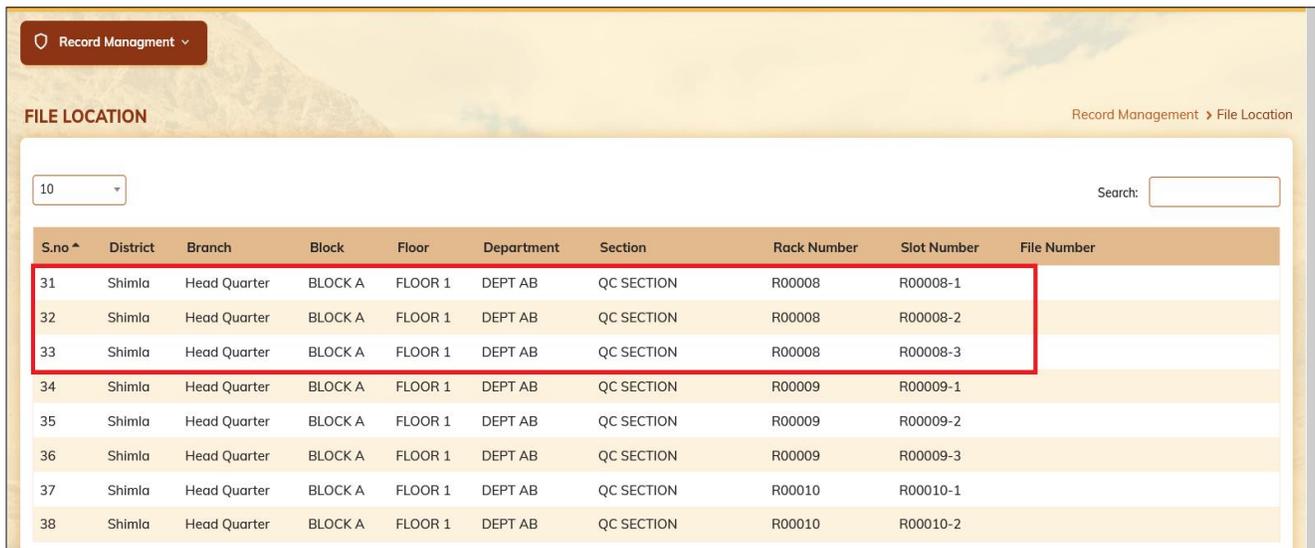
- Select District*: Shimla
- Select Branch*: Head Quarter
- Select Block*: BLOCK A
- Select Floor*: FLOOR 1
- Select Department*: DEPT AB
- Select Section*: QC SECTION
- Number of Partitions in Rack (Slots): 4
- Capacity of Slot: 2

A red box highlights the form fields. Below the form is a 'Save' button, also highlighted with a red box.

- 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.



Record Management

FILE LOCATION 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.

**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

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

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

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

Master Data

Purchase Orders

Dashboard

License Registration

Brand Label Registration

Distillery

Bottling Units

Wholesaler

L1B/L1BB Wholesaler

Users

Brewery

Retailer

Record Management

Other Licensees

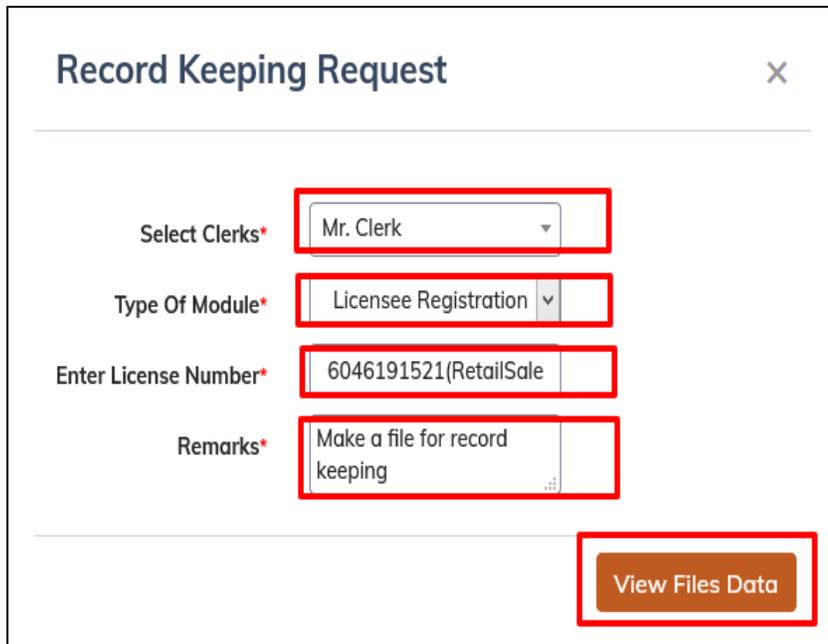
Reports

RTI

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



- 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.



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

Record Keeping Request ×

Select Clerks*

Type Of Module*

Enter License Number*

Remarks*

Sno	Files Uploaded By Licensee
1	LICENSEE_AMOUNT_CAPITAL(amountCapital_2021.pdf)
2	LICENSEE_SITE_PLAN(sitePain_2021.pdf)
3	LICENSEE_SELF_DECLARION(selfDeclaration_2021.pdf)
4	LICENSEE_COPY_PAN(copyPan_2021.pdf)
5	LICENSEE_AGE_PROOF(ageProof_2021.pdf)

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

Are you sure you want to continue

Dashboard | Master Data | Purchase Orders | License Registration | Brand Label Registration | Other Licensees | Distillery | [Logout](#)

RECORD KEEPING REQUEST Record Management > Record Keeping Request

Start Date: 22-Feb-2021 | End Date: 22-Feb-2021 | Search:

10

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 Raised

+ Add Request Previous Next

➤ User can view the forwarded request with a status.

Dashboard | Master Data | Purchase Orders | License Registration | Brand Label Registration | Other Licensees | Distillery | [Logout](#)

RECORD KEEPING REQUEST Record Management > Record Keeping Request

Start Date: 22-Feb-2021 | End Date: 22-Feb-2021 | Search:

10

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 Raised

+ Add Request Previous Next

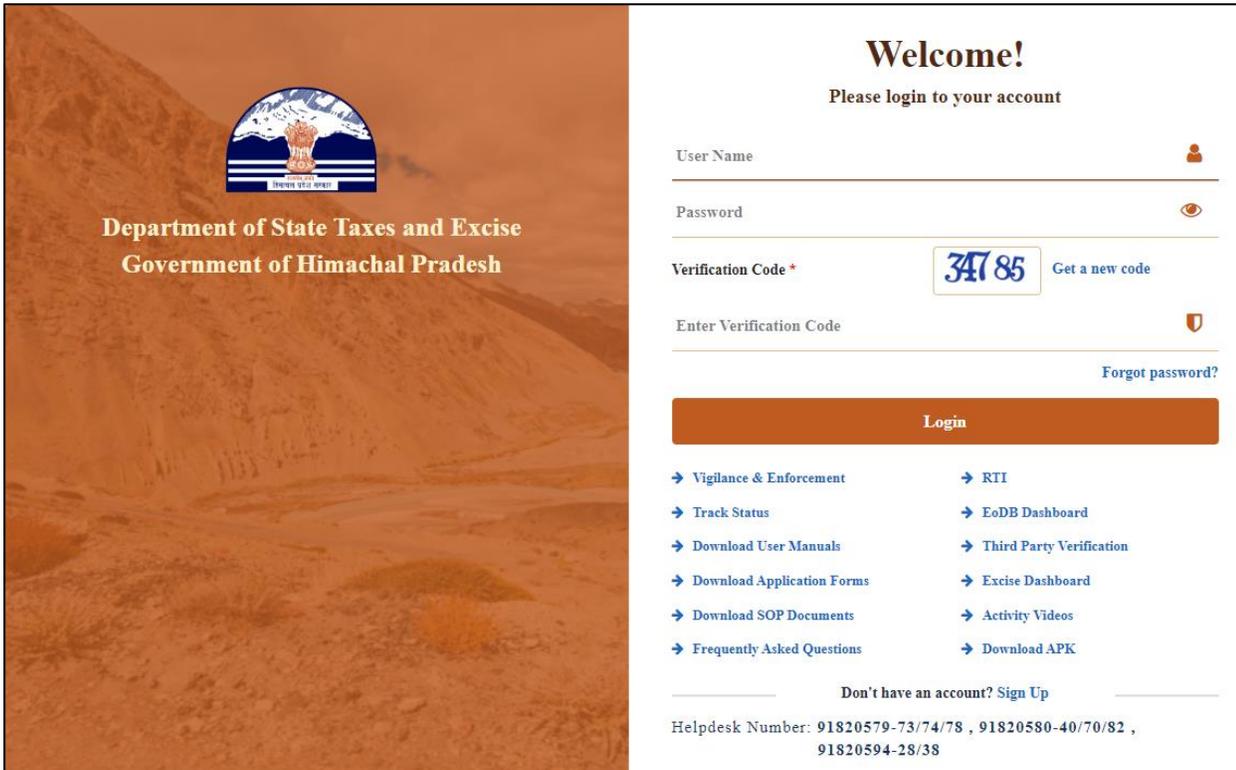
➤ User can Log out from Application by clicking on Sign out on top right.

Record Keeping at Excise Clerk

Login Page

Excise Clerk:

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



**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?](#)

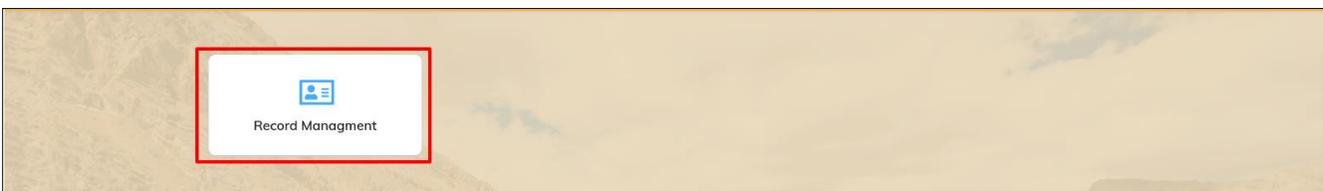
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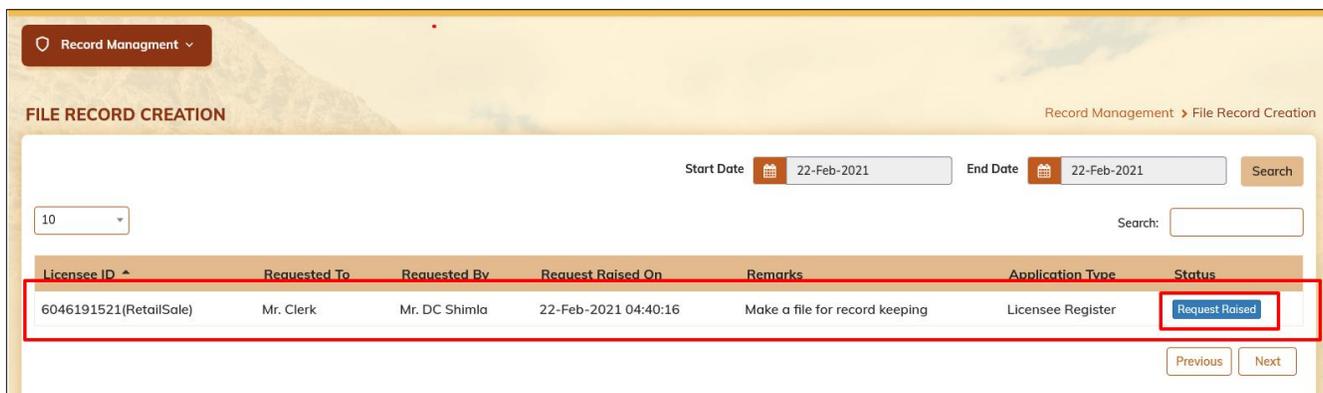
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Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- 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 can view all raised request for record keeping.



FILE RECORD CREATION

Start Date: 22-Feb-2021 End Date: 22-Feb-2021 Search

10

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	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_AMOUNT_CAPITAL	amountCapital_2021.pdf
2	LICENSEE_SITE_PLAN	sitePain_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 :*

Excise Officer Remarks : Make a file for record keeping

Clerk Remarks :*

Clerk Remarks : Made a new file for license no 6046791521

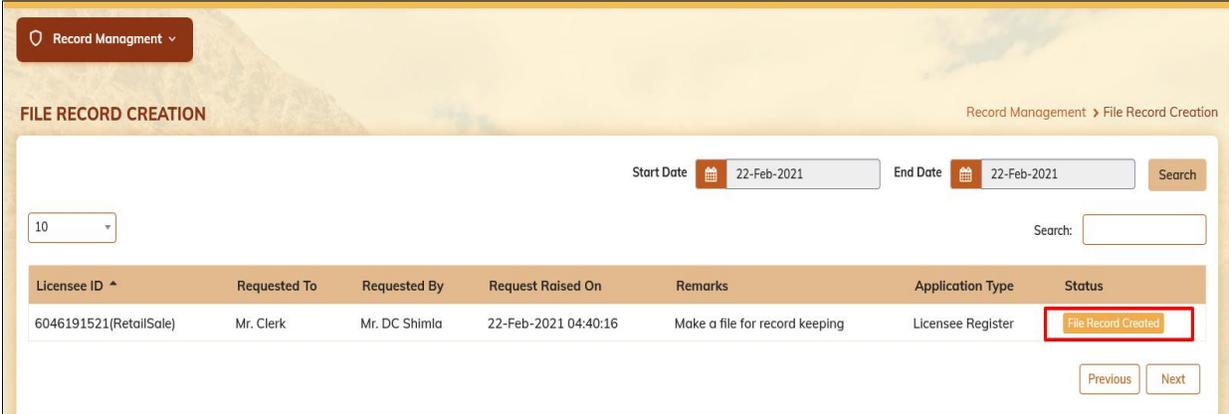
Save **Close**

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

Are you sure you want to continue

OK **Cancel**

- User can view the status as 'File Record Created'.



Record Management > File Record Creation

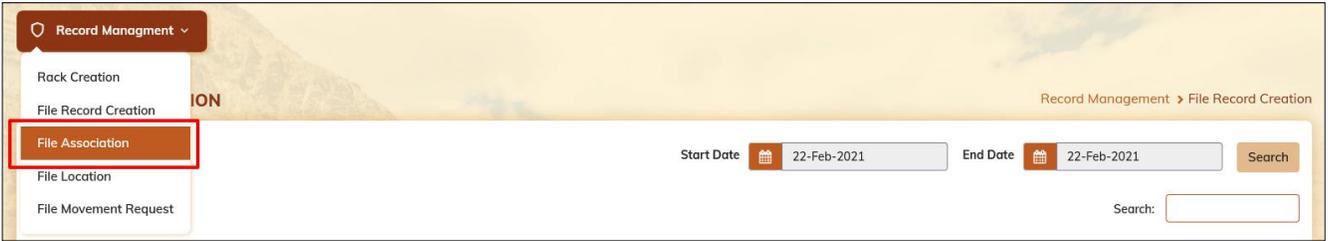
Start Date: 22-Feb-2021 End Date: 22-Feb-2021 Search

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	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.

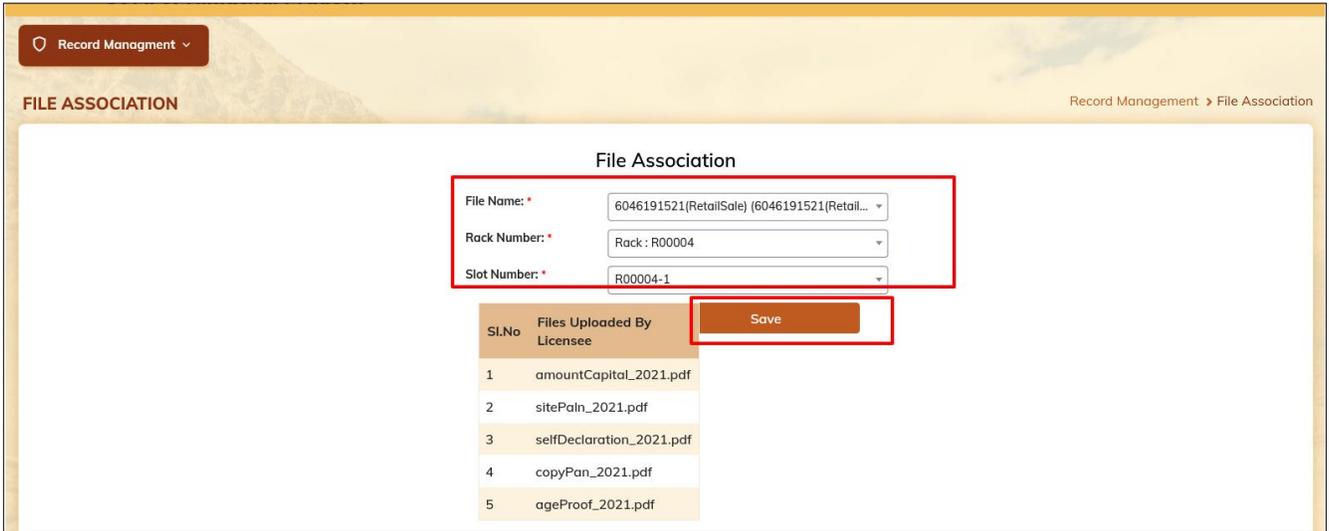


Record Management > File Record Creation

Start Date: 22-Feb-2021 End Date: 22-Feb-2021 Search

Search:

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



Record Management > File Association

File Association

File Name: * 6046191521(RetailSale) (6046191521(Retail...)

Rack Number: * Rack : R00004

Slot Number: * R00004-1

Save

Sl.No	Files Uploaded By 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.

Record Management

FILE LOCATION Record Management > File Location

10 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	

CCTV Reports Record Management

FILE RECORD CREATION Record Management > File Record Creation

Start Date 22-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)

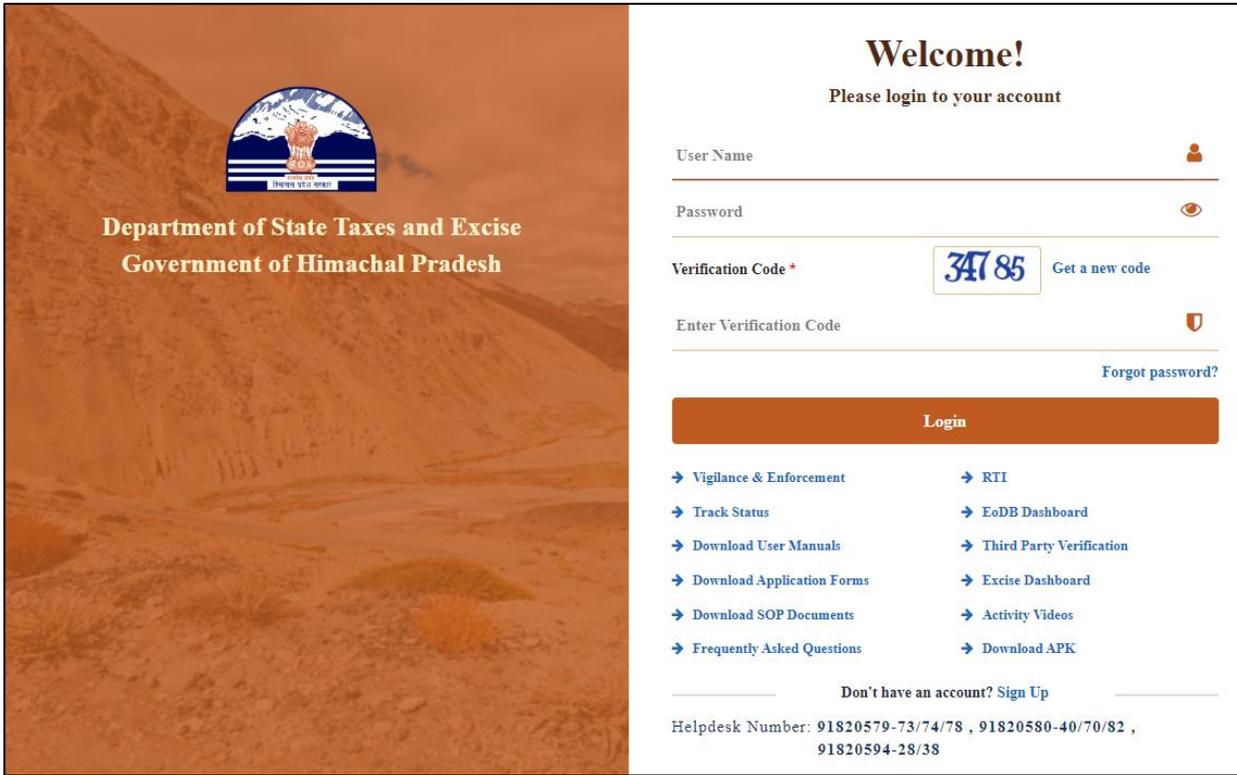
Previous Next

- 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

Password

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

Enter Verification Code

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Login

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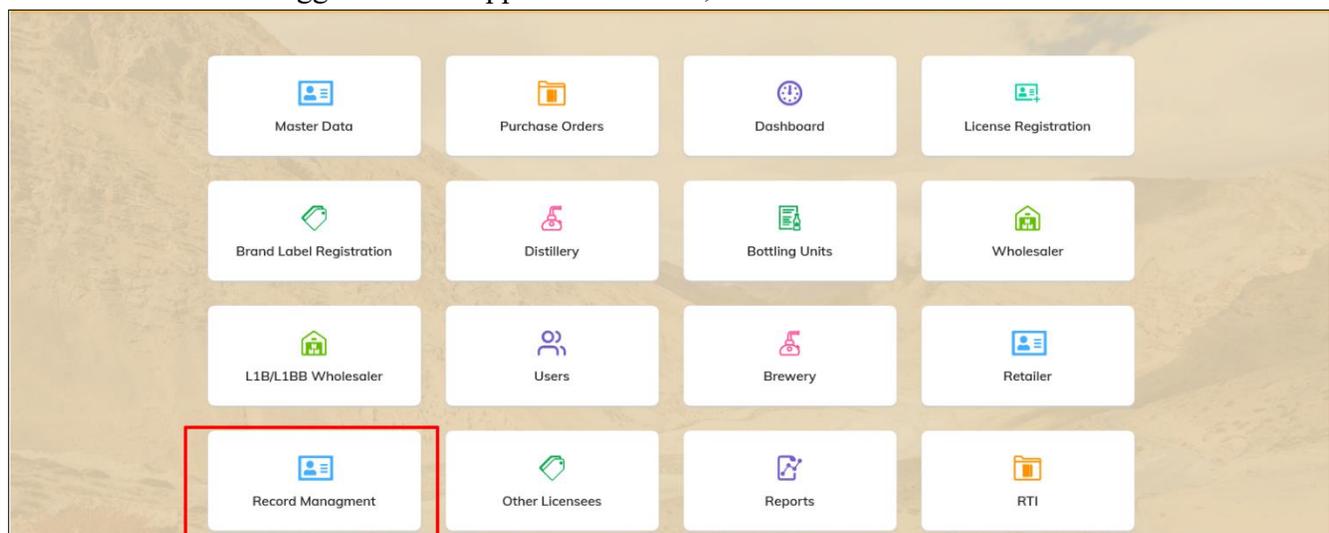
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- Once user is logged into the application as DC, a dashboard with modules will be shown.



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

- Once Record Keeping Request page shown to DC, Mouse over on Record Keeping Tab & Click on 'File Movement Request' for File Retrieval.



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



- 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 Number* 6046191521(RetailSale)

Remarks* Requesting to get file number

Send Request

Dashboard | Master Data | Purchase Orders | License Registration | Brand Label Registration | Other Licensees | Distillery | Login

FILE MOVEMENT REQUEST

Record Management > File 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	Request Raised	File Tracking

+ Add Request | Previous | Next

➤ User can view the forwarded request with a status.

Dashboard | Master Data | Purchase Orders | License Registration | Brand Label Registration | Other Licensees | Distillery | Login

FILE MOVEMENT REQUEST

Record Management > File 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	Request Raised	File Tracking

+ Add Request | Previous | Next

➤ 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.

Dashboard | Master Data | Purchase Orders | License Registration | Brand Label Registration | Other Licensees | Distillery | Login

FILE TRACKING

Record Management > File Tracking

File Number: 6046191521(RetailSale)_9 | Search

10 | Search: _____

License Number ^	File Number	From	To	Movement on	Status
6046191521(RetailSale)	6046191521(RetailSale)_9			Available in: Head Quarter/BLOCK A/FLOOR 1/DEPT AA/ACCOUNT SECTION/R00004/R00004-1	

Previous | Next

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

Dashboard
Master Data
Purchase Orders
License Registration
Brand Label Registration
Other Licensees
Distillery
...

RECORD KEEPING REQUEST

Record Management > Record Keeping Request

Start Date
End Date
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	Files Arranged in Rack No(R00004) and Slot No(R00004-1)

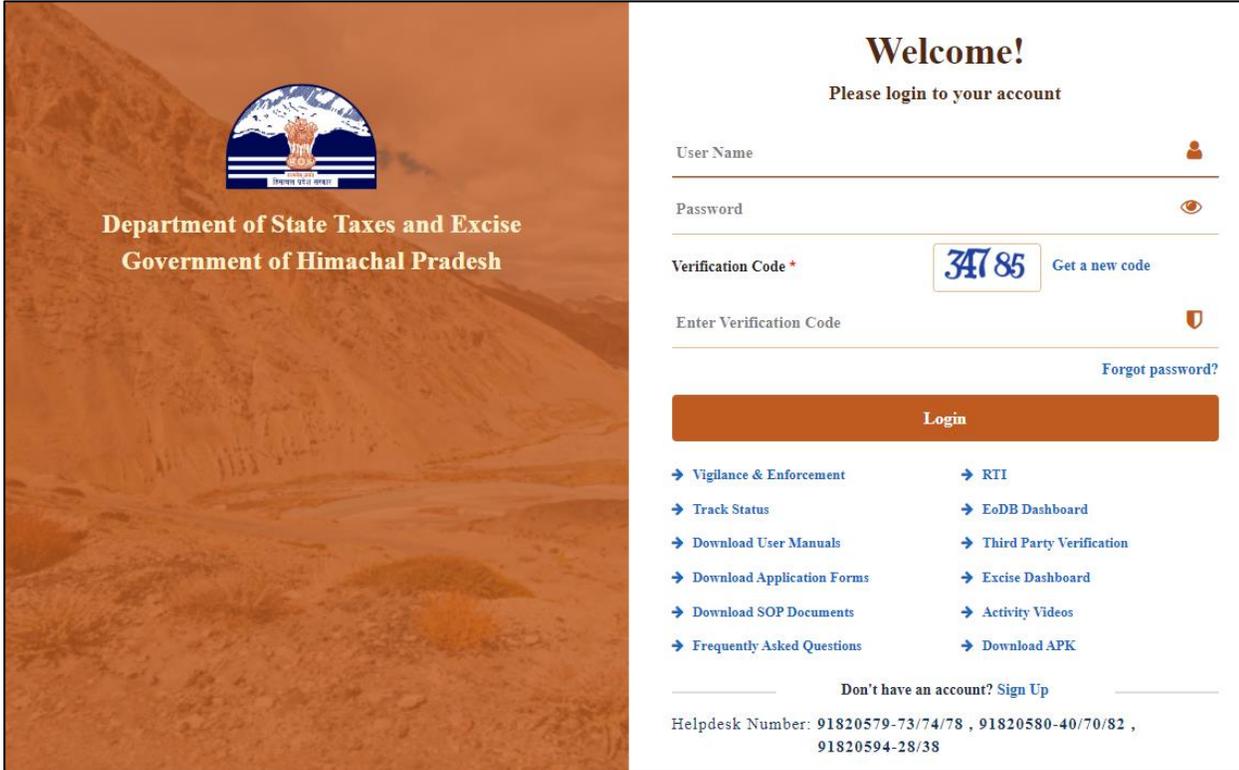
[+ Add Request](#)
[Previous](#)
[Next](#)

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 

Password 

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

Enter Verification Code 

[Forgot password?](#)

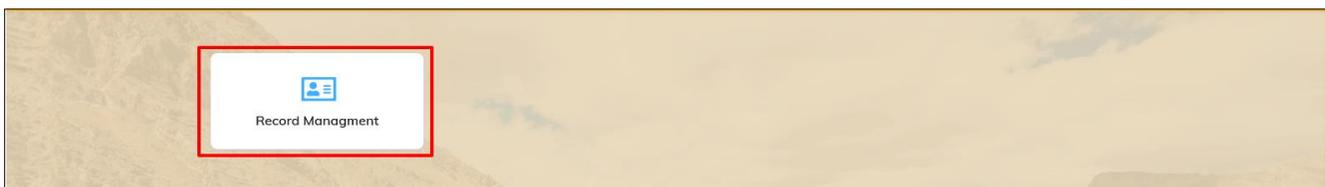
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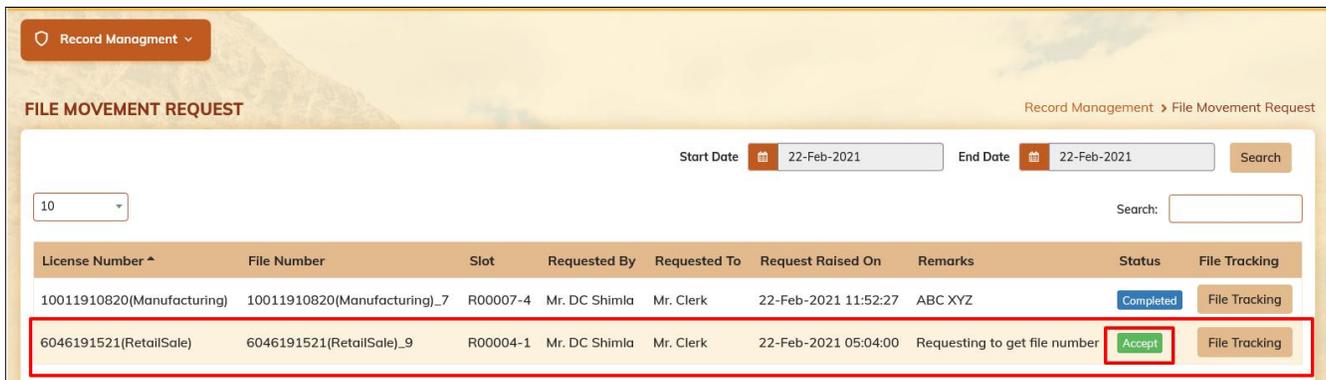
- Once user is logged into the application as Excise Clerk, a dashboard with modules will be shown.
- User needs to click on Record Management Tab to Accept request of DC.



- 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.



- Once User clicked on File Movement Request, Page will redirect to File Movement Request page ,
- User need to click on ‘Accept ‘to accept the request which is raised by DC.



FILE MOVEMENT REQUEST

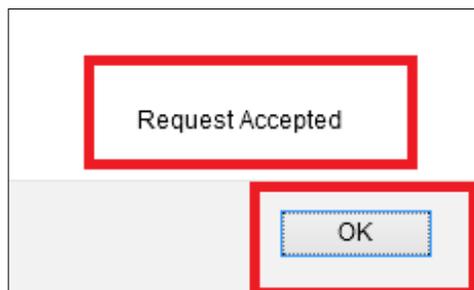
Record Management > File Movement Request

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.



Request Accepted

OK

- User should click on ‘Logout’ to successfully logout from application.



FILE MOVEMENT REQUEST

Record Management > File Movement Request

Start Date: 22-Feb-2021 | End Date: 22-Feb-2021 | Search

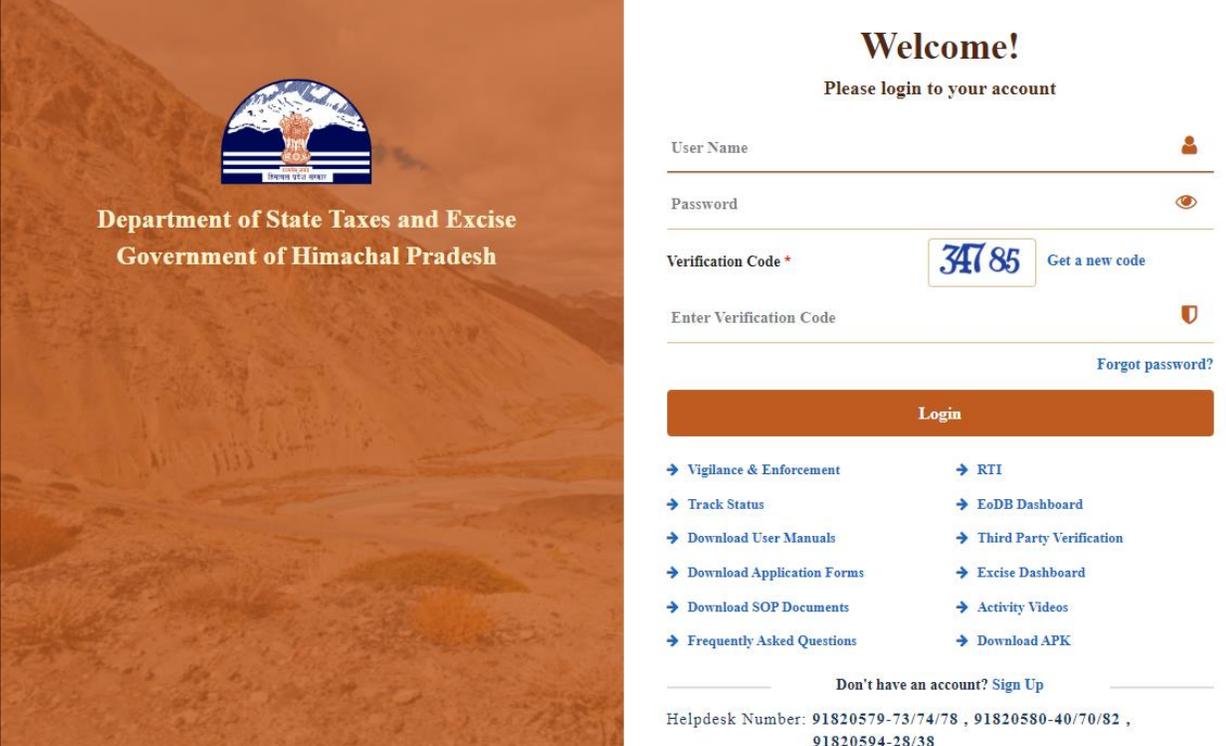
10 | Search:

License Number ^	File Number	Slot	Requested By	Requested To	Request Raised On	Remarks	Status	File Tracking
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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:



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?](#)

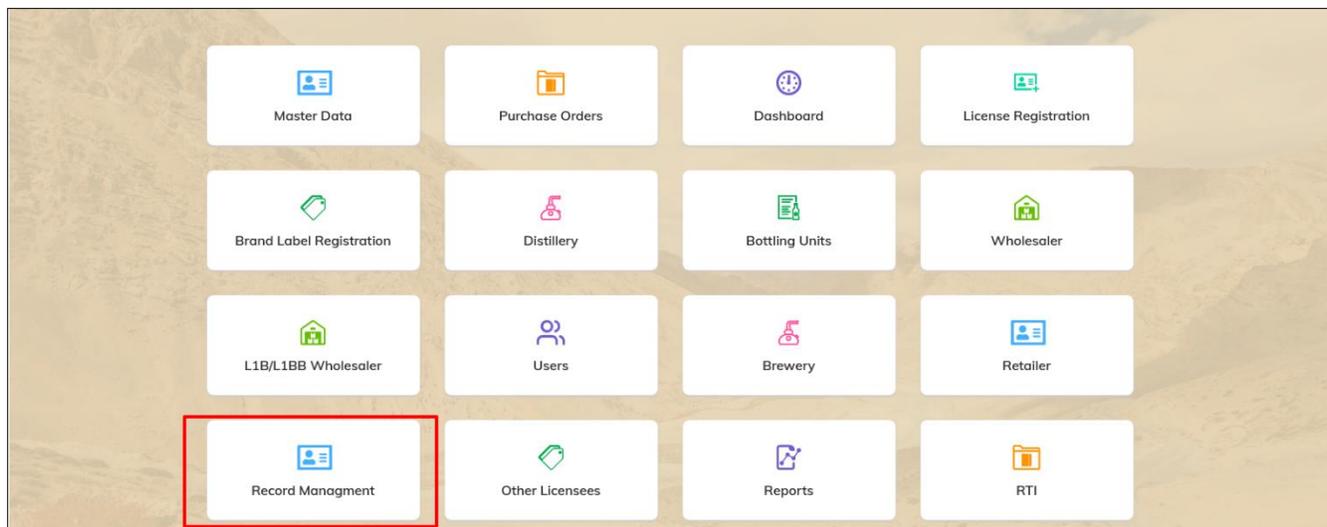
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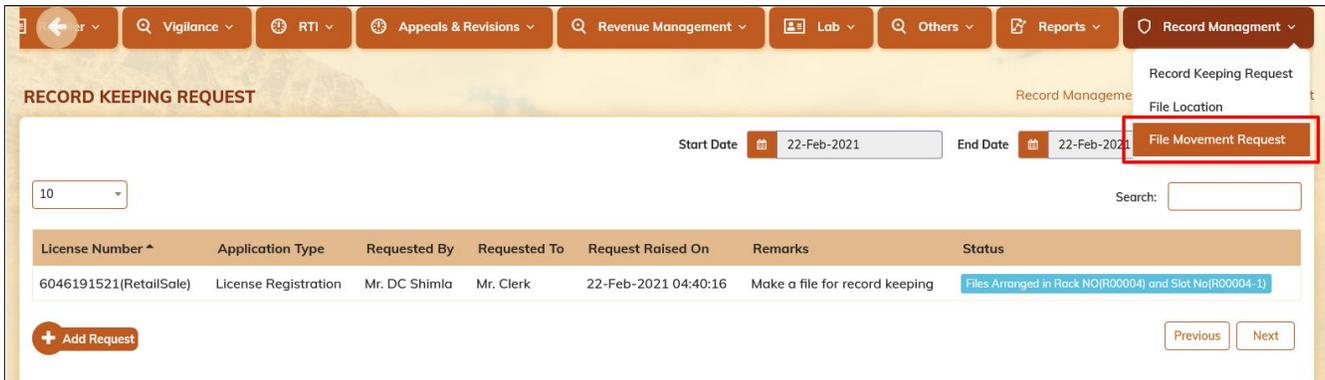
Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- 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.

➤ Once Record Keeping Request page shown to DC, Mouse over on Record Keeping Tab &



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.



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



Dashboard | Master Data | Purchase Orders | License Registration | Brand Label Registration | Other Licensees | Distillery | [File Movement Request](#)

Record Management > File Movement Request

Start Date: 22-Feb-2021 | End Date: 22-Feb-2021 | Search:

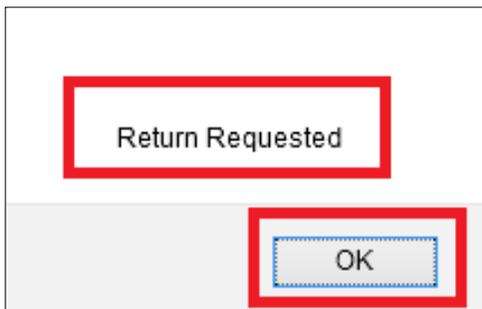
10 | Search:

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	Request for Return	File Tracking

+ Add Request | Previous | Next

Record Return at District Office

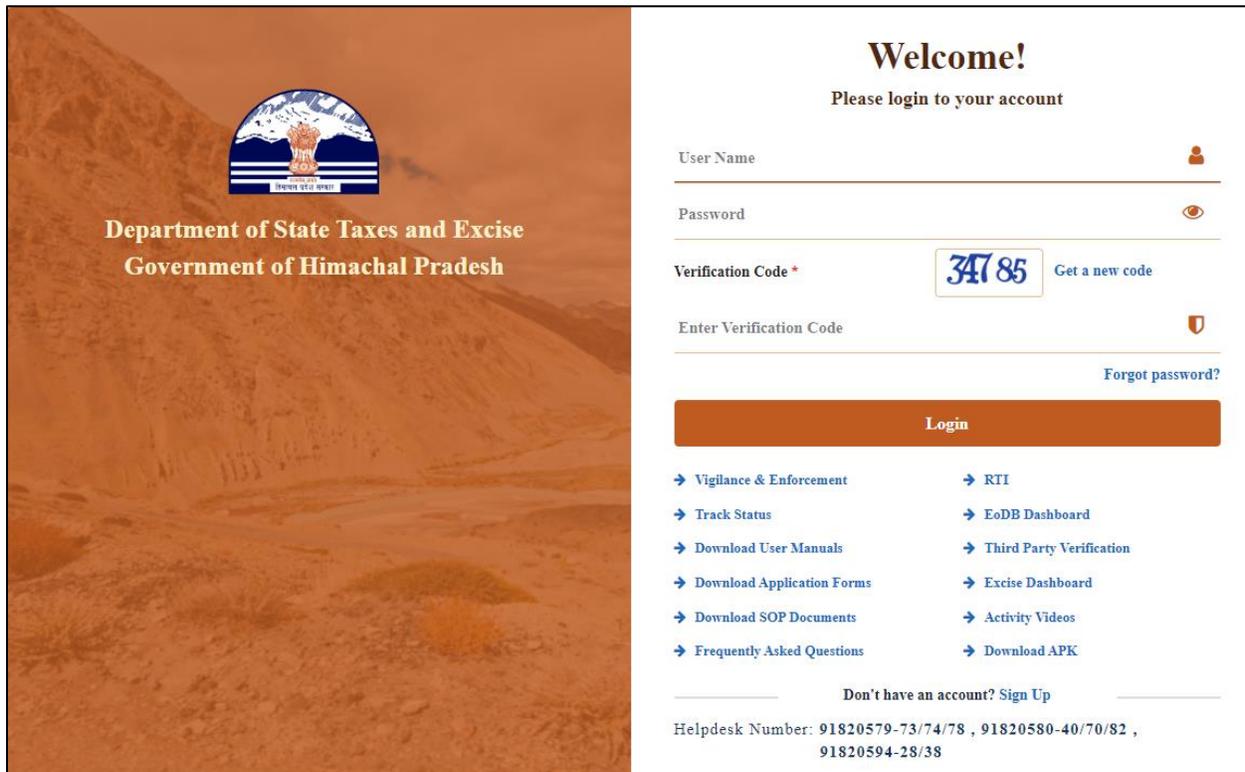
- User should click on 'Request for Return' to return the file to DC.



- 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



- 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.



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



FILE 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	Receive	File Tracking

Previous | Next

- User need to click on OK to proceed further.



File Moved to Slot

OK

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



FILE TRACKING

File Number: 6046191521(RetailSale)_9 | Search

10 | Search: []

License Number ^	File Number	From	To	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 | Next

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

- Once User clicked on 'File Tracking', User can view a complete transaction of file with Rack details where file has kept.

Record Management

FILE MOVEMENT REQUEST

Record Management > File 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	Completed	File Tracking

Previous Next

Dashboard Master Data Purchase Orders License Registration Brand Label Registration Other Licensees Distillery

RECORD KEEPING REQUEST

Record Management > Record Keeping Request

Start 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	Files Arranged in Rack NO(R00004) and Slot No(R00004:1)

+ Add Request Previous Next

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

Thank You.....,

