



DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



Vigilance Enforcement

User Reference Manual

C-Tel Infostechnologies Pvt. Ltd

Hyderabad, Telangana

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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 Legal Action Through the vigilance Enforcement.

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.

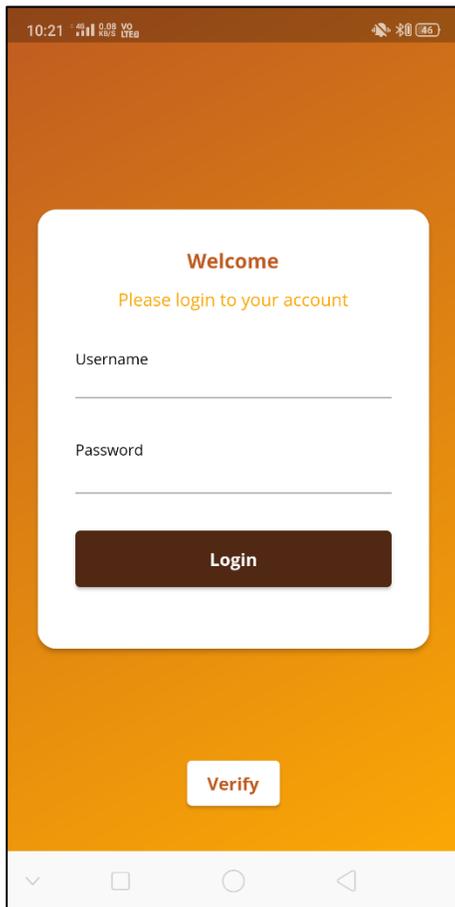
Browser:

- Application Is Compatible with Latest Mozilla and Chrome

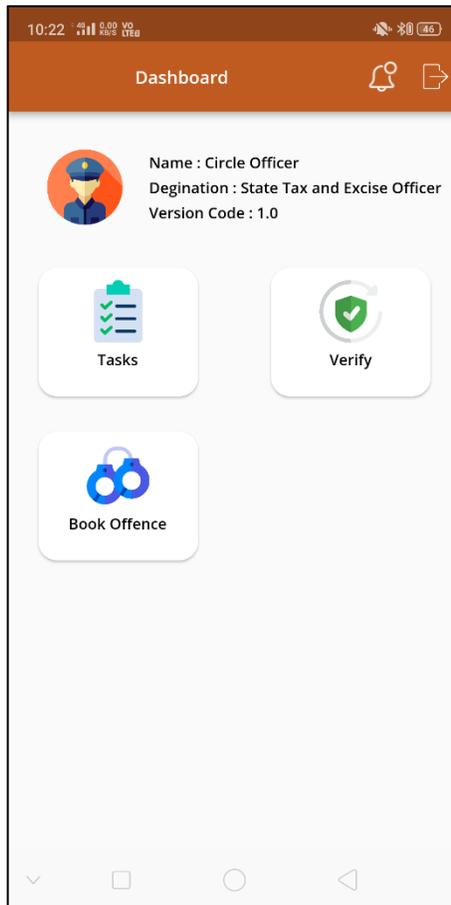
2.2 Help and Contact Information

3. Vigilance enforcement:

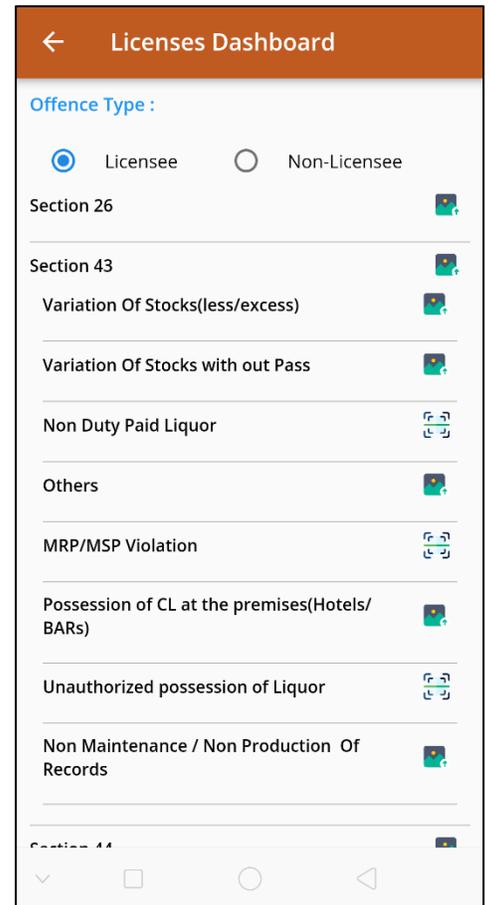
3.1 LICENSEE:



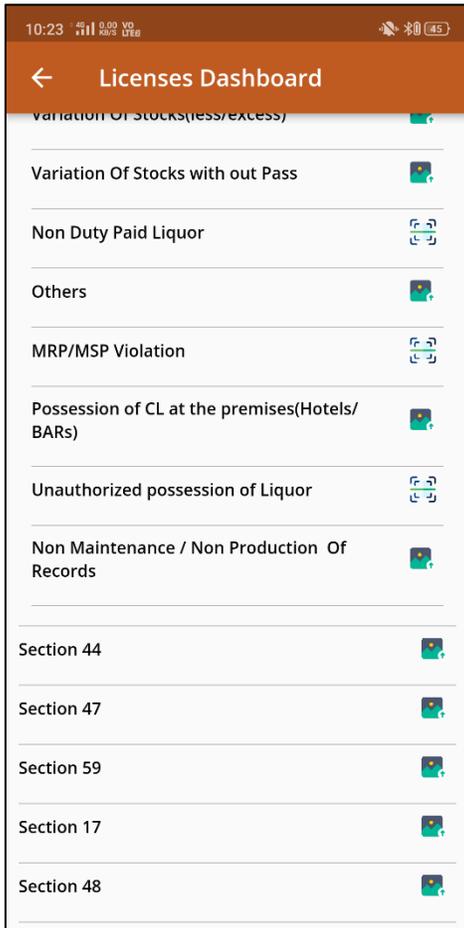
- User need to provide valid credentials and click on Login



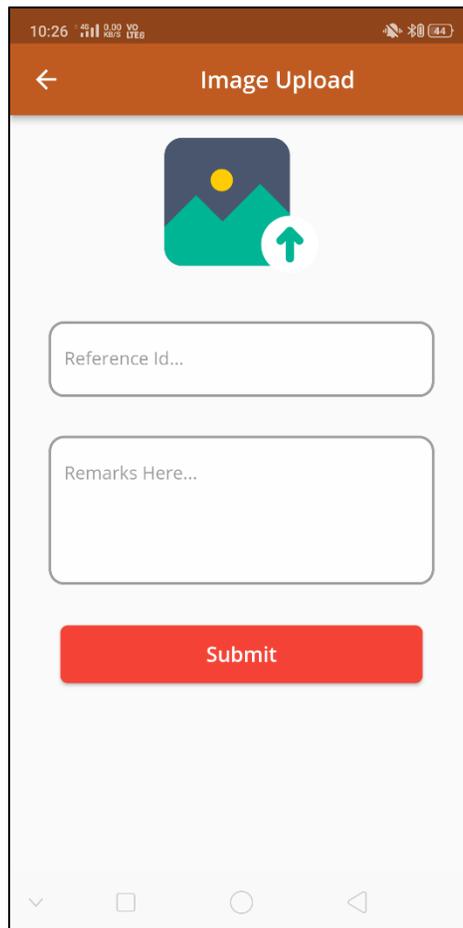
- User required to tap on book offence as shown in above figure.



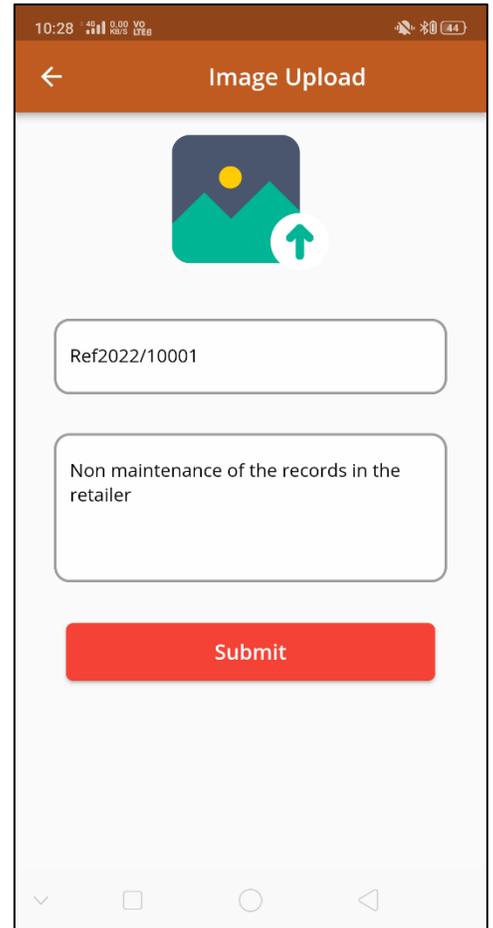
- User need to select License type and choose section accordingly.



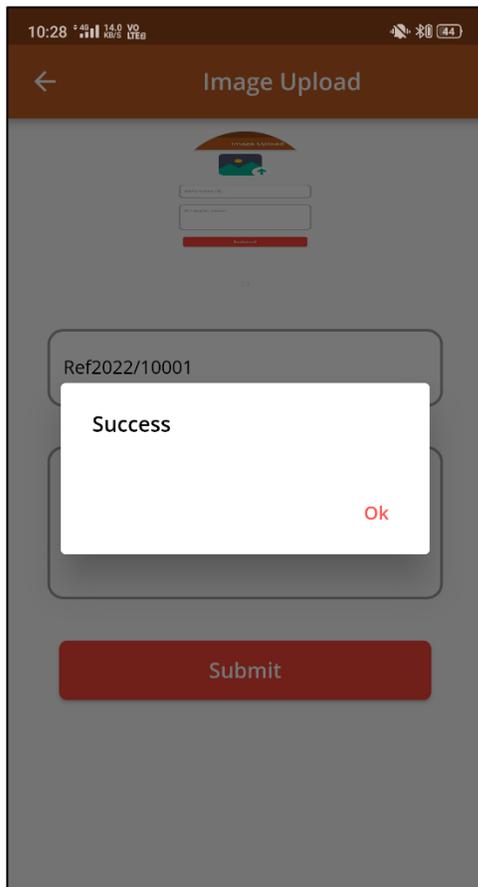
- User required to click on section as shown in above figure



- User need to upload the documents and fill information accordingly.

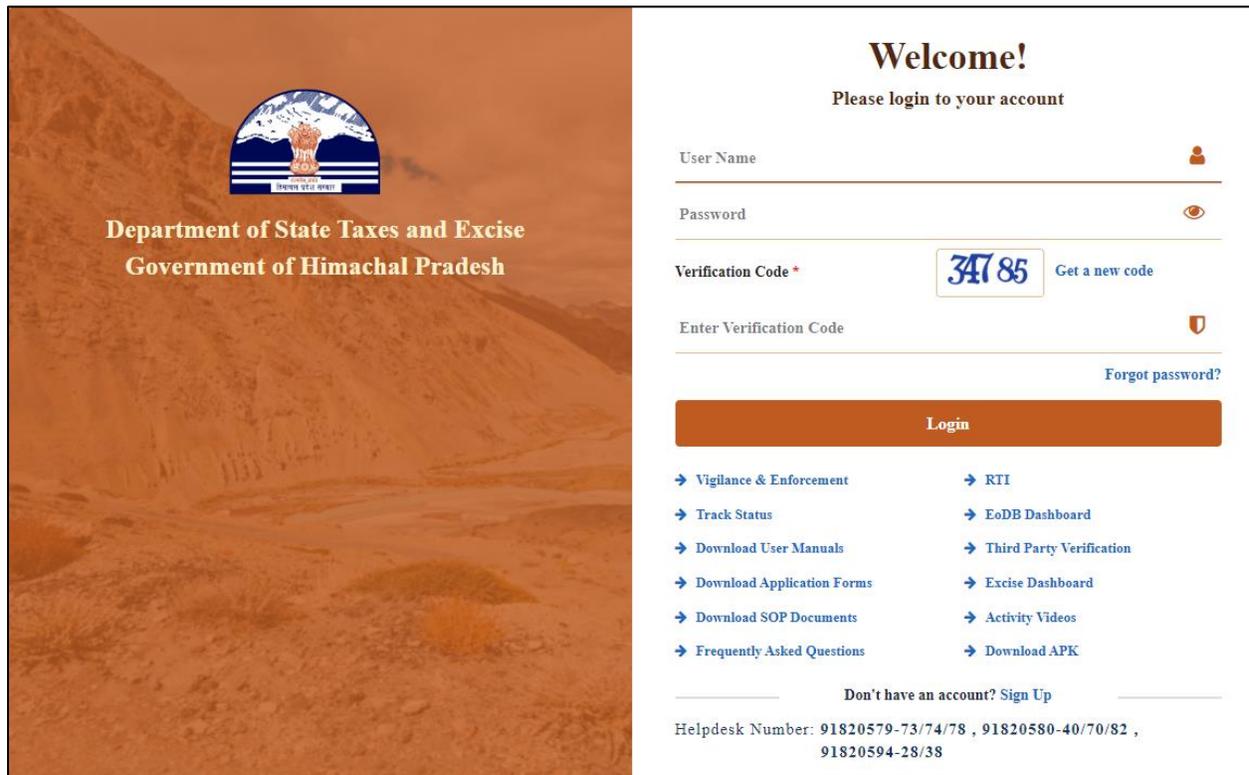


- User required to provide information as mentioned in above figure and click on submit.



- User has successfully booked offence and click on Ok.

Circle officer:



Welcome!
Please login to your account

User Name 

Password 

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

Enter Verification Code 

[Forgot password?](#)

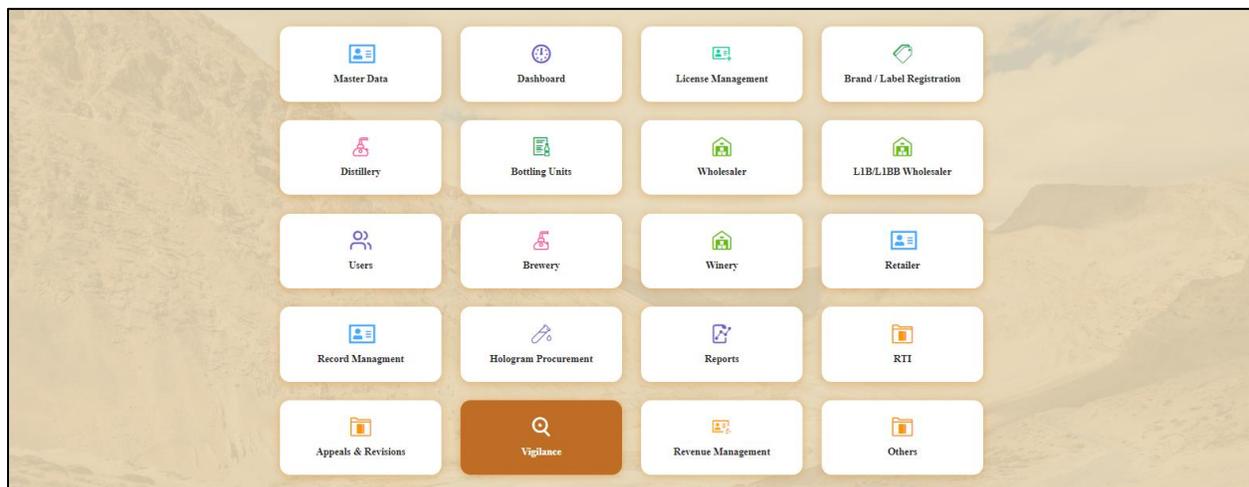
Login

- [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

- User required to provide valid credentials as mentioned in above figure and click on Login.



- User required to click on vigilance tab as shown in above figure.



- User required to click on vigilance tab as mentioned in above figure and click on offence shown



- The booked offence will be displayed and click on action icon as shown in above figure, a pop-up will be displayed as below.

Offence Register

Offence Id *

Date of inspection *

Detecting excise officer *

Inspected Data *

Remarks *

Seize items, collect evidence & update evidence records *

Place of Occurrence *

Description of the Material/ Documents seized with details of marking with Seal specimen reference *

Name and Address of Witnesses *

Document1 *

Document2 * +

- User required to fill information in fields as shown in above figure.

Offence Register ✕

Offence Id *	<input type="text" value="OFFENCE_2022049"/>
Date of inspection *	<input type="text" value="25-04-22 10:28:42 AM"/>
Detecting excise officer *	<input type="text" value="OFFICER_DHALLI"/>
Inspected Data *	<input type="text" value="Re2022/10001"/>
Remarks *	<input type="text" value="Non maintenance of the records in the retailer"/>
Seize items, collect evidence & update evidence records *	<input type="text" value="CASES, PART BOTTLES AND LOCKERS, TABLE TOPS, Printers, Gun Scanner, swipe machines"/>
Place of Occurrence *	<input type="text" value="VAMSHI RETAILER-2200001"/>
Description of the Material/ Documents seized with details of marking with Seal specimen reference *	<input type="text" value="100 cases ,1000 part bottles, 4 Locker, 2 table tops, 2 swipe machines, 2 gun scanners are seized"/>
Name and Address of Witnesses *	<input type="text" value="door no -142, Dhalli village, Shimla , HP-170001"/>
Document1 *	<input type="text" value="Choose File No file chosen"/>
Document2 *	<input type="text" value="Choose File No file chosen"/> +

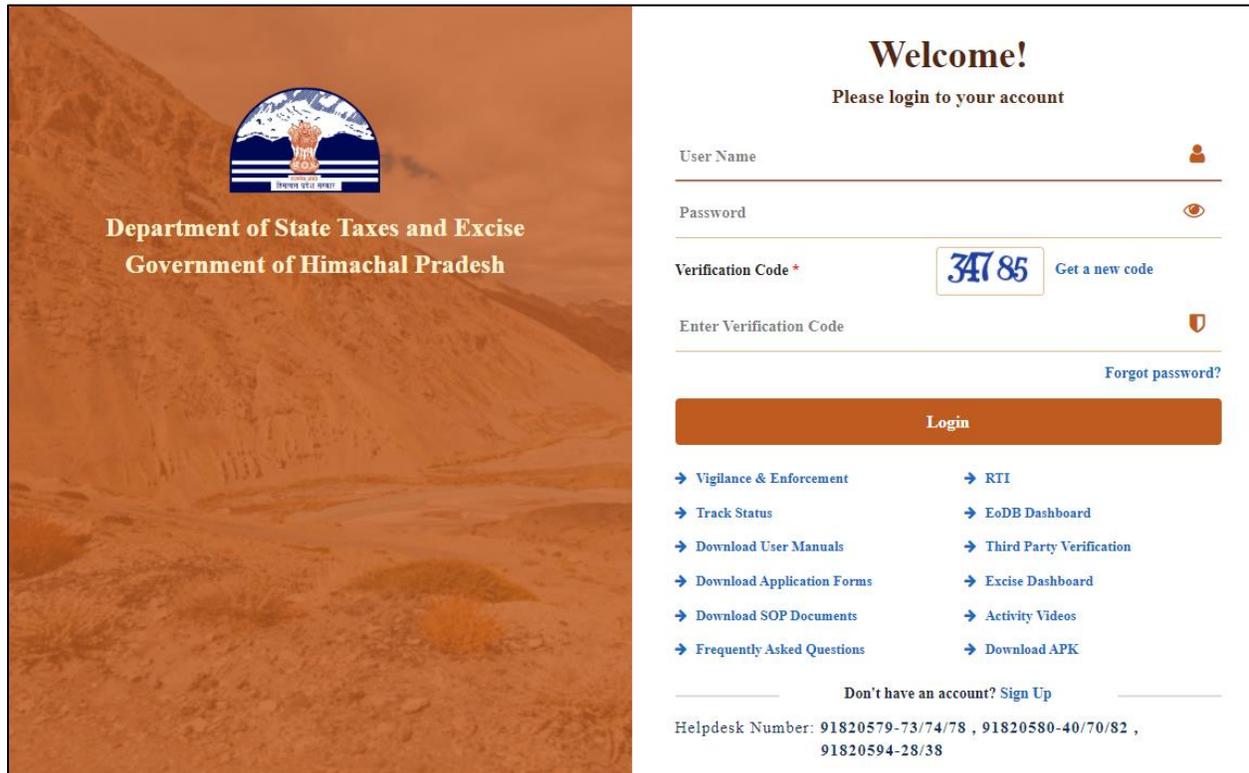
Submit
Cancel

- User need to fill information; upload documents as mentioned in above figure and click on Submit

OFFENCE									
S.No ^	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_2022049	Details	VAMSHI RETAILER-2200001	25-Apr-2022 10:28:42 AM	Forwarded To Assistant Commissioner			View Documents	

- The booked offence request is successfully forwarded to assistant commissioner as shown in above figure.

Assistant 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?](#)

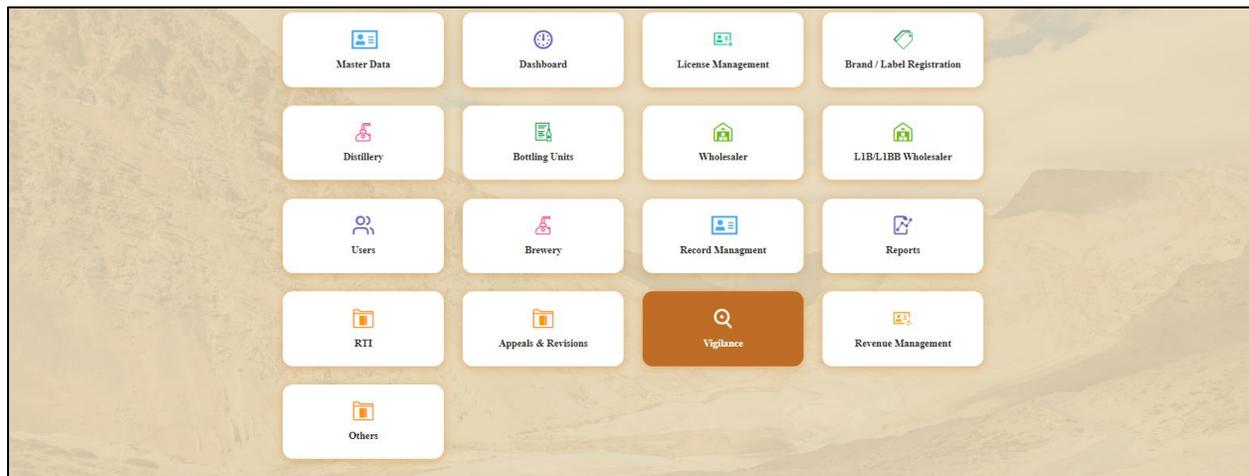
Login

- 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

- User required to fill information as mentioned in above figure and click on Login.



Master Data | Dashboard | License Management | Brand / Label Registration

Distillery | Bottling Units | Wholesaler | LIB/LIBB Wholesaler

Users | Brewery | Record Management | Reports

RTI | Appeals & Revisions | **Vigilance** | Revenue Management

Others

- User need to click on vigilance tab as shown in above figure.

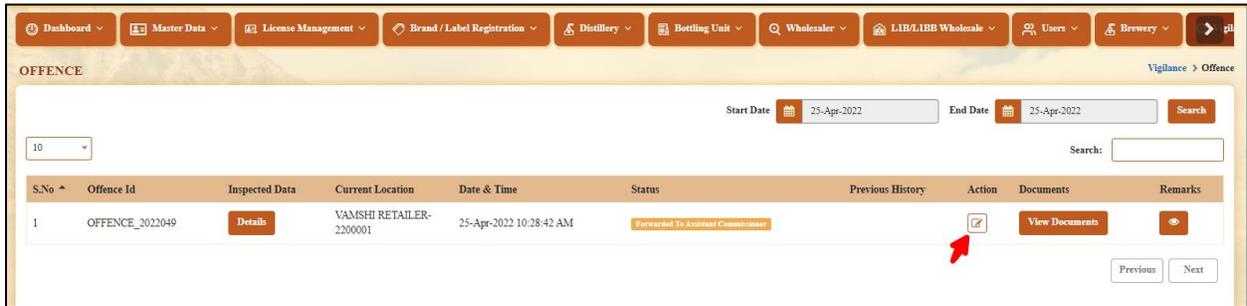


Bottling Unit | Wholesaler | LIB/LIBB Wholesaler | Users | Brewery | **Vigilance** | RTI | Revenue Management | Appeals & Revisions | Others | Reports | Record Management

Complaint List
Offence
Offline Offence
Inspection

Vigilance > Complaint List

- User need to select offence as mentioned in above figure.



OFFENCE

Vigilance > Offence

Start Date: 25-Apr-2022 End Date: 25-Apr-2022 Search

10

S.No	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_2022049	Details	VAMSHI RETAILER-2200001	25-Apr-2022 10:28:42 AM	Forwarded To Assistant Commissioner		<input checked="" type="checkbox"/>	View Documents	

Previous Next

- The booked offence will be displayed as shown in above figure and click on action icon; a pop-up will be shown as below.

Offence Register

Remarks *

Seize items, collect evidence & update evidence records *

Place of Occurrence *

Description of the Material/ Documents seized with details of marking with Seal specimen reference *

Name and Address of Witnesses *

Remarks*

Document1

Document2

Return for Clarification

[Submit](#) [Cancel](#)

- User required to fill required fields as shown in above figure and click on submit.



OFFENCE

Vigilance > Offence

Start Date: 25-Apr-2022 End Date: 25-Apr-2022 Search

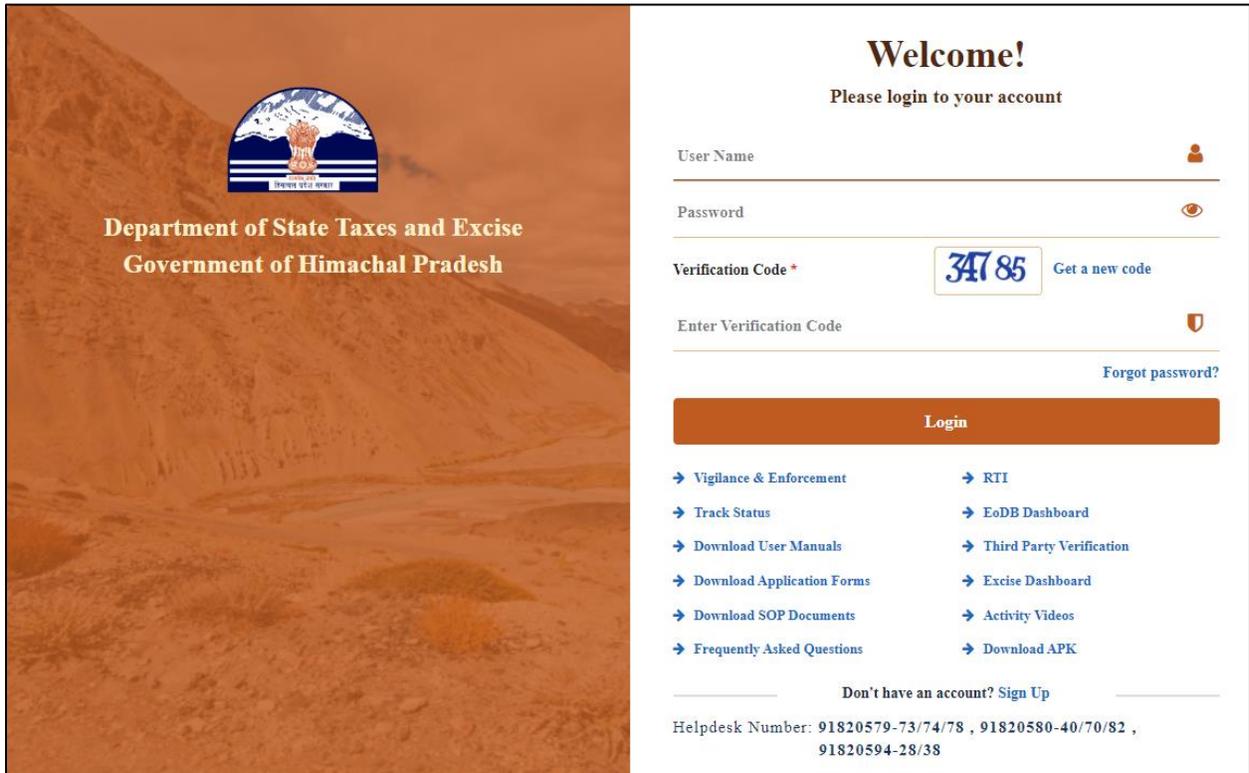
10

S.No	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_2022049	Details	VAMSHI RETAILER-2200001	25-Apr-2022 10:28:42 AM	Forwarded To Deputy Commissioner			View Documents	

Previous Next

- The forwarded offence will be displayed as shown in above figure.

Deputy commissioner:



Welcome!
Please login to your account

User Name 

Password 

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

Enter Verification Code 

[Forgot password?](#)

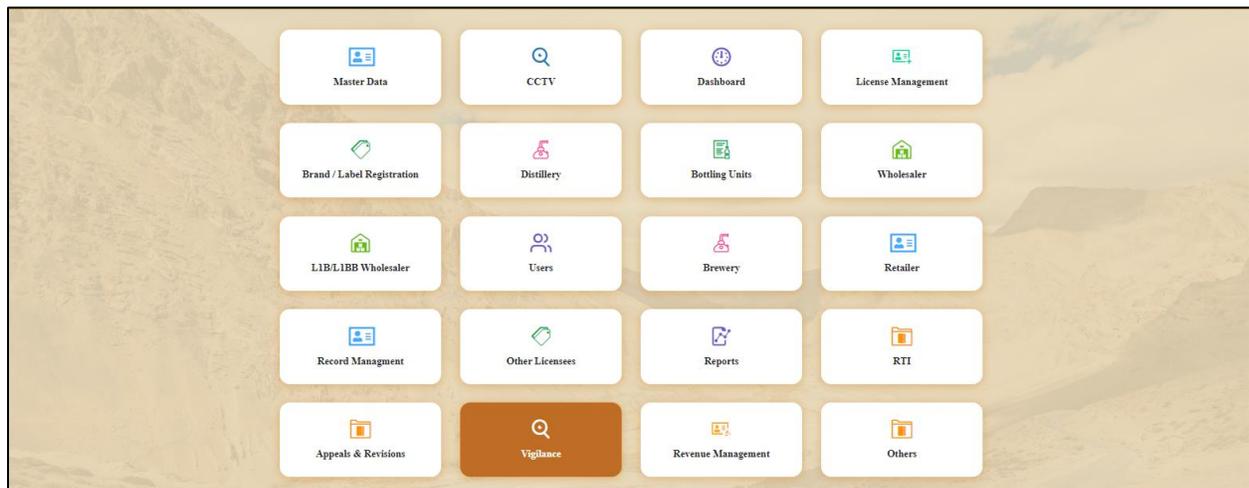
Login

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- Download SOP Documents
- Frequently Asked Questions
- RTI
- EoDB Dashboard
- Third Party Verification
- Excise Dashboard
- Activity Videos
- Download APK

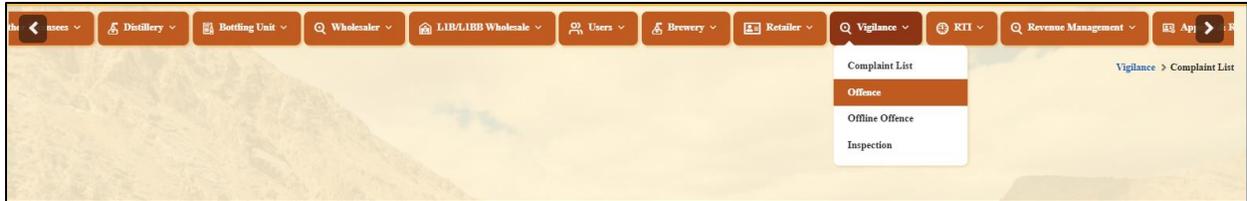
Don't have an account? [Sign Up](#)

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

- User required to fill information as mentioned in above figure and click on Login.



- User need to click on vigilance tab as shown in above figure.



- User need to choose offence as shown in above figure.



- The booked offence will be displayed as shown in above figure and click on action icon a pop-up will be shown as below.

Offence Register ×

Offence Id *	<input type="text" value="OFFENCE_2022049"/>
Serial No. *	<input type="text" value="SER20222394"/>
Offence Number *	<input type="text" value="2394"/>
Date of inspection *	<input type="text" value="25-04-22 10:28:42 AM"/>
Detecting excise officer *	<input type="text" value="OFFICER_DHALLI"/>
Inspected Data *	<input type="text" value="Ref2022/10001"/>
Remarks *	<input type="text" value="Non maintenance of the records in the retailer"/>
Seize items, collect evidence & update evidence records *	<input type="text" value="CASES, PART BOTTLES AND LOCKERS, TABLE TOPS, Printers, Gun Scanner, swipe machines"/>
Place of Occurrence *	<input type="text" value="VAMSHI RETAILER-2200001"/>
Description of the Material/ Documents seized with details of marking with Seal specimen reference *	<input type="text" value="100 cases ,1000 part bottles, 4 Locker, 2 table tops, 2 swipe machines, 2 gun scanners are seized"/>

Submit
Cancel

- User need to scroll down in pop-up.

Offence Register ✕

Remarks *

Seize items, collect evidence & update evidence records *

Place of Occurrence *

Description of the Material/ Documents seized with details of marking with Seal specimen reference *

Name and Address of Witnesses *

Upload Document 1 * No file chosen

Upload Document 2 * No file chosen +

Remarks*

Return for Clarification

- User required to fill fields as mentioned in above figure and click on submit button.

Dashboard CCTV Master Data License Management Brand / Label Registration Other Licensees Distillery Bottling Unit Wholesaler

OFFENCE Vigilance > Offence

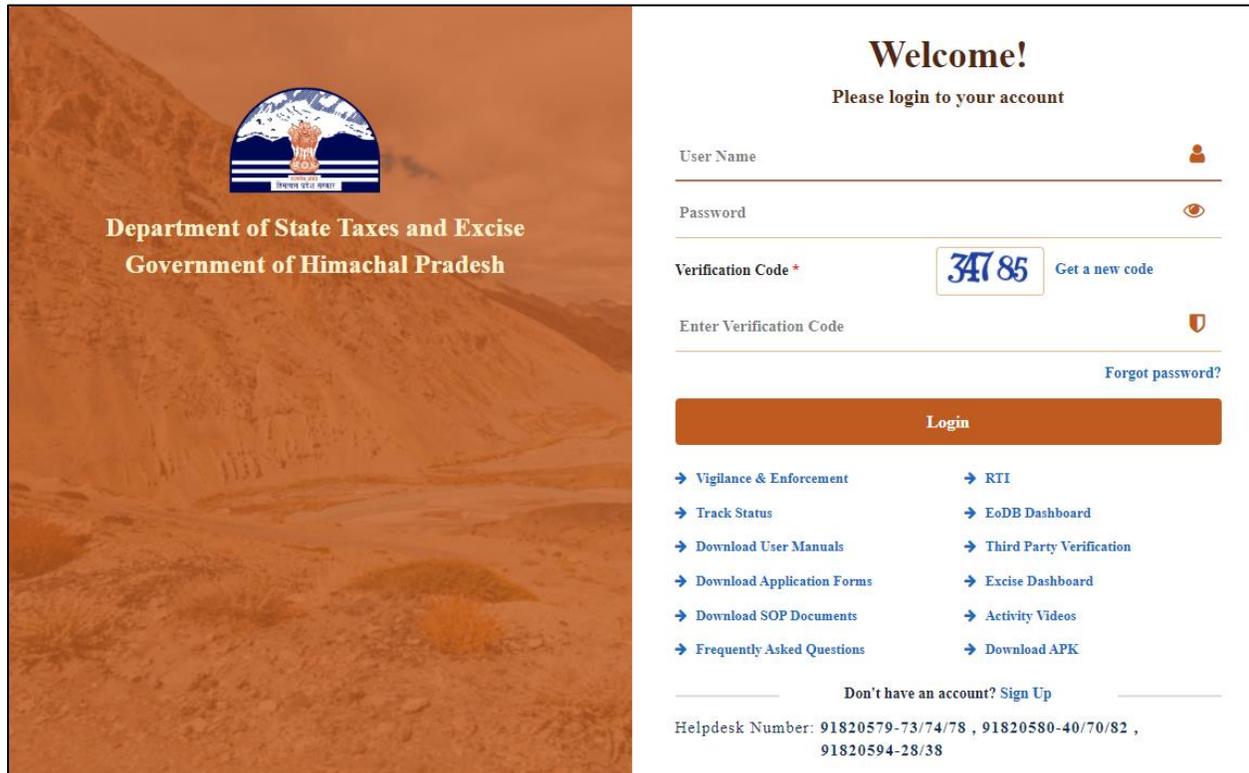
Start Date End Date

10 Search:

S.No	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_2022049	<input type="button" value="Details"/>	VAMSHI RETAILER-2200001	25-Apr-2022 10:28:42 AM	<input type="button" value="Forwarded To Reader"/>		<input type="button" value="View Documents"/>	<input type="button" value="🔍"/>	

- The submitted application will be displayed as shown in above figure.

Reader south zonal:



- User required to provide valid credentials as mentioned in above figure and click on Login.



- User need to click on vigilance tab as shown in above figure.



- User need to select offence from vigilance tab as shown in above figure.

Vigilance > Offence

Start Date: 25-Apr-2022 End Date: 25-Apr-2022 Search

10 Search:

S.No *	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_2022049	Details	Non Licensee	25-Apr-2022 10:28:42 AM	Forwarded To Reader			View Documents	

Previous Next

- The booked offence will be displayed as shown in above figure and click on action icon, a pop-up will be shown as below.

Offence Register ✕

Offence Id *	<input type="text" value="OFFENCE_2022049"/>
Serial No. *	<input type="text" value="SER20222394"/>
Offence Number *	<input type="text" value="2394"/>
Date of inspection *	<input type="text" value="25-04-22 10:28:42 AM"/>
Detecting excise officer *	<input type="text" value="OFFICER_DHALLI"/>
Inspected Data *	<input type="text" value="Ref2022/10001"/>
Remarks *	<input type="text" value="Non maintenance of the records in the retailer"/>
Seize items, collect evidence & update evidence records *	<input type="text" value="CASES, PART BOTTLES AND LOCKERS, TABLE TOPS, Printers, Gun Scanner, swipe machines"/>
Place of Occurrence *	<input type="text" value="VAMSHI RETAILER-2200001"/>
Description of the Material/ Documents seized with details of marking with Seal specimen reference *	<input type="text" value="100 cases ,1000 part bottles, 4 Locker, 2 table tops, 2 swipe machines, 2 gun scanners are seized"/>

- User need to verify information and scroll down.

Offence Register ✕

Inspected Data *

Remarks *

Seize Items, collect evidence & update evidence records *

Place of Occurrence *

Description of the Material/ Documents seized with details of marking with Seal specimen reference *

Name and Address of Witnesses *

Remarks *

Brief Description of Offence *

Return for Clarification

Submit
Cancel

- User need to fill required fields as mentioned in above figure and click on submit.

Vigilance ▾
Vigilance > Offence

OFFENCE

10 ▾

Start Date End Date Search

Search:

S.No	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_2022049	Details	VAMSHI RETAILER-2200008	25-Apr-2022 10:28:42 AM	Forwarded To Zonal Collector			View Documents	👁

Previous
Next

- The booked offence will be displayed as shown in above figure.

Collector:

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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- 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

- User required to provide valid credentials as mentioned in above figure and click on Login.

Master Data

Dashboard

License Management

Brand / Label Registration

Distillery

Bottling Units

Wholesaler

LIB/LIBB Wholesaler

Users

Brewery

Winery

Retailer

Record Management

Reports

RTI

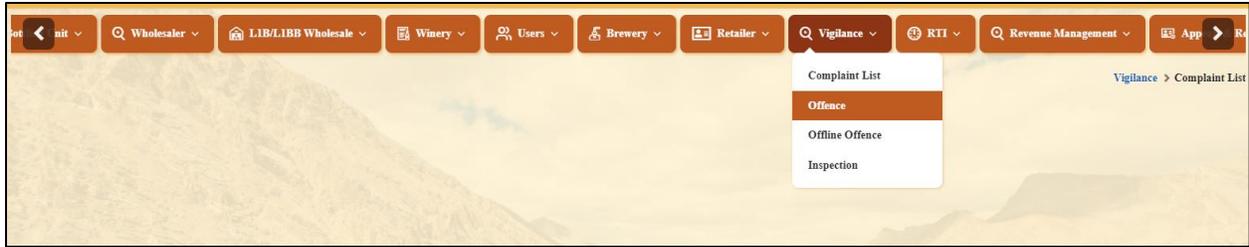
Appeals & Revisions

Vigilance

Revenue Management

Others

- User need to click on vigilance tab as shown in above figure.



- User required to select offense as shown in above figure.



- User required to click on action icon as shown in above figure and a pop-up will be shown as below.

Offence Register ✕

Offence Id *	<input type="text" value="OFFENCE_2022049"/>
Serial No. *	<input type="text" value="SER20222394"/>
Offence Number *	<input type="text" value="2394"/>
Date of inspection *	<input type="text" value="25-04-22 10:28:42 AM"/>
Detecting excise officer *	<input type="text" value="OFFICER_DHALLI"/>
Inspected Data *	<input type="text" value="Ref2022/10001"/>
Remarks *	<input type="text" value="Non maintenance of the records in the retailer"/>
Seize items, collect evidence & update evidence records *	<input type="text" value="CASES, PART BOTTLES AND LOCKERS, TABLE TOPS, Printers, Gun Scanner, swipe machines"/>
Place of Occurrence *	<input type="text" value="VAMSHI RETAILER-2200001"/>
Description of the Material/ Documents seized with details of marking with Seal specimen reference *	<input type="text" value="100 cases ,1000 part bottles, 4 Locker, 2 table tops, 2 swipe machines, 2 gun scanners are seized"/>

- User required to scroll down.

Offence Register ×

Description of the Material/ Documents seized with details of marking with Seal specimen reference *

Name and Address of Witnesses *

Brief Description of Offence *

Issue Notice

Upload Document if any

Date & Time Of Hearing *

Remarks *

Return for Clarification

- User need to click on issue notes as shown in above pop-up.

Issue Notice ×

Whereas the licensed premises of the M/s was inspected by a team of Excise Officer/Officers, consisting of on dated 25-APR-22 10:28:42 at the License and during inspection, the team observed following contraventions:-

S.No	Inspected Data	Offence Type	Remarks
1	Ref2022/10001	Section 43-Non Maintenance / Non Production Of Records	Non maintenance of the records in the retailer

Thus, the Non licensee has contravened of section of the H.P. Excise Act, 2011 read with rules of the H.P. Liquor License Rules, 1986 and condition number of Annual Announcements for the allotment of retail excise vends for the year

And whereas, you have become liable for penal action under Section of the Himachal Pradesh Excise Act, 2011, read with rules 35a(28) rules of the H.P. Liquor License Rules, 1986 and a violation of condition number of Annual Announcements for the allotment retail excise vends for the year 2022-23.

Now, therefore, you are hereby afforded opportunity to explain your position with regard to above violation and directed to appear in person or through authorised representative before the undersigned on in office chamber situated at with documentary proof whatsoever, and to show cause as to why penalty should not be imposed upon you for the above mentioned contravention.

Be it noted that in case you fail to show cause on the said date and time, further action as warranted under law would be taken against you and no further opportunity will be given to you.

Issued today this .

- User need to fill issue notices and click on submit.

Offence Register ×

Place of Occurrence *

Description of the Material/ Documents seized with details of marking with Seal specimen reference *

Name and Address of Witnesses *

Brief Description of Offence *

Upload Document if any No file chosen

Date & Time Of Hearing *

Remarks *

Return for Clarification

- User need to fill required fields and click on submit.

Dashboard
Master Data
License Management
Brand / Label Registration
Distillery
Bottling Unit
Wholesaler
LIB/LIBB Wholesale
Winery

OFFENCE Vigilance > Offence

Start Date End Date

Search:

S.No ^	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_2022049	<input type="button" value="Details"/>	VAMSHI RETAILER-2200008	25-Apr-2022 10:28:42 AM	Forwarded To Zonal Collector		<input type="button" value="📄"/> 	<input type="button" value="View Documents"/>	<input type="button" value="🗑️"/>

- The submitted application will be displayed as shown in above figure and click on action icon

Offence Register ×

Place of Occurrence *

Description of the Material/ Documents seized with details of marking with Seal specimen reference *

Name and Address of Witnesses *

Brief Description of Offence *

Date & Time Of Hearing.1 *

Upload Hearing Document * No file chosen

Hearing Remarks *

Remarks *

Return for Clarification

- User need to fill information as mentioned in above figure and click on submit.

Dashboard
Master Data
License Management
Brand / Label Registration
Distillery
Bottling Unit
Wholesaler
L1B/L1BB Wholesale
Winery

Vigilance > Offence

Start Date End Date

10

S.No	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_2022049	<input type="button" value="Details"/>	VAMSHI RETAILER-2200008	25-Apr-2022 10:28:42 AM	Forwarded To Zonal Collector		<input type="button" value="View Documents"/>		

- The submitted application will be displayed as shown in above figure and a pop-up will be shown as below.

Offence Register

Offence Id * OFFENCE_2022049

Serial No. * SER20222394

Offence Number * 2394

Date of inspection * 25-04-22 10:28:42 AM

Detecting excise officer * OFFICER_DHALLI

Inspected Data * Ref2022/10001

Remarks * Non maintenance of the records in the retailer

Seize items, collect evidence & update evidence records * CASES, PART BOTTLES AND LOCKERS, TABLE TOPS, Printers, Gun Scanner, swipe machines

Place of Occurrence * VAMSHI RETAILER-2200001

Description of the Material/ Documents seized with details of marking with Seal specimen reference * 100 cases ,1000 part bottles, 4 Locker, 2 table tops, 2 swipe machines, 2 gun scanners are seized

- User need to verify information and scroll down.

Offence Register

Place of Occurrence * VAMSHI RETAILER-2200001

Description of the Material/ Documents seized with details of marking with Seal specimen reference * 100 cases ,1000 part bottles, 4 Locker, 2 table tops, 2 swipe machines, 2 gun scanners are seized

Name and Address of Witnesses * door no -142, Dhalli village, Shimla , H.P-170001

Brief Description of Offence * NON MAINTAINANCE OF RECORDS

Date & Time Of Hearing 1 * 27-Apr-2022 02:09:00 PM

Hearing Remarks 1 * in retailer words, he has not committed any offence regarding records and frauds

Case Type *  Please Select Case Type

Remarks *

Return for Clarification

- User need to select case type either pending or finalize.

Offence Register

Name and Address of Witnesses *

Brief Description of Offence *

Date & Time Of Hearing 1 *

Hearing Remarks 1 *

Case Type *

Upload Final Order Copy *

Action *

Remarks *

Return for Clarification

- User need to upload document based on case selection type as mentioned in above figure.

Offence Register

Name and Address of Witnesses *

Brief Description of Offence *

Date & Time Of Hearing 1 *

Hearing Remarks 1 *

Case Type *

Upload Final Order Copy *

Action *

Remarks *

Return for Clarification

User need to click on action and select accordingly as shown in above figure.

Offence Register ✕

Name and Address of Witnesses *

Brief Description of Offence *

Date & Time Of Hearing 1 *

Hearing Remarks 1 *

Case Type *

Upload Final Order Copy *

Action * 

Remarks *

Return for Clarification

- User required to fill information as shown in above figure and click on submit.

Dashboard
Master Data
License Management
Brand / Label Registration
Distillery
Bottling Unit
Wholesaler
LIB/LIBB Wholesale
Winery

Vigilance > Offence

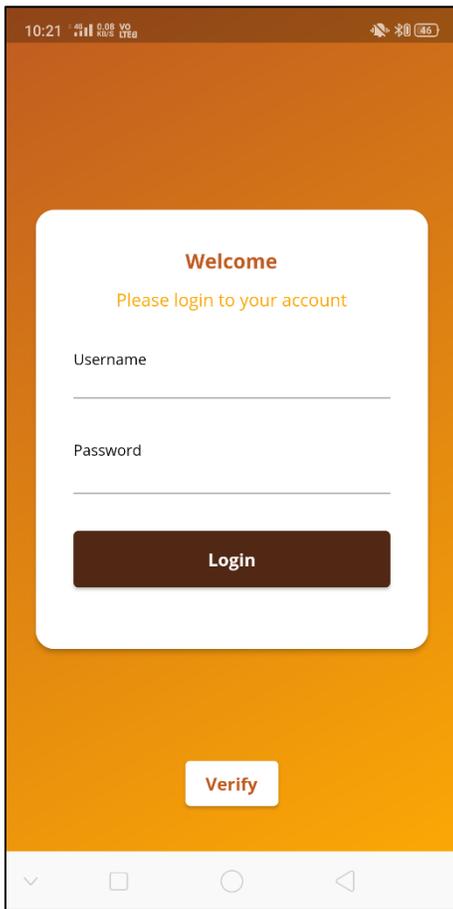
Start Date
End Date

10

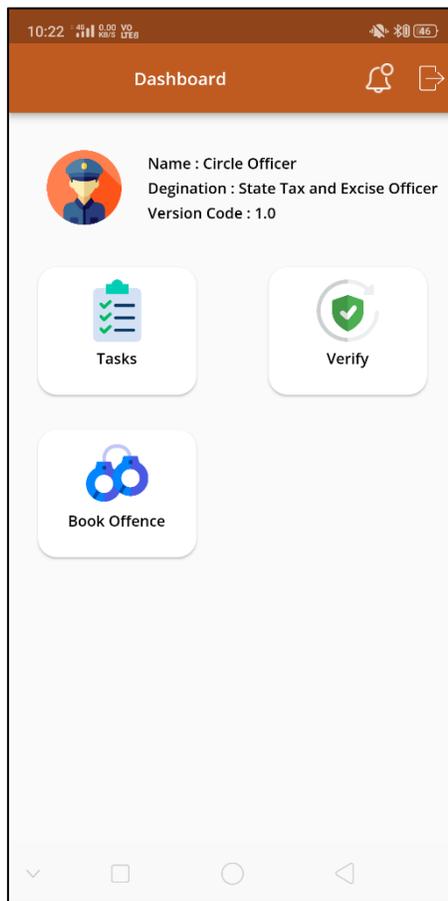
S.No	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_2022049	<input type="button" value="Details"/>	VAMSHI RETAILER-2200008	25-Apr-2022 10:28:42 AM	Completed			<input type="button" value="View Documents"/>	<input type="button" value="👁"/>

- The completed case request will be displayed as shown in above figure.

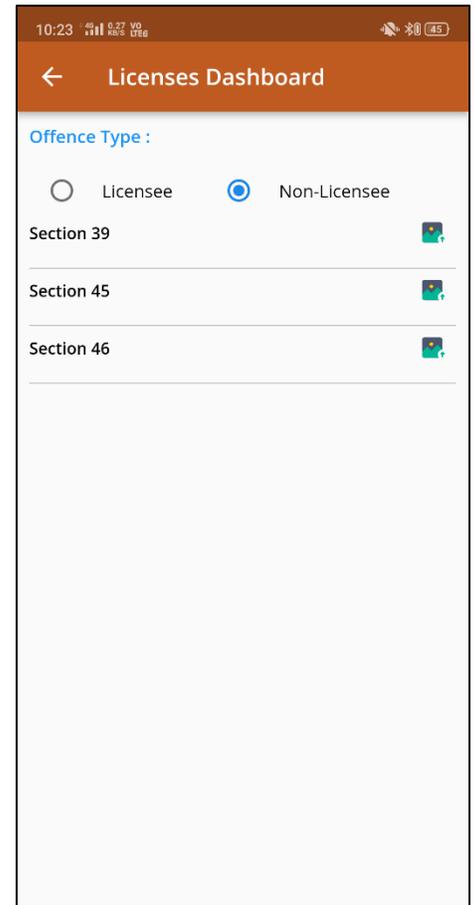
3.2 NON-LICENSEE section 39/45/46



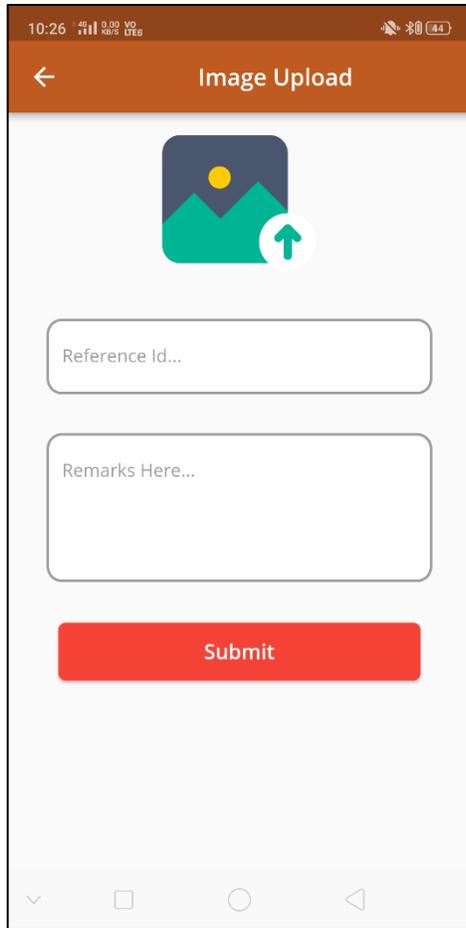
- User need to provide valid credentials and click on Login



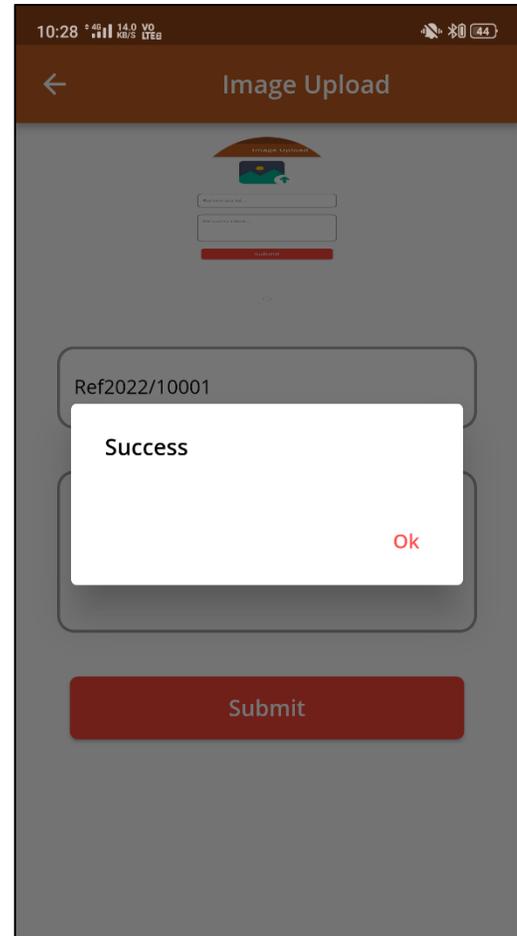
- User required to tap on book offence as shown in above figure.



- User need to select License type and choose section accordingly.

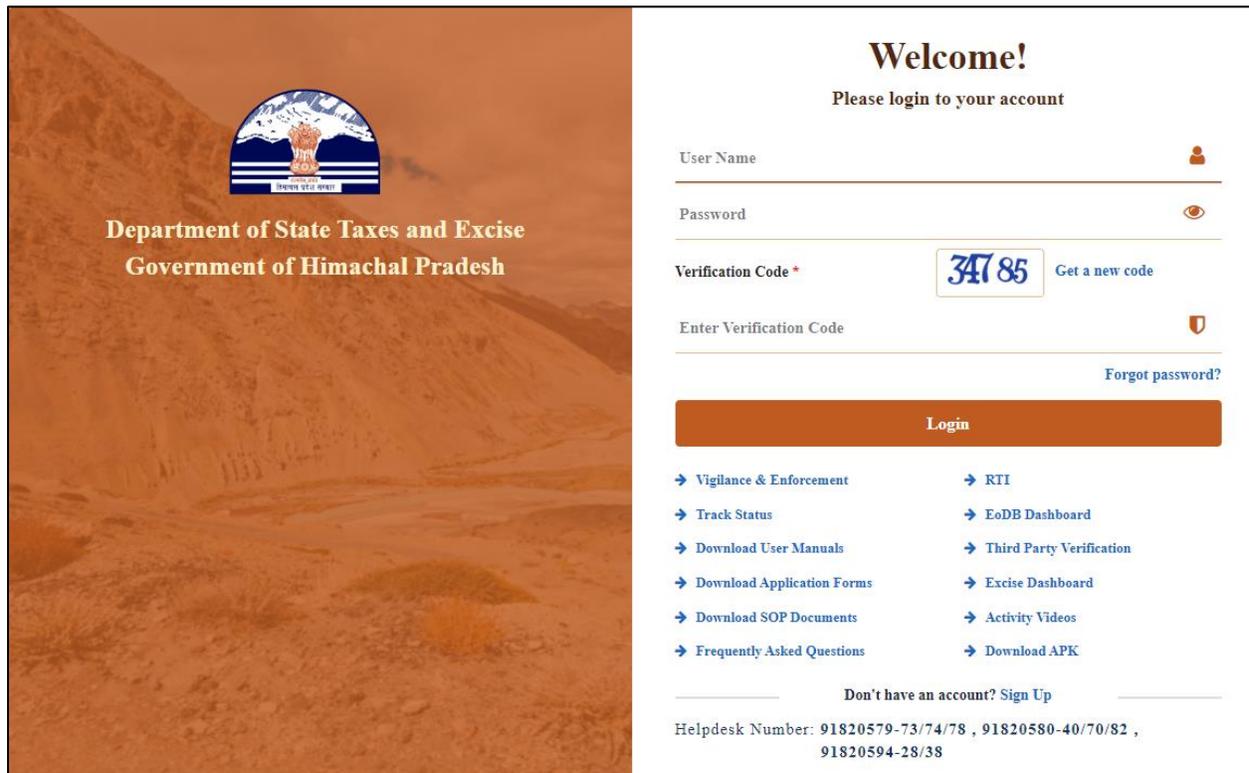


- User need to upload the documents and fill information accordingly.



- User has successfully booked offence and click on Ok.

Circle officer:



Welcome!
Please login to your account

User Name

Password

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

Enter Verification Code

[Forgot password?](#)

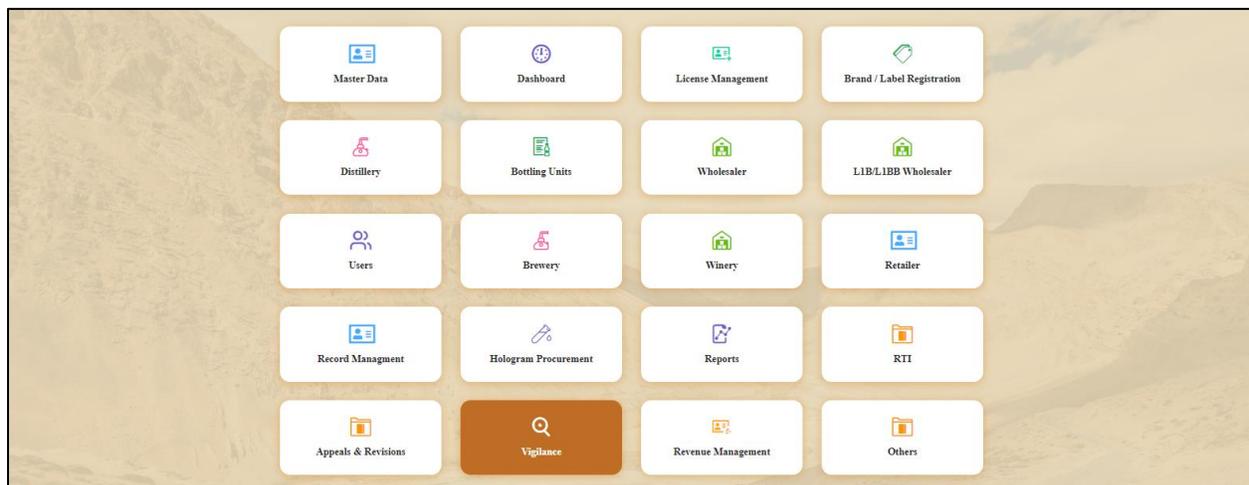
Login

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

- User required to provide valid credentials as mentioned in above figure and click on Login.



- User required to click on vigilance tab as shown in above figure.



- User required to click on vigilance tab as mentioned in above figure and click on offence shown



- The booked offence will be displayed and click on action icon as shown in above figure, a pop-up will be displayed as below.

Offence Register ✕

Inspected Data *	<input type="text" value="REF2022/10003"/>
Remarks *	<input type="text" value="With the section 39 to the Non- licensee"/>
Seize items, collect evidence & update evidence records *	<input type="text"/>
Place of Occurrence *	<input type="text"/>
Description of the Material/ Documents seized with details of marking with Seal specimen reference *	<input type="text"/>
Name and Address of Witnesses *	<input type="text"/>
Case less than 5 ? *	<input type="text" value="Please Select"/>
Document1 *	<input type="text" value="Choose File No file chosen"/>
Document2 *	<input type="text" value="Choose File No file chosen"/> +

- User required to fill information in fields as shown in above figure.

Offence Register ✕

Inspected Data *	<input type="text" value="REF2022/10003"/>
Remarks *	<input type="text" value="With the section 39 to the Non- licensee"/>
Seize items, collect evidence & update evidence records *	<input type="text" value="cases and part bottles"/>
Place of Occurrence *	<input type="text" value="bus station"/>
Description of the Material/ Documents seized with details of marking with Seal specimen reference *	<input type="text" value="4 cases and 2 part bottles"/>
Name and Address of Witnesses *	<input type="text" value="HSRTC"/>
Case less than 5 ? *	<input type="text" value="YES"/>
Document1 *	<input type="text" value="Please Select"/> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Document2 *	<input type="text" value="Choose File"/> No file chosen +

Submit
Cancel

- User need to fill information; upload documents as mentioned in above figure and click on Submit

Dashboard
Master Data
License Management
Brand / Label Registration
Distillery
Bottling Unit
Wholesaler
LIB/LIBB Wholesale
Winery

Vigilance > Offence

Start Date End Date Search

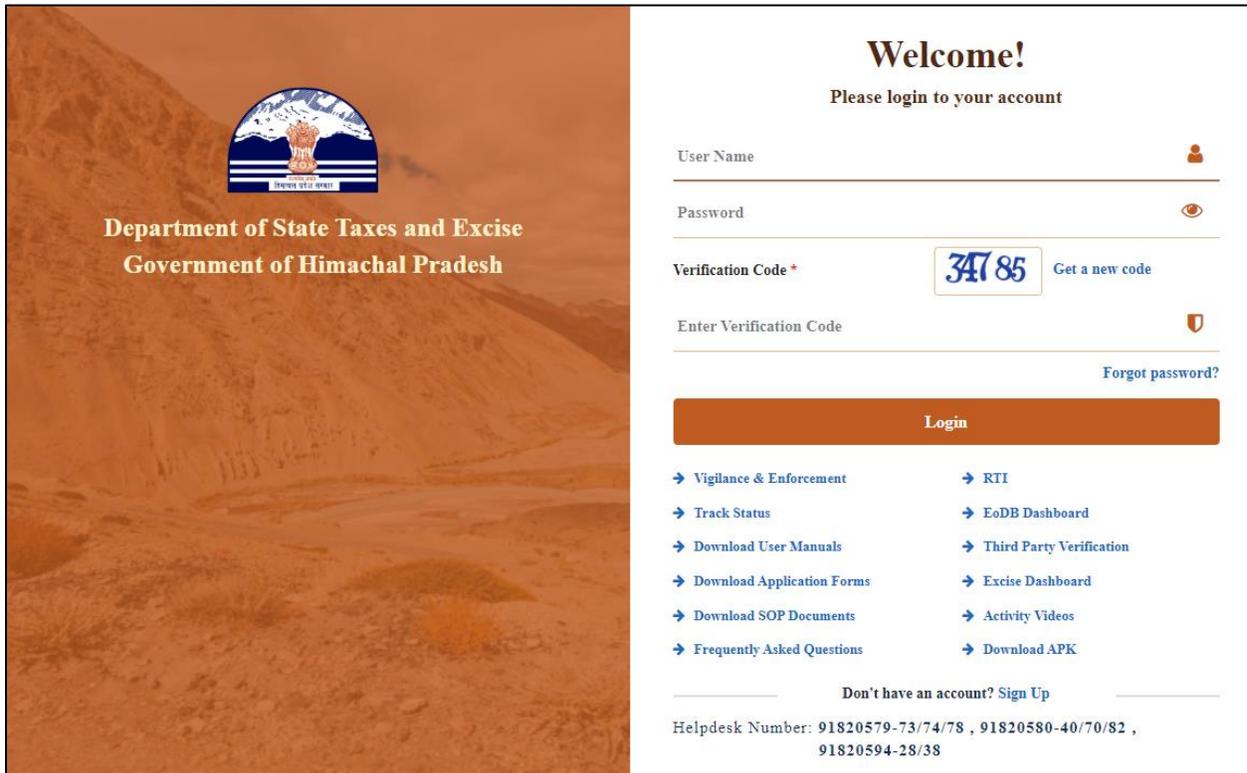
10 Search:

S.No	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_20220413	Details	Non Licensee	25-Apr-2022 04:10:53 PM	Forwarded To Assistant Commissioner		View Documents		👁

Previous Next

- The booked offence request is successfully forwarded to assistant commissioner as shown in above figure.

Assistant commissioner:



Welcome!
Please login to your account

User Name 

Password 

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

Enter Verification Code 

[Forgot password?](#)

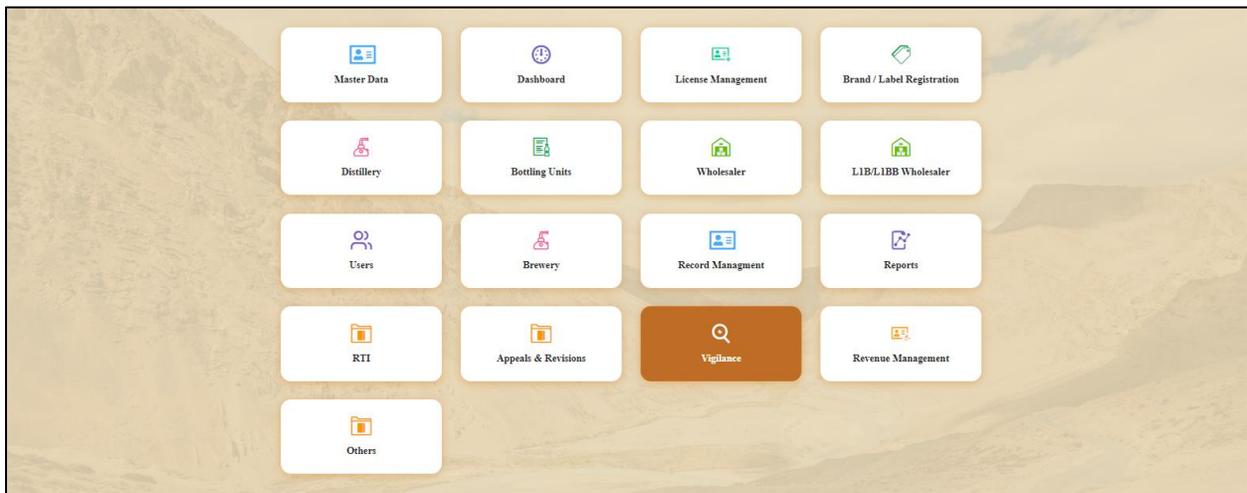
Login

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

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

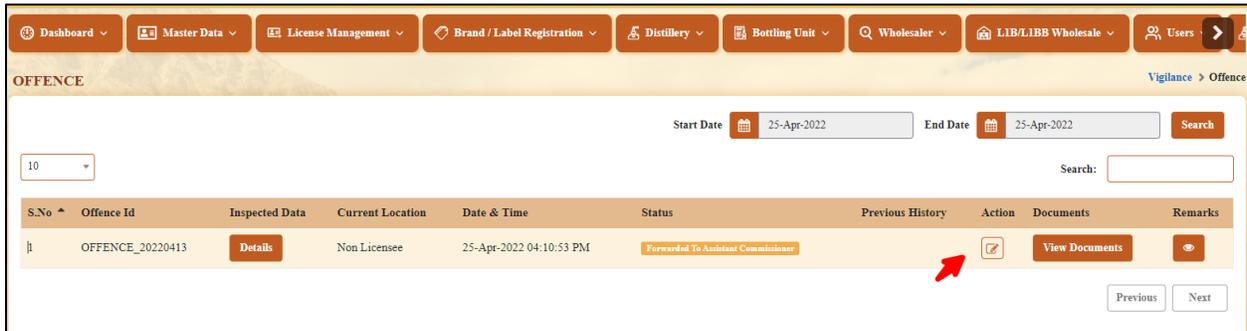
- User required to fill information as mentioned in above figure and click on Login.



- User need to click on vigilance tab as shown in above figure.



- User need to select offence as mentioned in above figure.



Dashboard | Master Data | License Management | Brand / Label Registration | Distillery | Bottling Unit | Wholesaler | LIB/LIBB Wholesale | Users

OFFENCE Vigilance > Offence

Start Date: 25-Apr-2022 | End Date: 25-Apr-2022 | Search: []

S.No	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_20220413	Details	Non Licensee	25-Apr-2022 04:10:53 PM	Forwarded To Assistant Commissioner			View Documents	

Previous | Next

- The booked offence will be displayed as shown in above figure and click on action icon, a pop-up will be shown as below.

Offence Register

Seize items, collect evidence & update evidence records *

Place of Occurrence *

Description of the Material/ Documents seized with details of marking with Seal specimen reference *

Name and Address of Witnesses *

Case less than 5 ?

Remarks*

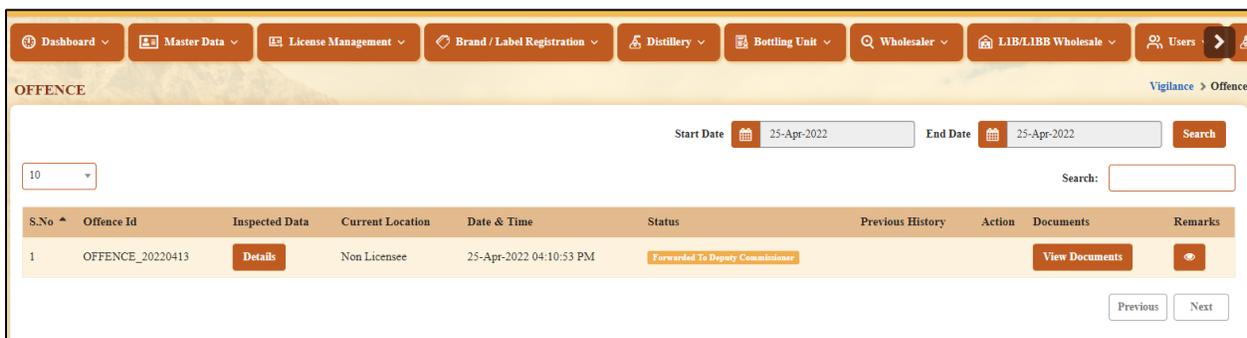
Document1

Document2

Return for Clarification

[Submit](#) [Cancel](#)

- User required to fill required fields as shown in above figure and click on submit.



Dashboard | Master Data | License Management | Brand / Label Registration | Distillery | Bottling Unit | Wholesaler | LIB/LIBB Wholesale | Users

OFFENCE Vigilance > Offence

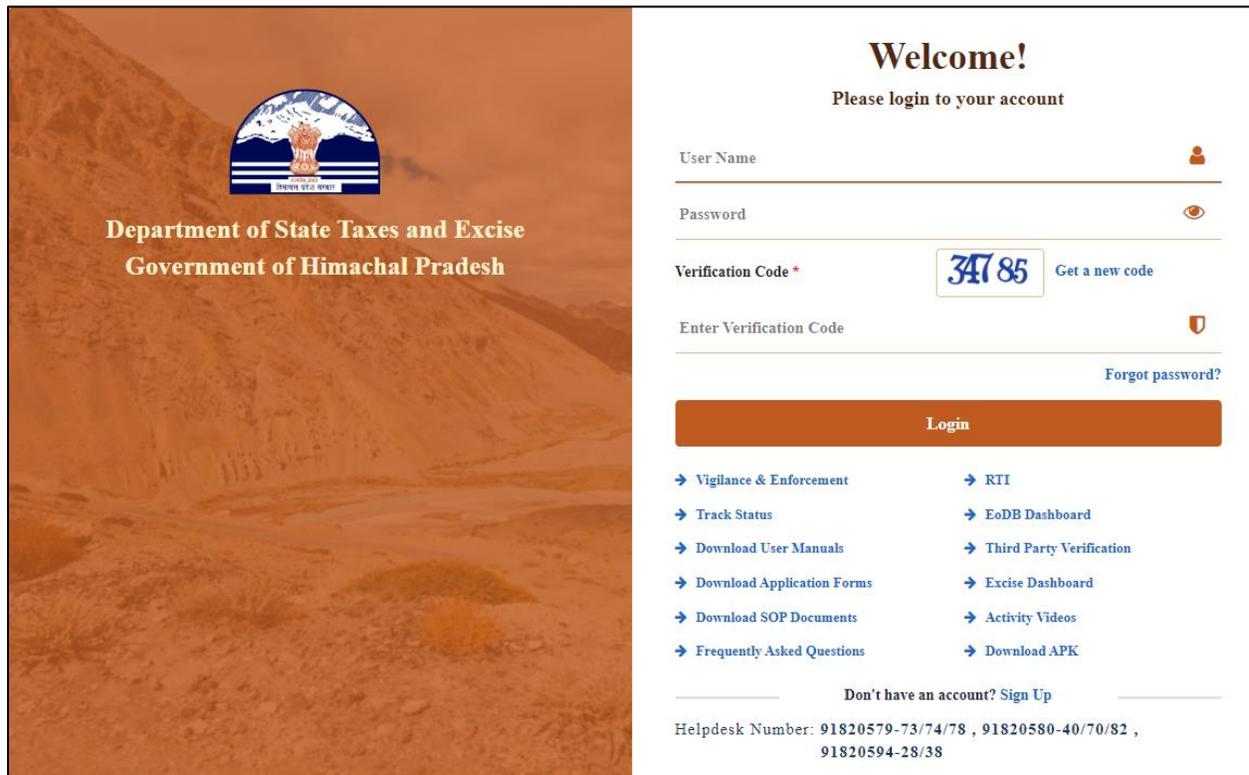
Start Date: 25-Apr-2022 | End Date: 25-Apr-2022 | Search: []

S.No	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_20220413	Details	Non Licensee	25-Apr-2022 04:10:53 PM	Forwarded To Deputy Commissioner			View Documents	

Previous | Next

- The forwarded offence will be displayed as shown in above figure.

Deputy commissioner:



Welcome!
Please login to your account

User Name 

Password 

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

Enter Verification Code 

[Forgot password?](#)

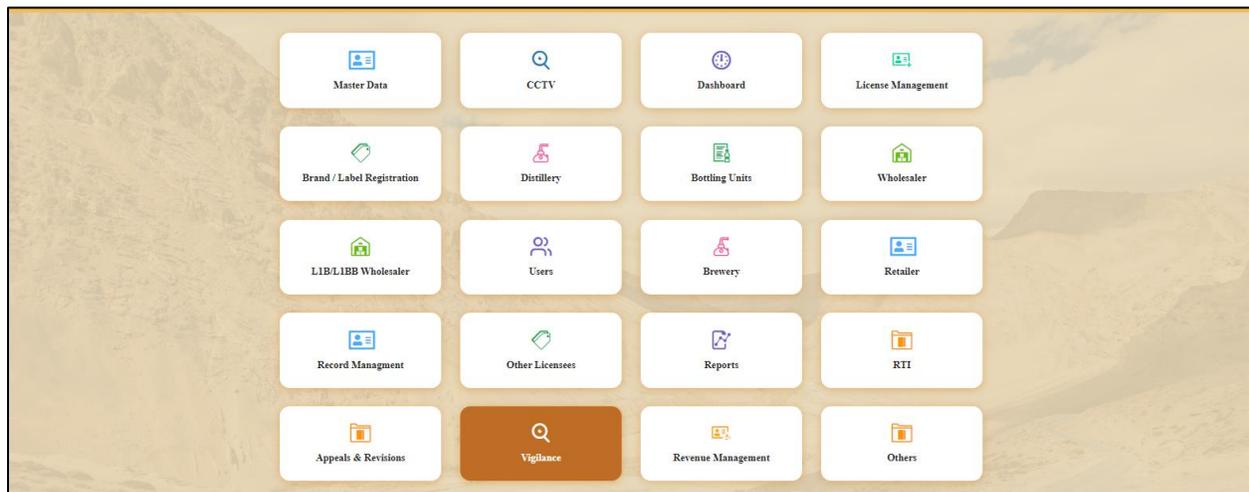
Login

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

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

- User required to fill information as mentioned in above figure and click on Login.



- User need to click on vigilance tab as shown in above figure.



- User need to choose offence as shown in above figure.



- The booked offence will be displayed as shown in above figure and click on action icon a pop-up will be shown as below.

Offence Register ✕

Offence Id *	<input type="text" value="OFFENCE_20220413"/>
Serial No. *	<input type="text" value="SER20222444"/>
Offence Number *	<input type="text" value="2444"/>
Date of inspection *	<input type="text" value="25-04-22 04:10:53 PM"/>
Detecting excise officer *	<input type="text" value="OFFICER_DHALLI"/>
Inspected Data *	<input type="text" value="REF2022/10003"/>
Remarks *	<input type="text" value="With the section 39 to the Non- licensee"/>
Seize items, collect evidence & update evidence records *	<input type="text" value="cases and part bottles"/>
Place of Occurrence *	<input type="text" value="bus station"/>
Description of the Material/ Documents seized with details of marking with Seal specimen reference *	<input type="text" value="4 cases and 2 part bottles"/>

- User need to scroll down in pop-up.

Offence Register ✕

Place of Occurrence *

Description of the Material/ Documents seized with details of marking with Seal specimen reference *

Name and Address of Witnesses *

Cases less than 5 ?

Upload Document 1 * No file chosen

Upload Document 2 * No file chosen +

Remarks*

Return for Clarification

- User required to fill fields and click on issue notice

Issue Notice ✕

Whereas the Non licensee of the M/s was inspected by a team of Excise Officer/Officers, consisting of on dated 25-APR-22 16:10:53 at the License and during inspection, the team observed following contraventions:-

S.No	Inspected Data	Offence Type	Remarks
1	REF2022/10003	Section 39	With the section 39 to the Non- licensee

Thus, the Non licensee has contravened of section of the H.P. Excise Act, 2011 read with rules of the H.P. Liquor License Rules, 1986 and condition number of Annual Announcements for the allotment of retail excise vends for the year

And whereas, you have become liable for penal action under Section of the Himachal Pradesh Excise Act, 2011, read with rules 35a(28) rules of the H.P. Liquor License Rules, 1986 and a violation of condition number of Annual Announcements for the allotment retail excise vends for the year 2022-23.

Now, therefore, you are hereby afforded opportunity to explain your position with regard to above violation and directed to appear in person or through authorised representative before the undersigned on in office chamber situated at with documentary proof whatsoever, and to show cause as to why penalty should not be imposed upon you for the above mentioned contravention.

Be it noted that in case you fail to show cause on the said date and time, further action as warranted under law would be taken against you and no further opportunity will be given to you.

Issued today this .

- User need to fill issue notice as displayed in above figure and click on submit.

Offence Register ✕

Place of Occurrence *

Description of the Material/ Documents seized with details of marking with Seal specimen reference *

Name and Address of Witnesses *

Cases less than 5 ?

Upload Document 1 *

Upload Document 2 * +

Remarks*

Return for Clarification

Submit
Cancel

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

Dashboard CCTV Master Data License Management Brand / Label Registration Other Licensees Distillery Bottling Unit Wholesaler

OFFENCE Vigilance > Offence

Start Date End Date Search

10 Search:

S.No	Offence Id	Inspected Data	Current Location	Date & Time	Status	Previous History	Action	Documents	Remarks
1	OFFENCE_20220410	Details	Non Licensee	25-Apr-2022 02:49:11 PM	Forwarded To Court			View Documents	🔍

Previous Next

- The application is forwarded to court as shown in above figure.

Thank you.....,