About this Document:-

This document contains user manual for applying e-Passes from https://hptax.gov.in web-portal by “Excise retail Licensees”.

Firstly, for applying e-Pass the licensee has to register in system. After complete registration process the licensee gets license number from the respective authority. The format of the License number is 56XXXXX.

The Licensee has to complete “New User Sign-up” process in https://hptax.gov.in web-portal using the license number issued to her/him and by providing mail-id and contact details.

After completing “New User Sign-up” process the licensee will receive password on his registered e-mail.
1. Licensee has to login into [https://hptax.gov.in](https://hptax.gov.in) web-portal using their username and password. After successful login below screen will appear. Here, the Licensee has to select link “Removal of Excisable intoxicants” for applying e-pass.

2. By clicking on “Removal of Excisable intoxicants” the licensee will be able to view screen as mentioned below. Here, the licensee has to select movement type.
3> After selecting movement type, screen will appear. Here the licensee has to enter details of “Consignor” as shown below. After providing all the details licensee has to click on “Next” button.

4> On the next screen licensee has to select “kind of liquor”. After selecting brands the licensee has to click on “Add” button.
5> By clicking on **next button** screen of Consignor/Consignee and L-34 details will appear, the Licensee has to verify data by clicking on **“Verify data”** button.

6> After verification of data, the Licensee has to click on **“Submit”** button.
7. After clicking on “**submit**” button a screen will appear which shows applicable excise fee/duties and ETD Development Fund if applicable for the selected movement. The Licensee has to pay all the duties and ETD Development Fund before proceeding further.

There are two options for making the payment under License fee/retail excise duty:

A. The Licensee can pay online payment by clicking on the **e-pay treasury** button. By clicking on the e-pay treasury option [https://hptax.gov.in](https://hptax.gov.in) web-portal will redirect the licensee to **e-pay treasury** website where the licensee can make payment towards respective heads.

B. If the licensee has paid all payments manually then the licensee has to visit their respective circle authority office for getting his payment recorded in to the system so that the licensee can apply for e-pass.

Payment for the Excise and Taxation Department Development Fund:

A. For making the payment under Excise and Taxation Department Development Fund the licensee has to visit their respective circle authority office for getting ETD Development Fund payment recorded in to the system. The Licensee has to show the manual challan receipt to the authority, so that authority can verify and record the payment hassle-free.
8> After making all the payments successfully the licensee will be able to apply e-pass by clicking on “Generate Acknowledgement” button.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Kind of Liquor/Intoxicant</th>
<th>Description of Others</th>
<th>Category</th>
<th>Brand Name</th>
<th>Measurement (in Mta)</th>
<th>Number of Bottles</th>
<th>Number of Quarts</th>
<th>Measurement (in Mta)</th>
<th>Number of Pints</th>
<th>Measurement (in Mta)</th>
<th>Number of Nips</th>
<th>Type of Packing</th>
<th>Number of Bottles</th>
<th>Measurement (in Mta)</th>
<th>Number of Units</th>
<th>Total Number of Units</th>
<th>Degree of Proof</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IMFS</td>
<td>Whisky</td>
<td>Red Knight Premium Whisky</td>
<td>750</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>75.0</td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Vehicle Details**

<table>
<thead>
<tr>
<th>Vehicle No</th>
<th>Make of Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9> After clicking on “Generate Acknowledgement” button an Acknowledgement number will be generated and task for verification of the e-pass will be created in the login of the respective circle authority.

EXCISE AND TAXATION DEPARTMENT
Government of Himachal Pradesh

Acknowledgement Receipt

We hereby acknowledge the
Acknowledgement No: 90791640000253
Acknowledgement Date: 20/10/2018

For any feedback or queries please contact us on 18001808066 or email to etd.helpdesk@mailhptax.gov.in or either communicate using e-communication link from your login.