

## **Excise e-Retail Passes User Guide**

# Excise e-Retail Passes User Guide

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## 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 56XXXXXXXXX.

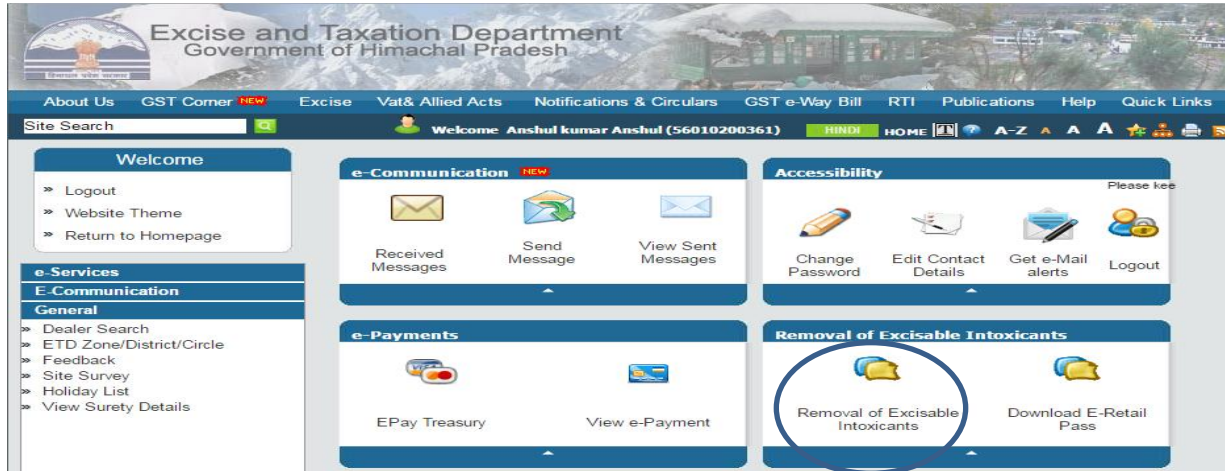
The Licensee has to complete **“New User Sign-up”** process in <https://hptax.gov.in> web-portal using the license number issued to her/him and by providing mail-id and contact details.

After completing **“New User Sign-up”** process the licensee will receive password on his registered e-mail.

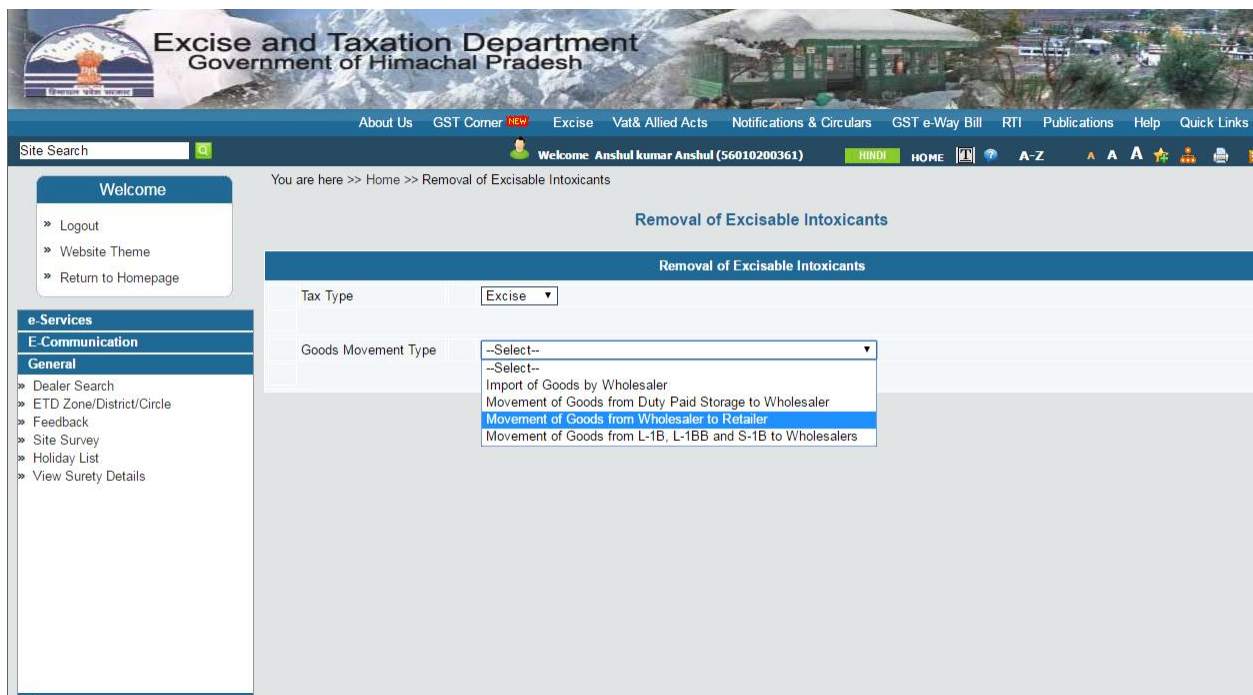
# Excise e-Retail Passes User Guide

1> Licensee has to login into <https://hptax.gov.in> web-portal using their username and password.

After succesful 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.



# Excise e-Retail Passes User Guide

- 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.

Excise and Taxation Department  
Government of Himachal Pradesh

Welcome Anshul kumar Anshul (56010200361)

Movement of Goods from Wholesaler to Retailer

Consignor/Consignee Details L-34 Details

Consignor/Consignee Details

Apply for  Offline  Online Pass/Permit

**Consignor Details**

License Number *	56010200109	Search	License Type *	L-1
Firm Name	Goyal		Licensee Name *	Ramandeep
House No			Village/Town/City	Soghi
Tehsil	Kanda		District	Solan
State	Himachal Pradesh		Email	

**Consignee Details**

License Number *	56010200361		License Type *	L-2
Firm Name	HPVAT		Licensee Name *	JITUUU
House No			Village/Town/City	SOLAN
Tehsil	SOLAN		District	Solan
State	Himachal Pradesh		Email	anshul@mailhptax.gov.in

Next Verify Data

- 4> On the next screen licensee has to select “kind of liquor”. After selecting brands the licensee has to click on “Add” button.

Description of Liquor/Intoxicant to be imported/removed

Kind of Liquor/Intoxicant \* IMFS

Category \* Whisky

Brand Name \* Red Knight Premium Whisky

Description of Others

**Quarts**

No of Bottle per case(Packing Mode)	12	Measurement of Bottles(in Mls)	750
Number of Cases	1	Number of Loose Bottles	0
Number of Bottles	12		

**Pints**

No of Bottle per case(Packing Mode)		Measurement of Bottles(in Mls)	-Select-
Number of Cases		Number of Loose Bottles	
Number of Bottles			

**Nips**

No of Bottle per case(Packing Mode)		Measurement of Bottles(in Mls)	-Select-
Number of Cases		Number of Loose Bottles	
Number of Bottles			

**Others**

Type of Packing	-Select-	Description of Others	
No of Units per case (Packing Mode)		Measurement of Unit(in Mls)	
Number of Cases		Number of Loose Units	
Total Number of Units			

Strength(In Degrees)/Alcohol Content \* 75.0

Quantity in Bulk Liters \* 9.00

Quantity in Proof Liters \* 6.75

Add Clear

# Excise e-Retail Passes User Guide

- 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.

Welcome Anshul kumar Anshul (56010200361) HINDI HOME A-Z

You are here >> Home >> Removal of Excisable Intoxicants(Movement of Goods from Wholesaler to Retailer)

**Movement of Goods from Wholesaler to Retailer**

Verify

Apply for Online Pass/Permit

**Consignor/Consignee Details**

**Consignor Details**

License Number	56010200109	License Type	L-1
Firm Name	Goyal	Licensee Name	Ramandeep
House No		Village/Town/City	Soghi
Tehsil	Kanda	District	Solan
State	Himachal Pradesh	Email	

**Consignee Details**

License Number	56010200361	License Type	L-2
Firm Name	HPVAT	Licensee Name	JITUUU
House No		Village/Town/City	SOLAN
Tehsil	SOLAN	District	Solan
State	Himachal Pradesh	Email	anshul@mailhptax.gov.in

**L-34 Details**

Description of Liquor/Intoxicant to be imported/removed

Sr. No	Kind of Liquor/Intoxicant	Description of Others	Category	Brand Name	Quarts		Pints		Nips		Others			Stre Degree Co
					Measurement of Bottles(in Mls)	Number of Bottles	Measurement of Bottles(in Mls)	Number of Bottles	Measurement of Bottles(in Mls)	Number of Bottles	Type of Packing	Measurement of Unit(in Mls)	Total Number of Units	
1	IMFS		Whisky	Red Knight Premium Whisky	750	12		0		0			0	75.0

- 6> After verification of data, the Licensee has to click on **“Submit”** button.

Welcome Anshul kumar Anshul (56010200361) HINDI HOME A-Z

You are here >> Home >> Removal of Excisable Intoxicants(Movement of Goods from Wholesaler to Retailer)

**Movement of Goods from Wholesaler to Retailer**

Verify

Apply for Online Pass/Permit

**Consignor/Consignee Details**

**Consignor Details**

License Number	56010200109	License Type	L-1
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**Consignee Details**

License Number	56010200361	License Type	L-2
Firm Name	HPVAT	Licensee Name	JITUUU
House No		Village/Town/City	SOLAN
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1	IMFS		Whisky	Red Knight Premium Whisky	750	12		0		0			0	75.0

**Vehicle Details**

Vehicle No

Model of Vehicle

Make of Vehicle

Modify Submit Generate Acknowledgement

Back

## Excise e-Retail Passes User Guide

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> 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.

Payment Details						
Sr No	Treasury / Bank Code	Payment Head	Head wise Amount	Balance Amount	Amount need to pay	
1	ETDDF-001	TSA Fund	60.00	0.00	60.00	
2	0039-00-105-03-131	Additional License fee/Additional Retail Excise Duty (ARED)	48.00	0.00	48.00	
3	0039-00-105-01-116	License fee/Retail Excise Duty (RED) on Liquor	2720.00	0.00	2720.00	

e-Pay treasury
e-Pay bank (TSA Funds)
Close

Excise and Taxation Department - Himachal Pradesh - Google Chrome

10.241.15.15:7777/HPPortal/removalGoods.htm?actionCode=calcFeesPaymt&goodsFormName=WHLRTR&lic

Payment Details					
Sr No	Treasury / Bank Code	Payment Head	Head wise Amount	Balance Amount	Amount need to pay
1	0039-00-105-01-116	License fee/Retail Excise Duty (RED) on Liquor	2720.00	2720.00	0.00
2	0039-00-105-03-131	Additional License fee/Additional Retail Excise Duty (ARED)	48.00	48.00	0.00
3	ETDDF-001	TSA Fund	60.00	60.00	0.00

e-Pay treasury
e-Pay bank (TSA Funds)
Close

# Excise e-Retail Passes User Guide

8> After making all the payments successfully the licensee will be able to apply e-pass by clicking on **“Generate Acknowledgement”** button.

You are here >> Home >> Removal of Excisable Intoxicants(Movement of Goods from Wholesaler to Retailer)

**Movement of Goods from Wholesaler to Retailer**

Verify

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1	IMFS		Whisky	Red Knight Premium Whisky	750	12		0		0			0	75.0

**Vehicle Details**

Vehicle No	Make of Vehicle
Model of Vehicle	

## Excise e-Retail Passes User Guide

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- 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

Please Keep a note of your *Acknowledgement Number*.

[Print](#) [Home](#)

- 10> The copy of approved digitally signed e-pass will be available in the login of licensee and licensee can get digitally signed copy by using **“Download e-Retail Pass”** link.

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