

OFFICE ORDER


Consequent upon the recommendations of the Departmental Promotion Committee, the following Jr. Assistants are hereby promoted to the post of Excise and Taxation Inspector, on regular basis, in the pay scale of HPCS(Revised Pay)Rules,2022 Level-10,(Pre-Revised 10300-34800 +G.P 3600/-):-

Sr.No.	Name of Officials	Initial place of reporting for training
1.	Sh. Dhani Ram, Jr.Asstt.	O/o Dy CSTE, Solan
2.	Sh. Rajender Parsad, Jr.Asstt.	O/o Dy CSTE, Sirmour
3.	Sh. Suresh Kumar, J.S.S	O/o Dy CSTE, Kullu

The above Officials shall remain on probation for a period of 2 years. They shall have to pass the departmental examination within two years from the date of promotion and accordingly they shall be entitled to cross the efficiency bar/ proficiency step up/ higher scale i.e ACP/ senior time scale(s)/promotion to the next higher post and confirmation in the service only after completion of probationary period, passing of departmental examination and obtaining compulsory training of Excise & Taxation Inspector as per attached **Annexure-I** and **Training Manual Part-II**.

The Officials shall submit their option for fixation of pay under saving clause of F.R 22(1)(a)(1) within one month from the date of issue of this order.


In case, the above offer is acceptable to the officials they should join their training within 10 days as specified above.


Yunus (IAS)
Commissioner of State Taxes & Excise
Himachal Pradesh, Shimla-171009
Phone No-2621835

No- 2-13/88-EXN-H-Estt-III- 25877-89 Dated 18-08-2022

A copy is forwarded to following for information and necessary action –

1. The Principal Secretary (E&T) to the Govt. of H.P. for favour of information please.
2. The Addl. Commissioner of State Taxes and Excise Gr-I /Jt. Commissioner of State Taxes and Excise, Shimla(SZ)/Palampur(NZ)/Mandi(CZ).
3. The Jt. Commissioner of State Taxes and Excise, (FS) Parwanoo (SZ) / Palampur (NZ) /Una(CZ).
4. The Dy. Commissioner of State Taxes and Excise, Solan ,Sirmour, Kullu **with the direction to send the joining reports of the official to the office. They are further directed to impart necessary training to these officials as per Training Manual Part-II (Annexure-I & Manual -II) attached herewith.**
5. Official concerned along with training manual for compliance. They are directed to maintain daily diary as per training schedule and submit to the concerned reporting officer without fail.
6. The In charge, Computer cell, Block No-29 with the request to upload the order on the Departmental website.
7. Guard file.


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Annexure-I**Training programme/schedule of the newly appointed ETIs**

Sr. No	Name of ETIs	O/o DyCSTE	Enforcement Zone	MP Barrier	Brewery /Distillery/ Bottling plant	Zone	HQ
		5 Months (w.e.f 28-2-2022 to 19-1-2023)	3 Months (w.e.f 20-01-2023 to 19-04-2023)	1 Month (w.e.f 20-4-2023 to 19-05-2023)	2 Months(w.e.f 20-5-2023 to 19-07-2022)	1 Week (w.e.f 20-07-2023 to 27-7-2023)	1 Week (w.e.f 28-7-2023 to 03-8-2023)
1.	Sh. Dhani Ram	Solan			Jt.CST&E, Parwanoo (SEZ)	Shimla (SZ)	HQ
2.	Sh. Rajender Parsad	Sirmour			Jt.CST&E, Parwanoo (SEZ)	Shimla (SZ)	HQ
3.	Sh. Suresh Kumar	Kullu			Jt.CST&E Palampur (NEZ)	Mandi(CZ)	HQ

*During the training period the Salary of the under trainee officials may be released from the concerned district where they have submitted their joining report initially. The training schedule for **HIPA training** will be issued separately, till then District in-charge are directed to impart basic training to the newly promoted ETIs about Acts and Rules administrated by the Department and as per Training Schedule at Annexure-I & Training Manual-II attached herewith for strict compliance.*

Training Schedule for Excise and Taxation Inspector/ASTEOS

Directly Recruited/Promoted.

1. Foundation course on Taxation and Excise enactments at HIPA (2 Weeks)

Basic Training of Taxation and Excise laws

- Basic training on concepts of following enactments:-
 1. The HP GST/CGST Act
 2. The HP VAT Act, 2005
 3. The CST Act, 1956
 4. The HP Excise Act, 2011 and Rules
 5. The HP Entry Tax Act, 2010
 6. The HP CGCR Act
 7. The HP Entertainment and Duty Act
 8. The NDPS Act
 9. The MNTP Act
 10. The Arrear of Land Revenue (ALR cases) under the HP Land Revenue Act, 1954.
 11. The CCS Conduct Rules, 1964, the FRSR, the CCS (CCA) 1965. the Leave Rule etc.
 12. Book Keeping and general commercial knowledge.
 13. The HP PGT Act, 1956.
 14. The HP Toll Act, 1975.
 15. The RTI Act, 2005.
- Indirect taxes subsumed under GST, Advantages & Disadvantages of GST, Details about GST.
- Extensive training of online portal of GST and Role of EIU and TAU.
- Practical implementation of HPGST law and rules.
- Evaluation report of the contents of the training under gone.
- Aspect of District Administration.
- Conduct
- Ethics
- Exposure to other Government departments.

2.

Practical Training in allotted Districts (8 months)

(i) At GST and Excise Circle (5 Months), attached with DC SI (2 weeks), ACSTI (8 weeks) ASH/O/SII/O (10 weeks)
(Total 5 Months)

- Detailed training on concepts of GST, VAT, Excise Acts etc. its implementation and impact on taxation system. Indirect taxes subsumed under GST, Advantages & Disadvantages of GST, Details about GST. Extensive training of online portal of GST. Practical implementation of HPGST law and rules with ACSTI ASH/O/SII/O
- Detailed training of movement and keeping of

files and procedure of assessments, raising of demand, recovery of government dues etc. under all enactments.

- Role & responsibility of TFI posted in circle.
- Procedure to recover license fee of Excise license passes.
- Checking of illegal smuggling of liquor.
- Inspection of liquor vends.
- Registers required to be filled at circle level.
- Tracking of movement of goods and checking of vehicles and inspection of business premises and search and seizure under all enactments.
 - Evaluation report of the contents of the training under gone.

(ii) At Distillery and Bottling Plants
(2 Months)

Distillery and Bottling Plants

- Detailed and practical knowledge of HP Excise Act 2011 and its rules.
- Detailed knowledge of working of distilleries and bottling plants.
- Process of alcohol manufacturing and other process like measuring strength, reduction, compounding, blending etc of IMFL and Country Liquor.
- Knowledge of all the registers required to be filled in the brewery.
- Procedure to issue Passes and Permits for movement of alcohol from bottling plants.

As working under Excise Act involves high risk and responsibility at every step from manufacturing of alcohol till it reaches retail vends hence greater emphasis should be placed on training of inspectors before posting them in distillery and bottling plants.

(iii) At Barrier (1 month)

- Detailed training of working of barrier and physical checking of vehicle and filling of all requisite register maintained at the barrier with barrier in charge and STEO/ASTEOP posted at the barrier & checking of e way bills.