

No- 2-13/88-EXN-H-Estt-III-
State Taxes and Excise Department
Himachal Pradesh.
Shimla-171009

Dated ,2023

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. Ramesh Chand Chauhan, Jr.Asstt.	O/oDCSTE Shimla
2.	Sh. Arun Kapoor, Jr.Asstt.	O/o Dy CSTE,Kangra at Dharmshala

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-4319-31 Dated 15-02-2023
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, Kangra ,Shimla **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 Dy.CSTE	Enforcement Zone	MP Barrier	Brewery /Distillery/ Bottling plant	Zone	HQ
		5 Months (w.e.f -02-2023 to 19-7-2023)	3 Months (w.e.f 20-07-2023 to 19-10-2023)	1 Month (w.e.f 20-10-2023 to 19-11-2023)	2 Months(w.e.f 20-11-2023 to 20-01-2024)	1 Week (w.e.f 21-01-2024 to 27-1-2024)	1 Week (w.e.f 28-1-2023 to 03-2-2023)
1.	Sh. Ramesh Chand Chauhan	Shimla	O/o Jt.CST&E (SEZ), Parwanoo)	MPB Parwanoo Solan	Mohan Meakin Brewery Solan	Shimla (SZ)	HQ
2.	Sh. Arun Kapoor	Kangra	Jt. CST&E (NEZ) Palampur	MPB Kandwal/Chakki/ Tokki (Revenue Distt Nurpur)	Premier Alcobebe Pvt. Ltd Sansarpur tarrace Revenue Distt Nurpur	Palampur(NZ)	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.

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

Basic Training of Taxation and Excise laws

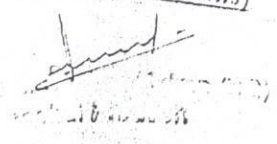
- Basic training on concepts of following enactments:-
 1. The HP GST/CGST Act
 2. The HP VAT Act, 2005
 3. The CST Act, 1956
 4. The HP Excise Act, 2011 and Rules
 5. The HP Entry Tax Act, 2010
 6. The HP CGCR Act
 7. The HP Entertainment and Duty Act
 8. The NDPS Act
 9. The MNTP Act
 10. The Arrear of Land Revenue (A.L.R. 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/ST (2 weeks).
ACSTI (8 weeks)
ASTI/O/STI/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-ASTI/O/STI/O
- Detailed training of movement and keeping of


[Signature]

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

- Role & responsibility of EII 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 undergone.

(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 SIFO ASIFO posted at the barrier & checking of e way bills.

Enforcement Training

At respective Enforcement Zones/Flying Squads.

2 weeks Jt. Commissioner
8 weeks with ACSTF/E.S. Team.

2 weeks with SHO

Total 3.0 Months

- Detailed training of detection of evasion of tax, ITT frauds under GST Act, other enactments through online portal by fetching various MIS reports and various provisions of concerned Acts required to be kept in mind while conducting raids and inspection, search and seizure in order to check evasion of taxes.
- Attachment with Local SHO for search & Seizure, Arrest and Compounding.
- Evaluation report of the contents of the training under gone.

4.

Zonal Collector (Excise)

At respective Zones
(1 week)

- Training of working of zonal office execution and review of appeal cases and detection cases under various enactments with reader of the in charge of the respective zones, process of grant/renewal of 74 licenses at zonal level.

5

HQ attachment

At HQ (1 week)

- Training of working of various branches at HQ i.e.
- Tax branch/GST branch
- EIU
- TAU
- Ppt Presentation by each ETI probationer about the training, learning experience and feedback.
- Over all evaluation of the contents of the training under gone and final conference shall be presided over by Worthy Commissioner of State Taxes & Excise, Himachal Pradesh.

Note:-

1. The under training ETI/ASTE0 will maintain day to day training contents in his diary and will submit the same to the HQ duly countersigned by training in charge i.e. DCSTF/ACSTF/ASTE0 every month.
2. The under training ETI will be posted at the smaller circle/brewery/distillery/barrier under the overall supervision of DCSTF/ACSTF for one year.
3. The probationer ETI/ASTE0 shall ensure to qualify the mandatory departmental examination within two years of his/her probation.

