

Public Interface- Response Time

Time frame for Disposal of Various Matters received under various Acts Administrated by H.P. Excise & Taxation Department at different Administrative Level.

Sr. No.	Activities	Time Frame / At what level	Remarks
A	HPVAT Act, 2005 and CST Act, 1956		
1.	Registration of Dealer/Disposal of Application	14 days (7 days at ETI level for report and 3 days ETO Circle and 4 days in AETC Office).	If all codal formalities are complete
2.	Amendments in the R.C. i.e. Addition/deletion of Godown, Partners, Premises, Name & Style of the firm and Commodities	7 Days (5 days at ETI level for report and 2 days ETO Circle).	- do-
3.	Issuance of duplicate Registration Certificate	3 days ETO/AETC	- do-
4.	Cancellation of Registration Certificate	7 days (5 days at ETI level for report and 2 days at ETO Circle).	-do-
5.	Grant of permission to casual dealer .	3 days ETO/AETC	-do-
6.	Issuance of statutory form i.e. Form C,H,F, 26 A, E1 and E2	Same day ETO/AETC	-do-
7.	Issuance of tax clearance certificate	2 days ETO/AETC	-do-
8.	Permission to conduct door-to-door sale and authentication of bill books and challan.	Same day ETO/AETC	-do-
9.	Refund under HP VAT Act	One month – Total One week at ETO level One week at AETC Office One week in DETC Office And one week in ETC Office	ETO, AETC, DETC and ETC.

B	HPPGT Act, 1955		
1.	Registration of Vehicle/Disposal of Application i.e. PGT-2 and PGT-6	7 days ETO/AETC	If all Codal formalities are complete
2.	Amendments in the Registration Certificate i.e. Addition/deletion of vehicles, change of address and ownership	3days ETO/AETC	-do-
3.	Issue of duplicate RC	3 days ETO/AETC	-do-
4.	Cancellation of Registration Certificate	One week ETO/AETC	-do-
5.	Issuance of challan and application form	Same day Circle ETI/ ETO/ AETC Office	-do-
6.	Issuance of Tax clearance certificate	Two days ETO/AETC	-do-
7.	Refund	One week at AETC Office	-do-
C	HP Tax on Luxuries (In Hotels and Lodging Houses) Act, 1979		
1.	Registration/disposal of Application	7 days 5 days Circle ETI 2 days ETO/AETC	-do-
2.	Issue of Challan and Application forms	Same day Circle ETI/ ETO/ AETC Office	-do-
3.	Issue of Tax Clearance Certificate	Two days ETO/AETC	-do-
4.	Refund of excess Luxury tax paid	Two weeks ETO/AETC	-do-
D	Certain goods Carried by Road Act, 1999		
1.	Disposal of miscellaneous applications.	One week ETO/AETC	-do-
2.	Issue of challan and application form	Same day ETI/ ETO/AETC	-do-
3.	Refund of excess tax paid	Two weeks ETO/AETC	-do-

E	Excise Act		
1.	Issue of permit	Maximum two days but normally to be issued the same day ETO/ AETC (i/c of the district).	-do-
2.	Issue of Pass	Same day ETI	-do-
3.	Issue of permit L-50 and L-50 A	2days ETO/AETC (i/c of the district).	-do-
4.	Renewal of Licenses	AETC to submit within 7 days to the Collector-cum-Addl./Dy. Excise & Taxation Commissioner of the respective Zone and Zonal incharge will issue with in 7 days.	-do-
5.	Addition/ Alternation in the licensed premises	AETC to submit within 7 days to the Collector-cum-Addl./Dy. Excise & Taxation Commissioner of the respective Zone and Zonal incharge will issue with in 7 days.	-do-
6.	Approval of Manager	Through AETC within 7 days to the Collector-cum-Addl./Dy. Excise & Taxation Commissioner of the respective Zone and Zonal incharge will issue with in 7 days.	-do-
7.	Grant of Licenses i.e. L-1, L-1B, L-1 BB, L-4, L-5 (combined)L-3,4&5 (combined) L-1BB, L-10 BB etc.	Through AETC within 7 days to the Collector-cum-Addl./Dy. Excise & Taxation Commissioner of the respective Zone and to the ETC, H.P. with in 7 days. 7 days in ETC Office (Total 21 days).	-do-
8	Amendment in the Licenses	Through AETC within 7	-do-

		days to the Collector-cum-Addl./Dy. Excise & Taxation Commissioner of the respective Zone and and to the ETC H.P. with in 7 days	
9.	Permission for the Import/Export of spirit/ENA	The ETO/ETI incharge of Plants will submit within 3 days direct to the Excise & Taxation commissioner which is to be disposed off with in 3 days by the ETC Office	-do-
10.	Approval of bottle/Labels/PP seal/Registration of brands	The ETO/ETI incharge of Plants will submit within 3 days direct to the Excise & Taxation Commissioner which is to be disposed off with in 3 days by the ETC Office	-do-
11.	Refund	One month 10 days AETC Office 10 days DETC Office 10 days ETC Office	-do-
F	Any clarification under all the Acts of the Department	15 days ETC	