

Excise and Taxation Department,
Government of Haryana

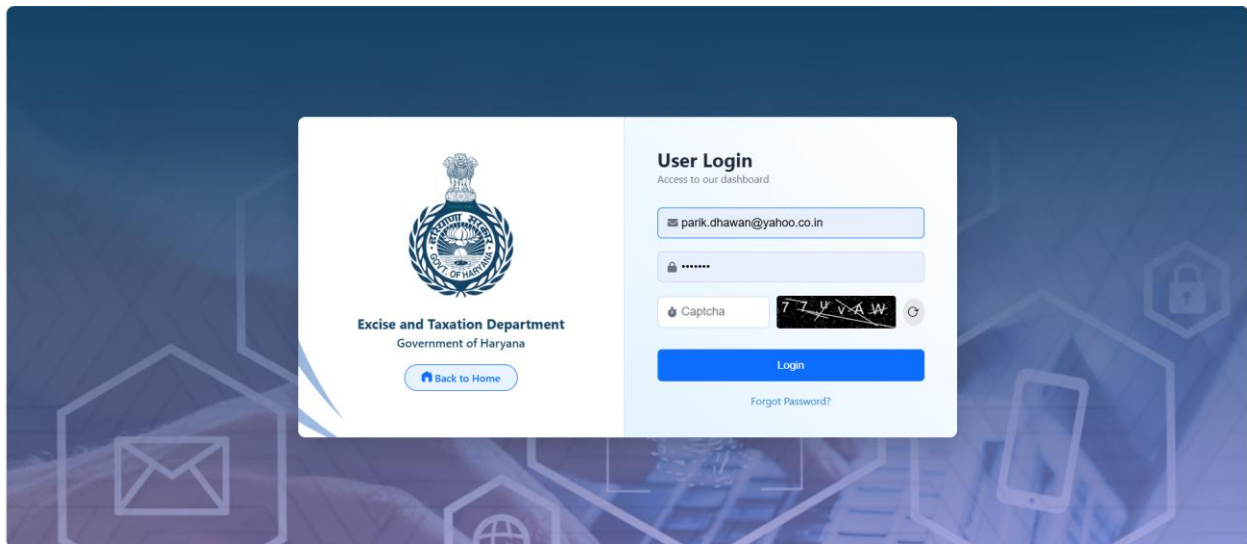


User Manual

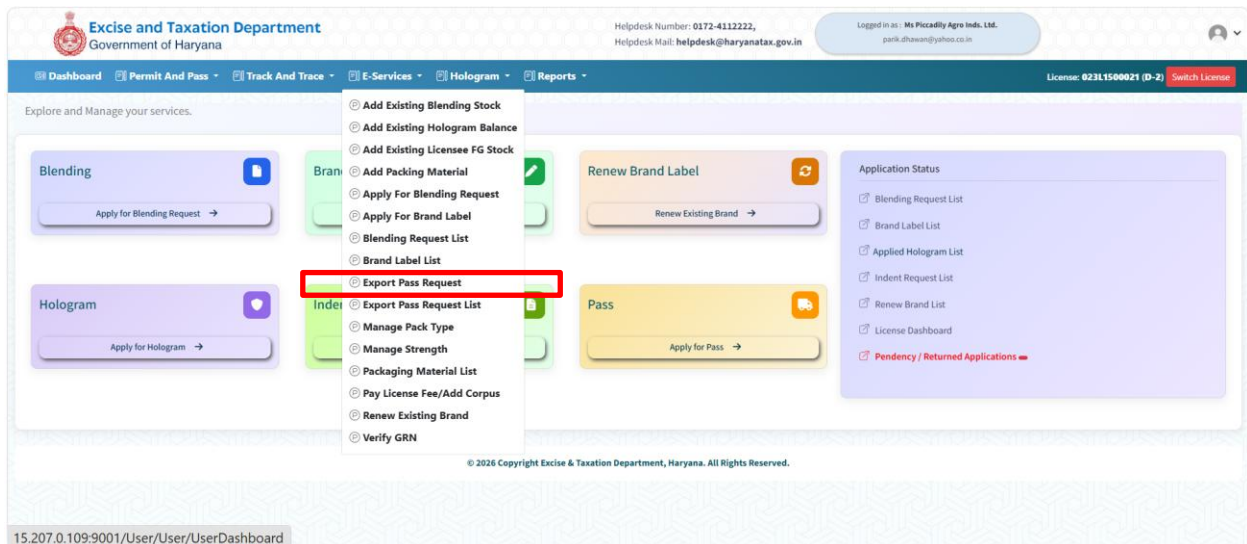
Apply for Export Pass

User Login

The user logs in to the portal using valid credentials to access the available services.



After logging in, the user navigates to the **e-Services** section from the main menu. User selects the **Export Pass Request** option to initiate a new request.



The Portal displays the export **pass application form**. The user enters all required information and ensures that all mandatory fields are properly completed. Before submission, the user carefully reviews the entered details.

Excise and Taxation Department
Government of Haryana

Helpdesk Number: 0172-4112222,
Helpdesk Mail: helpdesk@haryanatax.gov.in

Logged in as: **Ms Piccadilly Agro Inds. Ltd.**
park.dhawan@yahoo.co.in

Dashboard / Export Pass Request

License: **02311500021 (D-2)** Switch License

Permit details (Received from outside state)

Date *

Permit No. *

Permit issue date *

Permit valid up to *

Issuing Authority *

Office Address *

Upload Permit*

 10 Commendant 95 2231 to Substitute.pdf

Importing Licensee details

License Type*

Name of Licensee *

License No *

Licensee Address *

Export Consignment details

Liquor Type *

Permit Quantity *

Sale Type *

Permit Issuing State*

Distillery/Category	Brand Name	Pack Type (ml)	Batch No.	Available Stock	No. of Cases	Quantity (PL/BL)	Action
<input type="text" value="-- Select Category --"/>	<input type="text" value="-- Select Brand --"/>	<input type="text" value="-- Select Pack --"/>	<input type="text" value="-- Select Batch --"/>	0	0.00	<input type="button" value="+ Add"/>	
7001 and above	INDRI DISTILLERS SELECT SINGLE MALT INDIAN WHISKY	750 (12)	8/2026/00091	33.75	1	6.75	<input type="button" value="Remove"/>

Export Fee Summary

Total Quantity (PL/BL)	Export Duty Rate (per unit)	Export Fee Payable *	Total Amount Payable *
6.75	₹ 1.00	6.75	6.75

✓ Available Corpus Balance: ₹99,99,751.95

Transporter details

Route Details *

Vehicle No *

Driver Name *

Driver's Mobile No *

Transporter Name *

Transporter Address *

Payment details

L-37 (Bond) submission date *

Upload L37 Bond*

 DOC-20260416-WA0034.pdf

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-- Select Category --

-- Select Brand --

-- Select Pack --

-- Select Batch --

0

0.00

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Upload L37 Bond*

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Once verified, the user submits the export pass request through the portal. After click on Proceed, the system redirects the user to the payment section for fee processing.

The screenshot shows a web application interface for the Excise and Taxation Department of Haryana. A modal dialog box titled "Confirm Export Pass Submission" is centered on the screen. The dialog contains a table with the following data:

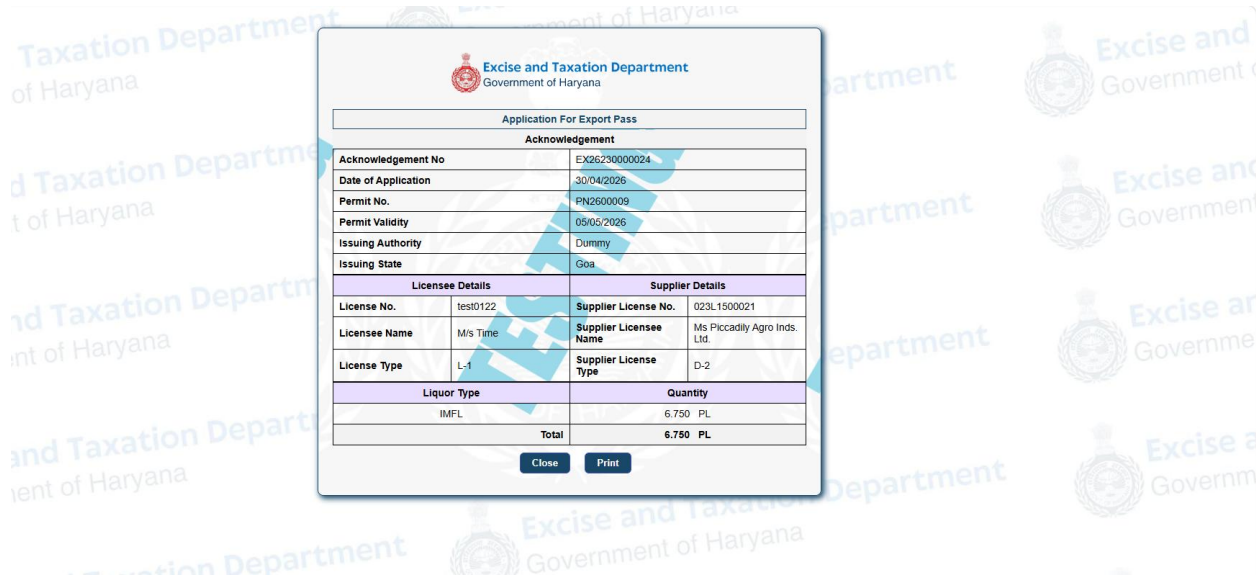
Item	Value
Total Quantity (PL/BL)	6.75
Export Duty Rate	₹ 1.00 / unit
Export Fee Payable	₹ 6.75
Advance Amount	₹ 0.00
Total Amount Payable	₹ 6.75
Corpus Balance Available	₹ 99,99,751.95
Remaining Balance	₹ 99,99,745.20

Below the table are two buttons: "Pay and Submit" (blue) and "Cancel" (red). The background shows a form for "Export Fee Summary" with fields for "Total Quantity (PL/BL)", "Export Duty Rate (per unit)", "Available Corpus Balance", "Transporter details", and "Payment details".

The screenshot shows the same web application interface. A modal dialog box titled "Submitted Successfully!" is centered on the screen. The dialog contains a green checkmark icon and the text "Inserted successfully | AckNo=EX26230000024". Below the text is a blue "OK" button. The background shows a table of "Exported Pass Requests" with columns for "No.", "Export Pass Issue Date", "Export Pass Ack No.", "Export Pass No.", "License Type", "Quantity(PL/BL)", "Status", and "Action".

No.	Export Pass Issue Date	Export Pass Ack No.	Export Pass No.	License Type	Quantity(PL/BL)	Status	Action			
1	30-04-2026	EX26230000024	-	L-1	6.750	Initiated	View			
9	16-04-2026	EX26230000001	-	D2 Distillery	102.380	Initiated	View			
8	16-04-2026	EX26230000002	PS2600000009	D2 Distillery	202.500	In-Process	View			
7	16-04-2026	EX26230000003	-	D2	7.310	Initiated	View			
6	16-04-2026	EX26230000004	-	EXP-PASS-005	IMFL	Authorized Representative	INDRI	7.310	Initiated	View
5	16-04-2026	EX26230000005	-	EXP-PASS-003	IMFL	Authorized Representative	INDRI	7.310	Initiated	View
4	16-04-2026	EX26230000006	PS2600000013	PN9837459832	IMFL	D2 auth representative	INDRI	12.940	In-Process	View
3	16-04-2026	EX26230000007	-	EXP-PASS-005	IMFL	Authorized Representative	INDRI	14.060	Initiated	View
2	16-04-2026	EX26230000008	-	PN9837459832	IMFL	Authorized Representative	D2 Distillery	14.060	Initiated	View

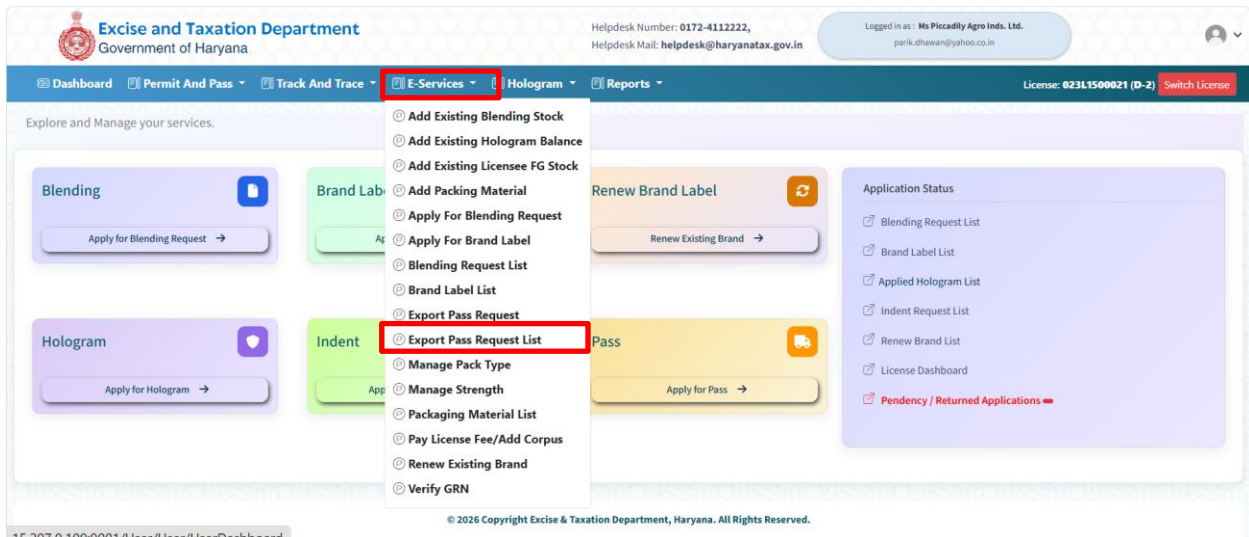
Upon successful payment, the system generates an acknowledgement number for the submitted request.



The request submitted by the licensee lands at the EI login dashboard for processing.

User Login

The user can log into the portal again to check the current status of the request. The user navigates to the e-Services section and selects Export Pass Request List.



The system displays all previously submitted requests along with their current status. The user can view whether the request is pending, approved, or rejected.

The user may take further action if required based on the status of the request.

The screenshot shows the 'Excise and Taxation Department' portal for the Government of Haryana. The user is logged in as 'Ms Piccadilly Agro Inds. Ltd.' with the email 'parik.dhawan@yahoo.co.in'. The page displays a 'List of Exported Pass Requests' with a search filter and a table of requests. The first row of the table is highlighted with a red border.

Sr. No.	Export Pass Issue Date	Export Pass Ack No	Export Pass No	Permit No.	Liquor Type	Consignee Name	License Type	Quantity(PL/BL)	Status	Action
1	03-05-2026	EX26230000024	PS2600000031	PN2600009	IMFL	M/s Time	L-1	6.750	Approved	View
2	16-04-2026	EX26230000008	-	PN9837459832	IMFL	Authorized Representative	D2 Distillery	14.060	Initiated	View