

TELANGANA BEVERAGES CORPORATION LIMITED
(An authority on behalf of Government of Telangana)
D block 2nd floor, Prohibition & Excise Complex, 9 & 10 Eastern, M.J.Road,
Nampally, Hyderabad – 500001

Lr. No: TGBCL/F&A/TCS/2026-27/2

Dt :11.09.2026

CIRCULAR

Sub: TGBCL – Implementation of reduction in TCS rate instead of 2% -
Provision for uploading TCS Certificate online in HPFS System –
Instructions – Issued – Reg.

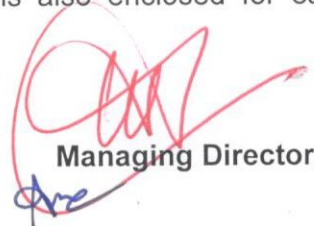
In order to facilitate the seamless and contactless implementation of the reduced Income Tax Collection at Source (TCS), a software module has been developed in the HPFS System (<https://www.tgbcl.telangana.gov.in>) to enable all A4 and 2B Retailers to upload their TCS Certificate issued by the Income Tax Department through their existing Logins w.e.f. 15.09.2026.

Accordingly, all Depot Managers are instructed to circulate these instructions to all A4 and 2B Retailers under their respective jurisdictions. A copy of this circular shall also be displayed on the Notice Board of the concerned Depot.

Instructions to Retailers:

1. The reduced TCS rate Certificate issued by the Income Tax Department shall be converted into PDF/JPEG/PNG soft-copy format.
2. The soft-copy of the TCS Certificate shall be uploaded using the Retailers existing Login credentials.
3. The TCS certificate uploaded by the retailer shall be approved by Finance Section of TGBCL after verifying the same in Income Tax Portal (TRACES) of Government of India.
4. Upon approval, the applicable concessional TCS rate will be implemented in the retailer indenting system after the closure of transactions of the day on which it was approved.
5. The status of their uploaded certificates (pending/approved) can be tracked online.

The above module is being implemented to have seamless and contactless implementation of reduced TCS and hence retailers are advised to utilize the above facility. A step-by-step user manual (11 pages) is also enclosed for ease of understanding the process.


Managing Director/CPE

Enclosure: User Manual

To:

1. M/s C-TEL Infosystems Pvt. Ltd. – for necessary software implementation and support w.e.f. 15.09.2026.
2. Copy to General Manager (MIS),(MM), (P&A) & (Excise) for information.
3. All Depot Managers – to circulate the above instructions to all A4 and 2B Retailers and ensure compliance.

User Manual

TCS Concession Certificate Upload - Retailer Request Submission

Prohibition and Excise Department, Government of Telangana

HPFS Portal - Retailer Module

Document Version: 1.0

Date: 11-Sep-2026

Table of Contents

TCS Concession Certificate Upload - Retailer Request Submission	1
Table of Contents	2
1. Introduction	2
2. Process Flow Overview	3
3. Prerequisites	3
4. Retailer - Upload of TCS Concession Certificate	4
Step 1: Open the Login window	4
Step 2: Sign in as Retailer	4
Step 3: Go to the Retailer Home menu	5
Step 4: Open TCS Concession from the left menu	5
Step 5: Click Upload Certificate	6
Step 6: Browse and select the certificate file	6
Step 7: System reads the certificate (OCR)	7
Step 8: Sample TCS Certificate (TRACES Annexure)	8
Step 9: PAN verification confirmation	9
Step 10: Review the auto-populated certificate details	9
Step 11: Confirm submission for finance approval	10
Step 12: Submission successful	10
Step 13: Track the request status	11
5. Important Notes	11

1. Introduction

This manual explains the process for a Retailer to avail TCS (Tax Collected at Source) concession on the HPFS portal of the Prohibition and Excise Department, Government of Telangana. The Retailer logs into the portal, uploads the TCS Lower/Nil Deduction Certificate issued by the Income Tax Department (TRACES), and submits it for approval.

Once the certificate is uploaded, the system automatically reads (OCR) the certificate details such as Certificate Number, Certificate Date, Applicant PAN, Certificate Limit, TCS Rate, and validity period. These details are read-only and cannot be edited by the retailer, ensuring data accuracy and preventing tampering. After submission, the request is routed to the Finance (FIN) section for verification and approval.

2. Process Flow Overview

1. Retailer logs into the HPFS portal.
2. Retailer navigates to the TCS Concession menu.
3. Retailer clicks Upload Certificate and browses the TCS certificate file (PDF/JPG/PNG).
4. System OCR engine scans and reads the certificate details automatically; PAN is verified against the retailer's registration.
5. Retailer reviews the auto-populated details and clicks Save.
6. Certificate status changes to Pending Approval and the request is submitted to the Finance (FIN) section for further verification and approval.

3. Prerequisites

- Valid retailer login credentials (Username, Password) for the HPFS portal.
- A scanned copy (PDF/JPG/PNG, maximum 10 MB) of the Annexure page of the Lower/Nil Deduction Certificate issued on the TRACES portal (www.tdscpc.gov.in).
- The PAN mentioned on the certificate must match the PAN registered against the retailer license.

4. Retailer - Upload of TCS Concession Certificate

Step 1: Open the Login window

On the Prohibition and Excise Department home page, click the Login button on the top-right corner of the screen.



Figure A1: Home page with Login button

Step 2: Sign in as Retailer

In the Login pop-up, select the Username tab, enter the Retailer Username, Password and the Verification Code (captcha) displayed on screen, then click Sign In.

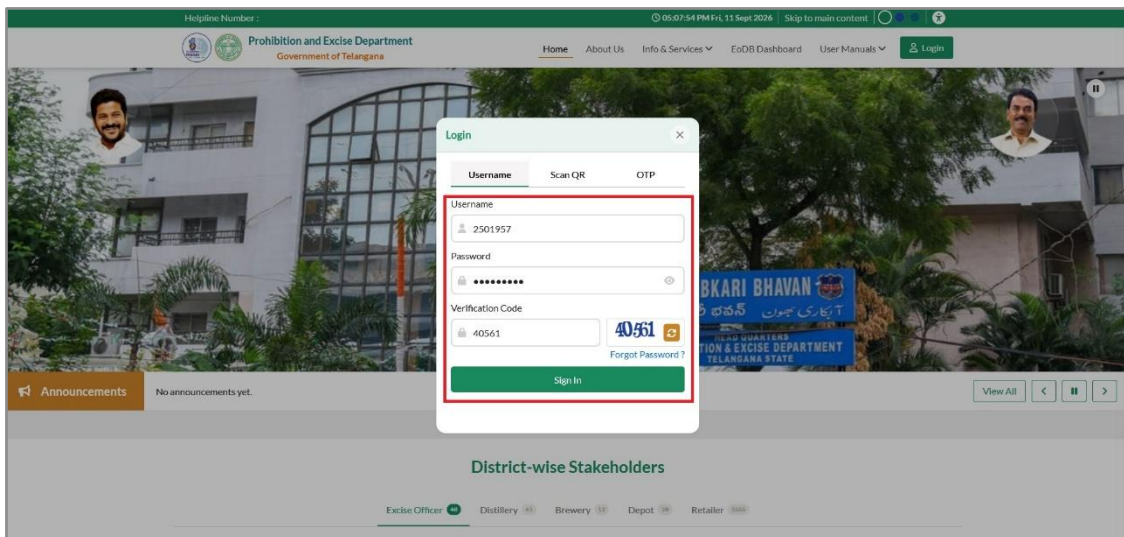


Figure A2: Retailer login screen

Step 3: Go to the Retailer Home menu

After a successful login, the Retailer home page is displayed with the modules Indent, Stock, Price List, and Support.

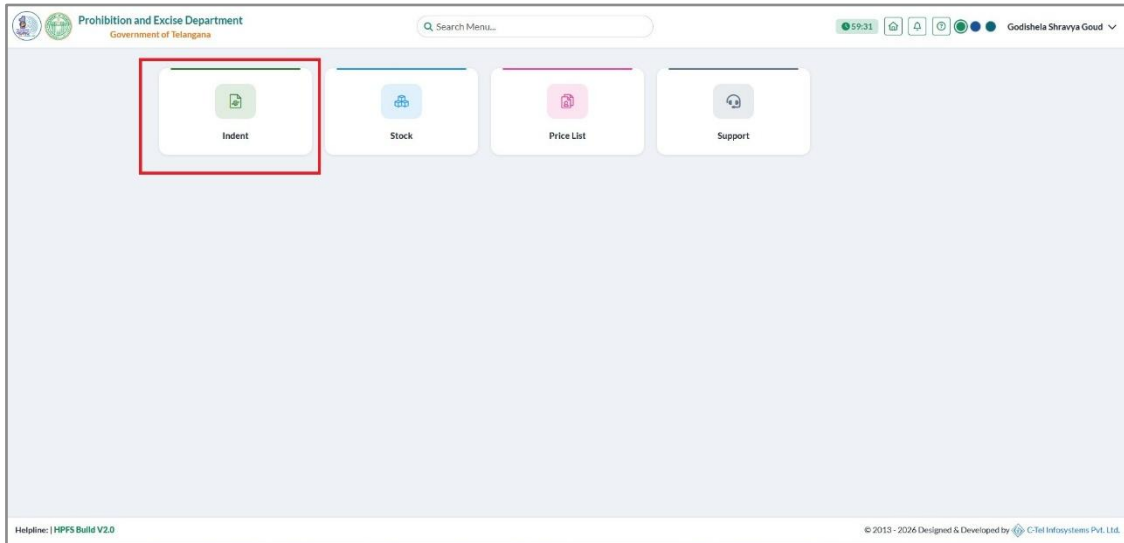


Figure A3: Retailer home page

Step 4: Open TCS Concession from the left menu

Click on the desired module to open the left navigation menu, then click TCS Concession from the sidebar.

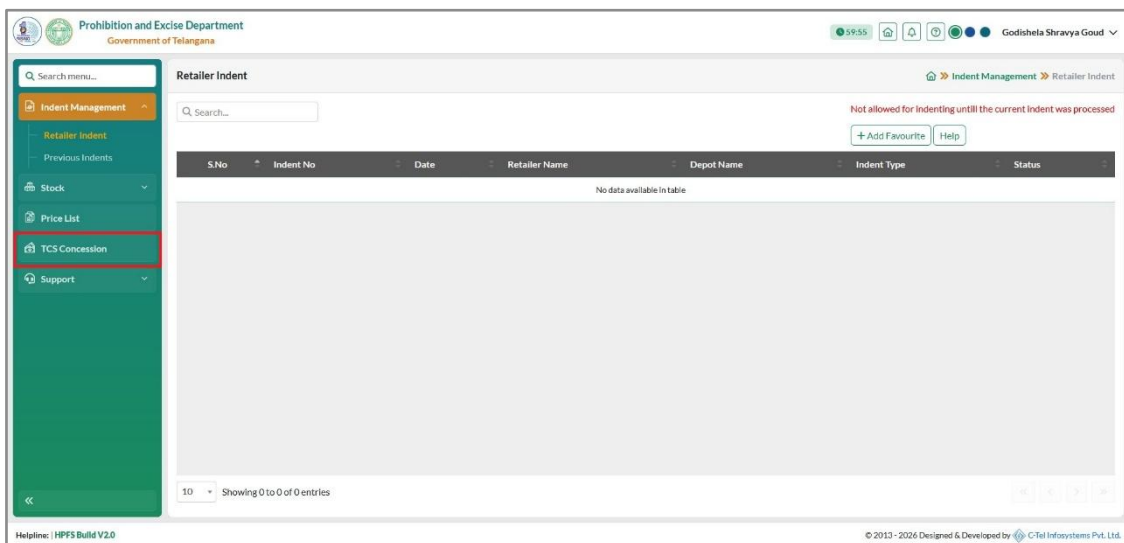


Figure A4: TCS Concession option in the left navigation menu

Step 5: Click Upload Certificate

On the TCS Concession page, click the Upload Certificate button on the top-right corner. If no certificate has been uploaded before, the grid will show No data available.

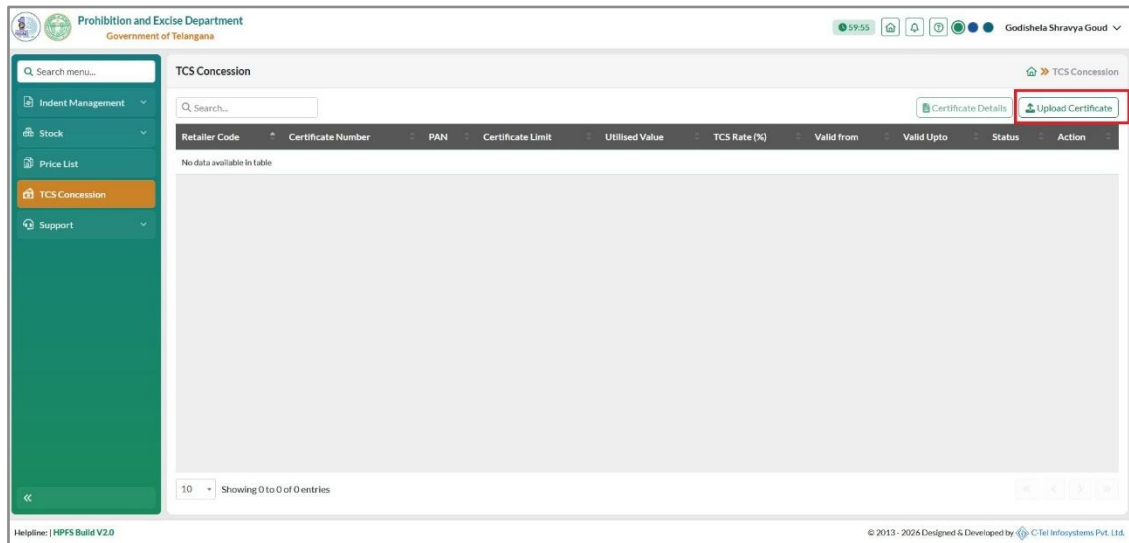


Figure A5: TCS Concession list page

Step 6: Browse and select the certificate file

In the Upload TCS Concession Certificate pop-up, click Browse and select the TCS Certificate Annexure file (PDF/JPG/PNG, maximum 10 MB). Only the annexure page issued on TRACES should be uploaded; refer to the Sample Format link if required.

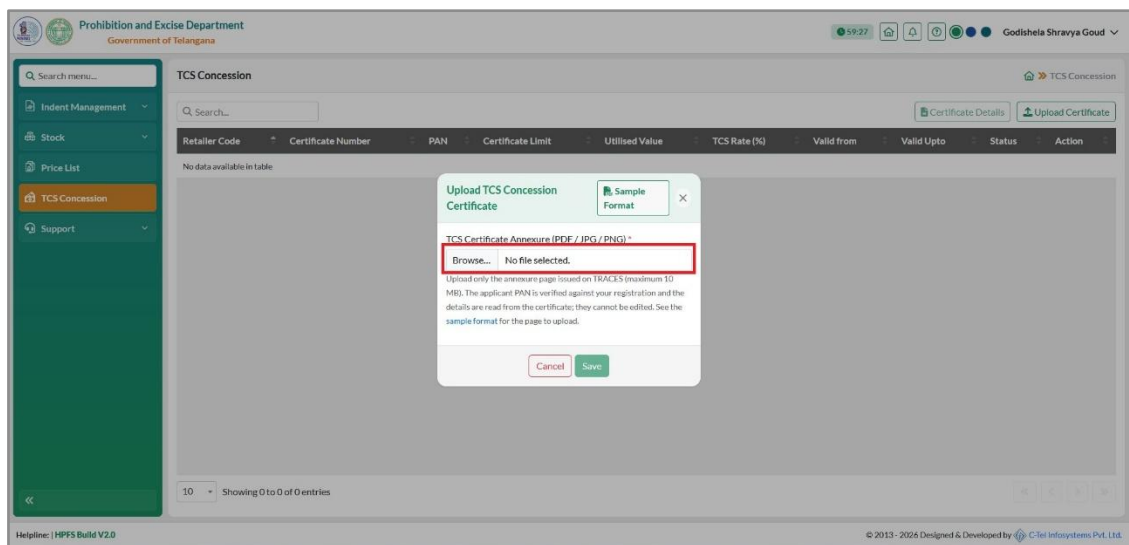


Figure A6: Upload TCS Concession Certificate window

Step 7: System reads the certificate (OCR)

Once the file is selected, the system's OCR engine (Excise Intelligence Engine) automatically scans the uploaded certificate and extracts the required details.

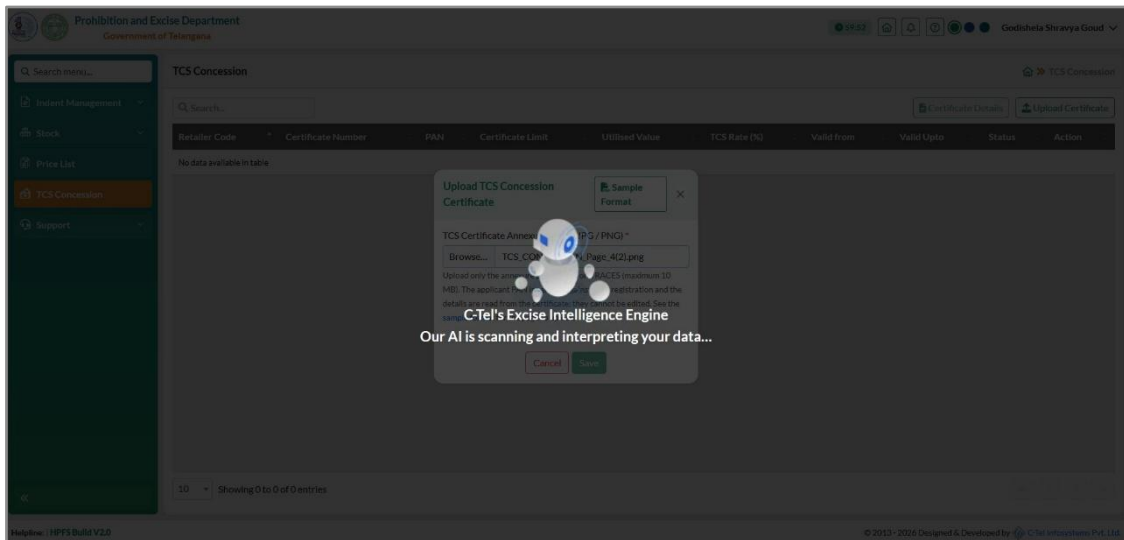


Figure A7: OCR engine scanning the uploaded certificate

Step 8: Sample TCS Certificate (TRACES Annexure)

Reference: a valid TCS Certificate Annexure issued by the Income Tax Department (TRACES) under Section 395(3), containing the Certificate Number, Applicant PAN, TAN, Certificate Rate, Amount, and Validity period. This is the type of document that should be uploaded in Step 6.



 भारत सरकार,
 Government of India,
 वित्त मंत्रालय, आयकर विभाग,
 Ministry of Finance, Income Tax Department,
 कार्यालय वार्ड (टीडीएस) 1(3), हैदराबाद,
 Office of the WARD (TDS) 1(3), HYDERABAD,
 आई. टी. टॉवर्स, ए.सी. गार्ड्स, हैदराबाद,
 I. T. TOWERS, A.C. GUARDS, HYDERABAD

Annexure to the Order u/s 395(3) containing details of Lower/Nil Deduction Certificate(s)

Applicant PAN: BQVPK6571Q	Tax Year: 2026-27	Document Identification Number (DIN): TRACES/LDC/C/2026-27/000207140	Date: 20/08/2026
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List of Certificate(s) Issued:

Sl. No.	Certificate Number	TAN/PAN of Deductor/Collector	Name of Deductor/Collector	Section	Nature of Transaction	Amount (Rs.)	Certificate Rate (Excluding Surcharge and Cess) (%)	Valid From	Valid Upto
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	1NH0826VIC	HYDC12571G	COMMISSIONER OF PROHIBITION AND EXCISE	394(1) Table: SI. No. 11	Sale of alcoholic liquor for human consumption	90000000	1.00	20/Aug/2026	31/Mar/2027

Please take note of the following:

- The certificate is valid only in respect of transaction mentioned above.
- The certificate is non-transferable and valid for the period as per the table above, unless it is cancelled.
- The amount available in the certificate can be verified on TRACES portal (URL: www.tdscpc.gov.in).



INCOME TAX DEPARTMENT
 MANISH ANAND
 WARD (TDS) 1(3), HYDERABAD

Signature Not Verified
 Digitally Signed
 Name: MANISH ANAND
 Date: 20-Aug-2026 14:49:06
 Location: HYDERABAD, INDIA

नोट/ Note : इस संघार को TRACES वेबसाइट पर उपर्युक्त दस्तावेज पहचान संख्या (DIN) दर्ज करके सत्यापित किया जा सकता है।
 This communication can be validated on the TRACES website by entering the above-mentioned Document Identification Number (DIN).

Page 1 of 1

Figure A8: Sample TCS Certificate Annexure issued by TRACES

Step 9: PAN verification confirmation

The system displays a confirmation message once the applicant PAN on the certificate is successfully verified against the retailer's registration and all details have been read from the certificate. Click OK to proceed.

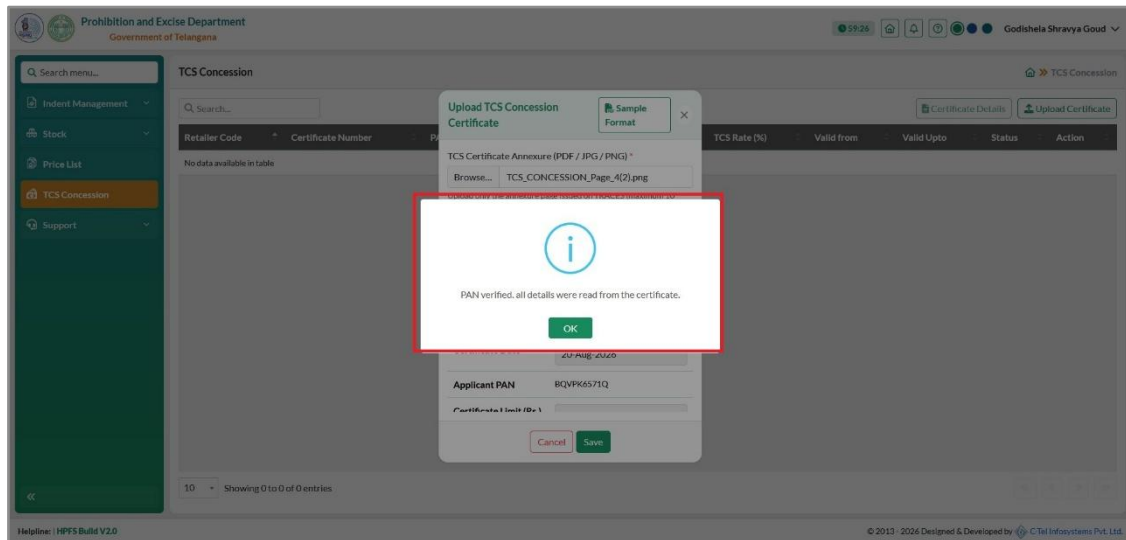


Figure A9: PAN verified confirmation message

Step 10: Review the auto-populated certificate details

The Certificate Number, Certificate Date, Applicant PAN and Certificate Limit fields are auto-populated from the uploaded certificate and cannot be edited. Verify the details and click Save.

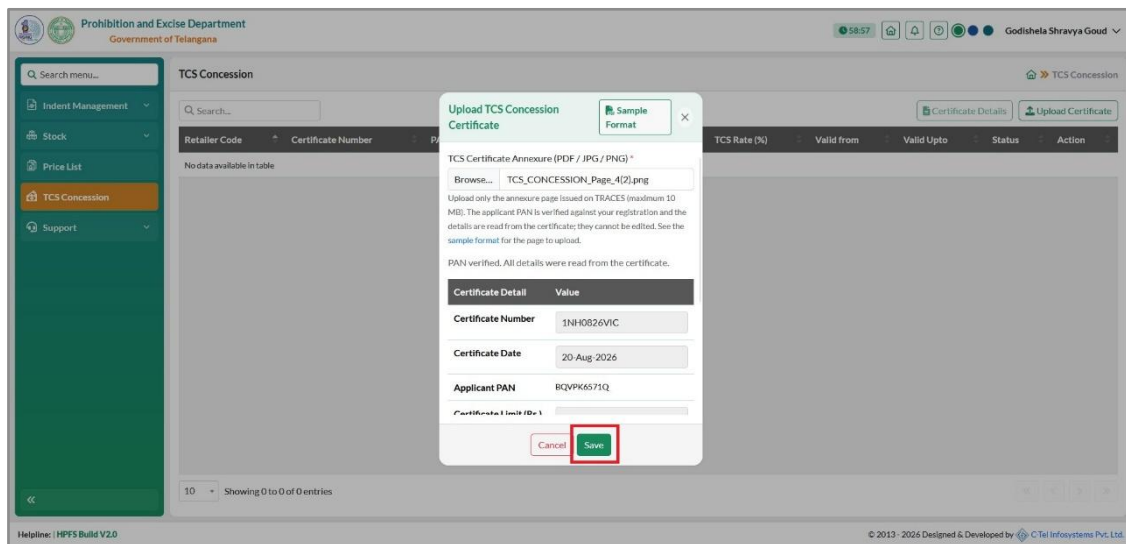


Figure A10: Auto-populated (read-only) certificate details

Step 11: Confirm submission for finance approval

A confirmation pop-up appears asking to save the certificate for finance approval. Click OK to confirm.

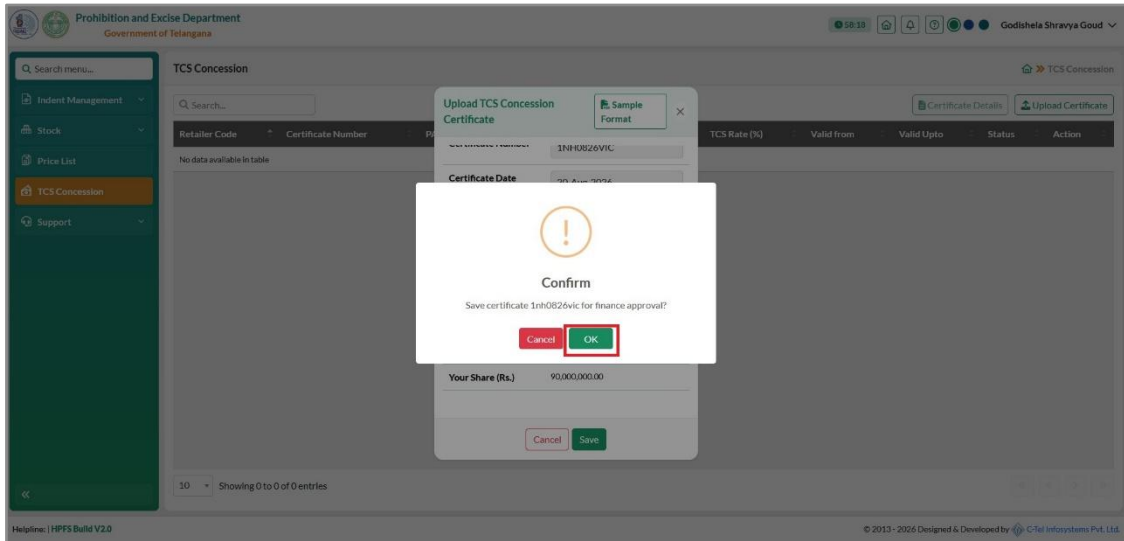


Figure A11: Confirmation pop-up before submission

Step 12: Submission successful

A success message confirms that the certificate has been submitted for finance approval, along with the retailer count and the prospective certificate limit, which will take effect once FIN approves the request.

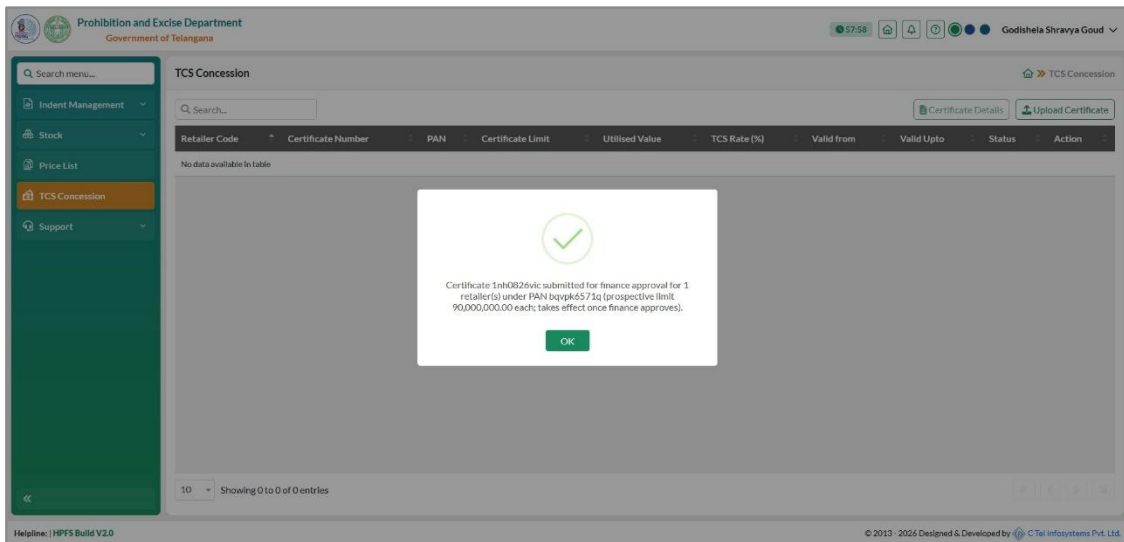


Figure A12: Submission success message

Step 13: Track the request status

On the TCS Concession page, the uploaded certificate now appears with Status shown as Pending Approval. The retailer can click View Details or View File at any time to review the submitted request. The request will now be verified and approved by the Finance (FIN) section.

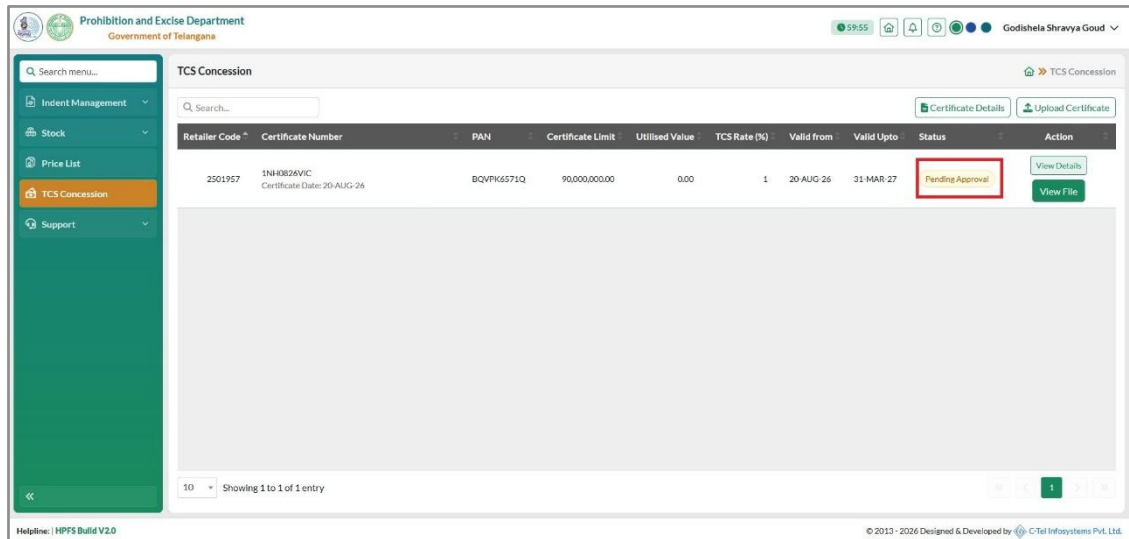


Figure A13: Certificate listed with Pending Approval status

5. Important Notes

- The certificate details (Certificate Number, PAN, Certificate Limit, Rate, validity, etc.) are read directly from the uploaded document through OCR and cannot be manually edited by the retailer, to ensure authenticity.
- The certificate limit does not take effect immediately; it takes effect on the retailer's account only after the request is verified and approved by the Finance (FIN) section.
- The status of a submitted request can be tracked at any time on the TCS Concession page under Status (Pending Approval / Approved).