User Manual
For
Statutory Form Control System

Himachal Pradesh Excise and Tax Department

Contents

1. Introduction

A statutory form control system refers to official forms or documents required by law or government regulations for various purposes

- These forms are used to ensure compliance with statutory and regulatory requirements, which are laws passed by a state and/or central government or rules issued by a regulatory body appointed by the government
- Statutory forms can be used for various purposes, such as tax declarations or to provide compliance evidence in the case of electronic record systems
- The term "statutory" refers to the fact that these forms are required by law, and failure to comply with the relevant regulations can result in legal penalties
- Examples of statutory forms include building control documents required for construction projects and accounting regulations prescribed for the preparation of an insurer's financial statements

1.1. Workflow

The workflow in VAT Registration typically includes the following users of the HP ETD such as

- Dealer submits the Quarter Clearance if applying for first time from Circle Officer (ACSTE).
- Dealer applying second time doesn't require Quarter Clearance from Circle Officer (ACSTE).
- Circle Officer verifies and approves/rejects the Quarter Clearance.
- Dealer can apply to the e-CST Cancellation from his/her login.
- Circle Officer checks e-CST Cancel Form Request List and can approve /rejects the e-CST cancellation.
- Circle Officer can forwards the forms request to Zone Collector.
- Zone Collector verifies the application and approve/rejects the TIN.
- Circle Officer checks the TIN and can Block/Unblock the TIN number.

2. Quarter Clearance

2.1. Getting Started (Dealer)

To start the application:

1. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
2. Type the URL given below in the Address bar :
   http://203.193.144.19/HP-VAT/
3. Once the web site is connected the Home page will appear as shown below (Fig–1).
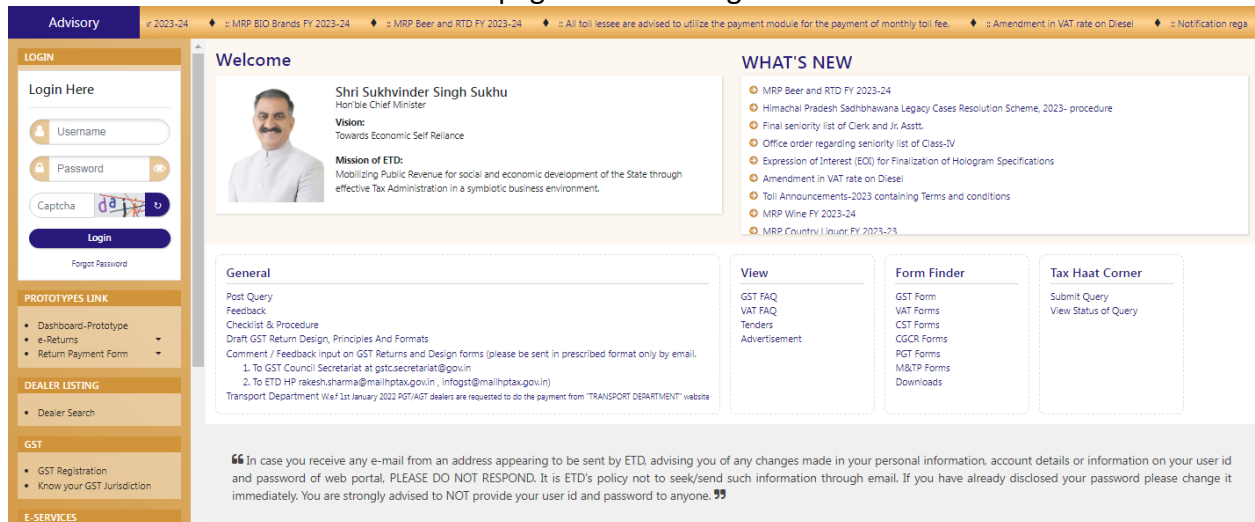4. On the left hand side of the home page there is a Login section.

Fig-1: Home Page

5. In the Login section enter "Username", "Password" and "Captcha".
6. After entering the details click on "Login" button.
7. After clicking "Login" button, Dashboard will appear. (Fig-2)
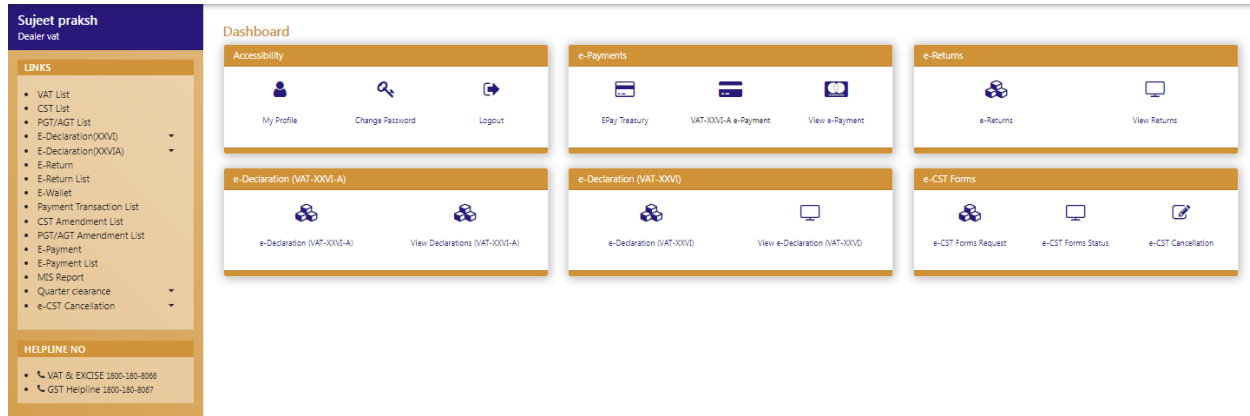
Fig-2

8. Click on "Quarter Clearance" button from the menus list.
9. After clicking the menu, then the quarter clearance page will appear. (Fig-3)
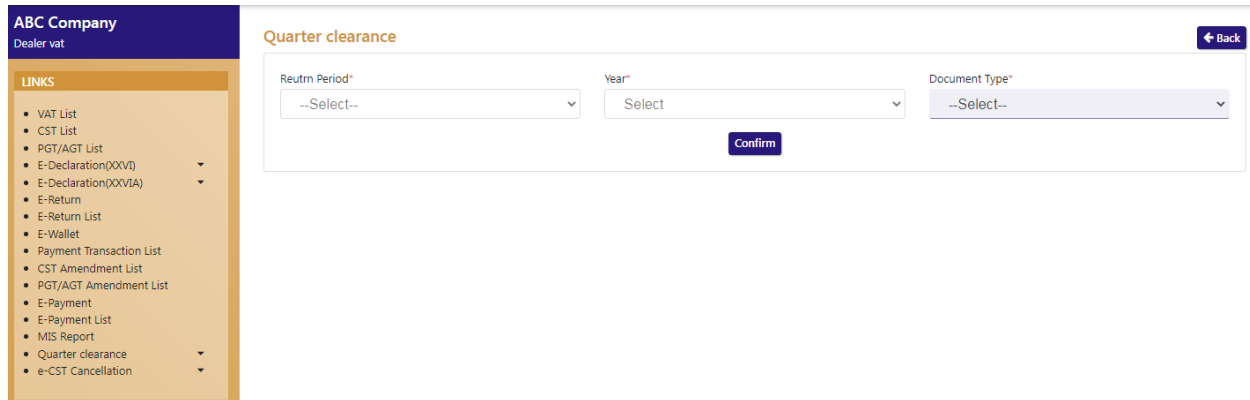
Fig-3

❖ Quarter Clearance
- **Return Period**:- Select from dropdown
- **Year**:- Select from dropdown
- **Document Type**:- Select from dropdown

Note:- Select the Return Period whose return is already paid.

10. After selecting the details, click on "Confirm" button.
11. After clicking the "Confirm" button, "Value Of Goods IN Transit" will appear. (Fig-4)

Fig-4

❖ **Value Of Goods in Transit**
  ➢ **Value Of Goods in Transit during the quarter**
    • **Value for C Form Transactions**:- Enter the details
    • **Value for F Form Transactions**:- Enter the details
    • **Value for H Form Transactions**:- Enter the details
  ➢ **Value Of Goods in Transit of previous quarter received in the current quarter**
    • **Value for C Form Transactions**:- Enter the details
    • **Value for F Form Transactions**:- Enter the details
    • **Value for H Form Transactions**:- Enter the details

12. After filling the details, click on "Confirm" button.
13. After clicking the "Confirm" button, then "Fill e-CST Request" page will appear. (Fig-5)

Fig-5

❖ **Fill e-CST Request**
  ➢ **C Form (Fig-5)**
    • **Form Type** :- Select from dropdown
    • **Invoice No** :- Enter the details
    • **Invoice Date** :- Select from date
    • **Seller TIN**:- Enter the details

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- **Seller Address**:- Enter the details
- **Seller/Transferor Name**:- Enter the details
- **State**:- Select from dropdown
- **Description of Goods**:- Enter the details
- **Value of Goods**:- Enter the details
- **Tax**:- Enter the details
- **Total** :- Auto-populated
- **Purchase Order No**:- Enter the details
- **Purchase Order Date** :- Select from date
- **Purpose of Purchasing** :- Select from dropdown

➢ **F Form**
- **Form Type**:- Select from dropdown
- **Invoice No**
- **Invoice Date**
- **Seller TIN**
- **Seller Address**
- **Seller/Transferor Name**
- **State**:- Select from dropdown
- **Description of Goods**
- **Value of Goods**
- **Tax**
- **Total**
- **Purchase order No**
- **Purchase order date**
- **Purpose of purchasing**:- Select from dropdown
- **Quantity/Weight of Goods**
- **Unit**:- Select from dropdown
- **Name of Railway / Steamer / Ferry Station / Air Port / Post Office**
- **No. of Railway Receipt / Postal Receipt/Goods Receipt**
- **Date of delivery taken by transferee**
- **Date of Railway Receipt or any other document indicating the means of transport/Date of Consignment:**

   #Note:- Total amount must not be greater than or equal to C Form Total Amount

14. After filling the details, click on "Submit" button.
15. An Acknowledgement number will be generated after clicking the "Submit" button. (Fig-6)

Back

SFCS Form Has Been Submitted Successfully

Click below button to download Acknowledgment.
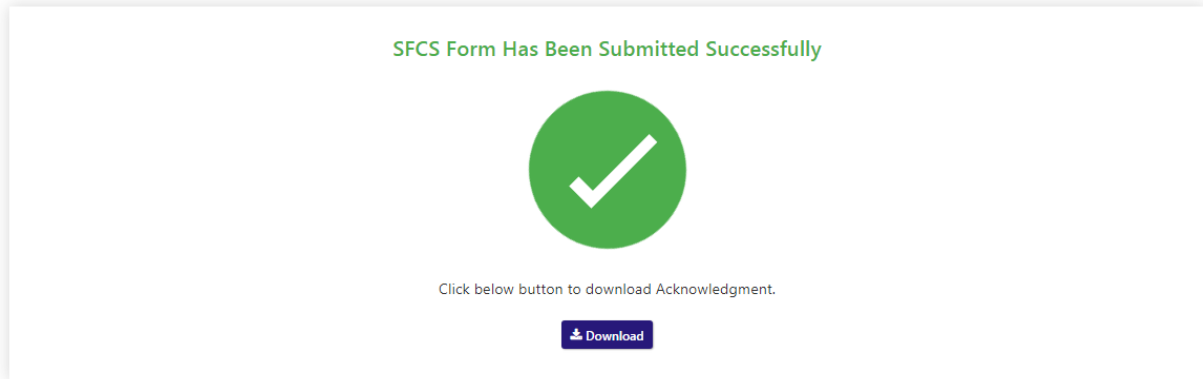
⬇ Download

Fig-6

16. To view the acknowledgement receipt, click on "Download" button. (Fig-7)

DEPARTMENT OF STATE TAXES AND EXCISE

Government of Himachal Pradesh

e-CST Form

We here by Aknowledge the receipt of **e-CST Form**

TIN:	022072070275
Firm Name	**unit**
Aknowledgement No	**9819628703345307**
Aknowledgement Date	**29/08/2023**
Period From	**01/07/2023**
Period To	**30/09/2023**

Your e-CST forms request will be processed within next 24 hours. You can check the status of your e-CST forms request in your login under the menu e-Services->e-CST Forms Status.

Fig-7

2.2. Getting Started (Circle Officer (ACSTE))

To start the application:

17. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
18. Type the URL given below in the Address bar :
    http://203.193.144.19/HP-VAT/
19. Once the web site is connected the Home page will appear as shown below (Fig–8).
20. On the left hand side of the home page there is a login section.

Fig-8: Home Page

21. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
22. Click on " Login" button will redirect the user to the dashboard page (Fig-9).

Fig-9

23. On the dashboard page click on "Quarter Clearance" button.
24. After clicking "e-CST Cancellation" button, the "Quarter Clearance List" will appear. (Fig-10)

Fig-10

25. Circle Officer (ACSTE) can view the form details by clicking the "View Form Detail" button
26. After clicking the button, the view page will appear. (Fig-11)

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Fig-11

27. To approve the request sent by dealer, click on "Approve" button on the Action column.
28. After clicking "Approve" button, a remark page will appear. (Fig-12)

Fig-12

29. On the remark page, fill the remarks and click on "Approve" button and the form will be approved successfully. (Fig-13)

Fig-13

30. To download the approve order, click on "Download Approve Order" button on the Action column and the approve order will be downloaded. (Fig-14)

Fig-14

31. To approve the request sent by dealer, click on "Reject" button on the Action column.

32. After clicking "Reject" button, a remark page will appear. (Fig-15)

Fig-15

33. On the remark page, fill the remarks and click on "Reject" button and the form will be rejected.

34. To download the acknowledgement, click on "Download Acknowledgement" button on the Action column and the acknowledgement will be downloaded.

3. E-CST Cancellation

3.1. Getting Started (Dealer)

To start the application:

35. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
36. Type the URL given below in the Address bar :
    http://203.193.144.19/HP-VAT/
37. Once the web site is connected the Home page will appear as shown below (Fig–16).
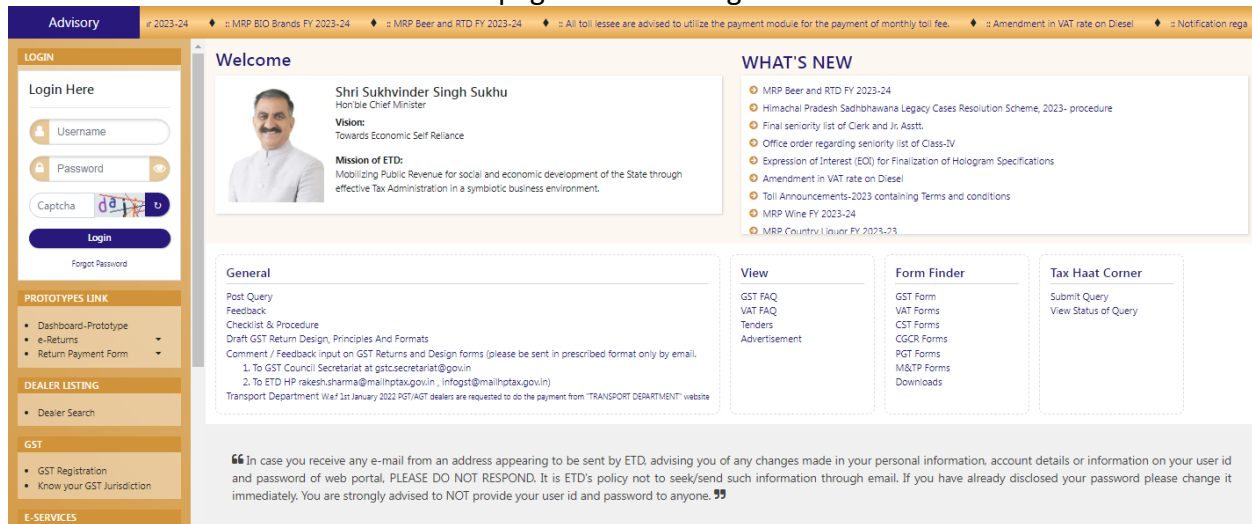38. On the left hand side of the home page there is a Login section.

Fig-16: Home Page

39. In the Login section enter "Username", "Password" and "Captcha".
40. After entering the details click on "Login" button.
41. After clicking "Login" button, Dashboard will appear. (Fig-17)
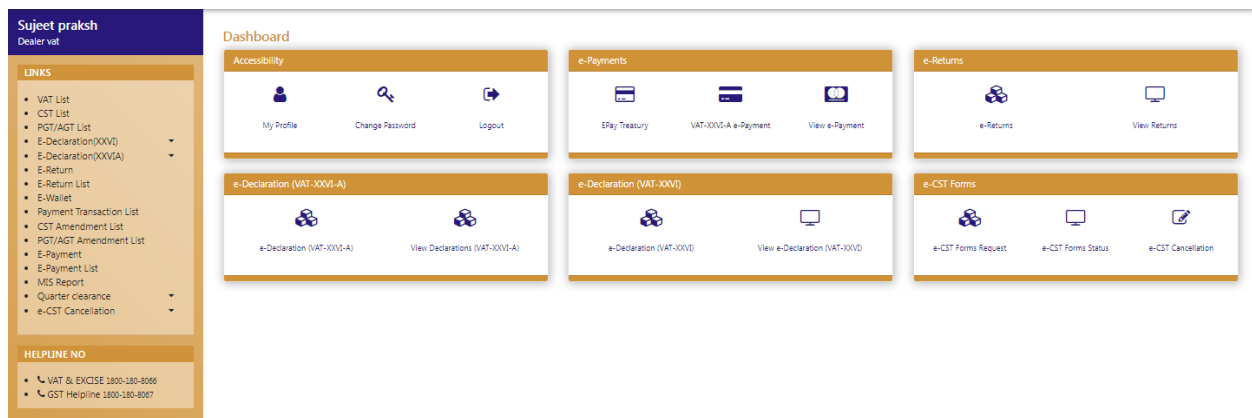

Fig-17

42. Click on "E-CST Cancellation" button from the menus list.

43. After clicking the menu, then the quarter clearance page will appear. (Fig-18)

Fig-18

❖ E-CST Forms Cancellation

- **Return Period**:- Select from dropdown
- **Year**:- Select from dropdown
- **Document Type**:- Select from dropdown
- **Form Type:-** Select from dropdown
- **Status:-** Select from dropdown

44. After selecting the details, click on "Submit" button.
45. After clicking the list of acknowledgement will appears. (Fig-19)

Fig-19

46. Select the Acknowledgement which was to be cancelled.
47. After selecting the acknowledgement, click on "Cancel Form" button below.
48. After clicking, "e-CST Forms request against Form Cancellation" page will appear. (Fig-20)

e-CST Forms request Against Form Cancellation

Form No:*

5036197049388376

Return period From:*

01-01-2023

Return period To:*

31-03-2023

Reason For Cancellation*

☐ Seller TIN
☐ Seller/Transferor Name
☐ Seller Address
☐ Amount
☐ Period
☐ Bill/bills (add tin/ delete tin)
☐ State
☐ Others

Confirm

Fig-20

❖ **E-CST Forms request against Form Cancellation**
- **Form No:-** Auto-Populated
- **Return Period From:-** Auto-Populated
- **Return Period To:-** Auto-populated
- **Reason for Cancellation:-** Select from check box

49. After selection of Reason of cancellation, click on "Confirm" button
50. After clicking, "Fill e-CST Request Edit" page will appear. (Fig-21)

Sujeet praksh
Dealer vat

LINKS

- VAT List
- CST List
- PGT/AGT List
- e-Declaration(XXVI)
- e-Declaration(XXVIA)
- e-Return
- e-Payment
- e-Wallet
- Payment Transaction List
- CST Amendment List
- PGT/AGT Amendment List
- MIS Report
- Quarter Clearance
- e-CST Cancellation

HELPLINE NO

- 📞 VAT & EXCISE 1800-180-8066
- 📞 GST Helpline 1800-180-8067

Fill e-CST Request Edit

Form Type:*	Invoice No.:*	Invoice Date:*	Seller TIN:*
C Form	QWER-0987	17-08-2023	02207207021
Seller Address:*	Seller/Transferor Name:*	State:*	Description of Goods:*
Shimla	shyam	Jharkhand	Descrption new
Value of Goods:*	Tax:*	Total:*	Purchase order No.:
500	450	950.00	qwe123
Purchase order date:	Purpose of purchasing:*		
17-08-2023	For use in generation/di		

Add More

>> C Form Total Amount must be less than equal to 1000

Submit

Fig-21

51. Check the details and click on "Submit" button
52. After clicking the "Submit" button, the SFCS success page will appear. (Fig-22)

Back

SFCS Form Has Been Submitted Successfully

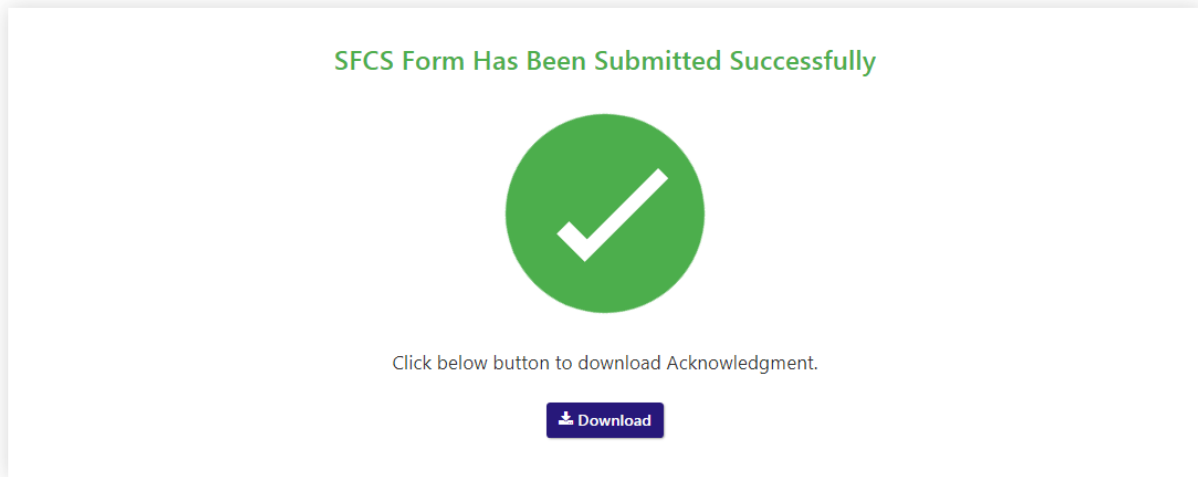Click below button to download Acknowledgment.

⬇ Download

Fig-22

3.2.   Getting Started (Circle Officer (ACSTE))

To start the application:

53. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
54. Type the URL given below in the Address bar :
    http://203.193.144.19/HP-VAT/
55. Once the web site is connected the Home page will appear as shown below (Fig–23).
56. On the left hand side of the home page there is a login section.

Fig-23: Home Page

57. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.

58. Click on " Login" button will redirect the user to the dashboard page (Fig-24).

Fig-24

59. On the dashboard page click on "Quarter Clearance" button.

60. After clicking "Quarter Clearance" button, the "Quarter Clearance List" will appear. (Fig-25)

Fig-25

61. To check the reason of cancellation, click on 'reason For Cancellation" button. (Fig-26)

Fig-26

62. To view the details of form, click on "View Form Detail" button. (Fig-27)

Fill e-CST Request Edit

Old Form Details

Form Type:* C Form	Invoice No.:* 231360	Invoice Date:* 2023-08-05	Seller TIN:* 02123456789
Seller Address:* Shimla	Seller/Transferor Name:* XYz	State:* Himachal Pradesh	Description of Goods:* abc
Value of Goods:* 20360000	Tax:* 4341	Total:* 20364341	Purchase order No.: 5498231
Purchase order date: 12/08/2023	Purpose of purchasing:* For resale		

New Form Details

Form Type:* C Form	Invoice No.:* 231360	Invoice Date:* 05/08/2023	Seller TIN:* 02123456789
Seller Address:* Shimla	Seller/Transferor Name:* XYz	State:* Himachal Pradesh	Description of Goods:* abc
Value of Goods:* 20360000	Tax:* 4341	Total:* 20364341	Purchase order No.: 5498231
Purchase order date: 12/08/2023	Purpose of purchasing:* For resale		

Form Type:* C Form	Invoice No.:* 231360	Invoice Date:* 2023-08-05	Seller TIN:* 02123456789
Seller Address:* Shimla	Seller/Transferor Name:* XYz	State:* Himachal Pradesh	Description of Goods:* abc
Value of Goods:* 20360000	Tax:* 4341	Total:* 0	Purchase order No.: 5498231
Purchase order date: 12/08/2023	Purpose of purchasing:* For resale		

Fig-27

63. Circle Officer (ACSTE) can forward the form to Zone Collector by clicking the "Forward to Zone Collector" button on the Action column. (Fig-28)

Fig-28

64. Click on "Forward to Zone Collector" button after giving the remark .

65. To reject the cancellation request, Circle Officer could click on "Reject Cancellation Request" button.

66. After clicking the button, remark page will appear. (Fig-29)

Fig-29

67. After giving the remark, click "Cancellation Request Reject" button
68. To check the   Assessing Authority remark, Circle Officer could click on "Revert Assessing Authority Remark" button and view the remark.(Fig-30)

Fig-30

69. To download the acknowledgement, click on "Download Acknowledgement" button on the Action column and the acknowledgement will be downloaded.

3.3. Getting Started (Zone Collector)

To start the application:

70. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
71. Type the URL given below in the Address bar :
    http://203.193.144.19/HP-VAT/
72. Once the web site is connected the Home page will appear as shown below (Fig–31).
73. On the left hand side of the home page there is a login section.

Fig-31: Home Page

74. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
75. Click on " Login" button will redirect the user to the e-CST Cancel Form Request List page (Fig-32).

76. To check the reason of cancellation, click on 'reason For Cancellation" button. (Fig-32)

77. To check the Assessing Authority remark, Zone Collector could click on "Revert Assessing Authority Remark" button and view the remark.
78. To check the remark of Circle Officer, click on "ACSTE New Form Bond/Remark" button on the Action column.
79. After clicking the button, the remarks will appear.
80. To view the form details, click on "View Form Detail" on the Action column and the form details will appear.
81. To approve the request click on "Approve" button on the Action column
82. After clicking the button the remark page will appear (Fig-33)
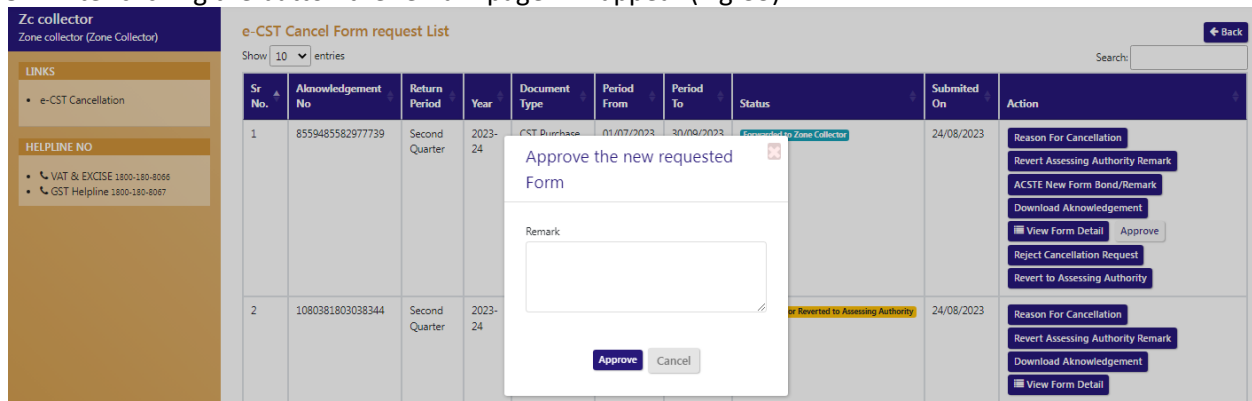

Fig-33

83. After giving the remark, click on "Approve" button and the request will be approved.
84. To reject the cancellation request, Zone Collector could click on "Reject Cancellation Request" button.
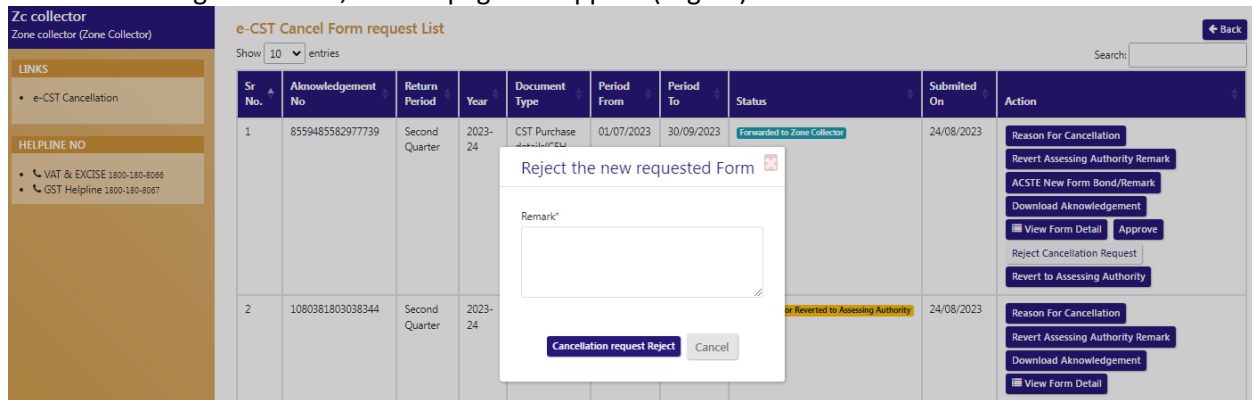85. After clicking the button, remark page will appear.(Fig-34)

Fig-34

86. After giving the remark, click "Cancellation Request Reject" button
87. To download the acknowledgement, click on "Download Acknowledgement" button on the Action column and the acknowledgement will be downloaded.

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4. Block/Unblock TIN

4.1. Getting Started (Circle Officer (ACSTE))

To start the application:

88. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
89. Type the URL given below in the Address bar :
    http://203.193.144.19/HP-VAT/
90. Once the web site is connected the Home page will appear as shown below (Fig–35).
91. On the left hand side of the home page there is a login section.

Fig-35: Home Page

92. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
93. Click on " Login" button will redirect the user to the "VAT Registration List" page. (Fig-35)

Fig-35

94. Click on "Block/Unblock TIN" menu from the menus list.
95. After clicking the menu, the "Block/Unblock TIN" will appear.(Fig-36)

Fig-36

96. To block any TIN number, on the listing page click on "Block" button of the respective TIN on the Action column.
97. After clicking the button, the Block/Unblock TIN page appears.(Fig-37)

Fig-37

❖ **Block/Unblock TIN**
- **TIN :-**Auto-populated
- **Dealer's Current Status :-**Auto-populated
- **Functionality to be Blocked :-** Select from the check box
- **Hearing Place** :- Enter the details
- **Hearing Date**:- Enter the details
- **Hearing Time**:- Enter the details
- **Remark**:- Enter the details
- **Select Reason:-** Select from the check box

98. After filling the details click on "Block TIN" button, a successful message will appear. (Fig-38)

Fig-38

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99. To view the block details, click on "View Block Detail" button on the Action column.(Fig-39)

Fig-39

100. To unblock the TIN, click on "Unblock" button on the Action column.
101. After clicking "Unblock" button, a remark page will appear.(Fig-40)

Fig-40

102. After entering the remark, click on "Unblock" button and the TIN number will be unblocked.(Fig-41)

Block/Unblock TIN ← Back

Dealer Account Unblocked successfully.

Show 10 ⌄ entries   Search:

Sl.	Acknowledge No.	TIN	Firm Name	Owner Name	Mobile No.	Registered Date	Status	Action
1	4067576537828470	0210110112128	abc trader	xyz	07878787878	28/08/2023	Un Blocked	Block
2	9967016353313629	0210110112122	cst trader	CST user	09865221250	25/08/2023	Un Blocked	Block
3	4599733926599940	0210110101121	QQQQQ	WWWW	07845223888	23/08/2023	Un Blocked	Block
4	8050030220273783	0210110112119	text trader	text user	08987676767	19/08/2023	Un Blocked	Block
5	1055795670305854	0210110112111	gfgbfbn	dderty	06985745896	15/08/2023	Un Blocked	Block
6	2012402470211001	0210110112110	abc trader ltd	abc trader	08989898989	15/08/2023	Un Blocked	Block
7	3648205856451397	02101101121	Diamond	susmita	07845223888	27/07/2023	Un Blocked	Block
8	5364445815246412	02101101121	Soni Inc	susmita sahooo	06985745896	23/07/2023	Un Blocked	Block
9	8469363647631576	02101101122	susmita	GT TECHONOLOGY	07845223888	18/07/2023	Un Blocked	Block
10	9834928761573268	02101101121	xiomi ltd	saonii	09874561222	18/07/2023	Un Blocked	Block

Showing 1 to 10 of 30 entries   Previous 1 2 3 Next

Fig-41