

# User Manual For Statutory Form Control System



## Himachal Pradesh Excise and Tax Department

*Prepared By:*



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## 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.

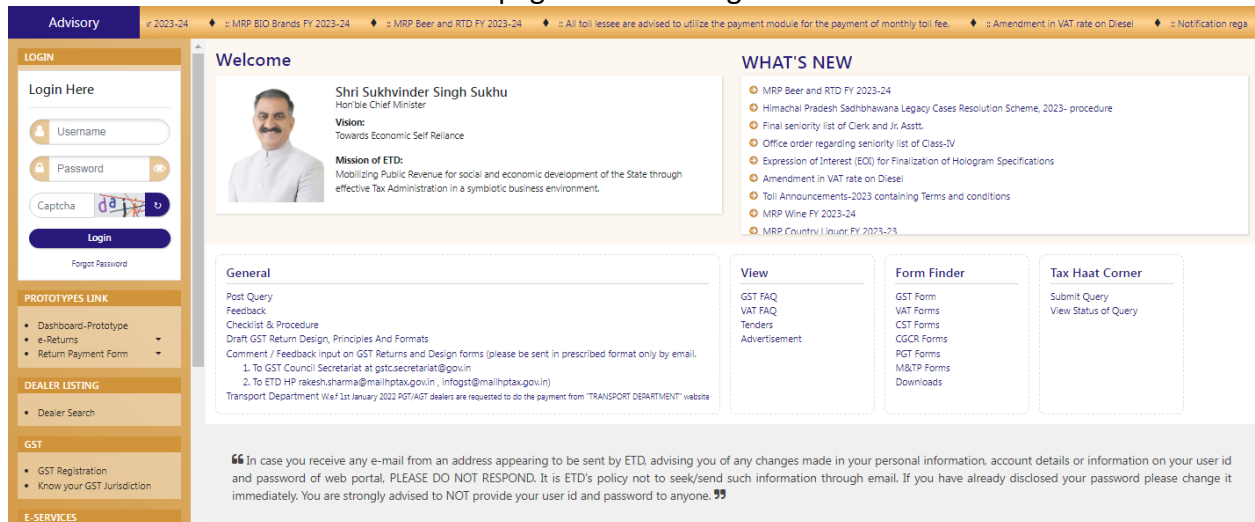


Fig-1: Home Page

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)

## VAT & Allied System, Himachal Pradesh Tax and Excise Department

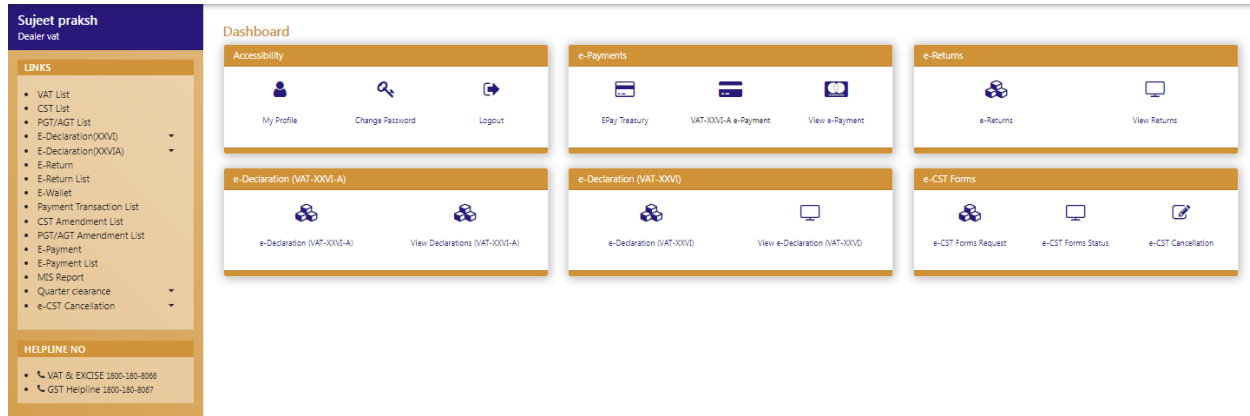


Fig-2

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

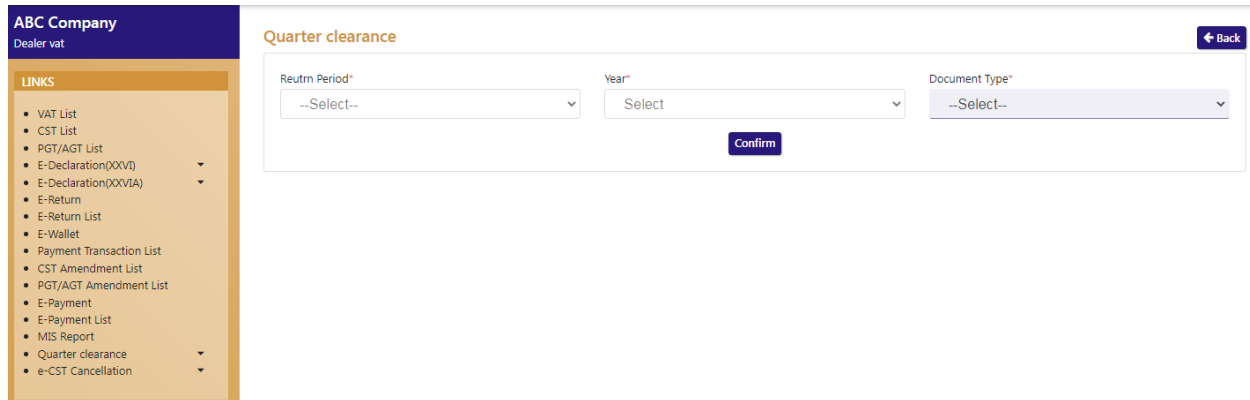


Fig-3

- ❖ 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

- **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](#)

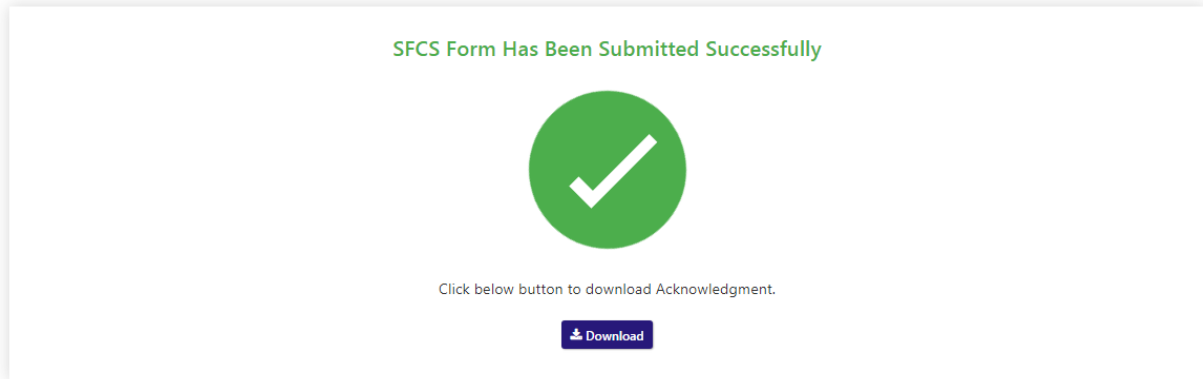


Fig-6

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.

The screenshot shows the home page of the VAT & Allied System. On the left, there is a 'LOGIN' section with a 'Login Here' heading. It contains three input fields: 'Username', 'Password', and 'Captcha', followed by a 'Login' button and a 'Forgot Password' link. Below the login section are three categories: 'LINKS' (VAT Registration, CST Registration, CGCR Registration, PGT Registration), 'DEALER LISTING' (Dealer Search), and 'GST' (GST Registration, Know your GST). The main content area is divided into several sections. The 'Welcome' section features a portrait of Shri Sukhvinder Singh Sukhu, Hon'ble Chief Minister, with his vision 'Towards Economic Self Reliance' and mission 'Mobilizing Public Revenue for social and economic development of the State through effective Tax Administration in a symbiotic business environment.' To the right, the 'WHAT'S NEW' section lists five items: Himachal Pradesh Sadhbhawana Legacy Cases Resolution Scheme, 2023- procedure; Final seniority list of Clerk and Jr. Asstt.; Office order regarding seniority list of Class-IV; Expression of Interest (EOI) for Finalization of Hologram Specifications; Amendment in VAT rate on Diesel; and Toll Announcements-2023 containing Terms and conditions. At the bottom, there are four columns: 'General' (Post Query, Feedback, Checklist & Procedure, Draft GST Return Design, Principles And Formats, Comment / Feedback input on GST Returns and Design forms), 'View' (GST FAQ, VAT FAQ, Tenders, Advertisement), 'Form Finder' (GST Form, VAT Forms, CST Forms, CGCR Forms, PGT Forms, M&TP Forms, Downloads), and 'Tax Haat Corner' (Submit Query, View Status of Query).

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).

## VAT & Allied System, Himachal Pradesh Tax and Excise Department

Co sanjauli Circle officer (ACSTE)		VAT Registration List											
LINKS		Show 10 entries											
HELPLINE NO		Search:											
SL	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	4067576537828470	abc trader	xyz	NORMAL	07878787878	28/08/2023	ACSTE-Sanjauli	28/08/2023	Approved	STEO-Sanjauli	28/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112128 View
2	9967016353313629	cst trader	CST user	NORMAL	09865221250	25/08/2023	ACSTE-Sanjauli	25/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112122 View
3	2394019339915958	Sharma G ki Company	Kishore Sharma	NORMAL	08219776588	24/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report Reject View

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)

Co sanjauli Circle officer (ACSTE)		Quarter clearance List												
LINKS		Show 10 entries												
HELPLINE NO		Search:												
Sr No.	Acknowledgement No.	Return Period	Year	Document Type	Period From	Period To	Status	Submitted On	Action					
1	7267353274651733	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Approved	23/08/2023	Download Acknowledgement	Download Approve Order	View Form Detail			
2	3947941291119826	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Approved	23/08/2023	Zone Collector New Form Remark	ACSTE New Form Remark	ACSTE Remark	Download Acknowledgement	Download Approve Order	View Form Detail
3	8778219270532171	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Approved	23/08/2023	Zone Collector New Form Remark	ACSTE New Form Remark	ACSTE Remark	Download Acknowledgement	Download Approve Order	View Form Detail
4	4215823006372791	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Pending	23/08/2023	Download Acknowledgement	View Form Detail	Approve	Reject		
5	2955413485260073	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Pending	23/08/2023	Download Acknowledgement	View Form Detail	Approve	Reject		

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)

## VAT & Allied System, Himachal Pradesh Tax and Excise Department

**Co sanjauli**  
Circle officer (ACSTE)

**LINKS**

- VAT List
- CST List
- CGCR List
- PGT/AGT List
- VAT Amendment List
- PGT/AGT Amendment List
- CST Amendment List
- e-Return List
- e-Payment List
- Initiate Suspension Notice
- Suspension List
- Activate Suspended Dealers
- Activation List
- Initiate Cancellation
- Cancellation List
- SUD-MOTO Registration-VAT
- SUD-MOTO Registration-CST
- SUD-MOTO Cancellation
- Conversion From 14(2) to 14(1)
- Quarter Clearance
- e-CST Cancellation
- Block/Unblock TIN

**Fill e-CST Request Edit** ← Back

Form Type: C Form      Invoice No.: 23434      Invoice Date: 07/08/2023      Seller TIN: 02102102031

Seller Address: Elerslie chotta Shimla block no. 5 set no. 11      Seller/Transferor Name: xyz      State: Himachal Pradesh      Description of Goods: goods

Value of Goods: 50      Tax: 0      Total: 50      Purchase order No: 34

Purchase order date: 21/08/2023      Purpose of purchasing: For resale

Form Type: C Form      Invoice No.: 2343455      Invoice Date: 01/08/2023      Seller TIN: 02345656567

Seller Address: Elerslie chotta Shimla block no. 5 set no. 11      Seller/Transferor Name: xyz      State: Himachal Pradesh      Description of Goods: goods

Value of Goods: 8      Tax: 0      Total: 8      Purchase order No: 34

Purchase order date: 14/08/2023      Purpose of purchasing: For resale

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)

**Quarter clearance List** ← Back

Show 10 entries Search:

Sr No.	Aknowledgement No	Return Period	Year	Document Type	Period From	Period To	Status	Submitted On	Action
1	7267353274651733	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Approved	23/08/2023	<a href="#">Download Acknowledgement</a> <a href="#">Download Approve Order</a> <a href="#">View Form Detail</a>
2	3947941291119826	Second Quarter	2023-24				Approved	23/08/2023	<a href="#">Zone Collector New Form Remark</a> <a href="#">ACSTE New Form Remark</a> <a href="#">ACSTE Remark</a> <a href="#">Download Acknowledgement</a> <a href="#">Download Approve Order</a> <a href="#">View Form Detail</a>
3	8778219270532171	Second Quarter	2023-24				Approved	23/08/2023	<a href="#">Zone Collector New Form Remark</a> <a href="#">ACSTE New Form Remark</a> <a href="#">ACSTE Remark</a> <a href="#">Download Acknowledgement</a> <a href="#">Download Approve Order</a> <a href="#">View Form Detail</a>
4	4215823006372791	Second Quarter	2023-24				Pending	23/08/2023	<a href="#">Download Acknowledgement</a> <a href="#">View Form Detail</a> <a href="#">Approve</a> <a href="#">Reject</a>
5	2955413485260073	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Pending	23/08/2023	<a href="#">Download Acknowledgement</a> <a href="#">View Form Detail</a> <a href="#">Approve</a> <a href="#">Reject</a>

Showing 1 to 5 of 5 entries Previous  Next

Fig-12

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

## VAT & Allied System, Himachal Pradesh Tax and Excise Department

### Quarter clearance List

← Back

Approved Successfully

Show 10 entries

Search:

Sr No.	Aknowledgement No	Return Period	Year	Document Type	Period From	Period To	Status	Submitted On	Action
1	7267353274651733	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Approved	23/08/2023	<a href="#">Download Acknowledgement</a> <a href="#">Download Approve Order</a> <a href="#">View Form Detail</a>
2	3947941291119826	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Approved	23/08/2023	<a href="#">Zone Collector New Form Remark</a> <a href="#">ACSTE New Form Remark</a> <a href="#">ACSTE Remark</a> <a href="#">Download Acknowledgement</a> <a href="#">Download Approve Order</a> <a href="#">View Form Detail</a>
3	8778219270532171	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Approved	23/08/2023	<a href="#">Zone Collector New Form Remark</a> <a href="#">ACSTE New Form Remark</a> <a href="#">ACSTE Remark</a> <a href="#">Download Acknowledgement</a> <a href="#">Download Approve Order</a> <a href="#">View Form Detail</a>
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5	2955413485260073	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Pending	23/08/2023	<a href="#">Download Acknowledgement</a> <a href="#">View Form Detail</a> <a href="#">Approve</a> <a href="#">Reject</a>

Showing 1 to 5 of 5 entries

Previous 1 Next

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)

The screenshot shows the same table as Fig-13. A modal window titled "Download Approve Order" is open over the first row. The modal contains a single button labeled "C Form Approve Order".

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)

## VAT & Allied System, Himachal Pradesh Tax and Excise Department

**Quarter clearance List** ← Back

Show  entries Search:

Sr No.	Aknowledgement No	Return Period	Year	Document Type	Period From	Period To	Status	Submitted On	Action
1	7267353274651733	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Approved	23/08/2023	<a href="#">Download Acknowledgement</a> <a href="#">Download Approve Order</a> <a href="#">View Form Detail</a>
2	3947941291119826	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Approved	23/08/2023	<a href="#">Zone Collector New Form Remark</a> <a href="#">ACSTE New Form Remark</a> <a href="#">ACSTE Remark</a> <a href="#">Download Acknowledgement</a> <a href="#">Download Approve Order</a> <a href="#">View Form Detail</a>
3	8778219270532171	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Approved	23/08/2023	<a href="#">Zone Collector New Form Remark</a> <a href="#">ACSTE New Form Remark</a> <a href="#">ACSTE Remark</a> <a href="#">Download Acknowledgement</a> <a href="#">Download Approve Order</a> <a href="#">View Form Detail</a>
4	4215823006372791	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Pending	23/08/2023	<a href="#">Download Acknowledgement</a> <a href="#">View Form Detail</a> <a href="#">Approve</a> <a href="#">Reject</a>
5	2955413485260073	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Pending	23/08/2023	<a href="#">Download Acknowledgement</a> <a href="#">View Form Detail</a> <a href="#">Approve</a> <a href="#">Reject</a>

Showing 1 to 5 of 5 entries Previous  Next

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.

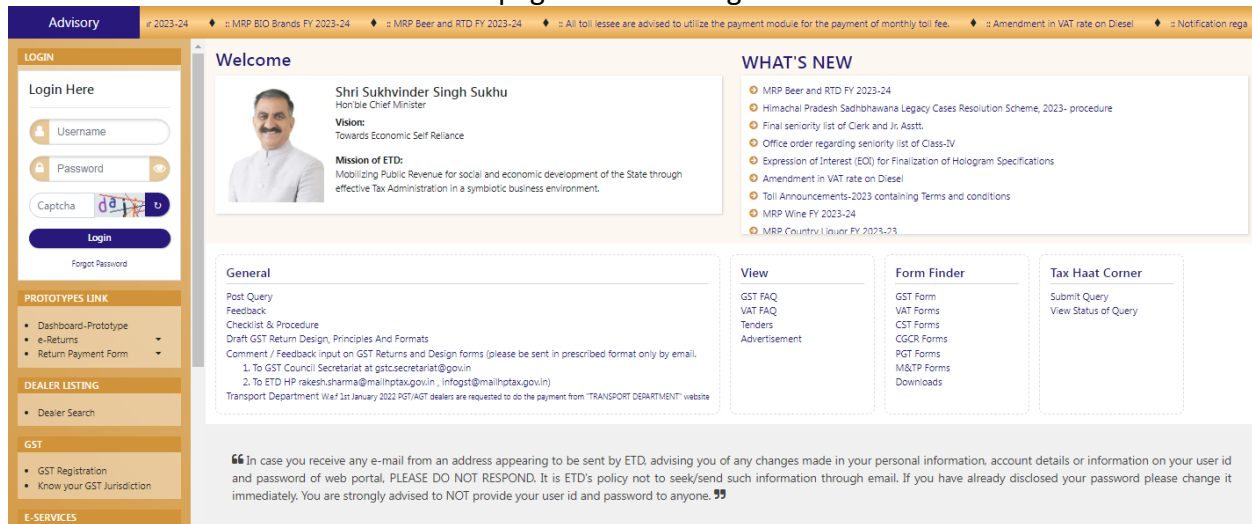


Fig-16: Home Page

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)

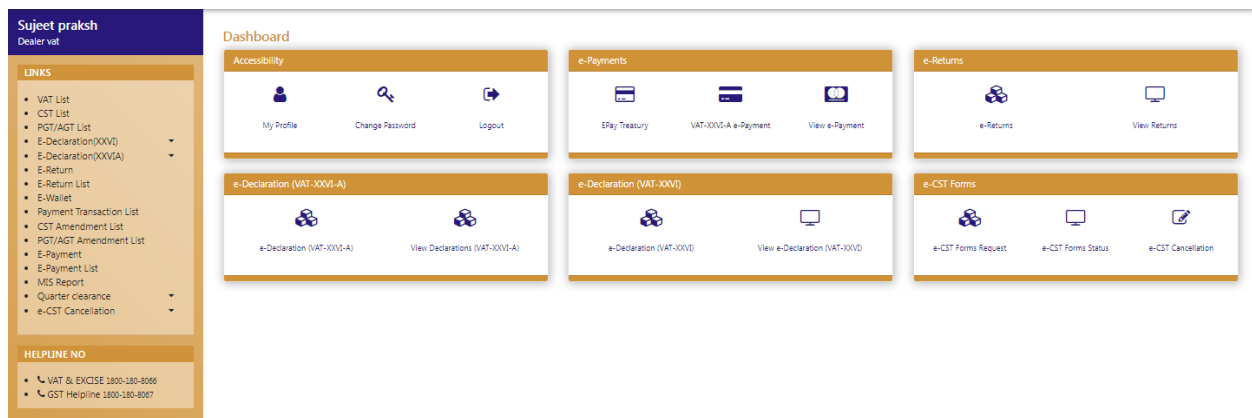


Fig-17

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:\* C Form      Invoice No.\* QWER-0987      Invoice Date:\* 17-08-2023      Seller TIN:\* 02207207021

Seller Address:\* Shimla      Seller/Transferor Name:\* shyam      State:\* Jharkhand      Description of Goods:\* Description new

Value of Goods:\* 500      Tax:\* 450      Total:\* 950.00      Purchase order No.: qwe123

Purchase order date: 17-08-2023      Purpose of purchasing:\* 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

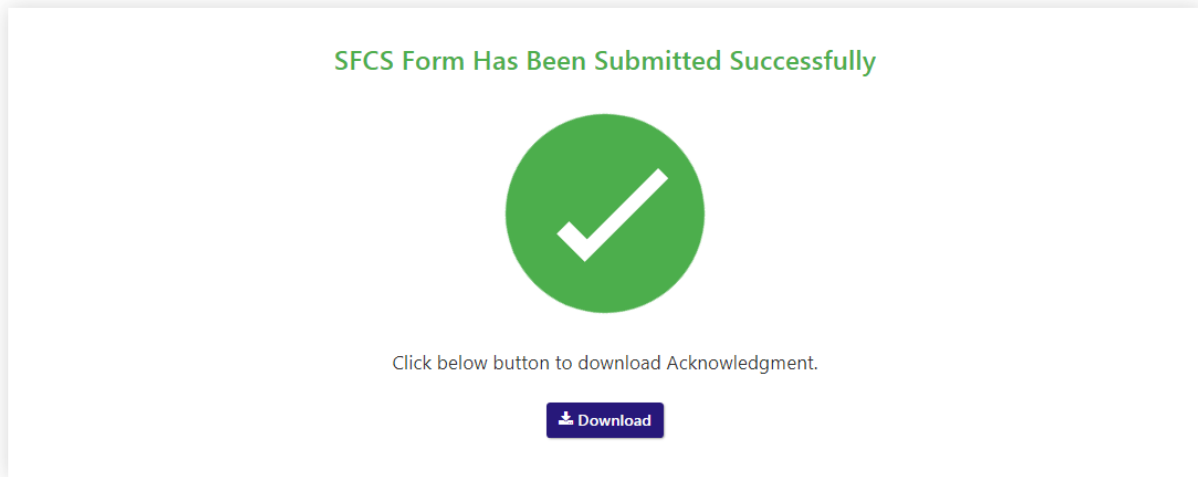


Fig-22

### 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.

## VAT & Allied System, Himachal Pradesh Tax and Excise Department

**LOGIN**

Login Here

Username

Password

Captcha

Login

Forgot Password

**LINKS**

- VAT Registration
- CST Registration
- CGCR Registration
- PGT Registration

**DEALER LISTING**

- Dealer Search

**GST**

- GST Registration
- Know your GST

**Welcome**

**Shri Sukhvinder Singh Sukhu**  
Hon'ble Chief Minister

**Vision:**  
Towards Economic Self Reliance

**Mission of ETD:**  
Mobilizing Public Revenue for social and economic development of the State through effective Tax Administration in a symbiotic business environment.

**WHAT'S NEW**

- Himachal Pradesh Sadhbhawana Legacy Cases Resolution Scheme, 2023- procedure
- Final seniority list of Clerk and Jr. Asstt.
- Office order regarding seniority list of Class-IV
- Expression of Interest (EOI) for Finalization of Hologram Specifications
- Amendment in VAT rate on Diesel
- Toll Announcements-2023 containing Terms and conditions

**General**

Post Query  
Feedback  
Checklist & Procedure  
Draft GST Return Design, Principles And Formats  
Comment / Feedback input on GST Returns and Design forms (please be sent in prescribed format only by email.)

- To GST Council Secretariat at [gstc.secretariat@gov.in](mailto:gstc.secretariat@gov.in)
- To ETD HP [rakesh.sharma@mailhptax.gov.in](mailto:rakesh.sharma@mailhptax.gov.in) / [infogst@mailhotax.nov.in](mailto:infogst@mailhotax.nov.in)

**View**

GST FAQ  
VAT FAQ  
Tenders  
Advertisement

**Form Finder**

GST Form  
VAT Forms  
CST Forms  
CGCR Forms  
PGT Forms  
M&TP Forms  
Downloads

**Tax Haat Corner**

Submit Query  
View Status of Query

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).

**Co sanjauli**  
Circle officer (ACSTR)

**VAT Registration List**

Show 10 entries

SL	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	4067576537828470	abc trader	xyz	NORMAL	07878787878	28/08/2023	ACSTE-Sanjauli	28/08/2023	Approved	STEO-Sanjauli	28/08/2023	Inspected	DCSTE Forward Remark Approved ACSTE Forward Remark Successfully TIN No : 0210110112128 View
2	9967016353313629	cst trader	CST user	NORMAL	09865221250	25/08/2023	ACSTE-Sanjauli	25/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112122 View
3	2384019339915958	Sharma G ki Company	Kishore Sharma	NORMAL	08219776588	24/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report View

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)

## VAT & Allied System, Himachal Pradesh Tax and Excise Department

### e-CST Cancel Form request List

Show  entries Search:  [← Back](#)

SL#	Acknowledgement No	Return Period	Year	Document Type	Period From	Period To	Status	Submitted On	Action
1	6650694570277491	Fourth Quarter	2022-23	CST Purchase details(CFH Form)	01/01/2023	31/03/2023	Forwarded to Zone Collector	21/08/2023	<a href="#">Reason For Cancellation</a> <a href="#">ACSTE New Form Bond/Remark</a> <a href="#">Download Acknowledgement</a> <a href="#">View Form Detail</a>
2	4853540992611900	Fourth Quarter	2022-23	CST Purchase details(CFH Form)	01/01/2023	31/03/2023	Cancellation Initiated	19/08/2023	<a href="#">Reason For Cancellation</a> <a href="#">Download Acknowledgement</a> <a href="#">View Form Detail</a> <a href="#">Forward to Zone Collector</a> <a href="#">Reject Cancellation Request</a>

Showing 1 to 2 of 2 entries Previous  Next

Fig-25

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

e-CST Cancel Form request List [← Back](#)

Show  entries Search:

SL#	Acknowledgement No	Return Period	Year	Document Type	Period From	Period To	Status	Submitted On	Action
1	6650694570277491	Fourth Quarter	2022-23	CST Purchase details(CFH Form)	01/01/2023	31/03/2023	Forwarded to Zone Collector	21/08/2023	<a href="#">Reason For Cancellation</a> <a href="#">ACSTE New Form Bond/Remark</a> <a href="#">Download Acknowledgement</a> <a href="#">View Form Detail</a>
2	4853540992611900	Fourth Quarter	2022-23	CST Purchase details(CFH Form)	01/01/2023	31/03/2023	Cancellation Initiated	19/08/2023	<a href="#">Reason For Cancellation</a> <a href="#">Download Acknowledgement</a> <a href="#">View Form Detail</a> <a href="#">Forward to Zone Collector</a> <a href="#">Reject Cancellation Request</a>

Showing 1 to 2 of 2 entries Previous  Next

**Reason For Cancellation**

1. Seller/Transferor Name
2. Seller Address
3. Amount
4. State

Fig-26

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

Fill e-CST Request Edit

Back

**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		

**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: 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)

## VAT & Allied System, Himachal Pradesh Tax and Excise Department

The screenshot shows the 'e-CST Cancel Form request List' interface. A dialog box titled 'Reject the new requested Form' is open, prompting the user to enter a 'Remark\*'. The background table shows one entry with the following details:

Sr No.	Acknowledgement No	Return Period	Year	Document Type	Period From	Period To	Status	Submitted On	Action
1	1080381803038344	Second Quarter	2023-24	CST Purchase	01/07/2023	30/09/2023	Zone Collector Reverted to Assessing Authority	24/08/2023	Reason For Cancellation, Revert Assessing Authority Remark, Download Acknowledgement, View Form Detail, Forward to Zone Collector, Reject Cancellation Request

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)

The screenshot shows the 'e-CST Cancel Form request List' interface with the 'Revert Assessing Authority Remark' dialog box open. The dialog box displays the following information:

Zone Collector Remark	Reverted On	ACSTE Collector Remark	ACSTE Forwarded On
please check again	24/08/2023		
please check again	24/08/2023	we have checked	24/08/2023

The background table shows the same entry as in Fig-29.

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).

Sr No.	Acknowledgement No	Return Period	Year	Document Type	Period From	Period To	Status	Submitted On	Action
1	8559485582977739	Second Quarter	2023-24	CST Purchase details(CFH Form)	01/07/2023	30/09/2023	Forwarded to Zone Collector	24/08/2023	Reason For Cancellation Revert Assessing Authority Remark ACSTE New Form Bond/Remark Download Acknowledgement View Form Detail Approve Reject Cancellation Request Revert to Assessing Authority

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)

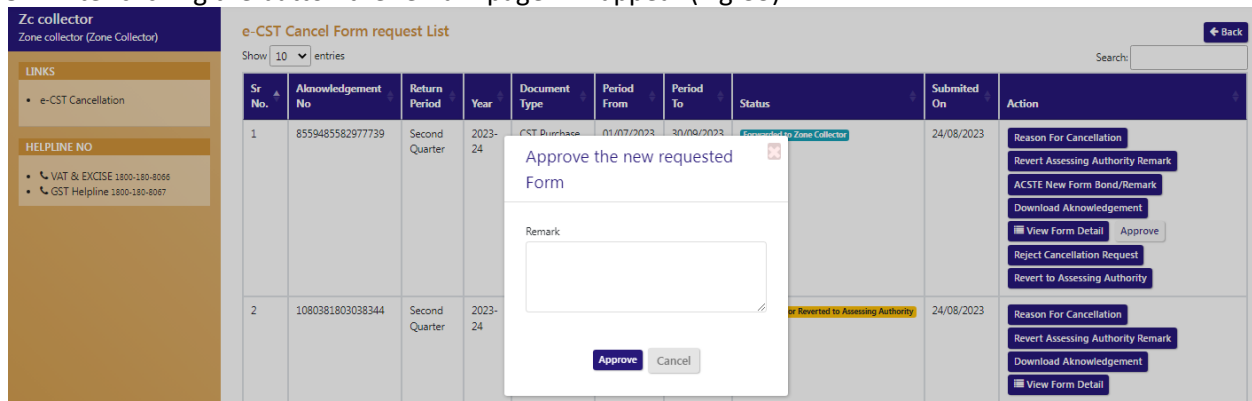


Fig-33

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)

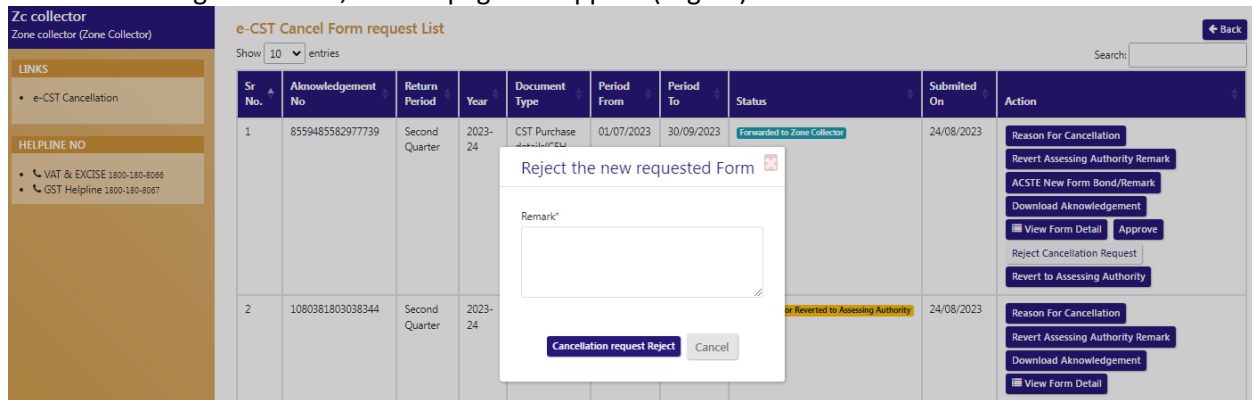


Fig-34

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.

## 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)



## VAT & Allied System, Himachal Pradesh Tax and Excise Department

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	4067576537828470	abc trader	xyz	NORMAL	07878787878	28/08/2023	ACSTE-Sanjauli	28/08/2023	Approved	STEO-Sanjauli	28/08/2023	Suspected	DCSTE Forward Remark Approved ACSTE Forward Remark Successfully TIN No : 0210110112128 View
2	9967016353313629	cst trader	CST user	NORMAL	09865221250	25/08/2023	ACSTE-Sanjauli	25/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112122 View
3	2394019339915958	Sharma G ki Company	Kishore Sharma	NORMAL	08219776588	24/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Assign Task for Report and Verific Request To Re-Allocate Other CO Approve & Submit Report Reject View

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)

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	WWWWW	07845223888	23/08/2023	Un Blocked	Block
4	8050030220273783	0210110112119	text trader	text user	08987676767	19/08/2023	Un Blocked	Block
5	1055795670305854	0210110112111	gfgbfn	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 sahaboo	06985745896	23/07/2023	Un Blocked	Block
9	8469363647631576	02101101122	susmita	GT TECHNOLOGY	07845223888	18/07/2023	Un Blocked	Block
10	8934828761573268	02101101121	xiomi ltd	saonii	09874561222	18/07/2023	Un Blocked	Block

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)

## VAT & Allied System, Himachal Pradesh Tax and Excise Department

**Block/Unblock TIN** ← Back

TIN : \*  Dealer's Current Status :  Functionality to be Blocked : \*  Vat 26  Vat 26A  eCST

Hearing Place\*  Hearing Date\*   Hearing Time\*

Remark\*

Select Reason

- Failed to file return for the tax period
- Knowingly furnished incomplete or incorrect information in the return furnished for the tax period or the periods w.e.f
- Failed to pay tax, interest and penalty due under act for the period(s) w.e.f
- Failed to pay tax, interest and penalty due under act for the period(s) w.e.f
- Failed to file return corresponding to the transaction conducted by you as per the information available on record.
- Not conducting business at the declare place at
- Deliberately avoiding service of notice.
- Have failed to comply with the requirements of the notice issued on (date)

**Block TIN**

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)

**Block/Unblock TIN** ← Back

TIN (0210110112128) Blocked successfully.

Show  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	Blocked	<a href="#">Unblock</a> <a href="#">View Block Detail</a>
2	9967016353313629	0210110112122	cst trader	CST user	09865221250	25/08/2023	Un Blocked	<a href="#">Block</a>
3	4599733926599940	0210110101121	QQQQQ	WWWWW	07845223888	23/08/2023	Un Blocked	<a href="#">Block</a>
4	8050030220273783	0210110112119	text trader	text user	08987676767	19/08/2023	Un Blocked	<a href="#">Block</a>
5	1055795670305854	0210110112111	gfgbftn	dderty	06985745896	15/08/2023	Un Blocked	<a href="#">Block</a>
6	2012402470211001	0210110112110	abc trader ltd	abc trader	08989898989	15/08/2023	Un Blocked	<a href="#">Block</a>
7	3648205856451397	02101101121	Diamond	susmita	07845223888	27/07/2023	Un Blocked	<a href="#">Block</a>
8	5364445815246412	02101101121	Soni Inc	susmita sahoob	06985745896	23/07/2023	Un Blocked	<a href="#">Block</a>
9	8469363647631576	02101101122	susmita	GT TECHNOLOGY	07845223888	18/07/2023	Un Blocked	<a href="#">Block</a>
10	9834928761573268	02101101121	xiomi ltd	saonli	09874561222	18/07/2023	Un Blocked	<a href="#">Block</a>

Showing 1 to 10 of 30 entries Previous  2 3 Next

Fig-38

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

**Block/Unblock TIN** ← Back

TIN :  Dealer's Current Status :  Functionality to be Blocked :  Vat 26  Vat 26A  eCST

Hearing Place :  Hearing Date :  Hearing Time :

Remark :

Select Reason

- Failed to file return for the tax period
- Knowingly furnished incomplete or incorrect information in the return furnished for the tax period or the periods w.e.f
- Failed to pay tax, interest and penalty due under act for the period(s) w.e.f
- Failed to pay tax, interest and penalty due under act for the period(s) w.e.f
- Failed to file return corresponding to the transaction conducted by you as per the information available on record.
- Not conducting business at the declare place at
- Deliberately avoiding service of notice.
- Have failed to comply with the requirements of the notice issued on (date)

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)

**Block/Unblock TIN** ← Back

Show  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	Blocked	Unblock <a href="#">View Block Detail</a>
2	9967016353313629	0210110112122	cst trader	CST user	09865221250	25/08/2023	Un Blocked	Block
3	4599733926599940	0210110101121			07845223888	23/08/2023	Un Blocked	Block
4	8050030220273783	0210110112119			08987676767	19/08/2023	Un Blocked	Block
5	1055795670305854	0210110112111			06985745896	15/08/2023	Un Blocked	Block
6	2012402470211001	0210110112110			08989898989	15/08/2023	Un Blocked	Block
7	3648205856451397	02101101121			07845223888	27/07/2023	Un Blocked	Block
8	5364445815246412	02101101121			06985745896	23/07/2023	Un Blocked	Block
9	8469363647631576	02101101122	susmita	GT TECHNOLOGY	07845223888	18/07/2023	Un Blocked	Block
10	9834928761573268	02101101121	xiomi ltd	saonli	09874561222	18/07/2023	Un Blocked	Block

Showing 1 to 10 of 30 entries Previous    Next

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  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	996701635313629	0210110112122	cst trader	CST user	09865221250	25/08/2023	Un Blocked	Block
3	4599733926599940	0210110101121	QQQQQ	WWW	07845223888	23/08/2023	Un Blocked	Block
4	8050030220273783	0210110112119	text trader	text user	08987676767	19/08/2023	Un Blocked	Block
5	1055795670305854	0210110112111	gfgbfn	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 sahoob	06985745896	23/07/2023	Un Blocked	Block
9	8469363647631576	02101101122	susmita	GT TECHNOLOGY	07845223888	18/07/2023	Un Blocked	Block
10	9834928761573268	02101101121	xiomi ltd	saonil	09874561222	18/07/2023	Un Blocked	Block

Showing 1 to 10 of 30 entries Previous  2 3 Next

Fig-41