

User Manual For Suo-Moto Registration and Cancellation of VAT & CST



**Himachal Pradesh Excise and Tax
Department**

Prepared By:



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1. Introduction

"Suo moto tax registration and cancellation" typically refers to a tax registration process initiated by the tax authorities themselves without a specific application or request from the taxpayer. In other words, the tax authorities take the initiative to register or cancel a taxpayer for tax purposes based on certain criteria or information available to them.

Types of Forms included:

- VAT Form 1
- CST Form A

1.1. Workflow

The workflow in Cancellation typically includes the following steps of HP ETD such as:

- ACSTE initiates Suo-moto registration form.
- ACSTE initiates Suo-moto cancellation form.
- The STEO is assigned to visit by the ACSTE.
- A STEO confirms and adds remarks.
- ACSTE may accept or deny comments upon verification.

2. Getting Started (ACSTE)

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.

The screenshot shows the home page of the VAT & Allied System. On the left, there is a 'LOGIN' section with a 'Login Here' heading, input fields for 'Username', 'Password', and 'Captcha', a 'Login' button, and a 'Forgot Password' link. Below this are sections for '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 titled 'Welcome' and features a profile for Shri Sukhvinder Singh Sukhu, Hon'ble Chief Minister, with his vision and mission. To the right is a 'WHAT'S NEW' section with a list of updates. At the bottom, there are four columns: 'General', 'View', 'Form Finder', and 'Tax Haat Corner', each containing various links and services.

Fig-1: Home Page

5. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
6. Click on " Login" button will redirect the user to the listing page (Fig-2).

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	3648205856451397	Diamond	susmita	NORMAL	07845223888	27/07/2023	ACSTE-Sarjauli	27/07/2023	Pending	STEO-Sarjauli	27/07/2023	Inspected	DCSTE Forward Rem ACSTE ForwardRem Approved Successful! TIN No : 0210110112; Download Registratio Certificate View
2	5364445815246412	Soni Inc	susmita sahoob	NORMAL	06985745896	23/07/2023	ACSTE-Sarjauli	23/07/2023	Approved	STEO-Sarjauli	23/07/2023	Inspected	DCSTE Forward Rem ACSTE ForwardRem Approved Successful! TIN No : 0210110112; Download Registratio Certificate View
3	8469363647631576	susmita	GT TECHNOLOGY	NORMAL	07845223888	18/07/2023	ACSTE-Sarjauli	18/07/2023	Approved	STEO-Sarjauli	18/07/2023	Inspected	DCSTE Forward Rem ACSTE ForwardRem Approved Successful! TIN No : 0210110112; Download Registratio Certificate View

Fig-2

3. Suo-Moto Registration of VAT

- In the Listing page click on “SUO-MOTO Registration-VAT” from the left side menus.
- After clicking, the “Suo – Moto VAT 1 Registration” page will appear. (Fig-3)

Co sanjauli
Circle officer (ACSTE)

VAT Registration List

Show 10 entries

Search:

Suo Moto VAT-1 Registration

Application for the grant of VAT/GENERAL registration under section 14 of the Himachal Pradesh Value Added Tax Act, 2005.

1 2 3 4 5 6 7 8

Name of Business Bank Details Annexure-I Annexure-II Annexure-III Annexure-IV Annexure-V Order

I/We: _____, Proprietor/Manager (duly authorised)/ Partner(s)/Karta of HUF/Principal Officer managing the business/affairs of the Company/Society/Association of persons/Club/Head of the Department or any other officer duly authorized by him in writing, of the business, details of which are given below, hereby apply on behalf of the said business for grant of a certificate of registration under the Himachal Pradesh Value Added Tax Act, 2005

1. NAME OF BUSINESS

Name as per PAN: _____ Trade Name: _____

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

Principal Place of Business: _____ House No./Address: _____ Village/Town/City: _____

State: Himachal Pradesh Zone: --Select-- District: --Select--

Circle: --Select-- Telephone No: _____ Fax No: _____

Fig-3

❖ Name of Business

- **Name as per PAN-** Enter Name
- **Trade Name** – Enter Trade Name
- **Principal Place of Business** – Enter place
- **House No/ Address** – Enter house no
- **Village/Town/City** – Enter village
- **State-** Select State from dropdown
- **Zone-** Select Zone from dropdown
- **District-** Select District from dropdown

- **Circle-** Select Circle from dropdown
- **Telephone No-** Enter telephone number
- **FAX No-** Enter FAX number
- **Mobile No-** Enter mobile number
- **Email Id-** Enter email id
- **PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961 -** Enter number
- **CONSTITUTION OF THE BUSINESS-** Select business from dropdown
- **NATURE OF BUSINESS -** Select business nature from dropdown
- **PRINCIPAL COMMODITIES IN WHICH BUSINESS IS DONE -** Enter commodities
- **EAC (ECONOMIC ACTIVITY CODE) (AS PER SCHEDULE-I APPENDED TO THE RULES) -** Enter EAC
- **Import -** Enter Import
- **Export -** Enter Export
- **Sales Exceeding RS –** Enter amount
- **Registration Under Section 14(2)-** Select registration from dropdown
- **DATE OF LIABILITY –** Select date

9. After filling all the details in “Name of Business” page, click on Next button.

10. On clicking Next button, “Bank Details” page will appear (Fig-4).

Fig-4

❖ Bank Details

- **Name of the Bank with Address-** Select from dropdown
- **Type of Account-** Select from dropdown
- **Account Number-** Enter details
- **Description Of Property-** Enter details
- **Approximate Value-** Enter details
- **Share Percentage-** Enter details
- **SCRIPT IN WHICH ACCOUNT BOOK ARE MAINTAINED-** Select from dropdown

- **THE NAMES, ADDRESSES AND OTHER DETAILS OF THE PROPRIETOR, EACH OF THE PARTNER OR MEMBER, KARTA OF HINDU UNDIVIDED FAMILY AND EACH DIRECTOR – UPLOAD PHOTO**
- **ATTESTED COPY OF THE PARTNERSHIP DEED /MEMORANDUM OF ASSOCIATION AND ARTICLES OF ASSOCIATION/ OTHER AGREEMENT/ DOCUMENT----- IS/ ARE ENCLOSED. – UPLOAD PHOTO**
- **THE DETAILS OF ADDITIONAL PLACE(S) OF BUSINESS ARE ATTACHED AS PER ANNEXURE-II– UPLOAD PHOTO**
- **THE LIST OF GOODS REQUIRED TO BE PURCHASED FOR USE IN MANUFACTURE, TELECOMMUNICATION NETWORK, GENERATION OR DISTRIBUTION OF ELECTRIC ENERGY OR OTHER POWER CAPTIVE USE OR PACKING OF GOODS AND USE AS CAPITAL GOODS IS ATTACHED AS PER ANNEXURE-III. – UPLOAD PHOTO**
- **THE DETAILS OF SECURITY FURNISHED ARE ATTACHED AS PER ANNEXURE-IV– UPLOAD PHOTO**
- **Status-** Select from dropdown

11. Dealer has to fill the details of “Bank Details” page .

12. After filling all the details in “Bank Details” page, click on Next button.

13. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

14. On clicking Next button, “Annexure I” page will appear. (Fig-5)

Fig-5

❖ **Annexure-I**

- **Fathers Name** – Enter the details
- **Extent Of interest in Business-** Enter the details
- **State-** Select from dropdown
- **Tehsil-** Enter the details
- **Pincode-** Enter the details
- **Full Address where properties is Situated-** Enter the details

- **Approximate Value-** Enter the details
- **Extent of Share-** Enter the details
- **Date-** Select from date

15. Dealer has to fill the details of “Annexure I” page .

16. After filling all the details in “Annexure I” page, click on Next button.

17. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

18. On clicking Next button, “Annexure II” page will appear. (Fig-6)

Fig-6

❖ Annexure-II

- **Branch Name-** Enter the details
- **Use Of Premises -** Select from dropdown
- **If Other Please Specify -** Enter the details
- **Tehsil-** Enter the details
- **Pincode -** Enter the details
- **Std Code-** Enter the details
- **Date –** Select from date

19. Dealer has to fill the details of “Annexure II” page .

20. After filling all the details in “Annexure II” page, click on Next button.

21. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

22. On clicking Next button, “Annexure III” page will appear (Fig-7).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Co sanjauli
Circle officer (ACSTB)

LINKS

- VAT List
- CST List
- CGCR List
- PGT/AGT List
- VAT Amendment List
- PGT/AGT Amendment List
- CST Amendment List
- Initiate Suspension Notice
- Suspension List
- Activate Suspended Dealers
- Activation List
- Initiate Cancellation
- Cancellation List
- SUO-MOTO Registration-VAT
- SUO-MOTO Registration-CST
- SUO-MOTO Cancellation
- Conversion From 14(2) to 14(1)
- e-CST Forms Request
- Block/Unblock TIN

HELPLINE NO

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

Suo Moto VAT-1 Registration
Application for the grant of VAT/GENERAL registration under section 14 of the Himachal Pradesh Value Added Tax Act, 2005.

1 Name of Business 2 Bank Details 3 Annexure-I 4 Annexure-II 5 Annexure-III 6 Annexure-IV 7 Annexure-V 8 Order

ANNEXURE-III (To Be Attached With Form VAT-1)
18.The List of goods required to be purchased for use in manufacture, telecommunication, generation or distribution of electricity or other form of power, packing of goods and use as capital goods.

Purpose For Which Required:

Description Of Goods:

Place* Date*

Fig-7

❖ Annexure- III

- **Purpose For Which Required-** Select from dropdown
- **Description Of Goods-** Select from dropdown
- **Date-** Select from date

23. Dealer has to fill the details of “Annexure III” page .

24. After filling all the details in “Annexure III” page, click on Next button.

25. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

26. On clicking Next button, “Annexure IV” page will appear (Fig-8).

Co sanjauli
Circle officer (ACSTB)

LINKS

- VAT List
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1 Name of Business 2 Bank Details 3 Annexure-I 4 Annexure-II 5 Annexure-III 6 Annexure-IV 7 Annexure-V 8 Order

19.Details Of Security Furnished

Type Of Security*

VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing as been concealed therefrom.I further declare that I shall inform the appropriate Assessing Authority whenever there is a change in the information provided in this Annexure.

Place* Full Name*

Date* Status*

Fig-8

❖ Annexure- IV

- **Type Of Security-** Select from dropdown
- **Amount-** Enter the details
- **Tin Of Surety-** Enter the details
- **Name of the surety-** Enter the details
- **Date of expiry (in case of bank guarantee)-** Select from date

27. Dealer has to fill the details of “Annexure IV” page .

28. After filling all the details in “Annexure IV” page, click on Next button.

29. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

30. On clicking Next button, “Annexure V” page will appear (Fig-9).

Fig-9

❖ **Annexure- V**

- **Total value of the stock as on 31.03.2005: Rs.(INR)-** Enter the details
- **Value of goods out of (1) above which are lying in the form in which these were purchased-** Enter the details
- **Value of manufactured goods including goods in Rs-** Enter the details
- **Value of stock of goods as on 31.03.2005-** Enter the details
- **Rate of tax-** Enter the details
- **Value of goods-** Enter the details
- **Tax element in value-** Enter the details
- **Tax free goods-** Enter the details
- **Taxable goods-** Enter the details
- **Value of goods purchased from outside the State-** Enter the details
- **Total-** Enter the details
- **Total Value-** Enter the details
- **Value of goods purchased within the State (in Rs.)-** Enter the details
- **Rate of tax-** Enter the details
- **Value of goods-** Enter the details
- **Tax element in value-** Enter the details
- **Tax free goods-** Enter the details
- **Taxable goods. -** Enter the details
- **Value of goods purchased from outside the State-** Enter the details

31. Dealer has to fill the details of “Annexure V” page .

32. After filling all the details in “Annexure V” page, click on Next button.

33. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

34. On clicking Next button, "Order" page will appear (Fig-10).

Co sanjauli
Circle officer (ACSTB)

LINKS

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

HELPLINE NO

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

Suo Moto VAT-1 Registration
Application for the grant of VAT/GENERAL registration under section 14 of the Himachal Pradesh Value Added Tax Act, 2005.

1 Name of Business 2 Bank Details 3 Annexure-I 4 Annexure-II 5 Annexure-III 6 Annexure-IV 7 Annexure-V 8 Order

ORDER OF ASSESSING AUTHORITY

Date of Liability*
dd-mm-yyyy

Date of Validity*
dd-mm-yyyy

Order*
--Select--

Dealer Classification*
--Select--

1./I/We hereby certify that I have physically checked and verified all the documents/enclosures and have found them in order.

1./I/We hereby accept the surety bonds furnished by the dealer and have duly endorsed my signatures on the said documents.

<< Prev Submit

Fig-10

❖ **Order**

- **Date of Liability-** Select date
- **Date of Validity-** Select Date
- **Order-** Enter the details
- **Dealer Category-** Select Category
- **Dealer Classification-** Select Classification

35. After filling all the details in "Order" page, click on Submit button.

36. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

37. After submitting the Preview page will appear. (Fig-11)

Suo Moto VAT-1 Registration
Application for the grant of VAT/GENERAL registration under section 14 of the Himachal Pradesh Value Added Tax Act, 2005.

I/We abcd, Proprietor/Manager (duly authorised)/ Partner(s)/Karta of HUF/Principal Officer managing the business/affairs of the Company/Society/Association of persons/Club/Head of the Department or any other officer duly authorised by him in writing, of the business, details of which are given below, hereby apply on behalf of the said business for grant of a certificate of registration under the Himachal Pradesh Value Added Tax Act, 2005

1. NAME OF BUSINESS

Name as per PAN*
abcd

Trade Name*
trt

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

Principal Place of Business*
rrtr

House No./Address
rrrr

Village/Town/City*
rrrr

State:
Himachal Pradesh

Zone:
South Zone

District*
Shimla

Circle*
Sanjauli

Telephone No:

Fax No:

Mobile No*
07854785478

Email ID*
sag@gmail.com

3. PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961.*

ABCTY1234D

4. CONSTITUTION OF THE BUSINESS*

Proprietorship

Fig-11

38. After checking the Preview click on “Submit” button and to edit any fields click on “Edit” button.
39. After clicking submit button VAT Registration success page will appear. (Fig-12)

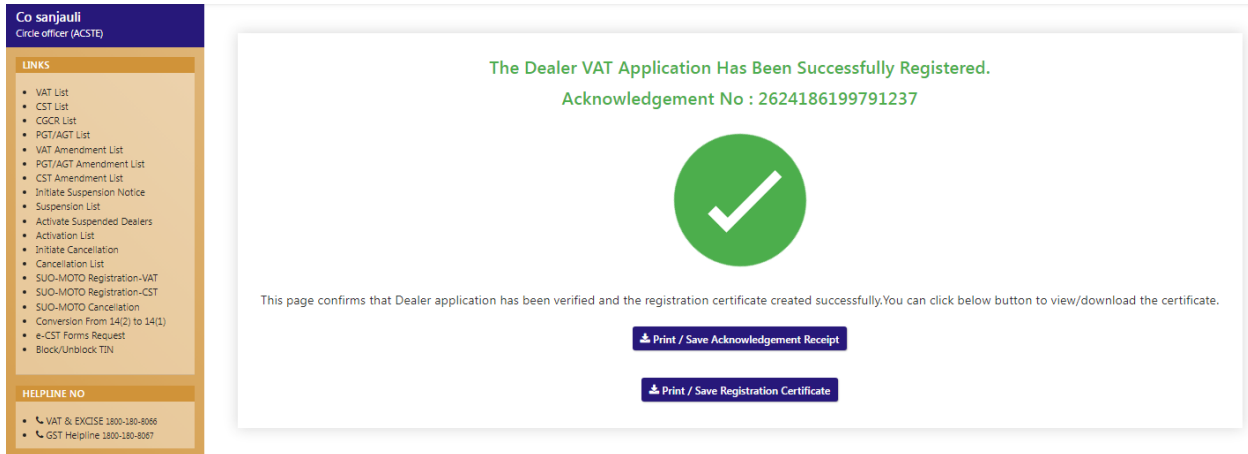


Fig-12

40. In success page click on “Print/Save Acknowledgement Receipt” button to view receipt. (Fig-13)

FORM VAT-1

[See rule 3(1)]

Application for the grant of VAT/GENERAL registration under section 14 of the Himachal Pradesh Value Added Tax Act, 2005.

To

The Assessing Authority,
Shimla District.

I/We **amit** Proprietor/Manager (duly authorised)/ Partner(s)/Karta of HUF/Principal Officer managing the business/affairs of the Company/Society/Association of persons/Club/Head of the Department or any other officer duly authorised by him in writing, of the business, details of which are given below, hereby apply on behalf of the said business for grant of a certificate of registration under the Himachal Pradesh Value Added Tax Act, 2005.

1. Name of business

(a)	Name as per PAN	amit
(b)	Trade Name	dsfd

2. Principal place of the business and contact address:

Principal place of business	dsfdf
Address:	Phone: 07856987458
City: dsf	Fax:
District: Shimla	E-mail: fdfs@gmail.com

Fig-13

41. In success page click on “Print/Save Registration Certificate” button to view certificate. (Fig-14)

DEPARTMENT OF STATE TAXES AND EXCISE

Government of Himachal Pradesh



FORM VAT-IV
[See rule 5(1)]

CERTIFICATE OF REGISTRATION (GENERAL /VAT REGISTRATION)

TIN : 02101101120

DISTRICT : Shimla

This is to certify that the business known as M/s dsfd whose principal place of business in Himachal Pradesh is situated at House No: , city/village: dsf, post office: , Tehsil: , District: Shimla has been registered as a dealer under sub-section (1) of section 14 of the Himachal Pradesh Value Added Tax Act,2005.

2. The business is

Sr.No	Principal Activities
1	dsfd

Fig-14

4. Suo-Moto Registration of CST

42. In the Listing page click on “SUO-MOTO Registration-CST” from the menus.

43. After clicking, the “Suo – Moto FORM CST Registration” page will appear. (Fig-15)

Fig-15

❖ Business Details

- **VAT Tin/Ack No** – Enter VAT TIN No or Acknowledgement No
- **Owner Name** – Auto-populated
- **Email Id**- Enter email-id details
- **Mobile No**- Auto-populated
- **Business prop/partner/director name**- Enter the name
- **State**- Auto-populated
- **Zone**- Select from dropdown
- **District**- Auto-populated
- **Circle**- Auto-populated
- **Status of Applicant**- Select from dropdown

❖ Principal Place of Business

- **Principal Place of Business**- Enter the details
- **House No/Address**- Enter the details
- **Village/Town/City**- Enter the details
- **State**- Auto-populated
- **Zone** -Select from dropdown
- **District**- Auto-populated
- **Circle**- Select from dropdown

- **Telephone No-** Enter the details
- **Fax No-** Enter the details
- **Mobile No-** Enter the details
- **Email-ID-** Enter the details
- ❖ **Additional Places of Business**
 - **Use of Premises-** Auto-populated
 - **If Others, please Specify-** Enter the details
 - **House No/Address-** Enter House No
 - **Village Town City-** Auto-populated
 - **State-** Auto-populated
 - **District-** Auto-populated
 - **Tehsil-** Auto-populated
 - **Pin Code-** Enter the pin code
 - **STD code-** Enter the STD code
 - **Telephone No-** Enter the telephone no
- ❖ **The Business is**
 - **Wholly-** Select from dropdown
 - **Mainly-** Select from dropdown
 - **Partly-** Select from dropdown
 - **Particulars relating to registration licence, permission etc, issued under any law for the time being in force, of the dealer: -** Enter the details
 - **Chamber of Commerce, Trade Association or Commercial Body of which Dealer is Member-** Enter the details
 - **Accounting Language-** Select from dropdown
 - **Business Start Date-** Select from date
 - **First Inter State Sale Date-** Select from date
 - **Account From-** Select from dropdown
 - **Account Sale-** Select from dropdown
- ❖ **Declaration**
 - **Place-** Enter the details
 - **Status-** Select from dropdown
 - **Date-** Select date
 - **Full Name-** Enter the details
- ❖ **Order of Assessing Authority**
 - **Date of Validity-** Select date
 - **Order-** Enter the details

44. After filling all the details, click on Submit button.

45. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

46. After submitting the Preview page will appear. (Fig-16)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Suo Moto FORM CST Registration

Application for Registration Under Section 7(1)/7(2) of the Central Sales Tax Act 1956.

1. BUSINESS DETAILS

VAT TIN/Ack No* 021011010167	Owner Name* Priyanka Sharma	Form Type: FORM CST-A
Email Id* 0007.susmita@gmail.com	Mobile No* 02365987451	Business prop/partner/director name* eeee
State: Himanchal Pradesh	Zone: South Zone	District* Shimla
Circle* Mall Road	Status of Applicant* Company's Attorney	

2. Principal Place Of Business:

Principal Place of Business* Mall Road	House No./Address: Mall Road 90(BC)	Village/Town/City* Mall Road
State: Himanchal Pradesh	Zone: South Zone	District* Shimla
Circle* Mall Road	Telephone No: 9857458	Fax No: 5236568
Mobile No* 02365987451	Email ID* 0007.susmita@gmail.com	

Fig-16

47. After checking the Preview click on "Submit" button and to edit any fields click on "Edit" button.

48. After clicking submit button CST Registration success page will appear. (Fig-17)

Fig-17

49. In success page click on "Print/Save" button to view receipt. (Fig-18)

FORM A

(See rule 3)

APPLICATION FOR REGISTRATION UNDER SECTION 7(1)/7(2) OF THE CENTRAL SALES TAX ACT, 1956

To

The Assessing Authority,
Shimla District.

I, **Priyanka Sharma** son of, **dcsdvsd vdvdv bfbdfvdfb bfbdfvd bdfbdfbdfbdf** on behalf of the dealer carrying on the business known as **eeee** within the State of **Himachal Pradesh** hereby apply for a certificate of registration under section 7(1) / 7(2) of the Central Sales Tax Act, 1956, and give the following particulars for this purpose:-

1. Name of the person deemed to be the Manager in relation to the business of the dealer in the said State.

Priyanka Sharma

2. Status or relationship of the person who makes this application. (e.g., manager, partner, proprietor, director, officer-in-charge of the Government business).

Companys Attorney

3. Name of the principal place of business in the said State and address thereof.

Sl.No.	Principal Place of Business	House No./Address	Village/Town/City	Circle	District	Zone	State

Fig-18

50. In success page click on "Print/Save Registration Certificate" button to view certificate. (Fig-19)

DEPARTMENT OF STATE TAXES AND EXCISE

Government of Himachal Pradesh



FORM B
[See rule 5(1)]

CERTIFICATE OF REGISTRATION

TIN : 021011010167

DISTRICT : Shimla

This is to certify that the business known as M/s whose principal place of business in Himachal Pradesh is situated at Mall Road 90(BC) town/village Mall Road post office Tehsil District Shimla, post office SHIMLA has been registered as a dealer under section 7(1) of the Central Sales Tax Act, 1956.

Fig-19

5. Suo-Moto Cancellation

51. In the Listing page click on “SUO-MOTO Cancellation” from the menus.
52. After clicking, the “Initiate SUO-MOTO Cancellation” page will appear. (Fig-20)

INITIATE SUO MOTO CANCELLATION

TAX TYPE*
--Select Form Type--

DEALER DETAILS

TIN*
ENTER TIN NUMBER

Firm Name:
Owner Name:

House No./Address:
State:
Tehsil:

E-Mail:
Village/Town/City:
District:

Pin Code:
Telephone No.:
Fax No.:

Mobile No.:
Effective Cancellation Date*
dd-mm-yyyy

Order Remarks*

REASON FOR CANCELLATION*

1. Been convicted of an offence under this Act/earlier law
 2. Evasion tax
 3. Evasion tax on account of variation in physical stock

Fig-20

53. In the form page, select “Tax Type” and enter “TIN” number. The data will be auto-fetched.
54. After filling the details select the “Effective Cancellation Date’ and enter the “Remarks”.
55. After entering the remarks, select the “Reason for Cancellation” and click on “Submit” button then Cancellation List will appear. (Fig-21)

Cancellation List

Cancellation Order has been done Successfully.

Show 10 entries

Sl.	Acknowledgement No	TIN	Acknowledgement Date	Status	Submitted Type	Action
1	4321704196494669	02101101120	04-08-2023	Cancellation Ordered	Suo Moto	Generate Hearing Notice, Download Cancellation Order
2	3340826235963353	02101101121	03-08-2023	Initiated	Normal	Cancellation Document Check, Generate Hearing Notice, Assign Advisory Visit
3	4970943748688622	02102102048	26-07-2023	Cancellation Ordered	Normal	Download Cancellation Order
4	7203261382020675	02309309082	21-07-2023	Initiated	Normal	Cancellation Document Check, Generate Hearing Notice, Assign Advisory Visit
5	999876207337751	023103100335	21-07-2023	Initiated	Normal	Cancellation Document Check, Generate Hearing Notice, Assign Advisory Visit
6	6777327701425697	02312312010	18-07-2023	Cancellation Ordered	Suo Moto	Generate Hearing Notice, Download Cancellation Order
7	6687097887366741	02309309080	18-07-2023	Cancellation Ordered	Suo Moto	Generate Hearing Notice, Download Cancellation Order
8	22011980254687858	02101101120	18-07-2023	Cancellation Ordered	Suo Moto	Generate Hearing Notice, Download Cancellation Order
9	7648128819954327	02309309080	18-07-2023	Cancellation Ordered	Suo Moto	Generate Hearing Notice, Download Cancellation Order
10	5509152597785927	02101101120	18-07-2023	Cancellation Ordered	Suo Moto	Generate Hearing Notice, Download Cancellation Order

Showing 1 to 10 of 26 entries

Fig-21

56. To view the Cancellation order, click on “Download Cancellation Order” button and the order will downloaded and saved in the system. (Fig-22)

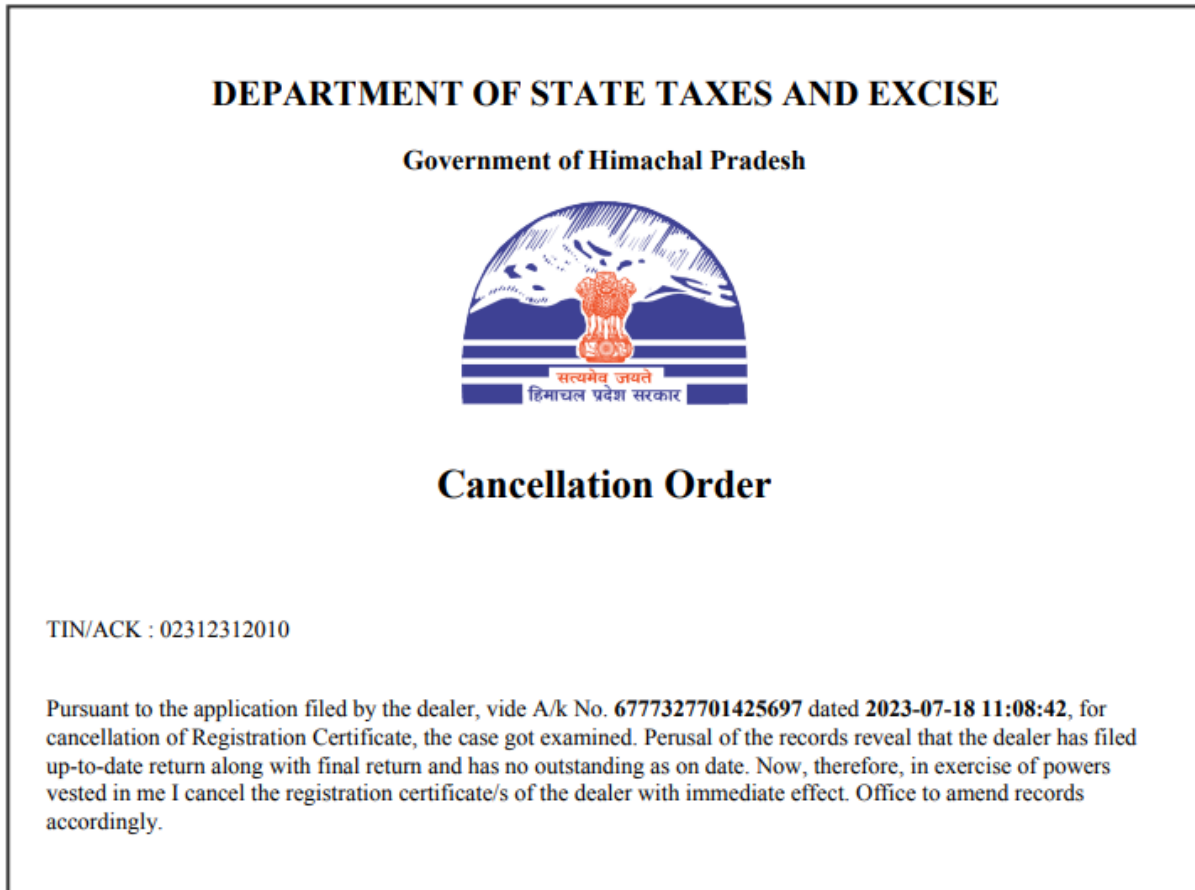


Fig-22

57. To generate the hearing notice, click on “Generate Hearing Notice” button and the hearing notice page will appear. (Fig-23)

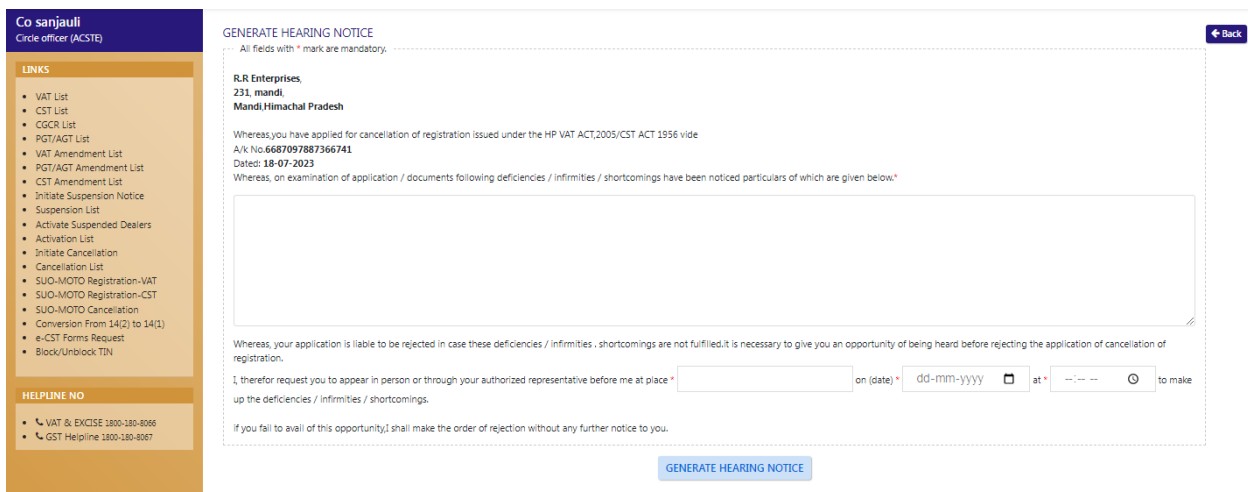


Fig-23

58. To assign a STEO, click on “Assign Advisory Visit” button.

59. After clicking the button, the “Appointment Details” page will appear. (Fig-24)

Fig-24

60. In “Appointment Details” page , enter “Appointment Date”, “Appointment Time”, “Contact Person Name”, “Mobile No”, “Contact Person Designation”, select “Assigned Advisory Visit To” from the dropdown and enter the “Remarks”.

61. After filling the details, click on “Initiate Advisory Visit” button. And the task will be created at STEO login.

6. Getting Started (STEO)

To start the application:

62. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.

63. Type the URL given below in the Address bar :

<http://203.193.144.19/HP-VAT/>

64. Once the web site is connected the Home page will appear as shown below (Fig–25).

65. 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:
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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
- To ETD HP rakesh.sharma@mailhptax.gov.in / infoast@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-25: Home Page

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

67. Click on " Login" button will redirect the user to the listing page (Fig-26).

Fo sanjauli
Field officer (STEO)

LINKS

- VAT List
- CST List
- CGCR List
- PGT/AGT List
- VAT Amendment List
- CST Amendment List
- PGT/AGT Amendment List
- Cancellation List

HELPLINE NO

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

VAT Registration List

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action
1	9200087069786622	APTECH INFOTECH private limited	arav rana	NORMAL	09898989898	28/07/2023	DCSTE Forward Remark ACSTE ForwardRemark Report submitted View
2	3648205856451397	Diamond	susmita	NORMAL	07845223888	27/07/2023	DCSTE Forward Remark ACSTE ForwardRemark Report submitted View
3	5364445815246412	Soni Inc	susmita sahoob	NORMAL	06985745896	23/07/2023	DCSTE Forward Remark ACSTE ForwardRemark Report submitted View
4	8469363647631576	susmita	GT TECHNOLOGY	NORMAL	07845223888	18/07/2023	DCSTE Forward Remark ACSTE ForwardRemark Report submitted View
5	9543217279771205	TN Resources	TEENA	NORMAL	07591008626	16/07/2023	DCSTE Forward Remark ACSTE ForwardRemark Report submitted View
6	6963470951688470	IT taxes	nishia	NORMAL	07591008626	16/07/2023	DCSTE Forward Remark ACSTE ForwardRemark Report submitted View
7	5305169924652589	tc hardware	teena chatiry	NORMAL	07591008626	16/07/2023	DCSTE Forward Remark ACSTE ForwardRemark Report submitted View
8	2980698090208641	Sharma Construction	Priyanka Sharma	NORMAL	02363987451	15/07/2023	DCSTE Forward Remark ACSTE ForwardRemark Report submitted View
9	8609805036903020	ttttttt	wwwwww	NORMAL	08745885698	14/07/2023	DCSTE Forward Remark ACSTE ForwardRemark Report submitted View

Fig-26

68. In the menus list click on "Cancellation List" menu then the list will appear. (Fig-27)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Sl.	Acknowledgement No	TIN	Acknowledgement Date	Status	Submitted Type	Action
1	2471595187272537	02101101121	03-08-2023	Field Inspection	Normal	View Input Datas
2	5787343428495648	02101101122	18-07-2023	Cancellation Hearing Proceeding	Normal	View Input Datas
3	3160864018738066	02101101120	18-07-2023	Hearing Notice	Normal	Hearing Notice List View Input Datas
4	7208434995370096	02101101123	17-07-2023	Inspected	Normal	
5	4249724306217016	02101101100	17-07-2023	Field Inspection	Normal	View Input Datas
6	4026124328582831	021011010430	17-07-2023	Cancellation Ordered	Normal	View Input Datas Download Cancellation Order
7	9850110523087233	02101101124	15-07-2023	Cancellation Rejected	Normal	View Input Datas Download Cancellation Order
8	8364380600955019	021011010430	15-07-2023	Cancellation Ordered	Normal	View Input Datas Download Cancellation Order
9	2496147510117843	021011011249	15-07-2023	Cancellation Ordered	Normal	View Input Datas Download Cancellation Order
10	5985941745726582	023093090826	14-07-2023	Field Inspection	Normal	View Input Datas

Fig-27

69. From the Cancellation List, click on “View Input Datas” button then the following page will appear. (Fig-28)

Field officer (STEO)	APPOINTMENT DETAILS
<p>LINKS</p> <ul style="list-style-type: none"> VAT List CST List CGCR List PGT/AGT List VAT Amendment List CST Amendment List PGT/AGT Amendment List Cancellation List <p>HELPLINE NO</p> <ul style="list-style-type: none"> VAT & EXCISE 1800-180-8086 GST Helpline 1800-180-8087 	<p>← Back</p> <p>ALL INPUT DATAS</p> <p>Acknowledgement Number : 2471595187272537</p> <p>Receiving Mode : TAX OFFICE</p> <p>Dealer Name : sumita</p> <p>Department User Name : do shrima</p> <p>TIN : 02101101121</p> <p>Owner Name : sumita</p> <p>Download Cancel Initiate Certificate : CANCELLATION_INITIATE_20110110111551058729.pdf</p> <p>Cancel Document Types : 1 : Application for cancellation to the appropriate assessing authority duly signed</p> <p>Cancel Reason Causes : 1 : If the dealer sells or otherwise disposes of his business or any part of business or discontinues his business</p> <p>Effective Date : 2023-08-03</p> <p>Order Remarks :</p> <p>Advisory Appointment Details :</p> <p>Appointment Date : 2023-08-02</p> <p>Appointment Time : 16:52</p> <p>Contact Person : Rajesh</p> <p>Mobile No : 07878787878</p> <p>Contact Person Designation : Field Officer</p> <p>Advisory Review Date : 2023-08-03 14:53:16</p> <p>Advisory Initiate Remarks : test</p> <p>Advisory Visit Remarks :</p> <p>SUBMIT ADVISORY VISIT FEEDBACK</p>

Fig-28

70. In the appointment details page, enter the “Advisory Visit Remarks” then click on “Submit Advisory Visit Feedback” button.

7. Getting Started (ACSTE)

To start the application:

71. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
72. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
73. Once the web site is connected the Home page will appear as shown below (Fig–29).
74. On the left hand side of the home page there is a login section.

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

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- 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
- To ETD HP
rakesh.sharma@mailhptax.gov.in
[.infoast@mailhptax.gov.in](mailto:infoast@mailhptax.gov.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-29: Home Page

75. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
76. Click on " Login" button will redirect the user to the listing page (Fig-30).

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
- SUO-MOTO Registration-VAT
- SUO-MOTO Registration-CST
- SUO-MOTO Cancellation

VAT Registration List

Show 10 entries

SL	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned ST
							Name	Date	Status	
1	9967016353313629	cst trader	CST user	NORMAL	09865221250	25/08/2023	ACSTE-Sanjauli	25/08/2023	Approved	Not Assigned
2	2394019339915958	Sharma G ki Company	Kishore Sharma	NORMAL	08219776588	24/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned
3	4599733926599940	QQQQQ	WWWWW	NORMAL	07845223888	23/08/2023	ACSTE-	25/08/2023	Pending	Not

Fig-30

77. On the Listing page click on “Cancellation List” button, the following page will appear. (Fig-31)

Fig-31

78. Click on “View All Advisory Visits” button to view the STEO remarks. (Fig-32).

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
- SUO-MOTO Registration-VAT
- SUO-MOTO Registration-CST
- SUO-MOTO Cancellation
- Conversion from 14(2) to 14(1)
- Quarter Clearance
- e-CST Cancellation
- Block/Unblock TIN

HELPLINE NO

Cancellation List

Show 10 entries

SL	Acknowledgement No	TIN	Acknowledgement Date	Status	Submitted Type	Action
1	798183811197322	02309309080	24/08/2023	Rejected	Info Mails	Cancellation Order View All Advisory Visits Download Cancellation Order
2	4321704196494669	02101101120	04/08/2023	Cancellation Ordered	Info Mails	Generate Hearing Notice Download Cancellation Order
3	3340826235963353	02101101121	03/08/2023	Initiated	Normal	Cancellation Document Check Generate Hearing Notice Assign Advisory Visit
4	4970943748688622	02102102048	26/07/2023	Cancellation Ordered	Normal	Download Cancellation Order
5	7203261382020675	02309309082	21/07/2023	Initiated	Normal	Cancellation Document Check Generate Hearing Notice Assign Advisory Visit
6	9998762077337751	023103100335	21/07/2023	Initiated	Normal	Cancellation Document Check Generate Hearing Notice Assign Advisory Visit
7	677527701425697	02312312010	18/07/2023	Hearing Notice	Info Mails	Cancellation Order Hearing Notice List Assign Advisory Visit Download Cancellation Order
8	668709787366741	02309309080	18/07/2023	Hearing Notice	Info Mails	Cancellation Order Hearing Notice List Assign Advisory Visit Download Cancellation Order
9	2201198254687858	02101101120	18/07/2023	Cancellation Ordered	Info Mails	Generate Hearing Notice Download Cancellation Order
10	7648128019954327	02309309080	18/07/2023	Cancellation Ordered	Info Mails	Generate Hearing Notice Download Cancellation Order

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Co sanjauli
Circle officer (ACSTE)

LINKS

- VAT List
- CST List
- CGR 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
- SUO-MOTO Registration-VAT
- SUO-MOTO Registration-CST
- SUO-MOTO Cancellation
- Conversion From 14(2) to 14(1)
- Quarter Clearance
- e-CST Cancellation
- Block/Unblock TIN

All Advisory List

Show 10 entries

Sl.	Assessing Authority Remarks	Appointment Date	Appointment Time	Inspector Remarks	Close Date	Verification Done By
1	udytrgrdfig	18/08/23	14:11	hgjgij	27/08/23	fo sanjauli

Showing 1 to 1 of 1 entries

Fig-32

Comallroad
Circle officer (ACSTE)

LINKS

- VAT List
- CST List
- CGR 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
- SUO-MOTO Registration-VAT
- SUO-MOTO Registration-CST
- SUO-MOTO Cancellation
- Conversion From 14(2) to 14(1)
- Quarter Clearance
- e-CST Cancellation

Cancellation List

Show 10 entries

Sl.	Acknowledgement No	TIN	Acknowledgement Date	Status	Submitted Type	Action
1	4750798718012817	0210110112111	25/08/2023	Cancellation Hearing Preceding	Normal	Cancellation Order, Generate Hearing Notice, Assign Advisory Visit, Download Cancellation Order
2	2001282454196814	0210110112111	25/08/2023	Initiated	Normal	Cancellation Document Check, Generate Hearing Notice, Assign Advisory Visit
3	5902572717112383	0210110112120	25/08/2023	Hearing Notice	Normal	Cancellation Order, Hearing Notice List, Assign Advisory Visit, Download Cancellation Order
4	5917195235302065	0210110101115	25/08/2023	Cancellation Ordered	Normal	Generate Hearing Notice, Download Cancellation Order
5	4922576895825654	021011010184	21/08/2023	Cancellation Ordered	Normal	Download Cancellation Order
6	3354171164571382	02101101010	29/07/2023	Cancellation Ordered	Suo Moto	Generate Hearing Notice, Download Cancellation Order

79. To cancel the order, click on “Cancellation Order” button.

80. After clicking the button, the approval page will appear. (Fig-33)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

PRE-FILLED DETAILS

Acknowledgement Number: 798183811197322 | FORM TYPE: VAT | TIN: 02309309060

Firm Name: susmita

PRINCIPAL PLACE OF BUSINESS

House No./Address: Gohr-88 A | Village/Town/City: Gohar | Tehsil: | District: Mandi | Pin Code: | Effective Cancellation Date*: 24-08-2023

Reason for Cancellation

1. If the dealer sells or otherwise disposes of his business or any place of business or discontinues his business

2. If the dealer dies

3. For any other sufficient cause including misuse of the certificate of registration or cessation of liability to payment of tax under this Act

TIN Cancellation Request Approval/Rejection

Order#: _____

ASSIGN ORDER: --Select Order--

CANCELLATION ORDER

Fig-33

81. In the approval page, enter the “TIN Cancellation Request Approval/Rejection Order” and choose “Assign Order” whether Approval or Reject.
82. After filling the details, click on “Cancellation Order”.
83. After the order is cancelled, to generate the hearing notice. Click on “Generate Hearing Notice” button from the Cancellation List. (Fig-34)

GENERATE HEARING NOTICE

All fields with * mark are mandatory.

gfgbfbn,
223 RT sanjauli, sanjauli,
Shimla Himachal Pradesh

Whereas you have applied for cancellation of registration issued under the HP VAT ACT, 2005/CST ACT 1956 vide A/K No-4750798718012817
Dated: 25/08/2023
Whereas, on examination of application / documents following deficiencies / infirmities / shortcomings have been noticed particulars of which are given below.*

Whereas, your application is liable to be rejected in case these deficiencies / infirmities / shortcomings are not fulfilled, it is necessary to give you an opportunity of being heard before rejecting the application of cancellation of registration.

I therefore request you to appear in person or through your authorized representative before me at place * _____ on (date) * dd-mm-yyyy at * _____ to make up the deficiencies / infirmities / shortcomings.

if you fail to avail of this opportunity, I shall make the order of rejection without any further notice to you.

GENERATE HEARING NOTICE

Fig-34

84. On the “Generate Hearing Notice” page, enter all the details and click on “Generate Hearing Notice” button.
85. To view the Hearing Notice, click on “Hearing Notice List” button from the Cancellation List and the listing page will appear. (Fig-35)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Co sanjauli
Circle office (ACSTB)

LINKS

- VAT List
- CST List
- CCCR 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
- SUO-MOTO Registration-VAT
- SUO-MOTO Registration-CST
- SUO-MOTO Cancellation
- Conversion From 14(2) to 14(1)
- Quarter Clearance
- e-CST Cancellation
- Block/Unblock TIN

HELPLINE NO

Cancellation Hearing Notice List

Show 10 entries

Sl.	Acknowledgement No	Hearing Notice	Hr.Place	Hr.Date	Hr.Time	Hr. Download	Proceeding	Proc.Attendedby	Proc.Place	Created	Status
1	1474769150811909	tyujhty ghntyhty	uyujkytyujk	23/08/2023	20:30	CANCELLATION_HEARING_NOTICE_0230959090801692674462.pdf				24/08/2023	Hearing Notice Initiated

Showing 1 to 1 of 1 entries

Previous 1 Next

Fig-35

86. To view the hearing notice, click on “Download link” to view and print the hearing notice.