# User Manual For CST Registration



# Himachal Pradesh Excise and Tax Department



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## 1. Introduction

To initiate the CST Registration process, dealers are required to provide certain essential information. Dealers must registered with VAT and received a VAT Acknowledgement No/ TIN No. By giving TIN No the data will be auto-fetched. By carefully filling out these forms and submitting the necessary documentation, businesses can complete the CST Registration process successfully.

## 1.1. Workflow

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

- Before registering CST, Dealer needs to do VAT registration first.
- Dealer submits the CST registration form to the District Officer.
- Applications will be visible to the District Officer (DCSTE) of the respective district.
- District Officer (DCSTE)checks the application and assign task to Circle Officer.
- District Officer (DCSTE) downloads the Registration Certificate.
- Circle Officer (ACSTE)checks the application and assign the task to Field Officer.
- Circle Officer (ACSTE)approves and submit the report.
- Circle Officer (ACSTE)generates the hearing notice.
- Field Officer (STEO)checks the application and submit the report.

## 2. VAT Registration

## 2.1. Getting Started (Dealer)

#### To start the application:

- 1. Click any browser icon i.e: Google Chrome, Internet Explorer, 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 VAT Registration link. Click on this link.

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- 5. A new screen will open (Fig-2). This screen displays the details required to be filled by the dealer to apply for new registration.
- 6. To apply for the new registration, dealer has to fill all the details of Form VAT 1.
- 7. Dealer has to fill the details of "Name of Business" page shown (Fig-2).

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#### Fig-2: Name of Business

- 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 (Yes/No)
- DATE OF LIABILITY Select date
- 8. After filling all the details in "Name of Business" page, click on Next button.
- 9. On clicking Next button, "Bank Details" page will appear (Fig-3).

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- 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
- 10. Dealer has to fill the details of "Bank Details" page (Fig-3).
- 11. After filling all the details in "Bank Details" page, click on Next button.
- 12. Incase of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
- 13. On clicking Next button, "Annexure I" page will appear (Fig-4).

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8 Username		2		4	_ 5	6	7
A Password	Name of Business Bank	Details	Annexure-I	Annexure-II	Annexure-III	Annexure	IV Annexure-V
	ANNEXURE-I TO BE ATTACHED WIT	H FORM VAT-1					
Captcha Do Login	Information about Proprietor, M Karta of Hindu Undivided Family	anager (duly auth ⁄.	norised), each Pa	rtner (in case of partnershi	o business)/Dire	ctor (in case of F	Private Company) separate
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e-Payment Toll		perties Owned					
• e-Payment	Full Address where properti	es is Situated:*		Approximate Value:*	Exte	nt of Share:*	
e-Returns     Removal of Excisable			li				
Intoxicants							Add More
e-Declaration (VAT-XXVI-A) e-Declaration (VAT-XXVI)	Particulars Of Other Business	s(S) in Which In	ie Person Has	nterest			
e-CST Forms Request     e-CST Forms Cancellation	Full address where property	is situated:		Approximate Value:*	Exte	nt Of Share:*	
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- 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
- 14. Dealer has to fill the details of "Annexure I" page (Fig-4).
- 15. After filling all the details in "Annexure I" page, click on Next button.
- 16. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
- 17. On clicking Next button, "Annexure II" page will appear (Fig-5).

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2 Username	1	2	3	4	5	6	7
A Password	Name of Business	Bank Details	Annexure-I	Annexure-II	Annexure-III	Annexure-IV	Annexure-V
Cantcha 15 197 1)	annexure-ii (To Be Att	ached With Form V	AT-1)				
	Details Of Additional	Places Of Business					
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LINKS	House No./Address		Village/Town	/Citv:*	State:*		
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CST Registration     CGCR Registration							
PGT Registration     E-Registration	Kinnaur		v		Pincode	:	
DEALER LISTING	Std Code:		Telephone No	):			
Dealer Search			787878				
GST							Add More
GST Registration	VERIFICATION						
Know your GST Jurisdiction	The above details a shall inform the ap	re true and complete t propriate Assessing Au	to the best of my know thority whenever the	vledge and belief and e is a change in the in	nothing has been con formation provided in	cealed therefrom. I fu this Annexure.	rther declare that
e-Payment     e-Returns     Removal of Excisable     Intoxicants     e-Declaration (VAT-XXVI-A)     e-Declaration (VAT-XXVI)     e-CST Forms Request     e-CST Forms Cancellation     Validate signed PDF     e-Track Status     e-Communication  REFERRAL WEBSITES							
GST Website     Govt. of Himachal Pradesh     Finance Department							
<ul> <li>GST Website</li> <li>Govt. of Himachal Pradesh</li> <li>Finance Department</li> <li>Budget-India</li> <li>Budget of Himachal Pradesh</li> <li>VAT Related Sites</li> <li>TINXSVS</li> <li>e-Samadhan</li> <li>e-Salary</li> <li>PMIS</li> <li>Excise e-Governance</li> </ul>							
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<ul> <li>GST Website</li> <li>Govt. of Himachal Pradesh</li> <li>Finance Department</li> <li>Budget of Himachal Pradesh</li> <li>VAT Related Sites</li> <li>TINXSYS</li> <li>e-Salmadhan</li> <li>e-Salary</li> <li>PMIS</li> <li>Excise e-Governance</li> </ul> HELPLINE NO <ul> <li>VAT &amp; EXCISE 1800-180-8066</li> <li>GST Helpline 1800-180-8067</li> </ul>		Copyright ©20:	23 Himachal Pradesh. All Rigl	11s Reserved.			
<ul> <li>GST Website</li> <li>Govt. of Himachal Pradesh</li> <li>Finance Department</li> <li>Budget of Himachal Pradesh</li> <li>VAT Related Sites</li> <li>TINXSYS</li> <li>e-Samadhan</li> <li>e-Salary</li> <li>PMIS</li> <li>Excise e-Governance</li> </ul> HELPLINE NO <ul> <li>VAT &amp; EXCISE 1800-180-8066</li> <li>GST Helpline 1800-180-8067</li> </ul>		<sup>copyight €203</sup> Fig−5:	23 Himachal Pradesh. All Rigi Annexure-	nts Reserved.			

- 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
- 18. Dealer has to fill the details of "Annexure II" page (Fig-5).
- 19. After filling all the details in "Annexure II" page, click on Next button.
- 20. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
- 21. On clicking Next button, "Annexure III" page will appear (Fig-6).

COGIN   Login Here   Username   Password   Captcha   Login   Login   Login   Captcha   Login   Login   Login   Captcha   Login   Login   Login   Captcha   Login   Login   Login   Password   Captcha   Login   Colar Registration	s & Circulars • RTI • Tax Rates • Help • Himachal Pradesh Value Added Tax Act, 2005. • - I Annexure-II Annexure-II nication, eneration or distribution of electricity •	Quick Links	
Cogin Here         Image: Search         Image: Search         Copic Password         Description Of Goods:*         - Select         Colick on Previous Dutton         Place:*         Colick on Previous Dutton         View VietRy ePayment         Searvices <td colspane"2"<="" th=""><th>Himachal Pradesh Value Added Tax Act, 2005.</th><th>v Annexure-V or other form of power, Add More</th></td>	<th>Himachal Pradesh Value Added Tax Act, 2005.</th> <th>v Annexure-V or other form of power, Add More</th>	Himachal Pradesh Value Added Tax Act, 2005.	v Annexure-V or other form of power, Add More
Login Here    Username     Password     Captcha     Copt ha    Coptona    Coptona   Coptona   Forgot Password          Password    Coptona    Coptona   Forgot Password             Porgot Password        Porgot Password         Porgot Password      Porgot Password      Porgot Password      Porgot Password      Porgot Password     Porgot Password      Porgot Password      Porgot Password     Purpose For Which Required: Cock Registration      Port Registration     Cock Registration     Cock Registration     Cock Str Registration     Cock Registration	Himachal Pradesh Value Added Tax Act, 2005.	v Annexure-V or other form of power, Add More	
▲ Username         ▲ Username         ▲ Password         ▲ Password         ▲ Captcha         ▲ Decide	e-II Annexure-III Annexure-N nication, eneration or distribution of electricity □ Date:* dd-mm-yyyy Next>→ Click on Next button	v Annexure-V or other form of power, Add More	
Password       ●         Ceptcha       ●         Login       ►         Forget Password       Call         VINKS       ●         • VAT Registration       ●         • CGST Registration       ●         • CGR Registration       ●         • PGT Registration       ●         • Dealer Search       ●         GSI       ●         • CGST Registration       ●         • CGST Registration       ●         • Dealer Search       ●         GSI       ●         • CST Registration       ●         • CST Registration       ●         • Dealer Search       ●         GSI       ●         • CST Registration       ●         • Cost Registration       ●         • Cost Registration       ●         • Cost Services       ●         • Cost Services       ●         • Cost Services       ●         • Services       ●         • Servines       ●         • Cost Forms Cancellation       ●         • Payment Toll       ●         • = Pectration (VAT-XXVI)       ●         • = Cost Forms Requestion	e-II Annexure-III Annexure-R nication, eneration or distribution of electricity Date:* dd-mm-yyyy Next>> Click on Next button	V Annexure-V or other form of power, Add More	
Captcha   Login   Forgot Password   Pargot Password   UNKS • VAT Registration • CST Registration • CST Registration • Dealer Search • CST Registration • CST Services • CST Services • CST Services • Payment Toll • e-Payment Toll • e-	nication, eneration or distribution of electricity	or other form of power, Add More	
Login   Login   Forget Password   Harding of goods and use as capital goods . Purpose for Which Required:* Description Of Goods:*SelectSelect Place:* Lest Place:* Click on Previous button Previous button Forevious button Forevious button Click on Previous button Previous button Forevious button Forevious button Excert Interview Click on Previous button Previous button Forevious button For	nication, eneration or distribution of electricity	or other form of power,	
Forget Password   Forget Password   UNKS • VAIT Registration • CST Registration • CST Registration • CST Registration • CST Registration • Dealer Search • OFT Registration • CST Services • Payment (Unregistered) • e-Payment (Unregistered) • e-Payme	Date:"  dd-mm-yyyy  Click on Next button	Add More	
UNKS         • VAT Registration         • CST Registration         • CGCR Registration         • PGT Registration         • E-Registration         • DEALER LISTING         • Dealer Search         GST         • GST Registration         • Know your GST Jurisdiction         • Excise Dashboard         • View / Verify e-Payment         • e-Rayment Toll         • e-Rayment Toll         • e-Registration (VAT-XXVI-A)         • e-Declaration (VAT-XXVI-A)         • e-Declaration (VAT-XXVI)         • e-St Forms Request	Date:" dd-mm-yyyy Next>> Click on Next button	Add More	
<ul> <li>VAT Registration</li> <li>CST Registration</li> <li>PGT Registration</li> <li>PEREgistration</li> <li>Dealer Search</li> <li>Click on Previous button</li> <li>Click on</li></ul>	Date:" dd-mm-yyyy Next>> Click on Next button	Add More	
<ul> <li>CST Registration</li> <li>PGT Registration</li> <li>E-Registration</li> <li>DFALER LISTING</li> <li>Dealer Search</li> <li>GST</li> <li>GST GST Registration</li> <li>Know your GST Jurisdiction</li> <li>E-SERVICES</li> <li>GST Services</li> <li>Excise Dashboard</li> <li>View / Verify e-Payment</li> <li>e-Payment [Unregistered]</li> <li>e-Payment [Unregistered]</li> <li>e-Payment Toll</li> <li>e-Registration</li> <li>Kenturns</li> <li>Removal of Excisable Intoxicants</li> <li>e-Declaration (VAT-XXVI)</li> <li>e-Declaration (VAT-XXVI)</li> <li>e-CST Forms Request</li> <li>e-CST Forms Request</li> </ul>	dd-mm-yyyy Click on Next button		
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<ul> <li>Dealer Search</li> <li>GST</li> <li>GST Registration</li> <li>Know your GST Jurisdiction</li> </ul> ESERVICES <ul> <li>GST Services</li> <li>Excise Dashboard</li> <li>View / Verify e-Payment</li> <li>e-Payment Toll</li> <li>e-Payment Toll</li> <li>e-Payment Toll</li> <li>e-Payment</li> <li>e-Registration</li> <li>e-Payment</li> <li>e-Returns</li> <li>Removal of Excisable Intoxicants</li> <li>e-Declaration (VAT-XXVI)</li> <li>e-CST Forms Request</li> <li>e-CST Forms Cancellation</li> </ul>	button		
GST • GST Registration • Know your GST Jurisdiction E-SERVICES • GST Services • Excise Dashboard • View / Verify e-Payment • e-Payment (Unregistered) • e-Payment Toll • e-Registration • e-Payment • e-Returns • e-Returns • e-Returns • e-Declaration (VAT-XXVI-A) • e-Declaration (VAT-XXVI) • e-CST Forms Request • e-CST Forms Request			
<ul> <li>GST Registration</li> <li>Know your GST Jurisdiction</li> </ul> ESERVICES <ul> <li>GST Services</li> <li>Excise Dashboard</li> <li>Excise Dashboard</li> <li>View / Verify e-Payment</li> <li>e-Payment (Unregistered)</li> <li>e-Payment Toll</li> <li>e-Payment Toll</li> <li>e-Registration</li> <li>e-Payment</li> <li>Removal of Excisable <ul> <li>Intoxicants</li> <li>e-Declaration (VAT-XXVI-A)</li> <li>e-Declaration (VAT-XXVI)</li> <li>e-CST Forms Request</li> <li>e-CST Forms Cancellation</li> </ul> </li> </ul>			
<ul> <li>Know your GST Jurisdiction</li> <li>E-SERVICES</li> <li>GST Services</li> <li>Excise Dashboard</li> <li>View / Verify e-Payment</li> <li>e-Payment (Unregistered)</li> <li>e-Payment Toll</li> <li>e-Registration</li> <li>e-Payment</li> <li>e-Registration</li> <li>e-Returns</li> <li>Removal of Excisable Intoxicants</li> <li>e-Declaration (VAT-XXVI-A)</li> <li>e-Declaration (VAT-XXVI)</li> <li>e-CST Forms Request</li> <li>e-CST Forms Cancellation</li> </ul>			
E-SERVICES GST Services Excise Dashboard View / Verify e-Payment e-Payment (Unregistered) e-Payment Toll e-Registration e-Payment e-Returns Removal of Excisable Intoxicants e-Declaration (VAT-XXVI-A) e-Declaration (VAT-XXVI) e-CST Forms Request e-CST Forms Cancellation			
GS1 Services         Excise Dashboard         View / Verify e-Payment         e-Payment (Unregistered)         e-Payment Toll         e-Registration         e-Payment         e-Returns         Removal of Excisable         Intoxicants         e-Declaration (VAT-XXVI-A)         e-CST Forms Request         e-CST Forms Cancellation			
View / Verify e-Payment e-Payment (Unregistered) e-Payment Toll e-Registration e-Payment e-Returns Removal of Excisable Intoxicants e-Declaration (VAT-XXVI-A) e-Declaration (VAT-XXVI) e-CST Forms Request e-CST Forms Cancellation			
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e -Registration e -Payment e -Returns Removal of Excisable Intoxicants e -Declaration (VAT-XXVI-A) e -Declaration (VAT-XXVI) e -CST Forms Request e -CST Forms Cancellation			
e-Returns     e-Returns     Removal of Excisable     Intoxicants     e-Declaration (VAT-XXVI-A)     e-Declaration (VAT-XXVI)     e-CST Forms Request     e-CST Forms Cancellation			
Removal of Excisable Intoxicants     e-Declaration (VAT-XXVI-A)     e-Declaration (VAT-XXVI)     e-CST Forms Request     e-CST Forms Cancellation			
Intoxicants  e-Declaration (VAT-XXVI-A) e-Declaration (VAT-XXVI) e-CST Forms Request e-CST Forms Cancellation			
e-Declaration (VAT-XXVI) e-CST Forms Request e-CST Forms Cancellation			
e-CST Forms Request     e-CST Forms Cancellation			
e-CST Forms Cancellation			
Validate e-CST Forms			
e-Track Status			
e-Communication			
REFERRAL WEBSITES			
GST Website     Gout of Himschal Bradech			
Finance Department			
Budget-India			
Budget of Himachal Pradesh			
VAT Related Sites			
INXSYS     e-Samadhan			
• e-Salary			
• PMIS			
Excise e-Governance			
HELPLINE NO			
<ul> <li>└ VAT &amp; EXCISE 1800-180-8066</li> <li>└ GST Helpline 1800-180-8067</li> </ul>			
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Fig-6: Annexure-III			

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U us

- ✤ Annexure- III
  - Purpose For Which Required- Select from dropdown
  - Description Of Goods- Select from dropdown
  - Date- Select from date
- 22. Dealer has to fill the details of "Annexure III" page (Fig-6).
- 23. After filling all the details in "Annexure III" page, click on Next button.
- 24. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
- 25. On clicking Next button, "Annexure IV" page will appear (Fig-7).



Ltd

- 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
  - Status of Trade- Select from dropdown
  - Date- Select from date
- 26. Dealer has to fill the details of "Annexure IV" page (Fig-7).
- 27. After filling all the details in "Annexure IV" page, click on Next button.
- 28. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
- 29. On clicking Next button, "Annexure V" page will appear (Fig-8).

Call: (0177) 2621264	etc-hp@nic.in			FAQ A-Z A 🖨 Sitemap	
	A Organization	Vat & Allied Acts   Notifica	ations & Circulars 👻 RTI 👻	Tax Rates ▼ Help ▼ Quick Links	•
LOGIN	FORM VAT-1 Registration				
Login Here	Application for the grant of VAT/GENERAL registrati	ion under section 14 of th	ne Himachal Pradesh Valu	e Added Tax Act, 2005.	
8 Username	2	3	4 5	6	-7-
A Password	Name of Business Bank Details A	nnexure-I Anne	xure-II Annexure	-III Annexure-IV	Annexure-V
Captcha	(To Be Attached With Form VAT-I)	nital Goods) As On 3	31 03 2005		
Login	1. Total value of the stock as on 31.03.2005: Rs.	ipital Goods) As Off.	51.05.2005		
Forgot Password	2. Value of goods out of (1) above which are lyin	ng in the form in which th	ese were purchased: Rs.		
INKS	3. Value of manufactured goods including good	s in Rs.	1	process(in case of a manufacturing o	concern):
	4. Break-up of value of goods at (2) above:				
CST Registration	Value of stock of goods as on 31.03.2005 (in Rs.):*	Rate of tax*		Value of goods*	
CGCR Registration					
E-Registration	Tax element in value*	Tax free goods*		Taxable goods (purchased with	hout pavmen
DEALER LISTING				tax)*	iout puymen
Dealer Search					
Dealer Search	Value of goods purchased from outside the	Total*			
6ST	State*				
GST Registration					
Know your GST Jurisdiction	5. Break up of value of goods used in the mar	nufacture of goods at (3	3) above:	Pate of tay*	
-SERVICES		Rs.):*	nased within the state (in		
GST Services					
<ul> <li>Excise Dashboard</li> <li>View / Verify e-Payment</li> </ul>	Value of goods*	Tax element in value	2*	Tax free goods*	
e-Payment (Unregistered)					
e-Registration	Taxable goods. (purchased without payment	Value of goods pure	hased from outside the		
e-Payment     e-Returns	of tax)*	State*			
Removal of Excisable					
Intoxicants     e-Declaration (VAT-XXVI-A)					
e-Declaration (VAT-XXVI)	VERIFICATION				
e-CST Forms Request     e-CST Forms Cancellation	The above details are true and complete to the	e best of my knowledge a	nd belief and nothing has	been concealed therefrom.	
Validate e-CST Forms	Place:*		Full Name:*		
e-Track Status	test		ereee		
e-Communication	Date:*		Status:*		
REFERRAL WEBSITES	dd-mm-yyyy		Business Manager		
GST Website	Click on			Click on Next	
Govt. of Himachal Pradesh	Previous buttor	< <prev< td=""><td>Next&gt;&gt;</td><td>button</td><td></td></prev<>	Next>>	button	
Budget-India			l		
Budget of Himachal Pradesh     VAT Related Sites					
TINXSYS					
e-Samadhan e-Salary					
PMIS					
Excise e-Governance					
HELPLINE NO					
• VAT & EXCISE 1800-180-8066					
• SGST Helpline 1800-180-8067					
	Copyright ©2023 Hima	achal Pradesh. Al <u>l Rights Reserved</u>	l		
	Fig-	8: Annexure	e-V		
		17		Luminous Infor	
		T Y		Lummous milow	ays PV
		LIU			

- 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
  - Date- Select the date
- 30. Dealer has to fill the details of "Annexure V" page (Fig-8).
- 31. After filling all the details in "Annexure V" page, click on Next button.
- 32. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
- 33. On clicking Next button, a pop-up " Are you sure you want to submit the application" will appear (Fig-9).

24000	203.193.144.19 says		665
Value of goods*	Click on Submit button	OK Cancel	Tax free goods*
Taxable goods. (pu of tax)*	rchased without payment	Value of goods purchased from outside the State*	
66666		555555	

#### VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing has been concealed therefrom.

Place:*			Full Name:*		
test			ereee		
Date:*			Status:*		
20-06-2023			Business Manage	er	~
	Click on Previous button	< <prev< td=""><td>Next&gt;&gt;</td><td>Click on Next button</td><td></td></prev<>	Next>>	Click on Next button	
		Fig-9			

34. On click of Submit, Acknowledgement Receipt will be generated and the following screen will be displayed (Fig-10). Take a print out of this receipt for future use.



## 2.2. Getting Started (District Officer)

## To start the application:

- 35. Click any browser icon i.e: Google Chrome, Internet Explorer, 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-11).
- 38. On the left hand side of the home page there is a login section.



- 39. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
- 40. Click on "Login" button will redirect the user to the listing page (Fig-12).

		VA	T & Al	llied Sy	stem, H	imacha	l Prade	esh Tax	and Ex	cise Dep	artme	nt	
	egistration List												€ Bao
	entries .						Assigned	ACSTE Details		Assigned	STEO Details		
\$I.	Acknowledge 🝦 No.	Firm 🔶 Name	Owner 🔶 Name	÷ Submitted	Mobile 🔶 No.	Registered	Name 🔶	Date 🔶	Status	♦ Name ♦	Date 🔶	Status +	Action
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE ©View
2	4669911463021174	BNM	ABC	SUD-MOTO	09812345678	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No: 02101101010 Download Registration Certificate
3	8792515646948710	Travel	Umesh Sharma	NORMAL	09817564321	21/08/2023	ACSTE- Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark
1	8019612492852303	SSSSSSSSSS RRRTTTT	Susmita Ss	NORMAL	06985745896	19/08/2023	Not Assigned	Not Assigned	Not Assigned	Assign b	on utton	Assigned	Assign to ACSTE View
5	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	ACSTE- Sanjauli	19/08/2023	Approved	STEO- Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No: 0210110112119 Download Registration Certificate @View
5	1432770369160147	ABC	ABC TRADERS	NORMAL	09114809461	18/08/2023	ACSTE- Mail Road	18/08/2023	Approved	STEO- Mail Road	18/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Hearing Notice List Approved Successfully TIN No: 0210110101115
					Fi	g-12: D	O List	ing Pa	ige				Approved Successfully TIN No : 0210110101115

- 41. District Officer (DCSTE) can view the application by clicking the "View" button on the Action column.
- 42. By clicking "View" button, the application details will appears

View Details						Ва
1	2	3		5	6	7
Name of Business	Bank Details	Annexure-I	Annexure-II	Annexure-III	Annexure-IV	Annexure-V
I/We ABC . Proprietor/Manager	r (duly authorised)/ Partner(s)/Karl letails of which are given below be	ta of HUF/Principal Officer managing t	he business/affairs of the Com	pany/Society/Association of persons/C registration under the Himachal Prade	Iub/Head of the Department or	any other officer duly authorise
1. NAME OF BUSINESS						
Name as per PAN: ABC		Trade Name: KFC				
2. PRINCIPAL PLACE OF THE BUSIN	ESS AND CONTACT ADDRESS					
Principal Place of Business: Shimla	1	House No./Address: Sh	imla	Village/Tov	wn/City: Shimla	
State: Himanchal Pradesh		Zone: South Zone		District: S	himla	
Circle: Mall Road		Telephone No:		Fax No:		
Mobile No: 09865221250		Email ID: umeshsharma	84424@gmail.com			
3. PERMANENT ACCOUNT NUMBER	R OF THE BUSINESS (PAN) UNDER	THE INCOME TAX ACT, 1961.				
AYFPT5991E						
4. CONSTITUTION OF THE BUSINES	s					
		Fig- 1	3: View Pag	e		

- 43. District Officer (DCSTE) can assign a Circle Officer (ACSTE)by clicking the "Assign to ACSTE" button in Action Column
- 44. While clicking "Assign to ACSTE" button, a screen will appear where District Officer (DCSTE) can select a Circle Officer (ACSTE) from the dropdown (Fig-14).

Luminous Infoways Pvt

#### 🗲 Back VAT Registration List Show 10 V entries Search: Assigned ACSTE Details Assigned STEO Details Firm Owner Regis Date Name Name No. Date Date Status Name Status Actio 9179586869581243 KEC ABC Not Assigned Not Assigned Assign to ACSTE NO Assign To ACSTE Assigned signed Assigned 4669911463021174 BNM ABC SU Not Assigned Approved Successfully TIN No : 02101101010 Not Assigned Assigned ssigned Assigned ACSTE Download Registration ~ -- Select --View Remark 3 8792515646948710 Trave NO Not Umesh Not Sharma ssigned Assigned Assigned Assigned • View 4 8019612492852303 Not Assigned Not ssigned Assigned Assigned Assigned Click on Assign Assign to ACSTE Cancel 5 80500302202 9/08/2023 Approved STEO-19/08/2023 Inspected DCSTF Forward Re button Sanjaul ACSTE Forward Re TIN No : 0210110112119 Download Registration

VAT & Alllied System, Himachal Pradesh Tax and Excise Department

Fig-14: Assign to Circle Officer (ACSTE) Page

- \* Assign To Circle Officer (ACSTE)
  - Circle Incharge Officers Select from dropdown
  - Remark Enter the details
- 45. After selecting Circle Incharge Officers and entering the remark, click on "Assign to ACSTE" and the task will be assigned to that Circle Incharge Officers.
- 46. District Officer (DCSTE) can click "Cancel" button to cancel the assign to Circle Officer (ACSTE)screen.
- 47. After assigning a Circle Officer, then a Successful message will appears (Fig-15).

VAT Registration List													+ Back
Appli	Application forwarded to ACSTE successfully												
Show 1	low 10 V entries Search:												
		<b>F</b>			ACSTE Details								
SI.	Acknowledge No.	Firm = Name	Name	Submitted	No.	Date	Name 🔶	Date 🔶	Status 🔶	Name 🔶	Date 🔶	Status 🔶	Action
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE- Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark
2	4669911463021174	BNM	ABC	SUC-MOTO	09812345678	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate
3	8792515646948710	Travel	Umesh Sharma	NORMAL	09817564321	21/08/2023	ACSTE- Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark
4	8019612492852303	SSSSSSSSSS RRRTTTT	Susmita Ss	NORMAL	06985745896	19/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE  View

### Fig-15: Successful Assign Page

- 48. District Officer (DCSTE) can checks the verification report by clicking the "Show Verify Report" button in the 'Action' column.
- 49. While clicking "Show Verify Report" button, a screen will appear where District Officer (DCSTE) can checks "Verify Report". (Fig-17)

								Assigne	d Circle Offi	cer Details	Assign	ed I	Field Officer	Details	
SI. Firm	n me	Owner     Name	District	Email 🔍 ID	Mobile No.		Registered Date	Name	Date	Status	Name	٠	Date ≬	Status ≬	Action
1 Mobi	bile :	Verify Repor	rt								×	d	Not Assigned	Not Assigned	®View
2 NARE ENTE	RESH TERP					Ins	pection No	1				ed :	Not Assigned	Not Assigned	®View
3 UAT T	T Trac	Circle Officer R	emark				:	fgbfbxdf					Not	Not	Approved Successfully
		Conatct Person	Name				:	BBCU Chopra				:0	Assigned	Assigned	Download Registration
		Conatct Person	Designation				:	grghrthbt							Show Verify Report
		Business Name					:	Chopra Grou	o of Company	r					<b>View</b>
4 UAT 1	T Trac	Mobile No.					:	09558402598					Not	Not	®View
		Appointment D	ate Time				:	22-06-2023 0	3:15:52			d	Assigned	Assigned	
5		Inspection Rem	arks									d	Not Assigned	Not Assigned	Assign to Circle Officer
		trhtrjntr													®View
6		Check List										d	Not	Not	@View
7 PNG	G	<ol> <li>Site visit to</li> <li>Submission</li> </ol>	the business p n of report with	premises - \ h recomme	erification the adations for	hereo regist	ıf. tration or oth	erwise.				-	Assigned	Pending	Assigned to Field Officer
/ 110	0					2									Show Verify Report
		Un Check List													®View
8 PPL		<ol> <li>Verification</li> <li>Verification</li> <li>Verification</li> </ol>	n / report on ar n of genuinene n of stock.	ny matter sp iss of suretie	oecifically de es.	esired	by the assess	ing authority				d	Not Assigned	Not Assigned	®View
9 Chop Group Comp	opra oup o mpan <del>y</del>											J	19-06- 2023	Inspected	Hearing Notice List (2) Approved Successfully Tin No : 02101101126 Download Registration Certificate Show Verify Report
															Down Certif Shov

## Fig-17: Verify Report Page

- 50. District Officer (DCSTE) can download the registration certificate by clicking "Download Registration Certificate" button in the 'Action' column.
- 51. By clicking "Download Registration Certificate" button, the certificate will be downloaded in PDF format (Fig-18).

## DEPARTMENT OF STATE TAXES AND EXCISE

Government of Himachal Pradesh



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

#### CERTIFICATE OF REGISTRATION (GENERAL /VAT REGISTRATION)

TIN : 021011010710

DISTRICT : Shimla

This is to certify that the business known as M/s UAT Trader whose principal place of business in Himachal Pradesh is situated at Shimla town/village Shimla post office Tehsil District Shimla has been registered as a dealer/person under sub-section (1)/(2) of section 14 of the Himachal Pradesh Value Added Tax Act,2005.

#### 2. The business is

Sr.No	Principal Activities
1	

and has additional places of Business at

Sr.No.	Branch Name	Business Type	Address
1.	Shimla	Factory	Shimla, Shimla, Himachal Pradesh

#### Fig-18: Registration Certificate

- 52. District Officer (DCSTE) can checks the hearing notice by clicking the "Hearing Notice" button in the 'Action' column only after Circle office rejects the application .
- 53. While clicking "Hearing Notice" button, a "Hearing Notice List" will appear where District Officer (DCSTE) can checks the hearing notice details. (Fig-19)

Hearing Show 10	Hearing Notice List Show 10 ♥ entries Search:													
SI. 🔶	Deficiencies 🛛 🕴	Hearing Date	Hearing Time 🛛 🕴	Stamp & Signature 🛛 🔶	Reason 🔶	Hearing Notice PDF								
1	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168073.pdf								
2	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168077.pdf								
Showing 1	to 2 of 2 entries					Previous 1 Next								



## 2.3. Getting Started (Circle Officer)

#### To start the application:

- 54. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
- 55. Type the URL given below in the Address bar :

#### http://203.193.144.19/HP-VAT/

56. Once the web site is connected the Home page will appear as shown below (Fig-20).

57. On the left hand side of the home page there is a login section.

LOGIN	Welcome		WHAT'S NEW					
Login Here Username Password Captcha	Shri Sukł Hon ble Chie Vision: Towards Ecor Mission of E Mobilizing PL economic de effective Tax business envi	winder Singh Sukhu Minister nomic Self Reliance TD: Jblic Revenue for social and velopment of the State through Administration in a symbiotic ironment.	<ul> <li>Himachal Pradesh Sadhbhawana Legacy Cases Resolution Scheme, 2023- procedure</li> <li>Final seniority list of Clerk and Jr. Asstt.</li> <li>Office order regarding seniority list of Class-IV</li> <li>Expression of Interest (EOI) for Finalization of Hologram Specifications</li> <li>Amendment in VAT rate on Diesel</li> <li>Toll Announcements-2023 containing Terms and conditions</li> </ul>					
Forgot Password	General	View	Form Finder	Tax Haat Corner				
LINKS	Post Ouerv	GST FAO	GST Form	Submit Ouerv				
<ul> <li>VAT Registration</li> <li>CST Registration</li> <li>CGCR Registration</li> <li>PGT Registration</li> </ul>	Feedback Checklist & Procedure Draft GST Return Design, Principles And Formats Comment / Feedback input on	VAT FAQ Tenders Advertisement	VAT Forms CST Forms CGCR Forms PGT Forms M&TP Forms	View Status of Query				
DEALER LISTING	GST Returns and Design forms		Downloads					
Dealer Search	format only by email. 1. To GST Council Secretariat							
GST	at gstc.secretariat@gov.in							
GST Registration	2. To ETD HP rakesh.sharma@mailhptax.go	win						
Know your GST	. infoast@mailhotax.gov.in)							

Fig-20: Home Page

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

Co sanjauli Circle officer (ACSTE)	VAT Show	Registration List												Search:
VAT List			-				<b>D</b>	Assigned	ACSTE Details		Assigned	STEO Details		
CST List     CGCR List	SI.	No.	Name	Name	Submitted	No.	Date	Name 🔶	Date 💧	Status 🗄	Name 🗄	Date 🕴	Status 🕴	Action
PGT/AGT List     VAT Amendment List     PGT/AGT Amendment List     GST Amendment List     GST Amendment List     e-Return List     e-Return List     Initiate Suspension Notice     Suspension List	1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE- Sanjauli	Clio	ck on but	Assi ton	gn	Not Assigned	DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report Reject View
Activate suspensed 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)	2	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	ACSTE- Sanjauli	19/08/2023	Approved	STEO- Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Successfully TIN No: 0210110112119



- 60. Circle Officer (ACSTE)can assign a Field Officer (STEO)by clicking the "Assign Task for Report and Verification" button in Action Column
- 61. While clicking "Assign Task for Report and Verification" button, a screen will appear where Circle Officer (ACSTE)can select a Field Officer (STEO)from the dropdown (Fig-22).

VAT Show	Registration List												Search:
	Actroputadag	Firm	Ourpor A		Mobilo	Degistered A	Assigned A	CSTE Details		Assigned	STEO Details		
SI.	No.	Name	Name	Submittee	V Mobile V	Dete	North A	Date 🕴	Status 🕴	Name 🔶	Date 🔶	Status 🔶	Action
1	9179586869581243	KFC	ABC	Verify	gn Task for fication ng Officers Select	Report and	~	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
2	8050030220273783	text trader	text user	Rema	k		į	19/08/2023	Approved	STEO- Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Successfully TIN No : 0210110112119
3	1055795670305854	gfgbfbn	dderty	ſ	Assign Task for Re	port and Verification	pn)	15/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	CCSTE Forward Remark Approved Successfully TIN No : 0210110112111 Download Registration Certificate

Fig-22: Assign to Field Officer (STEO)Page

- ✤ Assign Task for Report and Verification
  - Verifying Officers Select from dropdown
    - Remark Enter the details
- 62. After selecting Verifying Officers and entering the remark, click on "Assign Task for Report and Verification" and the task will be assigned to those Field Officers.
- 63. Circle Officer (ACSTE)can click "Cancel" button to cancel the assign to Field Officer (STEO)screen.
- 64. After assigning a Field Officer, then a Successful message will appears (Fig-23).

V	AT Registration List													
	Appli	cation forwarded	I to Field office	r for verification	on successfu	lly								
Sh	Show 10 V entries													
		F	0		5	Mark II.	Desistand A	Assigned	Circle Office	r Details	Assigned F	ield Officer [	)etails	
2	SI.	Name	Name	District	ID	No.	Date	Name 🔶	Date	Status 🔶	Name 🔶	Date 💧	Status ≬	Action
:	1	trade abc	santosh	Shimla		09998888999	20-06-2023	co sanjauli	20-06- 2023	Approved	fo sanjauli	20-06- 2023	Inspected	Approved Successfully Tin No : 021011011211 Download Registration Certificate Show Verify Report
1	2	Mobile shop	Amrit	Shimla		08899889988	20-06-2023	co sanjauli	20-06- 2023	Approved	fo sanjauli	20-06- 2023	Inspected	Approved Successfully Tin No : 021011010810 Download Registration Certificate Show Verify Report
3	3	NARESH ENTERPRISES	NARESH SHARMA	Shimla		09418077104	20-06-2023	co sanjauli	20-06- 2023	Forwarded for Inspection	fo sanjauli		Pending	Assigned to Field Officer: Show Verify Report

Fig-23: Successful Assign Page

65. Circle Officer (ACSTE)can request to District Officer (DCSTE) to re- allocate other circle office if mistakenly it was forwarded to him. By clicking "Request to Re-Allocate Other CO" button on the action column, the page will appear. (Fig-24)

VAT R	VAT Registration List € Back													
Show 1	.0 💙 entries												Search:	
		-					Assigned	ACSTE Details		Assigned	STEO Details			
SI.	Acknowledge	Name	Owner ⊽ Name	Submitted	No.	Registered Date	Name 🕴	Date 🔶	Status 🔶	Name 🕴	Date 🔶	Status 🔶	Action	
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE- Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark	
				Inforn other	n DCSTE to ACSTEr	o re-alloca	te						Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report @View	
2	8050030220273783	text trader	text user	Remarks	Send Reques	t Cancel	li	19/08/2023	Approved	STEO- Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Successfully TIN No : 0210110112119 @View	
3	1055795670305854	gfgbfbn	dderty	۱ <u>ــــــــــــــــــــــــــــــــــــ</u>			Sanjauli	15/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No: 0210110112111 Download Registration Certificate	

Fig-24: Reallocate page

- 66. In the reallocate page, click
- 67. Circle Officer (ACSTE)can approve the registration by clicking "Approve & Submit Report" button in the 'Action' column.
- 68. By clicking "Approve & Submit Report" button, "Initiate Advisory Details" page will appear(Fig-25)

Appointment Details			
cknowledament No:	Business Name:	* Appointment Date Time:	
4794400037944045	ssd	dd-mm-yyyy::41	
Contact Person Name:	Mobile No.:	Contact Person Designation:	
Amnt			
ate Of Liability:	Return Type:		
19-06-2023	Select	~	
1 Site visit to the business premises - verification thereof.			
2 Submission of report with recommendations for registration	on or otherwise.		
Verification / report on any matter specifically desired by t	he assessing authority.		
4 Uverification of genuineness of sureties.			
5 Verification of stock.			
marks			
Appointment Details	Submit Fig-25: Initiate Advisory	y Details	
<ul> <li>Appointment Details         <ul> <li>Appointment I</li> <li>Return Type- S</li> <li>Remarks- Ente</li> </ul> </li> <li>After filling all the details of</li> </ul>	Fig-25: Initiate Advisor <b>Date/Time-</b> Select date a elect from dropdown r the details of "Initiate Advisory Deta	y Details nd time hils", Click on Submit button.	
<ul> <li>Appointment Details         <ul> <li>Appointment I</li> <li>Return Type- S</li> <li>Remarks- Ente</li> </ul> </li> <li>After filling all the details of After clicking "Submit" but</li> </ul>	Fig-25: Initiate Advisor <b>Date/Time-</b> Select date a elect from dropdown r the details of "Initiate Advisory Deta tton, The "TIN Number"	y Details nd time ails", Click on Submit button. will be generated (Fig-26).	
<ul> <li>Appointment Details         <ul> <li>Appointment I</li> <li>Return Type- S</li> <li>Remarks- Ente</li> </ul> </li> <li>After filling all the details of After clicking "Submit" but</li> </ul>	Fig-25: Initiate Advisor <b>Date/Time-</b> Select date a elect from dropdown r the details of "Initiate Advisory Deta tton, The "TIN Number" Application Has Been Approv	y Details nd time hils", Click on Submit button. will be generated (Fig-26).	
<ul> <li>Appointment Details         <ul> <li>Appointment I</li> <li>Return Type- S</li> <li>Remarks- Ente</li> </ul> </li> <li>After filling all the details of the clicking "Submit" but</li> </ul>	Fig-25: Initiate Advisor <b>Date/Time</b> - Select date a elect from dropdown r the details of "Initiate Advisory Deta tton, The "TIN Number" Application Has Been Approv Tin No : 02101101	y Details nd time hils", Click on Submit button. will be generated (Fig-26).	
<ul> <li>Appointment Details         <ul> <li>Appointment I</li> <li>Return Type- S</li> <li>Remarks- Ente</li> </ul> </li> <li>After filling all the details of After clicking "Submit" but</li> </ul>	Fig-25: Initiate Advisor Date/Time- Select date a elect from dropdown r the details of "Initiate Advisory Deta tton, The "TIN Number" Application Has Been Approv Tin No : 02101101	y Details nd time hils", Click on Submit button. will be generated (Fig-26). red Successfully 1213	

Fig-26: TIN No generated page

download button

📥 Download

- 71. Circle Officer (ACSTE)can download the certificate by clicking "download" button (Fig-25)
- 72. Circle Officer (ACSTE)can reject the registration application by clicking "Reject" button in the 'Action' column.
- 73. By clicking "Reject" button, then a "Verification Failure" screen will appears (Fig-27).

VAT R	e <b>gistratio</b> 0 🗸 entries	n List											Search:
				84-6-3-	Duridand	Assigned	ACSTE Details		Assigned	STEO De	tails		
SI.	No.	Name Name	Submitted	No.	Date	Name 🕴	Date 🕴	Status 🕴	Name 🕴	Date	•	Status 🔶	Action
1	91795868	Verification Failure Deficiencies / infimities / shortcon	nings Details*								ed	Not Assigned	DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report Reject @View
2	80500302	Hearing Date" dd-mm-yyyy	Hearing Time*	Upload Si Signature Choos	tamp & R ** se File N	eason*			1		2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Successfully TIN No: 0210110112119 @View
3	10557956		Ge	nerate Hearing	g Notice Car	ncel					ed	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112111 Download Registration Certificate

Fig-27: Verification Failure Page

- Verification Failure
  - Deficiencies / infirmities / shortcomings Details- Enter the details
  - Hearing Date- Select the date
  - Hearing Time- Select the time
  - Upload Stamp & Signature- Upload photo
  - **Reason-** Enter the details
- 74. In "Verification Failure" page, Circle Officer (ACSTE)needs to fill all the details and then clicks on "Generate Hearing Notice"
- 75. While clicking a hearing notice will be sent to dealer's email address and was notified in District Officer (DCSTE) listing page.
- 76. Circle Officer (ACSTE)can send a hearing notice for one times. After that Circle Officer (ACSTE)will Reject the registration application.
- 77. Circle Officer (ACSTE)can checks the verification report by clicking the "Show Verify Report" button in the 'Action' column.
- 78. While clicking "Show Verify Report" button, a screen will appear where Circle Officer (ACSTE)can checks "Verify Report". (Fig-28)

VAT R	lo v entries							Search:	
¢	Acknowledge	Firm	Verify Report		8	) Details Date	Status	Action	
11	2980698090208641	Shar	Inspection No	1		15/07/2023	Inspected	DCSTE Forward Remark	
		Cons	ACSTE Remark		approval please			ACSTE Forward Remark Approved Successfully	
			Conatct Person Name		Teena Thakur			TIN No : 02101101016/	
12	8609805036903020	uuu	Conatct Person Designation			14/07/2023	Inspected	DCSTE Forward Remark	
			Business Name		tia enterprises			ACSTE Forward Remark Approved Successfully	
			Mobile No.		07591008626			TIN No : 0210165	
			Site Inspection Date & Time		23/06/23 11:00:00			@View	
13	7436575985073434	Minr	Inspection Remarks			Not	Not	DCSTE Forward Remark Approved Successfully	
			approved			, asigned	, as great	TIN No : 021011011262	
			Check List						
14	3031561633241575	Vat t	<ol> <li>Site visit to the business premises - verification thereof.</li> <li>Submission of report with recommendations for registration or otherwise.</li> <li>Verification / report on any matter specifically desired by the assessing auth</li> </ol>	<ol> <li>Site visit to the business premises - verification thereof.</li> <li>Submission of report with recommendations for registration or otherwise.</li> <li>Verification / report on any matter specifically desired by the assessing authority.</li> </ol>					
			Un Check List					@View	
15	6032651546887597	VAT	1. Verification of genuineness of sureties. 2. Verification of stock.		04/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011010150 ©View		

Fig-28: Verify Report Page

- 79. District Officer (DCSTE) can view the application by clicking the "View" button on the Action column.
- 80. By clicking "View" button, the application details will appears (Fig-29).

				U	•	U
Name of Business	Bank Details	Annexure-I	Annexure-II	Annexure-III	Annexure-IV	Annexure-V
Priyanka Sharma . Proprietor/Ma	nager (duly authorised)/ Partner(s)/Kart	a of HUF/Principal Officer managing the siness for grant of a certificate of registr	e business/affairs of the Company/Socie ation under the Himachal Prarleth Value	y/Association of persons/Club/Head of Added Tax Act. 2005	the Department or any other officer dui	/ authorised by him in writing, o
ME OF BUSINESS	, neresy apply on octain or one see ou					
e as per PAN: Priyanka Sharma		Trade Name: Sharma Co	onstruction			
INCIPAL PLACE OF THE BUSINESS AI	ND CONTACT ADDRESS					
cipal Place of Business: Mall Road		House No./Address: Ma	all Road 90(BC)	Village/To	wn/City: Mall Road	
: Himanchal Pradesh		Zone: South Zone		District:	Shimla	
e: Mall Road		Telephone No: 9857458	-	Fax No: 5	5236568	
le No: 02365987451		Email ID: 0007.susmita@	Pgmail.com			
RMANENT ACCOUNT NUMBER OF T	HE BUSINESS (PAN) UNDER THE INCO	/E TAX ACT, 1961.				
TPJ6284Q						
DNSTITUTION OF THE BUSINESS						
ther		\$%^&*^%\$#%^&ghj scripture mantra worsl resided in the land of J Sharada Peeth the Bud milo, while some other	hsahbc45261763The word has been re hipping the Hindu goddess Sharada an cashnira or which might have been a re idhist scholar and Chinese traveller, call Chinese accounts referred to Kashmir	ferenced to in a Hindu d is mentioned to have eference to the ed Kashmir kia-shi- as ki-pin		
ATURE OF BUSINESS						
hers						
		Fig- 29: \	View Page			
			20		Lumina	
			30		Luminous	moways P
			ltd			

## 2.4. Getting Started (Field Officer)

#### To start the application:

- 81. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
- 82. Type the URL given below in the Address bar :

http://203.193.144.19/HP-VAT/

- 83. Once the web site is connected the Home page will appear as shown below (Fig-30).
- 84. On the left hand side of the home page there is a login section.

LOGIN	Welcome		WHAT'S NEW					
Login Here Username Password Captcha	Shri Sul Horible Ch Vision: Towards Ec Mobilizing economic d effective Ta business er	chvinder Singh Sukhu lef Minister onomic Self Reliance FTD: Public Revenue for social and development of the State through x Administration in a symbiotic avironment.	<ul> <li>Himachal Pradesh Sadhbhawana Legacy Cases Resolution Scheme, 2023- procedure</li> <li>Final seniority list of Clerk and Jr. Asstt.</li> <li>Office order regarding seniority list of Class-IV</li> <li>Expression of Interest (EOI) for Finalization of Hologram Specifications</li> <li>Amendment in VAT rate on Diesel</li> <li>Toll Announcements-2023 containing Terms and conditions</li> </ul>					
Forgot Password	General	View	Form Finder	Tax Haat Corner				
LINKS	Post Ouerv	gst fao	GST Form	Submit Ouerv				
<ul> <li>VAT Registration</li> <li>CST Registration</li> <li>CGCR Registration</li> <li>PGT Registration</li> </ul>	Feedback Checklist & Procedure Draft GST Return Design, Principles And Formats Comment / Feedback input on	VAT FAQ Tenders Advertisement	VAT Forms CST Forms CGCR Forms PGT Forms M&TP Forms	View Status of Query				
DEALER LISTING	GST Returns and Design forms		Downloads					
Dealer Search	format only by email. 1. To GST Council Secretariat							
GST	at gstc.secretariat@gov.in							
<ul><li>GST Registration</li><li>Know your GST</li></ul>	<ol> <li>Io ETD HP rakesh.sharma@mailhptax.ov.in)</li> <li>infogst@mailhptax.gov.in)</li> </ol>	gov.in						
	Fig	-30: Home Page						

- 85. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
- 86. Click on "Login" button will redirect the user to the listing page (Fig-31).

Fo sanjauli Field officer (STEO)	VAT Registration List												
LINKS	SI.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action					
VAT List     CST List     GGR List     PGT/AGT List     VAT Amendment List	1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	DCSTE Forward Remark ACSTE Forward Remark Submit Field Report					
CSI Amendment List     PGT/AGT Amendment List     Cancellation List	2	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted ®View					
• 🔍 VAT & EXCISE 1800-180-8066 • 📞 GST Helpline 1800-180-8067	3	2495936860296945	RRT UIOf	WWERT	NORMAL	02365214552	10/08/2023	DCSTE Forward Remark       ACSTE Forward Remark       Report submitted					

Fig-31: FO Listing Page

87. Field Officer (STEO) can view the application by clicking the "View" button on the Action column.

	VAT & Alllied	l System, Hima	chal Pradesh T	ax and Excise D	Department	
8. By clicking "	View" button	i, the applicat	ion details wi	ll appears (Fig	g-32).	
View Details		•	•	•	•	Back
Name of Business	Bank Details	Annexure-I	4 Annexure-II	5 Annexure-III	Annexure-IV	Annexure-V
/We <u>ABC</u> . Proprietor/Ma Department or any other office registration under the Himach	anager (duly authorised)/ F :er duly authorised by him nal Pradesh Value Added Ta	Partner(s)/Karta of HUF/Prin in writing, of the business, ax Act, 2005	cipal Officer managing the l details of which are given be	business/affairs of the Comp elow, hereby apply on behal	any/Society/Association of f of the said business for gr	persons/Club/Head of the ant of a certificate of
. NAME OF BUSINESS						
Name as per PAN: ABC		Trade Name: KF	c			
. PRINCIPAL PLACE OF THE E	SUSINESS AND CONTACT A	ADDRESS				
PRINCIPAL PLACE OF THE E	3USINESS AND CONTACT #	ADDRESS House No./Addre	ess: Shimla	Village	/Town/City: Shimla	
. PRINCIPAL PLACE OF THE E rincipal Place of Business:	3USINESS AND CONTACT /	ADDRESS House No./Addre Zone: <u>South Zo</u> r	ess: Shimla	Village Distric	/Town/City: <u>Shimla</u> t: <u>Shimla</u>	
PRINCIPAL PLACE OF THE E rincipal Place of Business: state: Himanchal Pradesh tate: Mall Road	BUSINESS AND CONTACT /	ADDRESS House No./Addre Zone: <u>South Zo</u> Telephone No:	ess: Shimla	Village Distric Fax No	/Town/City: <u>Shimla</u> t: <u>Shimla</u>	
PRINCIPAL PLACE OF THE E      Principal Place of Business:     State: Himanchal Pradesh     Circle: Mall Road     Mobile No: 09865221250	BUSINESS AND CONTACT /	ADDRESS House No./Addre Zone: <u>South Zo</u> Telephone No: Email ID: <u>umesh</u>	ess: <u>Shimla</u> ne sharma84424@gmail.com	Village Distric Fax No	/Town/City: <u>Shimla</u> t: <u>Shimla</u>	
PRINCIPAL PLACE OF THE E Principal Place of Business: tate: Himanchal Pradesh Circle: Mall Road Mobile No: 09865221250 PERMANENT ACCOUNT NU	BUSINESS AND CONTACT / Shimla JMBER OF THE BUSINESS (	ADDRESS House No./Addre Zone: South Zo Telephone No: Email ID: umesh	ess: Shimla ne sharma84424@gmail.com	Village Distric Fax No	/Town/City: <u>Shimla</u> t: <u>Shimla</u>	

Fig-32: View Page

89. Circle Officer (ACSTE)can approve the registration by clicking "Submit Field Report" button in the 'Action' column.

90. By clicking "Submit Field Report" button, "Initiate Advisory Details" page will appear(Fig-33) Initiate Advisory Details Appointment Details

Acknowledgment No:		Business Name:	* Appointment Date Time:	
4794400037944045		ssd	dd-mm-yyyy::41	
Contact Person Name:			Contact Person Designation:	
Jate Of Liability:		Return Type:		
19-06-2023		Select	~	
1 Site visit to the business premises - ver	ification thereof.			
2 Submission of report with recommend	ations for registration or e	otherwise.		
3 Overification / report on any matter spe	cifically desired by the ass	essing authority.		
4				
5 🗆 Verification of stock.				
lemarks			Click on Submit	
			button	
		Submit		
	F	ig-33: Initiate Adviso	ory Details	
☆ Annointment	Details	0	,	
<ul> <li>Appointment</li> </ul>	Details			
<ul> <li>Appoir</li> </ul>	ntment Dat	t <b>e/Time-</b> Select date	e and time	
Return	Type- Sele	ct from dropdown		
neturn	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
		22	Luminous Infe	ways Pyt
		لمعا العما	Edititious find	
		Ltd		

- **Remarks-** Enter the details
- 91. After filling all the details of "Initiate Advisory Details", Click on Submit button.
- 92. After submitting the details, then a successful message will appear on the screen and the data will reflect in Circle Officer (ACSTE)screen. (Fig-33)
- 93. Field Officer (STEO)can checks the verification report by clicking the "Report Submitted" button in the 'Action' column.
- 94. While clicking "Report Submitted" button, a screen will appear where Field Officer (STEO)can checks "Verify Report". (Fig-34)

VAT	Registrati	Verify Report			×	
SI.	Firm Nar				_	
1	rdds	Inspection	No 1			ield Report
2	NARESH	Circle Officer Remark	:	Report		ify Report Submit Field Report ®View
		Conatct Person Name	:	NARESH SHARMA		
		Conatct Person Designation	:			
		Business Name	:	NARESH ENTERPRISES		
		Mobile No.	:	09418077104		
		Appointment Date Time	:	20-06-2023 04:05:43		
		Inspection Remarks				
		Submitted				
		Check List				
		<ol> <li>Site visit to the business premises - verification thereof.</li> <li>Submission of report with recommendations for registration on</li> <li>Verification / report on any matter specifically desired by the ar</li> <li>Verification of genuineness of sureties.</li> <li>Verification of stock.</li> </ol>				
		Un Check List				
	_					

#### Fig-34: Verify Report Page

95. Field Officer (STEO)can view the District Officer (DCSTE) remark by clicking "DCSTE Forward Remark" button in the 'Action' column. (Fig-35)

Fo sanjauli Field officer (STEO)	VAT	Registration Lis	st						<b>←</b> Back			
LINKS	Ve	erification report forwar	ded to ACSTE :	d to ACSTE successfully.								
VAT List     CST List     CGCR List	SI.	Acknowledge No.	Firm Name		Owner Name	Submitted	Mobile No.	Registered Date	Action			
PGT/AGT List     VAT Amendment List	1	9179586869581243	KFC		ABC	NORMAL	0986522125	21/08/2023	DCSTE Forward Remark ACSTE Forward Remark			
CST Amendment List     PGT/AGT Amendment List				ader please verify and approve			×		Report submitted  View			
Cancellation List	2	8050030220273783	text trader				;76	19/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted  View			
HELPLINE NO												
VAT & EXCISE 1800-180-8066     GST Helpline 1800-180-8067	3	2495936860296945	RRT UIOF				155	10/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted ®View			
	4 9200087069786622		APTECH INFOTECH private limited		arav rana	NORMAL	0989898989	8 28/07/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted <sup>CView</sup>			

#### Fig-35: DCSTE Remark

96. Field Officer (STEO)can view the Circle Officer (ACSTE)remark by clicking "ACSTE Forward Remark" button in the 'Action' column. (Fig-36)

Fo sanjauli Field officer (STEO)	VAT	Registration Lis	it						<b>◆</b> Back			
LINKS	Verification report forwarded to ACSTE successfully.											
VAT List     CST List     CGCR List	SI.	Acknowledge No.	Firm Name		Owner Name	Submitted	Mobile No.	Registered Date	Action			
PGT/AGT List     VAT Amendment List     CST Amendment List     PGT/AGT Amendment List	1	9179586869581243	KFC	KFC ABC ACSTE Remark text trader please verify and approve		NORMAL         09865221250           Image: Constraint of the second s		21/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted <sup>®</sup> View			
Cancellation List	2	8050030220273783	text trader					19/08/2023	DCSTE Forward Remark         ACSTE Forward Remark           Report submitted         Image: Second Seco			
VAT & EXCISE 1800-180-8066     GST Helpline 1800-180-8067	3	2495936860296945	RRT UIOf				1552	10/08/2023	DCSTE Forward Remark         ACSTE Forward Remark           Report submitted         @View			



## 3. CST Registration

## 3.1. Getting Started (Dealer)

#### To start the application:

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

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

#### http://203.193.144.19/HP-VAT/

99. Once the web site is connected the Home page will appear as shown below (Fig-37).

100. On the left hand side of the home page there is a CST Registration link. Click on this link.



34 Ltd

- 101. A new screen will open (Fig-35). This screen displays the details required to be filled by the dealer to apply for new CST registration.
- 102. To apply for the new registration, dealer has to fill all the details of CST Registration.
- 103. Dealer has to fill the details of "Business Details" page shown (Fig-38).

CST Registration		
BUSINESS DETAILS		
VAT Tin/Ack No:*	Owner Name:*	Form Type:
		FORM CST-A
Email Id:*	Mobile No:*	Business prop/partner/director name:*
State:	Zone:	District:*
Himanchal Pradesh	✓Select	✓Select ✓
Circle:*	Status of Applicant:*	
Select	Select	~
Additional Places Of Business		
Use of Premises:*	If Others, please Specify:	House No/Address:
Select	~	
Village Town City:*	State:	District:*
	Himanchal Pradesh	✓Select ✓
tehsil:	Pin Code:*	STD code:*
Wholly: Select Particulars relating to registration licence.permissic	Mainly: Select n Chamber of Commerce.Trade Association or	Partly:*  Select  Accounting Language:*  Add More
etc,issued under any law for the time being in force	of Commercial Body of which Dealer is Member:	Select
he dealer:		
Business Start Date:	First Inter State Sale Date:	Account From:*
da-mm-yyyy L	da-mm-yyyy	
<ul> <li>Click on Next button</li> <li>Business Details</li> <li>VAT Tin/Ack No –</li> <li>Owner Name – Au</li> <li>Email Id- Enter em</li> <li>Mobile No- Auto-p</li> </ul>	Fig-38: Business Details Page Enter VAT TIN No or Acknowledge to-populated ail-id details opulated	ment No
	35 Ltd	Luminous Infoways Pvt

- 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

104. Dealer has to fill VAT Tin/Ack No first so that all relevant data will be auto-populated.

Luminous Infoways Pvt

- 105. After filling all the details in "Business Details" page, click on "Save" button.
- 106. On click of Submit, Acknowledgement Receipt will be generated and the following screen will be displayed (Fig-39). Take a print out of this receipt for future use



## 3.2. Getting Started (District Officer)

### To start the application:

- 107. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
- 108. Type the URL given below in the Address bar : http://203.193.144.19/HP-VAT/
- 109. Once the web site is connected the Home page will appear as shown below (Fig-40).
- 110. On the left hand side of the home page there is a login section.

	Welcome		WHAT'S NEW				
A Here	Shri Sukh Hon'ble Chief Vision: Towards Econ Mission of El Mobilizing Pu economic dev effective Tax A business envir	vinder Singh Sukhu Minister omic Self Reliance ID: blic Revenue for social and kelopment of the State through Administration in a symbiotic rooment.	<ul> <li>Himachal Pradesh Sadhbhawana Legacy Cases Resolution Scheme, 2023- procedure</li> <li>Final seniority list of Clerk and Jr. Asstt.</li> <li>Office order regarding seniority list of Class-IV</li> <li>Expression of Interest (EOI) for Finalization of Hologram Specifications</li> <li>Amendment in VAT rate on Diesel</li> <li>Toll Announcements-2023 containing Terms and conditic</li> </ul>				
Forgot Password							
	General	View	Form Finder	Tax Haat Corner			
Registration Registration R Registration Registration	General Post Query Feedback Checklist & Procedure Draft GST Return Design, Principles And Formats Comment / Feedback input on	View GST FAQ VAT FAQ Tenders Advertisement	Form Finder GST Form VAT Forms CST Forms CGCR Forms PGT Forms M&TP Forms	Tax Haat Corner Submit Query View Status of Query			
Registration Registration Registration Registration LISTING er Search	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.	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			
Registration Registration Registration Registration LISTING er Search	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. 1. To GST Council Secretariat at gstc.secretariat@gov.in 2. To ETD HP	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			

- 111. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
- 112. Click on "Login" button will redirect the user to the listing page (Fig-41).

Do shimla District Officer (DCSTE)	VAT Show	Registration List												Search:
LINKS			-					Assigned	ACSTE Details		Assigned	STEO Details		
CST List     CGCR List	SI.	No.	Firm → Name	Name	Submitted	No.	Date	Name 🔶	Date 🔶	Status 🔶	Name 🔶	Date 🔶	Status 🔶	Action
PGT/AGT List     sesement List     VAT Amendment List     e-Return List     e-Return List     e-Rayment List     initiate Suspension Notice     Suspension List     Activate Suspended Dealers     Activate In List	1	5033117983155779	AMb Organization	susmita sahoo	NORMAL	07845223888	23/08/2023	ACSTE- Mail Road	23/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112120 Download Registration Certificate Re-Allocate Request List @View
Initiate Cancellation     Cancellation List     SUO-MOTO Registration-VAT     SUO-MOTO Registration-CST     SUO-MOTO Cancellation     Conversion From 14/20 to 14/1)	2	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE- Sanjauli	23/08/2023	Forwarded for Inspection	STEO- Sanjauli	23/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark ®View
PGT/AGT Amendment List     Quarter Clearance     Block/Unblock TIN  HELPLINE NO	3	4669911463021174	BNM	ABC	SUO-MOTO	09812345678	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate

Fig-41: DO Listing Page

- 113. District Officer (DCSTE)can view the CST List by clicking "CST List" button on left side.
- 114. By clicking "CST List" button, the CST Listing page will appears. (Fig-42)

io shimla istrict Officer (DCSTE)	CST	Registration List												<b>*</b> E
VAT List     CST List     CGCR List	Show	Acknowledge	Firm 🕴	Owner	Submitted	Mobile	Registered	Assigned A	CSTE Details	Status	Assigned S	TEO Details	Status 💧	Action
PGT/AGT List     Assesment List     VAT Amendment List     e-Return List     e-Payment List	1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE
Initiate Suspension Notice Suspension List Activate Suspended Dealers Activation List Initiate Cancellation Cancellation List SUO-MOTO Registration-VAT SUO-MOTO Registration-CST	2	1432770369160147	TEST	ABC TRADERS	NORMAL	09114809461	18/08/2023	ACSTE- Mall Road	18/08/2023	Approved	STEO- Mall Road	18/08/2023	Inspected	DCSTE Forward Remark Approved Successfully Download Registration Certificate Hearing Notice List ©View
SUO-MOTO Cancellation Conversion From 14(2) to 14(1) PGT/AGT Amendment List Quarter Clearance Block/Unblock TIN	3	2495936860296945	Sumit Sharma	WWERT	NORMAL	02365214552	10/08/2023	ACSTE- Mail Road	10/08/2023	Approved	STEO- Mail Road	10/08/2023	Inspected	DCSTE Forward Reman Re-Allocate Request Li Approved Successfully Hearing Notice List

Fig-42: CST Listing Page

- 115. District Officer (DCSTE)can view the application by clicking the "View" button on the Action column.
- 116. By clicking "View" button, the application details will appears. (Fig-43)

Do shimla District Officer (DCSTE)			Back
UNKS VAT List ST List CGCR	VAT Tin/Ack Ne: 021011010184 Email lis: teenachetry2393@gmail.com State: Himanchal Pradesh Circle: Mall Road Principal Place of Business: shimla State: Himanchal Pradesh Circle: Mail Road Mobile No: 07591008626	Owner Name: nishi Mobile No: 07591008626 Zone: South Zone Status of Applicant: Co-operative Society House No/Address: shimla Zone: South Zone Telephone No: Email ID: teenachetry2393@gmail.com	Form Type: FORM CST-A Business prox/partner/director name: XVZ District: Shimla 2.PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS Village/Town/Clty: shimla District: Shimla Fax No:
Cancellation List     SUC-MOYD Registration-VAT     SUO-MOYD Registration-CST     SUO-MOYD Cancellation     Conversion From 14(2) to 14(1)     PGT/AGT Amendment List     Quarter Clearance     Block/Unblock TIN	Schoolitonar Praces Of Business Use of Premises: Sale Outlet Village Town City: shimla tehsit: SHIMLA Telephone No.:	If Others, please Specify State: Himachal Pradesh Pin Code: 123456	House No/Address: shimla District: Shimla STD Code:

Fig- 43: View Page

- 117. District Officer (DCSTE)can assign a Circle Officer (ACSTE)by clicking the "Assign to ACSTE" button in Action Column
- 118. While clicking "Assign to ACSTE" button, a screen will appear where District Officer (DCSTE)can select a Circle Officer (ACSTE)from the dropdown (Fig-44).

#### nla ficer (DCSTE) CST Registration List 🗲 Back 10 🗸 entries Status Assign To ACSTE 7936400712236204 XYZ NOR Wiew ACSTE 1432770369160147 TEST 8/08/2023 Approved ABC TRADERS NOR STEO-Mall Road 18/08/2023 Ins -- Select --Click on Assign /08/2023 Approved button STEO-Mall Roa 10/08/2023 In to ACSTE Cancel ℃ VAT & EXCISE 1800-180-8066 ℃ GST Helpline 1800-180-8067 02365987451 04/08/2023 2980698090208641 Priyanka Sharma Assigned Assigned Assigned Assigned View

VAT & Alllied System, Himachal Pradesh Tax and Excise Department

Fig-44: Assign to Circle Officer (ACSTE) Page

## ✤ Assign To Circle Officer (ACSTE)

- Circle Officers Select from dropdown
- 119. After selecting Circle Officers, click on "Assign to Circle Officer" and the task will be assigned to that Circle Officers.
- 120. District Officer (DCSTE)can click "Cancel" button to cancel the assign to Circle Officer (ACSTE)screen.

121. After assigning a Circle Officer, then a Successful message will appears (Fig-45).

CST F	Registration List													
App	lication forwarded to AC	STE successfu	illy											
Show	10 🗸 entries											Se	arch:	
		-					Assigned /	CSTE Details		Assigned S	TEO Details			
sı. <sup>\(\norma\)</sup>	No.	Name	Name	Submitted	No.	Date	Name 🔶	Date 🔶	Status 🔶	Name 🔶	Date 🔶	Status 🔶	Action	
1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	ACSTE- Sanjauli	Not Assigned	Panding	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark	
2	1432770369160147	TEST	ABC TRADERS	NORMAL	09114809461	18/08/2023	ACSTE- Mall Road	18/08/2023	Approved	STEO- Mall Road	18/08/2023	Inspected	DCSTE Forward Remark Approved Successfully Download Registration Certificate Hearing Notice List	
3	2495936860296945	Sumit Sharma	WWERT	NORMAL	02365214552	10/08/2023	ACSTE- Mail Road	10/08/2023	Approved	STEO- Mall Road	10/08/2023	Inspected	DCSTE Forward Remark Re-Allocate Request List Approved Successfully Hearing Notice List @View	
	CST F App Show 1 2 3	CST Registration List           Application forwarded to AC           Snow         10 • entries           St.         Acknowledge           1         7936400712236204           2         1432770369160147           3         2495936860296945	CST Registration List Application forwarded to ACSTE successful Show 10 entries Acknowledge Firm Name 1 7936400712236204 XYZ 2 1432770369160147 TEST 3 2495936860296945 Sumit Sharma	Structure forwarded to ACSTE successfully         Show 10 entries         Image: Ima	CST Registration List       Application forwarded to ACSTE successfully       Summer Constraints       Solution forwarded to ACSTE successfully       Image: Colspan="2">Owner Submitted       Image: Colspan="2">Submitted       Image: Colspan="2">Submitted       Image: Colspan="2">Image: Colspan="2">Submitted       Image: Colspan="2">Image: Colspan="2"       Image: Colspan="2" <td colspan<="" th=""><th>CST Registration List         Application forwarded to ACSTE successfully         Snow 10 ● entries         1       Acknowledge       Firm       Owner       Submitted       Mobile       Mobile         1       7936400712236204       XYZ       nishi       Inomitted       07591008626         2       1432770369160147       TEST       ABC       Incitate       09114809461         3       2495936860296945       Sumit       WWERT       Incitate       02365214552</th><th>Strengistration List         Application forwarded to ACSTE successfully         Snow 10 entries            <ul> <li>Acknowledge</li> <li>Fim</li> <li>Name</li> <li>Submitted</li> <li>No.</li> <li>Pa96400712236204</li> <li>XYZ</li> <li>Inibili</li> <li>Executive</li> <li>07591008626</li> <li>21/08/2023</li> </ul>            2         1432770369160147         TEST         ABC TRADERS         Executive         09114809461         18/08/2023           3         2495936860296945         Sumit Sharma         WWERT         Executive         02365214552         10/08/2023           4         2495936860296945         Sumit         WWERT         Executive         02365214552         10/08/2023</th><th>CST Registration List         Application forwarded to ACSTE successfully         Snow 10 entries            <ul> <li>Acknowledge</li> <li>Fim</li> <li>Name</li> <li>Submitted</li> <li>No.</li> <li>Registered</li> <li>Resistered</li> <li>Resistered<th>ST Registration List       Application forwarded to ACSTE successfully       Snow 1 • • entries       Image: transmission of the state of the successfully       Image: transmission of the successfully       Image: transmission of trans</th><th>Aspiration forwarded to ACSTE successfully         Show I vertices         Acknowledge firm owner Name Submitted No.       Registered Date       Assigned ACSTE Details         1       7994-00712236204       Xr/Z       nistri       woman       07591008262       21/08/2023       ACSTE-Sarjjauli       Not Assigned       mentice         2       1432770369160147       TEST       ABC TRADERS       05114809461       18/08/2023       ACSTE-Mail       18/08/2023       degree         3       2495936860296945       Sumit       WWERT       motant       02365214552       10/08/2023       ACSTE-Mail       10/08/2023       degree</th><th>Aspiration forwarded to ACSTE successfully         Show 1 • • entries         Acknowledge       Firm       Owner       Multice       Mobile       Registered       Assigned ACSTE Details       Assigned S         1       798400712236204       XYZ       nishi       restman       07591008626       21/08/2023       ACSTE.       Not Assigned       Not Assigned       Not Assigned         2       1432770369160147       TEST       ABC TRADERS       09114809461       18/08/2023       ACSTE.       Not Assigned       STEO.         3       249593680296945       Sumit       WWERT       restman       02365214552       10/08/2023       ACSTE.       10/08/2023       Keenwer       STEO.</th><th>St Registration forwarded to ACSTE successfully         Store I or entries         Acknowledge       Film       Owner       Nobile       Registered       Assigned ACSTE Details       Assigned STED Details         1       798400712236204       XrZ       nithi       cmmms       07591008626       21/08/2023       ACSTE-       Not       Status       Not       Assigned         2       1432770369160147       TEST       ABC       09114809461       18/08/2023       ACSTE-       18/08/2023       Argumms       STED-       Mail Road       18/08/2023         3       2495936860296945       Sumit       WWERT       motore       02365214552       10/08/2023       ACSTE-       10/08/2023       Argumms       STED-       Mail Road       10/08/2023</th><th>STERegistration forwarded to ACSTE successfully         Serve 1 ***********************************</th></li></ul></th></td>	<th>CST Registration List         Application forwarded to ACSTE successfully         Snow 10 ● entries         1       Acknowledge       Firm       Owner       Submitted       Mobile       Mobile         1       7936400712236204       XYZ       nishi       Inomitted       07591008626         2       1432770369160147       TEST       ABC       Incitate       09114809461         3       2495936860296945       Sumit       WWERT       Incitate       02365214552</th> <th>Strengistration List         Application forwarded to ACSTE successfully         Snow 10 entries            <ul> <li>Acknowledge</li> <li>Fim</li> <li>Name</li> <li>Submitted</li> <li>No.</li> <li>Pa96400712236204</li> <li>XYZ</li> <li>Inibili</li> <li>Executive</li> <li>07591008626</li> <li>21/08/2023</li> </ul>            2         1432770369160147         TEST         ABC TRADERS         Executive         09114809461         18/08/2023           3         2495936860296945         Sumit Sharma         WWERT         Executive         02365214552         10/08/2023           4         2495936860296945         Sumit         WWERT         Executive         02365214552         10/08/2023</th> <th>CST Registration List         Application forwarded to ACSTE successfully         Snow 10 entries            <ul> <li>Acknowledge</li> <li>Fim</li> <li>Name</li> <li>Submitted</li> <li>No.</li> <li>Registered</li> <li>Resistered</li> <li>Resistered<th>ST Registration List       Application forwarded to ACSTE successfully       Snow 1 • • entries       Image: transmission of the state of the successfully       Image: transmission of the successfully       Image: transmission of trans</th><th>Aspiration forwarded to ACSTE successfully         Show I vertices         Acknowledge firm owner Name Submitted No.       Registered Date       Assigned ACSTE Details         1       7994-00712236204       Xr/Z       nistri       woman       07591008262       21/08/2023       ACSTE-Sarjjauli       Not Assigned       mentice         2       1432770369160147       TEST       ABC TRADERS       05114809461       18/08/2023       ACSTE-Mail       18/08/2023       degree         3       2495936860296945       Sumit       WWERT       motant       02365214552       10/08/2023       ACSTE-Mail       10/08/2023       degree</th><th>Aspiration forwarded to ACSTE successfully         Show 1 • • entries         Acknowledge       Firm       Owner       Multice       Mobile       Registered       Assigned ACSTE Details       Assigned S         1       798400712236204       XYZ       nishi       restman       07591008626       21/08/2023       ACSTE.       Not Assigned       Not Assigned       Not Assigned         2       1432770369160147       TEST       ABC TRADERS       09114809461       18/08/2023       ACSTE.       Not Assigned       STEO.         3       249593680296945       Sumit       WWERT       restman       02365214552       10/08/2023       ACSTE.       10/08/2023       Keenwer       STEO.</th><th>St Registration forwarded to ACSTE successfully         Store I or entries         Acknowledge       Film       Owner       Nobile       Registered       Assigned ACSTE Details       Assigned STED Details         1       798400712236204       XrZ       nithi       cmmms       07591008626       21/08/2023       ACSTE-       Not       Status       Not       Assigned         2       1432770369160147       TEST       ABC       09114809461       18/08/2023       ACSTE-       18/08/2023       Argumms       STED-       Mail Road       18/08/2023         3       2495936860296945       Sumit       WWERT       motore       02365214552       10/08/2023       ACSTE-       10/08/2023       Argumms       STED-       Mail Road       10/08/2023</th><th>STERegistration forwarded to ACSTE successfully         Serve 1 ***********************************</th></li></ul></th>	CST Registration List         Application forwarded to ACSTE successfully         Snow 10 ● entries         1       Acknowledge       Firm       Owner       Submitted       Mobile       Mobile         1       7936400712236204       XYZ       nishi       Inomitted       07591008626         2       1432770369160147       TEST       ABC       Incitate       09114809461         3       2495936860296945       Sumit       WWERT       Incitate       02365214552	Strengistration List         Application forwarded to ACSTE successfully         Snow 10 entries <ul> <li>Acknowledge</li> <li>Fim</li> <li>Name</li> <li>Submitted</li> <li>No.</li> <li>Pa96400712236204</li> <li>XYZ</li> <li>Inibili</li> <li>Executive</li> <li>07591008626</li> <li>21/08/2023</li> </ul> 2         1432770369160147         TEST         ABC TRADERS         Executive         09114809461         18/08/2023           3         2495936860296945         Sumit Sharma         WWERT         Executive         02365214552         10/08/2023           4         2495936860296945         Sumit         WWERT         Executive         02365214552         10/08/2023	CST Registration List         Application forwarded to ACSTE successfully         Snow 10 entries <ul> <li>Acknowledge</li> <li>Fim</li> <li>Name</li> <li>Submitted</li> <li>No.</li> <li>Registered</li> <li>Resistered</li> <li>Resistered<th>ST Registration List       Application forwarded to ACSTE successfully       Snow 1 • • entries       Image: transmission of the state of the successfully       Image: transmission of the successfully       Image: transmission of trans</th><th>Aspiration forwarded to ACSTE successfully         Show I vertices         Acknowledge firm owner Name Submitted No.       Registered Date       Assigned ACSTE Details         1       7994-00712236204       Xr/Z       nistri       woman       07591008262       21/08/2023       ACSTE-Sarjjauli       Not Assigned       mentice         2       1432770369160147       TEST       ABC TRADERS       05114809461       18/08/2023       ACSTE-Mail       18/08/2023       degree         3       2495936860296945       Sumit       WWERT       motant       02365214552       10/08/2023       ACSTE-Mail       10/08/2023       degree</th><th>Aspiration forwarded to ACSTE successfully         Show 1 • • entries         Acknowledge       Firm       Owner       Multice       Mobile       Registered       Assigned ACSTE Details       Assigned S         1       798400712236204       XYZ       nishi       restman       07591008626       21/08/2023       ACSTE.       Not Assigned       Not Assigned       Not Assigned         2       1432770369160147       TEST       ABC TRADERS       09114809461       18/08/2023       ACSTE.       Not Assigned       STEO.         3       249593680296945       Sumit       WWERT       restman       02365214552       10/08/2023       ACSTE.       10/08/2023       Keenwer       STEO.</th><th>St Registration forwarded to ACSTE successfully         Store I or entries         Acknowledge       Film       Owner       Nobile       Registered       Assigned ACSTE Details       Assigned STED Details         1       798400712236204       XrZ       nithi       cmmms       07591008626       21/08/2023       ACSTE-       Not       Status       Not       Assigned         2       1432770369160147       TEST       ABC       09114809461       18/08/2023       ACSTE-       18/08/2023       Argumms       STED-       Mail Road       18/08/2023         3       2495936860296945       Sumit       WWERT       motore       02365214552       10/08/2023       ACSTE-       10/08/2023       Argumms       STED-       Mail Road       10/08/2023</th><th>STERegistration forwarded to ACSTE successfully         Serve 1 ***********************************</th></li></ul>	ST Registration List       Application forwarded to ACSTE successfully       Snow 1 • • entries       Image: transmission of the state of the successfully       Image: transmission of the successfully       Image: transmission of trans	Aspiration forwarded to ACSTE successfully         Show I vertices         Acknowledge firm owner Name Submitted No.       Registered Date       Assigned ACSTE Details         1       7994-00712236204       Xr/Z       nistri       woman       07591008262       21/08/2023       ACSTE-Sarjjauli       Not Assigned       mentice         2       1432770369160147       TEST       ABC TRADERS       05114809461       18/08/2023       ACSTE-Mail       18/08/2023       degree         3       2495936860296945       Sumit       WWERT       motant       02365214552       10/08/2023       ACSTE-Mail       10/08/2023       degree	Aspiration forwarded to ACSTE successfully         Show 1 • • entries         Acknowledge       Firm       Owner       Multice       Mobile       Registered       Assigned ACSTE Details       Assigned S         1       798400712236204       XYZ       nishi       restman       07591008626       21/08/2023       ACSTE.       Not Assigned       Not Assigned       Not Assigned         2       1432770369160147       TEST       ABC TRADERS       09114809461       18/08/2023       ACSTE.       Not Assigned       STEO.         3       249593680296945       Sumit       WWERT       restman       02365214552       10/08/2023       ACSTE.       10/08/2023       Keenwer       STEO.	St Registration forwarded to ACSTE successfully         Store I or entries         Acknowledge       Film       Owner       Nobile       Registered       Assigned ACSTE Details       Assigned STED Details         1       798400712236204       XrZ       nithi       cmmms       07591008626       21/08/2023       ACSTE-       Not       Status       Not       Assigned         2       1432770369160147       TEST       ABC       09114809461       18/08/2023       ACSTE-       18/08/2023       Argumms       STED-       Mail Road       18/08/2023         3       2495936860296945       Sumit       WWERT       motore       02365214552       10/08/2023       ACSTE-       10/08/2023       Argumms       STED-       Mail Road       10/08/2023	STERegistration forwarded to ACSTE successfully         Serve 1 ***********************************

## Fig-45: Successful Assign Page

- 122. District Officer (DCSTE)can checks the verification report by clicking the "Show Verify Report" button in the 'Action' column.
- 123. While clicking "Show Verify Report" button, a screen will appear where District Officer (DCSTE)can checks "Verify Report". (Fig-46)

				Assigned	Circle Office	er Details	Assigned	Field Officer	Details	
si. <sup>⊕</sup>	Firm Name	Name District ID No. Da	gistered ite	♥ Name ♦	Date 💧	Status	🕴 Name 🔶	Date 💧	Status 🕴	Action
1	Mobile :	Verify Report					×	Not Assigned	Not Assigned	®View
2	NARESH ENTERP	Inspect	tion No	1			ed.	Not Assigned	Not Assigned	®View
3	UAT Trac	Circle Officer Remark	: .	fgbfbxdf				Not	Not	Approved Successfully
		Conatct Person Name	:	BBCU Chopra			:0	Assigned	Assigned	Download Registration
		Conatct Person Designation	:	grghrthbt			_			Show Verify Report
		Business Name	:	Chopra Group o	f Company		_			@View
4	UAT Trac	Mobile No.	: 1	09558402598				Not	Not	®View
		Appointment Date Time	:	22-06-2023 03:1	15:52		:d	Assigned	Assigned	
5		Inspection Remarks					ed.	Not Assigned	Not Assigned	Assign to Circle Officer
		trhtrjntr								®View
6		Check List					d	Not Assigned	Not	
7	PNG	<ol> <li>Site visit to the business premises - verification thereof.</li> <li>Submission of report with recommendations for registration</li> </ol>	ion or othe	erwise.			al	rosignea	Pending	Assigned to Field Officer
1										Show Verify Report
		Un Check List								•View
8	PPL	<ol> <li>Verification / report on any matter specifically desired by t</li> <li>Verification of genuineness of sureties.</li> <li>Verification of stock.</li> </ol>	the assess	ing authority.			ed.	Not Assigned	Not Assigned	®View
9	Chopra Group o Company							19-06- 2023	Inspected	Hearing Notice List (2) Approved Successfully Tin No : 02101101126 Download Registration Certificate Show Verify Report

### Fig-46: Verify Report Page

# 124. District Officer can view the Re-allocate Request, by clicking "Re-allocate Request List" button. (Fig-47)

Do shimla District Officer (DCSTE)	CST F	Registration List														
LINKS	Show	10 💙 entries													Se	arch:
VAT List     CST List										Accionat	CSTE Details		Assigned S	TEO Details		
CGCR List     PGT/AGT List	SL	Acknowledge V	Name	Name	Subi	Req	uest Sent L	ist			Date	Status	Name 🔅	Date 🔅	Status 🕴	Action
Assesment List     VAT Amendment List     e-Return List	1	7936400712236204	XYZ	nishi	NOR		Reallocat	te Re	equest 1		Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark
e-Payment List     Initiate Suspension Notice	2	14000700100147	7707	100	_	ACS	TE	:	ACSTE Ma	ill Road	0.00.000		6750	10/00/0000	_	
Suspension List     Activate Suspended Dealers	2	1452//050910014/	IESI	TRADERS	NOR	Circ	le Office	:	Mall Road		10/00/202:	Approved	Mall Road	10/00/2025	Inspected	DCSTE Forward Remark
Activation List     Initiate Cancellation						Stat	us	:	Approved							Download Registration
Cancellation List     SLIQ MOTO Registration VAT						Rem	ark	:	dcgfggvcg	jv.						Hearing Notice List
SUO-MOTO Registration-CST						Req	uest Sent	:	10/08/202	13						®View
Conversion From 14(2) to 14(1)	з	2495936860296945	Sumit	WWERT	NOR	Req	uest Approved	:	10/08/202	23	10/08/202	Approved	STEO-	10/08/2023	Inspected	DCSTE Forward Remark
PGT/AGT Amendment List     Quarter Clearance			Sharma										Mall Road			Re-Allocate Request List
Block/Unblock TIN																Approved Successfully Hearing Notice List
HELPLINE NO							(	Close								®View
	4	2980698090208641	eeee	Priyanka Sharma	SUO-M	στο	02365987451	04/0	8/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully Download Registration Certificate

### Fig-47: Request Sent page

- 125. District Officer (DCSTE)can download the registration certificate by clicking "Download Registration Certificate" button in the 'Action' column.
- 126. By clicking "Download Registration Certificate" button, the certificate will be downloaded in PDF format (Fig-48).

## DEPARTMENT OF STATE TAXES AND EXCISE

Government of Himachal Pradesh



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

#### CERTIFICATE OF REGISTRATION (GENERAL /VAT REGISTRATION)

TIN : 021011010710

DISTRICT : Shimla

This is to certify that the business known as M/s UAT Trader whose principal place of business in Himachal Pradesh is situated at Shimla town/village Shimla post office Tehsil District Shimla has been registered as a dealer/person under sub-section (1)/(2) of section 14 of the Himachal Pradesh Value Added Tax Act,2005.

#### 2. The business is

Sr.No	Principal Activities
1	

and has additional places of Business at

Sr.No.	Branch Name	Business Type	Address
1.	Shimla	Factory	Shimla, Shimla, Himachal Pradesh

Fig-48: Registration Certificate

- 127. District Officer (DCSTE)can checks the hearing notice by clicking the "Hearing Notice" button in the 'Action' column.
- 128. While clicking "Hearing Notice" button, a "Hearing Notice List" will appear where District Officer (DCSTE)can checks the hearing notice details. (Fig-49)

Hearing Show 10	Notice List ▼ entries					Back Search:
SI. 🔶	Deficiencies 🛛 🕴	Hearing Date 🛛 🕴	Hearing Time 🛛 🕴	Stamp & Signature	Reason 🔶	Hearing Notice PDF
1	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168073.pdf
2	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168077.pdf
Showing 1	to 2 of 2 entries					Previous 1 Next



#### **Getting Started (Circle Officer)** 3.3.

#### To start the application:

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

Type the URL given below in the Address bar : 130.

#### http://203.193.144.19/HP-VAT/

- Once the web site is connected the Home page will appear as shown below (Fig-50). 131.
- 132. On the left hand side of the home page there is a login section.



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

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134. Click on "Login" button will redirect the user to the listing page (Fig-51).

Co sanjauli Circle officer (ACSTE)	VA	FRegistration Lis	t											<b>€</b> Back
LINKS								Assigned	I ACSTE Details		Assigned	STEO Details		
VAT List	SI	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Date	Name	Date	Status	Name	Date	Status	Action
CST List     CGCR List     PGT/AGT List     VAT Amendment List     VAT Amendment List     CST Amendment List     CST Amendment List     e-Return List     e-Return List     e-Reyment List	1	4599733926599940	୧୧୧୧୧	www	NORMAL	07845223888	23/08/2023	ACSTE- Sanjauli	23/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110101121 Download Registration Certificate @View
dinaste suspension Nettoe     suspension List     Activato Suspension List     Activato IList     Initiate Cancellation     Cancellation List     SUO-MOTO Registration-VAT     SUO-MOTO Registration-CST     SUO-MOTO Cancellation     Conversion From 14(2) to 14(1)     Quarter Clearance	2	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE- Sanjauli	23/08/2023	Forwarded for Impection	STEO- Sanjauli	23/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Send Back Approve Reject Show Verify Report

Fig-51: CO Listing Page

135. Circle Officer (ACSTE)can view the CST List by clicking "CST List" button on left side.136. By clicking "CST List" button, the CST Listing page will appears. (Fig-52)

Co sanjauli Circle officer (ACSTE)	CST F	Registration List												(A. Deste
LINKS	Show	10 💙 entries												Search:
VAT List     CST List								Assigned	ACSTE Details		Assigned	STEO Details		
CGCR List     PGT/AGT List	si.	Acknowledge   No.	Firm • Name	Owner 🔹	Submitted	No.	Registered © Date	Name 🔶	Date 🔶	Status 🗧	Name 🔶	Date 🔶	Status 🗦	Action
VAT Amendment List     PGT/AAT Amendment List     CST Amendment List     «-Return List     «-Return List     Initiate Suspension Notice     Suspension List     Activate Suspended Dealers     Activate List	1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	ACSTE- Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Request To Re-Allocate Other CO Assign Task for Report and Verifica Approve & Submit Report Reje Wiew
Initiate Cancellation     Cancellation List     SUO-MOTO Registration-VAT     SUO-MOTO Registration-CST	2	2980698090208641	eeee	Priyanka Sharma	SUO-MOTO	02365987451	04/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully Download Registration Certificate

Fig-52: CST Listing Page

- 137. Circle Officer (ACSTE)can assign a Verifier by clicking the "Assign Task for Report and Verification" button in Action Column
- 138. While clicking "Assign Task for Report and Verification" button, a screen will appear where Circle Officer (ACSTE)can select a Verifier from the dropdown (Fig-53).

Co sanjauli Circle officer (ACSTE)	CST R	egistration List												A Back
LINKS	Show 1	10 🗸 entries												Search:
VAT List     CST List								Assigned	ACSTE Details		Assigned	STEO Details		
CGCR List     PGT/AGT List	SL T	Acknowledge   No.	Firm Name	Owner     Name	Submitted	Nobile	Registered Date	Name 🗦	Date 🕴	Status 🕴	Name 🔶	Date 🗦	Status 🗦	Action
VaT Amendment List PGT/AGT Amendment List CST Amendment List CST Amendment List CST Amendment List Carbayner List Initiate Suspension Notice Suspension List Activate Suspended Dealers	1	7936400712236204	XYZ	nishi	Assign Verifying O – Seli Remark	To Verifier #flcers ect		~	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Request To Re-Allocate Other CC Assign Task for Report and Verif Approve & Submit Report @View
Activation List     Initiate Cancellation     Cancellation List     SUG-MOTO Registration-VAT     SUG-MOTO Registration-CST	2	2980698090208641	eeee	Priyanka Sharma				li	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully Download Registration Certificate
SUO-MOTO Cancellation     Conversion From 14(2) to 14(1)     Quarter Clearance     e-CST Cancellation     Block/Unblock TIN	3	5095900159986832	tina	Teena Thakur chetry		Assign to Verifie	Cancel	_	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Re-allocate Request Sent ®View
		-	-			44	-			-	Lu	umino	ous Ir	nfoways Pvt
						Ltd								•

Fig-53: Assign to Field Officer (STEO)Page

#### Assign Task for Report and Verification

- Verifying Officers Select from dropdown
- Remark Enter the details
- 139. After selecting Verifying Officers and entering the remark, click on "Assign Task for Report and Verification" and the task will be assigned to that Verifying Officers.
- 140. Circle Officer (ACSTE)can click "Cancel" button to cancel the assign to Field Officer (STEO)screen.

141. After assigning a Field Officer, then a Successful message will appears (Fig-54).

Co sanjauli Circle officer (ACSTE)	С	ST R	egistration List												
LINKS		Appli	cation forwarded to STI	EO for verification	on successfully										
VAT List     CST List	Sh	now 1	0 🗸 entries											Sear	ch:
CGCR List     PGT/AGT List			•	<b>F</b>	0			Desistent	Assigned	ACSTE Details		Assigned	STEO Details		
VAT Amendment List     PGT/AGT Amendment List		SI.	No.	Name	Name	Submitted	No.	Date	Name 🕴	Date 🔶	Status 🕴	Name 🕴	Date 🔶	Status 🕴	Action
CST Amendment List     e-Return List     e-Payment List     Initiate Suspension Notice     Surgeorien List	:	1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	ACSTE- Sanjauli	23/08/2023	Forwarded for Inspection	STEO- Sanjauli		Pending	DCSTE Forward Remark Assigned to Field Officer. Wiew
Activate Suspendend Dealers     Activate Suspendend Dealers     Activation List     Initiate Cancellation     Cancellation List     SUO-MOTO Registration-VAT		2	2980698090208641	eeee	Priyanka Sharma	SUO-MOTO	02365987451	04/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully Download Registration Certificate @View
SUO-MOTO Registration-CST     SUO-MOTO Cancellation     Conversion From 14(2) to 14(1)     Quarter Clearance     e-CST Cancellation     Rick/diplorker TNI		3	5095900159986832	tina	Teena Thakur chetry	NORMAL	07845223888	01/08/2023	ACSTE- Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Re-allocate Request Sent @View

Fig-54: Successful Assign Page

- 142. Circle Officer (ACSTE)can approve the registration by clicking "Approve & Submit Report" button in the 'Action' column.
- 143. By clicking "Approve & Submit Report" button, "Initiate Advisory Details" page will appear(Fig-52)

Initiate Advisory Details				
Appointment Details				
Acknowledgment No:		Business Name:	* Appointment Date Time:	
4794400037944045		ssd	dd-mm-yyyy::41	Ö
* Contact Person Name:		Mobile No.:	Contact Person Designation:	
Amrit		0999999999		
Date Of Liability:		Return Type:		
19-06-2023		Select	~	
1 Site visit to the business premises - ver	rification thereof.			
2 Submission of report with recommend	ations for registration or	otherwise.		
3	cifically desired by the as	ssessing authority.		
4 Uverification of genuineness of sureties.				
5 🗌 Verification of stock.				
Remarks				
		Submit		
	F	ig-52: Initiate Advisor	v Details	
Appointment	Details	0	,	
• • • • • • • • • • • • • • • • • • • •				

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- Appointment Date/Time- Select date and time
- **Return Type-** Select from dropdown
- **Remarks-** Enter the details

144. After filling all the details of "Initiate Advisory Details", Click on Submit button.

145. After clicking "Submit" button, application successful page will appear (Fig-53).



Fig-53: Application Successful page

- 146. Circle Officer (ACSTE)can download the certificate by clicking "download" button (Fig-53)
- 147. Circle Officer (ACSTE)can reject the registration application by clicking "Reject" button in the 'Action' column.

148. By clicking "Reject" button, then a "Verification Failure" screen will appears (Fig-54).

Show 10	✓ entries							Search:
			A BALLIL	Assigned Cir	rcle Officer Details	Assigned Field Office	er Details	A
SI.	Verification Failure		Wobile				Status 🔶	Action
1	Deficiencies / infirmities / short	comings Details					Not Assigned	Approved Successfully Download Registration Certificate Show Verify Report View
2	Lissing Data		Liniand Stamon & Ci		Descen	ĥ	Not Assigned	Assign Task for Report and Verification Approve & Submit Report ®View
Showing 1	dd-mm-yyyy	: O	Choose File No	o fsen	Reason	li	3	Previous 1 Next
		General	te Hearing Notice	Cancel				



Verification Failure

CST Registration List

- Deficiencies / infirmities / shortcomings Details- Enter the details
- Hearing Date- Select the date

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- Hearing Time- Select the time
- Upload Stamp & Signature- Upload photo
- **Reason-** Enter the details
- 149. In "Verification Failure" page, Circle Officer (ACSTE)needs to fill all the details and then clicks on "Generate Hearing Notice"
- 150. While clicking a hearing notice will be sent to dealer's email address and was notified in District Officer (DCSTE)listing page.
- 151. Circle Officer (ACSTE)can send a hearing notice for 3 times. After that Circle Officer (ACSTE)will Reject the registration application.
- 152. Circle Officer (ACSTE)can checks the verification report by clicking the "Show Verify Report" button in the 'Action' column.
- 153. While clicking "Show Verify Report" button, a screen will appear where Circle Officer (ACSTE)can checks "Verify Report". (Fig-55)

ST Reg	Verify Report			×		Search:
	Inspection No 1				r Details	
L I	Conatct Person Name	:	Somanath		Status 🗦	Action
	Conatct Person Designation	:			Not	Approved Successfully
	Business Name	:	qe		Assigned	Show Verify Report
	Mobile No.	:	09776616529		Not	Assign Task for Report and Verification
	Appointment Date Time	:	21-06-2023 06:33:26		Assigned	Approve & Submit Report and Verneadon
	Inspection Remarks					®View
wing 1	dsds					Draviour 1 Navt
wing :	Check List	ieck List				
	1. Submission of report with recommendations for registration or o					
	Un Check List					
	<ol> <li>Site visit to the business premises - verification thereof.</li> <li>Verification / report on any matter specifically desired by the asse</li> <li>Verification of genuineness of sureties.</li> <li>Verification of stock.</li> </ol>	essing a	uthority.			

Fig-55: Verify Report Page

- 154. District Officer (DCSTE)can view the application by clicking the "View" button on the Action column.
- 155. By clicking "View" button, the application details will appears (Fig-56).

iness Details		_
Tin/Ack No: 01101124	Owner Name: fddsf	Email Id: sujeetjena11@gmail.com
ness prop/partner/director name: g	Status of Applicant:	
ditional Places Of Business		
Use of Premises:	If Others, please Specify:	House No/Address:
Village Town City:	State:	
Tehsil:	Pin Code:	STD code:
Telephone No.:		
Business Is		
Business Is Wholly:	If Others, please Specify:	Mainly:
Business Is Wholly: f Others, Please specify: )	If Others, please Specify: 0 Partly: Chat service	Mainly: If Others, Please specify:
Business Is Wholly: f Others, Please specify: D culars relating to registration licence,permission etc.issued under any or the time being in force,of the dealer:	If Others, please Specify: 0 Partly: Chat service Chamber of Commerce, Trade Association or Commercial Body of which Dealer is Member: erwer	Mainly: If Others, Please specify: Accounting Language: English

#### Fig- 56: View Page

## 3.4. Getting Started (Field Officer)

#### To start the application:

- 156. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
- 157. Type the URL given below in the Address bar : http://203.193.144.19/HP-VAT/
- 158. Once the web site is connected the Home page will appear as shown below (Fig-57).
- 159. On the left hand side of the home page there is a login section.



- 160. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
- 161. Click on "Login" button will redirect the user to the listing page (Fig-58).



162. Field Officer (STEO)can view the CST List by clicking "CST List" button on left side.163. By clicking "CST List" button, the CST Listing page will appears. (Fig-59)

Fo sanjauli Field officer (STE	EO)	CST	Registration List			01	0			_
LINKS										🗲 Back
VAT List		SI.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action	
CST List     GGCR List		1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	DCSTE Forward Remark Submit Field Report SView	
PGT/AGT Lis     VAT Amend	ist dment List	2	3648205856451397	ASP	susmita	NORMAL	07845223888	27/07/2023	DCSTE Forward Remark Report submitted  View	
CST Amendment List     PGT/AGT Amendment List     Cancellation List	3	4907218964394729	Test Partner	Rashmiranjan sahu	NORMAL	09114809461	26/07/2023	DCSTE Forward Remark Submit Field Report  View		
		4	8469363647631576	wwwwww	GT TECHONOLOGY	NORMAL	07845223888	18/07/2023	DCSTE Forward Remark Report submitted ®View	
HELPLINE NO		5	7436575985073434	18	Minny	NORMAL	07845223888	13/07/2023	DCSTE Forward Remark Report submitted  View	
VAT & EXCISE 1800-180-8066     GST Helpline 1800-180-8067	XCISE 1800-180-8066 pline 1800-180-8067	6	2375407283566048	gfdg	fddsf	NORMAL	09865221250	19/06/2023	Report submitted  View	

Fig-59: FO Listing Page

- 164. Field Officer (STEO)can view the application by clicking the "View" button on the Action column.
- 165. By clicking "View" button, the application details will appears (Fig-60).

Fo sanjauli Field officer (STEO)	CST Registration		Back
LINKS VAT List C SGR List P GTG/AGT List VAT Amendment List C SGT Amendment List P GT/AGT Amendment List C ancellation List HELPLINE NO	VAT Tin/Ack No: 02101010184 Email Id: teenachetry2993@gmail.com State: Himanchal Pradesh Circle: Mall Road Principal Place of Business: shimla State: Himanchal Pradesh Circle: Mall Road Mobile No: 07591008626	Owner Name: nishi Mobile No: 07591008626 Zone: South Zone Status of Applicant: Co-operative Society House No./Address: shimla Zone: South Zone Telephone No: Email ID: teenachetry2393@gmail.com	Form Type: FORM CST-A Business prop/partner/director name: XVZ District: Shimla 2.PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS Village/Town/City: shimla District: Shimla Fax No:
<ul> <li>VAI &amp; EXUE: 100-189-806</li> <li>GST Helpline 1880-180-8887</li> </ul>	3.Additional Places Of Business Use of Premises: <u>Sale Outlet</u> Village Town City: <u>shimla</u> tehsil: <u>SHIMLA</u> Telephone No:	If Others, please Specify: State: Himachal Pradesh Pin Code: 123456	House No/Address: <b>shimla</b> District: <u>Shimla</u> STD Code:

Fig- 60: View Page

- 166. Field Officer (STEO)can approve the registration by clicking "Submit Field Report" button in the 'Action' column.
- 167. By clicking "Submit Field Report" button, "Initiate Advisory Details" page will appear (Fig-61)

cknowledgment No:		Business Name:	* Appointment Date Time:	-
4794400037944045		ssa	aa-mm-yyyy41	
Contact Person Name:		Mobile No.:	Contact Person Designation:	
Amrit		0999999999		
ate Of Liability:		Return Type:		
19-06-2023		Select	~	
1 🗆 Site visit to the business premises -	verification thereof.			
2 Submission of report with recomm	endations for registration or	otherwise.		
3 OVerification / report on any matter	specifically desired by the as	sessing authority.		
4 Uverification of genuineness of sure	ties.			
5 Uverification of stock.				
emarks				
		Submit		

- **Return Type-** Select from dropdown
- **Remarks-** Enter the details
- 168. After filling all the details of "Initiate Advisory Details", Click on Submit button.

169. After submitting the details, then a successful message will appear on the screen and the data will reflect in Circle Officer (ACSTE)screen.

CST R	egistration List						
Verifi	cation report forwarded to	circle officer successfully.					
SI.	Firm Name	Owner Name	District	Email ID		Mobile No.	Action
1	gfdg	fddsf	Shimla	sujeetjena11@gmail.com		09865221250	Feedback List
					Click bu	on list tton	

#### Fig-62: Verification Successful page

- 170. Field Officer (STEO)can checks the verification report by clicking the "Report Submitted" button in the 'Action' column.
- 171. While clicking "Feedback List" button, a screen will appear where Field Officer (STEO)can checks "Verify Report". (Fig-63)

Insp	ection No 1			
шър	ection No 1			1
Circle Officer Remark	:			Action
Conatct Person Name	:	fddsf		Feedback List
Conatct Person Designation	:			
Business Name	:	gfdg		
Nobile No.	:	09865221250		
Appointment Date Time	:	21-06-2023 10:06:07		
nspection Remarks				
dsf				
Check List				
1. Site visit to the business premises - verification thereof.				
Jn Check List				
Submission of report with recommendations for registration or otherwise.     Verification / report on any matter specifically desired by the assessing authority.     Verification of genuineness of sureties.     Verification of stock				

Fig-63: Feedback List Page

172. Field Officer (STEO)can checks the verification report by clicking the "DCSTE Forward Remark" button in the 'Action' column. Fig-64

Fo sanjauli Field officer (STEO)	CST Registration List									
LINKS	SI.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action	← Back	
VAT List     CST List     GCR List	1	7936400712236204	XYZ	nishi	NORMAL	07591008626	21/08/2023	DCSTE Forward Remark Submit Field Report View		
PGT/AGT List     VAT Amendment List	2	3648205856451397	ASP	susmita	NORMAL	07845223888	27/07/2023	DCSTE Forward Remark Report submitted ®View		
CST Amendment List     PGT/AGT Amendment List	3	4907218964394729	Test Partner	Rashmiranjan sahu	NORMAL	09114809461	26/07/2023	DCSTE Forward Remark Submit Field Report ®View		
Cancellation List	4	8469363647631576	www.ww	DCSTE Rem	ark		18/07/2023	DCSTE Forward Remark Report submitted View		
HELPLINE NO	5	7436575985073434	18	1			13/07/2023	DCSTE Forward Remark Report submitted  View		
C VAT & EXCISE 1800-180-8066     GST Helpline 1800-180-8067	6	2375407283566048	gfdg	f	remark f		19/06/2023	Report submitted  View		

Fig-64: DCSTE Remark page