# User Manual For Cancellation of VAT/CST/PGT/CGCR Registration



## Himachal Pradesh Excise and Tax Department



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## 1. Introduction

Tax registration cancellation refers to the process of terminating a business's registration with the tax authorities for various taxes, such as income tax, sales tax, or value-added tax (VAT). The specific process for tax registration cancellation can vary depending on the country and the type of tax involved.

Types of Forms included:

- VAT Form 1
- CST Form A
- CGCR Form T-11
- PGT Form 1

## 1.1. Workflow

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

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

## 2. Getting Started (ACSTE)

#### To start the application:

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

| LOGIN   | Welcome  |  | WHAT'S NEW  |  |
|---|--|--|---|--|
| Login Here<br>Username<br>Password<br>Captcha   | Shri Sukh<br>Hon'ble Chief<br>Vision:<br>Towards Econo<br>Mission of ET<br>Mobilizing Put<br>economic deve<br>effective Tax A<br>business enviro   | vinder Singh Sukhu<br>Minister<br>omic Self Reliance<br>D:<br>Jic Revenue for social and<br>elopment of the State through<br>dministration in a symbiotic<br>onment. | <ul> <li>Himachal Pradesh Sadhbl<br/>Scheme, 2023- procedure</li> <li>Final seniority list of Clerk</li> <li>Office order regarding set</li> <li>Expression of Interest (EO<br/>Specifications</li> <li>Amendment in VAT rate of<br/>Toll Announcements-2023</li> </ul> | nawana Legacy Cases Resolution<br>and Jr. Asstt.<br>niority list of Class-IV<br>I) for Finalization of Hologram<br>n Diesel<br>3 containing Terms and conditions |
| Forgot Password   | General  | View   | Form Finder   | Tax Haat Corner  |
| LINKS<br>• VAT Registration<br>• CST Registration<br>• CGCR Registration<br>• PGT Registration<br>DEALER LISTING<br>• Dealer Search<br>GST<br>• GST Registration<br>• Know your GST | Post Query<br>Feedback<br>Checklist & Procedure<br>Draft GST Return Design,<br>Principles And Formats<br>Comment / Feedback input on<br>GST Returns and Design forms<br>(please be sent in prescribed<br>format only by email.<br>1. To GST Council Secretariat<br>at gstc.secretariat@gov.in<br>2. To ETD HP<br>rakesh.sharma@mailhptax.gov<br>infoost@mailhptax.govin) | GST FAQ<br>VAT FAQ<br>Tenders<br>Advertisement   | GST Form<br>VAT Forms<br>CST Forms<br>CGCR Forms<br>PGT Forms<br>M&TP Forms<br>Downloads  | Submit Query<br>View Status of Query   |

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

| Call: (0177) 2621264  | etc-hp@ni   | c.in                        |  |                                     |                                       |                                   |                                       |                                       |                        | (               | FAQ A-Z  | а а А                 | 🔒 si           |
|---|---|-----------------------------|--|-------------------------------------|---------------------------------------|-----------------------------------|---------------------------------------|---------------------------------------|------------------------|-----------------|----------|-----------------------|----------------|
| Assessment<br>My Message Box  | <ul> <li>Background I</li> <li>Payment</li> </ul> | Reports  ₹ E<br>Primary MIS | Block/Unblock TIN▼ Das<br>▼ Registration▼ Remo | hboard▼ Dealer I<br>val Of Goods▼ R | Profile▼ Dealer S<br>leturns▼ Seconda | earch  Exception wy MIS Statutory | Reports Commissi<br>/ Forms 🕶 Task Ma | ioner▼ Excise Lice<br>anagement▼ View | ense V Forms           | s Control▼ GIS▼ | General▼ | Generate List         | -              |
| Comallroad<br>Circle officer (ACSTE)  |   | VAT Re                      | egistration List                               |                                     |                                       |                                   |                                       |                                       |                        |                 | Search:  |                       | <b>←</b> Back  |
| • VAT List  |   |                             |  | <b></b>                             |                                       |                                   |                                       |                                       | Assigned               | ACSTE Details   | i.       | Assigned              | STEO Det       |
| CST List     CGCR List  |   | sı. T                       | Acknowledge =                                  | Firm 🔻                              | Owner ⊽<br>Name                       | Submitted                         | No.                                   | Registered<br>Date                    | Name 🔶                 | Date 🔶          | Status 🔶 | Name 🔶                | Date           |
| PGT/AGT List     VAT Amendment List     PGT/AGT Amendment List     CST Amendment List     e-Return List     e-Return List     e-Rayment List     Initiate Suspension Notice     Suspension list |   | 1                           | 5033117983155779                               | AMb<br>Organization                 | susmita<br>sahoo                      | NORMAL                            | 07845223888                           | 23/08/2023                            | ACSTE-<br>Mall<br>Road | 25/08/2023      | Pending  | Not<br>Assigned       | Not<br>Assigne |
| Activate Suspended Dealers     Activate Suspended Dealers     Activation List     Initiate Cancellation     Cancellation List     SUO-MOTO Registration-VA                                      | T   | 2                           | 1432770369160147                               | ABC                                 | ABC<br>TRADERS                        | NORMAL                            | 09114809461                           | 18/08/2023                            | ACSTE-<br>Mall<br>Road | 18/08/2023      | Approved | STEO-<br>Mall<br>Road | 18/08/2        |



- 7. On the Listing page click on "Initiate Cancellation" button.
- 8. After clicking the button, "Initiate Cancellation" form page will appear (Fig-3).

| Call: (0177) 2621264 etc-hp@nic.in   |   | Ma 🛃 x A X 🖶 🚈   |
|--|---|--|
| 🕡 🛪 Assessment = Bedground Heprite = BookColdeck TPL = Dasheerer = Dasher Findle = Dasher Saarch = Ecospites Reports Commissioner = Ecospites Sciences =   | Forma Control ♥ GES♥ Generale Lid ♥ My Measage Box♥ Payment♥ Primary MIS♥ Registration♥ Removal   | Of Goods+ Returns+ Secondary MIS+ Statutory Forms+ Teak Management+ View Declarations+ |
| Constitutional INITIATE CANCELLATION   |   | ♦ Each   |
| Laso     Tax 1792-       • Mal Line     UK Form 1       • OCLULAR     DEALED DEALED       • OCLULAR     Text •       • Main Line     DEALED DEALED       • Status     Text •       • Main Line     DEALED DEALED       • Status     Text •       • Status     DEALED DEALED       • St  | REERVIS MODE* TAX OFFICE TIN TAIN: gliption Tain: frienantial Prasach Vituge/TwenChy aspini Telephone for | Oviner Hanna*<br>delery<br>Tathat<br>Delet<br>Seriela<br>Far Ho<br>Sal10               |
| 100 ADD Caretailann     Commann, Annu Aris (19, 147)     Count Charanse     Commann, Annu Aris (19, 147)     Count Charanse     Commann, Annu Aris (19, 147)     Count Charanse     Common Annu Aris (19, 147)     Count Charanse     Common Annu Aris     Comm |   |  |

Fig-3

- 9. In the form page, select "Tax Type" and enter "TIN" number.
- 10. Then choose the Cancellation supporting documents from the list.
- 11. After selecting documents then click on "Initiate Cancellation" button.
- 12. After selecting the button then "Cancellation List" will appear.(Fig-4)

| Call: (0177) 2621264 etc-+   | np@nic.in                           |   |  |   |                                  |                     | <b>60 x x x x</b>  | Gitemap |
|--|-------------------------------------|---|--|---|----------------------------------|---------------------|--|---------|
| Assessment Backg<br>Registration Remo  | ground Reports▼<br>oval Of Goods▼ R | Block/Unblock TIN▼ Dashboa<br>eturns▼ Secondary MIS▼ St | rd▼ Dealer Profile▼<br>atutory Forms▼ Task | Dealer Search▼ Exception Re<br>Management▼ View Declaration | ports Commissioner¥ Excise Licer | nse▼ Forms Control▼ | GIS▼ General▼ Generate List▼ My Message Box▼ Payment▼ Primary MIS▼                       | 9       |
| Comaliroad<br>Circle officer (ACSTE)<br>LINKS<br>• VAT List  | Cance<br>Cance<br>Show 1            | ellation List<br>ellation Initiated Successfull         | у.   |   |                                  |                     | Search   |         |
| CST List     CGCR List     PGT/AGT List     VAT Amendment List   | si. *                               | Acknowledgement<br>No                                   | TIN  | Acknowledgement<br>Date                                     | Status                           | Submitted<br>Type   | Action   | •       |
| PGT/AGT Amendment List     CST Amendment List     e-Return List     e. Payment List                              | 1                                   | 4750798718012817  | 0210110112111                              | 25/08/2023  | Initiated                        | Normal              | Cancellation Document Check Generate Hearing Notice Assign Advisory Visit                |         |
| Initiate Suspension Notice     Suspension List     Activate Suspended Dealers                                    | 2                                   | 2001282454196814  | 0210110112111                              | 25/08/2023  | Initiated                        | Normal              | Cancellation Document Check Generate Hearing Notice Assign Advisory Visit                |         |
| Initiate Cancellation     Cancellation List     SUO-MOTO Registration-VAT  | 3                                   | 5902572717112383  | 0210110112120                              | 25/08/2023  | Hearing Notice                   | Normal              | Cancellation Order Hearing Notice List Assign Advisory Visit Download Cancellation Order |         |
| SUD-MOTO Registration-CS1     SUD-MOTO Cancellation     Conversion From 14(2) to     14(1)     Quarter Clearance | 4                                   | 5917195235302065<br>4922576895825654                    | 0210110101115<br>021011010184              | 25/08/2023<br>21/08/2023                                    | Cancellation Ordered             | Normal              | Generate Hearing Notice Download Cancellation Order Download Cancellation Order          |         |
| Conversion From 14(2) to<br>14(1)     Quarter Clearance     e-CST Cancellation                                   | 5                                   | 4922576895825654  | 021011010184                               | 21/08/2023  | Cancellation Ordered             | Normal              | Download Cancellation Order  |         |

Fig-4

- 13. From the Cancellation list, click on "Cancellation Document Check" button to check the document.
- 14. After clicking the button then basic details page will appear. (fig-5)

|   | FORM TYPE:<br>VAT                | V 0210110112111   |
|---|----------------------------------|---|
|   | TAV                              | ✓ 0210110112111   |
|   |                                  |   |
|   |                                  |   |
|   |                                  |   |
| ISINESS   |                                  |   |
|   | Village/Town/City:               | Tehsit  |
|   | sanjauli                         |   |
|   | Pin Code:                        | Iffective Cancellation Date:"   |
|   |                                  | 26-08-2023  |
|   |                                  |   |
|   |                                  |   |
| ise disposes of his business or any place of business or discontinues his busi      | iness                            |   |
|   |                                  |   |
| se including misuse of the certificate of registration or cessation of liability to | to payment of tax under this Act |   |
| BU  | BUSINESS In                      | BUSINESS Visperfume, City:  seripadi Visperfume, City:  seripadi No.com |

Fig-5

- 15. In basic details page, select the "Effective Cancellation Date" and choose the "Reason for Cancellation"
- 16. After selecting the details, click on "Update Details" button.
- 17. Then successful data entry message will appear in Cancellation List. (Fig-6)

| Call: (0177) 2621264 etc-hp@  | Dnicin           |   |   |                                   |                                  |                         | 1600 AZ X A X & Sama   |
|---|------------------|---|---|-----------------------------------|----------------------------------|-------------------------|--|
| Assessment - Backgrou<br>Returns - Secondary M  | Ind Reports • Bi | ock/Unblock TIN≠ Dashboard≠ D<br>rms≠ Task Management≠ View E | ealer Profile ≠ Dealer Sear<br>Declarations ≠ | ch   Exception Reports Commission | er• Excise License• Forms Contro | ol∗ GIS∗ General∗ Gener | ate List * My Message Box * Payment * Primary MIS * Registration * Removal Of Goods *    |
| Comallroad<br>Circle officer (ACSTE)  | Cancel           | lation List   |   |                                   |                                  |                         |  |
| LINKS   | Details          | Data Entry has done Successfully                              | 6   |                                   |                                  |                         |  |
| VAT List     CST List   | Show 10          | ✓ entries   |   |                                   |                                  |                         | Search   |
| CGCR List     PGT/AGT List  | si. 🔶            | Acknowledgement No  | TIN Ø   | Acknowledgement Date              | Status                           | Submitted Type          | Action   |
| VAT Amendment List     PGT/AGT Amendment List   | 1                | 4750798718012817  | 0210110112111                                 | 25/08/2023                        | Effective Date Added             | Normal                  | Cancellation Order Generate Hearing Notice Assign Advisory Visit                         |
| CST Amendment List     e-Return List     e-Payment List   | 2                | 2001282454196814  | 0210110112111                                 | 25/08/2023                        | Initiated                        | Normal                  | Cancellation Document Check Generate Hearing Notice Assign Advisory Visit                |
| Initiate Suspension Notice     Suspension List     Activate Suspended Dealers     Artivite List | 3                | 5902572717112383  | 0210110112120                                 | 25/08/2023                        | Hearing Notice                   | Normal                  | Cancellation Order Hearing Notice List Assign Advisory Visit Download Cancellation Order |
| Activation List     Initiate Cancellation     Cancellation List                                 | 4                | 5917195235302065  | 0210110101115                                 | 25/08/2023                        | Cancellation Ordered             | Normal                  | Generate Hearing Notice Download Cancellation Order                                      |
| SUO-MOTO Registration-VAT     SUO-MOTO Registration-CST   | 5                | 4922576895825654  | 021011010184                                  | 21/08/2023                        | Cancellation Ordered             | Normal                  | Download Cancellation Order  |
| Conversion From 14(2) to 14(1)     Quarter Clearance  | 6                | 3354171164571382  | 02101101010                                   | 29/07/2023                        | Cancellation Ordered             | Suo Moto                | Generate Hearing Notice Download Cancellation Order                                      |
| e-CST Cancellation     Block/Unblock TIN  | 7                | 4547768270386269  | 02101101010                                   | 29/07/2023                        | Cancellation Ordered             | Suo Moto                | Generate Hearing Notice Download Cancellation Order                                      |
|   | 8                | 3604551711039891  | 02101101122                                   | 26/07/2023                        | Cancellation Ordered             | Normal                  | Generate Hearing Notice Download Cancellation Order                                      |
|   | 9                | 7089719596016163  | 02101101013                                   | 24/07/2023                        | Cancellation Ordered             | Normal                  | Generate Hearing Notice Download Cancellation Order                                      |

Fig-6

- 18. To assign a STEO, click on "Assign Advisory Visit" button.
- 19. After clicking the button, the "Appointment Details" page will appear. (Fig-7)

| Call: (0177) 2621264 etc-hp                         | @nic.in   |                               |   |           |  | FAQ A-Z X A X 🖨 Stemap            |
|---|---|-------------------------------|---|-----------|--|-----------------------------------|
| Returns - Secondary 1                               | ound Reports • Block/Unblock TIN • Dashboard • Dealer Profile • I<br>MIS • Statutory Forms • Task Management • Mew Declarations • | Dealer Search  ▼ Exception Re | ports Commissioner + Excise License + Forms Control |           | t∗ MyMessage Box∗ Payment∗ PrimaryMIS∗ | Registration + Removal Of Goods + |
| Comallroad<br>Circle officer (ACSTE)                | APPOINTMENT DETAILS   |                               |   |           |  | <b>◆</b> Back                     |
|   | Acknowledgement Number:   |                               | Business Name:                                      |           | Appointment Date:*                     |                                   |
| LINKS   | 4750798718012817  |                               | qfqbfbn   |           | 25-08-2023                             |                                   |
| VAT List     CST List                               | Appointment Time:*  |                               | Contact Person Name:*                               |           | Mobile No:*                            |                                   |
| CGCR List     PGT/AGT List                          | 20:15   | 0                             | ferfer  |           | 07845223888                            |                                   |
| VAT Amendment List     PGT/AGT Amendment List       | Contact Person Designation:*  |                               | Assigned Advisory Visit To*                         |           | Remarks:*                              |                                   |
| CST Amendment List                                  | HJGK  |                               | FO SANJAULI   | ~         | dfvdfvdfrvedrfvefve                    |                                   |
| e-Return List     e-Payment List                    |   |                               |   |           |  | <i>1</i>                          |
| Initiate Suspension Notice                          |   |                               |   |           |  |                                   |
| Suspension List                                     |   |                               |   |           |  |                                   |
| Activate Suspended Dealers     Activation List      |   |                               | INITIATE ADVIS                                      | ORY VISIT |  |                                   |
| Initiate Cancellation                               |   |                               |   |           |  |                                   |
| Cancellation List                                   |   |                               |   |           |  |                                   |
| SUO-MOTO Registration-VAT                           |   |                               |   |           |  |                                   |
| SUO-MOTO Registration-CST     SUO-MOTO Cancellation |   |                               |   |           |  |                                   |
| Conversion From 14(2) to 14(1)                      |   |                               |   |           |  |                                   |
| Quarter Clearance                                   |   |                               |   |           |  |                                   |

Fig-7

- 20. In "Appointment Details" page , enter "Appointment Date", "Appointment Time", "Contact Person Name", "Mobile No", "Contact Person Designation", select "Assigned Advisory Visit To" from the dropdown and enter the "Remarks".
- 21. After filling the details, click on "Initiate Advisory Visit" button. And the task will be created at STEO login.

## 3. Getting Started (STEO)

#### To start the application:

- 22. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
- 23. Type the URL given below in the Address bar :

http://203.193.144.19/HP-VAT/

24. Once the web site is connected the Home page will appear as shown below (Fig-8). 25. On the left hand side of the home page there is a login section.



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

| Field officer (STEO) VAT Registration List   |     |                  |                                 |                 |           |             |                 |   |  |
|--|-----|------------------|---------------------------------|-----------------|-----------|-------------|-----------------|---|--|
| LINKS  | SI. | Acknowledge No.  | Firm Name                       | Owner Name      | Submitted | Mobile No.  | Registered Date | Action  |  |
| VAT List                                     | 1   | 9200087069786622 | APTECH INFOTECH private limited | arav rana       | NORMAL    | 09898989898 | 28/07/2023      | DCSTE Forward Remark ACSTE Forward Remark Report submitted View |  |
| CST List     CGCR List     PGT/AGT List      | 2   | 3648205856451397 | Diamond                         | susmita         | NORMAL    | 07845223888 | 27/07/2023      | DCSTE Forward Remark ACSTE ForwardRemark Report submitted View  |  |
| VAT Amendment List     CST Amendment List    | 3   | 5364445815246412 | Soni Inc                        | susmita sahooo  | NORMAL    | 06985745896 | 23/07/2023      | DCSTE Forward Remark ACSTE ForwardRemark Report submitted View  |  |
| PGT/AGT Amendment List     Cancellation List | 4   | 8469363647631576 | susmita                         | GT TECHONOLOGY  | NORMAL    | 07845223888 | 18/07/2023      | DCSTE Forward Remark ACSTE Forward Remark Report submitted View |  |
| HELPLINE NO                                  | 5   | 9543217279771205 | TN Resources                    | TEENA           | NORMAL    | 07591008626 | 16/07/2023      | DCSTE Forward Remark ACSTE Forward Remark Report submitted View |  |
| • VAT & EXCISE 1800-180-8066                 | 6   | 6963470951688470 | IT taxes                        | nishia          | NORMAL    | 07591008626 | 16/07/2023      | DCSTE Forward Remark ACSTE Forward Remark Report submitted View |  |
| GST Helpline 1800-180-8067                   | 7   | 5305169924652589 | tc hardware                     | teena chatiry   | NORMAL    | 07591008626 | 16/07/2023      | DCSTE Forward Remark ACSTE Forward Remark Report submitted View |  |
|  | 8   | 2980698090208641 | Sharma Construction             | Priyanka Sharma | NORMAL    | 02365987451 | 15/07/2023      | DCSTE Forward Remark ACSTE Forward Remark Report submitted View |  |
|  | 9   | 8609805036903020 | ttttttt                         | wwwww           | NORMAL    | 08745885698 | 14/07/2023      | DCSTE Forward Remark ACSTE Forward Remark Report submitted View |  |

Fig-9

28. In the menus list click on "Cancellation List" menu then the list will appear. (Fig-10)

| Assessment  Backgrour Primary MIS Registratio                       | nd Reports ▼ Bi<br>on ▼ Removal C | ock/Unblock TIN♥ Dashboard♥<br>Df Goods♥ Returns♥ Secondary | Dealer Profile♥ Dealer Sea<br>MIS♥ Statutory Forms♥ 1 | rch♥ Exception Reports Commissio<br>fask Management♥ View Declaratio | oner♥ Excise License♥ Forms Control♥ :<br>ons♥ | GIS♥ General♥ Gener | rate List♥ My Message Box♥ Payment♥     |  |
|---|-----------------------------------|---|---|--|--|---------------------|---|--|
| <b>Fo sanjauli</b><br>Field officer (STEO)                          | Fo sanjauli Cancellation List     |   |   |  |  |                     |   |  |
| LINKS   | Show 10                           | ✓ entries   |   |  |  |                     | Search:                                 |  |
| VAT List     CST List     CGCR List                                 | sı. 🗘                             | Acknowledgement No  | ≑ <sub>TIN</sub> ≑                                    | Acknowledgement Date   | Status   | Submitted<br>Type   | Action                                  |  |
| PGT/AGT List     VAT Amendment List                                 | 1                                 | 4750798718012817  | 0210110112111   | 25/08/2023   | Field Inspection                               | Normal              | View Input Datas                        |  |
| CST Amendment List     PGT/AGT Amendment List     Cancellation List | 2                                 | 2471595187272537  | 02101101121   | 03/08/2023   | Hearing Notice                                 | Normal              | Hearing Notice List<br>View Input Datas |  |
| HELPLINE NO   | 3                                 | 5787343428495648  | 02101101122   | 18/07/2023   | Cancellation Hearing Proceeding                | Normal              | View Input Datas                        |  |
| VAT & EXCISE 1800-180-8066     GST Helpline 1800-180-8067           | 4                                 | 3160864018738066  | 02101101120   | 18/07/2023   | Hearing Notice                                 | Normal              | Hearing Notice List<br>View Input Datas |  |
|   | 5                                 | 7208434995370096  | 02101101123   | 17/07/2023   | Inspected                                      | Normal              |   |  |
|   | 6                                 | 4249724306217016  | 02101101100   | 17/07/2023   | Field Inspection                               | Normal              | View Input Datas                        |  |

Fig-10

29. From the Cancellation List, click on "View Input Datas" button then the following page will appear. (Fig-11)

| Field officer (STEO)                          | APPOINTVENT DETAILS   | <b>€</b> Back |
|---|---|---------------|
|   | ALL INPUT DATAS   |               |
| LINKS   | Arknowledgement Number : 947159557777537  |               |
| VAT List     CST List                         | Receiving Mode : TAX OFFICE   |               |
| CGCR List                                     | Dealer Name : usmila  |               |
| PGT/AGTLISt     VAT Amendment List            | Department User Name: do shimite  |               |
| CST Amendment List     PGT/AGT Amendment List | TIN • (2101501152)  |               |
| Cancellation List                             |   |               |
|   |   |               |
| HEI PITNE NO                                  | Downbar Cancel Initiate Certificate 2: An CELTALION_INITIATE/EUB/C24.pdf  |               |
| • VAT & EXCISE 1800-180-8056                  | Cancel Bocument Types:<br>1: A bolication for cancellation to the appropriate assessing authority duly signed.      |               |
| • CGST Helpline 1800 180 8067                 | Cancel Reason Causes :  |               |
|   | 1 : If the dealer selic or otherwise discoses of his business or any place of business or discontinues his business |               |
|   | Effective Date : 2023-00-03   |               |
|   | Order Remarks :   |               |
|   | Advisory Appointment Details  |               |
|   | Appointment Date: 2023-08-05  |               |
|   | Appointment Time: 1652  |               |
|   | Contact Person: Rajesh  |               |
|   | Mobile No: 07376787878  |               |
|   | Contact Person Designation: Field Officer   |               |
|   | Advisury Received Dadie: 2023-08-33 D453:16   |               |
|   | Advisory Initiate Remarks: test   |               |
|   | Advisory Visit Remarks:*  |               |
|   |   |               |
|   |   |               |
|   |   |               |
|   | SUBMII ADVISORY VISI I FEEDBACK   |               |
|   |   |               |

Fig-11

30. In the appointment details page, enter the "Advisory Visit Remarks" then click on "Submit Advisory Visit Feedback" button.

## 4. Getting Started (ACSTE)

#### To start the application:

- 31. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
- 32. Type the URL given below in the Address bar :

http://203.193.144.19/HP-VAT/

- 33. Once the web site is connected the Home page will appear as shown below (Fig-12).
- 34. On the left hand side of the home page there is a login section.

| LOGIN   | Welcome   |   | WHAT'S NEW  |                                      |  |
|---|---|---|---|--------------------------------------|--|
| Login Here  | Shri Sukhvi<br>Hon'ble Chief Mi<br>Vision:<br>Towards Econom<br>Mission of ETD:<br>Mobilizing Public<br>economic develo<br>effective Tax Adn<br>business environ  | nder Singh Sukhu<br>nister<br>ic Self Reliance<br>: Revenue for social and<br>opment of the State through<br>ninistration in a symbiotic<br>ment. | <ul> <li>Himachal Pradesh Sadhbhawana Legacy Cases Resol<br/>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 Hologr<br/>Specifications</li> <li>Amendment in VAT rate on Diesel</li> <li>Toll Announcements-2023 containing Terms and con</li> </ul> |                                      |  |
| Forgot Password   | General   | View  | Form Finder   | Tax Haat Corner                      |  |
| LINKS  VAT Registration CST Registration PGT Registration DEALER LISTING Dealer Search GST GST Registration Know your GST | Post Query<br>Feedback<br>Checklist & Procedure<br>Draft GST Return Design,<br>Principles And Formats<br>Comment / Feedback input on<br>GST Returns and Design forms<br>(please be sent in prescribed<br>format only by email.<br>1. To GST Council Secretariat<br>at gstc.secretariat@gov.in<br>2. To ETD HP<br>rakesh.sharma@mailhptax.gov.in<br>. infoost@mailhptax.gov.in | GST FAQ<br>VAT FAQ<br>Tenders<br>Advertisement  | GST Form<br>VAT Forms<br>CST Forms<br>CGCR Forms<br>PGT Forms<br>M&TP Forms<br>Downloads  | Submit Query<br>View Status of Query |  |

- 35. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
- 36. Click on "Login" button will redirect the user to the listing page (Fig-13).

| Call: (0177) 2621264  | etc-hp@nic.in  |   |   |                                       |                                 |   |                          |                        |               |            |                       | FAQ A-                           | <b>A</b> A :    | A 🖶 🛛   |
|---|--|---|---|---------------------------------------|---------------------------------|---|--------------------------|------------------------|---------------|------------|-----------------------|----------------------------------|-----------------|---|
| Assessmen<br>Primary MIS  | <ul> <li>Background Report</li> <li>Registration </li> </ul> | orts▼ Block/Unblock TIN▼ Das<br>emoval Of Goods▼ Returns▼ | shboard  ▼ Dealer f<br>Secondary MIS  ▼ | Profile▼ Dealer S<br>Statutory Forms▼ | earch  Exception Task Managemen | Reports Commissi<br>t  View Declaration | oner▼ Excise Lic<br>ons▼ | ense▼ Forms            | Control♥ GIS♥ | General▼ ( | 3enerate List♥        | <ul> <li>My Message E</li> </ul> | Box▼ Payme      | nt♥   |
| omallroad<br>rcle officer (ACSTE)   | Î V  | AT Registration List                                      |   |                                       |                                 |   |                          |                        |               |            |                       | <b>.</b> .                       |                 | ← Bac   |
|   |  |   |   |                                       |                                 |   |                          | Assigned               | ACSTE Details |            | Assigned              | Search:                          |                 |   |
| CST List     CGCR List  |  | Acknowledge ⇒<br>SI. No.                                  | Firm ≑<br>Name                          | Owner ≑<br>Name                       | ⇒<br>Submitted                  | Mobile 🗧<br>No.                         | Registered 🖶<br>Date     | Name 🔶                 | Date 🔶        | Status 🔶   | Name 🔶                | Date 🔶                           | Status 🔶        | Action  |
| VGT/AGT List<br>VAT Amendment List<br>PGT/AGT Amendment List<br>CST Amendment List<br>CST Amendment List<br>e-Payment List<br>Initiate Suspension Notice<br>Suspension List             |  | 1 5033117983155779  | AMb<br>Organization                     | susmita<br>sahoo                      | NORMAL                          | 07845223888                             | 23/08/2023               | ACSTE-<br>Mall<br>Road | 25/08/2023    | Pending    | Not<br>Assigned       | Not<br>Assigned                  | Not<br>Assigned | DCSTR<br>Approve<br>TIN No<br>Downlo<br>Certifica |
| Activate Suspended Dealers<br>Activate Suspended Dealers<br>Initiate Cancellation<br>Cancellation List<br>SUO-MOTO Registration-VS<br>SUO-MOTO Registration-CS<br>SUO-MOTO Cancellation | т<br>т   | 2 1432770369160147  | ABC                                     | ABC<br>TRADERS                        | NORMAL                          | 09114809461                             | 18/08/2023               | ACSTE-<br>Mall<br>Road | 18/08/2023    | Approved   | STEO-<br>Mall<br>Road | 18/08/2023                       | Inspected       | DCSTI<br>ACSTI<br>Approv<br>TIN No<br>@Vie        |
| Conversion From 14(2) to  |  | 3 9492784183585356  | ABC                                     | ABC                                   | NORMAL                          | 09114809461                             | 16/08/2023               | ACSTE-                 | 16/08/2023    | Approved   | Not                   | Not                              | Not             | DCS   |

Fig-13

37. On the Listing page click on "Cancellation List" button, the following page will appear. (Fig-14)

| Call: (0177) 2621264 et  | c-hp@nic.                    | lin                   |   |  |                         |   |                     | FAQ A-Z A A A ↔ Stemap   |
|--|------------------------------|-----------------------|---|--|-------------------------|---|---------------------|--|
| Assessment - Ba<br>Primary MIS - Re  | ackground R<br>egistration 🕶 | eports - E<br>Removal | Block/Unblock TIN♥ Dashboa<br>Of Goods♥ Returns♥ Seco | rd▼ Dealer Profile▼<br>ndary MIS▼ Statutor | Dealer Search           | eports Commissioner   Excise Lice View Declarations | ense▼ Forms Control | ▼ GIS ▼ General ▼ Generate List ▼ My Message Box ▼ Payment ▼                             |
| Comallroad<br>Circle officer (ACSTE)   | Î                            | Cance                 | ellation List   |  |                         |   |                     |  |
| LINKS  |                              | Show 1                | 0 🖌 entries   |  |                         |   |                     | Search:  |
| VAT List     CST List     CGCR List  |                              | SL 🗘                  | Acknowledgement<br>No                                 | tin ÷                                      | Acknowledgement<br>Date | Status  | Submitted<br>Type   | Action   |
| PGT/AGT List     VAT Amendment List     PGT/AGT Amendment List     CST Amendment List          | L                            | 1                     | 4750798718012817                                      | 0210110112111                              | 25/08/2023              | Inspected   | Normal              | Cancellation Order Generate Hearing Notice<br>View All Advisory Visits                   |
| e-Return List     e-Payment List     Initiate Suspension Notice     Suspension List            | L                            | 2                     | 2001282454196814                                      | 0210110112111                              | 25/08/2023              | Initiated   | Normal              | Cancellation Document Check Generate Hearing Notice Assign Advisory Visit                |
| Activate Suspended Dealers     Activation List     Initiate Cancellation     Cancellation List | L                            | 3                     | 5902572717112383                                      | 0210110112120                              | 25/08/2023              | Hearing Notice                                      | Normal              | Cancellation Order Hearing Notice List Assign Advisory Visit Download Cancellation Order |
| SUO-MOTO Registration-VAT     SUO-MOTO Registration-CST  |                              | 4                     | 5917195235302065                                      | 0210110101115                              | 25/08/2023              | Cancellation Ordered                                | Normal              | Generate Hearing Notice Download Cancellation Order                                      |
| SUO-MOTO Cancellation     Conversion From 14(2) to   |                              | 5                     | 4922576895825654                                      | 021011010184                               | 21/08/2023              | Cancellation Ordered                                | Normal              | Download Cancellation Order  |

Fig-14

38. Click on "View All Advisory Visits" button to view the STEO remarks. (Fig-15).

| Call: (0177) 2621264  | etc-hp@nic.               | in                       |  |   |   |                             |                      | FAQ A-Z A A A 🕀          |
|---|---------------------------|--------------------------|--|---|---|-----------------------------|----------------------|--------------------------|
| Assessment -<br>Primary MIS -   | Background Registration • | eports - Bi<br>Removal C | ock/Unblock TIN♥ Dashboard♥ Dealer Prof<br>Df Goods♥ Returns♥ Secondary MIS♥ Sta | ile▼ Dealer Search▼ Exception Rep<br>tutory Forms▼ Task Management♥ | oorts Commissioner♥ Excise Licens<br>View Declarations♥ | se▼ Forms Control▼ GIS▼ Gen | eral▼ Generate List▼ | My Message Box♥ Payment♥ |
| omallroad<br>ircle officer (ACSTE)  | ^                         | All Adv                  | visory List  |   |   |                             |                      |                          |
| LINKS   |                           | Show 10                  | ✓ entries  |   |   |                             |                      | Search:                  |
| VAT List     CST List   |                           | SI. 🔶                    | Assessing Authority Remarks  | Appointment Date  | Appointment Time  | Inspector Remarks           | Glose Date           | Verification Done By     |
| CGCR List     PGT/AGT List  |                           | 1                        | dfvdfvdfrvedrfvefve  | 25/08/23  | 20:15   | ewdwqdqwdqw                 | 25/08/23             | fo sanjauli              |
| VAI Amendment List<br>PGT/AGT Amendment List<br>CST Amendment List<br>e -Paryment List<br>initiate Suspension Notice<br>Suspension List<br>Activation List<br>Activation List<br>Activation List<br>SuG-MOTO Registration-VAT<br>SUG-MOTO Registration-VAT<br>SUG-MOTO Registration-CST<br>SUG-MOTO Registration-CST<br>SUG-MOTO Registration-CST<br>SUG-MOTO Registration-CST<br>Automation Statement<br>Conversion From 14(2) to<br>14(1) | l                         | Showing 1                | l to 1 of 1 entries  |   |   |                             |                      | Previous 1               |

#### Fig-15

39. To cancel the order, click on "Cancellation Order" button.

40. After clicking the button, the approval page will appear. (Fig-16)

| Call: (0177) 2621264 etc-hp/8  | nicin  |  | 📧 🗚 λ Ə 🚥   |  |  |  |  |  |  |
|--|--|--|---|--|--|--|--|--|--|
| 🚺 🐔 Assessment - Backgrout   | d Neparla 🖷 Block/Unblock TIN 🗢 Dashboard 🕶 Dealer Profile 🗢 Dealer Search 🗢 Exception Reports Commissioner 🗢 Excise Lionnac   | Forms Control • GIS • General • Generale List • My Message Bos • Payment • Primary MS • Registration • Removal 0 | If Goods • Returns • Secondary MS • Eadulary Forms • Tesk Managament • View Declandions • |  |  |  |  |  |  |
| Comaliroad<br>Dirde officer (ACSTE)  | PRE-FILLED DETAILS   |  | €5at  |  |  |  |  |  |  |
| LINKS  | Acknowledgement Number   |  | TIN:<br>0210110112111   |  |  |  |  |  |  |
| VAT List     CST List     CGER List     PGT/AGT List     VAT Amendment List  | Firm Nama:<br>glighthri  |  |   |  |  |  |  |  |  |
| PGT/AGT Amendment List     CST Amendment List     e Return List     e Return List     e Payment List   | PRINCIPAL PLACE OF BUSINESS<br>House No./Address:<br>223 RT sanjauli   | Villago/Jown/City:<br>sanjauli   | Tabat   |  |  |  |  |  |  |
| Initiate Suspension Notice     Suspension List     Activate Suspended Dealers     Activation List  | District<br>Shimla   | Pin Code:  | Photive Cancellation Date.* 25-08-2023  |  |  |  |  |  |  |
| Anthroughon List     Instate Cancellation     Cancellation List     SUD MOTD Registration VAT     SUD MOTD Registration CST     SUD MOTD Registration     Conversion From 14(2) to 14(1)     Quintim Clarance     el CST Cancellation     Block/Unblock TN | Reach for Cancelerion     The cashe who or difference of the bodieses or any place of humans or discontinues his busineses     The cashe who cashe with a substance music of the contract of regionation of failability is payment of the cash     The cash who cashe without any music of the contract of regionation of failability is payment of the cash |  |   |  |  |  |  |  |  |
| HELPLINE NO<br>VAT & EXCISE 1800-180-806<br>GST Helpline 1800-180-806/   | TIN Cancellation Request Approval/Rejection Cider: fvdfvdfv fvdfvdf gfofgb   |  |   |  |  |  |  |  |  |
|  | ALSINI DADEL-<br>APPROVE   | <b>v</b>   |   |  |  |  |  |  |  |
|  |  | CANCELLATION ORDER   |   |  |  |  |  |  |  |

Fig-16

- 41. In the approval page, enter the "TIN Cancellation Request Approval/Rejection Order" and choose "Assign Order" whether Approval or Reject.
- 42. After filling the details, click on "Cancellation Order".
- 43. After the order is cancelled, to generate the hearing notice. Click on "Generate Hearing Notice" button from the Cancellation List. (Fig-17)

| fficer (ACSTE)                  | GENERATE HEARING NOTICE   |  |
|---------------------------------|---|--|
|                                 |   |  |
| Tilet                           | grgorovi<br>223 RT sanjauli, sanjauli,  |  |
| List                            | Shimla Himachal Pradesh   |  |
| R List                          |   |  |
| /AGT List                       | Whereas you have applied for cancellation or registration issued under the HP VALALI (2005/CS) ALL 1950 vide<br>A/F/NA 27607887364012817  |  |
| Amendment List                  | Date 25/08/203  |  |
| AGI Amendment List              | Whereas, on examination of application / documents following deficiencies / infirmities / shortcomings have been noticed particulars of which are given below.*   |  |
| turn List                       |   |  |
| yment List                      | rdgdrger  |  |
| ate Suspension Notice           |   |  |
| pension List                    |   |  |
| vate Suspended Dealers          |   |  |
| vation List<br>ate Cancellation |   |  |
| cellation List                  |   |  |
| D-MOTO Registration-            |   |  |
|                                 |   |  |
| -MOTO Registration-             | Whereas, your application is liable to be rejected in case these deficiencies / infimities . shortcomings are not fulfilled it is necessary to give you an opportunity of being heard before rejecting the application of cancellation of registration. |  |
| MOTO Cancellation               | L therefor request you to appear in person or through your authorized representative before me at place * mallroad on (date) * 25-08-2023 🗖 at * 21/31 Q to make up the deficiencies /  |  |
| version From 14/2) to           |   |  |
| )                               | intrimites / shortcomings.  |  |
| rter Clearance                  | if you fail to avail of this opportunity I shall make the order of rejection without any further notice to you.   |  |
| ST Cancellation                 |   |  |
|                                 |   |  |

Fig-17

- 44. On the "Generate Hearing Notice" page, enter all the details and click on "Generate Hearing Notice" button.
- 45. To view the Hearing Notice, click on "Hearing Notice List" button from the Cancellation List and the listing page will appear. (Fig-18)

| Call: (0177) 2621264 etc-hp  | Cal: (0177) 2621264 etc-hp@nicin  |                   |          |            |         |   |            |                 |            |            |                          |                     |
|--|---|-------------------|----------|------------|---------|---|------------|-----------------|------------|------------|--------------------------|---------------------|
| Assessment - Backgro<br>Returns - Secondary I  | Assessment      Background Reports      BookUnblock TNV Dashbards Dealer Potile      Dealer Potile      Exception Reports      Excepting      Excepting      Excepting      Exception Reports      Except |                   |          |            |         |   |            |                 |            |            |                          |                     |
| Comallroad<br>Girde officer (ACSTE)  | on Hearing<br>entries   | Notice Lis        | t        |            |         |   |            |                 |            | Search:    | €Bad                     | *                   |
| VAT List     CST List  | oledgement  | Hearing<br>Notice | Hr.Place | Hr.Date    | Hr.Time | Hr. Download  | Proceeding | Proc.Attendedby | Proc.Place | Greated    | \$tatus 🕴                | Action              |
| CGCR List     PGT/AGT List   | 730289956733  | rdgdrger          | mallroad | 25/08/2023 | 21:31   | CANCELLATION_HEARING_NOTICE_02101101121111692961352.pdf |            |                 |            | 25/08/2023 | Hearing Notice Initiated | Hearing Proceedings |
| Vari Anendment List     POT/AAT Amendment List     C57 Anendment List     C57 Anendment List     e-Repurch List     e-Repurch List     inhate Suppension Notice     Suppension Notice     Activate Suppension Rotice     Activation List     Initiate Suppension Rotice     Sup-MOTO Registration-S4T     SUD-MOTO Registration-S4T     SUD-MOTO Cancellation     Conversion From 14(2) to 14(1) | of 1 entries  |                   |          |            |         |   |            |                 |            |            | Previous 1 Nex           |                     |



#### 46. On the Cancellation Hearing Notice list Page Click on Hearing Proceeding.



#### Fig-19

47.On Add Hearing Proceeding Page Click on Save hearing Proceeding.

| Call: (0177) 2621264 etc-hp@  | 2nic.in       |   |   |                                   |                                 |                        | (HQ) AZ X A A & Seemap   |
|---|---------------|---|---|-----------------------------------|---------------------------------|------------------------|--|
| Assessment - Backgrou<br>Returns - Secondary MI                               | ind Reports   | Block/Unblock TIN♥ Dashboard<br>Forms♥ Task Management♥ V | <ul> <li>Dealer Profile → De</li> <li>lew Declarations →</li> </ul> | aler Search + Exception Reports C | ommissioner♥ Excise License♥ F  | orms Control + GIS+ Ge | neral+ Generate List+ My Message Box+ Payment+ Primary MIS+ Registration+ Removal CK Goods+  |
| Comallroad<br>Circle officer (ACSTE)  | Cance         | ellation List   |   |                                   |                                 |                        | A line   |
| LINKS   | Show 1        | 10 💙 entries  |   |                                   |                                 |                        | Search:  |
| VAT List     CST List   | <b>SI.</b> \$ | Acknowledgement No 🌾                                      | TIN 🔶   | Acknowledgement Date              | Status 🕴                        | Submitted Type         | Action   |
| CGCR List     PGT/AGT List     VAT Amondment List                             | 1             | 4750798718012817  | 0210110112111   | 25/08/2023                        | Cancellation Hearing Proceeding | Normal                 | Cancellation Order Generate Hearing Notice Assign Advisory Visit Download Cancellation Order |
| PGT/AGT Amendment List     CST Amendment List                                 | 2             | 2001282454196814  | 0210110112111   | 25/08/2023                        | Initiated                       | Normal                 | Cancellation Document Check Generate Hearing Notice Assign Advisory Visit                    |
| e-Return List     e-Payment List  | 3             | 5902572717112383  | 0210110112120   | 25/08/2023                        | Hearing Notice                  | Normal                 | Cancellation Order Hearing Notice List Assign Advisory Visit Download Cancellation Order     |
| Initiate Suspension Notice     Suspension List     Activate Suspended Dealers | 4             | 5917195235302065  | 0210110101115   | 25/08/2023                        | Cancellation Ordered            | Normal                 | Generate Hearing Notice Download Cancellation Order  |
| Activation List     Initiate Cancellation                                     | 5             | 4922576895825654  | 021011010184  | 21/08/2023                        | Cancellation Ordered            | Normal                 | Download Cancellation Order  |
| Cancellation List     SUO-MOTO Registration-VAT     SUO-MOTO Registration_CST | 6             | 3354171164571382  | 02101101010   | 29/07/2023                        | Cancellation Ordered            | Sue Moto               | Generate Hearing Notice Download Cancellation Order  |
| SUO-MOTO Cancellation     Conversion From 14(2) to 14(1)                      | 7             | 4547768270386269  | 02101101010   | 29/07/2023                        | Cancellation Ordered            | Sue Moto               | Generate Hearing Notice Download Cancellation Order  |
| Quarter Clearance     e-CST Cancellation                                      | 8             | 3604551711039891  | 02101101122   | 26/07/2023                        | Cancellation Ordered            | Normal                 | Generate Hearing Notice Download Cancellation Order  |
| Block/Unblock: fIN  | 9             | 7089719596016163  | 02101101013   | 24/07/2023                        | Cancellation Ordered            | Normal                 | Generate Hearing Notice Download Cancellation Order  |
| HELPLINE NO   | 10            | 4451149055211712  | 021011010161  | 18/07/2023                        | Cancellation Ordered            | Normal                 | Generate Hearing Notice Download Cancellation Order  |
| HELPLINE NO   | 10            | 4451149055211712  | 021011010161  | 18/07/2023                        | Cancellation Ordered            | Normal                 | Generate Hearing Notice Download Cancellation Order  |

Fig-19

48. On Cancellation List Page Click on Download Cancellation Order.

| DEPARTMENT OF STATE TAXES AND EXCISE<br>Government of Himachal Pradesh   |  |  |   |  |  |  |  |  |  |
|--|--|--|---|--|--|--|--|--|--|
| The same and the s |  |  |   |  |  |  |  |  |  |
|  | Cancellation Of  | der  |   |  |  |  |  |  |  |
| TIN/ACK : 0210110112111 Pursuant to the application filed  | by the dealer, vide A/k No. <b>47507987</b>  | 18012817 dated 2023-08-2   | 5 16:06:44, for   |  |  |  |  |  |  |
| cancellation of Registration Cer<br>up-to-date return along with fin<br>vested in me I cancel the registr<br>accordingly.  | tificate, the case got examined. Perusa<br>al return and has no outstanding as on<br>ation certificate/s of the dealer with im | l of the records reveal that i<br>date. Now, therefore, in exa<br>mediate effect. Office to an | he dealer has filed<br>recise of powers<br>nend records |  |  |  |  |  |  |
|  |  |  |   |  |  |  |  |  |  |
|  |  |  |   |  |  |  |  |  |  |
|  |  |  |   |  |  |  |  |  |  |
| OTHER LOCATION:  |  | Signature:   |   |  |  |  |  |  |  |
| Place:   | Approved<br>Stamp or Seal  | Name:  |   |  |  |  |  |  |  |
| Date:  |  | Designation:   |   |  |  |  |  |  |  |