User Manual For PGT Registration



Himachal Pradesh Excise and Tax Department



Contents

1. Intr	roduction	3
1.1.	Workflow	3
2. VA	T Registration	4
2.1.	Getting Started (Dealer)	4
2.2.	Getting Started [DCSTE]	20
2.3.	Getting Started [ACSTE]	25
2.4.	Getting Started [STEO]	31
3. PG ⁻	T/AGT Registration	35
3.1.	Getting Started (Dealer)	35
3.2.	Getting Started (DCSTE)	41
3.3.	Getting Started (ACSTE)	48
3.4.	Getting Started (STEO)	53

1. Introduction

To initiate the PGT/AGT Registration process, dealers are required to provide certain essential information. Dealers must registered with VAT and received a VAT Acknowledgement No/ TIN No. These details typically include the Basic Details and Business Details. The Dealers carefully filling out these forms and submitting the necessary documentation, businesses can complete the PGT Registration process successfully.

1.1. Workflow

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

- Before registering PGT/AGT, Dealer needs to do VAT registration first.
- Dealer submits the PGT registration form to the DCSTE.
- Applications will be visible to the DCSTE of the respective district.
- DCSTE DCchecks the application and assign task to ACSTE.
- DCSTE downloads the Registration Certificate.
- ACSTE checks the application and assign the task to STEO.
- ACSTE approves and submit the report.
- ACSTE generates the hearing notice.
- 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, 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 VAT Registration link. Click on this link.



- 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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Password	Name of Business									
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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).

Call: (0177) 2621264	etc-hp@nic.in					l	FAQ A-Z	A	Sitemap	
	M Organization	GST ✓	Excise 💌	Vat & Allied Acts 👻	Notifications & Circulars 👻	RTI 🕶	Tax Rates 💌	Help 🔻	Quick Links 🔻	
LOGIN	FORM VAT-1 Regis	tration								
Login Here	Application for the grant	of VAT/GENER	AL registra	ation under sectior	14 of the Himachal Prac	lesh Value	Added Tax A	Act, 2005.		
2 Username	1	_ 2 _		3	4	- 5		- 6 -	7	
A Password	Name of Business	Bank Details		Annexure-I	Annexure-II	Annexure-		Annexure-I	V Annexure	-V
Captcha	ANNEXURE-I TO BE ATTACH									
Login	Information about Proprie Karta of Hindu Undivided		(duly auth	orised), each Partn	er (in case of partnership	business)	/Director (in	case of Pr	rivate Company) sepa	ratel
Forgot Password	Full Name:*			Fathers Name:*			Status:*			
LINKS	ereee						Busines	s Manage	r	
	Extent Of interest in Busin	iess:								
VAT Registration CST Registration										
CGCR Registration PGT Registration	Permanent Address									
E-Registration	House No./Address:			Village/Town/C	ity:*		State:*			
DEALER LISTING	dsdf			dsdfd			Select			
Dealer Search	District:*		10	Tehsil:			Pincode:			
GST	Kinnaur		~							
GST Registration	Present Address									
Know your GST Jurisdiction	House no./Address:			Village/Town/C	ity:		State:			
E-SERVICES	dsdf			dsdfd			Select			
GST Services	District:		li	Tehsil:			Pincode:			
Excise Dashboard View / Verify e-Payment	Kinnaur		~							
e-Payment (Unregistered)	Details Of All Immovab	le Propertie	s Owned							
e-Payment Toll e-Registration	Full Address where p			٨	pproximate Value:*		Extent of Sh	*		
• e-Payment	Full Address where p	roper ties is sit	uateu.		pproximate value.		Extent of Si	iare.		
e-Returns Removal of Excisable				1						
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e-Declaration (VAT-XXVI)	Particulars Of Other Bu									
e-CST Forms Request e-CST Forms Cancellation	Full address where p	operty is situa	ated:	A	pproximate Value:*		Extent Of Si	nare:*		
Validate e-CST Forms										
Validate Signed PDF e-Track Status										
e-Communication									Add M	ore
REFERRAL WEBSITES	VERIFICATION									
GST Website				best of my knowle	dge and belief and noth	ing has be	en concealeo	d therefro	m	
Govi, or Himachar Pradesh	Place:*	Date	*							
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			obt @2022.1**	machal Desited at Desi	te Paranual					
				machal Pradesh. All Right						

- 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).

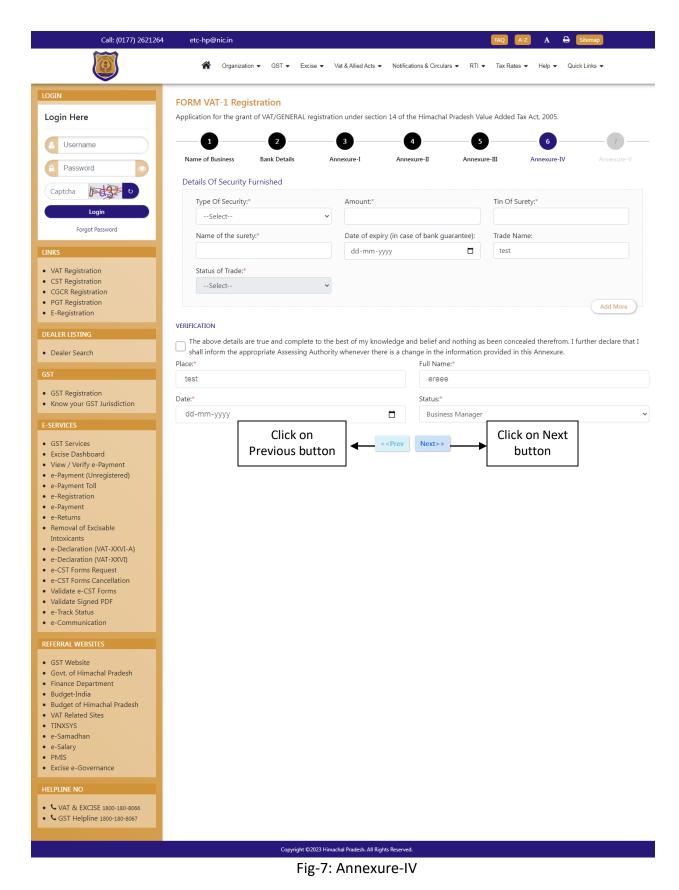
	4 etc-hp@nic.in ☆ Organization GST Excise	 Vat & Allied Acts Notifications & Circulars 	FAQ A-Z A O Sitemap
LOGIN Login Here	FORM VAT-1 Registration Application for the grant of VAT/GENERAL regis	stration under section 14 of the Himachal Pr	adesh Value Added Tax Act, 2005.
Username		4	6 7 -
A Password	Name of Business Bank Details	Annexure-I Annexure-II	Annexure-III Annexure-IV Annexure-V
Captcha	ANNEXURE-II (To Be Attached With Form VA	Γ-1)	
	Details Of Additional Places Of Business		
Login	Branch Name:*	Use Of Premises:*	If Other Please Specify:
Forgot Password		Select	~
LINKS	House No./Address:	Village/Town/City:*	State:*
VAT Registration	dsdf	dsdfd	Himachal Pradesh 🗸
CST Registration CGCR Registration	District:*	 Tehsil:*	Pincode:
PGT Registration E-Registration		 ✓ 	
-	Std Code:	Telephone No:	
DEALER LISTING		787878	
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Luminous Infoways Pvt Ltd

- 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).

Call: (0177) 26212(64 etc-hp@nic.in				FAQ A-Z A	Sitemap
	A Organiza	ation ▼ GST ▼ Excise ▼ Vat &	Allied Acts 👻 Notifica	tions & Circulars 👻 RTI	Tax Rates Help ✓	Quick Links 🔻
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Forgot Password	Purpose For Whic		escription Of Goods:	*		
LINKS	Select	v	Select	······································		
VAT RegistrationCST Registration						
CGCR Registration PGT Registration	Place:*			Date:*		Add More
E-Registration	lest			dd-mm-yyyy	Click on Next	
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Dealer Search		Frevious button		l		
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Know your GST Jurisdiction						
E-SERVICES						
GST ServicesExcise Dashboard						
 View / Verify e-Payment e-Payment (Unregistered) 						
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- 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).



- 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).

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	A Organization - GST - Excise - V.	at & Allied Acts 👻 Notific:	ations & Circulars 👻 RTI 👻	Tax Rates ▼ Help ▼ Quick	Links 👻
OGIN	FORM VAT-1 Registration				
Login Here	Application for the grant of VAT/GENERAL registratio	n under section 14 of t	he Himachal Pradesh Valu	ie Added Tax Act, 2005.	
Username		3(4 5	6	
Password	Name of Business Bank Details An	nexure-I Anne	exure-II Annexure	e-III Annexure-IV	Annexure-V
Captcha	(To Be Attached With Form VAT-I)	vital Coods) As On	21.02.2005		
Login	Details Of Stock Of Goods (Other Than Cap 1. Total value of the stock as on 31.03.2005: Rs.	oftal Goods) As On	31.03.2005		
Forgot Password	2. Value of goods out of (1) above which are lying	in the form in which th	nese were purchased: Rs.		
	3. Value of manufactured goods including goods			process(in case of a manufactu	ring concern):
NKS	4. Break-up of value of goods at (2) above:				
VAT Registration CST Registration	Value of stock of goods as on 31.03.2005 (in Rs.):*	Rate of tax*		Value of goods*	
CGCR Registration					
PGT Registration E-Registration	Tax element in value*	Tax free goods*		Taxable goods (purchased	d without paymer
EALER LISTING		lax nee goods		tax)*	a without paymen
Dealer Search	Value of goods purchased from outside the	Total*			
ST	State*				
GST Registration					
Know your GST Jurisdiction	 Break up of value of goods used in the manu Total Value (in Rs.):* 		3) above: chased within the State (in	n Rate of tax*	
SERVICES		Rs.):*	chased within the state (in		
GST Services					
Excise Dashboard View / Verify e-Payment	Value of goods*	Tax element in value	e*	Tax free goods*	
e-Payment (Unregistered) e-Payment Toll					
e-Registration	Taxable goods. (purchased without payment	Value of goods pur	chased 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 l	oest of my knowledge a	and belief and nothing has	s been concealed therefrom.	
Validate e-CST Forms Validate Signed PDF	Place:*		Full Name:*		
e-Track Status	test		ereee		
e-Communication	Date:*		Status:*		
EFERRAL WEBSITES	dd-mm-yyyy		Business Manager		
GST Website	Click on			Click on Next	
Govt. of Himachal Pradesh Finance Department	Previous button	< <prev< td=""><td>Next>></td><td>button</td><td></td></prev<>	Next>>	button	
Budget-India					
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TINXSYS					
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PMIS					
Excise e-Governance					
ELPLINE NO					
VAT & EXCISE 1800-180-8066					
GST Helpline 1800-180-8067					
	Convright ©2023 Himsel	hal Pradesh. All Rights Reserved	d		
		3: Annexure			
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	17			Luminous Infov	vays Pvt L

- 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).

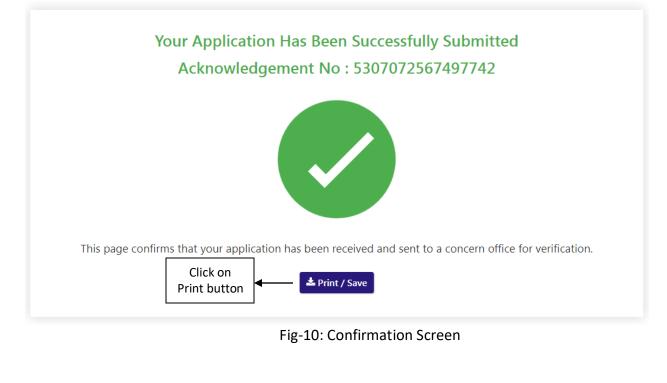
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Value of goods*	Click on Submit button	e application	Tax free goods* 4444
Taxable goods. (pu of tax)*	rchased without payment	Value of goods purchased from outside the State*	
66666		555555	

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>></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 [DCSTE]

To start the application:

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

http://203.193.144.19/HP-VAT/

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

	0 v entries Assigned ACSTE Details Assigned STEO Details											Search:	
, ≜ SI.	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
2	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
3	8792515646948710	Travel	Umesh Sharma	NORMAL	09817564321	21/08/2023	ACSTE- Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark View
1	8019612492852303	SSSSSSSSSS RRRTTTT	Susmita Ss	NORMAL	06985745896	19/08/2023	Not Assigned	Not Assigned	Not Assigned	Click Assign b	•	lot Assigned	Assign to ACSTE
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- Mall Road	18/08/2023	Approved	STEO- Mall Road	18/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Hearing Notice List Approved Successfully TIN No: 0210110101115

- 41. 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	_	_	_	_	-	Back
Name of Business	2 Bank Details	Annexure-I	4 Annexure-II	5 Annexure-III	6 Annexure-IV	7 Annexure-V
I/We ABC . Proprietor/Manager	(duly authorised)/ Partner(s)/Karta	of HUF/Principal Officer managing	g the business/affairs of the Comp	pany/Society/Association of persons/	Club/Head of the Department or	
by him in writing, of the business, de	etails of which are given below, her	eby apply on behalf of the said bu	siness for grant of a certificate of	registration under the Himachal Prad	lesh Value Added Tax Act, 2005	
1. NAME OF BUSINESS						
Name as per PAN: ABC		Trade Name: KFC				
2. PRINCIPAL PLACE OF THE BUSINE	SS AND CONTACT ADDRESS					
Principal Place of Business: Shimla		House No./Address:	Shimla	Village/To	wn/City: Shimla	
State: Himanchal Pradesh		Zone: South Zone		District:	Shimla	
Circle: Mall Road		Telephone No:	-	Fax No:		
Mobile No: 09865221250		Email ID: umeshsharn	na84424@gmail.com			
3. PERMANENT ACCOUNT NUMBER	OF THE BUSINESS (PAN) UNDER T	HE INCOME TAX ACT, 1961.				
AYFPT5991E						
4. CONSTITUTION OF THE BUSINES	5					
		Fig-	13: View Pag	e		

43. DCSTE can assign a ACSTE by clicking the "Assign to ACSTE" button in Action Column44. While clicking "Assign to ACSTE" button, a screen will appear where DCSTE can select a ACSTE from the dropdown (Fig-14).

								ed ACSTE Details			STEO Details		
L [†]	Acknowledge 🔶 No.	Firm 🔶 Name	Owner 🔶 Name	⊖ Submitted	Mobile 🔶 No.	Registered 🔷 Date	Name ≬	Date 🔶	Status	Name 🔶	Date 🔶	Status ≬	Action
	9179586869581243	KFC	ABC	Assi	gn To ACS	TE		ot ssigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE
	4669911463021174	BNM	ABC	ACSTE	Select		*	ot ssigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate
	8792515646948710	Travel	Umesh Sharma	NOF				ot ssigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark
	8019612492852303	sssssssss Click on	Susmita	NOF			li	ot ssigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE
	80500302202	butt	-		Assign to A	CSTE Cancel		9/08/2023	Approved	STEO- Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 021010112119 Download Registration Certificate

Fig-14: Assign to ACSTE Page

- ✤ Assign To 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. DCSTE can click "Cancel" button to cancel the assign to ACSTE screen.
- 47. After assigning a ACSTE, then a Successful message will appears (Fig-15).

now 1	0 💙 entries												Search:
	Acknowledge	Firm Owner Mobile Registered Assigned ACSTE Details Assigned STEO Details											
SI.	Acknowledge No.	Firm = 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
2	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
3	8792515646948710	Travel	Umesh Sharma	NORMAL	09817564321	21/08/2023	ACSTE- Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark ©View
l.	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

Fig-15: Successful Assign Page

- 48. 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 DCSTE can checks "Verify Report". (Fig-17)

				Assigned	Circle Office	er Details	Assigned	Field Officer	Details	
sı. [⊕]	Firm Name	Owner Email Mobile Reg Name District ID No. Date	gistered ite	♦ Name ♦	Date 💧	Status	♦ Name ♦	Date 🔶	Status ≬	Action
1	Mobile :	Verify Report					× ed	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			ed.	Not Assigned	Not Assigned	Approved Successfully Tin No : 021011010710
		Conatct Person Name	:	BBCU Chopra			id.	Assigned	Assigned	Download Registration Certificate
		Conatct Person Designation	:	grghrthbt						Show Verify Report
		Business Name	:	Chopra Group o	f Company					View
4	UAT Trac	Mobile No.		09558402598				Not	Not	®View
		Appointment Date Time	:	22-06-2023 03:1	.5:52		:d	Assigned	Assigned	
5		Inspection Remarks					ed.	Not Assigned	Not Assigned	Assign to Circle Officer
		trhtrjntr					_			®View
6		Check List						Not Assigned	Not Assigned	
7	PNG	 Site visit to the business premises - verification thereof. Submission of report with recommendations for registration 	ion or oth	erwise.			al .	, asigned	Pending	Assigned to Field Officer.
1										Show Verify Report
		Un Check List					- 1			•View
8	PPL	 Verification / report on any matter specifically desired by t Verification of genuineness of sureties. Verification of stock. 	the assess	sing authority.			:d	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-17: Verify Report Page

- 50. 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	

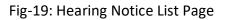
and has additional places of Business at

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

Fig-18: Registration Certificate

- 52. 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 DCSTE can checks the hearing notice details. (Fig-19)

	Hearing Notice List											
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 t	to 2 of 2 entries					Previous 1 Next						



2.3. Getting Started [ACSTE]

To start the application:

- 54. Click any browser icon i.e: Google Chrome, Microsoft Edge, 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	Hon'ble Chief I Vision: Towards Econo Mobilizing Put economic deve	umic Self Reliance D: Jlic Revenue for social and elopment of the State through dministration in a symbiotic	Scheme, 2023- procedure Final seniority list of Clerk Office order regarding se Expression of Interest (EC Specifications Amendment in VAT rate of	: and Jr. Asstt. niority list of Class-IV II) for Finalization of Hologram					
Forgot Password	General	View	Form Finder	Tax Haat Corner					
LINKS • VAT Registration • CST Registration • CGCR Registration • PGT Registration	Post Query Feedback Checklist & Procedure Draft GST Return Design, Principles And Formats Comment / Feedback input on	GST FAQ VAT FAQ Tenders Advertisement	GST Form VAT Forms CST Forms CGCR Forms PGT Forms M&TP Forms	Submit Query View Status of Query					
DEALER LISTING • Dealer Search	GST Returns and Design forms (please be sent in prescribed format only by email.		Downloads						
GST • GST Registration	1. To GST Council Secretariat at gstc.secretariat@gov.in 2. To ETD HP rakesh.sharma@mailhptax.gov	in							
Know vour GST	. infoast@mailhotax.gov.in) Fig-2	0. Home Page							

- 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).

VAT Registration List 🕈 Back . :er (ACSTE) ow 10 🗸 entries Search: Mobile Date Name 179586869581243 ABC 09865221250 21/08/2023 ACSTE-Sanjaul Click on Assign VAT Amendment List PGT/AGT Amendment List CST Amendment List button Return List itiate Suspens ctivate Suspended De ACSTE-Sanjaul STEO-Sanjaul 8050030220273783 text trade 08987676767 19/08/2023 19/08/2023 Inspect text use Approved iate Cancel

VAT & Allied System, Himachal Pradesh Tax and Excise Department



- 60. ACSTE can assign a 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 ACSTE can select a STEO from the dropdown (Fig-22).

	Registration List													Search:
	Acknowledge	Firm 🔶	Owner 🌢		A	Mobile 🝦	Registered 🔶	Assigned A	CSTE Details		Assigned	STEO Details		A
SI.	No.	Name	Name	Supe		Ma	Dele	North	Date	Status 🔶	Name 🔶	Date 🔶	Status 🔶	Action
1	9179586869581243	KFC	ABC		Assigr Verific		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
					Verifying (Se Remark	Officers lect		~						Approve & Submit Report Reject
2	8050030220273783	text trader	text user	C				1	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		As		port and Verification	on	15/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112111 Download Registration Certificate ©View

Fig-22: Assign to 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 STEO.
- 63. ACSTE can click "Cancel" button to cancel the assign to STEO screen.
- 64. After assigning a STEO, then a Successful message will appears (Fig-23).

how 1	L0 🗙 entries											Search:	
Firm Owner Email Mobile Registered Assigned Circle Officer Details Assigned Field Officer Details													
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 : 02101101121 Download Registration Certificate Show Verify Report
2	Mobile shop	Amrit	Shimla		08899889988	20-06-2023	co sanjauli	20-06- 2023	Approved	fo sanjauli	20-06- 2023	Inspected	Approved Successfull Tin No : 0210110108: Download Registratic Certificate Show Verify Report ©View
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 ®View

Fig-23: Successful Assign Page

65. ACSTE can request to 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)

							Assigned	ACSTE Details		Assigned	STEO Details		
SI.	Acknowledge 🔶 No.	Firm	Owner 🔶 Name	Submitted	Mobile 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
					n DCSTE to ACSTEr	o re-allocat	te						Assign Task for Report and Verificat Request To Re-Allocate Other CO Approve & Submit Report Reject @View
2	8050030220273783	text trader	text user		Send Reques	t Cancel	1	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	I			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, Enter the Remark click Send Request.

- 67. 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)

<pre>\ppointment Details cknowledgment No: 4794400037944045</pre>			
4/3440003/344040	Business Name:	* Appointment Date Time:	-
	ssd	dd-mm-yyyy::41	Ö
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 ther	reof.		
2 Submission of report with recommendations for reg	gistration or otherwise.		
3 O Verification / report on any matter specifically desir	ed by the assessing authority.		
4 □ Verification of genuineness of sureties.			
5 Uverification of stock.			
emarks			
indiks			
Return Type	nt Date/Time- Select date e- Select from dropdown nter the details	and time	
9. After filling all the detai		etails", Click on Submit button. " will be generated (Fig-26).	
 After filling all the detail After clicking "Submit" 		" will be generated (Fig-26).	
 After filling all the detail After clicking "Submit" 	button, The "TIN Number	" will be generated (Fig-26).	

Fig-26: TIN No generated page

📥 Download

71. ACSTE can download the certificate by clicking "download" button (Fig-25)

download button

- 72. 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).

	egistratio												Search:
	Acknowled	ae 🍦 Firm 🍦 Owner		Mobile 🌢	Registered 🔶	Assigned	ACSTE Details		Assigned	STEO Det	ails		
SI.	No.	Name Name	Submitted	No.	Date	Name 🕴	Date 💧	Status 🕴	Name 🕴	Date	•	Status 🔶	Action
1	91795868	Verification Failure Deficiencies / infirmities / shortcon	nings Details*							e	d	Not Assigned	DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report @View
2	80500302	Hearing Date* dd-mm-yyyy	Hearing Time*	Upload St Signature Choos		eason*			1	<i>//</i> 2	1023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Successfully TIN No : 0210110112119
3	10557956		Ge	nerate Hearing	Notice Car	ncel				e	d	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, 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 DCSTE listing page.
- 76. ACSTE can send a hearing notice for one time . After that ACSTE will Reject the registration application.
- 77. 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 ACSTE can checks "Verify Report". (Fig-28)

	egistration List								◆ Back
Show	Acknowledge		Verify Report		8	3	Details		Search:
SI.	No.	Firm				E	Date 💧	Status 💧	Action
11	2980698090208641	Shar	Inspection No 3		1	.5/07/2023	Inspected	DCSTE Forward Remark	
		Cons	ACSTE Remark		approval please				ACSTE Forward Remark Approved Successfully
			Conatct Person Name		Teena Thakur				TIN No : 021011010167
12	8609805036903020	uuu	Conatct Person Designation				4/07/2023	Inspected	
12	000500505050505020	ttttt	Business Name		tia enterprises	ľ	4/07/2025	Inspected	DCSTE Forward Remark 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				lot Assianed	Not Assigned	DCSTE Forward Remark Approved Successfully
			approved			ſ	ssigned	Assigned	TIN No : 021011011262
		_	Check List						
14	3031561633241575	Vat t	 Site visit to the business premises - verification thereof. Submission of report with recommendations for registration or otherwise. Verification / report on any matter specifically desired by the assessing auth 	ority.		C	14/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 021011011249
			Un Check List						®View
15	6032651546887597	VAT	1. Verification of genuineness of sureties. 2. Verification of stock.			C	14/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011010150

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Fig-28: Verify Report Page

79. 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).

/iew Details		•	•	•	•	•
1 Name of Business	2 Bank Details	Annexure-I	Annexure-II	5 Annexure-III	6 Annexure-IV	Annexure-V
We Priyanka Sharma . Proprietor/Mana usiness, details of which are given below, P					the Department or any other officer du	y authorised by him in writing,
NAME OF BUSINESS		,,				
lame as per PAN: Priyanka Sharma		Trade Name: Sharma Co				
. PRINCIPAL PLACE OF THE BUSINESS AND	CONTACT ADDRESS					
rincipal Place of Business: Mall Road		House No./Address: Ma	II Road 90(BC)	Village/To	wn/City: Mall Road	
ate: Himanchal Pradesh		Zone: South Zone		District:	ihimla	
ircle: Mall Road		Telephone No: 9857458		Fax No: 5	236568	
lobile No: 02365987451		Email ID: 0007.susmita@	gmail.com			
PERMANENT ACCOUNT NUMBER OF THE	E BUSINESS (PAN) UNDER THE INCOM	IE TAX ACT, 1961.				
APTPJ6284Q						
CONSTITUTION OF THE BUSINESS						
Other		scripture mantra worsh resided in the land of k Sharada Peeth the Bud	hsahbc45261763The word has been re ipping the Hindu goddess Sharada an ashmira or which might have been a r dhist scholar and Chinese traveller, call Chinese accounts referred to Kashmir	d is mentioned to have eference to the led Kashmir kia-shi-		
NATURE OF BUSINESS						
Others						
		Fig- 29: \	∕iew Page			

2.4. Getting Started [STEO]

To start the application:

- 81. Click any browser icon i.e: Google Chrome, Microsoft Edge, 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 Suk Horbie Ch Vision: Towards Ec Mission of Mobilizing economic of economic of business en	bhawana Legacy Cases Resolution re rk and Jr. Asstt. eniority list of Class-IV OI) for Finalization of Hologram on Diesel 23 containing Terms and conditions		
Forgot Password	General	View	Form Finder	Tax Haat Corner
LINKS VAT Registration CST Registration CGCR Registration PGT Registration DEALER LISTING Dealer Search GST GST GST Know your GST	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 rakesh.sharma@mailhptax.ov.in)	GST FAQ VAT FAQ Tenders Advertisement	GST Form VAT Forms CST Forms CGCR Forms PGT Forms M&TP Forms Downloads	Submit Query View Status of Query
		-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 GGCR 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			
CST Amendment List PGT/AGT Amendment List Cancellation List HELPLINE NO	2	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted			
 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. STEO can view the application by clicking the "View" button on the Action column.88. By clicking "View" button, the application details will appears (Fig-32).

		l System, Hima				
View Details						Back
	2	3	4	5	6	
Name of Business	Bank Details	Annexure-I	Annexure-II	Annexure-III	Annexure-IV	Annexure-V
Department or any other off registration under the Himad	icer duly authorised by him	n in writing, of the business,			mpany/Society/Association of alf of the said business for g	
Department or any other off registration under the Himad	icer duly authorised by him	n in writing, of the business, Tax Act, 2005	details of which are given b			
Department or any other off registration under the Himad 1. NAME OF BUSINESS Name as per PAN: <u>ABC</u>	ïcer duly authorised by him chal Pradesh Value Added T	n in writing, of the business, Fax Act, 2005 Trade Name: <u>KF</u>	details of which are given b			
Department or any other off registration under the Himao 1. NAME OF BUSINESS Name as per PAN: ABC 2. PRINCIPAL PLACE OF THE	icer duly authorised by him chal Pradesh Value Added T BUSINESS AND CONTACT	n in writing, of the business, Fax Act, 2005 Trade Name: <u>KF</u> ADDRESS	details of which are given l	velow, hereby apply on beh	alf of the said business for g	
Department or any other off registration under the Himad 1. NAME OF BUSINESS Name as per PAN: ABC 2. PRINCIPAL PLACE OF THE Principal Place of Business:	icer duly authorised by him chal Pradesh Value Added T BUSINESS AND CONTACT	n in writing, of the business, lax Act, 2005 Trade Name: KF ADDRESS House No./Addr	details of which are given l C	velow, hereby apply on beh	alf of the said business for g ge/Town/City: <u>Shimla</u>	
Department or any other off registration under the Himao 1. NAME OF BUSINESS Name as per PAN: ABC 2. PRINCIPAL PLACE OF THE Principal Place of Business: State: Himanchal Pradesh	icer duly authorised by him chal Pradesh Value Added T BUSINESS AND CONTACT	n in writing, of the business, Fax Act, 2005 Trade Name: KF ADDRESS House No./Addr Zone: South Zo	details of which are given l C 2551 <u>Shimla</u> ne	elow, hereby apply on bel Villa Distr	ge/Town/City: <u>Shimla</u>	
Department or any other off registration under the Himad 1. NAME OF BUSINESS Name as per PAN: ABC 2. PRINCIPAL PLACE OF THE Principal Place of Business:	icer duly authorised by him chal Pradesh Value Added T BUSINESS AND CONTACT	n in writing, of the business, lax Act, 2005 Trade Name: KF ADDRESS House No./Addr	details of which are given l C 2551 <u>Shimla</u> ne	elow, hereby apply on bel Villa Distr	alf of the said business for g ge/Town/City: <u>Shimla</u>	
Department or any other off registration under the Himao 1. NAME OF BUSINESS Name as per PAN: ABC 2. PRINCIPAL PLACE OF THE Principal Place of Business: State: Himanchal Pradesh	icer duly authorised by him chal Pradesh Value Added T BUSINESS AND CONTACT	n in writing, of the business, Tax Act, 2005 Trade Name: <u>KF</u> ADDRESS House No./Addr Zone: <u>South Zo</u> Telephone No:	details of which are given l C 2551 <u>Shimla</u> ne	velow, hereby apply on beh Villa Distr	ge/Town/City: <u>Shimla</u>	
Department or any other off registration under the Himad 1. NAME OF BUSINESS Name as per PAN: ABC 2. PRINCIPAL PLACE OF THE Principal Place of Business: State: Himanchal Pradesh Circle: Mall Road	icer duly authorised by him chal Pradesh Value Added T BUSINESS AND CONTACT . Shimla	n in writing, of the business, Trade Name: KF ADDRESS House No./Addr Zone: <u>South Zo</u> Telephone No: Email ID: <u>umes</u>	details of which are given l C ess: <u>Shimla</u> ne sharma84424@gmail.com	velow, hereby apply on beh Villa Distr	ge/Town/City: <u>Shimla</u>	

- 89. 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

cknowledgment 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 -	verification thereof.			
2 Submission of report with recomme	ndations for registration o	otherwise.		
3 Uverification / report on any matter s	pecifically desired by the a	ssessing authority.		
4 O Verification of genuineness of sureti	es.			
5 🗆 Verification of stock.				
emarks			Click on Submit	
			Dimon	
		Submit		
	1	ig-33: Initiate Adviso	bry Details	
Appointment		-		
		to/Time Coloct data	and time	
		te/Time- Select date	anu time	
 Retur 	n Type- Sel	ect from dropdown		
 Rema 	rks- Enter t	he 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 ACSTE screen. (Fig-33)
- 93. 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 STEO can checks "Verify Report". (Fig-34)

VAT I	Registrati Firm Nar	Verify Report		E	×	
1	rdds	Inspection		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				
		 Site visit to the business premises - verification thereof. Submission of report with recommendations for registration or Verification / report on any matter specifically desired by the as Verification of genuineness of sureties. Verification of stock. 				
		Un Check List				

Fig-34: Verify Report Page

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

Fo sanjauli Field officer (STEO)	VAT	VAT Registration List									
LINKS	Ve	rification report forward	ded 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	DOSTE	_{Авс} Remark	NORMAL	09865221250	21/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted ©View		
Cancellation List	2	8050030220273783	text trader		fy and approve		767	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				1552	10/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View		
	4	9200087069786622	APTECH INF private limit		arav rana	NORMAL	09898989898	28/07/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View		

Fig-35: DCSTE Remark

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

Fo sanjauli Field officer (STEO)	VAT	VAT Registration List										
LINKS	Ve	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		ABC NORMAL		09865221250	21/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View			
Cancellation List	2	8050030220273783	text trader		ify and approve		5767	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				1552	10/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View			



3. PGT/AGT Registration

3.1. Getting Started (Dealer)

To start the application:

- 97. Click any browser icon i.e: Google Chrome, Microsoft Edge, 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 PGT/AGT Registration link. Click on this link.



- 101. A new screen will open (Fig-38). This screen displays the details required to be filled by the dealer to apply for new PGT/AGT registration.
- 102. To apply for the new registration, dealer has to fill all the details of PGT/AGT Registration.
- 103. Dealer has to fill the details of "Basic Details" page shown (Fig-38).
- 104. If dealer has already registered for VAT then Dealer has to fill "VAT Tin" first so that all relevant data will be auto-populated.

GT/AGT Registration					
1 Basic Detail:				2 Business Details	
	5				
ASIC DETAILS		Registered In VAT:*		Firm Name:*	
Old O New		○ Yes ● No			
vner Name:*		Applicant Fathers Name:			
Permanent Address Details _{ail} Id:		Dealer House No/ Address:		Dealer/ Village/ Town/ City:*	
aler State:*		Dealer District:*		Circle Office	
Select aler Tehsil:*	~	Select Pin Code:	~	Select Fax STD Code:	~
No:		STD Code:		Telephone No.:	
Notice & Communication Address Details use No/ Address:"		Village/ Town/ City:"		State:*	
				Select	~
strict*		Tehsil:*		Pin Code:	
Select	~				
x STD Code:		Fax No:		STD Code:	
iephone No.:		Email Id:*		Status:*	
iephone No.:		Email Id:"		Select	~
yle of business:*		Owner Type:*			
Select	~	Select	~		
Main Office Address					
House No./Address:		Village/ Town/ City:*		Main Office State:*	
				Select	~
District:*		Tehsil:"		Pin Code:*	
Select	~				
Mobile No:*		PAN:*		TAN:	
Fax STD Code:		Fax No:		STD Code:	
Telephone No:		Email Id:			
Business Details					
Branch Details Branch Name:*		Branch Type:*		If Othes,Please Specify:*	
		Select	~		
Address Details					
House No./Address:		Village/Town/City:*		State:*	
				Select	~
District:*		Tehsil:*		Pin Code:	
Select	~				
Fax STD Code:		Fax No.:		STD Code:	
Telephone No.:		Email Id:			
				ck on	Add more
		Next>>	Next	button	
	1	ig-38: Basic Details Page			
		ig 50. Dasie Details i age	-		
Basic Details					
• Vehicle Type – S	Select (
 Registered in VA 	AT – Se	elect Yes/No			
 VAT TIN/GST- El 	nter th	e details			

• State – Select from dropdown

Permanent Address Details

- Email Id Enter the details
- Dealer House No/ Address Enter the details
- Dealer Village Town City Enter the details
- Dealer State Select from dropdown
- Dealer District Select from dropdown
- **Circle Office** Select from dropdown
- **Dealer Tehsil** Enter the details
- Pin Code Enter the details
- Fax STD Code- Enter the details
- Fax No Enter the details
- STD Code- Enter the details
- Telephone No Enter the details
- * Notice & Communication Address Details
 - House No/Address- Enter the details
 - Village/Town/City- Enter the details
 - State- Select from dropdown
 - **District-** Select from dropdown
 - Tehsil- Enter the details
 - Pin Code- Enter the details
 - Fax STD Code- Enter the details
 - Fax No Enter the details
 - STD Code- Enter the details
 - Telephone No Enter the details
 - Email Id Enter the details
 - Status- Select from dropdown
 - Style of Business- Select from dropdown
 - **Owner Type-** Select from dropdown
- Main Office Address
 - House No/Address- Enter the details
 - Village/Town/City- Enter the details
 - Main Office State Select from dropdown
 - District- Enter the details
 - Tehsil- Enter the details
 - Pin Code- Enter the details
 - Mobile No. Enter the details
 - **PAN** Enter the details
 - TAN Enter the details
 - Fax STD Code- Enter the details
 - Fax No Enter the details
 - STD Code- Enter the details
 - Telephone No Enter the details
 - Email Id Enter the details
- Business Details
 - Branch Name Enter the details

- Branch Type Select from dropdown
- If Others Please Specify- Enter the details
- House No./Address Enter the details
- Village/Town/City Enter the details
- State Select from dropdown
- **District** Select from dropdown
- Tehsil Enter the details
- **Pin Code** Enter the details
- Fax STD Code Enter the details
- Fax No Enter the details
- **STD Code** Enter the details
- **Telephone No** Enter the details
- Email Id Enter the details

PGT/AGT Registration

- 105. After filling all the details in "Basic Details" page, click on Next button.
- 106. On clicking Next button, "Business Details" page will appear (Fig-39).

	1 Basic Details	2 Business Details
SINESS DETAILS		
Vehicle Details		
Vehicle No.:	No. of Seats:	Type of Vehicle:
		Select 🗸
Category:	Sub-Category:	Passenger Carriage:
Select	✓Select	✓ Mini bus ✓
Permit Details	Date.*	Add more
	dd-mm-yyyy	Select V
No. of trips up and down per day:	Route/Routes/Areas Covered by the Permit:*	Registration no. of Vehicles:*
		Select 🗸
Remarks:*		

artner Details					Add mor
eneral Information					
Name:*		Father Name:		Status:* Director-Administrator	
Extent of interest in business:*					
ermanent Address House No./Address:		Village/Town/City:*		State:*	
				Select	
District.*	~	Tehsil:*		Pin Code:	
resent Address					
House No./Address:		Village/Town/City:		State: Select	
District:		Tehsil:		Pin Code:	
Shimla	~				
etails Of Security Furnished					Add Mo
Type of security furnished:*		Bank Name:		Branch Name:	
Select PostOffice Name:	~	Select Maturity Date:	~	Amount*	
		dd-mm-yyyy			
Details Of Surety					Add mor
TIN/RC No. of Surety:"		Firm Name:*		Date of Surety:*	
				dd-mm-2023	
Surety Amount:*					
Others Details Book of Account.*		Script in which book of account is maintained:*		Commenced Date:*	
Select	~	Select	~	dd-mm-yyyy	
-	lick on ous bu	< <prev submit<="" th=""><th></th><th>Click on ext button</th><th>~</th></prev>		Click on ext button	~
	Fi	g-39: Business Details Page	e		
 Business Details 					
Vehicle Details					
• Vehicle No – Ente	r tha a	letails			
• No. of Seats – Ent					
• Type of Vehicle –	Select	from dropdown			
 Category – Select 	from	dropdown			
• Sub-Category – Se	elect fi	rom dropdown			
Desconger Carries					
		lect from dropdown			
 Passenger Carriag Permit Details Permit No – Enter 	ge – Se	lect from dropdown			

- **Date** Select from date
- Nature of Permit Select from dropdown
- No. of trips up and down per day Enter the details
- Route/Routes/Areas Covered by the Permit Enter the details
- **Registration no. of Vehicles** Select from dropdown
- **Remarks** Enter the details

Partner Details

- > General Information
- Name Enter the details
- Father Name Enter the details
- Status Select from dropdown

- Extent of interest in business Enter the details
- Permanent Address
- House No./Address Enter the details
- Village/Town/City Enter the details
- State Select from dropdown
- **District** Select from dropdown
- Tehsil Enter the details
- Pin Code Enter the details
- Present Address
- House No./Address Enter the details
- Village/Town/City Enter the details
- State Select from dropdown
- **District** Select from dropdown
- Tehsil Enter the details
- Pincode Enter the details

Details Of Security Furnished

- **Type of security furnished** Select from dropdown
- Bank Name Select from dropdown
- Branch Name Enter the details
- Post Office Name Enter the details
- Maturity Date Select from date
- Amount Enter the details

Details Of Surety

- TIN/RC No. of Surety Enter the details
- Firm Name Enter the details
- Date of Surety Select from dropdown
- Surety Amount Enter the details
- Book of Account: Select from dropdown
- Script in which book of account is maintained Select from dropdown
- Commenced Date Select from date
- Number of copies of registration certificate required Enter the details
- 107. After filling all the details in "Business Details" page, click on Next button.
- 108. On Clicking the Next button, a Preview page will appear where dealer can edit the details.
- 109. Click on "Submit" button after checking the Preview page.
- 110. On click of Submit, Acknowledgement Receipt will be generated and the following screen will be displayed (Fig-40). Take a print out of this receipt for future use

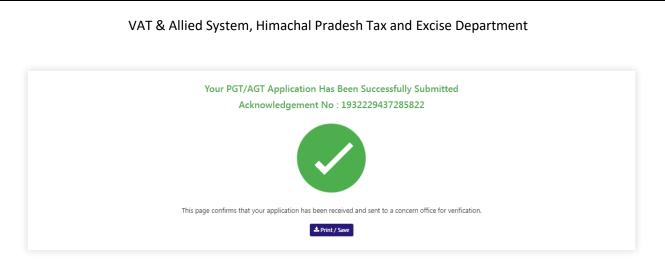


Fig-40: Acknowledgement No generated Screen

3.2. Getting Started (DCSTE)

To start the application:

- 111. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
- 112. Type the URL given below in the Address bar : http://203.193.144.19/HP-VAT/
- 113. Once the web site is connected the Home page will appear as shown below (Fig-41).
- 114. On the left hand side of the home page there is a login section.

	Welcome		WHAT'S NEW				
n Here Username Password	Hon'ble Chief M Vision: Towards Econor Mission of ETE Mobilizing Puble economic devel	nic Self Reliance : ic Revenue for social and iopment of the State through ministration in a symbiotic	 Himachal Pradesh Sadhbhawana Legacy Cases Resolution Scheme, 2023- procedure Final seniority list of Clerk and Jr. Asstt. Office order regarding seniority list of Class-IV Expression of Interest (EOI) for Finalization of Hologram Specifications Amendment in VAT rate on Diesel Toll Announcements-2023 containing Terms and condition 				
Forgot Password	General	View	Form Finder	Tax Haat Corner			
Registration Registration CR Registration Registration R LISTING aler Search	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	GST FAQ VAT FAQ Tenders Advertisement	GST Form VAT Forms CST Forms CGCR Forms PGT Forms M&TP Forms Downloads	Submit Query View Status of Query			

- 115. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
- 116. Click on "Login" button will redirect the user to the listing page (Fig-42).

							Assigned AC	STE Details		Assigned ST	EO Details			
€1.	Acknowledge 🕴 No.	Firm Name	Owner 🕴 Name	Submitted	Mobile 🕴 No.	Registered Date	Name 🕴	Date	Status 💧	Name	Date	Status ≬	Action	
1	9967016353313629	cst trader	CST user	NORMAL	09865221250	25/08/2023	ACSTE- Sanjauli	25/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112122 Download Registration Certificate ©Vriew	
	1063633055120869	MM Private limited	Pradeep Sharma	SUO-MOTO	07845223888	24/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No : 0210110120 Download Registration Certificate	
	2394019339915958	Sharma G ki Company	Kishore Sharma	NORMAL	08219776588	24/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE	
4	9013687696663482	Sharma G ki Company	Kishore Sharma	NORMAL	08219776588	24/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE	

Fig-42: DO Listing Page

117. DCSTE can view the PGT/ AGT List by clicking "PGT/ AGT List" button on left side.118. By clicking "PGT/AGT List" button, the PGT Listing page will appears. (Fig-43)

shimla rict Officer (DCSTE)		AGT Registration	n List							Sea	erch:
VKS						Assigned A	ACSTE Details	Assigned STEO I	Details		
CST List CGCR List	SI.	Acknowledge 🕴 No.	Firm 🔶 Name	Owner 🔶 Name	Registered 🔷 Date	Name 🔶	Click on	Assign to	¢	Status 🔶	Action
PGT/AGT List Assesment List VAT Amendment List e-Return List	11	8973738871093770	trade one	user one	28/07/2023	Not Assigned		button	+	Not Assigned	Assign to ACSTE ©View
Pagment List nitiate Suspension Notice uspension List citivate Suspended Dealers citivation List nitiate Cancellation Jancellation List	12	9920990548402702	APTECH INFOTECH private limited	arav rana	28/07/2023	ACSTE- Mall Road		Mall Road	.,3	Inspected	DCSTE Forward Rema Approved Successfully Download Registration Certificate ©View

Fig-43: PGT Listing Page

119. DCSTE can view the application by clicking the "View" button on the Action column.

120. By clicking "View" button, the application details will appears. (Fig-44)

PGT/AGT Registration		2
Basic I	Details	Business Details
ASIC DETAILS		
at TIN: 021011010172	Firm Name: trade one	Owner Name: user one
pplicant Fathers name:		
ermanent Address Details		
ate: Himachal Pradesh	Email Id: teenachetry2393@gmail.com	Dealer House No/ Address: 12
ealer Village Town City: shimla	Dealer State: Himachal Pradesh	Dealer District: Shimla
rcle Office Mall Road	Dealer Tehsil:	Pin Code:
x STD Code:	Fax No: 01552525	STD Code:
lephone No.: 01552525		

Fig- 44: View Page

- 121. DCSTE can assign a ACSTE by clicking the "Assign ACSTE" button in Action Column
- 122. While clicking "Assign ACSTE " button, a screen will appear where DCSTE can select a ACSTE from the dropdown (Fig-45).

_	PGT/AGT Registration List Show 10 ♥ entries Search											
	Acknowledge 🔶	Firm	Assign To ACSTE	s	Assigned	STEO Details		_				
SI.	No.	Name	Asign to Acste	Status 🔶	Name 🔶	Date 🔶	Status 🔶	Action				
11	8973738871093770	trade one	ACSTE V	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE ©View				
12	9920990548402702	APTECH INFOTEC private limited	Remark	Approved	STEO- Mall Road	28/07/2023	Inspected	DCSTE Forward Remark Approved Successfully Download Registration Certificate				
13	Click to a a ACS	-	Assign to ACSTE Cancel	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully Download Registration Certificate				

Fig-45: Assign to ACSTE Page

- Assign To ACSTE
 - ACSTE Select from dropdown
 - **Remark** Enter the details
- 123. After selecting ACSTE , click on "Assign to ACSTE" button and the task will be assigned to that ACSTE .
- 124. DCSTE can click "Cancel" button to cancel the assign to ACSTE screen.
- 125. After assigning a ACSTE, then a Successful message will appears (Fig-46).

	GT Registration										€ Ba
ow 1	0 🗸 entries									:	Search:
		Assigned ACSTE Details Assigned STEO Details									
₩	Acknowledge No.	Firm Name	Owner Name	Registered 🔶 Date	Name 🔶	Date 🔶	Status 🔶	Name 🔶	Date 🔶	Status 🔶	Action
1	9805824494097415	ABC	XYZ	21/08/2023	ACSTE-Mall Road	21/08/2023	Approved	STEO-Mall Road	21/08/2023	Inspected	DCSTE Forward Remark Approved Successfully Download Registration Certificate ©View
	3289169312266503	test	Test	18/08/2023	ACSTE-Mail Road	18/08/2023	Approved	STEO-Mall Road	18/08/2023	Inspected	DCSTE Forward Remark Approved Successfully Download Registration Certificate

- Fig-46: Successful Assign Page
- 126. DCSTE can view the Forward remark by Clicking on "DCSTE Forward Remark" and the remark page will appear (Fig-47).

	how 10 V entries Search										
	Acknowledge No.	Firm Name	Owner 🔶 Name	Registered 🔅 Date	Name 👌	Date 🔶	Status 🔶	Name 🔶	Date 🔶	Status 🔶	Action
L	9805824494097415	ABC	XYZ	21/08/2023	ACSTE- Mall	21/08/2023	Approved	STEO- Mall Road	21/08/2023	Inspected	DCSTE Forward Remain Approved Successfully
			DCSTE R					Download Registration Certificate View			
2	3289169312266503	test	Verify and App	rove	e	1	Approved	STEO- Mall	18/08/2023	Inspected	OCSTE Forward R Approved Successfi

Fig-47: DCSTE Forward Remark

- 127. DCSTE can download the registration certificate by clicking "Download Registration Certificate" button in the 'Action' column.
- 128. 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

129. DCSTE checks the re-allocation details, by clicking on "Re-allocate Request List" button and the request details will appear. (Fig-49)

			Request Sent L	ist	Road		Road			Download Registration Certificate
2	3289169312266503	test	Acste Reallocate Request 1 Acste : ACSTE Mall Road			Approved	STEO- Mall Road	18/08/2023	Inspected	DCSTE Forward Remark Approved Successfully Download Registration Certificate
3	1777627824884595	RRT UIOf	Circle Office Status	:	Mall Road	Approved	STEO-	11/08/2023	Inspected	OCSTE Forward Remark
			Remark	:	Approved xxaxzaxaZXAZaz		Sanjauli			Re-Allocate Request List Approved Successfully
			Request Sent Request Approved	:	11/08/2023 11/08/2023					Hearing Notice List ©View
4	6744804564978296	Ltd		Close		Approved	STEO- Mall Road	31/07/2023	Inspected	DCSTE Forward Remark Approved Successfully Download Registration Certificate Hearing Notice List ©View

Fig-49: Re-allocate Request List Page

- 130. DCSTE can checks the hearing notice by clicking the "Hearing Notice" button in the 'Action' column.
- 131. While clicking "Hearing Notice" button, a "Hearing Notice List" will appear where DCSTE can checks the hearing notice details. (Fig-50)

how 10	Ig Notice List → entries						Search:	B
sı. 🔶	Deficiencies	Hearing Date	Hearing Time	Stamp & Signature	Reason	Hearing Notice PDF	Proceeding Remark	Proceeding Files
1	ddgfdf	21-Jun-2023	13:53	.	edfdfdf	abcd ram1686936237.pdf		



3.3. Getting Started (ACSTE)

To start the application:

- 132. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
- 133. Type the URL given below in the Address bar : http://203.193.144.19/HP-VAT/
- 134. Once the web site is connected the Home page will appear as shown below (Fig–51).
- 135. On the left hand side of the home page there is a login section.

LOGIN	Welcome		WHAT'S NEW	
Login Here Username Password Captcha	Hon'ble Chi Vision: Towards Ecc Mission of Mobilizing economic d	onomic Self Reliance ETD: Public Revenue for social and evelopment of the State through Administration in a symbiotic	Scheme, 2023- procedure Final seniority list of Cleri Office order regarding se Expression of Interest (EC Specifications Amendment in VAT rate of	x and Jr. Asstt. niority list of Class-IV 11) for Finalization of Hologram
Forgot Password	General	View	Form Finder	Tax Haat Corner
LINKS • VAT Registration • CST Registration • CGCR Registration • PGT Registration	Post Query Feedback Checklist & Procedure Draft GST Return Design, Principles And Formats Comment / Feedback input on	GST FAQ VAT FAQ Tenders Advertisement	GST Form VAT Forms CST Forms CGCR Forms PGT Forms M&TP Forms	Submit Query View Status of Query
DEALER LISTING Dealer Search	GST Returns and Design forms (please be sent in prescribed format only by email. 1. To GST Council Secretariat		Downloads	
• GST Registration • Know your GST	at gstc.secretariat@gov.in 2. To ETD HP rakesh.sharma@mailhptax.g . infogst@mailhptax.gov.in)	ovin		
	Fig	-51: Home Page		

- 136. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
- 137. Click on "Login" button will redirect the user to the listing page (Fig-52).

Co sanjauli Circle officer (ACSTE)			egistration List												Search:
VAT List CST List		≑	Acknowledge 🖨	Firm ≑ Name	Owner 🔷 Name	÷ Submitted	Mobile 🔶	Registered 🗦 Date	Assigned	ACSTE Details	Status	Assigned	STEO Details Date	Status	Action
CGCR List PGT/AGT List VAT Amendment List CGT Amendment List CGT Amendment List e-Return List e-Return List	1		9967016353313629	cst trader	CST user	NORMAL	09865221250	25/08/2023	ACSTE- Sanjauli	25/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Appro Successfully TIN No : 0210110112122
Supervisor Data Supervisor Notice Supervisor List Activate Supervisor Dealers Activation List Initiate Cancellation Cancellation List SUO-MOTO Registration-VAT SUO-MOTO Registration-CST	2	2	2394019339915958	Sharma G ki Company	Kishore Sharma	NORMAL	08219776588	24/08/2023	ACSTE- Sanjauli	Not Assigned	Funding	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Assign Task for Report and Verif Request To Re-Allocate Other Cl Approve & Submit Report EView

- 138. ACSTE can view the PGT/AGT List by clicking "PGT/AGT List" button on left side.
- 139. By clicking "PGT/AGT List" button, the PGT/AGT Listing page will appears. (Fig-53)

_	GT Registration I	List			Assigned ACST	T- Dataile		Assigned STEC	Dataite		♦ Back Search:	
, ≜ SI.	Acknowledge No.	¢ Firm Name	Owner ≑ Name	Registered ↓ Date	Name 4	Date 0	Status 👌	Name	Date	Status 🔶	Action	
1	4692969403137954	APTECH INFOTECH	arav rana	28/07/2023	ACSTE- Sanjauli	Not Assigned	Pending	ļ	Not Assigned Click on Approve button	Not Assigned	DCSTE Forward Remark Request To Re-Allocate Other CO Assign Task for Report and Verification Approve & Submit Report ®View	→ Click Assign butto
2	2293495749752307	Xiomi PVT. LTD	Saonii Bindra	27/07/2023	ACSTE- Sanjauli	Not Assigned	Approved	Not Assi gnes	Herrasginee	Assigned	DCSTE Forward Remark Approved Successfully Show Verify Report View	Dutte

- 140. ACSTE can assign a Verifier by clicking the "Assign Task for Report and Verification" button in Action Column
- 141. While clicking "Assign Task for Report and Verification" button, a screen will appear where ACSTE can select a Verifier from the dropdown (Fig-54).

				Assigned ACSTE Details				Assigned STEC) Details		
₹ 51.	→ Acknowledge No.	Firm Name	Owner Name	Registered ⇒ Date	Name 🔶	Date	Status	Name 🔶	Date 🔶	Status 🔶	Action
L	4692969403137954	APTECH INFOTECH	arav rana	Assign To Veri	ier		Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Request To Re-Allocate Other CO
				Verifying Officers Select		~					Assign Task for Report and Verification Approve & Submit Report @View
	2293495749752307	Xiomi PVT. LTD	Saonii Bind	Remark			Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully Show Verify Report @View
	7240266685434341	IT taxes	nishi	Assign to V	crifier Cancel	//	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully Show Verify Report @View

Fig-54: Assign to STEO Page

Assign to Verifier

- Verifying Officers Select from dropdown
- Remark Enter the details
- 142. After selecting Verifying Officers and entering the remark, click on "Assign to Verifier" and the task will be assigned to that Verifying Officers.
- 143. ACSTE can click "Cancel" button to cancel the assign to STEO screen.
- 144. After assigning a STEO, then a Successful message will appears (Fig-55).

Арри	cation forwarded to STE	o for vehication suc	cessiony								
ow 1	0 🗙 entries										Search:
	Acknowledge 🗍		Owner 🔶	Registered 🔶	Assigned ACS	TE Details		Assigned STEC) Details		
sı.	No.	Firm Name	Name	Date	Name 🔶	Date 🔶	Status 🔶	Name 🔶	Date 🔶	Status 🕴	Action
L	4692969403137954	APTECH INFOTECH	arav rana	28/07/2023	ACSTE- Sanjauli	25/08/2023	Forwarded for Inspection	STEO- Sanjauli		Pending	DCSTE Forward Remark Assigned to Field Officer.
	2293495749752307	Xiomi PVT. LTD	Saonii Bindra	27/07/2023	ACSTE- Sanjauli	Not Assigned	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully Show Verify Report
1	7240266685434341	IT taxes	nishi	16/07/2023	ACSTE- Sanjauli	Not Assigned	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully Show Verify Report

Fig-55: Successful Assign Page

- 145. ACSTE can approve the registration by clicking "Approve & Submit Report" button in the 'Action' column.
- 146. By clicking "Approve & Submit Report" button, "Initiate Advisory Details" page will appear(Fig-56)

Initiate Advisory Details Appointment Details			Bac
Business Name:	* Site Inspection Date & Time:	* Contact Person Name:	
APTECH INFOTECH	dd-mm-yyyy:	arav rana	
Mobile No.:	* Contact Person Designation:		
1 Site visit to the business premises - verifica	tion thereof.		
2 Submission of report with recommendation	ns for registration or otherwise.		
3 O Verification / report on any matter specification	ally desired by the assessing authority.		
4 Uverification of genuineness of sureties.			
5 Uverification of stock.			
Remarks			

Fig-56: Initiate Advisory Details

Submit

Appointment Details

- Site Inspection Date/Time- Select date and time
- Contact Person Name- Enter the details
- Mobile No- Select from dropdown
- Contact Person Designation- Enter the details
- **Remarks-** Enter the details

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

148. After clicking "Submit" button, application successful page will appear (Fig-57).

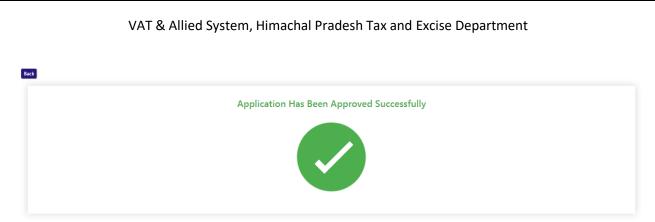


Fig-57: Application Successful page

- 149. ACSTE can download the certificate by clicking "download" button (Fig-54)
- 150. ACSTE can reject the registration application by clicking "Reject" button in the 'Action' column.

151. By clicking "Reject" button, then a "Verification Failure" screen will appears (Fig-58).

Show 1	0 🗸 entries					Search:
	Firm Owner	Email Mobile	Assigned Circle Officer Details	Assigned Field	Officer Details	
SI.	Verification Failure	Email Mobile			tatus 🗦	Action
1	Deficiencies / infirmities / shorte	comings Details			Pending	Assigned to Field Officer.
2					lot ssigned	Assign Task for Report and Verification Approve & Submit Report @View
3	Hearing Date dd-mm-yyyy		Jpload Stamp & Signature Reason		inspected	Approved Successfully Download Registration Certificate Show Verify Report View
4	Lick to generate hearing notice	Generate	Hearing Notice Cancel		inspected	Approved Successfully Download Registration Certificate Show Verify Report
Showing	1 to 4 of 4 entries					Previous 1 Next

Fig-58: 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
- 152. In "Verification Failure" page, ACSTE needs to fill all the details and then clicks on "Generate Hearing Notice"
- 153. While clicking a hearing notice will be sent to dealer's email address and was notified in ACSTE listing page.

- 154. ACSTE can send a hearing notice for once. After that ACSTE will Reject the registration application.
- 155. ACSTE can checks the verification report by clicking the "Show Verify Report" button in the 'Action' column.
- 156. While clicking "Show Verify Report" button, a screen will appear where ACSTE can checks "Verify Report". (Fig-59)

Call: (017	Verify Report			×	Sitem:	ap
	Inspection N	lo 1			s • 🤇	
PGT Re	Circle Officer Remark	:	tryyyry			
Show 10	Acknowledgment No	:				Search:
	Conatct Person Name	1	kklhdg		tails	
÷	Conatct Person Designation	:	hhh			- Action
SI.	Business Name	:	fgsagh ahjsh		tatus 🗧	
1	Mobile No.	1	06745255211		Pending	Assigned to Field Officer.
2	Appointment Date Time	:	19-06-2023 01:46:26	.	lot	
2	Inspection Remarks				ssigned	Assign Task for Report and Verification Approve & Submit Report Reject
	dggfdg					@View
3	Check List				inspected	Approved Successfully
3	 Submission of report with recommendations for registration or 2. Verification / report on any matter specifically desired by the as 3. Verification of genuineness of sureties. 				ropecteu	Download Registration Certificate Show Verify Report
4	Un Check List				inspected	Approved Successfully Download Registration Certificate
Showing 1	 Site visit to the business premises - verification thereof. Verification of stock. 					Show Verify Report ©View Previous 1 Next

Fig-59: Verify Report Page

- 157. ACSTE can view the application by clicking the "View" button on the Action column.
- 158. By clicking "View" button, the application details will appears (Fig-60).

		2
Basic Details		Business Details
BASIC DETAILS		
/at TIN: 02101101121	Firm Name: Xiomi PVT. LTD	Owner Name: Saonii Bindra
Applicant Fathers name: chittaranjan sahoo		
Permanent Address Details		
itate: Himachal Pradesh	Email Id: sujeetjena11@gmail.com	Dealer House No/ Address: hau
Dealer Village Town City: haharr	Dealer State: Himachal Pradesh	Dealer District: Shimla
Ircle Office Mall Road	Dealer Tehsil:	Pin Code: 555555
ax STD Code:	Fax No: 785855	STD Code:
elephone No.: 0575845		
Notice & Communication Address Details		
louse No/ Address:	Village/ Town/ City: fdhbgfdh	State: Himachal Pradesh
District: Shimla	Tehsii: dfgfdgd	Pin Code:
ax STD Code:	Fax No:	STD Code:
felephone No.:	Email Id:	Status: Co-Secretary
Style of business:	Owner Type: PGT Lumpsum Owner	
	Fig- 60: View Page	

Luminous Infoways Pvt Ltd

159. ACSTE can request to DCSTE to re- allocate other circle office if it was forwarded to him. By clicking "Request to Re-Allocate Other ACSTE" button on the action column, the page will appear, Enter the Remarks and click On Send Request. (Fig-61)

					Assigned ACST	'E Details		Assigned STEC) Details		
sı. [♥]	Acknowledge No.	Firm Name	Owner 🔶 Name	Registered 🔶 Date	Name 🔶	Date 🔶	Status ≬	Name 🔶	Date 🔶	Status 🔶	Action
1	4692969403137954	APTECH INFOTECH	arav rana	28/07/2023	ACSTE- Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark
				Inform DCSTE other ACSTEr	to re-alloca	ate					Request To Re-Allocate Other CO Assign Task for Report and Verificati Approve & Submit Report Reject
2	2293495749752307	Xiomi PVT. LTD	Saonii Bindi	Remarks			Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully Show Verify Report ®View
	7240266685434341	IT taxes	nishi	Send Req	uest Cancel		Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully Show Verify Report ©View
	9328928086134016	222222	111111	13/07/2023	ACSTE- Sanjauli	13/07/2023	Approved	STEO- Sanjauli	13/07/2023	Inspected	DCSTE Forward Remark Approved

Fig-61: Reallocate Request Page

3.4. Getting Started (STEO)

To start the application:

- 160. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
- 161. Type the URL given below in the Address bar : http://203.193.144.19/HP-VAT/
- 162. Once the web site is connected the Home page will appear as shown below (Fig–62).
- 163. On the left hand side of the home page there is a login section.

OGIN	Welcome		WHAT'S NEW		
ogin Here Username Password Captcha	Honble Chief I Vision: Towards Econc Mobilizing Put economic deve	omic Self Reliance D: Joic Revenue for social and elopment of the State through dministration in a symbiotic	 Himachal Pradesh Sadhbhawana Legacy Cases Resolution Scheme, 2023- procedure Final seniority list of Clerk and Jr. Asstt. Office order regarding seniority list of Class-IV Expression of Interest (EOI) for Finalization of Hologram Specifications Amendment in VAT rate on Diesel Toll Announcements-2023 containing Terms and condition 		
Forgot Password	General	View	Form Finder	Tax Haat Corner	
NKS	Post Query	gst faq	GST Form	Submit Query	
VAT Registration CST Registration CGCR Registration PGT Registration	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	
ALER LISTING	GST Returns and Design forms		Downloads		
Dealer Search	(please be sent in prescribed format only by email. 1. To GST Council Secretariat				
	at gstc.secretariat@gov.in				
Г	2. To ETD HP				

- 164. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
- 165. Click on "Login" button will redirect the user to the listing page (Fig-63).

/AT Registration List							🗲 Bao
SI.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted ®View
2	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted ®View

Fig-63: FO Listing Page

166. STEO can view the PGT/AGT List by clicking "PGT/AGT List" button on left side.

167. By clicking "PGT/AGT List" button, the PGT/AGT Listing page will appears. (Fig-64)

SI.	Acknowledge No.	Firm Name	Owner Name	Registered Date	Action
1	1777627824884595	RRT UIOf	WWERT	11/08/2023	DCSTE Forward Remark Report submitted View
2	4692969403137954	APTECH INFOTECH	arav rana	28/07/2023	DCSTE Forward Remark Submit Field Report OView
3	9328928086134016	222222	ΥΥΥΥΥΥ	13/07/2023	DCSTE Forward Remark Report submitted View
4	2947682821722713	Chinny Soluation	tttttttt	13/07/2023	DCSTE Forward Remark Report submitted View

Fig-64: FO PGT Listing Page

- 168. STEO can view the application by clicking the "View" button on the Action column.
- 169. By clicking "View" button, the application details will appears (Fig-65).

PGT/AGT Registration		Back
1		2
Basic Deta	ails	Business Details
BASIC DETAILS		
Vat TIN: 0210110112107	Firm Name: RRT UIOf	Owner Name: WWERT
Applicant Fathers name: wwert		
Permanent Address Details		
State: Himachal Pradesh	Email Id: 0007.susmita@gmail.com	Dealer House No/ Address: sanjauli 990
Dealer Village Town City: sanjauli	Dealer State: Himachal Pradesh	Dealer District: Shimla
Circle Office Mall Road	Dealer Tehsil:	Pin Code:
Fax STD Code: 65265	Fax No: 968574589	STD Code: 55895
Telephone No.: 856256985		
	Fig- 65: View Page	

- 170. STEO can approve the registration by clicking "Submit Field Report" button in the 'Action' column.
- 171. By clicking "Submit Field Report" button, "Initiate Advisory Details" page will appear (Fig-66)

nitiate Advisory Details				Back
ppointment Details				
usiness Name:	* Site Inspection Date & Time:		* Contact Person Name:	
APTECH INFOTECH	dd-mm-yyyy:		arav rana	
lobile No.:	Contact Person Designation:			
Oite visit to the business premises - ve Osubmission of report with recommence Overification / report on any matter spe				
4 Verification of genuineness of sureties				
5 Uerification of stock.				
marks				
	Submit			
	Fig-66: Initiate Adviso	ny Dotaile		

- Mobile No- Select from dropdown
- Contact Person Designation- Enter the details
- Remarks- Enter the details
- 172. After filling all the details of "Initiate Advisory Details", Click on Submit button.
- 173. After submitting the details, then a successful message will appear on the screen and the data will reflect in ACSTE screen. (Fig-67)

	GT Registration List Verification report forwarded to circle officer successfully.						
SI.	Firm Name	Owner Name	District	Email ID	Mobile No.	Action	
1	trade abc	santosh	Shimla			Feedback List	
2	fgsagh ahjsh	kklhdg	Shimla			Feedback List	
3	new firm	sujeet jena	Shimla			Feedback List View	

Fig-67: Verification Successful page

- 174. STEO can checks the verification report by clicking the "Report Submitted" button in the 'Action' column.
- 175. While clicking "Report Submitted" button, a screen will appear where STEO can checks "Verify Report". (Fig-68)

Sitemap Call: (01 Verify Report • Inspection No 1 **Circle Officer Remark** xdsd PGT Re Acknowledgment No SI. Conatct Person Name sujeet jena 1 **Conatct Person Designation** suraj 2 k List ®View **Business Name** new firm Mobile No. 07025252525 3 :k List 20-06-2023 12:51:33 Appointment Date Time Inspection Remarks adddsa Check List 1. Submission of report with recommendations for registration or otherwise. Verification / report any matter specifically desired by the assessing authority. Verification of genuineness of sureties. Un Check List 1. Site visit to the business premises - verification thereof. 2. Verification of stock.

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Fig-68: Feedback List Page

176. STEO can checks the DCSTE remarks by clicking the "DCSTE Forward Remark" button in the 'Action' column. (Fig-69)

PGT/AGT Registration List					
SI.	Acknowledge No.	Firm Name	Owner Name	Registered Date	Action
1	1777627824884595	RRT UIOf	WWERT	11/08/2023	DCSTE Forward Remark Report submitted View
2	4692969403137954	APTECH INFOTECH	arav rana	28/07/2023	DCSTE Forward Remark Submit Field Report View
3	9328928086134016	ZZZZZZ	YYYYYY	13/07/2023	DCSTE Forward Remark Report submitted View
4	2947682821722713	Chir DCSTE Re	emark	×	DCSTE Forward Remark Report submitted View
5	4970473619604847	trad test			Report submitted View
6	6238669997999937	trad			Report submitted View
7	1584931628348323	fgsagh ahjsh	fgsagh ahjsh kklhdg 19/06/2023		Report submitted ©View
8	9051312319650951	new firm	sujeet jena	19/06/2023	Report submitted View

Fig-69: DCSTE Remark page