

User Manual For PGT Registration



Himachal Pradesh Excise and Tax Department

Prepared By:



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1. Introduction

To initiate the PGT/AGT Registration process, dealers are required to provide certain essential information. Dealers must be registered with VAT and received a VAT Acknowledgement No/ TIN No. These details typically include the Basic Details and Business Details. The Dealers carefully fill 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:

Dealer → DCSTE → ACSTE → STEO

- 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 checks the application and assigns task to ACSTE.
- DCSTE downloads the Registration Certificate.
- ACSTE checks the application and assigns the task to STEO.
- ACSTE approves and submits the report.
- ACSTE generates the hearing notice.
- STEO checks the application and submits 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.

Fig-1: Home Page


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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HELPLINE NO

- VAT & EXCISE 1800-180-8068
- GST Helpline 1800-180-8067

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

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

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

1. NAME OF BUSINESS

Name as per PAN*:
 Trade Name*:
2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

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

State:
 Zone:
 District*:

Circle*:
 Telephone No:
 Fax No:

Mobile No*:
 Email ID*:
3. PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961.*
4. CONSTITUTION OF THE BUSINESS*
5. NATURE OF BUSINESS*
6. PRINCIPAL COMMODITIES IN WHICH BUSINESS IS DONE*
[Add More](#)
7. EAC (ECONOMIC ACTIVITY CODE) (AS PER SCHEDULE-I APPENDED TO THE RULES)*
EAC:
8. BASIS OF INCURRING LIABILITY TO PAY TAX*
 Import:
 Export:
 Sales Exceeding RS:
 Registration Under Section 14(2):
9. DATE OF LIABILITY*

Click on Next button

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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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Validate Signed PDF

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FORM VAT-1 Registration

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

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Name of Business

Bank Details

Annexure-I

Annexure-II

Annexure-III

Annexure-IV

Annexure-V

10. DETAILS OF BANK ACCOUNT(S) OF PERSONS HAVING INTEREST IN THE BUSINESS*

Name of Bank with address:*

Type Of Account:*

Account Number:*

--Select--

--Select--

Add More

11. DETAILS OF IMMOVABLE PROPERTIES OWNED WHOLLY OR PARTLY BY PERSONS HAVING INTEREST IN THE BUSINESS*

Name of the owner:*

Description Of Properties:*

Address where Property is situated:*

ereee

Approximate Value:*

Share Percentage:*

Add More

12. SCRIPT IN WHICH ACCOUNT BOOK ARE MAINTAINED

--Select--

13. THE NAMES, ADDRESSES AND OTHER DETAILS OF THE PROPRIETOR, EACH OF THE PARTNER OR MEMBER, KARTA OF HINDU UNDIVIDED FAMILY AND EACH DIRECTOR (IN CASE OF PRIVATE LIMITED COMPANY) ARE ATTACHED AS PER ANNEXURE-I.
UPLOAD PHOTO

Choose File

No file chosen

14. ATTESTED COPY OF THE PARTNERSHIP DEED /MEMORANDUM OF ASSOCIATION AND ARTICLES OF ASSOCIATION/ OTHER AGREEMENT/ DOCUMENT----- IS/ ARE ENCLOSED.
UPLOAD PHOTO

Choose File

No file chosen

15. THE DETAILS OF ADDITIONAL PLACE(S) OF BUSINESS ARE ATTACHED AS PER ANNEXURE-II
UPLOAD PHOTO

Choose File

No file chosen

16. 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

Choose File

No file chosen

17. THE DETAILS OF SECURITY FURNISHED ARE ATTACHED AS PER ANNEXURE-IV
UPLOAD PHOTO

Choose File

No file chosen

18. PASSPORT SIZE (SELF-SIGNED) PHOTOGRAPHS OF THE PROPRIETOR, EACH OF THE PARTNER, KARTA OF HINDU UNDIVIDED FAMILY AND EACH DIRECTOR (IN CASE OF PRIVATE LIMITED COMPANY) ECT. ARE PASTED BELOW*

Name*

ereee

Status*

--Select--

Passport size photo*

Choose File

No file chosen

Add New

and one such photograph (self-signed) of each of the concerned attached.

VERIFICATION

I/We ereee do hereby solemnly affirm and declare that the information contained in this application, including Annexures attached herewith, is true and correct to the best of my/our knowledge and belief.

Place*

test

Date*

dd-mm-yyyy

Status*

--Select--

Full Name*

ereee

DECLARATION

☐ 1. I/We hereby undertake to abide by the provisions of the Himachal Pradesh Value Added Tax Act, 2005 and the Himachal Pradesh Value Added Tax Rules, 2005.

☐ 2. A signboard in the name of my/our business has already been displayed at all the business premises.

☐ 3. The books of accounts in respect of the said business are being maintained and shall be found at the said business premises.

Place*

test

Date*

dd-mm-yyyy

Status*

--Select--

Full Name*

ereee

Click on Previous button

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Next >>

Click on Next button

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❖ **Bank Details**

- **Name of the Bank with Address-** Select from dropdown
- **Type of Account-** Select from dropdown
- **Account Number-** Enter details
- **Description Of Property-** Enter details
- **Approximate Value-** Enter details
- **Share Percentage-** Enter details
- **SCRIPT IN WHICH ACCOUNT BOOK ARE MAINTAINED-** Select from dropdown
- **THE NAMES, ADDRESSES AND OTHER DETAILS OF THE PROPRIETOR, EACH OF THE PARTNER OR MEMBER, KARTA OF HINDU UNDIVIDED FAMILY AND EACH DIRECTOR –** UPLOAD PHOTO
- **ATTESTED COPY OF THE PARTNERSHIP DEED /MEMORANDUM OF ASSOCIATION AND ARTICLES OF ASSOCIATION/ OTHER AGREEMENT/ DOCUMENT----- IS/ ARE ENCLOSED. –** UPLOAD PHOTO
- **THE DETAILS OF ADDITIONAL PLACE(S) OF BUSINESS ARE ATTACHED AS PER ANNEXURE-II–** UPLOAD PHOTO
- **THE LIST OF GOODS REQUIRED TO BE PURCHASED FOR USE IN MANUFACTURE, TELECOMMUNICATION NETWORK, GENERATION OR DISTRIBUTION OF ELECTRIC ENERGY OR OTHER POWER CAPTIVE USE OR PACKING OF GOODS AND USE AS CAPITAL GOODS IS ATTACHED AS PER ANNEXURE-III. –** UPLOAD PHOTO
- **THE DETAILS OF SECURITY FURNISHED ARE ATTACHED AS PER ANNEXURE-IV–** UPLOAD PHOTO
- **Status-** Select from dropdown

10. Dealer has to fill the details of “Bank Details” page (Fig-3).

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

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

13. On clicking Next button, “Annexure I” page will appear (Fig-4).

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FORM VAT-1 Registration

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

ANNEXURE-I TO BE ATTACHED WITH FORM VAT-1

Information about Proprietor, Manager (duly authorised), each Partner (in case of partnership business)/Director (in case of Private Company) separately, Karta of Hindu Undivided Family.

Full Name:* Fathers Name:* Status:*

Extent Of interest in Business:

Permanent Address

House No./Address:

Village/Town/City:*

State:*

District:*

Tehsil:

Pincode:

Present Address

House no./Address:

Village/Town/City:

State:

District:

Tehsil:

Pincode:

Details Of All Immovable Properties Owned

Full Address where properties is Situated:*

Approximate Value:*

Extent of Share:*

[Add More](#)

Particulars Of Other Business(S) In Which The Person Has Interest

Full address where property is situated:

Approximate Value:*

Extent Of Share:*

[Add More](#)

VERIFICATION

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

Place:*

Date:*

Click on
Previous button

<<Prev

Next>>

Click on Next
button

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❖ **Annexure-I**

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

14. Dealer has to fill the details of “Annexure I” page (Fig-4).
15. After filling all the details in “Annexure I” page, click on Next button.
16. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
17. On clicking Next button, “Annexure II” page will appear (Fig-5).

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Name of Business

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Annexure-I

Annexure-II

Annexure-III

Annexure-IV

Annexure-V

ANNEXURE-II (To Be Attached With Form VAT-1)

Details Of Additional Places Of Business

Branch Name:*

Use Of Premises:*

If Other Please Specify:

House No./Address:

Village/Town/City:*

State:*

District:*

Tehsil:*

Pincode:

Std Code:

Telephone No:

Add More

VERIFICATION

☐

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

Place:*

Date:*

test

dd-mm-yyyy

Click on Previous button

<<Prev

Next>>

Click on Next button

Fig-5: Annexure-II

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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).

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FORM VAT-1 Registration

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

ANNEXURE-III (To Be Attached With Form VAT-I)

The List of goods required to be purchased for use in manufacture, telecommunication, eneration or distribution of electricity or other form of power, packing of goods and use as capital goods .

Purpose For Which Required:*

Description Of Goods:*

--Select--

--Select--

Add More

Place:*

Date:*

test

dd-mm-yyyy

Click on Previous button

<<Prev Next>>

Click on Next button

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Fig-6: Annexure-III

❖ **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).

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Annexure-I

Annexure-II

Annexure-III

Annexure-IV

Annexure-V

Details Of Security Furnished

Type Of Security:*
--Select--

Amount:*

Tin Of Surety:*

Name of the surety:*

Date of expiry (in case of bank guarantee):
dd-mm-yyyy

Trade Name:
test

Status of Trade:*
--Select--

Add More

VERIFICATION

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

Place:*
test

Full Name:*
ereee

Date:*
dd-mm-yyyy

Status:*
Business Manager

Click on Previous button

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Click on Next button

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Fig-7: Annexure-IV

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Luminous Infoways Pvt Ltd

❖ **Annexure- IV**

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

26. Dealer has to fill the details of “Annexure IV” page (Fig-7).

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

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

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

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Name of Business

Bank Details

Annexure-I

Annexure-II

Annexure-III

Annexure-IV

Annexure-V

(To Be Attached With Form VAT-I)

Details Of Stock Of Goods (Other Than Capital Goods) As On 31.03.2005

1. Total value of the stock as on 31.03.2005: Rs.

2. Value of goods out of (1) above which are lying in the form in which these were purchased: Rs.

3. Value of manufactured goods including goods in Rs. process(in case of a manufacturing concern):

4. Break-up of value of goods at (2) above:

Value of stock of goods as on 31.03.2005 (in Rs.):*

Rate of tax*

Value of goods*

Tax element in value*

Tax free goods*

Taxable goods (purchased without payment of tax)*

Value of goods purchased from outside the State*

Total*

5. Break up of value of goods used in the manufacture of goods at (3) above:

Total Value (in Rs.):*

Value of goods purchased within the State (in Rs.):*

Rate of tax*

Value of goods*

Tax element in value*

Tax free goods*

Taxable goods. (purchased without payment of tax)*

Value of goods purchased from outside the State*

VERIFICATION

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

Place:*

test

Full Name:*

ereee

Date:*

dd-mm-yyyy

Status:*

Business Manager

Click on Previous button

<<Prev

Next>>

Click on Next button

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Fig-8: Annexure-V

17

Luminous Infoways Pvt Ltd

❖ **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).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

24000	203.193.144.19 says	the application	665
Value of goods*	Click on Submit button	OK Cancel	Tax free goods*
655555			4444
Taxable goods. (purchased without payment of tax)*	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 Manager


Click on Previous button	<<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.

Your Application Has Been Successfully Submitted

Acknowledgement No : 5307072567497742



This page confirms that your application has been received and sent to a concern office for verification.

Click on Print button	Print / Save
------------------------------	---------------------

Fig-10: Confirmation Screen

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.

The screenshot displays the HP-VAT Home Page. On the left, there is a 'LOGIN' section with fields for 'Username', 'Password', and a 'Captcha' image, followed by a 'Login' button and a 'Forgot Password' link. Below this is a 'LINKS' section with links for VAT Registration, CST Registration, CGCR Registration, and PGT Registration. Further down are 'DEALER LISTING' (Dealer Search) and 'GST' (GST Registration, Know your GST) sections. The main content area features a 'Welcome' message from Shri Sukhvinder Singh Sukhu, Hon'ble Chief Minister, with his vision and mission statements. To the right, a 'WHAT'S NEW' section lists recent updates. At the bottom, there are four columns of links: 'General' (Post Query, Feedback, Checklist & Procedure, Draft GST Return Design, Principles And Formats, Comment / Feedback input on GST Returns and Design forms), 'View' (GST FAQ, VAT FAQ, Tenders, Advertisement), 'Form Finder' (GST Form, VAT Forms, CST Forms, CGCR Forms, PGT Forms, M&TP Forms, Downloads), and 'Tax Haat Corner' (Submit Query, View Status of Query).

Fig-11: Home Page

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).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List

Show 10 entries

Search:

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	917958689581243	KFC	ABC	NORMAL	09865221250	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE View
2	4669911463021174	BNM	ABC	SLUD-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 View
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
4	8019612492852303	ssssssssss RRRTTTT	Susmita Ss	NORMAL	06985745896	19/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE View
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
6	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

Fig-12: DO Listing Page

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

1 Name of Business

2 Bank Details

3 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 the business/affairs of the Company/Society/Association of persons/Club/Head of the Department or any other officer duly authorised by him in writing, of the business, details of which are given below, hereby apply on behalf of the said business for grant of a certificate of registration under the Himachal Pradesh Value Added Tax Act, 2005

1. NAME OF BUSINESS

Name as per PAN: ABC Trade Name: KFC

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

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

State: Himanchal Pradesh Zone: South Zone District: Shimla

Circle: Mall Road Telephone No: Fax No:

Mobile No: 09865221250 Email ID: umeshsharma84424@gmail.com

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

AYFPT5991E

4. CONSTITUTION OF THE BUSINESS

Fig- 13: View Page

43. DCSTE can assign a ACSTE by clicking the “Assign to ACSTE” button in Action Column

44. While clicking “Assign to ACSTE” button, a screen will appear where DCSTE can select a ACSTE from the dropdown (Fig-14) .

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List ← Back

Show entries Search:

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	9179586869581243	KFC	ABC	NO			Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE View	
2	4669911463021174	BNM	ABC	SUC			Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate View	
3	8792515646948710	Travel	Umesh Sharma	NO			Pending	Not Assigned	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark View	
4	8019612492852303	ssssssssss	Susmita	NO			Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE View	
5	80500302202					19/08/2023	Approved	STE0-Sanjauli	19/08/2023	Inspected		DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 Download Registration Certificate View	

Assign To ACSTE

ACSTE
-- Select --

Remark

Assign to ACSTE Cancel

Click on Assign button

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).

VAT Registration List ← Back

Application forwarded to ACSTE successfully

Show entries Search:

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark View
2	4669911463021174	BNM	ABC	SUC-MOTO	09812345678	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate View
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
4	8019612492852303	ssssssssss	Susmita Ss	NORMAL	06985745896	19/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE View

Fig-15: Successful Assign Page

48. 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)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Sl.	Firm Name	Owner Name	District	Email ID	Mobile No.	Registered Date	Assigned Circle Officer Details			Assigned Field Officer Details			Action	
							Name	Date	Status	Name	Date	Status		
1	Mobile :											Not Assigned	Not Assigned	View
2	NARESH ENTERP											Not Assigned	Not Assigned	View
3	UAT Tra											Not Assigned	Not Assigned	Approved Successfully Tin No : 021011010710 Download Registration Certificate Show Verify Report View
4	UAT Tra											Not Assigned	Not Assigned	View
5												Not Assigned	Not Assigned	Assign to Circle Officer View
6												Not Assigned	Not Assigned	View
7	PNG											Pending	Assigned to Field Officer. Show Verify Report View	
8	PPL											Not Assigned	Not Assigned	View
9	Chopra Group of Company											19-06-2023	Inspected	Hearing Notice List (2) Approved Successfully Tin No : 02101101126 Download Registration Certificate Show Verify Report View

Verify Report

Inspection No 1

Circle Officer Remark

:

fgbfboxdf

Conatct Person Name

:

BBCU Chopra

Conatct Person Designation

:

grghrthbt

Business Name

:

Chopra Group of Company

Mobile No.

:

09558402598

Appointment Date Time

:

22-06-2023 03:15:52

Inspection Remarks

trhtjrjnr

Check List

1. Site visit to the business premises - verification thereof.

2. Submission of report with recommendations for registration or otherwise.

Un Check List

1. Verification / report on any matter specifically desired by the assessing authority.

2. Verification of genuineness of sureties.

3. Verification of stock.

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 check 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 check the hearing notice details. (Fig-19)

Hearing Notice List

Show 10 entries

Search:

Sl.	Deficiencies	Hearing Date	Hearing Time	Stamp & Signature	Reason	Hearing Notice PDF
1	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168073.pdf
2	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168077.pdf

Showing 1 to 2 of 2 entries

Previous 1 Next

Fig-19: Hearing Notice List Page

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.

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 & Allied System, Himachal Pradesh Tax and Excise Department

Co sanjauli
Circle officer (ACSTE)

VAT Registration List

Show 10 entries

SL	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE-Sanjauli			Not Assigned			DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report Reject View
2	805003020273783	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 View

Fig-21: CO Listing Page

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) .

VAT Registration List

Show 10 entries

SL	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details	Assigned STEO Details	Action		
							Name	Date	Status		
1	9179586869581243	KFC	ABC				Not Assigned		Pending	DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report Reject View	
2	805003020273783	text trader	text user			19/08/2023	Approved	STEO-Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 View
3	1055795670305854	gfgbftn	dderty			15/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112111 Download Registration Certificate View

Assign Task for Report and Verification

Verifying Officers
-- Select --

Remark

[Assign Task for Report and Verification](#) [Cancel](#)

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).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List

Application forwarded to Field officer for verification successfully

Show entries

Search:

SL	Firm Name	Owner Name	District	Email ID	Mobile No.	Registered Date	Assigned Circle Officer Details			Assigned Field Officer Details			Action
							Name	Date	Status	Name	Date	Status	
1	trade abc	santosh	Shimla		09998888999	20-06-2023	co sanjauli	20-06-2023	Approved	fo sanjauli	20-06-2023	Inspected	Approved Successfully Tin No : 021011011211 Download Registration Certificate Show Verify Report View
2	Mobile shop	Amrit	Shimla		08899889988	20-06-2023	co sanjauli	20-06-2023	Approved	fo sanjauli	20-06-2023	Inspected	Approved Successfully Tin No : 021011010810 Download Registration Certificate Show Verify Report 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)

VAT Registration List

Show entries

Search:

SL	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE- Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report Reject View
2	80500302020273783	text trader	text user					19/08/2023	Approved	STEO- Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 View
3	1055795670305854	gfgbton	dderty				Sanjauli	15/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112111 Download Registration Certificate View

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)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Initiate Advisory Details

Appointment Details

Acknowledgment No: 4794400037944045	Business Name: ssd	* Appointment Date Time: dd-mm-yyyy --:--:41 --
* Contact Person Name: Amrit	Mobile No: 09999999999	Contact Person Designation:
Date Of Liability: 19-06-2023	Return Type: Select	

- ☐ 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 authority.
- ☐ Verification of genuineness of sureties.
- ☐ Verification of stock.

* Remarks

Submit

Fig-25: Initiate Advisory Details

❖ Appointment Details

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


69. After filling all the details of “Initiate Advisory Details”, Click on Submit button.

70. After clicking “Submit” button, The “TIN Number” will be generated (Fig-26).

Back

Application Has Been Approved Successfully

Tin No : 021011011213



Click below button to download certificate.

Click on download button

Download

Fig-26: TIN No generated page

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

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).

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)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List			Verify Report			Details		
Sl.	Acknowledge No.	Firm	Inspection No 1			Date	Status	Action
11	2980698090208641	Shar	ACSTE Remark	:	approval please	15/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011010167 View
12	8609805036903020	ttttt	Conatct Person Name	:	Teena Thakur	14/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 0210165 View
13	7436575885073434	Min	Conatct Person Designation	:		Not Assigned	Not Assigned	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011011262 View
14	3031561633241575	Vat	Business Name	:	tia enterprises	04/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011011249 View
15	6032651546887597	VAT	Mobile No.	:	07591008626	04/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011010150 View
			Site Inspection Date & Time	:	23/06/23 11:00:00			
			Inspection Remarks					
			Check List					
			Un Check List					

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).

View Details Back

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

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

1. NAME OF BUSINESS

Name as per PAN: Priyanka Sharma Trade Name: Sharma Construction

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

Principal Place of Business: Mall Road House No./Address: Mall Road 90(BC) Village/Town/City: Mall Road

State: Himanchal Pradesh Zone: South Zone District: Shimla

Circle: Mall Road Telephone No: 9857458 Fax No: 5236568

Mobile No: 02365987451 Email ID: 0007.susmita@gmail.com

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

APTRJ6284Q

4. CONSTITUTION OF THE BUSINESS

Other

\$%^&*^%\$%^&ighghshahbc45261763The word has been referenced to in a Hindu scripture mantra worshipping the Hindu goddess Sharada and is mentioned to have resided in the land of kashmira or which might have been a reference to the Sharada Peeth the Buddhist scholar and Chinese traveller, called Kashmir kia-shi-milo, while some other Chinese accounts referred to Kashmir as ki-pin

5. NATURE OF BUSINESS

Others

Fig- 29: View 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.

Fig-30: Home Page

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

Fo sanjauli Field officer (STEO)							
VAT Registration List							
Sl.	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 Submit Field Report View
2	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View
3	2495936860296945	RRT UIOF	WWERT	NORMAL	02365214552	10/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View

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).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

View Details Back

1 Name of Business 2 Bank Details 3 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 the business/affairs of the Company/Society/Association of persons/Club/Head of the Department or any other officer duly authorised by him in writing, of the business, details of which are given below, hereby apply on behalf of the said business for grant of a certificate of registration under the Himachal Pradesh Value Added Tax Act, 2005

1. NAME OF BUSINESS

Name as per PAN: ABC Trade Name: KFC

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

Principal Place of Business: Shimla House No./Address: Shimla Village/Town/City: Shimla
 State: Himachal Pradesh Zone: South Zone District: Shimla
 Circle: Mall Road Telephone No: Telephone No: Fax No: Fax No:
 Mobile No: 09865221250 Email ID: umeshsharma84424@gmail.com

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

AYFPT5991E

Fig-32: View Page

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

Acknowledgment No: 4794400037944045 Business Name: ssd * Appointment Date Time: dd-mm-yyyy --:--:41 --

* Contact Person Name: Amrit Mobile No: 09999999999 Contact Person Designation:

Date Of Liability: 19-06-2023 Return Type: Select

1 ☐ Site visit to the business premises - verification thereof.

2 ☐ Submission of report with recommendations for registration or otherwise.

3 ☐ Verification / report on any matter specifically desired by the assessing authority.

4 ☐ Verification of genuineness of sureties.

5 ☐ Verification of stock.

* Remarks

Click on Submit button

Submit

Fig-33: Initiate Advisory Details

❖ Appointment Details

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

91. After filling all the details of “Initiate Advisory Details”, Click on Submit button.
92. After submitting the details, then a successful message will appear on the screen and the data will reflect in ACSTE screen. (Fig-33)
93. STEO can check 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 check “Verify Report”. (Fig-34)

Fig-34: Verify Report Page

95. STEO can view the DCSTE remark by clicking “DCSTE Forward Remark” button in the ‘Action’ column. (Fig-35)

Fig-35: DCSTE Remark

96. STEO can view the ACSTE remark by clicking “ACSTE Forward Remark” button in the ‘Action’ column. (Fig-36)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Fo sanjauli
Field officer (STEO)

VAT Registration List
Back

Verification report forwarded to ACSTE successfully.

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	DCSTE Forward Remark Report submitted ACSTE Forward Remark View
2	8050030220273783	text trader			767	19/08/2023	DCSTE Forward Remark Report submitted ACSTE Forward Remark View
3	2495936860296945	RRT UIOf			552	10/08/2023	DCSTE Forward Remark Report submitted ACSTE Forward Remark View

ACSTE Remark
please verify and approve

Fig-36: ACSTE Remark

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.

Fig-37: Home Page

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.

VAT & Allied System, Himachal Pradesh Tax and Excise Department

PGT/AGT Registration

1
Basic Details

2
Business Details

1. BASIC DETAILS

Vehicle Type*
☐ Old ☐ New

Registered In VAT*
☐ Yes ☒ No

Firm Name*

Owner Name*

Applicant Fathers Name:

2. Permanent Address Details

Email Id:

Dealer House No./ Address:

Dealer/ Village/ Town/ City*

Dealer State*
--Select--

Dealer District*
--Select--

Circle Office
--Select--

Dealer Tehsil*

Pin Code:

Fax STD Code:

Fax No:

STD Code:

Telephone No:

3. Notice & Communication Address Details

House No./ Address*

Village/ Town/ City*

State*
--Select--

District*
--Select--

Tehsil*

Pin Code:

Fax STD Code:

Fax No:

STD Code:

Telephone No:

Email Id*

Status*
--Select--

Style of business*
--Select--

Owner Type*
--Select--

4. Main Office Address

House No./Address:

Village/ Town/ City*

Main Office State*
--Select--

District*
--Select--

Tehsil*

Pin Code*

Mobile No*

PAN*

TAN:

Fax STD Code:

Fax No:

STD Code:

Telephone No:

Email Id:

5. Business Details

Branch Details

Branch Name*

Branch Type*
--Select--

If Other, Please Specify*

Address Details

House No./Address:

Village/Town/City*

State*
--Select--

District*
--Select--

Tehsil*

Pin Code:

Fax STD Code:

Fax No:

STD Code:

Telephone No:

Email Id:

Next>> Click on Next button Add more

Fig-38: Basic Details Page

❖ Basic Details

- **Vehicle Type** – Select Old/New
- **Registered in VAT** – Select Yes/No
- **VAT TIN/GST**- Enter the details
- **Firm Name** – Auto-Populated
- **Owner Name** – Auto-Populated
- **Applicant Fathers name**

- **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

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).

PGT/AGT Registration

1

Basic Details

2

Business Details

BUSINESS DETAILS

6.Vehicle Details

Vehicle No.: <input type="text"/>	No. of Seats: <input type="text"/>	Type of Vehicle: <input type="text" value="--Select--"/>
Category: <input type="text" value="--Select--"/>	Sub-Category: <input type="text" value="--Select--"/>	Passenger Carriage: <input type="text" value="Mini bus"/>

[Add more](#)

7.Permit Details

Permit No.: <input type="text"/>	Date: <input type="text" value="dd-mm-yyyy"/>	Nature of Permit: <input type="text" value="--Select--"/>
No. of trips up and down per day: <input type="text"/>	Route/Routes/Areas Covered by the Permit: <input type="text"/>	Registration no. of Vehicles: <input type="text" value="--Select--"/>
Remarks: <input type="text"/>		

VAT & Allied System, Himachal Pradesh Tax and Excise Department

8. Partner Details Add more

General Information

Name* Father Name: Status*

Extent of interest in business*

Permanent Address

House No./Address: Village/Town/City* State*

District* Tehsil* Pin Code:

Present Address

House No./Address: Village/Town/City: State:

District: Tehsil: Pin Code:

9. Details Of Security Furnished Add More

Type of security furnished* Bank Name: Branch Name:

PostOffice Name: Maturity Date: Amount*

10. Details Of Surety Add more

TIN/RC No. of Surety* Firm Name* Date of Surety*

Surety Amount*

Others Details

Book of Account* Script in which book of account is maintained* Commenced Date*

Number of copies of registration certificate required*

DECLARATION

☐ The above statements are true to the best of my knowledge & belief.

Place Status

Date Full Name

Fig-39: Business Details Page

❖ Business Details

❖ Vehicle Details

- **Vehicle No** – Enter the details
- **No. of Seats** – Enter the details
- **Type of Vehicle** – Select from dropdown
- **Category** – Select from dropdown
- **Sub-Category** – Select from dropdown
- **Passenger Carriage** – Select from dropdown

❖ Permit Details

- **Permit No** – Enter the details
- **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

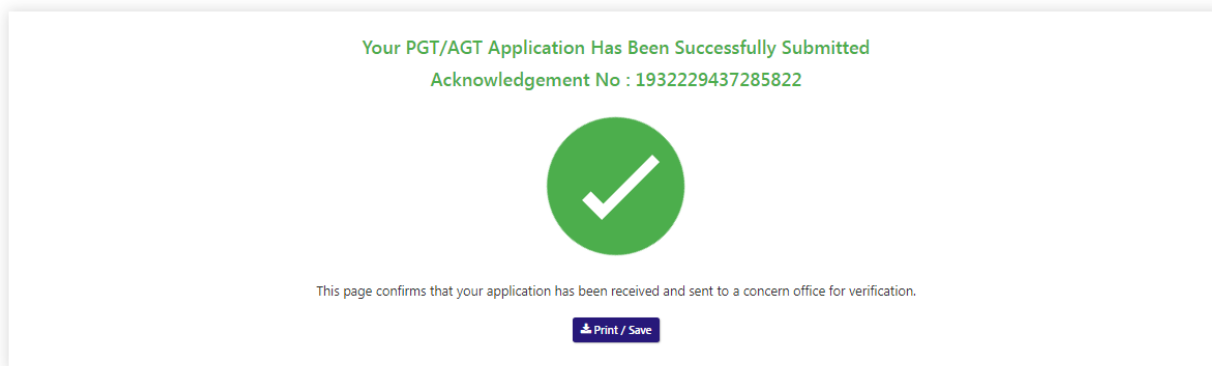


Fig-40: Acknowledgement No generated Screen

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.

LOGIN

Login Here

Username

Password

Captcha

Login

[Forgot Password](#)

LINKS

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

DEALER LISTING

- Dealer Search

GST

- GST Registration
- Know your GST

Welcome

Shri Sukhvinder Singh Sukhu
Hon'ble Chief Minister

Vision:
Towards Economic Self Reliance

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

WHAT'S NEW

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

General

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

- To GST Council Secretariat at gstc.secretariat@gov.in
- To ETD HP rakesh.sharma@mailhptax.gov.in . infoetd@mailhotax.nov.in

View

GST FAQ
VAT FAQ
Tenders
Advertisement

Form Finder

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

Tax Haat Corner

Submit Query
View Status of Query

Fig-41: Home Page

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).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List Back

Show entries Search:

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	996701635313629	cst trader	CST user	NORMAL	09865221250	25/08/2023	ACSTE- Sarjauli	25/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark: Approved Successfully TIN No : 0210110112122 Download Registration Certificate View
2	1063633055120869	MM Private limited	Pradeep Sharma	DUO MOTO	07845223888	24/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No : 02101101120 Download Registration Certificate View
3	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 View
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 View

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)

Do shimla
District Officer (DCSTE)

LINKS

- VAT List
- CST List
- CGCR List
- PGT/AGT List
- Assessment List
- VAT Amendment List
- e-Return List
- e-Payment List
- Initiate Suspension Notice
- Suspension List
- Activate Suspended Dealers
- Activation List
- Initiate Cancellation
- Cancellation List

PGT/AGT Registration List Back

Show entries Search:

Sl.	Acknowledge No.	Firm Name	Owner Name	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
					Name	Date	Status	Name	Date	Status	
11	8973738871093770	trade one	user one	28/07/2023	Not Assigned			Not Assigned			Assign to ACSTE View
12	9920990548402702	APTECH INFOTECH private limited	arav rana	28/07/2023	ACSTE- Mall Road			Mall Road		Inspected	DCSTE Forward Remark: Approved Successfully Download Registration Certificate View

Click on Assign to ACSTE button

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 Back

1

Basic Details

BASIC DETAILS

Vat TIN: 021011010172

Applicant Fathers name:

Permanent Address Details

State: Himachal Pradesh

Dealer Village Town City: shimla

Circle Office: Mall Road

Fax STD Code:

Telephone No.: 01552525

2

Business Details

Firm Name: trade one

Owner Name: user one

Email Id: teenachetry2393@gmail.com

Dealer State: Himachal Pradesh

Dealer Tehsil:

Fax No: 01552525

Dealer House No/ Address: 12

Dealer District: Shimla

Pin Code:

STD Code:

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) .

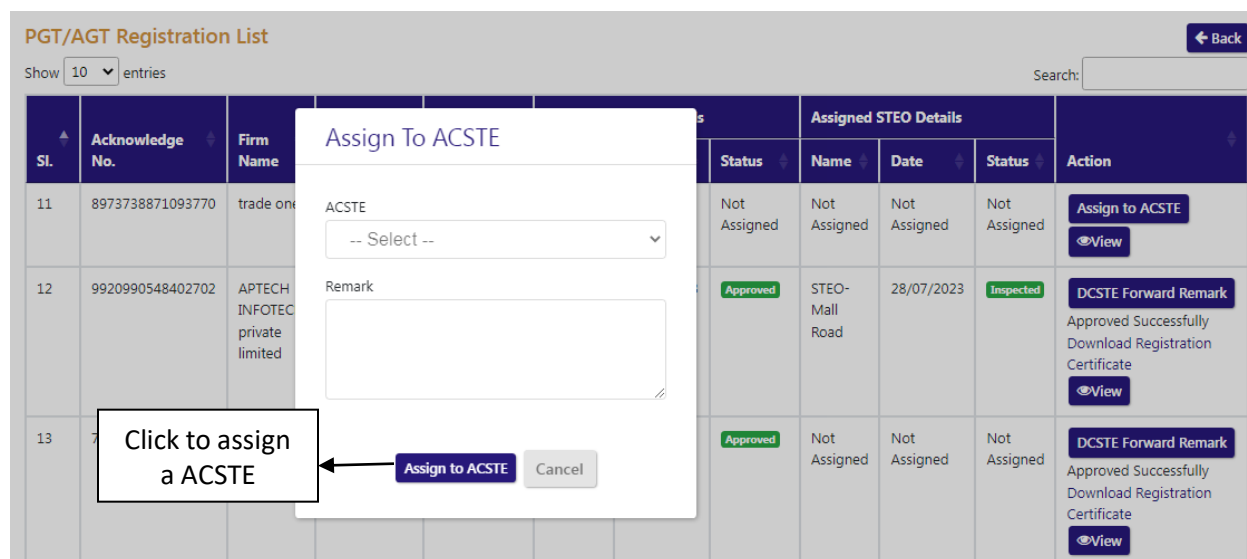


Fig-45: Assign to ACSTE Page

❖ **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).

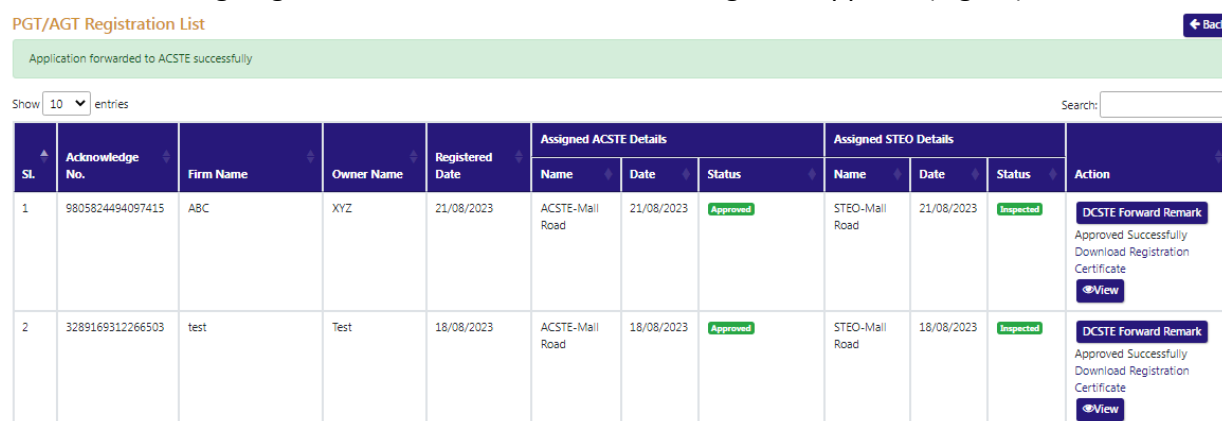


Fig-46: Successful Assign Page

126. DCSTE can view the Forward remark by Clicking on “DCSTE Forward Remark” and the remark page will appear (Fig-47).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

PGT/AGT Registration List

Show 10 entries Search:

Sl.	Acknowledge No.	Firm Name	Owner Name	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
					Name	Date	Status	Name	Date	Status	
1	9805824494097415	ABC	XYZ	21/08/2023	ACSTE-Mall	21/08/2023	Approved	STEO-Mall Road	21/08/2023	Inspected	DCSTE Forward Remark Approved Successfully Download Registration Certificate View
2	3289169312266503	test			Road		Approved	STEO-Mall Road	18/08/2023	Inspected	DCSTE Forward Remark Approved Successfully Download Registration Certificate View

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)

			Road		Road			Approved Successfully Download Registration Certificate View
2	3289169312266503	test		Approved	STEO-Mall Road	18/08/2023	Inspected	DCSTE Forward Remark Approved Successfully Download Registration Certificate View
3	1777627824884595	RRT UIOF		Approved	STEO-Sanjauli	11/08/2023	Inspected	DCSTE Forward Remark Re-Allocate Request List Approved Successfully Hearing Notice List View
4	6744804564978296	Ltd		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 check 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 check the hearing notice details. (Fig-50)

Hearing Notice List [Back](#)

Show entries Search:

Sl.	Deficiencies	Hearing Date	Hearing Time	Stamp & Signature	Reason	Hearing Notice PDF	Proceeding Remark	Proceeding Files
1	ddgdf	21-Jun-2023	13:53		edfd	abcd ram1686936237.pdf		

Showing 1 to 1 of 1 entries Previous Next

Fig-50: Hearing Notice List Page

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.

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).

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

Fig-52: CO Listing Page

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)

PGT/AGT Registration List

Show 10 entries

Search:

Sl.	Acknowledge No.	Firm Name	Owner Name	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
					Name	Date	Status	Name	Date	Status	
1	4692969403137954	APTECH INFOTECH	arav rana	28/07/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Request To Re-Allocate Other CO Assign Task for Report and Verification Approve & Submit Report Reject View
2	2293495749752307	Xioml PVT. LTD	Saonil Bindra	27/07/2023	ACSTE-Sanjauli	Not Assigned	Approved	Not Assigned	Not Assigned	Assigned	DCSTE Forward Remark Approved Show Verify Report View

Click on Approve button

Click Assign button

Fig-53: PGT Listing Page

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) .

PGT/AGT Registration List

Show 10 entries

Search:

Sl.	Acknowledge No.	Firm Name	Owner Name	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
					Name	Date	Status	Name	Date	Status	
1	4692969403137954	APTECH INFOTECH	arav rana				Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Request To Re-Allocate Other CO Assign Task for Report and Verification Approve & Submit Report Reject View
2	2293495749752307	Xioml PVT. LTD	Saonil Bindra				Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Show Verify Report View
3	7240266685434341	IT taxes	nishi				Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Show Verify Report View
4	9328928				Sanjauli		Approved	STEO-Sanjauli	13/07/2023	Inspected	DCSTE Forward Remark Approved Show Verify Report View

Assign To Verifier

Verifying Officers
-- Select --

Remark

[Assign to Verifier](#) [Cancel](#)

Click to assign a STEO

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).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

PGT/AGT Registration List

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Application forwarded to STEO for verification successfully

Show 10 entries

Search:

Sl.	Acknowledge No.	Firm Name	Owner Name	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
					Name	Date	Status	Name	Date	Status	
1	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. View
2	2293495749752307	Xiomi PVT. LTD	Saonli Bindra	27/07/2023	ACSTE-Sanjauli	Not Assigned	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully Show Verify Report View
3	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 View

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

[Back](#)

Appointment Details

Business Name:

* Site Inspection Date & Time:

* Contact Person Name:

Mobile No:

* Contact Person Designation:

1 ☐ Site visit to the business premises - verification thereof.

2 ☐ Submission of report with recommendations for registration or otherwise.

3 ☐ Verification / report on any matter specifically desired by the assessing authority.

4 ☐ Verification of genuineness of sureties.

5 ☐ Verification of stock.

* Remarks

[Submit](#)

Fig-56: Initiate Advisory Details

❖ 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).

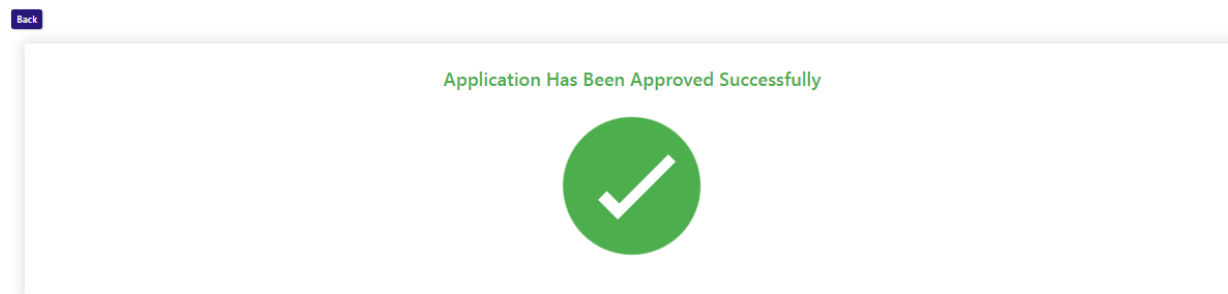


Fig-57: Application Successful page

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).

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 check 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 check “Verify Report”. (Fig-59)

Verify Report

Inspection No 1

Circle Officer Remark	:	tryyry
Acknowledgment No	:	
Contact Person Name	:	kkldhg
Contact Person Designation	:	hhh
Business Name	:	fgsagh ahjsh
Mobile No.	:	06745255211
Appointment Date Time	:	19-06-2023 01:46:26
Inspection Remarks		dggfdg
Check List		<ol style="list-style-type: none"> 1. Submission of report with recommendations for registration or otherwise. 2. Verification / report on any matter specifically desired by the assessing authority. 3. Verification of genuineness of sureties.
Un Check List		<ol style="list-style-type: none"> 1. Site visit to the business premises - verification thereof. 2. Verification of stock.

Showing 1

PGT/AGT Registration

1 Basic Details

2 Business Details

Back

BASIC DETAILS

Vat TIN: 02101101121

Firm Name: Xiom PVT. LTD

Owner Name: Saonil Bindra

Applicant Fathers name: chittaranjan sahu

Permanent Address Details

State: Himachal Pradesh

Dealer House No/ Address: hau

Dealer Village Town City: haharr

Dealer District: Shimla

Circle Office: Mall Road

Pin Code: 555555

Fax STD Code: 785855

STD Code: 785855

Telephone No: 0575845

Notice & Communication Address Details

House No/ Address: fdbhgfdh

State: Himachal Pradesh

District: Shimla

Tehsil: dfgfdgd

Pin Code: 555555

Fax STD Code: 785855

STD Code: 785855

Telephone No: 0575845

Status: Co-Secretary

Style of business: PGT Lumpsum Owner

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 appear (Fig-60).

PGT/AGT Registration

1 Basic Details

2 Business Details

Back

BASIC DETAILS

Vat TIN: 02101101121

Firm Name: Xiom PVT. LTD

Owner Name: Saonil Bindra

Applicant Fathers name: chittaranjan sahu

Permanent Address Details

State: Himachal Pradesh

Dealer House No/ Address: hau

Dealer Village Town City: haharr

Dealer District: Shimla

Circle Office: Mall Road

Pin Code: 555555

Fax STD Code: 785855

STD Code: 785855

Telephone No: 0575845

Notice & Communication Address Details

House No/ Address: fdbhgfdh

State: Himachal Pradesh

District: Shimla

Tehsil: dfgfdgd

Pin Code: 555555

Fax STD Code: 785855

STD Code: 785855

Telephone No: 0575845

Status: Co-Secretary

Style of business: PGT Lumpsum Owner

Fig- 60: View Page

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)

The screenshot displays the 'PGT/AGT Registration List' interface. A modal window is open over the first row of the table, titled 'Inform DCSTE to re-allocate other ACSTE'. The modal contains a 'Remarks' text area and 'Send Request' and 'Cancel' buttons. The background table has the following structure:

Sl.	Acknowledge No.	Firm Name	Owner Name	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
					Name	Date	Status	Name	Date	Status	
1	4692969403137954	APTECH INFOTECH	arav rana	28/07/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Request To Re-Allocate Other CO Assign Task for Report and Verification Approve & Submit Report Reject View
2	2293495749752307	Xiomi PVT. LTD	Saonil Bind				Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully Show Verify Report View
3	7240266685434341	IT taxes	nishi				Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully Show Verify Report View
4	9328928086134016	zzzzzz	YYYYYY	13/07/2023	ACSTE-Sanjauli	13/07/2023	Approved	STEO-Sanjauli	13/07/2023	Inspected	DCSTE Forward Remark Approved Successfully Show Verify Report View

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.

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Fig-62: Home Page

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).

VAT Registration List

Sl.	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)

PGT/AGT Registration List

[← Back](#)

Sl.	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	Chinny Soluation	ttttttt	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

Basic Details

2

Business Details

BASIC DETAILS

Vat TIN: 0210110112107

Applicant Fathers name: wwert

Permanent Address Details

State: Himachal Pradesh

Dealer Village Town City: sanjauli

Circle Office Mall Road

Fax STD Code: 65265

Telephone No.: 856256985

Firm Name: RRT UIOf

Email Id: 0007.susmita@gmail.com

Dealer State: Himachal Pradesh

Dealer Tehsil:

Fax No: 968574589

Owner Name: WWERT

Dealer House No/ Address: sanjauli 990

Dealer District: Shimla

Pin Code:

STD Code: 55895

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)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Initiate Advisory Details

[Back](#)

Appointment Details

Business Name:

* Site Inspection Date & Time:

* Contact Person Name:

Mobile No.:

* Contact Person Designation:

- ☐ 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 authority.
- ☐ Verification of genuineness of sureties.
- ☐ Verification of stock.

* Remarks

[Submit](#)

Fig-66: Initiate Advisory Details

❖ 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

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)

PGT Registration List

Verification report forwarded to circle officer successfully.

Sl.	Firm Name	Owner Name	District	Email ID	Mobile No.	Action
1	trade abc	santosh	Shimla			Feedback List View
2	fgsagh ahjsh	kddhdg	Shimla			Feedback List View
3	new firm	sujeet jena	Shimla			Feedback List View

Fig-67: Verification Successful page

174. STEO can check 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 check “Verify Report”. (Fig-68)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Call: (0171) 2312312

Verify Report

Inspection No 1

Circle Officer Remark	:	xdsd
Acknowledgment No	:	
Contact Person Name	:	sujeet jena
Contact Person Designation	:	suraj
Business Name	:	new firm
Mobile No.	:	07025252525
Appointment Date Time	:	20-06-2023 12:51:33
Inspection Remarks	adddsa	
Check List	1. Submission of report with recommendations for registration or otherwise. 2. Verification / report on any matter specifically desired by the assessing authority. 3. Verification of genuineness of sureties.	
Un Check List	1. Site visit to the business premises - verification thereof. 2. Verification of stock.	

Fig-68: Feedback List Page

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

PGT/AGT Registration List						Back
Sl.	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 Forward Remark	Report submitted View
5	4970473619604847	trad	test		Report submitted	View
6	6238669997999937	trad			Report submitted	View
7	1584931628348323	fgsagh ahjsh	kkldhg	19/06/2023	Report submitted	View
8	9051312319650951	new firm	sujeet jena	19/06/2023	Report submitted	View

Fig-69: DCSTE Remark page