

User Manual For Suspension of VAT/CST/CGCR/PGT Registration



**Himachal Pradesh Excise and Tax
Department**

Prepared By:

**LUMINOUS
INFOWAYS**
Delivering values
A CMMI Level 3 Company
A CMMI Level 3 Company

Contents

- 1. Introduction 3
 - 1.1. Workflow 3
- 2. Getting Started (ACSTE) 4

1. Introduction

The tax authorities temporarily suspend the VAT, CST, CGCR and PGT registration of a firm. This action is taken when the tax authorities have reason to believe that the business is not complying with tax regulations or has committed tax-related offenses.

The tax authorities can revert the suspension after the business rectifies the issues or contact the tax authorities.

Types of Forms included:

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

1.1. Workflow

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

- ACSTE initiate the Suspension Notice.
- ACSTE checks suspension list
- ACSTE can activate suspended dealers
- ACSTE checks activation list.

2. Getting Started (ACSTE)

To start the application:

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

The screenshot shows the home page of the VAT & Allied System. On the left, there is a 'LOGIN' section with a 'Login Here' heading, input fields for 'Username', 'Password', and 'Captcha', and a 'Login' button. Below this are sections for 'LINKS' (VAT Registration, CST Registration, CGCR Registration, PGT Registration), 'DEALER LISTING' (Dealer Search), and 'GST' (GST Registration, Know your GST). The main content area features a 'Welcome' message from Shri Sukhvinder Singh Sukhu, Hon'ble Chief Minister, including his vision and mission. To the right is a 'WHAT'S NEW' section with a list of recent updates. At the bottom, there are four columns: '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-1: Home Page

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

VAT & Allied System, Himachal Pradesh Tax and Excise Department

SL	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	5033117983155779	AMo Organization	susmita saho	NORMAL	07845223688	23/08/2023	ACSTE- Mail Road	25/08/2023	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112120 Download Registration Certificate View
2	1432770369160147	ABC	ABC TRADERS	NORMAL	09114809461	18/08/2023	ACSTE- Mail Road	18/08/2023	Approved	STEO- Mail Road	18/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110101115 View
3	9492784183585356	ABC	ABC Company	NORMAL	09114809461	16/08/2023	ACSTE- Mail Road	16/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 02101112

Fig-2

- On the Listing page click on “Initiate Suspension Notice” button.
- After clicking the button, “Add Suspension” form page will appear (Fig-3).

ADD SUSPENSION

FORM TYPE: VAT Form 1 | TIN: 0210110112107

PRINCIPAL PLACE OF BUSINESS

Firm Name: RRT LIQF | House No./Address: sanjauli 990 | State: Himachal Pradesh

E-Mail: 0007.susmita@gmail.com | Post Office: | District: Shimla | Pin Code: | Mobile No: 02365214552

Village/Town/City: sanjauli | District: Shimla | Pin Code: | Mobile No: 02365214552

Telephone No: 656256985 | Fax No: 968574589 | Mobile No: 02365214552

Furnish Return for Period: | Pay Tax/Interest/Penalty for Period: 595645646.66 | Any Other Reason: |

INITIATE SUSPENSION

Fig-3

- In the Form page, select “Form Type” and enter “TIN” number.
- After entering the TIN number the data fields of Principal Place of Business will be fetched automatically.
- Now enter the “Furnish Return for Period”, “Pay Tax Interest/Penalty for Period” and “Any Other Reason” fields
- After filling the details click on “Initiate Suspension” button.

13. After clicking the button then Suspension List will appear.

The screenshot shows the 'Suspensions List' page in the VAT & Allied System. The page header includes contact information and navigation menus. A sidebar on the left lists various links. The main content area displays a table of suspension notices. The table has the following data:


Sl. No.	Notice No.	TIN	Type	Firm Name	Notice Initiated Date	Status	Action
1	6020295266754498	0210110112107	VAT	RRT UDF	25/08/2023	Pending	Download Suspension Notice, Generate Suspension Order, Drop Suspension Proceedings
2	1875567990396226	0210110112120	VAT	AI/fo Organization	25/08/2023	Suspension Ordered	Download Suspension Notice, Download Suspension Order
3	2673739508744670	021011010184	VAT	n trader	21/08/2023	Suspension Ordered	Download Suspension Notice, Download Suspension Order
4	9994076905309459	02101101123	VAT		19/08/2023	Suspension Ordered	Download Suspension Notice, Download Suspension Order
5	3437489821718743	02101101123	VAT		19/08/2023	Pending	Download Suspension Notice, Generate Suspension Order, Drop Suspension Proceedings
6	9356556280969000	02101101123	VAT	IT taxes	19/08/2023	Suspension Dropped	Download Suspension Notice
7	3246505787881822	02101101121	VAT	Diamond	02/08/2023	Suspension Ordered	Download Suspension Notice, Download Suspension Order
8	2948134140815108	02101101121	VAT	Diamond	02/08/2023	Suspension Ordered	Download Suspension Notice, Download Suspension Order

Fig-4

14. ACSTE can download notice by clicking “Download Suspension Notice”.

15. After clicking, Suspension Notice will be appeared (Fig-5).

DEPARTMENT OF STATE TAXES AND EXCISE
Government of Himachal Pradesh



Suspension Notice

TIN	0210110112107
FIRM NAME	RRT UIOf
ADDRESS	sanjauli 990
STATE	Himachal Pradesh
E-MAIL	0007_susmita@gmail.com
DISTRICT	Shimla
MOBILE	02365214552

Whereas, you have failed to:

Furnish return for the period: dfrgrgfr fdgrtfrg gfbtrgrg tghbtrg

Pay Tax/Interest/Penalty for Period: 595645646.66

Any Other Reason: regrg fbfgbtgrf gbnfbhtryhttr nfhth

You are therefore, liable for suspension of your Registration Certificate in terms of Himachal Pradesh Value Added Tax Act, 2005.

However, before your certificate is suspended you are given an opportunity to prove that you have already filed the said returns and/or paid the said amount of Tax/interests/penalty due within seven days of the issue of this notice, failing which the Registration Certificate issued to you shall be suspended.

Office Location: _____ **Signature:** _____


Place: Approved
Stamp or Seal **Name:** _____

Date: _____ **Designation:** _____

Fig-5

16. ACSTE can download notice by clicking “Download Suspension Order”.

DEPARTMENT OF STATE TAXES AND EXCISE
Government of Himachal Pradesh



Suspension Order

TIN	0210110112107
FIRM NAME	RRT UIOf
ADDRESS	sanjauli 990
STATE	Himachal Pradesh
E-MAIL	0007.susmita@gmail.com
DISTRICT	Shimla
MOBILE	02365214552

Whereas, you have failed to:

Furnish return for the period: dfrgregf fdgrtgr gfbtrgrg tghbtrg

Pay Tax/Interest/Penalty for Period: 595645646.66

Any Other Reason: regrg fbfgbtgr gfbnfbhtryhtrhr nfhth

Remarks: wedfwefewefewef dfevwe

Whereas, an opportunity was provided to you to prove that the said return and or tax/interest/penalty has already been paid by you. Whereas you have failed to prove so, as such in exercise of the powers vested in me by the Himachal Pradesh Value Added Tax Act, 2005. I hereby suspend your certificate of registration bearing No **0210110112107** w.e.f **2023-08-25 06:15:57**.

Office Location: _____ **Signature:** _____

Place: Approved
Stamp or Seal **Name:** _____

Date: _____ **Designation:** _____

Fig-6

17. To generate suspension order, click on “Generate Suspension Order” button.
18. After clicking the button, “View Suspension details” will appear (Fig-7).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Call: (0177) 2621264 etc:hp@nic.in

Assessment Background Reports Block/Unblock TIN Dashboard Dealer Profile Dealer Search Exception Reports Commissioner Excise Licenses Forms Control GST General Generate List My Message Box Payment Primary MS Registration Removal Of Goods Returns Secondary MS Statutory Forms Task Management View Declarations

Comalroad
Case officer (ACCR)

LINKS

- VAT List
- CST List
- CGST List
- POT/AGT List
- VAT Amendment List
- POT/AGT Amendment List
- CST Amendment List
- e-Return List
- e-Payment List
- Initiate Suspension Notice
- Suspension List
- Activate Suspended Dealers
- Activation List
- Initiate Cancellation
- Cancellation List
- SUD MOTO Registration VAT
- SUD MOTO Registration CST
- SUD MOTO Cancellation
- Consent Form (422 to 147)
- Quarter Clearance
- e-CST Cancellation
- Block/Unblock TIN

HELPLINE NO

- VAT & EXCISE 1800-180-0806
- GST Helpline 1800-180-0807

VIEW SUSPENSION DETAILS

FORM TYPE: VAT TIN: 0210110112107

PRINCIPAL PLACE OF BUSINESS

Firm Name: BRT LUCH House No./Address: sanganji 990 State: Himachal Pradesh

E Mail: 0007.susmita@gmail.com Post Office:

Village/Town/City: sanganji District: Shimla Pin Code:

Telephone No: 85626985 Fax No: 968574589 Mobile No: 92395214552

Furnish Return for Period: offregmf fujgrfgr gfbtgrtg fghtrng Pay Tax/Interest/Penalty for Period: 995645646.06 Any Other Reason: regry Rfjgfbgfh gfbunfghyjhtr nfhth

Remarks: veedfeefweefweef dlkwee

GENERATE SUSPENSION ORDER

Fig-7

- In "View Suspension Details" page enter the "Remarks" .
- After entering the remark click on "Generate Suspension Order" button.
- To generate drop the suspension, click on "Drop Suspension Proceedings" button from suspension lists.
- After clicking the button, the "View Suspension Details" page will appear(Fig-8).

Assessment Background Reports Block/Unblock TIN Dashboard Dealer Profile Dealer Search Exception Reports Commissioner Excise Licenses Forms Control GST General Generate List My Message Box Payment Primary MS Registration Removal Of Goods Returns Secondary MS Statutory Forms Task Management View Declarations

Comalroad
Case officer (ACCR)

LINKS

- VAT List
- CST List
- CGST List
- POT/AGT List
- VAT Amendment List
- POT/AGT Amendment List
- CST Amendment List
- e-Return List
- e-Payment List
- Initiate Suspension Notice
- Suspension List
- Activate Suspended Dealers
- Activation List
- Initiate Cancellation
- Cancellation List
- SUD MOTO Registration VAT
- SUD MOTO Registration CST
- SUD MOTO Cancellation
- Consent Form (422 to 147)
- Quarter Clearance
- e-CST Cancellation
- Block/Unblock TIN

HELPLINE NO

- VAT & EXCISE 1800-180-0806
- GST Helpline 1800-180-0807

VIEW SUSPENSION DETAILS

FORM TYPE: VAT TIN: 0210110112123

PRINCIPAL PLACE OF BUSINESS

Firm Name: T taxes House No./Address: 11 State: Himachal Pradesh

E Mail: teemathakur207@gmail.com Post Office:

Village/Town/City: shimla District: Shimla Pin Code:

Telephone No: Fax No: Mobile No: 9759108626

Furnish Return for Period: 18 august 2013 Pay Tax/Interest/Penalty for Period: 1000 Any Other Reason: he was absent

Remarks: Drop this order!

DROP SUSPENSION PROCEEDINGS

Fig-8

- After entering the remark click on "Drop Suspension Proceedings" button.
- To View the list, click on "Suspension List" from the menu.(Fig-9)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Suspensions List

Show 10 entries Search: [← Back](#)

Sl	Notice No	TIN	Type	Firm Name	Notice Initiated Date	Status	Action
1	3246505787881822	02101101121	VAT	Diamond	02-08-2023	Suspension Ordered	Download Suspension Notice Download Suspension Order
2	2948134140815108	02101101121	VAT	Diamond	02-08-2023	Suspension Ordered	Download Suspension Notice Download Suspension Order
3	6093678064791070	02101101121	VAT	Diamond	02-08-2023	Suspension Dropped	Download Suspension Notice
4	4226460133149247	021011010195	VAT	HCL	02-08-2023	Suspension Ordered	Download Suspension Notice Download Suspension Order
5	7616252530105858	021011010184	CGCR	n trader	29-07-2023	Suspension Ordered	Download Suspension Notice Download Suspension Order
6	8298297566945227	021011010184	PGT	n trader private limited	29-07-2023	Suspension Ordered	Download Suspension Notice Download Suspension Order
7	7387566443142534	021011010184	CGCR	n trader	29-07-2023	Suspension Dropped	Download Suspension Notice
8	2759330334884935	02102102040	CST	fdgdgbcdfb	29-07-2023	Suspension Ordered	Download Suspension Notice Download Suspension Order
9	2433681040602499	02101101122	VAT	susmita	26-07-2023	Suspension Ordered	Download Suspension Notice Download Suspension Order
10	1256694695483682	021011010430	VAT	Sharma Traders	26-07-2023	Suspension Ordered	Download Suspension Notice Download Suspension Order

Showing 1 to 10 of 29 entries Previous 1 2 3 Next

Fig-9

25. To activate the dealers which are suspended earlier, ACSTE clicks on “Activate Suspended Dealers” button from the menu.(Fig-10)

The screenshot shows the VAT Registration List interface. On the left, a navigation menu is open, and an arrow points to the 'Activate Suspended Dealers' option. The main table displays registration details for four 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	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 View
2	2394019339915958	Sharma G ki Company	Kishore Sharma	NORMAL	08219776588	24/08/2023	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
3	4599733926599940	QQQQQ	WWW	NORMAL	0784523888	25/08/2023	ACSTE-Sanjauli	25/08/2023	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110101121 View
4	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE-Sanjauli	23/08/2023	Forwarded for Inspection	STEO-Sanjauli	23/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Send Back

Fig-10

26. After clicking the button, then “Activate Suspended Dealers” page will appear.(Fig-11)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

ACTIVATE SUSPENDED DEALERS

FORM TYPE: VAT Form 1 TIN: 0210110112107

PRINCIPAL PLACE OF BUSINESS

Owner Name: WVERT Firm Name: RRT UICF House No./Address: sarjaul 990

State: Himachal Pradesh District: Girma

Village/Town/City: sarjaul Pin Code: 15621695 Telephone No: 98574589 Fax No: 98574589

Mobile No: 02365214552 Remarks(For Activation): refered

ACTIVATE

Fig-11

27. In Activate suspended dealer's page, select "Form Type" from dropdown and enter "TIN" number and "Owner name".
28. After entering the data, other fields data will be auto-fetched. Then enter the "Remarks(For Activation)".
29. Then click on "Activate" button to activate the dealers.
30. After clicking the "Activate" button, then "Activations List" will appear(Fig-12).

Activations List

Suspended User Activated Successfully.

Show 10 entries

SL	Acknowledgement No	TIN	GST No	CST No	Type	Firm Name	Suspension Activation Download	Date Of Validity	Status
1	1492231865512126	0210110112107	--N/A--	--N/A--	VAT	RRT UICF	SUSPENSION_ACTIVATION_0210110112107169296905.pdf	25/08/2023	Activated
2	6951359243985053	0210110112120	--N/A--	--N/A--	VAT	AMb Organization	SUSPENSION_ACTIVATION_02101101121201692957676.pdf	25/08/2023	Activated
3	9115577388157949	021011010184	--N/A--	--N/A--	VAT	n trader	SUSPENSION_ACTIVATION_0210110101841692603760.pdf	21/08/2023	Activated
4	2158366844165549	021011011123	--N/A--	--N/A--	VAT	IT taxes	SUSPENSION_ACTIVATION_0210110111231692427883.pdf	19/08/2023	Activated
5	1196792934314571	021011010430	--N/A--	--N/A--	VAT	Sharma Traders	SUSPENSION_ACTIVATION_0210110104301690984184.pdf	02/08/2023	Activated
6	3782441461110703	02101101121	--N/A--	--N/A--	VAT	xiomi ltd	SUSPENSION_ACTIVATION_021011011211690984128.pdf	02/08/2023	Activated
7	2054913904805611	021011010195	--N/A--	--N/A--	VAT	HCL	SUSPENSION_ACTIVATION_0210110101951690975486.pdf	02/08/2023	Activated
8	6529409446388487	02101101122	--N/A--	--N/A--	VAT	XXXXXXZZZ	SUSPENSION_ACTIVATION_021011011221690393969.pdf	26/07/2023	Activated
9	5094407811422919	021011010430	--N/A--	--N/A--	VAT	Sharma Traders	SUSPENSION_ACTIVATION_0210110104301690347633.pdf	26/07/2023	Activated
10	5580206736141781	02101101122	--N/A--	--N/A--	CST	20	SUSPENSION_ACTIVATION_021011011221690287078.pdf	25/07/2023	Activated


Showing 1 to 10 of 18 entries

Previous 1 2 Next

Fig-12

31. In Activations List, click on "Suspension Activation Download" button to download the Restoration Order.(Fig-13)

DEPARTMENT OF STATE TAXES AND EXCISE
Government of Himachal Pradesh



Restoration Order

TIN	0210110112107
FIRM NAME	RRT UIOf
ADDRESS	sanjauli 990
STATE	Himachal Pradesh
E-MAIL	0007.susmita@gmail.com
DISTRICT	Shimla
MOBILE	02365214552

In exercise of the powers vested in me by the Himachal Pradesh Value Added Tax, 2005, I hereby order the restoration of your Registration Certificate bearing No. **0210110112107** w.e.f **2023-08-25 06:40:04**.

Office Location: _____ **Signature:** _____

Place: Approved
Stamp or Seal **Name:** _____

Date: _____ **Designation:** _____

Fig-13