

E-CST Form Cancellation- Guideline for Users

Dealers can now apply for cancellation of e-CST forms issued through the portal. The detail instructions have been issued vide CTD Notification No. **15413** dated **10.09.2012** which is available on the Department's website.

After a request is received online for cancellation for a particular e-CST form, it has to be cancelled by the respective circle authority. Once the e-CST form is cancelled, the dealer may apply for a corrected e-CST form in the same manner as it is for a new e-CST form.

Dealer can apply for cancellation through e-Forms section of e-Service Portal (<https://odishatax.gov.in>)

Follow the process for applying online cancellation

1. First log in to Portal using your credential TIN and password.

2. Go to e-Form section by clicking the e-Forms link and search for approved e-CST Forms.



HOME Downloads E-Return Filing E-Annual Return Filing Check Status Payment History Amendment Cancellation e-Form Form Statement e-Certificate

Home > E-Forms

Click Here for Address

Statutory Form Management Fields marked with * are System Generated e-We

Utilization Type * : New Requisition View Existing

Form Type * : Type C

Between Date * : 09/09/2012 And 09/09/2012

Status : Approved by CTD/System Generated Form

Or

Requisition No. : Outside Dealer TIN :

Submit Clear

Select View Existing. Then select Form type i.e. C/EI/EII/F/H.

Then select the e-CST Form (C/EI/EII/F/H) creation date.

Then select Status as "Approved by CTD/ System Generated Form"

Then click on Submit button to view the all approved e-CST Forms under same Form type.

You can search using Requisition no. or Outside Dealer TIN also.

The following screen will be displayed.

Search Criteria
to be selected to
view approved
forms

3. View Approved e-CST Form

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Home > E-Forms

Click Here for Address

Statutory Form Management Fields marked with * are System Generated e-Forms

Utilization Type * : New Requisition View Existing

Form Type * : Type C

Between Date * : 09/09/2012 And 09/09/2012

Status : Approved by CTD/System Generated Form

Or Requisition No. Or Outside Dealer TIN

Submit Clear

Search Results

Print	View	Requisition No	Form Type	Form Number	Date	Status	Confirmed/Printed on	Remarks	Generated For
	View	5120000124	Type C	21C-12000002513	09-09-2012	Approved by CTD			Test-22123456789- Period: 1-2012

Click on View link to view the Form details.

The following screen will be displayed with “Send for Cancellation” button Active.

4. Click the “Send for Cancellation” button

Quarter Ending: June 2012

Selling Dealer Name: Test Purchasing Dealer Name: M/s National Aluminium Co.Ltd

Selling Dealer TIN: 22123456789 Purchasing Dealer TIN: 21331104647

Selling Dealer Address: Testing Cancellation Purchasing Dealer Address: NALCO BHAWAN Nayapalli, BBSR NALCO BHAWAN Bhubaneswar Khurda Nayapalli

Selling Dealer State: Chhattisgarh Purchasing Dealer State: Odisha

Selling Dealer Email: Purchasing Dealer Email: psuna@nalcoindia.co.in

Please Note that on Uploading or Fetching commodity, all existing commodities will be deleted.

Upload Commodity File Here: Browse... Upload Commodity

Fetch commodity details used in previously generated requisition/Approved C Form No: Search

Click on “Update” to Save any Commodity and Click on “Delete” to delete any Commodity in the commodity section

Click to download XLS template file for uploading commodity User Guideline for Excel(XLS) Upload in CST Forms

Click on Save to Enable Commodity details.

* Other Commodity Description/ Other Goods shall be saved

Commodity	Commodity Desc	Spacity	Others	Invoice No.*	Date (dd/MM/yyyy)	Quantity	Units	Value in Rs.*	Waybill No	Required for	Transport Document Date (dd/MM/yyyy)	Transport Document No.*
Commodity	Alumina			1	01/04/2012	1.0000	Ton	10000.00		By-Product For Sa	01/04/2012	NA
Commodity												
Total Value								:10000.00				

Save Send for Approval **Send for Cancellation**

Click on “Send for Cancellation” button. Alert will be displayed to fill the reason and to check the declaration.

The following screen will be displayed

5. Check the declaration and fill the reason

Commodity	Commodity Base	Specify Others	Invoice No.	Date (dd/MM/yyyy)	Quantity	Units	Value in Rs. *	Waybill No.	Required for	Transport Document Data (dd/MM/yyyy)	Transport Document No.	
Commodity	Alumina		1	01/04/2012	1.0000	Ton	10000.00		By-Product For Sa	01/04/2012	NA	
Commodity												
Total Value							:10000.00					

I / We hereby declare that the e-CST Form, which is being requested to be cancelled, has not been utilised by me / us in any manner nor the same has been submitted to any tax authority. I / We the Government / Department / Officer(s) concerned for the loss of revenue / liability if any arising out of the use or misuse of the e-CST Form. However, in case it is found that the concerned e-CST form anywhere, I / We undertake that I / We will be solely responsible for any tax liability arising out of this e-CST form and agree to pay such tax liability, as the case may be.

Reason for Cancellation:

Select the check box and fill the **reason for cancellation**.

Click for Cancellation

Fill the Reason of Cancellation

Then click on “Send for Approval”, few confirmation alerts will be displayed and on confirming all the alerts the cancellation application will be submitted to circle authority online.

The user will be redirected to e-Forms screen.

6. Search for “Applied For Cancellation” forms.

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Home > E-Forms

Click Here for Address

Statutory Form Management Fields marked with * are mandatory

Utilization Type * : New Requisition View Existing

Form Type * :

Between Date * : And

Status :

Or

Requisition No. :

Outside Dealer TIN :

Search Results

		Requisition No.	Form Type	Form Number	Date	Status	Confirmed/Printed on	Remarks	Generated For
Print	View	55120000124	Type C	21C-12000002513	09-09-2012	Approved (Applied for cancellation)			Test-22123456789- Period: 1-2012

Select View Existing. Then select Form type i.e. C/EI/EII/F/H.

Latest Status

Then select the e-CST Form (C/EI/EII/F/H) creation date.

Then select Status as (Approved by CTD/ System Generated Form)

Then click on Submit button to view the all approved e-CST Forms under same Form type.

You can search using Requisition no. or Outside Dealer TIN also.

The above screen will be displayed.

Note:

1. The cancellation of CST form is applicable for e-CST (C/EI/EII/F/H) Forms only.
2. The dealers are required to apply online for cancellation within 7 days of issue / approval of the said e-CST form.
3. Once any form is cancelled then it cannot be printed again. It can be viewed only in read only mode.
4. The cancellation of any e-CST(C/EI/EII/F/H) form is discretion of Circle Authority only.
5. As per the notification, maximum three e-CST forms per quarter per dealer can only be cancelled.
6. Steps are being taken to issue mobile alert, once an e-CST form is cancelled by the respective circle authority (subject to the condition that the correct mobile number is provided by the dealer in the portal).
