



Excise & Taxation Department, Haryana

User Manual for Applicant

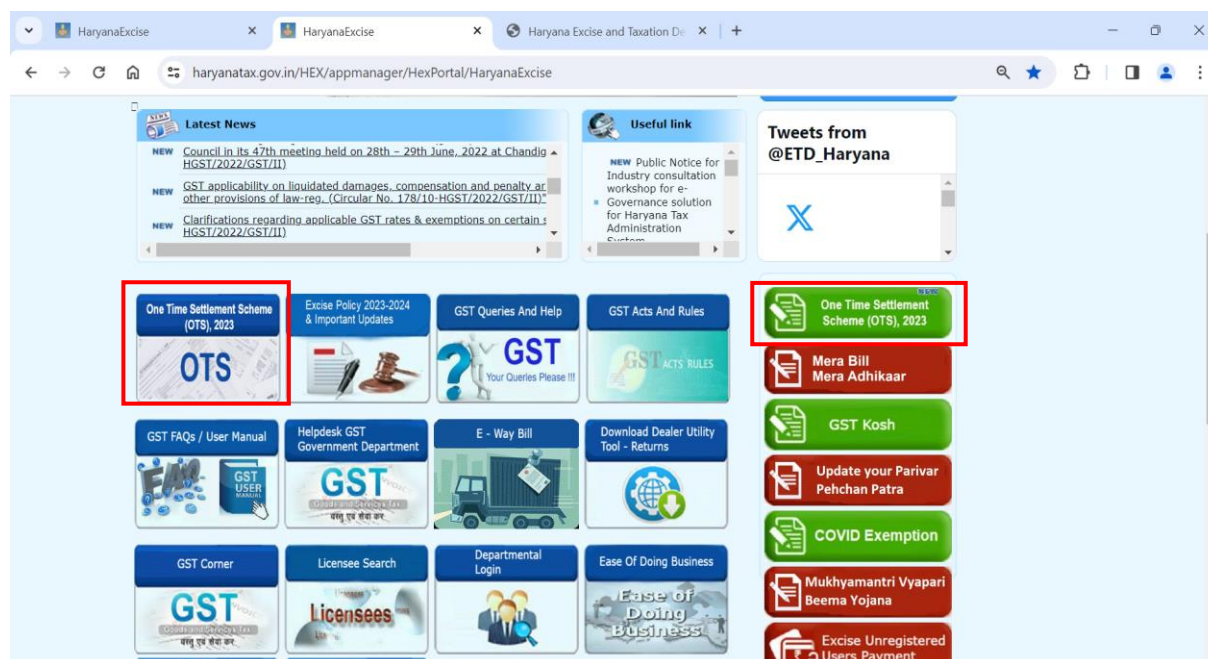
One Time Settlement Scheme, 2023

Contents

1. How to signup/login.....	3
• Sign-up	3
• Login:.....	6
3. Dashboard of applicant:.....	7
4. Apply for Form OTS-1.....	9
5. Receipt of Form OTS-3	14
6. Apply for Form OTS-3A	15
7. Receipt of Form OTS 4A	16
8. Apply for Form OTS-1A	18
9. Apply for Form OTS-1B.....	20
10. Apply for Form OTS-6.....	22
11. Receipt of order in Form OTS-4/OTS-5	23
12. Rectification	24

1. How to signup/login

Applicant will navigate to Haryana tax website <https://haryanatax.gov.in/> and click on tab 'One Time Settlement Scheme (OTS), 2023'.



- **Signup** -Upon clicking either of the highlighted tabs, Login Page will open. For sign-up the applicant has to click on the button "Sign-up for OTS registration". Applicant will be required to fill up the required details as displayed in the screens below. The applicant should refer to the question marks for the relevant fields for their information/clarity.

A screenshot of the 'One Time Settlement Scheme, 2023' login page. The header includes the Haryana government logo and the text 'One Time Settlement Scheme, 2023 (Excise and Taxation Department, Government of Haryana)'. A red banner states 'This Scheme is operational from 01/01/2024 to 30/03/2024'. The main heading is 'Login'. On the left, under 'Useful Links', are 'OTS, 2023', 'FAQs', and 'Helpdesk Contact List'. The login form contains fields for 'Email *' (with a placeholder 'Enter User Name'), 'Password *' (with a placeholder 'Enter Password'), and a captcha section with the text 'Please enter the code shown below * (Captcha letters are case sensitive)'. Below the form are links for 'Sign-in' and 'Forgot Password?'. A red rectangle highlights the 'Sign-up For OTS Registration' button at the bottom. The footer contains the copyright notice: 'Copyright © Excise And Taxation Department, Haryana. Terms of Use | Disclaimer'.

User Manual for Applicant (One Time Settlement Scheme)

The screenshot shows the 'User Registration' form for the One Time Settlement Scheme, 2023, under the Excise and Taxation Department, Government of Haryana. The form is titled 'User Registration' and contains the following fields:

- Name of the applicant ***: Sumit Patel
- Constitution of Business ***: Individual
- Registration No. under the relevant Act ***: Registered (if registered) (Please mention 'unregistered' if not registered). Value: 06235356342
- PAN ***: DBVPP5643K (Ex:ABCDE3250F)
- Mobile No. of Applicant ***: 987654321
- E-mail id of Applicant ***: sumitpatel321@gmail.com
- SCO/Booth/Shop/Building/Flat/Floor No. ***: 147, KIDWAI NAGAR
- Sector/Area ***: test sector
- City/Town/Village ***: (empty)
- District ***: (empty)

- Note:**
1. The email id and mobile number of authorised signatory will be henceforth, used for sign in and other official communications.
 2. The applicant can choose Jurisdictional ward field as "00" from the drop down menu, in case he/she is not sure about his/her jurisdictional ward.

The screenshot shows the 'User Registration' form for the One Time Settlement Scheme, 2023, under the Excise and Taxation Department, Government of Haryana. The form is titled 'User Registration' and contains the following fields:

- SCO/Booth/Shop/Building/Flat/Floor No. ***: Enter Address
- Sector/Area ***: Enter Sector
- City/Town/Village ***: Enter City
- District ***: Enter District Name
- Pin Code ***: Enter Pin Code
- Jurisdictional District ***: Ambala
- State ***: Haryana
- Jurisdictional ward ***: --Please Select-- (dropdown menu with options: 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10)
- Email id of the authorized signatory ***: Enter Email Id
- Name of the Authorized signatory ***: Enter Name of Authorized
- Password ***: Enter Password
- Upload Required Documents**

The applicant has to mandatorily upload ID Proof mentioned/referred in the question mark whereas the Letter of Authorization is optional.

User Manual for Applicant (One Time Settlement Scheme)

One Time Settlement

10.88.238.39:7001/OTSAPP/registration.html

Pin Code* 240005 State* Haryana

Jurisdictional District* Ambala Jurisdictional ward* 01

Email id of the authorized signatory* sumitpatel123@gmail.com Mobile no. Of the authorized signatory* 9867543210

Name of the Authorized signatory* Sumit Patel Any ID Proof of the authorized signatory* PAN card

Password* Confirm Password*

Upload Required Documents

1	Any ID proof of Authorized Signatory* (PDF, 3 MB)	Choose file	TEST PAN (5)...(5) (2) (1).pdf
2	Letter of Authorization (PDF, 3 MB)	Choose file	No file chosen

Please enter the code shown below*
(Captcha letters are case sensitive)

One Time Settlement

10.88.238.39:7001/OTSAPP/registration.html

Name of the Authorized signatory* Sumit Patel Any ID Proof of the authorized signatory* PAN card

Password* Confirm Password*

Upload Required Documents

1	Any ID proof of Authorized Signatory* (PDF, 3 MB)	Choose file	TEST PAN (5)...(5) (2) (1).pdf
2	Letter of Authorization (PDF, 3 MB)	Choose file	No file chosen

Please enter the code shown below*
(Captcha letters are case sensitive)

m6ir7

Register Cancel

Copyright © Excise And Taxation Department, Haryana. Terms of Use | Disclaimer

Upon filling the required details, the applicant has to click on the “Register” button. The One time Password (OTP) will be sent by the system on the registered email id of the authorized signatory provided by the applicant at the time of registration. The applicant has to enter the OTP received and click on the “Sign in” button as displayed in the screen below:

User Manual for Applicant (One Time Settlement Scheme)

One Time Settlement Scheme, 2023
(Excise and Taxation Department, Government of Haryana)

To complete your registration please enter OTP sent to your email address
sumitpatel1234@gmail.com OTP is valid for 10 minutes.

One Time Password (OTP) *

Enter OTP

Sign in [Resend OTP in 109 Seconds !](#)

[Go To Home Page](#)

Copyright © Excise & Taxation Department, Haryana. Terms of Use | Disclaimer

- **Login:**

For Login, the applicant has to enter the login credentials in the Login page and click “Sign-in” button as displayed below:

One Time Settlement Scheme, 2023
(Excise and Taxation Department, Government of Haryana)

This Scheme is operational from 01/01/2024 to 30/03/2024.

Login

Email *

Enter User Name

Password *

Enter Password

Please enter the code shown below *
(Captcha letters are case sensitive)

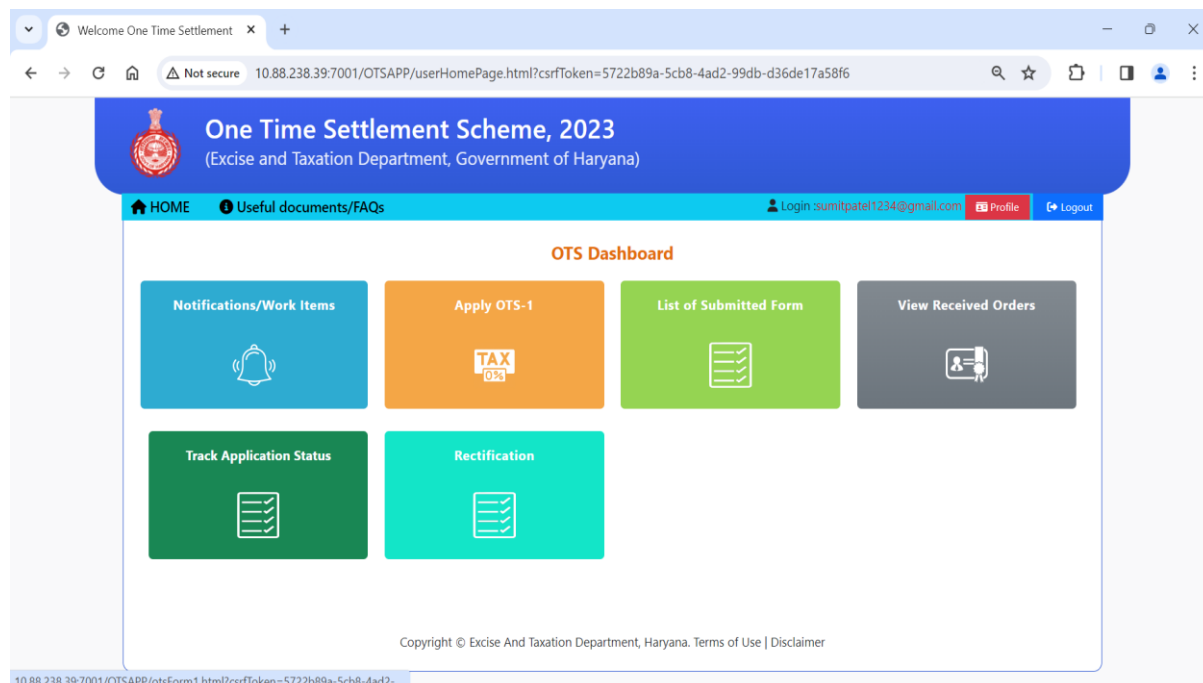
Sign-in [Forgot Password?](#)

[Sign-up For OTS Registration](#)

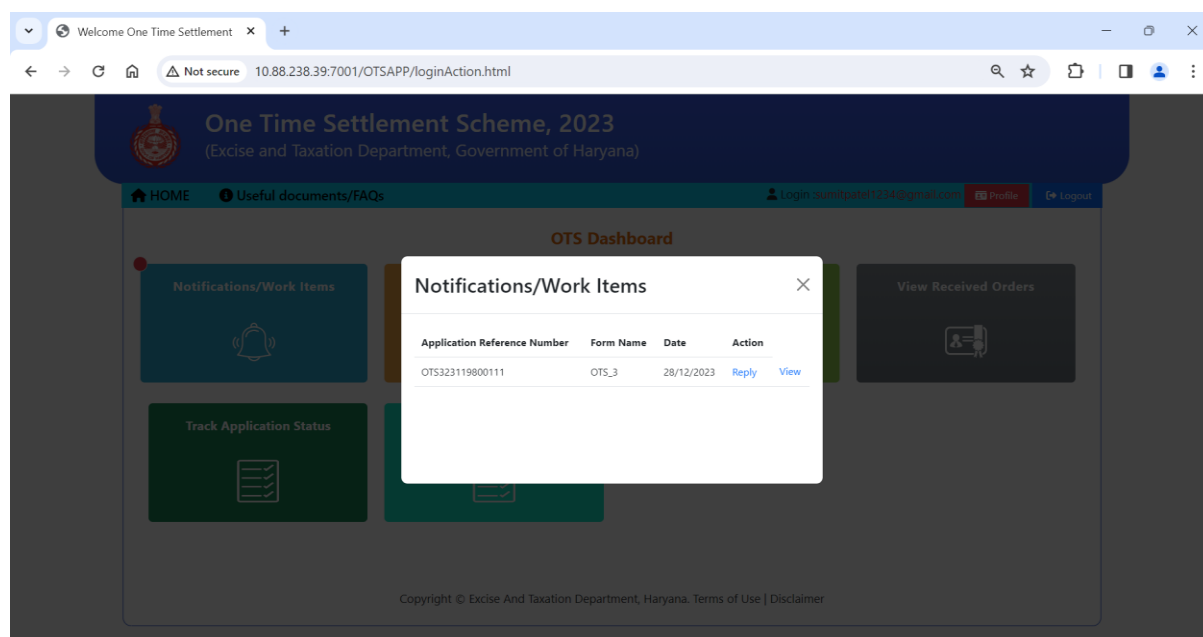
Copyright © Excise And Taxation Department, Haryana. Terms of Use | Disclaimer

3. Dashboard of applicant:

Upon successful registration/sign in, the applicant will be redirected to the dashboard where the applicant can access following tabs. Applicant can apply/view and perform relevant actions for the OTS applications from his/ her Dashboard.



- **Notification/Work items** – This tab will display notification regarding orders/notices issued by the department.



- **Apply OTS-1** – This tab will enable the applicant to apply for the Form OTS-1.

User Manual for Applicant (One Time Settlement Scheme)

- **List of Submitted Forms** – This tab will display the list of forms submitted by the applicant and where from he/she can apply for OTS-1A, OTS-1B and OTS-6(whichever applicable).

The screenshot shows the 'List of Application' page. The header includes the Haryana Government logo and the text 'One Time Settlement Scheme, 2023 (Excise and Taxation Department, Government of Haryana)'. The user is logged in as 'sumitpatel1234@gmail.com'. The page displays a table of submitted forms with columns: Sr. No., App.Ref.No., Form Name, Relevant Act, Assessment Year, and Submitted Date. Two entries are shown, both for 'OTS_1' and 'OTS_3A' forms under the 'LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)'. The assessment year is '1976-77' and the submitted date is '2023-12-28'. Action buttons for 'Apply OTS-6' and 'Apply OTS-1A' are visible for the first entry. The page also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls.

Sr. No.	App.Ref.No.	Form Name	Relevant Act	Assessment Year	Submitted Date	
1	OTS12311340015Z	OTS_1	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28	Apply OTS-6 Apply OTS-1A
2	OTS3A23119400089	OTS_3A	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28	

Showing 1 to 2 of 2 entries

- **View Received Orders** – This tab will enable the applicant to view the orders issued by the department.

The screenshot shows the 'List of Received Order(s)' page. The header is identical to the previous page. The user is logged in as 'sinhaayushi0318@gmail.com'. The page displays a table of received orders with columns: Sr.No., Relevant Act, Assessment Year, and Action. One entry is shown for 'HVAT-The Haryana Value Added Tax Act, 2003 (Haryana Act 6 of 2003)' with an assessment year of '1989-90'. The page also includes a search bar and pagination controls.

Sr.No.	Relevant Act	Assessment Year	Action
1	HVAT-The Haryana Value Added Tax Act, 2003 (Haryana Act 6 of 2003)	1989-90	

Copyright © Excise And Taxation Department, Haryana. Terms of Use | Disclaimer

User Manual for Applicant (One Time Settlement Scheme)

- **Track Application Status** – This tab will allow the applicant to view and track the status of their application using OTS-1 reference number.

The screenshot shows the 'Track Application Status' page. The header includes the Haryana Excise and Taxation Department logo and the text 'One Time Settlement Scheme, 2023 (Excise and Taxation Department, Government of Haryana)'. The user is logged in as 'sinhaayush0318@gmail.com'. The page displays a 'List of Application(s)' table with the following data:

Sr.No.	Relevant Act	Assessment Year	Pending with	Pending stage	Last Updated Date	Status
1	HVAT-The Haryana Value Added Tax Act, 2003 (Haryana Act 6 of 2003)	1989-90	DETC	OTS_3	2024-01-01 15:28 PM	In Progress
2	HVAT-The Haryana Value Added Tax Act, 2003 (Haryana Act 6 of 2003)	1986-87	ETO	OTS_1		In Progress

Showing 1 to 2 of 2 entries. Navigation: Previous 1 Next.

4. Apply for Form OTS-1

Upon clicking the tab “Apply OTS-1” on dashboard, below screen will appear. The contents of Sr.no 1 and 2 will be auto populated (editable) from the details entered by the applicant during sign up. The applicant has to enter the required fields in the Form OTS-1 as displayed in the below screen:.

The screenshot shows the 'Form OTS1' page. The header includes the Haryana Excise and Taxation Department logo and the text 'One Time Settlement Scheme, 2023 (Excise and Taxation Department, Government of Haryana)'. The user is logged in as 'sumitpatel1234@gmail.com'. The form is titled 'APPLICATION FORM FOR OPTING THE HARYANA ONE TIME SETTLEMENT SCHEME FOR RECOVERY OF OUTSTANDING DUES, 2023'. The form contains a table with the following fields:

S.No.	Particulars	
1.	(a) Name of the applicant *	Sumit Patel
	(b) Registration No. under the relevant Act * (if registered) (Please mention 'unregistered' if not registered)	06235356342
	(c) PAN *	DBVPP5643K
	(d) Mobile *	9876543210
	(e) E-mail id *	sumitpatel14321@gmail.com
	(f) SCO/Booth/Shop/Building/Flat/Floor No. *	147, KIDWAI NAGAR
	(g) Sector/Area *	test sector

User Manual for Applicant (One Time Settlement Scheme)

The screenshot shows a web browser window with the URL `10.88.238.39:7001/OTSAPP/otsForm1.html?csrfToken=5722b89a-5cb8-4ad2-99db-d36de17a58f6`. The form is titled "One Time Settlement" and contains the following fields:

(h)	City/Town/Village *	test city
(i)	District *	test district
(j)	Pin Code *	240005
(k)	State	Haryana
(l)	Jurisdictional District *	Ambala
(m)	Jurisdictional ward *	01
2.		
(a)	Name of the Authorized signatory *	Sumit Patel
(b)	Email id of the authorized signatory *	sumitpatel1234@gmail.com
(c)	Mobile no. Of the authorized signatory *	9867543210
(d)	Any ID Proof of the authorized signatory (PAN /Aadhar Card/ Driving License/ Voter ID Card/Passport/PPP or any other Government issued ID card) *	PAN card
3.	Name of the relevant Act and period for which this application is submitted *	LADT-The Haryana Local Area Developme

The screenshot shows the continuation of the "One Time Settlement" form. The fields are as follows:

voter ID Card/Passport/PPP or any other Government issued ID card *			
3.	Name of the relevant Act and period for which this application is submitted *	LADT-The Haryana Local Area Developme	1990-91
4.	Whether any cases are pending before any appellate authority under the relevant Act, High Court, or Supreme Court *	☒ Yes ☐ No	
1. Case Number			
91346			
2. Pending before Authority			
First Appellate Authority			
3. Date of filing of Appeal/Case			
22/12/2015			
5.	Whether criminal proceedings have been initiated against the applicant for any reason(s) under the relevant Act *	☐ Yes ☒ No	
6.	Whether the demand relates to erroneous refund(s) under the Relevant Act *	☐ Yes ☒ No	
7.	Details of settlement of outstanding dues as per Schedule-I *		
	Order No. vide	Total amount	Cho 1.Admit

In Sr.no 7, the applicant will choose the relevant tax category and provide the amount details accordingly. The applicant can choose the relevant tax categories from the drop down. The relevant tax categories are:-

- Admitted tax
- Disputed tax
- Undisputed tax
- Differential tax

User Manual for Applicant (One Time Settlement Scheme)

Note: The system will auto calculate(editable) the settlement amounts for the relevant tax categories chosen as per the Schedule- I of the Scheme.

One Time Settlement

Not secure 10.88.238.39:7001/OTSAPP/otsForm1.html?csrfToken=5722b89a-5cb8-4ad2-99db-d36de17a58f6

5. Whether criminal proceedings have been initiated against the applicant for any reason(s) under the relevant Act * ☐ Yes ☒ No

6. Whether the demand relates to erroneous refund(s) under the Relevant Act * ☐ Yes ☐ No

7. Details of settlement of outstanding dues as per Schedule-I *

Sr.No.	Name of the relevant Act	Assessment year	Order No. vide which outstanding dues were quantified	Date of order	Total amount involved in order stated in column no (4)	Choose 1.Admitted 2.Disputed 3.Undisputed 4.Differential
1	2	3	4	5	6	7
*	LADT-The Haryan	1976-77	856736	23/12/1997		Admitted
*	LADT-The Haryan	1976-77	856737	30/12/1997	4500000	Disputed
Total in Rs.						

8. Total settlement amount as per 7(14) * 3800000

One Time Settlement

Not secure 10.88.238.39:7001/OTSAPP/otsForm1.html?csrfToken=5722b89a-5cb8-4ad2-99db-d36de17a58f6

5. Whether criminal proceedings have been initiated against the applicant for any reason(s) under the relevant Act * ☐ Yes ☒ No

6. Whether the demand relates to erroneous refund(s) under the Relevant Act * ☐ Yes ☐ No

7. Details of settlement of outstanding dues as per Schedule-I *

Date of order	Total amount involved in order stated in column no (4)	Choose 1.Admitted Tax 2.Disputed tax 3.Undisputed tax 4.Differential Tax	Amount of tax involved or any other amount payable in column no (7)	Settlement amount in lieu of (8) as per column (3) of schedule I	Total amount of interest involved	Settlement amount
5	6	7	8	9	10	11
23/12/1997		Admitted Tax	3500000	3500000	0	0
	4500000					
30/12/1997		Disputed tax	1000000	300000	0	0
			4500000	3800000	0	0

8. Total settlement amount as per 7(14) * 3800000

In Sr. no 10, the applicant can click on the question mark to know whether he/she is eligible for installment or not. Upon selection of "yes", the installments will be auto calculated(editable) by the

User Manual for Applicant (One Time Settlement Scheme)

system. The Applicant has to make the payment on E-gras portal and submit the details of payment(s) in Sr.no. 12.

9. Category of Settlement of dues as per 7(9) * greater than 25 lacs

10. Whether Installment Facility opted * ☒ Yes ☐ No

11. Installment Schedule *

Sr.No.	Total settlement amount	Amount of 1st installment	Date of 1st installment	Amount of 2nd installment	Date of 2nd installment	Amount of 3rd installment	Date of 3rd installment
1	2	3	4	5	6	7	8
(i)	3800000	1520000	26/12/2023	1140000		1140000	

12. Details of Payments made *

Sr.No.	Serial number of the GRN	Date of the GRN	Serial number of CIN	Date of CIN	Amount (in Rs.)
1	2	3	4	5	6
*	0106085567	26/12/2023	0106086819	26/12/2023	Enter Amount (in Rs.)
Total					0
					Rs.

The applicant has to mandatorily upload PAN, Assessment order and Proof of payment in order to complete the OTS-1 form submission.

13. Upload Required Documents

1	PAN * (PDF, 3 MB)	Choose file	TEST PAN (5)...(5) (2) (1).pdf
2	Assessment order vide which dues were quantified * (PDF, 3 MB)	Choose file	Test Document (1) (2).pdf
3	Proof of pending appeals, if any (PDF, 3 MB)	Choose file	No file chosen
4	Proof of payment * (PDF, 3 MB)	Choose file	TEST PAN (5) (3) (5) (2).pdf
5	Any other document (PDF, 3 MB)	Choose file	No file chosen

Uploaded Documents

6	Any ID proof of Authorized Signatory	Download
---	--------------------------------------	----------

14. Declaration:

I herein above declare that the information and declarations stated herein above are true and correct to my knowledge and belief and that nothing has been

After clicking on "Submit" button, the applicant will get system generated Acknowledgement in the Form OTS-2. Applicant can take print out of form OTS-2 by clicking on the "Print" button.

User Manual for Applicant (One Time Settlement Scheme)

The screenshot shows a web browser window with the URL `10.88.238.39:7001/OTSAPP/otsFormOneSubmit.html`. The page header includes the Government of Haryana logo and the text "One Time Settlement Scheme, 2023 (Excise and Taxation Department, Government of Haryana)". The navigation bar has links for HOME, Useful documents/FAQs, and a user profile section with "Login :sumitpatel1234@gmail.com", Profile, and Logout. The main content area is titled "Form OTS-2" and "Acknowledgement of Application in Form OTS-1". It contains a paragraph acknowledging the application in Form OTS-1, reference no OTS123113400157, dated 28/12/2023. The acknowledgment is dated Thu Dec 28 18:48:54 IST 2023. At the bottom, there is a red disclaimer: "** This is a system generated acknowledgement and does not require any signature **". Below the disclaimer, there are two buttons: "Home" and "Print", which are highlighted with a red rectangle.

One Time Settlement Scheme, 2023
(Excise and Taxation Department, Government of Haryana)

HOME Useful documents/FAQs Login :sumitpatel1234@gmail.com Profile Logout

Form OTS-2

Acknowledgement of Application in Form OTS-1

Your application in Form OTS-1, reference no OTS123113400157 dated 28/12/2023 for settlement of outstanding dues, pertaining to LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000) , under the Haryana One Time Settlement Scheme for Recovery of Outstanding Dues, 2023 for the assessment year 1976-77 is hereby acknowledged.

Excise & Taxation Department
Government of Haryana
Thu Dec 28 18:48:54 IST 2023

**** This is a system generated acknowledgement and does not require any signature ****

Home Print

The Applicant can view and print the submitted Form OTS-1 under the 'List of Submitted Forms' tab on dashboard.

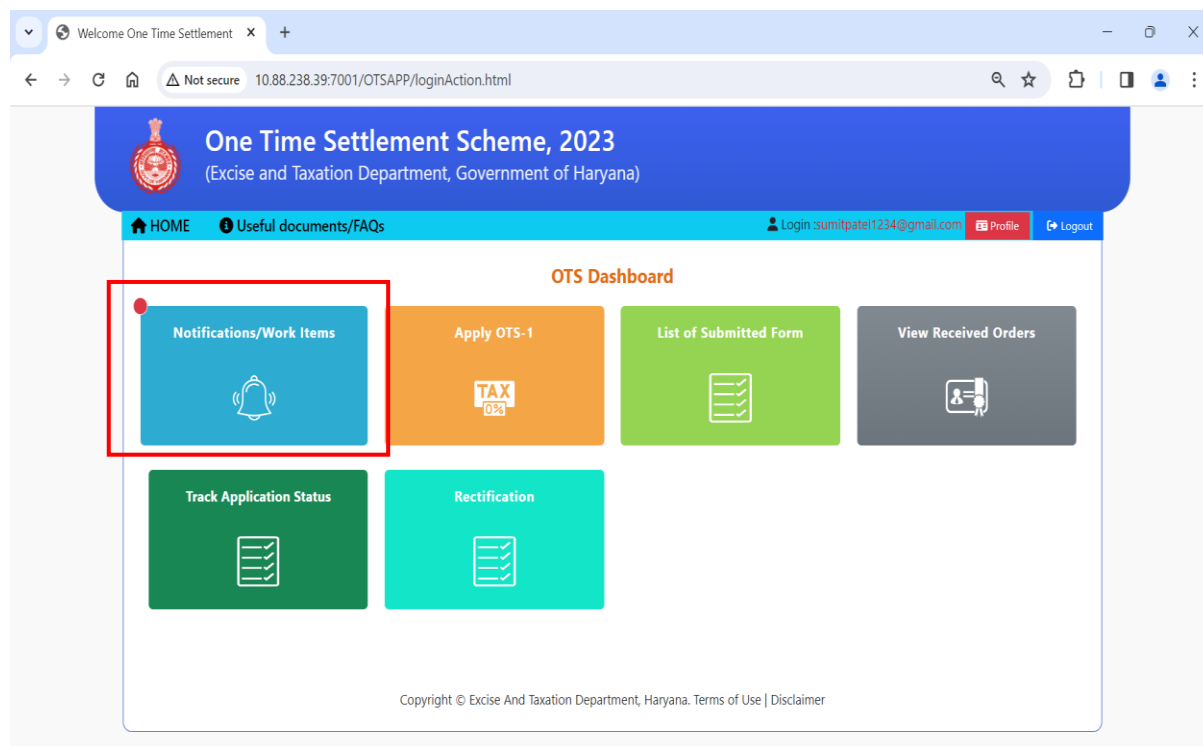
The screenshot shows a web browser window with the URL `10.88.238.39:7001/OTSAPP/listOfApplicationView.html?csrfToken=5722b89a-5cb8-4ad2-99db-d36de17a58f6`. The page header is the same as the previous screenshot. The navigation bar is the same. The main content area is titled "List of Application". It contains a table with the following data:

Sr. No.	App.Ref.No.	Form Name	Relevant Act	Assessment Year	Submitted Date
1	OTS123113400157	OTS_1	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28

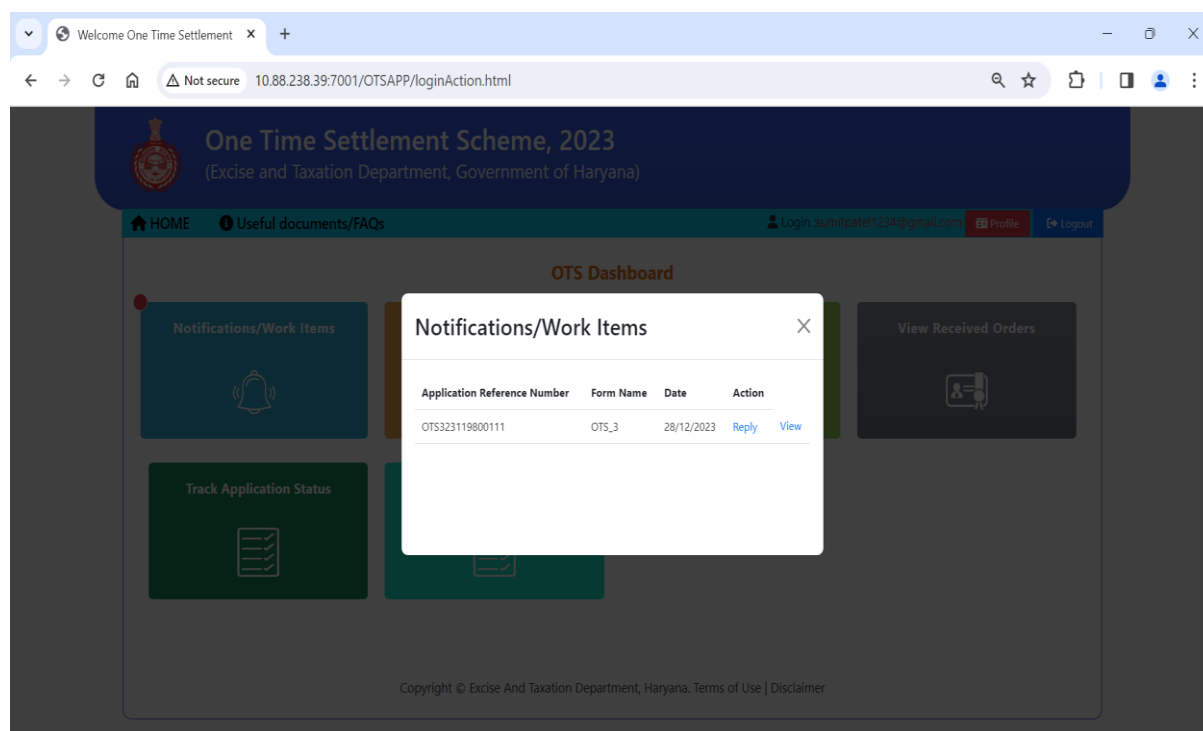
Copyright © Excise And Taxation Department, Haryana. Terms of Use | Disclaimer

5. Receipt of Form OTS-3

Upon issuance of Form OTS-3(Deficiency Notice), the notification tab will be highlighted with a red dot as displayed below:



Upon clicking of the notification tab, Applicant will be able to view Form OTS-3. He/she can reply in Form OTS-3A by clicking on the “Reply” button.



User Manual for Applicant (One Time Settlement Scheme)

Upon click of the “View” button the following screen displaying the Form OTS-3 will appear. The applicant can also navigate to any form upon clicking the Form Tabs as highlighted below:

One Time Settlement Scheme, 2023
(Excise and Taxation Department, Government of Haryana)

HOME Useful documents/FAQs Login: sumitpatel1234@gmail.com Profile Logout

OTS-3 OTS-3A

FORM OTS-3
Deficiency Notice

To
Name of the applicant : Sumit Patel
Address of the applicant : 147, KIDWAI NAGAR test sector test city
TIN/RC No.(if applicable) : 06235356342
OTS 3 Reference No. OTS323119800111 Dated 28/12/2023
Subject:-Deficiency Notice
Reference:- FORM OTS 1 Reference No. OTS123113400157 Dated 28/12/2023

Whereas you have made an application under the Haryana One Time Settlement Scheme for Recovery of Outstanding Dues, 2023. Upon Examination of your application, the following deficiencies have been observed in Form OTS-1 bearing reference No. OTS123113400157 dated 28/12/2023 :

Sr.No.	Deficiencies/Remarks
*	Discrepancy
*	Discrepancy123

6. Apply for Form OTS-3A

The applicant can reply to the Deficiency notice in form OTS-3A as displayed below. The Applicant can provide clarification in the comment box. For further adding of the comments, if required, the applicant can click on the ‘plus’ symbol. He/she can provide payment(s) details in the table “Details of payment made”, if applicable. Applicant will be required to mandatorily click on the GRN checkbox, if any payment details are entered.

One Time Settlement Scheme, 2023
(Excise and Taxation Department, Government of Haryana)

HOME Useful documents/FAQs Login: sumitpatel1234@gmail.com Profile Logout

OTS-3 OTS-3A

FORM OTS-3A
Reply to Deficiency Notice

To
The Excise And Taxation Officer,
District : Ambala
Ward : 01
Name of the applicant : Sumit Patel
Address of the applicant : 147, KIDWAI NAGAR test sector test city
Details of FORM OTS 3 Notice No OTS323119800111 Dated 28/12/2023
TIN/RC No.(if applicable) : 06235356342
Subject:- Reply to Deficiency Notice in FORM OTS 3.
Reference:- FORM OTS 3 Reference No. OTS323119800111 Dated 28/12/2023

This is with reference to the deficiency notice issued in Form OTS-3 vide no OTS323119800111 dated 28/12/2023 from your office. The point wise reply to the deficiencies raised is as under:

Sr.No.	Comment
*	Clarification for discrepancy

User Manual for Applicant (One Time Settlement Scheme)

The screenshot shows a web browser window with the URL `haryanatax.gov.in/OTSAPP/ots-form3a-view.html?csrfToken=bc204ef-dbbe-4285-81a9-5be42b6c6ad2&otsMainId=1067128&appRef...`. The page displays the 'Details of Payment made' form, which is highlighted with a red border. The form includes a table with columns: Sr.No., Serial number of the GRN, Date of the GRN, Serial number of CIN, Date of CIN, and Amount (in Rs.). Below the table, there are input fields for 'Enter GRN No.', 'Enter CIN No.', and 'Enter Amount (in Rs.)'. A 'Total' field is also present. At the bottom of the form, there is a checkbox and a statement: 'I agree that GRN Details furnished above have been checked and not been previously used anywhere.' Below the form, there is a section for 'Upload Required Documents' with two rows: '1 Proof of payment (PDF, 3 MB)' and '2 Any other document (PDF, 3 MB)'. Each row has a 'Choose file' button and a 'No file chosen' status. At the bottom of the page, there are fields for 'Place: Dummy' and 'Date: 11/01/2024' on the left, and '(Name of the applicant) Sumit Patel' on the right.

Sr.No.	Serial number of the GRN	Date of the GRN	Serial number of CIN	Date of CIN	Amount (in Rs.)
1	2	3	4	5	6
*	Enter GRN No.		Enter CIN No.		Enter Amount (in Rs.)
Total					Rs.

☐ I agree that GRN Details furnished above have been checked and not been previously used anywhere.

Upload Required Documents

Sr.No.	Document Name	File Name	File Size
1	Proof of payment (PDF, 3 MB)	Choose file	No file chosen
2	Any other document (PDF, 3 MB)	Choose file	No file chosen

Place: Dummy
Date: 11/01/2024

(Name of the applicant)
Sumit Patel

After clicking on “Submit OTS-3A” button, the application will be sent to concerned jurisdictional officer.

7. Receipt of Form OTS 4A

Upon issuance of Form OTS-4A (Provisional Order of settlement) by the Department, the applicant can view the Form in the “Notification/Work Items” and “View Received Order” tab on the dashboard. Upon click of the View button the Form will be displayed as shown in the screen below:

The screenshot shows a web browser window with the URL `10.88.238.39:7001/OTSAPP/ots-form-read-only-view.html?csrfToken=9d6a3587-f393-4c33-9589-08e222eba400&otsMainId...`. The page displays the 'FORM OTS-4A Order of Provisional Settlement' document. The document header includes the Haryana State Emblem and the text 'One Time Settlement Scheme, 2023 (Excise and Taxation Department, Government of Haryana)'. The document body contains the following information:

FORM OTS-4A
Order of Provisional Settlement

To

Name of the applicant : Sumit Patel

Address of the applicant : 147, KIDWAI NAGAR test sector test city

TIN/RC No.(if applicable) : 06235356342

Order No. : OTS4A23119800100 Dated 28/12/2023

Subject:- Provisional Order of Settlement

Reference:- FORM OTS 1 Reference No. OTS123113400157 Dated 28/12/2023

Whereas, you have opted for The Haryana One Time Settlement Scheme for Recovery of Outstanding Dues, 2023. On examination, your application has been found to be in order. Accordingly, the order of provisional settlement is, hereby, passed as follows:

Name of the Relevant Act : LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)

Assessment Year : 1976-77

User Manual for Applicant (One Time Settlement Scheme)

One Time Settlement

One Time Settlement

Not secure 10.88.238.39:7001/OTSAPP/ots-form-read-only-view.html?csrfToken=9d6a3587-f393-4c33-9589-08e222eba400&otsMainId...

Name of the Relevant Act : LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)

Assessment Year : 1976-77

Table-I

Details of settlement of outstanding dues as per Schedule-I *

Sr.No.	Name of the relevant Act	Assessment year	Order No. vide which outstanding dues were quantified	Date of order	Total amount involved in order stated in column no (4)	Choose 1.Admitted 2.Disputed 3.Undisputed 4.Differential
1	2	3	4	5	6	7
*	LADT-The Haryan	1976-77	856736	23/12/1997	4500000	Admitted
*	LADT-The Haryan	1976-77	856737	30/12/1997		Disputed
Total in Rs.						

Table-II

One Time Settlement

One Time Settlement

Not secure 10.88.238.39:7001/OTSAPP/ots-form-read-only-view.html?csrfToken=9d6a3587-f393-4c33-9589-08e222eba400&otsMainId...

Total in Rs.

Table-II

Installment Schedule *

Sr.No.	Total settlement Amount	Amount of 1st installment	Date of 1st installment	Amount of 2nd installment	Date of 2nd installment	Amount of 3rd installment	Date of 3rd installment
1	2	3	4	5	6	7	8
1	3800000	1520000	26/12/2023	1140000	27/03/2024	1140000	25/06/2024

Table-III

Sr.No.	Particulars	Amount(Rs.)
1.	Settlement amount payable as per Table-I	3800000
2.	Less: Amount paid by the applicant	1520000
3.	Balance (1-2)	2280000

One Time Settlement

One Time Settlement

Not secure 10.88.238.39:7001/OTSAPP/ots-form-read-only-view.html?csrfToken=9d6a3587-f393-4c33-9589-08e222eba400&otsMainId...

Table-III

Sr.No.	Particulars	Amount(Rs.)
1.	Settlement amount payable as per Table-I	3800000
2.	Less: Amount paid by the applicant	1520000
3.	Balance (1-2)	2280000

This is a provisional order and the final order of settlement in **FORM OTS 4** shall only be passed after full payment and submission of proof of withdrawal of pending appeals in **FORM OTS 6**, if applicable by the applicant.

Excise and Taxation Officer

District Ambala

Ward 01

Home

Print

Copyright © Excise And Taxation Department, Haryana. Terms of Use | Disclaimer

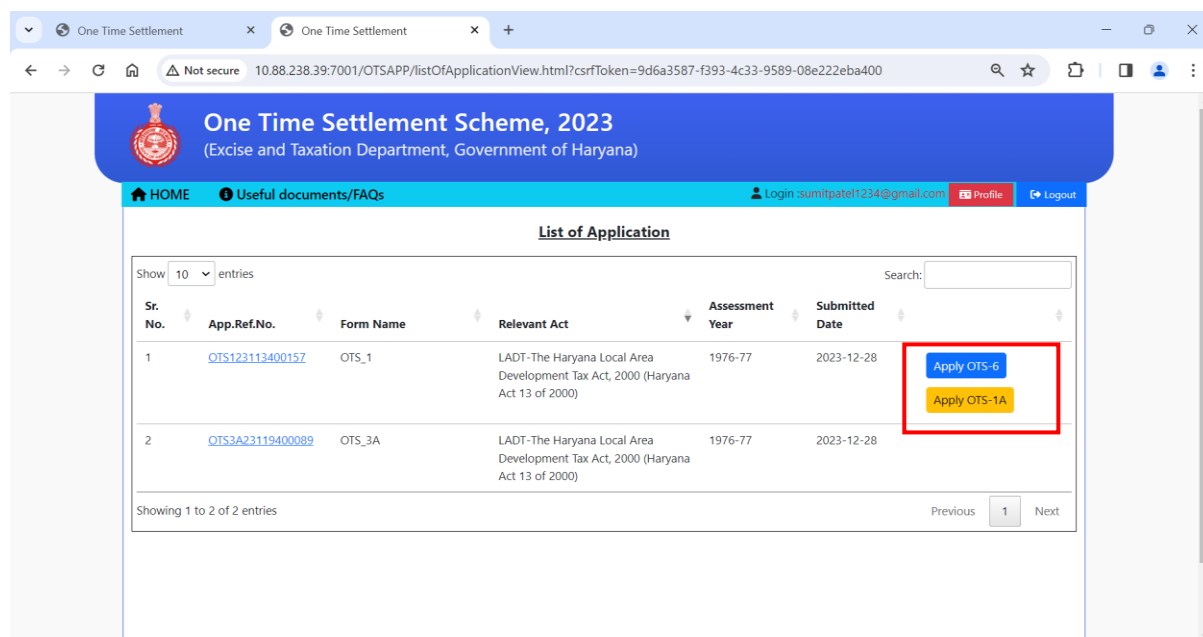
User Manual for Applicant (One Time Settlement Scheme)

The applicant can take the print of the Form by clicking on the “Print” button.

Once, the provisional order of settlement is received by the applicant, the system will enable the Form OTS-1A and OTS-6 (if applicable) for the applicant. These forms can be applied by the applicant from the “List of Submitted forms” tab on the dashboard.

8. Apply for Form OTS-1A

Form OTS-1A can be applied by the applicant from the “List of Submitted Forms” tab on the dashboard.



One Time Settlement Scheme, 2023
(Excise and Taxation Department, Government of Haryana)

HOME Useful documents/FAQs Login:sumitpatel1234@gmail.com Profile Logout

List of Application

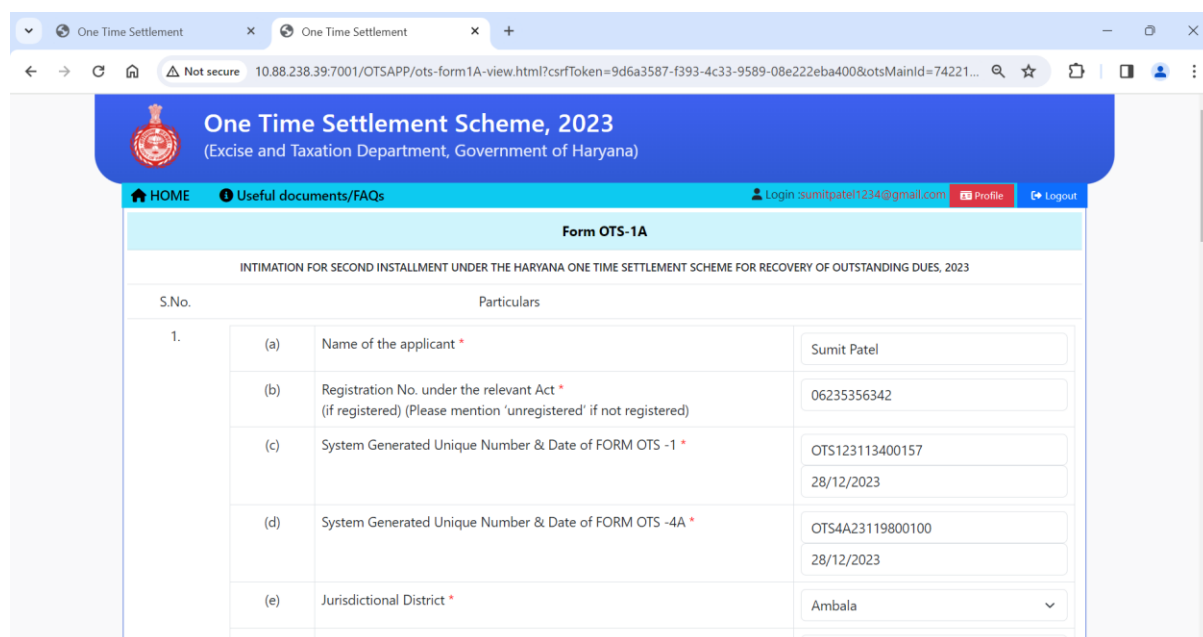
Show 10 entries Search:

Sr. No.	App.Ref.No.	Form Name	Relevant Act	Assessment Year	Submitted Date
1	OTS123113400157	OTS_1	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28
2	OTS3A23119400089	OTS_3A	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28

Showing 1 to 2 of 2 entries Previous 1 Next

Apply OTS-6
Apply OTS-1A

Upon click of “Apply OTS 1-A” the Form OTS 1A will be displayed. The applicant has to fill the relevant fields.



One Time Settlement Scheme, 2023
(Excise and Taxation Department, Government of Haryana)

HOME Useful documents/FAQs Login:sumitpatel1234@gmail.com Profile Logout

Form OTS-1A

INTIMATION FOR SECOND INSTALLMENT UNDER THE HARYANA ONE TIME SETTLEMENT SCHEME FOR RECOVERY OF OUTSTANDING DUES, 2023

S.No.	Particulars
1.	(a) Name of the applicant *
	(b) Registration No. under the relevant Act * (if registered) (Please mention 'unregistered' if not registered)
	(c) System Generated Unique Number & Date of FORM OTS -1 *
	(d) System Generated Unique Number & Date of FORM OTS -4A *
	(e) Jurisdictional District *

Sumit Patel
06235356342
OTS123113400157
28/12/2023
OTS4A23119800100
28/12/2023
Ambala

User Manual for Applicant (One Time Settlement Scheme)

The screenshot shows a web browser window with the URL: 10.88.238.39:7001/OTSAPP/ots-form1A-view.html?csrfToken=9d6a3587-f393-4c33-9589-08e222eba400&otsMainId=74221... The form contains the following fields:

- (d) System Generated Unique Number & Date of FORM OTS -4A *: OTS4A23119800100, 28/12/2023
- (e) Jurisdictional District *: Ambala
- (f) Jurisdictional ward *: 01
- 2. (a) Name of the Authorized signatory *: Sumit Patel
- (b) Email id of the authorized signatory *: sumitpatel1234@gmail.com
- (c) Mobile no. Of the authorized signatory *: 9867543210
- 3. Name of the relevant Act and period for which this application is submitted *: LADT-The Haryana Local Area Develop, 1976-77
- 4. Total settlement amount as per S.No. 8 of FORM OTS-1 *: 3800000
- 5. Total Settlement amount as per OTS-4A *: 3800000

In Sr.No 6, the instalment schedule will be auto populated (editable) by the system. The applicant will enter the interest on delayed payment of instalment (if applicable) in Sr.No.8.

The screenshot shows the same web browser window with the form fields for Sr.No 6, 7, 8, and 9:

- 6. Installment Schedule *:

Sr.No.	Total settlement Amount	Amount of 1st installment	Date of 1st installment	Amount of 2nd Installment	Date of 2nd installment	Amount of 3rd installment	Date of 3rd installment
1	2	3	4	5	6	7	8
1	3800000	1520000	26/12/2023	1140000	27/03/2024	1140000	25/06/2024
- 7. Installment amount to be paid as per 6(5) above *: 1520000
- 8. Interest paid on delayed payment of installment @ 18% p.a, if any *: 0
- 9. Details of Payments made *:

Sr.No.	Serial number of the GRN	Date of the GRN	Serial number of CIN	Date of CIN	Amount (in Rs.)
1	2	3	4	5	6
*	0106086818	27/12/2023	0106086821	27/12/2023	1520000
Total					1520000

The Applicant has to make the payment on E-gras portal and submit the details of payment(s) in Sr.no. 9 . The applicant has to mandatorily upload the proof of payment document. For submitting the form the applicant has to click on the “Submit” button.

9. Apply for Form OTS-1B

Once, the Form OTS-1A is submitted by the applicant, the system will enable the Form OTS-1B. The form can be applied by the applicant from the “List of Submitted Forms” tab on the dashboard.

One Time Settlement Scheme, 2023
(Excise and Taxation Department, Government of Haryana)

HOME Useful documents/FAQs Login:sumitpatel1234@gmail.com Profile Logout

List of Application

Show 10 entries Search:

Sr. No.	App.Ref.No.	Form Name	Relevant Act	Assessment Year	Submitted Date
1	OTS123113400157	OTS_1	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28
2	OTS3A23119400089	OTS_3A	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28
3	OTS1A23113500056	OTS_1A	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28

Showing 1 to 3 of 3 entries Previous 1 Next

10.88.238.39:7001/OTSAPP/ots-form1B-view.html?csrfToken=9d6a3587-f393-4c33-9589-08e222eba400&otsMainId=74221&appRefNo=OTS123113400157&formName=OTS_1

Upon click of “Apply OTS 1-B” the Form OTS-1B will be displayed. The applicant has to fill the relevant fields.

One Time Settlement Scheme, 2023
(Excise and Taxation Department, Government of Haryana)

HOME Useful documents/FAQs Login:sumitpatel1234@gmail.com Profile Logout

Form OTS-1B

INTIMATION FOR THIRD INSTALLMENT UNDER THE HARYANA ONE TIME SETTLEMENT SCHEME FOR RECOVERY OF OUTSTANDING DUES, 2023

S.No.	Particulars	
1.	(a)	Name of the applicant *
	(b)	Registration No. under the relevant Act * (if registered) (Please mention 'unregistered' if not registered)
	(c)	System Generated Unique Number & Date of FORM OTS -1 *
	(d)	System Generated Unique Number & Date of FORM OTS -1A *
	(e)	System Generated Unique Number & Date of FORM OTS -4A *

Sumit Patel
06235356342
OTS123113400157
28/12/2023
OTS1A23113500056
28/12/2023
OTS4A23119800100
28/12/2023

User Manual for Applicant (One Time Settlement Scheme)

In Sr.No 6, the instalment schedule will be auto populated (editable) by the system.

The screenshot shows a web browser window with the URL `10.88.238.39:7001/OTSAPP/ots-form1B-view.html?csrfToken=9d6a3587-f393-4c33-9589-08e222eba400&otsMainId=74221...`. The form contains the following fields:

- (f) Jurisdictional District *: Ambala
- (g) Jurisdictional ward *: 01
- 2. Authorized signatory details:
 - (a) Name of the Authorized signatory *: Sumit Patel
 - (b) Email id of the authorized signatory *: sumitpatel1234@gmail.com
 - (c) Mobile no. Of the authorized signatory *: 9867543210
- 3. Name of the relevant Act and period for which this application is submitted *: LADT-The Haryana Local Area Develop 1976-77
- 4. Total settlement amount as per S.No. 8 of FORM OTS-1 *: 3800000
- 5. Total Settlement amount as per OTS-4A *: 3800000
- 6. Installment Schedule *: A table with 8 columns: Sr.No., Total settlement Amount, Amount of 1st installment, Date of 1st installment, Amount of 2nd Installment, Date of 2nd installment, Amount of 3rd installment, and Date of 3rd installment.

The screenshot shows the bottom section of the form, including:

- Upload Required Documents:**
 - 1 Proof of payment * (PDF, 3 MB): Choose file Test Document (1) (2).pdf
 - 2 Any other document (PDF, 3 MB): Choose file No file chosen
- 10. Declaration:**

I herein above declare that the information and declarations stated herein above are true and correct to my knowledge and belief and that nothing has been concealed therein. The Haryana One Time Settlement Scheme for recovery of outstanding dues, 2023 has been opted after fully understanding its terms and conditions thereof.

I also affirm that I will discharge the settlement amount as applicable to me. I further affirm that in case of failure to pay any pending amount, any payment made under the Scheme shall be adjusted against my liabilities under the Relevant Act and shall not be refunded in any case.
- Place:** Ambala **(Name of the applicant)** Sumit Patel
- Date:** 28/12/2023
- Buttons:** Submit, Reset

The Applicant has to make the payment on E-gras portal and submit the details of payment(s). The applicant has to mandatorily upload the proof of payment. For submitting the form, the applicant has to click on the “Submit” button.

10. Apply for Form OTS-6

Form OTS-6 can be applied by the applicant from the “List of Submitted Forms” tab on the dashboard.

The screenshot shows the 'List of Application' table with the following data:

Sr. No.	App.Ref.No.	Form Name	Relevant Act	Assessment Year	Submitted Date	
1	OTS123113400157	OTS_1	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28	Apply OTS-6
2	OTS3A23119400089	OTS_3A	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28	
3	OTS1A23113500056	OTS_1A	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28	
4	OTS1B23114600044	OTS_1B	LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)	1976-77	2023-12-28	

Upon clicking on button “Apply OTS-6”, the below form will appear:

The FORM OTS 6 form contains the following information:

Intimation regarding withdrawal of pending Appeal before any Appellate Authority under the relevant Act, High Court or Supreme Court

To
The Excise & Taxation Officer,
District Ambala
Ward 01
Name of the applicant Sumit Patel
Address of the applicant 147, KIDWAI NAGAR test sector test city
Details of FORM OTS 1 Reference No OTS123113400157 Dated 28/12/2023
TIN/RC No.(if applicable) 06235356342
Subject:- Withdrawal of Appeal pending before any Appellate Authority under the relevant Act, High Court or Supreme Court.
Reference:- FORM OTS 1 Reference No. OTS123113400157 Dated 28/12/2023
In compliance of my declaration in FORM OTS-1 bearing reference number OTS123113400157 dated 28/12/2023 and your order in FORM OTS 4A bearing number OTS4A23119400089 dated 28/12/2023, I (Sumit Patel) have withdrawn the appeal pending before the

The applicant has to enter the name of authority where the appeal is pending and mandatorily upload the proof of withdrawal of such appeal.

User Manual for Applicant (One Time Settlement Scheme)

Subject:- Withdrawal of Appeal pending before any Appellate Authority under the relevant Act, High Court or Supreme Court.

Reference:- FORM OTS 1 Reference No. OTS123113400157 Dated 28/12/2023

In compliance of my declaration in **FORM OTS-1** bearing reference number **OTS123113400157** dated **28/12/2023** and your order in **FORM OTS 4A** bearing number **OTS4A23119800100** dated **28/12/2023**, I (**Sumit Patel**) have withdrawn the appeal pending before the **First Appellate authority** (mention the name of the Authority) against the assessment order for the assessment year **1976-77** under the **LADT-The Haryana Local Area Development Tax Act, 2000 (Haryana Act 13 of 2000)** Act. The proof of such withdrawal is annexed herewith.

Upload Required Documents

S.No.	Document Name	File Name
1	Supporting Document 1 * (PDF, 3 MB)	Test Document (1).pdf
2	Supporting Document 2 (PDF, 3 MB)	No file chosen

I understand that final order of settlement in **FORM OTS 4** shall only be passed by the jurisdictional authority on acceptance of such proof of withdrawal.

Place: **Ambala** (Name of the applicant)
Date: 28/12/2023 **Sumit Patel**

Submit OTS-6

Copyright © Excise And Taxation Department, Haryana. Terms of Use | Disclaimer

For submitting the form, the applicant has to click on the “Submit” button.

11. Receipt of order in Form OTS-4/OTS-5

The issued order in Form OTS-4/OTS-5 shall be displayed in “Notification/ Work Items” and “View Received Orders” tab on the dashboard. The applicant can view/download/print the form by clicking against specific Application OTS-1 reference number.

One Time Settlement Scheme, 2023
(Excise and Taxation Department, Government of Haryana)

HOME Useful documents/FAQs Login: sumitpatel1234@gmail.com Profile Logout

OTS Dashboard

Notifications/Work Items

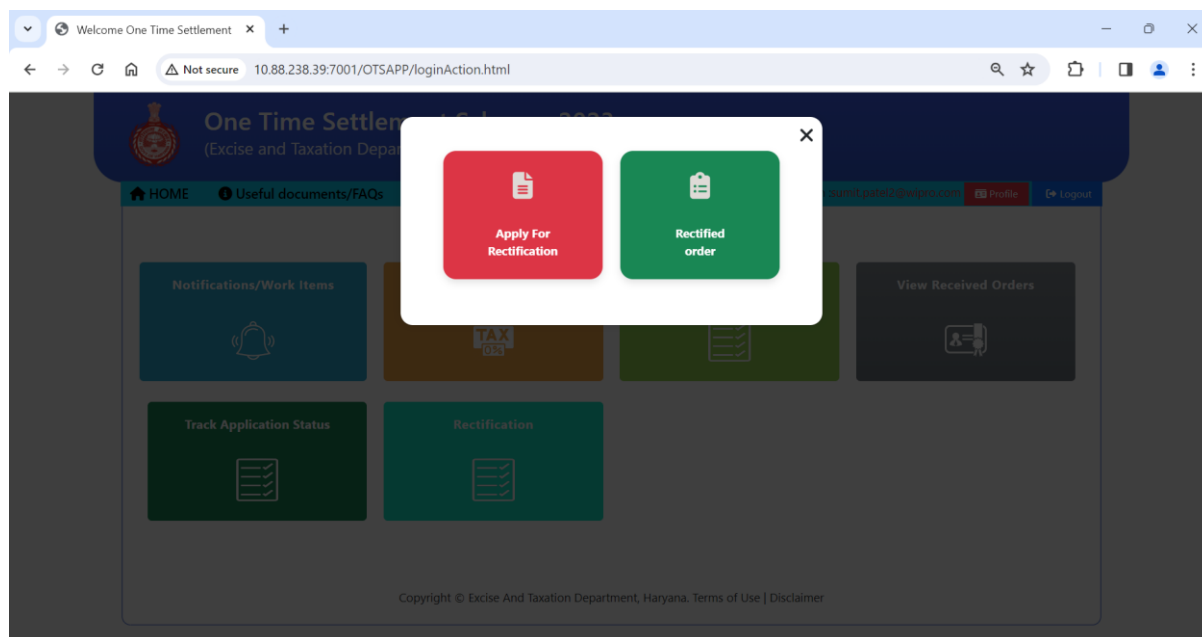
Application Reference Number	Form Name	Date	Action
OTS423114800062	OTS_4	28/12/2023	View
OTS4A23119800100	OTS_4A	28/12/2023	View

Track Application Status View Received Orders

Copyright © Excise And Taxation Department, Haryana. Terms of Use | Disclaimer

12. Rectification

The tab named “Rectification” on the dashboard is for the rectification for issued orders i.e. OTS-4/OTS-5. Upon clicking this tab, two further tabs are available namely:



- **Apply for Rectification** – Under this tab, the applicant can initiate rectification application for issued OTS4/5 orders.
- **Rectified Orders**– Under this tab, the applicant will be able to view the rectified orders issued by the Department.

Apply for Rectification- Upon clicking of the “Apply for Rectification” tab, the below screen will appear. The Applicant has to enter the OTS-1 reference number and date for which he/she wants to initiate the rectification application.

User Manual for Applicant (One Time Settlement Scheme)

Upon click of verify button the below screen will be displayed wherein the applicant has to provide the reason for rectification and has to mandatorily upload the previously issued order.

The screenshot shows the 'Rectification' page of the One Time Settlement Scheme, 2023. The page header includes the logo of the Excise and Taxation Department, Government of Haryana, and the text 'One Time Settlement Scheme, 2023 (Excise and Taxation Department, Government of Haryana)'. The page has a navigation bar with 'HOME', 'Useful documents/FAQs', and user login information. The main form is titled 'Rectification' and contains the following fields:

- (i) OTS-1 Number * (Value: OTS123113400157)
- Date * (Value: 28/12/2023)
- (ii) Name of Order/Document * (Value: OTS_4)
- (iii) Name of the District & Ward * (Value: Ambala, 01)
- (iv) Reason for rectification * (Value: Mistake in address)

The 'Verify' button is highlighted in blue, and the 'Reset' button is in grey.

The screenshot shows the 'Rectification' page of the One Time Settlement Scheme, 2023, focusing on the 'Upload Required Documents' section. The page header and navigation bar are the same as the previous screenshot. The main form is titled 'Rectification' and contains the following fields:

- (ii) Name of Order/Document * (Value: OTS_4)
- (iii) Name of the District & Ward * (Value: Ambala, 01)
- (iv) Reason for rectification * (Value: Mistake in address)

The 'Upload Required Documents' section is highlighted with a red box and contains the following fields:

- (v) Upload Required Documents
- 1 Previous issued order * (PDF, 3 MB) (Value: OTS423117200059 (3).pdf)
- 2 Any other document (PDF, 3 MB) (Value: No file chosen)

The 'Submit' button is highlighted in green, and the 'HOME' button is in yellow.

For submitting, the applicant has to click on the “Submit” button.