

# INSTRUCTION FOR GENERATING ONLINE U.P. STATE ROAD PERMIT

Please contact the below BHEL Varanasi officials for getting Token for Road Permit:-

1. Sh. Sameer Singh (Engineer/Purchase), Email ID- [sam@bhel.in](mailto:sam@bhel.in) (Phone-0542-3076022)
2. Sh. M.K. Gupta (Dy. Engineer/Purchase) - Email ID- [mkgupta@bhel.in](mailto:mkgupta@bhel.in)

While requesting the road permit, kindly send your Firm Name, TIN No., Address from where material will be dispatched.

Note: always allow the pop-up blocker for generating online permit i.e. e-sancharan form (for turn on pop blocker, go to Internet explorer- Tools menu bar- internet option- turn on pop blocker) .

**BHEL VARANASI TIN NO: 09883800168**

After receipt of BHEL Token no. , party shall follow the following online links for generation of online U.P. state online road permit.

(a) Link for downloading online permit:

[http://www.comtaxup.gov.in/upvatforms/EsancharanFD38Out/Requestform38\\_Dealer.aspx](http://www.comtaxup.gov.in/upvatforms/EsancharanFD38Out/Requestform38_Dealer.aspx)

After clicking the above link, you will be required to fill BHEL TIN number, Token No. and Consignment type (like full or partial truck consignment). After submission of all required details, you will be prompted to next page which will be like as below:

Uttar Pradesh Commercial Tax Department  
उ.प्र. वाणिज्य कर विभाग

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### e-Sancharan Form-38 Download

FORM - XXXVIII  
Department of Commercial Taxes, Government of Uttar Pradesh  
[See rule-54 (3)(a) of UPVAT Rules, 2008]  
Form of declaration for import

Your Token Number is : 131100000012 and Demand Number is : 13200000042

Dealer Information:

TIN: 09700000001 Date(w.e.f): 01/01/2010  
Name of Dealer: M/S TESTING TIN Address of Dealer: VIBHUTI KHAND GOMTI NAGAR

Seller and Commodity Information:

Name of seller \*: Shyam sunder Enterprises Address of seller \*: 67, Karol Bagh, New Delhi  
TIN of seller \*: 02977273636 Goods Destination Place \*: Lucknow

Commodity	Weight/Measure	Weight Unit	Quantity	Quantity Unit	Value Of Goods	Bill/cash memo/ challan No.	Bill Date in (dd/MM/yyyy)	
Kirana, Katha and Supari	1000.00	Kilograms	100	Box	720000.00	A456778	01/11/2013	Delete
--Select--				--Select--				Add

Vehicle Information:

1. Name of Transporter / carrier  
2. Address of Transporter / carrier  
3. Service Provider no. of the carrier, if any  
4. Carrier/ Truck no. \*: DL8C5678  
5. Name of Driver  
6. Address of Driver  
7. Driving License No.

Save Save Finally  
Fields marked with \* are compulsory

(b) After filling the commodity, , weight , Weight Unit, Quantity, Quantity Unit , value , Bill No. and Bill date etc., kindly click the **“ADD”** button for adding the details in the Road permit (after clicking on add button only, you will be able to generate the road permit).

(c) In case, if **intermediate no.** has been generated after selecting **partial truck consignment** , please use the following link to generate the road permit:-

<http://www.comtaxup.gov.in/UPVATFORMS/EsancharanFD38Out/UpdateVehicleOnMultileForms.aspx> .

After clicking the above link, you will be prompted to next page **which will be like as below:**

Uttar Pradesh Commercial Tax Department  
उ.प्र. वाणिज्य कर विभाग

Update Transportation Details On Multiple e-Sancharan Forms

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TEN No.	Month	Year	Intermediate No.	Delete
09883800168	July	2015		>>Add

Transporter Information.

1. Name of Transporter / carrier	<input type="text"/>	2. Address of Transporter / carrier	<input type="text"/>
3. Service Provider no. of the carrier, if any	<input type="text"/>	4. Carrier/ Truck no. *	<input type="text"/>
5. Name of Driver	<input type="text"/>	6. Address of Driver	<input type="text"/>
7. Driving License No.	<input type="text"/>	8. Transporter/Driver Mobile No. :	<input type="text"/>

Update Vehicle and Generate Forms

After filling the details (like BHEL TIN No., month, year, intermediate no. etc.) click on **“ADD”** and then fill truck no. and other details regarding vehicle information, click on tab **“update vehicle and generate form”** , e- sancharan no. shall be generated. Please note it carefully.

Uttar Pradesh Commercial Tax Department  
उ.प्र. वाणिज्य कर विभाग

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**e-Sancharan Form-38 Download**

FORM - XXXVIII  
Department of Commercial Taxes, Government of Uttar Pradesh  
[See rule-54 (3)(a) of UPVAT Rules, 2008]  
Form of declaration for import

Your Unique E-Sancharan Number generated successfully.Your E-Sancharan No is: 13ES2694550000003

Dealer Information:

TIN	<input type="text"/>	Date(w.e.f)	<input type="text"/>
Name of Dealer	<input type="text"/>	Address of Dealer	<input type="text"/>

Seller and Commodity Information:

Name of seller *	<input type="text"/>	Address of seller *	<input type="text"/>
TIN of seller *	<input type="text"/>	Goods Destination Place *	<input type="text"/>

Fields marked with \* are compulsory

(d) For taking **print of E-Sancharan form after generation of E-Sancharan Number**, please use the below link:-

<http://www.comtaxup.gov.in/UPVATFORMS/EsancharanFD38Out/ReprintForm.aspx>

You will be prompted to next page which will be like as below:

(e) Now your e-sancharan form has been generated and shall be looks like this:

FORM - XXXVIII Department of Commercial Taxes, Government of Uttar Pradesh [See rule-53(a) of the UPVAT Rules, 2008] Form of Declaration for Import				Original Copy
<b>Form 38 Serial No</b>	<b>1311ES86945500000049</b>	<b>This e-Sancharan Number is valid upto 17/11/2013</b>		
<b>Date of Issue</b>	14/11/2013	<b>Date of Expiry</b>	14/12/2013	
<b>Assessment Office</b>	Corporate Circle, HO Lucknow			
<b>TIN</b>	09700000001	<b>Date(w.e.f)</b>	01.01/2010	
<b>Name of Dealer</b>	M/S TESTING TIN			
<b>Address of Dealer</b>	VIBHUTI KHAND GOMTI NAGAR			
<b>1. Description of Goods</b>	Kirana, Katha and Supari			
<b>2. Weight / Measure</b>	100.00-Grams			
<b>3. Quantity</b>	100-Other			
<b>4. Value in Figure</b>	10000.00			
<b>5. Value in Words</b>	Rupees Ten Thousand Only			
<b>6. Bill/ cash memo/ challan/ tax invoice number &amp; date</b>	(123/12, 10/10/2013)			
<b>7. Goods Destination Place</b>	test destination			
<b>8. Name and Address of seller / consignor</b>	PAWAN TEST			
<b>9. TIN of seller / consignor</b>	09834983498			

I, \_\_\_\_\_, the authorized signatory of the above named dealer, do hereby declare that the goods noted above are being imported/received/brought by the aforesaid dealer.

Signature of authorized signatory

- Name & address of the Transporter / carrier etc. TEST Transporter TEST Address
- Service Provider no. of the carrier, if any test
- Carrier/ Truck no. Up321234
- Name & address of Driver test test driver Address
- Driving License No. test
- Signature of the vehicle driver.

**IMPORTANT INSTRUCTION:**

1. Vendor must fill up all the mandatory details after going through the link.
2. After filling up the complete mandatory details, e-sancharan no. will be generated.
3. Vendor must take print out of that e-sancharan form and necessarily carry with vehicle (generated form will be similar to attached slide no. 03).
4. Once the form is generated, it cannot be cancelled in any case.
5. It would be sole responsibility of the vendor to fill up the complete details and to generate the e- sancharan form. In case of carrying incomplete form along with vehicle, any levies by sales tax deptt. shall be in vendor part only.
6. Validity of form -38 will be mentioned in the e-sancharan form (from the date of invoice) . Vendor must ensure that goods should reach the destination within the validity period. In case validity gets expired within the transit period, it could be extended by visiting the nearest Sales tax office of that region where it got expired.
7. Vendor is required to allow POP-UP for taking print out of E-Sancharan form.

## Expiry date generation for eSancharan

If Bill of Entry Date Fill then flat 15 days.

Else

(1) By Aircraft : flat 3 Days.

(2) By Road or By Railway:

S.No.	Distance from Destination to Departure	eSancharan Expiry basis on Maximum Invoice Date
1.	0-100	1 Day
2.	101-300	3 Days
3.	301-500	5 Days
4.	501-1000	10 Days
5.	Greater than 1000	20 Days

(3) By Courier or By Self or By Own Vehicle:

1.	0-100	1 Day
2.	101-500	3 Days
3.	501-1000	5 Days
4.	Greater than 1000	7 Days