

e-CST Forms - Guideline for Users

e-CST Forms is a facility available for the dealers in the e-services portal for online requisition and issuance of various statutory forms under Central Sales Tax(CST) Act.

This facility is available to the dealers registered under various Acts such as the Value Added Tax (VAT), the Central Sales Tax (CST) and the Orissa Entry Tax (ET). However, this service can be availed from the Commercial Tax Department Portal (<https://orissatax.gov.in>) by the dealers who already have enrolled for e-services (refer user guideline for Enrolment).

For accessing e-CST Forms, access e-services portal and log in using required credentials.

The screenshot displays the Government of Orissa Commercial Taxes e-services portal. The header includes the state emblem and the text "GOVERNMENT OF ORISSA COMMERCIAL TAXES". A navigation bar at the top right contains "Beta | Orissa | Help". The main content area features a map of Orissa on the left and a "Dealer Login" form on the right. The login form has two input fields: "TIN / SRIN *" and "Password *", both of which are circled in red. Below these fields are "Log In" and "Reset" buttons. A red callout box with a white background and black text points to the "TIN / SRIN *" field, containing the text "Login giving TIN & Password". Below the login form, there are links for "Forgot Password", "Enrollment Information", and "Instructions". A banner at the bottom of the map area reads "introducing tax filing in 3 easy steps..". The footer contains a navigation menu with "FAQ", "Downloads", "e-Registration", "e-Payment", "Form Search", and "Contact Us". It also includes a copyright notice: "Copyright © 2010 Commercial Tax Department, Orissa. All rights reserved. | Powered by Mastek" and a note: "This site is best viewed on 1024 x 768 screen resolution".

To access e-form management the dealer has to access 'e-Form' page first.

Access to 'e-Form'

1. You will view the following screen after log in.

Beta | Orisa | Help | Change Password | Update Profile | Logout

Welcome M/s National Aluminium Co.Ltd

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

Home

[Click Here for Address](#)

Status	Address				
Central Sales Tax 1957	: Registered	Building No	: NALCO BHAWAN Nayapalli,BBSR	Road No	: NALCO BHAWAN
Orissa Value Added Tax 2004	: Registered	Town	: Bhubaneswar	Post Office	: Nayapalli
Entry Tax 1999	: Registered	District	: Khurda	State	: Orissa
		Pin No	: 751013	Circle Office	: Bhubaneswar III

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On clicking "e-Form" link you will view following screen. You can apply for new requisition or view the requisition for which you have already applied

Beta | Orisa | Help | Change Password | Update Profile | Logout

Welcome M/s National Aluminium Co.Ltd

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

[Click Here for Address](#)

Status	Address				
Central Sales Tax 1957	: Registered	Building No	: NALCO BHAWAN Nayapalli,BBSR	Road No	: NALCO BHAWAN
Orissa Value Added Tax 2004	: Registered	Town	: Bhubaneswar	Post Office	: Nayapalli
Entry Tax 1999	: Registered	District	: Khurda	State	: Orissa
		Pin No	: 751013	Circle Office	: Bhubaneswar III

Statutory Form Management Fields marked with * are mandatory

Utilization Type * : New Requisition View Existing

Form Type * : --Select Type of Form--
--Select Type of Form--
Type C
Type E1
Type E11
Type F
Type H
WayBill

Clear

Type C

Select for new or view existing forms. Also select the type of Form here

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For New Requisition of any statutory e-CST Form select New Requisition option from the drop down options.

Then select form type (C / E-I / E-II / F / H) for which you want requisition from Form type drop down and click on Submit button.

To view existing requisition of any Statutory e-CST Form select View Existing option.

CST Form Requisition

- If you have selected Form Type as C/ E-I / E-II / F / H then you will view the following web form for requisition

Commodity	Commodity Desc	Specify Others	Invoice No*	Date* (dd/MM/yyyy)	Quantity	Units	Value in Rs.*	Way bill No	Required for	Transport Document Date (dd/MM/yyyy)	Transport Document No*	Order Date (dd/MM/yyyy)	Order No	Way Bill Utilization Date (dd/MM/yyyy)	Update: D
Commodity						BOX			By-Product For Sale#						Update: D
Commodity															Update: D

The purchasing dealer details are automatically filled, as it is the same dealer in Orissa who is sending the requisition for the form. The dealer has to enter selling dealer details and move to Commodity section.

The dealer has to fill up the details pertaining to commodity, Invoice Number, Invoice Date, Amount, Transport Document Number and date etc. After filling up the details in one row, the dealer is required to click the "update" link at the right side of the row. In case the dealer wants to remove the details of that row, he can also click "Delete" link next to the "update" link.

Similarly, the dealer is required to fill up all the information pertaining to that dealer outside the State. The system allows to enter as many number of rows as required by the dealer.

After entering the details, the dealer has to "Save" the details after entering commodity details. The dealer can edit the saved details later on only till the dealer clicks on "Send for Approval" button. Once the "Send for Approval" is clicked, the details of the form requisition are sent for approval by concerned circle authority.

Once a dealer clicks on "Send for Approval" and sends the e-CST Form for approval by CTD, details of the said e-CST form cannot be edited any further.

Once it is approved, the dealer can print the e-CST form from "View Existing" section as mentioned below.

The dealer will receive a confirmation mail in the given email ID on approval and rejection of the e-CST form. **There is no cancellation process for CST forms, so the**

dealer has to be very sure before sending for approval to concerned circle authority.

Note: The requisition and approval process is same for all (C/ E-I / E-II / F / H) the e-CST statutory forms.

View Existing Forms

- The "view existing" section is to access the details of a Saved / Sent for Approval / Approved / Rejected / Cancelled e-CST Form. The dealer can access the existing details by selecting "View Existing" option as mentioned in above in Access Form Requisition section. The dealer will view the following screen.

The screenshot displays the Government of Orissa Commercial Taxes portal. At the top, there is a navigation menu with options: HOME, Downloads, E-Return Filing, Check Status, Payment History, Amendment, Cancellation, e-Form, and Form Statement. The main content area is titled "Statutory Form Management" and includes a search filter section. The search filter has the following options: Utilization Type (New Requisition, View Existing), Form Type (Type C), Between Date (03/09/2011 to 03/14/2011), Status (Approved by CTD/System Generated Form), and Requisition No. There are "Submit" and "Clear" buttons. Below the search filter is a "Search Results" table with columns: Requisition No, Form Type, Form Number, Date, Status, Confirmed/Printed on, and Remarks. The table contains one entry: Requisition No: 55110600321, Form Type: Type C, Form Number: 21C-11000001896, Date: 14-03-2011, Status: Approved by CTD. There are "Print" and "View" links for this entry. At the bottom, there are "Useful Links" (Privacy Statement, Disclaimer, Sitemap, Contact Us) and a copyright notice: Copyright © 2010 Commercial Tax Department, Orissa. All rights reserved. | Powered by Mastek.

The dealer can search existing form details by selecting Form type, Date of requisition and Status of form. You can search by entering Requisition Number also, if it is remembered.

The dealer can also view the details of the requisition by clicking the view link in search result grid.

If the dealer has applied for e-CST form requisition and it is approved by concerned circle authority (status is approved) then the dealer can take print out of the any e-CST Form by clicking the Print link in the search result grid,

The dealer can edit the e-CST Form details by clicking the "View" button in search result grid, ONLY if the Status of the e-CST form is "Saved "and not "Sent for Approval".

The dealer can save the PDF format of any e-CST form after clicking print button,

Form Statement

4. A facility has also been provided for the dealers to generate a statement of e-CST forms generated from the portal and utilised by the dealer. The Statement is in form V-I.

In order to generate the statement, the dealer needs log in to the CTD portal and click on the "Form Statement" link on the top of the web page. The following screen will be displayed.

The screenshot shows the Government of Orissa Commercial Taxes portal. At the top, there is a navigation menu with links: HOME, Downloads, E-Return Filing, Check Status, Payment History, Amendment, Cancellation, e-Form, and Form Statement. Below the menu, there is a section for 'Click Here for Address' with a table of tax details:

Status	Address
Central Sales Tax 1957 : Registered	Building No : Plot No-662
Orissa Value Added Tax 2004 : Registered	Town : BBSR
Entry Tax 1999 : Registered	District : Khurda
	Pin No :
	Road No : Old Stn Square
	Post Office : Budheswari
	State : Orissa
	Circle Office : Bhubaneswar I

Below the table is the 'Generate Utilization Statement' form. It includes a dropdown menu for 'Form Type' with options: Type F, --Select Type of Form--, Type C (highlighted), Type E1, Type E11, Type F, Type H, and WayBill. There is also a date field 'Between Date' with 'And' and a date '27/03/2011'. The footer of the form area contains copyright information: 'Copyright © 2010 Commercial Tax Department, Orissa. All rights reserved. | Powered by Mastek.'

Select form type for which the dealer wants statement.

Select date period for which the dealer wants statement. The date is requisition date i.e. the dealer saved the requisition details for the first time.

The dealer needs to click on generate / print to generate the statement of utilisation of e-CST Forms in Form V-I.

NOTE:

1. This statement includes the e-CST Forms generated / printed from the portal by a particular dealer and not the manual CST Forms issued to the dealer earlier.
2. **There is no cancellation process for CST forms, so the dealer has to be very sure before sending for approval to concerned circle authority.**
