

Government of Chhattisgarh
Commercial Taxes Department



Online Form System
For
Dealers of Chhattisgarh

USER MANUAL



Contents

1. Online form system
2. Process of submission
3. Requirements
4. Online CST Forms
5. Old CST Forms
6. Reports and Help
7. Converter
8. File Format

Annexure A: Abbreviations

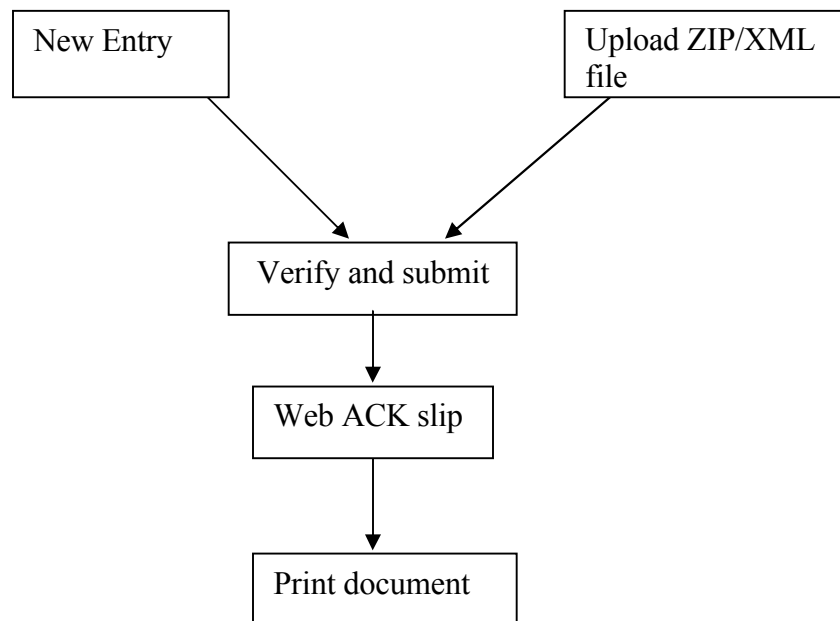
Annexure B: Code List

1. CST-Online form system

Commercial Taxes Department is happy to introduce Online form system for the CST dealers of Chhattisgarh. Online Form System is an internet/web based system, where in the dealers can submit request for issuing C-FORM on this system to Chhattisgarh Commercial Tax Department (CCTD).

In this system, dealers can submit the details of CST statutory forms. Request for C-FORM can be made either by clicking on 'REQUEST ENTRY' option or by using the option of 'UPLOAD XML FILE' under the e-cst form menu.

2. Process of Submission



The following steps have to be followed to complete the submission process:

- 1. Entry and Update:** Provision has been made to enter the request directly using the data entry screen provided in the web-site. The dealer, who has not computerized his business and hence cannot upload XML file, can use this option.
- 2. Upload XML/ZIP File:** The dealer who has computerized his business activity can use this option to upload the XML file. However, the dealer has to prepare his XML file as per the XML format provided by the department. System will not read the XML file if there is any

variation in the format. In case the XML file is more than 3Mb then the file can be split into 2 or more files. The size of the split file should be less than 3 Mb. Dealer on the other hand can zip the XML file and upload the same.

3. Verify and Submit: After entering the details directly or uploading the XML file successfully, the dealer has to verify the details and submit the request to the department. If any error is noticed, the dealer can go back to entry screen and correct the details and submit the details.

4. Web ACK SLIP: Once the request is submitted, the system generates the ACK SLIP. This is the proof of submission of request by the dealer to CCTD.

3. Requirements

The followings are the minimum hardware & software required at the user level to use the Online form system.

- Client system with at least Pentium and 2 GB HDD and 64 MB RAM or above.
- Dot Matrix or Laser Printer
- 700 VA UPS
- Internet connection
- Operating system with browser

4. Login Page

The screenshot shows the login page for the Chhattisgarh Commercial Tax Department's eServices portal. The page has a green header with the 'eServices' logo and the department name. A navigation menu includes Home, About e-Services, User Manual, Downloads, Support, FeedBack, and Help. The main content area is divided into two columns. The left column contains a 'What's new in e-Services :-' section with a list of 'Points to be Noticed' and a 'Note' at the bottom. The right column features an 'e-Services Login' form with input fields for TIN and Password, a 'Sign In' button, and links for 'Forgot Password', 'New User', and 'BookMark This Website'. The footer contains copyright information for 2011.

eServices
Chhattisgarh Commercial Tax Department

Home About e-Services User Manual Downloads Support FeedBack Help

What's new in e-Services :-

Points to be Noticed:

- 1> This site is compatible with Microsoft Internet Explorer 6 and above. Best viewed in 1024 x 768 resolution.
- 2> Please Clear your Browser History, cookies and Temporary internet files in 2-3 days for better Performance.
- 3> This service is to provide a common login for all departmental e-Services (like e-Return, C-Form or any up coming service in future) provided for dealers.
- 4> e-Return Users need not to register here, they can login from the same password. If they want to use C-form, login from here and goto Edit Service and enable C-Form.
- 5> User who is not using e-Return need to register here to use any of the departmental e-Service (like e-Return, C-Form or any up coming service in future) provided for dealers.
- 6> After Registration Process, Password will visible to your screen and also send to e-mail Id. So no-wait for Password!!!

Note:- This site is compatible with *Microsoft Internet Explorer 6* and above. Best viewed in 1024 x 768 resolution.

e-Services Login

TIN :

Password :

Sign In

Forgot Password

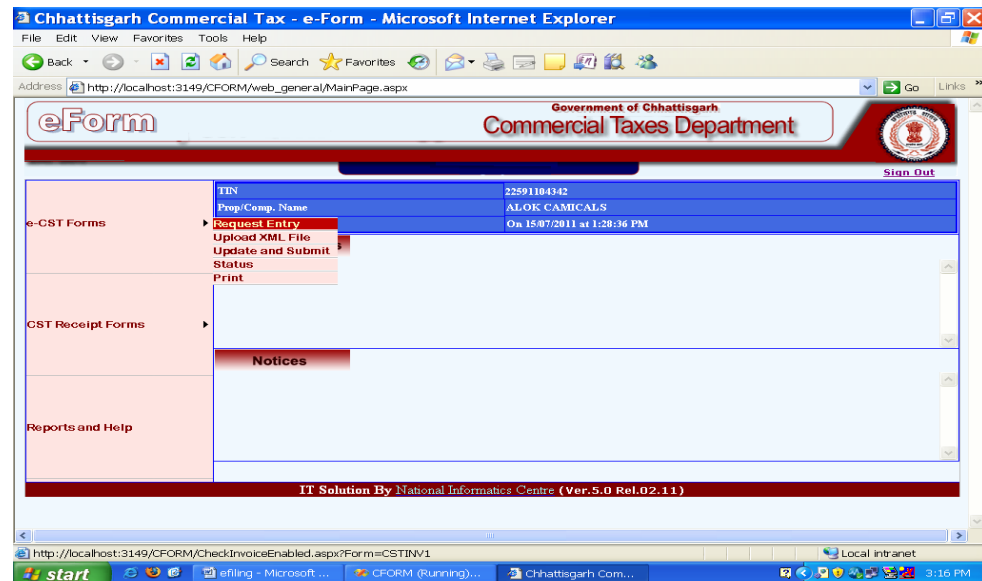
New User

BookMark This Website

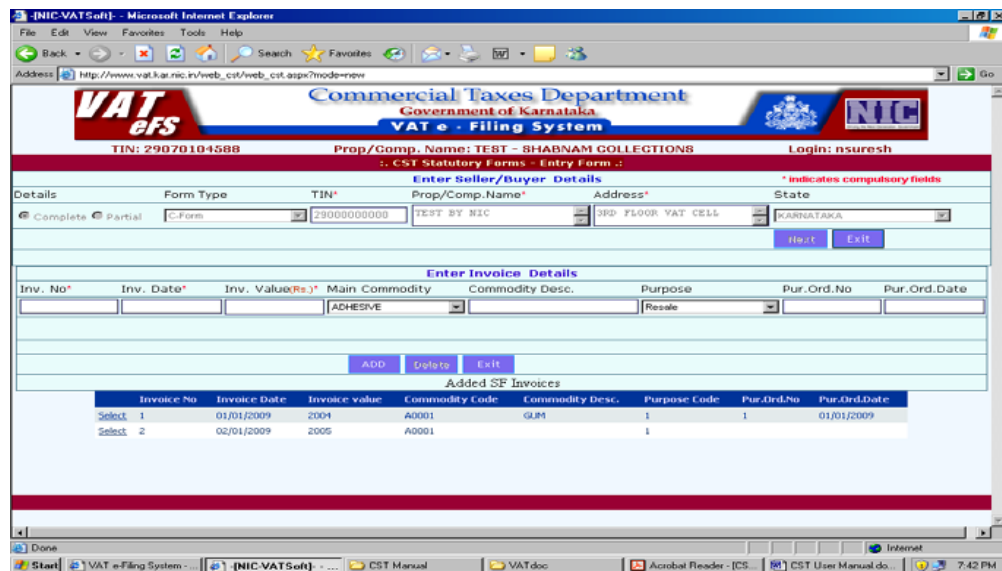
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After successfully logging into the department web-site, the dealer can see the Following main page. Here he has to select the option 'Request Entry' in e - CST Forms, to enter the details to request for CST forms.

4.1 Request Entry



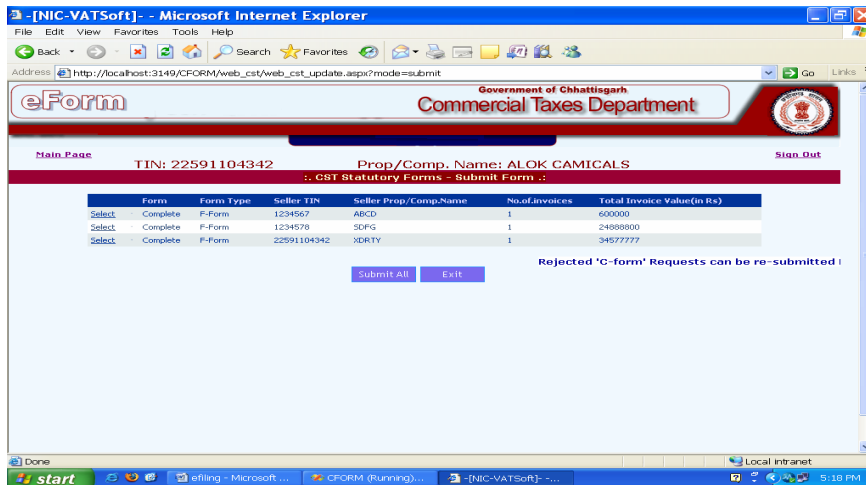
On click of 'Request Entry' option, the dealer will be shown the following screen



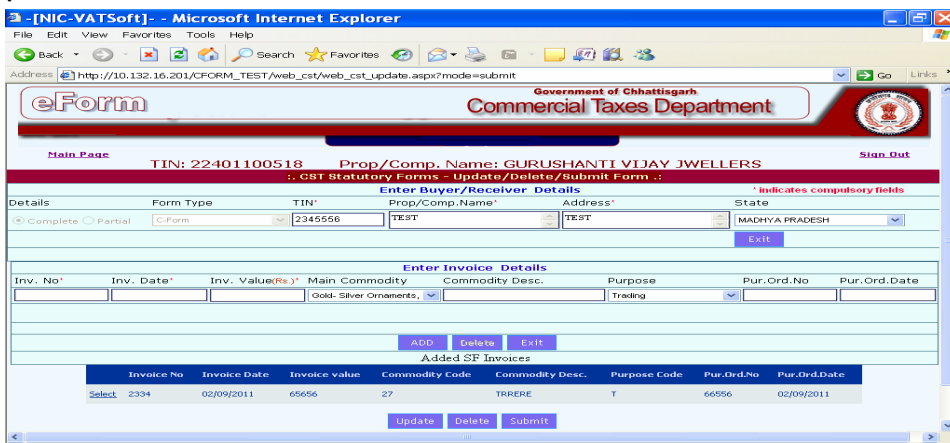
Here, the dealer has to enter the TIN/CST Number, Name, Address and State of the Seller with whom the inter-state transactions were done. When the dealer presses the 'Next' Button, the system requests to enter the transactions details one-by-one for the transacted dates quarter. The transaction details which are to be entered are the Invoice No. Invoice Date, Invoice Value, Main Commodity, and Commodity description, Purchase Order No. and

Purchase Order Date. The transaction details should be entered in the ascending order of invoice date. If at any stage the dealer finds that invoice details of any previous months are Left to be entered, he can go to 'Update and Submit' option and insert the invoice details in appropriate quarter. It may be noted here, that purpose list will contain the purposes given by the dealer while registering under CST Act. If any new purpose is to be added into the list, the dealer has to contact the concerned CTO to change the registration details as per the procedure. After entering these details, once the dealer clicks the add button, the system will show these details in the data grid below as shown in above screen.

After entering the details, the dealer can go to main page and select the 'Update and submit' option in 'e - CST forms'. This will show the following screen.



Now the dealer can see the list of entries pending for submission. Here, dealer can submit all the requests in one go by clicking 'Submit All' button or submit the requests one-by-one by clicking on the select button of the required request. The following screen shows process for submitting of request for one-by-one option.



Once the submit button is clicked, the following screen containing the WEB ACK SLIP will be shown. This can be printed and preserved by the dealer for future.

GOVERNMENT OF CHHATTISGARH
Commercial Taxes Department
-: WEB ACK. SLIP :-

NAME : GURUSHANTI VIJAY JEWELLERS
ACK NO. : 1984 TIN NO.: 22401100518
DATE : 07/09/2011 PERIOD: 201109 (YYYYMM)
ITEM : Web CST SF

Web generated Acknowledgement Slip
LIST OF CST SF

Form Status	Form Type	Seller TIN	Prop/Comp Name	Address	State Code	Max (Inv.Date)	Min (Inv.Date)	No.of Invoices	Total Invoice Value (in Rs)
Complete	C-Form	27632336	Test2kjlj	TestNNNN	MH	12/02/2011	12/02/2011	1	44654

Print Back

Dealers can also request for partial C-FORM. For this kind of the dealers, the system will allow the dealer to enter the seller details only and request for the CST forms by submitting it. The following screen shows the entry requirements for the partially filled CST forms.

Government of Chhattisgarh
Commercial Taxes Department

TIN: 22401100518 Prop/Comp. Name: GURUSHANTI VIJAY JEWELLERS
-: CST Statutory Forms - Entry Form :-

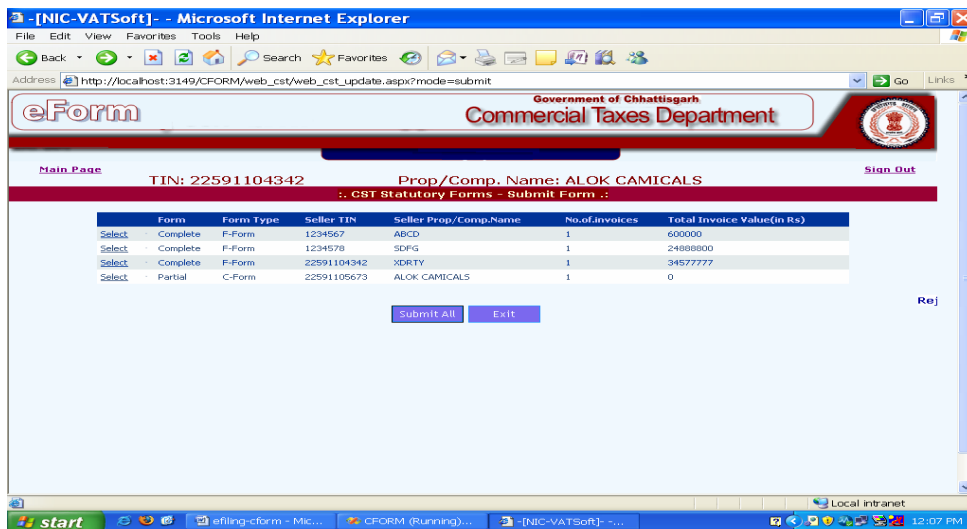
Enter Buyer/Receiver Details * Indicates compulsory fields

Details	Form Type	TIN*	Prop/Comp.Name*	Address*	State
<input type="radio"/> Complete <input checked="" type="radio"/> Partial	C-Form	2344334	KOMAL TRADE	BHOPAL	MADHYA PRADESH

Next Exit

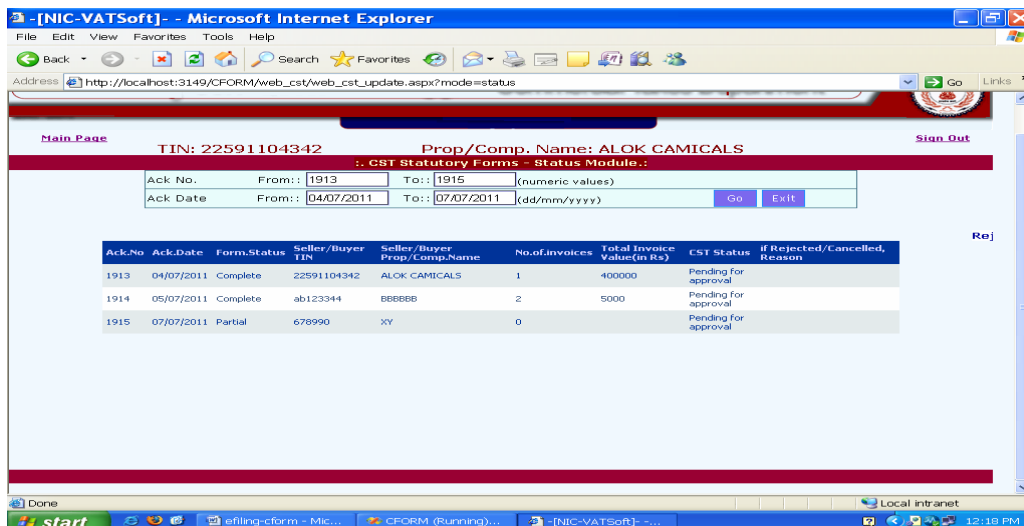
Data saved successfully. Form status is 'Partial'

Dealers can also Update or Delete the entered details, which has not been submitted yet, by clicking the Update and Submit option in 'e - CST forms'.



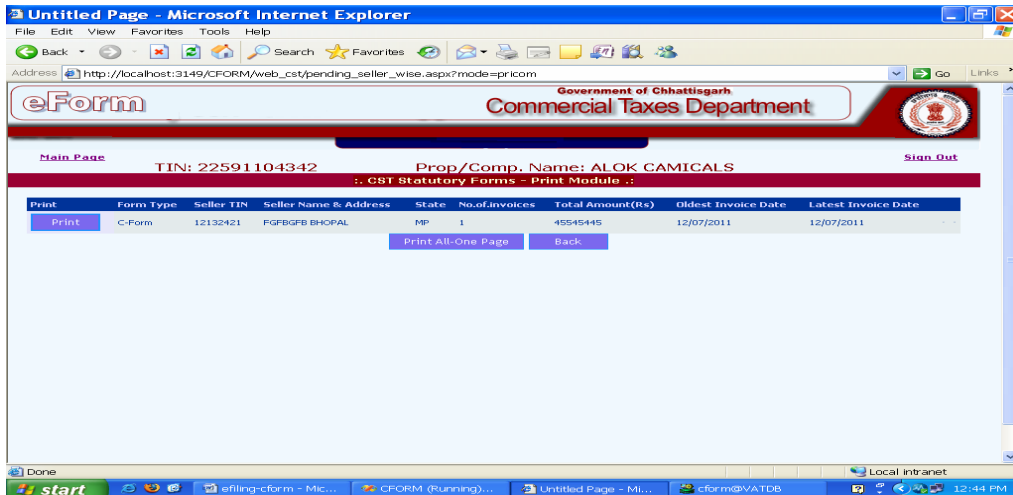
Here, the dealer can modify or delete the transaction details, if required and press the submit button to request for the CST forms. Dealer can also delete the complete request by pressing the delete button. Here system shows the list for entries which are not yet submitted. After selecting the required entry, dealer can follow the procedure to update and submit as explained above

Option is available for the dealer to check the status of the CST request by clicking the Status. The following list will be shown which indicates the Status of the request made by the dealer and the comments of the authority.

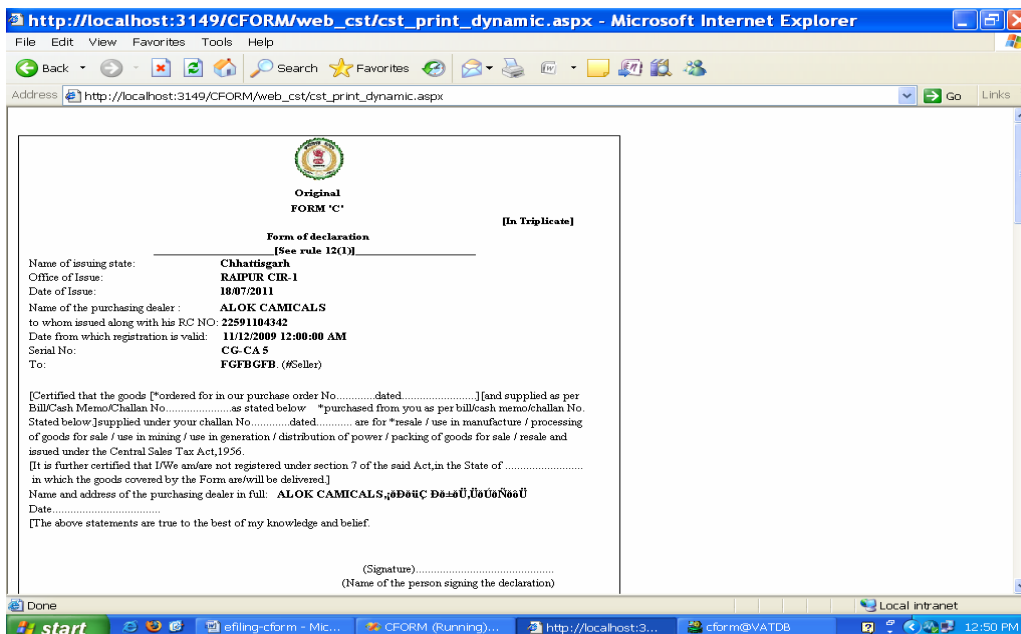


The user can also print the CST forms by clicking the 'Print' option in 'e - CST forms'. Here system shows the list for approved CST forms. User can click on the print button to take the print out CST forms one-by-one. Also user can take the print out of all the single page CST forms in one go by clicking 'Print all one page' button. Please ensure that you have set the printer properly. This is shown in following screen. In case of multiple pages of single CST form, you can take a print back to back. You can also take a print out of already printed form

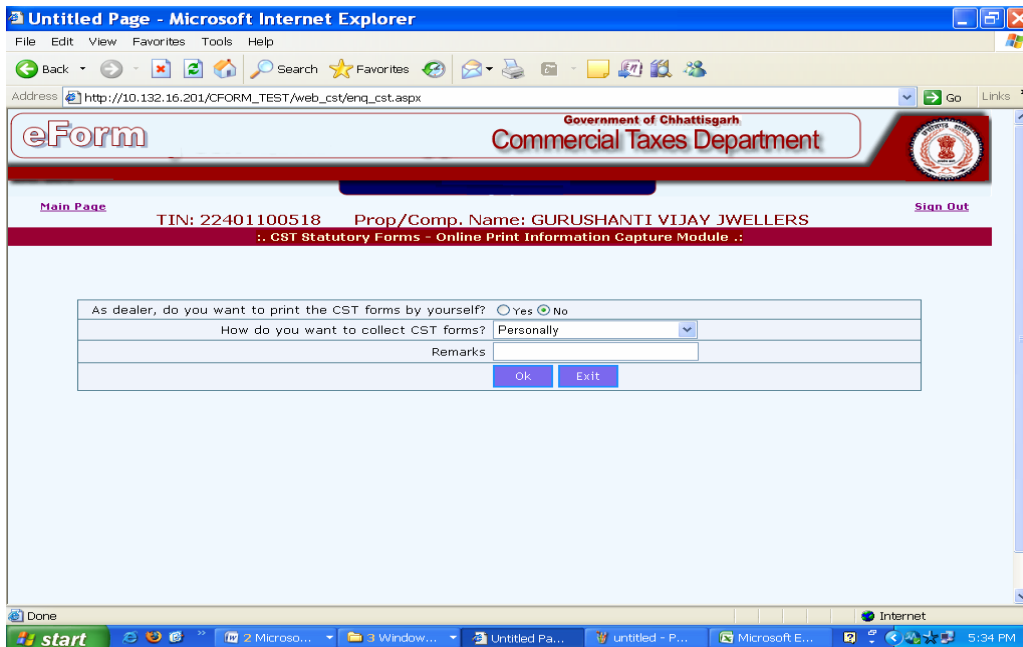
by going to Reports and Help' option and select 'Printed CST forms' option.



By clicking on print button user will get the C-FORM as shown below.

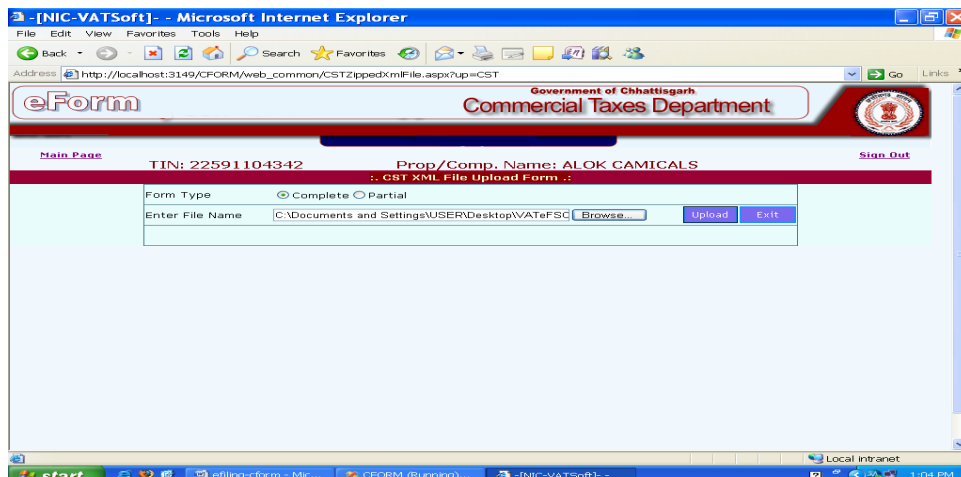


Now, User can also register for printing of the 'Online C-Form' by himself in the 'CST Dealer Print' option in 'Reports and Help'. The following screen will be displayed.



4.2 Upload XML/ZIP file

Dealers can also upload the XML file, containing the CST request information using the option of 'Upload XML file'. Here, when the file is browsed and uploaded, the system checks for the format and structure of the files. If it matches as per the XSD format for XML file structure given by the department, it will allow saving and submitting. Otherwise it ignores the same with the error messages. The following screen shows the process of the XML file upload.



The XML file validation details are shown below. – One without error and one with Error.

This screen shows the data without error.

The screenshot shows the eForm interface for the Government of Chhattisgarh Commercial Taxes Department. The user is ALOK CAMICALS with TIN 22591104342. The XML file was uploaded successfully. The following tables are displayed:

Ref.No	Pur.Tin	Sel.Tin	Sel.Name	Sel.Addr	Sel.State	SFType	Error
0	22591104342	4235346	xdashcgha	hfgwefyu	MP	C	
1	22591104342	4564765	dfdfcsvf	hfgwefyu	MP	C	
2	22591104342	676212376	gvfascfasc	hfgwefyu	MP	C	
3	22591104342	2275612821	hgfkjyvf	hfgwefyu	MP	C	

Ref.No	Invoice No.	Invoice Date	Commodity Code	Commodity	Invoice Value	Purchase Order No.	Purchase Order Date	Purpose Code	Error
0	3	2011-07-13	58	GFGWSGWHY	52615216	3	2011-07-13	B	
1	4	2011-07-13	58	GFGWSGWHY	52615216	4	2011-07-13	B	
2	2	2011-07-13	58	GFGWSGWHY	52615216	2	2011-07-13	B	
3	1	2011-07-13	58	GFGWSGWHY	52615216	1	2011-07-13	B	

Total No of Master Records is:: 4 , in which 4 master records saved successfully
 Total No of Invoices is:: 4 , in which 4 invoices saved successfully

This screen shows data with error.

The screenshot shows the eForm interface for the Government of Chhattisgarh Commercial Taxes Department. The user is GURUSHANTI VIJAY JWELLERS with TIN 22401100518. The XML file was uploaded successfully, but there are errors. The error description is:

Error Description: ET1-TIN not valid; ET2-Buyer-Seller TIN same; ET3-Invoice Date should be less than CST Transfer Date; ED1-Invoice Date greater than Current Date; ENT-Invoice Value is 0; ES-Series No and Serial No is invalid not belongs to state specified; ED2-Invoice date should be greater than equal to 01/04/2005; EC-Invoice Date should be less than CST Cancel Date; EP-Purchase Order date should be less than equal to invoice dt

Tin	SFType	Sel_Tin	Sel_Name	Sel_Addr	Sel_State	Error
22401100518	C	23453372828	PARAM JEET	BHOPAL	MP	
22401100518	C	23456764539	RAM PRASAD	INDORE	MP	
2240110518	C	27345325265	AJEET LAL	NAGPUR	MH	:ET1

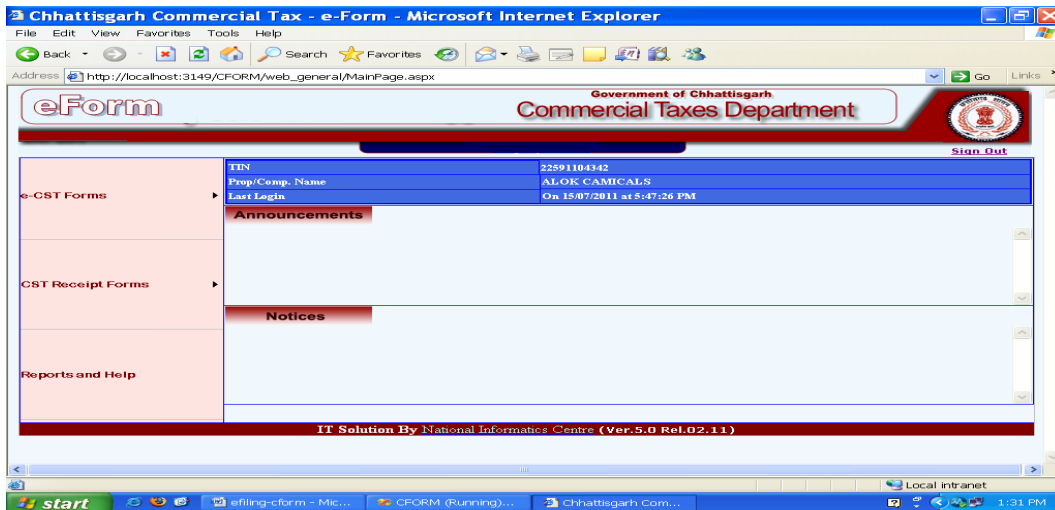
Data has fatal Errors...! It cannot be Saved..

Based on whether there is error or not, on pressing the 'Save' button, the records are saved to the system.

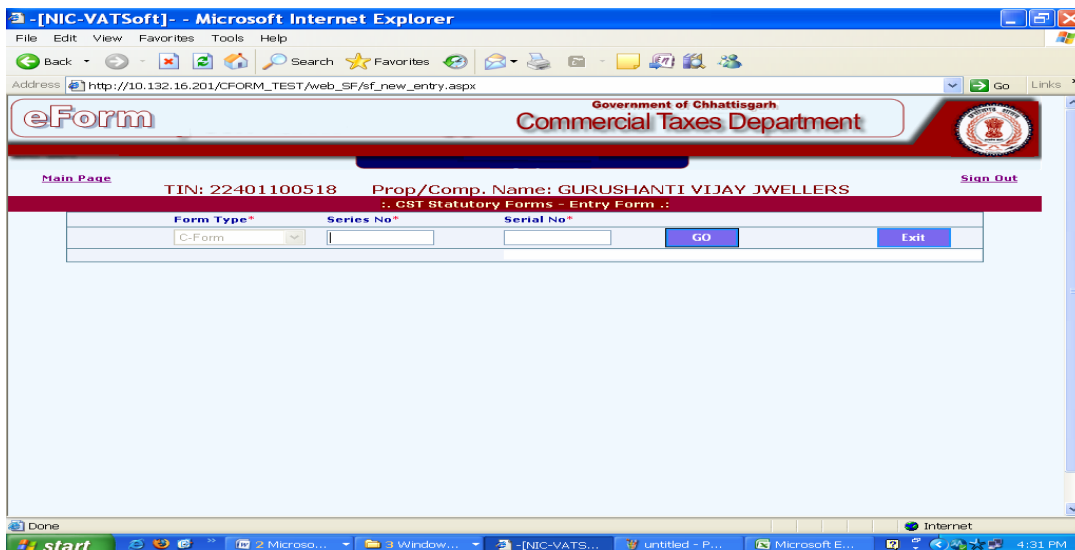
5. Old CST form

After successfully logging into the department web-site, dealer can see the following Main page. Here dealer has to select the option 'CST Receipt Forms', to enter the details of utilized and receipt of the CST forms.

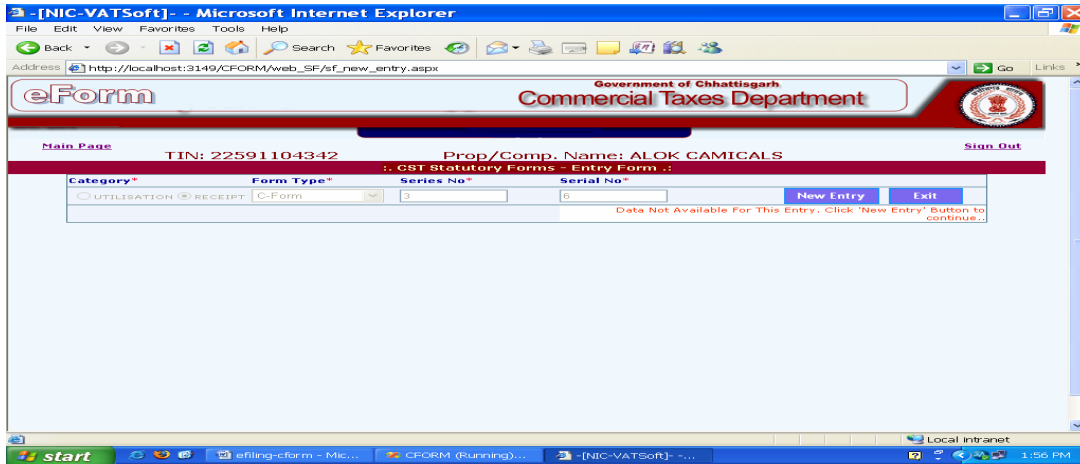
This option has been provided to the dealer to enter or upload and submit the utilization details of the Partial C-forms issued from the CTO and receipt details of the CST forms of the other states



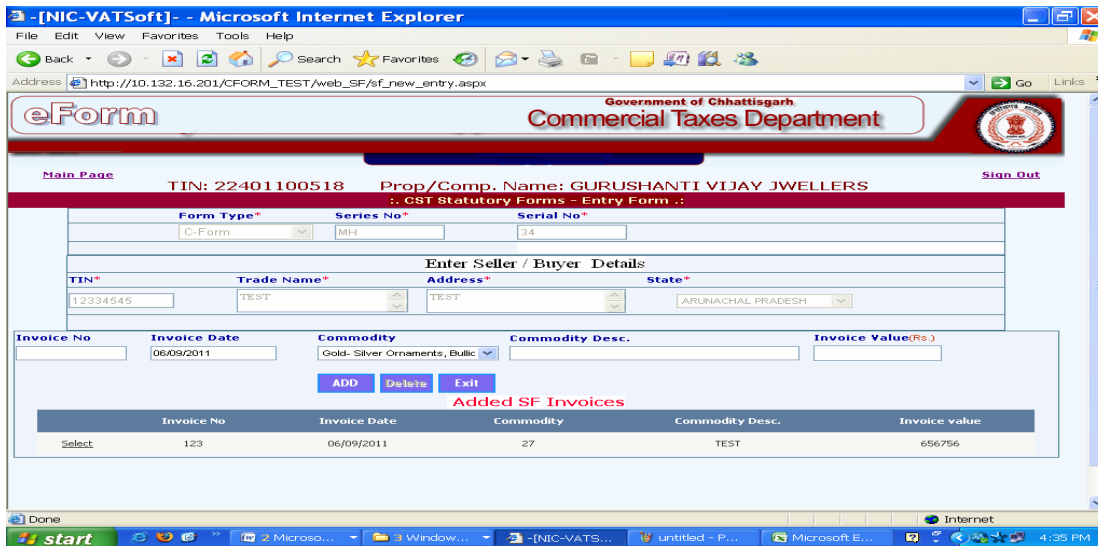
When dealer clicks on the 'Entry and Update' sub-option in the 'CST Receipt forms', the System shows the following screen.



Here the dealer has to enter the Series Number and Serial No of the form And click the GO button If the details entered are for the first time, the system prompts the user to click on the 'New Entry' option, otherwise the existing details for the entered form will be shown for updation or deletion.

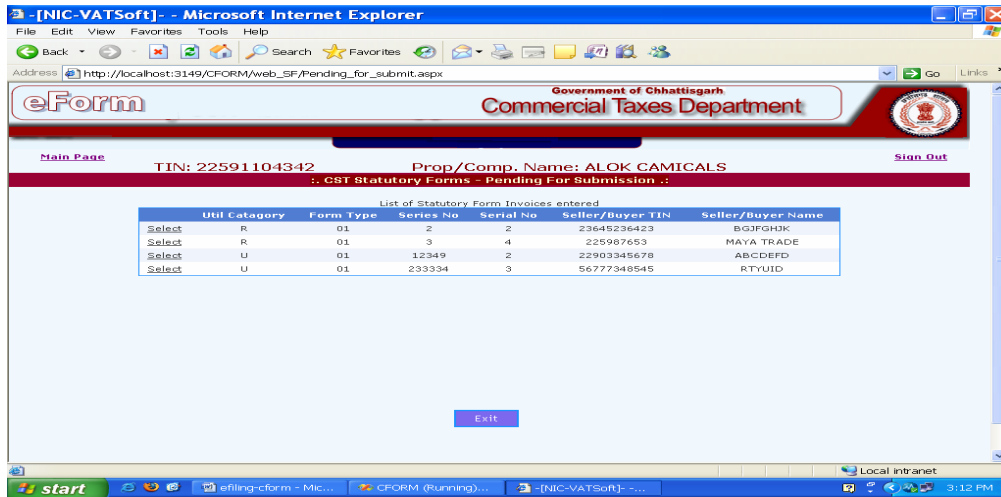


Once this step is completed, the system shows the following Screen.

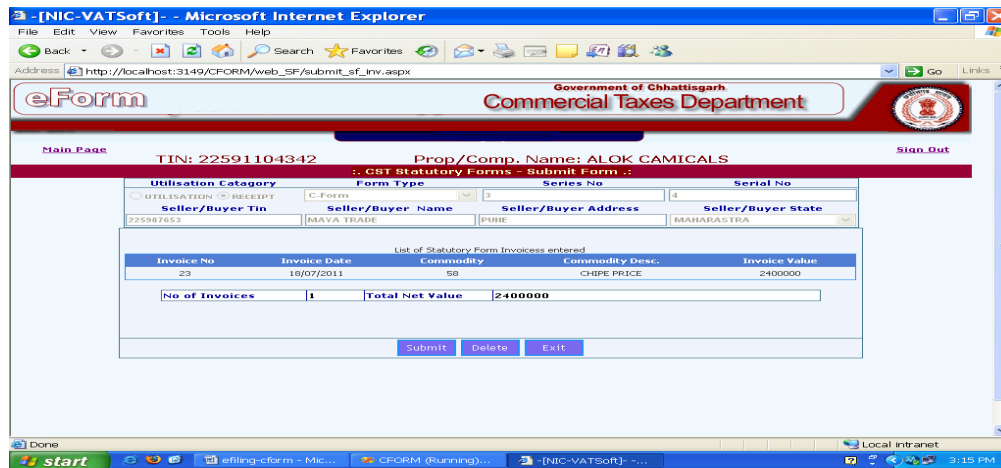


Now, dealer has to enter the invoice number, invoice date, commodity and invoice Value of each transaction that is recorded with the selected CST receipt form. Once all the entries are completed, the dealer can press exit button and come out from this screen. The details entered by the dealer are stored temporarily in his Account and not made available to the department for official use as the dealer has not yet submitted the same.

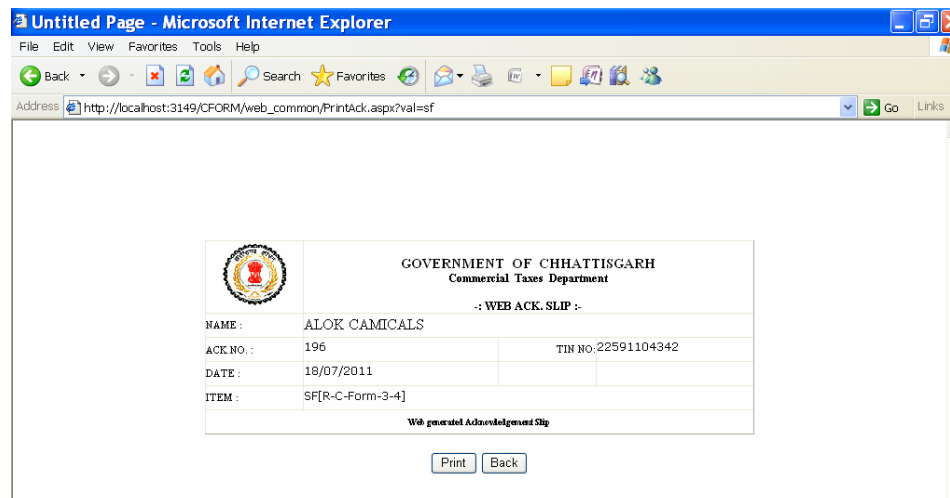
The next step to be followed by the dealer is to click on the 'verify and submit' option in the 'CST Receipt Forms' menu, where-in the system shows the list of forms entered but are waiting for submission by the dealer, as shown below.



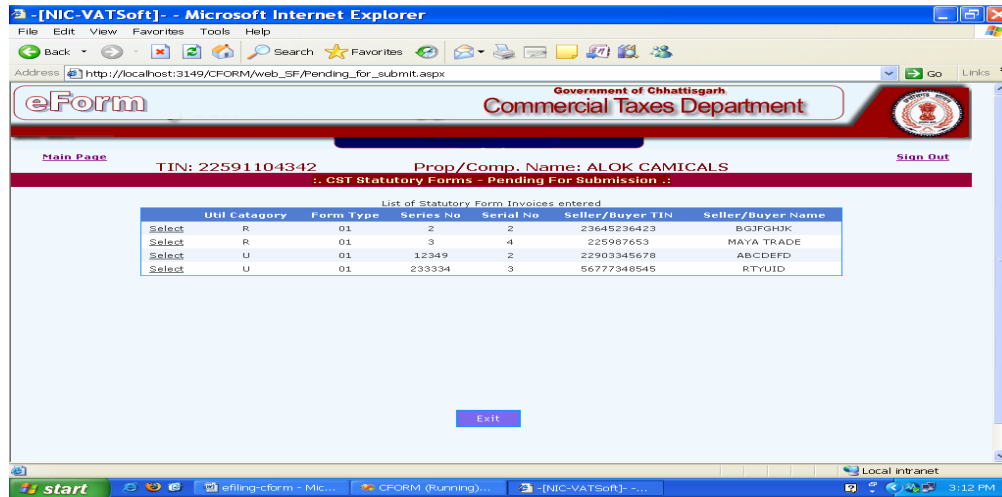
Next, the dealer can click on the select link against the form, which the dealer wants to submit, the system shows the details of the form as shown in the next screen.



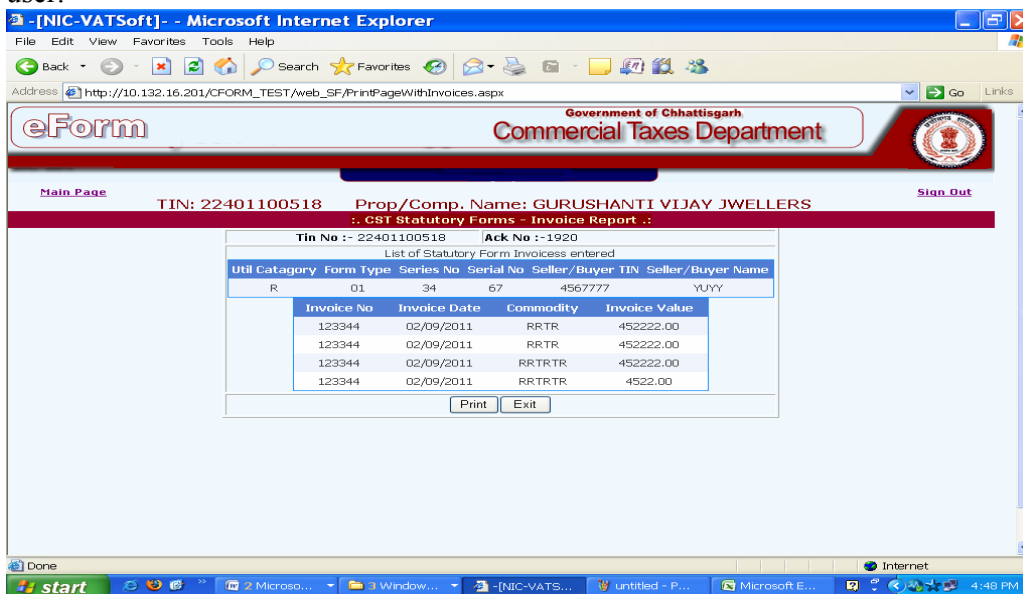
Here, the dealer verifies the details and clicks the submit button. Now the 'Web ACK Slip' will be generated as shown below. This can be printed by the dealer and submitted to the concerned CTO for record. This 'Web ACK Slip' contains the details of the forms submitted.



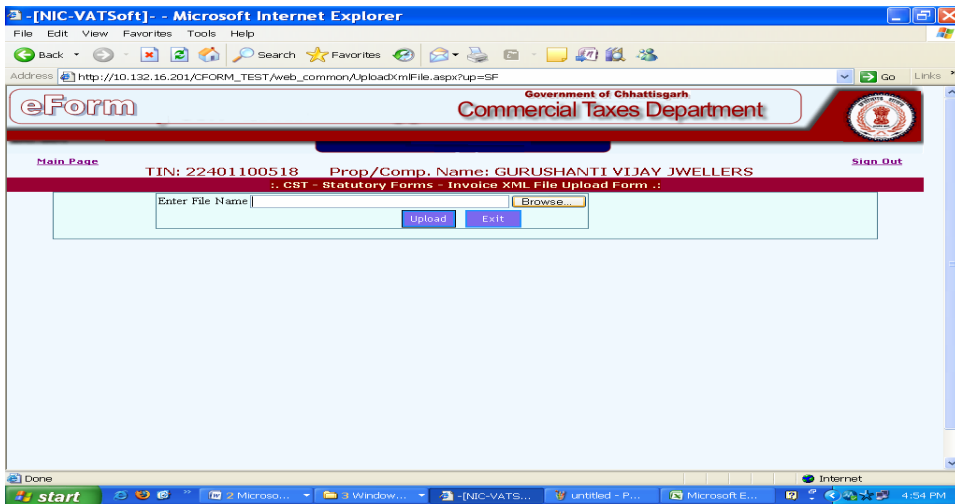
There is also provision for the dealer to take the print out of the already submitted forms using 'CST Forms Receipt' option in the 'Reports and Help' menu,



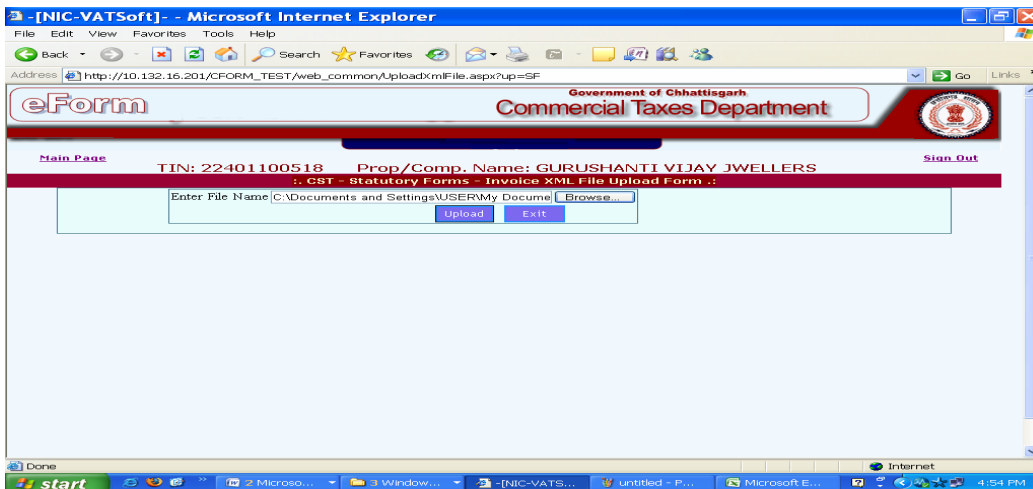
On click of the select button, system shows the invoice details, which can be printed by the user.



Dealer has the provision to upload the XML file containing multiple CST forms with invoices in one-go using the option 'Upload XML file' in the CST Receipt forms. When this option is selected, the system shows the following screen.

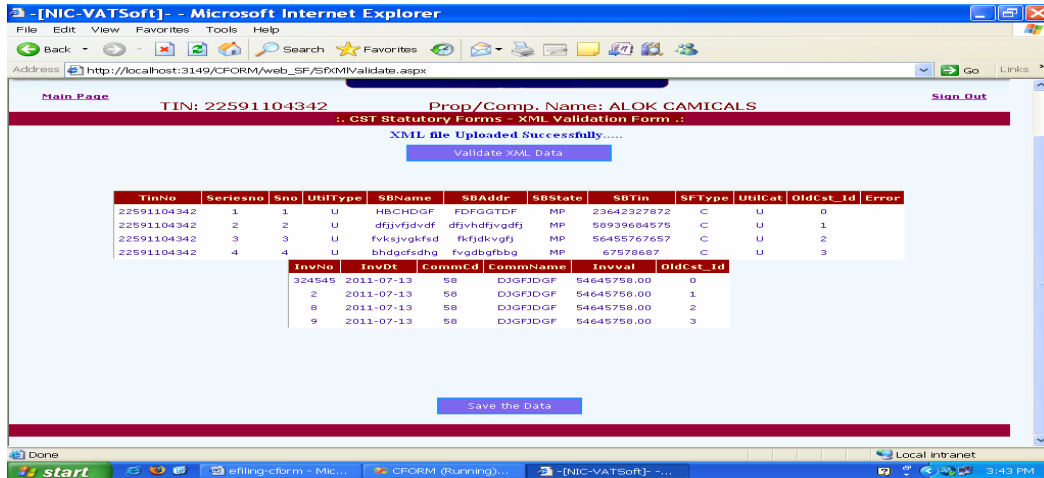


Next, dealer has to select the XML/ZIP file from their computer, which contains the CST forms to be uploaded and press upload button.



Once it is successfully uploaded, it will prompt the dealer to validate the data by clicking the 'Validate XML Data' button



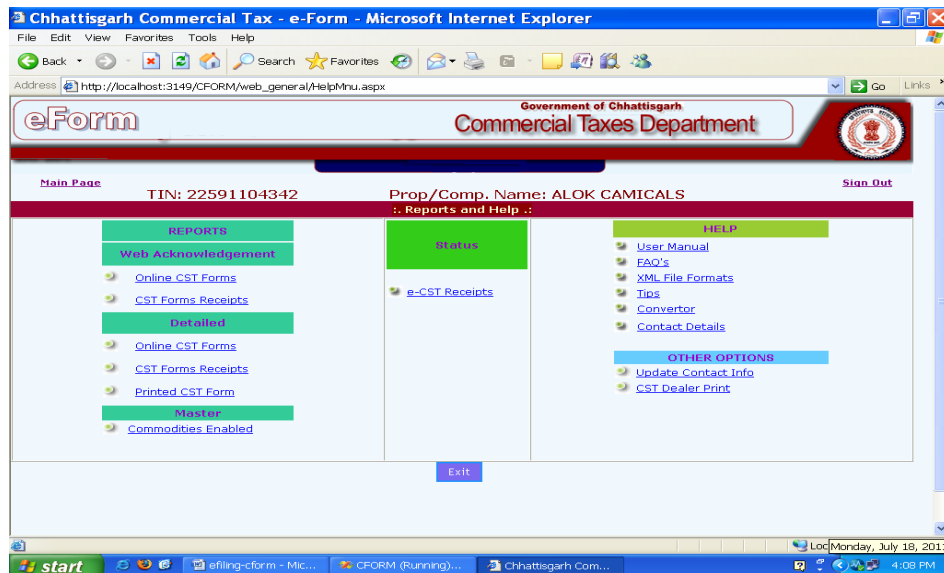


Once it is done, the system shows the CST data from the uploaded XML file, if it is in proper required format as shown above. Otherwise it gives the error message accordingly. Here, dealer can see the multiple CST forms with invoice details. Here the CST_forms_Id links the first table containing the seller/buyer details with the invoice details shown in the second table.

If the data is okay, dealer can save it by clicking the 'Save the Data' button and subsequently can update the same if required and finally, submit to the department as explained in previous paras.

6. Reports and Help

On clicking this option the dealer is shown the following screen with options like reports, help and other options. Using the reports options, dealer can take the print of Web Acknowledgement for the various invoices submitted by him to the commercial taxes department, like online CST forms, CST forms Receipts. On pressing on each of these options, the dealer is shown various pages where the dealer has to enter some basic information parameters required to generate the corresponding Web Acknowledgement reports – like in the case of Online CST Forms dealer has to enter the respective Acknowledgement No. And Acknowledgement date.

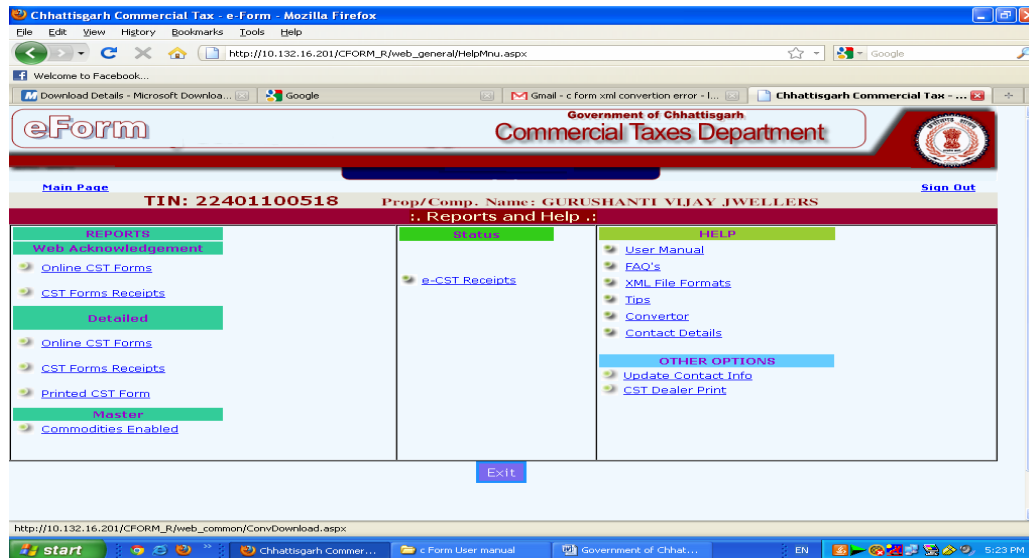


On the same line, dealer has the option to view or print detailed report for the submission made by him either category wise (Issued, Rejected, Pending, cancelled), Form Type wise (All, C-Form, Other Forms) and Report Type wise (Form-No, Seller/Buyer Tin, Quarter wise, Submission date wise).

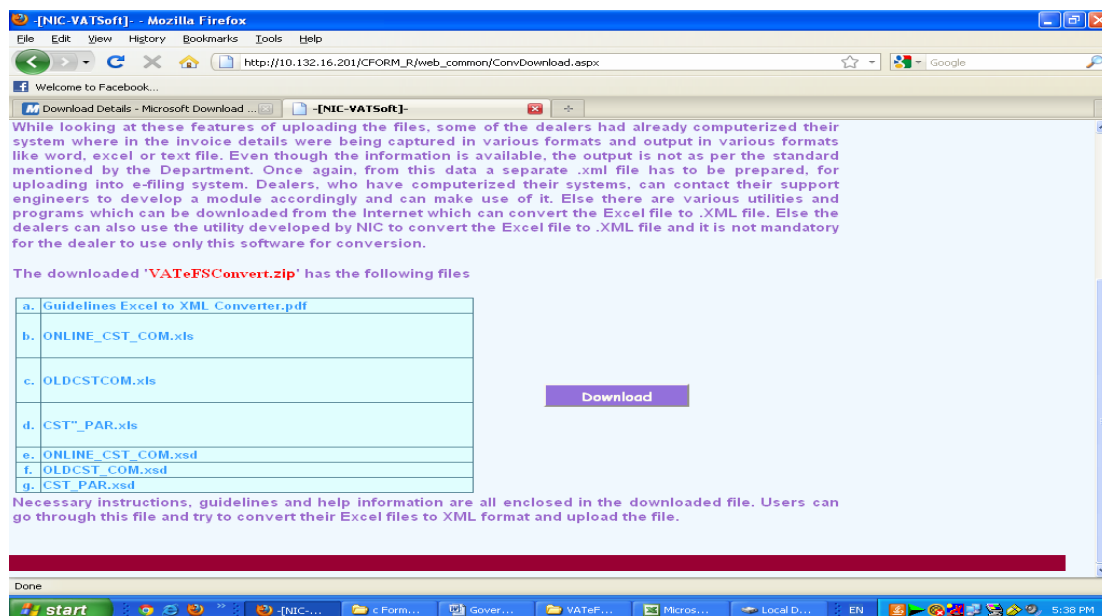
Using the 'Help' option, dealer can get assistance in operating the online form system by making use of the user manual, FAQ's, XML file formats, Download oracle aakruti, Convertor and contact details options.

7. Converter

Dealer can download the converter from Reports and help menu.



On click of the download button, the system prompts with a message to either open or save a file with the name CFSConverter.zip. User can save the .zip file on to their system. This is zipped file which has to be unzipped using Winzip application.



7.1 Process of Conversion

The downloaded Excel files can be used as and when required and also can be renamed to whatever the user wishes to.

ONLINE CST

Step 1: Open the ONLINE_CST_COM.xls file and user can see the screen as below where the top row of the Excel contains the description of the Columns of the Online CST. As far as possible do not change the contents of this row. **This file can be used for different years all invoices pertaining to one seller (Tin No.) Should be entered continuously.** Users can start entering the data as summarized in the next table

	I	J	K	L	M	N	O	P
	/Cst_Mst/CommNm	/Cst_Mst/CommCd	/Cst_Mst/InvVal	/Cst_Mst/PurOrdNo	/Cst_Mst/PurOrdDt	/Cst_Mst/PurpCd		
2	sd	106	345	233	5/5/2011	B		
3	sd	106	345	234	5/5/2011	B		
4								
5								
6								
7								
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9								
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Table -1

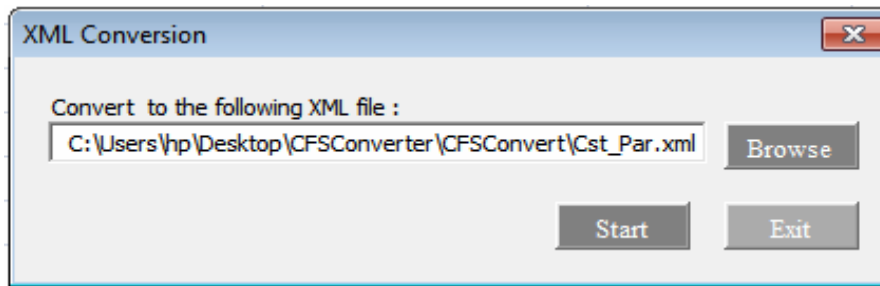
Row	Parameters	Description
1.	TIN	TIN of the Dealer
2.	Seller name	Name of the seller
3.	Seller Address	Address of the Seller
4.	Seller State	State of the Seller
5.	Seller TIN	Tin of the Seller
6.	Statuary Form Type	Statuary Form Type
7.	Invoice No	-
8.	Invoice Date	-
9.	Commodity	Commodity Name

	Description	
10.	Commodity code	Code of the selected Commodity
11.	Invoice Value (in Rs.)	
12.	Purchase order Number	
13.	Purchase Date	
14.	Purpose code	

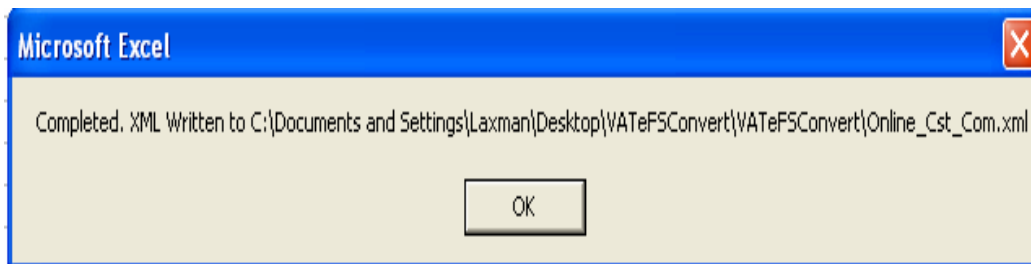
Step 2: After all the entries save the details and if there are any extra rows or columns delete the same and save only the contents pertaining to your Online CST. Please do not enter a non-numeric character in a numeric field and vice versa because during conversion to XML you may get error and conversion may fail. Save the entered contents properly and screen after updation will look as below

	A	B	C	D	E	F	G
1	InvoiceDetails/TinNo	/PurchaseInvoice/	/PurchaseInvoiceDet	/PurchaseInvoiceDetails/SelName	/PurchaseInvoiceData	/PurchaseInvoice/	Purchase
2	29240114049	200709	1	GOPALAN ENTERPRISES,BANGALORE	29050081028	1552	2f
3	29240114049	200709	2	M.J.STEELS, M.R.R.RD., BANGALO	29640137691	1553	2f
4	29240114049	200709	3	SHALINI ENTERPRISES, MOTHINAGA	29440080474	1554	2f
5	29240114049	200709	4	NAMADEV STEEL INDUSTRIES,BANGA	29190763249	1555	Convert to
6	29240114049	200709	5	GUPTHA BROTHERS, BANGALORE	29390071723	1556	2f
7	29240114049	200709	6	J.M.C.PROJECTS INDIA LTD, BANG	29710327239	1557	2f
8	29240114049	200709	7	NANDI STEEL ALLOYS, OM RD	29300065031	1558	2f
9	29240114049	200709	8	SRI MURUGAN STEEL SUPPLY	29340095467	1559	2f
10	29240114049	200709	9	DAMUDI STEELS,MOTI NGR,BANGALO	29680071806	1560	2f
11	29240114049	200709	10	MARUTHI STEELNHARDWARE, BANG	29020071490	1561	2f
12	29240114049	200709	11	P.V.STEEL TRADERS,MAGADI MAIN	29180048607	1562	2f
13	29240114049	200709	12	JAGAN STEELS, BANGALORE	29920474224	1563	2f
14	29240114049	200709	13	MARUTHI STEEL TRADERS	29690465947	1564	2f
15	29240114049	200709	14	ANAND TRADING CO.	29410455735	1567	2f
16	29240114049	200709	15	CALCUTTA ISPAT,	29220701977	1568	2f
17	29240114049	200709	16	CALCUTTA ISPAT,	29220701977	1569	2f
18	29240114049	200709	17	KRISHNA STEELS,CHINTAMANI	29420090573	1570	2f
19	29240114049	200709	18	NANDI STEEL ALLOYS,OM.RD	29300065031	1571	2f
20	29240114049	200709	19	BHUWALKA SONS P LTD	29980200554	1572	2f
21	29240114049	200709	20	VINAYAKA ASSOCIATES SRI, P B	29470126290	1573	2f
22	29240114049	200709	21	NISCHITH ENTERPRISES, BLOR	29320059006	1574	2f
23	29240114049	200709	22	J.K.TRADERS, KOLAR	29130098056	1575	2f
24	29240114049	200709	23	VASAVI STEEL INDUSTRIES	29230203634	1576	2f
25	29240114049	200709	24	LAXMI IRON STEELS, BLORE	29750073077	1577	2f
26	29240114049	200709	25	LAXMI IRON STEELS, BLORE	29750073077	1578	2f
27	29240114049	200709	26	RAJALAXMI STEEL TRADERS, BANGA	29690085235	1579	2f
28	29240114049	200709	27	SUKA STEELS, WHITEFIELD	29180048607	1580	2f

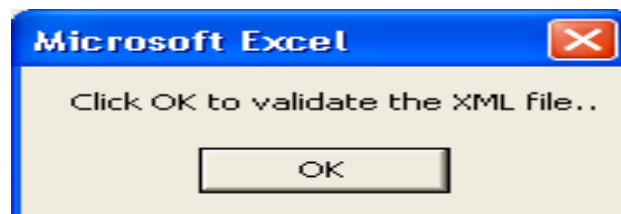
Step 3: On the right of the screen shown above the user can see a button with name ‘Convert to XML’. To start the conversion, user can press this button and the following screen is displayed where the system asks the file name where the converted information has to be stored. User can enter the file name and press ‘Start’ button.



Before starting the conversion process, user has to ensure that the .xsd files (comes along with the downloaded .zip file) are in the same directory as that of the Excel file. If there are no errors during conversion, system displays the following screen indicating the path of the file where it is being saved.



Further on pressing the 'Ok' button, user is displayed the following button which tries to validates the data entered with the format file as (.xsd file which comes along with the .zip file) given by the Commercial Tax department. To verify with this, user has to press 'OK' and the system validates the Converted XML file with the format file.



Once all the corrections, updations and modification are done and if the data in

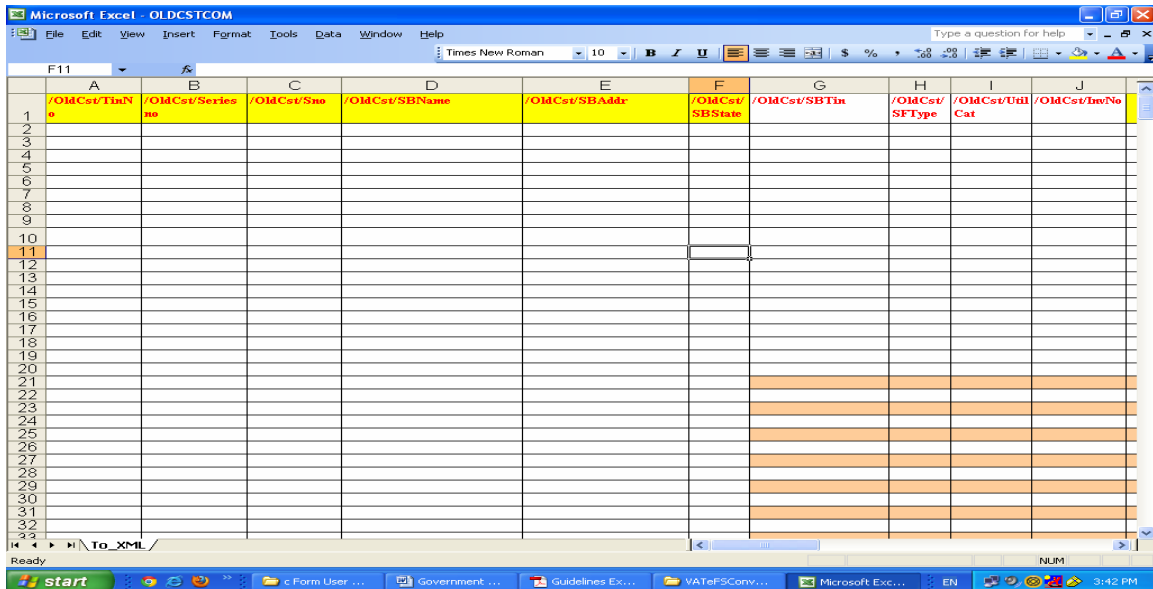
excel file matches that of the format file, then system indicates with a message as shown below



Now user can copy this file and upload the same to the online form system for further action at the departments end.

OLD CST Forms

As explained above in the sub section on Online CST forms, the data entry in the Excel file is the same except for a few of the columns. User can see that purpose order number, order date and purpose code are the columns exempted from the Old CST forms in the Invoice Details. User can go through the .xsd file for the Old CST Forms where they can verify the contents which are to be entered and the type of content whether they are alphanumeric or characters or digits etc. Once data is entered in the Excel sheet and converted, it generates the .xml file Keeping the .xsd file as base. User can enter the data as shown in the below screen.



CST PARTIAL FORM

The data entry in this Excel file is the same as ONLINE_CST_COM.xls file except for a few of the columns. Here the dealers have to enter the seller details only.

The screenshot shows a Microsoft Excel spreadsheet titled "CST_PAR". The spreadsheet has a header row (row 1) with the following columns: A: /Par_Cst/Tin, B: /Par_Cst/SFType, C: /Par_Cst/Sel_Tin, D: /Par_Cst/Sel_Name, E: /Par_Cst/Sel_Addr, F: /Par_Cst/Sel_State, and G: (empty). The cells in the header row are highlighted in yellow. The spreadsheet is currently displaying row 6, which is highlighted in orange. The status bar at the bottom indicates "Ready" and "NUM".

	A	B	C	D	E	F	G
1	/Par_Cst/Tin	/Par_Cst/SFType	/Par_Cst/Sel_Tin	/Par_Cst/Sel_Name	/Par_Cst/Sel_Addr	/Par_Cst/Sel_State	
2							
3							
4							
5							Convert to
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
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23							
24							
25							
26							
27							
28							

8. File Format

7.1 Online CST Forms (Complete) Format: XML file should contain the following details for each statutory form used for interstate transaction.

S no	Parameters	Description	Data types and validations
1.	TIN	TIN of the Dealer	11 Digits
2.	Seller name	Name of the seller	40 alpha numeric character, from a-z,A-Z,0-9,space and fullstop
3.	Seller Address	Address of the Seller	40 alpha numeric character, from a-z,A-Z,0-9,space and fullstop
4.	Seller State	State of the Seller	2 Characters Refer to the code list in Annexure -B
5.	Seller TIN	Tin of the Seller	11 digits - First 2 digits Should have the corresponding state code -- Refer the Code list in Annexure -B
6.	Statuary Form Type	Statuary Form Type	2 Characters – Refer the Refer the Code list in Annexure - B
7.	Invoice No	-	
8.	Invoice Date	-	Date
9.	Commodity Description	Commodity Name	40 alpha numeric characters from A-Z, a-z,0-9
10.	Commodity code	Code of the selected Commodity	
11.	Invoice Value (in Rs.)		
12.	Purchase order Number		13 alpha numeric characters from A-Z, a-z,0-9
13.	Purchase Date		Date
14.	Purpose code		Characters from E to T Refer the Code list in Annexure -B

7.2 Online CST Forms (Partial) Format: XML file should contain the following details for each Statutory Form

Sl No.	Parameters	Description	Data type and validations
1.	TIN	TIN of the Dealer	11 Digits
2.	Statuary Form Type	Statuary Form Type	2 Characters – Refer the Refer the Code list in Annexure -B
3.	Seller TIN	Tin of the Seller	11 digits - First 2 digits Should have the corresponding state code -- Refer the Code list in Annexure -B
7.	Company Type	Company Type	2 digits Refer to the code list in Annexure-B
4.	Seller name	Name of the seller	40 alpha numeric character, from a-z,A-Z,0-9,space and fullstop
5.	Seller Address	Address of the Seller	40 alpha numeric character, from a-z,A-Z,0-9,space and fullstop
6.	Seller State	State of the Seller	2 Characters Refer to the code list in Annexure -B

7.3 Old CST Forms Format: XML file should contain the following details for each of the Old CST Forms

Sl. No.	Parameters	Description	Data type and validations
1.	TIN	TIN of the Dealer	11 Digits
2.	Series No.	-	10 alpha numeric characters from a-z,A-Z,0-9
3.	Series No.	-	10 digits without any decimal place.
4.	Seller/Buyer Name	Seller name in case of utilization and buyer name in case of receipt	40 alpha numeric character, from a-z,A-Z,0-9,space and fullstop and backslash
5.	Seller/Buyer Address	Seller address in case of utilization and buyer address in case of receipt	40 alpha numeric character, from a-z,A-Z,0-9,space and fullstop and backslash
6.	Seller/Buyer State	Seller state in case of utilization and buyer state in case of receipt	2 Characters refer the code list in Annexure-D
7.	Seller/Buyer Tin	Seller TIn in case of utilization and buyer TIN in case of receipt	6 to 11 alphanumeric character from a-z,A-Z,0-9
8.	Form Type	Type of Form	2 Characters refer the code list in Annexure-B
9.	Utilization category	Utilization category	2 Characters refer the code list in Annexure-B
10.	Invoice No.	-	13 alphanumeric character from a-z,A-Z,0-9
11.	Invoice Date	-	Date
12.	Commodity Code	Codes of Commodity	
13.	Commodity	-	40 alpha numeric character, from a-z,A-Z,0-9,space and fullstop and backslash
14.	Invoice Value-		15 digits out of which 2 digit can be decimal no

Annexure – A: Abbreviations

ACK	Acknowledgements
COT	Composition of Tax
CST	Central Sales Tax
CCTD	Chhattisgarh Commercial Taxes Department
NIC	National Informatics Centre
SF	Statutory Forms
VAT	Value Added Tax
XML	Extendable Markup language
XSD	Extensible Schema Definitions

Annexure B: Code List

Details of the Code and Number Assigned to the States and UT's to be used while entering the online C-Form Request in XML Format

Serial No	State Name	State Code	State Number	Use In
1.	ANDHRA PRADESH	AP	28	Use in CST Form
2.	ANDAMAN AND NICOBAR	AN	35	
3.	ARUNACHAL PRADESH	AR	12	
4.	ASSAM	AS	28	
5.	BIHAR	BH	10	
6.	CHANDIGARH	CH	04	
7.	CHHATTISGARH	CT	22	
8.	DELHI	DL	07	
9.	GOA	GA	30	
10.	GUJARAT	GJ	24	
11.	HARYANA	HR	06	
12.	HIMACHAL PRADESH	HP	02	
13.	JAMMU AND KASHMIR	JK	01	
14.	JHARKHAND	JH	20	
15.	KARNATAKA	KA	15	
16.	KERLA	KL	32	
17.	LAKSHDWEEP	LD	31	
18.	MADHYA PRADESH	MP	23	
19.	MAHARAstra	MH	27	
20.	MANIPUR	MN	14	
21.	MEGHALAY	ME	17	
22.	MIJORAM	MI	15	
23.	NAGALANG	NL	13	
24.	ORISSA	OR	21	
25.	PONDICHERRY	PY	34	
26.	PUNJAB	PB	03	
27.	RAJSTHAN	RJ	08	
28.	SIKKIM	SK	11	
29.	TAMIL NADU	TN	33	
30.	TRIPURA	TR	16	
31.	UTTAR PRADESH	UP	09	
32.	UTTRANCHAL	UR	05	
33.	WEST BENGAL	WB	19	
34.	OTHER COUNTRIES	OT	00	
35.	DADAR AND NAGAR HAVELI	DN	26	
36.	DAMAN AND DIU	DD	25	
37.	SILVASA	SL	36	

Details of Code Assigned for the Purposes of Inter State Purchases against C-Form for use in the XML format only

Purpose Code	E	ELECTRICITY GENERATION	Online CST Forms
	H	PLANT MACHINE AND INDUSTRY	
	I	MANUFACTURING INPUT INCIDENTAL GOODS	
	L	LEASING	
	M	MANUFACTURING OUTPUT MAIN PRODUCT	
	N	MINING	
	B	MANUFACTURING OUTPUT BY PRODUCT	
	C	MANUFACTURING INPUT CAPITAL	
	P	PACKING	
	R	MANUFACTURING INPUT RAW MATERIAL	
	T	TRADING	
Statutory Forms type	C	C forms	
Utilization Category	R	Receipt	Old CST Form
	U	Utilization	Old CST Form
Company Type	01	Government	CST PAR Form
	02	P.S.U	CST PAR Form