A
Handbook on
Electronic Return Filing

Operational Instructions:

Procedure to file e-return is very simple. A computer with internet connectivity is required for the purpose and Internet Explorer 6.0 and above must be installed and used to access CTD Web Portal. There are five easy steps to file e-return. These steps are

Step 1 First Time Sign-up on the CTD Web Portal

Step 2 Login into the web portal

Step 3 Preparation of return documents

Step 4 Mapping with Digital Certificate – (If dealer has purchased digital signature, else without digital signature e-Filing is also allowed)

Step 5 Uploading the return (.xls and .csv files)

Step 6 Acknowledgement Generation

Step 7 View Returns

Step-1 Registration on the Website

To register on web site, connect to Internet and write URL in the address bar as under:

http://rajtax.gov.in

The following screen would be shown.

1. Sign-Up
Click on this button.

Screen-1

To sign-up on the web portal click "New User? Sign-up"

A new screen (Screen-2) will open up. This screen displays the details required to be filled by the dealer for registering on the web portal. Please enter the details on the screen as per the instructions given in the table below.

Screen-2

Please enter the details as below:-

Sr. No	Label	Data Type	Compulsory Field	Action to be performed
1.	TIN	Numeric	Yes	Enter your TIN.
2.	Effective Date of Registration	Date	Yes	Enter your Registration Date. (This date is mentioned in the registration certificate issued to you by the department.)
3.	PAN No	Alphanumeric	Yes	Enter your PAN No
4.	Firm Name	Alphanumeric	Yes	Enter your Firm Name
5.	Address of Principal Place of Business	Alphanumeric	Yes	Enter your principal place of business address
6.	Constitution of Business	Combo Box	Yes	Select your business constitution from the list of values provided
7.	Landline No	Numeric	No	Enter landline no. here
8.	Cell No	Numeric	No	Enter cell no. here
9.	E-mail Id	Alphanumeric	Yes	Enter your e-mail id (Must be a valid email id)
10.	Password	Alphanumeric	Yes	Enter your Password (should be more than or equal to 8 characters in length)
11.	Confirm Password	Alphanumeric	Yes	Enter the same Password again (for confirmation)
12.	Security Question	Characters	Yes	Select the question for security purpose. (This will be required if you forget your password. So please remember it.)
13.	Security Answer	Characters	Yes	Enter the answer for security purpose. (This will be required when you forget your password so remember it.)
14.	Terms and Conditions	Hyperlink	NA	Click on this link to read the terms and conditions.
15.	I accept the terms	Check box	Yes	Read the terms and tick the check box
16.	Back	Button	NA	Click on this button to go back to home page
17.	Submit	Button	NA	The button would be disabled in the beginning. But when the check box for "I accept the terms" is checked, it becomes enabled. Click on submit to register on the web portal.

After filling up the details as above, please click on submit. Details will be verified by the system and then a successful sign-up message will be displayed on the screen itself. This sign-up process is one time requirement. Once the sign-up is completed successfully, dealer can log on into the web portal with his TIN and password as set up above.

Once registered the following message will come. (Screen-3)

Screen-3

Now you can use the login Id and password to login into the web portal.

Step-2 Login

A dealer registered on the web site is required to login for the purpose of filing e-return. Process of login is as under:

Connect to Internet and open the website http://rajtax.gov.in

On Home page, there is a box in center as indicated in Screen-4.
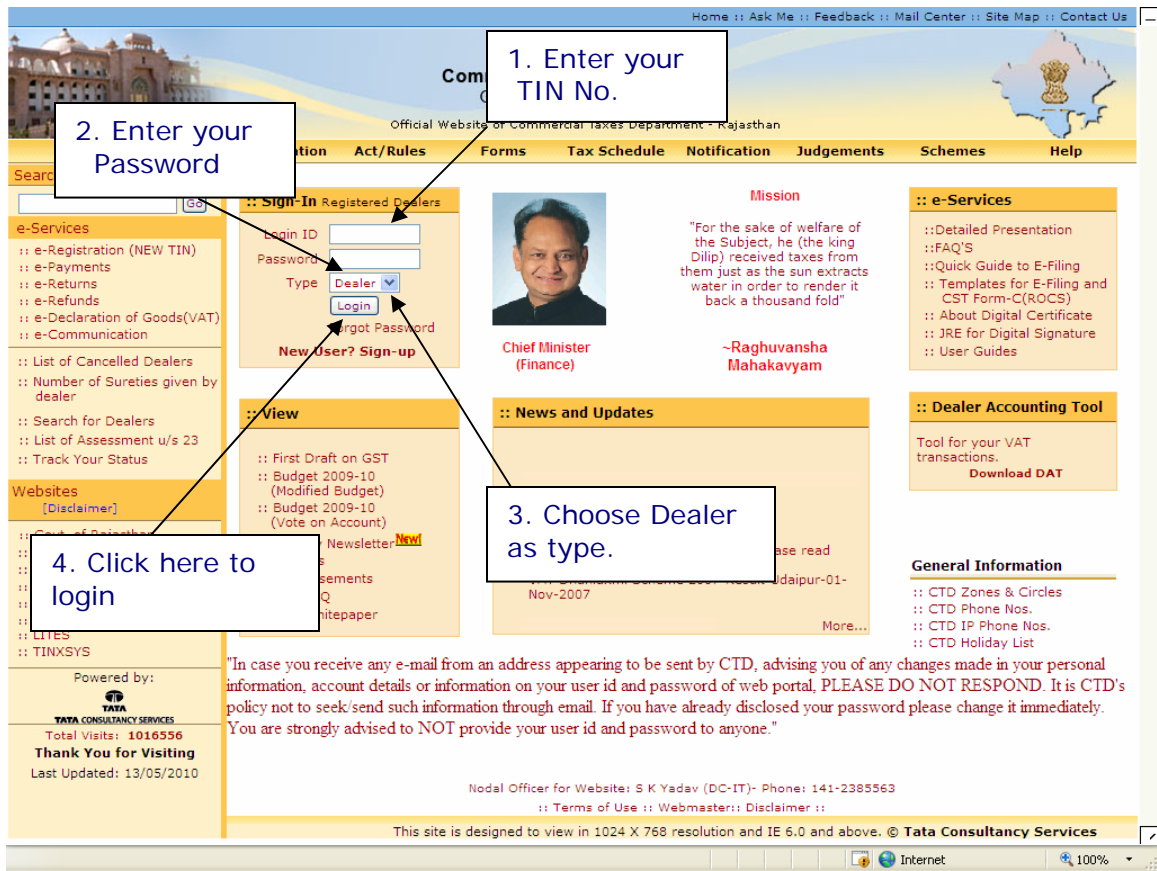
Screen-4

Please enter the details as below:-

Sr. No	Label	Data Type	Action to be performed
1.	Login Id	Numeric	Enter your TIN.
2.	Password	Alphanumeric	Enter the password that you entered at the time of sign-up.
3.	Type	Drop Down Box	Select Type as "Dealer".
4.	Login	Button	Click on this button to enter the web portal.

Important Note: Please read before filling your return:-

There are few changes notified in the return filing process in State Budget 2012-13 with effect from 01-Apr-2012. Please read the instructions carefully.

From now onwards three different versions of templates of Form-VAT10 would be available on web portal:

1. From Financial Year 2012-13 (All returns Starting from 01st Apr 2012)
2. For Financial Year 2011-12 (All returns Starting from 01st Apr 2011 till 31st Mar 2012)
3. Till Financial Year 2010-11 (All returns till 31st Mar 2011)

Step-3 Preparation of VAT Returns (From Financial Year 2012-13): -

User manual for all the versions are as follows:

From Financial Year 2012-13 (All returns Starting from 01/Apr/2012)

If the details entered by you are found correct; you will be logged in. You are entitled for number of e-services. Please select e-Returns link on the left hand side column (Screen-5).

Screen-5

After clicking on "e-Returns" link, option for VAT and CST will be displayed. Click on VAT link to file VAT and CST composite return, then following screen would be shown (Screen-6).

You can upload your e-Returns in format .xls format.

Screen-6

Now you will get this screen shown below in screen-7 after you click
"proceed with e-returns"

Screen-7

Important Guidelines:

i. From now onwards Quarterly Returns Form VAT-10 and CST-1 have been merged in one Template so dealer needs to fill one combined form for both VAT and CST.

ii. Dealers who are not registered under CST Act are not allowed to fill CST data in the Template.

iii. To take the print of the filled return document properly on your system (i.e. VAT-Form7A, VAT-Form8A etc), Users are advised to follow the below guidelines:

    (a)From Excel option bar navigate to File (ALT+F) -->Page Setup and adjust the following print settings:
       (i)   Set orientation to Landscape
       (ii)   Scaling adjust to 65% of the normal size
       (iii)   Paper Size Legal
       (iv)   Click Ok and print the page

To fill up the return, you are required to download the templates from the website. It is advisable to download these templates once and store for future use. You should have Microsoft Excel Sheet (Version may be 97, 2000, 2003 or 2007) installed in your computer for this purpose.

Note:

1. Your System date format must be in either DD-MM-YYYY or MM-DD-YYYY only

2. Make sure that you have the latest version of templates to file your return electronically. You can ensure the same by checking the last updated date mentioned in template download page of CTD web portal

3. To download the templates for filing e-Returns, click on required form name (template) available on Templates for E-Services link

4. Guidelines to fill the Template:

   a. Open downloaded templates and fill the template with appropriate data

   b. Template would calculate the interest automatically based on 12% rate of interest Per Annum

   c. Fill the details in Template inline to the color code as mentioned below:

      i. Light Green: - Only numbers are to be entered in the cell

      ii. Dark Green: - Only select data from the displayed list only.

iii. Orange: - Only dates are allowed to be entered in the cell in DD-MON-YYYY   format.

iv. Pink: - Only characters and numbers are to be entered in the cell.

VAT-10:

1) Download VAT-10_2012.xls and other forms also and save it in your local computer.

2) Open it using Microsoft Excel and fill the required details and save the excel sheet

Following is the sample template for VAT-10_2012 (Screen-8 and 9)

Screen-8

To fill CST details, fill the below tab in template shown in screen -9.

Screen-9

Note:

You can accordingly add or delete the number of rows in the template as per requirement with the help of "Add Rows" & "Delete Rows" buttons provided in the templates respectively as shown in below screen:
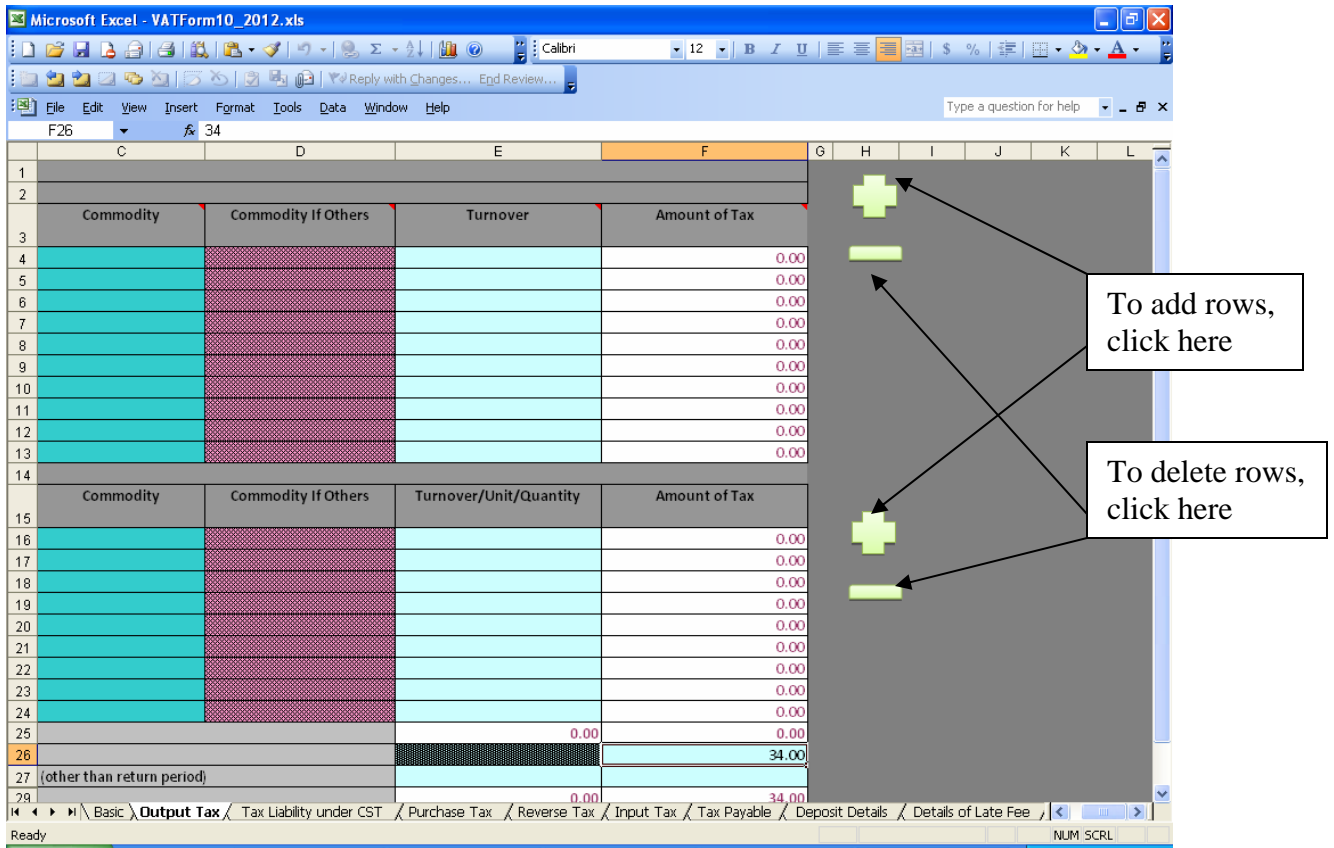
Screen-10

Note: **Effective from FY-2012-13 – Quarter-I -   Interest would be calculated automatically based on 12% rate of interest per annum.**
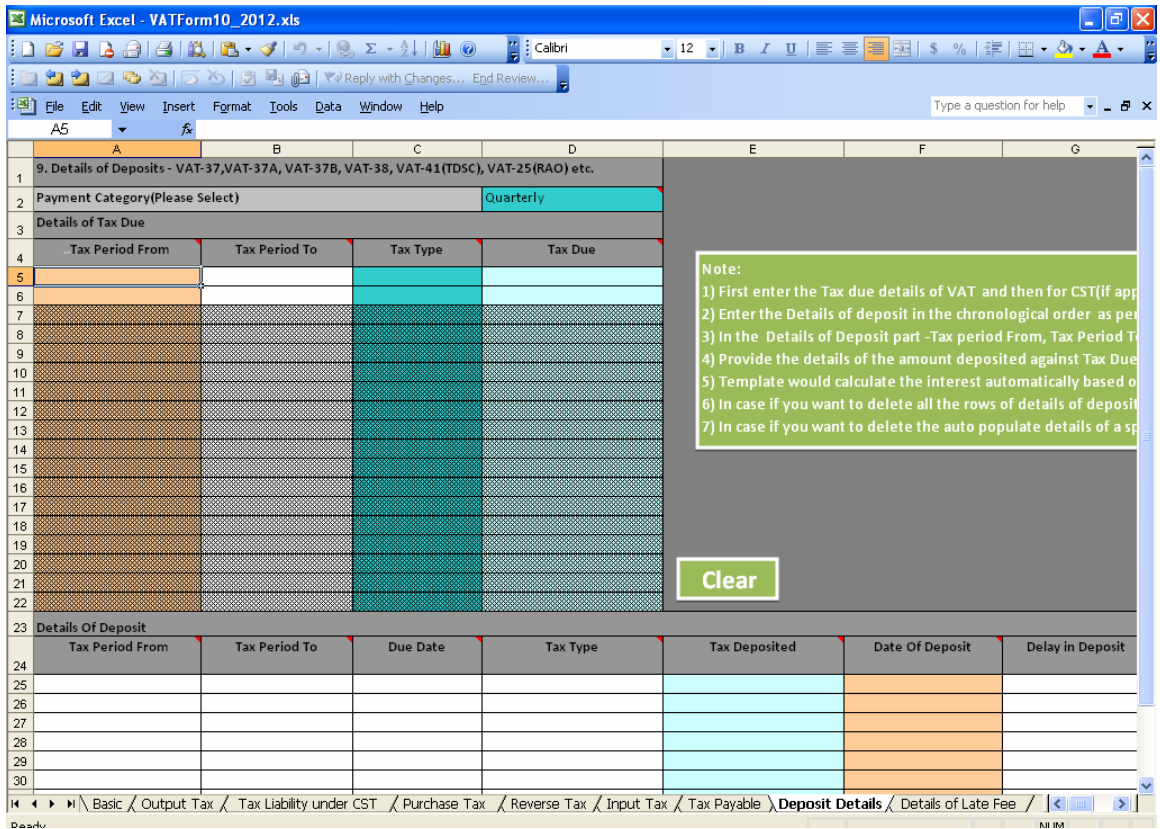
After clicking on validate button, if no error is found, then following screen will be displayed as shown in screen 11.
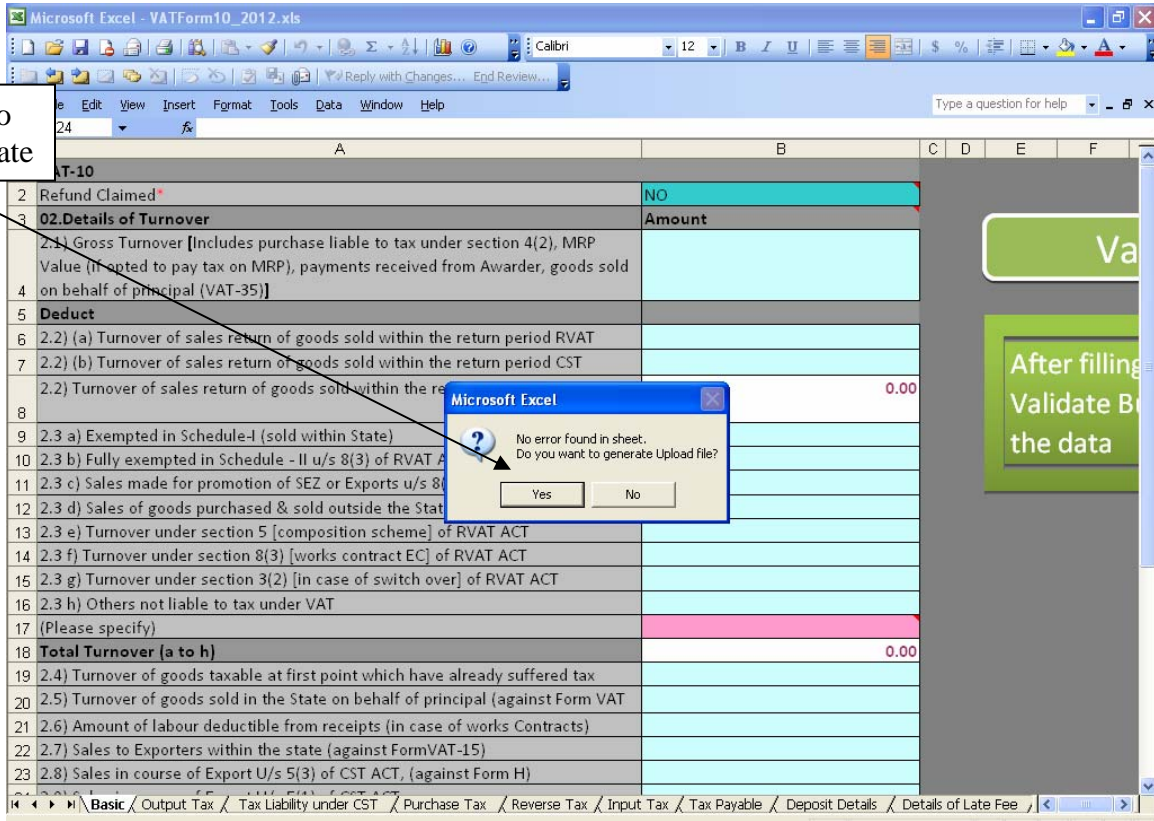
Screen-11

After clicking "Yes", a dialogue box will get open as shown in below screen 12
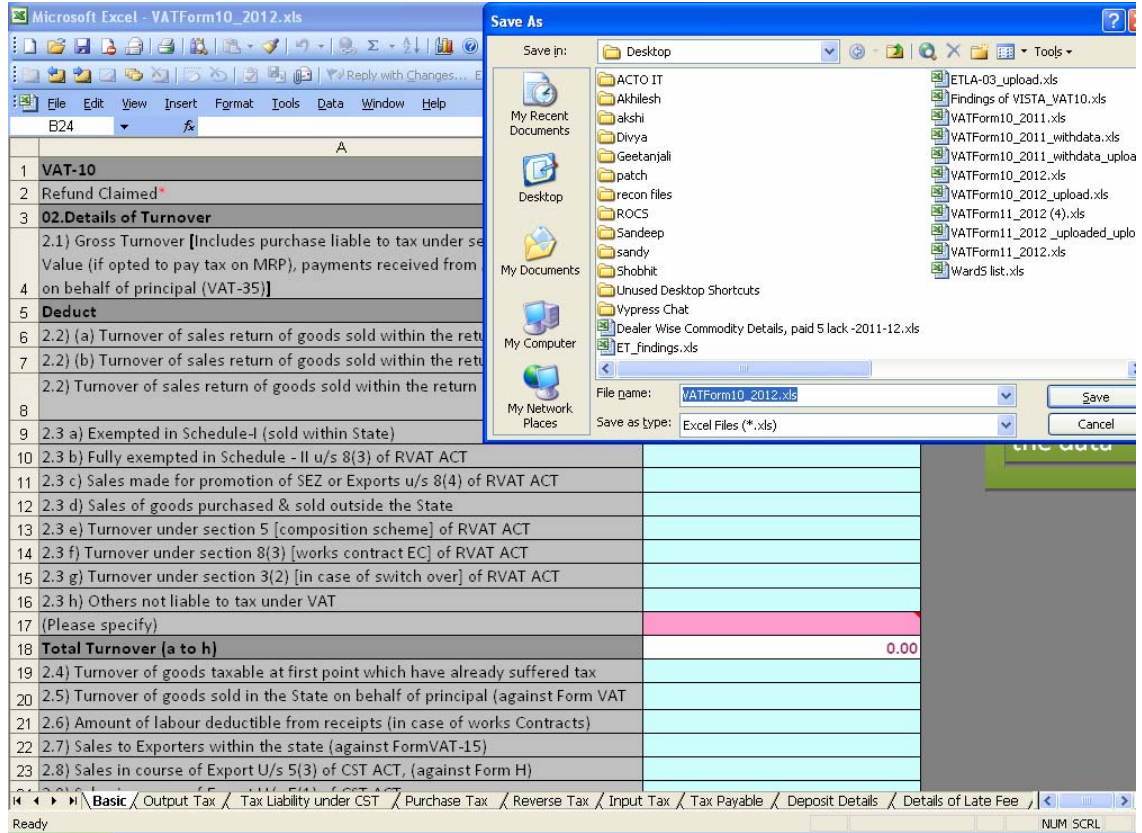
Screen-12
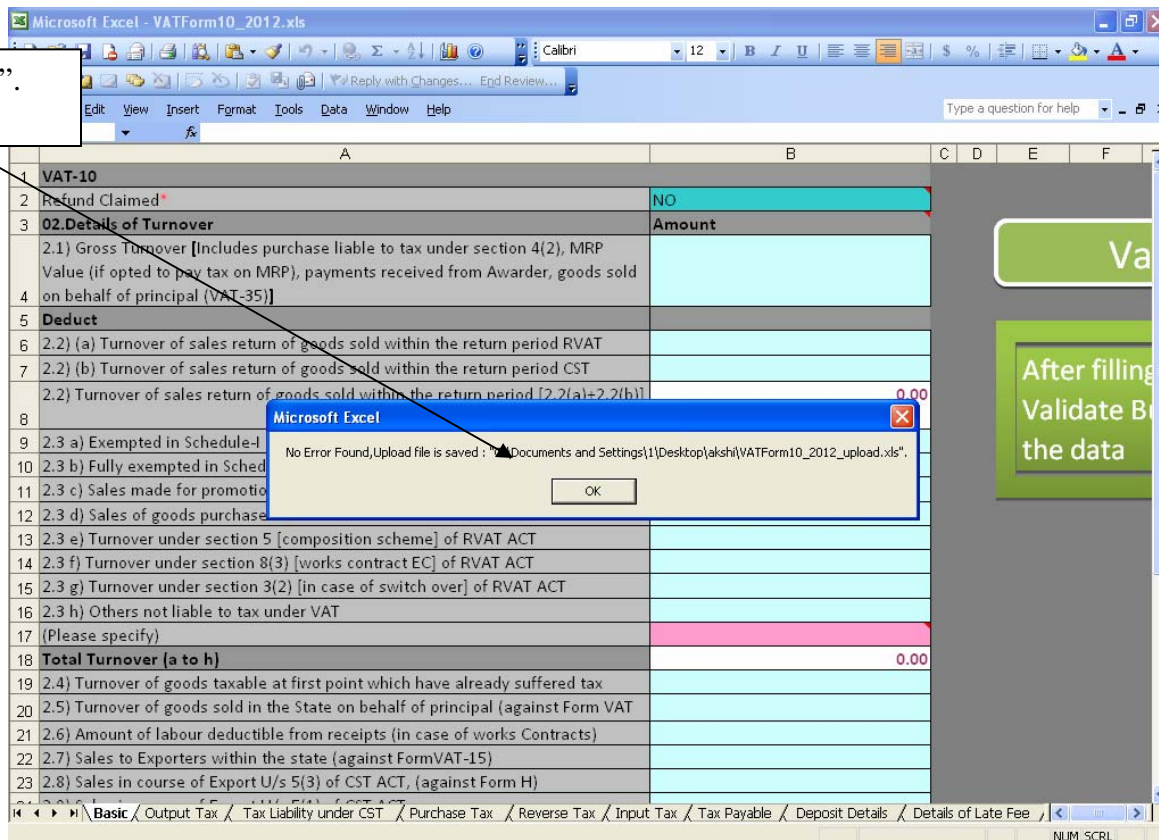
Screen-13

Click on "Ok" in the alerts. The file will be saved at your selected location.

VAT-07A and VAT-8A

For Form VAT-07A, VAT-8A:

1) Download VAT-7A, VAT-8A from CTD portal and save it in your local computer.

2) Open using Microsoft Excel and fill the required details.

3) You need to click on the Validate Button after filling of required details and on successful validation it would generate the upload file on specified path in .CSV format except Form-VAT10 that would be generated in .xls format.

Following is a sample template of VAT-07A.

Screen-14

You need to click on the Validate Button after filling of required details and on successful validation it would generate the upload file on specified path in .CSV format except Form-VAT10 that would be generated in .xls format.
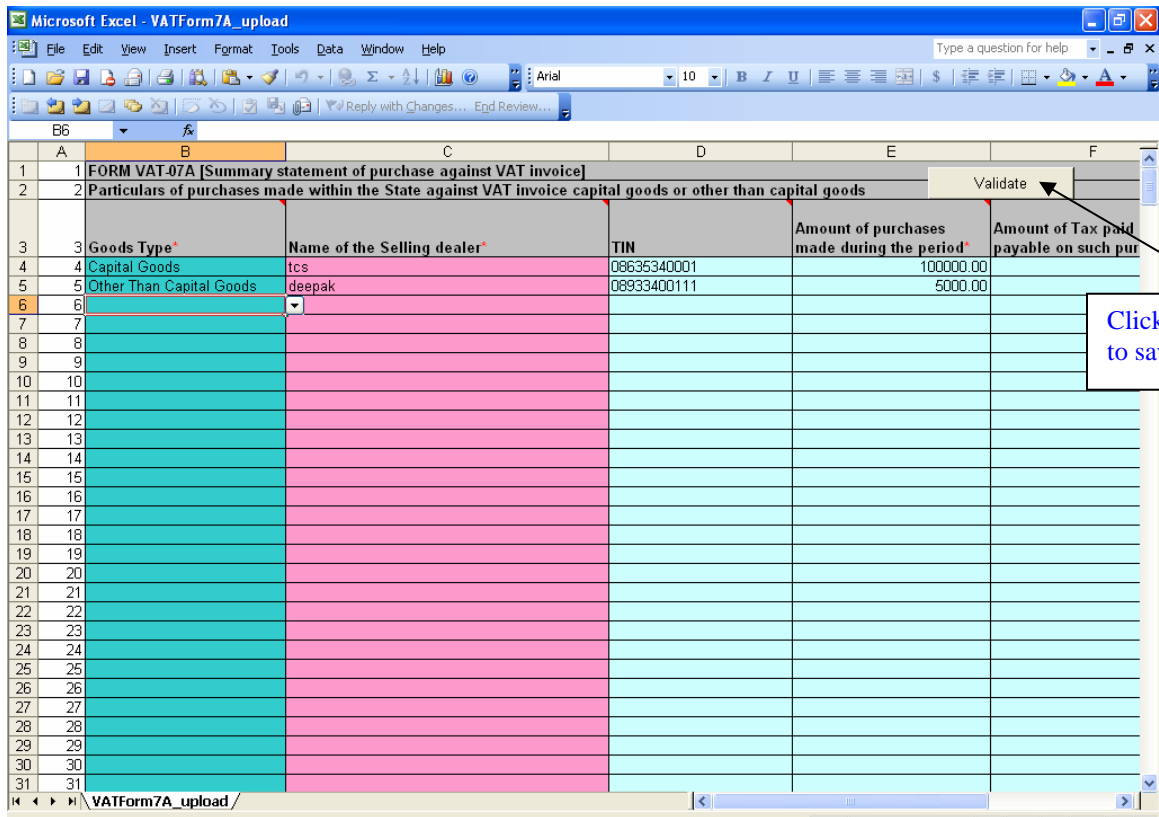
Following is a sample template of VAT-07A.
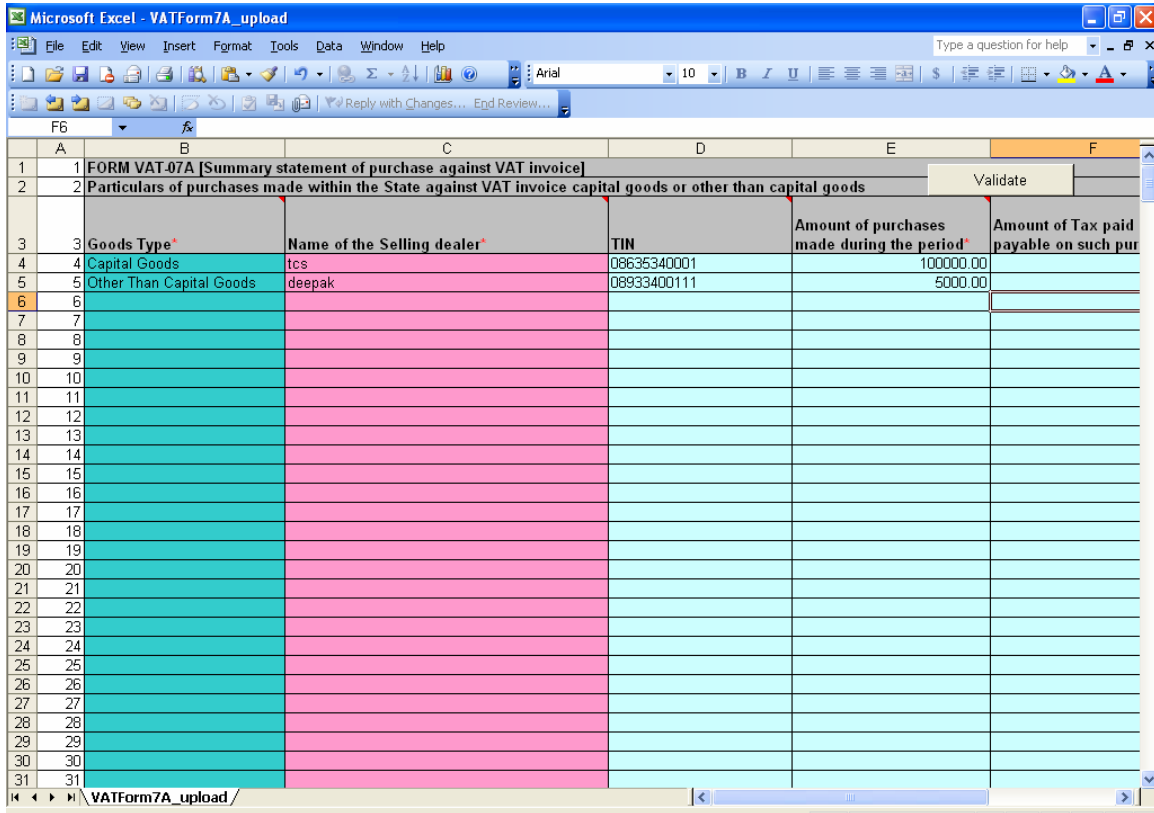
Screen-15

To save the form in .csv format follow the steps given below: -

1. Click on Validate button provided in the template given below (Screen-16).

Screen-16

2. Click on validate and you will get following dialog box as shown below (Screen-17).

Screen-17

3. Select save and click on save button. Following screen would appear (Screen-18 and Screen-19).

<p style="text-align:center">Screen-18</p>

Screen-19

4. Click on "Yes"/ "Ok" in the alerts. The file will be saved at your selected location.

Step-4 Mapping Digital Certificate: -

Screen-20

1. Click on Map Digital Certificate icon to mapping with digital certificate. This link is shown only when mapping is not done. When mapping will be done with the digital certificate this icon will be replaced by Unmap digital Certificate from here.
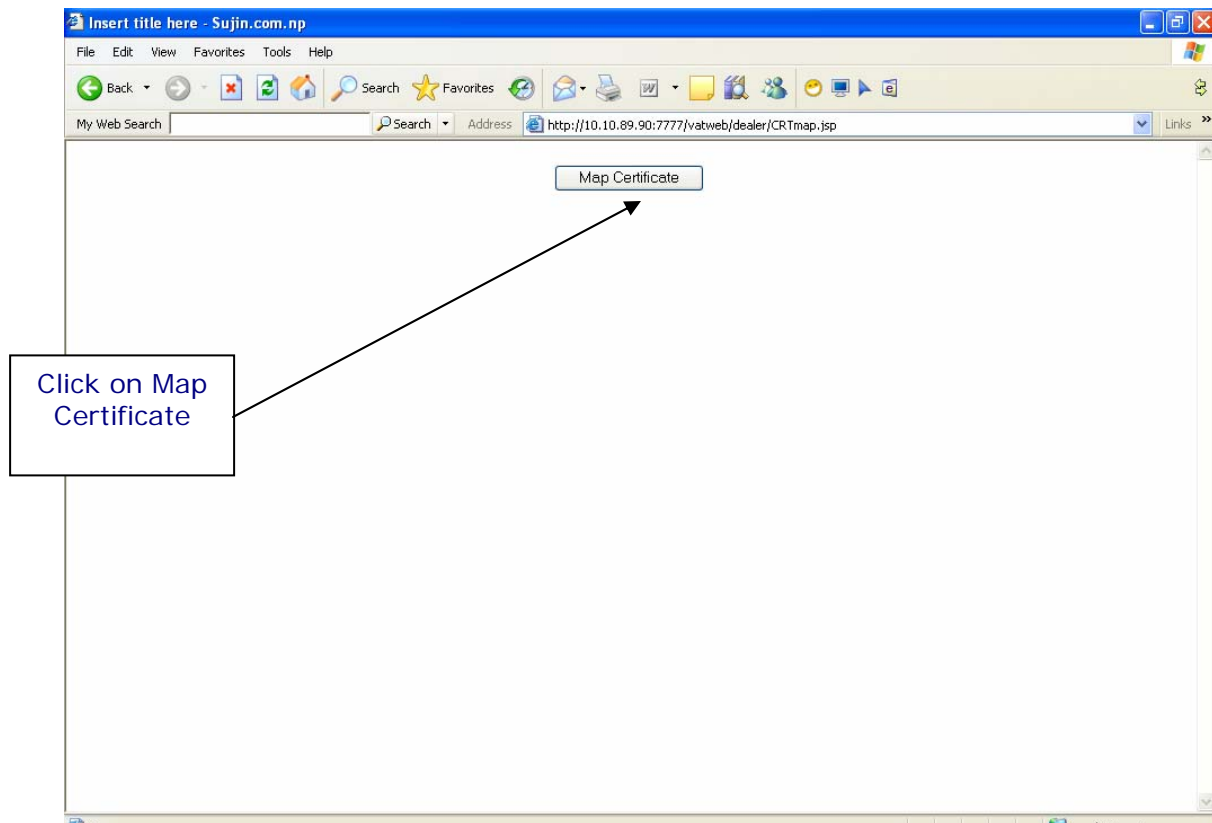
Screen-21

2. Click on Map Certificate button to view the Digital Certificates installed in your local computer.

3. After Click or Press ENTER/SPACEBAR, the list of digital certificates appears which installed into your local computer.

4. Select the Digital Certificate from list.

After completing above process mapping will be done successfully and the Map Digital Certificate icon will be replaced by Unmap Digital Certificate.

If dealer want to file the return without Digital Signature then he needs to Unmap the digital signature by clicking on Unmap digital Certificate link provided on portal.

Step-5 Sign Upload and Submit the Return Forms: -

1. Select Year.

2. Select Return Type.

3. Select Return Period.

5. Select Document Type.

4. Assessment category by default annually

6. Choose Original/Revised Returns

7. Browse to the file to be uploaded

Commercial Taxes Department
Government of Rajasthan
Official Website of Commercial Taxes Department - Rajasthan

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e-Services
:: e-Communication
:: e-Payments
:: e-Returns
:: e-Refunds
:: Goods Declaration(VAT)

:: Dealer Profile
:: Unmap Digital Certificate
:: Dealer Accounting Tool
:: Change Password
:: Logout

:: List of Cancelled Dealers
:: Number of Sureties given by dealer
:: Search for Dealers
:: List of Assessment u/s 23
:: Track Your Status

Websites
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:: Govt. of Rajasthan
:: Finance
:: Budget
:: VAT Related Sites
:: Rajasthan Tax Board
:: Rajasthan High Court
:: LITES
:: TINXSYS

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Templates Last Updated on April 2010

Click here to download templates

Return Period Details

Year: *	2009-2010	Assessment Category:	Annually
Return Type *	Quarterly		
Return Period: *	1 April-30 June		
From Date: *	01/04/2009	To Date:	30/06/2009
Document Type: *	VAT-10		
Select type: *	⦿ Original ○ Revised		
Document to be Signed *	C:\Documents and Se [Browse...]		

[Sign] [Submitted Forms] [Generate Acknowledgement]

View eReturns / Generate Duplicate Acknowledgement Receipt

Note: Uploading the Excel Sheet may take some time. Kindly wait for the process to complete.
Click here to download JRE for signing the document.

"In case you receive any e-mail from an address appearing to be sent by CTD, advising you of any changes made in your personal information, account details or information on your user id and password of web portal, PLEASE DO NOT RESPOND. It is CTD's policy not to seek/send such information through email. If you have already disclosed your password please change it immediately. You are strongly advised to NOT provide your user id and password to anyone."

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8. Click on Sign for digitally signing the document

9. Click on Uploaded Forms to View Uploaded Forms.

10. Click on generate Acknowledgment to generate the acknowledgment receipt

Screen-22

Now select all the required fields as per the table given below:-

Sr. No.	Label Type	Action to be performed
1.	Year	Select the year for which you have to file return.
2.	Return Type	By default comes return type according to your return category.(Quarterly/Annually)
3(a).	Return period	Select the return period which can be only previous quarters of current year for quarterly returns. First quarter is April-June. Second Quarter is July-Sep and so on. For Annual Returns, the return period drop down box will contain previous 15 years. In case you need to select partial return period, select partial given at the end of the list.
3(b).	Return From and To	If you select Return Period automatically return period from and to date will be shown.
4.	Assessment Category	By default assessment category is annually. If you want to opt for Quarterly Assessment category then you need to contact to your assessment category.
5.	Document Type	Select the Form type that you want to upload: (VAT-10, VAT-7A, VAT-8A)
6.	Select Type	Select Original if you are filing the return first time for the specified period or select Revised return if you are filing revised return.
7.	File to be attached	Upload the appropriate file. **.xls** for VAT-10,VAT-11, VAT-10A and **.csv** for VAT-07A, VAT-08A.
8.	Sign	Click on Sign for digitally signing the document.
9.	Uploaded Forms	Click on Uploaded Forms to View Uploaded Forms.
10.	Generate Acknowledgment	Click on Generate Acknowledgment to generate the acknowledgment receipt

Enter these details and select the file to be signed.

Steps to Sign, Upload and Submit ".xls" format forms:

(VAT-10)

Note:

1. All the other forms for Quarterly Returns will be uploaded only if VAT-10 is signed, uploaded and submitted successfully.

When you click browse to select the file for signing, following screen is shown (Screen-23).
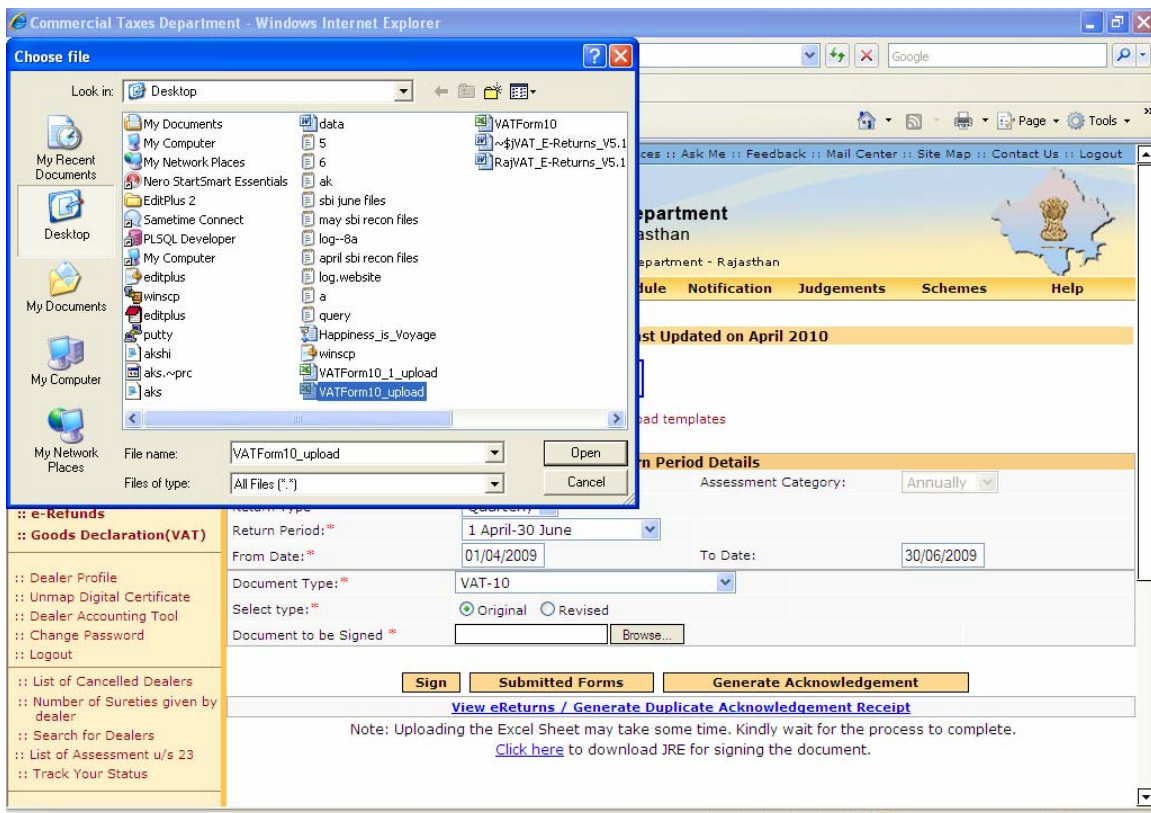
Screen-23

Select the file to be signed and click on open.

Click on Sign for signing the file.
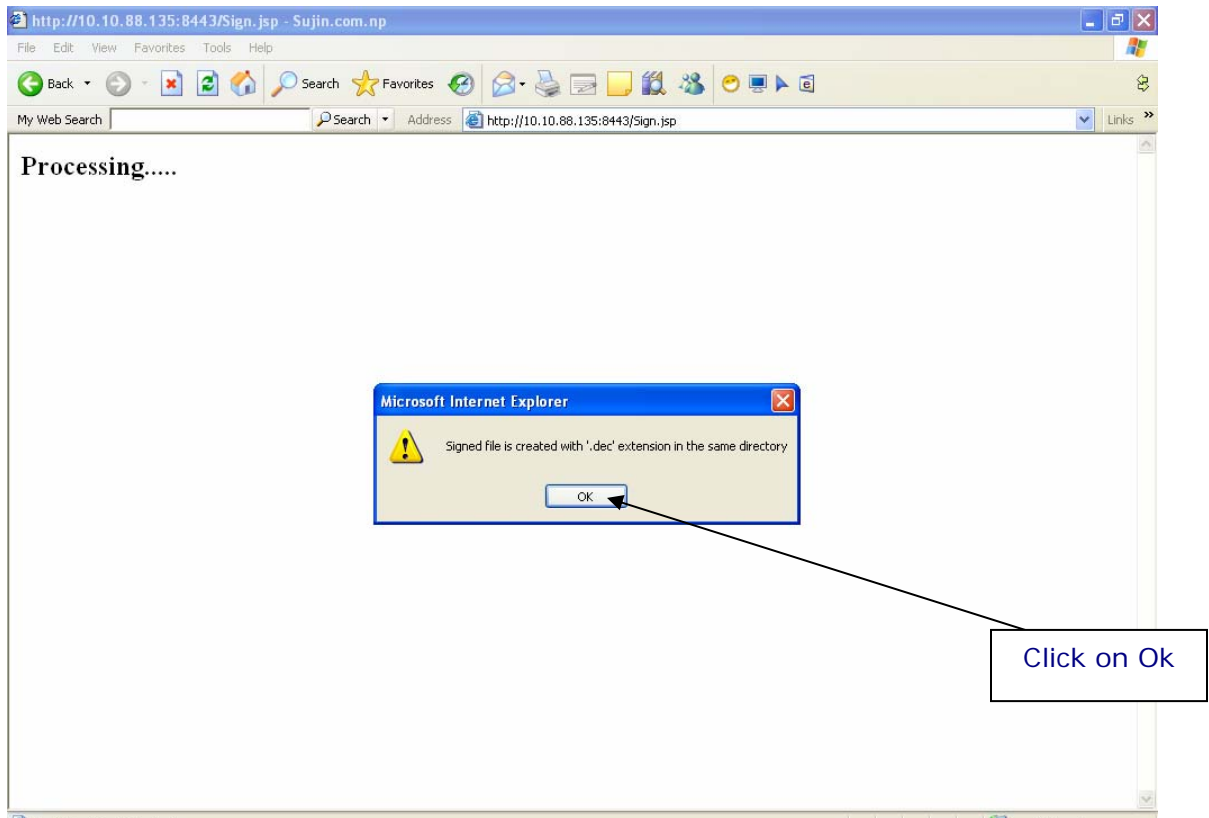
Screen-24

Once the file is signed successfully, you will get a message for the same. The digitally signed file will be created in same directory from where user selects the original file.
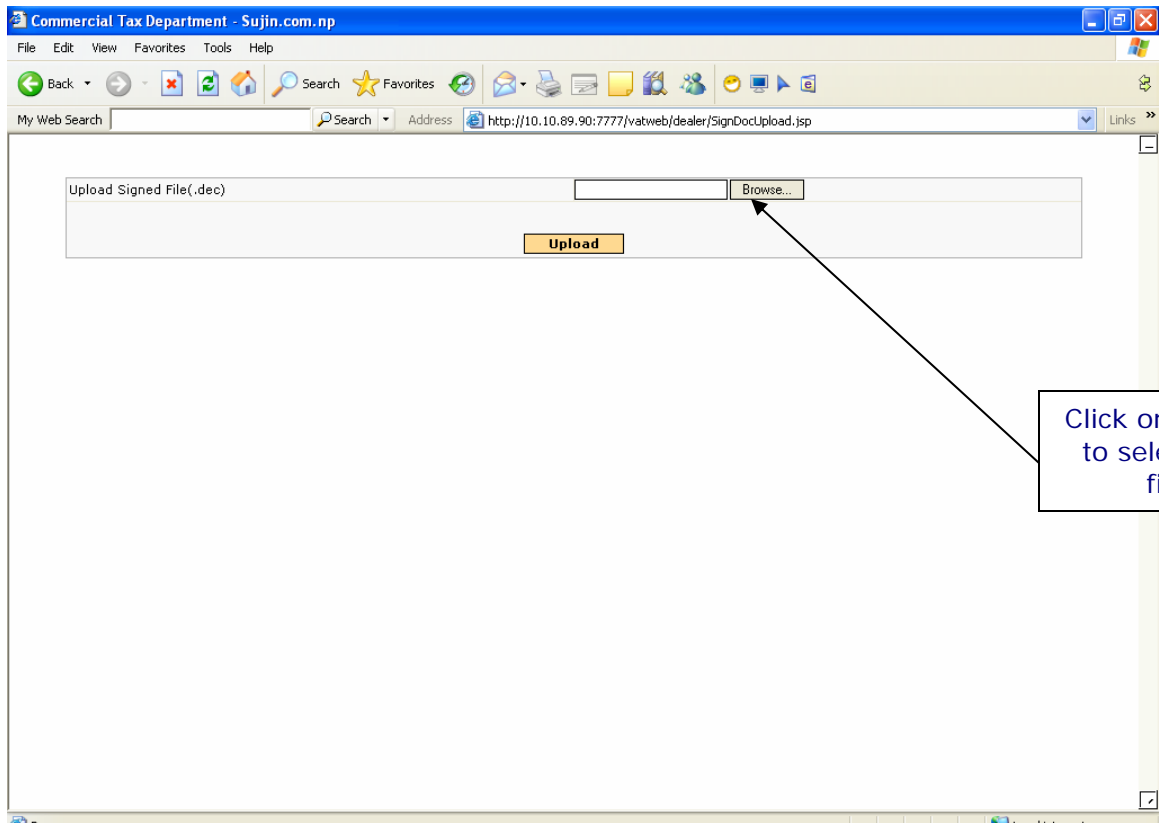
Screen-25

Selection of Digitally Signed file (.dec file) for uploading

Screen-26

Click on Upload to upload .dec file.

Screen-27

Message for Data Validation
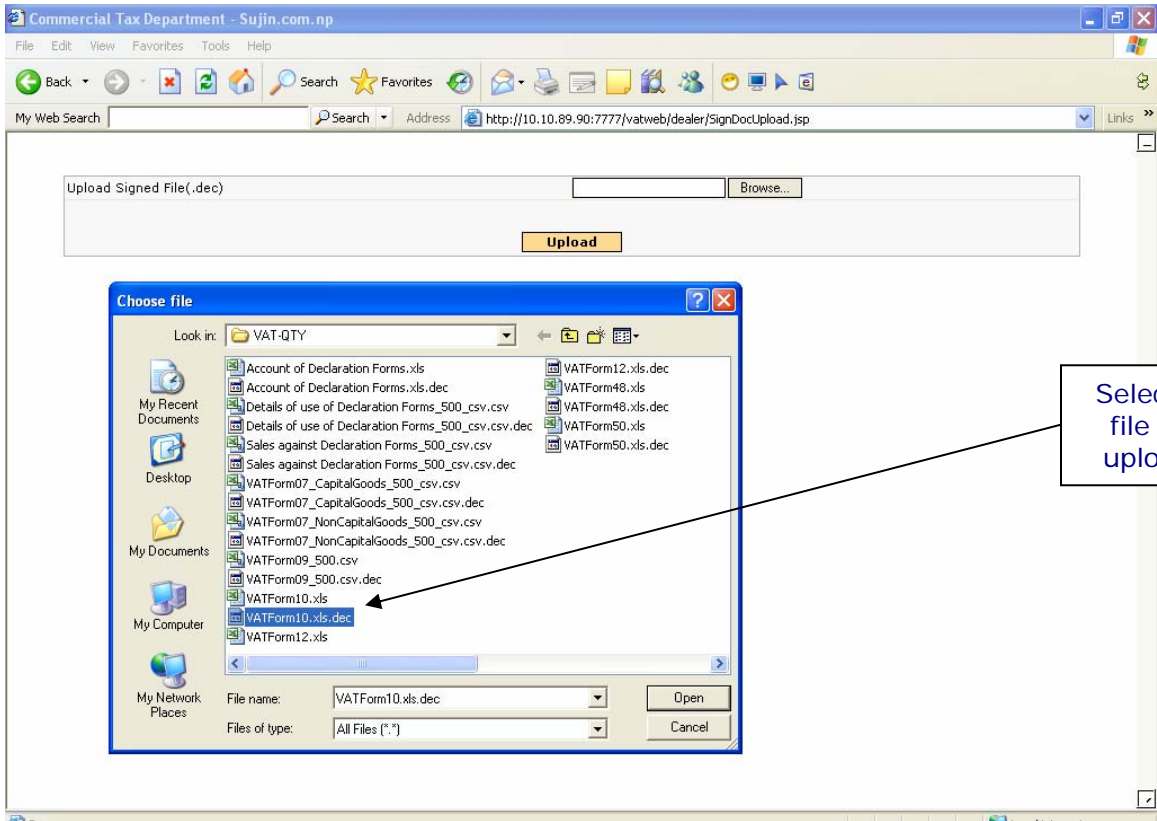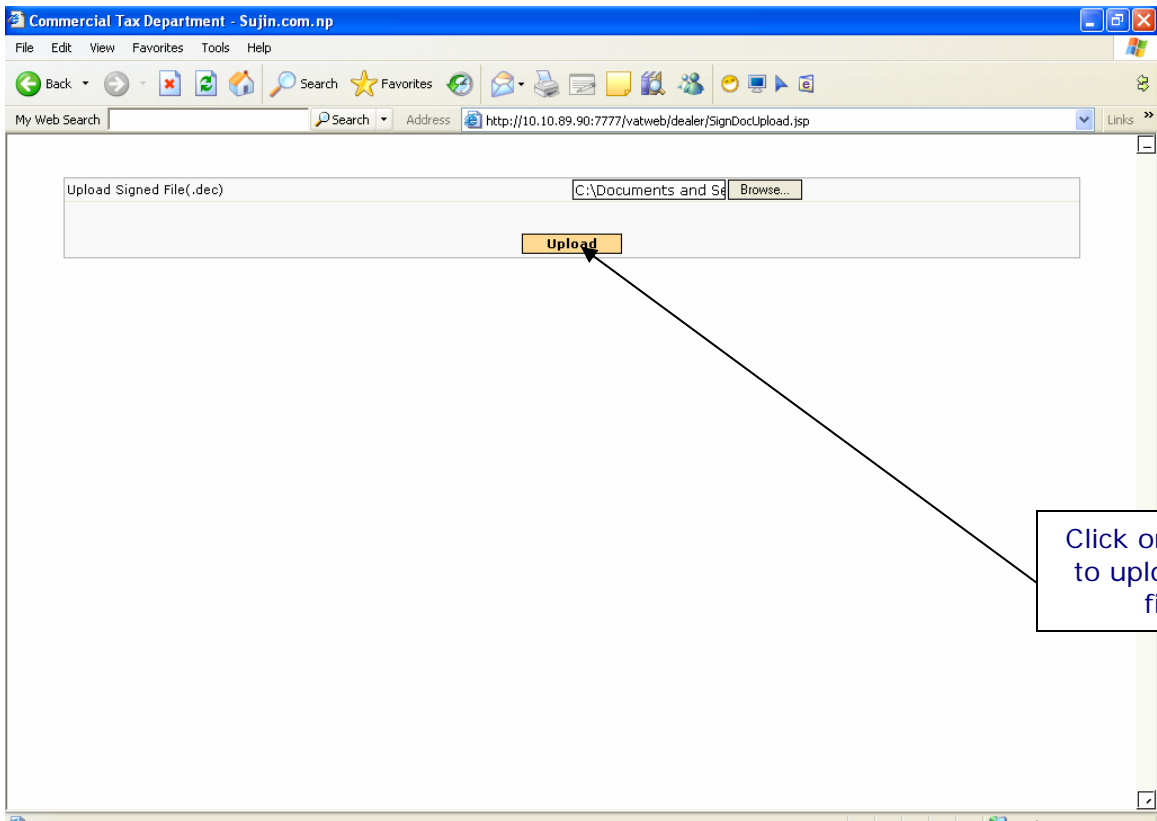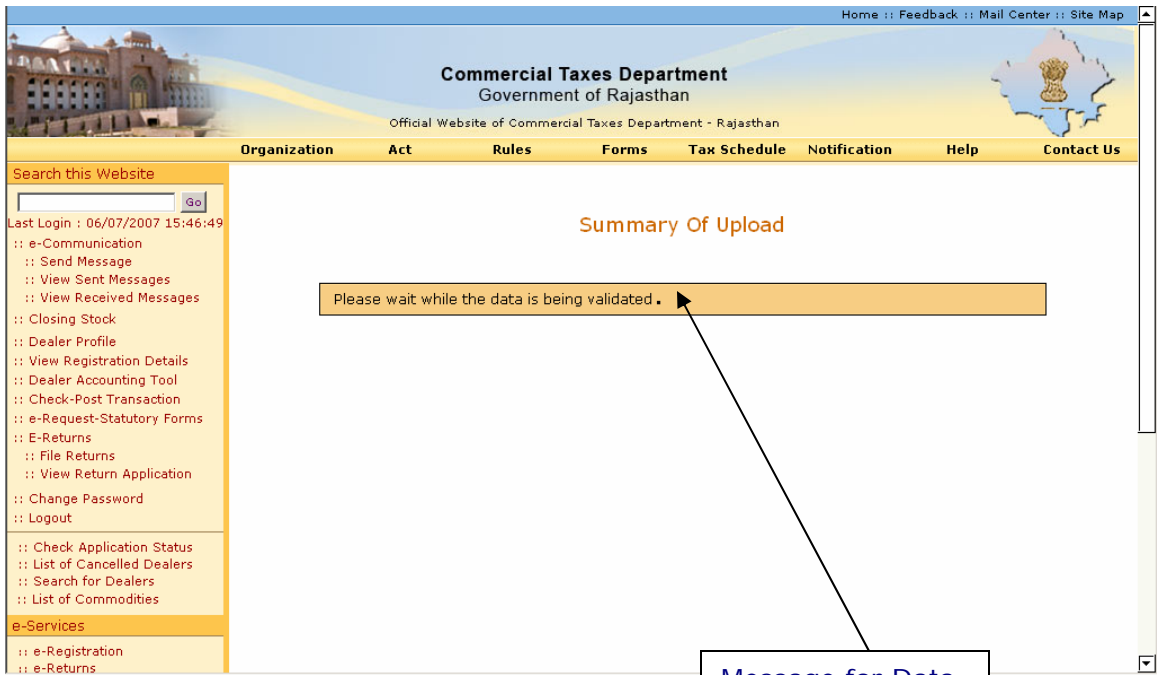
Screen-28

While this message is being shown, the data of the file uploaded is validated. After validation, if there is some error in data entry, then it will show the error list with the error message, row number and sheet details. You need to correct the data, sign the file and upload.

The system will not allow submission/upload of return(s)/annexure(s) till all the errors are corrected.

If there are no errors in the uploaded return you will find a submit button on the summary page.

Click on the submit button to file the returns. (Screen-29)
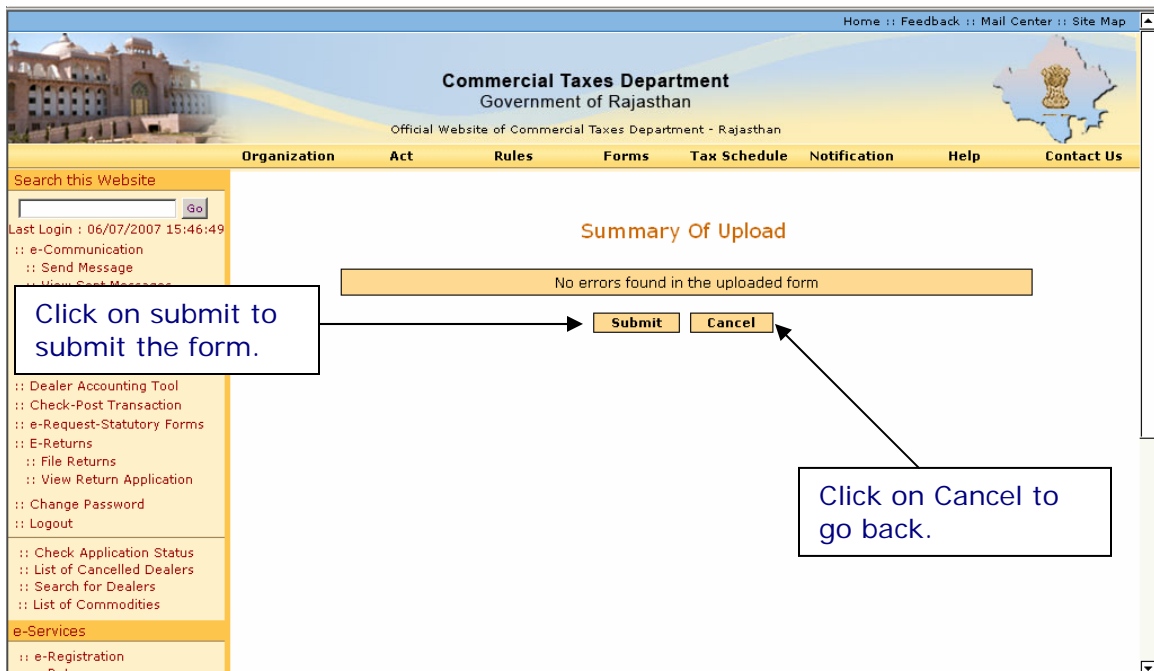
Screen-29

On click of Submit if it shows: "Form uploaded successfully" then it means your form has been uploaded successfully. (Screen-30)

Screen-30

Click "Back" to come to the main e-Returns Page

E-Returns without digital Certificate:-

Now, Dealer can file e-Returns without digital Certificate, in this process, dealer need not to purchase digital certificate or map the digital certificate with rajtax.gov.in

The process will be the same in e-returns with or without digital certificate apart from the below mentioned screen:-

Screen-31

Dealer need not to go for signing the document. Dealer can directly click on the upload button for uploading the document in case of e-returns without digital certificate.

But there is one constraint in e-Returns without digital Certificate, When dealer generate his acknowledgement than they need to submit that acknowledgement receipt in his assessing authority's office. Then dealer will get another acknowledgement receipt from the tax office. That receipt will be considered as a valid acknowledgement receipt.

Thus, Dealer's e-returns without digital certificate will be considered as a complete return.

Steps to Sign, Upload and Submit ".csv" format forms:

(VAT-07A, VAT-08A)

When VAT-07A, VAT08A is selected then following screen appears. (Screen-32)

In the "Sheets to be uploaded" textbox the number of sheets that you have uploaded will be entered automatically.

Then browse to the .csv file that you want to upload and click on sign button. Screen-23 to Screen-30 will appear in the same sequence for each of the forms.

Screen-32

Step-6 Generating Acknowledgement Receipt

After successfully uploading the templates (VAT-10 for Quarterly Returns and VAT-11 or VAT-10A for Annual Returns) along with its attachments, (VAT-07A, VAT-08A) for quarterly returns. You need to now generate acknowledgement receipt. On click of the button "Generate Acknowledgement", there will be a pop-up saying "Once acknowledgement is generated, no more forms can be attached" (Screen-33).
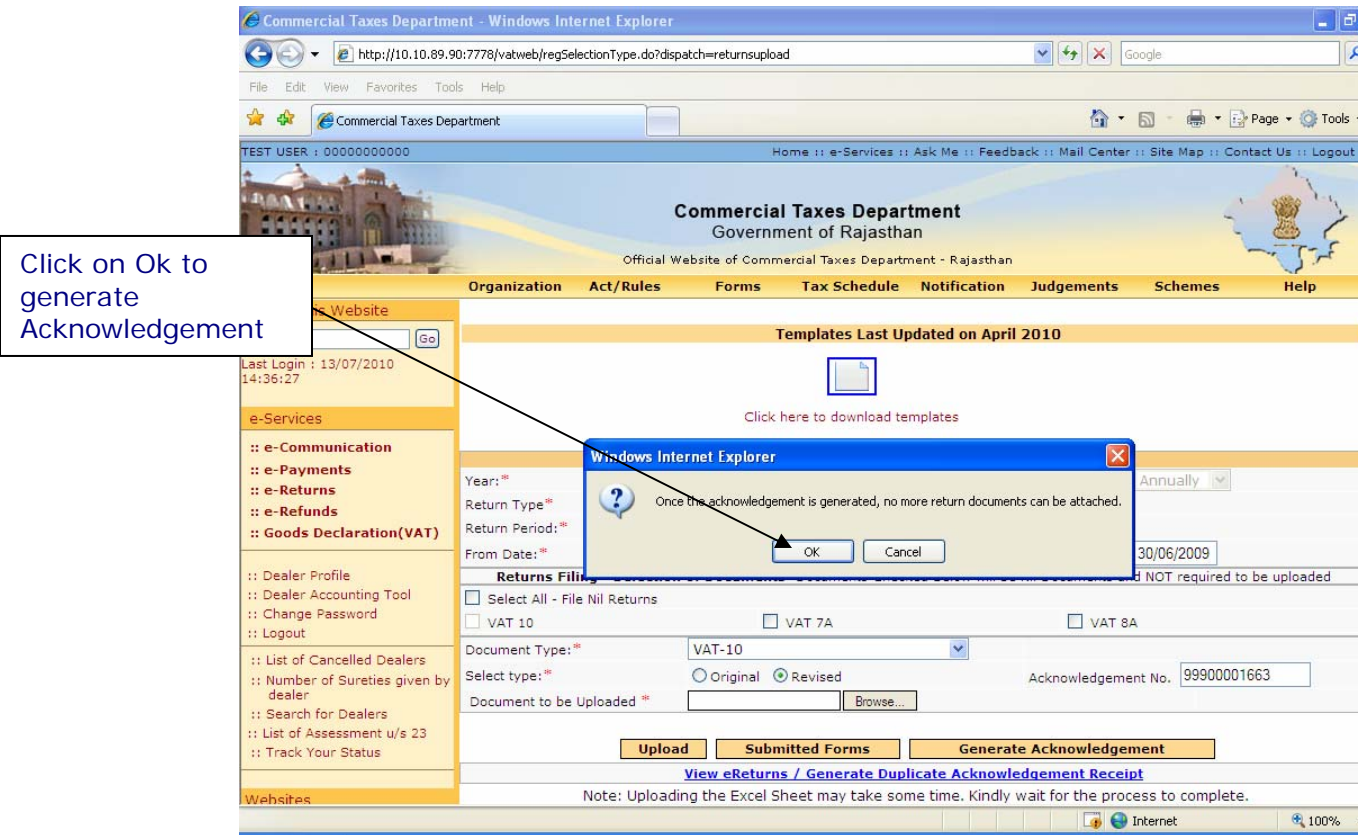
Screen-33

If you click "Cancel", then the acknowledgement receipt will not be generated.

To generate the acknowledgement receipt click "ok". If you have missed to upload any of the mandatory attachments then following message will appear on screen (Screen-34).

Screen-34

A return is considered to be filed completely only when acknowledgement receipt is generated. Once acknowledgement receipt is generated, you will not be allowed to file e-Returns for same period again. However, revised returns can be filed provided you have filed original returns. The Acknowledgement Receipt is shown in Screen-35

Government of Rajasthan
Commercial Taxes Department

Acknowledgement Receipt for E-Returns (Quarterly VAT-10) without Digital Signature Certificate

Acknowledgement No	: 99900633702	Receipt Date	: 30/06/2012			
Registration No	: 08581008306	Firm Name	: JASMINE INDUSTRIAL CORPORATION			
Zone	: BHILWARA	Circle	: B	Ward	: CTO	
Type of Return	: Quarterly	Period From	: 01/01/2012	Period To	: 31/03/2012	
Address	: 1 BASMENT, GANPATI ENCLAVE, HEERA PANNA MARKET, BHILWARA, RAJASTHAN,					

Details of Returns Filed (Original)		
List of Return Documents Uploaded		
1. FORM VAT-10		
List of Return Documents Marked as Nil		
1. VAT-07A	2. VAT-08A	
Date of Submission: 30/06/2012		
Item	**Form VAT-10 Reference**	**Value**
1. Gross Turnover(Rs)	Refer field no. 2.1	12344.00
2. Total tax payable under VAT and CST(Rs)	Sum of (8.10+7.12)+8.18	1061.52
3. Total Interest Payable(Rs)	Column 8->Sum of amount of interest	0.00
4. Late Fee Payable(Rs)	Column 9-> Amount of late fee	0.00
5. Total Amount Payable(Rs)	Sum of 2+3+4 of acknowledgement receipt	1061.52
6. Total ITC Claimed(Rs)	Refer field no. 7.12	0.00
7. Amount deposited under VAT and CST(Rs)	Column 8-> sum of Tax Deposit	1302.00
8. Balance (6+7)-(5) If value is negative, return is not acceptable.	(6+7) – 5 of acknowledgement receipt	240.48

Verification :

I/We verify that the above information and its enclosures are true and correct to the best of my/our knowledge and belief.

Signature : _____
Name   : _____
Status   : _____
Place   : _____
Date   : _____

Print   Home

Done   Internet   100%

Screen-35

To file Revised returns click on Revised as shown in Screen-37 and repeat the steps to file the returns.

Screen-36

Step-7 View Returns

To view the returns filed go to the home page and click on the link as shown in Screen-37

Screen-37

When clicked "View e-Return", a list of previously filed returns is shown (Screen-38).

Select Tax Type: VAT or CST

Click on the acknowledgement number to view a specific return.

Screen-38

Click here to generate the **'acknowledgement receipt'**

If you click on the acknowledgment number you will see list of forms and annexure that you have uploaded, as shown in the screen shown below (Screen-39).

You may also regenerate the acknowledgment receipt by following steps given below: -

1. Select the return for which you need to regenerate the acknowledgement receipt.
2. Click "Generate Acknowledgment". An acknowledgement receipt shown in Screen-28 will be displayed. You can print the receipt.

Screen-39

If you click on document name you will be able to see all the details of Turnover, etc. which you have filled (Screen-40).

Screen-40

A return is considered to be filed completely only when acknowledgement receipt is generated. Once acknowledgement receipt is generated, you will not be allowed to file e-Returns for same period again. However, revised returns can be filed once original returns are filed.

Step-3 Preparation of VAT Returns (For Financial Year 2011-12): -

User manual for both the versions are as follows:

From Financial Year 2011-12 (All returns Starting from 01/Apr/2011 Till 31ˢᵗ Mar/2012)

If the details entered by you are found correct; you will be logged in. You are entitled for number of e-services. Please select e-Returns link on the left hand side column (Screen-5).
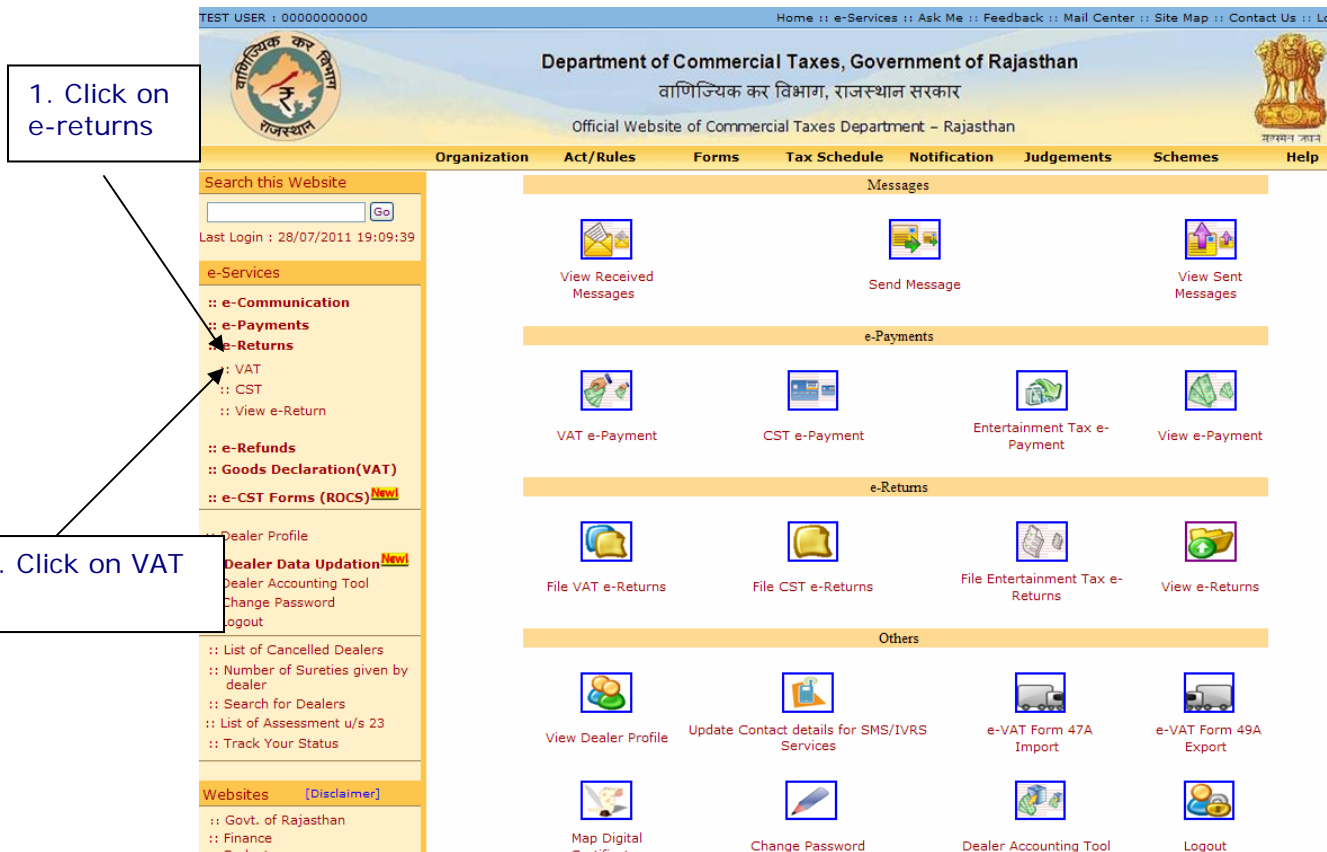
Screen-41

After clicking on "e-Returns" link, option for VAT and CST will be displayed. Click on VAT link to file VAT and CST composite return, then following screen would be shown (Screen-6).

You can upload your e-Returns in format .xls format.

TEST USER : 00000000000

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Department of Commercial Taxes, Government of Rajasthan

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e-Services

:: e-Communication
:: e-Payments
:: e-Returns
:: e-Refunds
:: Goods Declaration(VAT)

:: Dealer Profile
:: **Dealer Data Updation**
:: Dealer Accounting Tool
:: Change Password
:: Logout

:: List of Cancelled Dealers
:: Number of Sureties given by dealer
:: Search for Dealers
:: List of Assessment u/s 23
:: Track Your Status

Websites [Disclaimer]

:: Govt. of Rajasthan
:: Finance
:: Budget
:: VAT Related Sites
:: Rajasthan Tax Board
:: Rajasthan High Court
:: LITES
:: TINXSYS

Important Note on e-Filling - July'11

Dear Users,

This is with reference to the changes in return Process. Please follow the instructions as mentioned below before filing the e-Returns:-

1. You need to select the financial year for which you want to file the e-returns.

2. Assessment Categoy would be shown to you as anually if you have not opted for Quarterly Assessment Catagory.

3. Assessment Catagory option would be in frozen state and you can't alter it.

4. If you want to change Assessment Category as Quarterly, then you need to contact to your concerned assessing authority

5. Rest of the e-Return filling process will be same as previous process.

6. For more details refer to Quick Guide for E-Filing.

Note:-

1. Make sure that you are using Internet Explorer 6.0 and above.

2. For Dealers Filing Return Using Digital Signature With IE 8.0 And Above, Need To Make Following Change:
Go to Internet Explorer--> Tools-->Internet Option--> Security--> Custom Level--> find "Include local directory path when uploading files to a server" and click on "Enable." *New!*

3. Please make sure that your system date format is either DD-MM-YYYY or MM-DD-YYYY only. *New!*

[Quick Guide For E-Filling]   [Proceed with e-Returns]   ← **Click here to proceed**

"In case you receive any e-mail from an address appearing to be sent by CTD, advising you of any changes made in your personal information

Screen-42

Now you will get this screen shown below in screen-7 after you click "proceed with e-returns"

PURUSHOTTAM S/O MALIRAM : 08142191075   Home :: e-Services :: Ask Me :: Feedback :: Mail Center :: Site Map :: Contact Us :: Lo

Department of Commercial Taxes, Government of Rajasthan

वाणिज्यिक कर विभाग, राजस्थान सरकार

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Templates Last Updated on July 2010

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Return Period Details

Year:*	2011-2012	Assessment Category:	Annually
Return Type*	Quarterly		
Return Period:*	1 April-30 June		
From Date:*	01/04/2011	To Date:	30/06/2011

Returns Filing - Selection of Documents- Documents Checked Below will be Nil Documents and NOT required to be uploaded

[ ] Select All - File Nil Returns

[ ] VAT 10   [ ] VAT 7A   [ ] VAT 8A

Document Type:*   Select

Select type:*   (•) Original   ( ) Revised

Document to be Uploaded *   [_____] [Browse...]

[Upload]   [Submitted Forms]   [Generate Acknowledgement]

View eReturns / Generate Duplicate Acknowledgement Receipt

Note: Uploading the Excel Sheet may take some time. Kindly wait for the process to complete.
Click here to download JRE for signing the document.

"In case you receive any e-mail from an address appearing to be sent by CTD, advising you of any changes made in your personal information

Screen-43

Important Guidelines:

i. From now onwards Quarterly Returns Form VAT-10 and CST-1 have been merged in one Template so dealer needs to fill one combined form for both VAT and CST.

ii. For every dealer, Assessment Category will be set as Annual by default for every Financial Year. If dealer wants to opt for Quarterly Assessment Category then he needs to contact his concerned Assessing Authority.

iii. Dealers would upload VAT-07A, VAT-08A along with the Form VAT-10 document irrespective of their assessment category.

iv. Dealers can file VAT-10 irrespective of their category. From now onwards dealers who are present under 3/2 or 5/1 can also file Quarterly return.

v. Dealers who are not registered under CST Act are not allowed to fill CST data in the Template.

vi. To take the print of the filled return document properly on your system (i.e. VAT-Form7A, VAT-Form8A etc), Users are advised to follow the below guidelines:

(a) From Excel option bar navigate to File (ALT+F) -->Page Setup and adjust the following print settings:
(i) Set orientation to Landscape
(ii) Scaling adjust to 65% of the normal size
(iii) Paper Size Legal
(iv) Click Ok and print the page

To fill up the return, you are required to download the templates from the website. It is advisable to download these templates once and store for future use. You should have Microsoft Excel Sheet (version may be 97, 2000, 2003 or 2007) installed in your computer for this purpose.

Note:

1) Your System date format must be in either DD-MM-YYYY or MM-DD-YYYY only.

2) If you have downloaded the templates before the last updated date mentioned then you need to download new template.

To download the templates for filing e-Returns, click on required form name (template).

After downloading requisite templates, data can be entered in these templates in following steps:

3) Open downloaded templates and fill the template with appropriate data.

4) Enter the kind of data as per the color shown in the background. The color scheme is:

Light Green: - Only **numbers** are to be entered in the cell.

Dark Green: - Only select data from the displayed **list** only.

Orange: - Only **dates** are allowed to be entered in the cell in DD-MON-YYYY format.

Pink: - Only **characters and numbers** are to be entered in the cell.

After downloading requisite templates, data can be entered in these templates in following steps:

1. Open downloaded templates and fill the template with appropriate data.

2. Enter the kind of data as per the color shown in the background. The color scheme is:

> **Light Green:** - Only **numbers** are to be entered in the cell.
>
> **Dark Green: -** Only select data from the displayed **list** only.
>
> **Light Blue: -** Only **characters** are to be entered in the cell.
>
> **Orange: -** Only **dates** are allowed to be entered in the cell.
>
> **Pink**: - Only **characters and numbers** are to be entered in the cell.

VAT-10:

3) Download VAT-10_2011.xls and other forms also and save it in your local computer.

4) Open it using Microsoft Excel and fill the required details and save the excel sheet

Following is the sample template for VAT-10_2011 (Screen-8 and 9)

Please enable macros before you start filling the template

Click on validate button to save your template

Screen-44

To fill CST details, fill the below tab in template shown in screen -9.

Screen-45

Note:

You can accordingly add or delete the number of rows in the template as per requirement with the help of "Add Rows" & "Delete Rows" buttons provided in the templates respectively as shown in below screen:

Screen-46

After clicking on validate button, if no error is found, then following screen will be displayed as shown in screen 11.

Screen-47

After clicking "Yes", a dialogue box will get open as shown in below screen 12

Screen-48

Click on "OK".

Screen-49

Click on "Ok" in the alerts. The file will be saved at your selected location.

VAT-07A And VAT-8A

NOTE: There is no change in Form VAT-07A and Form VAT-08A.

For Form VAT-07A, VAT-8A:

2) Download VAT-07A, VAT-8A from CTD portal and save it in your local

computer.

2) Open using Microsoft Excel and fill the required details.

3) You need to click on the Validate Button after filling of required details and on successful validation it would generate the upload file on specified path in .CSV format except Form-VAT10 that would be generated in .xls format.

Following is a sample template of VAT-07A.

Screen-50

You need to click on the Validate Button after filling of required details and on successful validation it would generate the upload file on specified path in .CSV format except Form-VAT10 that would be generated in .xls format.
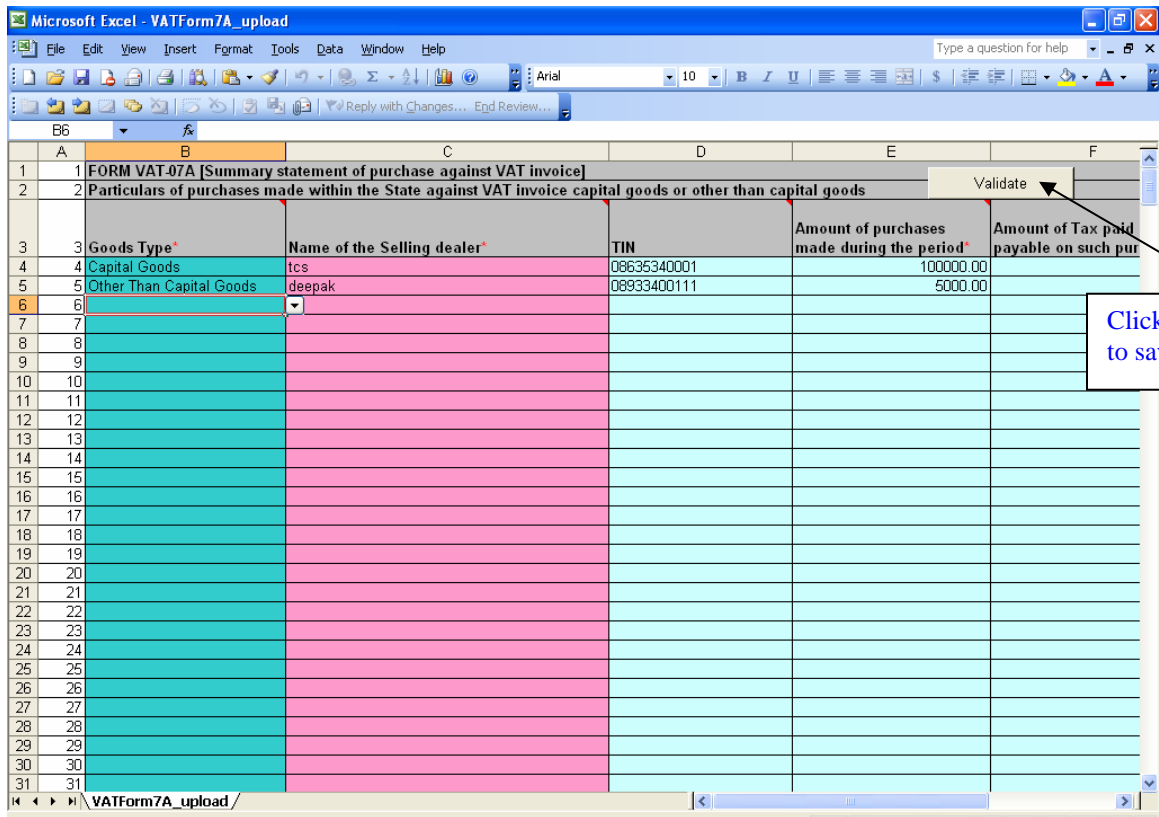
Following is a sample template of VAT-07A.
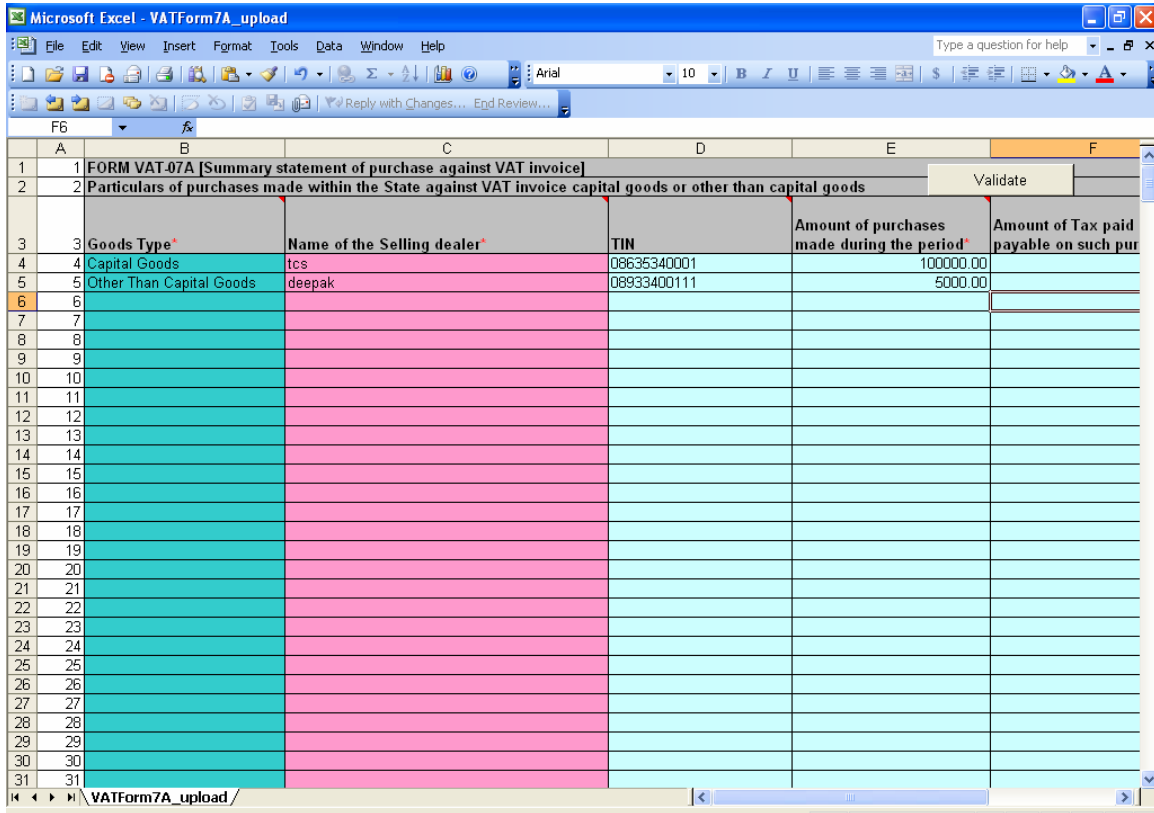
Screen-51

To save the form in .csv format follow the steps given below: -

    5. Click on Validate button provided in the template given below (Screen-52).

Screen-52

6. Click on validate and you will get following dialog box as shown below (Screen-53).

Screen-53

7. Select save and click on save button. Following screen would appear (Screen-54 and Screen-55).
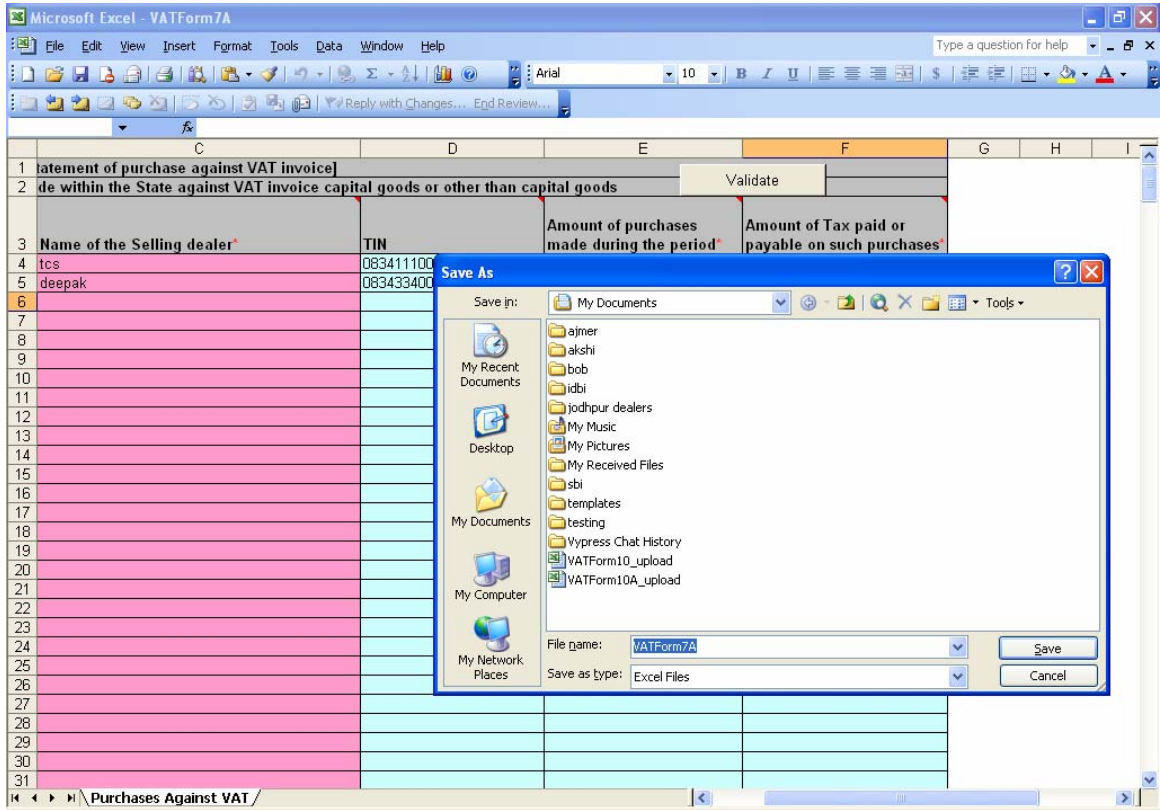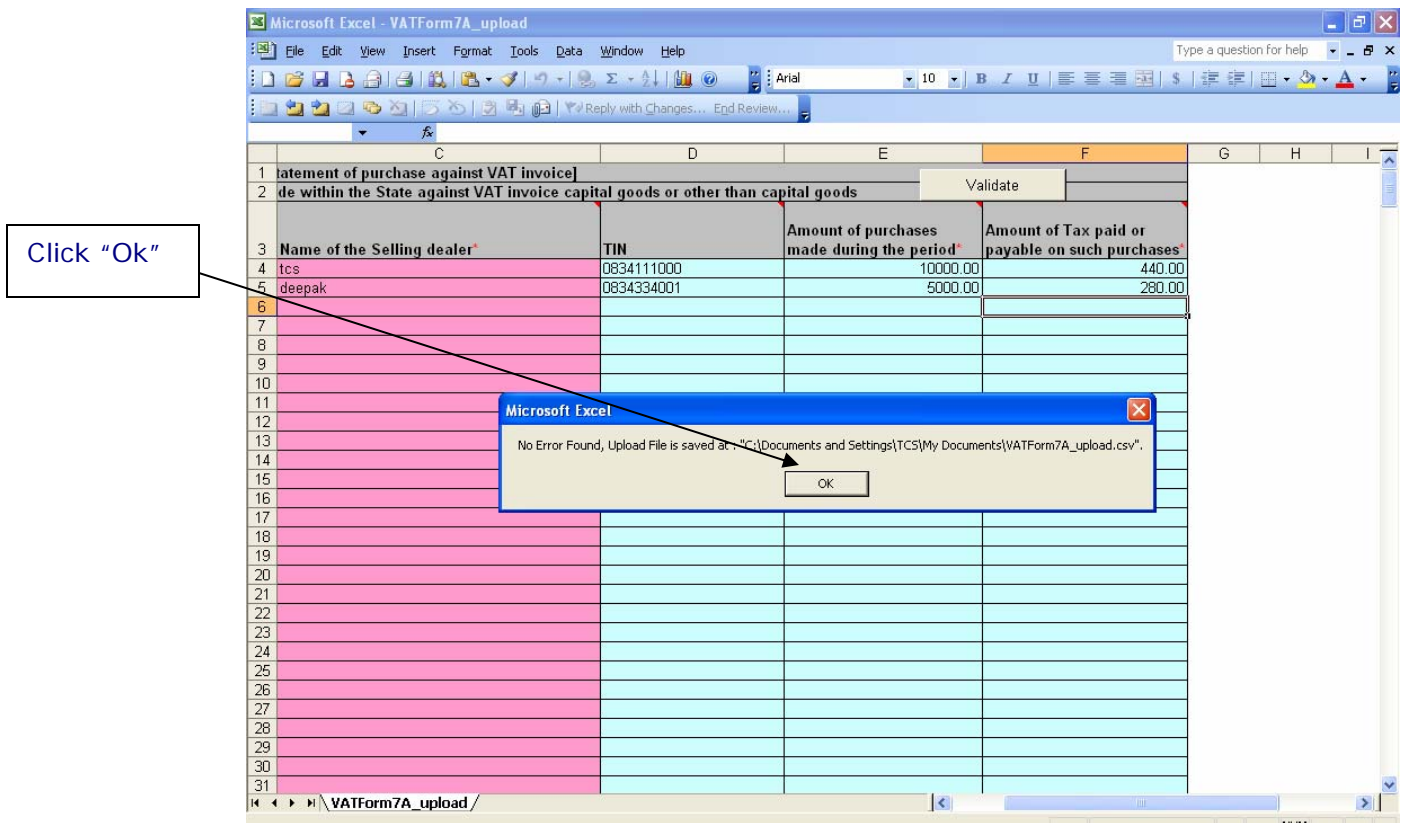
Screen-54

Screen-55

8. Click on "Yes"/ "Ok" in the alerts. The file will be saved at your selected location.

Step-4 Mapping Digital Certificate: -

Screen-56

5. Click on Map Digital Certificate icon to mapping with digital certificate. This link is shown only when mapping is not done. When mapping will be done with the digital certificate this icon will be replaced by Unmap digital Certificate from here.
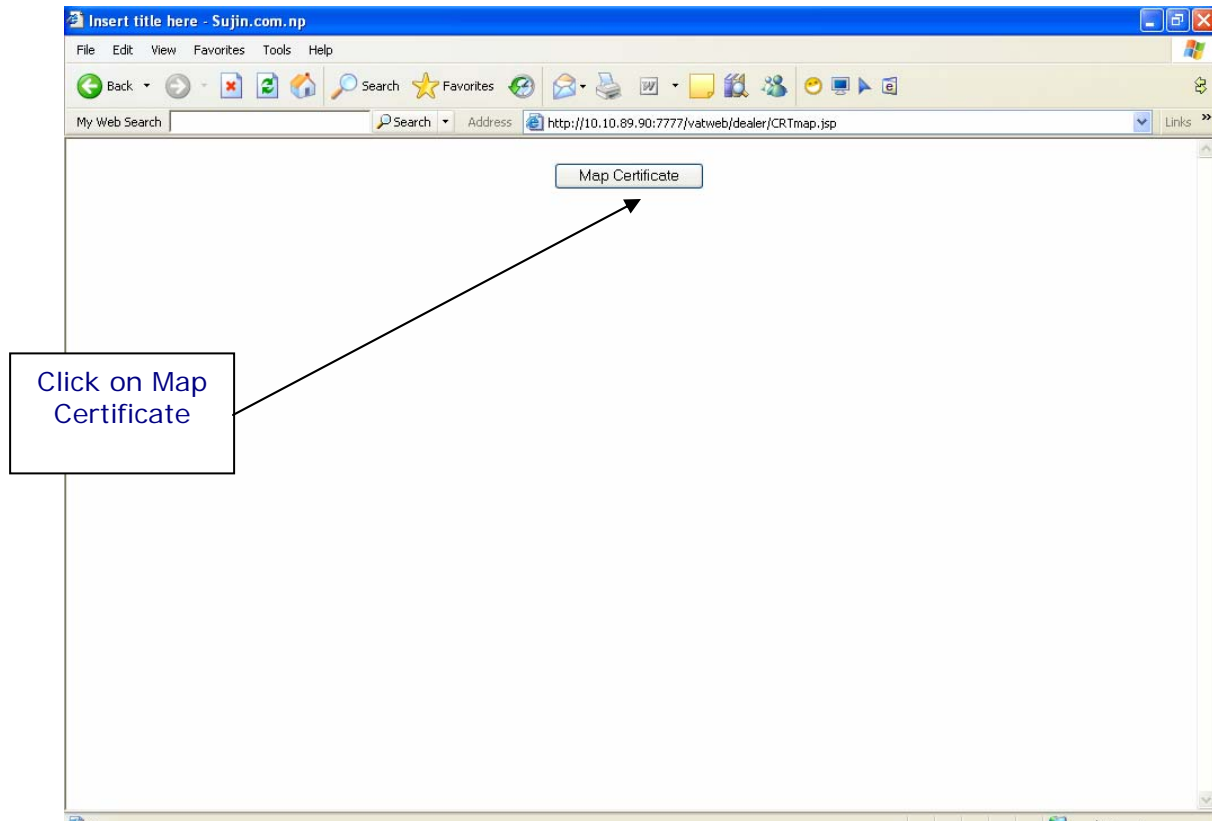
Screen-57

6. Click on Map Certificate button to view the Digital Certificates installed in your local computer.
7. After Click or Press ENTER/SPACEBAR, the list of digital certificates appears which installed into your local computer.
8. Select the Digital Certificate from list.

After completing above process mapping will be done successfully and the Map Digital Certificate icon will be replaced by Unmap Digital Certificate.

If dealer want to file the return without Digital Signature then he needs to Unmap the digital signature by clicking on Unmap digital Certificate link provided on portal.

Step-5 Sign Upload and Submit the Return Forms: -

1. Select Year.

2. Select Return Type.

3. Select Return Period.

4. Assessment category by default annually

5. Select Document Type.

6. Choose Original/Revised Returns

7. Browse to the file to be uploaded

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Templates Last Updated on April 2010

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Return Period Details

Year:*	2009-2010	Assessment Category:	Annually
Return Type*	Quarterly		
Return Period:*	1 April-30 June		
From Date:*	01/04/2009	To Date:	30/06/2009
Document Type:*	VAT-10		
Select type:*	⊙ Original ○ Revised		
Document to be Signed *	C:\Documents and Se	Browse...	

| Sign | Submitted Forms | Generate Acknowledgement |

View eReturns / Generate Duplicate Acknowledgement Receipt

Note: Uploading the Excel Sheet may take some time. Kindly wait for the process to complete.
Click here to download JRE for signing the document.

"In case you receive any e-mail from an address appearing to be sent by CTD, advising you of any changes made in your personal information, account details or information on your user id and password of web portal, PLEASE DO NOT RESPOND. It is CTD's policy not to seek/send such information through email. If you have already disclosed your password please change it immediately. You are strongly advised to NOT provide your user id and password to anyone."

Internet   100%

8. Click on Sign for digitally signing the document

9. Click on Uploaded Forms to View Uploaded Forms.

10. Click on generate Acknowledgment to generate the acknowledgment receipt

Screen-58

Now select all the required fields as per the table given below:-

Sr. No.	Label Type	Action to be performed
1.	Year	Select the year for which you have to file return.
2.	Return Type	By default comes return type according to your return category.(Quarterly/Annually)
3(a).	Return period	Select the return period which can be only previous quarters of current year for quarterly returns. First quarter is April-June. Second Quarter is July-Sep and so on. For Annual Returns, the return period drop down box will contain previous 15 years. In case you need to select partial return period, select partial given at the end of the list.
3(b).	Return From and To	If you select Return Period automatically return period from and to date will be shown.
4.	Assessment Category	By default assessment category is annually. If you want to opt for Quarterly Assessment category then you need to contact to your assessment category.
5.	Document Type	Select the Form type that you want to upload: (VAT-10, VAT-7A, VAT-8A)
6.	Select Type	Select Original if you are filing the return first time for the specified period or select Revised return if you are filing revised return.
7.	File to be attached	Upload the appropriate file. **.xls** for VAT-10,VAT-11, VAT-10A and **.csv** for VAT-07A, VAT-08A.
8.	Sign	Click on Sign for digitally signing the document.
9.	Uploaded Forms	Click on Uploaded Forms to View Uploaded Forms.
10.	Generate Acknowledgment	Click on Generate Acknowledgment to generate the acknowledgment receipt

Enter these details and select the file to be signed.

Steps to Sign, Upload and Submit ".xls" format forms:

(VAT-10)

Note:

2. All the other forms for Quarterly Returns will be uploaded only if VAT-10 is signed, uploaded and submitted successfully.

When you click browse to select the file for signing, following screen is shown (Screen-59).
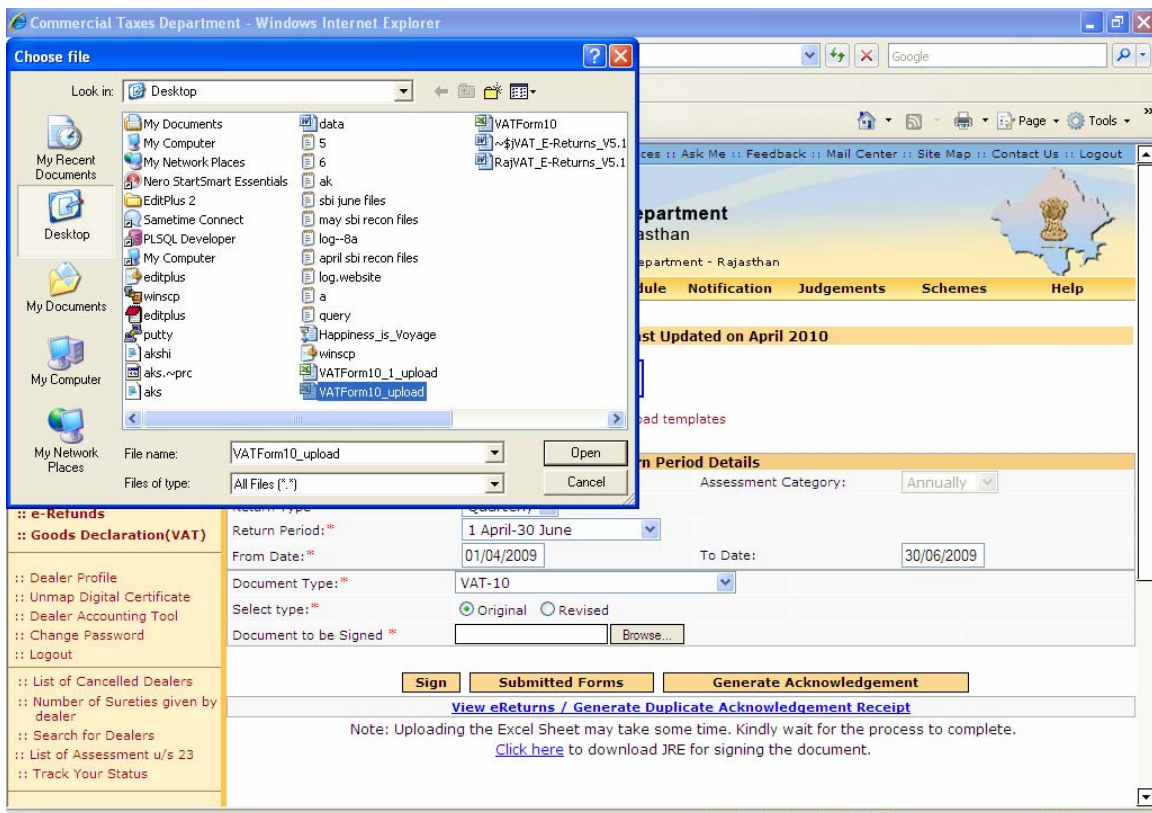
Screen-59

Select the file to be signed and click on open.

Click on Sign for signing the file.
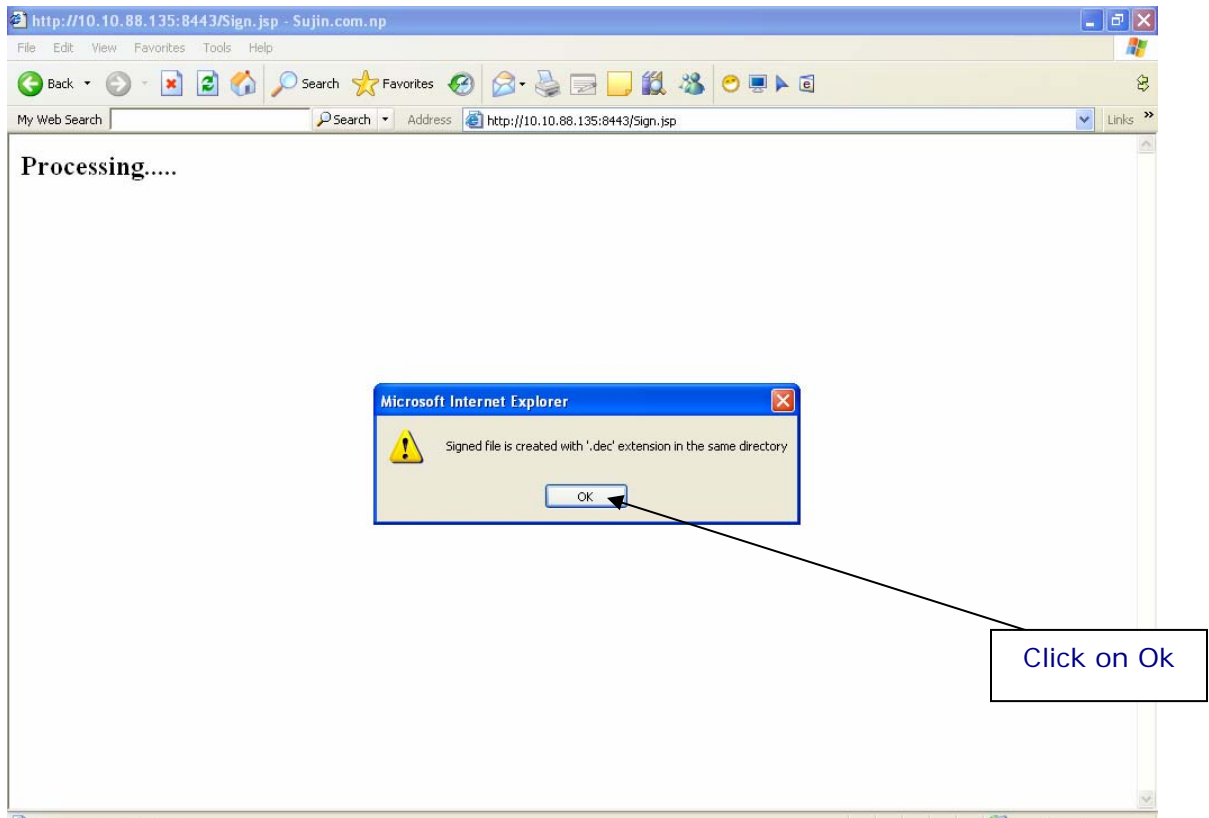
Screen-60

Once the file is signed successfully, you will get a message for the same. The digitally signed file will be created in same directory from where user selects the original file.
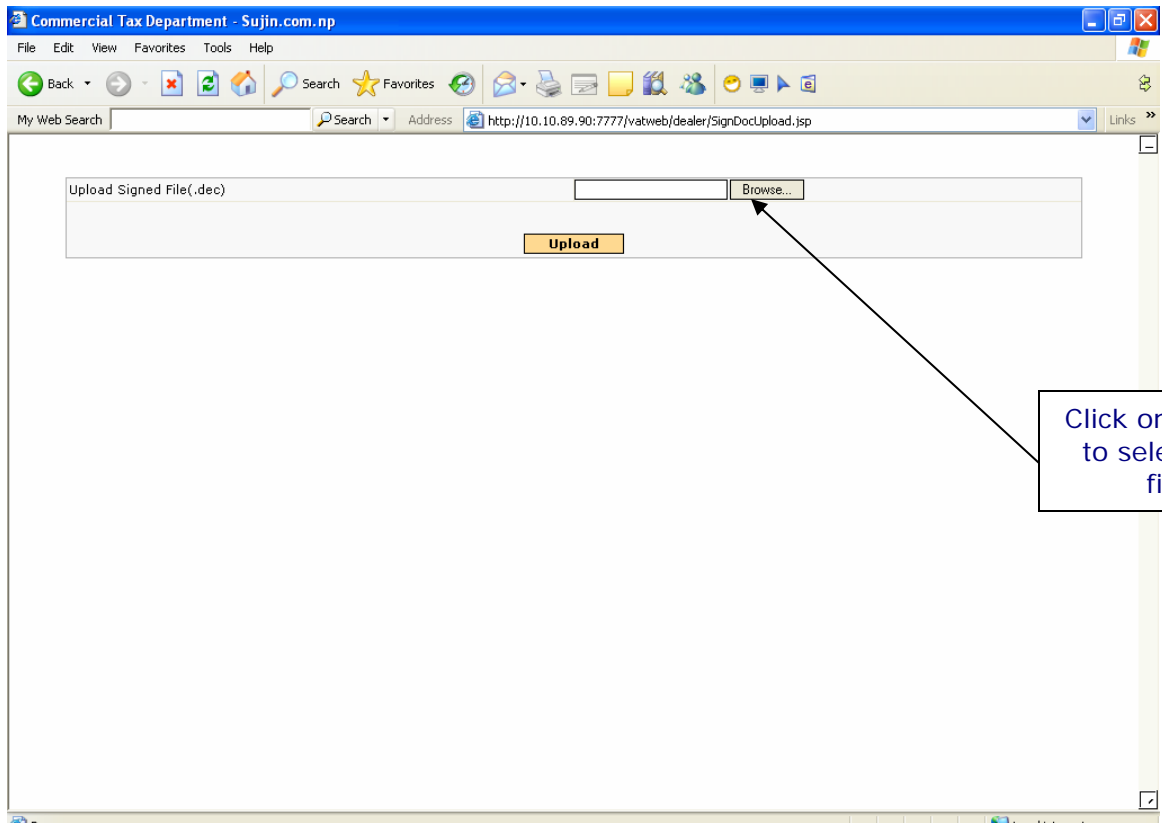
Screen-61

Selection of Digitally Signed file (.dec file) for uploading

Screen-62

Click on Upload to upload .dec file.

Screen-63

Message for Data Validation
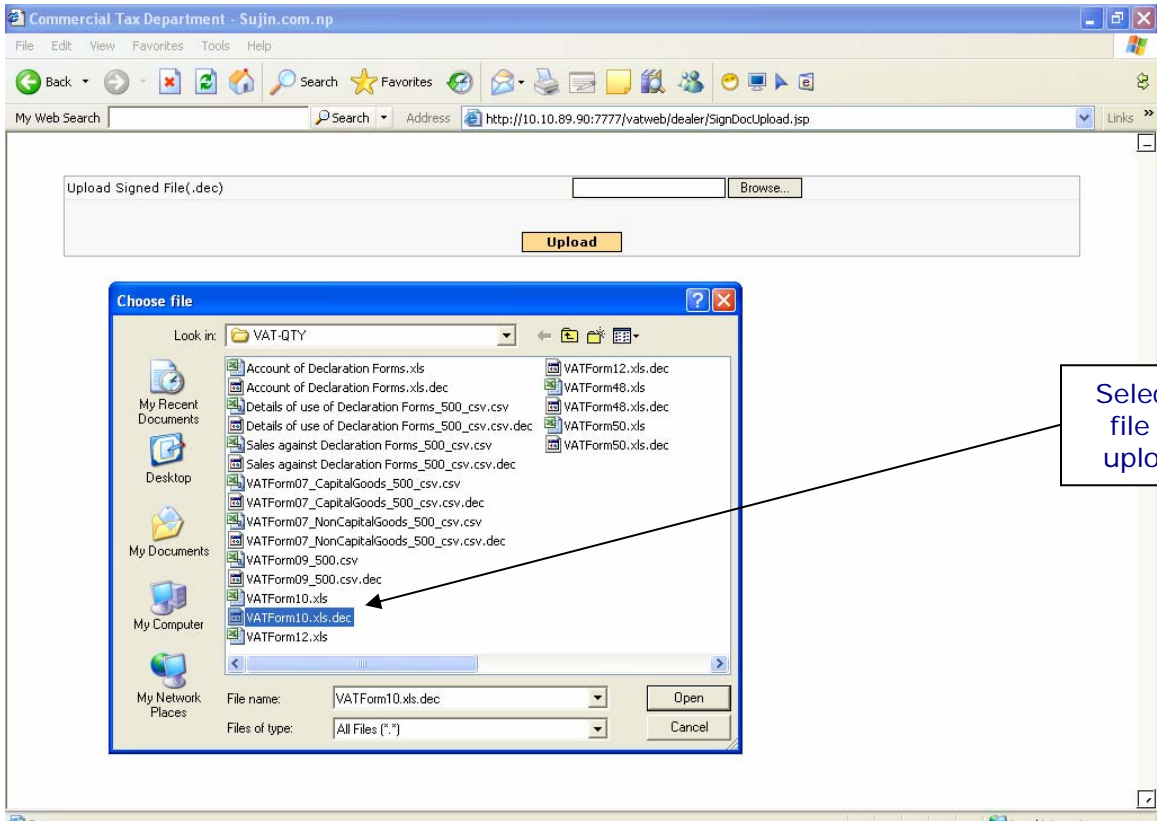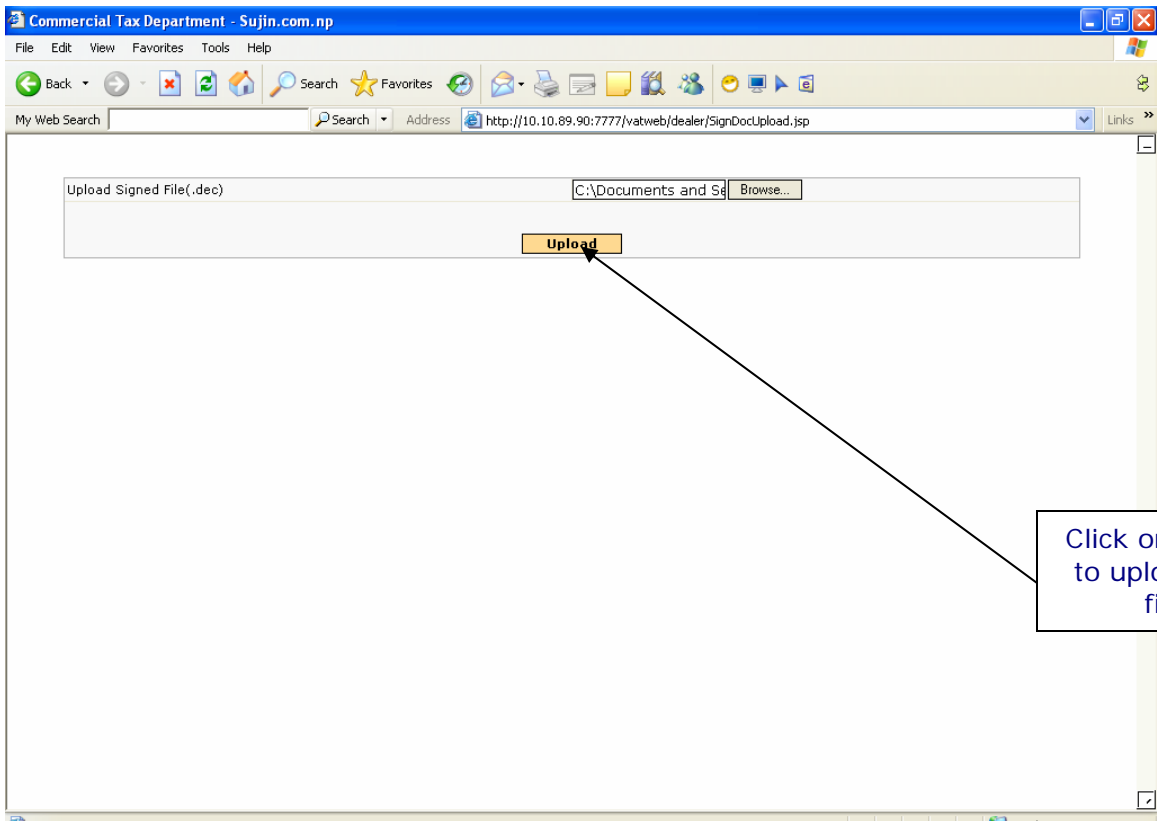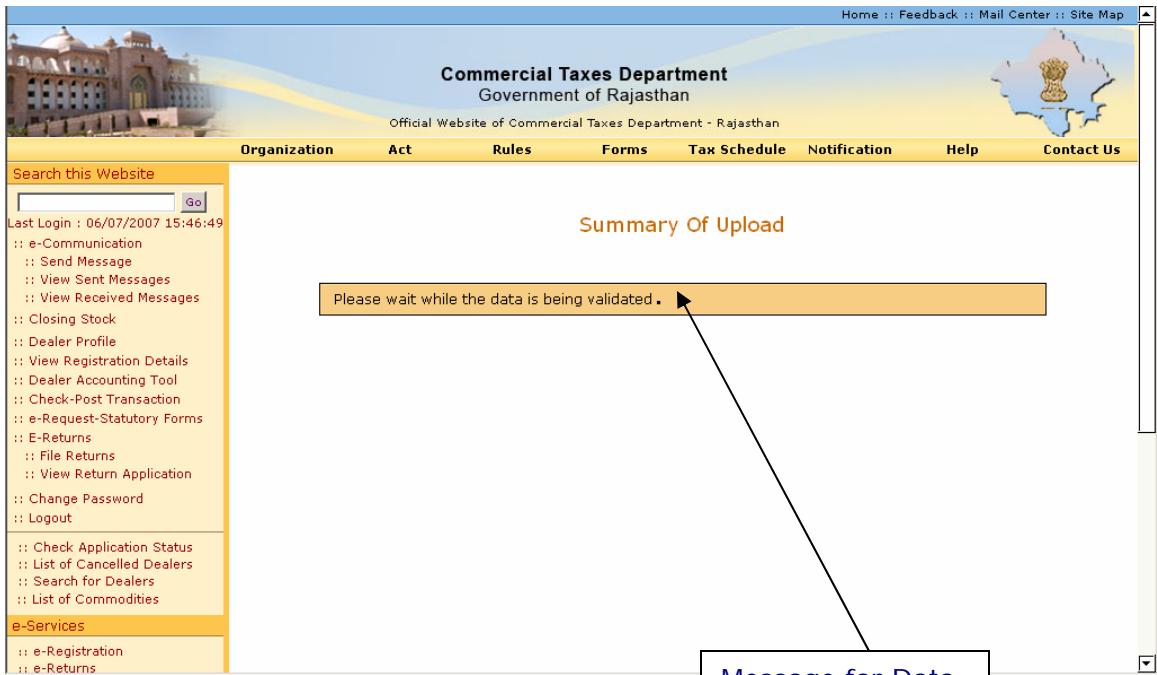
Screen-64

While this message is being shown, the data of the file uploaded is validated. After validation, if there is some error in data entry, then it will show the error list with the error message, row number and sheet details. You need to correct the data, sign the file and upload.

The system will not allow submission/upload of return(s)/annexure(s) till all the errors are corrected.

If there are no errors in the uploaded return you will find a submit button on the summary page.

Click on the submit button to file the returns. (Screen-65)
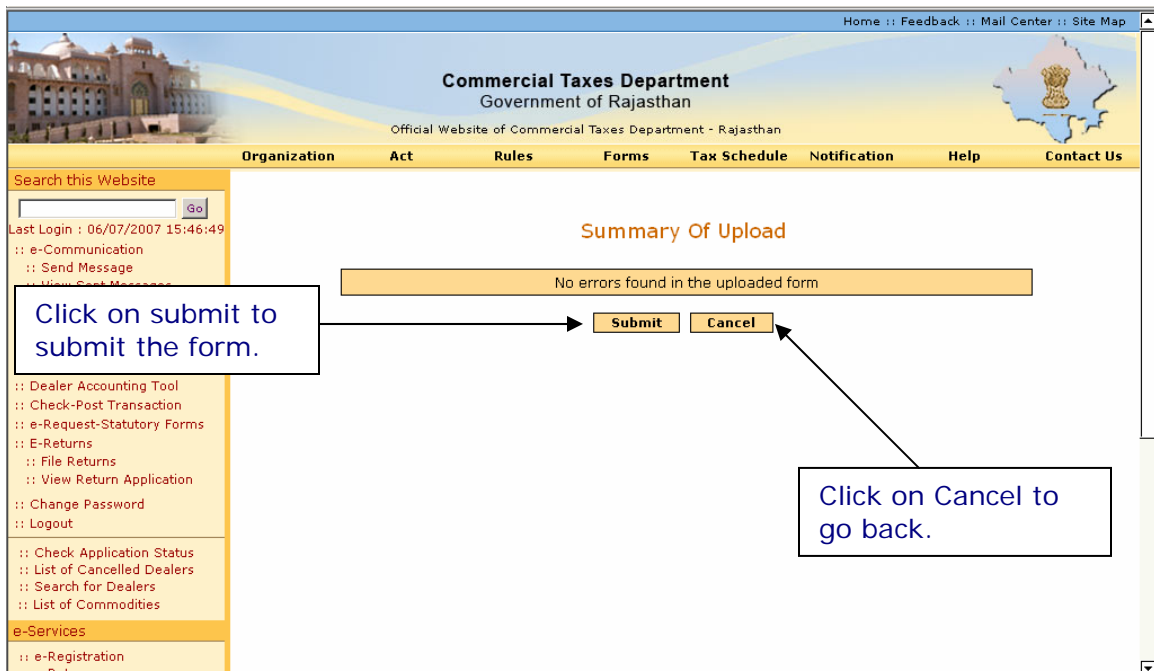
Screen-65

On click of Submit if it shows: "Form uploaded successfully" then it means your form has been uploaded successfully. (Screen-66)
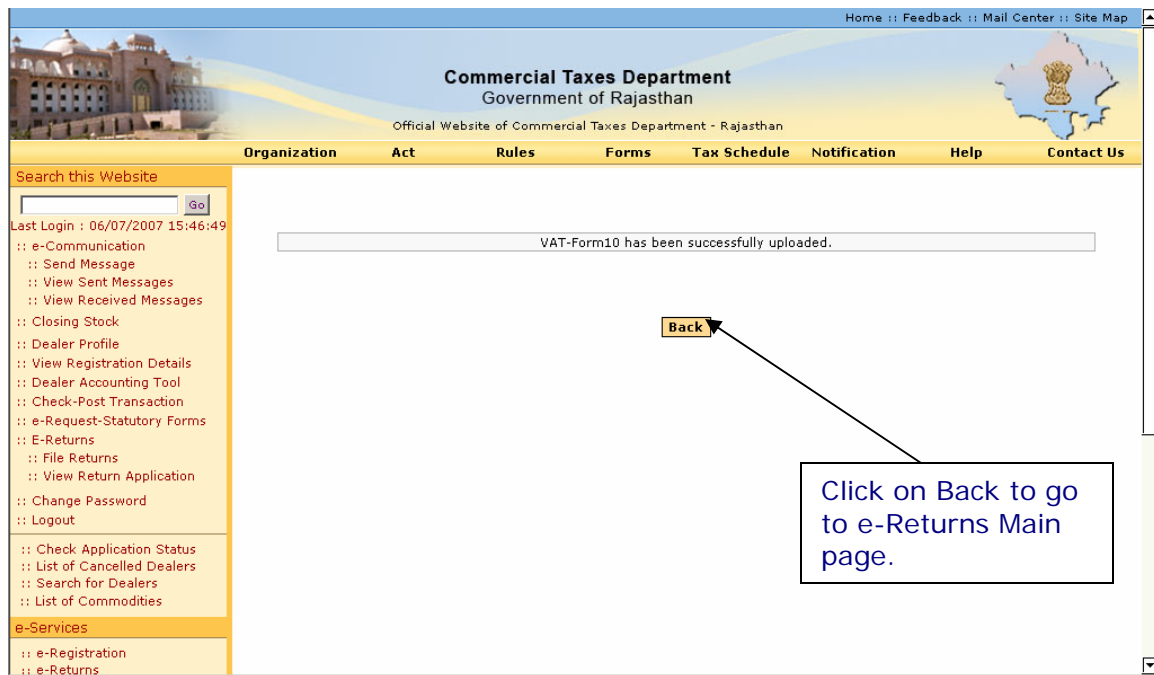
Screen-66

Click "Back" to come to the main e-Returns Page

E-Returns without digital Certificate:-

Now, Dealer can file e-Returns without digital Certificate, in this process, dealer need not to purchase digital certificate or map the digital certificate with rajtax.gov.in

The process will be the same in e-returns with or without digital certificate apart from the below mentioned screen:-

1. Select Return Type.

2. Select Return Period.

3. Assessmen category by default annua

4. Select Document Type.

5. Select file Nil Re

6. Choose original/Revised Returns

7. Browse th file to be uploaded
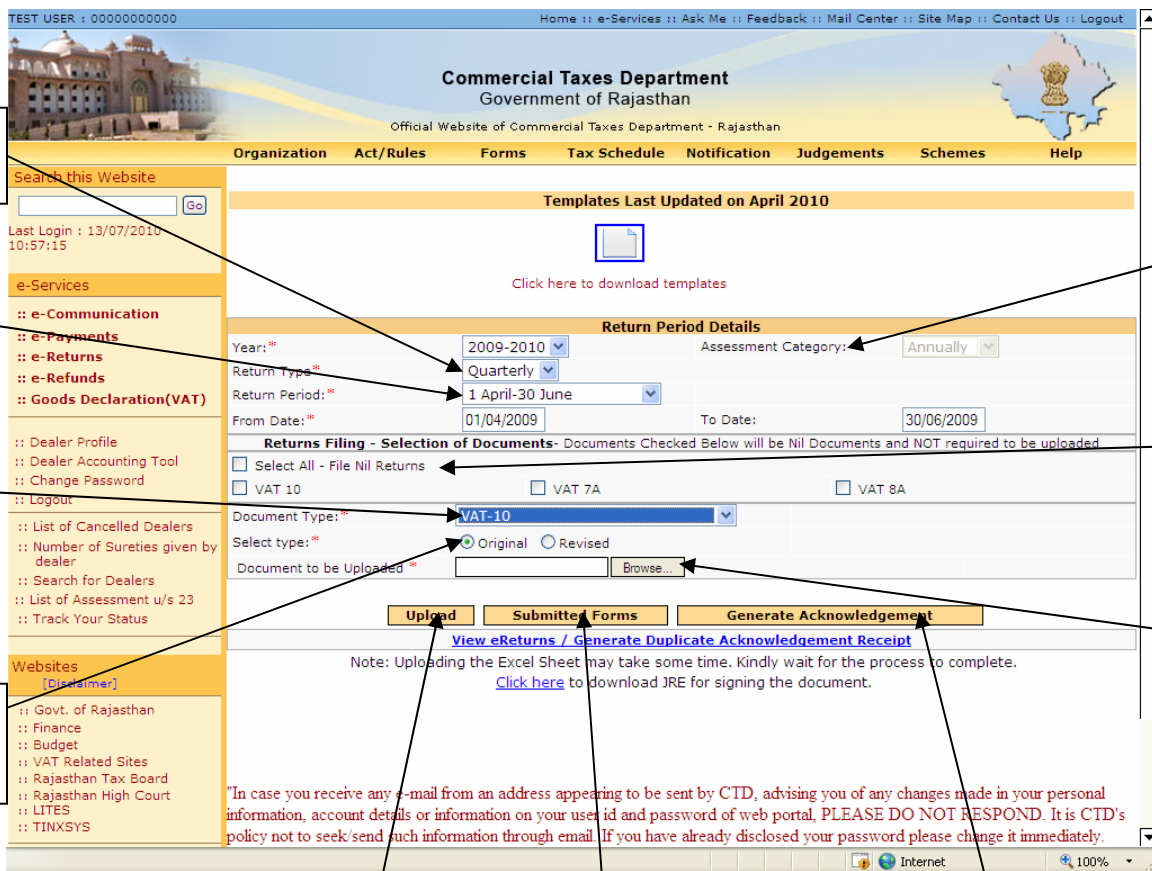
8. Click on Upload to upload the Forms.

9. Click on Submitted Forms to View the Uploaded Forms.

10. Click on Generate Acknowledgment to generate the acknowledgment receipt

Screen-67

Dealer need not to go for signing the document. Dealer can directly click on the upload button for uploading the document in case of e-returns without digital certificate.

But there is one constraint in e-Returns without digital Certificate, When dealer generate his acknowledgement than they need to submit that acknowledgement receipt in his assessing authority's office. Then dealer will get another acknowledgement receipt from the tax office. That receipt will be considered as a valid acknowledgement receipt.

Thus, Dealer's e-returns without digital certificate will be considered as a complete return.

Steps to Sign, Upload and Submit ".csv" format forms:

(VAT-07A, VAT-08A)

When VAT-07A, VAT08A is selected then following screen appears. (Screen-68)

In the "Sheets to be uploaded" textbox the number of sheets that you have uploaded will be entered automatically.

Then browse to the .csv file that you want to upload and click on sign button. Screen-23 to Screen-30 will appear in the same sequence for each of the forms.

Screen-68

Step-6 Generating Acknowledgement Receipt

After successfully uploading the templates (VAT-10 for Quarterly Returns and VAT-11 or VAT-10A for Annual Returns) along with its attachments, (VAT-07A, VAT-08A) for quarterly returns. You need to now generate acknowledgement receipt. On click of the button "Generate Acknowledgement", there will be a pop-up saying "Once acknowledgement is generated, no more forms can be attached" (Screen-69).
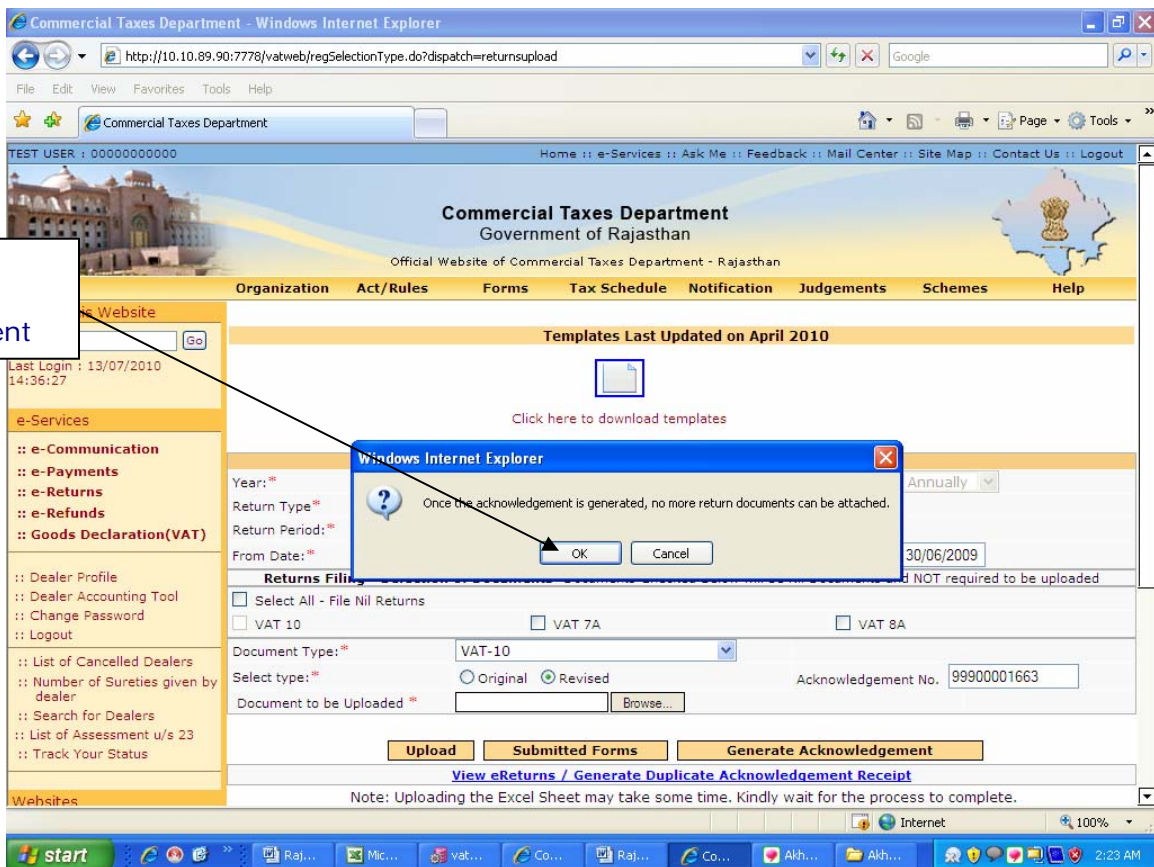
Screen-69

If you click "Cancel", then the acknowledgement receipt will not be generated.

To generate the acknowledgement receipt click "ok". If you have missed to upload any of the mandatory attachments then following message will appear on screen (Screen-70).

Screen-70

A return is considered to be filed completely only when acknowledgement receipt is generated. Once acknowledgement receipt is generated, you will not be allowed to file e-Returns for same period again. However, revised returns can be filed provided you have filed original returns.

The Acknowledgement Receipt is shown in Screen-71 and 72

Government of Rajasthan
Commercial Taxes Department

Acknowledgement Receipt for E-Returns (Quarterly VAT-10) without Digital Signature Certificate

Acknowledgement No	: 99900632821	Receipt Date	: 30/07/2011		
TIN	: 08163257094	Firm Name	: KANCHAN PLASTIC		
Zone	: PALI	Circle	: PALI	Ward	: II
Type of Return	: Quarterly	Period From	: 01/04/2011	Period To	: 30/06/2011
Address	: 55, LAXMI INDUSTRIAL ESTATE, PALI, RAJASTHAN,				

Details of Returns Filed (Original)		
List of Return Documents Uploaded		
1. FORM VAT-10		
List of Return Documents Marked as Nil		
1. VAT-07A	2. VAT-08A	
Date of Submission: 30/07/2011		
Item	**Form VAT-10 Reference**	**Value**
1. Gross Turnover(Rs)	Column 2.1 Gross Turnover	100.00
2. Total Tax Payable(Rs)	Column 7.1.2 - Total Tax Payable Under VAT & CST	10517182.95
3. Total Interest Payable(Rs)	Part 8- Deposit Details - Sum (Amount of Interest VAT+ CST)	10.00
4. Late Fee Payable(Rs)	Part 9- Details of Late fee - Sum(Amount of late fee)	0.00
5. Total Amount Payable(Rs)	Sum of sr no. 2 + 3 + 4 of acknowledgement receipt	10517192.95
6. Total ITC Claimed(Rs)	Column 7.2 ITC	183584.20
7. Tax Deferred(Rs)	Sum of Column 7.4 Tax Deferred (under VAT & CST) / Tax Deducted at Source	265642720.00
8. Amount Deposited(Rs)	Part 8 and 9 sum of column (Tax deposited + amount of Interest + Amount of late fee)	2349821312.00
9. Balance(Rs)	value of sr. no.((6 + 7 + 8) - 5) of acknowledgement receipt	2605130423.25

Verification :
I/We verify that the above information and its enclosures are true and correct to the best of my/our knowledge and belief.

Screen-71

Acknowledgement No	: 99900632821	Receipt Date	: 30/07/2011		
TIN	: 08163257094	Firm Name	: KANCHAN PLASTIC		
Zone	: PALI	Circle	: PALI	Ward	: II
Type of Return	: Quarterly	Period From	: 01/04/2011	Period To	: 30/06/2011
Address	: 55, LAXMI INDUSTRIAL ESTATE, PALI, RAJASTHAN,				

Details of Returns Filed (Original)		
List of Return Documents Uploaded		
1. FORM VAT-10		
List of Return Documents Marked as Nil		
1. VAT-07A	2. VAT-08A	
Date of Submission: 30/07/2011		
Item	**Form VAT-10 Reference**	**Value**
1. Gross Turnover(Rs)	Column 2.1 Gross Turnover	100.00
2. Total Tax Payable(Rs)	Column 7.1.2 - Total Tax Payable Under VAT & CST	10517182.95
3. Total Interest Payable(Rs)	Part 8- Deposit Details - Sum (Amount of Interest VAT+ CST)	10.00
4. Late Fee Payable(Rs)	Part 9- Details of Late fee - Sum(Amount of late fee)	0.00
5. Total Amount Payable(Rs)	Sum of sr no. 2 + 3 + 4 of acknowledgement receipt	10517192.95
6. Total ITC Claimed(Rs)	Column 7.2 ITC	183584.20
7. Tax Deferred(Rs)	Sum of Column 7.4 Tax Deferred (under VAT & CST) / Tax Deducted at Source	265642720.00
8. Amount Deposited(Rs)	Part 8 and 9 sum of column (Tax deposited + amount of Interest + Amount of late fee)	2349821312.00
9. Balance(Rs)	value of sr. no.((6 + 7 + 8) - 5) of acknowledgement receipt	2605130423.25

Verification :
I/We verify that the above information and its enclosures are true and correct to the best of my/our knowledge and belief.

Signature : _____
Name   : _____
Status   : _____
Place   : _____
Date   : _____

Print   Home

Screen-72

To file Revised returns click on Revised as shown in Screen-73 and repeat the steps to file the returns.

Screen-73

Step-7 View Returns

To view the returns filed go to the home page and click on the link as shown in Screen-38.

Screen-74

When clicked "View e-Return", a list of previously filed returns is shown (Screen-74).

Select Tax Type: VAT or CST

Click on the acknowledgement number to view a specific return.

List of Returns Filed

Search>>

Last Login : 13/07/2010 14:36:27

Tax Type: VAT

Total Records : 108   Current Page : 1

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TATA
TATA CONSULTANCY SERVICES
Total Visits: 1016539
Thank You for Visiting
Last Updated: 13/05/2010

Rcpt.	Sr.No.	Acknowledgement No.	Form Name	From Date	To Date	Acknowledgement Date	Manual/Online	Original/Revised
○	1	99900001674	Form VAT-10	01/04/2009	30/06/2009	13/07/2010	Online	Revised
○	2	99900001673	Form VAT-10	01/04/2009	30/06/2009	13/07/2010	Online	Revised
○	3	99900001672	Form VAT-10	01/04/2009	30/06/2009	13/07/2010	Online	Revised
○	4	99900001671	Form VAT-10	01/04/2009	30/06/2009	13/07/2010	Online	Revised
○	5	99900001670	Form VAT-10	01/04/2009	30/06/2009	13/07/2010	Online	Revised
○	6	99900001669	Form VAT-10	01/04/2009	30/06/2009	13/07/2010	Online	Revised
○	7	99900001668	Form VAT-10	01/04/2009	30/06/2009	13/07/2010	Online	Revised
○	8	99900001663	Form VAT-10	01/04/2009	30/06/2009	10/07/2010	Online	Revised
○	9	99900001662	Form VAT-10	01/04/2009	30/06/2009	09/07/2010	Online	Revised
○	10	99900001661	Form VAT-10	01/04/2009	30/06/2009	09/07/2010	Online	Revised
○	11	99900001660	Form VAT-10	01/04/2009	30/06/2009	09/07/2010	Online	Revised
○	12	99900001659	Form VAT-10	01/04/2009	30/06/2009	09/07/2010	Online	Revised
○	13	99900001658	Form VAT-10	01/04/2009	30/06/2009	09/07/2010	Online	Revised
○	14	99900001657	Form VAT-10	01/04/2009	30/06/2009	09/07/2010	Online	Revised
○	15	99900001656	Form VAT-10	01/04/2009	30/06/2009	09/07/2010	Online	Revised
○	16	99900001655	Form VAT-10	01/04/2009	30/06/2009	09/07/2010	Online	Revised
○	17	99900001653	Form VAT-10	01/04/2009	30/06/2009	08/07/2010	Online	Revised
○	18	99900001652	Form VAT-10	01/01/2010	31/03/2010	08/07/2010	Online	Revised
○	19	99900001646	Form VAT-10	01/01/2010	31/03/2010	25/06/2010	Online	Revised
○	20	99900001644	Form VAT-10	01/01/2010	31/03/2010	24/06/2010	Online	Revised
	First		Previous		Next		Last	

Generate Acknowledgement

Internet   100%

Screen-75

Click here to generate the 'acknowledgement receipt'

If you click on the acknowledgment number you will see list of forms and annexure that you have uploaded, as shown in the screen shown below (Screen-75).

You may also regenerate the acknowledgment receipt by following steps given below: -

3. Select the return for which you need to regenerate the acknowledgement receipt.

4. Click "Generate Acknowledgment". An acknowledgement receipt shown in Screen-28 will be displayed. You can print the receipt.

Screen-75

If you click on document name you will be able to see all the details of Turnover, etc. which you have filled (Screen-75).

99900632821

Refund Claimed Yes	FORM VAT-10 [See Rule 19 & 19A] Return	Orignal

01	Registration No.(TIN)	Year	Period covered by this returns		
	08163257094	2011-2012	From	DD MM YYYY 01 04 2011	To	DD MM YYYY 30 06 2011

Full Name of Dealer : KANCHAN PLASTIC
Address : 55, LAXMI INDUSTRIAL ESTATE, PALI RAJASTHAN
Phone No : null   **Email Address :** null

	Refund Claimed	No

02	Details of Turnover Sales	Amount
2.1)	Gross Turnover [Includes- Purchase liable to tax u/s4(2); MRP Value, if opted to pay tax on MRP; payments received from Awarder, goods sold on behalf of Principal & Sales through agent (VAT-35)]	100.00
	Deduct :	
2.2)	Turnover of sales return of goods sold within the return period (RVAT+CST) Sales	1233.00
2.3 a)	Exempted in Schedule-I (sold within state)	66777.00
2.3 b)	Fully exempted in Schedule - II u/s 8(3) of RVAT ACT	4665656656.00
2.3 c)	Sales made for promotion of SEZ or Exports u/s 8(4) of RVAT ACT	6656.00
2.3 d)	Sales of goods purchased & sold outside state	6543.00
2.3 e)	Turnover under section 5 [Composition scheme] of VAT of VAT Act	5.00
2.3 f)	Turnover under section 8(3) [works contract EC] of RVAT ACT	4.00
2.3 g)	Turnover under section 3(2) [in case of switch over] of RVAT ACT	5433.00
2.3 h)	Others not liable to tax under VAT (Please specify)	54354.00
	Total Turnover (a to h)	4665796428.00
2.4)	Turnover of goods taxable at first point which have already suffered tax	545435.00
2.5)	Turnover of goods sold in the state on behalf of principal (against Form VAT 36A)	54435.00
2.6)	Amount of labour deductible from receipts (in case of works Contracts)	7.00
2.7)	Sales to Exporters within the state (against FormVAT-15)	5667.00
2.8)	Sales in course of Export U/s 5(3) of CST ACT, (against Form H)	666.00
2.9)	Sales in course of Export U/s 5(1) of CST ACT	565.00
2.10)	Sales outside State/Branch/Depot/Stock/Transfer/Consignment Sale (against Form F)	465.00
2.11)	Subsequent Inter State sales u/s 6(2) of CST Act	66.00
2.12)	Inter State sales under section 6(3) of CST Act (against Form J)	33435.00
2.13)	Inter State sales made to SEZ under section 8(6) of CST Act (against Form I)	23234344545.00

Screen-75

A return is considered to be filed completely only when acknowledgement receipt is generated. Once acknowledgement receipt is generated, you will not be allowed to file e-Returns for same period again. However, revised returns can be filed once original returns are filed.

Till Financial Year 2010-11 (All returns till 31st Mar 2011)

If the details entered by you are found correct; you will be logged in. You are entitled for number of e-services. Please select e-Returns link on the left hand side column (Screen-76).

Screen-76

After clicking on "e-Returns" link, option for VAT and CST will be displayed for dealers to decide the tax type for which they want to file e-Returns. On clicking VAT link, the following screen would be shown (Screen-77).

You can upload your e-Returns in format .xls format.

Screen-77

Now you will get this screen shown below in screen-78 after you click "proceed with e-returns"

Screen-78

Important Guidelines

i. For every dealer, Assessment Category will be set as Annual by default for every Financial Year. If dealer wants to opt for Quarterly Assessment Category then he needs to contact his concerned Assessing Authority.

ii. Dealers who are under annual assessment category would upload VAT-07A, VAT-08A along with the Form VAT-10 document and also dealer can file Annual Return as Form VAT-10A. And Dealers who have opted for quarterly assessment shall also submit VAT-12, VAT-48, VAT-50 and declaration forms. (Form VAT-10A is not allowed for Quarterly Assessment Category)

iii. To take the print of the filled return document properly on your system (i.e. VAT-Form7A, VAT-Form8A etc), Users are advised to follow the below guidelines:

(a) From Excel option bar navigate to File (ALT+F) -->Page Setup and adjust the following print settings:
(i) Set orientation to Landscape
(ii) Scaling adjust to 65% of the normal size
(iii) Paper Size Legal
(iv) Click Ok and print the page

To fill up the return, you are required to download the templates from the website. It is advisable to download these templates once and store for future use. You should have Microsoft Excel Sheet (version may be 97, 2000, 2003 or 2007) installed in your computer for this purpose.

Note: If you have downloaded the templates before the last updated date mentioned then you need to download new template.

To download the templates for filing e-Returns, click on required form name (template) as mentioned in the table below based on the Return type and Assessment Category:

Quarterly Dealer

Sr. No.	Return Type	Assessment Category	Document Type	Mandatory/Optional	Upload Format
1.	Quarterly	Annually	VAT-10	Mandatory	.xls
2.	Quarterly	Annually	VAT-7A	Mandatory	.csv
3.	Quarterly	Annually	VAT-8A	Mandatory	.csv
4.	Quarterly	Quarterly	VAT-10	Mandatory	.csv
5.	Quarterly	Quarterly	VAT-7A	Mandatory	.csv
6.	Quarterly	Quarterly	VAT-8A	Mandatory	.csv

	Quarterly	Quarterly	VAT-48	Mandatory	.csv
	Quarterly	Quarterly	VAT-50	Mandatory	.csv
	Quarterly	Quarterly	VAT-12	Optional	.csv
7.	Quarterly	Quarterly	Sales Against Declaration Forms	Mandatory	.csv
8.	Quarterly	Quarterly	Details of Use of Declaration Forms	Mandatory	.csv
9.	Quarterly	Quarterly	Account of Declaration Forms	Mandatory	.csv
10.	Quarterly	Quarterly/Annually	CST-1	Mandatory	.xls

Annual Dealer

Sr. No.	Return Type	Document Type	Mandatory/Optional	Upload Format
1.	Annually	VAT-11	Mandatory. Can be filed only at the year end	.xls
2.	Annually	VAT-10A	Mandatory. Can be filed only at the year end	.xls

After downloading requisite templates, data can be entered in these templates in following steps:

3.   Open downloaded templates and fill the template with appropriate data.

4.   Enter the kind of data as per the color shown in the background. The color scheme is:

   Light Green: - Only **numbers** are to be entered in the cell.

   Dark Green: - Only select data from the displayed **list** only.

   Light Blue: - Only **characters** are to be entered in the cell.

   Orange: - Only **dates** are allowed to be entered in the cell.

   Pink: - Only **characters and numbers** are to be entered in the cell.

VAT-10:

   5)   Download VAT-10.xls and other forms also and save it in your local computer.

   6)   Open it using Microsoft Excel and fill the required details and save the excel sheet

Following is the sample template for VAT-10 (Screen-78)

Screen-78

For Form VAT-07A, VAT-8A, VAT-12, VAT-48, VAT-50, Account of Declaration, Sales against Declaration forms and Details of use of Declaration forms:-

1) Download VAT-12, VAT-48, VAT-50, VAT-07A, VAT-8A, and Account of Declaration, Sales against Declaration forms and Details of use of Declaration forms for CTD portal and save it in your local computer.

2) Open using Microsoft Excel and fill the required details as shown in (screen-8).

3) You need to click on the Validate Button after filling of required details and on successful validation it would generate the upload file on specified path in .CSV format except Form-VAT10 that would be generated in .xls format.

Note:
1) You can accordingly add or delete the number of rows in the template as per requirement with the help of "Add Rows" & "Delete Rows" buttons provided in the templates respectively.

Following is a sample template of VAT-07A.

Screen-79

To save the form in .csv format follow the steps given below: -

9. Click on Validate button provided in the template given below (Screen-80).
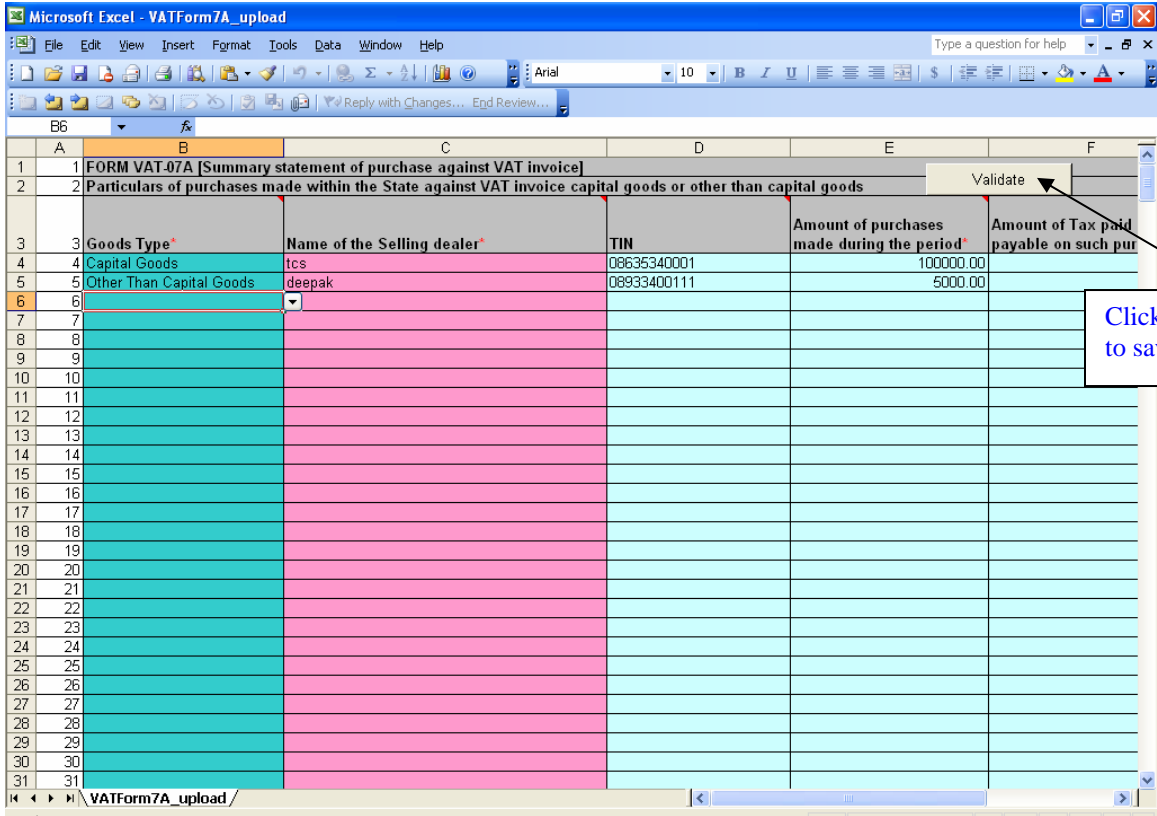
Screen-80

10. Click on validate and you will get following dialog box as shown below (Screen-81).

Screen-81

11. Select save and click on save button. Following screen would appear (Screen-82 and Screen-83).

Screen-83

Screen-84

12. Click on "Yes"/ "Ok" in the alerts. The file will be saved at your selected location.

Repeat the above steps for all the VAT-48, VAT-50, VAT-7A, VAT-8A, Account of Declaration, Sales against Declaration and Details of use of Declaration sheets that you need to upload.

Step-4 Mapping Digital Certificate: -

Screen-85

9. Click on Map Digital Certificate icon to mapping with digital certificate. This link is shown only when mapping is not done. When mapping will be done with the digital certificate this icon will be replaced by Unmap digital Certificate from here.

Click on Map Certificate
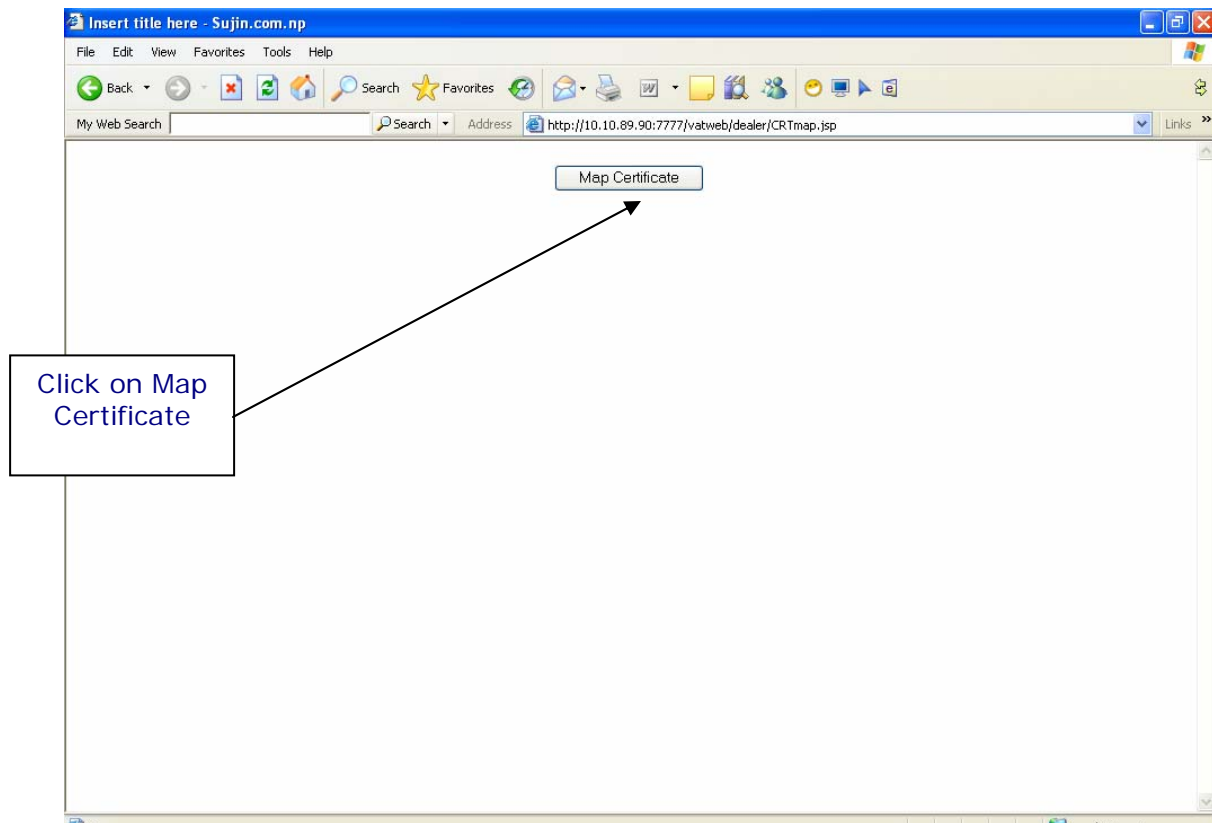
Screen-86

10. Click on Map Certificate button to view the Digital Certificates installed in your local computer.

11. After Click or Press ENTER/SPACEBAR, the list of digital certificates appears which installed into your local computer.

12. Select the Digital Certificate from list.

After completing above process mapping will be done successfully and the Map Digital Certificate icon will be replaced by Unmap Digital Certificate.

If dealer want to file the return without Digital Signature then he needs to Unmap the digital signature by clicking on Unmap digital Certificate link provided on portal.

Step-5 Sign Upload and Submit the Return Forms: -

1. Select Year.

2. Select Return Type.

3. Select Return Period.

5. Select Document Type.

4. Assessment category by default annually

6. Choose Original/Revised Returns

7. Browse to the file to be uploaded

8. Click on Sign for digitally signing the document

9. Click on Uploaded Forms to View Uploaded Forms.

10. Click on generate Acknowledgment to generate the acknowledgment receipt

Screen-87

Now select all the required fields as per the table given below:-

Sr. No.	Label Type	Action to be performed
1.	Year	Select the year for which you have to file return.
2.	Return Type	By default comes return type according to your return category.(Quarterly/Annually)
3(a).	Return period	Select the return period which can be only previous quarters of current year for quarterly returns. First quarter is April-June. Second Quarter is July-Sep and so on. For Annual Returns, the return period drop down box will contain previous 15 years. In case you need to select partial return period, select partial given at the end of the list.
3(b).	Return From and To	If you select Return Period automatically return period from and to date will be shown.
4.	Assessment Category	By default assessment category is annually. If you want to opt for Quarterly Assessment category then you need to contact to your assessment category.
5.	Document Type	Select the Form type that you want to upload: (VAT-10, VAT-7A, VAT-8A ,VAT-12, VAT-48, VAT-50, Sales Against Declaration Forms, Details of Use of Declaration Forms and Account of Declaration Forms)
6.	Select Type	Select Original if you are filing the return first time for the specified period or select Revised return if you are filing revised return.
7.	File to be attached	Upload the appropriate file. **.xls** for VAT-10, CST-1, VAT-11, VAT-10A and **.csv** for VAT-48, VAT-50, VAT-07A, VAT-08A, Sales against Declaration, Details of use of Declaration & Account of Declaration Forms
8.	Sign	Click on Sign for digitally signing the document.
9.	Uploaded Forms	Click on Uploaded Forms to View Uploaded Forms.
10.	Generate Acknowledgment	Click on Generate Acknowledgment to generate the acknowledgment receipt

Enter these details and select the file to be signed.

Steps to Sign, Upload and Submit ".xls" format forms:

(VAT-10)

Note:

3. All the other forms for Quarterly Returns will be uploaded only if VAT-10 is signed, uploaded and submitted successfully.

When you click browse to select the file for signing, following screen is shown (Screen-88).
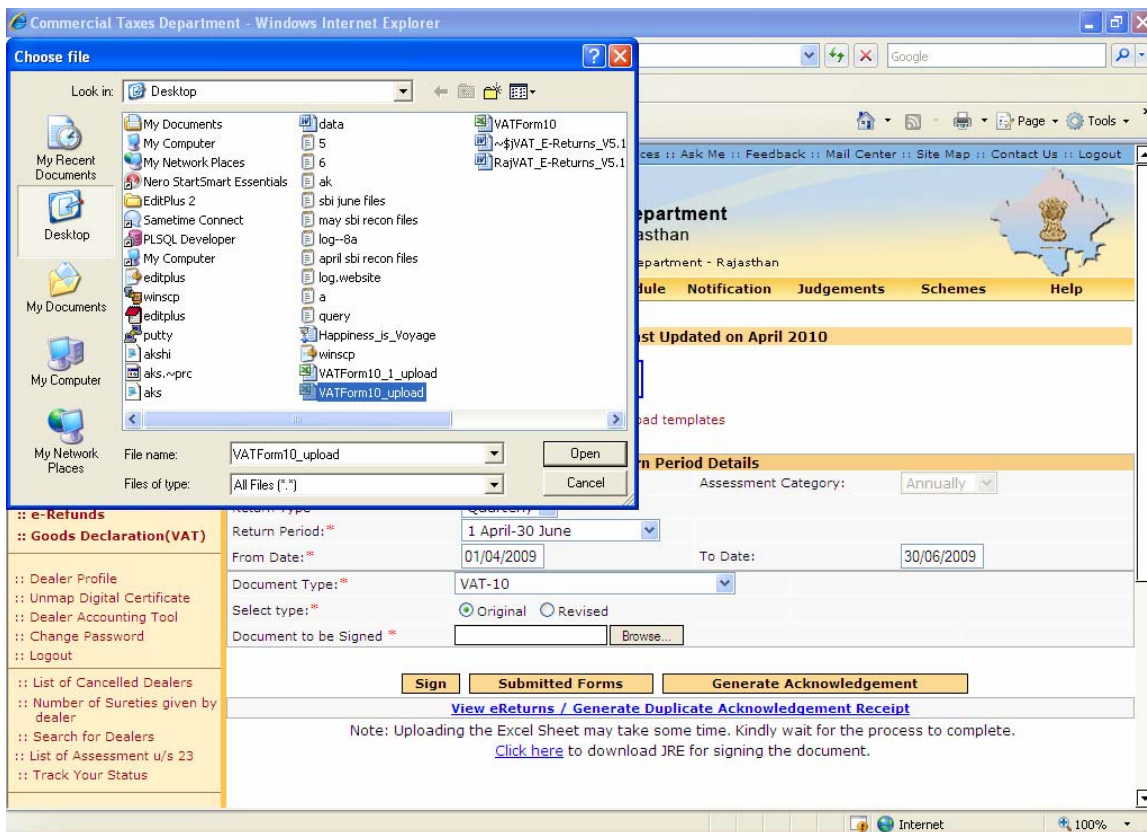
Screen-88

Select the file to be signed and click on open.

Click on Sign for signing the file.
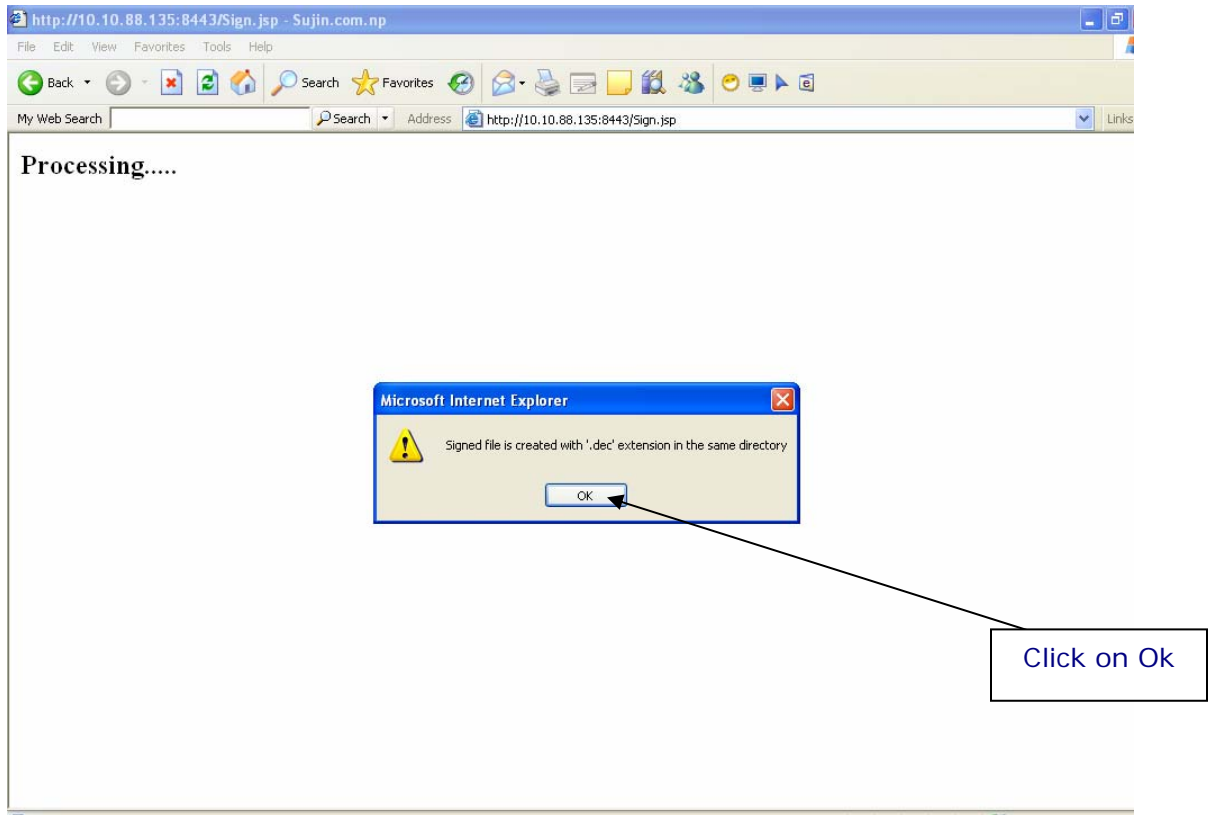
Screen-89

Once the file is signed successfully, you will get a message for the same. The digitally signed file will be created in same directory from where user selects the original file.
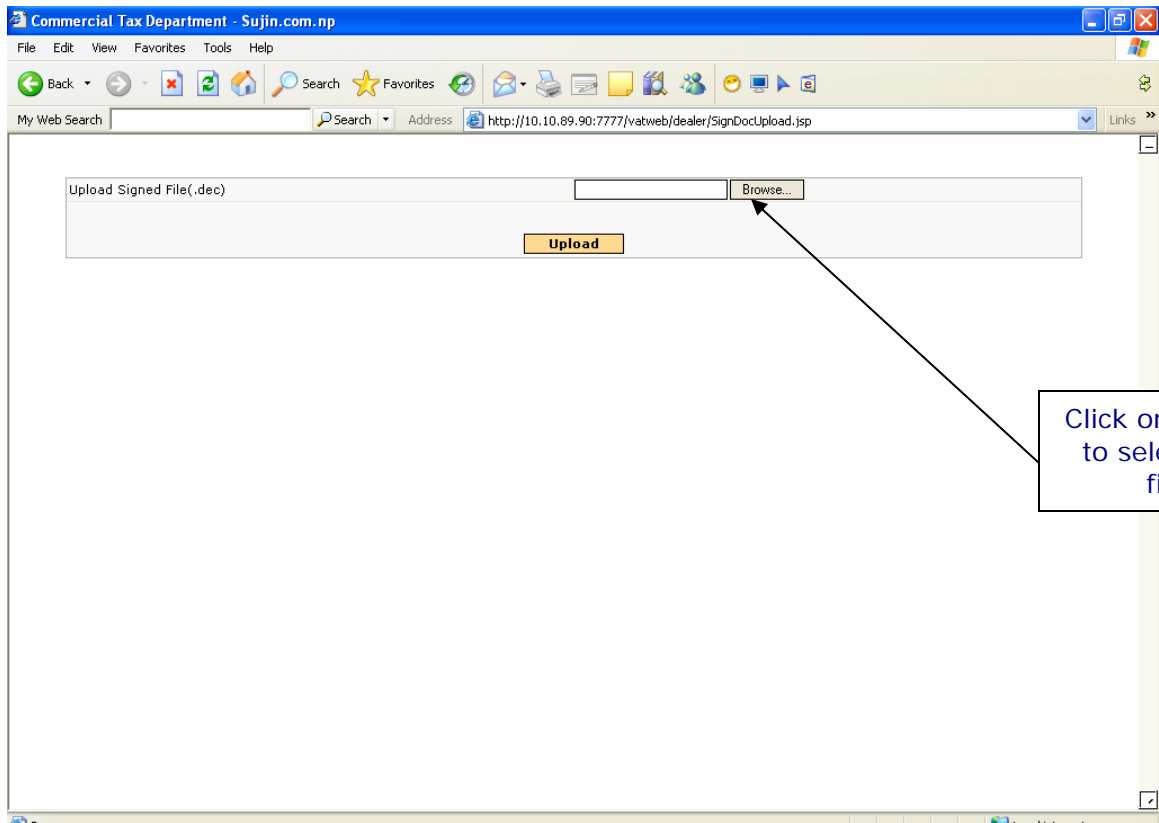
Screen-90

Selection of Digitally Signed file (.dec file) for uploading

Screen-91

Click on Upload to upload .dec file.

Screen-92

Message for Data Validation
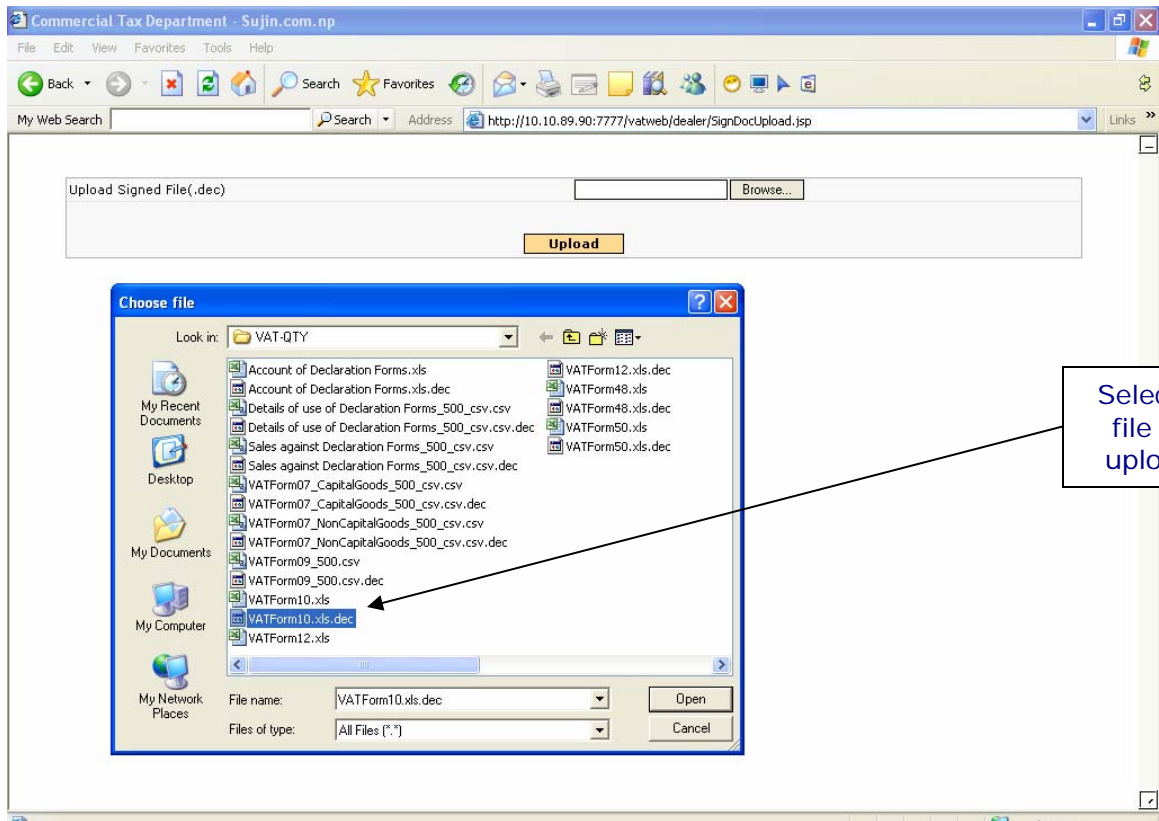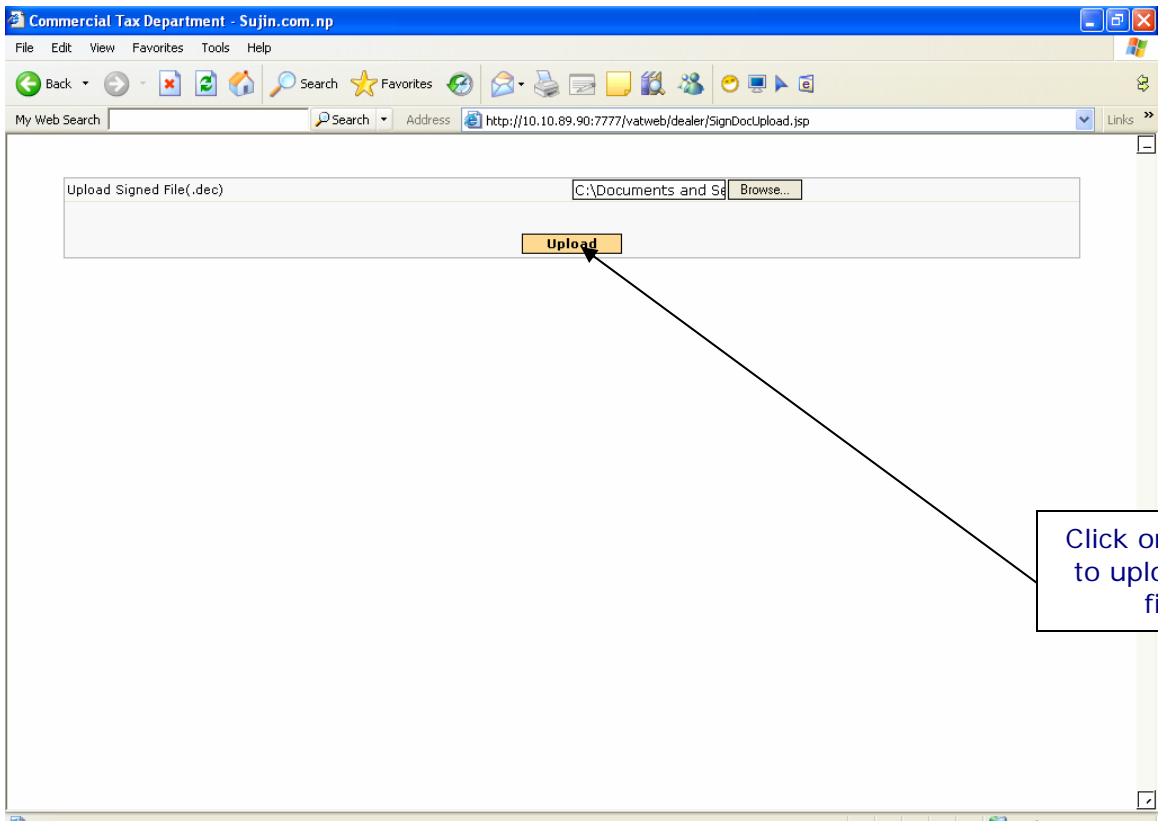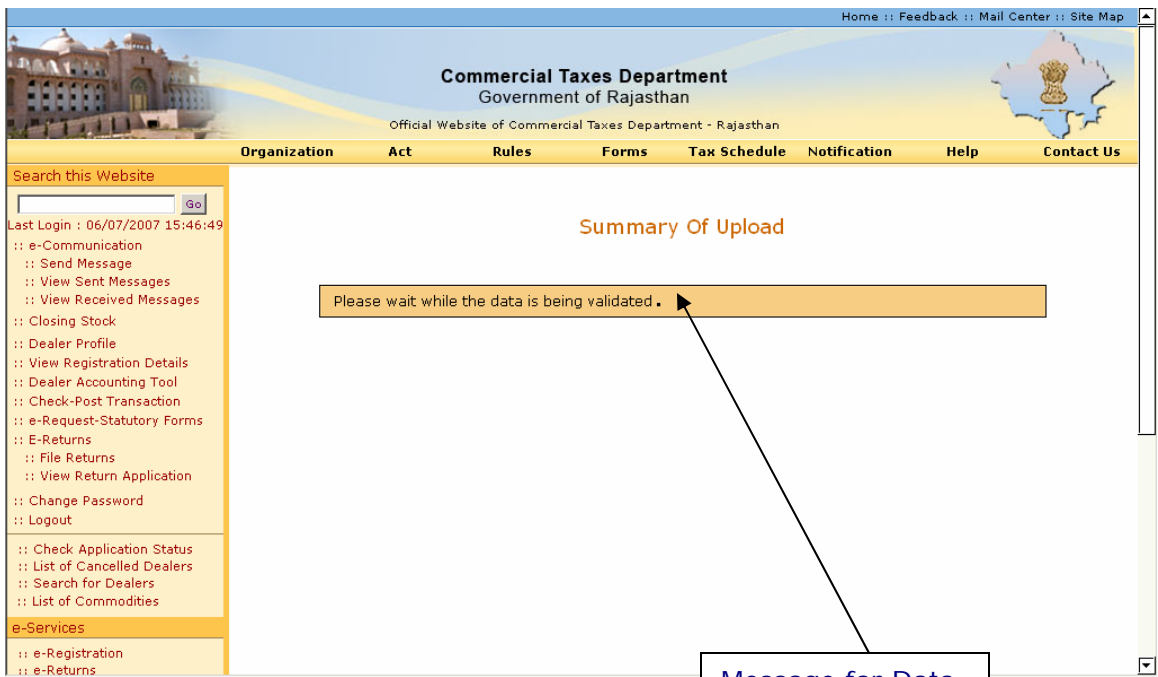
Screen-93

While this message is being shown, the data of the file uploaded is validated. After validation, if there is some error in data entry, then it will show the error list with the error message, row number and sheet details. You need to correct the data, sign the file and upload.

The system will not allow submission/upload of return(s)/annexure(s) till all the errors are corrected.

If there are no errors in the uploaded return you will find a submit button on the summary page.

Click on the submit button to file the returns. (Screen-94)
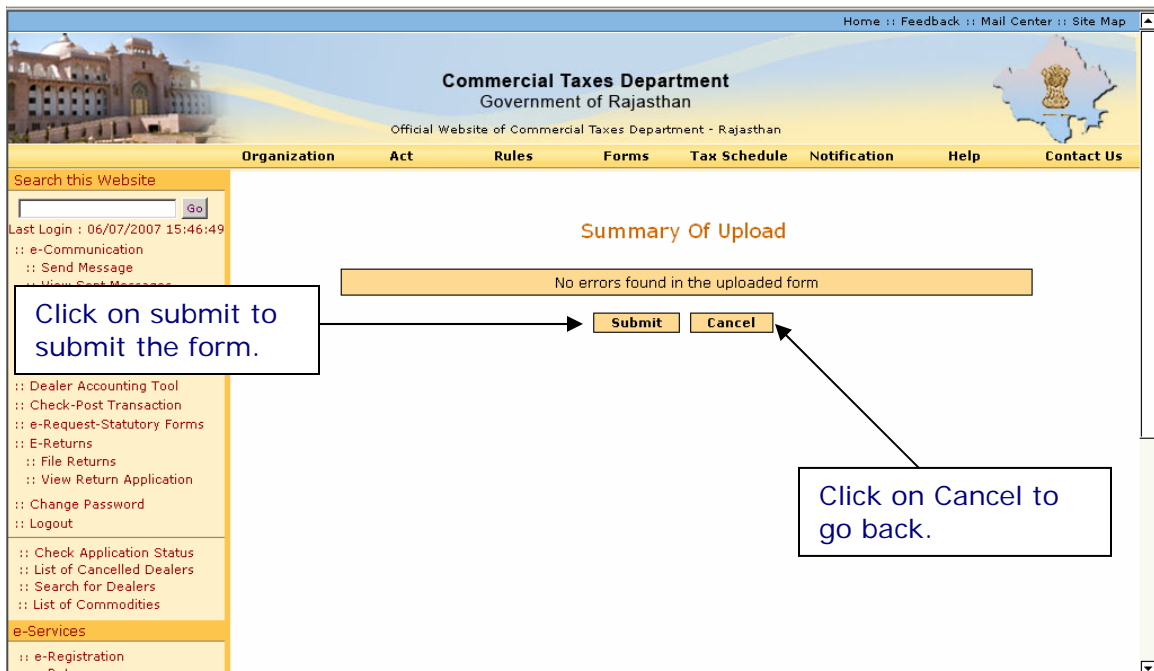
Screen-94

On click of Submit if it shows: "Form uploaded successfully" then it means your form has been uploaded successfully. (Screen-95)

Screen-95

Click "Back" to come to the main e-Returns Page

E-Returns without digital Certificate:-

Now, Dealer can file e-Returns without digital Certificate, in this process, dealer need not to purchase digital certificate or map the digital certificate with rajtax.gov.in

The process will be the same in e-returns with or without digital certificate apart from the below mentioned screen:-

Screen-96

Dealer need not to go for signing the document. Dealer can directly click on the upload button for uploading the document in case of e-returns without digital certificate.

But there is an one constraint in e-Returns without digital Certificate, When dealer generate his acknowledgement than they need to submit that acknowledgement receipt in his assessing authority's office. Then dealer will get another acknowledgement receipt from the tax office. That receipt will be considered as a valid acknowledgement receipt.

Thus, Dealer's e-returns without digital certificate will be considered as a complete return.

Steps to Sign, Upload and Submit ".csv" format forms:

(VAT-12, VAT-48, VAT-50, VAT-07A, VAT-08A, Account of Declaration, Sales against Declaration and Details of use of Declaration)

When VAT-12, VAT-48, VAT-50, VAT-07A, VAT08A, Account of Declaration, Sales against Declaration, Details of use of Declaration is selected then following screen appears.

In the "Sheets to be uploaded" textbox the number of sheets that you have uploaded will be entered automatically.

Then browse to the .csv file that you want to upload and click on sign button.

Screen-97

Step-6 Generating Acknowledgement Receipt

After successfully uploading the templates (VAT-10 for Quarterly Returns and VAT-11 and VAT-10A for Annual Returns) along with its attachments, (VAT-07A, VAT-08A, VAT-12, VAT-48, VAT-50, Sales against Declaration Forms, Details of Use of Declaration Forms, and Account of Declaration Forms) for quarterly returns. You need to now generate acknowledgement receipt. On click of the button "Generate Acknowledgement", there will be a pop-up saying "Once acknowledgement is generated, no more forms can be attached" (Screen-98).
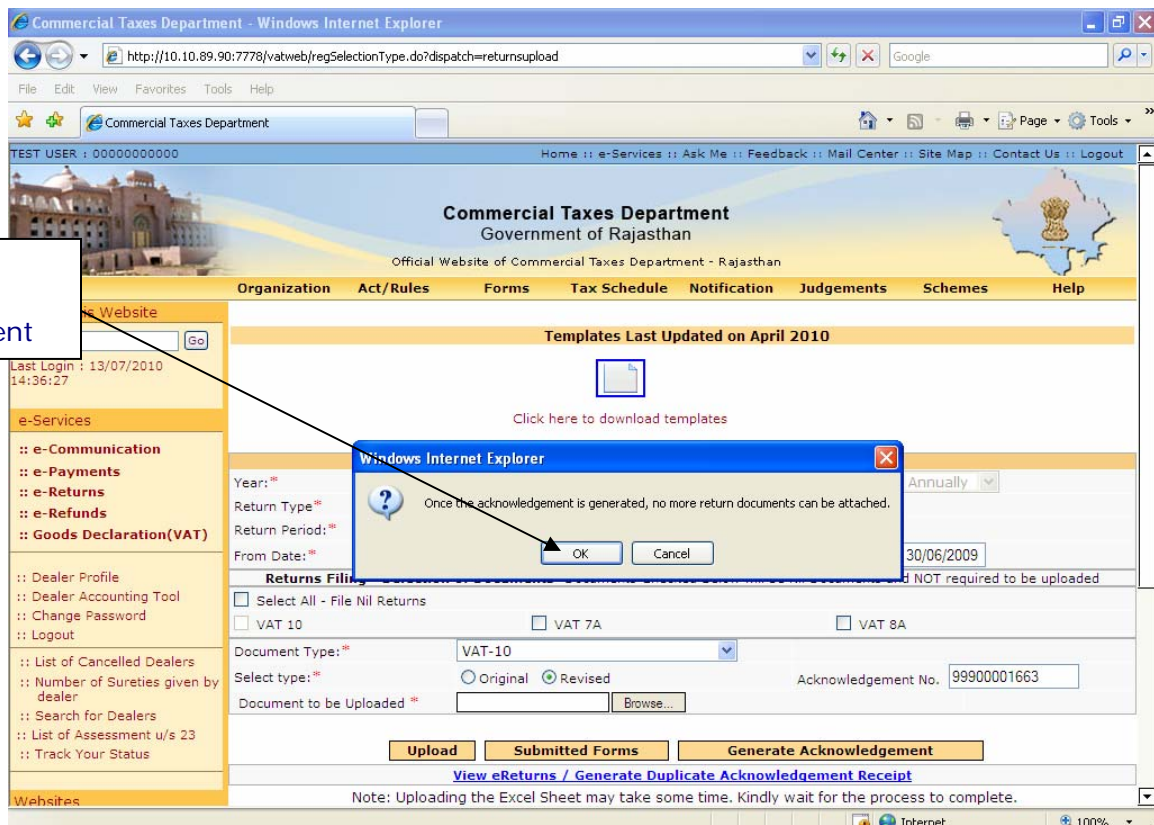
Screen-98

If you click "Cancel", then the acknowledgement receipt will not be generated.

To generate the acknowledgement receipt click "ok". If you have missed to upload any of the mandatory attachments then following message will appear on screen (Screen-99).

Screen-99

A return is considered to be filed completely only when acknowledgement receipt is generated. Once acknowledgement receipt is generated, you will not be allowed to file e-Returns for same period again. However, revised returns can be filed provided you have filed original returns.

The Acknowledgement Receipt is shown in Screen-100

Government of Rajasthan
Commercial Taxes Department

Acknowledgement Receipt for E-Returns (Quarterly VAT-10) without Digital Signature Certificate

Acknowledgement No	: 99900001672	Tax Type	: VAT	Receipt Date	: 13/07/2010
TIN	: 00000000000	Firm Name	:		
Zone	:	Circle	:	Ward	:
Type of Return	: Quarterly	Period From	: 01/04/2009	Period To	: 30/06/2009
Address	: C SCHEME, KAR BHAWAN, JAIPUR, RAJASTHAN,				

Details of Returns Filed (Revised)		
List of Return Documents Uploaded		
1. FORM VAT-10		
Date of Submission: 13/07/2010		
Item	**Form VAT-10 Reference**	**Value**
Gross Turnover(Rs)	Column 4.0	1000000000.00
Total Amount of Tax liable to be paid (Rs)	Column 4.17	36024.00
Total Input tax credit available for the period (Rs)	Column 5.5	20120.00
Net Tax Payable(Rs)	Column 6.1	15904.00
Tax Deferred (Rs)	Column 6.2	5904.00
Amount to be adjusted against VAT / CST dues (Rs)	Column 6.4 (c)	1.00
Balance of excess amount (if any) (Rs)	Column 6.5 (a)	1.00
Details of Deposit (Rs)	Column 08	10000.00
Interest Payable (Rs)	Column 08	0.00

Notes:

1. Please submit the copy of such return(s) generated through the official website of the Commercial Taxes Department, Rajasthan (http://rajtax.gov.in) duly verified by you / your business manager by affixing the signature, to your Assessing Authority within fifteen days of the last date for filing of such return(s). Failure to do so shall be deemed to be a case of non-filing of return(s).
2. Attach statutory declaration forms, if applicable.
3. Attach proof of deposit of tax.
4. This is a computer generated receipt and does not require signature.

Done   Internet   100%

Screen-100

To file Revised returns click on Revised as shown in Screen-101 and repeat the steps to file the returns.

Screen-101

Step-7 View Returns

To view the returns filed go to the home page and click on the link as shown in Screen-102.

Screen-102

When clicked "View e-Return", a list of previously filed returns is shown (Screen-103).

Select Tax Type: VAT or CST

Click on the acknowledgement number to view a specific return.

Screen-103

Click here to generate the 'acknowledgement receipt'

If you click on the acknowledgment number you will see list of forms and annexure that you have uploaded, as shown in the screen shown below (Screen-104).

You may also regenerate the acknowledgment receipt by following steps given below: -

5. Select the return for which you need to regenerate the acknowledgement receipt.

6. Click "Generate Acknowledgment". An acknowledgement receipt shown in Screen-68 will be displayed. You can print the receipt.

If Dealer is registered in CST & wants to view CST e-Returns then select CST from Tax Type window.

Screen-104

If you click on document name you will be able to see all the details of Turnover, etc. which you have filled (Screen-105).

```
||| ||||| |||||| |||||| |||| |||
     99900001660
```

FORM VAT-10
[See Rule 19 & 19A]
Quarterly Return

01	Registration No.(TIN)	Year		Period covered by this returns						
				DD MM YYYY				**DD MM YYYY**		
	00000000000	2009-2010	From	01 04 2009		To		30 06 2009		

Full Name of Dealer : TEST USER
Address : C SCHEME, KAR BHAWAN, JAIPUR
Phone No : NA   **Email Address :** NA

02	Indicate if there is neither purchase nor sales in the return period.	No
03	Indicate if there is any claim for refund in the return period.	No

04   Tax Liability(details of sales/purchases for the period under Return)

S.No	Details of Turnover	Amount(Rs.)	Rate of Tax	Tax(Rs.)
4.0	Gross Turnover	45555.88		
4.1	Turnover of Exempted sales	100000000.00		
4.2	Turnover of goods taxable at first point which have already suffered Tax	89898080.88		
4.3	Turnover of goods sold within the state on behalf of principal, for which principal shall discharge tax liability	28838292920.80		
4.4	Turnover of Sales within the State to Exporters	30.00		
4.5	Turnover of Interstate Sales, SOS, Exports	1.00		
4.6	Other turnover, if any , not taxable under VAT (Please Specify)	3.00		
4.7	Turnover of goods liable to tax under section 6(1) (on the basis of weight, volume, measurement of unit)			
		890002888.89	2%	88892.00
4.8 to 4.12	Sales taxable			
		2000.00	4%	88.00
4.13	Turnover of sales returns (good returned of earlier period)			
		15500.80	4%	750.00
4.14	**Total output tax [(4.7+4.8+4.9+4.10+4.11+4.12)-4.13]**	889989388.09		88230.00
4.15	Turnover of purchases liable to tax under section 4(2)*			
		45667.00	4%	164.00
4.16	Turnover of goods liable to reverse tax**			
		1500.00	5%	600.00
4.17	**Total Amount of Tax liable to pay [4.14+4.15+4.16]**	890036555.09		88994.00

Done   Internet   100%

Screen-105

Preparation of CST Returns:

If the details entered by you are found correct; you will be logged in. You are entitled for number of e-services. Please select e-Returns link on the left hand side column (Screen-74).

Screen-106

After clicking on "e-Returns" link, option for VAT and CST will be displayed for dealers to decide the tax type for which they want to file e-Returns. On clicking CST link, the following screen would be shown (Screen-106).

You can upload your e-Returns in format .xls format.

Screen-107

To fill up the return, you are required to download the templates from the website. It is advisable to download these templates once and store for future use. You should have Microsoft Excel Sheet (version may be 97, 2000, 2003 or 2007) installed in your computer for this purpose.

Note: If you have downloaded the templates before the last updated date mentioned then you need to download new template.

To download the templates for filing e-Returns, click on required form name (template) as mentioned in the table below.

Quarterly Dealer

Sr. No.	Return Type	Document Type	Mandatory/Optional	Download Format
1.	Quarterly	CST Form1	Mandatory	.xls

After downloading requisite templates, data can be entered in these templates in following steps:

1. Open downloaded templates and fill the template with appropriate data.
2. Enter the kind of data as per the color shown in the background. The color scheme is:

   Light Green: - Only **numbers** are to be entered in the cell.
   Orange: - Only **dates** are allowed to be entered in the cell.

Following is the sample template for CST Form1 – PART – I (Screen-108)

Screen-108

Following is the sample template for CST Form1 – PART – II (Screen-109)

Screen-109

Upload and submit the Forms:

If after, downloading templates, if you had logged out of the system, please log-in again and to upload filled templates as described in following steps:

Go to the page where you had previously gone at the time of downloading the templates.

Note: Screens for downloading templates and uploading them on web site are the same.

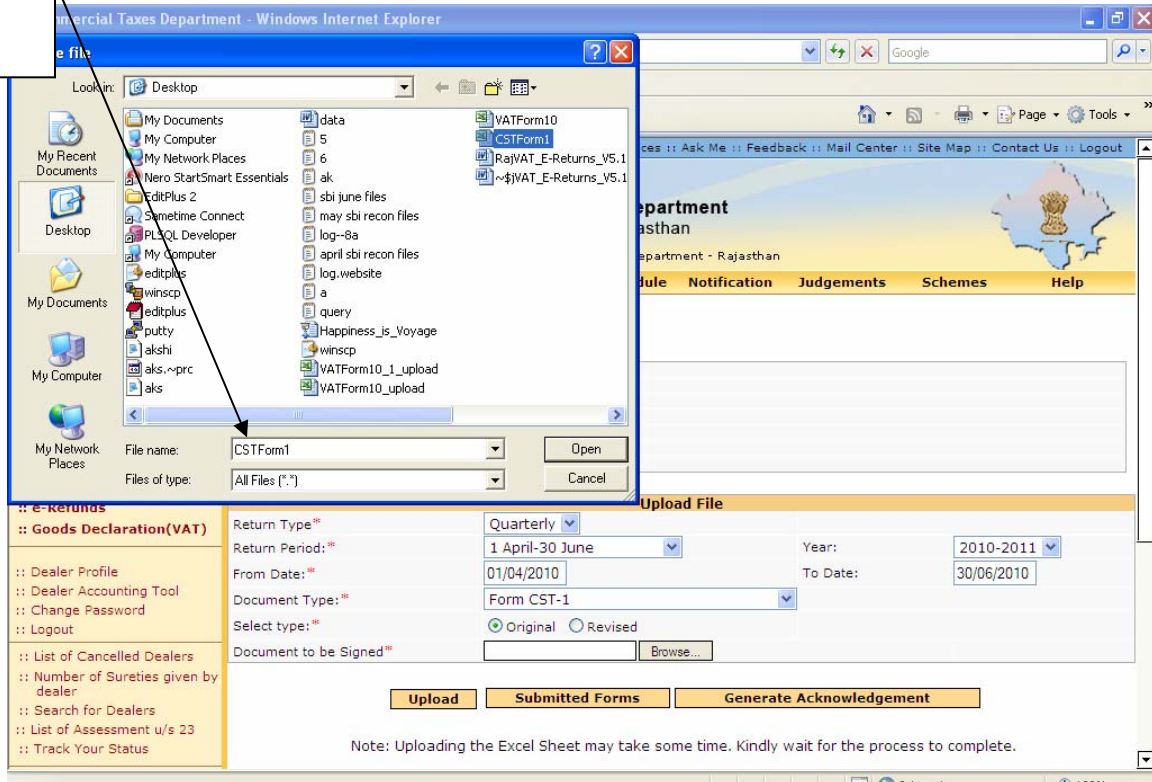**Screen-110**

Now select all the required fields as per the table given below:-

Sr. No.	Label Type	Action to be performed
1.	Return Type	Select the return type according to return you want to file.(Quarterly)
2(a).	Return period	Select the return period which can be only previous quarters of current year for quarterly returns. First quarter is April-June, Second Quarter is July-Sep and so on. For Annual Returns, the return period drop down box will contain previous 15 years. In case you need to select partial return period, select partial given at the end of the list.
2(b).	Return From and To	If you select Partial option in Return Period you will get this option. Fill the return period from and to date.
3.	Document Type	Select the Form type that you want to upload.(CST-Form1)
4.	Select Type	Select Original if you are filing the return first time for the specified period or select Revised return if you are filing revised return.
5.	Browse	Browse to the file to be uploaded
6.	Upload	Click on Upload to upload the selected file.
7.	Submitted Forms	Click on Submitted Forms to view uploaded forms.
8.	Generate Acknowledgement	.Click on Generate Acknowledgement to generate ack

.

When you click browse to select the file to upload, following screen is shown (Screen-111).

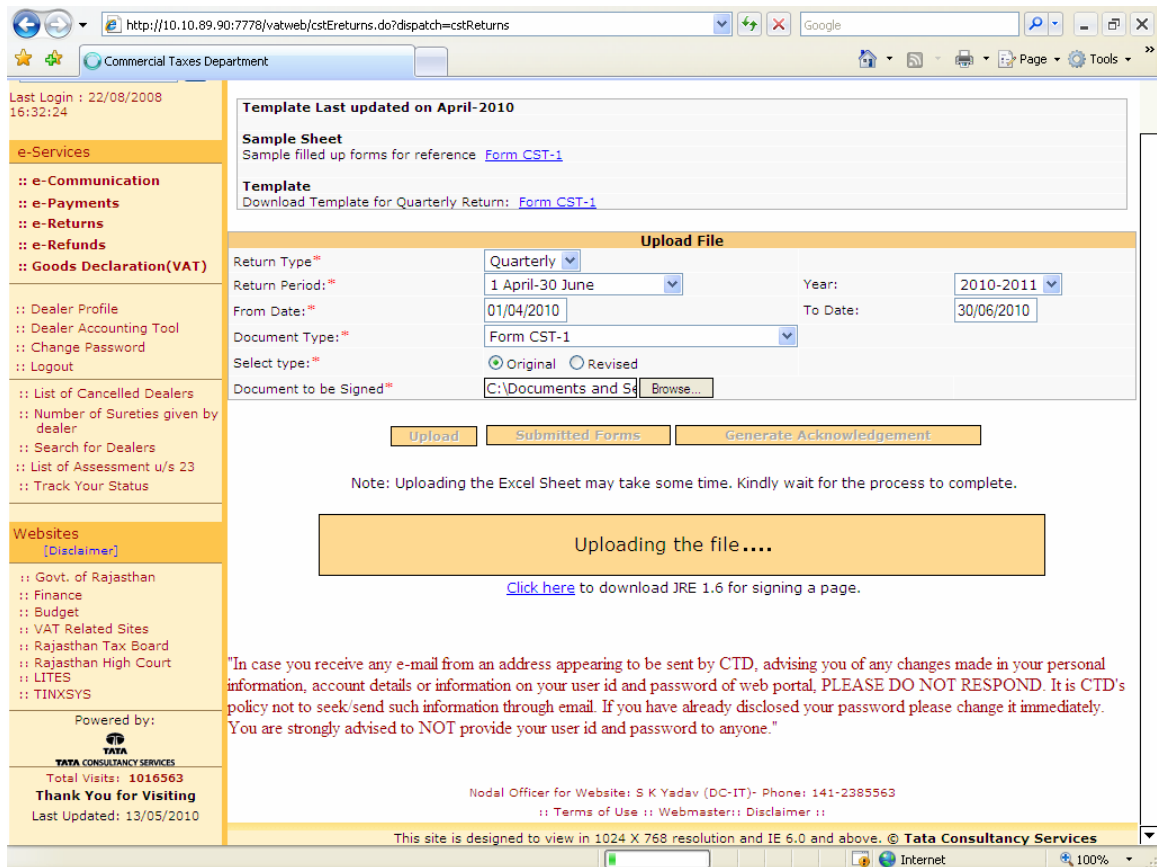Choose the file to be uploaded that should be in .xls format

Screen-111

Select the file to be uploaded and click on open.

The Textbox besides "File to be attached" will contain the address of the file to be uploaded.

Click on upload to upload the file.

The signing process of file is same as mentioned in VAT e-Returns

Screen-112

While this message is shown, the file is being uploaded on our server.

If there are no errors in the uploaded template you will find a submit button on the summary page.

Click on the submit button to file the returns. (Screen-112)

Screen-113

On click of Submit, the Acknowledgement Receipt is shown in Screen-113

Government of Rajasthan
Commercial Taxes Department

Acknowledgement Receipt for CST-eReturns

Acknowledgement No	: 99900001678	Tax Type	: CST	Receipt Date	: 14/07/2010
TIN	: 08020002433	Firm Name	: ROHIT KUMAR MOHIT KUMAR		
Zone	: AJMER	Circle	: B	Ward	: III
Type of Return	: Quarterly	Period From	: 01/04/2010	Period To	: 30/06/2010
Address	: SANOD,NASIRABAD,				

Details of Returns Filed (Regular)			
Form CST-1			
Date of Submission:	14/07/2010		
Gross Turnover (Rs)	1000	Total Tax Payable(Rs)	0
Taxable Turnover (Rs)	0	Total Tax Paid (Rs)	0

Note: Please submit following in hard copy to the Assessing Authority:
1. Statutory declaration forms
2. Proof of deposit of tax in case the payment is not made electronically

Print   Home

Done   Internet   100%

Screen-114

A return is considered to be filed completely only when acknowledgement receipt is generated. Once acknowledgement receipt is generated, you will not be allowed to file e-Returns for same period again. However, revised returns can be filed once original returns are filed.