

A
Handbook on
Rajasthan Online CST System
(ROCS)

Operational Instructions

Procedure to make use of online CST System Facility is very simple. A computer with internet connectivity is required for this purpose. There are simple steps to make use of online CST System Facility as mentioned below:

Step 1 Sign Up on the Website

Step 2 Login

Step 3 One time Request for Usage of e-CST Forms facility

Step 4 Uploading the purchase details (.csv files)

Step 5 Acknowledgement Generation

Step 6 Generation of CST Form Online

Step-1 Sign Up on the Website

To register on web site, connect to Internet and write URL in the address bar as: <http://rajtax.gov.in>

The following screen would be shown.

- To get registered on the website click “New User? Sign-up”

1. Sign-Up
Click on this button.

The screenshot displays the official website of the Department of Commercial Taxes, Government of Rajasthan. The page features a navigation menu with categories like Organization, Act/Rules, Forms, Tax Schedule, Notification, Judgements, Schemes, and Help. A search bar is located at the top left. The main content area is divided into several sections: Sign-In Registered Dealers (with fields for Login ID, Password, and a 'New User? Sign-up' button), News and Updates, and e-Services Guidelines. A callout box on the left highlights the 'New User? Sign-up' button in the Sign-In section.

Screen-1

- A new screen (Screen-2) will open up. This screen displays the details required to be filled by the dealer for creating Sign up on the web portal.

1. Enter TIN here.

2. Enter Effective Date of Registration here.

3. Enter PAN No. here

4. Enter Firm Name

5. Enter Principal Place of Business Address

6. Constitution of Business

7. Enter your email id

8. Enter password here

9. Enter your password again here.

10. Select the security question

11. Enter the security Answer

12. Click here to read the terms and conditions.

13. Click on "I accept the terms".

14. Click on back to go back to home page

15. Click on submit to get registered

Screen-2

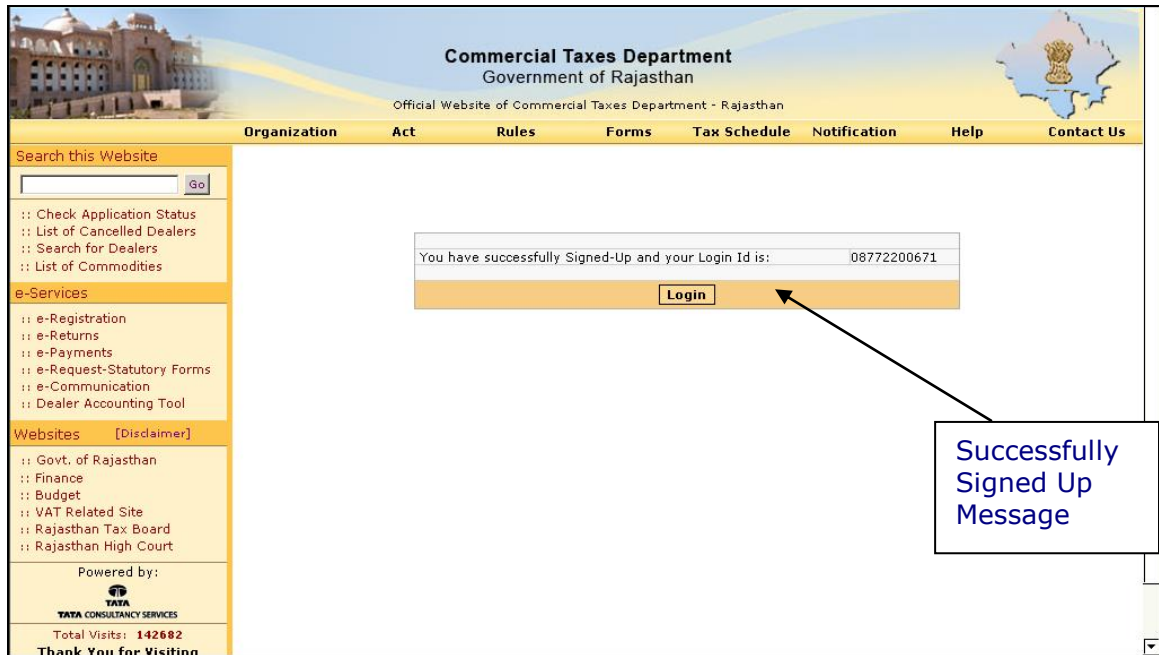
- Please enter the details in the screen as per the instructions given in the table-1.

Table - 1

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.	E-mail Id	Alphanumeric	Yes	Enter your e-mail id (Must be a valid email id)
8.	Password	Alphanumeric	Yes	Enter your Password (should be more than or equal to 8 characters in length)
9.	Confirm Password	Alphanumeric	Yes	Enter the same Password again (for confirmation)
10.	Security Question	Characters	Yes	Select the question for security purpose. (This will be required if you forget your password. So please remember it.)
11.	Security Answer	Characters	Yes	Enter the answer for security purpose. (This will be required when you forget your password so remember it.)
12.	Terms and Conditions	Hyperlink	NA	Click on this link to read the terms and conditions.
13.	I accept the terms	Check box	Yes	Read the terms and tick the check box
14.	Back	Button	NA	Click on this button to go back to home page
15.	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.
- 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.
- Now dealer can use the login Id to login into the web portal

Once registered the following message would be displayed (Screen-3)

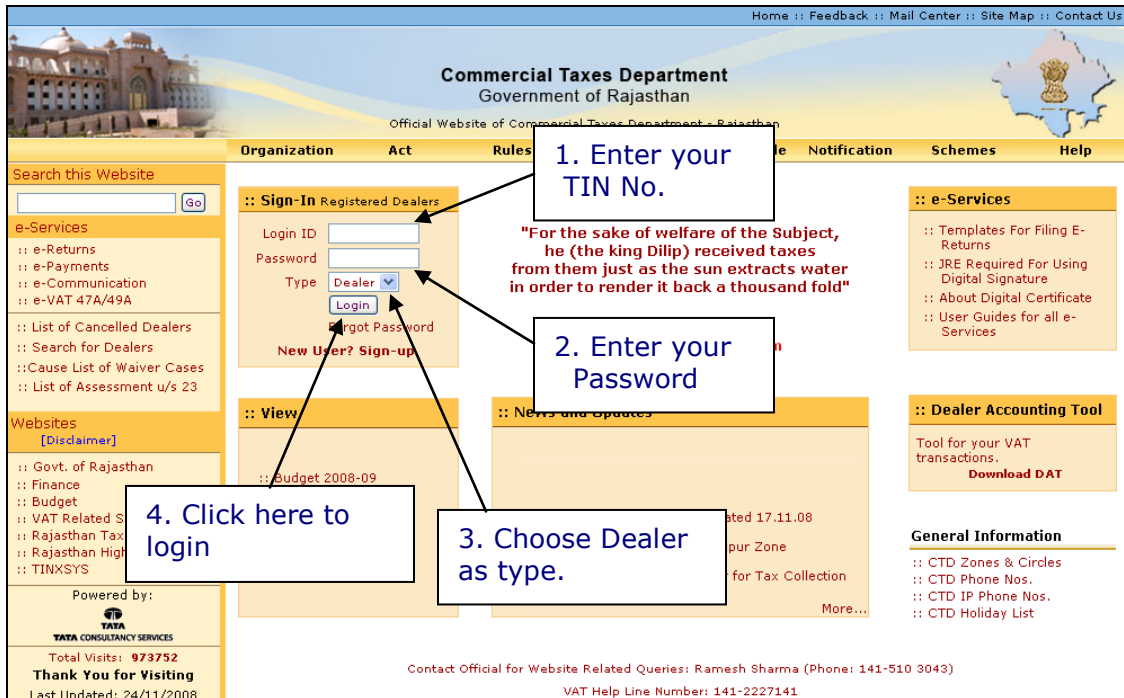


Screen-3

Step-2 Login

A dealer registered on the web site is required to login for the purpose of making online payment. Process of login is as under:

- Connect to Internet and open the website <http://raitax.gov.in>
- On Home page- enter the login credential (Table -2) and click on login button (Screen-4)



Screen-4

Table - 2

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.

Step-3 One time Request for Usage of e-CST Forms facility

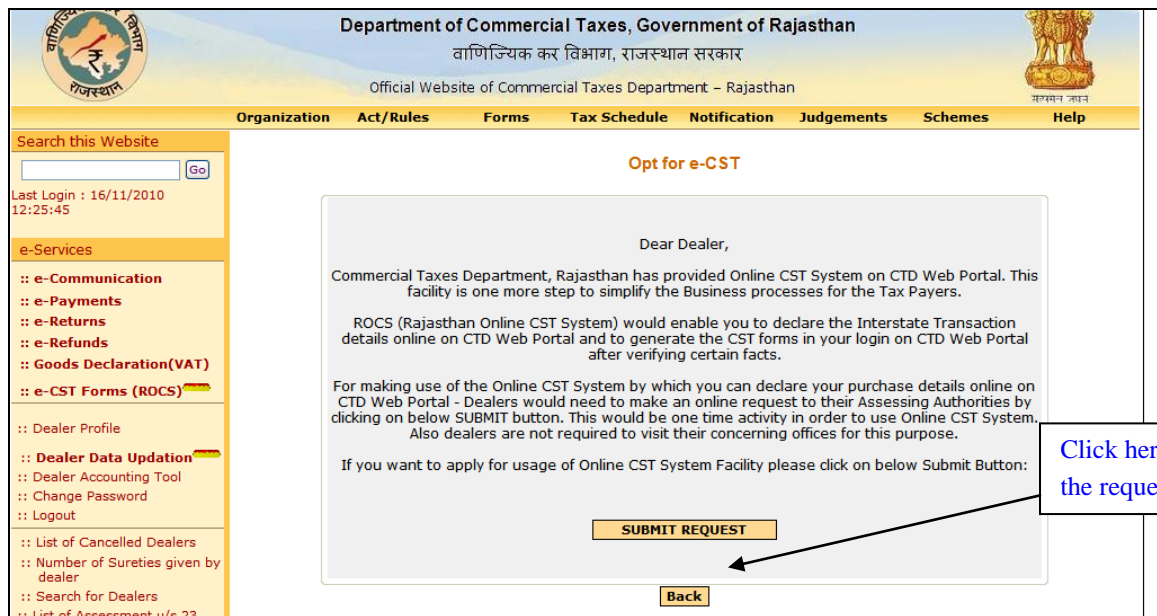
Note: Dealer must be registered under CST act for usage of e-CST Forms facility

- Once you have successfully logged on the web portal, click on “Opt for e-CST (One Time) link” (Screen – 5)



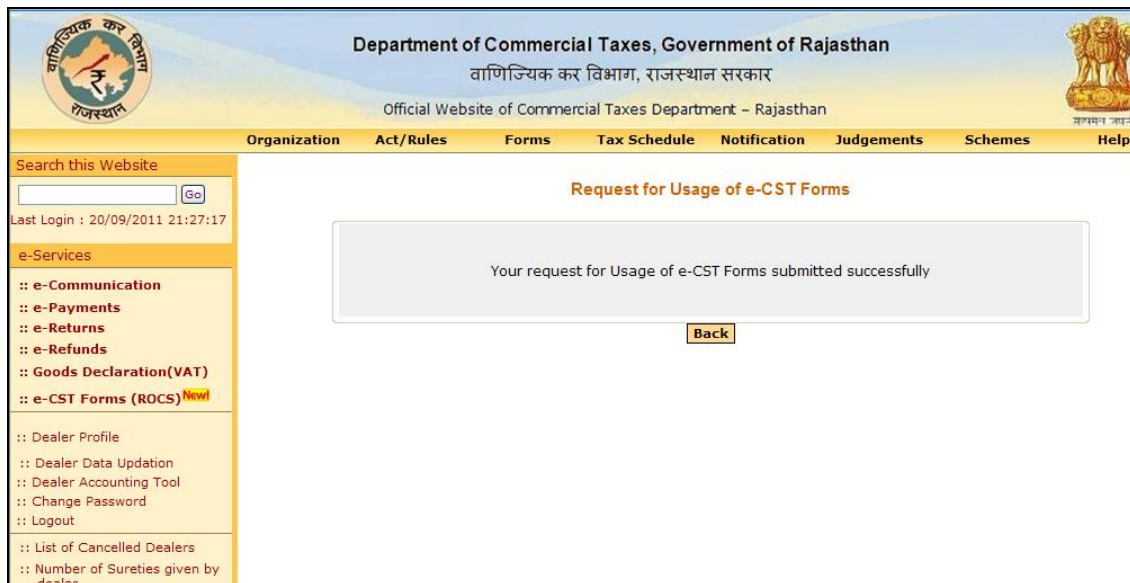
Screen-5

- After clicking on “Opt for e-CST Form (one Time)” link, following screen would appear (Screen-6)



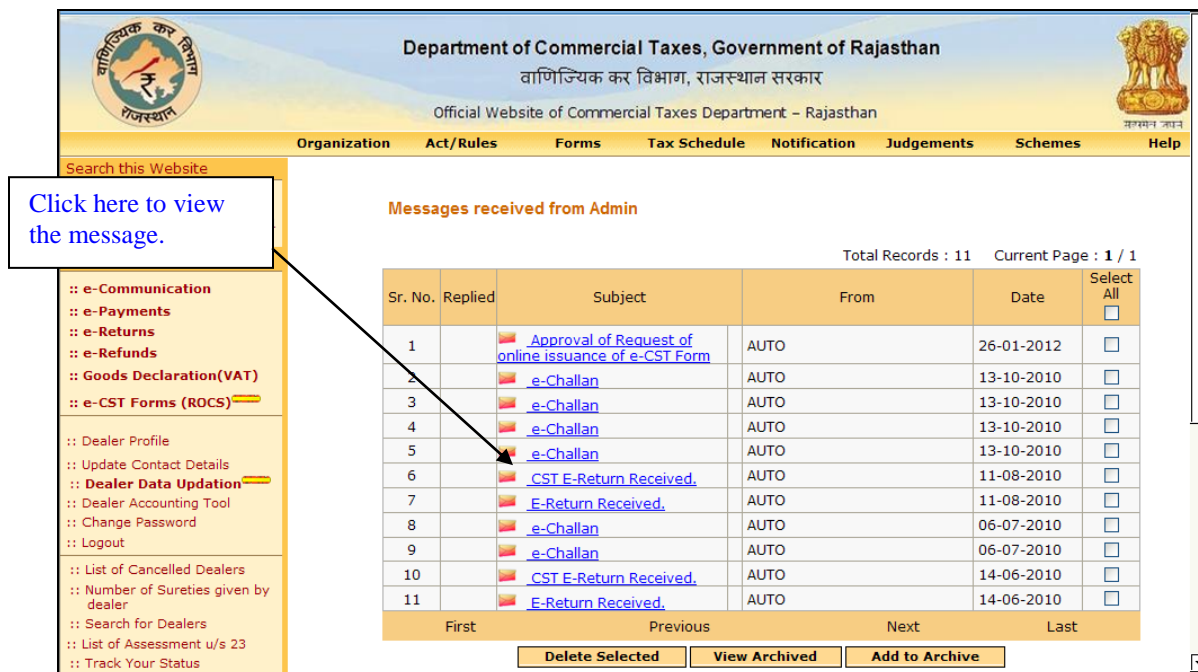
Screen-6

- On Click of submit button, dealer's request would be sent to his concerning assessing authority



Screen-7

- Once the request for Online Usage of CST System is approved/rejected by the assessing authority, Dealer would be intimated through the e-Communication => View Received Messages facility on CTD Web Portal regarding decision taken by assessing authority along with the remarks as shown in screen below:



Screen-8

- On clicking the message, following screen would appear displaying the message sent by the concerned assessing authority.

The screenshot shows the official website of the Department of Commercial Taxes, Government of Rajasthan. The header includes the department name in English and Hindi, along with the state emblem. A navigation menu contains links for Organization, Act/Rules, Forms, Tax Schedule, Notification, Judgements, Schemes, and Help. On the left, there is a search bar and a list of e-Services including e-Communication, e-Payments, e>Returns, e-Refunds, Goods Declaration(VAT), and e-CST Forms (ROCS) with a 'New!' tag. The main content area displays an email message with the following details:

From	AUTO
Subject	Approval of Request of online issuance of e-CST Form
Message	<p>Dear Dealer,</p> <p>Your request for online issuance of e-CST form has been approved by your concerned Assessing Authority.</p> <p>Remarks From Assessing Authority: ok</p> <p>Thank You</p> <p>NOTE: This is system generated mail. There is no need to reply.</p>

At the bottom of the message, there are buttons for Reply, Forward, and Back.

Screen-9

- Now the dealer can proceed to upload the Interstate purchase details after approval of the e-Request from his concerning Assessing authority
- Once the dealer has opted for e-CST and request has been approved, dealers need not to re-submit the request. Even if dealer clicks on the link of "Opt for e-CST" below screen will appear:

The screenshot shows the same website as Screen-9. The main content area displays a confirmation message titled "Request for Usage of e-CST Forms". The message states: "Your request for Usage of e-CST Forms has already been approved". It then provides instructions for the dealer to follow for the generation and issuance of CST Forms from the CTD Portal:

- Click on the link - e-Services => e-CST Forms (ROCS) => Upload Purchase Details - to download the Template for filling the Interstate Purchase Details.
- Fill the e-CST Form Template and generate the upload file and save it on your system.
- Click on the provided link to upload the Interstate Purchase Details - e-Services => e-CST Forms (ROCS) => Upload Purchase Details.
- Verify the uploaded details by clicking on Submitted forms button provided on Upload Purchase details screen and generate the Acknowledgement.
- You would be informed for the Approval/Rejection of the CST Forms within 24 Hrs through e-Communication facility => View Received Messages.
- You may print the Approved CST Forms by clicking on the link e-Services => e-CST Forms (ROCS) => Approved CST Forms.
- In case of rejection of CST Form, follow the link to view the reason for the rejection -- e-Services => e-CST Forms (ROCS) => Rejected CST-Forms.

A "Back" button is located at the bottom right of the message box.

Screen-10

- In case assessing authority has not approved/Rejected the request for usage of e-CST Forms system and the dealer try to upload the purchase details then system would display the below screen:



Screen-11

Step- 4 Online submission and issuance of E-CST Forms

Note - Please read the below instructions carefully for successful upload and generation of e-CST Form:

1. Once the request is approved by the assessing authority then dealer would need to download the e-CST template from the CTD Portal by Clicking on the link – e-Services => e-CST Forms (ROCS) => Upload Purchase Details =>Download e-CST Template (Refer Screen-12 for the Template Download Link)
2. Dealer would need to fill the consolidated interstate purchase details from all the sellers in the single sheet only. Dealers are not required to fill multiple templates for individual sellers as system itself bifurcate the details seller wise (Refer Screen 13).
3. Dealer would need to fill the Interstate Purchase details into the template and validate the same (Refer Screen 13 & 14).
4. On successful validation of the details- an upload file would be generated in “.CSV” format that dealer would need to save locally on their computer system
5. Click on the provided link to upload the Interstate Purchase Details - e-Services => e-CST Forms (ROCS) => Upload Purchase Details (Refer Screen-12 for the Upload Screen)
6. Dealer would select the Financial Year and respective Quarter for which he wants to apply for the CST C Form. Here System would be having following riders on the period sections (Refer Screen -12):
 - a. System would allow the dealer to apply for CST Forms for Quarter – 1 of FY – 2011-12 onwards
 - b. System would allow to upload the purchase details for a quarter till nine months from the completion of the relevant financial Year
7. Verify the uploaded details by clicking on Submitted forms button provided on Upload Purchase details screen and generate the Acknowledgement

NOTE: Before uploading the template, request you to verify the other party status from TINXSYS system

Select the Financial Year

Download the Template

Select the Quarter

Browse the CST-Form C

Upload the CST-Form C

Link to view Upload CST-Form C Link

Link to View Submitted Forms Details

Generate acknowledgment

Screen-12

Following is a sample template for in which interstate purchase details to be filled:

PURCHASE DETAILS								Validate	Add Rows	Delete Rows	Note: All
S NO.	Form Type*	Purchase Order No.	Purchase Order Date	Bill/Cash Memo/Challan No.*	Bill/Cash Memo/Challan Date*	Seller Tin No.*	State*				
1	CST Form - C		01-APR-2011	1	01-APR-2011	0123456789	Jammu and				
2	CST Form - C		01-APR-2011	2	01-APR-2011	0123456789	Jammu and				
3	CST Form - C		01-APR-2011	3	01-APR-2011	0323456789	Punjab				
4	CST Form - C		01-APR-2011	4	01-APR-2011	0323456789	Punjab				
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											

Screen-13

S No.	Form Type*	Purchase Order No.	Purchase Order Date	Bill/Cash Memo/Challan No.*	Bill/Cash Memo/Challan Date*	Seller Tin No.*	State*
1	CST Form - C		01-APR-2011	1	01-APR-2011	0123456789	Jammu and K
2	CST Form - C		01-APR-2011	2	01-APR-2011	0123456789	Jammu and K
3	CST Form - C		01-APR-2011	3	01-APR-2011	0323456789	Punjab
4	CST Form - C		01-APR-2011	4	01-APR-2011	0323456789	Punjab

Screen-14

- After uploading the template click on submit button to submit the purchase details.

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Search this Website

Login : 16/11/2010 25:45

Services

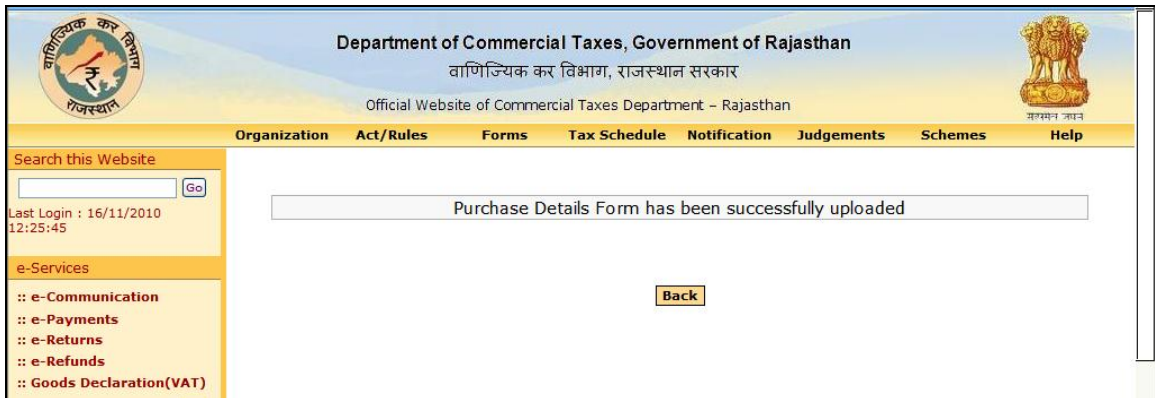
- :: e-Communication
- :: e-Payments
- :: e>Returns
- :: e-Refunds

Summary Of Upload

No errors found in the uploaded form

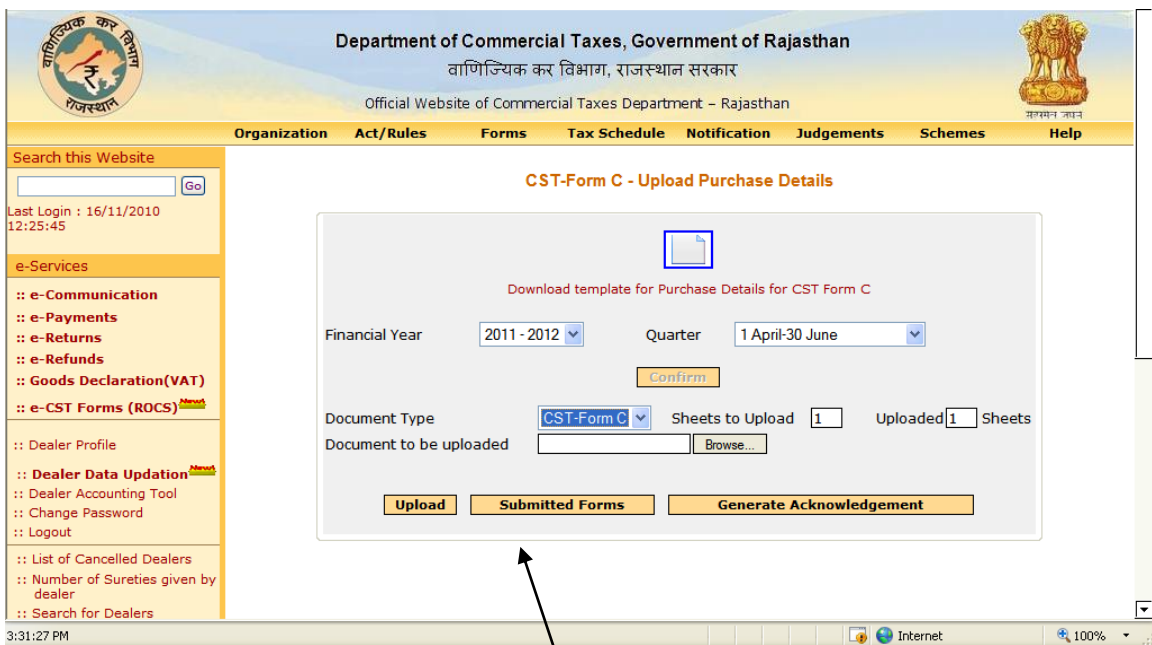
Submit Cancel

Screen-15



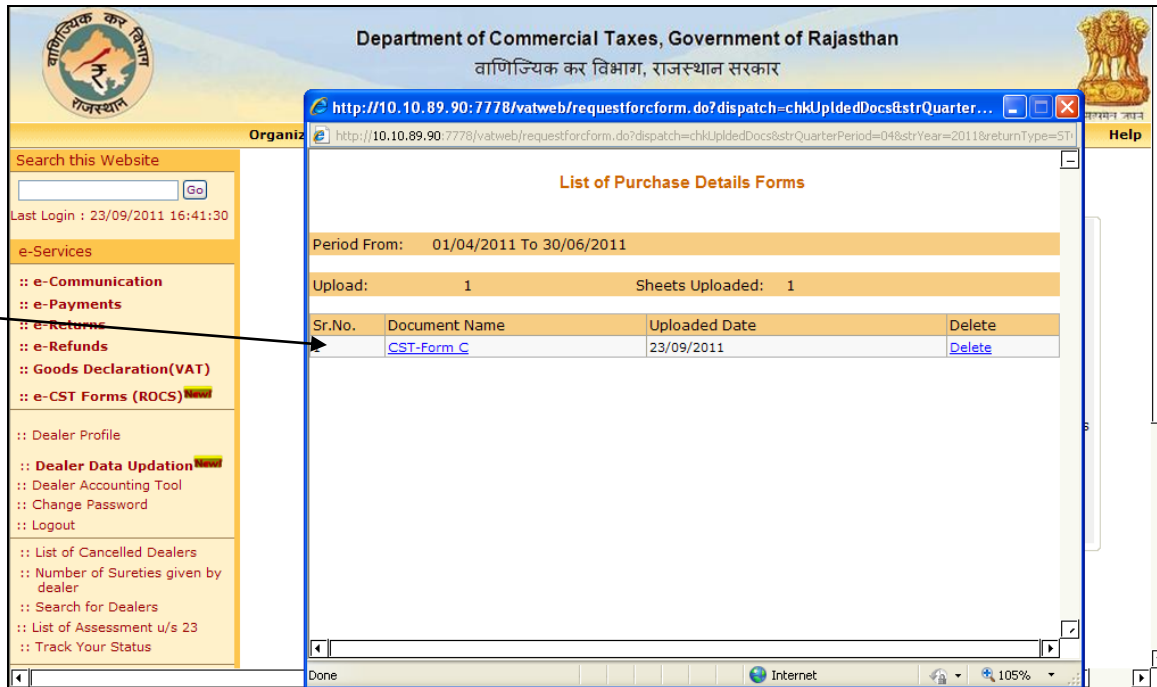
Screen-16

- The dealer would have the option of viewing the uploaded sheet; deleting the sheet (if any change is required prior to full and final submission. Once the dealer confirms final submission, dealer would be issued an acknowledgement receipt for the same. Further no changes would be permitted to the uploaded sheet (Screen 17-18)



[Click here to view Submitted Form](#)

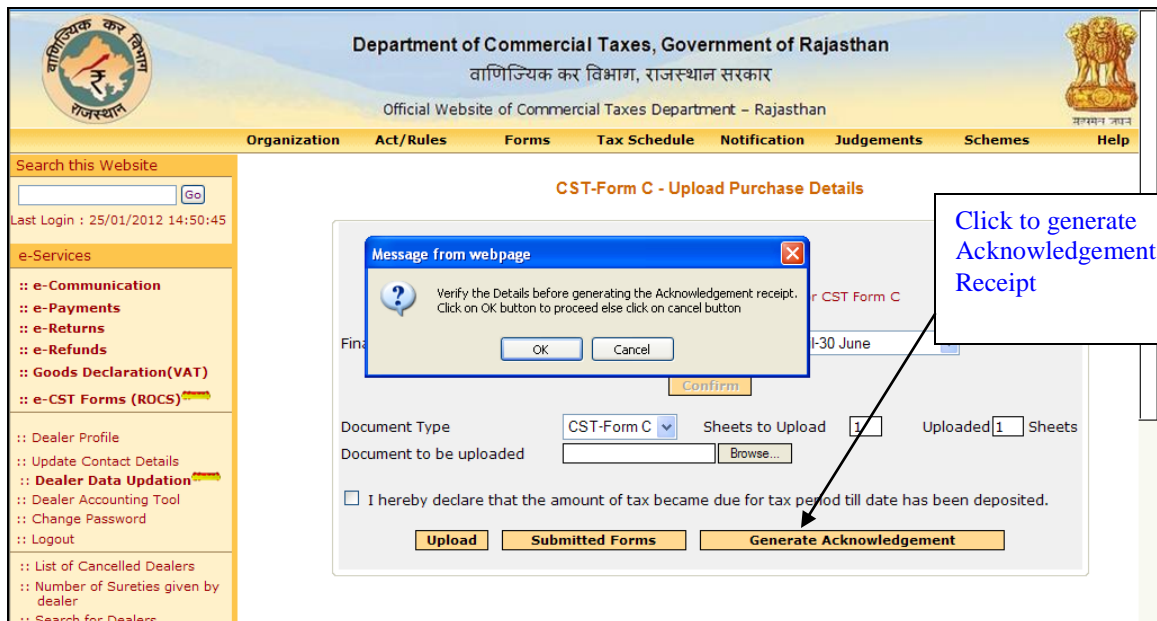
Screen-17




Screen-18

Step-5 Acknowledgement Generation

- Once the dealer submits the purchase details online, an acknowledgement receipt would be issued. The dealer would not be allowed to change or delete the purchase details once the acknowledgement receipt is generated (Screen 19 -20)



Screen-19



Government of Rajasthan
Commercial Taxes Department


Acknowledgement Receipt for Online Request for Issuance of CST Form - C

Acknowledgement No : 99900633215	Receipt Date : 26/01/2012
TIN : 08810008255	Firm Name : AJMER THERMOTECH PVT. LTD.
Dealer Location : AJMER - B - I	Period for which CST Forms Requested : 01/04/2011 - 30/06/2011
Address : FIRST GALI GULABARI,AJMER,AJMER,305001,	


Summary of Purchase Details Uploaded		
CST Form-C	Number of Purchase Txns Uploaded : 6	Amount : 11957

Screen-20

9. Within 24 hours System would check following criteria and would proceed further accordingly as mentioned in point – 14
 - a. Return Defaulter status from 1st Quarter of FY – 2011-12 till the current quarter for which dealer is applying for e-CST Form
 - b. Payment Defaulter from 1st Quarter of FY – 2011-12 till the current quarter for which dealer is applying for e-CST Form
 - c. Assessing authority would be able to mark a dealer as negative based on some parameters – The system will check the Negative list and if found the dealer in that list then it will not generate the CST form and would display the proper message in dealer’s login on CTD Portal.
10. Forms approval or rejection (in case of return defaulter/ payment defaulter/negative dealer) of e-CST form, message will appear in dealer’s login as shown below:



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Search this Website

Last Login : 26/01/2012 17:36:30

e-Services

- :: e-Communication
- :: e-Payments
- :: e>Returns
- :: e-Refunds
- :: Goods Declaration(VAT)
- :: e-CST Forms (ROCS) New!
- :: Dealer Profile
- :: Update Contact Details
- :: Dealer Data Updation New!
- :: Dealer Accounting Tool
- :: Change Password
- :: Logout
- :: List of Canceled
- :: Number of Sur
- :: dealer
- :: Search for Dea
- :: List of

Summary of Purchase Details Uploaded

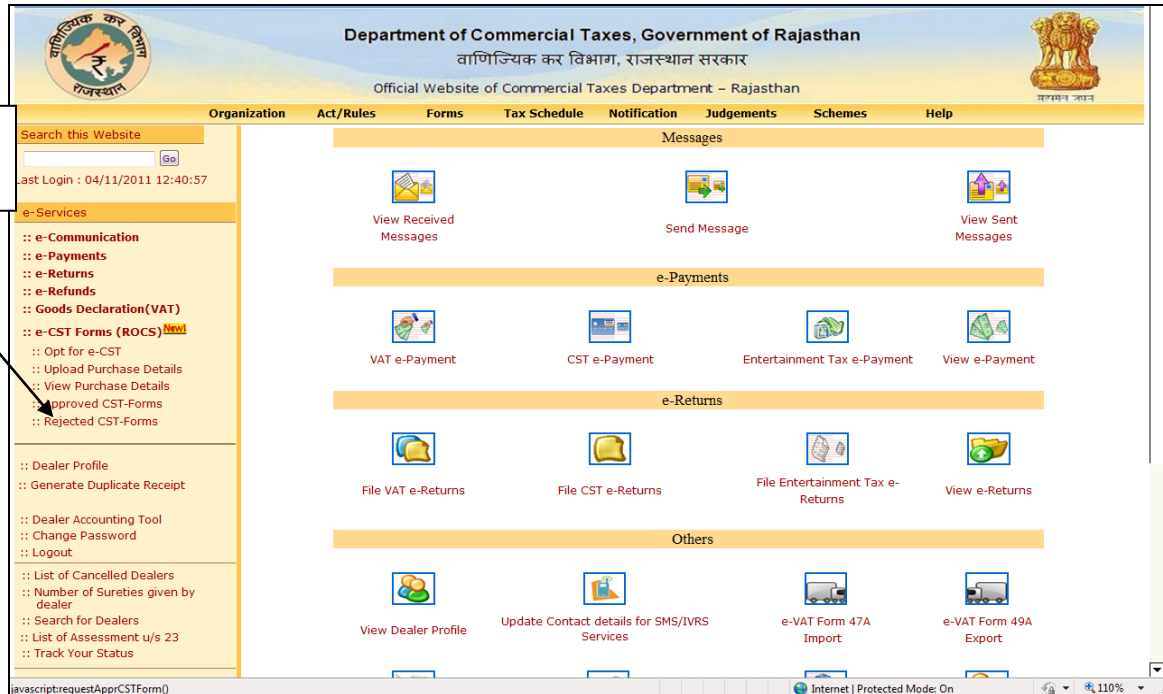
Rcpt.	Sr.No.	Acknowledgement No.	Form Name	From Date	To Date	Acknowledgement Date
<input type="radio"/>	1	99900633215	CST-Form C	01/04/2011	30/06/2011	26/01/2012

Click on Radio Button to View the purchase Details.

Click on Generate Acknowledgment to generate duplicate Receipt

Screen-21

11. If dealer is found defaulter for any of above reason then system would not generate the CST form for that quarter and would display proper message (indicating the reasons for non generation of CST Form) in the login of Dealer on CTD Portal.
12. Dealer can view the details of the Rejection under the link - - e-Services => e-CST Forms (ROCS) =>Rejected CST-Forms (Refer Screen 22)



Screen-22

13. Dealers are not required to submit the Interstate purchase details again for the quarter for which his forms were rejected. System will keep checking the defaulter status everyday and if dealer meets with compliance in between then system would generate the CST form for that quarter.
14. In case if dealer does not fall under any of the above cases then System would generate CST form with a system generated Series Number and Serial number. The format would be as mentioned below: →
 - a. Series Number for CST C form –RJ/C/2011-12 (*Here 2011-12 is FY for which dealer has asked for CST Forms so it would vary with change in FY)
 - b. Serial number (Some Number)
 - c. Hence C Form Number would be – **RJ/C/2011-12 XXXXXXXXXXXX**

Step-6 View Purchase Details

Dealer may view their uploaded purchase details through View Purchase Details link as indicated in Screen – 23, 24 & 25

Click here to view Purchase Details

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Search this Website [Go]

Last Login : 04/11/2011 12:40:57

e-Services

- :: e-Communication
- :: e-Payments
- :: e>Returns
- :: e-Refunds
- :: Goods Declaration(VAT)
- :: e-CST Forms (ROCS) **New!**
 - :: Opt for e-CST
 - :: Upload Purchase Details
 - :: View Purchase Details
 - :: Approved CST-Forms
 - :: Rejected CST-Forms
- :: Dealer Profile
- :: Generate Duplicate Receipt
- :: Dealer Accounting Tool
- :: Change Password

Messages

View Received Messages Send Message View Sent Messages

e-Payments

VAT e-Payment CST e-Payment Entertainment Tax e-Payment View e-Payment

e>Returns

File VAT e>Returns File CST e>Returns File Entertainment Tax e>Returns View e>Returns

Screen-23

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Search this Website [Go]

Last Login : 26/01/2012 17:36:30

e-Services

- :: e-Communication
- :: e-Payments
- :: e>Returns
- :: e-Refunds
- :: Goods Declaration(VAT)
- :: e-CST Forms (ROCS) **New!**
 - :: Dealer Profile
 - :: Update Contact Details
 - :: Dealer Data Updation **New!**
 - :: Dealer Accounting Tool
 - :: Change Password
 - :: Logout
 - :: List of Cancelled Dealers
 - :: Nu de
 - :: Se
 - :: List
 - :: Tr

Summary of Purchase Details Uploaded

Rcpt.	Sr.No.	Acknowledgement No.	Form Name	From Date	To Date	Acknowledgement Date
<input checked="" type="radio"/>	1	99900633215	CST-Form C	01/04/2011	30/06/2011	26/01/2012

Generate Acknowledgement

Click on Radio Button to View the purchase Details.

Click on Generate Acknowledgement to generate duplicate Receipt

Screen-24


Purchase Detail Forms

Purchase Details Form												
Dealer Name: AJMER THERMOTECH PVT. LTD. TIN: 08810008255												
										Total Records : 6		Current Page : 1/1
Part I [Sales within state to VAT dealers other than dealers under section 3(2) and 5]												
Sr.No.	Form Type	Purchase Order No	Purchase Order Date	Bill No	Bill Date	Seller TIN	State Code	Seller Name	Commodity Code	Purchased Goods Code	Td Ar	
1	2	3	4	5	6	7	8	9	10	11		
1	CST Form - C	HJKHHJ	26/01/2011	6999987769	26/01/2011	0878787889899	Uttarakhand	gfbggb	kjk	GOODS FOR USE IN MANUFACTURE,PROCESSING	56	
2	CST Form - C		01/04/2011	4	01/04/2011	0323456789	Punjab	akhilesh singh	Acetone	GOODS IN MINING	30	
3	CST Form - C		01/04/2011	3	01/04/2011	0323456789	Punjab	akhilesh singh	Acetylene Gas	GOODS IN MINING	20	
4	CST Form - C		01/04/2011	2	01/04/2011	0123456789	Jammu And Kashmir	subash singh	Acetylene Gas	GOODS IN MINING	10	
5	CST Form - C	GFGFLKBTGRE	01/04/2011	1	01/04/2011	0123456789	Jammu And Kashmir	subash singh	Abrasives and emery stone	GOODS IN MINING	45	
6	CST Form - C	MJKJK	26/01/2011	6999987768	26/01/2011	0897561234567	Uttarakhand	abcdefghijklmnopqrstuvwxy	Acetone	GOODS IN PACKING	56	
First			Previous				Next			Last		
Close												

Screen-25



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Login : 25/01/2012 14:50:45

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- [e-Payments](#)
- [e>Returns](#)
- [e-Refunds](#)
- [Goods Declaration\(VAT\)](#)
- [e-CST Forms \(ROCS\)](#)

Dealer Profile

- [Update Contact Details](#)
- [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

Message

From	AUTO
Subject	Approval of Online CST Form
Message	<p>Dear Dealer,</p> <p style="text-align: center;">In reference to the Interstate purchases made against Acknowledgement Number: 99900001818 Total 2 forms have been approved that can be printed from e-CST Forms(ROCS). Approved CST Forms link given under e-Services pane.</p> <p>Thank You</p> <p>NOTE: This is system generated mail. There is no need to reply.</p>

[Reply](#) [Forward](#) [Back](#)

Screen -26

Step -7 Generation of CST Form Online

- Dealer needs to click on the Approved CST Forms link as displayed in screen-22

Click here to view Approved of online CST Form

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e-Services

- :: e-Communication
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- :: e>Returns
- :: e-Refunds
- :: Goods Declaration(VAT)
- :: e-CST Forms (ROCS) **New!**
- :: Opt for e-CST
- :: Upload Purchase Details
- :: View Purchase Details
- :: Approved CST-Forms
- :: Rejected CST-Forms

:: Dealer Profile

- :: Generate Duplicate Receipt

:: 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

View Received Messages

Send Message

View Sent Messages

e-Payments

VAT e-Payment

CST e-Payment

Entertainment Tax e-Payment

View e-Payment

e>Returns

File VAT e>Returns

File CST e>Returns

File Entertainment Tax e>Returns

View e>Returns

Others

View Dealer Profile

Update Contact details for SMS/IVRS Services

e-VAT Form 47A Import

e-VAT Form 49A Export

Internet | Protected Mode: On

Screen-27

- Click on the Generate/View pdf link to generate the pdf and dealer may save the CST C Form locally on computer system or may print it directly (Refer Screen 23 & 24)

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Search this Website [Go]

Last Login : 04/11/2011 12:40:57

e-Services

- :: e-Communication
- :: e-Payments
- :: e>Returns
- :: e-Refunds
- :: Goods Declaration(VAT)
- :: e-CST Forms (ROCS) **New!**
- :: Dealer Profile
- :: Generate Duplicate Receipt
- :: 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

Approved CST-Forms

TIN : 08501611690 Firm Name : TAXSOFT INTERNATIONAL

Quarter : 1 October-31 December Year : 2011 - 2012

Form Type : CST-Form C

Submit

Sr No.	Ack. No.	Seller TIN	Seller Firm Name	Seller State	Issue Date	No. of Invoices	Total Invoice Amount	Generate/View Pdf
1	99900633056	0123456789	subash singh	Jammu And Kashmir	04/11/2011	2	145	
2	99900633056	0323456789	akhilesh singh	Punjab	04/11/2011	2	500	

Back

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Quarter : 1 Year : 2011 - 2012

Form Type : CST-Form C

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1	99900633056	0123456789	subash singh	Jammu And Kashmir	04/11/2011	2	145	
2	99900633056	0323456789	akhilesh singh	Punjab	04/11/2011	2	500	

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