

# **e-Return User Manual**

**Commercial Taxes Department**

**Government of Bihar, India**

**Tata Consultancy Services,  
Biscomaun Tower  
Floor – 13, Module – A4, Patna  
Bihar – 800001**

**Version v02.00**

## **Confidentiality**

This document contains confidential information of TATA CONSULTANCY SERVICES, which is provided for the sole purpose of permitting the recipient to evaluate the proposal submitted herewith. In consideration of receipt of this document, the recipient agrees to maintain such information in confidence and to not reproduce or otherwise disclose this information to any person outside the group or the evaluation committee directly responsible for evaluation of its contents, except that there is no obligation to maintain the confidentiality of any information which was known to the recipient prior to receipt of such information from TATA CONSULTANCY SERVICES, or becomes publicly known through no fault of recipient, from TATA CONSULTANCY SERVICES, or is received without obligation of confidentiality from a third party owing no obligation of confidentiality to TATA CONSULTANCY SERVICES.

## **Security**

The information contained herein is proprietary to TATA CONSULTANCY SERVICES and may not be used, reproduced or disclosed to others except as specifically permitted in writing by TATA CONSULTANCY SERVICES. The recipient of this document, by its retention and use, agrees to protect the same and the information contained therein from loss or theft.

## **TATA Code of Conduct**

We, in our dealings, are self-regulated by a code of conduct as enshrined in the “Tata Code of Conduct”. We request your support in helping us adhere to the code in letter and spirit. We request that any violation or potential violation of the code by any person be promptly brought to the notice of the Local Ethics Counselor or the Principal Ethics Counselor or the CEO of TCS. All communication received in this regard will be treated and kept as confidential.

### Document Revision History

Sl. No.	Name	Version No.	Description
1	BEWB User Manual – Module e-Return	02.00	Document revised with modified application

### Distribution List

Sl. No.	Name	Designation	Purpose	Remarks
1	Online Application	N/A	User assistance	

### Abbreviations used

Abbreviation	Description
CTD	Commercial Taxes Department, Bihar
SWAN	State Wide Area Network
BRAIN	Bihar Revenue Administration Intranet
DC	Data Centre
SECLAN	Secretariat Local Area Network
BSWAN	Bihar State Wide Area Network
AMC	Annual Maintenance Contract
HQ	Headquarter

## Contents

<b>Document Revision History .....</b>	<b>ii</b>
<b>Distribution List .....</b>	<b>ii</b>
<b>Abbreviations used.....</b>	<b>ii</b>
<b>Contents.....</b>	<b>iii</b>
<b>List of figures .....</b>	<b>iii</b>
<b>Chapter 1.....</b>	<b>1</b>
<b>Introduction .....</b>	<b>1</b>
1.1 Background .....	1
<b>Purpose.....</b>	<b>1</b>
Login website .....	2
1.2Login .....	3

## List of figures

Figure 1 : Home Page .....	2
Figure 2 : Login page .....	3
Figure 3 : Registration Page .....	4
Figure 4 : Signed-up Page .....	5
Figure 5 : Login Page.....	6
Figure 6 : Home Page of Registered User.....	7
Figure 7 : e-Return Page.....	9
Figure 8 : Quarterly e-Return Page.....	10
Figure 9 : e-Return Templates Page.....	11
Figure 10 : Templates for VAT e>Returns Page.....	12
Figure 11 : Save Templates Page.....	13
Figure 12 : RT001 Part-1 Page .....	14
Figure 13 : RT001 Part-2 Page .....	15
Figure 14 : RT001 Part-3 Page .....	16
Figure 15 : RT001 Part-4 Page .....	17
Figure 16 : RT001 Part-5 Page .....	18
Figure 17 : RT001 form Box A Page .....	19
Figure 18 : RT001 form Box D Page.....	20
Figure 19 : RT001 form Box F Page .....	21
Figure 20 : Sales to registered dealer VAT RT-I/RT-V Box-B Form Page.....	22
Figure 21 : Sales to unregistered dealer VAT RT-I/RT-V Box-B Page .....	23
Figure 22 : Purchase from registered dealer VAT RT-I/RT-V Box-C Page .....	24
Figure 23 : Purchase from unregistered dealer VAT RT-I/RT-V Box-C Page .....	25
Figure 24 : Details of dealer wise sales to be furnished VAT RT-I/RT-V E1 Page .....	26
Figure 25 : Details of goods sold to different companies VAT RT-I/RT-V E2 Page.....	27
Figure 26 : VAT e>Returns Page .....	28
Figure 27 : VAT e-Return 1 Page.....	29
Figure 28 : VAT e-Return 2 Page.....	30
Figure 29 : Message Page .....	31

Figure 30 : Message Screen 1 Page..... 32  
Figure 31 : VAT e-Return Page 1 ..... 33  
Figure 32 : VAT e-Return Page 2..... 34  
Figure 33 : Message Page ..... 35  
Figure 34 : Message Page ..... 36  
Figure 35 : VAT e-Return Final Page ..... 37  
Figure 36 : Uploaded forms Page ..... 38  
Figure 37 : Acknowledgement generation Page ..... 39  
Figure 38 : Acknowledgement Page ..... 40  
Figure 39 : Home page for registered user ..... 41  
Figure 40 : e-Return Page..... 42  
Figure 41 : Annually e-Return Page..... 43  
Figure 42 : Download templates Page ..... 44  
Figure 43 : Templates for VAT Returns Page ..... 45  
Figure 44 : VAT e-Return Page..... 46  
Figure 45 : Upload File Page..... 47  
Figure 46 : Summary of upload Page ..... 48  
Figure 47 : Message of upload Form ..... 49  
Figure 48 : Upload Page File (Box-D) ..... 50  
Figure 49 : Uploading Message ..... 51  
Figure 50 : Summaru of upload Form ..... 52  
Figure 51 : Message of upload Form ..... 53  
Figure 52 : Upload File ..... 54  
Figure 53 : Uploaded Form Page ..... 55  
Figure 54 : Acknowledgement Generation Page ..... 56  
Figure 55 : Acknowledgement Page ..... 57

# Chapter 1 Introduction

---

## 1.1 Background

---

This document is helps to user to file e-Return through [www.biharcommercialtax.gov.in](http://www.biharcommercialtax.gov.in). Procedure to file e-return is very simple. A computer with internet connectivity is required for the purpose. 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 Downloading of return documents

Step 4 uploading the return using extensions(.xls and .csv files)

Step 5 Acknowledgement Generation

### **Purpose**

This manual has been written to help you understand and use the e-return module. This document contains the procedures that you should know for performing your return filing tasks..

### **Registration on the Website**

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

<http://biharcommercialtax.gov.in>

The following screen would be shown.

## Login website

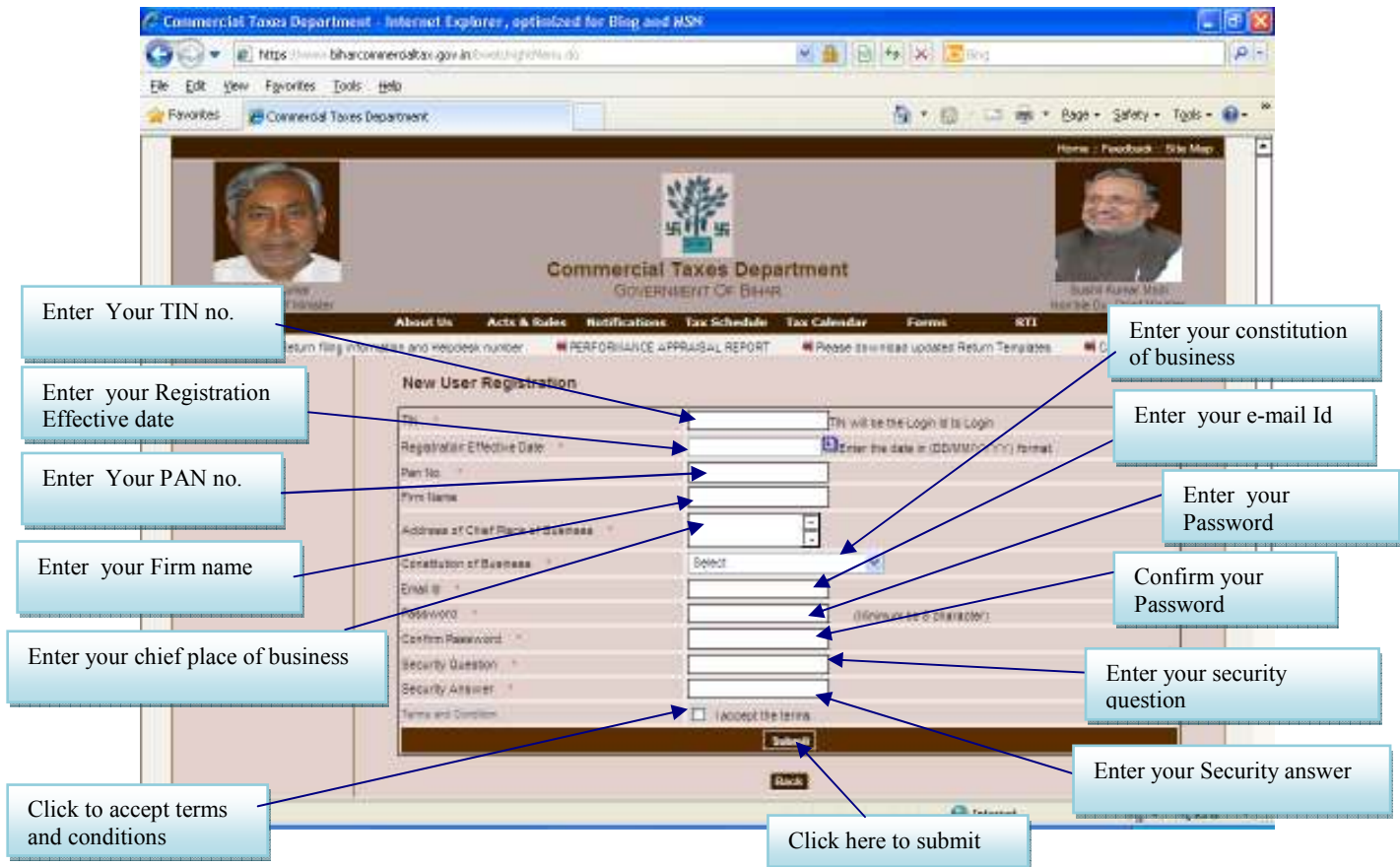
Click on New User ?Sign-Up for registered with website for getting your User ID and Password



Figure 1 : Home Page

## 1.2 Login

To get into the application, login with the following screen.



**Figure 2 : Login page**

SL.NO	Field Name	Description	Remarks
1	Tin no.	Enter your Tin no.	Tin No. will be your Login Id
2	Registration eff.date	Enter your Registration effective date	Enter the date in (DD/MM/YYYY) format
3	Pan no.	Enter your Pan no.	Enter your 10 digit Pan no.
4	Firm name	Firm name	Enter the Firm name
5	Address of Chief Place of Business	Enter the chief place of business address	Give details of address
6	Constitution of Business	Type of constitution	Enter the constitution of business as per the criteria .
7	Email ID	Enter the email-id	Enter the correct email-Id
8	Password	Enter the password	Password will be minimum 8 character
9	Confirm Password	Enter the password again	Re-enter the password.
10	Security question	Enter a question	Type a question
11	Security answer	Enter the answer	Type the answer



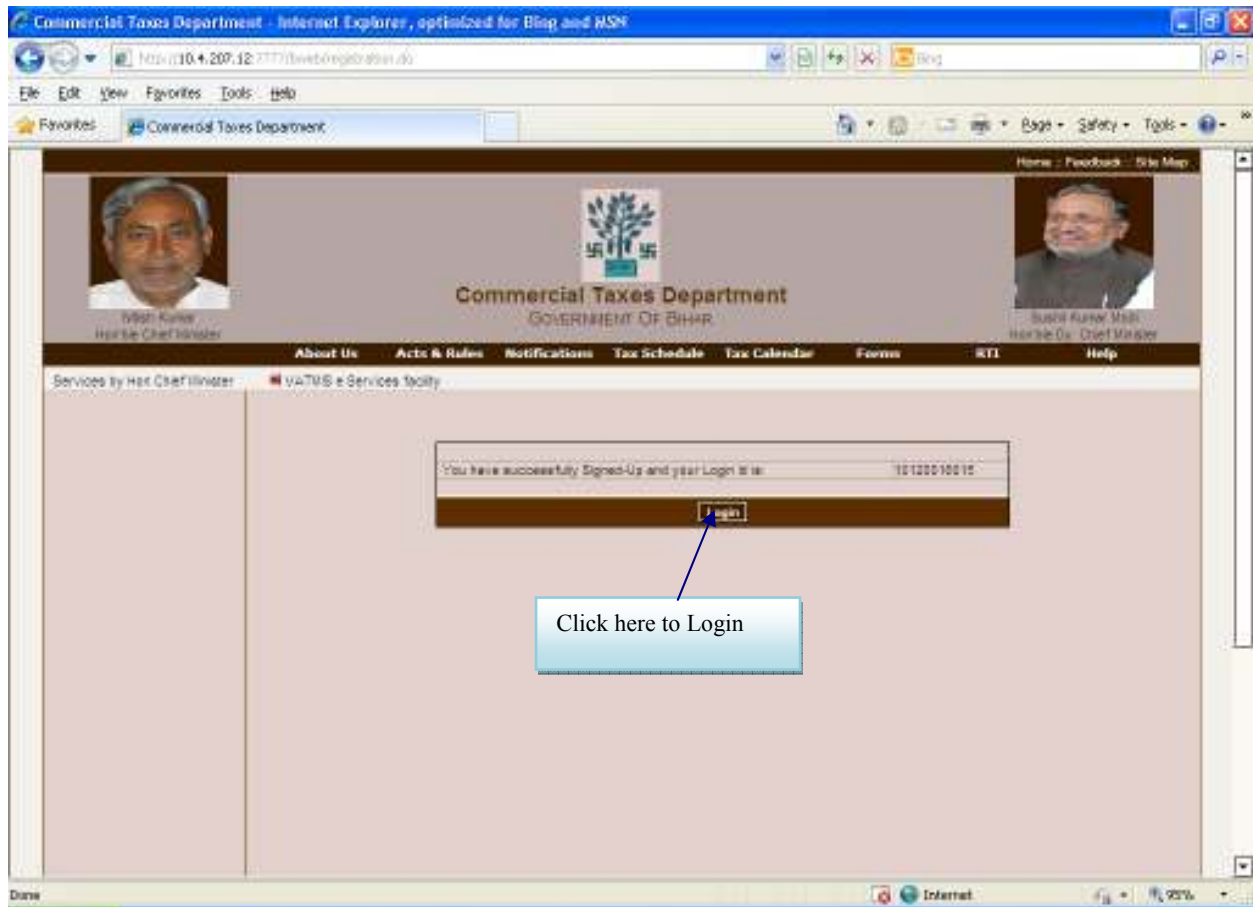
This Page shows the details regarding Registration for new User.



**Figure 3 : Registration Page**

NOTE-The field indicating \* are mandatory. It must be filled.

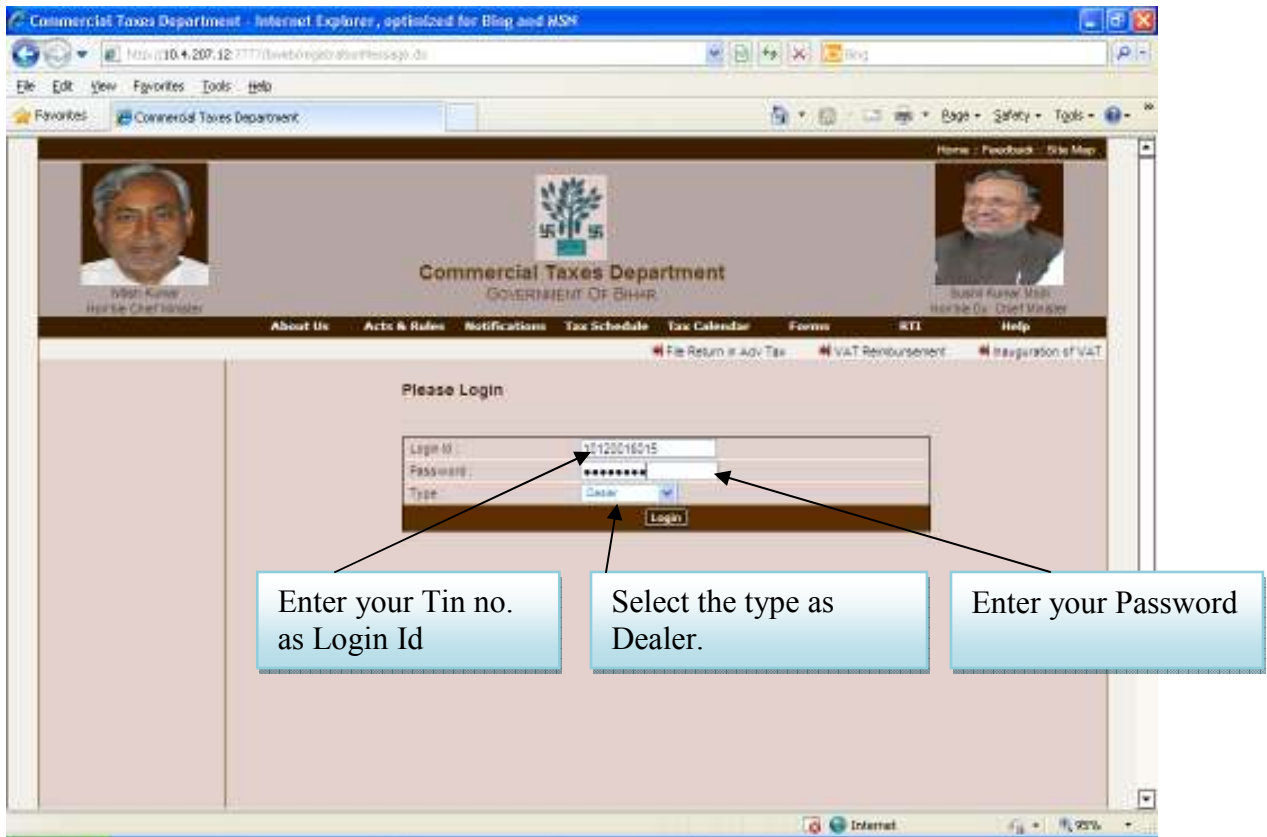
This Page shows the successfully signed –up Page.



**Figure 4 : Signed-up Page**

After successfully signed-In, you will get a Login Id through which you can sign up.

This Page Used for login to initiate e-return.



**Figure 5 : Login Page**

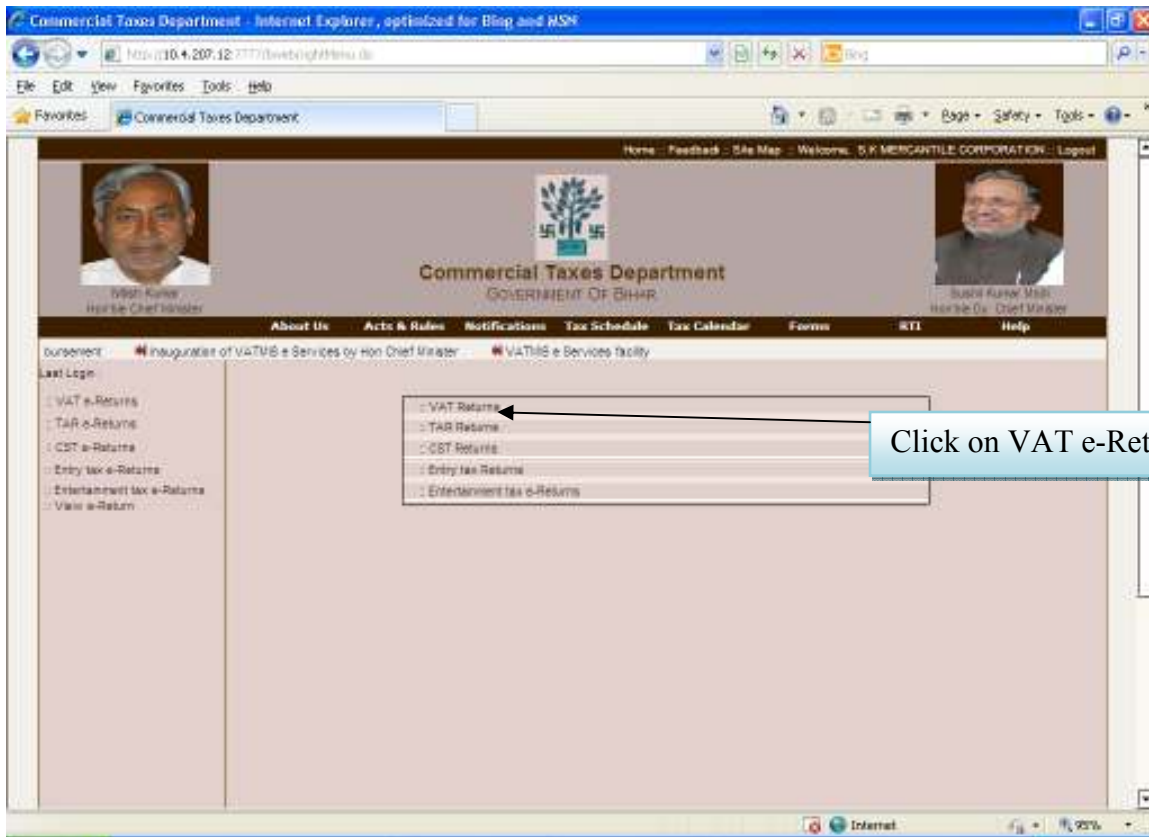
Sl.No	Field Name	Description	Remarks
1	Login Id	Enter your Login ID	TIN is the login Id
2	Password	Enter your password	Enter password
3	Type	Choose your type	Choose type from the list

This Page shows the Inbox of the registered user.

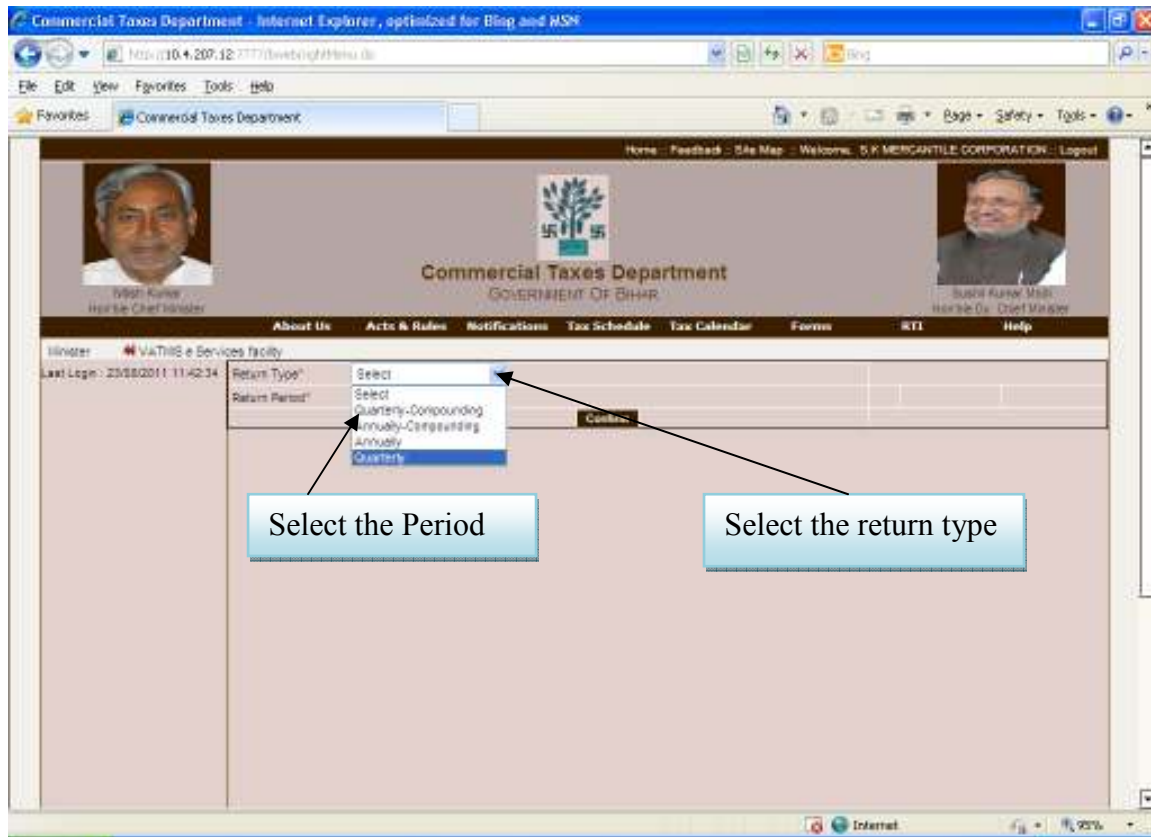


Figure 6 : Home Page of Registered User

Click on 'e-Return' picture as shown above then below page will page display.



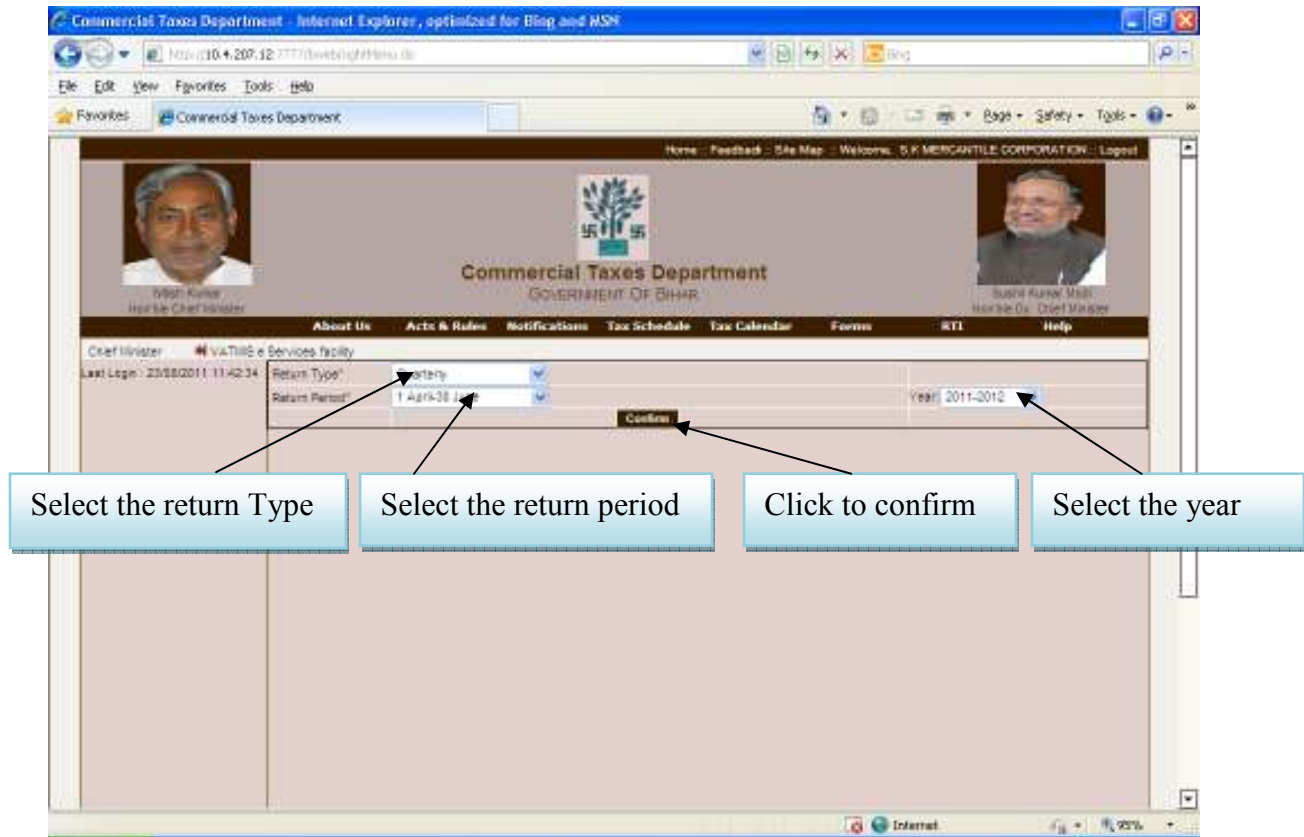
This page shows the return type and return period.



**Figure 7 : e-Return Page**

Sl.No.	Field Name	Descriptions	Remarks
1	Return type	Select the return type	Select from the Drop down list
2	Return period	Select the return period	Select from drop down list

This page shows the Quarterly Return Type

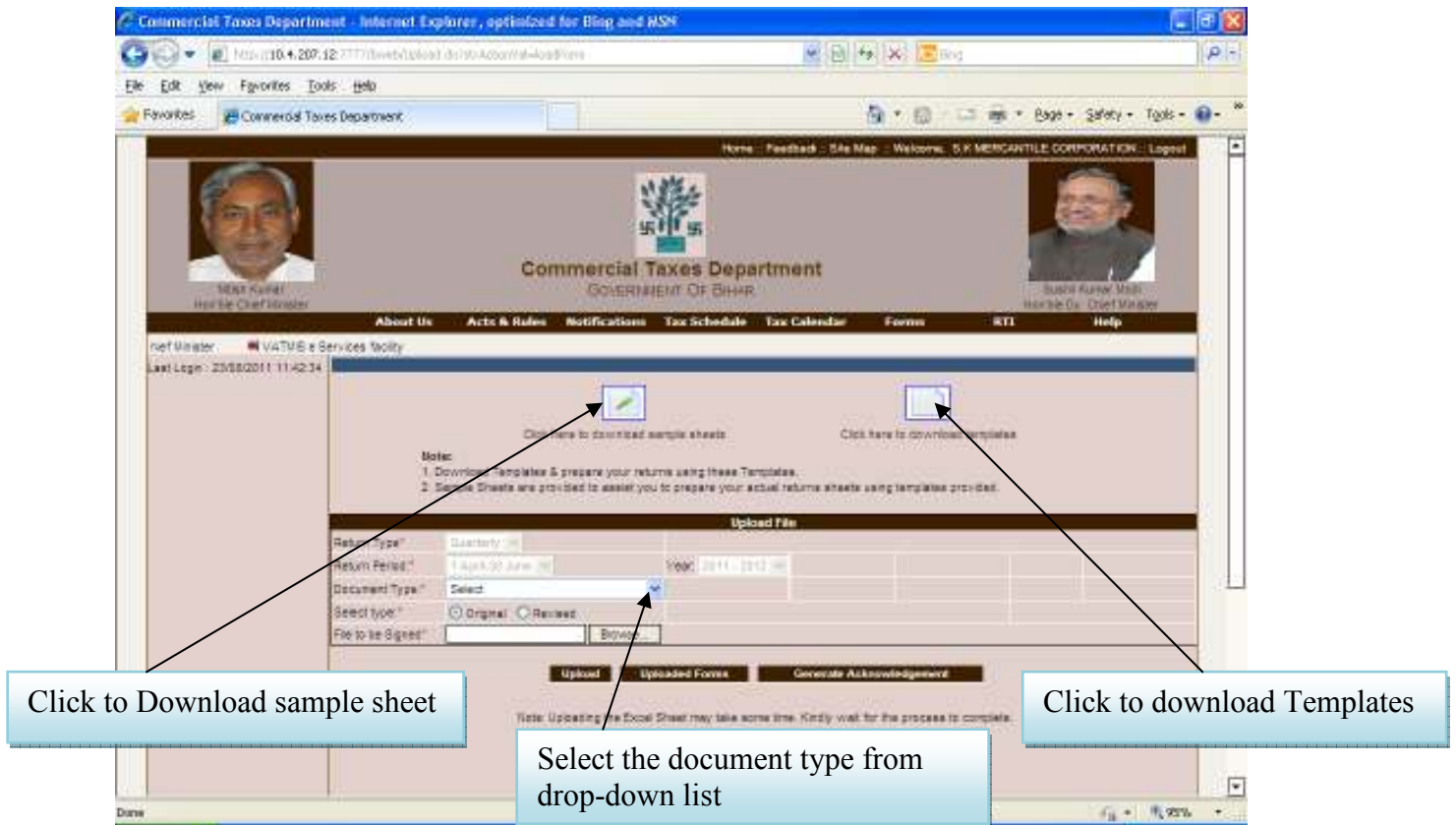


**Figure 8 : Quarterly e-Return Page**

Sl.No.	Field Name	Description	Remarks
1	Return Type	Enter the return type	Select it from drop down list
2	Return period	Enter the return period	Select it from drop down list
3	Year	Enter the year	Select it from drop down list



After clicking on confirm button the next page is shown as below.  
This Page shows how to download templates.



**Figure 9 : e-Return Templates Page**



This Page shows the templates for VAT e-returns.

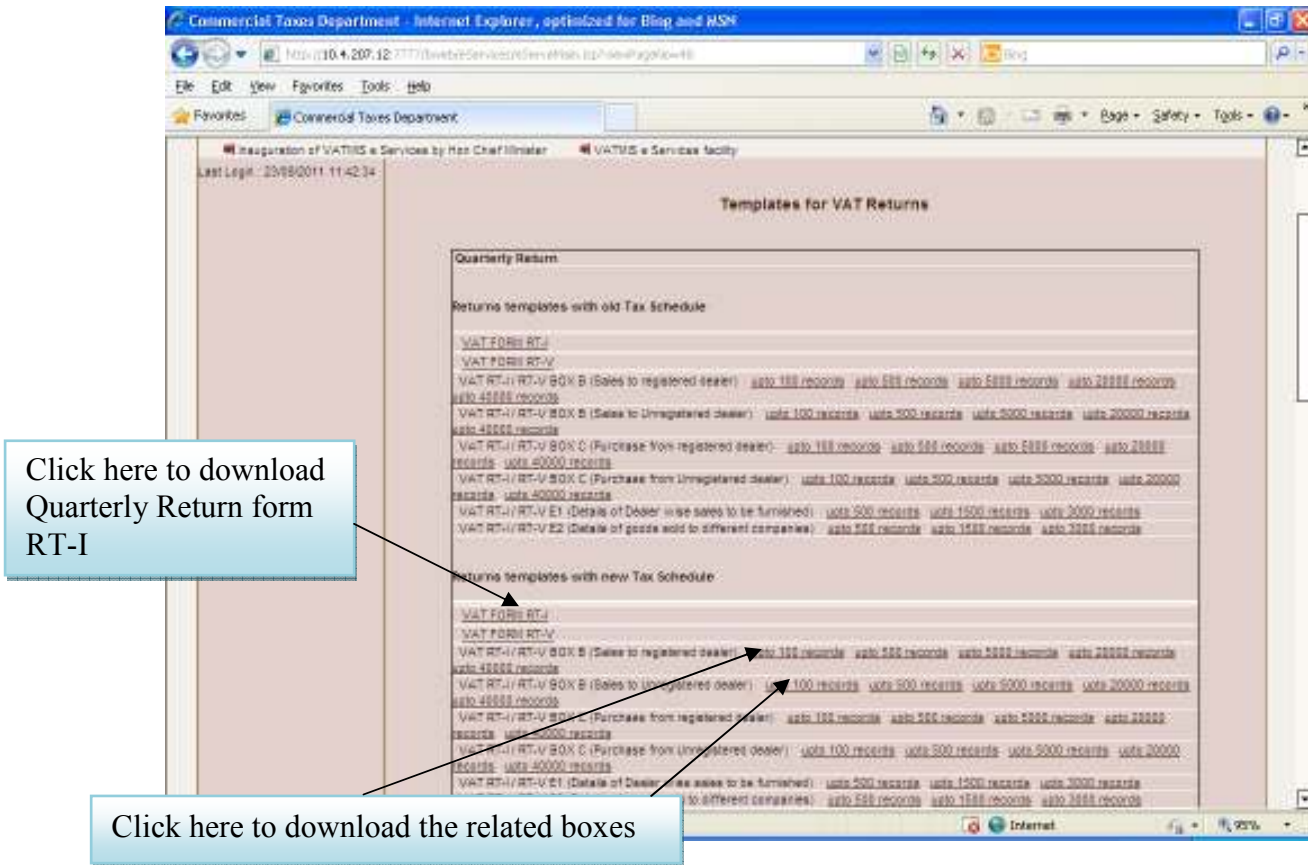


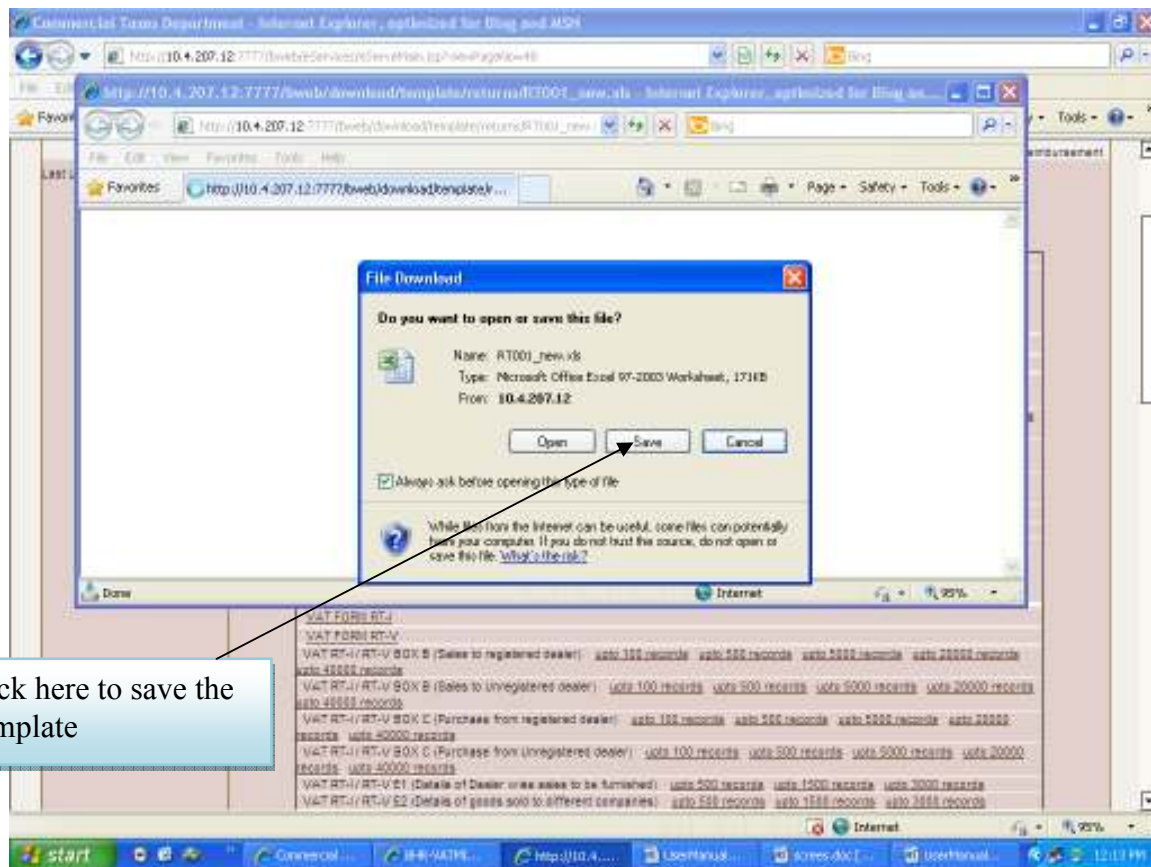
Figure 10 : Templates for VAT e>Returns Page

Click on the specified form which you need to download.  
Download the form.

**NOTE:-**

- VAT Form RT-V is for revised return.
- For RT-V, the process of downloading and saving of forms is same as RT-I.

This Page shows how to save RT\_01 form



**Figure 11 : Save Templates Page**

\* When we click on save button, RT-01 form will be saving on specified location. Go to the saved location and click on the RT001.xls to open the form.

This Page shows the RT001 form Part 1(details of Turnover/Transfers)

	A	B	C	D	E	F	G
1	Part 1 (Details of turnover/transfers)						
2	1. Gross Turnover (including value of debit notes):	100000.00					
3	Deductions:						
4	2. Sales in the course of inter-state trade and commerce	2000.00					
5	3. Value of sales outside the state under section 4 of the Central Sales Tax Act, 1956						
6	4. Value of goods returned within 6 months of sale under the Act	100.00					
7	5. Export sales						
8	6. Other allowable deductions [As per Box A]	300.00					
9	7. Total of deductions [2+3+4+5+6]	2400.00					
10	8. Taxable turnover [1 - 7]	97600.00					
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							

Figure 12 : RT001 Part-1 Page

Click here for Part -1

After completing RT001 Part-1 form, click on Part 2 form.

This page shows the RT001 form Part-2(Rate wise bifurcation of output tax)

	Rate of tax	Turnover of sale	Tax payable
9.1 Sale of Petrol, Diesel, ATF and Natural Gas by an Oil Company to a dealer person other than an Oil Company (Details of dealer wise sales to be furnished as per Box E-1)			
9.1.1 HSD			
9.1.2 HSD			
9.1.3 Natural Gas			
9.1.4 ATF			
9.2. Schedule II goods	1%	1000.00	10.00
9.2.A Schedule IIA goods	4%	4000.00	400.00
9.2.B Schedule IIB goods	5%	5000.00	500.00
9.4. Other taxable goods	13.50%	100000.00	85000.00
9.5. Total sales of goods vis 13(1) [(9.2)+(9.3)+(9.4)](Details of dealer wise sales to be furnished as per Box B)			
9.6. Sale of such goods in respect of which tax on IIRP has been paid by the dealer filing this return in terms of section 1515(a)			
9.7. Turnover liable to Purchase tax			
9.8. Excess of reverse credit [14 - 13] if 14 is greater than 13			
10. Total Output tax [(9.1)+(9.5)+(9.6)+(9.7)+(9.8)]		110000.00	85000.00

Figure 13 : RT001 Part-2 Page

Click here for Part -2

After completing Part-2 form, click on Part-3 form.

This page shows the RT001 form Part-3(Details of Purchases/Receipts)

Part III (Details of purchases/receipts)				Other taxable goods				Total
	Goods certified etc (5/5)	Schedule II goods (other than all kinds of Spices)	Sub-duty 1 goods	1%	4%	5%	10.58%	
H. Value of Purchases/receipts during the quarter:								
H.1. Purchase from within the state (Details of dealer wise purchases to be submitted as per Box C)				800.00	400.00			
H.2. Purchase from outside the state:				200.00	80.00			
H.3. Stock transaction receipts from within the state				800.00	180.00			
H.4. Stock transaction receipts from outside the state				800.00	300.00			
I. Total of purchases/receipts				3000.00	880.00			
*Need not furnish dealer wise sales of goods certified under section 19(5)								

Click here for Part -3

Figure 14 : RT001 Part-3 Page

After completing Part-3 form, click on Part-4 form.

This page shows the RT001 form Part-4(Input tax credit and tax payable)

	Value	Tax
12. Input tax (including purchase tax in case of manufacturers) paid by the dealer on purchases during the quarter		
14. Reverse Credit [As per Box D]		
15. Input tax credit on account of opening stock under rule 13		
16. Input tax credit on account of capital inputs under rule 12		
17. Unadjusted input tax credit brought forward from previous quarter		
18. Total input tax credit for the quarter (15 + 16 + 17 + 18)		
20. Surcharge payable under section 3A		
21. Additional Tax payable under section 3Aa		
22. CST payable under Central Sales Tax Act, 1958		
23. Total of output tax, surcharge, additional tax and CST over of rebates (18+20+21+22-19)		
24. Tax payable for the quarter (23 - 18) if 23 is greater than 18		
25. Input tax credit carried forward (18 - 10) if 18 is greater than 10		

Figure 15 : RT001 Part-4 Page

Click here for Part -4

After completing Part-4 form, click on Part-5 form.



This page shows the RT001 form Part-5(Payment Details)

	A	B	C	D	E	F	G
1	Part V (Payment Details)						
2	26 Payment details:						
3	26.1 By way of entry tax set off, if any		100.00				
4	26.2 By way of purchase tax paid (in case of a manufacturer only)		100.00				
5	26.3 By way of advance tax, if any, paid under section 3(J)		200.00				
6	26.4 By way of ITC brought forward, if any		100.00				
7	26.5 By way of advance deduction under section 40 or 41		100.00				
8	26.6 DD/cheque (specify number, dates of payments and name of issuing bank)		100.00				
9	26.7 Cash		100.00				
10	26.8 By way of adjustment on account of excess paid during any earlier month of the same financial year (give details of computation of such excess and the mode of its payment)		200.00				
11	26.9 Any other mode eg. Deferment, etc. (specify mode)						
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							

Figure 16 : RT001 Part-5 Page

Click here for Part -5

After completing Part-5 form, click on Box A.

This page shows the RT001 form Box A (Other allowable deductions)

	A	B	C	D
1	Box A (other allowable deductions)			
2	aa. Deduction on account of:	Value		
3	(i). Sales of goods mentioned in Schedule I of the Act	1000.00		
4	(ii). Sale of Petrol, Diesel, ATF and Natural Gas by an Oil Company to another Oil Company (a list of different goods to be annexed to this return separately along with their respective sales values) [Details of goods sold to different companies to be submitted as per Box E-2]			
5	(iii). Value of stock transfers within the state of Bihar	5000.00		
6	(iv). Amount of labour charges and other charges in case of a works contract			
7	(v). Sale of goods on which tax has been paid on MRP at the time of their purchase in terms of section 15(5)			
8	(vi). Sale of petroleum products on which tax has been paid on the first point of sale u/s 13(2)(b) of the Act (a list of different goods to be annexed to this return separately along with their respective sales values)			
9	(vii). Sales to organisations specified in Schedule V.			
10	Total [(i)+(ii)+(iii)+(iv)+(v)+(vi)+(vii)] (to be taken to line 6 of the return.)	6000.00		
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

Figure 17 : RT001 form Box A Page

Click here for Box-A

After completing Box A, click on Box D.



This page shows the RT001 form Box D (Reverse Credit)

	Value	Tax
1 Box D (Reverse credit)		
2 Reverse Credit on account of:		
3 (i). Value of Input-Output ratio ("K" as per rule 15) of the previous year in case of a manufacturing dealer		1.00
4 (ii). Intra-state stock transfers	1000.00	100.00
5 (iii). Inter-state stock transfers	1000.00	100.00
6 (iv). Goods returned within 6 months of purchase by the dealer filing this return	1000.00	100.00
7 (v). Transfer of the right to use goods, gifts or self-consumption	500.00	50.00
8 (vi). Sale of goods specified in Schedule IV	1000.00	100.00
9 (vii). Sale of goods specified in Schedule I	1000.00	100.00
10 (viii). Value of goods stolen, lost, or destroyed, if any	1000.00	100.00
11 (ix). Total Reverse Credit (to be taken to line 14 of the return)	6500.00	650.00

Figure 18 : RT001 form Box D Page

Click here for Box-D

After completing Box D form, click on Box F.

This page shows the RT001 form Box F (Details of statutory forms submitted in support of claims)

Box F (Details of statutory forms submitted in support of claims)				
Type of form	Number of forms	From Period(dd/mm/yyyy or dd-mon-yyyy)	To Period(dd/mm/yyyy or dd-mon-yyyy)	Value of forms
1. VAT D-III				
2. VAT D-IV				
3. VAT D-V				
4. CST-Form C				
5. CST-Form E-I				
6. CST-Form E-II				
7. CST-Form F				
8. CST-Form H				
9. CST-Form J				

[Click here for Box-F](#)

**Figure 19 : RT001 form Box F Page**

Fill all the details carefully and must be correct in all respect.  
 After completion of the base form RT-I, complete the other forms which is necessary to upload with base form RT-I.

**Download the other form like -**

- Sales to registered dealer -- **VAT RT-I/RT-V Box-B**
- Sales to unregistered dealer -- **VAT RT-I/RT-V Box-B**
- Purchase from registered dealer -- **VAT RT-I/RT-V Box-C**
- Purchase from unregistered dealer -- **VAT RT-I/RT-V Box-C**
- Details of dealer wise sales to be furnished -- **VAT RT-I/RT-V E1**
- Details of goods sold to different companies -- **VAT RT-I/RT-V E2**

















This Page shows the Return type, Period and Year.

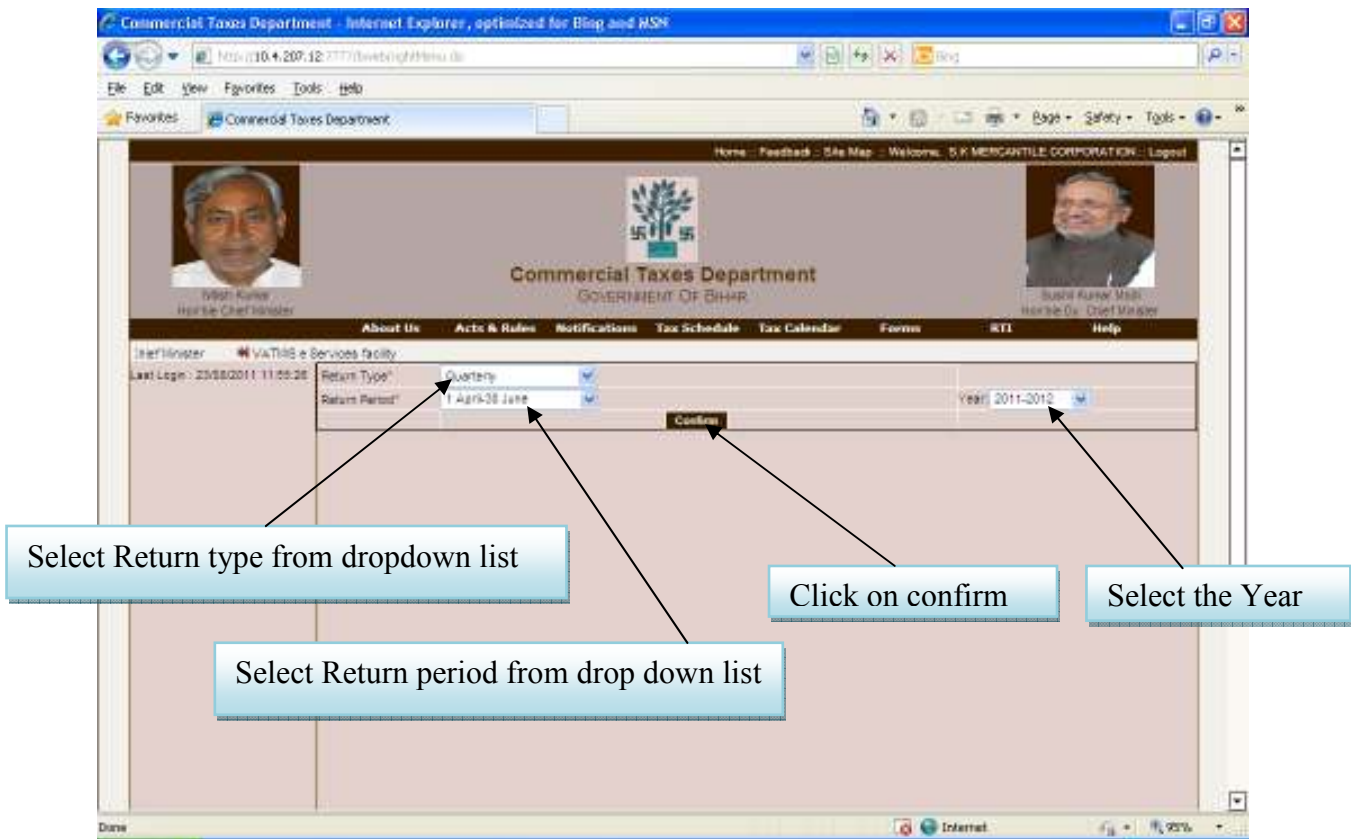


Figure 26 : VAT e>Returns Page

This page shows to how select form.

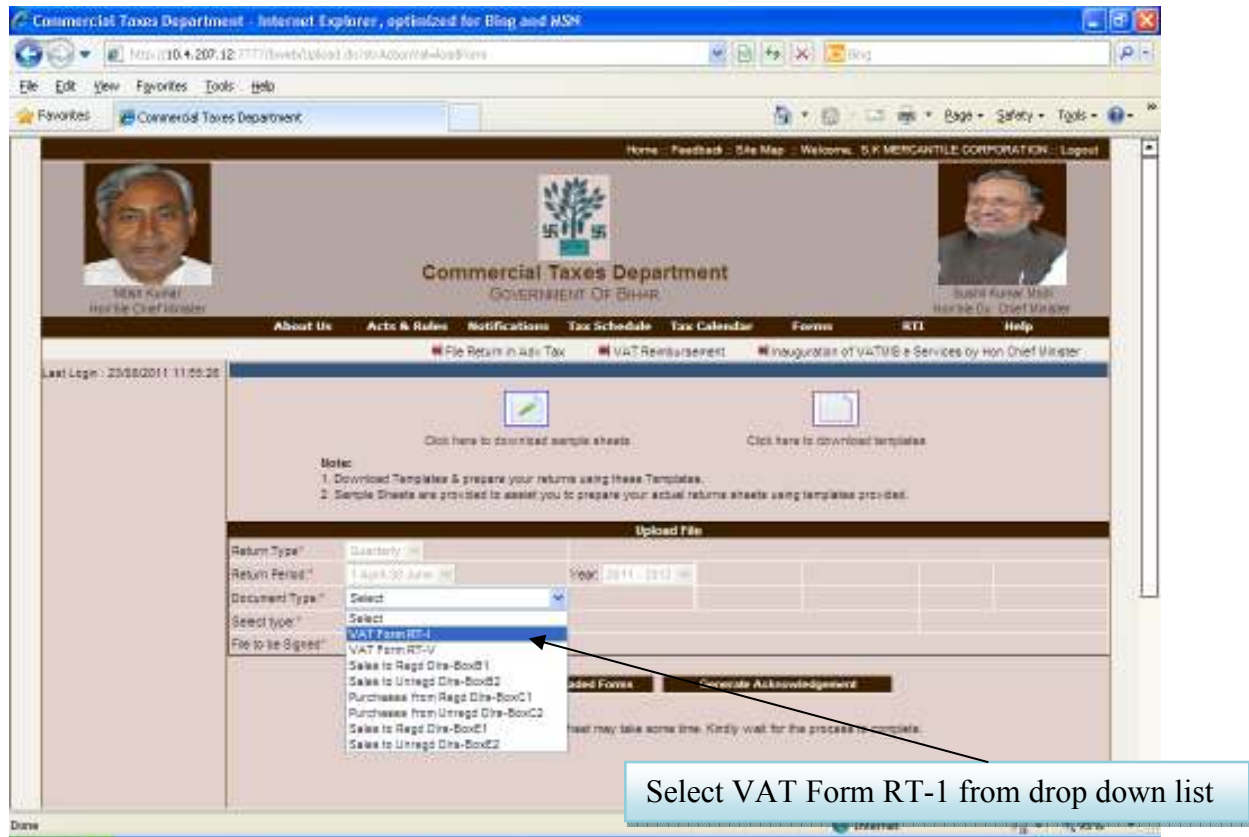


Figure 27 : VAT e-Return 1 Page

This Page shows how to upload the form.

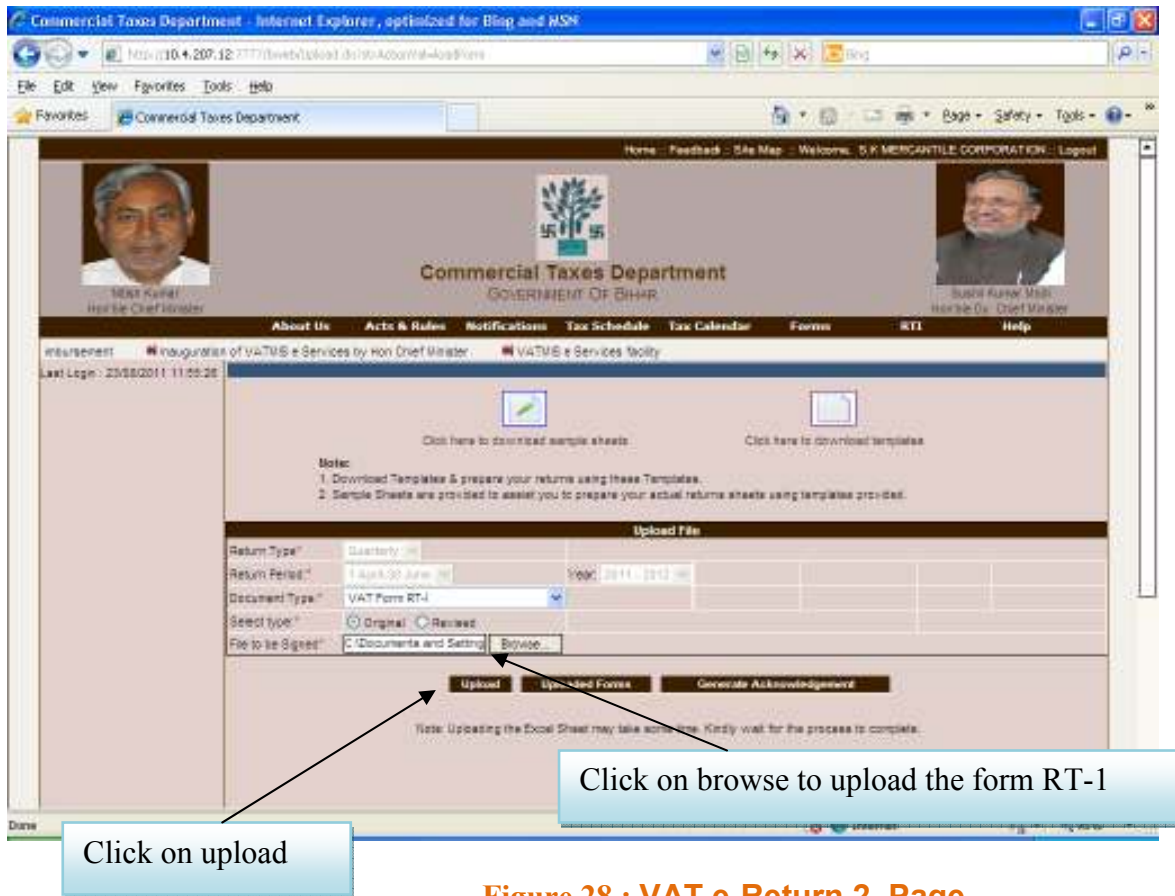


Figure 28 : VAT e-Return 2 Page

This page shows the message

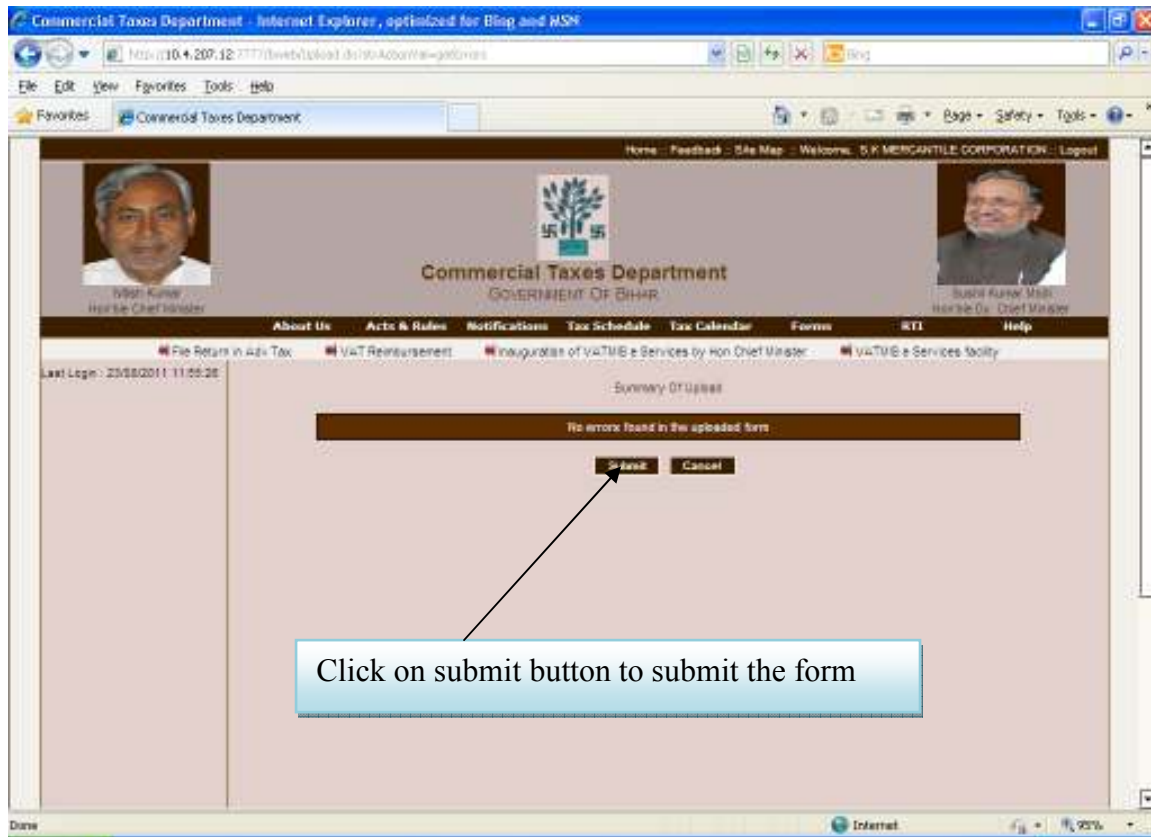
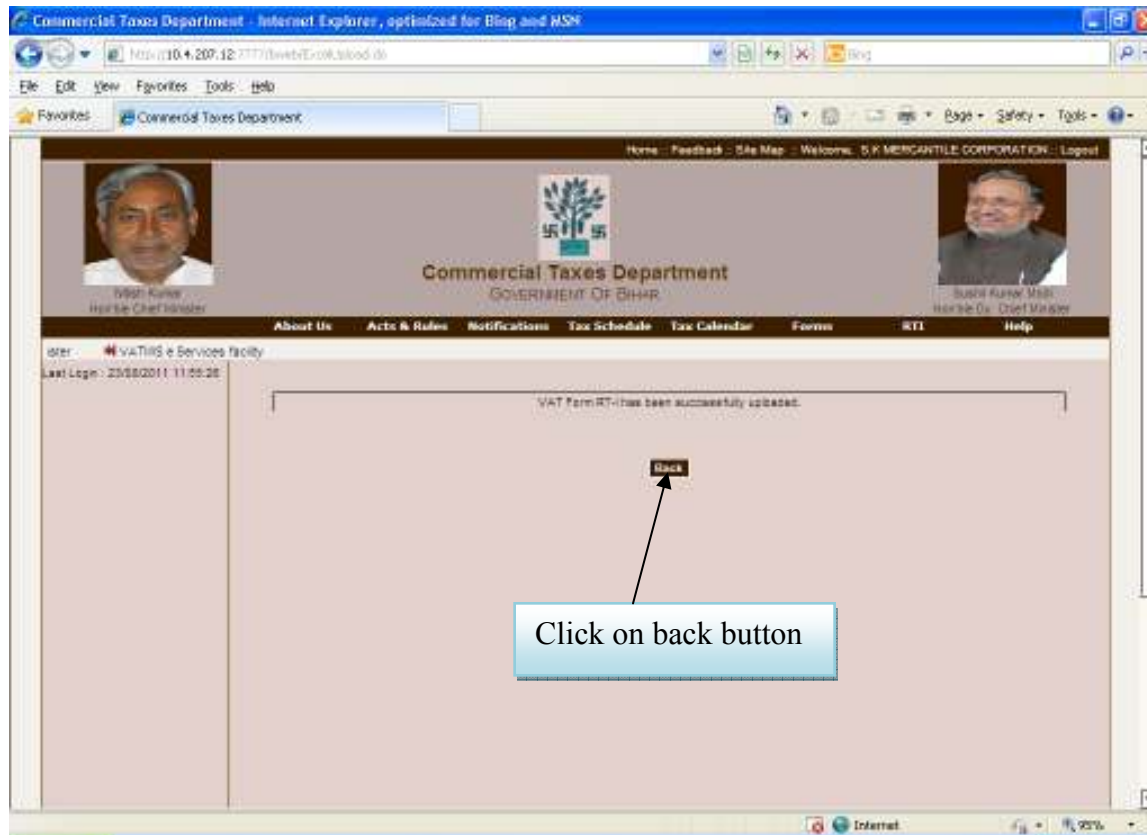


Figure 29 : Message Page

This page shows that RT-I is successfully uploaded

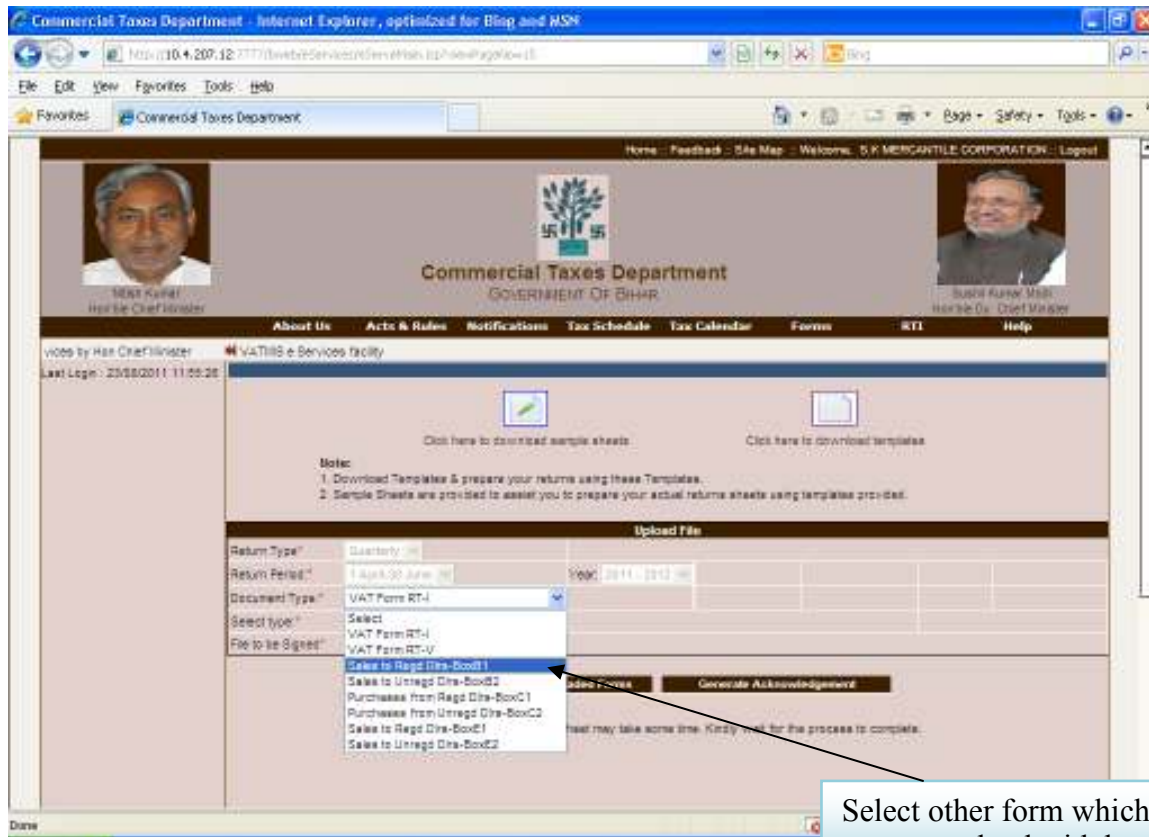


**Figure 30 : Message Screen 1 Page**

\* NOTE:-Click “Back” to come to the main e>Returns Page. Repeat all the above steps for **RT-V for Revised Return**

After Uploading the Base form, select the other form and upload it .The process is same for all the boxes.

This Page shows how to select the box.



Select other form which you want to upload with base form.

Figure 31 : VAT e-Return Page 1

This page shows how to upload the form.



. Click on Upload button to upload the form

Figure 32 : VAT e-Return Page 2



This page shows a warning message when we upload the form.

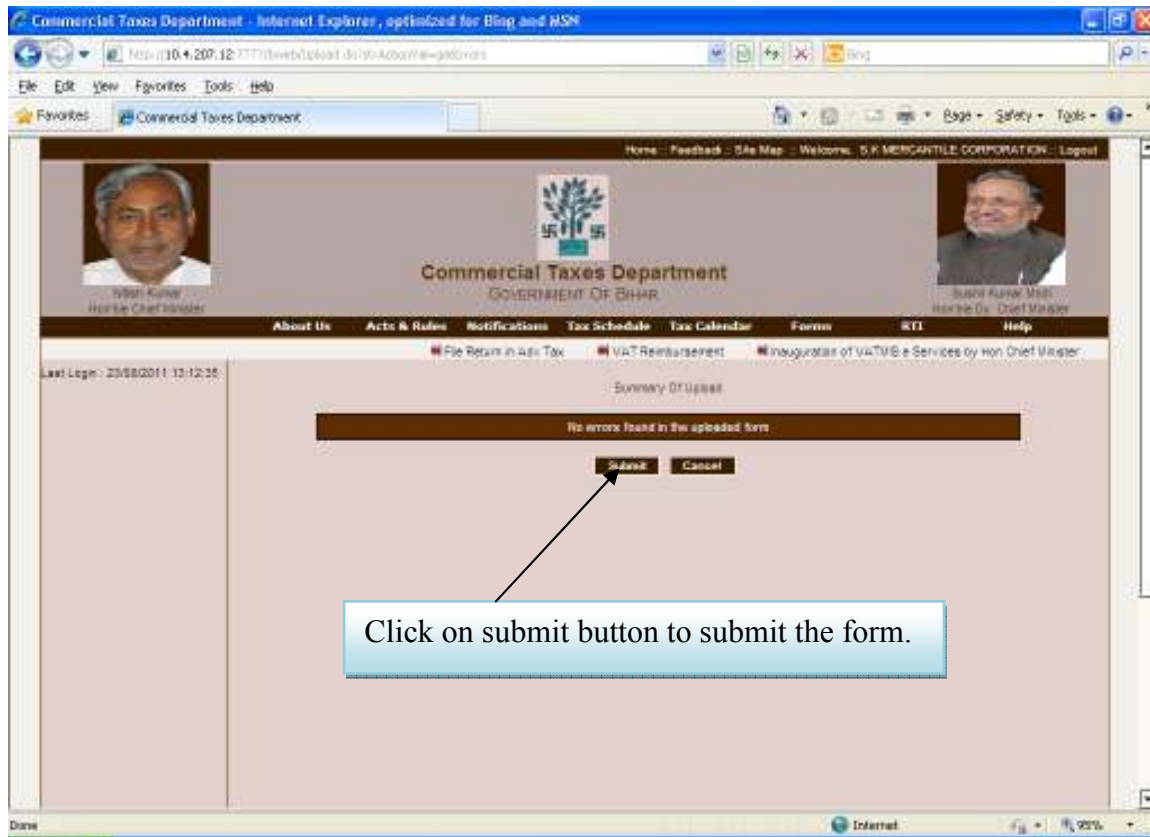


Click on OK button to continue

Figure 33 : Message Page



This page shows the message after successfully uploading the forms.



**Figure 34 : Message Page**

After submitting the RT-1 and other forms, we can view all the forms which we have uploaded on clicking uploaded forms button

This Page shows how we can see summary of uploaded form and templates.



Click here to show uploaded forms

Figure 35 : VAT e-Return Final Page

This Page shows the uploaded forms.

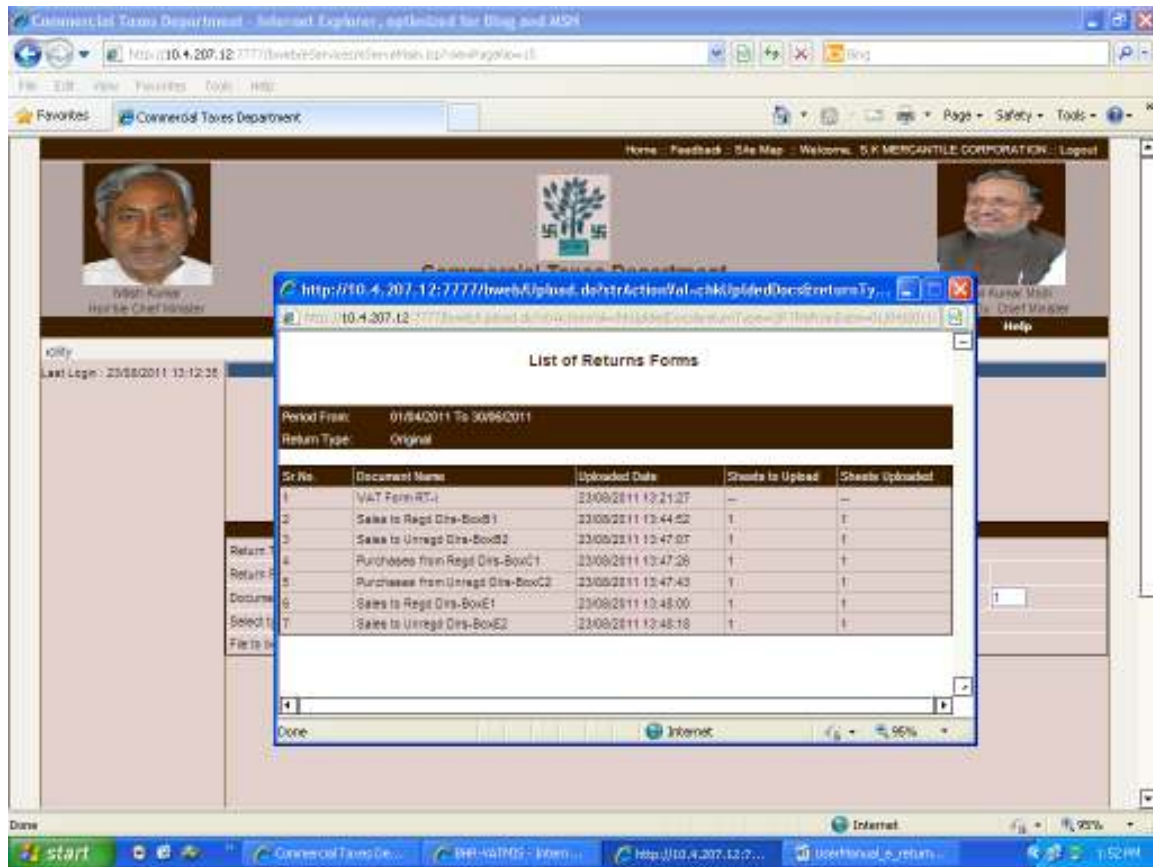


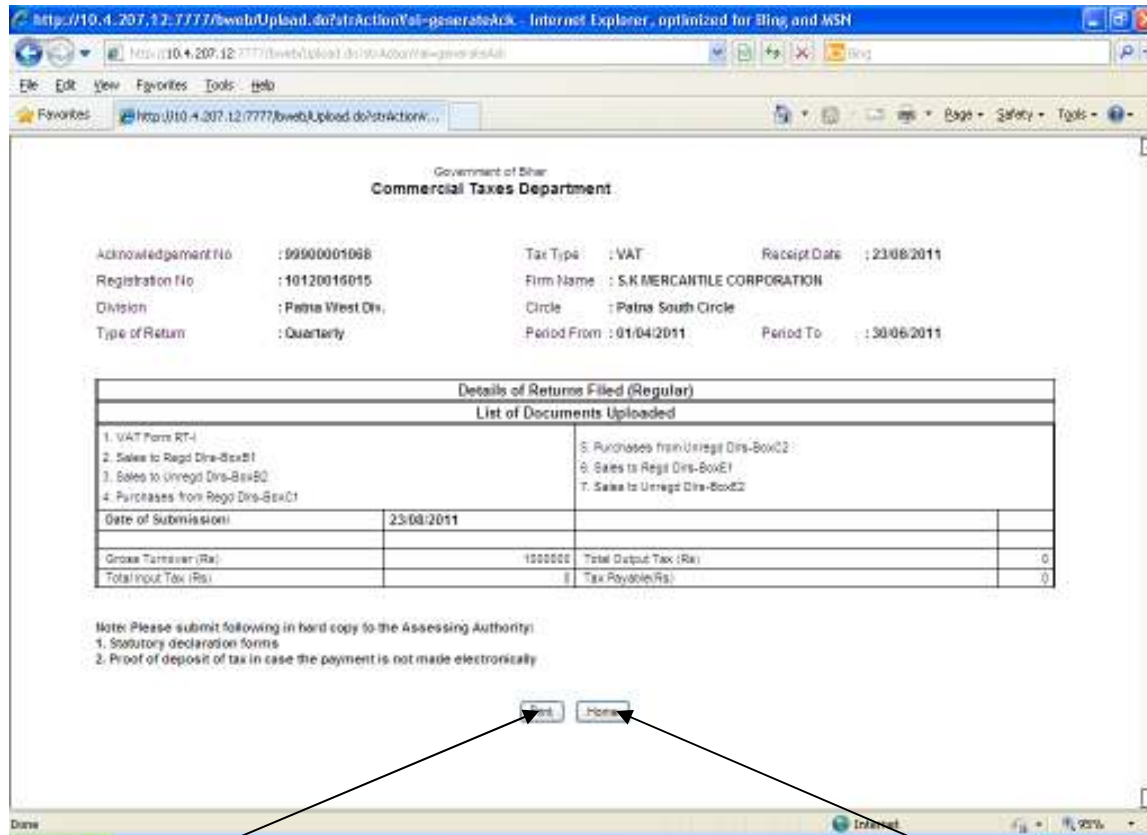
Figure 36 : Uploaded forms Page

This page shows the generation of acknowledgement



**Figure 37 : Acknowledgement generation Page**

This Page shows the final acknowledgement after successfully completion of e-Return.



**Figure 38 : Acknowledgement Page**

Click on Print button to print the acknowledgement

Click on Home button to go to home page

## ANNUAL RETURN:

To Initiate Annual Return, the following process is to be done

This Page shows the Inbox of the registered user.

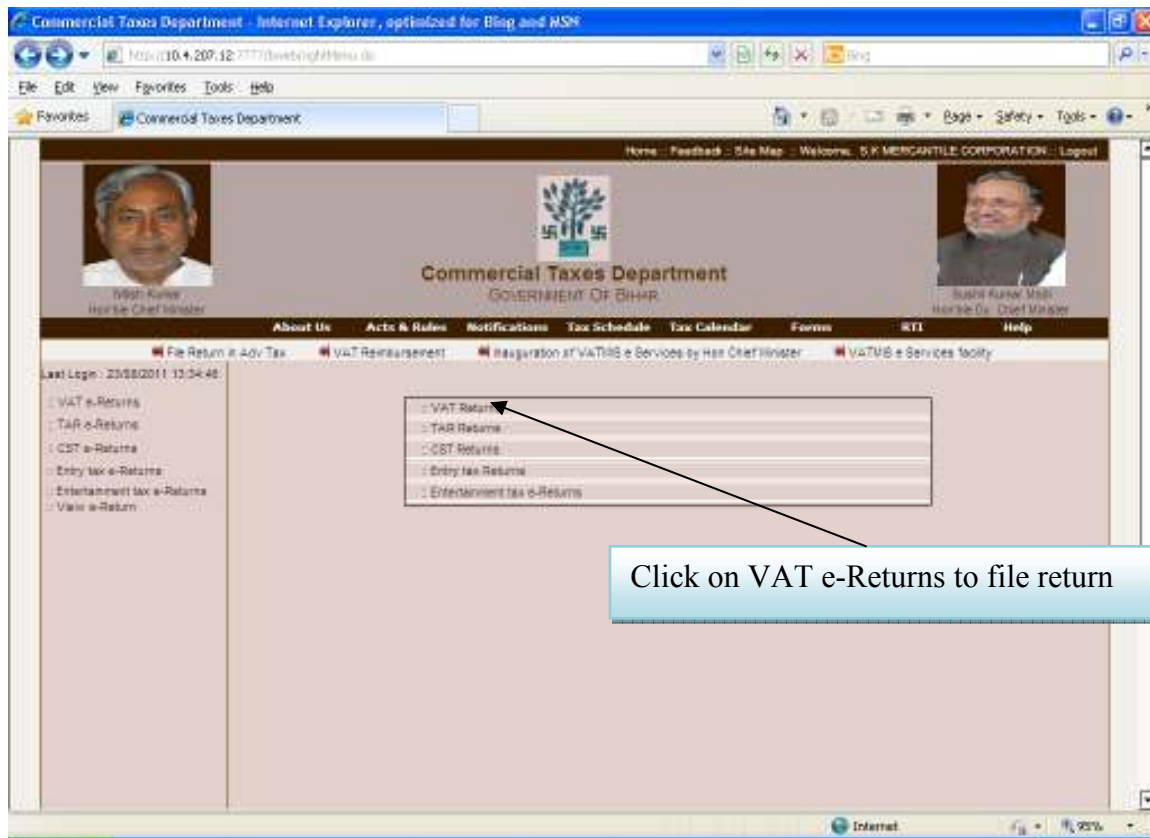
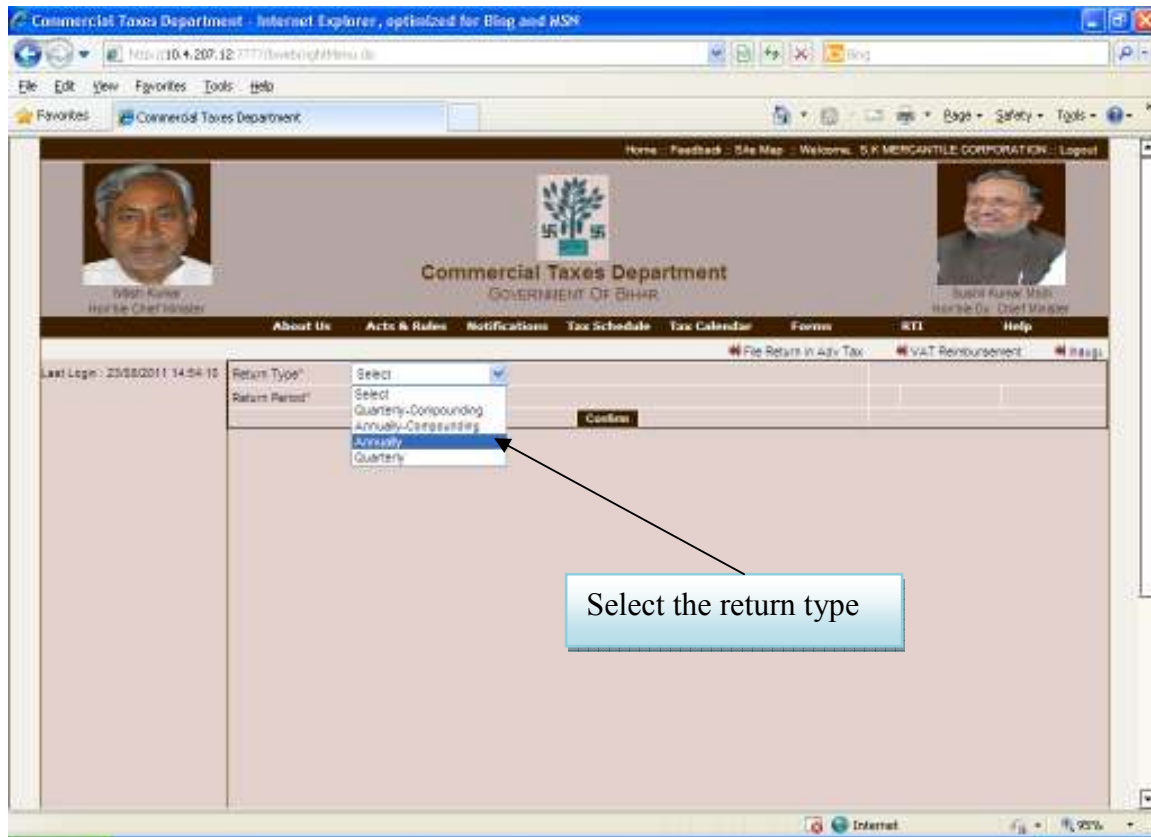


Figure 39 : Home page for registered user

This page shows the return type and return period.

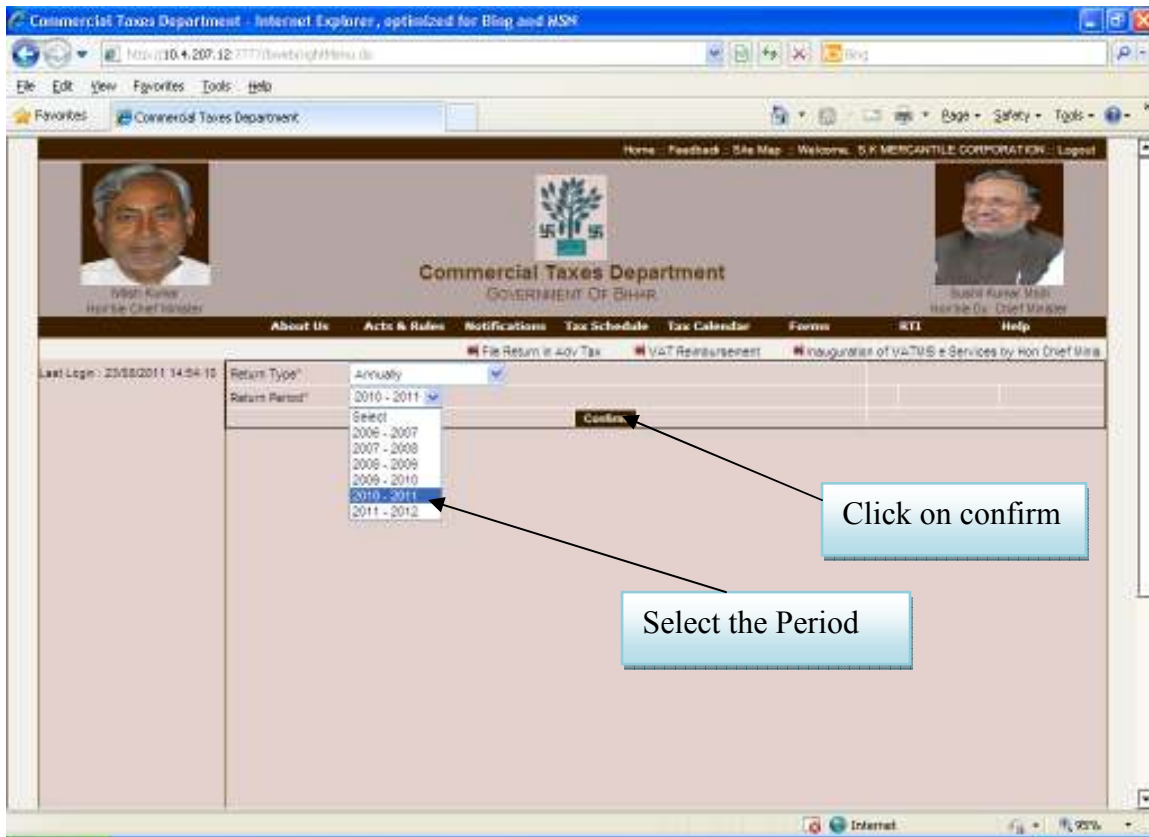


**Figure 40 : e-Return Page**

Sl.No.	Field Name	Descriptions	remarks
1	Return type	Select the return type	Select from the Drop down list
2	Return period	Select the return period	Select from drop down list



This page shows the annually return type and return period.



**Figure 41 : Annually e-Return Page**

Select the return type – Annually select the period – Yearly

This page shows how to download templates



Figure 42 : Download templates Page



This page shows the return type and return period

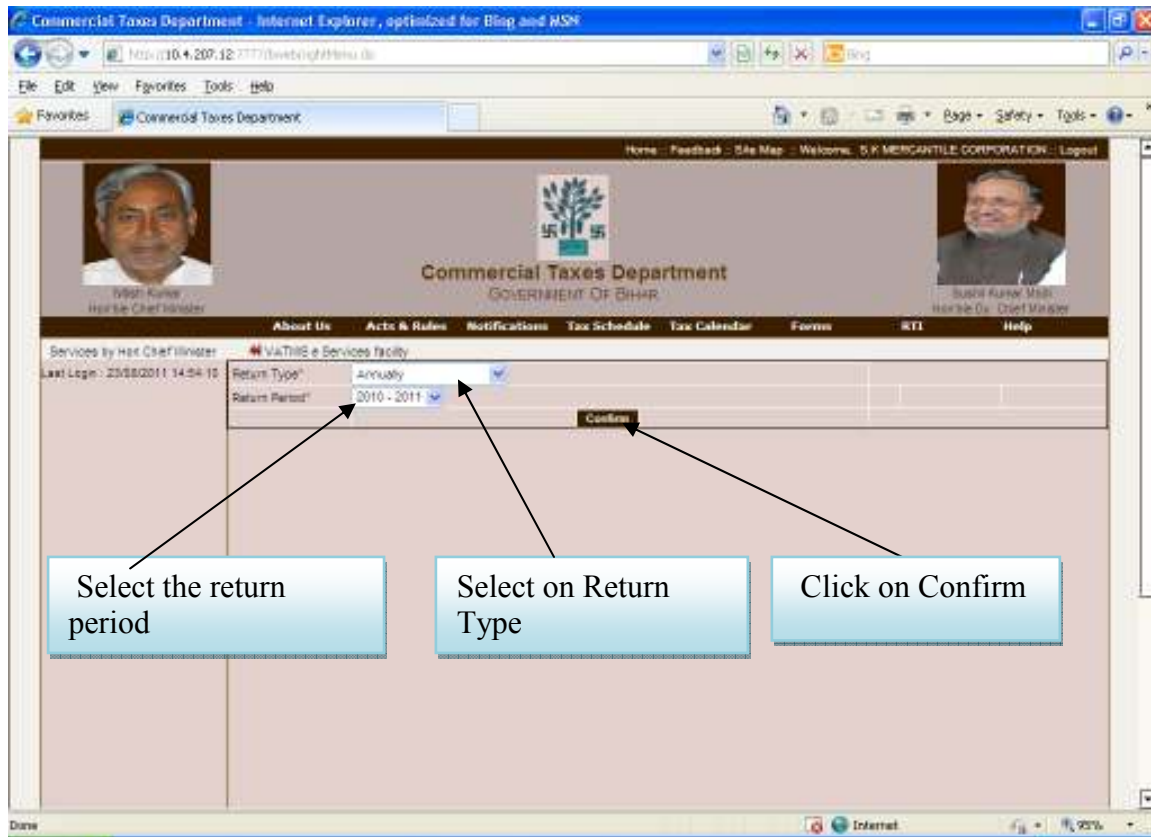
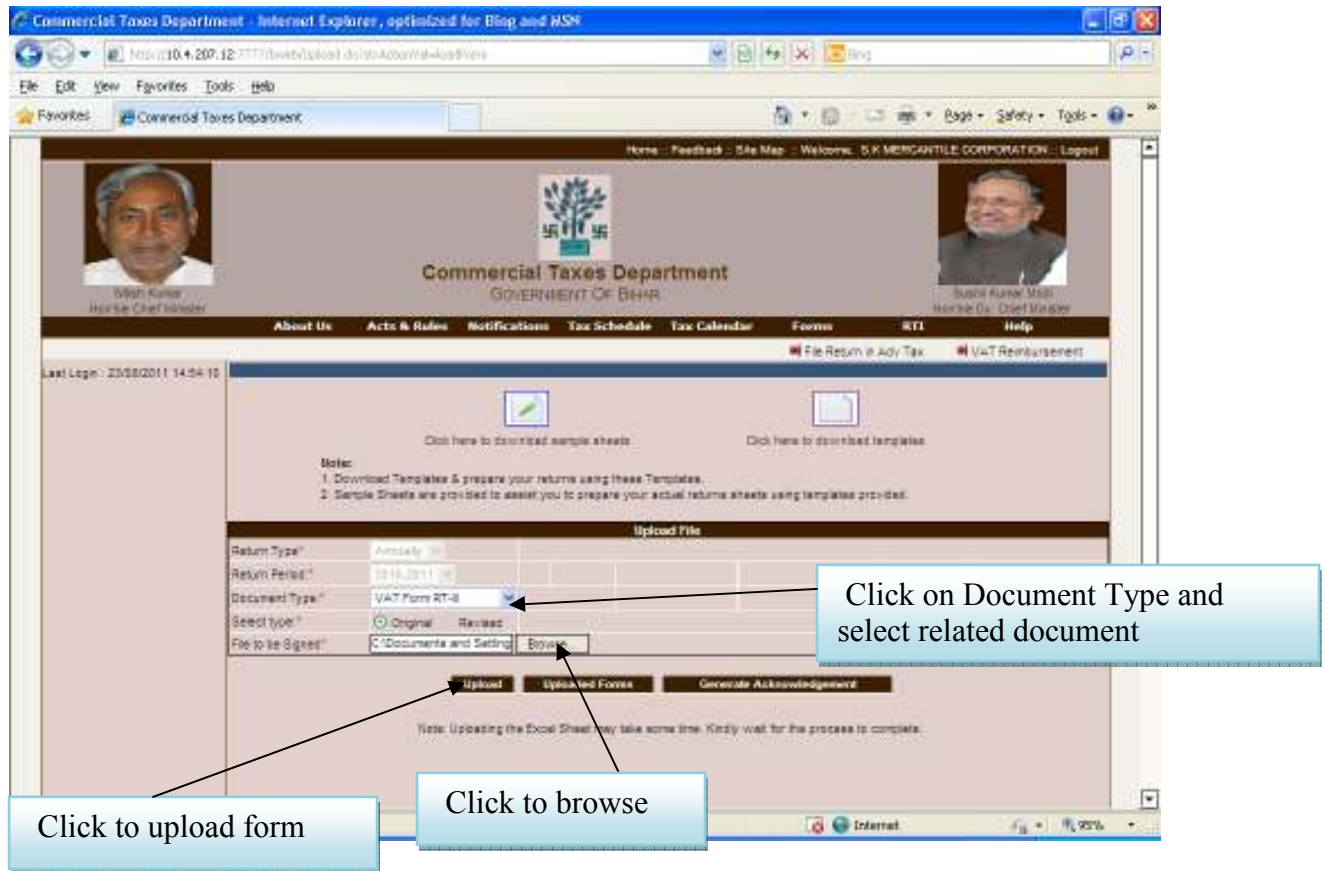


Figure 44 : VAT e-Return Page

This Page shows the related document type and how to upload them.



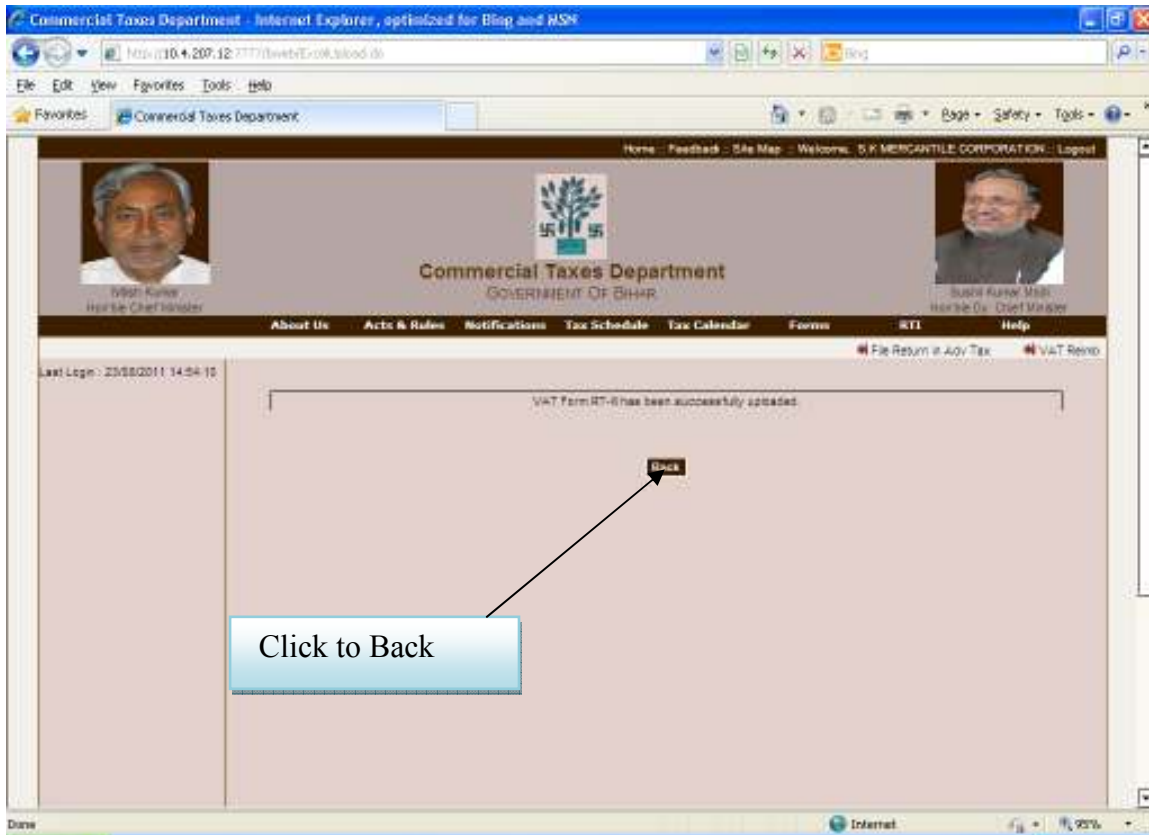
**Figure 45 : Upload File Page**

This page shows the summary of upload



Figure 46 : Summary of upload Page

Click on ‘Submit’ button as shown above then below mentioned screen will be displayed, of successfully message of VAT Form RT-III uploading.



**Figure 47 : Message of upload Form**



Click on 'Back' button as shown above then redirect to below mentioned page.



**Figure 48 : Upload Page File (Box-D)**

As shown in above screen, browse the 'VAT Form RT-III Box D' then click on 'Upload' button, then below mentioned message box will be displayed.



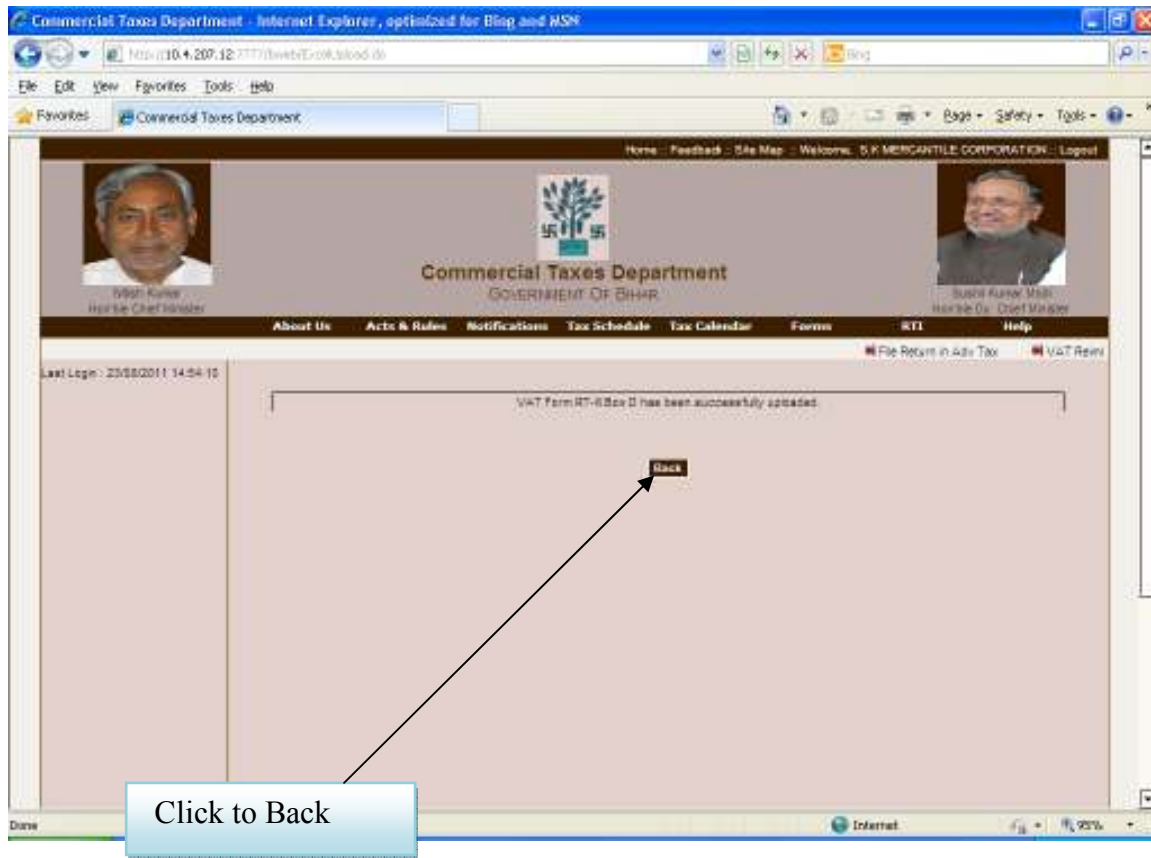
**Figure 49 : Uploading Message**

Click on 'OK' Button as shown above then below mentioned message will be displayed.



**Figure 50 : Summaru of upload Form**

Click on 'Submit' button as shown in above screen, then below page will display.



**Figure 51 : Message of upload Form**

Click on 'Back' button as shown above, then below mentioned page will display.



**Figure 52 : Upload File**

This page shows the uploaded forms.

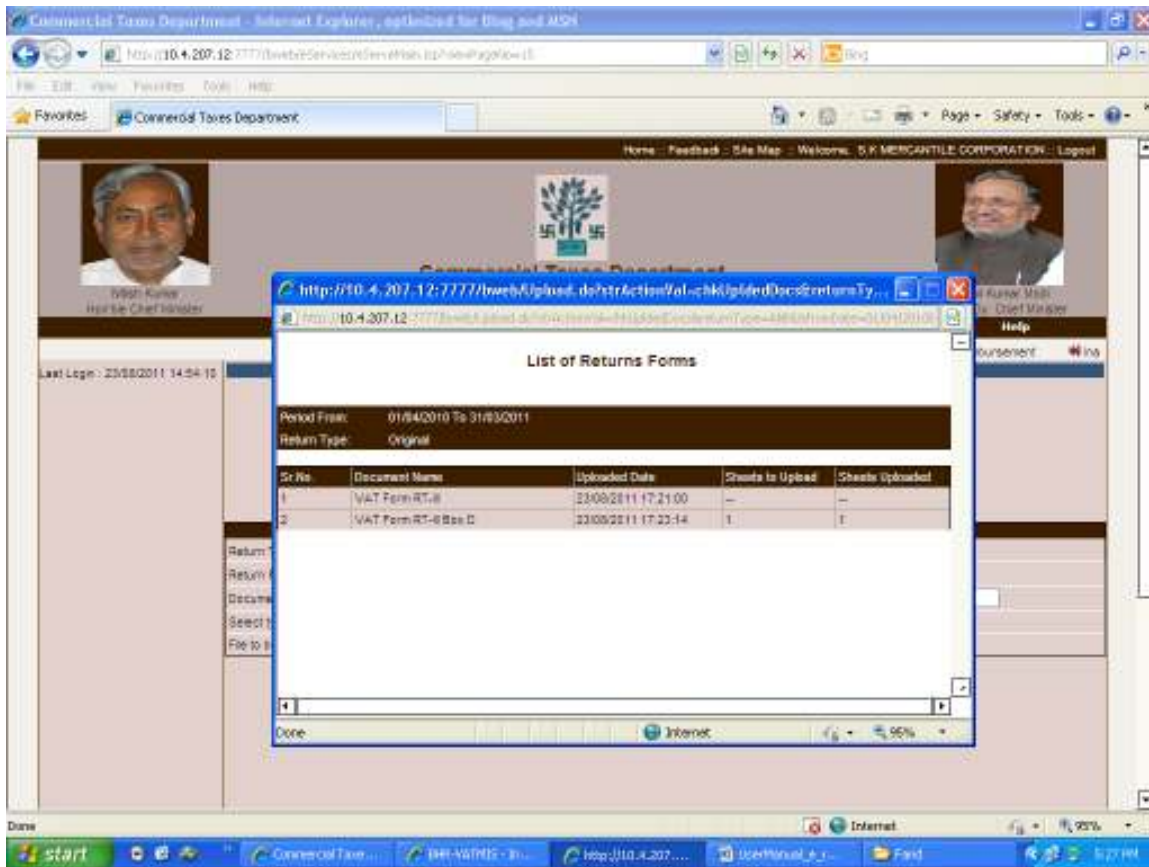
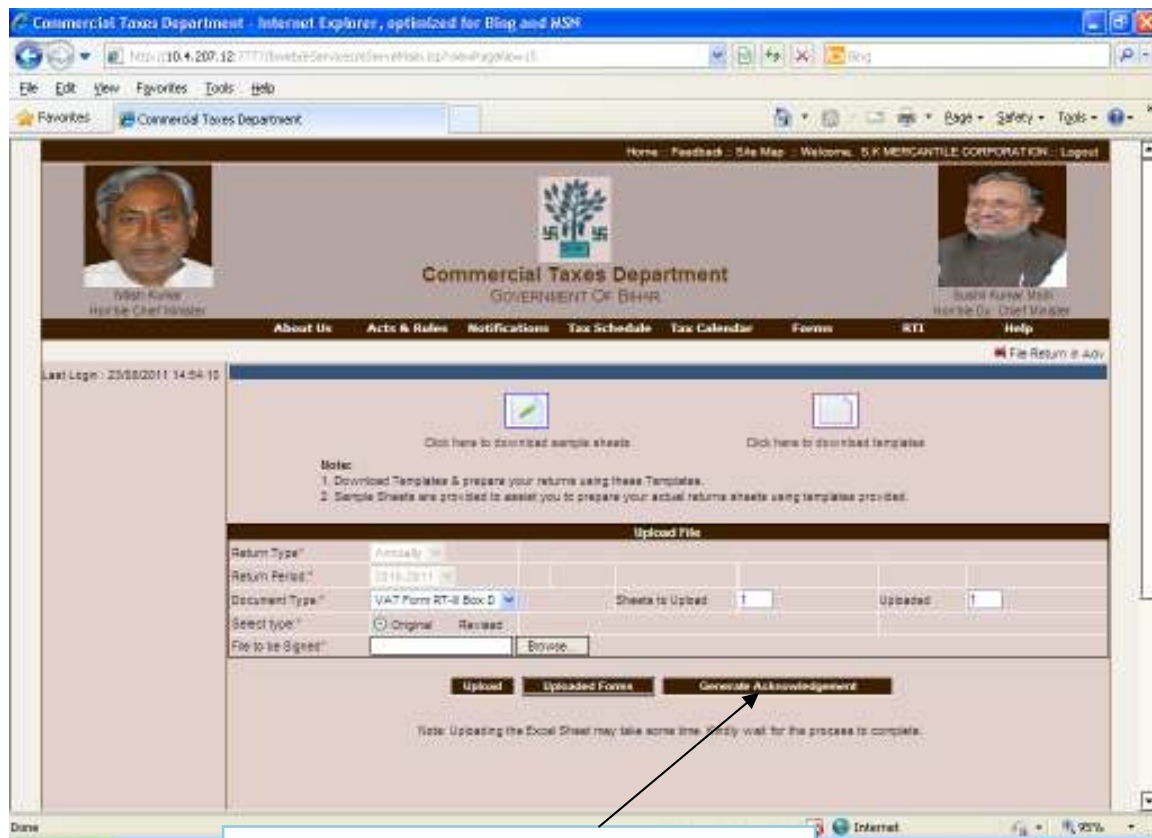


Figure 53 : Uploaded Form Page

This page shows how to generate acknowledgement.



Click on Generate Acknowledgement

**Figure 54 : Acknowledgement Generation Page**



This page shows the acknowledgement

Government of Bihar  
**Commercial Taxes Department**

Acknowledgement No : 9990001078      Tax Type : VAT      Receipt Date : 23/08/2011  
Registration No : 10120016015      Firm Name : S.K.MERCANTILE CORPORATION  
Division : Patna West Div.      Circle : Patna South Circle  
Type of Return : Annually      Period From : 01/04/2010      Period To : 31/03/2011

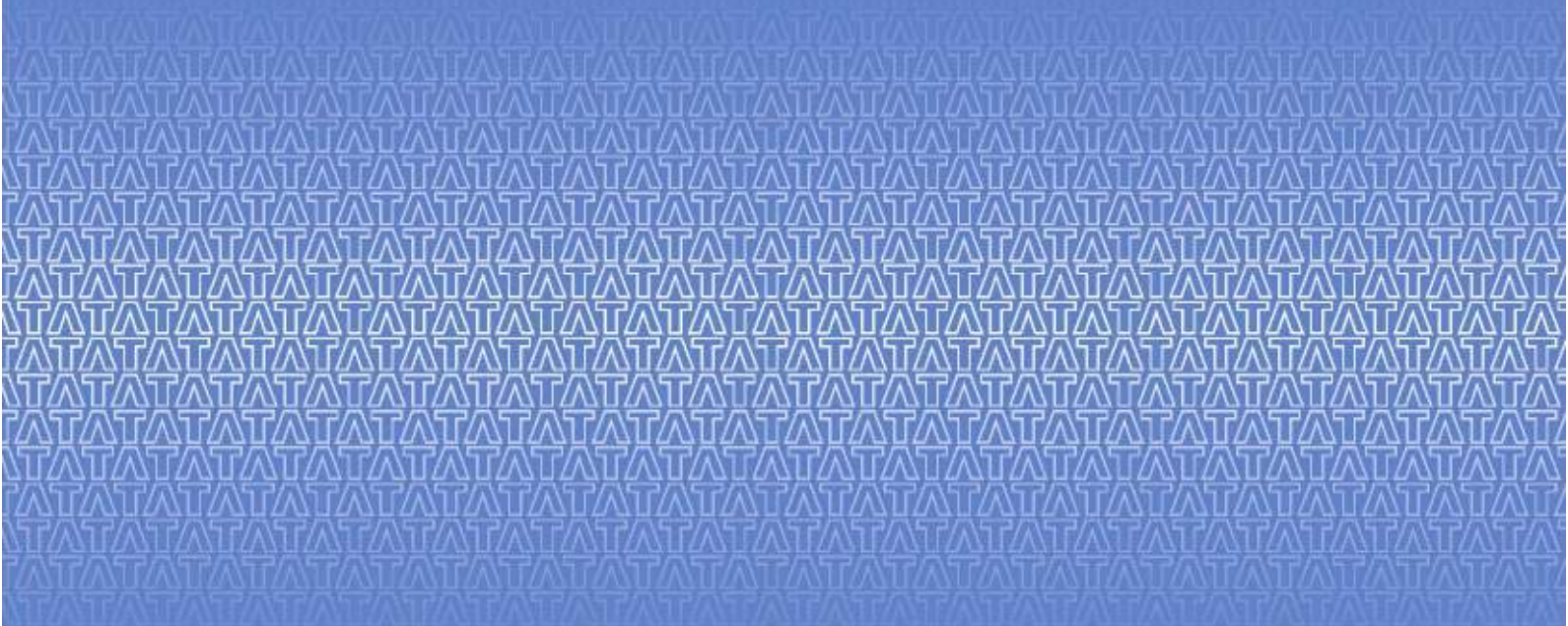
Details of Returns Filed (Regular)			
List of Documents Uploaded			
1. VAT Form RT-II		2. VAT Form RT-II Box B	
Date of Submission:	23/08/2011		
Gross Turnover (Rs)		Total Output Tax (Rs)	0
Total Input Tax (Rs)		Tax Payable (Rs)	0

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

Click to Print      Click to go Home Page

Figure 55 : Acknowledgement



**TATA CONSULTANCY SERVICES**

[www.tcs.com](http://www.tcs.com)