UP Commercial Tax FAQs

Q. 1. Address of website?

Ans. Website address is www.comtax.up.nic.in

Q. 2. From where we can search the dealer?

Ans. Plz go to our website www.comtax.up.nic.in then go to "dealer search" option.

Ques 3. Contact no of Commissioner and other officers?

Ans. Plz visit our website www.comtax.up.nic.in then go to "About Us" option here you find the
Contacts of all officers.

Ques 4. From where will the printout of blank form be available?

Ans. Plz visit our website www.comtax.up.nic.in then go to "VAT" option here you find the link
"Forms in Hindi/Forms in English". In this link you will find all the forms.

Ques 5. Where do we get the UPVAT Act and Rules?

 Ans. Plz visit our website www.comtax.up.nic.in then go to "VAT" option here you find the link
Of Act and Rules.

Ques 6. Which form is for what use?

Ans. Plz visit our website www.comtax.up.nic.in then go to "VAT" option here you find the link
"Forms in Hindi/Forms in English". In this link you will find all the forms.

Ques 7. From where do we get the circular?

Ans. Plz visit our website www.comtax.up.nic.in then go to "VAT" option here you find the link
Of Circulars.

Ques 8. How to search the circular?

Ans.-   Circulars can be searched on the basis of Year of circular issuance. After selection of the year select Year wise and Computer No wise. After the selection of the options select the section or the circular No.

Commercial Tax, Uttar Pradesh

Circulars

Year Wise

Last updated on :01/04/2011

1	**2008-09**
2	**2009-10**
3	**2010-11**
4	**2011-12**

Commercial Tax, Uttar Pradesh

Circulars

Last updated on :31/03/2009

1	**Section Wise**
2	**Computer No. Wise**

Commercial Tax, Uttar Pradesh

Circulars

Last updated on : 31/03/2009

Serial No	Section
1	**Vat**
2	**Vidhi**
3	**Check Post**
4	**Vad**
5	**Computer**
6	**Establishment**
7	**Audit**
8	**S.I.B.**
9	**Form**

Vat Section

Circular No	Date	Keyword
427	6/12/2007	Registration / Recognition Certificate
472	26/12/2007	Miscellaneous/ Others
479	29/12/2007	Verification forms / Penalty
495	8/1/2008	Miscellaneous/ Others
496	8/1/2008	Enquiry And Action In The Case Of Unregistered Sellers
511	14/1/2008	Miscellaneous/ Others
512	14/1/2008	Rectification /Recognition Certificate
534	21/1/2008	Record Keeping / Verification
539	23/1/2008	Taxability
550	25/1/2008	Miscellaneous/ Others
587	7/2/2008	New Unit/ Diversification
596	13/2/2008	Rectification /Recognition Certificate
599	14/2/2008	Miscellaneous/ Others
621	19/2/2008	Stock Transfer / Consignment
626	25/2/2008	Rectification in the Circular
666	10/3/2008	Taxability
667	10/3/2008	Miscellaneous/ Others
659	05/3/2008	Miscellaneous/ Others
680	13/3/2008	Miscellaneous/ Others
697	18/3/2008	Refund / Adjustment
712	24/3/2008	I T C On Stock
05	04/4/2008	Direction working of Corporate Circle
06	04/4/2008	Direction working of Corporate Cell (Oil Sector)
46	17/4/2008	Mobile Registration Camp
61	21/04/2008	Amendment in U.P. VAT Act
65	23/04/2008	Investigation of Forms
144	16/05/2008	Amendment in U.P. VAT Act
163	22/05/2008	Rectification
164	22/05/2008	Input Tax Credit
215	29/05/2008	Refund
226	02/06/2008	Compounding Scheme
227	02/06/2008	Rectification
244	07/06/2008	Rectification
276	16/06/2008	Compounding Scheme
357	03/07/2008	Related to Form D

Ques 9. Circular downloaded but not getting opened?

Ans. Download latest adobe reader version from http://get.adobe.com/reader/.

Ques 10. From where do we get section59 orders?

Ans. Orders can be searched on the basis of Year of circular issuance. After selection of the year select the order no and the order will be opened.

Commercial Tax, Uttar Pradesh

Section 59

Year Wise

Last updated on :28/07/2011

1	2008
2	2009
3	2010
4	2011

क्र0 सं0	प्रा0प0 सं0	व्यापारी का नाम व पता	विवादित प्रश्न	निर्णय का दिनांक
1	32/07	सौरभ शर्मा मेरठ सिटी	ताँबे और पीतल से बनाये गये श्रीयन्त्र	04-02-08
2	35/07	रघुनाथ मिश्रा पुत्र श्री मदन मिश्रा, कानपुर	फुट आयल (रेसीड्यू वैक्स)	02-04-08
3	36/07	मंगल सेन श्याम लाल, शाहजहाँपुर	राइस फ्लेक	05-03-08
4	01/08	यू0पी0 स्टेट फूड एंड इसी0 कारपो0, लखनऊ	सेल टू पी0 डी0 एस0 शाप	04-02-08
5	02/08	भारत टिम्बर इण्ड0 मिजोपुर	टिम्बर	25-02-08
6	03/08	ग्लास इण्ड0 सिन्डीकेट, फिरोजाबाद	नेचुरल गैस	24-01-08
7	05/08	ग्लास मैन्यू0 एसो0, फिरोजाबाद	ग्लास, कप, प्लेट	24-01-08
8	06/08	लखनऊ एप्लाइन्सेज लखनऊ	प्रेशर कुकर के पार्ट्स स्टेनलेस स्टील वाटर फिल्टर व वाटर फिल्टर कैण्डिल	12-03-08
9	07/08	निर्मल सिंह सलूजा, लखनऊ	लोहे की जाली	12-02-08
10	08/08	भारत रबर इण्ड0, बाराबंकी	एयर ब्रेक, होज कपलिंग तथा फ्लेक्सिबल होज कनैक्शन	29-02-08

Ques 11. From where do we get Commodity Codes?

Ans. Go to our website www.comtaxup.nic.in then go to helpdesk option here you find the latest commodity codes.

Ques 12. Relation of codes with schedule?

Ans. First two digits of the Commodity codes present the Schedule No in which the Commodity exists. e.g. 01004004 belongs to schedule 01.

Ques 13. What if code is not found in corresponding schedule list?

Ans. Every schedule has its own commodity code for others.e.g. Schedule 01- 01000001,

Schedule 02-02000001, Schedule 03-03000001, Schedule 04-04000001,Schedule 05-05000099.

Ques 14. Where do we get the CST Act & Rules?

Ans. Plz visit our website www.comtax.up.nic.in then go to "CST" option on the right hand here you find the link Of Acts and Rules.

Ques 15. Where do we get the print out of CST forms?

Ans. . Plz visit our website www.comtax.up.nic.in then go to "CST" option on the right hand here you find the link Of all CST forms.

Ques. What should be written in the Tax Period, Month, and Quarter column?

Ans. Tax Period—
1-Yearly
2-Monthly
3-Quarterly
Month-----
Jan—01
Feb—02 ……..
Quarter------
Apr-June---01
July-September---02………

Ques. How to file the Revised Return?
Ans. If the dealer has to file the Revise return he has to login to the system and at the time of Token generation here is the option of selection of return type whether Original or Revised. In the revised return case he has to generate the new token. Before going for the revised return he can anytime take the print out of previously filed return.

Ques. Will the system accept the multiple number of challans and their amount separately?
Ans. Yes, at the time of token generation if dealer has multiple challans they can be written in the Challan No. field by separating with 'COMMA (,)' and the total of all the challans should be
written in the Total Amount field.

Ques. Procedure to change the password ?
Ans. Dealer should send a mail at cthelplinelu-up@nic.com with his TIN No. or call at 0522-2721165, and his password will be reset. After this he can again login with 123.

Ques. It becomes difficult to upload data from 19th to 22nd of the month.So the
server is not capable to bear the load of e-filing ?
Ans. The site problem is due to the overload in the NIC server.

Ques. Showing error after validation?
Ans. Even after the validation from the tool sometimes this appears because
of the wrong TIN No. in form24 main form or the dealer himself does the formatting of the data like inserting lines anywhere in the sheet.It can also take place when Dealer self TIN and Vendor/Customer TIN are swapped In the bank detail file if the Bank code is different from the code provided in the Help File of the tool.If there is a use of (,) in

place of (.) in the amount column.If the dealer has inserted single quote (') in the TIN field.If the dealer has written wrong TIN

No. in the TIN field of any one of the file that can be validated but it willshow error while uploading.

Preferred Values/Formats in Excel Sheet :

S.NO	Column Name	Preferred Value / Format
1.	Dealer TIN	Dealer TIN / Self Tin Number
2.	Assessment Year	Assessment year for the Filing Return.(Eg:2010-2011)
3.	Month	Must be 0-12. 0 for Tax Period=1 or Tax Period=3. 1-12 is for Months from Jan-Dec.
4.	Quarter	Must be 0-4. 0 for Tax Period=1 or Tax Period=2. 1-4 is for Quarters from I-IV. Quarter-1 for April-June Quarter-2 for July-Sept Quarter-3 for Oct-Dec Quarter-4 for Jan-Mar

5.	Date / Invoice Date	Must be in dd/MM/yyyy Format Only.
6.	Amount	Must be in Numeric only. Must be set to 0.00 in case if Blank cell in row.
7.	Vat/Non-Vat/Additional Tax	V-VAT NV-Non-Vat AT-Additional Tax
8.	Sale or Purchase	S-Sale P-Purchase
9.	Bank Code	Must be 4 digit department defined Bank Codes.
10.	Type in Vat_Bank_detail	A-For Payment through Vouchers. B-For Payment through Bank.
11.	Commodity Code	Must be 8 digit department defined Commodity Codes.
12.	Commodity Quantity	Quantity of Commodity must be Numeric only.
13.	Unit	Unit of Commodity Quantity. For Ex : Kg,gm etc.
14.	Type in Form-24 Annexure-A	1-Own Account 2-Commission Account.
15.	Vendor Customer TIN	Must be 11 digit TIN Number of Vendor. Must not be same as of Dealer TIN.
16.	Credit/Debit Note Number	Credit / Debit Note Number, whichever is applicable.
17.	Credit/Debit Note Date	Date of Credit/Debit Note issued.Must be in dd/MM/yyyy format only.
18.	Type in Form-24 Annexure-A1	C-For Credit Type D-Debit Type
19.	Type in Form-24 Annexure-A2	1-Registered Dealer 2-Un-Registered Dealer
20.	Type in Form-24 Annexure-B	1-Own Account 2-Commission Account.
21.	Type in Form-24 Annexure-B1	C-For Credit Type D-Debit Type
22.	Certificate Number in Form-24 Comm-Agent	Certificate Number of Commission Agent.

Ques 16. How to Check details through SMS?

Ans. List of parameters used in pull service for commercial tax UP.

Send Message to no 9212357123.
HOW TO USE THIS SERVICE

1: To know Current status TIN:
Type CTE<space>TIN<space>Taxpayer Identification Number(without any space)
Example :CTE TIN 09852004724

2: To know epayment status :
Type CTN<space>NP<space>Challan number(without any space)
Example :CTN NP 900730018620100001

3: To know ereturn status for current year:
Type CTE<space>ER<space>Tokenid
Example: cte er 0016007

4: To know ereturn status for Previous year:
Type CTE<space>ERP<space>Tokenid
eg.cte er 0593780

5: To know Form 38 status for current year:
CTE<space> F38M<space>last12digitformno
Example: cte f38m 136800451063

6: To know Form 38 status for previous year:
CTE<space> F38P<space>last 12 digit formno (for previous year)
Example: cte f38p 136200072459

7: To know Form 38 history of checking officer:
CTE <space>F38H<space><form no.>

8: To know Transit Declaration Form status for current year:
CTE <space>TDF<space>10digittransitno
Example cte tdf 0100176048

9: To know Transit Declaration Form status for previous year:
CTE <space>TDFP <space>10digit transit no (for previous year)
Example: cte tdfp 1200343525

10: To know Transit Declaration Form history of checking:
CTE <space>TDFH<space> 10digittransitno

11: To know How to use SMS service

CTE <space>HELP

Send your SMS to 9212357123

Ques 17. Which details are accessible to all and which are for the officers?
Ans. For TIN No and Return details no mobile no registration is necessary while for other verification Registration of the Mobile no is mandatory. This registration is open only for the Officers not for the normal registered dealers.

Ques 18. Where do we get the Entry Tax Acts/Rules and Forms
Ans. Plz visit our website http://comtax.up.nic.in and click on Entry Tax or you can directly type the URL   http://comtax.up.nic.in/Entry%20Tax/Entry_Tax.htm   and find all the details.

Ques 19. How to search commodity code?
Ans. Plz visit our website www.comtax.up.nic.in then go to "Commodity" option download PDF. Here you find all the commodity code.

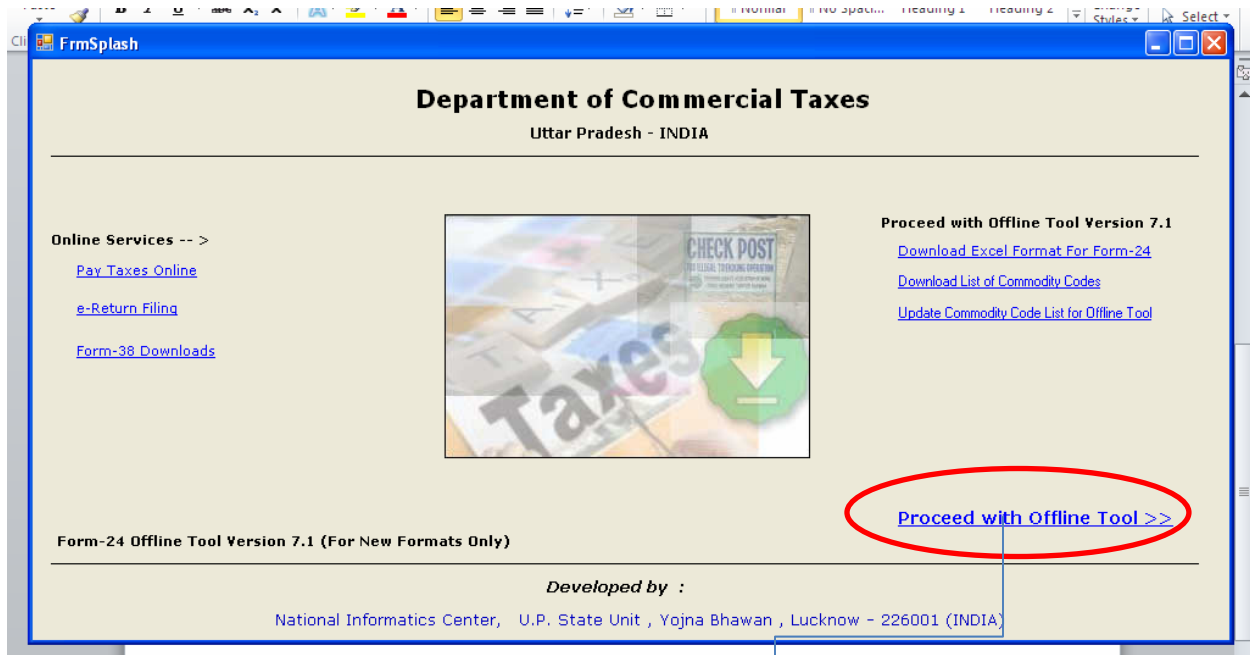**Ques 20. What is the email id and phone no of HELP LINE?**
Ans. Help line email id cthelplinelu-up@nic.in and phone nos are 0522-2721165,2728198,4060633.

Ques 21. How to file ereturn?
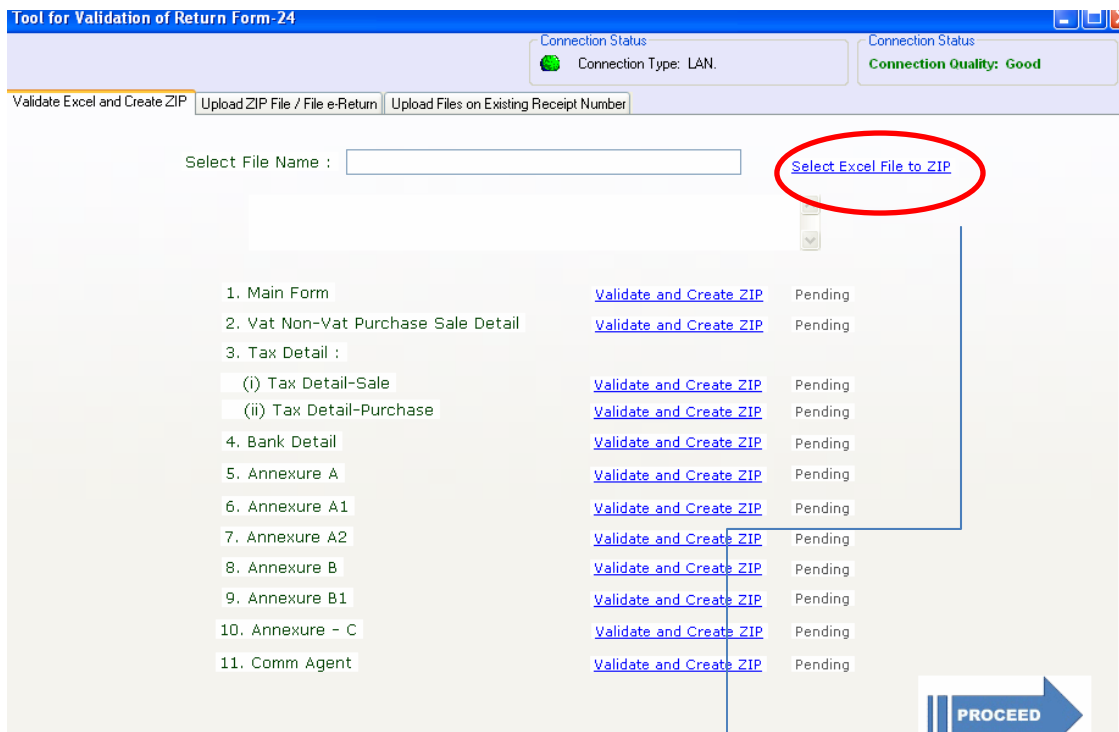Ans. There are two methods to upload your return.
    a.Using offline tool
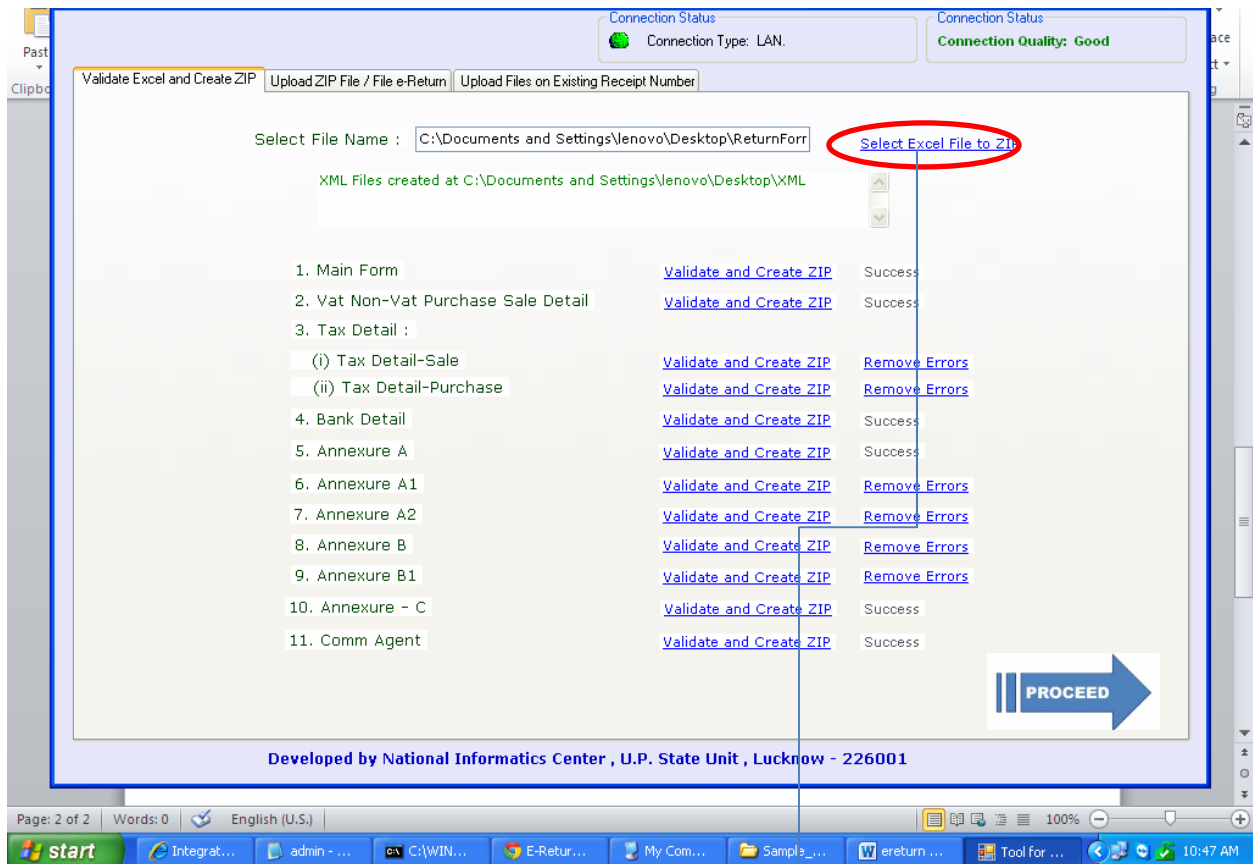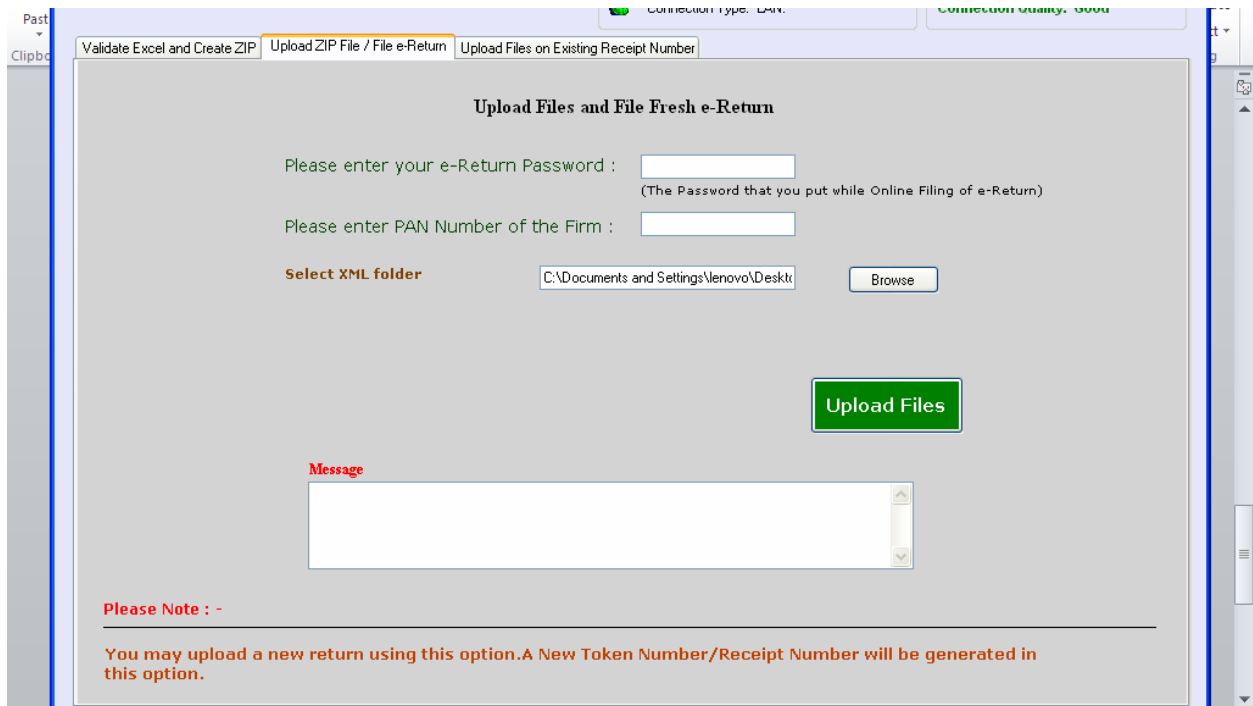   b.By using old method.

Using offline tool.

Click on this Image

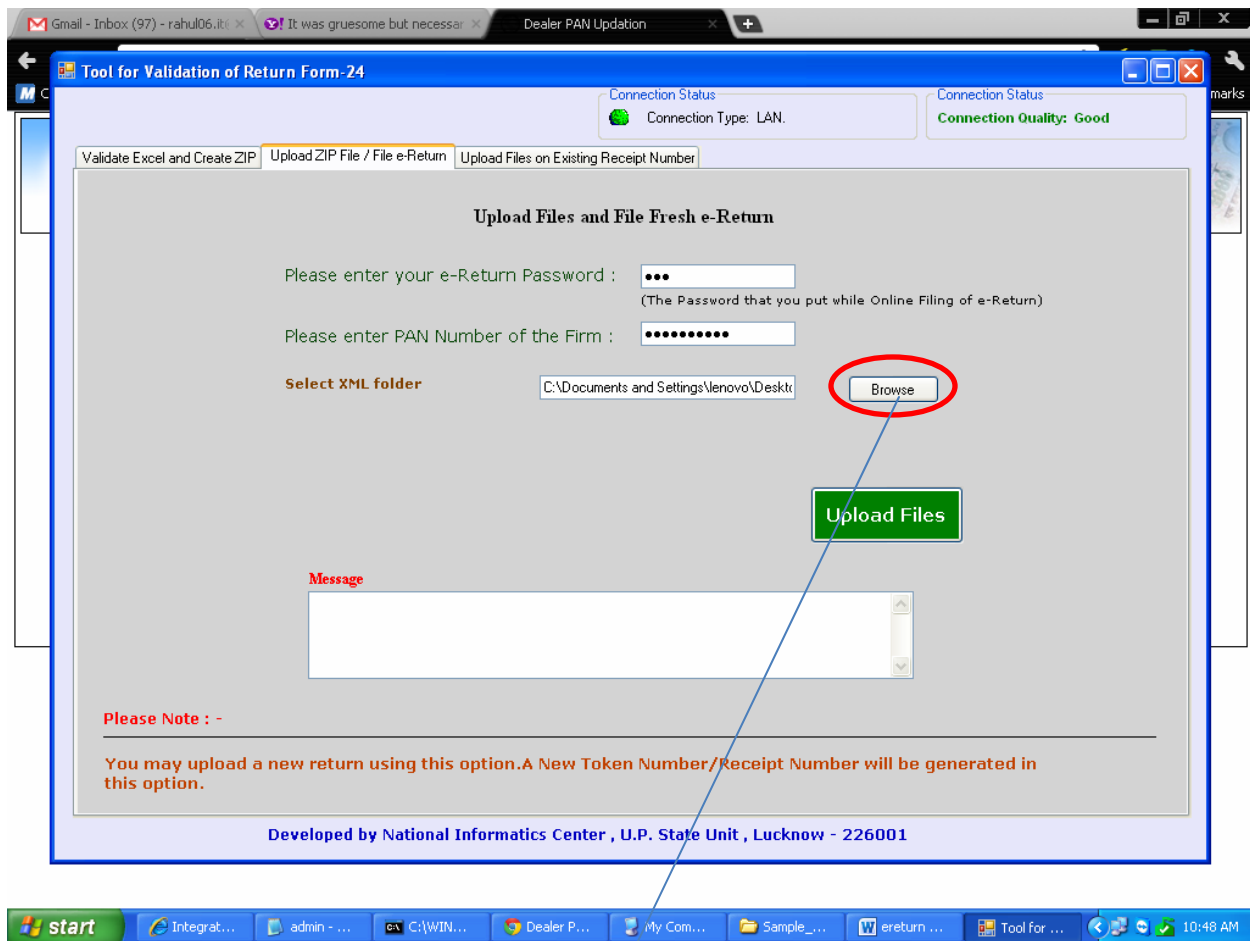Click on this and select your file

Validate Excel and Create ZIP | Upload ZIP File / File e-Return | Upload Files on Existing Receipt Number

Select File Name : C:\Documents and Settings\lenovo\Desktop\ReturnForm   Select Excel File to ZIP

XML Files created at C:\Documents and Settings\lenovo\Desktop\XML

1. Main Form	Validate and Create ZIP	Success
2. Vat Non-Vat Purchase Sale Detail	Validate and Create ZIP	Success
3. Tax Detail :		
(i) Tax Detail-Sale	Validate and Create ZIP	Remove Errors
(ii) Tax Detail-Purchase	Validate and Create ZIP	Remove Errors
4. Bank Detail	Validate and Create ZIP	Success
5. Annexure A	Validate and Create ZIP	Success
6. Annexure A1	Validate and Create ZIP	Remove Errors
7. Annexure A2	Validate and Create ZIP	Remove Errors
8. Annexure B	Validate and Create ZIP	Remove Errors
9. Annexure B1	Validate and Create ZIP	Remove Errors
10. Annexure – C	Validate and Create ZIP	Success
11. Comm Agent	Validate and Create ZIP	Success

PROCEED

Developed by National Informatics Center , U.P. State Unit , Lucknow - 226001

Page: 2 of 2   Words: 0   English (U.S.)   100%

start | Integrat... | admin - ... | C:\WIN... | E-Retur... | My Com... | Sample_... | ereturn ... | Tool for ... | 10:47 AM

Click on this to validate your excel sheet then click on Proceed button

Validate Excel and Create ZIP | Upload ZIP File / File e-Return | Upload Files on Existing Receipt Number

Upload Files and File Fresh e-Return

Please enter your e-Return Password :

(The Password that you put while Online Filing of e-Return)

Please enter PAN Number of the Firm :

Select XML folder   C:\Documents and Settings\lenovo\Deskto   Browse

Upload Files

Message

Please Note : -

You may upload a new return using this option.A New Token Number/Receipt Number will be generated in this option.
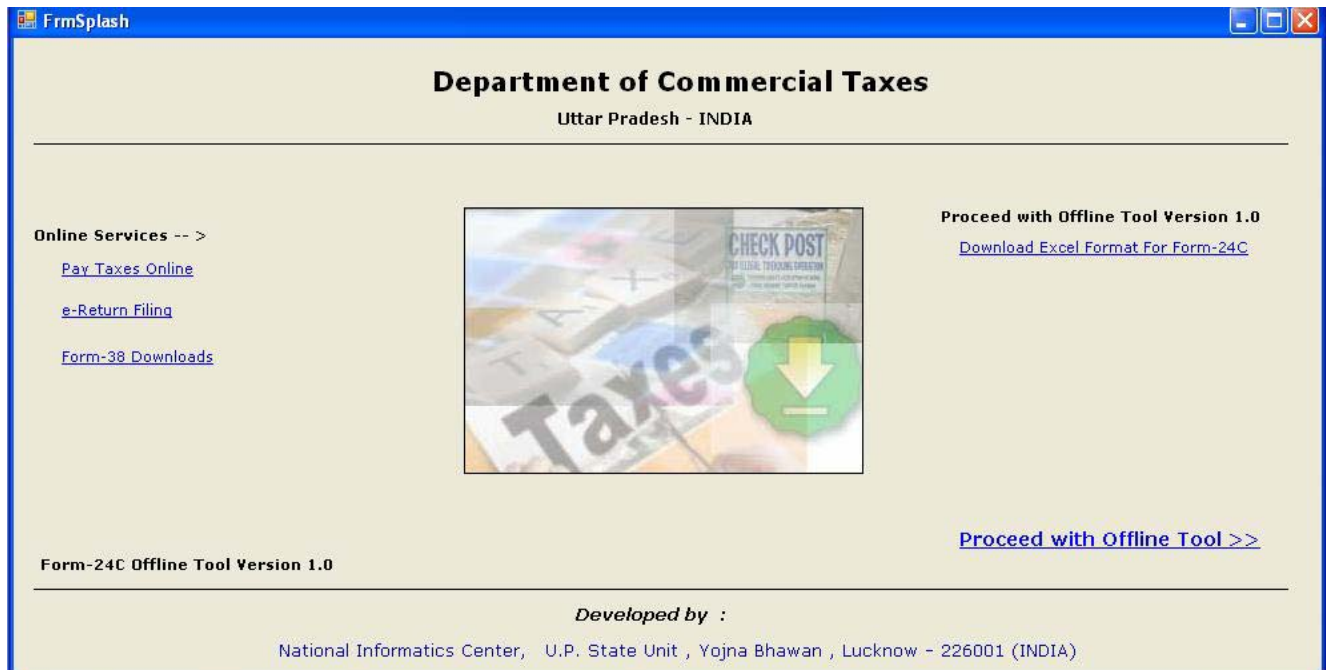
Click on Browse button to find your file then click on upload files to upload your return.

Q—How to file the form 24C (Return for the works Contract Dealers)

Ans--
 Preparing Excel Sheets to be zipped using offline tool:
1. Download the Latest Excel Formats from http://comtaxup.nic.in .
2. User must fill data in required Excel Sheets.Sheets, which are of no use for the user, may be left blank. It is not necessary for the user to fill data in all the sheets.
3. Please do not Rename or Delete any Excel File or Excel Sheet.
4. After filling data in excel sheets, user must delete approximately 20 rows, after where the data in sheet ends. For Example, data in sheet has 100 rows. In such case 20 rows after row number 100 must be deleted. This practice is advised to avoid any sort inconvenience during filing of returns.

|	A	B	C	D	E	F	G	H	I	J
1	DESCRIPTION	ENTRIES								
2	Dealer's TIN	09700000001								
3	Financial Year	2010-2011								
4	Tax Period (1,2,3)	2								
5	Month (1,2....12)	12								
6	Quarter (1,2,3,4)	0								
7	Composition money in respect of Contracts (Annex detail in Annexure C-2)	1212.12								
8	Total Tax Payable [8+9(c)]	222.00								
9	Detail of ITC									
10	i.ITC brought forward from previous tax period	1212.00								
11	ii.ITC earned during the tax period*	1212.00								
12	iii.Total(i+ii)	1212.00								
13	iv.ITC adjusted against tax payable for tax period	454545440.00								
14	v.Balance ITC carried forward to next tax period(iii-iv)	1212.00								
15	Net Tax Payable[10-11(iv)]	1212.00								
16	Net ITC admissible [A(9)-B(7)]	1221.00								
17										

Q--- What are the preferred values for the offline tool of form 24C?

Preferred Values/Formats in Excel Sheet:

S.No.	Column Name	Preferred Value / Format
1.	Dealer TIN	Dealer TIN / Self Tin Number
2.	Assessment Year	Assessment year for the Filing Return.(Eg:2010-2011)
3.	Tax Period	Must be 1, 2 or 3. 1 for Yearly,2 for Monthly and 3 for Quarterly Returns Resp.
4.	Month	Must be 0-12. 0 for Tax Period=1 or Tax Period=3. 1-12 is for Months from Jan-Dec.
5.	Quarter	Must be 0-4. 0 for Tax Period=1 or Tax Period=2. 1-4 is for Quarters from I-IV. Quarter-1 for April-June Quarter-2 for July-Sept Quarter-3 for Oct-Dec Quarter-4 for Jan-Mar
6.	Date / Invoice Date	Must be in dd/MM/yyyy Format Only.
7.	Amount	Must be in Numeric only. Must be set to 0.00 in case if Blank cell in row.
9.	Bank Code	Must be 4 digit department defined Bank Codes. Click here to view list of Bank Codes.
10.	Commodity Code	Must be 8 digit department defined Commodity Codes. Click here to view list of Commodity Codes.
11.	Commodity Quantity	Quantity of Commodity must be Numeric only.
12.	Unit	Unit of Commodity Quantity. For Ex : Kg,gm etc.
13.	Vendor Customer TIN	Must be 11 digit TIN Number of Vendor. Must not be same as of Dealer TIN.

Q--- How to create Zip files through Offline tool?

Creating ZIP Files through Offline Tool:
1. Download the Latest Version of Offline Tool from http://comtaxup.nic.in
2. It is advised that user should check for the latest version of offline tool available on the website.
3. In Case newer version is available on the site, user must un-install older versions of tool prior to installing the newer one.
4. Tool is installed in the NIC folder of Program Files folder, Located in drive where windows is installed.
5. User should double-click FORM24C.exe file to execute the tool.

Department of Commercial Taxes
Uttar Pradesh - INDIA

Online Services -- >

Pay Taxes Online

e-Return Filing

Form-38 Downloads

Proceed with Offline Tool Version 1.0

Download Excel Format For Form-24C

Proceed with Offline Tool >>

Form-24C Offline Tool Version 1.0

Developed by :

National Informatics Center, U.P. State Unit , Yojna Bhawan , Lucknow - 226001 (INDIA)

From where he/she can do following tasks:

I. If user is connected to internet, he can directly go to comtaxup.nic.in to pay taxes by clicking button **Pay Taxes Online**.

II. If user is connected to internet, he can directly go to comtaxup.nic.in to Ereturn Filling by clicking button **e-Return Filling**.

III. User can download Form-38 Directly from internet, if connected to internet by clicking button **Form-38 Download**.

IV. User can download Excel formats for Form-24C, if connected to internet by clicking button **Download Excel Format For Form24-C**.

V. User can use the offline tool by clicking button **Proceed With Offline Tool>>**.

On clicking button **Proceed With Offline Tool>>**, user is directed to the following page:

Now Select the File to check and create ZIP.

9. Click buttons one-by-one to check files and create ZIP's to be uploaded.It is recommended that user click only those buttons in which his data exists.

10. ZIP Folder will be created at the same place where Excel file is located.All the Zip files created will be placed in that folder only. In case of Errors in files, Form24error folder will be created at the same place. All Error Files will be placed in that folder only.

11. These ZIP Files will be used to be uploaded while filing Form-24 Returns online.

12. Also User can direct upload his/her data from offline tool itself if his/her machine is connected to internet.

13. For that click on **PROCEED** button at bottom after creating zip files.

14. Now the user is directed to the page as below to enter his/her e-Return password, enter Pan No and browse for the XML folder that is created automatically when zipped file is generated and XML folder is created at the same place where Excel file is located.:

Connection Status

Connection Type: LAN.

Connection Status

Connection Quality: Good

lidate Excel and Create ZIP | Upload ZIP File / File e-Return | Upload Files on Existing Receipt Number

Upload Files and File Fresh e-Return

Please enter your e-Return Password :

(The Password that you put while Online Filing of e-Return)

Please enter your PAN Number :

Select XML folder

Browse

Upload Files

Message

Please Note : -

You may upload a new return using this option.A New Token Number/Receipt Number will be generated in this option.

When user clicks on upload button the user directly uploads his Excel sheet and now user is not needed to upload zipped file on site. User is provided here with Receipt No for further use.

1. User can also upload pending files by clicking on tab **Upload Files on Existing Receipt Number** There also User has to enter his/her e-Return password, enter Pan No and browse for the XML folder and click on Upload button uploads the data and creates Receipt No.

FORM C

Q--- How to file the E-return for form C (CST Return)?

Preparing Excel Sheets to be zipped using offline tool:

1. Download the Latest Excel Formats from http://comtaxup.nic.in.

2. User must fill data in required Excel Sheets.Sheets, which are of no use for the user, may be left blank. It is not necessary for the user to fill data in all the sheets.

3. Please do not Rename or Delete any Excel File or Excel Sheet.

4. After filling data in excel sheets, user must delete approximately 20 rows, after where the data in sheet ends. For Example, data in sheet has 100 rows. In such case 20 rows after row number 100 must be deleted. This practice is advised to avoid any sort inconvenience during filing of returns.

Preferred Values/Formats in Excel Sheet:

S.No.	Column Name	Preferred Value / Format
1.	Dealer TIN	Dealer TIN / Self Tin Number
2.	Assessment Year	Assessment year for the Filing Return.(Eg:2010-2011)
3.	Tax Period	Must be 1, 2 or 3. 1 for Yearly,2 for Monthly and 3 for Quarterly Returns Resp.
4.	Month	Must be 0-12. 0 for Tax Period=1 or Tax Period=3. 1-12 is for Months from Jan-Dec.
5.	Quarter	Must be 0-4. 0 for Tax Period=1 or Tax Period=2. 1-4 is for Quarters from I-IV. Quarter-1 for April-June Quarter-2 for July-Sept Quarter-3 for Oct-Dec Quarter-4 for Jan-Mar
6.	Date / Invoice Date	Must be in dd/MM/yyyy Format Only.
7.	Amount	Must be in Numeric only. Must be set to 0.00 in case if Blank cell in row.
9.	Bank Code	Must be 4 digit department defined Bank Codes. Click here to view list of Bank Codes.
10.	Commodity Code	Must be 8 digit department defined Commodity Codes. Click here to view list of Commodity Codes.
11.	Commodity Quantity	Quantity of Commodity must be Numeric only.
12.	Unit	Unit of Commodity Quantity. For Ex : Kg,gm etc.
13.	Vendor Customer TIN	Must be 11 digit TIN Number of Vendor. Must not be same as of Dealer TIN.

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2. It is advised that user should check for the latest version of offline tool available on the website.
3. In Case newer version is available on the site, user must un-install older versions of tool prior to installing the newer one.
4. Tool is installed in the NIC folder of Program Files folder, Located in drive where windows is installed.
5. User should double-click FORMC.exe file to execute the tool.
6. On execution user is directed to Main page:
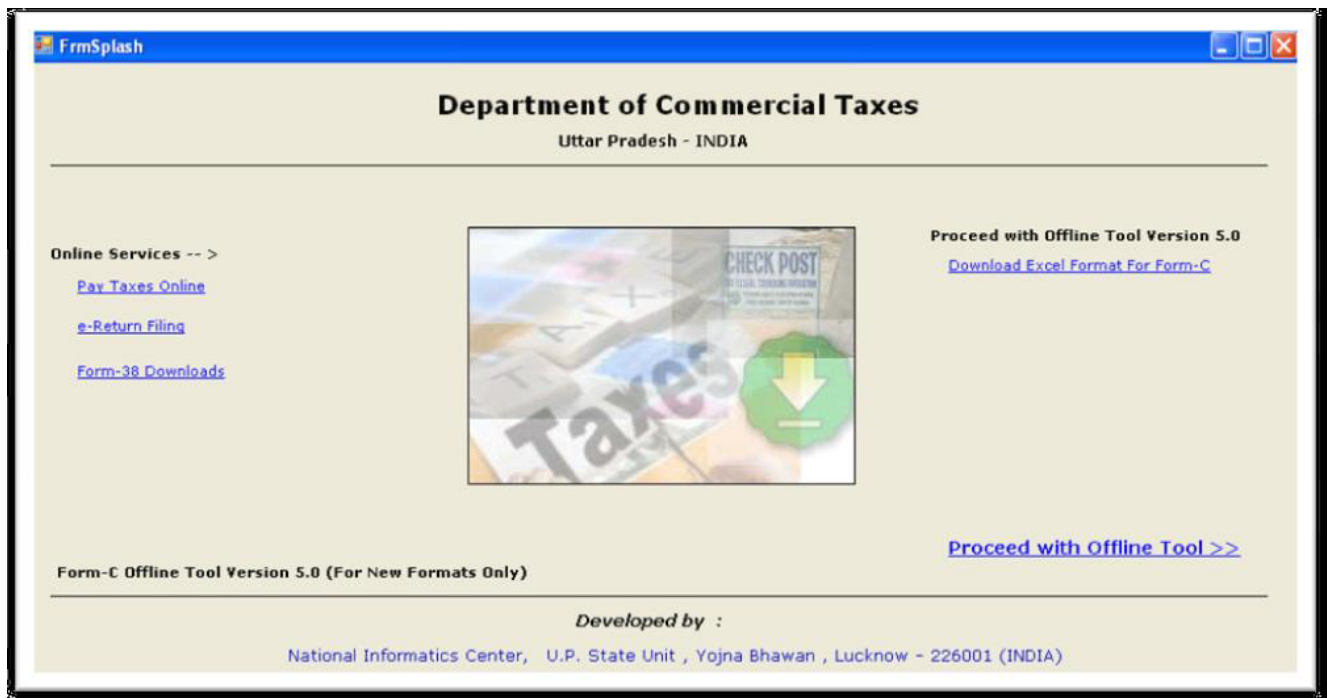
From where he/she can do following tasks:

I. If user is connected to internet, he can directly go to comtaxup.nic.in to pay taxes by clicking button **Pay Taxes Online**.

II. If user is connected to internet, he can directly go to comtaxup.nic.in to Ereturn Filling by clicking button **e-Return Filling**.

III. User can download Form-38 Directly from internet, if connected to internet by clicking button **Form-38 Download**.

IV. User can download Excel formats for Form-24, if connected to internet by clicking button **Download Excel Format For Form-C**.

V. User can use the offline tool by clicking button **Proceed With Offline Tool>>**.

7. On clicking button **Proceed With Offline Tool>>**, user is directed to the following page:

Now select the file to check and create zip.

9. Click buttons one-by-one to check files and create ZIP's to be uploaded. It is recommended that user click only those buttons in which his data exists.

10. ZIP Folder will be created at the same place where Excel file is located. All the Zip files created will be placed in that folder only. In case of Errors in files, FormCerrors folder will be created at the same place. All Error Files will be placed in that folder only.

11. These ZIP Files will be used to be uploaded while filing Form-C Returns online.

12. Also User can direct upload his/her data from offline tool itself if his/her machine is connected to internet.

13. For that click on **PROCEED** button at bottom after creating zip files.

14. Now the user is directed to the page as below to enter his/her e-Return password, enter Pan No and browse for the XML folder that is created automatically when zipped file is generated and XML folder is created at the same place where Excel file is located.:

When user clicks on upload button the user directly uploads his Excel sheet and now user is not needed to upload zipped file on site. User is provided here with Receipt No for further use.

16. User can also upload pending files by clicking on tab **Upload Files on Existing Receipt Number.** There also User has to enter his/her e-Return password, enter Pan No and browse for the XML folder and click on Upload button uploads the data and creates Receipt No.

Net Payment

Ques--How can I use this facility to pay Commercial Taxes in my bank?
Ans--   You should have an account with net banking facility and your bank should be
authorized by Department of Commercial Taxes.

Ques-- How many banks are authorized for collection of VAT.?

1	State Bank of India	10	UCO Bank
2.	Punjab National Bank	11	Bank of Maharashtra
3.	Allahabad Bank	12	Vijaya Bank
4.	Bank of Baroda	13	Dena Bank
5.	Canara Bank	14	Indian Overseas Bank
6.	Bank of India	15	Oriental Bank of Commerce
7.	Syndicate Bank	16	Corporation Bank
8.	Union Bank of India		
9.	Central Bank of India		

Ques 1. How to connect Net Payment site from website?
Ans. Go to our website www.comtaxup.nic.in then go to E-Payment option then click
on "Net Payment of Challans" then you redirected to new website
https://secure.up.nic.in/comtax/

Ques 2. How to connect Common Service Gateway from the website?
Ans. Just type web address on your web browser address bar www.comtaxup.nic.in

Ques 3. What is the URL of Net Payment Site?
Ans. Net Payment URL is https://secure.up.nic.in/comtax/

Ques 4. How to Create New User?
 Ans. Go to this website https://secure.up.nic.in/comtax/NewUserLogin.aspx then type
your tin no in tin no and create your password by yourself.Create your password as
per given instructions "New Users should not put '123' as their password.They should
put a password of 8-15 characters with at least one upper case,one lower case and
at least one number".

Ques 5. Reset Tin for Existing User?

Ans. Process will told at the time of training.

Ques 6. Site gives message "This site is not secure"?

Ans. When this message occurs then follow this process
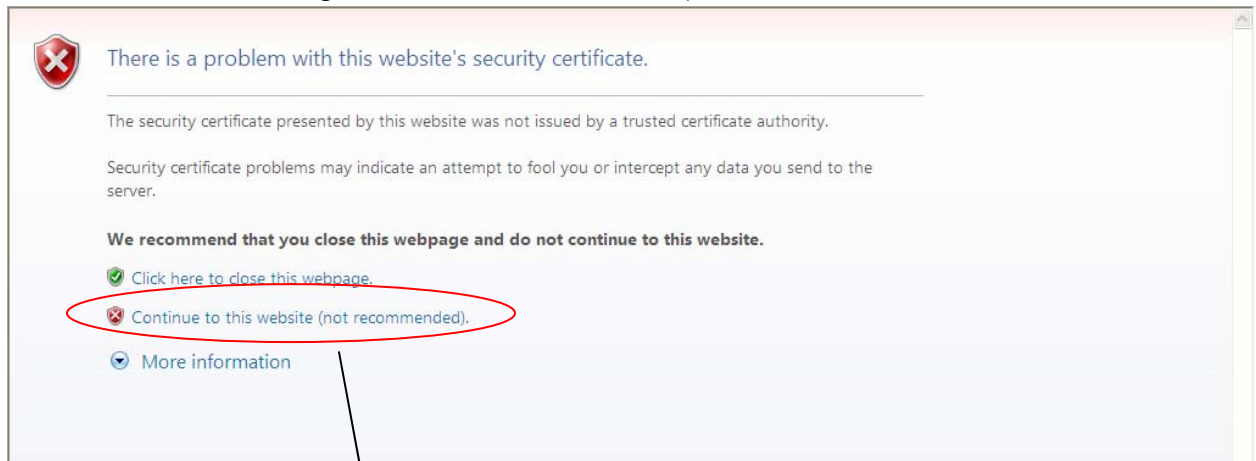
Click on this link then your redirect to our website.

Ques 7. Why to download Service pack 3?

Ans. When you open net payment site if this type of error occurs then you have to "**Download Service Pack-III for Windows XP**" and install it.
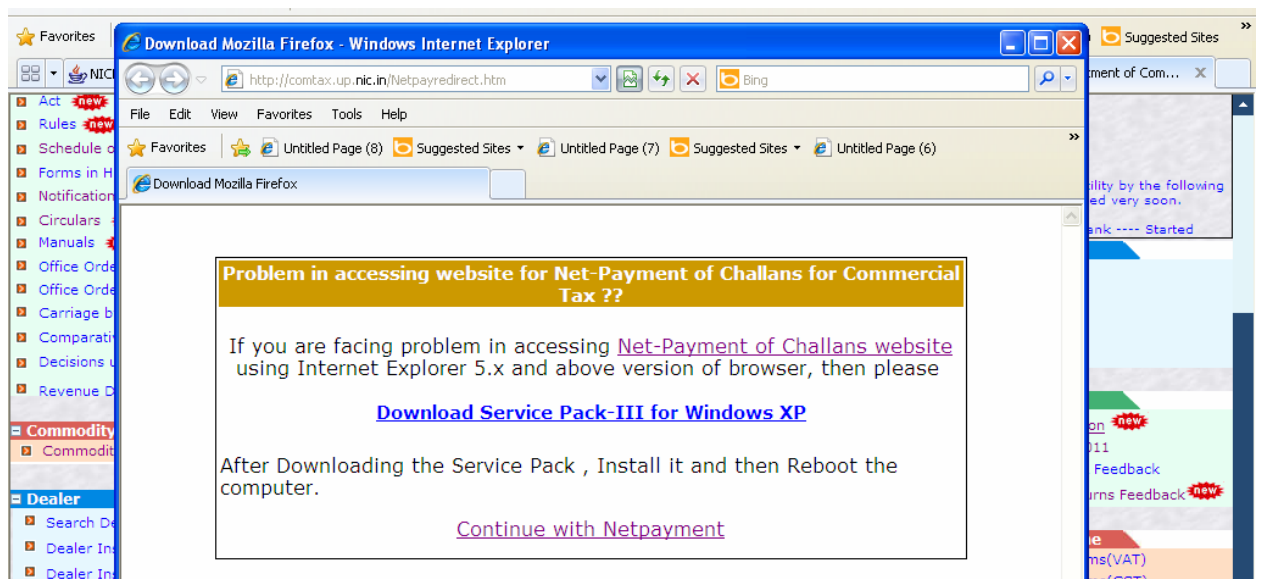
Ques 9.How to Select Bank?

Ans. Go to you Net Payment site then go to "New Challan Payment" option

Click on New Challan Payment then you redirect to new page

Ans.In this case firstly go to "Report for Failed/Incomplete Transaction" you will find details of your challan then go to verify challan option then fill your data in required field then click on verify button then it gives message "challan verified successful then click on update challan option to update your challan option,now go to "Report for successful Transaction" then take print out by yourself.

If this problem still persistyour challan not generated then send your details like your challan no,bank reference no,amount,date and bank name to help line.

Ques 10. How to Get the Digital Signature?

Ans. Now you can sign your E-Return digitally using a digital certificate.

-- In case of problem in using Digital signature, please download the Capicom.dll file.

- Download the Capicom.dll file

- Un-Register old Capicom.dll using Start ->Run -> Type regsvr32 capicom.dll -u

- Copy downloaded Capicom.dll into c:\windows\system32 folder.

- Register this dll using start->Run->

- Type **regsvr32 c:\windows\system32\capicom.dll**

you can buy digital signature from below vendors:

1.Tata Consultancy Services (TCS)

2.National Informatics Center (NIC)

3.IDRBT Certifying Authority

4.SafeScrypt CA Services, Sify Communications Ltd.

5.(n) Code Solutions CA

6.MTNL Trust Line

7.*Customs & Central Excise

8.E-MUDHRA

or you can check on this website below

http://cca.gov.in

Ques-- How to install security certificate in different browsers??

<u>Install in Internet Explorer 5.x and above</u>

Click the link [Download Security Certificate] to begin the download of the file

Save the file in the required location.

Right click on the saved file and select Install Certificate. The Certificate Import wizard appears.

Click Next. The Welcome window appears.

Click Next. The Certificate Store window appears with the 'Automatically select the certificate store...' option selected by default.

Click Finish. The message, 'Do you want to ADD the following certificate to the root store?' is displayed.

Click Yes. You will receive the message, 'The import was successful.'

Install in Netscape 4.7x

Click the link [Download Security Certificate] to download chain into browser

The New Certificate Authority window appears.

Click Next. The New Certificate Authority window appears.

Click Next. The New Certificate Authority window appears showing the details of the certificate.

Click Next. A window appears with check boxes.

Check all and click Next. The New Certificate Authority window appears.

Click Next. A text box is displayed.

Type a name for the certificate (E.g. - NIC CA Root - INDIA PKI).

Click Finish.

Install in Netscape 6.x and 7.x

Click the link [Download Security Certificate] to download chain into browser

The Download Certificate window appears with check boxes.

Check all and click OK.

Q-What is the procedure for paying tax online?

Step 1: Open the website: https://secure.up.nic.in/comtax

Step 2: Enter your Login Credentials.

Step 3: Select New Challan Payment from Main Menu Page.

Step 5: Enter the mandatory Details on Challan Form.

Step 6: Select Name of Bank.

Step 7: Click Check and Save Entries.

Step 8: Confirm the Details and click Proceed to Net payment button.

Step 9: Make the Payment on Bank Website.

Step 10: After Completing Payment, You will be redirected to Commercial Tax Website.

Step 11: Take a Printout of Form-I

Q--What will happen after I confirm the payment of tax at my bank's site?

Your bank will process the transaction online by debiting your bank account

indicated by you and crediting the same in the account of Department of Commercial

Taxes .You will be redirected to the website of Department of Commercial Taxes where

you can get Form-I as a proof of Taxes Paid.

Q--What is the timing for making payment through Internet?
You will have to check the net-banking webpage of your bank's website for this
Information.

Q-- Is there any service charge for making the e-Payment?

It depends upon your bank.There are no charges by the Department.

Q--How to check that my e-Payment is successful?

After making the e-Payment, you will get the status of the transaction, whether Successful or Failed. In case of any Internet problem, you do not get the status Back , then you can check it using the Verify Challan option on the screen. In this option
enter the transaction details like the Challan No., TIN number, Amount, Bank

Reference
number and click on Verify. After Successful Verification ,Update button is enabled.You
have to click that button and after that, your challan will be updated on the website of
Commercial Tax. You may take printout of Form-I from Report for Successful Transactions
on your Main Menu Page.

Q-Can I make payment for the old Challan Numbers ?
No, you cannot make payment for the old Challan number. You will have
enter the transaction details once more, generate the new Challan
number and make the payment.

Q- If my Account gets debited more than once for the same e-tax transaction then what should I do?

During the transaction or after completing the transaction bank site encountered
any error or got disconnected before generating the Bank Ref. No. then instead
of doing the same transaction again kindly check your Account, if account is
debited only once, then you use the Verify option in e-payment website for
updating the status of the transaction. But if your bank account is debited more
than once, then do not make the same transaction again. Instead, you can
contact your Bank Helpline for assistance.

Q--How secure is the transmission of data to the website for e- payment?

All transmission through Commercial Tax e-Payment website is encrypted and is
with Secure Socket Layer (SSL) authentication. With respect to the banks, it
depends on the security measures provided by the bank for net-banking.

Q--How does this system of payment of taxes through internet benefit me as a taxpayer?
This system is beneficial to you as you are not required to personally visit the
bank/department to make the payments. Payment can be made electronically
at your convenience from any place where an internet facility is available e.g.
your office, residence, etc. Further, you get the Reference Number which is
required by you when you file your e-Return.

FORM 38

Q- What are the steps for the Form 38 download facility?

Ans- There are two steps for the download---

1- Online registration on the portal of Commercial Tax Department http:// comtaxup.nic.in.

2—Password is sent to the mail ID registered on the web. Start downloading with this password and TIN as user ID.

Q—What are the steps for the Registration on the web?

Ans- Go to the website—http://comtaxup.nic.in.Click on the **Registration for Form download button.** Fill all the details on the web form.

After successful completion of the form, please take a printout and submit before concerning assessing authority.

Please check your email in Spam/Junk mail folder also after verification of your application by Assessing Authority.

This form is not valid for Iron, Steel and Coal traders and Dealers having registration of less than one year.

Q--What are the steps after filling Online Registration.?

Once submit button is pressed a report would be generated with a Form request no. The dealer needs to take a print of the form and submit the same to the local Commercial Tax office for further processing. *(Please remember the request no. should be visible clearly on the printout taken by the dealer).*

Application for Form Download Facility

Application No.- **F040110-000025**   Application Date : 04/01/2010 **Date:** 04/01/2010

To,
The Deputy Commisioner
Commercial Tax Department
Lucknow Sector-7 , DC.

Sir / Madam,
I request you to register me for the form download facility provided by the Commercial Tax Department.The particulars of my firm are as follows :

Name of Firm	:	TODAYS STRATEGIC MARKETING CO.
TIN Number	:	09852201319
Registration Date	:	15/05/2001
Address	:	PLOT NO.E-107 T P NAGAR LUCKNOW
City	:	Lucknow
PIN Code	:	123456
Telephone No. (Office)	:	522-2298861
Mobile Number	:	9876543211
Fax Number	:	-
E-Mail ID	:	rajeev.netsoft@gmail.com ,
Constitution of the Firm	:	ProprietorShip
Commodities of Business	:	Kirana
Last Year Financial Turn Over	:	More than 1 crores and less than 10 crores

Declaration :
I/We accept the terms and conditions governing form download facility of the Commercial Tax Department applicable for my Transactions.I/We accept that I/We would be deemed to be aware of the contents of the terms and conditions and that all my rights and liabilities would be governed by UPVAT Act 2008 and Rules.Necessary resolution/Authorization is enclosed [Declaration is for limited Companies].
Place : _____.
Date : _____.

Signature
Name : _____
Status in the Firm : _____

Seal of Firm

For Commercial Tax office use :
We Confirm having verified the signatures and mandates.Commercial Tax Department Form Download Facility Recommended.

Q—how can I get communication about the acceptance or rejection of the application?
Once the request is accepted or rejected by the official concerned at the Commercial Tax Department, an email would be sent to the dealer on the registered as well as alternate email-id. The Accepted dealer would receive a password for form-38 downloading.
Q--- Can I make a request if my application is rejected once?
The dealer whose request is rejected by the Commercial Tax authorities can once again request after removing the objectionable points. The dealers whose request has been accepted can straightaway start downloading form-38 by logging-in using his TIN No. and Password given to him through an email

Q— what is the process of Form 38 Download?
Once login button is pressed using appropriate login credentials, a successful login page would appear with along dealer short detail. The dealer needs to press "Form Download" button for proceeding further.
Click on **Form Download** Button to Continue
Once the "Form Download" button is pressed a menu page with the following options would appear.

ENTRY-------
- **Request for Form Download: Dealer can generate the demand for the no. of forms.**

- **Form Download: Dealer can download the demanded Form.**

- **Form Utilization: The dealer needs to give the utilization of the forms in between the expiry date which is mention on form 38.**

- **Form Lost/Surrender: Dealer can lost/surrender unutilized forms.**

- **REPORTS-------**
  - **Report for Form Issued: For Re-print issued Form 38.**
  - **Report for Form Utilize: For Re-print utilized Form 38.**

Now the dealer can start demanding Form-38 by clicking on "Request for Form Download". The dealer has to enter the no. of forms to be downloaded in "Form demanded" text area and press the submit button. The Demand no. would be generated along with specified Form no's.
Click on Submit after entering no. of forms.
Enter No. of forms to be requested.
Clicking on "Form Download" menu option for issuance of the generated forms would ask for selection of demand no. for downloading of forms. The forms would be appearing for the selected demand no. on pressing of the "Submit" button.
If dealer wants to download multiple forms then he has to tick (√) on the checks in front of specific form no   s and have to click on "Print Multiple Form" button.

Q—What if the dealer cannot see the form on clicking "Print Multiple Form"?

If Dealer cant see the screen like above after clicking "Print Multiple Form", then he/she has to change pop-up blocker setting by following these steps:

Internet Explorer:
1. Open Internet Explorer
2. On the Tools menu, point to Pop-up Blocker, and then click Pop-up Blocker Settings

3 Type the address or URL of the website you want to see pop-ups from, in the Address of Web site to allow box, and then click add.

Q—What is the process of single form Downloading?

For single form download the dealer can either click on a tick (√) on the checks or he can directly click on the particular form no. on which he ll get the following screen as under. Then he can fill entries and press "Submit" button.

On clicking the "Submit" Button, the dealer, in case of any correction in entry form, either can click "Edit" button or can directly click "Download Form38" button. For print actual Form 38 printouts.

Click on "Print Form" For printout of actual Form 38.

Q—What is the process of the submission of form utilization?

For Utilization, the dealer needs to Click on "Form Utilization" menu option. On selecting the demand no. and pressing the "Submit" button he can give the utilization by clicking on a particular form no. link
The dealer now needs to fill the entries and submit the form. On the next page if he needs to make correction he can click "Edit" button otherwise click "Utilize Form38" button. For print actual Form 38 printouts. Click on "Print Form" For printout of actual Form 38.

Q—What is the process of the submission of form utilization?

For submission of Form-38 Lost/Surrender he needs to select "Form Lost/Surrender" menu option. On selecting the particular demand no. and press "Submit" button all forms that are issued and not utilized would appear.

Tick (√) for either Lost or Surrender check against the particular form no. and press "Save" button. (In case of LOST the dealer should enter amount and reason of loosing also).

Q—Can I give details of multiple Forms in single upload?

The Dealer can give the utilization of the multiple forms through the Excel sheet available in the form 38 login page. The fields screen shot are given below—
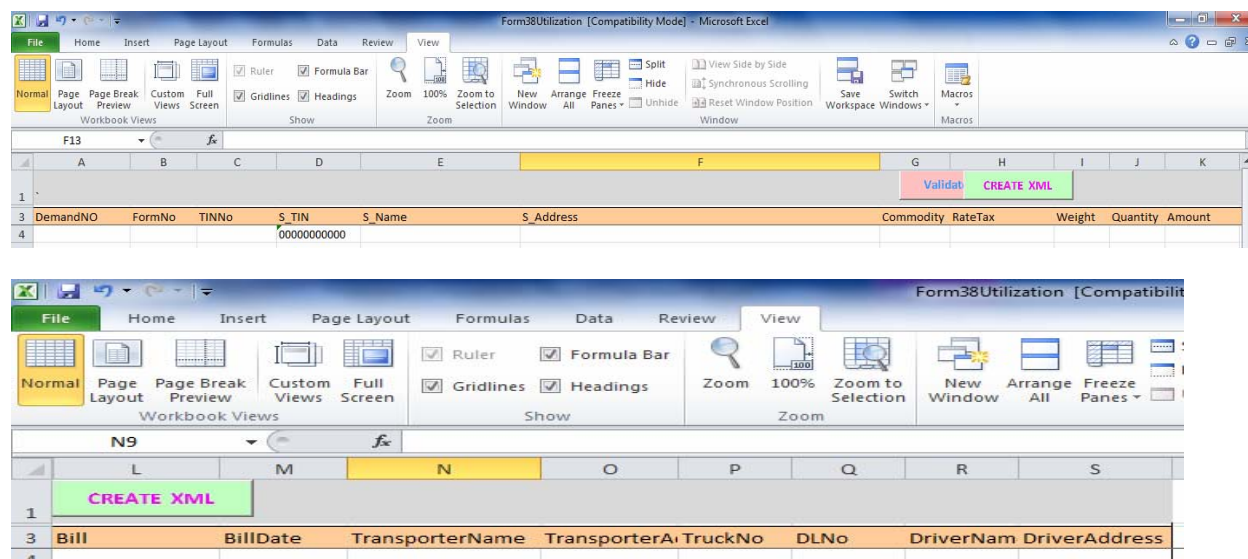
INSTRUCTION OF ENTRY IN EXCEL FOR MULTIPLE FORM-38 UTILIZATION

1. Enter Demand No. (Length should be 14 digits) example 10189990000003.
2. Enter Form No. (Last 8 digit of Form serial No.) example-2009-2010/18017600000213
3. Enter TIN No. (Length should be 11 digit including starting 0).
4. Enter Seller TIN No. (Length should be 11 digit including starting 0).
5. Enter Seller Name (Length should less than 100 Character).
6. Enter Seller Address (Length should less than 200 Character).
7. Enter Commodity code (length must be 8 digits).
8. Enter Rate of Tax for vat goods (example 1 or 4 or 12.5)
9. Enter weight (example 1100kg).
10. Enter quantity (example 1000).

11. Enter amount (example 22540.88) not enter like 22540.87654 which is wrong format.
12. Enter Bill/challan No. /Cash memo.
13. Enter Bill date in (dd/mm/yyyy) format.
14. Enter Transporter Name (Length should less than 100 Character).
15. Enter Transporter Address (Length should less than 200 Character).
16. Enter Truck No. (length should be less than 10 character).
17. Enter Driving Licence(DLNO.).
18. Enter Driver Name (Length should less than 100 Character).
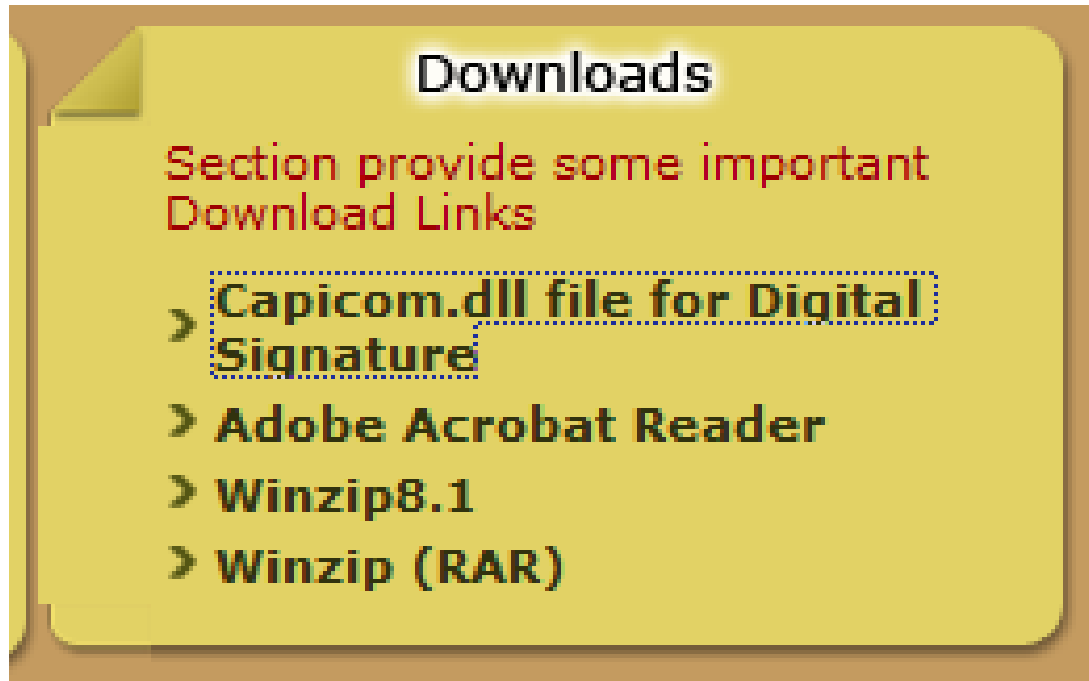19. Enter Driver Address (Length should less than 200 Character).

Copy " Form38Utilization.xls" file on your desktop entry all data in given excel sheet Click to "Validate" button for validate data . After that click to "Create XML" button.
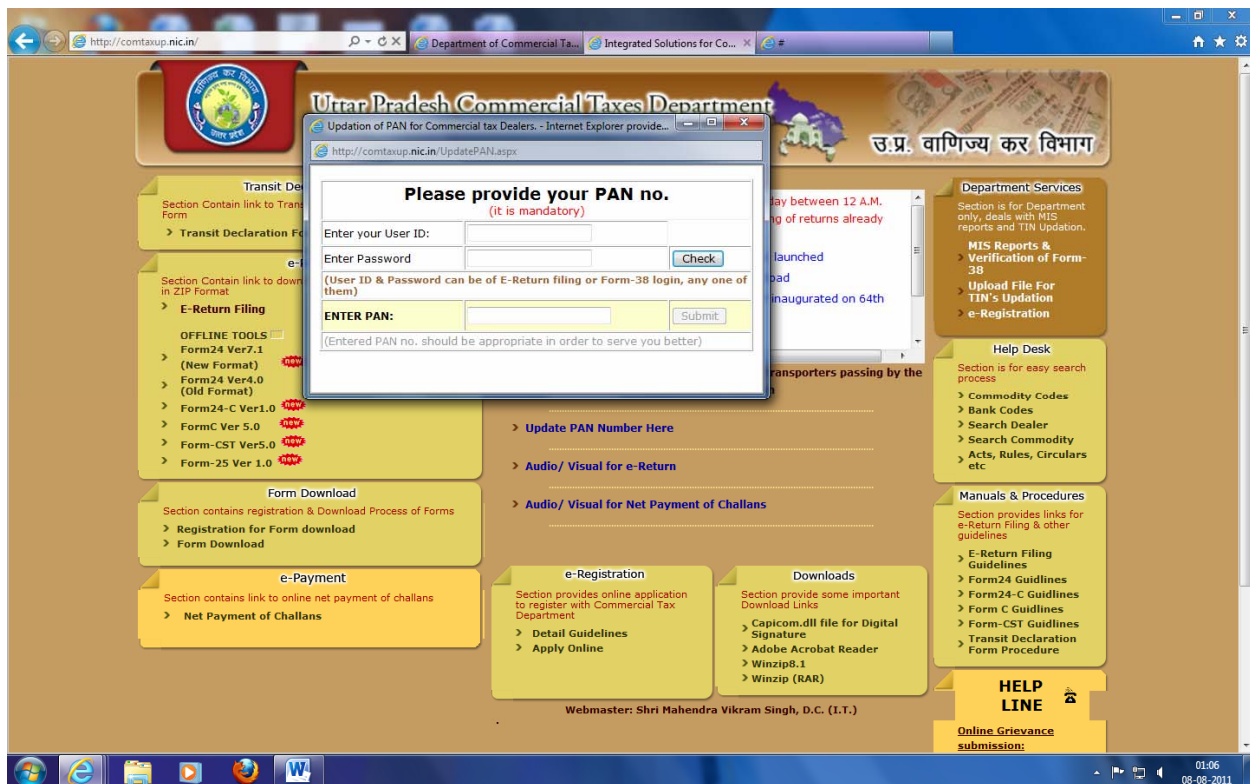
Q—What are the Bank codes for different banks?

BANK NAME AND BANK CODES

S.No	Bank Name	Bank Code
1.	State Bank of India	0001
2.	Punjab National Bank	0002
3.	Allahabad Bank	0003
4.	Bank of Baroda	0004
5.	Canara Bank	0005
6.	Bank of India	0006
7.	Syndicate Bank	0007
8.	Union Bank of India	0008
9.	Central Bank of India	0009
10.	Indian Overseas Bank	0010
11.	Vijaya Bank	0011
12.	Bank of Maharastra	0012
13.	UCO Bank	0013
14.	Dena Bank	0014
15.	Oriental Bank of Commerce	0015
16.	Corporation Bank	0016

Q--- Where can we download the different utilities from the Commercial Tax Site?

Downloads

Section provide some important
Download Links

> Capicom.dll file for Digital
Signature
> Adobe Acrobat Reader
> Winzip8.1
> Winzip (RAR)

Q—How can we update our PAN no in the site?

Q---What is the process of Online Grievance redressal System?
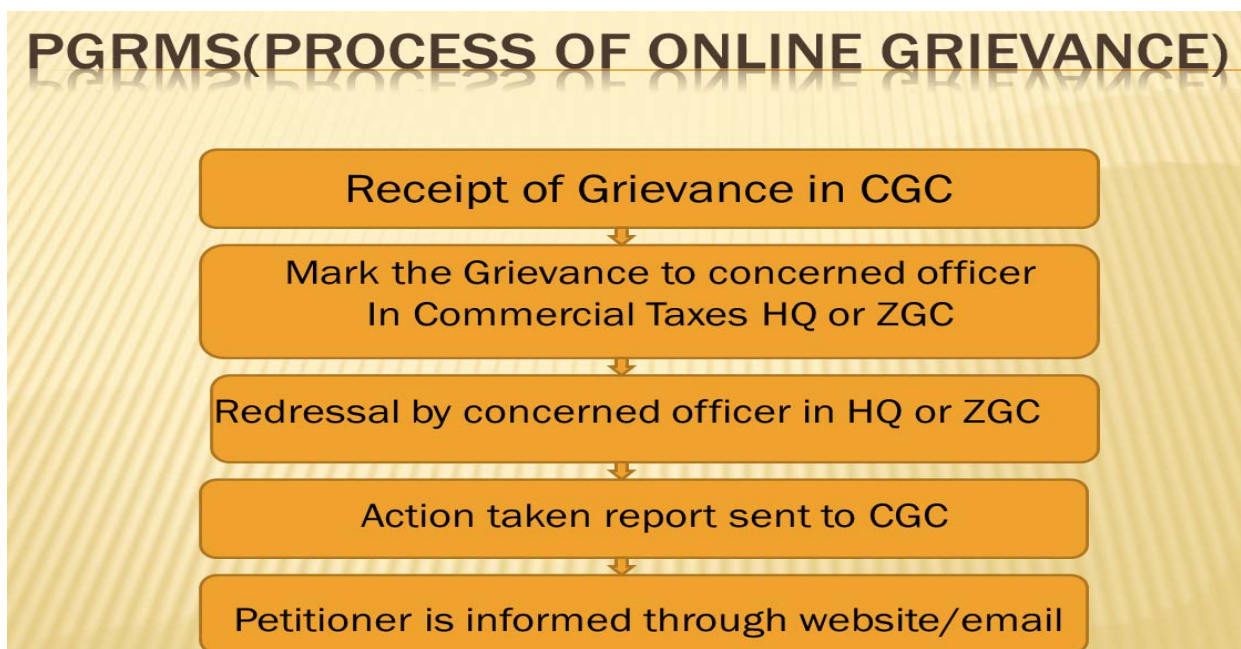
Q—What fields have to be filled by the Dealers registered with the department and Non Dealers?

PGRMS

1) Dealer
- TIN No.*
- Name of the firm (from the system),Address of the firm (from the system)
- Status in the firm*
- Mobile No or LL No. (one of them is mandatory),E mail ID
- Grievance subject and detail in text and reference of previous Grievance(if any)

2) Non Dealer
- Name of the person*
- Address of the person*
- Mobile no or LL No.(one of them is mandatory),E mail ID
- Grievance subject and detail in text and reference of previous Grievance(if any)

- Dealers/non-dealers can enter their grievance detail by clicking--"Fill on Line Grievance"
- Dealers/non-dealers can view grievance status any time by clicking—"View specific complaint detail"
- Officers can login from this page.

Operator/User enters details like (In Case Non Dealer) Complaint Mode, Name, Address, E-Mail, Complaint Area, District, Tehsil, Thana, Block, Gram Panchayat, Complaint Subject, Complaint Description etc. as shown in next Screen..