

USER MANUAL

Dealer logs into the system by using valid user ID and password.

The screenshot displays a web browser window with the following elements:

- Browser Address Bar:** Shows the URL `http://localhost:8080/TCCWeb/dealerLogin.jsp` and the page title "Commissionerate of Taxes ...".
- Page Header:** Features the "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES" logo on the left and a decorative banner image on the right.
- Dealer Login Form:** A central box titled "Dealer Login" containing:
 - User ID:** A text input field with the value "RATHI".
 - Password:** A password input field with masked characters "••••••••".
 - Buttons:** "Login" and "Reset" buttons.
- Text Links:** A link "Click here for password policy." is located below the login form.
- Browser Recommendation:** A message states "For best experience Internet Explorer or Mozilla Firefox is recommended."
- Page Footer:** Includes the text "ABOUT TRUST ONLINE" and "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7 th October 2010".
- Taskbar:** The Windows taskbar at the bottom shows various application icons and the system tray with the time "14:14" and date "20-06-2015".

Click on “Submit Clearance Request” Button to file a clearance request.

The screenshot displays a web browser window with the following elements:

- Browser Address Bar:** Shows the URL `http://localhost:8080/TCCWeb/DealerLoginServlet` and the page title "Assam Commissionerate of...".
- Page Header:** Features the Government of Assam logo, the text "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES", a map of Assam, and a decorative banner image showing a rhinoceros and a person in a field.
- Navigation Bar:** Includes a "Home" link on the left and a "Logout" link on the right.
- Main Content Area:** A vertical menu on the left contains three blue buttons: "Submit Clearance Request", "Track Clearance Request", and "Change Password".
- Footer:** A blue bar at the bottom contains the text: "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. [Disclaimer](#)
Last updated on 7 th October 2010".
- Taskbar:** The Windows taskbar at the bottom shows various application icons and the system tray with the time "14:17" and date "20-06-2015".

Click on the radio Button "VAT", then system will automatically display the "Dealer name and Registration No.

Dealer now need to fill up the description then click on submit.

The screenshot shows a web browser window with the URL `http://localhost:8080/TCCWeb/dealerClearance.jsp`. The page header includes the logo of the Government of Assam, Commissionerate of Taxes, and a navigation bar with "Home" and "Logout" links. The main content area is titled "APPLICATION FOR TAX CLEARANCE CERTIFICATE".

The form contains the following fields and controls:

- Act*:** A radio button labeled "VAT" is selected and circled in red.
- Dealer Name:** A text input field containing "m/s test".
- Registration No.:** A text input field containing "18040094213".
- Description:** A section header in blue text.
- Purpose for which the clearance certificate is required*:** A text area containing "testing".
- Period for which Returns and Payments submitted:** A section header.
- Period From*:** A date input field containing "09/06/2015".
- Period To*:** A date input field containing "17/06/2015".
- Submit and Cancel buttons:** Two buttons at the bottom of the form.

At the bottom of the page, there is a footer with the text: "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7 th October 2010".

After successfully submission of the Tax Clearance Certificate request the dealer will get an 'Acknowledgement number'.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** `http://localhost:8080/TCCWeb/dealerClearance.jsp`
- Page Header:** "GOVERNMENT OF ASSAM" and "COMMISSIONERATE OF TAXES" with a map of Assam.
- Navigation:** "Home" and "Logout" links.
- Message Box:**
 - Title: "APPLICATION FOR TAX CLEARANCE CERTIFICATE"
 - Status: "Your Request Submitted Successfully"
 - Text: "Your Acknowledgement No Is. **2006201534** Please Use This Number For Any Future Correspondence"
- Footer:** "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer" and "Last updated on 7 th October 2010"
- Taskbar:** Windows taskbar with various application icons and system tray showing "14:20" and "20-06-2015".

A red arrow points from the text above to the acknowledgement number **2006201534** in the message box.

In order to check his status the dealer can click on 'Track Clearance Request'.

The screenshot shows a web browser window with the following elements:

- Browser tabs: "Dept. of Sales Tax" and "Assam Commissionerate of T".
- Address bar: "103.8.248.130/TCCWeb/DealerLoginServlet".
- Header: "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES" with a map of Assam and a decorative image of a rural scene.
- Navigation menu: "Home" (left) and "Logout" (right).
- Main content area: A vertical list of buttons: "Submit Clearance Request", "Track Clearance Request" (highlighted with a red arrow), and "Change Password".
- Footer: "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7th October 2010".

Then enter the Acknowledgement number then click on 'Track'.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** `http://localhost:8080/TCCWeb/dealerTraking.jsp`
- Page Header:** "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES" with a logo and a map of Assam.
- Navigation:** "Home" link on the left and "Logout" link on the right.
- Main Content Area:**
 - Section Header:** "Track Status By Dealer"
 - Form:** A text input field labeled "Track No./Acknowledgment No." containing the value "2006201534".
 - Action:** A blue "Track" button located below the input field, with a red arrow pointing to it from the text above.
- Footer:** "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7 th October 2010"
- Taskbar:** Windows taskbar at the bottom showing the Start button, several application icons, and the system tray with the date "20-06-2015" and time "14:28".

The dealer can check his clearance 'Information' (Under Process/ Approved/ Reject)

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Dept. of Sales Tax" and "Commissionerate of Taxes - | x".
- Address Bar:** "103.8.248.130/TCCWeb/dealerTraking.jsp".
- Header:** "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES" with a map of Assam and a banner image of a rhinoceros and people.
- Navigation:** "Home" on the left and "Logout" on the right.
- Main Content:**
 - Track Status By Dealer:** A form with "Track No./Acknowledgment No." and a "Track" button. A red arrow points to this button.
 - Application Information:** A section with two buttons: "INFORMATION" and "Your Request is Under Process."
- Footer:** "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7 th October 2010".

If the dealer will get the 'Approved' status then he need to click on the 'Acknowledgement number' showing below then his Tax Clearance Certificate will appears which is a system generated certificate, he can take the print out from here.

The screenshot displays a web browser window with the URL `http://localhost:8080/TCCWeb/dealerTraking.jsp`. The page header identifies the user as the 'COMMISSIONERATE OF TAXES' of the 'GOVERNMENT OF ASSAM'. The main content area is titled 'Track Status By Dealer' and contains the following elements:

- Track Status By Dealer:** A form with a text input field labeled 'Track No./Acknowledgment No.' and a blue 'Track' button.
- Application Information:** A table with the following data:

INFORMATION	Details
	Your Request is Approved 2006201334
- Remarks:** A text area containing the remark 'approved!!'.

The footer of the page contains the text: 'Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer Last updated on 7 th October 2010'. The Windows taskbar at the bottom shows the system time as 14:29 on 20-06-2015.

In the approval part concern ST can login with his USERID and password and enter into the concern location for the dealer.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** `http://localhost:8080/TCCWeb/adminLoginScreen`
- Page Header:** "GOVERNMENT OF ASSAM" and "COMMISSIONERATE OF TAXES" with a map of Assam.
- Admin Login Form:**
 - Title:** Admin Login
 - User ID:**
 - Password:**
 - Location:** (dropdown menu)
 - Buttons:** Login, Reset
- Footer:** "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer" and "Last updated on 7 th October 2010"
- Taskbar:** Windows taskbar with icons for Internet Explorer, Firefox, Chrome, and others. System tray shows "Desktop", "14:22", and "20-06-2015".

Then click on 'Clearance request'

The screenshot shows a web browser window with the URL `http://localhost:8080/TCCWeb/adminHome.jsp`. The page header includes the Government of Assam logo and a map of Assam. The main content area features two blue buttons: 'Admin Home' and 'Clearance Request'. A red arrow points to the 'Clearance Request' button. Below the buttons, there is a message: 'For best experience Internet Explorer or Mozilla Firefox is recommended.' The footer contains copyright information: 'Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer' and 'Last updated on 7 th October 2010'. The Windows taskbar at the bottom shows the system tray with the time 14:24 and date 20-06-2015.

List of the alerts will appears as shown below. Click on 'Open'.

The screenshot shows a web browser window with the following details:

- Address bar: <http://localhost:8080/TCCWeb/RequestedClearanc>
- Page Title: Commissionerate of Taxes ...
- Page Header: GOVERNMENT OF ASSAM, COMMISSIONERATE OF TAXES, and a map of Assam.
- Navigation: Home, Logout
- Table:

Sl.No.	Acknowledgment Id	Registration No	Firm Name	Act Name	Create Date	Location	Action
1	2006201534	18040094213	m/s test	VAT	20/06/2015	C01TES	Open

The 'Open' link in the 'Action' column is highlighted with a red arrow.

Then the concern ST can view the details of the application for the Tax Clearance Certificate by the dealer. ST can approve by directly clicking on 'SAVE' or otherwise reject the application by clicking on 'Rejection' button then save from here.

GOVERNMENT OF ASSAM
COMMISSIONERATE OF TAXES

Home Logout

APPLICATION FOR TAX CLEARANCE CERTIFICATE

Act: VAT

Dealer Name: m/s test

Registration No.: 18040094213

Details:

Dealer Clearance Purpose: testing

Tax Paid From: 09/06/2015

Tax Paid To: 17/06/2015

Approval/Rejection: Approval Rejection

Remark By AO: approved!!

Set Validity Date For Clearance: 04/07/2016

Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer
Last updated on 7 th October 2010

Desktop 14:26 20-06-2015

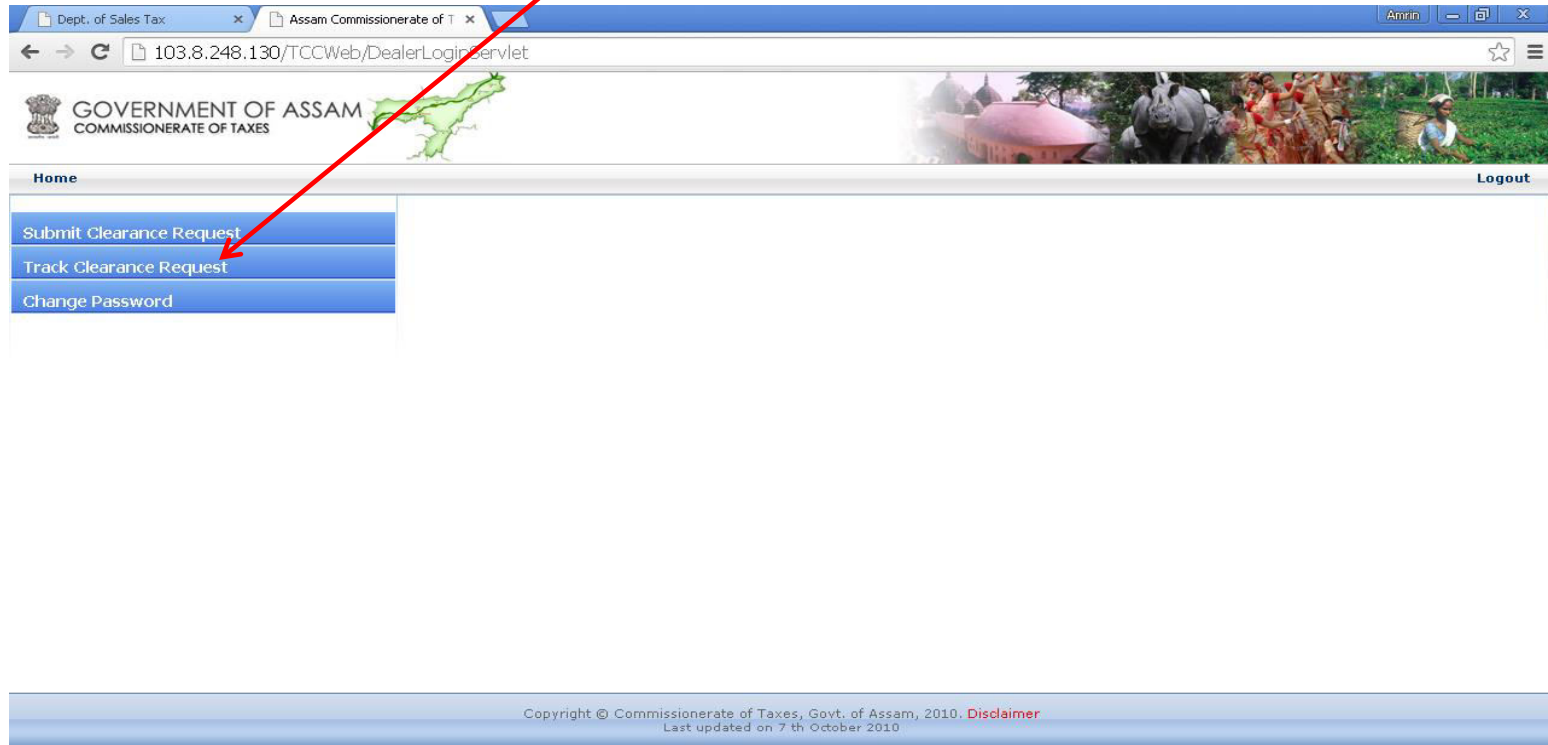
After successfully approval of Tax Clearance Certificate ST can take the print out of the certificate by clicking on the Registration number or otherwise click on back to home.

The screenshot shows a web browser window with the following elements:

- Address Bar:** <http://localhost:8080/TCCWeb/RequestedDealerint>
- Page Title:** Clearance Form Checking
- Header:** GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES, featuring a map of Assam and a rural scene with a rhinoceros.
- Navigation:** Home (left) and Logout (right).
- Message Box:**

APPLICATION FOR TAX CLEARANCE CERTIFICATE
The Tax Clearance Certificate Request Is Approved Successfully.
[Take Print 2006201534](#)
[Back To Home](#)
- Footer:** Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7 th October 2010.
- Taskbar:** Windows taskbar with icons for Start, File Explorer, VLC, Chrome, Internet Explorer, Firefox, Notepad, Java, and a printer icon. System tray shows Desktop, volume, and network icons. Time: 14:27, Date: 20-06-2015.

The dealer can click on 'Track Clearance Request' in order to take the print out of the Certificate.



Then enter the Acknowledgement number then click on 'Track'.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** `http://localhost:8080/TCCWeb/dealerTraking.jsp`
- Page Header:** "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES" with a logo and a map of Assam.
- Navigation:** "Home" on the left and "Logout" on the right.
- Main Content Area:**
 - Section Header:** "Track Status By Dealer"
 - Form:** A text input field labeled "Track No./Acknowledgment No." containing the value "2006201534".
 - Action:** A blue "Track" button located below the input field.
- Footer:** "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7 th October 2010"

A red arrow points from the text above to the "Track" button.

The dealer can check his clearance 'Information' (Under Process/ Approved/ Reject)

The screenshot shows a web browser window with the following elements:

- Browser tabs: "Dept. of Sales Tax" and "Commissionerate of Taxes - | x".
- Address bar: "103.8.248.130/TCCWeb/dealerTraking.jsp".
- Header: "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES" with a map of Assam and a banner image of a rhinoceros and people.
- Navigation: "Home" on the left and "Logout" on the right.
- Main Content:
 - Track Status By Dealer**: A form with a text input field for "Track No./Acknowledgment No." and a blue "Track" button. A red arrow points to the "Track" button.
 - Application Information**: A section with two buttons: "INFORMATION" and "Your Request is Under Process."
- Footer: "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7 th October 2010".

If the dealer will get the 'Approved' status then he need to click on the 'Acknowledgement number' showing below then his Tax Clearance Certificate will appears which is a system generated certificate, he can take the print out from here.

The screenshot displays a web browser window with the URL `http://localhost:8080/TCCWeb/dealerTraking.jsp`. The page header identifies the user as the 'COMMISSIONERATE OF TAXES' of the 'GOVERNMENT OF ASSAM'. The main content area is titled 'Track Status By Dealer' and contains the following elements:

- A text input field labeled 'Track No./Acknowledgment No.' with a 'Track' button below it.
- An 'Application Information' section containing a table with the following data:

INFORMATION	Details
	Your Request is Approved 2006201334
- A 'Remarks' section containing a table with the following data:

Remarks
approved!!

The footer of the page states: 'Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7 th October 2010'. The Windows taskbar at the bottom shows the system time as 14:29 on 20-06-2015.

Tax Clearance Certificate view.

Certificate Number: 463	Issue Date: 20-JUN-15												
THE ASSAM VALUE ADDED TAX RULES, 2005 FORM-63 [Sec Rule 41(9)] TAX CLEARANCE CERTIFICATE (To be filled in by the application for contracts, permits, leases, licenses etc.)													
1. Name and business of the applicant	s s m/s test												
2. Father's name of the applicant	s												
3. Home address of the applicant	ss												
4. Year in which the business was established	16-MAR-08 Office of the Assistant Commissioner of Taxes/Superintendent of Taxes												
5. Name and address of the office in which the applicant is assessed to sales tax	Proprietor												
6. Whether the applicant is assessed to tax as	CIRCLE-01 TEST												
7. The Sales Tax Unit/District in which the applicant is assessed to sales tax	18040094213												
8. (a) Registration Certificate No													
(b) Particulars of tax paid													
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 15%;">Tax period ending</th><th style="width: 15%;">Tax assessed</th><th style="width: 15%;">Tax paid</th><th style="width: 55%;">Remarks</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr></thead><tbody><tr><td>17-JUN-15</td><td></td><td></td><td>approved!!</td></tr></tbody></table>		Tax period ending	Tax assessed	Tax paid	Remarks	1	2	3	4	17-JUN-15			approved!!
Tax period ending	Tax assessed	Tax paid	Remarks										
1	2	3	4										
17-JUN-15			approved!!										
<p>Note : Amounts of tax in columns 2 and 3 above should include penalties etc. imposed under the Assam Value Added Tax Act, 2003. (c) If sales tax demanded remains unpaid, reason for it should be clearly stated. (d) Whether the company of firm or Hindu undivided family on which the assessment was made has been or is being liquidated, wound up, dissolved, partitioned or being declared insolvent as the case may be. 9. In case the applicant is not registered dealer under the Assam Value Added Tax Act whether any notice have been received and complied with amount of tax, if any, determined and paid for each of the above return period. 10. The name and address of Branches of the applicant -</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 20%;">Name</th><th style="width: 80%;">Address</th></tr></thead><tbody><tr><td> </td><td> </td></tr></tbody></table>		Name	Address										
Name	Address												
11. Purpose for which the clearance certificate is required-	testing												
I declare that above information is correct and complete to the best of my information and belief.													
Signature of the applicant or his authorised agent.													
In my opinion , the applicant mentioned above has been doing everything possible to pay the tax demands promptly and regularly the completion and regularly the completion of pending or outstanding proceedings.													
VALID UP TO....04-JUL-15.....													
ASA SAS ST													
***This Is a Computer Generated Certificate													

Thank You