

Your Quick Guide to make use of online CST System

How to make use of online CST System on CTD Web Portal?

- Log on to the web portal of Commercial Taxes Department – <http://rajtax.gov.in>
- Sign up on the web portal by providing your Taxpayer Identification Number (TIN) and other registration details. Upon successfully signing, logon to the portal using your TIN.

1. For making use of online CST system facility, a dealer should be registered under CST act.
2. A dealer is required to request/opt for the permission of usage of e-CST system facility. This would be a one time online request that a dealer would submit; this request would be sent to his respective assessing authority by the system itself.
3. Assessing authority would need to take the decision based on the previous track record of the dealer
4. Assessing authority will be having a provision to approve/reject the request of the dealer by writing the reason into the remarks section.
5. Decision taken by assessing authority along with the remarks would be sent in e-Communication (Received Messages) section for Dealers information.
6. Once the request is approved by the assessing authority then dealer would need to download the prescribed template from the CTD Portal itself.
7. After validating the template details, the dealer would be able to upload the details of inter-state purchases for which CST forms are required in a pre-defined excel sheet in “.CSV” format. The template in which details of purchases are to be uploaded would be provided on the CTD web portal.
8. Dealer would need to click on the **Upload Purchase Details** link available in e-Services Section under e-CST System.
9. Before uploading the template, request you to verify the other party status from TINXSYS system.
10. Dealer would select the Financial Year and respective Quarter for which he wants apply for the CST C Form. Here System would be having following riders on the period sections:
 - a. System would only allow the dealer to apply for CST Forms for Quarter – 2 of FY – 2011-12 onwards.
 - b. System would not accept the issuance/utilization of the manual forms for Quarter -2 of FY 2011-12 onwards.
 - c. Dealer would only be able to upload the purchase details for a quarter once quarter has been ended.
 - d. Dealer would be allowed to request for CST Forms for a specific Quarter till three months from end of that quarter. After the three months if dealer try to submit the form then system would populate an alert and do not allow dealer to submit the CST C form.
11. 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.

12. System would check every day the defaulter status for the following criteria and would proceed further accordingly as described in point – 15
 - a. Return Defaulter status for which the dealer is applying for CST Form (From 1st Apr 2011) – Quarter -1 of FY – 2011-12
 - b. Payment Defaulter status for the Quarter for which the dealer is applying for CST Form (From 1st Apr 2011) – Quarter -1 of FY – 2011-12
 - c. Only Net Tax Payable would be considered while checking the payment defaulter (Penalty & Interest Excluded)
 - d. 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 his login on CTD Portal.
13. 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.
14. System will keep checking the defaulter status everyday and if dealer meets with compliance in between then system would generate the CST form Also the assessing authority would always be having an option to revoke the Permission of Usage of CST Forms.
15. 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 would be a ten digit sequence number starting form 1 – First Number would be – 0000000001
 - c. First C Form Number would be – **RJ/C/2011-12 0000000001**
16. A hyperlink provided on “Acknowledgement number” in case of Approval. When dealer would click on Acknowledgement number then system would provide a list of CST forms generated through system along with serial no and series no based on seller’s TIN. System would generate the CST form with individual bill details
17. Dealer can print this CST Form multiple times from his CTD web Portal Login along with invoice wise details.

What are the Pre-Requisites for electronic returns filing?

1. Have a Computer and Internet Connection at your Office / Home.
2. Sign-up on CTD Web Portal using your VAT TIN.
3. Dealer must be registered under CST Act.
4. Dealer is mandated to file electronic return.

Important Guidelines to prepare the Returns Templates

1. Special characters like ` ~ ! \$ % ^ * () @ # & ' " { } ; : < > ? / \ + = - _ [] and comma are not allowed. Follow the instructions displayed in excel templates.
2. Don't use any separator like "," or "-" for fields which contains numeric data.
3. If Numeric fields contain no data then leave it blank or enter 0 in place of entering "-".
4. For data fields, enter dates in "DD/MM/YYYY" or "DD-MON-YYYY" format.
5. Do not Use Copy (CTRL+C) / Paste (CTRL+V) command to fill the return sheets, instead use Paste=>Special=>Values
6. If the number of records exceeds the maximum size of templates provided on the website, you can upload 4 multiple sheets for the same form for your records. However, you must define the number of sheets that you going to upload prior to starting the upload process for that form.
7. For further details / assistance on e-filing, refer to the detailed guide-book available on CTD Web Portal – Home Page => Help =>ROCS

Note:

This document shall not be disclosed, transmitted, or duplicated, used in whole or in part for any purpose other than its intended purpose.