



User Manual

Profession Tax e-Payment

September - 2015

The website is powered by: [National Informatics Centre](#)

The screenshot displays the web interface for the West Bengal State Tax on Professions, Trades, Callings and Employments Rules, 1979. The page title is 'Profession Tax e-Payment' (Ver 1.0.0). The navigation menu includes 'Home', 'Check Payment Details', 'User Manual', and 'FAQ'. The main content area is titled 'Pay your Profession Tax' and includes a dropdown menu for 'Enrollment No. / Registration No. / Government ID / Application No.'. Below this, there are radio buttons for 'Payment for*': 'Enrollment No.', 'Registration No.', 'Government Id', and 'Unenrolled Person'. A text input field for 'Application No.' is present, with 'Application No.' as a placeholder. There are 'Submit' and 'Reset' buttons. A checkbox option is available: 'I do not remember my PT Enrolment/Registration number. I currently have my VAT/CST number.'. The footer contains contact information: 'For Any Technical Or Process Related Query, Send Email To query_ptax_wb@nicet.com Or Call At (033) 7122-1672/1684', 'Developed By NIC', and a note: '(Best Viewed In Internet Explorer 9.0/Mozilla Firefox 3.6/Google Chrome Or Higher Version & Operating System Should Be Linux Or Windows 7 & Above)'.

The website can be found at: https://egov.wbcomtax.gov.in/PT_ePayment

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PT_ePAYMENT

1. Pay Your Profession Tax

1.1. Using Profession Tax Enrolment No (12-digit numeric)

The screenshot shows the 'Pay your Profession Tax' form. At the top, there is a header with the logo of the West Bengal State Tax on Professions, Trades, Callings and Employments Rules, 1979, and the title 'Profession Tax e-Payment'. Below the header, there is a navigation bar with links for Home, Check Payment Details, User Manual, and FAQ. The main content area is titled 'Pay your Profession Tax' and includes a sub-header 'for' followed by 'Enrollment No. / Registration No. / Government ID / Application No.'. There are four radio buttons for selection: 'Enrollment No' (selected), 'Registration No', 'Government Id', and 'Unenrolled Person'. Below these is a text input field for 'Enrollment No.' containing '19XXXXXXXXX'. A 'Submit' button and a 'Reset' button are located below the input field. A checkbox at the bottom reads 'I do not remember my PT Enrolment/Registration number. I currently have my VAT/CST number.' Three red arrows point to the 'Enrollment No' radio button, the input field, and the 'Submit' button.

1. Choose *Enrolment No*
2. Provide your 12-digit PT Enrolment No.
3. Click *Submit* to get the following page shown below.

The screenshot shows the 'Profession Tax Payment' page. At the top, there is a header with the logo of the West Bengal State Tax on Professions, Trades, Callings and Employments Rules, 1979, and the title 'Profession Tax e-Payment'. Below the header, there is a navigation bar with links for Home, Check Payment Details, User Manual, and FAQ. The main content area is titled 'Profession Tax Payment' and includes a sub-header 'for' followed by 'Enrolment No.'. Below this is a section titled 'ENROLMENT DETAILS' with the following information: Applicant Name: GHANSHYAM SARAF; Trade Name: GHANSHYAM SARAF; Address: Room / Flat No - FE-DFDF4HELLO WORLDS, Premises / Street- ggh fhjgfgdds kjhkdshf sdfdsf sdfdsfdfsdf, City/Town/Vill - ggh fhjgfgdd, PS- BIDHAN NAGAR NORTH, Sub Division- BIDHAN NAGAR, ...; Mobile: 9830024401; Email ID: debpal07@gmail.com. A red arrow points to the 'ENROLMENT DETAILS' section, and a red oval highlights the entire details section.

The screenshot shows the 'Payment Details' form with the following fields and callouts:

- 2**: Payment Mode dropdown menu.
- 3**: Year of Payment dropdown menu.
- 4**: Gross Income / Turnover Slab for the year previous to selected year dropdown menu.
- 5**: Case No. (if any) text input field.
- 6**: Remarks (if any) text area.
- 7**: Amount (Rs.) input field in the 'Head of Account & Amount Details' table.
- 8**: Add Row button.
- 9**: Pay button.
- 10**: Exit button.

The 'Head of Account & Amount Details' table contains the following data:

Head of Account Description	Head of Account	Amount (Rs.)
Profession Tax-Taxes	0028-00-107-001-03	2500
TOTAL AMOUNT:		2500

1. Details against given Enrolment No.
2. Choose one of the following **Payment Mode**: *Net Banking, Counter Payment & Debit Card*.
3. Choose **Year of Payment**.
4. If given Enrolment belongs to *Schedule 2 OR Schedule 3* category and chosen **Year of Payment** is *2014-15* onwards then you can choose **Gross Income / Turnover Slab for the year previous to selected year** from the list of Slab Range.

If chosen **Year of Payment** is before *2014-15* then you have to provide the **Turnover** Amount in Rs. instead of choosing **Gross Income / Turnover Slab**

5. Provide **Case No** (If you have)
Following characters are allowed in the Case No: Front Slash (/), Hyphen (-), Opening and Closing First Bracket (()), Space, Numeric Character(s), Alphabetic Character(s).
NOTE: Maximum 11 characters it can contain.
6. Provide **Remarks** (If you have). Remarks must be Alpha-Numeric and can contain maximum 200 characters.
7. If chosen **Year of Payment** is *2014-15* onwards, tax will be auto-calculated after choosing proper **Year of Payment & Gross Income / Turnover Slab**. This auto-calculated Tax Amount will be in the appropriate **Amount** field under **Head of Account – Profession Tax – Taxes**. If you've already paid for the selected year, then you can change that auto calculated tax amount, otherwise you cannot change that amount.
8. You can also add another row to provide **Amount** against another **Head of Account**.
REMEMBER: You cannot choose one **Head of Account** more than one time.
9. Click the **Pay** button to pay the total calculated amount.
10. Click the **Exit** button to cancel this transaction.

1.2. Using Profession Tax Registration No (12-digit numeric)

THE WEST BENGAL STATE TAX ON PROFESSIONS, TRADES, CALLINGS AND EMPLOYMENTS RULES, 1979
Profession Tax e-Payment
Ver1.0.0

Home Check Payment Details User Manual FAQ

Pay your Profession Tax
for
Enrollment No. / Registration No. / Government ID / Application No.

Payment for: Enrollment No Registration No Government Id Unenrolled Person

Registration No.:

I do not remember my PT Enrolment/Registration number. I currently have my VAT/CST number.

In Case Any Technical Problem Arises With The Web Site, Please Mail Us At nicinfocms.vell@gmail.com And For Any Process Related Queries Regd
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1. Choose *Registration No*
2. Provide your 12-digit PT Registration No.
3. Click *Submit* to get the following page shown below.

THE WEST BENGAL STATE TAX ON PROFESSIONS, TRADES, CALLINGS AND EMPLOYMENTS RULES, 1979
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Home Check Payment Details User Manual FAQ

Profession Tax Payment
for
Registration No.

Registration Details

Applicant Name:
PARTHA MANJIA

Trade Name:
CAMERTON INFOLINE PRIVATE LIMITED

Address:
Room / Flat No - EN-62, Premises / Street- SECTOR - V, SALT LAKE, City/Town/Vill- KOLKATA, PS- ELECTRONICS COMPLEX, Sub Division- BIDHAN NAGAR, District- NORTH 24 PARGANAS, PIN- 700091

Mobile:
8336916495

Email ID:
partha.kar@camerton.in

The screenshot shows a web form titled "Payment Details" with the following fields and callouts:

- 2**: Points to the "Payment Mode" dropdown menu.
- 3**: Points to the "Year of Payment" dropdown menu.
- 4**: Points to the "Month of Payment" dropdown menu.
- 5**: Points to the "Case No. (if any)" text input field.
- 6**: Points to the "Remarks (if any)" text area.
- 7**: Points to the "Head of Account Description" dropdown menu in the "Head of Account & Amount Details" section.
- 8**: Points to the "Add Row" button.
- 9**: Points to the "Pay" button.
- 10**: Points to the "Exit" button.

At the bottom of the form, it says "Developed By NIC" and "(Best Viewed In Internet Explorer 9.0/Mozilla Firefox 3.6/Google Chrome Or Higher Version & Operating System Should Be Linux Or Windows 7 & Above)".

1. Details against given Registration No.
2. Choose one of the following **Payment Mode**: *Net Banking, Counter Payment & Debit Card*.
3. Choose **Year of Payment**.
4. Choose **Month of Payment**
5. Provide **Case No** (If you have)
Following characters are allowed in the Case No: Front Slash (/), Hyphen (-), Opening and Closing First Bracket (()), Space, Numeric Character(s), Alphabetic Character(s).
NOTE: Maximum 11 characters it can contain.
6. Provide **Remarks** (If you have). Remarks must be Alpha-Numeric and can contain maximum 200 characters.
7. Choose **Head of Account** & provide the **Amount**.
8. You can also add another row to provide **Amount** against another **Head of Account**.
REMEMBER: You cannot choose one **Head of Account** more than one time.
9. Click the **Pay** button to pay the total calculated amount.
10. Click the **Exit** button to cancel this transaction.

1.3. Using Profession Tax Government ID (12-digit numeric)

THE WEST BENGAL STATE TAX ON PROFESSIONS, TRADES , CALLINGS AND EMPLOYMENTS RULES, 1979
Profession Tax e-Payment
Ver1.0.0

Home Check Payment Details User Manual FAQ

Pay your Profession Tax
for
Enrollment No. / Registration No. / Government ID / Application No.

1 Payment for: Enrollment No Registration No Government Id Unenrolled Person

2 Government ID: 19XXXXXXXX63

3 Submit Reset

I do not remember my PT Enrolment/Registration number. I currently have my VAT/CST number.

max.wb@gmail.com, Helpline No. - (033) 7122-1672/1684
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1. Choose *Government ID*
2. Provide your 12-digit Government ID No.
3. Click *Submit* to get the following page shown below.

THE WEST BENGAL STATE TAX ON PROFESSIONS, TRADES , CALLINGS AND EMPLOYMENTS RULES, 1979
Profession Tax e-Payment
Ver1.0.0

Home Check Payment Details User Manual FAQ

Profession Tax Payment
for
Government Id

Details against Government Id

Office Name:
DSFSDFS

Department Name:
FDSFDSF

Address:
Room / Flat No - FDSF, Premises / Street., City/Town/Vill. - SDFDF, PS- AMIDAANGA, Sub Division- BARASAT, District- NORTH 24 PARGANAS, PIN- 713421

Mobile:
5435433333

Email ID:
s@gmail.com

The screenshot shows the 'Payment Details' form with the following fields and callouts:

- 2**: Points to the 'Payment Mode' dropdown menu.
- 3**: Points to the 'Year of Payment' dropdown menu.
- 4**: Points to the 'Month of Payment' dropdown menu.
- 5**: Points to the 'Case No. (if any):' text input field.
- 6**: Points to the 'Remarks (if any):' text area.
- 7**: Points to the 'Head of Account Description' dropdown menu in the 'Head of Account & Amount Details' table.
- 8**: Points to the 'Add Row' button below the table.
- 9**: Points to the 'Pay' button.
- 10**: Points to the 'Exit' button.

At the bottom of the form, there is a footer with the text: "In Case Any Technical Problem Arises With The Web Site, Please Mail Us At itg@nic.nic.in And For Any Process Related Developed By NIC (Best Viewed In Internet Explorer 9.0/Mozilla Firefox 3.6/Google Chrome Or Higher Version & Operating System Should Be Linux Or Windows 7 & Above)

1. Details against given Government ID
2. Choose one of the following **Payment Mode**: *Net Banking, Counter Payment & Debit Card*.
3. Choose **Year of Payment**.
4. Choose **Month of Payment**
5. Provide **Case No** (If you have)
Following characters are allowed in the Case No: Front Slash (/), Hyphen (-), Opening and Closing First Bracket (()), Space, Numeric Character(s), Alphabetic Character(s).
NOTE: Maximum 11 characters it can contain.
6. Provide **Remarks** (If you have). Remarks must be Alpha-Numeric and can contain maximum 200 characters.
7. Choose **Head of Account** & provide the **Amount**.
8. You can also add another row to provide **Amount** against another **Head of Account**.
REMEMBER: You cannot choose one **Head of Account** more than one time.
9. Click the **Pay** button to pay the total calculated amount.
11. Click the **Exit** button to cancel this transaction.

1.4. Using Application No for new Profession Tax Enrolment (11-digit numeric)

THE WEST BENGAL STATE TAX ON PROFESSIONS, TRADES , CALLINGS AND EMPLOYMENTS RULES, 1979

Profession Tax e-Payment

Ver1.0.0

Home Check Payment Details User Manual FAQ

Pay your Profession Tax

for

Enrollment No. / Registration No. / Government ID / Application No.

1 Payment for: Enrollment No Registration No Government Id Unenrolled Person

2 Application No.: 201XXXXXX6

3 Submit Reset

I do not remember my PT Enrolment/Registration number. I currently have my VAT/CST number.

In Case Any Technical Problem Arises With

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1. Choose *Unenrolled Person*
2. Provide your 11-digit Application No.
3. Click *Submit* to get the following page shown below.

THE WEST BENGAL STATE TAX ON PROFESSIONS, TRADES , CALLINGS AND EMPLOYMENTS RULES, 1979

Profession Tax e-Payment

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Home Check Payment Details User Manual FAQ

Profession Tax Payment

for

Application No.

Application Details

Applicant Name:
DIPA BASAK

Trade Name:
NORTH BENGAL BOOK HOUSE

Address:
Room / Flat No - 0, Premises / Street- SUKANTA RALLY, KATHALITALA, City/Town/VIL - SLIGURI, PS- BHAKTNAGAR, Sub Division- SLIGURI, District- DARJEELING, PIN- 734005

Mobile:
9641513073

Email ID:
ganguly9985@gmail.com

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The screenshot shows the 'Payment Details' form with the following fields and callouts:

- 2**: Points to the 'Payment Mode' dropdown menu.
- 3**: Points to the 'Case No. (if any):' text input field.
- 4**: Points to the 'Remarks (if any):' text area.
- 5**: Points to the 'Amount (Rs.)' field in the 'Head of Account' table.
- 6**: Points to the 'Add Row' button.
- 7**: Points to the 'Pay' button.
- 8**: Points to the 'Exit' button.

Payment Details

Payment Mode: --Select-- Frequency: Yearly

Schedule of Payment: 3(6) Year of Payment: 2014-15

Period From: 01/04/2014 Period To: 31/03/2015

Gross Income / Turnover Slab for the year previous to selected period: 1-500000

Case No. (if any): Remarks (if any):

Head of Account & Amount Details

Head of Account Description	Head of Account	Amount (Rs.)
Profession Tax-Taxes	0028-00-107-001-03	300
TOTAL AMOUNT:		300

Buttons: Pay, Exit

1. Details against given Application No.
2. Choose one of the following **Payment Mode**: *Net Banking, Counter Payment & Debit Card*.
3. Provide **Case No** (If you have)
Following characters are allowed in the **Case No**: Front Slash (/), Hyphen (-), Opening and Closing First Bracket (()), Space, Numeric Character(s), Alphabetic Character(s).
NOTE: Maximum 11 characters it can contain.
4. Provide **Remarks** (If you have). Remarks must be Alpha-Numeric and can contain maximum 200 characters.
5. Calculated Tax Amount i.e. Payable Tax Amount for the financial year with respect to the Application Date, will be in the appropriate **Amount** field under **Head of Account – Profession Tax – Taxes**. You cannot change that amount.
6. You can also add another row to provide **Amount** against another **Head of Account**.
REMEMBER: You cannot choose one **Head of Account** more than one time.
7. Click the **Pay** button to pay the total calculated amount.
8. Click the **Exit** button to cancel this transaction.

1.5. Using VAT No (11-digit numeric)

THE WEST BENGAL STATE TAX ON PROFESSIONS, TRADES , CALLINGS AND EMPLOYMENTS RULES, 1979
Profession Tax E-Payment
Ver1.0.0

Home Check Payment Details User Manual FAQ

Pay your Profession Tax
for
Enrollment No. / Registration No. / Government ID / Application No.

Payment for: Enrollment No Registration No Government Id Unenrolled Person

I do not remember my PT Enrolment/Registration number. I currently have my VAT/CST number.

VAT Number: 19xxxxxxx1

In Case Any Technical Problem Arises With The Web Site, Please Mail Us At PT_ePayment@nic.in And For Any Process Related Query, Please Mail Us At PT_ePayment@nic.in

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(Best Viewed In Internet Explorer 9.0/Mozilla Firefox 3.6/Google Chrome Or Higher Version & Operating System Should Be Linux Or Windows 7 & Above)

1. Check *I do not remember my PT Enrolment / Registration number; I currently have my VAT / CST number* if you do not have PT Enrolment / Registration No.
2. Provide your 11-digit VAT / CST No.
3. Click *Submit* to get the following page shown below.

THE WEST BENGAL STATE TAX ON PROFESSIONS, TRADES, CALLINGS AND EMPLOYMENTS RULES, 1979

Profession Tax E-Payment

Ver1.0.0

Home Check Payment Details User Manual FAQ

Details of Profession Tax Enrollment Number and Registration against VAT Number

Payment for:

Enrollment Or Registration No.	Trade Name	Add
192000004337	SUBHASIS,&KUMAR&,CHATTERJEE	B6/1 ,SALT LAKE, DSFDSFDE
192000001330	SUMIT KUMAR BASU	SCHOOL BAZAR, KOTWALI
192000001524	SUBHASIS CHATTERJEE	2/8B, SARAT BOSE ROAD, K
192000001233	SUBHASIS, CHATTERHEEE	RAINA, RAINA, 713421

I do not remember my PT Enrollment/Registration number. I currently have my VAT/CST number.

VAT Number: 19879700001

Unenrolled Person

Phone No. - (033) 7122-1672/1688

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(Best Viewed In Internet Explorer 9.0/Mozilla Firefox 3.6/Google Chrome Or Higher Version & Operating System Should Be Linux Or Windows 7 & Above)

1. List of details of Profession Tax Enrolment / Registration No.

You've to click on *Enrolment / Registration No* to proceed. Further procedure is same as *Payment for Enrolment No or Registration No* respectively.

1.6. Status of Payment:

The screenshot shows a 'Status of Payment' page for a Profession Tax Enrolment No. The page displays payment details and options. Red callouts 1 through 10 point to specific elements:

- 1: Enrolment No.: 19200000651
- 2: Government Receipt Number (GRN): 192015160000013631
- 3: GRN Date: 24/09/2015 10:09:39
- 4: Bank Name: NIC BANK
- 5: Bank Reference Number (BRN): NIC00000002
- 6: BRN Date: 24/09/2015 10:31:44
- 7: Period of Payment: 01/04/2015 - 31/03/2016
- 8: Amount Paid (Rs.): 300
- 9: Click Here to Generate TAX PAID CHALLAN button
- 10: Make Another Payment button

Additional text on the page includes: "Payment successfully completed at GRIPS end. Following are your payment details." and "This is not a tax paid challan. Go to 'GRIPS' and put the GRN in the 'Reprint Challan' option to generate the tax paid challan." Below this is an "OR" separator.

1. Enrolment No / Registration No / Government ID / Application No.
2. Government Receipt No. (GRN)
3. GRN Date
4. Bank Name
5. Bank Reference Number (BRN)
6. BRN Date
7. Period of Payment
8. Amount Paid
9. Click **Click Here to Generate TAX PAID CHALLAN** to download the GRIPS's Challan.
10. Click **Make Another Payment** button to make another payment otherwise click **Proceed to Complete Application** if you've paid Profession Tax as *Unenrolled Person* to complete your Application.

2. Check Payment Details

THE WEST BENGAL STATE TAX ON PROFESSIONS, TRADES , CALLINGS AND EMPLOYMENTS RULES, 1979.
Profession Tax E-Payment

Ver1.0.0

Home **Check Payment Details** User Manual FAQ

Check Your Payment Details

GRN:

[Forget GRN? Click Here](#)

For Any Technical Support, Please Contact: [NIC Helpdesk](#)

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(Best Viewed In Internet Explorer 9.0/Mozilla Firefox 3.6/Google Chrome Or Higher Version & Operating System Should Be Linux Or Windows 7 & Above)

1. Click on the **Check Payment Details** option at Menu-bar.
2. Provide your **GRN**.
3. Click **Submit** to get the GRIPS's Challan.
4. Click **Forget GRN? Click Here** if you forget your GRN.

THANK YOU

PTAX