

User Manual for The electronic service **STDS** (Tax deducted at Source)

Directorate of Commercial Tax

GOVERNMENT OF WESTBENGAL

Version 1.3

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e-Service STDS

1. Introduction:

Government desires to reorient itself towards Citizen Centric Services, to bring more transparency in provisioning of the services. With the fast changing world, it is the need of time to introduce e-Governance solution in the Government. In Consequence, transformation in Government functions is aimed towards better orientation of service provision, keeping transparency in service availability and enabling simplification in availing the service. The Directorate of Commercial Taxes, Government of West Bengal, is no exception in its stride to attain and retain its goal to provide all possible services, available by simple and transparent manner. Like other e-Governance solutions the Directorate of Commercial Taxes, Government of West Bengal has launched the electronic service for Tax deducted at Source by a link **e-Service STDS** at the official web site under e-services.

2. Purpose :

- This User Manual explains the steps and procedure for electronic--
 - Submission of an application for getting enrolled under e-STDS,
 - Generation of User ID & Password required for submission of Form-19A,
 - Submission of Form-19A and online Generation of Form-18A.

3. Modules:

This web based application maintains following four major modules simultaneously.

- **Generation of Electronic STDS Enrolment No.**

This action generates a new electronic STDS enrolment number. The user shall generate e- STDS enrolment number by-

- using their old enrolment number(where a user has an existing manually allotted enrolment number) or
- afresh, where a user does not have an existing manually allotted enrolment number.

User can also get the print-out of the Dematerialised Enrolment Certificate.

- **Generate User Id & Password using New Enrolment No.**

The user shall generate User Id and Password for filing of Form-19A and generation of Form-18A. The user will be able to generate User id and Password only after generating electronic STDS enrolment number.

- **Submit Form 19A (scrolls for deposit of the amount deducted at source).**

It is a .jar file format for Form-19A (Scroll). In this file, user will furnish its deduction details and all the payment details for the particular month of deduction. **Only one**

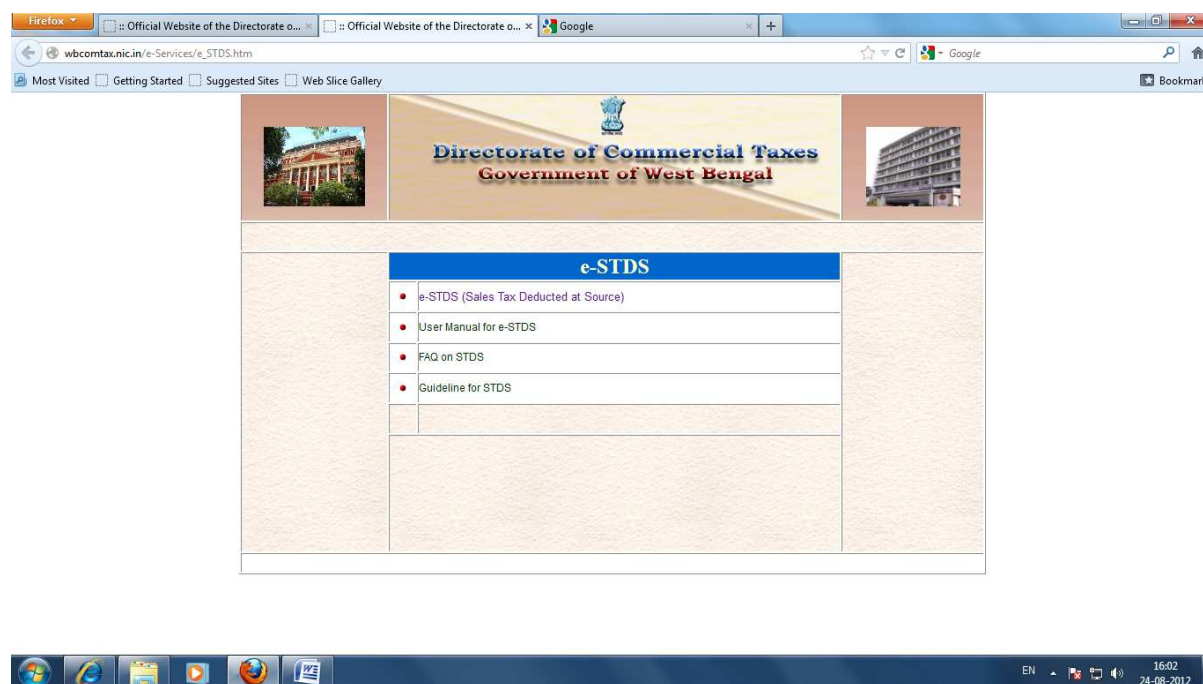
Form-19A can be submitted for a month and it should include sales tax deducted from the bill amount of all the contractors for that month.

- **Generate Form 18A**

It is generated against the Name & address of each of the contractors from whom sales tax has been deducted at source. One Form-18A will be generated for each contractor. Each Form-18A Deduction Certificate has a unique certificate number, all payments details and all deductions details.

4. USER MANUAL

A User shall visit the website of Directorate of Commercial Taxes, www.wbcomtax.gov.in, and follow the link “e-STDS” (in second column) to access the application, clicking on which the following page will be displayed.



- The user shall click on the first link(**e-STDS**) to access the STDS application when the following page marked **Figure-1** will be displayed.
- For the procedural matter regarding e-STDS service the user may please click on the second link “**user manual for e-STDS**”.
- The user may click on the third link (**FAQ on STDS**) to go through the solutions to frequently asked questions.
- for any guidelines regarding STDS the user may please click on the fourth link “**Guidelines for STDS**”

LINK e STDS

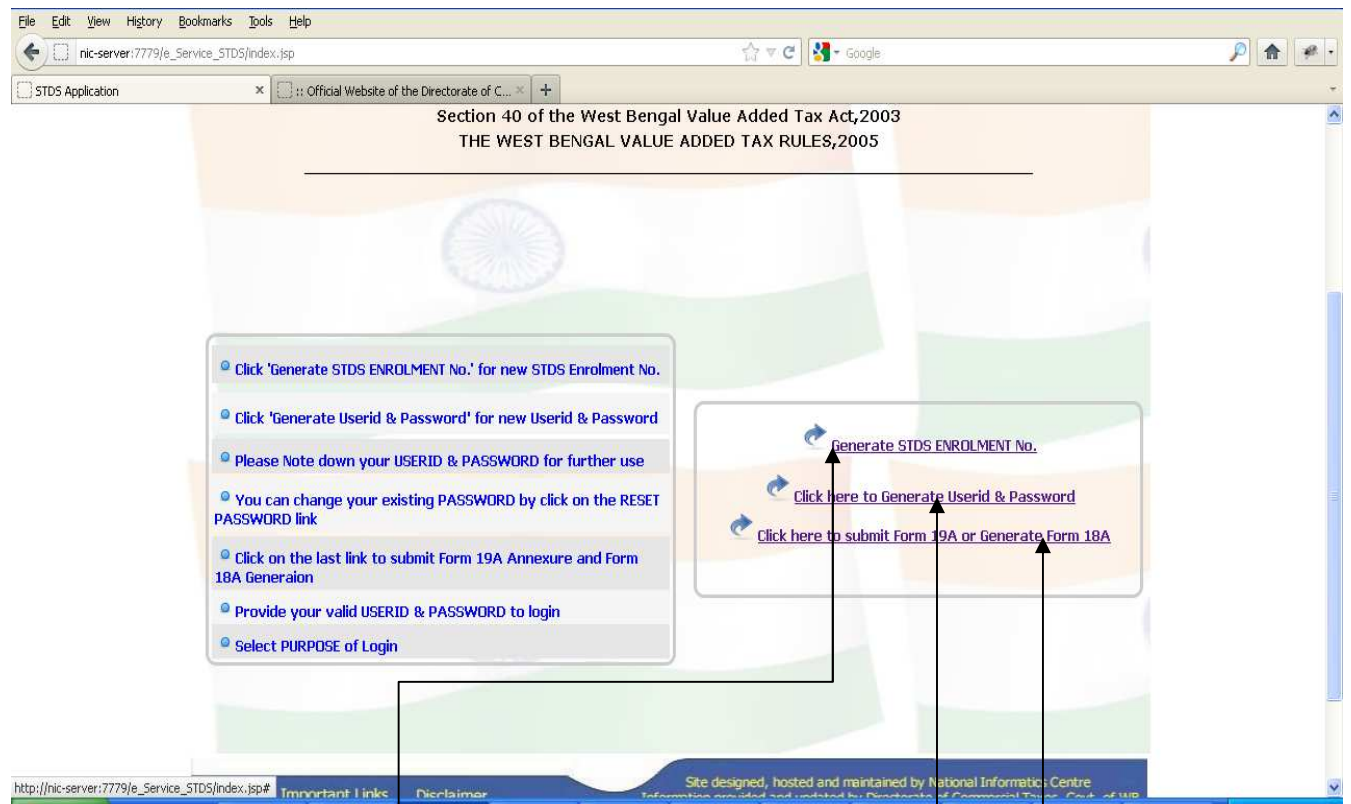


Figure-1

This page contains three links

['Generate STDS ENROLMENT NO.'](#),

['Click here to Generate Userid & Password'](#),

['Click here to submit Form 19A or Generate Form 18A'](#).

Generate STDS ENROLMENT NO. :

Click on 'Generate STDS ENROLMENT NO.' link (Figure-1) will redirect you to the following page.

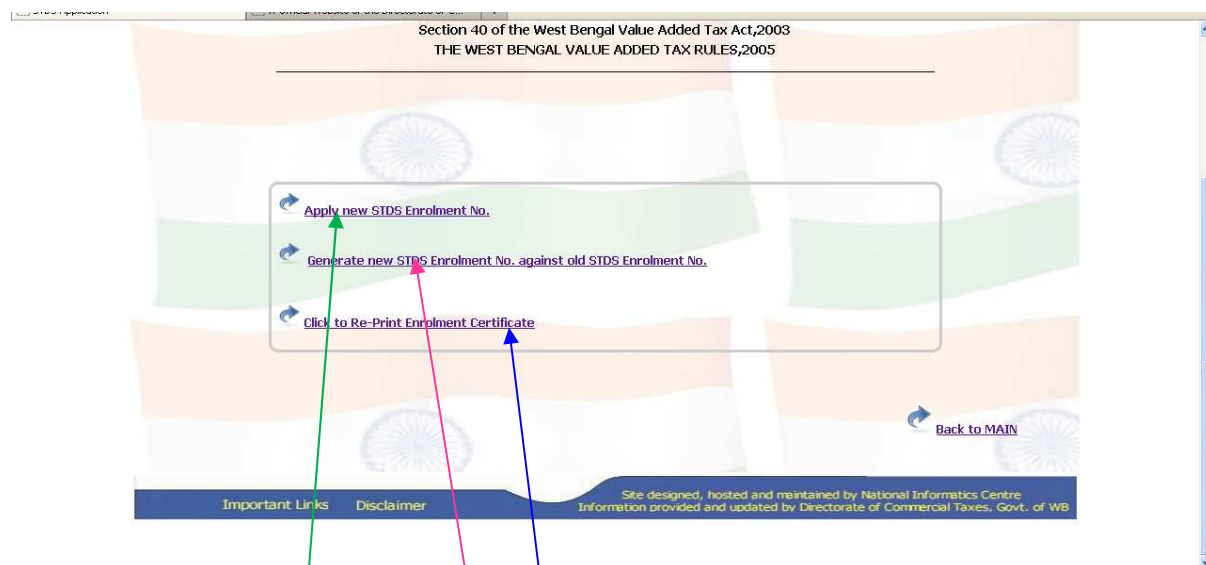


Figure-2

- Click on the 'Apply for New STDS Enrolment No.' will redirect the user to the following page (Figure-3 & Figure-4). This is meant for those who are making STDS deductions for the first time.
- Click on second link to 'Generate new STDS Enrolment No. against old STDS Enrolment No.' this link is for already enrolled (old) users. Now provide your Old Enrolment Number (manually allotted) and click the Submit Button. On entry of old Enrolment No, screen as in figures-3 will be displayed. ORGANISATION NAME, DIVISION/BRANCH/PROJECT, DIVISION/BRANCH/PROJECT NAME will be displayed automatically and rest of the fields have to be entered.
- Click on the 3rd link 'Click to Re-Print Enrolment Certificate ". This link is to get a re-print of already generated Enrolment Certificate. Now provide your Enrolment number in the Text Box and Click the Re-Print Button to Re-Print your Enrolment Certificate.

APPLICATION FOR NEW STDS ENROLMENT NO

CONTRACTEE ORGANISATION DETAILS:

***CONSTITUTION :** (Mark ✓ in the appropriate box)

- a) CENTRAL GOVERNMENT AGENCIES
- b) WEST BENGAL GOVERNMENT AGENCIES
- c) MUNICIPALITIES
- d) GOVERNMENT UNDERTAKING
- e) LIMITED COMPANY
- f) PARTNERSHIP FIRM
- g) HOSPITAL / NURSHING HOME/ DIAGONOSTIC CENTRE
- h) BANK/ TRUST/ CO-OPERATIVE SOCIETY
- i) EDUCATIONAL INSTITUTES
- j) GRAM PANCHAYAT/ PANCHAYAT SAMITY/ ZILLA PARISHAD/ WBSRDA
- k) PROMOTER

WHETHER REGISTERED UNDER WBVAT ACT, 2003:

(Mark ✓ in the appropriate box)

YES

NO

IF YES THEN REGISTRATION CERTIFICATE NO.

Figure-3

(Scroll down browser page to find the next half of the page as shown in Figure-4)

- All the (*) marked fields are mandatory.
- Click to select appropriate **CONSTITUTION** (Please note that only those Limited Companies 'who are not covered by any other options, will select the option 'e' e.g. A limited company who is a promoter will select promoter 'k' instead of limited company 'e')
- Click 'Yes' and provide your **VAT REGISTRATION CERTIFICATE NO** if you are registered under WBVAT ACT, 2003.

The screenshot shows a web form with the following sections:

- Organisation Details:**
 - *NAME OF THE ORGANISATION: [Text Field]
 - ADDRESS : [Text Field]
 - HOLDING NO./PREMISES NO. : [Text Field]
 - ROOM NO : [Text Field]
 - *CITY/ VILLAGE/ TOWN : [Text Field]
 - *STATE : [SELECT STATE NAME (Dropdown)]
 - *PIN : [Text Field]
 - E_MAIL ID : [Text Field]
 - STREET NAME : [Text Field]
 - FLOOR : [Text Field]
 - *DISTRICT : [SELECT DISTRICT NAME (Dropdown)]
 - *COUNTRY : [Text Field]
 - *PAN/TAN NO. : [Text Field]
 - *DIVISION/ BRANCH/ PROJECT : [SELECT (Dropdown)]
 - *NAME OF DIVISION/ BRANCH/ PROJECT: [Text Field]
- D.D.O. DETAILS:**
 - *DESIGNATION OF D.D.O. : [Text Field]
 - TELEPHONE NO. WITH STD & ISD CODE : [Text Field] ISD [Text Field]
 - *MOBILE NO. OF D.D.O. : [Text Field]
 - *NAME OF D.D.O. : [Text Field]
 - *STD [Text Field]
 - *PHONE NO. [Text Field]
- Contact Person Details:**
 - NAME OF CONTACT PERSON OTHER THAN D.D.O. : [Text Field]
 - TELEPHONE NO. WITH STD & ISD CODE : [Text Field] ISD [Text Field] STD [Text Field]
 - PHONE NO. [Text Field]
 - MOBILE NO. : [Text Field]

Figure-4

- Provide your Organisation details Followed by
 - ‘NAME OF THE ORGANISATION’.
 - District Name & State Name.
 - ‘DIVISION/BRANCH/PROJECT’,
 - ‘NAME OF DIVISION/BRANCH/PROJECT’
- Provide your D.D.O. (Drawing and Disbursing Officer-person responsible for deducting tax) DETAILS followed by
 - ‘DESIGNATION OF D.D.O.’,
 - ‘NAME OF D.D.O.’,
 - ‘STD’ & ‘PHONE NO.’,
 - ‘MOBILE NO OF D.D.O.’

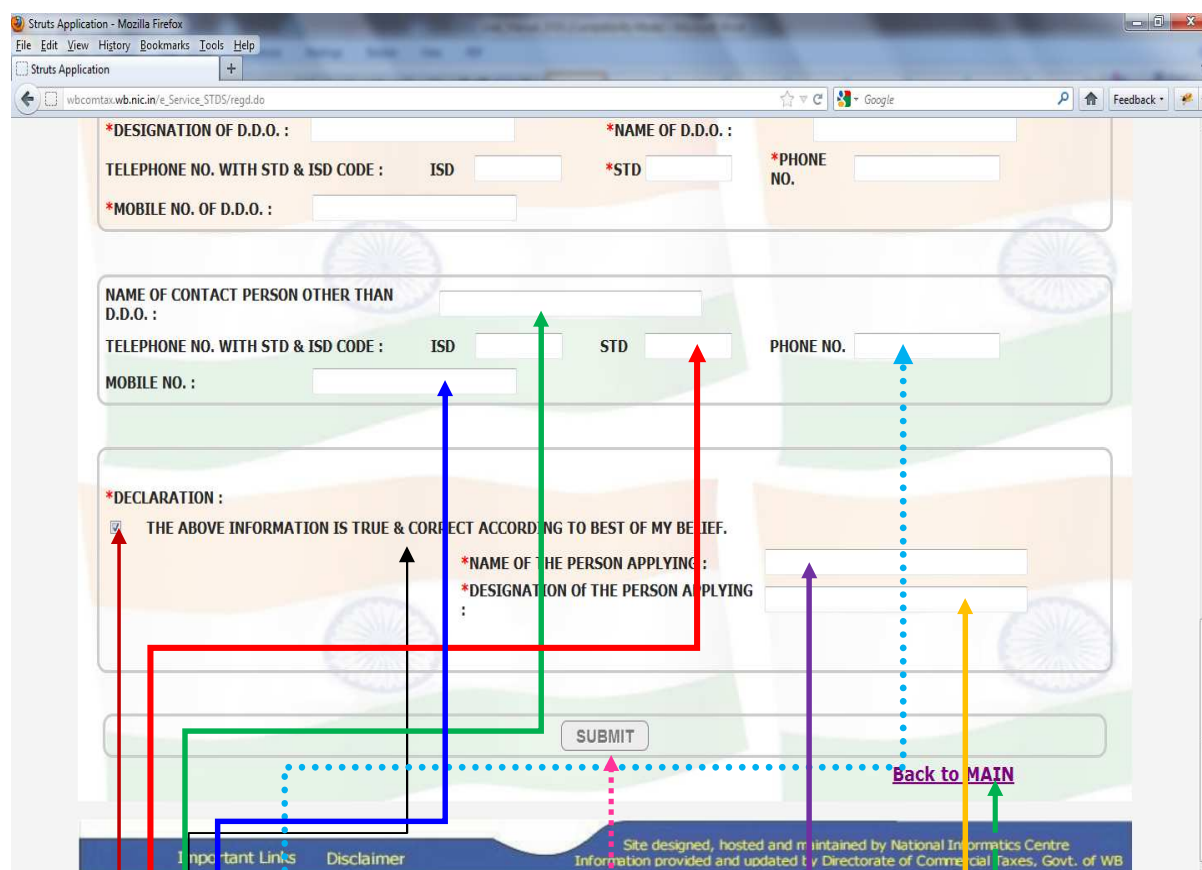


Figure-5

- Provide your **'DETAIL CONTACT OF PERSON OTHER THAN D.D.O.'** (this block is not mandatory) followed by **'NAME OF CONTACT PERSON OTHER THAN D.D.O.'**, **'STD'**, **'PHONE NO'**, **'MOBILE NO'**
- Click here to **confirm** all the information.
- Provide **'NAME OF THE PERSON APPLYING'**, **'DESIGNATION OF THE PERSON APPLYING'**.
- Click **'SUBMIT'** to get new STDS Enrolment No. The message indicating successful enrolment will be displayed as shown in figure 6 once the application form in Form 90 is submitted successfully.
- Click **'Back To Main'** for index page (Figure-1).



Figure-6

- Click on **'DOWNLOAD ENROLMENT CERTIFICATE'** to download dematerialized STDS Enrolment certificate. It will display the window like below (Figure-7).

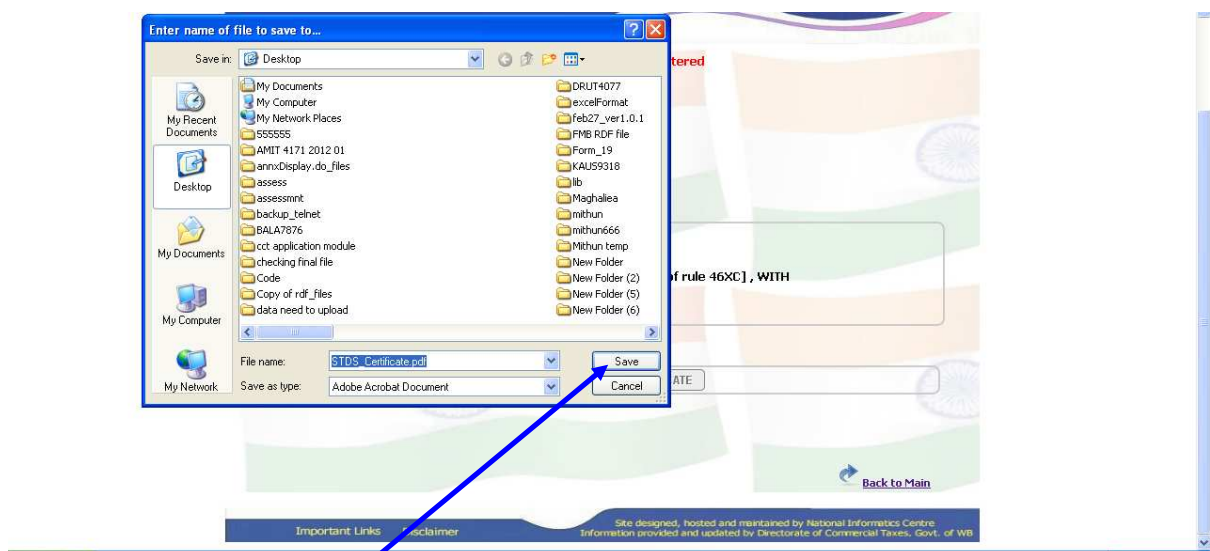


Figure-7

- Click **'Save'** to save the Enrolment Certificate.
- Open the saved file and print the Enrolment Certificate using Print option under File menu or return to main menu and select **"Click to reprint Enrolment Certificate"** as in Figure-2

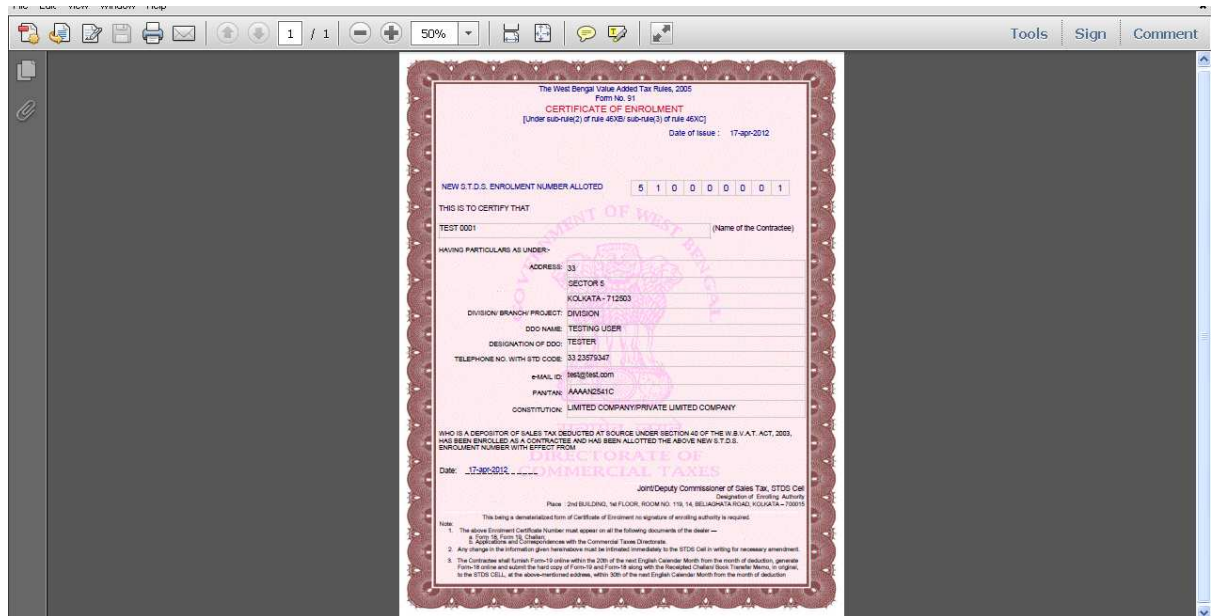


Figure-8

- **Enrolment Certificate** will look as shown in Figure-8.

Generate USER ID & PASSWORD:

- Click on ‘Generate USERID & PASSWORD’ link for User id and Password required to submit Form-19A or to generate Form-18A (Figure-1). It can be generated only once.
- Click on this link, user will be redirected to the following page.

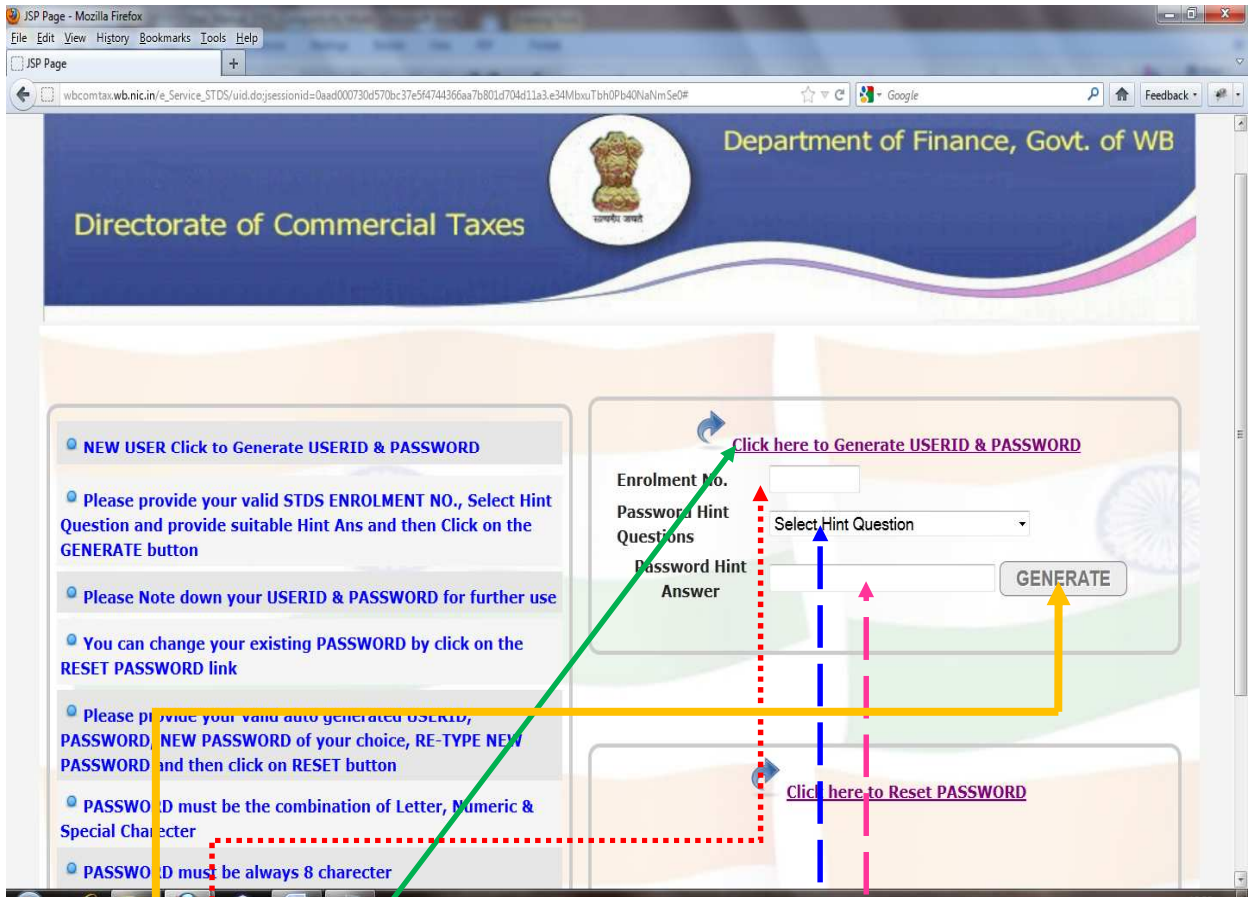


Figure-9

- Click on ‘Click here to Generate USERID & PASSWORD’ and provide your ‘Enrolment No.’, ‘Password Hint Question’, (as per drop-down list) and, ‘Hint Answer’
- Click ‘GENERATE’ button for User Id & Password. User Id and password will be generated automatically by the system.

(NOTE: This page will be displayed only once for a user, so please remember your User Id and Password. It will be needed whenever you login to the system. In case you forget your User Id and Password please contact the HELP DESK (For HELP DESK visit <http://wbcomtax.nic.in/e-Services/Helpdesk.htm>).

- You can print your User Id & Password using print option under file menu.

Reset Password:

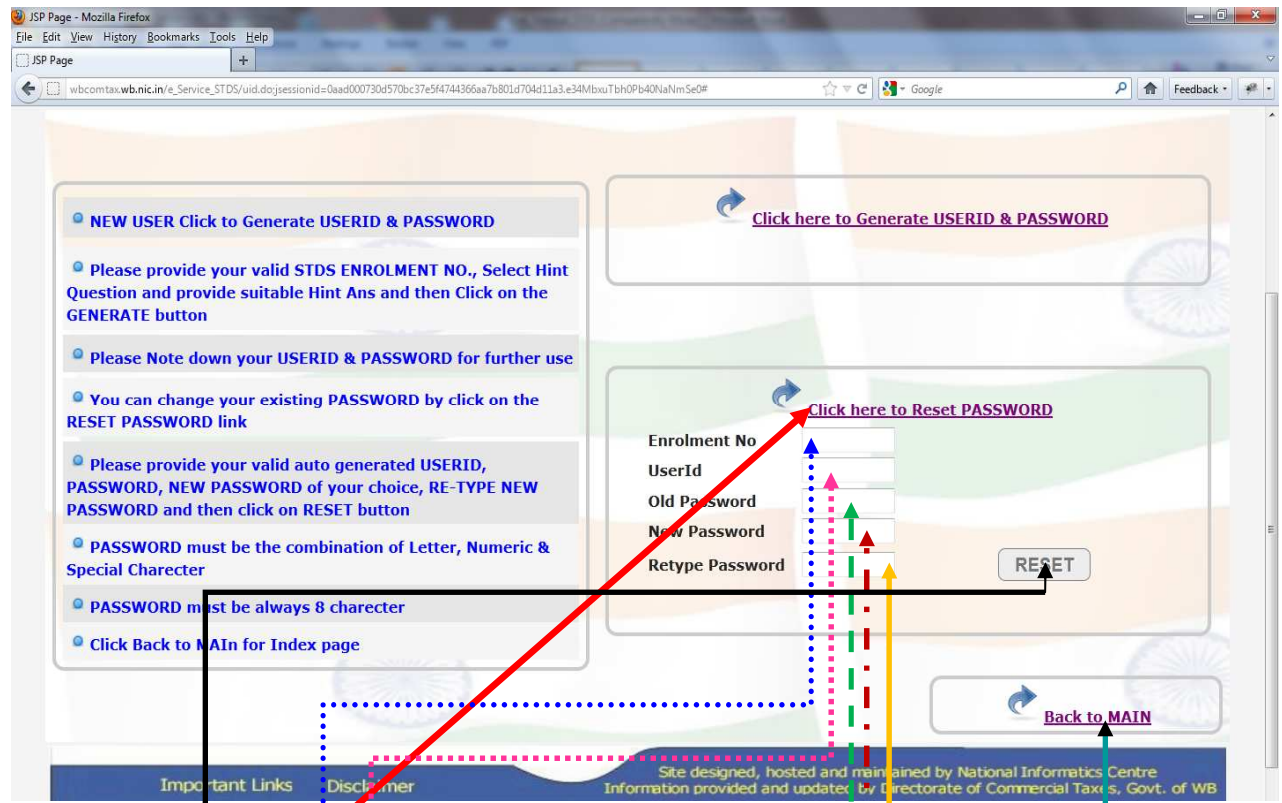


Figure-10

- Click on **'Reset Password'** to change your password.
- Provide your **'Enrolment No,**
'UserId' ,
'Old Password' ,
'New Password' ,
'Re-Type Password'.
- Click **'RESET'** button.
- Click **'Back to MAIN'** for index page.

Form- 19A submission process (Scroll for deposit of the amount deducted at source).

- For submission of Form-19A, Click “[Click here to submit Form-19A or Generate Form-18A](#)”. A new box will be opened as in Figure-11.

The screenshot shows a web interface for the STDS e-service. On the left, there is a list of instructions:

- Click 'Generate STDS ENROLMENT No.' for new STDS Enrolment No.
- Click 'Generate Userid & Password' for new Userid & Password
- Please Note down your USERID & PASSWORD for further use
- You can change your existing PASSWORD by click on the RESET PASSWORD link
- Click on the last link to submit Form 19A Annexure and Form 18A Generation
- Provide your valid USERID & PASSWORD to login
- Select PURPOSE of Login

The main form area contains the following fields and buttons:

- Generate STDS ENROLMENT No. (with a refresh icon)
- Click here to Generate Userid & Password (with a refresh icon)
- Click here to submit Form 19A or Generate Form 18A (with a refresh icon)
- USERID: TEST0002
- PASSWORD: ●●●●●●
- PURPOSE: Form 19A Submission (dropdown menu)
- LOGIN button

At the bottom, there are links for 'Important Links' and 'Disclaimer'. A footer note states: 'Site designed, hosted and maintained by National Informatics Centre. Information provided and updated by Directorate of Commercial Taxes, Govt. of WB'.

Figure-11

- Provide your correct User Id & Password.
- Always select purpose for login (Form-19A submission or Form-18A Generation).
- Click here to Login

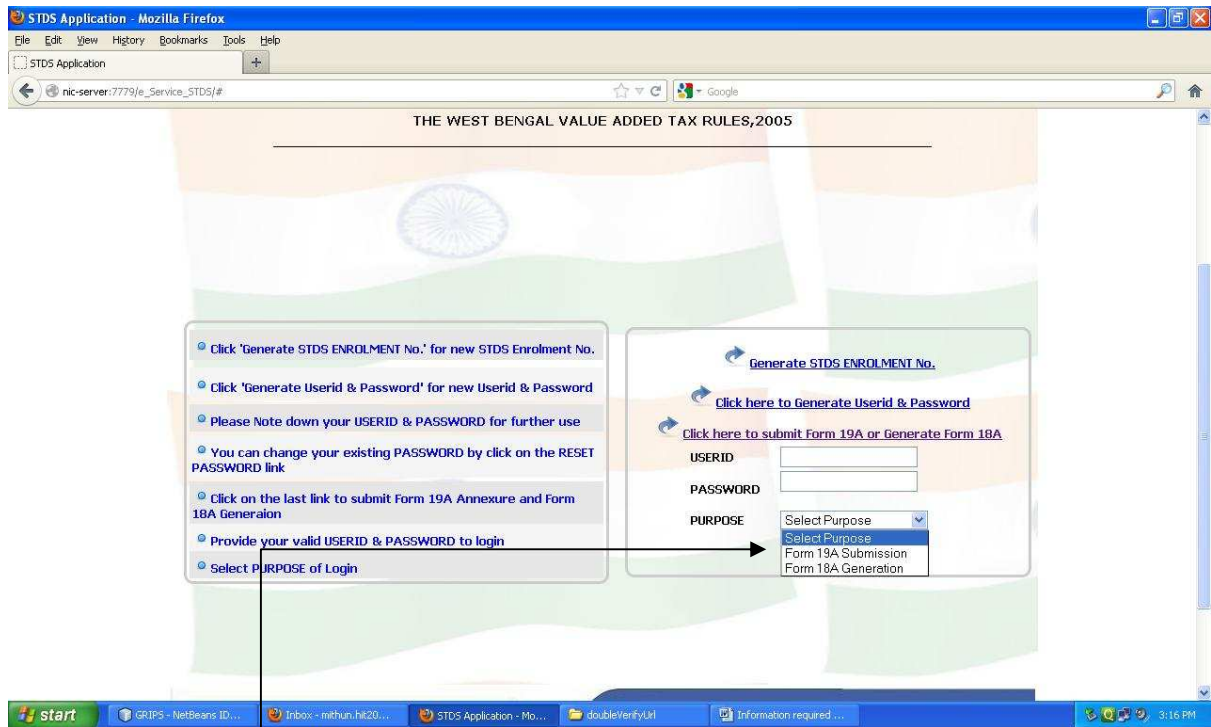


Figure-12

- Select 'Form 19A Submission' to submit STDS scroll in Form-19A (Figure-12).
- After successful login user will be redirected to the following page (Figure-13).

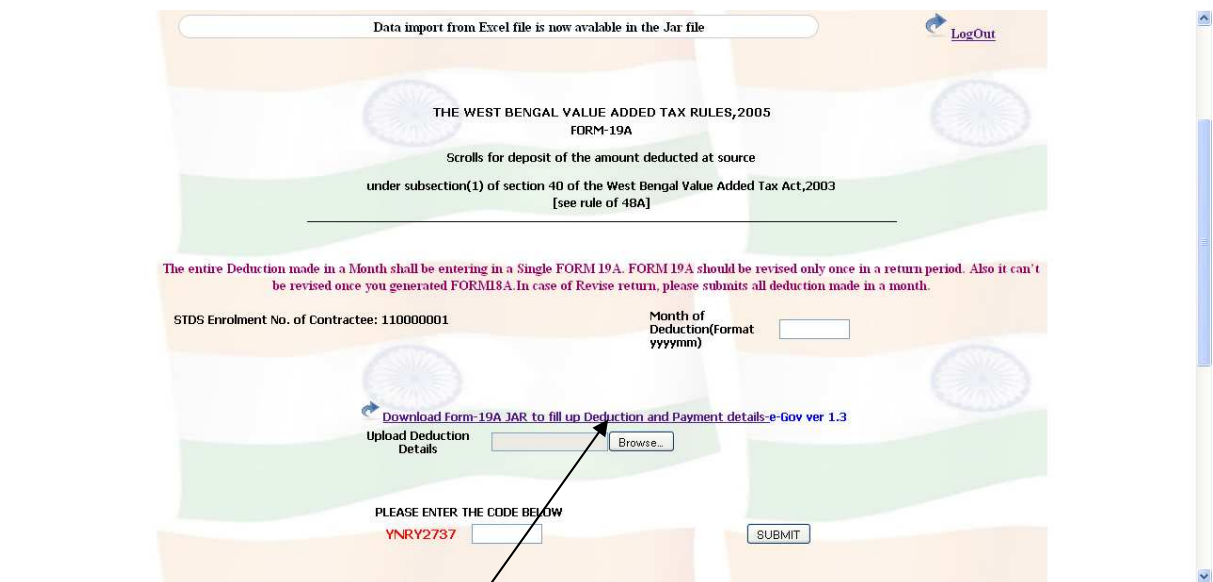


Figure-13

- Click here to Download latest JAR version of Form-19.zip.

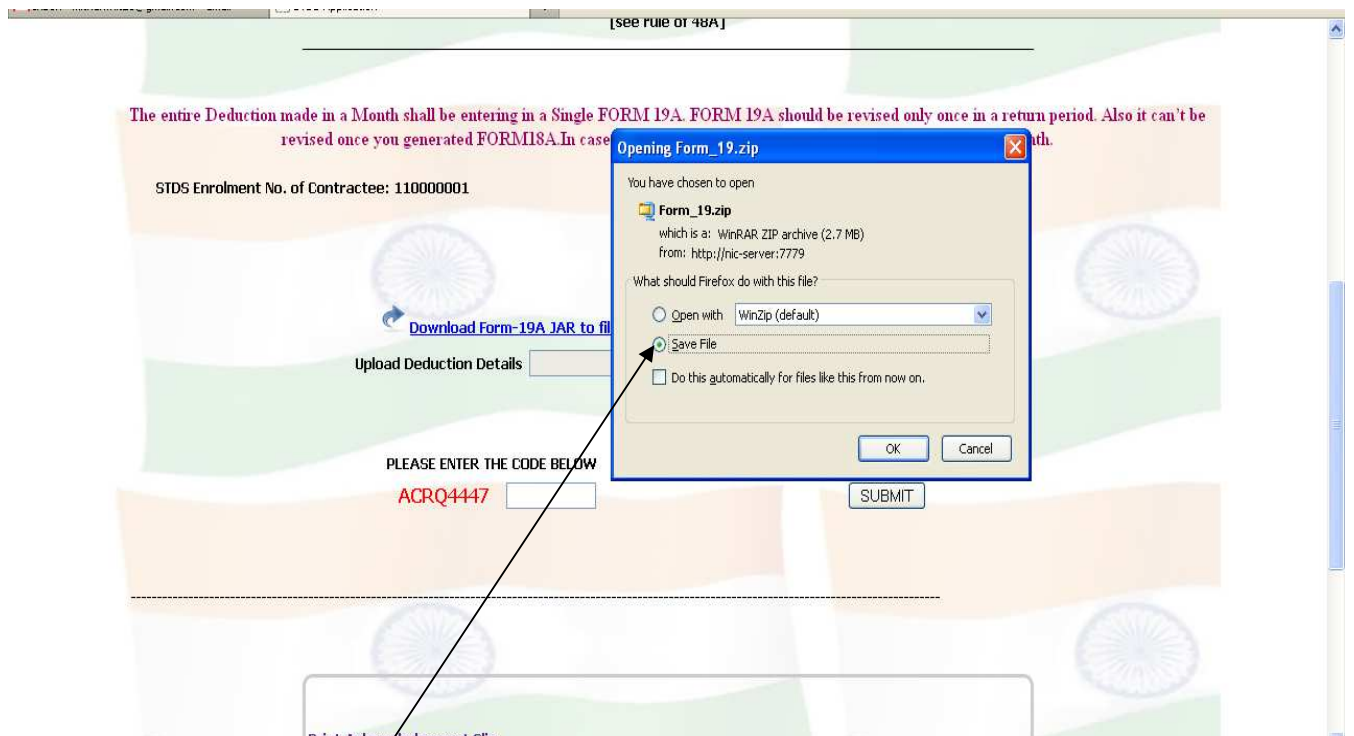


Figure-14

- Click 'save' button to save 'Form_19.zip' file (Figure-14).
- Right Click and Extract 'Form_19.zip' to get Form_19.jar.

(NOTE: If you have any problem to unzip 'Form_19.zip' file then please download Winrar or WinZip Software and install it. Then right click on the Form_19.zip file and Extract to the folder Form19.jar.)

- Double click to open Form_19.jar.

(NOTE: If you have any problem to open Form_19.jar file then please Download JRE (click this link http://wbcomtax.nic.in/Download_SW.htm to download) & install it on your PC. Open the jar file. If any problem faced, download Form_19.zip file and unzip it. Then try to open Form19.jar file.)

Form_19.jar:

Data Import from Excel file in the jar file:

Form_19.zip file includes an Excel file, "Excel format.xls ". Please open this file. Prepare record according to the template provided in this file. Please check that every field is filled up according to the validation rule of the corresponding excel file. **There are two sheets in the excel file. The 1st one is Deductions and 2nd is Payments. In the Deduction sheet put your deductions details and in the Payment sheet put your payments details. (NOTE: PLEASE Don't CHANGE ANY FORMAT OF THE EXCEL FILE and don't change the sheet name also.)**

Validation of the excel file:

There are some validation rules to avoid the error in the record field-

Field Name in the Deductions sheet:

1. **Sl. No:** It will be numeric. Like 1. 2 .3 This is a TEXT field in the excel file. Please ensure that all cells in the column is in TEXT format.
2. **Registration Certificate Number:** This is a NUMBER field (decimal place 0) in the excel file. Maximum length of this field is 11. Enter all data in "NUMERIC" format. This is mandatory field in case of registered contractor. In case of unregistered contractor just keep this field empty. Also ensure that all the cells in the column is in "NUMERIC" format.
3. **Name of Contractors:** This is a TEXT field in the excel file. . Maximum length of this field is 50. Enter all data in "CHARACTER" format. Please don't use any special character like (~! #\$\$%^;\ +=<>?[]{}). This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "TEXT" format.
4. **Room/Flat No.:** This is Room/Flat Number, wherever applicable, of the Contractor's Address. It is a TEXT field in the excel file. Maximum length of this field is 40. Enter all data in "ALPHA-NUMERIC" format. Please don't use any special character like (~! #\$\$%^;\ +=<>?[]{}). Also ensure that all the cells in the column is in "TEXT" format.
5. **Floor:** This is Floor number, wherever applicable, of the Contractor's Address. It is a TEXT field in the excel file. Maximum length of this field is 30. Enter all data in "ALPHA-NUMERIC" format. Please don't use any special character like (~! #\$\$%^;\ +=<>?[]{}). Also ensure that all the cells in the column is in "TEXT" format.
6. **Holding No. /Premises No:** This is holding No. or Premises No. of the Contractor's Address. It is a TEXT field in the excel file. Maximum length of this field is 30. Enter all data in "ALPHA-NUMERIC" format. Please don't use any special character like (~! #\$\$%^;\ +=<>?[]{}). Also ensure that all the cells in the column is in "TEXT" format.
7. **Street Name:** This is Street Name of the Contractor's Address. It is a TEXT field in the excel file. Maximum length of this field is 40. Enter all data in "CHARACTER" format. Please don't use any special character like (~! #\$\$%^;\ +=<>?[]{}). Also ensure that all the cells in the column is in "TEXT" format.

8. **City/ Village/ Town:** This is City/ Village/ Town of the Contractor's Address. It is a TEXT field in the excel file. . Maximum length of this field is 30. Enter all data in "CHARACTER" format. Please don't use any special character like (~! #%^&;\ +=<>?[]{}). This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "TEXT" format.
9. **District.** This is District of the Contractor Address. It should be character. It is a TEXT field in the excel file. . Maximum length of this field is 20. Enter all data in "CHARACTER" format. Please don't use any special character like (~! #%^&;\ +=<>?[]{}). This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "TEXT" format.
10. **State:** This is State of the Contractor Address. It is a TEXT field in the excel file. Maximum length of this field is 20. Enter all data in "CHARACTER" format. Please don't use any special character like (~! #%^&;\ +=<>?[]{}). This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "TEXT" format.
11. **Country:** This is Country of the Contractor Address. It is a TEXT field in the excel file. . Maximum length of this field is 30. Enter all data in "CHARACTER" format. Please don't use any special character like (~! #%^&;\ +=<>?[]{}). This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "TEXT" format.
12. **Pin number:** This is Pin Number of the Contractor Address. .It is NUMBER field (decimal place 0) on the excel file. Maximum length of this field is 6. Enter all data in "NUMERIC" format. This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "NUMERIC" format.
13. **Bill No:** This is the bill number of the contractor against which deduction has been made. Bill number must be different if contractor name and address is same It is a TEXT field in the excel file. Maximum length of this field is 40. Enter all data in "ALPHA-NUMERIC" format. Please don't use any special character like (~! #%^&;\ +=<>?[]{}). This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "TEXT" format.
14. **Bill Date (dd/mm/yyyy):** This is the date of the bill against which deduction has been made. This is DATE field (dd/mm/yyyy) on the excel file. Enter all data in dd/mm/yyyy format. This is mandatory field. Please don't keep this field empty. . Also ensure that all the cells in the column is in "DATE (dd/mm/yyyy)" format.
15. **Bill Amount:** It is NUMBER field (2 decimal place) in the excel file. Maximum length of this field is 14 digits before decimal point and 2 digits after decimal point. Enter all data in "NUMERIC" format. This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "NUMERIC(2 decimal place)" format.
16. **Amount of Deduction (Rs.):** : It is NUMBER field (2 decimal place) on the excel file. Maximum length of this field is 14 digits before decimal point and 2 digits after decimal point. Enter all data in "NUMERIC" format. This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "NUMERIC(2 decimal place)" format In case of registered contractor amount of Deduction should be 2% of the Bill Amount and In case of unregistered contractor amount of Deduction should be 4% of the Bill Amount.

17. **Date of Deduction (DD/MM/YYYY):** This is date of deduction of tax from contractors. This is DATE field (dd/mm/yyyy) on the excel file. Enter all data in dd/mm/yyyy format. This is mandatory field. Please don't keep this field empty. . Also ensure that all the cells in the column is in "DATE (dd/mm/yyyy)" format.
18. **Period of execution (YYYYMM-YYYYMM):** This is the period of execution of works contract for which deduction has been made. It is a TEXT field in the excel file. . Maximum length of this field is 11 Enter all data in "yyyymm-yyyymm" format. This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "TEXT" format.

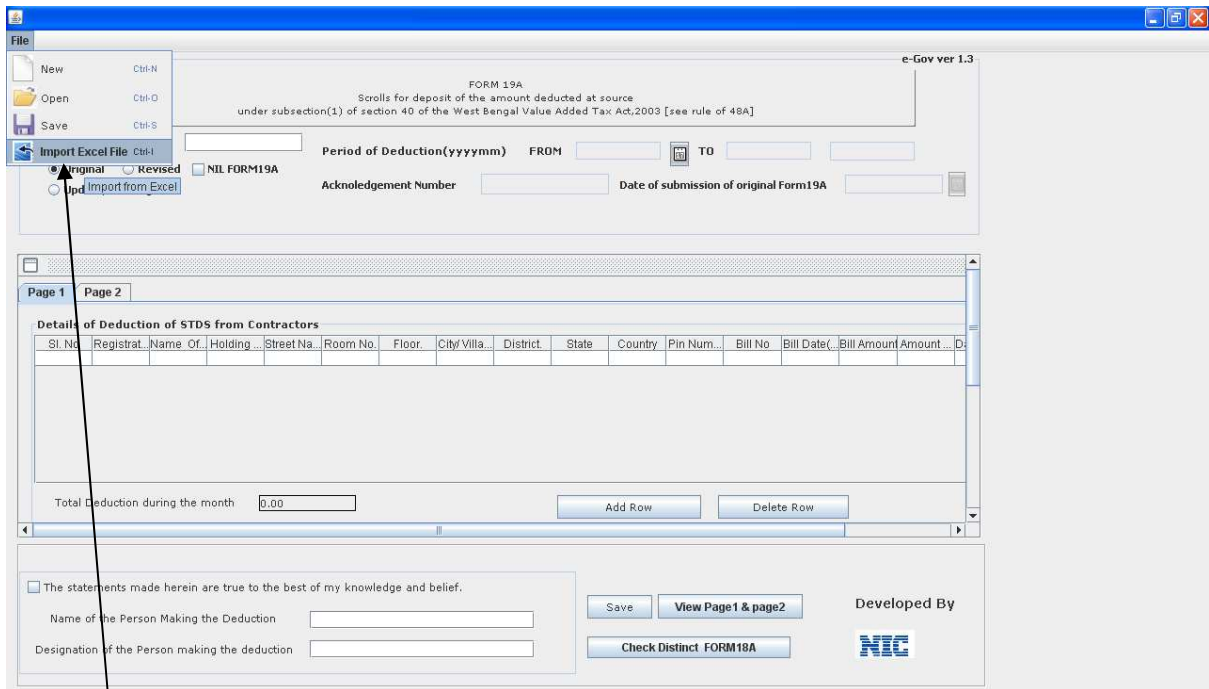
Field name in the Payments sheet:

1. **Mode of Payment:** There have 3 modes of payment (Challan, E-Payment and Book Transfer). Enter any one.
2. **Date of Credit (DD/MM/YYYY):** This is the date of credit in Bank/Treasury. It should be in dd/mm/yyyy format. In case of Challan and E-Payment this is mandatory field. Please don't keep this field empty.
3. **Challan No:** It should be alpha numeric. Maximum length of this field is 18. Please don't use any special character like (+ - ~! # \$ % ^ < > { } [] ?). This is mandatory field. Please don't keep this field empty. This is a TEXT field in the excel file. Also ensure that all cells in the column is in TEXT format.
4. **Bank Name:** It is a TEXT field in the excel file. Enter all data in "CHARACTER" format. Please don't use any special character like (~! # \$ % ^ ; \ + = < > ? [] { }). This is mandatory field. It cannot be blank in case of **Challan** and **E-Payments**. This will be blank in case of Book **Transfer**. Also ensure that all the cells in the column is in "TEXT" format. Please find the Bank name from Bank Details.pdf file (under Form_19.zip file).
5. **Branch Name:** It is a TEXT field in the excel file. Enter all data in "CHARACTER" format. Please don't use any special character like (~! # \$ % ^ ; \ + = < > ? [] { }). This is mandatory field. It cannot be blank in case of **Challan** and **E-Payments**. This will be blank in case of Book **Transfer**. Also ensure that all the cells in the column is in "TEXT" format. Please find the branch name from Bank Details.pdf file (under Form_19.zip file).
6. **Treasury Name:** This is the name of the treasury where the STDS along with challan is deposited. It is a TEXT field in the excel file. Enter all data in "CHARACTER" format. Please don't use any special character like (~! # \$ % ^ ; \ + = < > ? [] { }). This is a mandatory field and cannot be kept blank in case of **Challan** and **E-Payments**. This will be blank in case of Book **Transfer**. Also ensure that all the cells in the column is in "TEXT" format. Please find the Treasury name from Bank Details.pdf file (under Form_19.zip file).
7. **To Account Head:** It should be 0040-00-102-005. This is a TEXT field in the excel file. Maximum length of this field is 30. Please don't use any special character like (~! # \$ % ^ ; \ + = < > ? [] { }). In case of **Book Transfer** please give the To Account Head number This is a mandatory field and cannot be kept blank in case of Book Transfer but in case of **Challan** and **E-Payments** this will be blank. Also ensure that all the cells in the column is in "TEXT" format.

8. **Memo No.:** This is TEXT field on the excel file. Maximum length of this field is 30. Enter all data in "CHARACTER" format. Please don't use any special character like (~! #\$\$%^;\ +=<>?[]{}). In case of **Book Transfer** please give the **Memo number**. It can't be blank in case of Book Transfer but in case of **Challan** and **E-Payments** this will be blank. Also ensure that all the cells in the column is in "TEXT" format.
9. **Date of Receipt (In AG's office) (DD/MM/YYYY):** This is the date of receipt of the Office of AG. It should be in dd/mm/yyyy format. In case of **Book Transfer** please gives the **Date of Receipt**. It can't be blank in case of Book Transfer but in case of **Challan** and **E-Payments** this will be blank.
- 8 **Period of deduction (YYYYMM):** It is a NUMBER field (0 decimal place) on the excel file. Maximum length of this field is 09. . It will in the format YYYYMM (like 201208). Please don't use any special character like (~! #\$\$%^;\ +=<>? [] {}) . Enter all data in "NUMERIC" format. This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "NUMERIC(0 decimal place)" format .
- 9 **Deduction Amount:** This is NUMBER (2 decimal place) field in the excel file. It must be in numeric format and should be maximum 14 digits before decimal point and 2 digits after decimal point. This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "NUMERIC(2 decimal place)" format .
- 10 **Interest Paid** This is NUMBER (2 decimal place) field in the excel file. It must be in numeric format and should be maximum 14 digits before decimal point and 2 digits after decimal point. This is mandatory field. Please don't keep this field empty. If no interest is accrued put '0" in the cell. Also ensure that all the cells in the column is in "NUMERIC(2 decimal place)" format .
- 11 **Total Amount:** This is NUMBER (2 decimal place) field in the excel file. It must be in numeric format and should be maximum 14 digits before decimal point and 2 digits after decimal point. This is mandatory field. Please don't keep this field empty. Also ensure that all the cells in the column is in "NUMERIC(2 decimal place)" format .

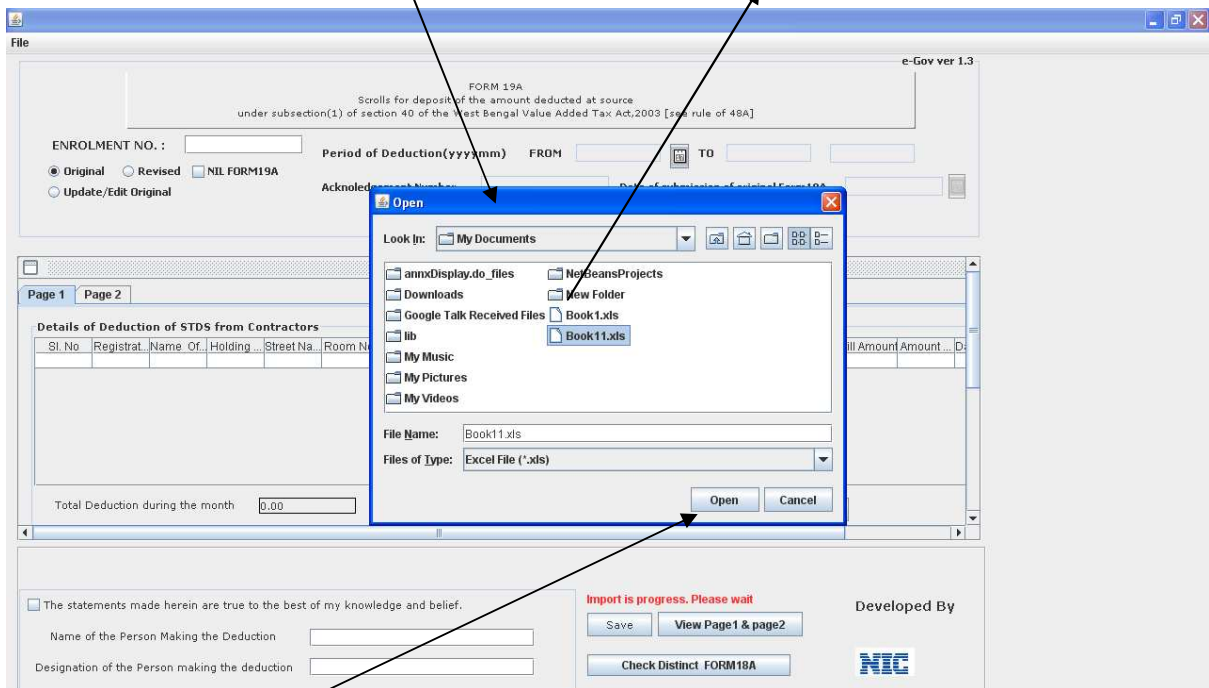
(NOTE: If you copy paste your data, please check that the format of the columns of the source file is same as that in the destination file, before pasting the records)

Excel File Upload:



Please click here to import your Excel file.

Choose your Excel file: It will display a pop up box. Here you choose your Excel file



Next click the open button to import Excel file

Figure-15

- **Form_19.jar** is displayed in Figure-15.
- Provide your valid **Enrolment No**, Provide any date in the month of the period of deduction, preferably the first date of the month of deduction.
- For **Update/Edit original**: Please click on the radio button. Provide Acknowledgement number and date of submission of original Form-19A. It will be applicable where you have not generated FORM18A. Be careful as you can Update/Edit Form19A only once.
- For **Revised Form 19A**: Please click radio button. Provide Acknowledgement number and date of submission of original Form-19A. Original Form-19A can be revised **ONLY ONCE** even after generating FORM18A against original Form-19A. **BE CAREFUL, AS YOU WILL BE ABLE TO SUBMIT REVISED FORM19A/GENERATE REVISED FORM-18A ONLY ONCE**
- **Confirm** all the above information.
- Provide 'Name of the Person Making Deduction' (DDO's Name), 'Designation of the person Making Deduction' (DDO's designation).
- **NIL FORM-19A**: If you have no deduction in a particular month then submit NIL FORM-19A. It is not applicable in case of Revised FORM-19A, but in other two cases(i.e. ORIGINAL, UPDATE/EDIT) it is applicable. To submit NIL FORM-19A provide the Enrolment number and Period of deduction in the respective check boxes then click on the Checkbox 'NIL FORM 19A' confirm and enter DDO's name and designation and Brought Forward(B/F) amount and submit xml file.

- **Brought forward (BF):** If you have any excess payment in the previous month, please provide Brought forward (BF) amount and excess amount carried (CF) forward will be displayed automatically after uploading Form-19A.xml file..

(Note: No two xml files can be uploaded in a day for particular month of deduction i.e. if original Form-19A.xml has been uploaded, the updated/edited Form-19A.xml (wherever required) can be uploaded on the 2nd day and revised Form-19A.xml can be uploaded(whenever required) uploaded on the 3rd day)

The screenshot shows the 'STDS FORM 19' interface. The 'Details of Deduction of STDS from Contractors' table contains the following data:

Sl. No.	Registrat.	Name Of Holding	Street Na.	Room No.	Floor.	City/Villa	District	State	Country	Pin Num.	Bill No.	Bill Date	Bill Amount	Amount
1	1921009	CIVCON	21A SHAKES...			KOLKATA	KOLKATA	WEST B...	INDIA	700017	7TH RA...	31/03/20...	1036951...	207390.0
2	1921008	RESMET	73/18 GOLF C...			KOLKATA	KOLKATA	WEST B...	INDIA	700033	RUSTY...	01/01/20...	52486.0	10506.0
3	GALAXY	P-39	HALDIA I...			HALDIA	PURBA	WEST B...	INDIA	721602	SEC/OC...	08/05/20...	98730.0	270963.0

Figure-16

- Provide all the Deduction Details in 'Page 1' (Figure-16).
- Provide serial number.
- Provide Registration Certificate Number. In case there is no Registration Certificate Number(in case of unregistered contractors) then just keep this field empty.
- Provide Name & Address of the Contractor. Deduction Certificate in Form-18A will be generated merging name and address.
- Provide Bill Number. It should not be more than 35 characters. Bill Number should be different when contractor's Name and Address is same.
- Provide Bill Date. Bill Date should be in the format dd/mm/yyyy.
- Provide Bill Amount: It should be numeric. It should not exceed 14 digits before decimal and 2 digits after decimal.
- Provide Date of Deduction. It should be in the format like dd/mm/yyyy etc

Note: Please place the cursor on the partition line of the cell containing the field name and stretch to expand the column wherever required

FORM 19A
Scrolls for deposit of the amount deducted at source
under subsection(1) of section 40 of the West Bengal Value Added Tax Act,2003 [see rule of 48A]

ENROLMENT NO. : 510000007 Period of Deduction(yyyymm) FROM 01/03/2012 TO 31/03/2012 201203

Original Revised NIL FORM19A Acknowledgement Number Date of submission of original Form19A

Update/Edit Original

STDS_FORM_19

Page 1 Page 2

Details of Deduction of STDS from Contractors

SI No	Registrat	Name Of	Holding	Street Na	Room No	Floor	City/Villa	District	State	Country	Pin Num	Bill No	Bill Date	Bill Amount	Amount
1	1921009	CINCON	21A	SHAKES			KOLKATA	KOLKATA	WEST B.	INDIA	700017	7TH RM...	31/03/20...	1036951	207390.0
2	1921009	RESMET	73/18	GOLF C...			KOLKATA	KOLKATA	WEST B.	INDIA	700033	RIPL/STI...	07/01/20...	525286.0	10506.0
3		GALAXY	P-39	HALDIA I...			HALDIA	PURBA...	WEST B.	INDIA	721602	GEC/OC...	08/05/20...	98130.0	270963.0

Total Deduction during the month 468859.00

The statements made herein are true to the best of my knowledge and belief.

Name of the Person Making the Deduction TESTING USER Save View Page 1 & page 2

Designation of the Person making the deduction TESTER Check Distinct FORM 19A

Developed By
NIC

Figure 17

- **Scroll** here to show the other fields.
- **Add Row** option to add more row in the page 1 or page 2 (in figure 16 & figure 18)
- To delete any row, first select the desired row then click on the **Delete Row** button.

FORM 19A
Scrolls for deposit of the amount deducted at source
under subsection(1) of section 40 of the West Bengal Value Added Tax Act,2003 [see rule of 48A]

ENROLMENT NO. : 510000007 Period of Deduction(yyyymm) FROM 01/03/2012 TO 31/03/2012 201203

Original Revised NIL FORM19A Acknowledgement Number Date of submission of original Form19A

Update/Edit Original

STDS_FORM_19

Page 1 Page 2

Details of Payments of STDS deducted for the month

Mode of Pay...	Challan No.	Date of Credit	Bank Name	Branch Name	Treasury Na...	Memo No.	Date of Recel.	To Account H.	Period of Ded.	Deduction A.	Interest Pa
Challan	1933074	07/06/12	STATE BANK	RAIGUNJ	RAIGUNJ				201215	480000.0	0.0

Total Deduction Amount + Total Interest Paid + Brought Forward(BF) = Grand Total(GT)

480000.00 + 0.00 + 9959.00 = 489959.00

The statements made herein are true to the best of my knowledge and belief.

Name of the Person Making the Deduction: TESTING USER

Designation of the Person making the deduction: TESTER

Developed By
NIC

Figure-18

- Provide your **Payment details** in 'Page 2' (Figure-17).
- Click on this box and Select **Mode of Payment**(Challan or Book Transfer or E-Payment from drop down menu). In case of Challan Payment, TO Account Head & Memo No field will remain blank.
- Provide **credit date** in case of challan/e-payment. It should be in the format dd/mm/yyyy.
- Provide **Challan number**. It should not be more than 18 characters.
- Click this box and Select **Bank Name**, after Click this box and Select **branch Name**.
- To **Account Head**. It is a display field and will display the Account Head in case of Book Transfer.
- Provide **Memo No** in case of Book Transfer. It should not be blank in case of Book Transfer.
- Provide **date of Receipt** in the office of the AG in case of Book transfer.
- Provide **Period of deduction**. This will same as the period of deduction at the beginning of the page of Form-19A
- Provide **Deduction Amount**. It should be Numeric and should not exceed 14 digits before decimal; also it should not exceed 2 digits after decimal.
- Provide **Interest paid**. It should be Numeric and should not exceed 2 digits after decimal. Enter '0' if no interest is to be paid.
- **Total amount**. It is a display field.

- Click on the **“Save”** button to save/generate the xml (Form_19.xml) file. At the time of saving if you get an error message then correct it according to the error message. Once it is correctly saved, the message of successful saving will be displayed on the screen (Figure 18 A). Saving time of data depends on the operating system of your machine. It will take more than 2 minute approximately for saving the data if the number of record is more than.
- Click on the **“View Page 1 & page 2”** to save page1 & page2 data in the html (**page1page2.html**) file. Open this file. (As on the screen (Figure 18 B)). Before uploading xml file open the page1page2.html file and check every field for any mistake.
- Click on the **“Check Distinct FORM18A”** to save an html page (No of FORM18A.html). Open this file (As on the screen (Figure 18 B)) to know if there is any error in Form-18A or the count of distinct Form-18A to be generated. If there is any error, necessary correction can be made in Form-19.jar before uploading.

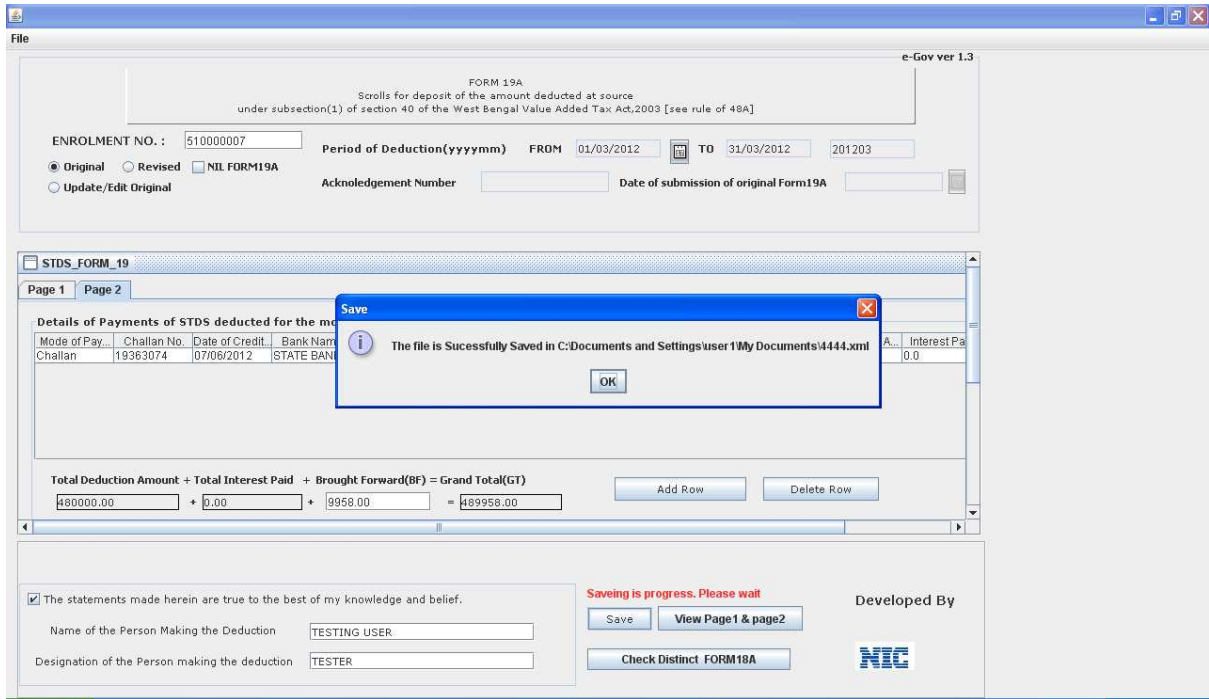


Figure 18 A

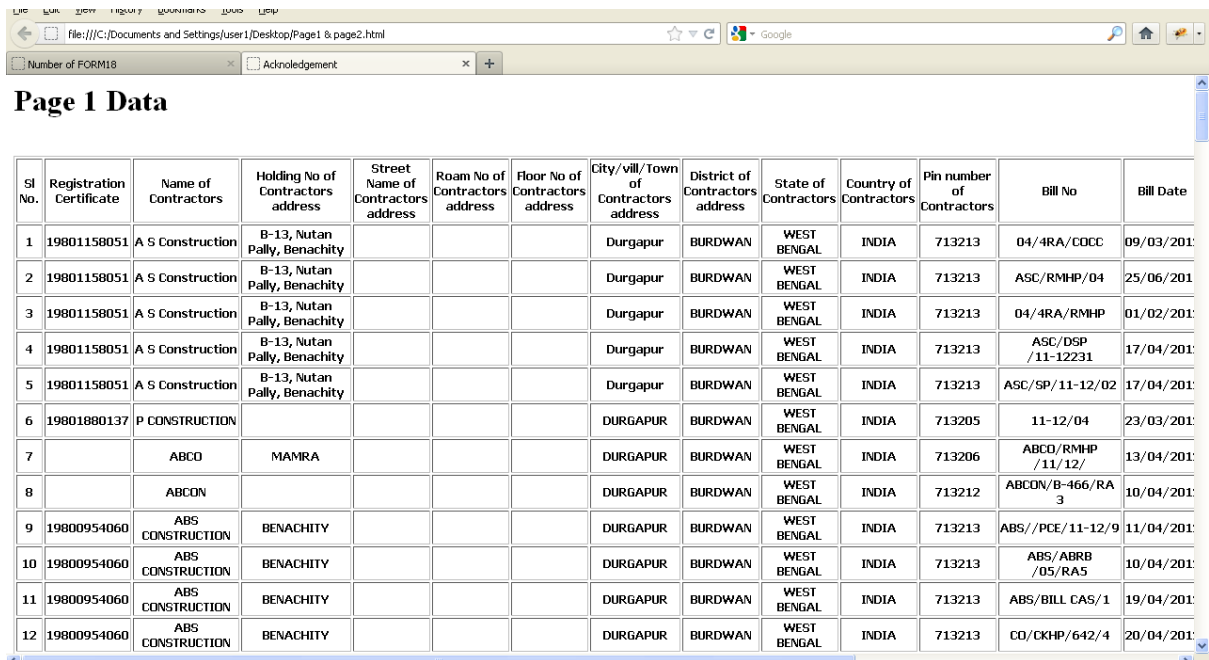


Figure 18 B

File Edit View History Bookmarks Tools Help

file:///C:/Documents and Settings/user1/Desktop/form18.html

Number of FORM18

92 distinct FORM18A will be generated from Scroll data

Sl No.	Name and Address of the Contractor	Total Bill Amount	Total Deduction Amount
1	A S Construction , B-13, Nutan Pally, Benachity , Durgapur , BURDWAN , WEST BENGAL , INDIA , 713213	1155157.00	23107.00
2	P CONSTRUCTION , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713205	121608.00	2433.00
3	ABCO , MAMRA , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713206	95042.00	1901.00
4	ABCON , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713212	395490.00	7910.00
5	ABS CONSTRUCTION , BENACHITY , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713213	846112.00	16924.00
6	AG SHEET METAL WORKS , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713213	126737.00	5070.00
7	AJ ENGG , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713213	570627.00	11413.00
8	AK REFRIGERATION , BENACHITY , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713213	539926.00	10801.00
9	ALCON ELECTROTECH CO , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713213	240520.00	4811.00
10	ALPANA CONSTRUCTION , DHANDABAG , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713203	132724.00	5309.00
11	ASHISH ENTERPRISE , DHANDABAG , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713203	142382.00	5696.00
12	BABA LOKENATH CONSTRUCTION , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713216	201947.00	4039.00
13	BENGAL TOOLS LTD. , DUM DUM , KOLKATA , KOLKATA , WEST BENGAL , INDIA , 700028	904411.00	18089.00
14	CONSTRUCTION , CHANDISTHAN , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713203	255260.00	5106.00
15	BHATIA ENGG ENTERPRISES , BENACHITY , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713213	60953.00	1220.00
16	BISHAL ENTERPRISE , VILLDHANDABAG , AMRAI , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713203	508979.00	10182.00
17	BN CONSTRUCTION , BENACHITY , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713213	173224.00	3465.00
18	SONS , VILlichAPUR , POSTICHAPUR , ICHAPUR , KOLKATA , WEST BENGAL , INDIA , 713363	220176.00	4404.00
19	BRIDGE AND ROOF CO. (INDIA) LTD. , KOLKATA , KOLKATA , WEST BENGAL , INDIA , 700071	14732470.00	294650.00
20	BSP ENGG WORKS , BENACHITY , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713213	350758.00	7016.00
21	CHANDIKA TECHNICAL SERVICES , FARIDPUR , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713213	251781.00	5037.00
22	CO , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713206	103262.00	4131.00
23	COMMET ENTERPRISE , AMBAGAN , BHIRINGI , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713213	188663.00	3774.00
24	DURGAPUR ENTERPRISE , DURGAPUR , BURDWAN , WEST BENGAL , INDIA , 713206	326580.00	6532.00

Figure 18 C

Upload Form_19.xml

Figure-19

- Click '**Browse**' to select '**Form_19.xml**' file (it will display a window (Figure-20). Select your xml file).
- Provide **Month of deduction**. It should be in the format of yyyy-mm. (eg. 201203 where year is 2012 and Month is 03 that is March)
- Type **here** the characters displayed in **Captcha**.

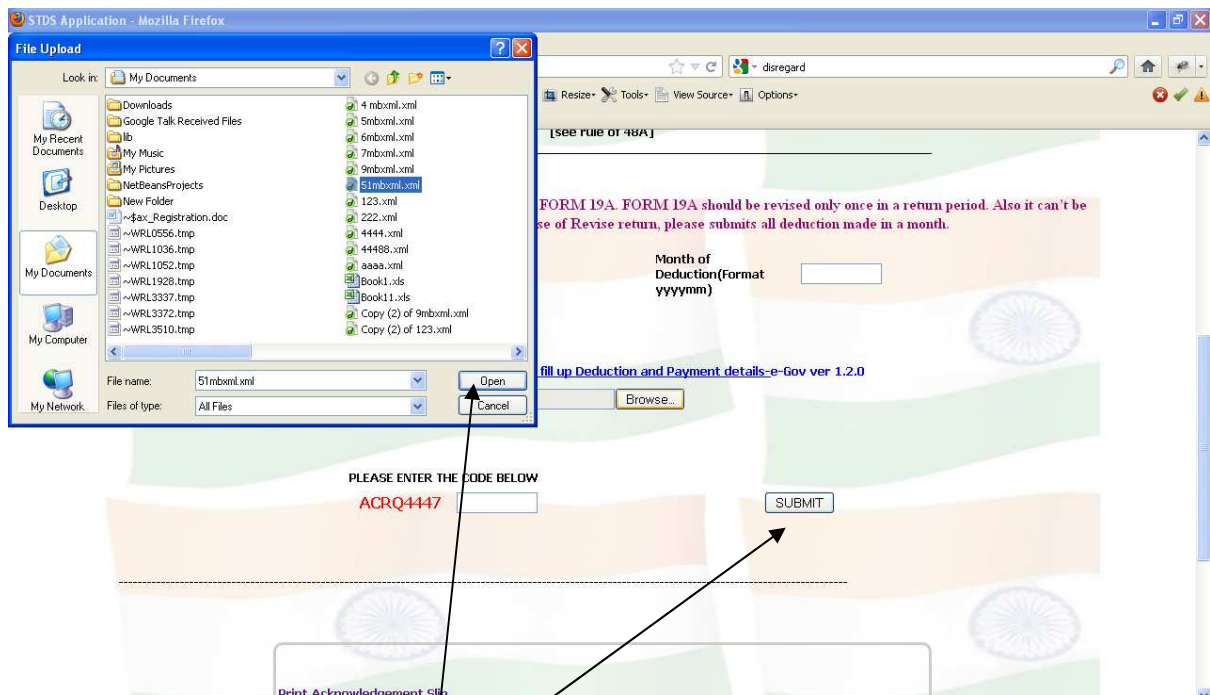


Figure-20

- Please select and Click 'Open' to select the xml file to upload.
- Click "submit" button to submit your xml file.
- After successful submission an Acknowledgement Page will appear with a unique acknowledgement number (as displayed in Figure-21).

Acknowledgement Slip:

If there is a data mismatch between Carried Forward (C/F) amount of the month with Brought Forward (B/F) of the succeeding month, a message as follows will be displayed.

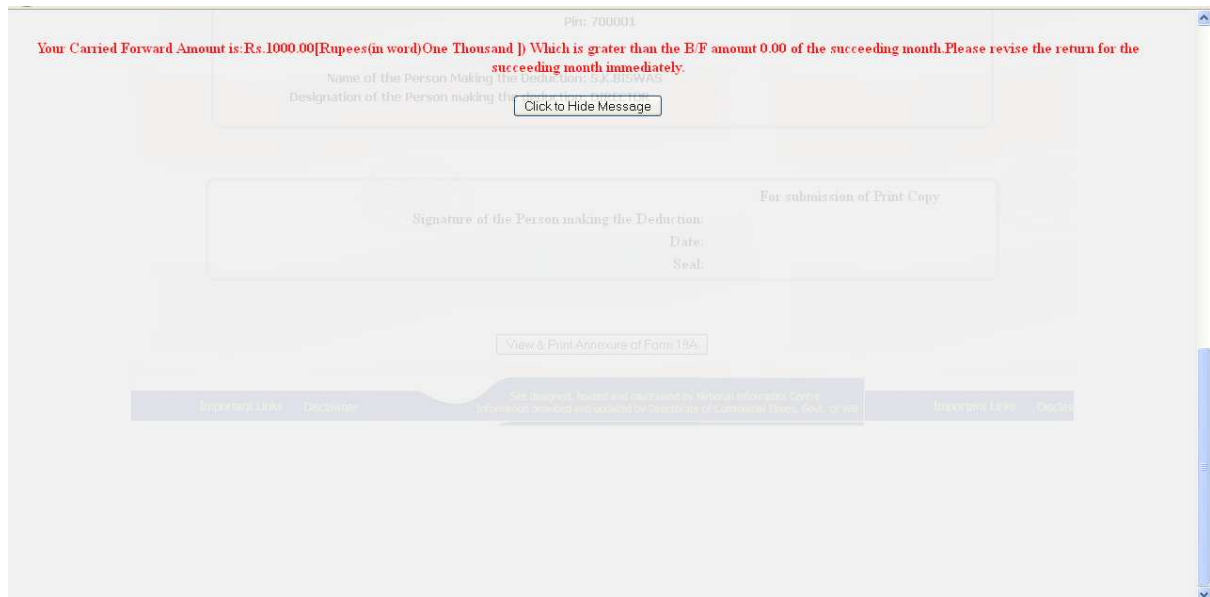


Figure 21A

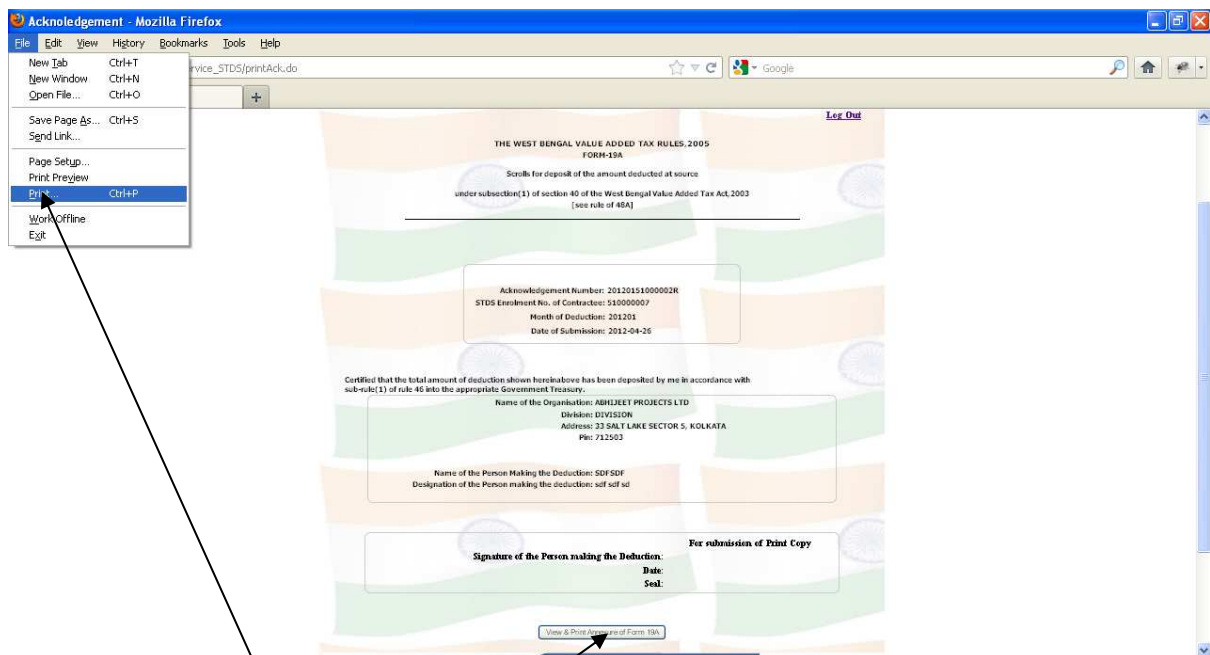


Figure-21

- Click on the **Print** button to print Acknowledgement Slip.
- Click '**View & Print Annexure of Form 19A**' will redirect user to the following page (Figure-22).
-

FORM19A Annexure of Deductions and Payments:

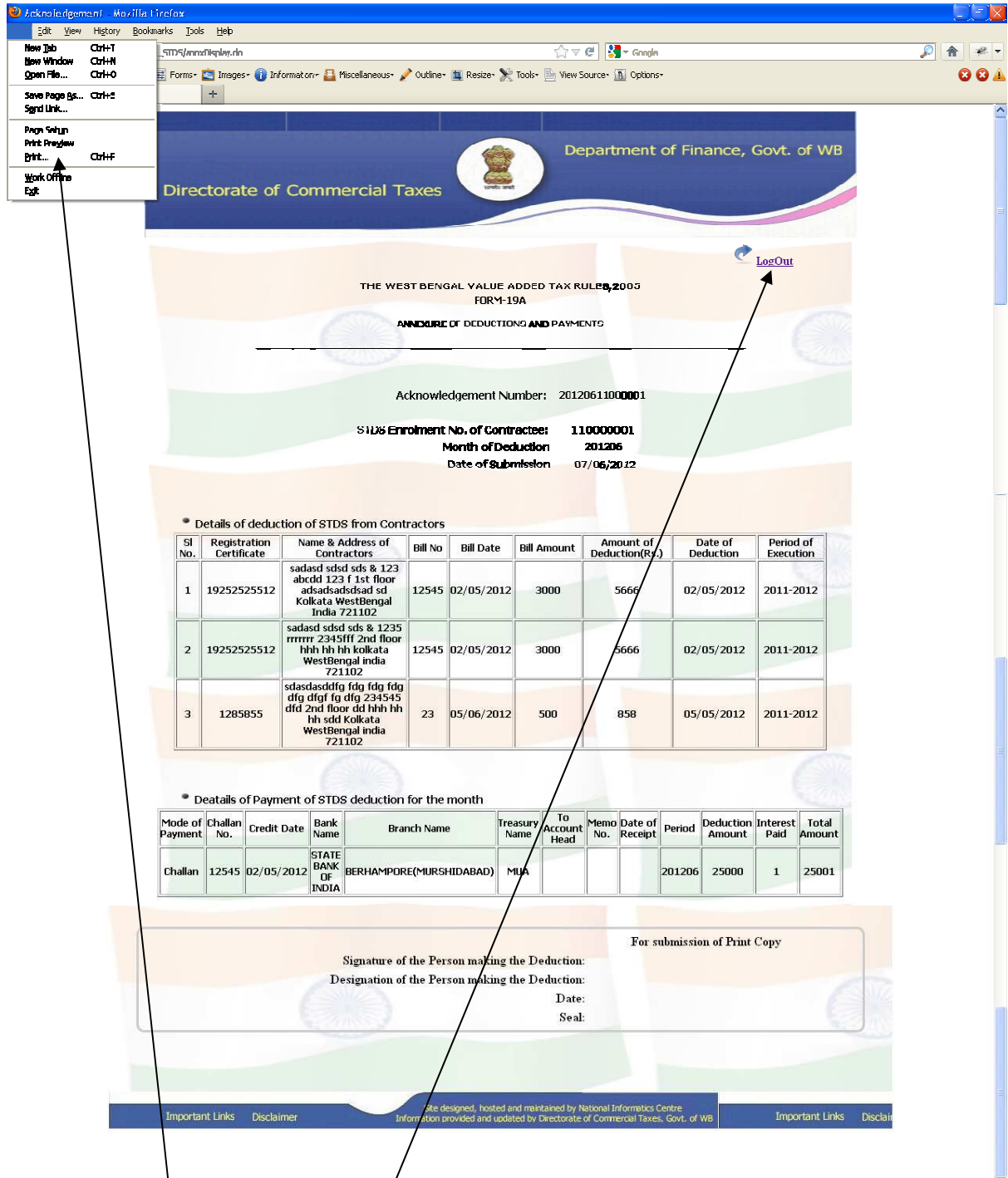


Figure -22

- Click on the **Print** button to print **FORM19A Annexure of Deductions and Payments**.
- After print please click **“logout”** button to logout of this page

(Note: When you submit hard copies in the Directorate of Commercial taxes, please furnish hard copies of complete Form-19A i.e. both Acknowledgement page along with page showing Annexure of Deductions and Payments. Please put DDO's signature with seal on each such page.)

- If you are not sure whether Form-19A has been successfully uploaded due to any failure of power or internet or any other reason, then go to Form-19A home page(Figure-23), there is **"Print Acknowledgement Slip"** button(Figure- 23). Click on the button, enter **enrolment number**, **month of deduction** and **submit**. Acknowledgement slip will be printed if form was successfully uploaded. Otherwise **"No data found"** message will appear. In such case you need to upload the Form19A afresh.

The screenshot shows a web browser window with a background of the Indian national flag. At the top, there is a text prompt "PLEASE ENTER THE CODE BELOW" followed by a text input field containing "ACRQ4447" and a "SUBMIT" button. Below this, there is a section titled "Print Acknowledgement Slip" which contains two text input fields: "Enrolment No:" and "Month of Deduction(format yyyy-mm):", followed by a "SUBMIT" button. At the bottom of the page, there is a footer with links for "Important Links" and "Disclaimer", and a note stating "Site designed, hosted and maintained by National Informatics Centre. Information provided and updated by Directorate of Commercial Taxes, Govt. of WB".

Figure 23

- Provide **enrolment Number**.
- Provide **Month of deduction** (In the format yyyy-mm).
- Click **'submit'** button to submit. If you have successfully uploaded Form19A.xml then it will be redirected to the page (Figure 21), otherwise it will give an Error message that "No data found for the month of deduction".

FORM 18A Generation Process:

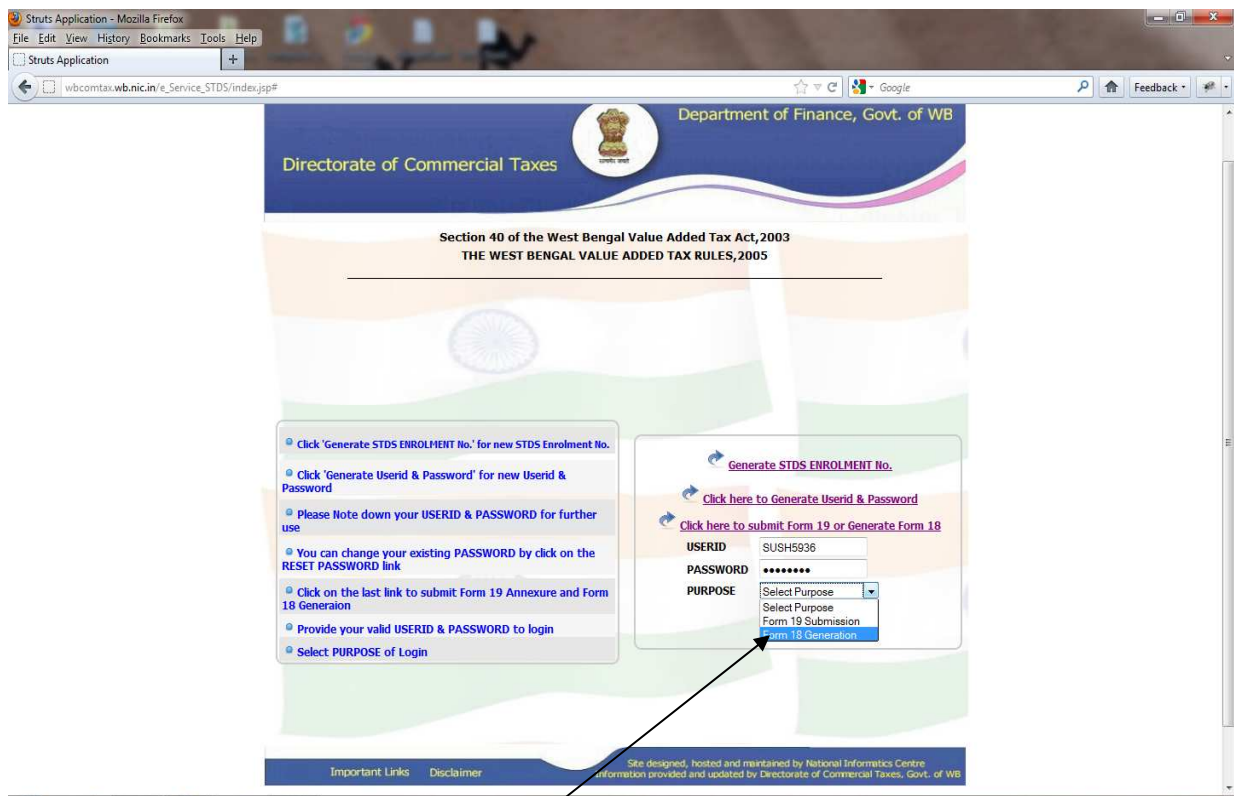


Figure-24

- Click here to Login in the system.
- Select '**Form 18A Generation**' for Requisition of Form 18A.
- Application will automatically redirect user to the requisition page (Figure-25).

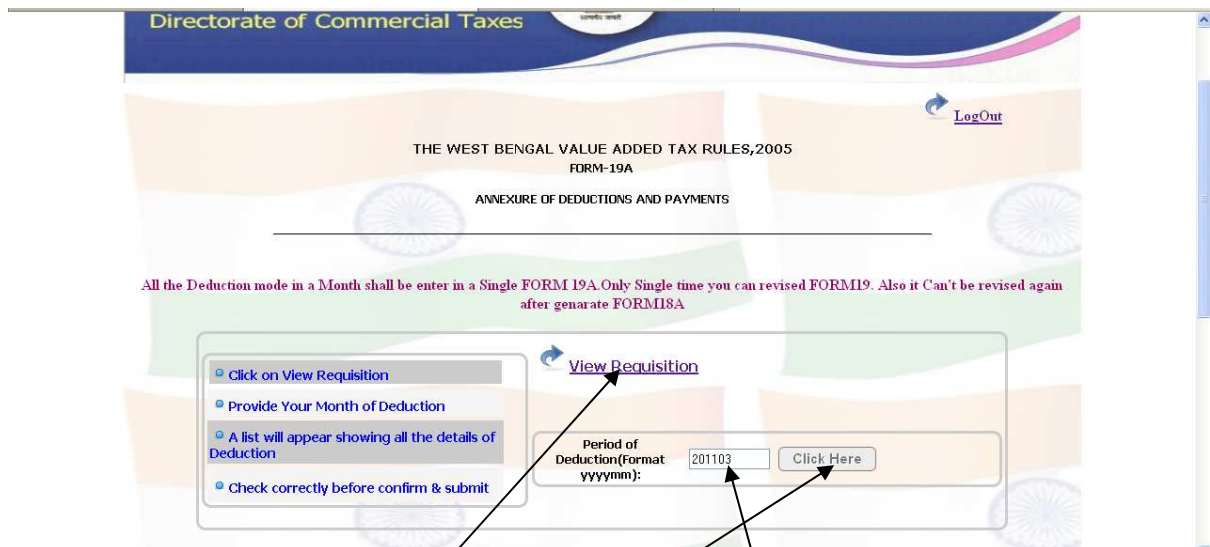


Figure-25

- Click on '**View Requisition**' link and provide your '**Period of Deduction**'.
- Now click "**Click Here**" button.
- Your deduction record will arrive on the same page (as referred in Figure-26) if record is found, otherwise an error message "**no data found**" will be displayed.



Figure-26

- Check your all deduction details as displayed in Figure-26.
- Click to confirm all the information.
- Click '**Go To Generation Page**' for further process.

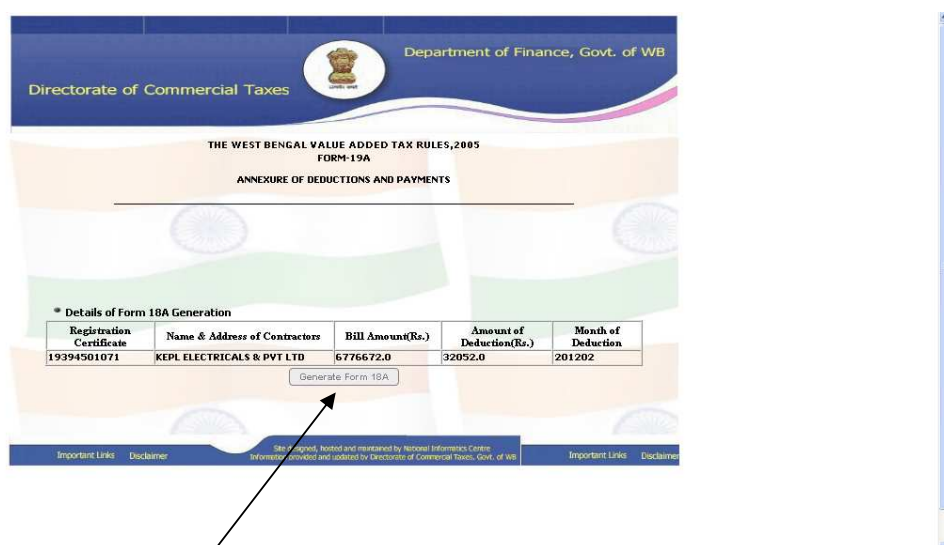


Figure-27

- This is a generation page (Figure-27).
- It contains the number of Form-18A that will be generated as per your deduction details.
- Click '**Generate Form 18A**'. Control will be redirected to the screen as referred in Figure-29. If Form-18A is already generated then it will move to screen as shown in Figure-28.



Figure -28

- Please click here. It will be redirect to the page(As referred in Figure 29)

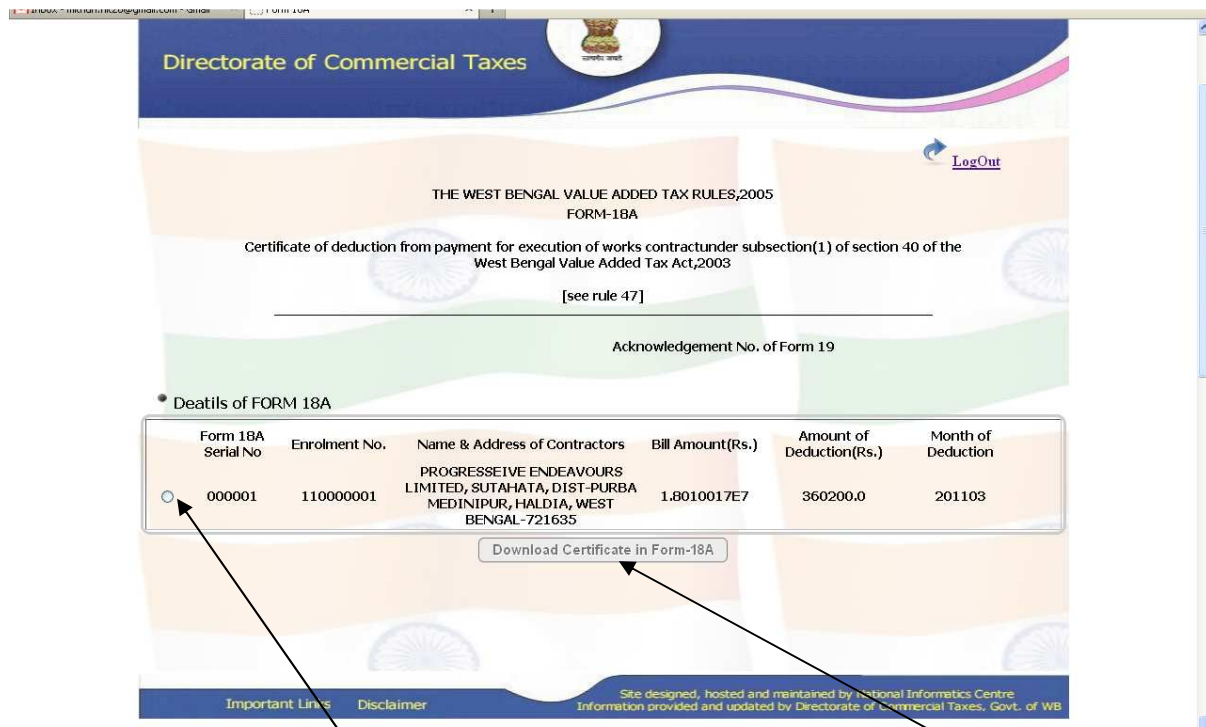


Figure-29

- First click on the radio button to select each form individually then click on the **“Download Certificate in Form-18A”** when a box as shown in Figure 30 will appear. Ensure that the radio button is properly clicked. If radio button is not properly clicked then the .pdf file will be displayed blank.

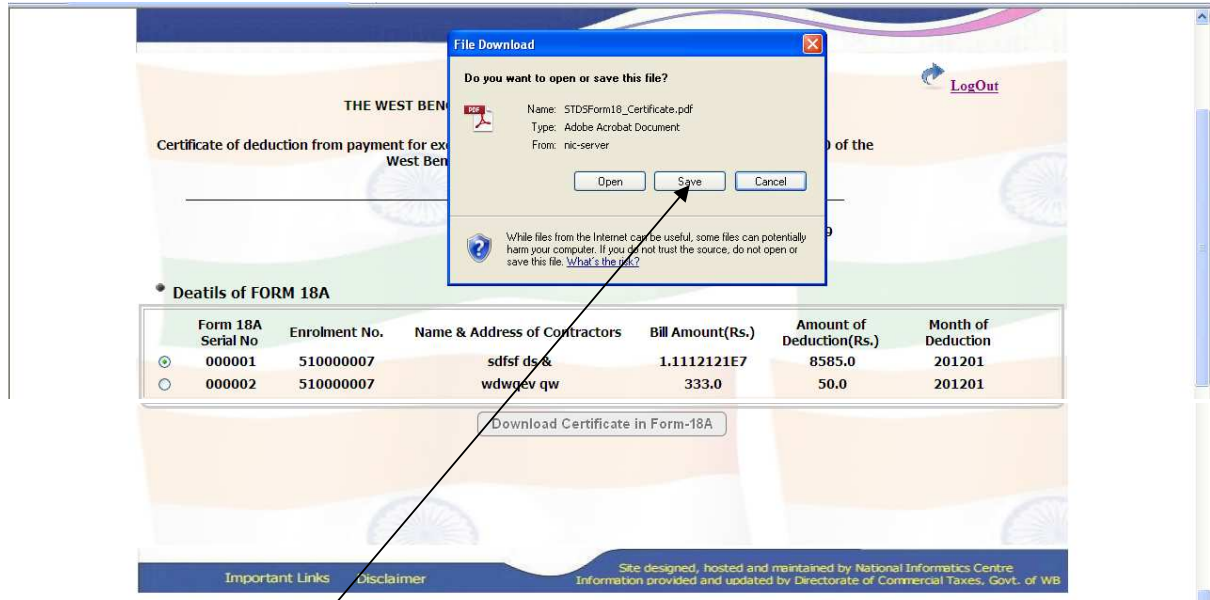


Figure-30

- Click 'Save' to save this pdf file.
- Open the saved file and print Form-18A by selecting Print option under File menu.

STDSForm18_Certificate.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 100% Find

THE WEST BENGAL VALUE ADDED TAX RULES,2005
FORM-18A
Certificate of deduction from payment for execution of works contract
under subsection(1) of section 40 of the West Bengal Value Added Tax Act,2003
[see rule 47]

Serial Number of Form 18A (auto generated)	110000001201203000025
Acknowledgement No. of Form 19A	20120311000002C

This is to certify that a sum of Rs. 40 (in figures) [Rupees (in words) Forty Only] has been deducted from the payment made to MITHUN PAN , 123 , KOLKATA , 123 , 1ST , KOLKATA , KOLKATA , WEST BENGAL , INDIA , 721102 (name and address of dealer) holding Certificate of Registration No. 19210097087 against the information shown in Details of Works Contract.

The sum so deducted for the month of deduction 201203(yyyymm) has been deposited by the undersigned in accordance with sub-rule (1) of rule 46

Challan No.	Bank Name	Branch	Treasury	Deduction Amt.	Credit Date
005G	STATE BANK OF INDIA	BIDHANNAGAR	BIDHANNAGAR	30	02/05/2012
005G	STATE BANK OF INDIA	BIDHANNAGAR	BIDHANNAGAR	2000	02/05/2012

Brought Forward Amount is:(Rs)872.0
And/or

In accordance with the provisions of sub-rule (6) of rule 46, the sum so deducted has been incorporated in the Monthly Divisional Account Statement and the same has been said to the Accountant General, West Bengal, for transfer of the sum to the account under the Head of Account 0040-00-102-005-03 Sales Tax by the undersigned on

Vide Memo Number _____ Date of Receipt _____, for Deduction Amt(Rs).

DIRECTORATE OF COMMERCIAL TAXES
Details of Works Contract

Tax Invoice/Bill No./Invoice No.	Bill Amount	Deduction amount	Period of execution of works contract for which payment is made
123	1000	20	201202-201203
1232	1000	20	201202-201203

Name of the Person making the Deduction	CHANDAN CHAKRABORTY
Signature of the Person making the Deduction:	-----
Designation of the person signing the Certificate:	ddo
Date:	-----
Seal:	-----

Figure-31

- Form 18A will look like this (Figure-31).

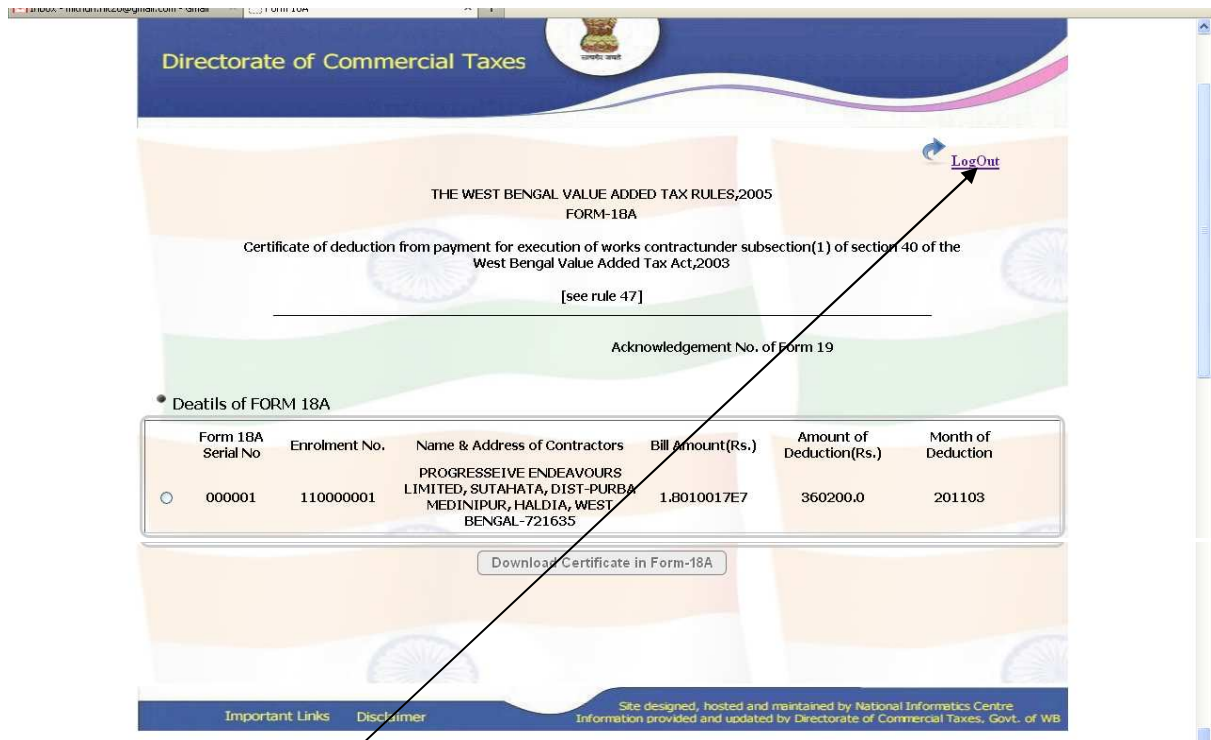


Figure-32

- Click 'Logout' for index page.

End of process of e-Service_STDS.