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# User Manual

For

## LUXURY TAX SOFTWARE APPLICATION

Version 1.0

**Developed for:**  
**Uttar Pradesh Tourism Department,**  
**Lucknow**

Submitted By :



Designed & Developed By:



## **TABLE OF CONTENTS**

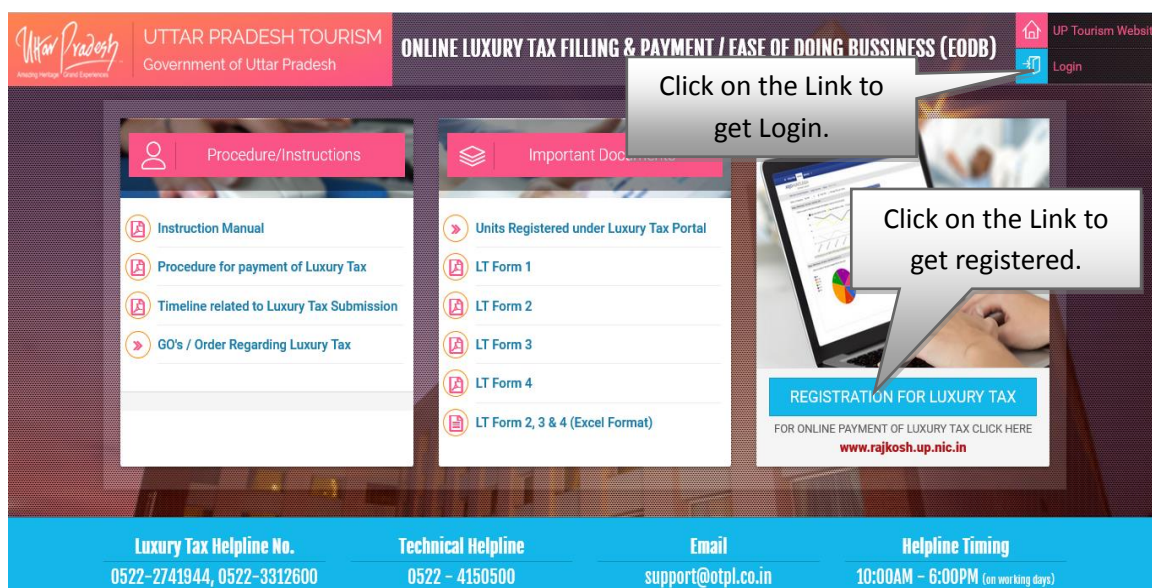
<b>1. Registration .....</b>	<b>3</b>
<b>2. Logon into Online Luxury Tax Module.....</b>	<b>4</b>
<b>3. Dashboard.....</b>	<b>5</b>
<b>4. Organization Registration.....</b>	<b>5</b>
<b>5. Organization Master Entry.....</b>	<b>6</b>
5.1 Room Type Master .....	7
5.2 Room Details Master .....	7
<b>6. LTI, LTII, LTIII Form Dashboard.....</b>	<b>9</b>
6.1 Generate and Upload LT Form .....	9
6.1.1 Generate LT II.....	10
6.1.2 Fill L.T. III.....	10
6.1.3 View/Upload LT I Form .....	12
6.2 Reports .....	13
6.2.1 View LT II .....	14
6.2.2 View LT III.....	14
<b>7. LT IV.....</b>	<b>14</b>
<b>8. Luxury Tax Due .....</b>	<b>15</b>
<b>9. Notifications and Messages .....</b>	<b>16</b>
<b>10. Change Password.....</b>	<b>16</b>
<b>11. Forgot Password.....</b>	<b>17</b>
<b>12. Logon to Online Luxury Tax Software Application (RTO).....</b>	<b>18</b>
<b>13. Dashboard.....</b>	<b>18</b>
<b>14. Organization Authentication .....</b>	<b>19</b>
<b>15. Hotel Search Report .....</b>	<b>20</b>
<b>16. LT Submission.....</b>	<b>22</b>
<b>17. LT IV Authentication .....</b>	<b>24</b>
<b>18. Due Report.....</b>	<b>25</b>

## 1. Registration

- Open URL: [www.uptourism.gov.in](http://www.uptourism.gov.in) in browser.
- Click on “About UpTourism → Luxury Tax Management System” link to open Luxury Tax Management System.



- Luxury Tax Management System screen will Look Like this:



- After clicking on the “Registration for Luxury Tax” link, page will be redirected to the User Registration page. Which is shown on the Next page:

**USER REGISTRATION**

**Personal Details**

First Name\*  Last Name\*  Date of Birth\*  Gender\*  Male  Female  Transgender

**Contact Details**

Address\*  State  District\*  Pincode\*

Mobile Number(to Digit)\*  Landline Number\*  Email Address\*  Confirm Email Address\*

**Captcha\***

Please type the displayed text (Case Sensitive)

All fields denoted by (\*) are mandatory

Design & Developed by **omni-NET**

- Fill all the details in the above form and then click on **“Submit”** Button.
- After clicking on **“submit”** button, New User will be created and then username and password will be sent on the registered E-mail-ID.

## 2. Logon into Online Luxury Tax Module

- Open Luxury Tax Software Application by clicking on Login Button in Home Page of Luxury Tax.
- Login page will be open, as shown below:

**Uttar Pradesh** UTTAR PRADESH TOURISM  
GOVERNMENT OF UTTAR PRADESH

**LUXURY TAX** [Register](#)

**Login for Registered Users**

User Name

Password

[Forgot Password ?](#)

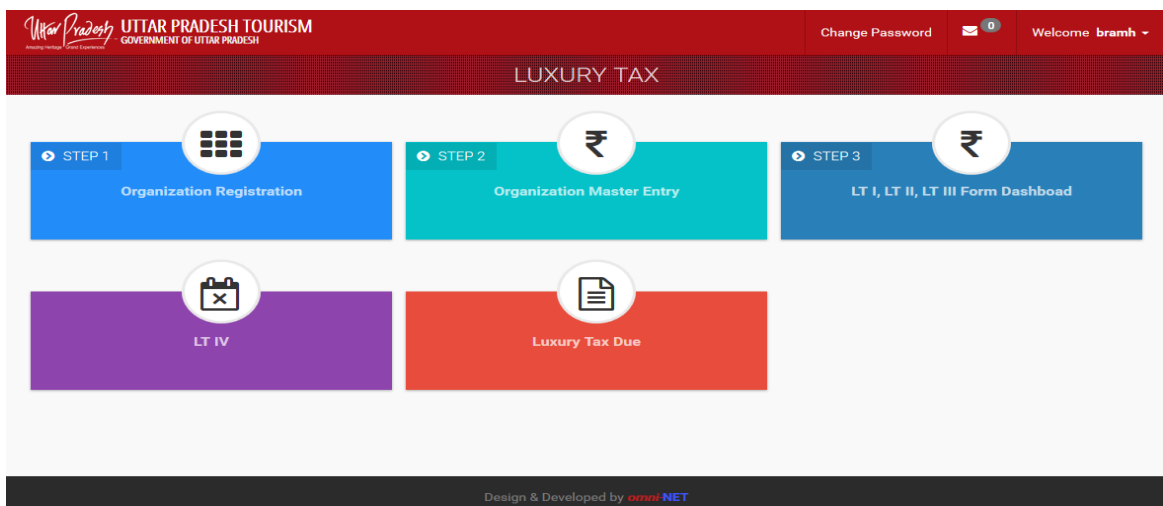
Design & Developed by **omni-NET**

- Type the Username and Password provided and click on **“Login”** button.

- Luxury Tax Screen will open, showing the interactive Dashboard which is shown below.
- **NOTE:** If the user leaves the Portal idle after login, then after a fixed period of time, user will be redirected to login page automatically.

### 3. Dashboard

- Dashboard looks like this:-



*Image: Dashboard*

- Click on **Organisation Registration Tab**, screen will be displayed as given:

### 4. Organization Registration

- First click on the “**Organization Registration**” on the Dashboard, the Page will be navigated to Organization Registration form.

Fill all the details of the Organization in the above form (STEP-1), and then click on “**Save & Continue**” button to go to Step 2 shown below.

**HOTEL REGISTRATION**

Step **2**

**Documents Details**

Number of Employee* 200	Total Accommodation Capacity* 20	Tin Number* 23456781245
Tan Number* 125436	Pan Number* AU1234IRAG	SARAI ACT Registration Number* SARAI ACT
Bar Registration Number* BAR REG		

(Upload only pdf or jpg file of maximum size 1 MB)

Upload Tin Registration

Click here to preview file

Upload Tan Registration

Click here to preview file

Upload Pan Registration

Click here to preview file

Upload Sarai Registration

Click here to preview file

Upload FireNoc Registration

Click here to preview file

Upload Bar Registration

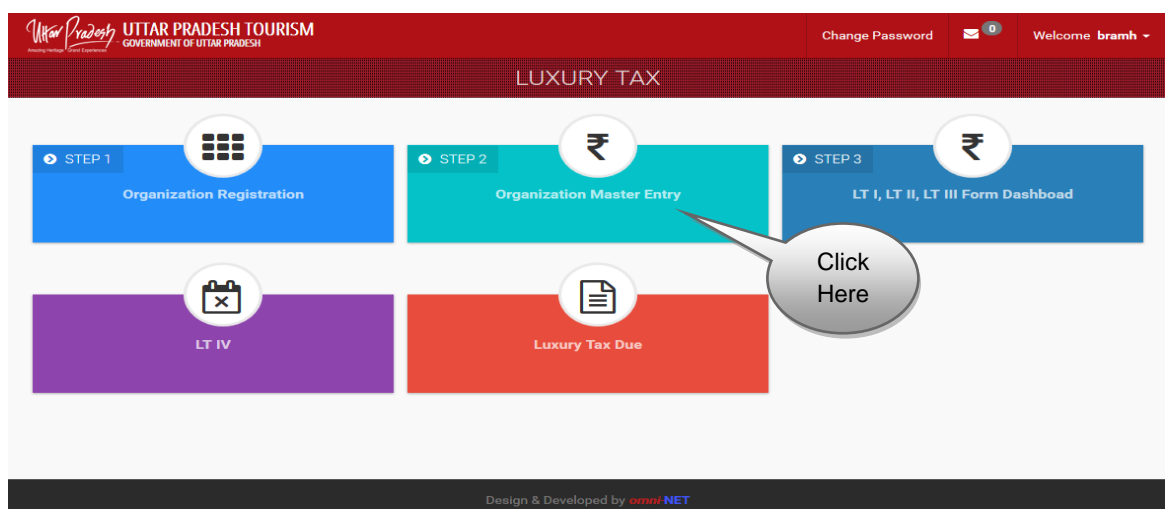
Click here to preview file

Fill the entire details then upload all the documents in the STEP – 2 then click on Save Button to complete the Hotel Registration.

Save
Previous

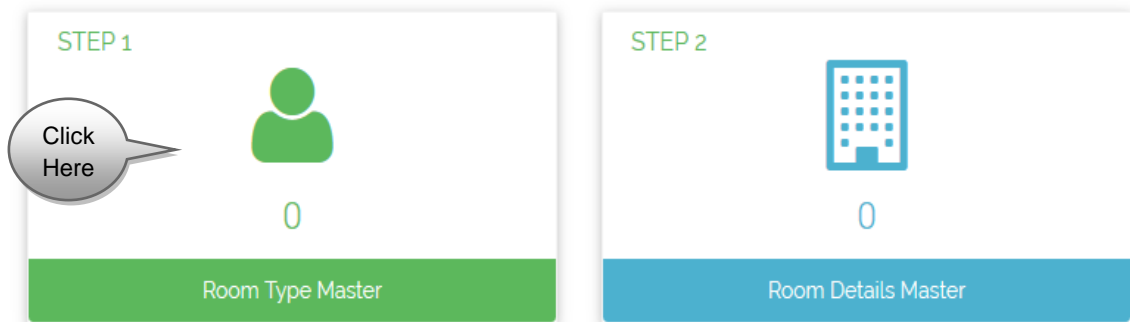
- Fill the entire details and then upload all the documents in STEP – 2, then click on “**Save**” Button to complete the Hotel Registration.

## 5. Organization Master Entry



- Click on “**Organization Master Entry**” Button, screen will be displayed shown on the next page :

## Organization Master Details



- Click on “**Room Type Master**” Tab, screen will be displayed as shown below.

### 5.1 Room Type Master

The screenshot shows the 'ROOM TYPE MASTER' interface. At the top, there's a blue header with a plus icon. Below it, the 'Room Type' section has four input fields: 'Enter Room Type\*', 'Single Bed Tariff(Rs.)\*', 'Double Bed Tariff(Rs.)\*', and 'Extra Bed Tariff(Rs.)\*'. An 'Add' button is located below these fields. A grey callout box contains the text: 'Fill the details of Room Type, Single Bed Tariff, Double Bed Tariff and Extra Bed Tariff then click on Add button.' Below the form is a table with the following data:

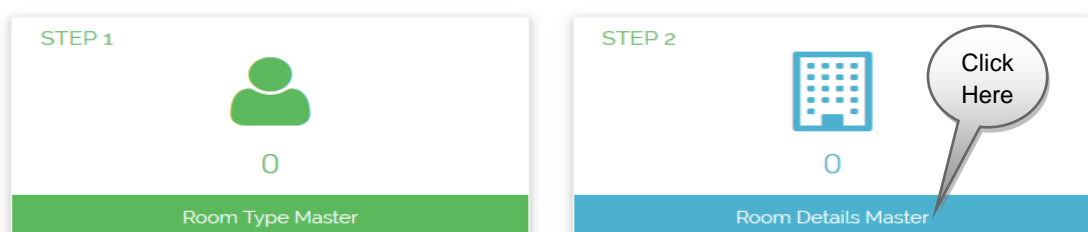
Sr.No.	Type of Room	Single Bed Tariff(Rs.)	Double Bed Tariff(Rs.)	Extra Bed Tariff(Rs.)	Edit
1	AC Delux	5000.00	10000.00	2500.00	

*Image: Room Type Master*


- Enter “**Room Type Name**”, “**Single Bed Tariff**”, “**Double Bed Tariff**” and “**Extra Bed Tariff**” and then click on “**Add**” Button.
- Particular Room Type will be added with details entered. Click on “**Edit**” icon to edit the Room Type details entered.

### 5.2 Room Details Master

#### Organization Master Details



- Click on “**Room Details Master**” Tab, screen will be displayed as shown below :


**UTTAR PRADESH TOURISM**  
GOVERNMENT OF UTTAR PRADESH

[Home](#)   [Change Password](#)   0   [Welcome bramh](#)

LUXURY TAX

ROOM DETAILS MASTER
↻

**Organization Details**

Hotel Name	My Dreams
Hotel Address	C-7
Hotel Telephone Number	5224150526
Proprietor Name	Bramh
Accommodation Capacity	20

**Room Master**

Room Types\*    
 Number of Beds(Per Room)\*    
 Room Number From\*    
 Room Number To\*

Number of Rooms\*

Fill all the details of Room Master then click on Add button to finalize Room Master Details.

**Rent Master**

Single Occupancy Tariff    
 Double Occupancy Tariff    
 Extra Occupancy Tariff    
Add

Room Count Detail : AC Delux : 00

**Room Master Detail**

Sr.No.	Type of Room	Number of Beds	Room Number	Single Bed Tariff	Double Bed Tariff	Extra Bed Tariff	Delete
1	AC Delux	3	111	5000.00	10000.00	2500.00	<span style="color: red; font-size: 1.2em;">✖</span>
2	AC Delux	3	112	5000.00	10000.00	2500.00	<span style="color: red; font-size: 1.2em;">✖</span>
3	AC Delux	3	113	5000.00	10000.00	2500.00	<span style="color: red; font-size: 1.2em;">✖</span>
4	AC Delux	3	114	5000.00	10000.00	2500.00	<span style="color: red; font-size: 1.2em;">✖</span>
5	AC Delux	3	115	5000.00	10000.00	2500.00	<span style="color: red; font-size: 1.2em;">✖</span>
6	AC Delux	3	116	5000.00	10000.00	2500.00	<span style="color: red; font-size: 1.2em;">✖</span>
7	AC Delux	3	117	5000.00	10000.00	2500.00	<span style="color: red; font-size: 1.2em;">✖</span>
8	AC Delux	3	118	5000.00	10000.00	2500.00	<span style="color: red; font-size: 1.2em;">✖</span>
9	AC Delux	3	119	5000.00	10000.00	2500.00	<span style="color: red; font-size: 1.2em;">✖</span>
10	AC Delux	3	120	5000.00	10000.00	2500.00	<span style="color: red; font-size: 1.2em;">✖</span>

Submit
Reset

Delete Button

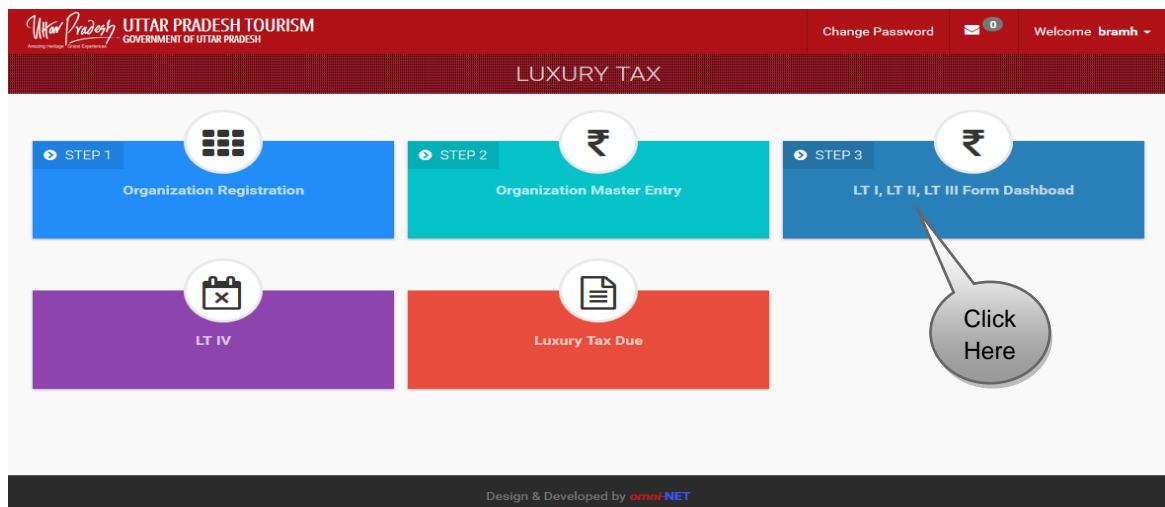
Design & Developed by omniNET

**Image: Room Details Master**

- Fill all the details of “**Room Master**”, and then click on “**Add**” button to add the entry. Once finished with all types, click on “**Submit**” button to finalize **Room Master Details**.
- Click on delete button to delete a particular row.

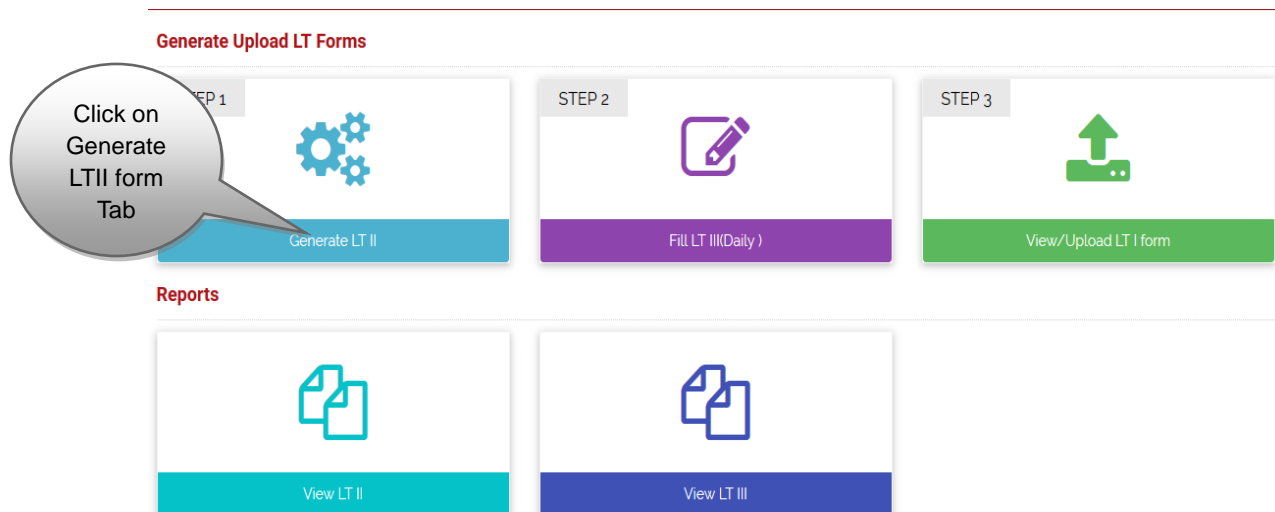


## 6. LTI, LTII, LTIII Form Dashboard



- Click on “**LTI, LTII, LTIII Form Dashboard**” Tab, screen will be displayed as below.

### 6.1 Generate and Upload LT Form



*Image: Generate and Upload LT Form and View Upload LT I Form*

- Click on “**Generate LT II**” Tab, screen will be displayed as shown.

## 6.1.1 Generate LT II

**GENERATE LT II**

**Organization Details**

Hotel Name	My Dreams
Hotel Address	C-7
Hotel Telephone Number	5224150526
Proprietor Name	Bramh
Accommodation Capacity	20

**SHOW LT II FORM DETAILS**

Select Year: 2016      Select Month: April      **Show LT II**      **Reset**

**Generated LT II Details**

Sr. No.	TypeOfRoom	NumerofRooms	NumberofBeds	RoomNumbring	TariffSingle	TariffDouble	TariffExtraded
1	AC Delux	10	3	111,112,113,114,115,116,117,118,119,120	5000.00	10000.00	2500.00

Design & Developed by **orani** NET

- Select Year and Select Month and click on **“Show LT II”** Button. Generated LTII details will be displayed on the screen above.

## 6.1.2 Fill L.T. III

### Generate Upload LT Forms

**STEP 1** **Generate LT II**

**STEP 2** **Fill LT III (Daily)**

**STEP 3** **View/Upload LT I form**

**Reports**

**View LT II**

**View LT III**

Click on **Fill LTIII (Daily)**

**Image: Fill LT III (Daily)**

- Click on **“Fill LT III”** Form Tab, screen will be displayed as shown on next page:

LUXURY TAX - III MASTER
+

**Organization Details**

Return for the Calendar month - April	
Hotel Name	Gaurav Group of Hotels
Hotel Address	test
Hotel Telephone Number	5222436589
Proprietor Name	Gaurav
Accommodation Capacity	20

**Guest Details**

Guest Name*	Age*	Nationality*
<input type="text" value="Gaurav Gupta"/>	<input type="text" value="28"/>	<input type="text" value="Indian"/>
Number of Guest*	Arrival Date & Time*	Departure Date & Time*
<input type="text" value="2"/>	<input type="text" value="06/04/2016 03:00"/>	<input type="text" value="09/04/2016 08:00"/>
Period of stay(Days)*	<input type="text" value="2"/>	

**Room Details**

Room Number*	Room Occupancy	Room Type
<input type="text" value="102"/>	<input checked="" type="checkbox"/> Single Bedded <input type="checkbox"/> Double Bedded <input type="checkbox"/> Extra Bedded	<input type="text" value="AC Deluxe"/>
Room Tariff	<input type="text" value="5000"/>	

**Charge Details**

Total Accommodation Charges*	Charges Paid in Currency*
<input type="text" value="10000"/>	<input checked="" type="radio"/> Indian <input type="radio"/> Foreign

**Bill Details**

Bill Number*	Bill Date*	Cash Memo Number*	Cash Memo Date*
<input type="text" value="120"/>	<input type="text" value="09/04/2016"/>	<input type="text" value="201"/>	<input type="text" value="06/04/2016"/>

**Tax Details**

Amount of Luxury Tax*	Remarks
<input type="text" value="1000"/>	<input type="text" value="abd"/>

All fields denoted by (\*) are mandatory

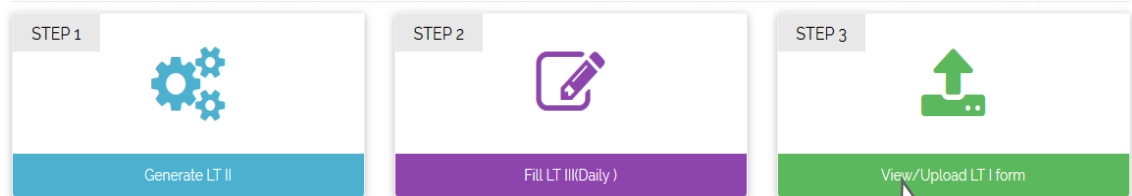
View Submitted Data Button

Fill all the details in Luxury Tax-III form of Guest Details, Room Details, Charge Details, Bill Details and Tax Details then Submit Button.

- Fill all the details in “**Luxury Tax-III Master**” form like Guest Details, Room Details, Charge Details, Bill Details and Tax Details, then click on “**Submit**” Button.
- After filling the above form, click on “**View Submitted Data**” Button, screen will be displayed shown on next page.

### 6.1.3 View/Upload LT I Form

#### Generate Upload LT Forms



#### Reports



Click on  
view/upload  
LT I Form

#### Image: Fill LT III (Daily)

- Click on “**View/Upload LT I Form**” Tab, screen will be displayed as shown below.

LT I CHALLAN UPLOAD

Select Year: 2016

Show LT1 | Reset

**LT1 Details**

Sr. No.	Year	Month	Total Tax	LT Status	LT1 Chalan
1	2016	April	1250	Not Verified	<a href="#">Upload LT1 Chalan</a>

- Select Year and Click on “**Show LT I Button**”, screen will be displayed as above.
- After showing **LT I Details**, Click on “**Upload LT I Challan**” Button, screen will be displayed as shown on next page.

**LUXURY TAX FORM I CHALLAN UPLOAD**

**Organization Details**

Hotel Name	Gaurav Group of Hotels
Hotel Address	test
Hotel Telephone Number	5222436589
Proprietor Name	Gaurav
Accommodation Capacity	20

**Add LT I Details**

Month*	Year*	Total Luxury Tax*
April	2016	600
Challan No./Transaction No.*	Paid Amount*	Payment Date*
1235467	5000	07/04/2016

(Upload only pdf or jpg file of maximum size 1 MB)

Upload LT1  
Challan

Submit

Reset

Fill all the details, then Upload LT1 challan, and then click on Submit Button.  
Or click on Edit button to edit the details.

**Uploaded LT I Details**

Sr. No.	Month	Year	Total Tax	Deposited Tax	Chalan No./Transaction No	Payment Date	Uploaded Chalan	Action
1	4	2016	600.00	5000.00	1235467	13/04/2016	Download	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; font-size: small;">Edit</a>

- Fill all the details, then “**Upload LT1 Challan**”, and then click on “**Submit**” Button.
- Click on “**Edit**” button to edit the details of LT1.

## 6.2 Reports

**Generate Upload LT Forms**

STEP 1

Generate LT II

STEP 2

Fill LT III(Daily)

STEP 3

View/Upload LT I form

**Reports**

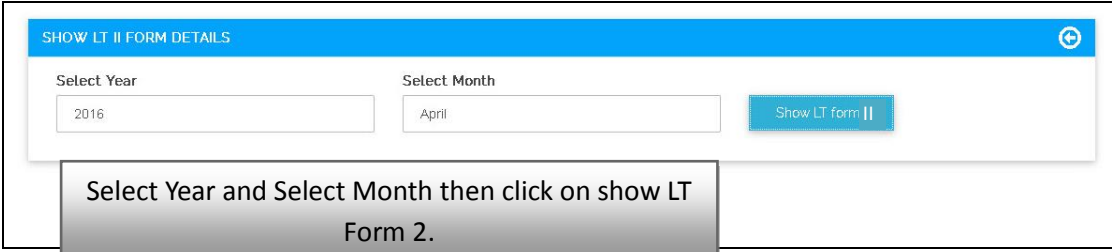
View LT II

View LT III

**Image: Reports of View LT II**

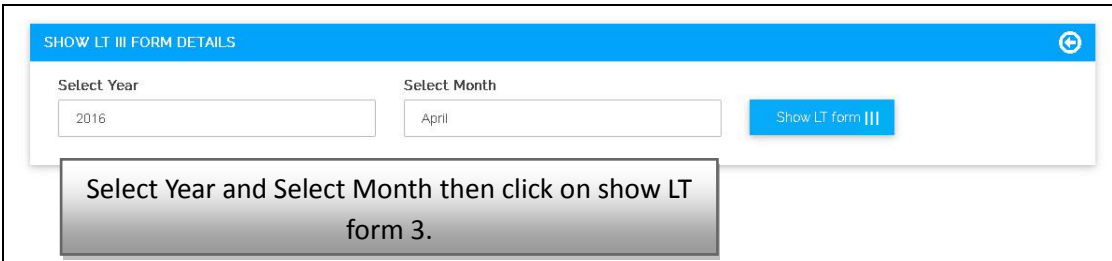
- Click on “**View LT II**” Tab, screen will be displayed as below.

### 6.2.1 View LT II



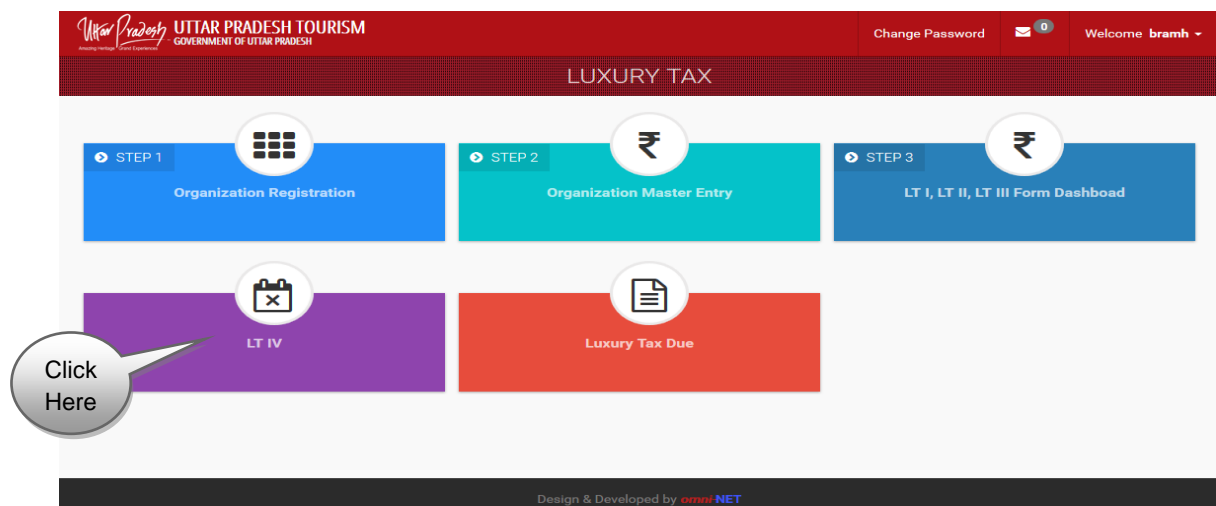
- Select Year and Select Month, Click on “**Show LT Form II**” Button, a PDF will be generated with the required data.

### 6.2.2 View LT III



- Select Year and Select Month, Click on “**Show LT Form III**” Button, a PDF will be generated with the required data.

## 7. LT IV



- Click on **LT IV Tab**, screen will be displayed as shown on next page.

GENERATE LT IV
BACK

**Organization Details**

Hotel Name	Gaurav Group of Hotels
Hotel Address	test
Hotel Telephone Number	5222436689
Proprietor Name	Gaurav
Accommodation Capacity	20

SHOW LT IV DETAILS

Select Year

Show LT IV

Select year then click on Show LT IV.

**Generated LT IV Details**

Sr. No.	Month	No. of Guest	Total Room Tent Recieved	Total LT Collected	Total LT Deoposited	Challan Date	Balance	Penalty	Remark
1	April	2	6000	600	5000.00	(Challan - 1235467,Amount : 5000.00, Date :13/04/2016).	00	00	

Submit LT IV

- Select the Year and click on “**Show LT IV**” Button, then Generate LT IV Details by submitting on “**Submit LT IV**” button.

## 8. Luxury Tax Due

- Click on the “**Luxury Tax Due**” on the Dashboard, then page will be displayed as below.

DUE REPORT

Select Year      Select Month      As On

Get Report

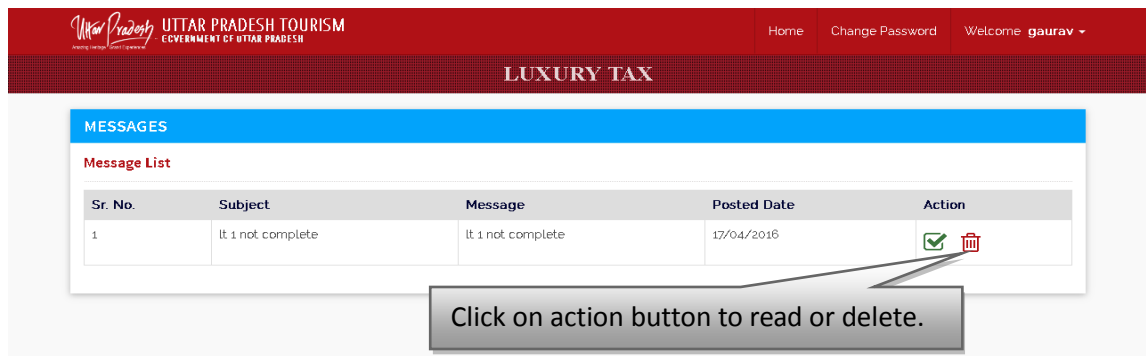
Sr. No.	Year	Month	Organization Name	No. of Guest	Total Room Tent Recieved	Total LT Collected	Total LT Deoposited	Challan Date	Balance	Remark
1	2016	April	My Dreams	3	12500	1250	1000.00	(Challan - chalan123,Amount :	251,726	

Select Year, Month and As on Date then click on Get Report.

- Select **Year**, **Month** and then ‘**As on**’ Date then click on Get Report button to get the report.

## 9. Notifications and Messages

- Click on **Notifications and Messages** Icon, screen will be displayed as shown below:



The screenshot shows the 'LUXURY TAX' dashboard header with navigation links for Home, Change Password, and Welcome gaurav. Below the header is a 'MESSAGES' section with a 'Message List' table. The table has the following data:

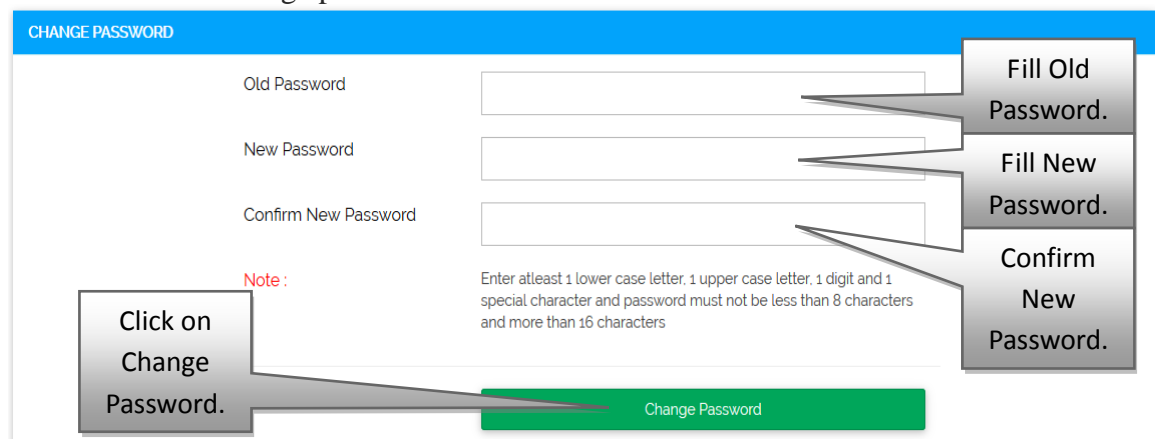
Sr. No.	Subject	Message	Posted Date	Action
1	It is not complete	It is not complete	17/04/2016	[Checkmark] [Trash]

A callout box points to the Action column with the text: "Click on action button to read or delete."

- Click on Action button to read or delete a message.

## 10. Change Password

- Click on the change password link on the header of the screen of dashboard.



The screenshot shows the 'CHANGE PASSWORD' form with the following fields and instructions:

- Old Password**: Input field with callout "Fill Old Password."
- New Password**: Input field with callout "Fill New Password."
- Confirm New Password**: Input field with callout "Confirm New Password."
- Note**: Enter atleast 1 lower case letter, 1 upper case letter, 1 digit and 1 special character and password must not be less than 8 characters and more than 16 characters
- Change Password**: Green button with callout "Click on Change Password."

- Fill Old Password, New Password and Confirm New Password then click on Change Password.



## 11. Forgot Password

- Click on “Forgot Password” Link on Login Screen.

**LUXURY TAX**

**Forgot Password**

Select Option  
 Email  Mobile

Mobile Number(10 Digit)

Submit

Select Email / Mobile then fill it and click on “submit” button to get the OTP.

**LUXURY TAX**

**Forgot Password**

An OTP(One time Password) is send to your Registered Mobile No. use that otp for Reset password.

Select Option  
 Email  Mobile

Mobile Number(10 Digit)  
9918823666

OTP(One time Password)  
154406

Proceed..

Fill the OTP to verify then click on “Proceed” button.

**LUXURY TAX**

**CHANGE PASSWORD**

New Password:  
.....

Confirm New Password:  
.....

Note:  
Enter atleast 1 lower case letter, 1 upper case letter, 1 digit and 1 special character and password must not be less than 8 characters and more than 16 characters

Submit

Fill New Password and Confirm New Password then click on submit button

**LUXURY TAX**

**Success**

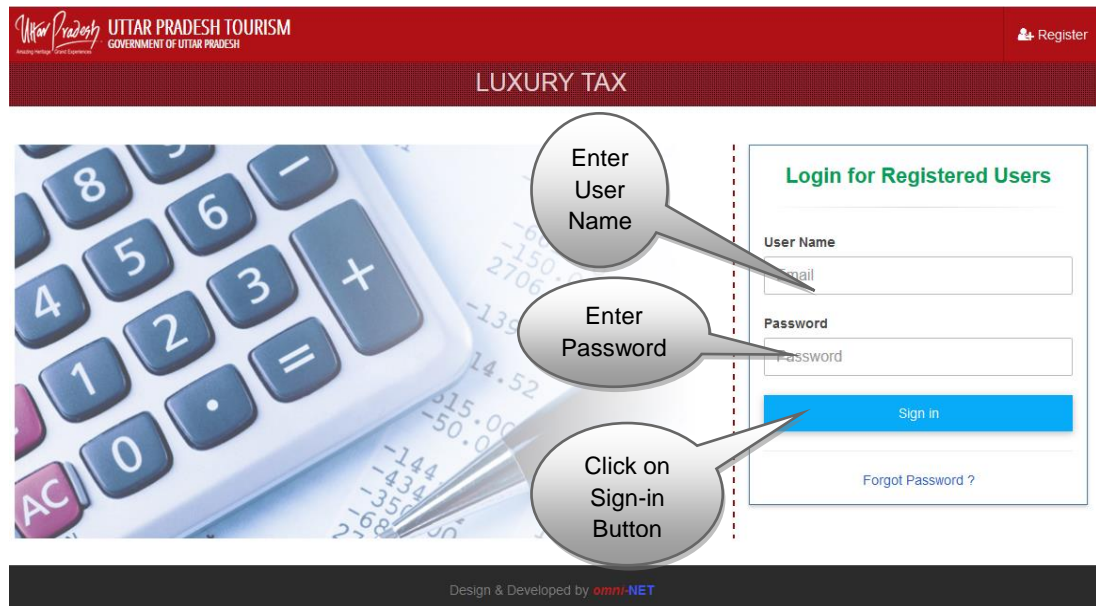
Your Password has been Changed Successfully..!

Continue to Login

- Password will be changed successfully.

## 12. Logon to Online Luxury Tax Software Application (RTO)

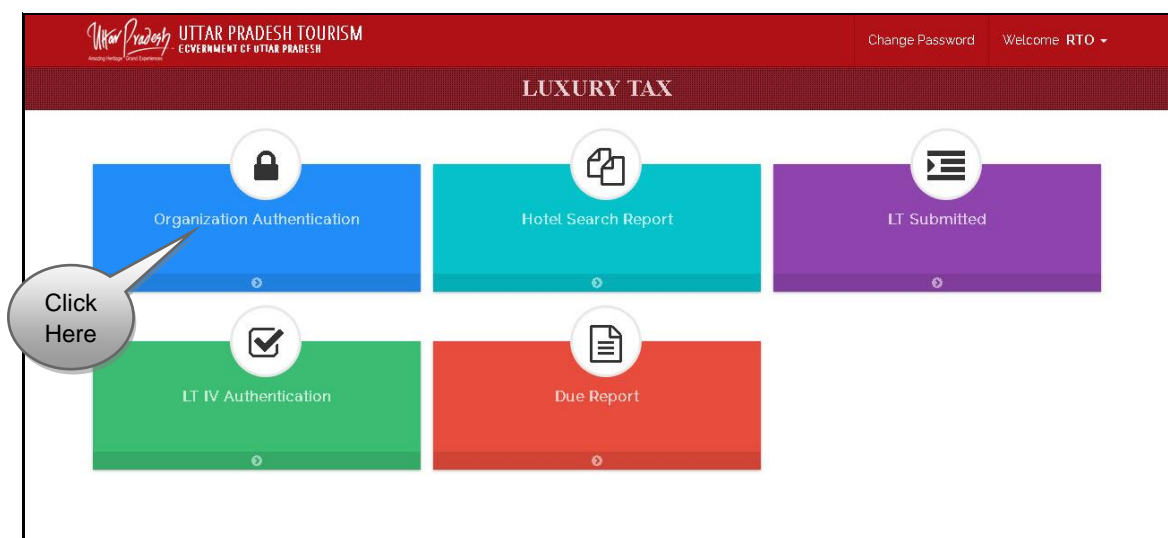
- Open Luxury Tax Software Application as mentioned in Point – 1.
- Login page will open, as shown below:



- Type your User Name and Password and click on “**Login**” button.
- Luxury Tax Screen will open and the interactive Dashboard is displayed as shown below.

## 13. Dashboard

- Dashboard looks like this:



*Image: Dashboard*

- Click on **Organization Authentication** tab, then screen will be display as shown on next page.

## 14. Organization Authentication

**ORGANIZATION AUTHENTICATION**

**Organization Details**

Select Type\*

Authenticated

Select type then click on Action button to Authenticate or Un-Authenticate button.

Sl. No.	Establishment Type	Organization Name	Proprietor Name	Email	Designation	Mobile Number	Commencement Date	Action
1	Hotel	upt	ks	kirtiman20@gmail.com	GM	9415894159	07/03/2016	Un-Authenticate Send Query
2	Hotel	text.org	test	gaurav@local.mail	Manager	8564963798	22/03/2016	Un-Authenticate Send Query
3	Hotel	gaurav group of hotels	GAURAV	gaurav@local.mail	MD	8564963798	24/04/2015	Un-Authenticate Send Query
4	Hotel	Lko Group of Hotels						Un-Authenticate Send Query

Click on Send Query button to send the query.

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- Select the “Type”; all field description will be displayed in the grid.
- For Sending query click on “Send Query” button.

**ORGANIZATION AUTHENTICATION**

**Organization Details**

Select Type\*

Authenticated

Fill the message then click on Submit Button.

Hotel : upt  
Year : 2016  
Month : 4  
Subject : Regarding Organization Authentication  
Message:

Submit Cancel

Un-Authenticate   
 Send Query  
Un-Authenticate   
 Send Query  
Un-Authenticate   
 Send Query  
Un-Authenticate   
 Send Query

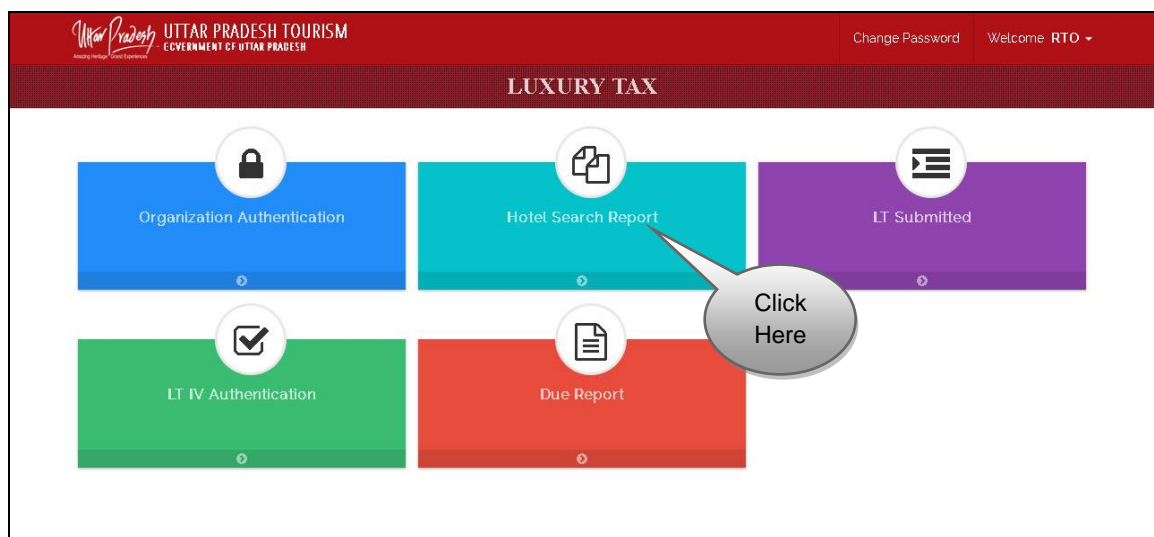
- Fill the message then click on submit button to submit query.

- Click on **Organization Name** to view Details, screen will be displayed as shown below.

Orginazation Details			
Orginazation Name	Gaurav Group of Hotels		
Orginazation Address	test, Lucknow, UTTAR PRADESH - 226001		
Business known as	GGOH	Total Accommodation Capacity	20
Star Category	One Star Hotel	Date of Validity for Star Category	01/01/2016
Hotel Commencement Date	27/04/1994 00:00:00	Liabile to Pay Luxury Tax From Date	11/04/2002
Proprietor's / Owner's Name	Gaurav	Landline No	5222436589
Mobile No	9889468996	Email-Id	gaurav@otpl.co.in
Number of Employee	200	Pan Number	PAN
Tin Number	TIN	Tan Number	TAN
SARAI ACT Registration Number	SARAI ACT	Bar Registration Number	BAR REG
Uploaded Documents			
Sr. No.	Document Name	Document	
1	TIN Image	<a href="#">Download</a>	
2	TAN Image	<a href="#">Download</a>	
3	PAN Image	<a href="#">Download</a>	
4	SARAI ACT Registration Image	<a href="#">Download</a>	
5	Bar Registration Image	<a href="#">Download</a>	
6	Fire Noc Image	<a href="#">Download</a>	

- Click on the **“Download”** link to download and view all the uploaded documents.

## 15. Hotel Search Report



- Click on **“Hotel Search Report”** tab, screen will be displayed as shown on next page.

**HOTEL SEARCH**

**Hotel Search Report**

Select District\*  
Lucknow

Select Hotel  
gaurav group of hotels

Search

Sl. No.	Establishment Type	Organization Name	Address	Proprietor Name	Email	Mobile Number	View LT forms
1	Hotel	gaurav group of hotels	LKO, Lucknow, UTTAR PRADESH - 226016	GAURAV	gaurav@local.mail	9889468996	<a href="#">View LTForms</a>
2	Hotel	Gaurav Group of Hotels	test, Lucknow, UTTAR PRADESH - 226001	Gaurav	gaurav@otpl.co.in	9889468996	<a href="#">View LTForms</a>

- “Select District” and “Select Hotel”, and then click on **Search Button**.
- All field description will be displayed in the grid.
- Click on “**Organization Name**” to view details of the organisation. Screen will be displayed as shown below.

**Organization Details**

Organization Name	gaurav group of hotels		
Organization Address	LKO, Lucknow, UTTAR PRADESH - 226016		
Business known as	GGOH	Total Accommodation Capacity	500
Star Category	Five Star Delux Hotel	Date of Validity for Star Category	01/01/2016
Hotel Commencement Date	24/04/2015 00:00:00	Liabile to Pay Luxury Tax From Date	30/04/2016
Proprietor's / Owner's Name	GAURAV	Landline No	5224150500
Mobile No	9889468996	Email-Id	gaurav@local.mail
Number of Employee	1000000	Pan Number	PAN102030
Tin Number	TIN20123	Tan Number	TAN102365
SARAI ACT Registration Number	12583258	Bar Registration Number	LKOAIGHT

**Uploaded Documents**

Sr. No.	Document Name	Document
1	TIN Image	<a href="#">Download</a>
2	TAN Image	<a href="#">Download</a>
3	PAN Image	<a href="#">Download</a>
4	SARAI ACT Registration Image	<a href="#">Download</a>
5	Bar Registration Image	<a href="#">Download</a>
6	Fire Noc Image	<a href="#">Download</a>

- Click on the [Download](#) link to download and view all the uploaded documents.
- Click on “View LT Forms” to view the LT forms.

**Organization Details**

Hotel Name	gaurav group of hotels		
Hotel Address	LKO, UTTAR PRADESH - 226016		
Hotel Telephone Number	5224150500	Proprietor Name	GAURAV
Accommodation Capacity	500		

**VIEW LT FORMS**

Select Year:       Select Month:

[Show LT I](#)   [Show LT II](#)   [Show LT III](#)

**Uploaded LT II Details**

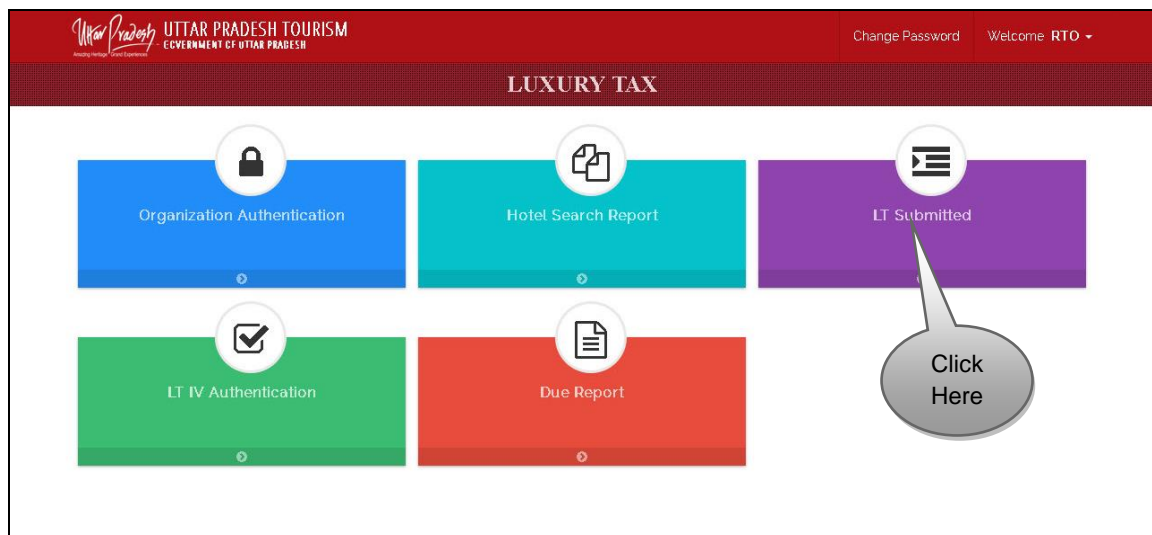
Sr. No.	Total Tax	Deposited Tax	Chalan No./Transaction No	Payment Date	Uploaded Chalan
1	1000.00	500.00	112354	07/04/2016	<a href="#">Download</a>
2					<a href="#">Download</a>
Summary					

Select Year and Select Month then click on Show LT I/Show LT II/Show LT III.

Click on the Download link to download and view all the uploaded documents.

- “Select Year” and “Select Month”, then click on “Show LT I/Show LT II/Show LT III”.
- Details are listed in Grid.
- Click on the “Download” link to download and view all the uploaded documents.

## 16. LT Submission



- Click on **LT Submitted** tab, screen will be displayed as shown on next page.

HOTEL LIST PAYED LT FOR CALENDAR MONTH:- MARCH								
Sl. No.	Establishment Type	Organization Name	Proprietor Name	Email	Total LT	Deposited LT	View LT forms	View LT forms
1	Hotel	gaurav group of hotels	GAURAV	gaurav@local.mail	1000	800.00	verified	<a href="#">View LT I</a>

**Click on View LT I**

- Click on “**LT Submission**” tab, screen will be displayed as above.
- Click on “**View LT I**” Button, screen will be displayed as shown below.

**Organization Details**

Hotel Name	gaurav group of hotels		
Hotel Address	LKO, UTTAR PRADESH - 226016		
Hotel Telephone Number	5224150500	Proprietor Name	GAURAV
Accommodation Capacity	500		

**VIEW APPROVE LT I**

Select Year

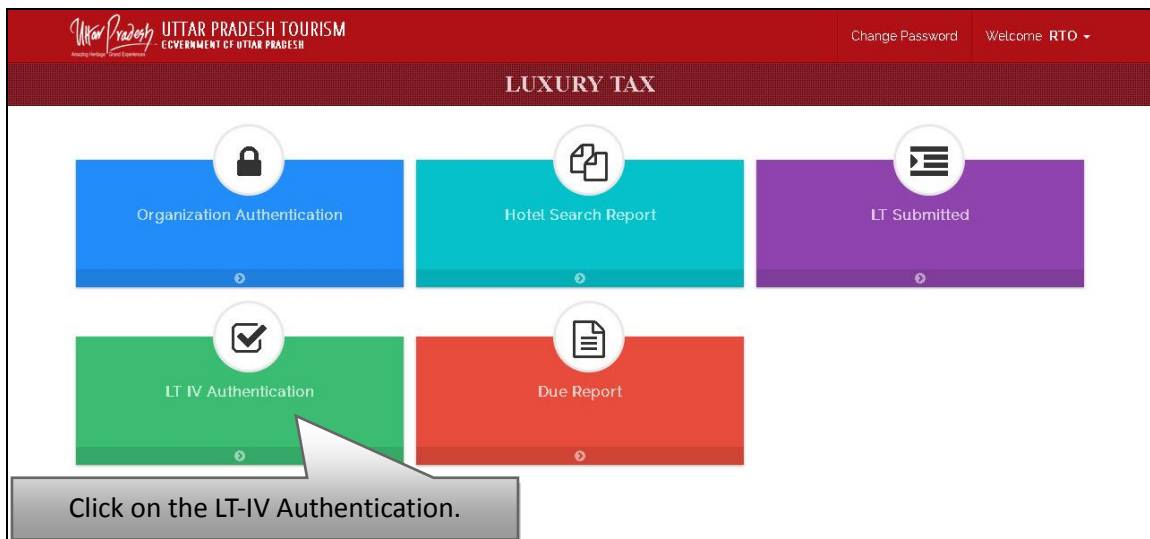
Select Month

**Uploaded LT I Details**

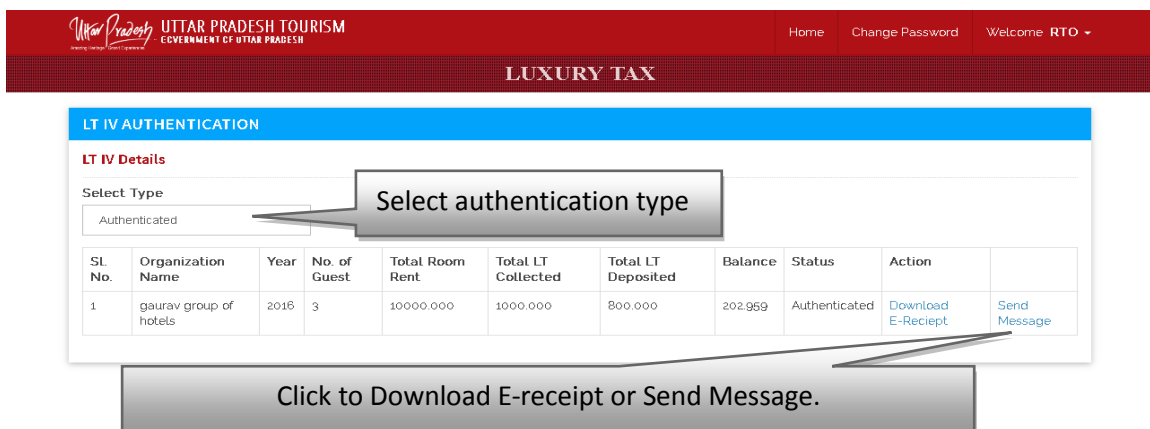
Sr. No.	Total Tax	Deposited Tax	Chalan No./Transaction No	Payment Date	Uploaded Chalan
1	1000.00	500.00	112354	07/04/2016	<a href="#">Download</a>
2	1000.00	300.00	2365	17/04/2016	<a href="#">Download</a>
<b>Summary</b>	<b>1000.00</b>	<b>800.00</b>			

Authenticated

## 17. LT IV Authentication



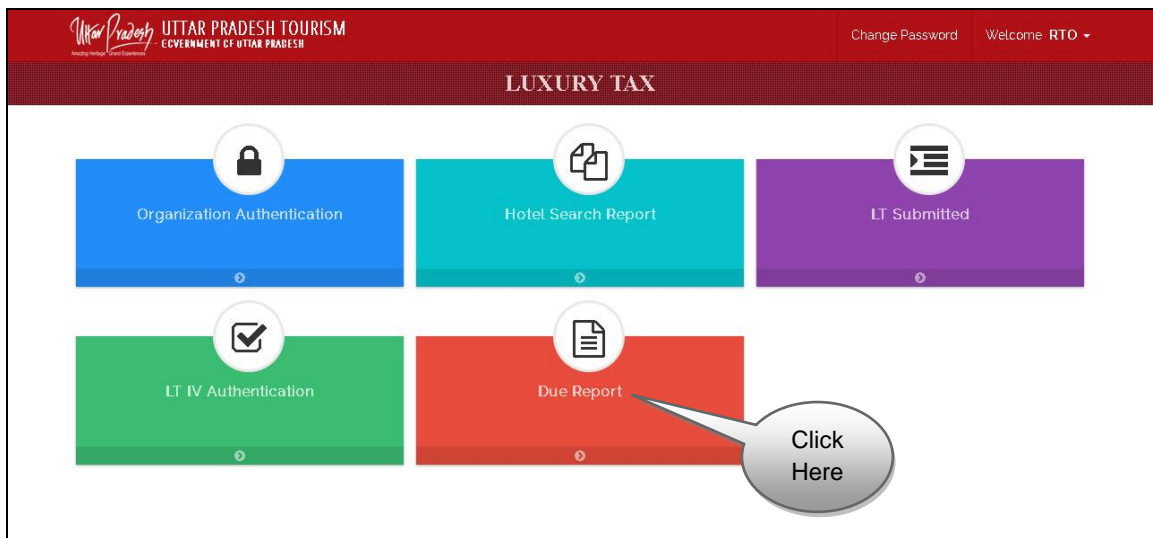
- Click on “**LT IV Authentication**” tab, screen will be displayed as shown below.



- Click on “**Download E-Receipt**” to download Receipt.
- Click on “**Send Message**” to send messages to Hotel.



## 18. Due Report



- Click on “**Due Report**” tab, screen will be displayed as shown.

The screenshot shows the 'DUE REPORT' form with the following fields:

- Select District\*: Lucknow
- Select Hotel: Gaurav Group of Hotels
- Select Year: 2016
- Select Month: April
- Get Report button

Sr. No.	Year	Month	Orgnization Name	No. of Guest	Total Room Tent Recieved	Total LT Collected	Total LT Deoposited	Challan Date	Balance	Remark
1	2016	April	Gaurav Group of Hotels	2	6000	800	5000.00	(Challan - 1235467, Amount : 5000.00, Date :13/04/2016).		

Select District, Hotel, Year and Month then click on Get Report button.

- Select District, Hotel, Year and Month, then click on “Get Report” button.