User Manual

e-TDS
Module

ArunTax Project

Prepared by
Department of Tax & Excise
Govt. of Arunachal Pradesh
Kar Bhawan, Itanagar
C Sector
Itanagar – 791111

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The e-TDS module shall facilitate the DDO's to apply for TAN and submit report & return of Tax Deducted at Source. To access the e-TDS module, officers should visit the following section of the T&E Dept's website ('http://www.aruntax.nic.in') :

e-Services Online	VATSoft Demo site
• VATSoft Officers Login • e-Registration • e-Services • e-TDS	• VATSoft Officers Login • e-Registration • e-Services • e-TDS
Online Section	Demo Section

Fig-1

The DDO's are required to click on the e-TDS link.

Whenever officer clicks the "e-TDS" link, then the following screen is displayed:

Fig.2

For the first-time user need to apply for TAN by clicking "New user apply for TAN here" link. Here TAN, Tax Deduction Account Number is a 10 digit unique identification number.

Details process and steps for Applying the TAN is explained as below;

1. **New User Apply for TAN.**

For New User, They need to click "New user apply for TAN here" link

Form FF-17

[See Rule 43A (6) (a)]

FORM OF APPLICATION FOR ALLOTMENT OF TAX DEDUCTION ACCOUNT NUMBER

To :
The Prescribed authority

	Aalo ▼
	Aalo
	All BondsNaharlagun
	Anini
	Banderdewa
	Bhalukpong
	Bomdila
	Changlang
	Daporijo
	Hawai
	Itanagar ZoneII
	Khonsa
	Koloriang
	Likabali
	Naharlagun Zonel
	Pasighat
	Roing
	Seppa
	Tawang
	Tezu
	Yingkiong
	Anjaw

Sir,

Whereas I/We am/are liable to deduct tax in accordance with section 47A of the Arunachal Pradesh Goods Tax Act, 2005;

And whereas no tax deduction account number has been allotted to me/us; I/we here by request that a tax deduction account number be allotted to me/us; I/we give bellow the necessary particulars.

Details of Tax Deducting Authority

Name of the office *

Designation of the Drawing and Disbursing Officer

Address *

District

Pin Code

Mobile No. *

verification

I/We * [   ] in my/our capacity as * [   ] do hereby declare that what is stated above is true to

the best of my/our knowledge and belief true to the best of my/our knowledge and belief

AUJTPOH

Enter Key Code Above * [   ]

[Submit] [Exit]

Respective TDS AUTHORITY of the dept need to fill the form as follows:-

1. Select the "location" of the Office, e.g. Itanagar ZoneII
2. Insert "Name of the office", e.g. TAX & EXCISE DEPT.
3. Insert "Designation of the Drawing and Disbursing Officer", e.g. TDS AUTHORITY
4. Insert "Address", e.g. COMMISSIONER (TAX AND EXCISE), GOVT. OF ARUNACHAL PRADESH, KAR BHAWAN, ITANAGAR
5. Select "District", e.g. "Papum Pare"
6. Insert "Pin Code" e.g. 79111
7. Insert "Mobile No." e.g. 8415081210

Under **Verification** TDS AUTHORITY need to enter as,

1. Name of the TDS AUTHORITY or Dept Name e.g. Mr. B. N and Designation e.g. DDO.
2. Insert the verification code that has been displayed in the form, e.g. AUJTPOH.

The Final Step is to click Submit button for submitting the TDS Application Form

To :
  The Prescribed authority

Itanagar Zonell

Sir,

Whereas I/We am/are liable to deduct tax in accordance with section 47A of the Arunachal Pradesh Goods Tax Act, 2005;

And whereas no tax deduction account number has been allotted to me/us; I/we here by request that a tax deduction account number be allotted to me/us; I/we give bellow the necessary

particulars.

Details of Tax Deducting Authority

Name of the office *

TAX & EXCISE DEPT

Designation of the Drawing and Disbursing Officer

DDO

Address *

COMMISSIONER (TAX AND EXCISE)

GOVT. OF ARUNACHAL PRADESH

KAR BHAWAN, ITANAGAR

District

Papum Pare

Pin Code

791111

Mobile No. *

8415081210

verification

I/We * MR. B. N   in my/our capacity as * DDO   do hereby declare that
what is stated above is true to

  the best of my/our knowledge and belief true to the best of my/our knowledge and belief

AUJTPOH

Enter Key Code Above * AUJTPOH

Submit   Exit

The Final Form after inserting and selecting all the fields.

:. Form 17 Acknowledgment Notification .:

Please note down acknowledgement number: 16900460 and date: 02/07/2013 for future use.

Exit

After submitting the form an Acknowledgment Number with date of registration will be generated User need to note down the details for future use.

2.   TDS Approval By Superintendent of the applied location:

Whenever a DDO or respected TDS Authority applies for TAN for a particular location, The Superintendent of Tax of that location needs to approve it.
The steps for approving TDS application is explained as below.

Superintendent needs to navigate to the e-registration > Approval > TDS Registration.

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

	Ack No	Ack Date	Name of the office	Designation of the Drawing and Disbursing Officer	Address	Mobile No
Select	13700280	03/10/2012	PAKIA	SUPDT	ITANAGAR ITANAGAR ITANAGAR 791111	8794751727
Select	16900460	02/07/2013	TAX EXCISE DEPT	DDO	COMMISSIONER TAX AND EXCISE GOVT. OF ARUNACHAL PRADESH KAR BHAWAN, ITANAGAR 791111	8415081210

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The TDS registration pending for approval is seen. ST has to click on the specified link for further action.

	Ack No	Ack Date	Name of the office	Designation of the Drawing and Disbursing Officer	Address	Mobile No
Select	13700280	03/10/2012	PAKIA	SUPDT	ITANAGAR ITANAGAR ITANAGAR 791111	8794751727
Select	16900460	02/07/2013	TAX EXCISE DEPT	DDO	COMMISSIONER TAX AND EXCISE GOVT. OF ARUNACHAL PRADESH KAR BHAWAN, ITANAGAR 791111	8415081210

Transfer application to another office

Select Office [Aalo ▾] [Transfer]

Effective Date of Registration [03/07/2013] 📅

Approving Authority Comments

[Approved]

[Approve] [Reject] [Exit]

Superintendent can approve the user by clicking "Approve" button after selecting the user.
Superintendent also can transfer the office of the registered user by selecting Office and clicking "Transfer" Button

	Ack No	Ack Date	Name of the office	Designation of the Drawing and Disbursing Officer	Address	Mobile No
Select	13700280	03/10/2012	PAKIA	SUPDT	ITANAGAR ITANAGAR ITANAGAR 791111	8794751727

The page at web4.kar.nic.in says:

Application Approved sucessfully. Generated TDS RC NO 1217TDS0001

OK
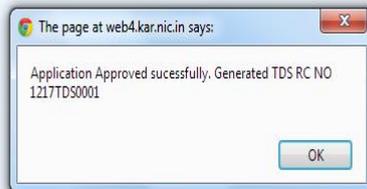
After Approval the TDS RC No or TAN is generated.

User will get a confirmation SMS on his registered mobile number as "With ref. to your TDA Application Ack No. 16900460 RC NO 1217TDS0001 has been allotted"

Ack No

Select 137002

THE ARUNACHAL PRADESH GOODS TAX RULES,2005

FORM FF - 18

[See Rule 43A(6)(a)]

Tax Deduction Account Number(TAN) Certificate Under Arunachal Pradesh Goods tax Act, 2005

1.	Full Name of Person responsible for deduction of tax	**TAX EXCISE DEPT**
2.	Address	**COMMISSIONER TAX AND EXCISE GOVT. OF ARUNACHAL PRADESH**
		KAR BHAWAN, ITANAGAR
	Telephone No.	8415081210
	Pin Code	791111
3.	Tax Deduction Account Number Allotted	**1217TDS0001**
4.	Date of Issue	**03/07/2013**

Signature and Seal of the Prescibed Authority

Name :

Designation :

Place : Itanagar ZoneII

Date : 03/07/2013

Note: One TAN shall be applicable for all Units/Office of person responsible for deduction of tax.

[Print] [Exit]

Superintendent can print TAN Certificate and can hand over to Registered User

Itanagar ZoneII

Sign Out

| e-registration | ▸ e-Audit | ▸ e-CST Forms | ▸ Enforcement | ▸ MIS Reports | ▸ UPDATION | ▸ Others | ▸ DLR.ADMIN | ▸ Returns | ▸ |

:. <<< MAIN MENU >>> .:

PRINT USER NAME
REQUEST
PRINT PASSWORD
RESET PASSWORD
FREEZE USER
CREATE LOGIN
USER LISTS
Unlock User account
TDS AUTH LOGIN

ST17 / Superintendent (Tax and Excise)

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03/07/20 3

For Creating TDS Authority login Superintendent need to navigate to the link DLR. ADMIN > TDS AUTH LOGIN

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Department of Tax and Excise
VATSoft - VAT e-Filing System

◉ Generate Login ○ Print User Name ○ Print Password ○ Reset Password ○ Freeze

TDS RC NO 1217TDS0001

[Submit]

User Account does not Exists for this RC NO

TDS Authority Name	TAX EXCISE DEPT	
Office	Itanagar Zonell ▾	*
	[Create Login] [Clear]	

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For Creating Login, Superintendent need to insert the TDS RC NO and need to click the submit button. The table gets filled up and finally ST needs to click the Create login button for creating User ID

○ Generate Login ◉ Print User Name ○ Print Password ○ Reset Password ○ Freeze

TDS RC NO   1217TDS0001

Submit

Department of Taxes and Excise, Government of Arunachal Pradesh
RC NO : 1217TDS0001 TDS AUTHORITY NAME : TAX EXCISE DEPT
Please Keep the Username/Password mentioned below - Safely, Securely and Confidentially.
USERNAME : 1217TDS0001

Print

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For Printing User Name of the TDS Authority, Superintendent needs to click print button after selecting "Print User Name" and clicking Submit button. Here, by default TAN number is the User Name.

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft – VAT e-Filing System

○ Generate Login ○ Print User Name ⦿ Print Password ○ Reset Password ○ Freeze

TDS RC NO | 1217TDS0001 |

Submit

Department of Taxes and Excise, Government of Arunachal Pradesh
RC NO : **1217TDS0001** TDS AUTHORITY NAME : **TAX EXCISE DEPT**
Please Keep the Username/Password mentioned below - Safely, Securely and Confidentially.
PASSWORD : *GkJyYUT

Print

For Printing Password of the TDS Authority, Superintendent needs to click print button after selecting "Print Password" and clicking Submit button.

3.   Login by TDS Authority

After getting the login credentials from Superintendent, following steps are required to be followed by the concerned DDO.
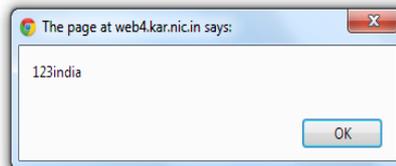

When TDS Authority logins to the system with the login credential given by Superintendent. They will get a message "not to disclose their login details with others". For proceeding further they need to click Next Button.
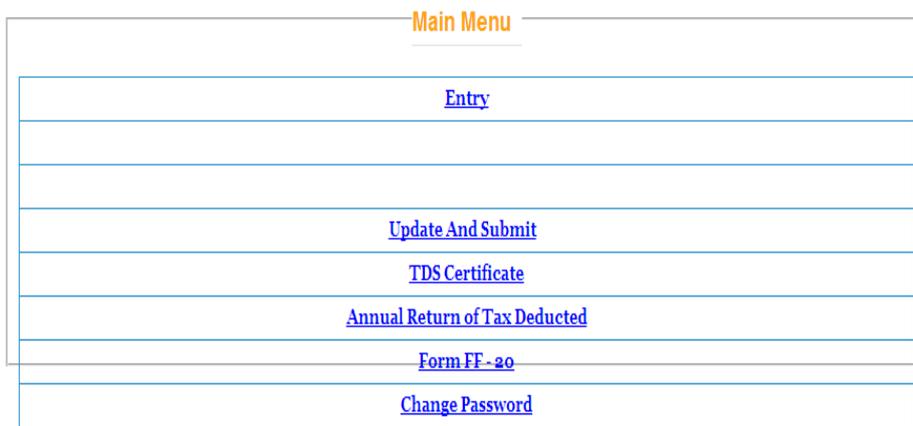
:. Creation of New Username Module .:

TAN :	1217TDS0001
Trade Name :	TAX EXCISE DEPT
Current ID :	1217TDS0001
New Username :	1217TDS0001
New Password :	••••••••
Confirm New Password :	••••••••
	Create Exit

The page at web4.kar.nic.in says:

123india

OK

For First time TDS Authority need to change their password and have to login to the system once again.

4.   Login to the e-TDS

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

| MainPage | :. MAIN MENU .: | Sign Out |

Main Menu

Entry
Update And Submit
TDS Certificate
Annual Return of Tax Deducted
Form FF - 20
Change Password

| 03/07/2013 | TAX EXCISE DEPT | ©National Informatics Centre(V.1.47 R0606) | Login: 1217TDS0001 |

Menus of e-TDS.
1. Entry: - It's for entering the details of registered dealer.
2.   Update and Submit: - For Updating and submitting old entries.
3. TDS Certificate: - For generating TDS certificate.
4. Annual Return of Tax Deducted: - For generating Annual Return of Tax Deducted statement.
5. Form FF20: -
6. Change Password: - For changing password.

5.   e-TDS Entry:

The TDS authority needs to enter dealer's information before entering any bill. Steps are explained as below.

Before entering the Bill, TDS Authority needs to insert the Details of the dealer.

1.   By Entering the TIN of the registered dealer, "Address" and "Prop/Comp.Name" will automatically get fetched.
2.   The "TDS Certificate No" will be generated after we save the certificate and it will get displayed when we will print the certificate.
3.   TDS Authority need to select the "Type of work" as per dealer work type as Works Contact, Supply and Lease.
4.   Here we are selecting "Works Contact" as Type of work. Same procedure need to be carried out for other types as Supply and Lease.

You must fill in all of the * fields

◉ Registered Dealer   ○ Un Registered Dealer   ○ Registered dealers of other state

Dealer TIN	12090003107	Prop/Comp. Name *	BIDYUT ENTERPRISE
Address	,,YINKIONG		
Form Type *	Form FF-13	TDS Certificate No *	
Type of work *	Works Contract		

Certificate details saved

Bill details	Remittance details		Save certificate details Exit

Above is the Form after saving the certificate details.

1. Bill details: This Button is to add Bill details of the Dealer
2. Remittance details: This Button is for entering payment details of the dealer.

5.

Bill details	**Remittance details**		Save certificate details	Exit

Accounting Method : [Normal ▼]
                         Normal
                         simplified

Normal

Description of WC: *		Bill No. *	
		Bill Date *	
Gross Contract Value *			
Less Labor / Service Charge / other Charges *		Net Taxable Turnover *	
Net Tax Deducted *		Date of Tax Deduction *	
Net Tax Deposited *		Date of Tax Deposition *	

[Add]   [Update]   [Delete]

Total Tax Deposited:

0

Under **"Works Contract"**, there are two type of accounting Method as,

1. Normal: Here, Net Taxable Turnover=Gross Contract value- Less Labor / Service Charge / other Charges and Net Tax Deducted=12.5% of Net Taxable Turnover.
2. For Simplified: Here, Tax Deducted=4 % of Gross Contract Value.

TDS Authority needs to select the desired Accounting method first.

Form Type *	Form FF-13	TDS Certificate No *	
Type of work *	Works Contract		
Certificate details saved			
Bill details	**Remittance details**		Save certificate details Exit

Accounting Method : Normal

Normal

Description of WC: *	EXAMPLE WORK CONTRACT	Bill No. *	WC123
		Bill Date *	01/06/2013
Gross Contract Value *	100000		
Less Labor / Service Charge / other Charges *	1000	Net Taxable Turnover *	99000
Net Tax Deducted *	12375	Date of Tax Deduction *	01/07/2013
Net Tax Deposited *	12375	Date of Tax Deposition *	02/07/2013

<div align="center">Add   Update   Delete</div>

Total Tax Deposited:

0

TDS Authority needs Enter,
1. Description of WC
2. Bill No and Bill Date
3. Gross Contract Value
4. Less Labor / Service Charge / other Charges
5. Date of Tax Deduction and Date of Tax Deposition

Net Tax Deducted and Net Taxable Turnover will automatically get generate. TDS Authority also needs to insert Net Tax Deposited and it should be equal to Net Tax Deducted.

Normal

| Description of WC: * | EXAMPLE WORK CONTRACT | Bill No. * | WC123 |
| | | Bill Date * | 01/06/2013 |

| Gross Contract Value * | 100000 | | |

| Less Labor / Service Charge / other Charges * | 1000 | Net Taxable Turnover * | 99000 |

| Net Tax Deducted * | 12375 | Date of Tax Deduction * | 01/07/2013 |

| Net Tax Deposited * | 12375 | Date of Tax Deposition * | 02/07/2013 |

[Add] [Update] [Delete]

	Bill No.	Bill Date	Description	Gross Contract Value	Less Labor / Service Charge / other Charges	Net Taxable Turnover	Net Tax Deducted	Date of Tax Deduction	Net tax Deposited	Date of Tax Deposition
Select	WC123	01/06/2013	EXAMPLE WORK CONTRACT	100000	1000	99000	12375	01/07/2013	12375	02/07/2013

Total Tax Deposited: 12375

After Adding the Bill details, TDS Authority can Edit or Delete the bill details by simply clicking Select Button.

| | Add | Update | Delete |

	Bill No.	Bill Date	Description	Gross Contract Value	Less Labor / Service Charge / other Charges	Net Taxable Turnover	Net Tax Deducted	Date of Tax Deduction	Net tax Deposited	Date of Tax Deposition
Select	WC123	01/06/2013	EXAMPLE WORK CONTRACT	100000	1000	99000	12375	01/07/2013	12375	02/07/2013
									Total Tax Deposited:	

12375

Remittance Details								
Tax Period:	You must fill in all of the *fields							
Payment Mode	Registration Type	Challan No.	Date	MICR Code	Bank Name	Branch Name	Amount
Challan ▼ Challan e-payment	TAN ▼						

| | Add | Clear |

No Data Found

Documents		
Document	[▼]	image
Document Type	.jpg ▼	
Select File	Choose File No file chosen	
	Upload	
Tips for reducing file size: 1. Scan the documents in blank/white and with less resolution.		

| Save All Documents |

After adding the bill details, Next step is to Add Remittance details. TDS Authority needs to select the desired Payment Mode and need to insert all the payment details.
Scanned copy of the payment document also needs to be uploaded.
Here Challan date and Date of Tax Deposition should be same for adding the remittance details and for "Saving All Documents".

	Remit Mode	Registration Type	Number	Remit Date	Amount	MICR Code	Bank name	Branch name
Delete	Challan	TAN	ch12	02/07/2013	12375		SBI	Itanagar
					12375			

Add **Clear**

Documents

Document	Copy of Challan ▾
Document Type	.jpg ▾
Select File	Choose File No file chosen
	Upload **File Size:35 KB**

Tips for reducing file size:
1. Scan the documents in blank/white and with less resolution.

	Document Name	Document Type	Document Size	
Delete	Copy of Challan	.jpg	35KB	View

Save All Documents

Documents Saved Successfully

Submit **Delete**

After entering the payment details, TDS Authority needs to upload the document for the payment. It can be either in PDF or JPG format with low resolution.

User can Delete the Document by clicking the "Delete" button and can view the document by clicking "View" button.

After uploading all the details, TDS Authority needs to click "Save All Documents" for saving the details.

The final step is to Submit the details by clicking "Submit" button.

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Department of Tax and Excise
VATSoft - VAT e-Filing System

You must fill in all of the * fields

◉ Registered Dealer ○ Un Registered Dealer ○ Registered dealers of other state

Dealer TIN	12090003107	**Prop/Comp. Name ***	BIDYUT ENTERPRISE
Address	,,YINKIONG		
Form Type *	Form FF-13 ▾	**TDS Certificate No ***	ARN/TDS/2013-14/10290
Type of work *	Works Contract ▾		

Details have been Submitted

			Exit	Print Certificate

The next step is to generate Tax Deduction Certificate.
TDS Authority can print the TDS Certificate by clicking the "Print Certificate" Button.

ARN/TDS/2013-14/10290

ARUNACHAL PRADESH GOODS TAX RULES,2005

FORM FF - 13

[See Rule 43A(1)(d)]

CERTIFICATE OF DEDUCTION OF TAX AT SOURCE

Certificate No. : ARN/TDS/2013-14/10290	Dated: 10/07/2013
1. (i) Designation and Full address of the Person/ Department	TAX EXCISE DEPT,DDO
(ii) Sales Tax Deduction Account No.	1217TDS0001
2. (i) Name and Full address of the person/dealer/contractor to whom the payment is made:	BIDYUT ENTERPRISE,YINKIONG
(ii) Taxpayer Identification No. under the Arunachal Pradesh Goods Tax Act,2005	12090003107

3. Particulars of tax deducted

SI.No.	Bill No.and Date	Bill Amount	Amount of Tax Deducted	Amount Paid	No. and Date of Challan	Name & Address of Govt. Treasury/Bank
1	WC123-01/06/2013	100000	12375	100000	ch12-02/07/2013	SBI-Itanagar

Certified that the tax deducted as above has been remitted by us in Designated Bank in accordance with section 47A of the Arunachal Pradesh Goods Tax Act, 2005 and that the particulars furnished above are true correct to the best of my knowledge.

Place:

Name and Signature of the person responsible for

deducting tax with designation and seal.

Date:

The "TDS Certificate" of the dealer generated will look like this.

6.   Update And Submit:

If somehow TDS Authority desires to edit the incomplete form then they need to use Update and Submit button for updating the details.

For this they need to click "Update and Submit" button.

	Form Type	Dealer TIN no.	Dealer Name	Tax Deducted
Select	Form FF-13	12090003107	BIDYUT ENTERPRISE	

Exit

The list of all the dealers whose details are not completed will get displayed here.
User need to click "Select" button for Updating and submitting the details once again.

7. TDS Certificate:

TDS certificate can be print as instructed below.

Entry

Update And Submit

TDS Certificate

Annual Return of Tax Deducted

Form FF - 20

Change Password
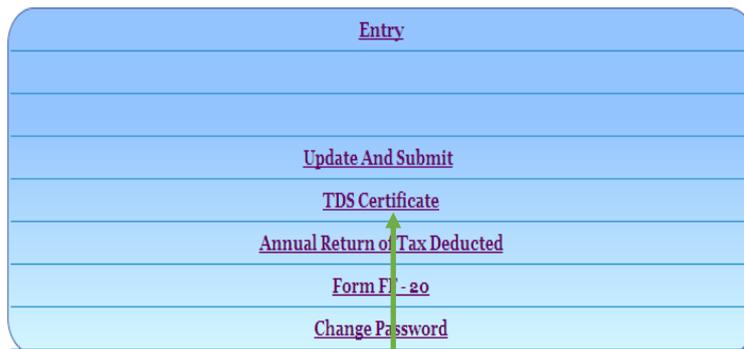
The User can Print TDS certificate of dealers by clicking "TDS Certificate" also

MainPage :. TDS Certificate .: Sign Out

Period of Submission From	04/07/2013	To.	10/07/2013	

Go Exit

10/07/2013   TAX EXCISE DEPT   ©National Informatics Centre (V.1.51 R0907)   Login: 1217TDS0001

Next step is to search the certificates to be printed. For this select "Period submission Form" and give timeline and click "Go" button.

	Tin No.	Dealer Name	Certificate No.	Dealer Type
print	12090003107	BIDYUT ENTERPRISE	ARN/TDS/2013-14/10290	registered

Exit

The list of dealers is generated.
TDS Authority can now print the TDS certificate by clicking Print button.

7.   Annual Return of Tax Deducted:

Entry
Update And Submit
TDS Certificate
Annual Return of Tax Deducted
Form FF - 20
Change Password

For "Annual Return of Tax Deducted" User need to click "**Annual Return of Tax Deducted"** button.

Enter Tax Period   From 2012   YYYY   To 2013   View   Exit

User need to Enter the "From" Tax Period, "To" will get automatically generated. Then for viewing the list, the DDO needs to click "View" button.

8. **Form FF-20:**

Entry
Update And Submit
TDS Certificate
Annual Return of Tax Deducted
Form FF - 20
Change Password

10/07/2013   TAX EXCISE DEPT   ©National Informatics Centre(V.1.51 R0907)   Login: 1217TDS0001

User can find Form FF-20 from the link "Form FF-20"

Tax Period Month / Year:	Jun ▼	2013 ▼

<-- Select -->
2008
2009
2010
2011
2012
2013

Go   Exit

Next, user need to select the "Tax Period Month" and "Tax Period Year" and need to click "Go" button.

THE ARUNACHAL PRADESH GOODS TAX RULES, 2005

FORM FF - 20

[See Rule 43A (6) (c)]

REGISTER TO BE MAINTAINED BY THE PERSON RESPONSIBLE FOR DEDUCTION OF TAX AT SOURCE.

| Sl.No. | Date of Issue of Certificate | Sr.No. of Certificate issued | Name and Address of the person/dealer/contractor to whom certificate is issued | Tax payer Identification No. of such person/dealer/contractor | Bill No., Date and Amount | Amount Paid | Amount of Tax Deducted | Details of remittance of tax deducted | | |
								Amount	No. and Date of Challan	Name and Address Government Treasury/Bank
1	01/06/2013	ARN/TDS/2013-14/10289	M/S NATH	12170853112	123,01/05/2013,100	0	11	11	ARN/TDS/2013-14/10289	sbi,itgr

[Print] [Exit]

The Resulting Form FF-20

9. Change Password:

After clicking "Change Password" button in the main menu, User can change their password by entering "Current Password", "New Password", Re-entering "New Password" and by clicking Change button.

The End