Department of Excise & Taxation
Chandigarh Administration

A Handbook

On E-Forms

E-Governance

Table of Contents

1 Introduction

1.1 Welcome to E-Forms

E-Forms module is designed to enable the dealers to request the forms online. They need not go to the Excise and Taxation Department to request the forms physically. An acknowledgement receipt number is generated on successfully uploading the request on server. Dealer can also check the status of requested forms against receipt number. Dealer will download and print e-forms through ETD-website i.e. www.etdut.gov.in

2. Getting Started

2.1 Visit Website

1. First of all, dealer will visit the ETD- website i.e. www.etdut.gov.in
2. Type the URL in the address bar of the selected browser i.e. **http://www.etdut.gov.in**
3. Once the web site is connected the Home page will appear as shown below (Screen: 1)
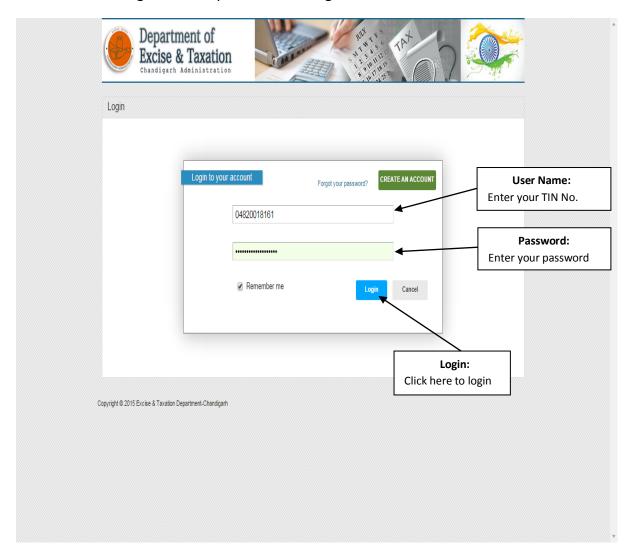

Screen: 1

2.2 Login

1. On the left hand corner of the home page (Screen–1) there is a **Registered Users (Login)** link. Please click on it.

2. A new screen will open as shown below (Screen–2). Please enter following details in the screen.
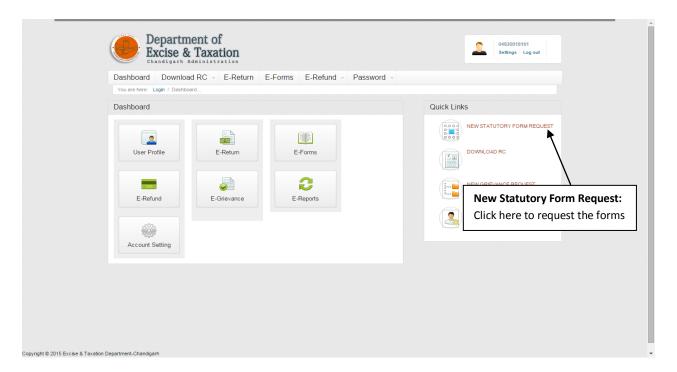
Login id –Your 11 digit TIN
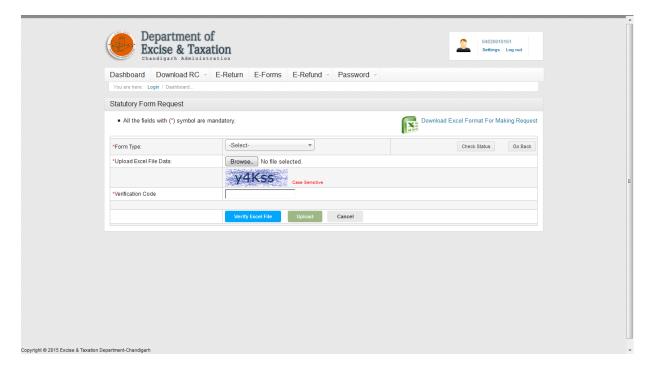**Password** – Your 11 digit TIN until you did not change.

Screen: 2

2.3 Dashboard

1. If the details entered by you are found correct; you will be logged in. You are entitled for number of e-services. Please click on E-Forms (Screen-3) link OR on the right hand corner of the dashboard for making new forms request (Screen-4) below:
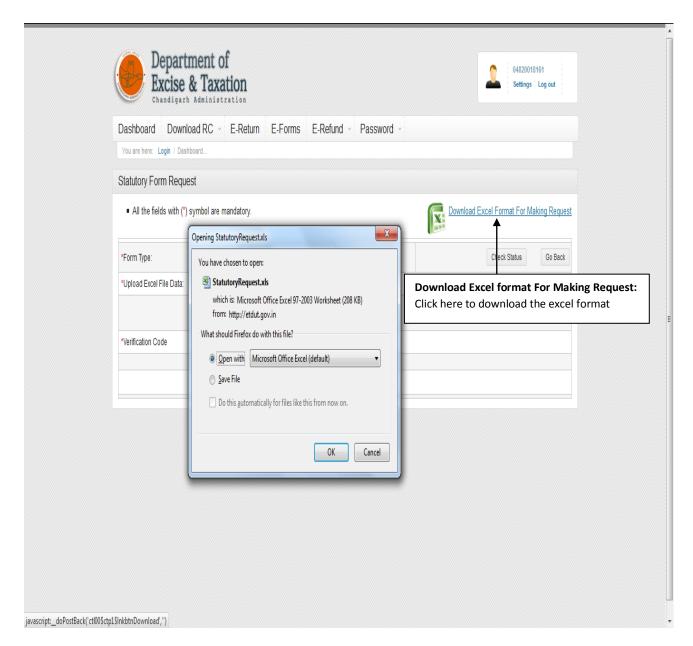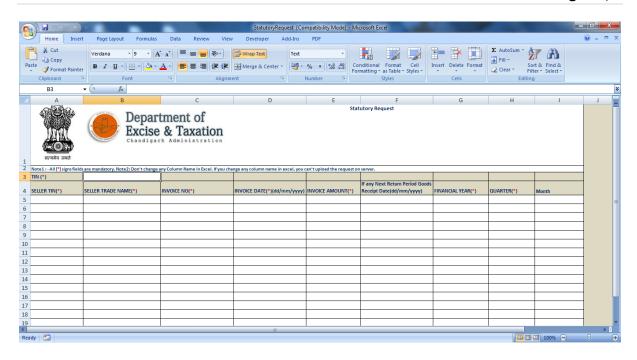

Screen: 3

Screen: 4

2.4 Download Excel Format

1. To request the forms, you are required to download the excel format of statutory form request (Screen-5). It is advisable to download these forms once and store for future use. You should have Microsoft Office Excel (version may be 2003, 2007 or 2010) installed in your computer for this purpose.
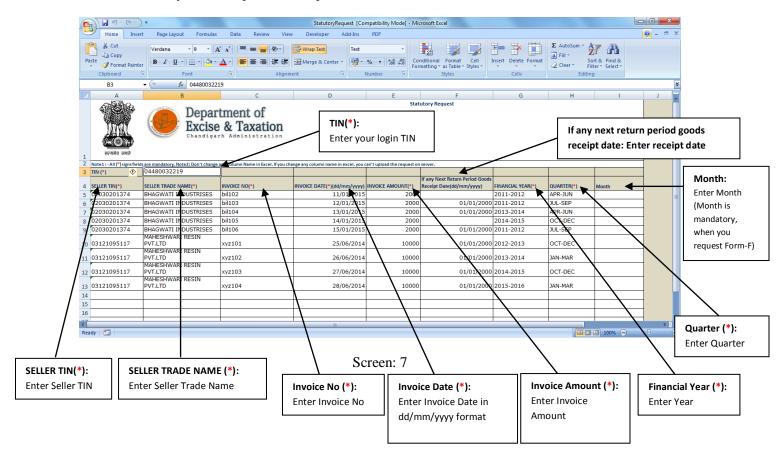

Screen: 5

Screen: 6

2.5 Excel Format Details
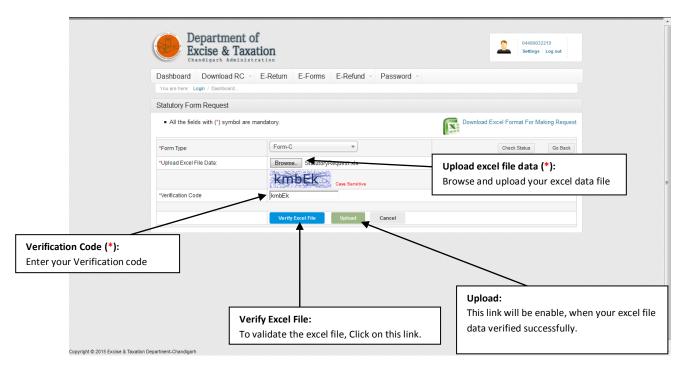
Note: You have to enter all the required information in excel. Don't change in any column name of Excel otherwise you can't upload the request on server.
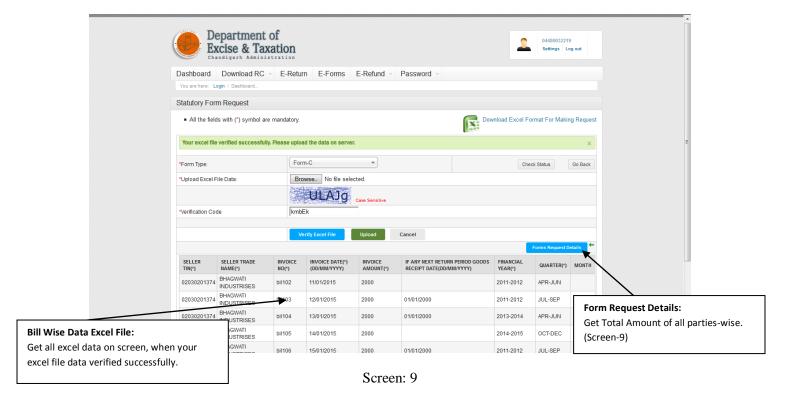

Screen: 7

Note: All the fields with (*) symbol are mandatory.

2.5 Verify and upload the request

1. When you filled excel file, you have to upload it with respect to selected form-type. See below:

Screen: 8

Screen: 9

When you click on **Form Request Details** link, you get the total amount party-wise details wrt financial year, quarter and month. See below:

Screen: 10

When you click on upload link, you get the confirmation message "`You are uploading the data on server. After that, you can not add/update the record of selected form. Are you sure want to upload the data on server?`" Screen-11 see below:

Screen: 11

When you click on OK button, your form request will upload successfully and get the receipt number (Screen-12). See below:
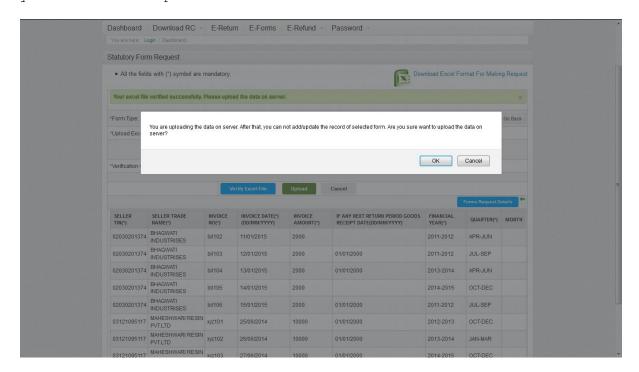

Screen: 12

2.6 Check the status of form request

Screen: 13

When you click on **Check Status** link, you get the following page (Screen-14). See below:

Screen: 14

When your request approved by Taxation Inspector of your ward then the status of your request see below (Screen-15):

Screen: 15

Finally, your form request will be approve by Excise Taxation Officer (ETO) of your ward. When your request approved by Excise Taxation Officer of your ward then the status of your request see below (Screen-16):

Screen: 16

When you click on **See Details** link, you get the status of all party-wise wrt year, quarter and month (Screen-17). See below:

Screen: 17

2.7 View the Requested forms

Screen: 18

When you click on **View** link, you get the confirmation message "You will get the password on your registered mobile to download the requested forms. If you did not register/update your mobile number, Please register/update it from (Dashboard->User Profile->Update Personal Information). Are you sure want to get the password?" (Screen-19) See below:

Screen: 19

When you click on OK button, you will get the message on your registered mobile and list of approved forms wrt receipt number (Screen-20). See below:

Screen: 20

2.7 Download & Print Requested forms

Screen: 21

Screen: 22

Approve04480032219-02030201374-113154-Form-C.pdf (SECURED) - Adobe Reader

** It is further certified that I/We am /are not registered under section 7 of the said Act in the State
of ----------------- in which the goods covered by this Form are/will be delivered.

Name and address of the purchasing dealer in full
MUKAND IMPEX (P) LTD

Date -----------------

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

(Signature)

(Name of person signing the declaration)   -----------------
(Status of the person signing the declaration in   -----------------
relation to the dealer)

* Particulars of Bill /Cash Memo/Challan
Date   -----------------   No.   -----------------   Amount   **Rs. 2000**

* Name and address of the seller with name of the State
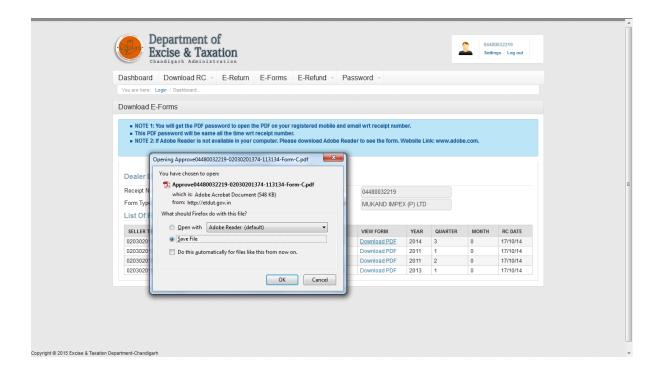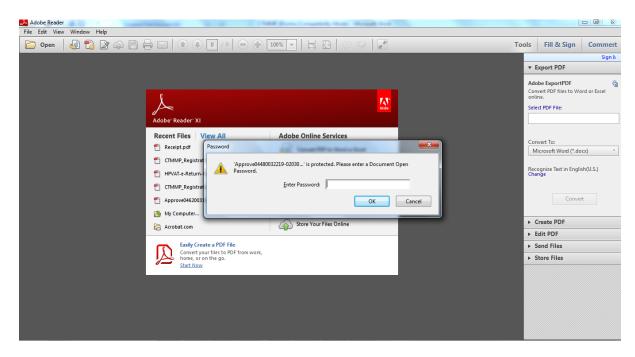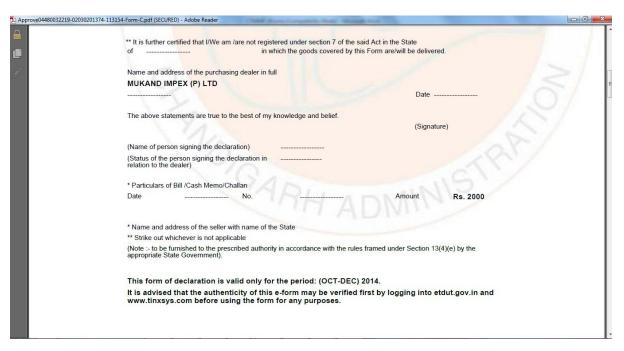** Strike out whichever is not applicable
(Note :- to be furnished to the prescribed authority in accordance with the rules framed under Section 13(4)(e) by the
appropriate State Government).

This form of declaration is valid only for the period: (OCT-DEC) 2014.
**It is advised that the authenticity of this e-form may be verified first by logging into etdut.gov.in and
www.tinxsys.com before using the form for any purposes.**

Approve04480032219-02030201374-113154-Form-C.pdf (SECURED) - Adobe Reader

Annexture-'A'

SL.No	SELLER TIN	SELLLER TRADE NAME	INVICE NO	INVOICE DATE	INVOICE AMOUNT	If any Next Return Period Goods Receipt Date	YEAR	QUARTER	MONTH	REMARKS
1.	02030201374	BHAGWATI INDUSTRISES	bil105	14/01/2015	2000		2014-2015	OCT-DEC		

Total Amount: 2000
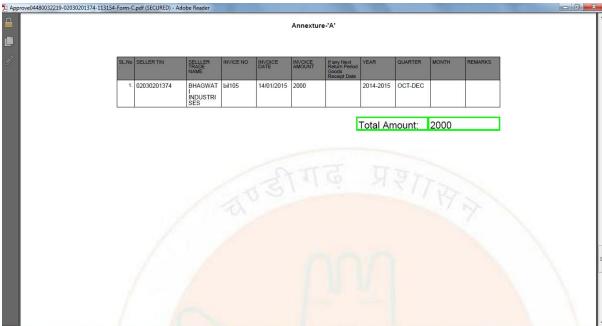
Screen: 22

3. Important Points to be kept in mind

- The e-form request will be only verified and uploaded if the dealer has entered the mandatory fields irrespective of optional forms.

- For Form C, Form H, Form F, Form E1 and Form E2 .xls format will only be accepted.

- It is required to upload the same form that is downloaded from the website. Copy of any other form file will not be accepted.

- You will get the password on your registered mobile to download the requested forms. If you did not register/update your mobile number, Please register/update it from website. This PDF password will be same all the time wrt receipt number.

- Please do not share the password with anybody.