

प्रशासन
दादरा एवं नगर हवेली संघप्रदेश
सिलवासा



Administration of Dadra & Nagar Haveli(U.T)
Silvassa

User Manual for e-TDS Module



Summary

This document is a step by step user guide for the registered TDS Authorities at UT of Dadra & Nagar Haveli to use the e-TDS module of the VATSoft application. Using this module, the TDS Authorities can make TDS entries, take printouts of TDS Certificate (DVAT 45A) and Annual Return of Tax Deducted (DVAT 45D).

Dept. of Value Added Tax

U.T of Dadra & Nagar Haveli

Contents

1. Logging into e-TDS module for the first time.....	2
2. Making a new TDS Entry	5
2.1 Entry of Bill Details	7
2.2 Entry of Remittance Details	10
3. Generation of TDS Certificate	14
4. Annual Return of Tax Deducted (DVAT 45D)	16
5. Change of Password.....	18

1. Logging into e-TDS module for the first time

Log onto the website <http://dnhctd.gov.in/>. Click on the icon "e-TDS" highlighted as below

The screenshot shows the VATSoft E-Services website. The navigation bar includes Home, About Us, Trade Info, Downloads, Right to Information, Related Links, e-Help Desk, and FAQs. A search bar is located on the right. The main content area features a central diagram titled "VATSoft E-Services" with icons for E-Registration, e-TDS, e-CST, e-Payment, e-Refund, e>Returns, e-Audit, and e-Purchase/e-Sales. The e-TDS icon is highlighted with a red box. To the right, a "WHATS NEW" section lists updates for March 2012, including contact info updates and circulars. Below the main content, there are buttons for e-Registration, e>Returns, e-Refund, e-Payment, e-Purchase/e-Sales, e-Audit, e-TDS (highlighted), and e-CST. A link for "Click Here for C-Form Verification" is also present.

Subsequent Screen

The screenshot shows the TDS Authority Login screen. The browser address bar displays "web4.kar.nic.in/dadtratds/". The page header includes the Department of Value Added Tax logo and the text "DEPARTMENT OF VALUE ADDED TAX" and "UT Administration of Dadra & Nagar Haveli, India". Below the header, there is a blue banner with the text "Paying Tax the Easy Way" and "Login". The main content area contains a "TDS Authority Login" form with fields for "User Name" and "Password", and "Login" and "Exit" buttons.

Enter temporary Username & Password

DEPARTMENT OF VALUE ADDED TAX
UT Administration of Dadra & Nagar Haveli, India
Paying Tax the Easy Way

.. Login ..

TDS Authority Login

User Name 26003000001
Password

Login Exit

©National Informatics Centre v1.18 R 25.09

Arrive at the Welcome Screen. Click on "Next"

web4.kar.nic.in/dadtratds/Welcome.aspx

DEPARTMENT OF VALUE ADDED TAX
UT Administration of Dadra & Nagar Haveli, India
Paying Tax the Easy Way

.. First Time Users Welcome Screen .. Sign Out

New User - Profile Update

Welcome to e-TDS System

In the next screen you will have to enter the 'Username' and 'Password' of your choice. Care should be taken to keep the information on 'Username' and 'Password' securely and safely with you and not to disclose the same to others.

Next ==>

Enter new Username and Password

.: Creation of New Username Module .:

TIN : 12345123
Trade Name : TDS AUTHORITY DAMAN
Current ID : RNBBRtmV

New Username :

New Password :

Confirm New Password :

Click on Create

.: Creation of New Username Module .:

TIN : 12345123
Trade Name : TDS AUTHORITY DAMAN
Current ID : RNBBRtmV

New Username :

New Password :

Confirm New Password :

Temporary Username and Password changed

.: Creation of New Username Module .:

TIN : 12345123
Trade Name : TDS AUTHORITY DAMAN
Current ID : RNBBRtmV

New Username :

New Password :

Confirm New Password :

User Creation is successful..Please login with the new username

2. Making a new TDS Entry

Login with the changed Username and Password

DEPARTMENT OF VALUE ADDED TAX
UT Administration of Dadra & Nagar Haveli, India
Paying Tax the Easy Way

.. Login ..

TDS Authority Login

User Name: TDS
Password:

Login Exit

©National Informatics Centre v1.18 R 25.09

Arrive at the Homepage MAIN MENU

DEPARTMENT OF VALUE ADDED TAX
UT Administration of Dadra & Nagar Haveli, India
Paying Tax the Easy Way

MainPage <<< MAIN MENU >>> Sign Out

Main Menu

Entry
Update And Submit
TDS Certificate
Annual Return of Tax Deducted
Change Password

15/10/2012 TEST TDS ©National Informatics Centre v1.18 R 25.09 Login:

To generate certificate for the dealer, click on "Entry"

Enter the details in the fields pointed out using the steps mentioned below

Steps to follow:

1. Select from Registered/Unregistered/Registered out of the UT dealer
2. Enter TIN Number in case registered
3. Property and Company name comes automatically when you press enter
4. Select the form type
5. Select the Tax Period for which the certificate is generated
6. Select the subsequent Month and Year of TDS certificate. In case of Quarterly select the appropriate Quarter and year
7. Click on Save Certificate Details

TDS Certificate Number gets automatically generated once “Save Certificate details” button is clicked

Note: Fields marked as * are mandatory to enter

2.1 Entry of Bill Details

Input Bill details

- Input of Bill details can be done on this screen or as shown in subsequent slides
- Click on exit in case you don't want to enter the details on this screen. Else, click on Bill details to enter the details on this screen

Click on update and submit

- On the subsequent screen the Bill details can be entered for the specific Certificate detail saved in the Entry section
- In case you entered only one/few/one day's Bill for the user while generating the certificate Number (Saving certificate details), you can enter the rest of the details using the link mentioned above

“Select” the entry whose bill details are to be entered

	Form Type	Certificate No.	Dealer TIN no.	Dealer Name	Tax Deducted	Tax Period
Select	DVAT 45(A)	123456	26000000001	TEST TRADE NAME	1930	201101- 201101
Select	DVAT 45(A)	4545ABC	26000000001			201101- 201101
Select	DVAT 45(A)	DNH/VAT/TDS/2012-13/10002	26000000001	TEST TRADE		201101- 201101
Select	DVAT 45(A)	1234589	26000000001	TEST TRADE NAME		201201- 201201
Select	DVAT 45(A)	DNH/VAT/TDS/2012-13/10003	26000000001	TEST TRADE		201206- 201206

[Exit](#)

Provide the Bill Details Here

TDS Bill Details			
You must fill in all of the * fields			
WC Period	From	To	Bill No
Description of WC			Bill Date
Gross Amount Payable			Amount Paid Rs .
% of discount assessed			Date On Which Amt is Paid
Other deductions			Tax Deducted (Rs)
Net amount payable			Date on which tax deducted
Add Bill Update Bill Delete Bill Clear			

- Multiple Bills can be added using the Add Bill functionality for a specific TIN number
- After addition of the bills the Bills can be updated or deleted using the Update Bill or Delete Bill functionality buttons

Enter all the details as shown below and click on “Add Bill”

TDS Bill Details			
You must fill in all of the * fields			
WC Period	From	To	Bill No
Description of WC	GOODS		Bill Date
Gross Amount Payable	50000		Amount Paid Rs .
% of discount assessed	3.50		Date On Which Amt is Paid
Other deductions	0		Tax Deducted (Rs)
Net amount payable	48250		Date on which tax deducted
Add Bill Update Bill Delete Bill Clear			

Steps to follow

1. Select/Enter Works contract start date (dd/mm/yyyy)
2. Select/Enter the works contract end date (dd/mm/yyyy)
3. Enter description of the Works contract
4. Enter Bill Number (Alphanumeric)
5. Enter Bill Date (dd/mm/yyyy)
6. Enter gross amount payable (INR)
7. Enter amount paid (INR)
8. Enter % of discount assessed
9. Enter date on which the amount was paid (dd/mm/yyyy)
10. Tax deducted (INR) gets calculated automatically
11. Enter date on which tax was deducted (dd/mm/yyyy)
12. Click on Add Bill to add this bill
13. Repeat for all bills for the specific DVAT 45(A) for the specific dealer

Bill details added appear as shown

Bill Details saved successfully

	Bill No.	Bill Date	Description	WC Period From	WC Period To	Gross Amount Payable	% of discount assessed	Oth Deductions	Net Amount Payable	Amount Paid	Date On Which Amount Is Paid	Tax Deducted	Date On Which Tax Was Deducted	Serial No.
Select	123459876	22/03/2012	WORKS CONTRACT	01/02/2013	31/03/2013	50000	4.00	0	48000	10000	30/03/2013	1920	31/03/2013	1
												1920		

The above screenshot displays a single bill. For multiple bills, the same appears below the first bill in a similar format.

2.2 Entry of Remittance Details

Add Remittance Details below and click "Add"

Remittance Details							
Tax Period: 201206		You must fill in all of the * fields					
Payment Mode	Registration Type	Challan No.	Date	MICR Code	Bank Name	Branch Name	Amount
Challan	TAN	1234	25/06/2012		dena bank	silvassa	1920
						Add	Clear

The mode of payment can be either through Challan or e-payment

Steps to follow

Select the mode of payment	
Paper Challan	E- payment
<ol style="list-style-type: none"> 1. Enter date of payment for paper challan 2. Enter the Challan Number/Serial Number 3. Enter bank name 4. Enter Bank Branch 5. Enter amount 	<ol style="list-style-type: none"> 1. Enter the CTD reference Number 2. The details get populated automatically.
Click on Add button to add the respective payment details	

The following table appears on clicking "Add"

Remittance Details successfully added								
	Remit Mode	Registration Type	Number	Remit Date	Amount	MICR Code	Bank name	Branch name
Delete	Challan	TAI	1234	25/06/2012	1920		dena bank	silvassa
					1920			

Upload of challan soft copy

Documents			
Document	Copy of Challan		image
Document Type	.pdf		
Select File	D:\btachment-1.pdf	<input type="button" value="Browse..."/>	
	<input type="button" value="Upload"/>		
Tips for reducing file size: 1. Scan the documents in blank/white and with less resolution.			
<input type="button" value="Save All Documents"/>			

- Select the Document as copy of challan (In case it does not comes by default)
- Select the Document type as .jpg or .pdf depending on the format of challan
- Select the file from computer location by clicking on Browse
- Click on Upload to upload the challan copy

The challan gets uploaded

Documents			
Document	Copy of Challan		image
Document Type	.pdf		
Select File		<input type="button" value="Browse..."/>	
	<input type="button" value="Upload"/>	File Size:84 KB	
Tips for reducing file size: 1. Scan the documents in blank/white and with less resolution.			
Delete	Document Name	Document Type	Document Size
	Copy of Challan	.pdf	84KB
			View
<input type="button" value="Save All Documents"/>			

- Uploaded Challans appear here, as shown, these can be deleted and re –uploaded after deleting
- Click "Save All Documents"

The documents get saved successfully

Documents				
Document	Copy of Challan			image
Document Type	.pdf			
Select File	Browse...			
	<input type="button" value="Upload"/> File Size:84 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	.pdf	84KB	View
<input type="button" value="Save All Documents"/>				
<div style="border: 2px solid red; padding: 2px; display: inline-block;">Documents Saved Successfully</div>				
<div style="display: flex; justify-content: center; gap: 20px;"> ← <input type="button" value="Submit"/> <input type="button" value="Delete"/> → </div>				

For submitting/deleting the details, use button as shown. Submit or Delete as the case maybe

Note:

- You can go to the main page by using the link Main page at the top of the screen and arrive at the link shown subsequently, to submit the Certificate details and print DVAT 45(A)
- Alternatively, as stated, you can also submit the details from the Submit button as explained above

Click on Update and Submit



Main Menu
Entry
<div style="border: 2px solid red; padding: 2px; display: inline-block;">Update And Submit</div>
TDS Certificate
Annual Return of Tax Deducted
Change Password

Click on Select

	Form Type	Certificate No.	Dealer TIN no.	Dealer Name	Tax Deducted	Tax Period
Select	DVAT 45(A)	123456	26000000001	TEST TRADE NAME	4224	201101- 201101
Select	DVAT 45(A)	4545ABC	26000000001			201101- 201101
Select	DVAT 45(A)	DNH/VAT/TDS/2012-13/10002	26000000001	TEST TRADE		201101- 201101
Select	DVAT 45(A)	1234589	26000000001	TEST TRADE NAME		201201- 201201
Select	DVAT 45(A)	DNH/VAT/TDS/2012-13/10003	26000000001	TEST TRADE	1920	201206- 201206

[Exit](#)

Click on Submit

Documents

Document	Copy of Challan	image
Document Type	.jpg	
Select File	<input type="text"/> Browse...	
Upload		

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	.pdf	84KB	View

[Save All Documents](#)

[Submit](#)
[Delete](#)

Message displayed on submission

You must fill in all of the * fields

Registered Dealer
 Un Registered Dealer
 Registered out of the UT dealers

Dealer TIN	<input type="text" value="26000000001"/>	Prop/Comp. Name *	<input type="text" value="TEST TRADE"/>
Form Type *	<input type="text" value="DVAT 45(A)"/>	TDS Certificate No *	<input type="text" value="DNH/VAT/TDS/2012-13/10003"/>
Tax Period	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly	Month / Year	<input type="text" value="Jun"/> <input type="text" value="2012"/>

Details have been Submitted

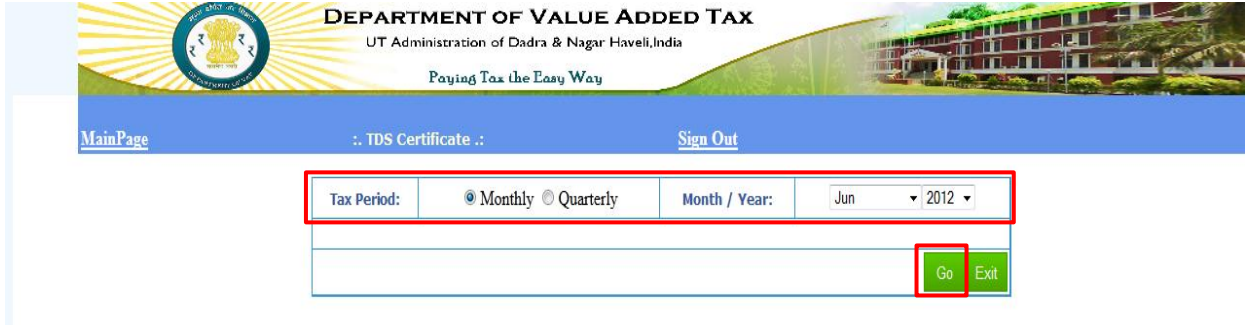
[Exit](#)

3. Generation of TDS Certificate

To print the TDS certificate click on link as shown



Select the appropriate entries



- Select Monthly/Quarterly
- Select Month/Year from dropdown by selecting appropriate entries for Month and Year in case selected monthly, else select the appropriate Quarter and year
- Click on Go

Select Print



Click on Open/Save

The screenshot shows the Department of Value Added Tax web portal interface. A central dialog box is open, titled 'Opening DNH_VAT_TDS_2012-13_10003_26000000001.pdf'. The dialog contains the following text: 'You have chosen to open', 'DNH_VAT_TDS_2012-13_10003_26000000001.pdf', 'which is a: Adobe Acrobat Document', 'from: http://web4.kar.nic.in', 'What should Firefox do with this file?'. There are three radio button options: 'Open with' (selected), 'Save File', and 'Do this automatically for files like this from now on.'. The 'Open with' option has a dropdown menu showing 'Adobe Reader (default)'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. In the background, the web portal header includes the department logo and name, and a table with 'Tin No.' and 'Dealer Type' is partially visible.

Use the buttons Open/Save depending on whether you want to save the file for use later outside the module or not

The TDS certificate DVAT 45(A) is generated in triplicate format based on the inputs provided by the TDS Authority (User)

Particulars of Deductor		Particulars of Contractor	
Full name of person responsible for deduction of Tax	TEST TDS	Full Name of Contractor	TEST TRADE
Address	SILVASSA,SILVASSA,396230	Address	2344.5 TH STREETTEST AREA
Tax Deduction Account Number (TAN)	101	Registration Number	26000000001

I/We TEST TDS do hereby certify that a sum of Rs. 1920 (Rupees One Thousand NineHundred and Twenty only) was deducted being amount of tax deducted at source under section 36 A of Daman & Diu Value Added Tax Regulation, 2005 and Rules framed there under. The above Tax deducted at source has been deposited into the Government treasury. The particulars in respect of said amount are given in table hereto:

S.No.	Bill No. & Date	Bill Amount Paid	Amount of Tax deducted at source	Date of deposit	Challan No.	Name of Bank & Branch.
1	123459876-22/03/2012	10000	1920	25/06/2012	1234	dena bank-silvassa

Certified true copy of receiptes Challans attached
Verification

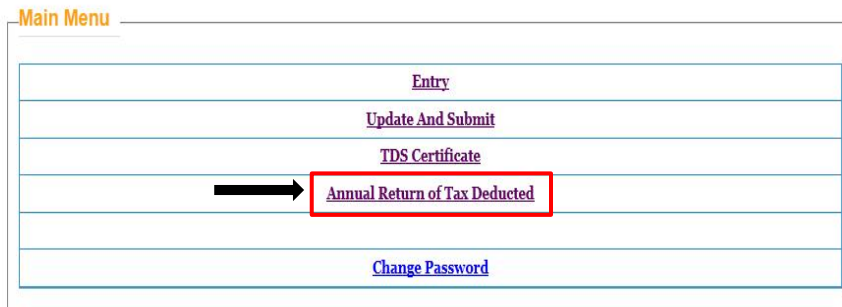
I/We TEST TDS hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed there from

Signature of Authority Signatory:
Name:
Designation:
Place:
Date:

Note: One TAN shall be applicable for all units/office of person responsible for deduction of tax Inserted vide notification no. DMN/VAT-2010/09-10/3654 dated 11/03/2010

4. Annual Return of Tax Deducted (DVAT 45D)

For 45(D) use the link as shown below



After entering the year, click on View



Enter Tax Period	From	2011	To	2012	View	Exit
		↑		↑		

Click on the link below to generate 45(D)

To be submitted with proper signature/stamp

Department of value Added Tax
UT Administration of Dadra & Nagar Haveli
Form DVAT 45(D)
(See Rule 58 (A) of Dadra & Nagar Haveli Value Added Tax Rules, 2005)
Form of Annual Return by the Contractee for the year 2011-2012

1. Name of Contractee TEST TDS

2. Address Building Name/Number
Area/Road
Locality/Market
Telephone No.
Pin Code

3. Tax Deduction Account Number (TAN) 101

4. Details of Payment made by Contractors and of tax deducted at source (as per Table below)

Table: (Annexure I)

Sl.No.	Name and Address of Contractor	Reg. No. of Contractor	Gross Value of the Contract	Amount Credited/ Paid	Date on which Amount Credited/ Paid	Amount of Tax Deducted	Date on which Tax Deducted	TDS Certificate No.	Challan no. and date on which TDS was paid to the Credit of Govt. Treasury	Name & Address of Bank
3	TEST TRADE2344,5 TH STREETTEST AREA	26000000001	50000	2000	04/03/2012	1920	05/03/2012	DNHVATTDS20121312345	7896 & 06/03/2012,	dena bank & silvassa,
1	TEST TRADE2344,5 TH STREETTEST AREA	26000000001	75000	10000	03/03/2012	2700	04/03/2012	1984NOV	5555 & 05/03/2012,	dena bank & silvassa,
2	TEST TRADE2344,5 TH STREETTEST AREA	26000000001	50000	10000	03/03/2012	1920	04/03/2012	123456789	23456 & 05/03/2012,	icici & silvassa,

5. Verification

I/We TEST TDS hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed there from.

Signature of Authorized Signatory

Name:
Designation:
Place:
Date:

Note: One TAN should be Applicable for all units/office of person responsible for deduction of tax Inserted vide notification no. DMN/VAT-/2010/09-10/3654 dated 11/03/2010

Click on Exit to go to main page

Form Type	Certificate No.	Dealer TIN no.	Dealer Name	Tax Deducted	Tax Period
DVAT 45(A)	123456789	26000000001	TEST TRADE NAME	1920	201201- 201201
DVAT 45(A)	1984NOV	26000000001	TEST TRADE NAME	2700	201201- 201201
DVAT 45(A)	DNHVATDS20121312345	26000000001	TEST TRADE NAME	1920	201201- 201201

5. Change of Password

Link to Change Password (if required)

DEPARTMENT OF VALUE ADDED TAX
UT Administration of Dadra & Nagar Haveli, India
Paying Tax the Easy Way

Main Menu

Entry
Update And Submit
TDS Certificate
Annual Return of Tax Deducted
Change Password

To change password at a later date, click on the link as displayed above

Enter details and click on Change

DEPARTMENT OF VALUE ADDED TAX
UT Administration of Dadra & Nagar Haveli, India
Paying Tax the Easy Way

MainPage :: CHANGE PASSWORD :: Sign Out

CHANGE PASSWORD

User Logged In : TestTDS
Current Password :
New Password:
Re-enter New password:

Change Clear Exit

Upon successful change of password

DEPARTMENT OF VALUE ADDED TAX
UT Administration of Dadra & Nagar Haveli, India
Paying Tax the Easy Way

MainPage :: CHANGE PASSWORD :: Sign Out

CHANGE PASSWORD

User Logged In : TestTDS
Current Password :
New Password:
Re-enter New password:

Change Clear Exit

Password Has Been Changed Successfully

Click on Exit to arrive at the main menu

Sign out or use Entry to generate another certificate

DEPARTMENT OF VALUE ADDED TAX
UT Administration of Dadra & Nagar Haveli, India
Paying Tax the Easy Way

MainPage :: <<< MAIN MENU >>> :: Sign Out

Main Menu

Entry
Update And Submit
TDS Certificate
Annual Return of Tax Deducted
Change Password