Your Quick Guide to e – Filing of Returns

How to file VAT or CST e-Returns on CTD Web Portal?

1. Log on to the web portal of Commercial Taxes Department – **http://rajtax.gov.in/**
2. Sign up on the web portal by providing your Taxpayer Identification Number (TIN) and other registration details. Upon successfully signing, logon to the portal using your TIN.
3. Download the necessary Java Runtime Environment (JRE) component required for functioning of the digital signature system. Use the website link available on the portal for downloading the JRE component. Once the component is downloaded, install it on your computer using the instructions provided on the Java website.
4. Go to e-services home page and map your digital signature certificate using the icon provided – this is a one time activity. If you change your certificate, un-map the existing certificate and then map new certificate.
5. For filing of e-returns for the period before Financial Year 2011-12 (till 31st Mar 2011), click on VAT e-Return/CST e-Return links for VAT & CST return filing respectively from the e-services home page.
6. For filing of e-returns for the Return Period Financial Year 2011-12 onwards (from 1st Apr 2011), select e-Returns (VAT) link from the e-services home page. As VAT & CST forms have been merged and dealer would need to file a single composite return only.
7. Download the pre-defined templates of VAT (Quarterly – VAT-10, Annual – VAT-11, VAT-10A) / CST returns available on the web portal and prepare your returns using these formats only. It is mandatory that your returns are prepared in these prescribed formats only to be able to carry out e-filing.
8. Sign one document at a time starting from VAT-10; thereafter upload and submit each signed document. If there are any errors, correct them and re-sign and upload.
9. Complete the above step for each attachment for VAT Quarterly Return (VAT-07, VAT-08, etc.) / CST return.
10. Once all the documents are uploaded for VAT and CST for the period before Financial Year 2011-12, you would get the separate acknowledgement receipts which can then be printed.
11. Once all documents are uploaded for VAT and CST for the Return period Financial Year 2011-12 onwards, you would get the combined acknowledgement receipt for VAT & CST composite return which can then be printed.

What are the Pre-Requisites for electronic returns filing?

1. Have a Computer and Internet Connection at your Office / Home.
2. Sign-up on CTD Web Portal using your TIN.
3. Get a digital signature from any one of the 8 Certifying Agencies authorized by the Controller of Certifying Authorities (CCA), Govt. of India.

Important Guidelines to prepare the Returns Templates

1. Special characters like ` ~ ! $ % ^ * ( ) @ # & ' " { } ; : < > ? / \ + = - _ [ ] and comma are not allowed. Follow the instructions displayed in excel templates.

2. Maximum field length of Numeric data is up to 14 digits including 2 decimal digits in templates that need to be filled for the period before Financial Year 2011-12.

3. Maximum field length of Numeric data is up to 16 digits including 2 decimal digits in templates that need to be filled for the period from Financial Year 2011-12 onwards.

4. Don't use any separator like "," or "-"for fields which contains numeric data.

5. If Numeric fields contain no data then leave it blank or enter 0 in place of entering "-".

6. For data fields, enter dates in "DD/MM/YYYY" or "DD-MON-YYYY" format in templates that need to be filled for the period before Financial Year 2011-12.

7. For data fields, enter dates in "DD-MON-YYYY" format in templates that need to be filled for the period from Financial Year 2011-12 onwards.

8. Your system date format must be in either DD-MM-YYYY or MM-DD-YYYY only.

9. Do not Use Copy (CTRL+C) / Paste (CTRL+V) command to fill the return sheets, instead use Paste=>Special=>Values.

10. If the number of records exceeds the maximum size of templates provided on the website, you can upload multiple sheets for the same form for your records. However, you must define the number of sheets that you going to upload prior to starting the upload process for that form.

11. Files must be saved in .XLS or .CSV formats as prescribed below:

VAT – Quarterly Returns
- Form VAT-10 – Save as .XLS
- Form VAT-07 – Save as .CSV
- Form VAT-08 – Save as .CSV
- Form VAT-09 – Save as .CSV
- Form VAT-12 – Save as .CSV
- Form VAT-48 – Save as .CSV
- Form VAT-50 – Save as .CSV
- Account of Declaration Forms – Save as .XLS
- Details of Use of Declaration Forms – Save as .CSV
- Sales against Declaration Forms – Save as .CSV

VAT – Annual Returns for dealers
- Form VAT-11– Save as .XLS

VAT – Annual Returns for Dealers
- Form VAT-10A – Save as .XLS

CST – Quarterly Returns
- Form CST-1 – Save as .XLS

12. For further details / assistance on e-filing, refer to the detailed guide-book available on CTD Web Portal – Home Page => Help => E-Returns