

## e-VAT Clearance Certificate (e-VC) – Guideline for Users

Commercial Tax Department, Odisha is rolling out a new service for the registered dealers under the Odisha VAT Act whereby the “VAT Clearance Certificate” (VC) can be applied by them through the portal of the Commercial Tax Department and the certificate is also made available through the portal for them for viewing or downloading or printing. Facility is also being provided whereby the respective Authorities requiring / receiving the VAT clearance certificates will also be able to check the details of such VCs issued to our dealers directly from our portal.

The facility is available for all registered dealers only in Odisha and henceforth, all the VCs will only be issued in this manner. For further details in this regard, the notification No. III(III) 122/2006-12045/CT dated 24.05.2013 (available on the Department’s website) can be referred to. The detailed step by step guideline for applying and obtaining the e-VC is given below.

### A. APPLYING FOR NEW E-VC

1. The Dealer needs to log in to our portal using correct credentials (TIN and Password), which are already available with the dealer.



The screenshot shows the 'eServices' portal for the Government of Odisha Commercial Taxes. The main content area includes a 'Dealer Login' form with the following fields and buttons:

- TIN / SRIN \*
- Password \*
- Log In
- Reset
- Forgot Password

The right-hand menu bar contains the following options:

- e-Waybill (Consignor)
- Downloads
- e-Registration
- e-Payment
- Form Search
- Certificate Search
- e-Transit Pass

The slogan 'simplifying service delivery' is prominently displayed at the bottom of the main content area. A small red text note at the bottom center reads: 'System Generated e-Waybill process simplified.'

2. After logging in, the Home Screen will be shown and there will be an option “e-Certificate” on the right most side of the menu bar as shown below.

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Home

Click Here for Address

Status	Address	Road No	Post Office	State	Circle Office
Central Sales Tax 1957 : Registered - Monthly	Building No : NALCO BHAWAN Nayapalli,BBSR		NALCO BHAWAN		
Odisha Value Added Tax 2004 : Registered - Monthly	Town : Bhubaneswar		Nayapalli		
Entry Tax 1999 : Registered - Monthly	District : Khurda		Odisha		
	Pin No : 751013		Bhubaneswar III		

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[View consolidated annual return report under VAT: 2012-13 | 2011-12](#)  
[View Dealer Data Rectification](#)  
[watch registerstatus](#)   
[View Amendment History \(RC\)](#)

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- After clicking on the “e-Certificate” link, the new screen will show an option for “New Requisition” or “View Existing” e-Certificates and the Certificate Type will have a drop down box showing “No Deduction Certificate (NDC)” or “VAT Clearance Certificate (VC)”, as shown below.

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Click Here for Address

**CertificateFormMgmt** Fields marked with \* are mandatory

Application Type \* :  New Requisition  View Existing

Certificate Type \* : -- Select Form Type --  
No Deduction Certificate(NDC)  
VAT Clearance Certificate(VC)

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- In order to apply for a new requisition, Select “New Requisition” and select VC from the drop down menu and a new screen will be displayed showing the form for applying for a new certificate, as shown below.



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Click Here for Address

1-3 VERIFICATION

TIN/SRIN: 21331104647

Name of the dealer: M/s National Aluminium Co.Ltd | Address of the dealer: NALCO BHAWAN Nayapalli, BBSR Khurda Nayapalli

Name Of the applicant(In block letter): | Status with reference to the business: |

Permanent address: | Present address: |

Name and address of the Principal place of business: NALCO BHAWAN Nayapalli, BBSR Khurda | Name and address of the additional place of business: SMELTER PLANT, NALCO NAGARANGUL, CAPTIVE POWER PLANT, NALCO NAGARANGUL, REFINERY, DAMANJODI, DAMANJODI, CAPTIVE MINES, PANCHPATMALI, HILDAMA, sdfsdf

Purpose for which Clearance Certificate is required: |

Arrear of Tax/Interest/penalty, if any, and if so, the details of such arrears: |

The tax period upto which return has been filed: |

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5. The dealer needs to fill up the details as required in the form in the appropriate spaces given therein. The details like “Purpose for which Clearance Certificate is required”, “Arrear of tax / Interest / penalty etc”, “The tax period upto which return has been filed” need to be filled up accurately by the dealer.

6. Once these details are entered by the dealer, the dealer needs to go to the “Declaration” tab and enter the details as required there in. The screenshot is shown below.

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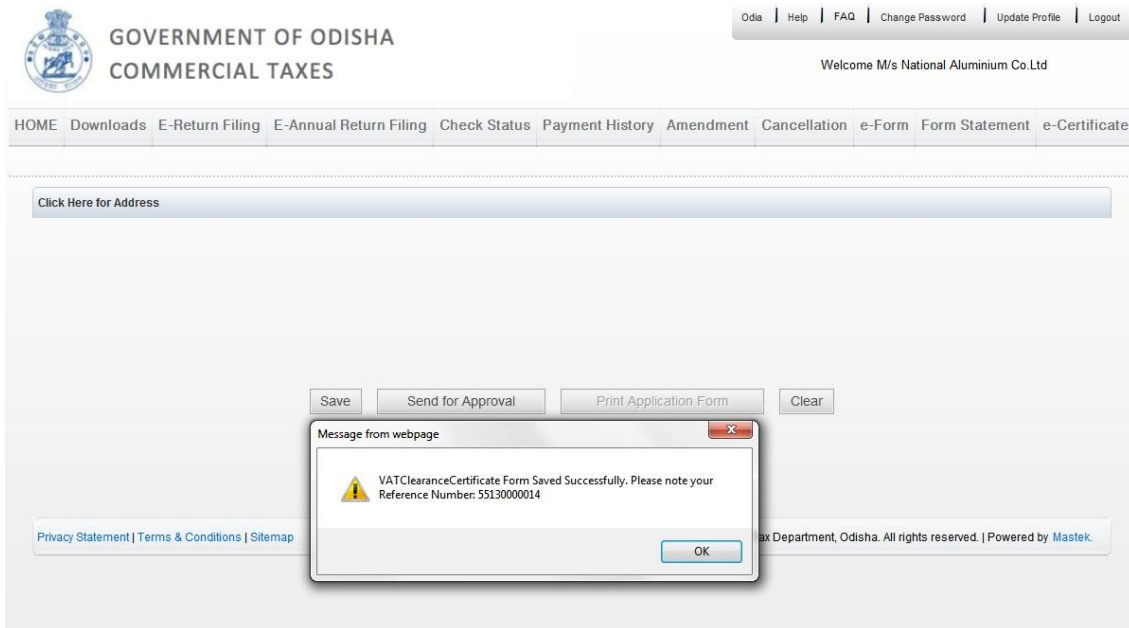
Click Here for Address

1-3 VERIFICATION

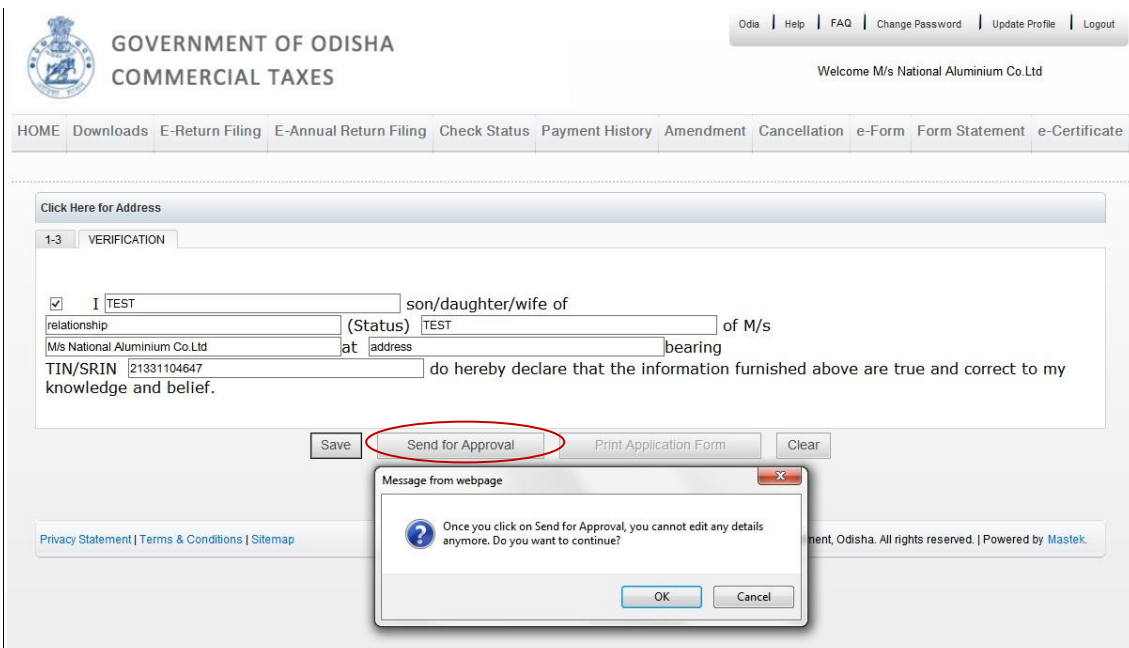
I TEST son/daughter/wife of relationship (Status) TEST of M/s M/s National Aluminium Co.Ltd at address x bearing TIN/SRIN 21331104647 do hereby declare that the information furnished above are true and correct to my knowledge and belief.

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- Once this screen is completed, the dealer needs to save the application form by clicking on the “Save” button. Once the dealer clicks on the “Save” button, the following screen appears.



- After saving the e-VC application, the dealer needs to click “Send for Approval” in order to send it to the concerned circle office. After clicking the “Send for Approval” button, the system will ask for conformation as shown below.



- It is to be noted that once the application is sent for approval, no further changes can be made. By clicking on “OK” button, the application will be sent for approval and the following dialogue box will be shown as confirmation.

Click Here for Address

Status	Address
Central Sales Tax 1957 . Registered - Monthly	Building No Town
Odisha Value Added Tax 2004 . Registered - Monthly	District Pin No
Entry Tax 1999 . Registered - Monthly	

Message from webpage

Your VAT Clearance Certificate application has been sent for approval to concerned circle. Your Application Number is :55130000021

OK

CO BHAWAN  
ppalli  
ha  
baneswar III

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10. After this process, the dealer may go to the “e-Certificate” screen and open the “View Existing” screen. After entering the other details, the following screen will appear.

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Click Here for Address

**CertificateFormMgmt** Fields marked with \* are mandatory

Application Type \* :  New Requisition  View Existing

Certificate Type \* : VAT Clearance Certificate(VC)

Between Date \* : 15/05/2013 And : 31/05/2013

Status : Approved by CTD

Or

Application No :

		Application No Text	Form Type	Date	Status	Remarks	Receipt Date
<a href="#">Print</a>	<a href="#">View</a>	55130000007	VC	21-05-2013	Approved	OK	21-05-2013
<a href="#">Print</a>	<a href="#">View</a>	55130000006	VC	20-05-2013	Approved	ok	20-05-2013
<a href="#">Print</a>	<a href="#">View</a>	55130000004	VC	17-05-2013	Approved	sdds	17-05-2013
<a href="#">Print</a>	<a href="#">View</a>	55130000003	VC	17-05-2013	Approved	dfdsf	17-05-2013
<a href="#">Print</a>	<a href="#">View</a>	55130000002	VC	17-05-2013	Approved	AAAA	17-05-2013
<a href="#">Print</a>	<a href="#">View</a>	55130000001	VC	17-05-2013	Approved	AAA	17-05-2013

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11. In this screen, the dealer can click on the Application Numbers shown in the Grid and an acknowledgement under Odisha Right To Public Services Act, 2012 will be generated showing the date of receipt and the last date for disposal of the application for e-VC. The Acknowledgement will be in .PDF format, which can be downloaded / saved / printed for future reference. A screenshot of the same is given below.

FORM-1

(See Rule 4)

FORM OF ACKNOWLEDGEMENT

Sl.	Details	
1	Name of the Designated Officer and Office Address	Debabrata Das D.C.S.T., Bhubaneswar III Circle, Near Saheed Nagar Police Station, Bhubaneswar
2	Name and Address of the applicant	M/s National Aluminium Co. Ltd TIN: 21331104647 NALCO BHAWAN Nayapalli, BBSR Khurda Nayapalli
3	No. and Date of receiving application in the office of Designated Officer	55130000007 21/05/2013
4	Name of the service for which the application is given	VAT Clearance Certificate
5	Particulars of the documents which are essential for receiving service, but are not enclosed with the application	None
6	Last Date of the given time limit	29/05/2013

\*\*This is a system generated receipt and does not require any signature.

This Report is generated on 31/05/2013

Commercial Tax Department, Odisha

*Sample copy of the Acknowledgement*

The time limit provided for disposal of the application for e-VC is 7 (Seven) working days from the date sending the application for approval. Accordingly, the last date for disposal of the application will be shown in the acknowledgement.



**B. PRINTING THE NEW E-VC AFTER APPROVAL**

1. After the e-VC is approved by the respective circle authority / assessing officer, a confirmation email will be sent to the dealer. After receipt of such confirmation email, the dealer needs to log into the portal using correct credentials and go to the e-Certificate Section. There the system will ask the dealer to select “New Requisition” or “View Existing” as shown below.

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Click Here for Address

CertificateFormMgmt Fields marked with \* are mandatory

Application Type \* :  New Requisition  View Existing

Certificate Type \* : VAT Clearance Certificate(VC)

Between Date \* : 20/05/2013 And : 29/05/2013

Status : Approved by CTD

Or

Application No -

Submit Clear

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2. The dealer needs to choose “View Existing” and select “VC” from the drop down box for “Certificate Type”. After entering the other details like “between date” and the dealer needs to select Status as “Approved by CTD”. Now the dealer needs to click on the “Submit” button and the following screen will be shown.

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Click Here for Address

CertificateFormMgmt Fields marked with \* are mandatory

Application Type \* :  New Requisition  View Existing

Certificate Type \* : VAT Clearance Certificate(VC)

Between Date \* : 20/05/2013 And : 29/05/2013

Status : Approved by CTD

Or

Application No -

Submit Clear

		Application No. Text	Form Type	Date	Status	Remarks	Receipt Date
<a href="#">Print</a>	<a href="#">View</a>	55130000013	VC	28-05-2013	Approved	dgfghjklhthj	28-05-2013
<a href="#">Print</a>	<a href="#">View</a>	55130000012	VC	27-05-2013	Approved	bvnbvn	27-05-2013
<a href="#">Print</a>	<a href="#">View</a>	55130000007	VC	21-05-2013	Approved	OK	21-05-2013
<a href="#">Print</a>	<a href="#">View</a>	55130000006	VC	20-05-2013	Approved	ok	20-05-2013

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3. The grid shown above will display all the e-VCs approved between the dates selected as noted above. The dealer needs to click on “Print” link on the first column of the grid to print the e-VC approved by the respective circle authority. The e-VC will be available in Form VAT 612 in a new Window and the certificate will be available for view / download or printing. The screenshot is shown below.

FORM VAT-612

**CLEARANCE CERTIFICATE**  
 [ Refer sub-rule(2)of rule 129]

This is to certify that Sri/Smt. D JENA son / daughter / wife of  
tsajfj (status) MD of  
M/s National Aluminium Co.Ltd bearing TIN/SRIN 21331104647

(i) is in arrear of tax/interest/penalty amounting to Rs. 20,000.00  
 (Rupees TWENTY THOUSAND ) for the period from  
01/01/2013 to 31/03/2013 which is covered under stay;  
 Or

(ii) is not in arrear of tax/interest/penalty and has filed return up to the tax period ending on XXXXXXX

This certificate is valid till the 31st March, 2014

Seal

Place: \_\_\_\_\_

Date: 28/05/2013

Assessing Authority  
 D.C.S.T., Bhubaneswar III  
 Circle , Near Saheed Nagar  
 Police Station , Bhubaneswar

Seal

\* This is a system generated certificate and hence, no seal and signature is required.

For any further details please contact the concerned circle office or call us on our toll free numbers – 1800 345 6753.

\*\*\*\*\*