

**USER GUIDELINE FOR
MAKING E-PAYMENT OF COMMERCIAL TAXES BY UNREGISTERED DEALERS**

A new facility has been launched for the un-registered dealers to make payment of commercial taxes and other dues to Commercial Tax Department electronically. The facility is available for all the unregistered persons who need to make payment for any dues under commercial taxes electronically. For example, the new applicants can use this facility to make payment of “Processing Fees” for new registration electronically.

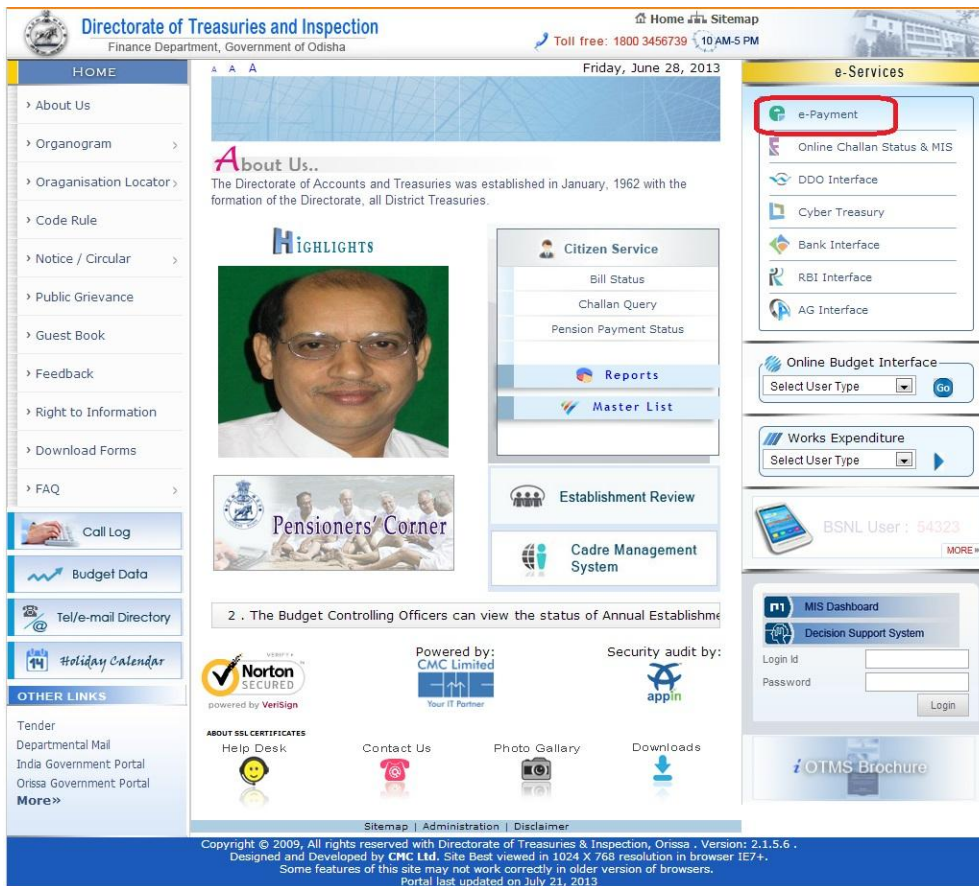
This facility is available through the official website of the Directorate of Treasuries & Inspection, Odisha (www.odishatreasury.gov.in). In order to avail this facility a person needs the following:

- (i) A Computer running Windows XP or 7 or higher or Linux OS or Mac OS X or higher.
- (ii) An internet Browser like Internet Explorer or Google Chrome or Firefox or Safari etc.
- (iii) An internet Connection (Preferable broadband)
- (iv) A printer connected to the computer
- (v) Internet Banking Facility on the account of the tax payer in case the dealer wants to make e-Payment

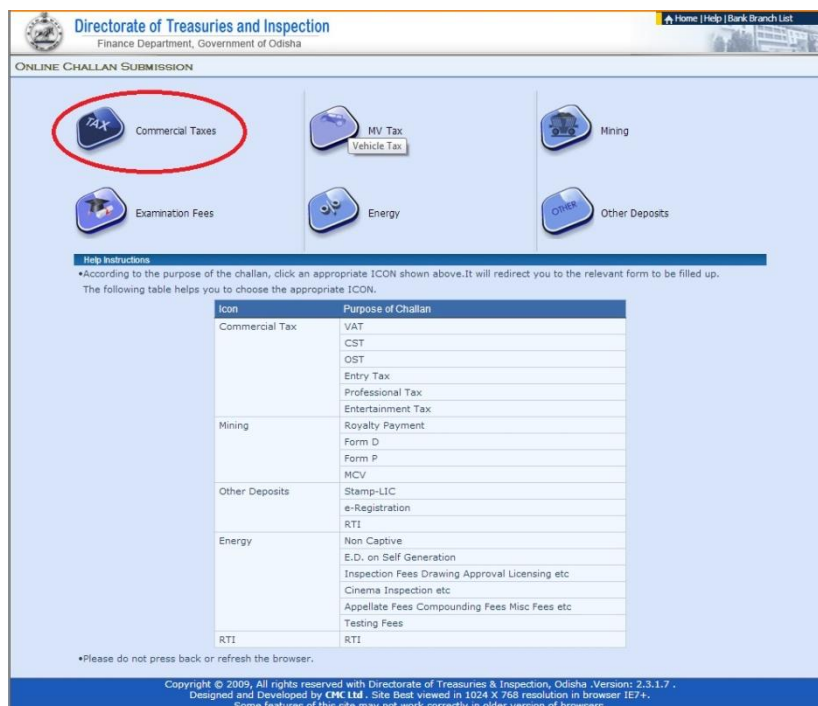
The person may also go an Internet Café or any other place where he can have these resources to make the payment.

The step-by-step process is enumerated below.

1. The person needs to open his computer and open the internet browser as explained above.
2. The person needs to go to the official website of the Directorate of Treasuries & Inspection, Odisha by entering the address – www.odishatreasury.gov.in in the address bar of the browser. Once this is done, the following screen will appear.



3. In the above screen, the person needs to click on the link “e-Payment” as marked in the above image. This will transfer the dealer to another page as shown below.



4. In the above screen, click on the link “Commercial Taxes” as marked above and the following screen will appear.

Directorate of Treasuries and Inspection
Finance Department, Government of Odisha

Home | Help | Bank Branch List

COMMERCIAL TAX INFORMATION

Act under which tax is to be paid : VAT

VAT-317

Registration Type & Number * TIN SRIN OTHER

Dealer Name *

Dealer Address *

Range

Circle *

Phone No

Email

Pin No

Payment Type * --Select Payment Type-- Deposit Type * --Select Deposit Type--

Period From * (DD/MM/YYYY) Period To *

Payment on Account of

Tax

TDS

Composite Tax

Interest

Penalty

Others

In case of other specify details

Total

Note: * Marked Fields are mandatory.

Help Instructions

- Use TAB key or mouse to navigate from one field to another.
- Choose 'Act under which tax is to be paid' from dropdown list. Depending upon the choice, the information to be filled will be varied.
- Choose a valid 'Registration Type and/or Number'. After filling a valid Registration number, press 'TAB' key. It will auto populate 'Dealer Name', 'Dealer Address', 'Range', 'Circle', 'Phone Number' fields. If corresponding data are not populated in respective fields, kindly contact commercial department.
- After filling all the necessary fields, click 'Proceed' button to go to the next page.
- Please do not press back or refresh the browser.

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Designed and Developed by CMC Ltd . Site Best viewed in 1024 X 768 resolution in browser IE7+.
Some features of this site may not work correctly in older version of browsers.

5. In this screen, the person needs to select the Act under which he needs to make the payment. After selecting the Act, the dealer needs to select “Other” as shown above.

6. Then the person is required to enter the name and address. Please note that these details are to be entered correctly. Afterwards, the person needs to select the “Range” under which he is willing to make payment by clicking on the button to the right of the text box. This will open a new Pop-Up window as shown below.

Directorate of Treasuries and Inspection
Finance Department, Government of Odisha

COMMERCIAL TAX INFORMATION

Act under which tax is to be paid : VAT

VAT-317

Registration Type & Number * TIN SRIN OTHER

Dealer Name *

Dealer Address *

Range

LOV - Google Chrome

DIRECTORATE OF TR... INSPECTION [IN] | https://www.odishatreasury.gov.in/echallan/Lt

Enter Filter Criteria: % Search

Total records found:

Range Name
Puri Range
Cuttack I Range
Cuttack II Range
Jajpur Range
Balasore Range
Koraput Range
Sambalpur Range
Bolangir Range
Ganjam Range
Sundargarh Range
Bhubaneswar Range

Select Close

Search anywhere

Note: * Marked Fields are mandatory.

Proceed>>

Help Instructions

7. After selecting the “Range”, the person now needs to select the “Circle” by clicking the button on the right to the text box for “Circle” and the following pop-up window will appear.

Directorate of Treasuries and Inspection
Finance Department, Government of Odisha

COMMERCIAL TAX INFORMATION

Act under which tax is to be paid : VAT

VAT-317

Registration Type & Number * TIN SRIN OTHER

Dealer Name *

Dealer Address *

Range

Circle *

LOV - Google Chrome

DIRECTORATE OF TR... INSPECTION [IN] | https://www.odishatreasury.gov.in/echallan/Lt

Enter Filter Criteria: % Search

Total records found:

Circle Name
Bhubaneswar I Circle
Bhubaneswar II Circle
Puri Circle
Jatni Circle
Cuttack-I East Circle
Cuttack-I Central Circle
Cuttack-I West Circle
Cuttack II Circle
Angul Circle
Jajpur Circle
Keonjhar Circle
Balasore Circle

Select Close

Search anywhere

Proceed>>

Help Instructions

NOTE: The Range and Circle names are to be chosen correctly. Please contact the nearest Commercial Tax Office for correct information. The list of Circles under their respective Ranges is given at the end of this User Guideline for reference.

8. After selecting the Circle, please enter all other details which are shown there like Type of tax etc. After filling up of the details, click on “Proceed”. That will take the person to the next screen.

9. In the next screen, the person may click on the Green coloured “Same as Dealer Name and Address” which will auto-populate the name and address, if he is the same person making the payment.

10. Then the person is required to enter the district to which the person belongs. Enter Pin Code and contact number and email ID, if not already filled in the previous page.

12. Now the person needs to choose the option of payment which are

(i) Net Banking: This will require the dealer to have internet banking facility in his bank account;

(ii) Debit Card: This is available for Debit Card of State Bank of India only. Also there will be a certain charge for using the debit card which will be payable by the person using the debit card. (Please contact the Treasury or bank for details) and

(iii) Over the Counter: This is the new offline payment facility introduced.

13. After this step, the person will have to follow the required steps to make the payment. For further details, please refer to the earlier guidelines e.g.

(i) e-Payment through Multiple Banks: Please refer to the guideline available on our portal at - https://odishatax.gov.in/Portal/eServiceInfo/Step_by_Step_Guide_e_Payment_Gateway.pdf

(ii) e-Payment through Offline (Over the Counter) mode: refer to the guideline available on our portal at - https://odishatax.gov.in/portal/eServiceInfo/USER_GUIDELINE_FOR_MAKING_OFFLINE_PAYMENT_OF_COMMERCIAL_TAXES.pdf

14. For further details, please contact the nearest Circle Office / Range Office or please call us on our Help lines which are given below.

Toll Free: 1800 345 6753

Other Numbers: 0671 – 2304922 / 2303 865

Write to us at – ctdho@odishatax.gov.in

LIST OF RANGES and CIRCLES under COMMERCIAL TAX DEPARTMENT

Range Offices	Circle Offices	Assessment Units
Angul Range, Angul	Angul Circle, Angul	Talcher Assessment Unit
	Dhenkanal Circle, Dhenkanal	
Balasore Range, Balasore	Balasore Circle, Balasore	
	Bhadrak Circle, Bhadrak	
	Mayurbhanj Circle, Mayurbhanj	Rairangpur Assessment Unit
Bhubaneswar Range, Bhubaneswar	Bhubaneswar-I Circle, Bhubaneswar	
	Bhubaneswar-II Circle, Bhubaneswar	
	Bhubaneswar-III Circle, Bhubaneswar	
	Bhubaneswar-IV Circle, Bhubaneswar	
Bolangir Range, Bolangir	Bolangir Circle, Bolangir	
	Kantabanjhi Circle, Kantabanjhi	Titilagarh Assessment Unit
	Kalahandi Circle, Bhawanipatna	Kesinga Assessment Unit
	Sonepur Circle, Sonepur	
	Nuapada Circle, Nuapada	
Cuttack I Range, Cuttack	Cuttack-I East Circle, Cuttack	
	Cuttack-I West Circle, Cuttack	
	Cuttack-I Central Circle, Cuttack	
	Cuttack-I City Circle, Cuttack	
Cuttack II Range, Cuttack	Cuttack-II Circle, Cuttack	
	Jagatsinghpur Circle, Paradeep	Jagatsinghpur Assessment Unit
	Kendrapara Circle, Kendrapara	
Ganjam Range, Berhampur	Ganjam-I, Circle, Berhampur	
	Ganjam-II Circle, Berhampur	Rambha Assessment Unit
	Gajapati Circle, Gajapati	
	Bhanjanagar Circle, Bhanjanagar	Aska Assessment Unit
	Phulbani Circle, Phulbani	
	Boudh Circle, Boudh	
Jajpur Range, Jajpur	Jajpur Circle, Jajpur	Jajpur Town Assessment Unit
		Jaraka Assessment Unit
	Keonjhar Circle, Keonjhar	
Koraput Range, Jeypore	Barbil Circle, Barbil	
	Koraput Circle, Koraput	
	Nawarangpur Circle, Nawarangpur	
	Malkangiri Circle, Malkangiri	
	Rayagada Circle, Rayagada	Gunpur Assessment Unit
Puri Range, Puri	Puri Circle, Puri	
	Nayagarh Circle, Nayagarh	
	Jatni Circle, Jatni	Khurda Assessment Unit
		Balugaon Assessment Unit

Range Offices	Circle Offices	Assessment Units
Sambalpur Range, Sambalpur	Sambalpur-I Circle, Sambalpur	
	Sambalpur-II Circle, Sambalpur	
	Bargarh Circle, Bargarh	
	Deogarh Circle, Deogarh	
	Jharsuguda Circle, Jharsuguda	
Sundergarh Range, Rourkela	Rourkela-I Circle, Rourkela	Koira Assessment Unit
	Rourkela-II Circle, Rourkela	Rajgangpur Assessment Unit
	Sundergarh Circle	