



**Government of Jharkhand**  
**Commercial Taxes Department**

USER Manual  
For  
On-line Issuance  
of  
Form "C"

**INTRODUCTION**

The Commercial Taxes Department, Government of Jharkhand, Ranchi has introduced on-line services viz., On-line Filing of Returns (September, 2009), On-line Payment of Taxes (December, 2010) and On-line Registration (July, 2011). These services have been widely accepted by the Trade and Industries and have been a grand success.

Now, the Commercial Taxes Department is introducing On-line issuance of Form 'C'. It will be extended for other Central Statutory Forms, Form 'F', 'E-I', 'E-II' and Form 'H in the near future. Dealers, who have a valid Registration under the CST Act, 1956, and who have updated 'CST Profile' as per Departmental 'Notice' can avail this facility. To avail the facility of on-line issuance of Form 'C', dealers have to file online returns and pay on-line taxes. Dealer can apply for Form 'C' on-line by logging into the official Website of Commercial Taxes Department <http://www.jharkhandcomtax.nic.in> with the help of his User ID/Password issued by the Department.

Dealers can obtain Form 'C' through this system for the purchases made from 1<sup>st</sup> October, 2011 and the Forms are issued on quarterly basis. For the purchases made upto 30<sup>th</sup> September, 2011, the old system will continue.

Introduction of this on-line issuance of Form 'C' will considerably save the time of the business community and officials/staff of the Department. The system of issuance of Form 'C' is fully computerized and there will be no manual interruption. Thereby, it brings transparency in the Tax Administration.

Under the new scheme, the system of issuance of blank Statutory Forms will be discontinued. In the new scheme, the facility of generation and printing of Form 'C' will be available to the dealer on his desktop.

## **Conditions/Eligibilities for availing the facility of On-line issuance of form 'C':-**

- Submission of VAT and CST returns on-line – Since the CST quarterly returns serve the purpose of requisition of Forms, the dealers are advised to fill up the returns very carefully so that they can avail the facility of on-line issuance of Central Statutory Forms. The information furnished in the CST returns regarding interstate purchases would be verifiable through the portal of TINXSYS which is the repository of all India dealers and CST related Forms Database.
- Payment of VAT & CST taxes on-line.
- Payment of fee of Rs. 100 on-line - This fee has to be paid through on-line payment under '**CST Head**' with VAT TIN under '**Admitted Tax**' menu in the '**Miscellaneous**' tax box.
- Updating of CST profile - The existing CST dealers have to update their CST Profile available on their Home Page under 'Central Form' Menu.
- The whole process of payment of requisite fee for 'Forms', updating of CST Profile, CST Return-filing, uploading the invoice details, Requisition/Application of Central Forms are illustrated with related snapshots. This manual describes the procedure for obtaining Form 'C' on-line in a step by step method.
- The details of on-line issued Central Statutory Forms would be available on the official website.
- For further clarification and doubts if any, you are requested to contact the **HELP DESK Phone. No. 0651-2405185.**

