

**Rajasthan VAT
E-Services
Frequently Asked
Questions**

E-Registration

Rajasthan VAT – eServices – Frequently Asked Questions

S. No.	Frequently Asked Questions	Answer
1	How can I apply for e-Registration online ?	<p>(a) Log on to the web portal of Commercial Taxes Department – http://rajtax.gov.in/</p> <p>(b) Click e-Registration link from left menu e-Services block.</p> <p>(c) Select from VAT or VAT & CST and fill the mandatory details required.</p>
2	What attachments are required for e-Registration application ?	Scan and upload Affidavit for VAT and Affidavit and Scanned copy of CST Form A in case of VAT & CST.
3	In how many days I need to submit my documents to department ?	Submit all the required documents within 3 working days to the department from the next business day of submission of online application.
4	How can I generate duplicate acknowledgement receipt ?	On web Portal home page left menu click on “Track your Status” link, enter Transaction id and Acknowledgement Number and duplicate receipt will be generated.

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5	How will I receive my Registration Certificate ?	When your application gets approved Registering Authority will print, sign, scan and will send the Registration Certificate to the mail address mentioned in the application.
6	What are necessary things to be kept in mind during filling e-Registration request ?	<p>(a) Note down the Transaction id generated during first save of your online application.</p> <p>(b) Do not use Special characters during filling details of e-Registration.</p> <p>(c) Save each page after filling data.</p> <p>(d) Attachments to be uploaded in .pdf format only.</p> <p>(e) Size of individual attachments should be less than 500 KB.</p>
7	What if after filling half form I am not able to complete it. Do I have to start from scratch next time ?	No, When you will save application first time, transaction Id will be generated, now if you wish to fill the further details later then select “Continue with previously filled form VAT 01A” and enter transaction Id, your previously filled form will open.

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8	How can I track my e-Registration application Status ?	Web Portal left menu click on “Track your Status” link enter transaction Id and acknowledgement number and you’ll get to know about your application status.

E>Returns

Rajasthan VAT – eServices – Frequently Asked Questions

S. No.	Frequently Asked Questions	Answer
1	How can I use e-Services on CTD Web Portal ?	<p>(a) Log on to the web portal of Commercial Taxes Department – http://rajtax.gov.in/</p> <p>(b) 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.</p>
2	What are the Pre-Requisites for electronic returns filing?	<p>(a) Have a Computer and Internet Connection at your Office/ Home.</p> <p>(b) Sign-up on CTD Web Portal using your TIN.</p> <p>(c) In case want to file Return with digital signature then get a digital signature from any one of the 8 Certifying Agencies authorized by the Controller of Certifying Authorities (CCA), Govt. of India.</p> <p>(d) JAVA runtime environment installed in the Computer (In case want to file return with digital signature)</p>
3	Which category of Returns can be filled online ?	<p>(a) Quarterly VAT Return – Form VAT-10</p> <p>(b) Annual VAT Return – Form VAT-11</p> <p>(c) Annual VAT Return – Form VAT-10A</p> <p>(d) CST Return – Form CST-1</p>

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4	Can I use any excel file to fill my returns data ?	Download the pre-defined templates of VAT (Quarterly, 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.
5	Is only Form VAT -10 required to be uploaded on portal for filling VAT Quarterly Return?	No, dealer should submit Form VAT-10 and all its attachments which are mandatory to fill. Only then acknowledgement receipt will be generated and return will be considered as complete and filed.
6	Can I copy the data from normal excel and paste into the required templates of e>Returns?	Do not Use Copy (CTRL+C) / Paste (CTRL+V) command to fill the return sheets, instead use Paste-Special=>Values

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7	What is to be done if records exceeds maximum size of the templates of e>Returns ?	We have provided the Add/Delete rows button. Dealer can add the rows as per their requirement or delete then accordingly.
8	In which format the e>Returns templates get uploaded ?	“Form VAT-10” and “Form for Account of Declaration Forms” are to be uploaded in .xls format rest all attachments to be uploaded in .csv format.
9	How can I generate duplicate acknowledgement receipt for e>Returns ?	(a) Logon to the portal using your TIN. (b) e>Returns -> View e>Returns - > Select the acknowledgement number for which you wish to generate the acknowledgement receipt again.
10	I am a trader with annual turnover of 10 lacks - can i file e-returns ?	Yes, anyone can file e-returns
11	How can I generate duplicate acknowledgement receipt for e>Returns ?	(a) Logon to the portal using your TIN. (b) e>Returns -> View e>Returns - > Select the acknowledgement number for which you wish to generate the acknowledgement receipt again.

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12	What all points are to take care while preparing e-returns documents ?	<p>(a) Special characters like ` ~ ! \$ % ^ * () @ # & ' " { } ; : < > ? / \ + = - _ [] and comma are not allowed. Follow the instructions displayed in excel templates.</p> <p>(b) Maximum field length of Numeric data is up to 14 digits including 2 decimal digits.</p> <p>(c) Don't use any separator like “,” or “-“ for fields which contains numeric data.</p> <p>(d) If Numeric fields contain no data then leave it blank or enter 0 in place of entering “-” or NIL.</p> <p>(e) For data fields, enter dates in “DD/MM/YYYY” or “DD-MON-YYYY” format.</p>
13	I am a trader with annual tax liability < 10 lacks - do i need to file e-returns ?	It's not compulsion for you but you can file e-returns.
14	Can i file revised returns for VAT electronically ?	Yes, you can file revised return of VAT through e-returns functionality.

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15	Can I use any excel file to fill my returns data ?	Download the pre-defined templates of VAT (Quarterly, 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.
16	I don't have digital signature, can I file VAT /CST return electronically?	Yes, you can file VAT /CST return electronically without digital signature but you must submit the signed Form VAT-10 / Form CST-1 printed from CTD web portal to your Assessing Authority office within due date then only return will be considered as complete and filed.

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17	Can i correct the returns filed earlier (not revised returns) ?	No, you can not edit your return. So please check, verify and then upload your data in e-returns.
18	What is to be done if records exceeds maximum size of the templates of e>Returns ?	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.
19	Can i file annual return?	Yes, you can file annual return through the e-returns functionality. To file the annual return, select “Annual” in return type and upload form VAT-11/VAT-10A.

E-Payments

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1	How to carry out e-payments ?	Create signup on CTD web portal and click on E-Payments=>VAT/CST.
2	Can i pay tax only ?	Yes you can pay tax only using the selection of appropriate head in form VAT-37A/CST-05A.
3	Can i pay interest , security, fees, etc.?	Yes you can pay interest , security, fees, etc. through the selection of heads available in form VAT-37A/CST-05A.
4	How would i get acknowledgement receipt ?	After filling the Form VAT-37A/CST-05A, confirm your payment on the portal of selected bank. The Acknowledgement receipt will be generated upon successful completion of payment process on the bank's portal.
5	Can i re-print acknowledgement receipt?	Yes you can re-print the acknowledgement receipt through the login of your bank account.

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6	Do i need to submit it to dept ?	No, there is no need to submit this to department.
7	What happens in case of e-filing and e-payments - do i need to upload the e-payment acknowledgement receipt ?	No, there is no need to upload the acknowledgement receipt of e-payment during the e-filing of returns. The amount of e-payment will be automatically credited to your tax due.
8	Can i do manual payment and electronic filing ?	Yes, you can do manual payment and electronic filing or vice-versa.
9	Which Banks are authorize from, I can make the e-Payment from CTD Web Portal?	(a) S.B.B.J. (b) S.B.I.
10	After Submitting my e-Payment form on CTD Web Portal, I am not being redirected to Bank's site ?	Check your address, if Village/Town/City or district fields are coming blank then you need to get your data corrected by your Registration Authority / Assessing Authority.

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11	My annual tax is approx. Rs 1 Lac - can i make e-payment ?	Yes, you can pay any amount through the e-payment. There is no limit on amount.
12	What happens if i don't get electronic receipt after e-payment ?	If you don't get the receipt of e-payment at the time of payment confirmation then check again after sometime using your internet banking user id and password on the bank's website. If you still do not get the receipt, contact your bank as well as inform your assessing authority.
13	My assessing authority tells that my e-payment is not reflecting in his system - what should i do ?	You should submit the copy of your cyber receipt of e-payment then assessing authority will take action accordingly.
14	My assessing authority tells that my e-payment is not reflecting in his system - what should i do ?	You should submit the copy of your cyber receipt of e-payment then assessing authority will take action accordingly.
15	Can i make payment for full quarter or full month or any part of the month / quarter ?	Yes, you can make payment according to your payment category.

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Goods Declaration - VAT47A/49A

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1	How would i get the VAT-47A / VAT-49A generated ?	You can get these forms using the links available on CTD web portal in your login.
2	Do i need to take any special permission for filing VAT-47A / VAT-49A?	Yes, to use the functionality of VAT-47A / VAT-49A firstly you have to send a request to your Assessing Authority through the link available on the web portal. After the approval of Assessing Authority you can use this functionality. This is one time approval.
3	What if i don't have TIN of my consignor / consignee ? Can i file e-declaration ?	Yes you can file e-declaration because you have to fill either the TIN or Name of consignor / consignee.
4	How can I file VAT 47A/ VAT 49A online ?	First, request online to your Accessing Authority from CTD portal for allow you to file VAT 47A/ VAT 49A. When request is granted then you can file these forms online. Open VAT-47A/VAT-49A forms and fill the details. Once done, submit and generate the unique acknowledge number and print the forms.

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5	Can i view my VAT-47A /. VAT-49A filed earlier ?	Yes, you can view your VAT-47A/49-A filed earlier using the link of “View VAT47A/49A” available in your login on CTD web Portal.
6	Can i print my VAT-47A /. VAT-49A in bulk ?	Yes, you can print VAT47A/49A in bulk by selecting the multiple forms in View functionality of VAT47A/49A
7	I applied for VAT-47A / VAT-49A - where can i see the status of my application	You can view the status of your application from the same link from where you applied for the request of VAT-47A/49A functionality.
8	How can I generate VAT-48/VAT-50?	To generate VAT-48/VAT-50 click on the link of “Generate VAT48-50” in your login of CTD web portal.

Thank You