A

Handbook on

Electronic Payment
**Operational Instructions**

Procedure to make online Payment is very simple. A computer with internet connectivity is required for the purpose. There are four steps to make online Payment. These steps are:

**Step 1** Registration on the Website

**Step 2** Login

**Step 3** Filing up of Challan form for Making Payment

**Step 4** Redirecting on to Bank’s Portal and effecting the payment using your internet banking id and password

**Step-1 Registration on the Website**

To register on web site, connect to Internet and write URL in the address bar as: http://rajtax.gov.in

The following screen would be shown.

1. **Sign-Up**
   Click on this button.

To get registered on the website click “New User? Sign-up”.

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A new screen (Screen-2) will open up. This screen displays the details required to be filled by the dealer for registering on the web portal. Please enter the details on the screen as per the instructions given in the table below.

1. Enter TIN here.
2. Enter Effective Date of Registration here.
3. Enter PAN No. here.
4. Enter Firm Name.
5. Enter Principal Place of Business Address.
7. Enter your email id.
8. Enter password here.
9. Enter your password again here.
10. Select the security question.
11. Enter the security Answer.
12. Click here to read the terms and conditions.
13. Click on "I accept the terms".
14. Click on back to go back to home page.
15. Click on submit to get registered.
Please enter the details as below:-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Label</th>
<th>Data Type</th>
<th>Compulsory Field</th>
<th>Action to be performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TIN</td>
<td>Numeric</td>
<td>Yes</td>
<td>Enter your TIN.</td>
</tr>
<tr>
<td>2.</td>
<td>Effective Date of Registration</td>
<td>Date</td>
<td>Yes</td>
<td>Enter your Registration Date. (This date is mentioned in the registration certificate issued to you by the department.)</td>
</tr>
<tr>
<td>3.</td>
<td>PAN No</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter your PAN No</td>
</tr>
<tr>
<td>4.</td>
<td>Firm Name</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter your Firm Name</td>
</tr>
<tr>
<td>5.</td>
<td>Address of Principal Place of Business</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter your principal place of business address</td>
</tr>
<tr>
<td>6.</td>
<td>Constitution of Business</td>
<td>Combo Box</td>
<td>Yes</td>
<td>Select your business constitution from the list of values provided</td>
</tr>
<tr>
<td>7.</td>
<td>E-mail Id</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter your e-mail id (Must be a valid email id)</td>
</tr>
<tr>
<td>8.</td>
<td>Password</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter your Password (should be more than or equal to 8 characters in length)</td>
</tr>
<tr>
<td>9.</td>
<td>Confirm Password</td>
<td>Alphanumeric</td>
<td>Yes</td>
<td>Enter the same Password again (for confirmation)</td>
</tr>
<tr>
<td>10.</td>
<td>Security Question</td>
<td>Characters</td>
<td>Yes</td>
<td>Select the question for security purpose. (This will be required if you forget your password. So please remember it.)</td>
</tr>
<tr>
<td>11.</td>
<td>Security Answer</td>
<td>Characters</td>
<td>Yes</td>
<td>Enter the answer for security purpose. (This will be required when you forget your password so remember it.)</td>
</tr>
<tr>
<td>12.</td>
<td>Terms and Conditions</td>
<td>Hyperlink</td>
<td>NA</td>
<td>Click on this link to read the terms and conditions.</td>
</tr>
<tr>
<td>13.</td>
<td>I accept the terms</td>
<td>Check box</td>
<td>Yes</td>
<td>Read the terms and tick the check box</td>
</tr>
<tr>
<td>14.</td>
<td>Back</td>
<td>Button</td>
<td>NA</td>
<td>Click on this button to go back to home page</td>
</tr>
<tr>
<td>15.</td>
<td>Submit</td>
<td>Button</td>
<td>NA</td>
<td>The button would be disabled in the beginning. But when the check box for “I accept the terms” is checked, it becomes enabled. Click on submit to register on the web portal.</td>
</tr>
</tbody>
</table>
After filling up the details as above, please click on submit. Details will be verified by
the system and then a successful sign-up message will be displayed on the screen
itself. This sign-up process is one time requirement. Once the sign-up is completed
successfully, dealer can log on into the web portal with his TIN and password as set
up above.

Once registered the following message will come. (Screen-3)

Now dealer can use the login Id to login into the web portal.
Notes:

For the purpose of making e-payment, it is necessary that dealer has an **Internet Banking Account** with the concerned Bank. Without an internet banking account, electronic payment cannot be carried out. If dealer does not have internet banking account, bank should be contacted for providing this facility.

**Activities on the CTD Web Portal**

Once the dealer submits his challan on CTD Web Portal, he will be taken to the concerned Bank’s web portal.

**Activities on the Bank Web Portal**

Dealer will have to enter his user id and password to login into the bank portal. On successful submission and verification of user id and password, dealer will be taken into his internet banking account. Dealer will be shown the details of challan that was filled at the Commercial Taxes Department web portal. Dealer should verify that all details are complete and correct and then proceed with making the electronic payment on the Bank’s portal. Dealer may be required to provide transaction password and may also be required to provide any necessary authorization of payment on the Bank’s Portal. Once these are completed successfully an electronic receipt will be generated which can be viewed and printed.

Dealer must necessarily check with his bank on the exact procedures of internet banking facility and accordingly carry out the electronic payment.

**Step-2 Login**

A dealer registered on the web site is required to login for the purpose of making online payment. Process of login is as under:

Connect to Internet and open the website [http://rajtax.gov.in](http://rajtax.gov.in)

On Home page, there is a box in center as indicated in Screen-4.
1. Enter your TIN No.

2. Enter your Password

3. Choose Dealer as type.

4. Click here to login
Please enter the details as below:-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Label</th>
<th>Data Type</th>
<th>Action to be performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Login Id</td>
<td>Numeric</td>
<td>Enter your TIN.</td>
</tr>
<tr>
<td>2.</td>
<td>Password</td>
<td>Alphanumeric</td>
<td>Enter the password that you entered at the time of sign-up.</td>
</tr>
<tr>
<td>3.</td>
<td>Type</td>
<td>Drop Down Box</td>
<td>Select Type as “Dealer”.</td>
</tr>
<tr>
<td>4.</td>
<td>Login</td>
<td>Button</td>
<td>Click on this button to enter the web portal.</td>
</tr>
</tbody>
</table>

Step-3 Filing up of Challan form for making VAT Payment:

Once you have successfully logged on the web portal, select e-Payment link on the left hand side menu (Screen-5) or from the central page under e-payments.

Screen-5

After clicking on “e-Payment” link, options for making payment under VAT and CST will be displayed. Click on VAT link, following page (Screen-6) with purpose details is displayed in which dealer’s basic information is auto-populated. The dealer has to provide values for Payment Period, Payment Quarter, Tax Period from and to, Purpose for Challan and Amount against each purpose as displayed in Screen-6. Dealer can select one bank from a list of banks through which he wants to make the electronic payment.
Challan Form VAT-37

1. Select payment period from list
2. Select quarter from list
3. Enter From Date
4. Enter To Date
5. Select Bank from list
6. Select Purpose for Challan
7. Enter Amount against each purpose
8. Click here to confirm the payment
9. Click here to go back (Previous screen)
10. Click here to submit the payment and go to the bank’s online payment site

After filling up of the Challan form for e-Payment, click on “Confirm” button. This will prompt the dealer to verify all the information entered by him in the Challan form before making the payment. If the dealer wants to modify any information than click on “Back” button else if all the information is correct than click on “Submit” button.
On Click of submit button, dealer is taken to the web portal of the bank which dealer has selected earlier. Dealer has to log on to the bank portal using his Internet Banking username and password as provided by the bank (Screen 7).

**Step-4 Redirecting to Bank’s Portal**

1. Enter Net Banking User Name
2. Enter Net Banking Password
3. Click here to Submit

**Screen-7 (Showing a Sample Bank Portal Login Screen)**

If the net banking user name and password is correct then following page with all the information which the dealer had filled on the CTD portal (e-Payment) will be shown on the banks portal. The user will have to select the account from which he wants to make e-Payment and hit the confirm button. (Screen – 8A and 8B)
The user is displayed a verification screen wherein he can view all the details of Payment, amount and selected account. Once he feels that all the data is ok, he can hit the confirm button and the payment will be debited from his account. Screen for verification is displayed as follows (Screen-8A and 8B).

Screen-8A (Sample Screenshot with Dummy Information)
Screen-8B (Sample Screenshot with Dummy Information)

Dealer may also be required to enter his transaction password here if required by the bank. Once dealer clicks on “Confirm”, a verification screen appears as shown in Screen – 9A and 9B.
Screen-9A (Sample Screenshot with Dummy Information)
If the dealer wants to cancel the transaction, he can select a link “click here to abort this transaction and return to the Rajasthan Commercial Tax Portal” displayed at the end of the page.

If the Information displayed on the screen is correct click on “Confirm” button to proceed with the payment on the bank’s web portal. Once this is successfully completed, a payment confirmation message is displayed. A unique reference number is also generated by the bank and displayed as confirmation (Screen-10).
Screen-10 (Sample Screenshot with Dummy Information)

The dealer will be provided a link for viewing the Challan details, “Click here to see the Challan details” on clicking which, the user can view and print the complete Challan 37-A (Screen-11).

A 20 digit Challan Identification Number (CIN) is displayed. This is the unique number generated at bank’s end to uniquely identify all Challan payments. This number should be carefully preserved. The CIN will also be printed in the form VAT-37A which is generated at the bank’s site.
Form VAT – 37 A (e-Challan) as Generated on Bank Web Portal

Screen-11 (Sample e-Challan - Form VAT-37A with Dummy Information)

On clicking the ‘Print’ button, dealer can take the print of this receipt. Click on ‘close’ button to close this window.

Once the payment is done, after some time duration, the dealer will be taken back to the CTD web portal, where the unique bank reference number and CIN number are displayed (Screen-12).
Screen-12 (Sample Payment Confirmation back at CTD Portal)

On click of OK button message is sent to dealer’s message box (Screen-13).

Screen-13 (Sample Payment Confirmation back at CTD Portal)
Electronic Payment for CST

Once you have successfully logged on the web portal, select e-Payment link on the left hand side menu (Screen-5) or from the central page under e-payments (Screen 14).

1. Click on e-Payment Link
2. Click on CST Link

Screen-14

After clicking on “e-Payment” link, options for making payment under VAT and CST will be displayed. Click on VAT link, following page with purpose details is displayed in which dealer’s basic information is auto-populated. The dealer has to provide values for Payment Period, Payment Quarter, Tax Period from and to, Purpose for Challan and Amount against each purpose as displayed in Screen-15. Dealer can select one bank from a list of banks through which he wants to make the electronic payment.

*For the purpose of making e-payment, it is necessary that dealer has an Internet Banking Account with the concerned Bank. Without an internet banking account, electronic payment cannot be carried out. If dealer does not have internet banking account, bank should be contacted for providing this facility.*
After filling up of the Challan form for e-Payment please press “Confirm” button. This will prompt the dealer to verify all the information entered by him in the Challan form before making the payment. If the dealer wants to modify any information than
click on “Back” button else if all the information is correct than click on “Submit” button.

On Click of submit button, dealer is re-directed onto the bank’s portal, where he can make payment by using his Internet Banking username and password as provided by the bank (Screen 16).

![Screen-16](image)

1. Enter Net Banking User Name
2. Enter Net Banking Password
3. Click here to Submit

Further steps are similar to those mentioned in filing up of Challan form for making VAT payment. (Please refer to page no. 10 to 15).

Once the payment is successfully completed, the receipt of payment will be generated on bank’s portal and same can be viewed and printed.
View Electronic Payments

1. Click here to View e-Payments

After clicking on view e-Payment link Screen-18 will be displayed.
E-Payments which were not confirmed by bank from last 5 days may be deleted from View e-Payment screen. To delete this type of payment select the check box of that record and click on “Delete” selected button. The selected records will be deleted from view e-Payment list.