A Handbook on Rajasthan Online CST System (ROCS)
Operational Instructions

Procedure to make use of online CST System Facility is very simple. A computer with internet connectivity is required for this purpose. There are simple steps to make use of online CST System Facility as mentioned below:

Step 1 Sign Up on the Website

Step 2 Login

Step 3 One time Request for Usage of e-CST Forms facility

Step 4 Uploading the purchase details (.csv files)

Step 5 Acknowledgement Generation

Step 6 Generation of CST Form Online
Step-1 Sign Up 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.

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

Screen-1

- A new screen (Screen-2) will open up. This screen displays the details required to be filled by the dealer for creating Sign up on the web portal.
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.

16. Click here to read the terms and conditions.
• Please enter the details in the screen as per the instructions given in the table-1.

**Table - 1**

<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.

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.

Now dealer can use the login Id to login into the web portal

Once registered the following message would be displayed (Screen-3)
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
- On Home page- enter the login credential (Table - 2) and click on login button (Screen-4)

Screen-4

Table - 2

<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 One time Request for Usage of e-CST Forms facility

Note: Dealer must be registered under CST act for usage of e-CST Forms facility

- Once you have successfully logged on the web portal, click on “Opt for e-CST (One Time) link” (Screen – 5)

Screen-5

- After clicking on “Opt for e-CST Form (one Time)” link, following screen would appear (Screen-6)

Screen-6
• On Click of submit button, dealer’s request would be sent to his concerning assessing authority.

Screen-7

• Once the request for Online Usage of CST System is approved/rejected by the assessing authority, Dealer would be intimated through the e-Communication => View Received Messages facility on CTD Web Portal regarding decision taken by assessing authority along with the remarks as shown in screen below:

Screen-8
• On clicking the message, following screen would appear displaying the message sent by the concerned assessing authority.

Screen-9

• Now the dealer can proceed to upload the Interstate purchase details after approval of the e- Request from his concerning Assessing authority

• Once the dealer has opted for e-CST and request has been approved, dealers need not to re-submit the request. Even if dealer clicks on the link of “Opt for e-CST” below screen will appear:

Screen-10
• In case assessing authority has not approved/Rejected the request for usage of e-CST Forms system and the dealer try to upload the purchase details then system would display the below screen:

![Screen-11](image-url)

**Screen-11**
Step-4 Online submission and issuance of E-CST Forms

Note - Please read the below instructions carefully for successful upload and generation of e-CST Form:

1. Once the request is approved by the assessing authority then dealer would need to download the e-CST template from the CTD Portal by Clicking on the link – e-Services => e-CST Forms (ROCS) => Upload Purchase Details => Download e-CST Template (Refer Screen-12 for the Template Download Link)

2. Dealer would need to fill the consolidated interstate purchase details from all the sellers in the single sheet only. Dealers are not required to fill multiple templates for individual sellers as system itself bifurcate the details seller wise (Refer Screen 13).

3. Dealer would need to fill the Interstate Purchase details into the template and validate the same (Refer Screen 13 & 14).

4. On successful validation of the details- an upload file would be generated in “.CSV” format that dealer would need to save locally on their computer system

5. Click on the provided link to upload the Interstate Purchase Details - e-Services => e-CST Forms (ROCS) => Upload Purchase Details (Refer Screen-12 for the Upload Screen)

6. Dealer would select the Financial Year and respective Quarter for which he wants to apply for the CST C Form. Here System would be having following riders on the period sections (Refer Screen -12):
   a. System would allow the dealer to apply for CST Forms for Quarter – 1 of FY – 2011-12 onwards
   b. System would allow to upload the purchase details for a quarter till nine months from the completion of the relevant financial Year

7. Verify the uploaded details by clicking on Submitted forms button provided on Upload Purchase details screen and generate the Acknowledgement

NOTE: Before uploading the template, request you to verify the other party status from TINXSYS system
Following is a sample template for interstate purchase details to be filled:

<table>
<thead>
<tr>
<th>S No</th>
<th>Form Type</th>
<th>Purchase Order No</th>
<th>Purchase Order Date</th>
<th>Bill/Cash Memo/Challan No.</th>
<th>Seller TIN No.</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CST Form C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CST Form C</td>
<td>01-APR-2011</td>
<td>01-APR-2011</td>
<td>012345678</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CST Form C</td>
<td>01-APR-2011</td>
<td>01-APR-2011</td>
<td>012345678</td>
<td></td>
<td>Jammu</td>
</tr>
<tr>
<td>4</td>
<td>CST Form C</td>
<td>01-APR-2011</td>
<td>01-APR-2011</td>
<td>012345678</td>
<td></td>
<td>Punjab</td>
</tr>
<tr>
<td>5</td>
<td>CST Form C</td>
<td>01-APR-2011</td>
<td>01-APR-2011</td>
<td>012345678</td>
<td></td>
<td>Punjab</td>
</tr>
</tbody>
</table>
After uploading the template click on submit button to submit the purchase details.

On Click on validate button .csv file will be generated.
The dealer would have the option of viewing the uploaded sheet; deleting the sheet (if any change is required prior to full and final submission. Once the dealer confirms final submission, dealer would be issued an acknowledgement receipt for the same. Further no changes would be permitted to the uploaded sheet (Screen 17-18)

Screen-17
Step-5 Acknowledgement Generation

8. Once the dealer submits the purchase details online, an acknowledgement receipt would be issued. The dealer would not be allowed to change or delete the purchase details once the acknowledgement receipt is generated (Screen 19-20)
9. Within 24 hours System would check following criteria and would proceed further accordingly as mentioned in point – 14
   a. Return Defaulter status from 1st Quarter of FY – 2011-12 till the current quarter for which dealer is applying for e-CST Form
   b. Payment Defaulter from 1st Quarter of FY – 2011-12 till the current quarter for which dealer is applying for e-CST Form
   c. Assessing authority would be able to mark a dealer as negative based on some parameters – The system will check the Negative list and if found the dealer in that list then it will not generate the CST form and would display the proper message in dealer’s login on CTD Portal.

10. Forms approval or rejection (in case of return defaulter/ payment defaulter/negative dealer) of e-CST form, message will appear in dealer’s login as shown below:
11. If dealer is found defaulter for any of above reason then system would not generate the CST form for that quarter and would display proper message (indicating the reasons for non generation of CST Form) in the login of Dealer on CTD Portal.

12. Dealer can view the details of the Rejection under the link - - e-Services => e-CST Forms (ROCS) =>Rejected CST-Forms (Refer Screen 22)

13. Dealers are not required to submit the Interstate purchase details again for the quarter for which his forms were rejected. System will keep checking the defaulter status everyday and if dealer meets with compliance in between then system would generate the CST form for that quarter.

14. In case if dealer does not fall under any of the above cases then System would generate CST form with a system generated Series Number and Serial number. The format would be as mentioned below:
   a. Series Number for CST C form – RJ/C/2011-12 (*Here 2011-12 is FY for which dealer has asked for CST Forms so it would vary with change in FY)
   b. Serial number (Some Number)
   c. Hence C Form Number would be – RJ/C/2011-12 XXXXXXXXXX
Step-6 View Purchase Details

Dealer may view their uploaded purchase details through View Purchase Details link as indicated in Screen – 23, 24 & 25.

Click here to view Purchase Details

Click on Radio Button to View the purchase Details.

Click on Generate Acknowledgment to generate duplicate Receipt
**Purchase Detail Forms**

**Screen-25**

**Screen-26**
Step - 7 Generation of CST Form Online

- Dealer needs to click on the Approved CST Forms link as displayed in screen-22

- Click on the Generate/View pdf link to generate the pdf and dealer may save the CST C Form locally on computer system or may print it directly (Refer Screen 23 & 24)