

Your Quick Guide to e – Filing of Returns

How to file VAT or CST e>Returns on CTD Web Portal?

- Log on to the web portal of Commercial Taxes Department – <http://rajtax.gov.in/>
- 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.

File VAT or CST e>Returns without Digital Signature	File VAT or CST e>Returns with Digital Signature
<ol style="list-style-type: none">1. For filing of e-returns, select e>Returns (VAT or CST) from the e-services home page.2. 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.3. Upload one document at a time starting from VAT-10; thereafter submit each uploaded document. If there are any errors, correct them and re-upload.4. Complete the above step for each attachment for VAT Quarterly Return (VAT-07, VAT-08, etc.) / CST return.5. Once all documents are uploaded for VAT, you would get the acknowledgement receipt & Form VAT-10 which must then be printed. For CST, upload the CST-1 document and generate your acknowledgement receipt & Form CST-1.6. Submit the signed Form VAT-10 / Form CST-1 printed above from web portal to his Assessing Authority office within due date.	<ol style="list-style-type: none">1. Download the necessary Java Runtime Environment (JRE) component required for functioning of the digital signature system. Use the website link available on the portal for downloading the JRE component. Once the component is downloaded, install it on your computer using the instructions provided on the Java website.2. Go to e-services home page and map your digital signature certificate using the icon provided – this is a one time activity. If you change your certificate, un-map the existing certificate and then map new certificate.3. For filing of e-returns, select e>Returns (VAT or CST) from the e-services home page.4. 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. Sign one document at a time starting from VAT-10; thereafter upload and submit each signed document. If there are any errors, correct them and re-sign and upload.6. Complete the above step for each attachment for VAT Quarterly Return (VAT-07, VAT-08, etc.) / CST return.7. Once all documents are uploaded for VAT, you would get the acknowledgement receipt which can then be printed. For CST, upload the CST-1 document and generate your acknowledgement receipt.











What are the Pre-Requisites for electronic returns filing?

1. Have a Computer and Internet Connection at your Office / Home.
2. Sign-up on CTD Web Portal using your TIN.
3. 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.

Important Guidelines to prepare the Returns Templates

1. Special characters like ` ~ ! \$ % ^ * () @ # & ' " { } ; : < > ? / \ + = - _ [] and comma are not allowed. Follow the instructions displayed in excel templates.
2. Maximum field length of Numeric data is up to 14 digits including 2 decimal digits.
3. Don't use any separator like "," or "-" for fields which contains numeric data.
4. If Numeric fields contain no data then leave it blank or enter 0 in place of entering "-".
5. For data fields, enter dates in "DD/MM/YYYY" or "DD-MON-YYYY" format.
6. Do not Use Copy (CTRL+C) / Paste (CTRL+V) command to fill the return sheets, instead use Paste=>Special=>Values
7. If the number of records exceeds the maximum size of templates provided on the website, you can upload 25 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.
8. Supporting document of 500 KB in .pdf format can be uploaded with VAT & CST E>Returns with the information that you wish to provide with your electronic return.
9. Files must be saved in .XLS or .CSV formats as prescribed below:

VAT – Quarterly Returns

-  Form VAT-10 – Save as .XLS
-  Form VAT-07 – Save as .CSV
-  Form VAT-08 – Save as .CSV
-  Form VAT-09 – Save as .CSV
-  Form VAT-12 – Save as .CSV
-  Form VAT-48 – Save as .CSV
-  Form VAT-50 – Save as .CSV
-  Account of Declaration Forms – Save as .XLS
-  Details of Use of Declaration Forms – Save as .CSV
-  Sales against Declaration Forms – Save as .CSV


VAT – Annual Returns for Dealers u/s 3(2) or 5(1)

-  Form VAT-11– Save as .XLS

VAT – Annual Returns for Dealers opting for Annual Assessment

-  Form VAT-10A – Save as .XLS

CST – Quarterly Returns

-  Form CST-1 – Save as .XLS

10. For further details / assistance on e-filing, refer to the detailed guide-book available on CTD Web Portal – Home Page => Help => E>Returns