

E-FILING OF RETURN FOR CST USER MANUAL

Online Filing of Returns

Thanks for accessing the website of the Directorate of Commercial Taxes, West Bengal.

Now the dealers registered under the Central Sales Tax Act, 1956 can file their CST returns ONLINE through a secured facility provided on this website. However, initially this facility is available only to the Registered Dealers who have been selected for the purpose. Dealers who have been selected for eFiling of VAT Returns and registered under CST Sales Tax Act 1956 can file eFiling of CST Return.

If you are a selected dealer and file your return online, that will not only save your valuable time, but also will ensure that correct data are fed in the Directorate's computerized database of returns.

So please go ahead and simply log in and file the return for Q.E. 30.6.2009 following the instructions laid down.

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Purpose :

This User Manual explains the steps for e-Filing of CST Returns at the Directorate's website.

Definition, Acronyms & Abbreviations :

Acronym	Description
DCT	Directorate of Commercial Taxes
ICT	Information and Communication Technology
VAT	Value Added Tax
CST	Central Sales Tax
TIN	Taxpayer's Identification Number
PC	Personal Computer

Procedures and Guidelines for e-Filing of CST Return

1) Who can file a CST return online?

Any dealer who is registered under CST Act 2003 and selected for the purpose of e-filing of VAT Return, can file CST Return online.

2) How to create your Login account so as to access online e-Filing of Return System ?

Each dealer selected by the Directorate of Commercial Taxes has been provided with User-id and Password in the letter send by the Directorate to his business address, by post. A list of dealers selected for e-filing of VAT Returns is available in the website of the Directorate. The dealers who have already been selected for VAT Return and registered under Central Sales Tax Act 1956, have to file CST Return electronically.

For any assistance, he may contact the help-desk of the Directorate (Room No. 310 in the 3rd. floor of the main building at Beliaghata, Kolkata or call 2251-6784, Extn. 257/ 337/ 581).

Pre-requisite for e-filing of CST Return

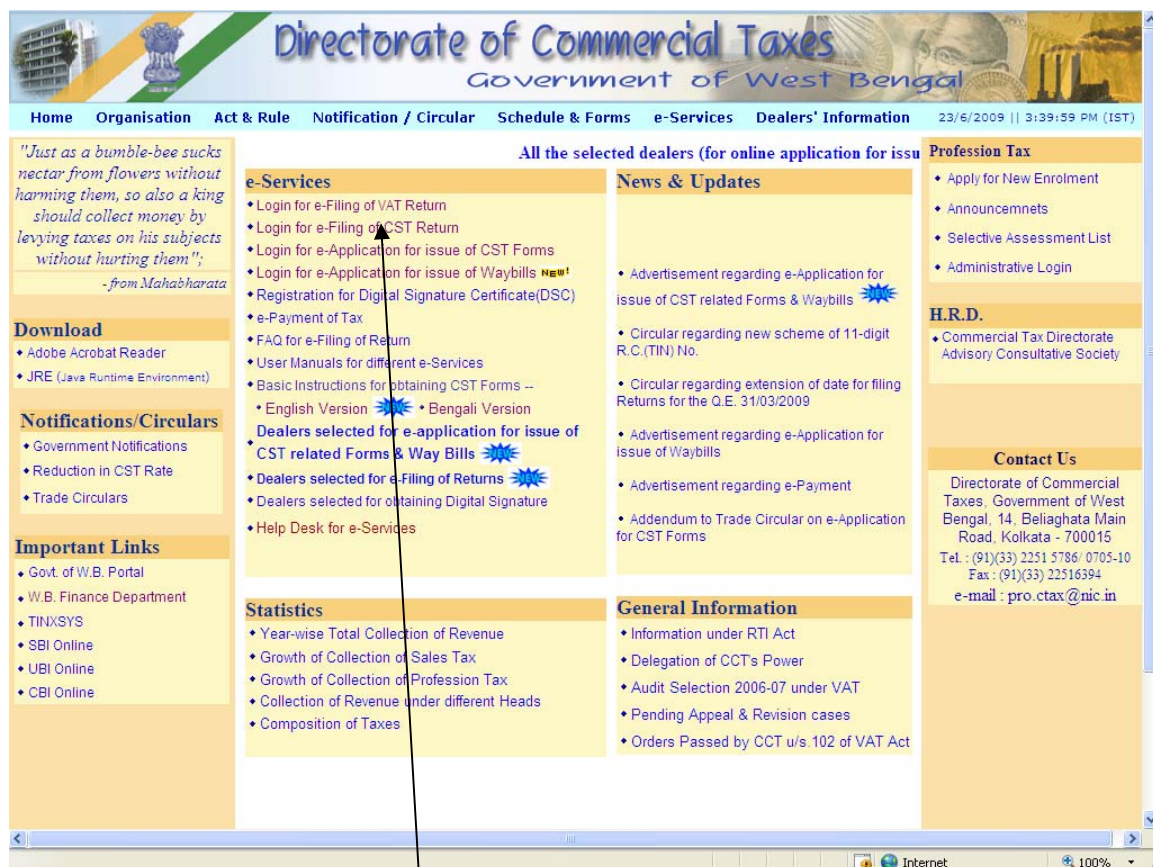
1. A dealer who have already file electronic Return for VAT and registered under Central Sales Tax Act 1956 shall file his return electronically using the same User-id and Password as used for eFiling of VAT Returns.
2. You can file electronic return using 'Download/ Upload Return Filing' method. For that you must have client software that can accept the data for e-Filing of return and later upload it to the XML version. The Client Software for e-Filing can be downloaded from e-Filing portal of the Directorate of Commercial Taxes after authentication using User-id and Password.
3. Client computer must have the following components installed :-
 - > Windows-XP / Windows 2000
 - > Internet Explorer v6.0 and above additionally for 'Upload / Download Return Filing' facility
 - > Acrobat Reader 8.1 or above which can be downloaded free of cost from the website link
<http://www.adobe.com/products/acrobat/readstep2.html>
 - > If You don't have JRE 1.6 or Later then click the following link to
[Download JRE 1.6](#)

Steps for filing of Electronic CST Return in Download/ Upload method

Step-1

Visit Website

Visit the Directorate's website: www.wbcomtax.gov.in. Below is the front page of the portal.



If you do not have the 8.1 version of the Acrobat Reader you may first download the same by clicking at the link 'Download Acrobat Reader' and install in your PC. If the Acrobat Reader is already installed in your PC for eFiling of VAT Return, you need not download Acrobat Reader.

You may now click 'Login for eFiling of CST Return'. The following screen will be displayed on clicking this link.

Department of Finance, Govt. of WB
Directorate of Commercial Taxes

Instruction for e-Filing of CST Return:

1. Login using Userid and Password as used during VAT Return.
2. Download Zip File and Save.
3. Logout.
4. Unzip to get Three files in PDF form.
 - a. CST Form 1
 - b. Annexure A-D
 - c. User Manuals
5. Make 4 copies of blank Annexure PDF for 4 types of Annexure files.
6. Fill up Main Form and click 'Check Form' button to check entered Data.
7. If check form returns no error, Click 'Export to XML' button to create XML files and save.
8. Open each of the Annexure PDF and click on Annexure option to choose Annexure type viz. A to D.
9. Fill up the form and click 'Check Form' to check entered data. To correct wrongly entered data, click 'Edit' button and modify data.
10. If check form returns no error, Click 'Export to XML' button to create XML file and save the XML file with Annexure type as extension to file name e.g. CST_ERETURN_ANNX_A.pdf, for Annexure A
11. Open the next copy of Annexure PDF for another Annexure type and follow the steps 8-10.
12. If Any Annexure is not applicable, then enter return period and registration No. Then click 'Export to XML' button to create XML file.
13. Login again using Userid and Password.
14. Upload XML Files, Main File and four Annexure Files.

User ID *

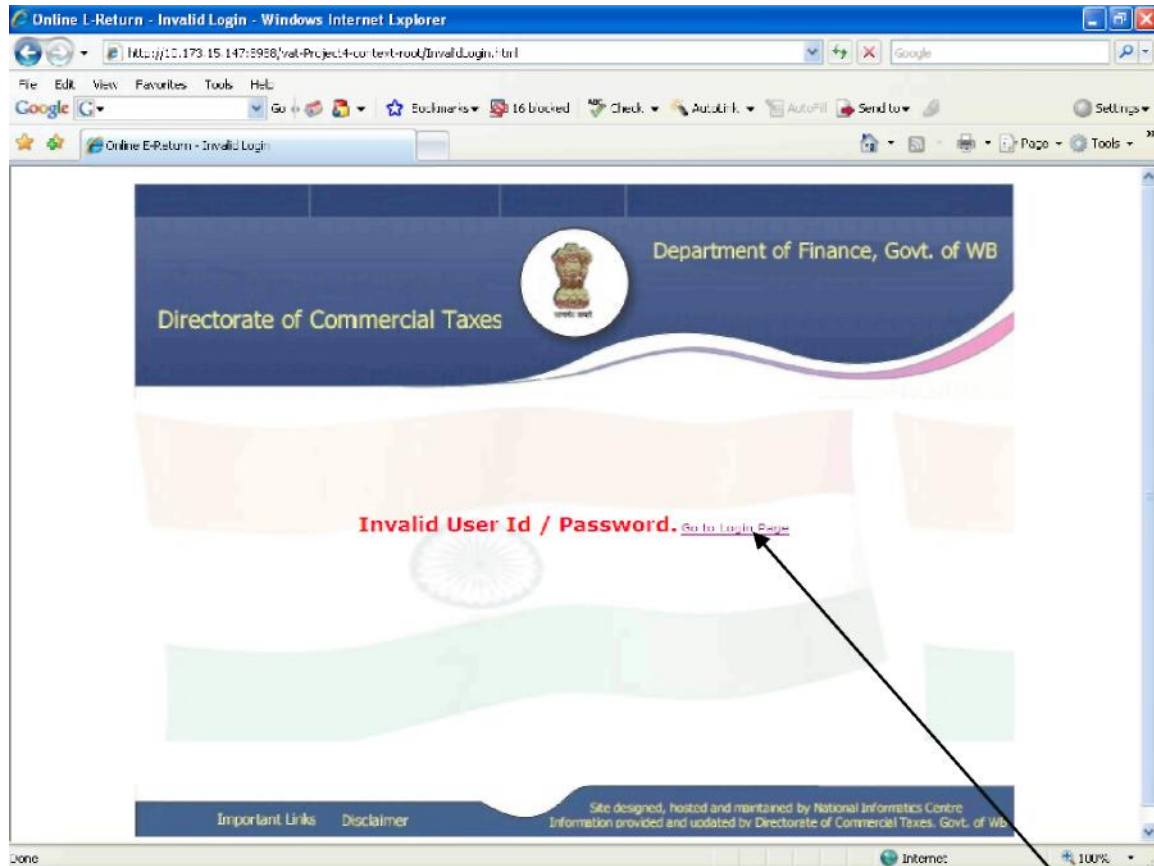
Password*

Step-2

User Authentication

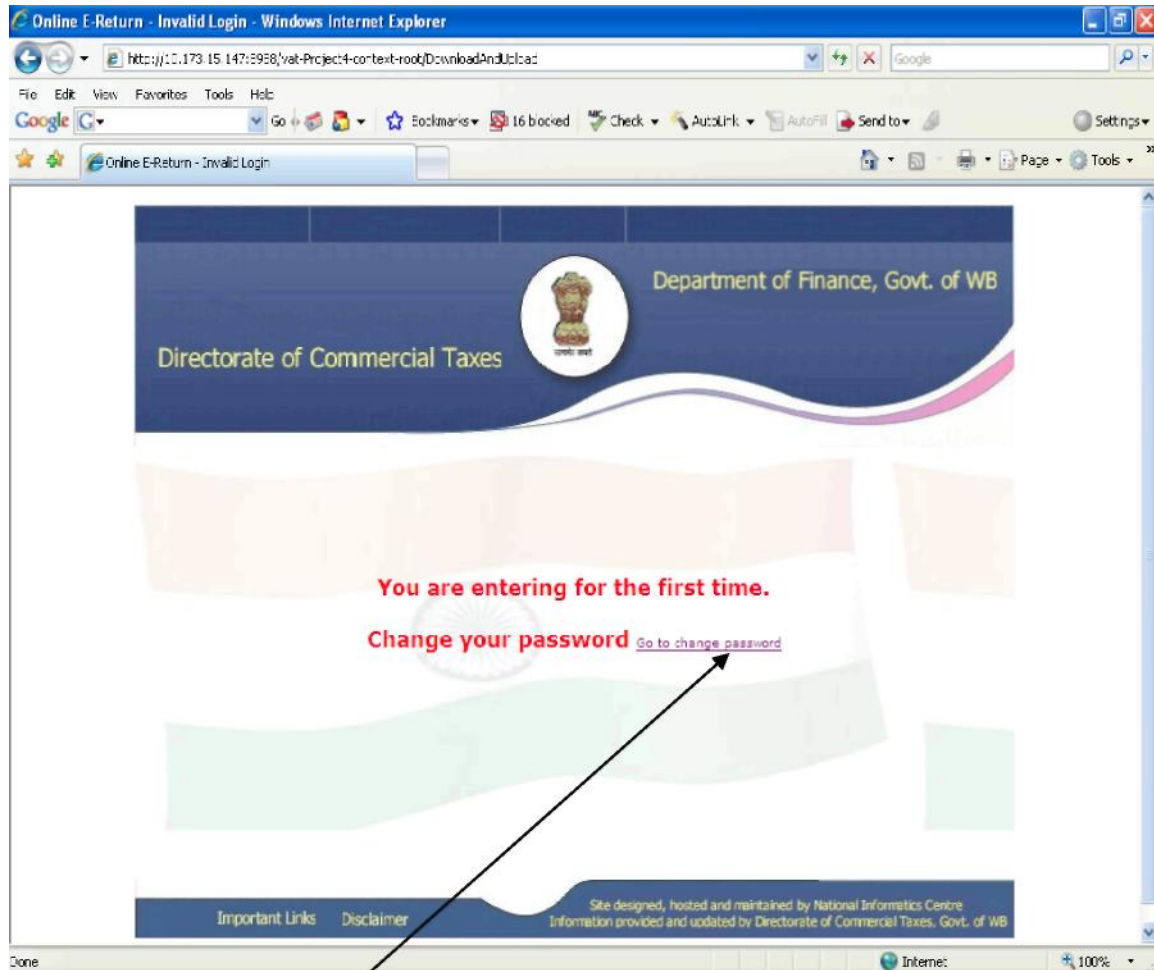
You have to enter the same User-id and Password which is being used for eFiling of VAT Return. If you commit any mistake in doing so, you may re-enter those on clicking the 'Cancel' button. You will have to click on the 'Submit' button for user authentication by the server.

If the User-id and Password are incorrect, then the following screen will be displayed.



At this stage, you will have to go to the earlier page on clicking the 'Go to Login Page' as displayed on the screen and try again with the user-id and password provided.

If you are entering for the first time, on successful authentication, you will be prompted to change the Password, as shown in the following screen. If you have already filed VAT Return you may ignore this and go to step-4.



Click on 'Go to change password'. The following screen will be displayed on doing so.

Step-3**Change Password**

Online E-return - Login - Windows Internet Explorer

http://10.173.15.147:9958/yat-Project4-context-root/changepass.js

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

Change Your Password

User ID *

Old Password *

New Password *

Re-enter Password *

Select a Hint Question *

Hint Answer *

E-mail id *

(* Mandatory Entry)

In the screen shown above, you will enter User-id and the Password given by the Directorate of Commercial Taxes for the first time. Next, new password, as per your choice, has to be entered the area provided. Password must be of 8 characters and a combination of alphabets, numbers and special characters. Special character is to selected from the list - "@", "!", "<", ">", "*", "\$", "+", "~" except at first and last position of .password.

Example of password/composition - ab1cT*x4

You will re-enter the new password and confirm the new password entered. You have to select a hint question and enter answer to that in the box provided. This hint answer has to be provided by you for authentication if you ever forget the Password. You will also have to enter an email id for further communication.

On 'Submit', the system displays the message after storing the new password. 'Cancel' button will reset all data entered. Henceforth you will have to access only with new password. You may change the Password at will at any periodic interval.

Forgetting Password

In case you forget the Password, you have to click on link '*Forgot Password*' in Login page and the screen shown below will appear. You will enter the answer to the hint question (question to authenticate user) selected at the time of '*Change Password*,' and click '*Submit*'. If answer to the hint question is correct, you will receive a Password from Directorate of Commercial Taxes in your email-id. You should again change Password after receiving the same.

Input Answer for to get change password - Windows Internet Explorer

http://10.153.32.166:3588/vak-Project4-context-root/finpbass

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

Input Answer of your hint question to get changed Password

User Id: JAIG5657

Hint Question: Day of Commencement of Business

Your Answer:

Submit

Important Links Disclaimer

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Information provided and updated by Directorate of Commercial Taxes, Govt. of WB

Note – 'Forgot Password' facility is provided to you if you have changed your Password after first entry as hint answer and email-id has been provided for sending the newly generated Password.

Step-4

If the User-id and Password is correct, then after successful authentication following screen will be displayed.

Change Password Logout

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

[Download PDF version of Form 1 to File CST Return](#) **IMPACT v2.2 NEW!**

[Download User Manual](#)

[Upload Your XML Files](#)

#Note: Please Upload The XML File Generated From The CST Return

User Requirements

1. Internet Explorer 6.0 or Later.
2. Acrobat Reader 8.1.
3. Download JRE

If You don't have Internet Explorer then click the following link to [Download Internet Explorer 6.0](#)

You don't have Acrobat Reader 8.1 then click the following link to [Download Acrobat Reader 8.1](#)

If You don't have JRE 1.6 or Later then click the following link to [Download JRE 1.6](#)

[Print Acknowledgement Slip](#)

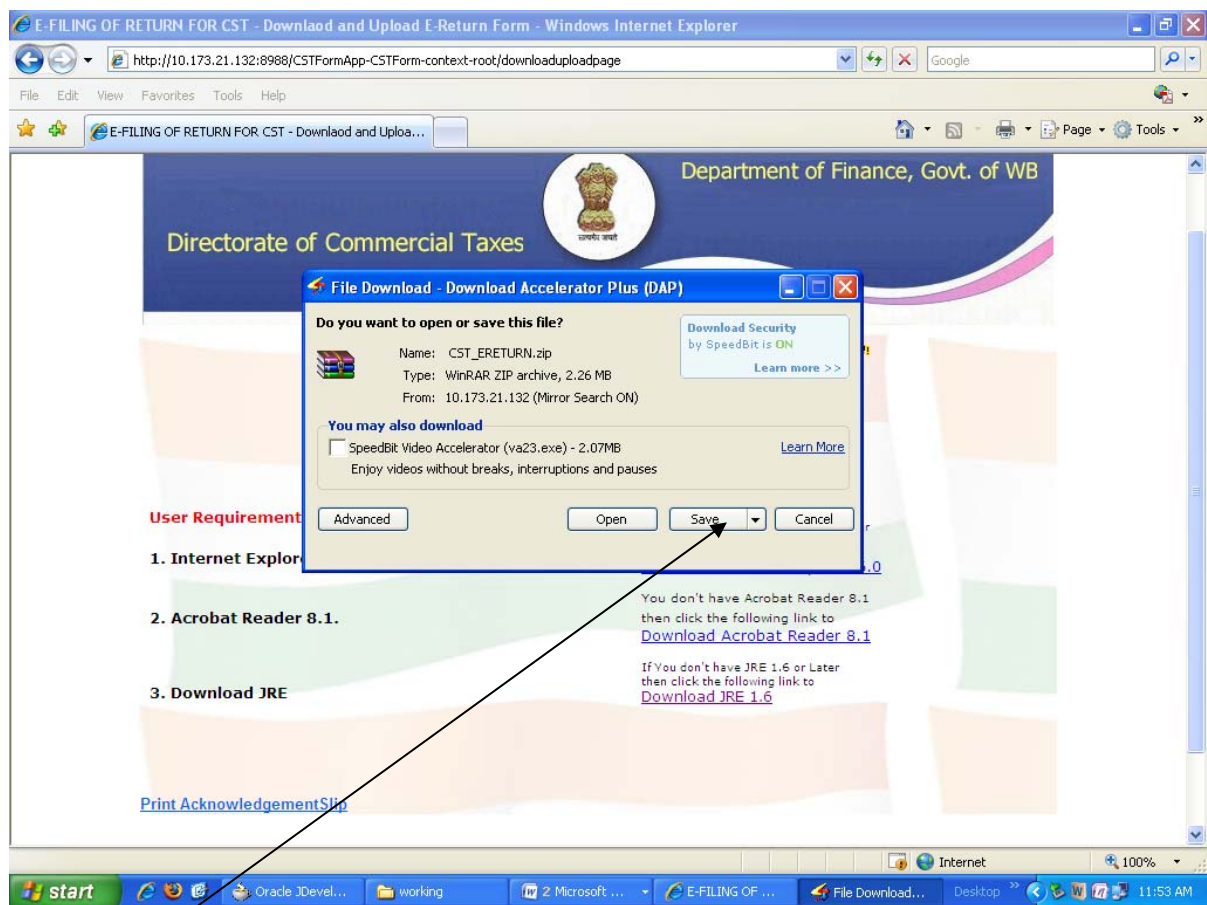
Important Links Disclaimer

Site designed, hosted and maintained by National Informatics Centre
Information provided and updated by Directorate of Commercial Taxes, Govt. of WB

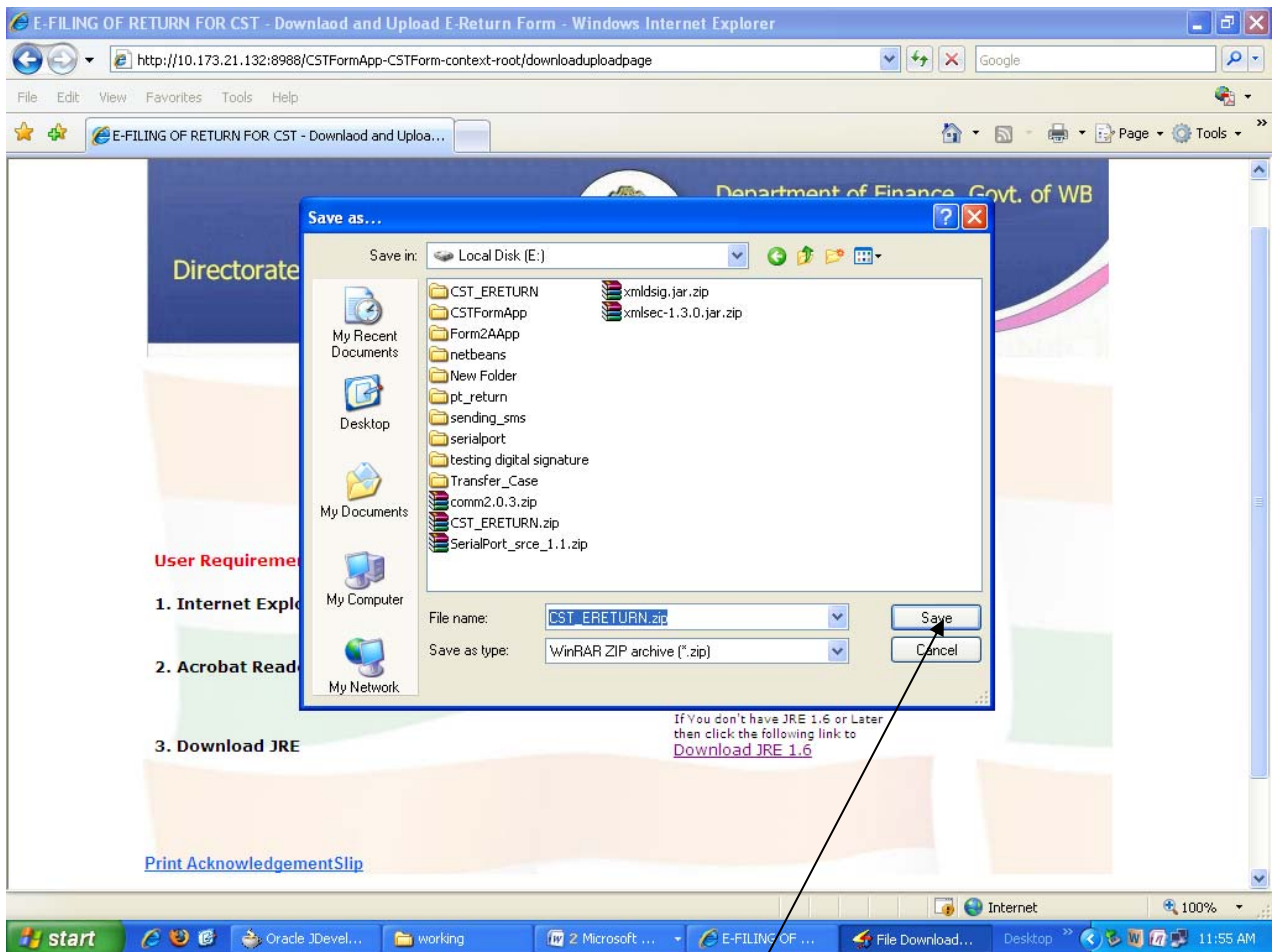
Step-5

Download PDF files

You have to click on '*Download PDF version of Form 1 to File CST Return*' link (as shown in the screen) to download the zip file viz. CST_ERETURN.zip. This zip file contains the blank PDF files of '*CST Form 1*' and '*CST Annexure*' to be filled up by you for the purpose of filing return electronically. Besides it contains '*User Manual for eFiling of CST Return*'. On clicking this link, the next screen will appear as:

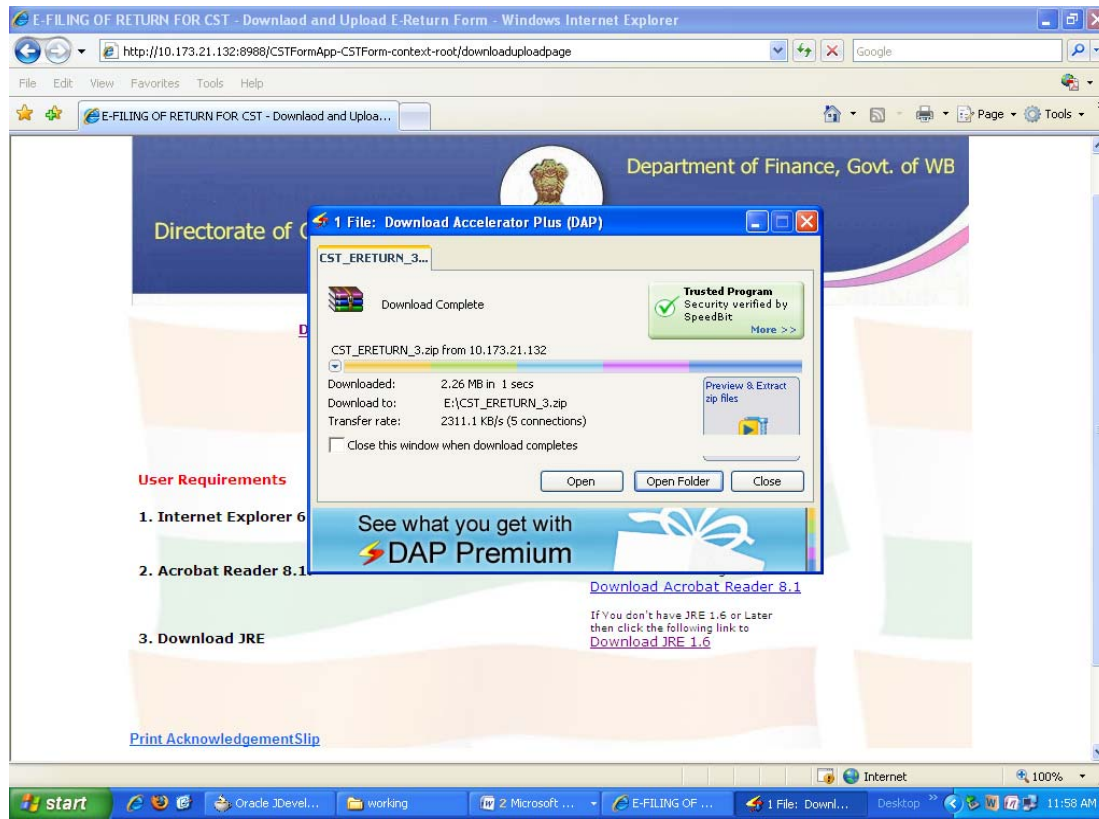


You are prompted to save the zip file. To do so, you will have to click on the 'Save' button on the dialogue box prompting the message. On clicking the 'Save' button, the next screen will appear as follows:



You will have to choose a directory where the zip file will be saved in your computer. To do so, you have to click on the 'Save' button. On clicking, the next screen will appear as:

y



Step-6

Enter Return Form data

After download is complete, you may disconnect internet and you have to unzip the downloaded zip file. You will get two pdf files after unzip.

These files are as follows:

1. CST_ERETURN_1.pdf file representing the blank 'CST Form 1'. The file has 5 pages. CSTAnnexure.jar file is the file for ANNEXURE which is inside the folder named 'Form1Annexure' along with 3 other folders named XML, icon, XLS Templates.
2. On double clicking the jar file Annexure A file will be opened. To get different Annexure use the radio button 'Select Annexure Type'.
3. To get extra rows use the button 'Add Row'. You can import data from excel using the 'Import From XLS' option in the file menu. These features are elaborated later.

First screen of 'CST Form 1' pdf file is shown below.

IMPACT v2.2	FORM 1	Page 1 of 5
[See Rule 8 of the Central Sales Tax (West Bengal) Rules, 1958 Return of sales Tax Payable under Central Sales Tax Act, 1956, for the period from		

DD/MM/YYYY
 From :

DD/MM/YYYY
 To :

Registration Certificate No.

Whether original or revised return? (Tick) ☒ ☐ original ☐ Revised		
If it is a revised return, fill up the following:-		
(i) For return other than e-return, enter the receipt No., if any, and the date of furnishing the original return	Receipt No.	DD/MM/YYYY
(ii) For e-return, enter the Acknowledgement NO. and Date in respect of the original return	Acknowledgement No.	DD/MM/YYYY

For further instructions refer to section 'Guidelines for filling of CST eReturn'

Note1 – Check the version of the CST Forms. It should be 'IMPACT v2.2'

Note2 - For navigation i.e. moving from one field to another, you should use the **Tab button only**.

Note3 - You have to enter data in all forms and annexures. If the annexure is not applicable, then you have to fill up Return period '*From Date*' and Registration Number and click on '*Check Form*' and then click on '*Export to xml*' button to generate .xml file.

Step-7

Check Form data

After entering data in all the fields in each of the pdf forms, you have to click on the '*Check Form*' button as shown in the figure to uncover any error still not tracked. If any error exists, then it will be displayed with appropriate message.

Step-8

Create xml data file

If there is no error, then '*Check Form*' will be disabled and '*Export to XML*' button and '*Edit*' button will be enabled. If you want to edit the data, Click on '*Edit*' button and modify the data or else click '*Export to XML*' button to generate the .xml file to be uploaded. You will be prompted to save it in your computer by giving filename of xml type in a directory of your choice. For each pdf, one xml file has to be saved for uploading. If there is no data corresponding to annexures, you have to generate xml file from corresponding pdf form after entering his RC No., and From Date of the Return Period.

Annexures

The four copies of Annexure files are shown where Annexure type is checked for A, B, C and D. Annexure –A, Annexure –B, Annexure –C and Annexure – D are shown in the following pages.

Download/ Upload Return Filing Method

ANNEXURE - A

Download/ Upload Return Filing Method

[illegible]

ANNEXURE - B

Download/ Upload Return Filing Method

[illegible]

ANNEXURE- C

Download/ Upload Return Filing Method

[illegible]

ANNEXURE - D

Download/ Upload Return Filing Method

Click '*File*' at left corner to get a drop down menu with the following items.

- To create a new file click on 'New'
- To open a saved XML file generated from this application click on 'Open'
- To save a new file click on 'Save' or 'Save As'
- To import an Excel sheet click on 'Import from XLS'
- To exit from this application click on 'Exit'

Above items are elaborated later.

[illegible]

Download/ Upload Return Filing Method

Fill up CST Annexure

[illegible]

Fill up details in this form as per required. If you want more rows then click on '**Add Row**' to add more rows. Against each click one row will be added.

After fill up the form click on '*Export To XML*' to generate the .xml file to be uploaded. You will be prompted to save it in your computer by giving filename of XML type in a directory of your choice. If you want to take printout of the filled form then you have to click '*Print page*' button. After clicking '*Export To XML*' the next screen will appear as:

User Manual for eFiling of CST Return (ver. 2.2)

Download/ Upload Return Filing Method

The screenshot shows the 'CST Return Annexure' application window. A 'Save' dialog box is open, allowing the user to save the return file. The 'Save In' location is 'My Documents'. The file name is 'ANNX_A' and the file type is 'XML File (*.xml)'. The background window displays a table with the following data:

Name of the State	Name of the branch or agent	Address	Registration Number	Transferable	Total amount of transfer in the period	Total number of de... in Form F received ... Central sales Tax (Registration and T... Rules. 1957
ANDRA PRADESH	TEST1	RAMARAO ROAD	12343212124	12	23454.00	3
DELHI	TEST2	RAOPATH	8765432198	32	334343.00	4
					Total	357797.00

The software is IMPACT v2.2, developed by NIC. The total amount of transfer in the period is 357797.00. The user has declared that the information given in this return is correct and complete.

Give a file name as you want. After clicking on 'Save' the next screen will appear as:

Note: Please select '*File type*' as '*. XML'.
Example: File name '**ANNX_A.xml**'

User Manual for eFiling of CST Return (ver. 2.2)

Download/ Upload Return Filing Method

This Application will show the path where XML file is stored in your computer.

The screenshot displays the 'CST Return Annexure' application window. The title bar reads 'CST Return Annexure'. The main header area includes 'ANNEXURE-A' and 'Details of the Branch Transfer or Consignment transfer (Statewise & Branchwise)'. Below this is the 'DIRECTORATE OF COMMERCIAL TAXES' logo. On the left, there are fields for 'Select Annexure Type' (radio buttons A, B, C, D), 'CST Registration Number' (12345678912), and 'From Date' (01-Apr-2009) and 'To Date' (30-Jun-2009). A 'Save' dialog box is open in the center, displaying the message: 'The file is Successfully Saved in C:\Documents and Settings\user\My Documents\ANNX_A.xml'. The background table has columns: 'Name of the State', 'Name of the branch', 'Address of', 'TIN No. of the', 'Total No. of', 'Total amount of transfer in the period', and 'Total number of de... in Form F received ...'. The table contains two rows: 'ANDRA PRADESH' with 'TEST1' and 'DELHI' with 'TEST2'. The 'Total' row shows '357797.00'. At the bottom, there is a 'Declaration' section with a checked box 'I declare that the information given in this return is correct and complete.' and buttons for 'Export To XML', 'Add Row', and 'Print Page'. The taskbar at the bottom shows the start button and several open applications including 'Oracle JDe...', '3 Window...', 'User Manu...', 'CST Return...', and 'Document1...'. The system clock shows '1:03 PM'.

Name of the State	Name of the branch	Address of	TIN No. of the	Total No. of	Total amount of transfer in the period	Total number of de... in Form F received ...
ANDRA PRADESH	TEST1				23454.00	3
DELHI	TEST2				334343.00	4
Total					357797.00	

After clicking 'Print page' the next screen will appear as:

Download/ Upload Return Filing Method

CST Return Annexure

File

IMPACT v2.2

ANNEXURE-A

Details of the branch Transfer or Consignment transfer

(Statewise & Branchwise)

Select Annexure Type

☒ A ☐ B ☐ C ☐ D

CST Registration Number

12345678912



From Date 01-Apr-2009

To Date 30-Jun-2009

Name of the State	Name of the branch or agent
ANDRA PRADESH	TEST1
DELHI	TEST2

Total amount of transfer in the period	Total number of de... in Form F received ... Central sales Tax (Registration and T... Rules. 1957
23454.00	3
334343.00	4

Declaration

☒ I declare that the information given in this return is correct and complete.

Total 357797.00

Export To XML **Add Row** **Print Page**

Developed by NIC

Give a file name as you want. After clicking on 'Save' and then 'ok' the next screen will appear as:

Note: Please select '*File type*' as '*. HTML'.

Example: File name 'ANNX_A.html'

Now you can now take the print out by clicking the 'Print' button.

Download/ Upload Return Filing Method

IMPAC1 v2.2

Print Date: 25-Jun-200

ANNEXURE-A

**Details of the branch Transfer or Consignment transfer
(Statewise & Branchwise)**

CST Registration No 12345678912

From Date 01-Apr-2009

To Date 30-Jun-2009

[illegible]

I Declare that the information given in this return is correct and complete.

Total: 357797.00

Open a XML Saved file

[illegible]

To open a saved XML file you have to select 'File' then click on 'Open' the next screen will appear as:

User Manual for eFiling of CST Return (ver. 2.2)

Download/ Upload Return Filing Method

The screenshot shows the 'CST Return Annexure' application window. The title bar reads 'CST Return Annexure'. The main window has a menu bar with 'File'. The title of the window is 'ANNEXURE-A Details of the branch Transfer or Consignment transfer (Statewise & Branchwise)'. The version is 'IMPACT v2.2'. On the left, there are fields for 'Select Annexure Type' (radio buttons A, B, C, D), 'CST Registration Number' (text box), 'Name of the State' (dropdown), and 'Name of the branch or agent' (text box). On the right, there are 'From Date' and 'To Date' fields. Below these are two columns: 'Total amount of transfer in the period' and 'Total number of de... in Form F received ... Central sales Tax (Registration and T... Rules. 1957'. At the bottom, there is a 'Declaration' section with a checkbox 'I declare that the information given in this return is correct and complete.' and buttons 'Export To XML', 'Add Row', 'Print Page', and 'Developed by NIC'. An 'Open' dialog box is open in the center, showing the 'Look In' field set to 'My Documents'. The file list includes 'My Completed Downloads', 'My eBooks', 'My Music', 'My Pictures', 'Updater5', 'ANNX_A.xml', and 'ANNX_PART_1.xml'. The 'File Name' field is empty, and the 'Files of Type' is set to 'XML File (*.xml)'. The 'Open' and 'Cancel' buttons are at the bottom of the dialog box.

Then select a XML file you have generated from this application. On selecting file click on 'Open'.

This screenshot is similar to the previous one, but the 'ANNX_A.xml' file is selected in the 'Open' dialog box. A red arrow points from the text 'Then select a XML file you have generated from this application.' to the selected file. A blue arrow points from the text 'On selecting file click on 'Open'.' to the 'Open' button in the dialog box. The 'CST Registration Number' field now contains the value '12345678912'. The 'From Date' is '01-Apr-2009' and the 'To Date' is '30-Jun-2009'. The 'Total' field at the bottom right shows '0.00'. The taskbar at the bottom shows the 'start' button and several open applications: 'Oracle JDe...', '3 Window...', 'User Manu...', 'User Manu...', 'CST Return...', 'Document1...', and 'Desktop'.

Download/ Upload Return Filing Method

The xml file will be then open.The open file will be shown as:

[illegible]

Saved the changed file in another location:

[illegible]

To save the data in another location you have to select 'file' , then click 'Save As' and then proceed like as save option.

Download/ Upload Return Filing Method

To Exit this application

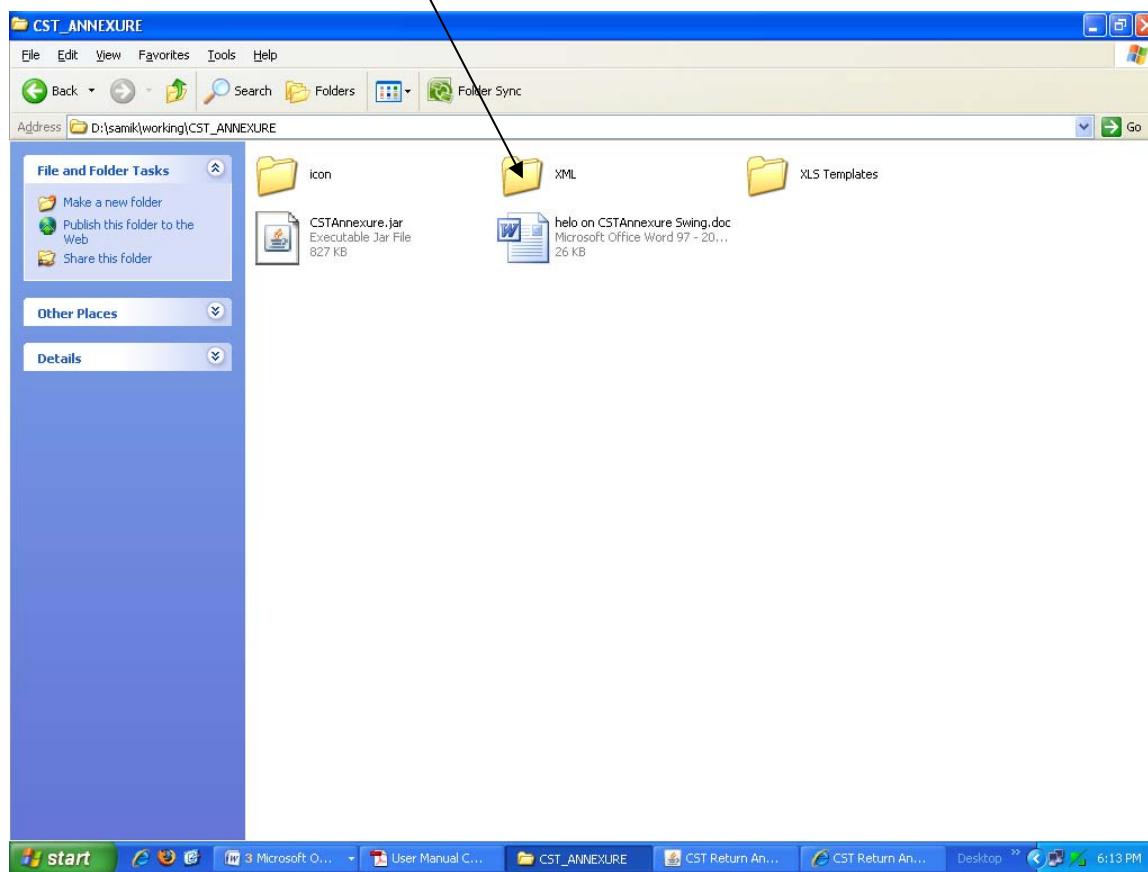
[illegible]

You can click on 'Exit' from 'File' menu or you click on close button of this window.

[Import data from Microsoft Excel in this Application](#)

You can import data from Microsoft Excel file provided you have to use XLS Templates.

[For your convenience Excel template is provided in the XLS template folder.](#)



User Manual for eFiling of CST Return (ver. 2.2)

Download/ Upload Return Filing Method

File

ANNEXURE-A
Details of the branch Transfer or Consignment transfer
(Statewise & Branchwise)

IMPACT v2.2

From Date -- To Date --

NAME OF THE STATE

NAME OF THE BRANCH OR AGENT

ADDRESS OF BRANCH OR AGENT

TIN NO. OF THE BRANCH OR AGENT

TOTAL NO. OF TRANSFER ADVICES IS...
IN THE PERIOD

TOTAL AMOUNT OF TRANSFER IN THE PERIOD

TOTAL NUMBER OF DE...
IN FORM F RECEIVED...
CENTRAL SALES TAX
(REGISTRATION AND T...
RULES, 1957)

Declaration
☐ I declare that the information given in this return is correct and complete.

Export To XML Add Row Print Page

Developed by NIC

First you have to select 'Type of Form' then click on 'File', then click on 'Import from XLS' then select the Microsoft Excel file, where data have been saved. On clicking, the next screen will appear as:

File

ANNEXURE-A
Details of the branch Transfer or Consignment transfer
(Statewise & Branchwise)

IMPACT v2.2

Select Annexure Type
☒ A ☐ B ☐ C ☐ D

CST Registration Number

NAME OF THE STATE

NAME OF THE BRANCH OR AGENT

ADDRESS OF BRANCH OR AGENT

TIN NO. OF THE BRANCH OR AGENT

TOTAL NO. OF TRANSFER ADVICES IS...
IN THE PERIOD

TOTAL AMOUNT OF TRANSFER IN THE PERIOD

TOTAL NUMBER OF DE...
IN FORM F RECEIVED...
CENTRAL SALES TAX
(REGISTRATION AND T...
RULES, 1957)

Declaration
☒ I declare that the information given in this return is correct and complete.

Export To XML Add Row Print Page

Developed by NIC

Select the Excel file, and then click on 'Open'.
Data will be populated in the form.

Download/ Upload Return Filing Method

CST Return Annexure (C:\Documents and Settings\user\My Documents\ANNX_A.xml)

File

IMPACT v2.2

ANNEXURE-A
Details of the branch Transfer or Consignment transfer
(Statewise & Branchwise)

Select Annexure Type
☒ A ☐ B ☐ C ☐ D

CST Registration Number


DIRECTORATE OF COMMERCIAL TAXES

From Date --

To Date --

Name of the State	Name of the branch or agent	Address of branch or agent	TIN No. of the branch or agent	Total No.of transfer advices iss... in the period	Total amount of transfer in the period	Total number of de... in Form F received ... Central sales Tax (Registration and T... Rules. 1957
West Bengal	samik	kolkata	23232121212	2131	121.00	1212
bihar	amadesh	bangalore	34232121212	1231	1212.00	1211
assam	mrimoy	chennai	34212121212	123	121.00	65655
manipur	karnta	damdarn	12343rft1212	322	1212.00	1211
diu	bishakhapattan	gaya	121fgrt1212	33	121.00	1212
daman	bhupal saha	raniGUNj	1vgfv121212	23	1212.00	1211
bihar	ram	birati	vfrt121212	2	121.00	1212
delhi	shyam	habra	1212e34312	21231	1212.00	1211
rajasthan	anu	asokenagar	121343212	22322	121.00	1212
sikkim	tanu	bandel	123431212	232323	1212.00	1211

Total 6665.00

Declaration
☒ I declare that the information given in this return is correct and complete.

Export To XML
Add Row
Print Page

Developed by NIC

If you select any invalid excel file then you will get this message.

The screenshot shows the "CST Return Annexure" application window. At the top, it says "ANNEXURE-A Details of the branch Transfer or Consignment transfer (Statewise & Branchwise)". There's a logo of India in the center and "DIRECTORATE OF COMMERCIAL TAXES" below it. On the left, there are fields for "Select Annexure Type" (radio buttons A, B, C, D) and "CST Registration Number". On the right, there are date pickers for "From Date" and "To Date". The main area contains a table with columns: Name of the State, Name of the branch, Address of the branch, TIN No. of the branch, Total No. of transfers, Total amount of transfers in the period, and Total number of documents received in Form F received... Central sales Tax (Registration and T... Rules, 1957). An error dialog box titled "Invalid File" is open over the table, stating: "Import was not successful. You may have selected a wrong file to import. Please be sure that the annexure type selected and annexure type importing are the same. Please do not change the format of the Template". It has an "OK" button. Below the table, there's a "Declaration" section with a checked checkbox saying "I declare that the information given in this return is correct and complete.". To the right of the declaration is a "Total" field showing "0.00". At the bottom right, there are three buttons: "Export To XML", "Add Row", and "Print Page". In the very bottom right corner, it says "Developed by NIC". The Windows taskbar at the top shows several icons, including Internet Explorer, Word, and others.

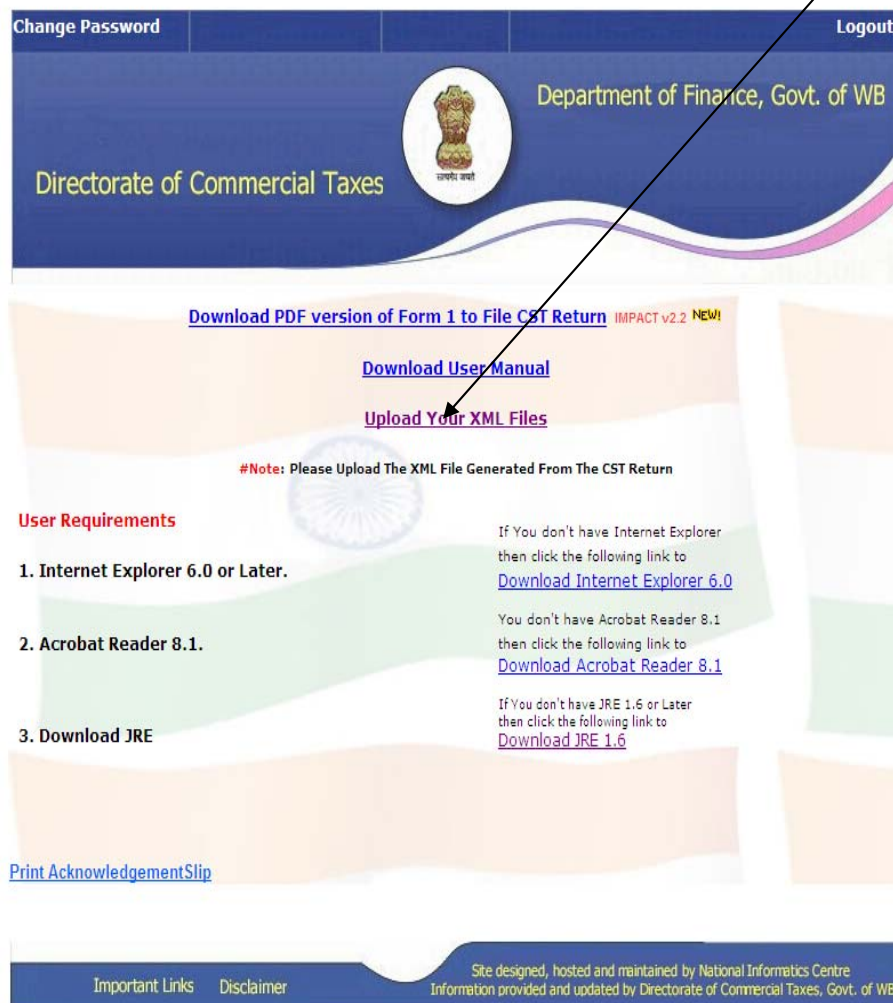
Step-8**Create xml annexure data file**

After filling the Annexure form you have to click the 'Export to XML' button. It will check the form if any error exist. If there exist any error then it will show the error field. If there is no error then it opens the dialog box to save the .xml file. Then give a file name in the empty space and then click 'Save' button. File will be saved on that location. You can also change the location for storing the file.

The screenshot shows the 'CST Return Annexure' application window. The title bar indicates the file path: C:\Documents and Settings\user\My Documents\ANNX_A.xml. The main window is titled 'ANNEXURE-B Details of Last Sale Preceding the sale Occasioning Export (Statewise & Branchwise)'. It features a 'Select Annexure Type' section with radio buttons A, B, C, and D. Below this is the 'CST Registration Number' field containing '12345678912'. A table lists states and branches: ANDRA PRADESH (TEST1) and DELHI (TEST2). To the right, there are date pickers for 'From Date' (01-Apr-2009) and 'To Date' (30-Jun-2009). A table shows 'Total amount of transfer in the period' and 'Total number of de... in Form F received... Central sales Tax (Registration and T... Rules. 1957)'. The total amount is 357797.00. At the bottom, there is a 'Declaration' section with a checked box 'I declare that the information given in this return is correct and complete.' and buttons for 'Export To XML', 'Add Row', and 'Print Page'. A 'Save' dialog box is open in the center, showing the 'My Documents' folder. It lists files: ANNX_A_files, My Completed Downloads, My eBooks, My Music, My Pictures, TEST_CST, and Updater5. The 'File Name' field is empty, and the 'Files of Type' is set to 'XML File (*.xml)'. The 'Save' button in the dialog is highlighted with a yellow arrow. A red arrow points from the 'Export To XML' button in the main window to the 'Save' dialog, and another red arrow points from the 'Save' button in the dialog back to the 'Export To XML' button.

Step-9**Upload xml data file**

To Upload xml files, you have to connect to the portal and enter your User-id and Password. After successful authentication, next screen as shown in the figure will appear. You have to click on the link showing '*Upload Your XML Files*'



Next screen as show in figure below will appear. You have to input the total number of files to be uploaded in figure as shown in the screen below. On clicking '*Submit*' button, you will get as many spaces to upload the files as declared. You can click '*Modify*' button to change the declared number of files.

The screenshot displays the eFiling interface for the Directorate of Commercial Taxes, Government of West Bengal. The header bar includes links for 'Change Password' and 'Logout', and identifies the 'Department of Finance, Govt. of WB'. The main heading is 'Directorate of Commercial Taxes'. The central form prompts the user to 'Please Enter No. of XML files you want to upload:', with a text input field containing the number '5'. To the right of the input field are two buttons: 'Submit' and 'Modify'. The background features a large, stylized image of the Indian national flag. The footer contains links for 'Important Links' and 'Disclaimer', and a note stating the site is designed, hosted, and maintained by the National Informatics Centre, with information provided and updated by the Directorate of Commercial Taxes, Govt. of WB.

You have to click on '*Browse*' button to select the xml files, stored in your PC, to be uploaded.

Change Password Logout

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

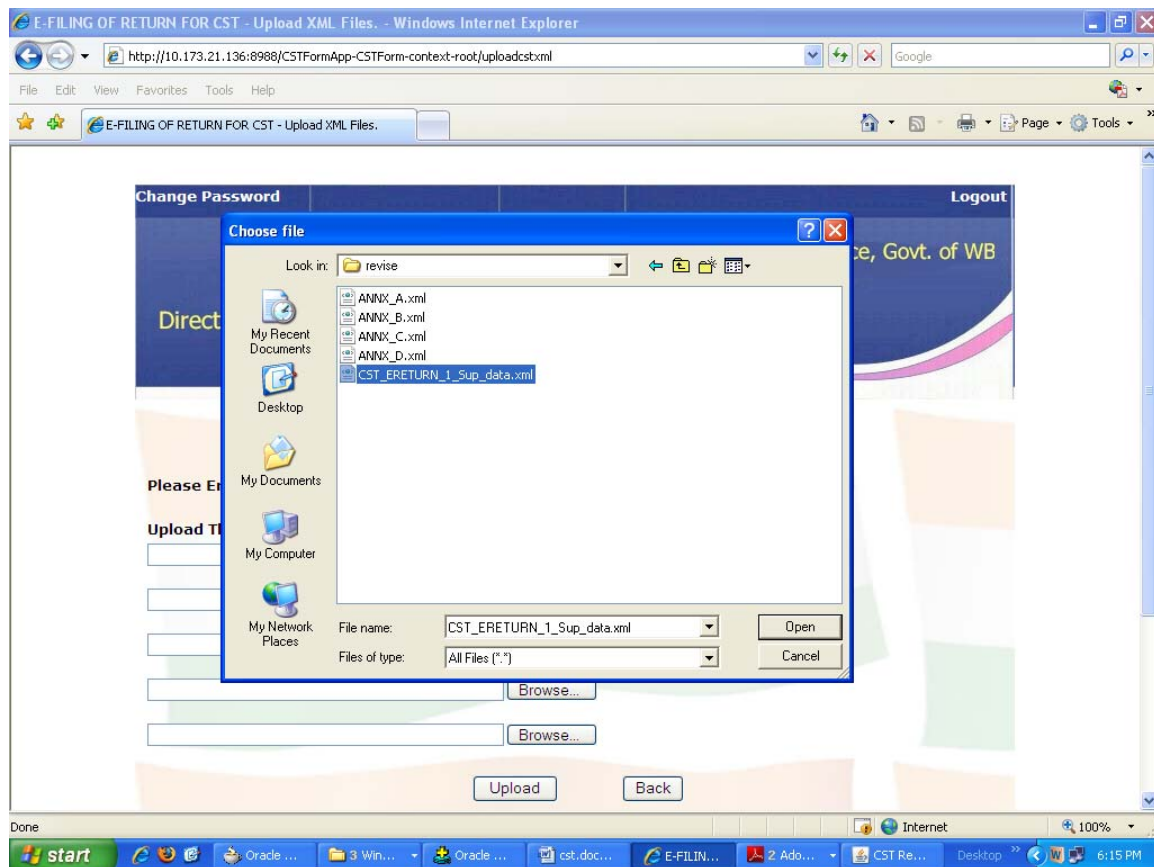
Please Enter No. of XML files you want to upload:

Upload The XML File Generated From The Return Form:

User Manual for eFiling of CST Return (ver. 2.2)

Download/ Upload Return Filing Method

You will select the file to be uploaded by moving to the folder where you have stored the file in your own PC.



Similarly, three annexure files may be uploaded.

If you use the same name for two files, then while uploading, a message will appear as shown in figure below.



The screenshot shows a web browser window titled "E-FILING OF RETURN FOR CST - Upload XML Files. - Windows Internet Explorer". The address bar shows the URL "http://10.173.21.136:8988/CSTFormApp-CSTForm-context-root/uploadcstxml". The page header includes the Department of Finance, Govt. of WB logo and the Directorate of Commercial Taxes. The main content area has a form for uploading XML files. It includes a text input field for the number of files (set to 5), "Submit" and "Modify" buttons, and a section titled "Upload The XML File Generated From The Return Form:" with five "Browse..." buttons. At the bottom of the form are "Upload" and "Back" buttons. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 6:17 PM.

E-FILING OF RETURN FOR CST - Upload XML Files. - Windows Internet Explorer

http://10.173.21.136:8988/CSTFormApp-CSTForm-context-root/uploadcstxml

File Edit View Favorites Tools Help

E-FILING OF RETURN FOR CST - Upload XML Files.

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

Please Enter No. of XML files you want to upload:

Upload The XML File Generated From The Return Form:

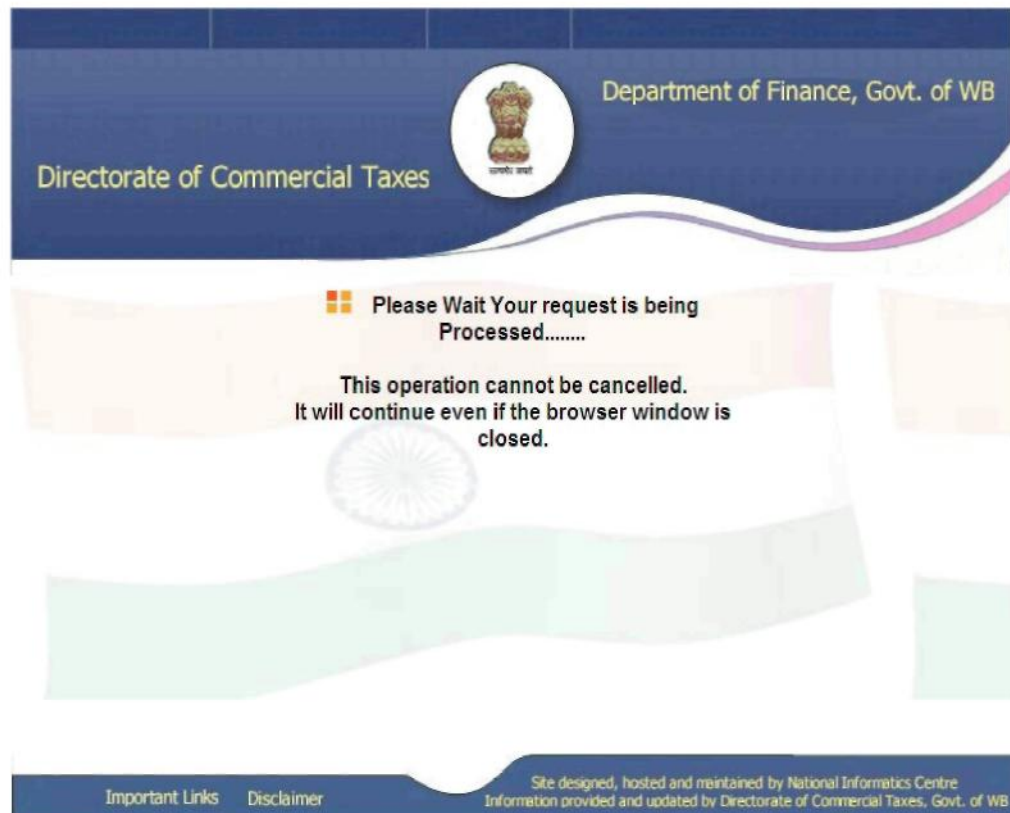
Done

start Oracle ... Win... Oracle ... cst.doc... E-FILIN... 2 Ado... CST Re... Desktop 6:17 PM

Step -10

Check for errors and print acknowledgement

At this time, server side error checking will be performed as shown in the figure below.



If any error is found, then that will be displayed accordingly as shown in the figure below.



Errors are self explanatory. If the error is due to duplicate uploading, you will have to upload the files correctly.

If the errors are found in the data entered in the pdf files, such errors have to be rectified and xml files will have to be created and uploaded again.

On successful uploading of files, you will be informed with an acknowledgement slip as shown in the figure. You should take a print (by clicking on '*Print*' button) of it for future reference before '*Logout*' (exit).

E-FILING OF RETURN FOR CST- Acknowledgement Slip
Electronic Filing of CST Return

Acknowledgement No: 2009032XXXXXX

Trade Name : XXX INDIA LIMITED

VAT RC No : 19200XXXXXX

CST RC No : 19200XXXXXX

Return Period : 200903

Date of Submission : 20/06/2009

Return Submitted with:

Tax Paid In Short	Interest Paid In Short
1st Month :	1st Month :
2nd Month :	2nd Month :
3rd Month :	3rd Month :

<u>Files Uploaded</u>	<u>No of Records</u>	<u>Total Amount</u>
Form 1 :	1	
Annexure A :	2	109750.0
Annexure B :	1	12125.0
Annexure C :	1	12000.0
Annexure D :	1	1200058.0

GUIDELINES FOR FILLING UP CST eReturn

Enter data in CST eReturn 1 Form

- > You are to start entering data from the '*From Date*' field. Enter quarter starting date in '*dd/mm/yyyy*' and *To Date*' will be shown the quarter ending date. If no '*To Date*' is shown after entering '*From Date*' then check the Acrobat Reader version. It should be 8.1 or above.
- > Next enter 11 digits CST Registration Number.
- > In the first page there are two check box: '*Original Return*' and '*Revised Return*' to represent if the current return file is original or revised return. Only one of these two options can be ticked at a time. By default the Original Return button is selected. If Revised Return check box is ticked, Acknowledgement No. and date of original return has to be entered in the box.
- > Enter data from page 2 in the column provided. In columns, all figures will be rounded to nearest 2 digits decimal. All calculated figures will be rounded to nearest rupee.

Page 3 Serial 8

Select rate of tax from the list of values. One rate of tax should be there for each row. Column 4 is automatically calculated by multiplying Column 3 with rate of tax but it can be edited by the user.

Payment Details

Payment details should match with tax paid for the period into government treasury with respect to tax and interest.

Late Fee

Late fee will be automatically calculated by the system.

Tick the Declaration by clicking at the checkbox.

Date of Filing of Return and Status (Proprietor / Partner etc.) should be entered in the column provided.

Signature field is provided for signing the printed document after taking the print out.

Enter data in CST eReturn 1 Annexure Form

Open the file named CSTAnnexure.jar by double clicking

Select Annexure type by selecting the radio button named 'Select Annexure type'.

Enter 11 digit CST Registration Number.

Enter '*From Date*' of Return period by clicking the box right side of the field 'From Date'. To Date field will automatically be generated for that Return period.

If you need extra rows then use the button 'Add Row'. It will generate extra row. Fill the Annexure field. Then use 'Export to XML' button to generate xml file. Save the xml file in your PC with a file name e.g. 'cst_ereturn_annx_a.xml'

The 'Total' field will show the cumulative total of Amount.

Similarly for Annexure B click 'B' check box. All headings will change according to Annexure-B.

Repeat the same procedure for all the Annexures viz. Annexure B, C and D. The names of the generated xml files will be cst_ereturn_annx_b.xml, cst_ereturn_annx_c.xml, cst_ereturn_annx_d.xml respectively.