

USER MANUAL FOR ON-LINE FILING OF ANNEXURE - 2A & 2B through Offline Block

Note: Please write all columns code in capital letters (like GD, WC, CG, PPD, PUR, PTF, PCD, PCG, PRI etc)

Steps for Installing Offline Block

- ❖ Log on to the website of the Department of Trade & Taxes- "www.dvat.gov.in"
- ❖ Click on the link titled "[e-Services](#)"
- ❖ Go to the link titled "[Offline Block for Annexure 2A , 2B](#)"
- ❖ Click on this link to download the software application in a Zip folder
- ❖ After the download is complete, unzip the folder.
- ❖ Click on "Setup".
- ❖ The software application will automatically install itself on the client's computer.
- ❖ Register the TIN on click of "New Registration".

Form DVAT16 ANNEXURE 2A & 2B

IMPORTING DATA OF ANNEXURE 2A & 2B (Notified) IN SOFTWARE APPLICATION

- ❖ Download the formats of Excel Sheet for Annexure 2A & 2B from the website of the Department.
- ❖ Create separate excel sheets for Annexure 2A and 2B in the downloaded format.
- ❖ Click on "[Import Form DVAT16 2A](#)" option in the downloaded Software application.
- ❖ Click on the "[Browse](#)" button and select the file to be imported.
- ❖ For Preview of imported file, click on "[Preview](#)".
- ❖ If the file is not in the specified format, its contents will not become visible. A message will show.
- ❖ If the file is in the specified format but the contents of the file are not as per specified validations, its contents will become visible and altered parts will be highlighted in Red/Yellow color.
- ❖ In both the above cases, check the file to be imported and modify it to specified format.
- ❖ If the chosen report file is in the specified format and the contents of the file are as per specified validations, its contents will become visible and "Save" button will be activated.
- ❖ Click on the "[Save](#)" button.
- ❖ Click on the "[Import Form DVAT16 2B](#)" option in the downloaded Software application.
- ❖ Repeat the process given for Annexure 2A above for importing Annexure 2B also.
- ❖ Click on "[Form DVAT16 2A and 2B](#)" under "File" Menu.
- ❖ Select month/quarter and year for which data has been imported.
- ❖ The data entered will be visible in a table at the bottom of the page.
- ❖ If an error occurs in any of the data entered, delete the appropriate row by using the "[Delete](#)" button at the beginning of each row.
- ❖ After completing all entries for the Tax period, close the "Form DVAT16 2A and 2B" page.
- ❖ Go to the link titled "[Export Form DVAT16 2A and 2B](#)" under "Export" Menu.
- ❖ Select the Tax period, generate the notepad file and save it on the computer. Do not change the File Name & its content.
- ❖ Log on to the website of the Department of Trade & Taxes- "<http://www.dvat.gov.in>"

- ❖ Go to the link titled "[e-Services](#)"
- ❖ Log-in using your existing TIN and password.
- ❖ Go to link "[Upload Annexure Soft Copy](#)" under menu "Annexure"
- ❖ Click on the "[Browse](#)" button and select the notepad file.
- ❖ For preview, click on "[Preview](#)".
- ❖ If the chosen report file is not generated through the downloaded Software Application or not altered, its contents will not become visible and "[Save](#)" button be disabled.
- ❖ If 2A and 2B is already file for the financial year, then go for Revise 2A & 2B.
- ❖ If the chosen report file is correct and generated through the downloaded Software Application, its contents will become visible and "[Save](#)" button will be activated
- ❖ Click on the "[Save](#)" button.
- ❖ Print the receipt generated on submission of Annexure-2A and 2B through the link "[Approval Forms](#)".
- ❖ Go back to the home page of the website of the Department of Trade & Taxes-www.dvat.gov.in
- ❖ Click on the link titled "[Online Return Filing](#)" and Proceed with the e-filing of DVAT/CST return.

CONDITIONS REGARDING MANDATORY (*) FURNISHING OF TIN AND DEALER NAME

Transaction Type	TIN	NAME
Import from Outside India	Seller TIN	*Seller Name
High Seas Purchase	Seller TIN	*Seller Name
Own Goods Received Back after job work against F-Form	*Seller TIN	*Seller Name
Purchase of labour & Services related to work contract	Seller TIN	*Seller Name
Purchase against tax invoices not eligible for ITC	*Seller TIN	*Seller Name
Purchase from Delhi dealers against Form-H	*Seller TIN	*Seller Name
Purchase of Capital Goods(Used for manufacturing of non-creditable goods)	*Seller TIN	*Seller Name
Other Dealer Received for job work against F-form	*Seller TIN	*Seller Name
Capital Goods(Purchase eligible/not eligible)	*Seller TIN	*Seller Name
Interstate purchase against C/H forms	*Seller TIN	*Seller Name
Inter State Purchase without involvement of forms(None)	Seller TIN	Seller Name
Inter State Branch/Consignment Transfer	*Seller TIN	*Seller Name
Purchase from local registered dealers	*Seller TIN	*Seller Name
Inter State Stock Transfer Outward	*Buyer TIN	*Buyer Name
Export Outside India	Buyer TIN	*Buyer Name
High Seas Sale	Buyer TIN	*Buyer Name
Interstate sale against C/H/I/E1/E2 forms	*Buyer TIN	*Buyer Name
Inter State Sale without involvement of forms	Buyer TIN	Buyer Name
Interstate sale against J form	Buyer TIN	*Buyer Name
Local sales to Registered Dealers	*Buyer TIN	*Buyer Name
Local sales to Unregistered Dealers	Buyer TIN	Buyer Name
Sale of Diesel & Petrol as have suffered tax in hands of various Oil Marketing Companies in Delhi	Buyer TIN	Buyer Name
Purchase of Diesel & Petrol from Oil Marketing Comp. in Delhi	Seller TIN	Seller Name
Purchase from Unregistered Dealer	Seller TIN	Seller Name
Purchase against Tax free Good(Local)	Seller TIN	Seller Name
Purchase from Composition Dealer	Seller TIN	Seller Name
Purchase Against Non Creditable Good	Seller TIN	Seller Name
Purchase Against Retail Invoice	Seller TIN	Seller Name

Other (Goods Taxable At/Work contract at)	*Buyer TIN	*Buyer Name
Own Goods transferred for job work against F-Form	*Buyer TIN	*Buyer Name
Other dealer's goods returned after job work against F-Form	*Buyer TIN	*Buyer Name
Sales covered under provision to [Sec. 9(1)]Read with Sec. 8(4)	*Buyer TIN	*Buyer Name
Sales of Goods outside Delhi(Sec. 4)	Buyer TIN	*Buyer Name
Charges towards labour, services and other like charges in Works contracts	*Buyer TIN	*Buyer Name
Charges towards cost of land, if any, in services works Contracts	Buyer TIN	*Buyer Name
Sales Against H-form to Delhi dealer	*Buyer TIN	*Buyer Name
Charges towards cost of land, if any, other than services works Contracts	Buyer TIN	*Buyer Name

CONDITIONS REGARDING VALID RATES

Purchase (Capital Goods)	GD	0, 1, 4, 5, 12.5, 20
Purchase (Others)	GD	1, 4, 5, 12.5, 20
Purchase (Others)	WC	0, 4, 5, 12.5
Inter State Sales (Capital Goods)		1, 2, 4, 5, 12.5, 20
Inter State Sales (Others)	None	1, 4, 5, 12.5, 20
Inter State Sales (Others)	Exempted / H / I / J	0
Inter State Sales (Others)	E1E2	0, 2
Inter State Sales (Others)	C	1, 2
Local Sales (Others)	GD	0, 1, 4, 5, 12.5, 20
Local Sales (Others)	WC	0, 4, 5, 12.5

Condition Regarding Mandatory Rate (Rate of Tax on the item under Delhi Value Added Tax Act, 2004)

Rate: 0, 1,5,12.5,20

- 1) Rate will be mandatory from 3rd Quarter 2013 and onward.
- 2) Both Rates will be same in Case of Local Sales (LS) . This condition is not applied in case of SDPM (Sale of Diesel & Petrol as have suffered tax in hands of various Oil Marketing Companies in Delhi)

Form DVAT17 ANNEXURE 2A & 2B

IMPORTING DATA OF ANNEXURE 2A & 2B (Notified) IN SOFTWARE APPLICATION

- ❖ Download the formats of Excel Sheet for Annexure 2A & 2B from the website of the Department
- ❖ Create separate excel sheets for Annexure 2A and 2B in the downloaded format.
- ❖ Click on "[Import Form DVAT17 2A](#)" in the downloaded Software application.
- ❖ Click on the "[Browse](#)" and select the file to be imported.
- ❖ For preview, click on "[Preview](#)".
- ❖ If the file is not in the specified format, its contents will not become visible.
- ❖ If the file is in the specified format but the contents of the file are not as per specified validations, its contents will become visible and altered parts will be highlighted in Red / Yellow color.
- ❖ In both the above cases, check the file to be imported and modify it to specified format.
- ❖ If the chosen report file is in the specified format and the contents of the file are as per specified validations, its contents will become visible and "Save" button will be activated.
- ❖ Click on the "[Save](#)" button.

- ❖ Click on "[Import Form DVAT17 2B](#)" in the downloaded Software application.
- ❖ Repeat the process of Annexure 2A given above for importing Annexure 2B also.
- ❖ Click on "[Form DVAT17 2A and 2B](#)" under "File" Menu.
- ❖ Choose month/quarter and year for which data has been imported.
- ❖ The data entered will be visible in a table at the bottom of the page.
- ❖ If an error occurs in any of the data entered, delete the appropriate row by using the "[Delete](#)" button at the beginning of each row.
- ❖ After completing all entries for the Tax period, close the "[Form DVAT17 2A and 2B](#)" page.
- ❖ Go to the link titled "[Export Form DVAT17 2A and 2B](#)" under "Export" Menu.
- ❖ Select the Tax period, generate the notepad file and save it on the computer. **Do not change the File Name & its content.**
- ❖ A report in Notepad format will be generated by the software application.
- ❖ Save this report on the desktop.
- ❖ Log on to the website of the Department of Trade & Taxes-<http://www.dvat.gov.in>
- ❖ Go to the link titled "[e-Services](#)"
- ❖ Log-in using your existing TIN and Password.
- ❖ Go to the link "[Upload Annexure Soft Copy](#)" under menu "Annexure"
- ❖ Click on the "[Browse](#)" button and choose the report file on desktop
- ❖ Click on the "[Preview](#)" button
- ❖ If the chosen report file is not generated through the downloaded Software Application or not altered, its contents will not become visible and "[Save](#)" button will not be activated.
- ❖ If 2A and 2B is already file for the financial year, then go for Revise 2A & 2B.
- ❖ If the chosen report file is correct and generated through the downloaded Software Application, its contents will become visible and "[Save](#)" button will be activated
- ❖ Click on the "[Save](#)" button.
- ❖ Print the receipt generated on submission of Annexure-2A and 2B through the link "[Approval Forms](#)".

CONDITIONS REGARDING MANDATORY (*) FURNISHING OF TIN AND DEALER NAME

Transaction Type	TIN	NAME
Purchase Against Tax Invoice/Retail Invoice	*Seller TIN	*Seller Name
Exempted Goods	*Seller TIN	*Seller Name
Purchase from Unregistered Dealer	Seller TIN	Seller Name
Sub-Contractors Under Composition Scheme	*Seller TIN	*Seller Name
Sub-Contractors Paying Tax as per section 3 of the Act	*Seller TIN	*Seller Name
Purchases Against (C-Form)	*Seller TIN	*Seller Name
Inward Stock Transfer Against(F-Form)	*Seller TIN	*Seller Name
Import from Outside India	Seller TIN	*Seller Name
Others(Not Supported by Form)	Seller TIN	Seller Name

CONDITIONS REGARDING VALID RATES

Purchase Against Tax Invoice/Retail Invoice	PAT	0, 0.1C, 1, 1C, 5, 5WC, 12.5, 12.5WC, 20
Exempted Goods	EXG	0, 1, 5, 12.5, 20

Purchase from Unregistered Dealer	PUC	0,1,5,12.5,20
Sub-Contractors Under Composition Scheme	SCUC	0,5,12.5
Sub-Contractors Paying Tax as per section 3 of the Act	SCPT	0,5,12.5
Purchases Against (C-Form)	PAC	0,1,5,12.5,20
Inward Stock Transfer Against(F-Form)	ISTF	0,1,5,12.5,20
Import from Outside India	IOI	0,1,5,12.5,20
Others(Not Supported by Form)	OT	0,1,5,12.5,20

Note:

1) In case of purchases from composition dealers, put rate (either 0.1C or 1C) in column.

2) For work contract taxable, put rate (either 5WC or 12.5WC) in column.

Form DVAT16 ANNEXURE 2C & 2D

IMPORTING DATA OF ANNEXURE 2C & 2D (Notified) IN SOFTWARE APPLICATION

- ❖ Download the formats of Excel Sheet for Annexure 2C & 2D from the website of the Department
- ❖ Create combined excel sheets for Annexure 2C and 2D in the downloaded format.
- ❖ Click on "[Import Form DVAT16 2C and 2D](#)" in the downloaded Software application.
- ❖ Click on the "[Browse](#)" and select the file to be imported.
- ❖ For preview, click on "[Preview/Advance Import](#)".
- ❖ If the file is not in the specified format, its contents will not become visible.
- ❖ If the file is in the specified format but the contents of the file are not as per specified validations, its contents will become visible and altered parts will be highlighted in Red /Yellow color.
- ❖ In both the above cases, check the file to be imported and modify it to specified format.
- ❖ If the chosen report file is in the specified format and the contents of the file are as per specified validations, its contents will become visible and "Save" button will be activated.
- ❖ Click on the "[Save](#)" button.
- ❖ Click on "[Form DVAT16 2C and 2D](#)" under "File" Menu.
- ❖ Choose quarter and year for which data has been imported.
- ❖ The data entered will be visible in a table at the bottom of the page.
- ❖ If an error occurs in any of the data entered, delete the appropriate row by using the "[Delete](#)" button at the beginning of each row.
- ❖ After completing all entries for the Tax period, close the "[Form DVAT16 2C and 2D](#)" page.
- ❖ Go to the link titled "[Export Form DVAT16 2C and 2D](#)" under "Export" Menu.
- ❖ Select the Tax period, generate the notepad file and save it on the computer. **Do not change the File Name & its content.**
- ❖ A report in Notepad format will be generated by the software application.
- ❖ Save this report on the desktop.
- ❖ Log on to the website of the Department of Trade & Taxes-<http://www.dvat.gov.in>
- ❖ Go to the link titled "[e-Services](#)"
- ❖ Log-in using your existing TIN and Password.
- ❖ Go to the link "[Upload 2C/2D Soft Copy](#)" under menu "Annexure"
- ❖ Click on the "[Choose File](#)" button and choose the report file on desktop

- ❖ Click on the "Preview" button
- ❖ If the chosen report file is not generated through the downloaded Software Application or not altered, its contents will not become visible and "Save" button will not be activated.
- ❖ If 2C and 2D is already file for the financial year, then go for Revise 2C & 2D.
- ❖ If the chosen report file is correct and generated through the downloaded Software Application, its contents will become visible and "Save" button will be activated
- ❖ Click on the "Save" button.
- ❖ Print the receipt generated on submission of Annexure-2C and 2D through the link "Annexure 2C/2D Approval".

Form Bill Details

IMPORTING DATA OF FORM BILL (Notified) IN SOFTWARE APPLICATION

- ❖ Download the formats of Excel Sheet for Form Bill from the website of the Department
- ❖ Create excel sheets for Form Bill in the downloaded format.
- ❖ Click on "Import Form Bill Details" in the downloaded Software application.
- ❖ Click on the "Browse" and select the file to be imported.
- ❖ For preview, click on "Preview/Advance Import".
- ❖ If the file is not in the specified format, its contents will not become visible.
- ❖ If the file is in the specified format but the contents of the file are not as per specified validations, its contents will become visible and altered parts will be highlighted in Red / Yellow color.
- ❖ In both the above cases, check the file to be imported and modify it to specified format.
- ❖ If the chosen report file is in the specified format and the contents of the file are as per specified validations, its contents will become visible and "Save" button will be activated.
- ❖ Click on the "Save" button.
- ❖ Click on "Form Bill Entry" under "File" Menu.
- ❖ Choose Form Type, financial year and Month/Quarter for which data has been imported.
- ❖ The data entered will be visible in a table at the bottom of the page.
- ❖ If an error occurs in any of the data entered, delete the appropriate row by using the "Delete" button at the beginning of each row.
- ❖ After completing all entries for the Tax period, close the "Form Bill Entry" page.
- ❖ Go to the link titled "Export Form Bill Details" under "Export" Menu.
- ❖ Select the Tax period, generate the notepad file and save it on the computer. **Do not change the File Name & its content.**
- ❖ A report in Notepad format will be generated by the software application.
- ❖ Save this report on the desktop.
- ❖ Log on to the website of the Department of Trade & Taxes-<http://www.dvat.gov.in>
- ❖ Go to the link titled "e-Services"
- ❖ Log-in using your existing TIN and Password.
- ❖ Select form type under "Form" link.
- ❖ Select financial year and period from option list and click on "Next" button and again click on "Next" button.
- ❖ Click on link under "Aggregate of All Bills (Rs.)" for required party TIN.

- ❖ Click on "Select" link.
- ❖ Click on the "Browse" button and choose the report file on desktop
- ❖ Click on the "Preview" button
- ❖ If the chosen report file is not generated through the downloaded Software Application or not altered, its contents will not become visible and "Save & Next" button will not be activated.
- ❖ If the chosen report file is correct and generated through the downloaded Software Application, its contents will become visible and "Save & Next" button will be activated
- ❖ Click on the "Save & Next" button.