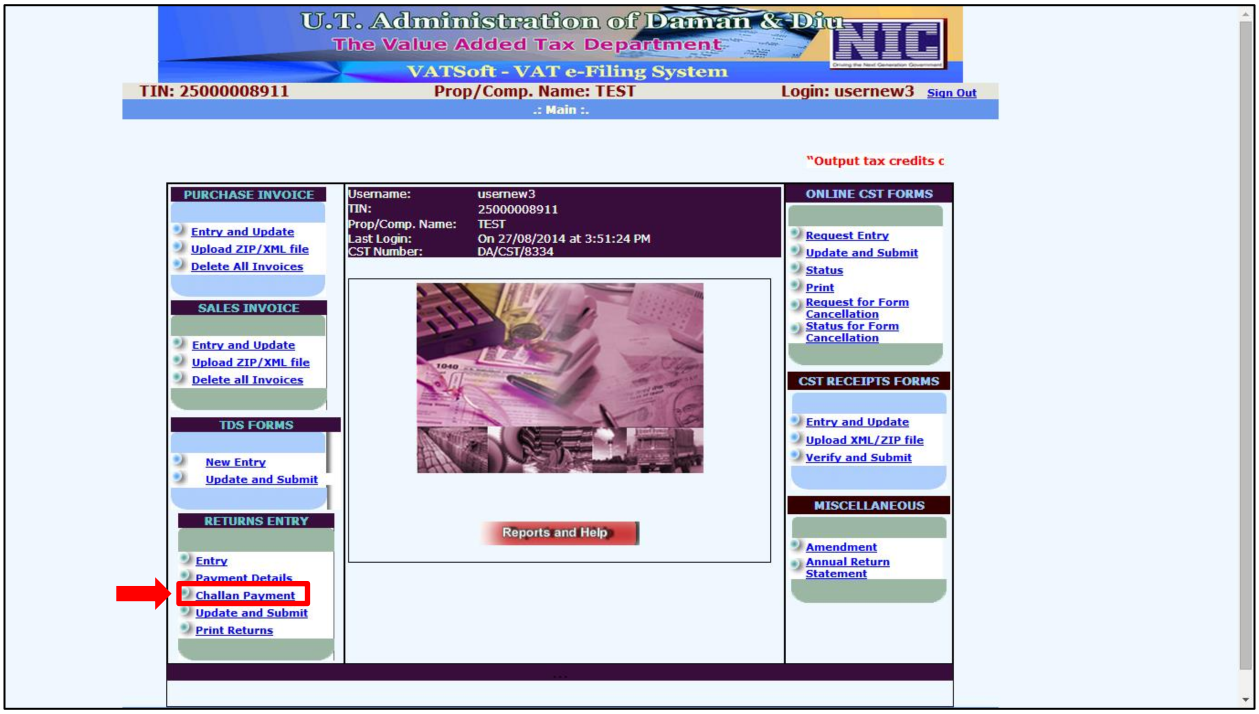
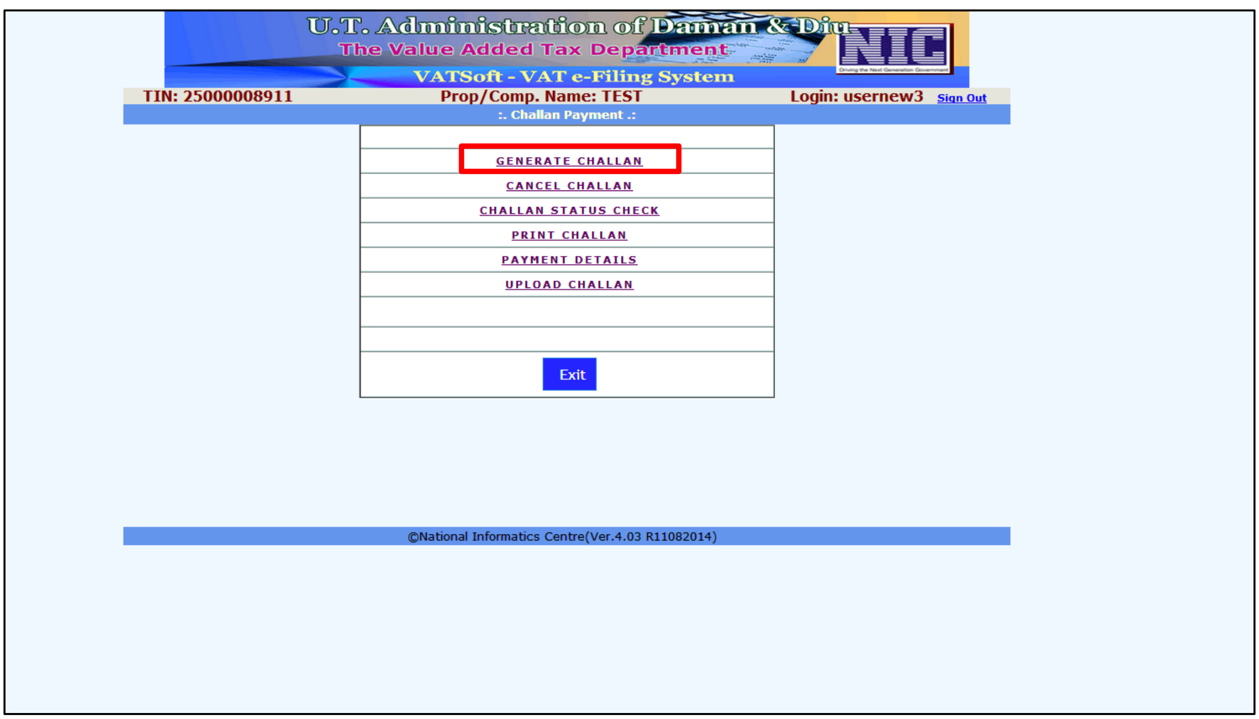
User manual for generating e-Challans for payment of returns.

Step 1:- After login, click on "**Challan Payment**" link

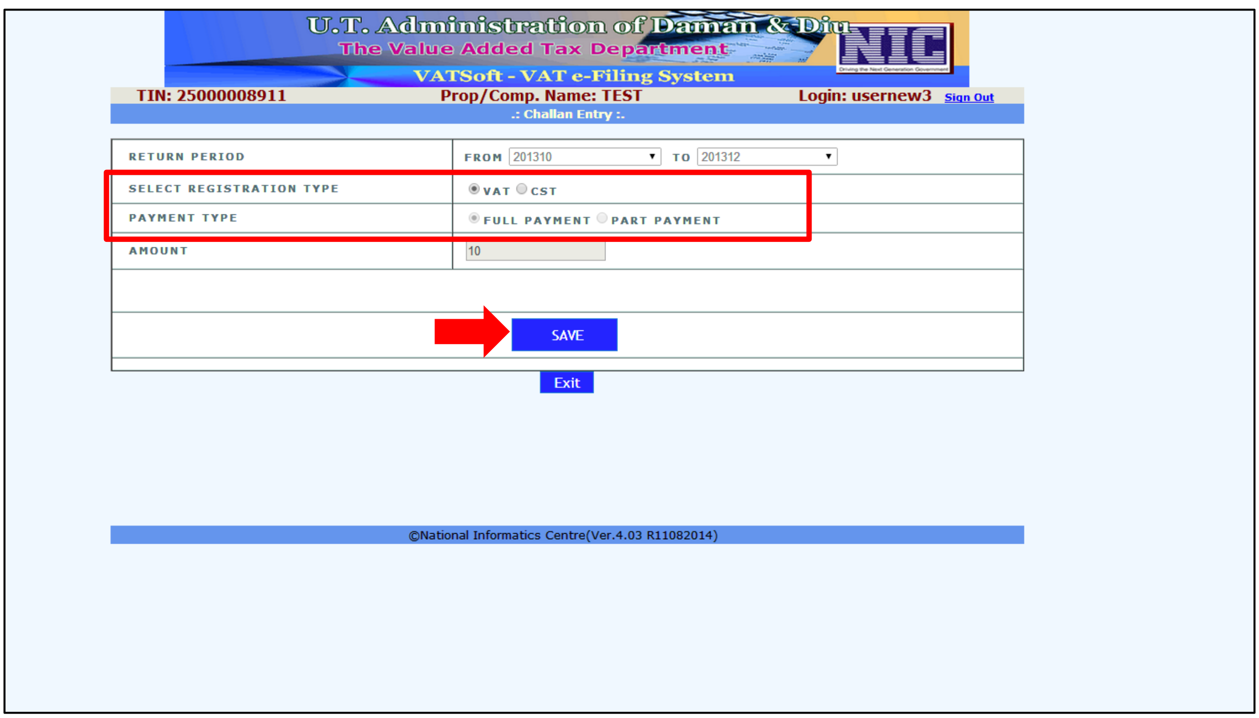


Step 2: Click on "**Generate Challan**"



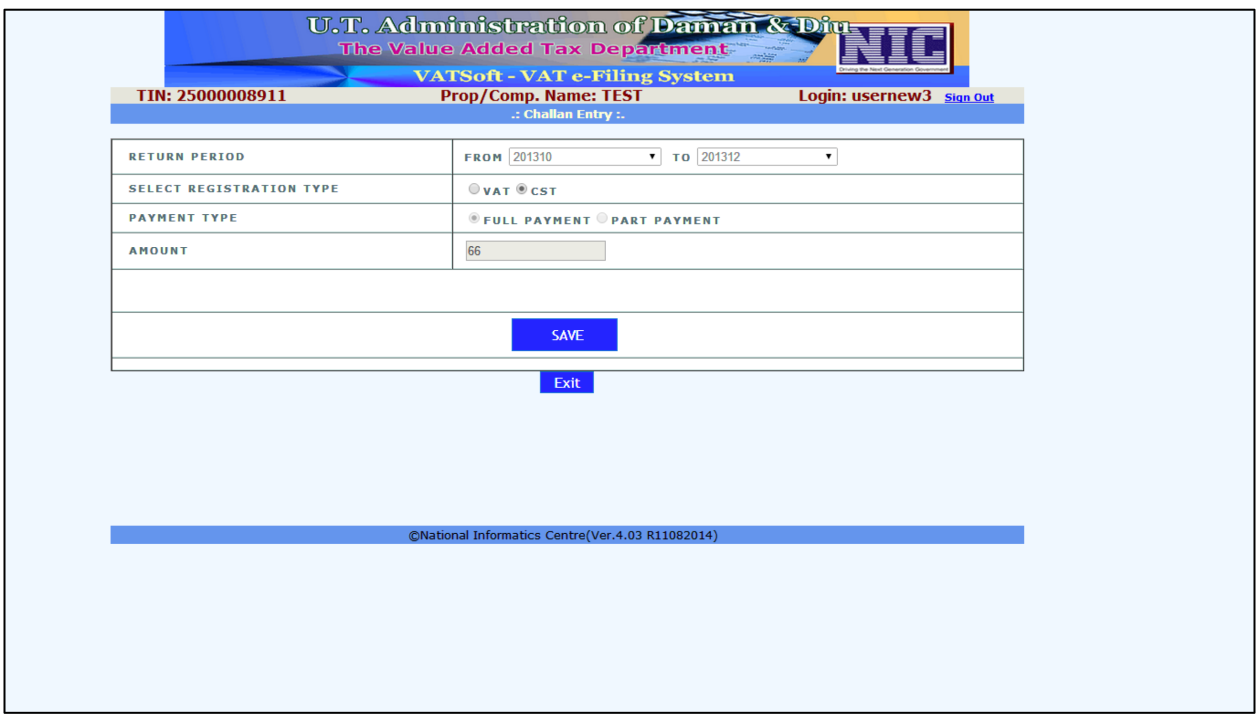
Step 3: **select** the challan entry for the period

Step 4: Select “Registration type” and “Payment type” and Click “Save” button

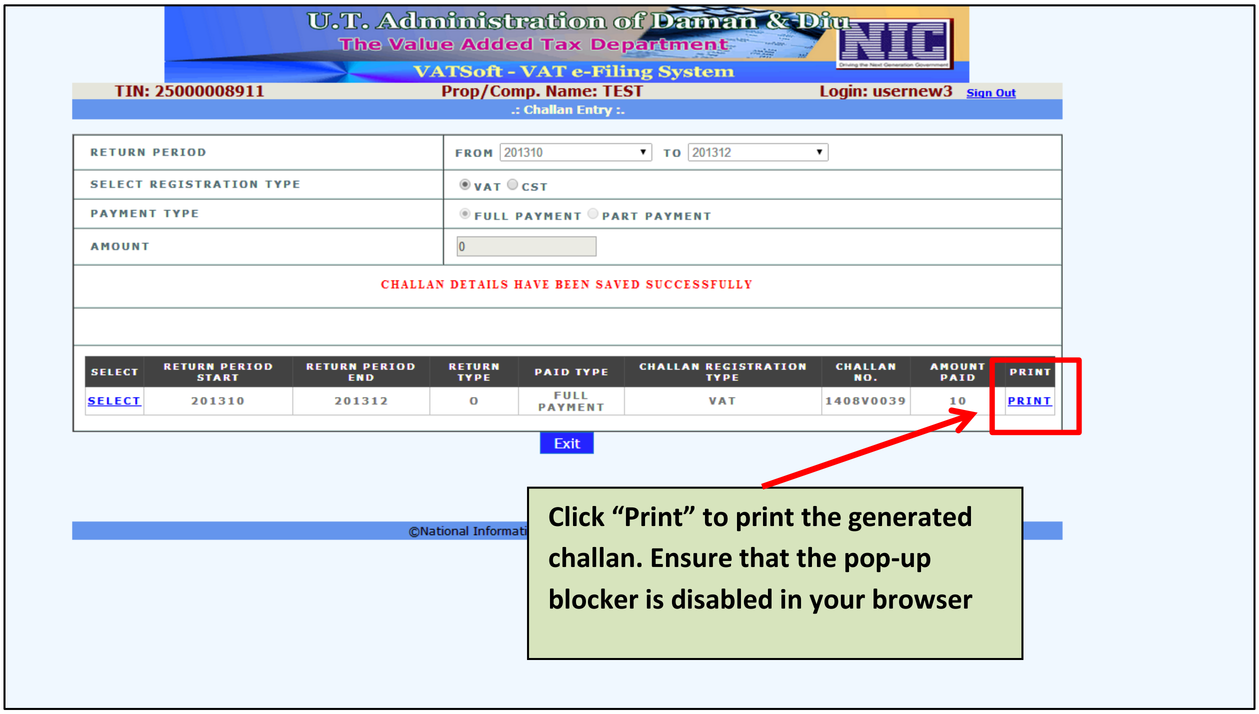


Step 4 (a): Example with VAT selected in Step 4

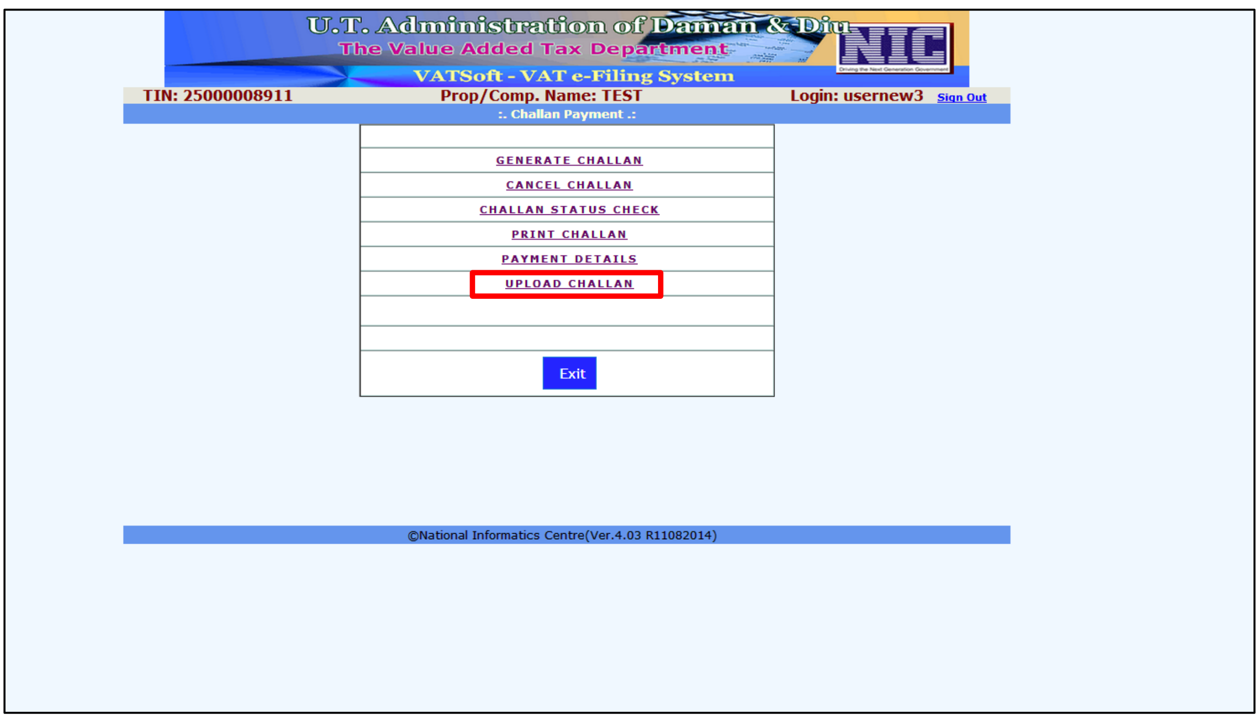
Step 4 (b): Example with CST selected in Step 4



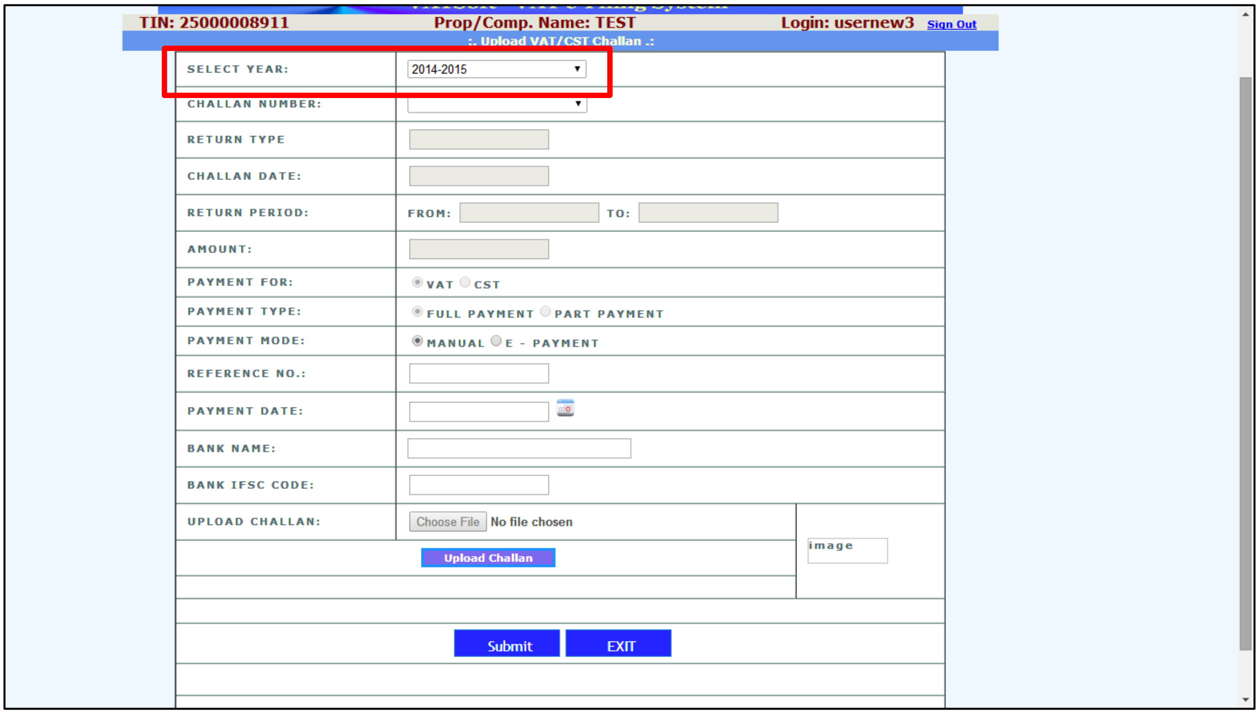
Step 5: Printing the challan:



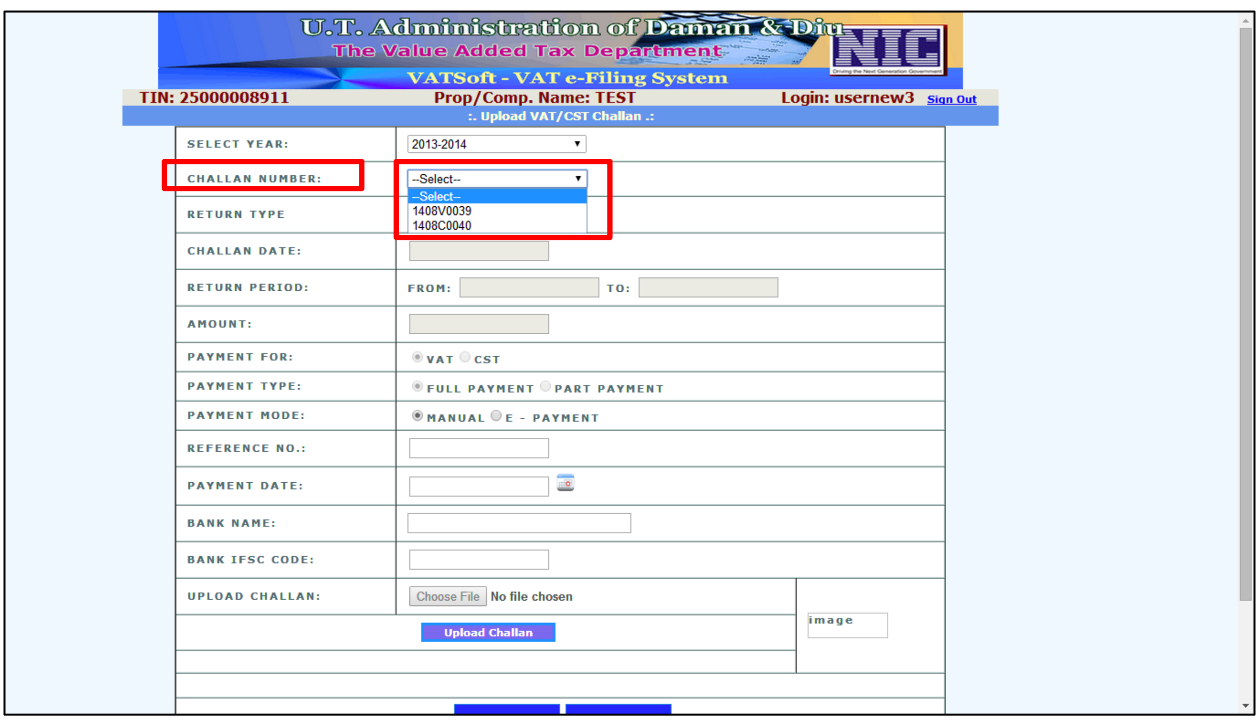
Step 6: Uploading of paid Challans



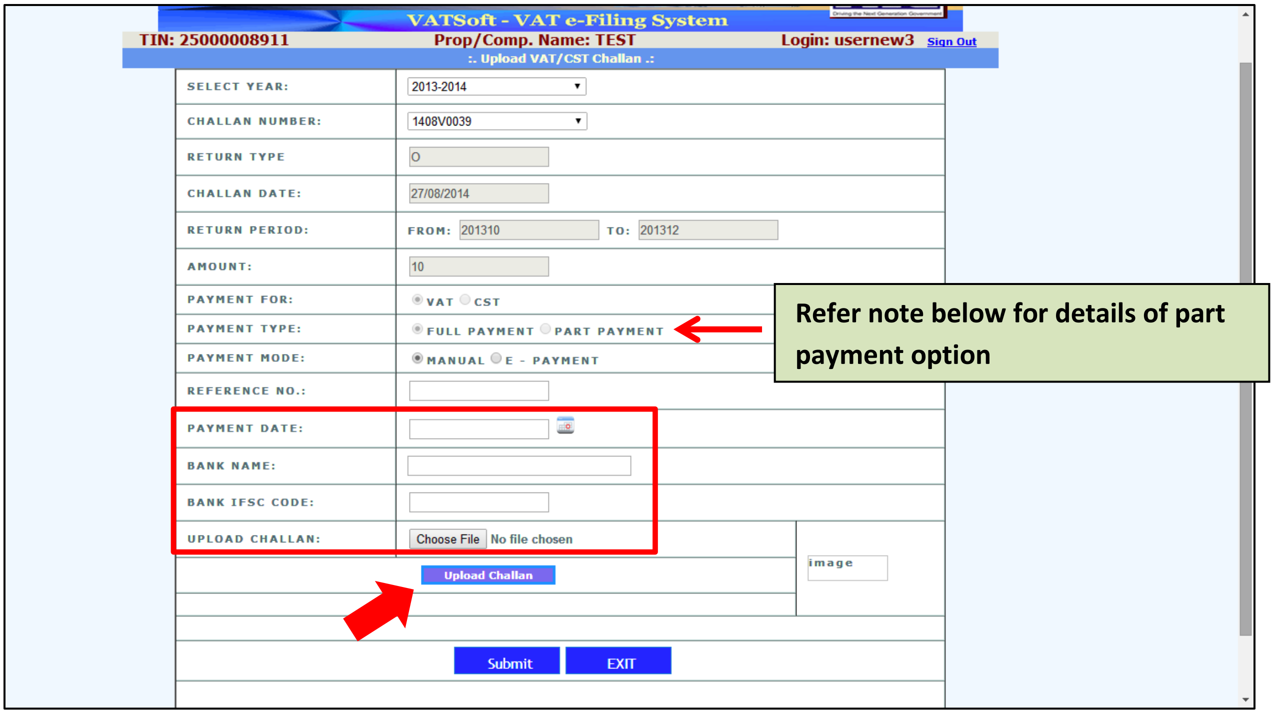
Step 6 (a): Select Period



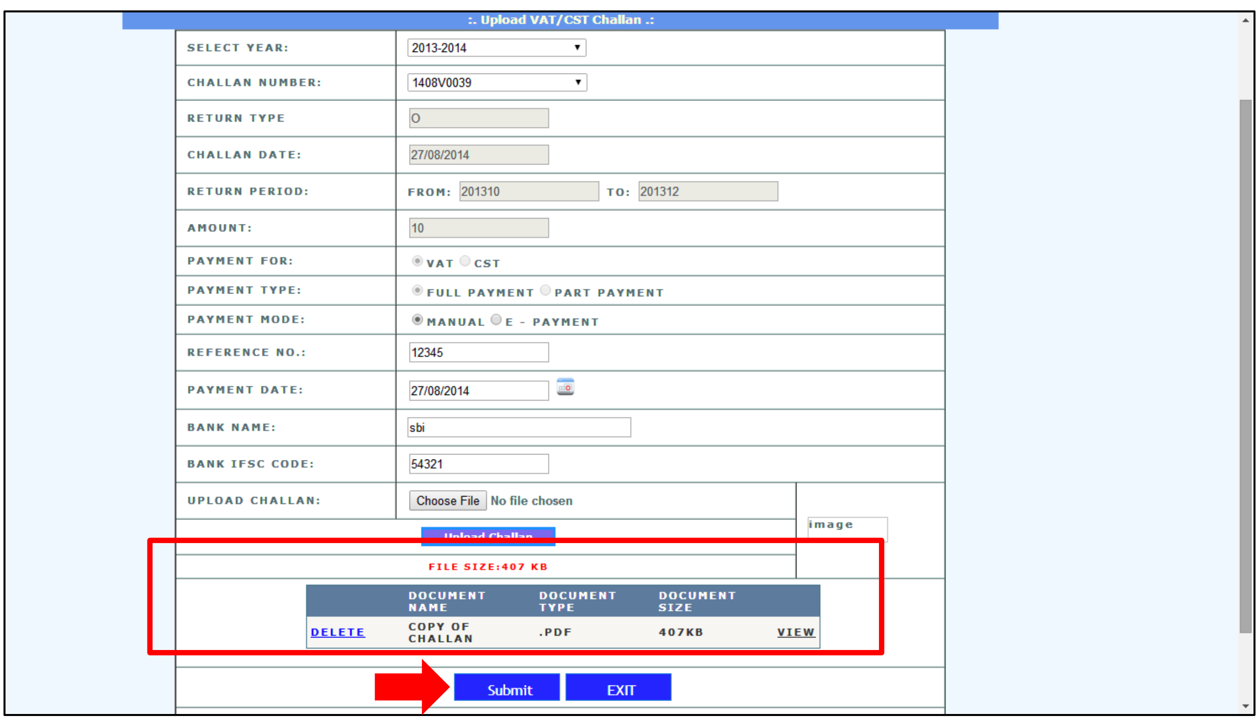
Step 6(b): Select Challan number:

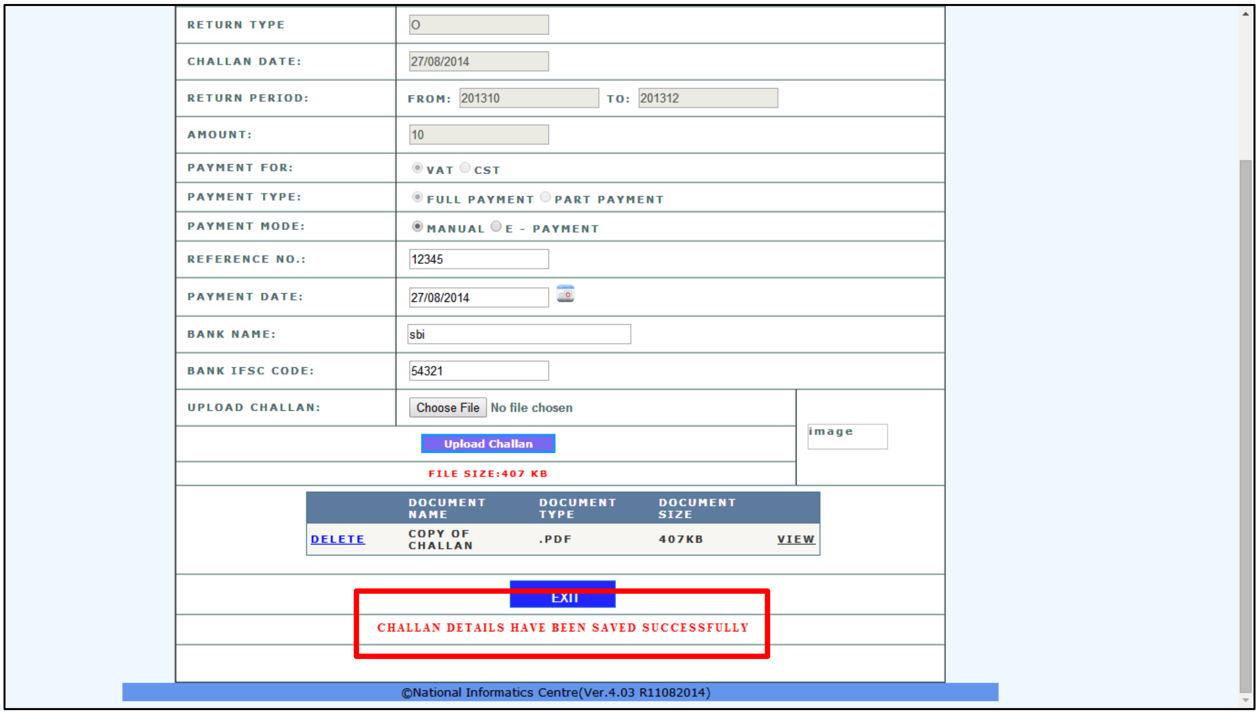


Step 6(c): Details of selected challan are automatically filled by the system. Enter details of Bank and upload scanned copy of paid challan (Size should be less than 1MB)



Step 6(d): After Successful upload, Click Submit





Note on e-Challan generation:-

1. Generation of challan will **only** be allowed for a given period if the corresponding returns have been saved by the dealer.
2. The system will not allow modification/revision of returns if there are any active, unpaid challans for the period. Once the entire payment for a given period has been made successfully, the system will allow the returns to be submitted. If any payments are still due, then return submission will not be possible.
3. If the dealer wants to revise a return, he will need to cancel all the active challans for the period first.
4. In case of "Part payment" :-
    a. The system will automatically track the balance remaining and will include this in the next challan generation amount.
    b. The minimum allowed part payment will be 10% of the total amount due, subject to a minimum of Rs. 25,000/-.
    c. Part payments will not be allowed for amounts less than Rs. 50,000.
5. Only currently active, unpaid challans can be cancelled.
6. Upload of challans is required only for manual payments.