

User Manual for e-Payment

Procedure for e-Payment:

First, login into your account, using your TIN, Username, Password and the dynamic code (Captcha) shown in the screen.

LOGIN[PVAT-e-RETURNS-PUDUCHERRY] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://vat.py.gov.in/e-returns/login.aspx?ReturnUrl=/e-returns/default.aspx>

VAT Soft Government of Puducherry Commercial Taxes Department NIC

Thanks for accessing the website of the Commercial Taxes Department, UT of Puducherry.

Important Message

W.e.f. 27/06/2011, for additional security reasons following new features are included :

- (a) Captcha (entering image displayed) for login is made compulsory. Kindly type Alphanumeric image shown in the box provided
- (b) Captcha is case sensitive.
- (c) Maximum attempt for login is 7.
- (d) If you continuously make 7 unsuccessful attempts, your A/C will be locked. Thereafter you have to contact the Assessing Officer for resetting the Username and Password
- (e) Kindly ensure that **Java Script Enabled** browser is used for accessing online services
- (f) For availing hassle free service use of IE 6.0 and above browser is recommended

First, Login to your Account

P VAT- Online Services

Login

TIN

User Name

Password

Enter the above code

Login Exit

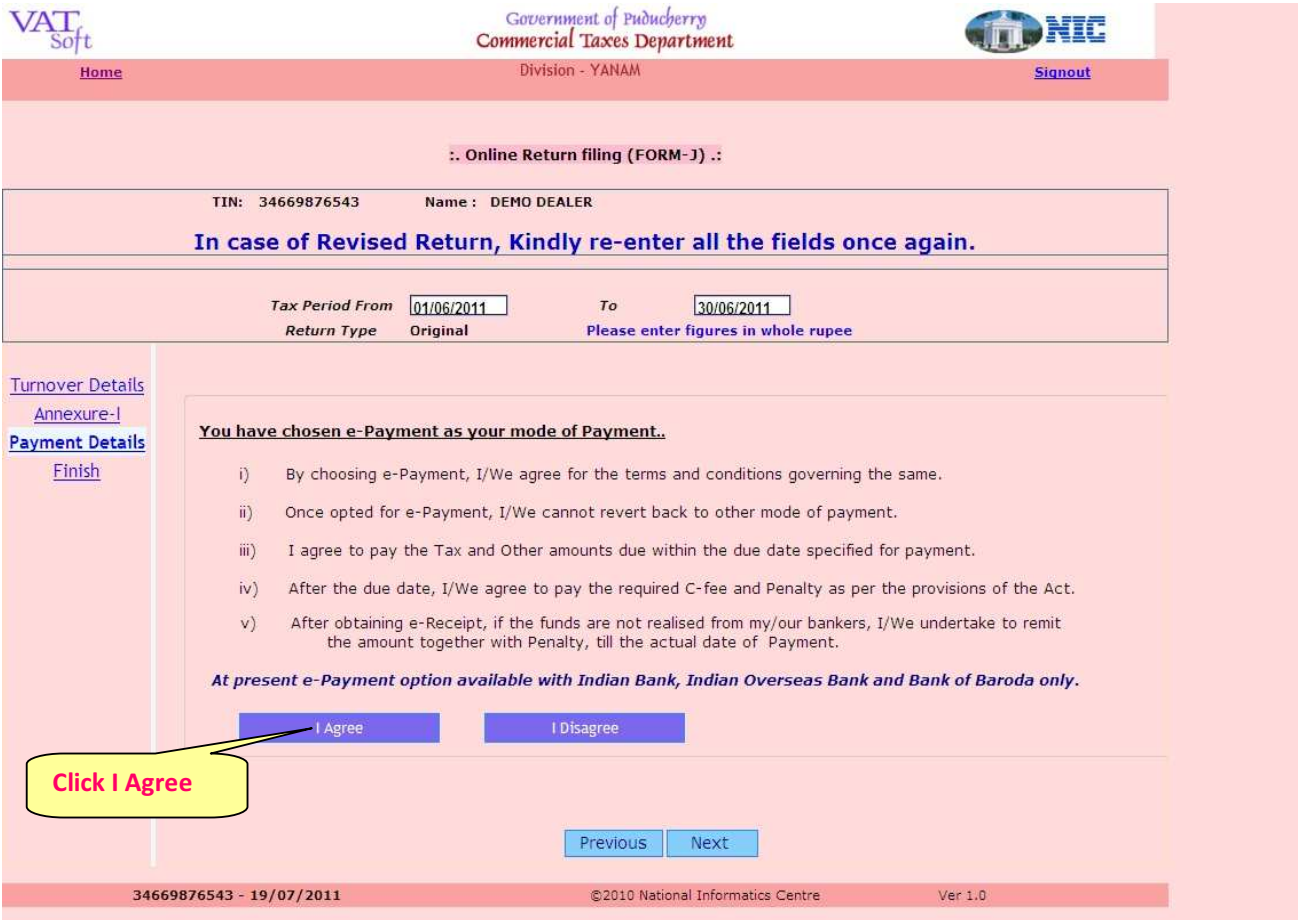
The account will get deactivated after Seven unsuccessful attempts.


IMPORTANT

- ➡ At present e-Payment option available with Indian Bank, Indian Overseas Bank and Bank of Baroda only.
- ➡ Kindly update your profile
- ➡ If you want to adjust Excess credit available in VAT FORM-I return against CST Tax due, Kindly fill the amount in R.24 of FORM-I and submit the return. Once FORM-I return is submitted you cannot change the values in R.24.

Due to security reasons, the user account is locked after 7 unsuccessful attempts. To release the locked user account, users/dealers has to submit a written request to the Assessing Officer to re-activate the account.

Choose the appropriate returns and fill all the columns. In the mode of payment, select e-payment from the drop down list and click **ADD** button. On the First occasion, a new screen as shown below will appear, informing the terms and conditions governing the e-payment. Click **I Agree** button. Now you are enrolled for the e-Payment and you can submit the return as usual and obtain Web. Ref. No. for having filed the return.



VAT Soft Government of Puducherry Commercial Taxes Department Division - YANAM  [Signout](#)

[Home](#)

:: Online Return filing (FORM-J) ::

TIN: 34669876543 Name : DEMO DEALER

In case of Revised Return, Kindly re-enter all the fields once again.

Tax Period From To
Return Type Original Please enter figures in whole rupee

[Turnover Details](#)
[Annexure-I](#)
[Payment Details](#)
[Finish](#)

You have chosen e-Payment as your mode of Payment..

- i) By choosing e-Payment, I/We agree for the terms and conditions governing the same.
- ii) Once opted for e-Payment, I/We cannot revert back to other mode of payment.
- iii) I agree to pay the Tax and Other amounts due within the due date specified for payment.
- iv) After the due date, I/We agree to pay the required C-fee and Penalty as per the provisions of the Act.
- v) After obtaining e-Receipt, if the funds are not realised from my/our bankers, I/We undertake to remit the amount together with Penalty, till the actual date of Payment.

At present e-Payment option available with Indian Bank, Indian Overseas Bank and Bank of Baroda only.

Click I Agree

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Now click the payment option under e-payment icon available in your Home Page,

In the new window enter the Web Ref. No. and Click **GO** button. All the required values as entered by you are displayed. Ensure the accuracy of the data for its correctness. Select your Bank. [At present the following Banks are integrated for e-Payment :- a) **Indian Bank** b) **Indian Overseas Bank** c) **Bank of Baroda**.

State Bank of India and IDBI will be linked shortly, after site to site integration]

The following sub options are available under e-payment:-






- Payment
- View status
- Receipt – Reprint
- e-challan
- verification

Payment: This option is used to pay the monthly Tax dues from the dealer's Bank account to the account of Commercial Taxes Department (CTD) electronically. As such, Government of Puducherry and Banks have signed a Memorandum of Understanding (MOU) with the approval of Reserve Bank of India (RBI).

After verification of the Web Reference Number, all the required values as entered by you are displayed. If the Web Reference No. entered is invalid one the following message appears:- **"Invalid Web Reference No."**

Users are requested to verify the details as shown in the following screen titled as **"e-Payment Details"**. If the payments are made after the due date i.e. after 8.00 P.M. on 15th, the Penalty and C-Fees are calculated by the system itself for the belated submission, as per norms.

Icon of banks that have signed the MoU with the Government is displayed on the screen to facilitate fund transfer. The dealers are requested to select the bank of their choice where they are having Net Banking facility with valid user ID and Password to transfer the amount to the account of CTD.

e-Payment Details			
Web Ref No	: 121194	TIN	: 34669876543
Trade Name	: DEMO DEALER		
Form Name	: Non VAT Form-L	Form Type	: Original
Return Period	: Oct 2010	AO Code	: 62
TAXES AND OTHER AMOUNTS			
Compounding TaxWC(L)	: 134123		
Non VAT-Others	: 0		
Non VAT-LF/RF	: 0		
Non VAT-Penalty	: 21992		
Non VAT-C.Fees	: 50		
Total Amount	: 156165		
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input type="radio"/>  इंडियन ओवरसीज बैंक Indian Overseas Bank </div> <div style="text-align: center;"> <input type="radio"/>  Indian Bank </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <input type="radio"/>  Bank of Baroda </div> <div style="text-align: center;"> <input type="radio"/>  State Bank of India <small>Pure Banking. Nothing else.</small> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <input type="radio"/>  IDBI BANK </div> <div style="text-align: center;"> <input type="radio"/>  Syndicate Bank <small>Your Partner & Honorary Financial Partner</small> </div> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Home"/> </div>			

Verify all
details
Select your
Bank & click
submit



On clicking Submit button a message box shown above appears, asking for the final confirmation. If you click OK it takes you to the Bank's website for making the payment. In case, the dealer wants to stop at this juncture without proceeding further, Pl. choose the **"Cancel"** option.

Even though the **"Bank's website screen may differ from bank to bank"**, the process of payment are same for all the banks.

For example, here we assumed that the dealer selected the INDIAN BANK for making payment; the following page will be displayed from the Bank's website.

Welcome to Indian Bank Pudcherry Tax Payment

Select User Type
<input checked="" type="radio"/> Internet Banking (Single User)
<input type="radio"/> Corporate Banking (Multiple Users)
<input type="button" value="Submit"/>

Select appropriate option & Click submit

In the Indian Bank site, user will have two options. They are

- a. Single user
- b. Corporate user.

Select appropriate option and login using the Username and Password provided by the Bank. The Bank's website will display all required information pertaining to the web reference number. The sample screen shot of INDIAN BANK is shown below:-

PUDUCHERRY TAX PAYMENT GATEWAY(Currency - INR)				
Account Summary (Currency - INR)				
Account Type	Account No.	Credit Balance	Debit Balance	Book Balance
SB	715995153	18,508.42		18,508.42CR
IN	757704289	1,000.00		1,000.00DR
LN	876165104		3,41,407.00	3,41,407.00DR

CUSTOMER NAME	BHOLE BABA MILK FOOD INDUSTRI	TIN	34550003313
FORM NAME	FMI	FORM TYPE	0
AO CODE	21	DDO CODE	1080
RETURN PERIOD	201105	DEPARTMENT REF NO	151832
DEPARTMENT CODE	CTAX		
HEAD ACCOUNT 1	0040001100101	HEAD AMOUNT 1	6250
HEAD ACCOUNT 2	0040001100102	HEAD AMOUNT 2	0
HEAD ACCOUNT 3	0040001100103	HEAD AMOUNT 3	0
HEAD ACCOUNT 4	0040001100104	HEAD AMOUNT 4	8
HEAD ACCOUNT 5	0040001100105	HEAD AMOUNT 5	0
TOTAL AMOUNT	6258	ENTER DATE	6/17/2011 12:00:02 AM
		TXN DATE	16/06/2011 10:48:13

Debit Account	<input type="text" value="SB-715995153"/>
Transaction Password	<input type="password" value="*****"/>

Submit | Clear | Cancel

As a precautionary measure, each and every screen has **Submit** button and **Cancel** button to proceed further or stop the operation at any stage.

After clicking **Submit** button, it will ask to confirm the payment. By clicking **Confirm** button, you are authorising the Bank to debit your account and credit the amount to the CTD account towards payment of tax and other dues.



Puducherry Taxes payment Confirmation			
CUSTOMER NAME	BHOLE BABA MILK FOOD INDUSTRI	TIN	34550003313
FORM NAME	FMI	FORM TYPE	0
AO CODE	21	DDO CODE	1080
RETURN PERIOD	201105	DEPT REF NUMBER	151832
DEPT CODE	CTAX	ENTERED DATE	6/17/2011 12:00:02 AM
HEAD ACCOUNT 1	0040001100101	HEAD AMOUNT 1	6250
HEAD ACCOUNT 2	0040001100102	HEAD AMOUNT 2	0
HEAD ACCOUNT 3	0040001100103	HEAD AMOUNT 3	0
HEAD ACCOUNT 4	0040001100104	HEAD AMOUNT 4	8
HEAD ACCOUNT 5	0040001100105	HEAD AMOUNT 5	0
Total Amount	6258	Transaction Date	16/06/2011 10:48:13
Debit Account No	SB-715995153	Amount in Words	Rupees Six Thousand Two Hundred and Fifty Eight Only
Branch Details	00087 - HARBOUR		

Back | Confirm | Cancel

Based on the outcome of the transaction status will appear:-

- **Payment Successful**
(Amount Transferred from the dealer's bank account to the CTD)
- **Payment Pending**
(It is only for Corporate User, awaiting Approval from another person)
- **Payment Cancel**
(The dealer interrupts or connection failed situation)
- **Payment Failure**
(Non-availability of Funds)

Case 1 : Payment Successful page is displayed by the Indian Bank as shown below:-


Payment Successful

Puducherry Commercial Taxes payment Acknowledgement			
CUSTOMER NAME	BHOLE BABA MILK FOOD INDUSTRI	TIN	34550003313
AO CODE	21	DDO CODE	1080
DEPARTMENT CODE	CTAX	DEPARTMENT REF NO	151838
HEAD ACCOUNT 1	0040001100207	HEAD AMOUNT 1	3600
HEAD ACCOUNT 2	0040001100202	HEAD AMOUNT 2	0
HEAD ACCOUNT 3	0040001100203	HEAD AMOUNT 3	0
HEAD ACCOUNT 4	0040001100204	HEAD AMOUNT 4	5
HEAD ACCOUNT 5	0040001100205	HEAD AMOUNT 5	0
TOTAL AMOUNT	3605	TOTAL AMOUNT IN WORDS	Rupees Three Thousand Six Hundred and Five Only
Account Number	SB-432424474	Transaction Date	16/06/2011 14:54:29
Bank Reference No	IDIB16061100002	Journal Number	000080206

Ok | Print



Payment Successful Status Page not only confirms the payment but also provide the transaction details along with the Transaction Reference No. The dealers are requested to note Transaction Reference No. and they have the provision to print the payment details for their future reference.

After noting the Transaction Reference No., the dealer can click the  button to go back from the Bank's website to the CTD's web site where the user had started the e-Payment Transaction.

Now, the dealer can see the following screen depicting e-receipt for online payment. The same can be stored in their computer also by clicking "**Print Ack [pdf]**", they can print the e-receipt for the future reference in **pdf** format.

The screenshot displays the following information:

VAT Soft | **Government of Puducherry Commercial Taxes Department** | **NIC**

:. E-PAYMENT SUCCESS STATUS .:

**GOVERNMENT OF PUDUCHERRY
COMMERCIAL TAXES DEPARTMENT**

e-RECEIPT - Online Payment

e-Receipt No.	: 20610748
Date of posting	: 16/06/2011
Validity/Transaction Date	: 6/16/2011 11:24:19 AM
Name of the DEALER/REMITTER	: BHOLE BABA MILK FOOD INDUSTRI
Retrun Period	: May 2011
TIN	: 34550003313
Nature Of Payment	: Non-VAT (Form-J)
Web Reference No. of CTD	: 151834
Bank Name	: Indian Bank
Bank Transaction No.	: IDIB16061100001
Amount in figure	: 5407
Amount in words	: (Rupees Five Thousand Four Hundred and Seven Only)

* This receipt is issued subject to the receipt of cleared funds from the respective banks.

[\[Print Ack.\]](#) [\[Home\]](#) [Print Ack \[pdf\]](#)

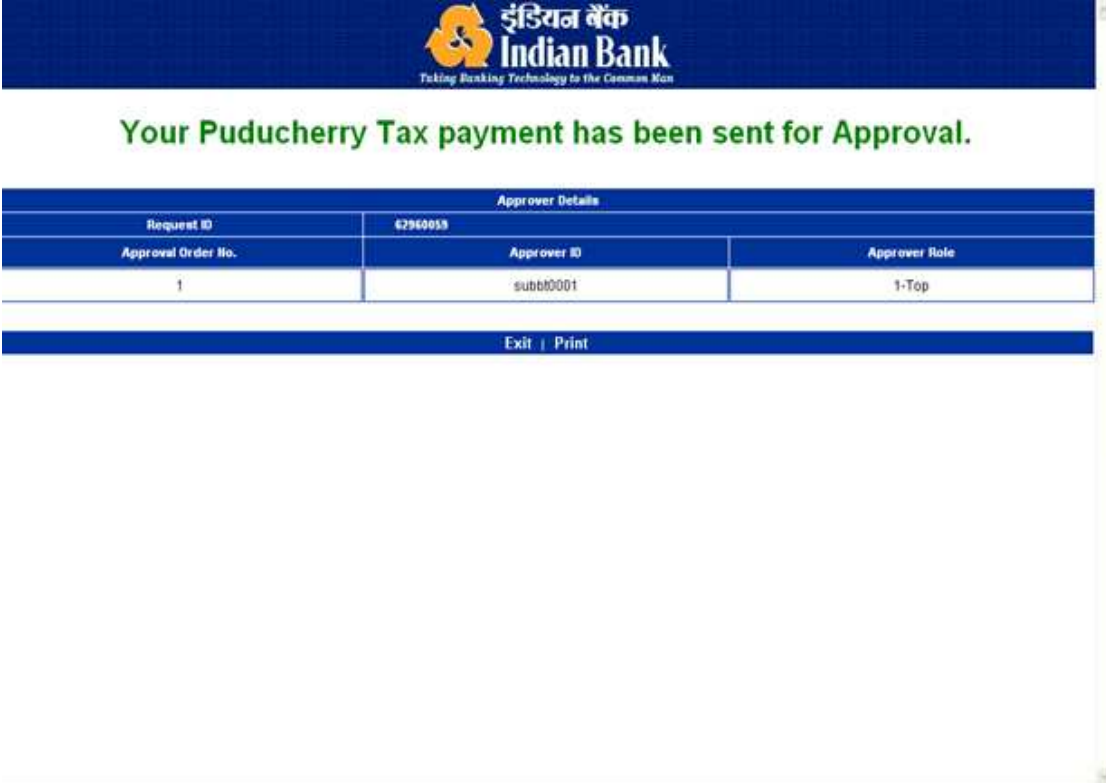
Click

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Case 2 : Payment Pending

In the case of corporate account, which requires authorisation, from higher authority?

The Bank's website will be shown as below:-



The screenshot displays the Indian Bank logo at the top, followed by a green confirmation message: "Your Puducherry Tax payment has been sent for Approval." Below this is a table with approval details.

Approver Details		
Request ID	62960053	
Approval Order No.	Approver ID	Approver Role
1	subbt0001	1-Top

At the bottom of the table, there are links for "Exit | Print".

If the user selects the "Print" option, then the system prints the Transaction details and redirects you to the CTD's website.

The Payment Pending Status page is also displayed by the CTD's website as shown below:-



In that case, the user can verify the payment status at later time, through the "View Status" sub option available in the main page.

Click [Home](#) button to go to Main Page.

Case 3 & 4 (i.e.) Payment Cancel & Payment Failure

The above two Payment Status page is as same as the case 1 or 2 but the message alone differ according to the case.

For case 3



For case 4



View Status Sub-Option : As mentioned earlier, the user can verify the status of their Payment initiation, particularly if the user opted for Corporate Account. The corresponding menu is shown below through which you can interact with your Web Reference Number of Bank Transaction ID.

The Status shown as "Payment Pending" at the time of transaction will be changed as Successful after approval by the competent authority.

: E-PAYMENT STATUS :

Web.Ref.No :

(OR)

Bank Transaction ID :

e-Payment Status Details

Web.Ref.No	151834
Bank Trans.ID	IDIB16061100001
Form Name	FMJ
Trans.Status	Successful
Trans. Date	16/06/2011

Receipt Re-Print Sub Option :

The CTD web site provides a facility to reprint the receipt of the payment made online. The user can print or store the receipt of each and every Successful Payment for their future reference. The screen shot is as shown below:-

**GOVERNMENT OF PUDUCHERRY
COMMERCIAL TAXES DEPARTMENT**

e-RECEIPT - Online Payment

e-Receipt No. : 20610748
Date of posting : 16/06/2011
Validity/Transaction Date : 6/16/2011 11:24:19 AM
Name of the DEALER/REMITTER : Bhole BABA MILK FOOD INDUSTRI
Retrun Period : May 2011
TIN : 34550003313
Nature Of Payment : Non-VAT (Form-J)
Web Reference No. of CTD : 151834
Bank Name : Indian Bank
Bank Transaction No. : IDIB16061100001
Amount in figure : 5407
Amount in words : (Rupees Five Thousand Four Hundred and Seven Only)

* This receipt is issued subject to the receipt of cleared funds from the respective banks.

[\[Print Ack.\]](#)
 [Print Ack \[pdf Format\]](#)
 [\[Home\]](#)
 [\[Back\]](#)

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Verification Sub-Option

It is an option for the dealers to verify their payment status. Immediately after clicking this option, the system interacts with the bank internally and appropriate Current Status Page will be displayed to the dealers.

Hence the users/dealers are requested to provide their Web Reference Number for the Verification of respected payment transaction. The initial page is displayed below and the Response page is as same as one of the four status pages, discussed already in page no. from 8 to 12.



The screenshot shows a web browser window displaying the VAT Soft application. The header includes the VAT Soft logo on the left, the text "Government of Puducherry Commercial Taxes Department" in the center, and the NIC logo on the right. The main content area is titled "VERIFICATION OF E-PAYMENT TAXES AND OTHER AMOUNTS" and contains a form with a text input field labeled "Web.Ref.No :" and a blue "Submit" button. The footer of the page contains the text "34550003313 - 16/06/2011", "©2010 National Informatics Centre", and "Ver 1.0".

That's all you have finished the e-payment process at the comfort of your place, without bothering to visit the department and you have also joined e-initiatives of the Department in saving the Trees by not writing the Cheque / DD and help India to earn more carbon credits.