Page 1 of 1

Government of Uttarakhand Commercial Tax Department, Uttarakhand

Online Filing of FormIII – Instructions and User manual

1.0 Process Workflow

- Step 1: Fill Online FormIII for selected Quarter & Assessment Year
- Step 2: Take printout of Filled FormIII
- Step 3: Submit signed copy of printout to Commercial Tax Office of your jurisdiction

2.0 General Instructions

- a. Use "Periodical Returns" \rightarrow "FormIII- New Entry" option to fill new Form.
- b. Select Quarter and Assessment Year
- c. Fill FormIII page by page.
- d. Save complete FormIII after filling all the pages.
- e. 15 Char long Acknowledgement no. will be generated after filling up of first page (STATE TURNOVER) of the Form (e.g. I01112F30000011)
- f. Filled form can be modified by giving Acknowledgement no.
- g. Use "**Periodical Returns**" → "FormIII-View & Submit" option to finally submit the FormIII to Commercial Tax Department(CTD).
- h. A form once submitted to CTD can not be modified.
- i. Revised return can be filled only after submission of "Original" FormIII of a particular period.

Detailed instructions

3.0 FormIII - New Entry

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FormIII – New Entry – OUTPUT TAX

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| | | | Ack | nowledgement no | : I11112F30000011 | | | | | |
| | | STA | TE TURNOVER | OUTPUT TAX PURCHASES | INPUT TAX TAX AC | COUNT TAX PAYMENT 8 | & OTHER DUES | | | |
| | | Ent | ter Commodity Names (Max 100 Chars) | | Select Tax Rate | | Click "Add" to (Multiple entries | o save details s can be saved) | | |
| | | "OUT | TPUT TAX" - ON STATE SALE OF - VAT G | DODS- | | | | | | |
| | | SI. No. | Commodity Name (Type ",' seperated commodities Max-100chars) | Basic Sale Value (On Which Tax Is Chargeable) | Tax Rate | "OutPut Tax" | | | | |
| | | (1) | Iron, brick, paint, | 200 | - SELECT - | 0 | Add | | | |
| | | 30 | TOTAL (i+ii+iii) | 0 | @2% | 0 | | E | | |
| | | -OUT | PUT TAX" - ON STATE PURCHASE OF - 0 | OODS TAXABLE U/S 3(10): | @4.5% | | | | | |
| | | (i) | < > | 0 | @12.5% @13.5% | 0 | Add | | | |
| | | 31 | TOTAL (i+ii) | 0 | @20% @21% @24% | 0 | | | | |
| | | "OUT | FPUT TAX" - ON STATE SALE OF - NON V | AT GOODS: | 032.5% Other | | | | | |
| | | (i) | | 0 | - SELECT - V | 0 | Add | | | |
| | | 32 | TOTAL (i+ii) | 0 | | 0 | | | | |
| | | 33 | "OUTPUT TAX" (State) TOTAL (30+31+32) | 0 | | 0 | | v | | |

| | miteri | let Explorer | | | | | | | | |
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| | _ | | 20 | | | _ | | | | |
| | ST | ATE TURNOVER | INTERSTATE TURN | OVER | OUTPUT TAX | PURCHASE S | INPUT | TAX TAX AC | COUNT TAX PAYMENT | & OTHER DUES |
| | | | | | (| | TAY | | | |
| | | - | | | | | | | | _ |
| | | | Commodity P | tame B | asic Sale Value | a Tax Rate | | STATE SALE | Information About | |
| | | | elete Iron, brick, pai | nt 30 | 000 | 4 | 120 | STATE PURC | HAGE GOODS TAXABLE I | J/S 3(10) |
| | | | | | | | | | | |
| | -00 | 1° UT TAX" - | ON STATE SALE OF - | VAT GOO | DS- | | | | | |
| | | - | nmodity Name | lition | Basic Sale | Value Tax Is | Ta | x Rate | "OutPut Tax | |
| Click "E | Dele | te: to | ax-100chars) | intes | Chargea | ble) | | in note | out ut tux | |
| delete | any | row | | | | | - SELEC | T- 🗸 | | |
| | | | 1 | ~ |) | | 0 | | 0 | Add |
| | 30 | TOTAL (i+ii- | +iii) | | 200 | | | | 4 | |
| | -OII | | ON STATE PURCHASE | OF - 60 | ODS TAXABLE II/ | \$ 3(10): | | | p. | |
| | | | | | | | - SELE | ст. V | | |
| | (i) | | | ~ |) | | 0 | | 0 | Add |
| | - | | | | | | | | | |
| | 31 | TOTAL (i+ii. |) | F | 3000 | | | | 120 | |
| | "01 | TPUT TAX" - | ON STATE SALE OF - | NON VAT | GOODS | | | | | |
| | | | | | 00000 | | - SELE | ΩT- | | |
| | (i) | | | ~ |) | | 0 | | 0 | Add |
| | | TOTAL (S.S. | | | 1 | | - | | 0 | |
| | 32 | TOTAL (I+II. |) | | , | | | | 10 | AUQ |
| | | | | | | _ | U | | | |
| | | 32 TOTAL (| IT TAX" (State) TOTAL | | J | | Click | to Save | details of | |
| | | 33 (30+31+3 | 32) | | 0 | | 0 | OUTPUT | TAX | |
| | | "OUTPUT TA | X" - ON INTÉRSTATE S/ | ALE OF | | | | | | |
| | | 0 | | | D | | - SELECT | 0 | | Add |
| | | 24 "OUTPU | IT TAX" (Inter-State) | | n | | / | 0 | | |
| | | TOTAL (| 1+ii) | (22.24) | 0 | _/ | 1 | 0 | | |
| | | 35 TOTAL " | | (33+34) | U | K | | 0 | | |
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FormIII – New Entry – PURCHASES

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| | Acknowledger | ment no : 111112F30000011 | |
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| | TAX PAYMENT & OTHER DUES | | |
| | | PURCHASES | |
| | STATE PURCHASE (NON CAPITAL GOODS) | | |
| | 36 Purchase (from regd. dealers) | Taxable Vat Goods | 58678 |
| | 37 Purchase | Exempt Vat Goods | 4545 |
| | 38 Purchase (from Unregd. dealers) | Vat Goods | 3445 |
| | 39 Purchase (from regd. dealers) | Non Vat Goods | 465645 |
| | 40 Purchase (from Unregd.) | Non Vat Goods | 0 |
| | 41 TOTAL STATE PURCHASE(NON CAPITAL GOOD | s) (36+37+38+39+40) | 532313 |
| | STATE PURCHASE (CAPITAL GOODS) | | |
| | 42 Purchase (from regd. dealers) | Taxable Vat Goods | 0 |
| | ⁴³ Purchase (from Unregd. dealers) | Taxable Vat Goods | 0 |
| | 44 TOTAL STATE PURCHASE (CAPITAL GOODS) | (42+43) | 0 |
| | 45 TOTAL (STATE PURCHASE) | (41+44) | 532313 |
| | INTERSTATE PURCHASE / CONSIGNMENT-IN /STOCK TR | ANSFER-IN/"IMPORT" (from Outside Counti | ry) |
| | 46 Intrastate Purchase | (against Form C) | 546546 |
| | 47 Intrastate Purchase | (against Form H) | 4646 |
| | 48 Intrastate Purchase | Click to Save d | etails of |
| | 49 Intrastate Purchase | (v PURCHAS | |
| | 50 Consignment-in/Stock Transfer | (against Form F) | 0 |
| | 51 Consignment-in/Stock Transfer (without Fo | orm F) and "IMPORT" | 0 |
| | 52 Purchase Return/ Consignment Return | Annexure-11 | 0 |
| | Previous Save And Go T | o Next Page Exit With | out Saving This Page |
| | Designed and Developed By: National Information | cs Center, Uttarakhand State Unit Del | nradun |
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Form III - New Entry - INPUT TAX



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| (| TAX PAYMENT & OTHER DUES | | |
| | | TAX ACCOUNT | |
| | 64 TOTAL OUTPUT TAX (STATE) | =33 | 124 |
| | 65 Tax Credit B / F | From Prev. Return | 0 |
| | 66 INPUT TAX CREDIT (ITC) -CLAIMED | =63 | 20 |
| | 67 Tax Credit On Sale Return | (attach details) (Annex.14) | 0 |
| | 68 Tax Credit For Other Reasons | (attach details) (Annex.15) | 0 |
| | 69 TDS and Tax Deposited | (attach details) (Annex.16) | 0 |
| | 70 TOTAL TAX CREDIT | (65+66+67+68+69 | 20 |
| | 71 NET TAX PAYABLE (STATE) | (64-70) | 104 |
| ſ | 72 NET TAX IN EXCESS | (70-64) | 0 |
| | 73 TOTAL OUTPUT TAX (INTERSTATE) | =34 | 0 |
| | 74 NET CST PAYBLE | (73-72) | 0 |
| | 75 REFUND CLAIMS | (72-73) | 0 |
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| the second s | | 🐼 😜 Inte | rnet 🖓 🔹 🔍 105% 🔹 🦷 |
| < | 72 NET TAX IN EXCESS 73 TOTAL OUTPUT TAX (INTERSTATE) 74 NET CST PAYBLE 75 REFUND CLAIMS 74 Menu - Windows 2011 Activities | (70-64) =34 (73-72) (72-73) (72-73) Trustructions-E- Instructions-E- | 0 0 0 0 |

Form III – New Entry – TAX ACCOUNT

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| | MANUAL PAYMEN | Π: | | | | | | |
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| | SI. A/cHe | ad Challan Id. Number(CIN |) Challan Date | Bank | Branch Address | Tax Deposit(Rs.) | | |
| | i Select | 0 | 4 v Augu v 2011 v | - SELECT - 💌 | | 0 | Add | |
| | 77 TOTAL Tax Deposited (S | tate) | | | | 0 | | |
| | 78 TOTAL Tax Deposited (C | ST) | | | | 0 | | |
| | 79 TOTAL Late F Deposited | ee | | | | 0 | | |
| | 80 TOTAL INTER | EST & OTHER DUES DE | POSITED | | | 0 | | |
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FormIII – New Entry – PAYMENT OF TAXES AND OTHER DUES

Following screen will be displayed for entering details of manual challan.



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4.0 FormIII – Modify

FormIII once filled can be modified by clicking "Periodical Returns" \rightarrow "FormIII – Modify"



The details filled in FormIII are displayed on giving Acknowledgement No. The values can be modified in a manner mentioned in Section 3.0 above.

5.0 FormIII – View and Submit

This option should be used to final submit a FormIII to CTD "Periodical Returns" \rightarrow "FormIII – View & Submit"



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6.0 Return Reports

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Following reports can be generated by giving Acknowledgement No. of FormIII:

- a. **Filled FormIII:** Filled FormIII can be generated by clicking "FormIII Print" option.
- b. Acknowledgement receipt of FormIII: Acknowledgement report can only be generated for the forms which have finally been submitted to CTD-UK.

FormIII – History

History of filled forms can be viewed by using the option "FormIII – History". Select Assessment Year and click "Submit" button to view list of FormIII filled in selected assessment year.

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Annexure-1

Inter column checks while filling data in Form-III

- a. Total basic sale value amount in col 30 should be less than or equal to values in (Col6+Col7)
- b. Total basic sale value amount in col 31 **should be** less than or equal to values in (Col-8)
- c. Total basic sale value amount in col 32 should be less than or equal to values in (Col-9)
- d. Total basic sale value amount in col 34 should be less than or equal to values in (Col-18)
- e. Total Purchase value amount in col 53 **should be** less than or equal to value in (Col-36)
- f. Total Purchase value amount in col 55 should be less than or equal to value in (Col-42)
- g. ITC on Non Capital Goods entered in col 56 should be less than or equal to value in (Col-53 Tax amount)
- h. ITC on Fuel entered in col 57 should be less than or equal to value in (Col-54 Tax amount)
- i. Value in Col 65 First time dealer will be allowed to enter. In subsequent returns value in this column will be picked from database.
- j. Option for selecting Refund Claim or Tax C/F will be enabled in Quarter four only.
- k. Returns filed for Quarter 1, 2 & 3 will not have any option to select Refund Claim
- I. A dealer **can not** skip any Quarter while filling up a return. For example, if a dealer has filed return for First Quarter of FY 2011-12. Next time, the system will not allow to enter any return except Second Quarter of FY 2011-12.

General

- 1. A user can not enter any alphabet in a field expecting numeric data,
- 2. Dealer will have option to generate/print complete Form-III at any stage (partially filled or completely filled).
- **3.** Acknowledgement report of a particular return form can be generated only after final submission of Return of a particular quarter.
- 4. List of annexure to be submitted by a dealer will be displayed in Form-III reports only after final submission of FormIII to CTD on the basis of values in following columns:

| Sno. | Value in Column No. | Annexure to be submitted |
|------|------------------------|--------------------------|
| 1. | 53 | 1(A) |
| 2. | 55 | 1(B) |
| 3. | 54 | 1(C) |
| 4. | 6 | 2 |
| 5. | 16 | 3 |
| 6. | 20 | 4 |
| 7. | 21 | 5 |
| 8. | 22 | 6 |
| 9. | 23 | 7 |
| 10. | 24 | 8 |
| 11. | 25 | 9 |
| 12. | 26 | 10 |
| 13. | 52 | 11 |
| 14 | 61 | 12 |
| 15 | 62 | 13 |
| 16 | 67 | 14 |

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| 17. | 68 | 15 |
|-----|----|----|
| 18. | 69 | 16 |