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

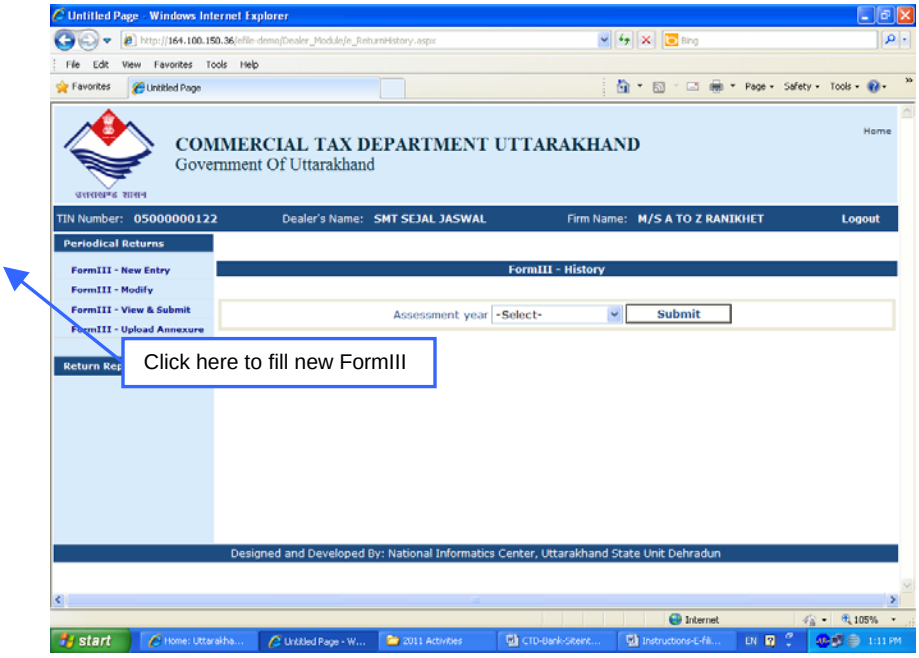
**Step 3:** Submit signed copy of printout to Commercial Tax Office of your jurisdiction

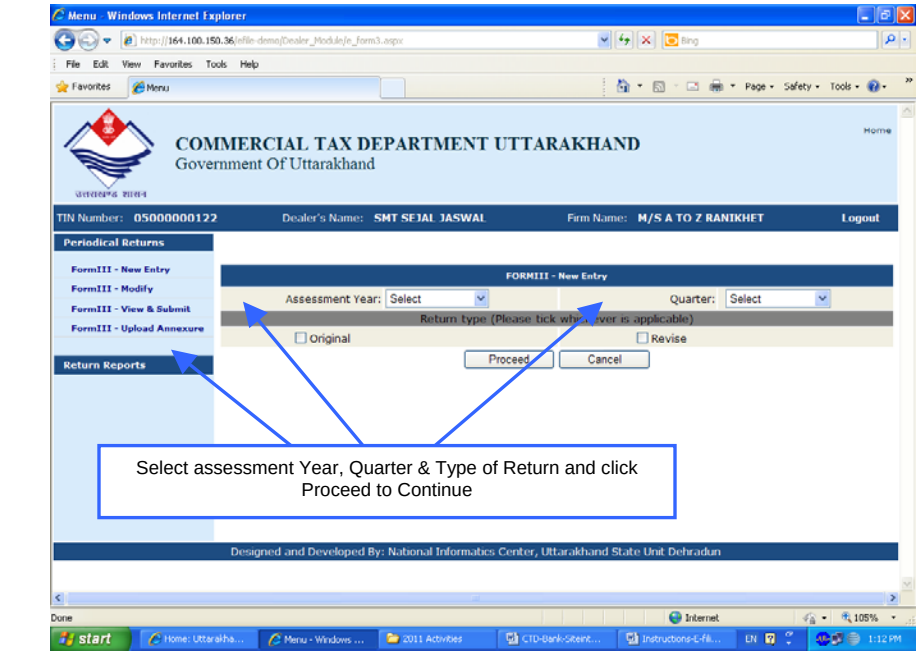
## 2.0 General Instructions

a. Use “Periodical Returns” → “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.

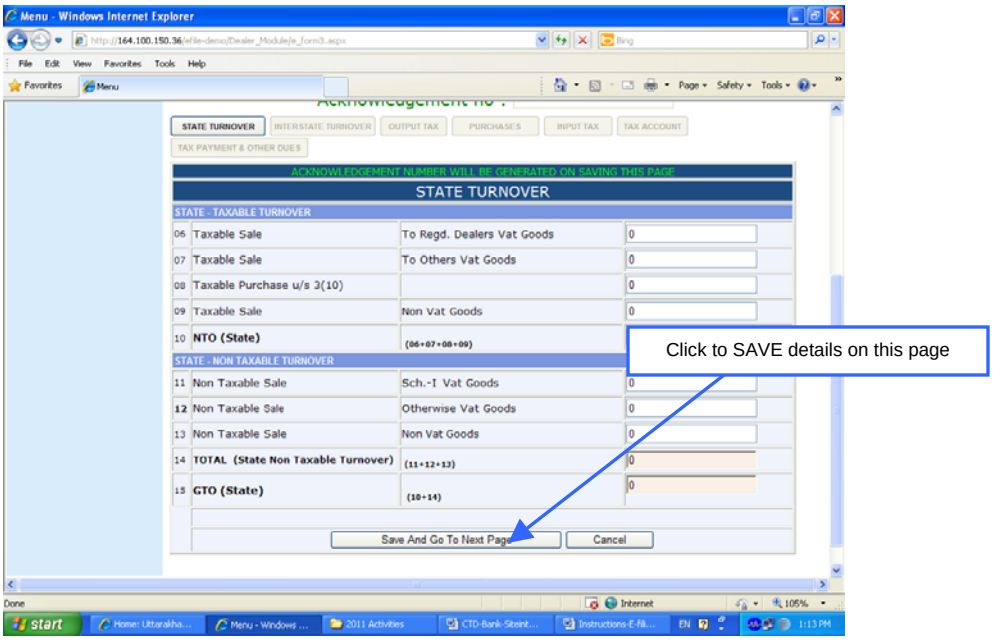
# Detailed instructions

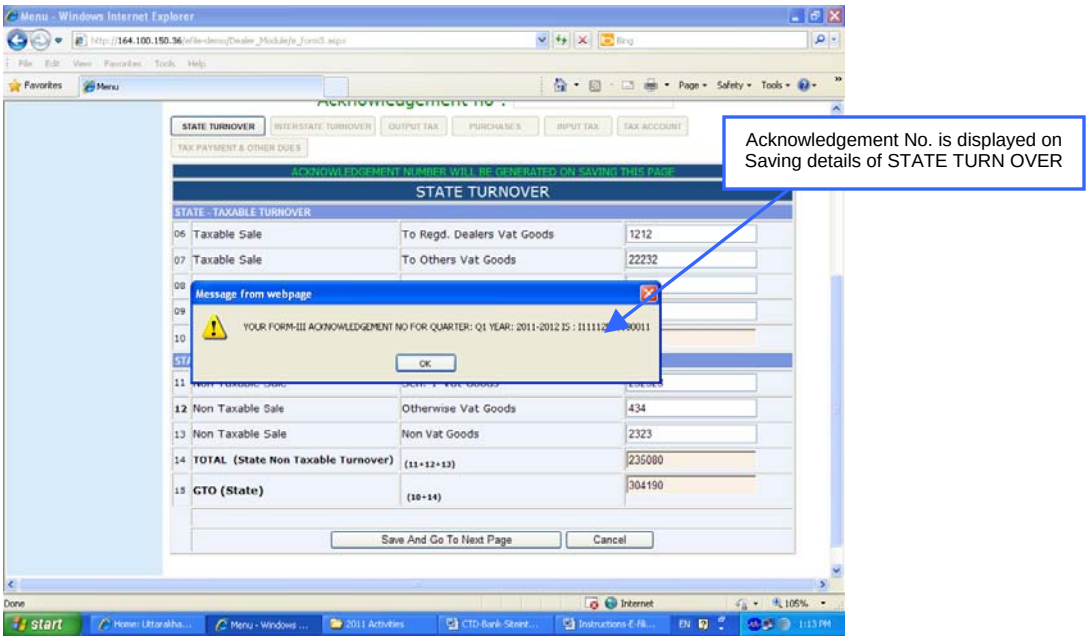
## 3.0 FormIII - New Entry



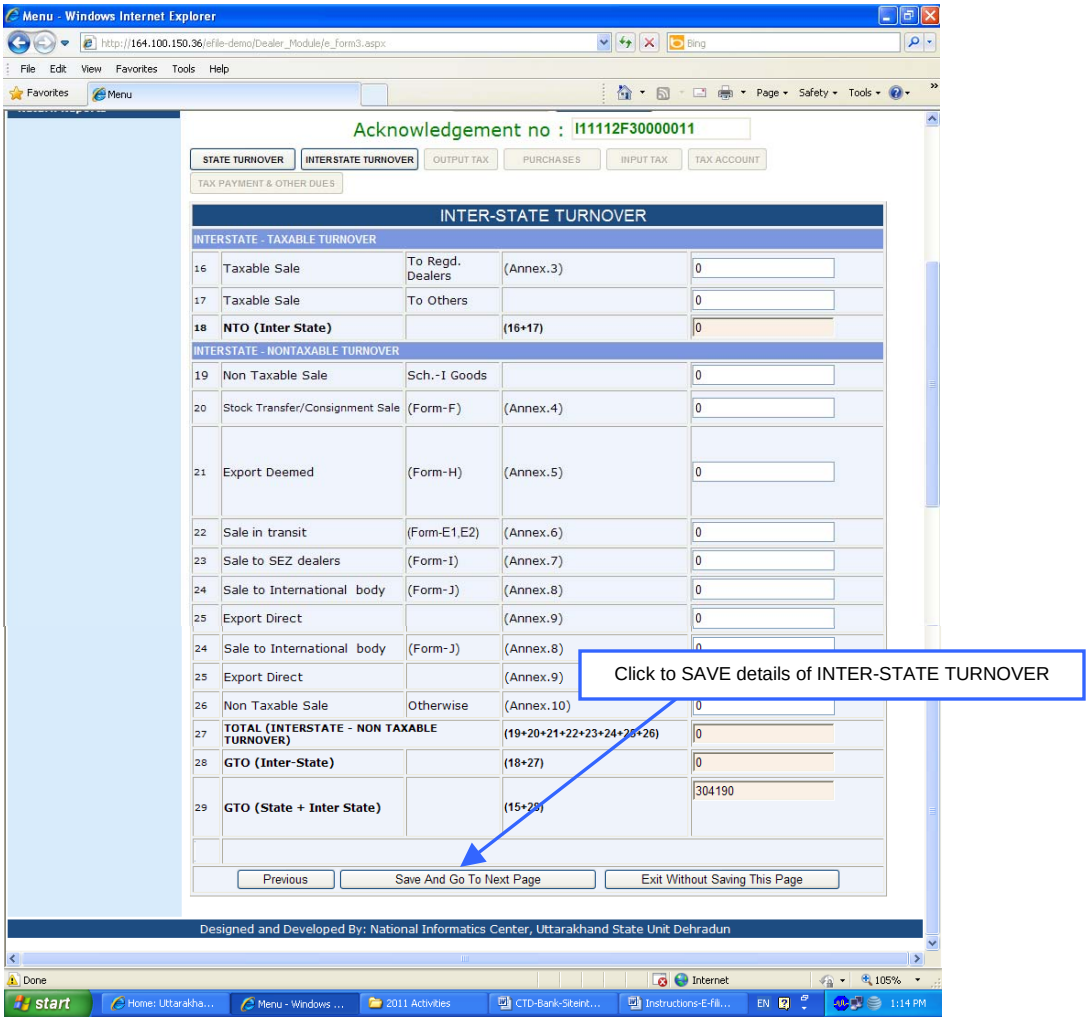



# FORMIII – New Entry – STATE TURNOVER

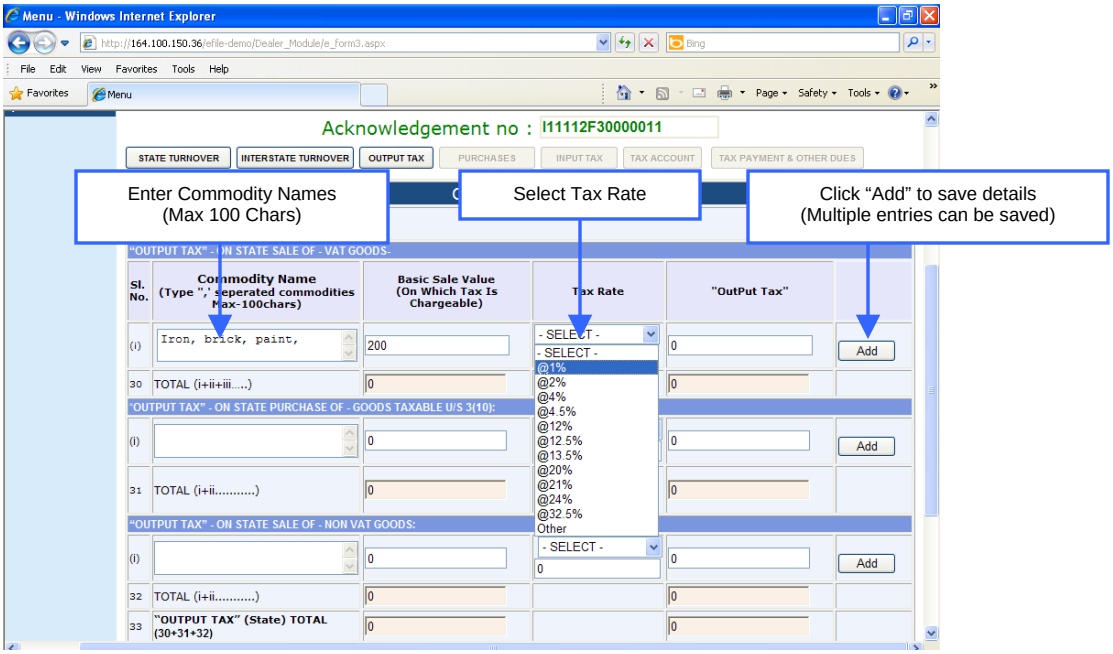


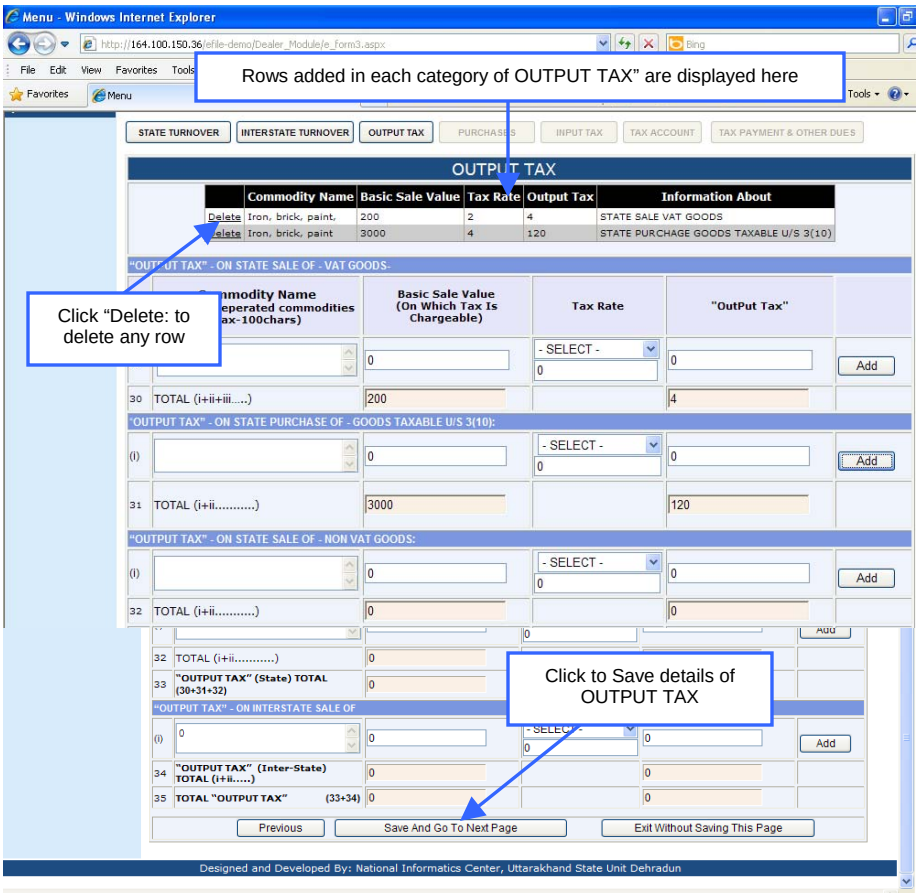



# FORMIII – New Entry – INTER-STATE TURNOVER

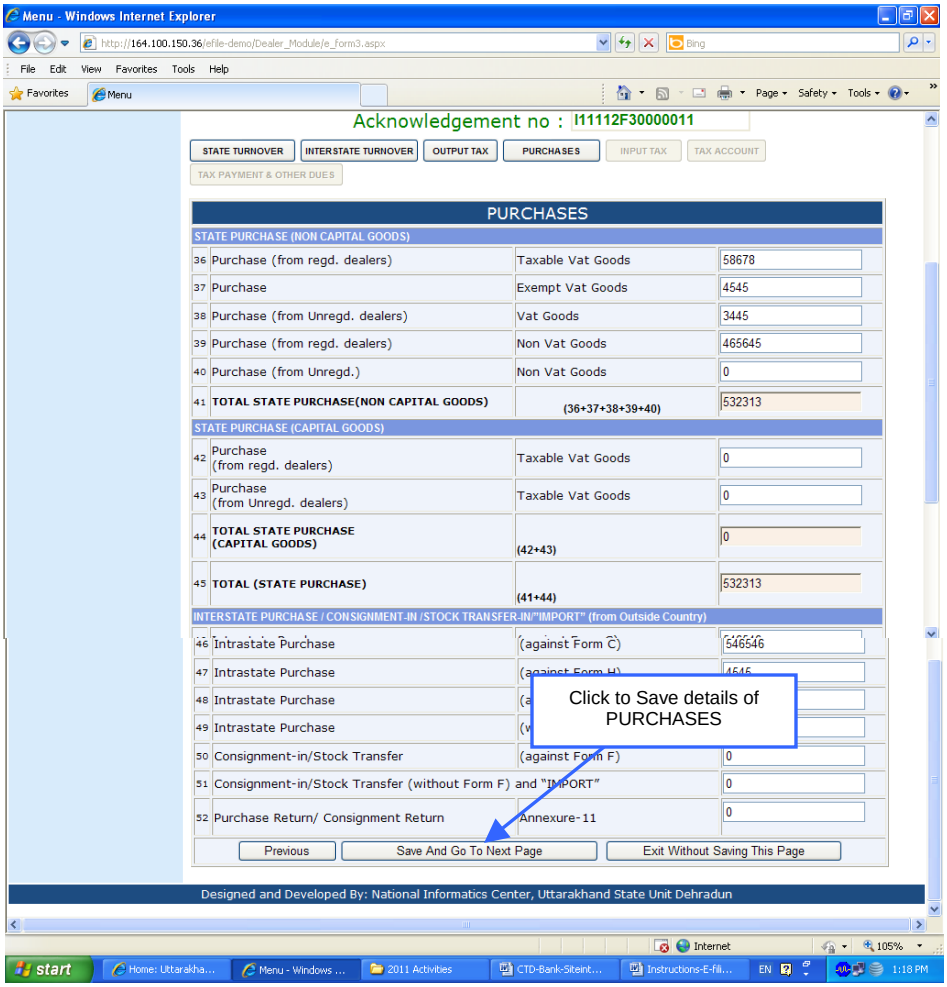


# FormIII – New Entry – OUTPUT TAX

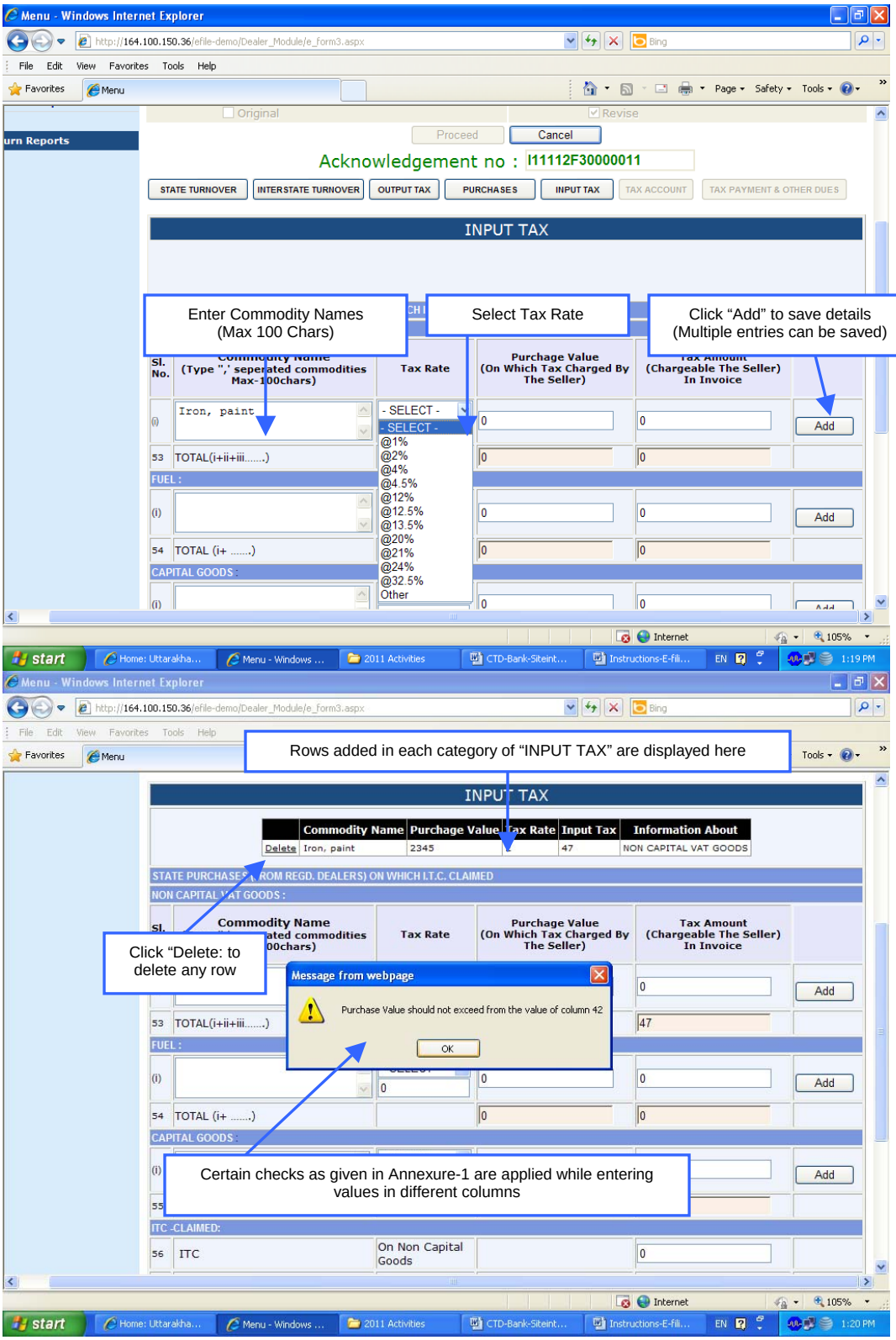


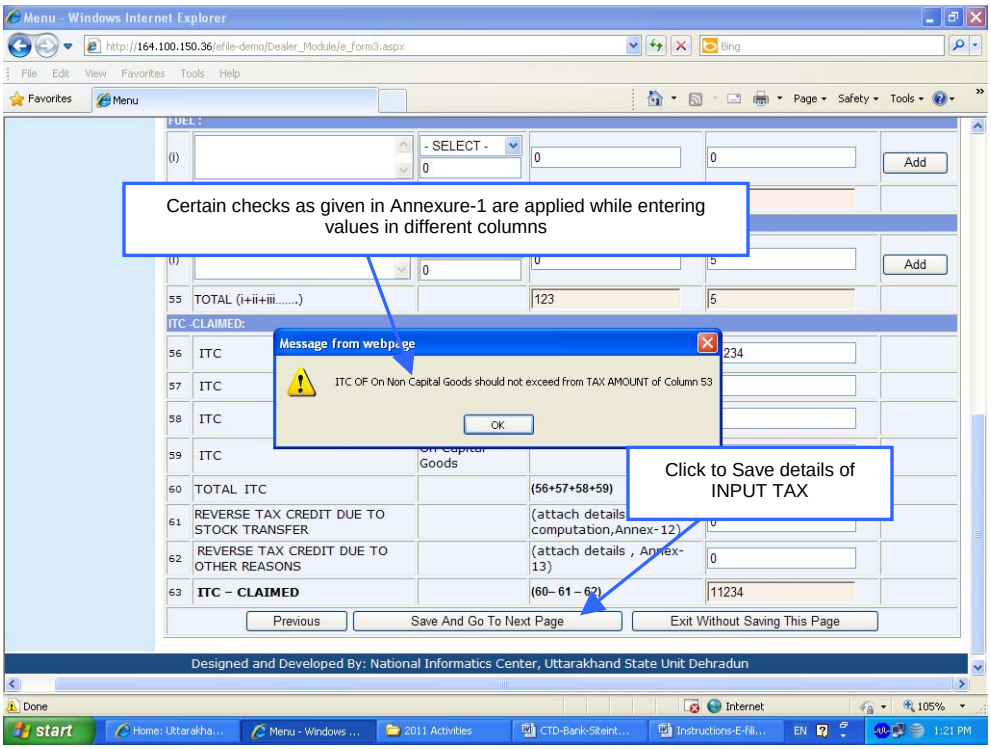



# FormIII – New Entry – PURCHASES

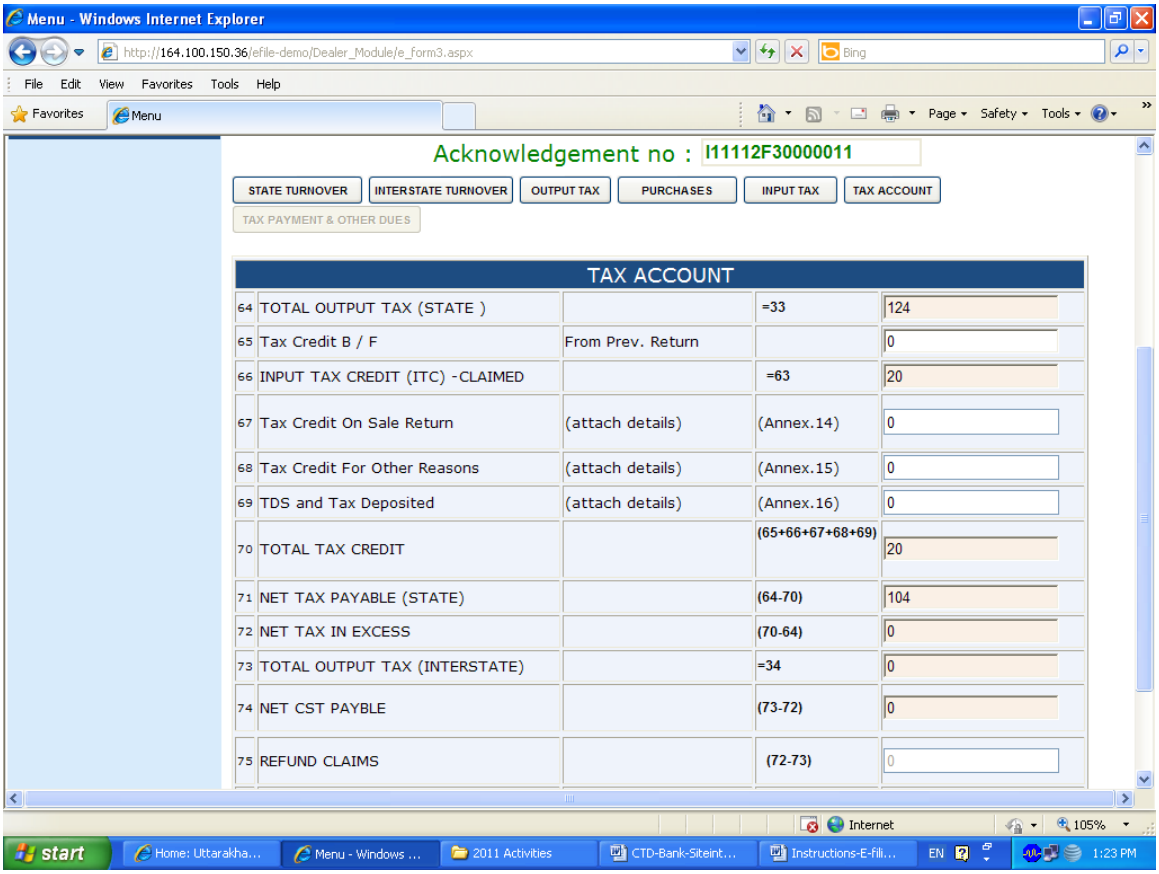


# Form III – New Entry – INPUT TAX

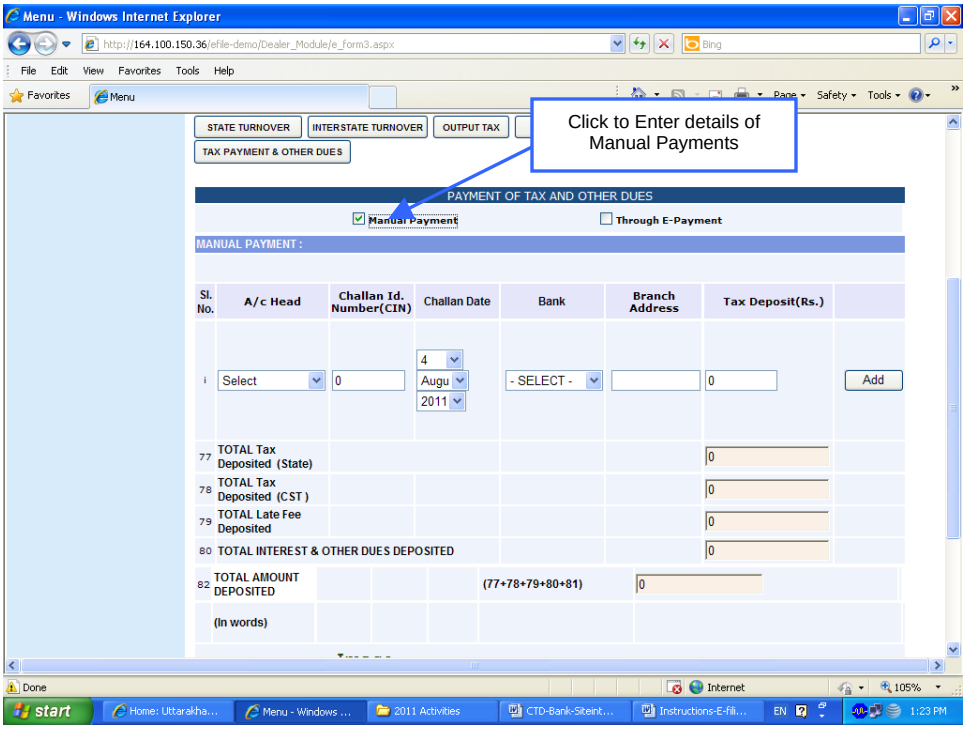



Menu - Windows Internet Explorer
Certain checks as given in Annexure-1 are applied while entering values in different columns
Message from webpage
ITC OF On Non Capital Goods should not exceed from TAX AMOUNT of Column 53
OK
Click to Save details of INPUT TAX
Previous
Save And Go To Next Page
Exit Without Saving This Page
Designed and Developed By: National Informatics Center, Uttarakhand State Unit Dehradun

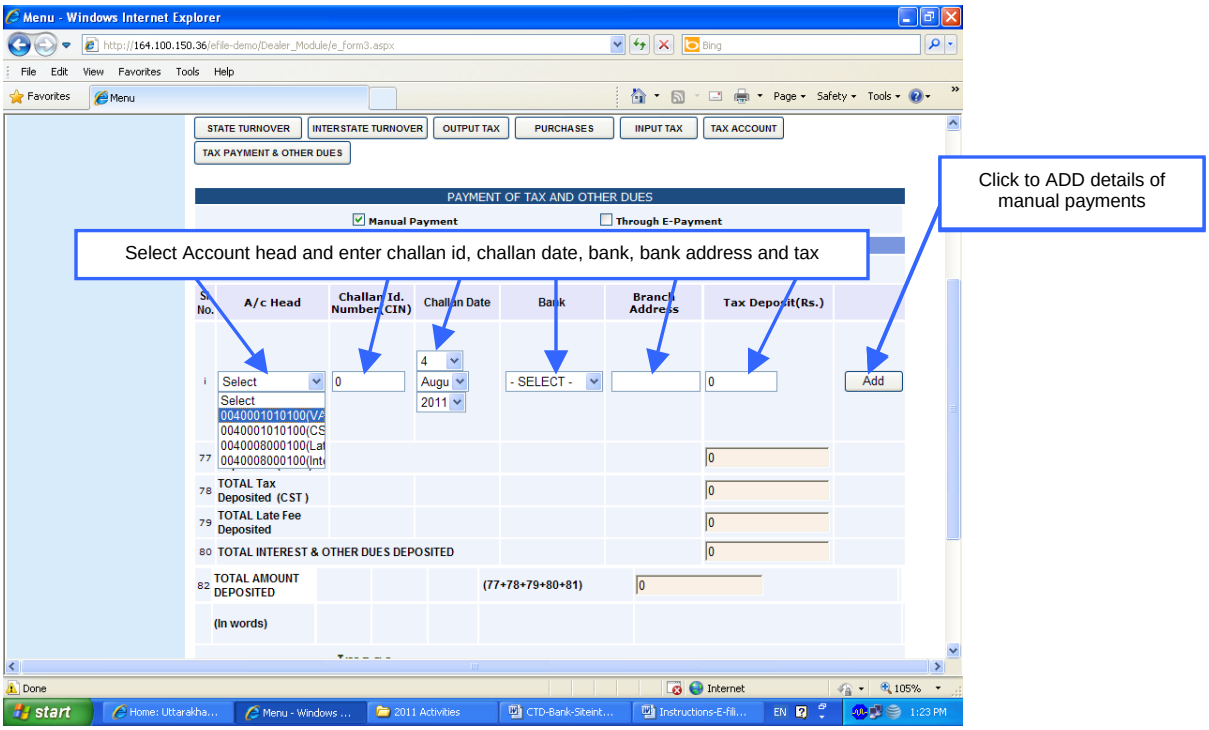
# Form III – New Entry – TAX ACCOUNT

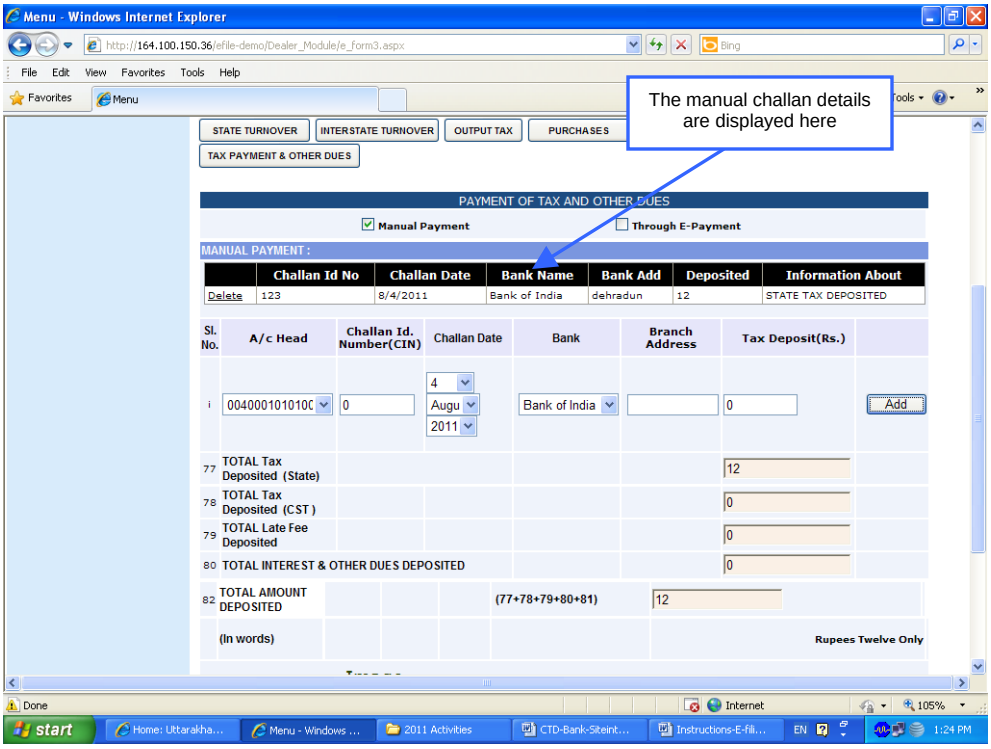


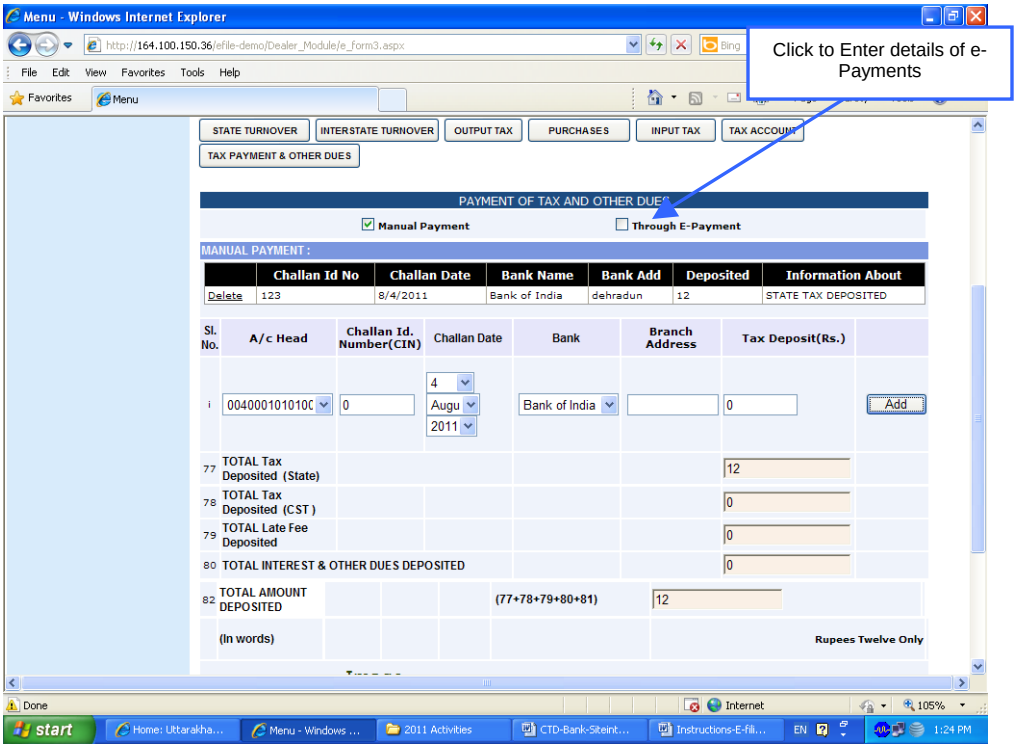
## FormIII – New Entry – PAYMENT OF TAXES AND OTHER DUES

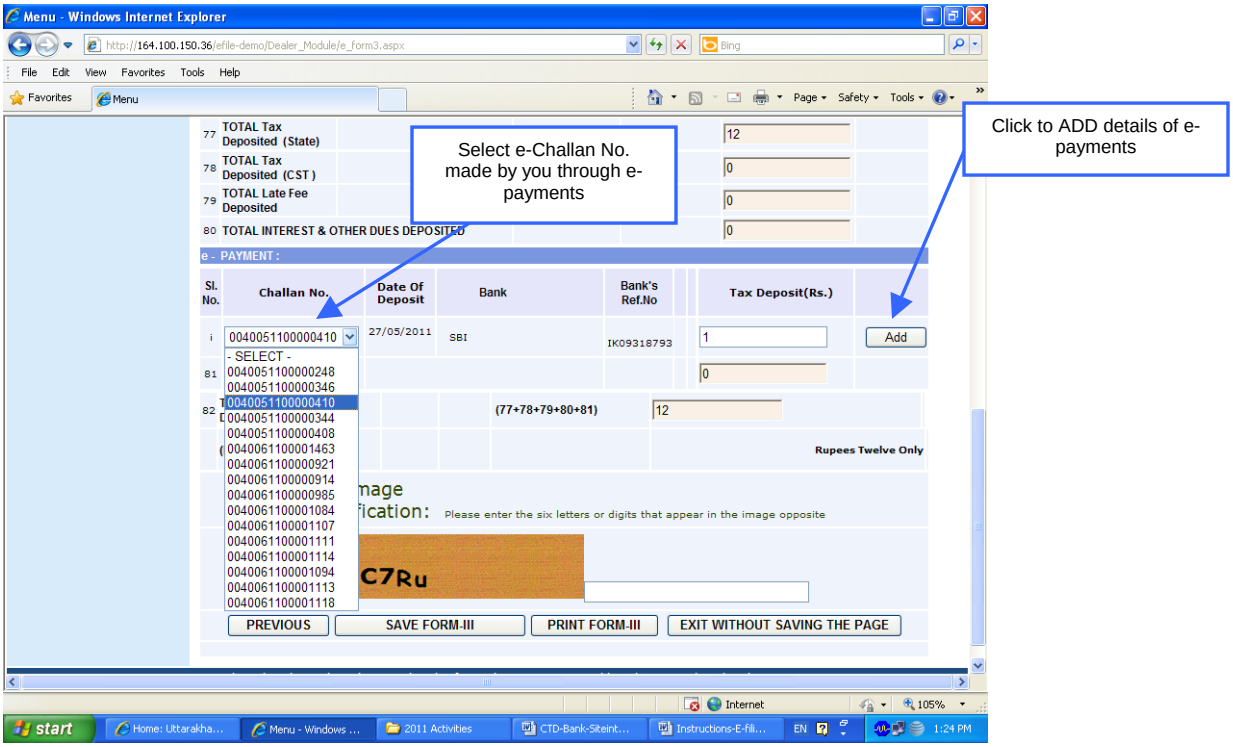


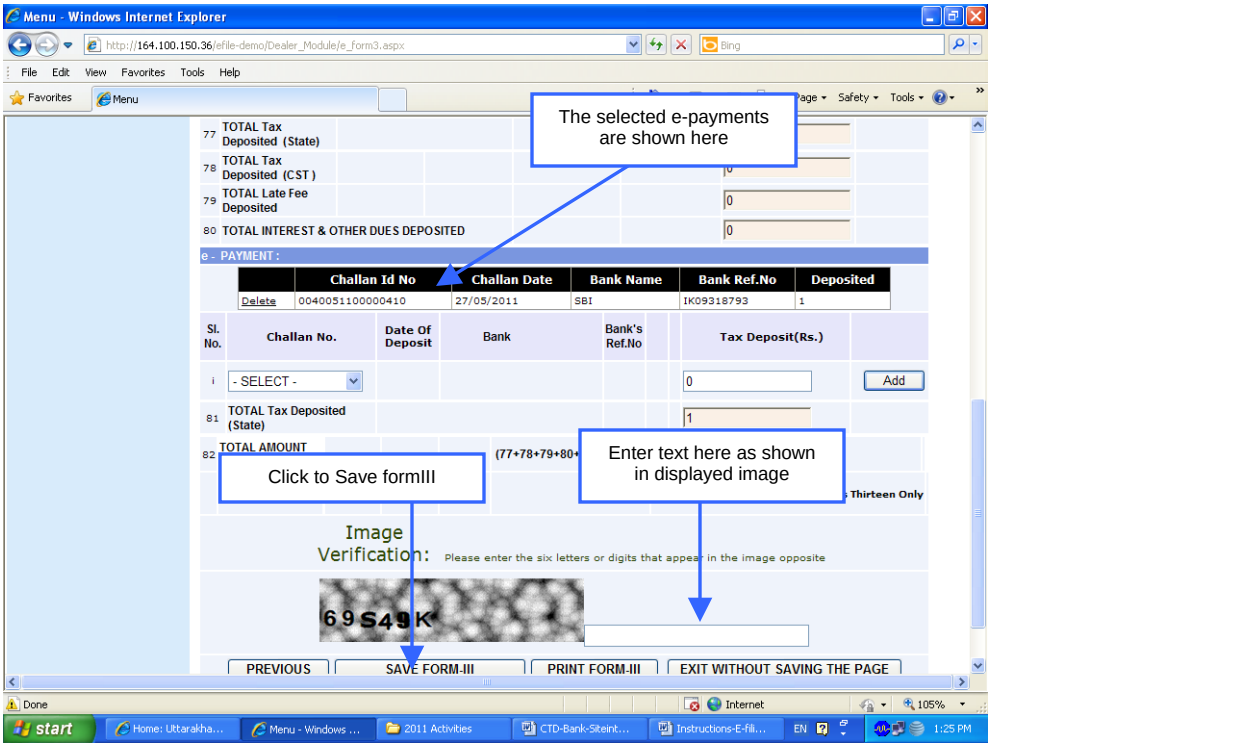

Following screen will be displayed for entering details of manual challan.

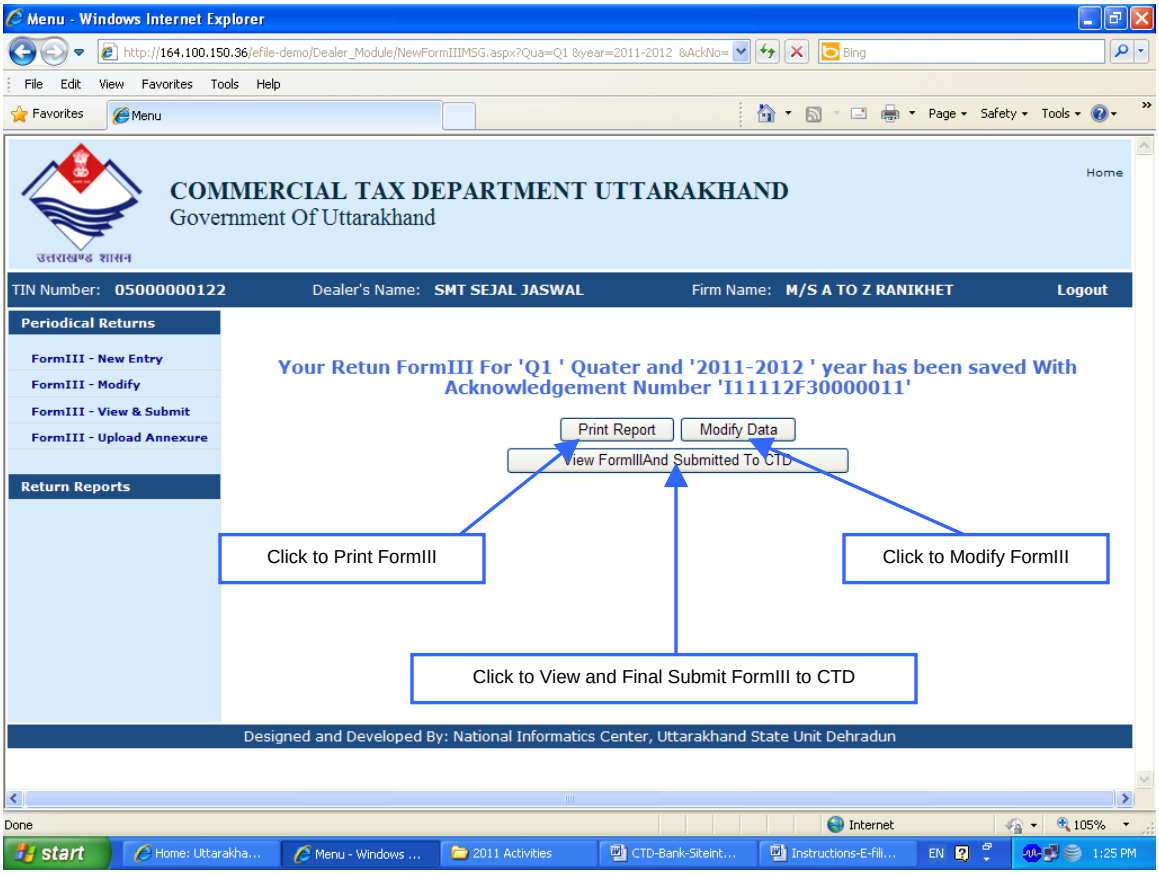



Menu - Windows Internet Explorer
The manual challan details are displayed here
STATE TURNOVER
INTERSTATE TURNOVER
OUTPUT TAX
PURCHASES
TAX PAYMENT & OTHER DUES
PAYMENT OF TAX AND OTHER DUES
Manual Payment
Through E-Payment
MANUAL PAYMENT :
Challan Id No
Challan Date
Bank Name
Bank Add
Deposited
Information About
Delete
123
8/4/2011
Bank of India
dehradun
12
STATE TAX DEPOSITED
Sl. No.
A/c Head
Challan Id. Number(CIN)
Challan Date
Bank
Branch Address
Tax Deposit(Rs.)
Bank of India
Add
77 TOTAL Tax Deposited (State)
78 TOTAL Tax Deposited (CST )
79 TOTAL Late Fee Deposited
80 TOTAL INTEREST & OTHER DUES DEPOSITED
82 TOTAL AMOUNT DEPOSITED
(77+78+79+80+81)
(In words)
Rupees Twelve Only


Menu - Windows Internet Explorer
Click to Enter details of e-Payments
STATE TURNOVER
INTERSTATE TURNOVER
OUTPUT TAX
PURCHASES
INPUT TAX
TAX PAYMENT & OTHER DUES
PAYMENT OF TAX AND OTHER DUES
Manual Payment
Through E-Payment
MANUAL PAYMENT :
Challan Id No
Challan Date
Bank Name
Bank Add
Deposited
Information About
Delete
123
8/4/2011
Bank of India
dehradun
12
STATE TAX DEPOSITED
Sl. No.
A/c Head
Challan Id. Number(CIN)
Challan Date
Bank
Branch Address
Tax Deposit(Rs.)
Bank of India
Add
77 TOTAL Tax Deposited (State)
78 TOTAL Tax Deposited (CST )
79 TOTAL Late Fee Deposited
80 TOTAL INTEREST & OTHER DUES DEPOSITED
82 TOTAL AMOUNT DEPOSITED
(77+78+79+80+81)
(In words)
Rupees Twelve Only

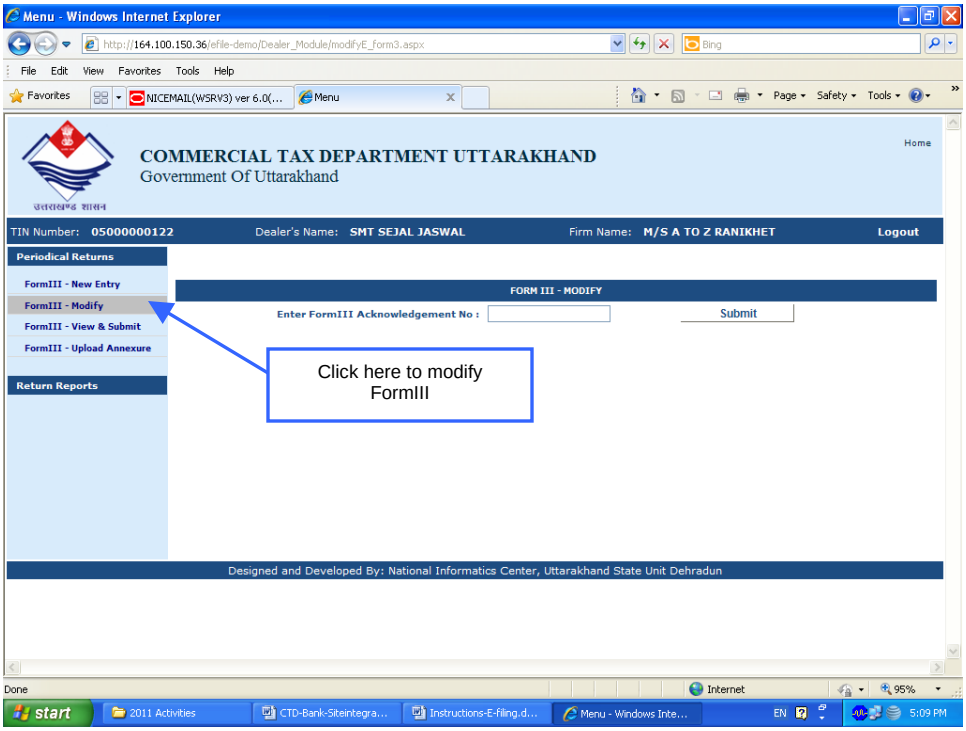

Menu - Windows Internet Explorer
Select e-Challan No. made by you through e-payments
Click to ADD details of e-payments
e - PAYMENT :
Sl. No.
Challan No.
Date Of Deposit
Bank
Bank's Ref.No
Tax Deposit(Rs.)
0040051100000410
27/05/2011
SBI
IK09318793
Add
- SELECT -
PREVIOUS
SAVE FORM-III
PRINT FORM-III
EXIT WITHOUT SAVING THE PAGE

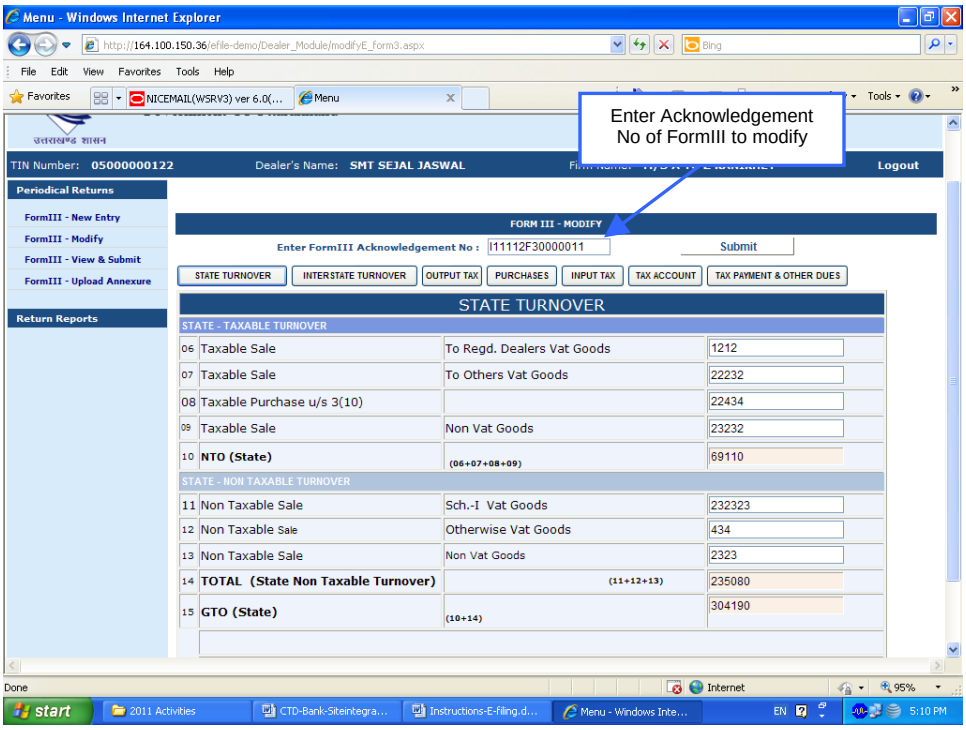

Menu - Windows Internet Explorer
The selected e-payments are shown here
Challan Id No
Challan Date
Bank Name
Bank Ref.No
Deposited
Delete
0040051100000410
27/05/2011
SBI
IK09318793
Click to Save formIII
Enter text here as shown in displayed image
Image Verification:
Please enter the six letters or digits that appear in the image opposite
PREVIOUS
SAVE FORM-III
PRINT FORM-III
EXIT WITHOUT SAVING THE PAGE


Menu - Windows Internet Explorer
COMMERCIAL TAX DEPARTMENT UTTARAKHAND
Government Of Uttarakhand
Home
TIN Number: 05000000122
Dealer's Name: SMT SEJAL JASWAL
Firm Name: M/S A TO Z RANIKHET
Logout
Periodical Returns
FormIII - New Entry
FormIII - Modify
FormIII - View & Submit
FormIII - Upload Annexure
Return Reports
Your Retun FormIII For 'Q1 ' Quater and '2011-2012 ' year has been saved With Acknowledgement Number 'I11112F30000011'
Print Report
Modify Data
View FormIIIAnd Submitted To CTD
Click to Print FormIII
Click to Modify FormIII
Click to View and Final Submit FormIII to CTD
Designed and Developed By: National Informatics Center, Uttarakhand State Unit Dehradun

## 4.0 FormIII – Modify

FormIII once filled can be modified by clicking “Periodical Returns” → “FormIII – Modify”

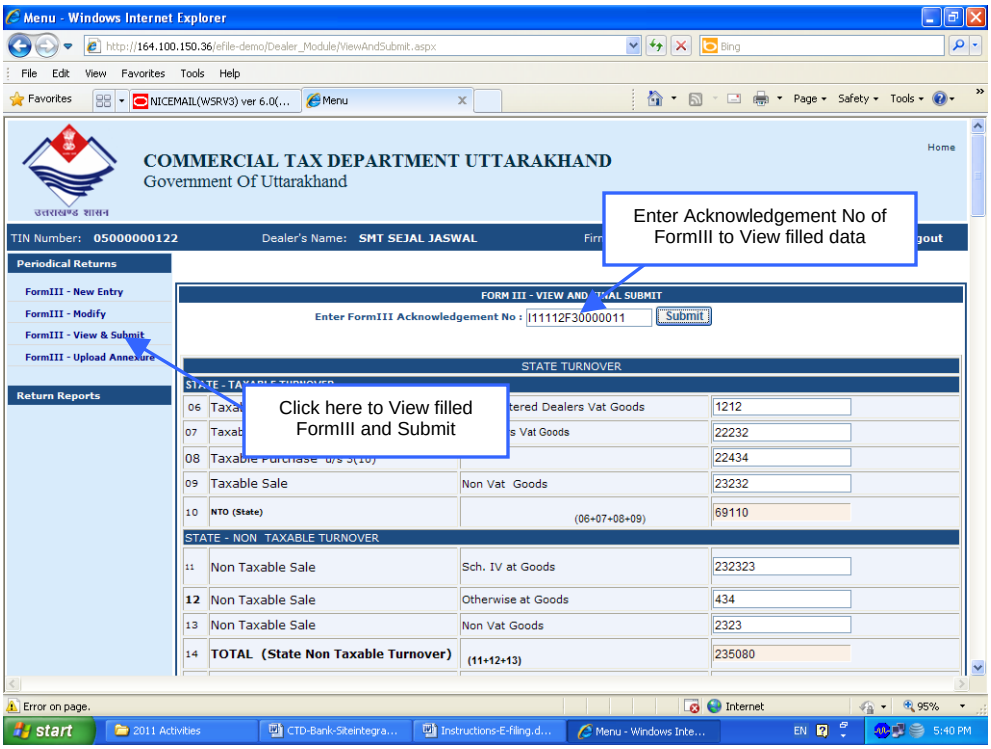


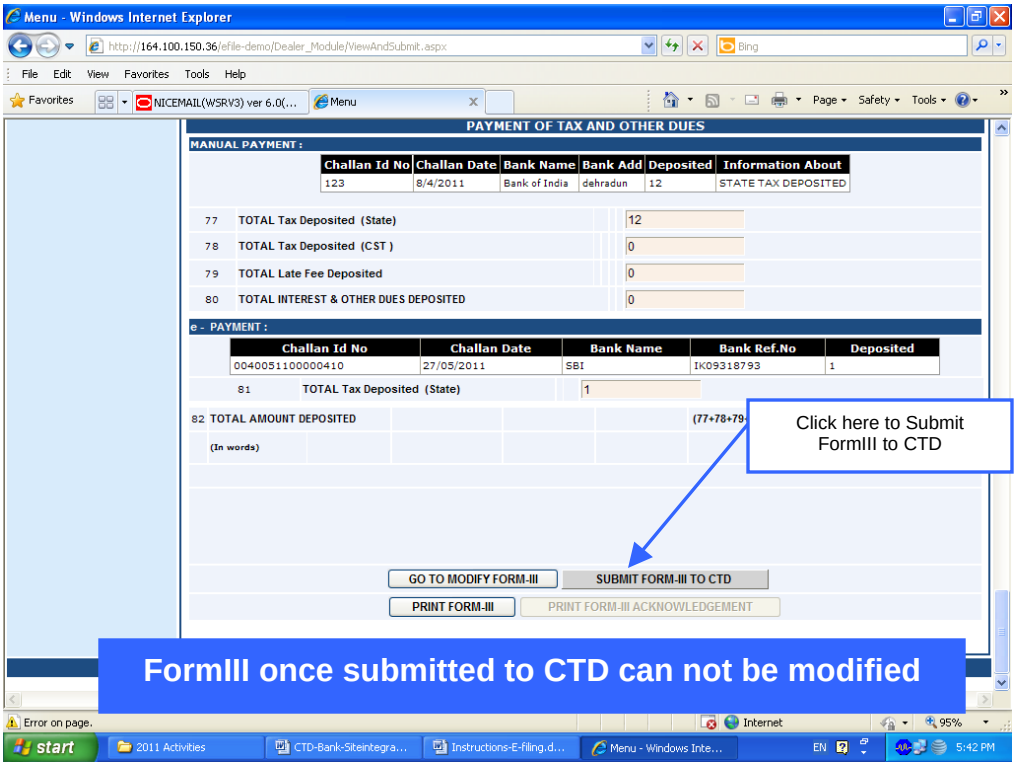



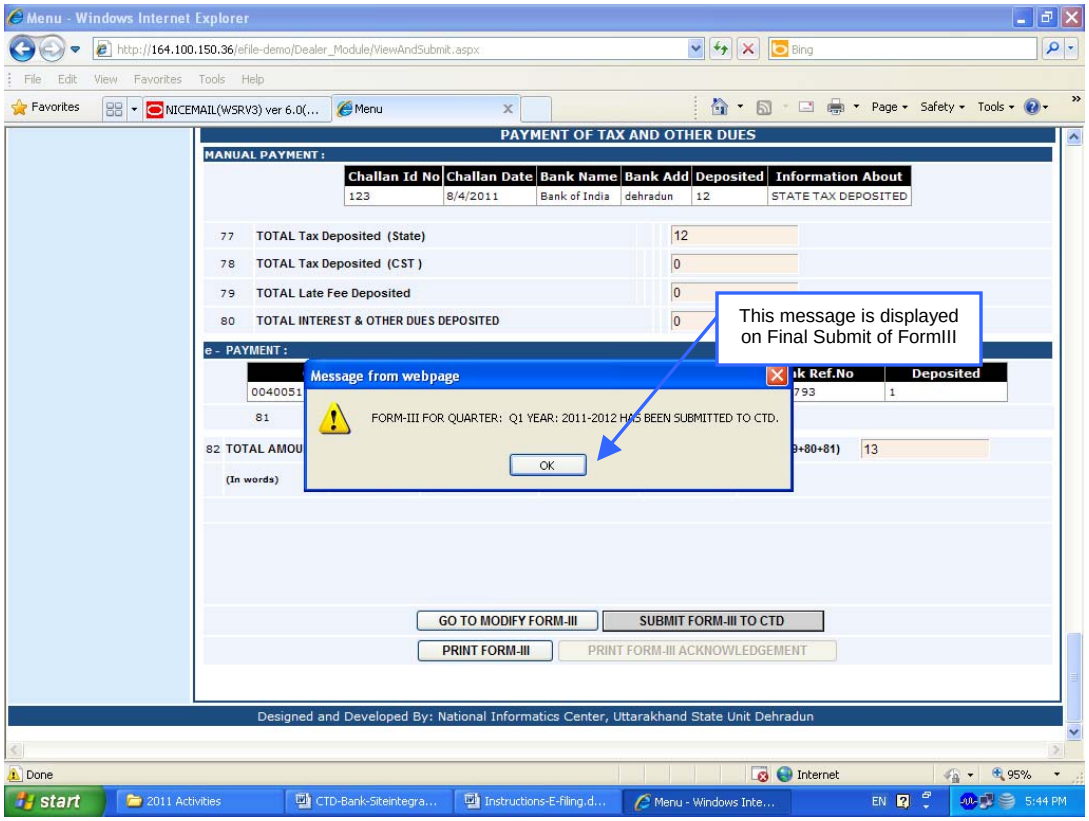

The details filled in FormIII are displayed on giving Acknowledgement No. The values can be modified in a manner mentioned in Section 3.0 above.

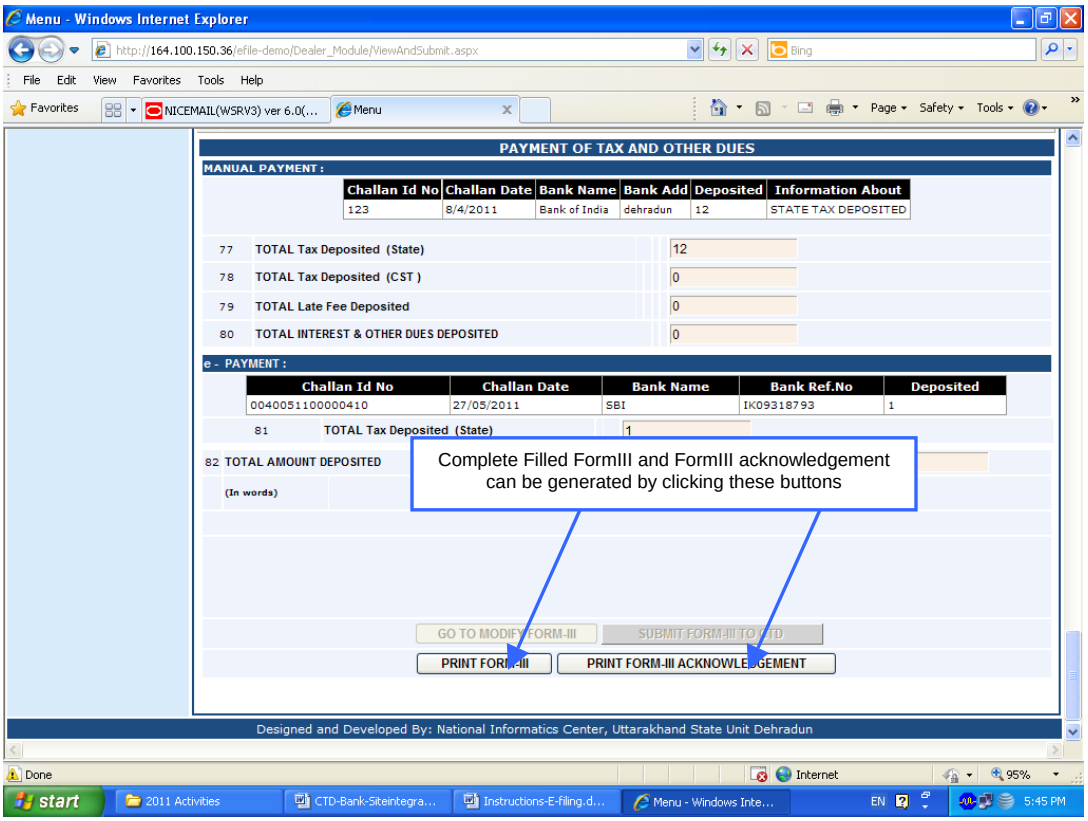
## 5.0 FormIII – View and Submit

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

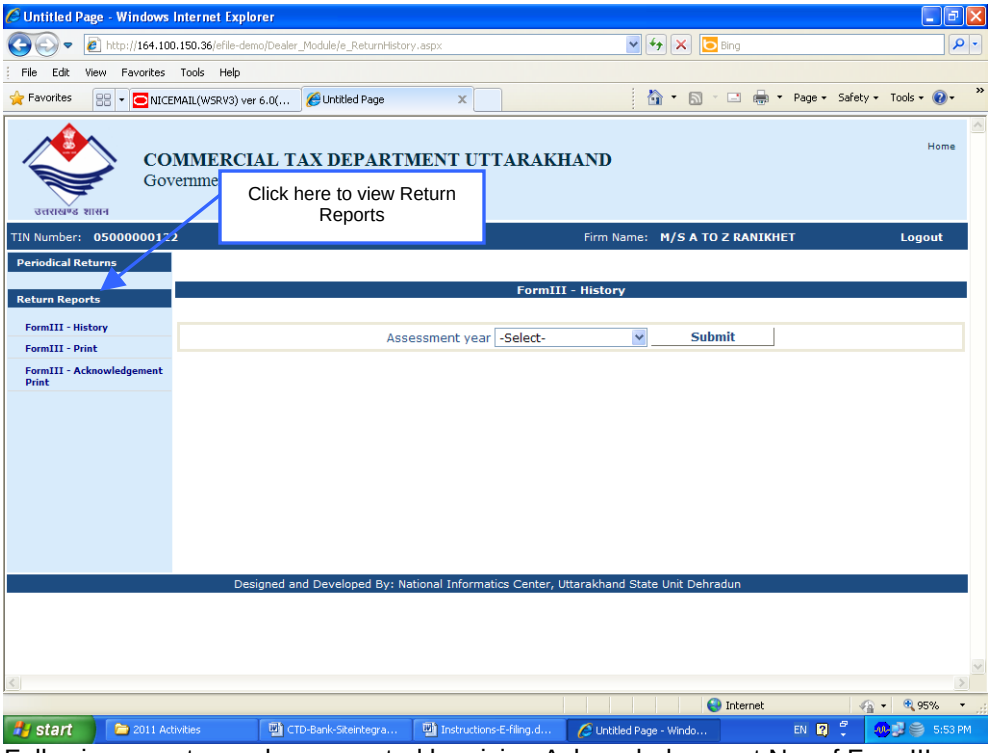



Menu - Windows Internet Explorer
PAYMENT OF TAX AND OTHER DUES
MANUAL PAYMENT :
Challan Id No | Challan Date | Bank Name | Bank Add | Deposited | Information About
123 | 8/4/2011 | Bank of India | dehradun | 12 | STATE TAX DEPOSITED
77 TOTAL Tax Deposited (State) 12
78 TOTAL Tax Deposited (CST ) 0
79 TOTAL Late Fee Deposited 0
80 TOTAL INTEREST & OTHER DUES DEPOSITED 0
e - PAYMENT :
Message from webpage
FORM-III FOR QUARTER: Q1 YEAR: 2011-2012 HAS BEEN SUBMITTED TO CTD.
OK
This message is displayed on Final Submit of FormIII
GO TO MODIFY FORM-III
SUBMIT FORM-III TO CTD
PRINT FORM-III
PRINT FORM-III ACKNOWLEDGEMENT
Designed and Developed By: National Informatics Center, Uttarakhand State Unit Dehradun


Menu - Windows Internet Explorer
PAYMENT OF TAX AND OTHER DUES
MANUAL PAYMENT :
Challan Id No | Challan Date | Bank Name | Bank Add | Deposited | Information About
123 | 8/4/2011 | Bank of India | dehradun | 12 | STATE TAX DEPOSITED
77 TOTAL Tax Deposited (State) 12
78 TOTAL Tax Deposited (CST ) 0
79 TOTAL Late Fee Deposited 0
80 TOTAL INTEREST & OTHER DUES DEPOSITED 0
e - PAYMENT :
Challan Id No | Challan Date | Bank Name | Bank Ref.No | Deposited
0040051100000410 | 27/05/2011 | SBI | IK09318793 | 1
81 TOTAL Tax Deposited (State) 1
82 TOTAL AMOUNT DEPOSITED
(In words)
Complete Filled FormIII and FormIII acknowledgement can be generated by clicking these buttons
PRINT FORM-III
PRINT FORM-III ACKNOWLEDGEMENT
Designed and Developed By: National Informatics Center, Uttarakhand State Unit Dehradun

## 6.0 Return Reports

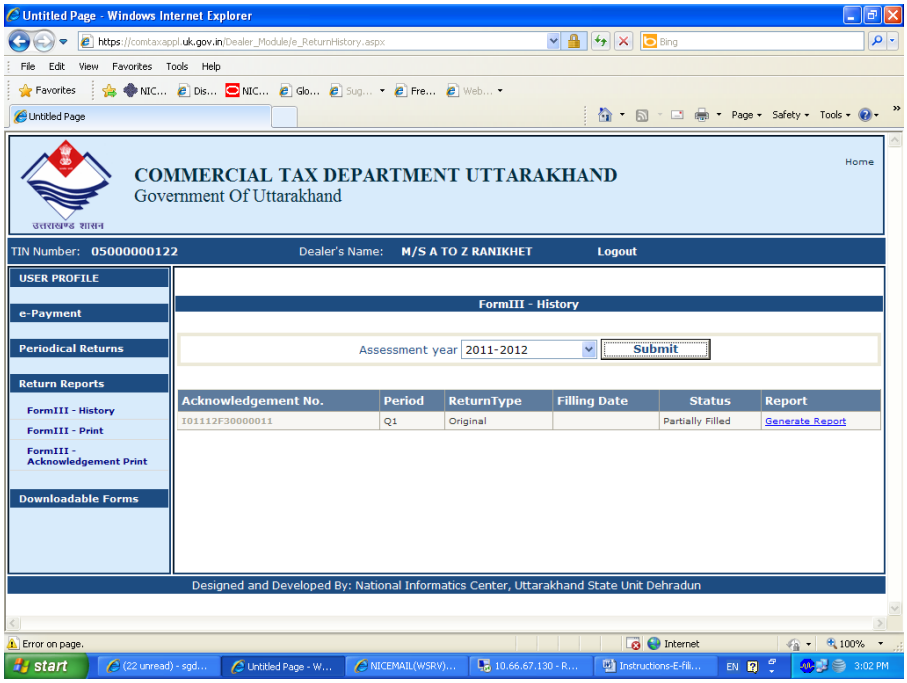



Following reports can be generated by giving Acknowledgement No. of FormIII:

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.



## 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
l. 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 |

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