Commercial Tax Department Government of Uttarakhand

e-Return of FormIII: Instruction manual for offline filing

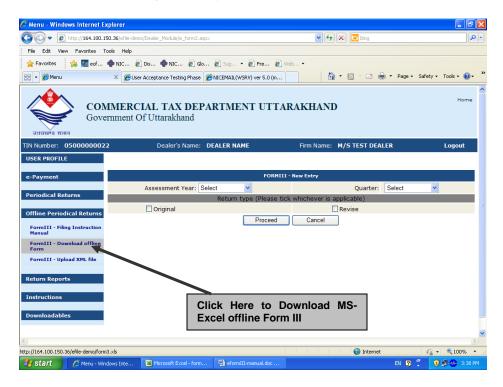
1.0 Procedure for offline filing of e-Return(FormIII)

- Step-1: Download MS-Excel sheet of FormIII from Commercial Tax Department Website by selecting "Offline Periodical Returns → Form III Download Offline Form" option on main menu and save it on your computer.
- Step-2: Fill return data for a particular Quarter & Assessment Year in downloaded MS-Excel Form-III downloaded in Step-1.
- Step-3: Click "Validate & Generate XML" button in Excel sheet to generate XML file and save it at selected location on your computer.
- Step-4: Login with your user-id/pwd of CTD web-portal(http://comtaxappl.uk.gov.in) for uploading the XML file generated in Step-3.
- Step-5: Select "Offline Periodical Returns → Form III Upload XML file" option on main menu to upload XML file.
- Step-6: Select Quarter & Assessment year and type of return (Original/Revised).
- Step-7: Click "Browse" button to select XML file saved on your computer and click "Upload Form III" to upload it to CTD-UK server.

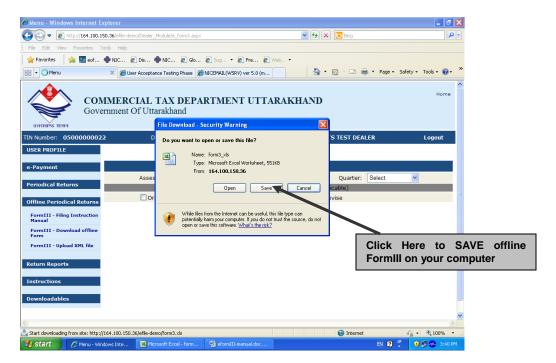
Uploaded data can be viewed and printed using "Return History" option on the main menu.

2.0 Detailed Instructions

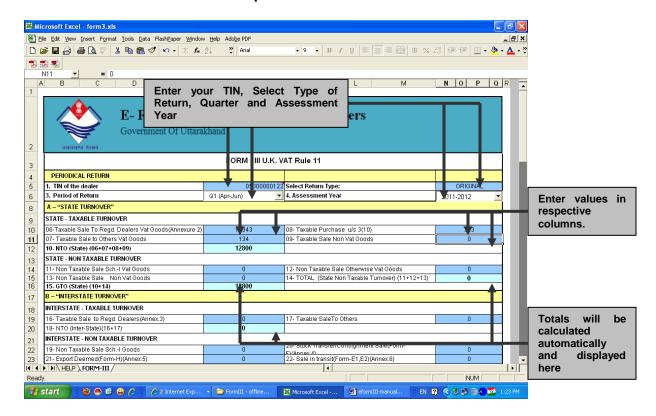
Step-1: Download MS-Excel sheet of FormIII from Commercial Tax Department Website by selecting "Offline Periodical Returns → Form III - Download Offline Form" option on main menu and save it on your computer.

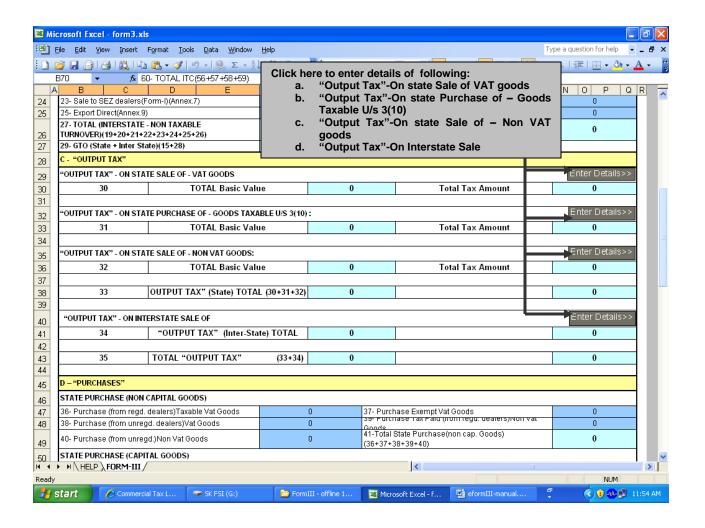


Following Screen will be displayed:



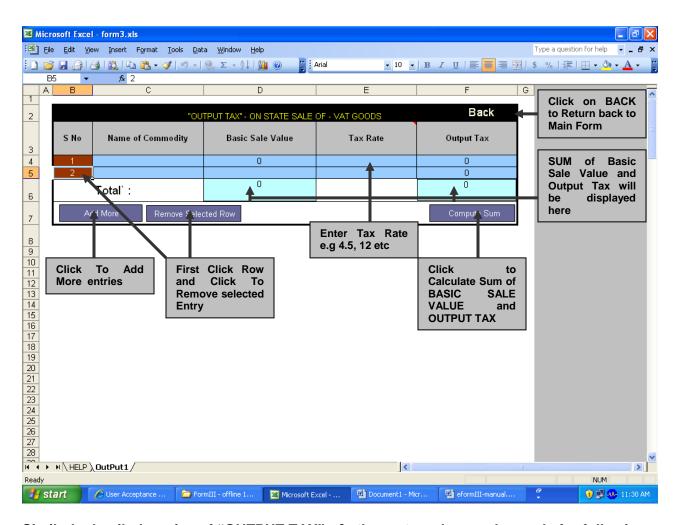
Step-2: Fill return data for a particular Quarter & Assessment Year in downloaded MS-Excel Form-III downloaded in Step-1.





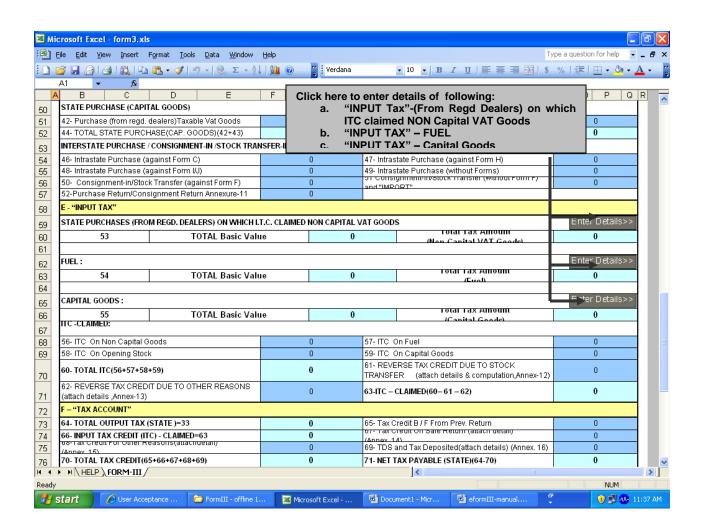
On clicking any of the above button for "Enter Details" for OUTPUT TAX following screen will be displayed:

a. "Output Tax"-On state Sale of VAT goods



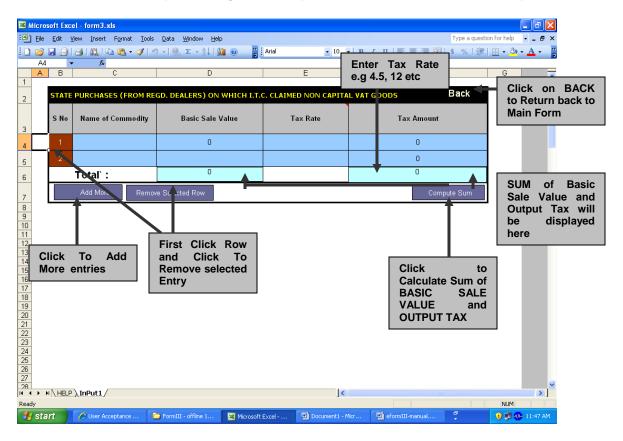
Similarly detailed entries of "OUTPUT TAX" of other categories can be made for following:

- 1. "Output Tax"-On state Purchase of Goods Taxable U/s 3(10)
- 2. "Output Tax"-On state Sale of Non VAT goods
- 3. "Output Tax"-On Interstate Sale



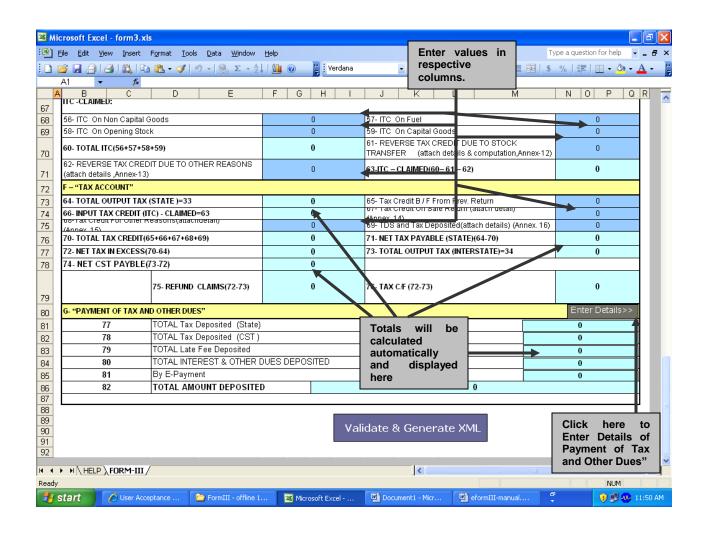
On clicking any of the above button for "Enter Details" of INPUT TAX following screen will be displayed:

a. "INPUT TAX"-(From Regd Dealers) on which ITC claimed NON Capital VAT Goods

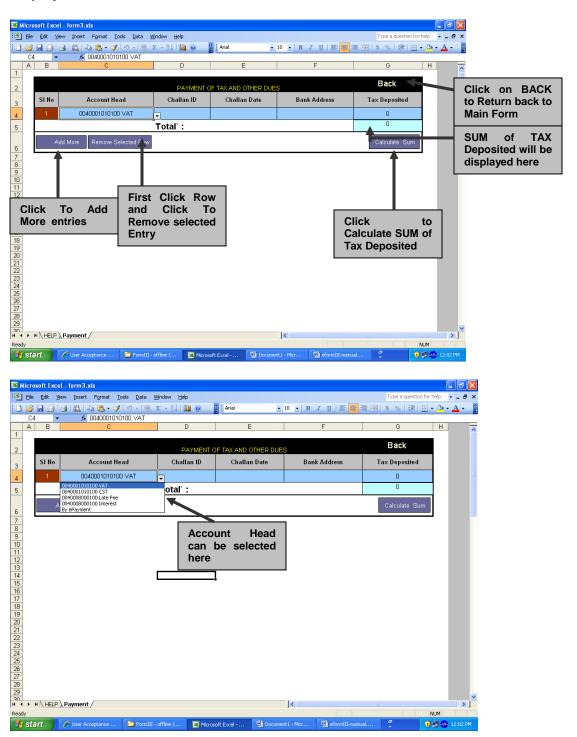


Similarly detailed entries of "OUTPUT TAX" of other categories can be made for following:

- 1. "INPUT TAX" FUEL
- 2. "INPUT TAX" Capital Goods

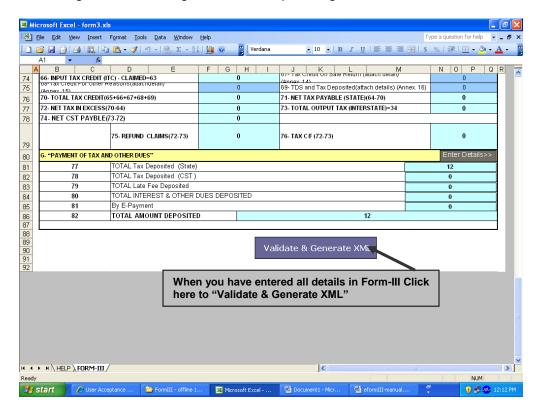


On click of "Enter details" of "Payment of Tax and Other dues", following screen will be displayed

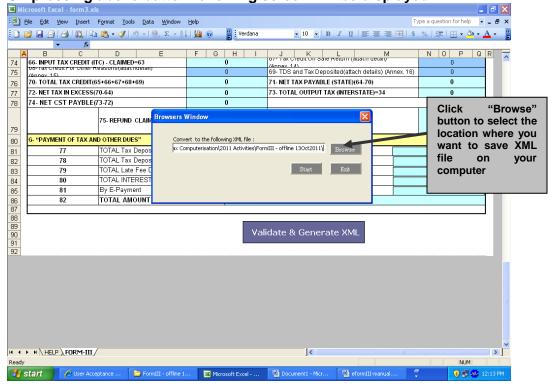


Step-3: Click "Validate & Generate XML" button on Excel sheet to generate XML file and save it at selected location on your computer.

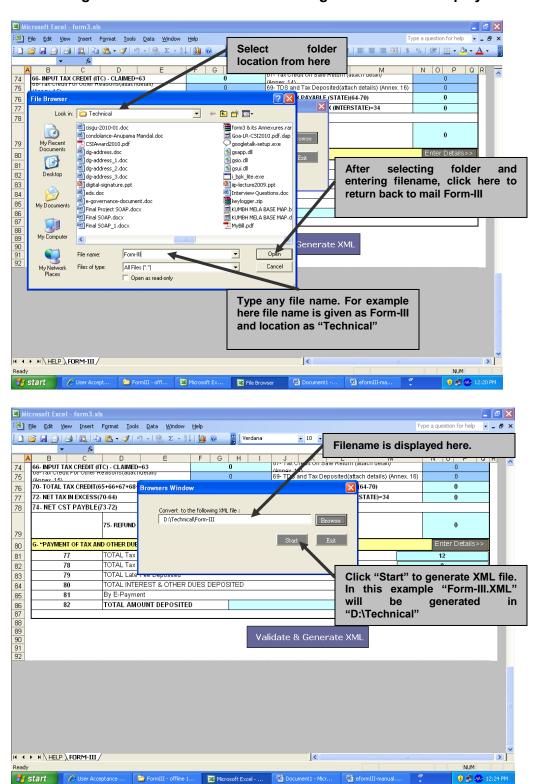
Validating and Generating XML file for Uploading on CTD-UK web-site.



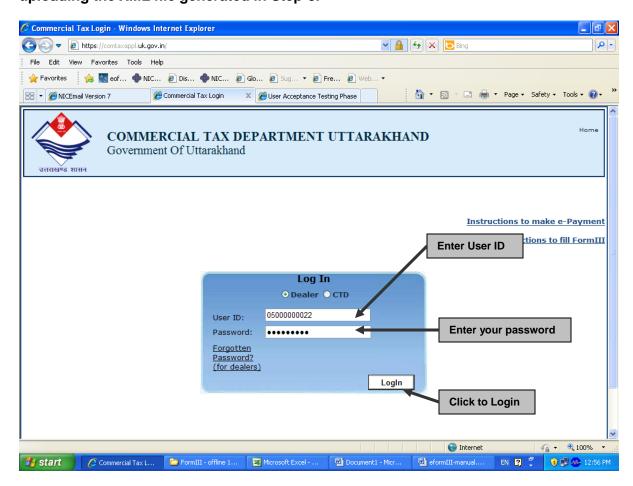
On pressing above button following screen will be displayed:



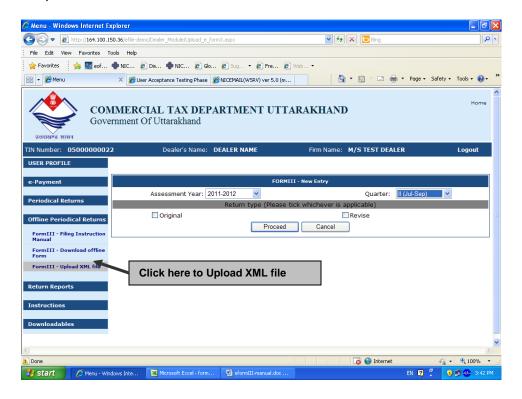
On clicking "Browse" Button above following screen will be displayed:



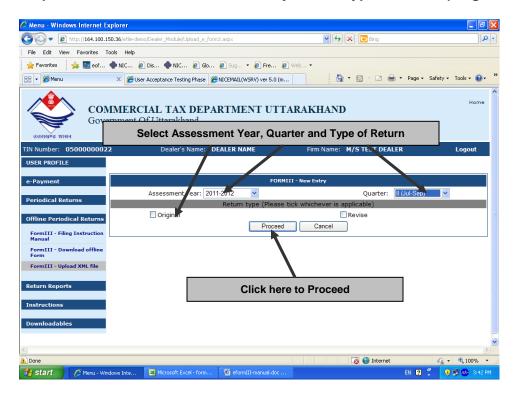
Step-4: Login with your user-id/pwd of CTD web-portal (http://comtaxappl.uk.gov.in) for uploading the XML file generated in Step-3.



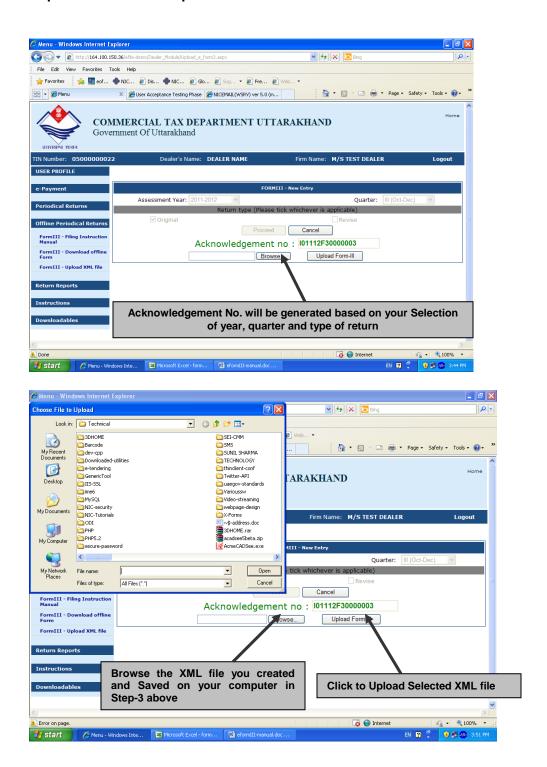
Step-5: Select "Offline Periodical Returns → Form III - Upload XML file" option on main menu to upload XML file.



Step-6: Select Quarter & Assessment year and type of return (Original/Revised).



Step-7: Click "Browse" button to select XML file saved on your computer and click "Upload Form III" to upload it to CTD-UK server.



Data uploaded through XML file on CTD server can be viewed from "Return Reports → Form III History"

