

Guidelines for filing e-Return and generation of dematerialised CST Forms

1) VAT Return to be submitted before CST Return.

2) VAT Return form in JAR file.

- a. Data can be saved partially in one xml file in VAT.
- b. Navigate using TAB or ENTER. Screen will not automatically scroll down. Use Scroll tab to move down.
- c. If final data entered then check 'I Declare...' and save the xml file and upload the xml file.
- d. Print to be save in file (HTML).
 - i) If popup blocker is enabled then right click on the popup blocker bar and select "Allow blocked content".
 - ii) Make Page setup as A4, Portrait, Margin (left, right, top and bottom) as 0.25. Make Header and Footer blank.
- e. One xml file will be created for VAT Return.

3) CST Return form in JAR file.

- a. Data can be saved partially in one xml file in CST.
- b. Navigate using TAB or ENTER. Screen will not automatically scroll down. Use Scroll tab to move down.
- c. If final data entered then check 'I Declare...' and save the xml file and upload the xml file.
- d. Print to be save in file (HTML).
 - i) If popup blocker is enabled then right click on the popup blocker bar and select "Allow blocked content".
 - ii) Make Page setup as A4, Portrait, Margin (left, right, top and bottom) as 0.25. Make Header and Footer blank.
- e. One xml file for FORM1 and 8 xml files for Annexures (9 in all) to be created for CST Return.

4) **General Instruction for dealers uploading data in Annexure E & Annexure F from Excel file.**

- **All cells with data of MsExcel Sheet should be default(General) format, no other number format types are allowed.**

Annexure E –

- **Seller Name should be of max 40 characters including spaces in between.**
- **Purchase Order No. should be of max 40 characters including spaces in between.**
- **Invoice No. should be of max 30 characters including spaces in between.**
- **No duplicate invoice number allowed against one seller tin.**

Annexure F –

- **Transferor Name should be of max 40 characters including spaces in between.**
- **Goods should be of max 50 characters including spaces in between.**
- **Invoice / Challan No. should be of max 30 characters including spaces in between.**
- **RR Name should be of max 20 characters including spaces in between.**
- **No duplicate invoice of the challans number allowed against one transferor tin.**

5) After submission of Print Copy of VAT / CST Return at Charge Office, Login in the link 'Login for VAT / CST Return" and enter the date of submission of the same in the link "[Click here to Submit the date of submission of print copy of return to charge.](#)"

Enter return period (201006 and 201003) and dates of submission of same to charge for VAT as well as CST Return.

6) **CST Forms can be generated if**

- a. VAT & CST Returns for quarter ending 201006 and 201003 uploaded and submitted at Charge Office and the same declared in web link.
- b. No short payment of Tax, Interest and Late Fee for VAT & CST Returns for quarter ending 201003 and 201006.
- c. Generation of forms is done within 9 months from starting date of the quarter i.e. for quarter ending 201006 last date of generation '31/01/2011'

Change incorporated in version 3.0.1 dated 24.07.2010

1)Vat Return-

- >Sales Return calculation of column 30(a) in page2 has been solved.
- >Import from excel Sheet.

2)CST Return-

- >Payment Details add row problem rectified.
- >xls template for AnnexureG corrected.
- >In AnnexureE purchase order detail blank is allowed.

Change incorporated in version 3.0.1 dated 28.07.2010

1)Vat Return-

- >Sales Return calculation of column 30(aB) in page2 has been solved.
- >Dealer who were filing Form 14 now they can File Form 15

2)CST Return-

- > Annexure F Format for Quantity allows decimal upto 2 digit

Change incorporated in version 3.0.1 dated 03.08.2010

1)Vat Return-

- >The check on total of serial numbers 3,4,5,8 and 8(a) is greater Than or equals to Purchase total of serial number 47(information on Issue and receipt of tax invoices) calculation is implemented.

2)CST Return-

- >Seller tin and invoice number can not be repeated in annexure E and annexure F checking is implemented on client side application.
- >Calculation of Form1(9(a)-9(b)+9(c)or-9(c)) is implemented.

Change incorporated in version 3.0.1 dated 11.08.2010

1) Vat Return-

> Import from excel Sheet on TDS is implemented.