

## 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.