

Government of West Bengal
Directorate of Commercial Taxes
Profession Tax Headquarters
14, Beliaghata Road, Kolkata-700015

Guidelines for Registration under West Bengal Profession Tax Act

1. Fill in the application form online

Four important mandatory fields therein being PAN, name as appearing in the PAN card, mobile No. and email-ID.

2. A One Time Password [OTP] will be send to the mobile no. as furnished. Enter the OTP in the appropriate field in online form
3. PAN will be system-verified in real time through NSDL
4. Submit the application and generate the 'Acknowledgment Slip'.
5. Then Sign-up (using the Application Number, Mobile No and PAN) and the system will make you available the Registration Number which will also act as your User ID. Now, Log-in to generate the dematerialised Registration Certificate
6. The entire process can be completed within ten minutes only, and involves no interaction with any official of the Profession Tax
7. For assistance call (033) 7122-1474 or email to query.ptax.wb@gmail.com



(Debdas Bhattacharya)
Public Information Officer
Profession Tax, West Bengal

Debdas Bhattacharya
DCCT & Public Information Officer
Profession Tax Headquarters
Govt of West Bengal

Rule 6A.

Power of Commissioner to specify mode of furnishing information or making application or petition and disposal thereof.-

(1) Wherever the mode or manner has been prescribed in these rules in respect of submission of any application or petition or furnishing of any information under the Act by an employer or any other person and about disposal thereof, the Commissioner may, by general or special order, specify and arrange for online furnishing of any information or submission of any or all of such applications or petitions by following the electronic process incorporated in the website of the Directorate for such purpose, by all or any such employer or class of employer or person as he deems fit, and also for disposal of such applications or petitions by following the appropriate electronic process deployed for such purpose, and the decision of the Commissioner about selection of the nature of application or petition or furnishing of information or about an employer or person in respect of which submission of such application or petition or furnishing of information shall be only by online mode, shall be final.

(2) Wherever the Commissioner makes arrangement for online submission of any application or petition or furnishing of information in accordance with sub-rule (1), all or any such employer or class of employer or person as may be specified by the Commissioner in the general or special order issued for such purpose shall submit such application or petition or furnish such information only through online mode, and no such application or petition or information shall be accepted in manual mode unless the Commissioner, upon application by such an applicant or petitioner and for cogent reasons, allows such an applicant or petitioner to submit such an application or petition or furnish such information manually, and the decision of the Commissioner in this res

Required Notification under the rule is given in the link

[http://www.wbprofessiontax.gov.in/professiontax_adm/writereaddata/upload/notices/CCT&PT's_Order_under_rule_6A_PT_\(2\).pdf](http://www.wbprofessiontax.gov.in/professiontax_adm/writereaddata/upload/notices/CCT&PT's_Order_under_rule_6A_PT_(2).pdf)