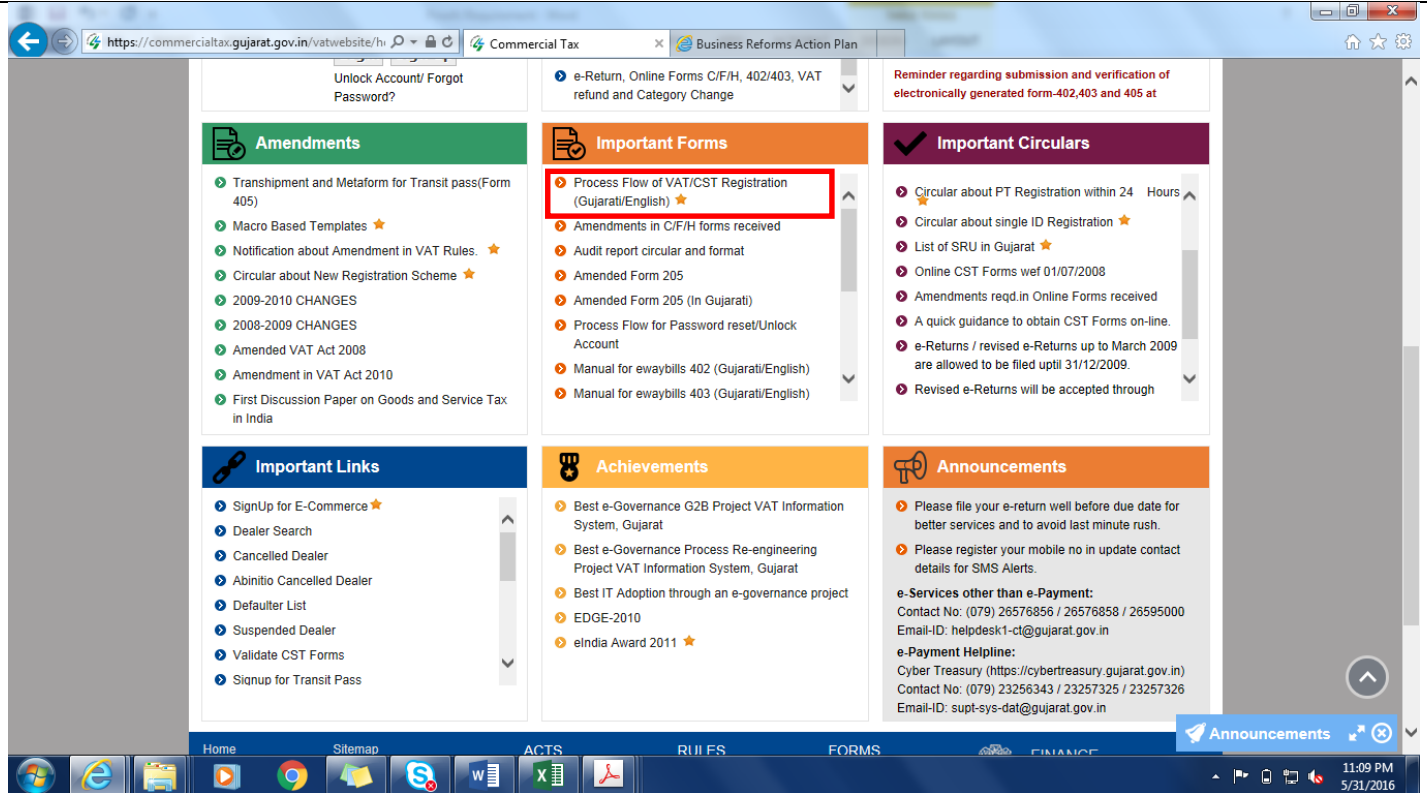


Sr. No.	Recommendation	Response (Yes/No/NA)	Supporting Materials
248	Publish a well-defined inspection procedure and checklist on department's web site	Yes	

http://commercialtax.gujarat.gov.in/vatwebsite/download/Registration_Flow_Final_08062015.pdf



The screenshot displays the Commercial Tax website interface. The 'Important Forms' section is highlighted with a red box, showing the 'Process Flow of VAT/CST Registration (Gujarati/English)' link. Other sections visible include 'Amendments', 'Important Circulars', 'Important Links', 'Achievements', and 'Announcements'. The website also features a navigation menu at the top and a footer with contact information for e-Services and e-Payment Helpline.

Amendments

- Transhipment and Metaform for Transit pass(Form 405)
- Macro Based Templates ★
- Notification about Amendment in VAT Rules. ★
- Circular about New Registration Scheme ★
- 2009-2010 CHANGES
- 2008-2009 CHANGES
- Amended VAT Act 2008
- Amendment in VAT Act 2010
- First Discussion Paper on Goods and Service Tax in India

Important Forms

- Process Flow of VAT/CST Registration (Gujarati/English) ★
- Amendments in C/F/H forms received
- Audit report circular and format
- Amended Form 205
- Amended Form 205 (In Gujarati)
- Process Flow for Password reset/Unlock Account
- Manual for ewaybills 402 (Gujarati/English)
- Manual for ewaybills 403 (Gujarati/English)

Important Circulars

- Circular about PT Registration within 24 Hours
- Circular about single ID Registration ★
- List of SRU in Gujarat ★
- Online CST Forms wef 01/07/2008
- Amendments reqd.in Online Forms received
- A quick guidance to obtain CST Forms on-line.
- e>Returns / revised e>Returns up to March 2009 are allowed to be filed upto 31/12/2009.
- Revised e>Returns will be accepted through

Important Links

- SignUp for E-Commerce ★
- Dealer Search
- Cancelled Dealer
- Abinitio Cancelled Dealer
- Defaulter List
- Suspended Dealer
- Validate CST Forms
- Signup for Transit Pass

Achievements

- Best e-Governance G2B Project VAT Information System, Gujarat
- Best e-Governance Process Re-engineering Project VAT Information System, Gujarat
- Best IT Adoption through an e-governance project
- EDGE-2010
- eIndia Award 2011 ★

Announcements

- Please file your e-return well before due date for better services and to avoid last minute rush.
- Please register your mobile no in update contact details for SMS Alerts.

e-Services other than e-Payment:
Contact No: (079) 26576856 / 26576858 / 26595000
Email-ID: helpdesk1-ct@gujarat.gov.in

e-Payment Helpline:
Cyber Treasury (<https://cybertreasury.gujarat.gov.in>)
Contact No: (079) 23256343 / 23257325 / 23257326
Email-ID: supt-sys-dat@gujarat.gov.in

ઓનલાઇન રજીસ્ટ્રેશન કરવાની પ્રક્રિયા

(કૃપા કરી વેબ સાઇટ ઉપર અમારી રજીસ્ટ્રેશનની ગાઇડલાઇનનો સંદર્ભ મેળવવો)

જે વેપારીશ્રીઓ VAT/CST ના રજીસ્ટ્રેશનની પ્રક્રિયા સમજવા માંગતા હોય તેમણે નીચે મુજબના Steps યાદ રાખવા

લિંક પર ક્લિક કરો. e-Service -> e-Registration સીઇન અપ (Regular)

એક લિંક ઉપલબ્ધ થશે : Area Code Guide તેના ઉપર ક્લિક કરો. આપના Business Place મુજબ Area Code ને Confirm કરવા આ લિંક ઉપર ક્લિક કરો.

ફોર્મની તમામ વિગતો ભર્યા બાદ Submit ઉપર ક્લિક કરવું. વિગતો ભર્યા બાદ આપને User ID મળશે.

આ User ID અને Password ના ઉપયોગથી પોર્ટલમાં Login થવું.

Login થયા બાદ ડાબી બાજુ e-Service મેનુબારમાં ઓનલાઇન Payment અને e-Registration માટેના Option હશે.

આપ e- Payment for Registration ના Option મારફતે રજીસ્ટ્રેશન માટે ઓનલાઇન પેમેન્ટ કરી શકશો.

જ્યાં વિગતો ભરી Submit કરવાથી Cyber Treasury Portal ઉપર જવાશે.

Payment અંગે યોગ્ય Option ને Select કરવાથી બેંકની વેબસાઇટ ઉપર જવાશે.

e-Registration માં બે Option હશે VAT રજીસ્ટ્રેશન અને CST રજીસ્ટ્રેશન, આ બે પૈકી કોઈ એક લિંક ઉપર ક્લિક કરવાથી રજીસ્ટ્રેશન ફોર્મની Link ઉપર જવાશે.

આ Link માં Annexure સાથેનું Registration Form 101 ને મેળવવા “ Download template for Registration” ઉપર ક્લિક કરો.

Template માં વિગતો ભર્યા બાદ Apply Online ઉપર ક્લિક કરવું.

રજીસ્ટ્રેશન ફોર્મમાં વિગતો ભર્યા બાદ SRU Verification માટેની ફાઇલ્સને Upload કરવી.

જે તે SRU ના સહાયક વાણિજ્યવેરા કમિશનરશ્રીના Log In માં Task ઉભો થશે.

આપના દ્વારા SRU ખાતે જરૂરી Documents ને દર્શાવવાના રહેશે.

Documents Verification થયા બાદ Acknowledgement જનરેટ થશે.

એક કામકાજના દિવસમાં આપનો કામચલાઉ TIN જનરેટ થશે.

ત્યાર બાદ અરજી Automatically CTI/CTO ના Log in માં Spot Visit માટે Forward થશે.

જે તે CTI/CTO દ્વારા Spot Visit ની કામગીરી પૂર્ણ કરી Spot Visit Form ને Ok ની Remarks સાથે Final TIN જનરેશન માટે Submit કરશે.

આ સમગ્ર કામગીરી Acknowledgement જનરેટ થયાના 30 દિવસોમાં પૂર્ણ કરવામાં આવશે.

Registration Flow

(Please also refer our Registration Guideline on Website)

If Dealer wants to know VAT/CST Registration Process, Please Remember Following Step:

Please click on link. e-services-> e-Registration Sign-up (Regular)

There will be one link available : Area code Guide Click here. Click on this link to Confirm area code as per place of business.

Fill all form details and click on submit. You will get user id after submitting details.

Using this user id and password login in portal.

After login on the left side in e-service menu bar option for online payment and E-Registration.

You can do online payment for registration with using e-payment for registration option.

Here fill the data and submit. You will redirect to cyber treasury portal.

Select the appropriate option for payment and continue to bank website.

E-Registration is having two option VAT Registration and CST Registration, If you click on any of these link it will redirect you to the registration form.

In this link click on "Download template for Registration." To find Registration application Form 101 with Annexures.

Fill in all the data in template than apply Online.

After submitting data in Registration form upload files for SRU verification.

Automatic Task gets Generated in concern Assistant Commissioner Log-in in SRU.

You may present required Documents to SRU (Special Registration Unit) .

After Complete Document Verification, Acknowledgement gets generated.

Provisional TIN gets generated in one working day.

Now application gets forwarded automatically to CTI/CTO login for spot Visit. (For identification of Business Location)

Concern CTI/CTO has to complete spot and to submit spot visit form with remarks ok for final TIN Generation.

All Procedure to be completed within 30 days from the date of Acknowledgement.

Spot Visit Checklist

Firm Name:	
Ack No/TIN No :	

1	Spot Visit Date																	
2	Name Of the Person Present																	
3	Designation																	
4	Phone No																	
5	Name Of Business																	
6	Nature Of Property																	
7	Address Of Business																	
8	Does the Board relevant to Business exist?																	
9	Is any other business activity noticed in the same premises?																	
10	Details of property																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">A.</td> <td style="width: 10%;"></td> <td style="width: 60%;">On the East</td> <td style="width: 10%;"></td> </tr> <tr> <td>B.</td> <td></td> <td>On the West</td> <td></td> </tr> <tr> <td>C.</td> <td></td> <td>On the North</td> <td></td> </tr> <tr> <td>D.</td> <td></td> <td>On the South</td> <td></td> </tr> </table>			A.		On the East		B.		On the West		C.		On the North		D.		On the South	
A.		On the East																
B.		On the West																
C.		On the North																
D.		On the South																
11	Type Of Business																	
12	Main Commodities dealt with																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Code</th> <th style="width: 10%;"></th> <th style="width: 60%;">Commodity Name</th> <th style="width: 10%;">Other Commodity</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Code		Commodity Name	Other Commodity												
Code		Commodity Name	Other Commodity															
13	Plant & machinery List (In case of sec-21)																	