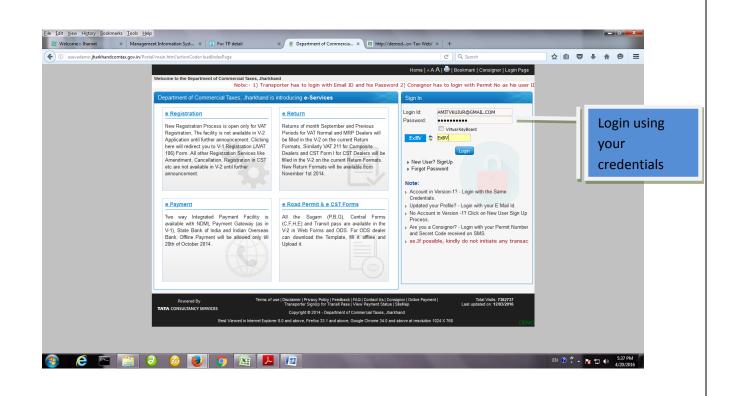
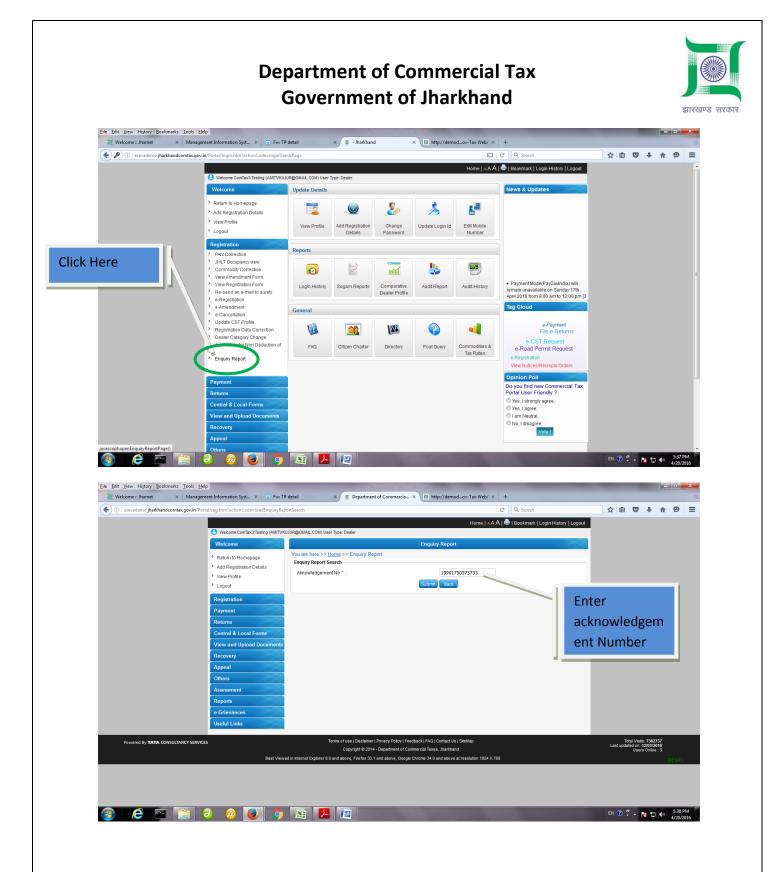
### Department of Commercial Tax Government of Jharkhand



**DIPP Point No. 251** 

Question	Remarks
9b. Inspection of the business premises for VAT (Value Added Tax)	Users can login to the portal
registration	and view and download
	inspection reports
Q: Allow users to login to the portal and view and download	
submitted inspection reports on their businesses	
For Testing:	
URL : esevademo.jharkhandcomtax.gov.in/	
Username: vishnudevk7@gmail.com	
Password: Password@3	





### Department of Commercial Tax Government of Jharkhand



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# SUPPORTING DOCUMENT

#### झारखण्ड सरकार वाणिज्य—कर विभाग

पत्र संख्या-वाकर/कम्प्यू/विविध/9/2015 - 1600 ( ) रोंची, दिनांक- 21516

प्रेषक,

मुकेश कुमार वाणिज्य–कर संयुक्त आयुक्त।

सेवा में,

### सभी वाणिज्य—कर संयुक्त आयुक्त प्रशासन, सभी वाणिज्य—कर अंचल प्रभारी।

विषय निबंधन प्रमाण—पत्र निर्गमन के पूर्व Online Enquiry Process के संबंध में।

महोदय,

उपर्युक्त विषय के संबंध में निदेशानुसार कहना है कि वाणिज्य—कर विभाग में निबंधन हेतु दाखिल ऑनलाईन आवेदन JCRF file किए जाने के 48 घंटे के भीतर Inquiry Report upload करना अनिवार्य है। Inquiry Report upload करने के लिए Departmental login में "Intititate Enquiry Process" में steps दिए गए है। दिए गए कुल 11 steps में step No. 9 में विशेष रूप से upload किए जाने की सुविधा दी गयी हे।

उपरोक्त सभी Process की जानकारी हेतु विभागीय पोर्टल www.jharkhandcomtax.gov.in में देखा जा सकता है।

अतः निदेश दिया जाता है कि निबंधन हेतु आवेदन के संबंध में Inquiry Report यथा समय के भीतर उपरोक्त Process द्वारा upload किया जाना सुनिश्चित की जाए। इस संबंध में शिथिलता को गंभीरता से लिया जाएगा।

विश्वासभाजन

अनु0-यथोक्त।

वाणिज्य-कर संयुक्त आयुक्त।

### **Initiate Enquiry Process**

**Step 1:** Assessing authority have to login into Digigov with username and password, after successful login go to **Pending For Order**→**Registration**→**JCRF** 

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PROCESS	2		
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JCRF (27)	VAT AMENDMENT (72)	CST REGISTRATION (46)	
VAT CANCELLATION (34)	CST CANCELLATION (18)	CST AMENDMENT (68)	
VAT SUSPENSION (9)	DEALER CATEGORY CHANGE (34)	WITHDRAWAL OF SURETY (1)	
TDS ENROLLMENT FORM (6)	PROFESSIONAL TAX REG 103 (3)	PROFFESIONAL TAX AMENDMENT (3)	
PT CANCELLATION (12)	REGISTRATION DATA CORRECTION (11)	SUOMOTO CANCELLATION VAT (2)	

#### **Step 2:** Click on Acknowledgement No to open the task.

		t of Commercial ment of Jharkhai	IGVER		s 📑 User Manual 📑 Cha g Tasks   MIS   DMS   Dealer S Welcome SHED SAHAI S	Search   Change Passw	vord   Release
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			(JCRF : Pending for Order) (SLA Days	- 15)			
				- 15)			
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1	19901750573220				30/03/2016	13	VAT
1 2	19901750573220 19901750572970	HEENA ENTERPRISES	Firm Name TIVE FISHERIES FEDERATION LIMITED RANCHI JHASC		30/03/2016 29/03/2016	13 14	VAT VAT
1 2	19901750573220 19901750572970 19901750572793	HEENA ENTERPRISES M/S SHREE RADHA KRISHNA EI	Firm Name TIVE FISHERIES FEDERATION LIMITED RANCHI JHASC		30/03/2016 29/03/2016 29/03/2016	13 14 14	VAT VAT VAT
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1 2 3	19901750573220 19901750572970 19901750572793	HEENA ENTERPRISES M/S SHREE RADHA KRISHNA EI	Firm Name TIVE FISHERIES FEDERATION LIMITED RANCHI JHASC		30/03/2016 29/03/2016 29/03/2016	13 14 14	VAT VAT VAT
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Step 3: C lick on "Initiate VAT and CST Enquiry" to Initiate Enquiry.

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28.	Order of Registering Aut Recommended For * Date of Liability* Order*		tion Changes made in appli	15				E
		Additional Security Details	Upload and View Documents	Generate Deficiency Notice	View Registration F	orm		
28.	Order*		Initiate VAT & CST Enquiry	Generate Security Notice Generate Deficiency Notice	View Registration F	orm		

#### Step 4: Enter "Date Of Enquiry", "Enquiry Time", "Enquiry Task Assign to" and select the "Checklist" for

which authority wants to initiate enquiry and enter remarks for enquiry.

ative Dealer P	6	e ITC Ledger Scrutiny 🔻 J Commercial Taxes Department - Mozilla		cedure No Objection Certificate		Part I)
	Partner Property less Details(Part	() demodigigov.jharkhandcomtax.gov.in	a a.	tionCode=OPENADVISORYVISIT&refId=199017	750572970&formId=101&CSTDoneYN=Y&F	and the second se
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	Contact Person Name*	MOHAMAD JAMIL AHMAD		Mobile No.	9931240631		
	Contact Person Designation	Dealer		Enquiry Task Assigned to:*	SHEO SAHAI SINGH	-	
28.	<ol> <li>Site visit to the business premi</li> <li>Submission of report with recor</li> <li>Verification of genuineness of s</li> <li>Verification of stock.</li> <li>Verification/ report on any mat</li> </ol>	nmendations for registration or sureties. ter specifically desired by the a					
	Remarks*	characters left					
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#### **Step 5:** Click on **"Initiate Enquiry"** button to generate Advisory Visit task.

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r Busi	Date of Enquiry*	27/04/2016	Enquiry Time (24 hrs.format)	16:05	
	Contact Person Name <sup>*</sup>	MOHAMAD JAMIL		9931240631	
	Contact Person Designation	Dealer	Do you want to initiate Enquiry?	SHEO SAHAI SINGH	
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Annexure I- Other Busi	Appointment Details Acknowledgement Number Date of Enquiry*	Firm Name  Enquiry Time (24 hrs.format)	(Part I)
28.	Contact Person Name* Contact Person Designation	Next task generated : At Location (South Circle (Ranchi)), Unit (Advisory Visit) , Process Name (ADVISORY VISIT FOR CENTRALIZED REGISTRATION) For User : (SHEO SAHAI SINGH)	5

Step 6: After completion of Enquiry by the authority  $\rightarrow$  go to Advisory Visit task $\rightarrow$  Registration $\rightarrow$  Advisory Visit For Centralised Registration.

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**Step 7:** Click on Acknowledgement No to open the Advisory Visit task.

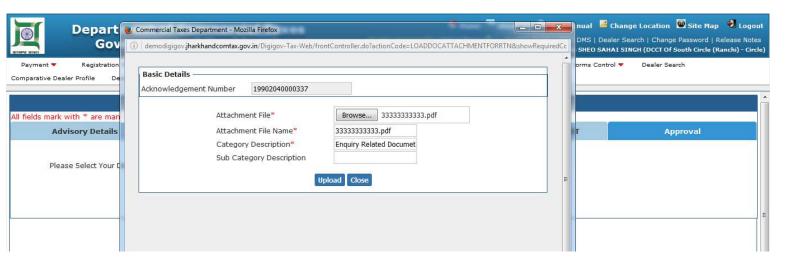
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**Step 8:** Select the Checklist for which the authority has done the Enquiry. Enter the remarks and go to Approval page for Decision of Enquiry.

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Advisory Details	Assessing Authority CheckList	CheckList	Approval
<ol> <li>Submission of report w</li> <li>Verification of genuine</li> <li>Verification of stock.</li> <li>Verification/ report on</li> </ol>	ess premises - verification thereof. with recommendations for registration or otherwise. eness of sureties. any matter specifically desired by the assessing authori	ty.	
OK Enquiry Authority Remarks* 1998 characters le	eft		ia) 🖋
1990 (Halatters le	Previous	Next	
	Upload View Uploaded		

**Step 9:** If the authority wants to upload document and view the uploaded document then click on **"Upload"** button to upload document and **"View Uploaded Docs"** to view the uploaded documents.

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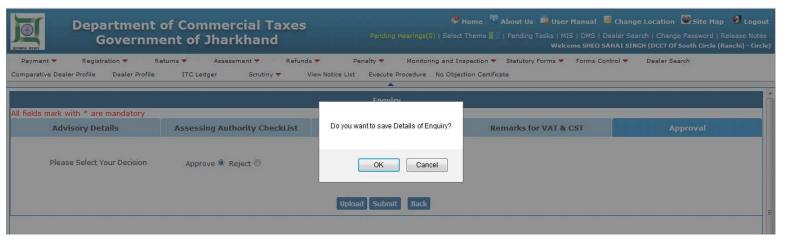
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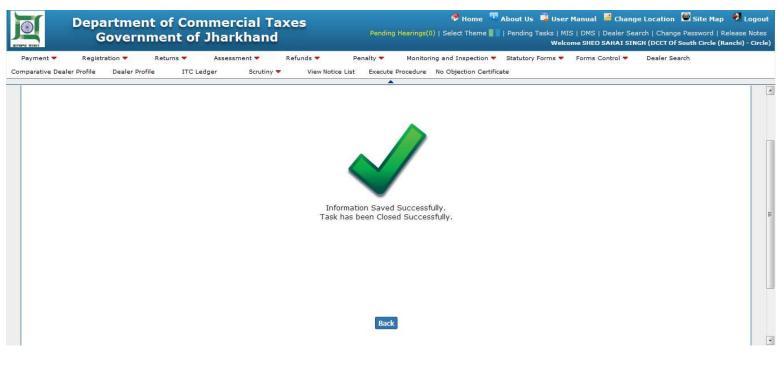
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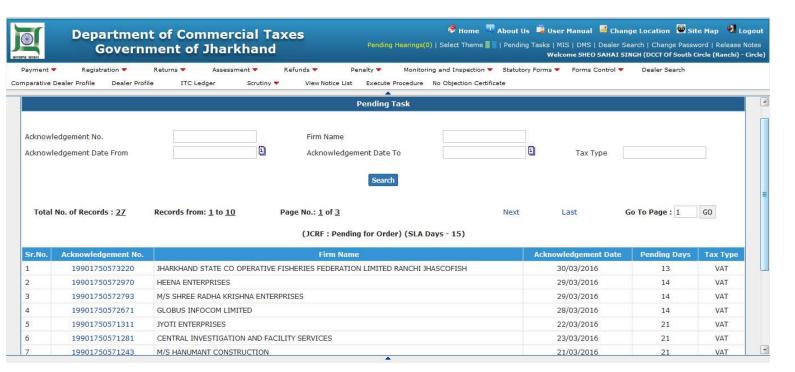
	hent of commercial rakes	Home 🁎 About Us 📮 User Manual 볼 Change Location 📓 Site Map 🔌 Logout t Theme 📗   Pending Tasks   MIS   DMS   Dealer Search   Change Password   Release Notes Welcome SHEO SAHAI SINGH (DCCT Of South Circle (Ranchi) - Circle)
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Advisory Details	Acknowledgement Number 19902040000337  Attachment File* Browse No file selected.  Attachment File Name* Category Description* Sub Category Description	T Approval
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## **Step 11:** Select the Decision to Approve or Reject the Enquiry and click on submit button to save the Details of Enquiry.

	of Commercial Taxes nent of Jharkhand		Home 📲 About Us 📑 User Manual 블 C t Theme 📕   Pending Tasks   MIS   DMS   Deale Welcome SHEO SAHA	
Payment  Registration Comparative Dealer Profile Dealer Profile	Returns  Assessment  Refund ITC Ledger Scrutiny	s  Penalty Monitoring and In View Notice List Execute Procedure No Obje	The second	l 🔻 Dealer Search
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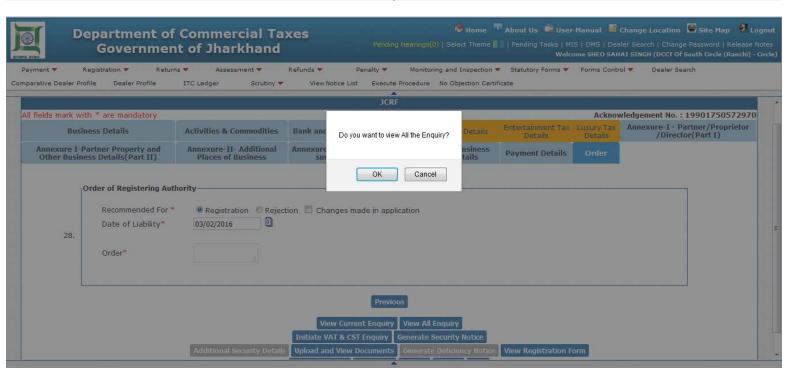


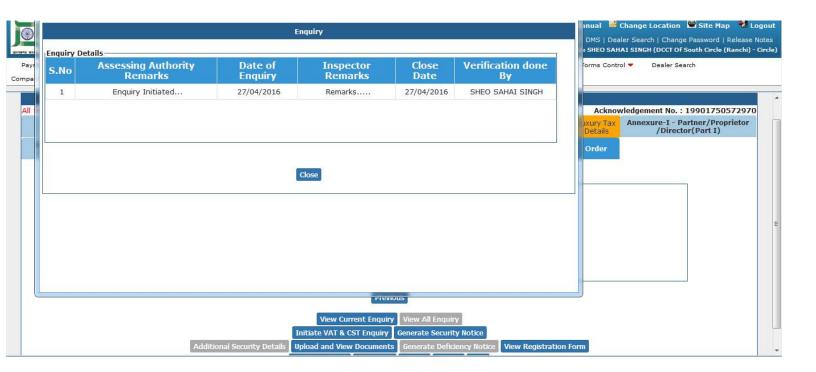


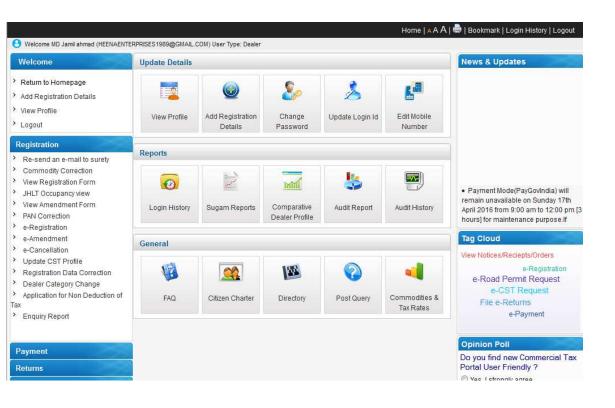




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