



## **Chhattisgarh Commercial Tax Department**

# Authority Portal User Manual

Investigation System

**Software Application  
For  
Online Services and Portal**



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## Authority Access

1. Open Login page by typing the URL to your Browser Address bar. The login page will appear like image-1.



Image-1

2. Login to the system using user Id (Employee ID and password in the login panel at the right side of the page, and after login you will see the main page as shown in image-2.



Image-2

3. Select Office from "Office" drop down box and select Module as "Investigation System" from Module drop down box. Then on clicking the select button the corresponding employee's "Investigation" page will appear as shown in image-3.

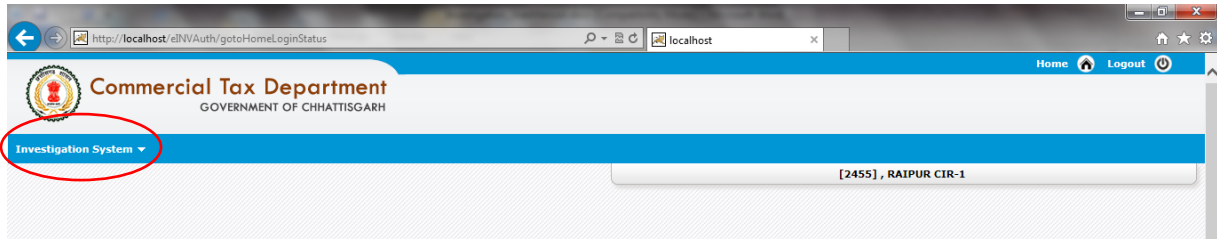


Image-3

4. Click on Creation of Proposal under the menu of Investigation as shown in image-4

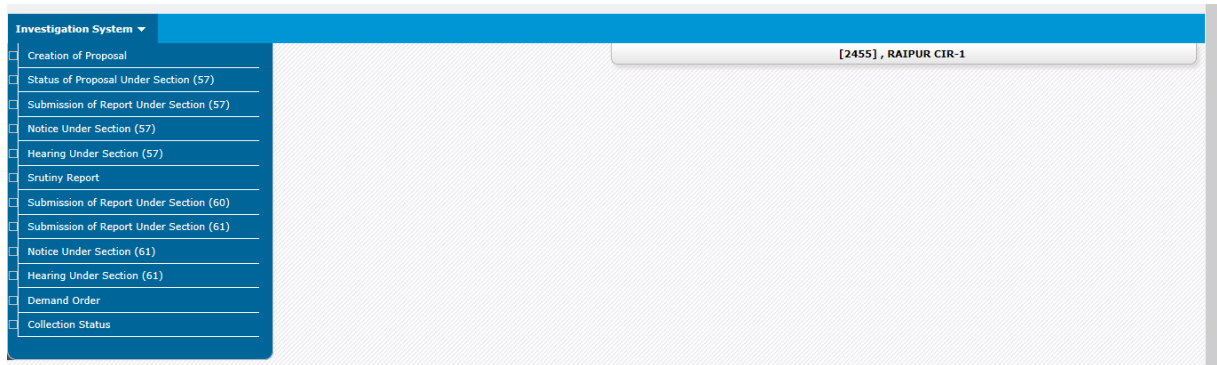


Image-4

5. Select Assessment Year and click on Get Proposal or you can create a new proposal as shown in image-5.

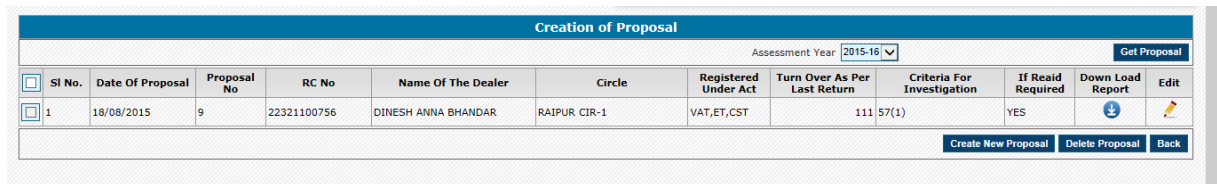


Image-5

6. If you click on Create New proposal then the below screen will appear as shown in image-6.

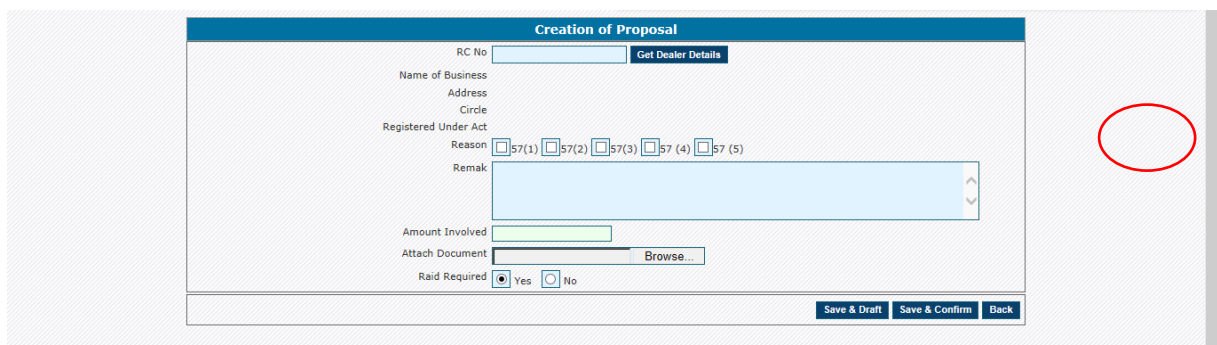




Image-6

- Put the RC no and clicks on Get Dealer Details button and fill the required details and clicks on save and confirm as shown in image-7.

Image-7

- Authorized person click on the Approval Proposal link then the below screen will appear. Click on Assessment Year, Status and click on Get Proposal button to get list. Click on Action link to approve the proposal as shown in image-8.

Approval of Investigation Proposal														
Assessment Year: 2015-16 Status: Approve <a href="#">Get Proposal</a>														
Sl No.	Date Of Proposal	Proposal No	Proposal By	RC No	Name Of The Dealer	Circle	Registered Under Act	Turn Over As Per Last Return	Criteria For Investigation	If Raid Required	Down Load Report	Status	Order No & Date	Action
1	17/07/2015	1	ACTO ,RAIPUR CIR-1	22031101643	BANSAL BRICKS	RAIPUR CIR-1	VAT,ET,CST	12345		YES		Approved	1234 Dt:17/07/2015	
2	22/07/2015	5	Deputy Commissioner ,	22473601673	RAMESHCHAND KRISNA KUMAR	RAJNANDGAON	VAT,ET	5555555	57(1),57(2),57(3),57(4),57(5)	YES		Approved	www Dt:22/07/2015	
3	17/07/2015	4	ACTO ,RAIPUR CIR-1	22031102031	CHUNNILAL JUGRAJ BARLOTA	RAIPUR CIR-1	VAT,ET,CST	10000		YES		Approved	3434 Dt:17/07/2015	
4	18/08/2015	9	Commercial Tax Officer ,RAIPUR CIR-1	22321100756	DINESH ANNA BHANDAR	RAIPUR CIR-1	VAT,ET,CST	111	57(1)	YES		Approved	1111 Dt:04/08/2015	

Image-8

- Click on Resource Allocation for Investigation under (57) then below screen will appear. Click on Assessment Year, Status and click on Get Investigation Case button as shown in image-9.

Resource Allocation For Investigation													
Assessment Year: 2015-16 Status: Allocated <a href="#">Get Investigation Cases</a>													
#	Date Of Approval	Proposal No	Proposal By	RC No	Name Of The Dealer	Circle	Registered Under Act	Turn Over As Per Last Return	Criteria For Investigation	If Raid Required	Allocation Of Scrutiny Authority	Allocation Of Raid Team	Action
1	17/07/2015	4	ACTO ,RAIPUR CIR-1	22031102031	CHUNNILAL JUGRAJ BARLOTA	RAIPUR CIR-1	VAT,ET,CST	10000		YES	YES	2	
2	18/08/2015	9	Commercial Tax Officer ,RAIPUR CIR-1	22321100756	DINESH ANNA BHANDAR	RAIPUR CIR-1	VAT,ET,CST	111	57(1)	YES	YES	1	
3	17/07/2015	1	ACTO ,RAIPUR CIR-1	22031101643	BANSAL BRICKS	RAIPUR CIR-1	VAT,ET,CST	12345		YES	YES	1	
4	22/07/2015	5	Deputy Commissioner ,	22473601673	RAMESHCHAND KRISNA KUMAR	RAJNANDGAON	VAT,ET	5555555	57(1),57(2),57(3),57(4),57(5)	YES	YES	1	

Image-9

- Click on Action link in the above image then the below screen will appear to form the team for investigation under (57) as shown in image-10.



Resource Allocation For Investigation						
RC No. 22031102031 Dealer Name <b>CHUNNILAL JUGRAJ BARLOTA</b> Address <b>MALVIYA ROAD, RAIPUR</b> Circle <b>RAIPUR CIR-1</b> Raid to be Done <b>YES</b> Proposal By <b>ACTO ,RAIPUR CIR-1</b> Proposal No <b>4</b> Status <b>Approved</b>			Act <b>VAT,ET,CST</b>  Date of Proposal <b>17/07/2015</b> Order No & Date <b>3434 Dt.17/07/2015</b>			
Resource Allocation for Scrutiny						
Authority <b>RAIPUR CIR-1</b>   <b>1360 (MAHESH SINGH THAKUR (ACTO) )</b>						
Team Info With Member						
Sl No	Team Leader	Name Of Member	Area To Investigate	Period Of Investigation	Edit	Delete
1	ACTO ,RAIPUR CIR-1	2208 ( [Commercial Tax Officer] ) ,RAIPUR CIR-1 1007 (GOVERDHAN SING MARKAM (ACTO) ) ,RAIPUR CIR-1	Area	17/07/2015 to 17/07/2015		
3	Commercial Tax Officer ,RAIPUR CIR-2	2455 (TARUN KUMAR KIRAN [Commercial Tax Officer] ) ,RAIPUR CIR-1	Godown	17/07/2015 to 17/07/2015		
<a href="#">Back</a>						

Image-10

11. The authorized person clicks the Submission of Investigation Report screen and the below screen will be appear. Select the Assessment year, status and click on Get Investigation Cases button as in image-11.

Submission of Investigation Report											
Assessment Year <b>select</b>						Status <b>Submitted</b>			<a href="#">Get Investigation Cases</a>		
Sl No.	Proposal No.	Approval Order No & Date	RC No.	Name Of The Dealer	Circle	Registered Under Act	Turn Over As Per Last Return	Criteria For Investigation	Status	Date Of Submission	Action
1	9	1111 Dt.04/08/2015	22321100756	DINESH ANNA BHANDAR	RAIPUR CIR-1	VAT,ET,CST	111	57(1)	Final	12/08/2015	
<a href="#">Back</a>											

Image-11

12. Click on Action Link as shown in above image then the below screen will be appeared. Fill the required details and click on save and confirm as in image-12.

Submission of Investigation Report												
RC No. 22321100756 Dealer Name: <b>DINESH ANNA BHANDAR</b> Address: <b>GOLE BAZAR, RAIPUR</b> Circle <b>RAIPUR CIR-1</b> Case No <b>9</b> Turn Over: <b>111</b> Team Leader <b>Commercial Tax Officer ,RAIPUR 1</b>						Act <b>VAT,ET,CST</b>  Date of Proposal <b>18/08/2015</b> Proposal Received From <b>Commercial Tax Officer ,RAIPUR CIR-1</b>						
Sl No	Name Of The Team Member											
1	1896 ( [ACTO] ) ,RAIPUR 1											
Date Of Submission of Report <b>12/08/2015</b>												
Period of Investigation <b>12/08/2015</b> to <b>13/08/2015</b>												
Details of Item Ceased												
Sl No.	Item Ceased										Edit	Delete
	Item Ceased <input type="text"/>										<a href="#">Add Item Ceased</a>	
Details of Document Collected												
Sl No.	Document Collected										Edit	Delete
	Document Collected <input type="text"/>										<a href="#">Add Document Collected</a>	
Cheque Detail												
Sl No.	Bank	Branch	Ref No & Date	Amount	Edit	Delete						
	Bank <input type="text"/>	Branch <input type="text"/>	Cheque No/ Date <input type="text"/>	Amount <input type="text"/>			Remark <input type="text"/>					
<a href="#">Add Cheque Details</a>												
Upload Report/Document												
Sl No.	Report/Document					File Name	Download	Delete				
	Document Name <input type="text"/>					<input type="text"/>	<a href="#">Browse...</a>			<a href="#">Add More...</a>		
<a href="#">Back</a>												



Image-12

13. Click on Notice under section (57) the below screen will be appeared and select Assessment Year and click on Get Investigation Case as shown in image-13.

Notice (Under act 57)											
											Get Investigation Cases
Sl No.	Case No	Approval Order No & Date	RC No	Name Of The Dealer	Circle	Registered Under Act	Turn Over As Per Last Return	Criteria For Investigation	If Raid Conducted	No Of Notice	Notice
1	4	3434 Dt.17/07/2015	22031102031	CHUNNILAL JUGRAJ BARLOTA	RAIPUR CIR-1	VAT,ET,CST	10000		YES	1	
2	1	1234 Dt.17/07/2015	22031101643	BANSAL BRICKS	RAIPUR CIR-1	VAT,ET,CST	12345		YES	0	
3	5	www Dt.22/07/2015	22473601673	RAMESHCAND KRISNA KUMAR	RAJNANDGAON	VAT,ET	555555	57(1),57(2),57(3),57(4),57(5)	YES	0	
4	9	1111 Dt.04/08/2015	22321100756	DINESH ANNA BHANDAR	RAIPUR CIR-1	VAT,ET,CST	111	57(1)	YES	0	

Image-13

14. Click on the notice link as shown in the image-13. Fill all the Mandatory fields and click on save and confirm as shown in image-14.

Notice (Under Section 57)											
RC No. 22321100756						Act VAT,ET,CST					
Dealer Name DINESH ANNA BHANDAR											
Address GOLE BAZAR, RAIPUR											
Circle RAIPUR CIR-1											
Raid to be Done YES											
Proposed By Commercial Tax Officer ,RAIPUR CIR-1											
Proposal No 9											
Status Approved											
Date of Proposal 18/08/2015											
Order No & Date 1111 Dt.04/08/2015											
Sl No.	Date Of Notice	Scheduled Date Of Hearing	Notice Under	Print	Actual Date Of Hearing	Status Of Hearing	Edit	Delete			
Notice in Form : <input type="text" value="Select Form"/>											
Date of Notice: <input type="text" value=""/>											
Place of Hearing: <input type="text" value=""/>											
Schedule date of Hearing: <input type="text" value=""/> Time <input type="text" value=""/>											
<input type="button" value="Save As Draft"/> <input type="button" value="Save &amp; Confirm"/> <input type="button" value="Back"/>											

Image-14

15. Click on Hearing under section (57) the below screen will be appeared. Select Assessment Year and click on Get Investigation Case button as shown in image-15.

Hearing (Under act 57)											
											Get Investigation Cases
Sl No.	Case No	Approval Order No & Date	RC No	Name Of The Dealer	Circle	Registered Under Act	Turn Over As Per Last Return	Criteria For Investigation	If Raid Conducted	No Of Notice	Hearing
1	4	3434 Dt.17/07/2015	22031102031	CHUNNILAL JUGRAJ BARLOTA	RAIPUR CIR-1	VAT,ET,CST	10000		YES	1	
2	9	1111 Dt.04/08/2015	22321100756	DINESH ANNA BHANDAR	RAIPUR CIR-1	VAT,ET,CST	111	57(1)	YES	1	
3	1	1234 Dt.17/07/2015	22031101643	BANSAL BRICKS	RAIPUR CIR-1	VAT,ET,CST	12345		YES	0	
4	5	www Dt.22/07/2015	22473601673	RAMESHCAND KRISNA KUMAR	RAJNANDGAON	VAT,ET	555555	57(1),57(2),57(3),57(4),57(5)	YES	0	

Image-15

16. Click on Hearing link on the as shown in the image-15. The below screen will be appear please click on Hearing to record the required details as shown in the image-16.



Hearing																	
RC No. 22321100756 Dealer Name DINESH ANNA BHANDAR Address GOLE BAZAR, RAIPUR Circle RAIPUR CIR-1 Raid to be Done YES Proposal By Commercial Tax Officer ,RAIPUR CIR-1 Proposal No 9 Status Approved				Act VAT,ET,CST Date of Proposal 18/08/2015 Order No & Date 1111 Dt.04/08/2015													
SI No	Notice Date	Gist Of Notice	Schedule Date Of Hearing	Actual Date Of Hearing	Hearing Status	Attendee Details	Delete										
1	11/08/2015	Notice Under Form 29	19/08/2015				X										
Date of Notice : 11/08/2015 Gist of Notice : Notice Under Form 29 Date of Hearing * 19/08/2015 Gist of Hearing * Status * Hearing adjourn to Next Hearing Date & time *																	
Attendance Name Designation				<table border="1"> <thead> <tr> <th>SI No</th> <th>Attendance Name</th> <th>Designation</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				SI No	Attendance Name	Designation	Edit	Delete					
SI No	Attendance Name	Designation	Edit	Delete													
Add To List				Save As Draft   Save And Confirm   Back													

Image-16

17. To see the pending lists click on the "Scrutiny Report" link under "Investigation". On clicking the "Scrutiny Report" link "Investigation" page will appear as shown in image-17. Select Assessment Year and Status and click on Get Investigation Case to get the list.

Scrutiny of Case										
Assessment Year 2015-16						Status Pending		Get Investigation Cases		
SI No.	Proposal No	Approval Order No & Date	RC No	Name Of The Dealer	Circle	Registered Under Act	Turn Over As Per Last Return	Criteria For Investigation	Document Released	Action
1	1	1234 Dt.17/07/2015	22031101643	BANSAL BRICKS	RAIPUR CIR-1	VAT,ET,CST	12345		No	
2	5	www Dt.22/07/2015	22473601673	RAMESHCHAND KRISNA KUMAR	RAJNANDGAON	VAT,ET	555555	57(1),57(2),57(3),57(4),57(5)	No	
3	4	3434 Dt.17/07/2015	22031102031	CHUNNILAL JUGRAJ BARLOTA	RAIPUR CIR-1	VAT,ET,CST	10000		Yes	
4	9	1111 Dt.04/08/2015	22321100756	DINESH ANNA BHANDAR	RAIPUR CIR-1	VAT,ET,CST	111	57(1)	No	

Image-17

18. Click on the action link then the below page will be appeared. Fill the required details and click on save button to release the document as shown in the image-18.



Scrutiny Report									
RC No. 22321100756 Dealer Name: DINESH ANNA BHANDAR Address: GOLE BAZAR, RAIPUR Circle RAIPUR CIR-1			Act VAT,ET,CST						
Raid to be Done YES Proposal No 9 Proposal By Commercial Tax Officer ,RAIPUR CIR-1 Turn Over: 111 Team Leader Commercial Tax Officer ,RAIPUR 1			Date of Proposal 18/08/2015 Order No & Date 1111 Dt.04/08/2015						
Raid Team Info With Member									
Sl No	Team Leader	Name Of Member	Area To Investigate	Period Of Investigation	View Report				
1	Commercial Tax Officer ,RAIPUR 1	1896 ( [ACTO] ) ,RAIPUR 1	dsdsdsdsds	10/08/2015 to 03/08/2015					
Details of Tax Evasion									
Sl No.	Year	Act	Amount Of Tax	Penalty	Other Amount (If Any)	Tax Evasion Amount	Assessment Required(Y/N)	Edit	Delete
	Year <input type="text" value="Select Year"/>	Act <input type="text" value="Select Act"/>	Amount of Tax <input type="text"/>	Penalty <input type="text"/>	Other Amount(If Any) <input type="text"/>	Tax Evasion Amount <input type="text"/>	Assessment Required <input type="text" value="Yes"/>	<input type="text"/>	<input type="text"/>
						Document to be Released <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Remark <input type="text"/>			
						<input type="button" value="Add Tax Evasion"/> <input type="button" value="Save"/> <input type="button" value="Back"/>			

Image-18

19. Click on Resource Allocation for Investigation under (60) then below screen will appear. Click on Assessment Year, Status and click on Get Investigation Case button to see the list or click on New Team as shown in image-29.

Resource Allocation For Investigation Under Section (60)								
Year <input type="text" value="2015-16"/>								<input type="button" value="Search"/>
Sl No.	Order No	Order Date	Name & Designation Of Team Leader	Area Of Investigation	From Period	To Period	No Of Team Member	Edit
1	23565	17/07/2015	ACTO ,RAIPUR CIR-1	BILASHA PUR	17/07/2015	31/07/2015	2	
2	123466	22/07/2015	Commercial Tax Officer ,RAIPUR CIR-1	RAIPUR	01/07/2015	30/07/2015	2	
						<input type="button" value="Create New Team Leader"/> <input type="button" value="Back"/>		

Image-29

20. Click on Action link in the above image then the below screen will appear to form the team for investigation under (60) as shown in image-20.

Resource Allocation For Investigation Under Section (60)			
Order No/Date	<input type="text" value="23565"/> / <input type="text" value="17/07/2015"/>		
Team Leader	<input type="text" value="RAIPUR CIR-1"/> <input type="text" value="1360 (MAHESH SINGH THAKUR [ACTO])"/>		
Area of Investigation	<input type="text" value="BILASHA PUR"/>		
Time of Investigation	<input type="text" value="17/07/2015"/> to <input type="text" value="31/07/2015"/>		
Team Member Details			
Jurisdiction	<input type="text" value="Select Jurisdiction"/>		
Authority	<input type="text" value="Select Authority"/>		
<input type="button" value="Add Team Member To List"/>			
Sl No.	Name Of The Team Member	Edit	Delete
1	1753 (SATISH CHANDRA AGRAWAL [ACTO]) ,RAIPUR CIR-1		
2	2455 (TARUN KUMAR KIRAN [Commercial Tax Officer]) ,RAIPUR CIR-1		
<input type="button" value="Save"/> <input type="button" value="Back"/>			

Image-20

21. Click on Submission of Investigation Report under Section (60) then below screen will be appeared and select the year click on search button to process as shown in image-21.



Submission of Investigation Report Under Section (60)								
Year <input type="text" value="select"/>								<input type="button" value="Search"/>
Sl No.	Order No	Order Date	Period Of Investigation	Circle	Area Of Investigation	No Of Team Member	No Of Reports	Action
<input type="button" value="Back"/>								

Image-21

22. Click on Resource Allocation for Investigation under (61) then below screen will appear. Click on Assessment Year, Status and click on Get Investigation Case button to see the list or click on New Team as shown in image-22.

Resource Allocation For Investigation Under Section (61)								
Year <input type="text" value="2015-16"/>								<input type="button" value="Search"/>
Sl No.	Order No	Order Date	Name & Designation Of Team Leader	Area Of Investigation	From Period	To Period	No Of Team Member	Edit
1	122	17/07/2015	ACTO ,RAIPUR CIR-1	BHUBANESWAR	01/07/2015	17/07/2015	1	<input type="button" value="Edit"/>
2	123467	29/07/2015	Commercial Tax Officer ,RAIPUR CIR-1	RAIPUR	01/07/2015	30/07/2015	1	<input type="button" value="Edit"/>
<input type="button" value="Create New Team Leader"/>								<input type="button" value="Back"/>

Image-22

23. Click on Action link in the above image then the below screen will appear to form the team for investigation under (61) as shown in image-23.

Resource Allocation For Investigation Under Section (61)			
Order No/Date	<input type="text" value="122"/>	/	<input type="text" value="17/07/2015"/>
Team Leader	<input type="text" value="RAIPUR CIR-1"/>		<input type="text" value="1753 (SATISH CHANDRA AGRAWAL (ACTO))"/>
Area of Investigation	<input type="text" value="BHUBANESWAR"/>		
Time of Investigation	<input type="text" value="01/07/2015"/> to <input type="text" value="17/07/2015"/>		
Team Member Details			
Jurisdiction	<input type="text" value="Select Jurisdiction"/>		
Authority	<input type="text" value="Select Authority"/>		
<input type="button" value="Add Team Member To List"/>			
Sl No.	Name Of The Team Member	Edit	Delete
1	1007 (GOVERDHAN SING MARKAM [ACTO]) ,RAIPUR CIR-1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="button" value="Save"/> <input type="button" value="Back"/>			

Image-23

24. Click on Submission of Investigation Report under Section (61) then below screen will be appeared and select the year click on search button to process as shown in image-24.

Submission of Investigation Report Under Section (61)								
Year <input type="text" value="2015-16"/>								<input type="button" value="Search"/>
Sl No.	Order No	Order Date	Period Of Investigation	Circle	Area Of Investigation	No Of Team Member	No Of Reports	Action
No Data Found.!								
<input type="button" value="Back"/>								

Image-24



25. Click on Notice (Form: 62) then below screen will be appeared and select the Assessment year click on search button to process as shown in image-25.

Notice (Form: 62)									
Assessment Year <input type="text" value="2015-16"/>									<input type="button" value="Search"/>
Sl No.	Name & Designation Of Team Leader	Date Of Investigation	Under Act	Case No.	Date Of Submission Of Report	Print Report	Status	No Of Notice Served	Action
<input type="button" value="Back"/>									

Image-25

26. Click on Hearing (Under Act 61) then below screen will be appeared and select the Assessment year click on search button to process as shown in image-26.

Hearing (Under act 57)									
Assessment Year <input type="text" value="2015-16"/>									<input type="button" value="Get Investigation Cases"/>
Sl No.	Name & Designation Of Team Leader	Date Of Investigation	Under Act	Case No.	Date Of Submission Of Report	Print Report	Status	No Of Notice Served	Action
<input type="button" value="Back"/>									

Image-26

27. Click on Demand Order under Investigation then below screen will be appeared and select the year click on search button to process as shown in image-27.

Order												
Year <input type="text" value="2015-16"/>												<input type="button" value="Search"/>
Sl No.	Date Of Submission Of Report	Date Of Investigation	Area Of Investigation	Transporter	Vehicle Registration No	Print Report	Status	Order No	Order Date	Order	Demand	Print Demand Order
No Data Found.!												
<input type="button" value="Back"/>												

Image-27

28. Click on Collection Status under Investigation then below screen will be appeared and select the year click on search button to process as shown in image-28.

Collection Status												
Year <input type="text" value="2015-16"/>										Status <input type="text" value="Balance Pending"/>		<input type="button" value="Search"/>
Sl No.	Date Of Submission Of Report	Date Of Investigation	Area Of Investigation	Transporter	Vehicle Registration No	Order No	Order Date	Penalty Amount	Collected Amount	Current Status	Action	
No Data Found.!												
<input type="button" value="Back"/>												

Image-28