



Chhattisgarh Commercial Tax Department

Authority Portal User Manual

Return Processing System & Tax Assessment
System

And

Dealer Information 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 "e-Registration" from Module drop down box. Then on clicking the select button the corresponding employee's "Dashboard" page will appear as shown in image-3.



MAHESH SINGH THAKUR'S DASHBOARD		UPDATES	
Pending		07-Sep-2011 All applications in dashboard are after 03-Jun-2011. To get old applications please search it .	
State Registration	15	27-Aug-2011 eRegistration Officials Panel launched.	
Central Registration	14	[^]	
Composition-10B Registration	0	TIN for Auto Approval	
Approved		No such Tin found.	
State Registration	805		
Central Registration	484		
Composition-10B Registration	33		
Rejected			
State Registration	186		
Central Registration	161		
Composition-10B Registration	6		

Image-3

4. On clicking the "DIS (NEW)" link in the menu bar you can see the "Dashboard" page as image-4. This page shows information of pending "Registration for Luxury tax Form, Cancellation Form and Amendment Form".

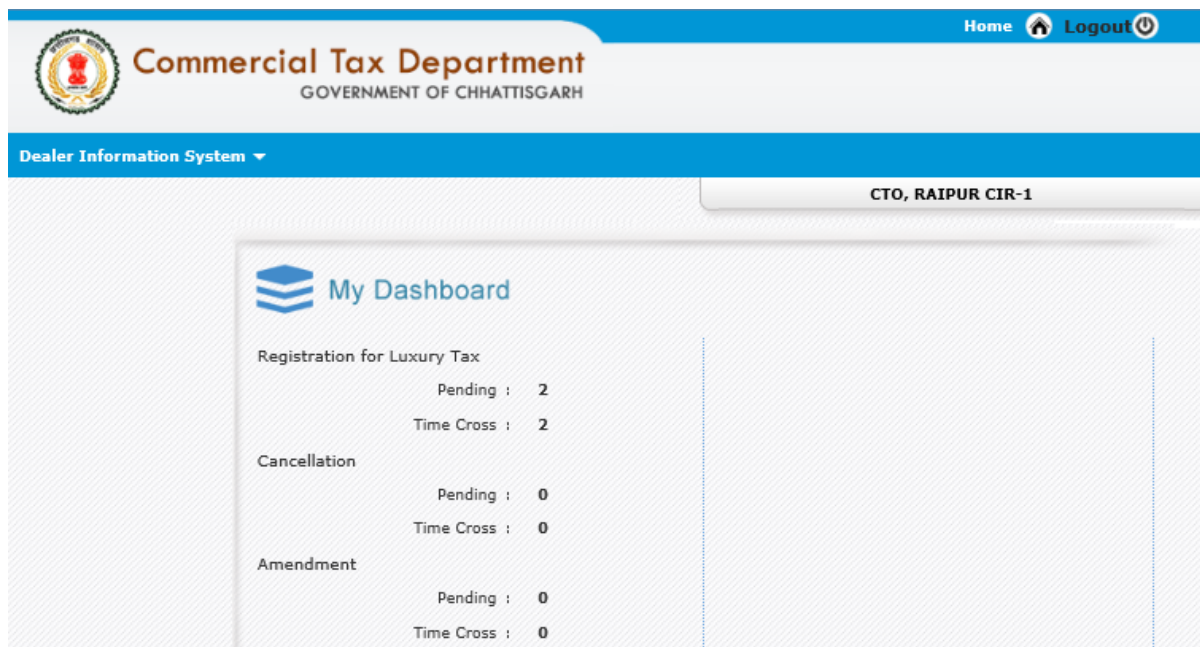


Image-4

5. Click on the "Dealer Information System" link in the menu which will show the submenus as in image-5.



Image-5

6. To see the pending registration forms for Luxury Tax click on the "Scrutiny" link under "Registration (Luxury Tax)". On clicking the "Scrutiny" link "Scrutiny (Registration of Luxury Tax" page will appear as shown in image-6.

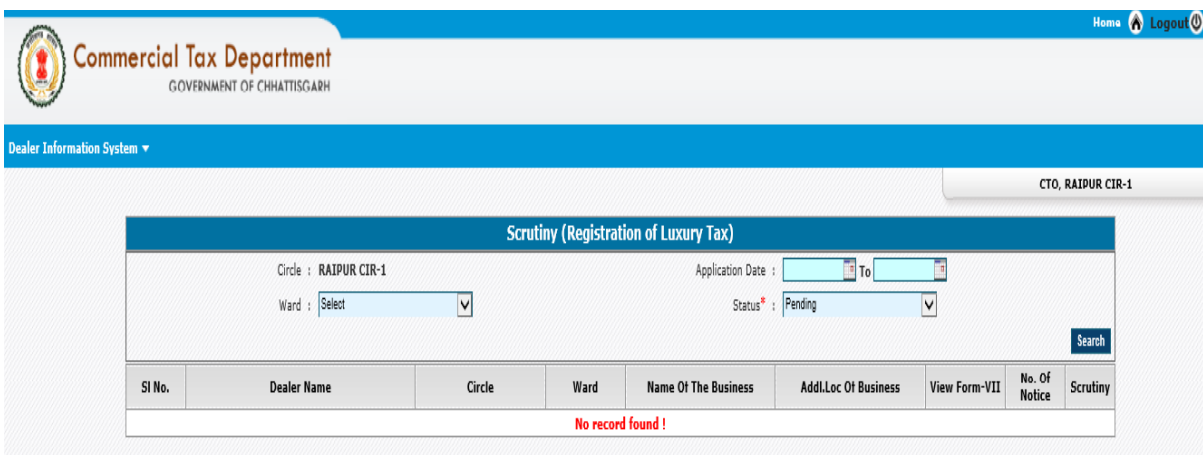


Image-6



7. Here you can search the applications by the above shown criteria like Application date, Ward and Status. On clicking the "Search" button the application list will view as in image-7.

Scrutiny (Registration of Luxury Tax)								
Circle : RAIPUR CIR-1			Application Date : <input type="text"/> To <input type="text"/>					
Ward : <input type="text"/>			Status* : <input type="text"/>					
<input type="button" value="Search"/>								
Sl No.	Dealer Name	Circle	Ward	Name Of The Business	Add.Loc Of Business	View Form-VII	No. Of Notice	Scrutiny
1	RAMA DAS	RAIPUR CIR-1		333	rrrr		0	
2	ASHOK KUMAR SAHOO	RAIPUR CIR-1		Cement Godown			0	
1 - 2 Out Of 2								1

Image-7

8. To record the Scrutiny details of any application click on the provided link under "Scrutiny" column and the form will appear as shown in image-8.

Scrutiny (Registration of Luxury Tax)																
Dealer Name : ASHOK KUMAR SAHOO				Name of Business : Cement Godown												
Designation : DIR				Address :												
Date Of Application : 22/01/2015				Date of Inception : 01/04/2013												
Circle : RAIPUR CIR-1				Ward :												
Application for Registration Certificate (Luxury Tax) Form: VII																
Not under Company's Act																
Sl. No	Name Of The Dealer	Age	Designation	Address	Father's Name	Extend Of Interest In The Business (%)	PAN No.									
No Records Found																
Additional location of business				Enclosed List												
Sl. No	Location			Sl. No	Document Type	Document Name										
No Records Found				1	Article of Assoc	WBS.xlsx										
				2	Company Deed	WBS.xlsx										
Accommodation Details																
Sl No	Type Of Room	Room Number	No. Of Bed	Charges												
1	Single	12	24	200												
2	Double	4	8	400												
Date of Liable to Pay Tax		<input type="text"/>	Validity From		<input type="text"/>	<input type="button" value="FIX"/>										
If Penalty applicable <input type="radio"/> Yes <input checked="" type="radio"/> No																
				<table border="1"> <thead> <tr> <th>Sl No</th> <th>Document Details</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Article of Assoc</td> <td></td> </tr> <tr> <td>2</td> <td>Company Deed</td> <td></td> </tr> </tbody> </table>		Sl No	Document Details	Download	1	Article of Assoc		2	Company Deed			
Sl No	Document Details	Download														
1	Article of Assoc															
2	Company Deed															
<input checked="" type="radio"/> Filed Correctly <input type="radio"/> Application with Defect <input type="radio"/> Reject Application				Remarks <input type="text"/>												
<input type="button" value="Submit"/> <input type="button" value="Back"/>																



Image-8

9. Fill the mandatory fields and select the status as 1] Filed correctly or 2] Application with defect or 3] reject Application at the bottom of the page. Enter the remarks as against the status selected and save the page.
10. To see the pending "Defect Notice" applications for Luxury Tax click on the "Defect Notice" link under "Registration (Luxury Tax)" as shown in image-5. On clicking the link the "Defect Notice" page will appear as shown in image-9.

Defect Notice (Registration of Luxury Tax)							
Circle : RAIPUR CIR-1		Application Date : <input type="text"/> To <input type="text"/>		Ward : <input type="text"/>		Status * : <input type="text"/>	
<input type="button" value="Search"/>							
Sl No.	Dealer Name	Circle	Ward	Name Of The Business	Add.Loc Of Business	No. Of Notices	Notice
1	ASHOK KUMAR SAHOO	RAIPUR CIR-1		Cement Godown		0	
1 - 1 Out Of 1							1

Image-9

11. To send notice to the dealer whose application is found with defect click on the link under "Notice" column and the page will appear as shown in image-10.

Defect Notice (Registration of Luxury Tax)							
Dealer Name : ASHOK KUMAR SAHOO				Name of Business : Cement Godown			
Designation : DIR				Address :			
Date Of Application : 22/01/2015				Date of inception : 01/04/2013			
Circle : RAIPUR CIR-1				Ward :			
Application for Registration Certificate (Luxury Tax) Form: VII							
Not under Company's Act							
Sl. No	Name Of The Dealer	Age	Designation	Address	Father's Name	Extend Of Interest In The Business (%)	PAN No.
No Records Found							
Additional location of business				Enclosed List			
Sl. No	Location			Sl. No	Document Type	Document Name	
No Records Found				1	Article of Assoc	WBS.xlsx	
				2	Company Deed	WBS.xlsx	
Accommodation Details							
Sl No	Type Of Room	Room Number	No. Of Bed	Charges			
1	Single	12	24	200			
2	Double	4	8	400			
Sl No	Notice Date	Gist Of Notice	Compliance Date	Edit	Delete		
Date of Notice : 23/01/2015		Gist of Notice : <input type="text"/>					
<input type="button" value="Save As Draft"/> <input type="button" value="Save & Send"/> <input type="button" value="Back"/>							



Image-10

12. Enter the "Gist of Notice" field and click on the "Save and Send" button to send the notice to the dealer for further compliance.
13. If the dealer complies with the notice then you can view it in the pending application list of "Scrutiny" link. You can approve the application by clicking on the status "Filed Correctly" by following Step-8 to Step-9.
14. To finalize the approval process click on the "Approval/Rejection" link under "Registration (Luxury Tax)" as shown in image-5. On clicking the link the page will appear as shown in image-11.

Approval/ Rejection (Registration of Luxury Tax)								
Circle : RAIPUR CIR-1		Application Date : <input type="text"/> To <input type="text"/>						
Ward : <input type="text" value="Select"/>		Status* : <input type="text" value="Pending"/>						
<input type="button" value="Search"/>								
Sl No.	Dealer Name	Circle	Ward	Name Of The Business	Add.Loc Of Business	Approve / Reject	Penalty Amount (If Any)	Generate Penalty Order
1	ASHOK KUMAR SAHOO	RAIPUR CIR-1		Cement Godown				
1 - 1 Out Of 1								1

Image-11

15. The above shown image displays the list of applications pending for approval or rejection. To approve or reject any application click on the corresponding link under "Approve/Reject" column. On clicking the link the page will appear as shown in image-12.



Approval/ Rejection (Registration of Luxury Tax)							
Dealer Name : ASHOK KUMAR SAHOO Designation : DIR Date Of Application : 22/01/2015 Circle : RAIPUR CIR-1				Name of Business : Cement Godown Address : Date of inception : 01/04/2013 Ward :			
Application for Registration Certificate (Luxury Tax) Form: VII							
Not under Company's Act							
Sl. No	Name Of The Dealer	Age	Designation	Address	Father's Name	Extend Of Interest In The Business (%)	PAN No.
No Records Found							
Additional location of business				Enclosed List			
Sl. No	Location			Sl. No	Document Type	Document Name	
No Records Found				1	Article of Assoc	WBS.xlsx	
				2	Company Deed	WBS.xlsx	
Accommodation Details							
Sl No	Type Of Room	Room Number	No. Of Bed	Charges			
1	Single	12	24	200			
2	Double	4	8	400			
RC No : 79371137424 <input checked="" type="radio"/> Approve <input type="radio"/> Reject Date of Approval / Rejection * : 23/01/2015 Remarks :							
<input type="button" value="Submit"/> <input type="button" value="Back"/>							

Image-12

16. Click on the "Approve" or "Reject" radio button and add relevant remarks and click on the "Submit" button.

Note-The "RC No" and "Date of approval/Rejection" fields are auto-generated and cannot be edited.

Authority Level Cancellation Approval Process

17. To see the pending forms for RC cancellation click on the "Scrutiny" link under "Cancellation" as in image-5. On clicking the "Scrutiny" link "Scrutiny" page will appear as shown in image-13.

Scrutiny for Cancellation											
Circle : RAIPUR CIR-1				Application Date : <input type="text"/> To <input type="text"/>							
Ward : <input type="text"/>				Status * : <input type="text"/>							
<input type="button" value="Search"/>											
Sl No.	RC No.	Dealer Name	Circle	Ward	Gross Turn Over	Case No.	Date Of Application/ Date Of Creation	Reason Of Cancellation	No. Of Notices	View Form-XII	Review
No record found !											

Image-13



18. Here you can search the applications by the above shown criteria like Application date, Ward and Status. On clicking the "Search" button the application list will view as in image-14.

Scrutiny for Cancellation											
Circle : RAIPUR CIR-1			Application Date : <input type="text"/> To <input type="text"/>								
Ward : <input type="text"/>			Status* : <input type="text"/>								
<input type="button" value="Search"/>											
Sl No.	RC No.	Dealer Name	Circle	Ward	Gross Turn Over	Case No.	Date Of Application/ Date Of Creation	Reason Of Cancellation	No. Of Notices	View Form-XII	Review
1	79371137424	ASHOK KUMAR SAHOO	RAIPUR CIR-1		600000	10580	23/01/2015	Ceases the Tax Liability	0		
1 - 1 Out Of 1											1

Image-14

19. To record the Scrutiny details of any application click on the provided link under "Review" column and the form will appear as shown in image-15.

Scrutiny for Cancellation										
Dealer Name : ASHOK KUMAR SAHOO	Name of Business : Cement Godown									
Designation : DIR	Address :									
Date Of Application : 23/01/2015	Date of inception : 01/04/2013									
Circle : RAIPUR CIR-1	Ward :									
Application Status										
Acts: LT	Reason of Cancellation: Ceases the Tax Liability									
Current Year (2014-15): 600000	Previous Year (2013-14): 800000									
Before Previous Year (2012-13): 800000										
RC Enclosure Details:	<table border="1"> <thead> <tr> <th>Sl No</th> <th>Document Type</th> <th>Document Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Food Dept. Licence</td> <td>WBS.xlsx</td> </tr> <tr> <td>2</td> <td>Award of Contract</td> <td>WBS.xlsx</td> </tr> </tbody> </table>	Sl No	Document Type	Document Name	1	Food Dept. Licence	WBS.xlsx	2	Award of Contract	WBS.xlsx
Sl No	Document Type	Document Name								
1	Food Dept. Licence	WBS.xlsx								
2	Award of Contract	WBS.xlsx								
<input checked="" type="radio"/> Filed Correctly <input type="radio"/> Application with Defect <input type="radio"/> Reject Application										
<input type="button" value="Submit"/> <input type="button" value="Back"/>										

Image-15

20. Here in "Scrutiny for Cancellation" page, select the status as 1] Filed correctly or 2] Application with defect or 3] reject Application at the bottom of the page. After selecting the status click on the "Submit" button to proceed the cancellation process.

21. To see the pending "Defect Notice" applications for cancellation click on the "Defect Notice" link under "Cancellation" as shown in image-5. On clicking the link the "Defect Notice for Cancellation" page will appear as shown in image-16.



Defect Notice for Cancellation									
Circle : RAIPUR CIR-1			Application Date : <input type="text"/> To <input type="text"/>						
Ward : <input type="text"/>			Status : Pending For Notice						
<input type="button" value="Search"/>									
Sl No.	RC No.	Dealer Name	Circle	Ward	Turn Over	Case No.	Period Of Assessment	No. Of Notices	Notice
1	79371137424	ASHOK KUMAR SAHOO	RAIPUR CIR-1		600000	10580	01/04/2015 to 31/03/2016	0	
1 - 1 Out Of 1									1

Image-16

22. To send notice to the dealer whose application is found with defect click on the link under "Notice" column and the page will appear as shown in image-17.

Defect Notice for Cancellation					
Dealer Name : ASHOK KUMAR SAHOO	Name of Business : Cement Godown				
Designation : DIR	Address :				
Date Of Application : 23/01/2015	Date of inception : 01/04/2013				
Circle : RAIPUR CIR-1	Ward :				
Application Status					
Act: LT					
Reason of Cancellation: Ceases the Tax Liability					
Current Year (2014-15): 600000					
Previous Year (2013-14): 800000					
Before Previous Year (2012-13): 800000					
RC Enclosure Details:					
Sl No	Document Type	Document Name			
1	Food Dept. Licence	WBS.xlsx			
2	Award of Contract	WBS.xlsx			
Sl No	Notice Date	Gist Of Notice	Compliance Date	Edit	Delete
	Date of Notice : 23/01/2015	Gist of Notice : <input type="text"/>			
<input type="button" value="Save As Draft"/> <input type="button" value="Save & Send"/> <input type="button" value="Back"/>					

Image-17

23. Enter the "Gist of Notice" field and click on the "Save and Send" button to send the notice to the dealer for further compliance.

24. If the dealer complies with the notice then you can view it in the pending application list of "Scrutiny" link. You can approve the application by clicking on the status "Filed Correctly" by following Step-18 to Step-19.

25. If there is a requirement of site visit against any application then click on the "Site Visit Assignment" link under "Cancellation" as shown in image-5. On selecting the link the page will appear as shown in image-18.



Site Visit Details of Cancellation								
RC No				Date		To		
Status		Pending						Search
Sl No.	RC No.	Dealer Name	Name Of The Business	ACT	Case No.	Initiated By	Cancellation Reason	Action
1	79371137424	ASHOK KUMAR SAHOO	Cement Godown	LT	10580	Dealer	Ceases the Tax Liability	
2	22834104129	MOHAMMAD JAVED	K.G.N. TRADERS	VAT	50038	Dealer	Ceases the Tax Liability	

Image-18

26.To assign a case to any other authority for site visit click on the link under "Action" column. On selecting the link the page will appear as shown in image-19.

Site Visit Details of Cancellation	
Dealer Name : ASHOK KUMAR SAHOO	Name of Business : Cement Godown
Designation : DIR	Address :
Date Of Application : 23/01/2015	Date of inception : 01/04/2013
Circle : RAIPUR CIR-1	Ward :

Application Status	
Act: LT	Reason of Cancellation: Ceases the Tax Liability
Current Year (2014-15): 600000	Previous Year (2013-14): 800000
Before Previous Year (2012-13): 800000	

RC Enclosure Details:		
Sl No	Document Type	Document Name
1	Food Dept. Licence	WBS.xlsx
2	Award of Contract	WBS.xlsx

Date of Assignment	23/01/2015
Assign To	Select
Schedule Date Of Completion	
Remarks	

<input type="checkbox"/>	Document Details	Download
<input type="checkbox"/>	Food Dept. Licence	
<input type="checkbox"/>	Award of Contract	

Save As Draft Save & Conform Back

Image-19

27.Fill the required details as the name of the authority to whom the case would be assigned, the scheduled date within which the site visit has to be completed, any relevant remarks and click on "Save And Confirm" button to assign the case.

28.Once the case is assigned to a different authority it would be visible in the "Site-Visit Inbox" of the assigned authority as shown in image-20. He can view the cases which have been assigned to him and update the site visit details by clicking on the link under the "Action" column. Also he can have a tab on the cases whose scheduled date of completion is within time (Marked as Green) and whose



scheduled date of completion is over(Marked as Red) in the next to "Scheduled date of Complete" column.

Dealer Information System

CTO, ENFORCEMENT BILASPUR

Site Visit Details of Cancellation

RC No: Date: To:

Status:

Sl No.	Assignment No.	RC No.	Dealer Name	Name Of The Business	ACT	Case No.	Date Of Assignment	Schedule Date Of Complete	Action
No record found !									

Delayed On Schedule

Image-20

29.To finalize the approval process click on the "Approval/Rejection" link under "Cancellation" as shown in image-5. On clicking the link the page will appear as shown in image-21.

Approval/ Rejection for Cancellation

Circle : RAIPUR CIR-1 Application Date : To:

Ward : Status :

Sl No.	RC No.	Dealer Name	Circle	Ward	Turn Over	Case No.	Period Of Assessment	Approve / Reject
1	79371137424	ASHOK KUMAR SAHOO	RAIPUR CIR-1		600000	10580	01/04/2015 to 31/03/2016	<input type="button" value="Approve/Reject"/>

1 - 1 Out Of 1 1

Image-21

30.The above shown image displays the list of applications pending for approval or rejection. To approve or reject any application click on the corresponding link under "Approve/Reject" column. On clicking the link the page will appear as shown in image-22.



Approval/ Rejection for Cancellation

Dealer Name : ASHOK KUMAR SAHOO	Name of Business : Cement Godown
Designation : DIR	Address :
Date Of Application : 23/01/2015	Date of inception : 01/04/2013
Circle : RAIPUR CIR-1	Ward :

Application Status

Act: LT
Reason of Cancellation: Ceases the Tax Liability

Current Year (2014-15): 600000
Previous Year (2013-14): 800000
Before Previous Year (2012-13): 800000

RC Enclosure Details:

Sl No	Document Type	Document Name
1	Food Dept. Licence	WBS.xlsx
2	Award of Contract	WBS.xlsx

Approve Reject

Date of Cancellation * : 23/01/2015

Remarks :

Image-22

31. Click on the "Approve" or "Reject" radio button and add relevant remarks and click on the "Submit" button.

Note-The "Date of Cancellation" field is auto-generated and cannot be edited.

32. To create case for cancellation click on the "Selection by Authority" link under "Cancellation" as shown in image-5. On clicking the link, page will appear as shown in image-23.

RC No : <input type="text"/>	Dealer Name : <input type="text"/>
Ward : <input type="text" value="Select"/>	Act : <input type="text" value="LT"/>

<input type="checkbox"/>	Sl No.	Name Of The Dealer	RC No	Ward	Act	Criteria For Cancellation	Year Of Assessment	Period Of Assessment	Amount Of Arrears In Tax Or Penalty
No record found !									

Image-23

33. To search the RCs for cancellation click on the "Get Dealer for RC Cancellation" button. On clicking the button the page will appear as shown in image-24.



[Create Cancellation Case](#) [View Cancellation Case](#)

RC No : Dealer Name :
Ward : Act :

[Get Dealer For RC Cancellation](#)

<input type="checkbox"/>	SI No.	Name Of The Dealer	RC No	Ward	Act	Criteria For Cancellation	Year Of Assessment	Period Of Assessment	Amount Of Arrears In Tax Or Penalty
<input type="checkbox"/>	1		79421100003		LT	Select Reason	-	01/04/ to 31/03/	0
<input type="checkbox"/>	2		79941100008		LT	Select Reason	-	01/04/ to 31/03/	0
<input type="checkbox"/>	3		79241100005		LT	Select Reason	-	01/04/ to 31/03/	0
<input type="checkbox"/>	4	KEDAR NATH GUPTA	79671100011		LT	Select Reason	2009-10	01/04/2009 to 31/03/2010	0
<input type="checkbox"/>	5		79851100009		LT	Select Reason	-	01/04/ to 31/03/	0
<input type="checkbox"/>	6		79061100007		LT	Select Reason	-	01/04/ to 31/03/	0
<input type="checkbox"/>	7		79511100002		LT	Select Reason	-	01/04/ to 31/03/	0
<input type="checkbox"/>	8		79151100006		LT	Select Reason	-	01/04/ to 31/03/	0
<input type="checkbox"/>	9		79331100004		LT	Select Reason	-	01/04/ to 31/03/	0
<input type="checkbox"/>	10	MANGI LAL SONI	79581100012		LT	Select Reason	2009-10	01/04/2009 to 31/03/2010	0

1 - 10 Out Of 14 1 2

[Select For RC Cancellation](#)

Image-24

34. As shown in above page first select the check box of the corresponding case and then select the "criteria for cancellation" from the corresponding drop down box. Then click on the "Select For RC Cancellation" button so that the selected RC gets cancelled.



Authority Level Amendment Approval Process

35. To see the pending forms for RC amendment click on the "Scrutiny" link under "amendment" as in image-5. On clicking the "Scrutiny" link "Scrutiny" page will appear as shown in image-25.

Scrutiny for Amendment									
Circle RAIPUR CIR-1		Ward <input type="text" value="Select"/>		Application Date <input type="text" value=""/> To <input type="text" value=""/>		Status* <input type="text" value="Pending"/>		<input type="button" value="Search"/>	
Sl No.	Rc No.	Dealer Name	Circle	Ward	Case No.	Name Of The Business	Add.Loc Of Business	No. Of Notice	Scrutiny
No record found !									

Image-25

36. Here you can search the applications by the above shown criteria like Application date, Ward and Status. On clicking the "Search" button the application list will view as in image-26.

Scrutiny for Amendment									
Circle RAIPUR CIR-1		Ward <input type="text" value="Select"/>		Application Date <input type="text" value=""/> To <input type="text" value=""/>		Status* <input type="text" value="Pending"/>		<input type="button" value="Search"/>	
Sl No.	Rc No.	Dealer Name	Circle	Ward	Case No.	Name Of The Business	Add.Loc Of Business	No. Of Notice	Scrutiny
1	79371137424	ASHOK KUMAR SAHOO	RAIPUR CIR-1		10581	Cement Godown		0	<input type="button" value=""/>
1 - 1 Out Of 1 1									

Image-26

37. To record the Scrutiny details of any application click on the provided link under "Scrutiny" column and the form will appear as shown in image-27.

Scrutiny for Amendment	
Dealer Name ASHOK KUMAR SAHOO	Name of Business Cement Godown
Designation DIR	Address
Date Of Application 23/01/2015	Date of inception 01/04/2013
Circle RAIPUR CIR-1	Ward
<input type="button" value="Amendment Detail"/>	
<input checked="" type="radio"/> Filed Correctly <input type="radio"/> Application with Defect <input type="radio"/> Reject Application	Remarks <input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

Image-27



38. To see the amendment details click on the "Amendment Details" button. On clicking the button, the page will appear as shown in image-28.

Previous Details (LT)					Amended Details (LT)				
Accommodation Details					Accommodation Details				
Sl No	Room Type	Room No.	No. Of Bed	Charges	Sl No	Room Type	Room No.	No. Of Bed	Charges
1	Single	12	24	200	1	Suite	4	4	2000
2	Double	4	8	400	2	Single	12	24	200
					3	Double	4	8	400

[Back](#)

Image-28

39. As shown in image-27 to provide the scrutiny status select either 1] Filed correctly or 2] Application with defect or 3] reject Application at the bottom of the page. After selecting the status click on the "Submit" button to proceed the amendment process.

40. To see the pending "Defect Notice" applications for amendment click on the "Defect Notice" link under "Amendment" as shown in image-5. On clicking the link the "Defect Notice for Amendment" page will appear as shown in image-29.

Defect Notice for Amendment									
Circle RAIPUR CIR-1			Ward <input type="text" value="Select"/>		Application Date <input type="text" value=""/> To <input type="text" value=""/>		Status <input type="text" value="Pending For Notice"/>		Search
Sl No.	Rc No.	Dealer Name	Circle	Ward	Case No.	Name Of The Business	Period Of Assessment	No Of Notices	Notice
1	79371137424	ASHOK KUMAR SAHOO	RAIPUR CIR-1		10581	Cement Godown		0	

1 - 1 Out Of 1 1

Image-29

41. To send notice to the dealer whose application is found with defect click on the link under "Notice" column and the page will appear as shown in image-30.

Defect Notice for Amendment					
Dealer Name ASHOK KUMAR SAHOO		Name of Business Cement Godown			
Designation DIR		Address			
Date Of Application 23/01/2015		Date of inception 01/04/2013		Ward	
Circle RAIPUR CIR-1					
Amendment Detail					
Sl No	Notice Date	Gist Of Notice	Compliance Date	Edit	Delete
	Date of notice 23/01/2015	Wrong Address Details			
	Memo	<input type="text" value=""/>			

[Save As Draft](#) [Save & Send](#) [Back](#)



Image-30

42. Fill the "Memo" field and click on the "Save and Send" button to send the notice to the dealer for further compliance.
43. If the dealer complies with the notice then you can view it in the pending application list of "Scrutiny" link. You can approve the application by clicking on the status "Filed Correctly" by following Step-36 to Step-39.
44. If there is a requirement of site visit against any application then click on the "Site Visit Assignment" link under "Amendment" as shown in image-5. On selecting the link the page will appear as shown in image-31.

Site Visit Details of Amendment							
RC No. <input type="text"/>		Date <input type="text"/> To <input type="text"/>				<input type="button" value="Search"/>	
Status <input type="text" value="Pending"/>							
Sl No.	RC No.	Dealer Name	Name Of The Business	ACT	Case No.	Amedment List	Action
1	79371137424	ASHOK KUMAR SAHOO	Cement Godown	LT	10581	Accommodation Details	

Image-32

45. To assign a case to any other authority for site visit click on the link under "Action" column. On selecting the link the page will appear as shown in image-33.

Site Visit Details of Amendment		
Dealer Name : ASHOK KUMAR SAHOO	Name of Business : Cement Godown	
Designation : DIR	Address :	
Date Of Application : 23/01/2015	Date of inception : 01/04/2013	
Circle : RAIPUR CIR-1	Ward :	
Amendment Detail		
Date of Assignment: <input type="text" value="23/01/2015"/>		
Assign To: <input type="text" value="Select"/>		
Schedule Date Of Complete: <input type="text"/>		
Remarks: <input type="text"/>		
<input type="checkbox"/>	Document Details	Download
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="button" value="Save As Draft"/> <input type="button" value="Save & Conform"/> <input type="button" value="Back"/>		

Image-33

46. Fill the required details as the name of the authority to whom the case would be assigned, the scheduled date within which the site visit has to be completed, any relevant remarks and click on "Save And Confirm" button to assign the case.



47. Once the case is assigned to a different authority it would be visible in the "Site-Visit Inbox" of the assigned authority as shown in image-33. He can view the cases which have been assigned to him and update the site visit details by clicking on the link under the "Action" column. Also he can have a tab on the cases whose scheduled date of completion is within time (Marked as Green) and whose scheduled date of completion is over (Marked as Red) in the next to "Scheduled date of Complete" column.

Dealer Information System

CTO, ENFORCEMENT BILASPUR

Site Visit Details of Amendment

RC No. Date To

Status

Sl No.	Assignment No.	RC No.	Dealer Name	Name Of The Business	ACT	Case No.	Date Of Assignment	Schedule Date Of Complete	Action
No record found !									

Delayed On Schedule

Image-33

48. To finalize the approval process click on the "Approval/Rejection" link under "Amendment" as shown in image-5. On clicking the link the page will appear as shown in image-34.

Approval/ Rejection for Amendment

Circle RAIPUR CIR-1 Application Date To

Ward Status

Sl No.	RC No.	Dealer Name	Circle	Ward	Case No.	Name Of The Business	Addl. Loc Of Business	Approve / Reject
1	79371137424	ASHOK KUMAR SAHOO	RAIPUR CIR-1		10581	Cement Godown		<input type="button" value=""/>

1 - 1 Out Of 1

Image-34

49. The above shown image displays the list of applications pending for approval or rejection. To approve or reject any application click on the corresponding link under "Approve/Reject" column. On clicking the link the page will appear as shown in image-35.



Approval/ Rejection for Amendment	
Dealer Name ASHOK KUMAR SAHOO Designation DIR Date Of Application 23/01/2015 Circle RAIPUR CIR-1	Name of Business Cement Godown Address Date of inception 01/04/2013 Ward
Amendment Detail	
<input checked="" type="radio"/> Approve <input type="radio"/> Reject	
Date of Approval/Rejection	<input type="text" value="23/01/2015"/>
Effective Date *	<input type="text"/>
Remarks	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

Image-35

50. Click on the "Approve" or "Reject" radio button, select the Effective Date and add relevant remarks and click on the "Submit" button.

Note-The "Date of Approval/Rejection" field is auto-generated and cannot be edited.