

Step by step procedure for e-return MODULE

Step 1: e-services online link

The user can access the link to e-services site from the official website of the Department of Taxes, Nagaland I, e www.nagalandtax.nic.in

Step 2: Dealer Login

On clicking on the link for e-services the login page is displayed. The user has to login using his user id and password

Step 3: e-services page

Under 'Returns entry', select 'Entry' for new return.

Step 4: Selection of return period

Select the year, return period, return type and click 'go'. Click 'new' to enter return data.

Step 5: Filling of return details

The return form is displayed. Enter the relevant return details under each category. Calculation is done automatically for 'total', 'Input tax paid', 'output tax collected' etc.

- a) Part I-Purchase details: Enter the fields wherever necessary under different rate of tax. Click 'next'
- b) Part II-'goods manufactured' and part III-Sales details: Enter the fields wherever necessary under different rate of tax. Click 'next'
- c) Part IV-Computation of VAT: Use tab key once to auto populate the figure in case of net tax payable or ITC carried forward.
- d) Part V-Payment statement:
 - i) In SL no 25, enter net tax payable amount for 1st month, 2nd month and 3rd month for that particular quarter.
 - ii) In SL no 26, enter paid amount for 1st month, 2nd month and 3rd month if any.
 - iii) In sl no 27, enter balance amount for 1st month, 2nd month and 3rd month
Click /next'.

The system will show message if there is any arithmetic errors. Click 'Save return' to save the return. If there is no payment for that quarter, return can be submitted by clicking the 'submit' button or else click 'back' button to go to the home page

Step 6: Payment details:

Click 'payment details' under 'returns entry' option. Click 'select' link to enter payment details. Select the payment mode (Challan/e-payment) and month to which payment is made. In case of challan, enter TV no, TV date, bank details and amount and click 'add'. In case of e-payment, enter CTD ref no, date and amount. Multiple challan can be also entered. Click 'exit' to go back to home page

Step 7: Submission of return:

Click 'update and submit' under 'returns entry'. Click 'submit' to submit the return. In successful submission, one return reference (RR) no will be generated.

Step 8: Status of return:

Click 'print returns' under 'returns entry'. Select the return period, type and year. Click 'go'. The status of the return can be seen from status description. If return was accepted by the concerned ST, acknowledgement slip can be downloaded and if there is any due, then status description will show as 'return due notice'. The return due notices can be printed by clicking the 'print notice' option.