

## Step-by Step process on e- Payment under Profession Tax

### Steps:

- 1) Visit Department Web portal “ <https://nagalandtax.nic.in>”
- 2) Click on the “[Professional Tax](#)” link under e-Services

### Process :

- ✓ Creation of **e-Challan** by Registered taxpayer under Profession Tax
- ✓ Generation of **UPRN** ( Unique Payment Reference Number)
- ✓ Online Payment through **Debit or Credit Cards/Net-Banking/UPI**
- ✓ Download & Print of **e-Challan**

### Taxpayer interface

#### e-Payment

- A. Payment
- B. Check UPRN
- C. Payment Status
- D. Print Challan

#### A. Payment:

- (\* marked fields are mandatory fields)

- ✓ Enter PTIN (\*)

Following details shall be auto-fetched

- ✓ Entity Name
- ✓ Description of professions
- ✓ Mobile No
- ✓ e-Mail
- ✓ District
- ✓ PIN
- ✓ Tax schedule
- ✓ Rate of Tax
- ✓ Entity Description
- ✓ Office Name

- ✓ Select Payment type (Monthly/Yearly) (\*)
- ✓ Select Tax period (\*)
  - Select financial year for Yearly payment
  - Select Month and Year for monthly payment
- ✓ Enter Tax Amount (\*)
- ✓ Enter Interest amount(\*)
- ✓ Enter Penalty amount(\*)
- ✓ Enter Others amount (\*)
- ✓ Total amount(\*) ( Auto-populated)
- ✓ Enter Remarks
- ✓ Click on “Proceed ” to generate Unique Payment Reference Number (UPRN)
- ✓ Click on ”Pay Now” to proceed for actual payment
- ✓ Select the Payment mode: (Debit/Credit/Prepaid cards)/Net Banking/UPI/NEFT

i) Payment mode : Debit/Credit/Prepaid card  
Enter card details and Click “Pay now”

ii) Payment mode : UPI  
Enter UPI ID and Click “ Validate UPI ID”  
or  
Select UPI QR to make payment through QR code

iii) Payment mode : Net Banking  
Select the bank and Click “Pay now”

- Login to the Bank through Net banking Details
- Click on “confirm” for Confirmation of Payment
- Click on “Confirm” for Confirmation of Payment through OTP

**On Successful payment , Bank Unique Reference Number (BURN) shall be generated**

## B. Check UPRN

To check the status of the payment , Click on the “Check UPRN ” link

Criteria:

- ✓ Enter UPRN
- ✓ Click on “Search”

UPRN details :

| SI No      | UPRN       | CTD Reference No | PTIN     | Entity Name | Mobile No    | P Tax rate        | Payment type        | Month  |
|------------|------------|------------------|----------|-------------|--------------|-------------------|---------------------|--------|
| 1          | 2          | 3                | 4        | 5           | 6            | 7                 | 8                   | 9      |
| Tax period | Tax Amount | Penalty          | Interest | Others      | Total Amount | Bank Reference No | Bank Reference date | Status |
| 10         | 11         | 12               | 13       | 14          | 15           | 16                | 17                  | 18     |

## C. Payment Status:

To check the status of all the payment against the PTIN,  
Click on the “Payment Status” link

Criteria:

- Enter “PTIN”
- Click on “Search”

Payment details :

| SI No      | UPRN       | CTD Reference No | PTIN     | Entity Name | Mobile No    | P Tax rate        | Payment type        | Month  |
|------------|------------|------------------|----------|-------------|--------------|-------------------|---------------------|--------|
| 1          | 2          | 3                | 4        | 5           | 6            | 7                 | 8                   | 9      |
| Tax period | Tax Amount | Penalty          | Interest | Others      | Total Amount | Bank Reference No | Bank Reference date | Status |
| 10         | 11         | 12               | 13       | 14          | 15           | 16                | 17                  | 18     |

**D. Print e-Challan:**

To print the e-Challan, Click on the “Print e-Challan ” link

**Criteria:**

- ✓ Enter UPRN
- ✓ Click on “Search”

**e-Challan format**

**The Nagaland Professions, Trades, Callings and Employments  
Taxation Rules, 1970**



**FORM VI  
e-Challan**

***[See Rules 13 and 14]***

**0028.OTHERS TAXES ON INCOME AND EXPENDITURE-PROFESSION TAX**

|                                       |  |
|---------------------------------------|--|
| 1. Unique payment reference no (UPRN) |  |
| 2. PTIN                               |  |
| 3. Office/Ward                        |  |
| 4. Name of the individual/entity      |  |
| 5. Payment Type                       |  |
| 6. Financial Year                     |  |
| 7. Month (if any)                     |  |
| 8. Challan date                       |  |
| 9. Bank Unique Reference No (BURN)    |  |
| 10. Tax Amount                        |  |
| 11. Interest amount                   |  |
| 12. Penalty amount                    |  |
| 13. Others                            |  |
| 14. Total amount (10+11+12+13)        |  |
| 15. (Amount in words)                 |  |