

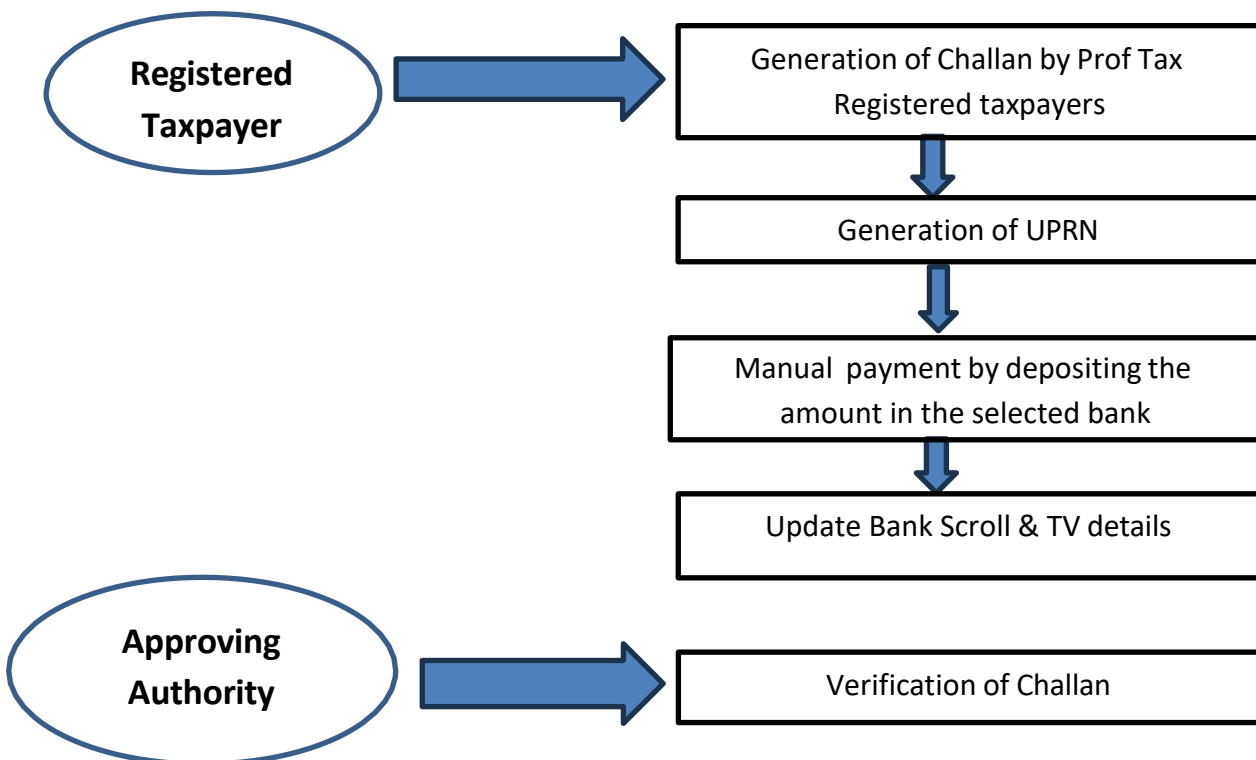
Manual Payment under Profession Tax

Steps:

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

Process :

- ✓ Generation of Challan by Registered taxpayer under Profession Tax
- ✓ Generation of UPRN (Unique Payment Reference Number)
- ✓ Manual Payment by depositing the amount in the selected bank
- ✓ To update Bank scroll and Treasury Voucher (TV) details
- ✓ Verification of Challan by Approving officer



Taxpayer interface

Manual Payment

- A. Generate Challan
- B. Upload Challan
- C. Challan Status
- D. Re-print Challan

A. Generate Challan:

(* 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 “**Next**” to enter Bank details

- ✓ Select Bank Name (*)
- ✓ Select payment mode (Cash/Cheque/Demand draft) (*)
- ✓ Enter Branch name (*)
- ✓ Enter IFSC code
- ✓ If payment mode is Cheque/Demand draft
 - Enter Cheque/Demand draft number

Click on “**Generate Challan**” to generate **Unique Payment Reference Number (UPRN)**

- e- Challan(Offline payment) shall be available for **printing** and **download**
- After the actual payment through Bank , Taxpayer shall update the bank and treasury details from “**Upload Challan** ” link available in the home page

B. Upload Chalan (Update Bank scroll and Treasury details)

Criteria:

- ✓ Enter UPRN/PTIN
- ✓ Enter Challan date
- ✓ Click on “Search”

UPRN details :

SI No	UPRN	Challan date	PTIN	Bank Name	Tax period	Month
1	2	3	4	5	6	7
Tax Amount	Penalty	Interest	Others	Total Amount	Challan Status	Click to upload
8	9	10	11	12	13	<u>Click</u>

Select “ Click” to Update Bank scroll and Treasury details

- ✓ Enter Bank Scroll No (*)
- ✓ Enter TV Date (*)
- ✓ Enter TV NO (*)
- ✓ Select name of district treasury (Drop-down) (*)
- ✓ Upload Challan (Bank receipt copy)(*)
- ✓ Click “**Submit**”

C. Challan Status:

Criteria:

- ✓ Enter UPRN or PTIN
- ✓ Enter Challan date
- ✓ Click on “Search”

Challan details :

SI No	UPRN	Challan date	PTIN	Bank Name	Tax period	Month
1	2	3	4	5	6	7
Tax Amount	Penalty	Interest	Others	Total Amount	Challan Status	
8	9	10	11	12	13	

D. Re-Print e-Challan:

Criteria:

- ✓ Enter UPRN
- ✓ Click on “Search”
- ✓ Click on “Download” to download/print the challan

Challan format (Manual)

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



**FORM VI
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. Financial Year	
6. Month (if any)	
7. Challan date	
8. Tax Amount	
9. Interest amount	
10. Penalty amount	
11. Others	
12. Total amount (8+9+10+11)	
13. Bank Name	
14. Branch name	
15. Payment Mode	
16. Cheque/Demand draft number (if Any)	
17. Bank Scroll No	
18. TV No & Date	

NB: Sl no 17 & 18 are to be filled up after collecting the Bank Scroll No from Bank and TV number & TV date from the treasury