

**OFFICE OF THE COMMISSIONER OF COMMERCIAL TAXES, ODISHA, CUTTACK**

**No. III (III)-114/2010-17208/CT,**

**Dated 08/08/2013**

**NOTIFICATION**

***Sub: Electronic issue of Declaration Forms and Certificates (Form-EI, Form-EII & Form-F) under the Central Sales Tax (Odisha) Rules, 1957.***

In order to provide better service to the dealers in Odisha, continuous efforts are being made to simplify the procedures for obtaining statutory forms electronically through the portal of the Commercial Tax Department. In this regard, the process for obtaining the Form EI, EII and F electronically has been simplified whereby the forms will now be approved by the system after requisition is made by the respective dealer.

In continuation of this office notifications No. III (III)-114/2010-21204 /CT dated 13.12.2012, No. III (III)-114/2010- 15413/CT dated 10.09.2012 and No. III(III) 114/2010-4376/CT dated 14-03-2011 and in exercise of the power conferred under Sub-Rule (1) and (2) of Rule 6G of the Central Sales Tax (Odisha) Rules, 1957, the undersigned hereby notifies for information of all that the form EI, EII and F will now be obtained by the dealers in the following manner:

- (i) The dealer will be required to apply for new forms for the tax period concerned electronically through the portal of the Commercial Tax Department.
- (ii) The system will check if the dealer has filed the tax returns under all Acts and paid the due tax as per the said returns for the tax periods for which these forms are being requisitioned by the dealer.
- (iii) Once the system verifies that the above conditions are met by the dealer requisitioning the statutory forms, the system will automatically approve Form EI and Form EII after the requisitions are "Sent for Approval" by the dealer through the portal. These forms i.e. Form E I and EII will be made available for downloading and printing by the dealer through the portal. These forms will bear the name of the Circle Office under which the dealer is registered.
- (iv) In case of Form F, the dealer will have to choose the purpose for which Form F is being requisitioned i.e. (i) for Branch Transfer or (ii) for Consignment / Commission Sale. Once the dealer chooses "Branch Transfer", the system will display the registered "Additional Place of Business (APOB)" available in the Registration Certificate under CST Act and the dealer will be required to choose any one of the APOBs from the list. Once the APOB is selected, the dealer will not have the option for editing the same.

- (v) The dealer then will be required to fill in other details like commodity, quantity, value etc. in the requisition form and then will be required to send it for approval. The system will verify the conditions described at (ii) & (iv) above and approve or reject the Form F, as the case may be.
- (vi) In case the dealer requires the Form F for “Consignment Sale” or “Commission Sale” and chooses the same at the time of requisition, the system will allow the dealer to enter the details of other dealer like name, address and TIN etc. and other details like commodity, quantity, value etc. in the requisition form and then will be required to send it for approval. The system will immediately check the conditions described at (ii) above and approve or reject the Form F, as the case may be.
- (vii) In case, the APOB does not appear in the list for selection in case of branch transfer, the dealer needs to verify that the APOB is declared and mentioned in the Registration Certificate under CST Act. In rarest cases, where the APOB of a dealer is actually registered under CST Act and is mentioned in the RC and does not show up in the list, the dealer may bring the same to the notice of the concerned circle authority for necessary action.
- (viii) However, in cases where the APOB is not registered under the CST Act and is not mentioned in the RC, the dealer needs to apply for amendment of the RC under CST Act, as per the prescribed procedure. After such amendment is effected in the RC of the dealer under CST Act, the APOB will be available in the list for selection in case of “Branch Transfer”.
- (ix) The Forms EI, EII and F will be issued by the system in the manner as indicated above and in case any of the conditions described above is / are not met, the concerned dealer will not be allowed to obtain these forms from the portal of the Department.
- (x) All other terms and conditions as notified earlier will remain unchanged.
- (xi) This will come into effect from 15.08.2013.

**Sd/-**  
**(Manoj Ahuja,I.A.S)**  
**Commissioner of Sales Tax**  
**Odisha**

Memo No. 17209 /CT.,

Dated 08/08/2013

Copy in duplicate is forwarded to the Director, Printing, Stationery and Publication, Odisha Madhupatna, Cuttack for publication in next issue of the Odisha Gazette. This may be published in an extra ordinary Gazette & 25 copies of the same may please be supplied to this office. This may also be published in the next issue in the Odisha Commercial Tax Gazette. This is a statutory notification and shall bear SRO number.

**-sd/-**

**Deputy Commissioner Commercial Taxes  
(VAT)**

Memo No. 17210 /CT.,

Dated 08/08/2013

Copy forwarded to the Spl. C.C.T. (Enf.) / All Additional Commissioners (H.O)/ Additional Commissioner (Vigilance) / JCCT s of all the Territorial Ranges /DCCTs in charge of all the Enforcement Ranges/ Vig. Division/All DCCTs/ ACCTs/ CTOs in charge of Circles / Check gates/ Assessment Units / CTOs in charge of Investigation Units / all officers of H.O for information and necessary action.

**-sd/-**

**Deputy Commissioner Commercial Taxes  
(VAT)**

Memo No.17211 /CT.,

Dated 08 /08/2013

Copy forwarded to the ACCT (IT) / system analyst for information they are requested to take necessary steps for placing the notification in the CTD web-site for general information.

**-sd/-**

**Deputy Commissioner Commercial Taxes  
(VAT)**

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