

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

No. V- 43/13-- 21905 /CT, Dated – 01-11-2013

CIRCULAR

Sub: DCR entry at border check gates of the Commercial Tax Department through VATIS Software- regarding

It has been the endeavour of the Commercial Tax Department to bring about transparency and one of the ways to do it is to transact more and more of official business through electronic mode.

As a further step in this direction, a system has been developed to maintain the Daily Collection Register at check gates within VATIS, and for this a sub-module has been created within the Check Post Monitoring module. The officials at the check gates are required to enter the collection details into the DCR module in VATIS **w.e.f 1.11.2013**. The present system of issuing money receipt in manual mode will continue along with the issue of Money Receipt generated from VATIS. Later, when payment through electronic mode becomes fully functional, e-Money Receipt shall be issued to all the dealers and the manual mode of issuing money receipt shall be dispensed with. The check gate officials are also required to take a print of the DCR at the end of the day and keep it for record and future audit.

The procedure describing the steps for entering the collection details in the DCR Entry module in VATIS will be sent separately.

**Sd/-
(Manoj Ahuja, I.A.S)
COMMISSIONER
COMMERCIAL TAXES, ODISHA**

Memo No. 21906 /CT, Dated 01-11-2013

Copy forwarded to the Assistant Commissioner of Commercial Taxes / Commercial Tax Officers, All Border Check Gates & I. P.s for information and necessary action.

**Sd/-
Assistant Commissioner
of Commercial Taxes (IT & P)**

Memo No. 21907 /CT, Dated 01-11-2013

Copy forwarded to the Joint Commissioner of Commercial Taxes, All Territorial Ranges / Deputy Commissioner of Commercial Taxes / Assistant Commissioner of Commercial Taxes, All Circles / Deputy Commissioner of Commercial Taxes, All Vigilance Division / Deputy Commissioner of Commercial Taxes, All Enforcement Divisions, All Assessment Units for information and necessary action.

**Sd/-
Assistant Commissioner
of Commercial Taxes (IT & P)**

Memo No. 21908 /CT, Dated 01-11-2013

Copy forwarded to the Special Commissioner of Commercial Taxes (Enforcement) / All Additional Commissioners / JCCT (Enforcement) / All DCCT / All ACCT/All CTO at Head Office for information and necessary action.

**Sd/-
Assistant Commissioner
of Commercial Taxes (IT &P)**

PROCEDURE FOR ENTERING THE CHECK GATE DCR DETAILS IN VATIS

The steps to be followed for DCR entry are elaborated as below:

1. First Login to VATIS system and select the menu called “Check Post Monitoring”.

The screenshot shows the main interface of the VATIS 4.0 system. The left sidebar contains a menu with 'Recovery' highlighted. The main content area is divided into several sections:


- Dealer Information:** A table showing dealer status and counts.
- Return (No. of Dealers):** A table showing return filing statistics.
- Revenue Reports:** A table showing tax collection data.
- Application Status:** A table showing application pendency.
- FCS Information:** A table showing form type and utilization.
- CPM Information:** A table showing check gate performance.

2. Next select the “DCR entry” module .

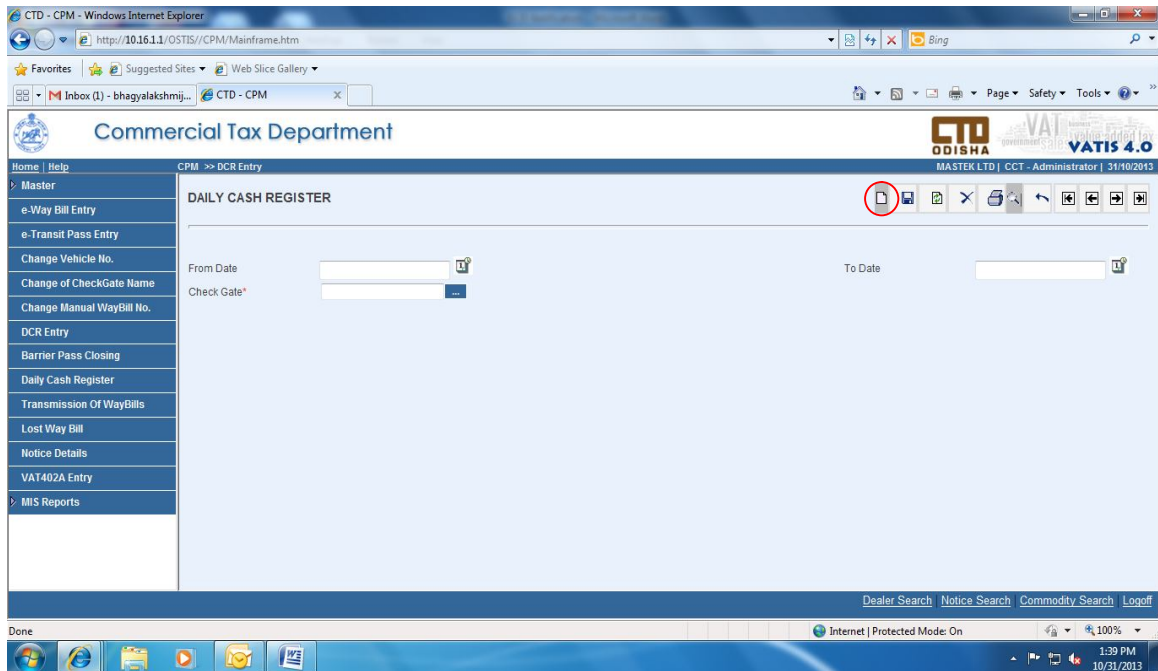
Path to go to following page -> **Check Post Monitoring->DCR**


The screenshot shows the 'DAILY CASH REGISTER' entry page. The left sidebar has 'DCR Entry' highlighted. The main content area includes:

- Navigation icons:** A set of icons for document operations.
- Form fields:** Input boxes for 'From Date', 'To Date', and 'Check Gate*'. The 'Check Gate*' field has a dropdown arrow.

3. Select the **New** [] button on the top right corner of the Daily Cash Register page to enter the collection details into the Daily Cash Register.

Path to go to following page -> **Check Post Monitoring->DCR->Click New**



- Once you click on the **New** [] button, it takes you to the following **"DAILY CASH REGISTER"** screen to make the entries.

Home | Help CPM >> DCR Entry Mastek Ltd | GI-CG - Administrator | 30/10/2013

DAILY CASH REGISTER

Token No.

Dealer Type

TIN.

Name of the Tax Payer

Address



Manual Receipt Number

Manual Receipt Date

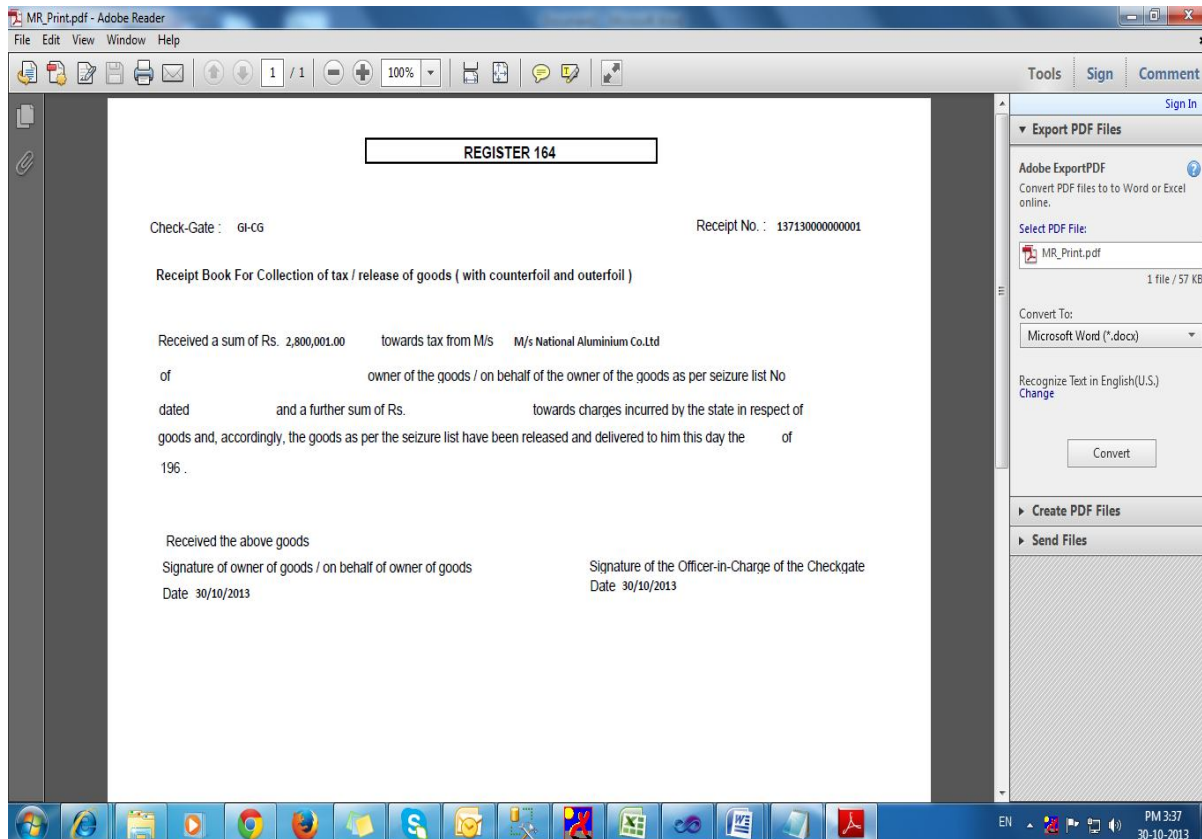
Add

| Sl.No | Vehicle No | Act | Commodity | Others(specify) | Unit | Quantity | Value | % TaxRate | Tax | Penalty | Sub Total | Delete |
|-------|------------|-----|-----------|-----------------|------|----------|-------------|-----------|-------------|---------|------------|--------|
| 1 | OR19C6345 | VAT | Aluminium | | Ton | 150.00 | 20000000.00 | 13.50 | 28000000.00 | 1.00 | 2800001.00 | |

Steps to key in the details on Daily cash register screen:

- Select the dealer type from the drop down list. If the dealer type is selected as **“Registered”**, then the details like Dealer Name and address is automatically displayed in the respective box. If the dealer type is **“Unregistered”**, the Name and address of the unregistered dealer must be entered manually.
 - Enter the manual receipt number and date and click on Save.
 - Once the save  button is clicked, a sub-screen appears to enter the collection details such as Vehicle No., Act, commodity, Quantity, unit, value, tax and penalty.
 - After entering the collection details, click on confirm  button to confirm the entry.
4. User can also take print out of the DCR after confirming the entry. The sample layout of the PDF has been provided as below.

Path to go to following page -> **Check Post Monitoring ->DCR->Print/DCPass**



5. Once entry of collection data is over, one can fetch the record by the **fetch** button by either passing the parameters like either **From & To date** or by selecting **Check Gate** from the drop down list.

Path to go to following page -> **Check Post Monitoring->DCR->Fetch**

Commercial Tax Department

Home | Help CPM >> DCR Entry Mastek Ltd | GI-CG - Administrator | 30/10/2013

Master

- e-Way Bill Entry
- e-Transit Pass Entry
- Change Vehicle No.
- Change of CheckGate Name
- Change Manual WayBill No.
- DCR Entry
- Barrier Pass Closing
- Daily Cash Register
- Transmission Of WayBills
- Lost Way Bill
- Notice Details
- VAT402A Entry
- MIS Reports

DAILY CASH REGISTER

From Date: To Date:

Check Gate*: JG-CG

| Receipt No. | TIN/SRIN | Dealer Name |
|-----------------|-------------|-------------------------------|
| 101300000000019 | 2145666666 | ggh |
| 101300000000020 | 21161909895 | cvfvf |
| 137130000000001 | 21331104647 | M/s National Aluminium Co.Ltd |

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