

STEP BY STEP GUIDE FOR E-FILING OF RETURNS UNDER PROFESSIONAL TAX ACT

All Taxpayers registered as Employers / Deductors under Professional Tax Act or enrolled under Professional Tax Act are required to file returns once every year. The returns are to be filed electronically only. The returns are to be filed in the following forms:

- Deductors / Employers, “registered” under Professional Tax Act are required to file their return online in **Form V**.
- Dealers / Taxpayers “enrolled” under Professional Tax Act (non-employee assessee) are required to file their returns online in **Form XII**.

The process for filing returns online through the portal of the CT & GST Organisation is elaborated below.

Filing Online Return in FORM V by Employers / Deductors

Step 1: Go to <https://odishatax.gov.in>

The screenshot shows the homepage of the Commissionerate of CT & GST, Odisha. The page features a navigation menu with options like Home, About Us, Court/Tribunal Orders, Revenue Reports, Press, Archives, RTI, and Contact Us. A central banner asks "Do you Know about Professional Tax" with a "Click Here to Know More" link. The page is divided into sections for "Goods & Service Tax" (including GST Notifications, Acts, Rules, Audit, Rates, Ruling, Clarifications, e-way bills, and Help Desk), "Odisha VAT/OET/CST/PT" (including Value Added Tax Act, Central Sales Tax Act, Entry Tax Act, Professional Tax Act, and Entertainment Tax Act), and "e-Services" (including e-Payment, e-Registration, Dealer Search, Compendium Of Circulars, Administrative & Employee's Service Matters, and Search GST Taxpayer). There is also a "News and Press Release" section with a "View More" button.

Step 2: Click on **e-Services (for OVAT/CST/OET/PT)**

The screenshot shows the homepage of the Commissionerate of CT & GST, Finance Department, Government of Odisha. The page features a navigation menu with links for Home, About Us, Court/Tribunal Orders, Revenue Reports, Press, Archives, RTI, and Contact Us. A central banner asks "Do you Know about Professional Tax" with a "Click Here to Know More" link. On the right side, there is a list of services under the heading "Odisha VAT/OET/CST/PT". The "e-Services (For OVAT/CST/OET/PT)" link is highlighted with a red box. Other links in the list include e-Payment, e-Registration, Dealer Search, Compendium Of Circulars, Administrative & Employee's Service Matters, and Search GST Taxpayer. A "View More" button is located at the bottom right of the list.

Step 3: Enter the correct **TIN** and **Password** to login to the Portal.

The screenshot shows the login page of the Government of Odisha Commercial Taxes eServices portal. The page features the Government of Odisha logo and the text "Government of Odisha Commercial Taxes". The "eServices" logo is prominently displayed. A "Dealer Login" form is the central focus, with fields for "TIN / SRIN" and "Password", and "Login" and "Reset" buttons. A "Forgot Password" link is also present. On the right side, there is a vertical list of service icons: Dealer Search, Form Search, Certificate Search, e-Registration, e-Payment, and e-Refund. At the bottom, a red notice states: "System based Amendments of Registration Certificate under OVAT Act is also effected in the Registration Certificate issued under CST Act."

Step 4: Click on **E-Annual Return Filing**

web.odishatax.gov.in/portal/Shared/Home.aspx

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Home

You are accessing from IP Address : 164.100.212.63

Click Here for Address

Status	Address
PT Enrolment : Registered - Annually	Building No []
PT Registration : Registered - Annually	Town []
	District []
	Pin No []
	Road No []
	Post Office []
	State []
	Circle Office []

As Google chrome browser updated the version (Version 37.0.2062.103 m), modal popup will not work on the below pages like
 1. Commodity modal popup will not be opened while trying to generate e- Waybill/ Consignor waybill.
 To overcome those issues please use any other browser like internet, Mozilla Firefox etc. We are working on this issue and will update you once it is done.
 Inconvenience is highly regretted.

1. WEF from 5 JAN 2016, Rate of VAT of 23% on goods as per Sl. 3(A) of Schedule C of VAT Act is amended to 26%.
 2. WEF from 1 JAN 2016, Rate of VAT as per Part-III of Schedule B of VAT Act is amended to 14.5%.
 3. WEF from 1 JAN 2016, Rate of VAT of 25% on goods as per Sl. 1 of Schedule C of VAT Act is amended to 35%.

The process of issuing C/F/H forms through return will be closed on 17/12/2017. |
 While filing the return unde

Step 5: Select Act as **Profession Tax** and Click on **Next** to open fill **Form V** (Schedule of Deduction, Schedule of recovery of Tax on profession for months). There will be two tabs. One containing the details to be filled up by the Taxpayer and the other is the Declaration to be made by the Taxpayer.

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Home > E-Annual Return Filing

You are accessing from IP Address : 164.100.212.62

Click Here for Address

Status	Address
PT Enrolment : Registered - Annually	Building No []
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	Pin No []
	Road No []
	Post Office []
	State []
	Circle Office []

1 Download Form 2 Upload Form 3 Get Receipt

e-Return Forms

Select ACT * Professional Tax [] Click here to fill Schedule Of Deduction(FORM-VI) View consolidated annual return under VAT

Return Period 2020 - 2021 []

Next...

* For return filing under Professional Tax(Enrollment) Act no need to upload any form .click the Next button and fill FORM-XII.
 * For return filing under Professional Tax Act no need to upload any form .click the Next button and fill FORM-V.
 * e-Form (XLS) * All e-Forms (XLS File) updated on 17th-April-2012 due to security reasons.
 * Please ensure that you have downloaded the latest / appropriate form and unarchive the same.
 Inconvenience is highly regretted.

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Step 6: Fill the details from 1 to 9 rows and Save

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You are accessing from IP Address : 164.100.212.63

Click Here for Address

Status
PT Enrolment : Registered - Annually
PT Registration : Registered - Annually

Address
Building No
Town
District
Pin No

Road No
Post Office
State
Circle Office

FORM-V

1-9 Declaration Section

[See rule 13(2) and rule 13(4)]
Return by the Employer

For the year 2020 - 2021

1. Name Of Employer *

Address of the employer

2. Registration Number *

3(i). Amount of salaries or wages disbursed for the above period is *

3(ii). Amount of tax deducted from salary/ wages of the employees

Class Of Persons (Monthly Salaries and Wages)	Rate Of Tax	Number Of Employees	Amount Disbursed	Amount Deducted
Do not exceed 1,60,000/-				
Exceed 1,60,000/- but do not exceed 1,60,000/-				
Exceed 3,00,000/-				
Total				

3(ii). Amount of tax deducted from salary/ wages of the employees

Class Of Persons (Monthly Salaries and Wages)	Rate Of Tax	Number Of Employees	Amount Disbursed	Amount Deducted
Do not exceed 1,60,000/-				
Exceed 1,60,000/- but do not exceed 1,60,000/-				
Exceed 3,00,000/-				
Total		0	0	0

3(iii). Amount of Tax payable

4(i). Amount of Intrest payable.Text

4(ii). Amount of Penalty payable.Text

5. Total amount of Tax/Intrest/Penalty

6. Amount of refund sanctioned to be adjusted

7. Net amount of Tax/Intrest/Penalty Payable(SI.No 5 - SI.No 6)

8(i). Amount of Tax paid

8(ii). Amount of Intrest paid.Text

8(iii). Amount of Penalty paid

9. Mode of payment(Mention Bank Draft/cheque no/challan/Transfer creditschedule/e-Challan)

Month	Payment Mode	Total tax paid		
January	Bank Draft		Update	Delete
			Update	Delete

Save Cancel

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Click Here for Address

Status		Address			
PT Enrolment	: Registered - Annually	Building No	<input type="text"/>	Road No	<input type="text"/>
PT Registration	: Registered - Annually	Town	<input type="text"/>	Post Office	<input type="text"/>
		District	<input type="text"/>	State	<input type="text"/>
		Pin No	<input type="text"/>	Circle Office	<input type="text"/>

FORM-V

Please correct the Error(s) below:
Please enter Amount of salaries or wages disbursed
Please Enter Amount of Tax Payable.
Please Enter Amount of Intrest/Penalty payable.
Please Enter Total amount of Tax/Intrest/Penalty.
Please Enter Amount of Refund sanctioned.
Please Enter Net amount of Tax/Intrest/Penalty Payable.
Please Enter Amount of Salaries or wages disbursed for the above period .
Please enter Declaration Name.

1-9 Declaration Section

I (Name in Capital), hereby declare that the particulars furnished above are true and correct.

Save Cancel

Step 7: After filling all the details In 1st tab, move to **declaration tab** and enter the required details and **Save**. This will complete the return filing in Form V by Employers / Deductors under Professional Tax.

Filing Online Return in FORM XII by Taxpayers Enrolled under Professional Tax

Step 1: Go to <https://odishatax.gov.in> and click on “E-Services” link as shown below.

The screenshot shows the homepage of the Commissionerate of CT & GST, Odisha. The header includes the logo and name of the Commissionerate. A navigation menu is located below the header. On the left, there are links for 'Goods & Service Tax' and 'Ease of Doing Business'. The main content area features a banner for 'Professional Tax' with a 'Click Here to Know More' link. Below the banner is a 'News and Press Release' section. On the right, there is a list of services under the heading 'Odisha VAT/OET/CST/PT'. The 'e-Services (For OVAT/CST/OET/PT)' link is highlighted with a red box. Other links in the list include 'e-Payment', 'e-Registration', 'Dealer Search', 'Compendium Of Circulars', 'Administrative & Employee's Service Matters', 'Search GST Taxpayer', 'Track GST Application', 'Login to GST Portal', and 'TDS under GST - Provisions & Procedures'.

Step 2: It will open the Portal Login page. Enter the correct **TIN** and **Password** to login to the Portal.

The screenshot shows the Dealer Login page on the web.odishatax.gov.in portal. The page header includes the Government of Odisha logo and the text 'Government of Odisha Commercial Taxes'. The main content area features the 'eServices' logo and a 'Dealer Login' form. The form has two input fields: 'TIN / SRIN' and 'Password'. Below the fields are 'Login' and 'Reset' buttons. A 'Forgot Password' link is also present. On the right side of the page, there is a vertical list of service icons: Dealer Search, Form Search, Certificate Search, e-Registration, e-Payment, and e-Refund. At the bottom of the page, there is a red text notice: 'System based Amendments of Registration Certificate under OVAT Act is also effected in the Registration Certificate issued under CST Act.'

Step 3: Click on **E-Annual Return Filing**

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Step 4: Select Act as **Profession Tax (Enrolment)** from the drop-down box and click on **Next**.

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Home > E-Annual Return Filing

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Click Here for Address

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	Pin No		Circle Office

1 Download Form 2 Upload Form 3 Get Receipt

e-Return Forms

Select ACT * Professional Tax enrolment View consolidated annual return under VAT

Return Period 2020 - 2021

Next...

* For return filing under Professional Tax(Enrolment) Act no need to upload any form ,click the Next button and fill FORM-XII.
* For return filing under Professional Tax Act no need to upload any form ,click the Next button and fill FORM-V.
* e-Form (XLS * All e-Forms (XLS File) updated on 17th-April-2012 due to security reasons.
* Please ensure that you have downloaded the latest / appropriate form and uploading the same.

Step 5 : It will open **Form XII**. Fill the required details in the 1st tab(1-9) of **Form XII** (Tax payment statement by non-employee assessee for a period)

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Click Here for Address

Status	Address
PT Enrolment : Registered - Annually	Building No <input type="text"/>
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	Road No <input type="text"/>
	Post Office <input type="text"/>
	State <input type="text"/>
	Circle Office <input type="text"/>

FORM-XII

1-9 Declaration Section

[See rule 16(1)]

TAX PAYMENT STATEMENT BY NON-EMPLOYEE ASSESSEE

For the year

1. Name Of Employer *

Address of the employer

2(i). Enrolment Number *

2(ii). Tax Payable *

3. Number of the Registration Certificate granted under OVAT *

4. Type of Profession, Trade, Calling, Employment *

TAX PAYMENT STATEMENT BY NON-EMPLOYEE ASSESSEE

For the year

1. Name Of Employer *

Address of the employer

2(i). Enrolment Number *

2(ii). Tax Payable *

3. Number of the Registration Certificate granted under OVAT *

4. Type of Profession, Trade, Calling, Employment *

5. Income Tax PAN *

6. Amount of tax paid for the period

7(i). Amount of interest paid

7(ii). Amount of Penalty paid

8(i). Total amount of Tax

8(ii). Total Amount of Interest

8(iii). Total Amount of Penalty

9. Mode of payment (Mention Bank Draft/cheque no/challan/Transfer credit/schedule/e-Challan)

Month	Payment Mode	Total tax paid		
January <input type="text"/>	Bank Draft <input type="text"/>	<input type="text"/>	Update	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	Update	Delete

Step 6 : After filling 1-9 fields, move to **Declaration section** and fill the details and **Save** it.

The screenshot displays the e-filing portal interface. At the top, there is a navigation menu with options: HOME, Downloads, E-Return Filing, E-Annual Return Filing, Check Status, Payment History, Amendment, Cancellation, e-Form, Form Statement, e-Certificate, e-Refund, e-CA / CMA, and e-TDS. Below the menu, a message states "You are accessing from IP Address : 164.100.212.63". A section titled "Click Here for Address" contains a table with status and address information. The status table shows PT Enrolment and PT Registration, both as Registered and Annual. The address table includes fields for Building No, Road No, Town, Post Office, District, State, and Pin No, with some fields containing empty text boxes. Below this is a tabbed interface with "FORM-XII" selected. The "1-9 Declaration Section" tab is active, showing a declaration form with a checkbox and a text input field. The text reads: "I [input field] (Name in Capital), hereby declare that the particulars furnished above are true and correct." At the bottom right of the form are "Save" and "Cancel" buttons. The footer contains links for "Privacy Statement", "Terms & Conditions", and "Sitemap", along with copyright information: "Copyright © 2010-2016 Commercial Tax Department, Odisha. All rights reserved. | Powered by Mastek."

For any further details and technical support, please contact the Help Desk of CT & GST Organisation at **1800 345 6753** (Toll free – during working hours) or write a mail to “**ctdho@odishatax.gov.in**”.
