

Single Window Portal

# Registration for Profession Tax

User Manual

Commercial Tax Organization, Govt. of  
Odisha

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## Introduction

Industries Department of the Govt. of Odisha has developed the online Single Window Portal in order to facilitate 'Ease of Doing Business' and foster a conducive business environment in the State. It acts as a single window for clearances from 15 state departments, leveraging technology to bring in transparency, improve efficiency and extend time-bound clearances to the investors.

The Single Window Portal allows seamless integration with portals of different government departments thereby eliminating the need to fill forms multiple times, ensuring time-bound clearance, as well as ensuring single login credential for all applications. It acts as a one-stop solution for information, registration, approvals, e-payment and application tracking for clearances/approvals. It also provides updated information relating to relevant rules, regulations, orders and policy initiatives and schemes for guiding the investors. In addition to this, the portal sends alerts, via email and SMS, to applicants about the progress on their submitted applications.

Other key features are:

- Information regarding status of approved proposals, proposed investments and pending applications.
- An online grievance redressal and feedback mechanism, to timely address issues faced by investors.
- Existing online systems such as Land Bank (GO iPLUS), Central Inspection Framework and Automated Post Allotment Application (APAA), and the CSR portal are integrated into the Single Window Portal, making it a one-stop-shop for a plethora of services.

This document is intended to serve as a User Manual for grant of “Registration & Grant and Renewal of License under The Factories Act, 1948” service from the Directorate of Factories & Boilers, Labour & ESI Department, Govt. of Odisha.

## General Instructions

As per Rule 4(4) of the Odisha State Tax on Professions, Trades, Callings and Employments Rules, 2000, where the applicant for registration is also an assessee, he shall be liable to obtain a certificate of enrolment followed by a certificate of registration.

Registration for Profession Tax can be done on the Single Window Portal. Before applying for registration in Form-I, commercial entities are required to go through the process of e-enrolment

under the PT Act by filling Form-II on the portal. Professionals, however, can proceed to registration directly.

The applicant is required to do the following:

- i) Enter a valid email ID
- ii) Enter a valid PAN (case-sensitive)
- iii) Select a Security Question from the drop down list provided
- iv) Enter an Answer for the Security Question (case-sensitive)

The PAN number and email ID entered will be verified before the applicant can enroll/ register himself for Profession Tax. These, along with the security question and answer will be used for activation of the account.

Once the registration certificate is granted by the Circle Office the status of the application on the portal will read “Registered” and a 11-digit PIN number will be generated and sent via SMS and Email to the applicant. This number will be the unique identification number of the applicant under the Profession Tax Act.

## Checklist of Documents

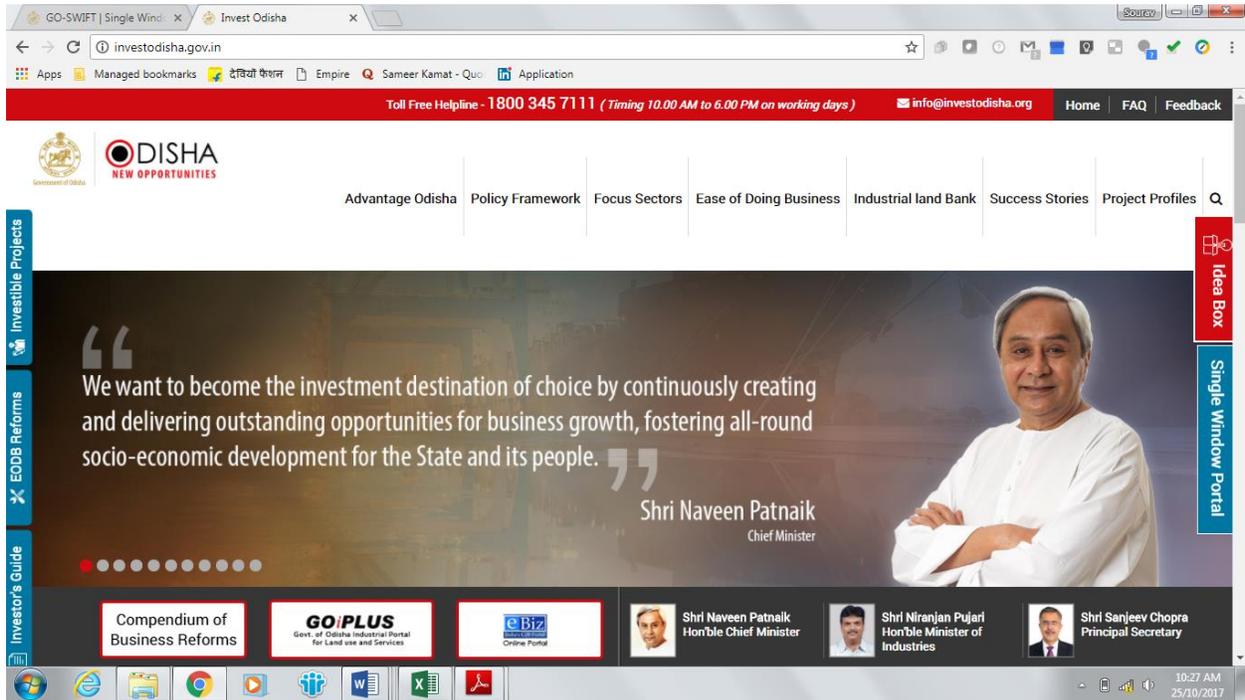
The online PAN verification service of NSDL e-Governance Infrastructure Limited (NSDL e-Gov) is used for the verification of PAN Number. Once verified, the applicant can fill form(s) I & II to register/enroll for Profession Tax. No other document is required to be uploaded while submitting the application.

## Timeline

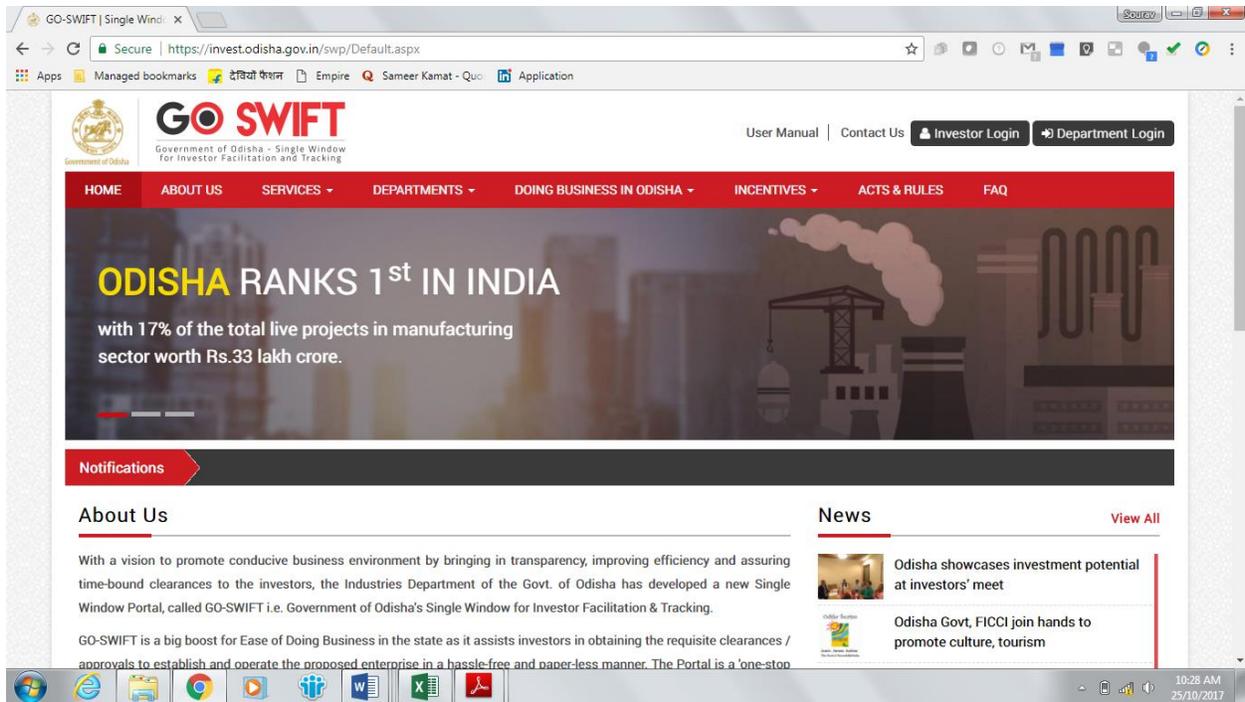
As per Rule 18(1) (i) of the OVAT Rules and the amendment Notification No. 18554-FIN-CTI-TAX-0016-2016, the registration certificate is granted by the Circle Office within one working day.

# Application Procedure

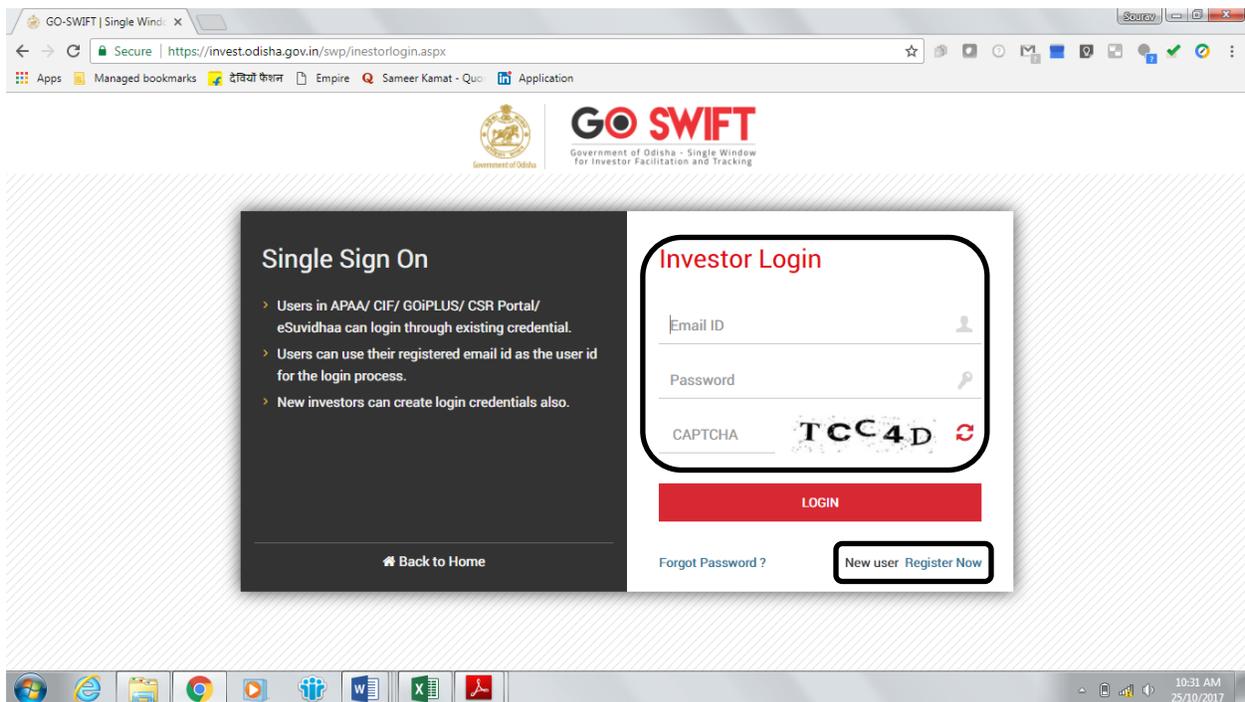
1. Applicants will go to the URL: <https://investodisha.gov.in>



2. Clicking on the SWP (Single Window Portal) block will take the applicant to the GO-SWIFT portal.



3. Applicant will click on 'Investor Login' to sign-in into the Single Window Portal. The following login page opens up.



4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. They'll have to fill the registration form and verify themselves by entering the OTP sent to the mobile number entered.

The screenshot shows the 'Investor Details' form on the DISHA portal. The form is titled 'Investor Details' and includes a red note: '(\*) Mark Fields Are Mandatory'. The form fields are as follows:

Unit Name	:	<input type="text"/>	Country	:	India
Name of Entrepreneur	:	<input type="text"/> First Name	Middle Name	:	<input type="text"/>
		<input type="text"/> Last Name	Last Name	:	<input type="text"/>
Address	:	<input type="text"/>	Mobile Number	:	<input type="text"/>
		(Maximum 250 Characters)	GSTIN	:	<input type="text"/>
Category	:	<input type="text"/>	District	:	<input type="text"/>
Block	:	<input type="text"/>	Sector	:	<input type="text"/>
Sub Sector	:	<input type="text"/>			
Site Location	:	<input type="text"/>			

The screenshot shows the 'Login Details' form on the DISHA portal. The form is titled 'Login Details' and includes a red note: '(\*) Mark Fields Are Mandatory'. The form fields are as follows:

Enter Email	:	<input type="text"/> example@example.com	<input type="button" value="Check Availability"/>
		Email id will be used as the user id when logged into the system.	
Password	:	<input type="password"/>	
		Password Policy: It should be between 8-14 characters, should contain at least one uppercase, one lowercase, one number and one special character (!@#\$%^&*).	
Confirm Password	:	<input type="password"/>	
Select Security Question	:	<input type="text"/>	
Answer	:	<input type="text"/>	
		<input type="checkbox"/> Send status updates via email	
		<input type="checkbox"/> Send status updates via SMS	
Enter Captcha	:	<input type="text"/> U3 F RA	
		<input type="checkbox"/> I have read the terms and conditions and accept them for registration	

At the bottom of the form, there are two buttons: 'Next' (green) and 'Reset' (red).

5. Upon registration/logging in, the applicant can view their dashboard.

**MASTER TRACKER (FOR 2017-18)**

Category	Pending	Rejected
PEAL FORM	0	0
SERVICE APPROVAL	9	0
APAA Change Requests Objected	0	
CSR SPENDING (Amount Invested)	₹ 0Cr.	
INCENTIVE STATUS	0	0

Sl#	Proposal No	Applied Since No. of days	Status
1	201709123	35	Approved
2	201709124	33	Query Raised
3	201709129	34	Approved

Category	Count
Applied	16
Approved	0
Pending	16
Rejected	0

Category	Count
Applied	0
Sanctioned	0
Pending	0
Rejected	0

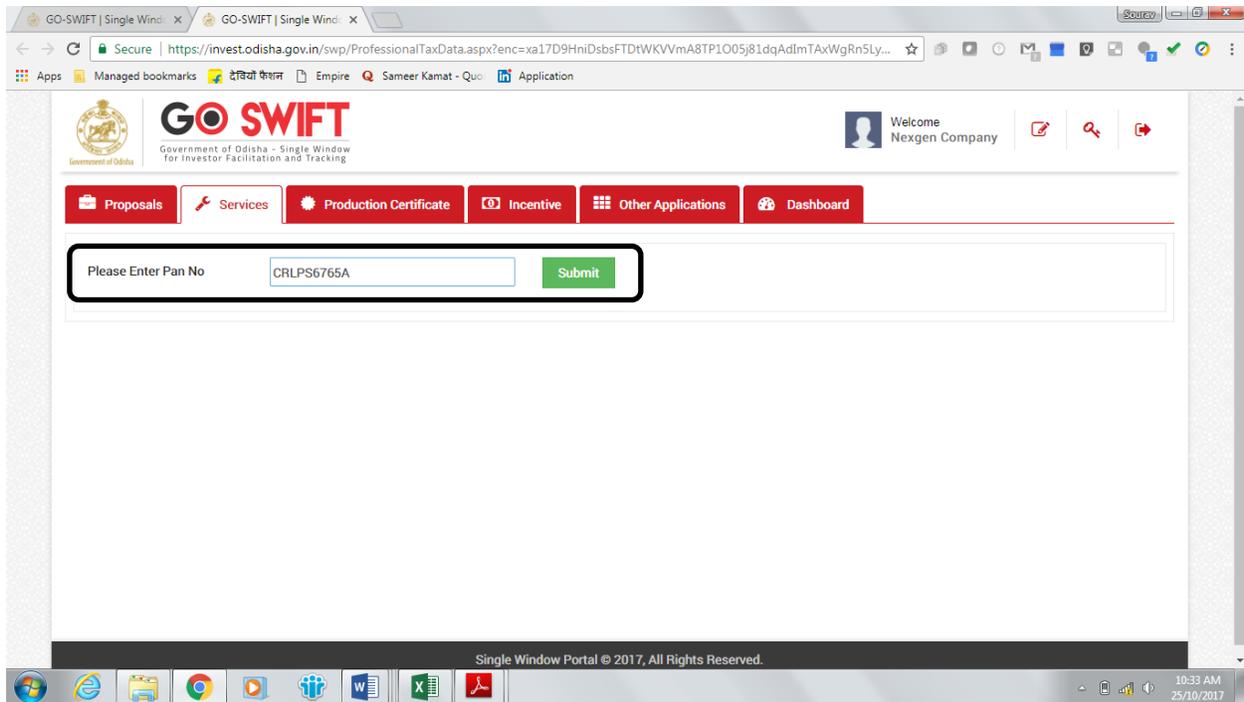
6. In the 'Services' section, the applicant can view the list of services offered by the Single Window Portal.

**Clearance/Approval** [Apply Service](#) [Application Details](#)

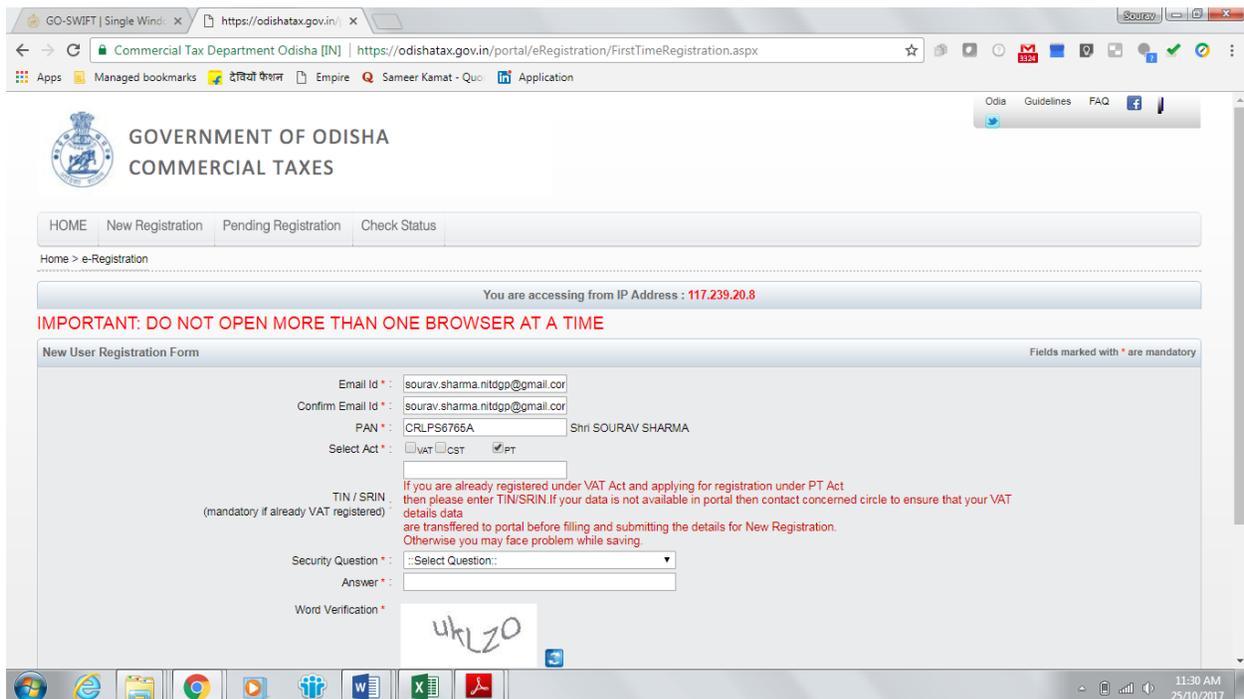
Unit Name : Nexgen Company      Proposal No. : 201709123

Sl#	Department	Services	Apply Now
1	Commercial Tax Organization	Registration for Profession Tax	<input checked="" type="checkbox"/>
2	Department of Energy	New Power Connection Application	<input checked="" type="checkbox"/>
3	Department of Energy	Certification of Electrical Installation by Chief Electrical Inspector	<input checked="" type="checkbox"/>
4	Directorate of Factories & Boilers	Registration, grant & renewal of license under The Factories Act, 1948	<input checked="" type="checkbox"/>
5	Directorate of Factories & Boilers	Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948	<input checked="" type="checkbox"/>
6	Directorate of Factories & Boilers	License under The Boilers Act, 1923 & it's renewal	<input checked="" type="checkbox"/>
7	Directorate of Factories & Boilers	Application for Enrollment/Renewal as a Boiler Manufacturer/ Erector/ Repairer	<input checked="" type="checkbox"/>
8	Directorate of Labour	Registration or Renewal of Registration of establishment under the Orissa Shops and Commercial Establishments Act, 1956	<input checked="" type="checkbox"/>

7. From the list of services, applicant can apply to the service “Registration for Profession Tax” by clicking on . The applicant needs to fill in their PAN number to register as a unique citizen, and then click on the ‘Submit’ button.



8. The following page will open up, which displays the email address and PAN of the applicant. The applicant can verify the details and select a security question and an answer.



After entering all the details, click on 'Submit'.

GO-SWIFT | Single Wind... x | https://odishatax.gov.in/ x

Commercial Tax Department Odisha [IN] | https://odishatax.gov.in/portal/eRegistration/FirstTimeRegistration.aspx

Home > e-Registration

You are accessing from IP Address : 117.239.20.8

**IMPORTANT: DO NOT OPEN MORE THAN ONE BROWSER AT A TIME**

New User Registration Form Fields marked with \* are mandatory

Email Id \* : sourav.sharma.nitdgp@gmail.com  
Confirm Email Id \* : sourav.sharma.nitdgp@gmail.com  
PAN \* : CRLPS6765A | Shri SOURAV SHARMA

Select ACT :  VAT  CST  PT

TIN / SRIN (mandatory if already VAT registered) If you are already registered under VAT Act and applying for registration under PT Act then please enter TIN/SRIN if your data is not available in portal then contact concerned circle to ensure that your VAT details data are transferred to portal before filing and submitting the details for New Registration. Otherwise you may face problem while saving.

Security Question \* : What is your mother's maiden name?   
Answer \* : Maya

Word Verification \*   
ukLZO   
Type the characters you see in the picture above.   
ukLZO

1. Please note down your Email Id, PAN, Security Question and Answer, it will be required during activation of your account.   
2. Do not enter an existing Email Id. Do not provide Email Id before creating the Email account.

**Submit** Cancel

11:32 AM 25/10/2017

9. Applicants can apply for PT-Enrolment and PT-Registration on the portal. Commercial entities need to first enroll for Profession Tax and then register, whereas professionals need to register directly.

GO-SWIFT | Single Wind... x | Commercial Tax Organ... x | https://odishatax.gov.in/ x

Commercial Tax Department Odisha [IN] | https://odishatax.gov.in/portal/eRegistration/NewUserRegistrationInfo.aspx

odishatax.gov.in says:   
Once application for registration under Professional Tax act is confirmed,   
You cannot apply for Enrolment   
OK

Odisha Guidelines FAQ

HOME New Registration Pending Registration Check Status

You are accessing from IP Address : 117.239.20.8

**IMPORTANT: DO NOT OPEN MORE THAN ONE BROWSER AT A TIME**

Fields marked with \* are mandatory

Waiting for odishatax.gov.in...

4:07 PM 25/10/2017

Commercial entities can enroll themselves for Profession Tax by filing Form-II.

GO-SWIFT | Single Wind... Commercial Tax Organ... https://odishatax.gov.in/ X

Commercial Tax Department Odisha [IN] | https://odishatax.gov.in/portal/eRegistration/NewUserRegistrationInfo.aspx

Apps Managed bookmarks ଦେବିଯ୍ୟୋ ମିଶ୍ର Empire Sameer Kamat - Quo Application

Odisha Guidelines FAQ

**GOVERNMENT OF ODISHA  
COMMERCIAL TAXES**

HOME New Registration Pending Registration Check Status

You are accessing from IP Address : 117.239.20.8

**IMPORTANT: DO NOT OPEN MORE THAN ONE BROWSER AT A TIME**

Fields marked with \* are mandatory  
PT Enrolment PT Registration

1-5 6-9

Enrolment of PT. Text

**FORM-II**  
[See rule 5(1) and rule 5(3)]  
Application for Enrolment cum Amendment of the certificate of Enrolment

To  
The Assessing Authority, \* --Select Office--

I, Sri [ ] son/daughter/Wife of [ ], do hereby apply for a Certificate of Enrolment.

1. Name Of Applicant \* SHRI SOURAV SHARMA  
2. Trade Name [ ] Name of Father /Husband [ ]  
3. Class Of Assesse \* <-----Selected----->  
4. Address of the Principal place or Place of business [ ]

4:09 PM 26/10/2017

GO-SWIFT | Single Wind... Commercial Tax Organ... https://odishatax.gov.in/ X

Commercial Tax Department Odisha [IN] | https://odishatax.gov.in/portal/eRegistration/NewUserRegistrationInfo.aspx

Apps Managed bookmarks ଦେବିଯ୍ୟୋ ମିଶ୍ର Empire Sameer Kamat - Quo Application

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To  
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I, Sri [ ] son/daughter/Wife of [ ], do hereby apply for a Certificate of Enrolment.

1. Name Of Applicant \* SHRI SOURAV SHARMA  
2. Trade Name [ ] Name of Father /Husband [ ]  
3. Class Of Assesse \* <-----Selected----->  
4. Address of the Principal place or Place of business

Building No [ ]  
Locality/Ward \* [ ] Town/City \* [ ]  
Post Office [ ] Police Station [ ]  
District \* [ ] Pin code \* [ ]

(ii) Address of additional place(s) of business /branch / godown – both inside and outside the state. **APOB** [ ]  
(iii) Phone No \* [ ] Fax No [ ]  
(iv) Email sourav.sharma.nitdgp@gmail.com  
5. R.C.No. under OVAT Act [ ]

Save Confirm Cancel

4:10 PM 26/10/2017

Click on the 'APOB' button to enter the Address of additional places of business/branch/godown – both inside and outside the State. Fill the details in the dialogue box as shown below.

Commercial Tax Department Odisha [IN] | https://odishatax.gov.in/portal/eregistration/PTENrollapob.aspx

**APOB Details** Fields marked with \* are mandatory

Type of APOB \* : --Select Type-- Description :  
 RC No. (State Act) : RC No. (CST Act) :  
 Building No. : Circle Office : --Select Office--  
 Mahalla/Road : Village/Town \* :  
 District \* : Pin code :  
 State \* : --Select State-- Phone No. :  
 Fax No. : Email :

Submit Clear

**APOB Details**

Type Of APOB	District	Town	State	Edit	Delete
Agents' Premises	Khorda	Jatni	Odisha	Edit	Delete

GO-SWIFT | Single Wind... | Commercial Tax Organ... | https://odishatax.gov.in/ | Sourav X...

Commercial Tax Department Odisha [IN] | https://odishatax.gov.in/portal/eRegistration/NewUserRegistrationInfo.aspx

GOVERNMENT OF ODISHA  
COMMERCIAL TAXES

HOME New Registration Pending Registration Check Status

You are accessing from IP Address : 117.239.20.8

**IMPORTANT: DO NOT OPEN MORE THAN ONE BROWSER AT A TIME**

Fields marked with \* are mandatory

PT Enrolment PT Registration

1-5 6-9

6. Permanent Account Number(PAN) : CRLPS6765A

7. Details of Bank Account : **Bank**

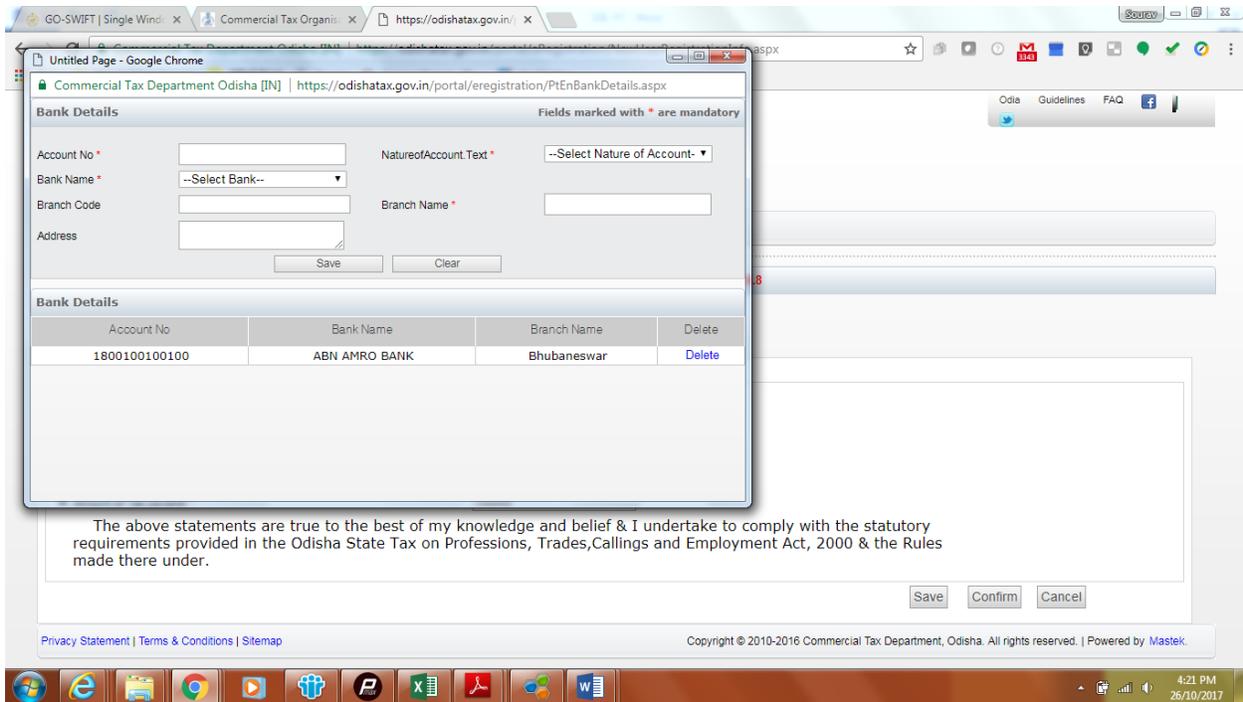
8. Annual Gross TurnOver / Income \* :  
 9. Amount of Tax payable \* :

The above statements are true to the best of my knowledge and belief & I undertake to comply with the statutory requirements provided in the Odisha State Tax on Professions, Trades, Callings and Employment Act, 2000 & the Rules made there under.

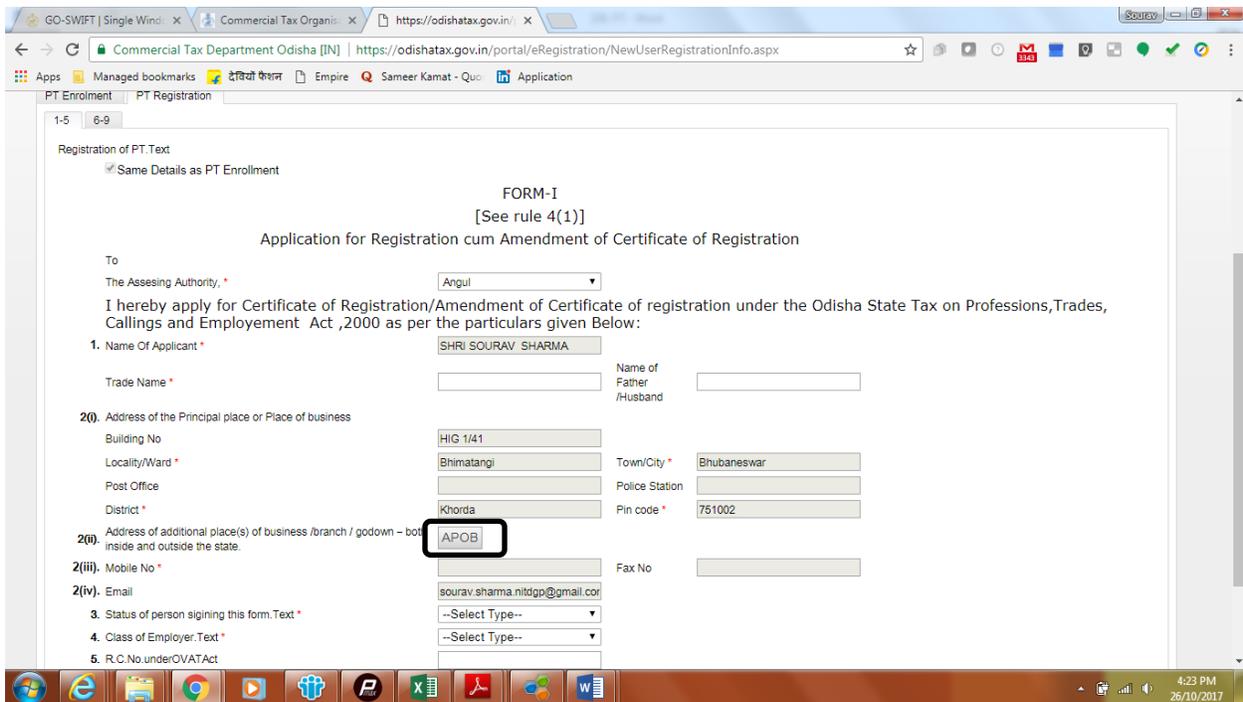
Save Confirm Cancel

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Click on the 'Bank' button to enter details of bank accounts. Fill the details in the dialogue box as shown below.



10. Applicant (both commercial entities and professionals) can register themselves for Profession Tax by filling the Form-I. Applicants who have already applied for enrolment, can check the 'Same Details as PT Enrolment' to copy the details already filled in Form II.



Commercial Tax Department Odisha [IN] | https://odishatax.gov.in/portal/eregistration/PTApob.aspx

**APOB Details** Fields marked with \* are mandatory

Type of APOB *	Agents' Premises	Description	
RC No. (State Act)		RC No. (CST Act)	
Building No		Circle Office	Balasore
Mahalla/Road		Village/Town *	--Select Office--
District *	Khorda	Pin code	Angul
State *	Odisha	Phone No	Balasore
Fax No		Email	Bargarh
			Bhadrak
			Bhawanagar
			Bhubaneswar I
			Bhubaneswar II
			Bhubaneswar III
			Bhubaneswar IV
			Bolangir
			Boudh Circle
			Cuttack II
			Cuttack-I Central
			Cuttack-I City
			Cuttack-I East
			Cuttack-I West
			Deogarh
			Dhenkanal

Save Clear

GO-SWIFT | Single Wind: x Commercial Tax Organ: x https://odishatax.gov.in/ x

Commercial Tax Department Odisha [IN] | https://odishatax.gov.in/portal/eRegistration/NewUserRegistrationInfo.aspx

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**COMMERCIAL TAXES**

HOME New Registration Pending Registration Check Status

You are accessing from IP Address : 117.239.20.8

**IMPORTANT: DO NOT OPEN MORE THAN ONE BROWSER AT A TIME**

Fields marked with \* are mandatory

PT Enrolment PT Registration

1-5 6-9

6. Permanent Account Number(PAN) CRLPS6765A

7. Details of Bank Account **Bank**

8. Number of Employees liable to pay Tax for which deduction of tax will be effected u/s 5 of the Act.Text \*

9. Total amount payable every year by the registrant u/s 5 of the Act \*

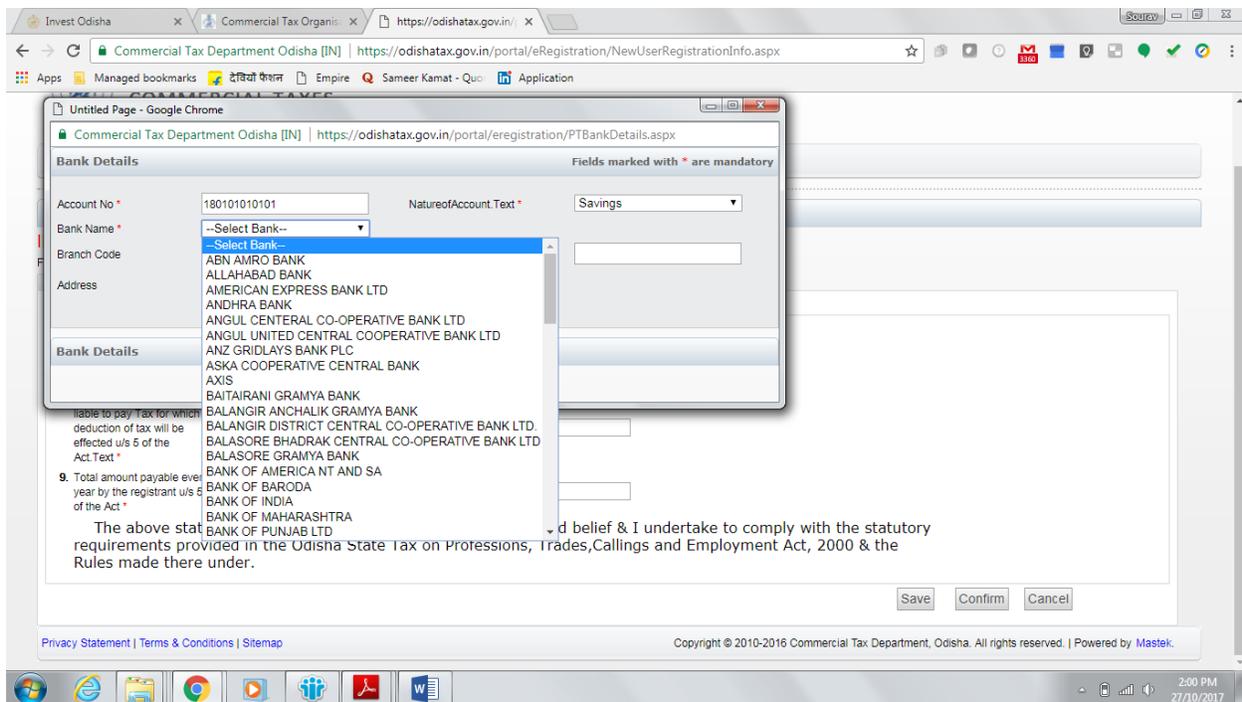
The above statements are true to the best of my knowledge and belief & I undertake to comply with the statutory requirements provided in the Odisha State Tax on Professions, Trades, Callings and Employment Act, 2000 & the Rules made there under.

Save Confirm Cancel

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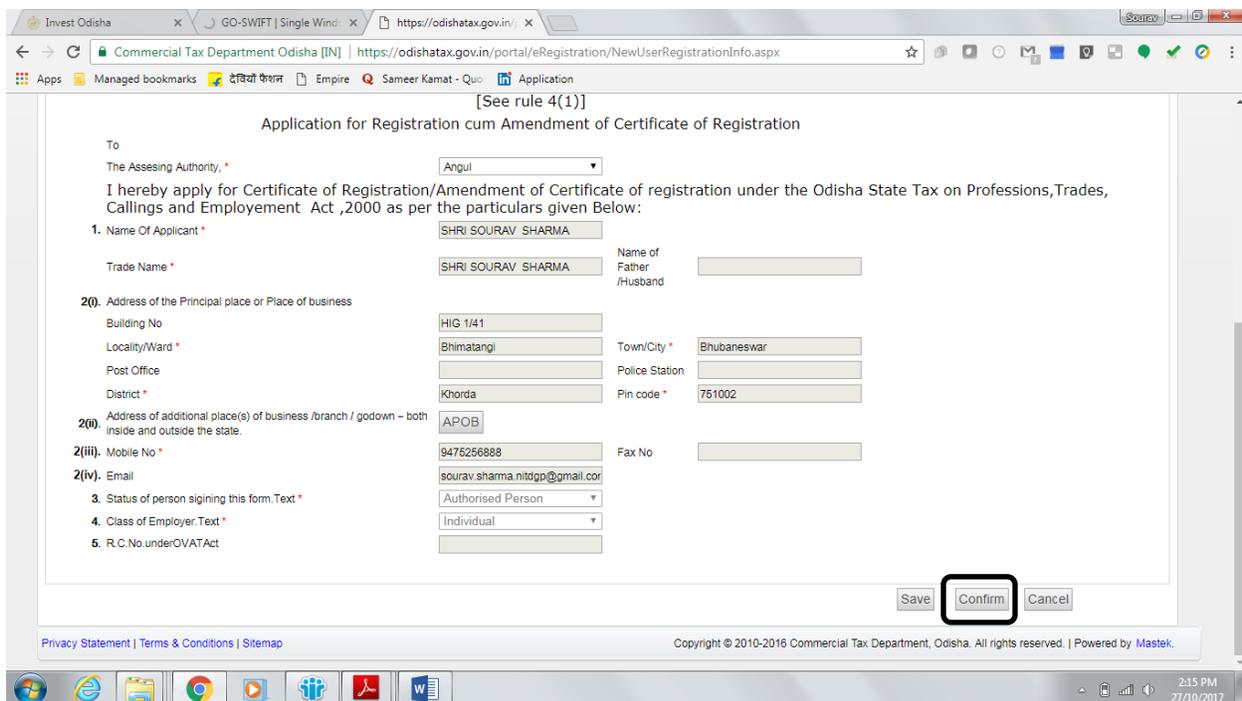
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4:24 PM 25/10/2017



Enter all the details in the similar manner as in Form-II. Click on 'Confirm' to submit the application.

- The applicant needs to make sure that all the details entered by him/her are correct as the form cannot be edited post submission.



12. Applicants can track and monitor the status of all applications done through the Single Window Portal. After submitting the registration form, the status of the application reads 'Pending at Circle Office'.

The screenshot shows the GO-SWIFT portal interface. At the top, there is a navigation bar with 'Proposals', 'Services', 'Production Certificate', 'Incentive', 'Other Applications', and 'Dashboard'. Below this is the 'Application Details' section, which includes a search form with 'Department' and 'Application No.' dropdowns and a 'Search' button. The main content is a table with 11 columns: S.No., Department Name, Service Name, Applicant Name, Application No., Submitted On, Query Status, Payment Detail, Application Status, View, and Download Certificate. The first row is highlighted with a black box and shows the following data:

S.No.	Department Name	Service Name	Applicant Name	Application No.	Submitted On	Query Status	Payment Detail	Application Status	View	Download Certificate
1	Commercial Tax Organization	Registration for Profession Tax	Sourav Sharma	22171027413	27/10/2017	-	Paid	Pending at Circle Office		
2	Odisha State Pollution Control Board (OSPCB)	Consent to Establish under Water Act, 1974 and Air Act, 1981	M/S VEDANTA LIMITED	1877106	25/10/2017	Query Responded	Paid	Applied		
3	Directorate of Labour	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	ASP Mishra	2017102440001	24/10/2017	-	Pay Now	Not Paid		

13. Once the application is processed and approved by the Circle Office, the status of the application will read "Registered". A 11-digit PIN number is generated and sent via SMS and Email to the applicant. This number will be the unique identification number of the applicant under Profession Tax.

Application Details

Department: Select Application No.: Select Search

Apply Service Application Details

SINo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Commercial Tax Organization	Registration for Profession Tax	Sourav Sharma	22171027413	27/10/2017	-	Paid	Registered		
2	Odisha State Pollution Control Board (OSPCB)	Consent to Establish under Water Act, 1974 and Air Act, 1981	M/S VEDANTA LIMITED	1877106	25/10/2017	Query Responded	Paid	Applied		
3	Directorate of Labour	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	ASP Mishra	2017102440001	24/10/2017	-	Pay Now	Not Paid		
4	Odisha State Pollution Control Board	Consent to Operate under Water Act, 1974 and Air Act, 1981	M/S VEDANTA LIMITED	1874283	23/10/2017	Query Responded	Paid	Applied		

14. The Dashboard of the applicant gets updated as the application moves through the different stages. Applicants can monitor the progress of all applications on their dashboard.

MASTER TRACKER (FOR 2017-18)

PEAL FORM: Pending 0, Rejected 0

SERVICE APPROVAL: Pending 26, Rejected 0

APAA: Change Requests Objected 0

CSR SPENDING: Amount Invested ₹ 0Cr.

INCENTIVE STATUS: Pending 0, Rejected 0

Sl#	Proposal No	Applied Since No. of days	Status
1	201709123	37	Approved
2	201709124	35	Query Raised
3	201709129	36	Approved

Category	Count
Applied	28
Approved	1
Pending	27
Rejected	0

Category	Count
Applied	0
Sanctioned	0
Pending	0
Rejected	0

## Approval Procedure

## Grant of Certificate of Registration

- (1) An application for Grant of Certificate of Registration under the sub-section (1) of Section 6 shall be made electronically in Form-I, to the Assessing Authority under whose jurisdiction the place of work or business is situated and an applicant having places of work or business within the jurisdiction of different Assessing Authorities shall make an application electronically for registration to the Assessing Authority within whose jurisdiction his principal place of work or business is situated.
- (2) On receipt of an application under sub-rule (1) for registration, the Assessing Authority, if finds that the application is in order and the necessary particulars have been furnished by the applicant, shall grant to the applicant, a certificate of registration in Form-IA ordinarily within seven working days from the date of application.
- (3) If the Assessing Authority finds that the application is not in order or all the particulars necessary for registration have not been furnished, he shall direct the applicant through e-mail or SMS (through mobile) to rectify the application or to furnish such additional information as may be necessary. After considering the revised application or the additional information, if any, the Assessing Authority shall Grant the Certificate of registration in Form-IA ordinarily within seven working days from the date of revised application or reject the application for registration, within thirty days of receipt of the revised application, after giving the applicant an opportunity of being heard, and by intimating an order of rejection of the application through e-mail or SMS (through mobile).
- (4) Where the applicant has more than one place of business in Odisha under the jurisdiction of different Assessing Authorities, the Granting of Certificate of Registration shall be communicated electronically to the respective Assessing Authorities.
- (5) Where the applicant for registration is also an assessee, he shall liable to obtain a certificate of enrolment along with the certificate of registration.

## Grant of certificate of enrolment

- (1) An application for certificate of enrolment under sub-section (2) of Section 6 shall be made electronically in Form-11 and an applicant having more than one place of work in Odisha shall be granted only one certificate of enrolment.
- (2) Where an applicant has more than one place of work in Odisha, he shall make a single application in respect of all such places, specifying therein one of such places as the principal place of work for the purposes of these rules and submit such application electronically to the Assessing Authority within whose jurisdiction the said principal place of work is situated.

- (3) On receipt of an application in Form-11, enrolment shall be done electronically on the basis of the application. The certificate of enrolment in Form-11A shall be made available in the designated portal ordinarily within one working day.
- (4) Where the applicant has more than one place of business in Odisha under the jurisdiction of different Assessing Authorities, the granting of certificate of enrolment shall be communicated electronically to the respective Assessing Authorities.