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 assesse, 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: <u>https://investodisha.gov.in</u>



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.

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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.

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

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

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	2	Department of Energy	New Power Connection Application		
	3	Department of Energy	Certification of Electrical Installation by Chief Electrical Inspector		
	4	Directorate of Factories & Boilers	Registration, grant & renewal of license under The Factories Act, 1948		
	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		
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7. From the list of services, applicant can apply to the service "Registration for Profession Tax" by clicking on



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'.

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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.



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

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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.

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Bank Details		Fields marked with * are mandatory		
Account No *	180101010101 NatureofAccount.Text *	Savings •		
Bank Name *	Select Bank			
Branch Code	Select Bank ABN AMRO BANK			
Address	ALLAHABAD BANK AMERICAN EXPRESS BANK LTD ANDHRA BANK ANGUL CENTERAL CO-OPERATIVE BANK LTD			
Bank Details	ANGUL UNITED CENTRAL COOPERATIVE BANK LTD ANZ GRIDLAYS BANK PLC ASKA COOPERATIVE CENTRAL BANK AXIS BAITAIDANI GRAMYA BANK			
liable to pay Tax for wh deduction of tax will be effected u/s 5 of the Act.Text *	BALANGIR ANCHALIK GRAMYA BANK BALANGIR DISTRICT CENTRAL CO-OPERATIVE BANK LTE BALASORE BHADRAK CENTRAL CO-OPERATIVE BANK LT BALASORE GRAMYA BANK			
 Total amount payable e year by the registrant us of the Act * 	Wei BANK OF AMERICA NT AND SA /s 5 BANK OF BARODA BANK OF INDIA BANK OF MAHADASHTRA			
The above st requirements p Rules made the	at BANK OF PUNJAB LTD rovided in the Odisha State Tax on Professions, re under.	 d belief & I undertake to comply with the provided state of the provided st	ne statutory 0 & the	
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Privacy Statement Terms & C	Conditions Sitemap	Copyright © 2010-2016 Commercia	I Tax Department, Odisha. All rights res	erved. Powered by Mastek.
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Enter all the details in the similar manner as in Form-II. Click on 'Confirm' to submit the application.

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

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	[See rule 4(1)]													
	Application for Registration cum Amendment of Certificate of Registration													
	То													
	The Assessing Authority, * Angui													
	I hereby apply for Certificate of Registration/Amendment of Certificate of registration under the Odisha State Tax on Professions, Trades, Callings and Employement Act ,2000 as per the particulars given Below:													
1.	Name Of Applicant *	SHRI SOURAV SHARMA												
	Trade Name *	SHRI SOURAV SHARMA	Name of Father /Husband											
2(1).	2(0). Address of the Principal place or Place of business													
	Building No	HIG 1/41												
	Locality/Ward *	Bhimatangi	Town/City *	Bhubaneswar										
	Post Office		Police Station											
	District *	Khorda	Pin code *	751002										
2(ii) .	Address of additional place(s) of business /branch / godown – both inside and outside the state.	APOB												
2(iii).	Mobile No *	9475256888	Fax No											
2(iv).	Email	sourav.sharma.nitdgp@gmail.cor												
3.	Status of person sigining this form. Text *	Authorised Person 🔻												
4.	Class of Employer.Text *	Individual •												
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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'.

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SINo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	All Application Status	Result View Detail	s 1 - 10 of Downloa Certifica	16 d te
SINo. 1	Department Name Commercial Tax Organization	Service Name Registration for Profession Tax	Applicant Name Sourav Sharma	Application No 22171027413	Submitted On 27/10/2017	Query Status	Payment Detail Paid	E All Application Status Pending at Circle Office	Result View Detail	s 1 - 10 of Downloa Certifica	d te
SINo. 1	Department Name Commercial Tax Organization Odisha State Pollution Control Board (OSPCB)	Service Name Registration for Profession Tax Consent to Establish under Water Act, 1974 and Air Act, 1981	Applicant Name Sourav Sharma M/S VEDANTA LIMITED	Application No 22171027413 1877106	Submitted On 27/10/2017 25/10/2017	Query Status – Query Responded	Payment Detail Paid Paid	E All Application Status Pending at Circle Office	Result View Detail	s 1 - 10 of Downloa Certifica	d te
SINo. 1 2 3	Department Name Commercial Tax Organization Odisha State Pollution Control Board (OSPCB) Directorate of Labour	Service Name Registration for Profession Tax Consent to Establish under Water Act, 1974 and Air Act, 1981 Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Applicant Name Sourav Sharma M/S VEDANTA LIMITED ASP Mishra	Application No 22171027413 1877106 2017102440001	Submitted On 27/10/2017 25/10/2017 24/10/2017	Query Status – Query Responded	Payment Detail Paid Paid Pay Now	E All Application Status Pending at Circle Office	Result View Detail	s 1 - 10 of Downloa Certifica	d te

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.

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	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	۲		
	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	٢		
	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	۲		
	4	Odisha State Pollution Control	Consent to Operate under Water Act, 1974 and Air Act, 1981	M/S VEDANTA	1874283	23/10/2017	Query Besponded	Paid	Applied	۲		
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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.

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	2	201709124	35	Query Raised		Pending		27	Pending			0	
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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 assesse, 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.