

Gujarat eNagar an initiative by Urban Development & Urban Housing Department, Government of Gujarat

GUDM Professional Tax

User Manual

Version 1.0

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1 Introduction

The Professional Tax module of e-Nagar 2.0 is developed to digitize and streamline the complete professional tax administration process for Urban Local Bodies (ULBs) across Gujarat. The module facilitates efficient management of Professional Tax registrations, employee details, registration act details, document verification, demand generation, tax assessment, payment collection, and various Professional Tax-related activities through a centralized digital platform.

The system enables authorized users to manage Professional Tax registrations and maintain essential registration information such as owner details, establishment details, employee salary ranges, applicable tax amounts, bank details, registration act details, and required supporting documents. The module also supports the management of registration-related modifications, exemptions, cancellations, and other administrative activities associated with Professional Tax records.

The module supports workflow-based operations for registration processing, demand generation, verification, forwarding, approval, rejection, return, and payment collection involving multiple user roles and authority levels. It facilitates generation of monthly Professional Tax demands based on employee salary ranges and applicable tax rates, along with tracking of generated, pending, and paid demands.

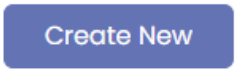
It also provides dedicated facilities for RC and EC demand generation, Professional Tax payment collection, ledger management, and report generation. Various reports, including RC Ledger Summary, EC Ledger Summary, Form 1 Registration Report, Form 3 Registration Report, Name and Address Update Report, and reports for Professional Tax RC/EC numbers that are not tagged with each other, help ULB users monitor registrations, tax demands, collections, and registration-related updates.

This user manual provides detailed instructions for ULB users to manage Professional Tax registrations, maintain employee and registration details, process demands and payments, perform workflow-based activities, generate reports, and monitor Professional Tax operations using the Professional Tax module of the e-Nagar 2.0 system.

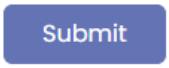
2 Standard Operating Procedure

SOP – Common Buttons & Actions (System-Wide)

This SOP defines the standard buttons and actions commonly available across modules in the e-Nagar 2.0 system.

Create / Create New 

- Used to initiate a new record or application.
- Opens the respective entry form.

Submit 

- Saves the entered or updated details.
- Used in all forms to confirm data entry.

Reset 

- Clears all entered data from the form.
- Used to re-enter information from the beginning.

Edit

- Allows modification of an existing record.
- Opens the form with pre-filled data.

Delete

- Removes the selected record from the system.
- Requires confirmation before deletion.

View

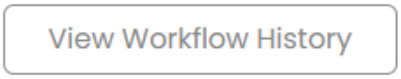
- Displays complete details of a selected record.
- Used for read-only access without editing.

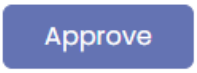
Search

- Filters records based on entered keywords.
- Helps quickly locate specific entries.
- Used in transaction-based modules.

Forward – Moves the record to the next level in the workflow after entering remarks for further processing or approval. 

Backward – Sends the record back to the previous level for correction or re-verification. 

View Workflow History – Displays the complete audit trail of the record including actions taken, users involved, remarks, and timestamps. 

Approve – Finalizes and accepts the record at the approval level with remarks, completing the workflow in the e-Nagar 2.0 system. 

3 Login

This page allows authorized you to securely access the e-Nagar 2.0 system.

Enter the portal link inside the browser address bar and press Enter to open the login page.

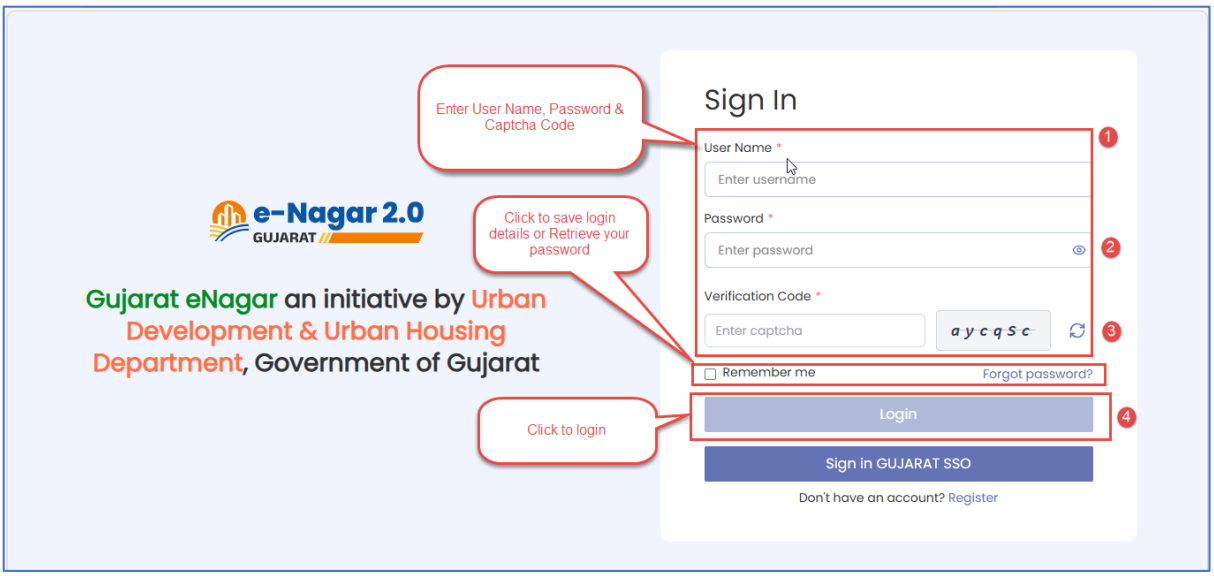


Figure 3-1

Fields and Options

- User Name – Enter your registered username. (Text)
- Password – Enter your account password. (Password)
- Verification Code – Enter the captcha code displayed on the screen. (Text)
- Remember Me – Select to save login details for future sessions. (Checkbox)

Buttons / Links

- Login – Click 

to access the system after entering valid credentials.
- Sign in GUJARAT SSO – Click to log in using Gujarat SSO.
- Forgot Password? – Click to reset your password.
- Register – Click to create a new account.

4 Dashboard

Professional Tax Dashboard

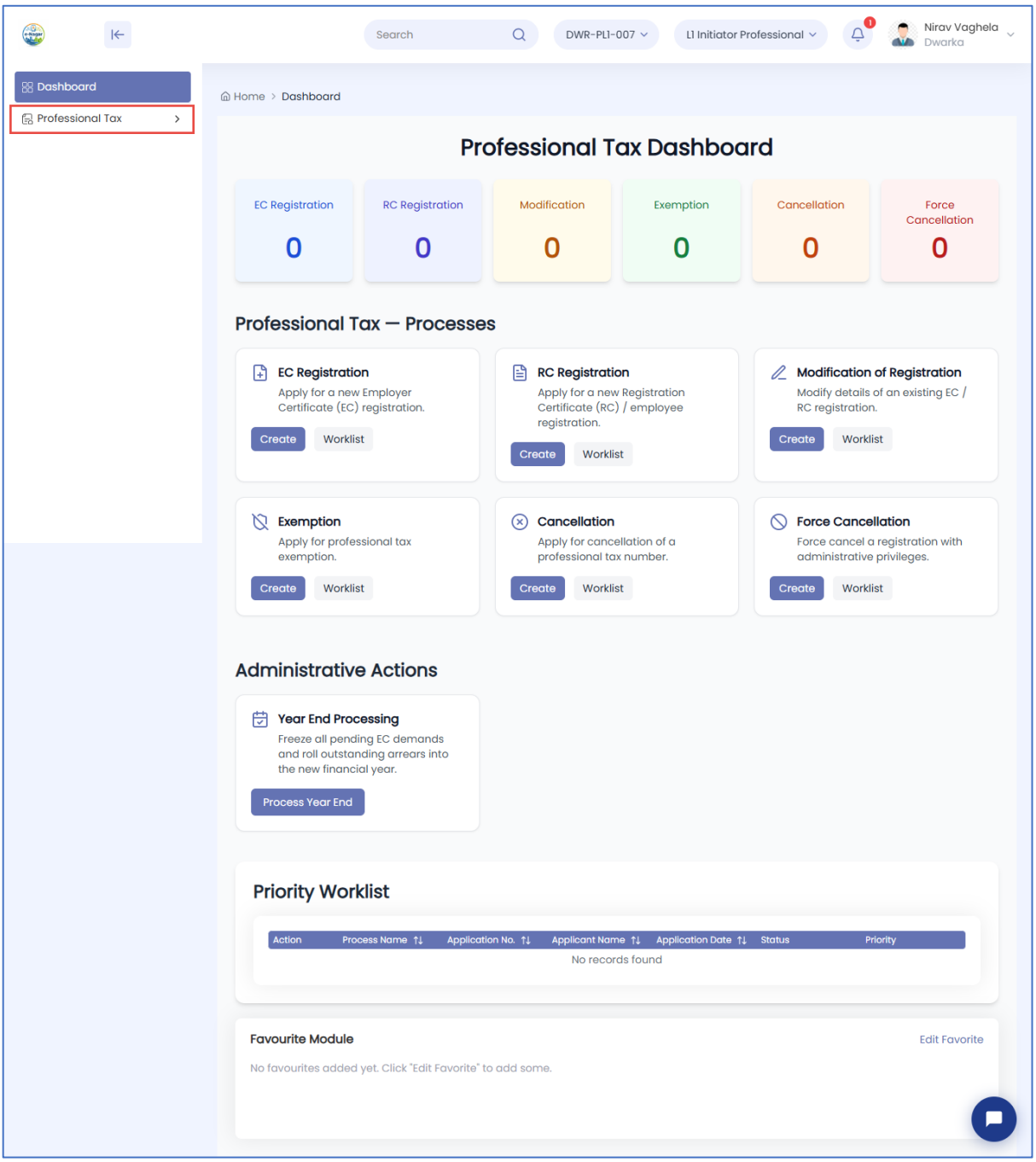


Figure 4-1

The **Professional Tax Dashboard** provides a centralized interface for accessing and monitoring the major processes available under the Professional Tax module. It displays process-wise application counts and provides direct access to registration, modification, exemption, cancellation, force cancellation, administrative actions, and worklists.

The dashboard displays summary cards for **EC Registration, RC Registration, Modification, Exemption, Cancellation, and Force Cancellation**. Each card shows the current number of applications available under the respective process.

Professional Tax – Processes

The **Professional Tax – Processes** section provides quick access to the following services:

1. **EC Registration –** Used to apply for a new **Employer Certificate (EC) Registration**. Click **Create** to initiate a new EC Registration application or **Worklist** to view and process existing EC Registration applications.
2. **RC Registration –** Used to apply for a new **Registration Certificate (RC) / Employee Registration**. Click **Create** to initiate a new RC Registration application or **Worklist** to view and process existing RC Registration applications.
3. **Modification of Registration –** Used to modify the details of an existing **EC / RC Registration**. Click **Create** to initiate a modification application or **Worklist** to view and process existing modification applications.
4. **Exemption –** Used to apply for an exemption from Professional Tax. Click **Create** to initiate a new exemption application or **Worklist** to view and process existing exemption applications.
5. **Cancellation –** Used to apply for cancellation of an existing Professional Tax registration number. Click **Create** to initiate a cancellation application or **Worklist** to view and process existing cancellation applications.
6. **Force Cancellation –** Used by authorized administrative users to force-cancel a registration using administrative privileges. Click **Create** to initiate the Force Cancellation process or **Worklist** to view and process existing Force Cancellation applications.

Administrative Actions

The **Administrative Actions** section provides functions required for administrative processing of Professional Tax activities.

- **Year End Processing –** Used to perform year-end processing by freezing all pending EC demands and rolling outstanding arrears into the new financial year.
- **Process Year End –** Click to initiate the Year End Processing activity.

Priority Worklist

The **Priority Worklist** section displays applications that require priority attention or processing. The table contains the following columns:

- **Action –** Provides the available action for opening or processing the application.

- **Process Name –** Displays the Professional Tax process associated with the application.
- **Application No. –** Displays the unique application number assigned to the application.
- **Applicant Name –** Displays the name of the applicant associated with the application.
- **Application Date –** Displays the date on which the application was submitted.
- **Status –** Displays the current processing status of the application.
- **Priority –** Displays the priority assigned to the application for processing.

Favourite Module

The **Favourite Module** section provides quick access to modules or processes marked as favourites by the user.

- **Edit Favourite –** Click to configure or modify the modules displayed under the Favourite Module section.

5 Master

The **Master** section of the Professional Tax module is used to configure and maintain the master data required for Professional Tax registration, calculation, classification, and other processing activities. These master configurations provide standardized values that are used across different Professional Tax processes.

Path: Professional Tax → Master

The Master menu contains the following sub-modules:

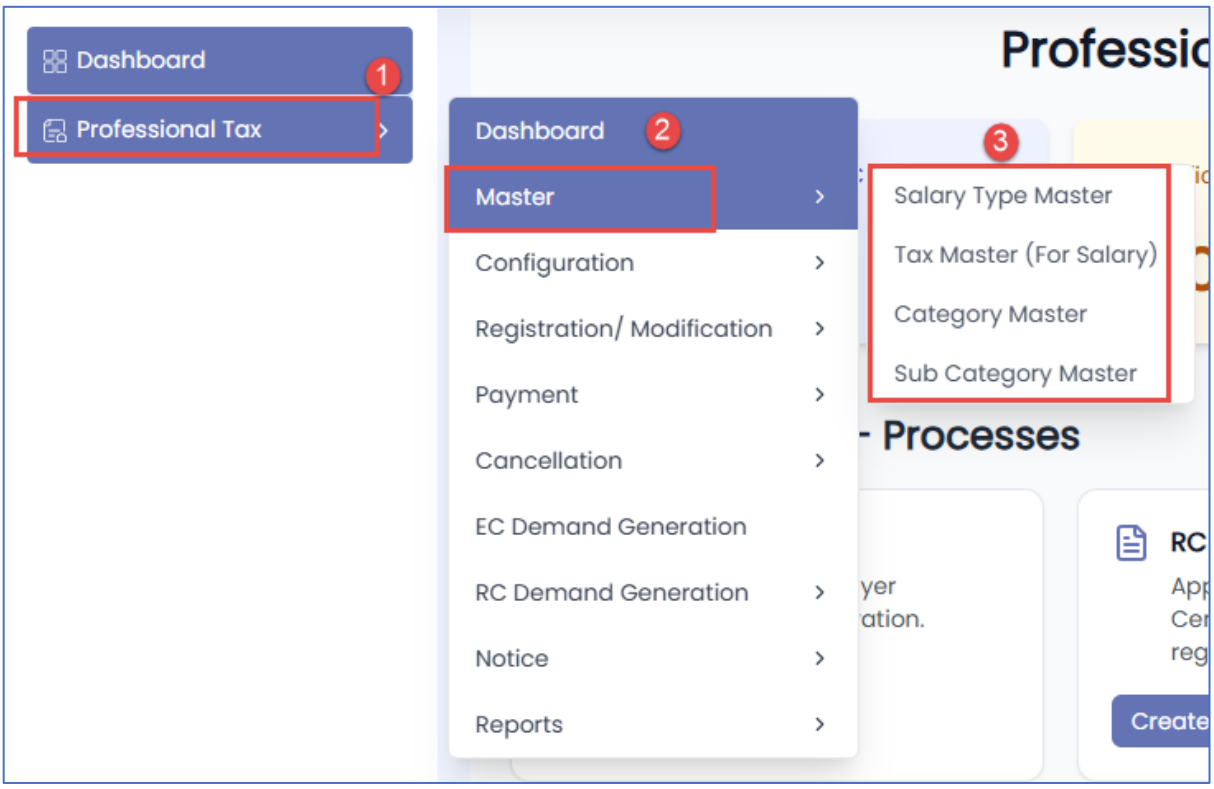


Figure 5-1

5.1 Salary Range Master

The **Salary Range Master** is used to configure and maintain salary range classifications required for Professional Tax processing. These configured salary ranges can subsequently be mapped with applicable tax amounts in the Tax Master.

Path: Professional Tax → Master → Salary Type Master

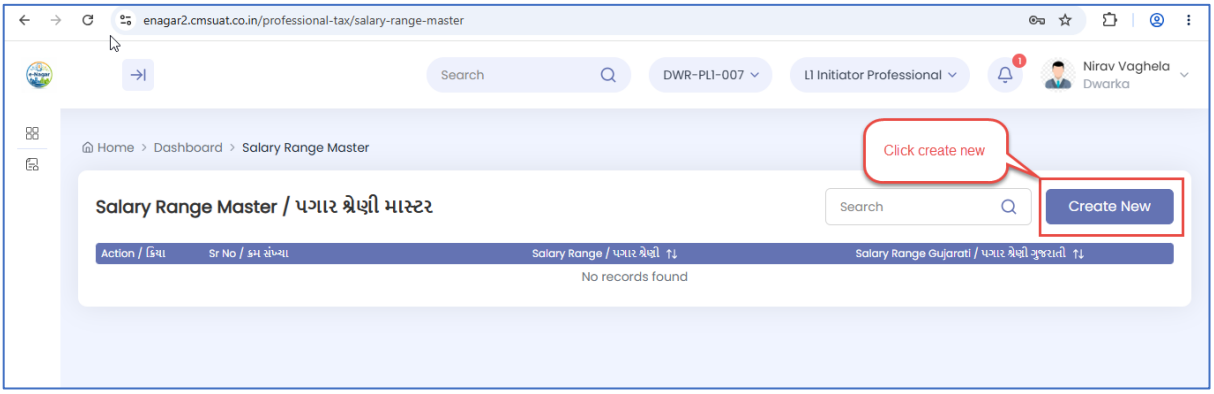


Figure 5-2

Salary Range Master Listing Page

The Salary Range Master listing page displays the salary range records configured in the system. Click **Create New** to add a new salary range.

- **Action –** Displays the actions available for managing the respective salary range record. (Action)
- **Sr No –** Displays the serial number of the salary range record. (Display)
- **Salary Range –** Displays the configured salary range name in English. (Display)
- **Salary Range Gujarati –** Displays the configured salary range name in Gujarati. (Display)
- **Search –** Enter relevant text to search for a specific salary range record. (Search)
- **Create New –** Click to open the Salary Range Master form and create a new salary range.

5.1.1 Add Salary Range Master

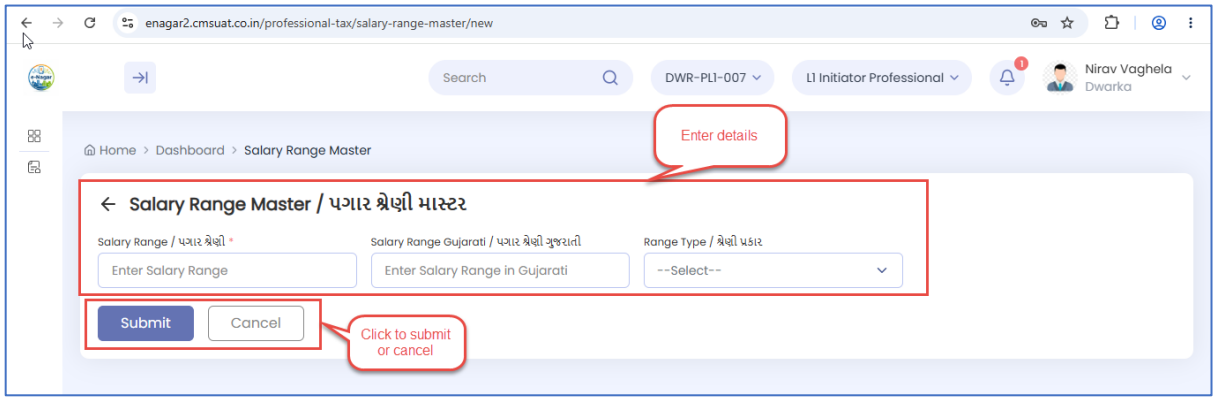


Figure 5-3

- **Salary Range –** Enter the salary range name or description in English. This field is mandatory. (Text)
- **Salary Range Gujarati –** Enter the corresponding salary range name or description in Gujarati. (Text)
- **Range Type –** Select the applicable range type for the salary range from the available options. (Dropdown)

Button 

- **Submit –** Click to save the entered Salary Range Master details.
- **Cancel –** Click to cancel the operation and return to the previous page without saving the entered details.

5.2 Tax Master

The **Tax Master** is used to configure the Professional Tax amount applicable to a particular salary range for a specified financial-year period. It also allows the user to record the supporting resolution details associated with the configured tax amount.

Path: Professional Tax → Master → Tax Master (For Salary)

Tax Master Listing Page

The Tax Master listing page displays the Professional Tax configurations maintained against salary ranges. Click **Create New** to configure a new tax record.

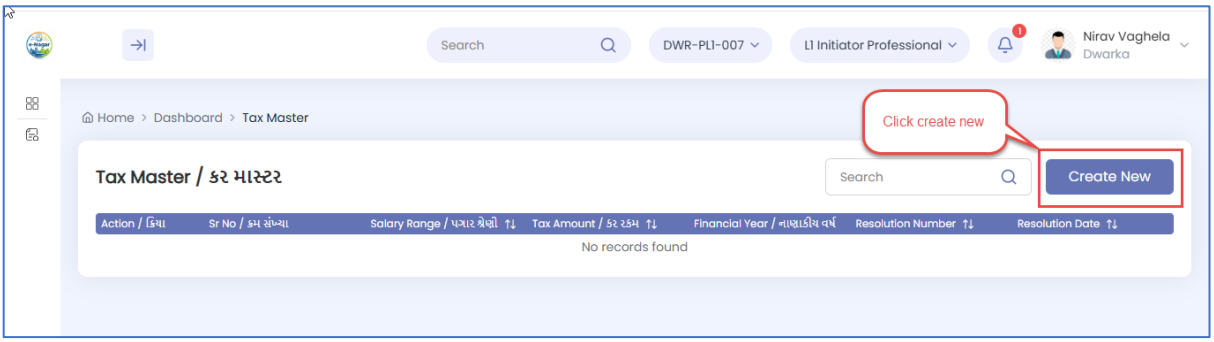


Figure 5-4

- **Action –** Displays the actions available for managing the respective Tax Master record. (Action)
- **Sr No –** Displays the serial number of the record. (Display)
- **Salary Range –** Displays the salary range against which the Professional Tax amount has been configured. (Display)
- **Tax Amount –** Displays the configured Professional Tax amount for the corresponding salary range. (Display)
- **Financial Year –** Displays the financial-year period for which the configured tax amount is applicable. (Display)
- **Resolution Number –** Displays the resolution number associated with the tax configuration. (Display)
- **Resolution Date –** Displays the date of the corresponding resolution. (Display)
- **Search –** Enter relevant details to search for a specific Tax Master record. (Search)
- **Create New –** Click to open the Tax Master form and configure a new tax record.

5.2.1 Add Tax Master

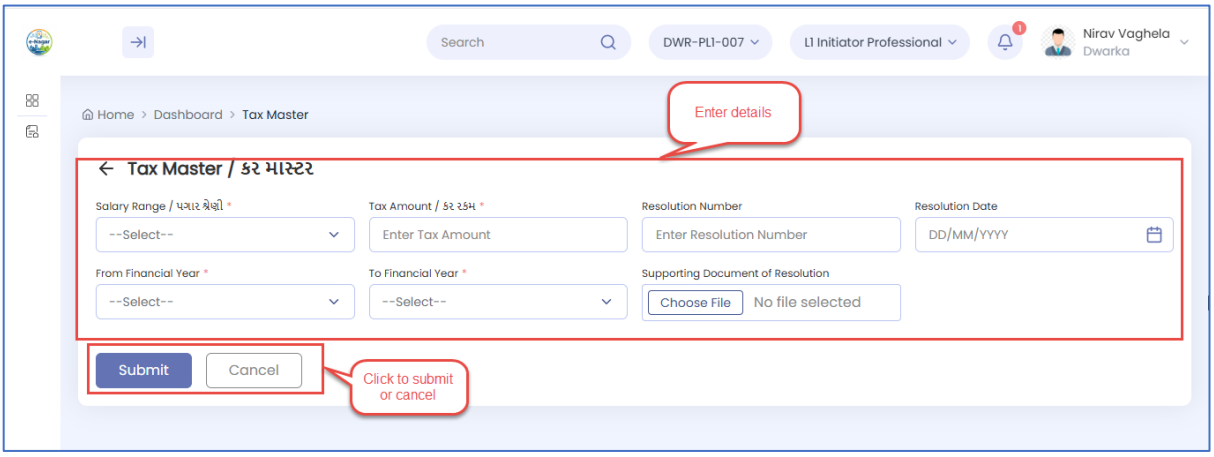


Figure 5-5

- **Salary Range –** Select the applicable salary range for which the Professional Tax amount is to be configured. This field is mandatory. (Dropdown)
- **Tax Amount –** Enter the Professional Tax amount applicable to the selected salary range. This field is mandatory. (Numeric)
- **Resolution Number –** Enter the resolution number associated with the tax configuration. (Text)
- **Resolution Date –** Select the date of the resolution associated with the tax configuration. (Date Picker)
- **From Financial Year –** Select the financial year from which the configured tax amount becomes applicable. This field is mandatory. (Dropdown)
- **To Financial Year –** Select the financial year up to which the configured tax amount remains applicable. This field is mandatory. (Dropdown)
- **Supporting Document of Resolution –** Upload the supporting document related to the entered resolution details. (File Upload)

Button 

- **Submit –** Click to save the Tax Master details.
- **Cancel –** Click to cancel the operation and return to the previous page without saving the entered details.

5.3 Category Master

The **Category Master** is used to configure and maintain the main categories required for classification within the Professional Tax module. The configured categories can subsequently be associated with relevant sub-categories through the Sub Category Master.

Path: Professional Tax → Master → Category Master

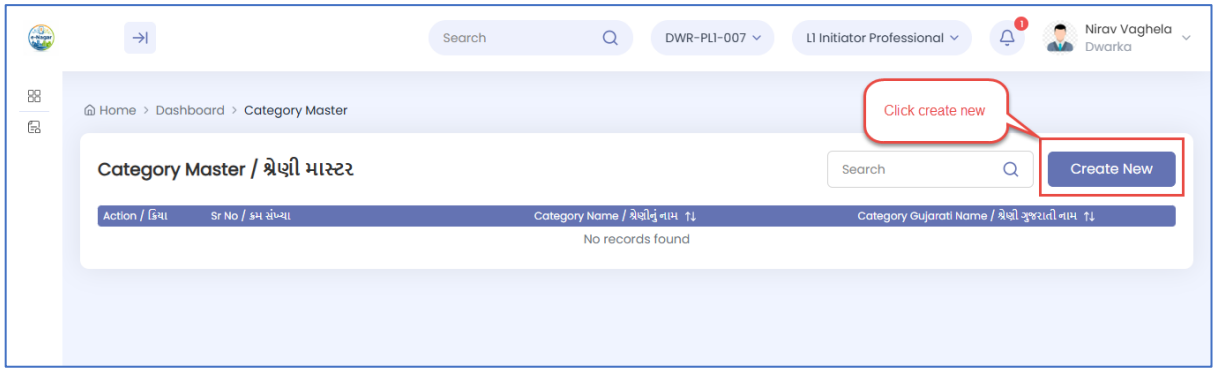


Figure 5-6

Category Master Listing Page

The Category Master listing page displays the categories configured in the system. Click **Create New** to add a new category.

- **Action –** Displays the actions available for managing the respective category record. (Action)
- **Sr No –** Displays the serial number of the category record. (Display)
- **Category Name –** Displays the configured category name in English. (Display)
- **Category Gujarati Name –** Displays the configured category name in Gujarati. (Display)

Button 

- **Search –** Enter relevant text to search for a specific category record. (Search)
- **Create New –** Click to open the Category Master form and create a new category.

5.3.1 Add Category Master

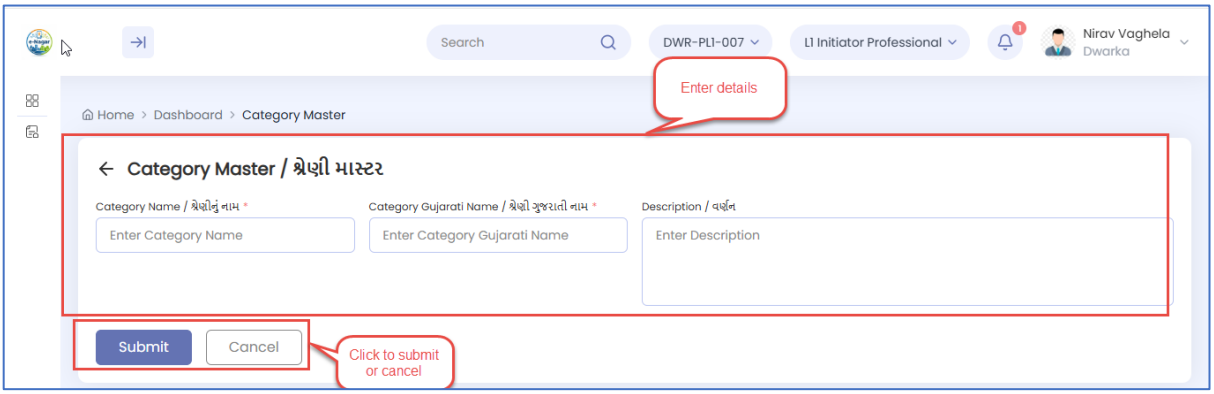


Figure 5-7

- **Category Name –** Enter the name of the category in English. This field is mandatory. (Text)
- **Category Gujarati Name –** Enter the corresponding category name in Gujarati. This field is mandatory. (Text)
- **Description –** Enter additional information or a brief description of the category. (Text Area)

Button 

- **Submit –** Click to save the entered Category Master details.
- **Cancel –** Click to cancel the operation and return to the previous page without saving the entered details.

5.4 Sub Category Master

The **Sub Category Master** is used to configure and maintain sub-categories under the applicable main categories. It enables more detailed classification of Professional Tax-related records by associating each sub-category with a predefined category.

Path: Professional Tax → Master → Sub Category Master

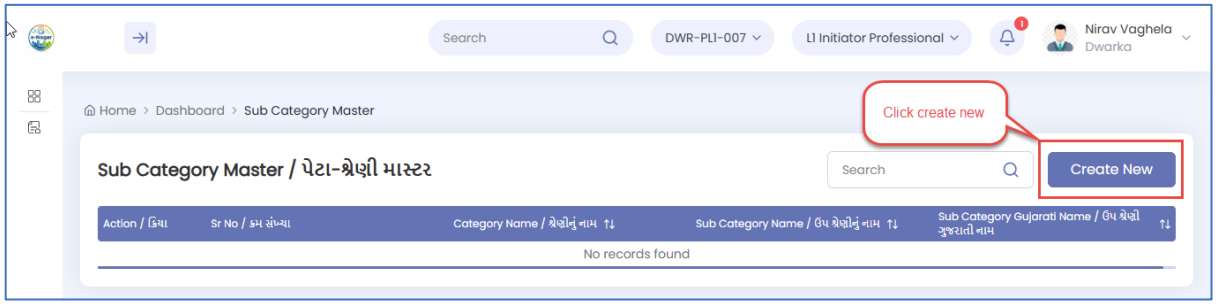


Figure 5-8

Sub Category Master Listing Page

The Sub Category Master listing page displays the sub-category records configured in the system along with their associated categories. Click **Create New** to add a new sub-category.

- **Action –** Displays the actions available for managing the respective sub-category record. (Action)
- **Sr No –** Displays the serial number of the sub-category record. (Display)
- **Category Name –** Displays the main category associated with the sub-category. (Display)
- **Sub Category Name –** Displays the configured sub-category name in English. (Display)
- **Sub Category Gujarati Name –** Displays the configured sub-category name in Gujarati. (Display)
- **Search –** Enter relevant text to search for a specific sub-category record. (Search)
- **Create New –** Click to open the Sub Category Master form and create a new sub-category.

5.4.1 Add Sub Category Master



Figure 5-9

- **Category Type –** Select the applicable main category under which the sub-category is to be configured. This field is mandatory. (Dropdown)
- **Sub Category Name –** Enter the name of the sub-category in English. This field is mandatory. (Text)
- **Sub Category Gujarati Name –** Enter the corresponding sub-category name in Gujarati. This field is mandatory. (Text)
- **Description –** Enter additional information or a brief description of the sub-category. (Text Area)

Button 

- **Submit –** Click to save the entered Sub Category Master details.
- **Reset –** Click to clear the entered or selected values and reset the form for fresh data entry.

6 Configuration

The **Configuration** section of the Professional Tax module is used to define and maintain the operational parameters required for calculating penalties, interest, and other Professional Tax-related values. These configurations help ensure that the applicable rules and calculation parameters are available to the system during Professional Tax processing.

Path: Professional Tax → Configuration

The Configuration menu contains the following sub-modules:

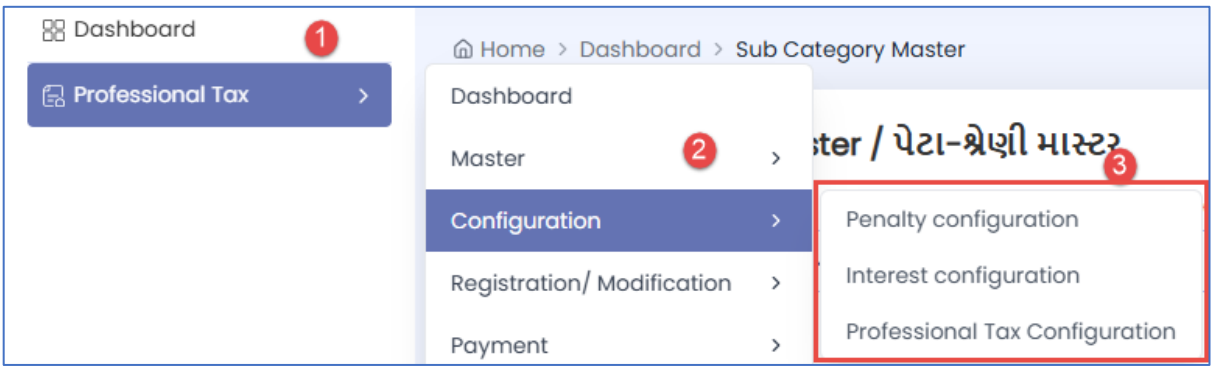


Figure 6-1

6.1 Penalty Configuration

The **Penalty Configuration** sub-module is used to configure the penalty percentage applicable to different Professional Tax types and their respective sub-categories. The configured percentage can be maintained in the system for use in applicable Professional Tax processes.

Path: Professional Tax → Configuration → Penalty Configuration

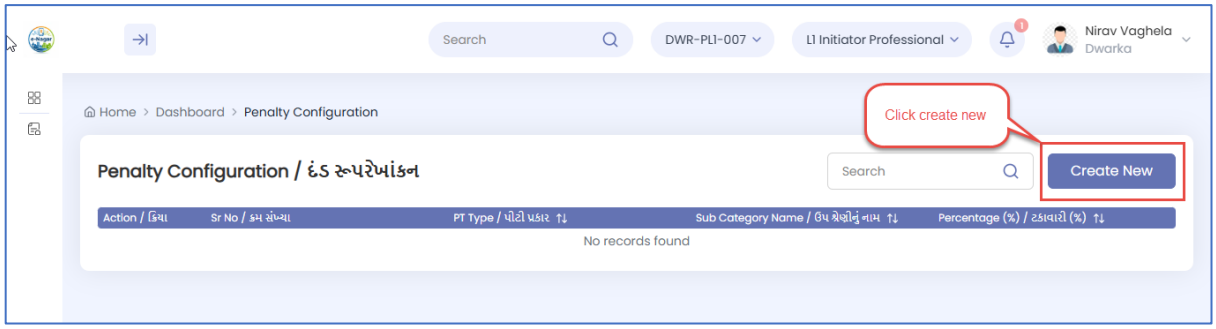


Figure 6-2

Penalty Configuration Listing Page

Click on **Penalty Configuration** from the Configuration menu to open the Penalty Configuration listing page. The page displays the configured penalty records. In the provided interface, no records are currently available.

- **Search –** Allows the user to search for an existing penalty configuration from the displayed records. (Search)
- **Create New –** Click this button to open the Penalty Configuration form and create a new penalty configuration.

The listing page contains the following columns:

- **Action –** Displays the action option available for the corresponding penalty configuration record.
- **Sr No –** Displays the serial number of the penalty configuration record.
- **PT Type –** Displays the Professional Tax type associated with the configured penalty.
- **Sub Category Name –** Displays the sub-category for which the penalty percentage has been configured.
- **Percentage (%) –** Displays the configured penalty percentage.

6.1.1 Add Penalty Configuration

Click **Create New** on the Penalty Configuration listing page to open the Penalty Configuration form. Enter or select the required details to create a new penalty configuration.

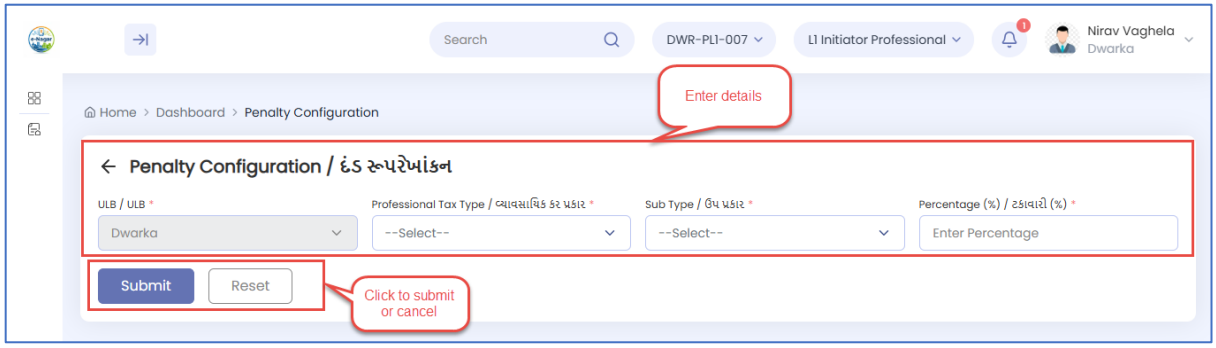


Figure 6-3

- **ULB –** Displays the Urban Local Body for which the penalty configuration is being created. In the shown interface, Dwarka is displayed. (Dropdown)
- **Professional Tax Type –** Select the applicable Professional Tax type for which the penalty percentage is to be configured. (Dropdown)
- **Sub Type –** Select the applicable sub-type corresponding to the selected Professional Tax type. (Dropdown)
- **Percentage (%) –** Enter the penalty percentage to be configured for the selected Professional Tax type and sub-type. (Numeric)

Buttons 

- **Submit –** Click this button to save the penalty configuration.
- **Reset –** Click this button to clear/reset the entered or selected values in the form.

6.2 Interest Configuration

The **Interest Configuration** sub-module is used to configure the interest percentage applicable to different Professional Tax types and their respective sub-categories.

Path: Professional Tax → Configuration → Interest Configuration

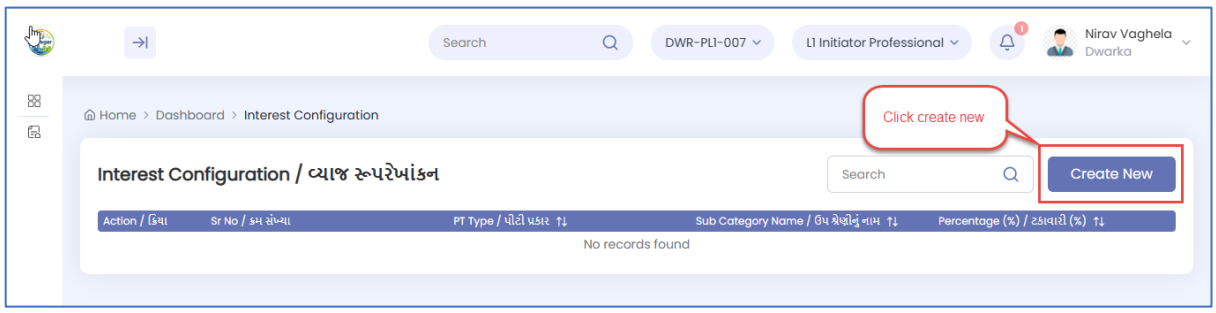


Figure 6-4

Interest Configuration Listing Page

Click on **Interest Configuration** from the Configuration menu to open the Interest Configuration listing page. The page displays the configured interest records. In the provided interface, no records are currently available.

- **Search –** Allows the user to search for an existing interest configuration from the displayed records. (Search)
- **Create New –** Click this button to open the Interest Configuration form and create a new interest configuration.

The listing page contains the following columns:

- **Action –** Displays the action option available for the corresponding interest configuration record.
- **Sr No –** Displays the serial number of the interest configuration record.
- **PT Type –** Displays the Professional Tax type associated with the configured interest.
- **Sub Category Name –** Displays the sub-category for which the interest percentage has been configured.
- **Percentage (%) –** Displays the configured interest percentage.

6.2.1 Add Interest Configuration

Click **Create New** on the Interest Configuration listing page to open the Interest Configuration form. Enter or select the required details to create a new interest configuration.

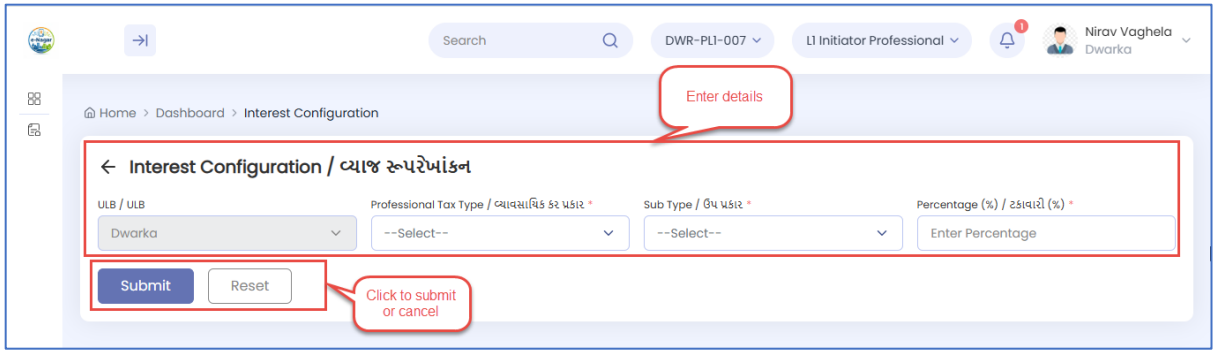


Figure 6-5

- **ULB –** Displays the Urban Local Body for which the interest configuration is being created. In the shown interface, Dwarka is displayed. (Dropdown)
- **Professional Tax Type –** Select the applicable Professional Tax type for which the interest percentage is to be configured. (Dropdown)
- **Sub Type –** Select the applicable sub-type corresponding to the selected Professional Tax type. (Dropdown)
- **Percentage (%) –** Enter the interest percentage to be configured for the selected Professional Tax type and sub-type. (Numeric)

Buttons 

- **Submit –** Click this button to save the interest configuration.
- **Reset –** Click this button to clear/reset the entered or selected values in the form.

6.3 Professional Tax Configuration

The **Professional Tax Configuration** sub-module is used to configure the tax amount applicable to different Professional Tax categories and sub-categories. It enables the system to maintain category-wise and sub-category-wise Professional Tax amounts required for further Professional Tax processing.

Path: Professional Tax → Configuration → Professional Tax Configuration



Figure 6-6

Professional Tax Configuration Listing Page

Click on **Professional Tax Configuration** from the Configuration menu to open the Professional Tax Configuration listing page. The page displays the configured Professional Tax records. In the provided interface, no records are currently available.

- **Search –** Allows the user to search for an existing Professional Tax configuration from the displayed records. (Search)
- **Create New –** Click this button to open the Professional Tax Configuration form and create a new configuration.

The listing page contains the following columns:

- **Action –** Displays the action option available for the corresponding Professional Tax configuration record.
- **Sr No –** Displays the serial number of the Professional Tax configuration record.
- **Category Name –** Displays the category associated with the configured Professional Tax amount.
- **Sub Category Name –** Displays the sub-category associated with the configured Professional Tax amount.
- **Tax Amount –** Displays the tax amount configured for the respective category and sub-category.

6.3.1 Add Professional Tax Configuration

Click **Create New** on the Professional Tax Configuration listing page to open the Professional Tax Configuration form. Select the applicable category and sub-category and enter the corresponding tax amount.



Figure 6-7

- **Category Type –** Select the category for which the Professional Tax amount is to be configured. (Dropdown)
- **Sub Category –** Select the applicable sub-category corresponding to the selected category type. (Dropdown)
- **Tax Amount –** Enter the Professional Tax amount to be configured for the selected category and sub-category. (Numeric)

Buttons 

- **Submit –** Click this button to save the Professional Tax configuration.
- **Reset –** Click this button to clear/reset the entered or selected values in the form.

7 Registration / Modification

The **Registration / Modification** menu is used to manage the major registration and registration-related processes available under the Professional Tax module. It provides options for creating Professional Tax registrations for employers and employees, modifying existing registrations, accessing Professional Tax certificates, updating employee details, processing exemptions, and managing changes in the applicable tax amount.

To access these functions, click **Professional Tax** from the left-side menu and select

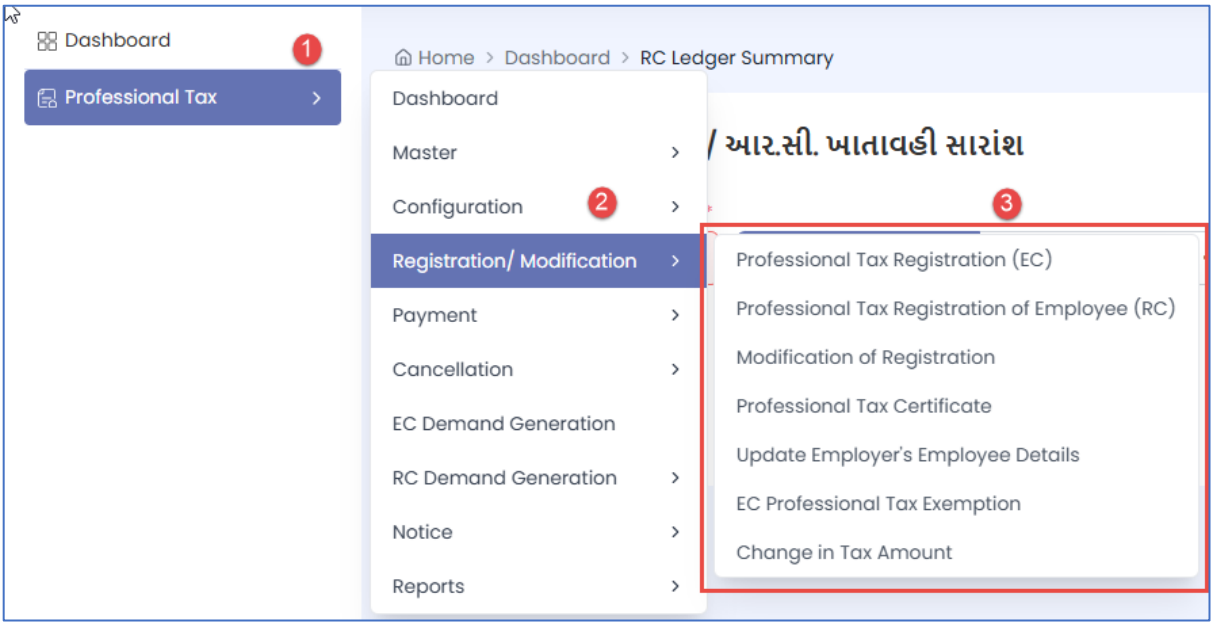


Figure 7-1

7.1 Professional Tax Registration (EC)

The **Professional Tax Registration (EC)** sub-module is used to create and manage Professional Tax registrations for employers. It enables the user to enter the employer and establishment details, provide address information, select the applicable professional category, enter registration-related information, bank details, and upload the required documents through a step-by-step registration process.

Path: Professional Tax → Registration / Modification → Professional Tax Registration (EC)



Figure 7-2

Professional Tax Registration (EC) Listing Page

Click on **Professional Tax Registration (EC)** from the Registration / Modification menu to open the Professional Tax Registration (EC) listing page. The page displays the EC registration applications available in the system. In the provided interface, no records are currently available.

- **Search –** Allows the user to search for an existing Professional Tax Registration (EC) application from the displayed records. (Search)
- **New EC Registration –** Click this button to open the New Professional Tax Registration (EC) form and initiate a new EC registration.
- The listing page contains the following columns:
- **Action –** Displays the action available for the corresponding EC registration application.
- **Sr No –** Displays the serial number of the EC registration application.
- **Ack Number –** Displays the acknowledgement number generated for the application.

- **Professional Tax Number –** Displays the Professional Tax number associated with the registration.
- **Owner Name –** Displays the name of the owner entered in the EC registration application.
- **Establishment Name –** Displays the name of the establishment associated with the registration.
- **Registration For –** Displays whether the registration has been submitted for an Individual or an Organization/Firm.
- **Application Date –** Displays the date on which the EC registration application was created/submitted.
- **Force Cancelled –** Indicates whether the registration has been force cancelled.
- **Cancelled –** Indicates whether the registration has been cancelled.
- **Status –** Displays the current status of the EC registration application.

7.1.1 New Professional Tax Registration (EC)

Click **New EC Registration** on the listing page to open the New Professional Tax Registration (EC) form. The registration process is divided into the following stages: **General Details & Address, Professional Category, Bank Details, Registration Act Details, and Document Upload.**

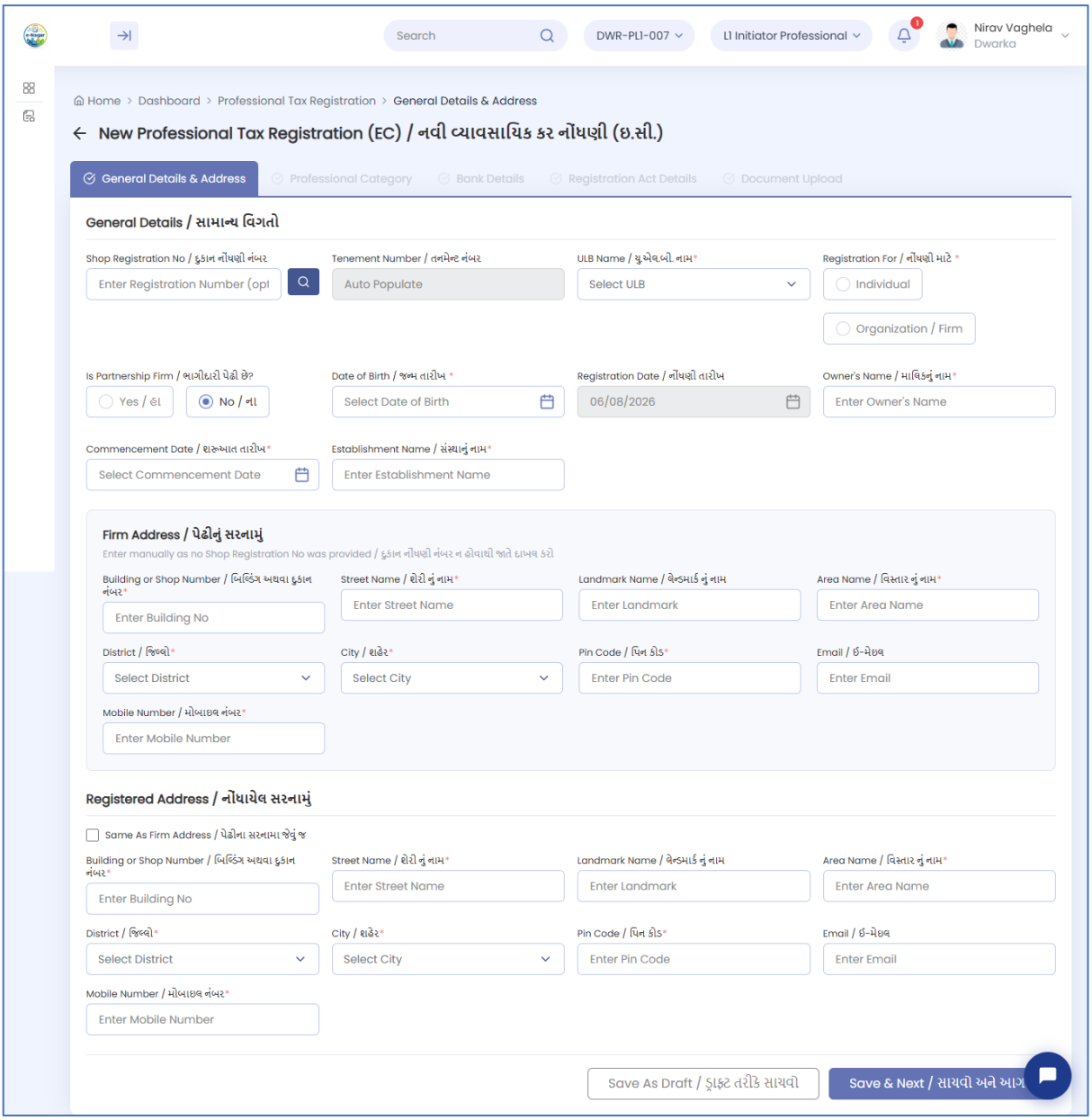


Figure 7-3

7.1.1.1 General Details & Address

The **General Details & Address** page is the first stage of the EC registration process. It is used to capture the general details of the applicant/establishment along with the Firm Address and Registered Address.

General Details

- **Shop Registration No –** Enter the Shop Registration Number, if available, to identify the establishment's existing shop registration. The field is shown as optional in the interface. (Text)
- **Search –** Click the search button provided beside the Shop Registration No field to search for the entered registration number and retrieve the corresponding details, where available. (Button)
- **Tenement Number –** Displays the tenement number associated with the available registration details. The field is shown as auto-populated. (Auto-populated)
- **ULB Name –** Select the applicable Urban Local Body under which the Professional Tax registration is being created. (Dropdown)
- **Registration For –** Select whether the Professional Tax registration is being created for an **Individual** or an **Organization / Firm**. (Radio Button)
- **Is Partnership Firm –** Select **Yes** or **No** to specify whether the establishment is a partnership firm. (Radio Button)
- **Date of Birth –** Select the date of birth of the applicant/owner. (Date Picker)
- **Registration Date –** Displays the registration date for the Professional Tax application. (Date)
- **Owner's Name –** Enter the name of the owner associated with the Professional Tax registration. (Text)
- **Commencement Date –** Select the date on which the establishment/business commenced its operations. (Date Picker)
- **Establishment Name –** Enter the name of the establishment for which the Professional Tax registration is being created. (Text)

Firm Address

The **Firm Address** section is used to enter the address and contact details of the establishment. The interface indicates that the details can be entered manually when no Shop Registration Number is provided.

- **Building or Shop Number –** Enter the building, premises, or shop number of the firm. (Text)
- **Street Name –** Enter the street name of the firm's address. (Text)
- **Landmark Name –** Enter a nearby landmark for identifying the firm's location. (Text)
- **Area Name –** Enter the area/locality in which the firm is situated. (Text)
- **District –** Select the district in which the firm is located. (Dropdown)
- **City –** Select the city in which the firm is located. (Dropdown)
- **Pin Code –** Enter the PIN code corresponding to the firm's address. (Numeric)
- **Email –** Enter the email address associated with the firm. (Email)
- **Mobile Number –** Enter the mobile number associated with the firm. (Numeric)

Registered Address

The **Registered Address** section is used to capture the officially registered address and contact details of the establishment.

- **Same As Firm Address –** Select this checkbox when the registered address is the same as the Firm Address. (Checkbox)
- **Building or Shop Number –** Enter the building, premises, or shop number of the registered address. (Text)
- **Street Name –** Enter the street name of the registered address. (Text)
- **Landmark Name –** Enter a nearby landmark for the registered address. (Text)
- **Area Name –** Enter the area/locality of the registered address. (Text)
- **District –** Select the district of the registered address. (Dropdown)
- **City –** Select the city of the registered address. (Dropdown)
- **Pin Code –** Enter the PIN code corresponding to the registered address. (Numeric)
- **Email –** Enter the email address associated with the registered address. (Email)
- **Mobile Number –** Enter the mobile number associated with the registered address. (Numeric)

Buttons 

- **Save As Draft –** Click this button to save the entered registration information as a draft without proceeding to the next stage.
- **Save & Next –** Click this button to save the entered General Details & Address information and proceed to the **Professional Category** stage.

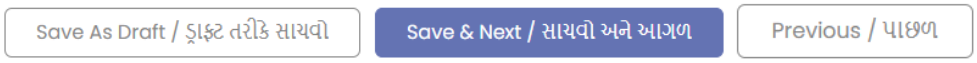
7.1.1.2 Professional Category

The **Professional Category** page is the second stage of the New Professional Tax Registration (EC) process. It is used to specify the applicable professional category, sub-category, ownership type, and business-related details for the establishment.



Figure 7-4

- **Profession Category** – Select the applicable profession category for the establishment. (Dropdown)
- **Sub Category** – Select the applicable sub-category corresponding to the selected Profession Category. The interface indicates that the Profession Category must be selected first. (Dropdown)
- **Total Amount** – Displays the applicable total amount based on the selected professional category/sub-category. The field is shown as auto-populated. (Auto-populated)
- **Owner Type** – Select the applicable owner type for the establishment. (Dropdown)
- **Business Type** – Enter the type of business carried out by the establishment. (Text)
- **Owner Type Description** – Enter the description/details related to the selected owner type. (Text)

Buttons 

- **Previous** – Click this button to return to the **General Details & Address** stage.
- **Save As Draft** – Click this button to save the information entered up to the current stage as a draft.

- **Save & Next –** Click this button to save the Professional Category details and proceed to the **Bank Details** stage.

7.1.1.3 Bank Details

The **Bank Details** tab is used to capture the applicant's bank account information for the Professional Tax Registration application. The applicant can add one or more bank accounts by providing the MICR Code, IFSC Code, Bank Name, Branch Name, and Account Number. The system automatically retrieves the bank and branch details based on the entered MICR or IFSC Code.

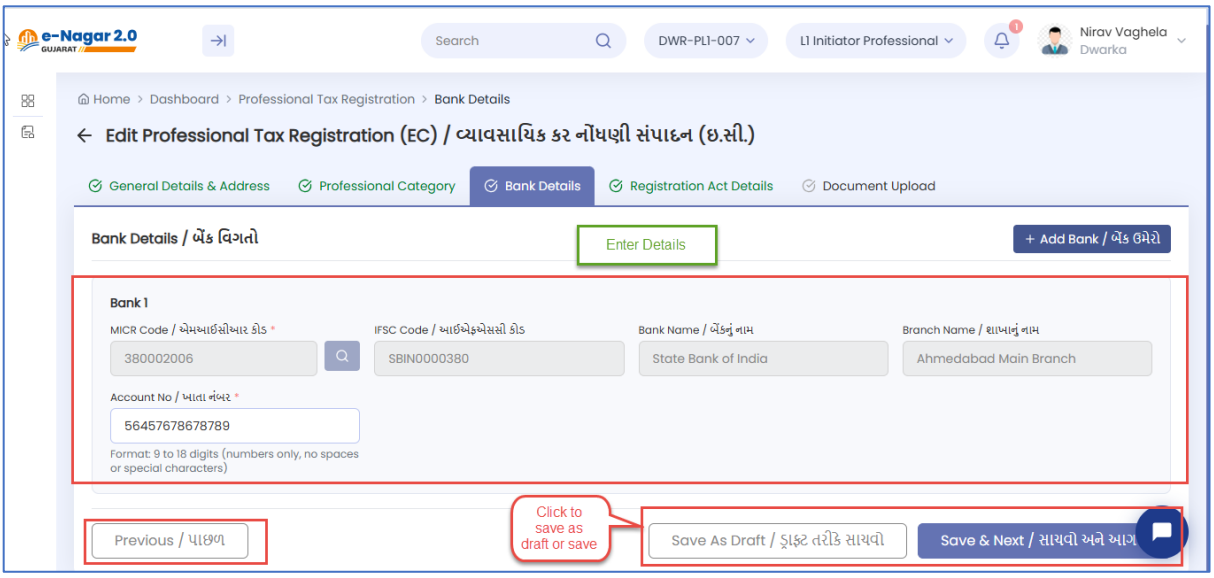
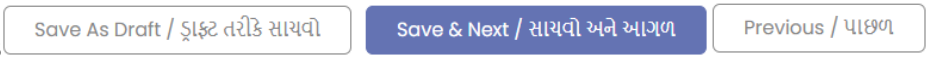


Figure 7-5

Bank Details

- **Add Bank –** Click to add another bank account section for entering multiple bank details, if required. (Button)
- **Bank Details Section**
- **MICR Code –** Enter the 9-digit MICR code of the bank branch. (Numeric)
- **Search –** Click to fetch the bank details based on the entered MICR Code. (Button)
- **IFSC Code –** Displays the IFSC Code of the selected bank branch. This field is automatically populated after searching using the MICR Code. (Display)
- **Bank Name –** Displays the name of the bank associated with the entered MICR/IFSC Code. (Display)
- **Branch Name –** Displays the name of the bank branch associated with the entered MICR/IFSC Code. (Display)
- **Account No –** Enter the applicant's bank account number. The account number must contain 9 to 18 digits without spaces or special characters. (Numeric)

Buttons 

- **Previous –** Click to return to the **Professional Category** tab. (Button)
- **Save As Draft –** Click to save the entered bank details as a draft without proceeding to the next step. (Button)
- **Save & Next –** Click to save the bank details and proceed to the **Registration Act Details** tab. (Button)

7.1.1.4 Registration Act Details

The **Registration Act Details** tab is used to record the applicant's registration details under various applicable Acts. The applicant can add one or more registration records and specify whether any additional business is associated with the application.

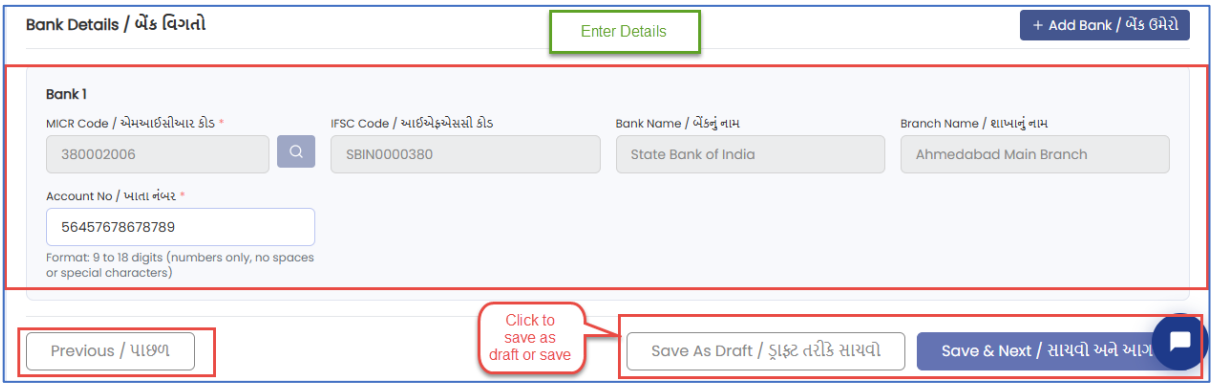


Figure 7-6

Registration Act Details

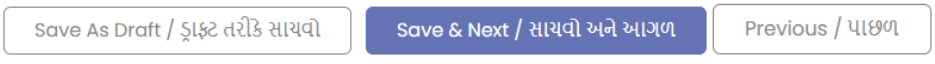
Add Act – Click to add another Registration Act entry for the applicant. (Button)

Act Details

- **Registration Act –** Select the applicable Registration Act from the dropdown list. (Dropdown)
- **Registration No –** Enter the registration number issued under the selected Registration Act. (Text)
- **Registration Date –** Select the registration date for the selected Registration Act. (Date Picker)
- **Reset –** Click to clear the entered Registration Act details for the current section. (Button)

Additional Business

- **Has Additional Business? –** Select **Yes** if the applicant has one or more additional businesses, otherwise select **No**. (Radio Button)

Buttons 

- **Previous –** Click to return to the **Bank Details** tab. (Button)
- **Save As Draft –** Click to save the entered Registration Act details as a draft. (Button)
- **Save & Next –** Click to save the Registration Act details and proceed to the **Document Upload** tab. (Button)

7.1.1.5 Document Upload

The **Document Upload** tab displays the list of mandatory documents required for the Professional Tax Registration application. For this application, physical copies of the documents are submitted at the Urban Local Body (ULB), City Civic Center (CCC), or Jan Seva Kendra. Therefore, no online file upload is required.

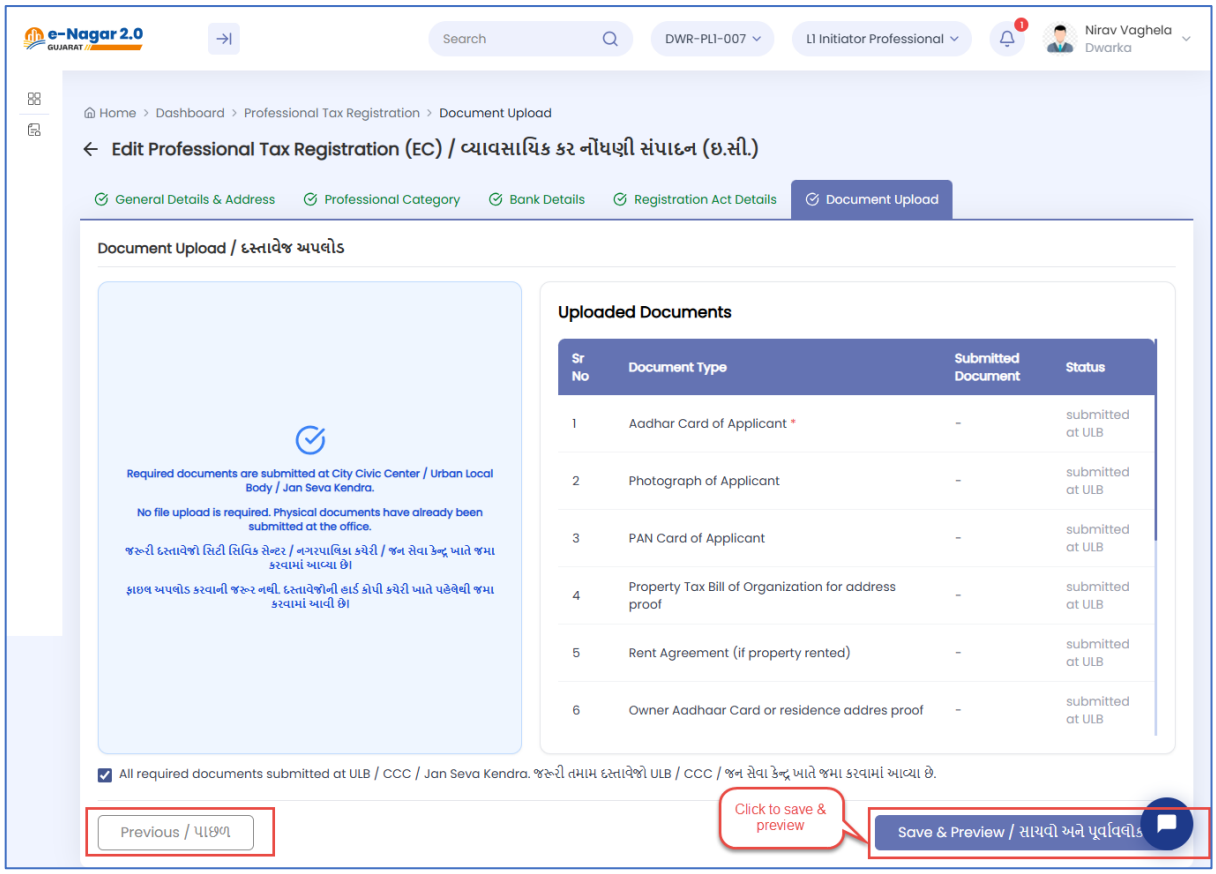


Figure 7-7

Required Documents

The left panel displays an informational message indicating that all required documents must be physically submitted at the ULB/CCC/Jan Seva Kendra and that online document upload is not required for this application.

Uploaded Documents

The right panel displays the list of required documents along with their submission status.

The table contains the following columns:

- **Sr No –** Displays the serial number of the document. (Display)
- **Document Type –** Displays the name of the required supporting document. (Display)
- **Submitted Document –** Displays the uploaded or submitted document details, if available. (Display)

- **Status –** Displays the submission status of the document. (Display)

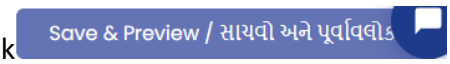
Typical mandatory documents displayed include:

- Aadhar Card of Applicant
- Photograph of Applicant
- PAN Card of Applicant
- Property Tax Bill of Organization for Address Proof
- Rent Agreement (if property is rented)
- Owner Aadhaar Card or Residence Address Proof

All Required Documents Submitted at ULB/CCC/Jan Seva Kendra – Select this checkbox to confirm that all mandatory physical documents have been submitted to the respective authority. (Checkbox)

Buttons

- **Previous –** Click 

to return to the **Registration Act Details** tab. (Button)
- **Save & Preview –** Click 

to save the application and open the preview before final submission. (Button)

7.1.1.6 Preview Page

The **Preview Page** is the final review page of the **Professional Tax Registration (EC)** process.

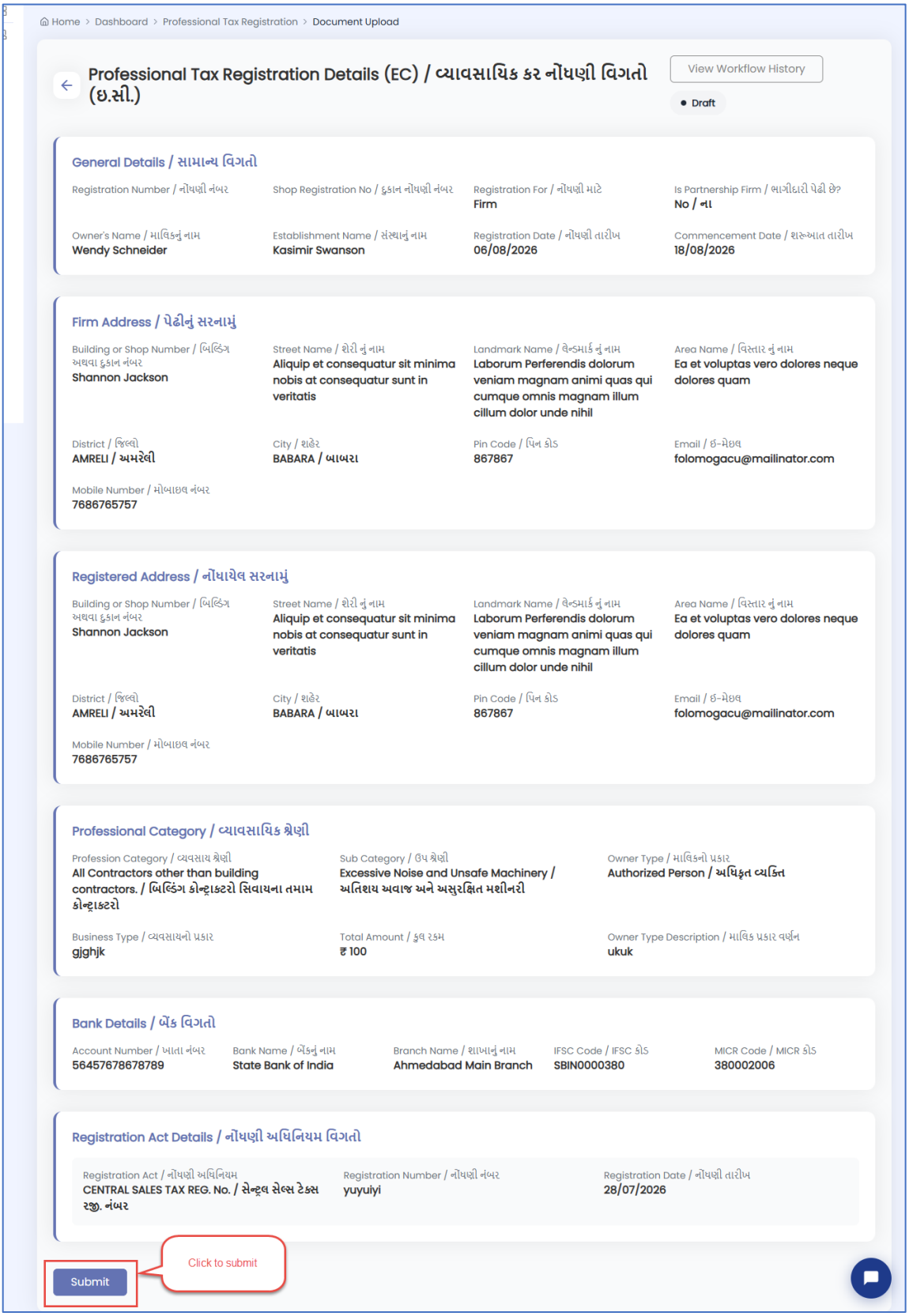


Figure 7-8

It displays a consolidated summary of all the information entered during the previous registration stages, allowing the user to verify the application details before submitting it into the workflow. The page includes General Details, Firm Address, Registered Address, Professional Category, Bank Details, Registration Act Details, and other registration information entered by the applicant.

- **Submit –** Click this button to proceed with the submission of the Professional Tax Registration (EC) application.

Submit

After clicking the **Submit** button on the Preview Page, the **Submit** dialog box is displayed. This dialog allows the user to enter submission remarks and forward the application to the next workflow user for further processing.



Figure 7-9

- **Remarks –** Enter remarks or comments related to the application submission. (Text Area)
- **Select User –** Select the workflow user to whom the application will be forwarded for further verification or processing. (Dropdown)
- **Submit –** Click 

this button to submit the application and forward it to the selected workflow user.
- **Close (✕) –** Click this icon to close the dialog box without submitting the application.

7.1.1.7 L2 Verifier – Professional Tax Registration (EC)

Path: Dashboard → Professional Tax → Registration/Modification → Professional Tax Registration (EC) → View (icon)

After an application is submitted by the Initiator, it becomes available at the **L2 Verifier** level for verification. The verifier can review all details submitted by the applicant before forwarding the application to the next workflow level.

Professional Tax Registration Details (EC)

The **Professional Tax Registration Details (EC)** page displays all information submitted by the applicant in a read-only format

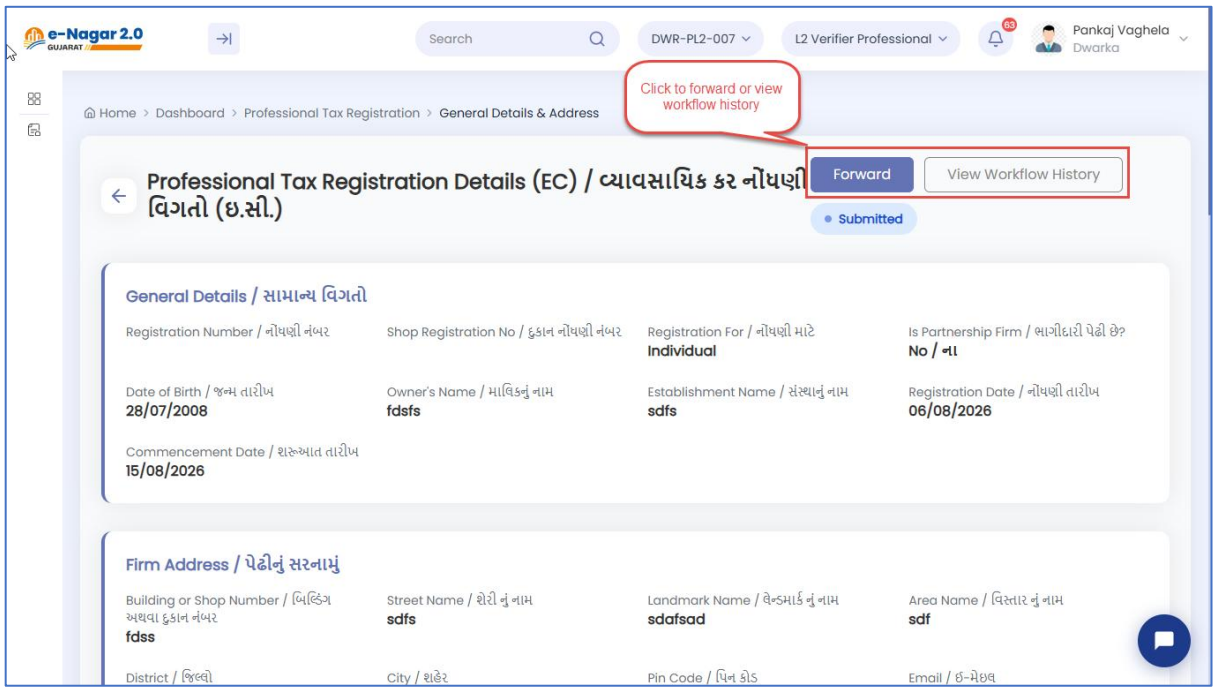


Figure 7-10

Forward

Click the **Forward** button to send the verified application to the next workflow level for further processing.

View Workflow History

Click the **View Workflow History** button to view the complete workflow trail of the application, including previous actions, remarks, users, dates, and current status.

Forward Window

After clicking **Forward**, the **Forward** pop-up window is displayed.

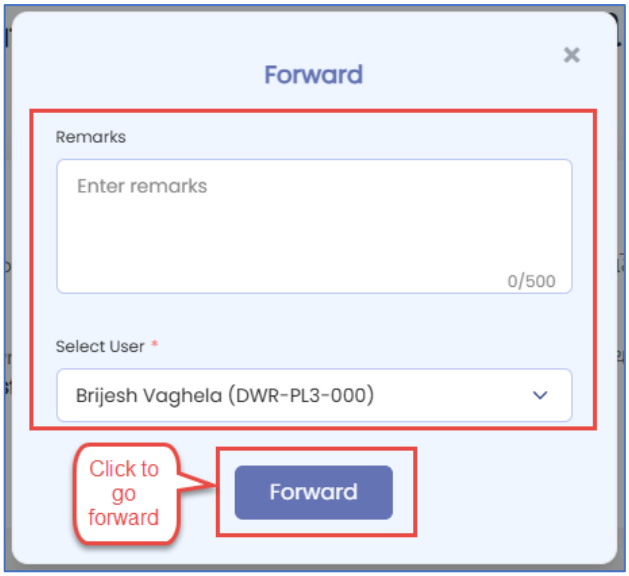
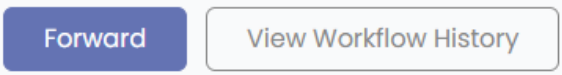


Figure 7-11

Fields

- **Remarks** – Enter verification remarks or comments before forwarding the application. (Text Area)
- **Select User** – Select the next workflow user to whom the application will be forwarded. (Dropdown)

Buttons 

- **Forward** – Forwards the application to the selected workflow user along with the entered remarks.

7.1.1.8 L3 Approval – Professional Tax Registration (EC)

Path: Dashboard → Professional Tax → Registration/Modification → Professional Tax Registration (EC) → View (icon)

After successful verification, the application reaches the **L3 Approval** level. The approving authority reviews the complete application and performs the final workflow action.

Professional Tax Registration Details (EC)

The page displays the complete application information in read-only mode for final review.

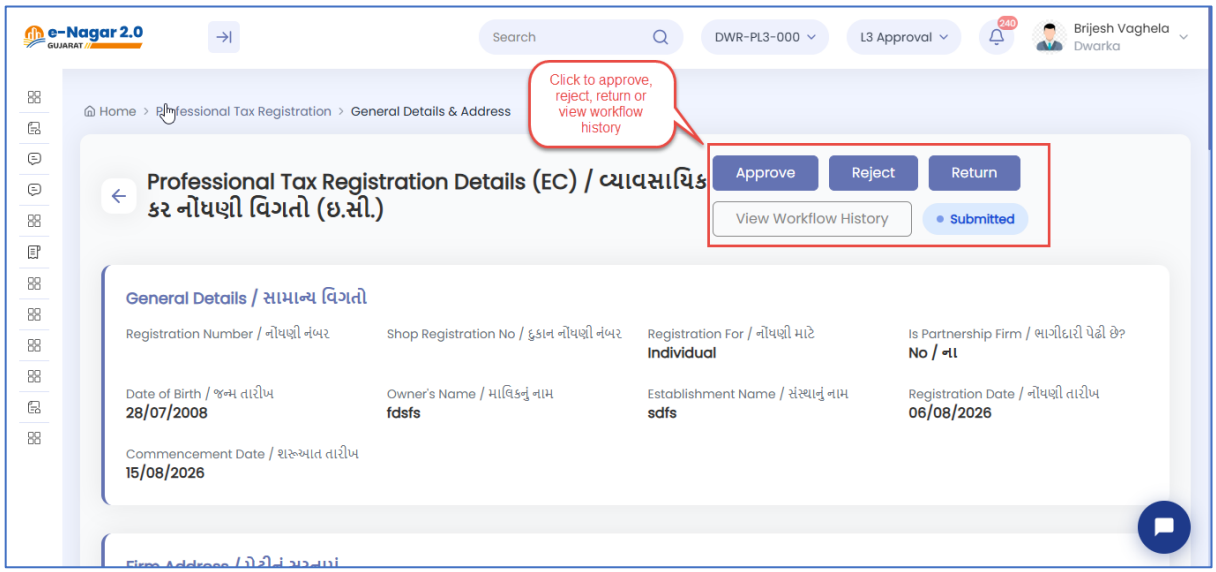


Figure 7-12

The following workflow actions are available: 

- **Approve**

Approves the application and completes the registration approval process.

- **Reject**

Rejects the application and closes the registration request.

- **Return**

Returns the application to the previous workflow level for correction or additional information.

- **View Workflow History**

Displays the complete workflow history of the application.

Approve Window

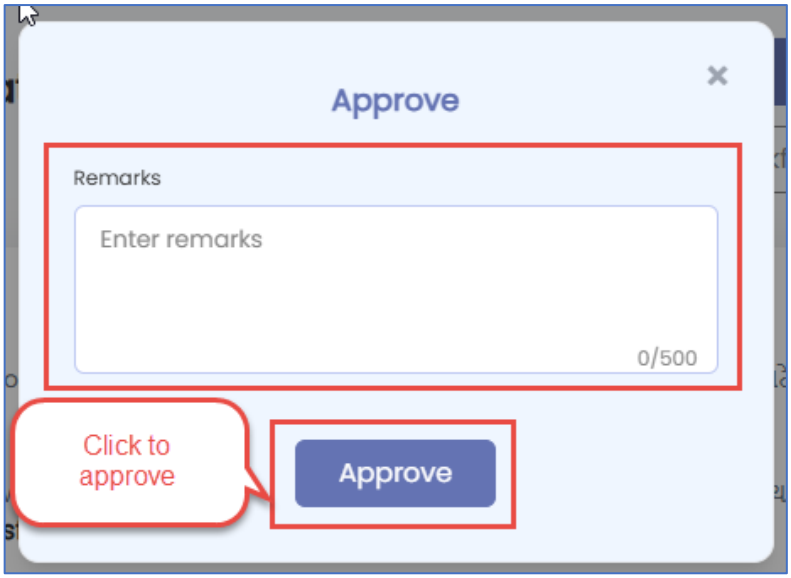


Figure 7-13

After clicking **Approve**, the **Approve** pop-up window is displayed.

Fields

- **Remarks** – Enter approval remarks before approving the application. (Text Area)

Buttons Approve

- **Approve** – Approves the Professional Tax Registration application and completes the approval process.

After Successful Approval

Once the application is approved:

The application status is updated to **Approved**.

- A **Certificate** icon becomes available in the **Action** column on the Professional Tax Registration (EC) listing page.



Figure 7-14

- Click the **Certificate** icon to view or download the generated **Professional Tax Registration Certificate**.

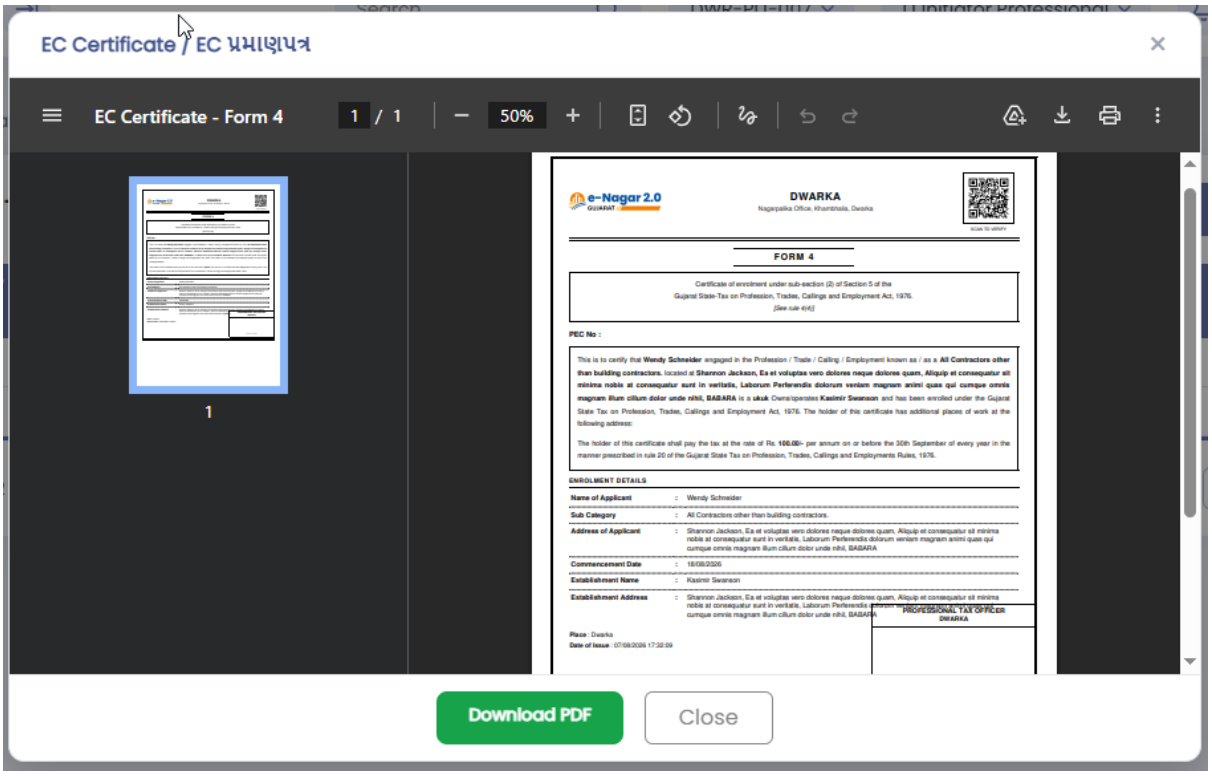
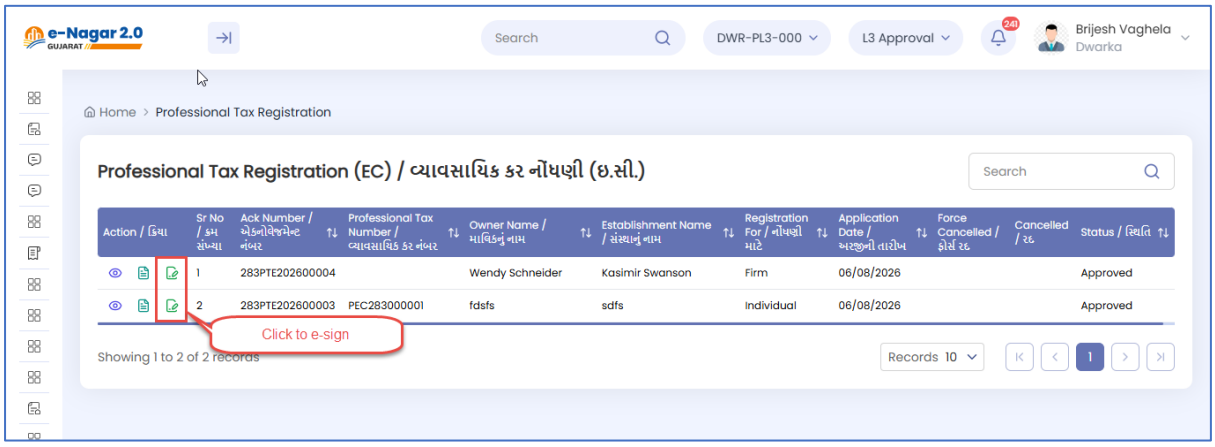


Figure 7-15

L3 user can e-sign



7.2 EC Demand Generation

Path: Dashboard → Professional Tax → EC Demand Generation → Demand Generation for EC

The **Demand Generation for EC** module is used to generate annual Professional Tax demands for all eligible Employer Certificate (EC) registrations for a selected financial year. The system automatically identifies eligible establishments, calculates the applicable tax, interest, and penalty (if any), excludes exempted establishments, and forwards the generated demand through the workflow for verification and approval.



Figure 7-16

Demand Generation for EC – Listing Page

The **Demand Generation for EC** listing page displays all generated EC demand records available in the system.

Columns

- **Action** – Displays the View icon to open the demand details.
- **Sr No** – Displays the serial number of the demand record.
- **ULB** – Displays the Urban Local Body for which the demand is generated.
- **Financial Year** – Displays the financial year of the generated demand.
- **Total Amount (₹)** – Displays the total demand amount generated.
- **Status** – Displays the current workflow status of the demand.
- **Created Date** – Displays the date on which the demand was generated.

Buttons

- **Generate New EC Demand** – Opens the Demand Generation for EC page to generate a new demand.
- **Search** – Searches demand records using the entered keyword.

7.2.1 Generate New EC Demand

Click **Generate New EC Demand** to generate Professional Tax demands for a selected financial year.

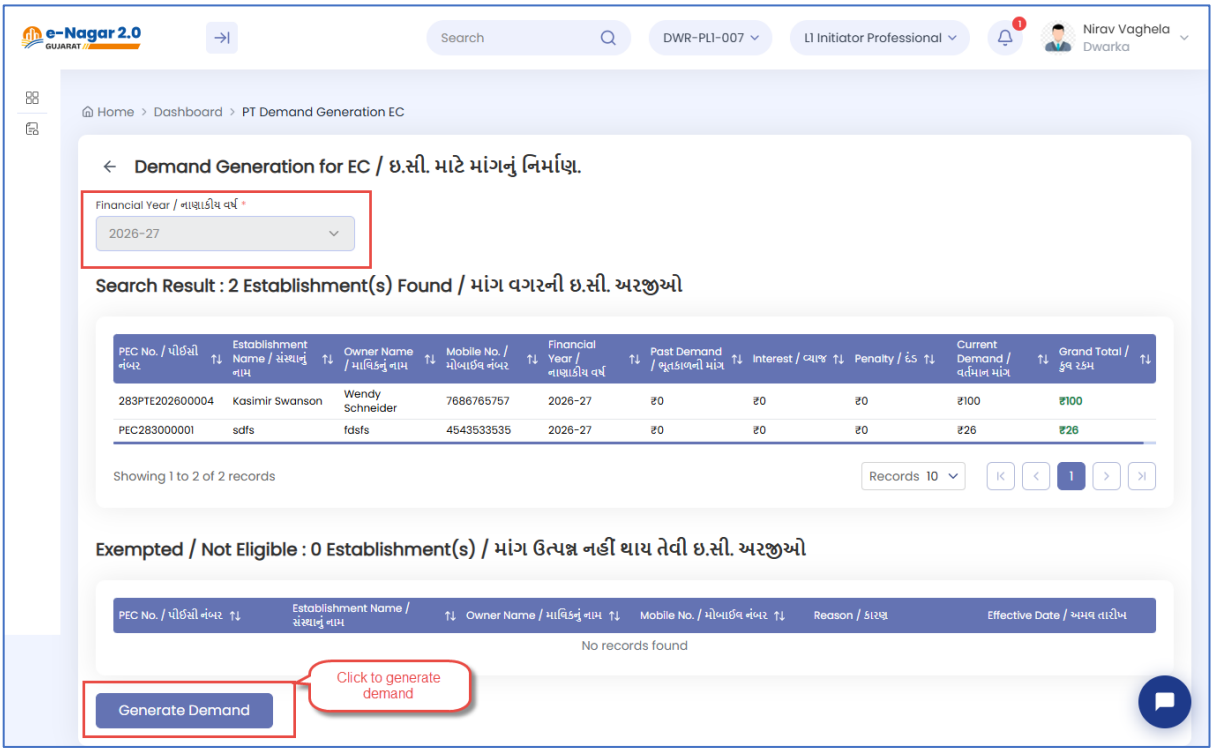


Figure 7-17

Fields

- **Financial Year** – Select the financial year for which EC demand is to be generated. (Dropdown)

After selecting the financial year, the system displays two sections:

Search Result

This section lists all establishments that are eligible for demand generation.

Columns

- **PEC No.** – Displays the Professional Employer Certificate number.
- **Establishment Name** – Displays the establishment name.
- **Owner Name** – Displays the owner's name.
- **Mobile No.** – Displays the registered mobile number.
- **Financial Year** – Displays the applicable financial year.
- **Past Demand** – Displays any outstanding previous demand.

- **Interest** – Displays the calculated interest amount.
- **Penalty** – Displays the calculated penalty amount.
- **Current Demand** – Displays the current year's tax amount.
- **Grand Total** – Displays the total payable amount.
- **Exempted / Not Eligible**

This section displays establishments that are exempted or are not eligible for demand generation.

Columns

- **PEC No.** – Displays the Professional Employer Certificate number.
- **Establishment Name** – Displays the establishment name.
- **Owner Name** – Displays the owner's name.
- **Mobile No.** – Displays the registered mobile number.
- **Reason** – Displays the reason why the establishment is exempted or not eligible.
- **Effective Date** – Displays the effective date of exemption or ineligibility.

Buttons

- **Generate Demand** – 

Generates the demand for all eligible establishments.

Generate Demand Window

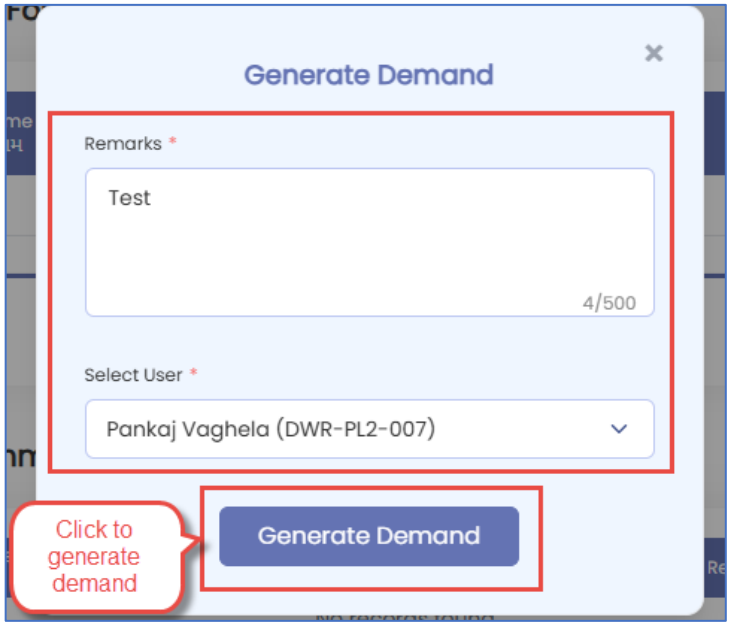


Figure 7-18

After clicking **Generate Demand**, the **Generate Demand** pop-up window is displayed.

Fields

- **Remarks** – Enter remarks for generating the demand. (Text Area)
- **Select User** – Select the next workflow user to whom the generated demand will be forwarded. (Dropdown)

Buttons 

- **Generate Demand** – Generates the demand and forwards it to the selected workflow user.

7.2.1.1 L2 Verifier – Demand Details for EC

Path: Dashboard → Professional Tax → EC Demand Generation → View

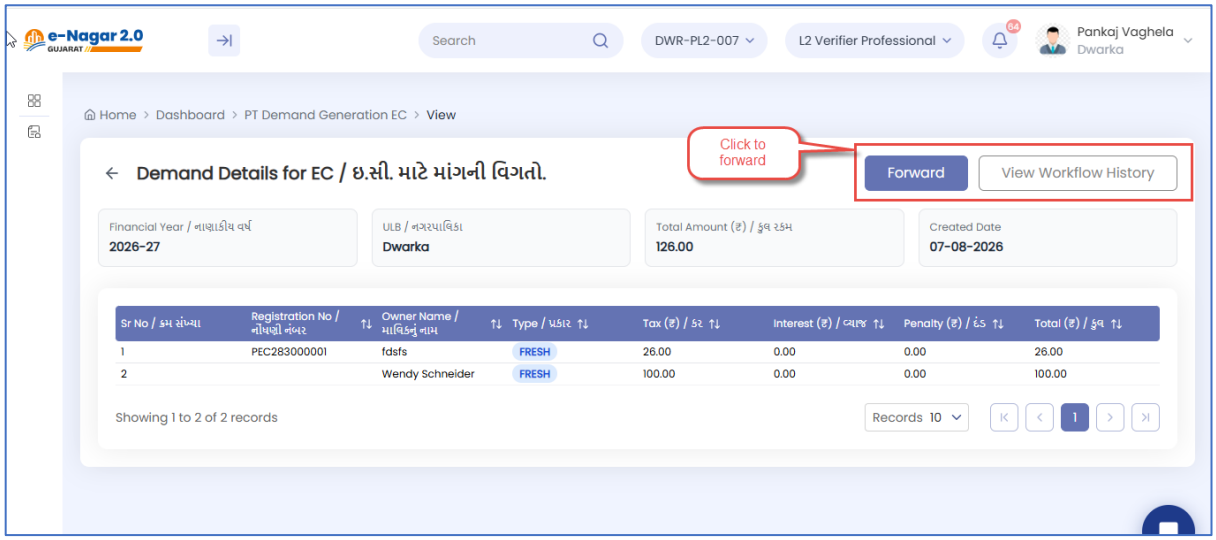


Figure 7-19

The **Demand Details for EC** page allows the verifier to review the generated demand before forwarding it for final approval.

Header Information

- **Financial Year** – Displays the selected financial year.
- **ULB** – Displays the Urban Local Body.
- **Total Amount (₹)** – Displays the total generated demand amount.
- **Created Date** – Displays the demand generation date.
- **Demand Details Grid**

Columns

- **Sr No** – Displays the serial number.
- **Registration No** – Displays the EC registration number.
- **Owner Name** – Displays the owner's name.
- **Type** – Displays the demand type.
- **Tax (₹)** – Displays the tax amount.
- **Interest (₹)** – Displays the interest amount.
- **Penalty (₹)** – Displays the penalty amount.
- **Total (₹)** – Displays the total payable amount.

Buttons 

- **Forward** – Forwards the verified demand to the next workflow level.
- **View Workflow History** – Displays the complete workflow history of the demand.

Forward Window

After clicking **Forward**, the **Forward** pop-up window is displayed.

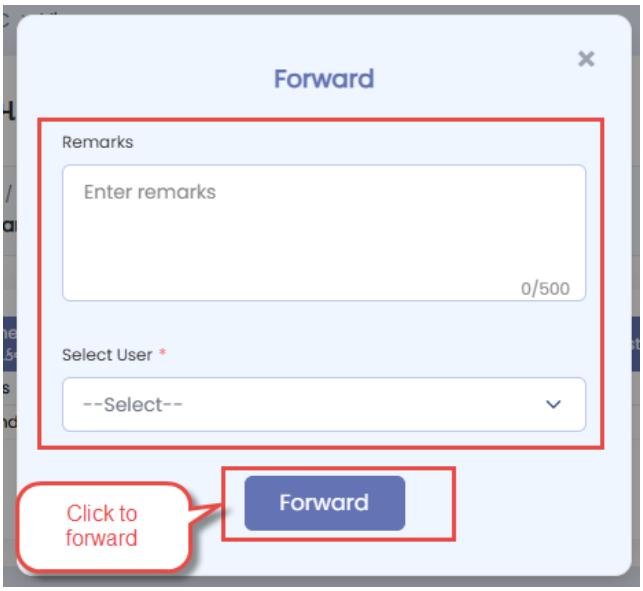


Figure 7-20

Fields

- **Remarks** – Enter verification remarks before forwarding the demand. (Text Area)
- **Select User** – Select the next workflow user who will receive the demand. (Dropdown)

Buttons 

- **Forward** – Forwards the demand to the selected workflow user.

7.2.1.2 L3 Approval – Demand Details for EC

Path: Dashboard → Professional Tax → EC Demand Generation → View (icon)

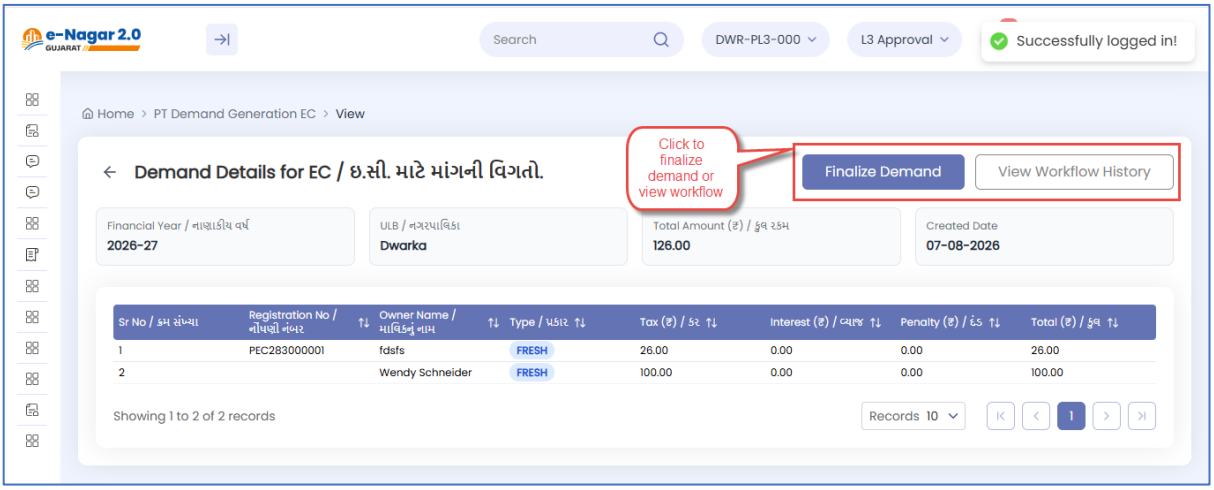


Figure 7-21

At the **L3 Approval** level, the approving authority reviews the generated demand before completing the demand generation process.

Buttons

- **Finalize Demand** – 

Approves and finalizes the generated demand.
- **View Workflow History** – Displays the complete workflow history of the demand.

Finalize Demand

Click **Finalize Demand** to approve and complete the EC demand generation process.

After successful approval:

- The demand is finalized.

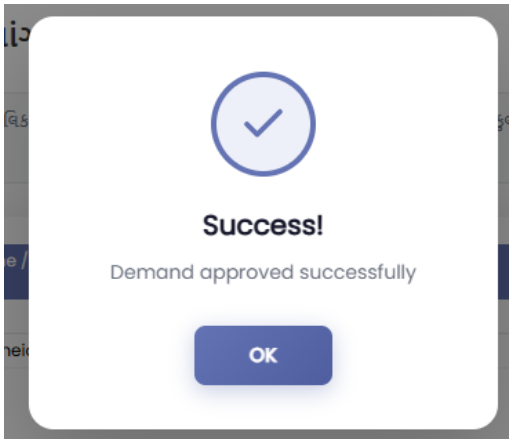


Figure 7-22

- A confirmation message stating **"Demand approved successfully."** is displayed.

- The generated demand becomes available for subsequent payment and collection processes.

7.3 EC Payment

Path: Dashboard → Professional Tax → Payment → EC Payment

The **EC Payment** module enables users to search Employer Certificate (EC) registrations with pending Professional Tax dues and make payments either online or offline. The module displays outstanding tax details, applicable interest and penalty, and generates a payment receipt after successful payment.

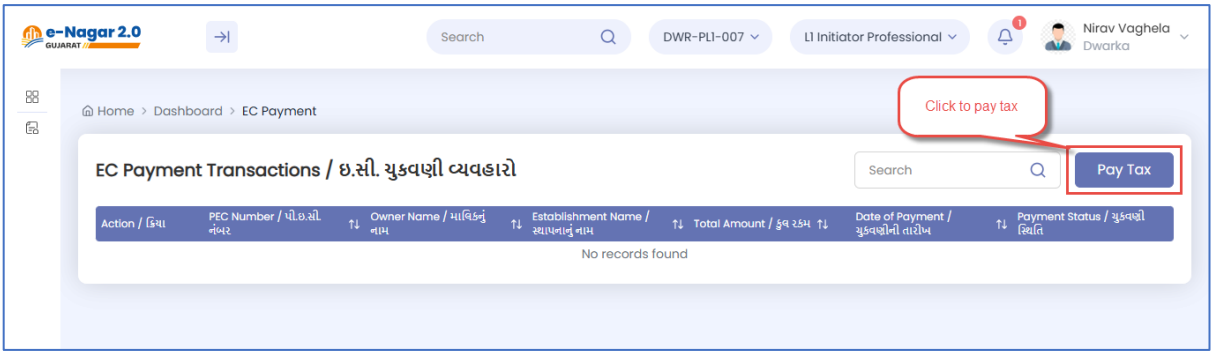


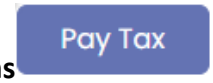
Figure 7-23

EC Payment Transactions – Listing Page

The **EC Payment Transactions** page displays all EC payment transactions recorded in the system.

Columns

- **Action** – Displays the View icon to view payment details.
- **PEC Number** – Displays the Employer Certificate registration number.
- **Owner Name** – Displays the registered owner's name.
- **Establishment Name** – Displays the establishment name.
- **Total Amount** – Displays the total amount paid.
- **Date of Payment** – Displays the payment date.
- **Payment Status** – Displays the current payment status.

Buttons 

- **Pay Tax** – Opens the EC Professional Tax Payment page.
- **Search** – Searches payment transactions using the entered keyword.

7.3.1 EC Professional Tax Payment

Click **Pay Tax** to search an EC registration and proceed with tax payment.



Figure 7-24

Search Fields

- **EC Registration Number** – Enter the Employer Certificate registration number. (Text)
- **Owner / Establishment Name** – Enter the owner's or establishment's name. (Text)
- **Mobile Number** – Enter the registered mobile number. (Numeric)
- **Address (Area / Street / Pin Code)** – Enter any address details to search the registration. (Text)

Buttons 

- **Search** – Searches the EC registration based on the entered criteria.

7.3.2 Payment Details Page

After searching, the system displays the selected EC registration along with its pending tax details.

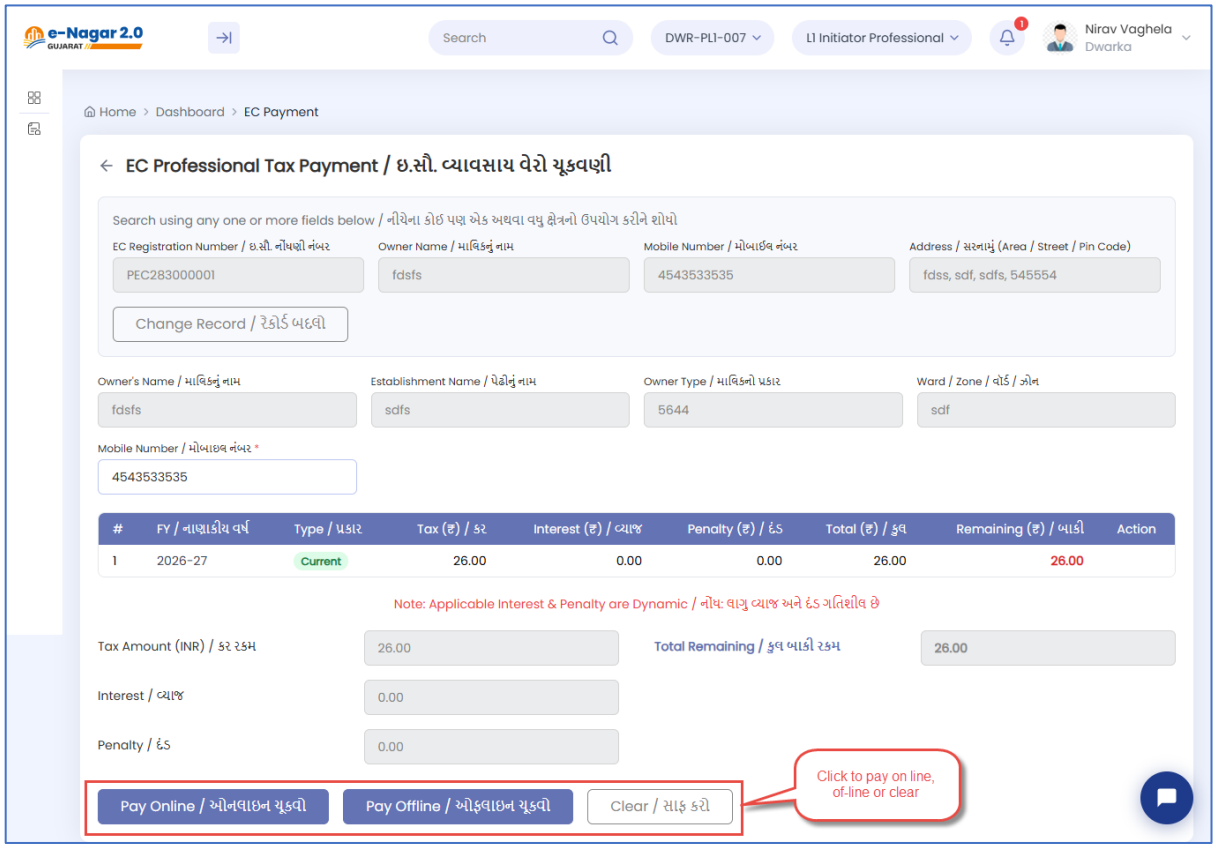


Figure 7-25

Registration Details

- **EC Registration Number** – Displays the registration number.
- **Owner Name** – Displays the registered owner's name.
- **Establishment Name** – Displays the establishment name.
- **Owner Type** – Displays the owner type.
- **Ward / Zone** – Displays the applicable ward or zone.
- **Mobile Number** – Displays the registered mobile number.
- **Address** – Displays the registered address.
- **Demand Details Grid**

Columns

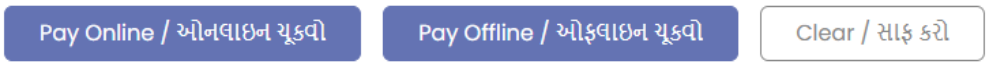
- **#** – Displays the serial number.
- **FY** – Displays the financial year.

- **Type** – Displays the demand type.
- **Tax (₹)** – Displays the tax amount.
- **Interest (₹)** – Displays the applicable interest amount.
- **Penalty (₹)** – Displays the applicable penalty amount.
- **Total (₹)** – Displays the total payable amount.
- **Remaining (₹)** – Displays the outstanding balance.
- **Action** – Displays available actions for the demand, if applicable.

Payment Summary

- **Tax Amount (INR)** – Displays the total tax amount.
- **Interest** – Displays the calculated interest amount.
- **Penalty** – Displays the calculated penalty amount.
- **Total Remaining** – Displays the total outstanding payable amount.

Note: Applicable interest and penalty are calculated dynamically based on the payment date.

Buttons 

- **Pay Online** – Initiates the online payment process.
- **Pay Offline** – Opens the offline payment page.
- **Clear** – Clears the displayed payment details and search results.

7.3.3 EC Professional Tax – Offline Payment

The **Offline Payment** page is used to record payments received through offline payment modes such as cash, cheque, demand draft, or other supported methods.

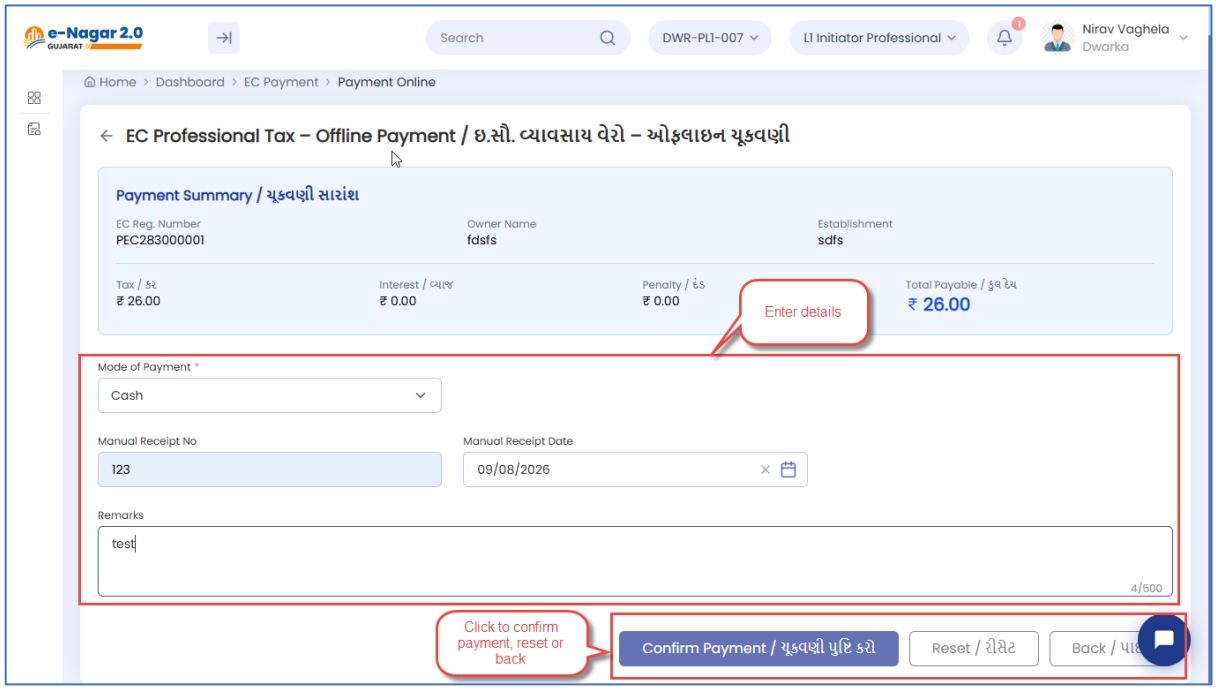


Figure 7-26

Payment Summary

The page displays the following payment information:

- **EC Registration Number** – Displays the Employer Certificate registration number.
- **Owner Name** – Displays the owner's name.
- **Establishment** – Displays the establishment name.
- **Tax** – Displays the tax amount.
- **Interest** – Displays the applicable interest amount.
- **Penalty** – Displays the applicable penalty amount.
- **Total Payable** – Displays the total payable amount.

Fields

- **Mode of Payment** – Select the payment mode. (Dropdown)
- **Manual Receipt Number** – Enter the manual receipt number. (Text)
- **Manual Receipt Date** – Select the receipt date. (Date Picker)
- **Remarks** – Enter remarks related to the payment. (Text Area)

Buttons 

- **Confirm Payment** – Confirms and records the offline payment.
- **Reset** – Clears all entered payment details.
- **Back** – Returns to the previous page without saving.

Payment Receipt

After successful payment, the system displays the **EC Professional Tax – Payment Receipt** page.

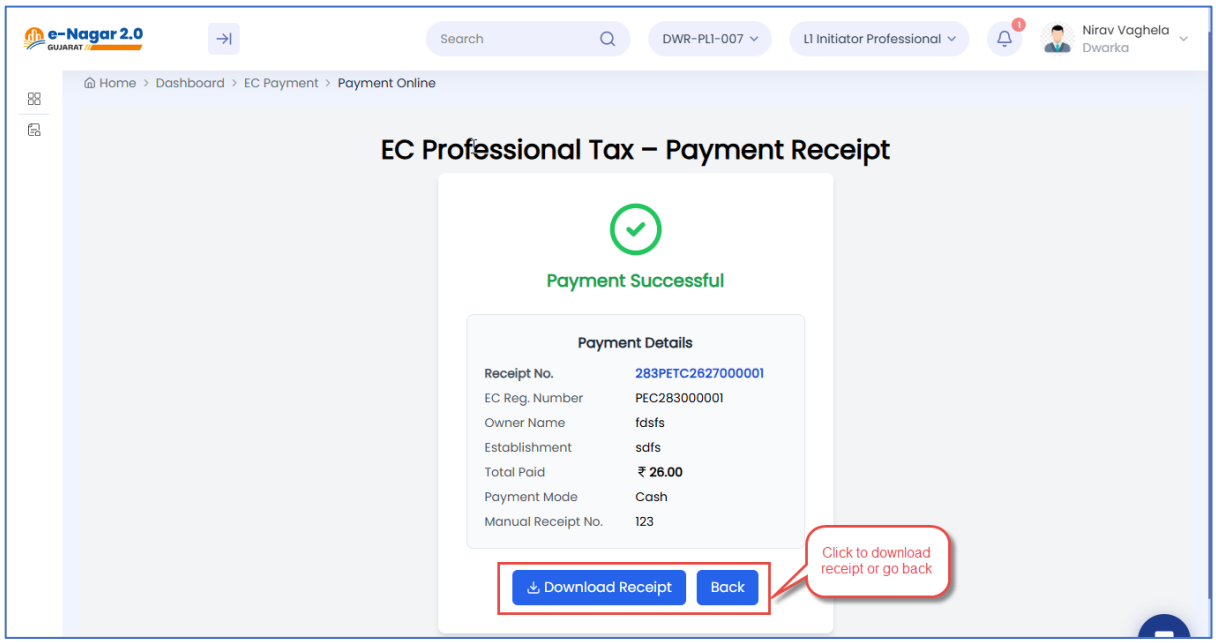
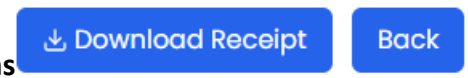


Figure 7-27

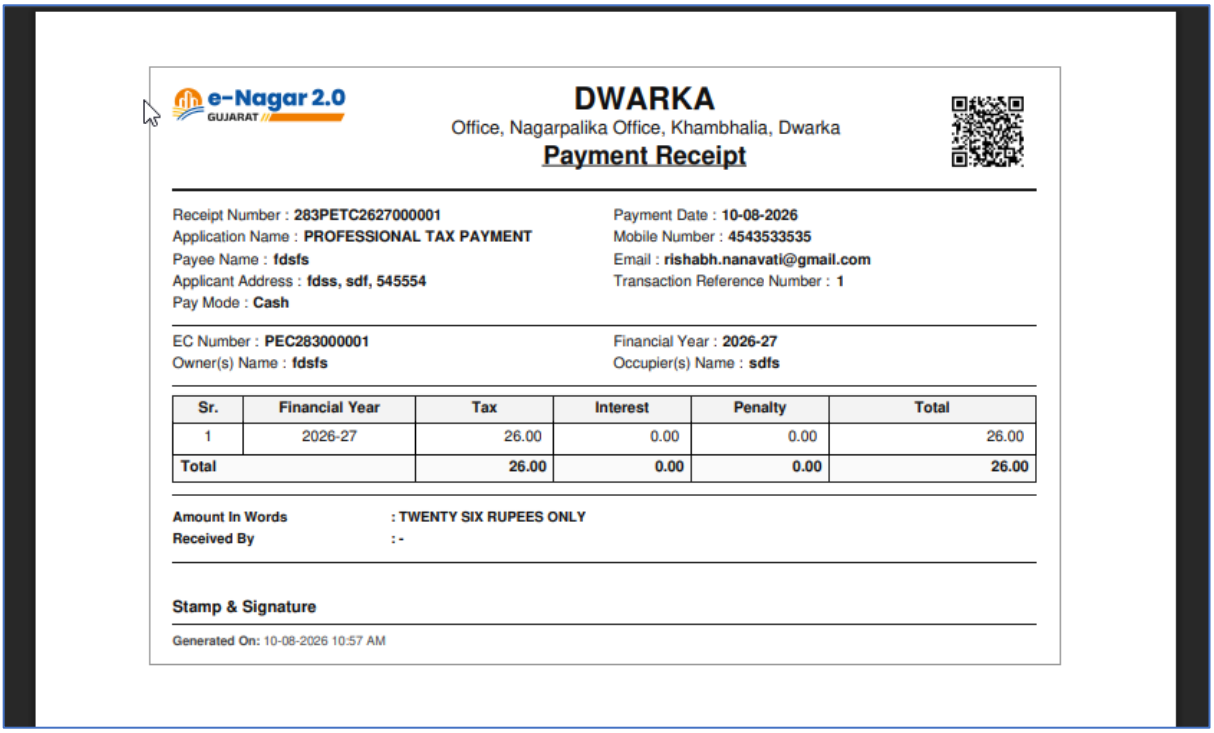
Payment Details

The receipt displays the following information:

- **Receipt Number** – Displays the generated receipt number.
- **EC Registration Number** – Displays the Employer Certificate registration number.
- **Owner Name** – Displays the owner's name.
- **Establishment** – Displays the establishment name.
- **Total Paid** – Displays the amount received.
- **Payment Mode** – Displays the selected payment mode.
- **Manual Receipt Number** – Displays the entered manual receipt number.

Buttons 

- **Download Receipt** – Downloads the payment receipt in printable format.
- **Back** – Returns to the EC Payment Transactions page.



e-Nagar 2.0 GUJARAT

DWARKA

Office, Nagarpalika Office, Khambhalia, Dwarka

Payment Receipt

Receipt Number : **283PETC2627000001**
Application Name : **PROFESSIONAL TAX PAYMENT**
Payee Name : **fdsfs**
Applicant Address : **fdss, sdf, 545554**
Pay Mode : **Cash**

Payment Date : **10-08-2026**
Mobile Number : **4543533535**
Email : **rishabh.nanavati@gmail.com**
Transaction Reference Number : **1**

EC Number : **PEC283000001**
Owner(s) Name : **fdsfs**

Financial Year : **2026-27**
Occupier(s) Name : **sdfs**

Sr.	Financial Year	Tax	Interest	Penalty	Total
1	2026-27	26.00	0.00	0.00	26.00
Total		**26.00**	**0.00**	**0.00**	**26.00**

Amount In Words : **TWENTY SIX RUPEES ONLY**
Received By : -

Stamp & Signature

Generated On: 10-08-2026 10:57 AM

Figure 7-28

7.4 Professional Tax Registration of Employee (RC)

Path: Dashboard → Professional Tax → Registration / Modification → PT Employee Registration

The **Professional Tax Registration of Employee (RC)** module is used to register employees under an existing Employer Certificate (EC). The module captures establishment details, employee classification, address information, bank details, registration act information, and supporting documents. After completing all required details, the application is submitted into the approval workflow for verification and approval.

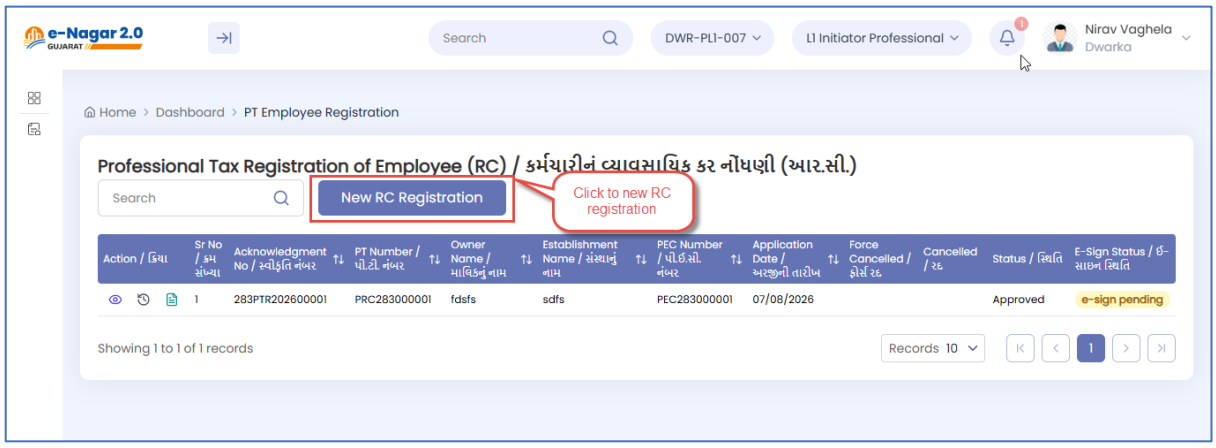


Figure 7-29

Professional Tax Registration of Employee (RC) – Listing Page

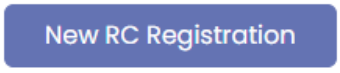
The **Professional Tax Registration of Employee (RC)** page displays all employee registration applications created under the logged-in ULB.

Columns

- **Action** – Displays icons to perform available actions such as View, Workflow History, and View Certificate (after approval).
- **Sr No** – Displays the serial number of the application.
- **Acknowledgement No** – Displays the acknowledgement number generated for the application.
- **PT Number** – Displays the generated Professional Tax Registration Certificate (RC) number.
- **Owner Name** – Displays the registered owner's name.
- **Establishment Name** – Displays the establishment name.
- **PEC Number** – Displays the Employer Certificate number associated with the registration.
- **Application Date** – Displays the application submission date.

- **Force Cancelled** – Indicates whether the application has been force cancelled.
- **Cancelled** – Indicates whether the registration has been cancelled.
- **Status** – Displays the current application status.
- **E-Sign Status** – Displays the status of the digital signature process.

Buttons

- **Search** – Searches employee registrations using the entered keyword.
- **New RC Registration** – 

Opens the Employee Registration form to create a new registration.

7.4.1 New Professional Tax Registration of Employee (RC)

Click **New RC Registration** to create a new employee registration.

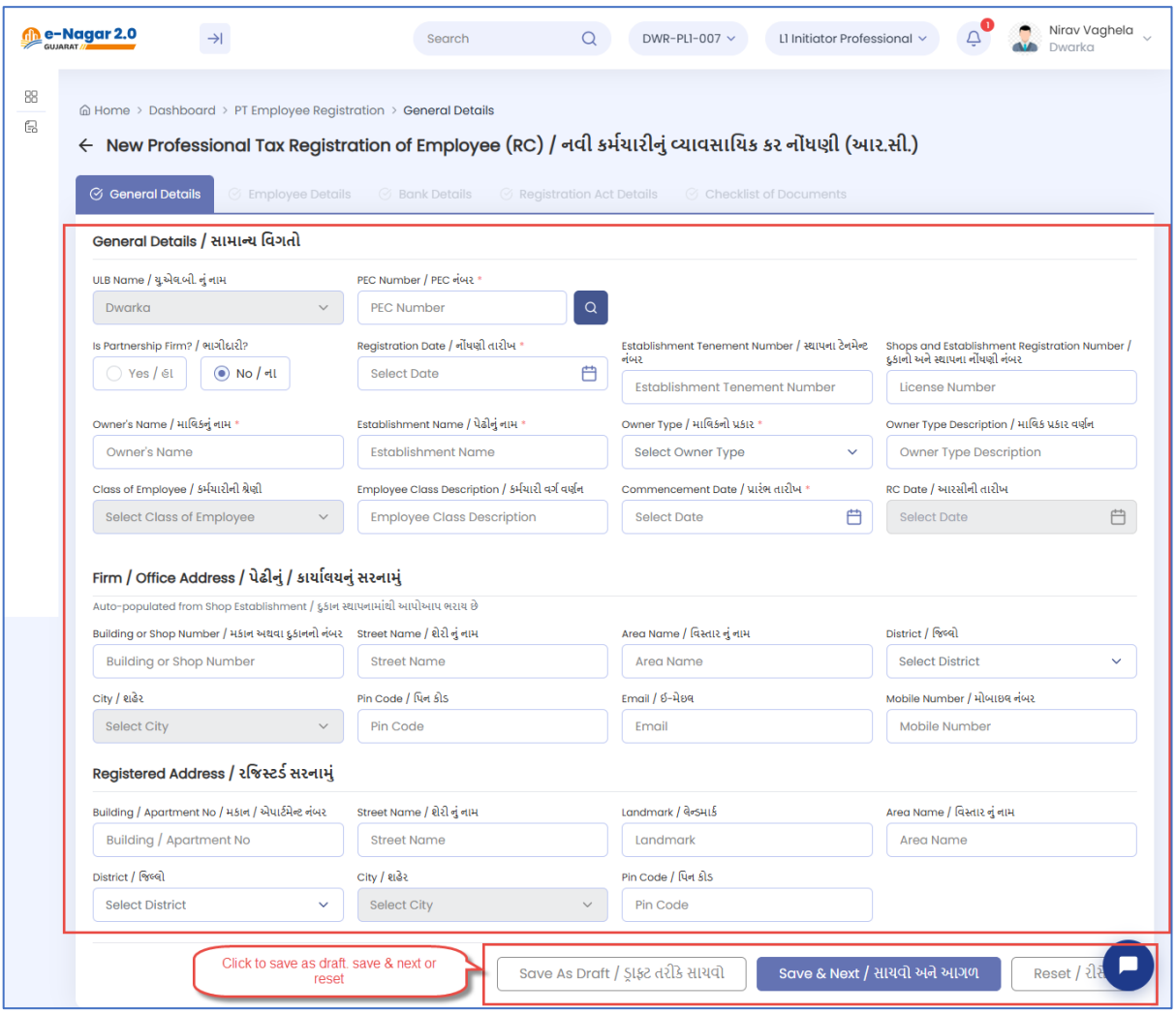


Figure 7-30

General Details

The **General Details** page captures establishment information, registration details, and address information.

General Details

Fields

- **ULB Name** – Displays the Urban Local Body where the registration is being created. (Dropdown)
- **PEC Number** – Enter or search the Employer Certificate Number. (Search Field)
- **Is Partnership Firm?** – Select whether the establishment is a partnership firm. (Radio Button)

- **Registration Date** – Select the registration date. (Date Picker)
- **Establishment Tenement Number** – Enter the establishment tenement number. (Text)
- **Shops and Establishment Registration Number** – Enter the shop or establishment registration/license number. (Text)
- **Owner's Name** – Enter the owner's name. (Text)
- **Establishment Name** – Enter the establishment name. (Text)
- **Owner Type** – Select the owner type. (Dropdown)
- **Owner Type Description** – Enter the owner type description. (Text)
- **Class of Employee** – Select the employee class. (Dropdown)
- **Employee Class Description** – Displays or enters the employee class description. (Text)
- **Commencement Date** – Select the commencement date. (Date Picker)
- **RC Date** – Displays or selects the RC registration date. (Date Picker)

Firm / Office Address

Fields

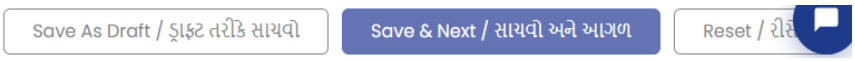
- **Building or Shop Number** – Enter the building or shop number. (Text)
- **Street Name** – Enter the street name. (Text)
- **Area Name** – Enter the locality or area name. (Text)
- **District** – Select the district. (Dropdown)
- **City** – Select the city. (Dropdown)
- **Pin Code** – Enter the PIN code. (Numeric)
- **Email** – Enter the email address. (Email)
- **Mobile Number** – Enter the mobile number. (Numeric)

Registered Address

Fields

- **Building / Apartment Number** – Enter the building or apartment number. (Text)
- **Street Name** – Enter the street name. (Text)
- **Landmark** – Enter the nearby landmark. (Text)
- **Area Name** – Enter the locality or area name. (Text)

- **District** – Select the district. (Dropdown)
- **City** – Select the city. (Dropdown)
- **Pin Code** – Enter the PIN code. (Numeric)

Buttons 

- **Save As Draft** – Saves the entered information as a draft without moving to the next stage.
- **Save & Next** – Saves the current details and opens the **Employee Details** page.
- **Reset** – Clears all entered values from the current page.

Employee Details

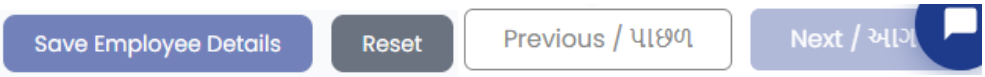
This section records employee count based on salary slabs.



Figure 7-31

Fields

- **Salary Range** – Select the applicable salary range. (Dropdown)
- **Number of Employees** – Enter the number of employees in the selected salary slab. (Numeric)
- **Tax** – Displays the tax applicable for the selected salary range. (Display)
- **Total Amount** – Displays the calculated total tax amount. (Display)

Buttons 

- **Save Employee Details** – Saves the salary slab information.
- **Reset** – Clears the entered values.
- **Previous** – Returns to the General Details section.
- **Next** – Opens the Bank Details section.

The page also displays a grid containing:

- Salary Range
- Financial Year
- Month-Year
- Number of Employees
- Tax
- Total Amount

The **Total Amount (With Tax)** is automatically calculated from all employee records.

Bank Details

The Bank Details page displays the bank account information linked with the selected Employer Certificate.

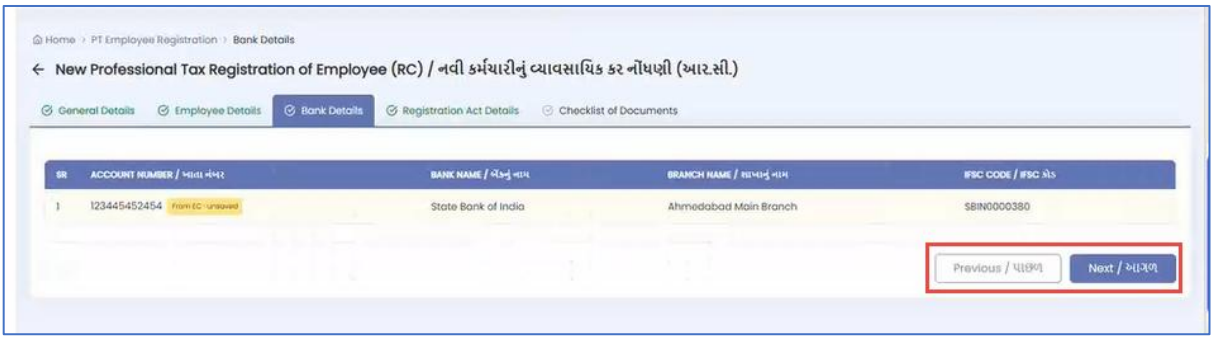


Figure 7-32

Columns

- **Account Number**
- **Bank Name**
- **Branch Name**
- **IFSC Code**

Buttons 

- **Previous** – Opens the Employee Details section.
- **Next** – Opens the Registration Act Details section.

Registration Act Details

This section records statutory registration information.



Figure 7-33

Fields

- **Registration Act** – Select the applicable registration act. (Dropdown)
- **Registration Number** – Enter the registration number. (Text)
- **Registration Date** – Select the registration date. (Date Picker)

Buttons

- **Save Act Details** – Saves the registration act information.
- **Reset** – Clears the entered values.
- **Previous** – Opens the Bank Details section.
- **Next** – Opens the Checklist of Documents section.

The lower grid displays all saved registration act records.

Checklist of Documents

This section is used to upload mandatory supporting documents.

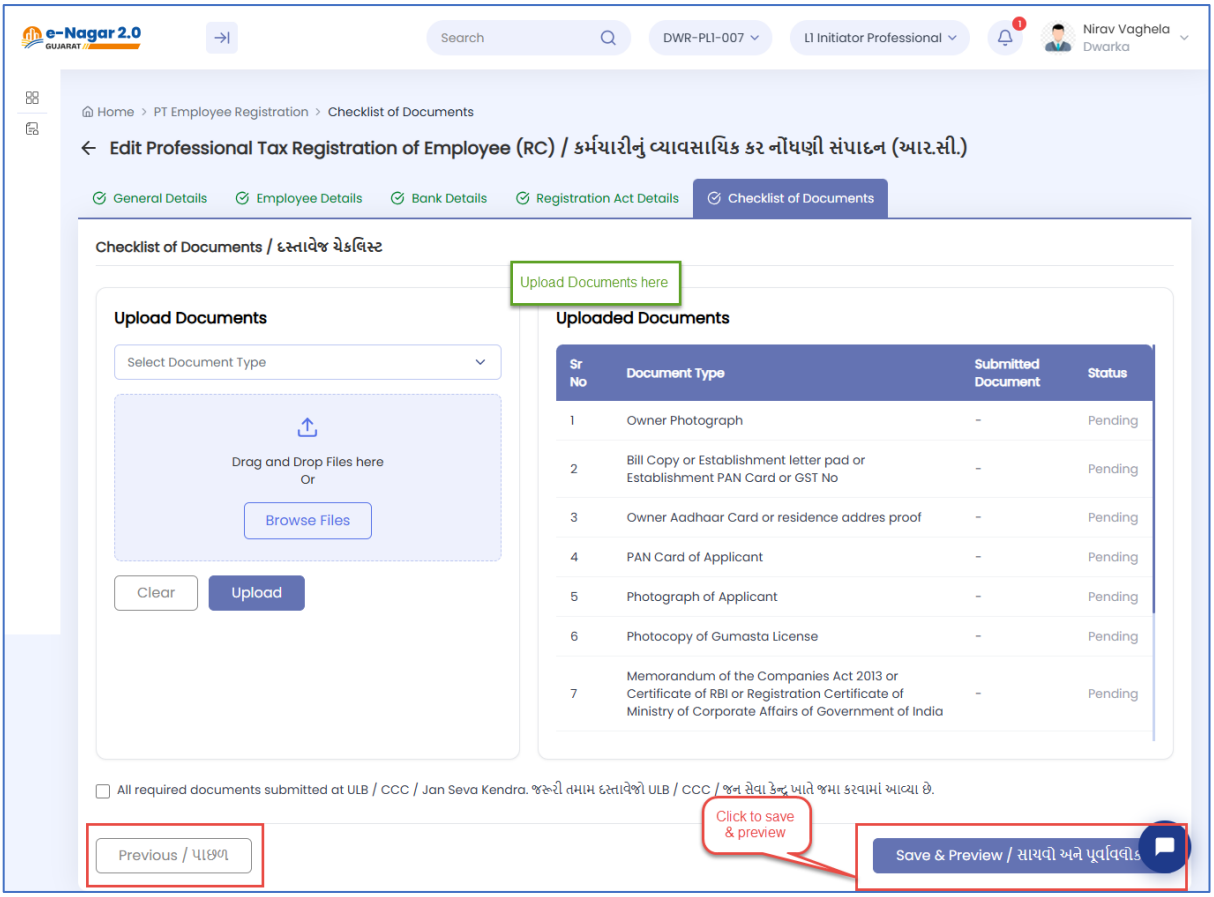


Figure 7-34

Fields

- **Document Type** – Select the document type. (Dropdown)
- **Browse Files** – Select a document for upload. (File Upload)
- **All required documents submitted at ULB / CCC / Jan Seva Kendra** – Confirms that all required documents have been submitted physically. (Checkbox)
- **Uploaded Documents Grid**

The grid displays:

- Sr No
- Document Type
- Submitted Document
- Status

Buttons 

- **Clear** – Removes the selected document.

- **Upload** – Uploads the selected document.
- **Previous** – Returns to the Registration Act Details section.
- **Save & Preview** – Saves the application and opens the preview page.

Preview Page

The preview page displays all information entered during registration, including:

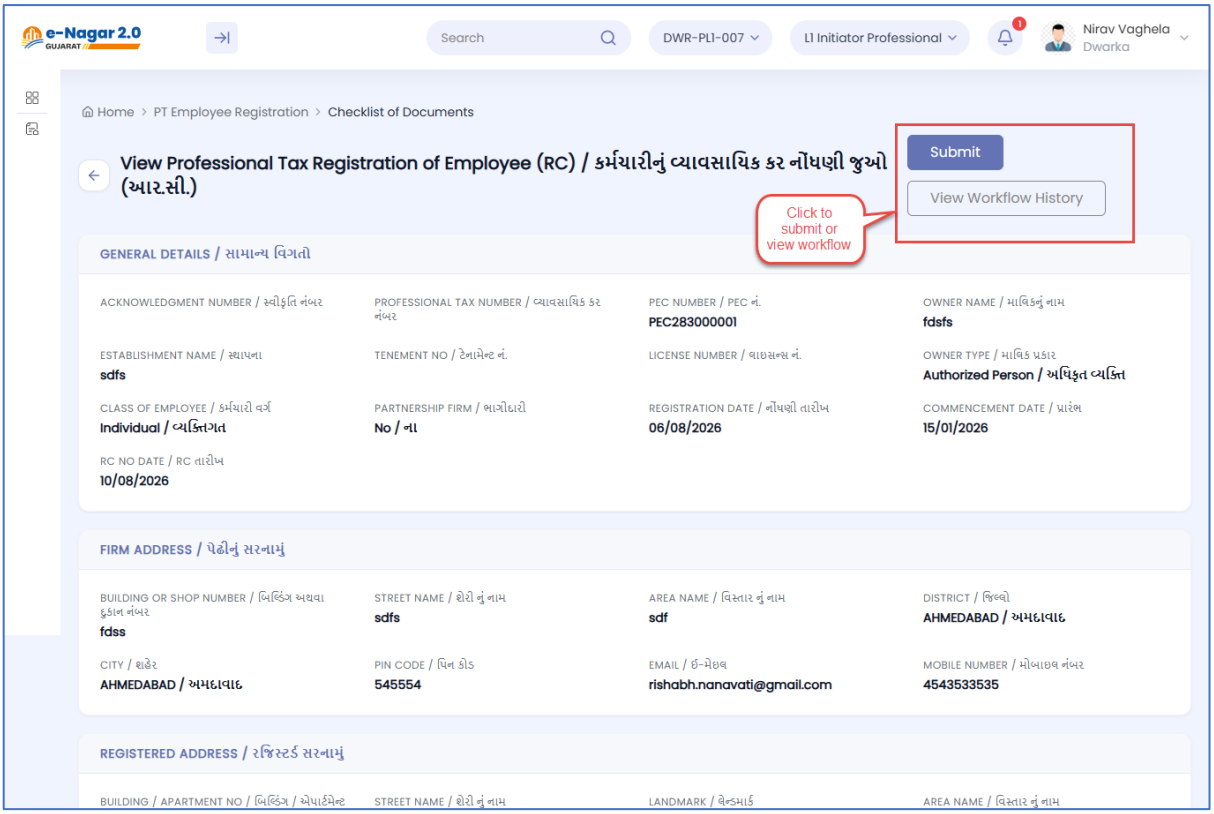
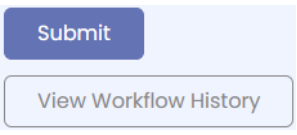


Figure 7-35

- General Details
- Firm Address
- Registered Address
- Employee Details
- Bank Details
- Registration Act Details
- Uploaded Documents

Buttons



- **Submit** – Submits the application into the workflow.
- **View Workflow History** – Displays the workflow movement history.

Submit

After clicking **Submit**, a confirmation window is displayed.

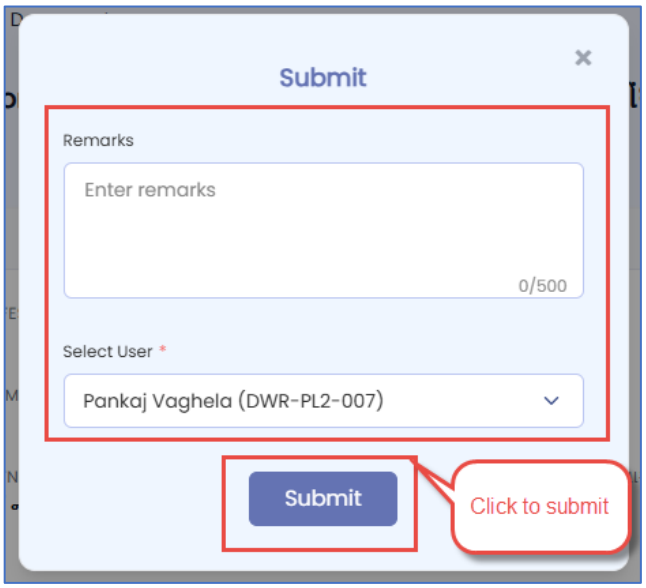
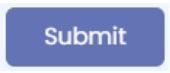


Figure 7-36

Fields

- **Remarks** – Enter workflow remarks. (Text Area)
- **Select User** – Select the next workflow user. (Dropdown)

Button 

- **Submit** – Submits the application to the selected workflow user.

7.4.1.1 L2 Verification

Path: Professional Tax → PT Employee Registration → View

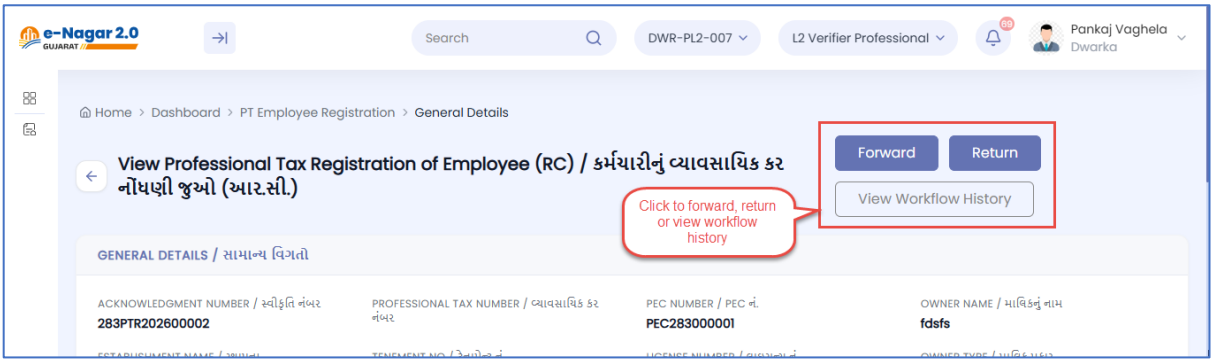


Figure 7-37

The verifier reviews the submitted employee registration application.

Available Actions

- **Forward** – Forwards the application to the next workflow level.
- **Return** – Returns the application for correction.
- **View Workflow History** – Displays the workflow history.

Forward Popup

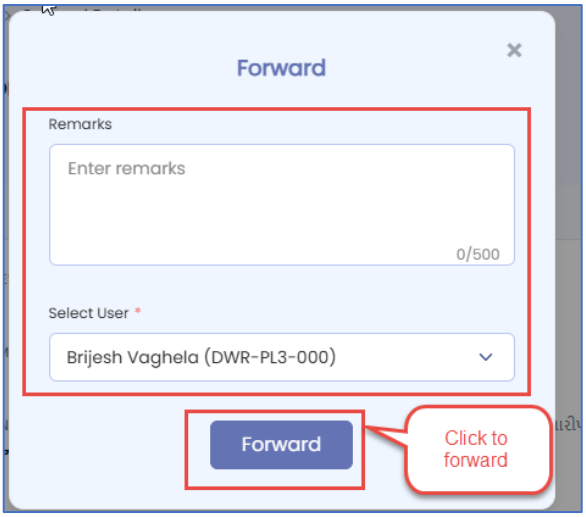


Figure 7-38

Fields

- **Remarks** – Enter verification remarks. (Text Area)
- **Select User** – Select the next workflow user. (Dropdown)

Button 

- **Forward** – Sends the application to the selected approver.

7.4.1.2 L3 Approval

Path: Professional Tax → PT Employee Registration → View

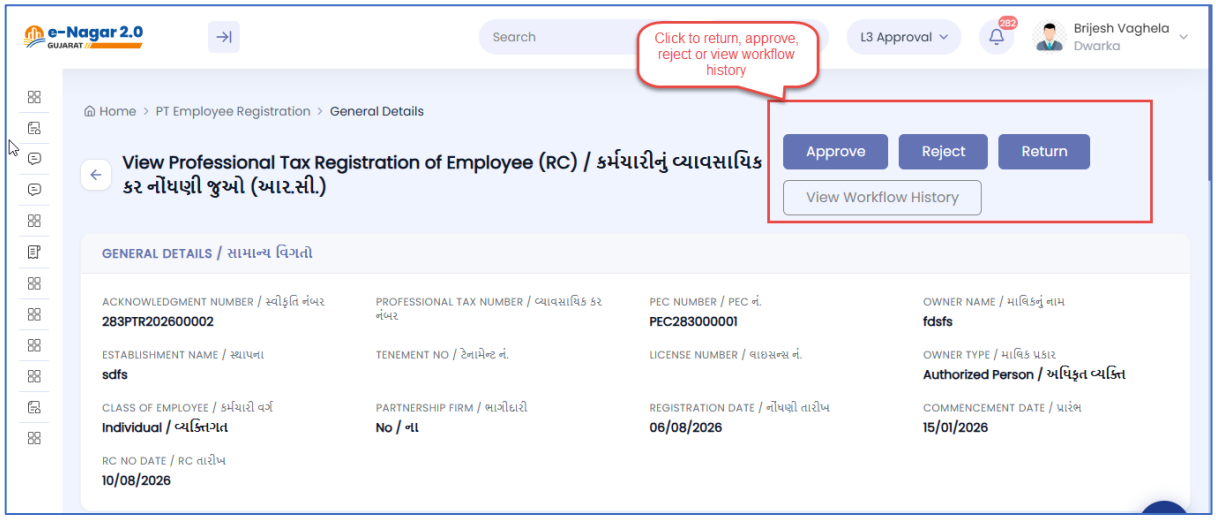
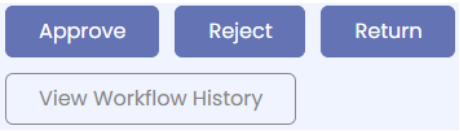


Figure 7-39

The approving authority performs the final verification of the employee registration.

Available Actions



- **Approve** – Approves the registration application.
- **Reject** – Rejects the application.
- **Return** – Returns the application to the previous workflow level.
- **View Workflow History** – Displays the complete workflow history.

Approve Popup

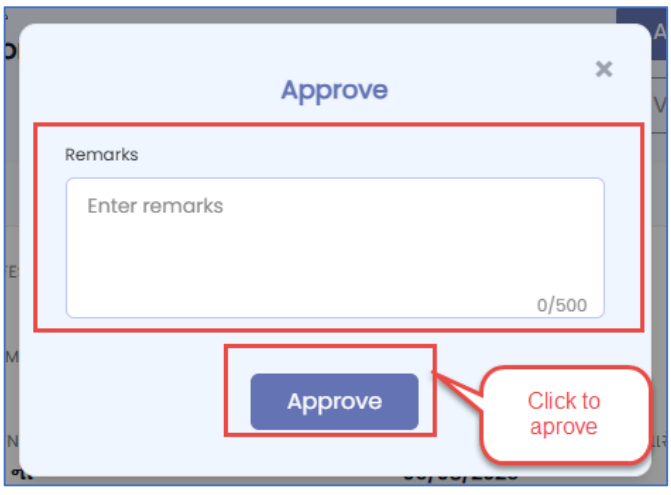


Figure 7-40

Field

- **Remarks** – Enter approval remarks. (Text Area)

Button 

- **Approve** – Approves the employee registration and completes the workflow.

After successful approval, the Professional Tax Registration Certificate (RC) is generated, and the application status is updated to **Approved** with the certificate becoming available for further processing, including e-sign.

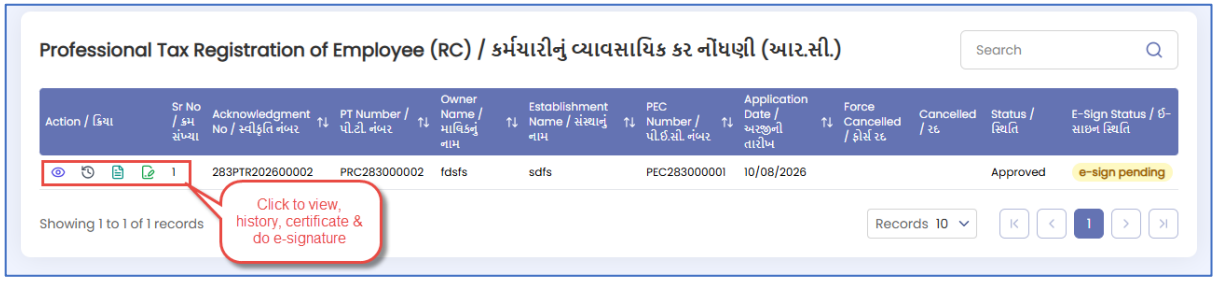


Figure 7-41

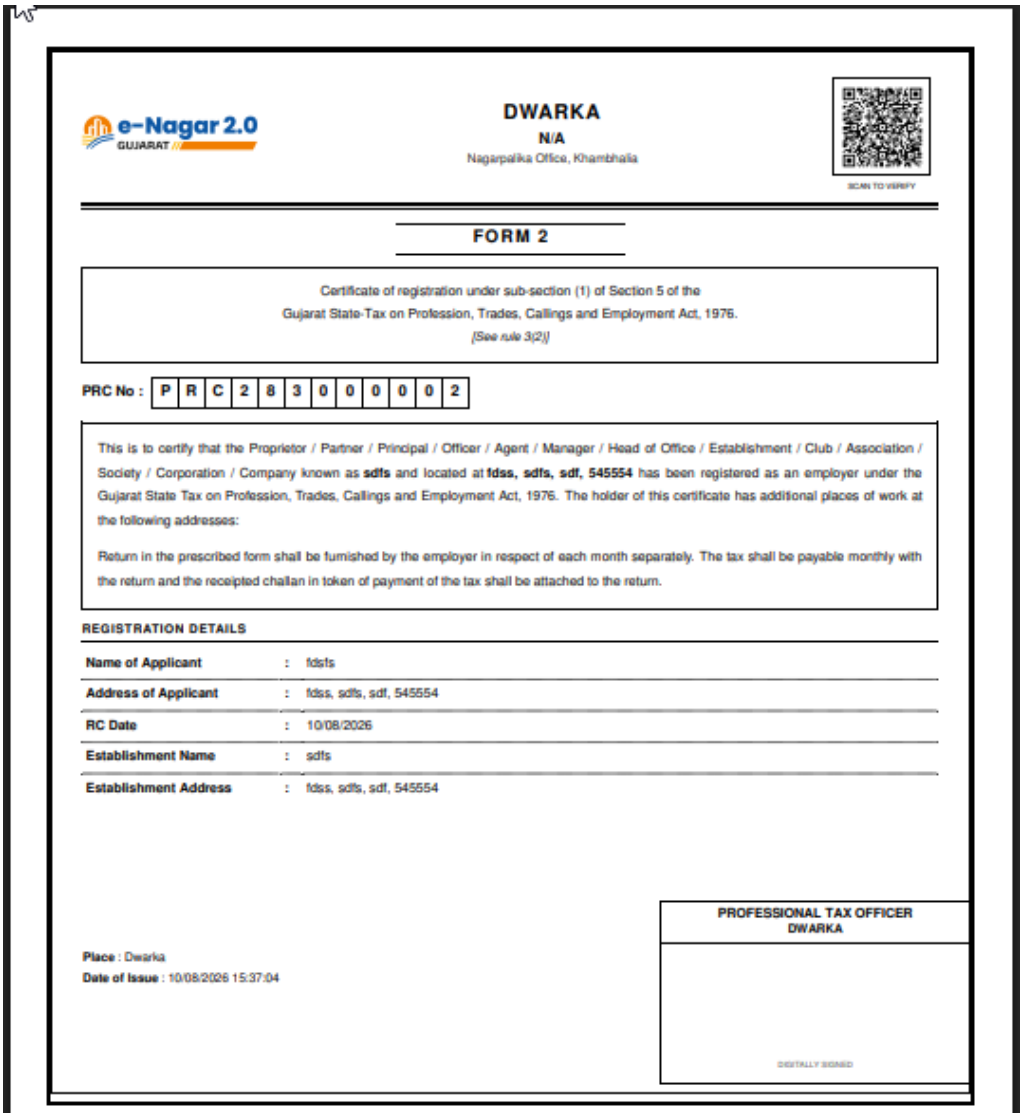


Figure 7-42

7.4.2 PT RC Demand Generation

The **PT RC Demand Generation** module is used to generate Professional Tax demands for registered employees (RC) based on salary-range-wise employee details and applicable monthly tax amounts. The module allows the user to identify pending demands, enter or review employee-wise salary slab information, generate demands for selected months, and track the generated demand status. The generated demands can subsequently be submitted through the workflow for verification and approval and can then be collected through the Professional Tax payment process.

Path: Dashboard → Professional Tax → PT RC Demand Generation

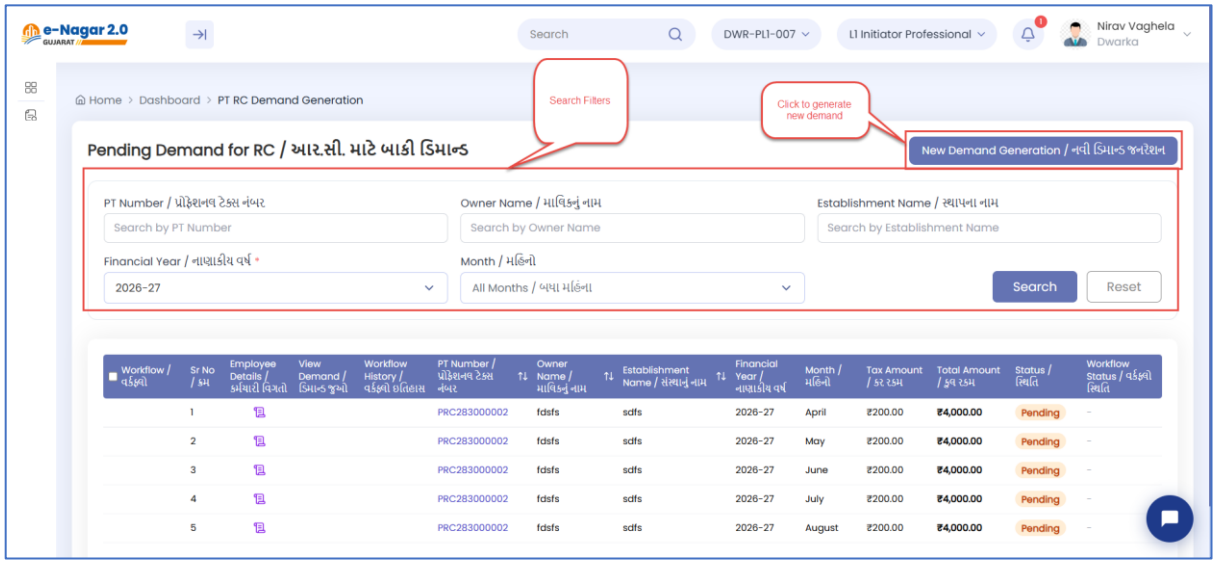


Figure 7-43

Pending Demand for RC – Listing Page

When the user opens the **PT RC Demand Generation** module, the **Pending Demand for RC** page is displayed. This page lists the months for which demands are pending for registered Professional Tax employees.

The page provides search criteria to locate a particular RC demand record and a listing grid showing the pending monthly demands.

Search Section

Fields

- **PT Number** – Enter the Professional Tax Registration Number to search for the corresponding RC demand record. (Text)
- **Owner Name** – Enter the owner name to search for the corresponding RC demand record. (Text)

- **Establishment Name** – Enter the establishment name to search for the corresponding RC demand record. (Text)
- **Financial Year** – Select the financial year for which the pending demand is to be searched. (Dropdown)
- **Month** – Select a specific month or select **All Months** to search across all available months. (Dropdown)

Buttons

- **Search** – Searches and displays the RC demand records according to the entered criteria.
- **Reset** – Clears the entered search criteria and restores the default search values.
- **New Demand Generation** – Opens the RC Demand Generation page where the user can select pending months and generate demands.

Pending Demand Listing

- The listing grid displays the pending demand records with the following columns:
- **Workflow** – Provides the workflow selection option for the corresponding demand record. (Checkbox)
- **Sr No** – Displays the serial number of the demand record.
- **Employee Details** – Opens the employee details associated with the selected RC. (Action)
- **View Demand** – Opens the demand details for the corresponding month. (Action)
- **Workflow History** – Opens the workflow history associated with the demand. (Action)
- **PT Number** – Displays the Professional Tax Registration Number.
- **Owner Name** – Displays the name of the owner.
- **Establishment Name** – Displays the establishment name.
- **Financial Year** – Displays the financial year for which the demand is applicable.
- **Month** – Displays the month for which the demand is pending.
- **Tax Amount** – Displays the applicable tax amount.
- **Total Amount** – Displays the total demand amount.
- **Status** – Displays the current demand status, such as Pending.
- **Workflow Status** – Displays the current workflow status of the demand.

RC Demand Generation Page

Click **New Demand Generation** to open the **RC Demand Generation** page.

This page provides search criteria and displays RC records for which demand generation can be performed.

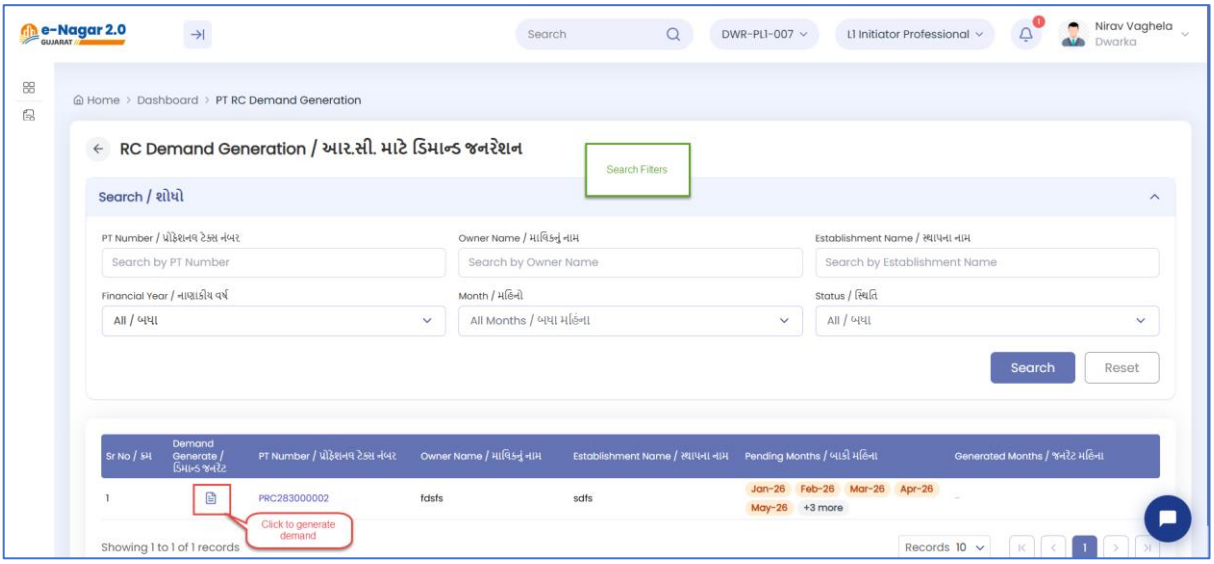


Figure 7-44

Search Section

Fields

- **PT Number** – Enter the Professional Tax Registration Number to search for a specific RC. (Text)
- **Owner Name** – Enter the owner's name to search for the RC record. (Text)
- **Establishment Name** – Enter the establishment name to search for the RC record. (Text)
- **Financial Year** – Select the applicable financial year. (Dropdown)
- **Month** – Select a month or **All Months** to display the corresponding demand information. (Dropdown)
- **Status** – Select the demand status to filter the records. (Dropdown)

Buttons

- **Search** – Searches for RC records based on the entered criteria.
- **Reset** – Clears the search criteria.

RC Demand Generation Listing

The listing displays the RC records along with pending and already generated months.

Columns

- **Sr No** – Displays the serial number of the RC record.
- **Demand Generate** – Provides the action to open the demand generation window for the selected RC.
- **PT Number** – Displays the Professional Tax Registration Number.
- **Owner Name** – Displays the owner name.
- **Establishment Name** – Displays the establishment name.
- **Pending Months** – Displays the months for which demand has not yet been generated.
- **Generated Months** – Displays the months for which demand has already been generated.

The months are displayed as separate labels, allowing the user to distinguish pending months from generated months.

7.4.2.1 RC Demand Generation Window

Click the **Demand Generate** action for an RC record to open the **RC Demand Generation** window.

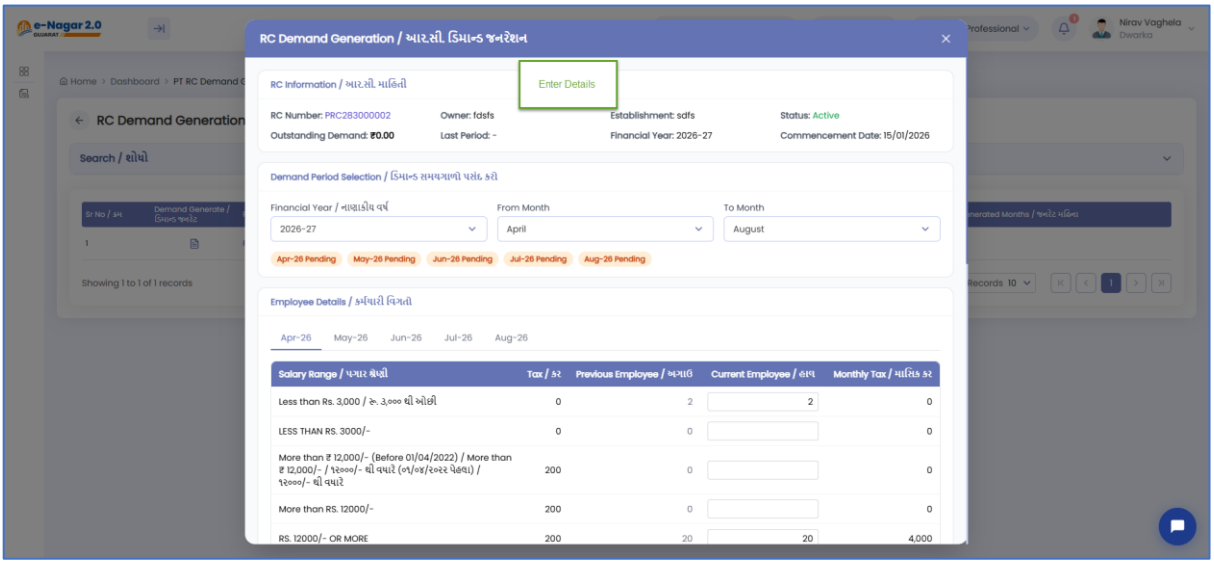


Figure 7-45

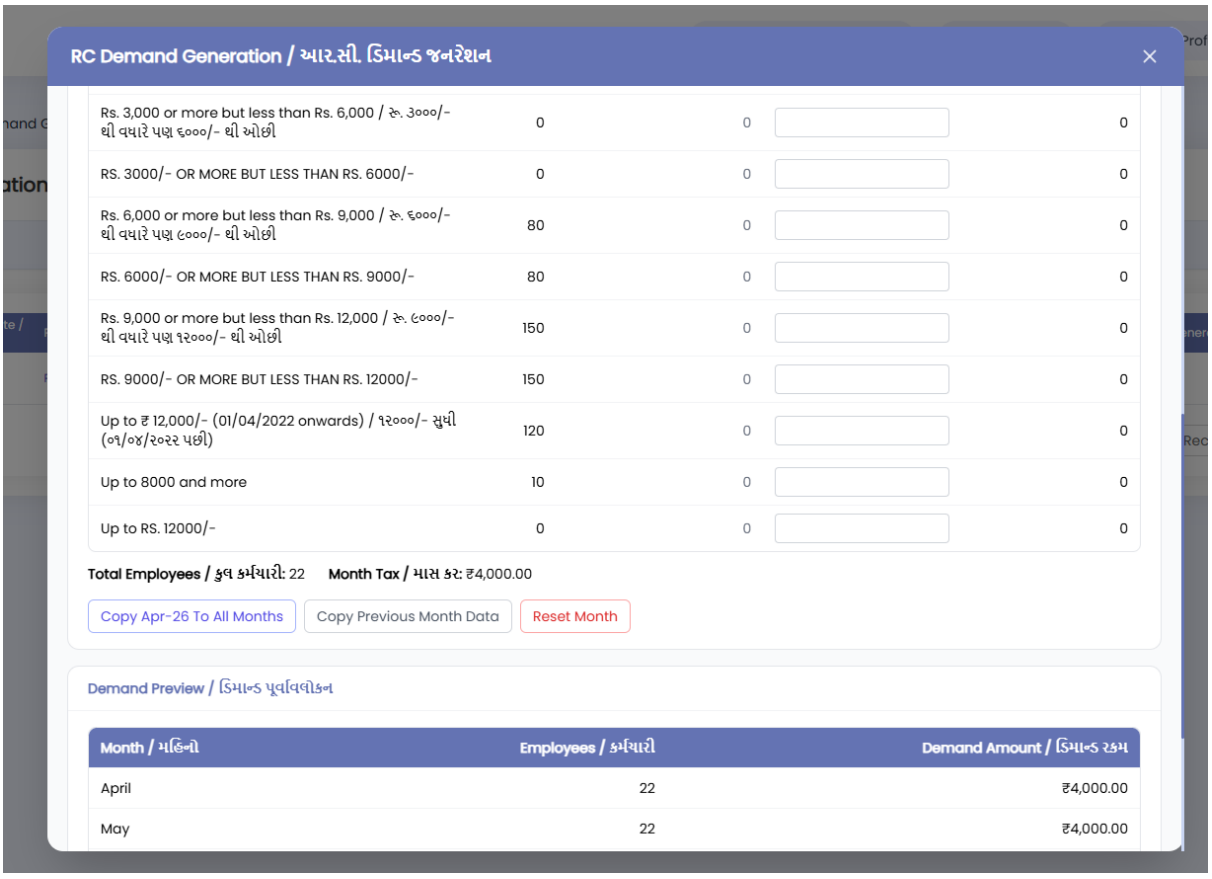


Figure 7-46

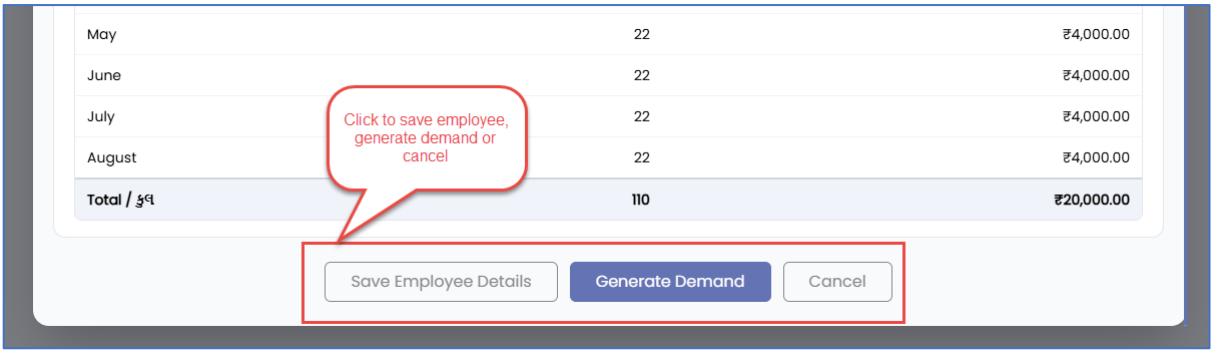


Figure 7-47

The window displays salary-range-wise employee information and allows the user to enter the employee count for the selected month before generating the demand.

Employee Salary Details

The salary slab table displays the applicable salary ranges, employee counts, existing employee data, and demand calculation fields.

The visible salary ranges include entries such as:

- **Less than Rs. 3,000** – Displays the employee count applicable to employees earning less than Rs. 3,000.
- **Rs. 3,000 or more but less than Rs. 6,000** – Displays the applicable employee count and tax rate for this salary range.
- **Rs. 6,000 or more but less than Rs. 9,000** – Displays the applicable employee count and tax rate.
- **Rs. 9,000 or more but less than Rs. 12,000** – Displays the applicable employee count and tax rate.
- **Up to Rs. 12,000 (01/04/2022 onwards)** – Displays the applicable salary category and tax information.
- **Up to 8000 and more** – Displays the applicable employee count and tax information as configured in the system.
- **Up to Rs. 12000/-** – Displays the applicable employee count and tax information.

The exact salary ranges and rates displayed are based on the Professional Tax configuration available in the system.

Employee Count Entry

The salary-range table provides fields through which employee information can be entered or reviewed for the selected month. The system uses the entered employee counts and applicable tax rates to calculate the monthly demand.

Summary

- **Total Employees** – Displays the total number of employees considered for the selected month.
- **Month Tax** – Displays the total Professional Tax calculated for the selected month.

Buttons

- **Copy Apr-26 To All Months** – Copies the employee details entered for April 2026 to all applicable months displayed in the demand generation window.
- **Copy Previous Month Data** – Copies employee data from the previous month to the selected month.
- **Reset Month** – Clears or resets the employee details entered for the selected month.

Demand Preview

The **Demand Preview** section displays the demand that will be generated for the selected months before final generation.

Columns

- **Month** – Displays the month for which the demand will be generated.
- **Employees** – Displays the number of employees considered for that month.
- **Demand Amount** – Displays the demand amount calculated for the month.

The **Total** row displays the cumulative number of employees and total demand amount for all selected months.

For example, where 22 employees are considered for each of five months and the demand is ₹4,000 per month, the preview displays the corresponding monthly amounts and the cumulative total.

Buttons 

- **Save Employee Details** – Saves the employee details entered in the demand generation window.
- **Generate Demand** – Generates the Professional Tax demand for the selected months based on the entered employee details and calculated tax amount.
- **Cancel** – Closes the demand generation window without generating the demand.

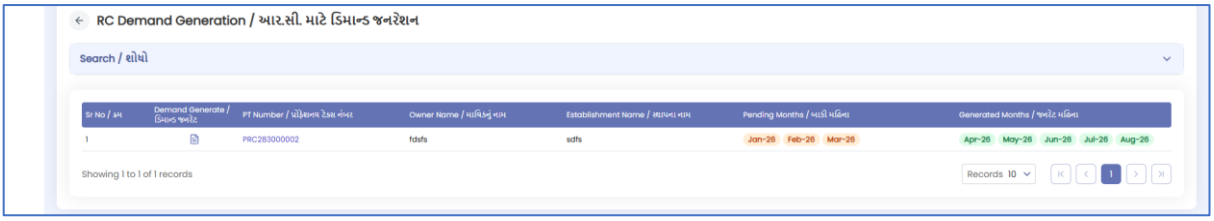


Figure 7-48

Generated Demand Listing

After demand generation is completed, the **Demand Generated for RC** page displays the generated demands.

Path: Dashboard → Professional Tax → PT RC Demand Generation → Demand Generated for RC

The page provides search options for locating generated demands.

Search Fields

- **PT Number** – Search for a generated demand using the Professional Tax Registration Number. (Text)
- **Owner Name** – Search for a generated demand using the owner name. (Text)
- **Establishment Name** – Search for a generated demand using the establishment name. (Text)
- **Financial Year** – Select the financial year. (Dropdown)
- **Month** – Select the month or **All Months**. (Dropdown)

Buttons

- **Search** – Displays generated demands matching the selected criteria.
- **Reset** – Clears the search criteria.

Generated Demand Listing Columns

- **Workflow** – Provides the workflow selection option for the demand record. (Checkbox)
- **Sr No** – Displays the serial number.
- **Employee Details** – Opens the employee details associated with the demand. (Action)
- **View Demand** – Opens the detailed demand information. (Action)
- **Workflow History** – Displays the workflow history of the demand.

- **PT Number** – Displays the Professional Tax Registration Number.
- **Owner Name** – Displays the owner name.
- **Establishment Name** – Displays the establishment name.
- **Financial Year** – Displays the financial year.
- **Month** – Displays the demand month.
- **Tax Amount** – Displays the applicable Professional Tax amount.
- **Total Amount** – Displays the total demand amount.
- **Status** – Displays the demand generation status, such as **Generated**.
- **Payment Status** – Displays the payment status, such as **Pending**.
- **Workflow Status** – Displays the current workflow status.

7.4.3 RC Demand View

Click **View Demand** for a generated demand to open the **RC Demand View** page.

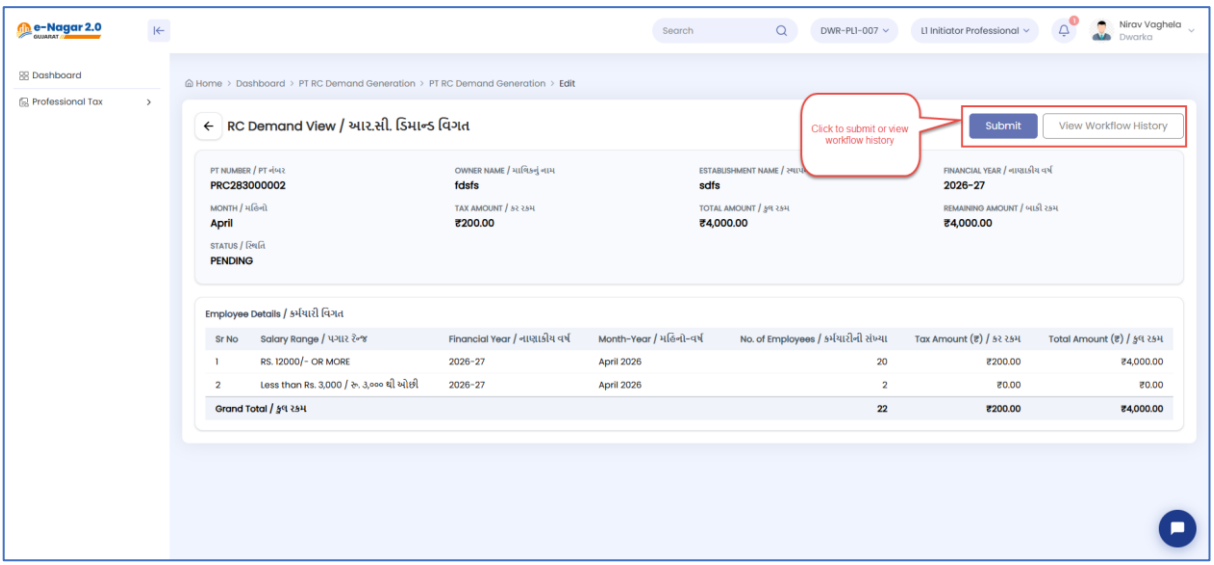


Figure 7-49

The page displays the complete details of the selected monthly demand.

Demand Details

- **PT Number** – Displays the Professional Tax Registration Number.
- **Owner Name** – Displays the owner's name.
- **Establishment Name** – Displays the establishment name.
- **Financial Year** – Displays the applicable financial year.
- **Month** – Displays the month for which the demand is generated.
- **Tax Amount** – Displays the applicable tax amount.
- **Total Amount** – Displays the total demand amount.
- **Remaining Amount** – Displays the unpaid amount remaining against the demand.
- **Status** – Displays the current demand status.

Employee Details

The Employee Details table displays the salary-wise employee information used for calculating the demand.

Columns

- **Sr No** – Displays the serial number.
- **Salary Range** – Displays the salary range applicable to the employees.

- **Financial Year** – Displays the applicable financial year.
- **Month-Year** – Displays the demand month and year.
- **No. of Employees** – Displays the number of employees in the corresponding salary range.
- **Tax Amount** – Displays the applicable tax amount for the salary range.
- **Total Amount** – Displays the total amount calculated for the salary range.
- **Grand Total** – Displays the total number of employees, total tax amount, and total demand amount.

Submit Demand for Workflow

Click **Submit** on the RC Demand View page to submit the generated demand for workflow processing.

A **Submit** popup is displayed.

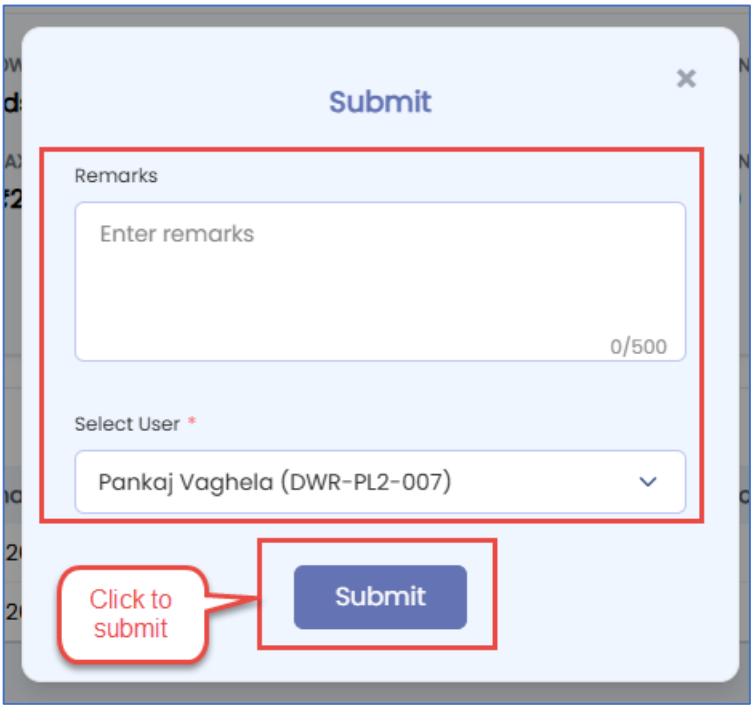


Figure 7-50

Fields

- **Remarks** – Enter remarks related to the submission. (Text Area)
- **Select User** – Select the user to whom the demand is to be submitted. (Dropdown)

Button 

- **Submit** – Submits the demand to the selected workflow user.

7.4.3.1 L2 Verification

At the L2 Verification level, the verifier opens the demand using the **View** action.

Path: Dashboard → Professional Tax → PT RC Demand Generation → View (Eye icon)

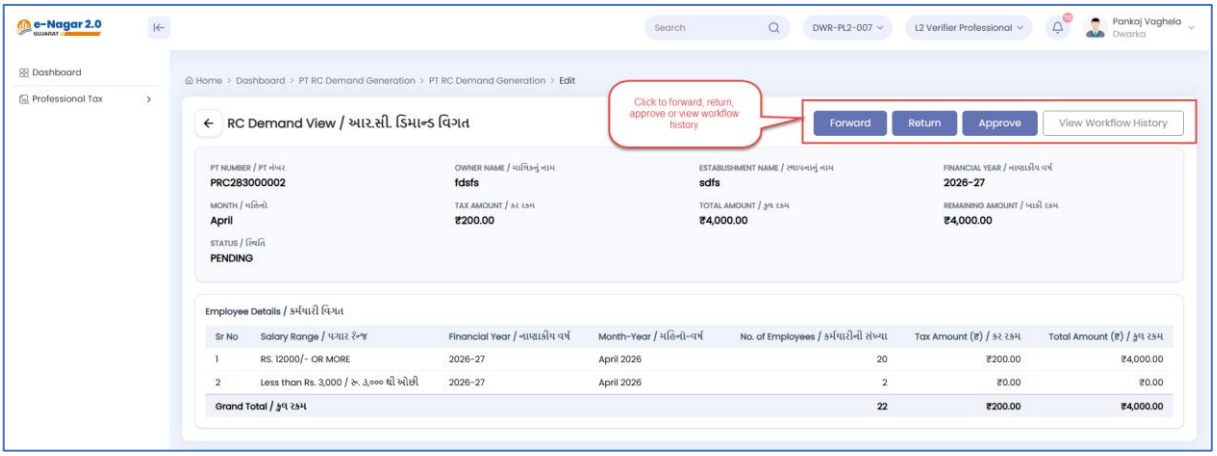


Figure 7-51

The verifier can review the PT Number, owner and establishment information, financial year, month, tax amount, total amount, remaining amount, status, and employee salary details.

Available Actions Forward | Return | Approve | View Workflow History

- **Forward** – Forwards the demand to the next workflow level.
- **Return** – Returns the demand to the previous level for correction or reprocessing.
- **Approve** – Approves the demand at the current verification level, where the action is available.
- **View Workflow History** – Displays the complete movement and action history of the demand.

Forward Popup

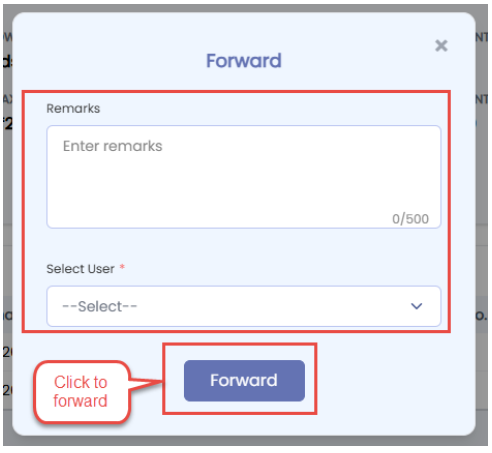


Figure 7-52

Fields

- **Remarks** – Enter remarks for forwarding the demand. (Text Area)
- **Select User** – Select the user to whom the demand is to be forwarded. (Dropdown)

Button 

- **Forward** – Forwards the demand to the selected user.

7.4.3.2 L3 Approval

At the L3 Approval level, the approving authority reviews the demand before final approval.

Path: Dashboard → Professional Tax → PT RC Demand Generation → View (Eye icon)

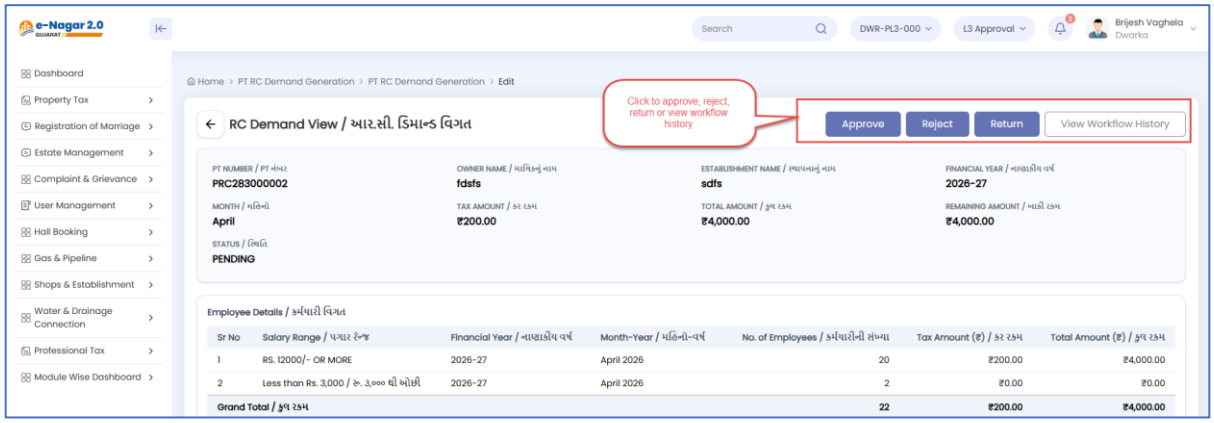
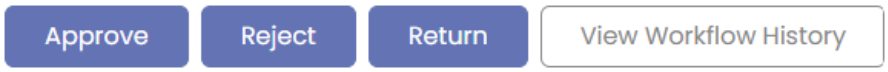


Figure 7-53

Available Actions 

- **Approve** – Approves the demand.
- **Reject** – Rejects the demand.
- **Return** – Returns the demand to the previous workflow level.
- **View Workflow History** – Displays the workflow history.

Approve Popup

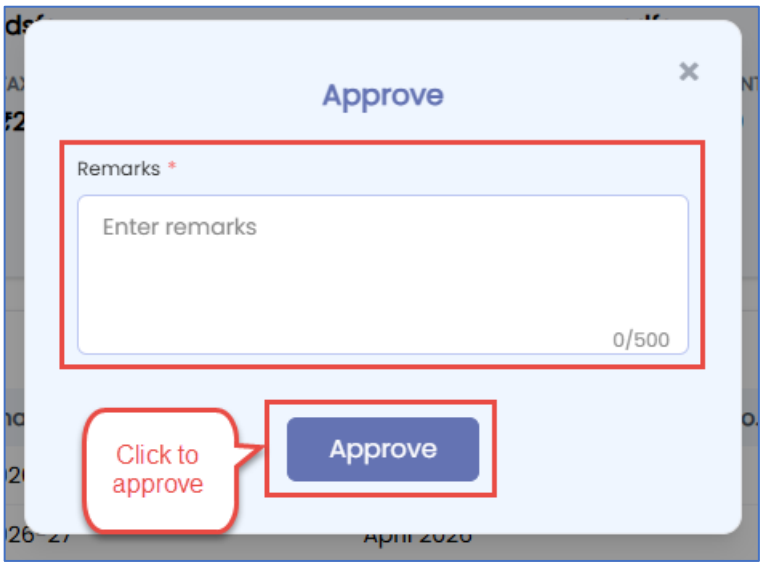
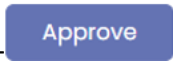


Figure 7-54

Field

- **Remarks** – Enter the remarks for approving the demand. The field is marked as mandatory at this level. (Text Area)

Button

- **Approve** – 

Approves the demand and completes the approval action.

After approval, the demand becomes available for payment collection.

7.4.4 RC Professional Tax Payment Collection

Path: Dashboard → Professional Tax → Pay

The **RC Professional Tax Payment Collection** page displays generated demands that are pending for payment.



Figure 7-55

Search Fields

- **PT Number** – Enter the Professional Tax Registration Number. (Text)
- **Owner Name** – Enter the owner's name. (Text)
- **Establishment Name** – Enter the establishment name. (Text)

Buttons

- **Search** – Searches for the corresponding payment record.
- **Reset** – Clears the search criteria.

Payment Listing

Columns

- **Action** – Provides the **Pay** action for collecting payment.
- **Sr No** – Displays the serial number.
- **PT Number** – Displays the Professional Tax Registration Number.
- **Owner Name** – Displays the owner's name.
- **Establishment Name** – Displays the establishment name.
- **Pending Demands** – Displays the number of demands pending for payment.
- **Total Amount** – Displays the total generated demand amount.
- **Paid Amount** – Displays the amount already paid.
- **Remaining Amount** – Displays the amount still payable.

- **Paid Summary** – Opens the payment summary for the RC.

Payment Collection

Click **Pay** against the required RC record to open the payment collection window.

The window displays the PT Number, Owner Name, and Establishment Name at the top.

Demand Selection

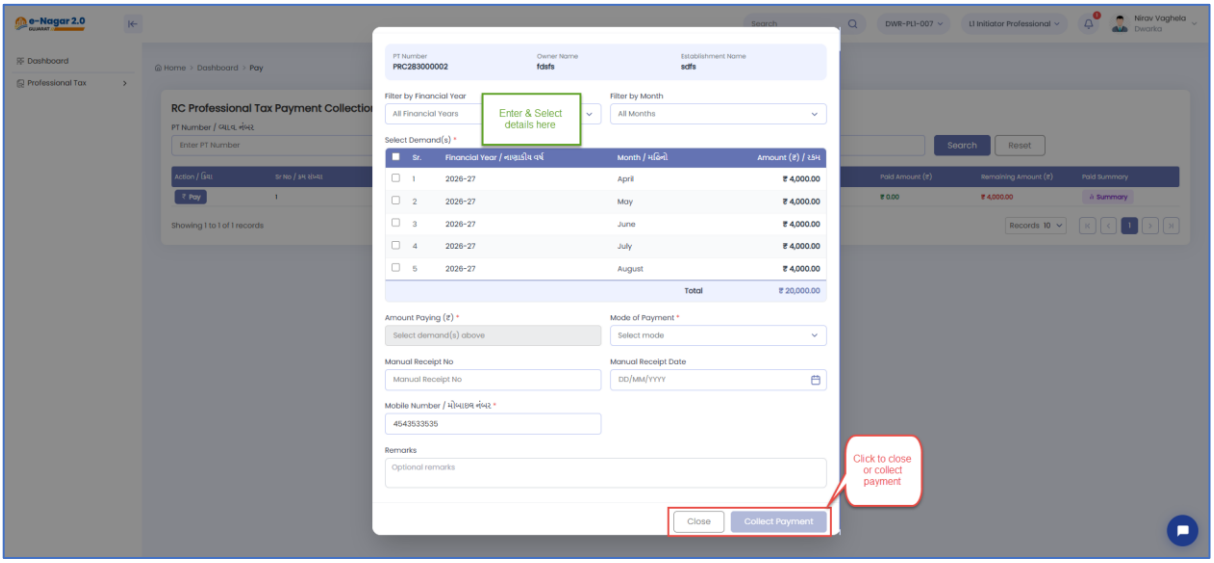


Figure 7-56

Fields

- **Filter by Financial Year** – Select a financial year to filter the available demands. (Dropdown)
- **Filter by Month** – Select a month to filter the available demands. (Dropdown)
- **Select Demand(s)** – Select one or more pending monthly demands for payment. (Checkbox)

The demand table displays:

- **Sr.** – Displays the serial number.
- **Financial Year** – Displays the financial year of the demand.
- **Month** – Displays the demand month.
- **Amount** – Displays the amount payable for the selected demand.
- **Total** – Displays the combined amount of the selected demands.

Payment Details

- **Amount Paying** – Displays the amount payable based on the selected demand(s). (Numeric/Display)
- **Mode of Payment** – Select the applicable payment mode. (Dropdown)
- **Manual Receipt No** – Enter the manual receipt number, where applicable. (Text)
- **Manual Receipt Date** – Select the manual receipt date, where applicable. (Date Picker)
- **Mobile Number** – Enter or verify the mobile number associated with the payment. (Numeric)
- **Remarks** – Enter additional payment-related remarks, if required. (Text Area)

Buttons 

- **Close** – Closes the payment collection window without proceeding with payment.
- **Collect Payment** – Processes the payment for the selected demand(s).

8 Professional Tax Number Cancellation

Path: Dashboard → Professional Tax → Cancellation → PT Employee Cancellation

The **Professional Tax Number Cancellation** module enables authorized users to cancel an existing Professional Tax registration. The module supports cancellation of both **Employer Certificate (EC)** and **Registration Certificate (RC)** numbers. Users can search an existing registration, verify the registration details, specify the cancellation reason and effective date, submit the application for approval, and complete the workflow-based cancellation process.

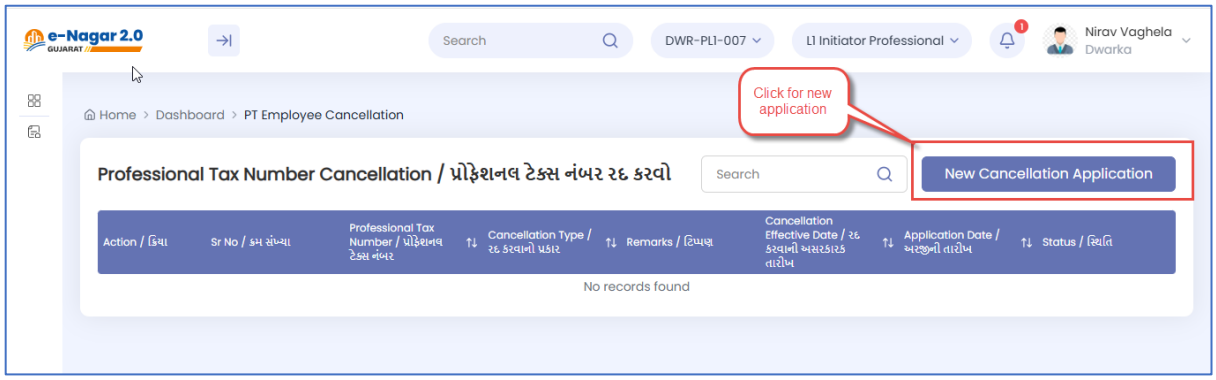


Figure 8-1

Professional Tax Number Cancellation – Listing Page

The **Professional Tax Number Cancellation** page displays all cancellation applications created in the system.

Columns

- **Action** – Displays actions such as View, Workflow History, and other available workflow actions.
- **Sr No** – Displays the serial number of the cancellation application.
- **Professional Tax Number** – Displays the Professional Tax registration number selected for cancellation.
- **Cancellation Type** – Displays whether the application is for EC or RC cancellation.
- **Remarks** – Displays the cancellation remarks entered during application creation.
- **Cancellation Effective Date** – Displays the effective date from which the registration will be cancelled.
- **Application Date** – Displays the date on which the cancellation application was submitted.
- **Status** – Displays the current workflow status of the cancellation application.

Buttons

- **Search** – Searches cancellation applications using the entered keyword.
- **New Cancellation Application** – 

Opens the cancellation application form.

8.1.1 New Professional Tax Number Cancellation

Click **New Cancellation Application** to create a new cancellation request.

The page allows users to search either an **Employer Certificate (EC)** or an **Registration Certificate (RC)** before initiating cancellation.



Figure 8-2

Search

Fields

- **Type of Professional Tax** – Select the registration type to be cancelled. (Radio Button)
    - Firm or Organization (EC)
    - Employer (RC)
- **Registration Number / Professional Tax Number** – Enter the registration number to search the existing record. (Text)
- **Owner / Establishment Name** – Enter the owner or establishment name. (Text)
- **Mobile Number** – Enter the registered mobile number. (Numeric)
- **Address** – Enter the establishment address. (Text)

Button

- **Search** – Searches the registration based on the entered criteria.

Cancellation Details

After a successful search, the system displays the complete registration details.

If an **EC** has linked **RC registrations**, the system displays the linked RC records along with the option:

- **Also cancel the linked RC(s)** – Select this checkbox to cancel all linked Registration Certificates together with the Employer Certificate. (Checkbox)

Similarly, while cancelling an **RC**, the system displays the linked Employer Certificate information and provides the option:

- **Also cancel the linked EC** – Select this checkbox to cancel the linked Employer Certificate along with the selected Registration Certificate. (Checkbox)

Owner's Details

The following information is displayed for verification.

Fields

- **Owner's Name** – Displays the registered owner's name. (Display)
- **Establishment Name** – Displays the establishment name. (Display)
- **Establishment Tenement Number** – Displays the establishment tenement number. (Display)

Firm Details

The establishment address is displayed.

Fields

- **Building or Shop Number** – Displays the building/shop number. (Display)
- **Street Name** – Displays the street name. (Display)
- **Area** – Displays the area/locality. (Display)
- **District** – Displays the district. (Display)
- **City** – Displays the city. (Display)
- **Pin Code** – Displays the PIN code. (Display)

Cancellation Information

Fields

- **Remarks** – Enter the reason for cancellation. (Text Area)
- **Cancellation Effective Date** – Select the date from which the cancellation should become effective. (Date Picker)

Buttons 

- **Save** – Saves the cancellation application as a draft for future modification.

- **Submit** – Submits the cancellation application into the approval workflow.

Submit

After clicking **Submit**, a confirmation window is displayed.

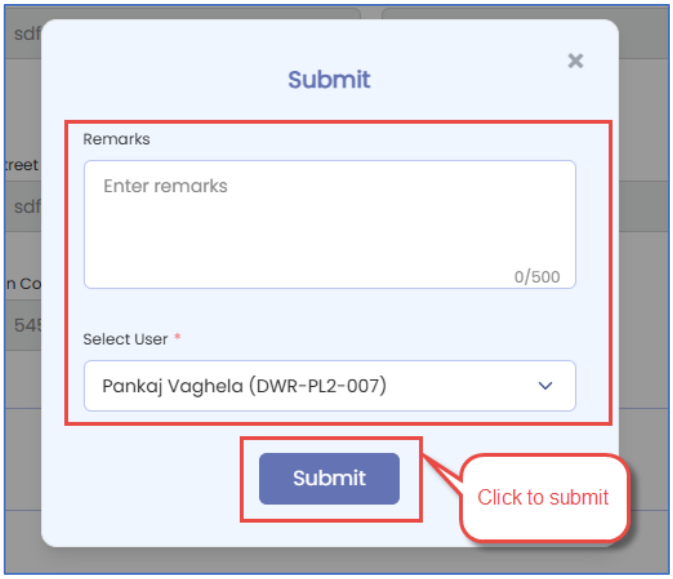


Figure 8-3

Fields

- **Remarks** – Enter workflow remarks before submission. (Text Area)
- **Select User** – Select the next workflow user to whom the application will be forwarded. (Dropdown)

Button

- **Submit** – Submits the cancellation application to the selected workflow user.

8.1.1.1 L2 Verification

Path: Professional Tax → PT Employee Cancellation → View

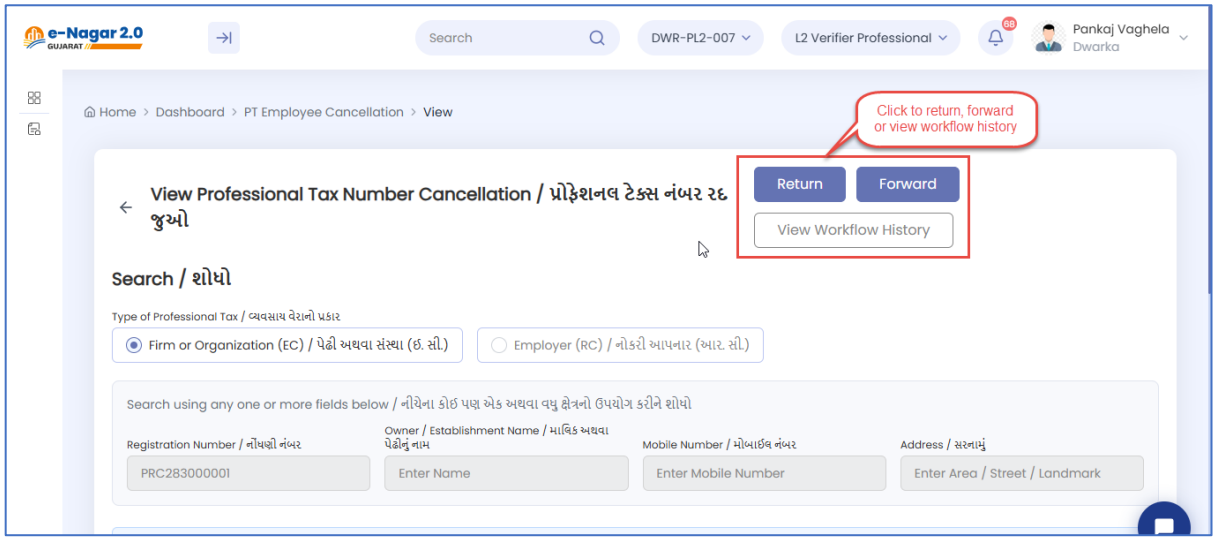
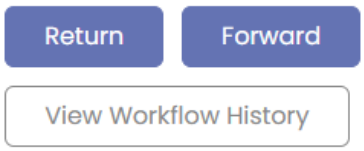


Figure 8-4

The verifier reviews all cancellation details before forwarding the application.

Available Actions



- **Forward** – Forwards the application to the next workflow level.
- **Return** – Returns the application to the previous user for correction.
- **View Workflow History** – Displays the complete workflow movement history.

Forward Popup

Fields

- **Remarks** – Enter verification remarks. (Text Area)
- **Select User** – Select the next workflow user. (Dropdown)

Button

- **Forward** – Forwards the application to the selected user.

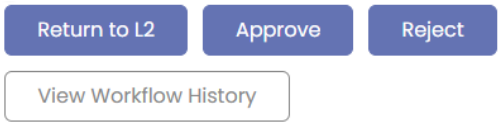
8.1.1.2 L3 Approval

Path: Professional Tax → PT Employee Cancellation → View



Figure 8-5

The approving authority performs the final verification of the cancellation request.

Available Actions 

- **Approve** – Approves the cancellation application.
- **Reject** – Rejects the cancellation application.
- **Return to L2** – Returns the application to the verification level for correction.
- **View Workflow History** – Displays the complete workflow history.

Approve Popup

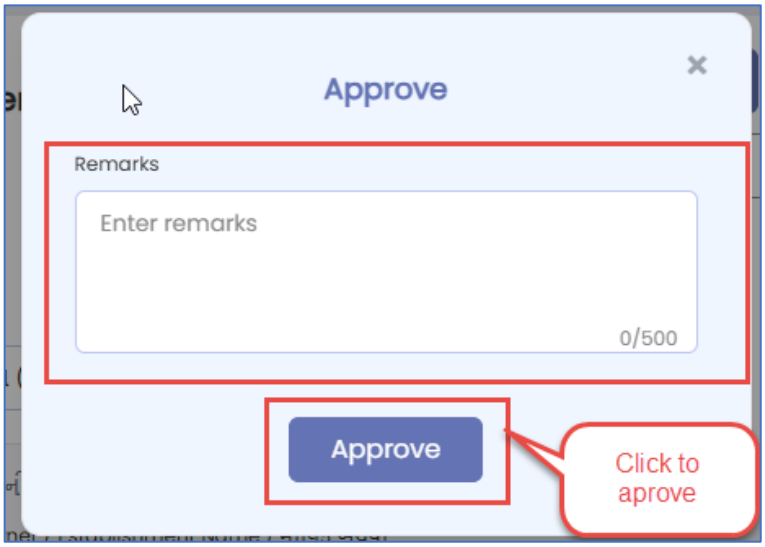


Figure 8-6

Field

- **Remarks** – Enter approval remarks. (Text Area)

Button

- **Approve** – 

Finalizes the cancellation request and completes the cancellation process.

After approval, the selected Professional Tax registration is cancelled effective from the specified cancellation date, and the application status is updated accordingly.

8.2 Notice

The **Notice** module is used to manage and process notices related to Professional Tax activities. It provides options for generating EC notices and viewing the list of EC notice requests submitted in the system.

To access the Notice options, click **Professional Tax** from the Dashboard and select **Notice** from the displayed menu. The **Notice** submenu provides the following options:

EC Notice Generation – Allows the authorized user to generate notices related to **EC (Establishment Certificate)** registrations based on the applicable Professional Tax records and requirements.

EC Notice Request List – Allows the user to view and manage the list of submitted **EC Notice Generation requests**. The request list can be used to track the notices requested through the system.

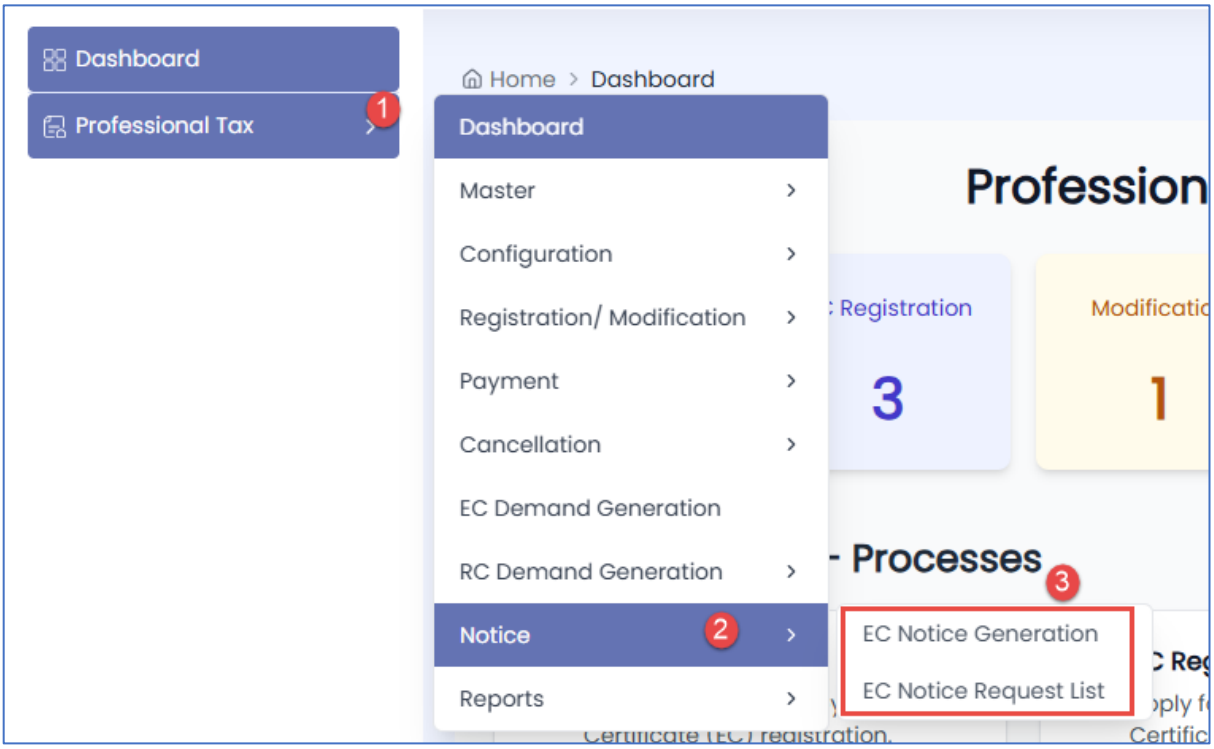


Figure 8-7

Path: Dashboard → Professional Tax → Notice → EC Notice Generation

Path: Dashboard → Professional Tax → Notice → EC Notice Request List

8.3 EC Notice Generation

The **EC Notice Generation** module is used to generate and process notices for Professional Tax EC registrations. The module allows the user to search eligible EC records, select one or more records, and generate either a **Common Notice** or an **Individual Notice**. The generated notice request can then be submitted through the workflow for verification and approval.

Path: Dashboard → Professional Tax → Notice → EC Notice Generation

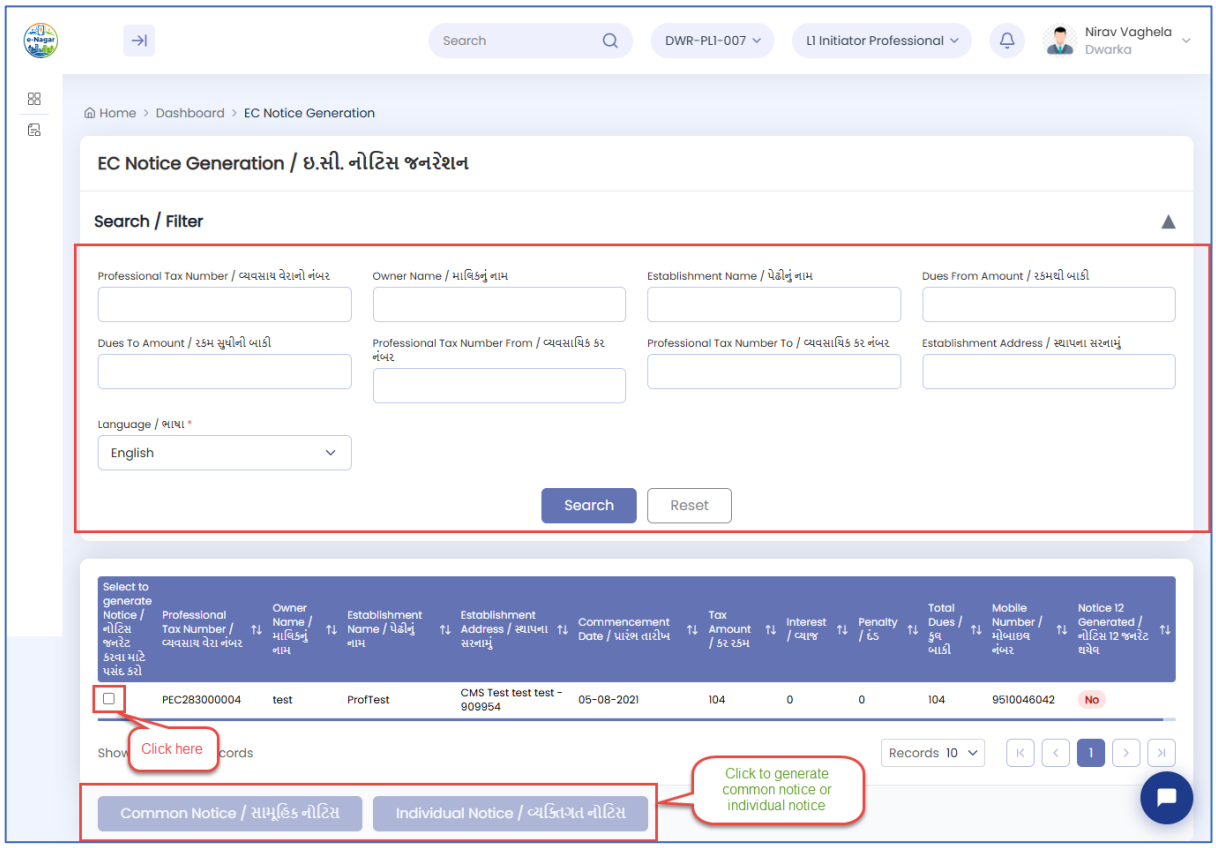


Figure 8-8

Search / Filter

The **Search / Filter** section allows the user to identify EC records for which notices are required.

- **Professional Tax Number** – Allows the user to enter a specific Professional Tax Number to search for the corresponding EC record. (Text)
- **Owner Name** – Allows the user to search for an EC record using the owner's name. (Text)
- **Establishment Name** – Allows the user to search for an establishment by entering its name. (Text)
- **Dues From Amount** – Allows the user to specify the minimum dues amount for filtering eligible records. (Numeric)

- **Dues To Amount** – Allows the user to specify the maximum dues amount for filtering eligible records. (Numeric)
- **Professional Tax Number From** – Allows the user to specify the starting Professional Tax Number for filtering records within a number range. (Text)
- **Professional Tax Number To** – Allows the user to specify the ending Professional Tax Number for filtering records within a number range. (Text)
- **Establishment Address** – Allows the user to search records based on the establishment address. (Text)
- **Language** – Specifies the language in which the notice is to be generated. In the screenshot, **English** is selected. (Dropdown)
- **Search** – Retrieves EC records matching the entered search criteria. (Button)
- **Reset** – Clears the entered search criteria and resets the filter fields. (Button)

EC Records

The listing displays details such as **Professional Tax Number, Owner Name, Establishment Name, Establishment Address, Commencement Date, Tax Amount, Interest, Penalty, Total Dues, Mobile Number**, and whether **Notice 12** has already been generated.

After selecting the required record, the user can choose either of the following options:

Common Notice – Generates a common notice for the selected EC record(s).

Individual Notice – Generates an individual notice for the selected EC record.

Submit Notice Generation Request

After selecting the record and clicking **Common Notice** or **Individual Notice**, the system displays the **Submit** window.

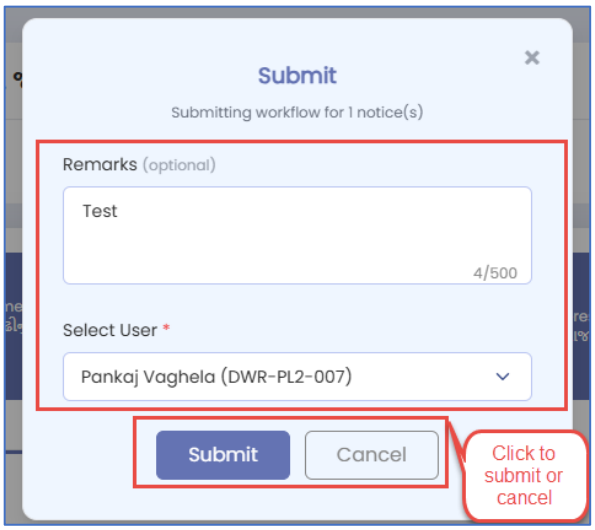


Figure 8-9

- **Remarks** – Allows the user to enter remarks related to the notice generation request. The field is optional and supports up to 500 characters. (Text Area)
- **Select User** – Allows the user to select the user to whom the notice generation request is to be submitted for the next workflow level. (Dropdown)

Buttons 

- **Submit** – Submits the notice generation request to the selected user and initiates the workflow. (Button)
- **Cancel** – Closes the Submit window without submitting the request. (Button)

8.3.1 EC Notice Generation List

After submitting the notice generation request, the system provides the **EC Notice Generation List**, where the submitted notice requests can be searched and tracked.

Path: Dashboard → Professional Tax → Notice → EC Notice Request List

Alternatively, the user may directly navigate to the **EC Notice Request List** from the Notice menu to view and manage previously generated notice requests.

The EC Notice Generation List provides two tabs:

- **Bulk EC Notice / બલ્ક ઈ.સી. નોટિસ** – Displays notice requests generated for multiple EC records through the bulk notice generation process.
- **Single EC Notice / સિંગલ ઈ.સી. નોટિસ** – Displays individually generated EC notice requests.

Bulk EC Notice

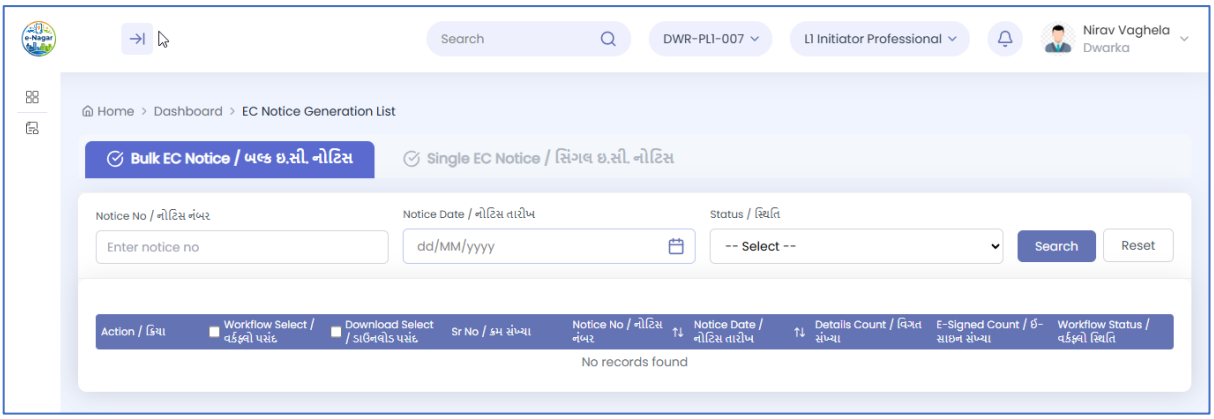


Figure 8-10

The Bulk EC Notice tab provides search filters for identifying submitted bulk notice requests.

- **Notice No** – Allows the user to search for a specific notice number. (Text)
- **Notice Date** – Allows the user to search for notices generated on a specific date. (Date Picker)
- **Status -** Allows the user to filter notice requests based on their workflow status. (Dropdown)
- **Search** – Retrieves notice requests matching the selected search criteria. (Button)
- **Reset** – Clears the search criteria. (Button)

The listing displays **Action, Workflow Select, Download Select, Sr. No., Notice No., Notice Date, Details Count, E-Signed Count,** and **Workflow Status**.

Single EC Notice

The **Single EC Notice** tab displays individually generated notices and provides additional filters.

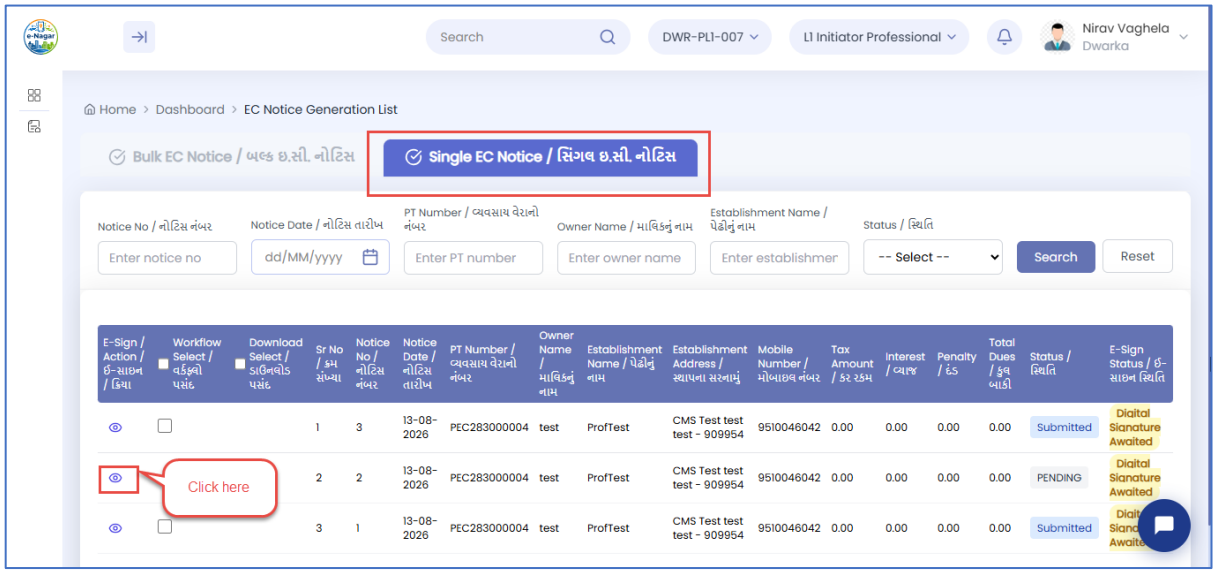


Figure 8-11

- **Notice No.** – Allows the user to search by notice number. (Text)
- **Notice Date** – Allows the user to search by notice date. (Date Picker)
- **PT Number** – Allows the user to search by Professional Tax Number. (Text)
- **Owner Name** – Allows the user to search by owner name. (Text)
- **Establishment Name** – Allows the user to search by establishment name. (Text)
- **Status –** Allows the user to filter records based on the current notice workflow status. (Dropdown)
- **Search** – Retrieves matching notice records. (Button)
- **Reset** – Clears the selected search criteria. (Button)

The listing provides an **E-Sign Action**, **Workflow Select**, and **Download Select** options along with **Notice No., Notice Date, PT Number, Owner Name, Establishment Name, Establishment Address, Mobile Number, Tax Amount, Interest, Penalty, Total Dues, Status**, and **E-Sign Status**.

View Notice Details and Workflow

Click the **View** icon from the notice request list to open the **Notice Details** page.

Path: Dashboard → Professional Tax → Notice → EC Notice Request List → View

The Notice Details page displays the notice information, including the **Notice Number, Notice Date, Professional Tax Number, Owner Name, Establishment Name, Establishment Address, Mobile Number, Tax Amount, Interest, Penalty, Total Dues, Status**, and **E-Sign Status**.

The available workflow actions depend on the user's workflow level.

8.3.1.1 L1 – Initiator

At the **L1 Initiator Professional** level, the following actions are available:

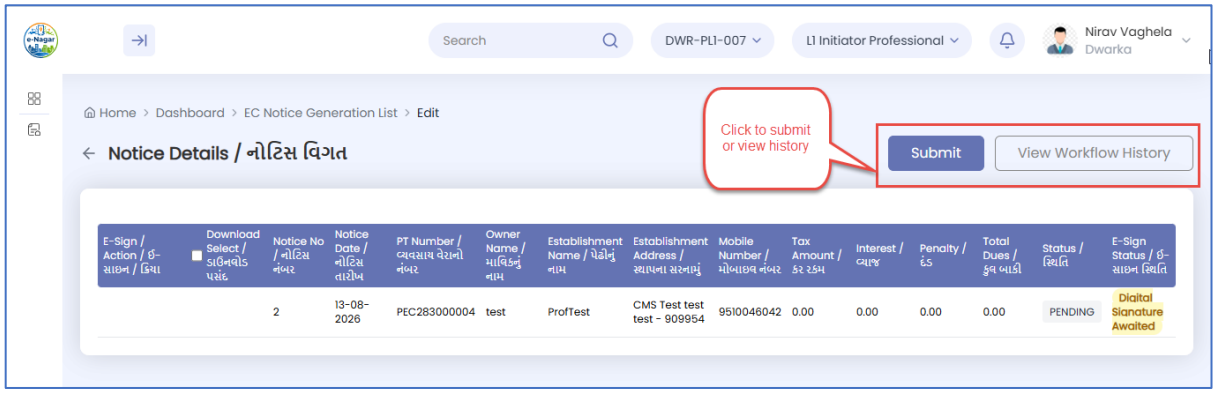


Figure 8-12

Button 

- **Submit** – Opens the Submit window where the user can enter remarks and select the user for the next workflow level. (Button)
- **View Workflow History** – Displays the history of actions performed on the notice request throughout the workflow. (Button)



Figure 8-13

- **Remarks** – Allows the verifier to enter remarks before forwarding the request. (Text Area)
- **Select User** – Allows the verifier to select the user at the next workflow level. (Dropdown)
- **Submit** – 

Submits the notice request to the selected user. (Button)

8.3.1.2 L2 – Verifier

After the request is forwarded to the **L2 Verifier Professional**, the following actions are available:

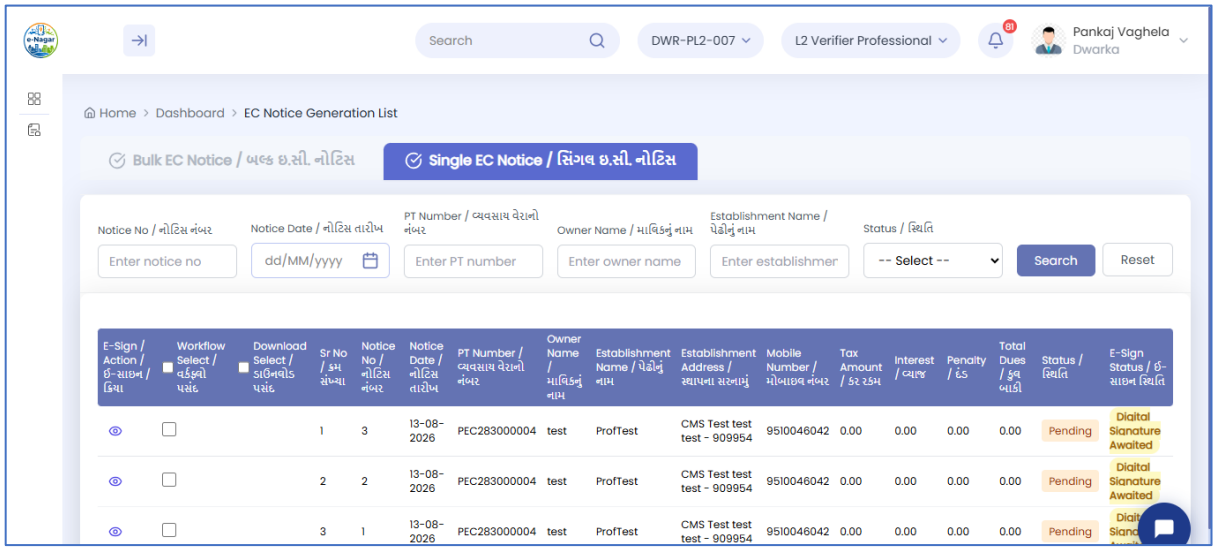


Figure 8-14

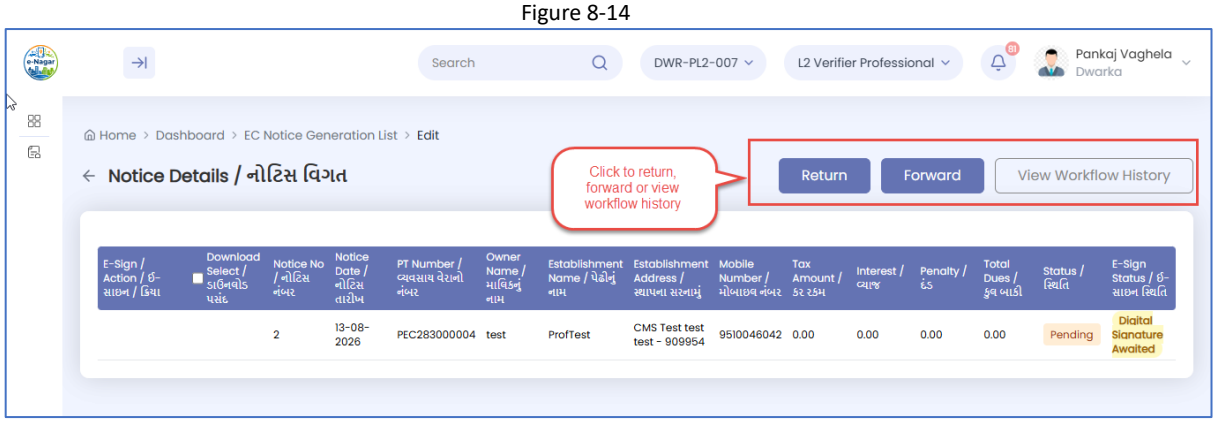


Figure 8-15

Button 

- **Return** – Returns the notice request to the previous workflow level for correction or further action. (Button)
- **Forward** – Forwards the notice request to the next workflow level after entering remarks and selecting the appropriate user. (Button)
- **View Workflow History** – Displays the complete workflow history of the notice request. (Button)
- When **Forward** is clicked, the system displays a Forward window containing:

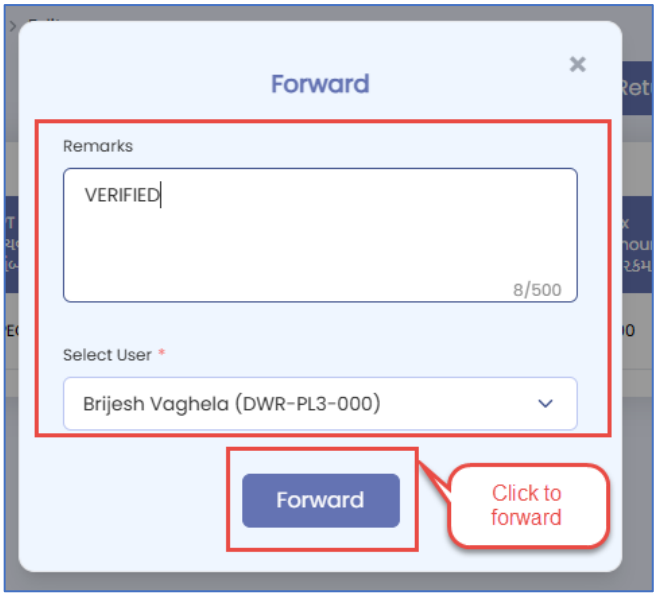


Figure 8-16

- **Remarks** – Allows the verifier to enter remarks before forwarding the request. (Text Area)
- **Select User** – Allows the verifier to select the user at the next workflow level. (Dropdown)
- **Forward** – 

Forwards the notice request to the selected user. (Button)

L3 – Approval

At the **L3 Approval** level, the user can perform the final workflow actions.

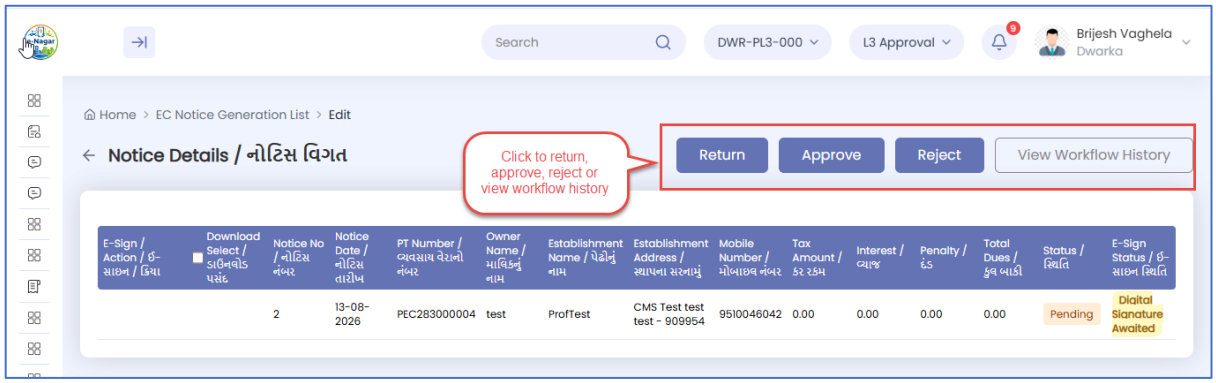


Figure 8-17

Button 

- **Return** – Returns the notice request to the previous workflow level. (Button)
- **Approve** – Opens the approval window where the approver can enter remarks and approve the notice request. (Button)

- **Reject** – Rejects the notice request as applicable. (Button)
- **View Workflow History** – Displays the workflow history of the notice request. (Button)

When **Approve** is clicked, the system displays the **Approve** window.

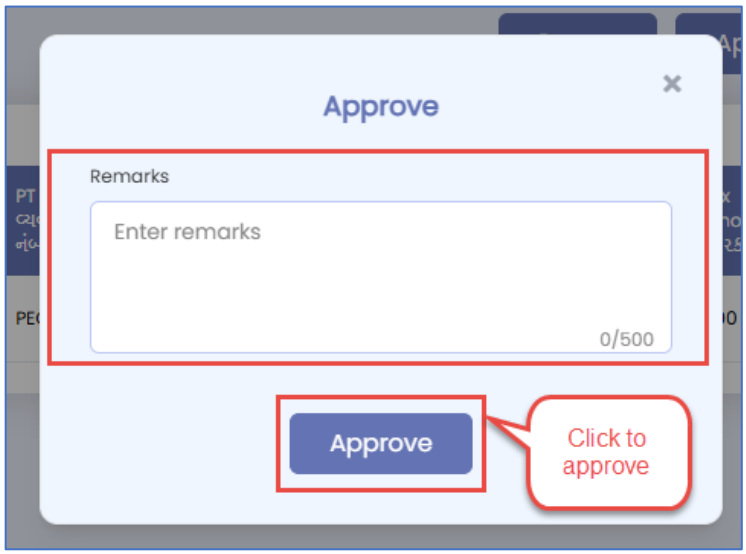
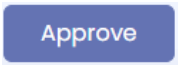


Figure 8-18

Remarks – Allows the approver to enter remarks related to the approval. (Text Area)

Approve –  Approves the notice request and completes the approval action. (Button)

E-Sign

After the notice is approved, the record displays an **Approved** status and can be selected for electronic signing.

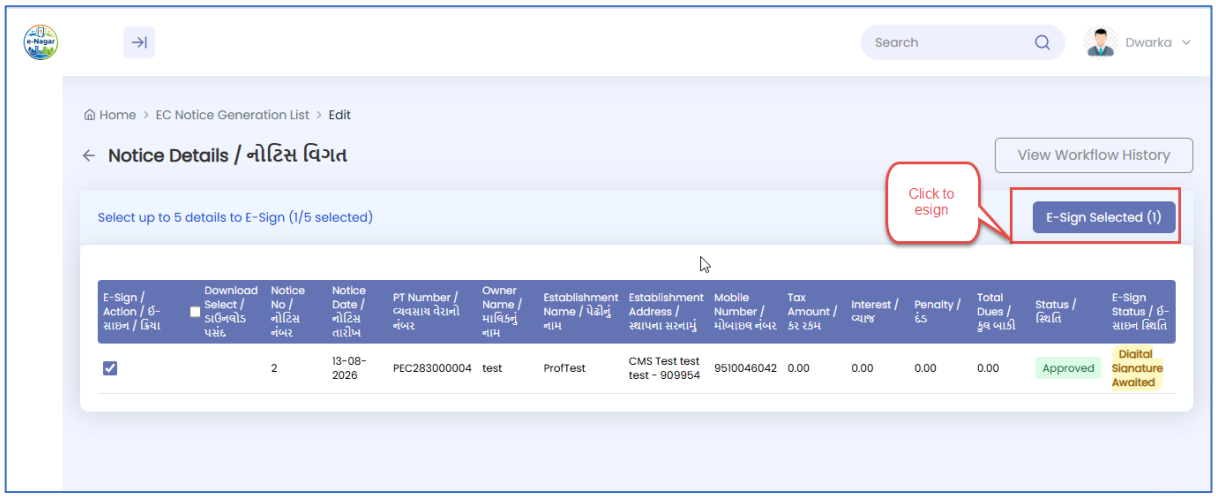
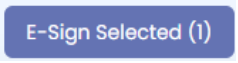


Figure 8-19

Select the checkbox against the required notice and click **E-Sign Selected** to initiate the electronic signature process.

- **E-Sign Selected** – 

Initiates the e-sign process for the selected notice record(s). The screen also indicates the number of selected records and the maximum number of records that can be selected for e-signing. (Button)
- **View Workflow History** – Allows the user to view the complete workflow history of the notice request. (Button)

9 Reports

The **Reports** menu under the Professional Tax module provides access to various reports related to Professional Tax registration, ledger details, tax amounts, and the mapping between Professional Tax EC and RC numbers.

Path: Dashboard → Professional Tax → Reports

The **Reports** submenu contains the following reports:

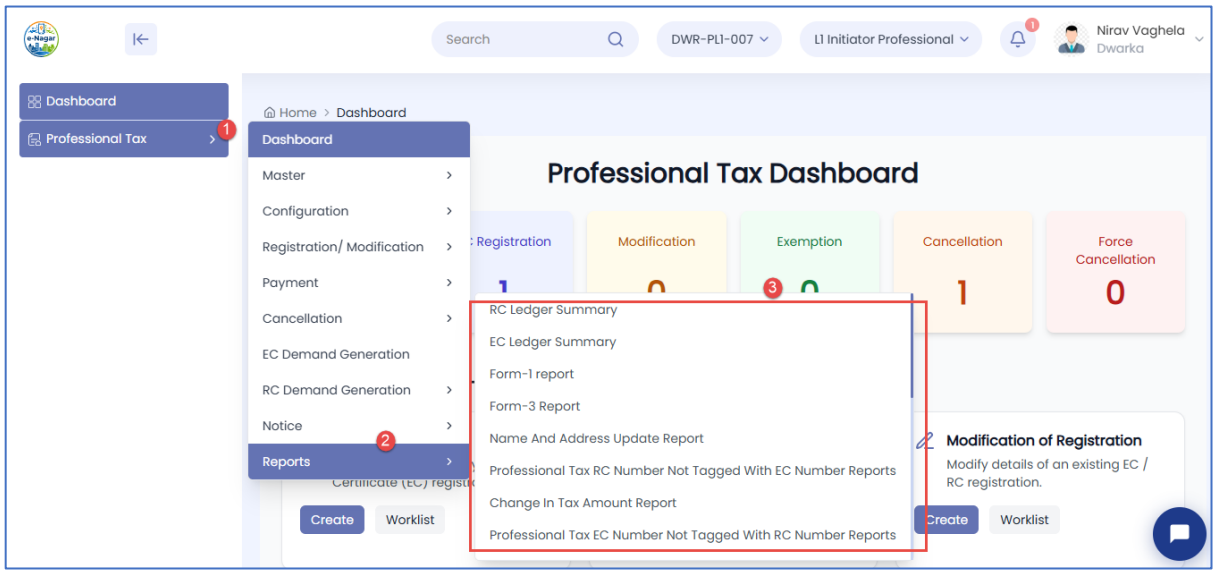


Figure 9-1



Figure 9-2



Figure 9-3

9.1 RC Ledger Summary

The **RC Ledger Summary** report provides a summary of ledger details associated with a Professional Tax Registration Certificate (RC). The report allows the user to search the ledger information for a specific PT Number based on either a date range or a financial year.

Path: Dashboard → Professional Tax → Reports → RC Ledger Summary

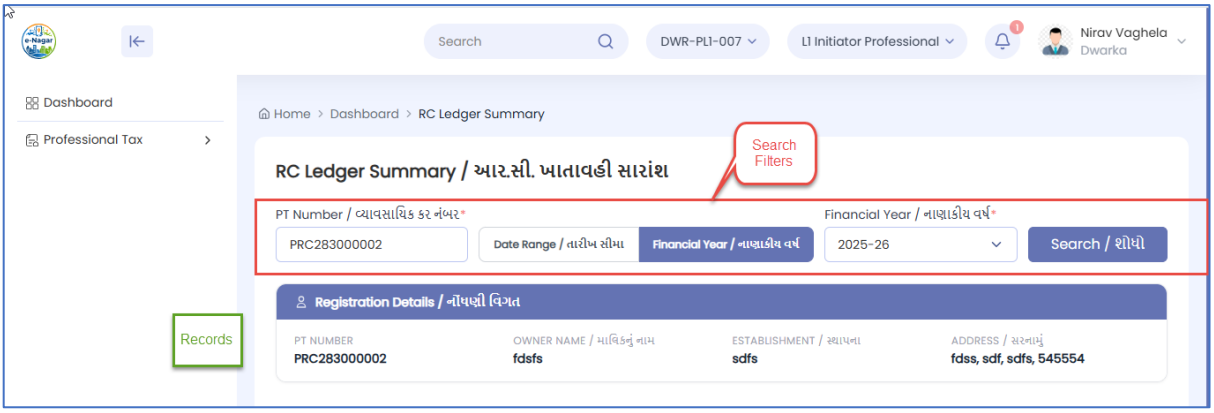


Figure 9-4

Search Section

- **PT Number** – Enter the Professional Tax Registration Number for which the RC ledger summary is to be viewed. (Text)
- **Date Range** – Select the date-range option to search the RC ledger summary for a specific period. (Selection)
- **Financial Year** – Select the financial year for which the RC ledger summary is to be viewed. (Dropdown)
- **Search** – Click Search / શોધો to retrieve the RC ledger summary based on the entered PT Number and selected date range or financial year. (Button)

Registration Details

The **Registration Details** section displays the basic registration information associated with the entered PT Number.

- **PT Number** – Displays the Professional Tax Registration Number.
- **Owner Name** – Displays the name of the owner associated with the registration.
- **Establishment** – Displays the name of the establishment associated with the registration.
- **Address** – Displays the registered address of the establishment.

9.2 EC Ledger Summary

The **EC Ledger Summary** report provides a summary of ledger-related information associated with a Professional Tax Establishment Certificate (EC). The page allows the user to search the ledger summary using the EC Number along with either a date range or financial year.

Path: Dashboard → Professional Tax → Reports → EC Ledger Summary



Figure 9-5

Search Filters

- **EC Number** – Enter the Establishment Certificate (EC) Number for which the ledger summary is to be viewed. This is a mandatory field. (Text)
- **Date Range** – Select the **Date Range** option to search the EC ledger summary for a specific period. (Selection)
- **Financial Year** – Select the **Financial Year** option to search the ledger summary based on a financial year. (Selection)
- **Financial Year** – Select the applicable financial year for which the EC ledger summary is to be retrieved. This is a mandatory field when the Financial Year option is selected. (Dropdown)
- **Search** – Click 

to retrieve the EC ledger summary based on the entered EC Number and selected search criteria. (Button)

Registration Details

The **Registration Details** section displays the registration information associated with the entered EC Number.

- **EC Number** – Displays the Establishment Certificate number.

- **Owner Name** – Displays the name of the owner associated with the EC registration.
- **Establishment** – Displays the name of the registered establishment.
- **Address** – Displays the registered address of the establishment.

9.3 Form 1 – Registration Report

The **Form 1 – Registration Report** provides a consolidated view of Professional Tax registration records. The report allows the user to filter registration records using ULB, date range, Professional Tax Number, Financial Year, and Registration Status. Users can also select the columns to be displayed in the generated report and export the report in PDF or Excel format.

Path: Dashboard → Professional Tax → Reports → Form 1 – Registration Report

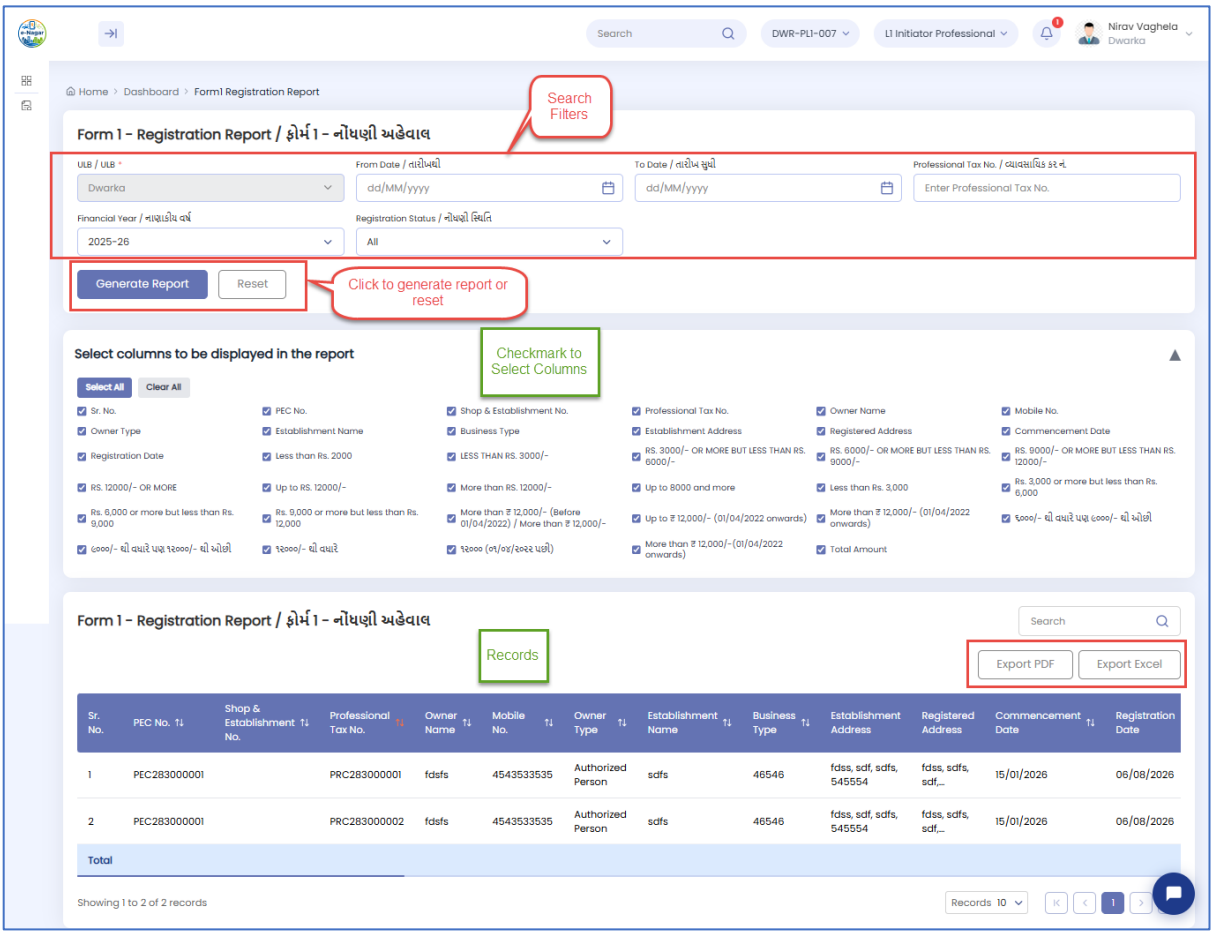


Figure 9-6



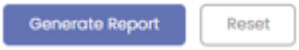
Figure 9-7



Figure 9-8

Search Filters

- **ULB** – Displays the Urban Local Body for which the registration report is to be generated. This is a mandatory field. (Dropdown)
- **From Date** – Select the starting date of the period for which registration records are required. (Date Picker)
- **To Date** – Select the ending date of the period for which registration records are required. (Date Picker)
- **Professional Tax No.** – Enter the Professional Tax Number to retrieve the registration record associated with a specific Professional Tax registration. (Text)
- **Financial Year** – Select the financial year for which the registration report is to be generated. (Dropdown)
- **Registration Status** – Select the registration status to filter the records. The screen displays **All** as the default option. (Dropdown)

Button 

- **Generate Report** – Click to generate the Form 1 registration report based on the selected search filters. (Button)
- **Reset** – Click to clear the selected search criteria and reset the search fields to their default values. (Button)

Select Columns to be Displayed in the Report

The **Select columns to be displayed in the report** section allows the user to select the information that should appear in the generated report. The available columns include:

- **Sr. No.** – Displays the serial number of each registration record. (Checkbox)
- **PEC No.** – Displays the Professional Establishment Certificate number. (Checkbox)
- **Shop & Establishment No.** – Displays the Shop and Establishment registration number. (Checkbox)
- **Professional Tax No.** – Displays the Professional Tax registration number. (Checkbox)
- **Owner Name** – Displays the name of the registered owner. (Checkbox)
- **Mobile No.** – Displays the mobile number associated with the registration. (Checkbox)

- **Owner Type** – Displays the type of owner associated with the registration. (Checkbox)
- **Establishment Name** – Displays the name of the registered establishment. (Checkbox)
- **Business Type** – Displays the type of business associated with the establishment. (Checkbox)
- **Establishment Address** – Displays the address of the establishment. (Checkbox)
- **Registered Address** – Displays the registered address associated with the applicant or establishment. (Checkbox)
- **Commencement Date** – Displays the date from which the establishment or business commenced. (Checkbox)
- **Registration Date** – Displays the date on which the Professional Tax registration was registered. (Checkbox)

The section also provides various salary-range-related columns, including Less than Rs. 3,000, Rs. 3,000/- or more but less than Rs. 6,000/-, Rs. 6,000/- or more but less than Rs. 9,000/-, Rs. 9,000/- or more but less than Rs. 12,000/-, Rs. 12,000/- or more, Up to Rs. 12,000/-, More than Rs. 12,000/-, Up to 8,000 and more, and other salary categories displayed on the screen. These columns represent the employee count and/or applicable tax amount for the respective salary slabs in the report.

- **Select All** – Selects all available columns for inclusion in the report. (Button)
- **Clear All** – Clears the selection of all columns. (Button)

Report Records

The generated report is displayed in the **Form 1 – Registration Report** section below the column-selection area. The report table displays the selected registration information in separate columns. The table supports sorting for applicable columns and displays a **Total** row for the reported values.

The report can display registration information such as PEC No., Shop & Establishment No., Professional Tax No., Owner Name, Mobile No., Owner Type, Establishment Name, Business Type, Establishment Address, Registered Address, Commencement Date, Registration Date, and the selected salary/tax-related columns.

The salary-related sections of the report display the applicable employee/tax values against the respective salary slabs. The **Total Amount** column displays the consolidated amount calculated from the applicable records.

Report Actions

- **Search** – Allows the user to search within the generated report records. (Search Field)
- **Export PDF** – Click to export the generated Form 1 registration report in PDF format. (Button)
- **Export Excel** – Click to export the generated Form 1 registration report in Excel format. (Button)
- **Records** – Displays the number of records shown per page and allows the user to select the number of records to be displayed. (Dropdown)
- **Pagination Controls** – Allows the user to navigate between pages of the generated report. The available controls include first page, previous page, page number, next page, and last page navigation. (Buttons)

9.4 Form 3 – Registration Report

The **Form 3 – Registration Report** provides a consolidated view of Professional Tax registration records. It allows the user to filter registration records based on ULB, registration date range, Owner Type, Professional Tax Number, and Registration Status. The report also provides options to select the required columns, search within the generated records, and export the report in PDF or Excel format.

Path: Dashboard → Professional Tax → Reports → Form 3 – Registration Report

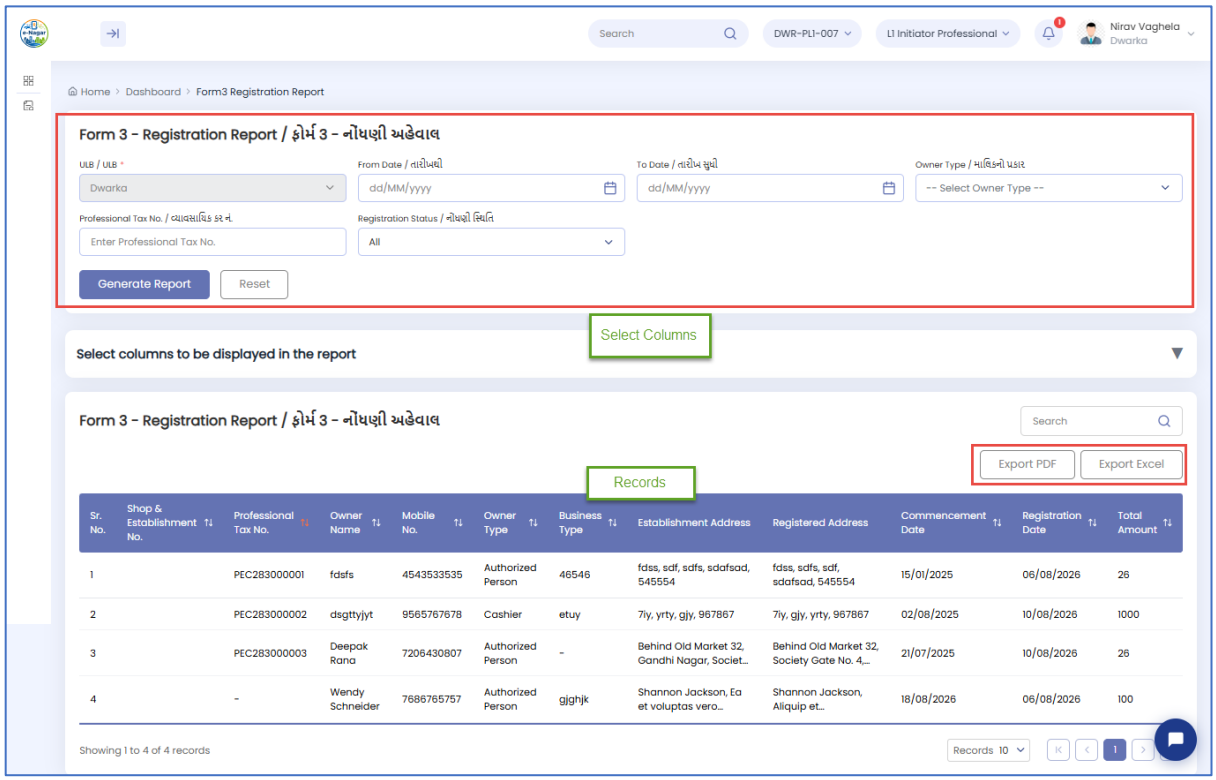
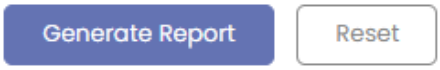


Figure 9-9

Search Filters

- **ULB** – Displays the Urban Local Body for which the Form 3 registration report is to be generated. This is a mandatory field. (Dropdown)
- **From Date** – Select the starting date of the period for which registration records are required. (Date Picker)
- **To Date** – Select the ending date of the period for which registration records are required. (Date Picker)
- **Owner Type** – Select the type of owner to filter the registration records based on the ownership category. The screen displays “-- Select Owner Type --” as the default option. (Dropdown)

- **Professional Tax No.** – Enter the Professional Tax Number to retrieve a specific registration record. (Text)
- **Registration Status** – Select the registration status to filter the records. The screen displays **All** as the default option. (Dropdown)

Button 

- **Generate Report** – Click to generate the Form 3 registration report based on the selected search filters. (Button)
- **Reset** – Click to clear the entered or selected search criteria and restore the default values. (Button)

Select Columns to be Displayed in the Report

The **Select columns to be displayed in the report** section allows the user to choose the information that should be displayed in the generated Form 3 report. The section is collapsed by default in the displayed screen and can be expanded using the arrow provided on the right side.

The specific selectable columns are not visible in the provided screenshot, so their individual names cannot be documented from the available interface.

Report Records

The generated records are displayed in the **Form 3 – Registration Report** section. The report table displays the registration information in separate columns.

The visible columns are:

- **Sr. No.** – Displays the serial number of each registration record.
- **Shop & Establishment No.** – Displays the Shop and Establishment registration number associated with the record.
- **Professional Tax No.** – Displays the Professional Tax registration number.
- **Owner Name** – Displays the name of the registered owner.
- **Mobile No.** – Displays the mobile number associated with the registration.
- **Owner Type** – Displays the type of owner, such as Authorized Person or Cashier.
- **Business Type** – Displays the type/category of business associated with the establishment.
- **Establishment Address** – Displays the address of the registered establishment.

- **Registered Address** – Displays the registered address associated with the registration.
- **Commencement Date** – Displays the date on which the establishment or business commenced.
- **Registration Date** – Displays the date on which the Professional Tax registration was registered.
- **Total Amount** – Displays the total amount associated with the registration record.

The report displays the available records in tabular form and provides a **Total** column for the applicable amount.

Report Actions

- **Search** – Allows the user to search within the displayed report records. (Search Field)
- **Export PDF** – Click to export the generated Form 3 registration report in PDF format. (Button)
- **Export Excel** – Click to export the generated Form 3 registration report in Excel format. (Button)
- **Records** – Displays the number of records shown per page and allows the user to select the number of records to be displayed. (Dropdown)
- **Pagination Controls** – Allows the user to navigate through multiple pages of report records using the first page, previous page, page number, next page, and last page controls. (Buttons)

9.5 Name and Address Update Report

The **Name and Address Update Report** provides a consolidated view of records where the owner name and/or establishment address details have been updated. The report allows the user to filter records using ULB, date range, Professional Tax Number, Owner Name, and Establishment Name. The generated records can also be searched and exported in PDF or Excel format.

Path: Dashboard → Professional Tax → Reports → Name and Address Update Report

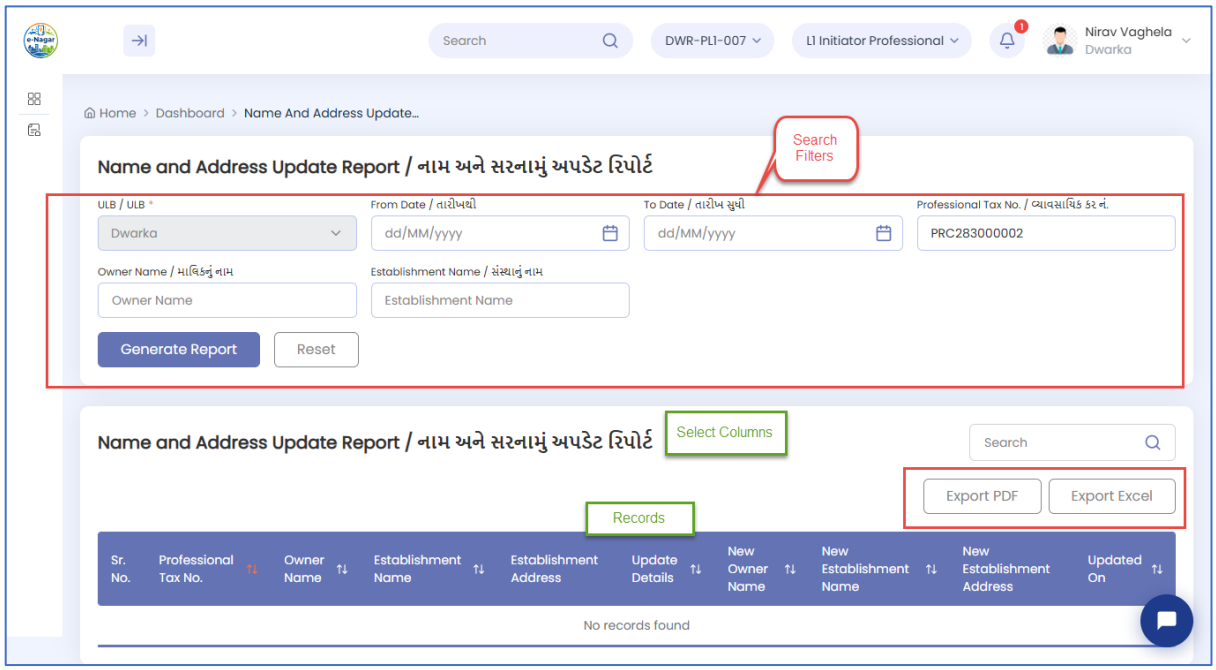
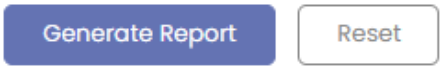


Figure 9-10

Search Filters

- **ULB** – Displays the Urban Local Body for which the name and address update report is to be generated. This is a mandatory field. (Dropdown)
- **From Date** – Select the starting date of the period for which updated name and address records are required. (Date Picker)
- **To Date** – Select the ending date of the period for which updated name and address records are required. (Date Picker)
- **Professional Tax No.** – Enter the Professional Tax Number to retrieve the name and address update record associated with a specific registration. (Text)
- **Owner Name** – Enter the owner name to filter the records based on the registered owner. (Text)
- **Establishment Name** – Enter the establishment name to filter the records based on the registered establishment. (Text)

Button 

- **Generate Report** – Click to generate the Name and Address Update Report based on the selected search criteria. (Button)
- **Reset** – Click to clear the entered search criteria and restore the default values. (Button)

Report Records

The generated records are displayed in the **Name and Address Update Report** section. The report table provides details of the original and updated registration information.

The visible columns are:

- **Sr. No.** – Displays the serial number of each report record.
- **Professional Tax No.** – Displays the Professional Tax Number associated with the registration.
- **Owner Name** – Displays the existing owner name before the update.
- **Establishment Name** – Displays the existing establishment name before the update.
- **Establishment Address** – Displays the existing establishment address before the update.
- **Update Details** – Displays details related to the update made to the registration.
- **New Owner Name** – Displays the updated owner name after the modification.
- **New Establishment Name** – Displays the updated establishment name after the modification.
- **New Establishment Address** – Displays the updated establishment address after the modification.
- **Updated On** – Displays the date on which the name or address details were updated.

Report Actions

- **Search** – Allows the user to search within the generated report records. (Search Field)
- **Export PDF** – Click to export the generated Name and Address Update Report in PDF format. (Button)

- **Export Excel** – Click to export the generated Name and Address Update Report in Excel format. (Button)
- **Records** – Displays the report records in the table. The available records can be viewed according to the pagination provided by the system.
- **Pagination Controls** – Allows the user to navigate through the available report records when the results span multiple pages. (Buttons)

9.6 Professional Tax RC Number Not Tagged With EC Number Report

The **Professional Tax RC Number Not Tagged With EC Number Report** provides a list of Professional Tax registration records for which the RC Number is not tagged with an EC Number. The report allows the user to filter records using ULB, date range, Professional Tax Number, and Month. The generated report can be searched, and the results can be exported in PDF or Excel format.

Path: Dashboard → Professional Tax → Reports → Professional Tax RC Number Not Tagged With EC Number Report

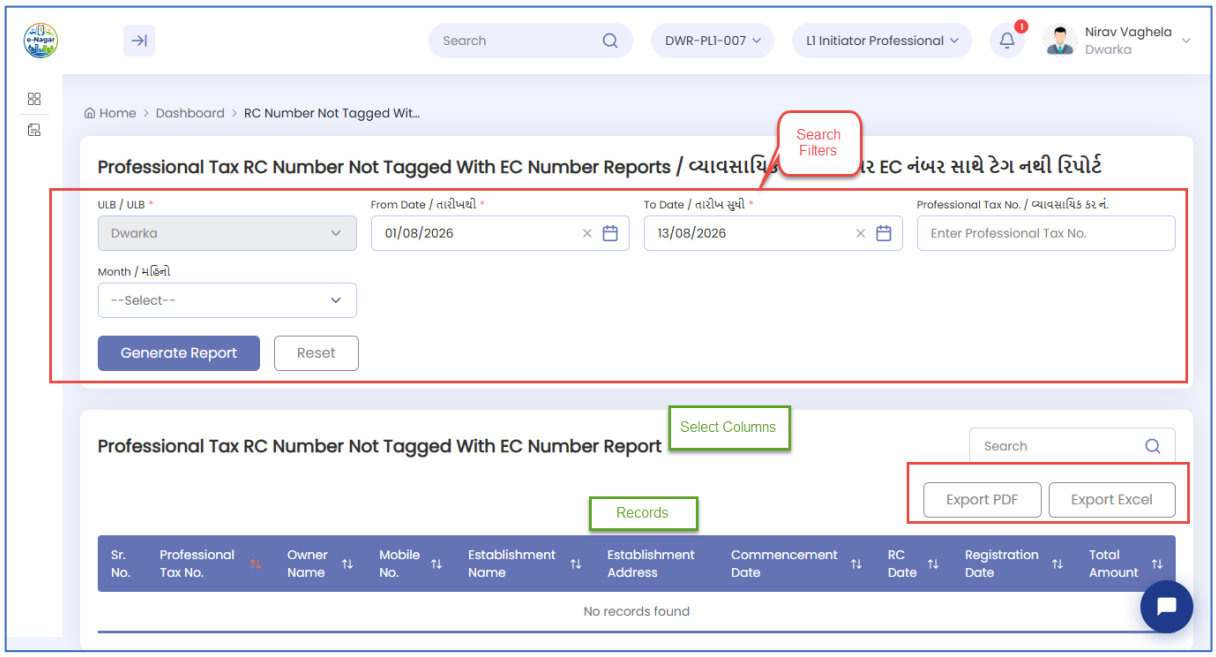
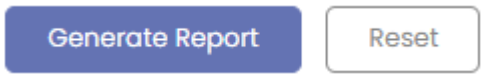


Figure 9-11

Search Filters

- **ULB** – Displays the Urban Local Body for which the report is to be generated. This is a mandatory field. (Dropdown)
- **From Date** – Select the starting date of the period for which records are required. This is a mandatory field. (Date Picker)
- **To Date** – Select the ending date of the period for which records are required. This is a mandatory field. (Date Picker)
- **Professional Tax No.** – Enter the Professional Tax Number to retrieve a specific registration record where the RC Number is not tagged with an EC Number. (Text)
- **Month** – Select the month for which the report records are required. The default value displayed is **--Select--**. (Dropdown)

Buttons 

- **Generate Report** – Click to generate the report based on the selected search criteria. (Button)
- **Reset** – Click to clear the entered or selected search criteria and restore the default values. (Button)

Report Records

The generated records are displayed in the **Professional Tax RC Number Not Tagged With EC Number Report** section. The visible columns are:

- **Sr. No.** – Displays the serial number of each report record.
- **Professional Tax No.** – Displays the Professional Tax Number associated with the registration.
- **Owner Name** – Displays the name of the registered owner.
- **Mobile No.** – Displays the mobile number associated with the registration.
- **Establishment Name** – Displays the name of the registered establishment.
- **Establishment Address** – Displays the address of the establishment.
- **Commencement Date** – Displays the date on which the establishment or business commenced.
- **RC Date** – Displays the RC date associated with the Professional Tax registration.
- **Registration Date** – Displays the date on which the Professional Tax registration was registered.
- **Total Amount** – Displays the total amount associated with the registration record.

Report Actions

- **Search** – Allows the user to search within the generated report records. (Search Field)
- **Export PDF** – Click to export the generated report in PDF format. (Button)
- **Export Excel** – Click to export the generated report in Excel format. (Button)
- **Records** – Displays the report records in the table. The available records can be viewed using the pagination controls when multiple records are available.
- **Pagination Controls** – Allows the user to navigate through multiple pages of report records using the available page navigation controls. (Buttons)

9.7 Change in Tax Amount Report

The **Change in Tax Amount Report** is used to generate and view records where the tax amount has changed for a selected ULB, date range, and type of Professional Tax. The report also provides options to search, sort, and export the generated data in PDF or Excel format.

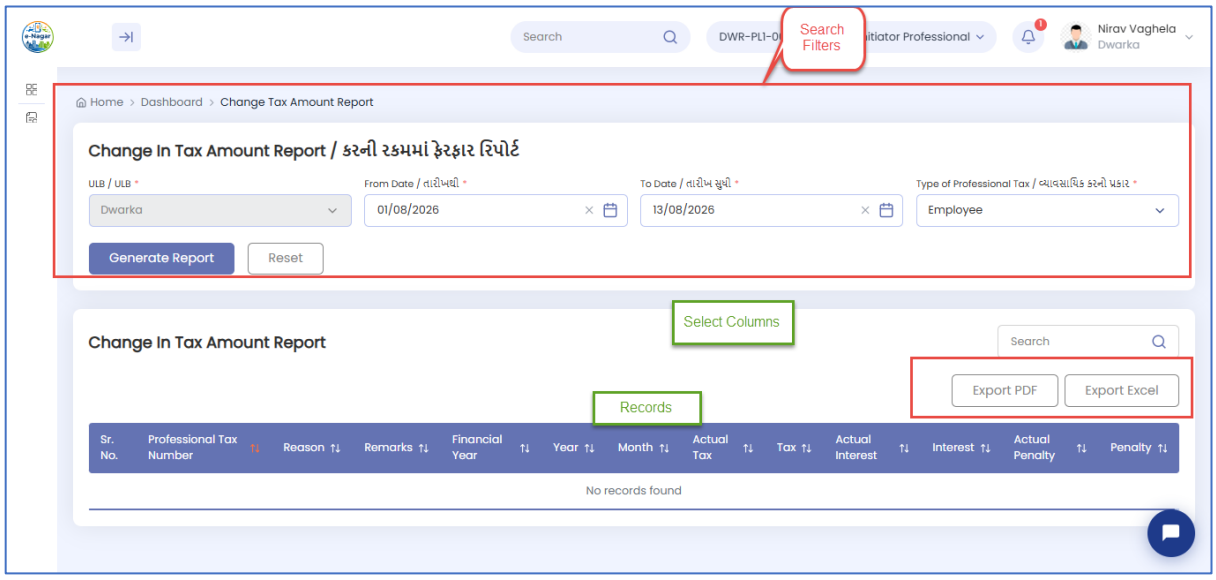


Figure 9-12

Filter Section

- **ULB / ULB** – Displays the ULB for which the report is to be generated. In the screenshot, the selected ULB is **Dwarka**. (Dropdown)
- **From Date / તારીખથી** – Specifies the starting date of the period for which the report is required. (Date Picker)
- **To Date / તારીખ સુધી** – Specifies the ending date of the period for which the report is required. (Date Picker)
- **Type of Professional Tax / વ્યવસાયિક કરનો પ્રકાર** – Specifies the category of Professional Tax for which the report is to be generated. In the screenshot, **Employee** is selected. (Dropdown)
- **Generate Report** – Generates the Change in Tax Amount Report based on the selected ULB, date range, and Professional Tax type. (Button)
- **Reset** – Clears the selected filter values and resets the report criteria. (Button)

Report Listing Section

After generating the report, the records are displayed in a tabular format.

- **Search** – Allows the user to search for a specific record from the generated report. (Search Field)
- **Export PDF** – Exports the generated report in PDF format. (Button)
- **Export Excel** – Exports the generated report in Excel format. (Button)
- The report table contains the following columns:
- **Sr. No.** – Displays the serial number of each record.
- **Professional Tax Number** – Displays the unique Professional Tax number associated with the record.
- **Reason** – Displays the reason for the change in the tax amount.
- **Remarks** – Displays additional remarks or comments related to the tax amount change.
- **Financial Year** – Displays the financial year associated with the tax record.
- **Year** – Displays the year associated with the tax record.
- **Month** – Displays the month associated with the tax record.
- **Actual Tax** – Displays the actual tax amount applicable to the record.
- **Tax** – Displays the tax amount recorded after the applicable change.
- **Actual Interest** – Displays the actual interest amount applicable to the record.
- **Interest** – Displays the interest amount recorded after the applicable change.
- **Actual Penalty** – Displays the actual penalty amount applicable to the record.
- **Penalty** – Displays the penalty amount recorded after the applicable change.

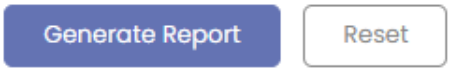
The **up/down arrows** shown beside the column names can be used to sort the records in ascending or descending order.

9.8 Professional Tax EC Number Not Tagged With RC Number Report

The **Professional Tax EC Number Not Tagged With RC Number Report** is used to identify and view Professional Tax Establishment Certificate (EC) records that are **not tagged or linked with an RC (Registration Certificate) Number**. The report can be generated by applying ULB, date range, and Professional Tax Number filters.

Search Filters

- **ULB / ULB** – Specifies the ULB for which the report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **From Date**– Specifies the starting date of the period for which the report is required. (Date Picker)
- **To Date** – Specifies the ending date of the period for which the report is required. (Date Picker)
- **Professional Tax No.** – Allows the user to enter a specific Professional Tax Number to retrieve the corresponding EC record that is not tagged with an RC Number. (Text)

Button 

- **Generate Report** – Generates the report based on the selected search criteria. (Button)
- **Reset** – Clears the entered or selected search criteria. (Button)

Report Listing

After generating the report, the matching records are displayed in the report table.

- **Select Columns** – Allows the user to select the columns to be displayed in the report listing. (Control)
- **Search** – Allows the user to search for a specific record within the generated report. (Search Field)
- **Export PDF** – Exports the displayed report records in PDF format. (Button)
- **Export Excel** – Exports the displayed report records in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each record.

- **Professional Tax No.** – Displays the Professional Tax number associated with the establishment.
- **Owner Name** – Displays the name of the owner associated with the Professional Tax record.
- **Mobile No.** – Displays the registered mobile number of the owner.
- **Establishment Name** – Displays the name of the establishment associated with the Professional Tax record.
- **Establishment Address** – Displays the registered address of the establishment.
- **Commencement Date** – Displays the date from which the establishment commenced its business or professional activity.
- **Registration Date** – Displays the date on which the Professional Tax registration was created.

The **sorting arrows** available beside the column names allow the user to sort the records in ascending or descending order.

9.9 Professional Tax Registration/Issuance Report

The **Professional Tax Registration/Issuance Report** is used to generate and view Professional Tax registration records based on the selected ULB, date range, registration type, and registration status. The report also provides a summary of total registrations and detailed registration records.

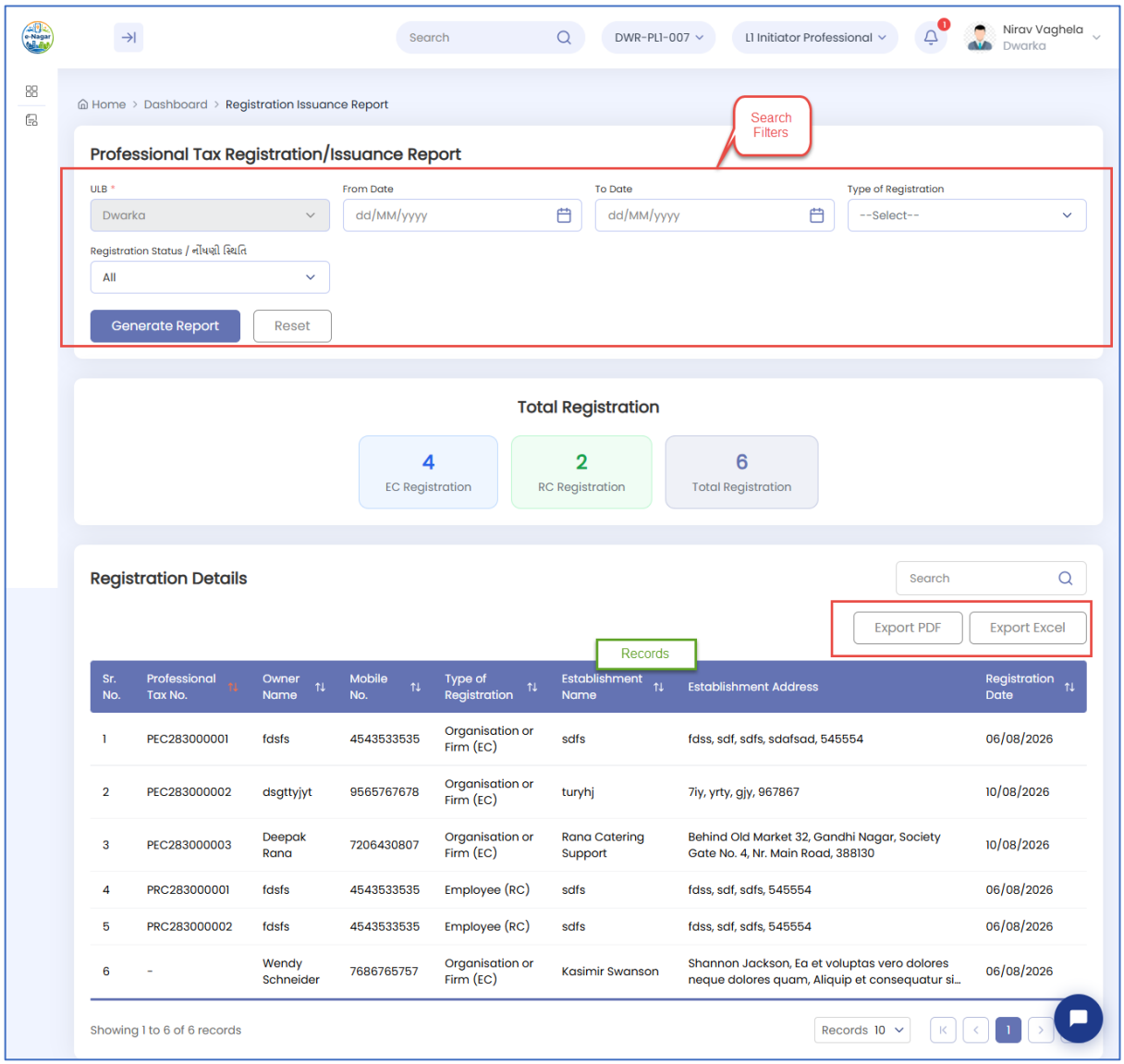
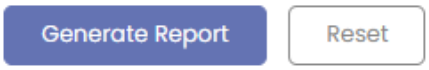


Figure 9-13

Search Filters

- **ULB** – Specifies the ULB for which the registration report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **From Date** – Specifies the starting date of the period for which the registration records are required. (Date Picker)
- **To Date** – Specifies the ending date of the period for which the registration records are required. (Date Picker)

- **Type of Registration** – Specifies the type of Professional Tax registration to be included in the report, such as **Organization or Firm (EC)** or **Employee (RC)**. (Dropdown)
- **Registration Status** – Specifies the registration status of records to be included in the report. The **All** option is selected in the screenshot, allowing records of all registration statuses to be displayed. (Dropdown)

Button 

- **Generate Report** – Generates the Professional Tax Registration/Issuance Report based on the selected search criteria. (Button)
- **Reset** – Clears the selected search criteria and resets the filter fields. (Button)

Total Registration

The **Total Registration** section provides a summary of the registrations included in the generated report.

- **EC Registration** – Displays the total number of Establishment Certificate (EC) registrations. In the screenshot, **4 EC Registrations** are displayed.
- **RC Registration** – Displays the total number of Registration Certificate (RC) registrations. In the screenshot, **2 RC Registrations** are displayed.
- **Total Registration** – Displays the combined number of EC and RC registrations. In the screenshot, the total is **6 registrations**.

Registration Details

The **Registration Details** section displays the detailed records matching the selected search criteria.

- **Search** – Allows the user to search for a specific registration record within the generated report. (Search Field)
- **Export PDF** – Exports the displayed registration details in PDF format. (Button)
- **Export Excel** – Exports the displayed registration details in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each registration record.
- **Professional Tax No.** – Displays the Professional Tax number assigned to the registration.

- **Owner Name** – Displays the name of the owner or applicant associated with the Professional Tax registration.
- **Mobile No.** – Displays the registered mobile number associated with the registration.
- **Type of Registration** – Displays the type of Professional Tax registration, such as **Organization or Firm (EC)** or **Employee (RC)**.
- **Establishment Name** – Displays the name of the establishment associated with the registration.
- **Establishment Address** – Displays the registered address of the establishment.
- **Registration Date** – Displays the date on which the Professional Tax registration was issued or recorded.

9.10Track Professional Tax Application

The **Track Professional Tax Application** page is used to search and track Professional Tax applications based on various search criteria such as application type, application status, Professional Tax Number, establishment name, applicant name, and month. The generated results display the application details along with their current workflow status and application date.

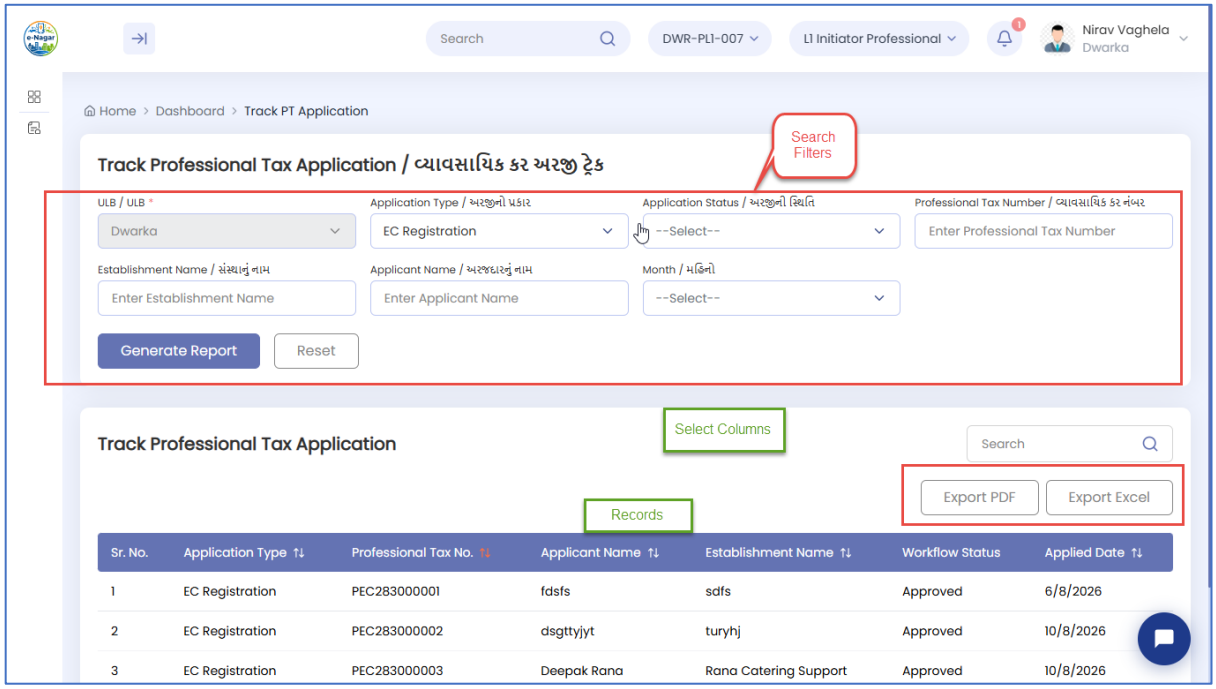
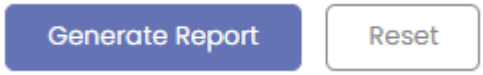


Figure 9-14

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Professional Tax applications are to be searched. In the screenshot, **Dwarka** is selected. (Dropdown)
- **Application Type** – Specifies the type of Professional Tax application to be searched. In the screenshot, **EC Registration** is selected. (Dropdown)
- **Application Status** – Specifies the current status of the Professional Tax application, allowing the user to filter applications according to their workflow status. (Dropdown)
- **Professional Tax Number** – Allows the user to enter a specific Professional Tax Number to search for the corresponding application. (Text)
- **Establishment Name** – Allows the user to enter the name of an establishment to search for its Professional Tax application. (Text)
- **Applicant Name** – Allows the user to enter the applicant's name to search for the corresponding application. (Text)

- **Month** – Specifies the month for which Professional Tax applications are to be retrieved. (Dropdown)

Buttons 

- **Generate Report** – Generates the Track Professional Tax Application report based on the selected or entered search criteria. (Button)
- **Reset** – Clears the entered and selected search criteria. (Button)

Track Professional Tax Application Listing

After generating the report, the matching applications are displayed in the **Track Professional Tax Application** section.

- **Select Columns** – Allows the user to select the columns to be displayed in the application listing. (Control)
- **Search** – Allows the user to search for a specific application from the displayed records. (Search Field)
- **Export PDF** – Exports the displayed application records in PDF format. (Button)
- **Export Excel** – Exports the displayed application records in Excel format. (Button)

Records

The application listing displays the following columns:

- **Sr. No.** – Displays the serial number of each application.
- **Application Type** – Displays the type of Professional Tax application, such as **EC Registration**.
- **Professional Tax No.** – Displays the Professional Tax number associated with the application.
- **Applicant Name** – Displays the name of the applicant who submitted the Professional Tax application.
- **Establishment Name** – Displays the name of the establishment associated with the application.
- **Workflow Status** – Displays the current workflow status of the application, such as **Approved**.
- **Applied Date** – Displays the date on which the Professional Tax application was submitted.

9.11 Professional Category Update Report

The **Professional Category Update Report** is used to generate and view records related to changes made to the professional category of a Professional Tax registration. The report allows the user to filter records based on ULB, date range, Professional Tax Number, owner name, and establishment name.

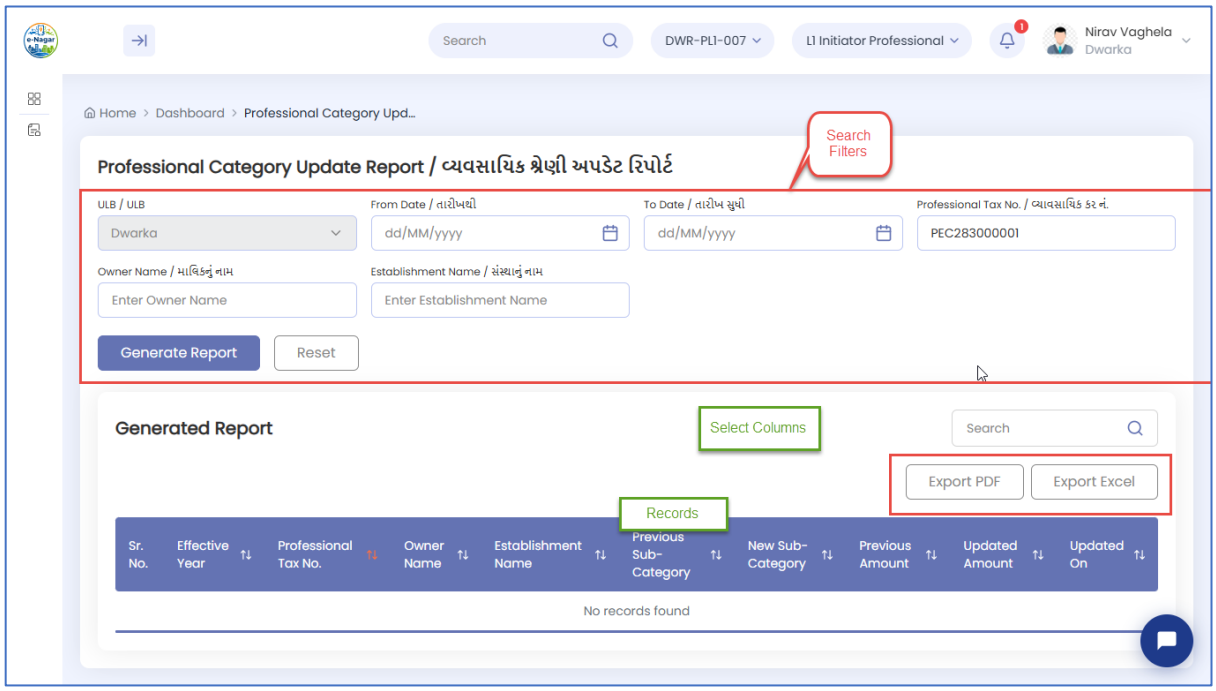
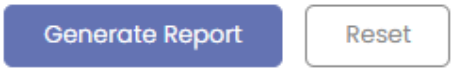


Figure 9-15

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Professional Category Update Report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **From Date / તારીખથી** – Specifies the starting date of the period for which professional category update records are to be retrieved. (Date Picker)
- **To Date / તારીખ સુધી** – Specifies the ending date of the period for which professional category update records are to be retrieved. (Date Picker)
- **Professional Tax No. / વ્યવસાયિક કર નં.** – Allows the user to enter a specific Professional Tax Number to retrieve the corresponding professional category update record. (Text)
- **Owner Name / માલિકનું નામ** – Allows the user to enter the owner's name to search for records associated with a particular owner. (Text)
- **Establishment Name / સંસ્થાનું નામ** – Allows the user to enter the establishment name to search for the corresponding professional category update records. (Text)

Buttons 

- **Generate Report** – Generates the Professional Category Update Report based on the selected or entered search criteria. (Button)
- **Reset** – Clears the entered and selected search criteria. (Button)

Generated Report

- After generating the report, the matching records are displayed in the **Generated Report** section.
- **Select Columns** – Allows the user to select the columns to be displayed in the report listing. (Control)
- **Search** – Allows the user to search for a specific record within the generated report. (Search Field)
- **Export PDF** – Exports the generated report in PDF format. (Button)
- **Export Excel** – Exports the generated report in Excel format. (Button)

Records

- The report displays the following columns:
- **Sr. No.** – Displays the serial number of each record.
- **Effective Year** – Displays the year from which the updated professional category becomes effective.
- **Professional Tax No.** – Displays the Professional Tax number associated with the record.
- **Owner Name** – Displays the name of the owner associated with the Professional Tax registration.
- **Establishment Name** – Displays the name of the establishment associated with the Professional Tax registration.
- **Previous Sub-Category** – Displays the professional sub-category assigned to the registration before the update.
- **New Sub-Category** – Displays the new professional sub-category assigned after the update.
- **Previous Amount** – Displays the Professional Tax amount applicable before the category update.

- **Updated Amount** – Displays the Professional Tax amount applicable after the category update.
- **Updated On** – Displays the date on which the professional category was updated.

9.12 Change in Tax Amount Report

The **Change in Tax Amount Report** is used to generate and view records where changes have been made to Professional Tax, interest, or penalty amounts. The report can be filtered based on the ULB, date range, and type of Professional Tax.

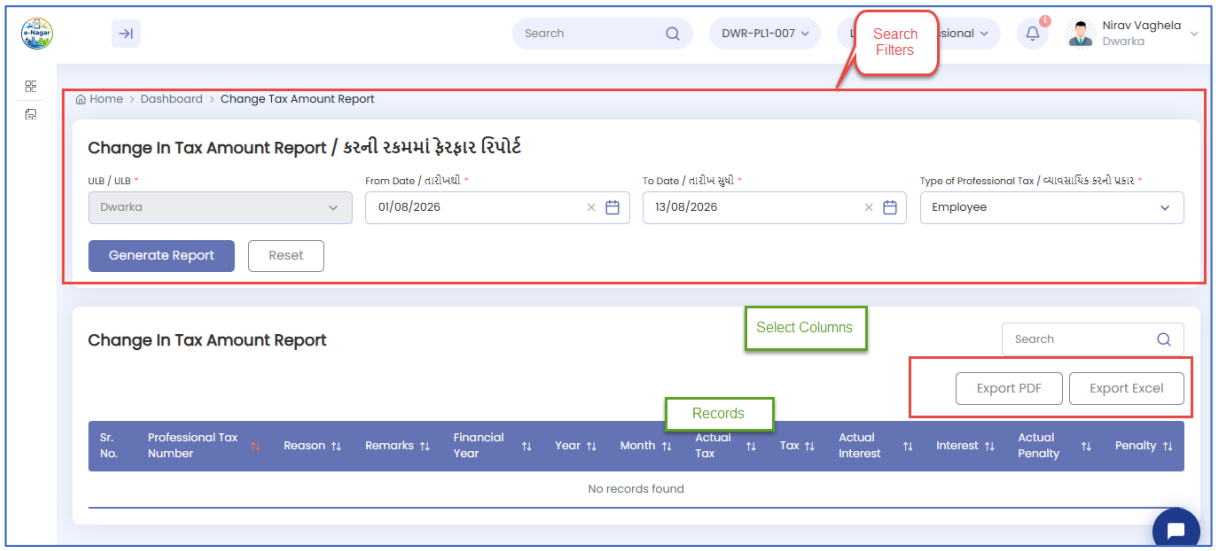
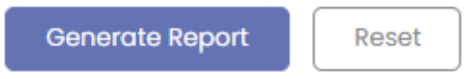


Figure 9-16

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Change in Tax Amount Report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **From Date / તારીખથી** – Specifies the starting date of the period for which tax amount change records are to be retrieved. (Date Picker)
- **To Date / તારીખ સુધી** – Specifies the ending date of the period for which tax amount change records are to be retrieved. (Date Picker)
- **Type of Professional Tax / વ્યવસાયિક કરનો પ્રકાર** – Specifies the type of Professional Tax for which the report is to be generated. In the screenshot, **Employee** is selected. (Dropdown)

Buttons 

- **Generate Report** – Generates the Change in Tax Amount Report based on the selected search criteria. (Button)
- **Reset** – Clears the selected search criteria and resets the filter fields. (Button)

Change in Tax Amount Report

- After generating the report, the matching records are displayed in the **Change in Tax Amount Report** section.

- **Select Columns** – Allows the user to select the columns to be displayed in the report listing. (Control)
- **Search** – Allows the user to search for a specific record within the generated report. (Search Field)
- **Export PDF** – Exports the generated report in PDF format. (Button)
- **Export Excel** – Exports the generated report in Excel format. (Button)

Records

- The report displays the following columns:
- **Sr. No.** – Displays the serial number of each record.
- **Professional Tax Number** – Displays the Professional Tax number associated with the record.
- **Reason** – Displays the reason for the change in the tax amount.
- **Remarks** – Displays additional remarks or comments related to the change.
- **Financial Year** – Displays the financial year associated with the Professional Tax record.
- **Year** – Displays the year associated with the tax amount record.
- **Month** – Displays the month associated with the tax amount record.
- **Actual Tax** – Displays the original or actual tax amount applicable to the record.
- **Tax** – Displays the updated tax amount after the change.
- **Actual Interest** – Displays the original or actual interest amount applicable to the record.
- **Interest** – Displays the updated interest amount after the change.
- **Actual Penalty** – Displays the original or actual penalty amount applicable to the record.
- **Penalty** – Displays the updated penalty amount after the change.

9.13 Professional Tax EC Number Not Tagged With RC Number Report

The Professional Tax EC Number Not Tagged With RC Number Report is used to generate and view records of Professional Tax EC (Establishment Certificate) numbers that have not been tagged or linked with an RC (Registration Certificate) number. The report can be filtered using the ULB, date range, and Professional Tax Number.

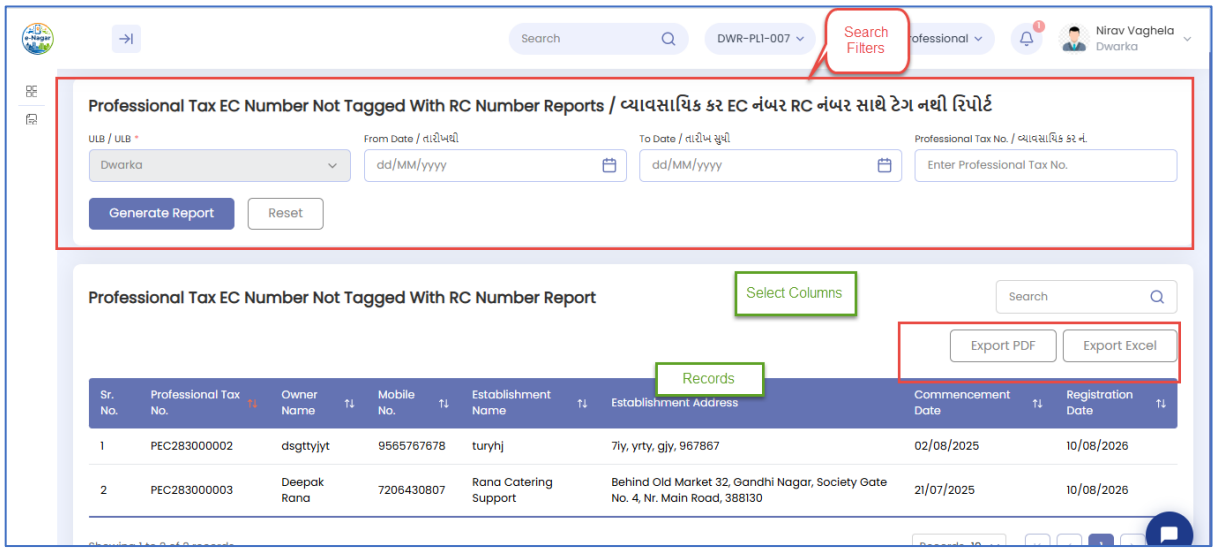


Figure 9-17

Search Filters

- **ULB / ULB** – Specifies the ULB for which the report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **From Date / તારીખથી** – Specifies the starting date of the period for which untagged EC records are to be retrieved. (Date Picker)
- **To Date / તારીખ સુધી** – Specifies the ending date of the period for which untagged EC records are to be retrieved. (Date Picker)
- **Professional Tax No. / વ્યવસાયિક કર નં.** – Allows the user to enter a specific Professional Tax Number to search for the corresponding EC record that is not tagged with an RC Number. (Text)
- **Generate Report** – Generates the report based on the selected or entered search criteria. (Button)
- **Reset** – Clears the entered and selected search criteria. (Button)

Professional Tax EC Number Not Tagged With RC Number Report

The matching records are displayed in the **Professional Tax EC Number Not Tagged With RC Number Report** section after the report is generated.

- **Select Columns** – Allows the user to select the columns to be displayed in the report listing. (Control)
- **Search** – Allows the user to search for a specific record within the generated report. (Search Field)
- **Export PDF** – Exports the generated report in PDF format. (Button)
- **Export Excel** – Exports the generated report in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each record.
- **Professional Tax No.** – Displays the Professional Tax number associated with the EC registration.
- **Owner Name** – Displays the name of the owner associated with the Professional Tax registration.
- **Mobile No.** – Displays the registered mobile number of the owner.
- **Establishment Name** – Displays the name of the establishment associated with the Professional Tax registration.
- **Establishment Address** – Displays the registered address of the establishment.
- **Commencement Date** – Displays the date from which the establishment commenced its business or professional activity.
- **Registration Date** – Displays the date on which the Professional Tax registration was issued or recorded.

9.14 Professional Tax Registration/Issuance Report

The **Professional Tax Registration/Issuance Report** is used to generate and view Professional Tax registration records based on the selected ULB, date range, type of registration, and registration status. The report also provides a summary of registrations and detailed registration information.

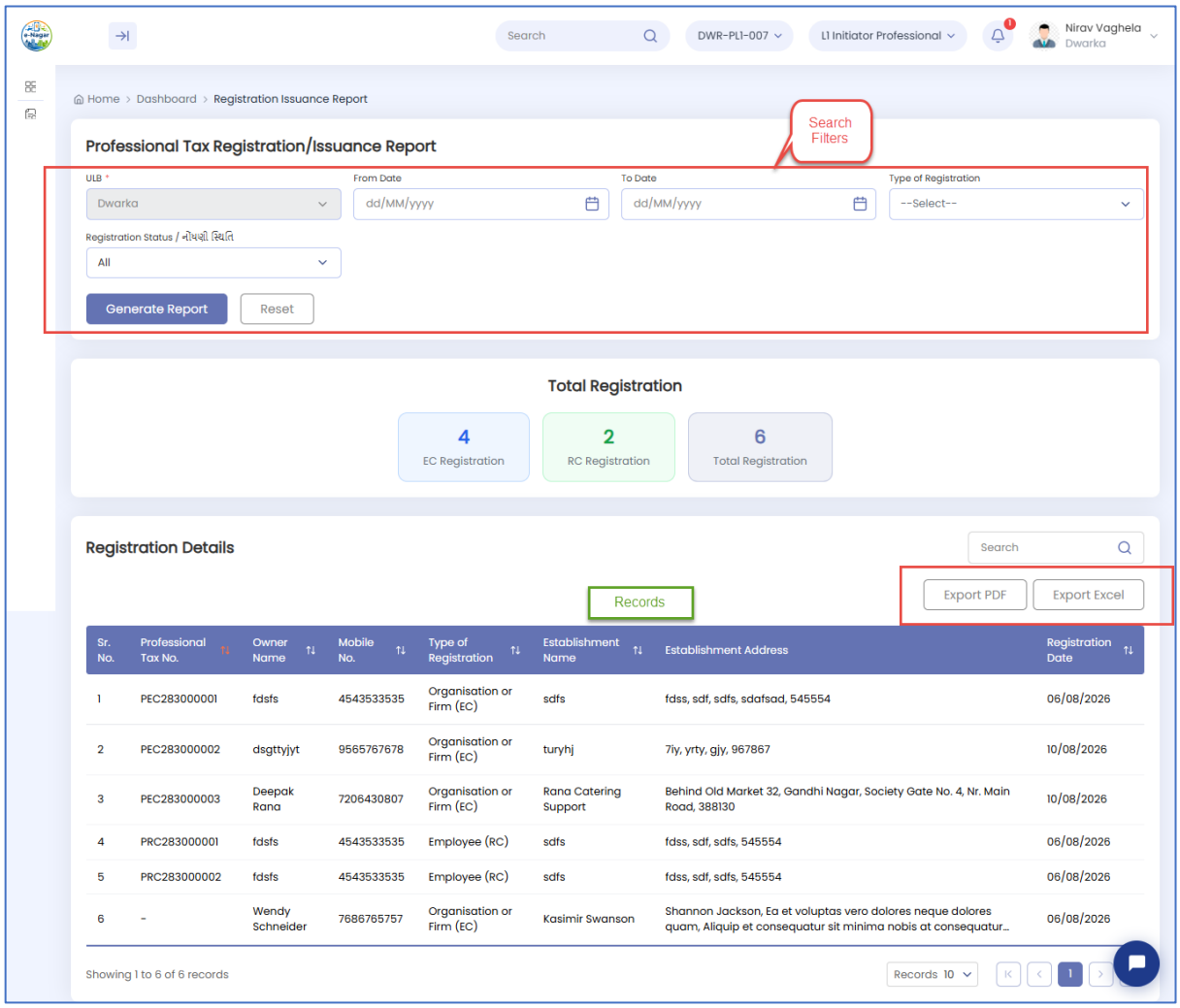
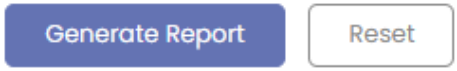


Figure 9-18

Search Filters

- **ULB / ULB** – Specifies the ULB for which the registration report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **From Date** – Specifies the starting date of the period for which registration records are to be retrieved. (Date Picker)
- **To Date** – Specifies the ending date of the period for which registration records are to be retrieved. (Date Picker)
- **Type of Registration** – Specifies the type of Professional Tax registration to be included in the report. (Dropdown)

- **Registration Status**– Specifies the registration status of the records to be included in the report. The **All** option is selected in the screenshot, allowing registrations of all available statuses to be included. (Dropdown)

Buttons 

- **Generate Report** – Generates the Professional Tax Registration/Issuance Report based on the selected search criteria. (Button)
- **Reset** – Clears the selected search criteria and resets the filter fields. (Button)

Total Registration

The **Total Registration** section provides a summary of the registrations included in the generated report.

- **EC Registration** – Displays the total number of Establishment Certificate (EC) registrations. In the screenshot, **4 EC Registrations** are displayed.
- **RC Registration** – Displays the total number of Registration Certificate (RC) registrations. In the screenshot, **2 RC Registrations** are displayed.
- **Total Registration** – Displays the combined total of EC and RC registrations. In the screenshot, the total is **6 registrations**.

Registration Details

The **Registration Details** section displays the detailed registration records matching the selected search criteria.

- **Search** – Allows the user to search for a specific registration record within the displayed results. (Search Field)
- **Export PDF** – Exports the displayed registration details in PDF format. (Button)
- **Export Excel** – Exports the displayed registration details in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each registration record.
- **Professional Tax No.** – Displays the Professional Tax number assigned to the registration.
- **Owner Name** – Displays the name of the owner associated with the Professional Tax registration.

- **Mobile No.** – Displays the registered mobile number associated with the registration.
- **Type of Registration** – Displays the type of registration, such as **Organisation or Firm (EC)** or **Employee (RC)**.
- **Establishment Name** – Displays the name of the establishment associated with the Professional Tax registration.
- **Establishment Address** – Displays the registered address of the establishment.
- **Registration Date** – Displays the date on which the Professional Tax registration was issued or recorded.

9.15 Track Professional Tax Application

The **Track Professional Tax Application** page is used to search and track Professional Tax applications based on different search criteria such as application type, application status, Professional Tax Number, establishment name, applicant name, and month. The generated results display the application details along with the current workflow status and applied date.

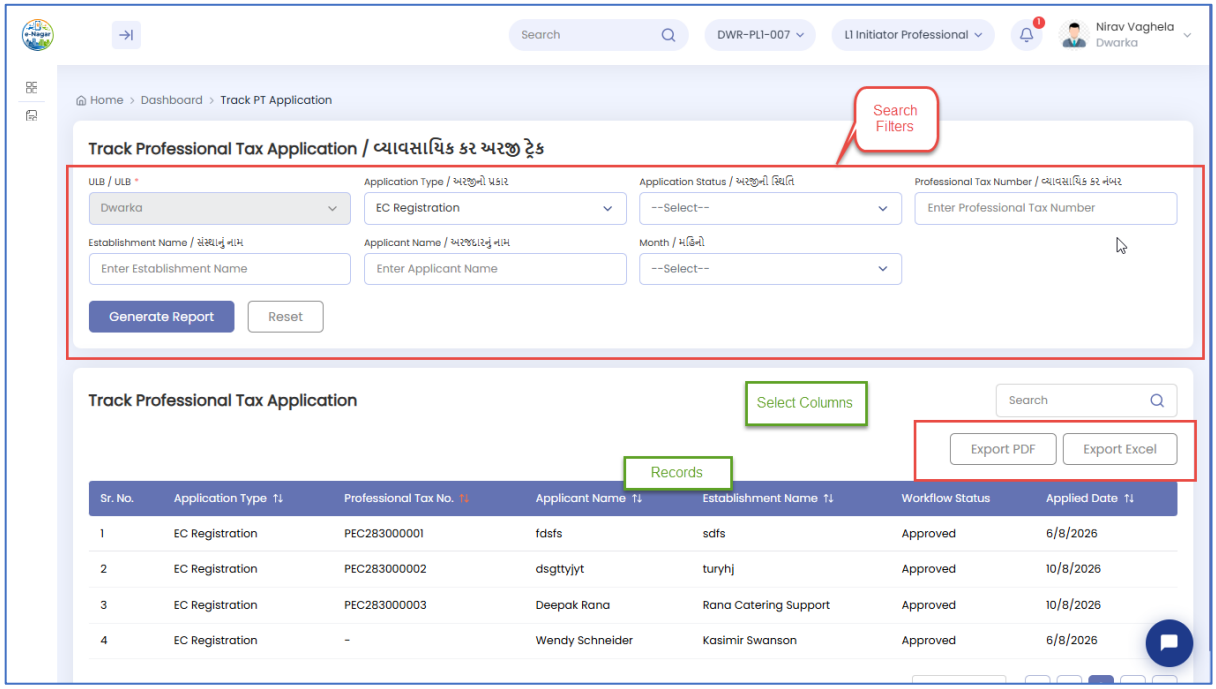
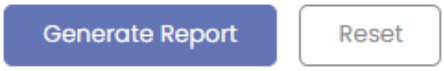


Figure 9-19

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Professional Tax applications are to be searched. In the screenshot, **Dwarka** is selected. (Dropdown)
- **Application Type** – Specifies the type of Professional Tax application to be searched. In the screenshot, **EC Registration** is selected. (Dropdown)
- **Application Status** – Specifies the current status of the Professional Tax application to filter the records based on their workflow status. (Dropdown)
- **Professional Tax Number**– Allows the user to enter a specific Professional Tax Number to search for the corresponding application. (Text)
- **Establishment Name**– Allows the user to enter the establishment name to search for applications associated with a particular establishment. (Text)
- **Applicant Name**– Allows the user to enter the applicant's name to search for the corresponding Professional Tax application. (Text)

- **Month / મહિનો** – Allows the user to select a month to filter the Professional Tax applications submitted during the selected month. (Dropdown)

Buttons 

- **Generate Report** – Generates the Track Professional Tax Application report based on the selected or entered search criteria. (Button)
- **Reset** – Clears the entered and selected search criteria. (Button)

Track Professional Tax Application

The matching applications are displayed in the **Track Professional Tax Application** section after the report is generated.

- **Select Columns** – Allows the user to select the columns to be displayed in the application listing. (Control)
- **Search** – Allows the user to search for a specific application within the generated records. (Search Field)
- **Export PDF** – Exports the displayed application records in PDF format. (Button)
- **Export Excel** – Exports the displayed application records in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each application.
- **Application Type** – Displays the type of Professional Tax application, such as **EC Registration**.
- **Professional Tax No.** – Displays the Professional Tax number associated with the application. A hyphen (-) is displayed where a Professional Tax Number is not available.
- **Applicant Name** – Displays the name of the applicant who submitted the Professional Tax application.
- **Establishment Name** – Displays the name of the establishment associated with the application.
- **Workflow Status** – Displays the current workflow status of the application, such as **Approved**.
- **Applied Date** – Displays the date on which the Professional Tax application was submitted.

9.16 Professional Category Update Report

The **Professional Category Update Report** is used to generate and view records related to changes made to the professional category of a Professional Tax registration. The report allows the user to filter records based on ULB, effective date range, Professional Tax Number, owner name, and establishment name.

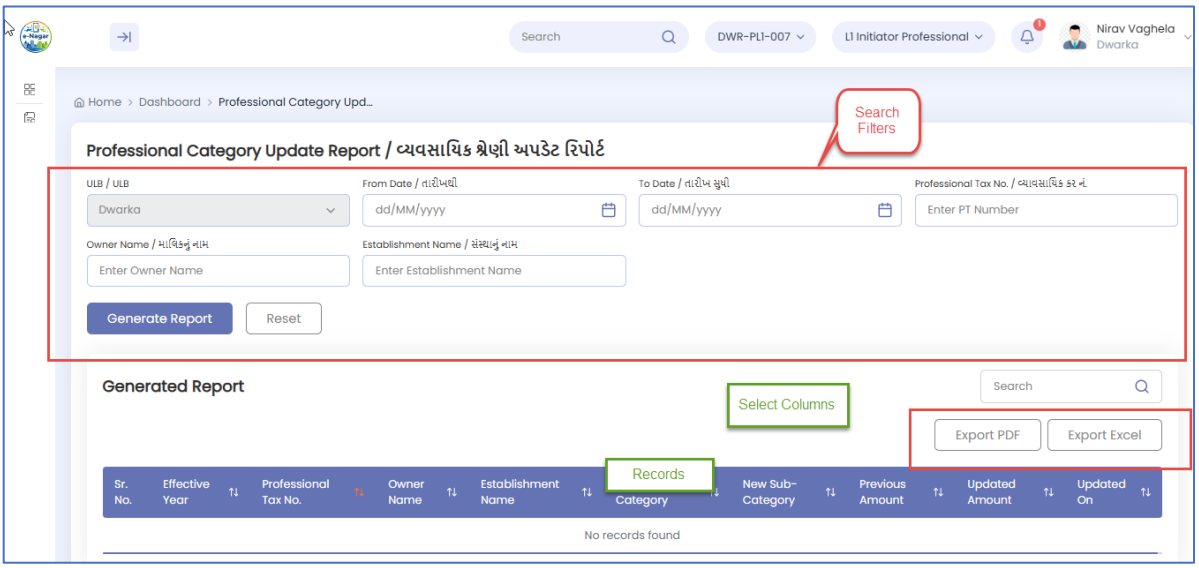
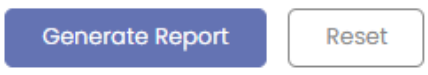


Figure 9-20

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Professional Category Update Report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **From Date** – Specifies the starting date of the period for which professional category update records are to be retrieved. (Date Picker)
- **To Date** – Specifies the ending date of the period for which professional category update records are to be retrieved. (Date Picker)
- **Professional Tax No.**– Allows the user to enter a specific Professional Tax Number to search for the corresponding professional category update record. (Text)
- **Owner Name** – Allows the user to enter the owner's name to search for professional category update records associated with the owner. (Text)
- **Establishment Name** – Allows the user to enter the establishment name to search for the corresponding professional category update records. (Text)

Buttons 

- **Generate Report** – Generates the Professional Category Update Report based on the selected or entered search criteria. (Button)

- **Reset** – Clears the entered and selected search criteria. (Button)

Generated Report

The matching records are displayed in the **Generated Report** section after the report is generated.

- **Select Columns** – Allows the user to select the columns to be displayed in the report listing. (Control)
- **Search** – Allows the user to search for a specific record within the generated report. (Search Field)
- **Export PDF** – Exports the generated report in PDF format. (Button)
- **Export Excel** – Exports the generated report in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each record.
- **Effective Year** – Displays the year from which the updated professional category becomes effective.
- **Professional Tax No.** – Displays the Professional Tax number associated with the record.
- **Owner Name** – Displays the name of the owner associated with the Professional Tax registration.
- **Establishment Name** – Displays the name of the establishment associated with the Professional Tax registration.
- **Previous Sub-Category** – Displays the professional sub-category assigned to the registration before the update.
- **New Sub-Category** – Displays the new professional sub-category assigned after the update.
- **Previous Amount** – Displays the Professional Tax amount applicable before the category update.
- **Updated Amount** – Displays the Professional Tax amount applicable after the category update.
- **Updated On** – Displays the date on which the professional category was updated.

9.17 Cancellation Report of Professional Tax

The **Cancellation Report of Professional Tax** is used to generate and view records of Professional Tax registrations that have been cancelled. The report can be filtered based on the ULB, cancellation date range, type of Professional Tax, and Professional Tax Number.

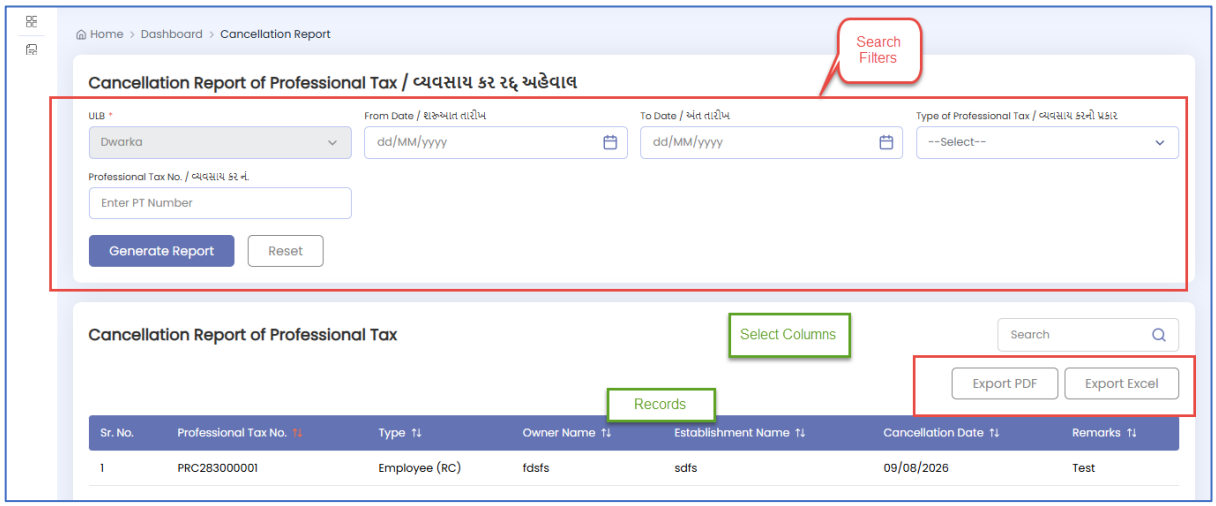
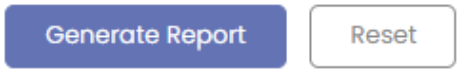


Figure 9-21

Search Filters

- **ULB** – Specifies the ULB for which the Professional Tax cancellation report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **From Date** – Specifies the starting date of the period for which cancelled Professional Tax records are to be retrieved. (Date Picker)
- **To Date** – Specifies the ending date of the period for which cancelled Professional Tax records are to be retrieved. (Date Picker)
- **Type of Professional Tax** – Specifies the type of Professional Tax for which cancellation records are to be retrieved. (Dropdown)
- **Professional Tax No.** – Allows the user to enter a specific Professional Tax Number to search for its cancellation record. (Text)

Buttons 

- **Generate Report** – Generates the Cancellation Report of Professional Tax based on the selected or entered search criteria. (Button)
- **Reset** – Clears the entered and selected search criteria. (Button)

Cancellation Report of Professional Tax

The matching cancellation records are displayed in the **Cancellation Report of Professional Tax** section after the report is generated.

- **Select Columns** – Allows the user to select the columns to be displayed in the report listing. (Control)
- **Search** – Allows the user to search for a specific cancellation record within the generated report. (Search Field)
- **Export PDF** – Exports the cancellation report in PDF format. (Button)
- **Export Excel** – Exports the cancellation report in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each cancellation record.
- **Professional Tax No.** – Displays the Professional Tax number associated with the cancelled registration.
- **Type** – Displays the type of Professional Tax registration, such as **Employee (RC)**.
- **Owner Name** – Displays the name of the owner associated with the cancelled Professional Tax registration.
- **Establishment Name** – Displays the name of the establishment associated with the registration.
- **Cancellation Date** – Displays the date on which the Professional Tax registration was cancelled.
- **Remarks** – Displays any remarks or additional information recorded regarding the cancellation.

9.18 Defaulter List Report

The **Defaulter List Report** is used to generate and view records of Professional Tax defaulters for a selected ULB and date range. The report provides details of the defaulter, establishment, outstanding tax amount, penalty, total amount, and remaining amount.

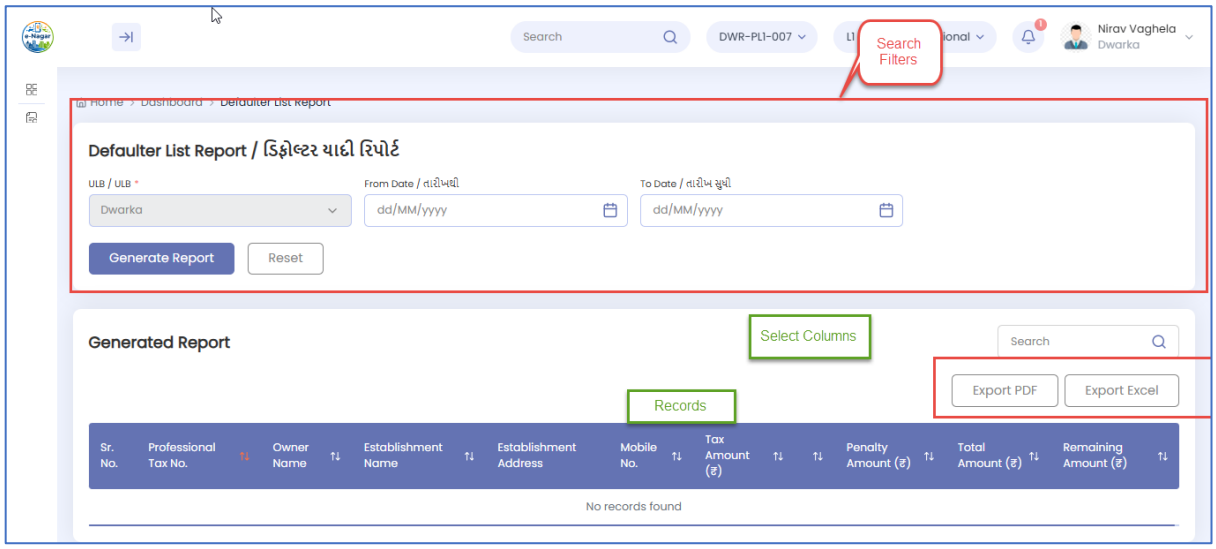
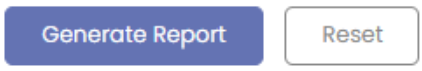


Figure 9-22

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Defaulter List Report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **From Date / તારીખથી** – Specifies the starting date of the period for which defaulter records are to be retrieved. (Date Picker)
- **To Date / તારીખ સુધી** – Specifies the ending date of the period for which defaulter records are to be retrieved. (Date Picker)

Buttons 

- **Generate Report** – Generates the Defaulter List Report based on the selected ULB and date range. (Button)
- **Reset** – Clears the selected search criteria and resets the filter fields. (Button)

Generated Report

The matching defaulter records are displayed in the **Generated Report** section after the report is generated.

- **Select Columns** – Allows the user to select the columns to be displayed in the report listing. (Control)

- **Search** – Allows the user to search for a specific defaulter record within the generated report. (Search Field)
- **Export PDF** – Exports the generated Defaulter List Report in PDF format. (Button)
- **Export Excel** – Exports the generated Defaulter List Report in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each defaulter record.
- **Professional Tax No.** – Displays the Professional Tax number associated with the defaulter.
- **Owner Name** – Displays the name of the owner associated with the Professional Tax registration.
- **Establishment Name** – Displays the name of the establishment associated with the Professional Tax registration.
- **Establishment Address** – Displays the registered address of the establishment.
- **Mobile No.** – Displays the registered mobile number associated with the Professional Tax record.
- **Tax Amount (₹)** – Displays the outstanding tax amount applicable to the defaulter.
- **Penalty Amount (₹)** – Displays the penalty amount applicable to the defaulter.
- **Total Amount (₹)** – Displays the total amount comprising the applicable tax and penalty amounts.
- **Remaining Amount (₹)** – Displays the amount that remains outstanding after considering any payments or adjustments made against the applicable dues.

9.19 Professional Tax Collection Report

The **Professional Tax Collection Report** is used to generate and view Professional Tax collection details based on selected financial year, date range, type of Professional Tax, mode of payment, and month. The report provides a **Collection Summary** showing the total tax, interest, penalty, and receipt amounts collected for EC and RC registrations.

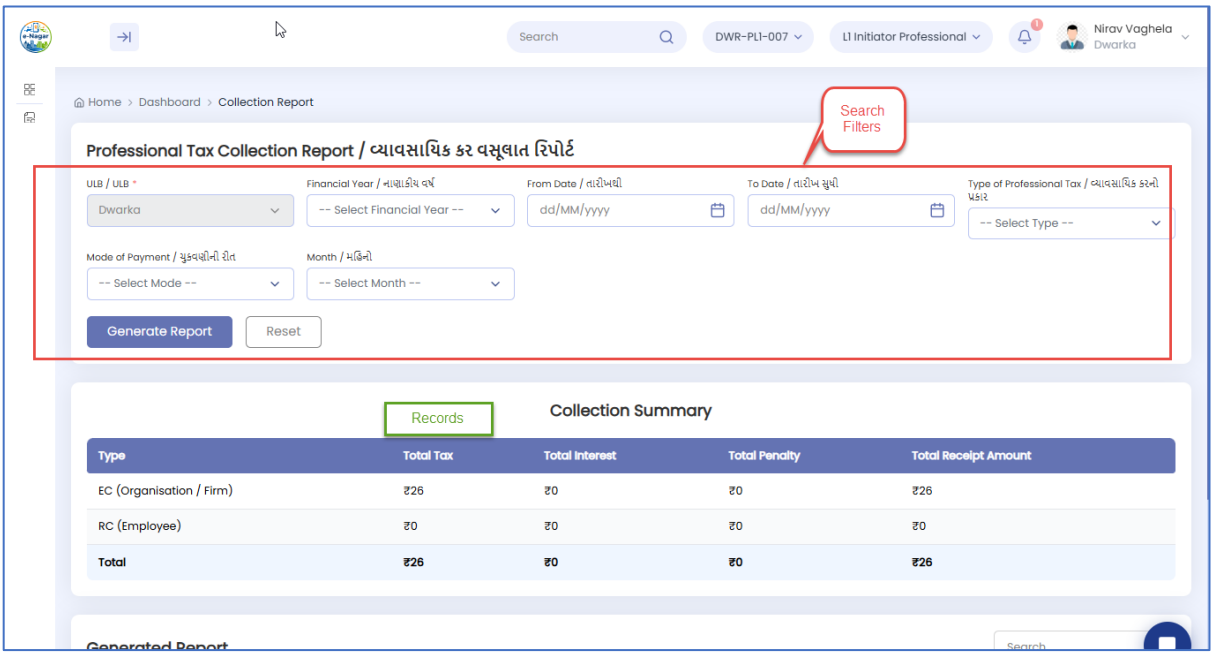
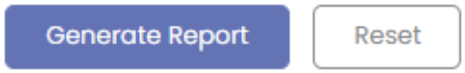


Figure 9-23

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Professional Tax Collection Report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **Financial Year** – Specifies the financial year for which the collection details are to be retrieved. (Dropdown)
- **From Date** – Specifies the starting date of the period for which collection records are to be retrieved. (Date Picker)
- **To Date** – Specifies the ending date of the period for which collection records are to be retrieved. (Date Picker)
- **Type of Professional Tax**– Specifies the type of Professional Tax for which collection details are to be generated. (Dropdown)
- **Mode of Payment** – Specifies the mode through which the Professional Tax payment was made. (Dropdown)
- **Month** – Specifies the month for which collection records are to be retrieved. (Dropdown)

Buttons 

- **Generate Report** – Generates the Professional Tax Collection Report based on the selected search criteria. (Button)
- **Reset** – Clears the selected search criteria and resets the filter fields. (Button)

Collection Summary

The **Collection Summary** section provides a summarized view of the Professional Tax collections categorized by registration type.

The summary displays the following columns:

- **Type** – Displays the type of Professional Tax registration, such as **EC (Organisation / Firm)** and **RC (Employee)**.
- **Total Tax** – Displays the total Professional Tax amount collected for the respective registration type.
- **Total Interest** – Displays the total interest amount collected for the respective registration type.
- **Total Penalty** – Displays the total penalty amount collected for the respective registration type.
- **Total Receipt Amount** – Displays the total receipt amount collected, including the applicable tax, interest, and penalty amounts.

The **Total** row displays the combined collection amounts for EC and RC registrations.

9.20Bank Details Update Report

The **Bank Details Update Report** is used to generate and view records of changes or updates made to the bank details associated with Professional Tax registrations. The report allows the user to filter records based on ULB, Professional Tax type, date range, PT/Registration Number, owner name, and establishment name.

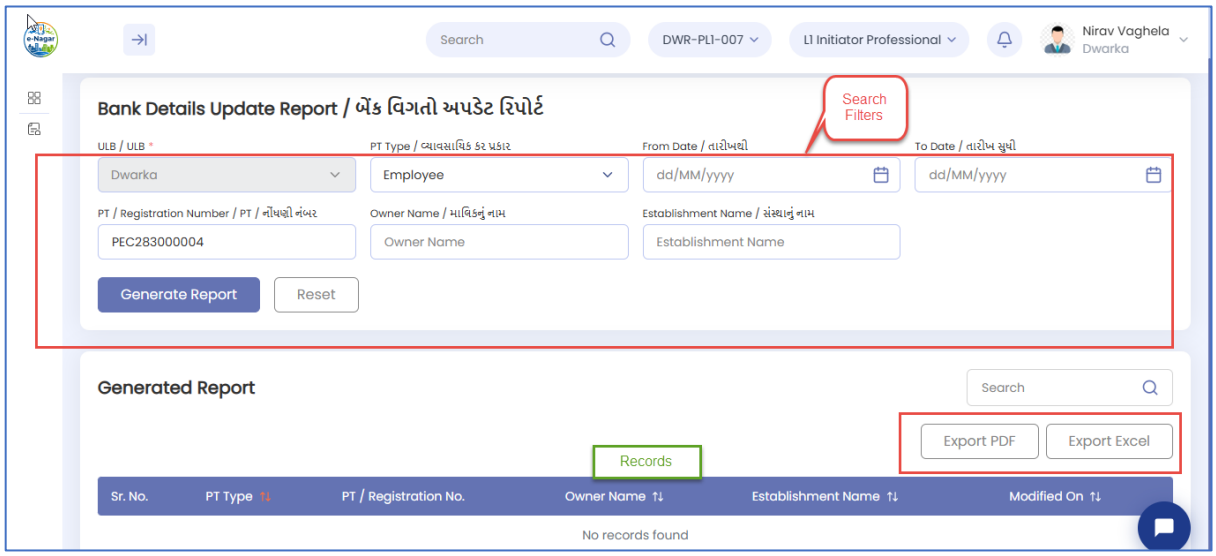
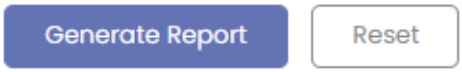


Figure 9-24

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Bank Details Update Report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **PT Type** – Specifies the type of Professional Tax registration for which bank detail update records are to be retrieved. In the screenshot, **Employee** is selected. (Dropdown)
- **From Date** – Specifies the starting date of the period for which bank detail update records are to be retrieved. (Date Picker)
- **To Date** – Specifies the ending date of the period for which bank detail update records are to be retrieved. (Date Picker)
- **PT / Registration Number**– Allows the user to enter a specific Professional Tax or Registration Number to search for the corresponding bank details update record. (Text)
- **Owner Name** – Allows the user to enter the owner's name to search for bank detail update records associated with the owner. (Text)
- **Establishment Name** – Allows the user to enter the establishment name to search for the corresponding bank details update records. (Text)

Button 

- **Generate Report** – Generates the Bank Details Update Report based on the selected or entered search criteria. (Button)
- **Reset** – Clears the entered and selected search criteria and resets the filter fields. (Button)

Generated Report

The matching records are displayed in the **Generated Report** section after the report is generated.

- **Select Columns** – Allows the user to select the columns to be displayed in the report listing. (Control)
- **Search** – Allows the user to search for a specific bank details update record within the generated report. (Search Field)
- **Export PDF** – Exports the generated report in PDF format. (Button)
- **Export Excel** – Exports the generated report in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each record.
- **PT Type** – Displays the type of Professional Tax registration associated with the record.
- **PT / Registration No.** – Displays the Professional Tax or Registration Number associated with the record.
- **Owner Name** – Displays the name of the owner associated with the Professional Tax registration.
- **Establishment Name** – Displays the name of the establishment associated with the Professional Tax registration.
- **Modified On** – Displays the date on which the bank details associated with the Professional Tax registration were modified or updated.

9.21 Update Employer's Employee Details Report

The **Update Employer's Employee Details Report** is used to generate and view records related to updates made to employee details associated with a Professional Tax registration. The report allows the user to filter records based on ULB, date range, Professional Tax Number, owner name, and establishment name.

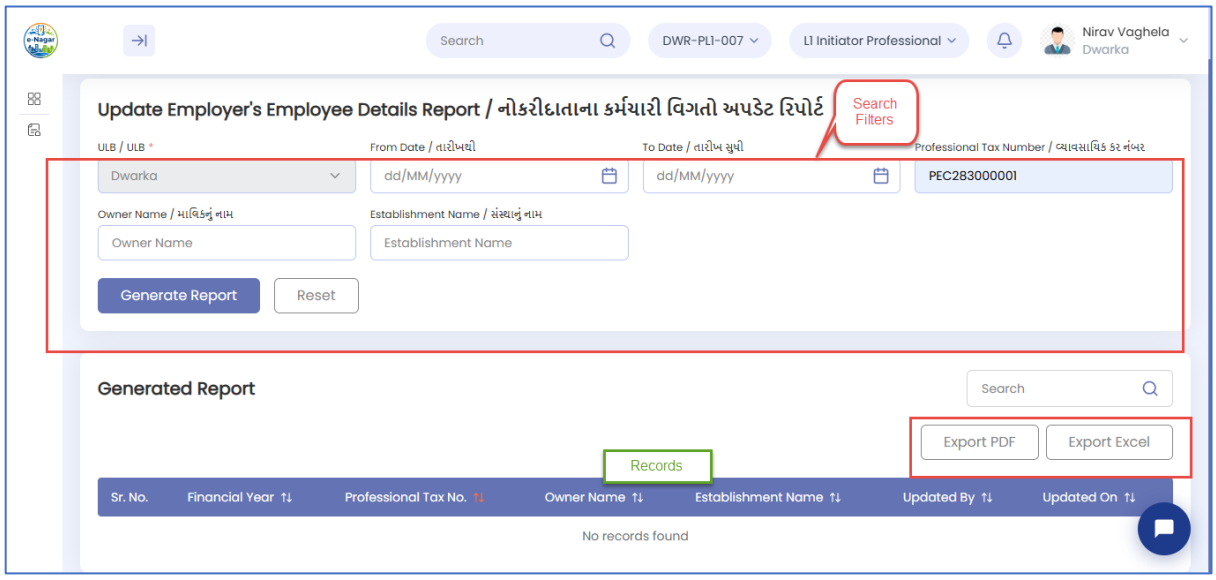
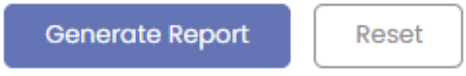


Figure 9-25

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Update Employer's Employee Details Report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **From Date** – Specifies the starting date of the period for which employee detail update records are to be retrieved. (Date Picker)
- **To Date** – Specifies the ending date of the period for which employee detail update records are to be retrieved. (Date Picker)
- **Professional Tax Number** – Allows the user to enter a specific Professional Tax Number to search for employee detail update records associated with the registration. (Text)
- **Owner Name** – Allows the user to enter the owner's name to search for employee detail update records associated with the owner. (Text)
- **Establishment Name** – Allows the user to enter the establishment name to search for the corresponding employee detail update records. (Text)

Button 

- **Generate Report** – Generates the Update Employer's Employee Details Report based on the selected or entered search criteria. (Button)
- **Reset** – Clears the entered and selected search criteria and resets the filter fields. (Button)

Generated Report

The matching records are displayed in the **Generated Report** section after the report is generated.

- **Search** – Allows the user to search for a specific employee detail update record within the generated report. (Search Field)
- **Export PDF** – Exports the generated report in PDF format. (Button)
- **Export Excel** – Exports the generated report in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each record.
- **Financial Year** – Displays the financial year associated with the employee detail update record.
- **Professional Tax No.** – Displays the Professional Tax number associated with the employer's registration.
- **Owner Name** – Displays the name of the owner associated with the Professional Tax registration.
- **Establishment Name** – Displays the name of the establishment associated with the Professional Tax registration.
- **Updated By** – Displays the user or authority who updated the employee details.
- **Updated On** – Displays the date on which the employee details were updated.

9.22 Professional Tax Collection Statistics Report

The **Professional Tax Collection Statistics Report** is used to generate and view statistical details of Professional Tax collections based on the selected ULB, date range, type of Professional Tax, and payment mode. The report provides the total number of payments and the total amount collected for each application type and payment mode.

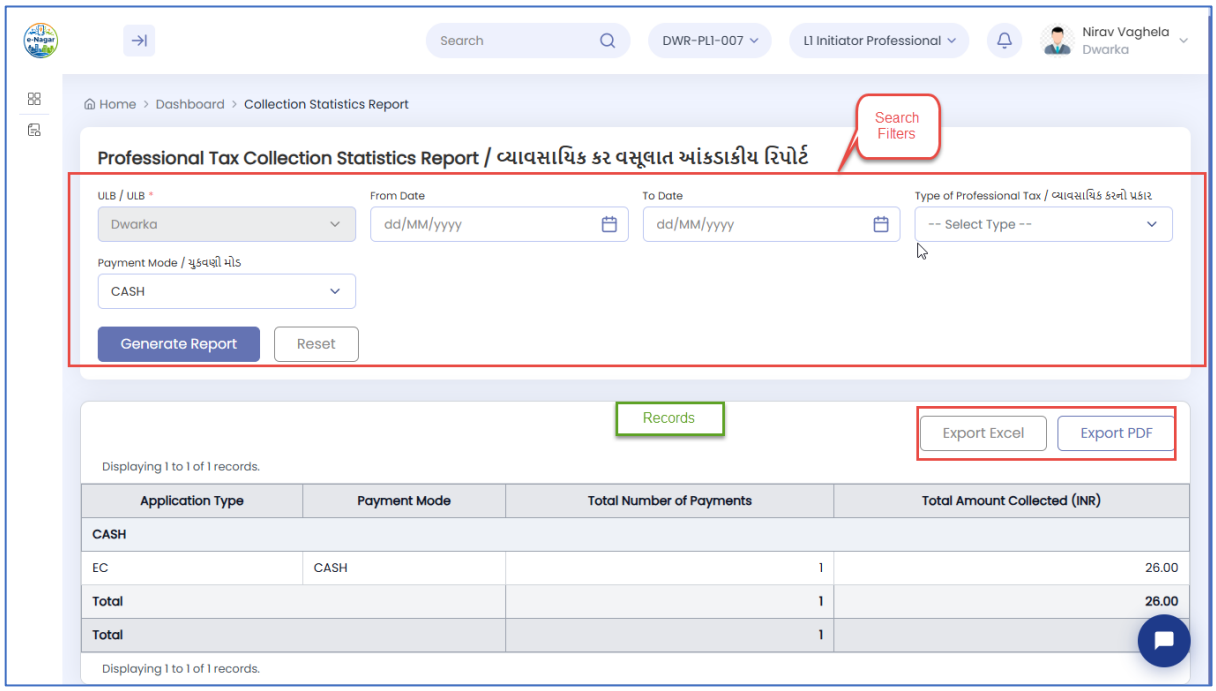
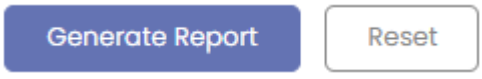


Figure 9-26

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Professional Tax Collection Statistics Report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **From Date** – Specifies the starting date of the period for which collection statistics are to be retrieved. (Date Picker)
- **To Date** – Specifies the ending date of the period for which collection statistics are to be retrieved. (Date Picker)
- **Type of Professional Tax**– Specifies the type of Professional Tax for which collection statistics are to be generated. (Dropdown)
- **Payment Mode** – Specifies the mode of payment to be included in the collection statistics. In the screenshot, **CASH** is selected. (Dropdown)

Button 

- **Generate Report** – Generates the Professional Tax Collection Statistics Report based on the selected search criteria. (Button)

- **Reset** – Clears the selected search criteria and resets the filter fields. (Button)

Generated Report

The generated collection statistics are displayed in a tabular format.

- **Export Excel** – Exports the generated collection statistics in Excel format. (Button)
- **Export PDF** – Exports the generated collection statistics in PDF format. (Button)

Records

The report displays the following columns:

- **Application Type** – Displays the type of Professional Tax application associated with the collection, such as **EC**.
- **Payment Mode** – Displays the payment mode through which the Professional Tax payment was collected, such as **CASH**.
- **Total Number of Payments** – Displays the total number of payments received for the corresponding application type and payment mode.
- **Total Amount Collected (INR)** – Displays the total amount collected through the corresponding application type and payment mode, in Indian Rupees.

9.23 Professional Tax Number Wise Demand Report

The **Professional Tax Number Wise Demand Report** is used to generate and view demand details for a specific Professional Tax registration. The report provides information about the establishment, registration, past and current demand, payments, outstanding balances, and the total outstanding amount for the selected financial year.

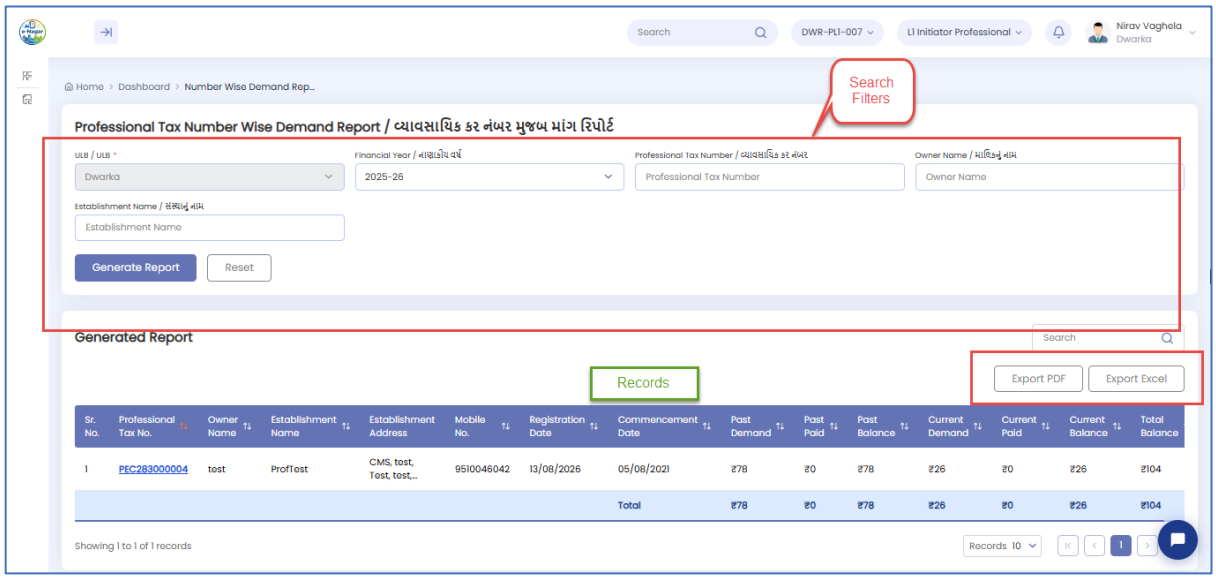
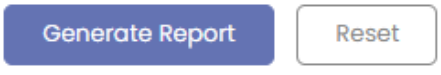


Figure 9-27

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Professional Tax Number Wise Demand Report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **Financial Year** – Specifies the financial year for which the demand details are to be retrieved. In the screenshot, **2025-26** is selected. (Dropdown)
- **Professional Tax Number** – Allows the user to enter a specific Professional Tax Number to retrieve its demand details. (Text)
- **Owner Name** – Allows the user to enter the owner's name to search for the corresponding Professional Tax demand record. (Text)
- **Establishment Name** – Allows the user to enter the establishment name to search for the corresponding demand record. (Text)

Buttons 

- **Generate Report** – Generates the Professional Tax Number Wise Demand Report based on the selected or entered search criteria. (Button)
- **Reset** – Clears the entered and selected search criteria and resets the filter fields. (Button)

Generated Report

- The matching demand records are displayed in the **Generated Report** section after the report is generated.
- **Search** – Allows the user to search for a specific demand record within the generated report. (Search Field)
- **Export PDF** – Exports the generated demand report in PDF format. (Button)
- **Export Excel** – Exports the generated demand report in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each demand record.
- **Professional Tax No.** – Displays the Professional Tax number associated with the demand record.
- **Owner Name** – Displays the name of the owner associated with the Professional Tax registration.
- **Establishment Name** – Displays the name of the establishment associated with the Professional Tax registration.
- **Establishment Address** – Displays the registered address of the establishment.
- **Mobile No.** – Displays the registered mobile number associated with the Professional Tax registration.
- **Registration Date** – Displays the date on which the Professional Tax registration was issued or recorded.
- **Commencement Date** – Displays the date from which the establishment commenced its professional or business activity.
- **Past Demand** – Displays the total demand amount carried over from previous periods.
- **Past Paid** – Displays the amount already paid against the past demand.
- **Past Balance** – Displays the remaining outstanding amount from the past demand after considering the payments made.
- **Current Demand** – Displays the Professional Tax demand applicable for the current period or selected financial year.
- **Current Paid** – Displays the amount paid against the current demand.

- **Current Balance** – Displays the remaining outstanding amount from the current demand after considering the payments made.
- **Total Balance** – Displays the total outstanding amount by combining the applicable past and current balances.

The **Total** row displays the aggregated values of the demand, paid amount, and balance columns for the records displayed in the report.

9.24 Demand Register of Professional Tax Report

The **Demand Register of Professional Tax Report** is used to generate and view detailed demand information for a specific Professional Tax registration. The report provides registration details along with demand, increase/decrease, and due details for the selected registration type and Professional Tax Number.

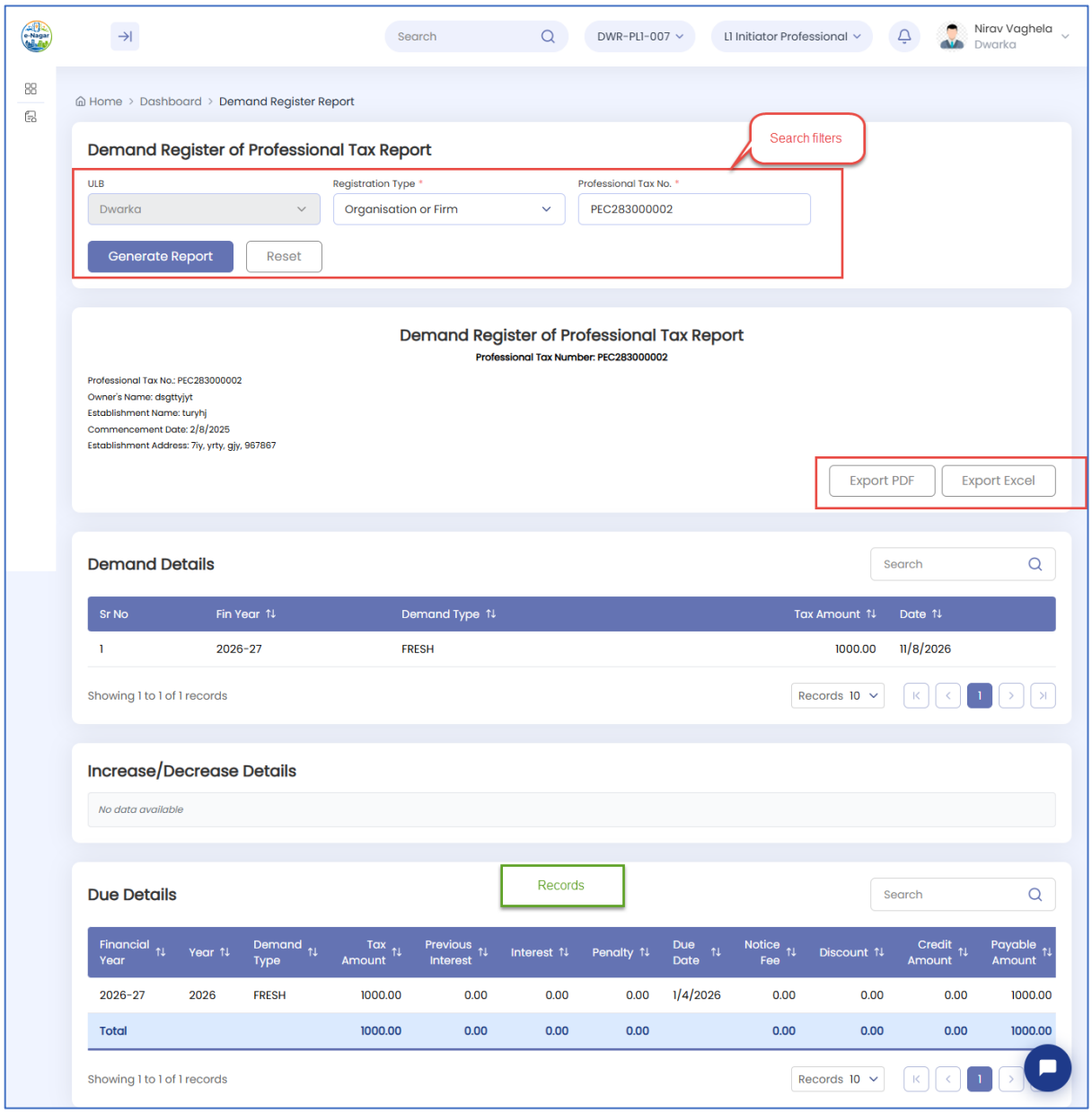


Figure 9-28

Search Filters

- **ULB** – Specifies the ULB for which the Demand Register of Professional Tax Report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)

- **Registration Type** – Specifies the type of Professional Tax registration for which the demand register is to be generated. In the screenshot, **Organisation or Firm** is selected. (Dropdown)
- **Professional Tax No.** – Allows the user to enter the Professional Tax Number for which the demand register details are required. (Text)
- **Generate Report** – Generates the Demand Register of Professional Tax Report based on the selected ULB, registration type, and Professional Tax Number. (Button)
- **Reset** – Clears the selected and entered search criteria. (Button)

Demand Register of Professional Tax Report

After generating the report, the system displays the detailed information for the selected Professional Tax registration.

The report displays the Professional Tax Number, Owner's Name, Establishment Name, Commencement Date, and Establishment Address associated with the selected registration.

- **Export PDF** – Exports the generated Demand Register report in PDF format. (Button)
- **Export Excel** – Exports the generated Demand Register report in Excel format. (Button)

Demand Details

- The **Demand Details** section displays the demand records associated with the selected Professional Tax registration.
- **Search** – Allows the user to search for a specific demand record. (Search Field)
- The section contains the following columns:
- **Sr No** – Displays the serial number of each demand record.
- **Fin Year** – Displays the financial year for which the demand has been generated.
- **Demand Type** – Displays the type of demand, such as **FRESH**.
- **Tax Amount** – Displays the tax amount associated with the demand.
- **Date** – Displays the date associated with the demand record.

The section also displays the total number of records, a **Records** dropdown for selecting the number of records displayed per page, and pagination controls for navigating through the records.

Increase/Decrease Details

- The **Increase/Decrease Details** section displays details of any increase or decrease made to the demand or tax amount associated with the Professional Tax registration.
- If no increase or decrease records are available, the system displays **"No data available"** in this section.

Due Details

The **Due Details** section displays the detailed breakup of the amount due for the Professional Tax registration.

- **Search** – Allows the user to search for a specific due record. (Search Field)
- The section contains the following columns:
- **Financial Year** – Displays the financial year to which the due amount relates.
- **Year** – Displays the year associated with the due record.
- **Demand Type** – Displays the type of demand, such as **FRESH**.
- **Tax Amount** – Displays the tax amount included in the demand.
- **Previous Interest** – Displays any interest carried forward from the previous period.
- **Interest** – Displays the interest applicable to the current due.
- **Penalty** – Displays the penalty applicable to the due amount.
- **Due Date** – Displays the date by which the applicable amount is due.
- **Notice Fee** – Displays the notice fee applicable to the demand, if any.
- **Discount** – Displays the discount amount applicable to the demand, if any.
- **Credit Amount** – Displays any credit amount available against the demand.
- **Payable Amount** – Displays the final amount payable after considering the applicable tax, interest, penalty, notice fee, discount, and credit amount.

The **Total** row displays the consolidated amounts for the corresponding monetary columns.

9.25 Professional Tax Number Wise Outstanding Dues Report

The **Professional Tax Number Wise Outstanding Dues Report** is used to generate and view details of outstanding Professional Tax dues for establishments. The report allows the user to filter records based on ULB, Professional Tax type, commencement date range, Professional Tax Number, owner name, establishment name, and outstanding amount range. The report provides a detailed breakup of current and arrears-related tax, interest, penalty, and cheque bounce penalty amounts.

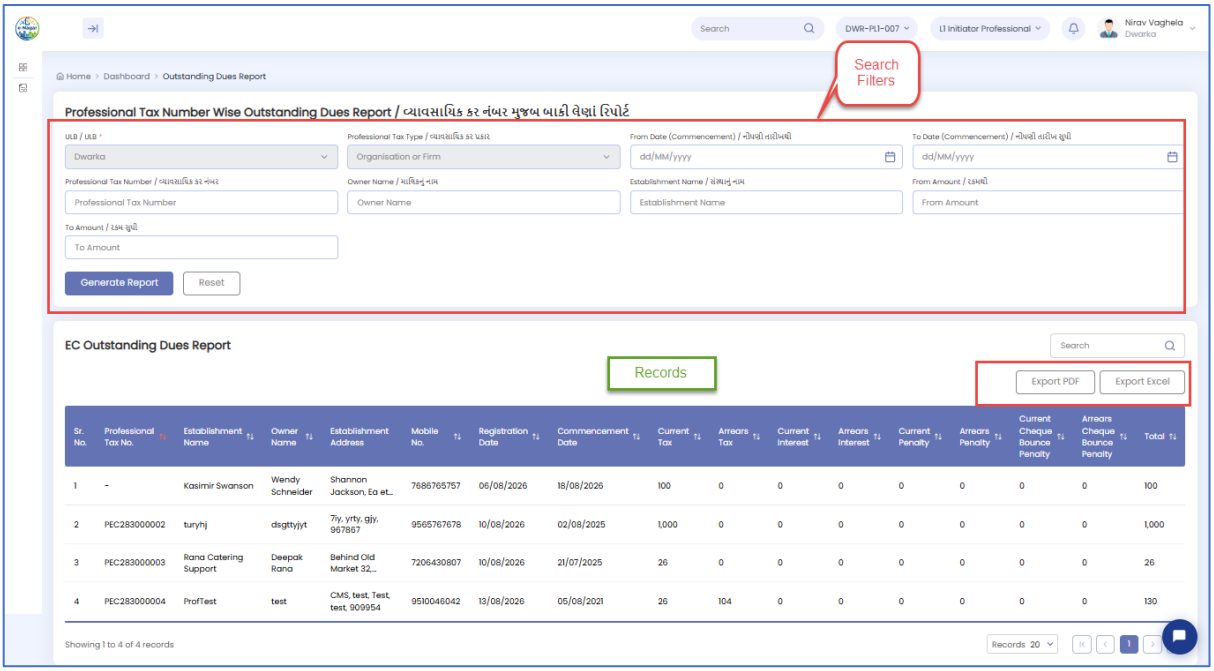
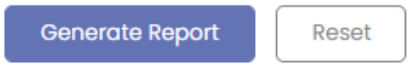


Figure 9-29

Search Filters

- **ULB / ULB** – Specifies the ULB for which the outstanding dues report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **Professional Tax Type** – Specifies the type of Professional Tax for which outstanding dues are to be retrieved. In the screenshot, **Organisation or Firm** is selected. (Dropdown)
- **From Date (Commencement)** – Specifies the starting commencement date for filtering establishments whose outstanding dues are to be included in the report. (Date Picker)
- **To Date (Commencement)** – Specifies the ending commencement date for filtering establishments whose outstanding dues are to be included in the report. (Date Picker)
- **Professional Tax Number** – Allows the user to enter a specific Professional Tax Number to retrieve its outstanding dues details. (Text)
- **Owner Name** – Allows the user to enter the owner's name to search for outstanding dues associated with the owner. (Text)

- **Establishment Name** – Allows the user to enter the establishment name to search for its outstanding dues. (Text)
- **From Amount** – Specifies the minimum outstanding amount for filtering the records. (Numeric)
- **To Amount** – Specifies the maximum outstanding amount for filtering the records. (Numeric)

Buttons 

- **Generate Report** – Generates the Professional Tax Number Wise Outstanding Dues Report based on the selected or entered search criteria. (Button)
- **Reset** – Clears the entered and selected search criteria and resets the filter fields. (Button)

EC Outstanding Dues Report

- The matching records are displayed in the **EC Outstanding Dues Report** section after the report is generated.
- **Search** – Allows the user to search for a specific outstanding dues record within the generated report. (Search Field)
- **Export PDF** – Exports the generated outstanding dues report in PDF format. (Button)
- **Export Excel** – Exports the generated outstanding dues report in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each outstanding dues record.
- **Professional Tax No.** – Displays the Professional Tax number associated with the establishment.
- **Establishment Name** – Displays the name of the establishment.
- **Owner Name** – Displays the name of the owner associated with the Professional Tax registration.
- **Establishment Address** – Displays the registered address of the establishment.
- **Mobile No.** – Displays the registered mobile number associated with the Professional Tax registration.

- **Registration Date** – Displays the date on which the Professional Tax registration was issued or recorded.
- **Commencement Date** – Displays the date from which the establishment commenced its professional or business activity.
- **Current Tax** – Displays the current outstanding Professional Tax amount.
- **Arrears Tax** – Displays the outstanding tax amount carried forward from previous periods.
- **Current Interest** – Displays the current interest amount applicable to the outstanding dues.
- **Arrears Interest** – Displays the interest amount associated with previous outstanding dues.
- **Current Penalty** – Displays the current penalty amount applicable to the outstanding dues.
- **Arrears Penalty** – Displays the penalty amount associated with previous outstanding dues.
- **Current Cheque Bounce Penalty** – Displays the cheque bounce penalty applicable to the current outstanding dues.
- **Arrears Cheque Bounce Penalty** – Displays the cheque bounce penalty associated with previous outstanding dues.
- **Total** – Displays the total outstanding amount by combining the applicable current and arrears tax, interest, penalty, and cheque bounce penalty amounts.

9.26 Demand Collection Report

The **Demand Collection Report** is used to generate and view the demand and collection details of Professional Tax registrations for a selected ULB and financial year. The report provides summary information for demand, collection, pending amounts, and collection percentage, along with detailed records for individual registrations.

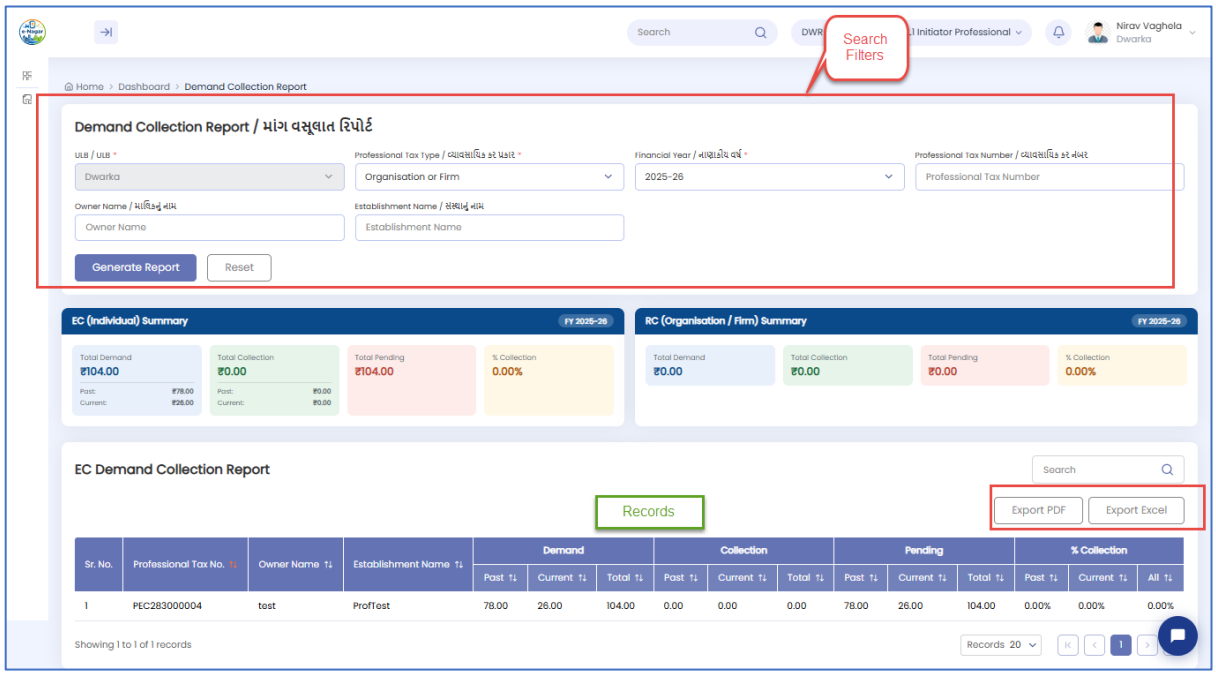
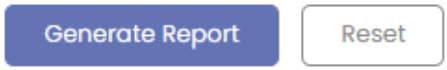


Figure 9-30

Search Filters

- **ULB / ULB** – Specifies the ULB for which the Demand Collection Report is to be generated. In the screenshot, **Dwarka** is selected. (Dropdown)
- **Professional Tax Type** – Specifies the type of Professional Tax for which the demand and collection details are to be retrieved. In the screenshot, **Organisation or Firm** is selected. (Dropdown)
- **Financial Year** – Specifies the financial year for which the demand and collection report is to be generated. In the screenshot, **2025-26** is selected. (Dropdown)
- **Professional Tax Number** – Allows the user to enter a specific Professional Tax Number to retrieve its demand and collection details. (Text)
- **Owner Name** – Allows the user to enter the owner's name to search for the corresponding demand and collection records. (Text)
- **Establishment Name** – Allows the user to enter the establishment name to search for the corresponding demand and collection records. (Text)

Buttons 

- **Generate Report** – Generates the Demand Collection Report based on the selected or entered search criteria. (Button)
- **Reset** – Clears the entered and selected search criteria and resets the filter fields. (Button)

Summary

After generating the report, the system displays summary sections for the applicable Professional Tax categories.

EC (Individual) Summary

The **EC (Individual) Summary** section provides a summary of the demand, collection, pending amount, and collection percentage for the selected financial year.

- **Total Demand** – Displays the total Professional Tax demand, with separate **Past** and **Current** amounts.
- **Total Collection** – Displays the total amount collected against the demand, with separate **Past** and **Current** collection amounts.
- **Total Pending** – Displays the total amount that remains pending after considering the collections made against the demand.
- **% Collection** – Displays the percentage of demand that has been collected.

RC (Organisation / Firm) Summary

The **RC (Organisation / Firm) Summary** section provides the demand, collection, pending amount, and collection percentage for the RC (Organisation / Firm) category for the selected financial year.

- **Total Demand** – Displays the total demand for the category.
- **Total Collection** – Displays the total amount collected against the demand.
- **Total Pending** – Displays the outstanding amount remaining after collection.
- **% Collection** – Displays the percentage of demand collected.

In the screenshot, all values displayed for this summary are **₹0.00**, with **0.00% Collection**.

EC Demand Collection Report

The **EC Demand Collection Report** section displays detailed demand and collection records for the applicable Professional Tax registrations.

- **Search** – Allows the user to search for a specific record within the generated report. (Search Field)
- **Export PDF** – Exports the generated Demand Collection Report in PDF format. (Button)
- **Export Excel** – Exports the generated Demand Collection Report in Excel format. (Button)

Records

The report displays the following columns:

- **Sr. No.** – Displays the serial number of each record.
- **Professional Tax No.** – Displays the Professional Tax number associated with the record.
- **Owner Name** – Displays the name of the owner associated with the Professional Tax registration.
- **Establishment Name** – Displays the name of the establishment associated with the Professional Tax registration.
- **Demand – Past** – Displays the demand amount carried forward from previous periods.
- **Demand – Current** – Displays the demand amount applicable to the current period.
- **Demand – Total** – Displays the total demand amount by combining the past and current demand.
- **Collection – Past** – Displays the amount collected against past demand.
- **Collection – Current** – Displays the amount collected against current demand.
- **Collection – Total** – Displays the total amount collected by combining past and current collections.
- **Pending – Past** – Displays the outstanding amount remaining from past demand.
- **Pending – Current** – Displays the outstanding amount remaining from current demand.
- **Pending – Total** – Displays the total pending amount by combining past and current pending amounts.
- **% Collection – Past** – Displays the percentage of past demand that has been collected.

- **% Collection – Current** – Displays the percentage of current demand that has been collected.
- **% Collection – All** – Displays the overall collection percentage considering the applicable demand and collection amounts.