



# PTRC e-enrolment and E-Return

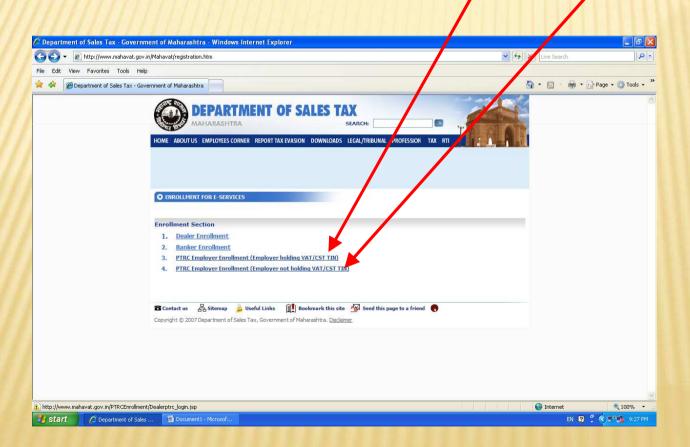
- MVAT/CST enrolled dealers are also required to Enrol for their PTRC
- Each PTRC no is to be separately Enrolled
- This is One time Activity for PTRC holders.
- It is not meant for PTEC holders

• To register/Enrol PTRC e-Services connect to: <a href="http://www.mahavat.gov.in">http://www.mahavat.gov.in</a>

On the bottom of the box 'my Tax Portal' – Click link ---- "New user Register Here"



- •Click link "PTRC Employer Enrolment
- 1) Holding MVAT/CST TIN or
- •2) NOT Holding MVAT/CST TIN, as the case may



### **GENERAL INSTRUCTIONS**

Two Broad Categories of PTRC Employers

1 PTRC Employer Holding MVAT/CST TIN

2 PTRC Employer NOT Holding MVAT/CST TIN

# **GENERAL INSTRUCTIONS**

#### PTRC Employer Holding MVAT TIN

1 MVAT Dealer holding single PTRC No

2 MVAT Dealer holding multiple PTRC Nos (for Enrolling PTRC TIN which will be Similar To his MVAT TIN

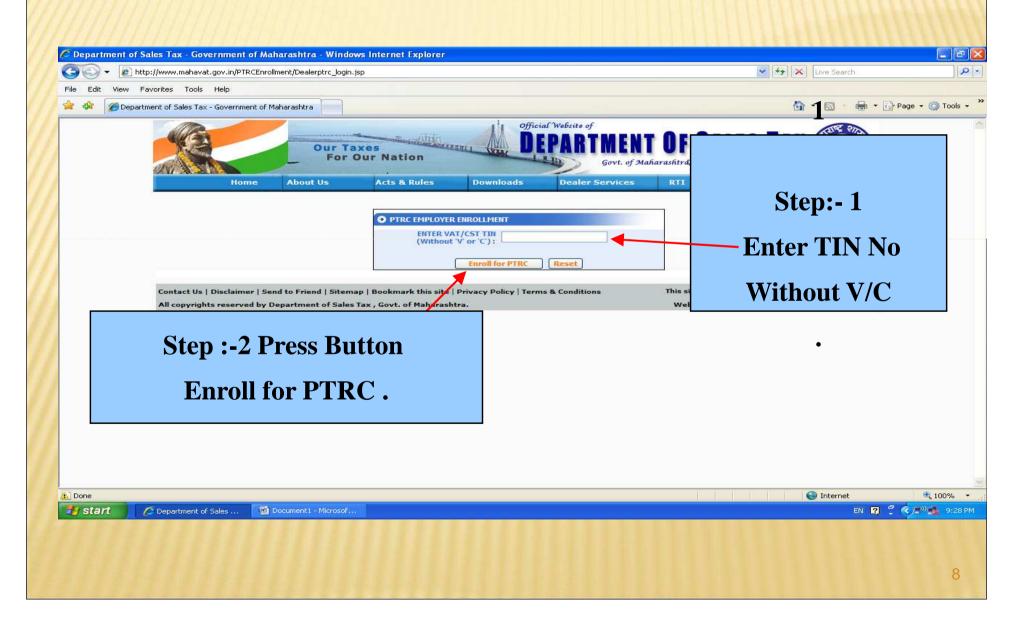
# **GENERAL INSTRUCTIONS**

#### PTRC Employer NOT Holding MVAT TIN

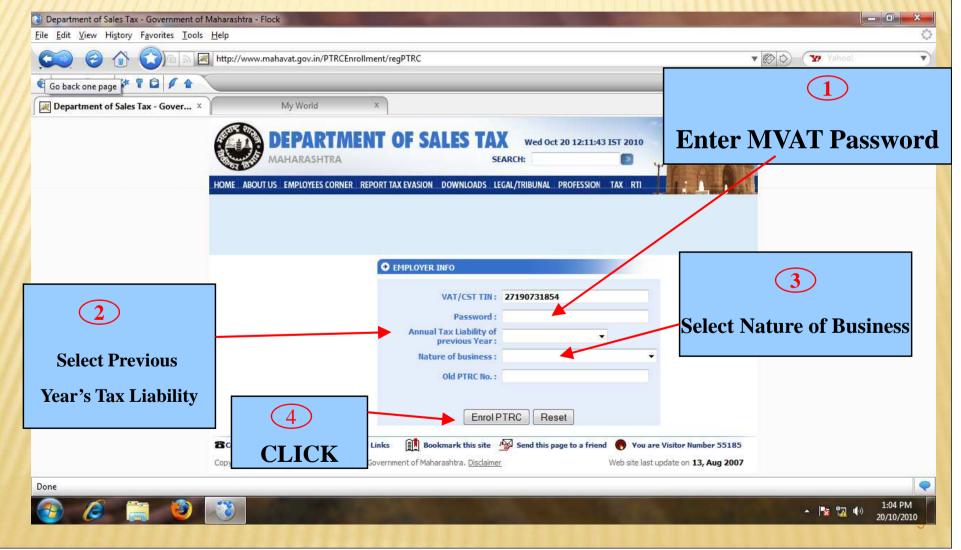
1 Non MVAT Employer having old PTRC No with slashes e.g. 1/1/2/12/2/123

- 2 Non MVAT Employer having new 12 digit PTRC TIN starting with '27'
- 3 MVAT/CST Dealer holding multiple PTRC Nos for Enrolling rest of PTRC Number which will not be matching to his MVAT/CST TIN

Employer holding single PTRC TIN who is also MVAT Dealer



• Employer holding single PTRC TIN who is also MVAT Dealer

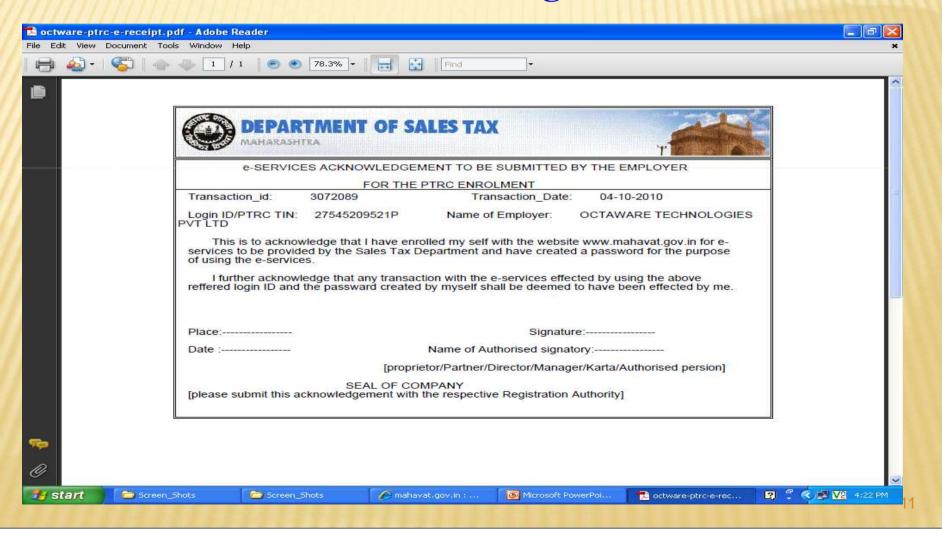


MVAT/CST Dealer holding MULTIPLE PTRC
Numbers Shall Enroll for one PTRC as Employer holding
MVAT/CST TIN

Employer holding single PTRC TIN who is also

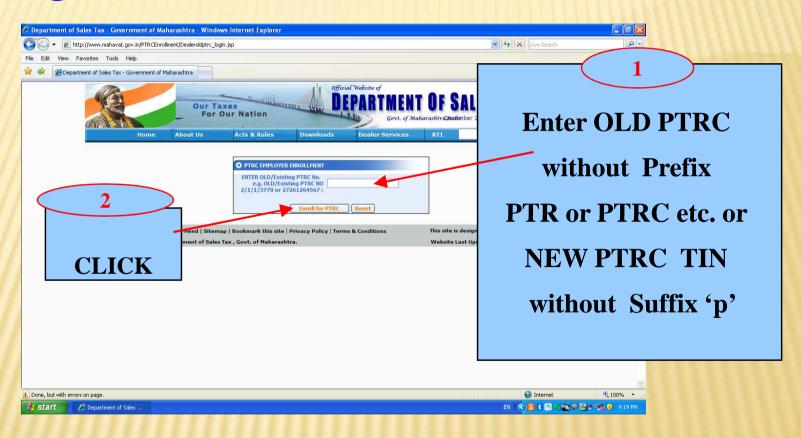
#### **MVAT** Dealer

#### Take Printout of Acknowledgement

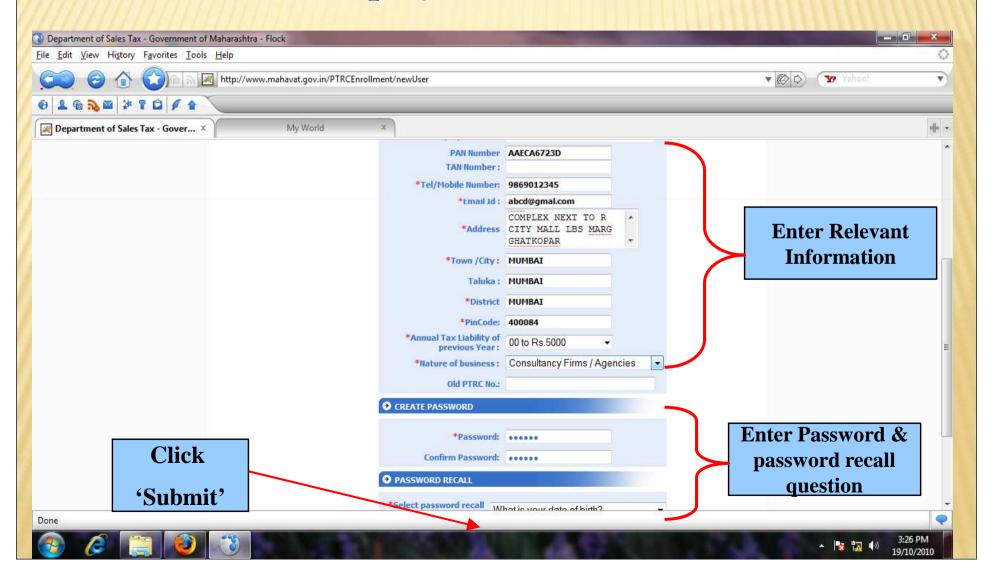


- PTRC Employer Enrollment (Employer not holding VAT/CST TIN),
- 1) For Employer with Old PTRCs who are not having VAT/CST TINS.
- 2) For Employer with new 12 Digit PTRC TIN starting with '27'
- 3) For MVAT/CST Dealers having multiple PTRCs for enrolling rest of PTRCs

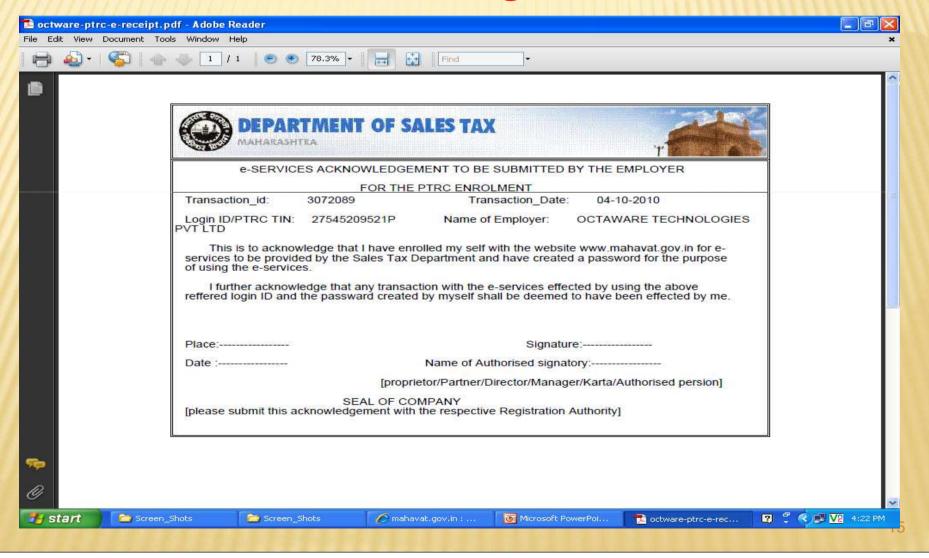
•Non MVAT Employer with new 12 Digit PTRC TIN starting with '27'



#### •Non MVAT Employer with Old PTRC TIN



#### Take Printout of Acknowledgement



If message is displayed to Contact P.T.O. or in case of any difficulty -

Immediately Contact P.T.O. (Registration) with copies of PAN, RC, Latest Payment challan Address Details etc,.

P.T.O. will verify PTRC TIN and if required enter details in Mahavikas.

P.T.O. will Communicate New PTRC TIN to Employer.

Employer can enroll again with new PTRC TIN as Employer not Holding VAT/CST TIN.

# Cancellation of PTRC TINS which are not matching to MVAT/CST TIN

Employer holding PTRC Number who is also MVAT/CST Dealer is being allotted one PTRC TIN matching to his MVAT/CST TIN in numeric value but with suffix 'P'. His Other PTRC TINs (if he holds multiple PTRCs)will of course be different. Therefore, in case, if earlier such dealer is allotted some different TIN then he should communicate such TIN to the PTO Registration who will immediately cancel such un matched TIN.

#### **PT Payment**

Make PT payment in Chalan form MTR-6 before filling e-return.

Download Chalan form MTR-6 from link on Home page of the website www.mahavat.gov.in

Forms-> Existing Acts' List ->
Profession Tax Act -> Chalan MTR-6
for PT payment

#### PTRC e-Return III-B

Administrative Relaxation of Due Date for uploading e-Return: for Return of February 2011 is upto 31st March and for subsequent Returns is of 10 days more than due date (Ref. Trade Circular No 4T of 2011 dt. 19/3/2011. However Payment of tax is required to be made by the Due Dates.

#### PTRC e-Return III-B

PTRC E-Return Form III-B available on the Website at Downloads-> Forms -> Electronic Forms->Form III-(B) for e-PTRC Form III-(B)

Always download latest template of Form III-B. Fill up E-Return completely. Validate it.

For validating the Form III-B ensure to use Excel 2003 in MS Office 2003.

Rem file will be generated and saved in "My Documents"

Upload it.

c) Monthly Return: shall be furnished on or before the last date of the month to which the return relates. Therefore in the return template the period covered by return should be the month in which you are suppose to deposit the Profession Tax, e.g. For the return from 1st April to 30th April, salary details of the employees should be shown under the month of March of earlier financila year. As per the rule such return is required to be filled before 30th April

Please Note that, If the return template is not filed as stated above the template will not be validated

Revised Return: There is no provision to file revised return in the PT Rule.

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- b) Quarterly Return: shall be furnished on or before the last date of the quarter to which the return relates. Therefore in the return template the period covered by return should be e.g.
- 1) 1st qurter from 1st April to 30 June (Salaries of March to May). As per rule Return should be filled on or before 30 June.
- 2) 2nd qurter from 1st July to 30 Sept (Salaries of June to August). As per rule Return should be filled on or before 30 Sept.
- 3) 3rd quarter from 1st Oct to 31st Dec (Salaries of Sep to Nov). As per rule Return should be filled on or before 31st December.
- 4) 4th quarter from 1st Jan to 31st March (Salaries of Dec to Feb). As per rule Return should be filled on or before 31 March.

Please Note that, If the return template is not filed as stated above the template will not be validated

As per the PT Rule 11 returns are required to be filled as under: for example

a) Annual Return: shall be furnished on or before 31st March of the year to which the return relates. Therefore in the return template the period covered by return should be from 1st April to 31 March. Such return contains the details of Salary and Wages and the arrears (if any) paid in respect of 12 months comprising of the month of the March of the immediately preceding year and 11 months from April to February of the year to which the return relates. In the employee details table of the template IIIB employees should be entered under the month March of the earlier year and 11 month i.e April to Feb of the current year.

Please Note that, If the return template is not filed as stated above the template will not be validated

Arrears: If arrears of salary of any earlier month is paid in the current month or quareter, as the case may be, then the number of employees should be shown in the respective months to which the arrears pertains. e.g. If the arrears of May of any employee are paid in the month of December then the said employees should be shown in the return period covered by Dec and the details of employee should be shown under the month of May.

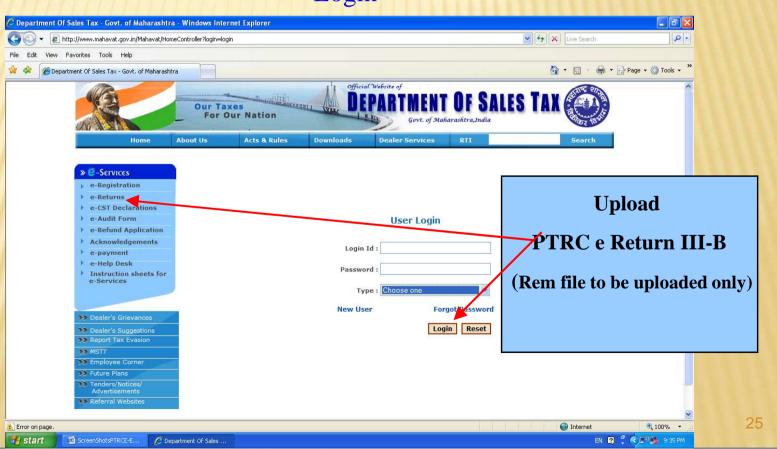
Change of Slab: If salary paid to an employee in any earlier month was covered by lower slab and if in the current return period he is paid arrears due to which his salary goes into higher taxable slab then, employee should be shown in the respective month in the current return template and whatever tax paid earlier should be shown in the template in row 'Excess paid in the previous month' at srl no 10.

# PTRC Return III-B Uploading

PTRC E-Return is to be uploaded on the Website

www.Mahavat.gov. in

#### Login



### PTRC Return III-B Uploading

- Select Type as Dealer, Browse for Rem file and upload it
- MVAT/CST Dealers should use his MVAT/CST Login ID/Password for uploading PTRC e-Return for uploading PTRC TIN which is Matching with his MVAT/CST.
- NON MVAT Dealers (MVAT/ CST Dealers holding multiple PTRCs, in rest of cases) shall use PTRC TIN (without suffix "P")as Login ID and Password generated at the time of e-enrolment for PTRC for uploading PTRC e-Return

#### **HELP DESKS**

# pteservices@mahavat.gov.in

Zone wise Telephone Nos of Help Desk Officers are given hereunder;

Sr.N	o Officer (Mumbai Zone)	No	Mobile No	Tel No	Extn.
1	Shri Pawaskar G.S.	PTO(09)	9869075430	022-26591747,57,67 022-26592548, 022-26592648	5207
2	Shri Gosavi V.D.	PTO (14)	9892387823	23760194/353	
3	Shri Ubale A.E.	PTO (15)	9869727366	022-26591747,57,67 022-26592548, 022-26592648	5204
4	Shri Meshram D.D.	PTO (116)	9820399185	23760194/353	5305
5	Shri Dasri S.G.	PTO (21)	9867927297	23760194/353	
6	Shri Gharge A.V.	PTO (29)	9595905583	022-26591747,57,67 022-26592548, 022-26592648	5415
7	Smt. Mansukh J.D.	PTO (30)	9869018812	022-26591747,57,67 022-26592548, 022-26592648	5604
8	Shri Bagal N.A.	PTO (13)	9892896639	23760056	
9	Shri Taware S.S.	PTO (26)	9867266438	022-26591747,57,67 022-26592548, 022-26592648	5405

#### **Thane Zone**

Sr. No.	Location	Name of the PTO	No. of PTO	Mobile No.	Phone No./ Ext.No.	Phone No./Ext. No.
1	Thane	Shri Ashok Hedaoo			022-25496108	
2	Kalyan	Shri V.S. Suryawanshi			0251-2311281	
3	Palghar	Shri P.K. Patil	4744	9823250537		
4	Nalasopara	Shri A.T. Ransingh	11411	9867782227		
5	Raigad	Shri S.R.Suryawanshi			022-27571439 Ext. 3613	

#### Pune Zone

1	S. N.	Location	Name of the PTO	No. of PTO	Mobile No.	Phone No./Ext.No.	Phone No./Ext. No.
1	1	Pune	Smt. N. R. Bhambre	PTO (2)		020-26609089	
1	2	Pune	Shri Birajdar C.G.	PTO (4)		020-26609087	
	3	Pune	Shri Borkar N.G.	PTO (1)		020-26609092	Mannen
	4	Kolhapu r	Shri D.G. Shinde	PTO(001)		0231-2663931 0231/2663932 Ext. 114 & 115	
	5	Kolhapu r	Shri D.A. Shinde	S.T.I.		0231-2663931 0231/2663932 Ext. 114 & 115	
	6	Kolhapu r	Smt. A.R. Shinde	Clerk		0231-2663931 0231/2663932 Ext. 114 & 115	
	7	Ratnagiri	Shri N.A.Kokane	РТО		02352-222010	
	8	Ratnagiri	Shri M.B. Dhumale	STI		02352-222010	
	9	Ratnagiri	Smt. S.S. Raut.	Clerk		02352-222010	

1	Sr. No.	Location	Name of the PTO	No. of PTO	Mobile No.	Phone No./Ext.No.	Phone No./Ext. No.
	1	Dhule	Shri N.G. Patil	РТО		02562-249178	
1	2	Dhule	Shri S.P. Patil	STI		02562-249178	1202392275
1	3	Dhule	Shri S.R. Bhavsar,	Clerk		02562-249178	District Control
1	4	Jalgaon	Shri P.A. Kakade	A.C. of P.T.		0257-224236	
1	5	Jalgaon	Shri A.Y. Bhalerao	STI		0257-224236	
h	6	Jalgaon	Shri S.A. Tadvi	Clerk		0257-224236	
	$H_{\underline{I}}$						
ļ	7	Nandurbar	Shri B.K. Valvi	PTO	(1)	02564-230101	11111111111
	8	Nandurbar	Shri A.R. Valvi	STI		02564-230101	111111111
í	9	Nandurbar	Shri D.R. Lohar	Clerk		02564-230101	
	10	Solapur	Shri V.S. Shinde	РТО	9422467 604		
	11	Solapur	Shri S.L. Sitasawad	STI	9421071 228		
-	12	Barshi	Shri M.R. Gogi	PTO	9922464 691		
	13	Barshi	Shri Dhavale D.B.	STI	9096799 911		
	14	Usmanaba d	Shri U.M. Nadaf	PTO	94235360 79		
	15	Usmanaba d	Shri Dete S.S.	STI	95455125 34		

#### Nagpur Zone

	S. N.	Location	Name of the PTO	No. of PTO	Mobile No.	Phone No./Ext.No.	Phone No./Ext. No.
4	1	Nagpur	Shri Kate M.A.	PTO-1	9422217680	0712-2525388 / 2533066 / 2565644	
	2	Nagpur	Shri Marbade G.R.	PTO-2	9860331360	0712-2525388 / 2533066 / 2565644	
	3	Bhandara	Shri Pradhan R.D.	РТО	9970813833	07184-250636 / 37	
1	4	Gondia	Shri Raghute S.R.	PTO	9860039016	07182-236776	
	5	Wardha	Shri Kamble M.B.	PTO	9545778533	07152-247546	
	6	Chandrapur	Shri Madavi T.S.	PTO	9420304929	07172-262273	
	7	Gadchiroli	Shri Wadnerkar V.P.	PTO	9822932958	07132-222340	HHHH
ŀ							11111111
	1	Amravati	Shri Dhole K.P.	PTO	9967437764	0721-2666085	1111111
ĺ	2	Yavatmal	Shri Bele S.M.	PTO	9271276334	07232-242260	
	3	Bhandara	Smt. Waindeshkar B.P.	PTO	9850417279	0724-2432033	
	4	Khamgaon	Shri Awachar A.P.	PTO	9421931567	07263-252149	
	5	Washim	Shri Tule A.B.	PTO	9423621752	07252-233273	EL TALLES

	S. N.	Location	Name of the PTO	No. of PTO	Mobile No.	Phone No./Ext.No.	Phone No./Ext. No.
7	1	A'bad	Shri Suryawanshi B.D.	РТО	9422244741	0240-2344302	
	2	Beed	Shri Shaikh T.A.	PTO	9881252096	02442-223361	
	3	Jalna	Shri Dandade V.T.	PTO	9860987707	2482-230313 / 230357	
	1	Nanded	Shri Shinde V.D.	PTO	9422612979	02462-234470	
	2	Latur	Shri Vaidya D.P.	PTO	923470889	02382-243014	
	3	Parbhani	Shri Shinde G.P.	PTO	9890487937	02452-223089 / 22215107	
	4	Hingoli	Shri Mudholkar Anand	PTO	9422188960	02456-221571	

# THANK YOU

# ALWAYS THERE TO E-SERVE YOU BETTER

