

## User Guide – Central Forms

Step 1

Log on to [www.dvat.gov.in](http://www.dvat.gov.in) through Internet Explorer.

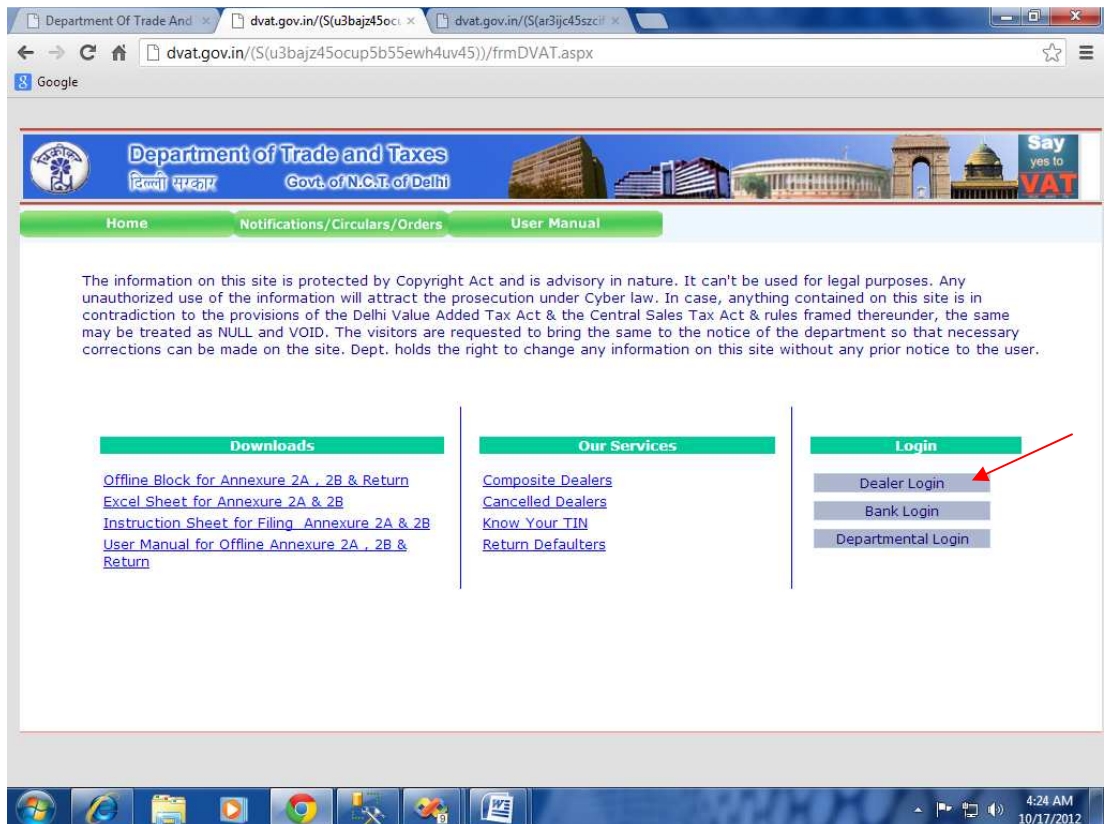
Step 2

Click on the link '**Online Return Filing**'



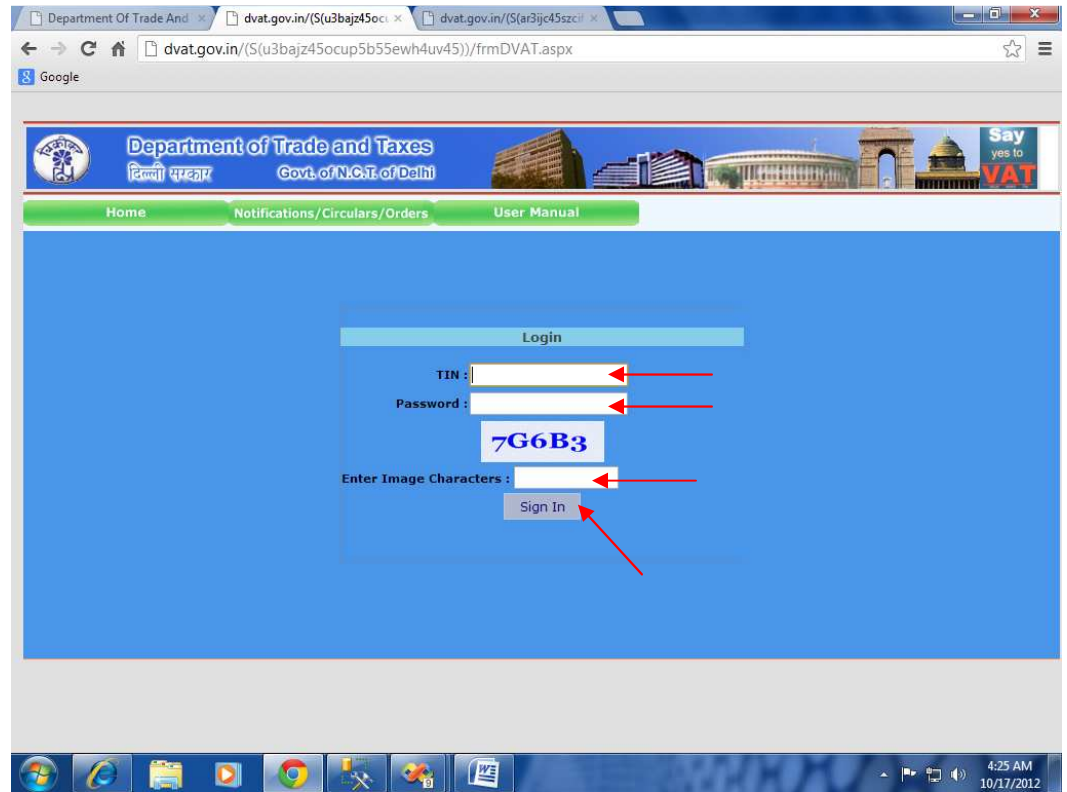
Step 3

Click on the link '**Dealer Login**'



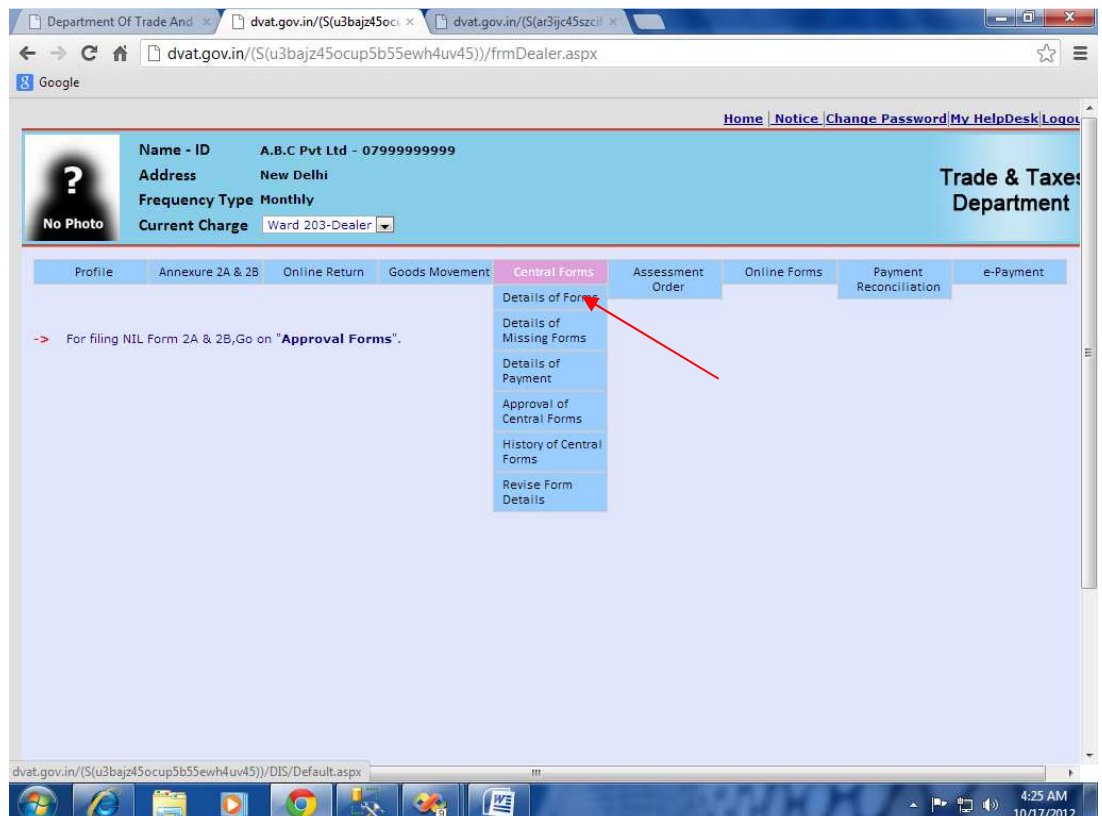
## User Guide – Central Forms

Step 4 Enter TIN, Password, Image Code and then click on 'Sign In' button.



The screenshot shows the login page of the Department of Trade and Taxes, Govt. of N.C.T. of Delhi. The page has a blue header with the department's name and logo. Below the header, there are navigation links: Home, Notifications/Circulars/Orders, and User Manual. The main content area is blue and contains a login form. The form has fields for TIN, Password, and Enter Image Characters (with a CAPTCHA image showing '7G6B3'). A 'Sign In' button is located below the CAPTCHA field. Red arrows point to each of these fields and the button. The browser's address bar shows the URL: dvat.gov.in/(S(u3bajz45ocup5b55ewh4uv45))/frmDVAT.aspx. The taskbar at the bottom shows the time as 4:25 AM on 10/17/2012.

Step 5 Move the cursor to Central Forms and select the sub link 'Details of Forms' from the drop down list.



The screenshot shows the user's profile page on the DVAT portal. The user is logged in as 'A.B.C Pvt Ltd - 07999999999' with address 'New Delhi' and frequency type 'Monthly'. The current charge is 'Ward 203-Dealer'. The page has a blue header with navigation links: Home, Notice, Change Password, My HelpDesk, and Logout. Below the header, there is a navigation bar with links: Profile, Annexure 2A & 2B, Online Return, Goods Movement, Central Forms, Assessment Order, Online Forms, Payment Reconciliation, and e-Payment. The 'Central Forms' link is highlighted, and a dropdown menu is open, showing options: Details of Forms, Details of Missing Forms, Details of Payment, Approval of Central Forms, History of Central Forms, and Revise Form Details. A red arrow points to the 'Details of Forms' option. The main content area has a message: '-> For filing NIL Form 2A & 2B, Go on "Approval Forms"'. The browser's address bar shows the URL: dvat.gov.in/(S(u3bajz45ocup5b55ewh4uv45))/frmDealer.aspx. The taskbar at the bottom shows the time as 4:25 AM on 10/17/2012.

## User Guide – Central Forms

Step 6 Select Financial Year, Period and Form and enter the details of the form as asked for.

Department Of Trade And Taxes

dvat.gov.in/(S(u3bajz45oc...))

dvat.gov.in/(S(ar3jc45szc...))

dvat.gov.in/(S(u3bajz45ocup5b55ewh4uv45))/frmDealer.aspx

Home | Notice | Change Password | My HelpDesk | Logout

Name - ID: A.B.C Pvt Ltd - 07999999999  
Address: New Delhi  
Frequency Type: Monthly  
Current Charge: Ward 203-Dealer

Trade & Taxes Department

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation | e-Payment

**Details of Central Declaration Forms**

Financial Year: 2009-2010  
Period: First Quarter  
Form: C  
Amount:   
View Saved Forms | Reset

**Details of Form :**

Form No.:  Series:  Form No.:   
Issuing State: select  
Form Received From:  
TIN:   
Name:   
Address:   
State: select  
Save

Step 7 In any forms are missing, kindly click on the sub link 'Details of Missing Forms'

Department Of Trade And Taxes

dvat.gov.in/(S(u3bajz45oc...))

dvat.gov.in/(S(ar3jc45szc...))

dvat.gov.in/(S(u3bajz45ocup5b55ewh4uv45))/frmDealer.aspx

Home | Notice | Change Password | My HelpDesk | Logout

Name - ID: A.B.C Pvt Ltd - 07999999999  
Address: New Delhi  
Frequency Type: Monthly  
Current Charge: Ward 203-Dealer

Trade & Taxes Department

Profile | Annexure 2A & 2B | Online Return | Goods Movement | Central Forms | Assessment Order | Online Forms | Payment Reconciliation | e-Payment

For filing NIL Form 2A & 2B, Go on "Approval Forms".

Central Forms  
Details of Forms  
Details of Missing Forms  
Details of Payment  
Approval of Central Forms  
History of Central Forms  
Revise Form  
Details

## User Guide – Central Forms

Step 8 Enter the details of Missing Forms as asked for.

Department Of Trade And ... dvat.gov.in/(S(u3bajz45oci... dvat.gov.in/(S(ar3ijc45szci...  
dvat.gov.in/(S(u3bajz45ocup5b55ewh4uv45))/frmDealer.aspx

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation e-Payment

**Details of Missing Forms**

Financial Year:\* 2011-2012  
Period:\* Fourth Quarter  
Form:\* F Month: Jan View Saved Details Reset

**Tax Rate wise Breakup of Missing Forms**

Rate	Amount
1%	
5%	
12.5%	
20%	
Total:	0

Save

Department Of Trade And ... dvat.gov.in/(S(u3bajz45oci... dvat.gov.in/(S(ar3ijc45szci...  
dvat.gov.in/(S(u3bajz45ocup5b55ewh4uv45))/frmDealer.aspx

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation e-Payment

**Details of Missing Forms**

Financial Year:\* 2011-2012  
Period:\* Fourth Quarter  
Form:\* F Month: Jan View Saved Details Reset

**Tax Rate wise Breakup of Missing Forms**

Rate	Amount
1%	
5%	
12.5%	
20%	
Total:	0

Save

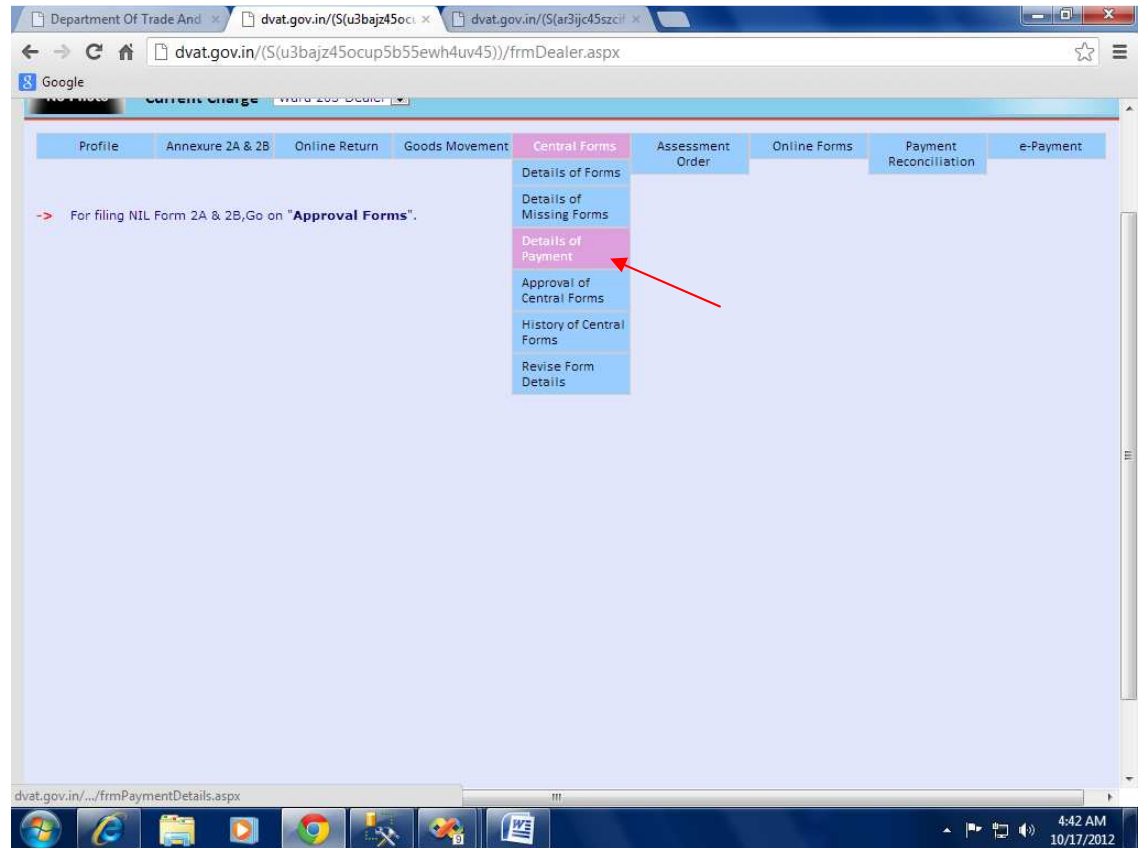
List of added pending forms 'F' in Tax Period: Fourth Quarter , 2011-2012

Select To Edit	Period	Forms	1%	5%	12.5%	20%	Total
Delete Select	Fourth Quarter	F	1000.00	4000.00	5000.00	6000.00	16000.00

## User Guide – Central Forms

Step 9

Click on the sub link 'Details of Payment'



Step 10

Select Financial Year, Tax Period and fill other details as asked for.

The screenshot shows the 'Details of Payment Made on Account of Missing Forms' form. The form includes the following fields and controls:

- Financial Year:** A dropdown menu set to '2011-2012'.
- Period:** A dropdown menu set to 'Fourth Quarter'.
- Tax:** An input field with a red arrow pointing to it.
- Interest:** An input field with a red arrow pointing to it and a 'Reset' button next to it.
- Total:** A label showing '0'.
- Details of Payment Table:** A table with the following columns and red arrows pointing to the input fields:
  - Challan No:** Input field.
  - Name of Bank & Branch:** Input field.
  - Date of Deposit:** Input field with a calendar icon.
  - Amount:** Input field.
  - ADD:** A button to add a new entry.

The browser address bar shows the URL: dvat.gov.in/(S(u3bajz45ocup5b55ewh4uv45))/frmDealer.aspx. The taskbar at the bottom shows the system clock as 4:43 AM on 10/17/2012.

## User Guide – Central Forms

The screenshot shows the 'Details of Payment Made on Account of Missing Forms' page. The top navigation bar includes links for Profile, Annexure 2A & 2B, Online Return, Goods Movement, Central Forms, Assessment Order, Online Forms, Payment Reconciliation, and e-Payment. The 'Central Forms' link is highlighted. Below the navigation bar, the page title is 'Details of Payment Made on Account of Missing Forms'. The form contains the following fields:

- Financial Year: 2011-2012 (dropdown)
- Period: Fourth Quarter (dropdown)
- Tax: (text input)
- Interest: (text input)
- Total: 0

A 'Reset' button is located next to the Interest field. Below the form fields is a section titled 'Details of Payment' with a table for adding payment details:

Challan No *	Name of Bank & Branch *	Date of Deposit *	Amount *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

An 'ADD' button is located to the right of the table. Below the table is a section titled 'List of Added Challans' with a table showing the added payment details:

Challan No	Name of Bank & Branch	Date of Deposit	Amount
BNM123	SBI	17-10-2012	50000.00

Below the table, there is a 'Total: 50000.00' label. The page also includes a 'Edit Delete' link for the added challan.

Step 11 Click on the sub link 'Approval of Central Forms'

The screenshot shows the 'Central Forms' dropdown menu in the dvat.gov.in portal. The menu is open, displaying the following options:

- Details of Forms
- Details of Missing Forms
- Details of Payment
- Approval of Central Forms (highlighted with a red arrow)
- History of Central Forms
- Revise Form Details

The 'Approval of Central Forms' option is highlighted with a red arrow. The page also includes a message: 'For filing NIL Form 2A & 2B, Go on "Approval Forms".'

## User Guide – Central Forms

Step 12 Select Financial Year and Tax Period and click on 'View' button. And then click on the hyperlink of the amount to check the entered details.

Department Of Trade And ... dvat.gov.in/(S(u3bajz45oc... dvat.gov.in/(S(ar3jc45szc...  
dvat.gov.in/(S(u3bajz45ocup5b55ewh4uv45))/frmDealer.aspx

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation e-Payment

**Approval of Central Forms :**

Financial Year : 2011-2012  
Period : Fourth Quarter View Reset

Total Submitted Amount : 12000.00  
Total Missing Amount : 16000.00  
Total Payment Amount : 50000.00

☐ Do You want to Approve it ? Approve

http://dvat.gov.in/(S(kxlgf0zezykyepixbg4jjgvo))/frmDealer.aspx - Windows Internet Explorer  
http://dvat.gov.in/(S(kxlgf0zezykyepixbg4jjgvo))/frmDealer.aspx

http://dvat.gov.in/(S(kxlgf0zezykyepixbg4jjgvo))/CentralizedForms/frmCentralAmount.aspx - Windows Internet Explorer  
http://dvat.gov.in/(S(kxlgf0zezykyepixbg4jjgvo))/Cer

http://dvat.gov.in/(S(kxlgf0zezykyepixbg4jjgvo))/...

**Details of Central Declaration Forms :**

Id	TaxPeriod	Form	Amount	Tin	Name
21217220	Fourth Quarter	H	12000.00	07999999999	Rajiv

Done Internet | Protected Mode: Off 100%

## User Guide – Central Forms

Step 13 Click on the check box 'Do you want to Approve it?' and then click on the 'Approve' button.

http://dvat.gov.in/(S(kxlgf0zezykyepixbg4jjgvo))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(kxlgf0zezykyepixbg4jjgvo))/frmDealer.aspx

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation e-Payment

**Approval of Central Forms :**

Financial Year : 2011-2012

Period : Fourth Quarter View Reset

Total Submitted Amount : 12000.00

Total Missing Amount : 16000.00

Total Payment Amount : 50000.00

☒ Do You want to Approve it ?

Approve

http://dvat.gov.in/(S(kxlgf0zezykyepixbg4jjgvo))/frmDealer.aspx - Windows Internet Explorer

http://dvat.gov.in/(S(kxlgf0zezykyepixbg4jjgvo))/frmDealer.aspx

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation e-Payment

**Approval of Central Forms :**

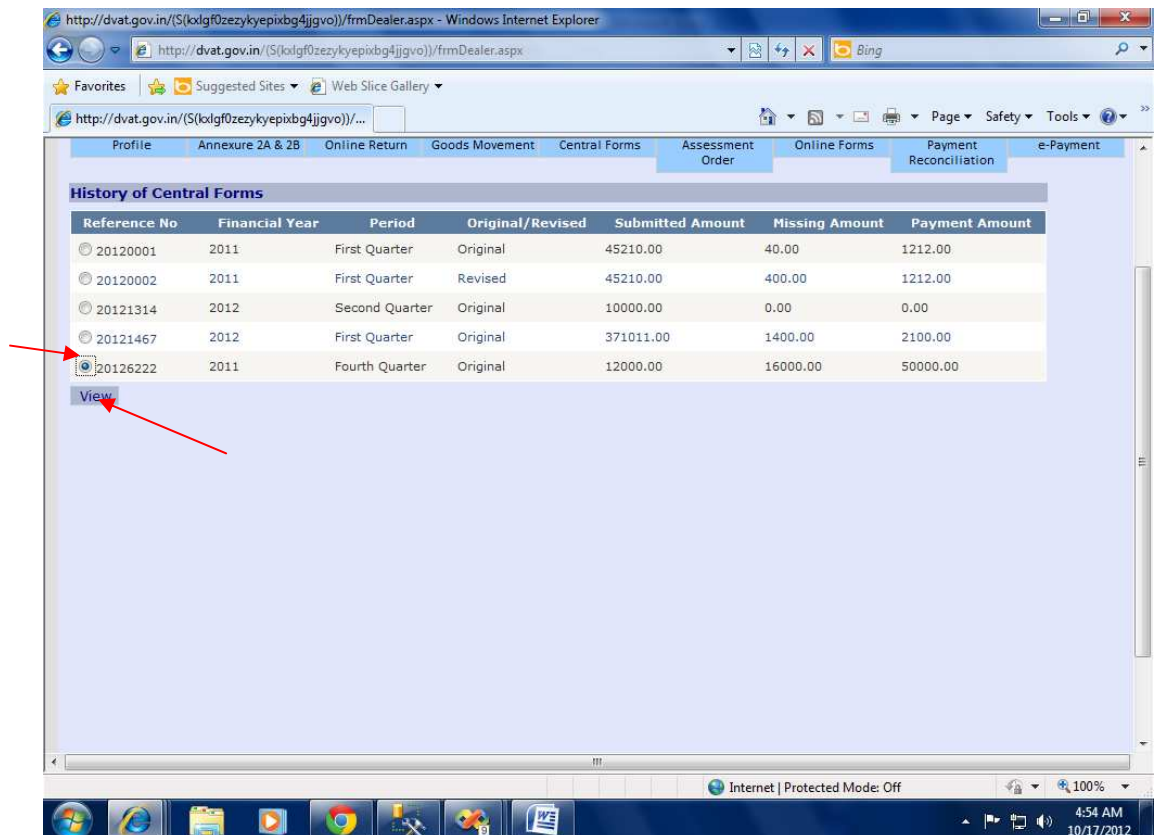
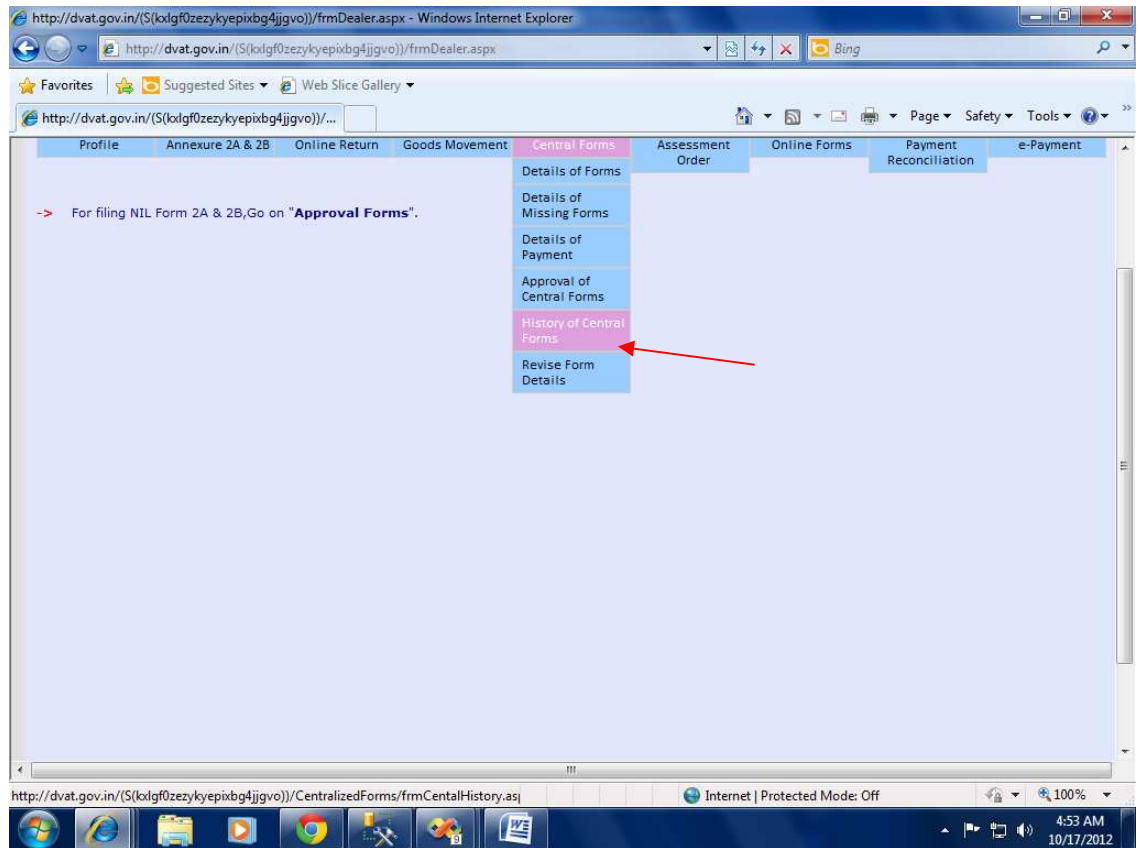
Successfully Completed.

Financial Year : select

Period : select View Reset

## User Guide – Central Forms

Step 14 Click on the sub link 'History of Central Forms' and then click on the each radio button to view the report, if required.



## User Guide – Central Forms

The screenshot shows the 'frmDealer.aspx' page in Internet Explorer. It contains three main sections:

### Details of Central Declaration Forms

<b>Name</b>	A.B.C Pvt Ltd - 07999999999		
<b>Reference No :</b>	20126222		
<b>Period :</b>	Fourth Quarter - 2011	Original	

### Form H :

Name	TIN	Amount
Rajiv	07999999999	12000.00

### Details of Missing Forms

<b>Name</b>	A.B.C Pvt Ltd - 07999999999				
<b>Reference No :</b>	20126222				
<b>Period :</b>	Fourth Quarter - 2011				

### Form F :

Month	1%	5%	12.5%	20%	Total
Jan	1000.00	4000.00	5000.00	6000.00	16000.00

### Details of Payment Made on Account of Missing Forms

<b>Name</b>	A.B.C Pvt Ltd - 07999999999			
<b>Reference No :</b>	20126222			
<b>Period :</b>	Fourth Quarter - 2011			

### Payment Details:

Challan No	Name of Bank & Branch	Date	Amount
BNM123	SBI	17-10-2012	50000.00

Step 15 Click on the sub link 'Revise Form Details' which have already been approved, if necessary.

The screenshot shows the 'frmDealer.aspx' page with a navigation menu. The 'Central Forms' menu is expanded, showing the following options:

- Details of Forms
- Details of Missing Forms
- Details of Payment
- Approval of Central Forms
- History of Central Forms
- Revise Form Details** (highlighted with a red arrow)

The main content area displays a message: "-> For filing NIL Form 2A & 2B, Go on 'Approval Forms'."

## User Guide – Central Forms

Step 16 Select the Financial Year and Tax Period and click on 'Next' button.

The screenshot shows a web browser window with the URL [http://dvat.gov.in/\(S\(kldgf0zezykyepixbg4jjgvo\)\)/frmDealer.aspx](http://dvat.gov.in/(S(kldgf0zezykyepixbg4jjgvo))/frmDealer.aspx). The page title is "Revised Form Details". Below the title, there are two dropdown menus: "Financial Year:" with the value "2011-2012" and "Period:" with the value "Fourth Quarter". Below these dropdowns are two buttons: "Next" and "Reset". The page is displayed in Internet Explorer, and the taskbar at the bottom shows the time as 4:55 AM on 10/17/2012.

Step 17 After filling the reason for revision, click on the requisite button to revise.

The screenshot shows the same web browser window as in Step 16. The page title is "Revised Form Details". Below the title, there are two dropdown menus: "Financial Year:" with the value "2011-2012" and "Period:" with the value "Fourth Quarter". Below these dropdowns are two buttons: "Next" and "Reset". Below these buttons, there is a text box labeled "Receipt ID :" with the value "20126222". Below the text box, there is a text box labeled "Reason for filing Revised:" with the value "Revise". Below the text box, there is a text box labeled "Date :" with the value "16-10-2012". Below the date, there are three buttons: "Revise of Forms", "Revise of Missing Forms", and "Revise of Payment". The page is displayed in Internet Explorer, and the taskbar at the bottom shows the time as 4:56 AM on 10/17/2012.

## User Guide – Central Forms

**Details of Central Declaration Forms**

Financial Year: 2011-2012  
 Period: Fourth Quarter  
 Form: select [View Saved Forms](#) [Reset](#)  
 Amount:   
**Details of Form :**  
 Form No.:  Series:  Form No.:   
 Issuing State: select  
**Form Received From:**  
 TIN:   
 Name:   
 Address:   
 State: select [Save](#)

Step 18 Select Form Type and click on 'View Saved Forms' button and edit as required.

**Details of Central Declaration Forms**

Financial Year: 2011-2012  
 Period: Fourth Quarter  
 Form: H [View Saved Forms](#) [Reset](#)  
 Amount: 12000.00  
**Details of Form :**  
 Form No.:  Series: ABC Form No.: 123  
 Issuing State: Delhi  
**Form Received From:**  
 TIN: 0799999999  
 Name: Rajiv  
 Address: New Delhi  
 State: Delhi [Update](#)

**List of saved forms 'H' in Tax Period: Fourth Quarter , 2011-2012**

Select To Edit	Period	Forms	Amount	TIN	Name
<a href="#">Delete</a> <a href="#">Select</a>	Fourth Quarter	H	12000.00	0799999999	Rajiv

## User Guide – Central Forms

http://dvtat.gov.in/(S(0d9f0zezykyepixbg4jigvo))/frmDealer.aspx - Windows Internet Explorer

http://dvtat.gov.in/(S(0d9f0zezykyepixbg4jigvo))/frmDealer.aspx

Profile Annexure 2A & 2B Online Return Goods Movement Central Forms Assessment Order Online Forms Payment Reconciliation e-Payment

### Details of Central Declaration Forms

Financial Year:\* 2011-2012  
Period:\* Fourth Quarter  
Form:\* H View Saved Forms Reset  
Amount:\*

### Details of Form :

Form No.: Series : Form No :  
Issuing State:\* select

### Form Received From:

TIN:\*  
Name:\*  
Address:\*  
State:\* select  
Save

### List of saved forms 'H' in Tax Period: Fourth Quarter , 2011-2012

Select To Edit	Period	Forms	Amount	TIN	Name
Delete Select	Fourth Quarter	H	12000.00	07999999999	Rajiv Lochon

Done Internet | Protected Mode: Off 4:58 AM 10/17/2012