



Department of Excise and Taxation

USER MANUAL FOR ORGANIZATION REGISTRATION

PUNJAB STATE DEVELOPMENT TAX PORTAL

Document Revision History

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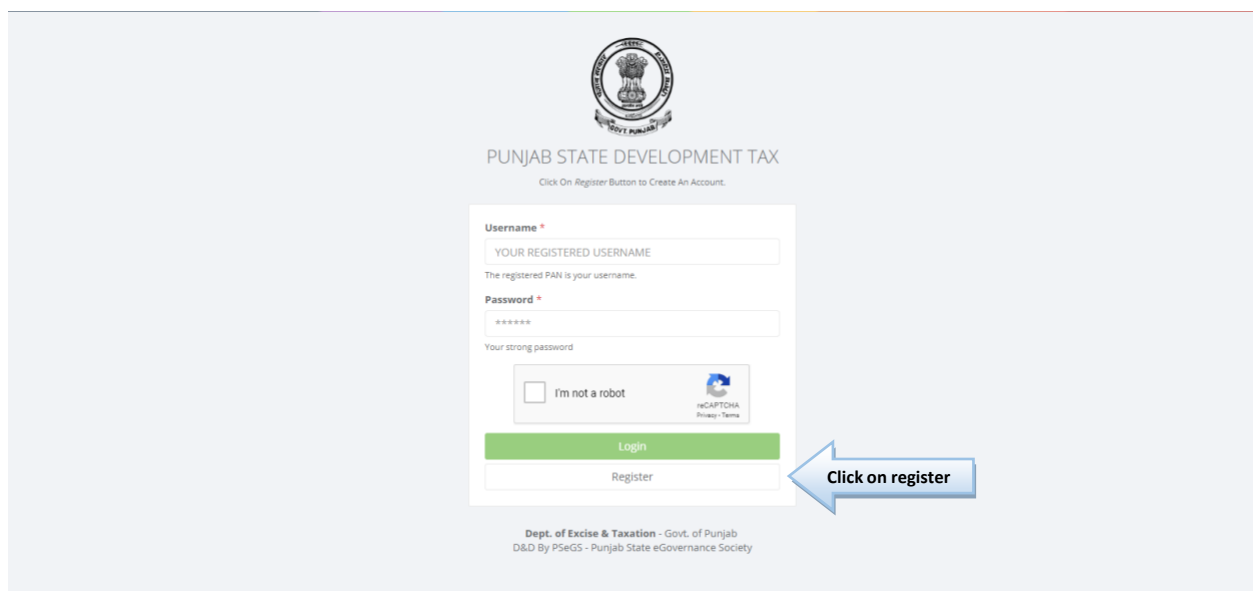
1. INTRODUCTION

Punjab State Development Tax (PSDT) Application has been developed for Department of Excise and Taxation, Punjab to enable the taxpayers to get registered for PSDT, to generate challan for payment of tax and finally, submit annual returns.

This document covers the user role of the PSDT Application for taxpayer as an Employer who will pay tax on behalf of its employees.

2. ORGANIZATION REGISTRATION

- To register as an Organization click on” **Register**” button as shown in fig 1.1
- After click on register, button user will reach to the registration form.

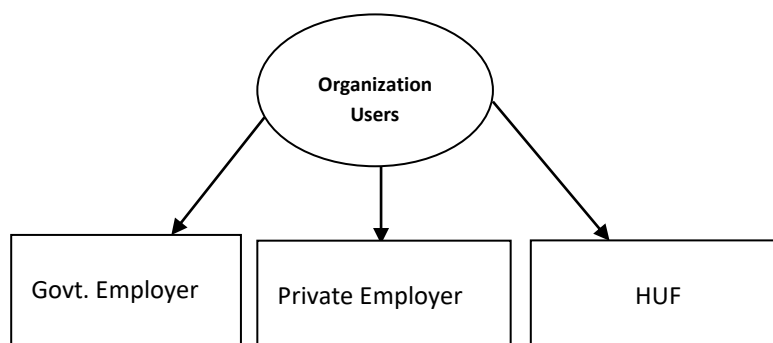


The screenshot shows the Punjab State Development Tax (PSDT) registration interface. At the top, there is the Government of Punjab logo and the text "PUNJAB STATE DEVELOPMENT TAX" with a subtext "Click On Register Button to Create An Account.". Below this, there is a registration form with the following elements:

- Username ***: A text input field with the placeholder "YOUR REGISTERED USERNAME". Below it, a note states "The registered PAN is your username."
- Password ***: A password input field with six asterisks. Below it, a note states "Your strong password".
- Verification**: A checkbox labeled "I'm not a robot" next to a CAPTCHA logo.
- Buttons**: A green "Login" button and a white "Register" button.

A blue arrow points to the "Register" button with the text "Click on register". At the bottom of the page, there is footer text: "Dept. of Excise & Taxation - Govt. of Punjab" and "D&D By PSeGS - Punjab State eGovernance Society".

Fig 1.1



- Above three kinds of users can register under Organization.

3. REGISTRATION FORM & OTP VERIFICATION

- Once user will reach at registration form as shown in fig 1.2 User will enter following details
 - Category (Govt. Employer/ private employer/ HUF)
 - Organization's Name
 - Organization's PAN
 - E-mail
 - Mobile No.
 - Password
 - Conform Password
- First, user will select **category** under the dropdown and will select either option in values (Govt. Employer, private employer and HUF). After the selection of category user will enter Organization's name and valid PAN number. Once the valid PAN number entered successfully user will other details such as email id, Mobile number and password. Here mobile number should be correct and working because OTP for login will send on same registered number. In addition, password should be strong at least of six characters. After confirming, the password user will click on "**Register**" button, to register itself. If user may enter any wrong details he/she may reset the details by clicking on "**Reset**" button as shown in fig 1.2

The screenshot shows a registration form titled "Registration" with the instruction "Fill the form below for registration." The form contains several fields:

- Category ***: A dropdown menu with "--Choose One--" selected.
- Full Name ***: A text input field with the placeholder "Enter Entity's Name".
- PAN ***: A text input field with the placeholder "ENTER ENTITY'S PAN".
- eMail ***: A text input field with the placeholder "Enter eMail". A red error message "Invalid Value" is displayed above the field.
- Mobile ***: A text input field with the placeholder "Enter Mobile". A red error message "Invalid Value" is displayed above the field.
- Password ***: A text input field with the placeholder "Enter Password". A red error message "Minimum 6 Characters." is displayed above the field.
- Confirm Password ***: A text input field with the placeholder "Enter Password Again".

 A green "Register" button is located at the bottom of the form. A blue arrow points from the text "Click on register" to this button. At the bottom of the page, the text "PSDT - Punjab State Development Tax" and "D&D By PSeGS - Punjab State eGovernance Society" is visible."/>

Fig 1.2

- Once the user filled all the necessary details, the OTP will receive by user on his/her registered mobile number and user has to enter that OTP to verify his/her mobile number which is mandatory as shown in fig 1.3. if OTP is not received within 5 minutes, click on “Resend OTP” button
- If user will not enter the OTP, he/she will not be able to access the further process.

The screenshot shows a verification form titled "VERIFY MOBILE" with the instruction "Thank you for registering. Your account will be activated after OTP verification." The form contains:

- Enter your OTP**: A text input field with the placeholder "XXXXXX". A blue arrow points from the text "Enter OTP" to this field.
- 4:54 Remaining For Resend OTP**: A timer indicator.
- Verify Mobile**: A green button.
- Resend OTP**: A blue button.

 A blue arrow points from the text "After entering OTP Click on verify mobile" to the "Verify Mobile" button. At the bottom of the page, the text "PSDT - Punjab State Development Tax" and "D&D By PSeGS - Punjab State eGovernance Society" is visible."/>

Fig 1.3

4. REGISTRATION FORM (PSDT-1)

After verifying, the Mobile no. user will reach at Registration form (PSDT-2) and fill all the details in the registration form under different sections.

- Basic information section

- Employer's Name
- PAN
- Applicant's Name
- Status Of Person Signing The Form

- Organization's details section

- Class Of Organization
- GST
- Avg. No. Of Workers/Employers in a year

- Principal address section

- Address Line 1
- Address Line 2
- District
- Tehsil
- Region

- Other places of work, if any (optional)

Fig 1.4

- **Basic information section** :- In this section user will enter Applicant' name and status of person signing the form as the name of employer and PAN already fetched and filled automatically at profile registration time.

- **Organization's details section:-** In this section user will enter class of organization under the dropdown menu, after the selection of class user will enter GST number and average number of worker/employer in a year.
- **Principal Address section:-** In this section, user will enter organization's address details such as Address line 1, Address line 2, District, Tehsil, Region etc.
- **Other places of work, if any (optional):-** User can also enter other places of work if any and click on "Add Address" button and Click on "Send Request" Button as shown in fig 1.4
- Once the user will click on the "Send Request" button with valid and necessary details his/her request will be submit and pop up will open as shown in fig 1.5

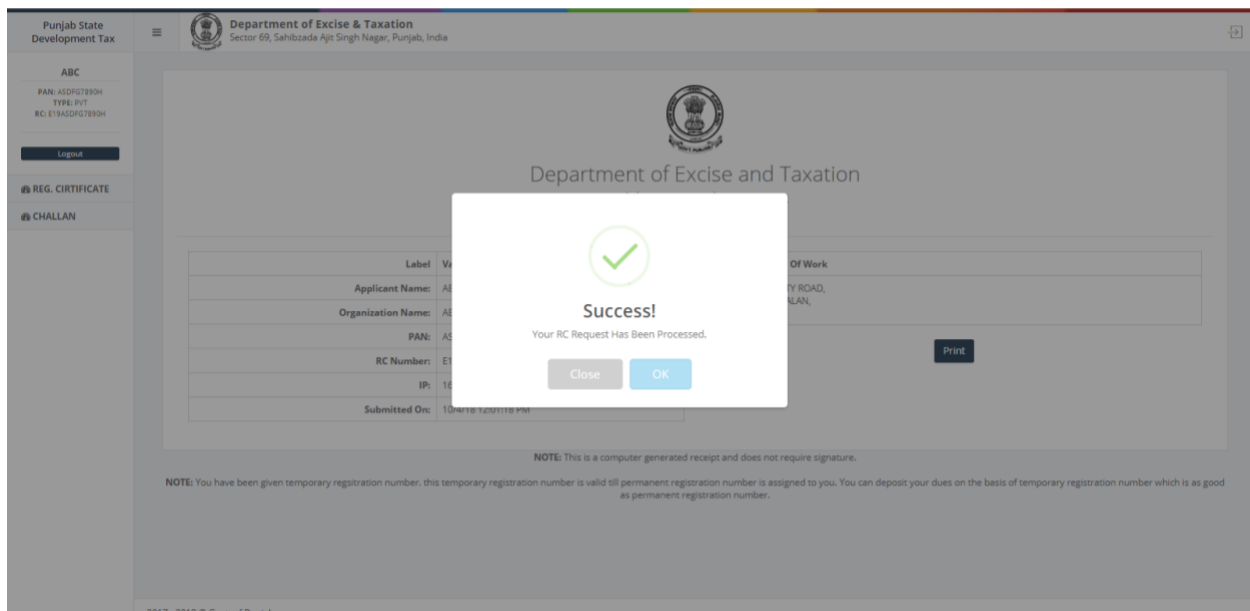


Fig 1.5

- After click on "Ok" user can print the challan by click on "Print" button as shown in fig 1.6

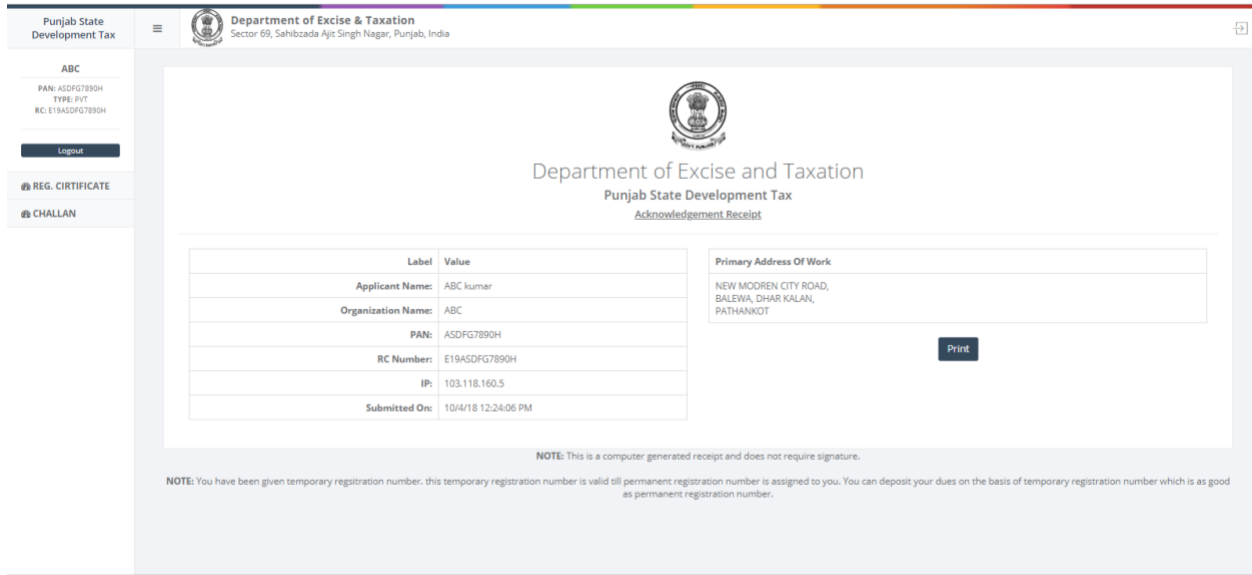


Fig 1.6

5. ACKNOWLEDGMENT RECEIPT

For Acknowledgement Receipt, user can click on **“REG CERTIFICATE”** and then click on **“View Acknowledgement”** for viewing the acknowledgment receipt as shown in fig 1.7.

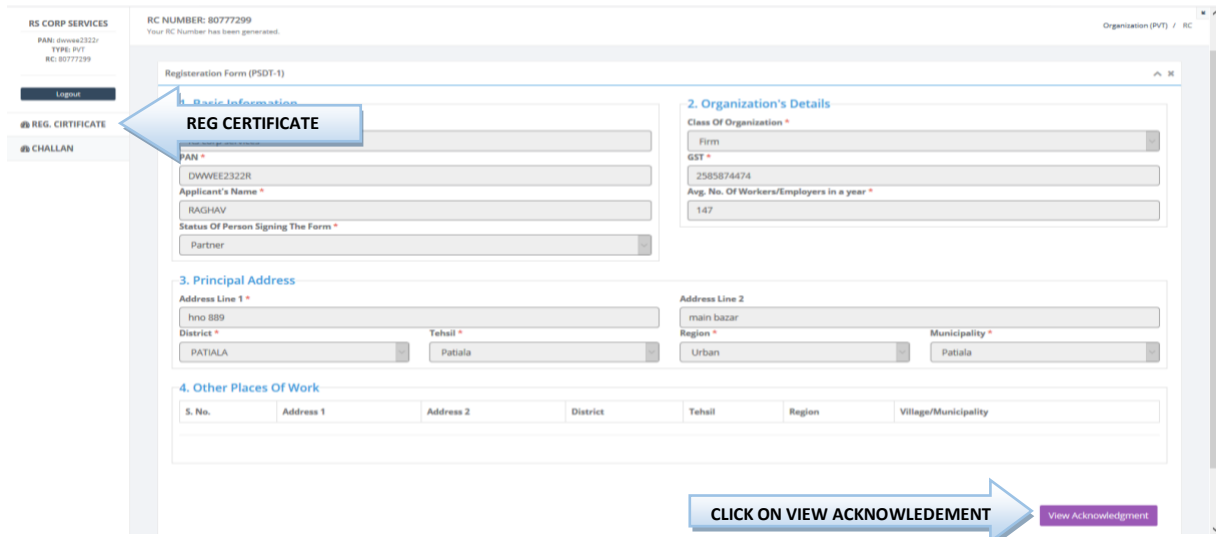


Fig 1.7

- After the view of acknowledgement receipt user can print the Receipt by click on **“Print”** Button as shown in fig 1.8

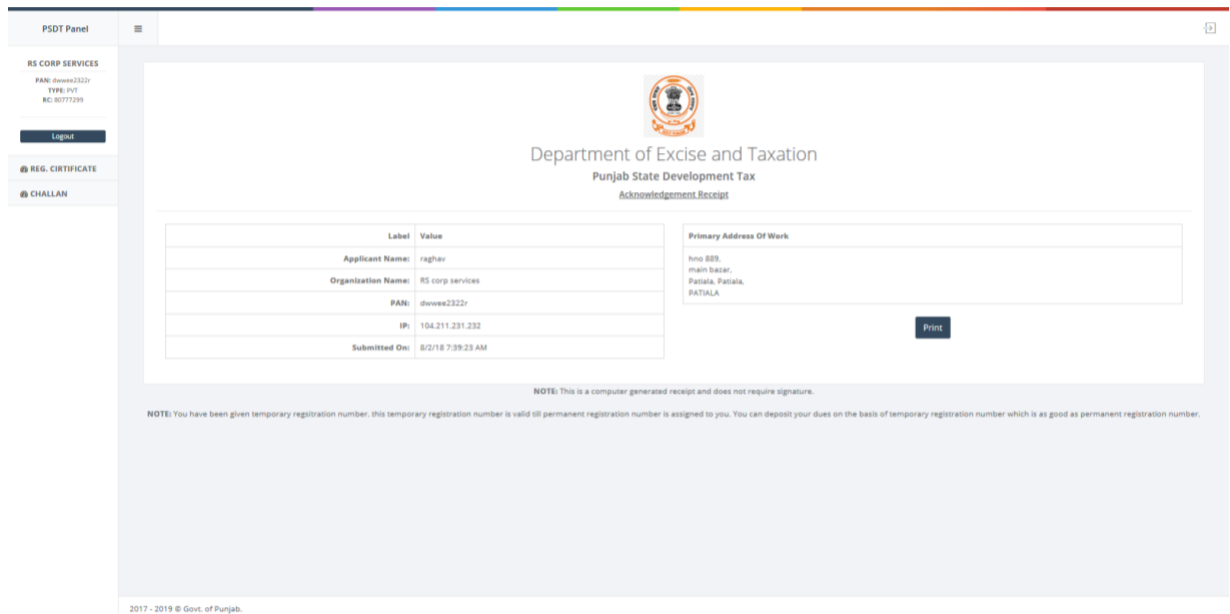


Fig 1.8

6. RC CHALLAN GENERATION

For challan generation, Click on **“CHALLAN”** and select **“TO MONTH”** & **“TO YEAR”** In the basic information section, then user can enter the count of employees which are able to pay tax. In this case, the tax amount will automatically multiply with the number of employees. Therefore, the total amount of payable tax is the amount of entire organization as shown in fig 1.9. For ex. If there is x amount of tax for each employee and y number of employees in an organization then the total taxable amount would be xy.

PSDT Panel

RS CORP SERVICES
PAN: dmsnc2322
TYPE: PVT
RC: 80777299

RC NUMBER: 80777299
Your RC Number has been generated.

Organization (PVT) / RC

Form PSDT-8 (See rule 14(2))

1. Basic Information

FROM CHALLAN DATE: Feb 2019 | OUTSTANDING BALANCE: 0

TO YEAR: -Choose One-

NUMBER OF TAXABLE EMPLOYEES: Enter Count Here

Request Challan

2017 - 2019 © Govt. of Punjab.

Fig 1.9

➤ Once the challan has been generated successfully as shown in fig 1.10, submit this challan to the respected bank for further process.

RS CORP SERVICES
PAN: dmsnc2322
TYPE: PVT
RC: 80777299

CHALLAN

FORM PSDT - 8
(See rule 14 (2))
Challan (Original - to be sent to the designated officer)
The Punjab State Development Tax Act, 2018

Challan ID	Date	Head	Sub Head
83125779	8/3/18 9:50:30 AM	0028	107

By whom rendered	Name, Address, Registration No. and case no. if any on whose behalf the money is paid.	Payment on account of	Amount
1	2	3	4
RS corp services	RC: 80777299 Address hno 889, main bazar, Patiala, Patiala, PATIALA.	Jan, 2019 - Feb, 2019 for 147 employees.	29400

Amount (In Figures) Rs. 29400/-

Amount (In Words) Rupees twenty nine thousand four hundred only.

(Signature of the Depositor)

(for bank use)

1. Received payment of Rs. _____ (in figures) Rs. _____ (in words)

2. Tender Date _____

3. Bank Ref. ID _____

4. BSR Code _____

Treasury Accountant Treasury Officer

Print

Fig 1.10

➤ Once a challan is fulfilled, it cannot be submitted/fulfilled again as shown in fig 1.11

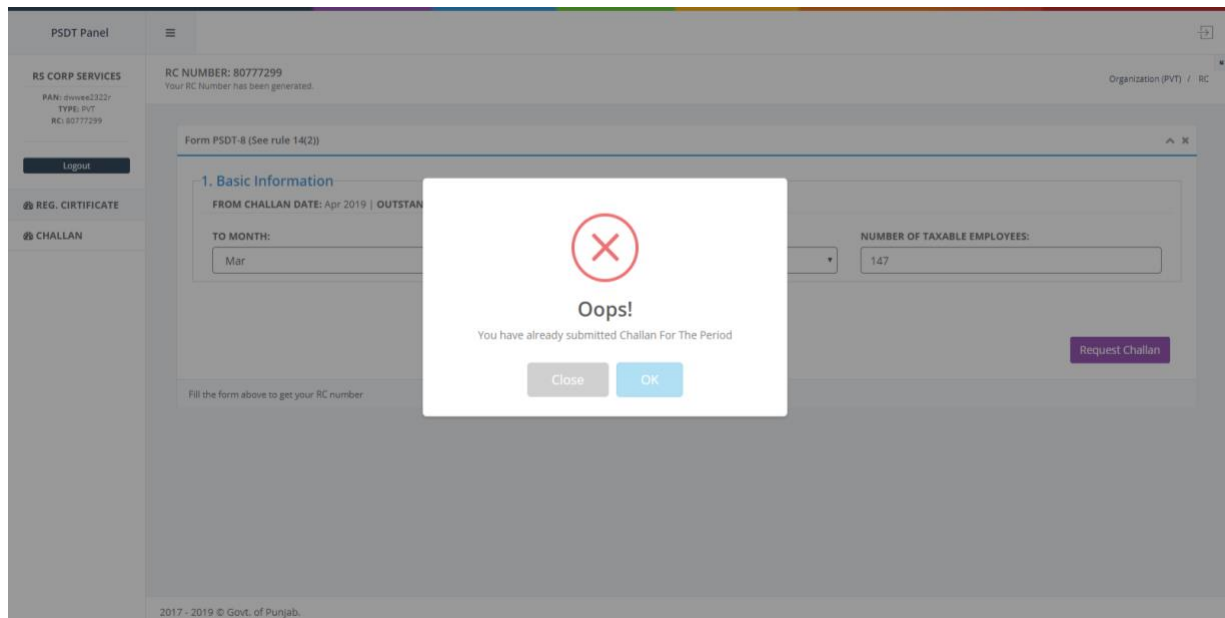


Fig 1.11