



Department of Excise and Taxation

USER MANUAL FOR INDIVIDUAL REGISTRATION

PUNJAB STATE DEVELOPMENT TAX PORTAL

Document Revision History

Ver #	Date	Author	Reviewer	Comments
1.00	Aug 3 ,2018	Raghav	Gobind	Initial Release

TABLE OF CONTENTS

1. INTRODUCTION	4
2. USER REGISTRATION	4
3. REGISTRATION FORM & OTP VERIFICATION.....	5
4. REGISTRATION FORM(PSDT-2)	6
5. ACKNOWLEDGEMENT RECEIPT.....	9
6. RC CHALLAN GENERATION.....	10

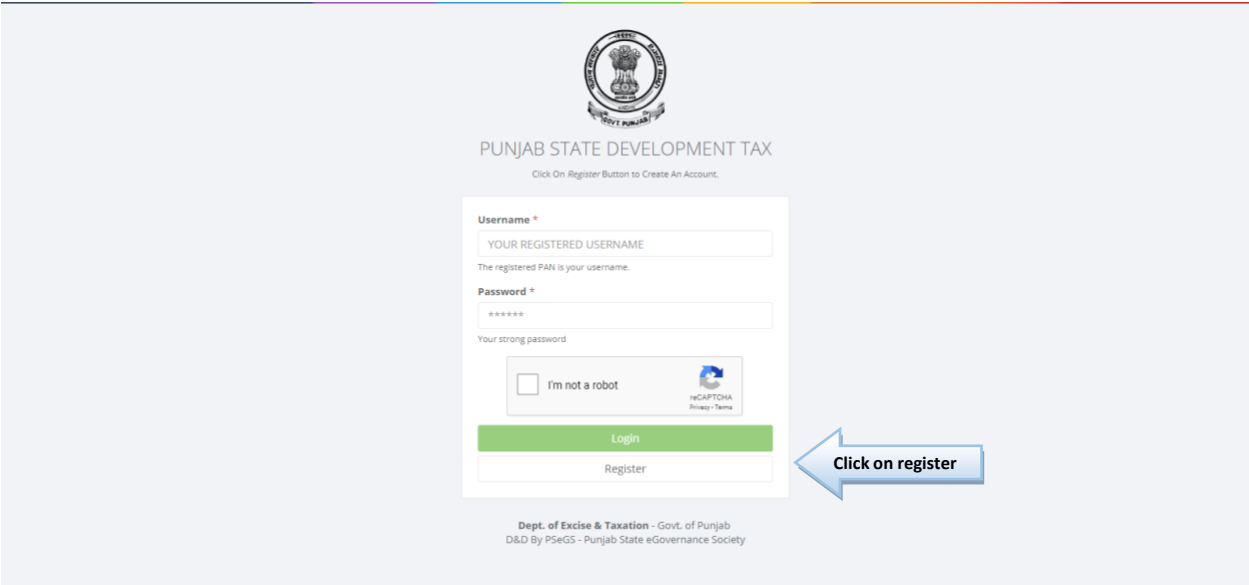
1. INTRODUCTION

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 Individual.

2. USER REGISTRATION

- To register as an Individual 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 emblem and the text "PUNJAB STATE DEVELOPMENT TAX" with a subtext "Click On Register Button to Create An Account.". Below this 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 "*****" as a placeholder. Below it, a note states "Your strong password".
- Verification**: A CAPTCHA box with the text "I'm not a robot" and a "reCAPTCHA" logo with links for "Privacy" and "Terms".
- 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, the footer reads: "Dept. of Excise & Taxation - Govt. of Punjab" and "D&D By PSeGS - Punjab State eGovernance Society".

Fig 1.1

3. REGISTRATION FORM & OTP VERIFICATION

- Once user will reach at registration form as shown in fig 1.2 User will enter following details
 - Category
 - Applicant's Name
 - Applicant's PAN
 - E-mail
 - Mobile No.
 - Password
 - Conform Password
- First of all, user will select **category** under the dropdown and will select the “**individual**” option, as user want to register itself as an individual. After the selection of category user will enter his/her 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 the following fields and buttons:

- Category ***: A dropdown menu with "Individual" selected.
- Applicant's Full Name ***: A text input field with the placeholder "Enter Entity's Name".
- Applicant's PAN ***: A text input field with the placeholder "ENTER ENTITY'S PAN".
- eMail * Invalid Value**: A text input field with the placeholder "Enter eMail".
- Mobile * Invalid Value**: A text input field with the placeholder "Enter Mobile".
- Password * Minimum 6 Characters.**: A text input field with the placeholder "Enter Password".
- Confirm Password ***: A text input field with the placeholder "Enter Password Again".
- Buttons**: A green "Register" button and a grey "Reset" button. A large blue arrow points from the "Register" button to the right, and another large blue arrow points from the "Reset" button to the left.

At the bottom of the form, the text reads: "PSDT - Punjab State Development Tax" and "D&D By PSeGS - Punjab State eGovernance Society".

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.

Fig 1.3

4. REGISTRATION FORM (PSDT-2)

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

- Name of the Applicant (Auto filled)
- PAN (Auto filled)
- AADHAAR

- Profession details section

- Occupation Type
- Date Of Commencement Of Profession/Trade/Calling
- Income During The Previous Year

- Address of primary place of work section

- Address Line 1
- Address Line 2
- District
- Tehsil
- Region
- Engagement With Multiple Employers?

- **Basic information section**:- In this section user will enter Applicant's Name card number as the name of applicant and PAN already fetched and filled automatically at profile registration time.

- **Profession details section**:- In this section, user will enter his/her profession details such as Occupation type, it means type of occupation he/she choose under the dropdown having values Profession, Trade and Calling.

After the selection of Occupation user will enter date of commencement of Profession/Trade/Calling. In addition, user will enter Income during the previous year, which must be in the form of number.

- **Address of primary place of work section :** In this section, user will enter his/her address details such as Address line 1, Address line 2, District, Tehsil, Region etc. Here also is another option Engagement with multiple employers, it is a dropdown menu, which contain two values Yes, and No. User can select any value and Click on “Send Request” Button as shown in fig 1.4

Fig 1.4

- If user may choose **yes** under the dropdown of “Engagement with multiple employers” dropdown, other table of “Other Places to work” will pop-up to enter the further details regarding the same as shown in fig 1.5. User can add the details by click on “**Add Address**” button below the table.
- After adding the details user can click on “**Submit Request**” button.

The screenshot displays the 'Registration Form (PSDT-2)' interface. It is divided into four main sections:

- 1. Basic Information:** Includes fields for Name of the Applicant (Rohit Kumar), PAN (ZCVCB320N), Aadhaar (A48H4A8), and a 12-digit number (79552078948).
- 2. Profession Details:** Includes Occupation Type, Profession, Date of Commencement of Profession/Trade/Calling, Income During The Previous Year, and Earned Income During The Previous Year (with a note 'Must be a Number').
- 3. Address Of Primary Place Of Work:** Includes Address Line 1 (new park road), District (KAPURTHALA), Tehsil (BHULATH), Address Line 2, Region (Urban), and Municipality (BEGOWAL). It also has a dropdown for 'Engagement With Multiple Employers' set to 'Yes'.
- 4. Other Places Of Work:** A table with columns: Organization Name, Monthly Salary, Organization PAN, Date Of Joining, Address Line 1, Address Line 2, District, Tehsil, Region, and Village/Municipality. Below the table are input fields for Organization Name, Monthly Salary, Date Of Joining, Address Line 1, Address Line 2, District, and Tehsil.

At the bottom right, there is a 'Send Request' button and a note: 'Kindly fill all the required fields with correct data.' There is also an 'Add Address' button.

Fig 1.5

- 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 1.6

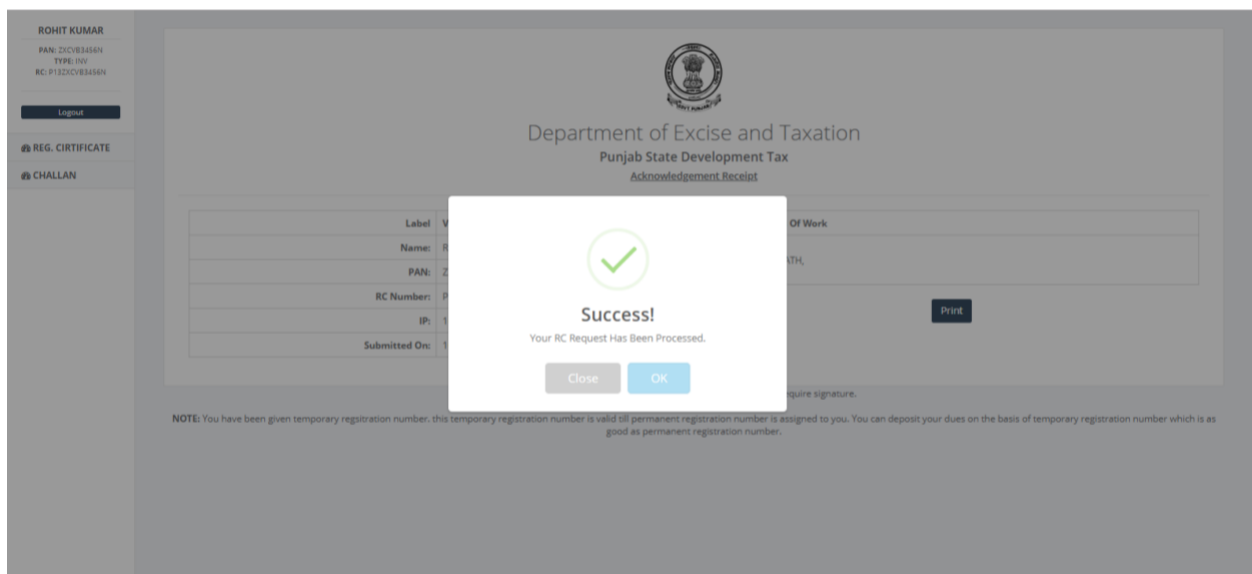


Fig 1.6

- After click on “Ok” user can print the challan by click on “Print” button as shown in fig 1.7

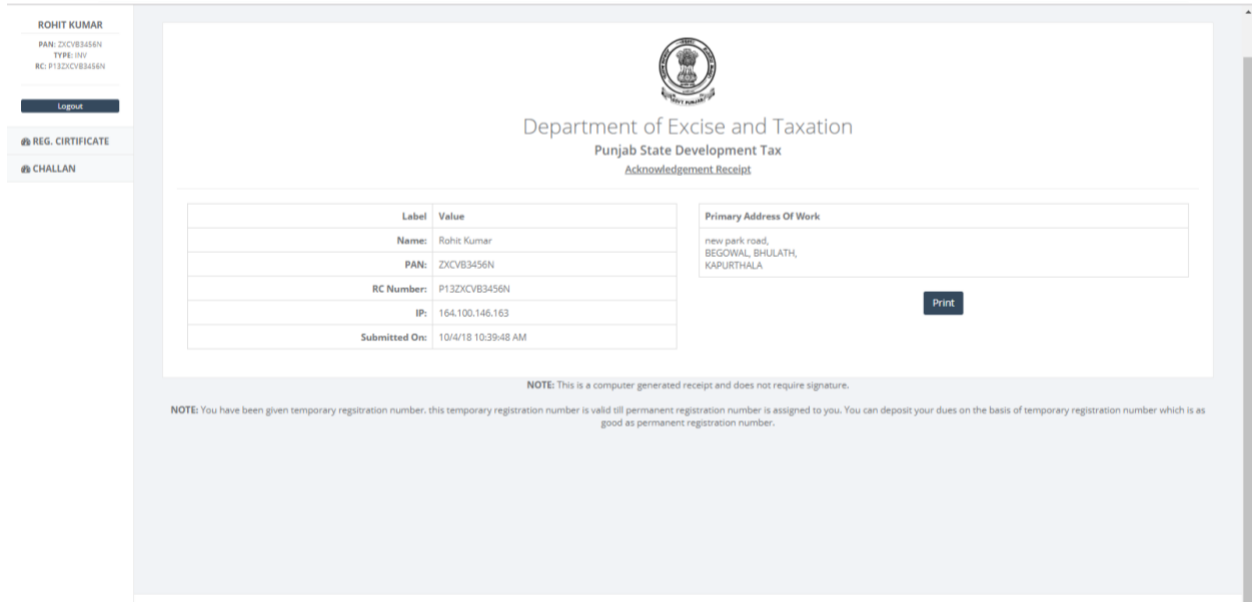
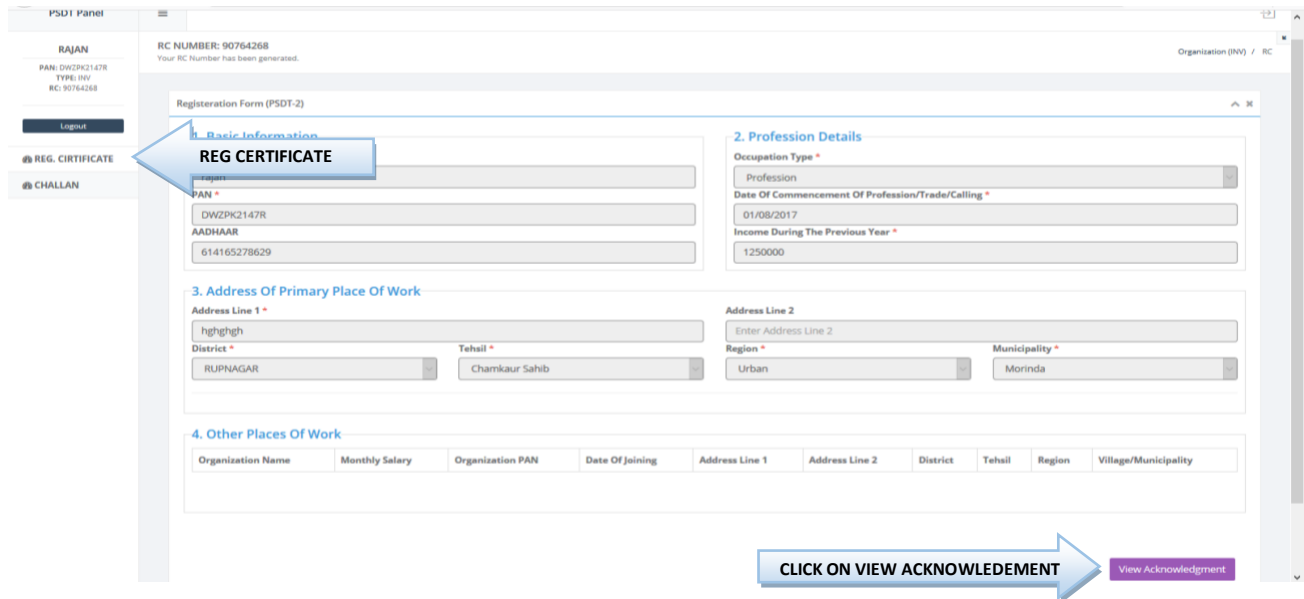


Fig 1.7

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 1.8.



After the view of acknowledgement receipt user can print the Receipt by click on **“Print”** Button as shown in fig 1.9

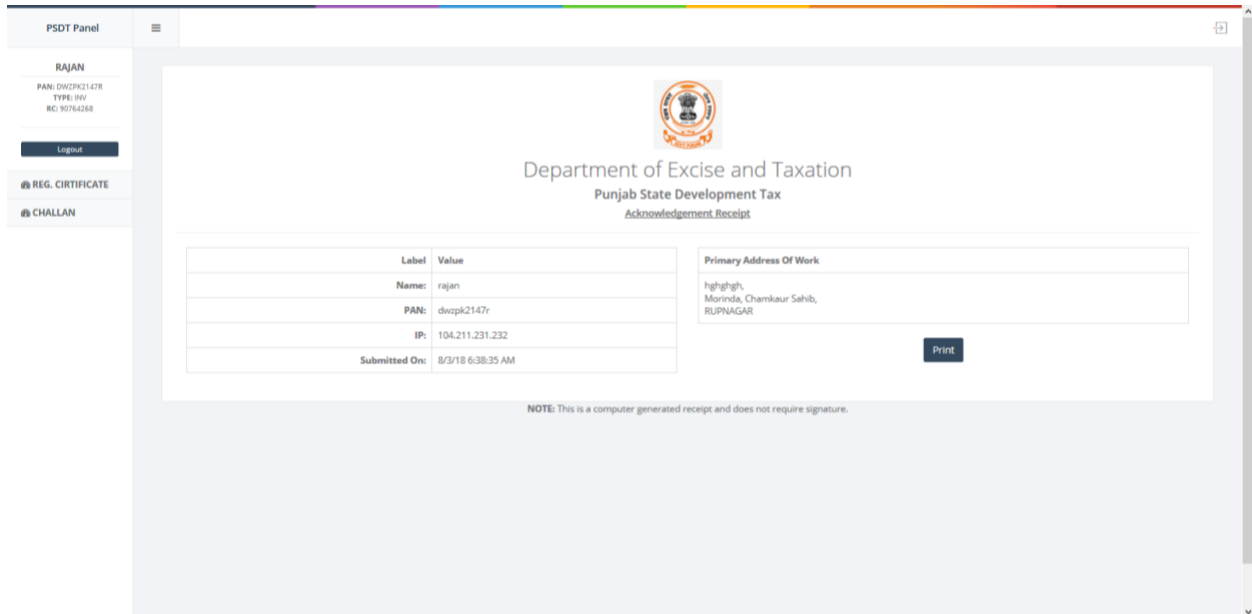


Fig 1.9

6. RC CHALLAN GENERATION

For challan generation, Click on **“CHALLAN”** and select **“TO MONTH”** & **“TO YEAR”** In the basic information section, then click on request challan (Selected month should be current or next month) as shown in fig. 1.10

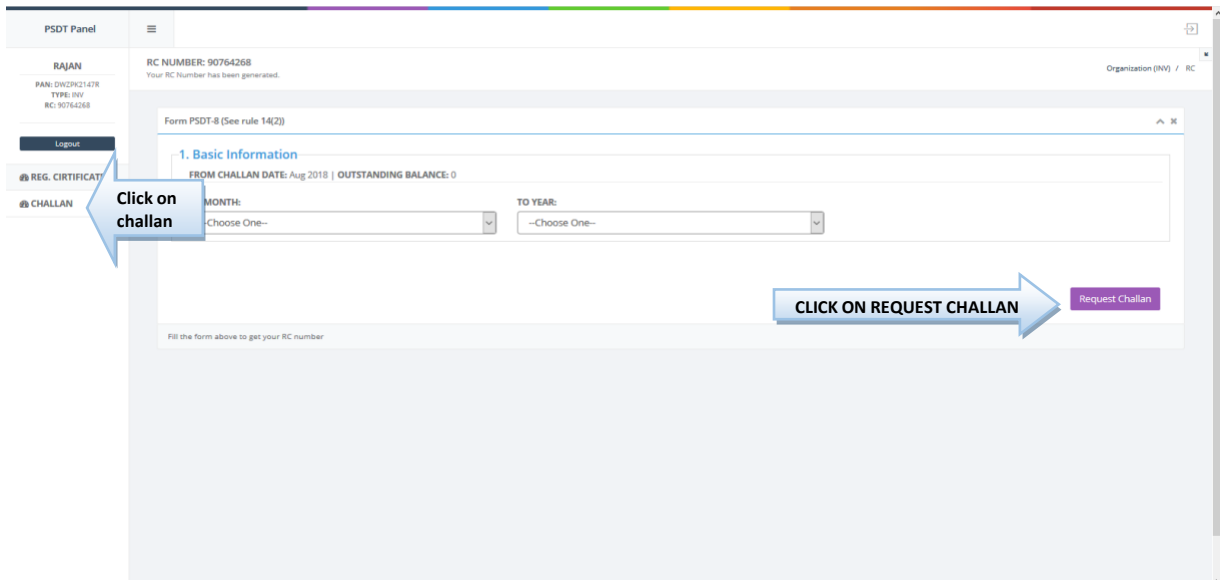


Fig 1.10

- Once the challan has been generated successfully as shown in fig 1.11, submit this challan to the respected bank for further process.

PSDT Panel

RAJAN
PAN: DW2PK2147R
TYPE: INV
RC: 90764268

Logout

REG. CERTIFICATE

CHALLAN

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
62207724	8/3/18 7:04:59 AM	0028	107

1	2	3	4
By whom rendered	Name, Address, Registration No. and case no. if any on whose behalf the money is paid.	Payment on account of	Amount
rajan	RC: 90764268 Address: hghghgh, Morinda, Chamkaur Sahib, RUPNAGAR	Jun, 2018 - Jul, 2018 for	200

Amount (In Figures) Rs. 200/- Amount (In Words) Rupees two 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 _____

Fig 1.11

- Once a challan is fulfilled, it cannot be submitted/fulfilled again as shown in fig 1.12

RAJAN
PAN: DW2PK2147R
TYPE: INV
RC: 90764268

Logout

REG. CERTIFICATE

CHALLAN

RC NUMBER: 90764268
Your RC Number has been generated.

Organization (INV) / RC

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

1. Basic Information

FROM CHALLAN DATE: 2019 | OUTSTANDING BALANCE: 0

TO MONTH:
jan

Request Challan

Fill the form above to get your RC number

Oops!
You have already submitted Challan For The Period

Close OK

2017 - 2019 © Govt. of Punjab.

Fig 1.12