

**TRIPURA****GAZETTE***Published by Authority***EXTRAORDINARY ISSUE**


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*Agartala, Friday, November 13, 2020 A. D., Kartika 22, 1942 S. E.*

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**PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA  
FINANCE DEPARTMENT  
(TAXES & EXCISE)**

F.1-8(13)-TAX/2017(Part-I)

Dated, Agartala, the 12th November, 2020.

**NOTIFICATION**

As an initiative of Ease of Doing Business (EoDB) of the State and for the case of stakeholders, the information on fees, procedure and a comprehensive list of all documents that need to be provided are available on the website for obtaining Registration/Enrolment under the Tripura Professions, Trades, Callings and Employments Taxation Act, 1997 and the details are as under-

**1. Information on Fees:** No fee is required for filing online/offline application for Enrolment/Registration, obtaining Certificates of Enrolment/Registration under the Tripura Professions, Trades, Callings and Employments Taxation Act, 1997.

**2. Online Enrolment Procedure: -**

- i. To obtain the Certificate of Enrolment under the Tripura Professions, Trades, Callings and Employments Taxation Act, 1997, the applicant may apply through online Profession Tax Web-Portal (<https://ptax.tripura.gov.in/>).
  - ii. Click on the link of Enrolment and provide all the necessary details required in Step-1 as Individual or Others (as applicable).
  - iii. After submission of Step-1, the applicant has to provide the OTP received in the given Mobile Number and Email ID.
  - iv. The applicant has to provide the Establishment Information required in Step- 2, after submission of OTP.
  - v. On completion of Step- 2, the applicant has to provide details available under Profession / Trade / Calling / Employment option whichever is /are applicable in Step- 3.
  - vi. After providing all the details, the applicant will be able to see the review information page consisting of all the details that has been given. Before final submission; the applicant can also edit the details, if required.
  - vii. For final submission of the application, the applicant has to provide the OTP sent in the Mobile number and will receive an Application Reference Number (ARN) using which the applicant can check the status of the application.
  - viii. The application once submitted from the applicant's end shall reflect in the Profession Tax Officer's dashboard for further proceedings.
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- ix. The Profession Tax Officer may verify the details provided, if required.
- x. After verification, the concerned Profession Tax Officer may grant the Certificate of Registration/Enrolment, if the application is in order or reject if it is not in order within 30(thirty) days from the date of application receipt.
- xi. Finally, the applicant can download the Certificate of Registration from the system, once it is granted.

**(Note: - For more detailed procedure, the applicant may visit Profession Tax Web-Portal <https://ptax.tripura.gov.in/> to see the view the step by step guide for Online Enrolment Process).**

**3. List of all documents that need to be provided:**

- i. No document is required to be uploaded/submitted during the time of filing application for Registration/Enrolment under the Tripura Professions, Trades, Callings and Employments Taxation Act, 1997.
- ii. During verification, supporting document may be asked from the concerned applicant, if required.

**4. Checklist for Enrolment/Registration: -**

- (i) Mobile Number, (ii) Email ID, (iii) PAN.

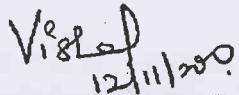
**5. Registration Procedure under SWAAGAT Web Portal: -**

- i. The applicant has to visit the Single Window Approval by All Government Agencies in Tripura (SWAAGAT) Web Portal: (<https://swaagat.tripura.gov.in/#/page/home>).
- ii. A list of jurisdiction is provided as a link so that the applicant can view and select appropriate jurisdiction for filing application for Registration under the Tripura Professions, Trades, Callings and Employments Taxation Act, 1997 and submit the application after providing all the necessary details required.
- iii. The application submitted is verified online and the scrutiny officer may raise query with valid reason, if any discrepancy found in application.
- iv. Subsequently, scrutiny report is also submitted through online before the approval authority for next course of action.
- v. The Certificate of Registration is either granted if the scrutiny report is in order or rejected with grounds, if the scrutiny report is not in order and the information regarding approval/rejection is sent the applicant through SMS/email.
- vi. Finally, the applicant can download the Certificate of Registration from the system, once it is granted.

**6. Profession Tax Registration/Enrolment Procedure (Offline):**

- i. Visit concerned Charge Office of Profession Tax Officer and collect the application form for Certificate of Registration (Form-I)/ for Certificate of Enrolment (Form-III).
- ii. Fill the details as mentioned in Form-I/III and submit the same to the concerned Profession Tax Officer.
- iii. Profession Tax Officer may verify the details duly filled in, if required.
- iv. After verification, the concerned Profession Tax Officer may grant the Certificate of Registration/Enrolment if the application is in order or reject if it is not in order within 30 (thirty) days from the date of application receipt.
- v. Finally, a Certificate of Registration/Enrolment under the Tripura Professions, Trades, Callings and Employments Taxation Act, 1997 will be provided to the applicant, once it is granted.

By order,

  
**(Dr. Vishal Kumar, IAS.)**  
Joint Secretary,  
Government of Tripura,  
Finance Department