USER MANUAL ON ONLINE PROFESSION TAX

ENROLMENT AND PAYMENT FOR TAXPAYERS

Url:- https://ptax.tripura.gov.in

Link for Contact Us, Write to Us, Enrolment, Status, FAQ





Step-1: Applicant's Information as an Individual



Step-1: Not an Individual , Provide other information



Provide OTP sent to Applicant's Mobile Number and Email ID

Commissionerate of Ta Government of Tripura	axes & Excise			Home Contact Us Write to Us
Mobile OTP	Dear Name Surname, To proceed further with the Enrolmer and Email Address. We have sent a 6 Digit Numeric OTP on Your Mobile Number (************************************	nt/Regis oer XXXX Enter	tration process you need to verify Your Mobile Number XXI ¹ and a 6 Digit Chracter OTP on Your Email the Character OTP received on Email* Enter 6 Digit Chracter OTP	Email OTP

- In the next step i.e. Step-2, the applicant will provide the "Establishment Information" only one among Profession/ Trade / Callings /Employment from which the applicant have the maximum earning.
- The Establishment Information contains fields such as Establishment Name, Area of Jurisdiction, Establishment Address etc.
- The applicant must select the category and the subcategory of the Professions/ Trades/Callings/Employments for which the applicant has the maximum earning.
- The applicant can also provide Name and Address of additional places of work, if available. Add or remove button is available for adding more additional places of work or removing the additional places of work.

Step-2: Establishment Information

Step: 2 of 3

C Back

O Next

	Establishment Information						
	[Note: You may be engaged with any one our webgins a reaxing Profession, @/ade/Calling/ Exployment, but have proceed to furnish the cletails of only one among Profession/Trade/Calling						
	/Employment from which you have tile maximum saming]						
	Name of Establishment (Profession/Trade/Callir	ig/Employment)*					
	Company Name		Company Nam	e			
	Area of Jurisdiction*	Charge*		· · · · · · · · ·			
	Agartala	Charge - I		Area of Jurisdiction and			
	District *	View details of Cha PIN Code *	rge Jurisdiction.	for any doubt regarding			
	West Tripura	799001		jurisdiction kindly click			
	Establishment Address*			on "view details of Charge Jurisdiction"			
	Banamalipur						
Provide	Shop Number / Builiding Number / Street Name / Road Nam	e etc.					
Additional	If you are having Additional Place of work, plea	se specify Name and Ad	dress				
Place of	Name of Establishment (Profession/Trade/Callir	g/Employment)	Establishment Address (Full Address)				
Business	Namel		Addressl				
	Name of Establishment (Profession/Trade/Callir	ig/Employment)	Establishment Address (Full Address)				
	Name2		Address2				
Category &	O Add More (Max 5) ○ Remove Last						
Sub-Category —							
of Profession/	Category of Profession/Trade/Calling/Employm	ent*					
	Engineering Profession			•			
Trade/Callings	Sub-Category of Profession/Trade/Calling/Emp	oyment*					
/ Employment	Software Engineer						

Step-3: Other Details

Commissionerate of Ta Government of Tripura	xes & Excise	** Here you need to fur Profession/Trade/Callin have the maximum earr	mish the details g/Employment ning **	of only one among from which you	Ame Contact Us Write to Us
	Step: 3 of 3				
Select/Tick any of the Category / Multiple from here.	Other Details Engaged With* Profession Back	☐ Trade	Calling	Employment	

Step-3: Other Details---Profession



Step-3: Other Details---Trade



Step-3: Other Details---Callings



Step-3: Other Details--- Employment



Applicant's Review Information before Final Submission

Review Information

Applying as Individual

	Personal/ Business Information		
	Name: Name Surname PAN/TAN: -	Gender: Male Mobile:	Father's Name: Name1 Sumame1 Email: :
	Establishment Information		
	Businesa Name: Compony Nome Area of Jurisdiction: Agortola Address: Bosomolipur, West Tripuna, 799002 Category: Engineering Profession	Charge: Charge - I Sub Category: Softwo	ane Engineer
	Other Establishment Details Name: Name1 Name: Name2	Address Address Address Address2	
	Other Details		
		Profession Details	
	Date of Commencement: 17 February 2020 Annual Gross Business: 300000	Period: of Standing: 0 Year 0 Month 0 Day Monthly Average Number of Workers: Not Provided	PAN: AMEPCR386K Monthly Average Number of Employees: Not Provided
	Registered Under VAT: 16030001144 Vehicles under the Motor Vehicles Act 1939; N Engaged with Co-operative Society: State Level	Registered Under CST: Not Provided of Provided	Registered Under GST: Not Provided
Tick for Declaration	Thereby declare that the details furnished abort changes therein, immediately. In case any of the held liable for it.	e are true and correct to the best of my knowledge e above information is found to be false or untrue o	and belief and I undertake to inform you of any or misleading or misrepresenting, I am aware that I ma
	0 1	00-50= Capression Result	Captcha
If any changes re	equired, Click on Edit Butto	n 🖉 Ede 🔒 Submit	Submit

After Final Submission by the Applicant, Enter OTP and Click on Submit



In the next step, Taxpayer will receive the Application Reference number in Mobile Number and Email for future use

Application Reference Number

Application Reference Number can be

used to check Status of the Application



P**Cofession Tax** Commissionerate of Taxes & Excise Government of Tripura



Dear Name Surname,

Thank You for submitting application for Enrolment with Profession Tax Web-Portal. Please note down the Reference Application Number: 201932304000016. Application Number has been sent to your Registered Mobile Number: Other details have been sent to your Registered Email:

Important Notes:

- You are requested to note down the Enrolment Application Number for any Future References.
- · Please note that the Details furnished during Enrolment is subject to Verifcation & Approval by the respective Authorities.
- · You may Check the Status of your Enrolment Application anytime from the Link available at Home Page
- · After approval of your Enrolment Application, Credentials will be sent on your Registered Mobile/Email.
- · Once received your Credential, you may please try to login at Profession Tax Web-Portal.
- After login, you will be able to find the Liable Profession Tax Amount calculated as per the details furnished by you during Enrolment. You may also
 pay the same easily.
- In case of any Issue/Query/Feedback, feel free to write us on support.ptax-tr@gov.in.

Check Application Status by Applicant





Check Application Status by Applicant

Commissionerate of Tax Government of Tripura	es & Excise				Home Contact Us Write To Us
	Check Enrolment App	lication Status			
Provide Application Ref. Number	What's the Applicatio	n Number? 0016	Prove you're not a Robot! 50×30= 1500	3	Captcha
	Check Application	n Status Submit	to Check		
Commissionerate of Tax Government of Tripura	tes & Excise				Home Contact Us Write To Us
	Enrolment Application	n Status			
	A	Pending Details	Application Number: 201932304000016 Submitted On: Nov 19 2019 4:35PM		
		Pending Status: Not yet Viewed Pending Since: 0 Day Pending With: Charge Officer			

- After submission of the Application, the system will forwarded to the concerned Charge Superintendent of Taxes for taking necessary action such as Approval / Rejection.
- After prior Approval / Rejection of the Application, the concerned applicant will receive the intimation of Approval / Rejection in the registered Mobile Number / Email.
- If approved, the User will automatically receive the UserID in the registered Mobile Number and will also receive the Password in the Email ID.
- After receiving the UserID and Password, the Taxpayer can login into the PTAX Account and can download the certificate from the download link given inside the Account.
- Without logging into the account, the taxpayer can also download the certificate from the Check Application Status link using the Application Number.

Download Certificate from Status link After Approval of the Application



Submit Application Status

Download Certificate from Status link After Approval of the Application

Enrolment Application Status

Application Number: 201927404000020

Submitted On: Oct 1 2019 4:24PM

Step 1 of 4 (Viewed)

By: Officer SUPCH1 On: Oct 1 2019 4:41PM



Step 3 of 4 (Inspected)

By: Charge 1 Inspector 1 On: Oct 1 2019 4:53PM Remarks: Process Completed.

Step 2 of 4 (Assigned)

By: Officer SUPCH1 To: Charge 1 Inspector 1 On: Oct 1 2019 4:44PM Remarks: Process Completed.

Step 4 of 4

Final Status: Approved Action Taken By: Officer SUPCH1 Action Taken On: Oct 1 2019 5:01PM Final Remarks: Approved. Please check your mail for further details.

📥 Enable Download

Click on Enable Download

Download Certificate from Status link After Approval of the Application

Enrolment Application Status

i



Submitted On: Oct 1 2019 4:24PM

Step 1 of 4 (Viewed)

By: Officer SUPCH1 On: Oct 1 2019 4:41PM

Step 3 of 4 (Inspected)

By: Charge 1 Inspector 1 On: Oct 1 2019 4:53PM Remarks: Process Completed.

Step 2 of 4 (Assigned)

By: Officer SUPCH1 To: Charge 1 Inspector 1 On: Oct 1 2019 4:44PM Remarks: Process Completed.

Step 4 of 4

Final Status: Approved Action Taken By: Officer SUPCH1 Action Taken On: Oct 1 2019 5:01PM Final Remarks: Approved. Please check your mail for further details.



Download Certificate from Status link After Approval of the Application

Enrolment Application Status

i



Click here to view Certificate

View Certificate

rtificate 🛛 📩 Download Certificate

Click here to download Certificate

If the Enrolment Application is Rejected

Enrolment Application Status

Application Number: 201927704000016

Submitted On: Oct 4 2019 5:55AM

Step 1 of 4 (Viewed)

By: Officer SUPCH1 On: Oct 4 2019 5:59AM



Step 3 of 4 (Inspected)

By: Charge 1 Inspector 1 On: Oct 4 2019 6:00AM Remarks: Process Completed.

Step 2 of 4 (Assigned)

By: Officer SUPCH1 To: Charge 1 Inspector 1 On: Oct 4 2019 5:59AM Remarks: Process Completed.

Step 4 of 4

Final Status: Rejected Action Taken By: Officer SUPCH1 Action Taken On: Oct 4 2019 6:01AM Final Remarks: Rejected. Please check your mail for further details.

> Application Rejected and Reason will be available in Applicant's Email

Taxpayer Level ---- Login



Taxpayer Level ---- DashBoard



P₹ofession Tax

Commissionerate of Taxes & Excise Government of Tripura

🙆 Dashboard 🚍 Pay Tax 🧐 Payment History 🛓 Download 🔻

💄 My Account 🔻

General Information

Enrolment Number / PTAN: 16ENAA0048	Application Number: 201927404000020
Mobile Number:	Email ID:
Name: Name Surname	Name of Establishment: Company Name
Tax Payer Category: Engineering Profession	
Tax Payer Sub Category: Software Engineer	
Enrolment Approval Date: 01 October 2019	Liable Profession Tax Amount (Annualy): ₹ 2500.00

Last 5 Tax-Payment History (View All)

Tax Period/Year	Payment Date	Amount	CIN	Transaction Status
2018-2019	14			
2015-2016				
2019-2020	03 Oct 2019	2500.00	000071581	SUCCESS
2019-2020				
2019-2020				

- ✓ <u>Pay Tax</u> option for Payment of Tax
- ✓ <u>Payment History</u> to check the history of previous payment made.
- ✓ <u>Download</u> option to Download/ View Certificate / Payment Receipt

Taxpayer Level ---- Download Certificate



Taxpayer Level ---- Download Certificate



Taxpayer Level ---- Download Payment Receipt

Reference of the second	o fession Tax missionerate of Ta mment of Tripura	xes & Excise							
🥵 Dashboard 🖥	🖬 Pay Tax 🏾 🧿 Payment His	itory 🛓 Download 🔻						💄 My Account 🔻	
	Payment History								
	Show 10 ¢ entries						Search:		
	Tax Period/Year 1	Payment Date 🕮	Amount 🕮	Payment Request Number 🕮	GRN 11	CIN 11	Transaction Status 🛍 🛍		
	2019-2020	03 Oct 2019	2500.00	160201910030000104	19276AA023	000071581	SUCCESS 🛃	C	lick here to
	Shov	ving 1 to 1 of 1 entries					Previous 1 Next	d	ownload
								P	ayment
								R	eceipt

Taxpayer Level ---- Download Payment Receipt



Payment Receipt Profession Tax (Government of Tripura) Tax Period: 2019-2020 Charge: Charge - I



Enrolment Number: 16ENAA0048 Payer Name: Name Surname Address: Banamalipur, West Tripura, 799001 Mobile: Email: Payment Request Number: 160201910030000104 GRN: 19276AA023 Payment Date: 03 Oct 2019 Transaction Reference Number: 000071581 Amount Paid: ₹ 2500.00

Scheme Name	Scheme Code	Tax Amount	Late Fee (If Any)	Total Amount
Taxes on Professions, Trades, Calling and Employment	0028-00-107-90-01	₹2500.00	₹ 0.00	₹2500.00

Thank you for using Online Payment Service to pay Profession Tax.

Commissionerate of Taxes & Excise

Government of Tripura

This is a system generated document and does not require signature. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Taxpayer Level ---- Pay Tax



Click here for Payment of Tax

Taxpayer Level ---- Pay Tax



Taxpayer Level ---- Pay Tax – After Selecting the Year, the Tax Amount will be automatically populated.

Payer Information		Scheme Information
Name: Name Surname Mobile: Address: Banamalipur, West Tripura	Email: PIN: 799001	Scheme Code: 0028-00-107-90-01 Scheme Name: Taxes on Professions, Trades, Calling and Employment Important Information
Payment Reqeust Number: 160201911190000011 Liable Tax Amount: ₹ 2500.00 Payment for Year: 2019-2020 ▼ Great! You are paying the Tax on Time. Remarks (If any): If any T	Payment Cycle: Annualy Total Tax Amount for Selected Year: 2500.00 [Note: Late Fine is 2% of the Liable Tax Amount Per Month] Remarks	 If you have any due Tax amount of Period prior to that available in the list (Payment for Year), you may please visit your Jurisdiction Charge with Documents(Enrolment Certificate/Previous Challans) to get it regularized for Online Payment. <i>New!</i> Once clicked on "Proceed for Payment", you will be redirected to E-CHALLAN View Page of eGRAS (Government Receipt & Accounting System). On E-Challan Page, you need to select Mode of Payment and then Click on "Continue". Then, you will be redirected to SBI Payment Gateway. After making payment, You will be sent back on Response Page of Profession Tax, where you can find all the details related the Payment your have just made. If the payment is successfull, you may download the Payment Receipt for future reference.
₹Proceed For Payment	Note:- If the payment is not	within proper time, the Total Tax amount will

reflect including the interest.

Taxpayer Level ---- Pay Tax – Proceed for Payment

Please Wait while we are redirecting...



Taxpayer Level ---- Pay Tax – Proceed for Payment

	E-CH Governme	ALLAN nt of Tripura			
Payee Details					
GRN	19276AA023	Date: 03-10-2019			
Profile Name	ptax_test				
Payment Mode	Online (Not Selected!)	PRAN/GPF/PayeeCode/TIN Actt.No./VehicleNo./Taxid(Any)	/ 160201910030000104 If		
Office Name	Office of the Superintendent of Taxes, Charge-I, Agartala (03-00- 8368)	PAN No.(If Applicable)			
Treasury	Agartala Treasury No-I	Full Name	Name Surname		
Year (Period)	(2019-20) One Time	Address	Banamalipur, West Tripura		
Town/City/District	Agartala	PIN	799001		
SNo. Budget 1 0028-00	Head/Purpose -107-90-01		Amount in Rs. 2500		
Particulars(If Any)	Test	Deduct:Commission	0		
Amount In Rs	Two Thousand Five Hundred Rupees	Total/NetAmount	₹2500		
		SBI Aggregator 🔻 Select any	Payment Mode Continue	Select	Pa
		Select any Net Bankii Credit Car Debit Carc CSC Walle	r Payment Mode ng d i t	from t	the d
				click o	m "(

Select Payment Mode from the drop-down and click on "Continue"

Taxpayer Level ---- Pay Tax – Proceed for Payment

S RECRUITMENT OF S 'Hasya Vyang' Hindi	10.183.7.80 savs		ro 🥥 ROR Login Page 🧕 Vodafone Recharge	»
	Please verify the details you have ente	red. Do you want to continue?		After selecting the
yee Details		OK Cancel		payment mode and
GRN 192	27			clicking on continue a
Profile Name pta	x_test			pop will ask to verify
Payment Mode On	line (Net Banking)	PRAN/GPF/PayeeCode/TIN Actt.No./VehicleNo./Taxid(Any)	/ 160201910030000104 If	the details
Office Name Off Tax 830	ïce of the Superintendent of xes, Charge-I, Agartala (03-00- 68)	PAN No.(If Applicable)		
Treasury Aga	artala Treasury No-I	Full Name	Name Surname	
Year (Period) (20	019-20) One Time	Address	Banamalipur, West Tripura	
Town/City/District Aga	artala	PIN	799001	
SNo. Budget Head/Purpose 1 0028-00-107-90-01	e		Amount in Rs. 2500	
Particulars(If Any) Tes	st	Deduct:Commission	0	
Amount In Rs T	wo Thousand Five Hundred	Total/NetAmount	₹ 2500	
		SBI Aggregator 🔻 Net Banki	ng Continue	

Taxpayer Level ---- Pay Tax – Proceed for Payment

	Rupes	SBI Aggregator V Net Banking	Continue	
Particulars(If Any) Amount In Rs	Test Two Thousand Five Hundred	Deduct:Commission Total/NetAmount	0 ₹ 2500	
SNo. Budget H 1 0028-00-	lead/Purpose 107-90-01	Атои	nt in Rs. 2500	
Town/City/District	Agartala	PIN	799001	
Year (Period)	(2019-20) One Time	Address	Banamalipur, West Tripura	
Treasury	Agartala Treasury No-I	Full Name	Name Surname	
Office Name	Office of the Superintendent of Taxes, Charge-I, Agartala (03-00- 8368)	PAN No.(If Applicable)		
Payment Mode	Online (Net Banking)	PRAN/GPF/PayeeCode/TIN/ Actt.No./VehicleNo./Taxid(If Any)	160201910030000104	
Profile Name	ptax_test			for future reference
GRN	1927	ОК		GRN/Transaction II
yee Details	19276AA023			to "Note down
	Please note down GRN/Transaction	ID for your future reference:		Next it will again as
S RECRUITMENT OF S 'Hasya	Vyang' Hindi 🖌 10.183.7.80 says	ro (🏐 ROR Login Page 🥚 Vodafone Recharge	

Taxpayer Level ---- Pay Tax – Proceed for Payment

Please Wait while we are redirecting...

Page Redirecting to payment page

Taxpayer Level ---- Pay Tax – Proceed for Payment

Luciel to stream		
Payment Details		
Debit/Credit Card	Popular Banks	Order Summary
🛅 Internet Banking	SBI	Order No.: 19276AA023
ि Wallets	Please Select Popular Banks or All Banks	Merchant Name:
客 NEFT / RTGS	All Banks	multiAccountPayout2
🏈 Cash	Please Select Please Select	• Amount: 2500.00
Select Bank from the	Allahabad Bank - Retail Federal Bank ICICI DP Bank - Retail Karur Weya Bank	Processing fee: GST:
Drop-Down List and	State Bank of India	Total:
amount of Tax		Visit https://www.sbiepay.com to know the status of your transaction.

VISA

pci/ Symantec

Taxpayer Level ---- Pay Tax – Payment Successful

X

Payment Successful

Your payment is processed successfully! You may check the same in your Payment History.

Payment Response Payment Regeust Number: 160201910030000104 Amount: ₹ 2500 GRN: 2500 Transaction Status: SUCCESS Transaction Reference Number: 000071581 Transaction Date: 2019-03-10 삼 Go to Dashboard 3 Go to Payment History

Taxpayer Level ---- Pay Tax – Payment Successful

🙆 Dashboard 🛛 🖬 Pay Tax 🥲 Payment History 🛓 Download 🔹

General Information	Last 5 Tax-Payment History (View All)					
Enrolment Number / PTAN: 16ENAA0048	Application Number: 201927404000020	Tax Period/Year	Payment Date	Amount	CIN	Transaction Status
Mobile Number: ,	Email ID:	2019-2020	03 Oct 2019	2500.00	00007 <mark>1</mark> 581	SUCCESS
Name: Name Surname	Name of Establishment: Company Name		03 Oct 2019			·
Tax Payer Category: Engineering Profession				1	Paymen	t Successful
Tax Payer Sub Category: Software Engineer		-2020	0.001010			
Enrolment Approval Date: 01 October 2019	Liable Professional Tax Amount (Annualy): ₹ 2500.00					

Taxpayer Level ---- Pay Tax – Payment of Past Due Tax Amount.

Dashboard 🔚 Pay Tax 均 Payr	nent History 🛛 🛓 Download	*			
ayer Information					
lame: Name Surname	Mobile:	Emailt			
\ddress:		PIN: 799001			
ayment Information					
ayment Reqeust Number: 160201?	910030000018				
Liable Tax Amount: ₹ 2500.00		Payment Cycle: Annualy			
Payment for Year:		Total Tax Amount for Selected Year:			
2015-2016		3100.00			
Great! You are about to pay due Tax Amount.		[Note: Late Fine is 2% of the Liable Tax Amount Per Month]			
lemarks (If any):					
Test	If any	Remarks			
Note: Max Length is 200 Characters.]					
₹ Proceed For Payment					

- To pay the Past due Tax Amount, the taxpayer should select the year from the drop down and the amount of Tax will be automatically reflected in the Total Tax Amount, which has been calculated by the Charge Officer.
- > Provide if any remarks available.
- > Next proceed for payment.

Taxpayer Level ---- Account Info / Change Password





For any Issue/Query/Feedback, feel free to write us on support.ptax-tr@gov.in