



Tamil Nadu e-District Application Training Manual

Collection of Company Tax (COC-601)

Greater Chennai Corporation



राष्ट्रीय इ-गवर्नेस योजना
National e-Governance Plan

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E-DISTRICT TAMIL NADU USER MANUAL (Government of Tamil Nadu)

1. Project Overview

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.

The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.

2. General Information

Let's Start!!


2.1. Tools Required

You will be provided with the following basic infrastructure:

- Computer (CPU, Monitor, Keyboard & Mouse)
- Network Connection (as per requirement)
- Peripherals (as per requirement)
- Browser (Google chrome, Version 37)
- Uninterrupted Power Supply (UPS)



2.2. Starting your Computer

Steps

1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS
5. Press the  (power button) on the computer
6. Allow the system to boot up.



1. Switch 'ON' the UPS only after you have switched 'ON' the power socket
2. Switch 'ON' the computer only after you have switched "ON" the UPS
3. Switch 'OFF' the power socket in there is an electrical spark in the socket

	4. Do not start the computer in case the UPS is not fully charged 5. Do not start the computer in case any of the wires are in contact with water sources / moisture
	6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3. Purpose

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to collect Company Tax under Greater Chennai Corporation through the e-District Portal.

4. Scope

The scope of this document is to cover the 'Collection of Company Tax' service offered under **Greater Chennai Corporations**.

5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/e-District application:

- User must have valid username and password
- Make relevant and correct entries only
- Recheck the entries before clicking on Submit button
- Mandatory fields cannot be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

6. Services Offered under Greater Chennai Corporation

Following services are offered under Greater Chennai Corporation:

1. COC-101: Printing of Birth Certificate
2. COC-102: Printing of Death Certificate
3. COC-401: Renewal of Trade License
4. COC-601: Collection of Company Tax
5. COC-602: Collection of Professional Tax
6. COC-603: Collection of Property Tax

7. Collection of Company Tax

Following steps describe how to collect Company Tax under Greater Chennai Corporation through the e-District Portal:

STEP 1: Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

STEP 2: Enter the login credentials.

Make sure 'Operator' is selected in the **Operator Type** field.

STEP 3: Enter Captcha code.

STEP 4: Click on Login.



The screenshot displays the TNeGA Government of Tamil Nadu e-Sevai portal. The header includes the TNeGA logo and the Government of Tamil Nadu emblem. The navigation menu contains links for Home, About e-Sevai, Government Orders, e-Sevai, Contact Us, and Help. The main content area is divided into four sections: TNeGA (with a map of Tamil Nadu), Important Links (Government Orders, Tenders, Documents, Job Opportunities, Maps), Latest News (Locate your near by e-Sevai, List of Services Offered in e-Sevai Centres, List of Services offered through Institution), and Sign In. The Sign In section contains a form with fields for Login ID (tnelcchn010-01), Password (masked with dots), Operator Type (dropdown menu), and a Captcha field (ZNRJ2). Below the Captcha field is a 'Login' button and a 'Reset' button. A 'Forgot Password?' link is also present. Callouts indicate the following steps: 'Enter Login ID and Password' points to the Login ID field, 'Enter Captcha' points to the Captcha field, and 'Click on Login' points to the Login button.

e-Sevai Dashboard will appear.

STEP 5: Click on **Services** on the left panel.

The screenshot shows the TNeGA dashboard for the Government of Tamil Nadu. At the top, there is a header with the TNeGA logo, the Government of Tamil Nadu emblem, and the e-Sevai logo. Below the header, there are five summary cards: 'Today' (1), 'Current Week' (1), 'Current Month' (6), 'Last Week' (1), and 'Last Month' (17). On the left sidebar, the 'SERVICES' menu item is highlighted with a callout bubble that says 'Click on Services'.

Department Wise service listing will appear.

STEP 6: Click on **Greater Chennai Corporation**.

You can also switch to the **Service Wise** listing, or switch to **Search** and search a particular service using keywords.

The screenshot shows the 'Services' page in the TNeGA application. The page title is 'Services'. On the left, there are three tabs: 'DEPARTMENT WISE', 'SERVICE WISE', and 'SEARCH'. Under the 'DEPARTMENT WISE' tab, a list of departments is displayed, including Anna University, Chennai Metro Water Supply & Sewerage Board, Commissionerate of Municipal Administration, Directorate of Boilers, Directorate of Drug Control, Directorate of Fire & Rescue, Employment & Training, Greater Chennai Corporation, Labour, Oxigen, Revenue Department, and TANGEDCO. A callout bubble points to 'Greater Chennai Corporation' with the text 'Click on the Department Name'. On the right side of the page, there is a user profile section with the following details: Name: Operator 1, Center: COC Zone 13 Divn 182 Thiruvanniyur ELCCHN010, Center Code: ELCCHN010, Counter: 1, Wallet Type: Prepaid, Wallet Amount: 5955.00, and Share: 0.00.

STEP 7: Click on **COC-601 Collection of company tax**.

TNeGA **Government of Tamil Nadu** **e-Sevai**

OPERATOR 1

Services

DEPARTMENT WISE: Greater Chennai Corporation

SERVICE WISE: 10 records per page

SEARCH: []

- COC-101 Printing of Birth Certificate
- COC-102 Printing of Death Certificate
- COC-401 Renewal of trade license
- COC-601 Collection of company tax
- COC-602 Collection of professional tax
- COC-603 Collection of property tax

Showing 1 to 6 of 6 entries

Click on the Service Name

Name: Operator 1
Center: COC Zone 13 Divn 182 Thiruvanmiyur
Center Code: ELCCHN010
Counter: 1
Wallet Type: Prepaid
Wallet Amount: 4425.00
Share: 0.00

You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

STEP 8: Select Zone No.

STEP 9: Select Division Code.

STEP 10: Enter Unique Id.

STEP 11: Click on Search.

Government of Tamil Nadu e-District User Name:UCSC-01 Last Login | 24-06-2016 18:53:36

Home Saved Application Submitted Application Check Status Collection of company tax

Revenue Department
Directorate of Boilers
Directorate of Fire and Rescue Service
Employment Training
Utility Bill Payment

Collection of company tax

Zone No. * 09-Teynampet
Division Code * 122
Unique Id * 000020

Search Clear

Select Zone No.
Select Division Code
Enter Unique Id
Click to search record

Company record with arrears (half yearly) will be shown.

Collection of company tax

Zone No. * 10-Kodambakkam Division Code * 136

Unique Id * 000025

Data preview

Company Name * SHREYAS ADVISORY SER Address * Sarojini Street

Half Year Wise Arrears :-

S.No.	Year	Collection Amount	Demand	Arrears
1	2010_2011_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
2	2011_2012_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
3	2011_2012_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
4	2012_2013_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
5	2012_2013_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
6	2013_2014_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
7	2013_2014_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
8	2014_2015_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
9	2014_2015_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
10	2015_2016_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
	Total :	Rs. 0.00	Rs. 10000.00	Rs. 10000.00

Collection Amount : Rs. 0.00 Demand Amount : Rs. 10000.00 Payable Amount : Rs. 10000.00

Amount To Be Paid :

STEP 12: Enter the amount in the 'Amount to be paid' text box and click on **Make Payment**.

Half Year Wise Arrears :-

S.No.	Year	Collection Amount	Demand	Arrears
1	2010_2011_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
2	2011_2012_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
3	2011_2012_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
4	2012_2013_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
5	2012_2013_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
6	2013_2014_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
7	2013_2014_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
8	2014_2015_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
9	2014_2015_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
10	2015_2016_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
Total :		Rs. 0.00	Rs. 10000.00	Rs. 10000.00

Collection Amount : Rs. 0.00 Demand Amount : Rs. 10000.00 Payable Amount : Rs. 10000.00

Amount To Be Paid :

Enter amount to be paid

Click to pay amount

Once the payment is done, a 'Get Receipt' button will be shown.

STEP 13: Click on **Get Receipt** to download a receipt for the payment.

- REV-401 License under Pawn Broker Act
- REV-402 Money Lender License
- REV-102 Nativity Certificate
- REV-104 No Graduate Certificate
- REV-115 OBC certificate
- REV-116 Residence Certificate
- REV-117 Small / Marginal Farmer Certificate
- REV-118 Solvency Certificate
- REV-119 No Male Child Certificate
- REV-108 Unemployment Certificate
- REV-120 Unmarried Certificate
- REV-109 Widow Certificate

S.No.	Year	Collection Amount	Demand	Arrears
1	2010_2011_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
2	2011_2012_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
3	2011_2012_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
4	2012_2013_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
5	2012_2013_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
6	2013_2014_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
7	2013_2014_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
8	2014_2015_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
9	2014_2015_2	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
10	2015_2016_1	Rs. 0.00	Rs. 1000.00	Rs. 1000.00
Total :		Rs. 0.00	Rs. 10000.00	Rs. 10000.00

Collection Amount : Rs. 0.00 Demand Amount : Rs. 10000.00 Payable Amount : Rs. 10000.00

Amount To Be Paid :

Downloaded receipt

Click to download payment receipt

The below figure shows a preview of the downloaded receipt:



தமிழ்நாடு அரசு / Government of Tamil Nadu
இ-சேவை மையம் / e-Sevai Centre

ரசுதி / RECEIPT

ரசுதி எண் / Receipt No.	: TN-4220160508101	விண்ணப்பித்த சேவை / Applied for Service	: COC-601 Collection of company tax
விண்ணப்பதாரர் / Applicant Name	: SHREYAS ADVISORY SERVICE (P) LTD	மதிப்பீடு எண் / Assessment No	: 10-136-000025
துறையின் பெயர் / Department Name	: பெருநகர சென்னை மாநகராட்சி / Corporation of Chennai	பெயர் / Name	: SHREYAS ADVISORY SERVICE (P) LTD
முகவரி / Address	: Sarojini Street	பரிவர்த்தனை எண் / Transaction No	: 2016-17/BW/0000441
		பரிவர்த்தனை தேதி / Transaction Date	: 08-05-2016

பணம் செலுத்திய விவரம் / Payment Details

காலம் / Period	மொத்தம் / Total
2010_2011_2	1000.00

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid
கட்டண தொகை / Bill Amount	CASH	1000.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		0.00
ரூபாய் எழுத்துக்களில் / Amount in words : One Thousand Rupees only		மொத்தம் / Total : 1000.00

மையப் பெயர் & குறியீடு எண் / Centre Code & Type : 01 - 01 கையொப்பம் / Signature of the Centre Operator

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும்
110.172.171.189/tneda/VerifyCert.html / Kindly check correctness of all the details furnished above with the following URL 110.172.171.189/tneda/VerifyCert.html.



8. Disclaimer

This User manual is prepared as per the existing application; however actual screen shots may vary for few cases.