

# Tamil Nadu e-District Application Training Manual

Collection of Company Tax (COC-601)

Greater Chennai Corporation





# **Table of Content**

# **Table of Contents**

1.	Pro	oject Overview	3
2.	Gei	neral Information	3
	2.1.	Tools Required	3
	2.2.	Starting your Computer	3
3.	Purpose		4
4.	Sco	ope	4
5.	Get	tting Started	4
6.	Services Offered under Greater Chennai Corporation		4
7.	Collection of Company Tax		5
8.	Dis	sclaimer	10



### **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

### <u>Steps</u>

- 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

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### Tamil Nadu e-District Application User Manual



- 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



Tamil Nadu e-District Application User Manual

# 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.

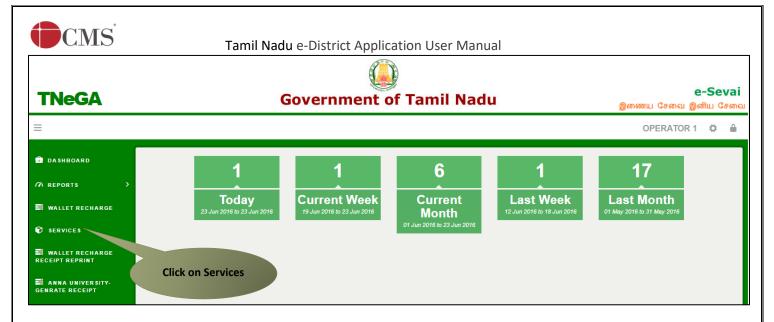
**STEP 3:** Enter Captcha code.

STEP 4: Click on Login.



e-Sevai Dashboard will appear.

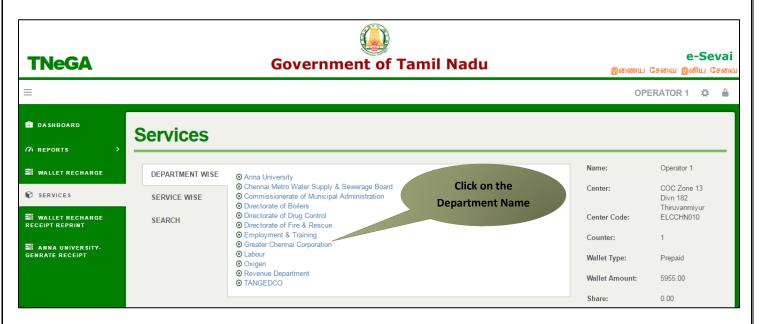
**STEP 5:** Click on **Services** on the left panel.



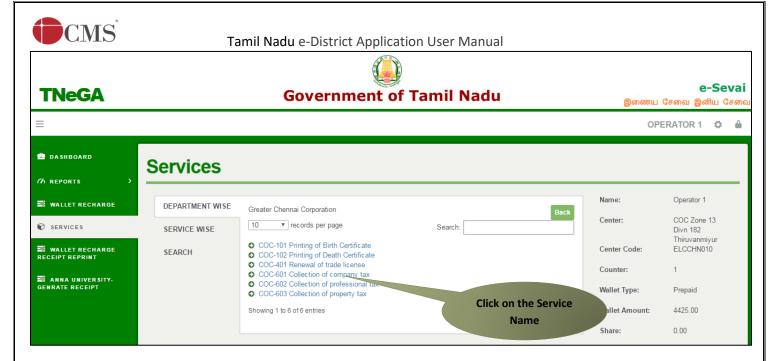
Department Wise service listing will appear.

**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.



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



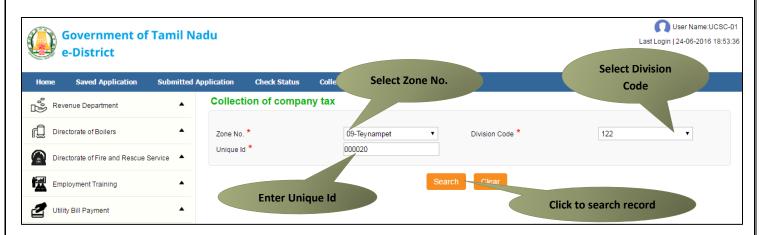
You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

**STEP 8:** Select Zone No.

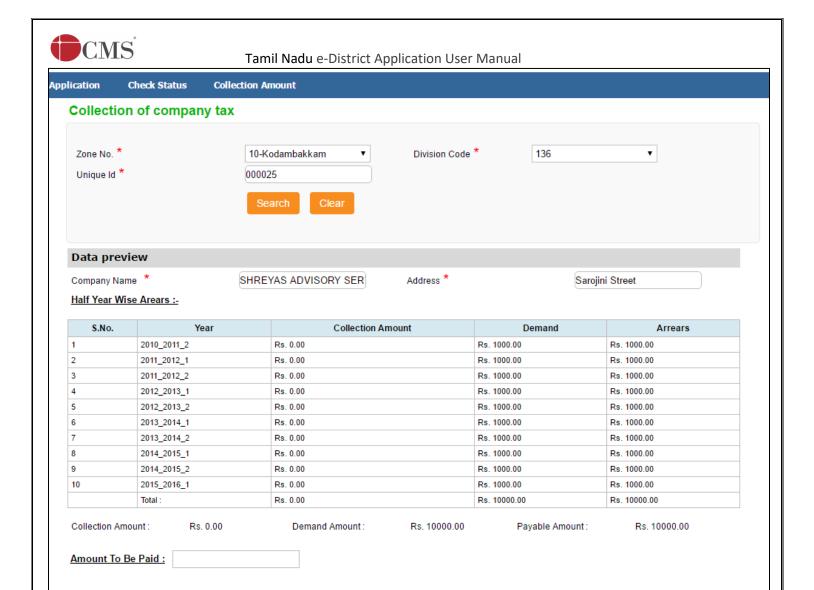
**STEP 9:** Select Division Code.

STEP 10: Enter Unique Id.

**STEP 11:** Click on **Search**.



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

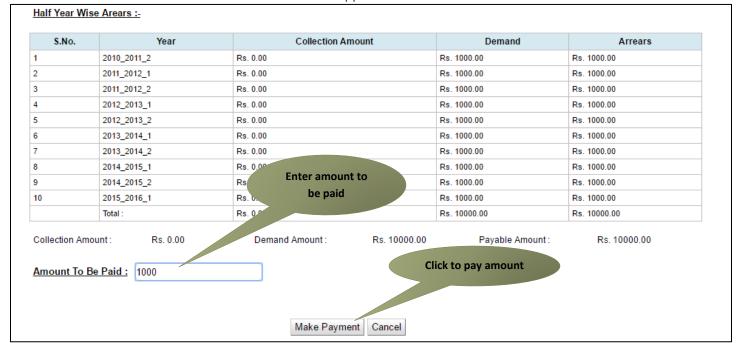


STEP 12: Enter the amount in the 'Amount to be paid' text box and click on Make Payment.

Make Payment | Cancel

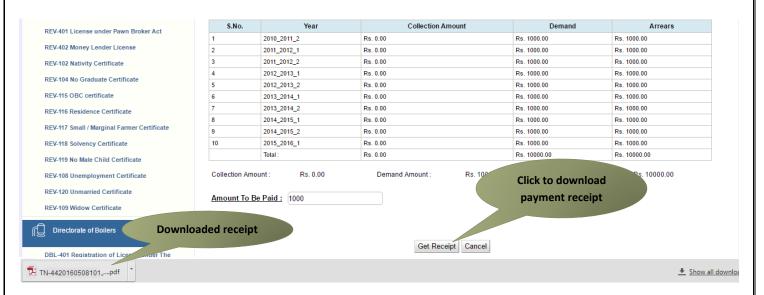


Tamil Nadu e-District Application User Manual



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.



The below figure shows a preview of the downloaded receipt:



### Tamil Nadu e-District Application User Manual



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

ரசத் / RECEIPT गुक्≸। दार्था / Receipt No. : TN-4220160508101 விண்ணப்பித்த சேவை / Applied for Service : COC-601 Collection of company tax விண்ணப்பதாரர் / Applicant Name : SHREYAS ADVISORY SERVICE (P) மதிப்படு என் / Assessment No : 10-136-000025 Quшђ / Name : SHREYAS ADVISORY SERVICE (P) துறையின் பெயர் / Department Name ; பெருநகர சென்னை பரிவர்த்தனை எண் / Transaction No மாநகராட்சி / : 2016-17/BW/0000441 Corporation of Chennai பரிவர்த்தனை தேதி / Transaction Date : 08-05-2016 முகவரி / Address : Sarojini Street பணம் செலுத்திய விவரம் / Payment Details மொத்தம் / Total காலம்/ Period 2010 2011 2 1000.00 செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid விவரங்கள் / Particulars செலுத்தும் முறை / Payment Mode கட்டண தொகை / Bill Amount 1000.00 CASH இ-சேவை மையக் கட்டணம் / e-Sevai 0.00 Centre Charges ரூபாய் எழுத்துக்களில் / Amount in words : One Thousand Rupees only மொத்தம் / Total : 1000.00 கையோப்பம் / Signature of the Centre Operator மையப் பெயர் க் குறியட்டு என் / Centre Code & Type : 01 - 01

### 8. Disclaimer

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

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ள பின்வரும். இணையதளத்தில் பார்க்கவும்

110.172.171.189/tneda/VerillyCerti.xhtml. / Kindly check correctness of all the details furnished above with the following URL 110.172.171.189/tneda/VerillyCerti.