

## User Manual for New Offline Block

### Download and Installation

- Log on to the website of the Department of Trade & Taxes-“www.dvat.gov.in”
- Go to the link titled “Online Return Filing”
- Click on the link titled “Offline Block for Annexure 2A, 2B & Return” to download the software application in a Zip folder
- Unzip the downloaded folder
- Click on the file titled “Setup”
- The software application will automatically install itself
- A DVAT icon will be created on the Desktop
- Click on DVAT icon, a login form will appear



- Login Offline block using your registered TIN, if TIN is not registered yet please register it by click on “New Registration” button.
- Enter basic information requested by the application, at the time of first use, and click on “Submit” button.

Trade and Tax Department - Registration

TIN :

Name of Dealer :

Address :

Telephone/Mobile :

Dealer Return Type :  Monthly  Quaterly  Half Yearly  Yearly

Ward :

- A menu will appear after successful login.

Trade and Tax Department - Main Menu

Sales and Purchase   Export   Import 2A and 2B Integrated   Import 2A Excel   Import 2B Excel   DVAT Form16   CST Form1   Help   Download

TIN : 0999999999

Name of Dealer :

Address :

Telephone/Mobile :

Dealer Return Type :  Monthly  Quaterly  Half Yearly  Yearly

Ward :

## On-line Filing of ANNEXURE - 2A & 2B through Offline Block

### Importing Data of ANNEXURE 2A & 2B (Notified) in Software Application

NOTE-This offline block supports import of data for more than one month in a single excel sheet.

- Download the formats of Excel Sheet for Annexure 2A & 2B from the website of the Department
- Create separate excel sheets for Annexure 2A and 2B in the downloaded format
- Choose the "Import 2A excel" option in the downloaded Software application
- Click on the "Browse" button and select the file to be imported
- Click on the "Preview" button
- If the file is not in the specified format, its contents will not become visible
- If the file is in the specified format but the contents of the file are not as per specified validations, its contents will become visible and altered parts will be highlighted in Red color
- In both the above cases, check the file to be imported and modify it to specified format.
- If the chosen report file is in the specified format and the contents of the file are as per specified validations, its contents will become visible and "Save" button will be activated.
- Click on the "Save" button
- Choose the "Import 2B excel" option in the downloaded Software application
- Repeat the process given above for importing Annexure 2B also

### (Manual entry of Annexure 2A and 2B)

- Choose the option titled "Sales and Purchase"
- Choose month and year for which data has been imported
- The data entered will be visible in a table at the bottom of the page
- If an error occurs in any of the data entered, delete the appropriate row by using the "Delete" button at the beginning of each row
- After completing all entries for the Tax period, close the "Sales and Purchase" page

- Go to the link titled "Export"
- Choose the Tax period
- A report in Notepad format will be generated by the software application
- Save this report on the desktop
- Log on to the website of the Department of Trade & Taxes-<http://www.dvat.gov.in>
- Go to the link titled "Online Return Filing" and click on "Dealer login"
- Log-in using your existing TIN and password
- Go to the link "Upload 2A and 2B"
- Click on the "Browse" button and choose the report file on desktop
- Click on the "Preview" button
- If the chosen report file is not generated through the downloaded Software Application or not altered, its contents will not become visible and "Save" button will not be activated.
- If the chosen report file is correct and generated through the downloaded Software Application, its contents will become visible and "Save" button will be activated
- Click on the "Save" button.
- Print the receipt generated on submission of Annexure-2A and 2B through the link "Approval Form".
- Go back to the home page of the website of the Department of Trade & Taxes-  
[www.dvat.gov.in](http://www.dvat.gov.in)
- Click on the link titled "Online Return Filing" and Proceed with the e-filing of DVAT/CST return as earlier. Or you can now file Return/CST through offline, for that you have to follow next 8 Steps of instruction.

## CONDITIONS REGARDING MANDATORY FURNISHING OF TIN AND DEALER NAME

Transaction Type	TIN	NAME
Import from Outside India	Seller Tin	*Seller Name
High Seas Purchase	*Seller Tin	*Seller Name
Purchase from Exempted Units	*Seller Tin	*Seller Name
Purchase from Unregistered /Composition Dealers/Retail Invoices /Tax free goods	Seller Tin	Seller Name
Interstate Purchase of Tax Exempted Goods	Seller Tin	*Seller Name
Capital Goods	*Seller Tin	*Seller Name
Interstate purchase against C/H/I/E1/E2 forms	*Seller Tin	*Seller Name
Inter State Purchase without involvement of forms	Seller Tin	Seller Name
Inter State Stock Transfer	*Seller Tin	*Seller Name
Purchase from local registered dealers	*Seller Tin	*Seller Name
Inter State Stock Transfer Outward	*Buyer Tin	*Buyer Name
Export Outside India	Buyer Tin	*Buyer Name
High Seas Sale	*Buyer Tin	*Buyer Name
Interstate sale against C/H/I/E1/E2 forms	*Buyer Tin	*Buyer Name
Inter State Sale without involvement of forms	Buyer Tin	Buyer Name
Interstate sale against J form	Buyer Tin	*Buyer Name
Local sales to Registered Dealers	*Buyer Tin	*Buyer Name
Local sales to Unregistered Dealers	Buyer Tin	Buyer Name

## CONDITIONS REGARDING VALID RATES

Purchase (Capital Goods)	GD	0, 1, 4, 5, 12.5, 20
Purchase (Others)	GD	1, 4, 5, 12.5, 20
Purchase (Others)	WC	0, 4, 5, 12.5
Inter State Sales (Capital Goods)		1, 2, 4, 5, 12.5, 20
Inter State Sales (Others)	None	1, 4, 5, 12.5, 20
Inter State Sales (Others)	Exempted / H / I / J	0
Inter State Sales (Others)	E1E2	0, 2
Inter State Sales (Others)	C	1, 2
Local Sales (Others)	GD	0, 1, 4, 5, 12.5, 20
Local Sales (Others)	WC	0, 4, 5, 12.5

## On-line Filing of Return and CSTForm1 through Offline Block

-Click on "DVATForm16" for filing Return and Annexure. Click CSTForm1 for filing Form1.

### For DVAT-16

-Click on "DVATForm16"

Trade and Tax Department - Form16( NEW )

Form 16

All fields marked with ( \* ) are mandatory.

Refund Claimed? * <input type="radio"/> Yes <input checked="" type="radio"/> No		Tax Year: 2012-13
R1.Tax Period: * January	R2.4 Telephone No: 8978454545	
R2.1 TIN: 07020000461	R2.3 Address: Laxmi Nagar	
R2.2 Full Name of Dealer: Amit Kumar		

Item Details :

R3 Description of top 3 items you deals in (in order of volume of sales for the tax period. \* 1- Highest Volume to 3-lowest Volume)

	Select
	Select
	Select

R4 Turnover Details :

R4 Gross Turnover:	
R4 Turnover(Central):	
R4 Turnover (Local):	

R5 Computational of Output Tax

R5 Output Tax :	Turnover (Rs.)	Output Tax (Rs.)
R5.1 Goods taxable at 1% :		
R5.2 Goods taxable at 4% :		
R5.2(1) Goods taxable at 5% :		
R5.3 Goods taxable at 12.5% :		
R5.4 Goods taxable at 20% :		
R5.5 Work contract taxable at 4% :		
R5.5(1) Work contract taxable at 5% :		
R5.6 Work contract taxable at 12.5% :		
R5.7 Exempted sales other deduction claimed :		

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R5.8 Output Tax before Adjustment :	Sub Total (A) :	
R5.9 Adjustment to Output Tax(Complete Annexure and enter total A2 here) : (B) :		
R5.10 Total Output Tax(A+B) :		

R6 Turnover of Purchases Details :

R6 Turnover Purchases In Delhi:	Purchases (Rs.)	Tax credited (Rs.)
R6.1 Capital Goods :		
R6.2 Other Goods :		
R6.2(1) Goods taxable at 1% :		
R6.2(2) Goods taxable at 4% :		
R6.2(3) Goods taxable at 5% :		
R6.2(4) Goods taxable at 12.5% :		
R6.2(5) Goods taxable at 20% :		
R6.2(6) Work contract taxable at 4% :		
R6.2(7) Work contract taxable at 5% :		
R6.2(8) Work contract taxable at 12.5% :		
R6.2(9) Exempted purchases :		
R6.2(10) Purchases from Unregistered Dealer :		
R6.3 Tax Credit before Adjustment :	Sub Total (A) :	

R6.4 Adjustment of Tax Credits(Complete Annexure and enter total A4 here) : (B) :

R6.5 Total Tax Credits (A+B) :

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**R7 Net Tax Entry**

R7.1 Net Tax (R5.10 - R6.5) :

R7.2 Add:Interest, if payable:

R7.3 Add: Penalty, If payable:

R7.4 Less:Tax deducted at source (attach  No.of TDS Certificates in Original):

R7.5 Balance Payable ( R7.1 + R7.2 +R7.3 - R7.4 ) :

R7.6 Less:Amount Deposited by the Dealer (attach proof of payment):

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**Challan Details :**

Challan No : \*  Name of Bank and Branch : \*  Date of Deposit : \*  Amount : \*

Delete	ID	Challan No	Name of Bank & Branch	Date of Deposit	Amount

---

**List of Challan Details:**

Aggregate Amount Paid (Sum total of Challan):

R8. Net Balance ( R7.5 - R7.6 ) :

**\* The net balance should not be positive as amount due has to be deposited before filing the return.**

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**IF THE BALANCE ON LINE R8 IS NEGATIVE, PROVIDE DETAILS IN THIS BOX**

R9.0 Balance Brought forward from line R8 (positive value of R8) :

R9.1 Adjust Against Liability under Central Sales Tax :

R9.2 Refund Claimed :

R9.3 Balance Carried forward to Next Tax Period :

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**R10 IF REFUND IS CLAIMED PROVIDE DETAILS IN THIS BOX**

R10.1 Account No : \*

R10.2 Account Type (Saving/Current etc.): \*

R10.3 MICR No : \*

R10.4 Name of Bank with Branch Details : \*

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**R11 Inter-State Trade and Exports/Imports Entry**

R11 Inter-State Trade and Exports/Imports :	Inter-State Sales/Exports	Inter-State Purchase/Imports
R11.1 Against C/D Forms :	<input type="text"/>	<input type="text"/>
R11.2 Against C+ E1/E2 Forms :	<input type="text"/>	<input type="text"/>
R11.3 Inward/Outward Stock Transfer Against F Forms :	<input type="text"/>	<input type="text"/>
R11.4 Against H Forms :	<input type="text"/>	<input type="text"/>
R11.5 Against I Forms :	<input type="text"/>	<input type="text"/>
R11.6 Against J Forms :	<input type="text"/>	<input type="text"/>
R11.7 Export to/Import from outside India :	<input type="text"/>	<input type="text"/>
R11.7(1) Exempted Sales/Purchase Including High sea sales etc :	<input type="text"/>	<input type="text"/>
R11.8 Other(Not Supported by any form) :	<input type="text"/>	<input type="text"/>
R11.9 Capital Goods :	<input type="text"/>	<input type="text"/>
R11.10 Total :	<input type="text"/>	<input type="text"/>

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**R12 Verification**

**I/We hereby solemnly affirm and declare that the information given here in above is true and correct to the best of my/our knowledge and belief and nothing has been concealed there from.**

Full Name(First Name,Middle,Surname) : \*

Designation/Status : \*

Place : \*

Date :

-Enter data in the required fields and click on "Next" button. The following message will appear "Record saved successfully". Please click on "OK" to proceed further.

- Annexure part of DVAT-16 will open

frmForm16New\_II

lbiStatus All fields marked with (\*) are mandatory.

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**ANNEXURE**  
(to be attached with the return where adjustment in output tax or tax credits are made)

**A1 Adjustment to Output Tax :**

Nature of Adjustment :	Increase In Output Tax (A)	Decrease In Output Tax (B)
A1.1 Sales Cancelled [Section 8(1)(a)] : *		104
A1.2 Nature of sales changed [Section 8(1)(b)] : *	104	104
A1.3 Change In goods consideration [Section 8(1)(c)] : *	104	104
A1.4 Goods sold returns [Section 8(1)(d)] : *		104
A1.5 Bad debts written off [Section(1)(e)] and Rule 7A : *		105
A1.6 Bad debts recovered [Rule 7 A(3)] : *	105	
A1.7 Tax Payable on goods held on the date of cancellation of registration (Section 23) : *	105	
<b>A1.8 Other Adjustments. If any(specify) :</b>		
Other Adjustment-1	105	105
Other Adjustment-2	105	105
Other Adjustment-3	105	105
<b>Total :</b>	733	836
<b>A2 Total Net (Increase/Decrease) in Output Tax (A - B) :</b>		-104

**A3 Adjustment to Tax Credits :**

Nature of Adjustment :	Increase In Tax Credit (C)	Decrease In Tax Credit (D)
A3.1 Tax credit carried forward from previous tax period : *	105	
A3.2 Receipt of Debit notes from the seller [Section 10(1)] : *	105	
A3.3 Receipt of Credit note from the seller [Section 10(1)] : *		105
A3.4 Goods purchased returned or rejected [Section 10(1)] : *		105
A3.5 Change in use of goods,for purposes other than for which credit is allowed [Section 10(2)(a)] : *		106
A3.6 Change in use of goods,for purposes for which credit is allowed [Section 10(2)(b)] : *	106	
A3.7 Tax credit disallowed in respect of stock transfer out of Delhi [Section 10(3)] : *		106
A3.8 Tax Credit for Transitional stock held on 1st April 2005(Section 14) : *	106	
A3.9 Tax Credit for purchase of Second hand goods(Section 15) : *	106	
A3.10 Tax credit for goods held on the date of withdrawl from Composition Scheme [Section 16(2)] : ection 16(2)] : *	106	
A3.11 Tax credit for trading stock and raw materials held at time of registration (Section 20) : *	106	
A3.12 Tax credit disallowed for goods lost or destroyed (Rule 7) : *		106
A3.13 Tax credit adjustment or stock Transfer of capital goods [Section 9(9)(a)] : tion 9(9)(a)] : *	106	106
A3.15 Reduction in input Tax credit due to sale of goods at price lower than the purchase price [Section 10(5)] : *		106
A3.16 Second /Third installment of balance Tax credit goods [Section 9(9)(a)] : *	106	
A3.17 Opening Stock : *	0	
A3.18 Closing Stock : *		0
<b>A3.14 Other Adjustments If Any(specify)</b>		
Other Adjustment-4	107	107
Other Adjustment-5	107	107
Other Adjustment-6	107	107
Other Adjustment-7	107	107
<b>Total :</b>	1380	1168
<b>A4 Total Net (Increase/Decrease) in Output Tax (C - D) :</b>	212	



-Enter data in the required fields and click on "Confirm" button to save record. The following message will appear "Record Saved Successfully". Click "OK", once again menu will appear. You can edit Return Form by clicking on "Edit Form 16" button.

For CST Form1

-Click on "CSTForm1"

Trade and Tax Department - Form1

### Form 1

**First Fill Form 16 for this Tax Period.** All fields marked with ( \* ) are mandatory.

Refund Claimed:

Tax Period: \*  Year:

Registration No.:  Name of Registered Dealer:

Ward No.:  Address:

Return for Tax Period:

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**Turn Over Details**

1. Gross Turnover (GTO) Inclusive of Branch Transfer:

2. Turnover Local (1)

3. Turnover (Central)(1-2)

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**4. Less (in respect of Central Turnover only)**

(A) Cost of freight Deliveries, freight or installation, Separately Charged but included in the Turnover:

(B) Value of Goods returned under CST Act.:

(C) Tax Collected included in the central Turnover:

(D) Cash discount allowed according to ordinary Trade practices and included in Central Turnover:

(E) Job work, labour services charges for work contracts not accounting to sales but included in the Central Turnover:

Total of 4 (A + B + C + D + E):

5. Net Turnover (Central) (3-4):

---

**6. Deduction Claimed:**

Classification Code	Amount
(A) Export Outside India:	
(i) Export [Sec.5(1)]:	<input type="text"/>
(ii) High Seas Sales [Sec.5(2)]:	<input type="text"/>
(iii) Sales against H-Form [Sec.5(3)]:	<input type="text"/>
(B) Stock/Branch Transfers against Form[Sec.6(a)]:	<input type="text"/>
(C) Sales against E-I and E-II Forms [Sec.6(2)]:	<input type="text"/>
(D) Sales to Diplomatic Missions and U.N etc. [Sec.6(3)]:	<input type="text"/>
(E) Exempted Sales [Sec.8(5)]:	<input type="text"/>
(F) Sales covered under Proviso to[Sec.9(1) read with Sec.8(4)(a)]:	<input type="text"/>
(G) Sales of Goods outside Delhi [Sec.4]:	<input type="text"/>
Total of 6 (A + B + C + D + E + F):	<input type="text"/>
7. Balance Total Taxable Turnover of Inter State Sales (5-6)	<input type="text"/>

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**8. Goods Wise Break-up of 7**

(A) Turnover of Declared Goods against C Forms [Sec.8(4)(a) and (b) read with Sec.14]:

(B) Turnover of Declared Goods sold otherwise [Sec.8(2)(a) read with Sec.14]:

(C) Turnover of Non-Declared Goods against C Forms [Sec.8(4)(a) and (b)]:

(D) Turnover of Declared Goods sold otherwise [Sec.8(2)(a) read with Sec.14]:

Total of 8 (A + B + C + D):

---

**9. Calculation of Tax for the Quarter/ Month**

Sales Tax * <input type="text" value="0.00"/>	Classification Code <input type="text"/>	Turnover * <input type="text"/>	<input type="button" value="Add"/>
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Delete	Sales Tax Rate	Classification Code	Turnover Amount	Tax Payable
X				

**Total : 9 (a) and 9 (b)**

10. Interest payable if any :

11. Total Tax and Interest payable as per Return (9b+10)) :

**12. If Revised Return then**

(A) Additional Tax Due (as compared to original return) :

(B) Interest due on Additional Tax :

Additional Tax Interest Due (A + B) :

13. Serial Number of RAO (enclose copy) :  Amount Credited by RAO (if any) : \*

14. Adjustment of Excess Tax Credit under DVAT towards CST Liability (Refer item R 9.1 of DVAT-16 return):

15. Excess Tax Deposited during the current financial year :

**16. Particular of the Payment made in the Bank**

**Bank Name and Branch Name at which Paid \***  **Date of Payment \***  **Amount Paid \***

Delete	Bank Name and Branch Name	Date of Payment	Amount of Paid

**Aggregate Amount Paid (Sum Total of Challan):**

17. Total amount Paid (13 + 14 + 15 + 16):

18. (a) Out of Total amount paid, interest paid : \*   Excess Paid  Balance Due

(b) Dues (17-11) :

Ward No. :  Registration of LC :

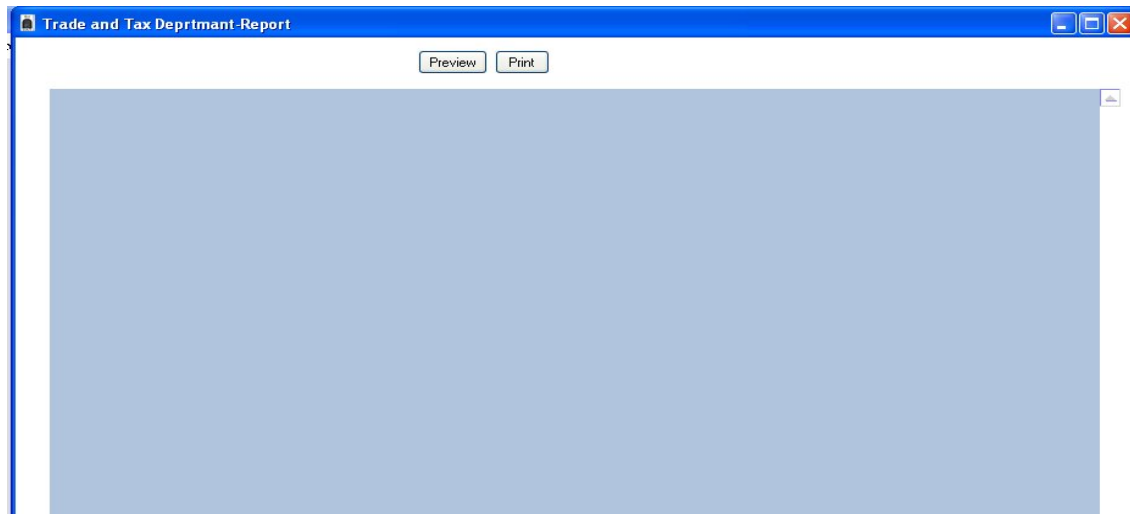
Reason for Revised Return(See Rule 23) : \*

Name of Person : \*  Designation/Status : \*

Place : \*  Date : \*

-Enter data in the required fields and click on "Confirm" button. The following message will appear "Record saved successfully".

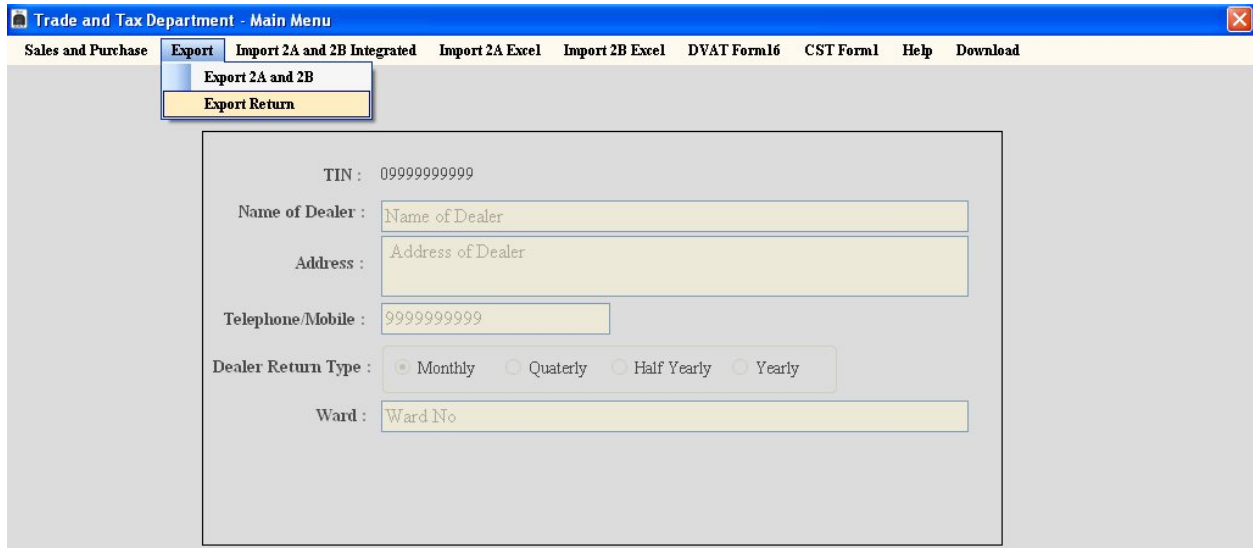
-After click on "OK" button a report page will appear.



-Here you can see your report by clicking on "Preview" button and you can also take printout of your report.

Note: At any stage you can edit your record by closing the form and reopening it again.

-Go to Menu list and Click on Export -> Export Return



Trade and Tax Department - Main Menu

Sales and Purchase **Export** Import 2A and 2B Integrated Import 2A Excel Import 2B Excel DVAT Form16 CST Form1 Help Download

Export 2A and 2B  
Export Return

TIN : 0999999999

Name of Dealer : Name of Dealer

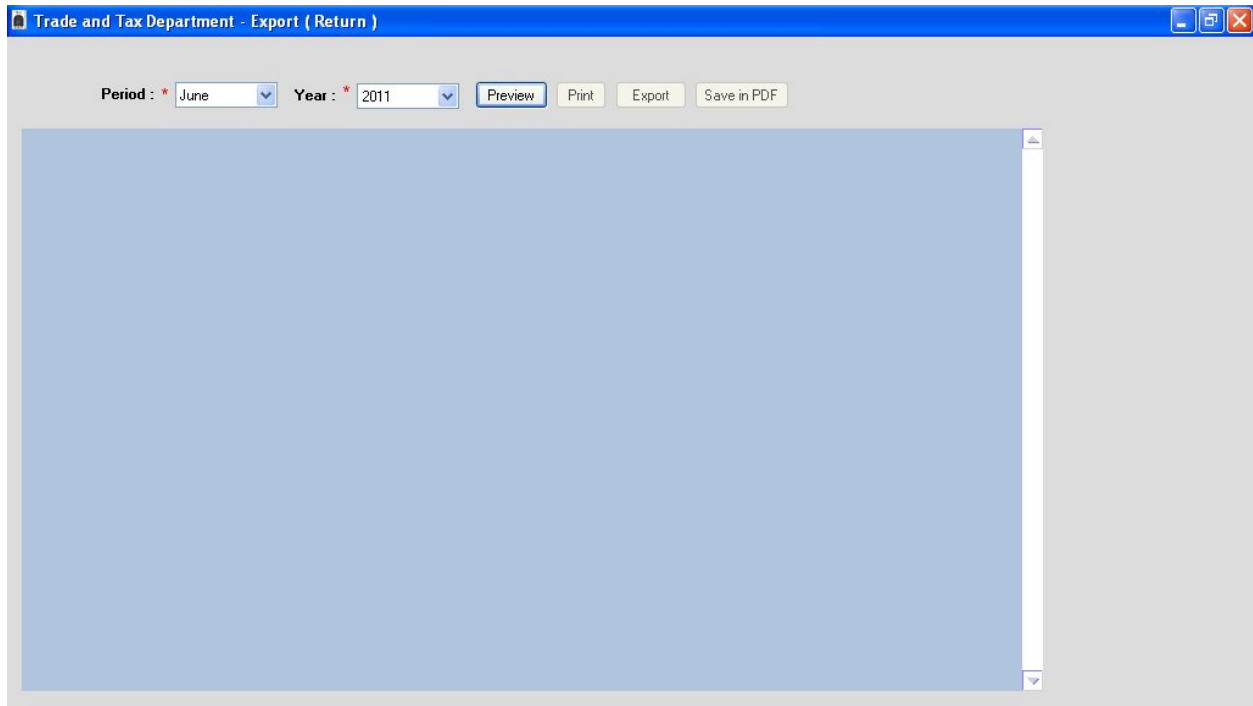
Address : Address of Dealer

Telephone/Mobile : 9999999999

Dealer Return Type :  Monthly  Quaterly  Half Yearly  Yearly

Ward : Ward No

-After clicking on "Export Return" Link, a form will appear like this.



Trade and Tax Department - Export ( Return )

Period : \* June Year : \* 2011 Preview Print Export Save in PDF

-Please select the period of return and year and click on Preview button. A final report will appear, check it carefully and click on Export. Here you can take printout of report as well as save it as a pdf file.

-After click on Export a save option will appear for generating text file. A report in Notepad format will be generated by the software application.

-Save this note pad on desktop. Do not alter the Name or Content of system generated note pad.

For e.g 20111007020000461F16-V3.txt

### (Upload Return Soft Copy)

-Log on to the website of the Department of Trade & Taxes-<http://www.dvat.gov.in>

-Go to the link titled "Online Return Filing" and click on "Dealer login"

-Log-in using your existing TIN and password

-Go to the link "Upload Return Soft Copy".

-Click on the "Browse" button and choose the report file (text file generated from offline block)

-Click on the "Preview" button.

-If the chosen report file is not generated through the downloaded Software Application or not altered, its contents will not become visible and "Save" button will not be activated.

-If the chosen report file is correct and generated through the downloaded Software Application, its contents will become visible and "Save" button will be activated

-Click on the "Save" button.