

STEP BY STEP GUIDE FOR MAKING E-PAYMENT OF PROFESSIONS TAX THROUGH ODISHA TREASURY PORTAL

A simplified and online payment process for payment of Professional Tax has been provided for all taxpayers. The process allows the Taxpayer to pay using several modes like Net Banking, Debit Card, Credit Card, NEFT or RTGS etc. to pay the Professional Tax.

In addition to the above, facility has also been provided for taxpayers to pay Professional Tax using their GSTIN also.

In order to make the payment using these online facilities, the following information need to be readily available with the Taxpayer

- (i) TIN (11-digit registration / Enrolment Number) under Professional Tax; or
- (ii) GSTIN
- (iii) Jurisdictional Circle where the Taxpayer is registered under PT;
- (iv) Range under which the Circle (can be selected from the dropdown boxes)

The Step-by-Step process is elaborated below.

1. Please go to the website of CT & GST Organisation, Odisha at “<https://odishatax.gov.in>”. The following page will open.

The screenshot shows the homepage of the Commissionerate of CT & GST, Odisha. The page has a blue header with the organization's name and logo. Below the header is a navigation menu with various links. The main content area is divided into several sections. On the left, there is a 'Goods & Service Tax' section with a list of links. In the center, there is a banner for 'Professional Tax' with a 'Click Here to Know More' link. On the right, there is an 'Odisha VAT/OET/CST/PT' section with a list of links. Below this, there is an 'e-Payment' link which is highlighted with a red box. Other links include 'e-Registration', 'Dealer Search', 'Compendium Of Circulars', 'Administrative & Employee's Service Matters', 'Search GST Taxpayer', 'Track GST Application', 'Login to GST Portal', and 'TDS under GST - Provisions & Procedures'.

2. Click on “e-Payment” link as shown in the above picture. This will re-direct to a new tab for the Treasury Portal e-Payment page as can be seen from below.

ECHALLAN Guest User

1 Challan Details 2 Depositor Details 3 Confirm Details 4 Make Payment

Challan Details (Commercial Tax) ⓘ
Select details relevant to the challan type
Note: Click on the field attached to calendar icon to open calendar.

Challan Purpose

- 0028-00-107-0166-01045-000 - PROFESSIONAL TAX
- 0040-00-101-0008-01039-000 - CST
- 0040-00-102-0160-01040-000 - OST
- 0040-00-111-0222-01049-000 - VAT
- 0042-00-106-0037-01041-000 - ENTRY TAX
- 0045-00-101-0013-01039-000 - ENTERTAINMENT TAX

Dealer Details

3. Select the PROFESSIONAL TAX option by clicking on the radio button as shown above. It will open a screen asking to fill up dealer details as shown below.

Dealer Details

Registration Type * Registration Number *

Select registration type to map with challan.

Dealer Name * Address *

Range * Circle *

Pin * Phone Number *

Email

Payment Type * Deposit Type *

Period From * Period To *

Payment Details

Tax TDS
 Composite Tax Interest
 Penalty Security
 Others In case of Others, specify details.

Total Amount

Previous Next ✓

4. Please enter the details of the Taxpayer making the payment of PT. In the screenshots below, dummy details have been filled up for use in this guide only. It may please be noted here that either the TIN or the GSTIN can be entered in the “Registration Type” box as shown below. The filled-up page is shown below.

Dealer Details

Registration Type * PT/GSTIN ✓	Registration Number * 21123456789 ✓
Select registration type to map with challan.	
Dealer Name * TEST ✓	Address * TEST ✓
Range * Bhubaneswar Range ✓	Circle * Bhubaneswar I Circle ✓
Pin * 751001 ✓	Phone Number * 9438183998 ✓
Email testmail@email.com ✓	
Payment Type * Admitted ✓	Deposit Type * Monthly ✓
Period From * 01/10/2021	Period To * 31/10/2021

Payment Details

<input checked="" type="checkbox"/> 1	<input type="checkbox"/> TDS
<input type="checkbox"/> Composite Tax	<input type="checkbox"/> Interest
<input type="checkbox"/> Penalty	<input type="checkbox"/> Security
<input type="checkbox"/> Others	In case of Others, specify details.

Total Amount

↔ Previous
Next ✓

5. As can be seen from the above screen, Challan is to be generated by providing dummy details for the month of October 2021 (in form of admitted tax on monthly basis). Please note that these details are to be filled up carefully and all mandatory fields are required to be filled up.

6. After filling up these details, please select the “Tax” unit and enter the amount, as can be seen from the screenshot above. Click on the “Next” to proceed to the next screen as shown below.

1
Challan Details
2
Depositor Details
3
Confirm Details
4
Make Payment

Depositor Details ?

Select details relevant to the challan type

Note: Click on the field attached to calendar icon to open calendar.

Challan Purpose

Head of Account	Purpose	Amount
0028-00-107-0166-01045-000	PROFESSIONAL TAX	1.00

Depositor Details

Depositor Name * Address Line1 *

test depositor bHUBANESWAR

Address Line2 State

Odisha

District * Pin

Khordha 751001

Phone Number * Email

9438183998 testmail@email.com

Total Amount

1.00

Depositor Identification

Identification Type * ID number *

Others 54321

ID description *

TEST ID

← Previous
Next ✓

7. In the above screen, please enter the details of the Depositor (can be the same or different from the Taxpayer, if the deposit is being made by someone on behalf of the taxpayer or as the case may be). Click on the “Next” to proceed to next screen.

Confirm Details ⓘ

Please check the entered details before proceeding to payment

Challan Purpose

Head of Account	Purpose	Amount	Challan Number	Challan Date
0028-00-107-0166-	PROFESSIONAL TAX	1.00		

Dealer Details

Registration Type PT/GSTIN	Registration Number 21123456789	Dealer Name TEST
Phone Number 9438183998	Address TEST	Pin 751001
Range Bhubaneswar Range	Circle Bhubaneswar I Circle	Email testmail@email.com
Payment Type Admitted	Deposit Type Monthly	Period From 01/10/2021
		Period To 31/10/2021

Payment Details

Tax 1	TDS	Composite Tax
Interest	Penalty	Security
Others	Details (Others)	

Depositor Details

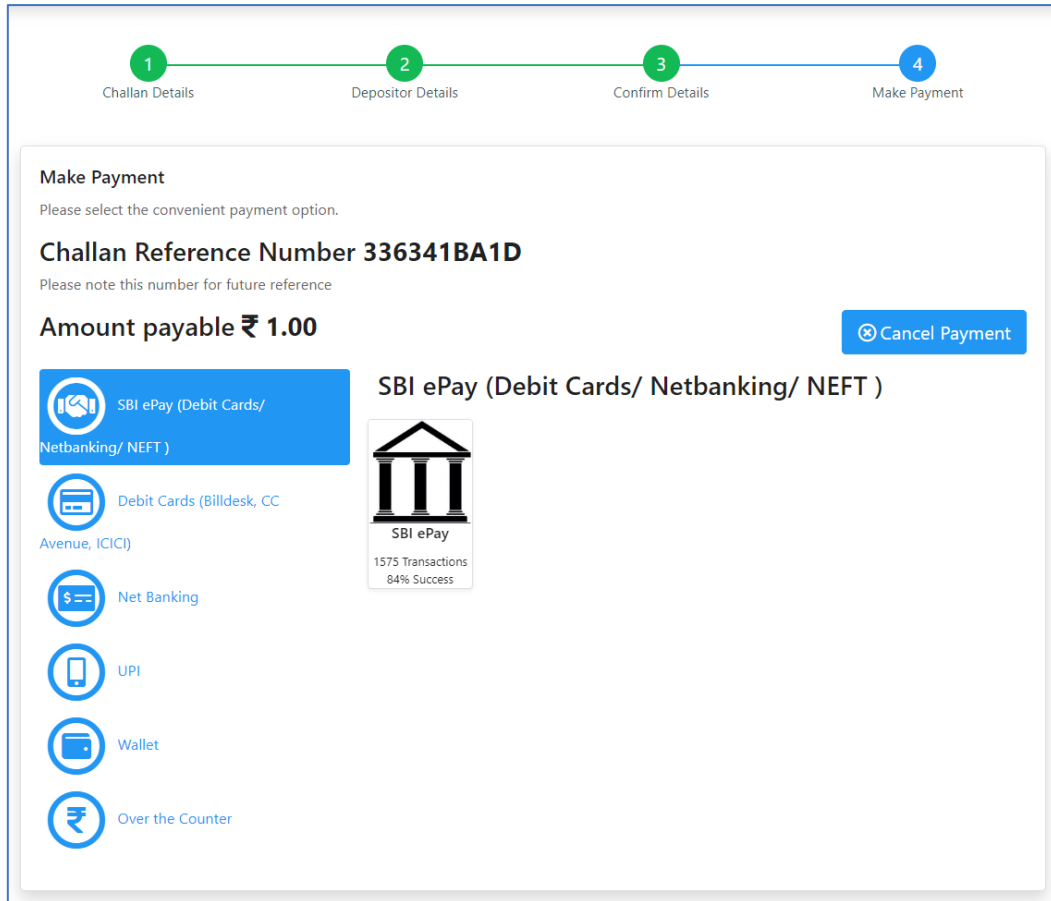
Depositor Name test depositor	Address Line1 bHUBANESWAR	Address Line2	State Odisha
District Khordha	Pin 751001	Phone Number 9438183998	Email testmail@email.com
Total Amount 1.00			

Depositor Identification

Identification Type Others	ID number 54321
ID description TEST ID	

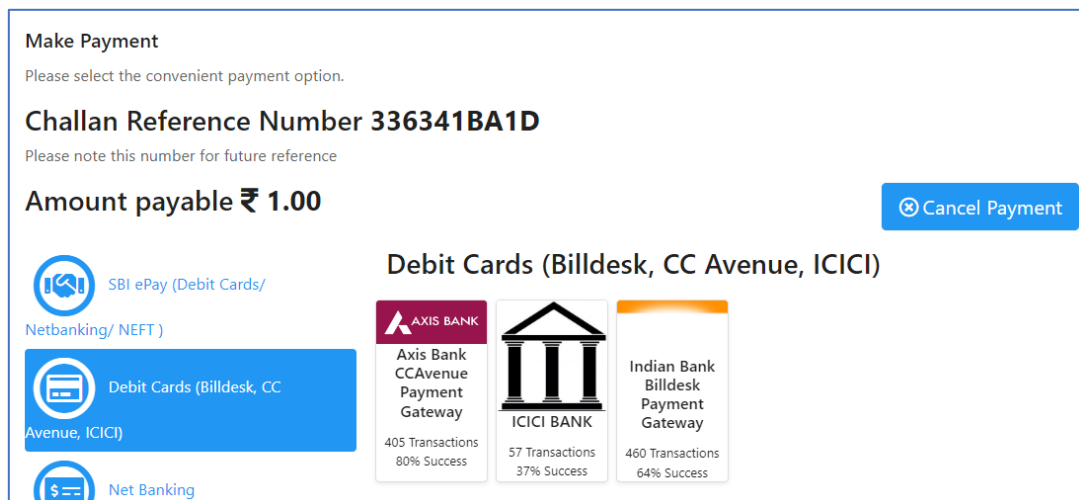
↩ Previous
Next ✓

8. Please check the details for correctness and if all the information entered are correct, click on "Next" to proceed to the next screen. In case any changes are required, click on the "Previous" to go back to previous screens. Clicking on the "Next" will take to the payment options screen as can be seen from below.



9. It can be seen from above that there are several options / modes of payment made available to the Taxpayer to pay the Professional Tax. Those are shown below.

- (a) **SBI e-Pay** – the screenshot can be seen from the above picture.
- (b) **Debit Cards** – this facility is provided through different payment gateways like Axis Bank CC Avenue, ICICI Bank and Indian Bank BillDesk through which several debit cards can be used to pay the tax. The screenshot is shown below





- (c) Net Banking – Taxpayers can pay using the Net Banking mode and many banks are included in this option. Also some payment gateways like Bill Desk and CC Avenue etc. are also included. The screenshot is given below.


Make Payment
Please select the convenient payment option.


Challan Reference Number 336341BA1D
Please note this number for future reference


Amount payable ₹ 1.00 Cancel Payment


 SBI ePay (Debit Cards/
Netbanking/ NEFT)

 Debit Cards (Billdesk, CC
Avenue, ICICI)
















 **Net Banking**

 UPI

 Wallet

 Over the Counter

Net Banking


 AXIS BANK LTD 69 Transactions 77% Success	 Axis Bank CCAvenue Payment Gateway 56 Transactions 89% Success	 BANK OF INDIA 14 Transactions 0% Success	 CANARA BANK 12 Transactions 0% Success	 CENTRAL BANK OF INDIA 2 Transactions 0% Success	 HDFC BANK 447 Transactions 87% Success
 ICICI BANK 261 Transactions 92% Success	 IDBI BANK LTD 55 Transactions 89% Success	 INDIAN BANK 4 Transactions 0% Success	 INDIAN OVERSEAS BANK 21 Transactions 71% Success	 Indian Bank Billdesk Payment Gateway 79 Transactions 86% Success	 PUNJAB NATIONAL BANK 29 Transactions 0% Success
 STATE BANK OF INDIA 4656 Transactions 91% Success	 UCO BANK 36 Transactions 86% Success	 UNION BANK OF INDIA 73 Transactions 92% Success			


- (d) UPI and Wallet – Payment can be made using the UPI payment gateway of Axis Bank CC Avenue as can be seen from the screenshot below.


Make Payment
Please select the convenient payment option.


Challan Reference Number 336341BA1D
Please note this number for future reference

Amount payable ₹ 1.00


 SBI ePay (Debit Cards/
Netbanking/ NEFT)

 Debit Cards (Billdesk, CC
Avenue, ICICI)

 Net Banking

 UPI


UPI



Axis Bank
CCAvenue
Payment
Gateway
1981 Transactions
88% Success


Make Payment
Please select the convenient payment option.


Challan Reference Number 336341BA1D
Please note this number for future reference


Amount payable ₹ 1.00

 SBI ePay (Debit Cards/
Netbanking/ NEFT)


 Debit Cards (Billdesk, CC
Avenue, ICICI)

 Net Banking

 UPI

 Wallet

Wallet



Axis Bank
CCAvenue
Payment
Gateway
72 Transactions
74% Success


- (e) Over the counter – Taxpayers can also make the payment using the over the counter mode through listed banks as can be seen from the screen below. The taxpayer will be required to generate the challan from the portal and submit the same in any of the listed banks with cash / draft for payment of Professional Tax.


Make Payment
Please select the convenient payment option.


Challan Reference Number 336341BA1D
Please note this number for future reference


Amount payable ₹ 1.00 Cancel Payment


 SBI ePay (Debit Cards/ Netbanking/ NEFT)

 Debit Cards (Billdesk, CC Avenue, ICICI)











 Net Banking

 UPI

 Wallet

 Over the Counter

Over the Counter

 AXIS BANK LTD 1 Transactions	 CENTRAL BANK OF INDIA 2 Transactions	 HDFC BANK 4 Transactions	 ICICI BANK 6 Transactions	 IDBI BANK LTD 5 Transactions	 INDIAN BANK 0 Transactions
 PUNJAB NATIONAL BANK 8 Transactions	 STATE BANK OF INDIA 136 Transactions	 UCO BANK 10 Transactions	 UNION BANK OF INDIA 4 Transactions		

10. After selecting the preferred mode for payment of professional Tax, the system will forward to the selected bank portal / payment gateway portal for authentication and processing of payment. At the selected bank portal / payment gateway portal, the taxpayer will provide their user ID and Password to process the payment from their selected bank / Debit Card / UPI or Wallet (as the case may be) in the standard process.

11. Once the payment is successful, a receipt will be generated from the Treasury portal for the taxpayer. Please note that the Treasury Challan will be generated after 24 hours as per the standard process of confirmation of payment through e-Kuber platform of Reserve Bank of India

12. There is no need to submit the physical copy of the challan to the Tax Officer. The payment details will be updated in the official portal of CT & GST organisation in next 48-72 hours. For any further details and technical support, please contact the Help Desk of CT & GST Organisation at 1800 345 6753 (Toll free – during working hours) or write a mail to “ctdho@odishatax.gov.in”.
