

**Revalidation**  
**Of**  
**e-Transit Declaration**

**User Manual**

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**Purpose:**

This User Manual explains the steps for Revalidation of eTransit Declaration generated Online at the [www.wbcomtax.gov.in](http://www.wbcomtax.gov.in) web site.

**Definition, Acronyms & Abbreviations:**

| <b>Acronym</b> | <b>Description</b>              |
|----------------|---------------------------------|
| CTD            | Directorate of Commercial Taxes |
| TD             | Transit Declaration             |

**Intended Users:**

The intended users for this application are the CTD Officials. Range Officers with valid userId and password can revalidate Transit Declaration.

## REVALIDATION OF E-TRANSIT DECLARATION

### Process Flow:

CTD Officers with valid user id and password can login by using their user id and password.

The login page is following.

Department of Finance, Govt. of WB  
Directorate of Commercial Taxes

Instructions for Officer's Log In

Username  
gaulam

Password  
\*\*\*\*\*

Sign in

Enter User ID

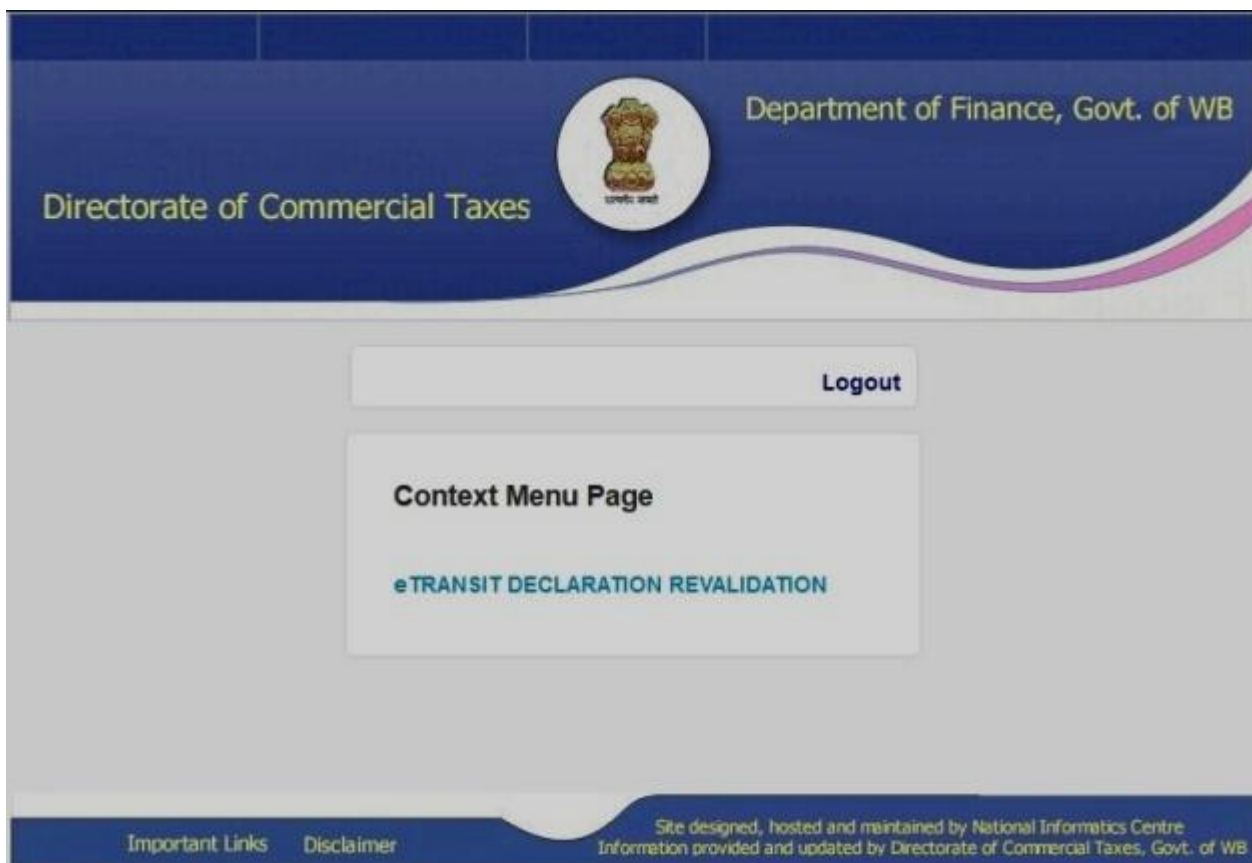
Enter Password

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Screen No: 1

After successful login user will be redirected to the menu page as follows.



Screen No: 2

If the Link for **e-TRANSIT DECLARATION REVALIDATION** is clicked following page will be displayed.

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

Menu Logout

**TD Revalidation Form**

Enter Transit Declaration Number

20140002013

Date upto which TD is revalidated

06/03/2014

(dd/mm/yyyy)

Reason For Revalidation

test

Submit

Enter valid Transit Declaration No.

Enter date up to which TD is revalidated

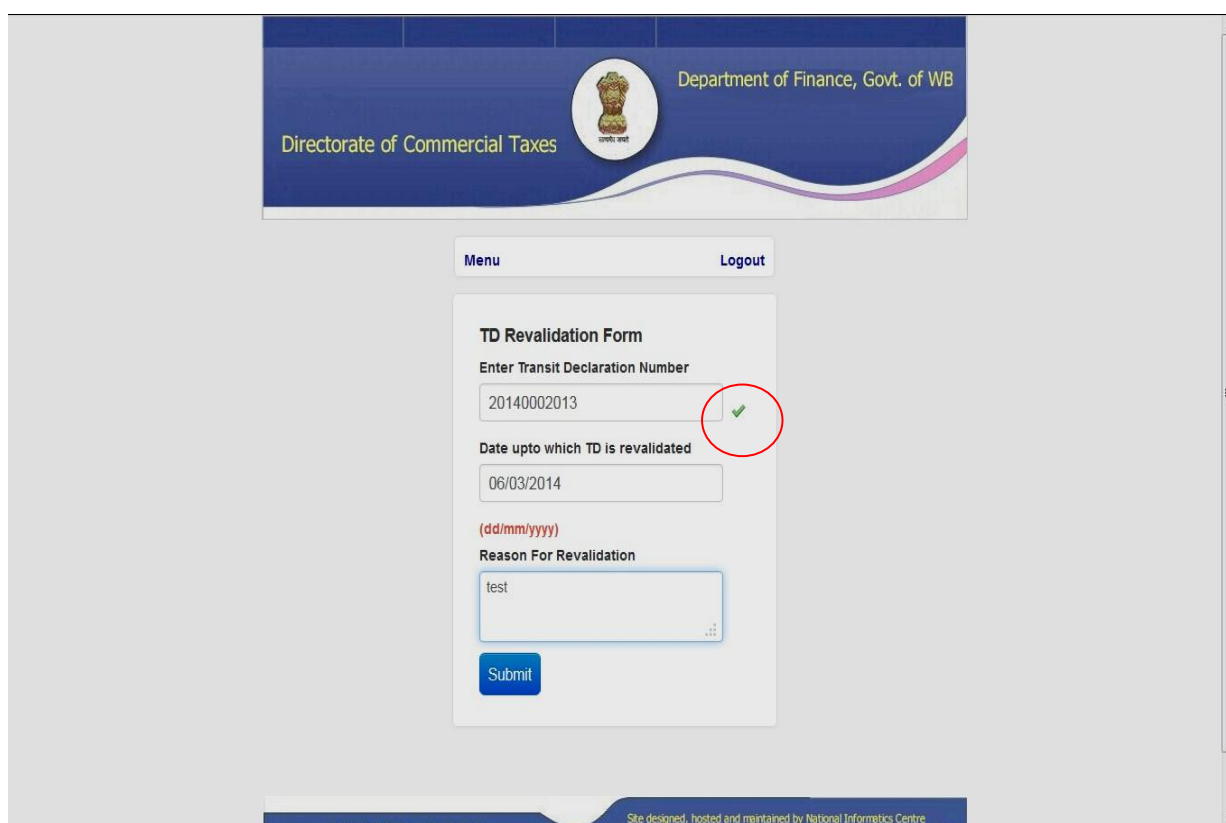
Enter reason of Revalidation

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Screen No: 3

Date Format should be in **“DD/MM/YYYY”** format. No other format is accepted.

Users have to enter valid Transit Declaration Number. If users enter valid Transit Declaration Number then following page will be displayed with **“GREEN TICK”** which means that the TD is within its validity period..



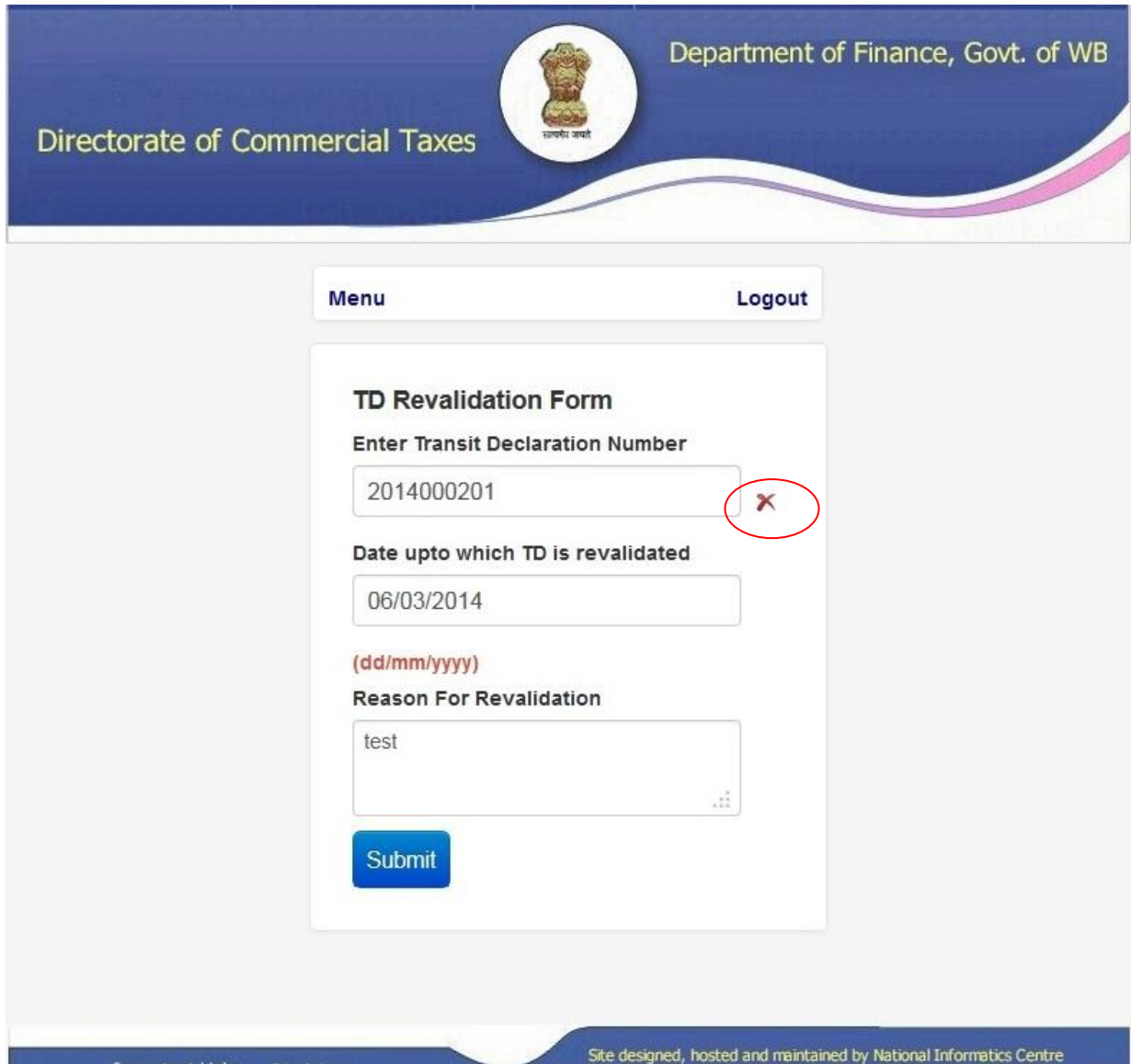
The screenshot displays the 'TD Revalidation Form' interface. At the top, the header includes the logo of the Government of West Bengal and the text 'Department of Finance, Govt. of WB' and 'Directorate of Commercial Taxes'. Below the header, there are 'Menu' and 'Logout' links. The main form area contains the following fields and elements:

- TD Revalidation Form** (Section Header)
- Enter Transit Declaration Number**: A text input field containing '20140002013'. A green checkmark icon is visible to the right of the input field, circled in red.
- Date upto which TD is revalidated**: A date input field containing '06/03/2014'.
- (dd/mm/yyyy)**: A label indicating the date format.
- Reason For Revalidation**: A text input field containing 'test'.
- Submit**: A blue button at the bottom of the form.

At the bottom of the page, there is a footer with the text 'Site designed, hosted and maintained by National Informatics Centre'.

Screen No: 4

If users enter invalid Transit Declaration Number then following page will be displayed with **“RED CROSS”** which means that the validity of the TD has expired and it cannot be revalidated with the application.



The screenshot displays the 'TD Revalidation Form' interface. At the top, the header includes the Department of Finance, Govt. of WB logo and the Directorate of Commercial Taxes. The form contains the following fields and elements:

- Menu** and **Logout** links at the top right.
- TD Revalidation Form** title.
- Enter Transit Declaration Number** field with the value '2014000201'. A red 'X' icon is circled next to this field, indicating an error.
- Date upto which TD is revalidated** field with the value '06/03/2014'.
- A note **(dd/mm/yyyy)** below the date field.
- Reason For Revalidation** field with the value 'test'.
- A blue **Submit** button at the bottom.

At the bottom of the page, there is a footer with the text: 'Site designed, hosted and maintained by National Informatics Centre'.

Screen No: 5



After clicking **SUBMIT** button the following page will be displayed.



Screen No: 6

Using the “**Back**” link user can go back to revalidation page (screen no 5).

Using the “**Menu**” button user can go back to Menu page (screen no 2).

Using the “**Logout**” link user can Logout off of the Revalidation Module.