


	ACES	
	<i>USER MANUAL – CE RETURNS</i>	

ACES

Automation of Central Excise and Service Tax

User Manual


For

ACES Certified Facilitation Centres (CFCs)

Last Amended date:
December 9, 2010

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1 Introduction – CFC

A new feature has been introduced in ACES whereby authorized persons of ACES Certified Facilitation Centers (CFCs), set up by Members of the Institute of Chartered Accountants of India (ICAI), Institute of Cost and Works Accountants of India (ICWAI), Institute of Company Secretaries of India (ICSI) and others can work in ACES for the Assessee, who have authorized them to work on their behalf.

An eligible member of the ICAI/ICWAI/ICSI or other approved bodies can apply to their respective Institutes for certification to run a CFC. If found eligible, as per the ACES CFC Scheme, and the terms and conditions of the MOU between CBEC and the concerned Institute / Body, the Institute will send data of Members in prescribed format directly to the CBEC database through an approved process. The ACES application will then send an e-mail to the member mentioning therein a temporary user ID or log-in ID and password along with a hyperlink. On clicking the hyperlink, a screen will open up, with the temporary log-in ID pre-populated. The member can then enter his own user ID, change the password, select a hint question and enter answer and then submit it. The User ID can be of 6-12 alpha-numeric characters; first character should be an alphabet, it can contain the special character underscore (_) only. User ID once chosen cannot be changed but the password should be changed regularly and should not be shared with anyone else.

On first login in ACES, System will compel the CFC user to change the User name and password and prompt him to choose a hint question along with its answer. The fields with red asterisk mark are mandatory.

The hint question and answer are used for authentication and password regeneration, in case the user forgets the Password.

On submission, there will be a response screen confirming his registration with ACES and allotment of a 15-digit PAN-based ACES Registration number. The ACES Registration number can also be viewed by clicking the View Profile option In the ACES application. However, for future log-ins, CFCs have to use their own User ID and Password and not the ACES Registration number. The CFC is now ready to work on behalf of his clients (Assessee).



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CENTRAL BOARD OF EXCISE AND CUSTOMS
Ministry of Finance - Department of Revenue

Assign User Name [Login](#)

TPIN :	t006150539
User Name :	cfcadmin9 *
Password :	***** *
New Password :	***** *
Confirm New Password :	***** *
Hint Question :	What is your Favourite Pet Name ▾ *
Hint Answer :	paris *

(All the fields marked with * are mandatory.)
User Name can be 6-12 alphanumeric characters. First character should be an alphabet, it can contain special character (_) only

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Figure – 1.1.1: CFC Login – Change User Name/Password

Same Login credentials will work both for Central Excise and Service Tax Applications and CFCs can perform any of the activities that an Assessee can perform in ACES such as Filing of registration applications, returns, filing of refund claims etc.

2 CFC Login

2.1 Description

For transacting in ACES, the CFC users have to visit the ACES website (<http://www.aces.gov.in>). They should click on the 'Central Excise' or 'Service Tax' link, on the left panel of the screen to get the login screen.

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Figure – 2.1.1: CFC login Screen

The CFC user logs in using the User ID and Password created by him..

3 REGISTER ASSESSEE

3.1 Description

The CFC process is based on the principle that a CFC can work on behalf of only those assesses, who have authorized them to work on their behalf. They cannot work in ACES for assesses, who have not given them their consent or after having authorized, have withdrawn their consent. As long as the authorization/consent is valid, CFCs can work for their clients. Similarly, even when the authorization is valid, assessees can work on their own. But if they have to change their CFC, they have to intimate the department or modify the authorization

	<p style="text-align: center;">ACES</p> <p style="text-align: center;"><i>USER MANUAL – CE RETURNS</i></p>	
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online in ACES. The ACES application will keep a log of all transactions and can indicate if any particular document has been filed by the assessee himself or by a CFC.

There are two ways by which an assessee can be linked to a CFC:

- (1) By registering a new assessee in ACES
- (2) When an existing assessee files his authorization/ consent letter with the jurisdictional Central Excise /Service Tax officer who then will assign the assessee to the authorized CFC.

An Assessee can automatically be linked to a CFC, if the CFC registers the Assessee and fills the statutory registration forms i.e. A1/ A2/ A3/ST1 or Non Assessee form. Once the Registration Certificate is issued, the Assessee will automatically appear under the list of CFC user which has been assigned by the Assessee

3.2 Navigational Path

CFC can register a new Assessee with CBEC through the REG module in the main menu in the CFC's Home page. The CFC will click on "Register Assessee" in Registration option of the REG Module.

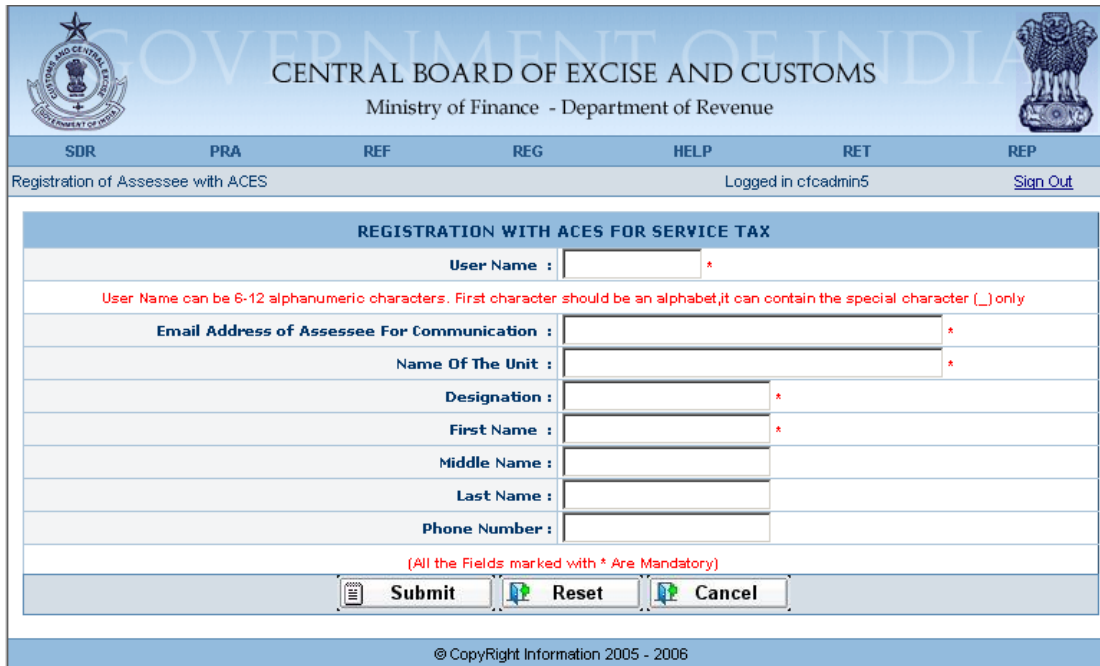
The navigation path for Registering Assessee is:

Logged in CFC → REG → REGISTRATION → REGISTER ASSESSEE



Figure – 3.2.1: Navigation Screen for Registering Assessee by CFC

3.3 Operating Instructions



REGISTRATION WITH ACES FOR SERVICE TAX

User Name : *

User Name can be 6-12 alphanumeric characters. First character should be an alphabet, it can contain the special character (__) only

Email Address of Assessee For Communication : *

Name Of The Unit : *

Designation : *

First Name : *

Middle Name :

Last Name :

Phone Number :


(All the Fields marked with * Are Mandatory)

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Figure – 3.3.1: Screen to Register Assessee by CFC

Steps to be followed:

- Fill all the mandatory details and click on Submit button to get the response screen
- For entering details afresh click on Reset button
- To cancel the process of “Registration of Assessee with ACES” click on Cancel button. The system will take the CFC user back to the home page.

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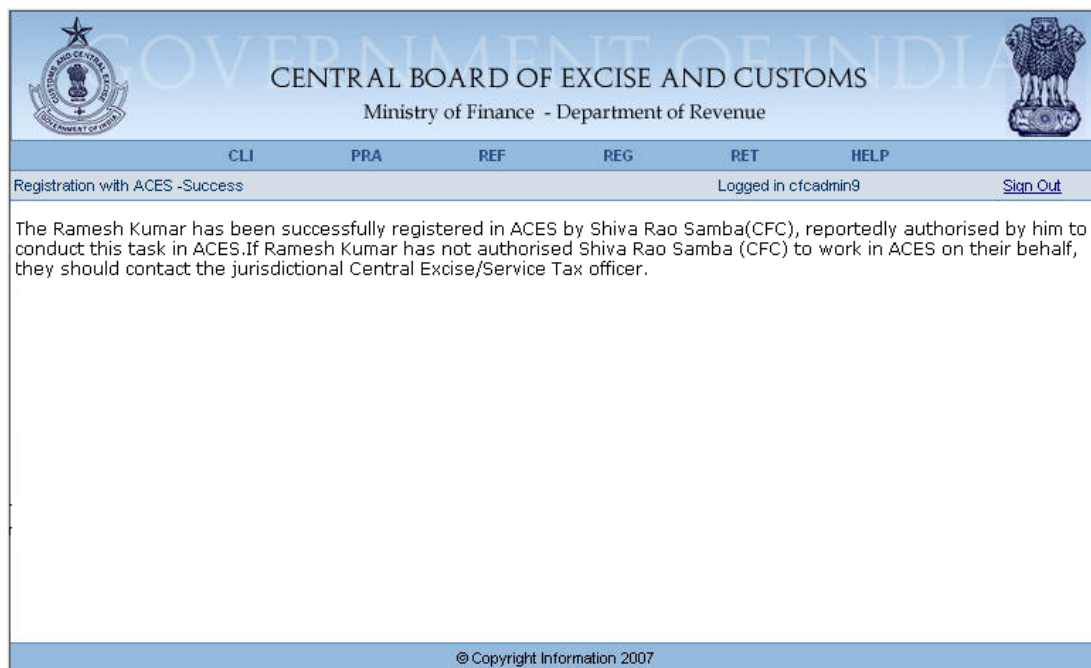


Figure – 3.3.2: Confirmation Screen while Registering with ACES

This page confirms that the CFC has successfully got his client registered in ACES; the user name and password have been delivered to the email address of the Assessee as provided at the time of login into ACES. This intimation will be sent by email to the Assessee and the jurisdictional departmental Officer.

If the CFC desires to get his client registered with the department as a Central Excise or Service Tax assessee, the CFC can now file a statutory form for registration, as the case may be.(A1/A2/A3/ST1 etc.).

4 Search/Select Assessee

4.1 Description

Once CFC user logs in with his new User Name and Password, CFC Home page opens up. CFC can search the Assessee(s) by name or Registration No or by clicking the search button, to know the list of clients, who have authorized him to work on their behalf in ACES. There is a provision in ACES, whereby departmental officers can also assign a CFC to an Assessee.

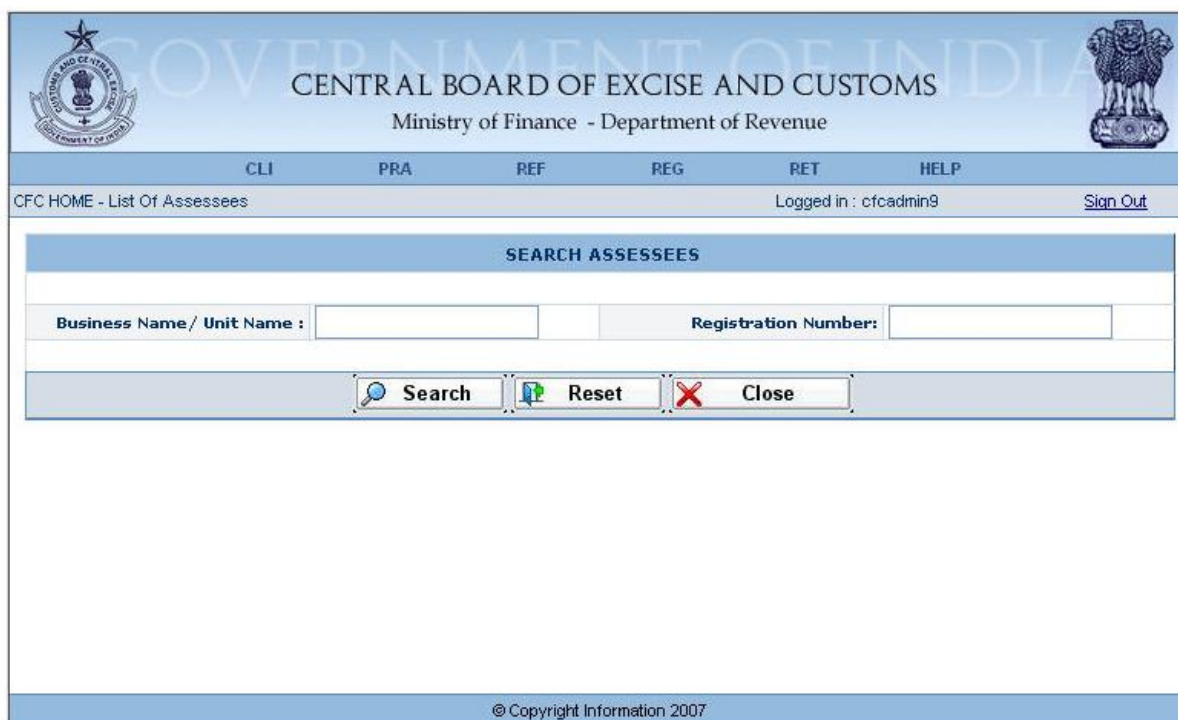


Figure – 4.1.1: CFC Login – Home Page

- Enter the Registration Number or Business Name of the Assessee.
- Click on the SEARCH Button to view the list of Assessee(s) linked to the CFC.
- Click on the RESET Button to enter the details afresh.
- Click on the CLOSE Button to return to the CFC homepage.

SEARCH ASSESSEES				
Business Name/ Unit Name :		Registration Number:		
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>				
LIST OF ASSESSEES				
Sl.No.	Business Name/Unit Name	Login ID	Registration Number	Current Status
1	asd115	asd115	TEMPA0853XED001	ACTIVE
2	filea11	filea11	TEMPA0894XED001	ACTIVE
3	ikvpLP	sanr0cfc	TEMPA0850XED001	ACTIVE

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Figure – 4.1.2: Search Assessee – List of Assessee Screen

- Click on the Business Name/Unit Name hyperlink of the Assessee for whom task is to be performed.

Assessee's Detail	
Registration Number:	TEMPA0705XEM001
Assessee User Id :	sanro11
Business Name/ Unit Name :	sad

[Click here](#) to go to CFC Homepage

File Returns
E.R. - 1

Complete Returns
E.R. - 2

eFiling for Return
E.R. - 3

Amend Returns
E.R. - 4

List Reviewed Returns
E.R. - 5

List Original Return
E.R. - 6

Dealer Return
E.R. - 7

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Figure – 4.1.3: Search Assessee – Assessee Home Screen

- On clicking on the hyperlink, the CFC user will enter into Assessee's home page
- On the Assessee Home page, a hyperlink is provided to the CFC user to return to the CFC home page.
- CFC can perform various tasks on behalf of the Assessee such as filing of Returns, claiming Refunds, view documents like Provisional Assessment Requests and Show Cause Notices etc. by clicking on the relevant link on the menu bar and proceeding thereafter.

5 Fill Registration Form

5.1 Description

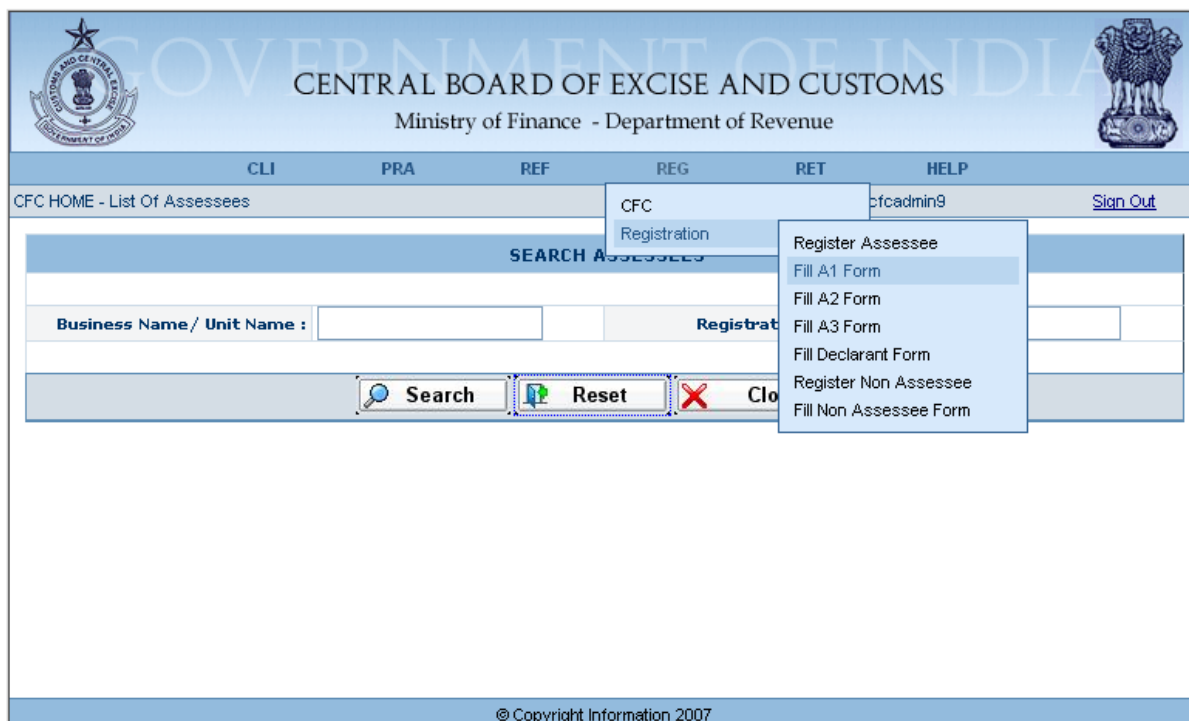
The CFC can file the A1 Form, on behalf of the Assessee, with the details about the business, business transaction numbers, details of Proprietor, Partner, Chief Executive Officer, Chairman, Managing Director or Trustee etc. and details of the major excisable goods to be manufactured. The procedures for filing Registration forms are the same as given in the User Manual provided under the Help Section of the ACES website

Depending on the category of the Assessee, the A2, A3 or the Declaration Form can be filled by the CFC in the same way as the A1 Form.

- A2 form is to be filled by those Assesses of the Central Excise who are Manufacturers of Power loom Weavers/Hand Processors/ Dealers of Yarns and Fabrics/ Manufacturers of Ready Made Garments.
- A3 form is to be filled by those Assesses of the Central Excise who are manufacturers of hand-rolled cheroots.
- Declaration Form is to be filled by those Assesses of the Central Excise who are Declarant units, Assesseees need to simply declare themselves through the registration. The Declaration Form is for manufacturers with annual turnover below the specified exemption limit.

5.2 Navigational Path

The A1 form can be accessed by the CFC through the REG main menu. In the REG menu the Assessee will click on the 'Fill A-1' option of the Registration sub-menu. As soon as the user clicks on the same the system will open a blank A1 form.



The screenshot displays the ACES web application interface. At the top, the header includes the Central Board of Excise and Customs logo, the text "CENTRAL BOARD OF EXCISE AND CUSTOMS", and "Ministry of Finance - Department of Revenue". Below this is a navigation bar with tabs: CLI, PRA, REF, REG, RET, and HELP. The REG tab is selected, and a dropdown menu is open, showing options: Register Assessee, Fill A1 Form, Fill A2 Form, Fill A3 Form, Fill Declarant Form, Register Non Assessee, and Fill Non Assessee Form. The "Fill A1 Form" option is highlighted. The main content area shows a search bar with the text "Business Name/ Unit Name :". Below the search bar are buttons for "Search", "Reset", and "Close". The footer of the page contains the text "© Copyright Information 2007".

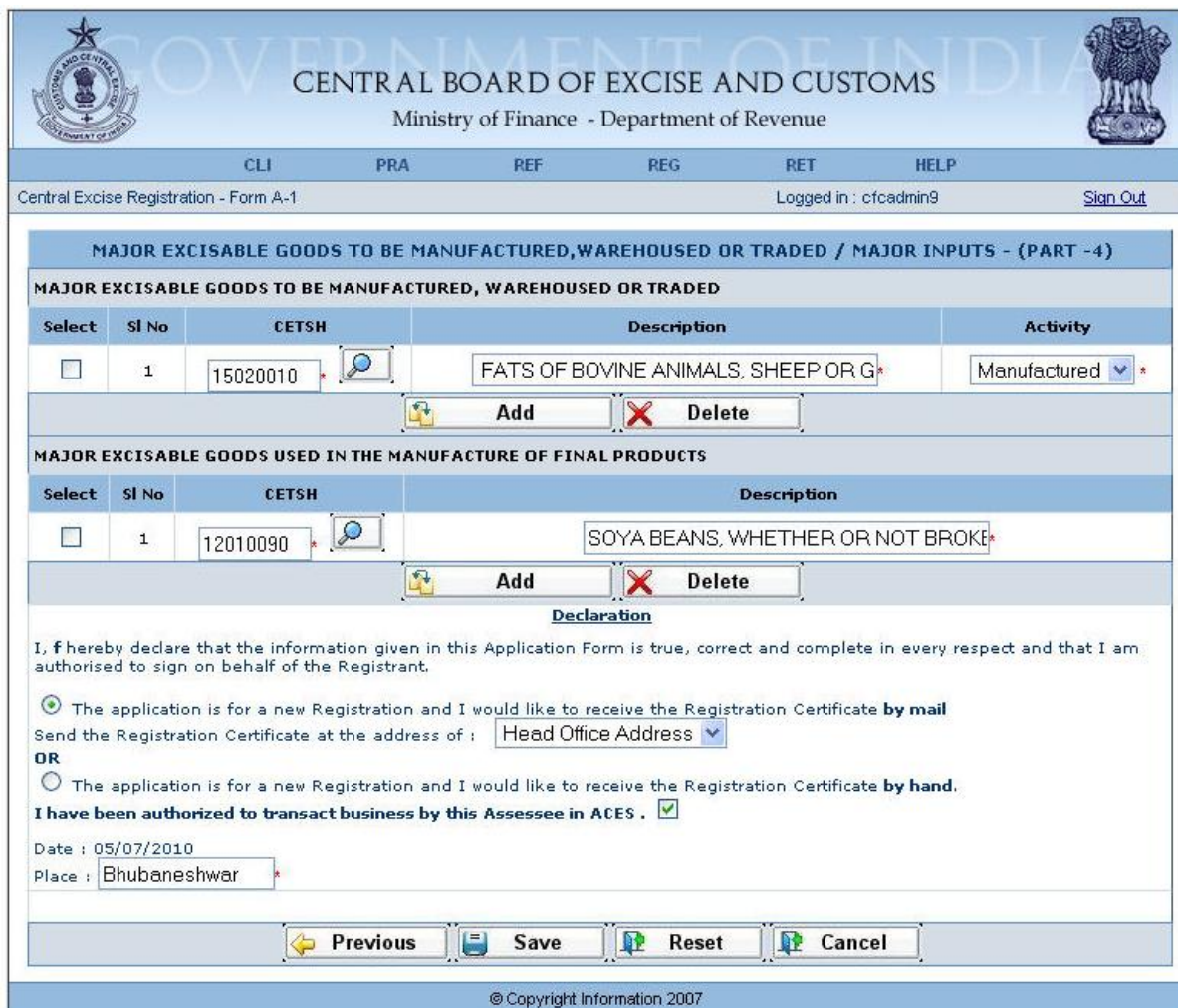
Figure: 5.2.1 Navigation Screen for accessing Form A1

The navigation path for accessing A1 form is:

Login as CFC □ REG → REGISTRATION → FILL A1

5.3 Operating Instructions

A1 Registration form can be filled by CFC in the same way as the Assessee would fill it (Please refer to the User Manual, provided under the Help Section of the ACES website). The only difference is in the final screen where the CFC has to tick the check box in the last entry screen to declare that it has been authorized to transact business on behalf of the Assessee.



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 Ministry of Finance - Department of Revenue

CLI PRA REF REG RET HELP
 Central Excise Registration - Form A-1 Logged in : cfcadmin9 [Sign Out](#)

MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED / MAJOR INPUTS - (PART -4)

MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED

Select	SI No	CETSH	Description	Activity
<input type="checkbox"/>	1	15020010	FATS OF BOVINE ANIMALS, SHEEP OR G	Manufactured

MAJOR EXCISABLE GOODS USED IN THE MANUFACTURE OF FINAL PRODUCTS

Select	SI No	CETSH	Description
<input type="checkbox"/>	1	12010090	SOYA BEANS, WHETHER OR NOT BROKE

Declaration

I, f hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant.

☒ The application is for a new Registration and I would like to receive the Registration Certificate **by mail**
 Send the Registration Certificate at the address of :

OR


☐ The application is for a new Registration and I would like to receive the Registration Certificate **by hand**.

I have been authorized to transact business by this Assessee in ACES . ☒

Date : 05/07/2010
 Place :

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Figure: 5.3.1 Final Screen for the A1 Registration form

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- After the Registration Certificate (RC) is issued by the departmental officer, the CFC will be able to perform any other task on behalf of the Assessee.

6 RETURNS FILE UPLOAD

6.1 Description

The CFC user can upload the returns file (through offline utility/XML file) for the Assessee assigned to him. The procedures for filing Returns are the same as given in the User Manual provided under the Help Section of the ACES website

6.2 Navigational Path

CFC user can upload the returns file for the Assessee assigned to him, using the Bulk Upload Utility feature provided in CFC sub-menu of RET menu. The CFC user can click on Bulk Upload Utility under CFC option of the RET module.

The navigational path for BULK UPLOAD UTILITY is:

Logged in as CFC User → RET → CFC → BULK UPLOAD UTILITY



The screenshot shows the user interface of the Central Board of Excise and Customs (CBEC) system. At the top, there is a header with the Government of India logo, the text 'CENTRAL BOARD OF EXCISE AND CUSTOMS', and 'Ministry of Finance - Department of Revenue'. Below this is a navigation bar with tabs: CLI, PRA, REF, REG, RET, and HELP. The 'RET' tab is selected, and a sub-menu is open showing 'CFC' and 'Bulk Upload Utility'. The 'Bulk Upload Utility' option is highlighted. Below the navigation bar, there is a section titled 'SEARCH ASSESSEES' with two input fields: 'Business Name/ Unit Name' and 'Registration Number'. Below these fields are three buttons: 'Search', 'Reset', and 'Close'. At the bottom of the screen, there is a footer with the text '© Copyright Information 2007'.

Figure 6.2.1: Navigation Screen for Bulk Upload Utility

6.3 Operating Instructions

Returns can be filed by CFC user in the same way as the Assessee would file. The CFC can upload up to 10 returns at a time, using the bulk upload facilities for more than one assessee.




Returns File Upload			
Sl. No.	Registration Number	Return Type	File
1	AABCV0154GEM002	Dealer Returns	C:\Documents and Settings\ Browse...
2		SELECT	Browse...
3		SELECT	Browse...
4		SELECT	Browse...
5		SELECT	Browse...
6		SELECT	Browse...
7		SELECT	Browse...
8		SELECT	Browse...
9		SELECT	Browse...
10		SELECT	Browse...

Save
Clear
Cancel

(Fields marked with * are mandatory.)

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Figure 6.3.1: Return File Upload Screen

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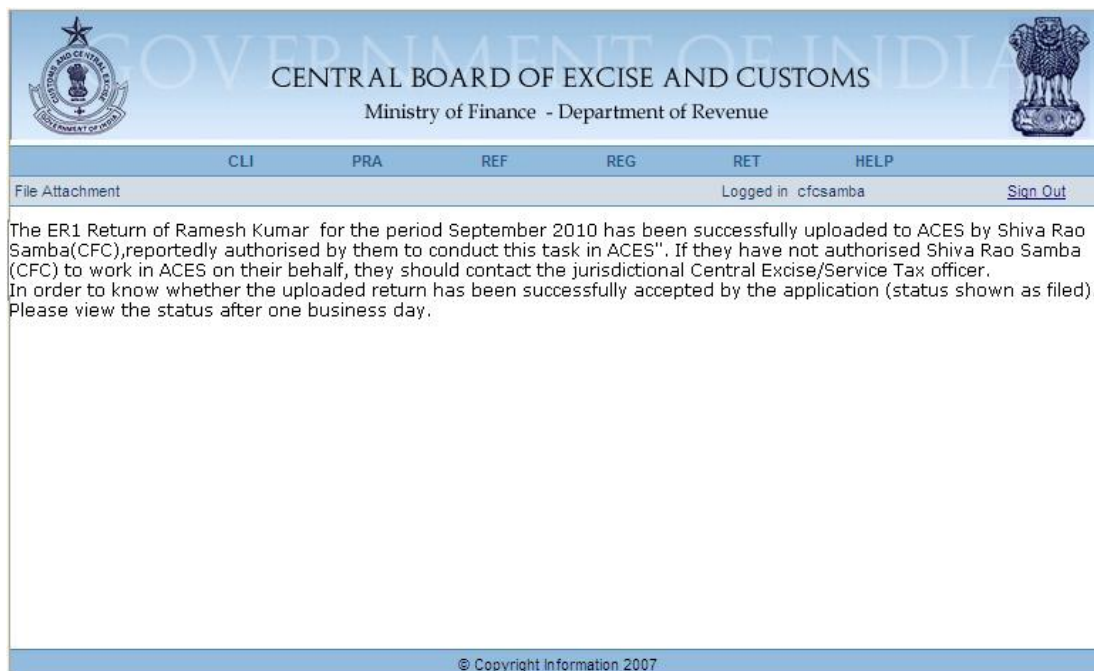


Returns File Upload			
Sl. No.	Registration Number	Return Type	File
1	AABCV0154GEM002	DLR	AABCV0154GEM002_2807201031751PM.xml

(Fields marked with * are mandatory.)

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Figure 6.3.2: Submit Screen for Return File Upload



[CLI](#)
[PRA](#)
[REF](#)
[REG](#)
[RET](#)
[HELP](#)

File Attachment Logged in cfcsamba [Sign Out](#)

The ER1 Return of Ramesh Kumar for the period September 2010 has been successfully uploaded to ACES by Shiva Rao Samba(CFC), reportedly authorised by them to conduct this task in ACES". If they have not authorised Shiva Rao Samba (CFC) to work in ACES on their behalf, they should contact the jurisdictional Central Excise/Service Tax officer. In order to know whether the uploaded return has been successfully accepted by the application (status shown as filed). Please view the status after one business day.

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Figure 6.3.3: Response Screen showing successful upload of XML file.

In case the user wants to see he upload status, he should select the Assessee profile from the CFC home page and navigate the status through Returns module..
 Navigational Path - RET--> eFiling for Returns--> View Status

7 ACTIVITY PERFORMED VIEW

7.1 Description

The CFC user can view the activities performed by it for the Assessee assigned to it such as list of returns filed, list of refund request filed etc.

7.2 Navigational Path

Activity Performed by the CFC can be viewed through the REG module in the main menu. The CFC user can click on Activity Performed View in CFC option of the REG menu.

The navigation path for ACTIVITY PERFORMED VIEW is:

Logged in CFC User → REG → CFC → ACTIVITY PERFORMED VIEW



Figure – 7.2.1: Navigation Screen for Activity Performed View by CFC

7.3 Operating Instructions

Following steps need to be followed by the CFC to view the activities performed:



Figure – 7.3.1: Activity Performed View – Search screen

Steps to be followed:

- At least one of the fields is mandatory.
- Either 'From Date' and 'To Date' fields within which activities performed by CFC are to be viewed.
- Or enter the Document Number to view the details of the particular document filed by the CFC
- Click on the Search Button to view list of all their activities based on the search criteria.
- Click on the Close button to return to the Home page.



CENTRAL BOARD OF EXCISE AND CUSTOMS

Ministry of Finance - Department of Revenue



CLI	PRA	REF	REG	RET	HELP
-----	-----	-----	-----	-----	------

CFC - View Activities
Logged in cfcadmin9
[Sign Out](#)

Search Criteria

From Date : <input type="text" value="01/10/2009"/> 	To Date : <input type="text" value="01/10/2010"/> 
Document Number : <input type="text"/>	Assessee Registration Number : <input type="text"/>

Please enter at least one Search Criteria.

 **Search**

[1](#) | [2](#) | [3](#) | [4](#) | [Next](#)

Sl. No.	Assessee Registration Number	Assessee/Unit Name	CFC Membership Number	CFC Registration Number	Module	Action performed	Document Number	Date
1	AAACC5072BEM018	Geetika Mahajan	100148	ASDFG1234RCA003	RET	ER1-Return	AAACC5072BEM018_ER1_052009	27/09/2010
2	AAACC5072BEM018	Geetika Mahajan	100148	ASDFG1234RCA003	RET	ER1-Return	AAACC5072BEM018_ER1_042009	27/09/2010
3	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	ER1-Return	AABCV0154GEM002_ER1_062009	27/09/2010
4	AAACC5072BEM018	Geetika Mahajan	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AAACC5072BEM018_9272010121630PM.xml	27/09/2010
5	AAACC5072BEM018	Geetika Mahajan	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AAACC5072BEM018_9272010121630PM.xml	27/09/2010
6	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	ER1-Return	AABCV0154GEM002_ER1_052009	27/09/2010
7	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	ER1-Return	AABCV0154GEM002_ER1_042009	27/09/2010
8	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AABCV0154GEM002_9272010121737PM.xml	27/09/2010
9	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AABCV0154GEM002_9272010121737PM.xml	27/09/2010
10	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AABCV0154GEM002_9272010121737PM.xml	27/09/2010
11	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AABCV0154GEM002_9272010121737PM.xml	27/09/2010
12	AAACC5072BEM018	Geetika Mahajan	100148	ASDFG1234RCA003	RET	ER1-Return	AAACC5072BEM018_ER1_022009	27/09/2010
13	TEMPA1051XEM001	nupur raina	100148	ASDFG1234RCA003	REG	Fill A1 form	TEMPA1051XEM001	27/09/2010

 **Close**

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Figure – 7.3.2: Activity Performed View – View Activities Screen

- All the activities performed by the CFC can be viewed under the Action Performed column.
- Click on the Close button to return to the Home page.

8 View Profile

8.1 Description

The CFC user can view its profile which includes details like its ACES Registration number, firm name, Email ID, Institute Membership Number, Application Number etc. In case it wants to amend / change the details it can contact the concerned Institute for the same who will then forward the data to the CBEC database for modification/correction. The CFC can see the modified profile after the amendment process is over.

8.2 Navigational Path

CFC profile can be viewed through the REG module in the main menu. The CFC User will click on View Profile in CFC option of the REG menu.

The navigation path for VIEW PROFILE is:

Logged in CFC User → REG → CFC → VIEW PROFILE

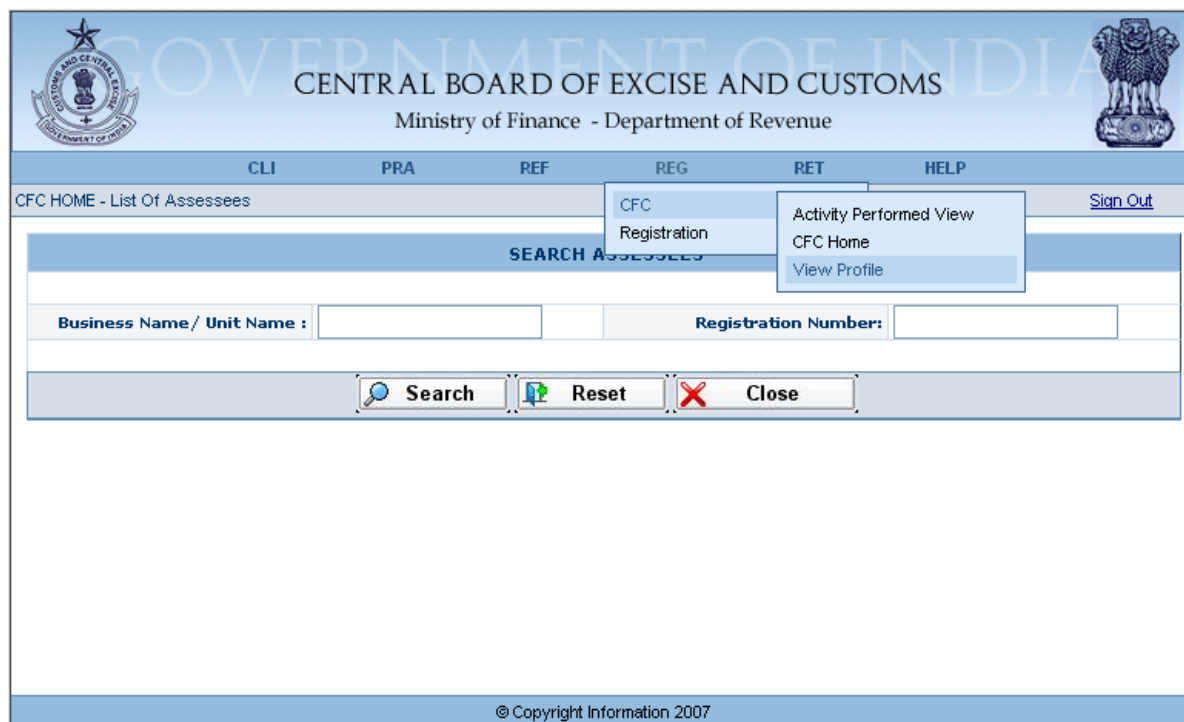


Figure – 8.2.1: Navigation Screen for View CFC Profile



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Ministry of Finance - Department of Revenue



CLI PRA REF REG RET HELP

REG-CFC User Details
Logged in : cfcadmin9
[Sign Out](#)

CFC PROFILE			
Name :	SHIVA RAO SAMBA	Login Id :	cfcadmin9
Firm Name :	SHIVA RAO SAMBA FIRM	Firm Number:	
Institute Membership No. :	100099	Registration No. :	ASDFG1234RCA010
COP Date :	10/10/2010	COP No. :	
Email ID :	shiva.samba@yahoo.com	PAN :	ASDFG1234R
Address :	124, GURGAON		
City :		State :	HARYANA
PinCode :	510100	Fax No. :	12365444
Mobile Number :	9876543210	Telephone No. :	214569874

 **Close**
 **Print**

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Figure – 8.2.2: VIEW PROFILE – Final Screen

9 CFC Home

9.1 Description

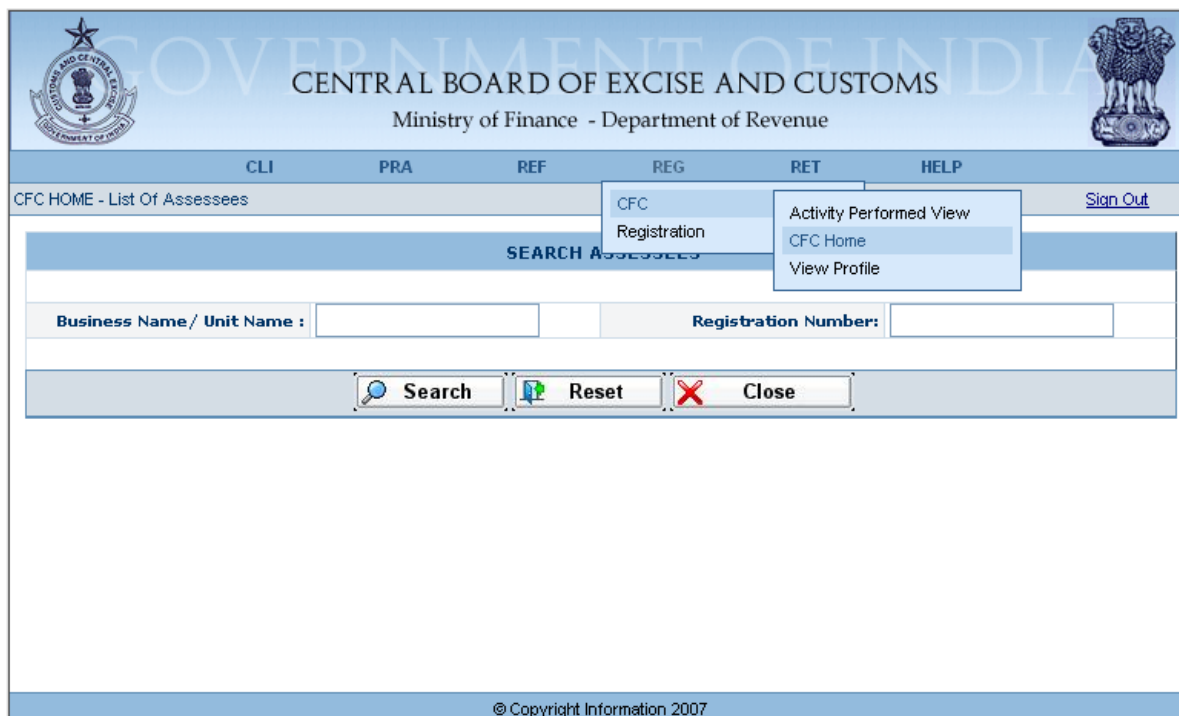
The CFC user can navigate to its Home page from any screen while performing any activity on behalf of the Assessee.

9.2 Navigational Path

CFC Home option is available in the REG module under the main menu. The CFC User will click on CFC Home in CFC option of the REG menu.

The navigation path for CFC HOME is:

Logged in CFC User → REG → CFC → CFC HOME



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CLI PRA REF REG RET HELP

CFC HOME - List Of Assesseees

CFC Home

Business Name / Unit Name : Registration Number:

Search Reset Close

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Figure – 9.2.1 – Navigation Screen for CFC Home

10 FILING OF RETURN BY CFC

10.1 Description

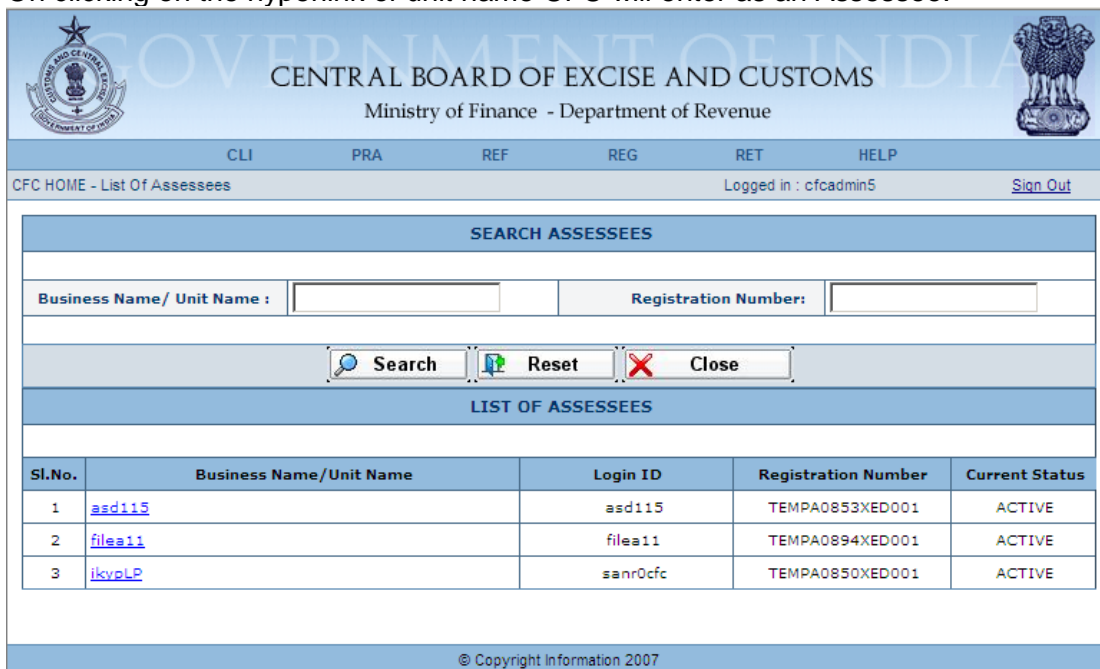
Apart from bulk upload facility, CFC user can also file a return online, on behalf of the Assessee assigned to it.

10.2 Navigational Path

CFC user can file a return on behalf of the Assessee assigned to him, by selecting the Assessee.

CFC user can select an Assessee for whom it wants to file a return from the list of Assessee assigned it.

On clicking on the hyperlink of unit name CFC will enter as an Assessee.



The screenshot shows the CFC user interface. At the top, there is a header with the Government of India logo, the text 'CENTRAL BOARD OF EXCISE AND CUSTOMS', and 'Ministry of Finance - Department of Revenue'. Below this is a navigation bar with links: CLI, PRA, REF, REG, RET, and HELP. The main content area is titled 'CFC HOME - List Of Assesseees' and shows a 'Logged in : cfcadmin5' status. There is a 'Sign Out' link. Below the navigation bar, there is a 'SEARCH ASSESSEES' section with input fields for 'Business Name/ Unit Name' and 'Registration Number', and buttons for 'Search', 'Reset', and 'Close'. Below this is a 'LIST OF ASSESSEES' table with the following data:

Sl.No.	Business Name/Unit Name	Login ID	Registration Number	Current Status
1	asd115	asd115	TEMPA0853XED001	ACTIVE
2	filea11	filea11	TEMPA0894XED001	ACTIVE
3	ikvpLP	sanrOcf	TEMPA0850XED001	ACTIVE

At the bottom, there is a footer with the text '© Copyright Information 2007'.

Figure 10.2.1: List of Assesseees assigned to CFC user

The navigation path for FILE RETURNS is:

Once it enters into Assessee Homepage, it has to select the type of return to be filed.

Navigational Path

RET → FILE RETURNS → TYPE OF RETURN

(ER1/ER2/ER3/ER4/ER5/ER6/Dealer Return)

Please note this menu will only appear after selection of Assessee from CFC Home page.

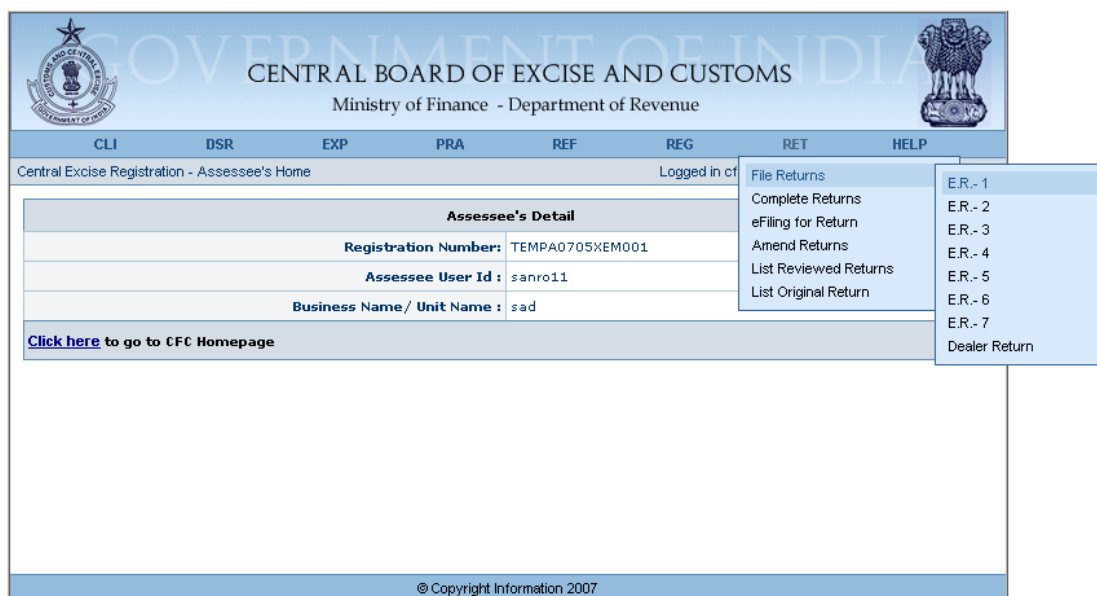





Figure 10.2.2: Navigation screen for filing of return by CFC

10.3 Operating Instructions

The procedures for filing Returns are the same as given in the User Manual provided under the Help Section of the ACES website.

ACES		
<i>USER MANUAL – CE RETURNS</i>		


CENTRAL BOARD OF EXCISE AND CUSTOMS
 Ministry of Finance - Department of Revenue
 

CLI DSR EXP PRA REF REG RET HELP

Returns - E.R.1
Logged in cfcscsamba
[Sign Out](#)

FORM E.R.-1 DETAILS OF THE MANUFACTURE, CLEARANCES

RETURN OF EXCISABLE GOODS AND AVAILMENT OF CENVAT CREDIT FOR THE YEAR OF										2010	MONTH	SEPTEMBER		
CHECK FOR NIL RETURN <input type="checkbox"/>														
Registration Number :				AABCV0154GEM002										
Assessee's Name :				Chandar Property Dealer										
Address of Registered Unit : dd ITEMA SPINNING INDIA LIMITED 8-2929 sds s s sss GUJARAT 333333														
Commissionerate :				BHUBANESHWAR-I			Division :		BHUBANESWAR		Range :		BHUBANESWAR-I (CX)	

CLEARANCES DETAILS (Kindly Read the Instructions mentioned below)

Select	SI.No	CETSH No.*	Description of Goods*	Unit of Quantity*	Opening Balance*	Quantity Manufactured*	Quantity Cleared*	Closing Balance*	Assessable Value (Rs.)*	Exp. Under Bond
<input type="checkbox"/>	1	40170090	HARD RUBBER	KG	654654	346	120	226	845468	<input type="checkbox"/>

Add
 Delete


Reset
 Cancel
 Next

INSTRUCTIONS

- In case more than one item is manufactured, additional row may be inserted.
- If a product is cleared at full rate of duty to the local market and at a concessional /nil rate of duty for earthquake relief, then the details for each category of clearance must be separately mentioned.
- In case the goods are cleared for export under Bond, the details of clearance may be mentioned separately.
- If a specified product attracts different rates of duty, within the same month, then such details should be separately mentioned

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Figure 10.3.1: Screen 1 of ER1 return, details of the manufacture, clearances

	ACES	
	<i>USER MANUAL – CE RETURNS</i>	











 CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue															
CLI	DSR	EXP	PRA	REF	REG	RET	HELP								
Returns - E.R.1				Logged in cfcscamba				Sign Out							
FORM E.R.-1 - DETAILS OF DUTY PAYABLE															
RETURN OF EXCISABLE GOODS AND AVAILMENT OF CENVAT CREDIT FOR THE MONTH OF SEPTEMBER AND YEAR 2010															
Registration Number :				AABCV0154GEM002								Assessee's Name :		Chandar Property Dealer	
Address of Registered Unit :				dd ITEMA SPINNING INDIA LIMITED 8-2929 sds s s sss GUJARAT 333333											
Commissionerate :				BHUBANESHWAR-I		Division :		BHUBANESHWAR		Range :		BHUBANESHWAR-I (CX)			
DETAILS OF CLEARANCE															
Sl No.	CETSH No.	Description of Goods	Unit of Quantity	Opening Balance	Quantity Manufactured	Quantity Cleared	Closing Balance	Assessable Value (Rs.)	Exp. Under Bond						
1	40170090	HARD RUBBER (FOR EXA)	KG	654654	346	120	226	845468	No						
NON TARIFF NOTIFICATION USED FOR CLEARANCE															
Sl. No.	N.T. Notification Availed					N.T. Notification Sl. No.									
1	132/2010-CE(NT)					8547									
2															
3															
DUTY PAYABLE FOR CLEARANCE															
Select	Sl No	Duty	Tariff Notification availed	Sl. No. in Tariff Notification	Rate of duty		Duty payable (Rs.)		Provisional Assessment No.						
					Ad Valorem	Specific									
<input type="checkbox"/>	1	EDU_CESS		123	2.0	0	8500	321							
<input type="checkbox"/>	2	SEC_EDU_CESS		125	1.0	0	2500	521							
 Add  Delete															
 Previous  Reset  Cancel  Next															
© Copyright Information 2007															

Figure 10.3.2: Screen 2 of ER2, details of Duty Payable.

		GOVERNMENT OF INDIA CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue					
CLI	DSR	EXP	PRA	REF	REG	RET	HELP
Returns - E.R.-1				Logged in cfcsamba		Sign Out	

FORM E.R.-1- DETAILS OF DUTY PAID ON EXCISABLE GOODS						
RETURN OF EXCISABLE GOODS AND AVAILMENT OF CENVAT CREDIT FOR THE MONTH OF SEPTEMBER AND YEAR 2010						
Registration Number :		AABCV0154GEM002		Assessee's Name :		Chandar Property Dealer
Address of Registered Unit :		dd ITEMA SPINNING INDIA LIMITED 8-2929 sds s s sss GUJARAT 333333				
Commissionerate :		BHUBANESHWAR-I		Division :	BHUBANESWAR	Range : BHUBANESWAR-I (CX)
DETAILS OF DUTY PAID						
Sl No.	Duty Code	Credit Account (Rs.)	Account Current (Rs.)	GAR-7 Challan Numbers	BSR Code	Total Duty Paid (Rs.)
1	EDU_CESS	333	444		1234567	777
2	SEC_EDU_CESS	222	555		1234568	777
ABSTRACT OF ACCOUNT-CURRENT (CASH PAYMENT) :						
Summary Particulars					Amount (Rs.)	
Opening Balance :					880880	
GAR-7 Challan Payments made in the month (in aggregate) :					0	
Total Amount Available :					880880	
Utilization towards Payment of Duties on excisable goods during the month(vide. Details furnished under col. no.3 in Sl.No.(4) of the Return) :					0	
Utilization towards Other Payments Made during the month(vide. Details furnished under Sl.No.(6) of the Return) :					0	
Closing Balance :					880880	
<div style="display: flex; justify-content: space-around; align-items: center;"> ⏮ Previous 🔄 Reset 🚫 Cancel ⏭ Next </div>						

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Figure 10.3.3:Screen 3 of ER1, Duty Paid on Excisable Goods

GOVERNMENT OF INDIA
CENTRAL BOARD OF EXCISE AND CUSTOMS
 Ministry of Finance - Department of Revenue

CLI DSR EXP PRA REF REG RET HELP

Returns - E.R.-1 Logged in ofosamba [Sign Out](#)

FORM E.R.-1 - DETAILS OF CENVAT CREDIT TAKEN AND UTILIZED

RETURN OF EXCISABLE GOODS AND AVAILMENT OF CENVAT CREDIT FOR THE MONTH OF SEPTEMBER AND YEAR 2010

Registration Number:	AABCV0154GEM002	Assessee's Name :	Chander Property Dealer
Address of Registered Unit:	dd ITEMIA SPINNING INDIA LIMITED S-2929 sds s sss GUJARAT 333333		
Commissionerate:	BHUBANESHWAR-1	Division:	BHUBANESWAR
		Range:	BHUBANESWAR-1 (CX)



DETAILS OF CENVAT CREDIT TAKEN AND UTILIZED

Details of Credit	CENVAT	AED_TTA	NCCD	ADE_LVD_CL_85	ADC_LVD_CT_75	EDU_CESS	SEC_EDU_CESS	SERVICE_TAX	EDU_CESS_ST	SEC_EDU_CESS_ST
Opening Balance:	0	0	0	0	0	0	0	0	0	0
Credit Taken On Inputs on Invoices issued by manufacturers	0	0	0	0	0	0	0	0	0	0
Credit Taken On Inputs on Invoices issued by I or II stage Dealers	0	0	0	0	0	0	0	0	0	0
Credit Taken On Imported Inputs	0	0	0	0	0	0	0	0	0	0
Credit Taken On Capital Goods on Invoices Issued By Manufacturers Or By I Or II Stage Dealers	0	0	0	0	0	0	0	0	0	0
Credit Taken On Imported Capital Goods	0	0	0	0	0	0	0	0	0	0
Credit Taken On Inputs Services	0	0	0	0	0	0	0	0	0	0
Total Credit Available:	0	0	0	0	0	0	0	0	0	0
Credit Utilized For Payment Of Duty On Goods	0	0	0	0	0	0	0	0	0	0
Credit Utilized When Input Goods Are Removed As Such	0	0	0	0	0	0	0	0	0	0
Credit Utilized When Capital Goods Are Removed As Such	0	0	0	0	0	0	0	0	0	0
Credit Utilised for payment of amount in terms of Rule 6 of CENVAT Credit Rules, 2004.	0	0	0	0	0	0	0	0	0	0
Credit Utilised for other payment	0	0	0	0	0	0	0	0	0	0
Credit Utilised For Payment Of Tax On Services	0	0	0	0	0	0	0	0	0	0
Closing Balance:	0	0	0	0	0	0	0	0	0	0

Previous Reset Cancel Next

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Figure 10.3.4: Screen 4 ER1, CENVAT credits


CENTRAL BOARD OF EXCISE AND CUSTOMS
 Ministry of Finance - Department of Revenue
 

CLI	DSR	EXP	PRA	REF	REG	RET	HELP
Returns - E.R.-1				Logged in cfcscamba		Sign Out	

FORM E.R.-1 - DETAILS OF OTHER PAYMENTS MADE

RETURN OF EXCISABLE GOODS AND AVAILMENT OF CENVAT CREDIT FOR THE MONTH OF SEPTEMBER AND YEAR 2010

Registration Number :	AABCV0154GEM002	Assessee's Name :	Chandar Property Dealer
Address of Registered Unit :	dd ITEMA SPINNING INDIA LIMITED 8-2929 sds s s sss GUJARAT 333333		
Commissionerate :	BHUBANESHWAR-I	Division :	BHUBANESWAR
Range :	BHUBANESWAR-I (CX)		

DETAILS OF OTHER PAYMENTS MADE - ARREARS

Select	Sl No	Payments	Amount Paid (Rs.)		GAR-7 Challan		BSR Code	Source Document No.	
			Account Current	Credit Account	No.	Date		No.	Date
<input type="checkbox"/>	1	Select	0	0					
Total :			0	0					
			Add Delete						

DETAILS OF OTHER PAYMENTS MADE - INTEREST

Select	Sl No	Payments	Amount Paid (Rs.)		GAR-7 Challan		BSR Code	Source Document No.	
			Account Current	Credit Account	No.	Date		No.	Date
<input type="checkbox"/>	1	Select	0						
Total :			0						
			Add Delete						


DETAILS OF OTHER PAYMENTS MADE - MISCELLANEOUS

Select	Sl No	Payments	Amount Paid (Rs.)		GAR-7 Challan		BSR Code	Source Document No.	
			Account Current	Credit Account	No.	Date		No.	Date
<input type="checkbox"/>	1	Select	0	0					
Total :			0	0					
			Add Delete						

Previous
 Reset
 Cancel
 Next


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Figure 10.3.5: Screen 5 of ER1



CENTRAL BOARD OF EXCISE AND CUSTOMS

Ministry of Finance - Department of Revenue



CLI	DSR	EXP	PRA	REF	REG	RET	HELP
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Returns - E.R.-1
Logged in cfcsamba
[Sign Out](#)

FORM E.R.-1 - CHALLAN, INVOICES DETAILS

RETURN OF EXCISABLE GOODS AND AVAILMENT OF CENVAT CREDIT FOR THE MONTH OF SEPTEMBER AND YEAR 2010

Registration Number :	AABCV0154GEM002	Assessee's Name :	Chandar Property Dealer
Address of Registered Unit :	dd ITEMA SPINNING INDIA LIMITED 8-2929 sds s s sss GUJARAT 333333		
Commissionerate :	BHUBANESHWAR-I	Division :	BHUBANESWAR
		Range :	BHUBANESWAR-I (CX)

CHALLAN DETAILS

Select	Sl. No	GAR-7 Challan Number	Challan Date	BSR Code	Amount(Rs.)
<input type="checkbox"/>	1				0

Add
 Delete

7.SELF- ASSESSMENT MEMORANDUM

a) I hereby declare that the information given in this Return is true, correct and complete in every respect and that I am authorised to sign on behalf of the assessee.

b) During the month, total **Rs.0** was deposited vide GAR-7 Challans.

c) During the month, invoices bearing following S.No. were issued.

Select	Sl. No	Invoice No. From	Invoice No. to
<input type="checkbox"/>	1		

Add
 Delete

d) During the month, transfer challans under rule 12BB of the Central Excise Rules, 2002 bearing following S.No. were issued.

Select	Sl. No	Transfer challan S. No.From	Transfer challan S. No To
<input type="checkbox"/>	1		

Add
 Delete

and transfer challan under rule 12A of the CENVAT Credit Rule, 2004 bearing following S.No. were issued.

Select	Sl. No	Transfer challan S. No.From	Transfer challan S. No To
<input type="checkbox"/>	1		

Add
 Delete


Date : 01/10/2010
Place : Gurgaon

Remarks : (If any remarks are entered,the return will go to the concerned authority for Review.)

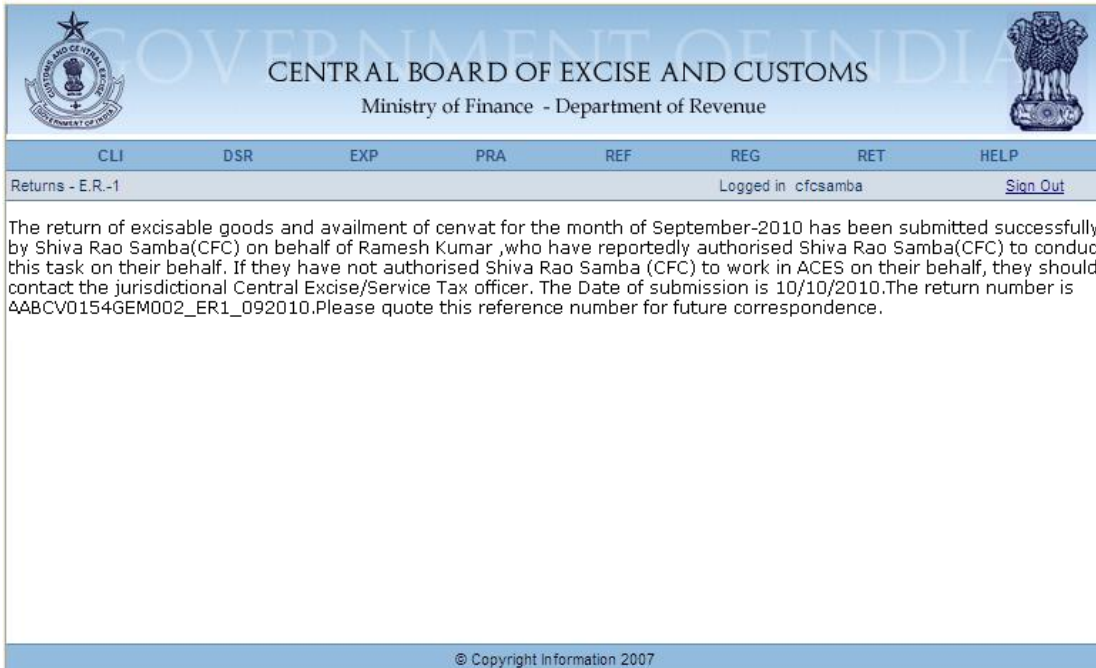
Previous
 Save
 Reset
 Cancel

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Figure 10.3.6: Screen 6 of ER1, Challan and Invoices details

	ACES	
	<i>USER MANUAL – CE RETURNS</i>	

Save Button: On click, the filed return will be saved in the database and a message will be sent to the departmental officer and the Assessee on whose behalf, CFC has filed the return.



The screenshot displays the 'CENTRAL BOARD OF EXCISE AND CUSTOMS' interface. The header includes the Government of India emblem and the Ministry of Finance - Department of Revenue. A navigation bar contains links: CLI, DSR, EXP, PRA, REF, REG, RET, and HELP. Below this, a status bar shows 'Returns - E.R.-1', 'Logged in cfcsamba', and a 'Sign Out' link. The main content area contains a message confirming the successful filing of a return for September-2010 on behalf of Ramesh Kumar by Shiva Rao Samba(CFC). It also provides a reference number: A4BCV0154GEM002_ER1_092010. The footer indicates '© Copyright Information 2007'.

Figure 10.3.7: Response Screen, a message is displayed with the return number and it confirms that the return has been successfully filed.

In case CFC wants to file a return for another assessee, it can go to CFC Home page and select the assessee.

11 MISCELLANEOUS

- In case CFC wants to perform activities on behalf of an Assessee, in modules like Registration, Returns, Refunds, Claims and Intimations, Exports, Dispute Resolution CFCs can access the User Manuals and LMS (Learning Management Software) available in the Help section of the ACES Website.
- Further, to make it easy for the CFCs to file returns in ACES, an XML schema has been hosted on the ACES website for ER1, ER2 and Dealer return. For further details please refer to the Download section of the ACES website. (<http://www.aces.gov.in/Download.htm>)
- Currently, files and documents will be accepted in the ACES application without the digital signature. When the department decides to introduce it, due intimations will be sent to the users of ACES.
- Depending on the security policy of the service provider, sometimes mails from ACES may go to Bulk or Spam folders. CFCs are, therefore, advised to check these folders regularly.
- Obligations of the CFC
 - ✓ CFCs should follow the instructions given in the MOU between CBEC and the concerned Institute.
 - ✓ CFCs should take proper care to ensure that the persons on whose instructions they are working are duly authorized by the assessee to engage them as CFCs. They should keep documentary evidence to prove the authorization, whenever required by CBEC.
 - ✓ Whenever the CFCs receive any message from ACES for their clients, on whose behalf they work in ACES, they should immediately inform the contents of the messages to their clients. They should also preserve all the documents in good condition for the period prescribed in the Scheme.
 - ✓ Before uploading documents on behalf of its clients to the ACES website, the CFC should obtain the signature of the authorized person of his client (assessee) on each page of the hard copies of the documents to be uploaded and keep copies of the same on their records for at least a period of five years, or such other period as may be prescribed by CBEC, from time to time, for verification by the authorized persons of CBEC/ICAI/ICWAI/ICSI or other Bodies.
 - ✓ CFCs should not charge fees in excess of the prescribed fees.

Note:

For further details please refer the MOU (with ICAI/ICWAI/ICSI) under the CFC section in the ACES website.