

A
Handbook on
e-Communication

E-Communication

Three major parts of E-Communication

1. Sending Messages
2. View Sent Messages
3. View Received Messages

First Login to the Bihar Commercial Tax website:

Go to the Bihar Commercial Tax Website i.e.

<http://www.biharcommercialtax.gov.in/>

The screenshot shows the Bihar Commercial Tax Department website. The main navigation bar includes links for Organization, Act, Rules, Forms, Tax Schedule, Notification, and Contact Us. A search bar is located in the top right corner. The central content area features a portrait of Sushil Kumar Modi, Hon'ble Dy. Chief Minister. On the right side, there is a 'Sign-In Registered Dealers' form with the following fields: Login ID, Password, and a dropdown menu for Type (set to Dealer). Below these fields is a 'Login' button, a 'Forgot Password' link, and a 'New User? Sign-up' link. Callouts with arrows point to these elements: 'Enter your Login id' points to the Login ID field, 'Enter your Password' points to the Password field, 'Choose dealer as type' points to the Type dropdown, and 'Click here to login' points to the Login button.

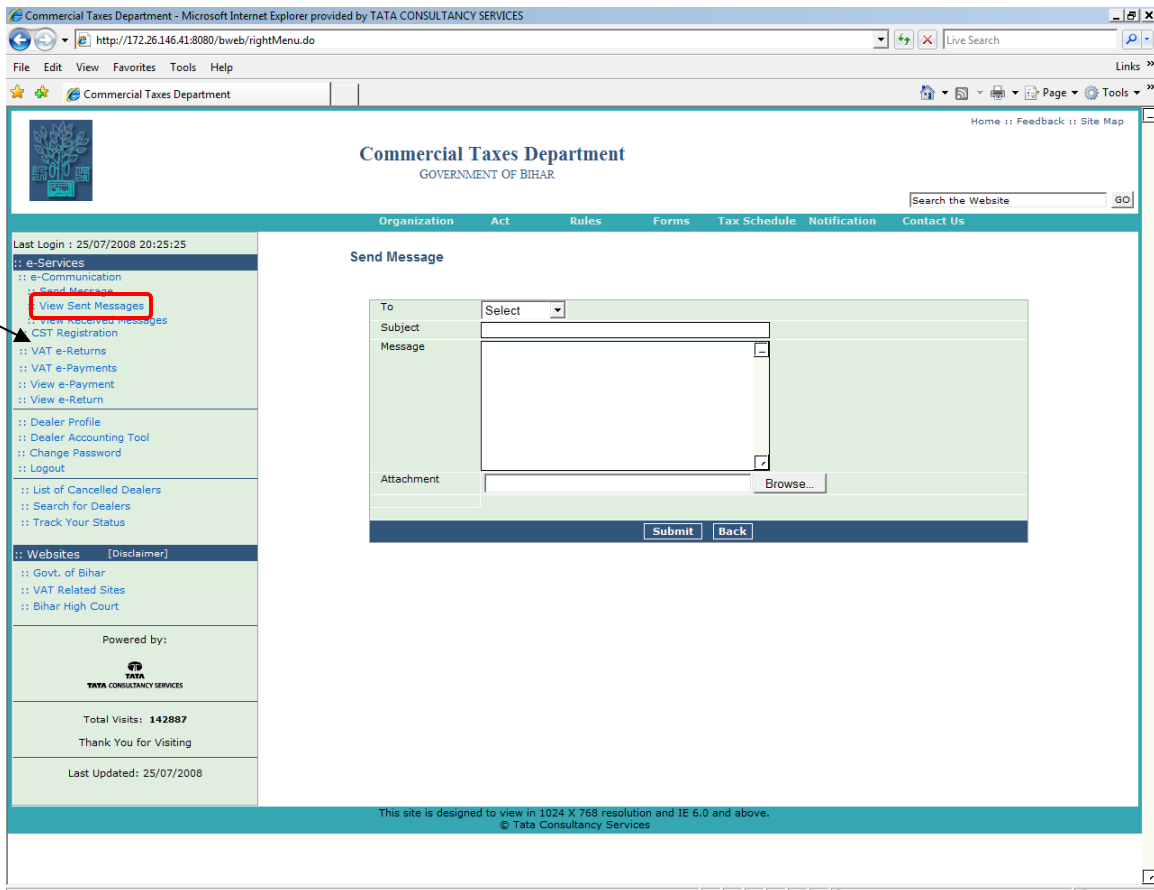
Screen-1

Please enter the details as below:-

Sr. No	Label	Data Type	Action to be performed
1.	Login Id	Numeric	Enter your TIN.
2.	Password	Alphanumeric	Enter the password that you entered at the time of sign-up.
3.	Type	Drop Down Box	Select Type as "Dealer".
4.	Login	Button	Click on this button to enter the web portal.

Sending Messages:

After Login, when you click on Send Message link under e-Communication, you get the following page. You can send messages through this page.

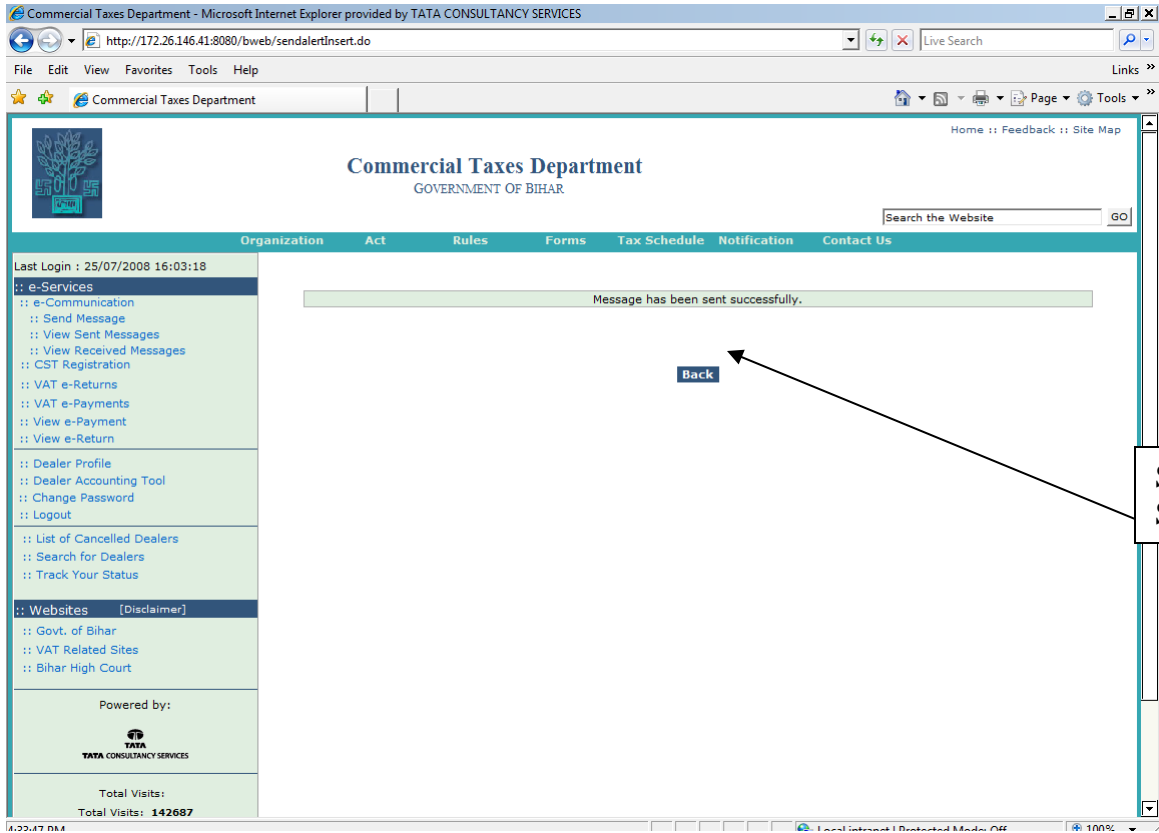


Screen-2

Sr. No.	Label	Action To be Performed
1.	Subject	Subject of message
2.	Message	Message for All User or Selected User
3.	Attachment	Attach any file that needs to be uploaded

Sr. No.	Button	Description
1.	Back	Back from current page
2.	Submit	Send the message

After clicking submit button you get following page showing the message sent successfully.

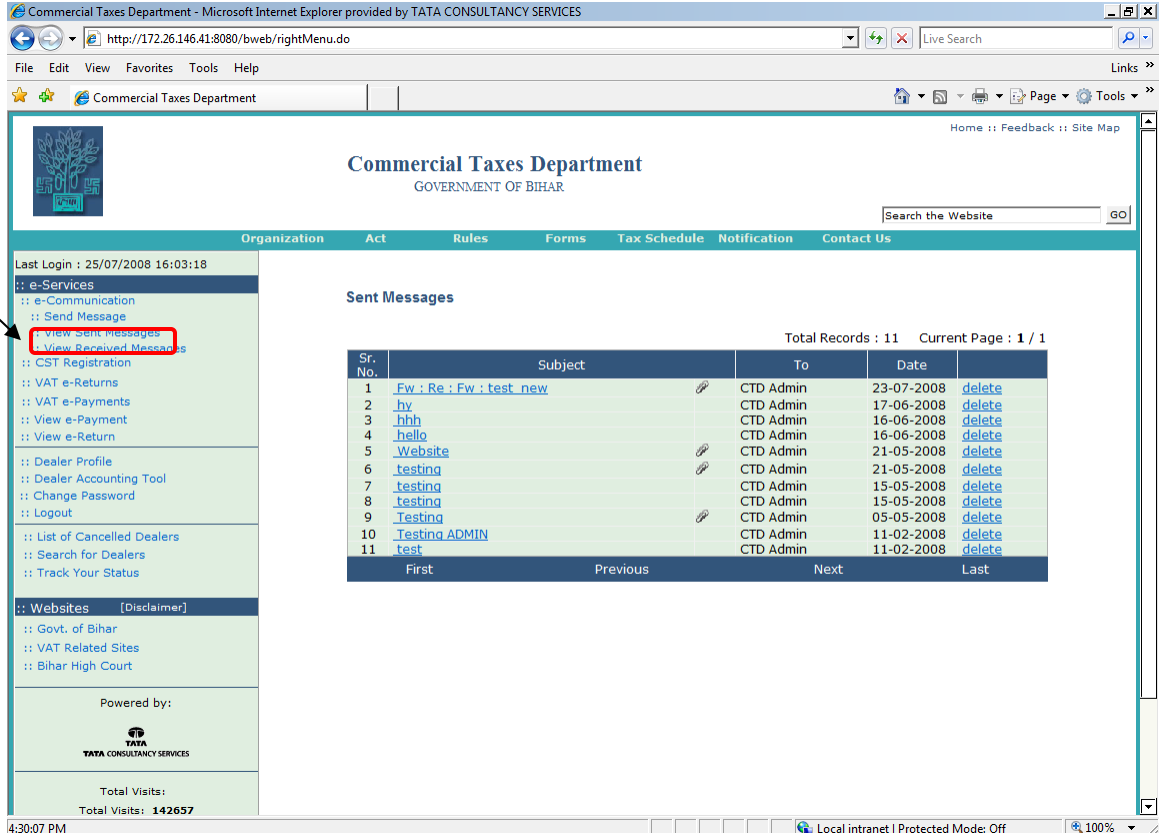


Screen-3

View Sent Messages:

After Login, when you click on View Sent Messages link under e-Communication, you get the following page. You can view sent messages through this page.

Click on View Sent Message



Screen-4

Sr. No.	Label	Action To be Performed
1.	Subject	Subject link to view the sent message
2.	To	Recipient of the Message
3	Date	Message sending date

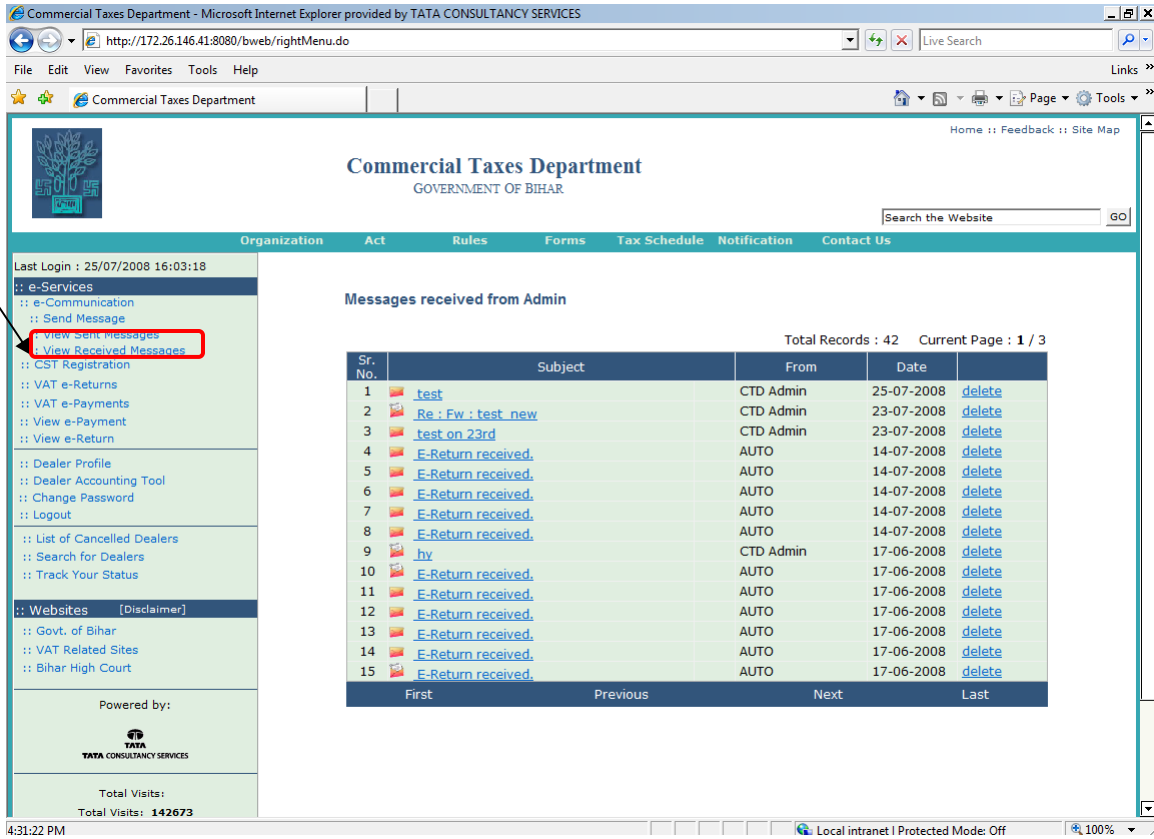
Clicking on the Subject will open the message. Once the message is opened, the details can be seen.

Following buttons appear at the below:

Sr. No.	Button	Description
1.	Back	Back from current page
2.	Forward	Forward the message to CTD again if required

View Received Messages:

After Login, when you click on View Received Messages link under E-Communication, You get the following page. You can view Received Messages through this page.

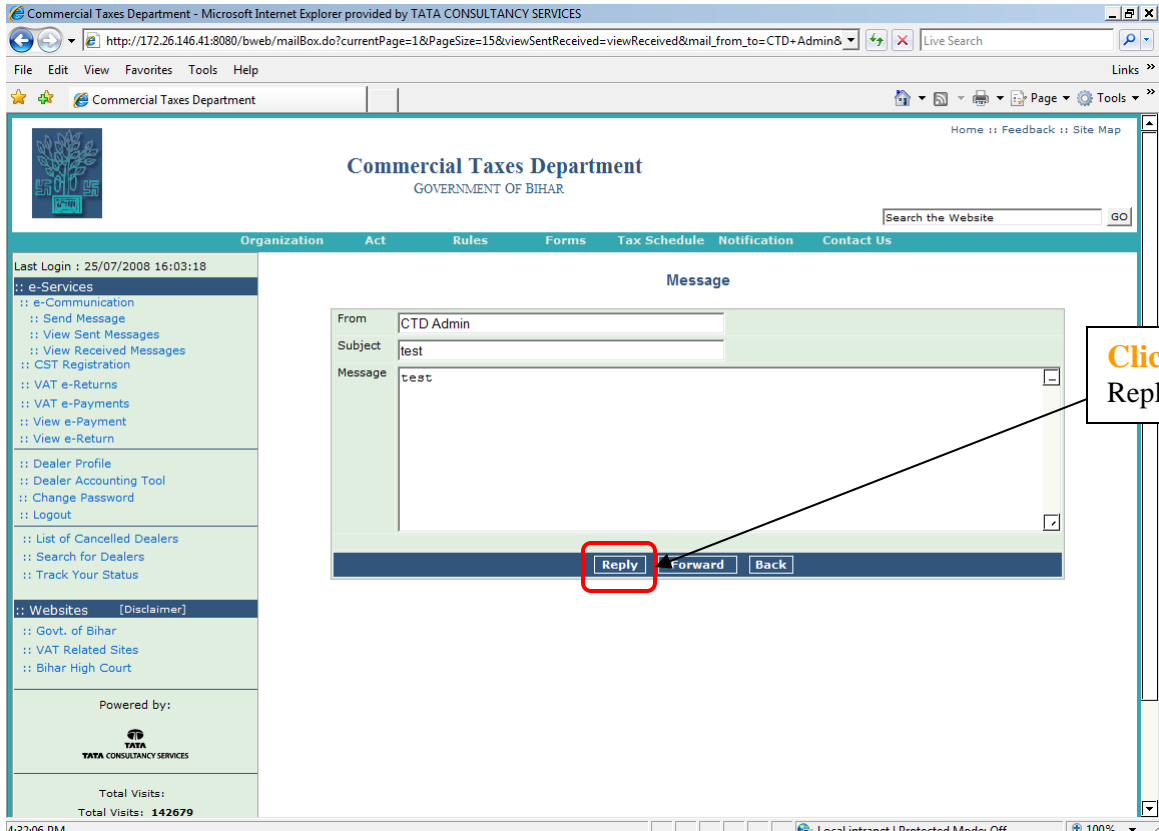


Click on View Received Messages

Screen-9

Sr. No.	Label	Action To be Performed
1.	Subject	Subject link to view the received message
2.	From	Rc. No. of user who send this message
3	Date	Message receiving date

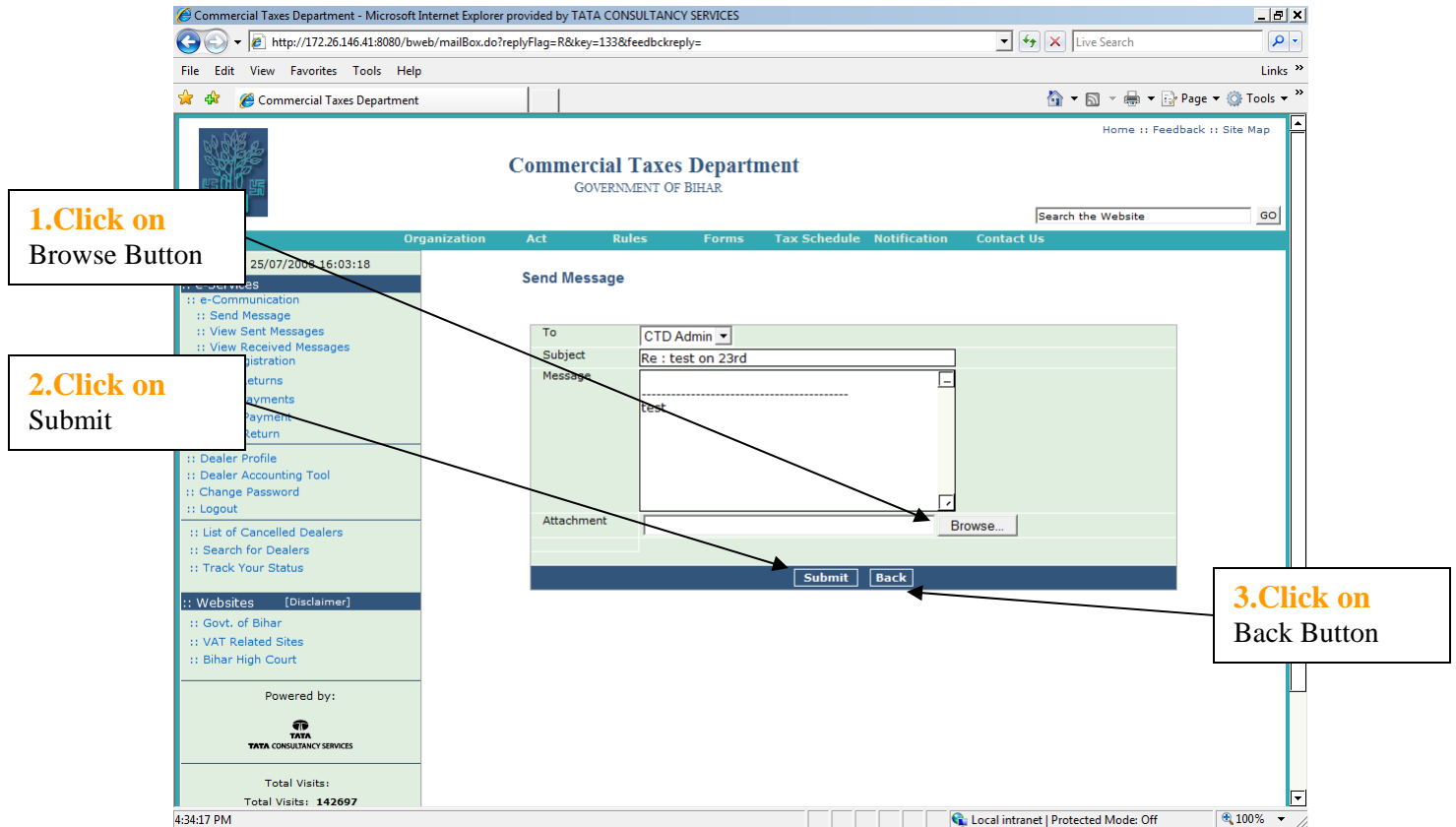
When you click on subject link, you get the following page. Here the label message shows the actual Message Received.



Screen-10

Sr. No.	Button	Description
1.	Reply	You can give reply to same user by Default or select more user
2.	Back	Back from current page
3.	Forward	You can forward this message to all user or selected user

After clicking reply button you get the following page:



Screen-11

1. If you want to send any file with this message then click on browse button to select the file.
2. Click on Submit to send the message.
3. If don't want to send message and want to go at previous screen then click on Back.