

झारखण्ड सरकार
वाणिज्य-कर विभाग

SUGAM B निर्गमन की प्रक्रिया संबंधित सूचना

सभी निबंधित व्यवसायी अवगत हैं कि दिनांक **15.12.2014** से विभागीय नये सॉफ्टवेयर से सभी प्रकार के SUGAMS (Road Permit) का निर्गमन अनिवार्य हो गया है।

विभागीय वेबसाईट www.jharkhandcomtax.gov.in पर SUGAM B निर्गमन की पूरी प्रक्रिया संबंधित मैनुअल Help के 'Icon' पर उपलब्ध है। साथ-साथ आवेदक व्यवसायियों की सुविधा हेतु SUGAM B के ऑनलाईन निर्गमन का Process Flow निम्नवत् दिया जा रहा है:-

Steps for Generating New SUGAM (B)

Consignor:

Step-1: Click on e-Road Permit (SUGAM) under 'Forms of SUGAM & CST'.

Step-2: Select Form Type and Submit → Click on 'Open Form' button

Step-3: Enter Mobile No. in "Mobile No. on which SMS will be sent" about generated SUGAM No.

Step-4: Enter TIN in "TIN of Consignee" field if Consignee is registered, details will be auto populated. Otherwise details will be entered by Consignor for

Step-5: Use "Add" button to add the Consignee details in table and Click on Interim Save button to save entered data and Click on "Next" Button.

Step-6: Enter invoice details in "Invoice Details" tab and use "Add" button to add the details in table.

Step-7: Add Transporter Details and Delivery Details in respective tab and Click on Submit.

Step-8: Consignor can view the permit before print, click on 'Preview' button.

Step-9: Download SUGAM in PDF Format after clicking on Sugam No.

Note:

- 1. Multiple Consignee details can be added to generate multiple SUGAMs in a single request. All the details as mentioned above need to be added for the respective Consignee**
- 2. Multiple Transport details can be added respective to a SUGAM in case quantity is large and need to be sent in multiple vehicles.**

"Repeat Road Permit" का Menu ऐसे व्यवसायियों के लिए दिया गया है जिन्हें दूसरी बार "Road Permit" निर्गत करना है जिसका Process Flow निम्नवत् है:-

Steps for Generating SUGAM B with the help of previously generated permits

Consignor:

Step-1: Click on e-Road Permit (Sugam) under 'Forms of SUGAM & CST'.

Step-2: Select Form Type (SUGAM-B) and Submit → Click on 'Repeat Road Permit' button.

Step-3: Different Type of Search Criteria is available to Search Generated Permit

TIN	⊖	Road Permit	Ackn. Number	From Date	To Date ⊖
		⊖ Number	⊖	⊖	

Step-4: Select Radio button and Click on 'Repeat Road Permit' button.

Step-5: Go to 'Details of consignee' Tab, Click on 'Modify' link (if required) to modify the history data and Submit.

Step-6: Go to 'Invoice Details' tab and use 'Modify' button to modify the earlier details which display in the table.

Step-7: Go to 'Transporter Details' and 'Dispatch Details' tabs to modify the earlier details which display in the table.

Step-8: Consignor can view the permit before print, click on 'Preview' button. After preview click on Submit.

Step-9: Download SUGAM in PDF Format after clicking on SUGAM No.

किसी प्रकार की समस्या होने पर विभागीय **HELP DESK** दूरभाष संख्या **0651-6066005 / 0651-2446102 / 0651-6999975 / 0651-6999976** पर (सुबह 10:00 से संख्या 8:00 बजे तक) तथा संध्या 8:00 बजे से सुबह 10:00 बजे तक मोबाईल संख्या-7762837076 एवं 7762837078 पर भी सम्पर्क किया जा सकता है।

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