<div align="center">
झारखण्ड सरकार

वाणिज्य–कर विभाग

SUGAM G निर्गमन की प्रक्रिया संबंधित सूचना
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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 G** निर्गमन की पूरी प्रक्रिया संबंधित मैनुअल **Help** के **'Icon'** पर उपलब्ध है। साथ–साथ आवेदक व्यवसायियों की सुविधा हेतु **SUGAM G** के ऑनलाईन निर्गमन का **Process Flow** निम्नवत् दिया जा रहा हैः–

> **Steps for Generating New SUGAM 'G'**

<div align="center">Consignee Part:</div>

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 the field "Mobile No. on which SMS will be sent" about generated SUGAM No.

Step-4: Enter TIN in "Consignor TIN" field if Consignor is Registered. Consignor details will be auto populated if details previously entered in the system. In case of new Consignor, Consignee will enter the details.

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

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

Step-7: Click on "Submit" button. System will ask confirmation for final submission.

Step-8: Consignee Part generated with Permit Number with Consignor Password.

Note: Multiple Consignor 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 Consignors

<div align="center">Consignor Part:</div>

Step-1: Consignor Logins with Permit Number & Consignor Password which are received by SMS & Mail.

Step-2: Click on Open SUGAM (G) to Accept → Open Form → Modify Invoice Details

Step-3: Add Transporter Details and Dispatch Details in respective tab and Click on Submit.

Step-4: Download Permit generates in PDF Format.

Note: 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 Road Permit with the help of previously generated permits

Consignee Part:

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

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

Step-3: Different Types of Search Criteria are available to Search Generated Permit

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

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

Step-5: Go to 'Requisition Details' Tab, Click on 'Modify' link to modify the history data and Submit.

Step-6: Consignee Part generated with Permit Number with Consignor Password.

Consignor Part:

Step-1: Consignor Login with Permit Number & Consignor Password which is received by SMS & Mail.

Step-2: Click on Open Sugam(G) to Accept → Open Form → Modify Invoice Details.

Step-3: Add Transporter Details and Dispatch Details in respective tab and Click on Submit.

Step-4: Download Permit generates in PDF Format.

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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