

PROCEDURES FOR DEPOSITING IN THE CONSUMER WELFARE FUND

Online mode – Workflow for online payment on Consumer Welfare Fund

- (i) Visit <https://megepayment.gov.in/>
- (ii) Click on Pay with or without Registration tab.
- (iii) On the “Department” Menu select Commissionerate of Taxation
- (iv) On the “Payment type” Menu select Consumer Welfare Fund
- (v) On the “District/Treasury” Menu select Shillong District Treasury
- (vi) On the “Office Name” Menu select Circle XIII
- (vii) On the “Period Year” Menu select the appropriate Financial Year and Period Accordingly.
- (viii) On the “Form ID” select TR04A.
- (ix) Under the “Account Details” enter the Amount accordingly.
- (x) Under the “Payer Details” enter the details accordingly. The Department ID will be “17130000000”
- (xi) Under the “Payment Details” select the appropriate option.
- (xii) Click on submit and proceed to make payment.

Offline mode - Workflow for offline payment on Consumer Welfare Fund

- (i) For payment through DD/Cheque/Cash, etc.
 - (a) Cash Payment :- The depositor is to present the Treasury Challan in the office of the Commissioner of Taxes for stamping of the head of account and to then proceed to the Treasury Office for endorsement before making payment in State Bank of India, Shillong.
 - (b) DD/Cheque, etc :- The depositor is to follow the procedure mentioned at (a) above upto the endorsement stage by the Treasury Office and to enclose the endorsed Treasury Challan along with the DD/Cheque, etc and to submit the same in the Office of the Commissioner of Taxes, Lower Lachumiere, Shillong – 793001, Meghalaya.