

USER MANUAL

How to Login :

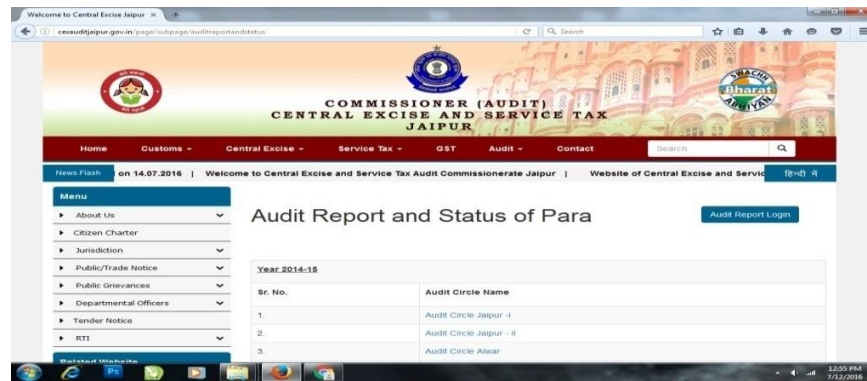
1. User Manual for viewing Audit Report/ Status of Para
2. User Manual for Loading Feedback/ Suggestion Form

1. User Manual for viewing Audit Report/ Status of Para :

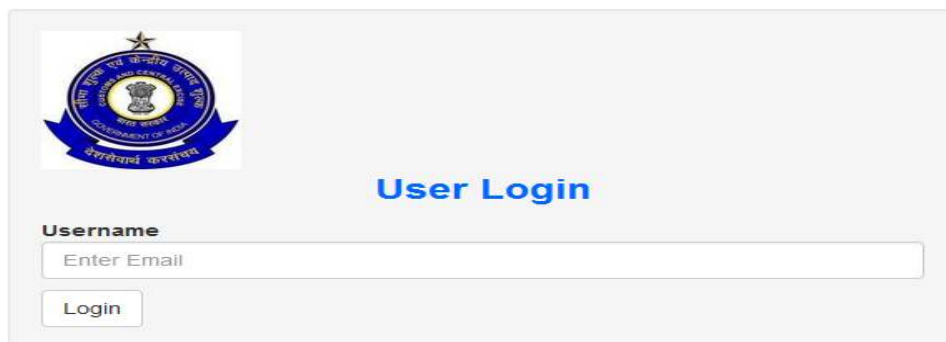
FIRST STEP – Go to Audit Gallery on the home page and Click at Audit Report & Status of Para



SECOND STEP - Click at Audit Report Login



THIRD STEP – Enter User Name (i.e. your e-mail id as given to department)



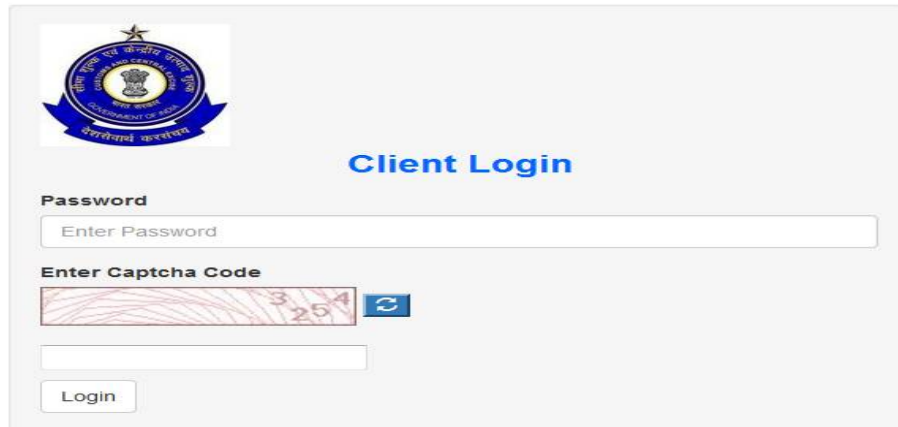
User Login

Username

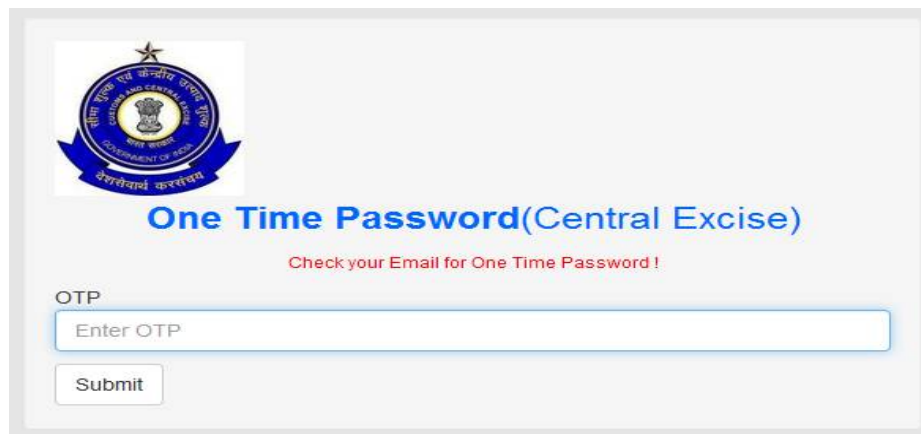
Login

FOURTH STEP – Click on the link received in the e-mail to generate password. It shall contain atleast one alphanumeric value and special character. The password may be used for all future login.

FIFTH STEP – Minimise the e-mail window and go back to the website and enter Password and Captcha code and click on login.



SIXTH STEP- On login, an OTP is sent to your e-mail. Open your e-mail inbox and note down the OTP. Go back to the website and enter the OTP and click on submit.



Now you can view a page which mentions your Report and Status of Para.

SEVENTH STEP- Click on Audit Report for viewing the Internal Audit Report (IAR) in PDF format. You can take print or download it. Status of Para is also indicated therein.

Note- If you enter wrong password on three occasions, it will lock your account for 24 hours. After 24 hours, you can repeat the process.

2. User Manual for Loading Audit Feedback & Suggestion Form

This Feedback & Suggestion Form can be filled by those Assessee/ Tax Payers who have been audited by the department on or after 16.10.2014.

FIRST STEP – Go to Audit Gallery on home page and click at Audit Feedback & Suggestion Form



SECOND STEP - Click at Feedback Login on the top

The screenshot displays the 'Audit Feedback/Suggestion form' page. The header includes the department's name and a notice for the month of July 2016. The page title is 'Audit Feedback/Suggestion form'. A 'Feedback Login' button is located in the top right corner. The main content area contains the following text:

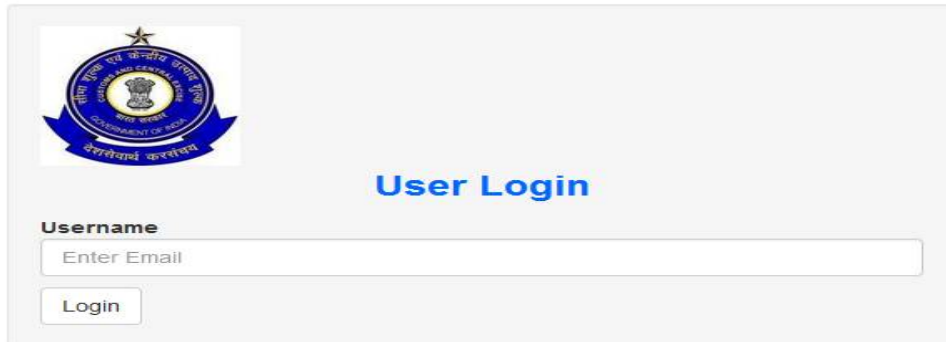
केन्द्रीय उत्पाद शुल्क (ऑडिट) आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE (AUDIT)
जयपुर / Jaipur

AUDIT FEED BACK FORM
(Please tick/RTI the appropriate box)

Sl No	Particulars	Feedback	
		Yes	No
1	Slid Number		
2	Did you receive 15 days advance notice regarding the audit date from the auditors?	Yes	No
3	Before conducting audit, did the audit team explain the objective of audit and the processes involved therein?	Yes	No
4	Did the audit team bear their identity Cards during the audit?	Yes	No
5	Did the audit team have discussed with you regarding your operations and accounting systems?	Yes	No
6	Were they professional and courteous in their approach?	Yes	No
7	Did the Audit Team discuss the outcome of the audit with your staff?	Yes	No
8	Did the audit team make any significant observations in your internal control, accounting system and tax compliance to help you in improving tax compliance of your organisation?	yes	no
9	Did you receive any written communication giving details of the preliminary objections raised while concluding the audit?	yes	no
10	Would like to mention specific comments		

The page also includes a 'Zoom: 50%' control and a 'Reset to default' button in the top right corner.

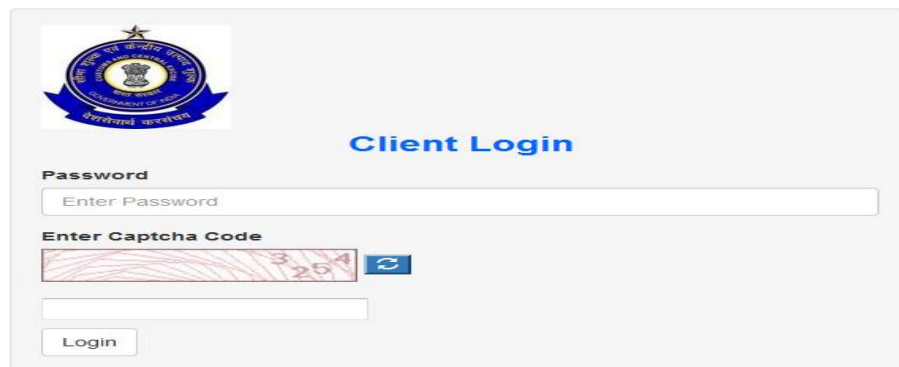
THIRD STEP – Enter User Name (i.e. your e-mail id as given to department)



The form features the Central Excise logo on the top left. The title "User Login" is centered in blue. Below it, the label "Username" is positioned above a text input field containing the placeholder "Enter Email". A "Login" button is located directly beneath the input field.

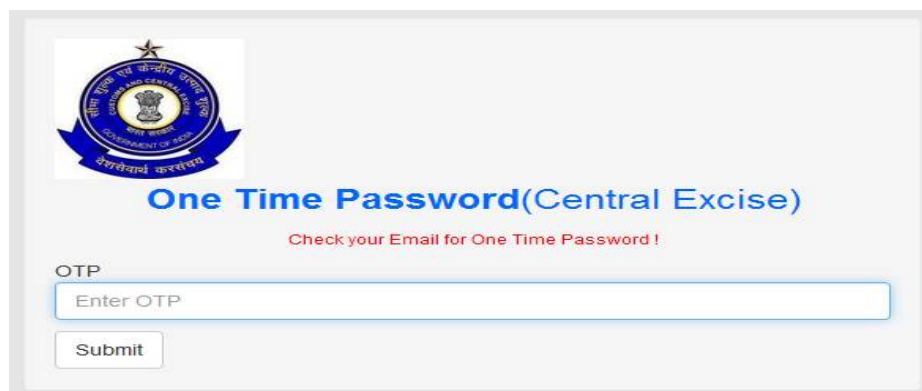
FOURTH STEP – Click on the link received in the e-mail to generate password. It shall contain atleast one alphanabat, numeric value and special charater. The password may be used for all future login. If it is already generated for viewing of Audit Para Report/ Status of Para, the same can be used here. In that case, this step can be skipped.

FIFTH STEP – Minimise your e-mail window and go back to the website and enter Password and Captcha code and click on login.



The form features the Central Excise logo on the top left. The title "Client Login" is centered in blue. Below it, the label "Password" is positioned above a text input field containing the placeholder "Enter Password". Underneath, the label "Enter Captcha Code" is positioned above a captcha image showing the numbers 3, 2, 5, 4. A "Login" button is located at the bottom left of the form.

SIXTH STEP- On login, an OTP is sent to your e-mail. Open your e-mail inbox and note down the OTP. Go back to the website and enter the OTP and click on submit.



The form features the Central Excise logo on the top left. The title "One Time Password(Central Excise)" is centered in blue. Below it, the instruction "Check your Email for One Time Password !" is displayed in red. The label "OTP" is positioned above a text input field containing the placeholder "Enter OTP". A "Submit" button is located at the bottom left of the form.

Now you can fill the information in Feedback Form.

The screenshot shows a web browser window displaying the feedback form on the Central Excise and Service Tax Jaipur website. The browser's address bar shows the URL cexauditjaipur.gov.in/feedback/form. The website header includes navigation links for Home, Customs, Central Excise, Service Tax, GST, Audit, and Contact, along with a search bar. A news flash banner at the top states: "MCM for the month of July, 2016 will be held on 11.08.2016 and 12.08.2016 from 10 AM onwards." The main content area features a table with 10 numbered questions regarding the audit process, each with radio button options for "YES" and "No". Below the table are input fields for "Name", "Designation", and "Name Of The Assessee", and an "Add Feedback" button. The footer contains copyright information for the Commissioner(Audit) Central Excise and Service Tax Jaipur and the website developer, Pcube IT Services Pvt. Ltd. The Windows taskbar at the bottom shows the system date and time as 11:47 on 26-07-2016.

Sr. No.	Question	Feedback
1	Fill Up Your IAR No.?	<input type="text"/>
2	Did you receive 15 days advance notice regarding the audit date from the auditors?	<input type="radio"/> YES <input type="radio"/> No
3	Before conducting audit , did the audit team explain the objective of audit and the processes involved therein ?	<input type="radio"/> YES <input type="radio"/> No
4	Did the audit team bear their Identity Cards during the audit?	<input type="radio"/> YES <input type="radio"/> No
5	Did the audit team have discussed with you regarding your operations and accounting system?	<input type="radio"/> YES <input type="radio"/> No
6	Were they professional and courteous in their approach?	<input type="radio"/> YES <input type="radio"/> No
7	Did the Audit Team discuss the outcome of the audit with your staff?	<input type="radio"/> YES <input type="radio"/> No
8	Did the audit team made any significant observations in your internal control, accounting system and tax compliance to help you in improving tax compliance of your organisation?	<input type="radio"/> YES <input type="radio"/> No
9	Did you receive any written communication giving details of the preliminary objections raised while concluding the audit ?	<input type="radio"/> YES <input type="radio"/> No
10	Would like to mention specific comments	<input type="radio"/> YES <input type="radio"/> No

SEVENTH STEP- Now click on *Add Feedback* to submit Feedback.

You have an option to take print out of Feedback for your record. You can also send it by post to this office address or e-mail to us.