

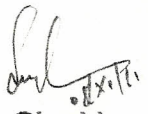
OFFICE OF THE COMMISSIONER OF TRADE AND TAXES
DEPARTMENT OF TRADE & TAXES
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI-110002
(OPERATION BRANCH)
CERCULAR

Sub:- ARRANGEMENTS FOR RECEIPT AND MOVEMENT OF HALF YEARLY RETURNS IN NOVEMBER, 2011.

Following arrangements for 11-11-2011, 12-11-2011 & 14-11-2011 have been made to facilitate the filing of half yearly returns for the half year ending 30-09-2011.

1. Hard copy of the returns filed on line in electronic form for the half year ending 30-09-2011 (REFUND AS WELL NON-REFUND) will be accepted at the specially set up Front Office Extension Counters on the respective floors on 11-11-2011, 12-11-2011 & 14-11-2011. The timings shall be 10.30 AM to 05.00 PM with observance of half an hour's lunch break from 01.30 to 02.00 PM. The staff arrangements for acceptance of half yearly returns floor wise are to be made by respective Zonal In-charges.
2. No return shall be accepted on 13-11-2011 being Sunday.
3. Date and numbering stamps for floor wise receipts will be issued to ward In-charges by Front Office in the afternoon on 09-11-2011. These stamps shall be returned back to the Front Office by closing hour of 14-11-2011 without fail.
4. Zonal In charge must ensure that no Manual Return which has not been filed on line shall be accepted.

This issues with the prior approval of Commissioner, VAT.


(S. K. Singh)
Addl. Commissioner (Operations)

No.F.12/Operation Cell/2006/ 448 - 466
Copy for information and necessary action to :-

Dated 8/11/11

1. All Spl. Commissioners
2. All Zonal Addl. Commissioners/Joint Commissioners
3. Addl. Commissioner (Operations)
4. Jt. Commissioner (TPS)
5. Commissioner (Facility Management) with the request to provide necessary logistics and materials for the Front Office and Front Office Extension.
6. P.S. To Commissioner, VAT
7. All VATOs/AVATOs/VATIs of all wards of operations through concerned Zonal In-charges.
8. All VATOs/AVATOs in Front Office.
9. System Analyst.
10. VATO (Policy)
11. President, Value Added Tax/Sales Tax Bar Association.
12. Guard File.


(S. K. Singh)
Addl. Commissioner (Operations)

215/CDP
8/11/11
AP(SK) - P1 updated on website urgently.