

**GOVERNMENT OF NCT OF DELHI  
DEPARTMENT OF TRADE & TAXES  
OFFICE OF THE COMMISSIONER, VALUE ADDED TAX  
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI-110002**

**CIRCULAR**

**SUB.: ARRANGEMENTS FOR RECEIPT AND MOVEMENT OF  
QUARTERLY RETURNS FOR QUARTER ENDING 31.03.2012**

Following arrangements for 26.04.2012, 27.04.2012 & 30.4.2012 have been made to facilitate the filing of quarterly return for the quarter ending 31.03.2012.

1. Hard copy of the quarterly returns filed on line in electronic form for the quarter ending 31.03.2012 (FEFUND AS WELL NON-REFUND) will be accepted at the specially set up Front Office Extension Counters on the respective floors on 26.04.2012, 27.04.2012 & 30.04.2012. The timings shall be 10.30 AM to 05.00 PM with observance of half an hour lunch break from 1.30 to 02.00 PM. The staff arrangements for acceptance of quarterly returns floor wise are to be made by respective Zonal In-charges.
2. Date and numbering stamps for floor wise receipts will be issued to ward In-charges by Front Office in the afternoon on 25.4.2012. These stamps shall be returned back to the Front Office by closing hour of 30.4.2012 without fail.
3. 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.

**(J.P. Agrawal)**  
Addl. Commr. (Co-Ord.)

No.F.12/Operation Cell/2006/869-889

Dated: 19.04.2012

Copy for information and necessary action to-

1. All Spl. Commissioners
2. All Zonal Addl. Commissioners/Joint Commissioners
3. Addl. Commissioner (Co-Ordination)
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

**(J.P. Agrawal)**  
Addl. Commr. (Co-Ord.)