

**GOVERNMENT OF NCT OF DELHI  
DEPARTMENT OF TRADE AND TAXES (POLICY BRANCH)  
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI-110002**

No.F.7(410)/Policy/VAT/2011/97-103

Dated: 11.05.2012

**CIRCULAR NO. 3 OF 2012-13**

**Subject: Offline block for filing of DVAT/CST returns and Annexure 2A & 2B**

It is mandatory for all dealers registered with the Department of Trade & Taxes to file their DVAT/CST returns online and thereafter submit hard copy of the return along with proof of payment of tax. It is also mandatory for all registered dealers to submit annexure 2A and 2B online before filing their returns.

In order to facilitate the dealers in filing annexure 2A and 2B, the Department had introduced an offline block which allowed the dealers to either prepare annexure 2A and 2B in offline mode or, import data in standardized excel format and thereafter, upload the text file generated through the offline block. However, DVAT and CST returns could only be prepared and submitted in online mode.

With a view to further facilitate smooth filing of DVAT/CST returns, the Department has now developed a new version of the offline block which supports preparation of DVAT/CST returns. The text file generated by the offline block can be uploaded on the website of the department on dealer login. This offline block also allows import of data of annexure 2A and 2B for more than one month in a single excel sheet. The offline block will segregate the data month wise and generate separate text files for every month which can then be uploaded.

With the launch of new offline block, the whole bouquet of facilities required for compliances related to filing of DVAT/CST returns, is now available in offline mode. This will minimise the need for dealers and their consultants to remain logged in to website of the Department.

All dealers and their consultants are, therefore, requested to download and use the new offline block. In case of any problem or suggestions, the same may kindly be mentioned on the link titled "Helpdesk" on dealer login.

**(Indu Shekhar Mishra)**  
Addl. Commissioner (Policy)

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Copy forwarded for information and necessary action to:-

1. PS to the Commissioner, VAT, Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi-02.
2. All Spl./Addl./Joint Commissioners, Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi-02.
3. All VATOs/AVATOs Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi-02.
4. AVATO (System), Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi-02 for uploading the circular on the website of the department.
5. Dy. Director (Policy), Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi-02.

6. The President, Sales Tax Bar Association (Regd.), Vyapar Bhawan, I.P. Estate,  
New Delhi
7. Guard File.

**(T.C. Sharma)**  
Value Added Tax Officer (Policy)