

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRADE AND TAXES (Policy Branch)  
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI-110 002

No. F.7 (444) / Policy / VAT / 2012 / 546-52

Dated: 28-8-2012

**CIRCULAR No. 16 OF 2012-13**

**Subject: Online issue of Central Declaration Forms**

The Department of Trade and Taxes has introduced the facility for online issue of Central Declaration Forms 'C', 'F' and 'H' on the website of the Department [www.dvat.gov.in](http://www.dvat.gov.in). This is a fully automated facility with no human interface required from the Department side.

The Dealers can now log in to the website with their TIN and password, submit requisition for Central Declaration Forms 'C', 'F' and 'H' online and immediately after submission of requisition, download and print the Central Declaration Forms requisitioned. Detailed instructions regarding manner of obtaining Forms online are available under the link 'User Manuals' on the website of the Department.

Some of the salient features of this facility are listed below:

1. Forms will be issued on the basis of the data regarding purchase filed in Annexure 2A.
2. Central Declaration Forms 'C' and 'H' will be issued on quarterly basis and Central Declaration Forms 'F' will be issued on monthly basis.
3. At the time of submitting the requisition online, Dealers can reduce the amount of overheads like CST paid, Freight & Cartage, Purchase Return etc. from the amount mentioned in Annexure 2A.
4. In cases where a part of the purchases reflected in Annexure 2A for a particular month pertains to despatches made by the Suppliers in the preceding month, the Dealers have the option to obtain two Forms, one for the part pertaining to the previous month and another for the part pertaining to the month in which purchases have been booked. In such cases, sum of amount of both the Forms shall be equal to the amount mentioned in Annexure 2A.
5. This facility has been introduced only for Central Declaration Forms 'C', 'F' and 'H' for the year 2012-13 onwards. Central Declaration Forms 'C', 'F' and 'H' for the years prior to 2012-13 and other Forms/ Certificates like E-I, E-II etc shall continue to be issued by the Ward Officers, as earlier.

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6. Advance Central Declaration Forms shall also continue to be issued by the Ward Officers, as earlier.
7. Each Form issued online shall bear a unique number, barcode, electronic seal and watermark.
8. List of Branches, Consignment Agents, Principals and list of items cannot be updated directly in the requisition. These information are to be updated online separately through the designated link available on dealer login, before processing the requisition for Central Declaration Forms.
9. In the first instance, this facility has been introduced for all Dealers of Wards 201 to 206. It will be extended to all Dealers shortly.
10. Dealers who have not filed their DVAT/CST return for any Tax Period or against whom dues are pending will not be able to obtain forms through this facility. They will be required to file the returns or deposit the dues and update the status through the appropriate link on dealer login page before processing online requisition for Central Declaration Forms 'C', 'F' and 'H'.

All Dealers are requested to use this online facility for obtaining Central Declaration Forms 'C', 'F' and 'H' for the year 2012-13 onwards. Any feedback/problems may kindly be intimated through the link 'Helpdesk' available on the dealer login page.

  
(Rajendra Kumar)

**Commissioner, Value Added Tax**

Copy to :-

1. All Special / Addl./ Joint Commissioners, Department of Trade and Taxes.
2. All Zonal Incharges, Department of Trade & Taxes – *with the request to kindly arrange to give wide publicity to this Circular amongst various Trade Associations under their jurisdiction.*
3. Deputy Director (Policy), Department of Trade and Taxes.
4. Programmer (EDP), Department of Trade and Taxes- *to upload the circular on the web site of the Department.*
5. President/Secretary, Sales Tax Bar Association (Regd.), Vyapar Bhawan, I.P. Estate, New Delhi.
6. All VATOs / AVATOs, Department of Trade and Taxes – *through internal mail system.*
7. Guard File.

  
(T.C. Sharma)

**Value Added Tax Officer (Policy)**