

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 30-09-2012.

Following arrangement for 19-11-2012, 20-11-2012, & 21-11-2012 have been made to facilitate the filing of quarterly return for the quarter ending 30-09-2012.

1. Hard copy of the quarterly returns filed on line in electronic form for the quarter ending 30-09-2012(REFUND AS WELL NON-REFUND) will be accepted at the especially set up Front Office Extension Counters on the respective floors on 19-11-2012, 20-11-2012, & 21-11-2012. The timings shall be 10.30 AM to 5.00 PM with observance of half an hour lunch break from 1.30 to 2.00 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 of 16-11-2012. These stamps shall be returned back to the Front Office by closing hour of 21-11-2012 without fail.
3. Zonal-in-charges must ensure that no Manual Return which has not been filed on line shall be accepted.
4. The last date of submission of on-line returns would be 16-11-2012.

This issues with the prior approval of Commissioner, VAT

(E. RAJA BABU)
Addl. Commr. (Co-ord.)

Dated: 14/11/2012

No.F.4/Operation Cell/2006/ 1708-1718
Copy for information and necessary action to:-

1. All Spl. Commissioners.
2. All Zonal Addl. Commr./Joint Commissioners.
3. Addl. Commissioner(Co-ordination).
4. Jt. Commissioner(TPS).
5. Addl. Commr(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 operation 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.

(E. RAJA BABU)
Addl. Commr. (Co-ord.)

Handwritten signature and date: 14/11/12

Handwritten note: 5405/EDP
14/11/12