

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER VALUE ADDED TAX
DEPARTMENT OF TRADE AND TAXES
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI-110 002**

CIRCULAR NO. 12 OF 2006-07

SUB: ARRANGEMENTS FOR RECEIPT AND MOVEMENT OF HALF YEARLY RETURNS IN NOVEMBER, 2006

Following arrangements for 13.11.2006 & 14.11.2006 have been made to facilitate the filing of half yearly returns for the half year ending 30.09.2006:

1. Returns with refunds shall be accepted at 10 designated counters being run at Front Office on 13.11.2006 and 14.11.2006. The timings shall be 10.30 AM to 06.00 PM with half hour's lunch break from 01.30. P. M to 02.00 PM.
2. Further, half-yearly returns for tax period ending 30.09.2006 (NON REFUND ONLY) will be accepted at the specially set up Front Office Extension Counters at the respective floors on 13.11.2006 & 14.11.2006 . The timings shall be from 10.30 AM to 06.00 PM with observance of half hour's lunch break from 01.30 PM to 02.00 PM. The staff arrangement for acceptance of half-yearly returns floor wise are to be made by respective Zonal in-charges.
3. Date and numbering stamps for floor wise receipts will be issued to ward incharge by Front Office on afternoon of 10.11.2006. These stamps shall be returned back to Front Office by closing hour of 14.11.2006 without fail.
4. ON 13th & 14th November, 2006, FRONT OFFICE AT GROUND FLOOR WILL ONLY ACCEPT ALL CURRENT MONTHLY RETURNS AND ONLY THOSE HALF YEARLY RETURNS IN WHICH REFUNDS HAVE BEEN CLAIMED. The persons manning the Front Office Counters will make separate bundles for monthly returns with refund, monthly returns without refund and half-yearly returns with refund to facilitate their data entry and subsequent movement to various wards.
5. Returns received floor wise shall be handed over to the respective Store Room in-charge as identified by Zonal in-charge at Front Office Extensions. The Data entry of all half-yearly returns involving refunds as far as possible will be done at the Front Office on the same day as they are received. These returns will be despatched to the concerned wards the day following the day of data entry. Thereafter, the half-yearly returns received at various floors will be entered zone wise at the Front Office. The data entry in all cases will be done only at the Front Office. The concerned Zonal in-charge (J.C./D.C.) will have overall responsibility and will deploy officers and staff of their respective zones for transporting the returns and for supervision or data entry of acknowledgement as well as of returns. The returns will be transported, duly bundled and indexed to the Front Office under strict supervision of concerned officers deployed by the Zonal JC/DC. The name of officers of each zone will be given by the Zonal JC/DC to the Front Office so that requisite orders are issued for this work
6. After posting the detailed data, these returns will be sent to the concerned wards through prescribed proforma circulated vide Circular No..7 of 2005-06. Returns which could not be fed due to wrong TIN mentioned or other technical faults are to be sent to the concerned ward for taking necessary action and compliance as per instructions contained in the Circular No. 10 of 2005-06 dated 01.07.2005.

This issues with the prior approval of Commissioner, VAT.

**(Sanjeev Ahuja)
Joint Commissioner (Policy)**

No. F.6(28)/Policy-III/VAT/2005-06/3219-3230

Dated : 9/11/06

Copy for information and necessary action to :-

1. All Addl. Commissioners - IV.
2. All Zonal Jt./Dy. Commissioners.
3. Dy. Commissioner (Operations).
4. Dy. Commissioner (TPS).
5. Dy. Commissioner (Facilities Management) with the request to provide necessary logistics and materials for the Front Office and the Front Office Extensions.
6. P.S. to Commissioner, VAT.
7. All VATOs/AVATOs/VATIs of all wards of Operations through Concerned Zonal in-charge.
8. All VATOs/AVATOs, Front Office.
9. Systems Analyst.
10. Operation Cell.
11. President, Value Added Tax/Sales Tax Bar Association.
12. Guard file.

(Sanjeev Ahuja)
Joint Commissioner (Policy)