

**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  
(OPERATIONS BRANCH)**

**CIRCULAR**

**Subject:- Arrangements for receipt of Form DVAT 51 for the quarter ending on 31.12.2007, 31.03.2008 & 30.06.2008**

Following arrangements have been made for the filing of the Reconciliation Return in Form DVAT-51.

1. DVAT 51 Forms for the quarter ending **31.12.2007, 31.03.2008 & 30.06.2008 (IIIrd Quarter 2007-08, IVth Quarter 2007-08 & Ist Quarter 2008-09)** (The office will remain open on Saturday on 20.12.2008) shall be received on 18.12.2008, 19.12.2008 & 20.12.2008 at the specially set up extension counters of the Front Office at respective Zonal Floors. The working hours will be from 10.30 AM to 04.30 PM with lunch break from 01.30 PM to 02.00 PM. The arrangement of staff for acceptance of DVAT-51 Forms floor-wise will be made by the respective Zonal In-charge.
2. DVAT 51 Forms will be received manually and acknowledgment will be given on the duplicate/photocopy of the same given by the dealer/his representative at the counters.
3. DVAT 51 Forms received at extension counters with Central Statutory Forms will be noted in a separate register, ward-wise.
4. The data entry in all the cases will be done in the respective Wards for which the Data Entry Operators will be provided by the EDP Branch.
5. Stamps of dates for acknowledging receipt of DVAT 51 Forms will be issued to Ward-in-charge by Front Office on 17.12.2008. These stamps will have to be returned back to Front Office by the closing hours on 20<sup>th</sup> December, 2008 without fail.

This issues with the prior approval of Commissioner (Trade & Taxes).

**(Gyanesh Bharti)**

Addl. Commissioner (Operations)

No.F.12/Operations Cell/2006/2005

Dated : 14.11.2008

Copy for information and necessary action to :-

1. All Addl. Commissioners
2. All Zonal Jt./Dy. Commissioners.
3. Dy. Commissioner (Operations).
4. Dy. Commissioner (TPS).
5. Dy. Commissioner (Facilitate Management) with the request to provide necessary logistics and materials for the Front Office and the Front Office Extension.
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, in Front Office.
9. Manager EDP.
10. President, Value Added Tax / Sales Tax Bar Association.
11. Policy Branch.
12. Guard File.

**(Gyanesh Bharti)**

Addl. Commissioner (Operations)