

**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)**

No.F.12/Operations Cell/2006/510

Dated : 22.06.2007

CIRCULAR

Subject:- Arrangement for receipt of DVAT-51 Forms for the quarter ending on 31-Mar-07

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

1. DVAT-51 Forms for the quarter ending **31.03.2007** shall be received on 30.06.07 (Saturday) on specially set up Extension Counters of the Front Office at respective Zonal floors. The working hours of the Extension Counters 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. All the officers and staff of Operations\Zones\Wards will attend the office on 30.06.07 even though 30.06.07 is a Saturday.
3. DVAT-51 Forms will be received manually and acknowledgment will be give on the duplicate/photocopy of the same given by the dealer/his representative at the counters.
4. DVAT-51 Forms received at extension counters with Central Statutory Forms will be entered in a separate register ward-wise and will be subsequently sent to the Front Office for data entry. DVAT-51 Forms without Central Statutory Forms will be kept separately by the respective Ward Officers and will be sent to Front Office as an when required to do the same.
5. The data entry in all cases will be done only at Front Office. The concerned Zonal In-charge (JC/DC) will have overall responsibility in this matter and he/she shall deploy officers and staff of his/her respective Zone for reception and transporting the DVAT-51 Forms.
6. DVAT-51 Forms will be transported to the Front Office ward-wise in bundles of 100s. After data entry of DVAT-51 Forms with central statutory forms from the Front Office, these will be returned to the wards as per entries in the ward register.
7. Stamps of dates for acknowledging in respect of receipt of DVAT-51 Forms will be issued to Ward- in-charge by Front Office on 29th June, 2007. These stamps will have to be returned back to Front Office of the closing hours on 30.06.07 without fail.
8. The schedule for the transportation of DVAT-51 Forms to the Front Office for detailed entry is as under:-
 1. Zone I – V 03.07.2007.
 2. Zone VI – VIII 04.07.2007.
 3. Zone IX – X 05.07.2007.

This issues with the prior approval of the Commissioner VAT.

(Ajay Kumar Bisht)
Dy. Commissioner (Operations)

No.F.12/Operations Cell/2006/

Dated

Copy for information and necessary action to :-

1. All Addl. Commissioners
2. All Zonal Jt./Dy. Commissioners.
3. Dy. Commissioner (Operations)
4. Jt. 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. System Analyst.
10. Operation Cell.
11. VATO (Policy)
12. President, Value Added Tax / Sales Tax Bar Association.
13. Guard File

(Ajay Kumar Bisht)
Dy. Commissioner (Operations)