

**(TO BE PUBLISHED IN PART IV OF THE DELHI GAZETTE
EXTRAORDINARY)
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(7)/POLICY-III/VAT/2005-06/3671

Dated : 12/2/2007

NOTIFICATION

In exercise of the powers conferred under sub section (2) of the section 26 of the Delhi Value Added Tax Act, 2004 (Delhi Act 3 of 2005), I, Archana Arora, Commissioner, Value Added Tax hereby make it mandatory for the class of dealers, whose tax period is 'one month' to file their returns in electronic form, within 25 days of the end of their tax period, with effect from the return for the month of February, 2007, in such manner as prescribed in the Annexure attached herewith.

This means that the electronic return for the month of February, 2007 is to be filed by 25.03.2007.

The electronic return is to be filed in addition to the return required to be filed under sub-section (1) of the section 26 of the Delhi Value Added Tax Act, 2004.

Dealers already filing electronic returns shall continue to do so in the usual manner.

(Archana Arora)
Commissioner (Value Added Tax)

No. F.7(7)/POLICY-III/VAT/2005-06/3680

Dated: 12/02/07

Copy forwarded for information and necessary action to: -

1. The Pr. Secretary (Finance), GNCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi.
2. The Pr. Secretary (GAD), Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi with one spare copy for its publication in Delhi Gazette Part-IV (extraordinary) in today's date.
3. The Secretary to Finance Minister, GNCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi.
4. All Additional/Joint/Deputy Commissioners, Department of Trade and Taxes, Vyapar Bhawan, I.P. Estate, New Delhi.
5. Joint Commissioner (PR), Department of Trade and Taxes, Vyapar Bhawan, I.P. Estate, New Delhi for wide publicity of the Notification.
6. The Registrar, Sales Tax Appellate Tribunal, Vyapar Bhawan, I.P. Estate, New Delhi.
7. All VATOs/AVATOs, Department of Trade & Taxes, Vyapar Bhawan, I.P. Estate New Delhi.

8. System Analyst, EDP Unit, Department of Trade & Taxes, Vyapar Bhawan, I.P. Estate, New Delhi for posting the Notification on the Department web site.
9. The President, Sales Tax Bar Association (Regd.), Vyapar Bhawan, I.P. Estate, New Delhi.
10. Guard File.

(G. D. Grover)
Value Added Tax Officer (Policy)

Annexure

Instructions for Filing of Online Returns by Registered Dealers

(Form DVAT- 16 & Form 1)

1. Go to site <http://www.dvat.gov.in>
2. Enter your TIN which is user ID and Password to log-in at “**Dealer Login**” on the home page. Password can be changed by clicking on ‘Change Password’ option.
3. Update profile including Email, Telephone nos., Mobile phone nos. etc., if particulars already shown on the screen needs so.
4. Select **On line Return>>File Original Return** from left menu.
5. If you want to file revised return then select “**On line Return**”>>“**File Revised Return**” from left menu. Go through the instructions before proceeding on to file online return.
6. Fill all details in Form “**DVAT-16**” correctly. Type one character (alphabet, digit) in one box.
7. Details of payment challan may be filled in box given under item R7.6 of the return.
8. If TDS has been deducted by contractee(s) from your payment in lieu of sale in course of works contract, make entry of the amount so deducted against item R7.4.
9. If the balance amount in item R8 is negative, fill in R9.1, R9.2 or R9.3 as the case may be.
10. After completing all applicable entries in Form DVAT-16, click on ‘**Next**’ button. Entries made by you will be shown on the next screen. Click on ‘**Edit**’ button if you want to edit, otherwise, click on ‘**Confirm and fill Form 1**’ if you are registered under CST Act also. If you are registered under DVAT Act only, the process ends after clicking on ‘**Confirm**’ button. Now you have to print two copies of return and follow procedure from step 12 to 16 below.
11. **For CST Registered dealers only** proceed to fill up CST return in Form 1, if you are registered under Central Act also. After completing all applicable entries, click on ‘**Submit**’ button. Entries made by you will be shown on the next screen. Click on, ‘**Edit**’ button if you want to change the entries or, ‘**Confirm**’ button.
12. You have filled up the periodical return(s) for the tax period selected by you in the beginning. Now you are on the ‘**Print**’ screen. All earlier returns filed by you will also be shown here. Select the current return you have just filled in. Click on the print icon and take print out. A unique number will be displayed on the top right corner of the return(s).
13. Print two copies of the return(s). Keep one copy with you for record and submit another copy to the Deptt. of Trade and Taxes at Front Office of

Vyapar Bhawan or KCS unit if are a dealer of that unit, along with copies of payment challans and original TDS certificates.

14. Obtain computerized receipt from the Front Office or KCS unit as the case may be, at the time of submission of return(s) to the Deptt.
15. Only printed copies of the return(s) on which unique online receipt number is displayed may be filed with the Deptt. In no case, handwritten another copy of return(s) may be filed with this printed copy. Entries made in the online return will be treated as final.
16. Procedure for filing revised return(s) is same except quoting computerized receipt number, obtained at the time of submission of printed copy to the Deptt. and date of filing of original return, at the top right corner of return.

How to reprint the return(s) filed online

1. Go to the return history page in the Online return filing link from Menu.
2. Select the return to print.
3. Click at Printer icon and print the return.