

CENTRALIZED FORM CELL SHALL STOP FUNCTIONING W.E.F. 12-07-12. THE FORM
FOR THE YEAR PRIOR TO 2012-13 SHALL CONTINUED TO



OFFICE OF THE ADDITIONAL COMMISSIONER ZONE-V DEPARTMENT OF TRADE &
TAXES ROOM NO. 301, VYPÄR BHAWAN I P ESTATE, NEW DELHI. No. F. 470 Dated: ORDER It
has b     decided that Centralized



Form cell shall stop functioning after 12 th July, 2012. This decision has been taken in view of the Department's initiative for issuance online form. The form for the year prior to 2012-13 shall continue to be issued from the respective wards. Following actions have been identified to be undertaken after closure of the Centralized Form Cell alongwith timeline. The nodal officers for the action, has also been appointed who will supervise and shall be responsible to get the action completed by the timeline shown against it.

No 1 2. 3 4, 5. 6 7 Action Last issuance of forms by CFC Transfer of records files to record room Handing over of issuance register Shifting of strong Vaults Almira's, computers, photocopier. Handing over of statutory forms to wards through systems Handing over of 2 halls to Reporting of staff to HRD branch.

12.07.2012 20.07.2012 20.07.2012 25.07.2012 25.07.2012 29.07.2012 29.07.2012 Team CFC Concerned incharge of the zone of CFC Concerned incharge of the zone of CFC Nodal Officer Sha Rajesh Ahuja Sh. Rajesh Ahuja Sh. Rajesh Ahuja Facility Management Sh. Rajesh Ahuja to provide labours for movement of Almira's, Computer etc Concerned incharge Sh. Rajesh Ahuja of the zone of CFC Concerned incharge Sh. Rajesh Ahuja of the zone of CFC Individual officer/official will report (Indu Shekhar Mishra) Addl. Commissioner (CFC) Dated: 06-7-2012— No.F. IA] o Copy to. 1 2 3 4 5 6 7 8 PS to the Commissioner, Trade & Taxes Department, GNCT of Delhi, Vypar Bhawan, I.P Estate, New Delhi All Special/Addl./Joint Commissioners, Trade & Taxes Department, GNCT of Delhi, Vypar Bhawan, I.P.Estate, New Delhi. All VATOs/AVATOs of wards of Operations through Zonal Joint/Addl. Commissioner, Department of Trade & Taxes Dy. Director(Policy), Department of Trade & Taxes. All VATOs/AVATOs FrohtOffice/CRC Cell/PR Branch/TPS/Legal Sennce Cell/P0licy Branch, Department of Trade & Taxes. Programmer(System), Department of Trade & Taxes President, State Tax Bar Association(Regd) Vyapar Bhawan, I.P Estate, ew Ihi Guard File (Indu Shekhar Mishra) Addl. Commissioner (CFC)