ISSUE OF FORMS BY AND TRANSFER OF RECORDS TO CFC

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 Dated : 27/09/2007 ORDER In order to streamline the issuance of Central Statutory Forms, it has been decided to issue the forms for the dealers of KCS and Special Zone from the newly created Centralized

Form Cell (CFC) Cell w.e.f. I st October 2007 at the first floor opposite Punjab & Sind Bank in the first phase. To facilitate the issuance of forms the Assessing Authorities of KCS and SZ are directed to send the folder of the dealers which are taking statutory forms containing the following documents:- 1

2. Form folder containing latest forms issue sheets along with authority letter, if any, in original. Copy of both the Registration Certificates of Local and Central Act and part D of

form DVAT 04 in case it is new registration under the DVAT Act. The above folder should be sent in the CFC by 27.09.2007 i.e. Thursday evening. The forms will be issued by the CFC on all working days from IO am to 6 pm. The application for forms will be received in the CFC upto I pm. Only at the counter. The forms issuing authority would process the application for issuance of forms on the same day, after verifying the information available on the system and record available with the issuing authority. In case of those dealers who apply for issuance of forms for the first time, it is mandatory for them to obtain a certificate from the concerned Assessing Authority regarding 'No Dues' and filing of appropriate security under the CST Act. This certificate should than be filed alongwith the form application. This issues with the prior approval of Commissioner V AT. (G.D. Grover) Value Added Tax Officer (Policy) Dated : 27/09/07 Copy for information and necessary action to :- 2. 3. P.S. to Commissioner, Value Added Tax. All Additional Commissioners All Zonal/J oint Commissioners 4. 5. 6. 7. 8. 9. IO. 11

12. Joint Commissioner (TPS) Dy. Commissioner (Operation) Dy. Commissioner (Facility Management) All VATOs/AVATOs V ATIs of all Wards/Operations All VATOs/AVATOs Front Office & Centralized Registration. Manager, EDP Cell with the request to place a copy of the order on internet/website of the department for wider circulation. Operations Cell. Assistant Director (R&S), R&S Branch, Department of Trade and Taxes. Guard File. (G.D. Grover) Value Added Tax Officer (Policy)