

ORDER REGARDING PROCESSING OF REFUND CASES

GOVERNMENT OF NCT OF DELHI DEPARTMENT TRADE & TAXES VYAPAR BHAWAN, IP ESTATE, NEW DELHI-110002 (BIU BRANCH) CD No. 105664049 ORDER Dated: 2-0 E) In order to streamline the processing of refund cases, following directions are hereby issued: 1. All refund cases received on GST portal are to be dealt strictly on first-cum-first-serve basis (first in first out)

2. All Proper Officers shall fill the status of Refund Cases in the Zonal Google Sheet KPI number 14 which has been introduced in the Zonal Google Sheet in this regard (format annexed as Annexure-O

3. All communications related to refund applications must be strictly made through the GSTN Portal using the statutory forms (RFD-02, RFD-03, RFD-05, RFD-06, RFD-08 etc.) 4. Nodal for GST Refund shall ensure to compile the data in the aforementioned format for all wards weekly basis and present the consolidated report to the Competent Authority after reconciling the same with GSTN MIS report (Annexure-11). This issues with the approval of Commissioner (T&T) To, 1) All Ward lucharges for strict compliance. CC to: 1. PS to Commissioner, State Tax

2. All Zonal incharge to monitor the progress of refund cases

3. SSA, IT Branch to upload the order on Department website

4. Nodal Officer, GST Refund, Deptt. of Trade and Taxes. (So alika dwani) Jc•int Commissioner (BIU) Scanned by TapScanner Annexure-I Whether Acknowledgem2nt Issued S.N o 1. Zon War d Ill ARN(Applicati on Ref. No.) ARN Date GSTIN/UI N/ Temp ID VI Trade Name/ Legal Name Vli Tax Period Ground of Refund Vill FROM 10 Scanned by TapScanner If Yes, Date Of Issue Of Acknowledgement (DD/MM/YYYY) (RFD-02) Whether RFD-08 Issued (Y/N/Not Applicable) Xil Date Of Issue Of RFD-08 XIII Whether RFD-06 Issued (Y/N) XIV Date Of Issue Of RFD-06 xv Whether RFD-09 Received (Y/N/Not Applicable) XVI Date Of Receipt Of RFD-09 XVII Scanned by TapScanner