

REG INSTRUCTION RELATED TO CENTRAL RESOURCE UNIT

1 OF NC .01'01, .111 I Nil •.NT OF ANI) AXES VYAI'AR lil IA WAN, 1.1), ES"INI+,. 1 1 0002 NFW
 11 (POLICY BRANCH I) Dated:) 1,-01--904-0 In continuation of previous circular or Central Resource
 (Jnit dated 26.03.2019 to provide a proper systelll or receipt and issue of papers/ (locument5 submitted to
 wards/ il is hereby directed that the papers/ documents/ lctters/ Branch oflieers 01' this Department, Daks,
 pertaining to Wards/ Branches shall be received by Ward/ Branch Incharge directly in the Ward/ Branch.
 Acknowledgement with signature and date with diary number shall be given thereof with ward/ branch
 staniP, All Ward/ Branch Incharges are hereby directed to receive the papers/ documents/ letters/ Daks
 under their jurisdiction and maintain the record in proper way. Non compliance shall be viewed seriously.
 This issues with the prior approval of Commissioner (VAT). To: - All Wards/ Branch Incharges. Copy
 forwarded for information: - (Balvinder Kaur) GSTO (Policy) I. 2. 3. 4, 5. PS to Commissioner (VIVI) All
 Spl. Commissioner/Addl. Commissioner/Jt. Commissioner. President, Sales Tax Bar Association, Sr.
 System Analyst with the request to upload the circular on the portal of the Department. Guard File.
 (Balvinder Kaur) GSTO (Policy) Scanned by CamScanner

