

No. CCT/12-9 /06-07
Office of the Commissioner of
Commercial Taxes,
Panaji-Goa.
Dated: 8th December, 2006

CIRCULAR NO. 20

The reporting format for monthly review has been finalized, a copy thereof is enclosed. In future all Ward Officers shall submit complete information against all the columns by 7th of each month. For the month of November the information may however be made available by 20/12/2006. Please note that the information is required separately for each of the CTOs/ACTOs which would add up to make a total for the ward. It is repeated that all columns must be filled up. A soft copy of the same is enclosed which can be saved on the computer. This would automatically generate a 3 page report and any adjustment changes are not required. All ward officers must ensure strict compliance .

2) The following action programme had already been circulated to all the wards in the minutes of previous meeting. The adherence thereto must be ensured.

| Activity | Time limit |
|--|----------------------------|
| (1) Completion of assessments under the local sales tax. | 31.11.2006 |
| (2) Issue of notices to return defaulters and all the dealers whose registration under VAT are to be cancelled | 15.12.2006 |
| (3) Completion of cancellation and issue of notices for audit inspection | 30.12.2006 |
| (4) Weeding out of old records | Last week of December 2006 |
| (5) Scrutiny of VAT returns to be completed. | 15.12.2006 |
| (6) Audit and refund of VAT cases | 01.01.2007 to 31.3.2007. |

3) We have also circulated the activities scheduled for enforcement action vide Circular dated 14th November, 2006, by which the team from the wards were formed and the report was to be done on a regular basis. Very few reports have been received and accept for Margao, the survey report is not being sent.

All Assistant Commissioner of Commercial Taxes, may kindly send the summary for the respective wards in the following format as mentioned in the Circular.

| Name of Team Leader | No. of premises visited | | | Details of Revenue demand created. |
|---------------------|-------------------------|-------------------------------|--|------------------------------------|
| | Return Defaulters | Cash Memo Related Inspections | Major Inspections leading to detection of revenue loss | |

(Ajit Srivastava)
Commissioner of Commercial Taxes