

**OFFICE OF THE ADDITIONAL COMMISSIONER ZONE-V
DEPARTMENT OF TRADE & TAXES
ROOM NO. 301, VYPAR BHAWAN I P ESTATE, NEW DELHI.**
No. F. 470

Dated: 10-7-2012

ORDER

It has been decided that Centralized Form Cell shall stop functioning after 12th 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.

Sl. No.	Action	Timeline	Team	Nodal Officer
1.	Last issuance of forms by CFC	12.07.2012	CFC	Sh. Rajesh Ahuja
2.	Transfer of records files to record room	20.07.2012	Concerned incharge of the zone of CFC	Sh. Rajesh Ahuja
3.	Handing over of issuance register	20.07.2012	Concerned incharge of the zone of CFC	Sh. Rajesh Ahuja
4.	Shifting of strong Vaults Almira's, computers, photocopier.	25.07.2012	Facility Management to provide labours for movement of Almira's, Computer etc.	Sh. Rajesh Ahuja
5.	Handing over of statutory forms to wards through systems	25.07.2012	Concerned incharge of the zone of CFC	Sh. Rajesh Ahuja
6.	Handing over of 2 halls to FM	29.07.2012	Concerned incharge of the zone of CFC	Sh. Rajesh Ahuja
7.	Reporting of staff to HRD branch.	29.07.2012	Individual officer/official will report.	

138/ESD
11/7/12

(Indu Shekhar Mishra)
Addl. Commissioner (CFC)

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Copy to:

1. PS to the Commissioner, Trade & Taxes Department, GNCT of Delhi, Vypar Bhawan, I.P.Estate, New Delhi.
2. All Special/Addl./Joint Commissioners, Trade & Taxes Department, GNCT of Delhi, Vypar Bhawan, I.P.Estate, New Delhi.
3. All VATOs/AVATOs of wards of Operations through Zonal Joint/Addl. Commissioner, Department of Trade & Taxes
4. Dy. Director(Policy), Department of Trade & Taxes.
5. All VATOs/AVATOs Front Office/CRC Cell/PR Branch/TPS/Legal Service Cell/Policy Branch, Department of Trade & Taxes.
6. Programmer(System), Department of Trade & Taxes
7. President, State Tax Bar Association(Regd) Vyapar Bhawan, I.P.Estate, New Delhi
8. Guard File.

(Indu Shekhar Mishra)
Addl. Commissioner (CFC)