

657

**GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE COMMISSIONER, VAT, DELHI**

No.JC(Admn)/Minutes/2011-12/

Dated : 18.01.2012

**Record note of the proceedings of the Weekly Review Meeting held under the Chairmanship of the Commissioner (VAT) on 16.01.2012 at 04:00 PM**

Present:

**Special Commissioners**

**Addl./Joint Commissioners**

**Dy. Director (Policy)**

**1. Checking of Unregistered Dealers:**

Outcome of the drive for checking of unregistered dealers was discussed. It was decided that the cases detected in the drive in Dwarka (Zone-VI) to be distributed amongst experienced VATOs in the Zone to ensure speedy disposal.

**Action: Addl. Commr. Zone-VI**

**2. Provisions relating to revision of returns:**

Various issues regarding provisions relating to revision of returns were discussed. Shri Ajay Kr. Gupta, Addl. Commissioner was requested to examine the issue and brief the officers in the next meeting.

**Action: Sh. Ajay K. Gupta, Addl. Commr**

**3. Cases under DST Act:**

Disposal of cases pertaining to erstwhile DST Act' 1975 was discussed. It was decided that the disposal of cases remanded by Appellate Authorities at Ward level should be monitored.

**Action: All Zonal-in-Charges**

**4. Case of Reliance Infrastructure:**

Spl Commissioner (Policy) informed that the Hon'ble High Court has decided the case of M/s Reliance Infrastructure in favour of the Department and has termed the judgment in case of International Metro and LG as bad in law. It was decided that the case of International Metro and LG should be examined and consequential action required, if any, to be initiated.

**Action: Addl Commr. (L&J)**

**5. Refund:**

Progress of refund cases was discussed. It was decided that the disposal of refund cases should be stressed upon Ward officers.

**Action: All Zonal-in-Charges**

**6. Officers posted in Audit, Enf-I and Enf.-II:**

Addl Commissioner Enforcement-II mentioned the provision of Sec. 68, Rule 65 of DVAT Act & Rules regarding officers being authorized to perform certain duties. It was decided that the provision be complied by issuing authorization in form DVAT-50.

**Action: JC (HR)**

**7. Prosecution u/s 89 of DVAT Act' 2004:**

Commissioner desired that Law & Judicial Branch should examine the methodology and modalities of initiating prosecution u/s 89 of DVAT Act.

**Action: Addl Commr (L&J)**

**8. Facility Management:**

Commissioner desired that all pending issues like building maintenance, hiring of vehicles, canteen, tea/coffee vending machines etc. be expedited.

**Action: Addl. Commr. (FM)**

**9. Return Defaulters:**

Commissioner desired that SMS/E-mail be sent to return defaulters for tax period November 2011.

**Action: Addl. Commr. (System)**

The next review weekly meeting would be convened on 25.01.2012 at 11.00 AM

*M/24/1/12*  
**(Rajesh Kumar)**  
**Joint Commissioner (HR)**

No.JC(Admn)/Minutes/2011-12/ 1331-36

Dt. 24-1-12

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4. PR/EDP/FM Branch/AVATO (System)

*M/24/1/12*  
**(Rajesh Kumar)**  
**Joint Commissioner (HR)**



62/c

**GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE COMMISSIONER, VAT, DELHI**

No.JC(Admn)/Minutes/2011-12/ 83

Dated : 01/03/12

**Record note of the proceedings of the Weekly Review Meeting held under the Chairmanship of the Commissioner (VAT) on 27.02.2012 at 04:00 PM**

Present:

**Special Commissioners**

**Addl./Joint Commissioners**

**Dy. Director (Policy)**

**1. Refund :**

CVAT mentioned that time line fixed for disposal of cases of 2009-10 is already over. He desired that it should be ensured that cases still pending are on account of specific reasons and should be closely monitored.

**Action: All Zonal Incharges**

**2. Remand Assessment:**

CVAT pointed out that cases remanded under DST Act were to be completed before 22.02.2012 and desired that the status be reviewed by Zonal Incharges.

**Action: All Zonal Incharges**

61/

**3. Cancellation of Registration:**

CVAT desired that notices to be issued to dealers who have not filed return/filed nil return for the last four consecutive tax periods. He further desired that pending requests for cancellation also be disposed.

**Action: All Zonal Incharges****4. Vacancies of UDC/LDC:**

CVAT desired that a proposal be initiated for contractual engagement of Data Entry Operators against vacant posts of UDC/LDC.

**Action: Jt. Commr. (HR)****5. Status of proposals from Policy Branch:**

CVAT directed the Policy Branch to compile a consolidated list of all proposals initiated during the last one year along with their outcome i.e. whether accepted, rejected or pending.

**Action: Policy Branch**

The next review weekly meeting would be convened on  
**05.03.2012 at 04.00 PM**

**(Rajesh Kumar)****Joint Commissioner (HR)**

Dated:

No.JC(Admn)/Minutes/2011-12/

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**(Rajesh Kumar)****Joint Commissioner (HR)**

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**GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE COMMISSIONER, VAT, DELHI**

No. Addl.(Admn)/Minutes/2011-12/

Dated : .02.2012

**Record note of the proceedings of the Weekly Review Meeting  
held under the Chairmanship of the Commissioner (VAT) on  
06.03.2012 at 10:30 AM**

Present:

**Special Commissioners  
Addl./Joint Commissioners  
Dy. Director (Policy)**

**1. Collection :**

The CVAT desired that it must be ensured that all dealers must pay their taxes in time.

**Action: All Officers**

**2. Amendment in Rules/Schedules :**

The CVAT desired that representations regarding change in tax rates on different items must be disposed off and compiled and summarized alongwith the decisions of the department. Similarly, the exercise of amendment in the schedules, if any, must be finalized at the earliest. He further desired that tax rates of neighbouring states must be explored and new items should be identified for imposition of tax.

**Action: All Officers**



59/1

**3. Special Zone :**

The CVAT desired the need to strengthen the Special Zone and to impart appropriate training module to the officials of the Special Zone.

**Action: Addl. Commr. (Trg.) / Addl. Commr. (HR)**

**4. Refund Filing of TAN Dealers :**

It was informed to CVAT that on line payments has been made mandatory for TAN holding dealers. The CVAT desired that return filing for such dealers also be made compulsory and process should be initiate for the same. He further desired that all wards must verify whether all TAN dealers under their jurisdiction have deposited the tax

**Action: All Zonal-in-charges**

**5. Pendency of Work :**

The CVAT directed that despite prescribed guidelines, certain matters such as refunds applications upto 2009-10, Assessment of Remand cases, Disposal of cancellation and amendment applications etc., are pending and the same should be disposed off urgently.

**Action: All Officers**

581

**6. Unregistered Dealers :**

The CVAT desired that the assessment of dealers found unregistered in last drive carried out by the department must be completed at the earliest.

**Action: Jt. Commissioner (Zone-VIII)**

The next review weekly meeting would be convened on **12.03.2012** at **04.30 PM.**

*My*  
**(Rajesh Kumar)**  
**Addl. Commissioner (HR)**

No.JC(Admn)/Minutes/2011-12/

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*My 29/03/12*  
**(Rajesh Kumar)**  
**Addl. Commissioner (HR)**



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(112)

**GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE COMMISSIONER, VAT, DELHI**

No. Addl.(Admn)/Minutes/2011-12/98-102

Dated : 23.02.2012

**Record note of the proceedings of the Weekly Review Meeting  
held under the Chairmanship of the Commissioner (VAT) on  
19.03.2012 at 04:00 PM**

Present:

**Special Commissioners  
Addl./Joint Commissioners  
Dy. Director (Policy)**

**1. Pendency of Work :**

The CVAT desired that pendency in respect of disposal of refund applications, cancellation of registration, misc. applications, remand assessment and fresh assessment needs to be cleared. The same should be monitored by all Zonal In-charges.

**Action: All Zonal In-charges**

**Plan/Non-Plan Expenditure :**

CVAT desired that a brief in respect of status of expenditure incurred under Plan/Non-plan Head to be submitted to him.

**Action : Addl. Commr. (HR)**

56/c

### 3. Disposal of Representations :

The CVAT desired that a summarized statement of all the representations received by the department in respect of amendment of rules/schedules alongwith the decision taken by the department should be prepared for the discussion with Principal Secretary (Fin.).

**Action: Addl. Commr.(Policy)**

The next review weekly meeting would be convened on **26.03.2012** at **04.00 PM.**

M/23/13/12  
(Rajesh Kumar)  
Addl. Commissioner (HR)

No.Addl(Admn)/Minutes/2011-12/ 98-102

Dt. 23/03/12

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M/23/13/12  
(Rajesh Kumar)  
Addl. Commissioner (HR)

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**GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE COMMISSIONER, VAT, DELHI**

No. Addl.(Admn)/Minutes/2011-12/ 104-108

Dated : 30.03.2012

**Record note of the proceedings of the Weekly Review Meeting  
held under the Chairmanship of the Commissioner (VAT) on  
27.03.2012 at 11:30 AM**

Present:

**Special Commissioners  
Addl./Joint Commissioners  
Dy. Director (Policy)**

**1. Collection :**

The CVAT desired that tax payers should be monitored to ensure that the number of tax paying return defaulters is minimized.

**Action: All Zonal In-charges**

**2. Cancellation of registration :**

The CVAT desired that cancellation of registration of regular return defaulters and nil return filers must be completed by 31.03.2012.

**Action: All Zonal In-charges**



84/-

**3. Refund :**

The CVAT desired that Refund Methodology of processing refunds for 2010-11 and 2011-12 should be discussed by Sh. Ajay Kumar Gupta and Sh. S.K. Singh. Briefing in next weekly meeting.

**Action: Addl. Commr (system)/Addl. Commr. Zone-X**

**4. Checking of Sweet Shops :**

It was decided in the meeting held on 26.09.2011 to carry out full day cash checking of sweet shops. The outcome of such inspections to be ascertained by Zonal-in-charges.

**Action: All Zonal In-charges**

The next review weekly meeting would be convened on **02.04.2012** at **04.00 PM.**

114  
(Rajesh Kumar)  
Addl. Commissioner (HR)

No.Addl(Admn)/Minutes/2011-12/ 104-108

Dt. 30/03/12

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114 30/03/12  
(Rajesh Kumar)  
Addl. Commissioner (HR)

54

**4. Disposal of Refund Cases :**

The CVAT reviewed the disposal of refund cases pertaining to year 2009-10. He reiterated that all cases for years up to 2009-10 should immediately be decided, barring those under litigation. All Zonal Incharges were advised to review the cases pending with each VATO individually and set timelines for disposal of these cases.

**Action: All Zonal In-Charges**

**5. Checking Mail :**

The CVAT emphasised that all Officers and Ward Incharges should submit the requisite information on the online page every week and should check the internal mail "Outlook Express", at least twice a day.

**Action: All Zonal In-Charges**

The next review weekly meeting would be convened on **04.06.2012** at **04.00 PM.**

No..Addl(Admn)/Minutes/2011-12/174-178

14  
(Rajesh Kumar)  
Addl. Commissioner (HR)  
Dt. 01/06/12

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14/31/12  
(Rajesh Kumar)  
Addl. Commissioner (HR)

1/6/2012

51/c

**GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE COMMISSIONER, VAT, DELHI**

No. Addl.(Admn)/Minutes/2011-12/ 211-215

Dated: 02.07.12

**Record note of the proceedings of the Weekly Review Meeting held under the Chairmanship of the Commissioner (VAT) on 02.07.2012 at 04:00 PM**

Present:

**Special Commissioners  
Addl./Joint Commissioners  
Dy. Director (Policy)**

**1. Central Declaration Forms :**

The CVAT briefed the officers about the rationale behind the extension in time limit for filing of Central Declaration forms and filing of DVAT-51 for the four quarters of 2011-12 and the extension in time limit for filing of DVAT/CST returns for the first quarter of 2012-13. All Zonal Incharges were requested to encourage compliance of the extended timeline by all dealers.

**Action: All Zonal In-charges**

**2. New Software Applications :**

The CVAT briefed the officers about various new software applications, utilities and initiatives which have been launched recently or are under development. The functional aspects of these applications were discussed in detail and the system branch was advised to ensure that the suggestions made by the officers are kept in mind during the development phase.

**Action: Addl. Commr(System)**

*SPH  
AVAT/CB  
Jm  
asph*

47.



587 ✓

### 3. Filing of Returns :

The CVAT desired that the dealers, who have not filed their monthly returns for both April and May, 2012, should be identified. These cases should be followed up separately.

**Action: All Zonal In-Charges**

### 4. Disposal of Refund Cases

The CVAT reviewed the progress of disposal of refund cases during the week ending 29.06.2012. All Zonal Incharges were requested to ensure that the weekly targets of disposal are achieved by all Ward Incharges.

**Action: All Zonal In-Charges**

The next review weekly meeting would be convened on **09.07.2012** at **04.00 PM.**

14/07/12  
(Rajesh Kumar)  
Addl. Commissioner (HR)

No.Addl(Admn)/Minutes/2011-12/ 211-215

Dt. 02/07/12

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14/07/12  
(Rajesh Kumar)  
Addl. Commissioner (HR)

49/c

**GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE COMMISSIONER, VAT, DELHI**

No. Addl.(Admn)/Minutes/2011-12/ 227-23) Dated: 19.07.12

**Record note of the proceedings of the Weekly Review Meeting held under the Chairmanship of the Commissioner (VAT) on 16.07.2012 at 12:30 PM**

Present:

**Special Commissioners  
Addl./Joint Commissioners  
Dy. Director (Policy)**

**1. Disposal of Refund Cases :**

The CVAT reviewed the progress of disposal of refund cases during the week ending 13/07/2012. All zonal in-charges were requested to ensure that the ward in-charges adhere to the weekly disposal targets. It was also reiterated that if proper disposal of a refund claim necessitates Default Assessment, the same can and must be taken up.

**Action: All Zonal In-charges**

**2. Disposal of Appeals & Objections :**

The CVAT emphasised that the pending Appeal and Objection cases should be promptly disposed so that the department may initiate steps to recover the amount of tax and penalty due from the dealer.

**Action: All Zonal In-charges**

48-

**3. Shifting of Record :**

The CVAT desired that the shifting of record from the space vacated after the closure of Central Forms Cell should be completed in a time bound manner so that the Enforcement-2 Branch may start functioning from this space at the earliest.

**Action: Addl. Commr.(Enf-II/CFC)**

**4. Training Sessions :**

The CVAT desired that regular training sessions should be conducted for officers who join the department. An intensive training on Work contract and Transfer of Right to use goods should be conducted for officers posted in Special Zone .

**Action: Addl. Commr.(Training)**

The next review weekly meeting would be convened on **23.07.2012** at **04.00 PM.**

*14/07/12*  
(Rajesh Kumar)  
Addl. Commissioner (HR)

No.Addl(Admn)/Minutes/2011-12/ 227-231

Dt. 19/07/12

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*14/07/12*  
(Rajesh Kumar)  
Addl. Commissioner (HR)



411 ✓

481 ✓

**GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE COMMISSIONER (VAT), DELHI**

No. A.C(Admn.)/Minutes/2012-13/ 244-248

Dt. 17/08/12

**Record note of the proceedings of the Weekly Review Meeting held under the Chairmanship of the Commissioner (VAT) on 13.08.2012 at 4.00 P.M.**

Present:

1. Special Commissioners
2. Addl./Joint Commissioners
3. Dy. Director (Policy)

**1. Disposal of Refund Cases:**

The CVAT reviewed the progress of disposal of refund cases during the week ending 09/08/2012. It was reiterated that while the disposal targets must be adhered, it should also be ensured that all cases are disposed after proper examination as per existing instructions and guidelines.

(Action: All Zonal Officers)

**2. Registration:**

The CVAT discussed the various methods of facilitating the registration of new dealers. The CVAT further desired that recent initiatives in this direction, like doing away with the security for two months and allowing registration without NOC from landlord, should be widely publicised.

(Action: Addl. Commr(CRC))

**Utilization of Space :**

The CVAT inquired about the status of the utilization of space earlier occupied by the CFC. It was desired that Enforcement Branch-2 should shift to this premises at the earliest.

(Action: Addl. Commr.(FM/ENF-II))

46/c

GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE COMMISSIONER (VAT), DELHI

No. A.C(Admn.)/Minutes/2012-13/ 244-253

Dt. 24/08/12

Record note of the proceedings of the Weekly Review Meeting held under the Chairmanship of the Commissioner (VAT) on 21.08.2012 at 3.30 P.M.

Present:

1. Special Commissioners
2. Addl./Joint Commissioners
3. Dy. Director (Policy)

**1. Disposal of Refund Cases:**

The CVAT reviewed the progress of disposal of refund cases during the week ending 17/08/2012. It was noticed that 980 refund cases pertaining to the period 2005-06 to 2009-10 are still pending as per MIS report. Sh. R.N.Mangla Addl. Commissioner was requested to analyse these cases and brief the Officers in the next meeting.

(Action: Sh. R.N. Mangla Addl. Commr)

**2. Training For Online Vat Applications:**

The CVAT desired that some VATOs/AVATOs should be imparted training regarding the concept and logic of the new online VAT applications, so that they can function as Resource Persons for training other officers/staff of the Department. All Zonal/Branch incharges were requested to nominate suitable officers for the purpose.

(Action: All Zonal Incharges)

49-  
**3. PAN Verification :**

The CVAT inquired about the status implementation of the revised process of PAN verification by CRC. Addl. Commissioner, CRC/system was requested to ensure that the new process is adopted immediately.

(Action: Addl. Commr.(CRC/System)

**4 Disposal of Appeals & Objections:**

The CVAT reviewed the disposal of Appeals and Objections. All officers were requested to ensure speedy disposal of Objections so that the pendency may be cleared.

(Action: All Zonal Officers)

The next review weekly meeting would be convened on **27/08/2012** at **4.00** p.m.

No. A.C(Admn.)/Minutes/2012-13/ 249-253

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Addl. Commissioner (HR)  
Dt. 24/08/12
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24/8/12  
(Rajesh Kumar)  
Addl. Commissioner (HR)



44/c

GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE COMMISSIONER (VAT), DELHI

No. A.C(Admn.)/Minutes/2012-13/

Dt.

Record note of the proceedings of the Weekly Review Meeting held under the Chairmanship of the Commissioner (VAT) on 08.10.2012 at 4.00 P.M.

Present:

1. Special Commissioners
2. Addl./Joint Commissioners
3. Dy. Director (Policy)

**1. Disposal of Appeals & Objections:**

The CVAT reviewed the disposal of Appeals and Objections. It was desired that efforts should be made to dispose the Appeals pertaining to DST period expeditiously and that objections cases should be decided within the period stipulated in the statute.

(Action: All Zonal Officers)

**2. Progress of Scrutiny cases :**

The CVAT reviewed the progress of cases allocated to Assessing Authorities for scrutiny. All Zonal Incharges were requested to monitor and ensure that the scrutiny is carried out strictly as per relevant rules, instructions and guidelines.

(Action: All Zonal In-charges)

**3. Verification of PAN :**

The CVAT reviewed the ongoing exercise of PAN verification. It was desired that this exercise should be completed diligently and in a time bound manner.

(Action: Addl. Commr. (Systems))

The next review weekly meeting would be convened on 15/10/2012 at 4.00 p.m.

44  
(Rajesh Kumar)

Addl. Commissioner (HR)

Dt. 10-10-12

No. A.C(Admn.)/Minutes/2012-13/ 1523-27

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44/1107/12  
(Rajesh Kumar)

Addl. Commissioner (HR)