

DEPARTMENT OF TRADE AND TAXES, GOVT. OF NCT OF DELHI
VYAPAR BHAWAN, ITO, NEW DELHI
(HR BRANCH)

Sub: Minutes of the Review Meeting

Please find enclosed herewith Minutes of the Review Meeting held on 23.11.2017 at 4:00 PM under the Chairmanship of the Commissioner (State Tax) for information and necessary action.

Placaps
28/11/17

ASSTT. COMMISSIONER (HR)

No.F.ACTT/HR & Zone-I to V/T&T/2015-16/12072-78

Date: 29/11/17

Copy to:-

1. All SCTT/ACTT/JCTT/Ward/Branch Incharges.
2. Controller of Accounts.
3. PS to CVAT
4. Jt Director (IT), EDP Branch with request to upload the minutes on the department's website.
5. PS/PA to Spl. /Addl. / Jt Commissioner with request to forward the minutes to all wards Incharges of their concerned zone.
6. Asstt. Commissioner (System)
7. Guard File.

MINUTES OF MEETING

Minutes of review meeting Chaired by Commissioner (State Tax) with Spl. Commissioner, Addl. Commissioner and Jt. Commissioner, held on 23-11-2017.

Sr. No.	Issues Discussed	Decision Taken	Action to be Taken By
1.	Attendance Discipline	It was desired that all ZOs should personally monitor attendance of all officers/ officials working under them and ensure punctuality to office.	All the concerned.
2.	PGMS Complaint	It has been viewed that there are many PGMS complaint overdue so it is directed to all the concerned to dispose of all the PGMS complaint within three days, especially those which are overdue.	All Zonal/ Ward/Branch Incharges
3.	Refund Cases	All the Zonal Incharges were requested to make an all-out effort to finish refund cases of their zone before the next date of hearing of M/s Shiv Bhole case i.e 15-12-2017.	All Zonal/ Ward Incharges.
4.	Recovery related issues.	<p>As regards to recovery cases, it has been decided that:-</p> <ul style="list-style-type: none">• The Zonal Incharges/ Ward Incharges may identify cases where amount is recoverable from the list of recovery cases and focus on same.• Lists of such recovery cases may also be prepared those are pending in any court of law with their detail status.• Zonal Incharges to give personal attention to all the major recovery case of their Zones.• It came to notice during the meeting that the Demand Draft received against the recovery amount could not get deposit in govt. account due to some technical problem, so it is directed that necessary steps be taken in this matter immediately.	<p>All Zonal/ Ward Incharges</p> <p>All Ward Incharges</p> <p>All Zonal Incharges</p> <p>Controller of Accounts / Jt Director (System)</p>

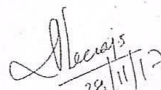
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3.	OHA related issues.	<p>As regard to OHA related issues, it has been decided that:-</p> <ul style="list-style-type: none"> • Monthly report of disposal of OHA cases will be reviewed in the first SOM meeting of every month. • Cumulative progress would also be seen in the same review meeting. • In view of huge pendency of OHA cases, a proposal to nominate some Asstt. Commissioners as SOHA may be moved by HR Branch after which cases below Rs.5 lacs may be allocated to these SOHA for disposal. • OHAs having <15L cases to provide list of upto 5 lacs cases to HR Branch immediately. 	<p>All Zonal Incharges</p> <p>All Zonal Incharges</p> <p>Spl. Commissioner (HR)</p> <p>All concern OHAs</p>
4.	GST related issue	<p>During the meeting GST related issued were discussed at length and it has been decided that :-</p> <ul style="list-style-type: none"> • All the Zonal Incharges may constitute teams at their zones to check invoices on following criteria :- <ol style="list-style-type: none"> a) Whether dealers are issuing invoices b) Whether format of invoices are as per guideline c) Whether imposing correct tax rate. • Further, it is desired that at least 10 restaurants and 50 other dealer invoices should be checked in each zones and their report should also be compiled and submit to Commissioner (State Tax) for perusal through Spl. Commissioner (Policy). 	<p>All Zonal Incharges</p> <p>All Zonal Incharges/ Policy (GST)</p>

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	<ul style="list-style-type: none"> • A tax collection comparison statement of VAT regime and GST regime of top 2000 dealer may be prepared by System Branch. 	Jt. Commissioner (System)
	<ul style="list-style-type: none"> • It was desired that a comparison be made by all Ward Incharges regarding tax collection of VAT regime and GST regime of dealers, registered in their wards and takes suitable action against the tax and return defaulter as per rule. System Branch will provide link for the same. 	Jt Commissioner (System).

It was further desired that Action Taken Report be furnished by all the Concerned at least 24 hours before the next meeting.


28/11/17
ASSTT. COMMISSIONER (HR)