

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 05.02.2018 at 4:30 PM under the Chairmanship of the Commissioner (State Tax) for information and necessary action.

Plav's
9/2/18
ASSTT. COMMISSIONER (HR)

No.F.ACTT/HR & Zone-I to V/T&T/2015-16/1560-1566

Date: 9-2-18

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.

218/CDP-
9/2/18

Dr
12/2/2018

SSA

Dr
13/02/18

AP (Sachin)

~~*Sachin*~~

MINUTES OF MEETING

Minutes of review meeting Chaired by Commissioner (State Tax) with Spl. Commissioner, Addl. Commissioner and Jt. Commissioner, held on 05-02-2018.

Sl. No.	Issues Discussed	Decision Taken	Action to be Taken By
1.	Refund related issues	<ul style="list-style-type: none"> It was brought to notice that M/s Shiv Bhole matter is listed on 16-02-2018 and all the Zonal Officers were requested to provide necessary data to Policy Branch (VAT) and Affidavit to be filed immediately. During the meeting Jt. Commissioner (System) submitted that there are many refunds which are cancelled by the Assessing Authority by way of assessment but they are still being reflected in the System. In this regard it was directed that the actions in such cases may be taken as per rule by Ward Incharges keeping in mind the limitation and System Branch should also look into the matter. Zonal Incharges should supervise this issue. 	<p>All Zonal Incharges/ Spl. Commissioner (Policy)</p> <p>Jt. Commissioner (System)/ All Zonal/ Ward Incharges.</p>
2.	VAT related issues.	<p>It was decided that:-</p> <ul style="list-style-type: none"> The dealers, who are blocked without assigning any valid reason, should be unblocked immediately. However, the Ward /Zonal Incharges must ensure that the matter of statutory forms or any other matter of such dealers should be processed with necessary precautions and statutory forms may be blocked if needed in the interest of revenue. A clarification regarding jurisdiction of newly appointed OHA below 5 lacs may be issued immediately. It was directed that Policy Branch shall examine the issue regarding addition of items name in the Registration Certificate (VAT) of the dealers and provide a clear cut 	<p>Jt. Commissioner (System)</p> <p>All Zonal/ Ward Incharges</p> <p>Spl. Commissioner (HR)</p> <p>Spl. Commissioner (Policy)</p>

Shivaji
9/1/18

		direction to the Assessing Authority after due approval of Competent Authority.	
3.	Audit related issues	<p>It was desired that all the Zonal Incharges should take immediate action in the matter of Audit Paras and it was directed that:-</p> <ul style="list-style-type: none"> All the concerned should concentrate to dispose of 74 specific Audit Para cases, details of which would be provided by the Spl. Commissioner (Audit), and ATR of these paras should be submitted by concerned authority within 3 days positively. The detail of Audit Para should be prepared ward wise and Zone wise in detail and the reply to the paras to be sent on priority basis. It was informed that there are approx 4000 Audit paras, whose details are not available with the department; in this regard it was directed to depute some officers to gather the details of such paras immediately. The matter of Audit Paras should also be monitored every week at Every Level in weekly meeting of their Zones. 	<p>Spl. Commissioner (Audit)/ All Concerned</p> <p>All Zonal/ Ward Incharges</p> <p>Spl. Commissioner (Audit)</p> <p>All Zonal Incharges</p>
4.	GST related issues	<ul style="list-style-type: none"> It was decided that a general review meeting of GST work should be held on weekly basis. GST refund guidelines and presentation for awareness of GST officials should be scheduled in coming weeks. The Zonal Incharges are requested to review the applications of GST refunds, which are being received in the department. Know your dealer app and Advance Ruling Authority issues were reviewed. 	<p>All Zonal Incharges</p> <p>Addl. Commissioner (GST)</p> <p>All Zonal Incharges</p>

[Signature]
9/12/16

5.	PWD / Delhi Fire Service Department related issues	<p>The matter of building maintenance and other PWD related issues are discussed in the meeting and it was decided that:-</p> <ul style="list-style-type: none"> • The matter of building maintenance and renovation should be taken up with PWD at senior levels and a D.O letter may also be written to Pr. Secretary (PWD) for early action. • A meeting may also be called with Senior Officers of PWD on priority. • CCTV cameras should be checked, whether these are working or not. • It was desired that fire audit of the building may be taken up with DFS on priority basis and a meeting may also be called with Senior Officers of Fire Department. 	<p>Spl. Commissioner (FM)</p> <p>Spl. Commissioner (FM)</p> <p>Spl. Commissioner (FM)</p> <p>Spl. Commissioner (FM)</p>
6.	SOHA related issues	The numbers of SOHA has been increased, so necessary infrastructure should be provided.	Spl. Commissioner (FM)/ Jt. Commissioner (System)
7.	Accounts related issues.	<p>During the meeting, it was directed that:-</p> <ul style="list-style-type: none"> • Controller of Accounts should personally monitor the pendency of bill including medical bill, travelling bill and other bills. • The pendency will be reviewed in SOM meeting. • COA will also take weekly meeting of accounts branch and minutes may be forwarded to Commissioner (State Tax) through Spl. Commissioner (HR) for information. 	Controller of Accounts

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


ASSTT. COMMISSIONER (HR)