

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 21.03.2018 at 3:00 PM under the Chairmanship of the Commissioner (State Tax) for information and necessary action.

[Signature]
26/3/18

ASSTT. COMMISSIONER (HR)

No.F.ACTT/HR & Zone-I to V/T&T/2015-16/3030-3036

Date: 26.03.2018

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.

[Signature]
26/3/18

[Handwritten note:]
26/03/2018
M take n. a. for the point Si. No. 9 and upload on Dept. Website.

[Signature]
26/03/2018

[Signature]
AD (Sachin)

MINUTES OF MEETING

Minutes of review meeting Chaired by Commissioner (State Tax) with Spl. Commissioner, Addl. Commissioner and Jt. Commissioner, held on 21-03-2018.

Sl. No.	Issues Discussed	Decision Taken	Action to be Taken By
1.	Attendance Discipline	Commissioner (State Tax) expressed his concern and desired that all the Zonal Incharges should monitor the attendance and discipline of their subordinate staff and ensure their presence in the department during office hours.	All Zonal Incharges
2.	PGMS Complaint	It was decided that the PGMS report shall be reviewed in each and every SOM meeting. Further, it was desired that all Zonal Incharges should closely monitor the PGMS complaints and dispose off in time.	All Zonal Incharges
3.	VAT related issues	<p>The matter of VAT refund was discussed in the meeting at length and it was decided that the refund cases should be disposed off in a campaign mode and directed accordingly that :-</p> <ul style="list-style-type: none">• All the Zonal Incharges are requested to ensure that all the VAT Refunds disposed off by April 2018.• All Zonals should also monitor the disposal of refunds on day to day basis <p>It was reiterated that the dealers, who are blocked without assigning any valid reasons, should be unblocked immediately, however interest of revenue should be protected.</p>	<p>All Zonal/ Ward Incharges</p> <p>All Zonal Incharges</p>
4.	GST related issues	<ul style="list-style-type: none">• It was brought to notice that there are certain dealers who have not migrated in GST, it was desired that all ward Incharges should analyze these dealers under following three heads as (I) those dealers who are activated but not migrated in GST (II) those dealers who are neither activated nor migrated and (III) all non migrated with special focus on dealer having GTO above 5 crore. <p>Further, it was also directed that Zone wise presentation will be held in this regard from 15th April 2018.</p>	All Zonal /Ward Incharges

	<ul style="list-style-type: none">• It was reiterated 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.	Spl. Commissioner (HR)
	<ul style="list-style-type: none">• It is also directed to appoint two Asstt. Commissioner/VATO as Nodal Officer for RFD-05.	Spl. Commissioner (HR)
	<ul style="list-style-type: none">• It is desired that the System/ EDP branch may explore the possibility of implication of digital signature of the officials on office order issued through system. This would be for VAT regime.	Jt. Commissioner (System)/ Jt. Director (EDP)

It was further desired that Action Taken Report on above and earlier meetings of SOMs be furnished by all the Concerned at least 24 hours before the next meeting.


ASSTT. COMMISSIONER (HR)