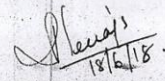


DEPARTMENT OF TRADE AND TAXES, GOVT. OF NCT OF DELHI
VYAPAR BHAWAN, ITO, NEW DELHI
(HR BRANCH)

Sub: Minutes of the Review Meeting

Please find enclosed herewith Minutes of the Review Meeting held on 31.05.2018 with Ward Incharges under the Chairmanship of the Commissioner (State Tax) for information and necessary action.


ASSTT. COMMISSIONER (HR)

No.F.ACTT/HR & Zone-I to V/T&T/2015-16/6595 - 6601

Date: 18.06.2018

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.

MINUTES OF MEETING

Minutes of meeting Chaired by Commissioner (State Tax) with all Ward Incharges of the department held on 31-05-2018.

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 Ward Incharges/ officials should maintain punctuality & discipline and ensure their presence in the department during office hours. He also stressed that Ward and Zonal Incharges should ensure discipline.	All Ward Incharges
2.	GST related issues	<p>The matter related to GST has been discussed in the meeting and it was decided that:-</p> <ul style="list-style-type: none">• All the Ward/ Zone Incharges were directed to process GST refunds on priority basis during Refund fortnight from 1st June to 15-06-2018.• An advertisement be published in all the leading newspapers for wide publicity and information.• All ward/Zone Incharges are directed to analyze all TRAN-1 credit taken by the dealers in their respective ward.• Report back in one week about cases of false credit taken by the dealer to Zonal Authority and legal action as per rule should be taken wherever required.• Analysis of GSTR 3B with GSTR-1 and appropriate action as per law be initiated.• It is noticed that Drastic fall in tax collection of SGST. So the reason for shortfall to be ascertained.• It was directed that the Ward Incharges may prepare a comparative statement of tax paid by dealers during GST and VAT and take all necessary steps for augmenting the Tax collections.	<p>All Ward/Zone Incharges</p> <p>Addl. Comm. (GST)/ PR Branch</p> <p>All Ward/ Zone Incharges</p> <p>All Ward/ Zone Incharges</p> <p>All Ward/ Zone Incharges</p> <p>All Ward/ Zone Incharges</p> <p>All Ward Incharges</p>

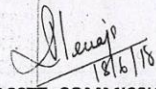
[Signature]
18/6/18

		<ul style="list-style-type: none"> Return defaulter of GST who have not filed GSTR 3B & GSTR-1, be analysed and as per law be initiated. 	All Ward Incharges
3.	VAT related issues	<p>It was decided that:-</p> <ul style="list-style-type: none"> All the Ward/ Zone Incharges were directed to ensure that all the VAT Refunds are disposed off on priority basis. And All Zonal Officers should also monitor the disposal of refunds on day to day basis. All Ward/ Zone Incharges were directed to take appropriate action as per law against VAT defaulters and Return defaulters of Liquor /Oil. Regarding C- form verification the Ward Incharges were advised before verifying these forms, to analyse the details such as Dealer has not file return or paid output tax or lawfully adjusted the tax liabilities and explore the possibility of cancellation of forms in case of Bogus Dealers. In case where the dealer has already filed DVAT 09 for cancellation, such dealers should be barred from downloading the Statutory forms/ filing returns as the dealer does not exist in the eye of law and also make final assessment of such dealers. 	<p>Jt. Commissioner (System)/ All Ward Incharges</p> <p>All Ward Incharges</p> <p>All Ward Incharges</p> <p>All Ward Incharges</p> <p>JD(IT)/System</p>
4.	Recovery related issues	<ul style="list-style-type: none"> It was desired that all the Ward Incharges to conduct ABC analysis of recovery cases. And the Recoveries so initiated should reach to its logical conclusion i.e action for attachment of Bank Accounts, Attachment of Moveable/Immovable properties be undertaken. 	All Ward Incharges
5.	Misc. Issues	Other misc. issues were also discussed in the meeting and following directions were issued:-	

M. S. Mehta
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	<ul style="list-style-type: none">• All Ward Incharges were directed to submit ATR on SOM Minutes to their Zonal Officers.	All Ward Incharges
	<ul style="list-style-type: none">• It was directed that immediate attention should be given to letter received from official Liquidators. And assessment of such dealer should be done on priority and demand raised. The demands /dues, if any should be brought to notice of Liquidator for recovery in the interest of government revenue.	All Ward Incharges
	<ul style="list-style-type: none">• Audit paras to be taken up on priority and replied in time.	All Ward Incharges
	<ul style="list-style-type: none">• The Commissioner (State Tax) expressed his appreciation for the efforts put in by the Ward Incharges in disposing off long pending Audit Paras	All Ward Incharges

It was further desired that Action Taken Report on above and earlier meetings of SOMs be furnished by all the Concerned on last Monday of June 2018 and review meeting will be held on last Wednesday of June 2018.


18/6/18
ASSTT. COMMISSIONER (HR)

EDP