

IND TAXES, GOVT. OF NCT OF DELHI
WAN, ITO, NEW DELHI
BRANCH

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 04.09.2018 at 4:30 PM 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/ 10245-251

Date: 14-9-18

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.


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AP (Sachin)

Minutes of the meeting taken by the Commissioner, VAT with Special Commissioner and Zonal Additional/Joint Commissioners on 04/09/2018 at 4.30 P.M.

S. No	Issues discussed	Decision taken	Action to be taken	Time-Frame
1.	Online Submission of Reports for SOM	It was decided that the session of all the ward incharges may be convenient to inform about the online reports developed by the System Branch for consideration in the SOM meeting. From now onwards all the major reports will be compiled online on various aspects monitored in SOM related to VAT & GST.	Joint Commissioner (System)	Immediate Action
2.	Cancellation of dealers	The issue was discussed at length and it was decided that all the pending requests for cancellation are to be dealt with expeditiously as per the guidelines / norms. It was also directed that the data provided by the ward incharges regarding cancellation of dealers to be re-visited by the concerned Zonal Incharges and any discrepancies to be dealt with accordingly.	All Zonal Officers/ Ward Incharges	Action to be completed before the next S.O.M.
3.	Audit paras Incharges	It was decided that the draft audit paras circulated to the respective zones are to be disposed off expeditiously.	DCA / All Ward Incharges	Action to be completed within a week
		It was also decided that a list of SOF/Half-Margin is to be prepared for the last one year.	DCA	Action to be completed within 15 days
		The Audit Officers have been complaining that they are not able to view certain reports / data on the DVAT and GST module. In this regard, it was decided that the data / reports are to be made accessible to the Audit Officers.	EDP/System	Immediate action

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4.	Refunds	During the discussions, it was pointed out that the number of refund claims shown by the system far exceeds the actual claims received by the Ward Authorities alongwith the hard copies of the documents. In this regard, it was decided that messages to be conveyed to the dealers to approach the department alongwith the relevant documents for processing and release of refunds.	Zonal Officers concerned	Action to be completed before the next SOM
		It was also decided that a list of pending refund cases is to be provided by the EDP	EDP	Action to be completed by Friday, 7/9/2018
5.	Assessment of Cases Pertaining to 2014-15	It was further decided that a committee be formed under the Chairmanship of SCTT (HR) to monitor the assessment cases pertaining to the year 2014-15.	SCTT (HR)	Action by next SOM
6.	Thematic Audit	The interim reply to the ongoing paras / questions are to be provided expeditiously.	Policy Branch	Action by next SOM
7.	OHA cases	Regarding the large number of pending appeal cases, it was felt that due to change in the seating arrangements of OHA authorities, a large number of appeal case files get displaced. Hence, it was decided that a search effort should be initiated in all the zonal offices to trace the appeal files and send them to the respective Wards for appropriate action.	All Zonal Incharges	Action to be completed before next SOM
8.	Maintenance of building	All the officers present expressed concern over the poor maintenance of the building be it the lighting arrangement, running and upkeep of lifts, daily cleanliness of the building and proper maintenance of toilets. Hence it was decided	FM Branch	Immediate action

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<p>that the FM Branch will take up the matter with the PWD for proper lighting, repair and maintenance of the building. The sanitation staff will also be pulled up to improve the cleanliness of the building and toilets. The process for re-tendering of vehicles is also to be expedited.</p>		<p>that the FM Branch will take up the matter with the PWD for proper lighting, repair and maintenance of the building. The sanitation staff will also be pulled up to improve the cleanliness of the building and toilets. The process for re-tendering of vehicles is also to be expedited.</p>		
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It was further desired that Action Taken Report be furnished by all Concerned at least 24 hours before the next meeting.

Neeraj R. Kumar
13/10/16

(NEERAJA R. KUMAR)
Asstt. Commissioner (HR)

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