

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRADE AND TAXES
VYAPAR BHAWAN, I.P. ESTATE,
NEW DELHI - 110002
(POLICY BRANCH)

No.F.3/(288)/Policy/VAT/2015/PF/693-96

Dated: 16-01-2020

C I R C U L A R

In continuation of previous circular of Central Resource Unit dated 26.03.2019 to provide a proper system of receipt and issue of papers/ documents submitted to wards/ Branch officers of this Department, it is hereby directed that the papers/ documents/ letters/ Daks, pertaining to Wards/ Branches shall be received by Ward/ Branch Incharge directly in the Ward/ Branch. Acknowledgement with signature and date with diary number shall be given thereof with ward/ branch stamp.

All Ward/ Branch Incharges are hereby directed to receive the papers/ documents/ letters/ Daks under their jurisdiction and maintain the record in proper way. Non compliance shall be viewed seriously.

This issues with the prior approval of Commissioner (VAT).

BKaur
16/1/2020
(Balvinder Kaur)
GSTO (Policy)

To: - All Wards/ Branch Incharges.

Copy forwarded for information: -

1. PS to Commissioner (VAT)
2. All Spl. Commissioner/Addl. Commissioner/Jt. Commissioner.
3. President, Sales Tax Bar Association.
4. Sr. System Analyst with the request to upload the circular on the portal of the Department.
5. Guard File.

3449/EDP
16/01/2020

17/01/2020
DBD-I

(Balvinder Kaur)
GSTO (Policy)