

14

Department of Trade and Taxes (Govt. Of NCT of Delhi)
Vyapar Bhawan, I.P.Estate, New Delhi-110002
(Central Resource Unit), 1st Floor

No F.01/MISC/CRU/2019/

DATED: 26/03/19

CIRCULAR

In order to provide a proper system of receipt and issue of papers / documents submitted to wards / Branches officers of this Department, it is hereby directed that the letters / DAKs pertaining to Wards / Branches shall be received by Ward / Branch Incharge directly in the ward / branch. Acknowledgement with signature and date with dairy number shall be given thereof with ward / branch stamp.

All ward/Branch Incharge are hereby directed to receive the 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 (State Tax).

(SUNIL KUMAR)
ASSTT. COMMISSIONER

To:- All Wards / Branches Incharge.

No.F.01/MISC/CRU/2019/ 99

DATED: 26/03/19

Copy forwarded for information:-

1. Commissioner (State Tax).
2. All Spl. Commissioner / Addl. Commissioner / Jt. Commissioner
3. Sr. System Analyst with the request to upload the circular on the portal of the Department.
4. Guard File.

26/3/2019
(SUNIL KUMAR)
ASSTT. COMMISSIONER

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRADE AND TAXES
VYAPAR BHAWAN, NEW DELHI
(CRU BRANCH)

No.F.01/MISC/CRU/2019/ 31-34

DATED: 23/3/2021

To,


All Wards & Branches through
Zonal Incharge – Zone 1,2,3,4,5,6,7,8,9,10,11,12.

Sub:- Non compliance of circular No. F.01 / MISC /CRU /2019/ 99
dated 26-03-2019

Sir/Madam,

I am directed to enclosed herewith a copy of circular no. F.01/MISC/CRU/2019/99 dated 26-03-2019 vide which stated that all wards /Branch Incharges are hereby directed to received the letter/DAK under their jurisdiction and maintain the record in proper way. Non compliance shall be viewed seriously.

Therefore, you are requested to ensure the compliance of instructions issued vide above said circular strictly.


23/3/2021

Encl: As above


(SUNIL KUMAR)
ASSTT. COMMR.(CRU)

No.F.01/MISC/CRU/2019/ 31-34


DATED: 23/3/2021


Copy forwarded for information;-

1. PS to Commissioner (SGST /VAT)
2. PS to Spl. Commissioner / Addl. Commissioner / JT. Commissioner
3. Sr. System analyst with the request to upload the circular on the portal of the Department
4. Guard File.


23/3/2021

(SUNIL KUMAR)
ASSTT. COMMR.(CRU)


25/3/21
SA-I

Pl. upload on website. 
25/3/21.
SA-II