

GOVERNMENT OF NCT OF DELHI
DEPARTMENT TRADE & TAXES
VYAPAR BHAWAN, IP ESTATE, NEW DELHI-110002
(BIU BRANCH)

F.No.AC/BIU/2021/(109)/606
CD No. 105664049


Dated: 29/10/2021

ORDER

In order to streamline the processing of refund cases, following directions are hereby issued:

1. All refund cases received on GST portal are to be dealt strictly on first-cum-first-serve basis (first in first out).
2. All Proper Officers shall fill the status of Refund Cases in the Zonal Google Sheet KPI number 14 which has been introduced in the Zonal Google Sheet in this regard (format annexed as Annexure-I).
3. All communications related to refund applications must be strictly made through the GSTN Portal using the statutory forms (RFD-02, RFD-03, RFD-05, RFD-06, RFD-08 etc.)
4. Nodal for GST Refund shall ensure to compile the data in the aforementioned format for all wards on weekly basis and present the consolidated report to the Competent Authority after reconciling the same with GSTN MIS report (Annexure-II).

This issues with the approval of Commissioner (T&T).


(Sonalika Jiwani)
26/10/2021

Joint Commissioner (BIU)

To,

- 1) All Ward Incharges for strict compliance.

CC to:

1. PS to Commissioner, State Tax.
2. All Zonal Incharge to monitor the progress of refund cases.
3. SSA, IT Branch to upload the order on Department website.
4. Nodal Officer, GST Refund, Deptt. of Trade and Taxes.

3718/IT
01/11/2021


1.11.21

SA-II

Annexure-I

S.N o	Zon e	War d	ARN(Applicati on Ref. No.)	ARN Date	GSTIN/UI N/ Temp ID	Trade Name/ Legal Name	Ground of Refund	Tax Period		Whether Acknowledgement Issued (RFD-02) Y/N
1.	li	III	IV	V	VI	VII	VIII	IX		X
								FROM	TO	

If Yes, Date Of Issue Of Acknowledgement (DD/MM/YYYY) (RFD-02)	Whether RFD-08 Issued (Y/N/Not Applicable)	Date Of Issue Of RFD-08	Whether RFD-06 Issued (Y/N)	Date Of Issue Of RFD-06	Whether RFD- 09 Received (Y/N/Not Applicable)	Date Of Receipt Of RFD-09
XI	XII	XIII	XIV	XV	XVI	XVII