

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF TRADE & TAXES**  
**VYAPAR BHAWAN, NEW DELHI - 110002**  
**(HUMAN RESOURCE BRANCH)**

No. F.5(17)/DTT/Misc/L&J/ 2021-22/11442-446

Dated: 30/12/21

**ORDER**

A training/briefing session for the newly joined Proper Officers and GSTOs on the BO Module of GSTN Portal has been scheduled on 04<sup>th</sup> and 05<sup>th</sup> January 2022 as per schedule given below:-

S.No.	BO Module	Detailed Description	Session	Date
BO Module 1				
1	Registration	Processing of Registration Applications-Aadhar authentication and field visit	Forenoon session 1030 to 1330 Hrs	04.1.2022
		Core Amendment Application		
		Suo Moto Registration		
		Suo Moto Cancellation		
		Adding and Updating authorised signatory		
		Queries		
2	Refund Processing	Types of Refund	Afternoon session 1430 to 1730 Hrs	
		Online Processing of Refund Application-RFD-01		
		Recent Changes in Refund : Re-credit of sanctioned amount using PMT 03 -Withholding and Releasing refund order in Form GST RFD-07 A & B -Showing status of ICEGATE validation to the Refund Processing Officer		
		Queries		
BO Module 2				
3.	Assessment	Scrutiny of Returns	Forenoon session 1030 to 1330 Hrs	05.01.22
		Assessment/Adjudication for determination of tax (Section 73,74)		
		DRC-07-Summary Order		
		DRC-03-Payment on Voluntary basis and intimation thereof		
		Queries		
4.	Assessment (Contd.)	Assessment of unregistered persons/non-filers	Afternoon session 1430 to 1730 Hrs	
		Summary Assessment		
		Assessment/Adjudication for tax collected but not deposited (Section 76)		
		Queries		

The training will be conducted in Online Mode on "WebEx" for which the link is <https://gstnw.webex.com/meet/ankita>.

Therefore, all the newly joined Proper Officers/ GSTOs are hereby requested to attend the training as mentioned in the schedule.

This issue with the approval of the Competent Authority.



**ASSTT. COMMISSIONER (HR)**

No. F.5(17)/DTT/Misc/L&J/ 2021-22/11442-446

Dated: 30/12/21

**Copy forwarded for information and necessary action to :-**

1. PS to Commissioner, State Taxes, Delhi.
2. PS to Spl. Commissioner (HR)
3. All SCTTs./ ACTTs/ JCTTs/ Zonal Incharges with the request to allow the ACs/ GSTOs to attend the above mentioned training programme.
4. All the officers/ officials concerned.
5. Guard File.



**ASSTT. COMMISSIONER (HR)**