

OFFICE OF THE COMMISSIONER OF COMMERCIAL TAXES, ODISHA,  
CUTTACK.

No. X(III)459/2012 17705 /CT.,

Dated. 12-10-12

**CIRCULAR**

In course of inspection of different Range Offices and Circle Offices along with discussion with Representatives of Chamber of Commerce and Industries and Tax Bar Associations it has come to the notice of CCT(O) that manually submitted returns, amendment petitions, applications in prescribed forms for grant of registration certificates under OVAT Act, 2004, CST Act, 1956, Entry Tax Act, 1999, Miscellaneous representations and official letters address to the Circle or Range Level Officers are not duly acknowledged in Circle and Range Offices including other sub-ordinate offices.

2. In this connection, all the Territorial Range/ Enforcement Range/ Circle/ Assessment Unit/ Investigation Unit officers are instructed herewith to strictly follow the instructions contained in the Record Manual as per the guideline issued in PART-B of Chapter 20 on Procedure in Dealing with Correspondence of Odisha Commercial Taxes Manual Volume III with reference to guide lines issued in Para 6 and Para 7 of aforesaid Chapter 20 PART-B of Odisha C.T. Manual Volume III. The Head Clerk/ Senior Clerk/ Junior Clerk assigned with Diary Section shall acknowledge all the manually submitted returns, amendment petitions, applications etc. and issue dated receipt with seal, signature and short name of the Receiving Officer who receives the manually submitted documents by different Traders, Public and Govt. Servants in respect of their personal claims and other miscellaneous documents for necessary follow up action to be taken by the Head of the Office or the Designated Authority on such documents.

3. This instructions should be strictly followed by all the Field functionaries without further delay and in case of detection of any violation of the circular and instructions issued as per Chapter 20 PART-B of Odisha C.T. Manual Volume III would be viewed seriously and the person concerned assigned with receipt of Dak will be held responsible along with lack of supervision by the Head of Office of the concerned sub-ordinate offices.

By Order of the C.C.T.(O), Cuttack.

  
12/10/12  
Spl. Commissioner of Commercial Taxes  
(Administration)