

From

Excise and Taxation Commissioner,
Haryana, Chandigarh.

To

All Dy. Excise and Taxation Commissioners (ST)
in the State of Haryana.

Memo No. 1333/ST-1,
dated Chandigarh the 31.8.05.

Subject : Problems relating to issuance of Form ST-38/VAT-D3 and other statutory declarations.

Memo

It has been observed that instructions pertaining to the issue, return and verification of forms ST-38 issued by this office memo no. 16 to 37 (Spl)/PA (DETC,-FBD (E), dated 30.6.2000 are not being properly followed. It has also been brought to the notice of this office that dealers also face difficulties in obtaining these forms. It has been reported that in some of the districts dealers are being asked to submit applications for issue of ST-38 which is against the instructions.

These forms have to be issued against the available quota by simple presentation of pass book by the dealer. It is again reiterated that the above said instructions should be meticulously followed by all concerned.

With a view to making the issue of forms easy it has been decided that from 1.9.2005 record keepers of the circle concerned shall function as challan issuing agencies in terms of para 2 of the above referred instructions in respect of the dealers belonging to their circles. In the case of absence of concerned record keeper on account of leave or other reasons, the steno/circle inspector will issue the challans. For this purpose separate Daily Stock and Issue Register of Challans shall be maintained in each circle.

DETCs shall ensure that their monthly requirement of forms is conveyed to JETC (R), Ambala well in advance so that there is, at any given time, two months requirement of forms available in stock in the district.

Issue of other statutory forms under the HVAT Act as well as CST Act shall also be made circle wise. All the issuing agencies shall obtain there requirement of forms from the office nazir and render him necessary records. Individual dealer wise ledger accounts of all such forms, now being maintained centrally, shall be maintained circle wise.

All the other requirements in the matter of issue and return of forms shall remain unchanged.

Addl. Excise and Taxation Commissioner (T)
for Excise and Taxation Commissioner, Haryana,
Chandigarh

Endst No. 1334/ST-1, dated 31.8.05.

A copy is forwarded to -

- (i) All Additional Excise and Taxation Commissioners, in the State.
- (ii) All Joint and Taxation Commissioners, in the State.
- (iii) All Deputy Excise and Taxation Commissioners (Excise), in the State.
- (iv) All Deputy Excise and Taxation Commissioners (Insp.), in the State.
- (v) All other officers in the Head Office
for information and necessary action and
- (vi) PS/ ETC for kind information of the Excise and Taxation Commissioner, Haryana, Chandigarh.

Addl. Excise and Taxation Commissioner (T)
for Excise and Taxation Commissioner, Haryana,
Chandigarh