

Q3 / 40937/ 2010

Circular No.21 / 2010

Office of the Principal Secretary / Commissioner  
of Commercial Taxes, Chepauk, Chennai-600005.

Dated: 11.11.2010

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## CIRCULAR

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**SUB :** ROVING SQUADS – Uploading of bills and delivery notes in the computer – streamlining the system – Instructions issued.

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At present, bills and delivery notes are being collected at the check posts and by the Roving Squads. The bills collected by the Roving Squads are being entered in the computer by the System Assistants in the controlling offices. But the progress and the correctness of the entry of the bills and delivery notes are not up to the expectation. Entry of data at the earliest in the system will help the officers to cross-verify the details. Hence, in order to improve and strengthen the quality in regard to entry of bills and delivery notes, the following instructions are issued to the Joint Commissioners(Enforcement):

1. All the bills and delivery notes collected by the Roving Squads should be sent to the office of the Joint Commissioner(Enforcement) on the same day itself.
2. These bills and delivery notes should be updated in the computer on the very next day by utilizing the services of two typists. Minimum of two typists/System Assistants, or more, based on the need, may be allotted separately for this work.
3. Each System Assistant/typist has to enter a **minimum number of 400 bills/delivery notes** in the system **daily**. A register has to be maintained in the following format in the office of the Joint Commissioner / Deputy Commissioner to watch the progress of this work on **daily basis**.

: 2 :

Purchaser TIN	Purchaser CST no	Purchaser name	Purchaser's State	Purchaser's address
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Seller's TIN	Seller's CST no	Seller's name	Seller's State	Seller's address
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>

Invoice no	Invoice Date	Invoice Value	Commodity	Vehicle no
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>

4. While entering the data, the System Assistant/ typist has to be very alert and careful. Wrong or incorrect entry should be avoided. The Joint Commissioners / Deputy Commissioners should ensure proper and correct entry of details in the computer.
5. They should also see to it that there is no backlog in the data entry.

All Joint Commissioners are requested to acknowledge the receipt of this circular. They should get similar acknowledgements from the Deputy Commissioners and all other officials concerned.

**Sd/- V.K.Jeyakodi,  
Principal Secretary /  
Commissioner of Commercial Taxes**

**To:**

1. All the Joint Commissioners (CT), ( Enforcement)
2. All Deputy Commissioners, (Enforcement)

**Copy to:**

1. All the Additional Commissioners in the O/o the Principal Secretary / Commissioner of Commercial Taxes, Chennai -5.

2. Joint Commissioner (Admin), O/o the Principal Secretary / Commissioner of Commercial Taxes, Chennai -5.
3. All Joint Commissioner (CT), Deputy Commissioners (CT) & Assistant Commissioners (CT) in the O/o the Principal Secretary / Commissioner of Commercial Taxes, Chennai -5.
4. The Joint commissioner (Computer Systems), Chennai-600006 for uploading in the intranet and internet websites,
5. The Director, Commercial Taxes Staff Training Institute, Chennai -6.  
For Stock File / Spare-5

/ Forwarded/ by order/

Superintendent