

**Circular No. 4 / 2010**  
**Q3 / 7728 / 2010**

Office of the Principal Secretary/  
Commissioner of Commercial Taxes,  
Chepauk, Chennai-5.  
Dated 15. 03. 2010

**CIRCULAR**

<b>Sub:</b>	Commercial Taxes Department – review of performance of the Department - certain instructions issued - regarding.
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During the review of performance of the Department, including Checkposts, the Principal Secretary/ Commissioner of Commercial Taxes has observed that the activities of the Enforcement Wing are not reflecting any detection of evasion in major cases (or) in evasion prone goods. The following instructions are issued for effective functioning of the Enforcement Wing:

1. New Computer Systems should be immediately made functional in all the Check posts and network connection should be established properly. This work should be monitored by the Joint Commissioner (Computer Systems) and Joint Commissioners (Enforcement). The JC (CS) shall send the compliance report within a fortnight.
2. The Computers and the Scanners supplied at Checkposts are not utilized properly. These facilities should be fully utilised to gather information and arrest the leakage of revenue. The Joint Commissioners (Enforcement) shall issue instructions to the Check post Officers and Supervisory officers under his control in this regard and watch the effective utilisation of the facilities available at the Check posts.
3. The copies of the Goods Movement Records collected at the Check posts and by the Roving Squad Officers are not marked to Assessment Circles then and there. Such documents collected at Checkposts and by Roving Squads should be sent to Assessment Circles within a week. The Joint Commissioners (Enforcement) shall issue instructions to the Enforcement Wing Officers and watch this item of work periodically.
4. In Assessment Circles, the Head of Office should see that the above documents are immediately sorted out Assessing Officer wise and proper entries are made in Checkpost Document Register. These documents should be filed properly in the connected Assessment files without fail and filing these documents in the respective assessment files is the duty of concerned Assessing Officers. This work should be monitored by

the concerned Joint Commissioners and Deputy Commissioners periodically and verified during their cursory inspections.

5. Roving Squad Officers should be assigned targets for collection of revenue and verification of collected documents by the Joint Commissioners (Enforcement). The Joint Commissioners are instructed to review the performance of each Roving Squad periodically with reference to their achievement in every month. They shall recommend for transfer of Officers including Checkpost Officers, if their performance is not found to be satisfactory.
6. For the purpose of VAT Audit, minimum two officers must be sent and the audit team must have atleast one Commercial Tax Officer. In respect of cases selected for VAT Audit involving heavy Turnover or revenue, more than one group shall be deputed.
7. Investigation Files should be opened by the Enforcement Wing for the cases, where Returns were not filed for more then 3 months, fall in Revenue is noticed for 3 months continuously, and heavy amount of ITC is claimed in evasion prone goods.
8. Computer Centre should develop software to create an immediate log of the details of Checkposts records keyed in the systems at the Check posts in the folio of the respective dealers. This software shall be tested within a fortnight and a compliance report shall be sent by Joint Commissioner (Computer Systems) to this office.

The above instructions should be complied with immediately and the Principal Secretary / Commissioner of Commercial Taxes will review the implementation of the above instructions.

The receipt of this Circular shall be acknowledged by next mail.

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

To

1. The Territorial Joint Commissioners
2. The Joint Commissioners (Enforcement)
3. The Joint Commissioner (Computer Systems), O/o PS / CCT, Chennai-5

Copy to:

1. PA to PS /CCT
  2. The Additional Commissioners
  3. The Director, CTSTI, Chennai.
  4. Superintendent-Y Section
- Stock File / Spare-5

**Forwarded/ By order/**

*Handwritten signature*  
**Superintendent.**

*Handwritten initials*  
18.3.10