

F.NO.I-11(I)-TAX/86 (P-1) / 243-71

GOVERNMENT OF TRIPURA

OFFICE OF THE COMMISSIONER OF TAXES & EXCISE
PANDIT NEHRU COMPLEX, GURKHABASTI, AGARTALA.

Dated, Agartala, 6th January, 2012.

07-01-12

MEMORANDUM

Sub:- Filling up of declaration Form C and Form F by the Tax Officials of the charge offices.

A meeting with the Trade Organisations of Tripura was held on 24th December, 2011 wherein the Members of the Trade Organisations brought to the notice of the undersigned that dealers are feeling inconvenience in filling up of the declaration Form C & F while obtaining the same from the charge offices as per guidelines issued vide Memo No.F.NO.I-11(I)-TAX/86(P-1) /7437-98 dated 18th October, 2011. Thereafter, they made request for making arrangement to fill up the declaration forms by the Tax Officials of the concerned charges on their behalf and for this purpose the concerned dealer shall furnish statement with relevant permits, invoices etc. alongwith the application for issue of fresh declaration forms.

2. Considering the request made by the Trade Organisations it is decided that the dealers may exercise as option under which the Superintendent of Taxes of the charge offices will assist to fill up the declaration Forms C & F by departmental officials before issuing of the same to the dealers until issuance of declaration forms is started online. However, the Dealers are advised to fully satisfy themselves of the accuracy of the Declaration in the Declaration Forms as the Declaration would be taken as binding on the Dealer. Further, the Department would not be responsible for any clerical mistake or mismatch or irregularity is committed during issuance of declaration forms to dealers, as whatever the declaration is made in the declaration form is of the concerned dealer. Hence it shall be the responsibility of the dealer for all the information filled in the declaration form. Therefore dealers are also advised to check the filled up declarations before leaving the office of Superintendent of Taxes. The concerned dealer shall furnish statement with relevant permits, invoices etc. alongwith the application for issue of fresh declaration forms to the concerned Superintendent of Taxes.

3. Hence the dealers may check the filled in details before receiving the filled declaration form.
4. All the Superintendent of Taxes of the charge offices are directed to follow the above instruction accordingly. However, if a particular dealer does not want to exercise such option, then he shall be issued forms only in accordance with the guidelines issued vide Notification No. 7437-98 dated 18/10/2011.



(Brijesh Pandey)

**Commissioner of Taxes
Government of Tripura**

To

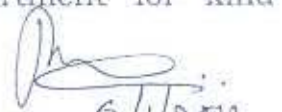
The Superintendent of Taxes, Charge – I / II / III / IV / V / VI / VII / VIII,
Agartala / Bishalgarh / Udaipur / Belonia / Teliamura / Ambassa /
Dhrmanagar / Kailasahar.

Copy to:

1. The Deputy Commissioner of Taxes, CRB Checkpost / Agartala.
2. The Assistant Commissioner of Taxes, Agartala.
3. The Superintendents of Taxes, HQ, Agartala.
4. The Superintendents of Taxes, Tax Audit Cell, Agartala.
5. The Superintendent of Taxes, Vigilance Cell, Agartala
6. The Superintendents of Taxes, Churaibari Checkpost
7. The P.R.O., Agartala.
8. The Statistical Section.
9. All Trade Organisation (Tripura) _____.
10. The NIC, Agartala for uploading the Memo in the Official website.
11. Guard file.

Copy also to:

1. The Addl. Chief Secretary, Finance Department for kind information.
2. P.S. to the Hon'ble Minister, Finance Department for kind information of the Hon'ble Minister.



(Brijesh Pandey)

**Commissioner of Taxes
Government of Tripura.**