

NO.F.IV-12(1)-TAX/86(P-V)/36382-406
GOVERNMENT OF TRIPURA
OFFICE OF THE COMMISSIONER OF TAXES
PANDIT NEHRU COMPLEX, GURKHABASTI
AGARTALA, TRIPURA WEST-799006.

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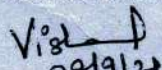
Dated, Agartala, the 29th September, 2021.

// MEMORANDUM //

In order to ensure ease of internal administration as well as uniformity in the internal process of files of the Organization, the following guidelines shall be, henceforth, followed by all the concerned Charge Superintendents of Taxes while processing files to the Headquarters:-

1. All Audit, Adjudication and Recovery related matter's files should be processed en-routing through Sri Badal Baidya, Assistant Commissioner of Taxes-I (CDC), Headquarters by the Superintendents of Taxes(Audit, Adjudication and Recovery Kar Bhavan, Palace Compound, Agartala), all District Charge Superintendents of Taxes and Branch Officer(s) of this Commissionerate.
2. Similarly, any Act and Rules i.e. Law related matter's files should also be processed en-routing through Sri Badal Baidya, Assistant Commissioner of Taxes-I (CDC), Headquarters.
3. All other matter's files (other than Audit, Adjudication and Recovery and Law related matters) should be processed en-routing through Sri Dibakar Chandra De, Assistant Commissioner of Taxes-II (CDC), Headquarters by the Charge Superintendents of Taxes (other than Audit, Adjudication and Recovery), Kar Bhavan, Palace Compound, Agartala, all District Charge Superintendents of Taxes and Branch Officer(s) of this Commissionerate.
4. All Superintendents of Taxes (Audit, Adjudication and Recovery and Law related matters), Kar Bhavan, Palace Compound, Agartala and District Charge Superintendents of Taxes shall report to Sri Badal Baidya, Assistant Commissioner of Taxes (CDC)-I, Headquarters related to all Audit, Adjudication and Recovery matters as well as Act & Rules i.e. Law related matters.
5. On the contrary, all Superintendents of Taxes (other than Audit, Adjudication and Recovery), Kar Bhavan, Palace Compound, Agartala and District Charge Superintendents of Taxes shall report to Sri Dibakar Chandra De, Assistant Commissioner of Taxes-II(CDC), Headquarters related to matters other than Audit, Adjudication and Recovery.

This Memorandum should be complied with without deviation. This Memorandum will take with immediate effect until further order in this regard.


28/9/21
(Dr. Vishal Kumar, IAS)
Commissioner of Taxes
Government of Tripura.