

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRADE AND TAXES  
VYAPAR BHAWAN 1/P, ESTATE, NEW DELHI-110 002

No F 6(69)/P-I/VAT/2009/ 240-249

Dated 2-7-2009

CIRCULAR No. 05 of 2009-10

Subject Regarding issue of statutory forms etc.

It has been noticed that there is heavy congestion in Central Forms Cell. Hence in order to de-congest the Central Forms Cell and to dispose off all the applications for Statutory Forms expeditiously, it has been decided that in addition to forms being issued from Central Forms Cell (on all working days between 10.00 a.m. to 5.00 p.m. except lunch time), the Statutory Forms shall also be issued from respective wards as detailed below:-

- (i) The issuance of Statutory Forms in the Wards shall be done only on Wednesday and Friday.
- (ii) Applications for issuance of Forms on aforesaid days in wards shall be received upto 1:00 p.m. and forms shall be issued after 2:00 p.m. onwards.
- (iii) Ward VATOs/Issuing Authorities shall follow the following Circulars which have been issued for issuance of Statutory Forms.

*Mean circulars among all staff*

S N	Date of issue	Circular No./Year	Subject
1	21/08/2006	7 of 2006-07	Timely disposal of applications for issue of Statutory Forms by the Operational Units-Regarding
2	07/03/2007	14 of 2007-08	Facing problem in issuance of Statutory Forms due to non reflection of payment in the computerized scroll.
3	11/06/2008	01 of 2008-09	Instructions to ensure that prescribed procedure with regard to court fee is adopted while issuing of Statutory Forms.
4	Nil	Nil issued by then DC (CFC) Shri Ramesh Chander	1. Procedure for issuing Central Statutory Forms 2. Procedure for issuing duplicate Central Statutory Forms.

Cont 2.

GOVT. OF NCT OF DELHI  
DEPTT. OF TRADE & TAX  
CENTRALISED FORM CELL  
1ST FLOOR, VYAPAR BHAWAN  
NEW DELHI - 110002

CHECK LIST FOR DEALER REQUESTING FOR CENTRAL STATUTORY FORMS

- 1 Filled in applications in Form 2C alongwith appropriate court fee.
- 2 Filled in applications in Form 2B.(Utilization account)
- 3 Filled in applications in Form 2A(if required)(Requisition Account)
- 4 Copy of DVAT-16 returns of the period for which forms are required(not required in case of obtaining advance form)
- 5 Purchase Bill/GR for verification of purchases.
- 6 In case dealer is not coming himself and authorizing a person, then he shall ensure that :-
  - (a) The authorized representative is a regular employee of the firm.
  - (b) Photograph and signature of the authorised representative is duly attested by the dealer.
  - (c) The authorisation letter should have Court fee of Rs.50/-
- 7 Prescribed Court fee stamps for different category of is as below :-

Form category	Court fee (Rs.) value per form
C	0.5
F	1
H	NIL
E1	0.5
E-2	0.5

- 8 The application should be signed by Partner/Prop./Director/Authorised Signatories
- 9 The dealer's applying for Statutory forms for the first time after registration should file the Central Surety in their respective wards after getting it prescribed from the ward VATO.No application for surety should be filed with VATO(CFC)
- 10 The dealer shall ensure that the forms applied for, tally with the purchase figures reflected in the DVAT-16 (not required in case of obtaining advance form)
- 11 There should be no dues pending against the dealer