

**PERFORMA FOR WEBISTE**

| Sr. No. | Type of Information required  |   |      |                            |         |        |         |        |         |        |
|---------|---|---|------|----------------------------|---------|--------|---------|--------|---------|--------|
| 1       | Name of the Department  | The Value Added Tax Department, Daman & Diu, Daman.   |      |                            |         |        |         |        |         |        |
| 2       | Head of the Department  | Secretary Taxation (VAT)<br>Shri P. K. Gupta, Development Commissioner, Daman & Diu.  |      |                            |         |        |         |        |         |        |
| 3       | Contact Address   | U.T. Administration of Daman & Diu, Office of the Development Commissioner, Secretariat, Moti Daman.- 396220.   |      |                            |         |        |         |        |         |        |
| 4       | Telephone Number  | 0260-2230726  |      |                            |         |        |         |        |         |        |
| 5       | Fax Number  | 0260-2230550  |      |                            |         |        |         |        |         |        |
| 6       | Email Address   | pk.gupta@nic.in   |      |                            |         |        |         |        |         |        |
| 7       | Contact Person  | 1. Shri S.P. Dixit, I.A.S.,<br>Commissioner (VAT).<br>Phone (O) : 0260-2230088.<br>2. Shri Arun Mishra,<br>Joint Commissioner (VAT)/ Head of Office<br>Phone (O) : 0260-2230351   |      |                            |         |        |         |        |         |        |
| 8       | Any other contact details   | The Value Added Tax Department, Fort Area, Behind Post Office, Moti Daman.-396220.<br>Official website: <a href="http://www.daman.nic.in">www.daman.nic.in</a><br>Email address: <a href="mailto:damanvat2005@yahoo.co.in">damanvat2005@yahoo.co.in</a>   |      |                            |         |        |         |        |         |        |
| 9       | The brief description about the functionality of the department   | i. Grant of Certificate of registration to the dealers (u/s-19 of VAT Regulation-2005)<br>ii. Amendment of registration (u/s-21 of VAT Regulation-2005)<br>iii. Cancellation of Certificate of registration (u/s-22 of VAT Regulation-2005)<br>iv. Amendment to Registrations (CST).<br>v. Issue of Statutory forms i.e. Declaration forms – C, E1, E11, F, H. etc.<br>vi. Assessments.<br>vii. Refunds.<br>viii. Recovery of Tax, interest & Penalty.<br>ix. Tax Audit and Inspection of records.<br>x. Enforcement.<br>xi. Appeals. |      |                            |         |        |         |        |         |        |
| 10      | List and description of the services/Schemes to the public  | Since, no services to the general public are provided.  |      |                            |         |        |         |        |         |        |
| 11      | Major Achievements so far   | <table border="1"> <thead> <tr> <th>Year</th> <th>Tax Collections (in Crore)</th> </tr> </thead> <tbody> <tr> <td>2005-06</td> <td>151.52</td> </tr> <tr> <td>2006-07</td> <td>187.78</td> </tr> <tr> <td>2007-08</td> <td>214.59</td> </tr> </tbody> </table>  | Year | Tax Collections (in Crore) | 2005-06 | 151.52 | 2006-07 | 187.78 | 2007-08 | 214.59 |
| Year    | Tax Collections (in Crore)  |   |      |                            |         |        |         |        |         |        |
| 2005-06 | 151.52  |   |      |                            |         |        |         |        |         |        |
| 2006-07 | 187.78  |   |      |                            |         |        |         |        |         |        |
| 2007-08 | 214.59  |   |      |                            |         |        |         |        |         |        |
| 12      | If functionality of the department touches to the public directly then <ul style="list-style-type: none"> <li>• The list of task/activities</li> <li>• The required procedures for different tasks</li> <li>• The list of pre-requisites for certain procedures</li> <li>• The required forms (in MS-WORD/PDF format) with instructions like how to fill and whom to submit etc.</li> <li>• The visiting hours for public.</li> </ul> | No functionality of the department touches to the public directly. However, the list of task/activities undertaken by the Department:- <ul style="list-style-type: none"> <li>- Registration</li> <li>- Assessment</li> <li>- Rectification</li> <li>- Cancellation</li> <li>- Issue of Statutory Forms</li> <li>- Refund.</li> </ul>   |      |                            |         |        |         |        |         |        |

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| 13 | Any other details of public interest not covered in above | N.A.   |
| 14 | Citizen Charter of the Department                         | Copy enclosed herewith.  |
| 15 | Pictures/Photographs of the Department Office /Building   | Photographs enclosed herewith.   |
| 16 | All the Information sought under RTI Act, Categorically   | <ol style="list-style-type: none"> <li>1. The Daman &amp; Diu Value Added Tax Regulation, 2005.</li> <li>2. The Daman &amp; Diu Value Added Tax Rules, 2005.</li> <li>3. Order No. DMN/VAT/2005/05-06/25 dated 21.04.2005 amended to the VAT Regulation.</li> <li>4. Notification No. DMN/VAT-2005/05-06/364 dated 24.08.2005 amended to the VAT Regulation.</li> <li>5. Notification No. DMN/VAT-2005/05-06/1126 dated 09.02.2006 amended to the VAT Regulation.</li> <li>6. Notification No. DMN/VAT-2005/06-07/210 dated 21.06.2006 amended to the VAT Rules, 2005.</li> <li>7. Notification No. DMN/VAT-2005/06-07/1854 dated 28.11.2006 amended to the VAT Regulation.</li> <li>8. Notification No. DMN/VAT-2005/06-07/2945 dated 28.03.2007 amended to the VAT Regulation.</li> <li>9. Notification No. DMN/VAT-2005/07-08/1 dated 01.04.2007 amended to the VAT Regulation.</li> <li>10. Notification No. DMN/VAT-2005/07-08/9 dated 10.04.2007 amended to the VAT Regulation.</li> <li>11. Notification No. DMN/VAT-2005/07-08/401 dated 18.06.2007 amended to the VAT Regulation.</li> <li>12. Notification No. DMN/VAT-2005/07-08/716 dated 25.10.2007 amended to the VAT Regulation.</li> <li>13. Notification No. DMN/VAT-2005/07-08/1012 dated 10.01.2008 amended to the VAT Regulation.</li> </ol> |

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