

Circular No. 29/2011

Sub: Guidelines for verification of accounts and Assessment data entry in KVATIS - Reg

Assessing authorities shall ensure that all dealers coming under his role have submitted the returns. Actions shall be initiated against the return defaulters. Scrutiny of return can be conducted fruitfully only if all the dealers have submitted the e-returns.

The dealers have the statutory right to revise the return within 60 days. If any clerical errors are found by the dealer subsequently while downloading statutory forms, the errors can be rectified by revising the return with the permission of the assessing authority concerned even after expiry of the period. Once the return status is changed as 'Revise Initiated" in KVATIS, the dealer shall re-submit the return within 7 days of initiating the original return. Failing which assessing authorities shall proceed against such dealers as return defaulters.

Once the dealer submitted the return / revised return, the Assessing authorities shall 'Accept' the return within 24 hours. Return acceptance through KVATIS by assessing authority is a technical process and no formal verification of the data is required at this juncture.

Return scrutiny has vital role in e-tax administration. It is a subsequent process after the acceptance of return. It enables the officer to detect misclassification of commodity groups, unaccounted transactions, usage of parallel set of sale bills etc. A fruitful return scrutiny can be conducted only if the returns of all purchasing and selling dealers are in 'Received' status. After completing return scrutiny, assessing authority shall endorse a certificate in KVATIS to that effect.

If the assessing authority is proceeding to assessment process, the return scrutiny through KVATIS has to be conducted. While verifying the books of accounts, a check list is provided in KVATIS to enter the verification details. It enables the assessing authority to refresh various aspects to be remembered while checking the books of accounts. The assessment check note requires the following details:

1. **TIN***
2. **Assessment Year***
3. Return Type

4. Assessment Period
5. Whether All Returns Filed
6. Whether any Returns Revised
 - a. If yes Give reason for Revision
7. Whether dealing with notified / Evasion Prone Commodities
8. Whether all Returns are accepted in KVATIS
9. Whether Scrutiny of all Returns completed
10. Whether any unaccounted Transactions found in KVATIS Return Scrutiny
11. Whether any 10 G Defect notice issued during the Year
 - a. If yes Whether Defects rectified ?
12. Whether Liable to File Audited statement of Accounts
 - a. If yes Whether Filed ?
13. Whether Closing Stock Inventory uploaded in KVATIS
14. Name of the person producing the books of Accounts
15. Whether Authorisation Filed
16. Total Turnover as per Books Produced
17. Taxable Turnover as per Books Produced
18. Total Turnover as per Return
19. Taxable Turnover as per Return
20. Taxable Turnover Difference If Any
21. Gross Profit conceded
22. local Sales 0% :
23. local Sales 1% :
24. local Sales 4% :
25. local Sales 12.5% :
26. local Sales 20% :
27. local Sales Concessional Rate :
28. Total Local Sales
29. Supported with declaration :
30. Not supported with declaration :
31. Total Interstate Sale
32. Stock Transfer OUT
33. Export / Deemed Export
34. Total Local Purchase
35. Total Interstate Purchase
36. Total Unregistered Dealers Purchase
37. Total Import Purchase
38. Total Stock Transfer
39. Freight & Other Expense incurred
40. Output Tax
41. Input Tax
42. Tax Net Tax Paid
43. Tax Collected
44. Whether deals with KGST goods
45. Refund Claim Allowed
46. Sale of Assets If Any during the period
 - a. If Yes : Specify Value
47. Discount If Any received during the year
 - a. If Yes : Specify Value
48. Whether Concessional Claim is supported with relevant Forms

- a. If Yes : Specify Type
49. Whether Exemption is supported with relevant Forms
 - a. If Yes : Specify Type
50. Whether the details of Statutory Forms receive from other state uploaded in KVATIS are verified with Original Form
51. Whether Delivery note obtained
 - a. If Yes Weather Original Copies Verified ?
52. Whether any Audit visit conducted during the year
53. Whether any shop inspection conducted during the year
54. Whether OR cases booked during the year
 - a. If yes OR No
 - b. If Yes : Whether OR Disposed
 - c. If yes : Nature of Disposal
55. Whether CR cases booked during the year
 - a. If yes CR No
 - b. If Yes : Whether CR Disposed
 - c. If Yes : Nature of Disposal
56. Whether Check Post manual declarations Verified
57. Whether Check Post data available in KVATIS Verified
58. Whether 8 FA Declaration verified with Own Purchase
59. Whether all Advance Tax manual payments are verified with Challans
60. Details of Books verified and signed : Day Book Pages
 - a. Ledger Folio
 - b. Purchase Register
 - c. Sales Register
 - d. Journal
 - e. Others
 - f. Cash Balance
61. Last Issued Sale Bills No
62. Sale Bill sequence used
63. Name of the Officer who verified the Books
64. Designation
65. Date **(DD-MM-YYYY)**
66. Whether Any adjournment?
67. Date **(DD-MM-YYYY)**
68. Remarks if any

After verification of the books of accounts, the assessing authority shall enter the assessment details through the VAT Assessment link which requires the following details.

1. TIN
2. Assessment Year
3. Assessment Period From (DD-MM-YYYY)
4. Assessment Period To (DD-MM-YYYY)
5. Books of A/C production notice date (DD-MM-YYYY)
6. Date of Service of Notice (DD-MM-YYYY)
7. Date of production of books of Accounts (DD-MM-YYYY)

8. Defects noticed, if any
9. Section under which Pre-Assessment Notice is issued
10. Turnover Conceded
11. Estimated Turnover Suppression
12. Estimated Tax Due
13. Notice Approval Date (DD-MM-YYYY)
14. Approving Authority(IAC/DC)
15. Date of Service of Pre-Assesment Notice (DD-MM-YYYY)
16. Date of Hearing (DD-MM-YYYY)
17. Date of Filling reply (DD-MM-YYYY)
18. Status
19. Assessment Order No :
20. Assessment Order Date (DD-MM-YYYY)
21. Date of Serving Demand Notice (DD-MM-YYYY)
22. Turnover Determined
23. Taxable Turnover Determined
24. Additional Demand in Tax
25. Additional Demand in Interest
26. Additional Demand in Penalty
27. Additional Demand in Others
28. Total Additional Demand
29. Remarks

The additional demand created as per the assessment, if any, can be viewed by the dealer in his login and the dealer can remit the arrear demand through e-payment.

All Deputy Commissioners are directed to give necessary instructions to the Assessing Officers to enter the assessment details in KVATIS after completion of assessments. The Deputy Commissioners shall ensure that number of completed assessments as per monthly diary tally with the corresponding number of completed assessments in KVATIS.

Sd/-

COMMISSIONER