

INSTRUCTIONS REGARDING GENERAL SCRUTINY MODULE

Clear instructions were given from the Headquarters regarding KVATIS file distribution. In spite of this, certain districts have not completed their KVATIS file allocation. It is also noticed that in some districts, the transferred officials have not joined in the new seat, as a result of which certain internal work arrangements have been made by the respective Deputy Commissioners. Instructions in this regard were issued from the Headquarters to intimate such changes to the email id scmgold.ctd@kerala.gov.in (vide email dt.23.05.2019). But still certain districts are not sending the changes/work arrangements to the Headquarters. This is creating unnecessary delay in timely pushing of VAT files from Headquarters to respective Assessing authorities. In this circumstance, the following directions are issued:

- 1) All Deputy Commissioners shall once again ensure the genuineness of the details of KVATIS file allocation and send a report including the whole list of VAT file allocation with temporary arrangement (if any), with reason for such arrangement, in the format mentioned in Annexure-I, on or before 19th August, 2019. Any mismatches/errors shall be viewed seriously.
- 2) The assessments in respect of all, Set-5 category (VAT files all years), shall be completed on or before 31st December, 2019. Similarly, priority should be given to complete Set-1 to Set-4 category files for the year 2013-14 on or before 31st December, 2019.
- 3) Once KVATIS allocation is completed, Set-0 category files will be forwarded to the respective assessing authorities and the same will be intimated.
- 4) All Deputy Commissioners shall nominate a contact person who will ensure that all the KVAT files are allocated as per the directions issued from the Headquarters. Such person shall be responsible for the proper VAT file allocation and reporting further changes due to promotion/transfer/working arrangement etc. to the Headquarters in the id email id scmgold.ctd@kerala.gov.in
- 5) Any subsequent changes in file allocation shall be intimated to the above email id in the format mentioned in Annexure-II.
- 6) The officer/seat wise timelines for completion of VAT files of Sets 4 to 1 for the years 2014-15 on wards shall be intimated soon.

Annexure-I – Details of file allocation

Name of District:						
Sl.No.	Name of Office	Name of the Officer	KVATIS id	Whether VAT files allocated in KVATIS (with No. of files)	If No, reason for non allocation.	Remarks

Annexure-II- Format for Subsequent changes

Name of the Office/District	Name of the Officer who has left (Old Officer) with KVATIS id	Name of New Officer with KVATIS id	Reason for change (By Transfer/assuming charge etc.)



Commissioner

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