

No. ITMC-8013/14/CT

Office of the Commissioner  
Commercial Taxes Department  
Tax Towers, Killippalam, Karamana P.O  
Thiruvananthapuram dt. 01-07-2014

**CIRCULAR No. 16/2014**

Sub:- e-Consignment – modification of e-tokens – instructions issued – reg.  
Ref:- Circular No.22/2011

Vide reference 1<sup>st</sup> cited, operational instructions have been issued regarding the rectification of the genuine mistakes made in the 8F e-Consignment declaration and instructions regarding e-Tokens produced at check posts other than the declared check posts.

Now instances have been brought to notice that sufficient care has not been taken by the check post officials in utilizing the above provisions properly creating unnecessary difficulties to transporters at check posts. It has also come to notice that officials have allowed misuse of KVAT Information System by others using the official's KVATIS login userid and passwords.

In the circumstances, all officials particularly those working at check posts are instructed that they shall keep the confidentiality of their KVATIS access credentials (userid and password). The officers working in the check posts shall take sufficient care while carrying out the provisions issued as per the Circular cited. It is reiterated that KVATIS login userid holders shall be responsible of the actions performed in KVAT Information Systems using the KVATIS login userid.

It has also come to notice that the approval of e-Consignment tokens in KVATIS are done at check posts prior to completion of verification of consignments. This practice is not proper. Therefore, in all Check Posts, approval of e-Consignment token shall be done only after verification of the consignment details by the Commercial Tax Inspectors. All controlling officers shall ensure that the Commercial Tax Inspectors under orders of transfer are relieved only after ensuring that they have approved all e-Consignment tokens corresponding to the consignments they have released.

Sd/-  
**Commissioner**