

No.D2-47723/05/CT

Office of the Commissioner  
Commercial Taxes  
Thiruvananthapuram  
Date: 23.11.05

**CIRCULAR NO.32/2005**

The Value Added Tax has come into force with effect from 01.04.2005. For evaluating the work of the Audit Assessment wing, all Deputy Commissioners, Audit Assessment wing are directed to submit the monthly Diary of all officers of the Audit Assessment wing in D.O letter to the Commissioner, Commercial Taxes in the Proforma Annexed, so as to reach on or before 10<sup>th</sup> of every month.

The Deputy Commissioner's will acknowledge the receipt of the Circular.

Sd/-  
COMMISSIONER

## STATEMENT NO – I

### DETAILS OF AUDIT OF MONTHLY SELF ASSESSMENT RETURNS AS ON .....

NAME OF OFFICE:-

Name and designation	No of files Pending for audit at the beginning of the	Received in the month	Total	Audited in the month	Audited up to the month	Balance	No of Irregularities detected	Turn over additionally determined if any (Rs in lakhs)	Excess Input Tax claimed /output tax understated/ Irregular	Amount of Tax effect (Rs in lakhs)

Place:

Date

Deputy commissioner(Audit Assessment)

## STATEMENTS NO – II

### DETAILS OF AUDIT OF QUARTERLY SELF ASSESSMENT RETURNS AS ON ....

NAME OF OFFICE:-

Name and designation	No of files Pending for audit at the beginning of the	Received in the month	Total	Audited in the month	Audited up to the month	Balance	No of Irregularities detected	Turn over additionally determined, if any	Excess Input Tax claimed /output tax understated/	Amount of Tax effect (Rs in lakhs)

Place:

Date:

Deputy commissioner(Audit Assessment)

### STATEMENTS NO – III

#### DETAILS OF FORM 25 A RECEIVED FOR PRE AUDIT FROM VAT circles AS ON .....

NAME OF OFFICE:-

Name and designation	No of files Pending at the beginning of the month	Received in the month	Total for disposal	Disposed In the month	Disposed Up to the month	Balance	No of claims accepted	No of claims disallowed	Amount of Tax effect on disallowance (Rs in lakhs)

Place:

Date:

Deputy commissioner(Audit Assessment)

### STATEMENTS NO – IV

#### DETAILS OF FILES RECEIVED FROM INT; WING,I B, C.I WING and CTO (E) AS ON 30.11.05.

NAME OF OFFICE:- Deputy Commissioner ( Audit Assessment) TVM.

Name and designation	No of files Pending at the beginning of the month	Received in the month	Total for disposal	Disposed In the month	Disposed Up to the month	Balance	No of Cases utiliesd for audit visit/ Scrutiny	No of assessments completed	Turn over additionally determined, if any (Rs in lakhs)	Excess Input Tax claimed /output tax understated/ Irregular	Amount of Tax effect (Rs in lakhs)

Place:

Date:

Deputy commissioner(Audit Assessment)

### STATEMENTS NO – V

**DETAILS OF DATA RECEIVED FROM EXTERNAL AGENCIES AS ON .....**

NAME OF OFFICE:-

Name and designation	No of files Pending at the beginning of the	Received in the month	Total for disposal	Disposed		Balance	No of Cases utiliesd for audit visit/ Scrutiny	No of assessments completed	Turn over additionally determined , if any (Rs in lakhs)	Excess Input Tax claimed /output tax understated/ Irregular spl. rebate	Amount of Tax effect (Rs in lakhs)
				In the month	Up to the month						

Place:

Date:

Deputy commissioner(Audit Assessment)

### STATEMENTS NO – VI

**DETAILS OF REFUND CASES RECEIVED AS ON.....**

NAME OF OFFICE:-

Name and designation	No of files Pending at the beginning of the	Received in the month	Total for disposal	Disposed		Balance	No of Claims accepted	Amount involved	No of claims disallowed	Amount involved
				In the month	Up to the month					

Place:

Date:

Deputy commissioner(Audit Assessment)

**STATEMENTS NO – VII**

**DETAILS OF AUDIT VISIT AS ON .....**

NAME OF OFFICE:- .

Name and designation	No of audit visits conducted at the end of last	In the month	Total	Disposed		Balance	No of Irregularities detected	Turn over suppression detected (Rs in lakhs)	Amount of Tax effect (Rs in lakhs)
				In the month	Up to the month				

Place: .

Deputy commissioner(Audit Assessment)

Date: .

**STATEMENTS NO – VIII**

**DETAILS OF INTERNAL AUDIT OF K.G.S.T FILES AS ON.....**

NAME OF OFFICE:-

Name and designation	No of files audited		No of Irregularities detected	Turn over additionally determined (Rs in lakhs)	Amount of Tax effect (Rs in lakhs)
	In the month	Up to the month			

Place:

Date:

