

**GOVERNMENT OF ASSAM
FINANCE (TAXATION) DEPARTMENT
JANATA BHAWAN, DISPUR, GUWAHATI-6**

ORDERS BY THE GOVERNOR

NOTIFICATION

eCF No.166955/133

Dated Dispur, the October, 2024.

In partial modification of previous notification No.AR 69/2011/Pt-II/98 dated 10/4/2013, the Governor of Assam is pleased to notify and revise the timelines of the following services of the Finance (Taxation) Department under Section 4 of Assam Right to Public Services Act, 2012 (As Amended) in the interest of public service and timely disposal:-

1. Name of Service: Application of registration under Rule 13(1) of The Assam Value Added Tax Act, 2005

Service	Application of registration under Rule 13(1) of The Assam Value Added Tax Act, 2005
Eligibility Criteria	Any person who intends to get himself/herself registered shall have to file filled up application for registration in Form No. 2, if he/she desire to get TIN (Taxpayers Identification No.) and in Form no, 4, if he/she desires to get GRN (General Registration No.)
Documents Required	<p>The application for registration shall have to be accompanied with the following documents-</p> <ul style="list-style-type: none"> i) Two passport size photographs (to be signed before Prescribed Authority when he is called upon to do so), ii) PAN card iii) Bank Account No, (with proof) iv) Proof of address (telephone bill under BSNL). v) Trade license. vi) Deed of partnership (in case of partnership firm). vii) Article of Association or Memorandum of Association (in case of Company)

	viii) Challan for Rs.100/- (as application fees). ix) Challan for rs.1000/- (As security money) Documents to be enclosed with the application				
DPS	Assistant Commissioner of Taxes / Superintendent of Taxes of the concerned Circle of the Unit Concerned.				
Timeline (in days)	7 days				
Workflow	Online submission of application to the officer concerned. He will issue the forms within 7 days or reject the petition with speaking order. After 7 th day, if not approved by the concerned officer, system will auto approve the application.				
Working Timeline (in days)					
Revert/De-excalation Timeline (in days)					
First Appellate Authority	Commissioner of Taxes, Assam				
Stipulated time for First Appellate Authority	As prescribed in the ARTPS Act.				
Second Appellate Authority	Secretary to the Govt. of Assam, Finance (Taxation) Department.				
Stipulated time for Second Appellate Authority	As prescribed in the ARTPS Act.				
Third Appellate	ASCRTPS				

Authority	
Stipulated time for Third Appellate Authority	As prescribed in the ARTPS Act.
Fees (in Rs.)	No fee

Secretary to the Govt. of Assam
Finance (Taxation) Department

Memo eCF No.166955/133-A Dated Dispur, the October, 2024.

Copy to for information and necessary action:

1. The Commissioner of Taxes, Assam, Kar Bhawan, Dispur, Guwahati-6.
2. The Secretary to the Govt. of Assam, ARTPPG Department, Janata Bhawan, Dispur, Guwahati-6, with reference to your letter bearing No.ART-RTPS0MISC/1/2024/39 dated 09.09.2024.
3. The Secretary to the Govt. of Assam, Finance (Taxation) Department, Janata Bhawan, Dispur, Guwahati-6,
4. The Joint Secretary to the Govt. of Assam, Finance (Establishment-B) Department, Janata Bhawan, Dispur, Guwahati-6, with reference to your letter bearing eCF No.256655/9 dated 19.09.2024.
5. OSD to Hon'ble Finance Minister, Assam for kind appraisal of Hon'ble Minister.
6. PS to Commissioner & Secretary to the Govt. of Assam, Finance Department for kind appraisal of Commissioner & Secretary.

e-signed

Secretary to the Govt. of Assam
Finance (Taxation) Department