GOVERNMENT OF ASSAM OFFICE OF THE COMMISSIONER OF TAXES :::: ASSAM ::::: KAR BHAWAN DISPUR, GUWAHATI

NOTIFICATION

No. CTS-81/2007/416

Dated Dispur, the 1st November, 2016.

In pursuant to the Assam Ease of Doing Business Act, 2016(Assam Act V of 2016), the following actions under the Taxation Department are notified for improving the efficiency of the service delivery:

- 1) List of all approvals with details of fees, required documents, time frame, application forms as per Annexure-I (<u>http://www.tax.assam.gov.in</u>).
- 2) Grievance Redressal System:
 - a) Nodal Officer : Shri Ronit Roy, Inspector of Taxes, Kar Bhawan
 - b) Control Room No. : 0361-2232513
 - c) Online Grievance portal : http://www.tax.assam.gov.in

Contact us

1

Post feedback

- Ease of Doing Business Nodal Officer: Shri Gautam Dasgupta, Deputy Commissioner of Taxes, Guwahati Zone-B.
- Punitive Action on Officer for Non-Compliance: Disciplinary action under Assam Services (Discipline & Appeal) Rules, 1964.
- Application Procedure: Online through the portal of the department <u>http://www.tax.assam.gov.in</u>. More details in Annexure-II. Applicant can download the approval from departmental portal.
- 4) List of Acts, Rules, Notifications, Circulars, Rates of taxes, clarifications: Available at departmental portal <u>http://www.tax.assam.gov.in</u>.
- 5) Appeal procedure: Appeal can be filed in writing to the Commissioner of Taxes, Assam.

Contd...p/2.

6) List of Self-Certification: Applicant can give self certification in returns, challans, certificates, and any other relevant documents.

Sd/-(Anurag Goel) Commissioner of Taxes, Assam, Guwahati-6.

Memo No. CTS-81/2007/416-A Copy to:- Dated Dispur, the Int. November, 2016.

- 1) The Additional Chief Secretary to the Government of Assam, Finance Department, Dispur, Guwahati-6 for favour of kind information.
- 2) The Commissioner & Secretary to the Govt. of Assam, Finance (Taxation) Deptt., Dispur, Guwahati-6 for favour of kind information.
- 3) The Commissioner & Secretary to the Govt. of Assam, Industries & Commerce Deptt., Dispur, Guwahati-6 for favour of kind information.
- 4) The Addl. Commissioner of Taxes/ Joint Commissioners of Taxes (All), Head Office for information.
- 5) The Deputy Commissioner of Taxes (All) for information and necessary action.
- 6) The Assistant Commissioner of Taxes/ Superintendent of Taxes (All) for information and necessary action.

7) Circular file.

Commissioner of Taxes, Assam, Guwahati-6.

LIST OF ALL APPROVALS, REGISTRATION, LICENCESE, RENEWALS & REPORTS DEPARTMENT OF FINANCE (COMMISSIONERATE OF TAX)

SL NO	LIST OF PRE EASTABLISHMENT APPROVALS	REMARK
	LIST OF PRE OPERATION APPROVALS	
1.	The Assam Amusement and Betting Tax - Form - XIX A [Application for permission to operate cable television network]	
2.	The Assam Amusement and Betting Tax - Form- XX [Permission to operate cable television Network]	Security u/s 4A and Rule 25A as determined by the prescribed authority. Circular No: 13/2016
3.	The Central Sales Tax - Form -A	A fee of rupees twenty five in the form of court fee stamp as per CST Rule, 1957 Rule 4(3) Circular No 15/2016
4.	The Central Sales Tax - Form-B [Certificate of registration]	
5.	The Assam Entry Tax - Form -ET-1 [Application for Registration]	
6.		Security as maybe determined by the prescribed authority as per Rule 3 (3) of the AET Rules, 2008
	The Assam Entry Tax - Form-ET-2 [Certificate of Registration]	Circular No 15/2016
7.	The Assam Entry Tax - Form-ET-7 [Application by an importer of motor vehicle]	

8.		Tax payable as determined by the prescribed authority as per Rule 8 (2)
	The Assam Entry Tax - Form-ET-8 [Certificate to an importer of motor vehicle]	Circular No 15/2016
9.	The Assam Taxation (On Specified Lands) - Form- 4 [Application for registration]	
10.	The Assam Taxation (On Specified Lands) - Form- 5 [Registration certificate]	
11.	The Value Added Tax - Form-2 [APPLICATION FOR REGISTRATION]	Rupees 100.00 under Rule 13 (7)
12.	The Value Added Tax - Form-3 [CERTIFICATE OF REGISTRATION]	
13.	The Value Added Tax - Form-4 [APPLICATION FOR GENERAL REGISTRATION NUMBER (GRN)]	
14.	The Value Added Tax - Form-5 [CERTIFICATE OF REGISTRATION]	
15.	The Value Added Tax - Form-10 [APPLICATION FOR REGISTRATION OF TRANSPORTER]	Rupees 100.00 under per Rule 16 (5)
16.	The Value Added Tax - Form-11 [CERTIFICATE OF REGISTRATION FOR TRANSPORTER]	
17.	The Value Added Tax - Form-ANNEXURE . I [APPLICATION FOR PERMISSION TO PAY COMPOSITION AMOUNT UNDER THE "COMPOSITION SCHEME FOR MARBLE DEALERS.]	
18.	The Value Added Tax - Form -ANNEXURE . I [APPLICATION FOR PERMISSION TO PAY COMPOSITION AMOUNT UNDER THE "COMPOSITION SCHEME FOR DEALERS DEALING IN POTATO, ONION AND GARLIC.]	
19.	The Value Added Tax - Form -ANNEXURE . I [APPLICATION FOR PERMISSION TO PAY COMPOUND AMOUNT OF TAX AS PROVIDED IN THE "COMPOSITION SCHEME FOR RETAIL DEALERS"]	
20.	The Value Added Tax - Form-ANNEXURE . I [APPLICATION FOR PERMISSION TO PAY COMPOSITION AMOUNT UNDER THE "COMPOSITION SCHEME FOR SWEET MEAT SHOP, RESTAURANT AND EATERIES"]	
21.	The Value Added Tax - Form-FORMAT . WC I [APPLICATION FOR PERMISSION TO PAY COMPOSITION AMOUNT UNDER THE "COMPOSITION SCHEME FOR WORKS CONTRACT"]	
22.	The Value Added Tax - Form-FORMAT . WC II [APPLICATION FOR PERMISSION TO PAY COMPOSITION AMOUNT UNDER THE "COMPOSITION SCHEME FOR WORKS CONTRACT"]	
23.		Application fee of Rs 25 in the
-	The Assam Tax on Luxuries (Hotels and Lodging Houses) - Form- 1 [Application for Registration]	form of court fee under Rule 3
24.	The Assam Tax on Luxuries (Hotels and Lodging Houses) - Form- 2 [Registration Certificate]	
	LIST OF POST COMMENCEMENT APPROVALS	

25.	The Value Added Tax - Form-33 [FORM OF APPLICATION FOR ALLOTMENT OF TAX DEDUCTION ACCOUNT	
	NUMBER]	
26.	The Assam Professions, Trades, Callings and Employments Taxation - Form- I [Application for Certificate of Registration / Amendment of Certificate of Registration]	
27.	The Assam Professions, Trades, Callings and Employments Taxation - Form- IA [Certificate of Registration]	
28.	The Assam Professions, Trades, Callings and Employments Taxation - Form- II [Application for a Certificate of Enrolment / Amendment of Certificate of Enrolment]	
29.	The Assam Professions, Trades, Callings and Employments Taxation - Form- IIA [Certificate of Enrolment]	
30.	The Assam Professions, Trades, Callings and Employments Taxation - Form- II-C [Certificate to be furnished by a person who is simultaneously in employment of more than one employer]	
	OTHER APPROVALS, RETURNS & RENEWALS	
31.	The Assam Amusement and Betting Tax - Form- I-B [Daily sale report]	
32.		The Entertainment tax as
	The Assam Amusement and Betting Tax - Form- I-E [Complimentary tickets]	determined by the prescribed
		authority under Sec 3 (5)
33.	The Assam Amusement and Betting Tax - Form- II [Statement of tickets sold]	
34.	The Assam Amusement and Betting Tax - Form-III / IV [Return of persons admitted by mechanical	
	contrivance / Return of complimentary tickets]	
35.	The Assam Amusement and Betting Tax - Form- V [form of certificate prescribed under rule 20]	
36.	The Assam Amusement and Betting Tax - Form- XVII [Return for submission to the prescribed officer]	
37.	The Assam Amusement and Betting Tax - Form-XVIII [Return of cinematograph exhibition]	
38.	The Assam Amusement and Betting Tax - Form- XIX [Return of cinematograph exhibition]	
39.	The Assam Amusement and Betting Tax - Form- XXI [Monthly Return submitted by operators of cable	
	television network]	
40.	The Assam Amusement and Betting Tax - Form- XXII [Monthly return submitted by operators of hotels	
	having their own cable television network]	
41.	The Assam Amusement and Betting Tax - Form- XXIII [Information for holding an Entertainment with sale	
	of tickets for admission]	
42.	The Assam Amusement and Betting Tax - Form- XXIV [Information for holding an Entertainment where	
	admission is otherwise than through open sale of tickets]	
43.	The Assam Amusement and Betting Tax - Form-XXV [RETURN OF CINEMATOGRAPH EXHIBITION]	

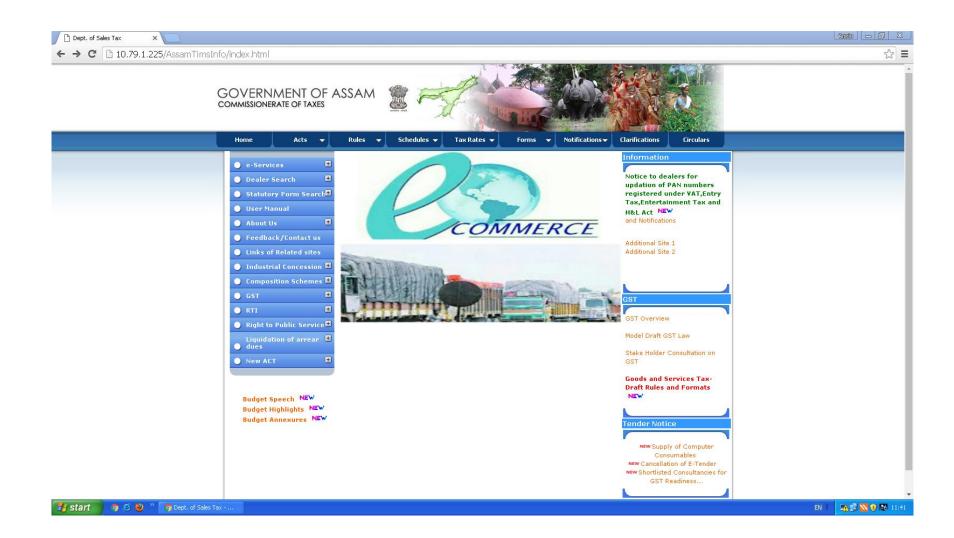
44.	The Assam Amusement and Betting Tax - Form- XXVI [RETURN TO BE FURNISHED BY THE PROPRIETOR]	
45.	The Central Sales Tax - Form-III [Return of Turnover]	
46.	The Central Sales Tax - Form-V [Form of Appeal]	
47.	The Central Sales Tax - Form -V A [Form of Appeal]	A fee of rupees 10.00 in the means of court fee stamp under rule 13 (2)
48.	The Central Sales Tax - Form-XI [DESPATCH NOTE]	
49.	The Assam Entry Tax - Form-ET-5 [Annual return of turnover]	
50.	The Assam Taxation (On Specified Lands) - Form - 1 [Intimation about quantum of advance tax due according to estimation of owner]	Advance tax as per record estimate under Rule 7
51.	The Assam Taxation (On Specified Lands) - Form- 6 [Return]	
52.	The Value Added Tax - Form-7 [APPLICATION FOR REFUND OF SECURITY]	
53.	The Value Added Tax - Form-8 [APPLICATION FOR AMENDMENT/CANCELLATION OF REGISTRATION CERTIFICATE]	Rupees 50/- under Rule 60 (1)
54.	The Value Added Tax - Form-9 [INFORMATION TO BE FURNISHED BY THE TRANSFEREE]	
55.	The Value Added Tax - Form-13 [TAX RETURN]	
56.	The Value Added Tax - Form-14 [ANNUAL RETURN OF TURNOVER]	
57.	The Value Added Tax - Form-18 [APPLICATION FOR REFUND OF THE FORFEITED AMOUNT]	
58.	The Value Added Tax - Form -30 [APPLICATION FOR GRANT OF A CERTIFICATE UNDER CLAUSE (b) OF SUB- SECTION (1) OF SECTION 47, FOR NO DEDUCTION OF TAX OR DEDUCTION OF TAX ON A LOWER AMOUNT]	
59.	The Value Added Tax - Form-31 [CERTIFICATE UNDER SUB-SECTION (1) (b) OF SECTION 47, RELATING TO DEDUCTION OF TAX SOURCE OR NO DEDUCTION ,AS THE CASE MAY BE]	
60.	The Value Added Tax - Form-32 [FORM OF PARTICULARS TO BE SUBMITTED BY THE CONTRACTEE]	
61.	The Value Added Tax - Form-34 [TAX DEDUCTION ACCOUNT NUMBER (TAN) CERTIFICATE UNDER ASSAM VALUE ADDED TAX ACT,2003]	
62.	The Value Added Tax - Form -35 [FORM OF RETURN TO BE FURNISHED BY A PERSON RESPONSIBLE FOR DEDUCTION OF TAX AT SOURCE]	
63.	The Value Added Tax - Form-41 [APPLICATION FOR REFUND OF INPUT TAX CREDIT]	
64.	The Value Added Tax - Form-42 [APPLICATION FOR REFUND]	
65.	The Value Added Tax - Form-43 [APPLICATION FOR REFUND BY EXPORTERS]	

66.		Rupees 2/- per leaf under Rule
	The Value Added Tax - Form-56 [CERTIFICATE OF EXPORT]	61 (1)
67.		Rupees 2/- per leaf under Rule
	The Value Added Tax - Form-60 [BILL OF SALE]	61 (1)
68.		Rupees 2/- per leaf under Rule
	The Value Added Tax - Form-61 [DELIVERY NOTE]	61 (1)
69.		Rupees 2/- per leaf under Rule
	The Value Added Tax - Form-62 [ROAD PERMIT]	61 (1)
70.	The Value Added Tax - Form-63 [TAX CLEARANCE CERTIFICATE]	
71.		Rupees 2/- per leaf under Rule
	The Value Added Tax - Form-64 [TRANSIT PASS]	61 (1)
72.	The Value Added Tax - Form-74 [APPLICATION FOR FURNISHING OF CERTAIN INFORMATION]	
73.		Rs.100/- per disputed
	The Value Added Tax - Form-76 [APPLICATION FORM FOR DETERMINATION OF DISPUTED QUESTION	question under Sec 105 Rule
	UNDER SECTION 105]	57
74.		Minimum rupee 200 or
		Maximum rupees 500 under
	The Value Added Tax - Form-78 [REVISSION PETITION FIELD UNDER SECTION] 82	sec 62 (1)
75.	The Value Added Tax - Form-ANNEXURE .I [COMPOSITION SCHEME FOR BRICKS DEALERS STATEMENT OF PAYMENTS]	
76.	The Value Added Tax - Form-ANNEXURE . III [MONTHLY STATEMENT FORMAT FOR MARBLE DEALERS]	
77.	The Value Added Tax - Form-ANNEXURE . III [MONTHLY STATEMENT FORMAT FOR POTATO, ONION AND GARLIC DEALERS]	
78.	The Value Added Tax - Form-FORMAT- RD I [TAX RETURN FORMAT FOR RETAIL DEALERS]	
79.	The Value Added Tax - Form -ANNEXURE . II [TAX RETURN FORMAT FOR SWEET MEAT SHOP, RESTAURANT AND EATERIES]	
80.	The Value Added Tax - Form -FORMAT . WC III [FORM OF RETURN TO BE FURNISHED BY A CONTRACTOR OPTING FOR COMPOSITION SCHEME]	
81.	The Assam Agricultural Income Tax - Form -A [Plantation development]	
82.	The Assam Agricultural Income Tax - Form-B [Plantation Development fund scheme receipt for deposit]	

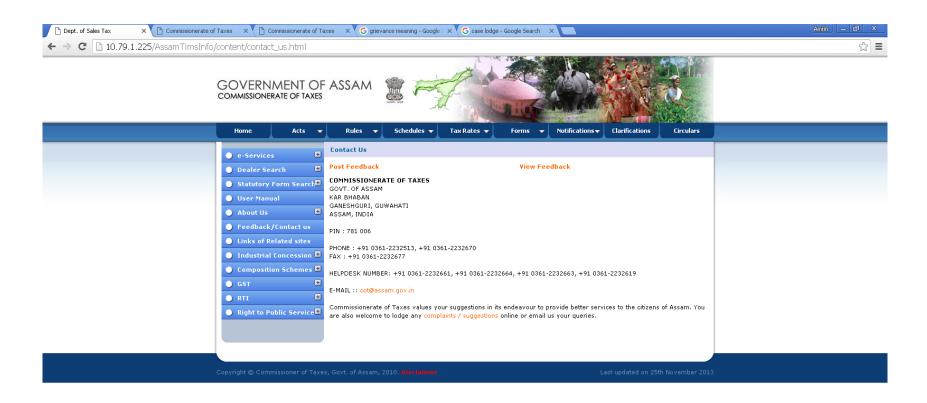
83.	The Assam Agricultural Income Tax - Form-C [Plantation Development Fund Scheme]	
84.	The Assam Agricultural Income Tax - Form-D [Application for withdrawal under paragraph of the Scheme]	
85.	The Assam Agricultural Income Tax - Form-E [Plantation Development Fund Scheme Application for closing	
	of account]	
86.	The Assam Agricultural Income Tax - Form-I [Agricultural Form]	
87.	The Assam Agricultural Income Tax - Form-I [Application under Section 5]	
88.	The Assam Agricultural Income Tax - Form-I [Engineers certificate in respect of the Investment]	
89.	The Assam Agricultural Income Tax - Form-II [Agricultural Exemption Certificate Form]	
90.	The Assam Agricultural Income Tax - Form-II [Statement on Investment on Plant & Machinery]	
91.	The Assam Agricultural Income Tax - Form-III [Intimation Form]	
92.	The Assam Agricultural Income Tax - Form-III [Certificate of Settlement issued under sub-section (1) of	
	section 8]	
93.	The Assam Agricultural Income Tax - Form-III [Declaration by the assesse]	
94.	The Assam Electricity Duty - Form- AED-3 [Return]	
95.	The Assam Electricity Duty - Form-AED-6 [Appeal to the Assistant Commissioner of Taxes]	
96.	The Assam Professions, Trades, Callings and Employments Taxation - Form- III [Return]	
97.	The Assam Professions, Trades, Callings and Employments Taxation - Form- III-A [Application for	
	permission to furnish returns covering quarter, six months or a year]	
98.	The Assam Tax on Luxuries (Hotels and Lodging Houses) - Form- 3 [Application for cancellation of	
	registration certificate Return]	
99.	The Assam Tax on Luxuries (Hotels and Lodging Houses) - Form - 6 [Application for refund of forfeited tax under section 16]	
100.	The Assam Tax on Luxuries (Hotels and Lodging Houses) - Form- 4 [Return]	
100.	The Assam Industries (Tax Exemption) Scheme, 2015 (Annexure-IX) Application Form for grant of	
101.	Certificate of Entitlement	

FEEDBACK/ GRIEVANCE REDRESSAL MODULE WORKFLOW

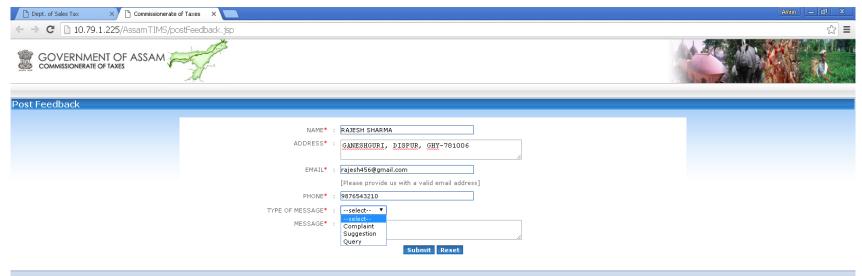
For any grievance or feedback like complaint, suggestion or any queries at first dealer need to visit to our website <u>www.tax.assam.gov.in</u>. Then click on the tab "Feedback/ Contact us"



In "Feedback/ Contact us" the below screen will appear, here the dealer can post their feedback by clicking on "Post Feedback" and view their feedback or any queries response in "View Feedback" option.



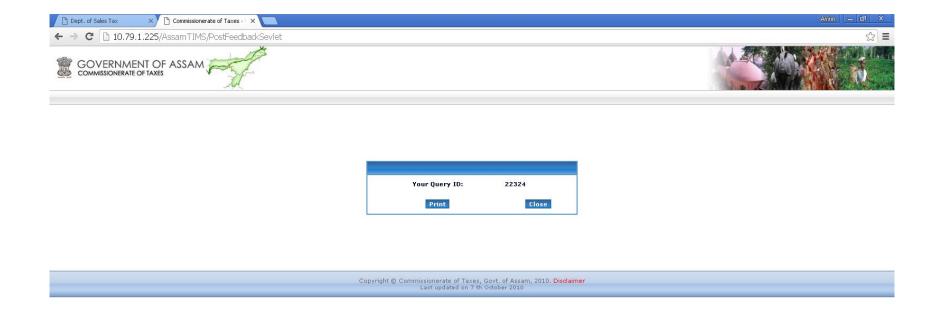
In "Post Feedback" option dealer will get the below screen, where he/she needs to fill their name, address, email id, phone number after that he/she need to select the type of message (complaint, suggestion or query) from the drop down menu as shown below. Then the dealer need to type the message or the details of the complaint in the "Message" box below.



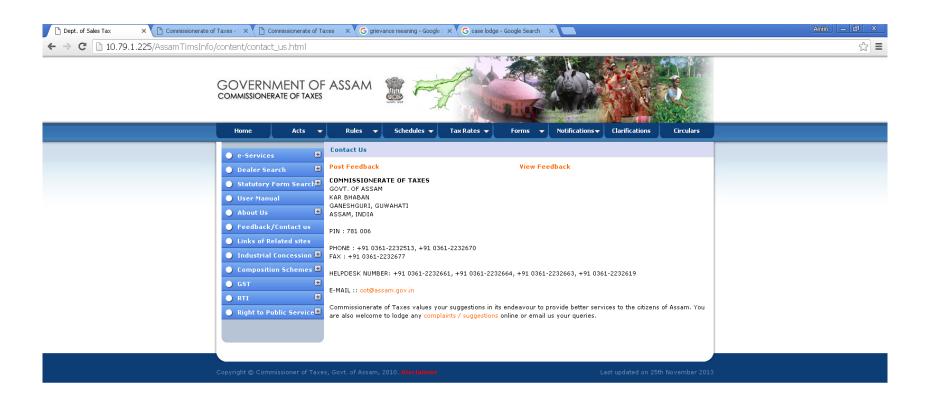
After filling all the details then the dealer need to click on submit button to lodge his/her grievance/feedback. The alert will go to the user having "Feedback Administrator" role in system.

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GOVERNMENT OF ASSAM	A.		
Post Feedback			
	NAME* :	RAJESH SHARMA	
	ADDRESS* :	GANESHGURI, DISPUR, GHY-781006	
	EMAIL* :	: rajesh456@gmail.com	
		[Please provide us with a valid email address]	
	PHONE* :	9876543210	
	TYPE OF MESSAGE* :	: Complaint •	
	MESSAGE* :	TCC not issued by unit office (unit office	
		name) even after 15 days.	
		Submit Reset	

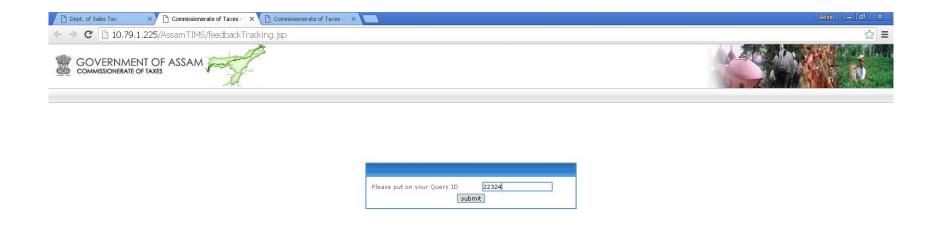
Also "Query ID" will get generated for the dealer for further reference to check or to track their feedback from "View Feedback". Dealer can take the print out of the Query ID by clicking on "Print" option then close the menu.



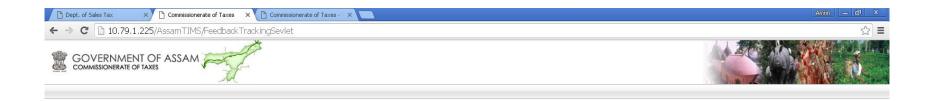
To check response on any of the feedbacks, complaints etc dealer needs to visit our website <u>www.tax.assam.gov.in</u>, then click on the tab "Feedback/ Contact us" where they will get "View Feedback" option.



After clicking on "View Feedback" the below screen will appear where the dealer need to type their "Query ID", then click on submit.



As the dealer click on submit button the following screen will appear where he/she can check their query status (In the below screen, status is "open" as no response has given by concerned unit officer).



Feedback Id:	22324
Response:	In Progress
Status:	Open

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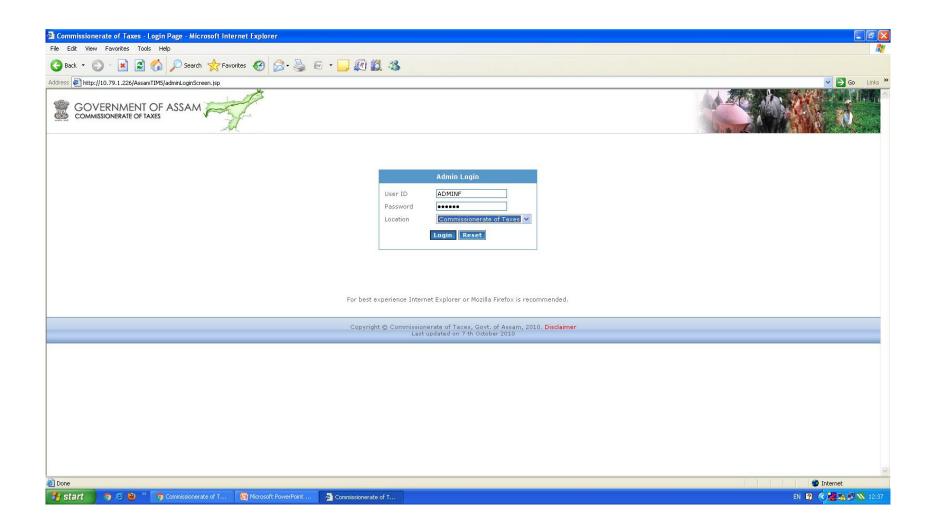
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The following status will be shown after response is given by concerned unit officer In-charge.

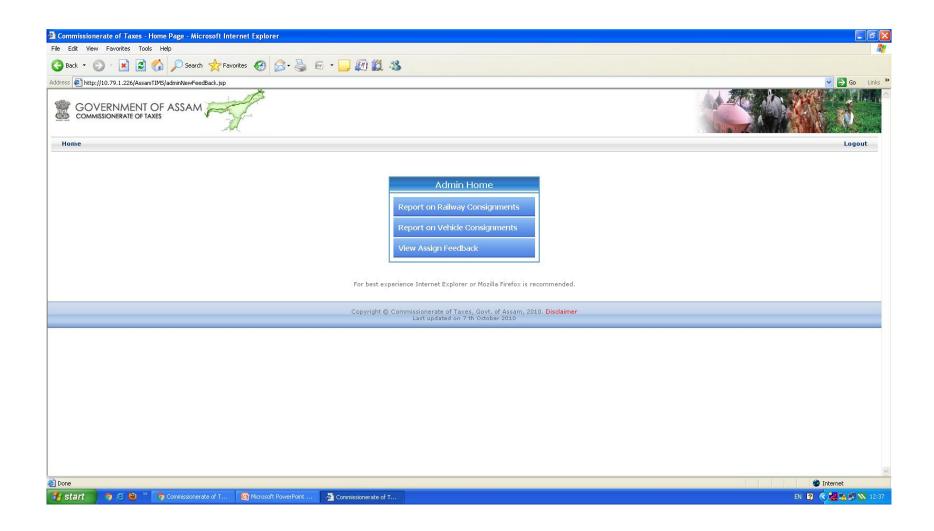


Feedback Id:	22324
Response:	Problem is solved please take the print out from our website.
Status:	Closed
	Print Close

Feedback Administrator will login and assign the alerts to concerned location or units.



Feedback Administrator will click on "View Assign Feedback"



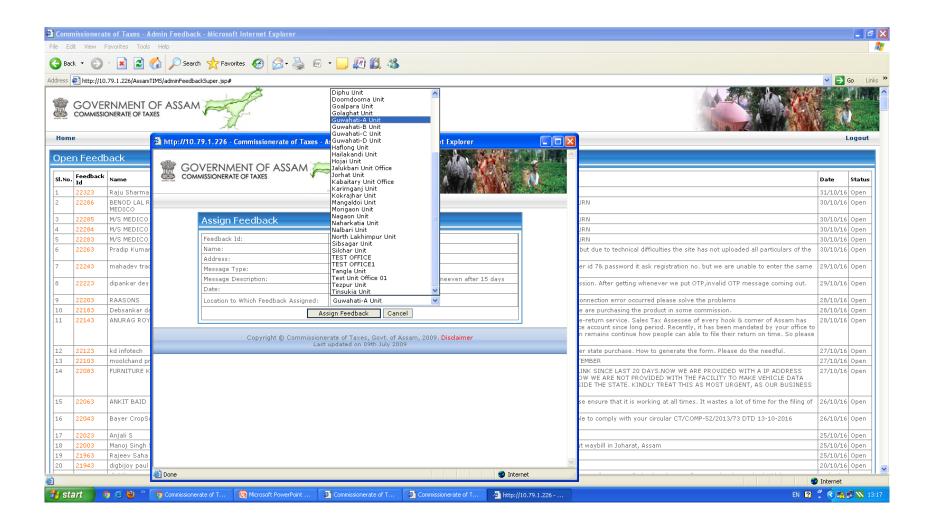
Then the list of alerts will appear after clicking on "View Assign Feedback". Then the Feedback Administrator click on the Feedback id to assign the complain/suggestion etc to the unit office from where the concerned "Unit Office In-charge" will give their response.

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	Facult and	Name	Address	Type Of Message	Message Description	Date	Statu
	22324	RAJESH SHARMA	GANESHGURI, DISPUR, GHY-781006	Complaint	TCC not issued by unit office unit office name even after 15 days.	31/10/16	i Oper
	22286	BENOD LAL ROY C/O M/S MEDICO	SEUNI-ALI , A.T. ROAD , JORHAT	Suggestion	PAN/EMAIL ETC VERRYFIED BUT UNABLE TO FILE MY SALESTAX RETURN	30/10/16	Oper
	22285	M/S MEDICO	SEUNI-ALI , A.T. ROAD , JORHAT	Suggestion	PAN/EMAIL ETC VERRYFIED BUT UNABLE TO FILE MY SALESTAX RETURN	30/10/16	j Ope
	22284	M/S MEDICO	SEUNI-ALI , A.T. ROAD , JORHAT	Suggestion	PAN/EMAIL ETC VERRYFIED BUT UNABLE TO FILE MY SALESTAX RETURN	30/10/16	і Оре
	22283	M/S MEDICO	SEUNI-ALI , A.T. ROAD , JORHAT	Suggestion	PAN/EMAIL ETC VERRYFIED BUT UNABLE TO FILE MY SALESTAX RETURN	30/10/16	і Оре
	22263	Pradip Kumar Sen	M M Road Karimganj	Complaint	Submitted Tax Return of VAT for quarter jul to Sep for year 2016-17 but due to technical difficulties the site has not uploaded all particulars of the excel file filled upboth for original & revised returns	30/10/16	іОре
	22243	mahadev traders	dhekiajuli	Complaint	unable to open the newly generated online return . after providing user id 7& password it ask registration no. but we are unable to enter the same kindly guide us	29/10/16	і Оре
	22223	dipankar dey	M.g.road, rangapara	Complaint	OTP for verification of mobile no is getting 40/45 minutes after submission. After getting whenever we put OTP,invalid OTP message coming out. what to do	29/10/16	i Ope
	22203	RAASONS	JANATA ROAD PO DIGBOI	Complaint	e-file vat return for the month of august 2016 the message is found connection error occurred please solve the problems	28/10/16	і Оре
	22183	Debsankar das	No.2 chatianguri, po & ps-bijni	Complaint	Our main dealer is charging the vat on the net price of goods while we are purchasing the product in some commission.	28/10/16	і Оре
L	22143	ANURAG ROY	EAST CHOWKIDINGHEE, DIBRUGARH	Complaint	Please try to resolve the issue of login into www.tax.assam.gov.in of e-return service. Sales Tax Assessee of every hook & corner of Assam has been facing the problem regarding access into their sales tax e-service account since long period. Recently, it has been mandated by your office to submit all types of sales tax return through online only. If the problem remains continue how people can able to file their return on time. So please modify/rectify the disturbance of login immediately.	28/10/16	, Ope
2	22123	kd infotech	bongaigaon	Enquiry	what is procedure to generate road permit for individual customer inter state purchase. How to generate the form. Please do the needful.	27/10/16	і Оре
}	22103	moolchand prajapat	thaana road jorhat	Complaint	WE ARE NOT ABLE TO SUBMIT MONTHLY RETURN OF AUGUST & SEPTEMBER	27/10/16	і Оре
4	22083	FURNITURE KING	зуотікисні	Complaint	FIRST OF ALL WE ARE UNABLE TO LOGIN THROUGH MAIN WEBSITE LINK SINCE LAST 20 DAYS.NOW WE ARE PROVIDED WITH A IP ADDRESS 103.8.248.131, SOME HOW WE FILED OUR MONTHLY RETURN, BUT NOW WE ARE NOT PROVIDED WITH THE FACILITY TO MAKE VEHICLE DATA ENTRY FOR BRING THE GOODS IN THE STATE OF ASSAM FROM OUTSIDE THE STATE. KINDLY TREAT THIS AS MOST URGENT, AS OUR BUSINESS IS SUFFERING.	27/10/16	, Ope
5	22063	ANKIT BAID	MALIGAON	Complaint	The Dealer login to file returns is not available most of the time. Please ensure that it is working at all times. It wastes a lot of time for the filing of the returns	26/10/16	і Оре
6	22043	Bayer CropScience Ltd.	G.S.Road, Dispur	Suggestion	We are not able to log in for past couple of days and therefore not able to comply with your circular CT/COMP-52/2013/73 DTD 13-10-2016 CIRCULAR NO. 9/2016	26/10/16	Оре
/	22023	Anjali S	Paltan Bazar	Complaint	TCC not issued	25/10/16	і Оре
	22003	Manoj Singh Shekhawat	Asian Chair Craft, Gurgaon Haryana	Enquiry	can we despatch the Material to unregistered dealer/Individual without waybill in Joharat, Assam	25/10/16	j Ope
9	21963	Rajeev Saha	Hatigaon	Complaint	the site is not working	25/10/16	і Оре
	21943	digbijoy paul	sati radhika road soutrh haibargaon 78200	12 Enquiror	HOW CAN	20/10/16	lone

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No.	Feedback Id	^k Name	COMMISSIONERATE OF TAXES			Date	Statu
	22324	RAJESH SHAR				31/10/1	
	22286	BENOD LAL R MEDICO			JRN	30/10/1	.6 Oper
_	22285	M/S MEDICO	Assign Feedback		JRN	30/10/1	.6 Oper
	22284	M/S MEDICO	Thought Couback		JRN	30/10/1	.6 Oper
	22283	M/S MEDICO	Feedback Id:	22324	JRN	30/10/1	.6 Oper
	22263	Pradip Kumar	Name:	RAJESH SHARMA	but due to technical difficulties the site has not uploaded all particulars of t	ne 30/10/1	.6 Oper
_			Address:	GANESHGURI, DISPUR, GHY-781006			
	22243	mahadev trac	Message Type:	Complaint	er id 7& password it ask registration no. but we are unable to enter the sa	ne 29/10/1	.6 Oper
	22223	dipankar dey	Message Description:	TCC not issued by unit office unit office name even after 15 days.	ssion. After getting whenever we put OTP, invalid OTP message coming out	. 29/10/1	.6 Open
-	22203	RAASONS	Date:	31/10/16	connection error occurred please solve the problems	28/10/1	6 Oper
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	22063	ANKIT BAID			se ensure that it is working at all times. It wastes a lot of time for the filing	of 26/10/1	.6 Oper
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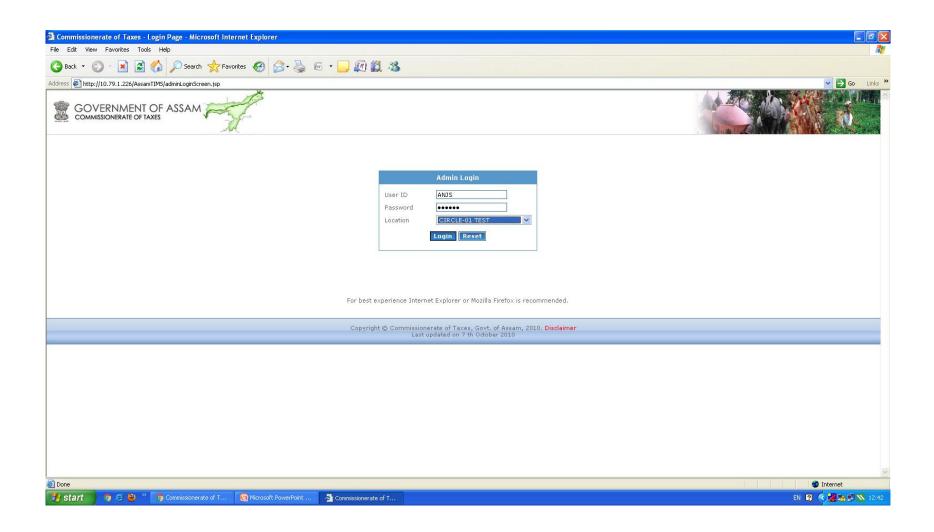
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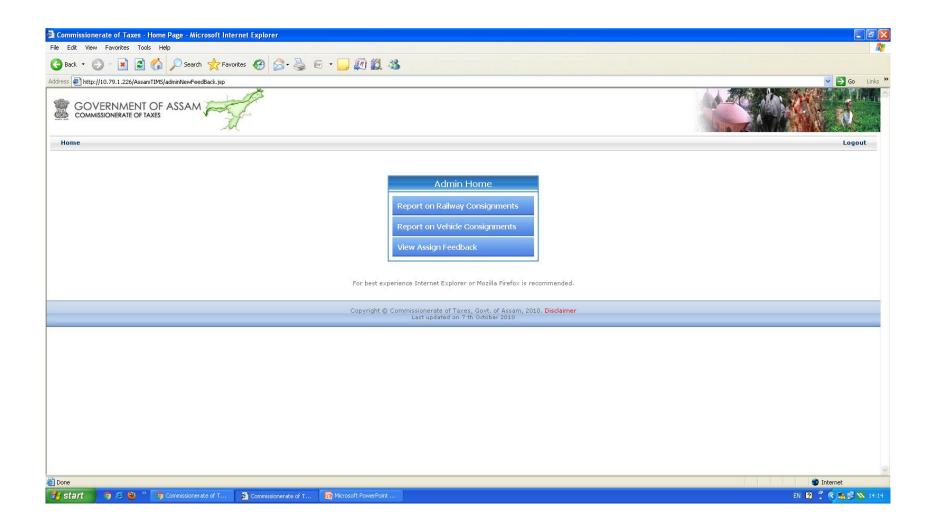
Then an alert message will come "Feedback has been Assigned Successfully", then click on "OK".

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In unit offices concern "Unit Office Incharge" will login to check the Queries.



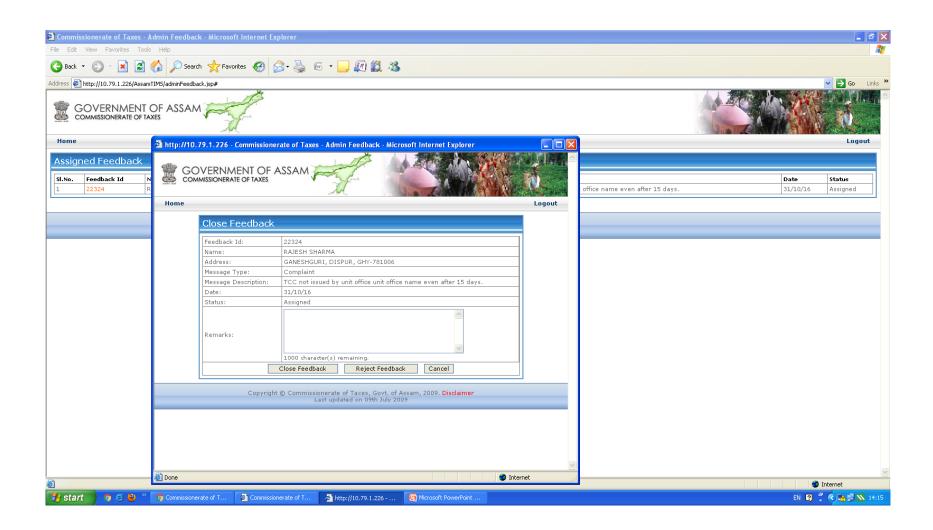
Then he/she need to click on "View Assign Feedback".



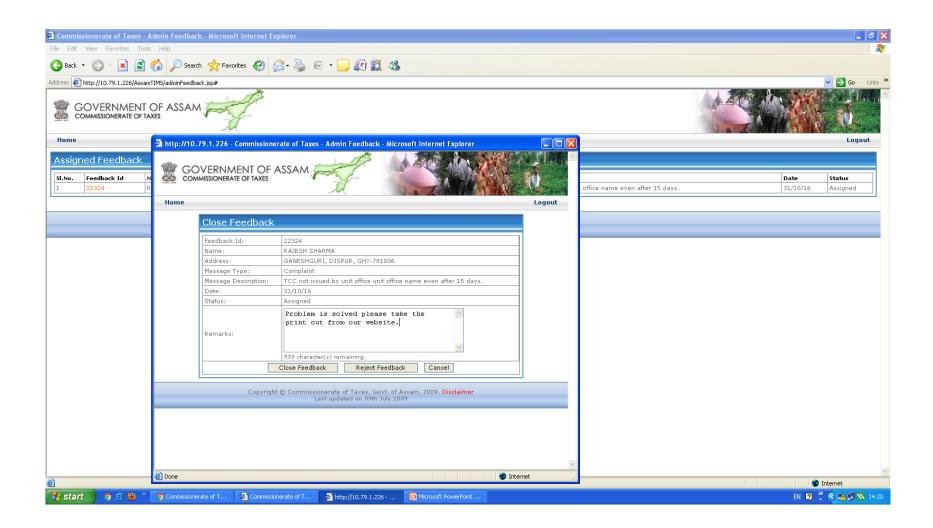
Then the list of complaints/suggestions will shown to the Unit Office Incharge as shown below.

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No.	Feedback Id 22324	Name RAJESH SHARMA	Address GANESHGURI, DISPUR, GHY-781006	Type Of Message Complaint	Message Description TCC not issued by unit office unit office name even after 15 days.	ate Status 1/10/16 Assigned
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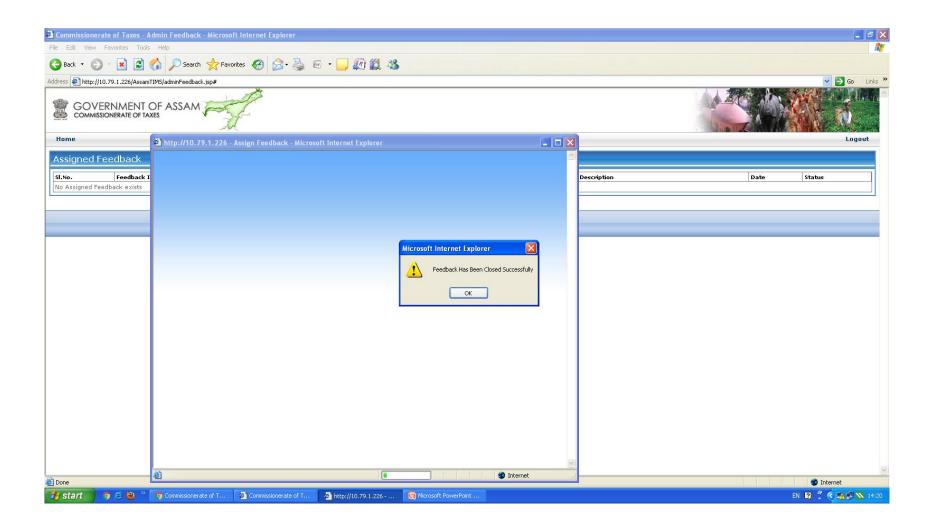
One by one by opening each alert concern Unit Office Incharge can give their solution. After clicking on the query id the following screen will appear.



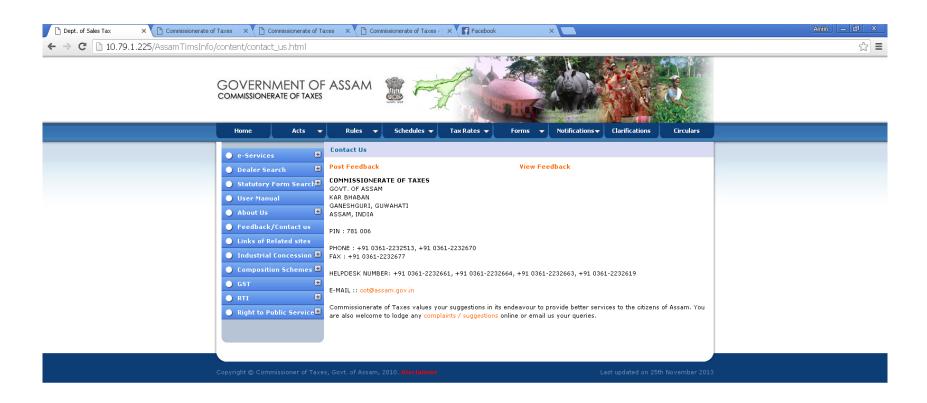
Here Unit Office Incharge will give his/her remarks in the box below then click on "Close Remarks" or he can reject the Feedback by clicking on "Reject Feedback".



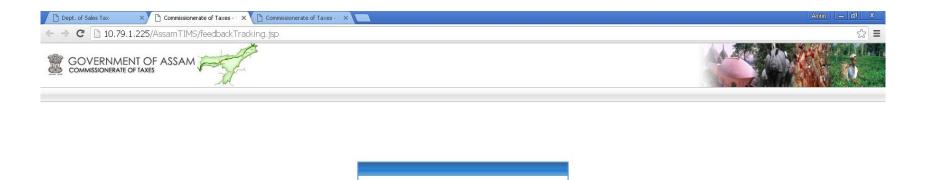
After feedback has given by Unit Office Incharge the following message will appear as shown below.



Once feedback has given by Unit Office Incharge then dealer will come to know the status of the feed by checking in our website in the View Feedback option under "Feedback/ Contact Us" menu.



After clicking on "View Feedback" the below screen will appear where the dealer need to type their "Query ID" then click on submit.



submit	

22324

Please put on your Query ID

The following status will shown after response given by concern "AO".



Feedback Id:	22324
Response:	Problem is solved please take the print out from our website.
	·
Status:	Closed
	Print Close