

**DELHI JAL BOARD, GOVT. OF NCT OF DELHI  
OFFICE OF THE MEMBER (FINANCE)  
VARUNALYA PH-II, KAROL BAGH: NEW DELHI**

DJB/Mem(F)/Tax/2011-12/

79477

Dated: 8.07.2011

**Submission of C-Form Requirement**

1. It is noticed that the various engineering/ non-engineering divisions of DJB are not submitting their requirement of 'C' Form timely and as per the prescribed format. This creates a problem in timely issue of 'C' forms to the suppliers. This not only earns a bad name for DJB but also has the potential to create legal consequences.

2. To avoid such type of discrepancies in future, the Divisional Heads would be required to provide the Supplier wise details on quarterly basis within a period of two months from the end of each quarter i.e. for 1<sup>st</sup> Quarter (01<sup>st</sup> April to 30<sup>th</sup> June) by 31 August, for 2<sup>nd</sup> Quarter (01<sup>st</sup> July to 30<sup>th</sup> September) by 30<sup>th</sup> November, for 3<sup>rd</sup> Quarter (01<sup>st</sup> October to 31<sup>st</sup> December) by 28/29 February and for 4<sup>th</sup> Quarter (01<sup>st</sup> January to 31<sup>st</sup> March) by 31<sup>st</sup> May. This detail may be submitted in the following format:

Date	Name of the Party	TIN No of the Party	GIR No / Vehicle No	Gross Amount	C Form Amount	Tax Amount

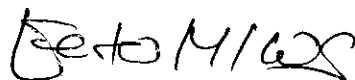
A photocopy of the C-Form register and photocopy of bills duly verified by the DDOs concerned may also be submitted against the above request.

3. All the documents should reach the office of the Dy.Dir(F&A)-II within the above indicated timelines. If no detail is received within the stipulated period, it will be presumed that no claim of 'C' Form is pending and request received in the office of Dy.Dir(F&A)-II will be disposed off without any further communication with the concerned DDOs. If at a later stage any claim is received, it would still be forwarded to the VAT Department but any delays or denial by it to issue C-form shall be the responsibility of the DDO concerned and the contractor/supplier. As regards pending C-form claims for the F.Y.2009-10 and FY 2010-11, the relevant details be submitted by 31<sup>st</sup> August, 2011 positively, failing which it shall be presumed that there are no further claims for issue of the C-forms from the VAT Department and action shall be taken accordingly.

4. This circular be brought to the notice of all concerned suppliers to ensure that they submit their documents timely and in the prescribed format.

  
(Prashant Goyal)  
Member(Finance)

All EEs /DDH/CWAs/Proj(Dir.)Bottling Plant





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