

**Administration of  
Dadra and Nagar Haveli,  
Department of Value Added Tax,  
1<sup>st</sup> Floor, Udhog Bhavan, 66 KV Road,  
Silvassa- 396 230**

No.DC(VAT)/Less Cash/2017/003

Dated 04/12/2016-  
01/17

**OFFICE MEMORANDUM**

At present Value Added Tax Department, Dadra and Nagar Haveli receives sales details from all dealers of Dadra and Nagar Haveli under DNH VAT Regulation 2005, online.

As provided under Sub section (2) Section 100 of Dadra and Nagar Haveli Value Added Tax Regulation, 2005 *Power to collect Statistics- Upon such direction being made, the Commissioner or any person or persons authorised by him in this behalf may call upon all dealers or any class of dealers or persons to furnish such information or statements as may be stated therein relating to any matter in respect of which statistics are to be collected and the form in which the persons to whom or, the authorities to which, such information or returns should be furnished, the particulars which they should contain, and the intervals in which such information or returns should be furnished, shall be such as may be prescribed.*


It has been now desired under above said section, the Value Added Tax Department Dadra and Nagar hereby requested the all traders to furnish and submit daily sale details in the attached proforma to the Value Added Tax Department. The same information is required to submit every day to the Collector/ District Magistrate, Silvassa Dadra and Nagar Haveli.

If dealers do not furnish the details asked by the department or furnished late to the department, which results delay in submission of important report to the UT Administration/Government of India. The act of dealer for not complying with the instructions of the department or failure to supply the information asked may construe violation of Dadra and Nagar Haveli Value Added Tax Regulation, 2005 and liable for penalty action as per prevailing law.

All the Traders of Dadra and Nagar Haveli are therefore requested to co-operate with the staff of the department and timely furnish the desired information. The dealers may furnish the daily sales detail through physical copy or e-mail (Excel format) or through telephone. Details of current day should be reached to the office concerned latest by 1 00 P M of the next day. The violation of these instructions will be viewed seriously and necessary action as deemed fit will be initiated against the defaulter including penalty.

Contact No 0260-263200, email ID - [helpline-ctd-dnh@nic.in](mailto:helpline-ctd-dnh@nic.in), [vato1-ctd-dnh@nic.in](mailto:vato1-ctd-dnh@nic.in)

This is issued with the approval of the Commissioner (VAT) dated 03/01/2017

  
(Divyesh A. Mori)  
Value Added Tax Officer  
Dadra and Nagar Haveli  
Silvassa

To

1 All Traders

Copy to:-

- 2 PS to Hon'ble Administrator, Daman & Diu and Dadra and Nagar Haveli, Silvassa
- 3 PA to Development Commissioner, Dadra and Nagar Haveli, Silvassa
- 4 PA to Collector, Dadra and Nagar Haveli, Silvassa

## PROFORMA

Tin No:-	
Trade Name:-	
Contact No	
Address	
Email ID	

Sr.No	Date	Total Sale Amount (in Rs.)	Sale in Cash			Cashless Sales		
			Amount (in Rs.)	Percentage	No of Transactions	Amount (in Rs.)	Percentage	No of Transactions
1.	2.	3.	4.	5.	6.	7.	8.	9.

**Name:-**  
**(Authorised Signatory)**  
**Signature with Rubber Stamp**