

Administration of
Dadra & Nagar Haveli, UT,
(Department of Value Added Tax)
1st Floor, Udhog Bhavan, 66 KVA Road,
Silvassa – 396 230

No.ADM/AC/VAT/Compt /2009/ 21 23

Date: 23 /12/2014

Reference:- Circular No.ADM/AC/VAT/Compt/2009/247 dated 18/02/2014 regarding mandatory online application for Refund through VATSoft Dealer Login.

C I R C U L A R

Subject: - Mandatory submission of hardcopy of Refund application DVAT-21 along with all the required documents.

In partial modification to this Department Circular No.ADM/AC/VAT/Compt/2009/247 dated 18/02/2014 regarding mandatory online application for refund through VATSoft Dealer Login. It is hereby informed to all the registered dealers that, after online submission of Refund application, dealers should take a printout of the system generated DVAT 21 (Refund application Form), and submit it to the Department, duly signed by the Authorized signatory, along with all the mandatory documents as per **Annexure I** within 15 working days, after online submission of DVAT-21, and submit to concerned Record Keepers of VAT Department in person or through Authorized signatory.

2. The concerned Record Keeper shall scrutinize the hardcopy of refund application then and there in presence of dealer/Authorized signatory. The Record Keeper shall, if he finds the refund application in order, accept the refund application and issue **Acknowledgement Slip** of acceptance of refund application. In case the record Keeper finds any deficiency/shortcoming in refund application, then the refund application shall be returned then and there to dealer/Authorized signatory with **return Acknowledgement slip** indicating reasons for return of application.

3. It is reiterated that non-submission of hardcopy of DVAT 21 along with all the mandatory documents within 15 working days after online submission of DVAT-21 will be considered as non-submission of refund application.


Additional Commissioner (VAT)
Dadra and Nagar Haveli
Silvassa.

CC To:-

1. The President, Dadra & Nagar Haveli Industry Association, Gokul Vihar, Tokkarkhada
2. The President, Silvassa Industry Association, Opp Hirwavan Garden, Piparia Indl Estate, Silvassa
3. The President, Silvassa Hotel & Restaurant Association, Daman Ganga Valley Resort, Silvassa
4. The President, Silvassa Vyapari Association, Silvassa
- ✓ 5. The President, Dadra & Nagar Haveli Wine Merchant Association, Shop no 3 & 4, Bhumika City, near Char Rasta, Ramaben Hospitals, Silvassa
6. The President, Silvassa Industries & Manufacturers Association (SIMA)
7. IT Department, Silvassa for publication in DNH official website.

Annexure - I**List of mandatory documents to be submitted along with Refund application**

Sr. No	Name of Document
1.	Application of refund in Form DVAT - 21
2.	Photocopy of Registration/Exemption, Amendment if any issued by the VAT Department.
3.	Copy of Audit in Form DVAT – 43 & DVAT – 48, Audited Balance Sheet alongwith acknowledgement.
4.	Copies of returns filed in the department alongwith acknowledgement.
5.	Details of demand raised and payment of last three years, subsequent to Reconciliation/V AT Audit
6.	Details of Sales and Purchase in prescribed proforma.
7.	Details of scrap/waste sales month wise.
8.	Details of job work done/awarded (Local and Central separately)
9.	List of dealers involved in ITC claimed in prescribed proforma.
10.	Details of Bank Account and PAN Card Number.
11.	Copies of DVAT – 30 & DVAT – 31 (Hard copy and soft copy)
12.	Signed Party wise DVAT – 31 of dealers involved in ITC claim.
13.	Details of statutory forms submitted to the department alongwith acknowledgement for refund claim period and last three years.(in prescribed form)
14.	Undertaking of pending Statutory Forms on Stamp Paper of `100/- each duly signed by Director/Proprietor/ Partner.
15.	Details of authorised person and contact number of the authorised person.
16.	Refund profile: Refund granted in last three years.
17.	Details of Statutory forms submitted in the department for the Refund Period in format enclosed herewith (softcopy + hardcopy) for verification from TINXSYS. (See the table given below)

Format of details required for verification through TINXSYS.

Series Number 1	Serial number * 2	State Name * 3	Issued Date 4	Issuing Dealer TIN * 5

Issuing Dealer Name 6	Accepting Dealer TIN 7	Accepting Dealer Name 8	Total Value 9

Note: - * Mandatory field (i.e. Column No. 2, 3 & 5)



Annexure-II

DEPARTMENT OF VALUE ADDED TAX-DNH Acknowledgement slip for Refund claim

TIN No.	
Full Name of Dealer	
Refund Period	
Refund Amount	
Refund File Submission Date	

Your application for the refund claim is **accepted / returned**.

If returned:

Your claim is returned herewith due to non-submission of following document(s).

1.	Application of refund in Form DVAT - 21
2.	Photocopy of Registration/Exemption, Amendment if any issued by the VAT Department.
3.	Copy of Audit in Form DVAT – 43 & DVAT – 48, Audited Balance Sheet along with acknowledgement.
4.	Copies of returns filed in the department along with acknowledgement
5.	Details of demand raised and payment of last three years, subsequent to Reconciliation/V AT Audit
6.	Details of Sales and Purchase in prescribed proforma.
7.	Details of scrap/waste sales month wise.
8.	Details of job work done/awarded (Local and Central separately)
9.	List of dealers involved in ITC claimed in prescribed proforma.
10.	Details of Bank Account and PAN Card Number.
11.	Copies of DVAT – 30 & DVAT – 31 (Hard copy and soft copy)
12.	Signed Party wise DVAT – 31 of dealers involved in ITC claim.
13.	Details of statutory forms submitted to the department along with acknowledgement for refund claim period and last three years.(in prescribed form)
14.	Undertaking of pending Statutory Forms on Stamp Paper of 100/- each duly signed by Director/Proprietor/ Partner.
15.	Details of authorized person and contact number of the authorized person.
16.	Refund profile: Refund granted in last three years.
17.	Details of Statutory forms submitted in the department for the refund period in the prescribed format (softcopy + hardcopy).

Name of Record Keeper:

Scrutinize before me.

Signature:

Signature

Date:

(Dealer/Authorized Signatory)

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Dadra & Nagar Haveli, UT,
(Department of Value Added Tax)
1st Floor, Udhog Bhavan, 66 KVA Road,
Silvassa - 396 230

No.ADM/AC/VAT/Compt /2009/247

Date: 18/02/2014

Subject: - Mandatory online application for Refund through VATSoft Dealer Login.

C I R C U L A R

With reference to the above mentioned subject, Department of VAT-UT of Dadra & Nagar Haveli would like to inform all the registered dealers that the Department has launched online facility for refund application. Accordingly the dealers are required to apply for refund only through online mode w.e.f. 19/02/2014. Subsequently upon online application, dealers should take a print of the system generated DVAT 21 and submit it to the Department along with all the mandatory documents.

It is also advised that the dealers file their DVAT 16 returns & e purchase (DVAT- 30 & 30A) and e sale (DVAT- 31 & 31A) details till last tax period, before application for refund is submitted. This will ensure expeditious and time bound processing of refund applications of all dealers. Dealers can apply for refund through **Dealer Login → Refund**.

A user manual of the application process is also uploaded in our website www.dnhctd.gov.in for your kind reference. Please note that the dealer has to upload the details of authorized person and his contact details along with the online application of refund.

You may also please get in touch with our department helpdesk or call us at 0260-2632000 for any queries/assistance on online application.

This is issued with the approval of competent authority.


Deputy Commissioner (VAT)
Dadra and Nagar Haveli
Silvassa.

CC To:-

1. The President, Dadra & Nagar Haveli Industry Association, Gokul Vihar, Tokkarkhada
2. The President, Silvassa Industry Association, Opp Hirwavan Garden, Piparia Indl Estate, Silvassa
3. The President, Silvassa Hotel & Restaurant Association, Daman Ganga Valley Resort, Silvassa
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