

FORM S. T. XX

You are also required to show cause, on or before the appointed date, as to why a penalty under section 31 of the Act should not be imposed upon you, for having maintained false or incorrect accounts with a view to suppressing the sales, purchases, and stock of goods, and/or for having concealed the particulars of sales, purchase and stock, and/or for having furnished to or produced before the Assessing Authority the accounts, returns, or information which is false or incorrect.

(Seal)

Signature : ..

Designation: ..

Note : — Strike out whichever is not required.

THE GOA, DAMAN AND DIU SALES TAX RULES, 1964

FORM S. T. XXI*

Notice of Demand on Assessment/Reassessment made under section 18 of the Goa, Daman and Diu Sales Tax Act, 1964, on Rectification of Clerical or Arithmetical Mistake

(See Rules 25, 42 and 43 of the Goa, Daman and Diu Sales Tax Rules, 1964)

No. ..

To,

..

..

..

Sales Tax Office,

... Ward

Dated the .. 19 ..

Registration Certificate No. ...

You are hereby informed that on assessment/reassessment of your turnover of sales for the period from .. to .. made under section 18 of the Goa, Daman and Diu Sales Tax Act, 1964, on rectification of clerical or arithmetical mistake, made under rule 43 of the Goa, Daman and Diu Sales Tax Rules, 1964, your taxable turnover has been redetermined and subjected to sales tax, penalty, etc., as under :

A. Taxable turnover of sales redetermined	Rs. ..
B. (1) Tax levied ...	Rs ...
(2) Penalty imposed ..	Rs. ...
Total of B(1) and B(2) ..	Rs. ..
Less amount already paid ...	Rs. ..
Net amount due ..	Rs. ..

You are hereby directed to pay the above referred amount due of Rs. (in figures) .. Rupees (in words) ..

Treasury

Sub-Treasury

into the Reserve Bank of India

State Bank of India

at (place) .., on or before (date) .. and furnish the receipted chalan in proof of payment to this office, on or before (date) .., failing which the said sum will be recoverable from you as an arrear of land revenue.

The Chalan in Form S. T. XV is enclosed for the purpose.

Signature ..

(Seal)

Designation ...

Note : — Strike out whichever is not required.

* Entire form substituted by 11th Amendment Rules, 1974 w. c. f. 1-11-1974.

THIRD SCHEDULE

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(Rules for supply of copies of records under rule 62)

Certified copies of
documents and orders

1. Any person who is a party to a proceeding under the Act or under these Rules may apply to the appropriate authority having jurisdiction in respect of such proceeding or having the custody of the records pertaining thereto, for a certified copy of a document produced or filed in such proceeding or of an order passed by such authority.
2. A separate application shall be made for copies of any number of papers available in the record of each year and it shall be accompanied by an initial fee of fifty paise in Court-fee stamp.
3. The clerk shall immediately, on receipt of an application make entries in the register maintained in Form S. T. 2 and issue a receipt in token of having received the application, in form S. T. 1. Thereafter the said clerk shall pass on the same application to the officer concerned latest by the next working day, and shall without undue delay obtain orders of the Assessing Authority or the notified authority, as the case may be, as to whether or not the copy is to be allowed, and if the copy is allowed, the clerk entrusted with the copying work shall obtain the record together with the application and without undue delay shall notify the required fee on the notice board of the office in case the application has been allowed or so notify the fact of rejection in case the application has been rejected.
4. In case of application having been allowed, the applicant shall make good the deficiency in the court fee stamps required, within a period of 7 days after the date on which the fee is notified under rule 3, failing which the application shall be filed and the records returned to the office. The applicant shall file a fresh application for obtaining copies.
5. After the requisite fee has been paid, copies shall be prepared by the copying clerk entrusted with the same work.
6. Every copy is ordinarily expected to be ready on the seventh working day after the fees have been paid.
7. Every copy made under this rule shall be written in good legible hand or typed.
8. To every copy made under these rules, shall be prefixed a heading containing short description of the record and the name of the dealer. In the copy of judgements or orders such heading shall also contain the following particulars: —
 - (a) name of the Assessing Authority or the Officer who passed the order together with ward to which the file pertains and the year of

THE GOA, DAMAN AND DIU SALES TAX RULES, 1964

assessment, if any. In case of appeals and revisions the name and official designation of the officer, whose order was appealed from, the date of that order, and

(b) the name and address of the dealer.

9. After the copy has been made and before it has been revised and attested, the following particulars shall be endorsed thereon:—
 - (a) Number of the application in register maintained in Form S. T. 2.
 - (b) Date of presentation of the application.
 - (c) Name of the copying clerk.
 - (d) Date on which the copy was completed.
 - (e) Cost of the copy.
 - (f) Date of delivery.
10. No copy shall be delivered to any person until it has been examined, certified and stamped. The examiner shall see that the provisions of law and of these rules have been complied with in all respects.
11. The examiner, before he attests any copy, shall—
 - (a) personally compare such copy with the original from which it has been prepared with the assistance of the copying clerk, who made the copy;
 - (b) examine and initial the endorsement made upon the copy;
 - (c) attest every alteration made in such copy by initialling the same.
12. When any copy is found to be correct in all respects and ready for delivery to the applicant, the examiner shall endorse thereon "Certified to be true copy" and shall sign and date the endorsement.
13. In the event of any copy being found to be unfit for issue by reason that it—
 - (a) has not been legibly and neatly written or typed.
 - (b) does not conform to these rules, or
 - (c) is defective or otherwise open to objection, the examiner shall forthwith write the word "Cancelled" across the copy; and a fresh copy shall be made without further charge.
14. The affixing, by the examiner of his signature to a copy is a certificate that the copy has been personally compared by him and is suitable for delivery.
15. The copying clerk shall ensure—
 - (a) that no file is taken out of the copying room;

THIRD SCHEDULE

- (b) that all files are locked up in an almirah with the key in his possession, before leaving office;
 - (c) that no member of the public is allowed access to the copying room except for presenting the applications for supply of copies.
16. After the copies are ready, the fact shall be immediately notified by the copying clerk on the notice board.
 17. If an application fails to take delivery of the copy for full four months from the last date of the month in which the copy was notified to be ready for delivery, it shall be filed.
 18. An applicant for an urgent copy shall be entitled to have his copy furnished to him, if possible, by the 3rd working day after the fees have been paid.
 19. Urgent applications shall have as far as possible priority among themselves according to the date and serial No. of each application.
 20. The examiner shall keep movement of each file in a register maintained in Form S. T. 3.
 21. All applications for copies shall be kept by the copying clerk for 3 years or till such time as the stamp auditor has audited the necessary accounts.

Form S. T. 1

Form S. T. 1

Receipt No. ..

Receipt No. ...

Received on this date from ..

Received on this date from ..

...
 an application dated ..
 for copies with court fee
 stamp(s) worth Rs. ..
 affixed to it, which has
 been entered at serial no ...
 in register S. T. 2.

...
 an application dated ..
 for copies with court fee
 stamp(s) worth Rs. ...
 affixed to it, which has
 been entered at serial no ..
 in register S. T. 2.

Office of ..

Office of ...

..
 Date ..

..
 Date ...

Signature of recipient ..

Signature of recipient ..

FORM S. T. 2

Register of applicants for copies and fees realised

Date		Sl. No. of applications	Name and address of the applicant	Name of the office to which the file pertains	Nature of the case	Copies required	Whether urgent or ordinary	Fee already affixed	Words	Language	Copying fee	Urgent fee	Fees received at later stage	Date on which the copy was ready	The date of delivery of the copy	Initials of copying clerk
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

FORM S. T. 3

Movement register of files to and from Copying Clerk

Sl. No.	Name of the dealer	Sl. No. of the application in respect of which the file was required	Date of receipt of the file	From which office received	Date when the file was returned	Signature of the recipient	Remarks
1	2	3	4	5	6	7	8