

OFFICE OF THE COMMISSIONER OF COMMERCIAL TAXES, ODISHA
CUTTACK

No 13432 /CT, Dated 30-8-16 /

REV-24/8/2016-CT

OFFICE ORDER

Sub: Revised Job Chart of Assistant Commercial Tax Officers (ACTOs) Posted in Circles/Assessment Units

In supersession of all previous orders issued to this effect, the job chart of ACTOs has now been revised as given below.

1. One or more ACTOs, depending on the work load, shall be assigned to Helpdesk of the Circle. The ACTO(s) assigned to Helpdesk shall undertake the following functions.
 - i. He/ She will man the Helpdesk during the designated hours.
 - ii. He /She will check the online registration application filed by applicants and do the needful as per the new registration procedure communicated vide this office Letter No 11899/CT Dated 01.08.2016.
2. The other ACTOs of the Circle and the ACTOs of Assessment Units shall undertake the following functions.
 - i. Post –Registration enquiry of dealers as assigned by the officer in-charge of the Circle.(10% of the number of new dealers registered every month or the total number of new dealers registered in a month, whichever is lower, shall be taken up for post-registration enquiry. Selection of dealers for post-registration enquiry and assignment of post-registration enquiry to the ACTOs shall be done by the Circle in-charge.)
 - ii. Monitoring of at least 10 Non –Filer dealers and 10 Nil-Filer dealers every month. (In case of circles of Bhubaneswar, Cuttack and Rourkela, each ACTO will monitor at least 20 cases of Non –Filer dealers and 20 cases of Nil-Filer dealers every month). Identification of Non –Filer and Nil-Filer dealers for monitoring and assignment of enquiry to ACTOs shall be done by the Circle in-charge.
 - iii. Monitoring of demand and collection of professional Tax, update profession Tax module under VATIS from time to time, conduct survey of potential profession Tax payers for bringing them in to profession Tax net, prepare data



base profession Tax payers and supervise proper record-keeping by profession Tax payers.

3. In addition to the functions mentioned above, the officer in-charge of the Circle / Assessment Unit can also assign any other work to the ACTOs as and when required.
4. The ACTOs, other than those assigned to the Helpdesk, will henceforth submit a Monthly Activity Report in prescribed format (Annexure-I) to the officer in-charge of the Circle / Assessment Units within 7 days of the succeeding month. The first such report shall be for the month of September 2016 to be submitted by the ACTOs by 7th October 2016.
5. The Monthly Activity Report is simply a gist of the monthly activities undertaken by the ACTOs. For each post-registration enquiry, non-filer and nil-filer enquiry and other assigned tasks, ACTOs shall have to submit separate case-wise enquiry report to the officer in-charge of the Circle / Assessment Units as deemed proper.
6. Each Circle office shall maintain registers for Post- Registration enquiry, Nil-filer dealer survey, Non-filer dealer survey, Professional Tax and assessment of Professional Tax separately in the formats given at Annexure –II for ensuring appropriate follow-up action on the report of the ACTOs.



**Commissioner of Commercial Taxes
Odisha, Cuttack**

Registers of Action Taken on the Report of ACTOs

1. Register of Post Registration Enquiry
2. Register of Verification of Non filers
3. Register of Verification of Nil transaction filers
4. Register of Survey of Profession Tax Dealers
5. Register of Assessment of Profession Tax Dealers

(These five Registers are to be maintained separately but in the same form as shown below)

Name of the Circle		Reporting Month		/Year)
SI No	Name and address of the Dealer with TIN Number	Name of the ACTO who submitted the Report alongwith date of submission of Report	If any action is warranted against the dealer or not (Yes / No)	If Yes, Action taken in brief
1	2	3	4	5



