

**Circular No.11 / 2008**

Office of the Commissioner of  
Commercial Taxes,  
Chepauk, Chennai-5

Dated: 14.8.2008

**CIRCULAR**

**Sub:** e- Services - TNVAT – e-Request of saleable forms - online processing of e-Request – mode of online processing – communicated .

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In order to provide better e-Services for the mercantile public, the request for saleable forms has been made online. The dealers may e-Request for the saleable forms required by them through the CT website.

The Head of the Assessment circle will process the e-request and intimate the dealer by e-Mail regarding the date on which the dealers may visit the assessment circle for collecting the saleable form, depending on the availability of forms.

The procedure for e-Request of saleable forms is enclosed in the Annexure. The Assessing officers are instructed to follow the steps for issuing the saleable forms to the dealers.

The Assessing officers are also instructed to appraise the dealers about e-request for saleable forms. This facility has been provided to the dealers who are filing returns online and made available from 01/08/2008

**Sd/- T. JACOB,  
Commissioner of Commercial Taxes.**

To  
All Joint/Deputy Commissioners  
Territorial & Enforcement  
All Heads of offices (by E-Mail)

## Annexure

### e.Request of Saleable Forms – Steps of action

#### Dealers:

- Shall enter the details of previously received Saleable Forms and its utilization through the website [www.tnvat.gov.in](http://www.tnvat.gov.in).
- The online request of saleable Forms shall be entered in the Website.
- The Acknowledgment for e-Request of Saleable Forms shall be generated, Printed and preserved.
- The dealer will be intimated through e-mail regarding the visit to the Assessment Circle for receiving the saleable forms.
- After receiving the e-mail, the dealer shall visit the concerned Assessment circle on the date mentioned, pay the prescribed fee and collect the Forms.

#### Head of the Assessment Circles:

- The pending request of Saleable Forms in respect of their Assessment Circle should be ascertained from the CT Website.
- The availability of stock of saleable forms should be verified and the utilization of the forms issued previously to the dealers should be verified.
- The date and time for issue of the saleable forms to the dealer should be fixed and entered in the Website.
- E-mail to the dealer will be automatically generated and sent.
- After the issue of the saleable forms to the dealers, the details of the issued forms, and the date of issue should be entered in the CT Website.