
	<p align="center">GOVERNMENT OF INDIA, MINISTRY OF FINANCE, DEPARTMENT OF REVENUE, CENTRAL BOARD OF EXCISE AND CUSTOMS, CENTRAL EXICSE, CUSTOMS & SERVICE TAX, ZONE - VADODARA.</p> <hr/> <p align="center">OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX, SILVASSA COMMISSIONERATE, IV FLOOR, ADARSHDHAM BUILDING, OPPOSITE OLD TOWN POLICE STATION, VAPI-DAMAN ROAD, VAPI, GUJARAT-396191.</p> <p align="center">Email id : : actechvapi@gmail.com</p> <p>TELE : 0260 - 24064023 FAX : 0260-2460459</p>	
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TRADE NOTICE NO. 03/2016

Vapi, dated 11.08.2016.

**Subject :- Re-constitution Of Tax Payers' Service Centre -
Regarding.**

In synchronization with the Government of India's focus and resolve on improving Ease of Doing Business and to meet such needs of the taxpayers, which necessitate physical contact point for service delivery and for such taxpayers, who cannot access taxpayer services offered through other channels this Commissionerate's **existing SEVOTTAM Dak and Acknowledgement Counter** is reconstituted forthwith. Now, it shall be manned by one Senior Tax Facilitator, One Tax Facilitator and one Junior Tax Facilitator. For the afore-stated purpose, the Superintendent and Inspectors, posted in the Headquarters' Operation & Management Section (O&M) and SEVOTTAM Dak and Acknowledgement Counter are nominated as Senior Tax Facilitator & Tax Facilitators respectively. Simultaneously, Tax Assistant, posted in the Headquarters' Dak & Acknowledgement Counter shall continue to work as Junior Tax Facilitator.

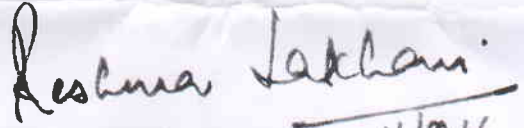
2. The Tax Payers' Service Centre is envisaged as a single window system for accepting/ handling all taxpayers' queries, complaints, grievances etc. A unique acknowledgement number would be generated on the spot, exclusively for the letters covered within purview of "Sevottam" only, for future reference by the taxpayers. Disposal of the Query/Complaint/ Grievance etc., filed at the above Tax Payers' Service Centre shall be monitored by the Additional Commissioner so as to ensure their prompt and effective disposal.

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3. The contact details & functions of the above Tax Facilitators are specified hereunder: -

Sr. No.	Name of the Officer, Designation & Office Address	Specific Functions	Helpline Numbers /Phone
1	Shri Anil M. Patel, Superintendent (O&M) Senior Tax Facilitator 5 th Floor, Adarsh-dham Building, Opp. Old Town Police Station, Vapi- Daman Road, Vapi (Gujarat)-396191	To act as information & facilitation officers at the level of Headquarters Office, handle all types of taxpayers' queries, complaints, grievances etc. in consultation/co- ordination with concerned/dealing Sections, provide relevant information & proper guidance on details of the procedures to the citizens / customers (assesseees) / stake- holders, inform them about their applications' status etc. along with wide publicity & display of the Citizens' Charter and resolve difficulties, if any, faced by them.	0260- 2460715
	Shri Siddharth Sharma Inspector(O&M) /Facilitator, 5 th Floor, Adarsh-dham Building, Opp. Old Town Police Station, Vapi- Daman Road, Vapi (Gujarat)-396191		0260- 2460715
	Shri Amrut U. Patel (Tax Assistant), Junior Tax Facilitator, Dak & acknowledgment Counter, Ground Floor, Adarsh-dham Building, Opp. Old Town Police Station, Vapi-Daman Road, Vapi (Gujarat)- 396191.	To provide Single Window facility in the Headquarters' Office by receiving and giving acknowledgment to all type of letters from the citizens/ customers (assesseees)/ Trade, either covered within purview of "SEVOTTAM" or beyond its purview. However, an unique acknowledgement number shall be generated on the spot, exclusively for the letters covered within purview of "SEVOTTAM" only, for future reference by the taxpayers.	

4. All the Trade Associations, Members of the Regional Advisory Committee are requested to widely publicize the above cited taxpayers' friendly and citizens' centric measures, taken by this Commissionerate amongst its members/constituents and encourage them to make extensive use of the above facility of Trade Facilitators in case of difficulty, if any, so as to enable us to serve them better in non-adversarial manner.


(RESHMA LAKHANI) 11/9/16
COMMISSIONER

**CENTRAL EXCISE, CUSTOMS & SERVICE TAX,
SILVASSA.**

F. No. V/Misc-23/SIL/T/16-17/1436

Vapi, dated 11.08.2016.

BY SPEED POST/ REGD. POST A.D.

1. The Chief Commissioner, Central Excise, Customs & Service Tax, Vadodara Zone, Vadodara.
2. The Director General, Directorate General of Taxpayer Services, Central Board of Excise & Customs, C. R. Building, I. P. Estate, New Delhi-110 002.
3. The Principal Commissioner/Commissioner, Central Excise, Customs & Service Tax, Vadodara-I/ Vadodara-II/Anand/Bharuch/Surat-I/ Surat-II/Valsad/Daman/Audit-I/Audit-II/Audit-III
4. The Deputy/Assistant Commissioner, Division-I/II/III/IV/V, Silvassa.
5. All Section Heads, Hdqrs. Office, Central Excise, Customs & Service Tax, Silvassa. The Assistant Commissioner (Systems) to get PDF copy of this Trade Notice be mailed all the Trade Associations ' e-mail ID as well as upload on the Commissionerate's website.
6. As per mailing list of Trade Association/ Members of the Regional Advisory Committee of Silvassa & Dadra Nagar Haveli.