

GOVERNMENT OF ARUNACHAL PRADESH  
OFFICE OF THE COMMISSIONER (TAX & EXCISE)  
ITANAGAR.

NO.TE/TDSW-04/2015/989-1033

Dated January 7, 2016

To

The Superintendent of Tax & Excise,  
Tawang/Bomdila/Seppa/Bhalukpong/Zone-I, Naharlagun/Zone-II, Itanagar/  
Banderdewa/Kimin/Ziro/Koloriang/Palin/Daporijo/Aalo/Likabali/Pasighat/  
Ruksin/Pangin/Yingkiong/Roing/Anini/Namsai/Tezu/Hawai/Changlang/Tirap  
and Longding.

**Sub: - Forwarding of a Sample Format Sheet for Assessment and Notice in respect of DDO.**

Sir,

Please find enclosed herewith the Sample Format Sheet for Assessment & Notice in respect of DDOs for use and necessary action.

Yours faithfully



(T.T GAMDIK), IAS

Secretary Cum Commissioner (Tax & Excise)  
Government of Arunachal Pradesh  
Itanagar.

Dated January 7, 2016

Memo NO.TE/TDSW-04/2015

Copy to: -

1. All Deputy Commissioners for information.
2. ✓ SPC, MMPCT, o/o the commissioner (T & E), Itanagar for information and she is also requested to upload this Sample Format Sheet for Assessment and Notice in the Department website.
3. Office copy/Guard file.



(T.T GAMDIK), IAS

Secretary Cum Commissioner (Tax & Excise)  
Government of Arunachal Pradesh  
Itanagar.

**SAMPLE FORMAT**

FILE NO:

DATED.....

**ASSESSMENT SHEET AND NOTICE IN RESPECT OF.....(NAME OF DDO).....  
TAN NO:**

Whereas on the basis of information which has come to my knowledge that you have/have not furnished.... (specify the reasons here)... in respect of the tax period(s) mentioned in this notice.

**PERIOD:**

Sl. No.	Details of particulars		Rate of tax & amount		Reasons for assessment
			%	Rs	
I	II		III	IV	V
1	Date of received of FF-16 from DDO				
2	Date of filing/received of return report from DDO				
3	Total TDS Dues		@ 0%		
			@ 4%		
			@ 12.5%		
			@ 20%		
4	Total TDS (VAT Deducted)		@ 0%		
			@ 4%		
			@ 12.5%		
			@ 20%		
5	Total TDS (VAT) Deposited		@ 0%		
			@ 4%		
			@12.5%		
			@ 20%		
6	Total Entry Tax Paid by the department/ DDO		@ 0%		
			@ 4%		
			@ 12.5%		
			@ 20%		
7	Actual amount deposited (Sl No. 5+6 above)		@ 4%		
			@ 12.5%		
			@ 20%		
8	Total TDS not deducted or not deposited.		@ 4%		
			@ 12.5%		
			@ 20%		
9	Late Penalty on	a) Sl No. 1 above@ not exceeding Rs 500 /- per day u/s 47A (1)(c )			
		b) Sl. No. 2 above@ Rs 100/-per day u/s 87 (9)			
		c) Sl. No. 6 above, equal to the amount of Entry Tax payable u/s 87(22)			

→ contd overleaf →

