

SUBJECT: - **SELECTION OF CASE FOR SALES TAX AUDIT AND PROVISION OF RECORD UNDER SECTION 72-B OF THE SALES TAX ACT 1990 FOR THE PERIOD FROM JULY 2017 TO JUNE 2018**

Please refer to the worthy Commissioner's letter No. /CIR/Zone-I/72-B/TY2018/2020-2021/1401 dated: 02-11-2020 regarding the above noted subject.

02. You are therefore requested to provide the following documents and information for the tax period from July 2017 to June 2018, which are mandatory requirement to maintain by the registered person under section 25 of the Sales Tax Act 1990.

Purchase register (including Domestic & Imports purchases) indicating name & registration number of the suppliers, complete description & quantity of goods, Sales Value & amount of Sales Tax involved along with rate of the Sales Tax applied for all type of taxable & exempt purchases.	Un-Necessary Documents
Details of purchases any fixed assets or capital goods (Local & Imports).	Un-Necessary Documents
Details of purchases any fixed assets or capital goods (Local & Imports).	Un-Necessary Documents
Copies of Purchases invoices / Imports GDs for all type of purchases	Un-Necessary Documents
Sales register (including Domestic & exports sales) indicating name & registration number of buyers, complete description & quantity of goods, Sales Value & amount Sales Tax involved along with rate of the Sales Tax applied, for all type of taxable and exempt Sales (if any).	Un-Necessary Documents
Copy of Sales Tax invoice for all type of sales.	Un-Necessary Documents
Copy of Exports documents i.e commercial invoice, BL, GDs and BCA for all exports GDs.	Un-Necessary Documents
All Sales Tax Returns with all annexure, acknowledgement receipt and CPRs.	Un-Necessary Documents
Proof of Last Sales Tax Audit conduct by the department (if any).	Un-Necessary Documents
Item wise Stock register / Inventory record of finished goods and raw materials along with Opening and closing inventory in quantity and value.	Un-Necessary Documents
Item wise daily / monthly production and consumption reports in case of Manufacture.	Un-Necessary Documents

Copy of Income Tax return & Wealth Statement for the Tax year under audit.	Un-Necessary Documents
Copy of Audited accounts (if any).	Un-Necessary Documents
List of Raw Material / goods purchases or Imports.	Un-Necessary Documents
List of Finished Goods / items sold (Local & Exports).	Un-Necessary Documents
Copies of Utility Bills.	Necessary Documents
List of Machinery installed along with Production Capacity and ratio of wastages and details of type of wastages in case of Manufacture.	Un-Necessary Documents
All Bank statement / Proof of payment (FORMAT HIGHLIGHTED IN COLOR)	Necessary Documents
Banking instrument in term of section 73 indicating Dr& Cr sides of the bank statement in respect of proof of payment and receipt.	Un-Necessary Documents

Supplier / buyer's Name	Invoice's No.	Invoice's Date	Purchase / sales value (inclusive of tax)	Bank's Name	Cheque's #	Cheque's Date	Cheque's Amount	Necessary Documents
1	2	3	4	5	6	7	8	

04. It is further stated that in case of the audit proceedings for the same period has already been finalized by Officer of Inland Revenue of this office or Defunct Regional Tax Office (Now Corporate Regional Tax Office), you are requested to provide the proof of completion of Sales Tax Audit.

05. You are requested to provide the above mentioned record on or before **13-11-2020** in the office of the undersigned. In case of non-compliance the undersigned will be constrained to take penal action against you as provided in the law.

06. Your cooperation with department shall be highly appreciated.

SUBJECT: UNDER RULE 36 OF THE SALES TAX RULES POST REFUND AUDIT, 2006.

Please refer to the subject cited above.

2. The sales tax refund claims for the following tax periods have been processed and sanctioned under Section 10 of the Sales Tax Act, 1990 through FASTER. Post refund audit of these claims is to be conducted as per rule 36 of Sales Tax Rules, 2006. The details of refund sanctioned are given hereunder:

Tax Period	Export Value	Refund Claimed as per Annex-H	Refund Sanctioned
201912	52551437/-	6305112/-	6305112/-

3. You are therefore, requested to produce following records pertaining to sales tax refund claims for the above tax periods by **16-10-2020.**

Purchase invoices / bill of entries, purchase register with complete description of goods as required under section 22(1) (b) (c) of the Sales Tax Act, 1990	Unnecessary
Sales invoices / register, shipping bills, bill of lading, Form-E, BCA.	Unnecessary
Inventory records items wise raw materials, packing materials, accessories, spare parts etc. and similarly finished goods as required under Section 22(1)(e) of the Sales Tax Act, 1990 in following format;	Unnecessary

i. Inventory records items wise raw materials, packing materials, accessories, spare parts etc. and similarly finished goods as required under Section 22(1)(e) of the Sales Tax Act, 1990 in following format;

Raw materials, Packing Materials, Accessories, Spare Parts etc (Quantity & value)

S. No.	Date	Description	Opening Stock	Purchases	Consumed	Closing Stock	Unnecessary
1	2	3	4	5	6	7	

Finished Goods in Quantity

S. #	Date	Opening Stock	F. G. Purchased today	Produced today	Export / Local Sales	Wastage	Closing Stock	Unnecessary
1	2	3	4	5	6	7	8	

- ii. Proof of payments / receipts of transaction above Rs.50,000/- as required u/s 73 of the Sales Tax Act, 1990, in the following format along with bank statements showing transfer of money from the buyer's declared business bank accounts to the seller's business bank accounts.

Supplier / buyer's Name	Invoice's No.	Invoice's Date	Purchase / sales value (inclusive of tax)	Bank's Name	Invoice's #	Invoice's Date	Invoice's Amount	Necessary
1	2	3	4	5	6	7	8	

You are, requested that soft copy of the above data (in excel format) may also be sent to this office for swift and timely completion of your Post Refund Audit. In case of any query / clarification, please do not hesitate to contact the undersigned.	Unnecessary
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2. You are, requested that soft copy of the above data (in excel format) may also be sent to this office for swift and timely completion of your Post Refund Audit. In case of any query / clarification, please do not hesitate to contact the undersigned.
3. You are also requested to inform the undersigned regarding the submission of record/documents already submitted to this office with courier receipts/proof) with the submission of additional information as asked in this letter as well. Your cooperation with revenue authority will be highly appreciated.
4. It is to be noted with keen observation that "ORIGINAL DOCUMENTS/RECORDS" are pre-requisite for the post-refund audit. photocopies /duplicates would not be treated as record per law.