



आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER  
वस्तु व सेवाकर, वडोदरा - II आयुक्तालय, वडोदरा  
CGST, Vadodara - II COMMISSIONERATE, VADODARA,  
Central GST Building, Subhanpura  
सुभानपुरा, वडोदरा - ३९००२३  
Subhanpura, Vadodara - 390023

F.No IV/16-03/Vad-II/Seva Kendra/2020-21 Pt II

Dated: .10.2022

**Instrucion No.01/2022-23 (GST- Seva Kendra)**

Subject:- Maintenance of proper register for disposal of query - reg.

During the verification of visitor register of Seva Kendra, it has been observed that the register maintained at Seva Kendra is not adequate and does not reflect details about the queries entered in the register of trade facilitation measures.

Now it is directed to add details in the register such as (1) how is query received whether in form of hard copy or through email. (2) Also mention the mode of disposal of query to tax payer whether reply sent through a letter or by email and make proper entry of disposal.

Further Seva Kendra officers are requested to make all out efforts to solve the query immediately and take feedback from the visitor and put up to in-charge Assistant Commissioner within time.

(N. Srujan Kumar)  
Joint Commissioner  
CGST and Central Excise,  
Vadodara-II.

Copy to :-

- (1) GST Seva Kendra
- (2) Deputy /Assistant Commissioner (Technical), CGST, Vadodara-II
- (3) Deputy /Assistant Commissioner (Systems), CGST, Vadodara-II with a request to upload on Vadodara-II, website.