

CHAPTER-6 (MANUAL-5)

Statement of the categories of documents that are held by it or under its control

Sl. No.	Category of the Document	Name of the Document and its Introduction in one line	Procedure to obtain the Documents	Held by / under control of
(1)	(2)	(3)	(4)	(5)
1.	Statutory	Orissa Sales Tax Act. & Rules' 1947	Official website of the C.T. Department	C.T. Department
2.	-do-	Orissa Value Added Tax Act & Rules' 2004	-do-	-do-
3.	-do-	Orissa Entertainment Tax Act & Rules' 1946.	-do-	-do-
4.	-do-	Central Sales Tax Act & Rules' 1956	-do-	-do-
5.	-do-	Orissa Luxury Tax Act' 1995	Library	-do-
6.	-do-	Orissa Entry Tax Act & Rules' 1999	Official website of the C.T. Department	-do-
7.	-do-	Orissa State Tax on Professions, Trades, Callings and Employments Act & Rules' 2000	-do-	-do-
8.	-do-	Record Manual	Official Reference	Library
9.	-do-	Commercial Tax Manual	-do-	-do-
10.	-do-	Circulars of Commissioner of Commercial Taxes, Orissa, Cuttack	Website	Policy Section / Website
11.	-do-	Registration Record	Official Reference	Range / Circle Offices
12.	-do-	Returns under different Acts.	-do-	-do-
13.	-do-	Assessment Records under different Acts	Assessment order is issued to the concerned dealer	Range / Circle Offices
14.	-do-	Appeal Records under different Acts	Appeal order is issued to the concerned dealer	Range / Office of the C.C.T.(O)

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(1)	(2)	(3)	(4)	(5)
15.	Statutory	Revision Records under different Acts	Revision order is issued to the concerned dealer	Office of the C.C.T.(O)
16.	-do-	Refund Records under different Acts	Refund order is issued to the concerned dealer	Range / Circle Offices
17.	-do-	Fraud Reports under different Acts	Confronted with the concerned dealer as per the provision of Law	Range / Circle / Intelligence Range / Vigilance Range
18.	Administration	Service Books of Employees	Official Purposes	Office of the C.C.T.(O) / Range / Circle / Assessment Unit / Intelligence Range & Unit / Vigilance Office
19.	-do-	Personal Files of Employees	-do-	-do-
20.	-do-	Records relating to Budget	-do-	Budget Section
21.	-do-	Records relating to Audit	-do-	Audit Section
22.	-do-	Records relating to Accounts	-do-	Accounts Section
23.	-do-	Records relating to Policy matters	-do-	Policy Section
24.	-do-	Records relating to collection of Taxes	-do-	Revenue Section
25.	-do-	Records relating to Grievance Petition	-do-	P.A. to C.C.T.(O)