**FORM – 704**

(*See* rule 65)

**Audit report under section 61 of the Maharashtra Value Added Tax Act, 2002,**

**PART - 1**

Certified that I /We have verified correctness and completeness of the below mentioned sales tax returns,

Name of the dealer

R.C. No. under the M.V.A.T. Act, 2002

R.C. No. under the C.S.T. Act, 1956

Address of the dealer as given in the returns verified

|  |  |  |
| --- | --- | --- |
| Period of the returns verified | From ……………….. to ……………… |  |
|  |  |  |
| Returns verified (Please tick the appropriate | Returns under the M.V.A.T. Act, 2002 |  |
| box) |  |  |
| Returns under the C.S.T. Act, 1956 |  |
|  |  |

and certify that subject to my / our observations and comments about non-compliance, shortcomings, deficiencies in the returns filed by the dealer as given in PART -2 of the attached detailed report -

1. In my / our view the books of accounts and other sales tax related records and registers maintained by the dealer are sufficient for verification of correctness and completeness of the returns.
2. The gross turnover of sales declared in the returns include all the transactions of sales concluded during the period of review.
3. The gross turnover of purchases declared in the returns include all the transactions of purchases made during the period of review.
4. The adjustment to turnover of sales and / or purchases is based on entries made in the books of accounts during the period of review.
5. The deductions from the gross turnover of sales, including deduction on account of goods return, claimed in the returns are in conformity with the provisions of the relevant Act.
6. Considering the classification of goods sold and rate of tax applicable, computation of sales tax payable as shown in the returns is correct.
7. Computation of set-off admissible in respect of purchases made during the period of review and adjustment to set-off claimed in the previous period is correct.
8. Computation of Cumulative Quantum of Benefits (CQB) is in conformity of the provisions of the Act in this regard.
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9. Other information required to be given in the returns is correct and complete.

For the purpose of verification of correctness and completeness of the returns, we have relied on

1. Books of Accounts for the year ended ……………
2. Profit & Loss Account and Balance Sheet for the year ended ………………
3. Records / registers relating to sales, purchases, stock, branch transfers (List the records / registers verified)
4. Documents in support of various deductions and concessions claimed.
5. …………………………………………………………………………
6. …………………………………………………………………………

The following are the major changes made during the period of review -

1. Changes in the business model
2. Change in the method of valuation of stock
3. Changes in the accounting system
4. ………………………………….

My / Our observations and comments about non-compliance, shortcomings, and deficiencies in the returns filed by the dealer have been given in PART – 2 of this report.

Summary of the additional tax liability and / or additional refund due to dealer, arising on verification of sales tax returns together with books of accounts and other related accounts mentioned herein above, for the period under review is as follows –

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Particulars** | **Amount as per** | **Amount as** | **Difference** |
| **No.** |  | **return (Rs.)** | **determined** | **(Rs.)** |
|  |  |  | **(Rs.)** |  |
|  |  |  |  |  |
| 1 | Sales tax payable under the |  |  |  |
|  | M.V.A.T. Act, 2002 |  |  |  |
|  |  |  |  |  |
| 2 | Set-off claimed under rule 31 |  |  |  |
|  |  |  |  |  |
| 3 | Set-off claimed under rule 32 |  |  |  |
|  |  |  |  |  |
| 4 | Refund of set-off claimed in the |  |  |  |
|  | return |  |  |  |
|  |  |  |  |  |
| 5 | Computation of CQB |  |  |  |
|  |  |  |  |  |
| 6 | Sales tax payable under the |  |  |  |
|  | C.S.T. Act, 1956 |  |  |  |
|  |  |  |  |  |
| 7 | Any other (Please specify) |  |  |  |
|  |  |  |  |  |

The dealer has been advised to file revised returns for the period from ……………to …………..

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and -

1. Pay differential tax liability of Rs. ……………… (Rupees .......………………………………),
2. Claim additional refund of Rs. ……………….…(Rupees …..………………………………),
3. Revise opening / closing balance of CQB at Rs. ……………….(Rupees

..……..……………….……).

|  |  |  |
| --- | --- | --- |
| Place : ……………….. | Signature: ..……………………. |  |
| Date: ………………… | Name: ……………….……….. |  |
| ……………………….. | Membership No.: |  |
|  |  |

Encl : 1) Statutory Audit Report with Profit & Loss Account and Balance Sheet 2) Part 2 of Audit Report in Form 904

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**PART – 2**

Note:

1. Please do not attach any documents with this Part of the Audit Report.
2. Points for verification are indicative and are not exhaustive. Additional information, if any, may please be given in the comments / remarks column.
3. No column of the report is to be left blank. If the information asked for is not relevant, please state ‘Not Applicable’.
4. Hard copy of the report prepared on computer would be acceptable, provided the report is in the prescribed format.

**Section A : General information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | | Name of the dealer | | | |  | | | | | | | | | | | |
| 2 | | R.C. No. under the M.V.A.T. | | | |  | | | | | | | | | | | |
|  | | Act, 2002 | | | |  | | | | | | | | | | | |
| 3 | | R.C. No. under the C.S.T. Act, | | | |  | | | | | | | | | | | |
|  | | 1956 | | | |  | | | | | | | | | | | |
| 4 | | Eligibility Certificate Number | | | |  | | | | | | | | | | | |
| 5 | | Tax Deduction Account Number | | | |  | | | | | | | | | | | |
| 6 | | Entitlement Certificate Number | | | |  | | | | | | | | | | | |
| 7 | | Address of the principle place of | | | |  | | | | | | | | | | | |
|  | | business | | | |  | | | | | | | | | | | |
|  | |  | | | |  | | | | | | | | | | | |
|  | |  | | | |  | | | | | | | | | | | |
|  | |  | | | |  | | | | | | | | | | | |
| 8 | | Additional place(s) of business | | | |  | | | | | | | | | | | |
|  | | in the State under same | | | |  | | | | | | | | | | | |
|  | | registration number | | | |  | | | | | | | | | | | |
|  | | (If space is insufficient, please | | | |  | | | | | | | | | | | |
|  | | attach separate sheet) | | | |  | | | | | | | | | | | |
|  | |  | | | |  | | | | | | | | | | | |
|  | | **Additional place of business** | | | | **Address** | | | | | | | | | | | |
|  | |  | | | |  | | | | | | | | | | | |
|  | |  | | | |  | | | | | | | | | | | |
|  | |  | | | |  | | | | | | | | | | | |
| 9 | | Other place(s) of business in the | | | |  | | | | | | | | | | | |
|  | | State having different | | | |  | | | | | | | | | | | |
|  | | registration number | | | |  | | | | | | | | | | | |
|  | | (If space is insufficient, please | | | |  | | | | | | | | | | | |
|  | | attach separate sheet) | | | |  | | | | | | | | | | | |
|  | | **Place** | | | | **Registration Number and date** | | | | | | | | | | | |
|  | | 1) | | | |  | | | | | | | | | | | |
|  | | 2) | | | |  | | | | | | | | | | | |
|  | | 3) | | | |  | | | | | | | | | | | |
| 10 | | Permission to file consolidated | | | |  | | | | | | | | | | | |
|  | | return covering the R.C. | | | |  | | | | | | | | | | | |
|  | | Numbers | | | |  | | | | | | | | | | | |
|  | | (If space is insufficient, please | | | |  | | | | | | | | | | | |
|  | | attach separate sheet) | | | |  | | | | | | | | | | | |
|  | | **Place** | | | | **Registration Number** | | | | | | | | | | | |
|  | | 1) | | | |  | | | | | | | | | | | |
|  | | 2) | | | |  | | | | | | | | | | | |
|  | | 3) | | | |  | | | | | | | | | | | |
| 11 | | Places of business and R.C. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Numbers covered in the returns | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | under this review | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Place** | |  |  |  |  |  |  | **Registration Number** | | | | |  |  |  |
|  |  | 1) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 3) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Section B : Business related information** | | | | | | | |  |  |  |  |  |  |  |  |  |
|  | 1 | Nature of |  | Manufacturer |  | Reseller | |  | Works | |  | Lessor | | Bakery | | | Restaurant |
|  |  | business (Please |  |  |  |  |  |  | contractor | |  |  |  |  |  |  |  |
|  |  | tick one or more |  | Job worker |  | Importer | |  |  |  |  |  |  |  |  |  |  |
|  |  | appropriate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | boxes, as |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | | Business |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | activity, in brief |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | | Class of |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | products sold |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  | | |  |  | |  | |  |  | |
| 4 | | Constitution of |  | Proprietary |  |  | Partnership | | | | Pvt. Ltd Co. | | | | Public Ltd Co. | | |
|  |  | the Business |  | HUF |  |  | Co-operative | | | | Trust | |  |  | Others (Please | | |
|  |  | (Please tick the |  |  |  |  | Society | |  |  |  |  |  |  | specify) | | |
|  |  | appropriate box) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | | Working capital |  | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in lakhs) | | | | | | | | |  |  |  |  |  |
|  |  | employed ( |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Difference |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | between current |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | assets and |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | current |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | liabilities) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | | Opted for |  | Reseller | Bakery | | | |  | Restaurant | | | Caterer | |  | passanger | |
|  |  | composition as a |  |  |  |  |  |  |  |  |  |  |  |  |  | motor | |
|  |  | (Please tick the |  |  |  |  |  |  |  |  |  |  |  |  |  | vehicle | |
|  |  | appropriate box) |  |  |  |  |  |  |  |  |  |  |  |  |  | dealer | |
| 7 | | Payment of sales |  | Under composition option | | | | |  |  | As per provisions of the Act | | | | | | |
|  |  | tax on works |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | contract (In case |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | sales tax liability |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | is being |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | discharged |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | under either of |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | the options, |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | please tick both |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | the boxes) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | | Type of |  | Exemption from tax | | | | |  |  | Deferment of tax payable | | | | | | |
|  |  | incentive being |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | availed under |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | PSI |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | | R.C. No. and |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | date under |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Profession Tax |  |  |  |  |
|  | Act |  |  |  |  |
| 10 | E.C. No. and |  |  |  |  |
|  | date under |  |  |  |  |
|  | Profession Tax |  |  |  |  |
|  | Act, if any |  |  |  |  |
| 11 | Registration | 1) …………………………………………………………………. | | |  |
|  | number and date |  |
|  |  |  |  |  |
|  | under other Acts | 2) …………………………………………………………………. | | |  |
|  | applicable, if |  |
|  |  |  |  |  |
|  | any, which are | 3) …………………………………………………………………. | | |  |
|  | administered by |  |  |  |  |
|  | Sales Tax | 4) …………………………………………………………………. | | |  |
|  | Department |  |  |  |  |
| 12 | PAN No. under |  |  |  |  |
|  | Income Tax Act |  |  |  |  |
| 13 | ECC No. under |  |  |  |  |
|  | Central Excise |  |  |  |  |
|  | Act |  |  |  |  |
| 14 | IEC Code |  |  |  |  |
|  |  |  |  |  |  |
| 15 | Particulars of | **Name of the bank** | **Branch** | **Account No.** |  |
|  | bank accounts |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Section C : Consolidation of returns under the MVAT Act, 2002 (For dealers other than composition dealers)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Gross turnover |  |  |  |  |  |
|  | of sales |  |  |  |  |  |
|  | including branch |  |  |  |  |  |
|  | transfers |  |  |  |  |  |
| 2 | Sales under |  |  |  |  |  |
|  | section 5 |  |  |  |  |  |
| 3 | Branch transfers |  |  |  |  |  |
| 4 | Sales under |  |  |  |  |  |
|  | sections 8 |  |  |  |  |  |
| 4 | Taxes and other |  |  |  |  |  |
|  | deductions |  |  |  |  |  |
| 6 | Balance |  |  |  |  |  |
|  | turnover of sales |  |  |  |  |  |
|  | liable to tax |  |  |  |  |  |
| 7 | Sales liable to | **Rate of** | **Taxable value** | **\* Quantity** | **Tax amount** |  |
|  | tax | **tax** |  |  |  |  |
|  | \* Quantity only |  |  |  |  |  |
|  | in respect of |  |  |  |  |  |
|  |  |  |  |  |  |
|  | specified |  |  |  |  |  |
|  |  |  |  |  |  |
|  | petroleum |  |  |  |  |  |
|  |  |  |  |  |  |
|  | products liable |  |  |  |  |  |
|  |  |  |  |  |  |
|  | to specific rate |  |  |  |  |  |
| 8 | Turnover of | Gross turnover of purchases | |  |  |  |
|  | purchases | Imports into India | |  |  |  |
|  | including branch |  | |  |  |  |
|  | Inter-State sales | |  |  |  |
|  | transfers |  | |  |  |  |
|  | Branch transfers | |  |  |  |
|  |  | Local purchases from registered dealers | | |  |  |

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Local purchases from unregistered dealers | |  |  |
| 9 Computation of | |  |  |  |  |
|  | set-off |  |  |  |  |
|  | Tax paid on | **Rate of tax** | **Taxable purchase price** | **Tax amount** |  |
|  | purchases from |  |  |  |  |
|  | registered |  |  |  |  |
|  |  |  |  |  |
|  | dealers |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Tax paid on |  |  |  |  |
|  | purchases not |  |  |  |  |
|  | eligible for set- |  |  |  |  |
|  |  |  |  |  |
|  | off under rule 34 |  |  |  |  |
|  |  |  |  |  |
|  | Tax paid on |  |  |  |  |
|  | purchases |  |  |  |  |
|  | eligible for set- |  |  |  |  |
|  |  |  |  |  |
|  | off |  |  |  |  |
|  |  |  |  |  |
|  | Reduction of | **Taxable purchase** | **price** | **Amount of set-off** |  |
|  | set-off at 4% of |  |  |  |  |
|  | the purchase |  |  |  |  |
|  | price on account |  |  |  |  |
|  | of - |  |  |  |  |

* Goods used as fuels
* Inputs used in manufacture of tax-free goods
* Packing materials used in packing of tax free goods
* Goods as purchased

transferred outside the State

* Inputs used in manufacture of

goods transferred outside

the State

Reduction of set-off on goods used in execution works contract for which the contractor has opted for composition in lieu of tax payable

1. Refund relating exports etc. claimed in the

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returns

1. Refund of amount equal to set-off on raw materials claimed by eligible PSI
2. Unadjusted set-off – refund claimed in March ………..

returns

Section D : Consolidation of returns filed by composition dealer under the MVAT Act, 2002

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Class of | Reseller | Bakery | Restaurant | Caterer | passanger |
|  | composition |  |  |  |  | motor |
|  | dealer |  |  |  |  | vehicle |
|  |  |  |  |  |  | dealer |

1. Turnover of sales liable to tax

|  |  |  |
| --- | --- | --- |
| 3 Composition | Rate of composition | Composition amount (Rs.) |
| payable |  |  |
|  |  |  |

**Section E : Consolidation of returns under the CST Act, 1956**

1. Gross turnover of sales including branch transfers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2 | Sales within |  |  |  |  |  |
|  | Maharashtra |  |  |  |  |  |
| 3 | Sales in the |  |  |  |  |  |
|  | course of import |  |  |  |  |  |
|  | u/s 5(1) |  |  |  |  |  |
| 4 | Sales in the |  |  |  |  |  |
|  | course of export |  |  |  |  |  |
|  | u/s 5(2) |  |  |  |  |  |
| 5 | Sales in the |  |  |  |  |  |
|  | course of export |  |  |  |  |  |
|  | u/s 5(3) |  |  |  |  |  |
| 6 | Sales exempted |  |  |  |  |  |
|  | under section |  |  |  |  |  |
|  | 6(2) |  |  |  |  |  |
| 7 | Branch |  |  |  |  |  |
|  | Transfers |  |  |  |  |  |
| 8 | Taxes and other |  |  |  |  |  |
|  | deductions |  |  |  |  |  |
| 9 | Balance |  | **Rate of tax** | **Taxable value** | **Tax amount** |  |
|  | turnover of sales |  |  |  |  |  |
|  | liable to tax |  |  |  |  |  |
|  |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | | |  |  |  |  |
| **Section F : Filing of** | | | **returns and payment of tax** | |  |  |
| 1 | Periodicity of |  | Monthly | Quarterly | Six-monthly |  |
|  | return (Please |  |  |  |  |  |
|  | tick the |  |  |  |  |  |

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|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | appropriate box) | |  |  |  |  |  |  |  |
| 2 | **Status of filing of** | | **returns and payment of tax due as per return** | | | | | | |
|  |  |  | |  | |  |  |  | |
|  | **Period** | **Filing of returns** | | | |  | **Payment of tax** | | |
|  |  | **Due** | | **Date of filing** | | **Due date** |  |  | **Date of payment** |
|  |  | **date** | |  |  |  |  |  |  |
|  | April |  |  |  |  |  |  |  |  |
|  | May |  |  |  |  |  |  |  |  |
|  | June |  |  |  |  |  |  |  |  |
|  | July |  |  |  |  |  |  |  |  |
|  | August |  |  |  |  |  |  |  |  |
|  | September |  |  |  |  |  |  |  |  |
|  | October |  |  |  |  |  |  |  |  |
|  | November |  |  |  |  |  |  |  |  |
|  | December |  |  |  |  |  |  |  |  |
|  | January |  |  |  |  |  |  |  |  |
|  | February |  |  |  |  |  |  |  |  |
|  | March |  |  |  |  |  |  |  |  |
| **3** | **Observations** | **about** | | **delay in filing of** | | **returns, delay in payment** | | **of tax or non-payment** | |
|  | **or short payment of tax, if any** | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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**Section G : Verification of sales under the MVAT Act, 2002 (For dealers other than composition dealers)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.** |  | **Particulars** | **Amount** | **Verification** | **Observations** | **Remarks** |
| **No.** |  |  |  |  |  |  |
| 1 | Gross turnover of sales | |  | GTO of sales to include all |  |  |
|  | including branch transfers | |  | transactions of sales |  |  |
|  |  |  |  | concluded during the |  |  |
|  |  |  |  | period of review, |  |  |
|  |  |  |  | including scrap sales, sale |  |  |
|  |  |  |  | of old assets, sales to |  |  |
|  |  |  |  | employees etc. |  |  |
| 2 | Branch transfers | |  | a) Method followed for |  |  |
|  |  |  |  | valuation of branch |  |  |
|  |  |  |  | transfers |  |  |
|  |  |  |  | b) Verification of the |  |  |
|  |  |  |  | amount with the books of |  |  |
|  |  |  |  | accounts |  |  |
|  |  |  |  | c) Movement is not as a |  |  |
|  |  |  |  | result of sale |  |  |
| 3 | Turnover of sales | |  | Reconciliation of turnover |  |  |
|  | including taxes payable | |  | of sales and sales tax |  |  |
|  |  |  |  | payable with the books of |  |  |
|  |  |  |  | accounts |  |  |
| 4 | Sales under section 5 | |  | Description of goods sold |  |  |
|  |  |  |  | and schedule entry number |  |  |
| 5 | Break-up of total sales | |  |  |  |  |
|  | under section 8 | |  |  |  |  |
|  | 1 | Sales under section |  | Net turnover of sales in |  |  |
|  |  | 8(1) |  | under the CST Act as |  |  |
|  |  |  |  | disclosed in the CST |  |  |
|  |  |  |  | return |  |  |
|  | 2 | Sales under section |  | Sale of fuel and lubricants |  |  |
|  |  | 8(2) |  | filled into aircrafts which |  |  |
|  |  |  |  | are registered in the |  |  |
|  |  |  |  | foreign country |  |  |
|  | 3 | Sales under section |  | Sale to SEZ, STP, EHTP |  |  |
|  |  | 8(3) |  | and 100% EOU |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 4 | Sales under section |  | Exemption from tax only |  |  |
|  |  | 8(4) |  | in respect of class of goods |  |  |
|  |  |  |  | eligible for exemption as |  |  |
|  |  |  |  | mentioned in the eligibility |  |  |
|  |  |  |  | certificate |  |  |
| 6 | Tax amount, whether | |  | Should be equal to total |  |  |
|  | shown separately or | |  | sales tax payable |  |  |
|  | computed as per | |  |  |  |  |
|  | provisions of rule 38 | |  |  |  |  |
| 7 | Deductions claimed | |  |  |  |  |
|  | 1 | Non-taxable charges |  | a) Description of charges |  |  |
|  |  |  |  | claimed as non-taxable |  |  |
|  |  |  |  | b) Admissibility of |  |  |
|  |  |  |  | deductions in the light of |  |  |
|  |  |  |  | definition of ‘sale price’ |  |  |
|  |  |  |  | read with the terms of sale |  |  |
|  |  |  |  | c) In respect works |  |  |
|  |  |  |  | contracts verify whether |  |  |
|  |  |  |  | deductions claimed are |  |  |
|  |  |  |  | admissible and explain the |  |  |
|  |  |  |  | method followed for |  |  |
|  |  |  |  | computation of admissible |  |  |
|  |  |  |  | deductions. |  |  |
|  | 2 | Amount paid or |  | Deduction from payment |  |  |
|  |  | payable towards |  | admissible against |  |  |
|  |  | works contract |  | certificate in Form 407 |  |  |
|  |  | executed by sub- |  | issued by the sub- |  |  |
|  |  | contractors |  | contractor |  |  |
|  | 3 | Amount paid or |  | Deduction from payment |  |  |
|  |  | payable by the |  | admissible against |  |  |
|  |  | principle contractor |  | certificate in Form 408 |  |  |
|  |  | towards works |  | issued by the principle |  |  |
|  |  | contract executed by |  | contractor |  |  |
|  |  | the dealer |  |  |  |  |
|  | 4 | Sales of goods |  | Description of goods sold |  |  |
|  |  | excluded from VAT |  | and schedule entry number |  |  |
| 8 |  | Computation of sales tax |  | a) Methodology followed |  |  |
|  | payable | |  | for classification of sales |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | and under various |  |  |
|  |  |  |  | categories including tax |  |  |
|  |  |  |  | rate-wise classification |  |  |
|  |  |  |  | b) In respect of works |  |  |
|  |  |  |  | contracts, methodology |  |  |
|  |  |  |  | followed for determination |  |  |
|  |  |  |  | of sale consideration of the |  |  |
|  |  |  |  | goods taxable at different |  |  |
|  |  |  |  | rates |  |  |
|  |  |  |  | c) In respect of leasing |  |  |
|  |  |  |  | transactions and hire |  |  |
|  |  |  |  | purchase transactions, |  |  |
|  |  |  |  | methodology followed for |  |  |
|  |  |  |  | determination of sale price |  |  |
|  |  |  |  | liable to tax. Elements of |  |  |
|  |  |  |  | consideration not forming |  |  |
|  |  |  |  | part of ‘sale price’ to be |  |  |
|  |  |  |  | specified. |  |  |
|  | 1 | Sales taxable at..... |  | Description of goods sold |  |  |
|  |  |  |  | and schedule entry number |  |  |
|  | 2 | Sales taxable at ..... |  | Description of goods sold |  |  |
|  |  |  |  | and schedule entry number |  |  |
|  | 3 | Sales taxable at …. |  | Description of goods sold |  |  |
|  |  |  |  | and schedule entry number |  |  |
|  | 4 | Sales tax payable at |  | Description and quantity |  |  |
|  |  | Rs. 1 per litre based |  | of the goods |  |  |
|  |  | on quantity of goods |  |  |  |  |
|  |  | sold |  |  |  |  |
|  | 5 | Sales tax payable at |  | Description and quantity |  |  |
|  |  | Rs. 1 per litre based |  | of the goods |  |  |
|  |  | on quantity of goods |  |  |  |  |
|  |  | sold |  |  |  |  |
|  | 6 | Amount of tax |  | a) Method followed for |  |  |
|  |  | payable under the |  | discharging tax liability |  |  |
|  |  | MVAT Act on works |  | under the MWCT Act and |  |  |
|  |  | contracts entered into |  | the amount of tax / |  |  |
|  |  | prior to 31.03.2005 |  | composition payable under |  |  |
|  |  |  |  | the said Act |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | b) Tax liability in respect |  |  |
|  |  |  |  | of such turnover of sales |  |  |
|  |  |  |  | disclosed in the returns for |  |  |
|  |  |  |  | the period of review |  |  |
|  | 7 | Amount of tax |  | a) Method followed for |  |  |
|  |  | payable under the |  | discharging tax liability |  |  |
|  |  | MVAT Act on |  | under the Maharashtra |  |  |
|  |  | leasing contracts |  | Right to Use Act and the |  |  |
|  |  | entered into prior to |  | amount of tax payable |  |  |
|  |  | 31.03.2005 |  | under the said Act |  |  |
|  |  |  |  | b) Tax liability in respect |  |  |
|  |  |  |  | of such turnover of sales |  |  |
|  |  |  |  | disclosed in the returns for |  |  |
|  |  |  |  | the period of review |  |  |

**Section H : Verification of turnover of purchases and sales tax set-off claimed in the return (For dealers other than composition dealers)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 9 | Turnover of purchases | |  | Methodology followed for |  |  |
|  |  |  |  | classification of purchases |  |  |
|  |  |  |  | under various categories |  |  |
|  | 1 | Imports into India |  | Purchase invoices and |  |  |
|  |  |  |  | other supporting |  |  |
|  |  |  |  | documents |  |  |
|  | 2 | Inter-State purchases |  | a) Purchase invoices and |  |  |
|  |  |  |  | other supporting |  |  |
|  |  |  |  | documents |  |  |
|  |  |  |  | b) Class of goods |  |  |
|  |  |  |  | purchased is included in |  |  |
|  |  |  |  | the relevant list appended |  |  |
|  |  |  |  | to the registration |  |  |
|  |  |  |  | certificate issued under the |  |  |
|  |  |  |  | CST Act and the goods are |  |  |
|  |  |  |  | utilized for the intended |  |  |
|  |  |  |  | purpose. Details of |  |  |
|  |  |  |  | contraventions, if any, to |  |  |
|  |  |  |  | be given in Section ‘N’ of |  |  |
|  |  |  |  | the report |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 3 | Branch transfers | a)Verification of the |  |  |
|  |  |  | amount with the books of |  |  |
|  |  |  | accounts |  |  |
|  |  |  | b) Entries in stock records |  |  |
|  | 4 | Local purchases from | Purchase invoices and |  |  |
|  |  | registered dealers | other supporting |  |  |
|  |  |  | documents |  |  |
|  | 5 | Local purchases from | a) Identification of |  |  |
|  |  | un-registered dealers | purchases from all class |  |  |
|  |  |  | unregistered dealers / |  |  |
|  |  |  | persons, including works |  |  |
|  |  |  | contractors |  |  |
|  |  |  | b) Full particulars of |  |  |
|  |  |  | purchases which are of Rs. |  |  |
|  |  |  | 10,000/- or more to be |  |  |
|  |  |  | given separately in Section |  |  |
|  |  |  | ‘O’of the report |  |  |
| 10 |  | Computation of set-off |  |  |  |
|  | 1 | Tax paid on | Adequacy set-off register |  |  |
|  |  | purchases from | maintained by the dealer |  |  |
|  |  | registered dealers | for computation of |  |  |
|  |  |  | admissible set-off |  |  |
|  | 2 | Tax paid on | System followed for |  |  |
|  |  | purchases not | identification of purchases |  |  |
|  |  | eligible for set-off | not eligible for set-off |  |  |
|  | 3 | Tax paid on | Purchases eligible for set- |  |  |
|  |  | purchases eligible | off supported by Tax |  |  |
|  |  | for set-off | Invoice which is in |  |  |
|  |  |  | conformity of the |  |  |
|  |  |  | requirements in this regard |  |  |

1. Reduction of set-off at 4% of the purchase price on account of -

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | Goods used as |  | Class of goods used as |  |  |
|  |  | fuels |  | fuels and system followed |  |  |
|  |  |  |  | for identification of such |  |  |
|  |  |  |  | purchases |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 2 | Inputs used | in |  | Method followed for |  |  |
|  |  |  | manufacture | of |  | computation of reduction |  |  |
|  |  |  | tax-free goods |  |  | of set-off and |  |  |
|  |  |  |  |  |  | reasonableness of the |  |  |
|  |  |  |  |  |  | ratios adopted for |  |  |
|  |  |  |  |  |  | reduction of set-off |  |  |
|  |  | 3 | Packing materials | |  | Method followed for |  |  |
|  |  |  | used in packing of | |  | computation of reduction |  |  |
|  |  |  | tax free goods |  |  | of set-off and |  |  |
|  |  |  |  |  |  | reasonableness of the |  |  |
|  |  |  |  |  |  | ratios adopted for |  |  |
|  |  |  |  |  |  | reduction of set-off |  |  |
|  |  | 4 | Goods as |  |  | Method followed for |  |  |
|  |  |  | purchased |  |  | identification of such |  |  |
|  |  |  | transferred outside | |  | purchases |  |  |
|  |  |  | the State |  |  |  |  |  |
|  |  | 5 | Inputs used in |  |  | Method followed for |  |  |
|  |  |  | manufacture of |  |  | computation of reduction |  |  |
|  |  |  | goods transferred | |  | of set-off and |  |  |
|  |  |  | outside the State |  |  | reasonableness of the |  |  |
|  |  |  |  |  |  | ratios adopted for |  |  |
|  |  |  |  |  |  | reduction of set-off |  |  |
|  | 5 |  | Reduction of set-off | |  | Method followed for |  |  |
|  |  | on goods used in | |  |  | identification gross set-off | | |
|  |  | execution works | |  |  | admissible on purchases | | |
|  |  | contract for which | |  |  | relating to such category | | |
|  |  | the contractor has | |  |  | of deemed sales and the | | |
|  |  | opted for | |  |  | method followed for | | |
|  |  | composition in lieu | |  |  | working out reduction of | | |
|  |  | of tax payable | |  |  | set-off | | |

1. Balance : Set-off admissible

|  |  |  |
| --- | --- | --- |
| 7 | Add: set-off on | a) Verification of stock |
|  | trading goods held | declaration with closing |
|  | in stock as on | stock as per books of |
|  | 1.4.2005 claimed in | accounts |
|  | the first return after | b) Verification of |
|  | 1.4.2005 | corresponding purchase |
|  |  | invoices, eligibility for set- |
|  |  | off and the amount of set- |
|  |  | off claimed |
|  |  | c) Verification of sales tax |
|  |  | Form 31, if applicable |
| 8 | Less : Reversal of | Methodology followed for |
|  | set-off claimed on | identification of goods |
|  | trading goods held | which remained unsold |
|  | in stock as on | and the corresponding |
|  | 1.4.2005 but not | purchases and set-off |
|  | sold on or before | amount |
|  | 31.12.2005 |  |
| 9 | Add: Set-off relating | a) Stock declaration |
|  | to capital assets held | b) Resale invoice |
|  | in stock as on |  |
|  | 1.4.2005 and sold on |  |
|  | or before 31.12.2005 |  |
| 10 | Add: Adjustments to | Documents based on |
|  | set-off claimed | which adjustment to set- |
|  | earlier | off has been made |
| 11 | Less : Adjustments | a) Documents based on |
|  | to set-off claimed | which adjustment to set- |
|  | earlier | off has been made |
|  |  | b) Method followed for |
|  |  | identification of |
|  |  | contingencies under which |
|  |  | set-off claimed earlier is |
|  |  | adjusted |

1. Total set-off admissible

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 13 | Set-off adjusted |  |  |  |  |  |  |  |
|  |  | against sales tax |  |  |  |  |  |  |  |
|  |  | payable |  |  |  |  |  |  |  |
|  | 14 | Set-off adjusted |  |  |  |  |  |  |  |
|  |  | against CST payable |  |  |  |  |  |  |  |
|  | 15 | Refund of set-off |  |  |  |  |  |  |  |
|  |  | claimed in the |  |  |  |  |  |  |  |
|  |  | returns |  |  |  |  |  |  |  |
|  | 16 | Balance, if any |  | Reasons, if any, for |  |  |  |  |  |
|  |  |  |  | balance of set-off |  |  |  |  |  |
| **Section** | **I :** | **Verification of computation of Cumulative Quantum of Benefits availed by the eligible PSI Unit** | | | | | | | |
| 1 | Eligibility Certificate Number and date | | |  |  |  |  |  |  |
| 2 | Entitlement Certificate Number and date | | |  |  |  |  |  |  |
| 3 | Type of incentive being availed under | | | Exemption from tax | |  |  |  | Deferment |
|  | PSI | | |  |  |  |  |  | of tax |
|  |  |  |  |  |  |  |  |  | payable |
| 4 | Whether the eligible unit is a Maga | | | Yes | |  |  |  | No |
|  | project | | |  |  |  |  |  |  |
| 5 | Validity of the Eligibility Certificate | | | From ……………………… to …………………………… | | | | |  |
| 6 | Sanctioned monetary limit | | | Rs. …………………………. | |  |  |  |  |
| 7 | CQB availed up to the end of previous | | | Rs. ………………………… | |  |  |  |  |
|  | year | | |  |  |  |  |  |  |
| 8 | Balance CQB available for current year | | | Rs. …………………………. | |  |  |  |  |
| 9 | Computation of CQB by the unit availing | | |  |  |  |  |  |  |
|  | the benefit of exemption from tax | | |  |  |  |  |  |  |
|  | 1 | Turnover of sales under the MVAT | | **Description of goods sold** |  | **Rate** | **Taxable sale** |  | **Tax** |
|  |  | Act of the goods specified in the | | **and schedule entry** |  | **of tax** | **price** |  | **amount** |
|  |  | Eligibility Certificate | | **number** |  |  |  |  | **(CQB** |
|  |  |  |  |  |  |  |  |  | **Amount)** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |
|  | 2 | Turnover of inter-Sales of goods | | **Class of inter-State sales** |  | **Rate** | **Taxable sale** |  | **Tax** |
|  |  | specified in the Eligibility | |  |  | **of tax** | **price** |  | **amount** |
|  |  | Certificate | |  |  |  |  |  | **(CQB** |
|  |  |  |  |  |  |  |  |  | **Amount)** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | a) Sales supported by | |  |  |  |  |
|  |  |  |  | Form C or D, as the case | |  |  |  |  |
|  |  |  |  | may be | |  |  |  |  |
|  |  |  |  | b) Sales by Mega Project | | 1% |  |  |  |
|  |  |  |  |  |  |  | Total - CQB |  |  |
| 10 | | Computation of CQB by the unit availing | |  |  |  | Tax amount | CQB | |
|  |  | the benefit of deferment of tax payable | |  |  |  |  | Amount | |
|  |  | 1 | Amount of sales tax payable as per |  |  |  |  |  |  |
|  |  |  | returns under the MVAT Act |  |  |  |  |  |  |
|  |  | 2 | Amount of central sales tax payable |  |  |  |  |  |  |
|  |  |  | as per returns under the CST Act |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Total - CQB** |  |  |
|  |  | 3 | Pre-mature payment of amount of | **Amount paid** |  | **Challan No. and Date** | |  |  |
|  |  |  | tax which could have been deferred |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | 4 | Balance of CQB to be deferred |  |  |  |  |  |  |
| 11 | | CQB | – Opening balance | Rs. ……………………….. | |  |  |  |  |
|  |  | CQB – Availed during the period of | | Rs. ………………………. | |  |  |  |  |
|  |  | review | |  |  |  |  |  |  |
|  |  | CQB – Balance carried over to next | | Rs ………………………. | |  |  |  |  |
|  |  | period | |  |  |  |  |  |  |
| 12 | | **a) Observations about methodology followed for identification of sales of goods eligible for sales tax** | | | | | | | |
|  |  | **incentives and classification of goods and rate of tax adopted for computation of CQB** | | | | | |  |  |
|  |  | **b) Treatment given to set-off on purchases of goods other tan raw materials against which refund can not** | | | | | | | |
|  |  | **be claimed** | |  |  |  |  |  |  |
|  |  |  | | | |  |  |  |  |
|  | **Section** | **J : Verification of composition payable by retailer** | | | |  |  |  |  |
|  | 1 | R.C.No. under the M.V.A.T.Act, 2002 | |  |  |  |  |  |  |
| 2 | | Category of the retailer as per | |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | composition scheme and rate of | |  |  |
|  | composition payable | |  |  |
| 3 | Eligibility to pay tax under composition | | **Verification** | **Observations** |
|  | option | | All purchases are local purchases |  |
|  |  |  | from dealers in Maharashtra |  |
|  |  |  | The dealer is not a manufacturer |  |
|  |  |  | or importer |  |
|  |  |  | The dealer is not a liquor dealer |  |
|  |  |  | No tax / composition has been |  |
|  |  |  | collected from customers |  |
|  |  |  | No set-off has been claimed |  |
|  |  |  | The dealer has not issued ‘Tax |  |
|  |  |  | Invoice’ |  |
| 4 | Computation of taxable value | |  |  |
|  | 1 | Total turnover of sales | Reconciliation of turnover of |  |
|  |  | Rs………………… | sales with the books of accounts |  |
|  | 2 | Turnover of sales of goods excluded | Description of goods sold and |  |
|  |  | from VAT | schedule entry number |  |
|  | 3 | Balance turnover of sales |  |  |
|  |  | Rs........................... |  |  |
|  | 4 | Less: Turnover of purchases | Reconciliation of turnover of |  |
|  |  | Rs………………… | purchases with the books of |  |
|  |  |  | accounts |  |
|  | 5 | Balance : Turnover of sales liable to | Rs. ……………………. |  |
|  |  | tax and applicable rate of | Rate of composition …….. |  |
|  |  | composition |  |  |
|  | 6 | Amount of composition payable | Rs……………………….. |  |

**Section K : Verification of composition payable by Bakery**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | R.C.No. under the M.V.A.T.Act, 2002 |  |  |
| 2 | Eligibility to pay tax under composition | **Verification** | **Observations** |
|  | option | All purchases are local purchases |  |
|  |  | from dealers in Maharashtra |  |
|  |  | The dealer is not an importer |  |
|  |  | No tax / composition has been |  |
|  |  | collected from customers |  |
|  |  | No set-off has been claimed |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | The dealer has not issued ‘Tax |  |
|  |  |  | Invoice’ |  |
| 3 | Computation of composition payable | |  |  |
|  | 1 | Turnover of sales | Reconciliation of turnover of |  |
|  |  | Rs.. …………………… | sales with the books of accounts |  |
|  | 2 | Turnover of tax free sales | Description of goods sold and |  |
|  |  | Rs.. …………………… | schedule entry number |  |
|  | 3 | Balance liable to tax |  |  |
|  |  | Rs.. …………………… |  |  |
|  | 4 | Rate of composition payable | ……… % of turnover of sales |  |
|  | 5 | Amount of composition payable | Rs. …………………………… |  |

**Section L : Verification of composition payable by restaurant etc.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | R.C.No. under the M.V.A.T.Act, 2002 | |  |  |  |  |  |  |
| 2 | Nature of the business of the dealer | | Restaurant | Eating | Hotel |  | Refreshment | Boarding |
|  | (Please tick the appropriate box) | |  | House |  |  | Room | Establishment |
|  |  |  |  |  |  |  |  |  |
| 3 | Eligibility to pay tax under composition | |  | **Verification** | |  |  | **Observations** |
|  | option | | All purchases are local purchases from dealers in | | | | |  |
|  |  |  | Maharashtra | |  |  |  |  |
|  |  |  | The dealer is not an importer | | |  |  |  |
|  |  |  | No tax / composition has been collected from | | | | |  |
|  |  |  | customers | |  |  |  |  |
|  |  |  | No set-off has been claimed | | |  |  |  |
|  |  |  | The dealer has not issued ‘Tax Invoice’ | | | | |  |
| 4 | Computation of composition payable | |  |  |  |  |  |  |
|  | 1 | Turnover of sales | Reconciliation of turnover of sales | | | with the books | |  |
|  |  | Rs.. …………………… | of accounts | |  |  |  |  |
|  | 2 | Rate of composition payable | ……… % of turnover of sales | | |  |  |  |
|  | 3 | Amount of composition payable | Rs. …………………………… | | |  |  |  |

**Section M : Verification of composition payable by Caterers etc.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | R.C.No. under the M.V.A.T.Act, 2002 |  |  |
| 2 | Nature of the business of the dealer |  |  |
|  |  |  |  |
| 3 | Eligibility to pay tax under composition | **Verification** | **Observations** |
|  | option | All purchases are local purchases from dealers in |  |
|  |  | Maharashtra |  |
|  |  | The dealer is not an importer |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | No tax / composition has been collected from | | | | |  |  |  |
|  |  |  |  |  |  |  | customers | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | No set-off has been claimed | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | The dealer has not issued ‘Tax Invoice’ | | | | |  |  |  |
| 4 | |  | Computation of composition payable | | | |  |  |  |  |  |  |  |  |
|  |  |  | 1 | Turnover of sales | |  | Reconciliation of turnover of sales | | | with the books | |  |  |  |
|  |  |  |  | Rs.. …………………… | |  | of accounts | |  |  |  |  |  |  |
|  |  |  | 2 | Rate of composition payable | | | ……… % of turnover of sales | |  |  |  |  |  |  |
|  |  |  | 3 | Amount of composition payable | | | Rs. …………………………… | |  |  |  |  |  |  |
|  | **Section N: Verification of composition payable by passanger motor vehicle dealer** | | | | | | | | |  |  |  |  |  |
|  | 1 |  | R.C.No. under the M.V.A.T.Act, 2002 | | | |  |  |  |  |  |  |  |  |
| 2 | |  | Eligibility to pay tax under composition | | | | **Verification** | |  |  | **Observations** | | | |
|  |  |  | option | | |  | All purchases are local purchases | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | from dealers in Maharashtra | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | The dealer is not an importer | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | No tax / composition has been | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | collected from customers | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | No set-off has been claimed | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | The dealer has not issued ‘Tax | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Invoice’ | |  |  |  |  |  |  |
| 3 | |  | Amount of set-off claimed | | |  | Correctness of set-off claimed | |  |  |  |  |  |  |
| 4 | |  | Computation of composition payable | | | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | |  |  |  |  |  |
|  |  |  | 1 | Turnover of sales | |  | Reconciliation of turnover of sales | | |  |  |  |  |  |
|  |  |  |  | Rs.. …………………… | |  | with the books of accounts | |  |  |  |  |  |  |
|  |  |  | 2 | Rate of composition payable | | | ……… % of turnover of sales | |  |  |  |  |  |  |
|  |  |  | 3 | Amount of composition payable | | | Rs. …………………………… | |  |  |  |  |  |  |
|  | **Section** | **O : Verification of returns under the Central Sales Tax Act, 1956** | | | | | | |  |  |  |  |  |  |
|  | **Sr.** |  |  | **Particulars** |  | **Amount** | **Verification** |  | **Observations** | | |  | **Remarks** |  |
|  | **No.** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | |  | Gross turnover of sales | |  |  | GTO of sales as per |  |  |  |  |  |  |  |
|  |  |  | including branch transfers | |  |  | returns under the MVAT |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Act, 2002 |  |  |  |  |  |  |  |
| 2 | |  | Turnover of sales under the | |  |  | Turnover of sales as per |  |  |  |  |  |  |  |
|  |  |  | MVAT Act, 2002 | |  |  | returns under the MVAT |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Act, 2002 |  |  |  |  |  |  |  |
| 3 | |  | Turnover of sales under the | |  |  | Turnover of sales and |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | CST Act, 1956 including | |  | branch transfers under the |  |  |
|  | branch transfers | |  | MVAT Act, 2002 |  |  |
| 4 | Branch transfers | |  | a) Method followed for |  |  |
|  |  |  |  | valuation of branch |  |  |
|  |  |  |  | transfers |  |  |
|  |  |  |  | b) Verification of the |  |  |
|  |  |  |  | amount with the books of |  |  |
|  |  |  |  | accounts |  |  |
| 5 | Turnover of sales under the | |  | Reconciliation of turnover |  |  |
|  | CST Act, 1956 including | |  | of sales and sales tax |  |  |
|  | taxes payable | |  | payable with the books of |  |  |
|  |  |  |  | accounts |  |  |
|  | Deductions claimed | |  |  |  |  |
|  | 1 | Tax amount, whether |  | Should be equal to total |  |  |
|  |  | shown separately or |  | sales tax payable |  |  |
|  |  | computed as per |  |  |  |  |
|  |  | provisions of rule |  |  |  |  |
|  |  | Section 8A of the CST |  |  |  |  |
|  |  | Act, 1956 |  |  |  |  |
|  | 2 | Non-taxable charges |  | a) Description of charges |  |  |
|  |  |  |  | claimed as non-taxable |  |  |
|  |  |  |  | b) Admissibility of |  |  |
|  |  |  |  | deductions in the light of |  |  |
|  |  |  |  | definition of ‘sale price’ |  |  |
|  |  |  |  | read with the terms of sale |  |  |
|  | 3 | Sales outside the State |  | Sales concluded outside |  |  |
|  |  | u/s 4 |  | the State |  |  |
|  | 4 | Sales in the course of |  | Documentation and |  |  |
|  |  | export u/s 5(1) – High |  | operating procedure in |  |  |
|  |  | seas sales |  | terms of the provisions of |  |  |
|  |  |  |  | the Act and legal position |  |  |
|  |  |  |  | in this regard |  |  |
|  | 5 | Sales in the course of |  | Documentation and |  |  |
|  |  | export u/s 5(1) – Sales |  | operating procedure in |  |  |
|  |  | occasioning import |  | terms of the provisions of |  |  |
|  |  |  |  | the Act and legal position |  |  |
|  |  |  |  | in this regard |  |  |
|  | 6 | Sales in the course of |  | Documentation and |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | export 5(2) – Direct |  | operating procedure in |  |  |
|  |  | exports by the dealer |  | terms of the provisions of |  |  |
|  |  |  |  | the Act and legal position |  |  |
|  |  |  |  | in this regard |  |  |
|  | 7 | Sales in the course of |  | Documentation and |  |  |
|  |  | export 5(3) –Sales |  | operating procedure in |  |  |
|  |  | against Form H |  | terms of the provisions of |  |  |
|  |  |  |  | the Act and legal position |  |  |
|  |  |  |  | in this regard |  |  |
|  | 8 | Sales-in-transit u/s |  | Documentation and |  |  |
|  |  | 6(2) |  | operating procedure in |  |  |
|  |  |  |  | terms of the provisions of |  |  |
|  |  |  |  | the Act and legal position |  |  |
|  |  |  |  | in this regard |  |  |
|  | 9 | Sales by PSI availing |  | Exemption from tax only |  |  |
|  |  | the benefit of |  | in respect of class of goods |  |  |
|  |  | exemption from tax |  | eligible for exemption as |  |  |
|  |  |  |  | mentioned in the eligibility |  |  |
|  |  |  |  | certificate and only if such |  |  |
|  |  |  |  | sales are supported by |  |  |
|  |  |  |  | Form C or D, as the case |  |  |
|  |  |  |  | may be |  |  |
| 8 | Computation of central | |  |  |  |  |
|  | sales tax payable | |  |  |  |  |
|  | Sales against Form C / D | |  |  |  |  |
|  | 1 | Sales taxable at 4% |  |  |  |  |
|  | 2 | Sales taxable at ..... |  | Description of goods sold |  |  |
|  |  |  |  | and schedule entry number |  |  |
|  |  |  |  | under the MVAT Act, |  |  |
|  |  |  |  | 2002 |  |  |
|  | 3 | Sales taxable at …. |  | Description of goods sold |  |  |
|  |  |  |  | and schedule entry number |  |  |
|  |  |  |  | under the MVAT Act, |  |  |
|  |  |  |  | 2002 |  |  |
|  | Sales without Form C / D | |  |  |  |  |
|  | 1 | Sales taxable at ..... |  | Description of goods sold |  |  |
|  |  |  |  | and schedule entry number |  |  |
|  |  |  |  | under the MVAT Act, |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  | 2002 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 2 | Sales taxable at ..... | | |  |  |  |  |  | Description of goods sold | | | | |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | and schedule entry number | | | | |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | under the MVAT Act, | | | | |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | 2002 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 3 | Sales taxable at ..... | | |  |  |  |  |  | Description of goods sold | | | | |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | and schedule entry number | | | | |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | under the MVAT Act, | | | | |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | 2002 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Total CST Payable | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Section** |  | **P : Details of purchases on** | | | | | **Form ‘C’ in** | | | | | **contravention of the CST Act, 1956** | | | | | | | | |  |  |  |  |  |  |  |
|  | **Sr.** |  |  | **Name and** | |  | **Bill / Invoice** | |  | **Taxable** | | | |  | **Description of** | | | |  | **Nature of contravention** | | | | | | |  |  |
| **No** | |  |  | **address of the** | |  | **No. and Date** | |  | **purchase price** | | | |  | **goods supplied** | | | |  | **Goods not** | |  |  |  | **Goods not** | | |  |
|  |  |  |  | **seller** | |  |  |  |  | **(Rs.)** | | | |  |  |  |  |  |  | **included in RC** | | |  |  | **utilized for** | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **intended** | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **purpose** | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Act, 2002** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Sr.** |  |  | **Name and** | |  | **Bill / Invoice** | |  | **Amount (Rs.)** | | | |  | **Description of** | | | |  | **Purchase Order** | | |  |  | **Amount of tax** | |  |  |
|  |  |  |  |  |  |  |  |  |
| **No** | |  |  | **address of the** | |  | **No. and Date** | |  |  |  |  |  |  | **goods** |  |  |  |  | **/ Contract** | |  |  |  | **deducted, if any** | | |  |
|  |  |  |  | **seller** | |  |  |  |  |  |  |  |  |  | **supplied/** | | | |  | **Number and** | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **works contract** | | | |  | **Date** | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Period** | | | |  |  | **Amount of tax** | | |  |  |  | **Amount of tax paid** | | | |  | **Chalan No.** | | | |  | **Date** | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **deducted (Rs.)** | | |  |  |  | **(Rs.)** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| April | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| May | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| June | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| July | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| August | |  |  |  |  |  |  |  |  |  |  |  |  |
| September | |  |  |  |  |  |  |  |  |  |  |  |  |
| October | |  |  |  |  |  |  |  |  |  |  |  |  |
| November | |  |  |  |  |  |  |  |  |  |  |  |  |
| December | |  |  |  |  |  |  |  |  |  |  |  |  |
| January | |  |  |  |  |  |  |  |  |  |  |  |  |
| February | |  |  |  |  |  |  |  |  |  |  |  |  |
| March | |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Verification** | | |  |  |  |  | **Remarks** | |  |  |  |
| a) Tax Deduction Account Number and Date | | | | | |  |  |  |  |  |  |  |  |
| b) Timely payment of tax deducted | | | | |  |  |  |  |  |  |  |  |  |
| c) Issue of TDS Certificate | | | | |  |  |  |  |  |  |  |  |  |
| c) Maintenance of records | | | | |  |  |  |  |  |  |  |  |  |
| e) Filing of statement and returns with the | | | | | |  |  |  |  |  |  |  |  |
| prescribed authorities | | | | |  |  |  |  |  |  |  |  |  |
| f) Quoting of Tax Deduction Account | | | | |  |  |  |  |  |  |  |  |  |
| Number in all the documents | | | | |  |  |  |  |  |  |  |  |  |
| g) Details of the transactions liable to WCT | | | | | |  |  |  |  |  |  |  |  |
| TDS, but no tax has been deducted | | | | |  |  |  |  |  |  |  |  |  |
|  | **Section S : Details of sales not supported by** | | | | | **sales tax declaration forms** | | |  |  |  |  |  |
|  |  |  |  | |  | |  | |  |  | |  |  |
|  | **Invoice No. and** |  | **Taxable amount** | | **Sale against** | | **Description of** | |  | **Differential tax liability (Rs.)** | | |  |
| **Date** | |  | **(Rs.)** | | **declaration** | | **goods sold and** | |  | **Under the** |  | **Under the CST** | |
|  |  |  |  |  | **Form No. \*** | | **schedule entry** | |  | **MVAT Act** |  | **Act** | |
|  |  |  |  |  |  |  | **number** | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Note :- In respect of sales in transit please indicate forms awaited namely Form C / D / E-I / E-II**

**Section T : Consignment / Branch Transfers not supported by Form F**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Branch transfer document reference** | |  | **Date** | |  |  | **Value ( Rs.)** | |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  | |  |  | |  |  |  |
| **Particulars** | **Form C** | **Form E-I** | |  | **Form E-II** | |  | **Form F** | **Form H** |

Opening Stock

Declaration collected during the year

Declaration utilised during the year

**Closing Balance**

**Section V : Other observations, if any, not specifically covered herein before**