

RTI MANUAL- 4
NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
Under section - 4(1)(b)(iv)

(1) ਜੀ.ਐਸ.ਟੀ.ਸ਼ਾਖਾ ਵਿੱਚ ਪੀ.ਜੀ.ਐਸ.ਟੀ.ਐਕਟ, 2017 / .ਜੀ.ਐਸ.ਟੀ.ਐਕਟ 2017 / ਪੀ.ਜੀ.ਐਸ.ਟੀ.ਰੂਲਜ, 2017 / ਸੀ.ਜੀ.ਐਸ.ਟੀ.ਰੂਲਜ, 2017 ਤਹਿਤ ਕੰਮ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਜੀ.ਐਸ.ਟੀ.ਸ਼ਾਖਾ ਵਿੱਚ Issues/ Puc's/ Govt. directions etc. ਦੇ ਸਮੇਂ ਸਿਰ ਨਿਪਟਾਰੇ ਲਈ ਬਰਾਂਚ ਦੀਆਂ ਸੀਟਾਂ ਵਿੱਚ ਕੰਮ ਦੀ allocation ਕੀਤੀ ਗਈ ਹੈ।

ਬਰਾਂਚਾਂ ਵਿੱਚ ਫਾਈਲ ਹੇਠ ਲਿਖੇ Flow Chart ਅਨੁਸਾਰ Set Norms ਮੁਤਾਬਿਕ ਮੂਵ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

(Movement of file)

Clerk/ Junior Assistant (To put up the case after diary)
Senior Assistant (Analysis of the case with comments)
Superintendent (forward the case with views)
State Tax officer (Analysis of the case in the light of Act/Rules)
Deputy/Assistant Commissioner of State Tax (forward the case with views to superior)
Director GST (take decision or forward to higher authorities)
Taxation Commissioner (Final Authority)

(2) Tax Legacy Branch is adhering & following the Punjab Value Added Tax Act, 2005, Punjab Value Added Tax Rules, 2005 Punjab State Development Tax Act 2018 & Punjab State Development Tax Rules, 2018.

(3) Workflow of the branches of the department is fixed keeping in view the requirements of the branch. Workflow in general is as below:-

(Movement of file)

Clerk/ Junior Assistant (To put up the case after diary)
Senior Assistant (Analysis of the case with comments)
Superintendent (forward the case with views)
State Tax officer (Analysis of the case in the light of Act/Rules)
Deputy/Assistant Commissioner of State Tax (forward the case with views to superior)
ACST/DCST/Addl-1/Director GST (take decision or forward to higher authorities)
Taxation Commissioner (Final Authority)

DISCLOSURES UNDER SECTION 4(1)(b) OF THE RIGHT TO
INFORMATION ACT 2005

(iv) Norms for discharge of functions	i. Nature of functions/ Services offered	Collection of tax through Punjab Value Added Tax Act 2005, Punjab State Development Tax 2018 and Punjab Excise Act 1914. In addition, any other tax the collection of which entrusted to the department.
	li Norms/standards for functions/service delivery	As per provisions of concerned Act and rules made thereunder.
	iii Process by which these services can be availed.	As per provisions of concerned Act and rules made thereunder.
	lv. Time limit for achieving the targets	As per provisions of concerned Act and rules made thereunder.
	v. Process of redress of grievances	As per provisions of concerned Act and rules made thereunder and in addition as provisions of grievance redressed policy of the Government.

ਵਿਭਾਗੀ ਪੜ੍ਹਤਾਲ ਪੜ੍ਹਤਾਲੀਆ ਅਫਸਰ ਵੱਲੋਂ ਸਮੇਂ ਦੇ ਅੰਦਰ ਮੁਕੰਮਲ ਨਾ ਕਰਨ ਕਾਰਨ ਚਿਤਾਵਨੀ ਪੱਤਰ ਜਾਰੀ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਲੰਬਿਤ ਵਿਭਾਗੀ ਪੜ੍ਹਤਾਲਾਂ ਦੇ ਸਬੰਧ ਵਿੱਚ ਮੈਨਅਲ ਅਨੁਸਾਰ ਪੜ੍ਹਤਾਲੀਆਂ ਅਫਸਰਾਂ ਨੂੰ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕਰਕੇ ਵਿਭਾਗੀ ਪੜ੍ਹਤਾਲ ਮੁਕੰਮਲ ਕਰਨ ਲਈ ਜਾਣੂ ਕਰਵਾ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ।