

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE
NO.1, WILLIAMS ROAD, CANTONMENT, TRICHY-1.

TRADE NOTICE: 29/2005

DATED: 30.06.2005.

Sub: On-line submission of certain information in respect of production, clearance, revenue-liability etc., on a weekly basis by major Central Excise paying units – Regarding.

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Hon'ble Finance Minister has desired that there should be closer and regular interaction at senior levels between the Department and the major central excise assessees, who contribute bulk of the Central Excise revenue. This will enable the senior officers of the Department to keep in touch with the prevailing realities and to take prompt remedial action for the problems, if any, faced by such assessees.

2. With this objective, consultations were held with the leading trade chambers. It has been decided that major assessees shall henceforth submit the information on-line relating to production, clearance, exports and revenue-liability etc. on a weekly basis. The intention is to facilitate regular interaction with the major assessees for better mutual understanding and not to base any assessment on such information. This will open a systemic communication channel between the Department and the major assessees at senior levels. Further details are indicated below in a question – answer form :-

Question : Who are required to submit this Information?

Answer : All the assessees, who paid over Rs one crore from PLA in the preceding financial year, are required to furnish this information.

Question : What Information is required to be submitted?

Answer : The format for on-line Information is annexed.

Question : What will be the modalities for submission of the information?

Answer : All such assessees will be required to fill the web form and submit the data to the Department electronically. No paper report is required to be submitted. A demat format for this purpose including the fields containing weekly details of production and clearances and duty liability for on-line submission by such major

Central Excise assessee has been developed. The web form for the same is hosted on the website <http://exciseandservicetax.nic.in> The detailed procedure to access the website and load the data is enclosed. The confidentiality of the information will be maintained.

Question : How should the data be posted?

Answer : The data is to be posted on the website indicated above. The assessee will use the user Id and password allotted to them for e-filing the said information. The login Id & Password for such units can be obtained from the jurisdictional Commissioner of Central Excise.

Question : What will be the periodicity of submission of such information?

Answer : The information is to be submitted on a weekly basis. For the purpose of this information, the weekly period and the date for its submission are specified below:-

Period to be covered in the Information	Date of submission
Ist of month to 7 th	10 th of month
8 th of month to 14 th	17 th of month
15 th of month to 21 st	24 th of month
22 nd of month to end of the month	3 rd of the next month

3. The assessee is requested to file the information weekly with effect from the last week of June, 2005 (i.e from 22nd June, 2005 to 30th June, 2005 to be filed by 3rd July, 2005). In case of any doubt or difficulty relating to its e-filing, the Commissioner of Central Excise and / or Shri. R. Venkataraman, ADG (Systems), Chennai may be contacted. The e-mail address and phone no. of ADG (Systems), Chennai are given hereunder:

Shri. R. Venkataraman, e-mail address : adgsouth@excise.nic.in

Tel : 044 – 2833-1101

The procedure to access the site

1. Open the site <http://exciseandservicetax.nic.in>
2. Click on the link 'File Your Central Excise Returns'
3. Enter the User Id and password.
4. On successful Login, the main menu will displayed.
5. Choose the Weekly Information Option and then Click on Entry Button.
6. Now it will ask the Year and Month in YYYYMM format
7. Then it will ask for the Week (W1/W2/W3/W4) of the Month for which the information is to be submitted.
8. Next it will ask for the Return No. By default it is 1. Press O.K. Button
9. Now it will display the Entry Form of the Weekly Information.
10. fill the Form and save the record. Similarly more records can be entered and saved.
11. After all the records are entered, click on 'File You Return' button to finally submit the Weekly Information. Once submitted, records cannot be amended.

(Issued from file C.No.IV/16/2/2005 – C.Ex.Pol.)

//ATTESTED//

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**(M.G. THAMIZHVALAVAN)
JOINT COMMISSIONER (SYS.)**

SUPERINTENDENT (TECH.)

To
Major Assesseees
who paid above Rs. One Crore from PLA in preceding financial year. (List enclosed)

As per mailing list – II / III.