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GOVERNMENT OF INDIA
 MINISTRY OF FINANCE
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
 No.1, WILLIAMS ROAD, TRICHIRAPALLI – 620 001.

GENERAL CIRCULAR NO.: 03/2009 - CE.

Dated: 19.03.2009.

Sub:- C.Ex. – Communication of Board's letter F.No.212/05/2007-CX.6 dated
 27.02.2009 regarding Proper maintenance of 335 J registers - Reg.

Copy of Board's letter F.No.212/05/2007-CX.6 dated 27.02.2009 regarding Proper maintenance of 335 J registers is communicated herewith for information, guidance and necessary action.

The instructions issued in the Board's letter may be scrupulously followed and a compliance report may please be sent to this office on or before 25.03.2009 positively.

(Issued from file C.No.C.No.IV/16/04/2009-C.Ex. Pol.)

Sd./-

(A. RAJENDRAN)

ASSISTANT COMMISSIONER (T)

To
 As per mailing list.

Copy of Board's letter F.No.212/05/2007-CX.6 dated 27.02.2009.
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Sub: Proper maintenance of 335 J registers – Reg.

While examining the current prosecution pendency in the field formations, the Board has noted the existence of large time gaps in examining matters from prosecution angle after passing adjudication order and filing of formal complaint after sanctioning of prosecution.

2. In this regard, the Board has noted the importance of proper maintenance of the 335 J register in order to monitor the progress of a case right from the time it is booked. Accordingly, the Board has desired that the 335 J register should be maintained properly and regularly updated by the field formations right from Range Office level to the Commissionerate Headquarters. For each case, full details of the case such as SCN No., O-in-O no., Appeal, recovery amount, prosecution etc., must be entered. The Assistant / Deputy Commissioners of the Division and Hqrs Preventive / Anti Evasion wing should verify the proper maintenance of the register on a monthly basis. Further, during inspection of a formation, the inspecting officers should verify the maintenance of the register, and the finding should be given in the Inspection report. Therefore, it is requested that instructions may be issued to the field formations to this effect. A compliance report may also be obtained from Commissionerates under your charge to the effect that 335 J register is being properly maintained / updated in each Range and Division of the Commissionerate as well the Commissionerate Head quarters. Action taken report in the matter may be sent to the Board by 31.03.2009.

Yours faithfully,

Sd/-

(Sushil Solanki)
 Commissioner (CX)

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