

CITIZENS CHARTER

- **Time Schedule prescribed for disposal of various items of works in the Commercial Tax Department (Ward Offices)**

	Description of all items of work	Time within which to be disposed off
1	Registration Certificate under the Goa VAT Act.	Within 30 days from the date of furnishing of demanded security
2	Registration under the Central Sales Tax Act.	Within 30 days from the date of furnishing of demanded security
3	Other Registration.	Within 30 days from the date of fixation of liability.
4	Amendment to the Registration Certificate.	Within 30 days from the receipt of the application seeking amendment.
5	Issue of declaration forms/certificate ('C' form, 'F' form, 'H' form)	Within 3 days from the date of entry of the application.
6	Clearance Certificate	Within 7 days from the date of entry of the application.
7	Application for certified copy of assessment orders etc.	Within 7 days from the date of entry of the application.

- **Whom to approach to readdress the grievances in connection with the Commercial Tax matter?**

The following Officers have been appointed as Public Grievances Officers in respect of Commercial Tax matters:

Name of the Officer	Office for which nominated	E-Mail	Tel No(s) State Code: (0832)
Shri S.G. Korgaonkar	O/o the Commissioner of Commercial Taxes	adcomm-ctax.goa@nic.in	2229225 / 2229430
Shri. Harish Adconkar	Panaji Ward	pan-ctax.goa@nic.in	2225576 / 2225594
Shri. Santosh Kundaikar	Margao Ward.	mar-ctax.goa@nic.in	2713043 / 2715123
Shri. Umakant Korkankar	Ponda Ward	pon-ctax.goa@nic.in	2312145
Smt. Sarita Marathe	Mapusa Ward	map-ctax.goa@nic.in	2262359
Shri. Diogo Fernandes	Vasco-da-Gama Ward	vas-ctax.goa@nic.in	2512432
Smt. Christina Varella	Bicholim Ward	bic-ctax.goa@nic.in	2362235
Smt. Voilet Gomes	Curcholem Ward	cur-ctax.goa@nic.in	2650390

- **When can the public meet the Head of the Department to redress the grievances?**

The Commissioner of Commercial Taxes/ Addl. Commissioner of Commercial Taxes have earmarked every second working Tuesday of the month to hear public grievances.

- **What are the Telephone/Fax numbers, E-Mail addresses of the Commissioner of Commercial Taxes and other Commercial Tax Authority?**

Telephone numbers of Commissioner of Commercial Taxes, Assistant Commissioner of Commercial Taxes and Commercial Tax Officer are as under:

HEADQUARTERS

Commissioner of Commercial Taxes: Shri. S. G. Korgaonkar Email: comm-ctax.goa@nic.in	(O): 2229225 / 2229430 Fax: 2225032
Addl. Commissioner of Commercial Taxes: Shri. S. G. Korgaonkar Email: adcomm-ctax.goa@nic.in	(O): 2229225 / 2229430 Fax: 2422305
Asst. Commissioner of Commercial Taxes, I : Shri. Devidas S. Gaonkar	(O): 2715123 / 2713043
Asst. Commissioner of Commercial Taxes, II:	(O): 2312145
Asst. Commissioner of Commercial Taxes, III: Shri. S. P. Naik Goltekar	(O): 2225576 / 2225594
Asst. Commissioner of Commercial Taxes, IV: Smt. Linette A. Ferrao	(O): 2229225 / 2229430
Asst. Commissioner of Commercial Taxes, V: Shri. Ashok V. Rane	(O): 2229225 / 2229430
Asst. Commissioner of Commercial Taxes, VI: Shri. Vikas S. N. Gaunekar	(O): 2229225 / 2229430
Commercial Tax Officer, Headquarters: Shri Chandresh C. Kunkalkar Email: ctohq-ctax.goa@nic.in	(O): 2229225 / 2229430

Commercial Tax Officer, Headquarters:	(O): 2229225 / 2229430
Shri Xec Jeinuddin	
Commercial Tax Officer, Headquarters:	(O): 2229225 / 2229430
Shri Ulhas Naik	
Asst. Accounts Officer:	(O): 2225594 / 2225576
Shri Shrikrishna K. Naik	
Asst. Commercial Tax Officer:	(O): 2229225 / 2229430
Smt Prassani Halarnkar	
Asst. Commercial Tax Officer:	(O): 2229225 / 2229430
Shri Gaurish Khedekar	
Asst. Commercial Tax Officer:	(O): 2229225 / 2229430
Shri Gajanan Bhosle	
Asst. Commercial Tax Officer:	(O): 2229225 / 2229430
Shri Melwin Faleiro	
Asst. Commercial Tax Officer:	(O): 2229225 / 2229430
Smt. Vivita Ambe	
Asst. Commercial Tax Officer:	(O): 2229225 / 2229430
Smt. Farida Sayed	
Asst. Commercial Tax Officer:	(O): 2229225 / 2229430
Smt. Vandana Bale	
Asst. Commercial Tax Officer:	(O): 2229225 / 2229430
Shri Shashi Naik	
Asst. Commercial Tax Officer:	(O): 2229225 / 2229430
Shri Ankush Kunkalekar	
Commercial Tax Inspector:	(O): 2229225 / 2229430
Shri Jose Menino Fernandes	
Commercial Tax Inspector:	(O): 2229225 / 2229430
Smt. Ashwini Burye	
Commercial Tax Inspector:	(O): 2229225 / 2229430
Smt. Aloma Gomes	

Commercial Tax Inspector:	(O): 2229225 / 2229430
Kum. Ashley Pereira	
Commercial Tax Inspector:	(O): 2229225 / 2229430
Smt. Leena Gracias	
Commercial Tax Inspector:	(O): 2229225 / 2229430
Shri Deepak Naik	
Commercial Tax Inspector:	(O): 2229225 / 2229430
Smt. Delcy Pereira	

E-mail address of Commercial Tax Department is as below;

Sr. No	Ward Name and Address	Officer Incharge (C.T.O)	Other Officers	Tel/Fax No's State Code: (0832)
1	Panaji Ward, Altinho, Goa.	Shri. Harish Adconkar E-mail: pan-ctax.goa@nic.in	CTO's - Smt. Fransquinha Oliveira Smt. Sangeeta Rawool ACTO's - Smt. Gina D'Souza Smt. Priya Naik Smt. Adeline Pereira Smt. Catherine D'souza Smt. M.L.A. Vaz Smt. Sunita Naik CTI's - Shri Deepak Kerkar	Tel: 2225576 2225594 Fax: 2225558

			<p>Smt. Sandhya Kamat</p> <p>Smt Geeta Malo</p> <p>Smt. Beena Shirodkar</p> <p>Shri Anil Matondkar</p> <p>Smt Lakshada Kandolkar</p> <p>Smt Margarida Dsouza</p>	
2	<p>Margao Ward, C & D wing, 3rd Floor, Osia Commercial Complex, Nr. S.G.P.D.A market Complex, Margao Goa</p>	<p>Shri. Santosh Kundaikar</p> <p>E-mail: mar-ctax.goa@nic.in</p>	<p>CTO's -</p> <p>Smt. Swati Dalvi,CTO</p> <p>Shri Aleixo Vax,CTO</p> <p>Smt. Darshani Desai,CTO</p> <p>ACTO's-</p> <p>Smt. Gracinda Cardozo</p> <p>Smt. Surekha Nagvekar</p> <p>Shri Deepak Gawas</p> <p>Smt Pallavi Patil</p> <p>Shri Rajesh Shetkar</p> <p>Smt. Trinidad D'Silva</p> <p>Shri Sudesh Naik</p> <p>CTI's -</p> <p>Shri Bhikaji Kamat</p> <p>Shri Subhash Gurav</p> <p>Smt. Sujata Dessai</p> <p>Shri Mahadev Parwar</p>	<p>Tel: 2713043 2715123 Fax: 2713043</p>

			<p>Smt. Sushma Pandit</p> <p>Smt. Vidhati Tari</p> <p>Smt. Amita Prabhudessai</p> <p>Smt Mangala Naik</p> <p>Shri Mahesh Chari</p> <p>Shri Pratap Phadte</p> <p>Smt Elvia Afonso</p>	
3	<p>Ponda Ward 2nd Floor , Govt. Complex Bldg., Tisk, Ponda Goa</p>	<p>Shri Umakant Korkankar E-mail: pon-ctax.goa@nic.in</p>	<p>CTO -</p> <p>Smt. Asha Harmalkar</p> <p>ACTO's</p> <p>Smt. Geeta Gaonkar</p> <p>Smt. Shila Kerkar</p> <p>Smt. Lata Madangerikar</p> <p>CTI's -</p> <p>Smt. Vinita Kamat</p> <p>Smt. Vandana Bhave</p> <p>Shri Amey Naik</p> <p>Shri Mohanlal Kundaikar</p>	<p>Tel: 2312145 Fax: 2316212</p>
4	<p>Mapusa Ward Govt. Complex, Behind Bardez Bazaar, Mapusa Goa.</p>	<p>Smt. Sarita Marathe E-mail: map-ctax.goa@nic.in</p>	<p>ACTO's-</p> <p>Smt. Preeti Mandrekar</p> <p>Smt. Shilpa Dessai</p> <p>Smt. Zulmira Dias</p> <p>Shri Augusto Ribeiro</p> <p>Shri Prakash Naik</p>	<p>Tel: 2262359 Fax: 2262359</p>

			Shri Janardhan Sheye CTI's Shri Tukaram Sawant Shri Atish Mandrekar Shri Yeshwant Raut Smt Laxmi Lawande Smt. Anuradha Xete Smt. Manisha Rege	
5	Vasco-da-Gama Ward, 2nd Floor, Our Lady of Guia Bldg., Opp. Kamakshi Hotel, Vasco-da-Gama Goa.	Shri Diago Fernandes E-mail: vas-ctax.goa@nic.in	CTO - Smt. Deepali Naik ACTO's - Smt. Belinda Dias Shri Anthony Gama CTI's - Shri Richard Antao Kum. Perpetua Fernandes Smt. Joanita Dias Shri Rajesh Kamat	Tel: 2512432 Fax: 2501243
6	Bicholim Ward 1st Floor, Koteshwar Residency Bldg., Near Petrol Pump, Bicholim Goa.	Smt. Maria Christina Varella E-mail: bic-ctax.goa@nic.in	ACTO's - Shri Madhav Mhaskar Smt. Promodini Chari Smt Mary Fernandes CTI's -	Tel: 2362235 Fax: 2363400

			Shri Atchut Raut Kum. Kirti Kerkar Smt. Rajeshree Phatarpekar Smt. Meera Mashelkar	
7	Curcholem Ward Commercial Tax Office, Dhulapkar Bldg., Near Cine Prashant, Curcholem Goa	Smt. Voilet Gomes <u>E-mail:</u> cur-ctax.goa@nic.in	ACTO's - Smt. Nita Joshi Smt. Theresa Fernandes CTI's - Shri Shripad Shirodkar Smt Mina Faris	Tel: 2650390 Fax: 2653173