

C I T I Z E N S C H A R T E R

- 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 matters?

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 .K orgaonkar	O /o the Commissioner of Commercial Taxes	adcomm-ctax.goa@nic.in	2229225 / 2229430
Shri.H arish A dconkar	Pana jiW ard	pan-ctax.goa@nic.in	2225576 / 2225594
Shri.Santosh K undaïkar	M argao W ard.	mar-ctax.goa@nic.in	2713043 / 2715123
Shri.U m akantK orkankar	Ponda W ard	pon-ctax.goa@nic.in	2312145
Sm t.Sarita M arathe	M apusa W ard	map-ctax.goa@nic.in	2262359
Shri.D iogo Fernandes	V asco-da-G am a W ard	vas-ctax.goa@nic.in	2512432
Sm t.Christina V arella	B icholim W ard	bic-ctax.goa@nic.in	2362235
Sm t.V oiletG om es	Curchorem W ard	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/Additional 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 .K orgaonkar Em ail: com m -ctax.goa@ nic.in	(O): 2229225 / 2229430 Fax: 2225032
Additional Commissioner of Commercial Taxes: Shri.S.G .K orgaonkar Em ail: adcom m -ctax.goa@ nic.in	(O): 2229225 / 2229430 Fax: 2422305
Assistant Commissioner of Commercial Taxes, I : Shri.D evidas S .G aonkar	(O): 2715123 / 2713043
Assistant Commissioner of Commercial Taxes, II:	(O): 2312145
Assistant Commissioner of Commercial Taxes, III: Shri.S .P .N aik G oltekar	(O): 2225576 / 2225594
Assistant Commissioner of Commercial Taxes, IV :	(O): 2229225 / 2229430
Assistant Commissioner of Commercial Taxes, V : Shri.A shok V .R ane	(O): 2229225 / 2229430
Assistant Commissioner of Commercial Taxes, V I: Shri.V ikas S .N .G aunekar	(O): 2229225 / 2229430
Commercial Tax Officer, Headquarters: ShriChandresh C .K unkalkar Em ail: ctohq-ctax.goa@ nic.in	(O): 2229225 / 2229430

Com m ercialTax O fficer, H eadquarters: Sm tPrassaniH alarnkar	(O):2229225 /2229430
Com m ercialTax O fficer, H eadquarters: ShriU lhasNaik	(O):2229225 /2229430
A sst.A ccounts O fficer:	(O):2225594 /2225576
A sst.C om m ercialTax O fficer: ShriG aurish K hedekar	(O):2229225 /2229430
A sst.C om m ercialTax O fficer: ShriG ajanan Bhosle	(O):2229225 /2229430
A sst.C om m ercialTax O fficer: ShriM elw in Faleiro	(O):2229225 /2229430
A sst.C om m ercialTax O fficer: Sm t.V ivita Am be	(O):2229225 /2229430
A sst.C om m ercialTax O fficer: Sm t.Farida Sayed	(O):2229225 /2229430
A sst.C om m ercialTax O fficer: Sm t.V andana Bale	(O):2229225 /2229430
A sst.C om m ercialTax O fficer: ShriShashikantNaik	(O):2229225 /2229430
A sst.C om m ercialTax O fficer: ShriA nkush K unkalekar	(O):2229225 /2229430
A sst.C om m ercialTax O fficer: ShriJoseM enino Fernandes	(O):2229225 /2229430
Com m ercialTax Inspector: Sm t.A shw iniBurye	(O):2229225 /2229430
Com m ercialTax Inspector: Sm t.K irtiK erkar	(O):2229225 /2229430
Com m ercialTax Inspector: Sm t.A lom a G om es	(O):2229225 /2229430

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

E-m ail address of Commercial Tax Department is as below ;

Sr. No	W ard 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-m ail: pan-ctax.goa@ nic.in	CTOs - Sm t. Fransquinha Oliveira Sm t. Sangeeta Rawool Sm t. Catherine D Souza ACTOs - Sm t. Gina D Souza Sm t. Priya Naik Sm t. A deline Pereira Sm t. M .L.A. Vaz Sm t. Sunita Naik Shri Tukaram Sawant CTIs -	Tel: 2225576 2225594 Fax: 2225558

			<p>Shri D eepak K erkar</p> <p>Sm t. Sandhya K am at</p> <p>Sm t G eeta M alo</p> <p>Sm t. Beena Shirodkar</p> <p>Shri A nil M atondkar</p> <p>Sm t Lakshada K andolkar</p> <p>Sm t M argarida D souza</p>	
2	<p>M argao W ard, C & D wing, 3rd Floor, O sia Com m ercial Com plex, Nr. S G P D A m arket Com plex, M argao Goa</p>	<p>Shri. Santosh K undaika r</p> <p>E-m ail: m ar-ctax .goa@ nic.in</p>	<p>CTO s-</p> <p>Sm t. Sw ati D alvi, CTO</p> <p>Shri A leixo V ax, CTO</p> <p>Sm t. D arshani D esai, CTO</p> <p>ACTO s-</p> <p>Sm t. G racinda C ardozo</p> <p>Sm t. Surekha N agvekar</p> <p>Shri D eepak G aw as</p> <p>Sm t Pallavi Patil</p> <p>Shri Rajesh Shetkar</p> <p>Sm t. T rinidade D Silva</p> <p>Shri Sudesh N aik</p> <p>CTI s-</p> <p>Shri Bhika ji K am at</p> <p>Shri Subhash G urav</p> <p>Sm t. Su jata D essai</p>	<p>Tel:</p> <p>2713043</p> <p>2715123</p> <p>Fax:</p> <p>2713043</p>

			ShriM ahadev Parwar Sm t. Sushma Pandit Sm t. Vidhati Tari Sm t. Am ita Prabhudessai Sm tM angala Naik ShriM ahesh Chari ShriPratap Phadte Sm tElvia Afonso	
3	Ponda Ward 2nd Floor, Govt. Complex Bldg., Tisk, Ponda Goa	ShriUm akant Korkankar E-mail: pon-ctax.goa@ nic.in	CTO - Sm t. Asha Harm alkar Sm t. Lata Madangerikar ACTO S Sm t. Geeta Gaonkar Sm t. Shila Kerkar Sm t. Sukanti Pilgaonkar CTIS - Sm t. Vinita Kam at Sm t. Vandana Bhave ShriAm ey Naik ShriM ohanlalK undaikar	Tel: 2312145 Fax: 2316212
4	Mapusa Ward Govt. Complex, Behind Bardez Bazaar, Mapusa Goa.	Sm t. Sarita Marathe E-mail: map-ctax.goa@ nic.in	ACTO S- Sm t. Shilpa Dessai Sm t. Zulmira Dias	Tel: 2262359 Fax:

			<p>Shri Augusto Ribeiro</p> <p>Shri Prakash Naik</p> <p>Shri Janardhan Sheye</p> <p>CTIs</p> <p>Shri Atish Mandrekar</p> <p>Sm t. Laxmi Lawande</p> <p>Sm t. Anuradha Xete</p> <p>Sm t. Manisha Rege</p>	2262359
5	<p>Vasco-da-Gama Ward, 2nd Floor, Our Lady of Guia Bldg., Opp. Kamakshi Hotel, Vasco-da-Gama Goa.</p>	<p>Shri Diago Fernandes</p> <p>E-mail: vas-ctax.goa@nic.in</p>	<p>CTO -</p> <p>Sm t. Deepali Naik</p> <p>ACTOs -</p> <p>Sm t. Belinda Dias</p> <p>Shri Anthony Gama</p> <p>CTIs -</p> <p>Shri Richard Antao</p> <p>Kum . Perpetua Fernandes</p> <p>Sm t. Joanita Dias</p> <p>Shri Rajesh Kamat</p>	<p>Tel:</p> <p>2512432</p> <p>Fax:</p> <p>2501243</p>
6	<p>Bicholim Ward 1st Floor, Koteswar Residency Bldg., Near Petrol Pump, Bicholim Goa.</p>	<p>Sm t. Maria Christina Varella</p> <p>E-mail: bic-ctax.goa@nic.in</p>	<p>ACTOs -</p> <p>Shri Madhav Mhaskar</p> <p>Sm t. Promodini Chari</p> <p>Sm t. Preeti Mandrekar</p> <p>Shri Dhondubandekar</p>	<p>Tel:</p> <p>2362235</p> <p>Fax:</p> <p>2363400</p>

			<p>CTIS -</p> <p>Shri Achut Raut</p> <p>Sm t. Rajeshree Phatapekar</p> <p>Sm t. Meera Mashelkar</p>	
7	<p>Curchorem Ward Commercial Tax Office, Saku Niwas , Sasanamodi, Convent School Road, Kakoda-Goa</p>	<p>Sm t. Violet Gomes</p> <p><u>E-mail:</u> cur-tax.goa@nic.in</p>	<p>ACTOS -</p> <p>Sm t. Nita Joshi</p> <p>Sm t. Theresa Fernandes</p> <p>CTIS -</p> <p>Shri Shripad Shirodkar</p> <p>Sm t. Mina Faris</p>	<p>Tel: 2650390 Fax: 2653173</p>