

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 3 days from the date of furnishing of demanded security/filing of full documents prescribed
2	Registration under the Central Sales Tax Act.	Within 3 days from the date of furnishing of demanded security/filing of full documents / details prescribed
3	Other Registration such as Entry Tax, Luxury Tax & Entertainment Tax	Within 3 days from the date of fixation of liability/ filing of full documents/ details prescribed.
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 request subject to filing of returns and payment of tax under the Act as prescribed.
6	Renewal of VAT , Entertainment Tax & Luxury Tax RC	Within 3 days from the receipt of application for renewal.
7	Application for certified copy of assessment orders etc.	Within 7 days from the date of entry of the application.

- **Whom to approach to redress 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)S
Smt. SaritaGadgil	O/o the Commissioner of Commercial Taxes	adcomm-ctax.goa@nic.in	2229225 / 2229430
Shri. Chandresh C. Kunkalkar	O/o Additional Commissioner, Margao	adcomm-south@gov.in	2712025
Miss. Vaishali V. Gaude	Head Office	Vaishali.gawade@gov.in	2229225/2229430
Smt. Ankita Kamat	Panaji Ward	pan-ctax.goa@nic.in	2225592 / 2225594
Shri. Kalpesh Amonkar	Margao Ward	mar-ctax.goa@nic.in	2713043 / 2715123 / 2733850/ 2733849
Shri. Gaurish Khedekar	Ponda Ward	pon-ctax.goa@nic.in	2312145/ 2318801/ 2316212/
Shri.Melwin Faleiro	Mapusa Ward	map-ctax.goa@nic.in	2262359/ 2264254/ 2266683
Shri. Rohan Loliyekar	Vasco Ward	vas-ctax.goa@nic.in	2512432/ 2501243
Shri. Gajanan Bhonsle	Bicholim Ward	bic-ctax.goa@nic.in	2362235/ 2362222/ 2363400
Shri. Siddhesh Shetkar	Curcholem Ward	cur-ctax.goa@nic.in	2650390/ 2663173

Smt. Preeti Mandrekar	Pernem Ward	per-ctax.goa@nic.in	2201011/ 2201012
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- **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 State Tax: Shri. Sarpreet Singh Gill, IAS Email: comm-ctax.goa@nic.in	(O): 2229225 / 2229430 Fax: 2225032
Additional Commissioner of State Tax:North Smt. SaritaGadgil Email: adcomm-ctax.goa@nic.in	(O): 2229225 / 2229430 Fax: 2422305
Additional Commissioner of State Tax:South Shri. Chandresh C. Kunkalkar Email: adcomm-south@gov.in	(O): 2712025
Dy. Commissioner of State Tax, Mapusa, Shri. Gauresh Pilgaonkar Email: acmap-ctax.goa@nic.in	(O): 2262359
Dy. Commissioner of State Tax, Panaji: Shri. PrajeetChodankar Email: acpan-ctax.goa@nic.in	(O): 2225558
Dy. Commissioner of State Tax, Vasco Smt. Asha Harmalkar Email: acvas-ctax.goa@nic.in	(O): 2500240
Dy. Commissioner of State Tax, Ponda: Dr. Medora E. D'Costa Email: acpon-ctax.goa@nic.in	(O): 2318804
Dy. Commissioner of State Tax, Bicholim: Dr.Mriselda V. Monteiro Email: acbic-ctax.goa@nic.in	(O): 2362235
Dy. Commissioner of State Tax, Margao:	(O): 2712055

Smt. Darshani S. Dessai Email: acmar-ctax.goa@nic.in	
Dy. Commissioner of State Tax, Curchorem: Dr. Medora E.D'Costa Email: accur-ctax.goa@gov.in	(O): 2662690
Dy. Commissioner of State Tax, Admin Shri. Sagar Gaude Email: acadmin-ctax.goa@nic.in	(O): 2229225/ 2229430
Dy. Commissioner of State Tax, Head Office: Email: Office Superintendent	(O): 2229225/ 2229430
Smt. Anuja Lokre admn-ctax.goa@nic.in Accounts Officer:	(O): 2229225/ 2229430
Shri. Naresh Mangeshkar Email: accounts-ctax.goa@nic.in Accountant	(O): 2229225/ 2229430 (O): 2225576
Shri. Omkar Morajkar State Tax Officer, Headquarters:	
Shri. Sudesh Naik Email: ctohq-ctax.goa@nic.in State Tax Officer:	(O): 2225576
Smt. Sweta Harmalkar Email: shweta.harmalkar@gov.in State Tax Officer: EIU	(O): 2229225/2229430
Smt. Ashvita Goltekar Email: ashvita.goltekar@gov.in State Tax Officer:	(O): 2229225/ 2229430
Shri. Saba Parab Email: saba.parab@gov.in State Tax Officer: EIU	(O): 2229225/ 2229430
Shri. Satyam Adkonkar Email: satyam.adkonkar@gov.in Assistant. State Tax Officer:	(O): 2229225/2229430
Smt. Alisha Vagle	(O): 2229225/2229430

Email: alisha-ctax.goa@nic.in Assistant. State Tax Officer	
Smt. Sandhya Kamat	(O) 2229225/ 2229430
Email: sandhya-ctax.goa@nic.in	
Assistant.State Tax Officer: Smt. Ashwini Burye	(O):2229225/2229430
Email:ashwini-ctax.goa@nic.in State Tax Officer:EIU	
Shri. Sirajuddin G. Jamadar	(O)2229225/229430
Email:siraj.jamadar@gov.in State Tax Officer: EIU	
Smt. Sophia Lawrence E Vaz	(O): 2229225/ 2229430
Email:Sophia.vaz@gov.in State Tax Officer: EIU	
Shri. Akshay G. Natekar	(O): 2229225/ 2229430
Email:akshay.natekar@gov.in Asstt. State Tax Officer: EIU	
Shri. Ketan A. Naik	(O): 2229225/ 2229430
Email: Asstt. State Tax Officer: EIU	
Shri. Vibhil Lad	(O): 2229225/ 2229430
Email:	

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, Goa RajyaKarBhavan, Old I.P.H.B Complex, Near Office of The Chief Electoral Officer, Altinho, Panaji,Goa.	Smt. AnkitaKamat E-mail: pan-ctax.goa@nic.in	STO's- Smt. Gargi Kamat Smt.Vivita Ambe ASTO's - Smt. Aloma Gomes Smt. Bina Shirodkar Smt. Preeti Mirajkar	Tel: 2225594/ 2225592 Fax: 2225558

			<p>Smt. Manisha Rege</p> <p>Smt. Anuradha Shetye</p> <p>Smt. LaxmiLawande @ AnchalValvaikar</p> <p>Shri. Rajesh Kamat</p> <p>STI's -</p> <p>Smt. Anjusha Keshkamat</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. Kalpesh Amonkar Email: mar-ctax.goa@nic.in</p>	<p>CTO's-</p> <p>Shri. Siddhesh L. Shetkar</p> <p>Smt. Geeta Gaonkar</p> <p>Smt. Pallavi Joshi</p> <p>Shri. Deepak Gawas</p> <p>Shri Gaurish A. Bhandari</p> <p>ASTO's-</p> <p>Smt. Sujata Dessai</p> <p>Smt. Joanita Dias</p> <p>Shri. Richard Antao</p> <p>Smt. Trindade D'silva</p> <p>Shri. Amey Naik</p> <p>Smt. Mina Frias</p> <p>Smt. Amita Prabhudessai</p> <p>Shri Prakash Dessai</p> <p>STI's -</p> <p>Shri. Pranav Bhagat</p> <p>Smt. Ujwala V. Naik</p>	<p>Tel: 2713043 2715123 Fax: 2713043</p>
3	<p>Ponda Ward 1st & 2nd Floor , Abu Bakar Plaza, Upper Bazar, Ponda Goa 403401</p>	<p>Shri. Gaurish Khedekar E-mail: pon-ctax.goa@nic.in</p>	<p>STO's</p> <p>Shri. Rajendra</p>	<p>Tel: 2312145 /2318801 Fax:</p>

			<p>Gaude</p> <p>ASTO's</p> <p>Smt. Vinita Kamat</p> <p>Smt. Vinita Madkaikar alias Sukanti Pilgaonkar</p> <p>Smt. Vandana Ghaisas</p> <p>Smt. Delcy Pereira</p> <p>STI's -</p> <p>Smt. Rati kanekar</p>	2316212
4	<p>Mapusa Ward Govt. Complex, Behind Bardez Bazaar, Mapusa Goa.</p>	<p>Shri. Melwin Faleiro E-mail: map-ctax.goa@nic.in</p>	<p>STO's -</p> <p>Smt. Shilpa Dessai</p> <p>ASTO's-</p> <p>Shri. Janardhan Shetye</p> <p>Smt. Sunita Naik</p> <p>Smt. Kirti A. Mandrekar</p> <p>Smt. Ashley Pereira</p> <p>Smt. Margarida Dsouza</p> <p>Smt. Rajeshree Phatarpekar</p> <p>Smt. Shilpa S. Belekar</p> <p>Smt. Hruta S. Ghantker</p> <p>Smt. Pallavi Verlekar</p> <p>STI's</p> <p>Shri. Gourish Kamat</p> <p>Shri. Girish Masurkar</p>	<p>Tel: 2264254/2266683</p> <p>Tel/Fax: 2262359</p>
5	<p>Vasco-da-Gama Ward, 4th & 5th floor, Karma Point, Nr. Vegetable Market, Vasco-da-Gama Goa.</p>	<p>Shri. Rohan Loyliyekar E-mail: vas-</p>	<p>STO's-</p> <p>Shri. Rajesh</p>	<p>Tel: 2501243/2500240 /2500241</p>

		ctax.goa@nic.in	Shetkar ASTO's - Shri. Deepak Kerkar Shri. Pratap Fadte Shri Ramnath Gawas STI's - Shri. Manjunath Purushan	Fax:2512432
6	Bicholim Ward 1st Floor, Koteshwar Residency Bldg., Near Petrol Pump, Bicholim Goa.	Shri .Gajanan Bhonsle E-mail: bic-ctax.goa@nic.in	ASTO's - Shri. Anil Matondkar Shri. Atish Mandrekar STI's - Kum.Manila Gawandalkar	Tel: 2362235/2362200/2362222 Fax:2363400
7	Curchorem Ward Commercial Tax Office, Jack CruzmanApartments,NearDattaMandir, H.No.187, Champhabhat, Amona, Quepem, Goa.	Shri. Siddhesh Shetkar E-mail: cur-ctax.goa@nic.in	ASTO's - Shri. Subhash Gurav STI's - Shri. Vishwanath Prabhudessai	Tel: 2663173/ 2662690 Fax: 2662590
8	Pernem Ward Commercial Tax Office, Behind Bhagawati Temple, Mauswada, Pernem Goa.	Smt. Preeti Mandrekar Email: per-ctax.goa@nic.in	STI's - Shri. Delton Gracias	Tel: 2201011/ 2201012