

## CITIZENS CHARTER

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

	<b>Description of all items of work</b>	<b>Time within which to be disposed off</b>
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:

<b>Name of the Officer</b>	<b>Office for which nominated</b>	<b>E-Mail</b>	<b>Tel No(s) State Code: (0832)S</b>
Shri Vishant S. N. Gaunekar	O/o the Commissioner of Commercial Taxes	<a href="mailto:adcomm-ctax.goa@nic.in">adcomm-ctax.goa@nic.in</a>	2229225 / 2229430
Shri. Chandresh C. Kunkalkar	O/o Additional Commissioner, Margao	<a href="mailto:adcomm-south@gov.in">adcomm-south@gov.in</a>	2712025
Miss. Vaishali V. Gawade	Head Office	<a href="mailto:Vaishali.gawade@gov.in">Vaishali.gawade@gov.in</a>	2229225/2229430
Smt. Ankita Kamat	Panaji Ward	<a href="mailto:pan-ctax.goa@nic.in">pan-ctax.goa@nic.in</a>	2225592 / 2225594
Shri. Kalpesh Amonkar	Margao Ward	<a href="mailto:mar-ctax.goa@nic.in">mar-ctax.goa@nic.in</a>	2713043 / 2715123 / 2733850/  2733849
Shri. Gaurish Khedekar	Ponda Ward	<a href="mailto:pon-ctax.goa@nic.in">pon-ctax.goa@nic.in</a>	2312145/  2318801/  2316212/
Shri.Melwin Faleiro	Mapusa Ward	<a href="mailto:map-ctax.goa@nic.in">map-ctax.goa@nic.in</a>	2262359/  2264254/  2266683
Shri. Rohan Loliyekar	Vasco Ward	<a href="mailto:vas-ctax.goa@nic.in">vas-ctax.goa@nic.in</a>	2512432/  2501243
Shri. Gajanan Bhonsle	Bicholim Ward	<a href="mailto:bic-ctax.goa@nic.in">bic-ctax.goa@nic.in</a>	2362235/  2362222/  2363400
Shri. Siddhesh Shetkar	Curchorem Ward	<a href="mailto:cur-ctax.goa@nic.in">cur-ctax.goa@nic.in</a>	2650390/  2663173

Smt. Preeti Mandrekar	Pernem Ward	<a href="mailto:per-ctax.goa@nic.in">per-ctax.goa@nic.in</a>	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: <b>Shri. Sarpreet Singh Gill, IAS</b> Email: <a href="mailto:comm-ctax.goa@nic.in">comm-ctax.goa@nic.in</a>	(O): 2229225 / 2229430 Fax: 2225032
Additional Commissioner of State Tax:North <b>Shri Vishant S. N. Gaunekar</b> Email: <a href="mailto:adcomm-ctax.goa@nic.in">adcomm-ctax.goa@nic.in</a>	(O): 2229225 / 2229430 Fax: 2422305
Additional Commissioner of State Tax:South <b>Shri. Chandresh C. Kunkalkar</b> Email: <a href="mailto:adcomm-south@gov.in">adcomm-south@gov.in</a>	(O): 2712025
Dy. Commissioner of State Tax, Mapusa, <b>Shri. Gauresh Pilgaonkar</b> Email: <a href="mailto:acmap-ctax.goa@nic.in">acmap-ctax.goa@nic.in</a>	(O): 2262359
Dy. Commissioner of State Tax (EIU/Legal/Audit) <b>Shri Sagar B. Gaude</b> Email: <a href="mailto:dycstgao-enforcement@gov.in">dycstgao-enforcement@gov.in</a>	(O): 2229225 / 2229430 Fax: 2422305
Dy. Commissioner of State Tax, Panaji: <b>Shri. Prajeet Chodankar</b> Email: <a href="mailto:acpan-ctax.goa@nic.in">acpan-ctax.goa@nic.in</a>	(O): 2225558
Dy. Commissioner of State Tax, Vasco <b>Smt. Asha Harmalkar</b> Email: <a href="mailto:acvas-ctax.goa@nic.in">acvas-ctax.goa@nic.in</a>	(O): 2500240
Dy. Commissioner of State Tax, Ponda: <b>Smt. Ashwini V. Bhagat</b> Email: <a href="mailto:acpon-ctax.goa@nic.in">acpon-ctax.goa@nic.in</a>	(O): 2318804

Dy. Commissioner of State Tax, Bicholim: Additional Charge  <b>Shri. Gauresh Pilgaonkar</b>  Email: <a href="mailto:acbic-ctax.goa@nic.in">acbic-ctax.goa@nic.in</a>	(O): 2362235
Dy. Commissioner of State Tax, Margao:  <b>Smt. Darshani S. Dessai</b>  Email: <a href="mailto:acmar-ctax.goa@nic.in">acmar-ctax.goa@nic.in</a>	(O): 2712055
Dy. Commissioner of State Tax, Curcholem: Additional Charge  <b>Smt. Ashwini V. Bhagat</b>  Email: <a href="mailto:accur-ctax.goa@gov.in">accur-ctax.goa@gov.in</a>	(O): 2662690
Dy. Commissioner of State Tax, Admin  <b>Dr. Mriselda V. Monteiro</b>  Email: <a href="mailto:acadmin-ctax.goa@nic.in">acadmin-ctax.goa@nic.in</a>	(O): 2229225/ 2229430
Dy. Commissioner of State Tax, Pernem Ward: Additional Charge  <b>Dr. Mriselda V. Monteiro</b>  Email:	
Office Superintendent  <b>Smt. Anuja Lokre</b>  admn-ctax.goa@nic.in Accounts Officer:	(O):2229225/ 2229430
<b>Shri. Naresh Mangeshkar</b>  Email: <a href="mailto:accounts-ctax.goa@nic.in">accounts-ctax.goa@nic.in</a> Accountant	(O): 2229225/ 2229430
<b>Shri.Omkar Morajkar</b>  Email: <a href="mailto:accounts-ctax.goa@nic.in">accounts-ctax.goa@nic.in</a>	(O): 2225576
State Tax Officer, Headquarters:  <b>Shri. Sudesh Naik</b>  Email: <a href="mailto:ctohq-ctax.goa@nic.in">ctohq-ctax.goa@nic.in</a> State Tax Officer:	(O): 2225576
<b>Smt. Shweta Harmalkar</b>  Email: <a href="mailto:shweta.harmalkar@gov.in">shweta.harmalkar@gov.in</a> State Tax Officer:EIU	(O): 2229225/2229430
<b>Smt. Ashvita Goltekar</b>  Email: <a href="mailto:ashvita.goltekar@gov.in">ashvita.goltekar@gov.in</a> State Tax Officer:	(O):2229225/ 2229430
<b>Shri. Saba Parab</b>  Email: <a href="mailto:saba.parab@gov.in">saba.parab@gov.in</a>	(O): 2229225/ 2229430

State Tax Officer:EIU <b>Shri. Satyam Adkonkar</b> Email: <a href="mailto:satyam.adkonkar@gov.in">satyam.adkonkar@gov.in</a>	(O):2229225/2229430
Assistant. State Tax Officer: <b>Smt. Alisha Vagle</b> Email: <a href="mailto:alisha-ctax.goa@nic.in">alisha-ctax.goa@nic.in</a>	(O):2229225/2229430
Assistant. State Tax Officer <b>Smt. Sandhya Kamat</b> Email: <a href="mailto:sandhya-ctax.goa@nic.in">sandhya-ctax.goa@nic.in</a>	(O) 2229225/ 2229430
Assistant.State Tax Officer: <b>Smt. Ashwini Burye</b> Email:ashwini-ctax.goa@nic.in	(O):2229225/2229430
Assistant.State Tax Officer: <b>Shri Subhash Gurav</b> Email:	(O):2229225/2229430
State Tax Officer:EIU <b>Shri. Sirajuddin G. Jamadar</b> Email:siraj.jamadar@gov.in	(O)2229225/2229430
State Tax Officer: EIU <b>Smt. Sophia Lawrence E Vaz</b> Email:Sophia.vaz@gov.in	(O): 2229225/ 2229430
State Tax Officer: EIU <b>Shri. Akshay G. Natekar</b> Email:akshay.natekar@gov.in	(O): 2229225/ 2229430
Asstt. State Tax Officer: GST Registration <b>Smt. Anjusha R. Keshkamat</b> Email:	(O): 2229225/ 2229430
Asstt. State Tax Officer: GST Registration <b>Shri. Girish Masurkar</b> Email:	(O): 2229225/ 2229430

**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,	Smt. AnkitaKamat	STO's-	Tel:

	<p>Goa RajyaKarBhavan, Old I.P.H.B Complex, Near Office of The Chief Electoral Officer, Altinho, Panaji,Goa.</p>	<p>E-mail: <a href="mailto:pan-ctax.goa@nic.in">pan-ctax.goa@nic.in</a></p>	<p>Smt. Gargi Kamat Smt.Vivita Ambe ASTO's - Smt. Aloma Gomes Smt. Bina Shirodkar Smt. Preeti Mirajkar Smt. LaxmiLawande @ AnchalValvaikar Shri. Rajesh Kamat Smt. Hruta S. Ghantker Smt. Pallavi Verlekar STI's - Smt. Priya Y. Adconkar</p>	<p>2225594/ 2225592 Fax: 2225558</p>
2	<p><b>Margao Ward,</b> C &amp; D wing, 3rd Floor, Osia Commercial Complex, Nr. S.G.P.D.A market Complex, Margao Goa</p>	<p><b>Shri. Kalpesh Amonkar</b> Email: <a href="mailto:mar-ctax.goa@nic.in">mar-ctax.goa@nic.in</a></p>	<p>CTO's- Smt. Geeta Gaonkar Smt. Pallavi Joshi Shri. Deepak Gawas Shri Gaurish A. Bhandari ASTO's- Smt. Sujata Dessai Smt. Joanita Dias Smt. Trindade D'silva Shri. Amey Naik Smt. Mina Frias Smt. Amita Prabhudessai Shri Prakash Dessai</p>	<p><b>Tel:</b> 2713043 2715123 Fax: 2713043</p>

			<p>Shri Pranav Bhagat</p> <p>Smt. Ujwala Naik</p> <p>STI's -</p> <p>Shri. Damodar Kamat</p> <p>Smt. Pradnya Bandodkar</p>	
3	<p><b>Ponda Ward</b> 1st &amp; 2nd Floor , Abu Bakar Plaza, Upper Bazar, Ponda Goa 403401</p>	<p><b>Shri. Gaurish Khedekar</b> E-mail: <a href="mailto:pon-ctax.goa@nic.in">pon-ctax.goa@nic.in</a></p>	<p>STO's</p> <p>Shri. Rajendra 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>Shri Ketan A. Naik</p> <p>STI's -</p> <p>Smt. Rati Kanekar</p>	<p><b>Tel:</b> 2312145 /2318801 Fax: 2316212</p>
4	<p><b>Mapusa Ward</b> Govt. Complex, Behind Bardez Bazaar, Mapusa Goa.</p>	<p><b>Shri. Melwin Faleiro</b> E-mail: <a href="mailto:map-ctax.goa@nic.in">map-ctax.goa@nic.in</a></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.</p>	<p><b>Tel:</b> 2264254/2266683 Tel/Fax: 2262359</p>

			Belekar Shri Vibhil Lad Shri Gauresh Kamat STI's Shri Manjunath Purushan	
5	<b>Vasco-da-Gama Ward</b> , 4th & 5th floor, Karma Point, Nr. Vegetable Market, Vasco-da-Gama Goa.	<b>Shri. Rohan Loyliyekar</b> E-mail: <a href="mailto:vas-ctax.goa@nic.in">vas-ctax.goa@nic.in</a>	STO's- Shri. Rajesh Shetkar ASTO's - Shri. Deepak Kerkar Shri. Pratap Fadte Shri Ramnath Gawas STI's - Shri Rupesh Adpaikar	Tel: 2501243/2500240 /2500241 Fax:2512432
6	<b>Bicholim Ward</b> 1st Floor, Koteswar Residency Bldg., Near Petrol Pump, Bicholim Goa.	<b>Shri .Gajanan Bhonsle</b> E-mail: <a href="mailto:bic-ctax.goa@nic.in">bic-ctax.goa@nic.in</a>	ASTO's - Shri. Anil Matondkar Shri. Atish Mandrekar STI's - Kum.Manila Gawandalkar	<b>Tel:</b> 2362235/2362200/2362222 Fax:2363400
7	<b>Curchorem Ward</b> Commercial Tax Office, Jack CruzmanApartments, NearDattaMandir, H.No.187, Champhabhat, Amona, Quepem, Goa.	<b>Shri. Siddhesh Shetkar</b> E-mail: <a href="mailto:cur-ctax.goa@nic.in">cur-ctax.goa@nic.in</a>	ASTO's - Shri. Vishwanath Prabhudessai STI's - Shri. Damodar Kamat (Addl. charge)	<b>Tel:</b> 2663173/ 2662690 Fax: 2662590
8	<b>Pernem Ward</b> Commercial Tax Office, Behind Bhagawati Temple, Mauswada, Pernem Goa.	<b>Smt. Preeti Mandrekar</b> Email: <a href="mailto:per-ctax.goa@nic.in">per-ctax.goa@nic.in</a>	STI's - Shri. Delton Gracias	<b>Tel:</b> 2201011/ 2201012