

ALL FACILITATION CENTRES WHO HAVE RENEWED THEIR AGREEMENT FOR 2016-17 ARE REQUESTED TO SUBMIT THEIR BILLS FOR JUNE QUARTER, 2017 AT ISD (ROOM No.1, GROUND FLOOR, 4TH BUILDING, DIRECTORATE OF COMMERCIAL TAXES, KOLKATA-15) IN THE FOLLOWING FORMAT:-

- 1) COPY OF FIRST PAGE OF AGREEMENT FOR 2016-17.
- 2) SINGLE BILL FOR JUNE QUARTER, 2017. PAN NUMBER SHOULD BE WRITTEN IN BILL.
- 3) BANK DETAILS IN EXISTING FORMAT ALONG WITH THE ACCOUNT NUMBER OF FARM/CONCERN.
- 4) COPY OF CANCELLED CHEQUE (1 ORIGINAL+2 XEROX).
- 5) FRANCHISEE MONTHLY SUMMARY REPORT ON RETURN FILED FROM 01/04/2017 UPTO 30/06/2017. ONE (01) COPY DULY SIGNED.
- 6) DECLARATION FROM THE DEALERS.
- 7) XEROX OF PAN CARD (03) THREE COPIES.

BILLS WITHOUT ANY OF THE ABOVE DOCUMENTS WILL NOT BE CONSIDERED FOR PAYMENT.
LAST DATE OF SUBMISSION OF BILL IS 30/06/2018. AFTER DUE DATE NO BILL WILL BE ACCEPTED.

EVERY FACILITATION CENTRE MUST BEAR A CURRENT ACCOUNT IN THE NAME OF THE CENTRE. OTHERWISE PAYMENT WILL NOT BE CREDITED.