

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

1) COPY OF FIRST PAGE OF AGREEMENT FOR 2016-17.

2) SINGLE BILL FOR 16/17 FY (03 COPIES). 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 01/04/2016 UPTO 31/03/2017. 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 31/07/2017. 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.