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21/04/2022

Rev. Deput. Rev
22/4/2022

GOVERNMENT OF NAGALAND
FINANCE DEPARTMENT
(REVENUE BRANCH)

OFFICE MEMORANDUM

NO.FIN/REV-3/GST/1/08(Pt1)(Vol.1) /132

Dated : 21st April 2022

In order to further streamline and facilitate seamless flow of communication between the issuing authority of **TAX CLEARANCE CERTIFICATE** and the DDO of the Government Department/Establishment, under which Supply/Works Contract is being executed, the Office Memorandum NO.FIN/REV-3/GST/1/08(Pt1)(Vol.1) Dated 27th September 2019 is modified as under:-

1. No payment shall be released by the DDO unless the suppliers produce **TAX CLEARANCE CERTIFICATE** duly signed by the **Jurisdictional Officer** of the State Taxes Department upon the **Self Declaration Statement** in the Format appended as **Annexure I**.
2. On approval of the **TAX CLEARANCE CERTIFICATE**, the **Jurisdictional Officer** shall communicate to the DDO of the Government Department/Establishment through email, under which Supply/Works Contract is executed.
3. Every DDO shall furnish such **Monthly Transaction Details in Format Appended as Annexure II** to O.M. of even number dated 27th September 2019, to the Commissioner of State Taxes on or before 10th of the following month through email commr.tax-ngl@nic.in

Annexure-I

SELF DECLARATION

1	Legal name of the Supplier/Contractor	
2	Trade Name of the Supplier/Contractor	
3	GSTN of the Supplier/Contractor	
4	Mobile Number and email ID of the Supplier/Contractor	

Office of the Commissioner of State Taxes
Receipt No. 1395
Date. 25-4-2022

5	Name of the Govt. Department/Establishment under which Supply/Works Contract is executed	
6	GSTIN of the Govt. Department/Establishment under which Supply/Works Contract is executed	
7	Email ID of the DDO of the concerned Govt. Department/Establishment under which Supply/Works Contract is executed	
8	Mobile Number of the DDO of the concerned Govt. Department/Establishment under which Supply/Works Contract is executed	
9	Name of the commodities supplied or nature of works contract executed	
10	Total sanctioned amount	
11	GST paid against the amount already released, if any	
12	Amount already released (if any)	
13	Amount to be released	
14	Invoice No & Date against which amount is to be released	
15	Rate of GST	

I hereby declare that the above mentioned statements are true and correct to the best of my knowledge and records. I therefore request your kind authority to issue Tax Clearance Certificate.

Date:

Name of the Taxpayer:

Signature of the Taxpayer:

