From

The Excise and Taxation Commissioner,
Haryana, Chandigarh

To

All Deputy Excise and Taxation Commissioners (ST),
in the State of Haryana

Memo. No. **185** /ST-4, Chandigarh dated 25/1/2002

Subject: Dealers' database updation and mapping of circles

Memorandum

In the departmental officers' meeting held on 18-1-2002 at Sirsa, instructions relating to updation of dealers' database were given and it was decided to hold a meeting of STAs and data entry operators (DEOs) of the districts for giving detailed instructions on the point on 23-1-2002 at Chandigarh. All but officials from Ambala, Rewari, Kurukshetra, Panipat and Fatehabad attended the meeting. The Deputy Excise and Taxation Commissioners of the absentee districts shall explain the lapse and direct the concerned officials now to report on 25-1-2002 for receiving detailed instructions on the point.

2. The existing position of dealers' databases was reviewed and found to be as under –

S.No.	Name of district	No. of registered dealers in data base	Total no. of regd. dealers	Platform
1.	Panchkula	2800	3196	Standard
2.	Kaithal	500	2900	Standard
3.	Karnal	6500	7000	Excel
4.	Yamuna Nagar	5500	9600	Standard
5.	Hisar	Expected complete	6200	Standard
6.	Narnaul	1945	1945	Excel
7.	Jhajjar	2850	3150	Excel
8.	Gurgaon (W)	5865	5865	Standard
9.	Gurgaon (E)	4700	5100	Excel
10.	Jind	900	3000	Excel
11.	Bhiwani	1000	4500	Excel
12.	Sirsa	5800	6000	Standard
13.	Rohtak	4250	4400	FoxPro
14.	Faridabad (E)	8500	9000	Standard
15.	Faridabad (W)	11000	11000	FoxPro
16.	Sonepat	Complete		Attended on 22-1-02
17.	Ambala	8561	8769	Attended on 25-1-02
18.	Rewari	2650	2650	Attended on 25-1-02
19.	Kurukshetra	4400	4400	Attended on 25-1-02
20.	Panipat			Attended on 25-1-02
21.	Fatehabad	90%		Attended on 24-1-02

3. The existing platform of dealers' database need not be changed for the purpose of updation. However, it shall be ensured that the database file must have the necessary fields as mentioned in Annex-I. Proforma for data entry of the existing registered dealers based upon the structure of dealers' database is also given in the annex. The following steps are required to be taken for updation of the existing dealers' databases -

10 steps to dealers' database updation

Key person(s) & monitoring	Description of Steps	**Time limit**
STA & DEO	1. Ascertain the highest R.C. No and its date of validity in the dealer's existing database. That number will be called base number and date as base date. 2. Enter data relating to dealers which have R.C. No. above the base number. 3. Enter 'Cancelled' in status field in record in the database whose RCs have been cancelled on or after the base date.	24-31 Jan, 2002
RKs STA to monitor and report to DETC	4. In the meantime all RKs will make a list of RC number of registered dealers in their respective circles preferably in ascending order and hand over the same to DEO.	24-31 Jan, 2002
DEO STA to monitor and report to DETC	5. DEO will enter the circle with 'A', 'E', 'D' tag ('A' standing for AETO, 'E' for ETO and 'D' for DETC) in the record in the data base. Take a printout circle-wise and supply to the AAs. Printouts of the records not finding place in the list of any RK will be supplied to all AAs.	1-7 Feb, 2002
AA DETC to monitor	6. AA with the help of the T.I. and other staff will check each entry of the list with the existing record (R.C. portion– if R.C. portion not available with the latest returns – A list of missing RC portion should simultaneously be made) and position on the ground (mapping exercise). S(he) will, if found incorrect, correct each entry, strike off the entries where R.C. is cancelled mentioning the date from which the cancellation took effect and add new entries not forming part of the list. S(he) will ensure that there is no case on her (his) list in her(his) circle which does not find place in the list and there is no entry in the list which does not relate to her(his) circle and if there is any it should be struck off with the remarks "non-existent". All RCs issued upto 15-2-2002 will be covered. The completed and corrected list will be handed back to DEO. Inter-circle disputes relating to dealers' record will be settled by DETC.	8-22 Feb, 2002
DEO STA to monitor	7. DEO will update the database according to the lists received by him and provide printouts of updated database circle-wise to the AAs.	23-28 Feb, 2002
AA, DEO DETC to monitor	8. The updated list will once again be checked by AAs and correction, if any, carried out. It will also be updated upto 28-2-2002. DEOs will accordingly modify and add records to database and provide hard copy of circle-wise dealers' data to each AA.	1-7 March, 2002
DEO, STA DETC to monitor	9. A print out of the data-base sorted on RC No. will be taken, bound and kept with STA for record. It will be emailed to H.O. 10. From 28-2-2002, registration certificate module would come in operation. All STAs should acquire sufficient skills to operate the computer independently by then.	7 March, 2002

4. It may be emphasized that the aforesaid work is to be accorded the top most

priority and one machine and one operator should be deployed exclusively for this job between 24 January and 7 February and again between 23 February and 7 March even where there is single computer and single operator.

5. It was also decided in the departmental officers' meeting that each AA will map her(his) area of responsibility. The following instructions in this regard may be noted for guidance in the matter.

Mapping the Circle

Each AA will personally visit area of her/his responsibility (circle) and account for each and every shop/business premises in the area and prepare a list of them in serial order of their location from one end of the road/street/square/market to the other end making mention of —

(1) Name and style of the business.
(2) Address of location of the business.
(3) Name of the principal person carrying on the business and his/her exact status.
(4) Nature of business according to the economic activity classification vide Annex-II
(5) GTO and tax paid for the first three quarters of the current year 2001-02 from record.
(6) If unregistered dealer mention if registrable and if registered dealer mention RC No.
(7) Date of visit.

All dealers whether registered, unregistered, registrable or otherwise shall be included in this exercise and no premises shall be left unmapped. In order to maintain continuity in mapping dealers in the area of a circle, ETO and AETO posted in the circle shall work as a team with ETO as the team leader. A permanent record of this exercise will be kept in the form of a register bearing columns (1) to (7) listed above. This task should be completed by 15-2-2002 and compliance report should be sent on completion to the head office.

Excise and Taxation Officer (Sales Tax)
For Excise and Taxation Commissioner, Haryana

Endorsement No. 186 /ST-4, Chandigarh dated the 25/01/2002

A copy is forwarded to -

1. Joint Excise and Taxation Commissioners (Div.) in the State of Haryana. They will supervise the compliance of these instructions in the area of their jurisdiction.
2. System Analyst (Computer) for e-mailing to all the field offices in the State; and
3. S.T.-II for including in Annual Sales Tax circular 2002.

Excise and Taxation Officer (ST),
for Excise and Taxation Commissioner, Haryana
Chandigarh.

Data Structure for Dealer Master

R.C. No. :RCNo_str Integer (5) **Dealer Status** : Dealer_status_code_int Char(1) **Note**: **L:** Live / **X:** Applied for Cancellation / **C**: Cancelled

Ward No. Ward_Code_int char(3)

Note: **A** for AETO Circle / **E** for ETO Circle / **D** for DETC circle
e.g. **1A / 1E / 2A / 2E / 3A / 3E / 0D**

Name / Style of Business M/S: BsnName_str Char(50)

Head Office Address : HOAddress_str Char(50)

District : District_Code_int Char(3)

Nature of Constitution: BsnConst_Code_int Char(3)

Note: Prp:Proprietorship, **Prt**: Partnership, **Pvt** :Private Ltd. Co., **Soc**:Cooperative Society, **Ltd**: Public Ltd. Co., **Gvt** :Government Department, **HUF**, **Any**: Other

Nature of Business: BsnNature_Code_int Char(1)

Note: Trader, **M**anufacturer, **L**easing, Work **C**ontractor

Date of Liability : dt_Liability Date **Date of Validity** : dt_Validity Date

AA Name :AA_Grant_Name_str Char (30) **Desg.** : AA_Grant_Desg_str Char(4)

Return Status : Return_Type_Code_int Char(1) **Note: M**onthly / **Q**uarterly

Acts under which a dealer is registered.

Tick ( ) whichever is applicable.

HGST	Y	**CST**	Y / N	**LADT**	Y / N

HGST_str Char(1) CST_str Char(2) LADT_str Char(2)

I have provided the correct information to the best of my knowledge.

Signature & Date
(RK)

Counter Sig. & Date
(AA)

I have entered the information correctly in the system.

Signature & Date
(Data Entry Operator)

I have checked the information entered.

Signature & Date
(Assessing Authority)

Proforma for Data Entry of Existing Registered Dealers

(This is to be filled up in case of the dealer who is not found in the existing dealer database and new RC cases)

R.C. No. :_____ **Dealer Status** : _____

Note: **L:** Live / **X:** Applied for Cancellation / **C**: Cancelled

Ward No. _____

Note: **A** for AETO Circle / **E** for ETO Circle / **D** for DETC circle
e.g. **1A / 1E / 2A / 2E / 3A / 3E / 0D**

Name / Style of Business M/S:_____

Head Office Address :

_____

District : _____

Nature of Constitution: _____

Note: Prp:Proprietorship, **Prt**: Partnership, **Pvt** :Private Ltd. Co., **Soc**:Cooperative Society, **Ltd**: Public Ltd. Co., **Gvt** :Government Department, **HUF**, **Any**: Other

Nature of Business: _____

Note: Trader, **M**anufacturer, **L**easing, Work **C**ontractor

Date of Liability : _____ **Date of Validity** : _____

AA Name : _____ **Desg.** : _____

Return Status : _____

Note: Monthly / **Q**uarterly

Acts under which a dealer is registered.

Tick ( ) whichever is applicable.

HGST	Y	**CST**	Y / N	**LADT**	Y / N

I have provided the correct information to the best of my knowledge.

Signature & Date
(RK)

Counter Sig. & Date
(AA)

I have entered the information correctly in the system.

Signature & Date
(Data Entry Operator)

I have checked the information entered.

Signature & Date
(Assessing Authority)

Standard Classification of Industrial and Trading Activities

There are three levels of classification. First, on the basis of their business activity the dealers have been divided into two categories – manufacturing and trading. It could be that a dealer is carrying on both. In that situation he should be classified according to his principal activity. A principal activity is one that generates higher turnover. It may be noted that basis of classification is the type of business activity carried on in the Sate of Haryana. For example TISCO is a leading manufacturer of iron and steel in the country but the company will be classified as a trader in Haryana.

The second level in case of manufacturing is the industry classification and the third indicates the product profile. In case of trading, the second level is trade, works contract or leasing. The third level in case of trade is the commodity dealt in; in case of works contractor it is the type of contracts executed and in case of leasing it is the type of goods leased out. In most cases of trade, a wholesaler and a retailer has been listed separately. Choose the one applicable. There is a residuary entry in case of each class. The one who does not fit in a specific entry should be put in the residuary entry with a brief description of the business activity and the goods sold, manufactured or dealt in any other manner. The classification proper is as under –

	Manufacturing
I	**Agricultural Implements and Machinery**
1	Agricultural implements industry (power driven implements) including trailers, mowers, components, parts and any other allied implements relating to ploughing, leveling, sowing, water-pumping, irrigating, cutting, chaffing and thrashing.
1a	Combine harvesters
2	Tractor Industries
ii	**Agricultural Inputs Industry**
3	Fertilisers
4	Pesticides, weedicides and insecticides
5	Certified Seeds
6	All other Seeds
7	Any other such inputs Industries
iii	**Animal Feed Industry**
8	Cattle feed and Poultry Feed
9	Aquatic feed and Bird Feed
10	Feed Supplements, Concentrates and Feed additives
11	Any other Animal Feed
iv	**Arms and Ammunitions Industry**
12	Arms and Ammunition
13	Explosives
14	Fire works
v	**Beverage Industry and Distilleries**
15	Distilleries, Wine making
15a	Breweries
vi	**Building Materials Industry**
16	Brick Kiln
17	Cement
18	Fabricated articles and material
19	Any other building material
20	Stone Crushers
vii	**Bullion and its spices Industry**
21	Bullion and its species, ornaments and jewellery
viii	**Chemical and Chemical Products Industry**
22	Industrial Chemicals
23	Pharmaceutical and Medicines
24	Medicinal and Toilet Preparation
25	Paints and Varnish

26	Soap and Cleaning
27	Adhesives
28	Any other Chemical
ix	**Electric and Electronic Industry**
29	Electric goods and appliances
30	Electronic goods and appliances
31	Electric lighting, Fixture, Lamp, Shade, Bulb and Tube
32	Electric transformers, generators, inverters and connectors, switch gear and protective equipment
33	Electric equipment
34	Energy wire and Cable
35	Electric Household Items — washing machines, dish washers, air purifiers, vacuum cleaners, coolers & water-coolers and air conditioners.
36	Electric office goods such as printers, fax machines, printing machines, photocopiers, electronic business machines etc.
37	Electric toys and games; Electronic Toys and games
37a	Any other electric and electronic goods
x	**Food Industry**
38	Meat & Poultry Industry - Meat and Meat products and Fish Products
39	Fruits and Vegetables
40	Dairy Products Industry - Separated Milk, Sweetened Milk, Condensed Milk, Milk Powder, Ultra High Temperature Milk, Desi Ghee & Butter
41	Prepared Cereal food
42	Vegetable Oil Mills
43	Bakery, Biscuits and other confectionery item Including Chocolates, Cakes, Pastries, Candies, Ice-creams and Chewing gum
44	Tea, Coffee
45	Potato chips, Patties, Pretzel and Popcorn etc.
46	Roller Flour Mills
46a	Atta Chakki
47	Rice Sheller
48	Dal Mills
49	Sugar Mills
50	Cane Crushers
51	Soft drinks
52	Water including aerated water (soled in sealed containers)
53	Halwaii
54	Spices and condiments
xi	**Food Services Industry**
54	Hotels, Motels, Restaurants, Fast food centres, bars etc.
55	Wayside Dhabas
56	Banquet Halls serving food and mobile food services.
57	Any other place providing food services on commercial basis.
xii	**Furniture and Fixtures Industry**
58	Household furniture
59	Office, Hotel, Restaurant, institutional furniture fixtures
60	Bed spring and mattress
61	Steel Almirahs & Trunks
62	Any other such industry
xiii	**Hardware Industry**
63	Hardware and Millstore
xiv	**IT Industry**
64	Computers – Hardware
64a	Computer – Software
64b	CVT and UPS and parts
65	Any other IT Products specified by Govt. of India

xv	**Leather and Allied Products Industry**
66	Leather Tanneries
67	Leather Footwear Industry
68	Luggage, Purse and Handbag
69	Leather Multiple Products
70	Any other Leather industries.
xvi	**Machinery Industry**
71	Machinery Plants and Equipment and parts thereof.
xvii	**Metal Industry**
72	Primary Production of Steel
73	Primary Production of Iron
74	Primary Production of other metals
75	Ferroalloys
76	Iron & Steel Foundries
77	Steel Pipe and Tube
78	Non-ferrous smelting and Refining
79	Non-ferrous rolling, casting & extruding
80	Fabricated metal products
81	Wire and Wire Products
82	Any other Iron-Steel Industry
83	Any other Non-ferrous Industry
84	Utensils Industry - Aluminium, Copper, Steel, Brass, Hospital Ware
85	Industrial Sheets and Circles
86	Any other such Industry e.g. metal valve, ornamental handicrafts, tools, and cutlery.
xviii	**Mining Industry**
87	Metal Mines
88	Non-Metal Mines
xix	**Non-Metallic Mineral Products Industry**
89	Glass and Glass Products
90	Chinaware, Bone China Ware
91	Lime
92	Refractories
93	Asbestos
94	Gypsum
95	Any other clay product
xx	**Other Manufacturing Industry**

96	Scientific Instruments and Professional instruments
97	Instruments
98	Mechanical Clocks and watches
99	Sunglasses and Optical goods
100	Button, buckle and clothes fasteners
101	Musical Instruments and sound systems
102	Any other manufacturing industry viz. Industries manufacturing agricultural implements (hand held or animal drawn); Aids for handicapped, Electricity generation, salt making industry and any other industry which is not covered under a special entry will find place here along with the classification code.
xxi	**Plastic Industry**
103	Plastic Granules
104	Plastic Pipe and Fitting
105	Plastic Film and Sheeting
106	Plastic bag
107	Foamed and expanded Plastic Products
108	Any other plastic Product
xxii	**Paper Industry**
109	Pulp and paper
110	Corrugated boxes
111	Sanitary Paper
112	Printing and publishing, business forms and bindery and exercise note books (Paper Consuming Industry)
113	Any other Paper
xxiii	**Petroleum and Natural Gas Industry**
114	Refineries
115	Petroleum Products
116	Any other such Industries.
xxiv	**Quarries and Sand Pit Industry**
117	Stone Quarries
118	Granite and Marble
119	Lime Stone Quarries
120	Sand Stone and Shale
121	Sand and Gravel Pits
122	Any other such queries including all other minerals.
xxv	**Readymade Garments Industry**
123	Readymade Garments including Men, Women and Kid Garments, Jackets
124	Sweater Industry (woollen garments)
125	Hosiery goods
126	Occupational Clothing and Glove
127	Any other readymade Garments
xxvi	**Rubber Products Industry & Rubber Industry**
128	Rubber Manufacturing
129	Tyre and Tube, Flappers

130	Retreading Product and Retreating
131	Rubber Matting
132	Any other Such Industry
xxvii	**Shoe Industry.**
133	Cloth Shoes
134	Plastic Shoes
135	Rubber Shoes Note: Leather Shoes - See under the Head “Leather & Allied Industry”
xxviii	**Textile Industry**
136	Yarn of all types except cotton hank yarn, hand spun yarn
137	Carpet, Mat and Rag
138	Man made fibre and filament yarn
139	Broad knitted fabric, canvas and related products
140	Natural fibres processing
141	Household products of Textiles Materials.
142	Tyre Cord and fabric
143	Blanket
144	Jute bag and HDPE bag
145	Any other Textile Industries.
xxix	**Timber Industry**
146	Saw Mills
147	Plyboard
148	Veneer Soft and hard
149	Packing Cases including Ammunition Boxes
150	Doors and windows
151	Any other Timber Industries.
xxx	**Tobacco Products Industry**
152	Tobacco Products
xxxi	**Transportation and Equipment Industry**
153	Motor Vehicles (Passengers cars)
154	Motor Vehicle (Transport)
155	Body building and Trailer
156	Motor Vehicle parts and accessories
157	Other ancillary units of motor vehicle
158	Motor cycle, Scooter and parts
159	Cycle and its parts
160	Any other such machinery
xxxii	**Power Generation**
161	Hydroelectricity
162	Thermal Power (Coal)
163	Thermal Power (Other Fuel – Naphtha, Gas etc.)
164	Thermonuclear
II	**Trading**
A	**Trader** Note-(W) stands for Wholesaler and (R) for Retailer
1	Agricultural implements Traders
2	Art Galleries Traders
3	Animal feed Traders
4	Any other trading activity not covered by any other entry.
5	Bakery, Biscuits and Confectionery Traders
6	Building Sheets of all types Traders

7	Carpets, Floor coverings Traders
8	Cement (W)
9	Cement (R)
10	Chemical and Chemical Products Traders
11	Computer and its parts Traders
12	Commission Agents — Agriculture Produce
12A	Commission Agents — Gur and Shakkar
12B	Commission Agents — Timber and Wood
13	Cycle and its parts Traders
14	Departmental Store (W)
15	Electric goods (W)
16	Electric goods (R)
17	Electronic goods (W)
18	Electronic goods (R)
19	Fertilisers and Pesticides (W)
20	Fertilisers and Pesticides (R)
21	General Merchandise (W)
22	General Merchandise (R)
23	Glass Bottles and Glass Sheets Traders
24	Granite, Marble and Tiles Traders
25	Hardware and Mill Store Traders
26	Imarti Wood
27	Iron Scrap Traders
28	Jewellery, Traders Gold & Silver.
29	Karyana Traders Whole Seller (W)
30	Karyana Traders Retailers (R)
31	Liquor including beer (W).
32	Liquor (R) including beer.
33	Luggage and Leather Goods Traders
34	Medicines (W)
35	Medicines (R)
36	Metal Traders
37	Mineral mater (W)
38	Mineral mater (R)
39	Motor vehicles Traders
40	Motor cycle and Scooter Traders
41	Motor Parts, Auto Parts Traders
42	Motor Vehicles Accessories Traders
43	Other timber and bamboo Traders
44	Petrol and diesel Traders
45	Petroleum Products Traders
46	Plyboard, Plywood, Sunmica, laminated sheets, adhesives (W)
47	Plyboard, Plywood, Sunmica, laminated sheets adhesives. (R)
48	Readymade Garments (W)
49	Readymade Garments (R)
50	Iron Saria, Angle Sheet Traders
51	Sanitary goods, fitting, looking glass Traders.
52	Seed Traders
53	Shoes (W)
54	Shoes (R)
55	Soft drinks (W)
56	Soft drinks (R)
57	Sun Glasses Traders
58	Stationery Traders
59	Traders who exclusively deal in Tax free goods
60	Tractors Traders
61	Tobacco Products Traders
62	Toilet Preparations (W)
63	Toilet Preparations (R)
64	Tyres & Tubes Traders

65	Used vehicles Traders
66	Veneer Traders (W)
67	Watch Traders
B.	**Work Contracts**
68	Contracts relating to site work
69	Any other Works Contracts
C.	**Leasing**
70	Leasing Plant & Machinery
71	Leasing Motor Vehicles
72	Leasing Household goods and furniture.
73	Leasing other items