

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE COMMISSIONER OF TAXES, ASSAM**  
**KAR BHAWAN, DISPUR, GUWAHATI-781006**  
**&&&**

**OFFICE ORDER**

Dated the 30<sup>th</sup> of April, 2021

**No: CT/Comp-74/2015/79:** In pursuance of the Guidelines issued by the Website Development Cell, NIC- Dispur in Toolkit-6 and in order to ensure a sustainable system in place for regular updation of the departmental website, the following Content Management Responsibility Matrices (Matrix- A and B) are notified.

The purpose for having the responsibility matrix of Content Managers is to ensure that the content form all areas within the department is covered and updated and each Content Manager will remain responsible for the areas of the Website as indicated against their names. Regular documents of the department viz. Office Circulars, Clarifications and notifications etc. will have to be published on the Website by the entrusted Content Managers as detailed in Matrix-A.

However, important contents are to be uploaded on the Website after it is approved and moderated by the Competent Authority prior to being published on the Website as per the Content Management responsibility matrix for creation, review and publication as detailed in Matrix- B.

**RESPONSIBILITY MATRIX- "A" OF TAXATION DEPARTMENT: -**

Content	Area	Who is overall responsible for the Content in the Areas of the Home Page? (Name of the Content Manager)
Main Menu	<b>Information &amp; Services</b>	
	E-services	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C
	Search Dealer and Statutory Form	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C
	List of Cancelled Registration	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C
	List of Suspended Registration	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C
	PAN Verification Result	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C
	List of Dealers Selected for Audit Assessment	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C
	<b>Schemes</b>	
	Composition Schemes	Ms Juthika Mahanta, Inspector of Taxes, Kar Bhawan, CoT
	Industrial Exemption Schemes	Ms Juthika Mahanta, Inspector of Taxes, Kar Bhawan, CoT
	<b>Documents</b>	
	Acts	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Circulars	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Clarifications	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Forms	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Notification	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Rules	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Schedules	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	<b>About Us</b>	Ms Juthika Mahanta, Inspector of Taxes, Kar Bhawan, CoT
	<b>Contact Us</b>	Ms Juthika Mahanta, Inspector of Taxes, Kar Bhawan, CoT
Main Image Slider	Deduction of Tax at Source	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Tax exemption to Industries under Industries ( Exemption ) schemes	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Goods and Services Tax (GST)- a comprehensive indirect tax	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Agricultural Income tax on Tea growers	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Cess on Tobacco Products	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Composition scheme on Assam Electricity Duty Act, 1964	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D

	Exemption to Senior Citizen for payment of Professional Tax	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Cess on Green Tea Leaves and Coal	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
Portlet Areas	Registration of Dealers	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	Revenue Collection	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	Audit Assessment of Dealers	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	Helpdesk for Online Services	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell
Do you want to know more about?	Value Added Tax	Ms Himadri Saikia, Superintendent of Taxes, CoT
	Apply Tax Clearance Certificate	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell
	Apply Delivery Note and Permit	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell
	Apply Certified Copy of Orders	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell
	Assam Professional Tax	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
	Threshold Limit of Registration	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
	Specified Lands Act	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
	Agricultural Income Tax	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
How do I?	Register Online	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell
	Get C & F Forms Online	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell
	Get Clearance Certificate	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell
Right Menu	Events	Shri Ashiqur Rahman, Inspector of Taxes, Guwahati, Unit-A
	RTI	Ms. Seema Rekha Panyang, Inspector of Taxes, Kar Bhawan, CoT
	Media Gallery	Shri Ashiqur Rahman, Inspector of Taxes, Guwahati, Unit-A
Latest	Online Issuance of Road Permit	Ms Juthika Mahanta, Inspector of Taxes, Kar Bhawan, CoT
	Notification	Ms Juthika Mahanta, Inspector of Taxes, Kar Bhawan, CoT

**RESPONSIBILITY MATRIX- "B" OF TAXATION DEPARTMENT: -**

Content	Area	Who is overall responsible for the Content in the Areas of the Home Page? (Name of the Content Manager)		
		Create	Review	Publish
Information & Services	E-services	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	Search Dealer and Statutory Form	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	List of Cancelled Registration	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	List of Suspended Registration	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	PAN Verification Result	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT

List of Dealers Selected for Audit Assessment	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
<b>Schemes</b>			
Composition Schemes	Ms Juthika Mahanta, Inspector of Taxes, Kar Bhawan, CoT	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C
Industrial Exemption Schemes	Ms Juthika Mahanta, Inspector of Taxes, Kar Bhawan, CoT	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C
<b>Documents</b>			
Acts	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
Circulars	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
Clarifications	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
Forms	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C	Ms Alee Barua, Superintendent of Taxes, Guwahati, Unit-A
Notification	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C	Ms Alee Barua, Superintendent of Taxes, Guwahati, Unit-A
Rules	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C	Ms Alee Barua, Superintendent of Taxes, Guwahati, Unit-A
Schedules	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C	Ms Alee Barua, Superintendent of Taxes, Guwahati, Unit-A

**Main Image Slider (To be updated on monthly basis)**

Portlet Areas	Registration of Dealers	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Revenue Collection	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Audit Assessment of Dealers	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT	Shri Naba Jyoti Talukdar, Asstt.Commissioner of Taxes, Guwahati, Unit-C	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT

	Helpdesk for Online Services	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
Do you want to know more about?	Value Added Tax	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	Apply Tax Clearance Certificate	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	Apply Delivery Note and Permit	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	Apply Certified Copy of Orders	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
	Assam Professional Tax	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	Threshold Limit of Registration	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT
	Specified Lands Act	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Ms Alee Barua, Superintendent of Taxes, Guwahati, Unit-A
	Agricultural Income Tax	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT	Shri Naba Jyoti Talukdar, Asstt. Commissioner of Taxes, Guwahati, Unit-C	Ms Alee Barua, Superintendent of Taxes, Guwahati, Unit-A
How do I?	Register Online	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
	Get C & F Forms Online	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
	Get Clearance Certificate	Ms Anjali Singh, Information Technology Officer (ITO), Kar Bhawan, Computer Cell	Shri Vivek Agarwal, Superintendent of Taxes, Kar Bhawan, CoT	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT
Right Menu	Events	Shri Ashiqur Rahman, Inspector of Taxes, Guwahati, Unit-A	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	RTI	Ms. Seema Rekha Panyang, Inspector of Taxes, Kar Bhawan, CoT	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Media Gallery	Shri Ashiqur Rahman, Inspector of Taxes, Guwahati, Unit-A	Ms Himadri Saikia, Superintendent of Taxes, Kar Bhawan, CoT	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D

Latest	Online Issuance of Road Permit	Ms Juthika Mahanta, Inspector of Taxes, Kar Bhawan, CoT	Ms Alee Barua, Superintendent of Taxes, Guwahati, Unit-A	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D
	Notification	Ms Juthika Mahanta, Inspector of Taxes, CoT	Ms Alee Barua, Superintendent of Taxes, Guwahati, Unit-A	Shri Subrata Gogoi, Superintendent of Taxes, Guwahati, Unit-D

All Concerned are requested to comply with instructions and the assigned responsibilities so as to ensure continuous updation of the departmental Website.

Further any important news, events, achievement, programme should immediately be posted in the Image Slider and this will be reviewed by the Web Information Manager on weekly basis.

This order supersedes the previous order and shall come into force with immediate effect.



(Anurag Goel, IAS)  
Commissioner of Taxes, Assam  
Dispur, Guwahati-781006

Memo No: Ct/Comp-74/2015/79-A

Dated the 30<sup>th</sup> of April, 2021

Copy to:

1. P.S. to Commissioner & Secretary, Finance (Taxation) Department, Dispur for information.
2. Smt. Suchitra Pyarelal, State Informatics Officer, NIC, Assam State Centre for information.
3. All members of e-Prastuti Project Steering Committee/ All Content Managers/ All Asstt. Content Managers / Master Trainers/ Site Administrators/ Respective dealing Assistant for information and necessary action.



Commissioner of Taxes, Assam  
Dispur, Guwahati-781006