

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE COMMISSIONER OF EXCISE, ENTT. & L. TAX DEPTT.  
L & N BLOCK I.P. ESTATE: VIKAS BHAWAN, NEW DELHI**

No.F.1 (55)/CE/ESCIMS/2011-12/ 107-116

Dated: 11/04/14

**ORDER**

It is already been communicated vide letter N0.F.1(55)/CE/ESCIMS?2011-12/889-896 dated 22<sup>nd</sup> Jan 2014 that Vend users have to mandatorily perform "Stock Take" every month to reconcile the physical and logical inventory.

It is observed that some vends have not completed the monthly 'Stock Take' of month of March 2014.

All Vends are hereby directed to complete the monthly "STOCK TAKE" activity at their respective vends as per the following schedule and process.

1. 25<sup>th</sup> April 2014 is the cut-off date for stock take activity at all vends.
2. The Stock Take process should start and finish in the same day for a SKU.
3. Once the "Stock Take" activity is completed and same has been submitted in the 'POS' terminal. Vend users should also ensure that all sale is done through scanning using POS terminal.
4. Sale process is not to be stopped during the "Stock Take" activity.
5. All Private Vend/Corporation Vend shall confirm in writing the completion of the "Stock Take" activity to the Excise Department before 30<sup>th</sup> April 2014.

In case of any clarification, the help desk at (0120-6144022) can be contacted or emails at [excisesupport.delhi@nic.in](mailto:excisesupport.delhi@nic.in) about the stock take at corporations and private vends.

Any bottles sold without scanning at vend will be declared irregular and necessary action will be taken against vends not complying the orders.

  
11-4-14  
**(Indu Shekhar Mishra)**  
**Deputy Commissioner (Excise)**

**All Corporations and Private Vends**

**Copy for information to:-**

1. Chairman Cum Managing Director, Delhi State Industrial & Infrastructure Development Corporation Ltd., Block N, Bombay Life Building, Connaught Place, New Delhi
2. Managing Director, DTTDC Ltd., 18, DDA, SCO Complex, Defence Colony, New Delhi.
3. Chairman Cum Managing Director, DSCSC Ltd., Aapurti Bhawan, 7-9, Aarm Bagh, Paharganj, New Delhi.
4. Administrator, Delhi Consumer's Co-operative Wholesale Store Ltd., Karampura, Moti Nagar, New Delhi.
5. PS to the commissioner (Excise), GNCTD
6. PA to the Deputy Commissioner (Excise), GNCTD
7. AC (IMFL), AC (Country Liquor) with request to communicate all stakeholders accordingly.
8. PA to Deputy Commissioner (Taxes), GNCTD
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10. Sr. General Manager, NISG