To,

All Assessee,  
Service Tax, Range-A  
Guwahati  

Dear Sirs,  

Subject: - Migration to GST - Reg  

As per record available in this Department you have yet migrated to GST, in spite of receipt of provisional ID and password issued by GSTN. In this regard enclosed herewith please find a copy of the D.O. letter issued by the Commissioner of Central Excise & Service Tax Guwahati along with the list of documents required for completing the enrolment process and Trade Notice No.01/2016/CE dated 13/2/2017 for opening of SEVA KENDRAS for facilitating the enrollment in Guwahati.  

You are hereby requested to take necessary steps for migration immediately for smooth transition to GST in the interest of your business. In case you have already migrated, please send a copy of the acknowledgement slip reflecting the ARN (Application Reference Number).  

Yours sincerely,  

Sd/-  
(B.K. Sharma)  
Superintendent  
Service Tax, Range-A  
Guwahati.
TRADE NOTICE NO.01/2017/CE  


With a view to provide a one-stop solution to migration and enrollment of assesses to the Goods and Service Tax (GST) Regime, this Commissionerate has launched GST MIGRATION SEVA KENDRAS at the following addresses:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Locations</th>
<th>Address</th>
<th>Nodal Officer &amp; Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Guwahati</td>
<td>Office of the Commissioner, Central Excise &amp; Service Tax, Sethi Trust Building, 6th Floor, Bhangagarh, G.S. Road, Guwahati-781005</td>
<td>Shri Subrata Bhattacharjee, Superintendent-(M)-9436492432</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office of the Assistant Commissioner, Service Tax Division, Housefed Complex, Block-4, 2nd Floor, Bashishta Beltola Road, Guwahati-781006.</td>
<td>Shri Santanu Mukherjee, Superintendent-(M)-9435247183</td>
</tr>
<tr>
<td>2.</td>
<td>Dhubri</td>
<td>Office of the Assistant Commissioner, Central Excise &amp; Service Tax Division, near Gauripur Field, Dhubri, Assam-783 301</td>
<td>Shri Shankar Kr. Bhadra, Superintendent-(M)-9401715457</td>
</tr>
<tr>
<td>3.</td>
<td>Tezpur</td>
<td>Office of the Assistant Commissioner, Central Excise &amp; Service Tax Division, L.B. Road, Tezpur, Assam-784 001</td>
<td>Shri Nehru Pegu, Superintendent-(M)-9678000296</td>
</tr>
<tr>
<td>4.</td>
<td>Itanagar</td>
<td>Office of the Assistant Commissioner, Central Excise &amp; Service Tax Division, Siang House, Sector &quot;E&quot;, Itanagar-791 111, Arunachal Pradesh.</td>
<td>Shri Manesh Mukherjee, Superintendent-(M)-9864429050</td>
</tr>
</tbody>
</table>

2. The SEVA KENDRAS shall offer assistance in filling up the Application Form and uploading the required documents for enrollment in the GST Portal, besides clearing any other doubt regarding the process of migration. Assessee can either fix an appointment with the jurisdictional Nodal officer or walk in to avail the services offered by these
KENDRAS. Guidance/clarification on the process of enrollment may also be sought by e-mail at gstguwahati@gmail.com. The services are offered free of cost.

3. The SEVA KENDRAS shall remain open from 10.00 a.m. to 6.00 p.m. on all working days.


Copy to:

1. The Additional Commissioner, Office of the Chief Commissioner, Central Excise, Customs & Service Tax, CRESCENS Building, M. G. Road, Shillong-793 001.

2. The Additional Commissioner, Office of the Commissioner of Customs (Preventive), NER, M. G. Road, Shillong.

3. The Deputy/Assistant Commissioner, Central Excise Division-I & II/Service Tax Division, Guwahati.

4. The Assistant Commissioner, Central Excise & Service Tax Division, Dhubri, Tezpur & Itanagar.

5. The Assistant Commissioner, Customs Division, Custom House, Nilomoni Phukan Path, Guwahati.

6. The Superintendent (Systems), Central Excise & Service Tax, Guwahati for uploading the Trade Notice on Commissionerate's Website.

7. All Trade Associations/Members of RAC.

8. Guard File.

(Subrata Bhattacharjee)
Superintendent (Technical)