



**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
AUDIT II COMMISSIONERATE  
3<sup>RD</sup> FLOOR, PERIYAR BUILDING  
690, ANNA SALAI, NANDANAM, CHENNAI 600 035.**

Phone No. 044-24338300

E-Mail: [commradt2-cexchn@nic.in](mailto:commradt2-cexchn@nic.in)

C. No. III/10/19/2014-Tech

Dated: 19-10-2015

**TRADE NOTICE NO. 02/2015**

Sub: Formation of Taxpayer Service Centre - reg.  
-o-o-



It is brought to the notice of the Trade and general public that consistent with the Government's focus and resolve on improving Ease of Doing Business, a Taxpayer Service Centre (TSC) has been formed in this Commissionerate. The TSC will function as a single-window system to handle all queries, complaints, grievances etc. of taxpayers at the following address:

**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
AUDIT II COMMISSIONERATE  
3<sup>RD</sup> FLOOR, PERIYAR BUILDING  
690, ANNA SALAI, NANDANAM, CHENNAI 600 035.**

The TSC will be operated by a Senior Tax Facilitator, Tax Facilitator and Junior Tax Facilitator. Taxpayers may file their queries, grievances, complaints etc. with the TSC in person. They will be issued acknowledgement with unique ID number in the following format on the spot.

<i>Office Address</i>	<i>Phone No. &amp; Email Address</i>	
<i>Unique Acknowledgement No. allotted</i>	<i>Date of acknowledgement</i>	<i>Name of the taxpayer</i>
<i>xxxx[Code No. of Zone &amp; Commissionerate]/yyyy[Calendar Year]/mm[Month]/Running Sl. No.</i>		

The disposal of the query would be monitored by the Commissioner for prompt and effective disposal. This unique ID number may be quoted in future correspondence for follow up.

2. All the Trade Associations are requested to bring the contents of this Trade Notice to the attention of their members, the trade and everyone concerned.

[Issued from Technical File C. No. III/10/19/2014-Tech]

*K.M. Ravichandran*  
19/10/2015

**[K.M.RAVICHANDRAN]  
COMMISSIONER**

To  
All as per Mailing List (Both Trade and Department)