



GST CELL
EAST CENTRAL RAILWAY

No. ECR/Accts/GST Cell/Minutes

Date: 06.06.2017

Minutes of the 1st meeting of GST Cell, East Central Railway held on 30.05.2017.

Chair Person : AGM/ECR

Members Present :

1. SDGM/ECR
2. FA&CAO/WST
3. CMM/Elect.
4. CE/TSP
5. CCM/PS
6. CESE
7. CSTE/Works
8. CE/Con./South
9. Sr. EDPM
10. Dy. FA&CAO/B&B
11. Dy. CME/Workshop

Date and Time: 30.05.2017, 15:30 Hrs.

Venue: AGM/ECR's Chamber, 2nd Floor, GM Building/ECR.

The readiness and preparedness of ECR for implementation of GST was discussed. The issue of GST registration in Bihar & Jharkhand was deliberated in details. The chairman has advised to seek clarification from Railway Board regarding nomination of concerned officers to complete registration formalities and issuance of digital signature certificates. FA&CAO/WST discussed this issue with Advisor (Accounts)/Rly. Board on 01.06.2017 and it has been clarified that any officer can be nominated.

S. No.		Action to be taken
(i)	The chairman has instructed to formulate a responsibility matrix of officers and departments clearly indicating day to day assignment for implementation of GST Roles and responsibilities of Division have to be formulated and divisional level GST implementation and monitoring team has to be constituted. A divisional GST implementation committee under respective ADRMs may be constituted.	GST Cell
(ii)	Additional places of business and units [of Indian Railway in Bihar & Jharkhand] who transacts in goods & services has to be identified and complied As per section 85 of CGST Act additional place of business is: (a). A place from where the business is ordinarily carried on,	PHODs of all Departments of ECR and AGM of NER, NFR, SER & ER, CAO of WP &

	and includes a warehouse, a godown or any other place where a taxable person stores his goods, providers or exercises goods and /or services or (b). A place where a taxable person maintains his books of Accounts. or (c).A place where a taxable person in engaged in business through an agent by whatever name called.	BELA and Construction organization).
(iii)	The details may be prepared as per enclosures at Annexure -1 All departments and Divisions should take immediate steps to create a database of all normal transactions such as Parcel, Way Leave charges, EFT, Catering stalls, Siding charges, Bills recoverable, Interest and Main charges, Rental of building etc. The data base must capture the information given in Para 1 (i) of Railway Board's letter no. 2016/AC-II/1/6 dt. 12/05/2017. This information is to be prepared in Excel formats for exporting to CRIS on daily basis by respective Users/Departments.	Sr. EDPM/ECR PHODs
(iv)	As per Railway Boards above referred letter (Para 4), the respective departments must immediately commence building up a database of all registered customers, who are enquired to furnish their GSTIN members representing the states in which they are registered for GST, along with Address of Registered office, Place of business in state etc. Likewise, a database of contractors /service providers/suppliers should be prepared, as per Para 4(ii)/ the letter.	All PHODs
(v)	The chairman advised that checking and verification should be inbuilt feature of the computerized system. The manual intervention needs to be minimized. The software thus developed should automatically ensure verification and cross-checks. The duplication/repetition of data entry should be avoided. He has further advised a uniform and common methodology in consultation with Railway Board has to be devised for segregation & allotment of taxable and non-taxable portion of expenditure in the creation and maintenance of assets.	GST Cell
(vi)	Clear responsibility of Railway Board, Zonal Railways and CRIS should be identified in respect of software development. There should be uniform software structure/platform for non-computerized operation all across Indian Railways. A letter incorporating these suggestions should be written to Railway Board.	GST Cell
(vii)	Sr.EDPM/ECR has been instructed to finalize and obtain a common format for recording transactions from CRIS which needs to be reported on daily basis to CRIS particularly w.r.t. para III-V above.	Sr. EDPM/ECR
(viii)	The consignee code has to be obtained for all the units who receives or dispatches materials. Consignee code has to be generated for a unit which does not have Consignee Code.	Sr. EDPM/ECR
(ix)	The details required for filing of returns has to be obtained from GST consultant.	GST Cell
(x)	SDGM has asked all the departments to assess the inputs required for computerization of their transactions in their units which receives or supplies goods and services. The nominated	

	officer of each department should procure DSC for GST.	
(xi)	A mechanism of proper liasoning and coordination with other Railway and Units has to be decided from smooth implementation of GST.	GST Cell
(xii)	Details of existing registration under Entry Tax/ED/VAT or Sales Tax/CST etc. taken by HQ Units/Divisions must be furnished to enable single registration.	All PHODs DRMs CWMs

The next meeting of GST Cell/ECR and a video conferring with other Railway units is scheduled to be held on 08.06.2017 from 03:00 PM in the new conference room, GM office/ECR.

Kummadu 06/06/17
Dy. FA&CAO/F&B
ECR/Hajipur

Copy to:

1. Secy. to GM for kind information of GM.
 2. PS-I to AGM for kind information of AGM.
 3. SDGM/ECR
 4. All PHODs/CHODs/ECR
 5. All DRMs/ECR
 6. FA&CAO/NER, NFR, ER, SER
 7. FA&CAO/Con./MHX, WP/PNBE&RWP/Bela
 8. All CWMs/ECR
 9. FA&CAO/WST
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 12. CCM/PS
 13. CCM/FM
 14. CESE
 15. CSTE/Works
 16. CE/Con./South
 17. CWE/ECR
 18. Sr. EDPM
 19. Dy. CME/Workshop
- } To take necessary
action in this regard.