

RESPONSIBILITY MATRIX FOR IMPLEMENTATION OF GST OVER ECR

Ref: Directions of AGM/ECR and Chairman GST Cell on first meeting of GST implementation Committee held on 30.05.2017

As per the above referred directions the responsibility matrix for obtaining Registration and implementation of GST over ECR has been prepared and are detailed below. These may undergo changes based on requirements/fresh guidelines from Railway Board.

1. NODAL GST IMPLEMENTATION COMMITTEE:

Unit	Chairman	Members	Nodal Officer	Functionality
HQ	AGM	SAG Officers of GST Cell already formed	FA&CAO/WST	Implementation of GST in Bihar on behalf of Ministry of Railways- To coordinate & assist with other Zonal Railways/Units in respect of their units falling in Bihar and with SER, NCR, WCR for units of ECR in Jharkhand, UP & MP
Divisions	ADRM	Branch officers/Sr Scale. Branch officer must for Engg., Commercial, Stores	Sr. DFM (not to be delegated below)	Implementation of GST over the Divisions. To prepare data for additional places of Business for registration in other states like Jharkhand, UP & MP. The divisions will prepare the data for additional places of business in Jharkhand, UP &

				MP and ensure a mechanism in place to record transactions at these places by giving proper GSTIN.
Work Shops	CWM	Dy. CME, Stores and Accounts	Sr. AFA/AFA	Implementation of GST in Workshop

Please note: For Workshops CME and CMM/E may nominate one JAG level officer to advise and monitor, given the absence of domain knowledge in the Workshops. From Accounts side, this work will be dealt with by Dy.FA&CAO/S&W.

2. Responsibility of Finance and Accounts Department:

Unit	Key Resource Person (KRP)	Functionality	Status
HQ	FA&CAO/WST- Cell: 9771425104 Email: fawstecr@gmail.com Dy.FA&CAO/F&B: Cell:9771425106 Email: dyfbecr@gmail.com	Hiring of Consultant	Done/ In progress. KRPs to be responsible for all activities related to training including organization, arranging for nominations and actual conduct. Completion report to be sent to HQ for enabling payment
		Training Sessions on GST	
		Training of Staff	
		Guiding the Chairman and members of the GST Cell: Advice on nuances of GST law and procedures, Accounting, consultations with Railway Board, HQ and Consultant	
		Obtaining Registration under GST: In progress. TDC: 25/6/2017	
Division	Sr. DFM		
Workshop	Sr.AFA/AFA Nodal- Dy. FA&CAO/S&W: SN Yadav	Monitoring: Coordinating with members of GST Cell to ensure that actions / information required is taken/ submitted by the respective Department as per timelines.	
		Accounting procedure for GST: To be communicated to all.	

