



GST CELL
EAST CENTRAL RAILWAY

No. ECR/Accts/GST Cell/Minutes

Dated: 21.06.2017

Minutes of the 3rd meeting of GST Cell/ECR HELD ON 16.06.2017

Chairperson of the meeting: SDGM

Members Present:

1. FA&CAO/WST
2. CCM/PS
3. CE/TSP
4. CWE/ECR.
5. CSTE/Works
6. Sr.EDPM
7. DY.FA&CAO/F&B

Time and Date: 16.06.2017, 12.15 hrs onwards

Venue: SDGM/ECR Chamber

The minutes of the 2nd meeting was discussed.

S. No.		Action to be taken
(i)	The details regarding additional places of business for the obtaining registration in Bihar & Jharkhand was discussed. The units of ECR and other Railways/Units operating in Bihar and Jharkhand were requested to submit the details by 19.06.17 positively. The FA&CAOs of ER and SER were asked over telephone by SDGM/ECR to submit the information at the earliest. He has also asked GST cell to prepare and limit such date for UP, MP (DNR, MGS and DHN divisions).	GST Cell, DRM/DNR, DHN & MGS for Jharkhand, UP & MP
(ii)	The forum also discussed to identify the various points of taxation. It was discuss to collect information about all the units who will issue tax invoices for ensuring proper checking and correct GSTIN.	GST Cell, PHODs/CHODs/ ECR;CAO/CON/ S&N/MHX; FA&CAOs/NER, ER, NFR & SER, Bela, WP, Director/IRIMEE/ JMP
(iii)	It was discussed to identify the points where manual transactions take places. Sr. EDPM was asked to coordinate with CRIS regarding software utility being developed for recording and reporting of manual transactions. He has been advised to prepare a handbook for whole process for the benefit of units	Sr. EDPM

(iv)	FA&CAO/WST has suggested that a handbook on filing of returns should be prepared by GST Consultant. It has been decided to provide a space for GST on ECR website which will contain all the the Railway Board guidelines, Minutes of meeting, all the developments on GST at one place for information of one and all. EDP centre will be responsible for updating of position as and when required on daily basis in close coordination with S&T.	Sr.EDPM, S&T
(v)	It has been decided to publish an advertisements in National and local dailies regarding information to be submitted by vendors/contractor/supplier etc as per GST Act to ECR.	GST Cell & CPRO
(vi)	A close coordination committee of Accounts, Commercial, Engineering, Mechanical and Stores dept. need to be formed immediately at Zonal and divisional level to ensure the proper recording and reporting of manual transactions in required format.	Concerned PHODs and DRMs
(vii)	It has been suggested by the forum that an exclusive agenda item on GST should be incorporated in Tuesday Meetings with Division ensuring participation of Sr.DFMs, Sr.DEN (Cord.) and Sr. DCMs necessarily. A note to this effect should be prepared and got approved by GM. Divisional Units may be informed of regular updates.	GST Cell

Mapping of all the stations in Bihar and Jharkhand should be ensured by 30.06.2017.

Kumar
21/06/17
**DY.FA&CAO/F&B
ECR/HJP**

Copy to:

1. Secy. to GM for kind information of GM.
2. PS-1 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.
10. CMM/Elect.
11. CE/TSP.
12. CCM/PS
13. CCM/FM.
14. CESE.
15. CSTE/Works
16. CE/Con./South
17. CWE/ECR.
18. Sr. EDPM.