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19/7/17

Sr. EDPM



GST Cell
EAST CENTRAL RAILWAY

No.ECR/HQ/Fin/GST Cell/2017

Dt. 18.07.2017
19

Sub:- Input of offline data.

Sr.DFMs/BOs are directed to personally and through their subordinates, ensure that correct data entry with regards to Centralised software and manual transactions on CRIS utility software is being done. It may be noted that instructions contained in Advisor (Accounts) letter No. 2016/AC-II/1/6/Vol.II dated 07.07.2017 regarding input of offline data is strictly adhered to.

2. All TIAs to conduct an intensive check over ECR regarding manual transaction entry of earnings and also data entry in centralised software.

Items to be checked among other things:-

1. Entry of correct GSTIN of ECR.
2. Capture of correct GSTIN of party/Contractor.
3. Availability of adequate no. of forms and undertaking at respective locations.
4. Correct entry of Service Allocation Code/Classification, rate of GST and break up of CGST, SGST.
5. Invoice numbering.
6. Capturing of Name, Address and other particulars for transaction value of Rs. 50000/- and above.
7. Correct use of IGST/CGST & SGST.

Detailed report of errors if any should be communicated to HQ on 31st July 2017.

Kumar Uday
(KUMAR UDAY)
DY.FA&CAO/F&B
19/07/17