

Sr.EDPM

30/8/17

URGENT



GST Cell  
East Central Railway  
Hajipur

No.06/ECR/Books/GST/17-18/Corres.

Date: 29.08.2017

PHODs/CHODs  
CAO/C/S, CAO/C/N  
CAO/WP/PNBE, CAO/RWP/BELA  
DRM/DHN, DNR, MGS, SPJ & SEE

**Subject: GST related data entry and modification.**

Please find enclosed herewith the Railway Board letter No.2017/ACII/1/6(CRIS) dated 28.08.2017 (RBA No.120/2017 & GST Circular No.51/2017) on the captioned subject. The necessary action by concerned departments as per instructions captioned in the above letter may kindly be ensured under intimation to the GST Cell/ECR.

All the concerned units related to your departments may be informed of the same for strict compliance and confirmation by responsible persons so that there are no errors in GST Tax liability of IR.

This may kindly be treated as MOST URGENT.

Kumar Uday  
(Kumar Uday)  
Sr.DFM/DHN

-cum- Nodal Officer/GST/ECR

Copy to:

- PS to AGM for kind information of AGM/ECR.
- ADRM/DHN, DNR, MGS, SPJ & SEE for necessary action please.
- Sr.DFM/DHN, DNR, MGS, SPJ & SEE for necessary action please.
- Sr.DCM/DHN, DNR, MGS, SPJ & SEE for necessary action please.
- Sr.DEN(Co.)/DHN, DNR, MGS, SPJ & SEE for necessary action please.

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GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

GST Circular No. 51/2017  
RBA Circular No. 120/2017

No: 2017/ACII/1/6(CRIS)

Dated: 28-08-2017

General Managers,  
All Indian Railways and PUs

**Sub: GST related data entry and modification of data**

- 1) CRIS has generated MIS Reports on the manual transactions that were uploaded on to the CRIS Utility for GST purposes. Zone-wise, transaction wise MIS reports have been provided for all GST data relating to manual transactions, related to receipts, captured through online utility. The GST invoiced total number of transactions is enclosed at Annexure A and Annexure B. These are available at: [www.gst.indiarail.gov.in](http://www.gst.indiarail.gov.in). The reports can be viewed either as unit wise, department wise, user wise, and date wise in a summary format as well as individual invoice wise transaction details in excel format. These reports can be downloaded, saved and printed by the users.
- 2) GSTIN wise transaction count is placed at Ann. A. Some of the transactions have several data entry/capture errors. These will need to be corrected IMMEDIATELY, to enable Railways to generate the transaction wise GSTR1 Report.
- 3) **Modification of GST data relating to manual receipt transactions entered in GST online before transfer from CRIS to NSDL:** Provision of modification, before the data is transferred by CRIS to NSDL, is to be made as below:
  - a) Based on the MIS reports, Railways can identify invoice wise transactions which need modification;
  - b) Modification will be permitted through '**Modification**' button on the GST utility by using the same user ID and password, through which data required to be modified was entered;
  - c) Once invoice no and date of invoice is entered by valid user, data will be auto populated for that invoice;
  - d) **All data can be modified except the invoice number, taxable value, and tax amount entered on the utility. In the event that any transaction has a data entry error related to these fields, matter must be brought to notice of FA&CAO for corrective action, in consultation with CRIS.**
  - e) Modification will be permitted only once, for the purpose of easy audit trail;
  - f) **The GST cells on each Zonal Railway may kindly ensure that each tax related transaction is corrected and confirmed by responsible persons so that there are no errors in GST Tax Liability of IR.**

*[Handwritten signature]*

