

EAST COAST RAILWAY

Office of the
Chief Commercial Manager
Bhubaneswar

Commercial Circular No. 103(G)/2017

Date.30.06.2017

Sub: GST Matter – Manual Instructions.

Ref: Railway Board's letter No. 2017/TG-III/631/6 dated 27.06.2017.

Enclosed please find herewith a copy of Advisor Account Note dated 19.06.2017 along with guidelines for loading GST data of all manual transactions of Indian Railways, on to IT Platform, for compliance with the provisions of GST Act, 2017.

All concerned to note and act accordingly.

Authority: Railway Board's letter No. 2017/TG-III/631/6 dated 27.06.2017.

Encl: As above of 9 pages.

(H.L. Luwang)

Dy. Chief Commercial Manager (FS)

No.CCM/443/GST/Pt

Dt.30.06.2017

All Station Managers/ Goods Supervisors/Commercial Supervisors /Siding Clerks / Booking Clerk in Charges / Weigh Bridge Clerks / Clerk in Charges .

Copy for information and necessary action to the:-

COM: ECoR., CFTM/ECoR, SDGM/ECoR/BBS, Chairman/RCT/BBS, Dy.CVO(T)/ECoR /BBS, Dy.COM(FOIS)/ECoR/BBS PO/RCT/BBS, Audit officer/BBS. Rates Section /CCM/ECoR/BBS –10 sets DRM: KUR ,WAT SBP /ECoR, Sr.DOM- WAT,SBP,KUR/ ECoR, Sr.DCM:KUR, WAT/SBP /ECoR. Dy.CCO/ECoR, FA & CAO/BBS:E.Co.Rly, FA & CAO(T)/BBS:E.Co.Rly Traffic Manager: Visakhapatnam Port Trust, Paradeep Port/ Paradeep.

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(H.L. Luwang)

Dy. Chief Commercial Manager (FS)

M's Office/E.Co., Rly/BB
A.B. Sl.No. RE-D2 /Dt. 30.6.17
Initial.....

GOVERNMENT OF INDIA भारत सरकार
MINISTRY OF RAILWAYS रेल मंत्रालय
(RAILWAY BOARD रेलवे बोर्ड)

CCM

No. 2017/TG-III/631/6

New Delhi, dated: 27/06/2017

✓ Chief Commercial Managers
All Zonal Railways

The Chairman & Managing Director
IRCTC
B-148, 11th Floor
Statesman House
Barakhamba Road
New Delhi - 110001

CCM/FS

ccm/cbfs

Sub:- GST Matter – Manual Instructions

Please find enclosed herewith a copy of Adviser Account note dated 19.06.2017 alongwith guidelines for loading GST data of all manual transactions of Indian Railways, on to IT platform. for compliance with the provisions of GST Act, 2017.

Zonal Railways/IRCTC ^{are} requested to take necessary action for uploading manual transactions. ^{DYCCM/FS & PLG}

DA: As above.

(Mahesh Ambwani)
Dy. Director (T&C)
Railway Board.

Dr. DCM may be
intimated for m.a.
30/06/17

ccf

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(27/6)

NOTE

No. 2016/AC-II/01/16

Dated: 19.6.2017

Subject: GST Matter – Manual Instructions.

Reference: (1) Letter no. 2017/C&IS/Project/GST Module/6 Pt.
(2) Letter no. 2017/CRIS/DPS/GST dated 16.6.2017

Please find enclosed letters, referred to above, regarding loading GST data of all manual transactions of Indian Railways, on to IT platform, for compliance with the provisions of GST Act, 2017. Letter dated 16.6.2017 indicates that CRIS has made a utility for feeding GST data of manual transactions. This needs to be examined and circulated by concerned Directorates to their respective field formations immediately, so that they may take necessary action for uploading manual transactions. This will ensure that Indian Railways would be able to capture all GST data by 1st July, 2017. It may be noted that these instructions need to be issued from concerned Directorates, on the same lines as has been done by CRIS for PCs and Internet connections, vide letter dated 9.6.17 and by Commercial Directorates for commercial transactions vide letter no. TC-II/2910/2017/GST/2 dated 9.6.2017.

Adviser(Accounts)

All members of ED level Empowered Committee on GST

EDRS/G, EDTT/S, EDM/Dev., ED/Infra (Civil), EDTC(R), ED/PSU & HS, EDCE(G), EDTK(P), EDTK(M), EDTK(MC), EDCE(B&S)L&A, DCE/G, EDEE/Dev/Elect., ED/PP

Director level GST Cell

Director(C&IS), Director(Dev./Electrical), Director(H&FW), DRS/IC, Director/Signal, DTC/G, DTK/M, DME/P-II, DIG/MAC, ED/ERP, DME/PU, Dir./TT/POL, Dir./FM, JS/G-II

Copy to all the Additional Members/Railway Board

Copy to PSOs to CRB, FC, M(Tr.), ME, M(RS), MS, Secretary

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प्रिम्स

रेलवे सूचना प्रणाली केन्द्र

(रेल मंत्रालय भारत सरकार का संगठन)

CRIS

CENTRE FOR RAILWAY INFORMATION SYSTEMS

(An Organisation of the Ministry of Railways, Govt. of India)

No. 2017/CRIS/DPS/GST

Dated: 16.06.2017

AM (C)
Railway Board.
Rail Bhawan.
New Delhi.

Sub: Utility and input form for feeding GST data of manual transactions on Railways.

Ref: CRIS's letter of even number dated 08.06.2017.

In continuation to the letter cited above, the final format of the input form in the utility is attached with annexure. The process consists of:-

1. The utility form for printing at various units includes stations where manual transactions involving GST will be done is being loaded on the Railnet website of all the Railways. The assumption is that Railnet accessibility at every point of the zonal railway is available.
2. The Department which is actually generating the revenue and applying the tax will have to fill the form in duplicate, under signature and stamp and send it to station UTS counter for cash/money collection. This becomes the tax invoice.
3. Division or zone has to arrange a mechanism to collect these invoice copies for data entry into a separate utility being provided by CRIS at points of their choice.
4. The utility which will enable data entry is being loaded on the website indianrail.gov.in. To access this, the following website address is to be filled up - "parcel.indianrail.gov.in".
5. The assumption in this case is that every data entry centre has internet connectivity and a PC based on Board's Instructions issued in this regard. The data entry so done will directly come to the GST server at CRIS, New Delhi.
6. The person entering the data must verify the data received in manual form to ensure that correct data is filled. The utility will have an option to pre-check the entered data before confirmation and submission of data.
7. The data entry will be through a login mechanism. CRIS will give a facility within the utility for creating login IDs and Password to nominated staff of each Railway. CRIS will create the supervisory ID and Password for each Railway.

चाणक्यपुरी, नयी दिल्ली-110021

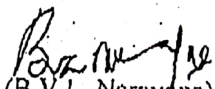
CHANA:KYAPURI, NEW DELHI-110021

टेलीफोन/TELEPHONE : 24104525, 24106717 फैक्स/FAX : 91-11-26877893

An annexure has been made which is attached to this letter explaining the nature of each field in the input form and from where the data will come.

Board is requested to issue instructions to follow this process in conjunction with the process conveyed to Board vide our earlier letter referred above. Presently, the form is loaded on the Railway website of N.W.Rly and N.Rly. They may be asked to look into the form and suggest the changes, if any, so that the necessary corrections can be made.

Encl: As above.


(B.V.L. Narayana)
Director/Passenger Systems

Copy to: Advisor (Accounts), Railway Board, Rail Bhawan, New Delhi.

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Guidelines for making manual entry for GST

S.No.	Field Names	Brief Description	To be supplied by
1	Transaction Type (Collection / Cancellation)	Identify the transaction for which an invoice is generated	Railway Department
2	Cross-reference to the Old Transaction Serial No	Old invoice serial number in case of cancellation for or cross reference purpose	Railway Department
3	Station Code	Code of Station at which invoice is generated	Railway Department
4	Division Code	Code of Division for the Station	Railway Department
5	Zone Code	Code of Zone for the Station	Railway Department
6	Code of Railway Department	Code of Department for which invoice is generated	Railway Department
7	Serial Number	Serial number of invoice generated. Serial number format: <ddmmyy><sttn_code><accounts_allocation_code><running_sequence_number>	Railway Department
8	Accounts Allocation Code	Allocation code for accounting purpose. Allocation Codes available here: http://www.indianrailways.gov.in/railwayboard/uploads/codesmanual/FINANCECODE/abstract_z.htm	Railway Department
9	Tax Payable on Reverse Charge Basis (Y/N)	In this case, recipient is liable to pay tax	Railway Department
10	Supplier Name	Name of supplier	Railway Department
11	Supplier Address	Address of supplier	Railway Department
12	Supplier GSTIN	GSTIN of supplier	Railway Department
13	Invoice Issue Date	Date of issue of invoice	Railway Department
14	Place of Supply	Place where goods and services are supplied	Railway Department
15	Supplier State Code	Code of state of supplier	Railway Department
16	Recipient Name	Name of recipient	Railway Customer
17	Recipient Address	Address of recipient	Railway Customer
18	Recipient Email Id	Email Id of recipient	Railway Customer
19	Recipient Phone No	Phone number of recipient	Railway Customer
20	Recipient Registered with GSTIN (Y/N)	Whether recipient is registered with GSTIN	Railway Customer
21	Recipient GSTIN	GSTIN number of supplier, if registered	Railway Customer
22	Recipient Delivery Address	Address where recipient takes delivery	Railway Customer
23	Recipient State Code	Code of state of recipient	Railway Customer
24	Service Accounting Code	Accounting code of service provided	CBEC

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S.No.	Field Names	Brief Description			To be supplied by
25	Goods and Services Description	Description of goods and services provided			
26	Total Value	Total value of goods and services			Railway Department
27	Taxable Value	Taxable value of goods and services			Railway Department
28	IGST Rate	Rate of IGST, if applicable			GSTN
29	IGST Charged Amt	Amount charged under IGST			GSTN
30	CGST Rate	Rate of CGST, if applicable			Railway Department
31	CGST Charged Amt	Amount charged under IGST			GSTN
32	SGST Rate	Rate of SGST, if applicable			Railway Department
33	SGST Charged Amt	Amount charged under SGST			GSTN
34	UGST Rate	Rate of UGST, if applicable			Railway Department
35	UGST Charged Amt	Amount charged under UGST			GSTN
36	Cess Rate	Cess Rate, if applicable			Railway Department
37	Cess Charged Amt	Amount charged under Cess			GSTN
					Railway Department

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Form for Entry of GST for Manual Transactions

Transaction Details

1. Transaction Type (Collection / Cancellation):

2. Cross-reference to the Old Transaction Serial No:

3. Station Code:

4. Division Code:

5. Zone Code:

6. Code of Railway Department:

7. Serial Number:

8. Accounts Allocation Code:

9. Tax Payable on Reverse Charge Basis (Y/N):

Supplier Details

10. Supplier Name:

11. Supplier Address:

12. Supplier GSTIN:

13. Invoice Issue Date:

14. Place of Supply:

15. Supplier State Code:

Recipient Details

16. Recipient Name:

17. Recipient Address:

18. Recipient Email Id:

19. Recipient Phone No:

20. Recipient Registered with GSTIN (Y/N):

21. Recipient GSTIN:

22. Recipient Delivery Address:

23. Recipient State Code:

24. Service Accounting Code:

25. Goods and Services Description:

26. Total Value:

27. Taxable Value:

Tax Charged Details

28. IGST Rate:

29. IGST Charged Amt:

30. CGST Rate:

31. CGST Charged Amt:

32. SGST Rate:

33. SGST Charged Amt:

34. UGST Rate:

35. UGST Charged Amt:

36. Cess Rate:

37. Cess Charged Amt:

(Signature of Railway Official)

(Stamp)

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**Government of India
Ministry of Railways
(Railway Board)**

No. 2017/C&IS/Project/GST Module/6 Pt.

New Delhi, Dated: 09.06.2017

The General Managers,
All Zonal Railways and PUs..

Sub : Provision of PCs and Internet connection for Implementation of GST.

As per policy of Govt. of India, GST has to be implemented w.e.f. 1st July, 2017.

For non-computerized data, e.g., Excess Fare Tickets, Blank Paper Tickets, Parcels etc., invoices are to be entered manually into the system. Capture of Data and manual entry into the system will be the responsibility of Railways. CRIS will provide a software utility to enter this data and through internet connectivity, data will be transferred to centralized server at CRIS.

If there is any additional requirement for PCs and manpower for the above activity, the same may be managed from the Budget allotted to Railways and expenditure will be incurred as per the delegation of Powers.

Specification for the PCs and internet connection etc., provided by CRIS is enclosed herewith.

This issues in consultation with Accounts and Finance Directorate of Ministry of Railways.

Vinita
9/6/17
(Vinita Narera)
Director Electronics (C&IS)

Copy to :-

1. Managing Director, CRIS, Chanakyapuri, New Delhi.
2. FA & CAOs, All Indian Railways & Production Units.

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Specification of PCs, Internet Connection etc. for GST

SN	Item/Requirements	Specification
1	Processor	Processors Intel® 4 th Generation™ Core i5 or better, Quad Core
2	Operating System	Windows 10 Pro
3	Memory (RAM)	Minimum 8 GB
4	I/O Ports	HDMI In/Out, Display Port 1.2, RJ-45, 1 Universal Headset (Side), Line-out 1 Rear
5	Hard Disk	500 GB
6	Networking	Ethernet LAN 10/100/1000; support optional wireless 802.11 n/ac
7	USB	2 or more port of USB 3.0
8	Internet Connectivity	2 Mbps or better Broadband Connectivity/3G or 4G data card
9	Antivirus	Antivirus with one year license
10	Licensed Software	No Unlicensed Software should be installed on Desktop

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