

Government of India  
Ministry of Railways  
(Railway Board)

RBA No.81/2017  
GST Circular No.24/2017

No. 2016/AC-II/01/06/CRIS references

New Delhi, 29.6.2017

The General Manager,  
All Zonal Railways and Production Units.

**Subject: Format for GST related Manual Data Entry.**

Enclosed please find a detailed instruction from CRIS for the utility that has been created for uploading of Manual Transactions relating to Commercial, Engineering, Sale of Scrap, etc where Railways are responsible for levy of GST and collection of the same. The enclosed letter includes format (Annexure 'A') to capture all GST related details in Manual Transactions, which will also serve as an invoice for those transactions where a receipt has to be given to the customer. Instructions to fill information as brought out in Annexure 'A' is attached in Annexure 'B'.

The format also encloses a Screen Snap Shot of the utility (Annexure 'C') that has been created which is now available at the web-site link [www.gst.indianrail.gov.in](http://www.gst.indianrail.gov.in). May kindly ensure that the format for Manual Transactions of receipt and the Screen Snap Shot for data entry is given wide publicity, right upto field formations at stations, depots where sale of scrap takes place, and other establishments where railway receipts are collected in non-computerized formats.

DA:As above

(Anjali Goyal)  
Adviser(Accounts)  
Railway Board

29/6/2017

Copy to :

- (1) AM/Commercial , EDCE(G) , EDRS(G) and other members of ED level Empowered Committee of GST and Directors of GST Cell , with a request to issue necessary directives to their respective departments in the Zonal Railways and Production Units to give wide publicity so as to ensure that the off-line GST data is captured concurrently.
- (2) All FA&CAOs of Zonal Railways and Production Units.
- (3) Copy to PSOs for information of all Board Members.

**CENTRE FOR RAILWAY INFORMATION SYSTEMS  
CHANAKYAPURI, NEW DELHI - 110 021**

No: 2017/CRIS/NDLS-HQ/ADAR/Proj/0009

Dated: 29-06-2017

Adviser Accounts  
Railway Board,  
Rail Bhawan,  
New Delhi.

Following GST Workshop on 28-06-2017, changes as suggested during the workshop have been made both in the manual input form as well as utility form required to be filled in online on CRIS-GST Website.

The manual input tax form is attached for your perusal and further circulation to all the Railways. This manual input form will also be placed on the CRIS GST Website as well as all the Zonal Railways Official Website for easy download by all the officials of Indian Railways. The instructions to fill up the form are also placed on the backside of the form to facilitate the filling up of the form. The form may be downloaded and got filled by the units in three copies. The first copy can be given to the recipient or vendor as the tax invoice form, the second copy can be sent to designated place for entry in the utility form and the third copy can be retained as the office copy by the counter clerk, if required.

The online utility form is also attached and can be accessed on the CRIS website at [www.gst.indianrail.gov.in](http://www.gst.indianrail.gov.in). This utility form can be filled in, based on the data captured in the manual input form and submitted directly to the CRIS server for further aggregation and onward submission to the designated agency of Indian Railways for further submission to the GSTN. Copy of the utility form is also attached.

Encl: As Above.



(Preeti Jha)  
GM/Finance

## Form for Entry for GST Manual Transactions of Receipt

## Part A. To be filled by Representative of Vendor / Contractor (Recipient)

1. Transaction Type:		
2. Old Invoice No. :		
3. Station / Office:	4. Division:	5. Zone:
6. Railway Department:		
7. Goods and Services Transaction Description :( eg. Parcel, EFT,, sale of scrap, sale of Loco etc.)		
<b>9. Recipient's Details</b>		
9.1 Name:		
9.2 Registered with GSTIN (Y/N):	9.3 GSTIN:	
9.4 Is Tax Payable on Reverse Charge Basis (Y/N):	9.5 State:	
9.6 Registered Address:		
9.7 Email Id:	9.8 Phone:	
9.9 Place of Supply / Service and Address:		
9.10 Place of Delivery of Service and Address:		
9.11 Signature / Name of Representative / Vendor:		
<b>Part B. To be filled by Railway Official (Supplier)</b>		
<b>Imp: Invoice Number must be printed on the MR / Parcel Way Bill etc.</b>		
1. Invoice No:	2. Invoice Issue Date:	
3. MR/PW No.	4. Station / Cash Office Code:	
5. GSTIN (State-Rly):	6. State Code:	
7. Accounts Allocation Code:	8. Department Code:	
9. Railway's GSTIN Registered Address:		
10. Service Accounting / HSN Code:		
<b>11. Invoice and Tax Charged Details</b>		
11.1 Total Value of supply :	11.2 Total Taxable value:	
11.3 IGST Rate:	11.4 IGST Amount:	
11.5 CGST Rate:	11.6 CGST Amount:	
11.7 SGST / UGST Rate:	11.8 SGST / UGST Amount:	
11.9 Cess Rate:	11.10 Cess Amount:	

(Signature of Railway Official)

(Stamp)

## Instructions to fill the format

## Part A

1.	Collection / Refund / Advance / Debit Adjustment / Credit Adjustment	5.	Zone of station/cash office where transaction is made
2.	In case of Refund / Adjustment	6.	Commercial, Civil Eng., Parcel, Prod. Unit etc
3.	Cash office / Station of transaction	7.	Parcel, TTE's return, advertisement, sale of scrap, sale of coaches etc.
4.	Division of station/cash office where transaction is made		
<b>9. Recipients Details</b>			
9.1	Name of the recipient	9.7	Email Id for communication purpose
9.2	Recipient Registered with GSTN or not	9.8	Contact number of recipient
9.3	If registered, GSTIN No. of recipient	9.9	Address where service is rendered
9.4	As defined in the GST law, if applicable	9.10	Address where service is delivered
9.5	State of the Recipient	9.11	Name/ Signature of recipient/ representative of service received
9.6	Registered address of recipient while obtaining GSTIN		

## Part B

1.	16 character invoice no. to be generated	<b>1. MR issued by station / Cash Office</b>	
		<b>2. Manual Parcel way bill issued by station</b>	
		First 2	YY (year)
		Next 2	Department code / PU
		Next 2	Zones code as detailed below (PU to put zone to which attached for GST)
		Next 10	MR/Parcel Way bill no. Should be preceded by zeros, if size is less than 10
2.	In dd/mm/yy format	7.	As per Indian Railways Finance Code Vol. II <sup>1</sup>
3.	Money Receipt/Parcel Way Bill No.	8.	Department code as detailed below
4.	Station/cash office name	9.	Registered address of Railway which has obtained the GSTIN
5.	Registered GSTIN no of the State-Rly of the station where supply is being made	10.	Service Accounting <sup>2</sup> /HSN <sup>3</sup> code as notified by CBEC
6.	State Code is the first two chars. of GSTIN	11.1-.10	Tax Details - As per applicable GST rates

## Department Code:

Department	Code	Department	Code	Production Units	Code
Accounts	01	Operating	09	CLW Chitranjan	16
Audit	02	Personnel	10	DLW Varanasi	17
Administration (vig etc)	03	Signal and Telecom	11	DMW Patiala	18
Commercial	04	Stores	12	ICF Chennai	19
Civil Engineering	05	Security (RPF)	13	RCF Kapurthala	20
Electrical	06	Safety	14	RWF Bangalore	21
Mechanical	07	Parcel	15	RCF Raebareilly	22
Medical	08			RWP Bela	23

## Railways Zone Codes:

Zone Codes	Zone Name	Zone Codes	Zone Name
KR	Konkon Railway	SC	South Central
CR	Central Railway	EC	East Central
ER	Eastern Railway	NW	North Western
NR	Northern Railway	EO	East Coast
NE	North Eastern	NC	North Central
NF	North East Frontier	SB	South East Central
SR	Southern Railway	SW	South Western
SE	South Eastern	WC	West Central
WR	Western Railway		

1. <http://www.indianrailways.gov.in/railwayboard/uploads/codesmanual/FINANCECODE/appn-3.htm>2. <http://www.cbec.gov.in/htdocs-cbec/gst/Classification%20Scheme%20for%20Services%20under%20GST.xlsx>3. <http://www.cbec.gov.in/htdocs-cbec/hsn-2017-trade>

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Form for Entry for GST Manual Transactions of Receipt

Part A. To be filled by Representative of Vendor / Contractor (Recipient)

1. Transaction Type:  Total Records Till Now: 161

2. Old Invoice No:  Name of Supplier: MINISTRY OF RAILWAYS

3. Station/Office:  4. Division:  5. Zone:

6. Railway Department:  7. State:

8. Goods and Services Description:

9. Recipient's Details

9.1 Name:

9.2 Registered with GSTIN (Y/N):  9.3 GSTIN:

9.4 Is Tax payable on Reverse Charge Basis(Y/N):

9.5 Registered Address:

9.6 Email Id:  9.7 Phone:

9.8 Place of Supply/Service and Address:

9.9 Place of Delivery of Service and Address:

9.10 Name of Representative Vendor:

Part B. To be filled by Railways Official (Supplier)  
Imp: Invoice Number must be printed on the MR/PW and Way Bill etc.

1. Invoice No:  2. Invoice Issue Date:

3. MR/PW No:  4. Station/Cash Office Code:

5. GSTIN(State-Rly):  6. State Code:

7. Accounts Allocation Code:  8. Department Code:

9. Railways GSTIN Registered Address:

10. Service Accounting HSN Code:

11. Invoice and Tax Charged Details

11.1 Total Value of supply:  11.2 Total Taxable Value:

11.3 IGST Rate:  11.4 IGST Amount:

11.5 CGST Rate:  11.6 CGST Amount:

11.7 SGST Rate:  11.8 SGST Amount:

11.7 UGST Rate:  11.8 UGST Amount:

11.9 CESS Rate:  11.10 CESS Amount:

Submit Invoice Details Reset Exit

Ghanu  
29/6/17