

**GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. 2017/RS(G)/779/2

New Delhi, dated: 20.06.2017

The Controller of Stores
All Indian Railways & PUs

Sub: Utility and input form for feeding GST data of manual transaction on railways.

Please find enclosed herewith CRIS's letter no. 2017/CRIS/DPS/GST dated 16.06.2017 received under Adv/A's note no. 2016/AC-II/01/16 dated 19.06.2017 on the above subject for further necessary action (where ever applicable).

Santosh Mittal

(Santosh Mittal)

Dy. Director Railways Stores(G)-I
Railway Board

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

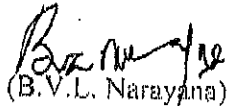
CHANA:KYAPURI, NEW DELHI-110021

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.

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: <code><dummy><sttn_code><accounts_allocation_code><running_sequence_number></code>	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_2.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 Department
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	Railway Customer CBEC

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

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)