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Minutes of the 2<sup>nd</sup> meeting on GST held in the chamber of AGM on 06.06.17.

All the nominated officers from concerned department attended meeting. Discussed on the instructions issued by Railway Board vide their letter dated 11 & 12 May, 2017 on GST.

1. **Modification in Computerized bill on Tax:** There are certain specific fields which are required to be captured from each invoice to make them GST compliance. All the departments were requested to ensure that suppliers/vendors who submit invoices to Railway must contain information as indicated in Railway Board's letter dated 11&12 May, 2017. Similarly each invoice issued for service providers/suppliers served by Indian Railway should contain the fields as indicated in Railway Board's letter dated 12/05/2017.  
With reference to the non-computerized transactions the information has to be collected in excel format to transfer to CRIS on daily basis. The necessary guidelines in this regard are available in Railway Board's letter dated 12.05.17, these may be complied by all the concerned departments.
2. **Transition Database:** There is a need to build a computerized data base on registration details of all registered customers/service providers/contractor/suppliers/vendors. All departments must ensure that computerized database be prepared at the earliest.  
CMM/Sales informed that stores deptt. have a format of database in which details can be captured conveniently on a uniform platform. CIO will discuss this with CMM/Sales and make it available to all departments for building the required database as per Board's directions.
3. **Engaging Consultants:** FA&CAO(F&B) informed that sanction has been obtained for engaging Chartered Accountant for transition to GST. The arrangement will be formalised in next few days.
4. **Timely Sharing of Information:** CTPM was requested to ensure availability of non-computerized transaction to CRIS in required fields. The action taken will be discussed in next meeting.
5. **Digital Signature:** The issue to obtain digital signature is not clear as now. As per Railway Board's letter dated 12.05.2017 exemption has been requested for PRS/UTS issue tickets/invoices. Necessary guidelines will be obtained from Railway Board about digital signature.
6. **Training of Officers and Staff:** It was informed that one seminar has already been conducted in HQ with officers of all divisions/workshops

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participated through video conference. The officers and staff dealing with GST are being regularly sensitized about the implementation of GST. A two days workshop is planned for staff and Junior officers who will actively be involved in implementation of GST. Dates will be advised shortly.

7. Modification in NIT, Acceptance Letters etc.: All the department were requested to ensure that all New NIT, Acceptance Letter clearly indicate the supply or service would be as per GST act as applicable from time to time.
8. All the officers were required to ensure compliance of items discussed in the meeting.  
AGM instructed that at division level ADRMs are nominated as co-ordinating officer for GST implementation. Sr. DFM in divisions shall be nodal officer. A letter in this regard will be issued by FA&CAO/F&B to all DRMs/CWMs. AGM also instructed that division should also conduct their own training at local level by discussing issues with concern officers of Service Tax/GST Deptt.  
The next meeting on GST will held on 09.06.2017 at 15.30Hrs.

*Signature*  
8/6/17  
FA&CAO(F&B)

- Copy to:
- AGM
  - CAO/C
  - PHODs/CHODs
  - DRMs/CWMs
  - Sr.DFMs
  - Members of GST Cell.

} for kind information and necessary action.