

WEST CENTRAL RAILWAY, JABALPUR

Daily Report on GST		27-06-2017	Annexure A
Desri-ption	Activity	Action Complete Yes/No	Reason for Not Taking Action
I	REGISTRATION		
	a) PAN Number note by Railway	YES	
	b) GSTIN obtained for State by Principal Officer designated for the state	NO	As advised by consultant, the registration process under GST will be initiated after 01st July' 2017 as all new registrations can be obtained after 01st July only.
II	Implementation Teams and Activities in place before 30.06.17		
	a) GST Cell Headed by AGM for Zonal Railways and CME/COS for PUs constituted	YES	
	b) Nomination of Nodal officers for Commercial Engineering Stores and Accounts to be in charge of daily computerization of all manual transactions in each field unit and HQs.	YES	The nominations are - Shri G L Goel, CPDE, Shri Jaipal Singh, CETE/Planning, Shri R S Meena, CMM/Sales, Smt Anju Mohanpuria, CCM/FM, Shri U K Pawar, CCE, Shri Kundan Kumar, CWE, Dr. Ashutosh Garg, Dy. CMD/H & FW, Shri N K Srivastava, FA & CAO/F&B. AGM is holding regular meeting with all nominated officers in HQ, DRM and CWM has been advised to nominate their officers at Division and Workshop level.
	c) Engaging GST Consultants by Railways/PU	Yes	
	d) Mapping of States in each Zone	NO	Letter to all concerned has been written on 14-06-2017.
	e) Mapping of Stations of Railway across States to capture correct GSTIN.	NO	Letter to all concerned has been written on 14-06-2017.
	f) Format and Numbering system of invoices notified for each Output Service?	NO	The concerned departments have been advised to modify their existing invoices so that they contain the information as required under GST regime. Some of the invoices are system generated and the same shall be modified by CRIS as per instructions in Board's letters. However, with respect to transactions which are not computerised, commercial and operating departments have been requested to capture the information for transfer to CRIS on daily basis. Other departments, Engineering, Stores, Medical and Accounts have been advised to take similar action. Necessary guidance is being taken from GST Consultants in this regard.
	g) Establishing Procedure for batch processing and capturing of IT platform all transactions that are manual - Parcels, Way Leave charges, Land Licencing, Siding Charges, EFTs, BPTs Catering etc.	NO	The concerned departments have been advised to modify their existing invoices so that they contain the information as required under GST regime. Some of the invoices are system generated and the same shall be modified by CRIS as per instructions in Board's letters. However, with respect to transactions which are not computerised, commercial and operating departments have been requested to capture the information for transfer to CRIS on daily basis. Other departments, Engineering, Stores, Medical and Accounts have been advised to take similar action. Necessary guidance is being taken from GST Consultants in this regard. A letter for providing list of non computerized transactions has been issued to all concerned on 16-06-2017.
	h) Ensuring computers and internet connectivity is available as per direction of C & IS Directorate	NO	Letter to all concerned has been written on 14-06-2017.
	i) Transitional Database for all vendors/Contractors identified	NO, in process	For collecting information of all registered customers of IR and contractors/service providers/suppliers/clients, proforma has been designed to collect and compile information of all such entities. The existing information available with all departments is being compiled by respective departments to build a computerised data base in a uniform format. For collecting additional information, a format has been designed which has been uploaded on the public website of WCR and being given individually to all customers/contractors/service providers/suppliers/clients.

WEST CENTRAL RAILWAY, JABALPUR

Daily Report on GST 27-06-2017

Description	Activity	Action Complete Yes/No	Reason for Not Taking Action	Annexure A Target Date For Compliance
	j) Nomination of Officer responsible for Filing Return and Digital Signature	NO	As per Board's letter, each railway has to identify an officer whose signature will be affixed on invoices. For the purpose of registration under GST the digital signature will be obtained for the concerned Accounts officer who will act on behalf of FA & CAO/WCR. However, with respect to digital signature on invoices, necessary guidelines is required from Railway Board, as there are more than one officer/staff issuing invoices on the system. As per Para (1)(i)(o) Board's letter exception is being sought with respect to PRS/UTS/FOIS/Issued Tickets/Invoices.	
	k) Training for Staff and officers	NO	A two days workshop is being planned in the month of June' 2017 for Junior level officers and staff who will be actively involved in day to day activities under GST. Divisions have been advised to conduct their own training in this regard as well. Apart from this a training for HQ & JBP Division has been successfully organized on 19-06-2017.	
	l) Logic of Levy of GST communicated to all Offices that raise bills manually way leave charges, parcels, catering, advertisements etc.	YES	This has been communicated to officers of all departments during AGM meeting.	
	m) Reverse Charge Mechanism - Identification of Transactions.	NO	This shall be done after engaging the consultants	
	n) Changes in Production Units Software for Reporting Transactions to CRIS for amalgamation	N.A		
	o) Nomination of Officers for Daily Checking of GST Returns 1 & 2 as received through GST Suvidha Provider	NO		
	p) Nomination of Officers for Filing GST Returns as received through GST Suvidha Provider.	NO		
III	Accounting Procedure Issued			
	Accounting Procedure internalized by all concerned through Training Session for each Division/ Workshop/Construction Unit.	NO	Will be done in third week of June' 2017	
IV	Monitoring of GST Impact			
	a) Changes in contract /agreement conditions to be GST compliant- as per letter issued by Stores Directorate	NO	All departments have been advised to follow the instructions in this regard as laid down in Board's letter No. 2016/AC-II/1/6 dated 12-05-2017 (RBA No. 55/2017) immediately.	
	* Member Traffic and Member Engineering may please be requested to issue necessary instructions regarding non computerised earning receipts as per GST requirement.			
	*DG (S&T) may please be requested to ensure Data Connectivity as advised by Railway Board for GST			

Handwritten signature
27/06/17
DY. CAO (G)/WCR/HQ

Handwritten initials