



(भारतसरकार) GOVERNMENT OF INDIA  
(रेलमंत्रालय) MINISTRY OF RAILWAYS  
(रेलवेबोर्ड) RAILWAY BOARD

RBA No. 1/2018

GST Circular No. 1/2018

No. 2016/AC-II/01/Misc/GST

8<sup>th</sup> January, 2018

**General Managers,  
All Zonal Railways/Production Units**

**Sub :- GST Data .**

The Ministry of Railways has received requests from some Zonal Railways to reopen the GST Utility portal to enable data entry of leftover data pertaining to previous months.

May recall Board's letter issued as RBA No. 168/2017 dated 27<sup>th</sup> November, 2017, wherein fresh data entry for previous months was facilitated as a one-time measure, upto 6<sup>th</sup> December, 2017. Despite this window for data entry, many Zonal Railways are still requesting for allowing fresh data entry in respect of previous months, which is a cause of concern.

In view of the requests received, the window for data entry of remaining transactions will be opened afresh for a limited period. However, before that, it is of utmost importance that the volume of the remaining data be fully established and protocols for timely data entry be put in place on all Zonal Railways/Production Units. This information may be submitted to Board in the format at Table A below.

**Table A**

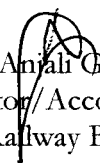
	Type of transaction (whether sale of scrap, Parcel, Sundry Earnings, etc)	Department	Number of invoices-	Amount of GST involved	Volume of transactions-B2B
July					
August					
September					
October					
November					
December					

Railway Board vide RBA No. 60/2017 had directed that multi-disciplinary cells at HAG/SAG level be put in place for GST and AGMs in the case of Zonal Railways and GMs in the case of Production Units should regularly monitor all GST related issues. In line with this, GM may kindly direct PHODs of all Departments that render Output Services (Sale of Goods/Parcels/Passenger transportation, Advertisement, Way Leave charges, Sale of scrap, etc.) to certify that:

- a) All remaining transactions of Output Liability data for July 2017- December 2017 to be fed in to the GST Manual utility portal have been identified, based on invoices available, and that there is no duplicate data.
- b) This information has been fully indicated in Table A above.
- c) Arrangements are in place for data entry and Officials responsible for supervision and checking accuracy have been identified.

Action is being taken to open a window for fresh data entry shortly in consultation with CRIS. However, it is requested that the AGMs of Zonal Railways and GMs of Production Units may call for a meeting of GST Cells in Zonal Railways/Production Units to review arrangements for smooth and expeditious, error-free data entry. Measures to strengthen concurrent data entry must also be taken so that there is no backlog in future. A joint procedure order may also be brought out (if not already done) to earmark the role and responsibility of the Officers in each of the Department. It is also mentioned that the fresh data entry in respect of previous months must be authorized by PHODs in view of tax implications.

Consolidated information as per Table A may be sent to this office latest by **15<sup>th</sup> January'2018**, duly certified by PHODs concerned and PFA, of respective Zonal Railways and Production Units. Details may also be mailed at email id [v.prakash@nic.in](mailto:v.prakash@nic.in).

  
(Anjali Goyal)  
Principal Executive Director/Accounts  
Railway Board

Copy to :-

1. PFAs All Zonal Railways/PU
2. All EDs of ED level Empowered Committee in Railway Board
3. All Directors of GST Cell, Railway Board
4. MD, CRIS, Chanakyapuri, New Delhi.