Government of India
Ministry of Railways
(Railway Board)

GST MATTER
RBA NO. 69/2017
Circular No. 16/2017

No. 2016/AC-II/1/6/GST

Dated: 9.6.2017

General Managers,
All Indian Railways & Production Units.

Chairman Railway Board, vide his DO letter of even number dated 9.6.2017, has desired a daily feedback on activities that are to be undertaken by various Zonal Railways/Production Units in preparation of the rollout of GST on 1st July, 2017. The feedback format is enclosed as Annexure 'A'. This is to be reported to Board daily, for ensuring there is no lapse in GST preparedness on IR. It is requested that appropriate instructions may be given to the GST cell on the Zonal Railway/Production Unit to collate action taken on a daily basis and send Format A, duly filled up to Adviser Accounts, Railway Board by email at at anjali.goyal@gov.in. The first report may kindly be sent on 14.6.2017.

Annexure 'B' relates to compliance activities that will commence w.e.f. 1st July, 2017. Board has desired that a weekly feedback be called for on these, to ensure that there is no slippage in compliance with GST provisions. It is requested that a weekly feedback on Annexure B may commence from 7th July 2017, for atleast three months. The information compiled as per Annexure B may also be sent by email at anjali.goyal@gov.in.

Enclosed Ann A and B

(Anjali Goyal)
Adviser Accounts

Copy to : FA&CAOs/Zonal Railways and Production Units for ensuring daily report on Annexure 'A' and weekly report on Annexure 'B'.

Daily Report Format from 14.6.2017

Annexure A

	Description	Activity	Action Complete Yes/No	Reason for Not Taking Action	Target Date For Compliance
I	**REGISTRATION**	**a) PAN Number noted by Railway**			
		b) GSTIN obtained for State by Principal Officer designated for the State			
II	**Implementation Teams and Activities in place before 30.6.2017**	a) GST Cell Headed by AGM for Zonal Railways and CME/COS for PUs constituted?			
		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			
		c) Engaging GST Consultants by Railways/PU			
		d) Mapping of States in each Zone			
		e) Mapping of Stations of Railway across States to capture correct GSTIN			
		f) Format and Numbering sytem of invoices notified for each Output Service?			
		g) Establishing Procedure for batch processing and capturing on IT platform all transactions that are Manual- Parcels, Way Leave charges, Land Licencing, Siding Charges, EFTs BPTs, Catering etc.			
		h) Ensuring Computers and Internet Connectivity is available as per directions of C&IS Directorate			
		i) Transitional Database for all vendors/Contractors identified			
		j) Nomintion of Officer responsible for Filing Return and Digital Signature			
		k) Training for Staff and officers			
		l) Logic of Levy of GST communicated to all Offices that raise bills manually- way leave charges, parcels, catering, advertisments etc			
		m) Reverse Charge Mechanism - Identification of Transactions			
		n) Changes in Production Units Software for Reporting Transactions to CRIS for amalgamation			
		o) Nomination of Officers for Daily Checking of GST Returns 1 & 2 as received through GST Suvidha Provider			
		p) Nomination of Officers for Filing GST Returns as received through GST Suvidha Provider			
III	**Accounting Procedure Issued**	Accounting Procedure internalized by all concerned through Training Session for each Division/Workshop/Construction Unit			
IV	**Monitoring of GST Impact**	a) Changes in contract/agreement conditions to be GST compliant- as per letter issued by Stores Directorate			

Weekly Progress Report wef 7th July 2017

Annexure B

	Description	Action Complete Yes/No	Reason for Not Taking Action
1	Daily Computerization of all Serially numbered Invoices begun		
	Commercial		
	Engineering		
	Stores		
	Medical		
	Others		
2	Uploading of Data on CRIS Server		
3	Checking Returns GST 1, 2		
4	Uploading Returns on to GSP server		
5	Remittance of Tax		
6	Claim of Input Tax credit		
7	Filing all GST returns		
8	Monitoring Record keeping		
9	Monitoring Tax Authority Notices		
10	Impact assessment of any increase in Tax liability		