

OFFICE OF THE FINANCIAL ADVISOR AND CHIEF ACCOUNTS OFFICER
SECOND FLOOR, G.M CORE BUILDING, INDIRA MARKET
WEST CENTRAL RAILWAY, JABALPUR (M.P) – 482001
Email: gstacwcrhq@gmail.com

NO. HQ/AC/GA/GST/02/2017-18

DATED:30-06-2017

Sr.DFM/JBP/BPL/KOTA
Dy.FA&CAO(C)/JBP/BPL/KOTA
Sr.AFA(Exp.),Sr.AFA(store), Sr.AFA(T)
WAO/BPL, Sr.AFA(W)/KOTA

Sub: Maintenance of GST Internal check file

With reference to subject, it is advised that, an office file may be maintained exclusively for Internal check of various types of bills involving GST factors. In the file all relevant documents, circulars, letters etc should be kept properly and may be asked by GST Cell(HQ)/Inspection team as and when required.

This is for your information and necessary action please.

Sr. AFA(HQ)
/FA & CAO