10 pages

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पूर्वोत्तर रेलवे

कार्यालय
महाप्रबन्धक (कार्मिक)
गोरखपुर।

1/146/2017

ई.पी.सं.–20–1D
क्रमांक–146/2017
सं0 का/131/जीएसटी/2017–18/चार
सचिव/महाप्रबन्धक
सचिव/अपर महाप्रबन्धक
सभी विभागाध्यक्ष
सभी मंडल रेल प्रबन्धक
सभी कार्मिक अधिकारी
सभी मुख्य कारखाना प्रबन्धक
प्रधानाचार्य, पर्यवेक्षक प्रशिक्षण केन्द्र/गोरखपुर
प्रधानाचार्य, विद्युत प्रशिक्षण केन्द्र/गोरखपुर
प्रधानाचार्य, सिगनल एवं दूर संचार प्रशिक्षण केन्द्र/गोरखपुर
मुख्य सुरक्षा आयुक्त, पूर्वोत्तर रेलवे/गोरखपुर

दिनांक 25–07–2017

विषयः– जी.एस.टी मामले में अराजपत्रित कर्मचारी का प्रशिक्षण।

रेलवे बोर्ड का पत्र सं.ई(एम.पी.पी.)/2017/3/12 दिनाक 14.07.2017 की अंग्रेजी प्रतिलिपि (अनुलग्नक सहित) सूचना मार्गदर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है।
संलग्नकः– यथोपरि

25.7.2017

(अफजाल अहमद खॉ)
सकाधि/एमपीपी
कृते महाप्रबन्धक/का0

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषितः–

1. महामन्त्री/एन.ई.रेलवे मजदूर यूनियन/गोरखपुर –40 प्रतियो में।
2. महामन्त्री/प्रमोटी अधिकारी संघ/पू.उ.रे./गोरखपुर –02 प्रतियों में।
3. महामन्त्री/रे.सु.बल एशोसियेशन/पू.उ.रे./गोरखपुर –02 प्रतियों में।
4. पूर्वोत्तर रेलवे प्रथम श्रेणी अधिकारी संघ/गोरखपुर –01 प्रतियो में।
5. महामन्त्री/एस.सी./एस.टी. एवं ओ.बी.सी एशोसियेशन –02 प्रतियों में।

25.7.2017

कृते महाप्रबन्धक/का0

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. E(MPP)/2017/3/12 New Delhi, Dated: 14.07.2017

The Chief Personnel Officers,
All Zonal Railway/Production Units.

Sub: Training of non-gazetted staff in GST issues.

Goods and Service Taxes (GST) has become applicable across the country from 1st July, 2017, Indian railways, as supplier of transport and miscellaneous service will be required to levy GST on such transaction and remit it to the Government. Also, Railways as consumer of services and Goods shall be taxed under the provision of the GST law and will be able to claim credits for certain taxes paid. GST Matter - Manual Instructions is enclosed herewith to be used for training purpose appropriatly.

All Zonal Railway Training Centres (ZTCs) are to prepare a training module and acquaint the trainees with provisions of the GST law.

Compliance report may be sent at the earliest.

MOST URGENT.

DA: As above.

(MAHENDRA KUMAR GUPTA)
Director (MPP)
Railway Board

(24)

3/146/2017 NOT

No. 2016/A(T)-II/01/16 Dated: 19.6.2017

Subject: GST Matter – Manual Instructions.

Reference: (1) Letter no. 2017/C&IS/Project/GST Module/6 Pt.
(2). Letter no. 2017/CRIS/DPS/GST dated 16.6.2017

Please find enclosed letters, referred to above, regarding loading GST data of all manual transactions of Indian Railways, on to IT platform, for compliance with the provisions of GST Act, 2017. Letter dated 16.6.2017 indicates that CRIS has made a utility for feeding GST data of manual transactions. This needs to be examined and circulated by concerned Directorates to their respective field formations immediately, so that they may take necessary action for uploading manual transactions. This will ensure that Indian Railways would be able to capture all GST data by 1st July, 2017. It may be noted that these instructions need to be issued from concerned Directorates, on the same lines as has been done by CRIS for PCs and Internet connections, vide letter dated 9.6.17 and by Commercial Directorates for commercial transactions vide letter no. TC-II/2910/2017/GST/2 dated 9.6.2017.

Adviser(Accounts)

All members of ED level Empowered Committee on GST

EDRS/G, EDTT/S, EDME/Dev., ED/Infra (Civil), EDTC(R), ED/PSU & HS, EDCE(G), EDTK(P), EDTK(M), EDTK(MC), EDCE(B&S)L&A, DCE/G, EDEE/Dev/Elect., ED/PP

Director level GST Cell

Director(C&IS), Director(Dev./Elecdtrical), Director(H&FW), DRS/IC, Director/Signal, DTC/G, DTK/M, DME/P-II, DIG/MAC, ED/ERP, DME/PU, Dir./TT/POL, Dir./FM, JS/G-II

Copy to all the Additional Members/Railway Board

Copy to PSOs to CRB, FC, M(Tr.), ME, M(RS), MS, Secretary

रेलवे सूचना प्रणाली
(रेल मंत्रालय भारत सरकार का संगठन)

CENTRE FOR RAILWAY INFORMATION SYSTEMS
(An Organisation of the Ministry of Railways, Govt. of India)

No. 2017/CRIS/DPS/GST

Dated: 16.06.2017

AM (C)
Rail way Board.
Rail Bhawan.
New Delhi

Sub: **Utility and input form for feeding GST data of manual transactions on Railways.**

Ref: **CRIS's letter of even number dated 08.06.2017.**

In continuation to the letter cited above, the final format of the input form in the utility is attached with annexure. The process consists of:-

1. The utility form for printing at various units includes stations where manual transactions involving GST will be done is being loaded on the Railnet website of all the Railways. The assumption is that Railnet accessibility at every point of the zonal railway is available.

2. The Department which is actually generating the revenue and applying the tax will have to fill the from in duplicate, under signature and stamp and send it to station UTS counter for cash/money collection. This becomes the tax invoice.

3. Division or zone has to arrange a mechanism to collect these invoice copies for data entry into a separate utility being provided by CRIS at points of their choice.

4. The utility which will enable data entry is being loaded on the website indianrail.gov.in. To access this, the following website address is to be filled up - "parcel.indianrail.gov.in".

5. The assumption in this case is that every data entry centre has internet connectivity and a PC based on Board's instructions issued in this regard. The data entry so done will directly come to the GST server at CRIS, New Delhi.

6. The person entering the data must verify the data received in manual form to ensure that correct data is filled. The utility will have an option to pre-check the entered data before confirmation and submission of data.

7. The data entry will be through a login mechanism. CRIS will give a facility within the utility for creating login IDs and Password to nominated staff of each Railway. CRIS will create the supervisory ID and Password for each Railway.

चाणक्यपुरी, नयी दिल्ली-110021
CHANAKYAPURI, NEW DELHI-110021
टेलीफोन/TELEPHONE : 24104525, 24106717 फैक्स/FAX : 91-11-26877893

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14/6/2017

An annexure has been made which is attached to this letter explaining the nature of each field in the input form and from where the data will come.

Board is requested to issue instructions to follow this process in conjunction with the process conveyed to Board vide our earlier letter referred above. Presently, the form is loaded on the Railway website of N.W.Rly and N.Rly. They may be asked to look into the form and suggest the changes, if any, so that the necessary corrections can be made.

Encl: As above.

(B.V.L. Narayana)
Director/Passenger Systems

Copy to: Advisor (Accounts), Railway Board, Rail Bhawan, New Delhi.

Guidelines for making manual entry for GST

S.No.	Field Names	Brief Description	To be supplied by
1	Transaction Type (Collection / Cancellation)	Identify the transaction for which an invoice is generated	Railway Department
2	Cross-reference to the Old Transaction Serial No	Old invoice serial number in case of cancellation for or cross refernce purpose	Railway Department
3	Station Code	Code of Station at which invoice is generated	Railway Department
4	Division Code	Code of Division for the Station	Railway Department
5	Zone Code	Code of Zone for the Station	Railway Department
6	Code of Railway Department	Code of Department for which invoice is generated	Railway Department
7	Serial Number	Serial number of invoice generated. Serial number format: <ddmmyy>/<sttn_code>/<accounts_allocation_code>/<running_sequence_number>	Railway Department
8	Accounts Allocation Code	Allocation code for accounting purpose. Allocation Codes available here: http://www.indianrailways.gov.in/railwayboard/uploads/codesmanual/FINANCECODE/abstract_z.htm	Railway Department
9	Tax Payable on Reverse Charge Basis (Y/N)	In this case, recipient is liable to pay tax	Railway Department
10	Supplier Name	Name of supplier	Railway Department
11	Supplier Address	Address of supplier	Railway Department
12	Supplier GSTIN	GSTIN of supplier	Railway Department
13	Invoice Issue Date	Date of issue of invoice	Railway Department
14	Place of Supply	Place where goods and services are supplied	Railway Department
15	Supplier State Code	Code of state of supplier	Railway Department
16	Recipient Name	Name of recipient	Railway Customer
17	Recipient Address	Address of recipient	Railway Customer
18	Recipient Email Id	Email Id of recipient	Railway Customer
19	Recipient Phone No	Phone number of recipient	Railway Customer
20	Recipient Registered with GSTIN (Y/N)	Whether recipient is registered with GSTIN	Railway Customer
21	Recipient GSTIN	GSTIN number of supplier, if registered	Railway Customer
22	Recipient Delivery Address	Address where recipient takes delivery	Railway Customer
23	Recipient State Code	Code of state of recipient	Railway Customer
24	Service Accounting Code	Accounting code of service provided	CBEC

14/10/17

S.No.	Field Names	Brief Description	To be supplied b
25	Goods and Services Description	Description of goods and services provided	Railway Department
26	Total Value	Total value of goods and services	Railway Department
27	Taxable Value	Taxable value of goods and services	GSTN
28	IGST Rate	Rate of IGST, if applicable	GSTN
29	IGST Charged Amt	Amount charged under IGST	Railway Department
30	CGST Rate	Rate of CGST, if applicable	GSTN
31	CGST Charged Amt	Amount charged under IGST	Railway Department
32	SGST Rate	Rate of SGST, if applicable	GSTN
33	SGST Charged Amt	Amount charged under SGST	Railway Department
34	UGST Rate	Rate of UGST, if applicable	GSTN
35	UGST Charged Amt	Amount charged under UGST	Railway Department
36	Cess Rate	Cess Rate, if applicable	GSTN
37	Cess Charged Amt	Amount charged under Cess	Railway Department

Form for Entry of GST for Manual Transaction

Version 1.1, dated 15/

Transaction Details		
1. Transaction Type (Collection / Cancellation):		
2. Cross-reference to the Old Transaction Serial No:		
3. Station Code:	4. Division Code:	5. Zone Code:
6. Code of Railway Department:	7. Serial Number:	
8. Accounts Allocation Code:	9. Tax Payable on Reverse Charge Basis (Y/N):	
Supplier Details		
10. Supplier Name:		
11. Supplier Address:		
12. Supplier GSTIN:	13. Invoice Issue Date:	
14. Place of Supply:	15. Supplier State Code:	
Recipient Details		
16. Recipient Name:		
17. Recipient Address:		
18. Recipient Email Id:		
19. Recipient Phone No:		
20. Recipient Registered with GSTIN (Y/N):	21. Recipient GSTIN:	
22. Recipient Delivery Address:		
23. Recipient State Code:	24. Service Accounting Code:	
25. Goods and Services Description:		
26. Total Value:	27. Taxable Value:	
Tax Charged Details		
28. IGST Rate:	29. IGST Charged Amt:	
30. CGST Rate:	31. CGST Charged Amt:	
32. SGST Rate:	33. SGST Charged Amt:	
34. UGST Rate:	35. UGST Charged Amt:	
36. Cess Rate:	37. Cess Charged Amt:	

(Signature of Railway Official)

(Stamp)

9/14/6/2017

Government of India
Ministry of Railways
(Railway Board)

No. 2017/C&IS/Project/GST Module/6 Pt. New Delhi, Dated: 9.06.2017

The General Managers,
All Zonal Railways and PUs..

Sub : Provision of PCs and Internet connection for implementation of GST.

As per policy of Govt. of India, GST has to be implemented w.e.f. 1st July, 2017.

For non-computerized data, e.g., Excess Fare Tickets, Blank Paper Tickets, Parcels etc., invoices are to be entered manually into the system. Capture of Data and manual entry into the system will be the responsibility of Railways. CRIS will provide a software utility to enter this data and through internet connectivity, data will be transferred to centralized server at CRIS.

If there is any additional requirement for PCs and manpower for the above activity, the same may be managed from the Budget allotted to Railways and expenditure will be incurred as per the delegation of Powers.

Specification for the PCs and internet connection etc., provided by CRIS is enclosed herewith.

This issues in consultation with Accounts and Finance Directorate of Ministry of Railways.

Vinita 9/6/17
(Vinita Narera)
Director Electronics (C&IS)

Copy to :-

1. Managing Director, CRIS, Chanakyapuri, New Delhi.
2. FA & CAOs, All Indian Railways & Production Units.

No. 2017/C&IS/Project/GST Module/6 10/146/2017 Dated 09.06.2017

Specification of PCs, Internet Connection etc. for GST

SN	Item/Requirements	Specification
1	Processor	Processors Intel® 4th Generation™ Core i5 or better Quad Core
2	Operating System	Windows 10 Pro
3	Memory (RAM)	Minimum 8 GB
4	I/O Ports	HDMI In/Out, Display Port 1.2, RJ-45, 1 Universal Headset (Side), Line-out 1 Rear
5	Hard Disk	500 GB
6	Networking	Ethernet LAN 10/100/1000, support optional wireless 802.11 n/ac
7	USB	2 or more port of USB 3.0
8	Internet Connectivity	2 Mbps or better Broadband Connectivity/3G or 4G data card
9	Antivirus	Antivirus with one year license
10	Licensed Software	No Unlicensed Software should be installed on Desktop