

NO. IA/II/42/GST/VOL-I
Office of the CDA
Udayan Vihar, Narengi
Guwahati-781171
Dated: 28/11/2018

To
The Officer-in-charge
i) M/II, M/III, M/IV, SC/II, SC/III, SC/IV, SC/V
E/II, E/III, AN/IV & EDP Section

ii). All AOs GE

Subject:- Furnishing of Information regarding Expenditure on GST.
Reference: HQrs. Office letter no. A/B/11244/GST/2017-18 dated 12/02/2018 & this office letter of even no dated 13.02.2018.

Please refer to the letter No. cited under reference. In this regard it is intimated that with the implementation of GST, the monthly report on deduction of all types of GST viz. IGST, CGST and SGST have to be forwarded in proper format to this section on or before 3rd day of the following month so that it could be consolidated and onward transmitted to HQr Office.

It has been noted that a few sections of MO/AO's GE are not submitting report within the prescribed timeframe resulting in delay in consolidation and onward transmission to HQr Office.

Delay in submission of consolidated report has been adversely commented upon by HQr Office and Competent Authority in this Office has also viewed the matter seriously.

It is, therefore, reiterated to submit the subject report within the prescribed date without any fail to avoid adverse remarks from HQr Office.

"NIL" report is also required.

This may be accorded top priority and noted for strict future compliance.


Sr. Accounts Officer(IA)

Copy to:

✓ The Officer-in-Charge
EDP Section
MO Local

: For uploading in website please.


Sr. Accounts Officer(IA)