

# DUTIES AND RESPONSIBILITIES OF TAX DEDUCTOR UNDER GST ACT, 2017



#### COMMISSIONERATE OF STATE TAX GOVERNMENT OF ASSAM

COMMISSIONERATE OF TAXES, ASSAM

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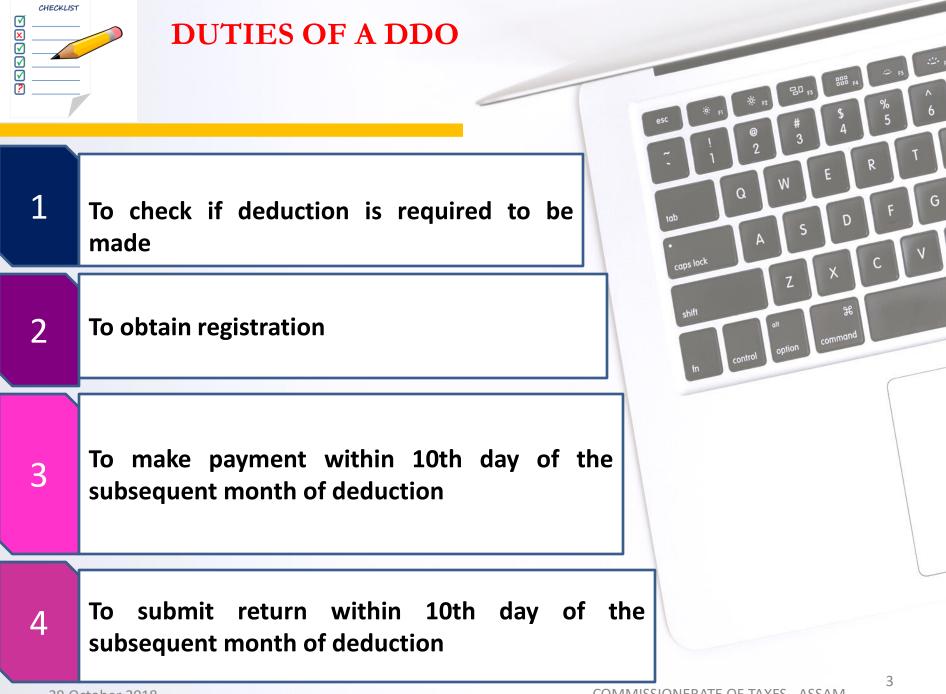
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#### TDS COMES INTO FORCE FROM 1<sup>ST</sup> OCTOBER, 2018

Section 51 governing tax deduction at source has come into force w.e.f 1<sup>st</sup> October, 2018.

☆All the DDOs who are required to make payment to suppliers against procurement of taxable goods /services or both above <u>Rs. 2.5</u> lac (two lac fifty thousand) under a <u>single contract</u> shall obtain registration as a Tax Deductor on or before making such payment.







# DEDUCTION of TAX at SOURCE

#### To deduct tax at source :

To be done continuously during the month at the time of making payment to the suppliers

#### **\***METHOD OF DEDUCTION

#### **\***APPLICABILITY AT DIFFERENT SITUATION





# WHEN TO DEDUCT TAX AT SOURCE?

#### Under Section 51 r/w Rule 5 of GST Act:

✤DDO is liable to deduct tax from the payment of a supplier when the total value of taxable supply of goods/services or both under a contract, exceeds Two lakh and fifty thousand rupees.

✤Explanation.- For the purpose of deduction of tax specified above, the value of taxable supply shall be the amount excluding the CGST, SGST, IGST and cess indicated in the invoice but includes other taxes such as BCD (Basic Customs Duty).





# RATE OF TAX FOR DEDUCTION OF TAX AT SOURCE

# For intra-state supply

(For supplier within the same State) 1% CGST & 1% SGST both to be deducted.

#### For inter-state supply

( Supply involves one State to another State)

In such case, in place of CGST & SGST 2% IGST tax to be deducted.





DETERMINATION OF THE VALUE OF SUPPLY FOR DEDUCTION

To determine the taxable value of supply:

The CGST & SGST or IGST tax or Cess shown in the invoice by the supplier shall be excluded and the rest of the taxable value shall be considered.

The amount of CGST & SGST or IGST shown in the invoice shall not be considered as the value of supply.

Illustration in the next slide



# IN CASE ONE TIME PAYMENT IS MADE OF THE ENTIRE CONTRACT VALUE

Selling price of 10 computers @ Rs 50,000	Rs. 5,00,000.00
If the rate of tax (CGST) on computer is 6% CGST @ 6%	Rs. 30,000.00
If the rate of tax (SGST) on computer is 6% SGST @ 6%	Rs. 30,000.00
Total Invoice value	Rs. 5,60,000.00
In this illustration , for TDS, DDOs will have to deduct CGST i.e., amount of tax to be deducted =	F @1% & SGST @ 1%
CGST 1% on Rs. 5,00,000 = Rs. 5,0 SGST 1% on Rs.5,00,000 = Rs. 5,0	

#### IN CASE PART PAYMENT IS MADE OF THE CONTRACT VALUE :

Taxable	Contract Value	: Rs. 5,00,000.0	0

No of payment	Amount paid	TDS to deduct*		uct*
		IGST	CGST	SGST
1 <sup>st</sup> payment	3,00,000	6000	3000	3000
2 <sup>nd</sup> payment	50,000	1000	500	500
3 <sup>rd</sup> payment	1,00,000	2000	1000	1000
4 <sup>th</sup> payment	50,000	1000	500	500

#### \*NOTE : Either IGST or CGST and SGST to be deducted

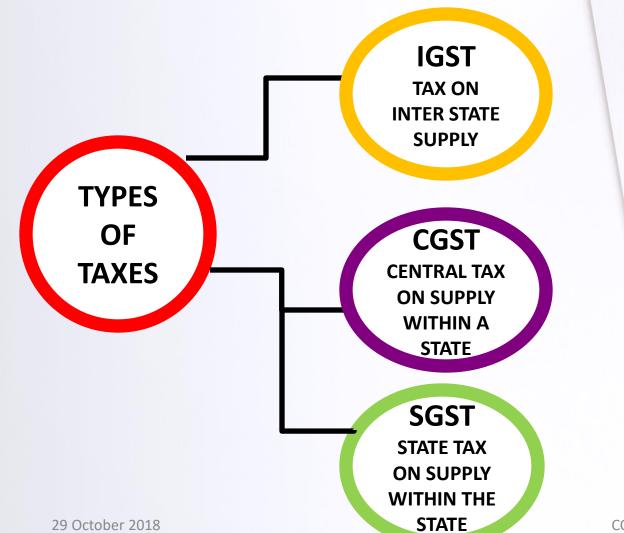
#### IN CASE THE INITIAL CONTRACT VALUE WAS LESS THAN Rs. 2.5 LAC. BUT LATER IT EXCEEDS RS. 2.5 LAC RESULTANT TO A CONTINUOUS CONTRACT.

#### (FOR EXAMPLE : SUPPLY OF PRINTING MATERIALS)

Initial Taxable Contract Value : Rs 2,00,000.00							
Value of	Amount	Cumulative	TC	TDS to deduct*			
supply	paid	Amount paid	IGST	CGST	SGST		
2,00,000	2,00,000	2,00,000	NIL	NIL	NIL		
50,000	50,000	2,50,000	NIL	NIL	NIL		
2,00,000	2,00,000	4,50,000	9,000	4,500	4,500		
1,00,000	1,00,000	1,00,000	2,000	1,000	1,000		

#### \*NOTE : Either IGST or CGST and SGST to be deducted

### DDOs NEED TO DEDUCT TAX AS SGST & CGST OR IGST



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If GAD , Govt of Assam places an order to M/s XYZ Industries, Guwahati to supply 10 computers in Assam Bhawan , Delhi :

SITUATION	PLACE OF SUPPLIER	PLACE OF SUPPLY	DDO	ΤΑΧ
1	M/S XYZ Industries, Guwahati	Assam Bhawan Delhi	GAD Govt of Assam	IGST

If SAD, Govt of Assam places an order to M/S ABC Enterprise, Karol Bagh in Delhi to supply 10 computers in Assam Secretariat, Guwahati:

SITUATION	PLACE OF SUPPLIER	PLACE OF SUPPLY	DDO	ΤΑΧ
2	M/S ABC Enterprise,Karol Bagh ,DELHI	Assam Secretariat, Assam	SAD Govt of Assam	IGST

If PWD , Jorhat Division places an order to M/s XYZ Industries, Guwahati to supply 10 computers in its Jorhat office :

SITUATION	PLACE OF SUPPLIER	PLACE OF SUPPLY	DDO	ΤΑΧ
3	M/S XYZ Industries, Guwahati	PWD Jorhat Division office	PWD Jorhat Division	SGST + CGST

If GAD , Govt of Assam places an order to M/S ABC Enterprise, Karol Bagh in Delhi to supply 10 computers at Assam Bhawan, Delhi

SITUATION	PLACE OF SUPPLIER	PLACE OF SUPPLY	DDO	ΤΑΧ
4	M/s ABC Enterprise,Karol Bagh ,Delhi	Assam Bhawan Delhi	GAD , Govt of Assam	NO TDS

Supplier(ABC) and the place of supply(Assam Bhawan) are in Delhi and the recipient(GAD) is located in Assam. This supply is an intra-State supply so Central tax and Delhi State tax would be levied. In such case, transfer of TDS (Central tax + Delhi State tax ) to the cash ledger of M/s ABC of Delhi would be difficult. So in this instant case, GAD would not deduct TDS.

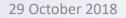
# Determination of Head of TAX IGST or SGST & CGST

SITUATION	PLACE OF SUPPLIER	PLACE OF SUPPLY	DDO	ΤΑΧ		
1	ASSAM	DELHI	ASSAM	IGST		
2	DELHI	ASSAM	ASSAM	IGST		
3	ASSAM	ASSAM	ASSAM	SGST + CGST		
4	DELHI	DELHI	ASSAM	NO TDS		
Thumb Rule : See the invoice of the supplier						

#### Monthly duty of the Tax Deductor

### To be done between 1<sup>st</sup> and 10<sup>th</sup> day of next month

# FILING TDS RETURN



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### **RETURNS BY TDS DEDUCTOR GSTR-7 OVERVIEW**

✤Every registered person required to deduct tax at source under the provisions of section 51 shall furnish a return in GSTR-7 electronically through a common portal (www.gst.gov.in), within ten days after the end of such month. Before 10<sup>th</sup> of next month.

Online submission of Returns

Illustration : If the date of deduction is 12<sup>th</sup> October,2018, the detail of deduction shall be furnished in GSTR-7 for the month of October,2018 which needs to be submitted within 10<sup>th</sup> November,2018.



Dashboard	Services -	GST Law	Search Taxpayer 🔻	Help 🕇	e-Way Bill System		
Registration	Returns	Payments	User Services Re	funds			
Returns Dashb	oard				View e-Filed Returns		
Track Return S	Status						
Dashboard > I	Returns						🛛 Englis
File Retur	ns						
Financial Ye			Detries Fill	a pairie			<ul> <li>Indicates Mandatory Fields</li> </ul>
2017-18	ar -		Keturn Fill     March	ng Period•	•	SEARCH	
Return f	or Tax Dedu GSTR7	ucted at Sou	rce				
D	ue Date - 10,	/04/2018					
PREPARE	ONLINE P	REPARE OFFLIN	E				

		Skip to Main Content 🕚 A* A <sup>-</sup>
Goods and Services Ta	ах	ANGAD JASBIRSINGH A
Dashboard Services - GST Law Se	arch Taxpayer 👻 Help 👻 e-Way Bill System	
Dashboard > Returns > GSTR-7		😔 English
GSTR-7 - Return for Tax Deducted at So	urce	2
GSTIN - 24AJIPA1572ECDP FY - 2017-18 Due Date - 10/04/2018	Legal Name - ANGAD JASBIRSINGH ARORA Return Period - March	Trade Name - TRADE Status - Not Filed
GSTR-7 -TDS Details	** Important 1	Notice: If the TDS records are more than 500 . Please check her
3. Details of the tax deducted at 0 source	4. Amendments to TDS Details 0	5,6. Payment of tax
Integrated Tax     Central Tax       ₹0.00     ₹0.00       State/UT Tax     Total Amount Paid to       ₹0.00     Deductee       ₹0.00     ₹0.00	Integrated Tax     Central Tax       ₹0.00     ₹0.00       State/UT Tax     Total Amount Paid to       ₹0.00     Deductee       ₹0.00     ₹0.00	Tax payable Interest payable ₹- ₹- Late fee payable Total amount paid ₹- ₹-
8. Debit entries in electronic cash ledger for TDS/interest payment		
Tax paid in cash Interest ₹0.00 ₹0.00 Late Fees ₹0.00		
	BACK TO FILE RETURNS	PREVIEW DRAFT GSTR7 PROCEED TO FILE
© 2016-17 Goods and Services Tax Network	Site Last Updated on E	Designed & Developed by GSTN
Site best viewed at 1024 x 768 resolution in Internet Explor	er 10+, Google Chrome 49+, Firefox 45+ and Safari 6+	

#### GSTR-7 -TDS Details

\*\* Important Notice: If the TDS records are more than 500 . Please check here

	· · · · · · · · · · · · · · · · · · ·		5,6. Payment of	tax
Central Tax	Integrated Tax	Central Tax	Tax payable	Interest payable
₹0.00	₹0.00	₹0.00	₹-	₹-
Total Amount Paid to	State/UT Tax	Total Amount Paid to	Late fee payable	Total amount paid
Deductee ₹0.00	₹0.00	Deductee ₹0.00	₹-	₹-
	Central Tax ₹0.00 Total Amount Paid to Deductee	Central Tax     Integrated Tax       ₹0.00     ₹0.00       Total Amount Paid to     State/UT Tax       Deductee     ₹0.00	Central Tax       Integrated Tax       Central Tax         ₹0.00       ₹0.00       ₹0.00         Total Amount Paid to       State/UT Tax       Total Amount Paid to         Deductee       ₹0.00       Deductee	Central Tax ₹0.00Integrated Tax ₹0.00Central Tax ₹0.00Tax payable ₹-Total Amount Paid to DeducteeState/UT Tax ₹0.00Total Amount Paid to ₽educteeLate fee payable ₹-

TDS DETAILS	0
No Record found for the provided Inputs.	×
AD	D BACK TO GSTR 7 TILES

	RETURN DASHBC	DARD
board > Returns > GSTR-7 > TDS >	Add	9
OS Details - ADD		
STIN of Deductee● 07AJIPA1572EO1X tegrated Tax (₹)●	Receiver Name ANGAD JASBIRSINGH ARORA Central Tax (₹)	Amount paid to deductee on which tax is deducted (₹)• State/UT Tax (₹)
		SAVE BAC
ooard > Returns > GSTR-7 > TDS >	Add	<b>9</b>
os Details - ADD		
STIN of Deductee •	Receiver Name	Amount paid to deductee on which tax is deducted (₹)●
24BDDPA0314AFZG	Jayaraman abirami	
tegrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)

GSTIN of Deductee	Amount paid to deductee on which tax is	Amount	of tax deducted at	source	Actions
	deducted (₹)	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	
8AJIPA1572E7ZE	1,00,000.00	2,000.00	0.00	0.00	1

GSTR-7 -TDS Details

\*\* Important Notice: If the TDS records are more than 500 . Please check here

3. Details of the source	e tax deducted at 1	4. Amendments	to TDS Details 0	5,6. Payment of	tax
Integrated Tax	Central Tax	Integrated Tax	Central Tax	Tax payable	Interest payable
₹2,000.00	₹0.00	₹0.00	₹0.00	₹-	₹-
State/UT Tax ₹0.00	Total Amount Paid to Deductee ₹1,00,000.00	State/UT Tax ₹0.00	Total Amount Paid to Deductee ₹0.00	Late fee payable ₹-	Total amount paid ₹-



PAYMENT to be made before filing the Return

To make the payment before submission of Return :

> To be done one time before submission of monthly Return and to create a consolidated CPIN

**\***MODE OF PAYMENT

- **1. TREASURY NON WORK**
- 2. TREASURY WORK
- 3. NON TREASURY



# **MODE OF TDS PAYMENT**

Internet Banking through Authorized Banks for Non Treasuries

## >NEFT or RTGS from any Authorized Bank for Work & Non Work Treasuries



#### THREE TYPES OF DDO

DDOs raise bills through the Treasury using Fin Assam (e.g. Departments / Heads of Departments / Subordinate offices etc.) DDOs issue Government Cheque, where the number of deduction cases are considerably high (e.g. Works Divisions, Forest Divisions etc.) DDOs make payment through Banks (e.g. NRHM, SSA etc.)

# I. PAYMENT BY DDO (NON WORK TREASURY)

### Deduction & Deposit process for DDOs drawing from Treasuries through Bills

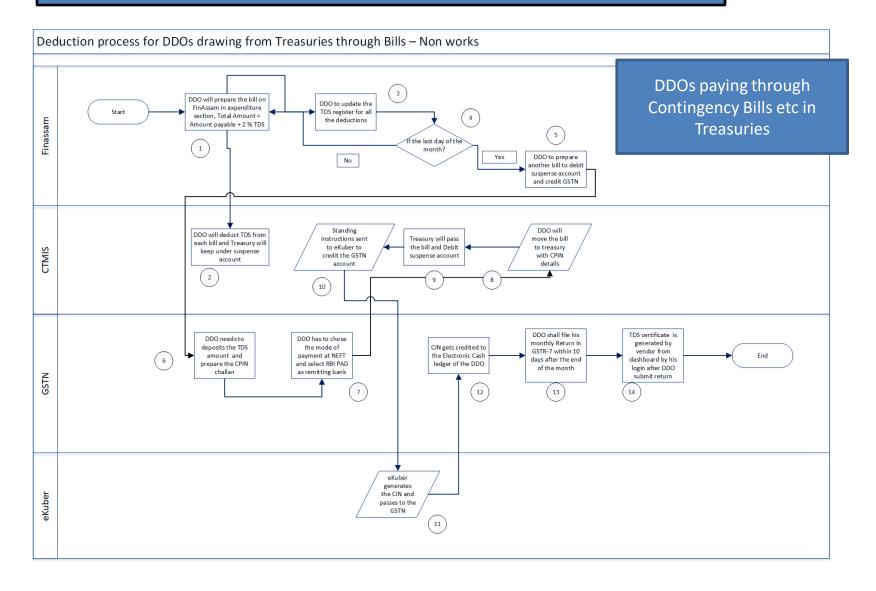
- ✓ Individual Bill-wise Deduction and its Deposit of TDS will be made by the DDOs drawing their claim from Treasuries.
- ✓ DDOs will generate a single month wise CPIN (Challan) from GST portal in respect of TDS deduction from the Bills.
- $\checkmark$  The following steps need to be taken :

### I. PAYMENT BY DDO (NON WORK TREASURY)

- The DDO shall prepare the Bill on "FinAssam" as per Expenditure Sanction.
- > The Expenditure Sanction shall contain following break up :
  - ✓ Total amount
  - ✓ Net amount payable to the Contactor / Supplier / Vendor
  - ✓ 2% TDS amount of GST (1% SGST + 1% Central GST or 2% IGST)
- Deduction of TDS should not be in fraction of rupees and the calculated value should be next higher rupee

# Bill Preparation under FinAssam

#### **FLOW CHART**



#### The DDO shall prepare the Bill based on FinAssam

» Bl	ENEFICIARY DETAILS	3			
Ber	neficiary Name	Test Details Pvt. Ltd.		Address	Guwahati, Assam
Bai	nk Name	State Bank of India		Bank Branch	Khanapara
Ace	count Number	20015629XXX		Account IFSC	SBIN0000XX
Ver	ndor GSTIN	29ABCDE1234F2Z5	;	Vendor PAN	ABCDE1234F
	ILL VOUCHER DETAIL	LS			
#	Invoice No *	Invoice Date *	Amount * FS Number	r	Remarks
#					
	Invoice No *	Invoice Date * 29-09-2018	Amount * FS Numbr FS.123/20XX	GST BILL INTEG	
				GST BILL INTEG	
1	12A	29-09-2018	FS.123/20XX	GST BILL INTEG	RATION - TEST 1
1	12A 12B	29-09-2018	FS.123/20XX           FS.124/20XX	GST BILL INTEG GST BILL INTEG ion No 100 Characters	RATION - TEST 1
1 2 3	12A       12B       45 Characters       45 Characters	29-09-2018	FS.123/20XX         FS.124/20XX         Flancial Sance         Financial Sance	GST BILL INTEG GST BILL INTEG ion No 100 Characters	RATION - TEST 1

#### Bill Form Generated on FinAssam to be submitted to Treasury.

#### T.R. FORM - 24

#### [See Rule 179]

#### Fully Vouched Contingent Bill

#### Office of TEST OFFICE NAME Month of December, 201

#### Head of Account : 2203-00-001-0161-000-14-00

#### DDO CODE : XXX/AAT/002

										Dedu	ction					
#	Detailed HOA	Beneficiary Details	Voucher Details	Description of Charge	Pay Amount	CGST	SGST	IGST	TDS on GST	Central Sales Tax	Forest Royalty	Income Tax (At Source)	State Sales Tax	VAT	Security Deposit	Net Amount
		Test Details Pvt. Ltd.	12A dated 29-09- 2018	GST BILL INTEGRATION - TEST 1	XXXXX.XX	0.00	0.00	0.00	XX.XX	0.00	0.00	0.00	0.00	0.00	0.00	xxxxx.xx
1		Guwahati, Assam 29ABCDE1234F2Z5	12B dated 29-09- 2018	GST BILL INTEGRATION - TEST 2	XXXXX.XX	0.00	0.00	0.00	XX.XX	0.00	0.00	0.00	0.00	0.00	0.00	XXXXX.XX
				TOTAL	xxxxx.xx	0.00	0.00	0.00	xx.xx	0.00	0.00	0.00	0.00	0.00	0.00	XXXXX.X

Bill No 1002 dated 29-09-2018

# The DDO can download a Register in Annexure 'A' from FinAssam to keep record of all TDS deductions made during the month.

						Anne	xure 'A
	Recor	d to be m	aintained by	the DDO for	filing of G	STR7	
Sl. No.	GSTIN of the Deductee	Trade Name	Amount paid to the Deductee on which tax is deducted	Integrated Tax	Central Tax	State Tax	Tota

(This Record will be helpful at the time of filing Monthly Return (FORM GSTR-7) by the DDO.)

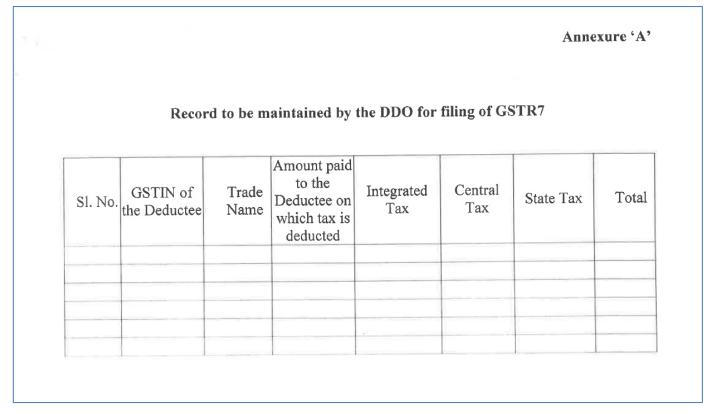
# I. PAYMENT BY DDO ( NON WORK TREASURY)

- $\checkmark\,$  The DDO will deduct the TDS from each bill.
- ✓ The Treasury will keep this under a Suspense account.
- $\checkmark$  A single CPIN shall be generated by the DDO for the month.
- ✓ This accumulated amount in the Suspense account shall be credited to Government account (GST Heads) on a monthly basis by the Treasury Officer as per the CPIN
- ✓ The TDS amount shall be mentioned in the Bill for booking in the Suspense Heads as below:
- A. 8658 (Suspense Accounts) -101 (Pay & Accounts office) 2447 (GST-TDS -CGST)
- B. 8658 (Suspense Accounts) 101 (Pay & Accounts office) 2448 (GST-TDS IGST)
- C. 8658 (Suspense Accounts) 101 (Pay & Accounts office) 2449 (GST -TDS SGST)

# I. PAYMENT BY DDO (NON WORK TREASURY)

- ✓ The DDO should maintain a Register in Annexure 'A' to keep record of all TDS deductions made by him during the month.
- ✓ This Record will be helpful at the time of filing Monthly Return (FORM GSTR-7) by the DDO.
- ✓ At the end of the month, the DDO shall login into the GST portal and prepare a CPIN for the amount already booked under the Suspense account.
- ✓ In the challan he shall fill SGST/CGST/IGST under each of the Major Head.
- ✓ While generating the challan, the DDO will have to select mode of payment as NEFT and select "Reserve Bank of India PAD" as the remitting Bank.

# (ii) The DDO can download a Register in Annexure 'A' from FinAssam to keep record of all TDS deductions made during the month.



(This Record will be helpful at the time of filing Monthly Return (FORM GSTR-7) by the DDO.)

Dashboard	Services 🗸	GST Law	Search Taxpa	ayer 👻	Help 👻	e-Way Bill Sy	ystem						
Registration	Returns	Payments	User Services	Refun	ds								
Returns Dashb	oard					View e-Filed Ret	turns						
Track Return S	tatus												
🖀 Goods & Service Tax (GST)	User × +										-		×
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		File Returns											*
		Financial Year •		Return F	iling Period•			• Indicates Mandatory Fig	elds				
		2018-19		• Octobe		•	SEARCH						
					Holr								
		1. It is not mandate	ory to file a <b>"NIL"</b> GSTR-7 re	turn, you may	not file GSTR-7 for								
			o tax deducted at source dur t wish to make any changes i			rns							
			repared online and filed onlin				l on the portal.						
						Important M	Message						
		Return for Tax	K Deducted at Source GSTR7			mportant i							
					re Online :- for with less than o	r equal to 500 records per t	table (Table 3 and	l Table 4) may make use of t	his				
		Due Dat	e - 10/11/2018	facility.				i lable 1, may make abe of e					
		PREPARE ONLINE	E PREPARE OFFLINE		to be taken: Click on 'Prepare Or	line':							
				• FI	ill the TDS details	(Table 3) and amendments t	to TDS details (Ta	able 4) related to previous					
					eriods; Click on 'Compute L	iabilities'; and							
						File' and File GSTR-7							
				Deduct		500 records per table (Table							
				You car	n download the GS		Downloads' section	n in the pre-login page on th	e				
					You should have d lick on 'Prepare Of	ownloaded the Offline Tool a fline':	and installed it on	) your computer.					
				• C	lick on 'Download'	to download auto-drafted G							-
				• C	lick on 'Upload' to			erate JSON file for upload; a help of instruction available					
					STR-7 dashboard	rde unite 500 ean aloo uso	a offling utility f	or filing CSTD-7				^	
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	Dashboard > Returns > GSTR-7		🛛 English	
	GSTR-7 - Return for Tax Deducted at Sou	urce	0	
	GSTIN - 07ACXPK3463AWDX FY - 2018-19 Due Date - 10/11/2018	Legal Name - Mukesh Dhanjibhai Karshala Return Period - October	Trade Name - Status - Not Filed	
		Steps to prepare your GSTR-7 return online		
		e on the relevant box;		
	GSTR-7 -TDS Details	** Important No	tice: If the TDS records are more than 500 . Please check here User Manual	
	3. Details of the tax deducted at source Number of Records :1	4. Amendments to TDS Details Number of Records :0	5&6. Payment of tax	
	Integrated Tax Central Tax ₹4.00 ₹0.00 State/UT Tax Total Amount Paid to ₹0.00 Deductee ₹200.00	Integrated Tax Central Tax ₹0.00 ₹0.00 State/UT Tax Total Amount Paid to ₹0.00 Deductee ₹0.00	Tax payable Interest payable ₹- ₹- Late fee payable Total amount paid ₹- ₹-	
	8. Debit entries in electronic cash ledger for TDS/interest payment			
	Tax to be paid (₹) Interest ₹0.00 ₹0.00 Late Fees ₹0.00			
		Steps to file your GSTR-7 return		
	1. Click on Compute Liabilities ; for computatio 2. Proceed to File button would be enabled onc 2. Click on I/P and the file button would be the file of the set of the file o	e liabilities are computed and reflected in Table 5&6 bo	0	

- Click on 'Proceed to File' to pay liabilities and file the return;
- Additional details can be added even after clicking on 'Compute Liabilities' or 'Proceed to file' button, then you would be required to follow steps 1 to 3
  again to file the return;

					sk	cip to Main Content 🛈 A <sup>+</sup> A <sup>-</sup>
	🙎 Goods ar	nd Services Ta	x			🛔 ANGAD JASBIRSINGH A
	Dashboard Servic	ces <del>-</del> GST Law Sea	arch Taxpayer 🚽 H	elp <del>-</del> e-Way Bill System		
	Dashboard > Returns > 0	GSTR-7				🔾 Englisl
	GSTR-7 - Return fo	r Tax Deducted at Sou	urce			¢
	GSTIN - 24AJIPA15728 FY - 2017-18 Due Date - 10/04/2018		Legal Name - ANGA Return Period - Mar	AD JASBIRSINGH ARORA	Trade Name - TRADE Status - Not Filed	
	GSTR-7 -TDS Detail	Is		** Important	Notice: If the TDS records are m	ore than 500 . Please check her
	3. Details of the ta source	ax deducted at 1	4. Amendmen	ts to TDS Details 1	5,6. Payment of	tax
	Integrated Tax ₹2,000.00 State/UT Tax ₹0.00	Central Tax ₹0.00 Total Amount Paid to Deductee ₹1,00,000.00	Integrated Tax ₹80.00 State/UT Tax ₹0.00	Central Tax ₹0.00 Total Amount Paid to Deductee ₹4,000.00	Tax payable ₹- Late fee payable ₹-	Interest payable ₹- Total amount paid ₹-
	8. Debit entries in ledger for TDS/in					
	Tax paid in cash ₹0.00 Late Fees ₹0.00	Interest ₹0.00				
				BACK TO FILE RETURNS	PREVIEW DRAFT GSTR7	PROCEED TO FILE
	© 2016-17 Goods and S	ervices Tax Network	Site Last U	pdated on	Designed & Developed by G	STN
	Site best viewed at 1024 x 7	68 resolution in Internet Explore	r 10+, Google Chrome 49+	+, Firefox 45+ and Safari 6+		
<b>Stjóðæt400</b> er 201	18	CC	MMISSIONER	ATE OF TAXES , ASS	SAM	

#### 5,6. Payment of tax

A You do not have sufficient cash balance to pay off your liabilities. Kindly add sufficient balance by clicking Create Challan button and then proceed for the filing.

#### Cash Balance

Description		Cash Balance							
	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	Total (₹)					
Tax	0.00	0.00	0.00	0.00					
Interest	0.00	0.00	0.00	0.00					
Fee		0.00	0.00	0.00					

Description	Tax payable (₹)	Tax Paid in cash (₹)	Interest amount payable (₹)	Interest Paid in cash (Total in ₹)	Late fee amount payable (₹)	Late fee Paid in cash (₹)
Integrated Tax	0.00	₹0	0.00	₹0		
Central Tax	0.00	₹0	0.00	₹0	5,000.00	₹0
State/UT Tax	0.00	₹0	0.00	₹0	5,000.00	₹0

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

BACK TO GSTR 7 TILES

CREATE CHALLAN

PREVIEW DRAFT GSTR7

### **CHALLAN CREATION**

Goo	ds and S	Services	Тах			S	skip to Main Content ● A+ A
Dashboard	Services 🗸	GST Law	Search Taxpayer 👻	Help 👻	e-Way Bill System		
Dashboard > Pa	yment > Create	Challan					😪 Englis
Create C	Challan		Saved Cha	llan		Challan History	

#### Tax Liability

	Tax ( ₹)	Interest (₹)	Penalty (₹)	Fees ( ₹)	Other (₹)	Total (₹)
CGST(0005)	5000					5,000
IGST(0008)						0
CESS(0009)						0
Delhi SGST(0006)	5000					5,000
Total Challan Amo	ount:	₹ 10,000 /-				
Total Challan Amo	ount (In Words):	Rupees Ten Thousa	and Only			

#### Payment Modes\*

🚍 E-Payment

Over The Counter

NEFT/RTGS

SAVE

#### ← → C 🔒 https://trngpayment.gst.gov.in/payment/auth/

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Skip to Main Content ① A<sup>+</sup> A<sup>-</sup>

GENERATE CHALLAN

👌 Mukesh Dhanjibhai K 🗸

English

Goods and Services Tax

Dashboard Services • GST Law Search Taxpayer • Help • e-Way Bill System

Dashboard > Payment > Create Challan

Create Challan Saved Challan Challan History Tax Liability Tax (₹) Interest (₹) Penalty (₹) Total (₹) Fees (₹) Other (₹) CGST(0005) 5 5 IGST(0008) 10 10 CESS(0009) 0 Delhi 5 5 SGST(0006) ₹ 20 /-**Total Challan Amount:** Total Challan Amount (In Words): Rupees Twenty Only

#### Payment Modes\*

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🚍 E-Payment		Remitting Bank •		
Over The Counter		RESERVE BANK OF INDIA, PAD	\$ 4	
NEFT/RTGS	~			
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🔒 Mukesh Dhanjibhai K 🗸

🛛 English

Goods	and	Services	Tax

Dashboard Services - GST Law Search Taxpayer - Help - e-Way Bill System

Dashboard	> Payment >	Create Challan	
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Create Challan		Saved C	hallan		Challan History	
Tax Liability						
	Tax (₹)	Interest (₹)	Penalty (₹)	Fees ( ₹)	Other (₹)	Total (₹)
CGST(0005)	5					5
IGST(0008)	10					10
CESS(0009)						0
Delhi SGST(0006)	5					5
Total Challan Amour	nt:	₹ 20 /-				
Total Challan Amour	nt (In Words):	Rupees Twenty On	ly			

#### Payment Modes\*

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E-Payment		Remitting Bank •			
Over The Counter		RESERVE BANK OF INDIA, PAD	×		
NEFT/RTGS	*				
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🕱 Goods and Service	es Tax					🛔 Mukesh D	hanjibhai
Dashboard Services - GST Law	w Search Tax	payer • Help • e-Way Bill Syste	n				
Dashboard > Payment > Generate Challan							@ Englis
Challan successfully generated							×
GST Challan							
CPIN	Ch	allan Generation Date		Challan Expiry Da	ite		
1810070000098		/10/2018 16:05:06		06/11/2018			
Mode of Payment :-	NE	FT/RTGS					
Details Of Taxpayer							
GSTIN/Other Id		ail Address		Mobile Number			
07ACXPK3463AWDX	-	XXXXXXXXX@XXXXXXom		5XXXXX2611			
Name Mukesh Dhanjibhai Karshala		dress XXXXXXXX Delhi,110012					
Details of Deposit							
	Tax (₹)	Interest (₹) Penalty (₹)	F	Fees (₹) O	ther (₹)	Total (	₹)
CGST(0005)	5	0		0	0		5
IGST(0008)	10	0 0		0	0		10
CESS(0009)	0	0 0		0	0		0
Delhi SGST(0006) Total Challan Amount:	5	0 (0 ₹ 20 /-		0	0		5
Total Challan Amount:		Rupees Twenty Only					
		,					
Beneficiary Details		NEFT/RTGS					
IFSC Code		Remitting Bank Na	ne				
RBIS		RESERVE BANK C		DIA, PAD			
TRANSFER OF FUNDS THROUGH NEF	FT						
Beneficiary Name GST		Beneficiary Accoun 18100700000094					
Amount		Beneficiary IFSC					
20		RBISOGSTPMT					
						DOWN	.OAD
0 If amount is deducted from bank a Grievance Against Payment.	account and no	t reflected in electronic cash ledger, p	ease	raise grievance (	under Grieva	ince Type	
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#### $\leftarrow$ $\rightarrow$ C $\square$ https://trngpayment.gst.gov.in/payment/auth/generatedchallan

	Tax (₹)	Interest (₹)	Penalty (₹)	Fees (₹)	Other (₹)	Total (₹)
CGST(0005)	5	0	0	0	0	5
IGST(0008)	10	0	0	0	0	10
CESS(0009)	0	0	0	0	0	0
Delhi SGST(0006)	5	0	0	0	0	5
Total Challan Amount:	₹ 20 /-					
Total Challan Amount (In Words):	:	Rupees Twenty Onl	ly .			
		Rupees Twenty Onl				
		NEFT/R				
Beneficiary Details		NEFT/R	TGS			
Beneficiary Details IFSC Code RBIS		NEFT/R	TGS Remitting Bank Name			
Beneficiary Details IFSC Code RBIS		NEFT/R	TGS Remitting Bank Name	INDIA, PAD		
RBIS		NEFT/R	TGS Remitting Bank Name <b>RESERVE BANK OF</b>	INDIA, PAD		

RBISOGSTPMT

DOWNLOAD

**0** If amount is deducted from bank account and not reflected in electronic cash ledger, please raise grievance under Grievance type Grievance Against Payment.

2018-19 Goods and Services Tax Network

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Site Last Updated on 01-10-2018

Designed & Developed by GSTN

Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

👃 GST-CHALLAN (4).pdf 🔷 🔨



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#### GST-CHALLAN (4).pdf

	00000000	160	15:06	011.22/10/201	e Elçiye	anter 05/11/201	0			
Details of Taxpayer										
STIN: 07AC)	IPK3463AWDX		al ld: xxxxxxxxxa	XXXXXXX	Mobile N	io.: 5XXXXXX26	11			
iame(Legal): Karshala	Mukesh Dhanji	shai Add 110	ress : XXXXXXXX 012	XXXX Delhi,						
		Deta	ils of Deposit	(All Amount i	n Rs.)					
Government	Major Head			Minor	Head					
		Tax	Interest	Penalty	Fee	Others	Total			
	CGST(0005)	5								
Government Of India	IGST(0008)	10				1				
of India	CESS(0009)									
	Sub-Total	15	0	0	0	0				
Delhi	SGST(0006)	5								
Total Amoun	t									
Total Amoun	t (in words)					Rupea	s Twenty Or			
			Mode of	Payment						
EPayment Over the Counter(OTC) V NEFT / RTGS										
NEFT/RTGS										
Remitting B				RESERVE BANK OF INDIA, PAD OST						
Beneficiary		10000		GST 1810070000098						
	Account Numb	a (CPIN)		Reserve Bank of India						
	neficiary bank		-	RESOCSTPMT						
Code (IFSC)	Bank's Indian F	nancial Syster	1	PEROVGS (PM )						
Amount				20						
Note: Charge	is to be separat	elv paid by the	person makin	o payment.						
	a to be asparat	ing paid by the								
			Particulars	of depositor						
Name										
Designation	/Status(Manag	er,partner etc)								
Designation Signature	/Status(Manag	er,partner etc)								
Designation	/Status(Manag	er,partner etc)								
Designation Signature	/Status(Manag	er,partner etc)	Paid Challan	n Information						
Designation Signature	/Status(Manag	er,partner etc)	Paid Challas	n Information						
Designation Signature Date		er,partner etc)	Paid Challar	ninformation						
Designation Signature Date GSTIN	ame	er,partner etc)	Paid Challar	n Information						
Designation Signature Date GSTIN Taxpayer N	ame	er,partner etc)	Paid Challan	nInformation						
Designation Signature Date GSTIN Taxpayer N Name of the Amount	ame		Paid Challar	ninformation						

Payment Date						
Bank Ack No. (For Cheque / DD deposited at Bank's counter)						
600	DS AND SERVICES TAX					
Mandate Form for making	g GST Payment through NEFT/ RTGS Mode (See Rule)					
(Val	d Till Date : 06/11/2018)					
Thereby authorize RESERVE BANK OF INDIA, PAD to remit an Amount of Rs 20 (Rupees in words )Rupees Only through [] NETT [] RTOS as par details given below : [] Cheque [] Dabit my/our Account						
DETAILS	OF APPLICANT(REMITTER)					
Name of the Remitter	Mukesh Dhanjibhai Karshala					
Account Number						
Cheque Number						
Cheque Date						
Address	X00000000 Delhi,110012					
Contact No.	500002611					
	AILS OF BENEFICIARY					
Beneficiary Name	GST					
Beneficiary Account No.(CPIN)	1810070000098					
Beneficiary Bank Name	Reserve Bank of India					
Beneficiary IFSC Code(11-digit)	RBISDOSTPMT					
Amount	20					
	(					
Date:	Signat					
	FOR BANK's USAGE					
Date and time of receipt of NEFT/RTGS reques						
Transaction Amount						
NEFT/RTGS Charges						
Total Debit to Customer						
NEFT /RTGS initiation date & time						
NEFT/RTGS unique transaction number (UTR M	10.)					
Instruction for Banks/Customer :						
1. No change is allowed in the NEFT/RTGS detail to be rejected in case of any change in the NE	is by the customer or the originating bank. The transaction is liab					

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### FILING OF GSTR-7

#### Returns

#### 5,6. Payment of tax

Descript	ion							
		Integrated Ta	x (₹)	Centr	al Tax (₹)	St	ate/UT Tax (₹)	Total (₹)
Тах			99,700.00		1,00,000.00		1,00,000.00	2,99,700.00
Interest			99,973.00		1,00,000.00		1,00,000.00	2,99,973.0
Fee					85,000.00		85,000.00	1,70,000.00
Description	Tax payable (₹)	Tax Paid in cash (₹)	Interest amount payable (₹)		Interest Paid in cash (Total in ₹)		Late fee amount payable (₹)	Late fee Paid in cash (₹)
Integrated Tax	2,040.00	₹2,040		84.00		₹84		
Central Tax	0.00	₹0	0.00		₹0		5,000.00	₹5,000
State/UT Tax	0.00	₹0	0.00		₹0		5,000.00	₹5,000

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorised Signatory\*

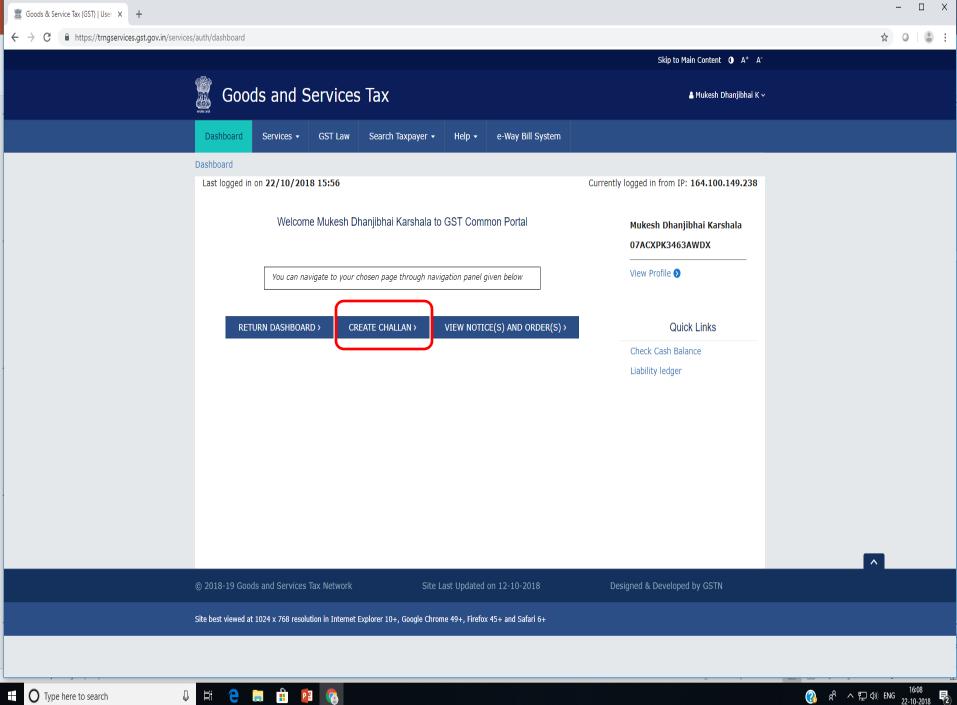
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BACK TO GSTR 7 TILES

CREATE CHALLAN

PREVIEW DRAFT GSTR7

7 FILE GSTR7





- ✓ DDO will prepare another bill on "FinAssam" to debit the suspense account and credit the GSTN account.
- ✓ Send the same for payment to the Treasury along with the CPIN details.
- ✓ Treasury will pass the bill and debit the Suspense Account
- ✓ On successful payment, a Challan Identification Number (CIN) will be generated by the RBI and will be shared electronically with the GST Portal.
- ✓ The amount will get credited in the Electronic Cash Ledger of the concerned DDO in GST Portal.
- ✓ This can be viewed and the details of CIN can be noted by the DDO anytime on GST portal using his Login Credentials.
- ✓ DDO shall file his returns.

## Deduction & Deposit process for Works, Forest divisions & P.L. Administrations

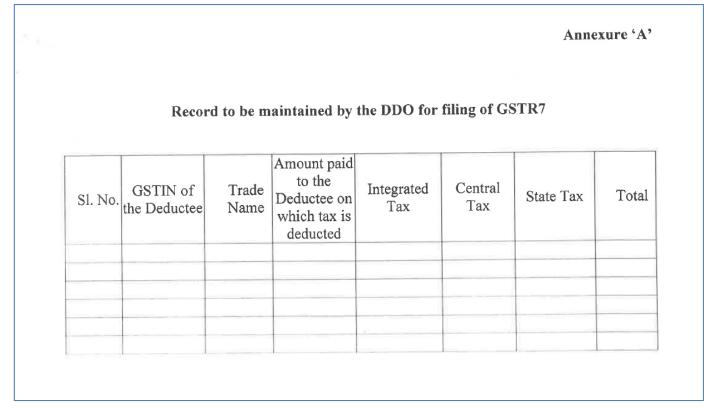
- ✓ Individual Bill-wise Deduction and its Deposit of TDS will be made by the DDOs drawing their claim from Treasuries.
- ✓ DDOs will generate a single month wise CPIN (Challan) from GST portal in respect of TDS deduction from the Bills.
- $\checkmark$  The following steps need to be taken :

- The DDO shall prepare the Cheque based on the Expenditure Sanction.
- The Expenditure Sanction shall contain following break up :
  - ✓ Total amount
  - ✓ Net amount payable to the Contactor / Supplier / Vendor
  - ✓ 2% TDS amount of GST (1% SGST + 1% Central GST or 2% IGST)
- Deduction of TDS should not be in fraction of rupees and the calculated value should be next higher rupee

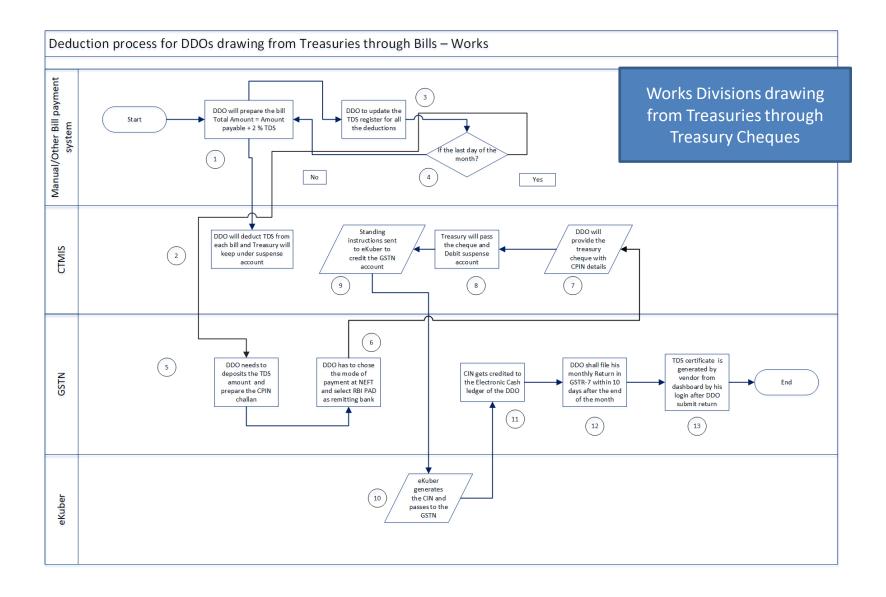
- ✓ The DDO will deduct the TDS from each bill
- ✓ The Treasury will keep this under a **Suspense account**.
- $\checkmark$  A single CPIN shall be generated by the DDO for the month.
- ✓ This accumulated amount in the Suspense account shall be credited to Government account (GST Heads) on a monthly basis by the Treasury Officer as per the CPIN
- ✓ The TDS amount shall be mentioned in the Bill for booking in the Suspense Heads as below:
- A. 8658 (Suspense Accounts) -101 (Pay & Accounts office) 2447 (GST-TDS -CGST)
- B. 8658 (Suspense Accounts) 101 (Pay & Accounts office) 2448 (GST-TDS IGST)
- C. 8658 (Suspense Accounts) 101 (Pay & Accounts office) 2449 (GST -TDS SGST)

- ✓ The DDO should maintain a Register in Annexure 'A' to keep record of all TDS deductions made by him during the month.
- ✓ This Record will be helpful at the time of filing Monthly Return (FORM GSTR-7) by the DDO.
- ✓ At the end of the month, the DDO shall login into the GST portal and prepare a CPIN for the amount already booked under the Suspense account.
- ✓ In the challan he shall fill SGST/CGST/IGST under each of the Major Head.
- ✓ While generating the challan, the DDO will have to select mode of payment as NEFT and select "Reserve Bank of India PAD" as the remitting Bank.

# The DDO shall maintain a Register in Annexure 'A' to keep record of all TDS deductions made during the month.



(This Record will be helpful at the time of filing Monthly Return (FORM GSTR-7) by the DDO.)



### **Creation of CPIN**

	Tax (₹)	Interest (₹)	Penalty (₹)	Fees (₹)	Other (₹)	Total (₹)
CGST(0005)			-			
IGST(0008)						
CESS(0009)						
Assam SGST(0006)						
Total Challan Am	ount:	₹				
Total Challan Am	ount <mark>(In Words)</mark> :					
Payment Modes•	\[	Pemitting Bank• RESERVE BANK OF IND	IA, PAD	×		
Jover the Coun						
♥ NEFT/RTGS						

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- ✓ DDO will prepare another Bill to debit the suspense account and credit the GSTN account and
- ✓ Send the same for payment to the Treasury along with the CPIN details.
- ✓ Treasury will pass the bill and debit the suspense account
- ✓ On successful payment, a Challan Identification Number (CIN) will be generated by the RBI and will be shared electronically with the GST Portal.
- ✓ The amount will get credited in the Electronic Cash Ledger of the concerned DDO in GST Portal.
- ✓ This can be viewed and the details of CIN can be noted by the DDO anytime on GST portal using his Login credentials.
- ✓ DDO shall file his returns

Deduction & Deposit process for Societies, Corporations etc. (Non-Treasury Transactions)

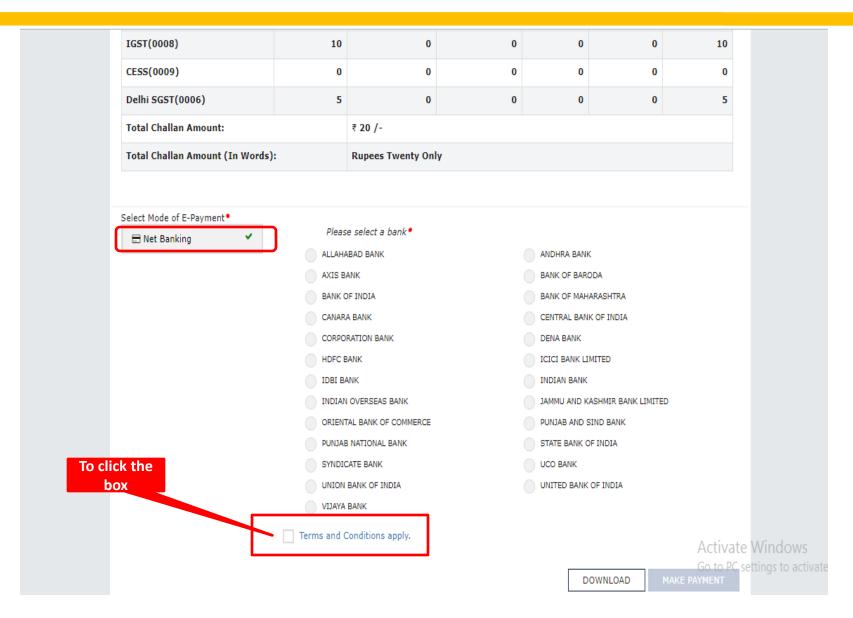
- ✓ Individual Bill-wise Deduction and its Deposit of TDS will be made directly by the MD/PD of the Society, Corporation etc. against various bills.
- ✓ The concerned DDO will generate CPIN (Challan) from GST portal for payment of TDS.
- ✓ In this regard, the following process will be adopted:

### **CREATION OF CHALLAN**

						5	Skip to Main Content 🚺 A <sup>+</sup>
Good	s and S	Services	; Tax				着 Mukesh Dhanjibha
ashboard	Services +	GST Law	Search Taxpayer 🝷	Help +	e-Way Bill System		
hboard> Paym	ient > Create	Challan					🛛 Eng
Create Cha	allan		Saved Ch	allan		Challan History	
ax Liability							
	т	āx (₹)	Interest (₹)	Penalty (	₹) Fees ( ₹)	Other (₹)	Total (₹)
CGST(0005)		5					5
IGST(0008)		10					10
CESS(0009)							0
Delhi SGST(0006)		5					5
Total Challan	Amount:		₹ 20 /-				
Total Challan	Amount (In	Words):	Rupees Twenty Onl	у			

	Tax (₹)	Interest (₹)	Penalty (₹)	Fees ( ₹)	Other (₹)	Total (₹)
CGST(0005)	5					5
IGST(0008)	10					10
CESS(0009)						0
Delhi SGST(0006)	5					5
Total Challan Amo	unt:	₹ 20 /-				
Total Challan Amo	unt (In Words):	Rupees Twenty On	nly			
Payment Modes• E-Payment Over The Count	✓ er					

Challan Generation Date       Challan Expiry Date         18100700000100       22/10/2018 22:42:15       06/11/2018         Mode of Payment :-       E-Payment       06/11/2018         etails Of Taxpayer       Eraul Address       Mobile Number         07ACXPK3463AWDX       Email Address       Mobile Number         07ACXPK3463AWDX       Email Address       Mobile Number         07ACXPK3463AWDX       Address       SXXXXXXX         Name       Address       SXXXXXXXXX         Mukesh Dhanjibhai Karshala       Address       SXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Challan successfully generated						×		
1810070000100 22/10/2018 22:42:15 06/11/2018 Mode of Payment :- Harde of Payment :- Ha	GST Challan								
etails Of Taxpayer GSTIN/Other Id Email Address gXXXXXXQ@XXXXX0m 5XXXX201 Name Address Mukesh Dhanjibhai Karshala XXXXXXXX Delhi,110012 etails of Deposit Tax (₹) Interest (₹) Penalty (₹) Fees (₹) Other (₹) Total (₹) GCST(0005) 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	CPIN 18100700000100								
GSTIN/Other Id 07ACXPK3463AWDX     Email Address gXXXXXXX@XXXXX0m     Mobile Number 5XXXX2611       Name     Address XXXXXXXXX Delhi,11012       Mukesh Dhanjibhai Karshala     XXXXXXXX Delhi,11012       etails of Deposit     Tax (₹)     Interest (₹)     Penalty (₹)     Fees (₹)     Other (₹)     Total (₹)       CGST(0005)     Tax (₹)     Interest (₹)     Penalty (₹)     Fees (₹)     Other (₹)     Total (₹)       IGST(0008)     100     0.00     0.00     0.00     0     0       Delhi SGST(0006)     0     0.00     0.00     0     0       Total Callan Amount:     ₹20 /-	Mode of Payment :-	E-F	Payment						
O7ACXPK3463AWDXgXXXXXXgXXXXXXXSXXX2611Name Mukesh Dhanjibhai KarshalaAddress XXXXXXXXX Delhi,110012etails of DepositTax (₹)Interest (₹)Penalty (₹)Fees (₹)Other (₹)Total (₹)CGST(0005)Tax (₹)Interest (₹)Penalty (₹)Fees (₹)Other (₹)Total (₹)CGST(0008)100100100100100100CESS(0009)0000000000Delhi SGST(0006)500000000Total Challan Amount:₹ 20 /- </td <td>Details Of Taxpayer</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Details Of Taxpayer								
Mukesh Dhanjibhai Karshala       XXXXXX Delhi,11012         etails of Deposit       Tax (₹)       Interest (₹)       Penalty (₹)       Fees (₹)       Other (₹)       Total (₹)         CGST(0005)       Total (₹)       Interest (₹)       Penalty (₹)       Fees (₹)       Other (₹)       Total (₹)         IGST(0005)       Total (₹)       Interest (	GSTIN/Other Id 07ACXPK3463AWDX			XXXom					
Tax (₹)     Interest (₹)     Penalty (₹)     Fees (₹)     Other (₹)     Total (₹)       CGST(0005)     15     0     0     0     0     0     5       IGST(0008)     100     0     0     0     0     0     0     0       CESS(0009)     0     0     0     0     0     0     0     0       Delhi SGST(0006)     5     0     0     0     0     5       Total Challan Amount:     20 /-     -     -     -	Name Mukesh Dhanjibhai Karshala								
CGST (0005)         5         0         0         0         0         0         5           IGST (0008)         10         0         0         0         0         10         10           CESS (0009)         00         0         0         0         0         0         10           Delhi SGST (0006)         5         0         0         0         0         5           Total Challan Amount:         ₹ 20 /-         -         -         -         -         -	etails of Deposit								
IGST (0008)         10         0         0         0         0         10           CESS (0009)         0		Tax (₹)	Interest (₹)	Penalty (₹)	Fees (₹)	Other (₹)	Total (₹)		
CESS(0009)         0	CGST(0005)	5	0	0	0	0	5		
Delhi SGST(0006) 5 0 0 0 0 0 5 Total Challan Amount: ₹20 /-	IGST(0008)	10	0	0	0	0	10		
Total Challan Amount: ₹ 20 /-	CESS(0009)	0	0	0	0	0	0		
	Delhi SGST(0006)	5	0	0	0	0	5		
Total Challan Amount (In Words): Rupees Twenty Only	Total Challan Amount:		₹20/-						
	Total Challan Amount (In Words):		Rupees Twenty Only						
	elect Mode of E-Payment •								
elect Mode of E-Payment	E Net Banking								
					D	OWNLOAD			



Select Mode of E-Payment•		
🖃 Net Banking 🗸 🗸	Please select a bank •	
	ALLAHABAD BANK	ANDHRA BANK
	AXIS BANK	BANK OF BARODA
	BANK OF INDIA	BANK OF MAHARASHTRA
	CANARA BANK	CENTRAL BANK OF INDIA
	CORPORATION BANK	DENA BANK
	HDFC BANK	ICICI BANK LIMITED
	IDBI BANK	INDIAN BANK
	INDIAN OVERSEAS BANK	JAMMU AND KASHMIR BANK LIMITED
	ORIENTAL BANK OF COMMERCE	PUNJAB AND SIND BANK
	PUNJAB NATIONAL BANK	STATE BANK OF INDIA
	SYNDICATE BANK	UCO BANK
	UNION BANK OF INDIA	UNITED BANK OF INDIA
	VIJAYA BANK	
	Terms and Conditions apply.	
<b>6</b> If amount is deducted from ha	ink account and not reflected in electronic cash	DOWNLOAD MAKE PAYMENT

#### **E-PAYMENT**

केनरा बैंक ৵ Canara Bank	GN
gdNbnX	
Enter the Text Appering in the images above.	

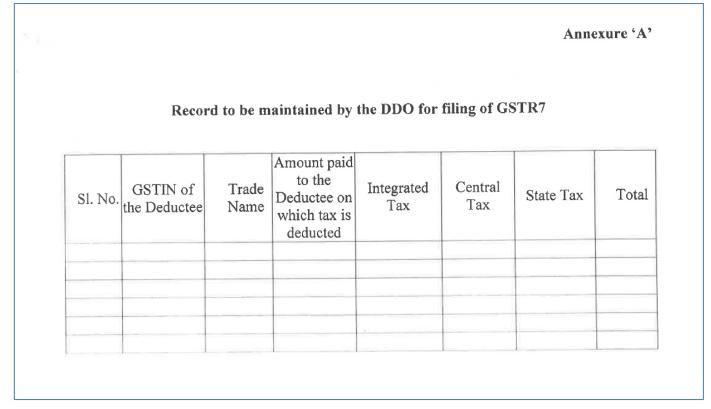
Activate Windows Go to PC settings to activate Windows.

Designed, Developed & Maintained By- Canara Bank (V.2.0)

### III. PAYMENT BY DDO ( NON - TREASURY)

- The DDO shall prepare the Bill as per Expenditure Sanction.
- The Expenditure Sanction shall contain following break up :
  - ✓ Total amount
  - ✓ Net amount payable to the Contactor / Supplier / Vendor
  - ✓ 2% TDS amount of GST (1% SGST + 1% Central GST or 2% IGST)
- Deduction of TDS should not be in fraction of rupees and the calculated value should be next higher rupee.

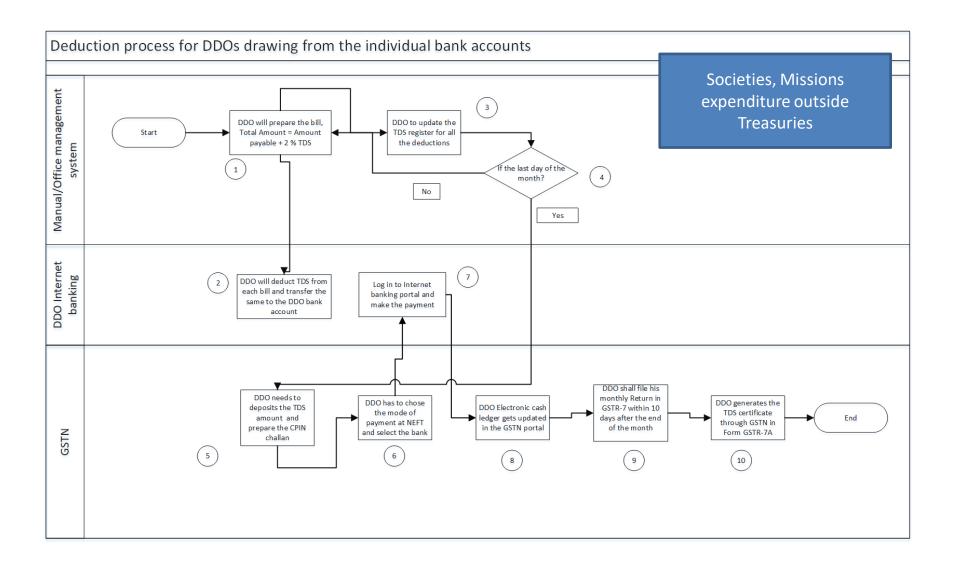
# The DDO shall maintain a Register in Annexure 'A' to keep record of all TDS deductions made during the month.



(This Record will be helpful at the time of filing Monthly Return (FORM GSTR-7) by the DDO.)

### III. PAYMENT BY DDO ( NON - TREASURY)

- ✓ The DDO will deduct the TDS from each bill
- ✓ Make e-Payment of the TDS amount by preparing a CPIN in GST portal either against each bill or a single CPIN against the entire amount for the month.
- $\checkmark$  The DDO shall select the Bank where the account is maintained.
- ✓ In the challan he shall fill relevant SGST/CGST/IGST Head
- ✓ The DDO will make e-payment debiting the account
- ✓ On successful payment, a CIN will be generated and will be shared electronically with the GST Portal.
- ✓ The amount will get credited in the Electronic Cash Ledger of the concerned DDO in the GST Portal.
- ✓ This can be viewed and the details of CIN can be noted by the DDO anytime on GST portal using his Login credentials.



### SUBMISSION OF RETURNS

## Monthly Return to be filed by DDOs/Tax Deductors:

The deposit of the TDS amount would be updated in the Electronic Cash Ledger of the Tax Deductor as credit entry.

This will allow the DDO to set off the liability and to file TDS return.

The Tax Deductor are required to file monthly tax return for TDS online in GST Common Portal.

The TDS returns are to be filed by 10th of the succeeding month in which the deduction is made.

The tax returns can be filed online by logging into the GST Portal or by using the offline tool available in the GST portal.

The step-by-step user manual for filing returns (both online and offline) are available in the portal of the Commissionerate of State tax, Assam (<u>www.tax.assam.gov.in</u>)

### **ISSUE OF TDS CERTIFICATE**

The TDS amount shall be paid to the Government by the deductor within 10<sup>th</sup> day of next month.
(If deducted on 12/10/2018, TDS to be paid before: 10/11/2018)

✤The Deductor shall furnish to the Deductee a certificate in Form – 7A with the contract value, rate of deduction, amount deducted, amount paid to the Government.

✤ If any Deductor fails to furnish the certificate to the supplier, within five days from date of deposit( say within 15<sup>th</sup> Nov in this case), the Deductor shall pay a late fee @ Rs 100 per day from the sixth day (say from 16<sup>th</sup> Nov in this case) until the failure is rectified, subject to maximum Rs. 5,000.00.

### INTEREST, FEES AND PENALTY PROVISIONS

U/s 122(1), if a Tax Deductor fails to deduct the tax or deducts less than the amount required to be deducted.

#### or

**♦ U/s 122(2)**, where Tax Deductor fails to pay to the Govt, the amount deducted as tax;

- In such cases, Tax Deductor shall be liable to pay a penalty of ten thousand rupees or an amount equivalent to the tax evaded or the tax not deducted under section 51 whichever is higher.

✤Interest @18% shall be charged, if any DDO fails to deposit the deducted tax amount to the Government within the 10<sup>th</sup> day of next month. Interest shall be calculated for the defaulting period.



### TRANSITIONAL PROVISION ON TDS

If a supplier made a supply of goods and prior the relevant invoice issued to enactment of GST (01/07/2017) then TDS will have to be deducted under the AVAT ACT, 2003 at the applicable rate of tax i.e, no TDS under GST to be deducted u/s 51 of GST Act even if payment to the said supplier is made on or after the GST comes into force.

### Illustration in the next slide



## TRANSITIONAL PROVISION ON TDS UNDER VAT

### **Illustration**:

Date of Supply : 12/04/2017 (During VAT before GST) Date of Invoice : 15/05/2017 (During VAT before GST) Date of payment : 15/10/2018 (During GST after VAT )

In the above case, the DDO shall deduct VAT under AVAT Act,2003, even if the payment is made in GST regime. Tax to be deposited under VAT Head of Account.



No TDS under GST where the invoice is issued before 1<sup>st</sup> October,2018

### **Illustration**:

Date of Supply : 12/09/2018 (During GST but before 1<sup>st</sup> October,2018) Date of Invoice : 15/09/2018 (During GST but before 1<sup>st</sup> October,2018) Date of payment : 15/10/2018 (During GST but after 1<sup>st</sup> October,2018)

In the above case, the DDO shall not deduct TDS under GST, even if the payment is made after 1<sup>st</sup> October,2018. No TDS in such cases



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TDS to be made when there is advance payment on or after 1st October 2018.

### NO TDS IS APPLICABLE

If the supply is exempted or Non-GST supply.

Where the location of supplier & the place of supply is in the same State but different from the deductor.

On goods /services as specified in Schedule III.

Where payment relates to an invoice issued before 1<sup>st</sup> Oct,2018.



## **NO TDS IS APPLICABLE**

Amount paid in advance before 1st October,2018.

Amount paid in advance before 1st Oct.
2018 and tax invoice issued after 1st Oct.
2018.

-No TDS on the advance amount.

-However, tax to be deducted on rest of the amount.

If the tax is required to be paid under RCM basis.

Supplier is an unregistered person.



## NO TDS CAN BE MADE IF THE SUPPLIER IS AN UNREGISTERED PERSON.

Therefore to safeguard the state revenue, Govt. Order No: FTX-56/2017/Pt-III/102 Dated 14/06/2017 to be strictly followed on procurement of supply.

Supply must be received only from registered taxpayers



### GOVERNMENT OF ASSAM FINANCE (TAXATION) DEPARTMENT

ORDER

No.FTX.56/2017/Pt-III/102

Dated Dispur, the 14th June, 2018

Goods and Services Tax (GST) has been introduced in Assam with rest of the country w.e.f. 1<sup>st</sup> July, 2017 which amalgamates various Central and State indirect taxes. GST is applicable on all commodities and services<sup>a</sup> except Alcoholic liquor for human consumption and five petroleum products such as Petroleum crude, Natural gas, High Speed Diesel, Motor Spirit (Petrol) and Aviation Turbine Fuel which are still being taxed under the existing VAT and CST Acts. A supplier of taxable goods and services in Assam is made liable to pay GST under section 9 of the Assam GST Act, 2017 and he is required to obtain registration under section 22 of the said Act.

Hence, all Administrative Departments of Government of Assam and their subordinate Directorates/Offices/Agencies etc. (including institutions receiving Grants-in- aids from Government of Assam), all PSUs are requested to ensure that procurement of goods and services are made fro: suppliers registered under the GST Act holding an active GST Identification Number (GSTIN) in order to protect the revenue due to the Government. Moreover, any tender document relating to supply of goods and/or services including works contract (deemed supply of services) shall invariably require a supplier to quote his GST Registration Number i.e. GSTIN and furnish a copy of such Registration Certificate. The GST Registration Number (GSTIN) can be verified in "Search Taxpayer" field of the GST Portal (www.gsLgov.in).

It is mentioned that similar requirement even existed under the erstwhile Assam VAT Act.

Sd/- V. B. PYARELAL Additional Chief Secretary to the Government of Assam, Finance Department

Memo No.FTX.56/2017/Pt-III/102-A Copy to:-

Dated Dispur, the 14th June, 2018

- 1. All Administrative Departments.
- 2. All Heads of the Departments.

3. AlkPublic Sector Undertakings.

4. The Commissioner of Taxes, Assam, Kar-Bhawan, Dispur, Guwahati-6.

 The Joint Secretary to the Govt. of Assam, "e-Governance Unit", Finance Department for information.

Govt Order No: FTX-56/2017/Pt-III/102 dated 14/06/2017 on procurement of supply only from registered taxpayers In case of TDS the guidelines Govt Order No: ECF.85105/2018/22 dated 10/10/2018 on Guidelines for deduction and deposit of TDS by DDOs to be strictly followed

#### GOVERNMENT OF ASSAM FINANCE DEPARTMENT

#### No.ECF.85105/2018/22

Dated Dispur, the 10th October, 2018.

To,

All Administrative Departments,

All Heads of Department

All Treasury Officers

Sub: Guidelines for Deduction and Deposit of TDS by the DDO under GST.

Section 51 of the Assam GST Act, 2017 provides for deduction of tax by the Government Department/ Agencies (as described u/s 51) as a Tax Deductor, from the payment made or credited to the supplier (Deductee) of taxable goods or services or both, where the total value of such supply, under a contract, exceeds two lakh and fifty thousand rupees. The amount deducted as tax under this section shall be paid to the Government exchequer by such Deductor within ten days after the end of the month in which such deduction is made along with a return in FORM GSTR-7 giving description of deductions and deductees. Further, the deductor has to issue a certificate to the deductee in GSTR-7A which is downloadable by the deductee from his dashboard.

 Government of Assam has notified that the provisions under section 51 for deduction of tax to come into force w.e.f. 1<sup>st</sup> October, 2018.

#### Steps to be Undertaken

- 3. In order to comply with the provisions of the Assam GST Act for TDS, the following steps are required to be taken:
  - A. Registration of DDOs as Tax Deductors in the GST common portal (www.gst.gov.in)
  - B. Deduction of tax amount from the bills to be paid to the suppliers / deductees
  - C. Depositing the TDS amount by the DDOs in to appropriate government account(s)
  - D. Filing Tax Returns for TDS within the prescribed time limit

#### Who are the tax Deductors:

- As per Section 51 of the Act, the following entries are required to do TDS and thus are required to get them registered as Tax Deductors under Section 24 (VI) of the Assam GST Act: -
- A. A department or establishment of the Central Government or State Government or
- B. Local Authority or

Govt Order No: ECF.85105/2 018/22 dated 10/10/2018 on Guidelines for deduction and deposit of TDS by **DDOs** 

- C. Government Agencies or
- D. Persons or category of persons notified by the Government:
- a) An authority or a board or any other body,
  - i. Set up by an Act of Parliament or a State Legislature; or
  - Established by any Government, with fifty-one percent or more participation by way of equity or control to carry out any function;
- b) Society established by the Central Government or the State Government or a Local Authority under the Societies Registration Act, 1860 (21 of 1860);
- c) Public Sector Undertakings

#### **Documents for TDS Registration:**

5. For Registrations as Tax Deductors, the following information are required:

#### For the Establishment (Office):

- (i) TAN / PAN of the establishment
- (ii) Office Phone Number (Landline and Mobile)
- (iii) Valid Office E-mail ID of the office
- (iv) Proof of Address of the place of the office (Any proof issued by Government authority / by Local Authority / Electricity Bill / Legal Ownership Document / Rent or Lease Agreement etc.) – to be uploaded

#### For DDO:

- (i) PAN of the DDO
- (ii) Photograph of the DDO to be uploaded as per file size
- (iii) Valid email ID
- (iv) Mobile Phone Number of the DDO
- (v) Digital Signature Certificate (DSC) of the DDO (mandatory for Company)
- (vi) Aadhar Card (Not Mandatory)

#### For Authorized Signatory (Only required for office having authorized Signatory):

- (i) PAN of the Authorized Signatory
- (ii) Photograph of the Authorized Signatory to be uploaded
- (iii) Valid email ID
- (iv) Mobile Phone Number of the Authorized Signatory
- Digital Signature Certificate (DSC) of the Authorized Signatory (mandatory in case of Company)
- (vi) Aadhar Card (Not Mandatory)
- 6. The DDO or the Authorized Signatory is required to make an application online in GST REG 7 in the GST Common Portal on behalf of the Tax Deductor. The step by step user manual

for applying for registration as Tax Deductor is available in the portal of the Commissionerate of State Tax, Assam. (www.tax.assaam.gov.in)

- After the application is successfully submitted by the applicant, the same would be approved of by the respective jurisdictional officer. Once the application is approved, the DDO (or Authorised Signatory) will receive the GST Number in the given email ID along with the initial password.
- 8. The Tax Deductor is required to deduct TDS amount from the payment to be made to the Supplier / Deductee at the rate of 2% (i.e. 1% Assam GST + 1% Central GST in case of Intra-State Supply and 2% IGST in case of Inter-State Supply). Once such deduction is made by the Tax Deductor, the TDS amount is required to be deposited by the Tax Deductor in the Government account (SGST / CGST / IGST, as the case may be) within 10 days from the end of the month in which the deduction is made.

#### 9. Kinds of Office Establishments:

There are various kinds of office establishments relating to the frequency of deduction of tax and the modalities for disbursement of payments to deductees / suppliers.

- a) Government entities drawing and disbursing by raising bills through the Treasury using Fin Assam, where the number of TDS deduction cases are not very high (e.g. Departments / Heads of Departments / Subordinate offices etc.)
- b) Government entities drawing and disbursement by issuing Government Cheques, where the number of deduction cases are considerably high (e.g. Works Divisions, Forest Divisions etc.)
- c) Government entities where drawal and disbursement is not made through IFMS and payment is made through Banks (e.g. NRHM, SSA etc.)

In view of the above differences in nature of drawal and disbursement, the process for deduction of TDS and remittance has been distinctively prescribed for them as under:

### 10. Procedure for Deduction & Deposit of TDS:

#### a) Deduction & Deposit process for DDOs drawing from Treasuries through Bills

Individual Bill-wise Deduction and its Deposit of TDS will be made by the DDOs drawing their claim from Treasuries. DDOs will have to generate a single month wise CPIN (Challan) from GST portal in respect of TDS deduction from the Bill. In this regard, the following process will be adopted:

 The DDO shall prepare the Bill on FinAssam based on the Expenditure Sanction. The Expenditure Sanction shall contain

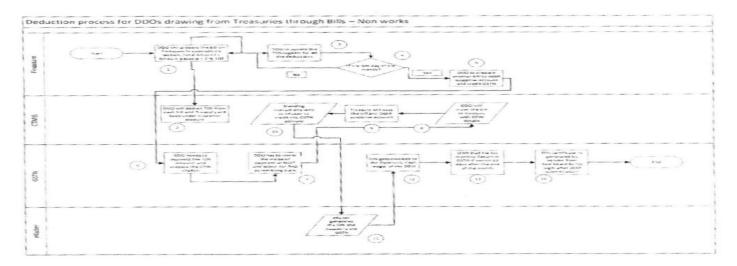
 (a) Total amount.

 (b)Net amount payable to the Contactor / Supplier / Vendor and

- (c)2% TDS amount of GST (1% Assam GST + 1% Central GST or 2% IGST) will be specified
- (d)Deduction of TDS should not be in fraction of rupees and the calculated value should be next higher rupee
- ii. The DDO will deduct the TDS from each bill and the Treasury will keep this under a Suspense account. This accumulated amount in the Suspense account shall be credited to Government account (GST Heads) on a monthly basis by the Treasury Officer against a CPIN generated by the DDO.
- iii. The TDS amount shall be mentioned in the Bill for booking in the Suspense Heads as below:
  - 8658 (Suspense Accounts) 101 (Pay & Accounts Office) 2447 (GST TDS – CGST)
  - 8658 (Suspense Accounts) 101 (Pay & Accounts Office) 2448 (GST TDS – IGST)
  - 8658 (Suspense Accounts) 101 (Pay & Accounts Office) 2449 (GST TDS – SGST)
- iv. The DDO should maintain a Register as per proforma given in Annexure 'A' to keep record of all TDS deductions made by him during the month. This Record will be helpful at the time of filing Monthly Return (FORM GSTR-7) by the DDO.
- v. At the end of the month, when the DDO needs to deposit the TDS amount, the DDO shall login into the GST portal and prepare the Common Portal Identification Number (CPIN) challan for the amount (already booked under the Suspense account).
- vi. In the challan he/she shall fill in the desired amount of payment against one / many major head(s) (SGST/CGST/IGST) and the relevant component (e.g. Tax / Interest / Penalties / Fees, as the case may be) under each of the Major Head.
- vii. While generating the challan, the DDO will have to select mode of payment as NEFT and select "Reserve Bank of India PAD" as the remitting Bank.
- viii. Subsequently, DDO will prepare another bill on "FinAssam" to debit the suspense account and credit the GSTN account and move the same for payment to the Treasury along with the CPIN details.
- ix. Treasury will pass the bill and debit the suspense account and upon successful payment, a Challan Identification Number (CIN) will be generated by the RBI and will be shared electronically with the GST Portal. This will get credited in the Electronic Cash Ledger of the concerned DDO / Tax Deductor in the GST Portal.

This can be viewed and the details of CIN can be noted by the DDO anytime on GST portal using his Login credentials.

x. Subsequently, the DDO shall generate TDS certificate through the GST portal in FORM GSTR-7A after filing of monthly return.



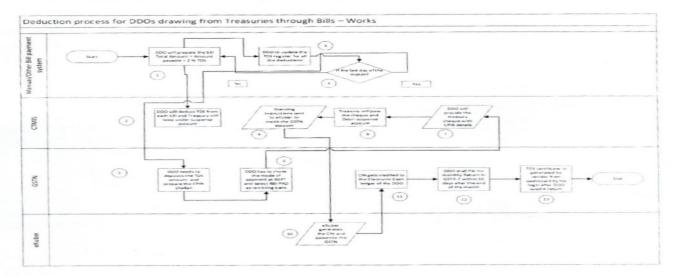
#### b) Deduction & Deposit process for Works, Forest divisions & P.L. Administrations

Individual Bill-wise Deduction and its Deposit of TDS will be made by the DDOs drawing their claim from Treasuries. DDOs will have to generate CPIN (Challan) from GST portal in respect of TDS deduction from the Bill. In this regard, the following process will be adopted:

- i. The DDO shall prepare the Cheques based on the Expenditure Sanction. The Expenditure Sanction shall contain
  - a) Total amount.
  - b) Net amount payable to the Contactor / Supplier / Vendor and
  - c) 2% TDS amount of GST (1% Assam GST + 1% Central GST or 2% IGST) will be specified.

- d) Deduction of TDS should not be in fraction of rupees and the calculated value should be next higher rupee.
- ii. The DDO will deduct the TDS from each bill and the Treasury will keep this under a Suspense account. This accumulated amount in the Suspense account shall be credited to Government account (GST Heads) on a monthly basis by the Treasury Officer against a CPIN generated by the DDO.
- iii. The TDS amount shall be mentioned in the Bill for booking in the Suspense Heads as below:
  - 8658 (Suspense Accounts) 101 (Pay & Accounts Office) 2447 (GST TDS – CGST)
  - 8658 (Suspense Accounts) 101 (Pay & Accounts Office) 2448 (GST TDS – IGST)
  - 8658 (Suspense Accounts) 101 (Pay & Accounts Office) 2449 (GST TDS – SGST)
- iv. The DDO should maintain a Register as per proforma given in Annexure 'A' to keep record of all TDS deductions made by him during the month. This Record will be helpful at the time of filing Monthly Return (FORM GSTR-7) by the DDO.
- v. At the end of the month, when the DDO needs to deposit the TDS amount, the DDO shall login into the GST portal and prepare the Common Portal Identification Number (CPIN) challan for the amount (already booked under the Suspense account).
- vi. In the challan he/she shall fill in the desired amount of payment against one / many major head(s) (SGST/CGST/IGST) and the relevant component (e.g. Tax / Interest / Penalties / Fees, as the case may be) under each of the Major Head.
- vii. While generating the challan, the DDO will have to select mode of payment as NEFT and select "Reserve Bank of India PAD" as the remitting Bank.
- viii. Subsequently, DDO will prepare another bill to debit the suspense account and credit the GSTN account and move the same for payment to the Treasury along with the CPIN details.
- ix. Treasury will pass the bill and debit the suspense account and upon successful payment, a Challan Identification Number (CIN) will be generated by the RBI and will be shared electronically with the GST Portal. This will get credited in the Electronic Cash Ledger of the concerned DDO / Tax Deductor in the GST Portal. This can be viewed and the details of CIN can be noted by the DDO anytime on GST portal using his Login credentials.

 Subsequently, the DDO shall generate TDS certificate through the GST portal in FORM GSTR-7A after filing of monthly return.

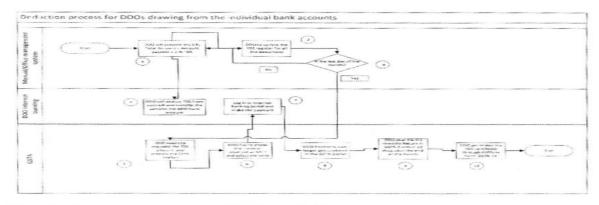


### c) Deduction & Deposit process for Societies, Corporations etc. (Non-Treasury Transactions)

Individual Bill-wise Deduction and its Deposit of TDS will be made directly by the MD/PD etc. of the Society, Corporation etc. against the various bills. The concerned DDO will have to generate CPIN (Challan) from GST portal in respect of TDS deduction from the Bill. In this regard, the following process will be adopted:

- i. The DDO shall prepare the bills based on the Expenditure Sanction. The Expenditure Sanction shall contain
  - a) Total amount.
  - b) Net amount payable to the Contactor / Supplier / Vendor and
  - c) 2% TDS amount of GST (1% Assam GST + 1% Central GST or 2% IGST) will be specified

- d) Deduction of TDS should not be in fraction of rupees and the calculated value should be next higher rupee
- ii. The DDO will deduct the TDS from each bill and make e-Payment of the TDS amount to the GSTN by logging into the GST portal and preparing the Common Portal Identification Number (CPIN) challan for the TDS amount either against each bill or a single CPIN against the entire amount for the month.
- iii. In the challan he/she shall fill in the desired amount of payment against one / many major head(s) (SGST/CGST/IGST) and the relevant component (e.g. Tax / Interest / Penalties / Fees, as the case may be) under each of the Major Hea
- iv. Subsequently, the DDO will make the payment against the GST deducted and upon successful payment, a Challan Identification Number (CIN) will be generated and will be shared electronically with the GST Portal. This will get credited in the Electronic Cash Ledger of the concerned DDO / Tax Deductor in the GST Portal. This can be viewed and the details of CIN can be noted by the DDO anytime on GST portal using his Login credentials.
- Subsequently, the DDO shall generate TDS certificate through the GST portal in FORM GSTR-7A after filing of monthly return.



#### Monthly Return to be filed by DDOs/Tax Deductors:

 Once Tax Deductor makes the deposit of TDS amount to respective government account successfully, same would be updated in the Electronic Cash Ledger of Tax Deductor as credit entry(s). This will be required to set off the liability created by filing TDS return by Tax Deductor. It is suggested that in order to be able to file the tax return in time, the deposit should be made before filing the tax return.

- 12. Tax Deductors are required to file monthly tax return for TDS online in GST Common Portal. the TDS returns are to be filed by 10<sup>th</sup> of succeeding month in which deduction is made. Tax returns can be filed online by logging into the GST Portal or by using the offline tool available in the GST portal. The step-by-step user manual for filing returns (both online and offline) are available in the portal of the Commissionerate of Tax, Assam (www.tax.assam.gov.in)
- 13. <u>Training & Support</u>: Departments should instruct all its DDOs to follow the above procedure for registration, deduction, deposit and return filing of TDS. To familiarize & help the State Government organizations in registration as Tax Deductor in GST portal, deduction, deposit of TDS and filing of returns, Commissionerate of Taxes, Assam through the Jurisdictional offices will provide necessary training & support in coordination with local Treasury Officers.
- Difficulty, if any, in implementation of this circular may please be brought to the notice of Finance Department.

Kaji Bra Iderlier

Additional Chief Secretary to the Government of Assam Finance Department

### Annexure A

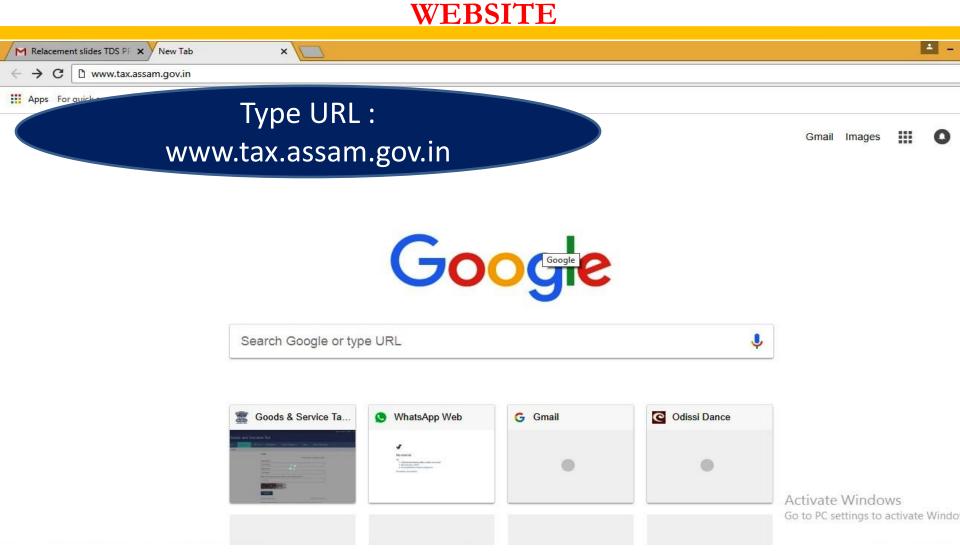
1 2 3 4 5 6 7 8	Sl. No.	GSTIN of the Deductee	Trade Name	Amount paid to the Deductee on which tax is deducted	Integrated Tax	Central Tax	State Tax	Total
	1	2	3	4	5	6	7	8

### Record to be maintained by the DDO for filing of GSTR-7

29 October 2018

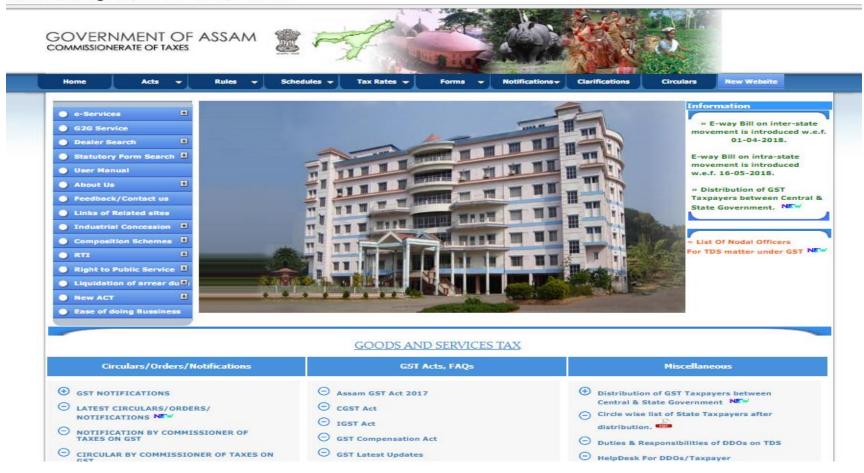
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# THIS PPT WITH GUIDELINE IS MADE AVAILABLE AT COMMISSIONERATE OF TAXES, ASSAM OFFICIAL



# On typing URL : www.tax.assam.gov.in this page will appear on screen

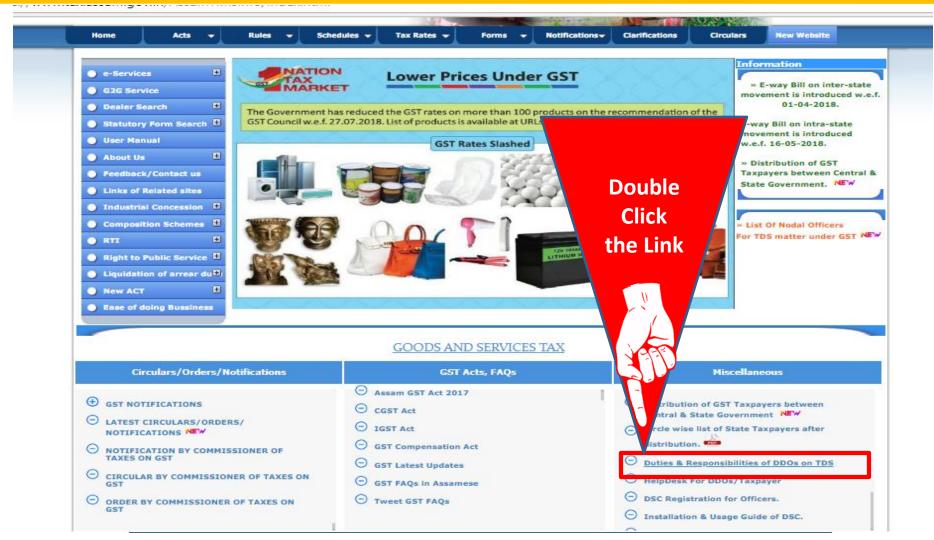
www.tax.assam.gov.in/AssamTimsInfo/index.html



29 October 2018

COMMISSIONERATE OF TAXES, ASSAM

### ON THE HOME PAGE THERE IS A HYPER LINK WITH TITLE – Duties and Responsibilities of DDO on TDS



COMMISSIONERATE OF TAXES, ASSAM

# Can be downloaded for ready reference





### **GST GUIDELINES**

	Subject/Download PDF
	ASSAM GST GUIDELINES
4	DUTIES & RESPONSIBILITIES OF TAX DEDUCTOR UNDER GST ACT, 2017.
4	PAYMENT MODULES FOR TAX DEDUCTORS UNDER GST Act, 2017
4	GUIDELINES FOR DEDUCTION AND DEPOSIT OF TDS BY THE DDO UNDER GST ISSUED BY FINANCE DEPARTMENT, GOVERNMENT OF ASSAM.

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Last updated on 26th October 2018

