



RAJASTHAN FINANCIAL CORPORATION

राजस्थान वित्त निगम

Udhyog Bhawan, Tilak Marg, C-Scheme, Jaipur 302005

Tel: 2385522

RFC/F.11(262)/18-19/128

Dated : 18.12.2018

CIRCULAR

Reg : Information of GST

Attention is invited to the guidelines issued regarding accounting entries and about sending returns/information to HO for filing return of GST. It has been observed that inaccurate information is being sent to HO by some branch offices. Many branch offices are not sending information in time. Hard copy of information is also not being sent by some branch offices. It has also been observed that GSTIN of Corporation is being mentioned with details of outward/inward supplies instead of customer/supplier GSTIN number. For better understanding and to prepare correct information / returns of GST by the branch offices following guidelines are prescribed:-

1. In case of outward supplies :

- a. **Bill No. should be assigned as <RFC/Branch Name/Br. Code/ No.01, 02, 03, 04>** Where Branch Name in case of Jaipur Central is JPRC, in case of Abu Road, ABR etc and No. is serial no.
- b. In case supplies have been made to customer having GSTIN no. from out of State of Rajasthan, GST received should be credited to IGST received and it should also be shown in GSTR-1 (Annex.-C) under the head IGST.
- c. For the purpose of compilation of information received from field offices, it is advised to prepare statement in such a way that customer having GSTIN number are mentioned in continuation.
- d. It should be ensured that total of month of **G L code No. 3546, 3547 and 3548 are tallied with the total of GSTR-1 (Annex. - C).**
- e. **It should be ensured that correct GST No of customer is mentioned in GSTR-1 to avoid delay in submission of return.**



RAJASTHAN FINANCIAL CORPORATION

राजस्थान वित्त निगम

Udhyog Bhawan, Tilak Marg, C-Scheme, Jaipur 302005
Tel: 2385522

2. In case of inward supplies :

- a. It has been observed that some branch offices do not follow the guidelines issued regarding accounting and sending monthly return regarding inward supplies from registered dealers and Advocates. No accounting entries are recorded for GST on payment made to advocates.
- b. Instances have come to notice that there are difference in total of month of G L Code 1881 & 1882 when compared to the total of monthly return sent by branch offices.
- c. Some of the branch offices not recording the GST paid under G L Code 1881 & 1882 and entire bill value is debited to respective expenditure head which is not correct.
- d. To avoid the errors while sending the monthly return total amount of GST paid on inward supplies should be compared and matched with the G L Code 1881, 1882 and 1883.

All the Branch Offices are advised to send the monthly information in **hard copy as well as through email which should reach to HO latest by 5th of every month**. Name of branch office should also be mentioned on GSTR-1 and GSTR-2 being sent to HO.

All concerned are advised to make note of above for compliance.

(R B Jain)

Dy. Gen. Manager(F&A)

Copy to :

1. Dy. Gen. Manager(GAD), RFC, HO, Jaipur
2. Manager (Law-I/C), RFC, HO, Jaipur
3. Manager (BP-PR), RFC, HO, Jaipur
4. All field offices