

Incharge UNIS, CSKHPKV, Palampur

CSK HIMACHAL PRADESH KRISHI VISHVAIDYALAYA PALAMPUR
Office of the Comptroller
CPDU

No.QSD/CPDU/1-56(GST)/CSKHPKV-10267-366
Dated: Palampur, the:

28 FEB 2020

From
Comptroller

To

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Heads of the Departments/ Offices/Units in CSKHPKV.
3. All the Associate Directors /Programme Coordinators Scientists-Incharge of RRS/ KVKs, CSKHPKV.
4. The Sr. Medical Officer, University Health Centre, CSKHPKV, Palampur.

Subject: Adoption of single GSTN0.GSTIN02AAAGC1212K1Z7 in CSKHPKV.

Sir/Madam,

In continuation to this office letter No.QSD/CPDU/1-56(GST)/CSKHPKV/-40656-67 dated 21.08.2019, I am to intimate that the Hon'ble Vice-Chancellor, CSKHPKV, Palampur has been pleased to approve the adoption of single GST No. GSTIN02AAAGC1212K1Z7 in the CSKHPKV with the following terms and conditions:-

1. that all the data/information on account of purchases/sale of all goods and services made by all the concerned Units/Offices(including outstations) in CSKHPKV upto 25th of each month may be supplied to their respective Controlling Officers/Statutory Officers concerned by 27th of every month. The Statutory Officer/Controlling Officer concerned will further submit the complete information in respect of departments/units under their control to the Chartered Accountant (who will sit in the CPDU), before 1st of each month invariably failing which the Officer/DDO concerned shall be held personally responsible for late submission of data/information;
2. that complete data/information in respect of purchase/sale of all goods & services made by the concerned Units/Offices may be submitted in the proforma as per Annexure-I enclosed.

contd...Page-2....


: -2- :

3. that in order to ensure timely filing of GST return, it will be the sole responsibility of Statutory Officers/Controlling Officers to submit the details of all purchases/sale made during the month in respect of departments/Units/outstations under their control to the Chartered Accountant before 1st of each month;
4. that the late submission of details of purchases/sale shall invite penalty and the responsibility for the same lies with the concerned Statutory Officer/Controlling Officer/ HOD/ DDO/ PI/Procurement Authority of the office concerned . They will be responsible for the payment of penalty, if any, due to late/non-submission of data by due date.;
5. that the Chartered Accountant concerned will raise the bill duly verified on account of filing of final GST return of the CSKHPKV every month for payment on usual terms and conditions/rates to be paid by the CPDU from Revolving Fund and subsequently charged proportionately to the department/unit concerned.

Therefore, all are requested to adhere to these instructions meticulously for strict compliance.

These orders will be applicable with immediate effect.

Yours faithfully,


Comptroller,
CSKHPKV, Palampur.
Dated:

Encls: As Above.

Endst.No.Even

Copy forwarded to:-

1. The Joint Controller(Audit), RAS, CSKHPKV, Palampur.
2. The Incharge, UNS, CSKHPKV, Palampur. He is requested to kindly upload the same in the University Website.
3. All the Dy. Registrar/Assistant Registrars/Section Officers/Superintendents Headquarter, CSKHPKV, Palampur.


Comptroller,

Annexure-I

Proforma for submission of information/data for filing GST Return every month

S.N.	Name of Unit/Deptt./ office	Name & Address of firm from where the material purchased/ procured	Bill No. & date	Taxable amount of bill	Amount of GST			Total amount of Bill	Remarks
					CGST	SGST	IGST		

Sign. with seal of the HOD/Office/Unit