

**V.O.CHIDAMBARANAR PORT TRUST**  
**FINANCE DEPARTMENT**

No.VOCPT /FIN/TAX/GST/CIR

Date: 01.12.2018

**Circular no.15 /2018-19**

**Sub: Checklist for passing the bills for payment**

<ol style="list-style-type: none"><li>1. Purchase Work Order number and value</li><li>2. Name, GSTIN no of the supplier</li><li>3. Place of supply</li><li>4. Tax Invoice No. &amp; Date</li><li>5. Taxable value ( adjustment of discount if any) of current invoice</li></ol> <p style="text-align: right;">Accounts Officer (Signature with seal)</p>	<ol style="list-style-type: none"><li>1. Applicable rate of GST and amount of taxes<ol style="list-style-type: none"><li>a. CGST and SGST</li><li>OR</li><li>b. IGST</li></ol></li><li>2. SAC/HSN code</li><li>3. ITC eligible - Yes /No</li><li>4. GST TDS applicability</li><li>5. J.V to be passed for ineligible credit - Yes/No</li><li>6. Credit note/Debit Note to be issued – details of JV to be entered here</li></ol> <p style="text-align: right;">GST Consultant (Signature with seal)</p>
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