# V.O.CHIDAMBARANAR PORT TRUST FINANCE DEPARTMENT

No.VOCPT /FIN/TAX/GST/CIR

Date: 01.12.2018

# <u>Circular no.15 /2018-19</u>

Sub: Checklist for passing the bills for payment

1. Purchase Work Order number and value	1. Applicable rate of GST and amount of taxes
	a. CGST and SGST
. Name, GSTIN no of the supplier	OR
	b. IGST
	2. SAC/HSN code
Place of supply	3. ITC eligible - Yes /No
4. Tax Invoice No. & Date	4. GST TDS applicability
	5. J.V to be passed for ineligible credit - Yes/No
<ul> <li>Taxable value ( adjustment of discount if any) of current invoice</li> </ul>	<ol> <li>Credit note/Debit Note to be issued – details of JV to be entered here</li> </ol>
Accounts Officer (Signature with seal)	GST Consultant (Signature with seal)

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	invoice	6.	Credit note/Debit Note to be issued – details of JV to be entered here
	Accounts Officer		
	(Signature with seal)		GST Consultant
			(Signature with seal)