

पत्रांक : वित्त-20 / विविध-03 / 2018.....2929.../वि.

झारखण्ड सरकार
योजना-सह-वित्त विभाग
(वित्त प्रभाग)

प्रेषक,

नीरज कुमारी,
सरकार के उप सचिव।

सेवा में,

महालेखाकार (ले. एवं हक.),
झारखण्ड, राँची।

राँची, दिनांक 27.11.18

विषय :

कार्य प्रमंडलों में DDO के द्वारा GST के अंतर्गत TDS की कटौती से संबंधित प्रक्रिया पर सहमति देने के संबंध में।

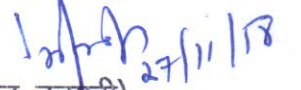
महाशय,

निदेशानुसार उपर्युक्त विषय के संदर्भ में कहना है कि कार्य प्रमंडलों में DDO के द्वारा GST के अंतर्गत TDS की कटौती से संबंधित अपनाई जाने वाली प्रक्रिया की एक रूप रेखा तैयार कर संलग्न की जा रही है।

अनुरोध है कि उक्त पर सहमति से अवगत कराने की कृपा की जाय।

अनु. : यथोक्त।

विश्वासभाजन,



(नीरज कुमारी)

सरकार के उप सचिव।

नीरज कुमारी
उप सचिव

STANDARD OPERATING PROCEDURE for Deduction of TDS by DDOs of Works Division

Sub: Adoption of Option-2 for bunching of TDS deduction from bills and deposit of same by DDO's of Works Division under GST on a periodic basis.

Ref: Circular No. 65/39/2018-DOR, New Delhi dated. 14 Sep 2018 of Ministry of Finance.

The Jharkhand Goods and Service Tax Act, 2017 (No.12 of 2017) has been notified by the State Government on 19 June 2017. As per Section 51 of the said Act, TDS is required to be deducted from each bill of Contractors/Suppliers with effect from 1 October 2018, if contract value exceeds `2.50 lakh. The Public Works Divisions have already started deductions of the TDS amount from the Contractors/Suppliers bills. However, the remittances of the TDS amount are yet to be done. The draft SOP prepared by State Government was examined by Accountant General (A&E) and they suggested certain accounting procedures as per the PW Codal provision.

Accordingly, the detailed procedure of remittances of TDS amount to GSTN council through Treasury will be as below:

A Public Works Division of Building Department, say, has to make payment to contractor against a bill of `10 lakh. A sum of `1,05,000/- is to be deducted from the Gross bill towards security deposit (`50,000/-), income tax (`20,000/-), labour cess (`10,000/-), royalty (`5,000/-), CGST (`10,000/-) and SGST (`10,000/-). It has also to render accounts to AG(A&E) office.

The steps to be followed for accounting of the above are mentioned below;

- A. Generation of bill through WAMIS
- B. Generation of HR (Hand Receipt) for CGST and SGST
- C. Entry in Cash Book
- D. Compilation of Monthly Accounts
- E. GST Accounts in the Books of Division

Step-1 (Generation of bill through WAMIS)

SI No	Particulars	Amount(₹)	Amount(₹)
A.	Gross value	10,00,000	10,00,000
	Recoveries		
(i)	Security Deposit	50,000	
(ii)	Income Tax	20,000	
(iii)	Labour Cess	10,000	
(iv)	Royalty	5,000	
(v)	CGST	10,000	
(vi)	SGST	10,000	1,05,000 (Total Recoveries)
B.	By cheque		8,95,000

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Step-2 (Generation of HR (Hand Receipt) for CGST and SGST)

Gross Total: `20,000

By Cheque: `20,000

Step-3 (Entry in Cash Book)

Receipt Side			Payment Side			
Particular	By Cash	Head	Particulars	By Cash	By Cheque	Head
Received from "A" on account of RA Bill			Paid to Sri "A" on RA bill vide MB No...	1,05,000	8,95,000	4059
Security Deposit	50,000	8443	Paid to GST Council vide HR No.....	-	20,000	8658
Income Tax	20,000	8658				
Labour Cess	10,000	0230				
Royalty	5,000	0853				
CGST	10,000	8658				
SGST	10,000	8658				
Total	1,05,000			1,05,000	9,15,000	

Step-4 (Compilation of Monthly Accounts)

Receipt side	Amount(₹)	Payment side	Amount(₹)
8443-00-108-02-76	50,000	4059-01-796-59-05-45	10,00,000
8658-00-112-05-76	20,000	8658-00-101-08(total GST TDS)	20,000
0230-00-106-06-76	10,000		
0853-00-102-02-76	5,000		
8658-00-101-05-CGST	10,000		
8658-00-101-06-SGST	10,000		
8782-00-102-10-76	9,15,000		
Total	10,20,000	Total	10,20,000

Step-5 (GST Accounts in the Books of Division)

Receipt side	Amount (₹)	Payment side	Amount(₹)
8658-00-101-05-CGST	10,000	8658-00-101-08(total GST TDS)	20,000
8658-00-101-06-SGST	10,000		
8658-00-101-07-IGST	0		
Balance	0	Balance	0
Total	20,000	Total	20,000

The above procedure has been summarised as below: -

1. Option No.2 (Circular No.65/39/2018-DOR dated 14.09.2018 read with No.67/41/2018-DOR dated 28.09.2018 issued by Ministry of Finance, Government of India) shall be applicable only for Public Works Division who render the accounts to AG through WAMIS.
2. Divisional DDO shall present a cheque to Treasury for the **net amount** payable to Contractor/ Supplier after deducting the TDS. The DDO shall use the WAMIS application and DDO Level Preparation system for generating the payment details on the requisite format as per JTC and PWD Codal provision.
3. The TDS amount so deducted from each bill of Contractor/Supplier by DDOs shall be recorded against Head **8658-00-101-07-IGST, 8658-00-101-05-CGST, 8658-00-101-06-SGST** in WAMIS system.
4. The amounts so accumulated in these heads (8658-00-101-07-IGST, 8658-00-101-05-CGST and 8658-00-101-06-SGST) of accounts will be deposited to GSTN on **weekly basis** through cheque on HR form (Form No.28) prepared through WAMIS using the Account Head "**8658-00-101-08 (total-GST-TDS)**". These GST-TDS will be accounted for by PW Divisions.

Treasury will render account of all such paid TDS cheque under Head of Account "8782-00-102". It may be noted that GST amount so paid shall be identified on submission of accounts by Treasury at AG level.

The GST-TDS payment will not be treated as Part-V under Deposit Head "8443".

5. IFMS system will validate the payment of each TDS cheque with total deducted GST-TDS amount as available in the Treasury system as per WAMIS reference number. (The deducted GST-TDS amount while making net payment to contractor/supplier shall be captured from WAMIS).
6. Public Works Division has to maintain the CASHBOOK through WAMIS System for all categories of TDS Deductions made and produce the accounts of it to AG Office on monthly basis.
7. The TDS amount as in WAMIS System so paid through Treasury should match the accounts as provided by WAMIS for TDS against each Contractor.



8. Formal approval by the Department of Finance shall be taken from Accountant General (Accounts & Entitlement) for operating the following Heads of Accounts for Payments & Receipts of TDS by PW Division.

8658-00-101-08 > Total-GST-TDS

8658-00-101-07 > IGST

8658-00-101-05 > CGST

8658-00-101-06 > SGST

9. After approval for operating the heads mentioned in serial number 8, the Budget section of the Department of Finance, Government of Jharkhand will create the above heads of accounts.

10. WAMIS to ensure the following:

- a. The TDS deducted of each Bill will be maintained in WAMIS system and upon withdrawal of bunched TDS amount by cheque, the deducted amount will be nullified i.e. the respective heads shall be debited. The purpose is to avoid under or over withdrawal of GST TDS from State Exchequer.
- b. The bill of TDS payment by cheque under no circumstances shall be made before the payment of Net amount by cheque to Contractor.

11. Procedure to be adopted for preparation of Bill for payment of Net Amount & TDS Amount (Both by Cheque).

- a. The DDO shall generate the bill with Unique Reference number using WAMIS software for Net amount after deducting the TDS amount and forward the same to DDO Level Bill Preparation System for making payments to the Contractor / Supplier through Treasury.
- b. DDO must fetch the WAMIS Bill data based on WAMIS Reference number for preparing the bill to be presented in Treasury for making the payment of Net Amount through Cheque.
- c. The bunched TDS amount in WAMIS for payment must be generated through HR (PWA Form-28, Financial Rule-205) under Head "8658-00-101-08(total GST-TDS)".

- d.** DDO must generate Challan from GSTN portal and obtain the CPIN for bunched TDS amount.
 - e.** DDO must fetch the TDS data using the WAMIS Reference no. and update the CPIN as generated by him/her for the bunched amount in DDO LEVEL BILL PREPARATION SYSTEM.
 - f.** The DDO must send the cheque to treasury and obtain the acknowledgement number for receipt of cheque by the treasury.
 - g.** The Treasury will pass the GST cheques on the same day to avoid any inconvenience in transferring money to GST Council.
 - h.** All the DDOs should close the monthly accounts on the last day of the month in WAMIS to avoid any discrepancies between cheques (GST) issued by Public Works Divisions and payments made by the Treasuries.
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