

JADAVPUR UNIVERSITY
KOLKATA-700 032

Ref. No. REC/N/ 296 /2017

Date: 10 August, 2017

CIRCULAR FOR BILLING FOR SPENDING BY JU UNDER GST REGIME


In continuation of earlier circular no.: REC/N/245/2017 dated 30.6.2017, this is to inform all concerned Users and Vendors/Service providers of the University that the University being a registered entity [under GST] is bound to purchase/avail goods and services from the 'Registered Vendors' only. Any deviation of this principle will attract additional payment of GST by the University in the appropriate rates (max @ 28%) on the value of purchases/services from 'Unregistered Vendors', in addition to the purchase value. This is almost impossible to keep track of such purchases from 'unregistered' vendors by so many deptts./units/ sections/projects etc., where monthly value of such purchases to be assessed and the due tax is to be deposited Govt. account, next month.

Thus all concerned Users [HoDs, Directors, Co-ordinators/PIs of the Projects etc.] of the University are requested to purchase/avail goods and services from the 'Registered Vendors' only, to avoid additional hazards & financial burdens. No purchases , even from within University enlisted vendors/Canteens etc., would be done henceforth, if the person/vendor is not registered under GST, having a valid GSTIN.

All JU Vendors/Service providers are also requested to get registered under GST to continue the business with the University, [with any of it's deptt./units/projects and so on] and help us to follow the rules. They are requested to submit GSTIN to the University and raise bills quoting their own GSTIN and also the JU GSTIN no. [19AAAJJ0500E1ZU], as per new GST rules. Those registered under 'composite scheme' can't charge the GST in the bill, but to comply with tax formalities, as per rules.

All such enlisted and other vendors are requested to provide goods/services are requested not to accept any cash payment from the teachers/officers/researchers; this is notified for information of all concerned to avoid any cash payment to suppliers, instead to follow the existing practice of processing of the Tax Invoices or Invoices, received from the suppliers, in the format of Statement of Direct Party Payment through Bill Processing sections, i.e. Accounts, CM Cell, Research, UGC Cell SL-Accounts etc.

All bill processing sections of the University are also requested to follow the new/revised instructions, as per this circular and strictly follow the rules, for passing bills both for party payment and re-imburement.


FINANCE OFFICER

To,
All Departments / Schools/ Centres / Sections/ Units (including Salt Lake Campus)
All Associations