

JADAVPUR UNIVERSITY

KOLKATA-700032

Ref. No.: REC/N / 010 /2022

Date: 21.01.2022

Re: Compliances under GST Act for computerized / Printed Tax Invoices for billing to JU:: Extension of date

In continuation of our earlier, vide ref. No.: REC/ N / 010 /2022 Date: 21.01.2022, on the issue related to the submission of the Printed Tax Invoice and use of a standard format, prescribed under the GST Act, the last date of compulsory implementation of the same is extended on request from all.

It is now mandatory under GST Act, to follow the specific instructions and guidelines as to the standard billing, as per new GST law. All the Suppliers, Vendors, Agencies, Contractors and others must submit claims to JU as a printed TAX INVOICE with the specific GST format and HSN/SAC Code thereon, else it's not legally acceptable. All our Teachers and researchers are requested not to accept any handwritten and wrong Invoice formats, with immediate effect. Those already received should be submitted within this month. GST registered Vendors under COMPOSITE scheme, need not follow the format, as they are not eligible to collect any GST in the Invoice from the purchasers.

Teachers are getting some scientific tests done elsewhere, where the Bodies and Institutes are not providing Tax Invoices, as required under the Law. Any other documents, like Money receipt or others is a supplementary document and must be substantiated by a TAX Invoice. We are finding bills for reimbursement with GST but there is no Tax Invoice, which is not acceptable. A sample format is enclosed. For softcopies, anyone can contact the Office of the FO.

This is to inform you all that in JU, we are providing Printed TAX Invoice for the Consultancy & Testing services, provided by us, as per GoI format prescribed by Law, which is known to the Teachers associated with the Testing & Consultancy jobs. Thus, it is our earnest request to you all to collect Tax Invoice, whenever you are paying for any amount, which includes GST [CGST & SGST equally for transactions within state and IGST (full) for inter-state transactions.] Money receipt follows as a proof of payment. Paying Offices must be alert on the matter and help to follow rules.

No Bills/Claims with GST [to charge CGST plus SGST for sale within the State & IGST for Inter-state Sale] shall be prepared under handwriting [by any Vendor / Contractor /Service Provider], after 31st January 2022 and No such handwritten bills / claims will be accepted by 'Accounts Section/Research Section' [Paying offices] on or after 28th February 2022.

Cooperation from all concerned is solicited.


FINANCE OFFICER

To,

All concerned, Departments/Units/Sections/Officers/Vendors/Contractors.
[Including Saltlake Campus]

To All Officers, Especially University Engineer... for information and help.

Company Name
Address
Pin

Original
Duplicate
Triplicate

Ref No: REX/M/010/2021
Date: 11.01.2022

Tax Invoice

PAN:		Invoice No:	Date:
GST No:		PO/WO Ref:	Date:
Nature of the Regn	Regular <input type="checkbox"/> Composite <input type="checkbox"/>	Mode of Transport:	
BILL TO		PLACE OF SUPPLY	
Name: Jadavpur University		Name:.....(Deptt.), JU	
Address:		Address:	
PIN: 700 032		PIN: 700 032	
PAN:	A A A J J 0 5 0 0 E	GST No.	1 9 A A A J J 0 5 0 0 E 1 Z U

SI No.	Description of Goods/Service	HSN/ SAC	Qty.	Rate	Amount Rs.
1					
2					
3					
4					
5					
6					
7					
8					

TOTAL TAXABLE VALUE

Account Details:		Taxable Value		
Account holder Name:		Central GST @	0.0%	
Bank & Branch:		State GST @	0.0%	
A/C No.:		Integrated GST @	0.0%	
IFS Code:		Gross Bill Amount		
Rupees:		[COMPANY NAME]		
		AUTHORISED SIGNATORY		

JAN 2022
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