

HSCC (India) Limited**Sub: GST guidelines for employees.**

GST has been implemented w.e.f. 01.07.2017. GST is payable on purchases made and services received by the employees while executing the work on behalf of the company. Item wise clarification is given as under:

1. Procurement of Goods or Services from Unregistered vendor.

If purchases are made or services taken from registered vendor then the GST will be included in the bill issued by the vendor. This is to be ensured that bills are in the name of the HSCC and HSCC GST registration number is mentioned on bill.

If the goods are purchased or services taken from unregistered vendors then GST will be paid by the company by doing calculation under reverse charge method.

Example (Purchase or services from unregistered vendor)

The GST is payable even small value say Rs. 100.00. Limit of exemption of Rs. 5000.00 in a day to be seen by the finance department.

SL.	Description	Date of purchase/ service taken	Value (Rs.)	Rate of GST to be charged	GST amount to be deposited by HSCC under reverse charge method (Rs.)	Date of deposit
1.	Stationery	01.08.2017	120.00	12%	14.40	On or before 20.09.2017
2.	Taxi bill	17.08.2017	2500.00	5%	125.00	--do--
3.	Food Items Say Biscuits, Samosa juice etc from local vendors	30.08.2017	88.00	18%	15.84	--do--

2. Travel Expenses

- a. **Travel booking :** While booking tickets through various agencies like make my trip etc. there are option to provide the company name and GST number. Kindly note that the booking to be made using option of providing company name and GST number. This will help to get the GST credit as per GST act. Otherwise no credit of GST will be available to company and it will be a direct loss to company.
- b. **Hotel Booking :** As explained above while staying in hotels the Hotel to be booked by mentioning Company name and by providing the GST number. This is to be

ensured that GST number of HSCC is reflected in bills given by the Hotel then only GST credit could be claimed.

As explained above all the GST to be deposited with the Government for the expenditure made up to the last day of the month, by 20th of next month. For this purpose separate detailed invoice, item wise to be prepared by finance department for every month and tax to be deposited.

All employees have to ensure the following while making payments for purchases or taking services while executing the work on behalf of the company:

1. For every purchase/services from registered vendor HSCC, GSTN number to be given to the vendor.
2. This is to be ensured that name of HSCC and GSTN number must be mentioned in the invoice.
3. Full efforts to be made to purchase only from registered vendor.
4. In travel booking for hotel and air tickets HSCC name and GST number must be printed on bills.

Submission of monthly bills Imperest/Purchases/TA bills etc

- Employee should submit the monthly reimbursement claims by the end of every month so that HSCC (India) Limited would calculate its GST liability and raise self-invoice and payment voucher in case reimbursement includes procurement of services or goods from unregistered vendor.
- If employee gets delay in submission of monthly reimbursement claims, then any interest or penalty arises on account of non-payment of GST liability on time would be debited to employee personal account.

For above the following dates must be ensured:

1. **Imprest Bills/Misc. Purchases:** All imprest bills for expenditure up to last day of previous month must reach to concerned CGM by 10th of next month. Concerned CGM will send the bills to finance by 12th and finance will clear the by 15th. For example bills for expenditure up to 31.08.2017 must reach to concerned CGM by 10.09.2017. Concerned CGM will send the bills to finance by 12th September and finance will clear the bill by 15.09.2017.
2. **TA Bills:** All TA bills for travel up to last day of previous bills must reach to concerned CGM by 10th of next month. Concerned CGM will send the bills to HRM by 12th and HRM will clear the by 15th. Finance will clear the bill by 18th and deposit the tax by 20th. For example bills for travel up to 31.08.2017 must reach to concerned CGM by 10.09.2017. Concerned CGM will send the bills to HRM by 12th September and HRM will clear the bill by 15.09.2017. Finance will clear the bill by 18.09.2017 and deposit the tax by 20.09.2017.

In case any clarification is required then kindly send the mail.

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