

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi – 110001

[Office Of Director (Finance)]

DSI IDC/Taxation/GST/2018-19/159

May 8, 2019

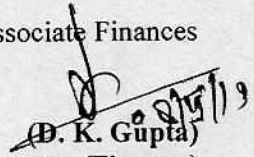
Subject : Due Diligence regarding processing the bills

In continuation of earlier Circular DSI IDC/Taxation/GST/2018-19/92 dated 16/04/2019 on the subject matter, all concerned are directed to give due vigil while processing various payment bills. Following aspects may also be taken care of :

- 1) Details related to payment orders, i.e. whether all the relevant documents are available on record and relate to original awardee only.
- 2) Checking credentials of bills i.e. GST number of the party is correct and the same may be verified from GST portal before making the payment.
- 3) Ensure PAN and CIN numbers are correct.
- 4) Whether all credentials belongs to the awardee only.
- 5) Checking whether tax rates and computations thereof are correctly done.
- 6) Ensuring that GST paid to the contractor was duly adjusted / deposited by the contractor to the Government Treasury. Tax Deposit Challans must be obtained from the contractor and should be taken on record.
- 7) Submission of Monthly Report to HQs (Taxation Cell) in the 1st week of following month in the format as below be ensured :

Sr. No.	Name of Contractor / Supplier	PAN No.	GST No.	Payment made (exclusive of taxes)	GST Paid			Income Tax TDS Deducted
					CGST	SGST	IGST	

All Associate Finances are liable to check the bills / details thereof in all respects. Associate Finances will be held responsible and viewed seriously for any lapses on their part.


(D. K. Gupta)
Director (Finance)

DAO (CAS / HQ)

All Associate Finances

Copy to :

- 1) CAO (HQ)
- 2) CAO (RL / Works /IMFL)
- ✓3) DM (IT) – to upload on website.

Copy for information to :

- 1) Sr. PA to MD
- 2) ED