

**DELHI STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT
CORPORATION LTD.
O/O FINANCIAL CONTROLLER**

Dated 22/09/2017

CIRCULAR

In order to streamline the implementation of GST, following action has been required in consultation with Mr. Amit Kumar, tax consultant:-

- 1) Sh. R. M. Pillai, AAM, shall work as nodal officer for works division under administrative supervision of sh. R. L. SAXENA, A.O. He will collect all queries from all accounting units in relation to implementation of GST and will suggest the divisions in consultation of the tax consultants sitting at head quarter. All divisional accountants are therefore routing their queries only through him. He will also maintain a guard file which will contain all decisions and circulars on the issue of GST. All functional activities like filing of returns, correspondences etc. will be made by the respective division.
- 2) All the divisional accountants shall prepare a list of their queries if any on implementation of GST with respect to their division. The same list shall be reached the nodal officer by evening of 26.09.2017.
- 3) Issue of invoice on departmental charges- A note will be put up by the nodal officer on deposition of service tax and issue of invoices for decision.
- 4) Alphanumerical codes have been listed out in consultation with the tax consultant for all accounting units of works division and I.E.M. Following is the list of invoice code of accounting units, which shall be used by all accounting units while issuing tax invoices to the recipient of services:-

S.No	Division	Name of Officer	Phone	Code of Division
1	Engg. HQ (Education & CWC)	Sh. Shiv Raj, A.O	9891062011	WEDU/2017-18/001
2	Deposit Work (Misc. Projects)	Sh. Sunil Bassi, A.O	9899180329	WDEP/2017-18/001
3	Housing (Housing Projects)	Sh. P.K Gupta, D.A.O	9868236102	WHOU/2017-18/001
4	Hospital	Sh. Ravinder Kr. Gupta, A.O	9810469195	WHOS/2017-18/001
5	KBI	Sh. Ravinder Kr. Gupta, A.O	9810469195	WKBI/2017-18/001
6	RGP-II	Sh. Ravinder Kr. Gupta, A.O	9810469195	WRGP/2017-18/001

7	Industrial Area (Relocation)	Sh. Pawan Kr. Gupta, A.O	9818574487	WREL/2017-18/001
8	Industrial Area (O&M)	Sh. Pawan Kr. Gupta, A.O	9818574487	WO&M/2017-18/001
9	Unauthorised Colony	Sh. Sunil Goel, A.O	9871233773	WUC/2017-18/001
10	Industrial Estate Management	Ms. Vichitra Verma, DAO	9999272430	IEM/2017-18/001

The next meeting on the GST will be held of 27th Oct'2017 at 11.00 A.M in my chamber with all divisional accountants and consultants.

(GYANESHWAR PRAKASH)
FC

TO:-

ALL HEADS OF ABOVE ACCOUNTING UNITS.

COPY:-

- 1) PS to Dir (f)- for favour of information
- 2) Chief Accounts office (tax)
- 3) All Chief Engineers.
- 4) Tax consultants.
- ✓ 5) DM(IT)- for uploading on web sites
- 6) Office copy



(GYANESHWAR PRAKASH)
FC

121/CD/LA
25/9/17