



The Kolkata Municipal Corporation
Municipal Commissioner's Office
Central Municipal Office Buildings
5, S.N. Banerjee Road
Kolkata – 700 013

Dated: 07/12/2017

Municipal Commissioner's Circular No. 56 of 2017-18

Sub: Work procedure for passing of bills of works contract/procurement/composite suppliers out of Local Fund.

In terms of Government notification regarding GST as issued from time to time the following work procedure needs to be followed for passing of bills relating to works contract/procurement/composite supply payable out of the Local Fund.

1. All bills submitted by the engaged contractors on or after 01/07/2017 for procurement or composite suppliers and executed on or after 01.07.2017 for works contract should invariably be accompanied either by Tax Invoice or Bill of supply as the case may be.
2. Necessary entries for GST components from bills as submitted by engaged contractors & certified by Authorised Officials in the Functional Department are to be made in ERP system at the time of generation of UBN at department level.
3. In case of post GST bills which are lying with FACC for payment but entries relating to GST components are not shown both in bills & in ERP system, the concerned department is requested to contact with FACC for incorporation of such components both in bills of ERP so as to make early disbursement from Local Fund.
4. Sample Format for Tax Invoice & bill of supply as attached herewith may be followed.


MUNICIPAL COMMISSIONER

Distribution:

1. Jt. Municipal Commissioners'
2. CMF&A:
3. DMC(F)
4. All Controlling Officers
5. All Head of Departments

Tax Invoice

Customer Name		GST- No.			Dated :				
		Delivery Note			Mode/Term of Payment				
		Supplier's Ref.			Other Reference(s)				
Buyer THE KOLKATA MUNICIPAL CORPORATION 5, S.N. BANERJEE ROAD, KOLKATA -700013 PAN/IT NO. : AAALT1025G TAN : CALToo409D GSTIN/UIN : 19AAALT1025G1Z6 State Name : West Bengal Code : 19		Buyer's order No. /2017-18			Dated:				
		Despatch Through			Destination				
		Terms of delivery							
Sl. No.	Description	HSN/SAC	Rate	Qty.	Central Tax		State Tax		Amount
					Rate	Amount	Rate	Amount	
1.		Rate Amount Rate Amount							
	AS PER FORM 65 (CHAPTER VII, ART. 127)								
	Invoice Value								
	Taxable Value = (
	Total Invoice amount in words						Total Amount before Tax		
	Rupees Four Lakh Ninety Six Thousand Four Hundred Sixty One only						Add : CGST		
Company's Bank Details Bank Name : United bank of India A/C. No : IFSC Code Company's PAN:							Add : SGST		
							Total Tax Amount		
							Round off		
							Total Amount after Tax		
							GST on Reverse Charge		
							For Authorised Signatory		

