

The Kolkata Municipal Corporation  
Office of the Municipal Commissioner  
Central Municipal Office Buildings,  
5, S.N. Banerjee Road, Kolkata - 700 013

Date: 14 /12/2017

Municipal Commissioner's Circular No. 58 of 2017-18

**Sub.: Corrigendum of Mpl. Commissioner's Circular No.56 of 2017-18, regarding Work Procedure for passing of Bills of Work Contract/ Procurement/ Composite Suppliers out of local fund, Government Fund and Revenue Fund of KMC.**

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.

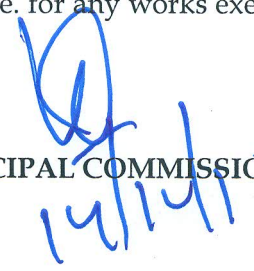
1. All bills submitted by the engaged contractors on or after 01/07/2017 for procurement or composite suppliers and executed on or after 01/07/2017 for works contract should be invariably be accompanied either by Tax Invoice or Bill of supply as the case may be.
2. Necessary entries for GST components from bills as submitted by engaged contractors & certified by Authorized Officials in the Functional Department are to be made in ERP system at the time of generation of UBN at department level. Components of GST will be incorporated in the bill by contractors/ agencies and the onus will lie upon the said contractor/ agency. Necessary entries for GST may be incorporated in the system and the GST component should be recorded as per information furnished by the contractor/ agency.
3. In respect of tax invoice, contractor or the agency will be the authorize signatory who are submitting the tax invoice.
4. 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.
5. Sample revised Format for Tax Invoice & bill of supply as attached herewith may be followed.
6. This circular will be applicable irrespective of source of fund i.e. for any works executed out of Government fund or revenue fund of KMC.

Encl: As stated.

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MUNICIPAL COMMISSIONER

  
14/12/17

