

KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

No. FA(A&R)/KCO-18/77285/2017-18



Corporate Office,
7th Floor, Kaveri Bhavan,
Bangalore - 560 009
Dated: 09.08.2017

CIRCULAR

Sub: Guidelines for implementation of GST.

Consequent to introduction of Goods and Service Tax Act 2017 with effect from 01.07.2017, there are some procedural changes with regard to existing transactions, such as issue of invoice, maintenance of certain records. In order to ensure proper compliance of the provisions of the GST Act, following guidelines are issued on key provisions and their implications:-

Registered Person

Registered Person means a person who is registered under section 25 but does not include a person having a Unique Identity Number and read with Section 2(84) of Act. Unregistered Person means a person who is not registered under the provisions of the Act.

Structure of levies

Central Excise duty, Service tax and other central levies are subsumed in the Central GST (CGST) and State VAT, Octroi, Entertainment tax, Luxury tax and other state taxes are subsumed in the State GST (SGST). Similarly, Central Sales tax and Service Tax in respect of Inter State supply of goods and services are subsumed in the Integrated GST (IGST).

While finalisation of tenders for procurement of goods or services or both and supply of goods or services or both by KPTCL the respective authorities shall consider the above tax structures, wherever applicable.

Issue of Tax Invoice

As per the provision of Section 31, every registered person has to issue tax invoice for supply of taxable goods or services or both subject to certain conditions. KPTCL as a registered person has to issue Tax invoice with the details as specified in the chapter-VI of CGST Rules-2017 in the following circumstances:-

- For supplying taxable goods (Ex. Sale of scrap)
- For supplying services (Ex. Rendering Technical/inspection services)
- When the goods or services or both procured from the Unregistered persons (i.e. Dealer/Supplier/Service provider).

Procedure for issuing of Tax invoice for Outward supplies (Goods and Services) by KPTCL.

The existing system of issue of manual Cash receipts against receipt of payment shall be continued in respect of outward supply of goods and services. Additionally, **Tax Invoice** shall be prepared in triplicate for supply of goods (original for recipient, duplicate for transporter and triplicate for KPTCL). In case of services rendered tax invoice shall be prepared in duplicate, (original for recipient and duplicate for KPTCL). This would ensure to have internal control procedure and also compliance of the provisions of the GST Act. Each tax invoice shall be allocated with sequentially numbered with location code/financial year/ number: example 709/TI/2018/0001) and continued up to the end of financial year. The same procedure shall be continued for future financial years. Tax invoice need not be issued, if the value of taxable supply is less than Rs. 200/- (Rs two hundred).

Procedure for raising Tax invoice for acceptance of inward supplies (Goods and Services) by KPTCL

In case of acceptance of goods or services or both from unregistered persons Tax invoice shall be raised as per above procedure and payment shall be made along with **payment voucher** as per section 31(3)(g). Each Payment

Voucher shall be allocated with sequentially numbered with location code/financial year/ number: example 709/PV/2018/0001) and continued up to the end of financial year. The same procedure shall be continued for future financial years.

To have uniform format of Tax Invoice and Payment voucher across KPTCL, format of tax invoice and payment vouchers are devised and annexed to this circular (**Annexure-I & II**).

General guidelines:

1. KPTCL is registered under GST Act with GSTIN '**29AABCK7281M7ZR**'. Applicable GST rates, the rate schedules are available in the website - www.cbec.gov.in. GST Cell of KPTCL has also hosted GST Acts, Rules and GST rates applicable to Goods and Services on the KPTCL website > e-Prasarana > Finance and Accounts > Costing and Taxation > Goods and Service Tax. These resources may be utilised for application and collection of taxes.
2. While accepting supplies from registered persons/firms, the goods should be accompanied by valid Tax invoice issued by supplier. The tax invoice should contain details such as description of goods, GSTIN of the Supplier, HSN Code of the material, Value of the invoice, rate and amount of CGST and SGST and Place of Supply.
3. While accepting supplies from unregistered persons/firms, the goods should accompany regular invoice or bill (without GST rate and amount). If the value of such purchase exceeds Rs. 50,000/- (fifty thousand), E-way bill has to be issued by the concerned Accounting units of KPTCL as per Notification No. FD 47 CSL 2017 dated 05.07.2017 issued under the provision of section 68 of KGST Act read with Rule 138 of KGST Rules 2017.
4. There are several drawbacks if KPTCL deals with unregistered dealers as per the provisions of the GST Acts. Hence, it is highly recommended to deal with registered persons. However, in respect of

on-going Contracts/Purchase Order shall be continued till their completion (as per Para 9 of the proceedings of the meeting held on 25.07.2017).

5. Goods/Services supplied against the existing Purchase orders/Works Contracts should be accepted based on the revised price schedules issued by the Concerned/Competent Authorities.
6. A registered person opted for Composition Scheme under GST Act shall issue '**Bill of supply**' instead of tax invoice as per clause (c) of sub-section (3) of section 31 of the GST Act. In this regard, all the Accounting units shall obtain GSTIN registration certificate from such registered persons for verification and confirmation in this regard. Further, registered person opted for Composition Scheme shall not be allowed to collect any taxes. This provision must be kept in mind while dealing with the persons opted for Composition Scheme.
7. TDS provision under the GST act is put on hold as per Commercial Tax Department circular No.07/2017-18 dated 18.07.2017 until further notification.
8. Transmission, SLDC, Wheeling and Open access charges (Which are connected directly to Transmission of Electricity) are **exempt from GST**. In respect of other transactions of KPTCL, GST is applicable.

Procedure for acceptance of Goods or Services or both supplied by registered persons and passing of such bills.

1. Goods shall be received with valid tax invoice.
2. Tax invoice shall be processed for payment as per the conditions of Purchase Orders/Detailed Work Award.
3. Entire amount of tax invoice (including GST) has to be paid to the registered person.
4. Details as per **Annexure-III & IV** are to be furnished to the Corporate Office on 1st of succeeding month to enable filing GST returns on time.

Procedure for acceptance of Goods or Services or both supplied by unregistered persons and passing of such bills.

1. Goods shall be received with bill / Invoice.
2. Tax invoice shall be raised by the concerned unit on receipt of bill for supply of Goods/ services and shall be processed for payment as per the conditions of Purchase Orders/Detailed Work Award. The bill/invoice of the supplier should be attached to the Tax invoice raised for documentation purpose.
3. While passing bills in respect of above, CGST, SGST, UTGST and IGST payable on account of the above shall be credited to Account Code 46.956, 46.958, 46.959 and 46.960 respectively. The amount so credited to the above account heads should be tallied with the monthly transactions details furnished to the corporate office every month.
4. The credit balance in respect of account codes as stated at para 3 upto the end of each financial year shall be transferred under Part-C of the March final accounts.
5. While seeking funds, amount as per bill/invoice of the supplier shall be restricted (excluding amount of GST as per invoice raised by the concerned unit). On receipt of fund, the amount of bill/Tax invoice has to be paid to the unregistered person and payment voucher has to be issued.
6. Details as per **Annexure-V** are to be furnished to the Corporate Office on 1st of succeeding month to enable filing GST returns on time.

Transactions covered under Reverse Charge Mechanism (KPTCL as Service Receiver)

As per Section 9 (3), recipient of Services has to pay GST under the reverse charge mechanism when services are obtained registered or

unregistered persons. The following key transactions relating to KPTCL are listed as detailed below for information:-

- Legal Consultancy Service
- Transportation of Goods by Road/GTA Service

- Sponsorship Services
- Director of Company (Other than whole time Directors)

Procedure of reverse charge mechanism

1. **Registered Person:** Registered Person will raise tax invoice and tax invoice shall be processed as per terms and conditions.
2. **Unregistered Person:** Unregistered will issue bill/invoice. Tax invoice shall be raised by the concerned unit on receipt of bill issued by the unregistered person and shall be processed for payment as per the terms and conditions. The bill/invoice of the Unregistered Person should be attached to the Tax invoice raised for documentation purpose.
3. While passing bills in respect of above, CGST, SGST, UTGST and IGST payable on account of the above shall be credited to Account Code 46.956, 46.958, 46.959 and 46.960 respectively. The amount so credited to the above account heads should be tallied with the monthly transactions details furnished to the corporate office every month.
4. The credit balance in respect of account codes as stated at para 3 up to the end of each financial year shall be transferred under Part-C of the March final accounts.
5. While seeking funds, amount as per tax invoice (excluding GST amount) shall be restricted. On receipt of fund, same amount has to be paid to the registered/ unregistered persons and payment voucher has to be issued.
6. Details as per Annexure-VI are to be furnished to the Corporate Office on 1st of succeeding month to enable filing GST returns on time.

Procedure to be followed in respect of Supply of Goods/Services or both by KPTCL (acceptance of payment)

1. Tax invoice has to be prepared and E-way bill has to be raised by the units.
2. Buyers shall be allowed to lift the goods along with invoice and E-way bill.
3. While accepting payment, Taxable value of the goods shall be credited to appropriate Head of Account and amount collected towards CGST, SGST, UTGST and IGST shall be credited to Account Code 46.956, 46.958, 46.959 and 46.960 respectively. The amount so credited shall tally with the monthly transactions details furnished to the corporate office every month.
4. The credit balance in respect of account codes as stated at para 3 upto the end of each financial year shall be transferred under Part-C of the March final accounts.
5. Details as per **Annexure-VII** – outward supplies to registered persons and **Annexure-VIII** – outward supplies to unregistered persons are to be furnished to the corporate office on 1st of succeeding month to enable e-filing GST returns on time.

Filing of GST Returns

As per the provision of the GST Act, filing of returns is at the single point i.e. centrally at corporate office. Collection and tabulation of huge information from all the accounting units involves considerable amount of time. There is a stringent penal provision for non compliance and filing of erroneous returns. Hence, all the accounting unit heads are requested to furnish the required information in the prescribed formats within the stipulated time so as to enable corporate office to file consolidated returns on time.

These guidelines are not exhaustive and given only to highlight the key provisions applicable for day to day activities of KPTCL as well as for compliance purposes. These guidelines should not be construed in any way as an act of restricting the scope of provisions, rules, notifications issued under the relevant GST Acts.


Financial Adviser (A&R)

Copies to:

1. All Financial Advisers of KPTCL.
2. All Chief Engineers of KPTCL.
3. Deputy General Manager (Personnel)/(Technical), KPTCL,
4. All Controllers of KPTCL.
5. All Superintending Engineers of KPTCL.
6. Superintending Engineer (El), MIS, Computer Section for hosting the Circular on e-Prasarana >Finance and Accounts> Costing and Taxation>Goods and Service Tax.
7. All Deputy Controllers, KPTCL.
8. All Executive Engineers, KPTCL.
9. All Accounts Officers, KPTCL.
10. All Assistant Accounts Officer, KPTCL.
11. All Officers of FA (A&R)'s office.
12. Personal Secretary to Managing Director/Director (Finance)/Director (Technical)/ Director & CS, KPTCL, to place before MD/DF/DT and D & CS.
13. M.F.

TAX INVOICE
KARNATAKA POWER TRANSMISSION CORPORATION LIMITED
 GSTIN: 29AABCK7281M7ZR

Accounting Unit:.....

Location Code:.....

Date:

Invoice No. LC/TI/2018/0001

Outward Supply Hand Receipt No & Date Name & Address of the Recipient GSTIN:
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Inward Supply Invoice/Bill No & Date of the Supplier Name & Address of the Supplier
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Address of delivery:

 Place of Supply :
 State & State code
 (Inter State trade or Commerce)

Sl. No.	Description of goods or services	HSN Code	Qty	Total Taxable Value	IGST		CGST		SGST		Total (5+7+9+11)
					Rate	Amt	Rate	Amt	Rate	Amt	
1	2	3	4	5	6	7	8	9	10	11	12

Whether Tax is payable under RCM : Yes/ No

Signature of Issuing Authority
KPTCL

Payment Voucher
KARNATAKA POWER TRANSMISSION CORPORATION LIMITED
 GSTIN: 29AABCK7281M7ZR

Accounting Unit:..... Location Code:.....

Payment Voucher No.LC/PV/2018/0001

Date:

Name and Address of the Supplier:

GSTIN of the supplier

Status

Address of delivery:

Registered/Unregistered

Place Of Supply :

State & State code

(Inter State trade or Commerce)

Sl. No.	Description of goods or services	Amount paid	IGST		CGST		SGST	
			Rate	Amt	Rate	Amt	Rate	Amt
1	2	5	6	7	8	9	10	11

Signature of Issuing Authority
KPTCL

KARNATAKA POWER TRANSMISSION CORPORATION LIMITED
Statement showing the Details of Inward Supplies from Registered Person

Accounting Unit:.....

Location Code:.....

Month :

Year :

Sl.No	Name of the Firm	GSTIN	Invoice Details						IGST		CGST		SGST		POS (only if different from the location of recipient)	Tax on this Invoice is paid under provisional assessment (Checkbox)	
			Invoice No.	Date	Value	Description of Goods/ Services	HSN/ SAC Code	Taxable value	Rate	Amt	Rate	Amt	Rate	Amt			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
A. Goods																	
B. Services																	

AO/DCA/CA
 Unit KPTCL.

Instructions for furnishing the information

- 1 Terms used:
 GSTIN: Goods and Services Taxable Person Identification Number
 HSN: Harmonized System of Nomenclature for goods
 SAC: Service Account Code for Services
 POS: Place of Supply (State Code) of goods or services – State Code to be mentioned
- 2 Taxable Person has the option to furnish the details of nil rate and exempted supplies in this Table
- 3 In case of inter-state supplies, only IGST would be filled
- 4 In case of intra-state supplies, CGST & SGST would be filled.

KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

Statement showing the Details of Inward Supplies from composition taxable person/other exempt/nil/non GST supplies

Accounting Unit:..... Location Code:.....

Month : Year :

Sl.No	Name of the Firm	GSTIN	Invoice Details					IGST			CGST			SGST		POS (only if different from the location of recipient)	Tax on this Invoice is paid under provisional assessment (Checkbox)	
			Invoice No.	Date	Value	Description of Goods/ Services	HSN/ SAC Code	Taxable value	Rate	Amt	Rate	Amt	Rate	Amt	Rate			Amt
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
A. Goods																		
B. Services																		

AO/DCA/CA
..... Unit KPTCL.

Instructions for furnishing the information

- Terms used:
 - GSTIN: Goods and Services Taxable Person Identification Number
 - HSN: Harmonized System of Nomenclature for goods
 - SAC: Service Account Code for Services
 - POS: Place of Supply (State Code) of goods or services – State Code to be mentioned
- Taxable Person has the option to furnish the details of nil rate and exempted supplies in this Table
- In case of inter-state supplies, only IGST would be filled
- In case of intra-state supplies, CGST & SGST would be filled.

KARNATAKA POWER TRANSMISSION CORPORATION LIMITED
Statement showing the Details of Inward Supplies from Unregistered Person

Accounting Unit:.....

Location Code:.....

Month :

Year :

Sl.No	Name of the Firm	Invoice No.	Date	Invoice Details			IGST			CGST			SGST		Tax on this Invoice is paid under provisional assessment (Checkbox)
				Value	Description of Goods/ Services	HSN/ SAC Code	Taxable value	Rate	Amt	Rate	Amt	Rate	Amt	Rate	
1		3	4	5	6	7	8	9	10	11	12	13	14	15	
A. Goods															
B. Services															

AO/DCA/CA
 Unit KPTCL.

Instructions for furnishing the information

- Terms used:
 - GSTIN: Goods and Services Taxable Person Identification Number
 - HSN: Harmonized System of Nomenclature for goods
 - SAC: Service Account Code for Services
 - POS: Place of Supply (State Code) of goods or services – State Code to be mentioned
- Taxable Person has the option to furnish the details of nil rate and exempted supplies in this Table
- In case of inter-state supplies, only IGST would be filled
- In case of intra-state supplies, CGST & SGST would be filled.

KARNATAKA POWER TRANSMISSION CORPORATION LIMITED
Statement showing the Details Supplies received and applicable Reverse Charges

Accounting Unit:.....

Location Code:.....

Month :

Year :

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Sl.No	GSTIN/Name of unregistered supplier	State Code	Invoice No.	Invoice Date	Description of Goods/ Services	HSN/SAC Code	Taxable Value	TAX					
								IGST		CGST		SGST	
								Rate	Tax	Rate	Tax	Rate	Tax
1	2	3	4	5	6	7	8	9	10	11	12	13	14

AO/DCA/CA

..... Unit KPTCL.

Instructions for furnishing the information

- Terms used:
 - GSTIN: Goods and Services Taxable Person Identification Number
 - HSN: Harmonized System of Nomenclature for goods
 - SAC: Service Account Code for Services
 - POS: Place of Supply (State Code) of goods or services – State Code to be mentioned
- Taxable Person has the option to furnish the details of nil rate and exempted supplies in this Table
- In case of inter-state supplies, only IGST would be filled
- In case of intra-state supplies, CGST & SGST would be filled.
- In case of inter-state supplies, only IGST would be filled
- In case of intra-state supplies, CGST & SGST would be filled.

KARNATAKA POWER TRANSMISSION CORPORATION LIMITED
Statement showing the Details of Outward Supplies to Registered Person

Accounting Unit:.....

Location Code:.....

Month :

Year :

Sl.No	Name of the Firm	GSTIN	Invoice Details						IGST		CGST		SGST		POS (only if different from the location of recipient)	Tax on this Invoice is paid under provisional assessment (Checkbox)	
			Invoice No.	Date	Value	Description of Goods/ Services	HSN/ SAC Code	Taxable value	Rate	Amt	Rate	Amt	Rate	Amt			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
A. Goods																	
B. Services																	

AO/DCA/CA
 Unit KPTCL.

Instructions for furnishing the information

- Terms used:
 GSTIN: Goods and Services Taxable Person Identification Number
 HSN: Harmonized System of Nomenclature for goods
 SAC: Service Account Code for Services
 POS: Place of Supply (State Code) of goods or services – State Code to be mentioned
- Taxable Person has the option to furnish the details of nil rate and exempted supplies in this Table
- In case of inter-state supplies, only IGST would be filled
- In case of intra-state supplies, CGST & SGST would be filled.

KARNATAKA POWER TRANSMISSION CORPORATION LIMITED
Statement showing the Details of Outward Supplies to Unregistered Person

Accounting Unit:.....

Location Code:.....

Month :

Year :

Sl.No	Name of the Firm	Invoice No.	Date	Invoice Details			IGST			CGST			SGST		Indicate if supply attracts reverse charge \$	Tax on this Invoice is paid under provisional assessment (Checkbox)
				Value	Description of Goods/ Services	HSN/ SAC Code	Taxable value	Rate	Amt	Rate	Amt	Rate	Amt	Rate		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
A. Goods																
B. Services																

AO/DCA/CA
 Unit KPTCL.

Instructions for furnishing the information

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