

**JAIPUR VIDYUT VITRAN NIGAM LIMITED**

Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur (Raj.) - 302 005

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प्रभास्मि शशि सूर्ययो,

No. JPD/CAO(FM-W&amp;M)/Sr.AO(A/Cs)/Tax/F-418/D 622 Jaipur, Dated 20/2/18

**CIRCULAR****Sub.: Maintenance of Accounts and Records under GST Law.**

GST has been implemented w.e.f. 01.07.2017 and during the period various amendments/notifications regarding applicability and rates of GST etc. have been issued by the government which have been conveyed to all concerned offices through circulars/orders from time to time for ensuring strict compliance of the law.

In this context, section 35 (1) of the CGST Act describes about the Accounts and Records to be maintained under the law. According to this every registered person shall keep and maintain, at his principal place of business, a true and correct account of:

- i) Inward and outward supply of goods or service or both
- ii) Stock of goods
- iii) Input tax credit availed
- iv) Output tax payable and paid
- v) Other particulars as may be prescribed

The above accounts and records shall be retained until the expiry of seventy two months from the due date of furnishing of annual return for the year pertaining to such accounts and records.

Further as per section 35(5), it is required that every registered person shall get his accounts audited by a chartered accountant or a cost accountant and shall submit a reconciliation statement, reconciling the value of supplies declared in the annual return with the audited annual financial statements and such other particulars as may be prescribed.

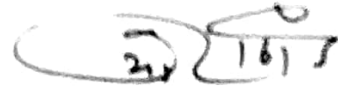
Detailed rules in this regard have been prescribed in CGST rule 56 to 58 and according to these rules every registered person shall keep and maintain, in addition to the particulars mentioned in sub-section (1) of section 35, a true and correct account of goods or services imported or exported or supplies attracting payment of tax on reverse charge along with the relevant documents, including invoices, bill of supply,

delivery challans, credit/debit note, receipt vouchers, payment vouchers and refund vouchers etc.

As per rule 56(8), any entry in registers, accounts and documents shall not be erased, effaced or overwritten, and all incorrect entries shall be scored out under attestation and thereafter, the correct entry shall be recorded. Further, as per rule 56(9), each volume of books of accounts maintained manually shall be serially numbered.

In view of above provisions of law, it is advised to all concerned to maintain true and correct accounts/records of goods or services imported or exported so that proper audit trail may be available and compliances of GST law may be ensured.

If there is any query or doubt in respect of any aspect of the Act, please feel free to contact immediately in taxation cell at the corporate office.



(Y. S. Rathore)

Chief Accounts Officer (FM-W&M)

Copy to the following for information & necessary action:

1. The Chief Accounts Officer ( ), JPD, Jaipur.
2. The Superintending Engineer (I&S), JPD, Old Power House, Jaipur.
3. The Senior Accounts Officer / Accounts Officer ( ), JPD.
4. The Assistant Controller of Stores ( ), JPD.



Chief Accounts Officer (FM-W&M)