

Form for Entry for GST Manual Transactions of Receipt		
Part A. To be filled by Representative of Vendor / Contractor(Recipient)		
1. Transaction Type:	2. Transaction Mode: Goods <input type="checkbox"/> Services <input type="checkbox"/>	
3. Old Invoice 3.1 No:	3.2 Date:	4. Transaction Made at: Station <input type="checkbox"/> Cash Office <input type="checkbox"/>
5. Sttn / Cash Off.:	6. Department:	7. Contract Value:
8. Zone:	9. Division:	10. State:
11. Goods and Services Transaction Description: <i>(e.g. Parcel, EFT, Sale of Scrap & Loco etc.)</i>		12. Movement involved (Y/N): <i>(Applicable for sales of goods only)</i>
13. Recipient's Details		
13.1 Name:	13.2 Is Government Entity (Y/N):	
13.3 Registered with GSTIN (Y/N):	13.4 GSTIN:	
13.5 Is Tax Payable on Reverse Charge Basis (Y/N):	13.6 State of Registration:	
13.7 Registered Address:		
13.8 Email Id:	13.9 Phone:	
13.10 Address of Place of Supply:		
13.11 Address of Place of Delivery:	13.12 Movement by: Railways <input type="checkbox"/> / Customer <input type="checkbox"/>	
13.13 Name / Signature:	13.14 TDS Deduction No:	
Part B. To be filled by Railway Official (Supplier)		
Imp: Invoice Number must be printed on the MR / Parcel Way Bill etc.		
1. Invoice Issue Date:	2. Station / Cash Office Code:	
3. MR/PW No:	4. Invoice No:	
5. State Code of The Supplier:	6. GSTIN (State-Rly):	
7. Accounts Allocation Code:	8. Department Code:	
9. Transaction Category (select applicable): Regular <input type="checkbox"/> / Exempted <input type="checkbox"/> / Non-GST <input type="checkbox"/>		
10. Railway's GSTIN Registered Address:		11. Letter of Authority taken (Y/N): <i>(From customer, applicable for sales of goods)</i>
12. State of Place of Supply:		13. TDS Applied (Y/N):
14. Code Type: Service Accounting <input type="checkbox"/> / HSN <input type="checkbox"/>		15. SA / HSN Code:
16. Quantity:	17. Units (UQC):	18. Applicable Taxes: Inter-State <input type="checkbox"/> / Intra-State <input type="checkbox"/>
19. Invoice and Tax Charged Details		
19.1 Supply Value:	19.2 Taxable Value:	19.3 Collected Value:
19.4 IGST Rate:	19.5 IGST Amount:	19.6 IGST TDS:
19.7 CGST Rate:	19.8 CGST Amount:	19.9 CGST TDS:
19.10 U/SGST Rate:	19.11 U/SGST Amount:	19.12 U/SGST TDS:

(Signature of Railway Official) (Stamp)

Instructions to fill the format

Part A

1	Collection / Refund / Advance / Debit Adjustment / Credit Adjustment	2	Select applicable: Goods or Services
3	Required in case of Refund / Adjustment	4	Transaction made at station or Cash office
5	Name of Cash Office / Station of transaction	6	Commercial, Civil Engg., Parcel, Prod. Unit etc.,
7	Value of Contract is mandatorily required for determining applicability of TDS	8,9,10	Division / Zone/ State of place of transaction
11	Parcel, TTE's return, Advertisement, Sale of scrap, coaches etc.	12	Whether movement of goods is involved or not (applicable for sales of goods only)
13. Recipients Details			
13.1	Name of the recipient	13.2	Recipient is a Government Entity or not*
13.3	Recipient Registered with GSTN or not	13.4	If registered, GSTIN No. of recipient
13.5	As defined in the GST law, if applicable	13.6	State where Recipient is registered
13.7	GSTIN registered address of recipient	13.8	Email Id for communication purpose
13.9	Contact number of recipient	13.10	Address where service is rendered
13.11	Address where service is delivered	13.12	Whether movement of goods is done by Railways or customer (applicable for sales of goods only)
13.13	Name / Signature of recipient / representative	13.14	Registration number of the deductor, against which TDS shall be submitted

Part B

Invoice number format (auto-generated)	1. MR issued by Station / Cash Office		2. Manual Parcel Way Bill issued by Station	
	First 2	YY (year)		
	Next 2	Department code / PU		
	Next 2	Zones code as detailed below (PU to put zone to which they are attached for GST)		
	Next 10	MR / Parcel Way bill no. Should be preceded by zeros, if size is less than 10		

1	Invoice issue date In dd/mm/yyyy format	2	Station / Cash Office name
3	Money Receipt / Parcel Way Bill No.	4	Invoice number as per format mentioned above
5	State Code is the first two chars. of GSTIN	6	Registered GSTIN of the State-Rly of the station where supply is being made
7	As per Indian Railways Finance Code Vol. II	8	Department code as detailed below
9	Select the applicable transaction category	10	GSTIN Registered address of Railway
11	Whether letter of undertaking for movement of goods is taken from customer or not (applicable for goods only)		
12	State where supply is made	13	Whether TDS deducted by the recipient or not
14	Whether, mentioned value is SAC or HSN	15	SAC/HSN value. HSN is mandatory for Goods
16,17	Quantity and Unit to be written	18	Whether 'Inter' or 'intra' state transaction
19.1-19.8	IGST is applicable on inter-state transactions. CGST & SGST/ UGST in case of intra-state transactions. 'Taxable Value' is the base value on which Taxes are applied. 'Calculated Value' is the amount collected after deducting TDS excluding Taxes. For 'Regular' invoices, taxable value and tax amount cannot be zero.		

Department / Production Units Codes:

Department	Code	Department	Code	Production Units	Code
Accounts	01	Operating	09	CLW Chitranjan	16
Audit	02	Personnel	10	DLW Varanasi	17
Administration (vigetc)	03	Signal and Telecom	11	DMW Patiala	18
Commercial	04	Stores	12	ICF Chennai	19
Civil Engineering	05	Security (RPF)	13	RCF Kapurthala	20
Electrical	06	Safety	14	RWF Bangalore	21
Mechanical	07	Parcel	15	RCF Rae Bareilly	22
Medical	08	RDSO	24	RWP Bela	23

Railways Zone Codes:

Zone	Code	Zone	Code	Applicability of TDS
Konkan Railway	KR	South Central	SC	1. *Recipient is a Local Authority; Government Agencies; Government entity; Public Sector Undertaking 2. Contract value is more than Rs.2.5 lakhs 3. Invoice value is less than Rs.2.5 lakhs but the contract value may be more than Rs.2.5 lakhs. 4. Exclusions:- Transactions that are: i. Exempted & Non-GST ii. Under Reverse Charge Mechanism
Central Railway	CR	East Central	EC	
Eastern Railway	ER	North Western	NW	
Northern Railway	NR	East Coast	EO	
North Eastern	NE	North Central	NC	
North East Frontier	NF	South East Central	SB	
Southern Railway	SR	South Western	SW	
South Eastern	SE	West Central	WC	
Western Railway	WR	Metro Rail	MT	