

<b>Form for Entry for GST Manual Transactions of Receipt</b>		
<b>Part A. To be filled by Representative of Vendor / Contractor (Recipient)</b>		
1. Transaction Type:		
2. Old Invoice No. :		
3. Station / Office:	4. Division:	5. Zone:
6. Railway Department:		7. State:
8. Goods and Services Transaction Description: <i>(e.g. Parcel, EFT, Sale of Scrap &amp; Loco etc.)</i>		
<b>9. Recipient's Details</b>		
9.1 Name:		
9.2 Registered with GSTIN (Y/N):	9.3 GSTIN:	
9.4 Is Tax Payable on Reverse Charge Basis (Y/N):	9.5 State:	
9.6 Registered Address:		
9.7 Email Id:	9.8 Phone:	
9.9 Place of Supply / Service and Address:		
9.10 Place of Delivery of Service and Address:		
9.11 Signature / Name of Representative / Vendor:		
<b>Part B. To be filled by Railway Official (Supplier)</b>		
<b>Imp: Invoice Number must be printed on the MR / Parcel Way Bill etc.</b>		
1. Invoice No:	2. Invoice Issue Date:	
3. MR/PW No.	4. Station / Cash Office Code:	
5. GSTIN (State-Rly):	6. State Code:	
7. Accounts Allocation Code:	8. Department Code:	
9. Railway's GSTIN Registered Address:		
10. Service Accounting / HSN Code:		
<b>11. Invoice and Tax Charged Details</b>		
11.1 Total Value of supply :	11.2 Total Taxable value:	
11.3 IGST Rate:	11.4 IGST Amount:	
11.5 CGST Rate:	11.6 CGST Amount:	
11.7 SGST / UGST Rate:	11.8 SGST / UGST Amount:	
11.9 Cess Rate:	11.10 Cess Amount:	

(Signature of Railway Official)

(Stamp)

## Instructions to fill the format

## Part A

1.	Collection / Refund / Advance / Debit Adjustment / Credit Adjustment	5.	Zone of Station / Cash Office where transaction is made
2.	In case of Refund / Adjustment	6.	Commercial, Civil Eng., Parcel, Prod. Unit etc
3.	Cash Office / Station of transaction	7.	State where transaction has taken place
4.	Associated Division of Station / Cash Office	8.	Parcel, TTE's return, Advertisement, Sale of scrap, Sale of coaches etc.
<b>9. Recipients Details</b>			
9.1	Name of the recipient	9.7	Email Id for communication purpose
9.2	Recipient Registered with GSTN or not	9.8	Contact number of recipient
9.3	If registered, GSTIN No. of recipient	9.9	Address where service is rendered
9.4	As defined in the GST law, if applicable	9.10	Address where service is delivered
9.5	State where Recipient is registered	9.11	Name / Signature of recipient / representative of service received
9.6	Registered address of recipient while obtaining GSTIN		

## Part B

1.	<b>16 character invoice number to be generated</b>	<b>1. MR issued by Station / Cash Office</b>	
		<b>2. Manual Parcel Way Bill issued by Station</b>	
		<b>First 2</b>	<b>YY (year)</b>
		<b>Next 2</b>	<b>Department code / PU</b>
		<b>Next 2</b>	<b>Zones code as detailed below (PU to put zone to which they are attached for GST)</b>
	<b>Next 10</b>	<b>MR / Parcel Way bill no. Should be preceded by zeros, if size is less than 10</b>	
2.	In dd/mm/yy format	7.	As per Indian Railways Finance Code Vol. II <sup>1</sup>
3.	Money Receipt / Parcel Way Bill No.	8.	Department code as detailed below
4.	Station / Cash Office name	9.	Registered address of Railway which has obtained the GSTIN
5.	Registered GSTIN no of the State-Rly of the station where supply is being made	10.	Service Accounting <sup>2</sup> / HSN <sup>3</sup> Code as notified by CBEC
6.	State Code is the first two chars. of GSTIN	11.1-.10	Tax Details - As per applicable GST rates

## 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 (vig etc)	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 Raebareilly	22
Medical	08	RDSO	24	RWP Bela	23

## Railways Zone Codes:

Zone	Code	Zone	Code
Konkon Railway	KR	South Central	SC
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

- <http://www.indianrailways.gov.in/railwayboard/uploads/codesmanual/FINANCECODE/apn-3.htm>
- <http://www.cbec.gov.in/htdocs-cbec/gst/Classification%20Scheme%20for%20Services%20under%20GST.xlsx>
- <http://www.cbec.gov.in/htdocs-cbec/hsn-2017-trade>