

**INSTITUTE OF HUMAN RESOURCE DEVELOPMENT**  
**PRAJOE TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14**

FinB2/1000/2012/HRD

Date: 22.03.2017

**Circular**

In order to file Service tax return with Central Excise Department, you are requested to furnish the following details for the years 2014-15, 2015-16, 2016-17, urgently on or before 25/03/2017.

1. *Service tax paid to service providers while meeting expenses (eg. Telephone Charges, Internet charges, Purchase of e-journals, e-books and consultancy charge etc where in service charge has been included in the bill and remitted)*

Slno	Particulars	2014-15			2015-16			2016-2017		
		Total amount paid(as per bill)	Service tax paid	Cess paid	Total amount paid(as per bill)	Service tax paid	Cess paid	Total amount paid (as per bill)	Service tax paid	Cess paid

2. *Amount, if any, collected towards service tax for the service provided by the institutions.*

Slno	Particulars	Service tax collected		
		2014-15	2015-16	2016-2017

Kindly note that non-furnishing of details in time will attract penalty and legal proceedings. Hence utmost care should be taken by the head of institutions to prepare and furnish the above details in time.

Sd/-  
**DIRECTOR**

To

All Heads of Institutions  
Stock file  
Office Copy

*Approved for issue*

  
**Junior Superintendent**