

URGENT

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJEO TOWERS, VAZHUTHACAUD
THIRUVANANTHAPURAM-14

No: Fin B2/1000/2012/HRD

Dated: 17.10.2017

CIRCULAR

Sub: - IHRD - GST remittance - Details of courses conducted by IHRD in September 2017 - called for- reg.

Ref:- Endt. Fin B2/18211/2016/HRD dt 31.07.2017

The GST returns relating to the services rendered/courses conducted by IHRD for the month of September 2017 have to be filed with the Central Excise Department through Head Quarters on or before 20.10.2017. Hence all the Heads of Institutions are requested to furnish the details in the format attached by return through email (foihrd@gmail.com). If no courses were conducted during the month, a Nil report should be sent. This may be treated as most urgent. Any failure in this regard will be viewed seriously.

Sd/-


DIRECTOR

Encl. Format

To

1. All Head of Institutions
2. Stock File
3. Office Copy

Approved for issue


Junior Superintendent

Details of amount collected (Receipts) during the month of September 2017
Name of the institution :

Date	Receipt No.	Amount (Rs.)	Purpose	Whether GST Applicable or not	Rate of GST on the amount collected	GST Amount Rs
						Total

Head of Institution

The head of institutions should assure that all the receipt issued during the month have been projected in the statement.

Purpose : - (1) For course fee –state* recognized course fee* .ie.,for B.Tech / B.Sc/Degree /Diploma / HSC /THSLC / PGDCA / DCA /DDTOA/ etc...
 (2) For other IHRD courses like short term / training programmes state *IHRD course fee*

GST Applicable or not: - For recognized courses mark *not applicable*

For IHRD courses mark *applicable*

GST rate:- Calculate GST @ 18% on IHRD courses (Marked applicable) and the amount so calculated may be forwarded to Director, IHRD by way of DD so as to reach this office on or before 18.10.2017 . GST should be collected for all the IHRD services courses for which GST is applicable The Heads of Institutions are responsible for the collection of GST as per rules.