

URGENT

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

No: Fin B2/1000/2012/HRD

Dated: 17. 08. 2017

CIRCULAR

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

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

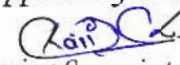

Since GST registration has been obtained by IHRD with the Central Excise Department , returns have to be filed and remittance of GST have to be effected through Head Quarters for the services rendered/courses conducted by IHRD for the month of July on or before 19.08.2017. Hence all the Heads of Institutions are requested to furnish the details in the format attached on or before 18th August 2017 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 July 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

Purpose :- (1)For course fee –state' recognized course fee', ie.,for B.Tech / B.Sc/Degree / Diploma / HSC /THSLC / PGDCA / DCA etc...

(2)For other IHRD courses like DDTOA/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 18.08.2017 . GST should be collected for all the IHRD services / courses for which GST is applicable The Head of Institutions are responsible for the collection of GST as per rules