

To

All Addl. SEs/Sr.Xens/AOs, **(All Accounting Units)**
Under PSTCL.

Memo. No. 1644/88/CPC/GST-1

Date:- 23.07.2019

Sub:- Information regarding GST for the month of 05/2019 & 06/2019.

It is intimated that GSTR-3B and GSTR-I returns for the month of May and June 2019 has been filed by this office on the basis of information/data entered by your office on GST online Software (statement attached). Kindly check the data and discrepancies if any be brought to the notice of this office immediately.

Now, the data for the month of July 2019 is required to be entered in the GST portal of PSTCL and it must be ensured that all the information/invoices regarding inward and outward supplies (i.e. supply of taxable/exempt/Nil rated/Non-GST to/from registered/unregistered person and advance received/advance adjusted during the month) must be incorporated in the data to be uploaded. Amount entered in GST related group heads in Trial balance must be tallied with the u-cheque issued by your offices for the concerned month. Filing of GST return and payment of GST made by this office purely depends upon the information supplied by your offices. Non-submission/wrong submission of information and consequences of late filing of GST Returns will be the responsibility of the DDO concerned.

It must be noted that GST online software will be locked on 5th August and it will not be made available to upload any information/invoices thereafter in any circumstances. So you are requested to upload the information/invoices well before the time without waiting for the last minute.

Matter may be treated as Most Urgent.

DA/As Above

[Signature]
Accounts officer/CPC,
PSTCL, Patiala.

Endst. No: 1689/1727

Date:-: 23.07.2019

Copy of the above is forwarded to the following for information please:-

1. Chief Engineer/TS, PSTCL, Patiala
2. Chief Engineer/P&M, PSTCL, Ludhiana.
3. Chief Engineer/HIS&D, PSTCL, Patiala.
4. Chief Engineer/ SLDC, PSTCL, Patiala.
5. Chief Financial Officer, PSTCL, Patiala.
6. Chief Accounts Officer/F&A, PSTCL, Patiala.
7. All Dy. CEs/SEs, PSTCL.
8. All Dy. CAOs/DY.FAs/Dy.CAs./Sr.AOs/AOs, PSTCL.

CC:

Sr. Xen/IT, PSTCL, Patiala for uploading on PSTCL website please.

[Signature]
Accounts officer/CPC,
PSTCL, Patiala

