

Form for Entry for GST Manual Transactions of Receipt**Part A. To be filled by Representative of Vendor / Contractor (Recipient)**

1. Transaction Type:	2. Transaction Mode: Goods <input type="checkbox"/> / Services <input type="checkbox"/>	
3. Old Invoice No. :	4. Transaction Made at: Station <input type="checkbox"/> / Cash Office <input type="checkbox"/>	
5. Station / Cash Office Name:	6. Railway Department:	
7. Zone:	8. Division:	9. State:
10. Goods and Services Transaction Description: <i>(e.g. Parcel, EFT, Sale of Scrap & Loco etc.)</i>		
11. Recipient's Details		
11.1 Name:		
11.2 Registered with GSTIN (Y/N):	11.3 GSTIN:	
11.4 Is Tax Payable on Reverse Charge Basis (Y/N):	11.5 State of Registration:	
11.6 Registered Address:		
11.7 Email Id:	11.8 Phone:	
11.9 Address of Place of Supply:		
11.10 Address of Place of Delivery:		
11.11 Signature / Name of Representative / Vendor:		

Part B. To be filled by Railway Official (Supplier)
Imp: Invoice Number must be printed on the MR / Parcel Way Bill etc.

1. Invoice No:	2. Invoice Issue Date:	
3. MR/PW No.:	4. Station / Cash Office Code:	
5. GSTIN (State-Rly):	6. State Code of The Supplier:	
7. Accounts Allocation Code:	8. Department Code:	
9. Transaction Category (select applicable): Regular <input type="checkbox"/> / Exempted <input type="checkbox"/> / Non-GST <input type="checkbox"/>		
10. Railway's GSTIN Registered Address:		
11. State of Place of Supply:		
12. Code Type: Service Accounting <input type="checkbox"/> / HSN <input type="checkbox"/>	13. SA / HSN Code:	
14. Quantity: <i>(e.g. 10,100,1000 etc)</i>	15. Units (UQC): <i>(e.g. Kgs, tonnes, etc)</i>	16. Applicable Taxes: Inter-State <input type="checkbox"/> / Intra-State <input type="checkbox"/>
17. Invoice and Tax Charged Details		
17.1 Total Value of Supply :	17.2 Total Taxable Value:	
17.3 IGST Rate:	17.4 IGST Amount:	
17.5 CGST Rate:	17.6 CGST Amount:	
17.7 SGST / UGST Rate:	17.8 SGST / UGST Amount:	

(Signature of Railway Official)

(Stamp)

Instructions to fill the format**Part A**

1	Collection / Refund / Advance / Debit Adjustment / Credit Adjustment	2	Select applicable: Goods or Services
3	Required in case of Refund / Adjustment	4	Transaction made at station or Cash office
5	Name of Cash Office / Station of transaction	6	Commercial, Civil Engineering, Parcel, Production Unit etc
7,8,9	Division / Zone/ State of place of transaction	10	Parcel, TTE's return, Advertisement, Sale of scrap, coaches etc.
9. Recipients Details			
9.1	Name of the recipient	9.2	Recipient Registered with GSTN or not
9.3	If registered, GSTIN No. of recipient	9.4	As defined in the GST law, if applicable
9.5	State where Recipient is registered	9.6	GSTIN registered address of recipient
9.7	Email Id for communication purpose	9.8	Contact number of recipient
9.9	Address where service is rendered	9.10	Address where service is delivered
9.11	Name / Signature of recipient / representative of service received		

Part B

1	16 character invoice number to be generated	1. MR issued by Station / Cash Office	
		2. Manual Parcel Way Bill issued by Station	
		First 2	YY (year)
		Next 2	Department code / PU
		Next 2	Zones code as detailed below (PU to put zone to which they are attached for GST)
	Next 10	MR / Parcel Way bill no. Should be preceded by zeros, if size is less than 10	
2	Invoice issue date In dd/mm/yyyy format	3	Money Receipt / Parcel Way Bill No.
4	Station / Cash Office name	5	Registered GSTIN of the State-Rly of the station where supply is being made
6	State Code is the first two chars. of GSTIN	7	As per Indian Railways Finance Code Vol. II ¹
8	Department code as detailed below	9	Select the applicable transaction category
10	GSTIN Registered address of Railway	11	State where supply is made
12	Whether, mentioned value is SAC or HSN	13	Service Acc. ² / HSN ³ Code, notified by CBEC. HSN is mandatory, in case of sales of Goods
14,15	Quantity and Unit to be written	16	Whether 'Inter' or 'intra' state transaction
17.1-17.8	Tax Details - As per applicable GST rates. IGST applicable in inter-state transactions. CGST & SGST/ UGST in case of intra-state transactions. For 'Regular' invoices, taxable value and tax amount cannot be zero.		

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

1. <http://www.indianrailways.gov.in/railwayboard/uploads/codesmanual/FINANCECODE/apn-3.htm>2. <http://www.cbec.gov.in/htdocs-cbec/gst/Classification%20Scheme%20for%20Services%20under%20GST.xls>3. <http://www.cbec.gov.in/htdocs-cbec/hsn-2017-trade>