

**V.O.CHIDAMBARANAR PORT TRUST**  
**FINANCE DEPARTMENT**

**No.FIN-OFFAO-CRT-MONT-V1-18**

**Date:14.05.2018**

CIRCULAR No.07 /2018-19

Sub: Up-keep of Registers and Records.  
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It has been repeatedly observed that many papers/mails received through dock etc are not being properly replied or replied but not filed. Also many files, service records often being reported as lost/missed /not available. It is hereby informed to all Accounts Officers that they are the custodian of the records of the relevant works assigned to them as per Officer Order.

All records shall be maintained and safe guarded and any change of officers to other work, should be properly handed over and taken over report of the records to be made and copy marked to HoD,Dy.HoDs. If any records are missing and not available, the person who has not handed over the files during the said period shall be responsible. All the records handed over shall be properly stitched arranged with Sl.No., File Name, period of record shall be listed and maintained. All officers may list out the records and submit the list of records and files maintained with them on or before 31.05.2018. Any deviations from the same shall be viewed seriously and necessary disciplinary action shall be initiated.

This is for strict compliance.

  
14/5/18  
Financial Adviser and  
Chief Accounts Officer

To  
All Officers of Finance Department

Copy to:

1. PA to Dy.CPT
2. PA to CPT

**V.O.CHIDAMBARANAR PORT TRUST**  
**FINANCE DEPARTMENT**  
**TAX SECTION**

Circular No: 06 /2018-19

File No.FIN-OFFTA-TAX-TACIR-VI-18

Dated: .05.2018

**Sub: GL Codes under GST regime for A.Y. 2018-19**

Kind reference invited to the Circular no 10/ 2017-18 dated 22.09.2017, wherein following codes are informed to utilized for accountal of GST payable for various services attended by the port.

Sr.No	GL Code	Nomenclature
1	L851	Cargo Handling Services- CGST
2	L852	Cargo Handling Services- SGST
3	L853	Port and waterways operation services-CGST
4	L854	Port and waterways operation services-SGST
5	L855	Lease rentals-CGST
6	L856	Lease rentals-SGST
7	L857	Sale of tender, disposal of scrap etc. -CGST
8	L858	Sale of tender, disposal of scrap etc. -SGST
9	L859	Sale of tender, disposal of scrap etc. -IGST
10	L860	Income from PPP operator -CGST
11	L861	Income from PPP operator -SGST
12	L862	Income from PPP operator -IGST
13	L863	Reverse Charge Mechanism -CGST
14	L864	Reverse Charge Mechanism -SGST
15	L865	Reverse Charge Mechanism -IGST
16	L866	Penalty, Interest, and LD -CGST
17	L867	Penalty, Interest, and LD -CGST
18	L868	Penalty, Interest, and LD -CGST

After completion of GST patch updation, and in view technical difficulties in SAP for maintenance of so many GL codes for GST purpose the above mentioned codes are dispensed from the system and following GL codes are created for booking/ accountal of taxes with immediate effect.

  
14/5/18

Sr.No	GL Code	Nomenclature
1	L853	GST payable-CGST
2	L854	GST payable -SGST
3	L859	GST payable-IGST
4	L863	Reverse Charge Mechanism-CGST
5	L864	Reverse Charge Mechanism-SGST
6	L865	Reverse Charge Mechanism-IGST
7	A710	Input Tax Credit-CGST
8	A711	Input Tax Credit-SGST
9	A712	Input Tax Credit-IGST
10	A713	Input Tax Credit under RCM-CGST
11	A714	Input Tax Credit under RCM-SGST
12	A715	Input Tax Credit under RCM-IGST

In view of the above, the concerned staff of respective departments maybe advised to use the above mentioned GL codes.

This issues with approval of competent Authority.

  
 15/5/18  
 Financial Advisor and  
 Chief Accounts Officer

To  
 All HOD of VOCPT

All Accounts Officers Finance Department/ VOCPT