



**J&K SMALL SCALE INDUSTRIES DEVELOPMENT
CORPORATION LIMITED (SICOP)**

(A J&K GOVERNMENT UNDERTAKING)

ISO 27001:2013 ISO 9001:2015

Railhead Complex 2nd floor, Udyog Bhawan, Jammu/Sanat ghar Bemina Srinagar

E-mail:- jkssidc@gmail.com

No. 21-FA&CAO of 2018

Dated: 21-07-2018

Subject: Reconciliation of GST.

CIRCULAR

It has been observed during the course of inter-unit reconciliation, that some units have suppressed the critical information regarding the sales/purchases required at the time of filing GST returns. The management has taken the serious view of it and has taken necessary disciplinary action against the erring officials.

It is felt necessary that there must be a reconciliation of sales/purchases or any business transactions involved and GST due/paid thereon and returns filed, in respect of all units of corporation affecting purchases/sales or any business transactions involving GST under any activity carried by it, since the implementation of GST in the state.

It is therefore, enjoined upon all the unit heads to provide the detailed information month-wise, regarding the subject as per the format enclosed since the implementation of GST in the state.

The information be reached to the head office latest by 28th of July 2018.

By order

Sd/-

Financial Advisor &CAO
SICOP

No.SICOP/FA/18/2018/886-90

Dated:21/07/2017

Copy to:

1. Managing Director, SICOP for his kind information.
2. General Manager_____
3. Project Manager/ Project Engineers_____
4. DGM/Manager/ District Manager_____
5. Divisional Manager/DFA_____

} For compliance


Financial Advisor &CAO
mazhar.khan@jk.gov.in

Monthly Purchase Data Format

Inv. No.	Date	Wing	Customer /Vendor	GST No.	HSN/SAC Code	Qty	Unit	GST Slab	Taxable Value of Bill	CGST	SGST	IGST	CESS	Net Amount of Bill
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Financial Advisor & CAO
 J&K Small Scale Inds. Dev. Corpn. Ltd. (SICOT)
 (A J&K Govt. Undertaking)
 Jammu / Kashmir

Monthly Sale Data Format

Inv. No.	Date	Wing	DO No & Date In case of Raw Material	Customer /Vendor	GST No.	HSN/SAC Code	Qty	Unit	GST Slab	Taxable Value of Bill	CGST	SGST	CESS	Net Amount of Bill
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

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 Jammu / Kashmir