



# Maharshi Dayanand University, Rohtak

(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A' Grade

## GST Cell (Accounts Branch)

No. FO/GST/2018/...3888-3957

Dated : .....24-08-2018.....

To

All the HODs/Directors/Branch Officers  
Maharshi Dayanand University  
Rohtak.

**Subject: Implementation of GST in the University.**

Sir/Madam,

It is hereby notified that GST has been implemented by the Govt. w.e.f. 1<sup>st</sup> July 2017, therefore, to comply with the new tax regime, University has also obtained the GST No., which has already been uploaded on the University website, under the heading 'FORM', required at the time of purchase of Goods and/or Services by any of the University Teaching Departments/Branches/Offices.

Therefore, while making any purchase of Goods and/or Services, do verify that the following details have been mentioned in the Bill/Invoice, raised by the registered Supplier of Goods or Services:

1. Name, address and GST Identification Number of the supplier;
2. A consecutive serial number (not exceeding 16 characters);
3. Date of its issue;
4. Name, address and GST Identification Number of the University;
5. Name and address of the Branch/Department/Office and the address of delivery, along with the name of the State and its code;
6. HSN code for goods or SAC for services;
7. Description of goods or services;
8. Quantity (number) in case of goods and unit (kg, meter etc.) or Unique Quantity Code thereof;
9. Total value of supply of goods or services or both;
10. Taxable value of the supply of goods or services or both taking into account discount or abatement, if any;
11. Rate of tax (CGST, SGST, IGST, UGST or cess);
12. Amount of tax charged in respect of taxable goods or services (CGST, SGST, IGST, UTGST or cess);
13. Place of supply along with the name of the State, in the case of a supply in the course of **Inter-State** trade or commerce;
14. Address of delivery where the same is different from the place of supply;
15. Whether the tax is payable on reverse charge basis; and
16. Signature or digital signature of the supplier or his authorised representative.

*mentioned overleaf..*

Further, the Government vide Notification No. 12/2017 - CGST and 5/2017 - IGST dated 28<sup>th</sup> June 2017, has specified the number of digits of HSN code to be specified on a tax invoice:

Sr. No.	Particulars	Code
1.	Turnover of up to ₹ 1 Crore 50 Lakhs	0
2.	Turnover of more than ₹ 1 Crore 50 Lakhs and upto ₹ 5 Crores	2
3.	Turnover of more than ₹ 5 Crores	4
4.	In case of exports/imports	8

This may kindly be brought to the notice of all concerned in your Department/ Branch/ Office for strict compliance.

Yours faithfully

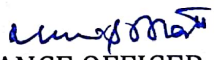
  
FINANCE OFFICER

Endst No. FO/GST/2018/.....<sup>3958-59</sup>

Dated 24 -08-2018

Copy of the above is forwarded to the following for information and necessary action:

1. O.S.D. to Registrar (for kind information of the Registrar) M. D. University, Rohtak.
2. Director, University Computer Centre, M. D. University, Rohtak for uploading the same on University website.

  
FINANCE OFFICER