

## **ELECTRONIC LEDGERS & PAYMENTS**

Once a tax payer is registered on the common portal GSTN, two e-Ledgers Cash Ledger & Input Tax Credit Ledger and an Electronic Tax liability ledger will be automatically opened and displayed on the dash board.

**ITC Ledger**, Input Tax Credit as self assessed in monthly returns will be reflected in this ledger. The credit of this ledger can be used for payment of TAX ONLY and not for payment of interest, fines, fees etc.

**Cash Ledger**, will reflect all deposits made in cash, TDS/TCS made on account of tax payer. Money can be deposited in this ledger by Internet banking, debit card, credit card, RTGS, NEFT, over the counter payments of authorised banks. (The credit card needs to be registered on the portal) Payments can be debited from this ledger; the debit entry no. is to be reflected in the return. This information will be reflected on real time basis.

**Tax Liability Ledger**, will reflect the total tax liability of a tax payer (after netting) for the particular month.

**Due Date of Payment**, for a normal tax payer is 20<sup>th</sup> of the following months; payments for the month of March are to be made by 20<sup>th</sup> April. The date of deposit of tax dues will be the date on which the amount is credited to the government account.

**Valid Return**, full payment of self assessed tax is to be made before filing of the return, otherwise the return will not be considered as a valid return, the ITC of the recipient will only be confirmed if the recipient has filed the return & the supplier has also filed a valid return.

**Challan**, generated online, can be filled with payment particulars saved & modified, once finalised & Common Portal Identification No. (CPIN – 14 digit unique no) is generated no changes will be allowed. The challan is valid for 15 days. However, the tax payer can generate another challan. A Challan Identification No. (CIN – 14 Digit CPIN + 3 Digit Bank Code) is generated, as a confirmation of payment.

**Sequence of Payments**, First self assessed tax & other dues of previous months has to be made, then self assessed tax & other dues of the current month & thereafter any other amounts payable including confirmed dues.

**E-FPB** stands for Electronic Focal Point Branch, each authorised bank will nominate one branch as its E-FPB for pan India payment of GST. For NEFT/RTGS transactions RBI will act as E-FPB.

## RETURNS

**GSTR-1 – By the 10<sup>th</sup> of next month** - A normal registered tax payer has to file the outward supply details in GSTR-1 in relation to supplies made in a month, namely, outward supplies to registered persons, unregistered persons (consumers), details of Credit/Debit Notes, Zero-rated, exempted and non GST supplies, exports and advances received in relation to future supply.

In B2B supplies, whether Inter – State or Intra – State prescribed details of each invoice will have to be uploaded.

In B2C Inter State supplies, a detail of each invoice of more than Rs. 2.5 lakhs value has to be given. For inter – state invoices below 2.5 lakhs and all intra-state invoices, state wise summary will be sufficient.

**GSTR-2 – By the 15<sup>th</sup> of next month** - Relates to inward supplies, most part of which will be auto populated, the recipient will have to fill details of imports, purchases from non-registered dealers or composition suppliers and exempt/non GST/nil GST supplies.

In case the supplier has missed any invoice details, the same can be entered by the recipient, credit of such invoice will be given provisionally, subject to matching. If the invoices in GSTR – 2 do not match with the invoice in GSTR-1, then such mismatch will be intimated to the supplier. If the mismatch is due to mistake at the side of recipient no action is required to be taken, if the said supplier had issued the invoice but did not upload it and pay tax on it, ITC availed by the recipient would be added to his output tax liability. Proceedings will be initiated against the supplier for not paying tax.

In case ITC has been taken more than once on the same invoice, the amount of such credit will be added to the output tax liability of the recipient in the return.

**GSTR – 3 – Monthly Return - By the 20<sup>th</sup> of next month** - At any stage, but not later than September of the next financial year, if the supplier realizes his mistake & uploads the invoice, pays duty & interest on such missing invoice in his GSTR-3 of the month in which he had earlier failed to upload the invoice, the recipient will be allowed to reduce output tax liability, to the extent the mismatch has been rectified by the supplier. The interest paid by the recipient will also be refunded to the recipient by crediting the amount in his electronic cash ledger.

**Note:** Please refer to press release dated 18.06.17 as appended below, regarding changes in filing of returns for the months of July & August 16'

**GSTR- 4 – By the 18<sup>th</sup> of the month after a quarter** - Composition tax payers are only required to file GSTR-4 by the 18<sup>th</sup> of the month after the end of the quarter.

**GSTR – 6 – By the 13<sup>th</sup> of next month** - Input Service Distributors are required to file this return only.

**GSTR – 7 – By the 10<sup>th</sup> of next month** The deductor of TDS will be submitting the deductee wise details in GSTR – 7 to be filed by the 10<sup>th</sup> of next month of deduction, the details will be auto populated in the GSTR – 2 of the deductee. The taxpayer will be

required to confirm these details in his GSTR – 2 to avail the credit. To avail credit certificate of deduction is not required, however, can be downloaded for records.

**Annual Return – By 31<sup>st</sup>. December of next year** - Only tax payers filing GSTR -1 to GSTR – 3 are required to file the annual return.

**Final Return** – Final return is to be filed by every person paying tax as a normal tax payer, if applied for cancellation of registration. The return is to be filed within 3 months of the date of cancellation or the date of cancellation of order.

**Revision of Returns** – There is no provision for revision of returns, any need to change a return may arise due to the need to change a set of invoices, debit or credit notes, the system will allow changing the details of such transactions in any of the future GSTR – 1 or GSTR – 2 in the tables specially provided for the purpose of amending previously provided details.

**Filing of Returns** – Returns & statements can be filed either directly online on the common portal or by downloading the offline utility & the auto populated details & uploading them on the common portal. A registered tax payer can also get his returns filed through a tax return preparer duly approved by the Central or State administration. GSTN has developed an ecosystem of GST Suvidha Providers (GSP), which will integrate with the system.

The tax payer, especially in cases where the numbers of invoices are large, may upload the invoice details on a daily basis and has the option of modifying the details, till the statements are actually submitted. Suppliers may also be encouraged to upload their invoices on a regular basis. The recipient can see the invoices uploaded by the supplier.

The GSTN network will also provide a compliance rating of a taxpayer; this will help a recipient to judge the compliance level of the supplier in timely uploading of invoice details etc.

**Late Filing of Returns** – Late fee of Rs. 100/- per day subject to a maximum of Rs. 5,000/-, in case of annual return late fee of Rs. 100/- per day subject to a maximum of .25% of his turnover in the state.

### REFUNDS

Refunds are allowed in the following cases –

- a) any balance amount in the electronic cash ledger so claimed as refunds
- b) any unutilized ITC in respect of (i) zero rated supplies made without payment of tax or, (ii) where the credit has accumulated on account of rate of tax on inputs being higher than the rate of tax on output supplies (other than nil rated or fully exempted supplies),

However, no refund of ITC will be allowed where the goods exported out of India are subjected to Export Duty, and also in the case where the supplier of goods or services or

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both avails of draw back in respect of Central tax or claims refund of the integrated tax paid on such supplies.

Any unutilized ITC at the end of a financial year of an ordinary tax payer will not be refunded; it shall be carried forward to the next financial year.

Any IGST wrongly paid in Intra – State sale or any CGST/SGST wrongly paid in Inter – State sale cannot be adjusted, the tax payer is entitled to claim refund.

Time limit of taking refund is filing of refund application 2 years from the “relevant date”

Press Information Bureau  
Government of India

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**RELAXATION IN RETURN FILING PROCEDURE  
FOR FIRST TWO MONTHS OF GST  
IMPLEMENTATION**

New Delhi, 18  
June, 2017

With the objective of ensuring smooth rollout of GST and taking into account the concerns expressed by the trade and industry regarding filing of the returns in GST regime, it has been decided that, for the first two months of GST implementation, the tax would be payable based on a simple return (Form GSTR-3B) containing summary of outward and inward supplies which will be submitted before 20<sup>th</sup> of the succeeding month. However, the invoice-wise details in regular GSTR – 1 would have to be filed for the month of July and August, 2017 as per the timelines given below –

Month	GSTR – 3B	GSTR - 1	GSTR – 2 (auto populated from GSTR-1)
July, 2017	20 <sup>th</sup> August	1 <sup>st</sup> – 5 <sup>th</sup> September*	6 <sup>th</sup> – 10 <sup>th</sup> September
August, 2017	20 <sup>th</sup> September	16 <sup>th</sup> – 20 <sup>th</sup> September	21 <sup>st</sup> – 25 <sup>th</sup> September

\* Facility for uploading of outward supplies for July, 2017 will be available from 15<sup>th</sup> July, 2017.

No late fees and penalty would be levied for the interim period. This is intended to provide a sense of comfort to