## All Addl. SEs/Sr.Xens/AOs, (All Accounting Units)

 Under PSTCL.```
Memo. No. \(2533 / 2578 /\) CPC/GST-1
Date:- 01/10/2018.
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Sub:- Information regarding GST for the month of 08/2018 .
It is intimated that GSTR-3B and GSTR-I returns for the month of August 2018 has been filed by this office on the basis of information/data entered by your office on GST online Software (statement attached).

Now the data for the month of September 2018 is required. It must be ensured that all the information/invoices regarding inward and outward supplies (i.e. supply of taxable/exempt/Nil rated/Non-GST to/from registered/unregistered person and advance received/advance adjusted during the month) must be entered in the software. Amount entered in GST related group heads in Trial balance do tally with the u-cheque issued by your offices for the concerned month. Filing of GST return and payment of GST made by this office purely depends upon the information supplied by your offices. Non-submission/wrong submission of information and consequences of filing late GST Return will be the responsibility of the DDO concerned.

It must be noted that GST online software will be locked on $5^{\text {th }}$ October and it will not be made available to upload any information/invoices thereafter in any circumstances. So you are requested to upload the information/invoices well before the time without waiting for the last minute.

Matter may be treated as Most Urgent.
DA/As Above

## Endst. No.2579/2614 CPC/GST-I

Date:-: 01|10|2018
Copy of the above is forwarded to the following for information please:-
1 Engineer-In-Chief/TS, PSTCL, Patiala
2. Chief Engineer/P\&M, PSTCL, Ludhiana.
3. Chief Engineer/HIS\&D, PSTCL, Patiala.
4. Chief Engineer/ SLDC, PSTCL, Patiala.
5. Chief Financial Officer, PSTCL, Patiala.
6. Company Secretary, PSTCL, Patiala.
7. All Dy. CAOs/DY.FAs/Dy.CAs./Sr.AOs/AOs, PSTCL.

## CC:

Sr. Xen/IT, PSTCL, Patiala for uploading on PSTCL website please.


