

Reminder

205-ITPO/MA/cs/6(A)/2016-17
INDIA TRADE PROMOTION ORGANISATION
(Management Accounts Section)

Dated the 10th April, 2018

Subject: - Annual Closing of Accounts for the year 2017-18.

Reg 1 : Intimation of Liabilities and Provision

Reg 2 : Timely Forwarding of Bills to Finance Division for Claiming Input Credit under GST

Reference is invited to circulars of even number referred above requesting all **HoDs and Fair officers** to submit the fair accounts and intimate the liabilities **by 7th April 2018** in respect of services availed/commitments made during the year 2017-18 so that the same are accounted for in the accounts.

Non intimation of liabilities implies that no TDS will be deposited as per mandatory requirements within stipulated time. Consequently this will result in levy of penalties on ITPO.

Non intimation of liabilities will also result in failure to claim input credit under GST for the year 2017-18.

It is observed that many divisions and sections are yet to inform the liabilities and forward the bills to the Finance Division.

It is reiterated that the liabilities may be intimated and bills may be forwarded to Finance Div latest by 13th April 2018.

2 Even where bills are not received from the suppliers/vendors, the approximate amount of bill along with supplier name, PAN etc may be informed so the TDS on the same can be deposited in April 2018 as per requirements of the Income Tax Act.

X

*X for compliance invoices of
GST credit. Ache Halky
11/4/18
SMCRPPN
FLCAO*

R.K.Thakur

(R.K.Thakur)
DGM(Fin.)

-All HODs, Fair Officers and Officers.
"All Users" ITPO by mail

*SM (V. K. Singh, P. K. Singh) - Information received by Section
Separate copies to
Vikas
Vikas
OTD
want*