

India Trade Promotion Organisation  
(Finance & Accounts Division)

15<sup>th</sup> March 2017

CIRCULAR

Sub: Payment of Service Tax on Outstanding dues / TDS for the Financial Year 2016-17

As per the provisions of Service Tax Rules, Service Tax for the financial year 2016-17 is to be deposited on or before 31.03.2017. Finance Division has already paid the service tax due on amount already received from the participants / organisers of various fairs / events. However, in respect of events already held or any other service provided for which there are outstanding dues (including TDS), the Service Tax has to be deposited by 31.03.2017. Accordingly, it is requested to provide the details of all such cases **in the format enclosed on or before 24.03.2017** positively. In case no such information is received by this date, it will be presumed that nothing is recoverable for which Service Tax is to be paid and liability of ITPO will be finalised accordingly.

Any delay / non-receipt of information for this purpose by due date, ITPO will be liable to pay **heavy penalty and interest** as per Service Tax Rules. All Concerned are, therefore, requested to furnish the required information well in time for the activities / events under their charge.

  
(Gajraj Singh) <sup>15/3/2017</sup>  
DGM(Fin)

To:

OSD (AKS) - F&B, Protocol  
GM (JD) – For Fairs in India, TIR&P Etc.  
GM (JGS) – Fair Services -I  
GM (AKV) – Security Division, For fairs in India  
GM(VM) – Cultural Division, CPPR  
CS(SRS) – BDD (Third party events & other agencies),  
GM(RPD) – Engg Division (Electricity, Water, PNG etc.)  
GM(DKJ) - EMD  
All Regional Offices – For fairs in India, Rent etc.  
Copy to : PS to CMD  
PS to ED  
Notice Board

India Trade Promotion Organisation  
(\_\_\_\_\_ Division)

Details of Outstanding Dues (including TDS) as on \_\_\_\_\_

S.No.	Name of the Party	Name of the Event	Amount Recoverable (Including TDS) (Rs.)	Remarks

Signature

Name & Designation of the Officer

Extn No.