

Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat

No. D.13035/3/2018-19/GA1

Dated 01.11.2018

Office Memorandum

Sub: Procedure to be followed in case of journey performed on official tours.

In accordance with the GST Circular No.9, issued by Taxation Section of Prasar Bharati on 09.02.2018, a prescribed procedure is required to be followed by the employees of Prasar Bharati while submitting their claims in respect of the journeys performed during official tours.

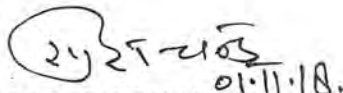
It is pertinent to mention here that Prasar Bharati is entitled to avail the Input Tax Credit (ITC) in respect of the GST paid on hotel and travelling bills relating to journeys performed by Prasar Bharati employees during official tours. The ITC on such expenditure can only be claimed when proper GST complied bills i.e. with GSTIN of the appropriate office of Prasar Bharati along with other requisite details, in accordance with the circular no. 9, are submitted.

However, it has been noticed that the bills are being submitted by the officials, in respect of official tours with no/ incorrect GST information resulting in loss of ITC to Prasar Bharati.

Accordingly, in order to avoid the loss of ITC due to non-submission of proper GST details on the hotel and travelling bills by the employees of Prasar Bharati, in respect of their official tours, it has been decided that in such cases, the bills will be paid exclusive of the GST amount.

However, in order to avoid any loss to the employees, they may be requested to comply with the instructions issued vide GST circular no. 9 scrupulously.

This issues with the approval of the Competent Authority.


[RAJESH CHANDRA]
DD(GA1)/Head of the Office

- To,
- 1 ADG (Admn) DG:AIR, Akashwani Bhawan, Sansad Marg, New Delhi.
 - 2 ADG (Admn) DG:DD, Coupernicus Marg, Mandi House, New Delhi
 - 3 ADG(Admn), NSD, AIR, New Broadcasting House, Sansad Marg, New Delhi.
 - 4 ADG(Admn), DG:DD News, Coupernicus Marg, Mandi House, New Delhi
 - 5 ADG(E-Trg.), NABM, All India Radio, Kingsway Camp, New Delhi.

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- 1 PS to Chairman/SO to CEO/PS to Member (F)
- 2 PS to ADG(E&A), PB Sectt
- 3 PA to DDG(A), PB Sectt.
- 4 DDO, PB Sectt.

5. DDG(T) → for uploading on P.B. website .