

FR-8/1/2021-e-FD
GOVERNMENT OF MANIPUR
SECRETARIAT: FINANCE DEPARTMENT
(Resource Section)

OFFICE MEMORANDUM

Imphal, the 1st March, 2022

Subject: Monitoring of GST and other tax payment by Departments - regarding.

The workshop held on 26th February, 2022 had highlighted various areas where improvements can be made by the State Government Departments with regards to collection of revenue for the Government. As per the discussions held during the workshop and the inputs from the Departments, the actions in the subsequent paras are necessary to improve the revenue collection in the State.

2. To enable the Taxation Department to identify contractors and suppliers defaulting on GST payment, it is necessary for the Taxation Department to have information on the 2% TDS on GST made by Departments. At present, while some DDOs are providing this information by their monthly filings on the GST portal, other DDOs are only providing manual information without making any filings. To leverage use of IT tools and as filings are mandatory, **all DDOs shall, henceforth, file their GSTR-7 returns (on 2% TDS deduction) on the GST portal before the 10th of every month, for the preceding month.** The submission of manual information to Finance and Taxation Departments will cease with immediate effect. All Administrative Secretaries and Heads of Departments shall ensure that this is done by all DDOs under their supervision and control.

3. In the workshop it was also brought to the notice of all State Government Departments that for 'Deposit Works', no 2% TDS on GST shall be deducted by the DDO concerned. It will be the responsibility of the Government PSU/ Work Agency to deduct this 2% TDS on GST. It was also highlighted that the 2% TDS on GST by PSUs/ Work Agencies is an area of concern, due to the unavailability of this information with the Taxation Department. **Therefore, the PSUs/ Work Agencies shall also file their GSTR-7 returns (on 2% TDS deduction) on the GST portal before the 10th of every month, for the preceding month.** The Administrative Secretaries and Heads of Departments shall ensure that this is adhered to strictly by the PSUs/ Work Agencies under their administrative control. It is re-iterated for the information of all Government Departments that as per the latest notification, **works executed by Government Departments will attract only 12% GST, while those executed by PSUs/ Work Agencies will attract 18% GST.**

4. Further, the following instructions, which have been issued by Finance Department vide various Office Memorandums are re-iterated for the information and necessary action by all Government Departments:

- (i) Departments to ensure that supply/ work orders are placed only with GST registered suppliers or contractors.
- (ii) Departments are to ensure that all tax deductions, as per extant orders, are clearly reflected in their proposals submitted to Finance Department.
- (iii) Departments to ensure that the latest (previous month) GST returns of the supplier/ contractor along with the GST undertaking is mandatorily enclosed along with their proposals to Finance Department.


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(iv) Departments to ensure that Professional Tax is paid by all private firms/ organizations whose employees are liable to pay the tax and for which the Departments have a licensing role i.e., private schools for Education-S Department, private hospitals and clinics for Health Department etc.

5. A monthly review on resource mobilization will be held at the level of the Chief Secretary in which the actions of the Government Departments, including on the above instructions, will be reviewed.

Kumar
01/03/2022
(Dr. Rajesh Kumar)
Chief Secretary
Government of Manipur

Copy to:

1. Secretary to the Chief Minister, Manipur
2. PPS to the Deputy Chief Minister (i/c Finance), Manipur
3. Staff Officer to the Chief Secretary, Government of Manipur
4. All Administrative Secretaries, Government of Manipur
5. The Commissioner (Taxation), Manipur
6. All Heads of Department, Government of Manipur
7. All Officers of Finance Department, Government of Manipur
8. Relevant file

see
01/03/2022
(Neilenthang Telien)
Additional Secretary (Finance)
Government of Manipur