

**205/ITPO/Fin./2017-18**  
**India Trade Promotion Organisation**  
**(Finance Division)**

19<sup>th</sup> February, 2018

**CIRCULAR**

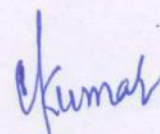
**Sub: Timely Forwarding of Bills to Finance Division for Claiming Input Tax Credit (ITC) under GST**

As per Regulations of the Goods and Services Tax (GST) implemented w.e.f 1.7.2017, ITPO claims input tax credit (ITC) for the GST paid on the payments made to various parties. To avail input tax credit, the bills /invoices are required to be paid off by the Finance Division and only then the credit can be claimed.

To minimize the net payment of GST after availing input tax credit, it is important that all bills for the services availed by ITPO from various parties are paid off within the next month itself. Failure to do so will result in ITPO being unable to avail the Input tax credit in the monthly GST returns resulting in higher payment/deposit of GST.

In view of the above, all the divisions are therefore requested to ensure that the parties/vendors raise the bills on ITPO within one month and forward the same to Finance Division for processing for payment without any delay to adhere to the time limits under GST.

Further, it must be ensured that ITPO GSTIN No.07AAATI2955C1ZX is mentioned on all the bills /invoices raised on ITPO failing which the input tax credit cannot be claimed and may result in loss.



(R.K.Thakur)  
DGM (Finance)

To: All HoDs

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