

Sub: Taxable GST Invoice Series to be maintained from 01.04.2018

As per the provisions of GST Law taxable Invoice shall be issued for providing any taxable service to the service recipient. You are requested to strictly follow the guidelines given below:

- (1) Taxable invoice shall be issued only in case of taxable output services wherein GST is collected such as Quotation fees, Reinstatement charges etc.
- (2) Two separate series shall be maintained for sale of quotation and provisions of services like reinstatement charges., collection of rent etc
- (3) Invoice series for sale shall be as per enclosed sheet giving details for each division.
- (4) In case of EMD or any other amount received on which GST is NOT applicable, taxable invoice shall NOT be issued.
- (5) In case of cancelled invoice all the three copies should be kept in the Invoice book for verification.
- (6) Monthly statement shall be prepared by each division giving details of the taxable invoices, issued for the previous month in the format given below and the same shall be forwarded on or before 5th of succeeding month on following email ID

- 1) ao.mkt@cidcoindia.com
- 2) ao@cidcoindia.com
- 3) ee.nm@cidcoindia.com
- 4) se.hq@cidcoindia.com

Format:

Date of Invoice	Invoice No	Party Name	Net Amount	GST		
				CGST	SGST	IGST



(R.S.Nayak)
SE(HQ)/Emp.No.25555

To,

All SE's ()
 ✓ All EE's (HSG-11)
 C.C. : CE(NM)/ CE(NMIA)/ CE(SP)/ CAO
 C.C. : ACE(I&Metro)/ ACE(II)/ ACE(III)/ SM

GST TAX INVOICE SERIAL NUMBERS FROM 01.04.2018

Sr.No.	Division	Tax Invoice No. for Credit Voucher-Sales (quotation fees etc)	Tax Invoice No. for Credit Voucher-Service (reinstatement charges etc)
1	EE(NM)	EE/NM/SL001	EE/NM/SR001
2	EE(PA&R)	EE/PA/SL001	EE/PA/SR001
3	EE(QC)	EE/QC/SL001	EE/QC/SR001
4	EE(D)	EE/D/SL001	EE/D/SR001
5	EE(PP I)	EE/PP1/SL001	EE/PP1/SR001
6	EE(PP II)	EE/PP2/SL001	EE/PP2/SR001
7	EE(Vashi)	EE/VSH/SL001	EE/VSH/SR001
8	EE(Dron I)	EE/DRN1/SL001	EE/DRN1/SR001
9	EE(Dron II)	EE/DRN2/SL001	EE/DRN2/SR001
10	EE(Hsg I)	EE/HSG1/SL001	EE/HSG1/SR001
11	EE(Hsg II)	EE/HSG2/SL001	EE/HSG2/SR001
12	EE(Hsg III)	EE/HSG3/SL001	EE/HSG3/SR001
13	EE(Hsg IV)	EE/HSG4/SL001	EE/HSG4/SR001
14	EE(Hsg V)	EE/HSG5/SL001	EE/HSG5/SR001
15	EE(Ulwe I)	EE/UL1/SL001	EE/UL1/SR001
16	EE(Ulwe II)	EE/UL2/SL001	EE/UL2/SR001
17	EE(Ulwe III)	EE/UL3/SL001	EE/UL3/SR001
18	EE(KHR I)	EE/KHR1/SL001	EE/KHR1/SR001
19	EE(KHR II)	EE/KHR2/SL001	EE/KHR2/SR001
20	EE(KHR III)	EE/KHR3/SL001	EE/KHR3/SR001
21	EE(Klm I & Naina)	EE/KLM-N/SL001	EE/KLM-N/SR001
22	EE(Klm II)	EE/KLM2/SL001	EE/KLM2/SR001
23	EE(Kmt)	EE/KMT/SL001	EE/KMT/SR001
24	EE(PNL I)	EE/PNL1/SL001	EE/PNL1/SR001
25	EE(PNL II)	EE/PNL2/SL001	EE/PNL2/SR001
26	EE(MR I)	EE/MR1/SL001	EE/MR1/SR001
27	EE(MR II)	EE/MR2/SL001	EE/MR2/SR001
28	EE(MR-III)	EE/MR3/SL001	EE/MR3/SR001
29	EE(MR IV)	EE/MR4/SL001	EE/MR4/SR001
30	EE(Elect- Nodal)	EE/END/SL001	EE/END/SR001
31	EE(Elect-Metro)	EE/EMTR/SL001	EE/EMTR/SR001
32	EE(Elect-Hsg)	EE/EHSG/SL001	EE/EHSG/SR001
33	EE(Mech)	EE/M/SL001	EE/M/SR001
34	EE(NMIA)	EE/NMIA/SL001	EE/NMIA/SR001
35	EE(AP I)	EE/AP1/SL001	EE/AP1/SR001

GST TAX INVOICE SERIAL NUMBERS FROM 01.04.2018

Sr.No.	Division	Tax Invoice No. for Credit Voucher-Sales (quotation fees etc)	Tax Invoice No. for Credit Voucher-Service (reinstatement charges etc)
36	EE(AP II)	EE/AP2/SL001	EE/AP2/SR001
37	EE(AP III)	EE/AP3/SL001	EE/AP3/SR001
38	EE(AP IV)	EE/AP4/SL001	EE/AP4/SR001
39	EE(AP V)	EE/AP5/SL001	EE/AP5/SR001
40	EE(AP VI)	EE/AP6/SL001	EE/AP6/SR001
41	EE(WS- I)	EE/WS1/SL001	EE/WS1/SR001
42	EE(Het)	EE/HET/SL001	EE/HET/SR001
43	EE(Balganga)	EE/BAL/SL001	EE/BAL/SR001
44	EE(Kondhane)	EE/KON/SL001	EE/KON/SR001
45	EE (Elec-AP)	EE/EAP/SL001	EE/EAP/SR001
46	EE (SP)	EE/SP/SL001	EE/SP/SR001
47	EE(BPR & HQ)	EE/BPR/SL001	EE/BPR/SR001
48	EE(NUR I)	EE/NUR1/SL001	EE/NUR1/SR001
49	EE(NUR II)	EE/NUR2/SL001	EE/NUR2/SR001
50	EE(NUR III)	EE/NUR3/SL001	EE/NUR3/SR001
51	EE(TP IV)	EE/TP4/SL001	EE/TP4/SR001
52	EE(PP&Q)	EE/PPQ/SL001	EE/PPQ/SR001
53	EE(Aur I)	EE/AUR1/SL001	EE/AUR1/SR001
54	EE(Aur II)	EE/AUR2/SL001	EE/AUR2/SR001
55	EE(Chikhaldara)	EE/CHI/SL001	EE/CHI/SR001
56	EE(Palghar- I)	EE/PLGR1/SL001	EE/PLGR1/SR001
57	EE(Palghar- II)	EE/PLGR2/SL001	EE/PLGR2/SR001
58	EE(Elect RP)	EE/ERP/SL001	EE/ERP/SR001
59	EE(Elect NT)	EE/ENT/SL001	EE/ENT/SR001
60	EE(CUC)	EE/CUC/SL001	EE/CUC/SR001

Rajan
E.E (N.M.)