



**राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम**  
**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**  
*(An Institute of National Importance, Ministry of Education, Govt. of India)*

Ref : NITS/RO/2024/387

Dated: 25<sup>th</sup> July 2024

**CIRCULAR**

As communicated via email dated 19.7.2024 the Institute has been registered with the GST authorities as a Taxpayer and the GST details of the Institute is:

**Legal Name : National Institute of Technology Sikkim**

**GSTN : 11AAAGN0092G3ZS**

The registration under GST mandates compliance of various rules and regulations. The following may kindly be noted for compliance with regards to financial transactions covered under the GST Act.

**1. Purchases and Inward Invoices: -**

- a. The above-mentioned GST number shall be provided to the vendors so that he /she can mention the GST Number of NIT Sikkim on the invoice accordingly. **Initially**, mentioning of GST number of the Institute is not required in invoices up to the value of 2,000 paid from Imprest accounts.
- b. As far as possible all the transactions shall be done with the registered dealers having GST Number.
- c. The Institute GST number must be mentioned in all Purchase Orders and Contracts issued to suppliers and service providers. The GST Number has been updated on the GeM portal.
- d. Issue of Tax Invoice is not mandatory if the value of purchases is up to Rs 200.
- e. The invoices under GST can be of two categories viz, Regular Dealer and Composite Dealer. The GST compliant bills shall have the following properties.

Type of Registration of the Supplier/Vendor under GST Act.	Compliance required in the Tax Invoices /Bills/Cash memos for Payment
<b>Regular</b> (Amount claimed including GST will be paid to the Supplier whose responsibility is to deposit the tax component to the Govt .)	Tax Invoice must contain the following information: <ol style="list-style-type: none"><li>1. Sl. No of the Tax invoice, Date of Issue, Name, Address and GSTIN of the Supplier/Vendor</li><li>2. Name, Address and GSTIN of the Institute</li><li>3. Place of Supply, Description of Goods, Quantity, HSN/SAC Code of the Goods/service(s), rate of GST, Base Price, and Tax Value CGST/SGST/IGST.</li><li>4. Signature of the Suppliers/Service provider</li></ol>



# राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम

## NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institute of National Importance, Ministry of Education, Govt. of India)

<p><b>Composite</b> (Suppliers registered under this scheme are not eligible to collect tax) <b>Composite Dealers are not permitted to make Inter State Sale and Purchase Transactions to registered persons.</b></p>	<p>Bill of Supply must contain the following information:</p> <ol style="list-style-type: none"><li>1. Special mention as Supplier/Vendor under Composite Scheme</li><li>2. Sl. No of the Bill, Date of Issue, Name, Address and GSTIN of the Supplier/ Vendor.</li><li>3. Name, Address and GSTIN of the Institute</li><li>4. Place of Supply, Description of Goods, Quantity, HSN/SAC Code of the Good(s)/Service(s), Signature of the Supplier.</li></ol>
---	--

### 2. Sales/Provision of Services and Outward Invoices: -

- a. Various transactions of the Institute such as STTPs, Renting of Immovable property, Guest House Services, Testing and Consultancy Services etc are chargeable to GST and hence Tax Invoices are to be raised for the same.
- b. **Invoicing Procedure:** For testing and Consultancy services, concerned Department shall issue quotations with GST@18% and obtain GST No. and other relevant information of the client. The serially numbered Centralized Tax invoice shall be issued from Accounts Section, at the time of receipt of amount.
- c. In terms of CBIC Notifications No.10/2023- Central Tax dated 10-05-2023, E- Invoicing is mandatory from 1st August 2023 for entities who aggregate turnover exceeds Rs 5 crore in any financial year. Accordingly, the same is required to be implemented at NIT Sikkim. Under E- Invoicing, since the tax invoice are required to be generated on GSTN portal itself, the correctness of details needs to be ensured at Department level as no rectification is possible once the E -Invoice is generated.

Kindly contact the Accounts Section if any clarification is required on the above.

Sd/-

Registrar