



The Institute of Chartered Accountants of India  
(Setup by an Act of Parliament)

# Hyderabad Branch of SIRC

*E-Newsletter*



[www.hydicai.org](http://www.hydicai.org)

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[hyderabad@icai.org](mailto:hyderabad@icai.org)

Merry  
Christmas



**Last Date 31<sup>st</sup> December, 2022**



## Chairman Writes



Dear Members,

At the outset I convey my best wishes to the students who are going to appear in CA Foundation Examination December 2022. December 2022 is due date month for filing Annual Returns and recounilation funder GST Act. Iam sure all the members are geared for the services to be rendered to our clients as always.

The whole of Managing committee of Hyderabad Branch of SIRC had participated in World Congress of Accountants at the Jio Centre, Mumbai. The conference was a huge success with delegate's participation from more than 150 countries. My compliments to whole of the council led by our Hon'ble President CA Dr Debasis Mitra & Vice President CA Ankit Sunil Talati for showcasing India before the world. More than 6000 delegate's participated and it was whole 4 days of learning and networking. WCOA has set a Benchmark for Conference paper presenters and was conducted with utmost professionalism. We can draw a message from the conference that India and Indian CA's can lead the Global Accounting world in the future, we need to diversify, modify our way of approach and excel in our profession.

### **MEGA EVENTS**

November 2022 was month full of preparedness for two big events of the year.

The flagship programme of Hyderabad Branch of SIRC of ICAI and Hyderabad Branch of SICASA i.e. International Conference of CA Students FACING THE FUTURE - Innovate-Integrate- Motivate held at hyderabad on 2 - 3 December, 2022 at Shilpakala Vedika, Madhapur, Hyderabad, The event is expected to attend y more than 2500 students. from India as well as Internationa. Team Hyderabad branch take this opportunity to thank Student Skill Enrichment Board of ICAI (SSEB) for giving a rare opportunity for hosting INTERNATIONAL CONFERENCE to Hyderabad Branch and SICASA Hyderabad

You are aware that the 54th Regional Conference of SIRC organized by the Southern India Regional Council. My wishes to the Chairman SIRC CA China Mastan Talakayla and entire regional council for Above for the huge success of the conference. More than 2000 members are expected to particiapate.

Hyderabad Branch is organising multiple batches of ICITSS ITT/OC , AICITSS Advanced ITT/MCS courses, students may utilize the opportunity of the same to avoid hardship in future.

ICAI has mandated completion of structured CPE hours for various categories of members by December 31, 2022 and to make use of the opportunity and complete the prescribed CPE hours. Hyderabad branch of SIRC is also conducting certain CPE programmes and the details of the same are also published in the newsletter.

Let me wish you all a Merry Christmas and Happy, Healthy & Prosperous 2023.

“Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that.” —Martin Luther King, Jr”

Yours Sincerely

**CA. Deepak Ladda**  
**Chairman**  
[hyderabad@icai.org](mailto:hyderabad@icai.org)



### CPE Programmes for the Month of December, 2022

Day & Date	Timing	Topic	Resource Person	CPE	Fee	Venue
Wednesday 14 <sup>th</sup> Dec, 22	6 PM to 8 PM	GSTR 9 & 9C Study Circle	Eminent Speaker	2	118	Branch
Friday 16 <sup>th</sup> Dec, 22	5 PM to 7 PM	Appeals before CIT(A)- statement of facts, grounds of appeal, written submissions, procedure and issues in hearing	CA. K. S Sai Prasad	2	118	Branch
Saturday 17 <sup>th</sup> Dec, 22	6 PM to 8 PM	Preparedness of AQMM	CA. Vijay Totapally	2	118	Branch
Monday 19 <sup>th</sup> Dec, 22	4 PM to 8 PM	VCM Seminar on Ethical Standards Important Changes in Code of Ethics	CA. Kamal Garg	4	350 (Incl GST)	DLH
Tuesday 20 <sup>th</sup> Dec, 22	4 PM to 8 PM	Seminar on Annual Returns in GST	CA. Mohammed Irshad Ahmed & CA. Satish Saraf	4	400 (incl GST)	Branch
Wednesday 21 <sup>st</sup> Dec, 22	4 PM to 8 PM	Auditing Standards	CA. G Ganesh & CA. M V Kali Prasad	4	400 (incl GST)	Branch
Thursday 22 <sup>nd</sup> Dec, 22	6 PM to 8 PM	Important & Export Transaction under FEMA & Foreign trade Policy	CA. Manas Chugh Hansraj	2	118	Branch
Monday 26 <sup>th</sup> Dec, 22	6 PM to 8 PM	HR Management in CA Office	CA. Neelkamal	2	118	Branch
Tuesday 27 <sup>th</sup> Dec, 22	5 PM to 8 PM	Investor Awareness - Let's Talk Money	CA. Hitesh Thakral	3	250	Branch
Wednesday 28 <sup>th</sup> Dec, 22	6 PM to 8 PM	Benami ACT	CA. Laxmikanth	2	118	Branch
Thursday 29 <sup>th</sup> Dec, 22	6 PM to 8 PM	New Advertisement Guidelines	CA. Dayaniwas Sharma CCM, ICAI	2	118	Branch
Friday 30 <sup>th</sup> Dec, 22	6 PM to 8 PM	Awariness Program on Multi Disciplinary Partnership	CA. Debmalya Maitra	2	118	DLH



## Announcements - Member

26<sup>th</sup> November 2022**IMPORTANT ANNOUNCEMENT**

Subject: Information System Audit – Assessment Test (ISA – AT), December 2022

Members are hereby informed that the next Information Systems Audit (ISA) Course Assessment Test (Old as well as New Syllabus) which is open to the members of the Institute will be held on 24th December 2022 (Saturday) from 9 AM to 1 PM (IST) at the following cities provided that sufficient number of candidates offers themselves to appear there from.

Name of the State	Name of the Examination City (No. of Cities)
Andhra Pradesh (5)	Guntur, Nellore, Ongole, Vijayawada and Visakhapatnam
Assam (1)	Guwahati
Bihar (2)	Muzaffarpur and Patna
Chattisgarh (3) Chandigarh (1) Chandigarh	Bilaspur, Durg and Raipur
Delhi / New Delhi (1)	Delhi / New Delhi
Goa (1)	Goa
Gujarat (8)	Ahmedabad, Bhavnagar, Bhuj, Gandhidham, Jamnagar, Rajkot, Surat and Vadodara
Haryana (10)	Ambala, Faridabad, Gurgaon (Gurugram), Hisar, Karnal, Panipat, Rewari, Rohtak, Sirsa and Yamuna Nagar
Himachal Pradesh (1)	Shimla
Jammu & Kashmir (1)	Jammu
Jharkhand (3)	Dhanbad, Jamshedpur and Ranchi
Karnataka (5)	Belgaum, Bengaluru, Hubli, Mangalore and Mysore
Kerala (4)	Ernakulam, Kozhikode, Thiruvananthapuram and Thrissur
Madhya Pradesh (5)	Bhopal, Gwalior, Indore, Jabalpur and Ujjain



Maharashtra (16)	Ahmednagar, Akola, Amravati, Aurangabad, Jalgaon, Kolhapur, Latur, Mumbai, Nagpur, Nanded, Nasik, Navi Mumbai, Pune, Solapur, Thane and Vasai
Odisha (3)	Bhubaneswar, Cuttack and Rourkela
Punjab (5)	Amritsar, Bathinda, Jalandhar, Ludhiana and Patiala
Rajasthan (10)	Ajmer, Alwar, Bhilwara, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Sri Ganganagar and Udaipur
Tamil Nadu (7)	Chennai, Coimbatore, Erode, Madurai, Salem, Tiruchirapalli and Tirupur
Telangana (1)	Hyderabad
Uttar Pradesh (15)	Agra, Aligarh, Allahabad (Prayagraj), Bareilly, Ghaziabad, Gorakhpur, Jhansi, Kanpur, Lucknow, Mathura, Meerut, Moradabad, Muzaffarnagar, Noida and Varanasi
Uttarakhand (2)	Dehradun and Haldwani
West Bengal (2)	Kolkata and Siliguri

The Council reserves the right to withdraw any centre at any stage without assigning any reason. The above Test is open only to the Members of the Institute who are already registered with the Institute for the ISA course and fulfill the eligibility criterion laid down. The fee payable for the above Assessment Test is ₹ 2000/-.

An application for admission to the Information Systems Audit (ISA) Course - Assessment Test is required to be made on-line at [isaat.icaiaexam.icaai.org](http://isaat.icaiaexam.icaai.org) from **28<sup>th</sup> November 2022 to 6<sup>th</sup> December 2022** and remit the examination fee of ₹ 2000/- on-line by using VISA or MASTER or MAESTRO Credit / Debit Card / Rupay Card / Net Banking / Bhim UPI.

(S. K. Garg)

Additional Secretary (Examinations)



## Articles

**Accounts & Records in GST**

by CA Satish Saraf &amp; CA Venkat Prasad P

**Accounting is the language of business Warren Buffett**

Section 155 of Central Goods & Services Tax Act, 2017 (CGST Act) imposes the Burden of proof on the person who is claiming the Input Tax Credit. The eligibility can be established by the person who is claiming Input Tax Credit only by way of maintaining proper Accounts and Records as evidence as stipulated by GST Law. Accounts and Records to be maintained not only for the purpose of Input Tax Credit, they are required for various purposes such as Output, output tax, self-assessment, Job works, refunds and also to defend in assessments, adjudications, audits, search & seizure, appeals, penalties etc. The governing provisions for Accounts and Records are Section 35 & 36 of CGST Act read with Rule 56, 57 and 58 of Central Goods & Services Tax Rules, 2017 (CGST Rules) discussed briefly below.

Combines reading of provisions relating to Accounts and records various aspects emerge such as where to maintain, how to maintain, what to maintain, in which format to maintain etc. These set of sections and rules do not specify in which language the accounts and records are to be maintained, the choice and wisdom is left to the readers. One may adopt that language they are governed under other statutes for example Income Tax Act, Companies Act etc.

**Where to maintain**

GST has implemented half decade ago, but still most are having doubt where to maintain the accounts and records. As per the provisions of CGST Act & CGST Rules accounts and records are required to be maintained at principal place of business and all other places of business for which registration has taken.

In the present information technology Era, the server is maintained at one place and the same cannot be physically placed at each and every place of business, but each place of business should be able to get reports or data for that specific place of business is sufficient. In later part of this article, we will understand about the requirements for maintaining accounts and records in electronic form.

**Who has to maintain accounts and records**

Every registered person has to maintain the prescribed records in general as well as specific. Certain accounts and records are specific to certain category of person but every registered person has to maintain the common records listed below. The specific category of persons has to maintain the records in addition to what every registered person has to maintain.

**Every registered person:**

Every registered person irrespective of their nature of business and activity such as a supplier of goods, a supplier of services, a job worker, a principal and an agent and so on... has to maintain the following true and correct accounts and records of

1. Production or manufacturing of goods,
2. Inward & Outward supply of Goods or Services
3. Stock of Goods, separately for Raw Materials, Finished Goods, scrap and wastage showing the details of opening Inventory, inward of goods (both supply & non-supply), outward of goods (both supply and non-supply), goods lost, goods stolen, goods destroyed or goods disposed of by way of free gift or sample & Closing inventory.
4. Inward Tax Credit availed.
5. Outwards tax payable and paid.
6. Goods or Services imported & exported.
7. Supplies attracting payment of tax under Reverse Charge.
8. Separate account for Advances received, paid and adjusted
9. Records relating to Tax:
  - a. Tax payable including tax payable under Reverse charge
  - b. Tax collected and paid
  - c. Input tax utilized; input tax claimed
10. Register for following documents issued and received during tax period.
  - a. Tax Invoices
  - b. Credit Notes,
  - c. Debit Notes,
  - d. Delivery challans
11. Particulars to be maintained by every registered person:
  - a. Name & address of each supplier
  - b. Name & address of each recipient
  - c. Complete address of each premises where the goods stores including particulars of goods stored therein.

The above records are to be maintained along with relevant documents including

- A. Tax Invoices,
- B. Bill of Supplies,
- C. Delivery Challans,
- D. Credit Notes,



- E. Debit Notes,
- F. Receipts Vouchers,
- G. Payment Vouchers,
- H. Refund Vouchers.

Content of all these documents is specified in CGST Act & CGST Rules, one has to cross check the specified data to be captured in these documents and records are in line with regulations. If not, these documents are liable for rejection.

It is very much important to know that, According to Section 35(6) of CGST Act, in case the registered person fails to maintain stock records relating to “goods lost, goods stolen, goods destroyed or goods disposed of by way of free gift or sample”, the proper officer is empowered to determine the tax payable relating to “goods lost, goods stolen, goods destroyed or goods disposed of by way of free gift or sample” for which provisions relating to adjudication applies.

#### **Agents:**

Every agent has to maintain the following accounts and records in addition to general records as discussed above.

1. Particulars of authorization received from each principal to receive or for supply of goods
2. Particulars including description, value and quantity of goods or services received on behalf of each principal.
3. Particulars including description, value and quantity of goods or services supplied on behalf of each principal.
4. Details of accounts furnished to every principal
5. Details of Tax paid on receipt or supply of goods or services of every principal.

#### **Manufacturer of Goods:**

Every registered manufacturer of goods shall maintain the following accounts and records in addition to the general records specified above.

- Monthly production account showing the quantitative details of
- Raw materials and services used in the manufacture of goods.
- Goods manufactured including wastage and by products.

#### **Service providers:**

Every registered service provider has to maintain the following accounts and records in addition to records to be maintained by every registered person.

1. Quantitative details of goods used in providing the services.
2. Details of input services utilized.
3. Details of services supplied.





### **Works Contractors:**

Every registered person who is providing works contract services has to maintain the following accounts and records in addition to general records specified above.

1. Name and address of the persons to whom the works contract services are provided.
2. Details of description, quantity, value of goods and services received for execution of works contract services.
3. Details of description, quantity, value of goods and services utilized in the execution of works contract services.
4. Details of payments received for each works contract.
5. Name and address of the suppliers from whom the goods or services received for execution of works contract.

Records to be maintained by owner or operator of godown or warehouse and transporters

Every owner or operator of godown or warehouse and transporter of goods irrespective of whether he is registered or not under the provisions of GST Law has to maintain certain records as mentioned below. In case the owner or operator of godown or warehouse or transporter is not registered under the provisions of GST Law, they have to enrol them self as per the procedure prescribed in Rule 58 of CGST Rules, 2017.

Owner or Operator of godown or warehouse

Every owner or operator of godown or warehouse has to maintain the following records which are prescribed in GST Law.

1. Period for which the goods are remained in the godown or warehouse.
2. Dispatch, movement, receipt & disposal of goods from the godown or warehouse.
3. Store goods in such manner that the goods can be identified item-wise and owner-wise.
4. Facilitate the physical verification or inspection by the proper officer on demand.

### **Transporter of goods:**

Any person engaged in the business of transportation of goods shall maintain the following records as prescribed in the GST Law.

1. Goods transported, goods delivered and goods stored in transit
2. GSTIN of each consignor and consignee for each place of business of transporter.

Maintaining records in electronic form

Every person who is liable to maintain books and records and he/she maintain such records in electronic form, they have to fulfil the following conditions for the purpose of GST Law.

1. The records maintained in electronic form shall be authenticated by means of digital signature.
2. Electronic back-up of records to be ensured and such back-up to be capable of restoring within a reasonable period time in the event of destruction of such records due to accidents or natural causes.



3. The person maintaining electronic records shall be able to produce on demand in electronic readable format or physical copies duly authenticated.
4. The person maintaining books and records in electronic form shall provide on demand the details of such data stores such as files, passwords, explanation for codes used and for access to such files and data with sample copies thereto.

### **Period of retention of books and records**

Every registered person has to maintain for a period of 72 months i.e., six years from the due date for furnishing annual return for the year pertains to such accounts and records. The retention period of accounts and records from the year 2017-18 to 2021-22 are illustrated in the following table.

Year	Due date for annual return	Retention date
2017-18	05-02-2020 / 07-02-2020	05-02-2026 / 07-02-2026
2018-19	31-03-2020	31-03-2026
2019-20	31-03-2021	31-03-2027
2020-21	28-02-2022	28-02-2028
2021-22	31-12-2022	31-12-2028

Cases where the matters are subjected to revisions, investigation, appeal, appellate tribunal or courts the accounts and records to be retained for a period of one year after final disposal of such appeal, revision, proceedings or investigation or the retention date mentioned above, whichever is later.

### **Circulars on Accounts & Records**

The Central Board of indirect Taxes and Customs (CBIC) has issue two circular relating to maintenance of accounts and records under GST Law, the same are discussed below.

- Circular No: 23/23/2017-GST, Dt: 21-12-2017, clarifies on the issues in respect of maintenance of books of accounts relating to additional place of business by a principal or an auctioneer for the purpose of auction of tea, coffee, rubber etc.
- Circular No: 47/21/2018-GST, Dt: 08-06-2018, clarifies on certain issues in GST relating to accounts and records.

### **Penalties**

Section 122(1) of the CGST Act and State GST Acts empowers the executive to impose penalty of Rupees ten thousand under CGST Act and Rupees ten thousand under State GST Act or tax due under Central & State GST Acts, whichever is higher. The offences in relation to accounts and records under Section 122(1) are listed below.

- (x) falsifies or substitutes financial records or produces fake accounts or documents or furnishes any false information or return with an intention to evade payment of tax due under this Act;
- (xvi) fails to keep, maintain or retain books of account and other documents in accordance with the provisions of this Act or the rules made thereunder



- (xvii) fails to furnish information or documents called for by an officer in accordance with the provisions of this Act or the rules made thereunder or furnishes false information or documents during any proceedings under this Act;
- (xx) tampers with, or destroys any material evidence or document;

### Conclusion

The data / information required under the provisions of “Accounts and records” under GST Law, are not generally supported by Books of Accounts which are maintained as per Generally Accepted Accounting Policies followed in India, the persons or business have to capture the required data to comply the GST Law by way of maintaining additional statistical data which will help them to discharge their responsibility.

Disclaimer: The possible care has been taken to bring to the notice of the reader the provisions relating to accounts and records under the provisions of the GST Law, however the readers are advised to go through the relevant sections and rules relating to accounts and records before taking any decision based on this article.

### On World Congress of ICAI 18<sup>th</sup> & 21<sup>st</sup> November at Mumbai Jio Convention





### GLIMPSES OF CPE PROGRAM



November 2<sup>nd</sup> by Sister B. K. Harika



November 9<sup>th</sup> by CA. Hemanth Kumar B

CAREER COUNSELLING PROGRAM ON 30.11.2022 at Mahabub College, R P Road, Hyderabad



November 27<sup>th</sup> by CS. Kaushal Kumar Agarwal