

SCRUTINY MODULE - WORKS CONTRACT VERSION- I STATE GST DEPARTMENT GOVT OF KERALA

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Foreword:

What is the objective of the Department? Why do we exist as tax officials? The answer to these questions is simple and straight that is for revenue collection. The next question comes to mind is who pays taxes? The answer is PEOPLE. The poorest of the poor and the well to do, all have to pay indirect taxes upon buying any goods and services. Do these people know that they pay taxes but the tax sits with the dealer and dealer is legally bound to remit the collected tax to Government treasury?

Why people without any question pay taxes. Because they feel and believe that the Government is having an exclusive department to have oversight over these issues 'the State Department of Goods and Services Tax'. They have faith in the officers of the Department. The officers are entrusted with the mandate by the Act to ensure that the collected tax reaches to Government treasury. This is our primary responsibility. All the tax authorities are accountable to these taxpaying people.

Out of our plethora of works, the most important work is scrutiny of the filed returns and later assessments, if there is short remittance of taxes. For scrutiny the officer have to go through multiple records and various data fields to do correlation. The process is very tedious and requires complete knowledge of laws and processes. Therefore, in order to bring in efficiency, an innovative SCRUTINY MODULE SOFTWARE is developed. This software is having algorithm as per the Laws and Rules. It is easy to operate. The way we do scrutiny, in the same flow the steps have been structured in the module. The officer needs to do data feeding in the cases where the dealers have not submitted the statutory documents in the blank fields and automatically the calculations are done and the output i.e. Turnover calculation and Tax figures are received. The data feeding is to be done from the statutory documents by keeping the copy of the same in the Assessment file. Based on the output, wherever needed further hearing is to be conducted and assessment can be finalized by giving full opportunity to the Dealers. This is the way the scrutiny and assessments will be completed as per the law.

In order to further facilitate this work, it was felt that the best practices in health sector or in defense sector to have Standard Operation Practices (SoP) to be

introduced in the tax administration. With this thinking, this SoP for ScM for Works contract Dealers is drafted. All officers may study the SoP and keep it handy while working on the Scrutiny Module for Works contract dealers.

We may recall the tedious nature of works contract scrutiny and assessment. In many cases it used to take months/ years to complete it. We may also remember the fact that in case of Government contractors the Government has paid total contract value and tax to all the contractors. Therefore, it is very important to ensure that that the tax so paid to the Contractors has been remitted by them. There is tax deduction at source mechanism in case of the Government contractors. However, TDS remitted is less than actual tax to be remitted in many of the cases. Therefore, systematically these works need to be completed.

I have no doubts that we will succeed in doing the scrutiny and assessment professionally as per the law and this will become a GOLD STANDARD for completing the VAT works with utmost efficiency.

I urge all the officers to take efforts to mitigate the small problems then and there. You may seek guidance from Dy Commissioners whenever required. You may study the module and give your suggestions to improve the system further.

Dr Rajan Khobragade
Prl Secretary & Commissioner

General Instructions regarding Scrutiny Module for

Works Contract Dealers (ScMwc)

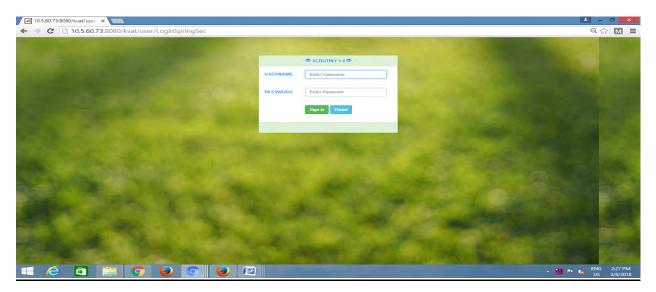
All the supervisory officers and assessing authorities at the field may note that-

- 1) The module is for the scrutiny of Works Contracts dealers.
- 2) Officer may get well acquainted with the Act and Rules relating to Works contract dealers before using the scrutiny module.
- 3) Officer may thoroughly go through the SoP with regard to Works contract scrutiny module (SoP for ScMwc) before using the scrutiny module,.
- 4) Fill the columns carefully and upload the supportive documents properly.
- 5) The Assessing authority while conducting book verification and processing of records allow eligible exemptions. The supporting proof shall be obtained and kept in file.
- 6) The username and password is common for all Scrutiny Modules. The same user name and password shall be used for Scrutiny Module for Works contract dealers. The login and password shall not be shared with anyone by the officers.
- 7) Any other queries regarding Works contract Scrutiny module should only be sent to email id ScMwc.ctd@kerala.gov.in
- 8) Utmost care should be taken before submission. Once submitted, the scrutiny already done and submitted cannot be cancelled. In such scenario, it has to be done manually and the notice, order and supporting proofs shall be uploaded. The reason for wrong submission shall be intimated to the Deputy Commissioner, who in turn will verify the reasons for wrong submission and will inform the same to ScMwc.ctd@kerala.gov.in with a copy marked to the Commissioner.
- 9) The assessing authorities shall take the printout of scrutiny reports and shall file in the assessment files.
- 10) The IAC shall give the approval to the Pre Assessment notice and final order only after verifying hard copy of the Scrutiny Report.
- 11) They Dy Commissioner shall give approval to the Pre Assessment notice and final order only after verifying the Scrutiny report using the module.
- 12)The circular 13/2017 dated 22nd Sept 2017 may be studied and followed up.

13) The guidelines for data collections are issued as per the proceedings CT/2969/2018-C1 Dated: 26th Feb 2018. Accordingly the follow up actions may be taken.

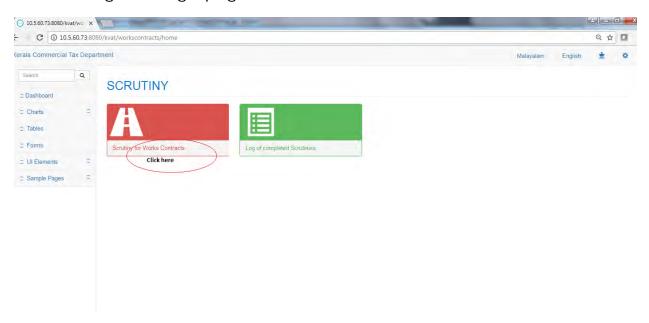
SCRUTINY FOR WORKS CONTRACTS

URL 10.5.60.73:8080

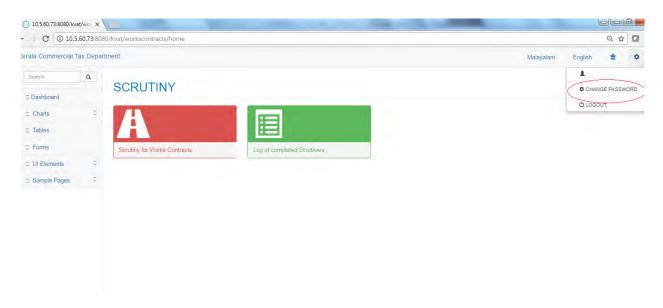


Enter LOGIN ID and Password.

The following is the login page.



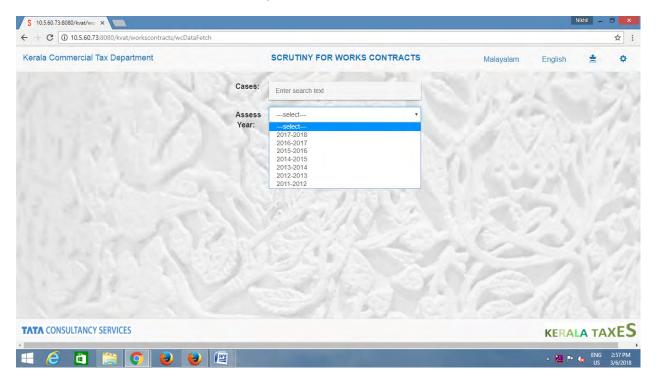
The officer can change the password. (The officer is instructed to remember the password and do not share the login and password with anyone.)



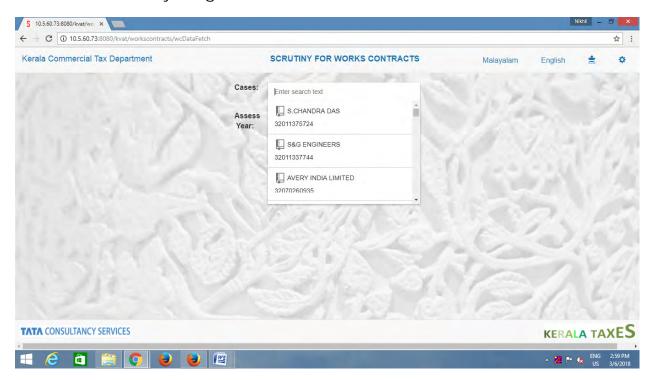
On clicking that link you will be redirected to below page.

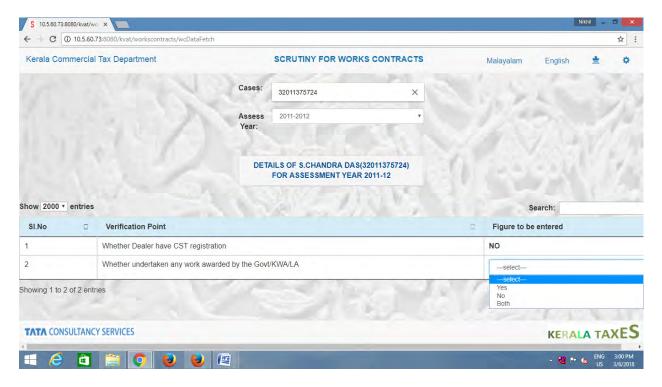


In this page you are provided a dropdown for selecting an assessment year for which we need to do the scrutiny for the works contract.

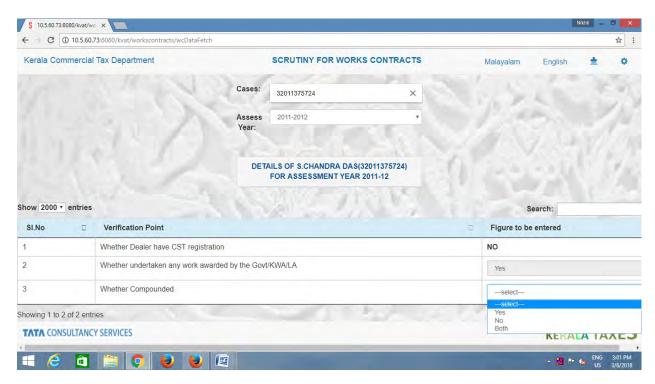


Select the dealer by using TIN.

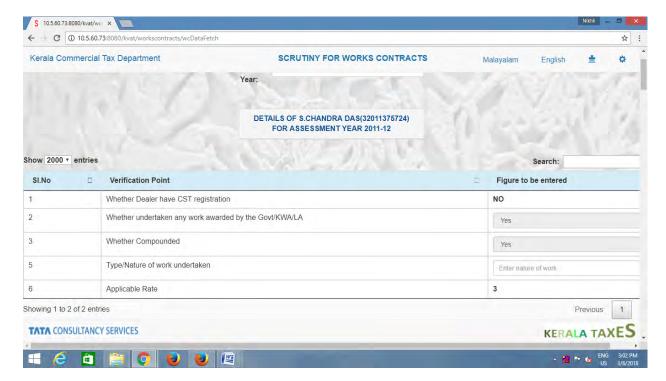




The CST registration will get auto populated. For Govt works - Select the answer. Yes or No or Both. If the answer is Yes, the following page will be shown.



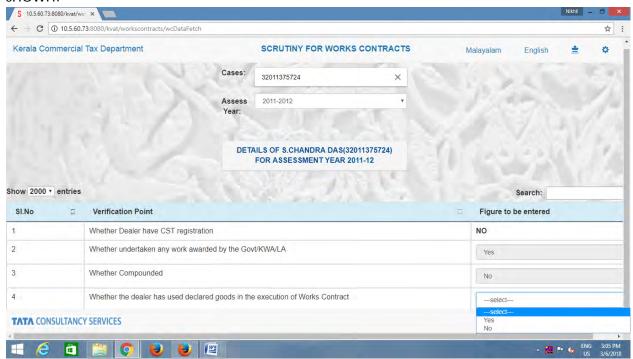
Select the answer. Yes or No or Both.



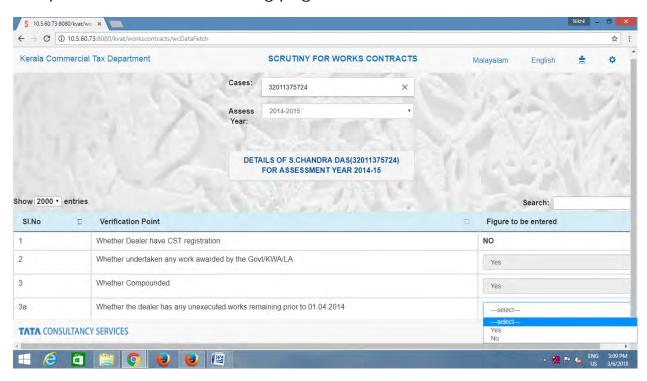
Subsequently Type/ nature of work to be entered. Applicable tax rate will get auto populated.

If the answer to question Whether compounded is No or Both, the following page will be

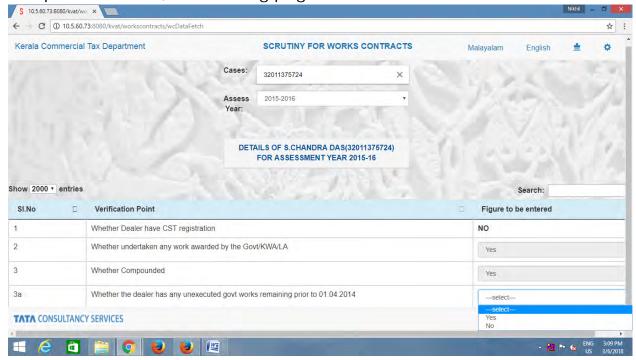
shown.



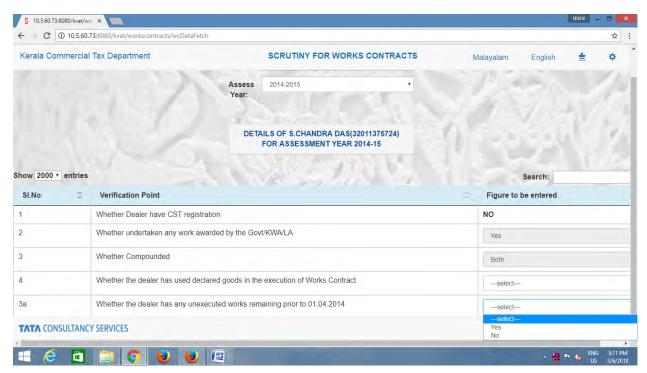
Answer the question. In 2014-15, If the answer to question Whether compounded is Yes, the following page will be shown.

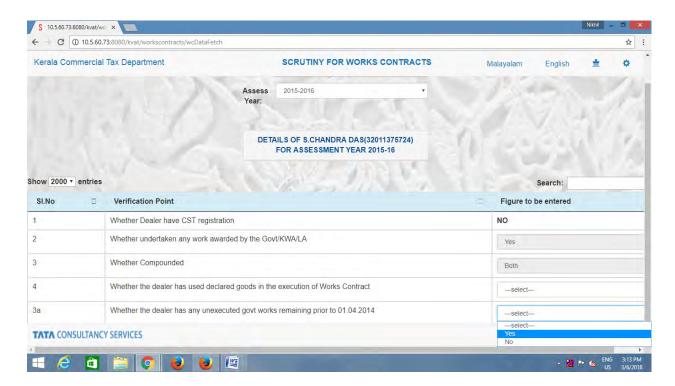


Answer the question. In 2015-16, If the answer to question Whether compounded is Yes, the following page will be shown



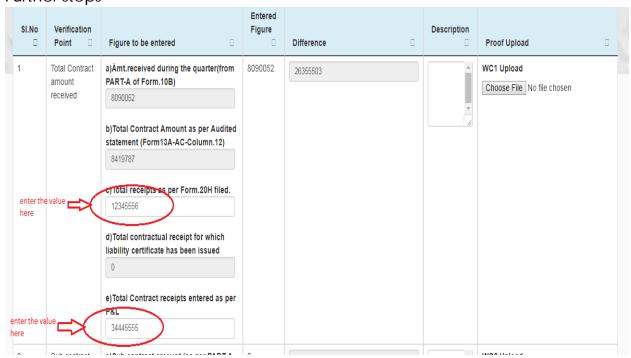
In 2014-15, If the answer to question Whether compounded is Both, the following page will be shown.



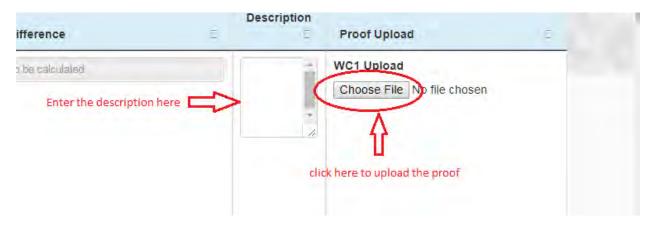


First answer the question whether the dealer has any unexecuted government works remaining prior to 01.04.1014 and then answer the question whether the dealer has used declared goods in the execution of works contract.

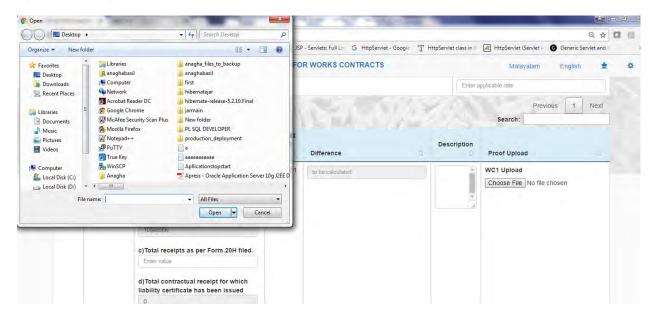
Further steps



Enter the appropriate values for the fields shown in above image and the value in the difference field will be calculated automatically. It is mandatory to fill these fields in order to submit the details finally.

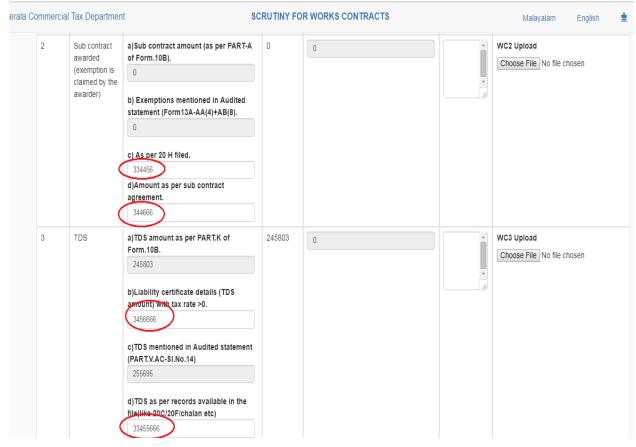


Enter the description in the description field. Click the choose file button to upload the poof.

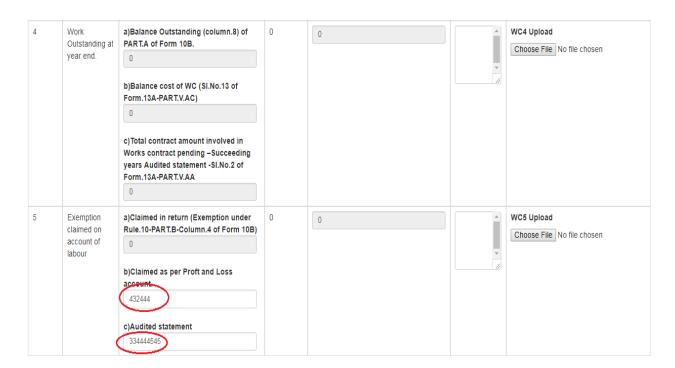


When we click on choose file button a popup for file will be shown and we can open any document from the PC to upload it. After opening a document, name of selected file will be displayed in the side of choose file button. If there is more than one file to upload for a particular difference, first prepare a ZIP file and then upload.

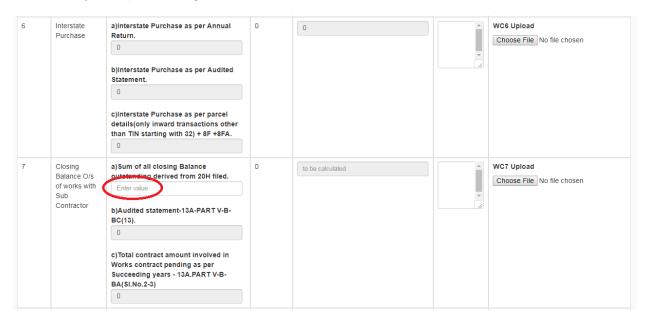
It is important to note that description field is mandatory for final submission



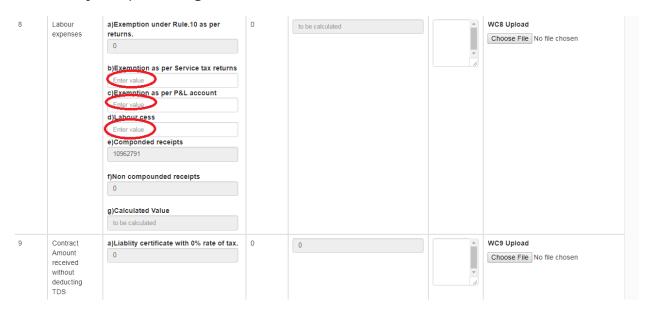
Similarly enter the values for the next fields and we can see that the difference for each case will be calculated automatically in the difference field. Give the description and upload the proof by clicking choose files. All the fields including description, proof uploading and values are mandatory.



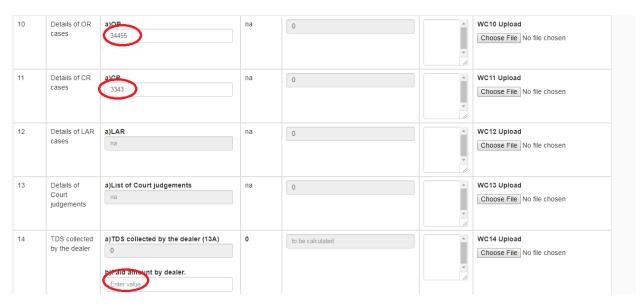
In this way keep feeding the correct the data from the adduced documents



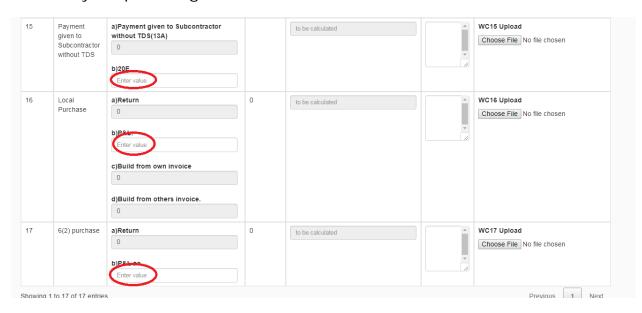
In this way keep feeding the correct the data from the adduced documents



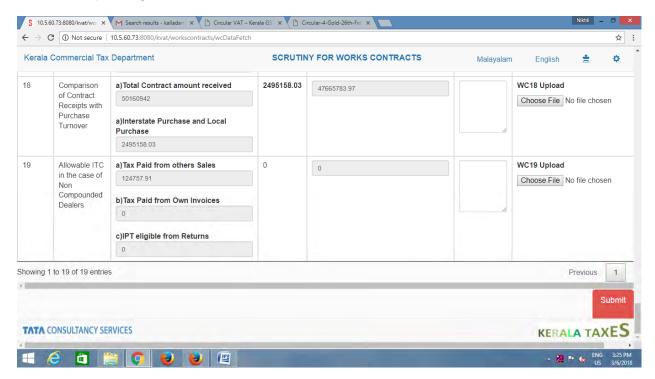
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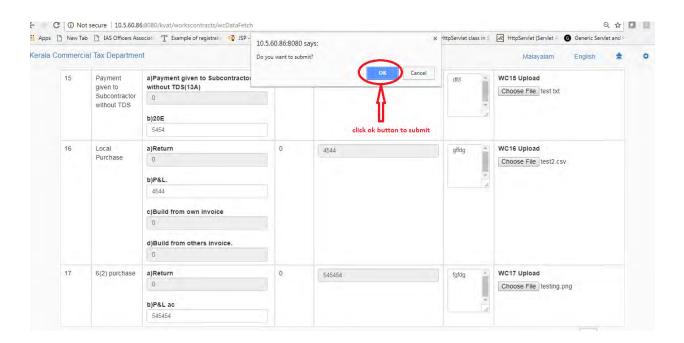
After completing all the entries.

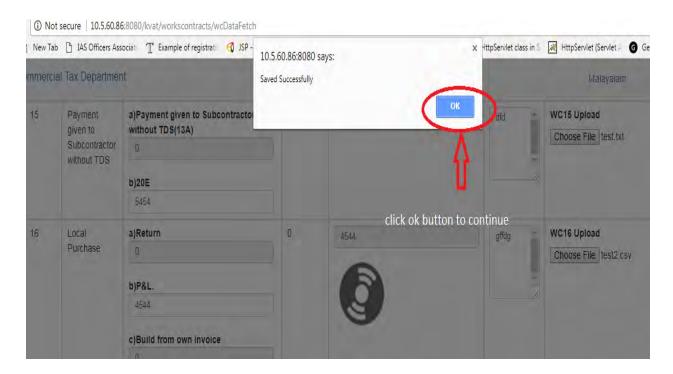


Click the submit button at the bottom to submit the details entered.

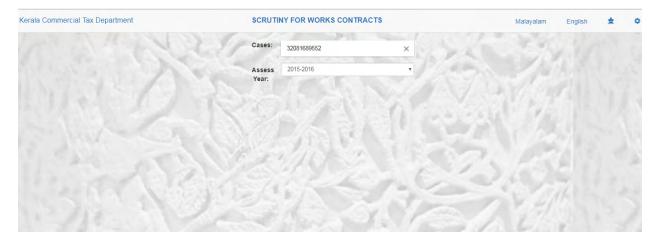


Click on OK button for reconfirmation asked by the page to submit the details.



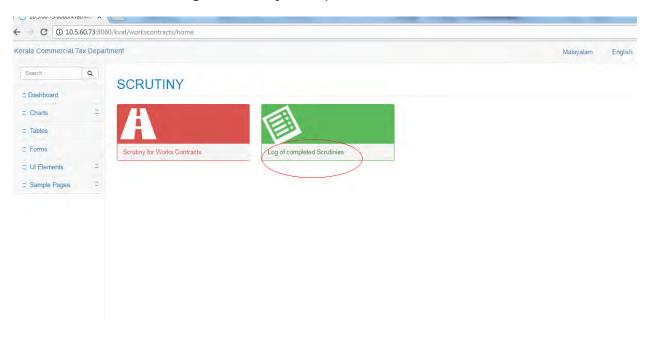


Wait for some time till the saved successfully message is displayed. Click OK to redirect to scrutiny for works contracts page.

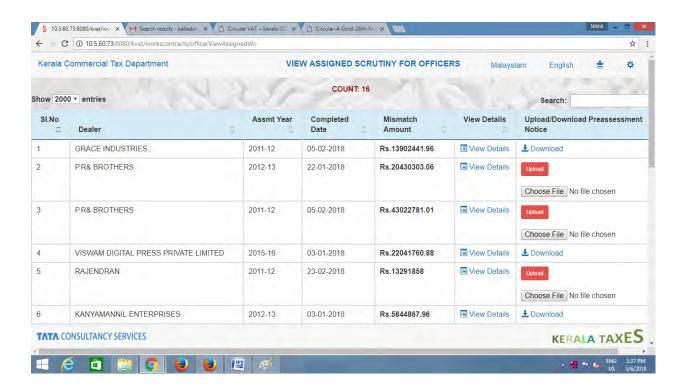


Here we can select the assessment year and dealer name for doing scrutiny for works contract for next case.

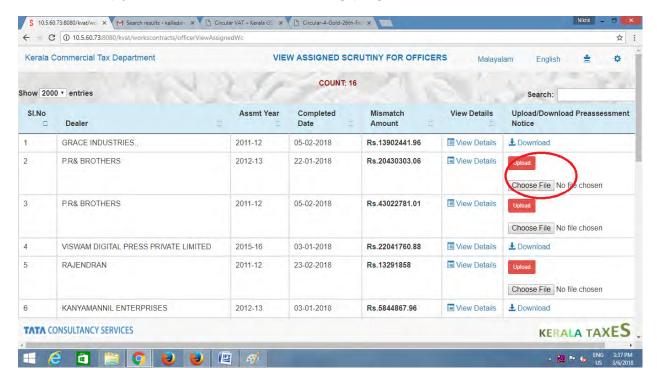
How can we see the log of scrutiny completed case?



Click on the rounded icon to see the log of completed scrutinies



After sending the pre assessment notice, the assessing authority should upload the scan copy of the same in the following page.



Should you require any clarifications send the email on ScMwc.ctd@kerala.gov.in