भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोचिच, I.S. PRESS ROAD, KOCHI-682 018
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C.No. III/2/6/2021-22-ACCTS

CIRCULAR

Reference: PAO/CGST/CHN/ADMIN/Coord/2024-25 Dated: 08/10/2024

In Continuation of the CIRCULAR C.No. III/2/6/2021-22 Accts dated 07/08/2024 issued on the implementation and processing of E-Bill module, further instructions received from PAO, Kochi is enclosed for notice of all staff/officers.

2. As per the Circular dated 08/10/2024 by PAO, **all officers are requested to kindly ensure that the CRN number generated while creating a claim shall be hand written (not typed) on all the supporting document/physical invoices before scanning and uploading into PFMS**, as this shall prevent reuse of sub vouchers for payments.

3. The above mentioned procedure must be complied by the claimant for smooth functioning of e-bill module.

Signed by
Sunitha P L
Date: 10-12-2024 16:55:29

Sunitha P L
[Chief Accounts Officer]

Encl: PAO's Circular dated: 08/10/2024

Copy submitted to:

1. **The Chief Commissioner, Central Tax, Central Excise & Customs, Thiruvananthapuram Zone.**

2. **The Joint Commissioner, Central Tax, Central Excise & Customs, Thiruvananthapuram Zone.**

3. **The Deputy/Assistant Commissioner, Central Tax & Central Excise, (Ernakulam/ Kakkanad/ Aluva/ Thrissur/ Chalakudy/ Perumbavoor/ Idukki Division).**

4. **Additional Commissioner/ Joint Commissioner , Central Tax & Central Excise, Kochi**

5. **The Assistant Commissioner - (PRO)**

6. **The Deputy Commissioner – (Systems)**

7. **The Deputy Commissioner - (Legal)**

8. **The Deputy Commissioner - (Official Language Cell)**

9. **The Deputy Commissioner - (Administration)**

10. **The Deputy Commissioner - (Training)**

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
PAY & ACCOUNTS OFFICE
CENTRAL GOODS AND SERVICE TAX (GST)
C.R.BUILDING, COCHIN – 18

Tel : 0484-2396018
Email: pao.kochi-cbec@gov.in
paochn2006@yahoo.co.in

No: PAO/CGST/CHN/ADMIN/Coord/2024-25/ 638 Date: 08.10.2024

CIRCULAR

In pursuance of the OM issued by Controller General of Accounts dated 01.02.2022 regarding implementation of e-bill, all DDOs are instructed to kindly ensure that the CRN number generated while creating a claim shall be written on all the supporting document/ physical invoices before scanning and uploading into PFMS, as this shall prevent reuse of sub vouchers for payments. This may be implemented on priority basis.

Senior Accounts Officer

Copy To:

1. The Administrative Officer, Central Tax & Central Excise, C R Building, I S Press Road, Kochi
2. The Administrative Officer, Audit Commissionerate, C R Building, I S Press Road, Kochi
3. The Administrative Officer, Appeals Commissionerate, C R Building, I S Press Road, Kochi
4. The Administrative Officer, Ernakulam Divison, Central Excise Bhavan, Kaloor
5. The Administrative Officer, Kakkanad Divison, Central Excise Bhavan, Kaloor
6. The Administrative Officer, DGGSTI, Central Excise Bhavan, Kaloor
7. The Administrative Officer, Aluva Division, Vathiattu Tower, Thottakkattukara, Aluva
8. The Administrative Officer, NACIN, M T Plaza, Kaloor
9. The Administrative Officer, Perumabvoor Division, G Arcade, Thottumkal Road, Perumbavoor
10. The Administrative Officer, Idukki Division, K P Varkey's Mall, Thodupuzha
11. The Administrative Officer, Chalakudy Division, Majestic Square, Chalakudy
12. The Administrative Officer, Thrissur Divison, C R Building, S T Nagar, Thrissur