

**GOVERNMENT OF NAGALAND
FINANCE DEPARTMENT
(REVENUE BRANCH)**

No. FIN/REV-3/GST/01/08 (Pt-1) (Vol.1)

Kohima, Dated 27th June 2023.

OFFICE MEMORANDUM

With a view to facilitate smooth release of payments and promote ease of doing business with regard to supply of goods and services including civil works and also safeguard the revenue of the State, the following guidelines are hereby issued for strict compliance by all concerned: -

(I) Guidelines for DDOs:

1. DDO shall, in addition to deduction of 2% on account of TDS, withhold the GST component involved in each bill plus 2% of the taxable value at the time of release of payment.
2. DDO shall file the TDS return in Form GSTR-7 and deposit the 2% TDS amount before 10th of the following month.
3. DDO shall retain the GST component plus the 2% and release it only after the production of Tax Clearance Certificate by the concerned taxpayer.

(II) Guidelines for Taxpayers (Suppliers & Works Contractors):

1. On receipt of payment, the concerned taxpayer shall file the return in GSTR-1 and GSTR-3B and pay the GST amount expeditiously, on or before the 11th and 20th respectively of the following month.
2. Taxpayer shall, on filing of the GSTR-1 and GSTR-3B, apply for and obtain the TCC (in respect of the tax invoice) from the concerned Tax Authority under whose jurisdiction the business is registered.
3. The taxpayer shall submit the TCC to the concerned DDO and collect the withhold amount of GST component plus the 2%


(III) In case, where the GST component in respect of the tax invoice in question has been paid before the release of payment:

1. The Taxpayer may directly apply and obtain the TCC from the concerned Tax Authority under whose jurisdiction the business is registered;
2. Produce the TCC to the concerned DDO for release of the payment.
3. The DDO may verify the TCC and deduct 2% on account of TDS and release the remaining amount without withholding any amount.

Note:

1. The Special Window Scheme provided vide OMF.NO.FIN/REV3/GST/TDS/2020 dated October 22, 2020 shall stand repealed.

2. The mode of submission of application for TCC in ANNEXURE- I by the taxpayers and the issuance of the same by the Tax Authorities shall continue to remain as it is.
3. All OM's and Circulars relating to TCC shall stand revised accordingly with immediate effect.


(SENTIYANGER IMCHEN) IAS


Addl. Chief Secretary and Finance Commissioner

Kohima, Dated 27th June 2023.

No. FIN/REV-3/GST/01/08 (Pt-1) (Vol.1)

Copy to: -

1. All Administrative Heads of Department for information and necessary action.
2. All Heads of Department for information and necessary action.
3. The Commissioner of State Taxes, Nagaland, Dimapur.
4. Office Copy.


(SENTIYANGER IMCHEN) IAS

Addl. Chief Secretary and Finance Commissioner