

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN NEW DELHI: 110 001

F. NO.: 13-1/2013-Acs-I/

Dated: 04th March 2015.


Subject: Opening of Separate dedicated Bank Account for payment of Service Tax through Net Banking.

ICAR has been receiving references from various ICAR Institutes seeking permission for allowing net banking for depositing Service Tax in view of GoI, MoF, DoR notification number 9/2014-Service Tax, dated: 11.07.2014 and State Bank of India CGM (BO), SBI Corporate Center, Mumbai circular no: NBG/GAD/REV/SAP/31, dated: 05.11.2014.

2. The matter has been examined carefully in the Council and it has been decided to grant permission to the accounting units of ICAR to open one separate and dedicated bank account for **ONLY** remitting Service Tax in compliance to government notification as above.

3. Following instructions are issued in this regard for compliance:

1. The units of ICAR are permitted to open a separate and dedicated bank account with the net banking facilities exclusively for payment of Service Tax, in the same bank branch with which the institute is presently maintaining its current bank account.
2. Wherever such an account is opened by the constituent unit, it shall inform the Council about opening of this dedicated account with all details (viz Bank name and branch, Branch Code and IFSC Code etc).
3. No other transaction other than payment of Service tax using net banking facility shall be permitted from this account.
4. Zero balance shall be maintained in this account. Service Tax for the month shall be transferred to this account and it will be remitted to the Department of Central Board of Excise and Customs promptly, using the net banking facility.
5. The rights for operation of net banking will be vested **ONLY** with the Finance head of the institute.
6. The Finance head, on transfer to other unit or superannuation shall ensure handing over of this account to the incoming incumbent. The Officer taking over shall make changes in username/ password promptly and maintain it during his service at that institute.
7. A separate cash book will also be required to be maintained for this account.
8. The Finance Officer of the institute shall submit a report on a quarterly basis in the proforma attached to the ICAR headquarters, countersigned by the Head of the Institute.


(G. P. Sharma)
Deputy Director (Finance)

Enclosed: Proforma as above.

To:

1. Director of ICAR Institutes/Bureaus/NRC/PDs/ZPDs.
2. CFAO/Sr.FAO/FAO/AFAO of ICAR Institutes/Bureaus/NRC/PDs/ZPDs.
3. Sri. Hans Raj, DKMA for uploading on ICAR website.

PROFORMA FOR SUBMISSION OF QUARTERLY REPORT OF SERVICE TAX ACCOUNT

1.	Name of the Institute	:		
2.	Nature of Account	:	Dedicated Account for Payment of Service Tax to CBEC (with internet banking facility).	
3.	Details of Bank Account	:		
	(a) Name of the Bank	:		
	(b) Branch	:		
	(c) Account Number	:		
	(d) IFSC Code	:		
4.	Details of transaction during a quarter	:		
	(a) Opening Balance at the beginning of Quarter	:		
	(b) Service Tax transferred from the main account and received in the Service Tax Bank Account during the quarter (month wise with date of receipt)	:	Month	Amount
		:		
		:		
	(c) Date of payment made to CBEC (month wise with date of payment made)	:	Month	Amount
		:		
		:		
	(d) Closing Balance at the end of a quarter	:		
5.	Reasons, if any, for not maintaining the zero balance at the end of month and/or at the end of quarter	:		
6.	Reasons for delay, if any, in remitting the amount to CBEC	:		

Note: The Opening Balance at the time of opening account will be zero and thereafter the closing balance of a quarter will become the opening balance of next quarter.

It is certified that the payment of Service Tax has been made to the CBEC and there have been no penalty on this account.

Signature of Finance Head
CF&AO/Sr. F&AO/F&AO/A.F&AO

Signature of Head of Institute
Director