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[www.kufinance.info](http://www.kufinance.info)

## UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695 034

*(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)  
(Re-accredited by NAAC with 'A++' Grade)*

FOS/GST/2022

23.06.2022

### CIRCULAR

**Sub:-Implementation of software developed for recording data on GST collected/reverse charge mechanism on account of Non-Educational services provided by Departments/Centers/Section in the University – Reg.**

**Ref: 1. Circular No.FOS/GST/2017 dated 13.07.2017**

**2. Circular No.FOS/GST/2020 dated 22.09.2020**

With the implementation of GST (01.07.2017), University had issued circulars detailing the requirements to be complied with by each department, division etc. as referred above. Till now the data collection for filing the required returns under GST Act is being done manually. To ensure more accurate and timely collection of data, Finance IT cell had developed a software for capturing the details of transaction such as value of supply of services/goods, rate of GST, tax collected, details of recipient (name, address, place of business) who availed services from various departments/Centers/Sections of the University. This software is available to all through the website [www.kufinance.info](http://www.kufinance.info) of Finance IT cell.

All Heads of Departments/designated staff shall forward a request to allot user id/password to [gst\\_fin@keralauniversity.ac.in](mailto:gst_fin@keralauniversity.ac.in) Once the user id/password is allotted the details shall be entered in the format provided and save the data. Option to take the printout of invoice generated is also

available. Care may be taken to enter the data on the transaction day itself ie. date of providing service/collection of GST. The data is required to be entered either in form B2B (GST collected from registered customer) or B2C (GST collected from unregistered customer) or reverse charge. It may also be ensured to capture the GST Number of the recipient of service wherever applicable. Thereafter, duly authenticated statement downloaded from the website shall be forwarded to Finance Officer along with the amount of the GST collected before 3<sup>rd</sup> of the succeeding month.

*This facility will be available with effect from 12<sup>th</sup> July, 2022 and data relating to the month of July 2022 shall be entered in the chronological order starting from 1<sup>st</sup> July by each department. In case of any technical problem please contact [gst\\_fin@keralauniversity.ac.in](mailto:gst_fin@keralauniversity.ac.in)*

*It is once again reiterated that noncompliance of GST Act and Rules will invite levy of penalty/ interest and all are requested to furnish the information without any fail, so as to file the returns before the due dates.*



REGISTRAR

**Copy To**

- 1) PS to Vice-Chancellor/Pro-Vice-Chancellor.
- 2) PA to Registrar/Controller of Examinations/Finance Officer.
- 3) All Head of Departments/Centers in the University.
- 4) Joint Registrar Campus Administration Kariavattom.
- 5) Deputy Registrars( Admin I,II,III,IV & Academic I,II &III)
- 6) Deputy Registrar Planning.
- 7) PRO.