

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-29
Coordination, Finance Division

No.F. Misc/Coor(FD)/2025-26

Dated:24.10.2025

Sub:- Setting up of centralized system of disposal of GST/Income Tax matter at the Institute-creation of GST/TDS Cell in FD.

It is notified for the information of all concerned, that in order to have a centralized system for disposal of matters related to GST/TDS/Issuance of e-invoices etc a separate dedicated GST/TDS Cell is being set up at Finance Division . The Cell will be entrusted with responsibility to cater/meet deadlines/ statutory compliances under GST & Income Tax Matters. The main functions of this cell are as under:

1. Income Tax Matters:

- a) A centralized TDS Register will be maintained which contains all the details related to TDS challans paid by the Institute.
- b) It will also contain all records related to status of returns filed.
- c) It will contain all details/record related to notices received from Income Tax Department and status of its settlement.

2. GST Matters:

- a) A centralized GST Register will be maintained which contains all the details related to GST challans paid by the Institute.
- b) It will also contain all records related to status of GST returns filed.
- c) It will contain all details/record related to notices received from GST Department and status of its settlement.

3. Issuance of e-invoices under seller category(SCRAP/SALE of condemned goods):

As per practice in vogue upto now AIIMS, New Delhi is issuing invoices in physical mode in a decentralized way under seller category but now it has become mandatory to issue e-invoices w.e.f 01.04.2025. Therefore, in order to have a centralized system of issuing e invoices the GST/TDS cell will act as Nodal Section for the entire Institute. The Cell will also ensure timely filing of GSTR-3 return on monthly basis.

4. Disposal of enquires:

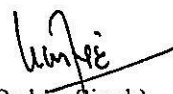
Although the GST/TDS Cell will act as a Nodal Section for the above purposes but the onus for disposal of various enquires lies with the concerned accounting section. The Dealing Hand/AAO/AO will address all routine enquires received from employees/vendors etc.,however, in case of any expert advice the matter may be referred to GST/TDS Cell.

5. Address and Manpower:

The dedicated/separate GST/TDS Cell will function/operate in **Room No. 209, IInd Floor, Admn. Block.** The following staff of FD are posted in the Cell:

1. Ms. Priyanka Chaudhary, DEO(Contractual)
2. Shri Manoranjan Jena, DEO
3. Shri Sugam Agarwal, CA
4. Shri Mayank Chakradhar, Accounts Officer(IT)

This issues with the approval of Sr. Financial Advisor.


(Padam Singh)
Financial Advisor

All F &CAOs/Accounts Officers/AAO/JAOs of Finance Division

CC to:

PPS/PS to Director/AD(A)/Sr. FA : for information pl.

PIC(CF) : with a request to kindly upload it in Institute website