



**NAME OF THE ENTITY  
FOR THE FINANCIAL YEAR 2017-18**

**NOTES:**

1. Please note that the amount as per GSTR 3B of any month as per GST returns filed should match with the amount of ITC for a given month as per this Register.
2. If payment date is exceeding 180 days, then interest is applicable from the date of utilisation of credit till the date of payment @24% p.a.
3. The total amount of ITC should match with the audited books of accounts excluding RCM.
4. The ITC should appear in GSTR 2A.
5. The ITC should not be of the nature as specified under Blocked Credit List.
6. Input of RCM will not be included in the Input Register.

**STEPS TO BE FOLLOWED AT THE TIME OF FILLING THE INPUT REGISTER :**

1. Export the Purchase and Journal Register covering the entries containing Input Tax Credit availed
2. Add Description and HSN/SAC code of the Goods /Services on which Input Tax Credit is booked to check its eligibility
3. Record the Month in which the ITC is claimed
4. Record the Month in which payment is made to the creditor ( within 180 days or more ) to check the eligibility of ITC

SR NO.	INVOICE NO	VOUCHER REF NO	INVOICE DATE	GSTIN OF THE SUPPLIER	STATE	NAME OF THE SUPPLIER	DESCRIPTION OF GOODS/SERVICE	HSN/SAC CODE	RATE	INVOICE VALUE	ASSESSABLE VALUE	CGST	SGST	IGST

**MONTHLY SUMMARY : TO BE DONE FOR EVERY YEAR**

Month	CENVAT REG	GSTR 3B
April		
May		
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
<b>TOTAL</b>	-	-