

CIRCULAR

Quarterly Meeting for the quarter ending September 2023 for the Officers/Officials working in Goods and Services Tax Audit Wing and CEDAR will be held on **01.12.2023 (Friday) at the Conference Hall, Office of the Principal Director of Audit (Central), First Floor, B Block, Audit Bhavan, Bengaluru - 1.**

All the Officers / Officials of the wing should be present at **10.00 a.m.** on 1st December 2023 at the venue **without fail**. A detailed discussion will be held, during the meeting, on the progress of Audit Plan 2023-24 and the important points emerged during audit conducted till date. In addition to this, the final picture of the PA on E-Way Bills under GST and the summary of the work done in GST Section and CEDAR during the quarter will also be presented. Detailed agenda is enclosed.

All the members of field audit parties are instructed to participate actively in the discussions held during the meeting and present their contributions during the quarter. They may also raise any other issues relevant for discussions relating to the field audit work.

sd/-

Deputy Director/GST

Copy to:

1. Secretary to PDA (Central)
2. PA to Deputy Director/GST-CEDAR
3. Sr.AO/GST
4. AAO/GST-Audit
5. AAO/GST-PC
6. Sr.AO/CEDAR
7. All the Officers/ Officials of GSTA Wing and CEDAR
- ✓ 8. Senior Audit Officer/HK&EDP for information and making necessary arrangements at the Conference Hall.

[Signature]
28/11

Senior Audit Officer/ GST-Tech

1

AGENDA FOR THE QUARTERLY MEETING AND REFRESHER COURSE
FOR THE QUARTER ENDING SEPTEMBER 2023

Date: 01.12.2023

Venue: Conference Hall, Office of the Principal Director of Audit (Central), First Floor, B Block, Audit Bhavan, Bengaluru - 1.

10.00 a.m. to 05.30 p.m: Quarterly Meeting

1. Welcome Address : SAO/GST-Tech
2. Address by PDAC
3. Address by Deputy Director/GST
4. Progress of Audit Plan 2023-24 – by SAO/GST
5. Presentation on PA on E-Way Bills – by AAO/GSTAP-V
6. Presentation on the progress of SSCA on DORF Phase-II – by SAO/GSTAP-III
7. Important points noticed during audit – presentations by GSTAPs
8. Summary of work done in CEDAR during the half-year – presentation by SAO/CEDAR
9. Summary of work done in the Vetting Section during the quarter – by AAO/GST
10. Summary of work done in the Technical Section during the quarter – by AAO/GST-Tech
11. Discussion of other miscellaneous topics, including record production and response of the department to the ongoing SSCA and other problems, if any, faced by GSTAPs during field audit
12. Vote of thanks : Sr.AO/GST

(Tea break: 11.15 a.m. to 11.30 a.m. & 3.30 p.m. to 3.45 p.m.)

Lunch break: 01.00 p.m. to 02.00 p.m.)



Senior Audit Officer/GST-Tech