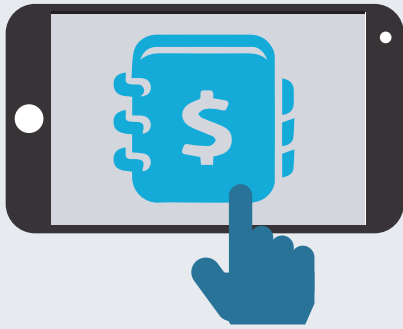




# GST

(GOODS AND SERVICES TAX)

## Electronic Cash/Credit Ledgers and Liability Register in GST



### Introduction

On the common portal each registered taxpayer has one electronic register called the Electronic liability register and two electronic ledgers namely Electronic Cash Ledger and Electronic Credit Ledger. These register and ledgers reflect the liability of the taxpayer and the cash and input tax credit balance available to settle such liability. This is a handy tool provided in the GST system wherein the registered taxpayer can have information about his liabilities, cash and credits at a single location which can be viewed by him from any place by simply logging into the common portal. In case of any discrepancy in his electronic liability ledger, electronic cash ledger or electronic credit ledger the registered person has to communicate the same to the jurisdictional officer, through the common portal in **FORM GST PMT-04**.

### Electronic liability register

The electronic liability register is maintained in **FORM GST PMT-01** for each registered person liable to pay tax, interest, penalty, late fee or any other amount on the common portal and all amounts payable by him gets debited to the said register. The electronic liability register is maintained in two parts at the common portal.

Part I is for maintaining the return related liabilities. All liabilities accruing due to return and payments made against the same are recorded in this part of the register. Liabilities due to opting for composition and cancellation of registration are also covered in this part. Such liabilities are populated in the liability register of the tax period in which the date of application or order falls, as the case may be.

Part II is for maintaining the complete description of the transactions of all liabilities accruing, other than return related liabilities. Such other liabilities may include the following:

- Liabilities due to reduction or enhancement in the amount payable due to decision of appeal, rectification, revision, review, etc.;
- Refund of pre-deposit that can be claimed for a particular demand if appeal is allowed;
- Payment made against the show cause notice or any other payment made voluntarily;
- Reduction in amount of penalty (which would be automatically shown) based on payment made after show cause notice or within the time specified in the Act or the rules.

The electronic liability register of the registered person indicates the following:

- the amount payable towards tax, interest, late fee or any other amount payable as per the return furnished by the said person;
- the amount of tax, interest, penalty or any other amount payable as determined by a proper officer in pursuance of any proceedings under the Act or as ascertained by the said person;
- the amount of tax and interest payable as a result of mismatch of input tax creditor any amount of interest that may accrue from time to time;
- the amount payable on reverse charge basis;
- the amount payable under the Composition levy scheme;
- Any other amount payable under the GST Act.

Any amount of demand debited in the electronic liability register shall stand reduced to the extent of relief given by the appellate authority or Appellate Tribunal or court and the electronic liability register shall be credited accordingly.

The amount of penalty imposed or liable to be imposed shall stand reduced partly or fully, as the case may be, if the registered person makes the payment of tax, interest and penalty specified in the show cause notice or demand order and the electronic liability register shall be credited accordingly.



Directorate General of Taxpayer Services

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## Electronic Cash/Credit Ledgers and Liability Register in GST

### Electronic cash ledger

Every deposit made by a person by internet banking or by using credit or debit cards or National Electronic Fund Transfer (NEFT) or Real Time Gross Settlement (RTGS) or by over the counter deposit on account of tax, interest, penalty, fee or any other amount is credited to the respective electronic cash ledger. The amount available in the electronic cash ledger may be used for making any payment towards tax, interest, penalty, fees or any other amount payable.

The electronic cash ledger is maintained in FORM GST PMT-05 for each registered person, liable to pay tax, interest, penalty, late fee or any other amount, on the common portal for crediting the amount deposited and debiting the payment therefrom towards tax, interest, penalty, fee or any other amount. The payment required to be made by an unregistered person, can be made on the basis of a temporary identification number generated through the common portal.

A challan in FORM GST PMT-06 can be generated on the common portal in which the details of the amount to be deposited towards tax, interest, penalty, fees or any other amount is to be entered. This challan is valid for a period of fifteen days.

The deposit can be made through any of the following modes, namely:

- (i) Internet Banking through authorised banks;
- (ii) Credit card or Debit card through the authorised bank;
- (iii) NEFT or RTGS from any bank; or
- (iv) Over the Counter payment through authorised banks for deposits up to Rs 10,000/- per challan per tax period, by cash, cheque or demand draft.

When the payment is made by way of NEFT or RTGS mode from any bank, the mandate form is generated along with the challan on the common portal and the same has to be submitted to the bank from where the payment is to be made. The mandate form remains valid for a period of fifteen days from the date of generation of challan.

On successful credit of the amount to the concerned government account maintained in the authorised bank, a Challan Identification Number (CIN) is generated by the collecting bank and the same is indicated in the challan. On receipt of the CIN from the collecting bank, the said amount gets credited to the electronic cash ledger of the registered person on whose behalf the deposit has been made and the common portal makes available a receipt to this effect.

In case the bank account is debited but CIN has not been generated or generated but not communicated to the common portal, then the said person has to represent electronically in FORM GST PMT-07

through the common portal to the bank or electronic gateway through which the deposit was initiated.

The amount deducted under section 51 or collected under section 52, as the case may be shall be credited to the electronic cash ledger of the registered person from whom the said amount was deducted or, as the case may be, collected.

The amount available in the electronic cash ledger may be used for making any payment towards tax, interest, penalty, fees or any other amount payable under the provisions of CGST/SGST/UTGST/IGST Act(s).

Refund from cash ledger can only be claimed only when all the return related liabilities for that tax period have been discharged. A registered person, claiming refund of any balance in the electronic cash ledger can claim such refund under section 54 of the CGST Act, 2017.

Presently if an amount is deposited in wrong head, the registered person would have to deposit the amount afresh in correct head and claim refund of the amount deposited in a wrong head. A facility for transfer of amount lying in one head to another head in the electronic cash ledger is being created shortly.

### Electronic credit ledger:

The electronic credit ledger is maintained in FORM GST PMT-02 for each registered person on the common portal and every claim of input tax credit is to be credited to this ledger. The input tax credit as self-assessed in the return by a registered person is credited to his electronic credit ledger. The only way the electronic credit ledger can be credited is through filing of returns. Earlier the amount of transitional credit was also credited to the electronic credit ledger on filing of FORM GST TRAN-1 and FORM GST TRAN-2. It may be noted that last date for filing of these two forms has already expired long back. The amount available in the electronic credit ledger can be used for making any payment towards output tax under the CGST/SGTS/UTGST/IGST/ Cess Acts.

In case a registered person has claimed refund of any unutilized amount from the electronic credit ledger in accordance with the provisions of section 54, the amount to the extent of the claim is debited in the said ledger.

If the refund so filed is rejected, either fully or partly, the amount debited to the extent of rejection, is re-credited to the electronic credit ledger by the proper officer by an order made in FORM GST PMT-03.

Unless otherwise allowed, entries are not allowed to be made directly in the electronic credit ledger under any circumstance.

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