

**GOVERNMENT OF INDIA
GOODS AND SERVICES TAX COUNCIL**

F. No.350/Future Initiative/GSTC/2019
5th Floor, Tower-II, Jeevan Bharati Building
Connaught Place, New Delhi
25/06/2021

OFFICE MEMORANDUM

Sub: Modified Terms of Reference (ToR) for Committee of Officers (CoO) on GST Audit -reg.

In pursuance of decision in the 1st National GST Conference held on 25.11.2019 to have joint & collaborative efforts for GST Audit; capacity building for audit as well as to follow uniform practices for GST Audit in Centre and State Tax administration, a committee of Officers (CoO) on GST Audit was constituted vide OM of even no. dated 21.02.2020. (copy enclosed)

2. The terms of reference (ToR) for the CoO on GST Audit were also notified vide said OM dated 21.02.2020. The terms of reference are now modified by the competent authority and are as follows:

- a. To study audit policy and practices of the Centre and the States which have already implemented certain procedures;
 - b. To develop model Audit Manual, taking into account the policies and practices adopted by Centre and States, with essential, preferred and best practices which may be adopted by States as per administrative suitability;
 - c. To broadly outline the procedural aspects of joint and thematic audit, if and as and when they undertaken with approval of Council;
 - d. Using capability of data analytics developed by DGARM for identification of State taxpayers for audit;
 - e. To suggest measures of capacity building in Services for focussed approach on audit of services sector; and
 - f. To build knowledge on financial accounting and focussed approach towards interpreting business contract/agreement and understanding of system driven business process through SAP, Oracle, Tally etc.
3. The CoO on GST Audit may submit its report to this office at an early date.
4. This issues with the approval of the competent Authority.

Ashima Bansal
Joint Secretary

To,

1. **The Additional DG (Convenor of CoO on GST Audit)**
Directorate General of Audit,
Indirect Taxes, C. R. Building,
I.P. Estate, New Delhi-110109.

2. Shri Srikar M. S. (Co-convenor of CoO on GST Audit)

The Commissioner of Commercial Taxes,
Karnataka.

Copy to:

1. OSD to Revenue Secretary for information to the Hon'ble Revenue Secretary
2. OSD to the Chairman, CBIC
3. The Joint Secretary (Revenue), Department of Revenue
4. PPS to Additional Secretary, GSTC