

**Prasar Bharati  
Doordarshan Directorate  
(GST Cell)  
Doordarshan Bhawan  
New Delhi**

No. DD/GST/Circular/2019-2020

Dated 24.02.2020

**Office Memorandum**

**Sub: Following of Strict compliance regarding Uploading of details of Inwards & Outwards supplies in BOLTON for multiple SNOs of DD**

Reference is invited to Prasar Bharati Secretariat's O.M. No. PB-7(14)(1)/2019-20/Fin/GST-1/3539-60 dated 24.02.2020 on the above subject (Copy attached)

All concerned are requested to kindly adhere to the instructions issued by Prasar Bharati strictly on the above subject.

  
(R.S. Chouhan)  
Deputy Director (Admn.)

To,

All State Nodal Officers (GST)

Copy to:-

1. Dy. Director General (F), PBS
2. PS to ADG(F)/DDG(F)
3. DDG(IT) for uploading on the DD website

**PRASAR BHARATI**  
**(India's Public Service Broadcaster)**  
**Prasar Bharati Secretariat**  
**Copernicus Marg, New Delhi**

**No. PB-7(14)(1)/2019-20/FIN/GST-I / 35 39-60**

**Date: 21.02.2020**

**Sub: Uploading of Details of Inward and Outward Supplies in BOLTON for multiple SNOs of AIR and Doordarshan-reg.**

You may be aware that it has been made mandatory for all SNOs to file their GST returns from the month of January, 2020 through BOLTON application. Therefore, all DDOs are also required to upload all GST related data of inward and outward supplies through BOLTON application only. Necessary instructions have already been issued in this regard through various orders by Prasar Bharati and necessary assistance is available through M/s. Deloitte and GST cells of both the directorates for smooth migration to new system.

Based on the feedback received from various users, the BOLTON application has been suitably customized to ensure that various functional requirements of AIR and Doordarshan units are fully met and GST compliances are timely completed by Prasar Bharati. The application has been further customized recently to enable all DDOs to upload inward data to any SNO of AIR and/or DD to ensure that full eligible ITC from all inward supplies including for tour related bills is availed. Therefore, additional guidelines related to operations of BOLTON application for the purpose of uploading data are being given below to help DDOs and SNOs for smooth migration to online filing of data through new application:

1. Keeping in view that AIR resources is generating invoices for nearly all states of AIR and Doordarshan, it is being given two Login IDs one each for Doordarshan & AIR. This would allow them to upload invoices to SNOs of any State of AIR and Doordarshan as per place of supply.
2. CSU Mumbai will be able to upload invoices for all SNOs of AIR as they generate invoices for all States of AIR.
3. As many CBS are generating invoices for outward services for multiple States, BOLTON application would allow each CBS to upload invoices to SNOs of all states under their jurisdiction.
4. Doordarshan Commercial Service (DCS) will also be able to upload invoices for any SNO of Doordarshan.
5. All DDOs of PB Secretariat, AIR and Doordarshan will be able to upload inward invoices to any SNO of AIR and/or Doordarshan. This would allow them to upload the invoices of tour related bills of hotels and air travel etc. to the respective SNO of any State.
6. All zonal engineering offices will also be able to upload inward and outward invoices for any SNO of both AIR and Doordarshan.



7. Similarly, all CCW units will also have facility of uploading both inward and outward invoices for any SNO of AIR and Doordarshan.
8. NABM Delhi, NABM Bhubaneswar and RABM Shillong will also be able to upload both inward and outward invoices for any SNO of both AIR and Doordarshan.
9. Similarly, all PAOs of Prasar Bharati i.e. PAO AIR Delhi, PAO DD Delhi, PAO Mumbai, PAO Kolkata, PAO Guwahati and PAO Chennai will also be able to upload inward invoices for any SNO of both AIR and Doordarshan.

As mentioned above, all the DDOs will have the access to upload the Inward data to any SNO. However, the following important points may be noted:

- a) DDOs wanting to send data to SNOs of other states will be required to prepare separate templates for each SNO by mentioning the GSTIN of the respective SNO in the eighth row of the template (GSTIN of the Entity).
- b) The above inward data being sent to SNOs other than the SNO of its own state will not be reflected in any of the reports for DDO. The standard reports of SNOs will reflect the data sent to it by all DDOs.
- c) However, no DDO will be able to submit the Acknowledgement for the GSTIN's of other states.
- d) SNOs can view all GSTINs data that is uploaded by DDOs under 'Delete Invoices' tab.

The above would facilitate all DDOs to ensure that no ITC is missed and similarly every GST liability is discharged in time by all SNOs. If there are other specific requirements related to uploading of outward and inward invoices on BOLTON, details may be provided for getting the necessary customization done in the application.

This order may be circulated among all SNOs and DDOs of both AIR and Doordarshan for strict compliance.

  
(C. K. Jain)

Dy. Director General (Fin)

1. ADG(Fin), Doordarshan
2. ADG(Fin), AIR
3. ADG (A), PB
4. ADG (NABM)
5. ADG (Central Archives)
6. Chief Engineer (Civil)

**Copy To:**

1. DG: DD News/Pr. DG NSD
2. All ADGs of AIR, Doordarshan and Prasar Bharati
3. DDG (Comm), AIR/DDG (Comm), DD/DDG (AIR Resources)
4. PAO, AIR Delhi/PAO DD Delhi/PAO Kolkata/PAO Guwahati/PAO Chennai/PAO Mumbai
5. ✓ DDG (T) for uploading it on website

can upload  
24/2