

भारत सरकार (GOVERNMENT OF INDIA)  
रेल मंत्रालय (MINISTRY OF RAILWAYS)  
(रेलवे बोर्ड) (RAILWAY BOARD)

No.TC-I//2012/214/1Pt.

New Delhi, Dt. 3.2.2017

**Chief Commercial Manager**  
**FA&CAO**  
All Zonal Railways

**Sub: Service Tax Certificate for Transportation of Goods by Rail(STTG Certificate)**

Ref: (i) Para 4(xiii) of Rates Circular No.29 of 2012

(ii) Rates Circular No.28 of 2016

(iii) Board's letter No.TC-1/2012/214/2 dt.14.11.2014

(iv) Board's letter No.TC-1/2012/214/1Pt. dt.09.11.2016

Please refer to Board's circulars/letters under reference regarding Service Tax Certificate for Transportation of Goods by Rail (STTG certificate).

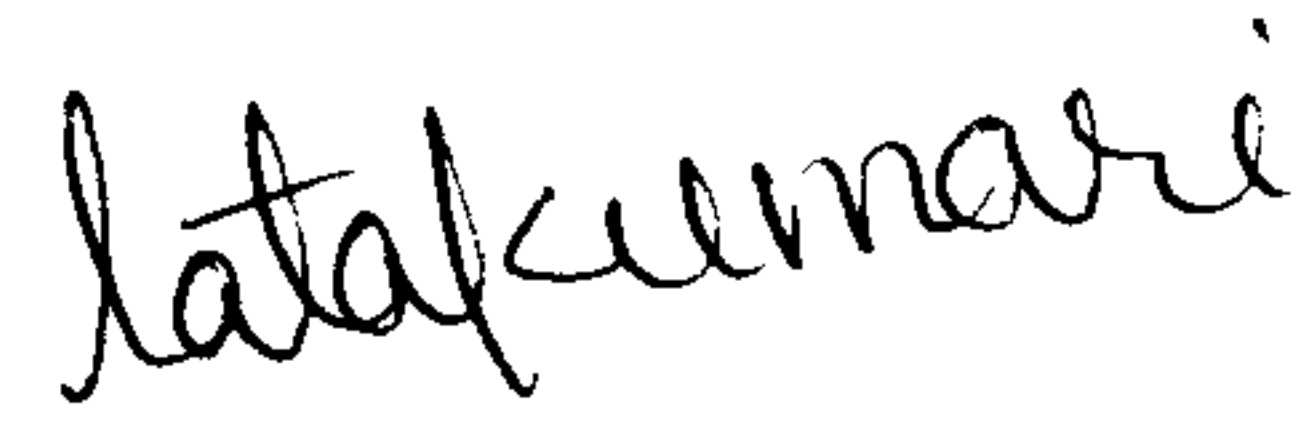
The matter has been examined and in supersession of existing procedure, following procedure may be followed for issue of STTG certificate -

- STTG Certificate shall be issued at the Division level under the signature of an officer authorized by CCM and an officer of Traffic Accounts office nominated by FA&CAO.
- Commercial Department of the concerned Division shall prepare customer-wise STTG certificate (in triplicate) for all customers (irrespective of whether a customer gives an application or not) for a particular month and send all three copies of the certificate duly signed by the competent authority to Traffic Accounts office within ten days of the following month.
- Traffic Accounts office after verification and appending signature of the nominated officer shall return two copies of the certificate to the Commercial Deptt. of the concerned Division within ten days of the receipt of the STTG certificate prepared by the Division.
- Commercial Deptt. of the Division shall keep one copy as their office copy and issue the second copy of the certificate to the customer, on receipt of his/her written request, through Goods Shed only where the receipt of the STTG certificate will be ensured by GSS/Incharge.
- Time limit of 30 days for delivery of the certificate on written request from customer shall be strictly adhered to. The monitoring of issuance of the certificate from the date of receipt of customer's request for issue of STTG certificate be done by CCM(FM) and FA&CAO(T) for which a suitable system shall be put in place.

This is being issued with the concurrence of Finance Directorate of Railway Board.

  
(Rabindra N. Mishra)

Director Finance(Commercial)  
Railway Board



(Lata Kumari)

Director, Traffic Comml.(Rates)  
Railway Board