



**Government of Goa**  
**Department of Finance (Revenue & Control)**  
**Secretariat, Porvorim**  
**Bardez – Goa – 403521**

Ph: 0832-2419779

email: usrc-sect.goa@nic.in

No. 38/1/2017-Fin(R&C)(255)/3219

Dated: 30<sup>th</sup> August, 2023

**NOTIFICATION**

In exercise of the powers conferred by section 148 of the Goa Goods and Services Tax Act, 2017 (Goa Act 4 of 2017) (hereinafter referred to as the said Act), the Government of Goa, on the recommendations of the Council, hereby notifies the following special procedure to be followed by a registered person engaged in manufacturing of the goods, the description of which is specified in the corresponding entry in column (3) of the Schedule appended to this notification, and falling under the tariff item, sub-heading, heading or Chapter, as the case may be, as specified in the corresponding entry in column (2) of the said Schedule, namely: —

**1. Details of Packing Machines**

- (1) All the existing registered persons engaged in manufacturing of the goods mentioned in Schedule to this notification shall furnish the details of packing machines being used for filling and packing of pouches or containers in **FORM SRM-I**, within 30 days of issuance of this notification, electronically on the common portal—

**FORM SRM-I**

Serial No.	Make and Model No. of the Machine (including the name of manufacturer)	Date of Purchase of the Machine	Address of place of business where installed	No. of Tracks	Packing Capacity of each track	Total packing capacity of machine	Electricity consumption by the machine per hour	Supporting Documents	Unique ID of the machine (to be auto populated)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
								<<Capacity certificate from Chartered Engineer>>	

- (2) Any person intending to manufacture goods as mentioned in Schedule to this notification, and who has been granted registration after the issuance of this notification, shall furnish the details of packing machines being used for filling and packing of pouches or containers in **FORM SRM-I** on the common portal,



(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
									<<Capacity certificate from Chartered Engineer>>	

- (6) The details of any existing filling and packing machine removed from the registered place of business shall be furnished, electronically on the common portal, by the said registered person within 24 hours of such removal in **FORM SRM-IIB**.

**FORM SRM-IIB**  
[Details of removal of the existing machine(s)]

Serial No.	Unique ID of the machine	Make and Model No. of the Machine <<auto-populated>>	Date of Purchase of the Machine <<auto-populated>>	Address of place of business from where the machine is removed. <<auto-populated>>	No. of Tracks <<auto-populated>>	Packing Capacity of each track <<auto-populated>>	Total packing capacity of machine <<auto-populated>>	Date of Removal	Reasons for removal/disposal of the machine.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
									<<Sold to third party>> <<Scrap>>

**2. Additional records to be maintained by the registered persons manufacturing the goods mentioned in the Schedule**

- (1) Every registered person engaged in manufacturing of goods mentioned in Schedule shall keep a daily record of inputs being procured and utilized in quantity and value terms along with the details of waste generated as well as the daily record of reading of electricity meters and generator set meters in a format as specified in **FORM SRM-IIIA** in each place of business.
- (2) Further, the said registered person shall also keep a daily shift-wise record of machine-wise production, product-wise and brand-wise details of clearance in quantity and value terms in a format as specified in **FORM SRM-IIIB** in each place of business.

**FORM SRM-III  
Inputs Register**

	HSN of the Input	Description of the Input	Unit quantity	Opening Balance (in units)	Quantity procured (in units)	Quantity procured (value in Rs)	Qty Consumed (in units)	Closing Balance (in units)	Waste generated in respect of the said input (qty) (in units)
Day 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	HSN1								
	HSN2								
	HSN3								
	⋮								
	HSNn								
Day 2									
Day 3									
.....									
Last Day of Month									

Electricity Reading						
	Electricity meter reading			Generator set meter reading		
	Initial Meter Reading	Final Meter Reading	Consumption (kWh)	Initial Meter Reading	Final Meter Reading	Consumption (kWh)
	(1)	(2)	(3)	(4)	(5)	(6)
Day 1						
Day 2						
.....						
Last Day of Month						

**FORM SRM-III B**  
**Production Register**

	Brand B1									M 2	M n	Total of all machines	Brand B2	Brand Bn
	Machine M1 (Mention Unique ID of the machine)													
	Total no. of Pouches P1	Unit Value Of Pouch P1	Total Value Of Pouches P1 (in Rs)	Total no. of Pouches ... Pn packed	Unit Value Of Pouch ... Pn	Total Value Of Pouches Pn (in Rs)	Total No. of pouches Packed by Machine M1 (P1+P2+...Pn)	Total value of Pouches packed By machine M1 (in Rs) (V1+V2+...Vn)	...	...	Total Production value of Brand B1 by all machines (Rs)			
Day 1														
	Shift 1 00:00 to 00:00 hrs													
	Shift 2 00:00 to 00:00 hrs													
	Shift 3 00:00 to 00:00 hrs													
	<b>Total for Day 1</b>													
Day 2														
...Days of the month														
	<b>Total for the Month</b>													

**3. Special Monthly Statement**

- (1) The said registered person shall submit a special statement for each month in **FORM SRM-IV** on the common portal, on or before the tenth day of the month succeeding such month.

**FORM SRM-IV**  
**Monthly Statement of Inputs used and the final goods produced by the manufacturer of goods specified in Schedule**

**PART-A**

Total for Month	HSN of the Input	Description of the Input	Unit quantity	Opening Balance (in units)	Quantity procured (in units)	Quantity procured (value in Rs)	Qty Consumed (in units)	Closing Balance (in units)	Waste generated qty (in units)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	HSN1								
	HSN2								
	HSN3								
	.....								
	HSNn								

Total for the Month	Electricity Reading					
	Electricity meter reading			DG set meter reading		
	Initial Meter Reading on Day 1 of the month	Final Meter Reading on last day of the month	Consumption (kWh)	Initial Meter Reading on Day 1 of the month	Final Meter Reading on last day of the month	Consumption (kWh)
	(1)	(2)	(3)	(4)	(5)	(6)

Statement of production of goods

PART-B

Brand B1								Br an d B2	Br an d Bn	
Machine M1								M 2	M n	Total of all  machi nes
Total no. of Pouch P1 packed	M RP Va lue Of Pou che P1	Total Value Of Pouch es P1 Pac ked(V1) (in Rs)	Tot al no of Pou ch Pn pac ked	Va lue Of Pou ch Pn	Tota l Valu e Of Pou ches Pn Pac ked (Vn) (in Rs)	Total No. of pouches Packed by Machine M1 (P1+P2 +...Pn)	Total value of Pouches packed By machine M1 (in Rs) (V1+V2 +...Vn)	...	- - -	Total Produ ction value of Brand B1 by all machi nes (Rs)
<b>Total for the Month</b>										

Schedule

S.No	Chapter / Heading / Sub-heading / Tariff item	Description of Goods
(1)	(2)	(3)
1.	2106 90 20	Pan-masala
2.	2401	Unmanufactured tobacco (without lime tube) – bearing a brand name
3.	2401	Unmanufactured tobacco (with lime tube) – bearing a brand name
4.	2401 30 00	Tobacco refuse, bearing a brand name
5.	2403 11 10	'Hookah' or 'gudaku' tobacco bearing a brand name
6.	2403 11 10	Tobacco used for smoking 'hookah' or known as 'hookah' tobacco or 'gudaku' not bearing a brand name
7.	2403 11 90	Other water pipe smoking tobacco not bearing a brand name.
8.	2403 19 10	Smoking mixtures for pipes and cigarettes
9.	2403 19 90	Other smoking tobacco bearing a brand name
10.	2403 19 90	Other smoking tobacco not bearing a brand name
11.	2403 91 00	"Homogenised" or "reconstituted" tobacco, bearing a brand name
12.	2403 99 10	Chewing tobacco (without lime tube)
13.	2403 99 10	Chewing tobacco (with lime tube)
14.	2403 99 10	Filter khaini
15.	2403 99 20	Preparations containing chewing tobacco
16.	2403 99 30	Jarda scented tobacco
17.	2403 99 40	Snuff
18.	2403 99 50	Preparations containing snuff
19.	2403 99 60	Tobacco extracts and essence bearing a brand name
20.	2403 99 60	Tobacco extracts and essence not bearing a brand Name
21.	2403 99 70	Cut tobacco
22.	2403 99 90	Pan masala containing tobacco 'Gutkha'

23.	2403 99 90	All goods, other than pan masala containing tobacco 'gutkha', bearing a brand name
24.	2403 99 90	All goods, other than pan masala containing tobacco 'gutkha', not bearing a brand name

**Explanation.-**

- (1) In this Schedule, "tariff item", "heading", "sub-heading" and "Chapter" shall mean respectively a tariff item, heading, sub-heading and Chapter as specified in the First Schedule to the Customs Tariff Act, 1975 (51 of 1975).
- (2) The rules for the interpretation of the First Schedule to the said Customs Tariff Act, 1975, including the Section and Chapter Notes and the General Explanatory Notes of the First Schedule shall, so far as may be, apply to the interpretation of this notification.
- (3) For the purposes of this notification, the phrase "brand name" means brand name or trade name, whether registered or not, that is to say, a name or a mark, such as symbol, monogram, label, signature or invented word or writing which is used in relation to such specified goods for the purpose of indicating, or so as to indicate a connection in the course of trade between such specified goods and some person using such name or mark with or without any indication of the identity of that person.
2. This notification shall be deemed to have come into force with effect from the 31<sup>st</sup> day of July, 2023.

By Order and in the name of  
the Governor of Goa.

*H. Bhat*  
30/08/2023

(Pranab G. Bhat)

Under Secretary, Finance (R&C)

**Copy to:**

1. The Director of Printing & Stationery, Government Printing Press, Panaji for favour of publication in the Extraordinary Official Gazette;
2. The Commissioner of State Tax, Panaji, Goa;
3. Guard file;
4. Order file;
5. Compendium file;
6. Office file.