

Appendix 2

Request for e-invoice

1.	Name of the Recipient		
2.	GSTR Number		
3.	Particulars of good supplied		
4.	HSN/SAC		
5.	Taxable amount		
6.	Tax Details	Tax Rate %	Tax Amount (in Rs.)
	CGST		
	SGST		
	IGST		
7.	Total GST collected		
8.	Receipt number and date (Tax amount shall be remitted to the Cash Section in advance)		
9.	Name, Designation and Address of the applicant		
10.	Mobile Number and email ID		

Forwarded/ Recommended by

Head of the Department

Office Seal