



**Kerala Prisons & Correctional Services**

Prisons & Correctional  
Services Headquarters  
Poojappura,  
Thiruvananthapuram-12

☎:0471-2342532

✉:keralaprison@gov.in

Dated : 01-07-2024

No A2-15776/2024/PrHQ

From

**The Director General,**  
Prisons & Correctional Services

To

- 1) **Chairman,**  
Thiruvananthapuram Branch of SIRC of the Institute of Chartered Accountants of India,  
ICAI Bhawan, Thycaud, Trivandrum.  
Phone: 8281848909  
Email: icaitvm@gmail.com
- 2) Kollam Branch of SIRC of the Institute of Chartered Accountants of India,  
ICAI Bhawan, Pallithottam, Thamarakkulam, Kollam, Kerala, India - 691006  
Phone : 0474 2750583, 2763506, Mobile 9446916854.  
Email:quilon@icai.org
- 3) Ernakulam Branch of SIRC of the Institute of Chartered Accountants of India,  
ICAI BHAVAN, 57/3146, Dewan's Road,  
Ernakulam,Kerala, ERnakulam 682016, India  
Phone : 0484 2362027,2910650. ernakulam@icai.org
- 4) Thrissur Branch of SIRC of the Institute of Chartered Accountants of India,  
ICAI Bhawan, Alumvettuvazhi, Chiyaram,, Thrissur-680026, India  
Phone : 91 4872253400, 2253800  
Email:trichur@icai.org
- 5) Calicut Branch of SIRC of the Institute of Chartered Accountants of India,  
ICAI Bhawan, Cherooty Nagar, Eranhipalam PO,Kerala,  
Calicut 673006, India  
Phone : 0495 2770124, 2771008  
Email:calicut@icai.org

*Handwritten notes:*  
A → to authority  
Send mail



6) Kannur Branch of SIRC of the Institute of Chartered Accountants of India,  
ICAI Bhawan, Pallikkulam, Pallikkunnu PO, Kannur - 670004, Kerala.  
Phone : 914972936200/2766555, Mobile: 918078436325.  
Email: kannur@icai.org.

Sir/Madam,

Sub : Prisons - Headquarters -Implementation of GST on Prison products-  
Inviting Expression of Interest- reg.  
.....

Attention is invited to the subject cited.

Under the department of Kerala Prisons, various commercial units like Food unit, Manufacturing unit, Cafeteria, beauty parlour, Fashionista (apparel unit), petroleum outlet etc. are functioning in various jails.

As part of implementation of GST on various prison product, the department is intended to invite Expression of Interest from the Chartered Accountants.

**Key Responsibilities:-**

- i. Provide professional guidance to department in all the GST related matters.
- ii. Lead the implementation of Goods and Services Tax (GST) within the Kerala Prisons Department.
- iii. Ensure compliance with GST laws and regulations, including timely filing of GST returns and maintenance of relevant records.
- iv. Provide guidance and training to prison staff on GST-related matters.
- v. Address and resolve any GST-related issues that may arise.
- vi. Service of four days (4 days) per month shall be provided until the fully implementation of the GST in jails.

**Required Experience:-**

- i. Chartered Accountant (CA) Qualification: Must be a certified Chartered Accountant with a valid membership in the Institute of Chartered Accountants of India (ICAI).
- ii. Experience in GST Implementation: Minimum of 5 years of experience in GST implementation and compliance.



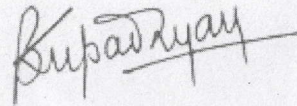
- iii. Food and Beverage Industry Experience: Prior experience in the food and beverage industry is highly preferred, given the specific requirements related to prison canteens and food services.
- iv. Audit and Compliance: Proven track record in conducting audits and ensuring compliance with tax regulations.
- v. Training and Development: Experience in training and mentoring staff on GST-related procedures and compliance.
- vi. Project Management: Demonstrated ability to manage projects, meet deadlines, and handle multiple tasks efficiently.

For more details, please feel free to contact us on the following number.

Office Phone No. 0471-2342532 / 2344161

Mob No.9496479697

Yours faithfully



Balram Kumar Upadhyay IPS  
Director General of Prisons &  
Correctional Services

