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DELIVERY CHALLAN

NOT A TAX INVOICE | BLANK EDITABLE TEMPLATE

Complete all applicable particulars before issue. Replace every bracketed field; verify classification, value, tax treatment and transport requirements.

Challan number: [Maximum 16 characters]	Date: [Date]
Purpose: [Actual reason for movement]	Copy: [Select the applicable copy label]
Reference: [Original challan / invoice / job order]	Place of supply / State and code (inter-State): [Verify and enter]

CONSIGNOR / SENDER	CONSIGNEE / RECEIVER
[Consignor name] [Full address] GSTIN, if registered: [actual GSTIN]	[Consignee name] [Full address] GSTIN / UIN, if registered: [actual ID]

No.	Goods description	HSN	Quantity	Unit	Unit value ₹	Line value ₹
1	[Goods / item / batch]	[Verify]	[Qty]	[Unit]	[Value]	[Value]
2						
3						

Taxable / declared goods value: [Amount in ₹]

Use taxable value where applicable. A declared transport value in a non-supply example is not a sales receivable or a tax exemption.

Tax component — where for supply	Rate	Amount ₹
CGST	[Rate / N.A.]	[Amount / N.A.]
SGST / UTGST	[Rate / N.A.]	[Amount / N.A.]
IGST	[Rate / N.A.]	[Amount / N.A.]
Cess	[Rate / basis / N.A.]	[Amount / N.A.]

Transport / vehicle / LR reference: [Actual details]	E-way bill: [Actual number, if required]
Dispatch / expected return: [Actual date / internal target]	Package count / remarks: [Actual details]

Authorised signature: _____ Name / designation / date: [Enter]	Received by: _____ (optional acknowledgement) Quantity / condition / date: [Enter]

Copy labels when applicable: ORIGINAL FOR CONSIGNEE · DUPLICATE FOR TRANSPORTER · TRIPLICATE FOR CONSIGNER. The checklist explains the triplicate job-work procedure.

DELIVERY CHALLAN

NOT A TAX INVOICE | FICTIONAL EXAMPLE — NOT VALID FOR DISPATCH

Complete all applicable particulars before issue. Replace every bracketed field; verify classification, value, tax treatment and transport requirements.

Challan number: DC/26-27/001	Date: 26 September 2026
Purpose: Goods sent for finishing / job work	Copy: [Select the applicable copy label]
Reference: Example job order JW/001	Place of supply / State and code (inter-State): Gujarat (24) — example

CONSIGNOR / SENDER	CONSIGNEE / RECEIVER
Example Fabrication Unit (fictional) [Complete address], Pune, Maharashtra GSTIN: [insert actual registration]	Example Finishing Unit (fictional) [Complete address], Ahmedabad, Gujarat GSTIN: [insert actual registration]

No.	Goods description	HSN	Quantity	Unit	Unit value ₹	Line value ₹
1	Component blanks for finishing (count unchanged)	[Verify HSN]	100	NOS	500.00	50,000.00
2						

Taxable / declared goods value: ₹50,000.00

Use taxable value where applicable. A declared transport value in a non-supply example is not a sales receivable or a tax exemption.

Tax component — where for supply	Rate	Amount ₹
CGST	N.A.	N.A.
SGST / UTGST	N.A.	N.A.
IGST	N.A.	N.A.
Cess	N.A.	N.A.

Example assumption: eligible job-work movement of the principal's own goods without payment of tax, subject to applicable conditions. "N.A." here is not a zero-rated or exempt classification.

Transport / vehicle / LR reference: [Actual details]	E-way bill: [Actual number, if required]
Dispatch / expected return: [Actual date / internal target]	Package count / remarks: [Actual details]

E-way bill review: this example is an inter-State principal-to-job-worker dispatch. The special requirement applies irrespective of value; ₹50,000 is not an automatic exemption.

Authorised signature: _____ Name / designation / date: [Enter]	Received by: _____ (optional acknowledgement) Quantity / condition / date: [Enter]

Copy labels when applicable: ORIGINAL FOR CONSIGNEE · DUPLICATE FOR TRANSPORTER · TRIPLICATE FOR CONSIGNER. The checklist explains the triplicate job-work procedure.

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DELIVERY CHALLAN

NOT A TAX INVOICE | FICTIONAL EXAMPLE — NOT VALID FOR DISPATCH

Complete all applicable particulars before issue. Replace every bracketed field; verify classification, value, tax treatment and transport requirements.

Challan number: RT/26-27/001	Date: 30 September 2026
Purpose: Partial return after job work	Copy: [Select the applicable copy label]
Reference: DC/26-27/001 dated 26 September 2026	Place of supply / State and code (inter-State): Maharashtra (27) — example

CONSIGNOR / SENDER	CONSIGNEE / RECEIVER
Example Finishing Unit (fictional) [Complete address], Ahmedabad, Gujarat GSTIN: [insert actual registration]	Example Fabrication Unit (fictional) [Complete address], Pune, Maharashtra GSTIN: [insert actual registration]

No.	Goods description	HSN	Quantity	Unit	Unit value ₹	Line value ₹
1	Component blanks for finishing (count unchanged)	[Verify HSN]	60	NOS	500.00	30,000.00
2						

Taxable / declared goods value: ₹30,000.00

Use taxable value where applicable. A declared transport value in a non-supply example is not a sales receivable or a tax exemption.

Tax component — where for supply	Rate	Amount ₹
CGST	N.A.	N.A.
SGST / UTGST	N.A.	N.A.
IGST	N.A.	N.A.
Cess	N.A.	N.A.

Example assumption: eligible job-work movement of the principal's own goods without payment of tax, subject to applicable conditions. "N.A." here is not a zero-rated or exempt classification.

Transport / vehicle / LR reference: [Actual details]	E-way bill: [Actual number, if required]
Dispatch / expected return: [Actual date / internal target]	Package count / remarks: [Actual details]

Reconciliation: 100 NOS dispatched − 60 NOS returned = 40 NOS still with the job worker. This is a fresh return challan, not an alteration of the original outward challan.

Authorised signature: _____ Name / designation / date: [Enter]	Received by: _____ (optional acknowledgement) Quantity / condition / date: [Enter]

Copy labels when applicable: ORIGINAL FOR CONSIGNEE · DUPLICATE FOR TRANSPORTER · TRIPLICATE FOR CONSIGNER. The checklist explains the triplicate job-work procedure.

Before you issue the challan

BUSINESS / DISPATCH TEAM CHECKLIST

1. Decide the document

Confirm the actual movement falls within the permitted challan procedure. An ordinary taxable sale does not become non-supply because you write “not for sale”. Transfers between distinct GST registrations may be supplies without payment.

2. Complete the particulars

Check date and controlled number (maximum 16 characters), parties and registration IDs where applicable, HSN, goods description, quantity, value, tax details when for supply, inter-State place of supply and signature.

3. Prepare the required copies

Rule 55(2) prescribes triplicate in case of supply of goods. Circular 38/12/2018 also directs the principal to prepare triplicate challans for job work. Use the three copy labels shown on the form; retain the consignor’s record.

4. Check e-way bill separately

The general rule concerns consignment value exceeding ₹50,000, with exceptions and exemptions. An inter-State principal-to-job-worker dispatch requires an e-way bill irrespective of value. Check the actual State rules and movement; the template does not generate an e-way bill.

5. Handle partial returns correctly

For piecemeal returns after job work, the circular requires a fresh challan issued by the job worker. Reference the original dispatch and record only the quantity now moving. Keep all return documents, not just a cumulative quantity.

6. Reconcile and close

Check delivered quantity, shortages and returns against the original goods. The Excel tracker is for same-item, same-unit returns without transformation. It does not handle process yield, waste or substitution automatically.

7. Verify reporting and deadlines

Track applicable GST ITC-04 reporting and section 143 requirements with your accountant. The workbook’s expected-return date is an internal target, not a statutory deadline calculation.

8. Remove the example before real use

Fictional examples contain deliberate placeholders instead of invented GSTINs, HSN codes, vehicle IDs, signatures or e-way bill numbers. They must not be carried as completed transport documents.

Source and use notes

Primary references: CGST Rules 45, 55 and 138; Circular 38/12/2018-GST, paragraphs 8.3–8.4; GST portal ITC-04 manual; NIC e-way bill FAQ. The downloadable workbook contains direct source URLs.

This is a general-purpose educational template, not a government-issued form, tax opinion, e-way bill or proof that a particular movement is lawful. Obtain a transaction-specific review where needed. You may edit the layout; retain the applicable mandatory particulars.