

Telephone: 044- 28331101

Fax: :044-28331104



Email id: [S.Thirunavukkarasu@icegate.gov.in](mailto:S.Thirunavukkarasu@icegate.gov.in)

**DIRECTORATE GENERAL OF SYSTEMS  
CUSTOMS & CENTRAL EXCISE, SOUTH ZONE  
5th Floor, 26/1 (121), MAHATHMA GANDHI SALAI, NUNGAMBAKKAM,  
CHENNAI - 600 034.**

File C. No. IV/26/14/2016 –Sys(S)

Dated: 17.06.2019

**ADVISORY NO. 19 / 2019, ACES-GST INTEGRATION - ACL Module**

Sub: New features under ACL Module after integration of ACES and GST Applications– reg.

\*\*\*\*\*

Post integration of ACES and GST Applications, this office had issued three Advisories No.16/2019, 17/2019 and 18/2019 all dated 24.05.2019 informing the various changes that have been made available in the application for the taxpayers and tax officers. In continuation of the same, certain new functionalities that have been introduced or features that have been converged in the unified application, under the 'ACL Module' are hereby brought to the notice of field formations.

2. Access to Application:

- a. Earlier, 'Saksham Seva' was providing access to officers to all the three applications viz. GST, CE & ST separately. Now, with the advent of single platform, mapping to three different applications is not required. Officers can access all the three applications through 'GST Application' icon, by selecting the same in the citrix page. As such, 'Saksham Seva' will map officers only to GST Application, now onwards.
- b. For the officers to access CE and ST data, new 'Permission Sets' have been created in the application. The permission sets are easy to identify as they are prefixed with the word 'ACES'. For eg. for the 'Range Superintendent' new permission set is 'ACES RANGE SUPDT'.
- c. 'ACL Admins' are required to assign the new permission set relevant for the officer, in addition to the existing ones. The process of assigning of permission set is similar to what is available in GST Application. However, for the benefit of ACL Admin's, steps required for the same are attached as 'Annexure A'.

3. Changes and New Features:

- a. As ACL tasks are independent of all the three applications (GST/CE/ST), the same have been realigned under the menu 'Access Control'. ACL Admin's can see the pending ACL tasks through the navigation path: Log-in >> Menu >> Access Control >> Task Lists >> ACL
- b. Other module specific transactional tasks are 'Application' (GST/CE/ST) centric and can be seen under the individual application. Module-wise tasks under each 'Application', can be seen by the officers through the navigation path: Log-in >> Menu >> select application (GST/CE/ST) >> Click on '+' icon to expand >> point cursor on 'Task Lists' >> select the desired module.

- c. Migration of CE/ST taxpayers has been decentralised and aligned with GST application design. ACL Admin can select the relevant application (GST/CE/ST) from the list of values in the 'Jurisdiction Management' and can migrate the taxpayer either through 'User Interface' or using 'Bulk Migration' facility.
- d. Migration can be done by the ACL Admins (Zone/Commissionerate/Division) within their domains. Only for inter-zone, migration will be done by 'India Admin'. Guidelines issued vide ACL Advisory No. 01/2019 for migration of GST taxpayer holds good for CE and ST taxpayers.
- e. Post migration, migration records of CE/ST taxpayers can be seen through the sub-menu 'View Migrated Taxpayers (CE & ST)'. The migration data can be viewed by all executive set-up officers.

Navigation path: Log-in >> Menu >> Access Control >> View Migrated Taxpayers (CE & ST)

This functionality provides data of taxpayers who have been migrated, to a formation and also, of those who have been migrated out, from a formation. This list is downloadable in pdf format.

- f. The formation-wise, jurisdiction details of ACES have been ported to the integrated application and are available under 'Jurisdiction Management' in two tabs (Jurisdiction Details and Address) for ACL Admin. This functionality is linked to 'Registration Forms' so that taxpayer can select the formation to which he wants to get mapped.

The 'Jurisdiction Details' are also linked to 'Know Your Jurisdiction' in the dealer portal (meant for taxpayers) and can be viewed through the url: <https://cbic-gst.gov.in/cbec-portal-ui/dist/knowYourJuris>.

- g. Some data for zone level was not available in ACES and hence could not be ported. The ACL Admins may verify the 'Jurisdiction Details' & 'Address' in 'Jurisdiction Management' and inform 'India Admin' ([hqadmin.prime@icegate.gov.in](mailto:hqadmin.prime@icegate.gov.in)), for updations, wherever required. In this connection, 'India Admin' will share an excel template with ACL Admins separately through email. This has to be done for all levels of formations/jurisdictions, from Zone to Range.

Navigation path: Log-in >> Menu >> Access Control >> Jurisdiction Management >> Jurisdiction Details / Address

- h. CE and ST taxpayer's, jurisdiction details can be searched using registration number through 'Tax Payer Details' menu. This facility is global and not restricted to officer's formation. This functionality provides, the details of CE/ST taxpayer viz. Trade Name, Legal name, Address, E-mail Id, Mobile no., Jurisdiction code and Jurisdiction name.

Navigation path: Log-in >> Menu >> Access Control >> Tax Payer Details

- i. Pending tasks of CE/ST taxpayers can be seen through menu 'Formation Task Details' in addition to pending tasks of GST taxpayers.

- 4. Further, consequent to integration the 'Com Admin' profile of ACES has ceased to exist. The officer who was attending to 'Com Admin' work can be assigned any other work, as deemed fit. Also, if the Com Admin and other officers who were only mapped to Central Excise and Service Tax Applications can be mapped to GST Application through Saksham Seva.

5. Though the integration of ACES with GST is over, the synchronizing of ACES data in the unified application is under process and is likely to take some time.
6. Procedure for mapping of an audit officers have been made easy. In the integrated application, to access CE and ST data, the officers of Audit Commissionerate are required to get mapped to their own formation ie. Audit Commissionerate, instead of any 'Executive Set-up' as was required prior to integration. Henceforth, for mapping of audit officer, the ACL Admin of Audit Commissionerate should directly interact with Saksham Seva.

View of CE and ST taxpayer's data to Audit officers will be made available post completion and synchronizing of data migration process. A separate communication will be sent to Audit Commissionerates, in due course, in this regard.

7. This directorate have been sending scanned copy of various Advisories for field formations through the ACL Admins for informing the concerned officers. However, in some cases the advisories are not getting delivered either due to incorrect or non-availability of icagate mail id of the 'ACL Admin'. This hinders the online communication meant for field formations and thus important Advisories are not reaching the field formations. **'ACL Admins' may be directed to have active icagate mail Id with updated mobile number in the application.**

(S. THIRUNAVUKARASU)  
Additional Director General

To

1. All the Pr. Chief Commissioner / Chief Commissioners, CGST Zones.
2. Director General, GST, New Delhi.
3. Director General, Audit, New Delhi.
4. All the Pr. Commissioners/Commissioners, CGST & Central Excise Commissionerates.
5. All the Pr. Commissioners/Commissioners, Audit Commissionerates.
6. All the ADGs of DG Systems, New Delhi, Bengaluru & Kolkata.
7. Additional Director General, SI, DG Systems, New Delhi.
8. All the ACL Admins of Commissionerate / Division through email.

Copy submitted to: The Member and Pr. Director General, DG Systems, New Delhi for information.

## Annexure A

To assign the Permission Sets, the ACL Admins (Exe Set-up) are required to follow the below mentioned steps:

- (1) Login
- (2) Menu >> Access Control >> User Mapping >> Select the Officer's SSOID
- (3) Click on 'Edit' button.
- (4) Under Permission Sets click "ADD" button
- (5) Select the appropriate Permission Set from the LOV - List of Values applicable to the officer based on the officers' designation and level to which he/she is mapped in the Executive Set-up. For eg. if an officer is Range Supdt., select " ACES RANGE SUPDT "
- (6) Click on "Submit " button.
- (7) In the 'Confirmation' screen, click on 'YES' to save the changes. In the 'User Mapping' page, check the Permission set is assigned to the mapped officer.