



Office of the Additional Director General (Systems),
Dte. General of Systems and Data Management, South Zone,
26/1 Uthamar Gandhi Salai, Nungambakkam,
Chennai – 600 034

C.No:IV/ 26/5/2018-Sys(S)

Dated : 14-2-2019

To

The Principal Chief Commissioners,
The Chief Commissioners,
The Principal Commissioners,
The Commissioners,
GST & Central Excise.

[On Top Priority]

Sir / Madam,

Sub :Advisory for ACL Activities–Mapping of Taxpayers in correct jurisdiction
with correct status.

As you are kindly aware, taxpayers mapping in the CBIC-GST Backend Application is primarily based on PIN provided by the taxpayer in the Registration Form. It is observed that in several cases, taxpayers got mapped to different jurisdiction due to incorrect PIN. Hence they were required to be migrated to correct jurisdiction.

2. Also, post allocation of taxpayers between Centre and State, certain difficulties were faced while implementing the same in the CBIC-GST Backend Application. In its endeavor to streamline data concerning taxpayers' jurisdiction, this Directorate have been making all efforts to update the same.

3. To further strengthen the data availability for various functionalities under the application, the following actions are required to be taken by the field officers.

- (i) Mapping of a taxpayer to correct jurisdiction: Presence of a taxpayer in a jurisdiction has direct bearing on the revenue. It has been noticed that many taxpayers are yet to be mapped to correct jurisdiction and therefore corrective measures are required to be taken at the earliest. In order to facilitate alignment of revenue reporting in the next Financial Year 2019-20, it is suggested that identified taxpayer be migrated to correct jurisdiction by 28.02.2019 by the ACL Admins(upto Zonal level).

Wherever India Admin is required to migrate the identified taxpayers (inter zone), the list may be shared with India Admin (hqadmin.prime@icegate.gov.in) by 28.02.2019 as per the below format. Wherever possible, provide the new jurisdiction code while forwarding the list to India Admin. This directorate expects to close and complete this exercise by 10.03.2019.

SL.NO.	GSTIN	Old Jurisdiction Code	New Jurisdiction Code

The taxpayers list can be downloaded by ACL Admin through Access Control >> Jurisdiction Management >> Download Taxpayers List.

- (ii) **Administration of taxpayer(Centre/State):**As per the decision taken regarding allocation of taxpayers between Centre and State data has to be updated in CBIC-GST Backend Application. To achieve this, it is requested to:

- a) Share a list of taxpayers still not available in the CBIC-GST Backend Application – after the allocation:

Sl.No.	GSTIN	Name of the Taxpayer	Allocated to Centre OR State
--------	-------	----------------------	------------------------------

- b) Further, if taxpayers' status has still not changed in the CBIC-GST Backend Application (consequent to allocation), then the same may also be shared with this directorate for correction in the following format:

Sl.No.	GSTIN	Name of the Taxpayer	Formation Name (mapped ZCDR)	Status as per CBIC-GST Application(administered by Centre OR State)	Status to be corrected (administered by Centre OR State)
--------	-------	----------------------	------------------------------	---	--

- (iii) **Updation of Formation Details:** Many formations have not updated the 'Formation Details' like Address, E-mail Id, Phone Number and Fax Number in the CBIC-GST Backend Application. This has to be done by ACL Admins through Access Control >> Formation Management >> Edit Formation.

- (iv) **ACL Admin Mapping:** Assigning of ACL Admin permission set to a nominated officer is a decentralized process, one ACL Admin can assign permission set to another nominated officer. In quite a few formations, only one ACL Admin is available and once he is transferred out, the work under ACL suffers. It is once again informed that at Zone and Commissionerate level there should be two ACL Admins (one AC/DC & one SP) and at division level AC/DC should be given ACL Admin permission set for their respective divisions. If required, ACL Admin can also be mapped at Sub-Commissionerate level.

4. In view of the above, it is requested that necessary directions be given to ACL ADMINS at the Zone and Commissionerate level to complete above activities and send a line of confirmation to this office latest by 28-2-2019. The details as per Para 3 (i), (ii)(a) and (ii)(b) above may also be shared for further action wherever applicable.

Yours faithfully,



(S. THIRUNAVUKKARASU)

ADDITIONAL DIRECTOR GENERAL (SYSTEMS)