



OFFICE OF THE PRINCIPAL ADDITIONAL DIRECTOR GENERAL OF SYSTEMS & DATA MANAGEMENT

प्रणाली एवं आंकड़ा प्रबंधन प्रधान निदेशालय के प्रमुख अतिरिक्त महानिदेशक का कार्यालय

**GST & CENTRAL EXCISE, GST BHAVAN,
जीएसटी और केंद्रीय उत्पाद शुल्क, जीएसटी भवन**

NO. 26/1, MAHATHMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI -34

26/1 महात्मा गाँधी रोड, नुगंबक्कम, चेन्नई-34

Tele: 044-28331101 Fax:044-28331104 Mail: dgschennai@icegate.gov.in

C.No IV/26/11/2017 Part File –I Systems(S)

Date: 17.01.2020

Advisory No.04 /2020

Sub: Export to excel Functionality in View RFD-01 and View RFD-01 A

Please refer to this office Advisory dated 28.11.2019, wherein the various features of the RFD-01 view functionality were explained.

2. Request were received from the field formations to provide facility to download (in excel sheet) data available in the view screen. Accordingly, the download functionality has been developed and made available for both RFD-01 and RFD-01 A refund applications. The step by step navigation and process of downloading the data is explained with screenshots and attached here with for reference.

3. The functionality is available to all the officers with view permission, working in the formation. The data can be viewed and downloaded by the officers as per the permission level accorded to them in the formation i.e Zonal data will be available to officers with zonal level permission, Commissionerate data will be available to officers with Commissionerate level permission and so on. It is requested to share the same with all officers working under your jurisdiction.

4. Any technical issues faced may be reported to the Helpdesk at cbicmitra.helpdesk@icegate.gov.in by raising tickets. Any improvements/ suggestions on the functionality may also please be sent to this office.

Encl: As above.


(S. THIRUNAVUKKARASU)
ADG

To

1. All the Principal Chief Commissioners/Chief Commissioners of GST Zones.
2. All the Pr.ADGs/ADG, DGGI,DGGST,DG(AUDIT),DGT(TPS).
3. The Principal Commissioner, GST Policy Wing.
4. All the Pr.Commissioners/Commissioners of Central tax.
5. All the ADGs of DG Systems, New Delhi, Bengaluru, Kolkata & Mumbai
6. All ACL Admin of Zone/Commissionerate/Division.
7. All the SSOID registered in the GST System for this functionality.

Copy submitted to:

The Member and Principal Director General, Systems and Data Management, New Delhi
for kind information please.