



OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF SYSTEMS
Central Board of Indirect Taxes and Customs, South Zone
26/1, Mahatma Gandhi Salai, Nungambakkam, Chennai – 600 034

C.No. IV/28/74/2018-PF I Sys(S) / 1463 to 1570

Dated: 5.12.2018

REGISTRATION –ADVISORY NO.7

Sub:- Registration–Deployment of Registration Report on Cancellation Reason wise in production-user manual-regarding.

In GST Registration Module a new report viz., “Registration Cancellation -Reason wise” has been made available to the field formation at all levels on 4.12.2018 . This report gives the details of cancellation of registration which are done by Taxpayer, Taxofficer, and Casual Taxable person/NRTP(who take registrations for a specific period), for a selected jurisdiction- selected period & selected cancellation type.

For a clear understanding of the above functionality, a detailed user manual along with screen shots for generating the aforesaid report is attached herewith. The departmental officer has to select the required parameters after which the report will be displayed in View Format, displaying cancellation types along with their counts. The (+) sign provided against each count, on click of which will expand to show the reason wise cancellation and their counts and further on click of (-) sign the report will collapse back to the view format. There are two download option provided- One download provided against each reason will give the list for the specific reason type .

It is requested that this Advisory along with the user manual may kindly be circulated amongst all officers for effective utilisation of this Report. A copy of this Advisory is also mailed to all ACL Admins.

(S. Thirunavukkarasu)

Additional Director General

To,

1. All the Pr.Chief Commissioners/Chief Commissioners of GST Zones.
2. All the Pr.ADGs/ADG, DGGI, DGGST, DG (Audit), DG(TPS)
3. The Director General, Systems & Data Management, New Delhi
4. The Commissioner, GST Policy Wing
5. All the Pr.Commissioners/Commissioners of Central Tax
6. All the ADGs of DG Systems- New Delhi, Bengaluru & Kolkata
7. All the SSO ID registered in the GST system for this functionality.

