



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE / DEPARTMENT OF REVENUE  
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL  
DIRECTORATE OF SYSTEMS

26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI- 600 034

C.No. IV/26/80/2018/Systems[S]

Date: 18.03.2019

**RETURNS – ADVISORY NO.2**

**GSTR 9**

Sub: Returns – Deployment of GSTR 9 returns in production – user manual – regarding.

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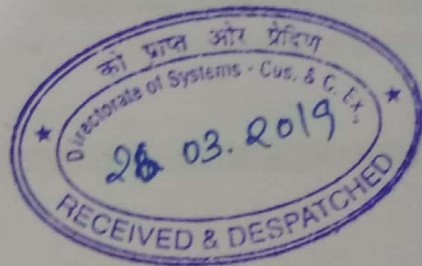
In GST Returns module, Annual return GSTR 9 has been made available to the field formations. The return can be viewed and downloaded based on selection of jurisdiction, GSTIN number, Return type.

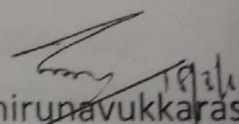
2. To view and download the aforesaid Return, the officer has to go through the following steps:

- a. Log into the Departmental Webpage
- b. Click - Menu
- c. Returns - View Returns
- d. Select jurisdiction
- e. Select Return type
- f. Click on GSTIN /PAN/Business Legal Name
- g. Click on search button
- h. Form GSTR 9 can be viewed with various tabs namely:
  - 1.Details of supplies
  2. Details of ITC

3. Details of Tax paid
4. Particulars of transaction and
5. Other info.

- i. For Excel download, click on download button and view the excel sheet with the details of outward supplies on which tax is payable as declared in returns filed during the financial year and other information.
3. For ease of understanding, a detailed user manual along with screen shots is enclosed herewith.
4. It is requested that this Advisory may kindly be circulated amongst all officers for effective utilization of this Return. A copy of the Advisory is also mailed to all ACL Admins.
5. Any issues including data related may please be reported to [cbecmitra.helpdesk@icegate.gov.in](mailto:cbecmitra.helpdesk@icegate.gov.in) by raising tickets. Since the vendor is required to rectify any issue reported to cbecmitra upto 30 days from the date of deployment at his cost, officers may kindly be encouraged to raise ticket wherever required on priority.



  
(S. Thirunavukkarasu)

Additional Director General.

To

1. All the Pr. Chief Commissioner/ Chief Commissioners of GST Zones.
2. All the Pr. ADGs/ADG, DGGI, DGGST, DG(Audit), DGT (TPS).
3. The Director General, Systems & Data Management, New Delhi.
4. The Principal 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 ACL Admn of Commissionerate / Division.
8. All the SSO ID registered in the GST System for this functionality.