



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] / 01 to 85

Date: 23.04.2019

RETURNS - ADVISORY NO.11

ITC - 03

Sub: Returns - Deployment of ITC - 03 returns in
production - user manual - regarding.

The return ITC - 03 has been made available under Returns Module to the filed formations. The return can be viewed based on selection of jurisdiction & GSTIN number.

2. ITC -03 is a declaration for intimation of ITC reversal / payment of tax on inputs held in stock, inputs contained in semi-finished and finished goods held in stock and capital goods under subsection (4) of Section 18. The declaration specifies the details relating to inputs lying in stock / semi-finished or finished goods held in stock on the day immediately preceding the date from the taxpayer is exempt or opting into composition levy as the case may be. These details can be used to verify the correctness of the ITC reversed / tax paid by the taxpayer.

3. To view the aforesaid Return, the officer has to go through the following steps :

- a. Click - Menu
- b. Returns ---View Returns
- c. View list page
- d. Click on ITC 03
- e. Select jurisdiction
- f. Click on GSTIN

- g. On filling the required details, click on search button
 - h. Available data can be viewed by clicking tab viz. Details of stock of inputs and Amount of ITC payable and paid
 - i. On clicking the download, the user can view the details of stock of inputs and amount of ITC payable and paid
4. For a clear understanding of the above functionality, a detailed user manual alongwith screen shots is attached herewith.
 5. 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.
 6. Any issues including data related may please be reported to cbecmitra.helpdesk@icegate.gov.in by raising tickets.

(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 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 Admn of Zone /Commissionerate / Division.
7. All the SSO ID registered in the GST System for this functionality.

Copy Submitted to : The Member & Principal Director General, Systems & Data Management, New Delhi for kind information please.

