



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: 19.03.2019

RETURNS – ADVISORY NO.4

GSTR 10

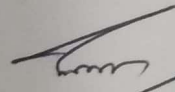
Sub: Returns – Deployment of GSTR 10 returns in
production – user manual – regarding.

The development of Final Return GSTR 10 is completed and has been made available under Return Module in the GST application. Accordingly, the GSTR 10 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. Select Returns – view returns
- d. Select jurisdiction
- e. Select GSTR 10 from Drop down menu
- f. Once the jurisdiction and Return type is selected Click on GSTIN and provide the details of the tax payer. A hyperlink to the selected taxpayer will be displayed in the dashboard
- g. On clicking the GSTIN of the taxpayer in the dashboard, the user can view the details of inputs held in stock/tax payable and paid & interest payable and paid tabs are available
- h. The user can click the tab one by one and view the details as shown in the enclosures
- i. For excel download, click on download button and view the excel sheet

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 by raising tickets.


(S. Thirunavukkarasu) 19/3/19

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 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.

