



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] / 2285 to 2339

Date: 19.03.2019

## RETURNS - ADVISORY NO.5

### ITC - 04

Sub: Returns - Deployment of ITC 04 returns in  
production - user manual - regarding.

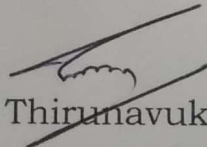
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The development of ITC - 04 is completed and has been made available under Return Module in the GST application. Accordingly, ITC - 04 can now be viewed and downloaded based on selection of jurisdiction, GSTIN number, Return type.

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. Click Returns
- d. Select ITC 04
- e. Select jurisdiction Select C/D/R through dropdown
- f. Once the jurisdiction (Range) is selected Click on GSTIN of the particular tax payer
- g. The particulars of input / capital goods sent for job work details and input/capital goods received back from job worker will be displayed
- h. For excel download, click on download button and view the excel sheet with the details

3. For a clear understanding of the above functionality, a detailed user manual alongwith 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@icegateby](mailto:cbecmitra.helpdesk@icegateby) raising tickets.

  
(S. Thirunavukkarasu) 19/3/14

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.

