



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] / 2015 to 2019. Date: 19.02.2019

## RETURNS - ADVISORY NO.2

### GSTR 2A

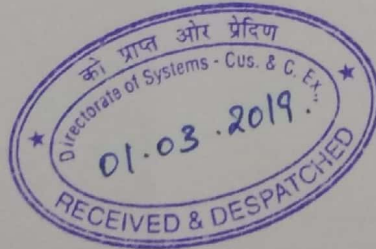
Sub: Returns - Deployment of GSTR 2A returns in production - user manual - regarding.

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In GST Returns module a new return GSTR 2A has been made available to the filed formations at all levels. The return can be generated based on selection GSTIN number, periodicity, Registration type and administered by Centre or State.

For a clear understanding of the above functionality, a detailed user manual alongwith screen shots for generating the aforesaid return is attached herewith. The departmental officer has to enter the mandatory fields and on clicking the submit button, the request will be raised and the message GSTR 2A Request Raised Successfully will be shown. After request is successful, the date till which GSTR 2A will be available for download will be displayed in the 'Available Till Date' column of the list view. On clicking the download symbol, excel sheet is downloaded with option to save the file or open the file.

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.



(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.