User- Manual

View applications submitted under SV(LDR) Scheme,2019

Step by step process:

- Step 1 : The tax officers of the designated committee will login in application using their SSO-ID.
- Step2: The tax officer clicks on GST icon from the screen.
- Step 3 : The tax officer click on the " Menu ".
- Step 4: From the Menu, the tax officer select CE tab or ST tab. By click that the tax officer will see a button SVLDRS and on clicking on the "SVLDRS", the tax officer select " view SVLDRS Scheme".
- Step 5: The tax officer will be shown the screen with "no records found".
 - Note: The tax officer to check his jurisdiction.
- Step 6: The tax officer clicks on the "search" icon in the in ARN column.
- Step 7: The tax officer will be shown list of application submitted to the tax officer's designated committee. The tax officer clock on the ARN number from the list.
- Step 8: The tax officers will be shown the application details as submitted by the tax payer.

Step 1 : The tax officers of the designated committee will login in application using their SSO-ID.

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Step2: The tax officer clicks on GST icon from the screen.

Step 3 : The tax officer click on the "Menu".

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Step 4: From the Menu, the tax officer select CE tab or ST tab. By click that the tax officer will see a button SVLDRS and on clicking on the "SVLDRS" , the tax officer select " View SVLDRS Scheme".

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Step 5: The tax officer will be shown the screen as below.

Note: In case the tax officer is nominated in more than one designated committee then the tax officer to check his jurisdiction.



Step 6: The tax officer clicks on the "search" icon in the in ARN column.



Step 7: The tax officer will be shown list of application submitted to the tax officer's designated committee. The tax officer clock on the ARN number from the list.

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Step 8: The tax officers will be shown the application details as submitted by the tax payer.

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