



*Leveraging Technology for Serving
Taxpayers*

Directorate of Data Management
Directorate General of Systems
& Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue
Ministry of Finance | Government of India
www.cbecddm.gov.in



User Manual

Version No. 2019.01

Leveraging Technology for Serving Taxpayers



User Manual

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About CBIC-Sanchar

In January 2019, the Directorate of Data Management (DDM) successfully launched an IT application on its CBIC–DDM portal for receiving online feedback regarding action taken and the resulting recoveries of tax on the basis of analytical reports prepared by DGARM. The reports received are being regularly viewed, monitored and collated by the officers of DGARM and thereafter the outcomes of the efforts are informed to the Board. The auto transmission of analytical reports and real time receipt of the feedback contributed to the revenue augmentation drive of the CBIC and was widely appreciated.

Encouraged by this experience, the DDM has expanded the scope of its application to provide the entire CBIC a digital platform for quick, easy and effective communication in a structured form. This communication platform, aptly named “CBIC-Sanchar”, facilitates electronic communication between the Board and all its formations and also amongst the formations right up to the Division level

CBIC-Sanchar has four independent sets of applications under the categories (i) Analytical Reports of Directorates, (ii) Key Performance Indicators (iii) General Communication and (iv) Prosecution Management, monitoring status of tax disputes, Monitoring refunds(PMM, TDOTS, WRR, etc.). Each set contains specific modules developed on the lines of the already launched module in respect of DGARM. Access to these modules is password protected through One Time Passwords (OTPs) to be received by the users on their registered mobile phone numbers.

CBIC-Sanchar is a paper-free communication tool. It is easy to access and use at both the sender and recipient ends. It allows the user to seek reports based on structured or free flowing data fields supported, if required, by text, pdf and excel documents. Also, Masterdesks provide necessary information for effective monitoring of the communications / reports sent, the responses received and the responses pending. There is also scope for issuing reminders and consolidating the reports received.

CBIC-Sanchar is expected to significantly save time, cost and effort besides being environment friendly. All officials of CBIC are therefore urged to fully utilize CBIC-Sanchar to make CBIC a leader in electronic communication and e-governance.

DDM appreciates the sincere efforts and dedication of its Senior Programmers Shri Ujjwal Kumar Singh and Ms. Alpana Singh towards the development of CBIC-Sanchar.

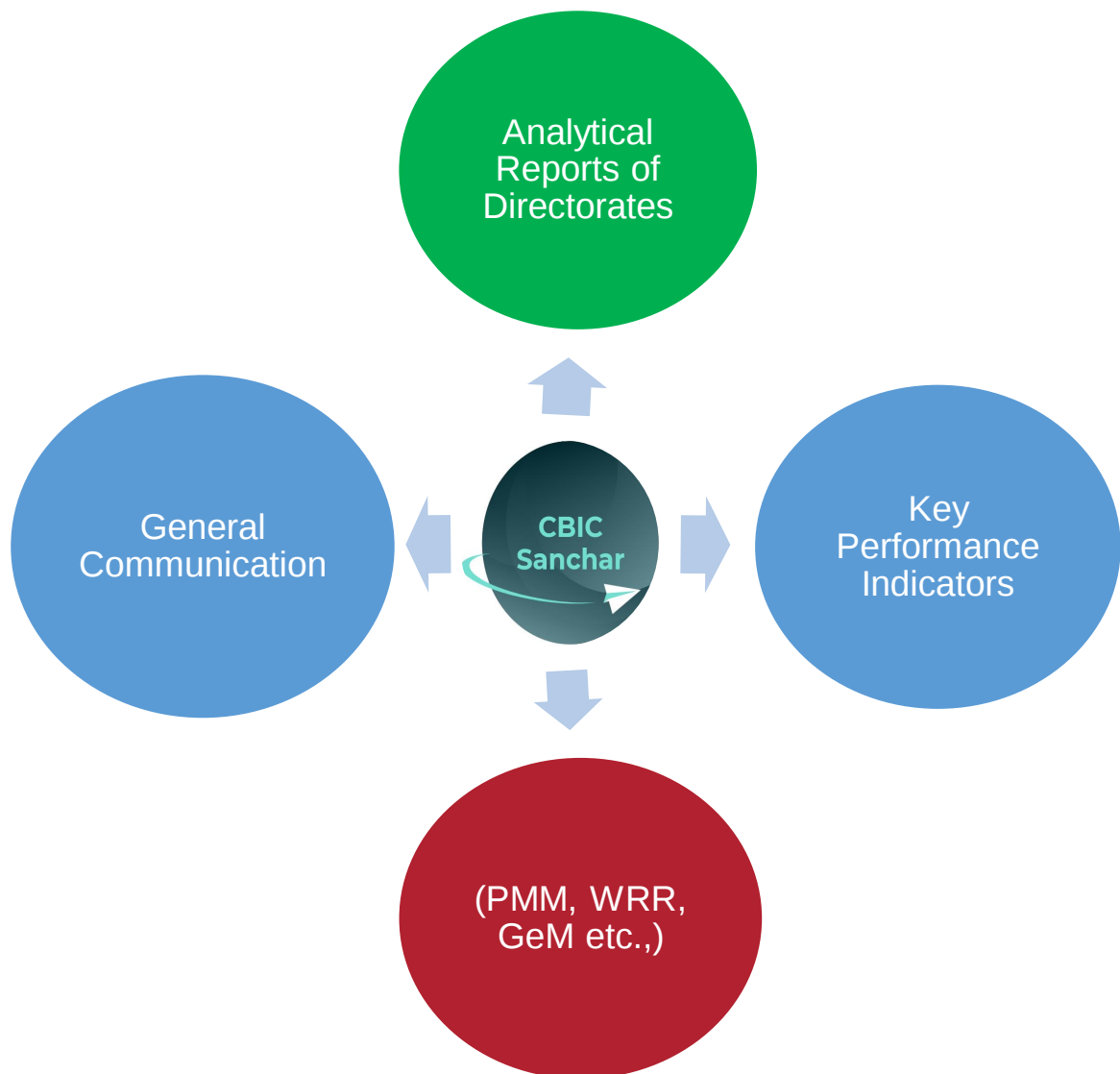
Govind Krishna Dixit
Commissioner

Date: 11.06.2019

Directorate of Data Management

Leveraging Technology for Serving Taxpayers

CBIC-Sanchar



Leveraging Technology for Serving Taxpayers

Access to CBIC-Sanchar

Step 1: Log on to the CBIC DDM website <http://www.cbecddm.gov.in> and click on  . The login page of CBIC-Sanchar would appear as shown in the screenshot below.



Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

CBIC-Sanchar

Username

Password 

JCCGGB

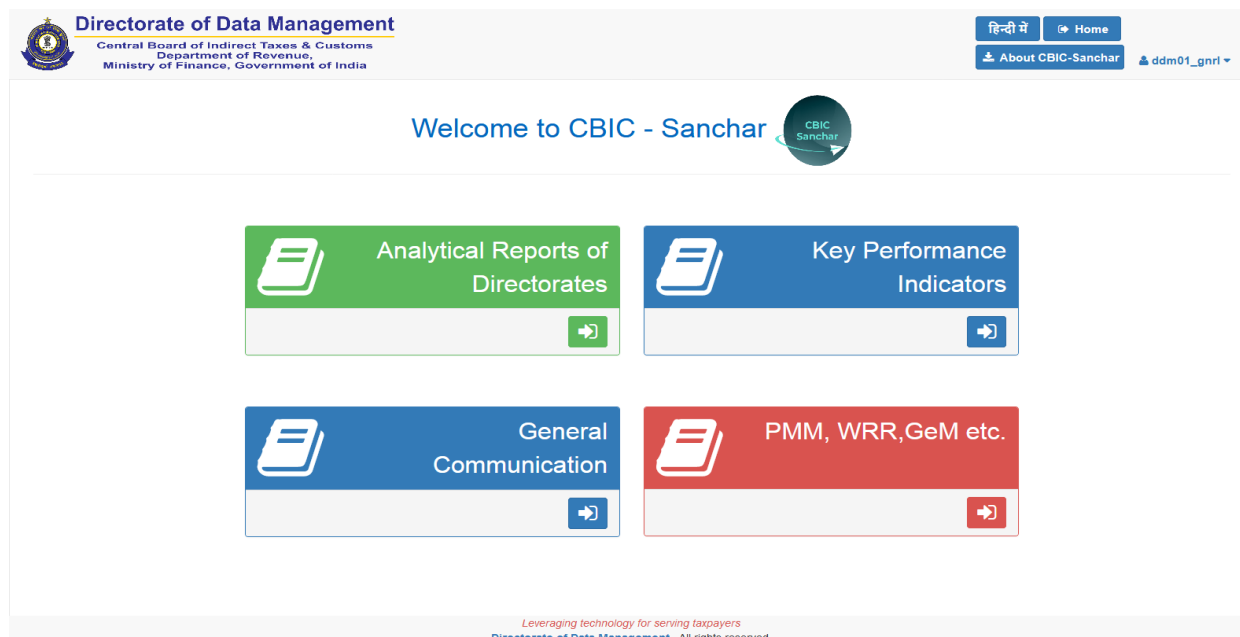
☒ Pre GST ☐ Post GST

Login

All Rights Reserved
Directorate of Data Management
CBIC, New Delhi, India

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Step 2: After clicking on the login icon, the Masterdesk of CBIC-Sanchar would appear as shown in the screenshot below.

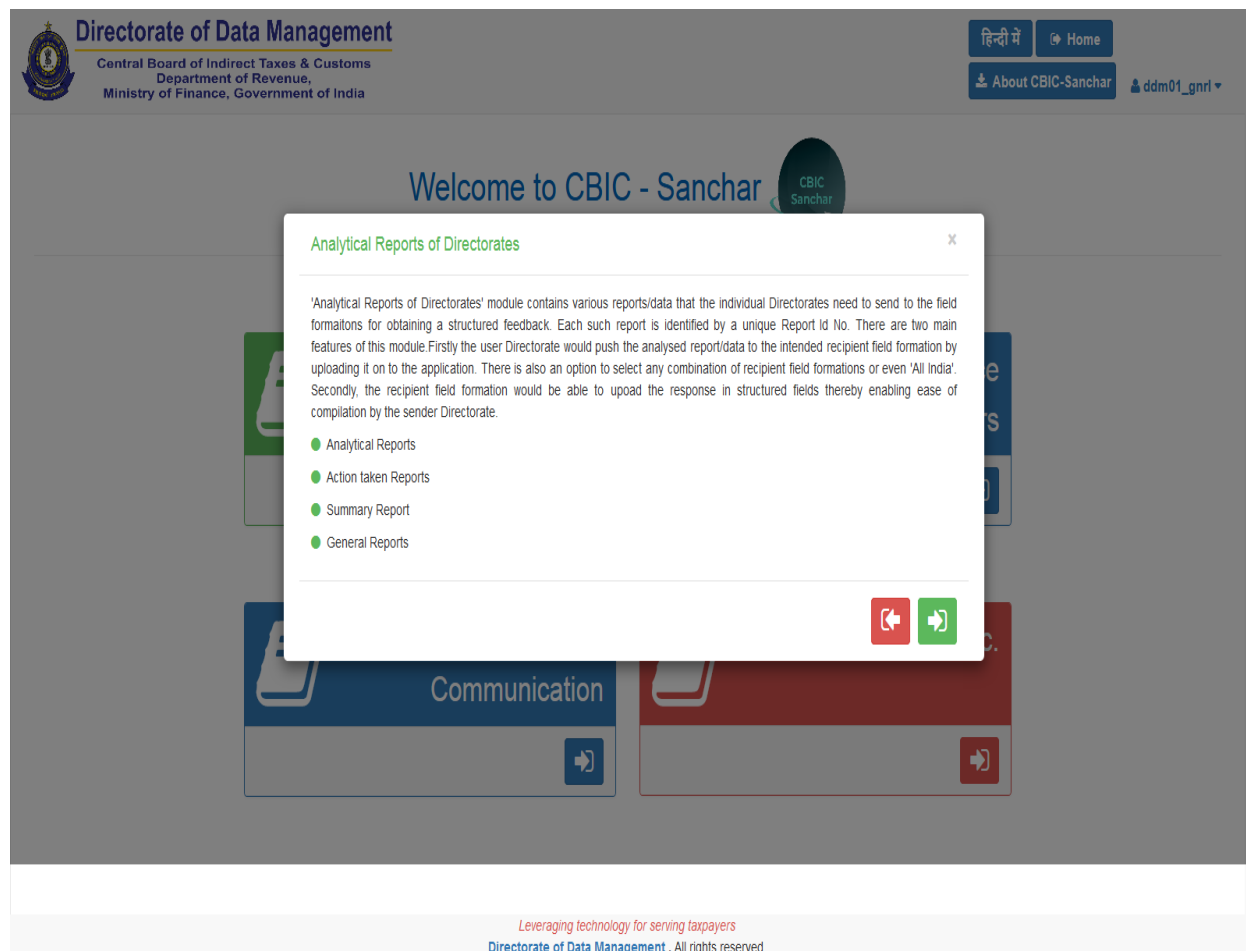


Step 3: The Hindi version of the Masterdesk of CBIC-Sanchar can be reached by clicking on the   icon on the top-right-hand side.

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Step 4: After clicking on the  icon to enter into any of the four sets of applications of CBIC–Sanchar, the pop-up would appear as shown in the screenshot below.

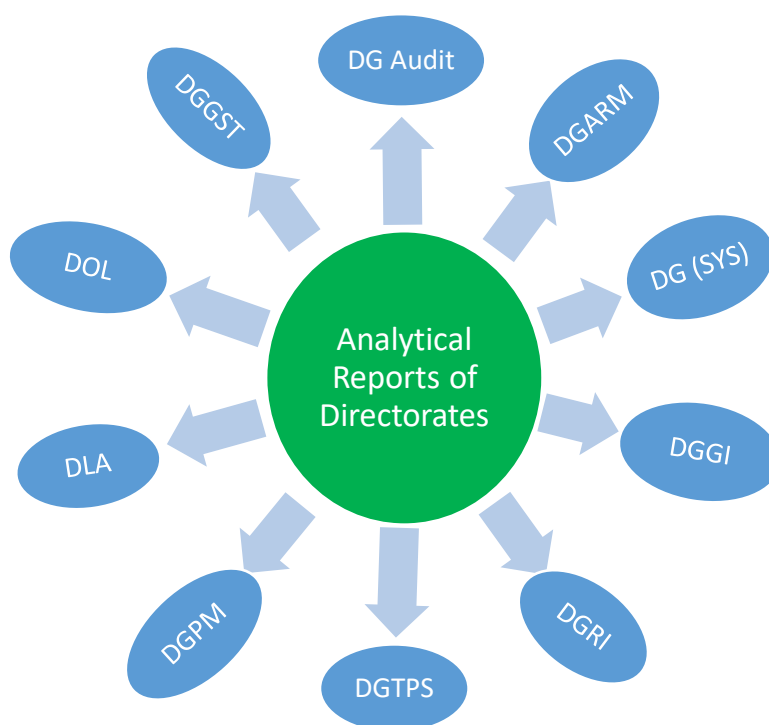
This pop-up provides a brief introduction to the modules in any particular application. Click on the  icon to enter a particular application. Alternatively, click on the  icon to return to the Masterdesk of CBIC-Sanchar.



Analytical Reports of Directorates (ARD)

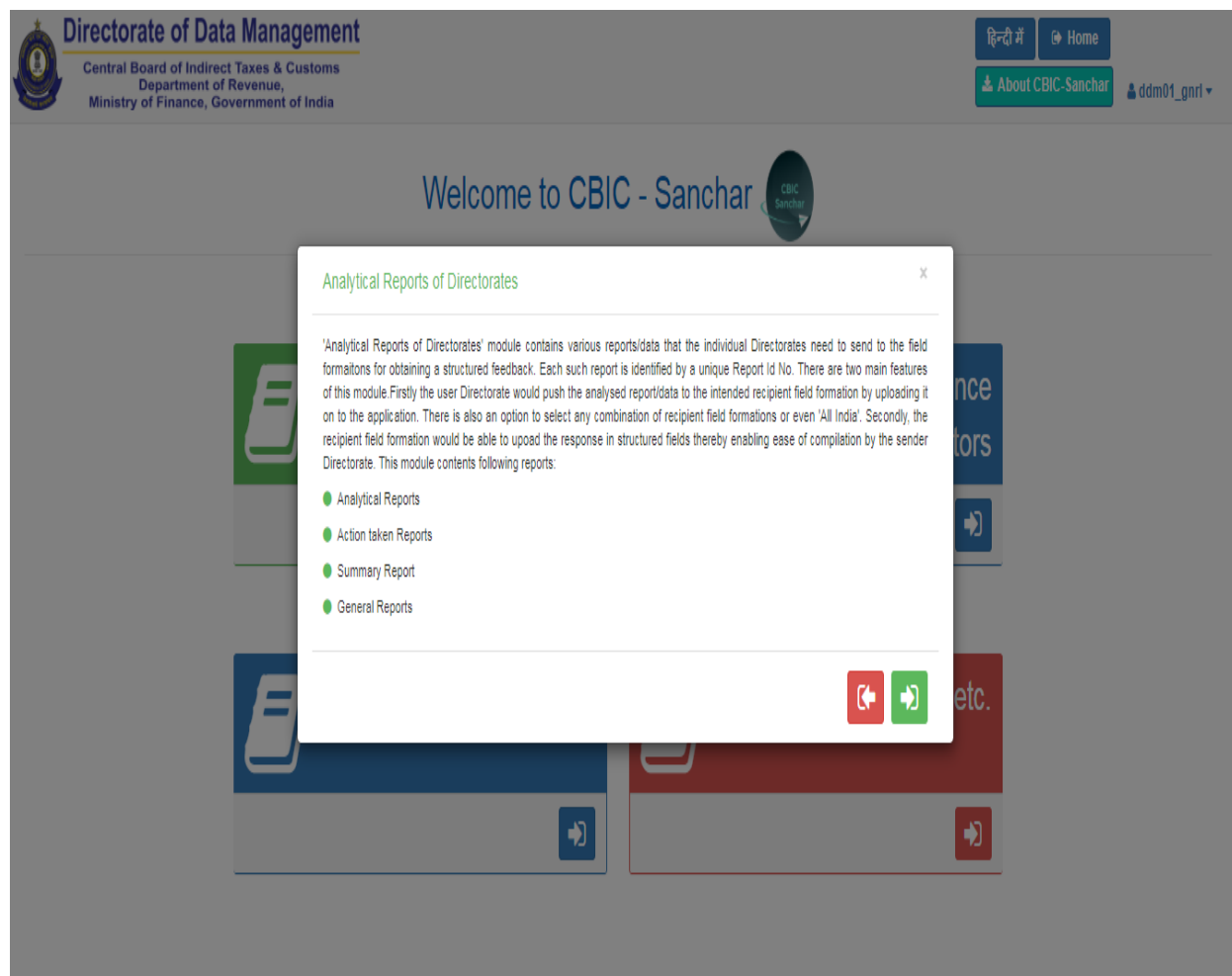
This application is a mechanism for CBIC's Directorates to transmit analytical reports containing analyzed data/actionable information to the field formations/Directorates for necessary action. This application enables real time monitoring and receipt of feedback in a structured form. Any analytical report uploaded by a User Directorate has two mandatory components, a PDF document giving a brief description about the nature of information/data being transmitted and an Excel sheet containing the actual data/actionable information to be acted upon.

Each Directorate has been provided a distinct module for its analytical reports. The steps hereafter shall illustrate the manner in which the application is to be used in the case of DGARM. The remaining 9 modules for the other Directorates are to be used in an identical manner. Except for the difference in the content of the uploaded reports, the application in case of each Directorate operates in the same manner as the one in the case of DGARM.



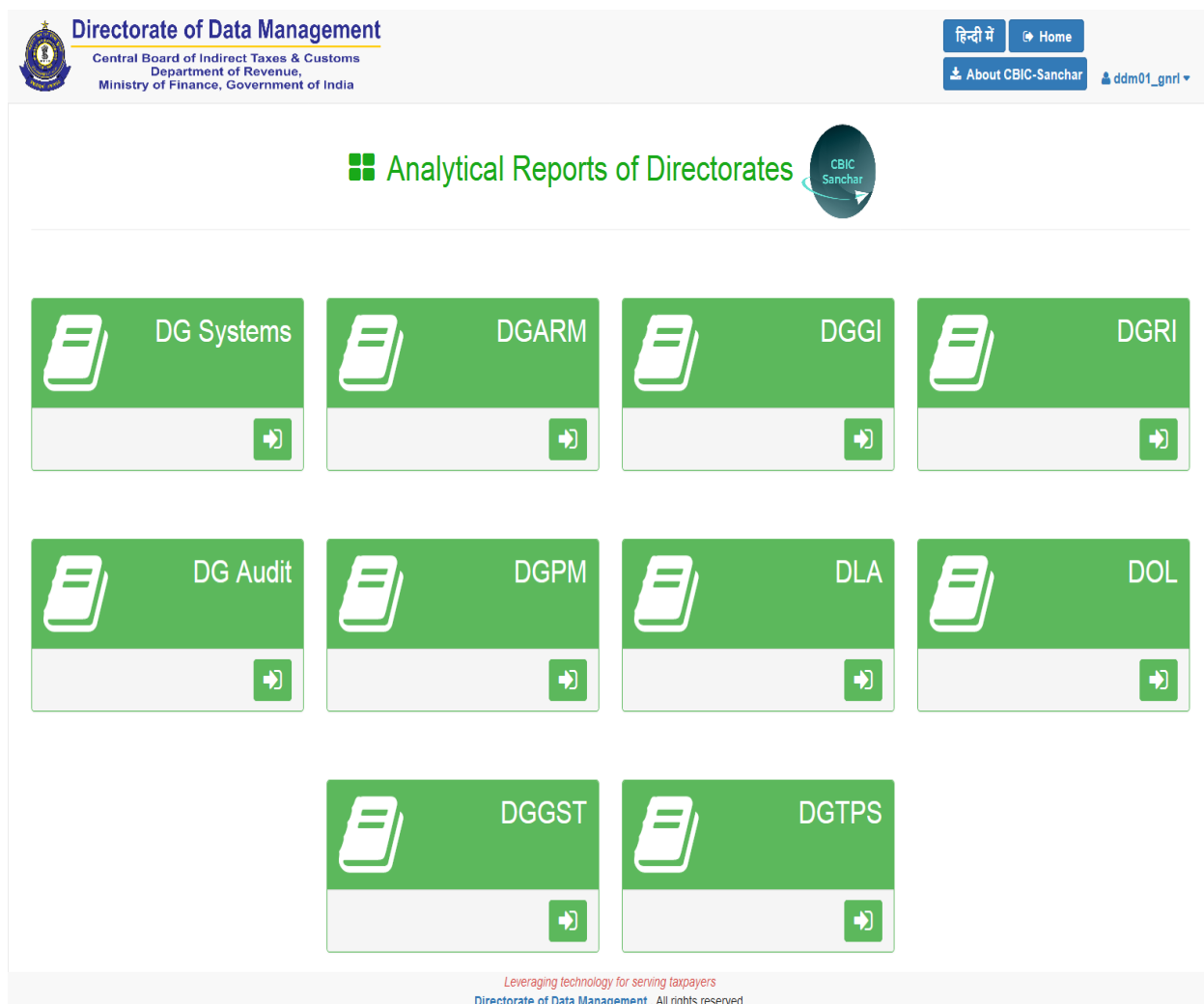
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Step 1: After clicking on the  icon for 'Analytical Reports of Directorates', the pop-up would appear as shown in the screen-shot below. This pop-up provides a brief introduction about the modules in this application.



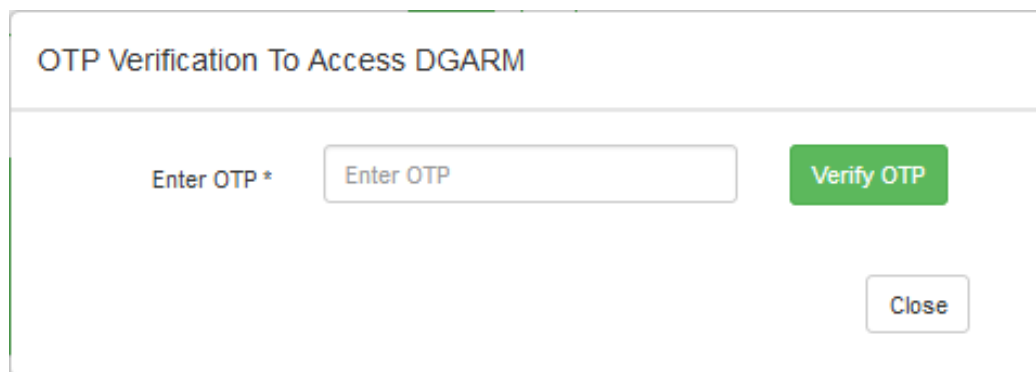
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Step 2: After clicking on the  icon of the pop-up, the screenshot shown below would appear. There are ten distinct icons, one for each Directorate. Each of these Directorates can upload their report / data called analytical reports be downloaded necessary action by various field formations / Directorates for initiating.



The screenshot displays the 'Directorate of Data Management' portal. The header includes the organization's name, logo, and contact information. A navigation bar at the top right contains links for 'हिन्दी में', 'Home', 'About CBIC-Sanchar', and a user profile 'ddm01_gnr'. The main content area is titled 'Analytical Reports of Directorates' and features a grid of ten green buttons, each representing a different Directorate. Each button has a document icon and a small green square icon with a white right-pointing arrow in the bottom right corner. The Directorates listed are: DG Systems, DGARM, DGGI, DGRI, DG Audit, DGPM, DLA, DOL, DGGST, and DGTPS. At the bottom of the page, there is a footer with the text 'Leveraging technology for serving taxpayers' and 'Directorate of Data Management . All rights reserved.'

Step 3: After clicking on the  'icon', a pop-up window, as shown in the screen shot below would appear for entering, a One Time Password (OTP) which is sent to the users mobile phone number.



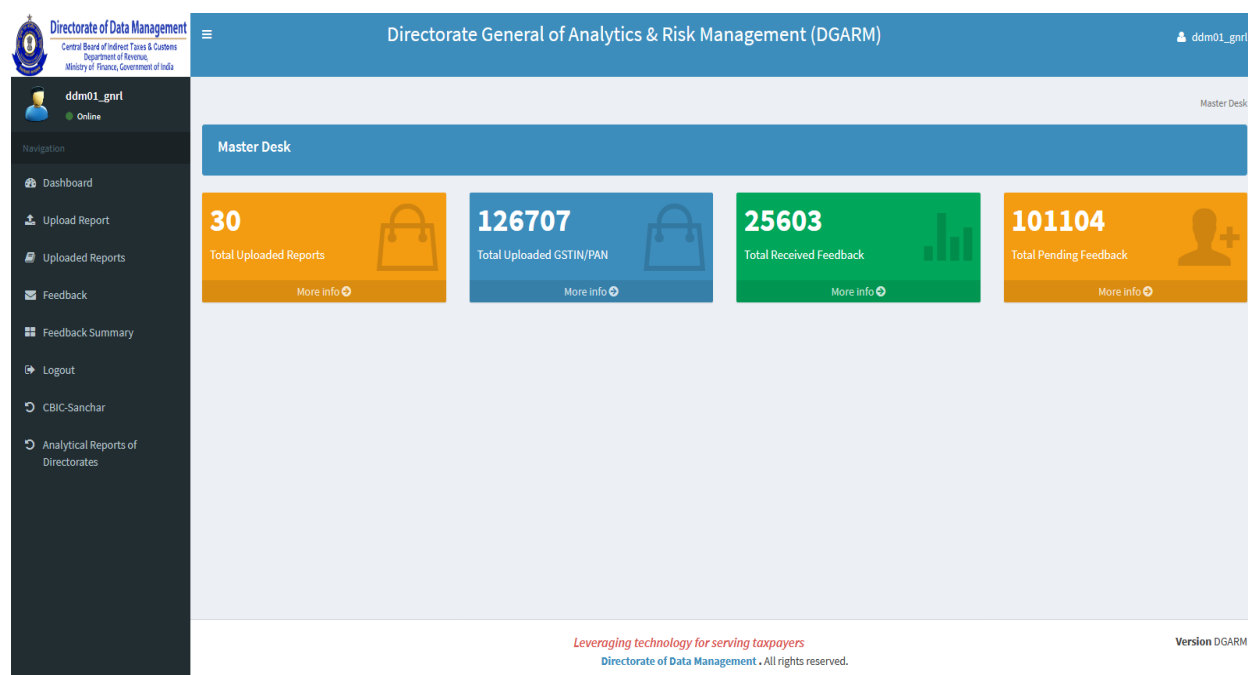
OTP Verification To Access DGARM

Enter OTP *

Verify OTP

Close

Step 4: After entering the OTP, the ‘Masterdesk’ of the Analytical Reports application shall appear as shown in the screenshot below. It provides options for uploading the Directorate’s “report” containing analyzed data sent to the field formations / Directorates for necessary action.



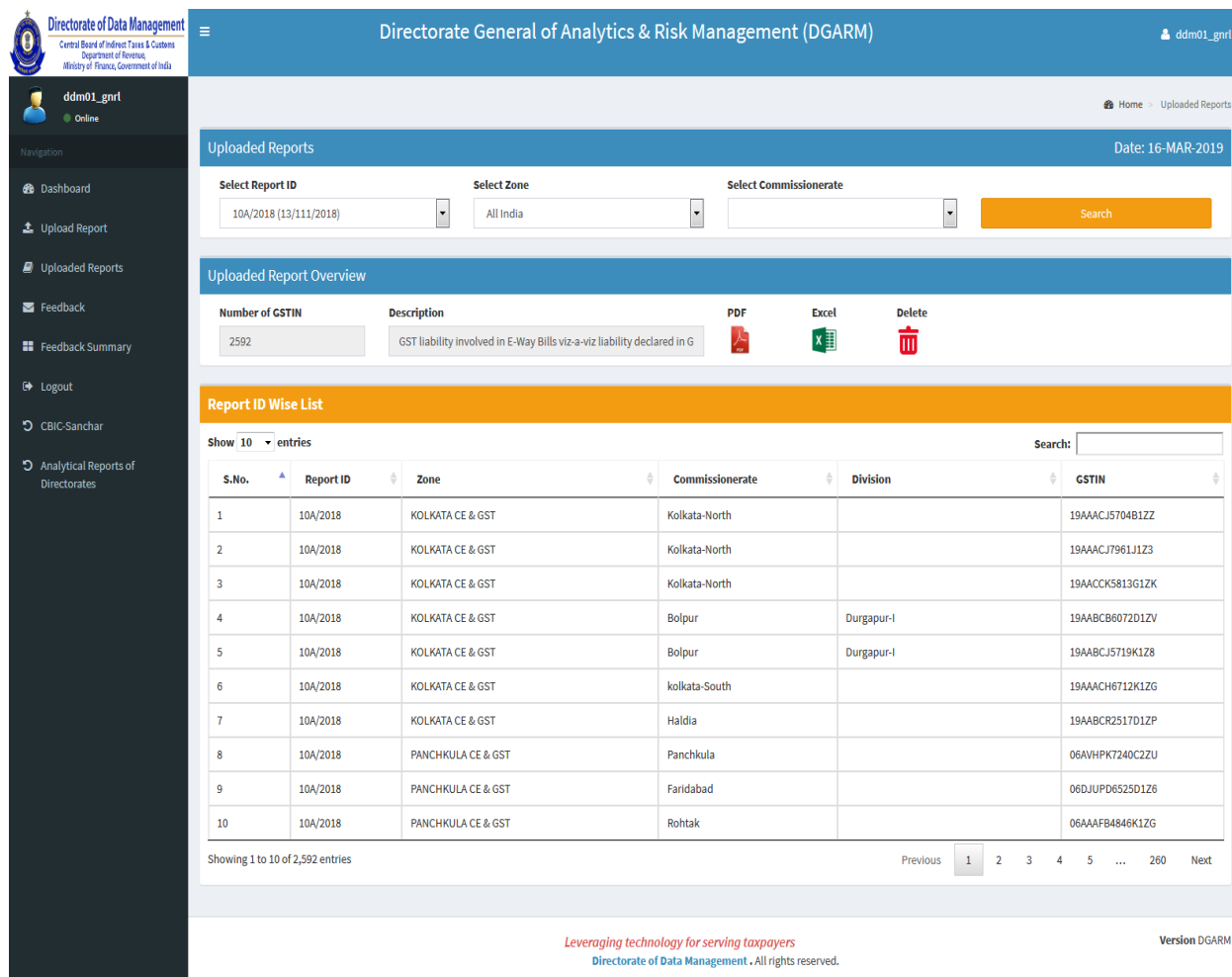
Step 5: After clicking on the “Upload Report” link would appear as shown in the screenshot below. Therein two options (a) GSTIN Wise and (b) PAN Wise are available. The Directorate (User) can upload its “report” (data) only when the PDF document and the Excel sheet containing actionable information/data, both are uploaded one after the other. The PDF document is a brief description describing the kind of data being sent and the Excel sheet contains the actual data/information to be acted upon. After clicking on the ‘submit’ icon, the User’s report is uploaded on to the portal for viewing and download by the intended recipients i.e. field formations/Directorates.

The screenshot displays the Directorate of Data Management (DDM) portal interface. The header shows the Directorate General of Analytics & Risk Management (DGARM) and the user 'ddm01_gnrl'. The sidebar contains navigation links: Dashboard, Upload Report, Uploaded Reports, Feedback, Feedback Summary, Logout, CBIC-Sanchar, and Analytical Reports of Directorates. The main content area is titled 'Upload Report' and includes a date 'Date: 16-MAR-2019'. It features two radio buttons for 'GSTIN Wise' (selected) and 'PAN Wise'. Below these are input fields for 'Report ID' and 'Description'. There are two file upload sections: 'Upload PDF' and 'Upload Excel', each with a 'Choose file' button. A 'Submit' button is located at the bottom of the form. The footer includes the text 'Leveraging technology for serving taxpayers', 'Directorate of Data Management . All rights reserved.', and 'Version DGARM'.

Step 6: The screen-shot as shown below would appear where all uploaded reports can be viewed. A specific report can be selected from the dropdown list of all the uploaded reports and the contents of the selected report can be viewed.

The screenshot displays the Directorate General of Analytics & Risk Management (DGARM) web application. The header shows the Directorate of Data Management logo and the DGARM title. The user is logged in as 'ddm01_gnrl'. The sidebar on the left contains navigation links: Dashboard, Upload Report, Uploaded Reports, Feedback, Feedback Summary, Logout, CBIC-Sanchar, and Analytical Reports of Directorates. The main content area is titled 'Uploaded Reports' and shows a date of '16-MAR-2019'. Below this, there are three dropdown menus: 'Select Report ID', 'Select Zone', and 'Select Commissionerate'. The 'Select Report ID' dropdown is open, showing a list of report IDs and dates. A 'Search' button is located to the right of the dropdowns. At the bottom, there is a footer with the text 'Leveraging technology for serving taxpayers' and 'Directorate of Data Management . All rights reserved.'.

Step 7: After clicking on the  'button', the screen-shot as shown below would appear. The total number of GSTINs along with their description and also their entire data in the Excel sheet format can be viewed here.



The screenshot displays the Directorate General of Analytics & Risk Management (DGARM) interface. The header includes the Directorate of Data Management logo and the DGARM title. The user is logged in as ddm01_gnrl. The main content area shows the 'Uploaded Reports' section with filters for Report ID (10A/2018 (13/11/2018)), Zone (All India), and Commissionerate. Below this is the 'Uploaded Report Overview' section showing 2592 GSTINs and a description: 'GST liability involved in E-Way Bills viz-a-viz liability declared in G'. The 'Report ID Wise List' section shows a table of 10 entries, each with a Report ID, Zone, Commissionerate, Division, and GSTIN. The table is paginated, showing 1 to 10 of 2,592 entries.

S.No.	Report ID	Zone	Commissionerate	Division	GSTIN
1	10A/2018	KOLKATA CE & GST	Kolkata-North		19AAACJ5704B1ZZ
2	10A/2018	KOLKATA CE & GST	Kolkata-North		19AAACJ7961J1Z3
3	10A/2018	KOLKATA CE & GST	Kolkata-North		19AACCK5813G1ZK
4	10A/2018	KOLKATA CE & GST	Bolpur	Durgapur-I	19AABC6072D1ZV
5	10A/2018	KOLKATA CE & GST	Bolpur	Durgapur-I	19AABCJ5719K1Z8
6	10A/2018	KOLKATA CE & GST	kolkata-South		19AAACH6712K1ZG
7	10A/2018	KOLKATA CE & GST	Haldia		19AABCR2517D1ZP
8	10A/2018	PANCHKULA CE & GST	Panchkula		06AVHPK7240C2ZU
9	10A/2018	PANCHKULA CE & GST	Faridabad		06DJUPD6525D1Z6
10	10A/2018	PANCHKULA CE & GST	Rohtak		06AAAFB4846K1ZG

Showing 1 to 10 of 2,592 entries

Previous 1 2 3 4 5 ... 260 Next

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Version DGARM

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Step 8: The screen-shot as shown below enables the Directorate (user) to view the feedback received in respect of all uploaded reports. A specific report from the dropdown list can be selected after clicking on the **Search** button. The screen-shot shown below would appear where the total number of GSTINs with description in PDF document and data in Excel sheet can be viewed.

Feedback Date: 08-APR-2019

Select Report ID: 07A/2019 (12/11/2019) | Select Zone: AHMEDABAD CE & GST | Select Commissionerate: AHMEDABAD-NORTH | **Search**

Uploaded Report Overview

Number of GSTIN	Number of Feedback Received	Description
38	6	Analysis of taxpayers with large differences in Tax liability as declared in their I

Report ID Wise List

S.No.	Report ID	Zone	Commissionerate	GSTIN	Feedback	Sub Feedback	Detection	Recovery
1	07A/2019	AHMEDABAD CE & GST	Ahmedabad-North	24AAACI2628B1Z8	Pending without any detection/recovery	Document not received	0.00	0.00
2	07A/2019	AHMEDABAD CE & GST	Ahmedabad-North	24AABCO2824L1ZI	Pending without any detection/recovery	Document not received	0.00	0.00
3	07A/2019	AHMEDABAD CE & GST	Ahmedabad-North	24AAACG3938J1ZM	Under Process		0.00	0.00
4	07A/2019	AHMEDABAD CE & GST	Ahmedabad-North	24AABCI8200H1ZY	Under Process		0.00	0.00
5	07A/2019	AHMEDABAD CE & GST	Ahmedabad-North	24AAECP7961L1ZY	Under Process		0.00	0.00
6	07A/2019	AHMEDABAD CE & GST	Ahmedabad-North	24AAECS1548J1ZC	Under Process		0.00	0.00
7	07A/2019	AHMEDABAD CE & GST	Ahmedabad-North	24ASYP8041A1ZI	Pending without any detection/recovery	Documents received but under scrutiny	0.00	0.00
8	07A/2019	AHMEDABAD CE & GST	Ahmedabad-North	24AAHFP4935A1ZK	Under Process		0.00	0.00

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Step 9: The screen-shot shown below would appear where the Summary of all the feedback received from the field formations / Directorates can be viewed.

Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

Directorate General of Analytics & Risk Management (DGARM)

ddm01_gnrl

Home - Feedback Summary

Feedback Summary Date: 16-MAR-2019

Field Formation Wise **Report ID Wise**

Choose Criteria

Select Zone: CHANDIGARH CE & GST Select Report ID: All

Download Date: 03/16/2019 Time: 11:11:50

S.NO	NAME	Total GSTIN/PAN	Feedback Pending	Feedback Received	Feedback Received Breakup					Total Detection (Rs. in Lakhs)	Total Recovery (Rs. in Lakhs)
					No Action Required	Action Completed without any Detection / Recovery	Action Completed with Detection / Recovery	Pending without any Detection / Recovery	Pending with Detection / Recovery		
1	Jammu (ZA)	ZA	0	0	0	0	0	0	0	0.00	0.00
2	Shimla (ZB)	ZB	0	0	0	0	0	0	0	0.00	0.00
3	Chandigarh (ZC)	ZC	0	0	0	0	0	0	0	0.00	0.00
4	Ludhiana (ZD)	ZD	0	0	0	0	0	0	0	0.00	0.00
5	Jalandhar (ZE)	ZE	0	0	0	0	0	0	0	0.00	0.00

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Step 10: After clicking on the 'Received Reports' link, the screen-shot shown below would appear, where the recipients (field formations/ Directorates) can upload their feedback in respect of individual GSTINs in their jurisdiction.

Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

Directorate General of Analytics & Risk Management (DGARM)

Home - Received Reports

Date: 09-APR-2019

Select Report ID: 09/2018 (21/01/2019) | Number of GSTIN: 19 | PDF | Excel | View Feedback History | Month: 09-APR-2019

Report ID Wise List

Show 10 entries

S.No.	Report ID	Division	Range	GSTIN	File No	Category	Sub Category	Goods Detection	Goods Recovery	Action
1	09/2018			01AAAC0377R1ZP		No Action required	Issue is not relevant in the light of local factors	0.00	0.00	Modify Feedback
2	09/2018			01AAAC03519R1ZL		No Action required	Issue is not relevant in the light of local factors	0.00	0.00	Modify Feedback
3	09/2018			01AABCC1907E1ZJ		No Action required	Issue is not relevant in the light of local factors	0.00	0.00	Modify Feedback
4	09/2018			01AABCK8174D1ZIW		No Action required	Issue is not relevant in the light of local factors	0.00	0.00	Modify Feedback
5	09/2018			01AACCS052K1ZV		No Action required	Issue is not relevant in the light of local factors	0.00	0.00	Modify Feedback
6	09/2018			01AADCM1386R1Z7		No Action required	Issue is not relevant in the light of local factors	0.00	0.00	Modify Feedback
7	09/2018			01AABCI0381E2ZA		No Action required	Issue is not relevant in the light of local factors	0.00	0.00	Modify Feedback
8	09/2018			01AABCP8303P1ZF		No Action required	Issue is not relevant in the light of local factors	0.00	0.00	Modify Feedback

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Step 11: After clicking on the 'Upload Feedback' button, the screenshot as shown below would appear. The recipients (field formations / Directorates) to upload their feedback after selecting relevant options from the comprehensive dropdown menu. Field formations/Directorates are required to select the feedback options specifically applicable to them from the dropdown menu.

Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

Directorate General of Analytics & Risk Management (DGARM)

Feedback Response

Choose Feedback
Action completed with detection/recovery

File No.:

User May Choose one or more of the following options (Rs in Lakhs)

☒ Default in Tax Payment

Detection Amount (Rs. In Lakhs) Recovery Amount (Rs. In Lakhs)

☐ Suppression of taxable turnover

☒ Wrong availment of ITC

Detection Amount (Rs. In Lakhs) Recovery Amount (Rs. In Lakhs)

☐ Undervaluation

☐ Misclassification

☐ Fraudulent exports

☐ Wrong availment of exemption

☐ Bogus/fake invoice (option of uploading GSTINs of buyers/suppliers)

☐ Refund related issue

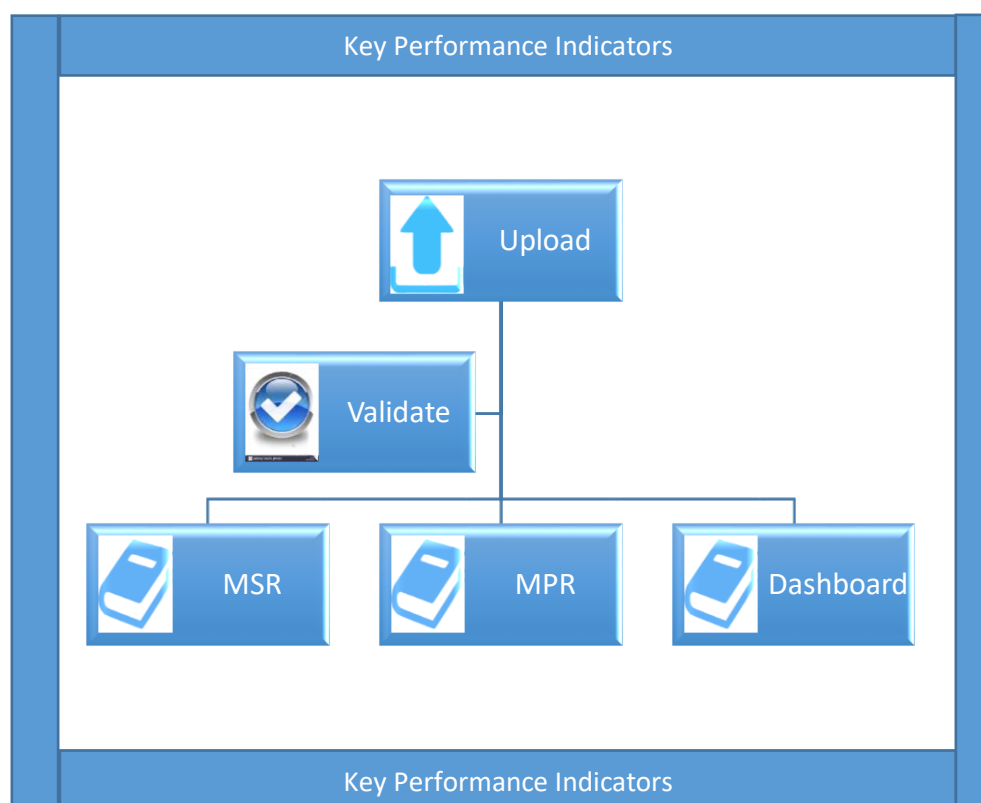
☐ Any other

Submit Your Feedback

Goods Detection	Goods Recovery	Action
0.00	0.00	Modify Feedback
0.00	0.00	Modify Feedback
0.00	0.00	Modify Feedback
0.00	0.00	Modify Feedback
0.00	0.00	Modify Feedback
0.00	0.00	Modify Feedback
0.00	0.00	Modify Feedback
0.00	0.00	Modify Feedback

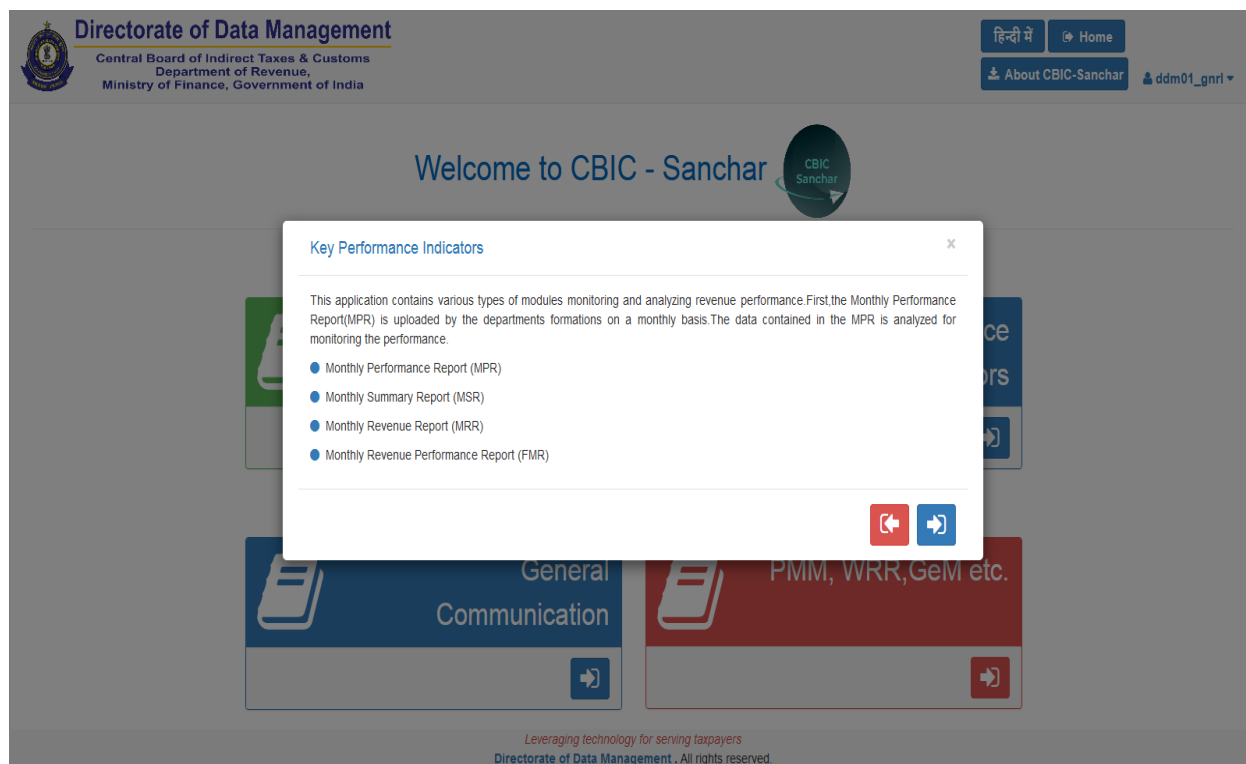
Key Performance Indicators

This application allows review of nine critical areas of the Department's functioning namely revenue, anti-evasion, anti-smuggling, audit, adjudication, legal, arrears recovery, logistics and valuation. Each module in this application is connected to a specific component of the Monthly Performance Report (MPR). The collected data is collated from the modules in each of these nine functional areas and summary reports are generated by the system.

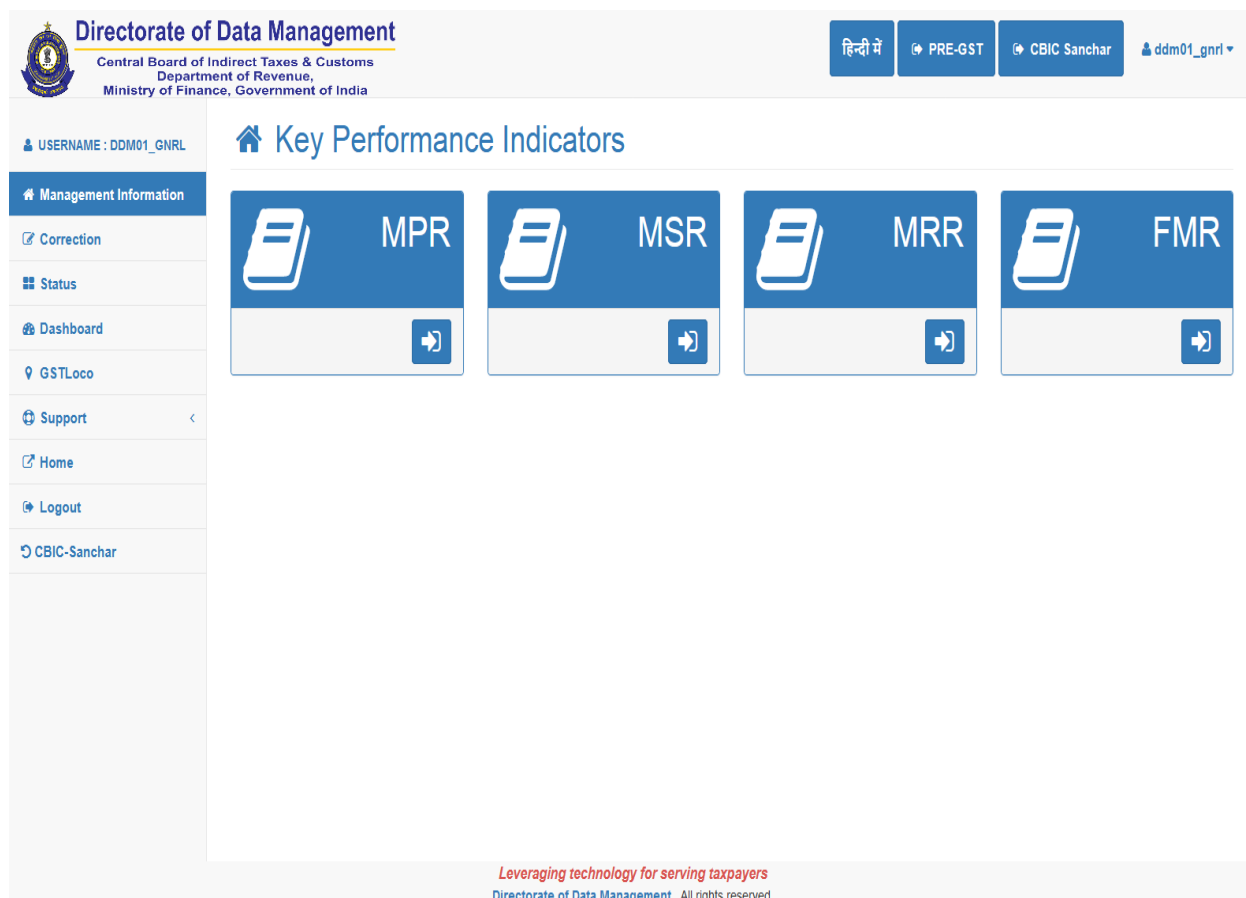


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Step 1: After clicking on the  icon of the application Key Performance Indicators (KPI), the screen-shot as shown below would appear.



Step 2: After clicking on the  'icon' for the KPI application, its Masterdesk would appear as shown in the screen-shot below. This screen has separate boxes for four reports (a) Monthly Performance Report (MPR), (b) Monthly Summary Report (MSR), (c) Monthly Revenue Report (MRR), (d) Monthly Revenue Performance Report (FMR). Each of these boxes is a module in respect of that report.



The screenshot displays the 'Directorate of Data Management' interface. The header includes the organization's name, logo, and contact information. The top right features language and system status buttons. A left sidebar lists navigation options like 'Management Information', 'Correction', 'Status', 'Dashboard', 'GSTLoco', 'Support', 'Home', 'Logout', and 'CBIC-Sanchar'. The main content area, titled 'Key Performance Indicators', contains four large blue buttons labeled MPR, MSR, MRR, and FMR, each with a document icon and a right-pointing arrow icon.

Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

हिन्दी में PRE-GST CBIC Sanchar ddm01_gnrl

USERNAME : DDM01_GNRL

Key Performance Indicators

MPR MSR MRR FMR

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Step 3: The page for Monthly Performance Report (MPR) would appear as shown in the screen-shot below. The components of the MPR can be viewed by selecting the domain stream (such as Customs), month, year and their jurisdiction.

The screenshot displays the 'Monthly Performance Report (MPR)' interface. At the top, the header includes the 'Directorate of Data Management' logo and name, the 'Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India', and a 'CBIC Sanchar' logo. Navigation buttons for 'हिन्दी में', 'PRE-GST', 'CBIC Sanchar', and a user profile 'ddm01_gnrl' are visible. A left sidebar contains a menu with items: 'USERNAME : DOM', 'Management Information', 'Correction', 'Status', 'Dashboard', 'GSTLoco', 'Support', 'Home', 'Logout', and 'CBIC-Sanchar'. The main content area is titled 'Monthly Performance Report (MPR)' and features two radio buttons: 'Functional Area Wise' (selected) and 'Field Formation Wise'. Below these are five dropdown menus: 'Select Year', 'Select Month', 'Select Stream', and two empty dropdowns.

Step 4: The different components of the MPR such as 'Part-I', 'Part-II', 'Part-III' onwards would appear as shown in the screen-shot below. There is an option of viewing and downloading any of these MPR components by clicking on the respective icons.

Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

CBIC-Sanchar

USERNAME : DDM

Management Information

Correction

Status

Dashboard

GSTLoco

Support

Home

Logout

CBIC-Sanchar

Monthly Performance Report (MPR)

☒ Functional Area Wise ☐ Field Formation Wise

2019 Jan Central Excise All India

Part-I Revenue

DDM-CE-1 DDM-CE-2 DDM-CE-3 DDM-CE-4 DDM-CE-5

Part-III Anti-evasion

CEI-CE-1 CEI-CE-2 CEI-CE-3 CEI-CE-4 CEI-CE-5 CEI-CE-6 CEI-CE-7 CEI-CE-8 CEI-CE-9

Part-IV Audit

DGA-CE-1 DGA-CE-1A DGA-CE-2 DGA-CE-3A DGA-CE-3B DGA-CE-4 PAC-CE-1 DGA-CE-5

Part-V Adjudication, Call Book, Refunds, Provisional Assessments, Miscellaneous

DPM-CE-1A DPM-CE-1B DPM-CE-1C DPM-CE-2 DPM-CE-3A DPM-CE-3B DPM-CE-4 DPM-CE-5A DPM-CE-5B DPM-CE-6

DPM-CE-7A DPM-CE-7B DPM-CE-8

Part-VII Legal

DLA-CE-1 DLA-CE-1A DLA-CE-2 DLA-CE-3 DLA-CE-4A DLA-CE-4B DLA-CE-4C DLA-CE-5 DLA-CE-5A DLA-CE-5B

DLA-CE-6

Part-VIII Arrears

TAR-CE-1 TAR-CE-2 TAR-CE-3 TAR-CE-4 TAR-CE-5 TAR-CE-6 TAR-CE-7 TAR-CE-8

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Directorate of Data Management, All rights reserved.

Step 5: The different components of the MPR such as ‘Part-I’, ‘Part-II’, ‘Part-III’ onwards would appear as shown in the screen shot below. There is an option for uploading data in respect of any of these components for any particular jurisdiction.

The screenshot displays the 'Directorate of Data Management' interface. The header includes the organization's name, logo, and a 'CBIC Sanchar' button. The left sidebar contains navigation options: 'Upload', 'Validate', 'Correction', 'Status', 'Dashboard', 'GSTLoco', 'Support', 'Home', 'Logout', and 'CBIC-Sanchar'. The main content area is titled 'Upload' and features a dropdown menu set to 'Central Excise'. Below this, there are three sections for data upload:

- Part-I Revenue:** Includes a 'Revenue Target Upload' button and five checkboxes labeled DDM-CE-1 through DDM-CE-5.
- Part-III Anti-evasion:** Includes nine checkboxes labeled CEI-CE-1 through CEI-CE-9.
- Part-IV Audit:** Includes three checkboxes labeled DGA-CE-2, PAC-CE-1, and DGA-CE-5.

Step 6: There is also an option provided to correct uploaded data by sending a correction request to the Functional Owner of a particular Report for approval. Corrections can be done after approval is granted. The Correction Module would appear as shown in the screen shot shown below.

The screenshot displays the 'Directorate of Data Management' web application. The header includes the organization's name, logo, and navigation links for 'हिन्दी में', 'PRE-GST', 'CBIC Sanchar', and a user profile 'ddm01_gnri'. The left sidebar contains a menu with options: 'USERNAME : DDM', 'Management Information', 'Correction' (selected), 'Status', 'Dashboard', 'GSTLoco', 'Support', 'Home', 'Logout', and 'CBIC-Sanchar'. The main content area is titled 'CORRECTION REQUESTS PENDING FOR APPROVAL'. It features a dropdown menu set to 'Customs' and a button 'See All Correction Requests'. Below this is a table with the following data:

COMMISSIONERATE	MPR	YEAR/MONTH	SUBMISSION DATE & TIME	VALIDATION DATE & TIME	ACTION
Mumbai(Airport)(CB)	DDM-CUS-5	December 2017	2018-01-16T17:45:09.733	2018-01-31T12:36:06.233	View Report Approve Reject

Step 7: The status of MPRs can be ascertained from the screen shot as shown below by viewing the status of the uploaded report of any jurisdiction Functional Area wise.

Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

CBIC Sanchar

हिन्दी में PRE-GST CBIC Sanchar ddm01_gnrl

USERNAME : DDM

Management Information

Correction

Status

Dashboard

GSTLoco

Support

Home

Logout

CBIC-Sanchar

Status

☒ Functional Area Wise ☐ Field Formation Wise

2017-18 Central Excise All India Part-III Anti-evasion

Download Print

Time : 18:14:21 Date : 04-08-2019

S.NO	NAME	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
	VALIDATED WITHIN DUE DATE(G)	0	0	1	23	65	87	0	0	0
	VALIDATED AFTER DUE DATE(Y)	133	130	127	105	60	35	0	0	0
	NOT YET UPLOADED(B)	1	4	6	6	9	12	134	134	134
	CHANDIGARH CE & GST	Y	Y	Y	G	G	G	B	B	B
1	Chandigarh (ZC)	ZC	Y	Y	Y	G	G	G	B	B
2	Jalandhar (ZE)	ZE	Y	Y	Y	G	G	G	B	B
3	Jammu (ZA)	ZA	Y	Y	Y	G	G	G	B	B
4	Ludhiana (ZD)	ZD	Y	Y	Y	G	G	G	B	B
5	Shimla (ZB)	ZB	Y	Y	Y	G	G	G	B	B
	DELHI CE & GST	Y	Y	Y	Y	Y	Y	B	B	B

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Step 9: The different components of the Monthly Summary Report (MSR) such as 'Part-I', 'Part-II', 'Part-III' onwards would appear as in the screen-shot shown below. There is an option of viewing and downloading any of these MSR components by clicking on the respective icon.

Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

CBIC Sanchar

हिन्दी में PRE-GST CBIC Sanchar ddm01_gnri

USERNAME : DDM

Management Information

Correction

Status

Dashboard

GSTLoco

Support

Home

Logout

CBIC-Sanchar

MSR

Monthly Financial Report

Part-I Revenue 2019 Jan

Part-I Revenue

Central Excise

1) REVENUE REPORT - (MSR-DDM-CE-1)

2) CENVAT REPORT - (MSR-DDM-CE-2)

3) DUTY FOREGONE REPORT - (MSR-DDM-CE-3)

4) REVENUE TREND OF TOP 25 ASSESSEES - (MSR-DDM-CE-4)

5) REVENUE AUGMENTATION REPORT - (MSR-DDM-CE-5)

Customs

6) REVENUE REPORT - (MSR-DDM-CUS-1)

7) DRAWBACK & DUTY FOREGONE - (MSR-DDM-CUS-3)

8) REVENUE FROM TOP 25 ASSESSEES - (MSR-DDM-CUS-4)

9) REVENUE AUGMENTATION - (MSR-DDM-CUS-5)

Service Tax

10) REVENUE REPORT - (MSR-DDM-ST-1)

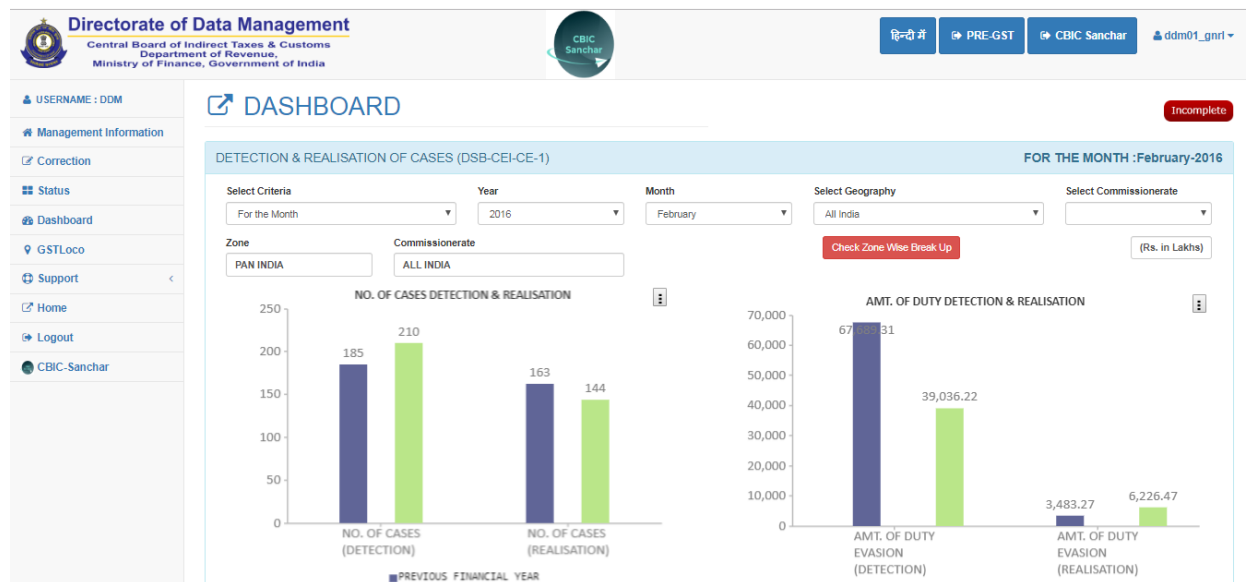
14) REVENUE AUGMENTATION - (MSR-DDM-ST-5)

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Directorate of Data Management, All rights reserved.

Step 10: The different components of the Dashboard such as ‘Part-I’, ‘Part-II’, ‘Part-III’ onwards would appear as shown in the screen-shot below. There is an option to view the graphical representations of any of these MPR components in respect of a particular jurisdiction by clicking on that icon.

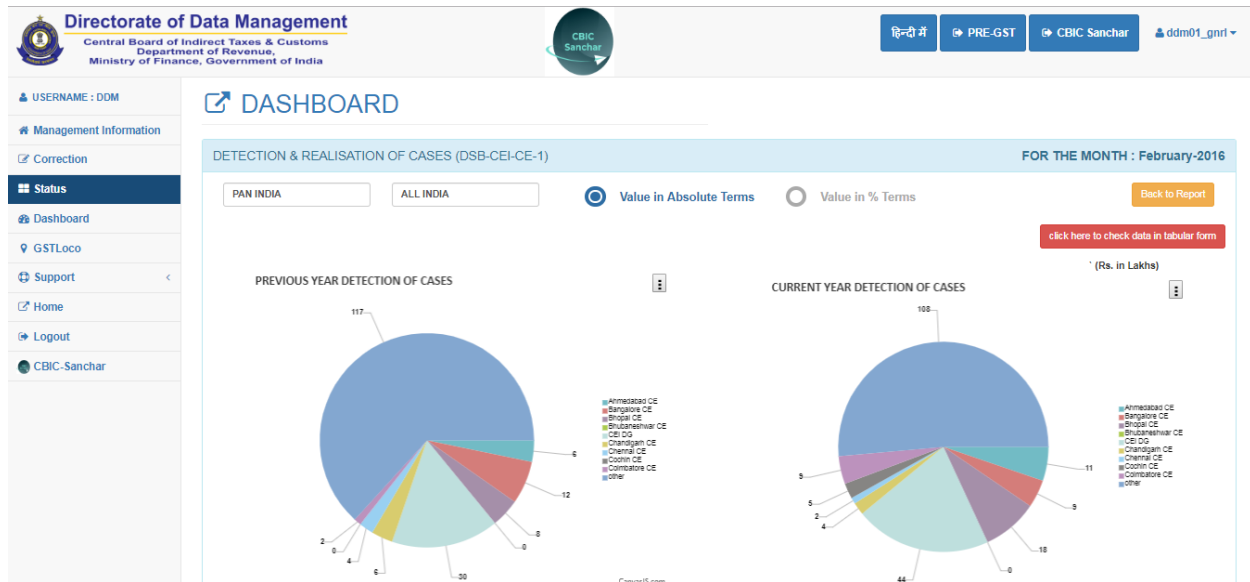
The screenshot displays the Directorate of Data Management dashboard. The header includes the organization's name, logo, and navigation links for Hindi, PRE-GST, CBIC Sanchar, and a user profile. The left sidebar lists navigation options like Management Information, Correction, Status, Dashboard (selected), GSTLoco, Support, Home, Logout, and CBIC-Sanchar. The main content area, titled 'Dashboard', features a dropdown menu set to 'Part-I Revenue'. Below this, there are three main sections: 'Part-I Revenue' (green header), 'Central Excise' (pink header), and 'Custom' (blue header). Each section contains four report icons: '1. REVENUE REPORT', '2. SCHEME UTILISATION REPORT', '3. REVENUE AUGMENTATION', and '4. REVENUE TREND OF TOP 25 ASSESSEES' (or 'SERVICE PROVIDERS' for Service Tax). A 'Service Tax' section (yellow header) also contains similar report icons.

Step 11: After clicking on the 'Dashboard' link, the screen-shot shown below would appear where the graphical representations of any of the MPR components regarding a particular jurisdiction can be viewed by clicking on that icon.



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Step 12: After clicking on the 'Zone Wise Break Up' button, the screenshot as shown below would appear. The screen shall display the graphical representations of any of the MPR components regarding a particular jurisdiction.



Step 13: After clicking on the 'Helpdesk' link, the screen shot would appear as shown below. The 'Helpdesk' link, allows a query to be raised to the Helpdesk by filling in the information required and generating a ticket Id number after submission of the information.

The screenshot displays the 'Helpdesk' interface of the Directorate of Data Management. The top header includes the organization's name, 'Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India', and a user profile for 'gstZA_admin'. The sidebar on the left lists various navigation options, with 'Helpdesk' currently selected. The main content area contains a form with the following fields:

- STREAM:** A dropdown menu with 'Select Stream' as the placeholder.
- REPORT GROUP:** A dropdown menu.
- MPR:** A dropdown menu.
- ENQUIRY DESCRIPTION:** A text area for providing details of the query.
- ATTACHMENTS:** A section for uploading files, featuring a 'Choose file' button and a 'Send Query' button.

Additional buttons include 'View Query' (top right), 'Cancel' (bottom left), and 'Send Query' (bottom right).

Step 14: The screenshot as shown below allows the viewing of the summary of all queries sent to the Helpdesk and the status of the queries can be ascertained on this screen.


Directorate of Data Management
 Central Board of Indirect Taxes & Customs
 Department of Revenue,
 Ministry of Finance, Government of India



[हिन्दी में](#)
[PRE-GST](#)
[CBIC Sanchar](#)
[gstZA_admin](#)

USERNAME : JAMMU
 Management Information
 Upload
 Validate
 Correction
 Status
 Dashboard
 GSTLoco
 Support
 Home
 Logout
 CBIC-Sanchar

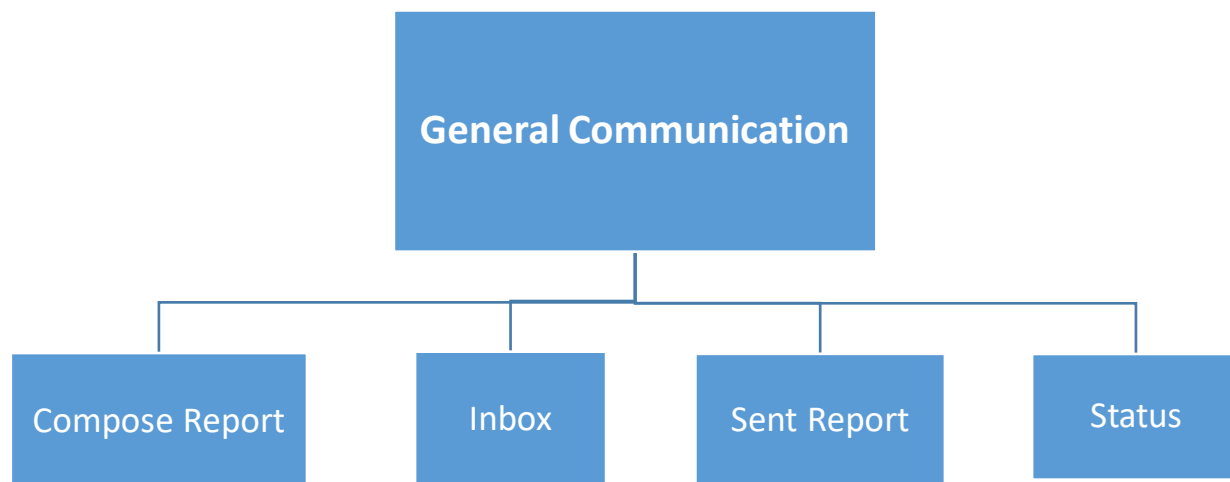
Helpdesk Summary

TICKET ID	SUBMISSION DATE	STATUS	REPORT GROUP	MPR	QUERY	SOLUTION	DATE REPLY
11298	09-04-2018 10:44:22 AM	Pending	Part-III	CEI-ST-4	dfg sdfg sdfg sdfg		
11297	09-04-2018 10:44:08 AM	Pending	Part-III	CEI-CE-2	dfsd sdfg sdfgsdfg		
11296	09-04-2018 10:43:43 AM	Pending	Part-III	CEI-CE-1	jhsdgfjsgdfjgs d gasdf		
7376	11-24-2017 12:54:28 PM	Resolved	Part-IX Logistics	DOL-CUS-1-	Please refresh the proforma for the month of July as some data needs to be amended.	dear sir,it can not be refreshed as it has been validated by your zone. If you want to refresh validated MPR by your CC then send query for deletion of all MPR of separate PART.	11-24-2017 3:36:51 PM
6896	11-14-2017 3:01:26 PM	Resolved	Part-VII Legal	DLA-CE-5B	When i am trying to open the the DLA-CE-5B tab it automatically takes to me the homepage where i have to put username and password again and again, but the tab is still not opening, so please rectify the problem asap.	Dear Sir, Problem has been resolved.	11-15-2017 10:13:08 AM
6290	11-02-2017 3:44:09 PM	Resolved	Part-I Revenue	DDM-CE-6	assam	Dear Sir, Query not understand able. Please resend query in proper manner.	11-02-2017 5:59:12 PM
5250	10-09-2017 11:26:52 AM	Resolved	Part-VII Legal	DLA-CE-2	As the upto the month figure for upto the month of june needs to be uploaded in DDM, so please refresh the DLA-CE-2 asap.	Dear sir, please contact on 9643486045	10-09-2017 12:02:10 PM

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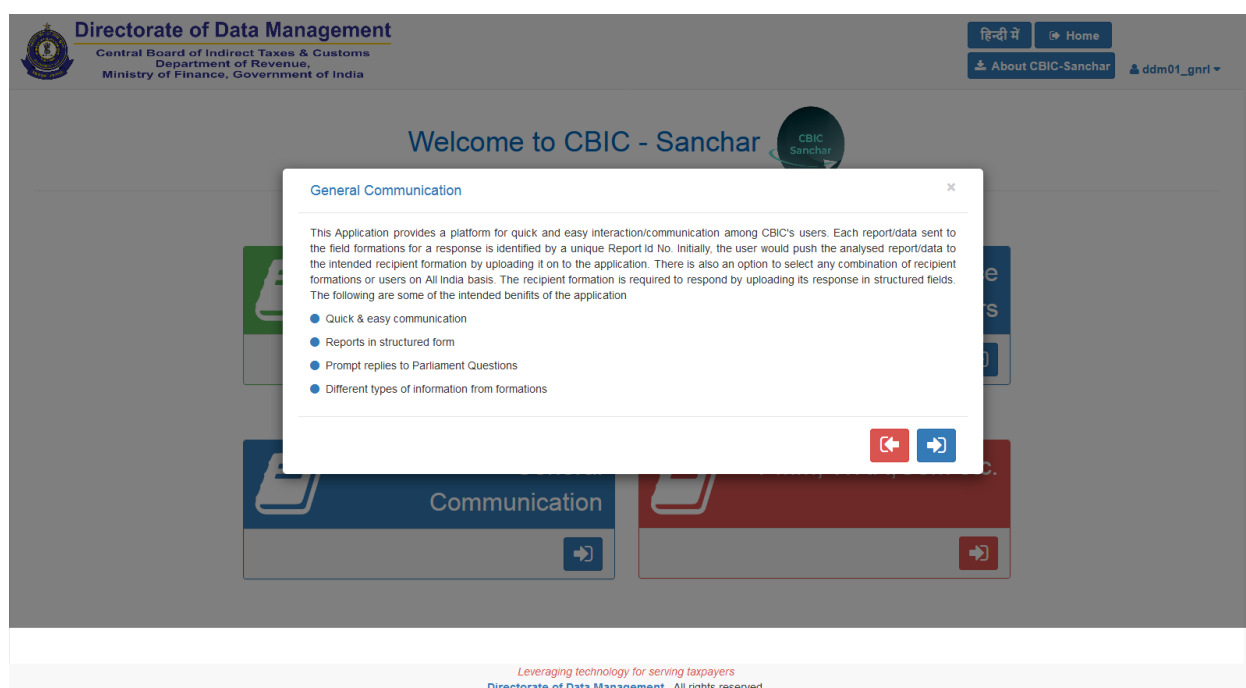
General Communication

This application provides the CBIC and all its formations a digital platform for quick, easy and effective communication in a structured form. The modules in this application facilitate two-way communication and their Masterdesks provide necessary information to monitor all communications/reports sent, responses received and the responses pending/awaited.



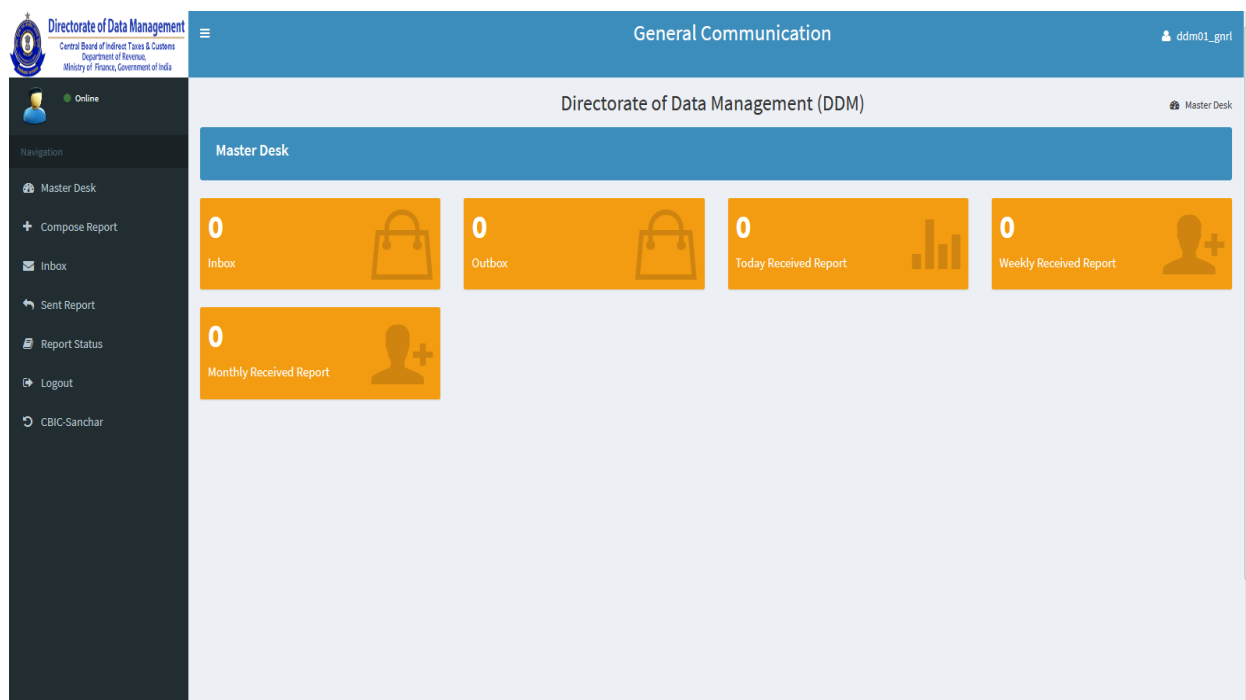
Access to General Communication

Step 1: After clicking on the  'icon' for General Communication, the pop-up would appear as shown in the screenshot below. This pop-up provides a brief introduction to the modules in this application.



Leveraging Technology for Serving Taxpayers

Step 2: After clicking on the  icon the Masterdesk, as shown in the screen-shot would appear below. The status of all communication, either as a Sender or as a Recipient can be viewed here.



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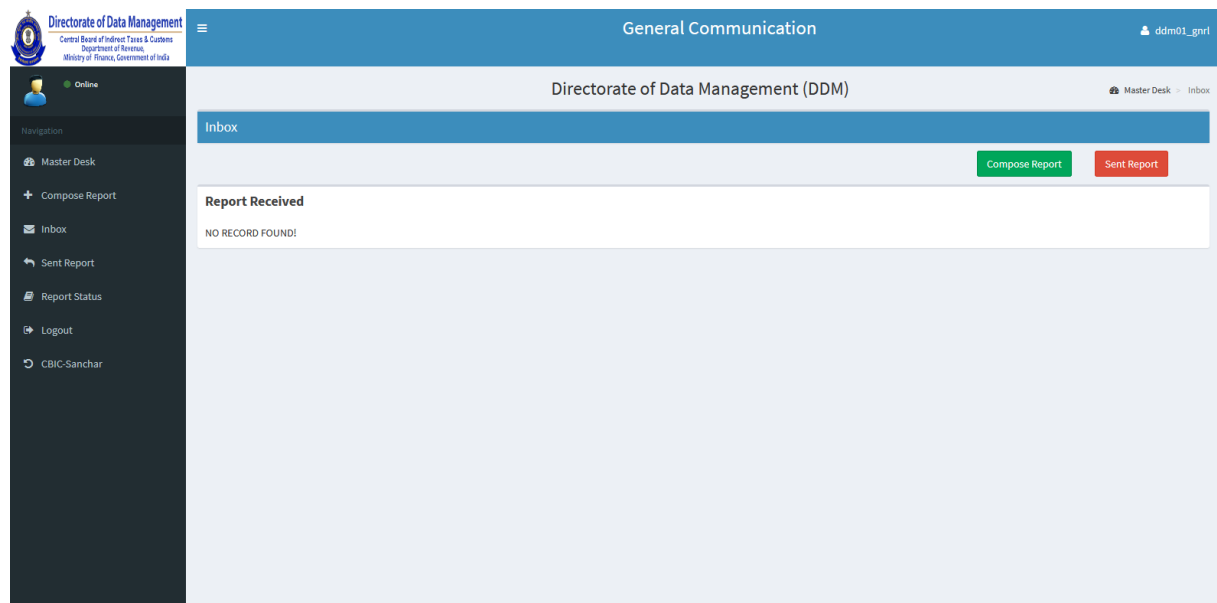
Step 3: After clicking on the ‘Compose Report’ link shown on the left-hand side of the screen, the screenshot as shown below would appear. To compose their report before its submission, the User would be required to provide the following inputs: (a) File number, (b) Subject, (c) Text and (d) Document to be uploaded, by selecting one or more recipients from the dropdown menu. File number and subject are mandatory fields.

The screenshot displays the 'Compose Report' interface within the Directorate of Data Management (DDM) system. The interface is divided into a left-hand navigation pane and a main content area. The navigation pane includes links for Master Desk, Compose Report, Inbox, Sent Report, Report Status, Logout, and CBIC-Sanchar. The main content area is titled 'General Communication' and 'Directorate of Data Management (DDM)'. It features a 'Compose Report' form with the following fields: 'Select Recipient' (a dropdown menu), 'File Number' (a text input), 'Subject' (a text input), and 'Text' (a large text area). Below these fields is a section for 'Attach Letter/Document' with a note that files must be in JPG, GIF, Doc, PDF, and Excel format and less than 1MB. There is a 'Choose file' button and an 'Add Letter/Document' button. At the bottom, there are 'Cancel' and 'Submit Query' buttons. The date '16-MAR-2019' is displayed in the top right corner of the form area.

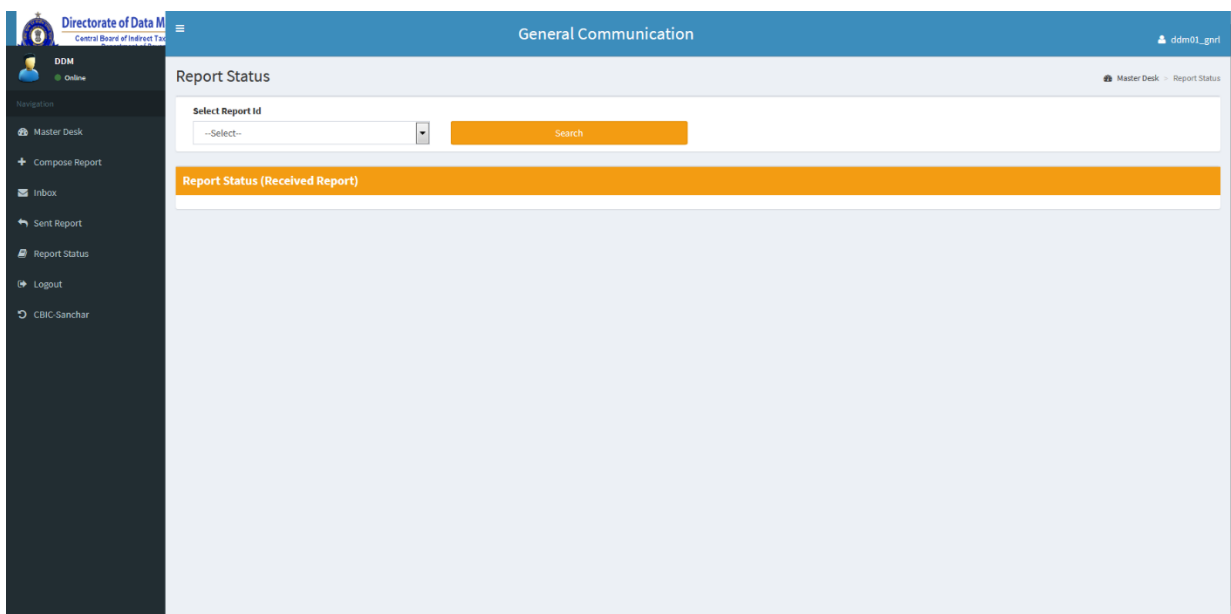
Step 4: The screenshot as shown below would appear where selection of intended recipients of the communication from the dropdown menu of all the “field formations / Directorates” can be seen.

The screenshot displays the 'Compose Report' interface within the Directorate of Data Management (DDM) system. The interface includes a sidebar with navigation options and a main content area with a form for composing a report. The form has fields for 'Select Recipient', 'File Number', 'Subject', and 'Text'. A dropdown menu for 'Select Recipient' is open, showing a list of recipients including Chairman CBIC, Member (Customs), Member (Budget & Investigation), Member (administration), Member (Information Technology), Member, JS/DG, Director/DS/ADG/Pr. Commr./Commr./Addl. Director/Addl. Commr./Joint Director/Joint Commr., and US/STO/TO/OSD. Below the form, there is a section for 'Attach Letter/Document' with a 'Choose file' button and an 'Add Letter/Document' button. At the bottom, there are 'Cancel' and 'Submit Query' buttons.

Step 5: The screenshot as shown below would appear where the information/feedback about the report received from the “field formations/Directorates” can be viewed.



Step 6: The status of all the reports received from the “field formations / Directorates” can be viewed in the screen whose screen shot would appear as shown below. The User is required to select the report Id number assigned to a specific uploaded report from the dropdown list, after which the User can view the status of that report.

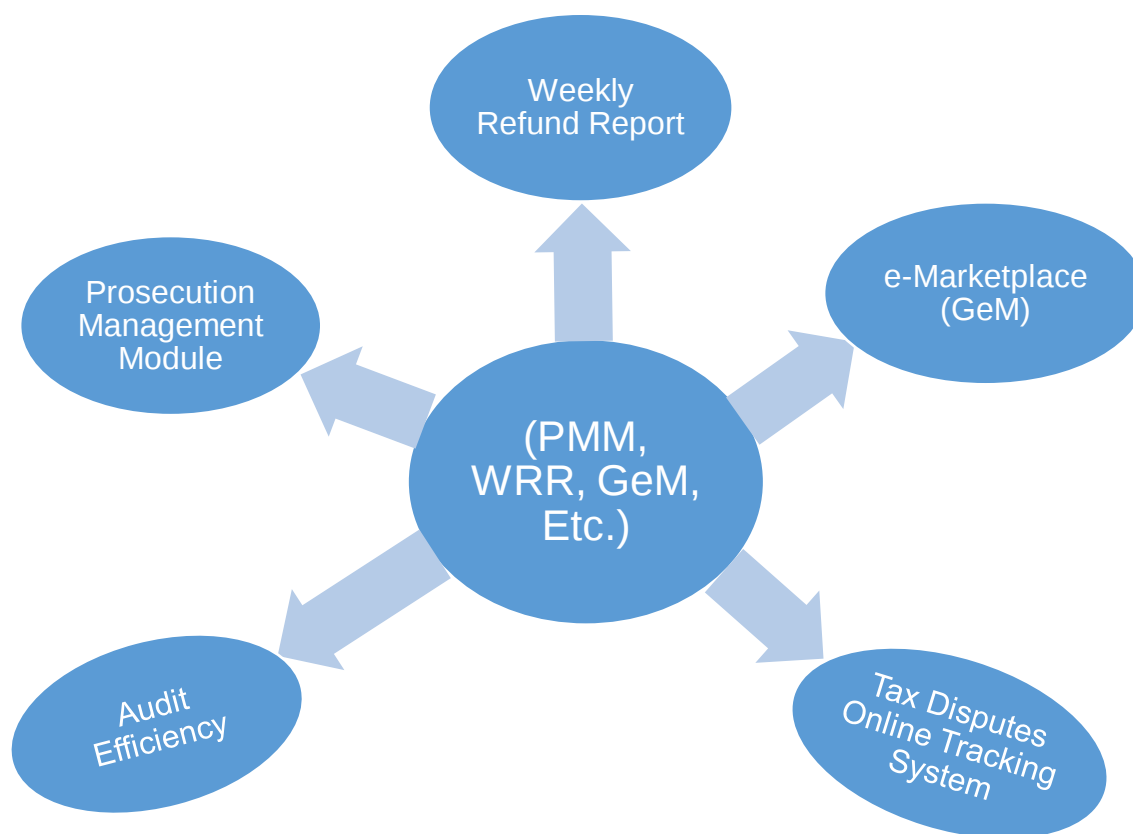


Prosecution Management Module, Tax Disputes Online Tracking System, Weekly Refund Report (PMM, TDOTS, WRR)

This is a set of applications with distinct modules for some critical areas of departmental work including Prosecution Management Module, Online Tracking of Tax Disputes at various appellate fora, High Courts and Supreme Court and monitoring of Refunds on a weekly basis.

In all there are five applications, which are shown in the diagram below.

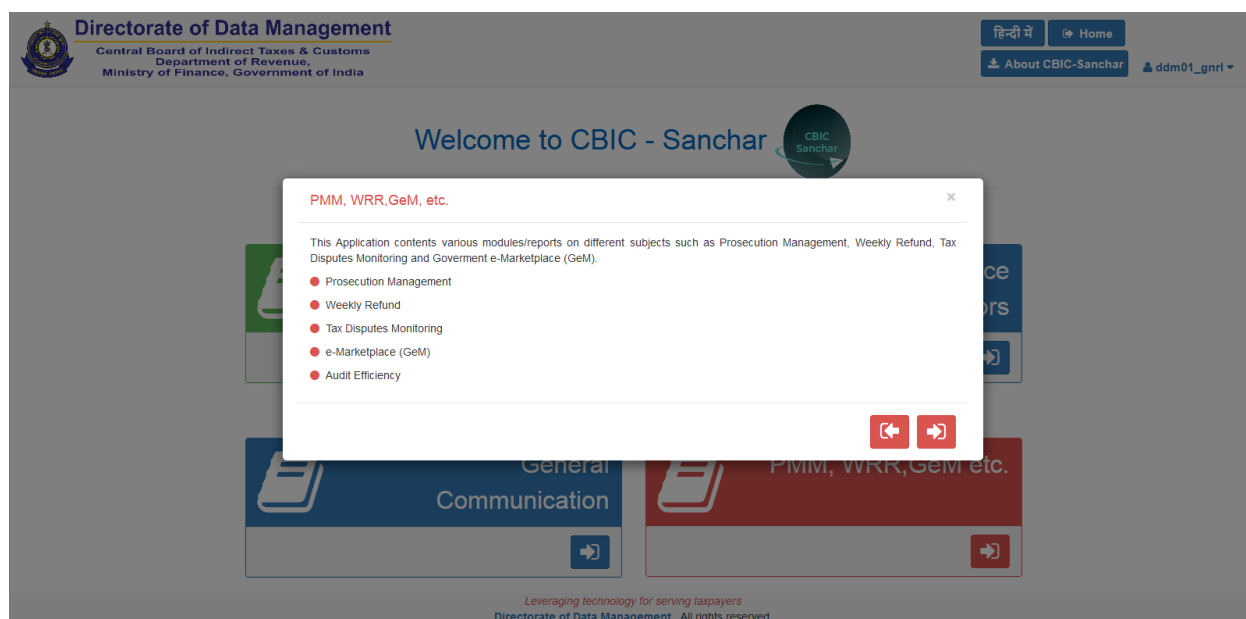
These are (Prosecution Management Module, Tax Disputes Online Tracking System, Weekly Refund Report, Government eMarketplace and Audit Efficiency), each of which has a distinct function and purpose.



Leveraging Technology for Serving Taxpayers

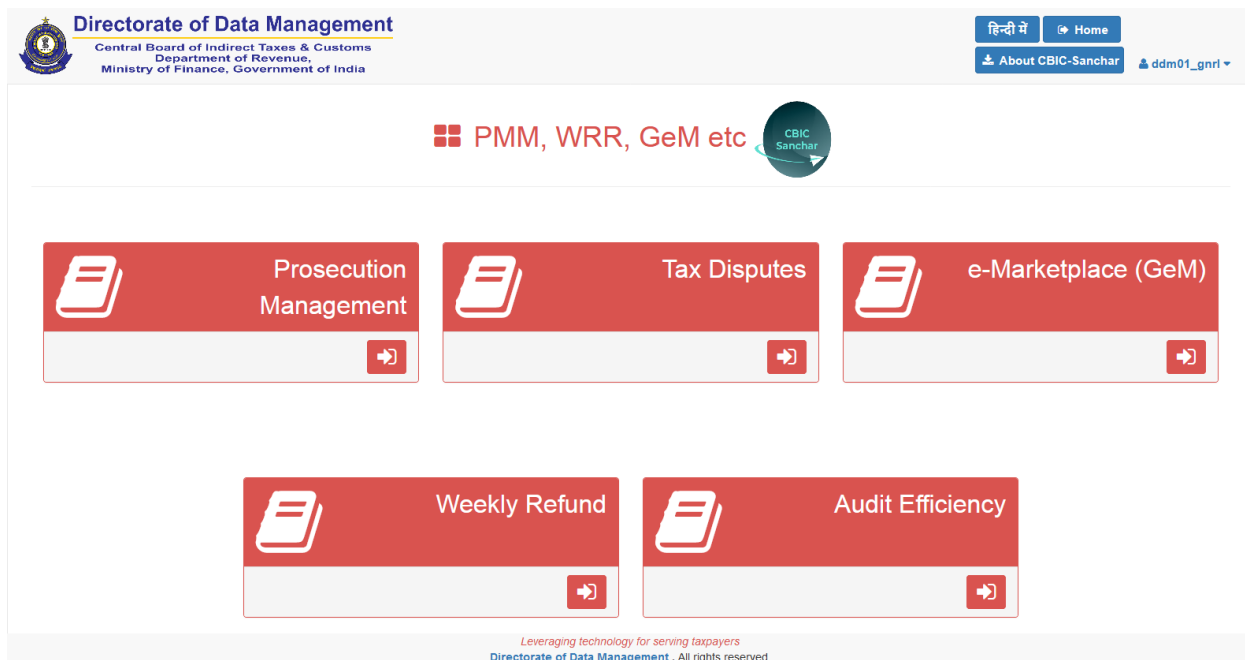
Access to (PMM, TDOTS, WRR etc.,)

Step 1: After clicking on the  icon for PMM, TDOTS, WRR etc., the pop-up would appear as shown in the screenshot below. This pop-up provides a brief introduction to the applications including Prosecution Management Module, Tax Disputes Online Tracking System, Weekly Refund Report and others.



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Step 2: After clicking on the  icon the Masterdesk of this set of applications would appear as shown in the screenshot below.



Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

हिन्दी में Home
About CBIC-Sanchar ddm01_gnrl

 PMM, WRR, GeM etc

 Prosecution Management 

 Tax Disputes 

 e-Marketplace (GeM) 

 Weekly Refund 

 Audit Efficiency 

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Prosecution Management Module (PMM)

Step 1: The Masterdesk of the Prosecution Management Module would appear as shown in the screenshot below.



Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

Prosecution Management Module
Directorate of Data Management, Central Board of Indirect Taxes and Customs(CBIC)

☰

- DDM01_GNRL
- DASHBOARD
- HOME
- LOGOUT
- CBIC-Sanchar

Welcome to Prosecution Management Module

PLEASE CHOOSE AN OPTION

EXIT FROM PMM

Choose Your Option ▼

Go Next

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Step 2: The screenshot shown below displays the page for any pre-defined report in respect of the module Prosecution Management Module.



Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

Prosecution Management Module
Directorate of Data Management, Central Board of Indirect Taxes and Customs(CBIC)

▲ GSTZA_ADMN

Dashboard

Home

Logout

CBIC-Sanchar

User Designed Report

SELECT THE BOXES AGAINST THE DATA FIELDS WHICH YOU WANT TO BE SHOWN IN THE REPORT

GENERAL DETAILS

Status of Case ☐

Statute ☐

Jurisdictional Commissionerate ☐

INVESTIGATION DETAILS

Investigating Formation ☐

Investigation Report ID Number ☐

Date of Detection ☐

Name of Assessee ☐

Name of Accused ☐

Charges Alleged ☐

SHOW CAUSE NOTICE DETAILS

Show Cause Notice ☐

Show Cause Notice Date ☐

Nature of Offence ☐

Name of Commodity/Service ☐

Amount Demanded (Rupees) ☐

ADJUDICATION DETAILS

Adjudicated By ☐

Order-in-Original Number ☐

Order-in-Original Date ☐

Amount Confirmed (Rupees) ☐

Date of Review ☐

Penalty Impose on Accused (Rupees) ☐

SANCTION/REJECTION DETAILS

Sanction/Rejection ID Number ☐

Sanction File Number ☐

Sanction/Rejection Order ☐

Sanction/Rejection Order Number ☐

Sanction/Rejection Order Date ☐

COMPLAINT DETAILS

Complaint ID Number ☐

Complaint File Number ☐

Complaint Filed on ☐

Complaint Number ☐

Name of the Court ☐

Name of the Counsel ☐

HEARING DETAILS

Last Date of Hearing ☐

Note in Brief ☐

Next Date of Hearing ☐

ACTION TAKEN DETAILS

Last Action Taken Date ☐

Last Action Taken Note ☐

LEGAL EXPENSE DETAILS

Amount Paid so Far (Rupees) ☐

Name of the Counsel ☐

FINAL ORDER DETAILS

Final Order Number ☐

Final Order Date ☐

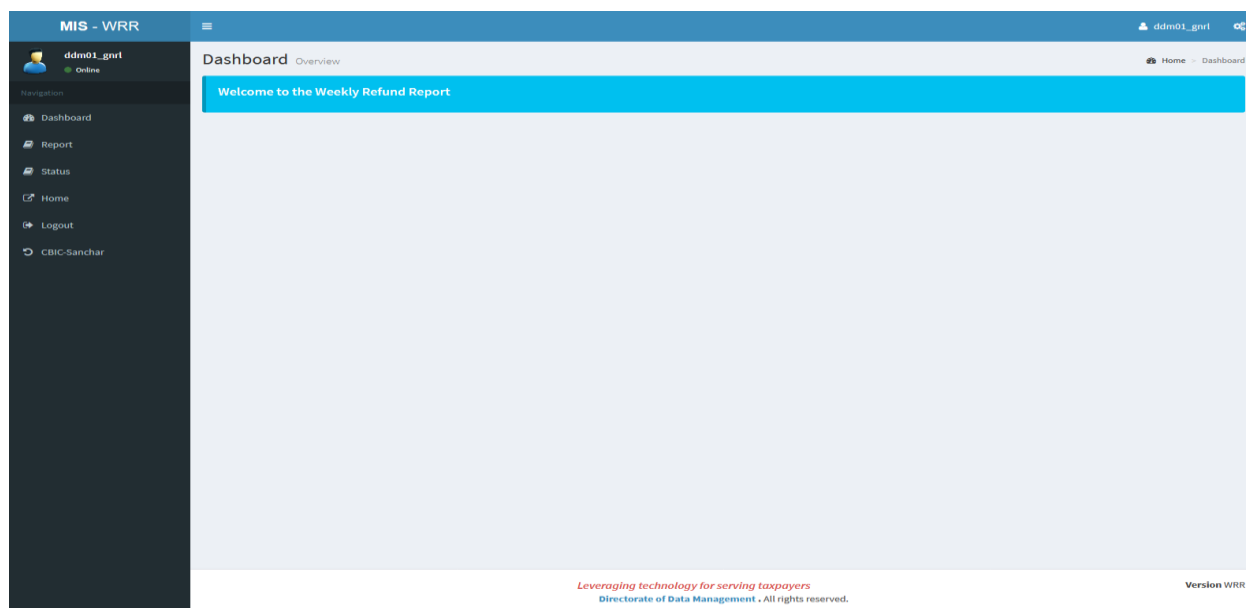
Final Order ☐

Go Next
Go Back

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Weekly Refund Report (WRR)

Step 1: The Masterdesk for the application for Weekly refund status would appear as shown in the screenshot below that enable the monitoring of all refunds on a weekly basis.



Step 2: The screenshot shown below displays the page for uploading information in the template provided in serial numbers 1 to 9. Relevant data in the fields from the 1st row to the 9th row is required to be entered.

MIS - WRR

GST-WRR Upload

Cumulative Report of Processing/Sanction of Refund claims submitted in FORM GST RFD-01A for Division I as on 07-SEP-2018

Week Ending : 07-SEP-2018 (FRIDAY)
Period : (01-Sep-2018 to 07-Sep-2018) (Rs. In Crores)

Action	SL No.	Description	Count	CGST	SGST/UGST	IGST	CESS
Upload		1A - Of (1), applications pertaining to exo					

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Version WRR

Step 3: The screenshot shown below displays the page for viewing the Cumulative Report of Refunds processed / sanctioned on a weekly basis.

Complete

Download Print

6/7/2019 5:42:55 PM

GST-WRR
Cumulative Report of Processing/Sanction of Refund claims submitted in FORM GST RFD-01A
for ZONE : CHANDIGARH CE AND GST as on 20-JUL-2018

(Rs in Crores)

ZONE : CHANDIGARH CE AND GST
DATE : 20-JUL-2018 (FRIDAY)
PERIOD : (14-Jul-2018 to 20-Jul-2018)

S.NO.	DESCRIPTION	COUNT	CGST	SGST/UGST	IGST	CESS
1	RFD -01A applications that have been physically received in the office of the jurisdictional officer	1778	69.02	83.47	162.51	4.66
1A	Of (1), applications pertaining to excess balance in Electronic Cash Ledger [Code AF-01]	239	12.86	12.27	4.74	4.59
1B	Of (1), applications on Account of Export of Services (With payment of Tax) [Code AF-02]	19			0.30	
1C	Of (1), applications Account of Supplies made to SEZ Unit/ SEZ Developer (With payment of Tax) [Code AF-06]	16			3.28	
1D	Of (1), applications pertaining to refund of unutilized ITC in relation to exports of Goods/Services (Without payment of tax) [Code AF-03]	758	30.98	33.08	97.36	0.07
1E	Of (1), applications pertaining to refund of Accumulated ITC due to Inverted Tax Structure [Code AF-05]	730	24.20	36.56	56.31	0.00
1F	Of (1), applications pertaining to refund of unutilized ITC in relation to Supplies made to SEZ Unit/SEZ Developer (Without Payment of Tax) [Code AF-07]	14	0.98	1.56	0.48	0.00
1G	Of (1), applications on account of Refund by Receipt of Deemed Export [Code AF-08]	2	0.00	0.00	0.04	0.00
2	Applications in (1) for Which acknowledgment in FORM GST RFD-02 has been generated	1304	51.41	63.52	98.64	4.44
2A	Of (2), Applications in (1) for which acknowledgment in FORM GST RFD-02 has been generated after 15 days from the date of receipt of application	82	4.11	3.47	1.38	2.69
3	Applications in (2) for which sanction order (provisional or final) has been passed*	1209	45.64	58.04	91.10	4.46
3A	Of (3), applications pertaining to excess balance in Electronic Cash Ledger	185	9.94	12.06	4.25	4.42
3B	Of (3), applications on Account of Export of Services (With Payment of Tax)	11			0.13	
3C	Of (3), applications on Account of Supplies made to SEZ Unit/EZ Developer (With Payment of Tax)	12			3.00	
3D	Of (3), applications pertaining to refund of unutilized ITC in relation to exports of Goods/Services (Without Payment of Tax)	559	23.29	25.12	35.07	0.04
3E	Of (3), applications pertaining to refund of Accumulated ITC due to inverted Tax Structure	431	11.43	19.52	41.43	0.00
3F	Of (3), application pertaining to refund of unutilized ITC in relation to Supplies made to SEZ Unit/ SEZ Developer (Without Payment of Tax)	11	0.98	1.34	7.22	0.00
3G	Of (3), applications on account of Refund by Recipient of Deemed Export	0	0.00	0.00	0.00	0.00
3H	Of (3B),(3C),(3D) and 3(F), applications for which provisional sanction order has not been passed within 7 days of the date of acknowledgement	18	0.75	0.40	0.58	0.00
4	Applications in (3) for which amount has been disbursed	782	27.52	5.29	70.80	4.35
5	Applications in (3) for which details of sanction order have been shared with nodal officer of State Tax authority for making payment of sanctioned refund amount of SGST/UTGST (including provisional orders)	705		43.61		
6	Applications in (5) for which details of payment have been received from nodal officer of State tax authority	24		0.59		
7	Applications for which details of sanction order have been received from nodal officer of State tax for making payment of sanctioned refund amount of CGST/IGST	1034	31.74		56.24	0.72
8	Applications in (7) for which details of payment have been shared with nodal officer of State Tax authority	636	15.88		34.39	0.41
9	Closing Balance of Claims where acknowledgement issued	158	10.17	7.19	7.95	0.52

**All reports are provisional.

Tax Disputes Online Tracking System (TDOTS)

Step 1: The Masterdesk for this module developed to monitor all pending tax disputes at various levels such as Commissioner (Appeals), CESTAT, High Courts and Supreme Court would appear as shown in the screenshot shown below.



Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

Tax Dispute Online Tracking System
Directorate of Legal Affairs, Central Board of Indirect Taxes and Customs(CBIC)

Welcome : ddm01_gnrl

- Dispute Resolution Proceeding
- Issue of Show Cause Notice
- Disposal other than by Adjudication
- Disposal by way of Adjudication
- Appeal To Commissioner (Appeal)
- Appeal To CESTAT
- Appeal to High Court
- Appeal to Supreme Court
- Appeal to Govt. Of India
- Refund , Rebate and Drawback
- Recoveries
- Report
- Archive Report
- User Profile
- Change Password

Dispute Resolution Proceeding

Noticee

Name of Noticee

Type Of SCN

Select

Tax

--SELECT--

Origin Of Dispute

Select

SCN/Reference No.

Zone Name

--Select Zone--

Whether Show Cause Notice Issued

Select

Commr Name

--commissionerate--

Upload File

Choose file

(*File must be in JPG,GIF,Doc,PDF and Excel format and less than 2MB)

Remarks

Submit
Clear

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Step 2: The screenshot shown below displays the page on which data in respect of pending tax disputes at various fora is received from the field formations.



Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

Tax Dispute Online Tracking System
Directorate of Legal Affairs, Central Board of Indirect Tax and Customs(CBIC)

Welcome : gstZA_admin

- Dispute Resolution Proceeding
- Issue of Show Cause Notice
- Disposal other than by Adjudication
- Disposal by way of Adjudication
- Appeal To Commissioner (Appeal)
- Appeal To CESTAT
- Appeal to High Court
- Appeal to Supreme Court
- Appeal to Govt. Of India
- Refund , Rebate and Drawback
- Recoveries
- Report
- Archive Report
- User Profile
- Change Password

Display Data

Tax
--SELECT--

Zone Name
--Select--

Comm Name
--Select--

SCN No
SCN No

Noticee Name
Noticee Name

Appellate Forum
ALL

From Date
From Date

TO Date
To Date

Submit

Save PDF Copy CSV Excel Print

Search: Show 5 entries

SCN		Adjudication		Commissioner		CESTAT		High Court		Supr
SCN No	SCN Date	Order No.	Order Date	Order No.	Order Date	Order No.	Order Date	Order No.	Order Date	Order No.
No data available in table										

Showing 0 to 0 of 0 entries Previous Next

Show Cause Notice Details

SCN No	SCN Date	Noticee Name
Address	Mobile	Email
Service Date	Amount Involved	Value Of Seized Goods
Period Of Demand From Date	Period Of Demand To Date	Corrigendum Date
Adjudication File No	Assessee Registration No	
Basis Of SCN	Tax	Mode of Service of SCN
Issuing Authority	Adjudicating Authority	Issue In Brief

Adjudication (Disposal Other than)

Adjudication (Disposal by Way)

Commissioner(A)

CESTAT

High Court

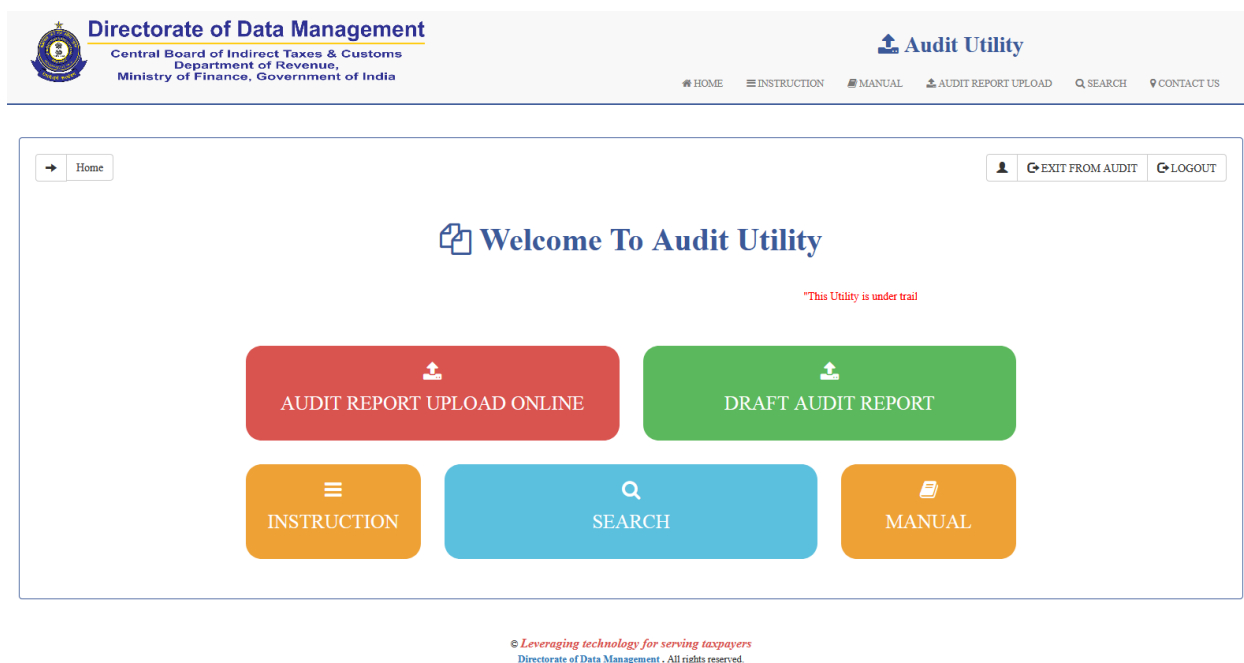
Supreme Court

Govt of India

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Audit Efficiency

Step 1: The Masterdesk for the Audit Efficiency Module which has been developed for monitoring the status of all audit exercises to ensure that audit is being conducted as per the Audit Manual would appear as shown in the screen shot shown below.



Step 2: The screenshot shown below displays the page for uploading the Audit report prescribed for this particular module.



Directorate of Data Management
 Central Board of Indirect Taxes & Customs
 Department of Revenue,
 Ministry of Finance, Government of India

Audit Utility

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Home

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[EXIT FROM AUDIT](#)
[LOGOUT](#)

Audit Report Upload

General Information - Para-A

[A1] Statute *

[A2] Assessee Code *

[A3] Audit Dates *

(From DD/MM/YYYY) *

(To DD/MM/YYYY) *

[A4] Audit Period *

(From DD/MM/YYYY) *

(To DD/MM/YYYY) *

[A5] Date of issuance of letter for conducting Audit (DD/MM/YYYY) *

[A6] Date of Issue of Audit Report (DD/MM/YYYY) *

[A7] Audit Group No. *

[A8] Audit Circle *

Audit Circle

Audit Circle AC/Superintendent Name

Designation

[A9] Audit Plan Register No. *

[A10] Turnover/Duty *

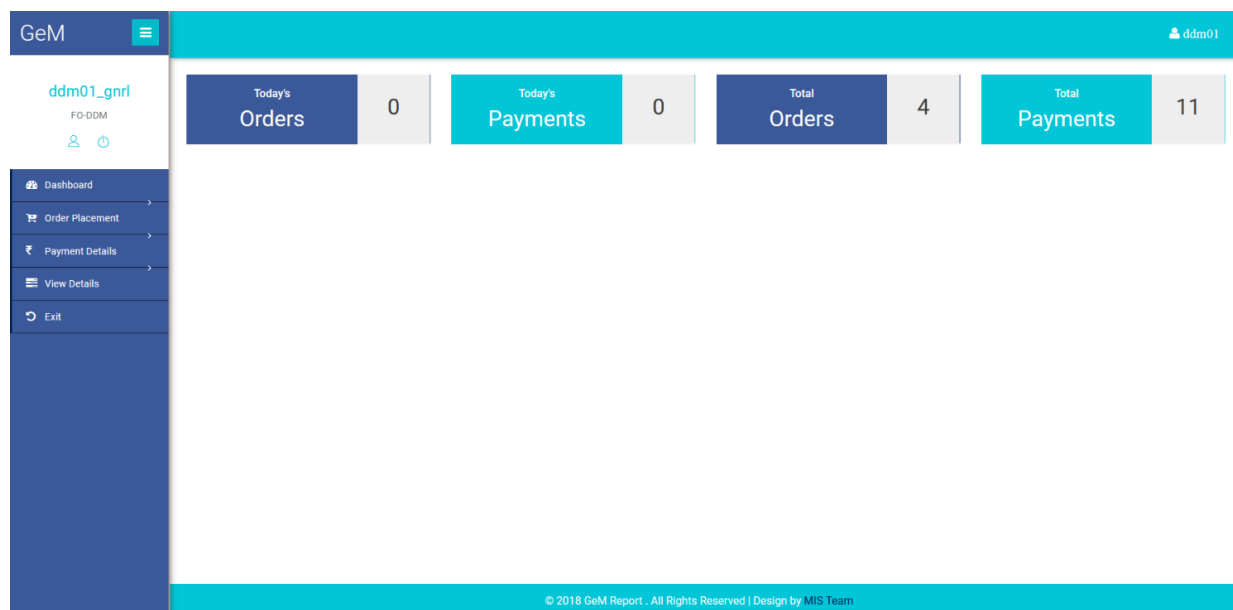
Turnover

Duty

Reset
Next Page

Government e-Marketplace (GeM)

Step 1: The Masterdesk for the Government e-Marketplace (GeM) module, which is used to track all purchases made by departmental offices through GeM would appear as shown in the screen shot shown below.



Step 2: The screen shot shown below displays the page for uploading details of payments made for all purchases made by field formations/Directorates through GeM.

gstZA

Home / Payment Details

gstZA_admin
COMMISSIONERATE

Dashboard

User Details

Order Placement

Payment Details

View Details

Home

CBIC-Sanchar

Details of Payments Due

JAN-2019

Select Division
Organization

Select User
select

GEM ID	CRAC GENERATION DATE	AMOUNT (IN LAKHS)	PENDENCY DAYS*	REASONS OF PENDENCY

Reset SUBMIT

Details of Payments Due

GEM ID	CRAC GENERATE DATE	AMOUNT IN LAKHS	PENDENCY DAYS	REASONS OF PENDENCY

VALIDATE

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