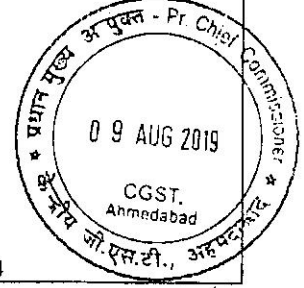




GOVERNMENT OF INDIA
MINISTRY OF FINANCE / DEPARTMENT OF REVENUE
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL
DIRECTORATE OF SYSTEMS
26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM,, CHENNAI- 600 034



C.No. IV/26/80/2018/Systems[S]

Date: 19.07.2019

RETURNS - ADVISORY NO.23

ITC 02

Sub: Returns - Deployment of ITC 02 return in
production - user manual - regarding.

The return ITC 02 has been made available under Returns Module to the field formations. The return can be viewed based on selection of jurisdiction & GSTIN number.

2. ITC 02 is a declaration which is to be filed for transfer of ITC in case of sale, merger, demerger, amalgamation, lease or transfer of a business under sub-section (3) of Section 18.

3. To view the aforesaid Return, the officer has to go through the following steps :


- a. Click - Menu
- b. Returns - View list page
- c. Click on ITC 02
- d. Select jurisdiction
- e. Click on GSTIN and fill GSTIN number / Range
- f. On filling the required details, click on search button
- g. The list of taxpayers who have filed ITC 02 is displayed

423
13/8/19

2703
A.C
12/8
S/Teek
of
hxe

- h. The user can view Basic details, details of ITC to be transferred & particulars of certifying Chartered Accountant or Cost Accountant
- i. On clicking the download, the user can view Certificate issued as stated above

- 4. For a clear understanding of the above functionality, a detailed user manual alongwith screen shots is attached herewith.
- 5. 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.
- 6. Any issues including data related may please be reported to cbecmitra.helpdesk@icegate.gov.in by raising tickets. Since the vendor is required to rectify any issue reported to cbecmitra upto 30 days from the date of deployment at his cost, officers may kindly be encouraged to raise ticke wherever required on priority.


(S. Thirunayukkarasu)

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 Commissioner, GST Policy Wing.
- 4. All the Pr. Commissioners/Commissioners of Central Tax.
- 5. All the ADGs of DG Systems, New Delhi, Bengaluru, Kolkata & Mumbai
- 6. All ACL Admn of Zone /Commissionerate / Division.
- 7. All the SSO ID registered in the GST System for this functionality.

Copy Submitted to : The Member & Principal Director General, Systems & Data Management, New Delhi for kind information please.

2
—
19