



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.22**  
**GSTR 9C**

Sub: Returns - Deployment of GSTR 9C return in  
production - user manual - regarding.

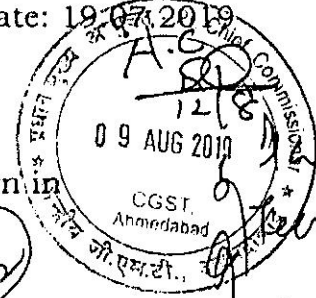
\*\*\*\*\*

The Annual Return GSTR 9C has been made available under Returns Module to the filed formations. The return can be viewed based on selection of jurisdiction & GSTIN number.

2. GSTR 9C is a reconciliation statement which is to be filed for every GSTIN separately by the taxpayer whose turnover is above Rs. 2 crores.

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

- a. Click - Menu
- b. Returns ---View Returns
- c. View list page
- d. Click on GSTR 9C
- e. Select jurisdiction
- f. Click on GSTIN and fill GSTIN number /Range
- g. On filling the required details, click on search button
- h. The list of taxpayers who have filed GSTR 9C is displayed
- i. The user can view Basic details, Reconciliation of turnover declared in audited Annual Financial Statement with turnover



422  
13/8/19

declared in Annual Return, Reconciliation of Tax paid, Reconciliation of ITC declared in Annual Returns, Auditor's recommendation on additional liability due to non reconciliation by moving the tabs

j. On clicking the download, the user can view GSTR 9C Certificate

k. On Clicking the view GSTR-9, the user can view the corresponding GSTR-9 of the taxpayer.

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](mailto: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. Thirunavakkarasu)

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.**