

Circular No.18/2016
CC4/1165/2014

Office of the Additional Chief
Secretary /Commissioner of
Commercial Taxes,
Chepauk, Chennai 600 006.

Dated 21st December 2016

CIRCULAR

Sub: Commercial Taxes Department- implementation of GST-migration of dealers to GST portal - certain instructions and responsibilities issued - reg.

The Goods and Service Tax (GST) is proposed to be introduced soon. As part of this exercise, all existing dealers under TNVAT have to be migrated to the GST portal. This exercise will commence from 1st January 2017 and has to be completed by 15th January 2017. A special drive is proposed to be launched to meet this deadline. The following instructions may be noted in this regard.

1. The list of existing registered dealers under TNVAT has already been sent to the Goods and Services Tax Network (GSTN) for validation. The validation has been completed and provisional IDs and Passwords have been generated for the validated dealers.
2. The provisional ID and Password will be communicated to the respective dealers through E mail. Dealers can also log in to the TSP portal and get the ID and Password.
3. A SMS will also be sent to the dealer intimating that the mail carrying the ID/Password has been sent to them.
4. On receipt of the mail, the dealer has to log in to the TSP portal (<https://ctd.tn.gov.in>) and download the data file by clicking on the "download" button provided for this purpose.
5. Once the data file has been downloaded, the file may be saved in the Computer of the dealer.
6. In the next step, the dealer should log on to the GST portal- www.gst.gov.in using the provisional ID and Password. Once he is logged in he should upload the data file by clicking on the "upload" button provided for the purpose.
7. Once the data file has been uploaded, the data will get populated in the respective columns. The dealer needs to verify the same and then proceed to enter the remaining columns which will pop up in a series of screens.

8. Certain documents will need to be uploaded as part of this process. It is advised that these documents may be pre-scanned and saved on the computer beforehand in order to save time.
9. Once the final data has been entered, the dealer should verify all the particulars and click on the "submit" button. It may be noted that all Companies need to submit with Digital Signature Certificate.

The detailed step-by step process is illustrated in the Annexure C. The Help file and FAQs in the GST portal may also be referred to in case of doubt. The same is also available in the TSP portal.

The Joint Commissioners have already been briefed in this regard on 20th December, 2016. A training for Deputy Commissioners, Deputy Programmers and Assistant Programmers will be imparted in this regard on the 24th December, 2016 at Greames Road.

The Joint Commissioners are required to create facilitation centres in each circle and mobilize the required systems and scanners. An indicative requirement of systems and manpower for each Assessment Circle is provided in Annexure-A.

Besides this, Joint Commissioners are required to set up special camps in all the Zones/Districts throughout the State. In these special camps, dealers will be facilitated for registering themselves into GST portal. The required manpower (Data entry operators) for these facilitation centres will be provided by the Department. The outsourced data entry operators will be trained by the Computer Centre and deployed in the special camps. In this regard, all the Territorial Joint Commissioners are requested to identify the locations like CT Training Centres, Colleges, and Schools etc with computers and connectivity for conducting these camps and inform the Joint Commissioner (Administration) immediately. To monitor the special camps all the Territorial Joint Commissioners are requested to identify 5 officials for each special camp in their respective Divisions. The officials selected should not be less than the cadre of DCTOs.

All the Joint Commissioners are also instructed to prioritize and prepare a schedule for 12th return filers, 20th return filers and Annual return filers in their division. As per the schedule, the dealers are to be provided facilitation for registering in the GST portal.

To carry-out this exercise, the officials and dealers are to be provided necessary training. The training schedule for officials is provided in the Annexure -B. The Territorial Joint Commissioners also have to organize training to the Dealers, STPs and Associations as mentioned under:

1.	28/12/2016 & 29/12/2016	12 th return dealers at respective division Head quarters
2	30/12/2016	Training to STPs at respective division Head quarters(For Chennai at Conference Hall, Greams Road, Chennai-6
3	30/12/2016	Trade Associations training to be organized by the respective Joint Commissioners in the Association premises

The Press release and advertisement in this context are also being given for wide dissemination. All the Joint Commissioners (Territorial) are instructed to use the enclosed Press release and Advertisement to popularize amongst dealers at the Divisional level.

All the Territorial Joint Commissioners are instructed to adhere to the above instructions and ensure the completion of this exercise within the prescribed time.

sd/-C. Chandramouli
Additional Chief Secretary/
Commissioner of Commercial Taxes

To

1. All the Joint Commissioners(Territorial)
2. All the Deputy Commissioners(Territorial)
3. All the Head of the Assessment Circles

Copy to

1. All the Additional Commissioners in the O/o the Principal Secretary/Commissioner of Commercial Taxes, Chepauk, Chennai-5.
2. The Joint Commissioner(CS) for uploading in the intranet website
3. The Superintendent, 'Y' Section
4. Internet(website)

//Forwarded By Order//


Joint Commissioner(Computer Systems)