

	<p style="text-align: center;"><b>OFFICE OF THE PRINCIPAL ADDITIONAL DIRECTOR GENERAL OF SYSTEMS &amp; DATA MANAGEMENT</b>  प्रणाली एवं आंकड़ा प्रबंधन प्रधान निदेशालय के प्रमुख अतिरिक्त महानिदेशक का कार्यालय  <b>GST &amp; CENTRAL EXCISE, GST BHAVAN,</b>  जीएसटी और केंद्रीय उत्पाद शुल्क, जीएसटी भवन  <b>NO. 26/1, MAHATHMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI -34</b>  26/1 महात्मा गाँधी रोड, नुंगंबक्कम, चेन्नई-34  <b>Tel. Ph: 044-28331101 Fax:044-28331104</b> <span style="float: right;"><b>e-mail: dgschennai@icegate.gov.in</b></span></p>
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**C.No. IV/26 /19/2018**

**Date: 20.07.2020**

### Registration Advisory No. 13/2020

Sub: Deployment of Registration -Core amendment UIN in production -reg

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A new functionality named '**Core amendment of Unique Identification Number (UIN)**', administered through forms GST REG 14 & 15, is developed in terms of Rule 19 of CGST Rules 2017 and deployed in production w.e.f. 19.05.2020. The applications for core amendment of UINs would be assigned to the Ranges nominated by the zones for administration of UINs.

2. Processing of the amendment application would be same as in case of Normal Registration as detailed hereunder:

- i) The UIN Core Amendment Tasks will appear on the dashboard of the concerned Range Superintendent (RSP) under four stages viz Pending for Approval, Response awaited, Response to query/SCN and Response not received.
- ii) As provided under rule 19 of CGST Rules 2017, the officer has to either approve or raise query, within 15 days of receipt of the amendment application. Once a query is raised, the taxpayer gets seven working days from the date of receipt of query to file his reply. After the reply is filed online by the taxpayer, the officer has to pass the order within seven working days of receipt of the reply. It may be noted here that unlike in case of normal taxpayers, for UINs, there is no provision for deemed approval of the application in case of failure of the officer to act upon the application within the stipulated time period. The officers are therefore advised to ensure the application is acted upon within the stipulated timeframe. Else, after expiry of the prescribed time, they may not have the option to pass an order adverse to the taxpayer.
- iii) On clicking the 'Pending for approval', the list of amendment ARNs is displayed under the work list with the Target date for their processing. Against each ARN, an alert in form of a color code is provided, which indicates the priority to be attached to the ARNs for processing.
- iv) On click of hyperlink of ARN, amendment application form is displayed in different tabs; each tab containing different set of information. At the bottom of the application, there is a facility to view the proposed amendments by using the toggle button to flip between old and new values. The original data will be displayed in "Grey Colour" while the proposed amendments are displayed in "Blue colour".
- v) The UIN Range officer (RO) can Reassign/ Approve / Raise query / Reject or Delegate to the subordinate officer to get the application verified. The navigation path for each of these activities is given below.

## Re-assign

- As per the automated allocation logic, the UIN amendment application would be allocated to the designated CDR. In case, due to any technical issue / error, the amendment application lands in a range other than the designated range, the RO can re-assign it to the proper Range by using the Reassign button. On click of Re-assign button, “select formation” is displayed with drop down displaying only the CDR designated for assigning the UINs. After selecting the Range, the officer will have to enter his remarks in the message box provided for this purpose and then click the button reassign. Screen shot attached in **Annexure ‘B’**.
- If the application is assigned to the designated Range and for any reason the RO attempts to re-assign it to other Range, the message “[the UIN is already in the notified range, re-assign not required](#)” will pop, prompting the RO that the re-assign is not warranted in such cases.

## Approve

- If the officer decides to approve the amendment, he can do so by clicking the hyperlink of ARN mentioned in para 2 (iii) above whereupon the action button with options to Approve/Reassign/Query will be enabled. The officer can approve the application by clicking on ‘Approve’ on the action button.
- On Click of ‘Approve’, a message box to record “Remarks of Approving Authority” is displayed. The officer can enter his remarks in the said box and click on “Approve” to approve the amendment.

## Raise query

- If RO wishes to raise a query or seek any clarification regarding the application, he can click on ‘Query’ in the action button, which displays a window containing the ‘List of Queries’. This window also has a mandatory check box “Personal hearing” (PH). PH is mandatory as the CGST Act stipulates that amendment application cannot be rejected without PH. Therefore, the officer needs to fix the date and time for PH along with the Query. Officer will also have to enter his remarks in the message box provided for this purpose and then click on ‘Raise Query’. After the query is raised, the amendment application moves to the category of “Response Awaited” in the dashboard.
- It may be noted here that the CBIC GST Application is designed in accordance with the API developed by GSTN and it may permit the officer to fix the PH on a date beyond seven working days provided for filing the reply. However, it is advisable to fix the PH within the said seven working days to avoid any procedural complexity.

## Response to query/SCN

- On receipt of the query, the response submitted by the taxpayer at GSTN portal is received in CBIC-GST system and is reflected under ‘Response to query/SCN’ stage. The officer can either approve or reject the application based on the response within a period of seven working days from receipt of the reply from the taxpayer as given in CGST Rules 2017.

### **Response Not received**

- If no response is filed by the taxpayer within the prescribed time limit (07 working days from the query), the application moves to “Response not received” stage and in such cases, the officer can only exercise reject option in the action button to reject the amendment.

### **Delegate to Inspector**

- In case the RO needs to delegate the application to the Inspector for carrying out any verifications, he can do so by clicking on the check box located before the ‘Sl. No. column’ of the ‘transaction work list’ and then click on tab ‘Delegate’ provided on the top. Message box to delegate is displayed with drop down to select the officer in the formation.

3. It is requested that this advisory may be circulated among the jurisdictional officers for their guidance and issues, if any, in the performance of the functionality may immediately be reported to [cbicmitra.helpdesk@icegate.gov.in](mailto:cbicmitra.helpdesk@icegate.gov.in) for necessary resolution. Copy of the communication with ticket details may also be forwarded to this office at [dgschennai@icegate.gov.in](mailto:dgschennai@icegate.gov.in) for further follow up.

4. The list of CDRs designated for administration of UINs is attached herewith as ‘Annexure A’ for reference. In case of any discrepancy or mismatch with CDR designated by the zones, the same may be brought to notice of this office for necessary update in the backend Application.

**Sd-  
(S. Thirunavukkarasu)  
Additional Director General**

### **To**

1. All the Pr. Chief Commissioners/Chief Commissioners of GST Zones.
2. The Pr. DG/DG, DGGI/DGGST/DG(Audit)/DG(TPS).
3. The Commissioner, GST (Policy Wing).
4. All the Pr. Commissioners/Commissioners of GST.
5. The Pr. ADGs/ADGs of Systems, New Delhi/ Bengaluru / Kolkata.

### **Copy submitted to.**

The Pr. Director General, Systems & Data Management, New Delhi for information pl.

UIN Agencies - Nodal Offices					
S No	Zone	State	Commissionerate	Division	Range
1	Ahmedabad	Gujarat	Ahmedabad North	Division-I	AR-III
2	Bangalore	Karnataka	Bangalore South	Bangalore South Divison 7	ASD7
3	Bhopal	Madhya Pradesh	Bhopal	Division-II	Range-II
4	Bhopal	Chhattisgarh	Raipur	Division-II	Range-II
5	Bhubaneshwar	Odisha	Bhubaneshwar	Bhubaneshwar-I Division	Bhubaneshwar-I
6	Chandhigarh	Himachal Pradesh	Shimla	Dharamshala	Palampur
7	Chandhigarh	Chandigarh	Chandigarh	Division-I	Range-I, Chd
8	Chandhigarh	Jammu & Kashmir	Jammu & Kashmir	Jammu-1	Range-II
9	Chandhigarh	Punjab	Ludhiana	Central Division	Range I
10	Chennai	Tamilnadu	Chennai North	Mylapore Division	Range V
11	Chennai	Puducherry	Puducherry	Division-I	Range-1A
12	Delhi	Delhi	Delhi South	Palam Division	Range-86
13	Hyderabad	Telangana	Hyderabad	Himayath Nagar Division	Kachiguda-I
14	Jaipur	Rajasthan	Jaipur	Division-F	Range-26
15	Kochi	Kerala	Kochi	Ernakulam Division	Range V
16	Kochi	Lakshadweep	Kochi	Ernakulam Division	Kavarathi Range
17	Kolkata	West Bengal	Kolkata South	Ballygunge CGST Division	Range-V
18	Kolkata	Sikkim	Siliguri	Gangtop CGST Division	Range-I
19	Kolkata	Andaman & Nicobar Islands	Haldia	Andaman & Nicobar Division	Range-III
20	Lucknow	Uttar Pradesh	Lucknow	Division-I	Range-I
21	Meerut	Uttarakhand	Dehradun	CGST Division Dehradun	Range-III Dehradun
22	Mumbai	Maharashtra	Mumbai Central	Division-I	Range-1
23	Panchkula	Haryana	Gurugram	East-1	Range-29
24	Pune	Goa	Goa	Division-I	Range V(Calangute)
25	Ranchi	Jharkhand	Ranchi	Ranchi North Division	Range 6
26	Ranchi	Bihar	Patna-II	Muzaffarpur	Muzaffarpur east range
27	Shillong	Assam	Guwahati	Guwahati-I	Guwahati Range 1-A
28	Shillong	Arunachal Pradesh	Itanagar	Itanagar Division	Itanagar Range
29	Shillong	Meghalaya	Shillong	Shillong-1 Division	Khyndailad Range

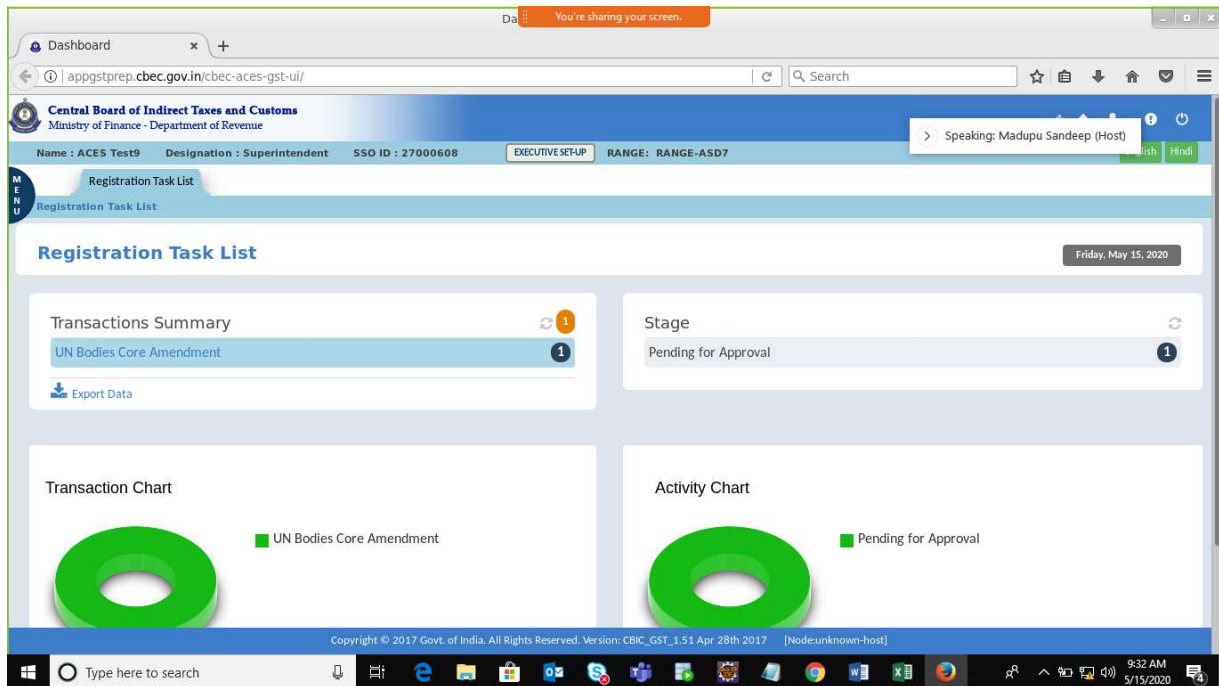
30	Shillong	Manipur	Imphal	Imphal Division	Imphal-I
31	Shillong	Mizoram	Aizawl	Aizawl Division	Aizawl-I Range
32	Shillong	Nagaland	Dimapur	Dimapur Division	Dimapur-I Range
33	Shillong	Tripura	Agartala	Tripura I Division	Agartala-I Range
34	Vadodara	Daman & Diu	Daman	Division-III	Range-III
35	Vadodara	Dadar & Nagar Haveli	Daman	Division-VIII	Range-III
36	Vishakhapatnam	Andhra Pradesh	Guntur	Guntur CGST Division	Brodipet Range

# ADVISORY NO 13/2020 DATED -----

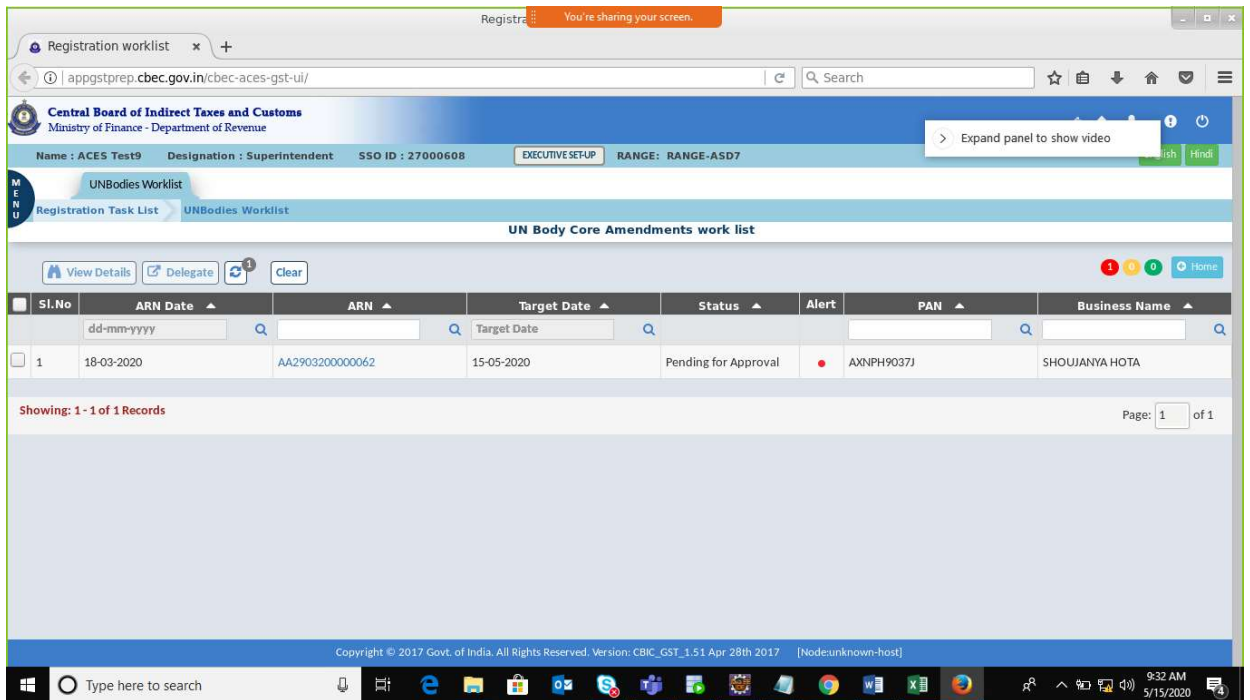
ANNEXURE "B"

## UIN AMENDMENT PROCESS

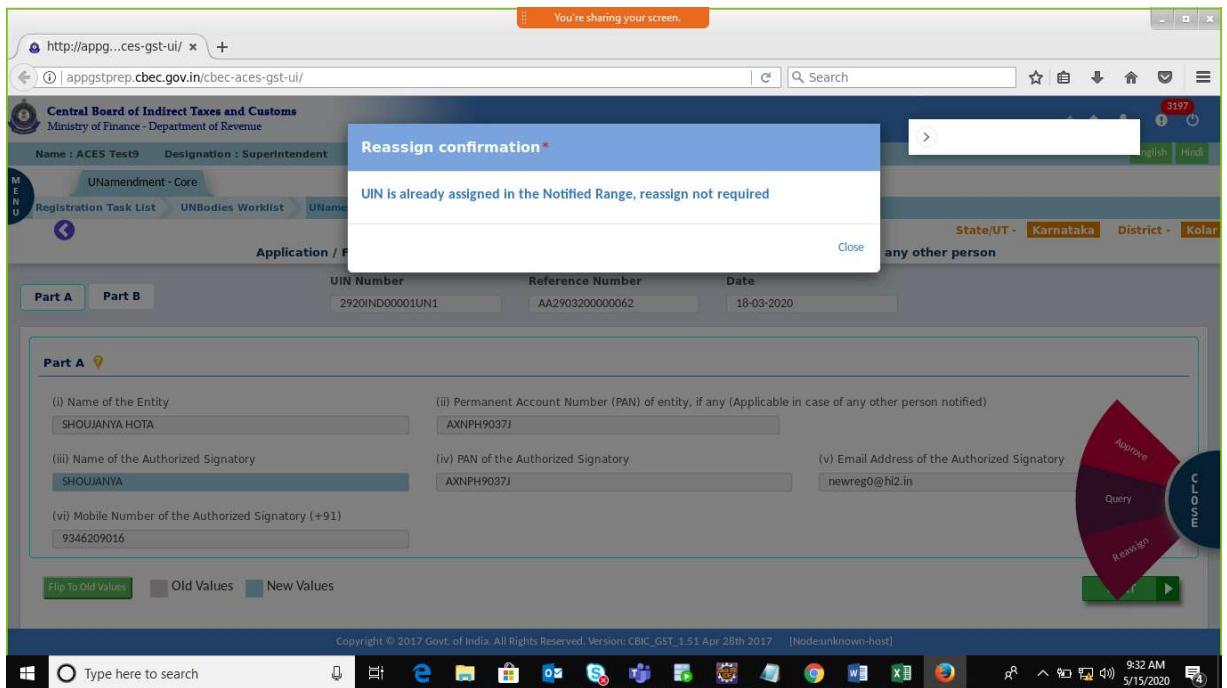
1. Dashboard showing at Pending for approval' stage.



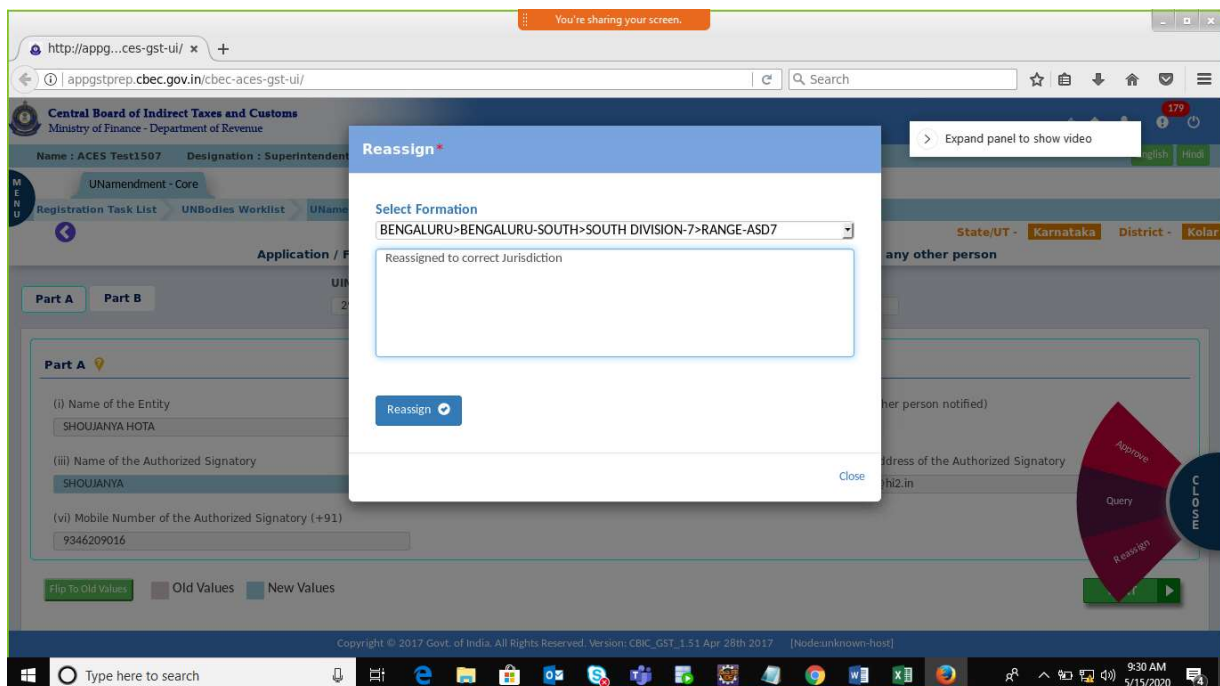
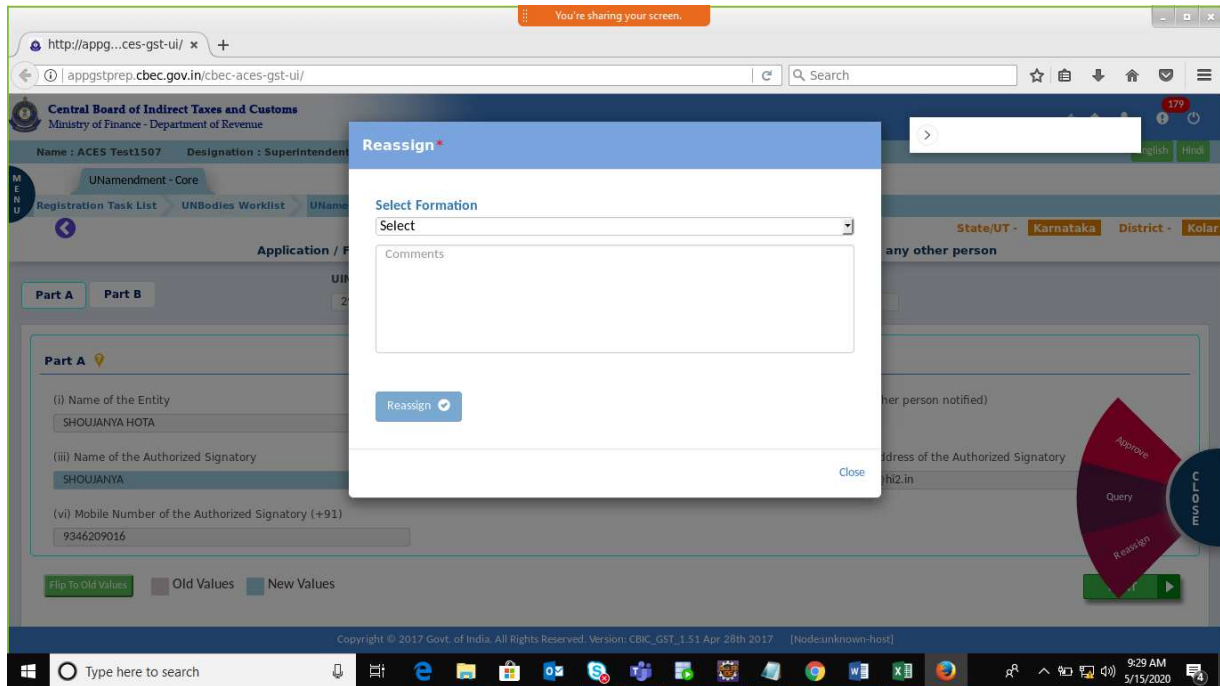
- Click of Pending for approval generates the UIN core amendment work list as in the screen below.



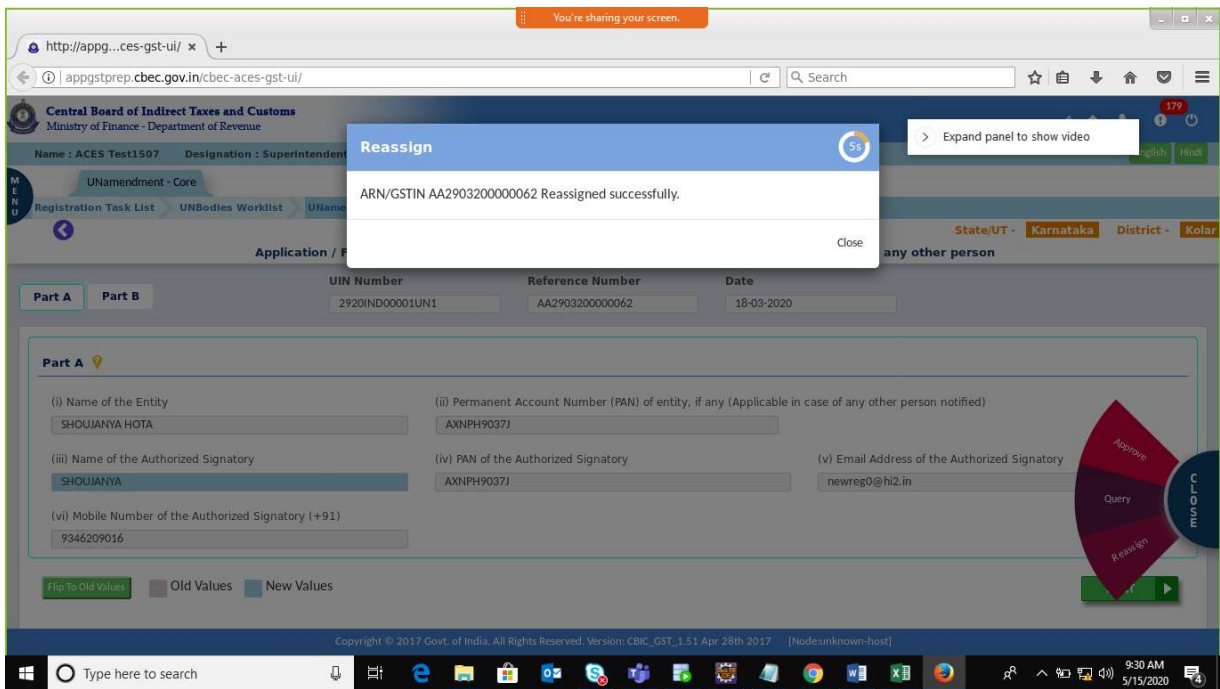
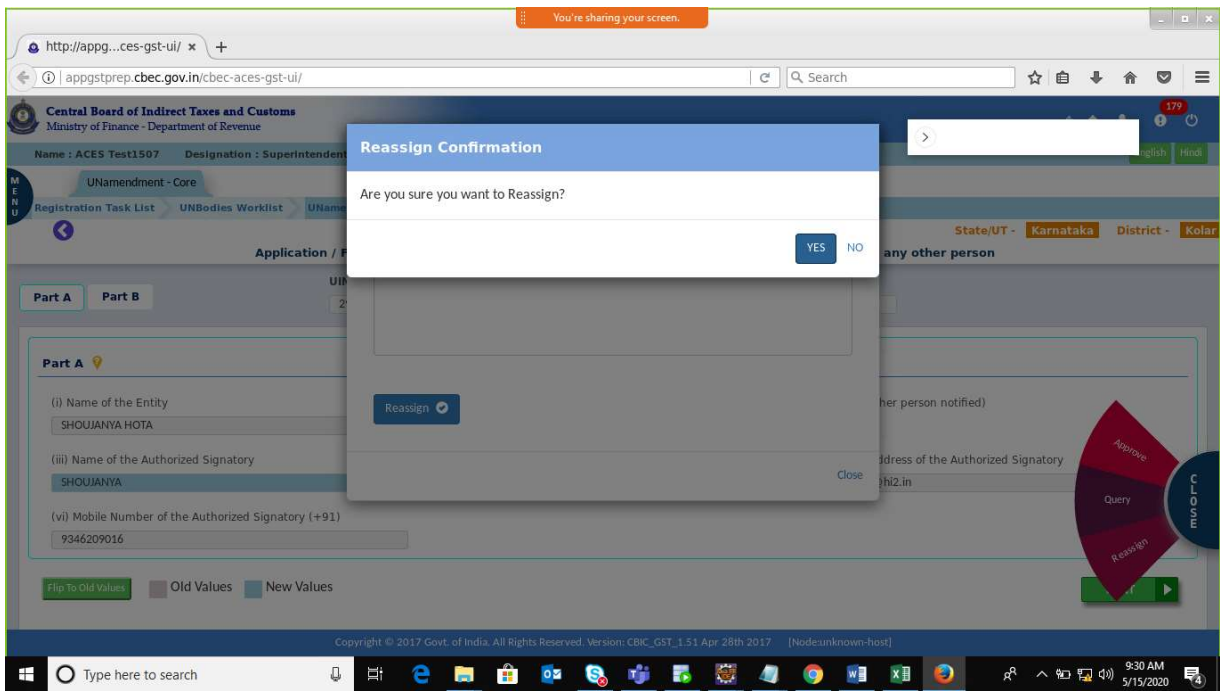
- Since UIN amendment is already mapped in the designated CDR, on click of "Reassign" from action button, below pop up message is displayed.



- In case the amendment application lands in a range other than the designated range, on click of Reassign button, “select formation” is displayed with drop down displaying only the CDR designated for assigning the UINs. After selecting the Range, the officer will have to enter his remarks in the message box provided for this purpose and then click the button reassign.







5. Processing steps for Approve/ Raise query / Reject or Delegate are same as that in case of normal registration and hence not repeated here.

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