

	<p style="text-align: center;">OFFICE OF THE PRINCIPAL ADDITIONAL DIRECTOR GENERAL OF SYSTEMS & DATA MANAGEMENT</p> <p style="text-align: center;">प्रणाली एवं आंकड़ा प्रबंधन प्रधान निदेशालय के प्रमुख अतिरिक्त महानिदेशक का कार्यालय GST & CENTRAL EXCISE, GST BHAVAN जीएसटी और केंद्रीय उत्पाद शुल्क, जीएसटी भवन NO. 26/1, MAHATHMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI -34 26/1, महात्मा गाँधी रोड, नुगंबककम, चेन्नई-34 Tel: 044-28331101 Fax: 044-28331104 Mail: dgschennai@icegate.gov.in</p>
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Date: 12.04.2022

Advisory No. 08/2022 – Refunds**Sub: Implementation of Refunds MIS Reports – Reg**

The following seven MIS Refunds reports have been deployed in production for the benefit of the Tax Officers. They can log into the GST application and navigate to the Menu pop-up on the left side of screen under:

Menu->Reports->Refunds**i Summary Report**

This report is a drilldown report from All India level to ARN level displaying for a chosen formation, for chosen refund type(s) and for a Date Range:

- Applications Disposed (Payment Disbursed / Adjusted / Refund Rejected (within 30 days, 31-60 days and beyond 60 days) during the period
- Age-wise Break-up of Pendency – Between 30 to 45 days, 46 to 60 days and more than 60 days.

ii Form-wise Report

This report is a drilldown report from All India level to GSTIN level for a chosen formation, for chosen refund type(s) and for a Date Range displaying viz., RFD01, Nil Refund Applications, Actionable Refund Applications, Acknowledgement (RFD 02), Deficiency Memo (RFD 03), Provisional Refund Order (RFD 04), Payment Order (RFD 05 Provisional), Refund Sanction Order (RFD 06), Payment Order (RFD 05 Final), Refund Rejection Order(RFD 06) , SCN (RFD 08), Complete Adjustment (RFD 06), RFD 08 issued and reply not received and Order for Re-credit (PMT 03 Issued).

iii Delayed Action Report

This report is a drilldown report from All India level to ARN level. For a chosen formation, for chosen refund type(s) , the report displays as on date viz., RFD 02/03 issued beyond 15 DAYS, RFD 02/03 pending beyond 15 DAYS, RFD 04 issued beyond 7 days after issuing RFD 02, RFD 04 pending beyond 7 days after issuing RFD 02, RFD 06 issued beyond 45 days, RFD 06 pending beyond 45 days, RFD 06 issued beyond 60 days, Pending for issue of RFD 06 beyond 60 days, RFD 05 issued beyond 45 days, Pending for issue of RFD 05 beyond 45 days, RFD 05 issued beyond 60 days, Pending for issue of

I/563582/2022

RFD 05 beyond 60 days, RFD 08 issued beyond 60 days, RFD 09 received after 15 days from date of RFD 08 and PMT 03 issued beyond 60 Days

iv **Refund Applications Pending for Disposal**

This report is a drilldown report from All India level to ARN level. For a chosen formation, for chosen refund type(s), for a chosen period the report displays as on date viz., Applications pending for less than 30 days, Applications pending between 30 and 44 days, Applications pending between 45 and 60 days Applications pending beyond 60 days, Total Pendency and Provisional Payment.

There are three output types for an ARN based on Parameter Type selected, viz., Age, Stage, Reasons for Pendency. For a given Age, Stage and Reasons are displayed. Likewise, for a Stage, Age and Reasons are displayed. Finally for a given reason, Age and Stage are displayed.

v **Disposal and Payment Report**

This report is a drilldown report from All India level to ARN level. For a chosen formation, for chosen refund type(s), for a chosen period the report displays viz., RFD 03 issued, Complete Rejections, Complete Adjustments, Refunds Sanctioned (full) and RFD-05 issued, Refunds Sanctioned (partial) and RFD-05 issued, Total Disposal, Closing Balance, Provisional Payment(Out of Pending cases)

vi **Refund Amount Sanctioned and Paid Report**

For a chosen formation, for chosen refund type(s), for a chosen period the report displays month-wise data as:

- MAJOR HEAD-WISE - CGST, SGST, IGST AND CESS
- MINOR HEAD-WISE – TAX, INTEREST, PENALTY, FEE and OTHERS.

vii **Refund Register**

This report gives a 360 degree view of an ARN.

2. Necessary permission to operate these reports is being enabled for the Formation Officers.

3. As per the contractual obligations, the vendor (Wipro) is required to rectify the defects/ errors/ bugs noticed, if any, in the reports within 30 days of its deployment to production. It is, therefore, requested that this advisory may be circulated among all the concerned officers. Issues found if any, in performance of the reports may immediately be reported to 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 for further follow up.

S. K. Vimalanathan 12/4/22

(S.K. Vimalanathan)
Pr. Additional Director General

1563582/2022

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 please.