Detailed guidelines for Re-assigning Jurisdiction of Tax Payers

Subsequent to approval of new registration applications or receipt of migrated taxpayer data, the system assigns jurisdiction to the taxpayer based on the Pin Code of the Principal Place of Business (the Pin-code level jurisdiction master shared by the zones is used in this regard). If the Pin Code is either invalid, or falls under the jurisdiction of multiple ranges, the range jurisdiction is manually assigned by the CPC officers.

However, if some taxpayers have been wrongly assigned to a jurisdiction, such taxpayers can be reassigned to proper jurisdiction by ACL Administrator as detailed below:

- Migration with ranges of a division can be done by the Divisional AC/DC
- Migration across Divisions can be done by ACL Administrator(s) at the Commissionerate Level
- Migration across Commissionerates can be done by ACL Administrator(s) at Zonal Level

Steps for migrating a taxpayer from one jurisdiction to another
1. ACL Admin to login and open "Access Control" menu >> Jurisdiction Management
2. ACL Admin to select the Range (by drilling down Jurisdiction in left side panel)
3. On right side of the panel under Jurisdiction Management >> under header "Action"

   >> click on [icon] icon for 'Migrate Tax Payers'. This will show list of all the taxpayers in the Range.
4. ACL Admin should select the GSTIN(s) whose jurisdiction should be changed and select "Destination Jurisdiction" range (bottom of the screen) >> Load>> click on "Move Taxpayers" button. The taxpayer will get migrated to new jurisdiction.