



OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF SYSTEMS & DATA MANAGEMENT
प्रणाली एवं आंकड़ा प्रबंधन प्रधान निदेशालय के प्रमुख अतिरिक्त महानिदेशक का कार्यालय
GST & CENTRAL EXCISE, GST BHAVAN,
जीएसटी और केंद्रीय उत्पाद शुल्क, जीएसटी भवन
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C.No.IV/26/16/2017-Sys(S)

Dated: 20-07-2020

Advisory No. 15/2020 - ACL- Jurisdiction Management –
Edit “Jurisdiction Address” by ACL Admin

As you are kindly aware, for CE & ST taxpayers, contact and territorial jurisdictional details of executive formations under CBIC are made available to trade (in particular CE and ST registrants) through ‘Know Your Jurisdiction’ under ACES (CE&ST) Login page hosted on CBIC website (URL: <https://cbic-gst.gov.in/cbec-portal-ui/>). This information is fetched from the ‘Jurisdiction Management’ of CBIC ACES-GST Application which displays the formation-wise, jurisdictional details.

2. ‘Know Your Jurisdiction’ under ‘ACES (CE&ST) Login’ page under CBIC website provides complete contact details of Zones, Commissionerates, Divisions and Ranges consisting of office address, phone number, FAX number, email Id and territorial jurisdictions of each of these formations.

3. Kind reference is invited to para 3 (f & g) of Advisory No.19/2019 dated 17.06.2019 issued post- integration of ACES and GST applications, wherein, it was *inter alia* informed:

- i. that details as available in ACES have been ported to the integrated application under ‘Jurisdiction Management’.
- ii. that ‘Jurisdiction Management’ has two tabs: Jurisdiction Details and Address.
- iii. that these details can be seen in the dealer’s portal through the above mentioned URL.
- iv. that the field formations were requested to verify the available details and inform so that ‘India Admin’ could be update the same, wherever required.

A few formations had provided the details, however, inputs from many of the formations are yet to be received and hence, updation of records could not be completed. Further, over the period, many of the formations might have shifted the premises or some amendment to trade notice might have been issued thereby requiring updation in the application.

4. To speed-up the process of updating the contact details and/or territorial jurisdictional details in the application, this activity has been decentralised (till now ‘India Admin’ had this facility). **Henceforth, ‘ACL Admins’ of Zone, Commissionerate and Division level are required to update the details.** This information is displayed in real time i.e. the moment entries are made by ‘ACL Admin’ in the ‘Jurisdiction Management’ of CBIC ACES-GST Application, it will get reflected in the dealer’s

portal . Field formations are also requested to add the 'Territorial Jurisdictional Details' of TCS, UN Bodies, OIDAR etc., which are dealt by specific formations under the zone. A comprehensive write-up on the processes is attached (Annexure to Advisory No. 15/2020) for information.

5. As the formation contact details are common for both GST and CE/ST taxpayers, this office will also be requesting GSTN to provide link to this website for the benefit of GST Taxpayers as well on frontend portal.

6. It is reiterated that this crucial information is displayed in the dealer portal on real time basis therefore; entries made by 'ACL Admin' should match the Trade Notice(s) issued in this connection.

7. It is requested that 'ACL Admins' may be directed to update the formation data immediately and action taken report (zone-wise) may be forwarded to this office (hqadmin.prime@icegate.gov.in) latest by 31st July, 2020 so that communication with GSTN on this could be initiated.

8. To help the ACL Admins' understand the processes, this directorate proposes to organize a webinar for the ACL ADMINS of the Zones and Commissionerates on 24th July'2020. WebEx link and the schedule will be shared by 23rd July'2020 by this office to the individual's e-mail Id. The 'ACL Admins' of the Zone and Commissionerate may be directed to join the same.

SD/---

(S. THIRUNAVUKKARASU)

ADDITIONAL DIRECTOR GENERAL

Encl: As above

To

1. All the Principal Chief Commissioner/ Chief Commissioner of GST Zones.
2. All the Pr ADGs/ADG, DGGI, DGGST, DG (Audit), DG (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 Admins of Zone/ Commissionerate/ Division.
7. All the SSOID registered in the GST System for this functionality.

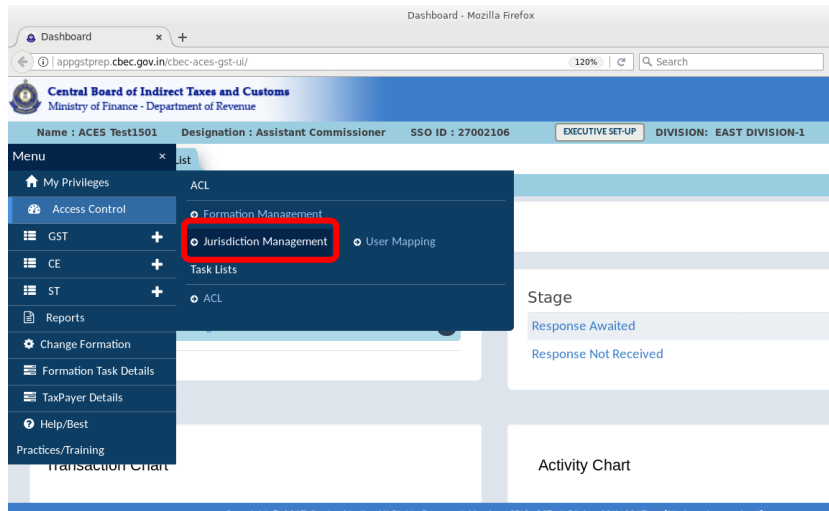
Copy submitted to:

The Pr Director General, Directorate of Systems and Data Management, New Delhi.

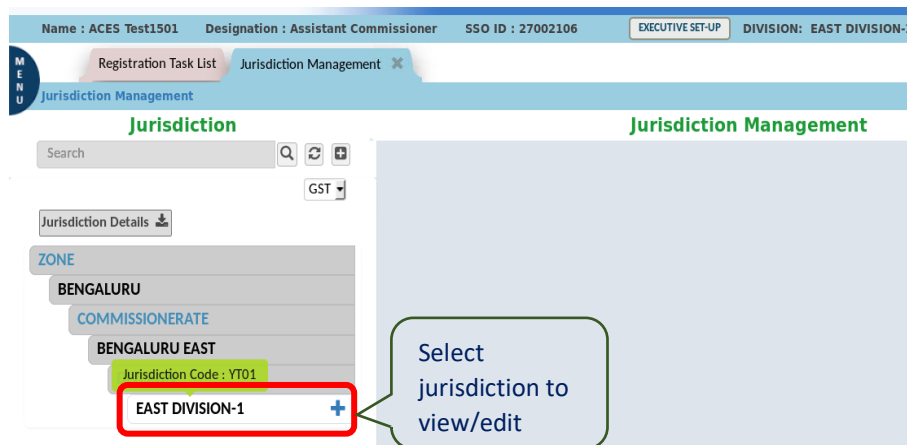
Annexure to 'ACL- Edit Jurisdiction Address by ACL Admin' Advisory

1. ACL Admin to Login.

- Click on Menu > Access Control > Jurisdiction Management

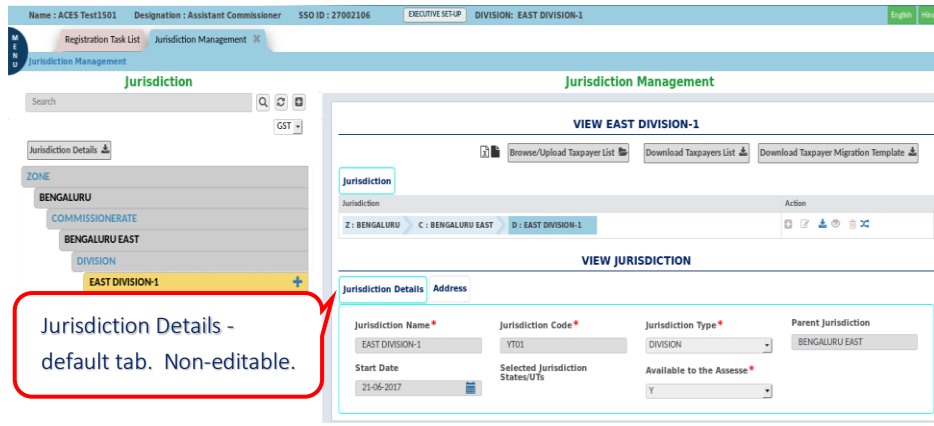


- ### 2. Jurisdiction Management screen will be displayed. In the left side pane, ACL Admin should select a jurisdiction (from the jurisdiction tree) the details of which s/he wants to see or wants to edit.




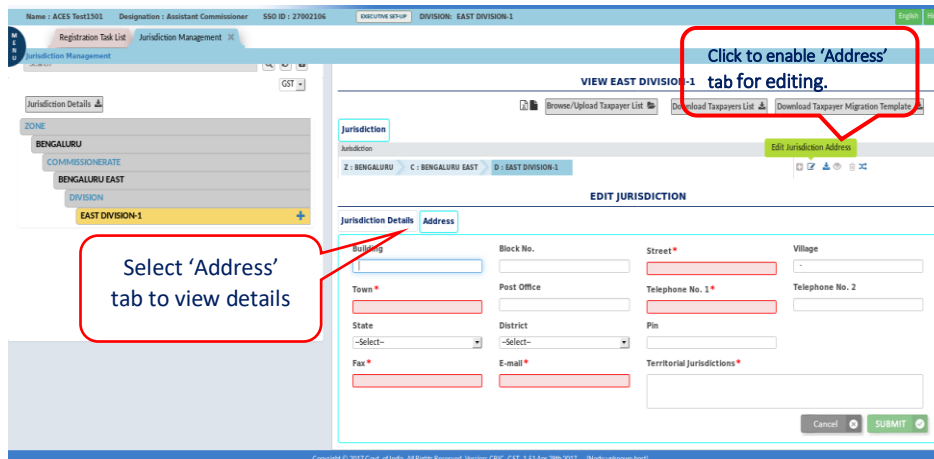
- ### 3. This will enable the display of right side pane titled 'Jurisdiction Management' & 'View Jurisdiction'. Under 'View Jurisdiction' two sub-tabs 'Jurisdiction Details' and 'Address' tabs are displayed.

- By default, application displays the content under 'Jurisdiction Details' tab consisting of Jurisdiction Name, Jurisdiction Code, Jurisdiction Type, Parent Jurisdiction, Start Date, Select Jurisdiction and 'Available to the Assessee' fields.



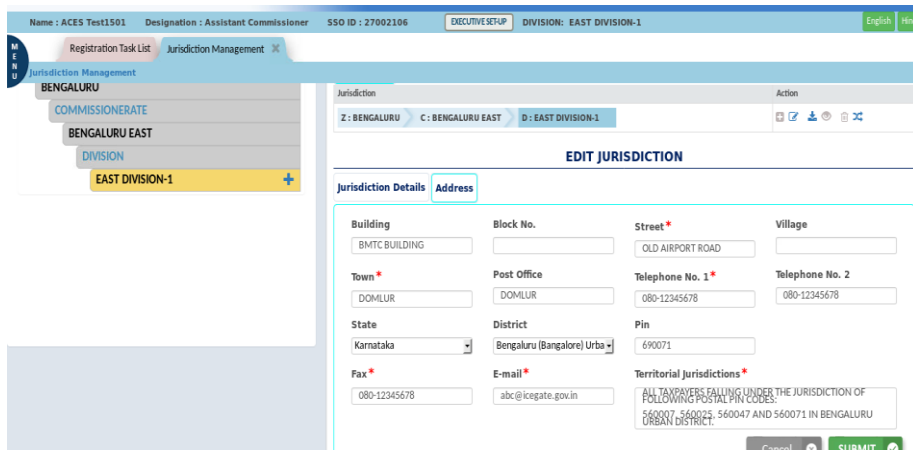
Note: Jurisdiction Details is a non-editable screen.

4. Select 'Address' tab to view the details which consists of Building, Block No., Street, Village, Town, Post Office, Telephone No.1, Telephone No.2, State, District, Pin, Fax, E-mail and Territorial Jurisdictions fields.
5. To edit the details under 'Address' tab, ACL Admin should first click on 'Edit Jurisdiction Address' () icon to enable the 'Address' tab.



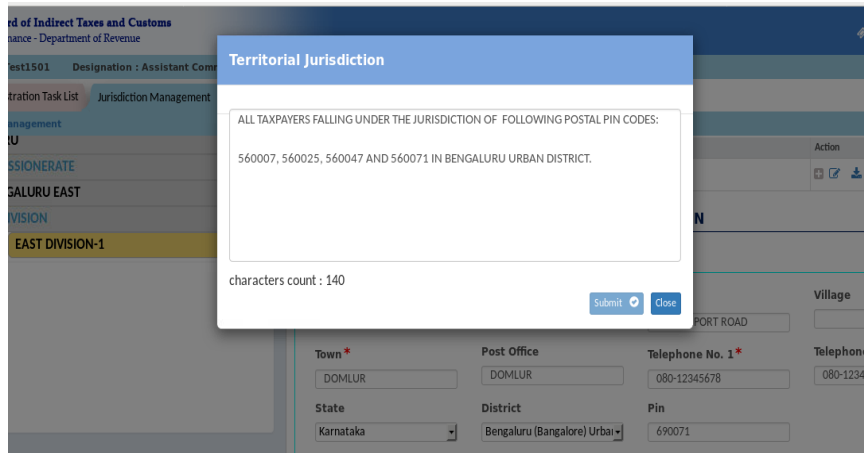
Note: Click on 'Territorial Jurisdictions' field to view details in a pop-up window.

6. Enter the details as required.

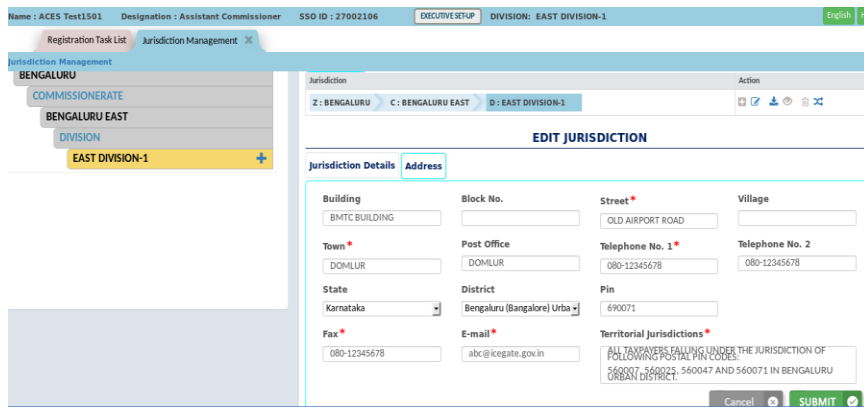


Note: Ensure to select the proper jurisdiction on left side panel for editing the fields. For eg., if a division data has to be corrected/inserted then that particular division should be selected by the ACL Admin from the jurisdiction tree.

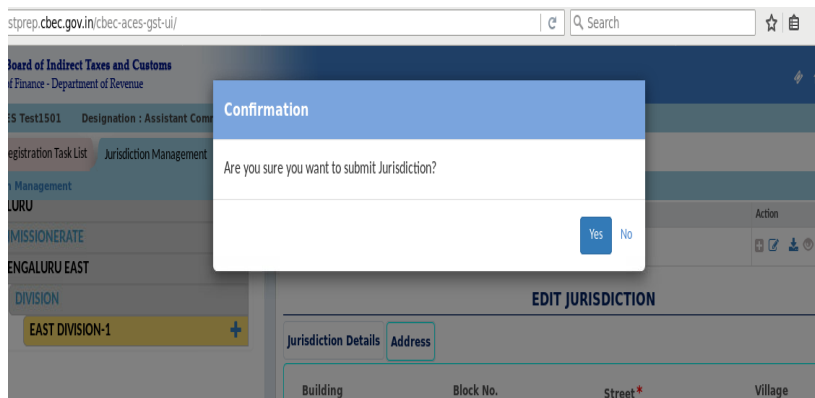
7. **‘Territorial Jurisdiction’**: Move the cursor over the ‘Territorial Jurisdiction’ field and click. A pop-up window will open; enter details (**upto 2000 characters**) as per the ‘Trade Notice’ with respect to territorial jurisdictions of the formation and Submit.



8. The Jurisdiction Management screen is displayed.

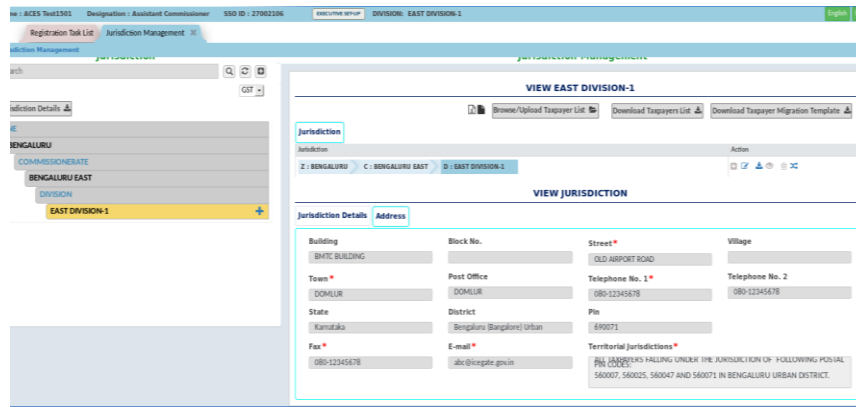


9. Click on ‘Submit’ button.
*A **confirmation** page is displayed.*
10. Click on ‘Yes’ button to confirm.

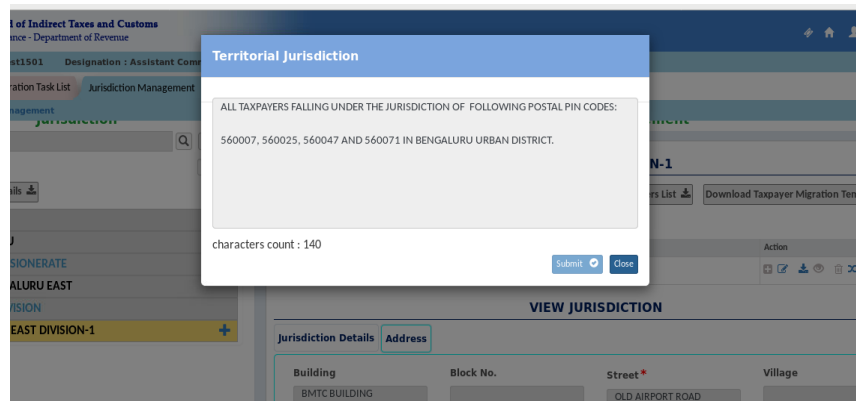


11. A **Success** pop-up screen is displayed, click on 'Close' to complete the process.

12. The system will refresh the display and take the ACL Admin to the 'Jurisdiction Management' screen, select 'Address' tab to verify the updated details.



13. Move cursor over 'Territorial Jurisdiction' fields and click to view/verify the entered details.



14. The details provided in the 'Address' tab is linked to 'Know Your Jurisdiction' under 'ACES (CE&ST) Login' page available on CBIC website (<https://cbic-gst.gov.in/cbec-portal-ui/>). This gives formation-wise, jurisdictional details to the trade.
