



OFFICE OF THE PRINCIPAL 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**

NO. 26/1, MAHATHMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI -34

26/1 महात्मा गाँधी रोड, नुगंबक्कम, चेन्नई-34

Tele: 044-28331101 Fax:044-28331104 Mail: dgschennai@icegate.gov.in

C.No IV/26/11/2017 Part File –I Systems(S)

Date: 17.01.2020

Advisory No.04 /2020

Sub: Export to excel Functionality in View RFD-01 and View RFD-01 A


Please refer to this office Advisory dated 28.11.2019, wherein the various features of the RFD-01 view functionality were explained.

2. Request were received from the field formations to provide facility to download (in excel sheet) data available in the view screen. Accordingly, the download functionality has been developed and made available for both RFD-01 and RFD-01 A refund applications. The step by step navigation and process of downloading the data is explained with screenshots and attached here with for reference.

3. The functionality is available to all the officers with view permission, working in the formation. The data can be viewed and downloaded by the officers as per the permission level accorded to them in the formation i.e Zonal data will be available to officers with zonal level permission, Commissionerate data will be available to officers with Commissionerate level permission and so on. It is requested to share the same with all officers working under your jurisdiction.

4. Any technical issues faced may be reported to the Helpdesk at cbicmitra.helpdesk@icegate.gov.in by raising tickets. Any improvements/ suggestions on the functionality may also please be sent to this office.

Encl: As above.


17/1/20
(S. THIRUNAVUKKARASU)
ADG

To

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

Copy submitted to:

The Member and Principal Director General, Systems and Data Management, New Delhi
for kind information please.

USER MANUAL ON EXPORT TO EXCEL FACILITY (RFD-01 / RFD-01 A)

Commissionerate, Division and Range Level

1. User has to navigate to View RFD-01 or View RFD-01 A as per the requirement by choosing the items under refund in the menu as shown below. The navigation and download process is same for both RFD-01 and RFD-01 A.

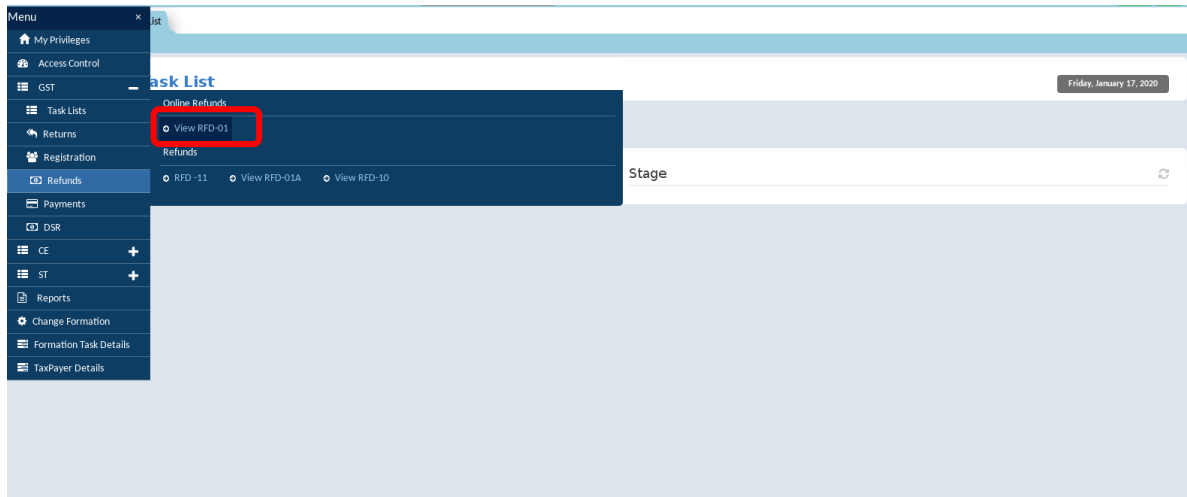


Fig (i)

2. User has to select Jurisdiction as shown below. The Jurisdiction selection will be as per the permission available to the user. For eg: Zonal level officer will be able to view the data pertaining to entire zone, Commissionerate level officer will be able to see data pertaining to entire Commissionerate and so on.

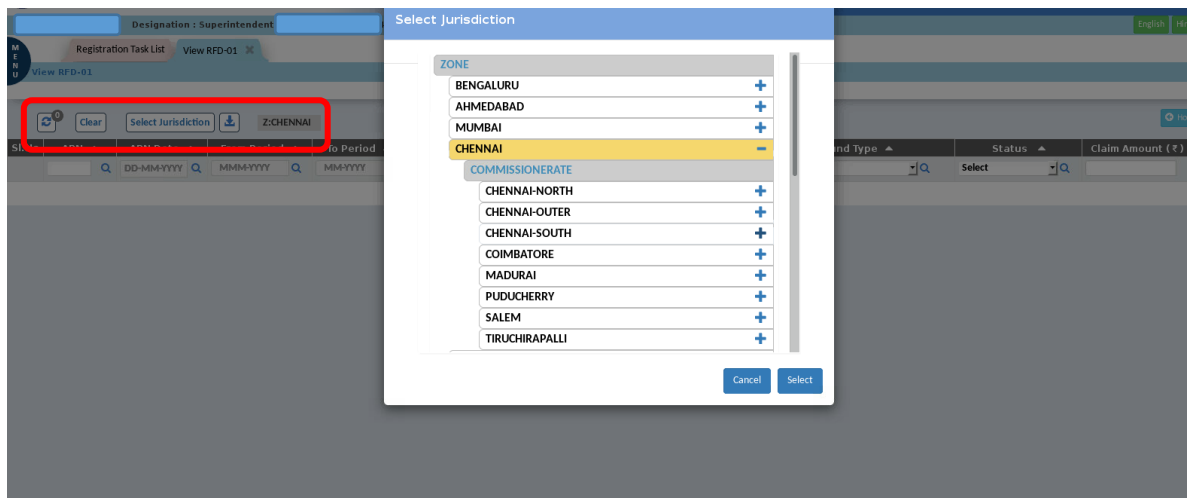


Fig (ii)

- After selecting the Jurisdiction, the user has to click on the Export to excel button as shown in the below figure.

The screenshot shows a web application interface for 'Registration Task List'. At the top, there are tabs for 'View RFD-01' and 'View RFD-01'. Below the tabs, there is a search bar with 'Z:CHENNAI > C:TIRUCHIRAPALLI > D:THANJAVUR' selected. A red box highlights the 'Export to Excel' button, which is represented by a download icon. Below the button is a table with columns: Sl.No, ARN, ARN Date, Period, To Period, Jurisdiction of Taxpayer, GSTIN, Taxpayer Name, Refund Type, Status, and Claim Amount (₹). The table contains 7 rows of data.

Sl.No	ARN	ARN Date	Period	To Period	Jurisdiction of Taxpayer	GSTIN	Taxpayer Name	Refund Type	Status	Claim Amount (₹)
1	AA330120012626J	06-01-2020	Apr-2018	Mar-2019	C:TIRUCHIRAPALLI > D:THANJAVUR > R:TIRUVARUR RANGE	33APLP4204R1ZG	PACKIRISAMY	ITC ACCUMULATED DUE TO INVERTED TAX STRUCTURE	Pending issuance of Acknowledgement/Deficiency Memo	11,41,284.00
2	AA33019064283F	25-10-2019	NA	NA	C:TIRUCHIRAPALLI > D:THANJAVUR > R:TIRUVARUR RANGE	33CHEH02554G1DV	HEAD POST OFFICE MANNARGUDI	EXCESS BALANCE IN ELECTRONIC CASH LEDGER	Sanction Order-Payment Advice Issued	2,600.00
3	AA33019033347G	16-10-2019	NA	NA	C:TIRUCHIRAPALLI > D:THANJAVUR > R:TIRUVARUR RANGE	33APOA5944E2Z1	ABDUL RAZZEK ANEESFATHIMA	EXCESS BALANCE IN ELECTRONIC CASH LEDGER	Sanction Order-Payment Advice Issued	5,839.00
4	AA330120009942U	05-01-2020	Jul-2017	Mar-2018	C:TIRUCHIRAPALLI > D:THANJAVUR > R:TIRUVARUR RANGE	33AOHP87352K1ZZ	KASINATHAN BALAMURUGAN	EXPORTS OF GOODS / SERVICES- W/O PAYMENT OF TAX (ACCUMULATED ITC)	Pending issuance of Acknowledgement/Deficiency Memo	1,54,120.00
5	AA33019013391R	07-10-2019	Jul-2017	Nov-2017	C:TIRUCHIRAPALLI > D:THANJAVUR > R:THANJAVUR - I RANGE	33AACAT7955Q1ZP	t 1732 kalyanapuram 2nd sethi primary agri co op credit society limited	EXPORTS OF GOODS / SERVICES- W/O PAYMENT OF TAX (ACCUMULATED ITC)	NIL Refunds- No action required	0.00
6	AA33019031171V	15-10-2019	NA	NA	C:TIRUCHIRAPALLI > D:THANJAVUR > R:THANJAVUR - I RANGE	33ATAPM0973D1Z3	DURAJRAJ MURUGASUNDARAM	EXCESS BALANCE IN ELECTRONIC CASH LEDGER	Sanction Order-Payment Advice Issued	1,212.00
7	AA330120015995L	07-01-2020	NA	NA	C:TIRUCHIRAPALLI > D:THANJAVUR > R:KUMBAKONAM RANGE	33AAEPV0770E1ZV	MANICKAVELAR	EXCESS BALANCE IN ELECTRONIC CASH LEDGER	Pending issuance of Sanction Order	29,302.00

Fig (iii)

- Once the button is clicked, the pop-up as shown in the figure below will be displayed.

The screenshot shows a 'Report Download Request' pop-up dialog box. The dialog box has a title bar with the text 'Report Download Request'. It contains two input fields: 'File Name' with the value 'ViewRFD01' and 'Requested Date' with the value '17-JAN-2020'. Below the input fields are two buttons: 'Submit' and 'Close'. The background shows the same 'Registration Task List' table as in Fig (iii).

Fig (iv)

5. The user can change the name of the file as shown below.

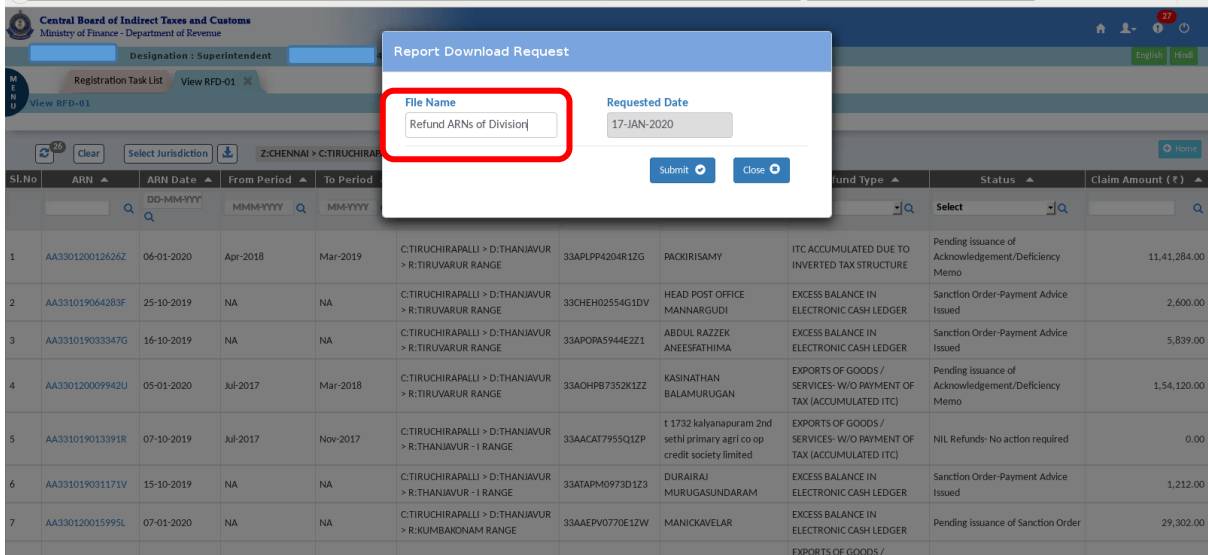


Fig (v)

6. Once the request is submitted, the pop-up shown below will be displayed. The user can open or save the data in the desired location.

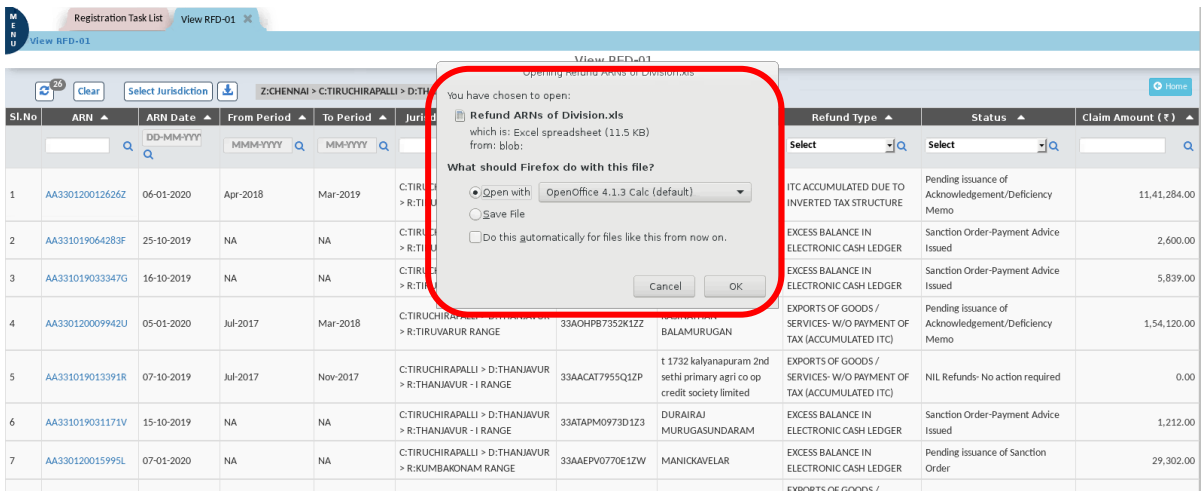


Fig (vi)

7. The entire data available in the view screen will be available in excel sheet as shown below.

S.No.	ARN	ARN Date	From	To Period	Jurisdiction of Taxpayer	GSTIN	Taxpayer Name
1	AA33012001262606-01-2020	Apr-2018	Mar-2019		C:TIRUCHIRAPALLI > D.THANJAVUR > R.TIRUVARUR RANGE	33AP1PP4204R1Z	PACKKRISAMY
2	AA3301019064283425-1-0-2019	NA	NA		C:TIRUCHIRAPALLI > D.THANJAVUR > R.TIRUVARUR RANGE	33CHEH02554G1	AHEAD POST OFFICE MANNARGUDI
3	AA330101903334741-6-1-0-2019	NA	NA		C:TIRUCHIRAPALLI > D.THANJAVUR > R.TIRUVARUR RANGE	33APOP05944E2Z	ABDUL RAZZEK ANEESFATHIMA
4	AA330120009942405-01-2020	Jul-2017	Mar-2018		C:TIRUCHIRAPALLI > D.THANJAVUR > R.TIRUVARUR RANGE	33A0HP87352K1Z	KASINATHAN BALAMURUGAN
5	AA3301019013391407-1-0-2019	Jul-2017	Nov-2017		C:TIRUCHIRAPALLI > D.THANJAVUR > R.THANJAVUR - I RANGE	33AACAT7955Q1Z	M 1732 kalyanapuram 2nd sethi primary
6	AA3301019031171401-5-1-0-2019	NA	NA		C:TIRUCHIRAPALLI > D.THANJAVUR > R.THANJAVUR - I RANGE	33ATAPM0973D1	MURAIRAJ MURUGASUNDARAM
7	AA330120015995407-01-2020	NA	NA		C:TIRUCHIRAPALLI > D.THANJAVUR > R.KUMBakonam RANGE	33AAEPV0770E1Z	MANICKAVELAR
8	AA3301019066501129-1-0-2019	Apr-2019	Apr-2019		C:TIRUCHIRAPALLI > D.THANJAVUR > R.KUMBakonam RANGE	33AABCP7009E1Z	P S TAMARIND PRIVATE LIMITED
9	AA33011905723021-11-2019	May-2019	May-2019		C:TIRUCHIRAPALLI > D.THANJAVUR > R.KUMBakonam RANGE	33AABCP7009E1Z	P S TAMARIND PRIVATE LIMITED
10	AA33011906182122-11-2019	Aug-2019	Aug-2019		C:TIRUCHIRAPALLI > D.THANJAVUR > R.KUMBakonam RANGE	33AABCP7009E1Z	P S TAMARIND PRIVATE LIMITED
11	AA33011905877821-11-2019	Jun-2019	Jun-2019		C:TIRUCHIRAPALLI > D.THANJAVUR > R.KUMBakonam RANGE	33AABCP7009E1Z	P S TAMARIND PRIVATE LIMITED
12	AA33011905885221-11-2019	Jul-2019	Jul-2019		C:TIRUCHIRAPALLI > D.THANJAVUR > R.KUMBakonam RANGE	33AABCP7009E1Z	P S TAMARIND PRIVATE LIMITED
13	AA33011907224726-11-2019	Aug-2019	Aug-2019		C:TIRUCHIRAPALLI > D.THANJAVUR > R.KUMBakonam RANGE	33AFJ8234K1ZV	NAGARAJAI JAYARAJ
14	AA3301219075997425-12-2019	Mar-2018	Mar-2018		C:TIRUCHIRAPALLI > D.THANJAVUR > R.KUMBakonam RANGE	33AAR06582H1	MARIYUR RAMADOSS GANESH
15	AA3301219042663414-12-2019	Apr-2018	Mar-2019		C:TIRUCHIRAPALLI > D.THANJAVUR > R.KUMBakonam RANGE	33AABFT8651Z1Z	THE BISMI EXPORTS
16	AA3301019065292426-1-0-2019	Jul-2017	Jul-2017		C:TIRUCHIRAPALLI > D.THANJAVUR > R.PUDUKKOTTAI - I RANGE	33CRSP51660K1Z	RAMAIAH PILLAI SANKARANARAYANAN
17	AA3301019065293426-1-0-2019	Aug-2017	Aug-2017		C:TIRUCHIRAPALLI > D.THANJAVUR > R.PUDUKKOTTAI - I RANGE	33CRSP51660K1Z	RAMAIAH PILLAI SANKARANARAYANAN
18	AA3301019065299426-1-0-2019	Sep-2017	Sep-2017		C:TIRUCHIRAPALLI > D.THANJAVUR > R.PUDUKKOTTAI - I RANGE	33CRSP51660K1Z	RAMAIAH PILLAI SANKARANARAYANAN
19	AA3301019065300426-1-0-2019	Oct-2017	Oct-2017		C:TIRUCHIRAPALLI > D.THANJAVUR > R.PUDUKKOTTAI - I RANGE	33CRSP51660K1Z	RAMAIAH PILLAI SANKARANARAYANAN
20	AA3301019065306426-1-0-2019	Nov-2017	Nov-2017		C:TIRUCHIRAPALLI > D.THANJAVUR > R.PUDUKKOTTAI - I RANGE	33CRSP51660K1Z	RAMAIAH PILLAI SANKARANARAYANAN
21	AA3301019065307426-1-0-2019	Dec-2017	Dec-2017		C:TIRUCHIRAPALLI > D.THANJAVUR > R.PUDUKKOTTAI - I RANGE	33CRSP51660K1Z	RAMAIAH PILLAI SANKARANARAYANAN
22	AA3301019065313426-1-0-2019	Jan-2018	Jan-2018		C:TIRUCHIRAPALLI > D.THANJAVUR > R.PUDUKKOTTAI - I RANGE	33CRSP51660K1Z	RAMAIAH PILLAI SANKARANARAYANAN
23	AA3301019065318426-1-0-2019	Feb-2018	Feb-2018		C:TIRUCHIRAPALLI > D.THANJAVUR > R.PUDUKKOTTAI - I RANGE	33CRSP51660K1Z	RAMAIAH PILLAI SANKARANARAYANAN
24	AA3301019065319426-1-0-2019	Mar-2018	Mar-2018		C:TIRUCHIRAPALLI > D.THANJAVUR > R.PUDUKKOTTAI - I RANGE	33CRSP51660K1Z	RAMAIAH PILLAI SANKARANARAYANAN
25	AA33011902349009-11-2019	NA	NA		C:TIRUCHIRAPALLI > D.THANJAVUR > R.PUDUKKOTTAI - I RANGE	33ABPF58896N1Z	SOUTHERN DISTRIBUTORS
26	AA330101903551541-6-1-0-2019	NA	NA		C:TIRUCHIRAPALLI > D.THANJAVUR > R.PUDUKKOTTAI - II RANGE	33GAFP56054B1Z	NAINA MOHAMED SIRAJUDHEEN

Fig (vii)

Note: It is pertinent to note here that for the data pertaining to Commissionerate, Division or Range levels, the report will be displayed on the screen. Whereas for Zone level data, the reports will be downloaded in the background as shown below.

Zonal Level Data:

8. User has to select Zone level in the select jurisdiction utility and click on the export to excel button.

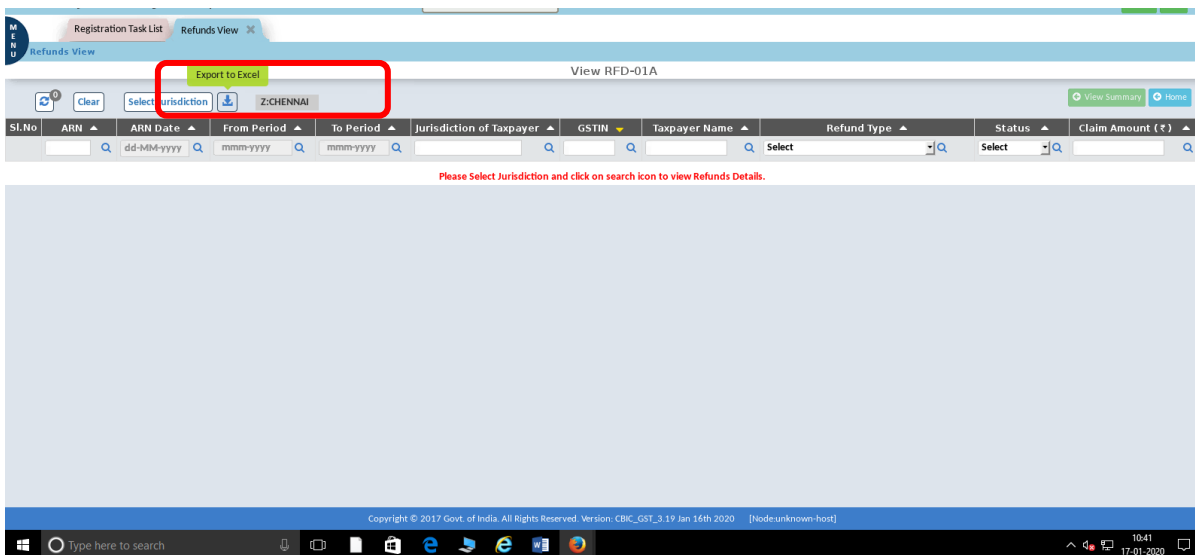


Fig (viii)

9. User can rename the file in the pop-up as shown in the below figure.

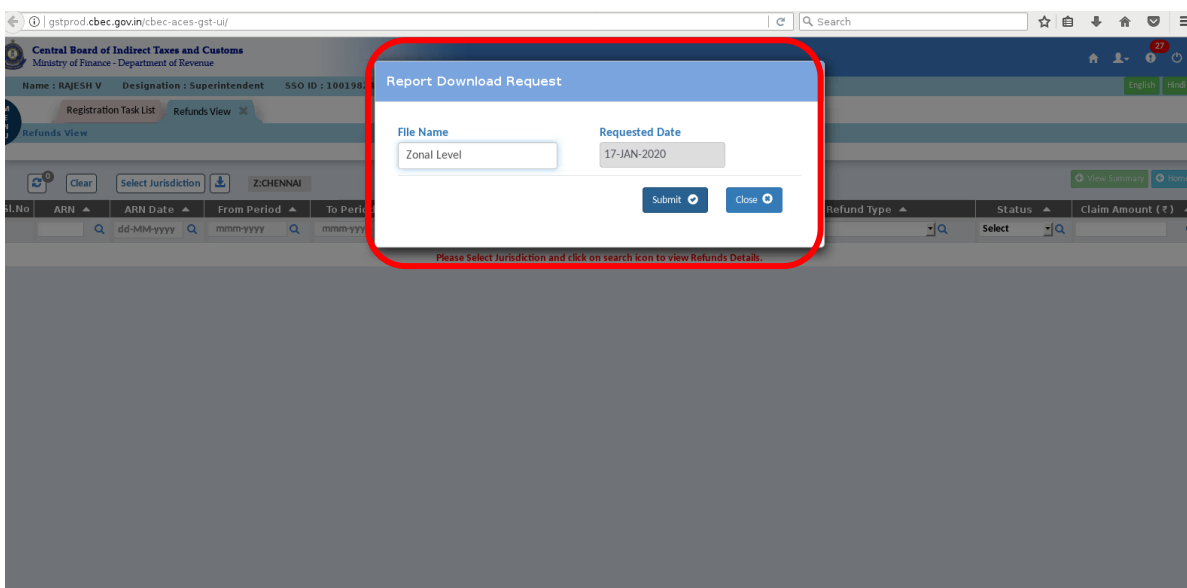


Fig (ix)

10. Once the request is submitted, the user will see the success message as shown in the below figure.

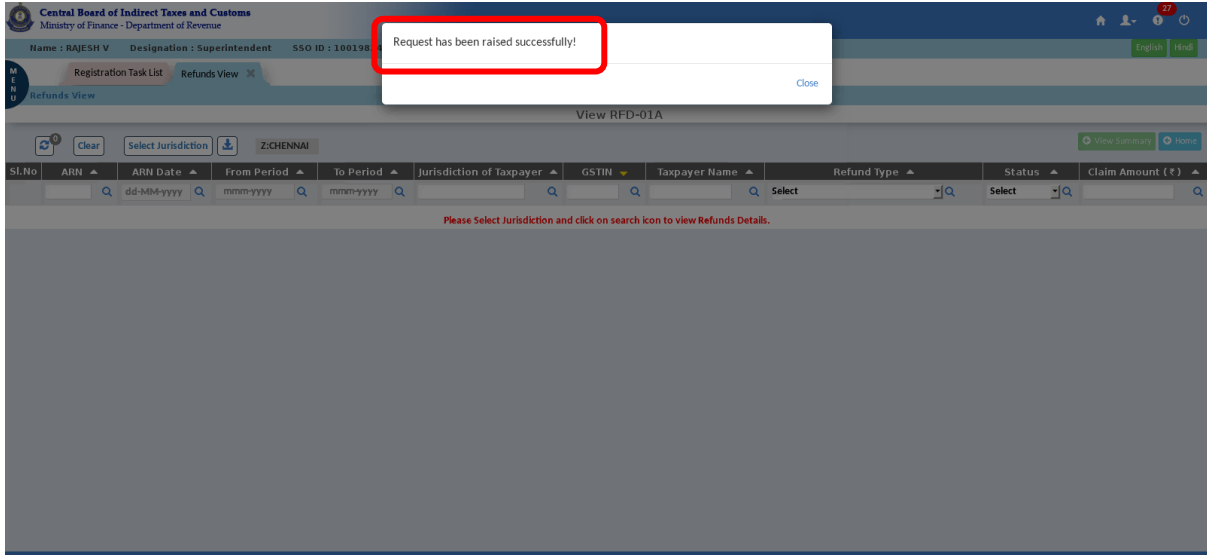


Fig (x)

11. The user has to navigate to the reports section in the Menu, as shown in the below figure.

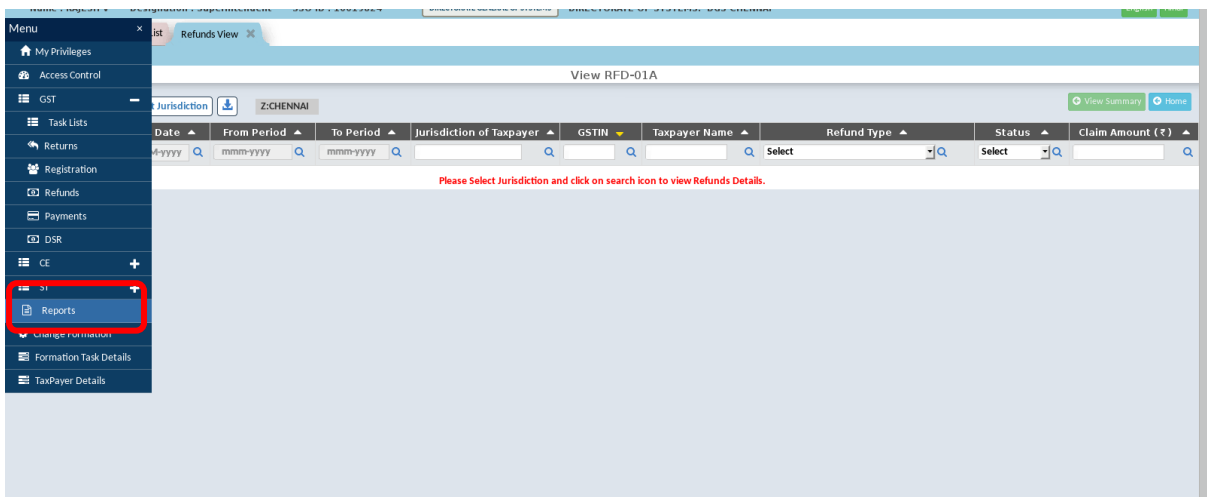


Fig (xi)

12. The user has to click on report downloads.

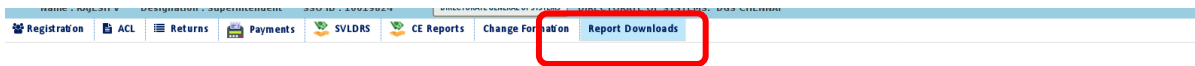


Fig (xii)

13. The user has to click on select Refunds from the drop down.

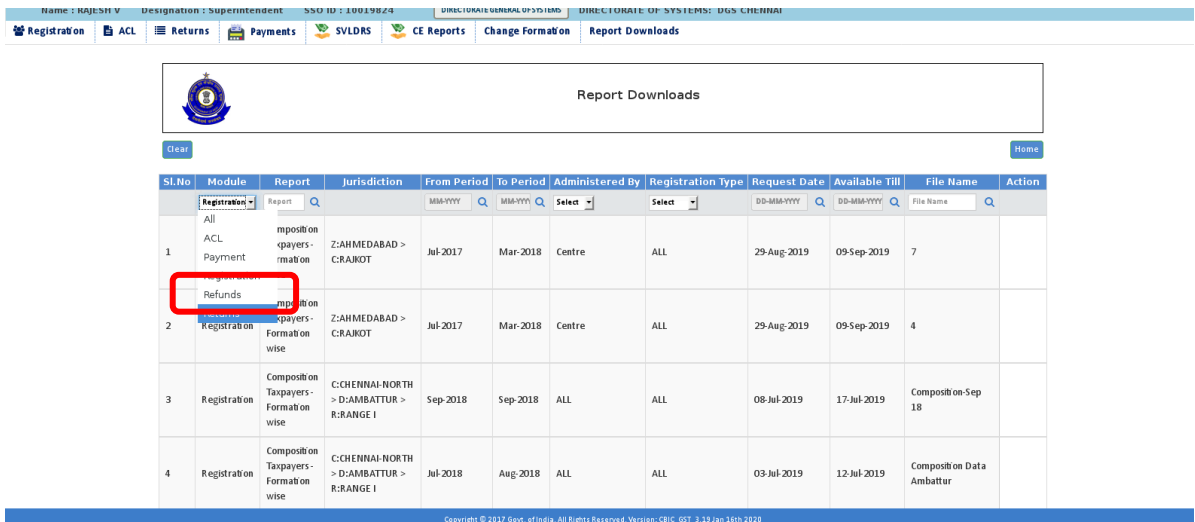


Fig (xiii)

14. The user will be able to locate the file in the list of available downloads as shown in the below figure.

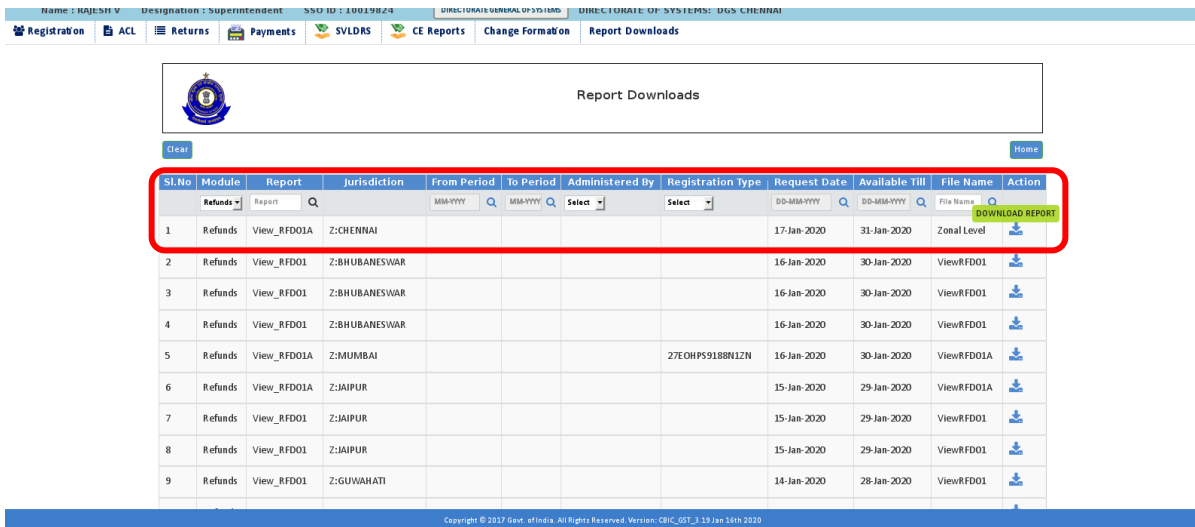


Fig (xiv)

15. The user can click on the download button and the pop-up as shown below be displayed. As of now, the only option shall be to open it in an excel format.

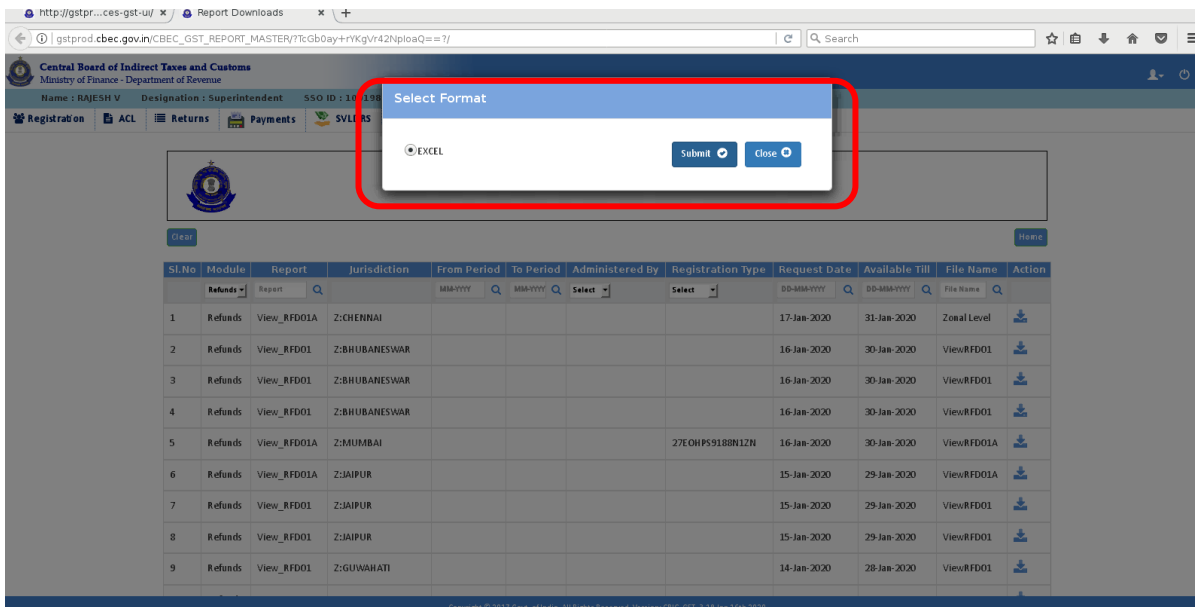


Fig (xv)

16. The user can open or save the file in the desired location.

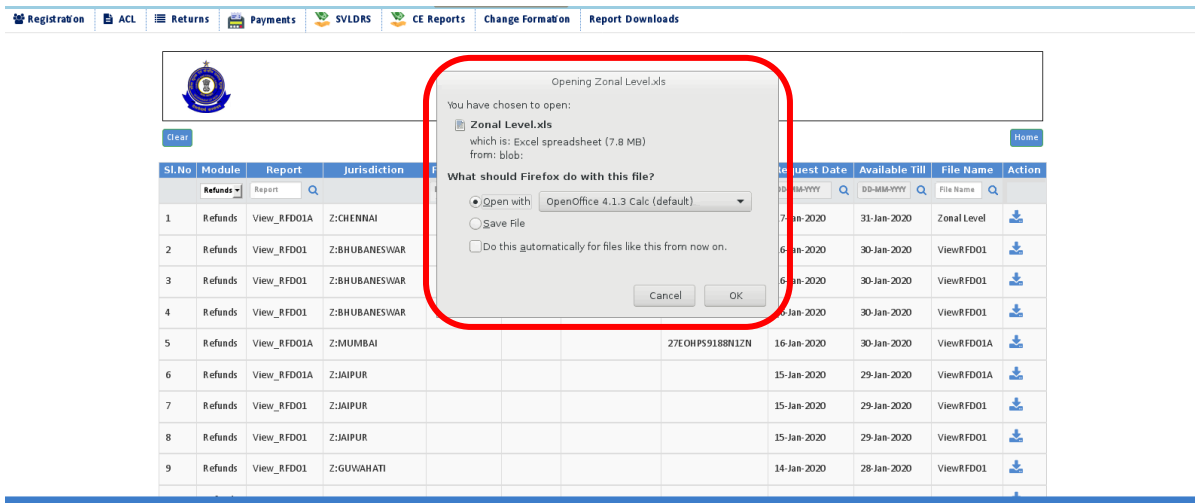


Fig (xvi)

17. The entire data pertaining to the Zone as available in the view screen will be downloaded in excel sheet as shown below

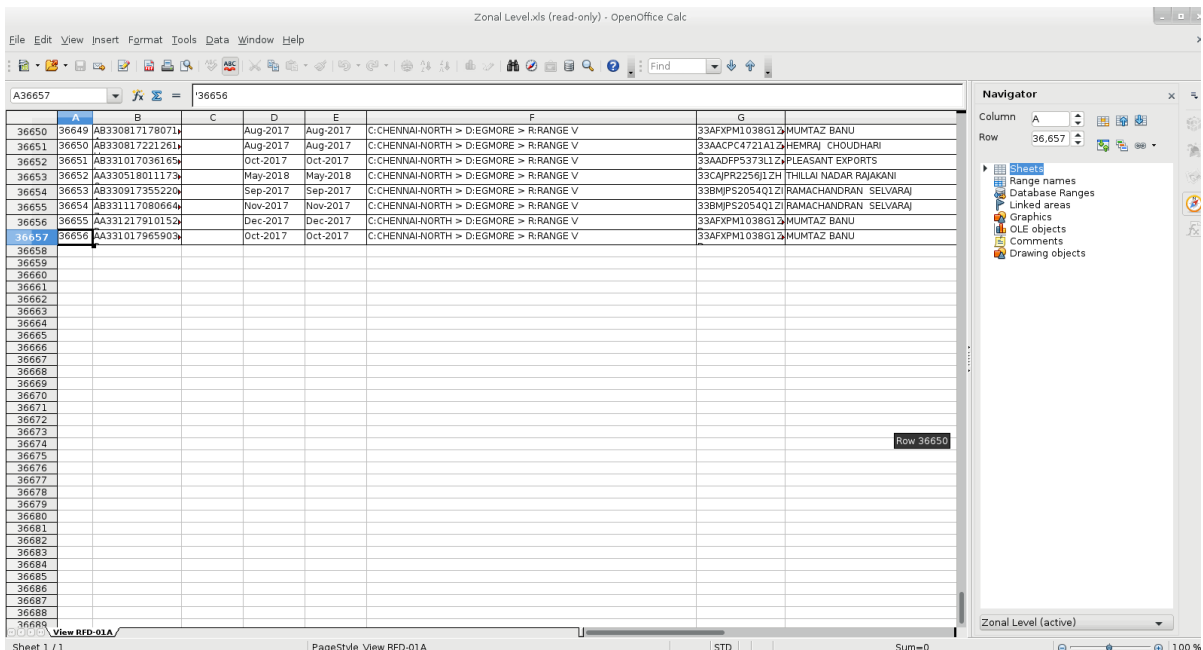


Fig (xvii)