COMMERCIAL TAXES DEPARTMENT

GST SIGNUP

INSTRUCTIONS

- The Goods and Service Tax (GST) is proposed to be introduced soon. As part of this exercise, all existing dealers under TNVAT have to be migrated to the GST portal. This exercise will commence from 1st January 2017 and has to be completed by 15th January 2017.

- A special drive is proposed to be launched to meet this deadline.

Important work to be done for special drive

- Creation of Facilitation Centre in each Circle
- Establishing special camps in all Zone / District headquarters
- Training to officials and dealers
- Wide dissemination for reaching dealers

Facilitation Centre in each Circle

- Facilitation Centres in each Circle as per the indicative diagram in next slide has to be established.
- The facilitation centres will provide assistance to the dealers for registering themselves into GST Portal. (Help file and Power point presentation has been provided)
- The required computer systems and scanners are to be mobilised.
- Required man power for manning the facilitation centre in the cadre of Assistant and Junior Assistant is to be identified.
- Ensure connectivity availability.

Indicative set up for facilitation centres

ENTRY

STEP : 1

Dealer Check:
Whether the dealer have scanned documents or not ?

NO

YES

STEP :1 A SCANNING BLOCK

Scanning documents as per requirement





PC1

PC2

STEP : 2
VERIFICATION BLOCK

A

B

C

Document to beverified :

1. Whether the Scanned docs are within the specification?
2. Whether the dealer has filled up mandatory fields ?

Officials shall rectify the defects and correct the records as required

STEP : 3
UPLOADING BLOCK

D

E

F

G

1. Migrating dealer data from TSP website to GST portal
2. Start Signup. Validate and check mandatory fields
3. Upload required documents /Photographs
4. Complete signup process.

* All System shall be connected in LAN and data should be shared in common folder with dealer name/TIN

EXIT

Special camps in all Zones / Districts headquarters

- Special camps have to be setup in all the Zones / Districts
- The special camps will provide assistance to the dealers for registering themselves into GST Portal. (Help file and Power point presentation has been provided)
- Joint Commissioners have to identify locations like CT training centres, Colleges and Schools etc.
- The identified locations should have computers and network connectivity
- Required scanners if not available needs to be arranged
- The special camps have to be functional for a period of 15 days
- The Data Entry operators will be deputed to these camps through ELCOT

Training

- To complete this exercise, officials and dealers are to be provided necessary training.
- The tentative program is given below for organising training program

Sl. No	Date and Session	Participants	Venue
1	24.12.2016 10.30 am-1.00 pm	All Territorial Deputy Commissioners, Deputy Programmers and Assistant Programmers	Conference Hall, Greams Road, Chennai-600006
2	26.12.2016 10.30 an-1.00 pm & 2.30 pm-5.00pm	AOs of Chennai North AOs of Chennai Central	Conference Hall, Greams Road, Chennai-600006
3	26.12.2016 Session will be decided by the respective JCs	AOs of all the Circles other than Chennai	Respective Divisional Headquarters
4	27.12.2016 10.30 an-1.00 pm & 2.30 pm-5.00pm	AOs of Chennai South AOs of Chennai East	Conference Hall, Greams Road, Chennai-600006
5	26.12.2016 to 28.12.2016 Session to be decided by the JCs	DEOs and officials identified for special camps	Respective Divisional Headquarters

Training

... Contd.

1.	28/12/2016 & 29/12/2016	12th return dealers at respective division Head quarters
2	30/12/2016	Training to STPs at respective division Head quarters(For Chennai at Conference Hall, Greams Road, Chennai-6
3	30/12/2016	Trade Associations training to be organized by the respective Joint Commissioners in the Association premises

Wide dissemination

- Wide publicity has to be provided to popularise amongst dealers
- Press Release to the local news papers have to be issued
- Advertisement in the news papers to be given
- Theatre slides may be provided
- Pamphlets can be printed and issued

Thank you