



GOVERNMENT OF KARNATAKA
COMMERCIAL TAXES DEPARTMENT

No. Adcom (R & R)/ STP/CR-131/17-18

Office of the
Commissioner of Commercial Taxes,
Vanijya Therige Karyalaya, Kalidasa Marg,
Gandhinagar, Bengaluru – 560009.

Date: 22.01.2018

COMMISSIONER OF COMMERCIAL TAXES CIRCULAR No. 14/ 2017-18.

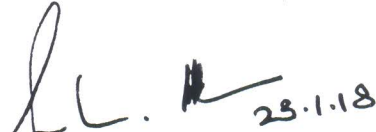
**Subject: KGST ACT, 2017 -Electronic system to approve enrolment of
Goods and Services Tax Practitioners - Reg.**

- (1) With the introduction of Goods and Services Tax Act, 2017 in the country, the nature and scope of the tax practitioners is redefined and enlarged to the extent of filing of online statements, returns, uploading of tax invoices, seeking amendments, payments and refunds on behalf of the taxable persons who authorise the tax practitioner. The scope of geographical jurisdiction and functional jurisdiction is also enlarged due to advent of the GST Act and also because of subsuming of different acts under one umbrella of GST. Because of this, the validity of Sales Tax Practitioners enrolled under the previous Karnataka Value Added Tax Act, 2003, hitherto, has lost its relevance under the GST Act.
- (2) The present GST Act, 2017 enables the newly enrolled practitioners to practice in any part of the country before any of the GST authority, irrespective of the fact that the applicant is enrolled under the State/Union Territory jurisdiction or Central jurisdiction. Any person enrolled under the GST Act, 2017 as **Goods and Services Tax Practitioner** (hereinafter referred in short as **GSTP**) residing in the state of Karnataka and enrolled under Karnataka state authority can represent any other taxable person of any other state before the GST authorities of the respective states. Thus, the GSTP enrolment made in any one state or UT or

Centre becomes Pan India enrolment. The act also mandates the taxable person to authorise a GSTP online and also the latter to accept online only.

- (3) The provisions of section 48 of the KGST Act, 2017 and Rules 83 and 84 of the KGST Rules 2017 envisages that every prescribed eligible applicant shall apply online, in **FORM GST PCT-01**, in the **Common Portal** - www.gst.gov.in for enrolment as Goods and Service Tax Practitioner.
- (4) Commercial Taxes Department, Karnataka with its robust and stable IT infrastructure has opted to be a **Model-1** State wherein the back-end processes for tax administration are required to be designed and developed by department. The Additional Commissioner of Commercial Taxes (Revision and Recovery) has been authorised under the Karnataka Goods and Services Act, 2017 as the **Authorised Officer**, an authority to issue Enrolment Certificate as per the notification No. KGST.CR.45/17-18 dated 17.08.2017.
- (5) Accordingly, an online system of flow of application from the **Authorised Officer** to respective **JCCT-DGSTO** to **LGSTOs / SGSTOs** and back to the **Authorised Officer** is developed. The applications for new enrolment received by the **Authorised Officer** shall be forwarded to the respective **JCCT-DGSTO** who in turn conduct verification of the documents. The **JCCT-DGSTO** after receipt of application in his login, issues an endorsement, electronically, informing the applicant to appear before him within seven days from the date of issue of endorsement, in his office for verification of the originals. Upon, verification of the documents, the **JCCT-DGSTO** uploads the verification report along with his recommendations and then forward to the authorised officer for final approval or rejection. In case, the **JCCT-DGSTO** is of the opinion that the professional address of the applicant need to be verified, he may forward the application to the concerned jurisdictional **ACCT-LGSTO** or **CTO-SGSTO**, who in turn submits his field report online, after conducting verification of the place of profession. After the receipt of the verification report from the **JCCT-DGSTO**, the authorised officer either accepts or rejects the application online in www.gst.kar.nic.in/gstpro.
- (6) The flow chart, detailed procedure backend process chart and verification report are prepared based on which NIC has developed online backend process system which is tested and is put in place and is attached herewith.

- (7) It is hereby directed to the concerned officers to communicate to all the associations of the tax practitioners and their fraternity in the state for the purpose of smooth functioning of the module.
- (8) Further, any difficulties in implementation of the above instructions may please be brought to the notice of the **Authorised Officer** i.e. the Additional Commissioner of Commercial Taxes (Revision & Recovery), Office of the Commissioner of Commercial Taxes (Karnataka), I Floor, Kalidasa Marg, Gandhinagar, Bengaluru – 560009 either through written communication or through email to addcom.randr@gmail.com so as to further improve the back-end process module.

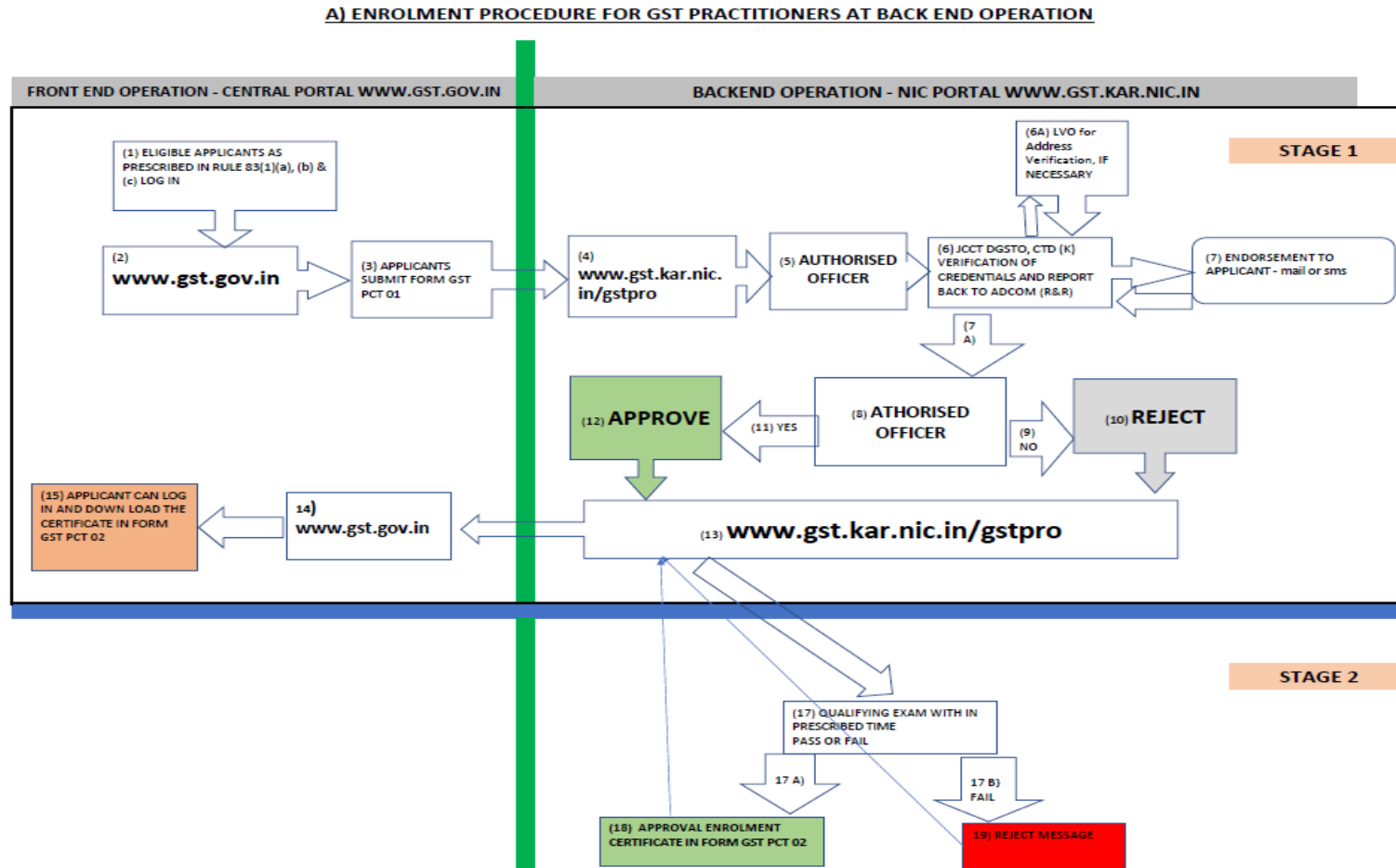

(SRIKAR M S) 23.1.18

Commissioner of Commercial Taxes (Karnataka),
Bengaluru

To

All the officers of the Commercial Taxes Department

FLOW CHART SHOWING THE PROCEDURE FOR APPLICATION, VERIFICATION AND ENROLMENT OF GSTP FROM CENTRAL PORTAL www.gst.gov.in TO STATE PORTAL www.gst.kar.nic.in/gstpro



(1) **THE PROCEDURE FOR ENROLMENT OF GOODS AND SERVICES TAX PRACTITIONER.**

- (a) The qualified applicants shall apply on line in the Common Portal in www.gst.gov.in by filing all the relevant information and documents sought therein.
- (b) The completed applications are received through API (Application Program Interface) to the NIC server in www.gst.kar.nic.in/gstpro from the Central Portal.
- (c) The **Authorised Officer** authorised by the Government is the authority to approve or reject the applications after making enquiry as it considers necessary.
- (d) The Additional Commissioner of Commercial Taxes (Revision & Recovery), office of the Commissioner of Commercial Taxes (Karnataka), Gandhinagar, Bengaluru, is the duly **Authorised Officer**, as per the notification No. KGST.CR.45/17-18 dated 17.08.2017.
- (e) The Authorised Officer shall cause verification of the information such as identity proof, primary address and qualification proof and any other, furnished by the applicants in their applications, through the jurisdictional Divisional Joint Commissioner of Commercial Taxes (hereinafter referred as **JCCT-DGSTO**).
- (f) The JCCT-DGSTO, on receipt of the application from the Authorised Officer, shall issue an **Endorsement**, electronically through email, to the applicant calling him to appear in his office within seven days from the date of the mail sent, for verification of the documents uploaded in the Common Portal with that of the originals to ascertain the genuineness of the same.
- (g) *The Jurisdictional JCCT may further, if in his opinion feels if it necessary to do so, can cause, verification of the professional address furnished by the applicant, by forwarding the application to the respective jurisdictional Local GST Offices for conducting physical verification of the same.*

- (h) The Assistant Commissioner of Commercial Taxes heading the Local GST Office (hereinafter referred as **ACCT-LGSTO**) or the Commercial Tax Officers heading the Sub GST Office (hereinafter referred as **CTO-SGSTO**), on receipt of the applications, can conduct verification through the Commercial Tax Inspector (**CTI**) of the office and submit a **Field Report** to the JCCT-DGSTO within seven days from the date of the receipt of the application in his inbox.
- (i) After due verification of the original documents and on receipt of the field report from the ACCT-LGSTO or CTO-SGSTO, the JCCT-DGSTO shall forward **Verification Report** along with the **Field Report** (wherever it is applicable) to the **Authorised Officer** along with his/her recommendations whether to approve or reject the application.
- (j) On receipt of the verification report and recommendations from the JCCT-DGSTO, the **Authorised Officer** may approve or reject the application, as the case may be, through his/her Digital Signature Certificate (DSC).
- (k) On the action taken by the Authorised Officer in the www.gst.kar.nic.in/gstpro, the result is forwarded to the Common Portal www.gst.gov.in and then the applicant is intimated through both SMS (Short Message Service) to his mobile number and also to his email ID furnished at the time of applying.
- (l) In case of successful enrolment, the applicant can download the enrolment certificate in **Form GST-PCT-02** with temporary password given therein from the common portal www.gst.gov.in
- (m) In all those cases, where Enrolment Certificate in Form **GST PCT 02** is issued to the GSTP, he shall remain enrolled until he passes such examination conducted at such periods and by such authority as may be notified by the Commissioner on the recommendations of the Council.
- (n) Provided further that no person to whom the provisions of clause (b) of sub-rule (1) of Rule 83 of the KGST Rule 2017 apply shall be eligible to remain enrolled unless he passes the said examination within a period of one year from the appointed date.

USER MANUAL:
BACKEND PROCESSING OF APPLICATIONS FOR ENROLMENT AS GSTP
(UNDER KGST ACT & RULES 2017).

2) STAGE I – AT THE LEVEL OF AUTHORISED OFFICER - ADCOM (R&R).

- **HOME PAGE:** New Cases / Reply received from JCCT / Pending before JCCT / Approved.

Registration Type	Name	Days Left For Approval	Current Status
Tax Practitioner	HASANA NARAYANA NAGARAJA	18	New Application Assigned to Adcom (R & R)
Tax Practitioner	Sabareesan Sarangapani Venkatesh	18	New Application Assigned to Adcom (R & R)
Tax Practitioner	AMBRESH	18	New Application Assigned to Adcom (R & R)
Tax Practitioner	VIPUL NARENDRA LUTHIA	18	New Application Assigned to Adcom (R & R)
Tax Practitioner	VINAYAK HEGDE	18	New Application Assigned to Adcom (R & R)
Tax Practitioner	MADHUSUDAN WUNTAL	18	New Application Assigned to Adcom (R & R)
Tax Practitioner	GHALINGAMURTHY KATTIMATH	18	New Application Assigned to Adcom (R & R)
Tax Practitioner	NAGASUNDARA BHAGYA JYOTHI	18	New Application Assigned to Adcom (R & R)
Tax Practitioner	SUBRAMANYA GANAPATI HEGDE	18	New Application Assigned to Adcom (R & R)
Tax Practitioner	JEEVAN LAL	18	New Application Assigned to Adcom (R & R)
Tax Practitioner	ASHOK KANDAKUR	18	New Application Assigned to Adcom (R & R)
Tax Practitioner	Harish Agarwal	18	New Application Assigned to Adcom (R & R)

➤ **LOG SHEET**

ARN No.: AA2906170727951 Name: HASANA NARAYANA NAGARAJA Type: RTTR1 Submitted on: 06/11/2017

SI No	Date	Action Taken	Remarks	Action By Name / Post
1	18/01/2018 05:07 PM	New	New Application Recd. from GSTN	

➤ **SAMPLE APPLICATION FORM**

ARN No.: AA290617072795I	Name: HASANA NARAYANA NAGARAJA	Type: RTTR1	Submitted on: 06/11/2017
-----------------------------	--------------------------------------	-------------	-----------------------------

[Application](#) [Log](#) [Action](#)

Sl. No	Field Name	Value	Documents	Status	No. of Queries Raised
1	Applicant Details				
(i)	Name	HASANA NARAYANA NAGARAJA	1. View Document		
(ii)	Father Name	H S Narayana			
(iii)	Gender	M			
(iv)	Date of Birth	09/07/1963			
(v)	Mobile	9448684471			
(vi)	Aadhaar Number	859398956453			
(vii)	PAN	ACDPN6804A			
(viii)	Telephone Number	080 - 26767991			
(ix)	Applicant Email	nagaraja@v- fms.com			
2	Primary Address				

(i)	Address	1/A 1st Floor, 7th Main, 9th Cross, N R Colony Bengaluru - 560004	1. View Document		
3	Enrolment				
(i)	Application Status	Pending for Verification			
(ii)	Mobile Number	9448684471			
(iii)	Email (Enrolment)	nagaraja@v-fms.com			
(iv)	GST Practitioner Name	HASANA NARAYANA NAGARAJA			
4	Enrolment Sought As:				
4.1	Retired official of CTD/CBEC (Rule 83(1)(a))				
(i)	Department Retired From				
(ii)	Designation While Retiring				
(iii)	Retirement Date				
4.2	Existing Sales Tax Practitioner or Tax Return Preparer (Rule 83(1)(b))				

(i)	Membership Taken	Y			
(ii)	Roll No				
(iii)	STP Registration Number				
(iv)	STP Registration Date				
(v)	Registered With				
(vi)	Registered State (If Registered with is 'S')				
4.3	Degree/PG Holder as per Rule 83(1)(c)(i) or (ii) or (iii)				
(i)	Qualifying Degree	ICAI Accounting Technician	1. View Document 2. View Document		
(ii)	University/Institute Name	Bangalore			
(iii)	Year of Passing	1984			
4.4	CA/CMA/CS (Rule 83(1)(c)(iv))				
(i)	Institute Name				
(ii)	Membership or Enrolment Number				
(iii)	Membership Type				

(iv)	Date of Enrolment of Membership				
(v)	Membership Valid Up to				
4.5	Lawyer at Bar Council				
(i)	Bar Council Name				
(ii)	Enrolment Number as given by Bar Council				
(iii)	Date of Enrolment				
(iv)	Enrolment valid up to				
5	Declaration Details				
(i)	Applicant Name	HASANA NARAYANA NAGARAJA			
(ii)	PAN (Declaration Details)	ACDPN6804A			
(iii)	Declaration Date				
(iv)	Sign Type	EVC			
(v)	Place	Bengaluru			

➤ **ACTION – FORWARD TO OFFICER (JCCT-DGSTO).**

The screenshot shows the GSTPro interface with the following details:

- ARN No.: AA2906170727951
- Name: HASANA NARAYANA NAGARAJA
- Type: RTTR1
- Submitted on: 06/11/2017

The 'Application Action' dropdown is set to 'FORWARD TO OFFICER'. The 'Forward To' dropdown is set to 'JCCT, DVO-3, B'lore, (GJC0106)'. The 'Remarks' field contains the text: 'YOU ARE REQUESTED TO VERIFY THE CREDENTIALS OF THE APPLICANT WITH RESPECT TO THE INFORMATION & DOCUMENTS FURNISHED AND SUBMIT THE REPORT WITHIN FIFTEEN DAYS.' A 'Send' button is located at the bottom of the form.

Ver 1.0 072017 Powered By CTD,Karnataka and NIC, Bengaluru

➤ **PENDING WITH JCCT-DGSTO**

The screenshot shows the 'Reg_List_view.aspx?catg=NEWREG&status=NEW' page. The 'Select Registration Type' dropdown is set to 'Tax Practitioner'. The table below lists the pending registrations:

ARN	Registration Type	Name	Days Left For Approval	Current Status
AA290717082147R	Tax Practitioner	Sabareesan Sarangapani Venkatesh	18	Application Assigned For Verification to JCCT, DVO-1, B'lore
AA290717082619G	Tax Practitioner	AMBRESH	18	Application Assigned For Verification to JCCT, DVO, Gulbarga.
AA2906170731119	Tax Practitioner	Ganesh Manju	12	Application Assigned For Verification to JCCT(A), DVO, Mysore.
AA290717076936C	Tax Practitioner	VIPUL NARENDRA LUTHIA	18	Application Assigned For Verification to JCCT, DVO DHARWAD
AA290717077074T	Tax Practitioner	VINAYAK HEGDE	18	Application Assigned For Verification to JCCT, DVO-02, B'lore
AA290617072891O	Tax Practitioner	MADHUSUDAN WUNTKAL	18	Application Assigned For Verification to JCCT, DVO, Gulbarga.
AA290717005598P	Tax Practitioner	Jayashkraswamy Nandesh	12	Application Assigned For Verification to JCCT(A), DVO, Mysore.
AA290118009081K	Tax Practitioner	JAVARAM MOHANRAO SAGAR	12	Application Assigned For Verification to JCCT, DVO DHARWAD
AA2906170731127	Tax Practitioner	YALLAPPA CHINTAMANI KABADI	12	Application Assigned For Verification to JCCT, DVO DHARWAD
AA290717079544K	Tax Practitioner	GHANALINGMURTHY KATTIMATH	18	Application Assigned For Verification to JCCT, DVO, Davanagere
AA290717002649T	Tax Practitioner	BISALEHALLI SHIVARUDREGOWDA DRIVAKUMAR	12	Application Assigned For Verification to JCCT, DVO, Malnad Division, Shimoga
AA290617072831U	Tax Practitioner	SUBRAMANYA GANAPATI HEGDE	18	Application Assigned For Verification to JCCT, DVO-02, B'lore

3) STAGE II – AT THE LEVEL OF JCCT- DGSTO.

➤ JC LOGIN / HOME SCREEN

The screenshot shows the GSTPro - GST Processing System interface. At the top, there is a navigation bar with the GST logo and the text 'GSTPro - GST Processing System'. Below this, there is a 'Select Registration Type' dropdown menu set to 'Tax Practitioner'. The main content area displays a table with columns for 'Assigned(16)', 'Reply/Received', 'Pending With ACCT/CTO(1)', and 'Endorsement Issued(0)'. The table lists 16 tax practitioners with their ARN, Registration Type, Name, Days Left For Approval, and Current Status.

ARN	Registration Type	Name	Days Left For Approval	Current Status
AA290917094415K	Tax Practitioner	Gulapura Anjinappa Ganganjnamurthy	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA290717128285U	Tax Practitioner	PRAMODINI KULKARNI	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA290617072765L	Tax Practitioner	TEJESHA BENNEGERE MARULASIDDAIAH	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA2911170421496	Tax Practitioner	THIPPUR LAKSHMANA RAKESH	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA2907171121557	Tax Practitioner	HEMANTH NELAMANGALA PRABHAKARA	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA290817014689J	Tax Practitioner	THRIVENI	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA291117026392B	Tax Practitioner	MASANDANAIK BHEEMLA NAIK	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA290717111006D	Tax Practitioner	VASUDEVAIAH NIDASALE PUSHPA	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA2910170066559	Tax Practitioner	Guttekempanapalya Hanumantharayappa Shwetha	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA290717159745H	Tax Practitioner	RAJEEV HEGDE	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA290717138608M	Tax Practitioner	CHANGAPPA NARASIMHALU	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA290917078454I	Tax Practitioner	GURUMALLA SWAMY PUTTAMADAPPA	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.
AA291117033800F	Tax Practitioner	HARISHKUMAR	20	Application Assigned For Verification to JCCT, DVO-6, B'lore.

➤ ACTIVITY 1: MAIL ENDORSEMENT TO APPLICANT - through mail for verification of documents. Cross-verify the same and upload the Verification Report under Action > Reply to Officer.

The screenshot shows the 'ENDORSEMENT TO APPLICANT' form in the GSTPro - GST Processing System. The form is titled 'ISSUE ENDORSEMENT FOR DOCUMENTS VERIFICATION'. It includes fields for 'Email Address' (vmasaleha@gmail.com) and 'Email Body'. The email body contains a message from the Joint Commissioner, Bengaluru, dated 23-01-2016, regarding the verification of original documents for the application of HEMANTH NELAMANGALA PRABHAKARA. The form also has a 'Send Email' button and a 'Ver 1.0 072017' footer.

Application: Log: Action: Endorsement

ENDORSEMENT TO APPLICANT
ISSUE ENDORSEMENT FOR DOCUMENTS VERIFICATION

Email Address: vmasaleha@gmail.com

Email Body: Dear Mr. HEMANTH NELAMANGALA PRABHAKARA,
In pursuance to your application for enrolment as Goods and Services Tax Practitioner under the KGST Act, 2017 and read with KGST Rules, 2017, in Form GST PCT-01, bearing ARN AA-2907171121557, you are hereby directed to appear before the undersigned for verification of original documents with that of the uploaded documents by you, within seven days from the date of receipt of this endorsement.
Please note that, failure to comply with this endorsement would be treated as no response from you and thereafter, your application would be liable to be rejected.
Regards,
Joint Commissioner
Bengaluru
Date: 23-01-2016

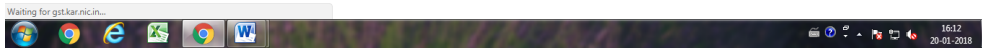
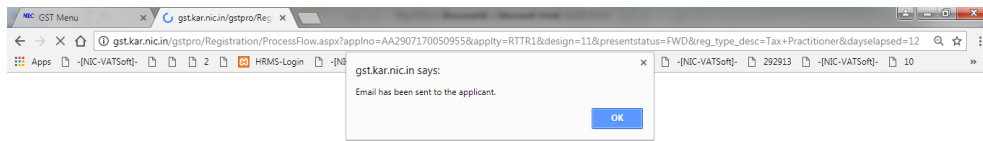
Office:

Send Email

Ver 1.0 072017

Powered By: CTD, Karnataka and NIC, Bengaluru

11:06
23-01-2018

➤ **MAIL CONFIRMATION**➤ **VERIFICATION REPORT OF THE ORIGINAL DOCUMENTS**

JCCT-DGSTO			
Verification of credentials by the Joint Commissioner of Commercial Taxes - Divisional Goods and Services Tax Office.			
1	O/o the DGSTO		
2	Date of Verification		
3	Name of the applicant appeared		
	Documents Verified	TICK	REMARKS
4	Address of principle place of business	YES / NO	
5	Address of the residence	YES / NO	
6	Education qualification records	YES / NO	
7	Service records	YES / NO	
8	Previous STP or TRP certificates	YES / NO	
9	Professional records	YES / NO	
10	In case of partnership firm, partners details such as names, PAN, Aadhar, Mobile Number, Email Address and address	YES / NO	

11	In case of company - details of directors similar to above	YES / NO	
12	Is site visit to the address flagged?	YES / NO	
13	If yes, then report of the ACCT - LGSTO verified?	YES / NO	
14	REMARKS BY THE JCCT - DGSTO		

The uploaded documents are to be cross verified with the original documents and any other documents which the JCCT deems fit to ascertain the genuineness of the applicant.

➤ SUBMIT TO OFFICER – DOCUMENTS VERIFICATION REPORT

ARN No.: AA2907171121557 Name: HEMANTH NELAMANGALA PRABHAKARA Type: RTTR1 Submitted on: 06/11/2017

Application Action: SUBMIT TO OFFICER

Forward To: Adcom (R & R)(SSD3009)

Remarks: Verification of documents done. The application may be approved.

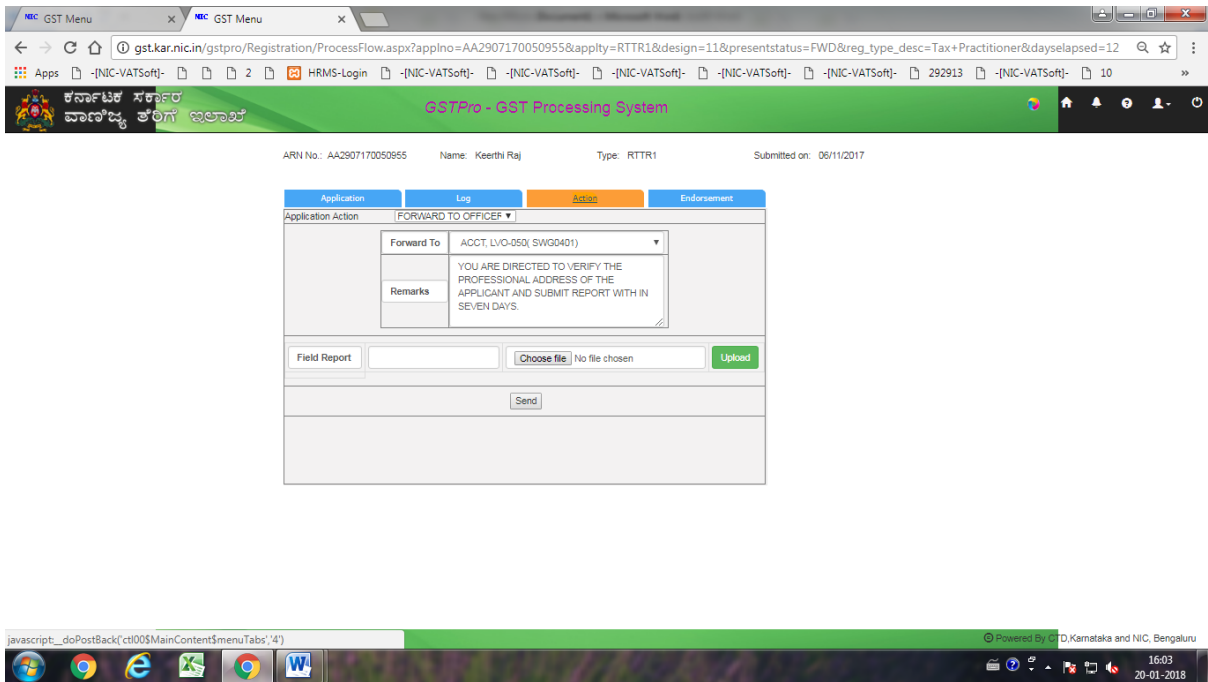
Field Report: Choose File: No file chosen Upload

Send

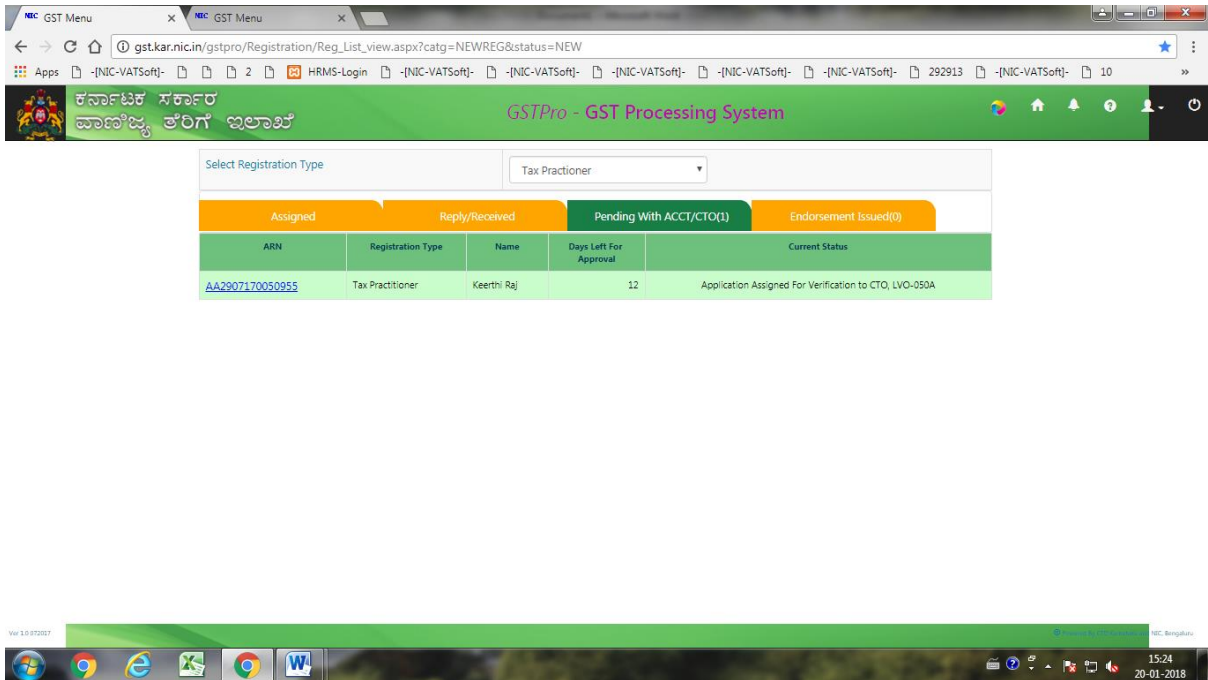
SINO.	ViewFiles	Delete	arn	filename	uploadded_by	exten
1			AA2907171121557	Trp_offr22-01-2018000002244924_MJN2205.pdf	MJN2205	PDF
2			AA2907171121557	Trp_offr22-01-2018000002244410_MJN2205.jpg	MJN2205	JPG

Ver 1.0 072017 © Powered By CTD,Karnataka and NIC, Bengaluru

➤ **ACTIVITY 2: FORWARD APPLICATION TO LGSTO/SGSTO** - for verification of the address of the profession furnished.

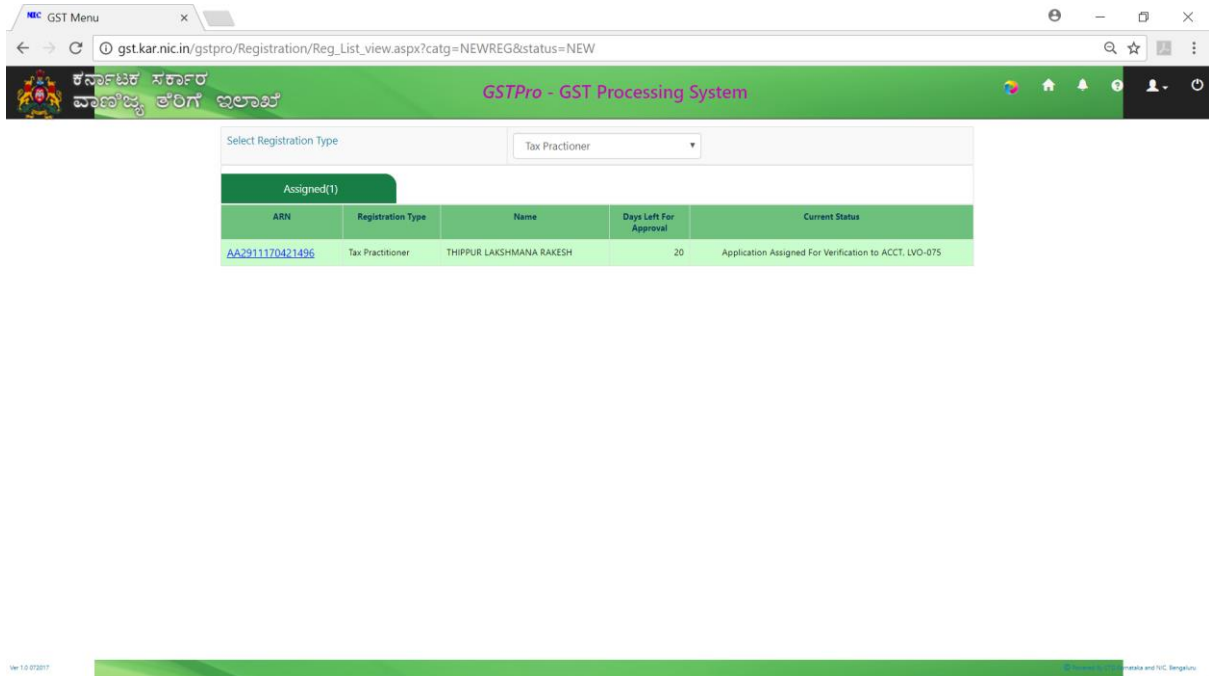


➤ **PENDING WITH ACCT-LGSTO**



3) STAGE III – AT THE LEVEL OF ACCT-LGSTO / CTO-SGSTO.

➤ LOG IN – HOME SCREEN OF ACCT



- **CTI REPORT** - To visit the place and submit Field Report. Upload the Field Report along with remarks under **Action > Reply to officer – back to JCCT.**

ACCT-LGSTO			
Field Report by the ACCT-LGSTO.			
1	Name of the ACCT		
2	Name of the LGSTO		
3	Name of the CTI who conducted site visit of the principle place of business of the applicant		
4	Copy of the statement drawn - Yes or No	YES	NO
5	Remarks of the CTI – LGSTO		
6	Remarks of the ACCT – LGSTO		

After receipt of the Field Report, as mentioned in above, submit to the JCCT with remarks, if any,

➤ **SUBMIT REPLY TO JCCT**

Application Action: SEND REPLY

Forward To: JCCT, DVO-6, B'lore. (MUN2205)

Remarks: Field verification is done and report is enclosed.

Field Report: Enclosed

Choose File: 2A GSTP FLOW CHART.xlsx

Upload

Send

SINo.	ViewFiles	Delete	arn	filename	uploaded_by	exten
1			AA2911170421496	Trp_ofrr22-01-20180000002256232_vmb2412.pdf	vmb2412	PDF
2			AA2911170421496	Trp_ofrr22-01-20180000002256545_vmb2412.jpg	vmb2412	JPG
3			AA2911170421496	Trp_ofrr22-01-20180000002257655_vmb2412.docx	vmb2412	DOCX

4) **STAGE IV- AT THE LEVEL OF JCCT-DGSTO.**

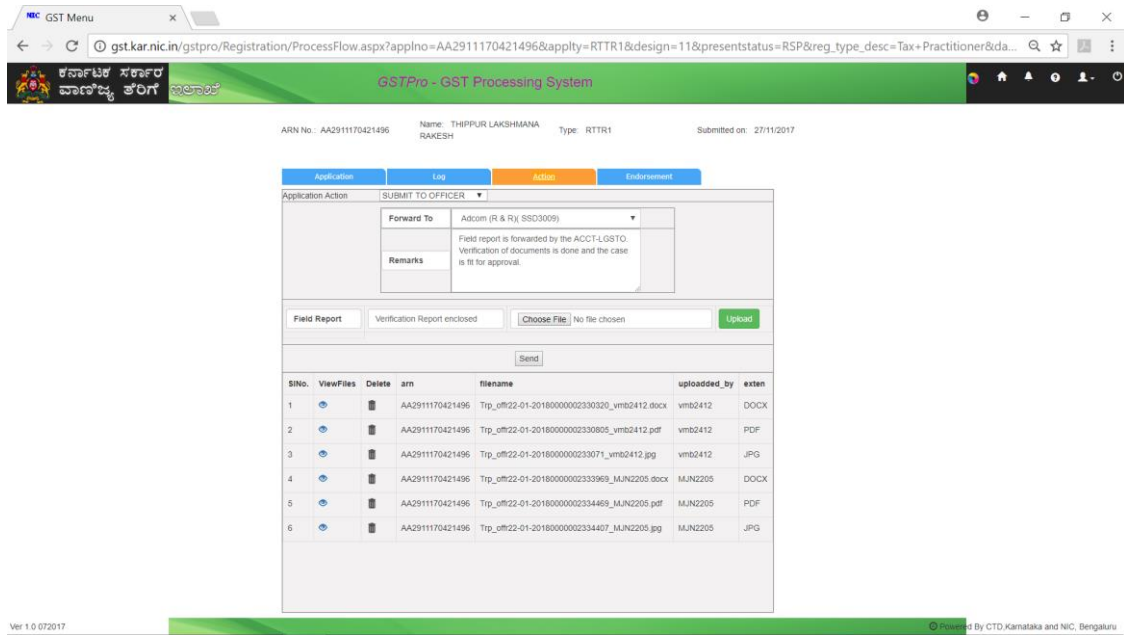
➤ **HOME SCREEN – REPLY RECEIVED FROM ACCT**

Select Registration Type: Tax Practitioner

Assigned(15) | Reply/Received From LVO/CTO(1) | Pending With ACCT/CTO(1) | Endorsement Issued(0)

ARN	Registration Type	Name	Days Left For Approval	Current Status
AA2911170421496	Tax Practitioner	THIPPUR LAKSHMANA RAKESH	20	Reply Received from ACCT. LVO-075

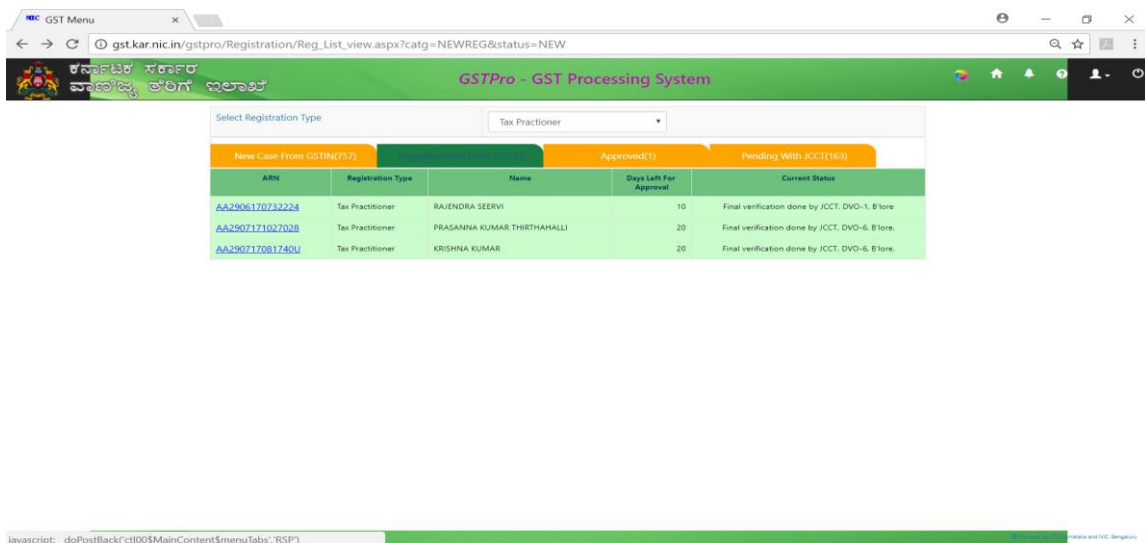
SUBMIT TO OFFICER: The JCCT-DGSTO, on receipt of the Field Report from the concerned ACCT-LGSTO / CTO-SGSTO, shall update his Verification Report of the documents and Forward to Officer as demonstrated in para 9 above, with his remarks.



5) STAGE V – AT THE LEVEL OF THE AUTHORISED OFFICER.

➤ **REPLY RECEIVED FROM JCCT**

The Verification Report along with Field Report and the recommendations of the JCCT is received below.



➤ **LOG SHEET OF THE AUTHORISED OFFICER**

SI No	Date	Action Taken	Remarks	Action By Name / Post
1	22/01/2018 10:42 AM	New	New Application Recd. from GSTN	
2	22/01/2018 03:04 PM	Forwarded	YOU ARE REQUESTED TO VERIFY THE CREDENTIALS OF THE APPLICANT WITH RESPECT TO THE INFORMATION & DOCUMENTS FURNISHED AND SUBMIT THE REPORT WITHIN FIFTEEN DAYS.	Adcom (R & R)-->JCCT, DVO-6, B'lore.
3	22/01/2018 03:10 PM	Forwarded	YOU ARE DIRECTED TO VERIFY THE PROFESSIONAL ADDRESS OF THE APPLICANT AND SUBMIT REPORT WITH IN SEVEN DAYS.	JCCT, DVO-6, B'lore-->ACCT, LVO-075
4	22/01/2018 03:12 PM	Reply given by the officer	verification done and report enclosed	ACCT, LVO-075-->JCCT, DVO-6, B'lore.
5	22/01/2018 03:15 PM	Application Submitted by JC	Verification report submitted. Enrolment may be issued.	JCCT, DVO-6, B'lore.-->Adcom (R & R)

Ver 1.0 072017 Powered By CTD, Karnataka and NIC, Bengaluru

➤ **APPROVE / REJECT**

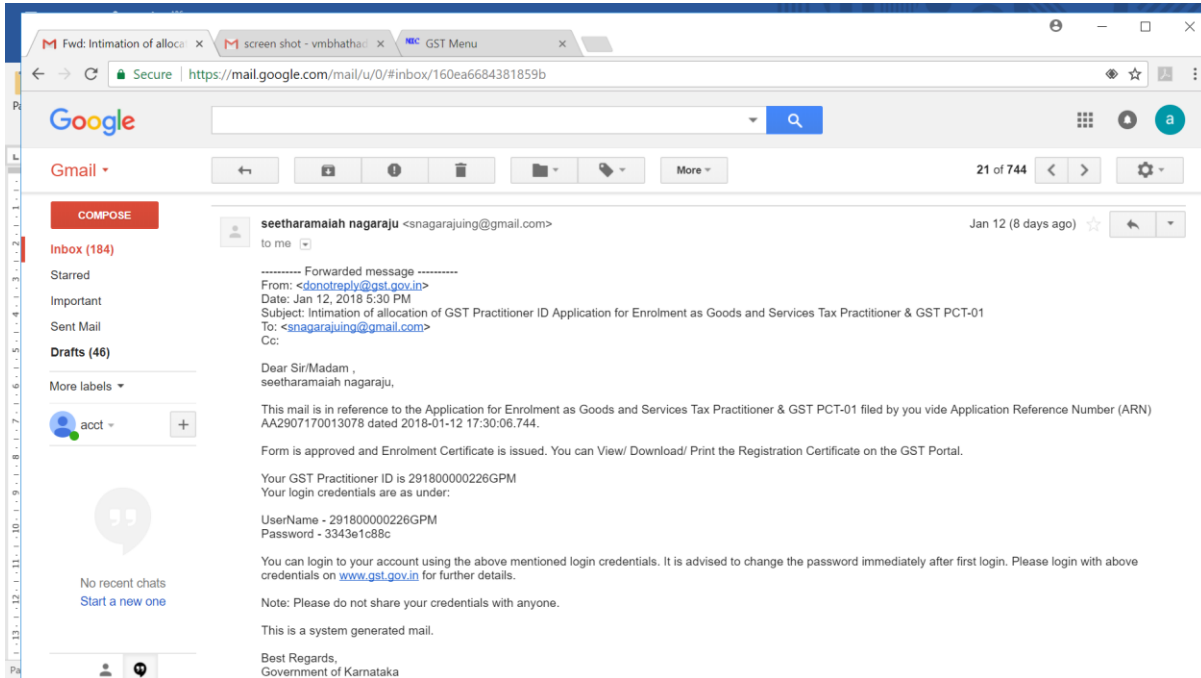
Once, Verification Report and Field Report (Visible reports), Action > APPROVE or REJECT using DSC.

SINO	ViewFiles	Delete	arn	filename	uploaded_by	exten
1			AA290717081740U	Trp_offr22-01-20180000001513102_vmb2412.pdf	vmb2412	PDF
2			AA290717081740U	Trp_offr22-01-20180000001513556_vmb2412.jpg	vmb2412	JPG
3			AA290717081740U	Trp_offr22-01-20180000001515232_MJN2205.pdf	MJN2205	PDF
4			AA290717081740U	Trp_offr22-01-20180000001515482_MJN2205.jpg	MJN2205	JPG

Ver 1.0 072017 Powered By CTD, Karnataka and NIC, Bengaluru

6) STAGE VI – AT THE LEVEL OF GSTN.


➤ MESSAGE TO THE APPLICANT BY GSTN



➤ ENROLMENT CERTIFICATE


13078_RC12 x screen shot - vmbhathad x GST Menu x

ads/AA2907170013078_RC12012018.pdf



Government of India
GST PCT-02
 [See rule 83(2)]

Enrolment Certificate for Goods and Services Tax Practitioner

1. Enrolment Number	29180000226GPM
2. PAN	ATYPS8677C
3. Name of the Goods and Services Tax Practitioner	seetharamaiah nagaraju
4. Address and Contact Information	56/2, Mathikere Bangalore, 5th main 2nd cross, Bengaluru (Bangalore) Urban, Karnataka, 560054
5. Date of enrolment as GST Practitioner	03/07/2017
	
Date	12/01/2018
S.SIDDAPPA Joint Commissioner Karnataka	