पत्र संख्या–आई0टी0–जी0एस0टी0 डीलर मार्किंग / 2019–20 / 2166 / वाणिज्य कर
कार्यालय कमिश्नर, वाणिज्य कर, उत्तर प्रदेश
(आई0टी0 अनुभाग)
लखनऊ:: दिनांक:: 18 सितम्बर ,2019

समस्त जोनल एडीशनल कमिश्नर, वाणिज्य कर,
उत्तर प्रदेश।

करदाताओं की सजग मानिटरिंग के लिये GSTN द्वारा Boweb Portal पर डीलर्स को Large, Medium तथा Small की श्रेणी में बांटे जाने का निर्णय लिया गया है जिसके आधार पर कर निर्धारण अधिकारियों को उनके तुलनात्मक विश्लेषण में सुविधा होगी। Categorization की प्रकिया सम्पादित करने के लिये अधिकारियों की लॉगिन पर यह Functionality उपलब्ध करा दी गयी है जिसके अन्तर्गत उनके द्वारा अपने क्षेत्राधिकार के व्यापारियों के Predominant Business sector तथा Predominant Nature of Business तथा जीएसटी के पूर्ववर्ती वर्ष का टर्नओवर एवं कर विवरण अंकित किया जाना अपेक्षित है। वर्गीकरण की प्रकिया जीएसटी पोर्टल के Home page Boweb.internal.gst.gov.in "Services" Tab में "Tax Payers Categorization" के अन्तर्गत उपलब्ध है। अधिकारियों द्वारा यह प्रकिया मात्र एक बार सम्पादित करनी है।

उपरोक्त प्रकिया का Flow Chart संलग्न है जिसके आधार पर खण्ड़ के समस्त डीलर की मार्किंग **उन अधिकारियों द्वारा की जानी है जिनकी लॉगिन पर Registration Approval का Role Allot किया गया है।** समस्त जोनल एडीशनल कमिश्नर अपने जोन के सम्बन्धित अधिकारियों को निर्देशित कर दें कि Boweb Portal पर Large श्रेणी के डीलर की मार्किंग दिनांक 05.10.2019 तक तथा शेष की मार्किंग दिनांक 20.10.2019 तक करना सुनिश्चित करें।

संलग्नक– Flow Chart

18/9/2019
(अजीत कुमार शुक्ला)
एडीशनल कमिश्नर (विधि) वाणिज्य कर,
मुख्यालय, लखनऊ।

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FAQs > Taxpayer's Categorization

1. Why do I need to add and edit predominant business sector/ nature of business and pre-GST details of taxpayers?

Tax Officials have been given this functionality to identify sector / nature of business in which taxpayer is engaged. They also need to provide turnover/ tax details of taxpayers, for the financial year immediately preceding GST regime, to compare current growth of taxpayers with pre-GST regime. This data will help tax officials in analysis of taxpayers in various MIS/ BI reports.

Click here to know more about Compliance and Data Analysis Reports.

2. Which role can add and edit predominant business sector/ nature of business and pre-GST details of taxpayers?

Registration Approval role can add and edit predominant business sector/ nature of business and pre-GST details of taxpayers. You may contact your state admin to allocate you the Registration Approval role. Once the role is assigned, you can access **Taxpayer's Categorization** module for further action .

Click here to learn about the various roles available in Tax Officials interface and how the Admin can assign the role to Tax Officials.

3. From where can I add and edit predominant business sector/ nature of business and pre-GST details of taxpayers?

Navigate to **Services > Taxpayer's Categorization** to add and edit predominant business sector/ nature of business and pre-GST details of taxpayers.

4. Why the categorization of taxpayer has been done by the GST Portal?

It is done for close monitoring of the taxpayers by respective jurisdictional officers. Therefore, taxpayers are categorized into large, medium and small taxpayers in the GST Portal. Reports are generated based on the category of the taxpayers for further analysis by the Tax Officers.

5. How the categorization of taxpayer has been done by the GST Portal?

Taxpayer categorization has been done based on amount of taxes paid through cash by them (cash utilized + settlement amount) during the previous Financial year.

This categorization of taxpayers is done based on Total SGST Paid (Cash Utilized + IGST Utilized to pay SGST) for Return as well as Non Return Based Payments for the previous Financial Year. Once the total calculation for each taxpayer is calculated: -

1. Top taxpayers paying the highest tax equal to ~ 60% of the State's Collection are categorized as "Large" Taxpayers.
2. Taxpayers paying the tax equal to ~ next 30% tax (from 61% to 90%) of the State's Collection are categorized as "Medium" Taxpayers.
3. Taxpayers who paid remaining ~ 10% tax (from 91% to 100%) are categorized as "Small" Taxpayers.
4. Taxpayers who have not paid any tax in the previous financial year are categorized as "Nil" Taxpayers.
5. Taxpayers who weren't there under GST in the previous financial year are categorized as "New" Taxpayers.

This ranking of taxpayers is separately maintained for each financial year, based on previous financial year's collection.

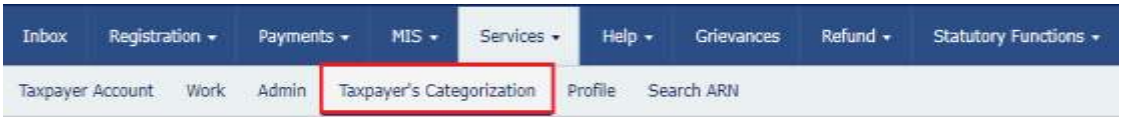
Manual > Taxpayer's Categorization

How can I as a Tax Official add and edit predominant business sector/ nature of business and pre-GST details of taxpayers?

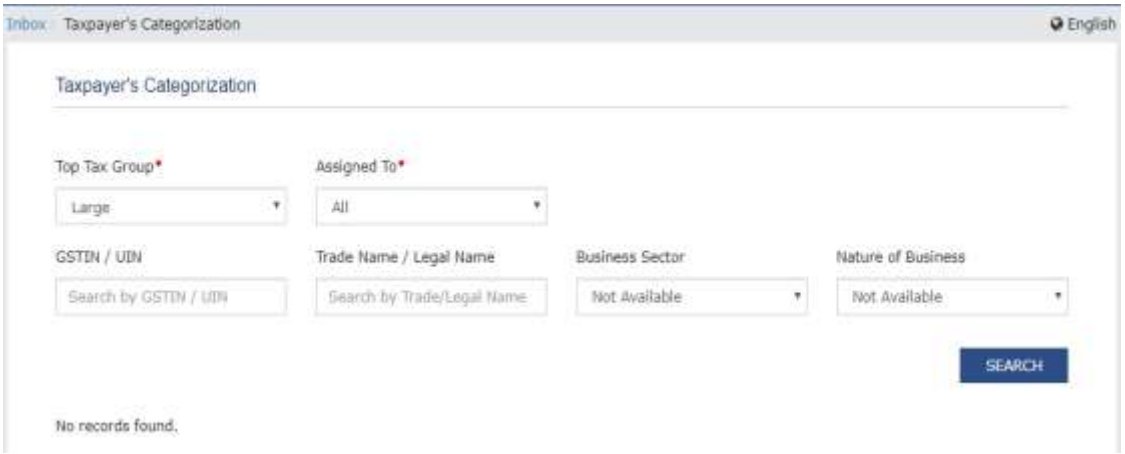
Tax Officials have been given this functionality to identify Predominant business sector / Predominant nature of business in which a particular taxpayer is engaged. They also need to provide turnover/ tax details of taxpayers, for the financial year immediately preceding GST regime, to compare current growth of taxpayers with pre-GST regime. This data will help tax officials in analysis of taxpayers in various MIS/ BI reports.

To add and edit predominant business sector/ nature of business and pre-GST details of taxpayers, in the role of **Registration Approval**, perform following steps:

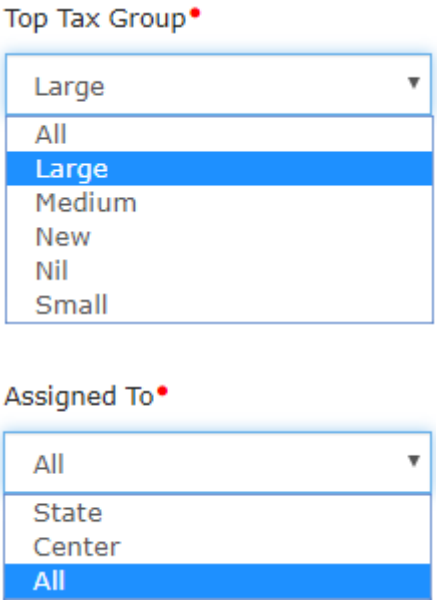
1. Access the GST Portal. The **GST Home** page is displayed.
2. Using your valid credentials, login to the GST Portal.
3. Click the **Services > Taxpayer's Categorization**.



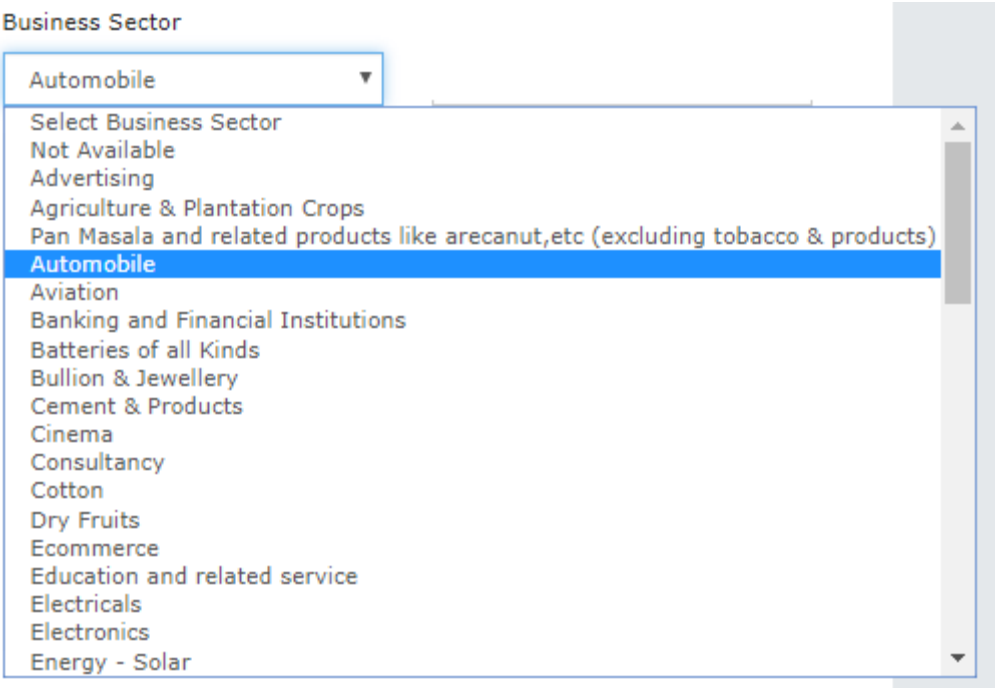
4. The **Taxpayer's Categorization** page is displayed.

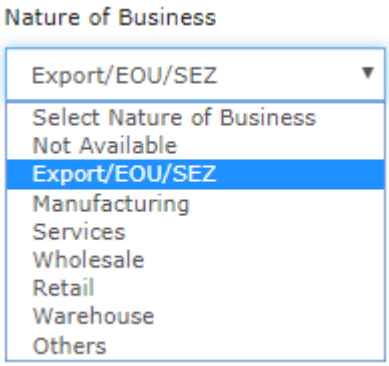


5. Select the **Top Tax Group** and **Assigned to** from the drop-down list.

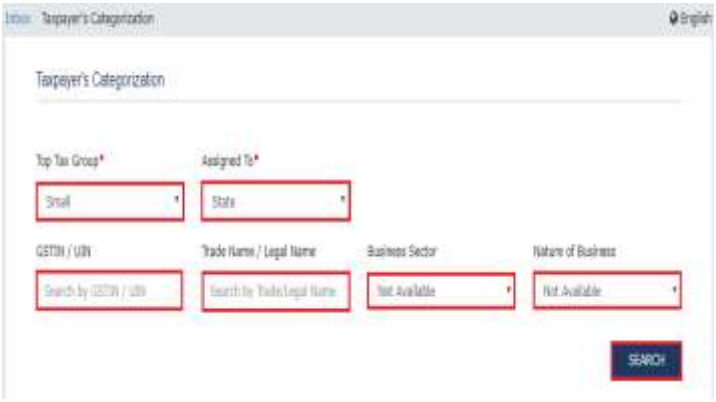


6. Select **GSTIN/UIN**, **Trade Name/ Legal Name**, **Business Sector** and **Nature of Business** from the drop-down list, as required.

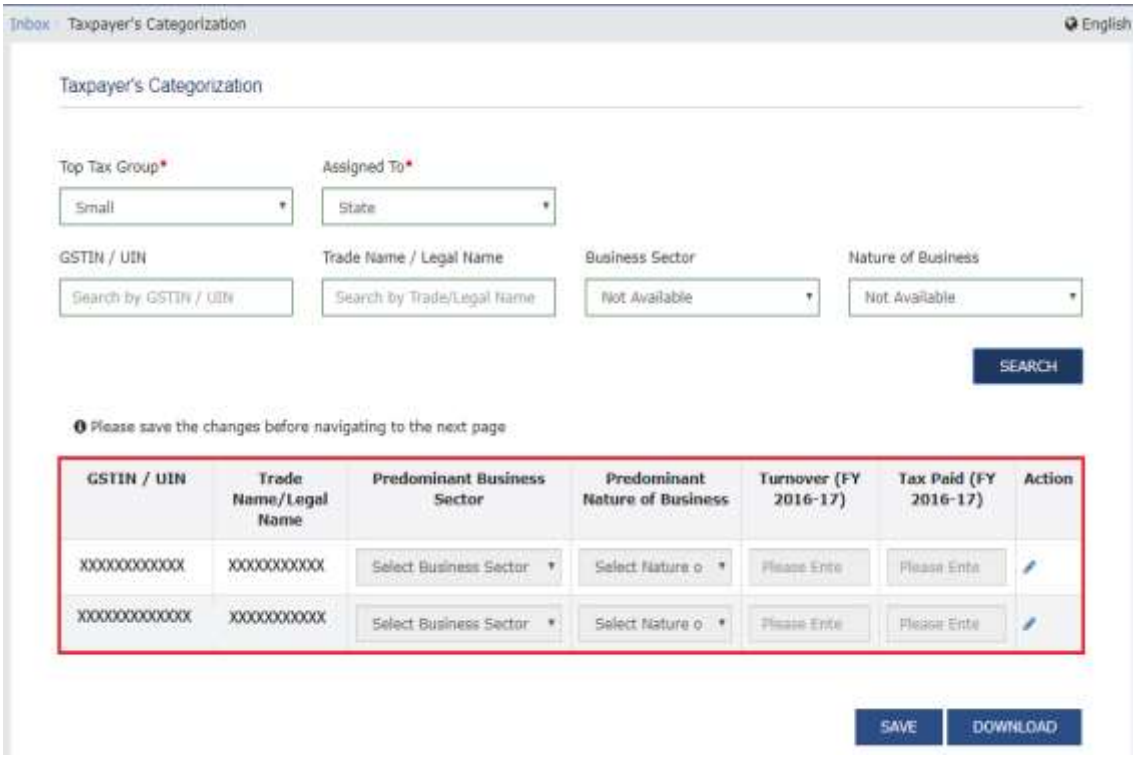




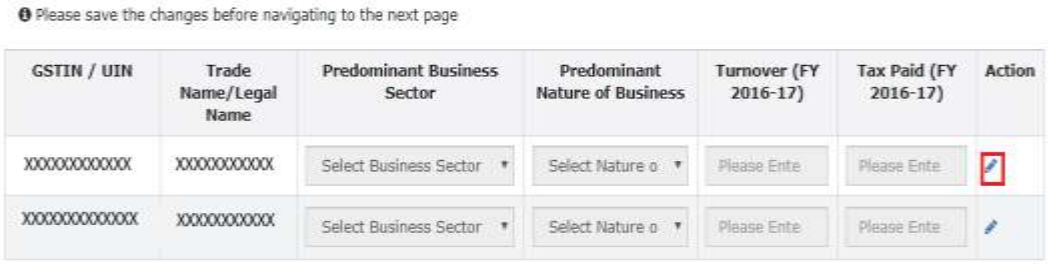
7. Click the **SEARCH** button.



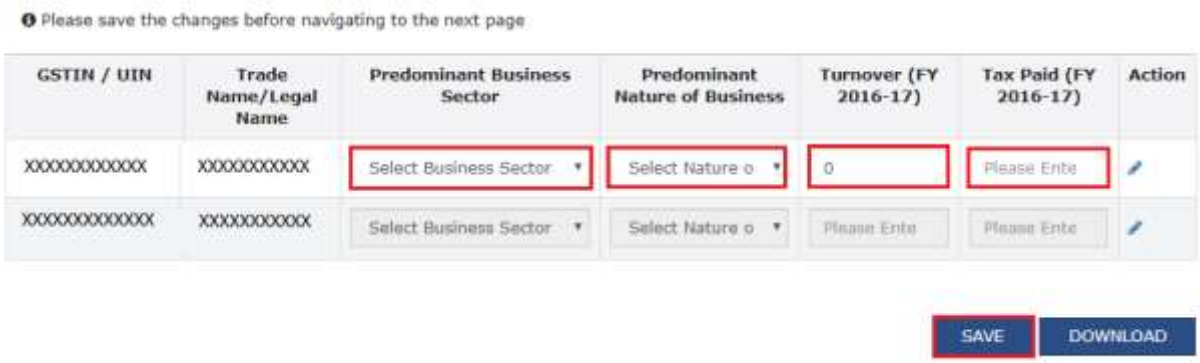
8. Based on your search criteria, the list of taxpayers mapped to your jurisdiction gets displayed.



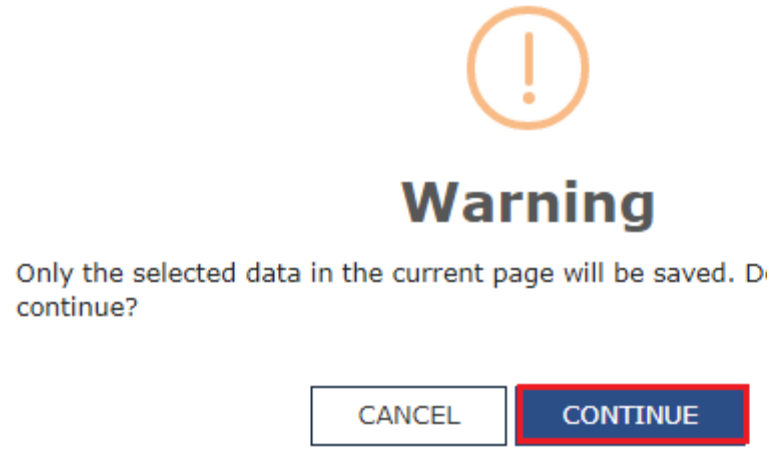
9. Click the **EDIT icon** under Action column to add or update the details.



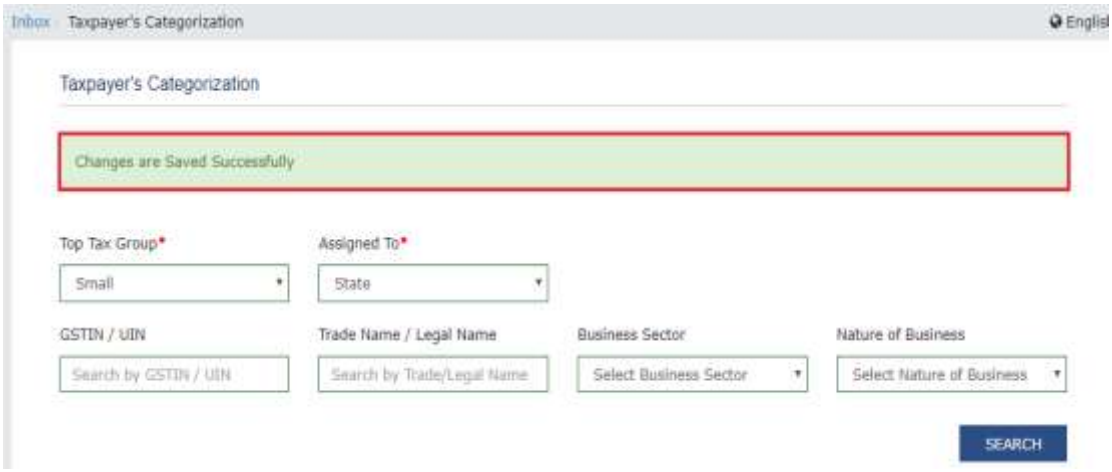
10. Select the **Predominant Business Sector** and **Predominant Nature of Business.** Enter **Turnover** for **FY 2016-17** and **Tax Paid** for **FY 2016-17** in Rs. Similarly, add and edit details for other GSTIN/ UIN, as required.



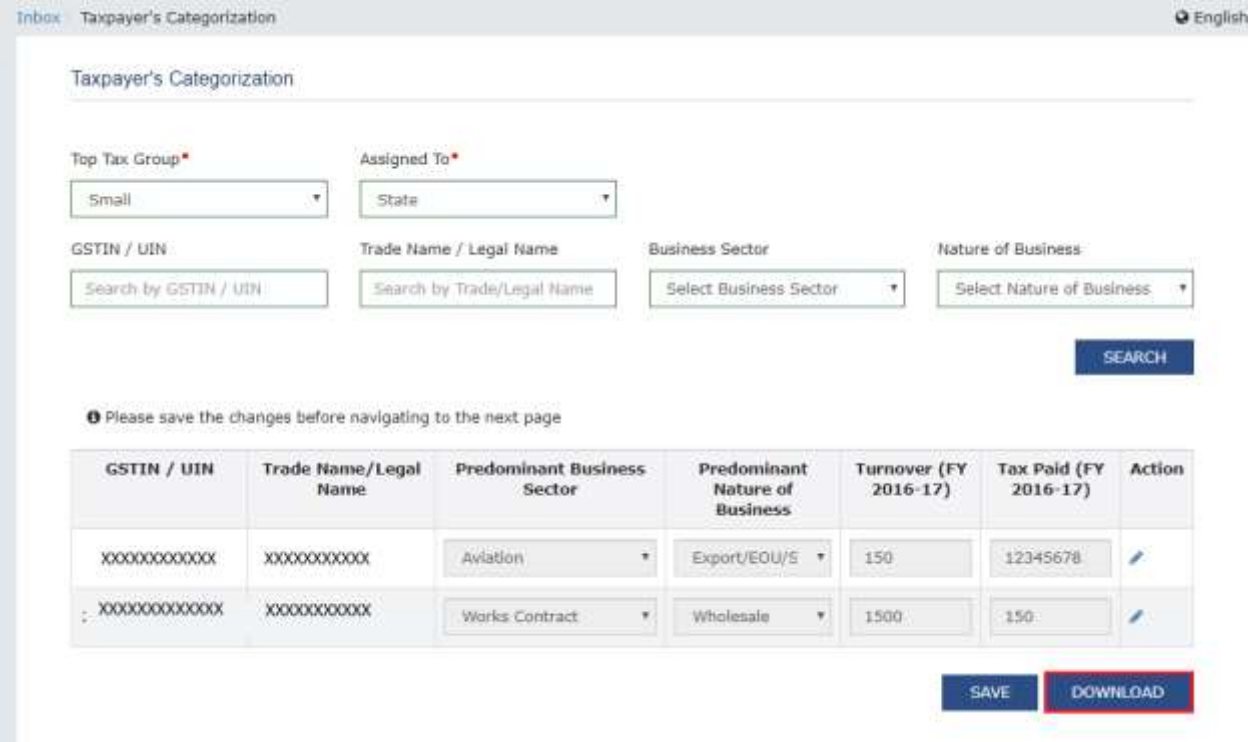
11. Click **SAVE**.
12. Click **CONTINUE**.



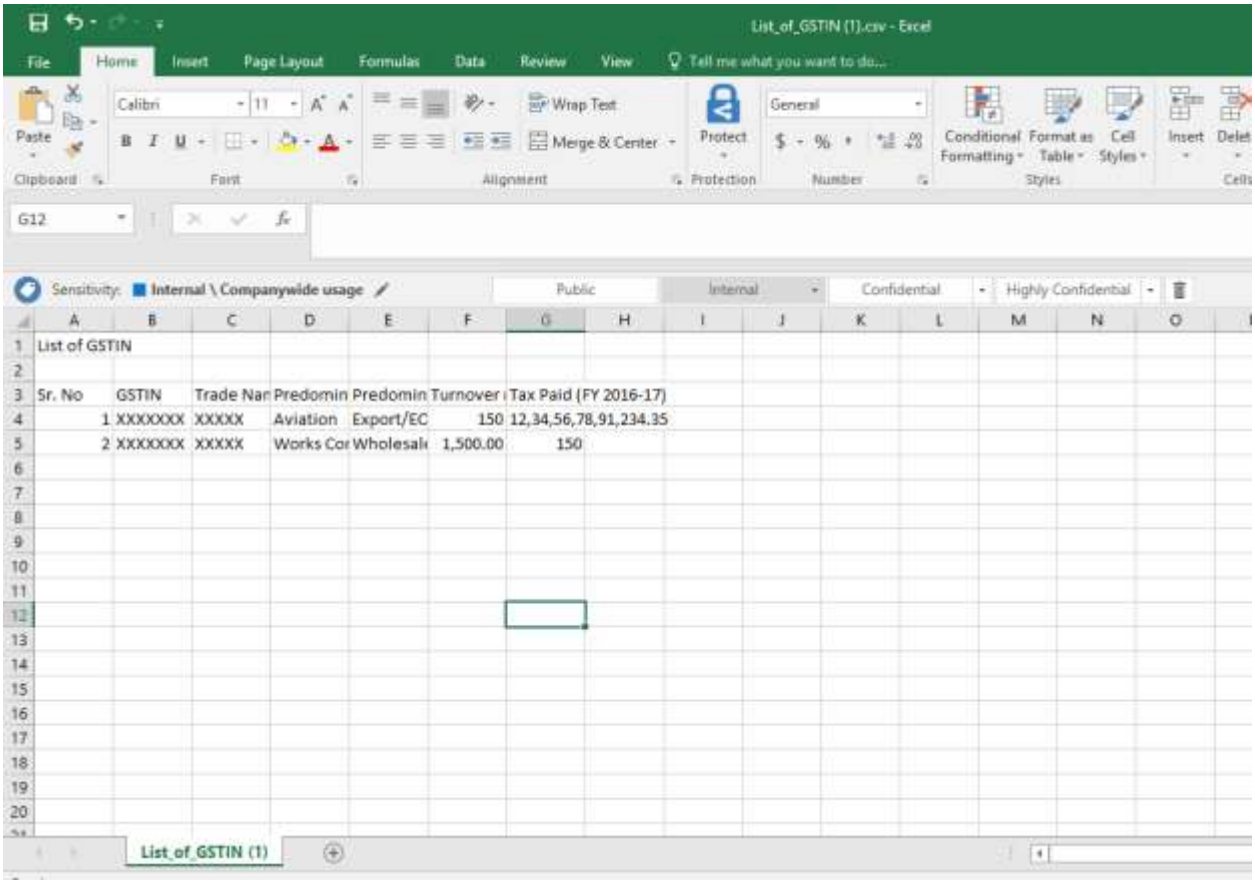
13. A success message is displayed that changes are saved successfully.



14**.** You can click the **DOWNLOAD** button to download the details in csv format.



15. The details are downloaded and displayed in csv format.


List_of_GSTIN (1).csv - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Paste
Calibri
11
Wrap Text
Merge & Center
Protect
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Clipboard
Font
Alignment
Protection
Number
Styles
G12
Sensitivity: Internal \ Companywide usage
Public
Internal
Confidential
Highly Confidential
List of GSTIN
Sr. No
GSTIN
Trade Nar
Predomin
Predomin
Turnover
Tax Paid (FY 2016-17)
1 XXXXXXX XXXXX Aviation Export/EC 150 12,34,56,78,91,234.35
2 XXXXXXX XXXXX Works Cor Wholesal 1,500.00 150
List_of_GSTIN (1)

FAQs > Compliance and Data Analysis Reports

Accessing the Report

1. Who can access Compliance and Data Analysis Reports?

All Tax Officials including Head of the Department can generate Compliance and Data Analysis Reports (Java based Jasper Reports) for their respective jurisdictions. Every senior and supervisory officers (Level1, Level 2 etc.) would be able to view and generate these reports in respect of formations under their administrative charge.

Refer table below:

S.No.	Officer assigned role of the level	Officer can access reports of level	Officer cannot access reports of level
1	Level 1	Level 1, 2, 3 & 4	
2	Level 2	Level 2, 3 & 4	Level 1
3	Level 3	Level 3 & 4	Level 1 & 2
4	Level 4	Level 4	Level 1, 2 & 3

2. What level of officers can view Compliance and Data Analysis Reports of which level?

All officers having roles (L1, L2, L3, & L4) can view Compliance and Data Analysis Reports. The officer at L1 is State Level officer. Similarly, L2 is Zonal Level, L3 is supervisory level and L4 is lowest jurisdiction level officer. A Tax Official having Level 1 access will not only have default access to Level 1 reports, but he can choose any Level 2, Level 3 or Level 4 (i.e. lower levels), to view reports. However, official at level L4 cannot see reports for L1, L2, or L3 (i.e. higher levels), but can only see reports as available in level 4.

3. Can I download Compliance and Data Analysis Reports?

Yes, you can download Compliance and Data Analysis Reports in PDF, CSV or XLSX format.

Reports Available

4. Which reports are available for download in Compliance and Data Analysis Reports at Back Office GST Portal?

The following reports are available for viewing and downloading by the Tax Officials. Navigate to ***boweb.internal.gst.gov.in*** to access reports.

Note: These reports are accessible to all Tax Officials for their respective jurisdictions level.

S.No.	Report Name	Description
1	GSTR-3B Non-Filers Report	This report shows list of taxpayers who haven't filed Form GSTR-3B with an estimated loss of revenue based on previous year's revenue. ***Click here to view the screenshot.***
2	GSTR-3B Filers Report	This report shows list of taxpayers who have filed Form GSTR-3B with insights on Revenue Growth. This report will exclude taxpayers who are eligible to file Form GSTR-3B for a particular tax period and hasn't filed it till the time of generation of this report. ***Click here to view the screenshot.***

5. Whether these reports show real time data?

These reports show by default previous date data (T-1 date). At few occasions, it may be of earlier date, if the reporting data is not updated. Date upto which the data is updated in the Compliance and Data Analysis Reports, is mentioned on the Report page, for user information.

6. What is meant by Predominant Business Sector and Predominant Nature of Business?

Predominant Business Sector and Predominant Nature of Business is fetched from a separate utility provided to Tax Officers, where they categorize taxpayers in these category. Tax Officer, through this functionality, will update the Predominant Business Sector and Predominant Nature of Business for every taxpayer in his/her jurisdiction, as a one-time activity. Tax Officer is also required to update this information for every new taxpayer registered under GST.

7. How Taxpayer's group are defined in GST Portal?

Large, Medium, Small: Taxpayers from each State will be divided automatically into Large, Medium and Small group, based on the cash utilized to set off their liabilities, based on Form GSTR-3B/GSTR-4 etc., filed in previous financial year, i.e. 2018-19. This grouping will be changed every year, as per liabilities set off by them, in previous financial year through utilization of Cash.
Nil: Similarly, if a taxpayer has filed all "NIL" Returns in the previous financial year 2018-19, then in financial year 2019-20, such taxpayer is categorized under category "NIL".
New: If a taxpayer was not registered in the previous financial year, i.e. 2018-19, such taxpayer are categorized under category "New".

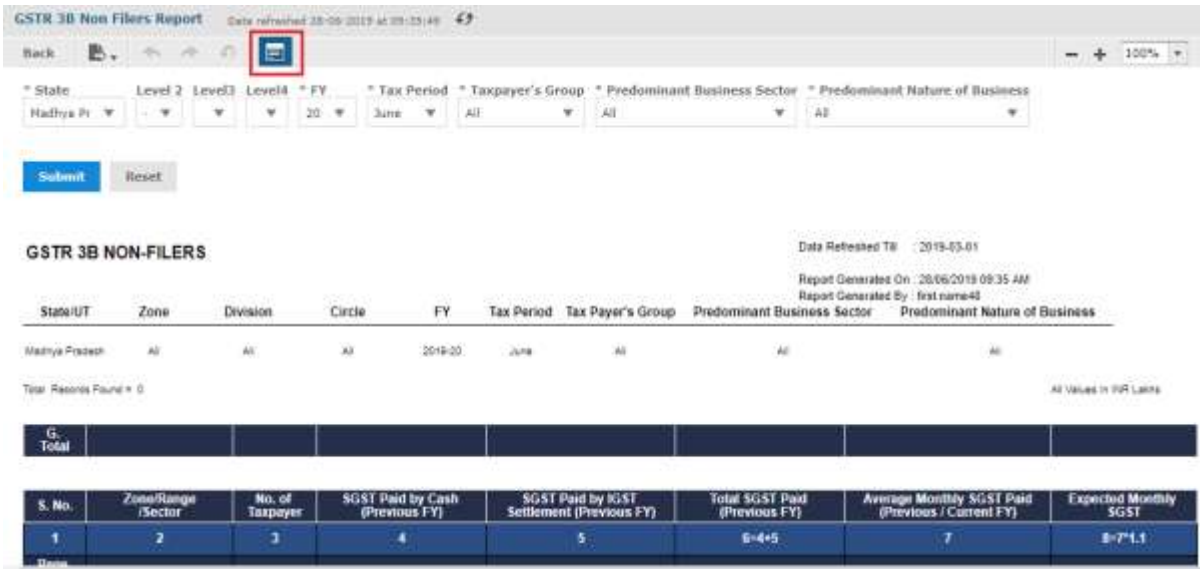
8. What are the features of Compliance and Data Analysis Reports?

There are multiple features available to Tax Officials in the Compliance and Data Analysis Reports:

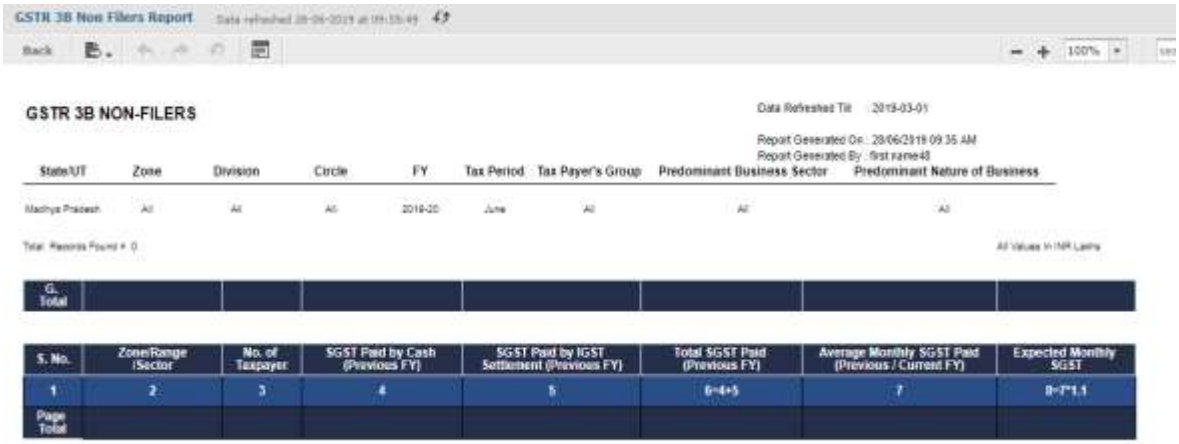
- Options
- Search Report
- Hyperlink
- Downloading reports
- Zoom In
- Zoom Out
- Sorting on a Column - Ascending Order
- Sorting on a Column - Descending Order
- Hiding a Column
- Searching for a Value
- Resizing Column width
- Conditional formatting

Options

1. Filter list can be hidden using **Options** feature.



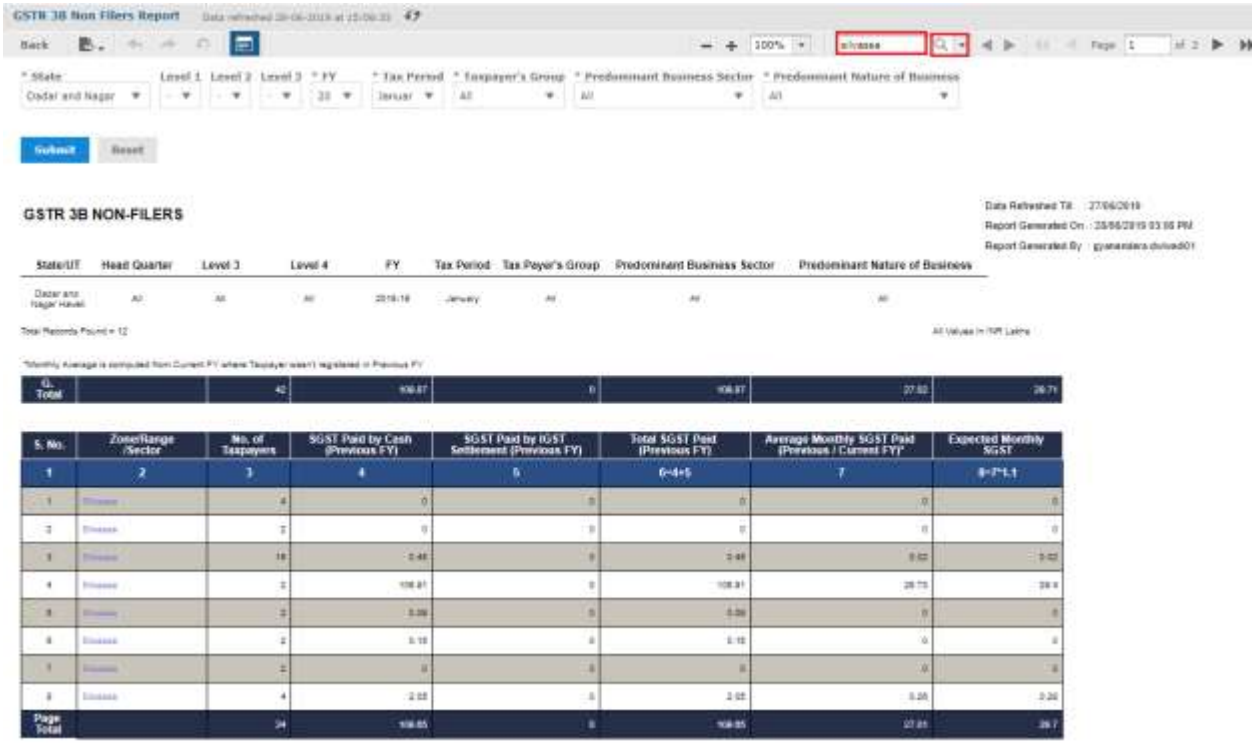
2. The filter list has been hidden once the **Options** button is clicked. To show the filter list again, click **Options** button again.



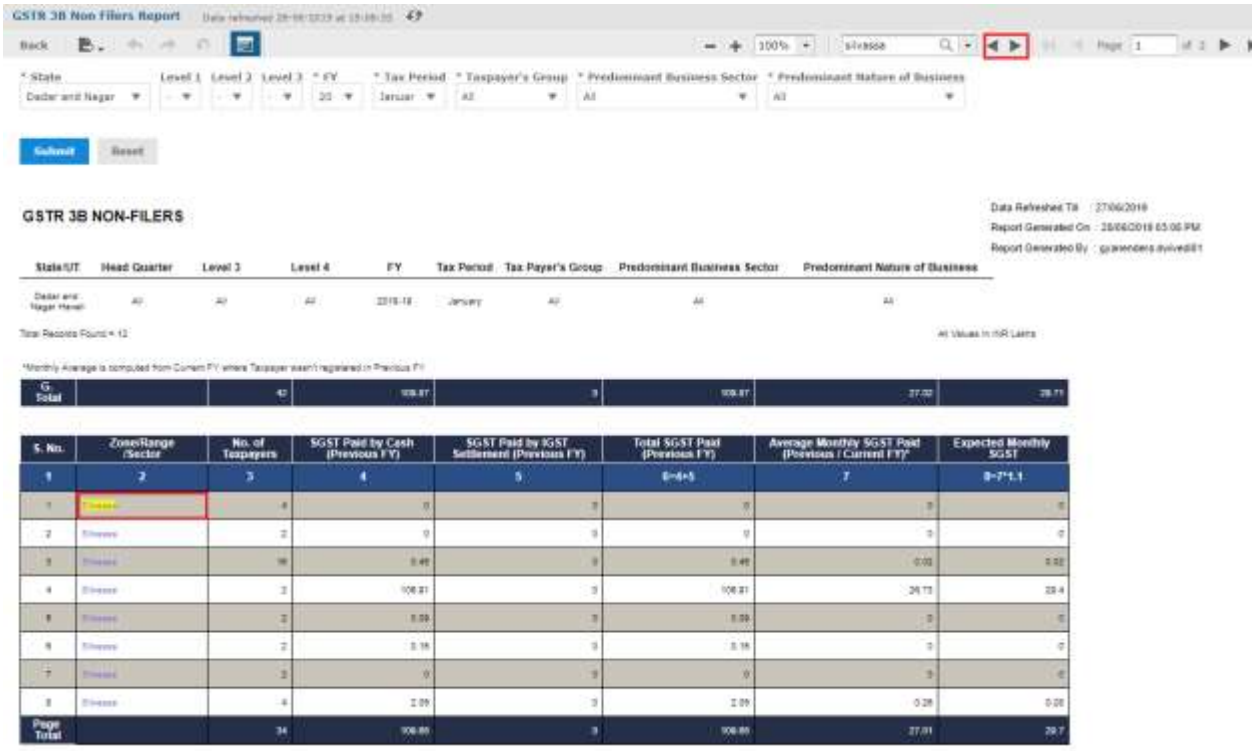
Click here to go back to list

Search Report

1. You can use the **Search Report** feature to search for words in the list of reports displayed. For example: If you want to search for words ‘silvassa’, write ‘silvassa’ in the search bar.



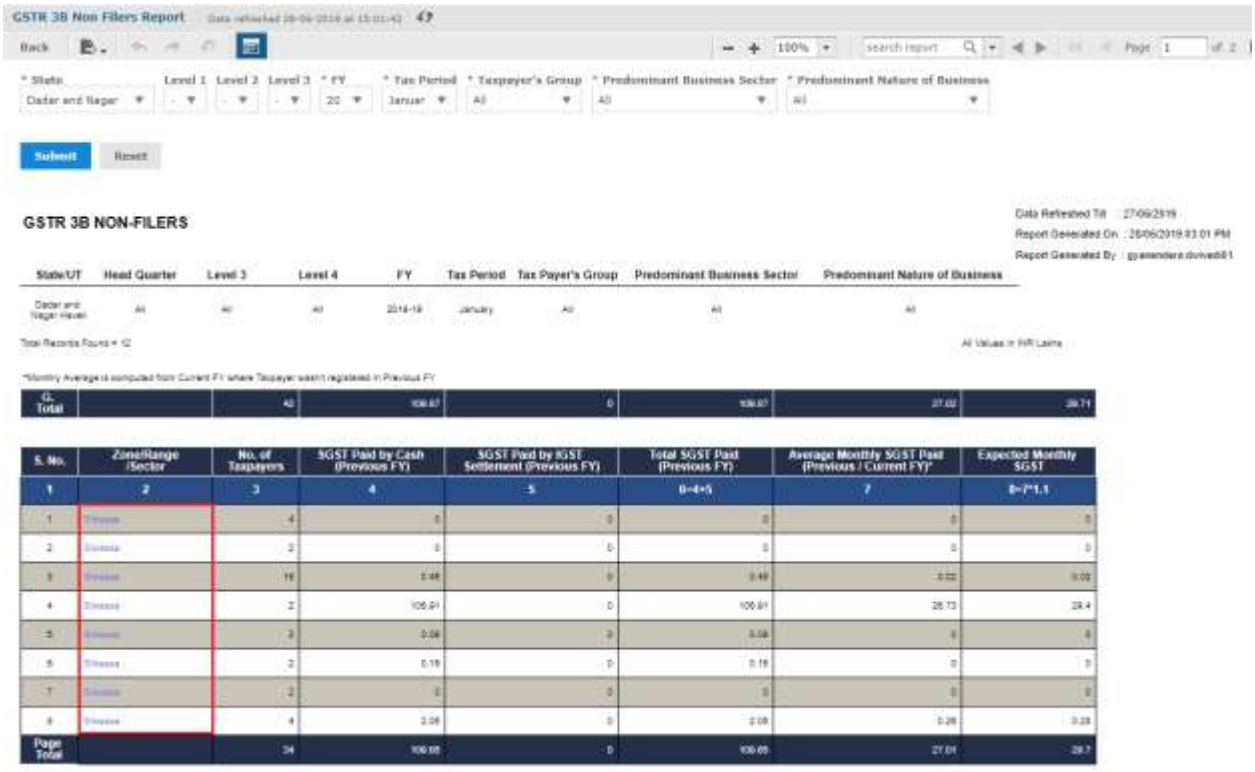
2. The results are highlighted in Yellow background. You can use the left and right arrow button to move to next searched item.



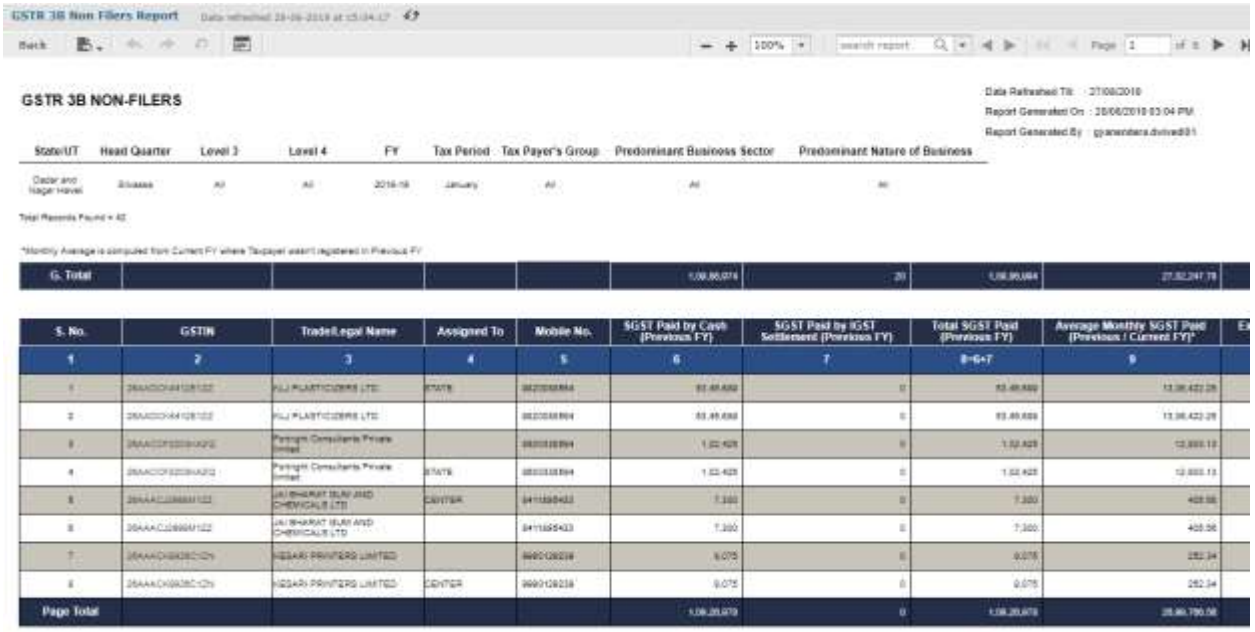
Click here to go back to list

Hyperlink

1. **Hyperlink** feature provide details of each record. Hyperlink is available for the links highlighted in blue. Click the highlighted item to get further details.



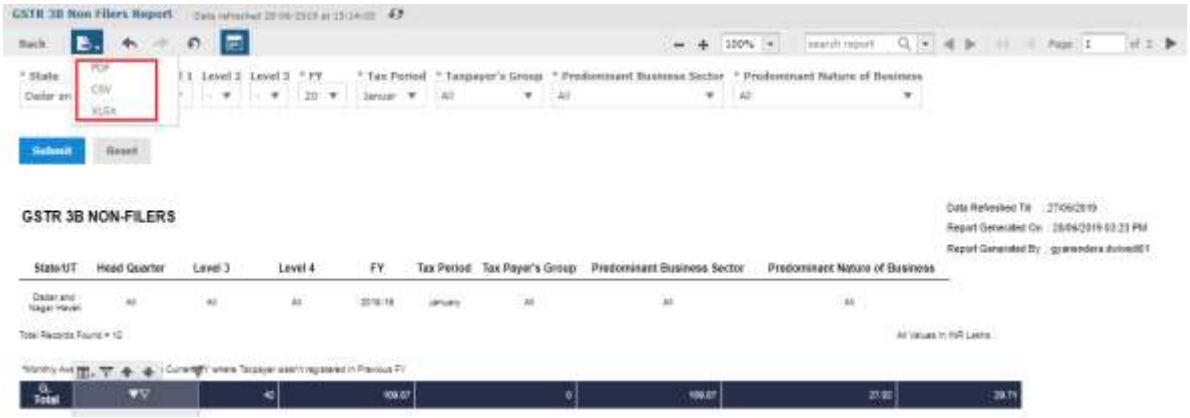
2. Details are displayed.



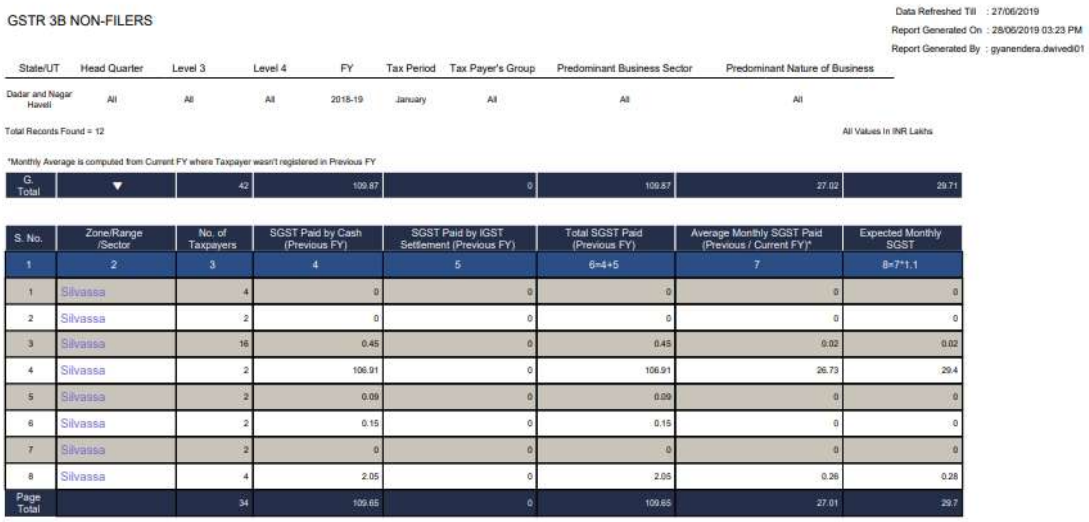
[Click here to go back to list]

Downloading reports

1. Report can be downloaded in **PDF/ CSV / XLSX** formats.



a. Click the PDF icon to download the report in PDF Format, which looks like the sample shown below.



GSTR 3B NON-FILERS

Data Refreshed Till : 27/06/2019
Report Generated On : 28/06/2019 03:23 PM
Report Generated By : gyanendera.dwivedi01

State/UT	Head Quarter	Level 3	Level 4	FY	Tax Period	Tax Payer's Group	Predominant Business Sector	Predominant Nature of Business
Dadar and Nagar Haveli	All	All	All	2018-19	January	All	All	All

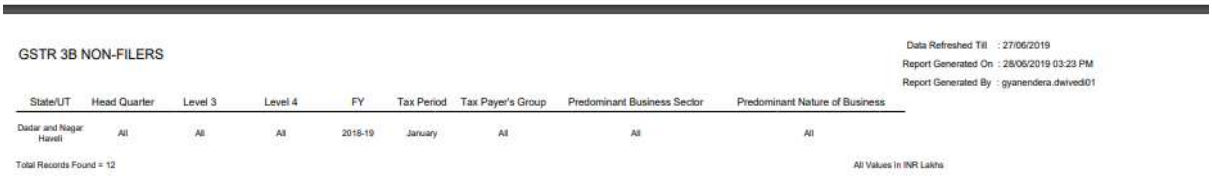
Total Records Found = 12

All Values in INR Lakhs

*Monthly Average is computed from Current FY where Taxpayer wasn't registered in Previous FY

G. Total	▼	42	109.87	0	109.87	27.02	29.71

S. No.	Zone/Range /Sector	No. of Taxpayers	SGST Paid by Cash (Previous FY)	SGST Paid by IGST Settlement (Previous FY)	Total SGST Paid (Previous FY)	Average Monthly SGST Paid (Previous / Current FY)*	Expected Monthly SGST
1	2	3	4	5	6=4+5	7	8=7*1.1
1	Silvassa	4	0	0	0	0	0
2	Silvassa	2	0	0	0	0	0
3	Silvassa	16	0.45	0	0.45	0.02	0.02
4	Silvassa	2	106.91	0	106.91	26.73	29.4
5	Silvassa	2	0.09	0	0.09	0	0
6	Silvassa	2	0.15	0	0.15	0	0
7	Silvassa	2	0	0	0	0	0
8	Silvassa	4	2.05	0	2.05	0.26	0.28
Page Total		34	109.65	0	109.65	27.01	29.7



GSTR 3B NON-FILERS

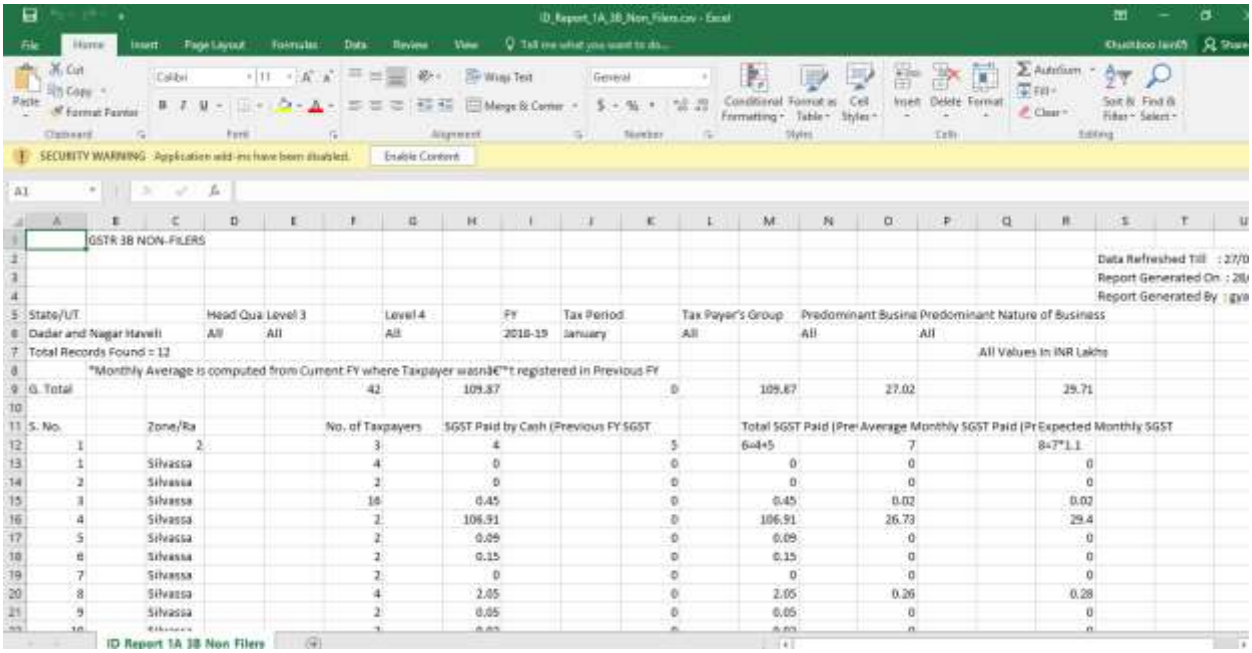
Data Refreshed Till : 27/06/2019
Report Generated On : 28/06/2019 03:23 PM
Report Generated By : gyanendera.dwivedi01

State/UT	Head Quarter	Level 3	Level 4	FY	Tax Period	Tax Payer's Group	Predominant Business Sector	Predominant Nature of Business
Dadar and Nagar Haveli	All	All	All	2018-19	January	All	All	All

Total Records Found = 12

All Values in INR Lakhs

b. Click the CSV icon to download the report in CSV Format, which looks like the sample shown below.



GSTR 3B NON-FILERS

Data Refreshed Till : 27/0
Report Generated On : 28/
Report Generated By : gya

State/UT	Head Qua	Level 3	Level 4	FY	Tax Period	Tax Payer's Group	Predominant Busine	Predominant Nature of Business
Dadar and Nagar Haveli	All	All	All	2018-19	January	All	All	All

Total Records Found = 12 — All Values in INR Lakhs

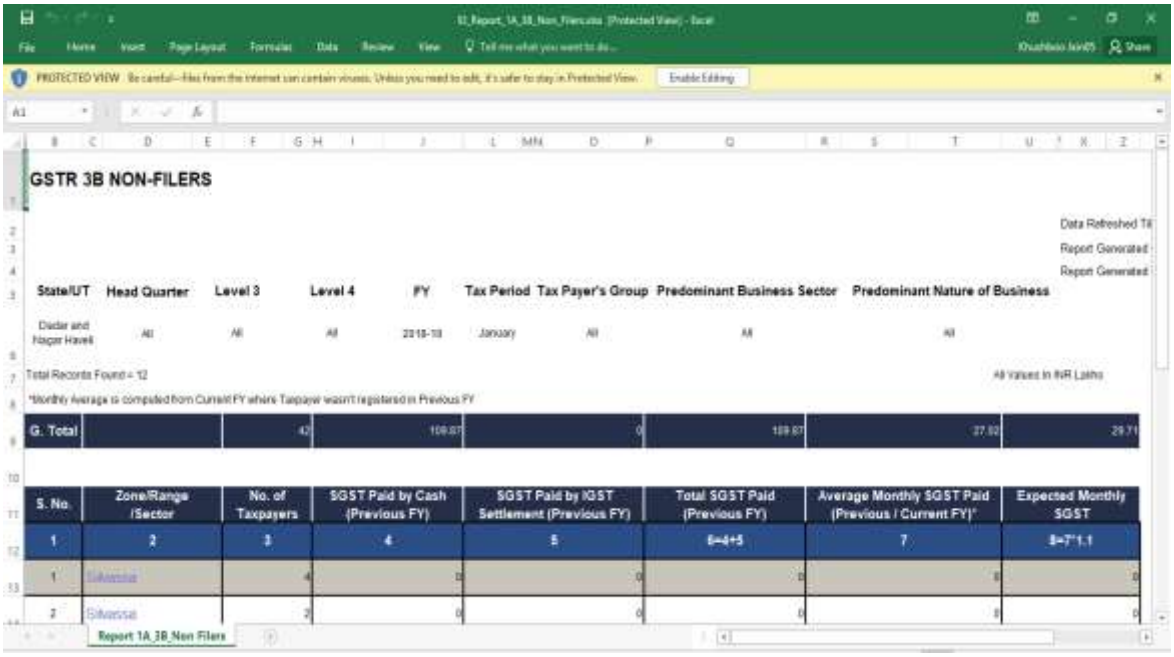
*Monthly Average is computed from Current FY where Taxpayer wasn't registered in Previous FY

G. Total			42	109.87		0	109.87	27.02	29.71

S. No.	Zone/Ra	No. of Taxpayers	SGST Paid by Cash (Previous FY	SGST		Total SGST Paid (Pre	Average Monthly SGST Paid (Pr	Expected Monthly SGST
1	2	3	4		5	6=4+5	7	8=7*1.1
1	Silvassa	4	0		0	0	0	0
2	Silvassa	2	0		0	0	0	0
3	Silvassa	18	0.45		0	0.45	0.02	0.02
4	Silvassa	2	106.91		0	106.91	26.73	29.4
5	Silvassa	2	0.09		0	0.09	0	0
6	Silvassa	2	0.15		0	0.15	0	0
7	Silvassa	2	0		0	0	0	0
8	Silvassa	4	2.05		0	2.05	0.26	0.28
9	Silvassa	2	0.05		0	0.05	0	0

ID Report 1A 3B Non Filers

c. Click the XLSX icon to download the report in excel Format, which looks like the sample shown below.



GSTR 3B NON-FILERS

State/UT	Head Quarter	Level 3	Level 4	FY	Tax Period	Tax Payer's Group	Predominant Business Sector	Predominant Nature of Business
Dadar and Nagar Haveli	All	All	All	2018-19	January	All	All	All

Total Records Found = 12 — All Values in INR Lakhs

*Monthly Average is computed from Current FY where Taxpayer wasn't registered in Previous FY

G. Total		42	109.87	0	109.87	27.02	29.71

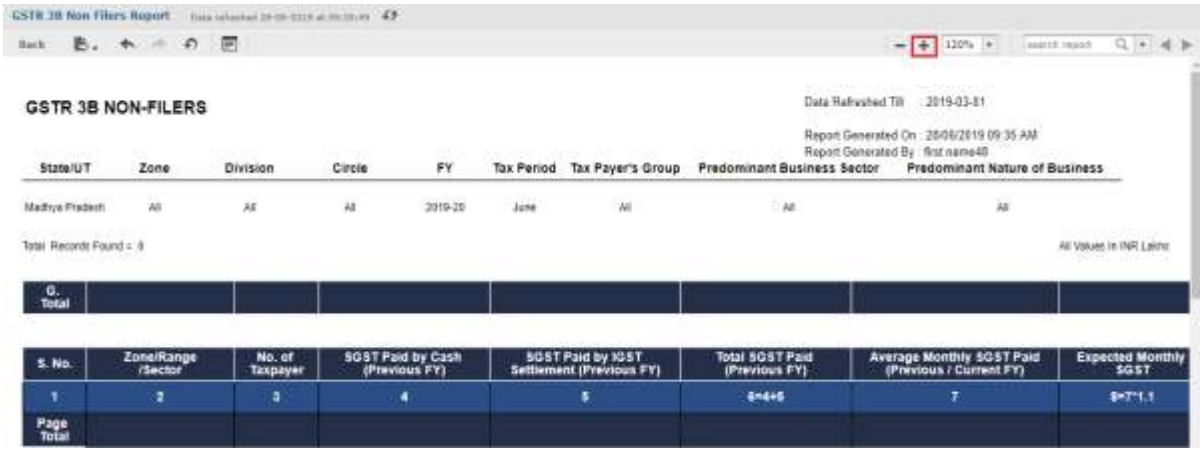
S. No.	Zone/Range /Sector	No. of Taxpayers	SGST Paid by Cash (Previous FY)	SGST Paid by IGST Settlement (Previous FY)	Total SGST Paid (Previous FY)	Average Monthly SGST Paid (Previous / Current FY)*	Expected Monthly SGST
1	2	3	4	5	6=4+5	7	8=7*1.1
1	Silvassa	4	0	0	0	0	0
2	Silvassa	2	0	0	0	0	0

Report 1A_3B_Non Filers

[Click here to go back to list]

Zoom In

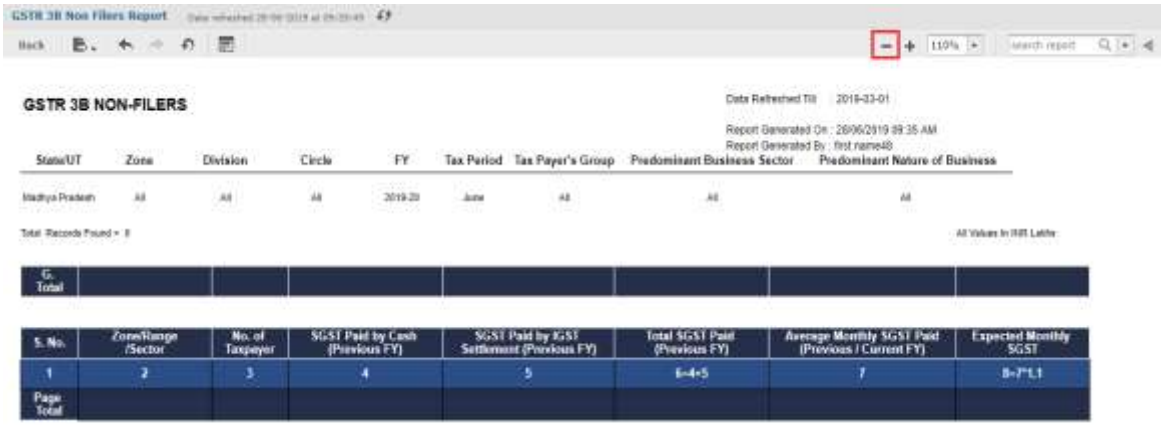
You can use the **Zoom in** feature to enlarge the size of display.



Click here to go back to list

Zoom Out

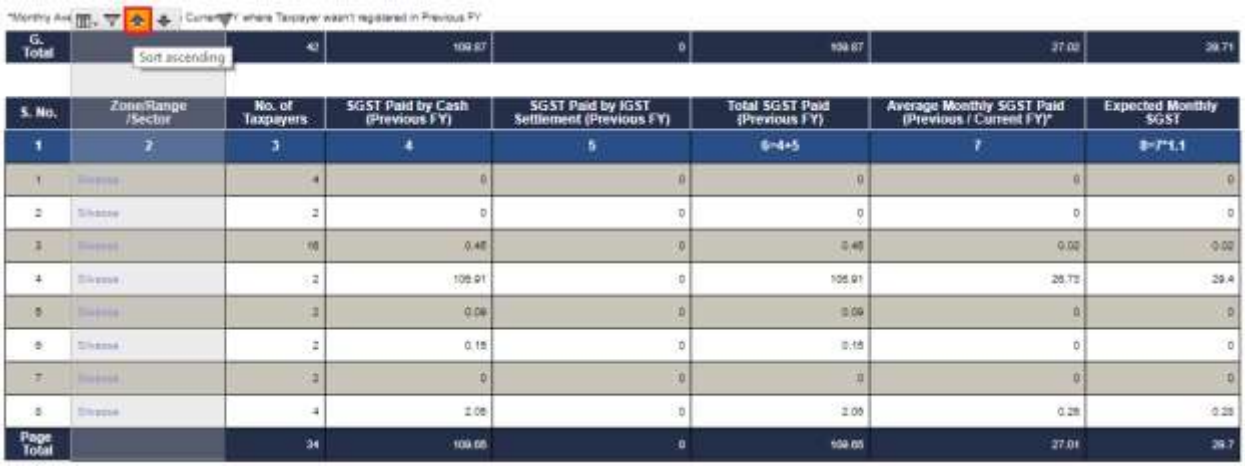
You can use the **Zoom Out** feature to reduce the size of display.



Click here to go back to list

Sorting on a Column - Ascending Order

Detailed Records can be sorted in Ascending order. To sort the data in ascending order, click Up arrow on top of the column.



Click here to go back to list

Sorting on a Column - Descending Order

Detailed Records can be sorted in descending order. To sort the data in descending order, click Down arrow on top of the column.

Click here to go back to list

Hiding a Column

1. A column can be hidden with ‘Hide Column’ Option.

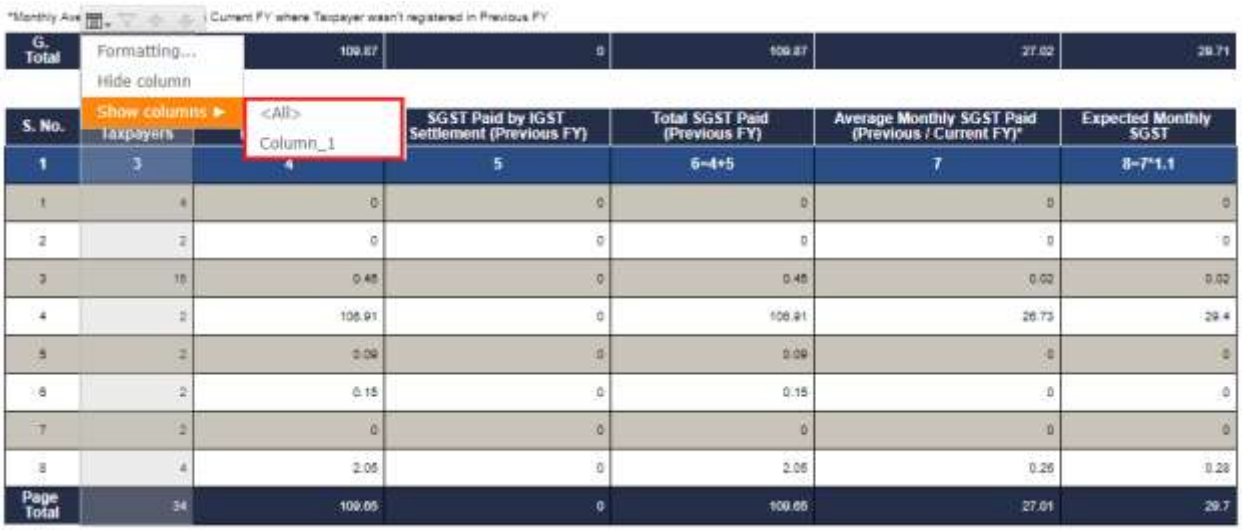
S. No.	Zone/Range /Sector	No. of Taxpayers	SGST Paid by Cash (Previous FY)	SGST Paid by IGST Settlement (Previous FY)	Total SGST Paid (Previous FY)	Average Monthly SGST Paid (Previous / Current FY)*	Expected Monthly SGST
1	2	3	4	5	6=4+5	7	8=7*1.1
1	[illegible]	4	0	0	0	0	0
2	[illegible]	2	0	0	0	0	0
3	[illegible]	16	0.45	0	0.45	0.02	0.02
4	[illegible]	2	106.91	0	106.91	26.73	29.4
5	[illegible]	2	0.09	0	0.09	0	0
6	[illegible]	2	0.15	0	0.15	0	0
7	[illegible]	2	0	0	0	0	0
8	[illegible]	4	2.05	0	2.05	0.26	0.28
Page Total		34	109.65	0	109.65	27.01	29.7
G. Total		42	109.67	0	109.67	27.02	29.71

2. Column is hidden from the screen.

*Monthly Average is computed from Current FY where Taxpayer wasn't registered in Previous FY

S. No.	No. of Taxpayers	SGST Paid by Cash (Previous FY)	SGST Paid by IGST Settlement (Previous FY)	Total SGST Paid (Previous FY)	Average Monthly SGST Paid (Previous / Current FY)*	Expected Monthly SGST
1	3	4	5	6=4+5	7	8=7*1.1
1	4	0	0	0	0	0
2	2	0	0	0	0	0
3	16	0.45	0	0.45	0.02	0.02
4	2	106.91	0	106.91	26.73	29.4
5	2	0.09	0	0.09	0	0
6	2	0.15	0	0.15	0	0
7	2	0	0	0	0	0
8	4	2.05	0	2.05	0.26	0.28
Page Total	34	109.65	0	109.65	27.01	29.7
G. Total	42	109.67	0	109.67	27.02	29.71

3. To show the column again click **Show columns** > **Name of column**. To show all columns at one go, select **All**.



S. No.	Zone/Range /Sector	No. of Taxpayers	SGST Paid by Cash (Previous FY)	SGST Paid by IGST Settlement (Previous FY)	Total SGST Paid (Previous FY)	Average Monthly SGST Paid (Previous / Current FY)*	Expected Monthly SGST
1	2	3	4	5	6=4+5	7	8=7*1.1
1	[redacted]	4	0	0	0	0	0
2	[redacted]	2	0	0	0	0	0
3	[redacted]	15	0.45	0	0.45	0.02	0.02
4	[redacted]	3	106.91	0	106.91	26.73	29.4
5	[redacted]	2	0.09	0	0.09	0	0
6	[redacted]	2	0.15	0	0.15	0	0
7	[redacted]	2	0	0	0	0	0
8	[redacted]	4	2.05	0	2.05	0.26	0.28
Page Total		34	109.65	0	109.65	27.01	29.7
G. Total		42	109.67	0	109.67	27.02	29.71

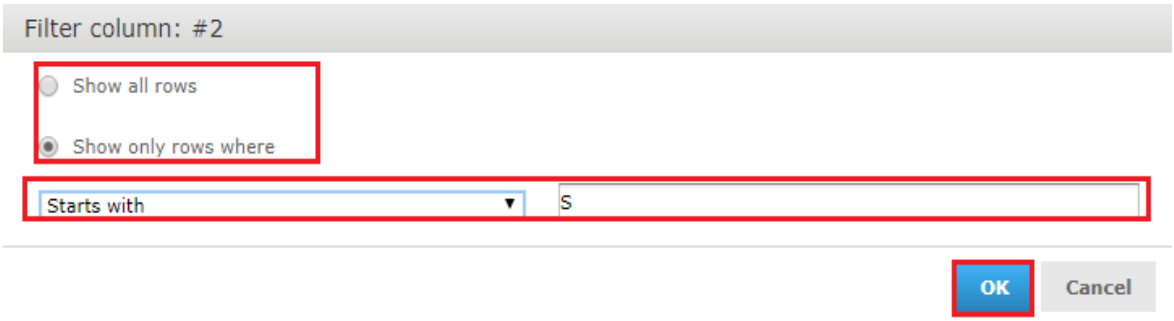
Click here to go back to list

Searching for a Value

1. Tax official can search for particular value from the selected column and get the report for the selected values.

S. No.	Zone/Range /Sector	No. of Taxpayers	SGST Paid by Cash (Previous FY)	SGST Paid by IGST Settlement (Previous FY)	Total SGST Paid (Previous FY)	Average Monthly SGST Paid (Previous / Current FY)*	Expected Monthly SGST
1	2	3	4	5	6=4+5	7	8=7*1.1
1	[redacted]	4	0	0	0	0	0
2	[redacted]	2	0	0	0	0	0
3	[redacted]	15	0.45	0	0.45	0.02	0.02
4	[redacted]	3	106.91	0	106.91	26.73	29.4
5	[redacted]	2	0.09	0	0.09	0	0
6	[redacted]	2	0.15	0	0.15	0	0
7	[redacted]	2	0	0	0	0	0
8	[redacted]	4	2.05	0	2.05	0.26	0.28
Page Total		34	109.65	0	109.65	27.01	29.7
G. Total		42	109.67	0	109.67	27.02	29.71

2. Apply for filter and click **OK**.



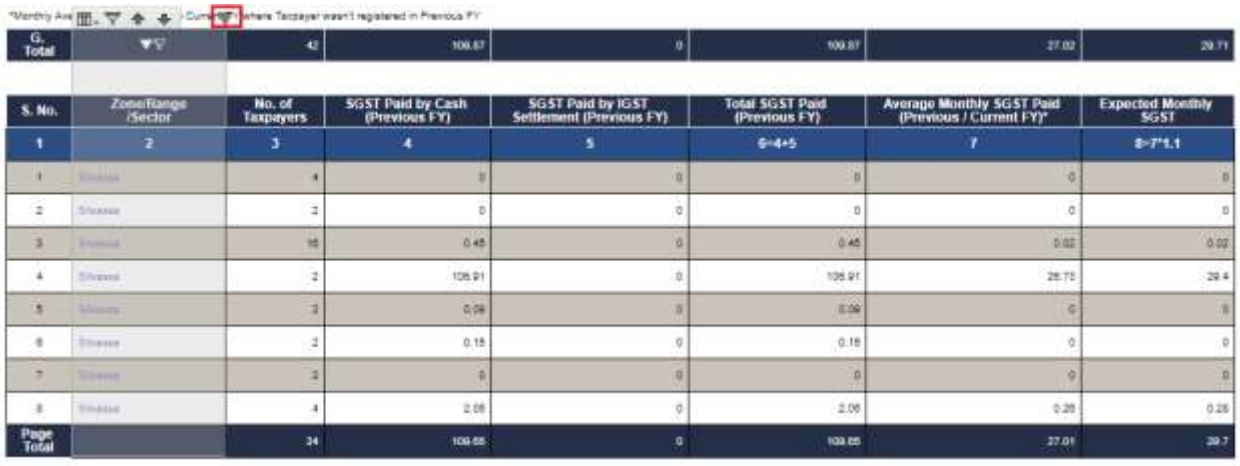
3. The report is displayed based on applied filter.

S. No.	Zone/Range /Sector	No. of Taxpayers	SGST Paid by Cash (Previous FY)	SGST Paid by IGST Settlement (Previous FY)	Total SGST Paid (Previous FY)	Average Monthly SGST Paid (Previous / Current FY)*	Expected Monthly SGST
1	2	3	4	5	6=4+5	7	8=7*1.1
1	Silvassa	4	0	0	0	0	0
2	Silvassa	2	0	0	0	0	0
3	Silvassa	16	0.45	0	0.45	0.02	0.02
4	Silvassa	2	106.91	0	106.91	26.73	29.4
5	Silvassa	2	0.09	0	0.09	0	0
6	Silvassa	2	0.15	0	0.15	0	0
7	Silvassa	2	0	0	0	0	0
8	Silvassa	4	2.05	0	2.05	0.26	0.28
Page Total		34	109.65	0	109.65	27.01	29.7

Click here to go back to list

Resizing Column width

Tax official can resize the selected column using resize column width icon.



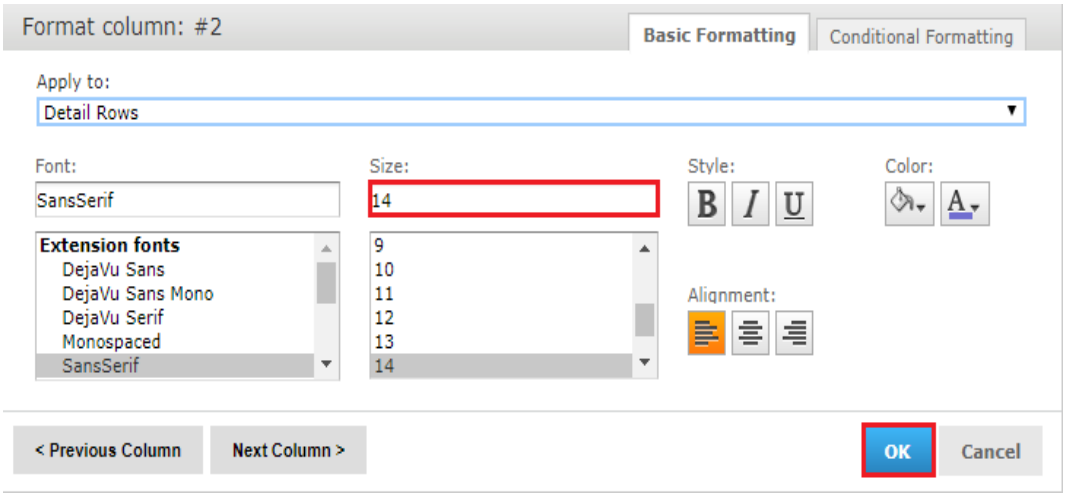
S. No.	Zone/Range /Sector	No. of Taxpayers	SGST Paid by Cash (Previous FY)	SGST Paid by IGST Settlement (Previous FY)	Total SGST Paid (Previous FY)	Average Monthly SGST Paid (Previous / Current FY)*	Expected Monthly SGST
1	2	3	4	5	6=4+5	7	8=7*1.1
1	Silvassa	4	0	0	0	0	0
2	Silvassa	2	0	0	0	0	0
3	Silvassa	16	0.45	0	0.45	0.02	0.02
4	Silvassa	2	106.91	0	106.91	26.73	29.4
5	Silvassa	2	0.09	0	0.09	0	0
6	Silvassa	2	0.15	0	0.15	0	0
7	Silvassa	2	0	0	0	0	0
8	Silvassa	4	2.05	0	2.05	0.26	0.28
Page Total		34	109.65	0	109.65	27.01	29.7

Click here to go back to list

Conditional formatting

1. Tax official can perform conditional formatting for particular values from the selected column to get report with the selected formatting.

2. Apply the formatting and click **OK**.



3. The report is displayed based on applied formatting.

Click here to go back to list

9. If I hide the column in online MIS report will the column be still available in downloaded report?

No, hidden column will not be available in downloaded report.

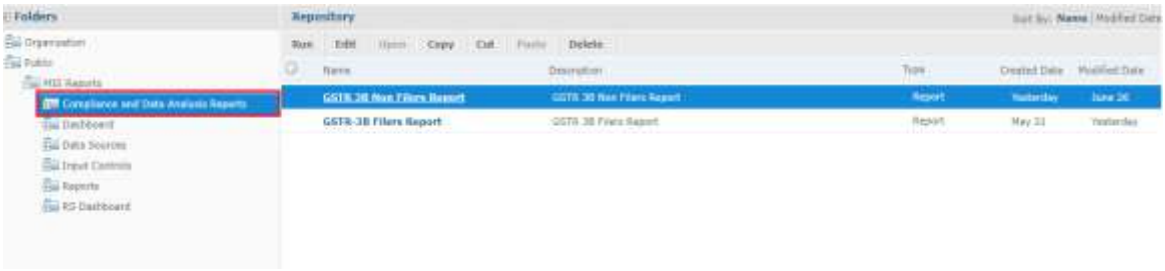
Manual > Compliance and Data Analysis Reports

How can I as a Tax Official generate Compliance and Data Analysis Reports?

The steps to generate any Compliance and Data Analysis Reports are given below:
Note: The steps to generate any type of Compliance and Data Analysis Reports are same. However, only the steps to select report generation criteria are different, for different type of reports.

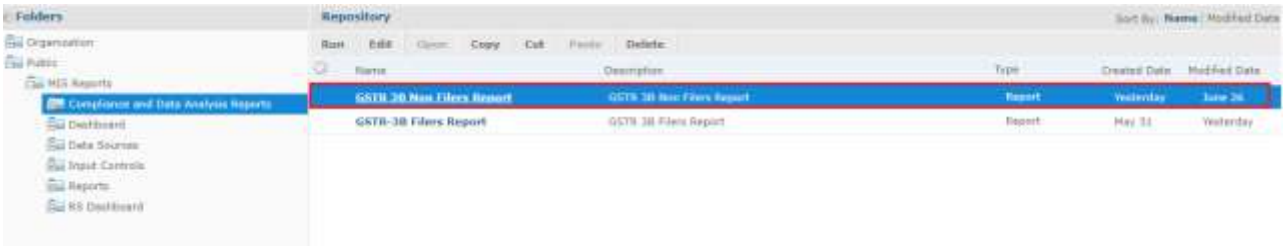
1. Login to the Tax Official's interface of GST Portal with your Tax Officer's login credentials.
2. Click the **Compliance and Data Analysis** link.

3. The reports screen is displayed with list of Compliance and Data Analysis reports.



4. Click the report name, which is displayed on the right hand side, to view the report. In this example, we have selected 'GSTR 3B Non-Filers Report' report link.
Note:

- Created date is date on which report was added.
- Modified date is the date on which code/design of the report was updated.



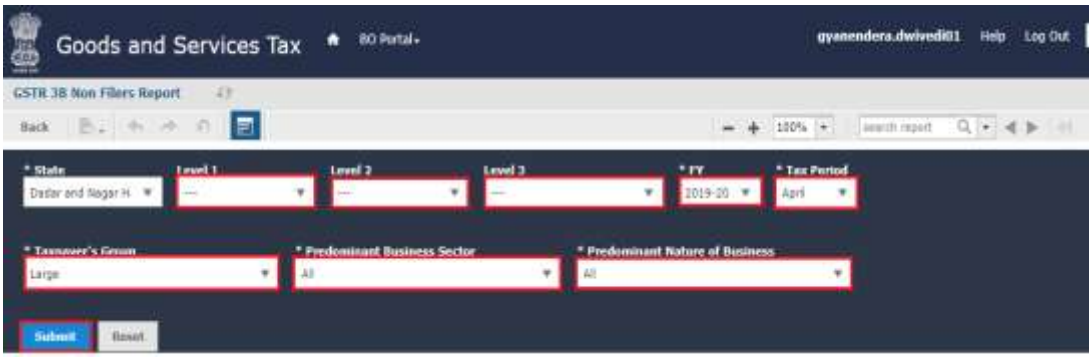
5. Enter the criteria for report generation. In this example, the field of State can't be changed, since it is auto-populated as per Tax Official's jurisdiction.
6. Select the appropriate options from drop down list of **Level 2, Level 3, Level 4**.

Note:

- Level 1 (State Level) will be default as per user's role. However, user can select the next lower level of jurisdiction for seeing the reports pertaining to that level. A Tax Official having Level 1 access will not only have default access to Level 1 reports, but he can choose any Level 2, Level 3 or Level 4 (i.e. lower levels), to view reports. However, official at level L4 cannot see reports for L1, L2, or L3 (i.e. higher levels), but can only see reports as available in level 4.
- Once a selection is made, next level of jurisdiction will have drop-down values in relation to the previous level selected.
- Levels will be auto populated till lowest level according to Alphabetical order. E.g. If a Tax Official has access to Annuppur and Bhopal-1 (both wards), Annuppur will be auto populated first. However, Bhopal-1 will still be available for selection.

7. Select the **Financial Year** and **Tax period** from the drop-down list.
8. Select the **Taxpayer's Group, Predominant Business Sector** and **Predominant Nature of Business** from the drop-down list.
9. Click the **Submit** button.

Note: You can click the **Reset** button to reset the values to default in the search criteria for report generation.



Note:

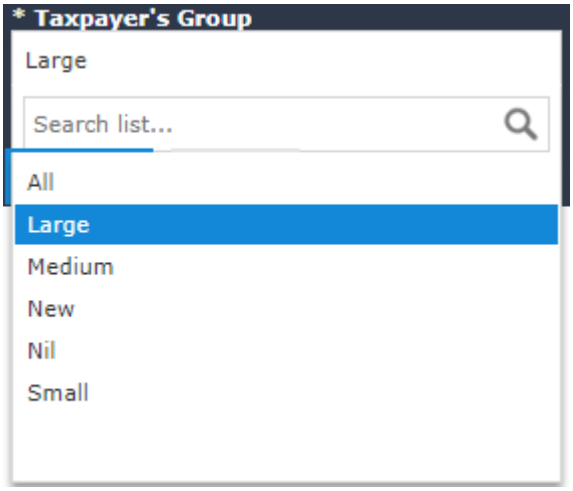
Taxpayer's Group:

Large, Medium, Small: Taxpayers from each State will be divided automatically into Large, Medium and Small group, based on the cash utilized to set off their liabilities, based on Form GSTR-3B/GSTR-4 etc.,

filed in previous financial year, i.e. 2018-19. This grouping will be changed every year, as per liabilities set off by them, in previous financial year through utilization of Cash.

Nil: Similarly, if a taxpayer has filed all “NIL” Returns in the previous financial year 2018-19, then in financial year 2019-20, such taxpayer is categorized under category “NIL”.

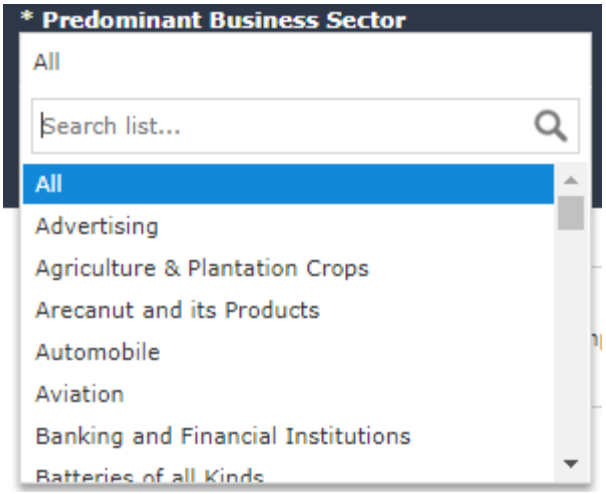
New: If a taxpayer was not registered in the previous financial year, i.e. 2018-19, such taxpayer are categorized under category “New”.

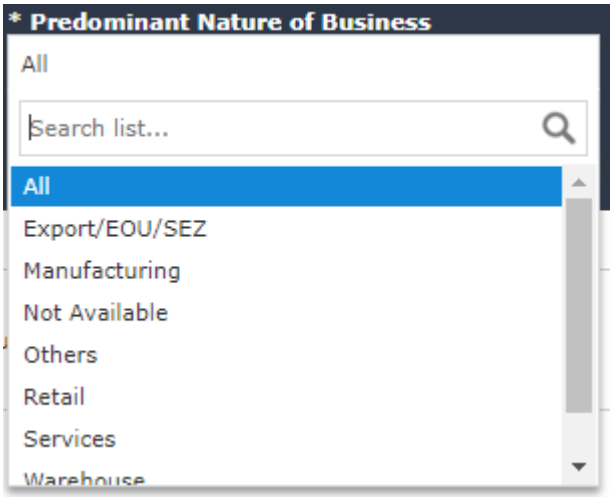


Note:

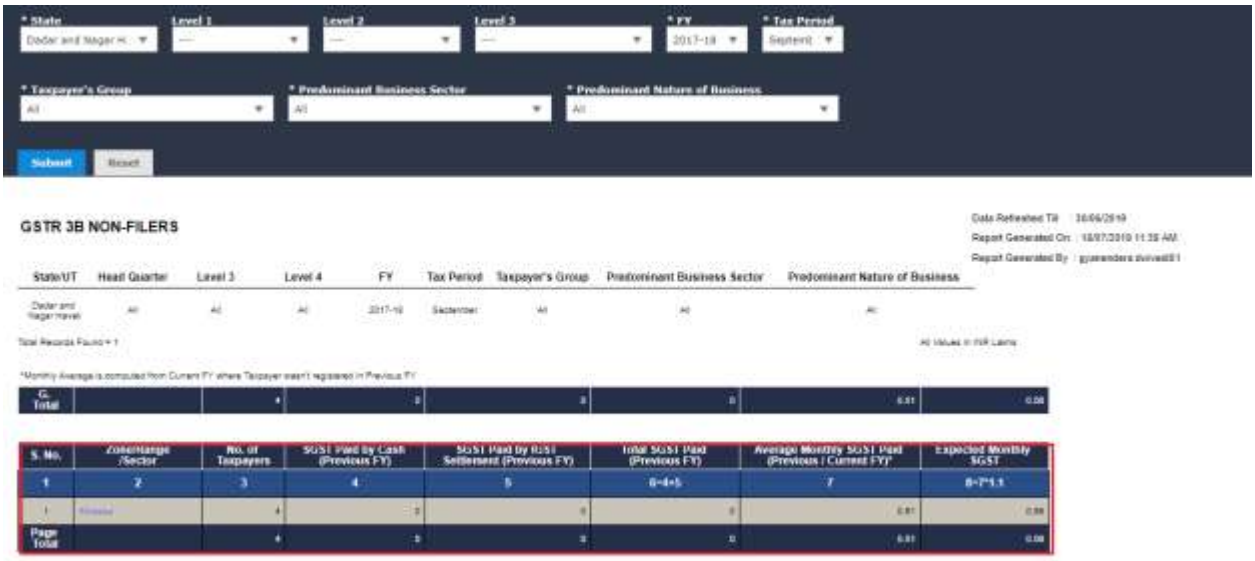
Predominant Business Sector and Predominant Nature of Business is fetched from a separate utility provided to Tax Officers, where they categorize taxpayers in these category. Tax Officer, through this functionality, will update the Predominant Business Sector and Predominant Nature of Business for every taxpayer in his/her jurisdiction, as a one-time activity. Tax Officer is also required to update this information for every new taxpayer registered under GST.

Click here to know more about the Taxpayer's Categorization.

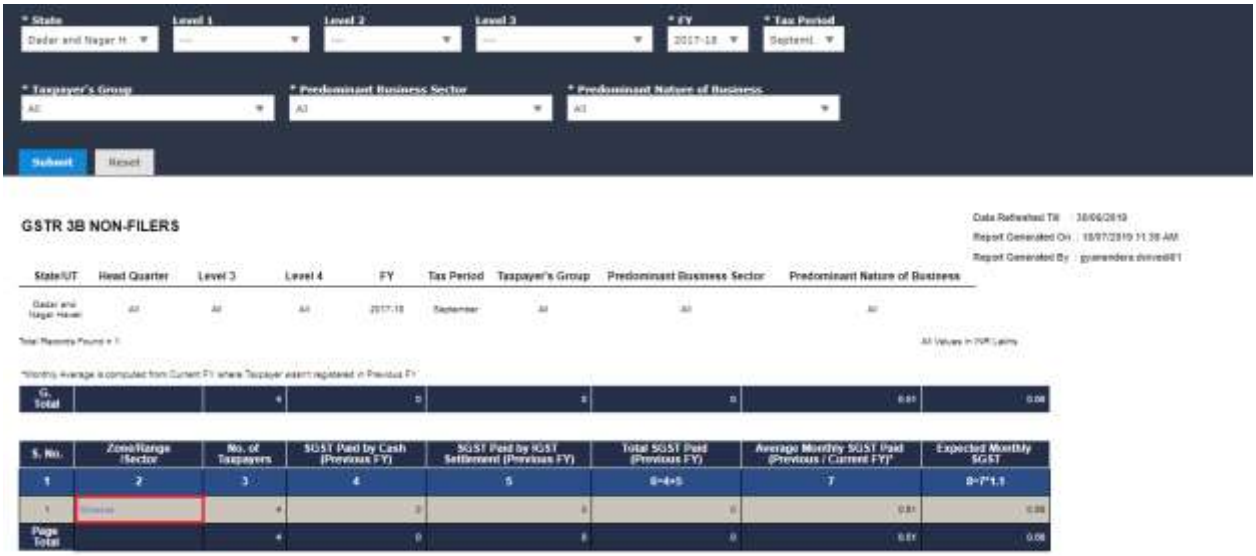




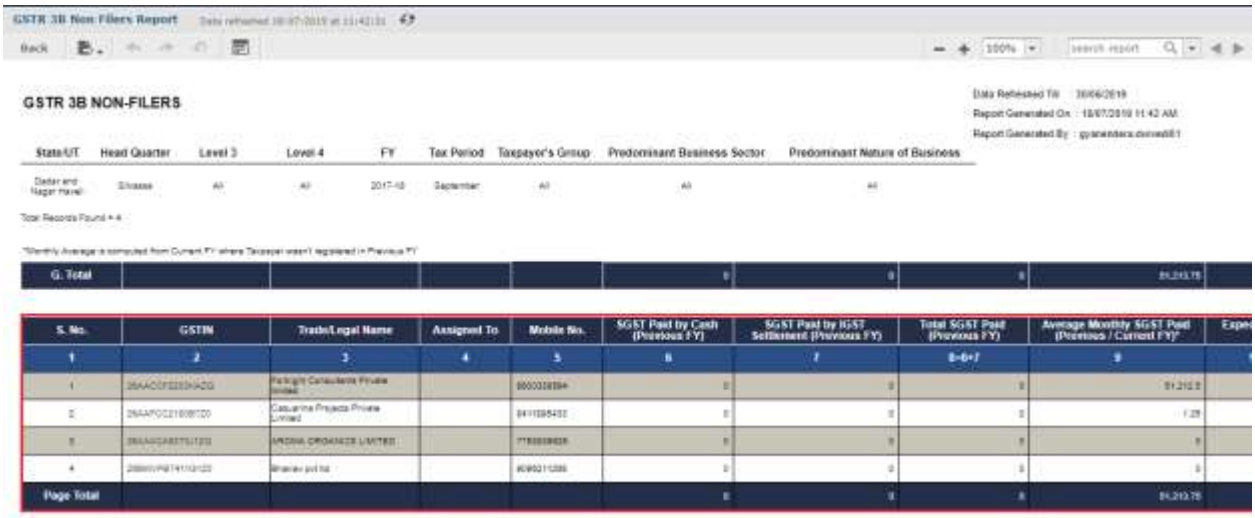
10. Depending upon the input criteria given to run the report, a summary report or a list report will get generated and will be displayed on the screen.



11. Click the **Zone/Range/Sector** hyperlink to view further details related to selected zone/range/sector.

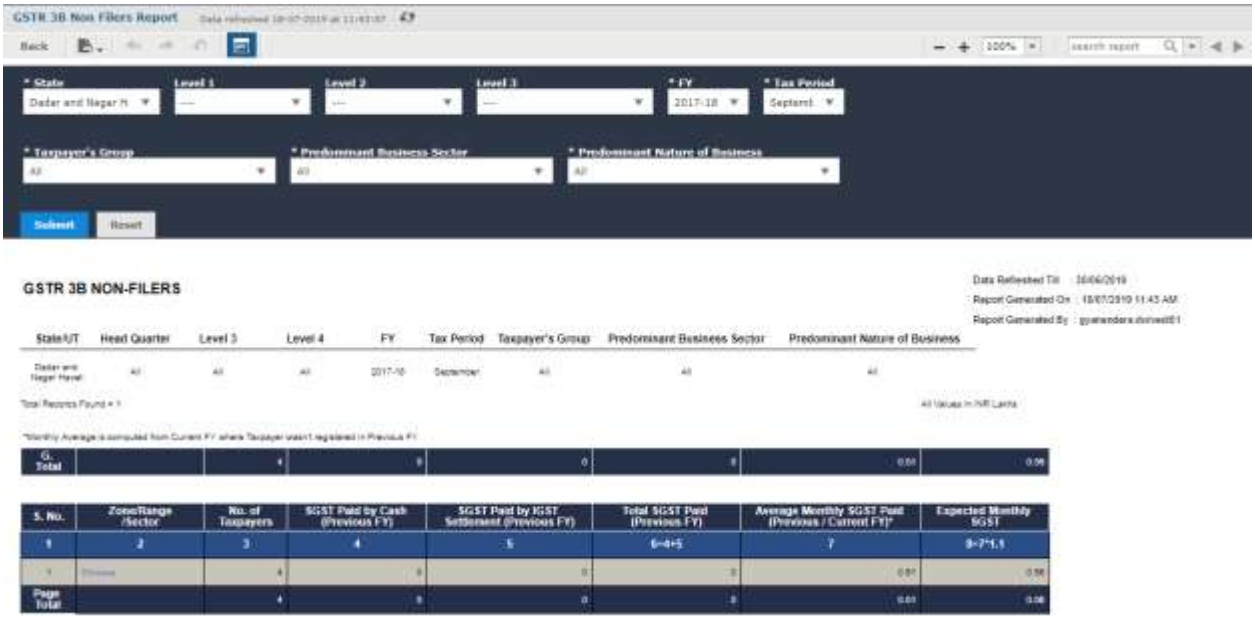
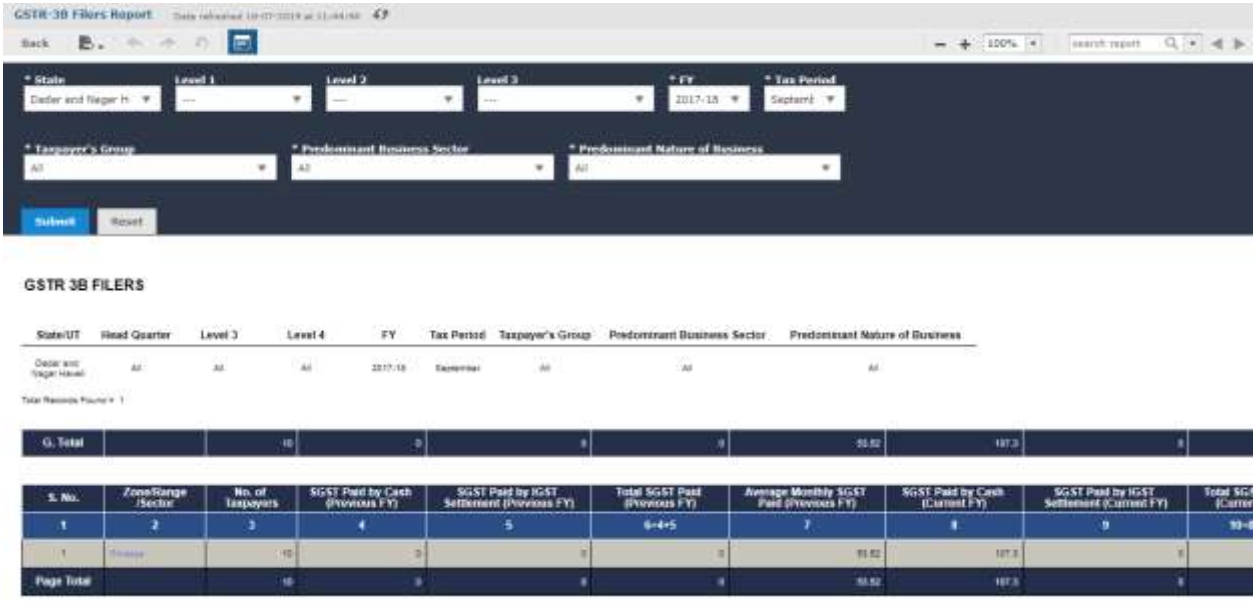


12. The details are displayed.



13. Sample screenshot is provided below for reports, which can be viewed in similar manner:

i. GSTR-3B Non-Filers Report



ii. GSTR-3B Filers Report