

## Manual for TRAN Forms verification in BO

### Manual > Transition Forms

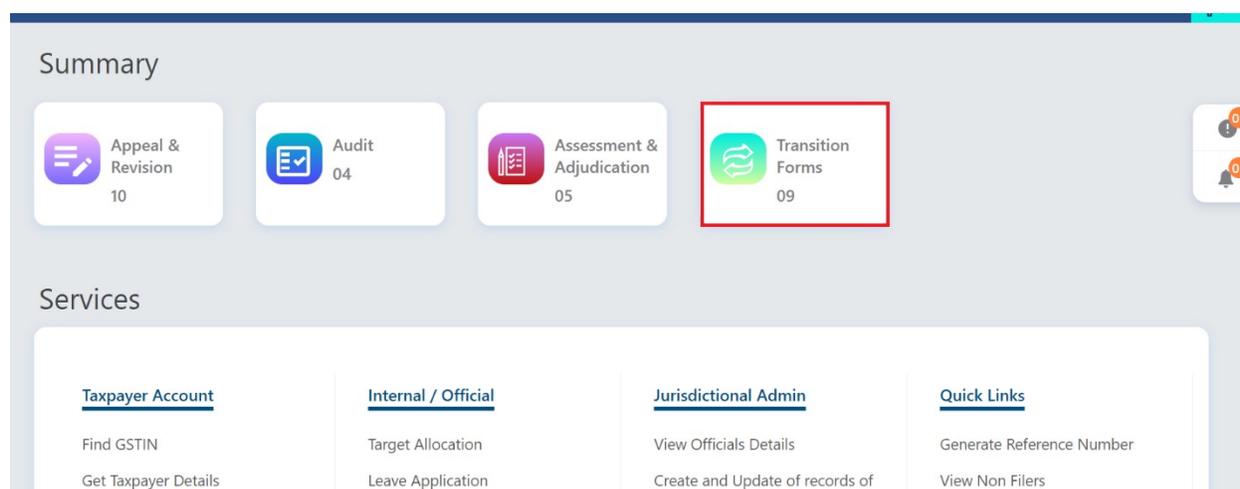
For TRAN verification in BO the proper officers may follow the below mentioned steps:

1. Access the **GST Back Office Portal** for tax officials. Login using your valid credentials.

The Tax Official can navigate to Transition Forms from either of the following two paths.

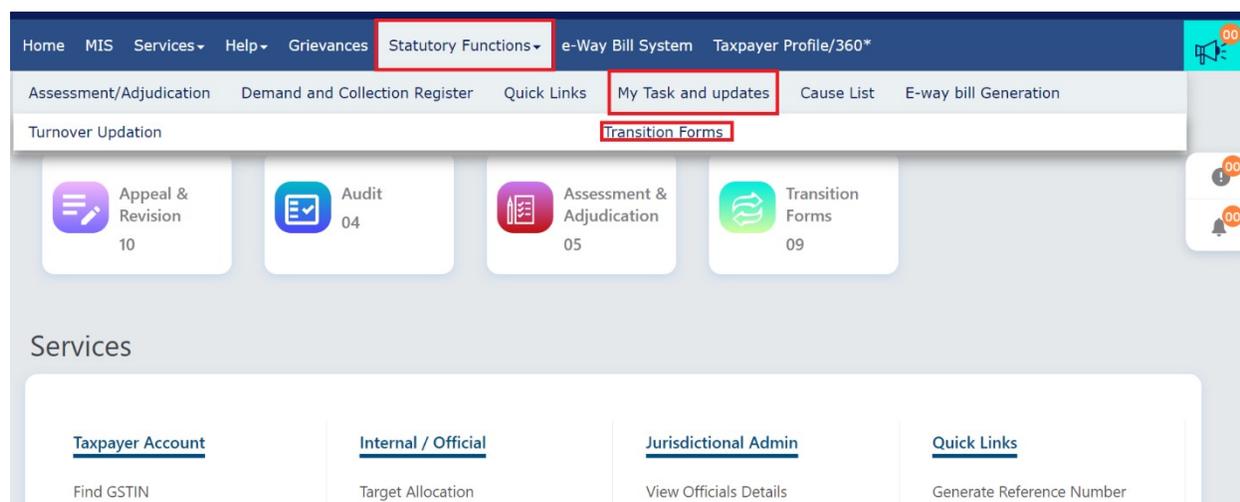
2.(a) Click the Transition Forms tile available in the dashboard.

**Note:** The number shown in the tile is the number of TRAN cases (both TRAN-1 and TRAN-2) for which officer needs to verify the credit and consequently pass an order.



The screenshot shows the dashboard's Summary section. It features four main tiles: 'Appeal & Revision' (10 cases), 'Audit' (04 cases), 'Assessment & Adjudication' (05 cases), and 'Transition Forms' (09 cases). The 'Transition Forms' tile is highlighted with a red border. Below the Summary section is the 'Services' section, which includes links for 'Taxpayer Account', 'Internal / Official', 'Jurisdictional Admin', and 'Quick Links'.

2.(b) Navigate to **Statutory functions > My Task and Updates > Transition Forms**.



The screenshot shows the navigation menu of the GST Back Office Portal. The 'Statutory Functions' dropdown menu is open, and 'My Task and updates' is selected. Under 'My Task and updates', 'Transition Forms' is highlighted with a red box. The dashboard below shows the same Summary and Services sections as in the previous screenshot.

3. The Transition Form page will be displayed.

The screenshot displays a web application interface with a dark blue navigation bar at the top containing links for Home, MIS, Services, Help, Grievances, Statutory Functions, e-Way Bill System, and Taxpayer Profile/360\*. Below the navigation bar is a 'Summary' section with four cards: 'Appeal & Revision' (10), 'Audit' (04), 'Assessment & Adjudication' (05), and 'Transition Forms' (09). The 'Transition Forms' card is highlighted. To the right of the summary cards is a notification bell icon with a '00' badge. Below the summary cards is a 'Tax Officer Actions' section with two tabs: 'TRAN-1' (selected) and 'TRAN-2'. To the right of the tabs is a table with the following data:

My List / Pending Actions	Total Count
Pending with officer	08
Action taken by officer	00

At the bottom of the interface is a 'Services' section.

### TRAN-1

TRAN-1 tab will be selected by default. In this page, there will be the below two options with the tax official.

**Pending with officer:** Select this option to know the number of pending TRAN-1 forms that the officer needs to approve.

**Action taken by officer:** Select this option to identify TRAN cases against which any action has been taken such as DRC-07 has been issued.

**Note:** Along with both the options, the tax official will be able to see the number of count of cases against respective option.

Home MIS Services Help Grievances Statutory Functions e-Way Bill System Taxpayer Profile/360\*

### Summary



Appeal & Revision  
10



Audit  
04



Assessment & Adjudication  
05



Transition Forms  
09

Tax Officer Actions

TRAN-1

TRAN-2

My List / Pending Actions	Total Count
Pending with officer	08
Action taken by officer	00

Services

### 3.1 Pending with officer

Select the **Pending with officer** option.

Home MIS Services Help Grievances Statutory Functions e-Way Bill System Taxpayer Profile/360\*

### Summary



Appeal & Revision  
10



Audit  
04



Assessment & Adjudication  
05



Transition Forms  
09

Tax Officer Actions

TRAN-1

TRAN-2

My List / Pending Actions	Total Count
Pending with officer	08
Action taken by officer	00

The tax official shall be navigated to the next screen where he/she will be able to see list of all the taxpayers of his/her jurisdiction who have filed TRAN-1 and the same is pending for verification.

To proceed with verification of the ARNs, follow any of the below two steps:

3.1.1 (a) Enter the ARN/Case ID or Enter the GSTIN and click the SEARCH button to proceed to take action; or

3.1.1. (b) Select the ARN/Case ID hyperlink from the given table to proceed to take action.

The screenshot displays a web application interface. At the top, a navigation bar includes links for Home, MIS, Services, Help, Grievances, Statutory Functions, e-Way Bill System, and Taxpayer Profile/360\*. Below this is a 'Summary' section with four main categories: Appeal & Revision (10), Audit (04), Assessment & Adjudication (05), and Transition Forms (09). A 'Tax Officer Actions' sidebar on the left lists 'TRAN-1' and 'TRAN-2'. The main content area is titled 'Pending with officer' (08) and features a search form with input fields for 'ARN/Case ID' and 'GSTIN', and a 'SEARCH' button. Below the search form is a table with the following data:

ARN/Case ID	GSTIN	Legal Name	Trade Name
<a href="#">AA3709220000100</a>	37GEOPS0823B7Z9	GST Training	AutomationsTest
<a href="#">AD371122000036V</a>	37GDDPS5160P2ZQ	gst training	AutomationsTest
<a href="#">AD371122000038R</a>	37GEOPS0823B2ZE	GST Training	AutomationsTest
<a href="#">AD371122000042Z</a>	37GEOPS0823BAZ6	GST Training	AutomationsTest
<a href="#">AD3711220000414</a>	37GEOPS0823B8Z8	GST Training	AutomationsTest
<a href="#">AD3711220000406</a>	37GEOPS0823B4ZC	GST Training	AutomationsTest
<a href="#">AD3711220000430</a>	37AAAD7822N1ZF	DISTRIBUTORY COMMITTEE KAKULAPADU	DISTRIBUTORY COMMITTEE KAKULA
<a href="#">AD371122000044Y</a>	37ABDPY2603F1ZQ	Keppera Yallaiah	Yallaiah Traders

At the bottom of the table, there is a 'Select pagination limit' dropdown menu set to '10'.

3.1.2 On clicking the ARN of a TRAN form the Case Details page of the selected taxpayer will be displayed as shown below:

Case ID	GSTIN	Legal Name	Trade Name	Assigned To
AA370922000100	37GEOPS0823B729	GST Training	AutomationsTest	CENTER

The below is the extract of Form TRAN-1, as provided by taxpayer. You may edit the values as required based on your assessment.

If the transitional credit claimed becomes negative in case of revision etc., ensure that the amount is paid / reversed by the taxpayer. If the excess credit claimed is not paid back or reversed, then the amount should be recovered by initiating proceedings under relevant sections of Act and order along with summary of the order in Form GST DRC-07 may be issued. Reference no. of the said order may be provided if issued before clicking on 'ISSUE ORDER' button.

Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished- **Yes**

Credit Claimed on Account of	Amount (₹) claimed by taxpayer in TRAN-1		Amount (₹) approved by taxofficer in TRAN-1	
	Central tax	State/UT tax	Central tax	State/UT tax
<b>Credit carried Forward</b>				
5(a)- Amount of Cenvat credit carried forward to electronic credit ledger as central tax (Section 140(1), Section 140 (4)(a) and Section 140(9)) - column 6	12,36,91,56,78,		100.01	
5(c)- Amount of tax credit carried forward to electronic credit ledger as State/UT Tax (For all registrations on the same PAN and in the same State) - column 10		2,34,91,44,17,1		10.20
<b>Un-Availed credit</b>				
6(a)- Amount of unavailed cenvat credit in respect of capital goods carried forward to electronic credit ledger as central tax - column 11	2,11,30,090.92		10.30	
6(b)- Amount of unavailed input tax credit carried forward to electronic credit ledger as State/UT tax (For all registrations on the same PAN and in the same State) - column 10		2,22,76,22,469.		10.40
<b>Inputs held in Stock</b>				
7(a)- Part 7A Where duty paid invoices (including Credit Transfer Document (CTD)) are available - column 6	4,57,63,434.23		10.50	
7(b)- Amount of eligible duties and taxes/VAT/[ET] in respect of inputs or input services under section 140(5) and section 140(7) - column 8	24,31,98,315.44		10.60	
7(c)- Amount of VAT and Entry Tax paid on inputs supported by invoices/documents evidencing payment of tax carried forward to electronic credit ledger as SGST/UTGST under sections 140(3), 140(4)(b) and 140(6) - column 8		2,58,381.68		1.00
7(b)- Amount of eligible duties and taxes/VAT/[ET] in respect of inputs or input services under section 140(5) and section 140(7) - column 9		2,58,334.68		10.80
10(a)- Details of goods held as agent on behalf of the principal - column 7		23,478.00		10.91
11- Details of credit availed in terms of Section 142 (11 (c)) - column 8	2,34,76,343.23		10.20	
11- Details of credit availed in terms of Section 142 (11 (c)) - column 7		23,47,623.23		10.21
<b>ITC claimed by taxpayer in TRAN-1 (A)</b>			12,37,24,92,46,	2,37,14,49,27,4
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			141.61	53.52
<b>Existing Credit availed by taxpayer on previously filed TRAN-1, if any (C)</b>			20,760.00	11,980.00
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-20,618.39	-11,926.48

Debit In electronic credit ledger on Account of

8- Transfer of cenvat credit for registered person having centralized registration under existing law (Section 140(8))\_ column 9 (transferred to taxpayer whose GSTIN is mentioned in Table8\_column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)
37GEOPS0823B12F	AutomationsTest	32,48,762.23	32,48,762.23	0.00	32,48,762.23
37GEOPS0823B52B	AutomationsTest	2,34,234.34	23,42,343.34	0.00	2,34,234.34
37GEOPS0823B82B	AutomationsTest	600.00	2,34,76,342.23	1,000.00	-400.00
37GEOPS0823B92Z		0.00	0.00	2,000.00	-2,000.00
<b>TOTAL</b>		34,83,596.57	2,90,67,447.80	3,000.00	34,80,596.57

DOWNLOAD LAST FILED TRAN-1

DOWNLOAD CURRENT FILED TRAN-1

SUPPORTING DOCUMENTS BY TAXPAYER

VALIDATE



Upload order (For tax officer)

Choose File No file chosen

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB.

In the Case Details page, there will be various editable and non-editable fields that has been listed in the below table.

<b>Editable fields (Entries to be made by tax officers)</b>	<b>Non-editable fields (on the basis of entries made by the taxpayers)</b>
Amount approved by tax officer in TRAN-1	Amount claimed by taxpayer in TRAN-1
ITC approved by tax officer(1)	ITC claimed by taxpayer in TRAN-1 (A)
	in TOTAL ITC that can be claimed by taxpayer on verification by Tax officer (B)
	Existing Credit availed by taxpayer on previously filed TRAN-1, if any (C)
	ITC to be posted in Electronic Credit ledger (B-C)
	Recent filing by taxpayer (2)
	Previous filing by taxpayer (3)
	Net amount to be posted (1-3)

3.1.3 The Tax Officer has to enter the verified ITC amount in the designated columns as mentioned in snapshot below:

Case ID <b>AA3709220000100</b>	GSTIN <b>37GEOPS08238729</b>	Legal Name <b>GST Training</b>	Trade Name <b>AutomationsTest</b>	Assigned To <b>CENTER</b>
-----------------------------------	---------------------------------	-----------------------------------	--------------------------------------	------------------------------

The below is the extract of Form TRAN-1, as provided by taxpayer. You may edit the values as required based on your assessment.

If the transitional credit claimed becomes negative in case of revision etc., ensure that the amount is paid / reversed by the taxpayer. If the excess credit claimed is not paid back or reversed, then the amount should be recovered by initiating proceedings under relevant sections of Act and order along with summary of the order in Form GST DRC-07 may be issued. Reference no. of the said order may be provided if issued before clicking on 'ISSUE ORDER' button.

Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished- **Yes**

Credit Claimed on Account of	Amount (₹) claimed by taxpayer in TRAN-1		Amount (₹) approved by tax officer in TRAN-1	
	Central tax	State/UT tax	Central tax	State/UT tax
<b>Credit carried Forward</b>				
5(a)- Amount of Cenvat credit carried forward to electronic credit ledger as central tax (Section 140(1), Section 140 (4)(a) and Section 140(9)) - column 6	12,36,91,56,78,		100.01	
5(c)- Amount of tax credit carried forward to electronic credit ledger as State/UT Tax (For all registrations on the same PAN and in the same State) - column 10		2,34,91,44,17,1		10.20
<b>Un-Availed credit</b>				
6(a)- Amount of unavailed cenvat credit in respect of capital goods carried forward to electronic credit ledger as central tax - column 11	2,11,30,090.92		10.30	
6(b)- Amount of unavailed input tax credit carried forward to electronic credit ledger as State/UT tax (For all registrations on the same PAN and in the same State) - column 10		2,22,76,22,469.		10.40
<b>Inputs held in Stock</b>				
7(a)- Part 7A Where duty paid invoices (including Credit Transfer Document (CTD)) are available - column 6	4,57,63,434.23		10.50	
7(b)- Amount of eligible duties and taxes/VAT/[ET] in respect of inputs or input services under section 140(5) and section 140(7) - column 8	24,31,98,315.4i		10.60	
7(c)- Amount of VAT and Entry Tax paid on inputs supported by invoices/documents evidencing payment of tax carried forward to electronic credit ledger as SGST/UTGST under sections 140(3), 140(4)(b) and 140(6) - column 8		2,58,381.68		1.00
7(b)- Amount of eligible duties and taxes/VAT/[ET] in respect of inputs or input services under section 140(5) and section 140(7) - column 9		2,58,334.68		10.80
10(a)- Details of goods held as agent on behalf of the principal - column 7		23,478.00		10.91
11- Details of credit availed in terms of Section 142 (11 (c)) - column 8	2,34,76,343.23		10.20	
11- Details of credit availed in terms of Section 142 (11 (c)) - column 7		23,47,623.23		10.21
<b>ITC claimed by taxpayer in TRAN-1 (A)</b>			12,37,24,92,46,	2,37,14,49,27,4
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			141.61	53.52
<b>Existing Credit availed by taxpayer on previously filed TRAN-1, if any (C)</b>			20,760.00	-11,960.00
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-20,618.39	-11,926.48

**Debit in electronic credit ledger on Account of**

8- Transfer of cenvat credit for registered person having centralized registration under existing law (Section 140(8)), column 9 (transferred to taxpayer whose GSTIN is mentioned in Table8, column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)
37GEOPS0823812F	AutomationsTest	32,48,762.23	32,48,762.23	0.00	32,48,762.23
37GEOPS0823852B	AutomationsTest	2,34,234.34	23,42,343.34	0.00	2,34,234.34
37GEOPS0823882B	AutomationsTest	600.00	2,34,76,342.23	1,000.00	-400.00
37GEOPS08238927		0.00	0.00	2,000.00	-2,000.00
<b>TOTAL</b>		34,83,596.57	2,90,67,447.80	3,000.00	34,80,596.57

DOWNLOAD LAST FILED TRAN-1

DOWNLOAD CURRENT FILED TRAN-1

SUPPORTING DOCUMENTS BY TAXPAYER

VALIDATE



Upload order (For tax officer)

Choose File | No file chosen

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

BACK

SAVE

PRINT (PDF)

ISSUE ORDER

**Note: In case the ITC to be posted in Electronic Credit Ledger (B-C) is negative then it would be displayed in Red color. In this case, the officer can either issue a DRC-07 order for the negative amount or can proceed without issuing the same in case the taxpayer has deposited the same through some other means and proof given to the officer. However, if the officer has mentioned DRC07 reference number, he/she has to validate the same to ensure it is correct.**

Case ID <b>AA3709220000100</b>	GSTIN <b>37GEOPS0823B7Z9</b>	Legal Name <b>GST Training</b>	Trade Name <b>AutomationsTest</b>	Assigned To <b>CENTER</b>
-----------------------------------	---------------------------------	-----------------------------------	--------------------------------------	------------------------------

The below is the extract of Form TRAN-1, as provided by taxpayer. You may edit the values as required based on your assessment.

If the transitional credit claimed becomes negative in case of revision etc., ensure that the amount is paid / reversed by the taxpayer. If the excess credit claimed is not paid back or reversed, then the amount should be recovered by initiating proceedings under relevant sections of Act and order along with summary of the order in Form GST DRC-07 may be issued. Reference no. of the said order may be provided if issued before clicking on 'ISSUE ORDER' button.

Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished- **Yes**

Credit Claimed on Account of	Amount (₹) claimed by taxpayer in TRAN-1		Amount (₹) approved by tax officer in TRAN-1	
	Central tax	State/UT tax	Central tax	State/UT tax
<b>Credit carried Forward</b>				
5(a)- Amount of Cenvat credit carried forward to electronic credit ledger as central tax (Section 140(1), Section 140 (4)(a) and Section 140(9)) - column 6	12,36,91,56,78,		100.01	
5(c)- Amount of tax credit carried forward to electronic credit ledger as State/UT Tax (For all registrations on the same PAN and in the same State) - column 10		2,34,91,44,17,1		10.20
<b>Un-Availed credit</b>				
6(a)- Amount of unavailed cenvat credit in respect of capital goods carried forward to electronic credit ledger as central tax - column 11	2,11,30,090.92		10.30	
6(b)- Amount of unavailed input tax credit carried forward to electronic credit ledger as State/UT tax (For all registrations on the same PAN and in the same State) - column 10		2,22,76,22,469.		10.40
<b>Inputs held in Stock</b>				
7(a)- Part 7A Where duty paid invoices (Including Credit Transfer Document (CTD)) are available - column 6	4,57,63,434.23		10.50	
7(b)- Amount of eligible duties and taxes/VAT/[ET] in respect of inputs or input services under section 140(5) and section 140(7) - column 8	24,31,98,315.44		10.60	
7(c)- Amount of VAT and Entry Tax paid on inputs supported by invoices/documents evidencing payment of tax carried forward to electronic credit ledger as SGST/UTGST under sections 140(3), 140(4)(b) and 140(6) - column 8		2,58,381.68		1.00
7(b)- Amount of eligible duties and taxes/VAT/[ET] in respect of inputs or input services under section 140(5) and section 140(7) - column 9		2,58,334.68		10.80
10(a)- Details of goods held as agent on behalf of the principal - column 7		23,478.00		10.91
11- Details of credit availed in terms of Section 142 (11 (c)) - column 8	2,34,76,343.23		10.20	
11- Details of credit availed in terms of Section 142 (11 (c)) - column 7		23,47,623.23		10.21
<b>ITC claimed by taxpayer in TRAN-1 (A)</b>			12,37,24,92,46,	2,37,14,49,27,4
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			141.61	53.52
<b>Existing Credit availed by taxpayer on previously filed TRAN-1, if any (C)</b>			20,760.00	11,980.00
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-20,618.39	-11,926.48

Debit in electronic credit ledger on Account of

8- Transfer of cenvat credit for registered person having centralized registration under existing law (Section 140(8)), column 9 (transferred to taxpayer whose GSTIN is mentioned in Table 8, column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)
37GEOPS0823B1ZF	AutomationsTest	32,48,762.23	32,48,762.23	0.00	32,48,762.23
37GEOPS0823B5ZB	AutomationsTest	2,34,234.34	23,42,343.34	0.00	2,34,234.34
37GEOPS0823B8ZB	AutomationsTest	600.00	2,34,76,342.23	1,000.00	-400.00
37GEOPS0823B9Z7		0.00	0.00	2,000.00	-2,000.00
<b>TOTAL</b>		34,83,596.57	2,90,67,447.80	3,000.00	34,80,596.57

DOWNLOAD LAST FILED TRAN-1

DOWNLOAD CURRENT FILED TRAN-1

SUPPORTING DOCUMENTS BY TAXPAYER

VALIDATE



Upload order (For tax officer)

Choose File No file chosen

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural Justice has been followed.

BACK

SAVE

PRINT (PDF)

ISSUE ORDER

**3.1.4** Enter the DRC07 reference number in the provided field and click the **VALIDATE** button.

Existing Credit availed by taxpayer on previously filed TRAN-1, if any (C)		20,760.00	11,980.00
ITC to be posted in Electronic Credit ledger (B-C)		-20,618.39	-11,926.48

Debit In electronic credit ledger on Account of

B- Transfer of cenvat credit for registered person having centralized registration under existing law (Section 140(B)), column 9 (transferred to taxpayer whose GSTIN is mentioned in Table8\_column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)
37GEOPS0823B1ZF	AutomationsTest	32,48,762.23	32,48,762.23	0.00	32,48,762.23
37GEOPS0823B5ZB	AutomationsTest	2,34,234.34	23,42,343.34	0.00	2,34,234.34
37GEOPS0823B6Z6	AutomationsTest	600.00	2,34,76,342.23	1,000.00	-400.00
37GEOPS0823B9Z7		0.00	0.00	2,000.00	-2,000.00
<b>TOTAL</b>		<b>34,83,596.57</b>	<b>2,90,67,447.80</b>	<b>3,000.00</b>	<b>34,80,596.57</b>

Upload order (For tax officer)

Choose File: No file chosen

Only PDF file format is allowed.  
 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

If the DRC07 reference number is correct, it will display the following success message.

ZD371122000024B	<b>VALIDATE</b>
-----------------	-----------------

DRC-07 number ZD371122000024B has been validated successfully.

**3.1.5** Click the **DOWNLOAD LAST FILED TRAN-1** button to download the excel file containing the complete details of last filed TRAN-1 by the taxpayer. The tax official can also click the **DOWNLOAD CURRENT FILED TRAN-1** to download the current filed TRAN-1 by the taxpayer.

electronic credit ledger as SGST/UTGST under sections 140(3), 140(4)(b) and 140(6) - column 8		2,58,381.68		1.00
7(b)- Amount of eligible duties and taxes/VAT/[ET] in respect of inputs or input services under section 140(5) and section 140(7) - column 9		2,58,334.68		10.80
10(a)- Details of goods held as agent on behalf of the principal - column 7		23,478.00		10.91
11- Details of credit availed in terms of Section 142 (11 (c)) - column 8	2,34,76,343.23		10.20	
11- Details of credit availed in terms of Section 142 (11 (c)) - column 7		23,47,623.23		10.21
<b>ITC claimed by taxpayer in TRAN-1 (A)</b>			12,37,24,92,46,	2,37,14,49,27,4
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			141.61	53.52
<b>Existing Credit availed by taxpayer on previously filed TRAN-1, if any (C)</b>			20,760.00	11,980.00
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-20,618.39	-11,926.48

Debit In electronic credit ledger on Account of

B- Transfer of cenvat credit for registered person having centralized registration under existing law (Section 140(8)), column 9 (transferred to taxpayer whose GSTIN is mentioned in Table8 column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)
37GEOPS0823B1ZF	AutomationsTest	32,48,762.23	32,48,762.23	0.00	32,48,762.23
37GEOPS0823B5ZB	AutomationsTest	2,34,234.34	23,42,343.34	0.00	2,34,234.34
37GEOPS0823B8ZB	AutomationsTest	600.00	2,34,76,342.23	1,000.00	-400.00
37GEOPS0823B9Z7		0.00	0.00	2,000.00	-2,000.00
<b>TOTAL</b>		34,83,596.57	2,90,67,447.80	3,000.00	34,80,596.57

[DOWNLOAD LAST FILED TRAN-1](#)
[DOWNLOAD CURRENT FILED TRAN-1](#)
[SUPPORTING DOCUMENTS BY TAXPAYER](#)

[VALIDATE](#)



Upload order (For tax officer)  
 Choose File: No file chosen

Only PDF file format is allowed.  
 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

[BACK](#)
[SAVE](#)
[PRINT \(PDF\)](#)
[ISSUE ORDER](#)

3.1.6 After few minutes, a download link shall be provided just below the *DOWNLOAD LAST FILED TRAN-1* button (or *DOWNLOAD CURRENT FILED TRAN-1* button). Click the **Click here to download Excel - File 1** button to download the excel file of the saved details in TRAN-1.

Debit In electronic credit ledger on Account of

8- Transfer of cenvat credit for registered person having centralized registration under existing law (Section 140(8))\_column 9 (transferred to taxpayer whose GSTIN is mentioned in Table8\_column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)
37GEOPS0823B1ZF	AutomationsTest	32,48,762.23	32,48,762.23	0.00	32,48,762.23
37GEOPS0823B5ZB	AutomationsTest	2,34,234.34	23,42,343.34	0.00	2,34,234.34
37GEOPS0823B8Z8	AutomationsTest	600.00	2,34,76,342.23	1,000.00	-400.00
37GEOPS0823B9Z7		0.00	0.00	2,000.00	-2,000.00
<b>TOTAL</b>		34,83,596.57	2,90,67,447.80	3,000.00	34,80,596.57

[DOWNLOAD LAST FILED TRAN-1](#)
[DOWNLOAD CURRENT FILED TRAN-1](#)
[SUPPORTING DOCUMENTS BY TAXPAYER](#)

[VALIDATE](#)

[Click here to download Excel - File 1](#)

Upload order (For tax officer)

Choose File | No file chosen

Only PDF file format is allowed.  
 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

3.1.7 Click the **SUPPORTING DOCUMENTS BY TAXPAYER** option to download the supporting documents, which was uploaded by the taxpayer while filing Transition Forms.

Debit In electronic credit ledger on Account of

8- Transfer of cenvat credit for registered person having centralized registration under existing law (Section 140(8))\_column 9 (transferred to taxpayer whose GSTIN is mentioned in Table8\_column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)
37GEOPS0823B1ZF	AutomationsTest	32,48,762.23	32,48,762.23	0.00	32,48,762.23
37GEOPS0823B5ZB	AutomationsTest	2,34,234.34	23,42,343.34	0.00	2,34,234.34
37GEOPS0823B8Z8	AutomationsTest	600.00	2,34,76,342.23	1,000.00	-400.00
37GEOPS0823B9Z7		0.00	0.00	2,000.00	-2,000.00
<b>TOTAL</b>		34,83,596.57	2,90,67,447.80	3,000.00	34,80,596.57

[DOWNLOAD LAST FILED TRAN-1](#)
[DOWNLOAD CURRENT FILED TRAN-1](#)
[SUPPORTING DOCUMENTS BY TAXPAYER](#)

[VALIDATE](#)

Upload order (For tax officer)

Choose File | No file chosen

Only PDF file format is allowed.  
 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

3.1.8 Click **Choose File** to upload the speaking orders.

**Note:**

- **ISSUE ORDER** option will be enabled only after the tax official has uploaded the speakingOrder(s).The speaking order prepared by the officer offline will have to be uploaded here mandatorily for future references.
- An Order can only be uploaded in PDF format and tax officer can upload maximum of 4 pdf files. Also, the size of each of the files cannot be more than 5MB.

Debit In electronic credit ledger on Account of

8- Transfer of cenvat credit for registered person having centralized registration under existing law (Section 140(8))..column 9 (transferred to taxpayer whose GSTIN is mentioned in Table8\_column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)
37GEOPS0823B1ZF	AutomationsTest	32,48,762.23	32,48,762.23	0.00	32,48,762.23
37GEOPS0823B5ZB	AutomationsTest	2,34,234.34	23,42,343.34	0.00	2,34,234.34
37GEOPS0823B8Z8	AutomationsTest	600.00	2,34,76,342.23	1,000.00	-400.00
37GEOPS0823B9Z7		0.00	0.00	2,000.00	-2,000.00
<b>TOTAL</b>		34,83,596.57	2,90,67,447.80	3,000.00	34,80,596.57

[DOWNLOAD LAST FILED TRAN-1](#)
[DOWNLOAD CURRENT FILED TRAN-1](#)
[SUPPORTING DOCUMENTS BY TAXPAYER](#)

[VALIDATE](#)



Upload order (For tax officer)

[Choose File](#) No file chosen

Only PDF file format is allowed.  
 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

3.1.9 Click the **SAVE** button to save the records updated by the tax official.

Debit In electronic credit ledger on Account of

8- Transfer of cenvat credit for registered person having centralized registration under existing law (Section 140(6)), column 9 (transferred to taxpayer whose GSTIN is mentioned in Table6, column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)
37GEOP50823B1ZF	AutomationsTest	32,48,762.23	32,48,762.23	0.00	32,48,762.23
37GEOP50823B5ZB	AutomationsTest	2,34,234.34	23,42,343.34	0.00	2,34,234.34
37GEOP50823B6ZB	AutomationsTest	600.00	2,34,76,342.23	1,000.00	-400.00
37GEOP50823B9Z7		0.00	0.00	2,000.00	-2,000.00
<b>TOTAL</b>		<b>34,83,596.57</b>	<b>2,90,67,447.80</b>	<b>3,000.00</b>	<b>34,80,596.57</b>

[DOWNLOAD LAST FILED TRAN 1](#) | 
 [DOWNLOAD CURRENT FILED TRAN 1](#) | 
 [SUPPORTING DOCUMENTS BY TAXPAYER](#)

753718220000248 [VALIDATE](#)



Upload order (For tax officer)

Sr.No	Document Name	Status	Delete
1	test (1) (1).pdf	Successfully Uploaded	
2	test (6).pdf	Successfully Uploaded	
3	test (5).pdf	Successfully Uploaded	
4	test (5).pdf	Successfully Uploaded	

Only PDF file format is allowed.  
 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

[BACK](#) | 
 [SAVE](#) | 
 [PRINT \(PDF\)](#) | 
 [ISSUE ORDER](#)

After the records are saved successfully, the below acknowledgement message will be displayed.

Last save processed successfully.

### 3.1.10 Click the **PRINT (PDF)** button to download the approved records.

- **PRINT (PDF)** button will be enabled only after the tax official has saved the records.
- When you hover the mouse over the **PRINT (PDF)** button, a message 'Kindly select **LANDSCAPE** under layout for better display', will be displayed.

[DOWNLOAD LAST FILED TRAN 1](#) | 
 [DOWNLOAD CURRENT FILED TRAN 1](#) | 
 [SUPPORTING DOCUMENTS BY TAXPAYER](#)

753718220000248 [VALIDATE](#)



Upload order (For tax officer)

Sr.No	Document Name	Status	Delete
1	test (1) (1).pdf	Successfully Uploaded	
2	test (6).pdf	Successfully Uploaded	
3	test (5).pdf	Successfully Uploaded	
4	test (5).pdf	Successfully Uploaded	

Only PDF file format is allowed.  
 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

Kindly select **LANDSCAPE** under layout for better display

[BACK](#) | 
 [SAVE](#) | 
 [PRINT \(PDF\)](#) | 
 [ISSUE ORDER](#)

### 3.1.11 Click the **ISSUE ORDER** button.

ITC to be posted in Electronic Credit ledger (B-C) -20,618.39    -11,926.48

Debit In electronic credit ledger on Account of

8- Transfer of centvat credit for registered person having centralized registration under existing law (Section 140(8)), column 9 (transferred to taxpayer whose GSTIN is mentioned in Table8\_column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)
37GEOPS0823B12F	AutomationsTest	32,48,762.23	32,48,762.23	0.00	32,48,762.23
37GEOPS0823B52B	AutomationsTest	2,34,234.34	23,42,343.34	0.00	2,34,234.34
37GEOPS0823B82B	AutomationsTest	600.00	2,34,76,342.23	1,000.00	-400.00
37GEOPS0823B927		0.00	0.00	2,000.00	-2,000.00
<b>TOTAL</b>		<b>34,83,596.57</b>	<b>2,90,67,447.80</b>	<b>3,000.00</b>	<b>34,80,596.57</b>

DOWNLOAD LAST FILED TRAN 1    DOWNLOAD CURRENT FILED TRAN 1    SUPPORTING DOCUMENTS BY TAXPAYER     VALIDATE

Upload order (For tax officer)  
Choose File: No file chosen

Only PDF file format is allowed.  
Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

3.1.12 In the next screen, click the **ISSUE WITH DSC** option. The below success message will show after the Order has been successfully issued.

The order has been successfully issued.

**Note:** After the Order has been issued, the approved amount will be posted to taxpayer’s credit ledger and the ARN will move to **Action taken by officer** option.

## 3.2 Action taken by officer

3.2.1 Select the **Action taken by officer** option.

Summary



Appeal & Revision  
10



Audit  
04



Assessment & Adjudication  
05



Transition Forms  
02

Tax Officer Actions

TRAN-1

TRAN-2

My List / Pending Actions Total Count

Pending with officer	02
Action taken by officer	02

3.2.1 (a) The Tax Officer will be navigated to the next screen where he/she will be able to see a table containing names and ARN numbers of all the taxpayers for which Order has been issued successfully.

Tax Officer can also search specific case by entering **ARN/Case ID** or **GSTIN** and click the **SEARCH** button

Summary



Appeal & Revision  
10



Audit  
04



Assessment & Adjudication  
05



Transition Forms  
02

Tax Officer Actions

TRAN-1

TRAN-2

← Action taken by officer 02

ARN/Case ID

GSTIN

SEARCH

ARN/Case ID	GSTIN	Legal Name	Trade Name	Case Initiation Date	Assigned to	Whether DI
<a href="#">AD37112200038R</a>	37GEOPS0823B2ZE	GST Training	AutomationsTest	23/11/2022	State	
<a href="#">AD37112200042Z</a>	37GEOPS0823BAZ6	GST Training	AutomationsTest	23/11/2022	State	

Select pagination limit 10

Page <

3.2.1. (b) Select the **ARN/Case ID** hyperlink from the given table to proceed to take action.

Summary



Appeal & Revision  
10



Audit  
04



Assessment & Adjudication  
05



Transition Forms  
02

**Tax Officer Actions**

- TRAN-1
- TRAN-2

← Action taken by officer 02

ARN/Case ID

GSTIN

SEARCH

ARN/Case ID	GSTIN	Legal Name	Trade Name	Case Initiation Date	Assigned to	Whether DI
AD371122000038R	37GEOPS0823B2ZE	GST Training	AutomationsTest	23/11/2022	State	
AD3711220000422	37GEOPS0823BAZ6	GST Training	AutomationsTest	23/11/2022	State	

Select pagination limit 10 Page <

3.2.2 The **Case Details** page of the selected taxpayer will be displayed. The Tax Officer can see the case details page with amount approved by the Tax Officer. Tax Officer will not be able to edit anything here.

Case ID <b>AD3711220000422</b>	GSTIN <b>37GEOPS0823BAZ6</b>	Legal Name <b>GST Training</b>	Trade Name <b>AutomationsTest</b>	Assigned To <b>STATE</b>
-----------------------------------	---------------------------------	-----------------------------------	--------------------------------------	-----------------------------

The below is the extract of Form TRAN-1, as updated by taxofficer.

Whether all the returns required under existing law for the period of six months immediately preceding the appointed date have been furnished- **Yes**

Credit Claimed on Account of	Amount (₹) claimed by taxpayer in TRAN-1		Amount (₹) approved by taxofficer in TRAN-1	
	Central tax	State/UT tax	Central tax	State/UT tax
<b>Credit carried Forward</b>				
5(a)- Amount of Cenvat credit carried forward to electronic credit ledger as central tax (Section 140(1), Section 140 (4)(a) and Section 140(9)) - column 6	0.00		0.00	
5(c)- Amount of tax credit carried forward to electronic credit ledger as State/UT Tax (For all registrations on the same PAN and in the same State) - column 10		0.00		0.00
<b>Un-Availed credit</b>				
6(a)- Amount of unavailed cenvat credit in respect of capital goods carried forward to electronic credit ledger as central tax - column 11	0.00		0.00	
6(b)- Amount of unavailed input tax credit carried forward to electronic credit ledger as State/UT tax (For all registrations on the same PAN and in the same State) - column 10		0.00		0.00
<b>Inputs held in Stock</b>				
7(a)- Part 7A Where duty paid invoices (Including Credit Transfer Document (CTD)) are available - column 6	0.00		0.00	
7(b)- Amount of eligible duties and taxes/VAT/[ET] in respect of inputs or input services under section 140(5) and section 140(7) - column 8	0.00		0.00	
7(c)- Amount of VAT and Entry Tax paid on inputs supported by invoices/documents evidencing payment of tax carried forward to electronic credit ledger as SGST/UTGST under sections 140(3), 140(4)(b) and 140(6) - column 8		0.00		0.00
7(b)- Amount of eligible duties and taxes/VAT/[ET] in respect of inputs or input services under section 140(5) and section 140(7) - column 9		0.00		0.00
10(a)- Details of goods held as agent on behalf of the principal - column 7		0.00		0.00
11- Details of credit availed in terms of Section 142 (11 (c)) - column 8	0.00		0.00	
11- Details of credit availed in terms of Section 142 (11 (c)) - column 7		0.00		0.00
<b>ITC claimed by taxpayer in TRAN-1 (A)</b>			0.00	0.00
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			0.00	0.00
<b>Existing Credit availed by taxpayer on previously filed TRAN-1, if any (C)</b>			0.00	100.00
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			0.00	-100.00

**Debit In electronic credit ledger on Account of**  
8- Transfer of cenvat credit for registered person having centralized registration under existing law (Section 140(8))\_column 9 (transferred to taxpayer whose GSTIN is mentioned in Table8\_column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)

[DOWNLOAD LAST FILED TRAN-1](#)
[DOWNLOAD CURRENT FILED TRAN-1](#)
[DOWNLOAD ISSUED ORDER](#)
[SUPPORTING DOCUMENTS BY TAXPAYER](#)
DRC-07 Reference number



Upload order (For tax officer)

Sr.No	Document Name	Status
1	test (2) (1) (4).pdf	Successfully Uploaded

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB.

[BACK](#)

3.2.3 Click the **DOWNLOAD ISSUED ORDER** button or click the hyperlink(s) in the **Upload order (For Tax Official)** table to download the Order issued by the Tax Official for the selected ARN.

Total ITC that can be claimed by taxpayer on verification by tax officer (B)	0.00	0.00
Existing Credit availed by taxpayer on previously filed TRAN-1, if any (C)	0.00	100.00
ITC to be posted in Electronic Credit ledger (B-C)	0.00	-100.00

Debit in electronic credit ledger on Account of

8- Transfer of cenvat credit for registered person having centralized registration under existing law (Section 140(8))\_column 9 (transferred to taxpayer whose GSTIN is mentioned in Table8\_column 6)

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)

[DOWNLOAD LAST FILED TRAN-1](#)
[DOWNLOAD CURRENT FILED TRAN-1](#)
[DOWNLOAD ISSUED ORDER](#)
[SUPPORTING DOCUMENTS BY TAXPAYER](#)
 DRC-07 Reference number

Upload order (For tax officer)

Sr.No	Document Name	Status
1	test (2) (1) (4).pdf	Successfully Uploaded

Only PDF file format is allowed.  
 Maximum file size for upload is 5MB.

BACK

3.2.4 A PDF file of the issued Order will be downloaded.

3.2.5 Click the **BACK** button to redirected to the **My List / Pending Actions** page.

GSTIN	Trade/Legal Name	Amount to be transferred to Central tax head in Electronic credit ledger as per			
		ITC approved by tax officer (1)	Recent filing by taxpayer (2)	Previous filing by taxpayer (3)	Net amount to be posted (1-3)

[DOWNLOAD LAST FILED TRAN-1](#)
[DOWNLOAD CURRENT FILED TRAN-1](#)
[DOWNLOAD ISSUED ORDER](#)
[SUPPORTING DOCUMENTS BY TAXPAYER](#)
 DRC-07 Reference number

Upload order (For tax officer)

Sr.No	Document Name	Status
1	test (2) (1) (4).pdf	Successfully Uploaded

Only PDF file format is allowed.  
 Maximum file size for upload is 5MB.

BACK

## TRAN-2

Click the **TRAN-2** tab. In this page, there will be two options with the tax official.

**Pending with officer:** Select this option to know the number of pending TRAN-2 forms that the officer needs to approve.

**Action taken by officer:** Select this option to identify TRAN-2 cases against which Tax Officer has already taken an action.

**NOTE:** Along with both the options, the tax official will be able to see the number of count of cases against respective option.

The screenshot displays a dashboard with a 'Summary' section at the top. It contains four cards: 'Appeal & Revision' (10), 'Audit' (04), 'Assessment & Adjudication' (05), and 'Transition Forms' (09). Below this is a 'Tax Officer Actions' sidebar with 'TRAN-1' and 'TRAN-2' (highlighted with a red box). The main area shows a table titled 'My List / Pending Actions' with a 'Total Count' column. The table has two rows: 'Pending with officer' with a count of 01, and 'Action taken by officer' with a count of 00. A red box highlights the entire table area.

My List / Pending Actions	Total Count
Pending with officer	01
Action taken by officer	00

### 3.1 Pending with officer

Select the **Pending with officer** option.

Summary



Appeal & Revision  
10



Audit  
04



Assessment & Adjudication  
05



Transition Forms  
09

**Tax Officer Actions**

TRAN-1

TRAN-2

My List / Pending Actions	Total Count
Pending with officer	01
Action taken by officer	00

The tax official will be navigated to the next screen where he/she will be able to see list of all the taxpayers of his/her jurisdiction who have filed TRAN-2.

3.1.1 (a) Enter the **ARN/Case ID** or Enter the **GSTIN** and click the **SEARCH** button to proceed to take action.

Summary



Appeal & Revision  
10



Audit  
04



Assessment & Adjudication  
05



Transition Forms  
09

**Tax Officer Actions**

TRAN-1

TRAN-2

← Pending with officer 01

ARN/Case ID

GSTIN

**SEARCH**

ARN/Case ID	GSTIN	Legal Name	Trade Name	Case Initiation Date	Assigned to
AA370922000011Y	37GEOPS0823B7Z9	GST Training	AutomationsTest	14/11/2022	Center

Select pagination limit 10 Page < 1 >

3.1.1. (b) Select the **ARN/Case ID** hyperlink from the given table to proceed to take action.

Summary



Appeal & Revision  
10



Audit  
04



Assessment & Adjudication  
05



Transition Forms  
09

**Tax Officer Actions**

- TRAN-1
- TRAN-2

← Pending with officer 01

ARN/Case ID

GSTIN

**SEARCH**

ARN/Case ID	GSTIN	Legal Name	Trade Name	Case Initiation Date	Assigned to
AA370922000011Y	37GEOPS0823B7Z9	GST Training	AutomationsTest	14/11/2022	Center

Select pagination limit 10 Page < 1 >

3.1.2 The Case Details page of the selected taxpayer will be displayed.

Case ID	GSTIN	Legal Name	Trade Name	Assigned To
AA370922000011Y	37GEOPS0823B7Z9	GST Training	AutomationsTest	CENTER

The below is the extract of Form TRAN-2, as provided by taxpayer. You may edit the values as required based on your assessment.

If the transitional credit claimed becomes negative in case of revision etc., ensure that the amount is paid / reversed by the taxpayer. If the excess credit claimed is not paid back or reversed, then the amount should be recovered by initiating proceedings under relevant sections of Act and order along with summary of the order in Form GST DRC-07 may be issued. Reference no. of the said order may be provided if issued before clicking on 'ISSUE ORDER' button.

Tables of Form TRAN-2	Amount (₹) claimed by taxpayer in TRAN-2		Amount (₹) approved by taxofficer in TRAN-2	
	Central tax	State tax	Central tax	State tax
4- Details of inputs held on stock on appointed date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger - Column 8	12,91,110.57		32.00	
5- Credit of State Tax on the stock mentioned in 4 above (To be there only in States having VAT at single point) - Column 8		2,34,80,26,599.		435.00
<b>ITC claimed by taxpayer in TRAN-2 (A)</b>			12,91,110.57	2,34,80,26,599.
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			32.00	435.00
<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>			5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-5,074.49	-455.43

[DOWNLOAD CURRENT FILED TRAN-2](#)
[Previously Filed/View only Forms](#)

[VALIDATE](#)

PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA370917000002O	AA370917000001Q	September_2017
Oct'17	AA371017000002S	AA371017000001P	
Nov'17			
Dec'17			

Upload order (For tax officer)

[Choose File](#) No file chosen

Sr.No	Document Name	Status	Delete
1	test (6) (1).pdf	Successfully Uploaded	
2	test (1) (1) (1).pdf	Successfully Uploaded	

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

[BACK](#)
[SAVE](#)
[PRINT \(PDF\)](#)
[ISSUE ORDER](#)

In the Case Details page, there will be various editable and non-editable fields that has been listed in the below table.

<b>Editable fields(Entries to be made by tax officers)</b>	<b>Non-editable fields(on the basis of entries made by the taxpayers)</b>
Amount approved by tax officer in TRAN-2	Amount claimed by taxpayer in TRAN-2
	ITC claimed by taxpayer in TRAN-2 (A)
	TOTAL ITC that can be claimed by taxpayer on verification by Tax officer (B)
	Existing Credit availed by taxpayer on previously filed TRAN-2, if any (C)
	ITC to be posted in Electronic Credit ledger (B-C)

3.1.3 The Tax Officer has to enter the verified ITC amount in the designated columns as mentioned in snapshot below:

Case ID <b>AA370922000011Y</b>	GSTIN <b>37GEOPS0823B7Z9</b>	Legal Name <b>GST Training</b>	Trade Name <b>AutomationsTest</b>	Assigned To <b>CENTER</b>
-----------------------------------	---------------------------------	-----------------------------------	--------------------------------------	------------------------------

The below is the extract of Form TRAN-2, as provided by taxpayer. You may edit the values as required based on your assessment.

If the transitional credit claimed becomes negative in case of revision etc., ensure that the amount is paid / reversed by the taxpayer. If the excess credit claimed is not paid back or reversed, then the amount should be recovered by initiating proceedings under relevant sections of Act and order along with summary of the order in Form GST DRC-07 may be issued. Reference no. of the said order may be provided if issued before clicking on 'ISSUE ORDER' button.

Tables of Form TRAN-2	Amount (₹) claimed by taxpayer in TRAN-2		Amount (₹) approved by taxofficer in TRAN-2	
	Central tax	State tax	Central tax	State tax
4- Details of inputs held on stock on appointed date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger - Column 8	12,91,110.57		32.00	
5- Credit of State Tax on the stock mentioned in 4 above (To be there only in States having VAT at single point) - Column 8		2,34,80,26,599.		435.00
<b>ITC claimed by taxpayer in TRAN-2 (A)</b>			12,91,110.57	2,34,80,26,599.
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			32.00	435.00
<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>			5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-5,074.49	-455.43

[DOWNLOAD CURRENT FILED TRAN-2](#)
[Previously Filed/View only Forms](#)

[VALIDATE](#)

PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA370917000002O	AA370917000001Q	September_2017
Oct'17	AA371017000002S	AA3710170000017	
Nov'17			
Dec'17			

[Upload order \(For tax officer\)](#)
 No file chosen

Sr.No	Document Name	Status	Delete
1	test (6) (1).pdf	Successfully Uploaded	
2	test (1) (1) (1).pdf	Successfully Uploaded	

 Only PDF file format is allowed.

 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

Note: In case the ITC to be posted in Electronic Credit Ledger (B-C) is negative then it would be displayed in **Red** color. In this case, the officer can either issue a DRC-07 order for the negative amount or can proceed without issuing the same **in case the taxpayer has deposited the same through some other means and proof given to the officer**. However, if the officer has mentioned DRC07 reference number, he/she has to validate the same to ensure it is correct.

Case ID  
AA370922000011YGSTIN  
37GEOPS0823B7Z9Legal Name  
GST TrainingTrade Name  
AutomationsTestAssigned To  
CENTER

The below is the extract of Form TRAN-2, as provided by taxpayer. You may edit the values as required based on your assessment.

If the transitional credit claimed becomes negative in case of revision etc., ensure that the amount is paid / reversed by the taxpayer. If the excess credit claimed is not paid back or reversed, then the amount should be recovered by initiating proceedings under relevant sections of Act and order along with summary of the order in Form GST DRC-07 may be issued. Reference no. of the said order may be provided if issued before clicking on 'ISSUE ORDER' button.

Tables of Form TRAN-2	Amount (₹) claimed by taxpayer in TRAN-2		Amount (₹) approved by taxofficer in TRAN-2	
	Central tax	State tax	Central tax	State tax
4- Details of inputs held on stock on appointed date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger - Column 8	12,91,110.57		32.00	
5- Credit of State Tax on the stock mentioned in 4 above (To be there only in States having VAT at single point) - Column 8		2,34,80,26,599.		435.00
<b>ITC claimed by taxpayer in TRAN-2 (A)</b>			12,91,110.57	2,34,80,26,599.
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			32.00	435.00
<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>			5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-5,074.49	-455.43

DOWNLOAD CURRENT FILED TRAN-2

Previously Filed/View only Forms

ZD371122000024B

VALIDATE

PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA370917000002O	AA370917000001Q	September_2017
Oct'17	AA371017000002S	AA3710170000017	
Nov'17			
Dec'17			

Upload order (For tax officer)

Choose File No file chosen

Sr.No	Document Name	Status	Delete
1	test (6) (1).pdf	Successfully Uploaded	
2	test (1) (1) (1).pdf	Successfully Uploaded	

 Only PDF file format is allowed.

 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

BACK

SAVE

PRINT (PDF)

ISSUE ORDER

**NOTE:** Enter the DRC07 reference number in the provided field and click the **VALIDATE** button.

Summary > Transition Forms > Case Detail
English

Case ID <b>AA370922000011Y</b>	GSTIN <b>37GEOPS0823B729</b>	Legal Name <b>GST Training</b>	Trade Name <b>AutomationsTest</b>	Assigned To <b>CENTER</b>
-----------------------------------	---------------------------------	-----------------------------------	--------------------------------------	------------------------------

The below is the extract of Form TRAN-2, as provided by taxpayer. You may edit the values as required based on your assessment.

If the transitional credit claimed becomes negative in case of revision etc., ensure that the amount is paid / reversed by the taxpayer. If the excess credit claimed is not paid back or reversed, then the amount should be recovered by initiating proceedings under relevant sections of Act and order along with summary of the order in Form GST DRC-07 may be issued. Reference no. of the said order may be provided if issued before clicking on 'ISSUE ORDER' button.

Tables of Form TRAN-2	Amount (₹) claimed by taxpayer in TRAN-2		Amount (₹) approved by taxofficer in TRAN-2	
	Central tax	State tax	Central tax	State tax
4- Details of inputs held on stock on appointed date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger - Column 8	12,91,110.57		32.00	
5- Credit of State Tax on the stock mentioned in 4 above (To be there only in States having VAT at single point) - Column 8		2,34,80,26,599.		435.00
<b>ITC claimed by taxpayer in TRAN-2 (A)</b>			12,91,110.57	2,34,80,26,599.
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			32.00	435.00
<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>			5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-5,074.49	-455.43

DOWNLOAD CURRENT FILED TRAN-2

Previously Filed/View only Forms			
PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA370917000002O	AA370917000001Q	September_2017
Oct'17	AA371017000002S	AA3710170000017	
Nov'17			
Dec'17			

Enter DRC-07 Reference Number	VALIDATE
-------------------------------	----------

Upload order (For tax officer)

Choose File | No file chosen

Sr.No	Document Name	Status	Delete
1	test (6) (1).pdf	Successfully Uploaded	
2	test (1) (1) (1).pdf	Successfully Uploaded	

Only PDF file format is allowed.  
 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

BACK

SAVE

PRINT (PDF)

ISSUE ORDER

If the DRC07 reference number is correct, it will display the following success message.

ZD371122000024B

VALIDATE

DRC-07 number ZD371122000024B has been validated successfully.

3.1.4 Click the **DOWNLOAD CURRENT FILED TRAN-2** to download the excel file containing the complete details of filed TRAN-2 by the taxpayer.

Summary > Transition Forms > Case Detail English

Case ID <b>AA370922000011Y</b>	GSTIN <b>37GE0PS0823B7Z9</b>	Legal Name <b>GST Training</b>	Trade Name <b>AutomationsTest</b>	Assigned To <b>CENTER</b>
-----------------------------------	---------------------------------	-----------------------------------	--------------------------------------	------------------------------

The below is the extract of Form TRAN-2, as provided by taxpayer. You may edit the values as required based on your assessment.

If the transitional credit claimed becomes negative in case of revision etc., ensure that the amount is paid / reversed by the taxpayer. If the excess credit claimed is not paid back or reversed, then the amount should be recovered by initiating proceedings under relevant sections of Act and order along with summary of the order in Form GST DRC-07 may be issued. Reference no. of the said order may be provided if issued before clicking on 'ISSUE ORDER' button.

Tables of Form TRAN-2	Amount (₹) claimed by taxpayer in TRAN-2		Amount (₹) approved by taxofficer in TRAN-2	
	Central tax	State tax	Central tax	State tax
4- Details of inputs held on stock on appointed date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger - Column 8	12,91,110.57		32.00	
5- Credit of State Tax on the stock mentioned in 4 above (To be there only in States having VAT at single point) - Column 8		2,34,80,26,599.		435.00
<b>ITC claimed by taxpayer in TRAN-2 (A)</b>			12,91,110.57	2,34,80,26,599.
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			32.00	435.00
<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>			5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-5,074.49	-455.43

DOWNLOAD CURRENT FILED TRAN-2

Previously Filed/View only Forms			
PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA3709170000020	AA370917000001Q	September_2017
Oct'17	AA3710170000025	AA3710170000017	
Nov'17			
Dec'17			

VALIDATE

Upload order (For tax officer)

No file chosen

Sr.No	Document Name	Status	Delete
1	test (6) (1).pdf	Successfully Uploaded	
2	test (1) (1) (1).pdf	Successfully Uploaded	

On click of **DOWNLOAD CURRENT FILED TRAN-2** button, an acknowledgement message will be displayed.

3.1.5 After few minutes, a download link shall be provided just below the **DOWNLOAD CURRENT FILED TRAN-2** button. Click the **Click here to download Excel - File 1** button to download the excel file of the saved details in TRAN-2.

<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>	5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>	-5,074.49	-455.43

[Click here to download Excel - File 1](#)

**DOWNLOAD CURRENT FILED TRAN-2**

Previously Filed/View only Forms			
PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	<a href="#">AA370817000224G</a>	<a href="#">AA370817000221M</a>	<a href="#">August_2017</a>
Sep'17	<a href="#">AA370917000002O</a>	<a href="#">AA370917000001Q</a>	<a href="#">September_2017</a>
Oct'17	<a href="#">AA371017000002S</a>	<a href="#">AA3710170000017</a>	
Nov'17			
Dec'17			

**Upload order (For tax officer)**

No file chosen

Sr.No	Document Name	Status	Delete
1	<a href="#">test (6) (1).pdf</a>	Successfully Uploaded	<input type="button" value="X"/>
2	<a href="#">test (1) (1) (1).pdf</a>	Successfully Uploaded	<input type="button" value="X"/>

Only PDF file format is allowed.  
Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

3.1.6. You can download the previously filed forms of TRAN-2, GSTR-3B and GSTR-2A given in the table **Previously Filed/View only Forms** by clicking the respective hyperlinks.

<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>	5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>	-5,074.49	-455.43

DOWNLOAD CURRENT FILED TRAN-2

Previously Filed/View only Forms			
PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA370917000002O	AA370917000001Q	September_2017
Oct'17	AA371017000002S	AA3710170000017	
Nov'17			
Dec'17			

ZD371122000024B

VALIDATE

**Upload order (For tax officer)**

No file chosen

Sr.No	Document Name	Status	Delete
1	test (6) (1).pdf	Successfully Uploaded	
2	test (1) (1) (1).pdf	Successfully Uploaded	

🔔 Only PDF file format is allowed.  
🔔 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

3.1.7 Click **Choose File** to upload the speaking orders.

**Note:**

- **ISSUE ORDER** option will be enabled only after the tax official has uploaded the speaking Order(s). The speaking order prepared by the officer offline will have to be uploaded here mandatorily for future references.
- An Order can only be uploaded in PDF format and tax officer can upload maximum of 4 pdf files. Also, the size of each of the files cannot be more than 5MB.

Case ID <b>AA370922000011Y</b>	GSTIN <b>37GEOPS0823B7Z9</b>	Legal Name <b>GST Training</b>	Trade Name <b>AutomationsTest</b>	Assigned To <b>CENTER</b>
-----------------------------------	---------------------------------	-----------------------------------	--------------------------------------	------------------------------

The below is the extract of Form TRAN-2, as provided by taxpayer. You may edit the values as required based on your assessment.

If the transitional credit claimed becomes negative in case of revision etc., ensure that the amount is paid / reversed by the taxpayer. If the excess credit claimed is not paid back or reversed, then the amount should be recovered by initiating proceedings under relevant sections of Act and order along with summary of the order in Form GST DRC-07 may be issued. Reference no. of the said order may be provided if issued before clicking on 'ISSUE ORDER' button.

Tables of Form TRAN-2	Amount (₹) claimed by taxpayer in TRAN-2		Amount (₹) approved by taxofficer in TRAN-2	
	Central tax	State tax	Central tax	State tax
4- Details of inputs held on stock on appointed date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger - Column 8	12,91,110.57		32.00	
5- Credit of State Tax on the stock mentioned in 4 above (To be there only in States having VAT at single point) - Column 8		2,34,80,26,599.		435.00
<b>ITC claimed by taxpayer in TRAN-2 (A)</b>			12,91,110.57	2,34,80,26,599.
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			32.00	435.00
<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>			5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-5,074.49	-455.43

[DOWNLOAD CURRENT FILED TRAN-2](#)

PERIOD	Previously Filed/View only Forms		
	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA370917000002O	AA370917000001Q	September_2017
Oct'17	AA371017000002S	AA3710170000017	
Nov'17			
Dec'17			

ZD371122000024B

[VALIDATE](#)

#### Upload order (For tax officer)

[Choose File](#) No file chosen

Sr.No	Document Name	Status	Delete
1	test (6) (1).pdf	Successfully Uploaded	
2	test (1) (1) (1).pdf	Successfully Uploaded	

 Only PDF file format is allowed.

 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

[BACK](#)
[SAVE](#)
[PRINT \(PDF\)](#)
[ISSUE ORDER](#)

3.1.8 Click the **SAVE** button to save the records updated by the tax official.

Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)	5,106.49	890.43
ITC to be posted in Electronic Credit ledger (B-C)	-5,074.49	-455.43

Previously Filed/View only Forms			
PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA370917000002O	AA370917000001Q	September_2017
Oct'17	AA371017000002S	AA3710170000017	
Nov'17			
Dec'17			

Upload order (For tax officer)

No file chosen

Sr.No	Document Name	Status	Delete
1	test (6) (1).pdf	Successfully Uploaded	
2	test (1) (1) (1).pdf	Successfully Uploaded	

Only PDF file format is allowed.  
 Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

After the records are saved successfully, the below acknowledgement message will be displayed.

Last save processed successfully.

3.1.9 Click the **PRINT (PDF)** button to print/download the details of the order.

Note:

- **PRINT (PDF)** will be enabled only after the tax official has saved the records.
- When you hover the mouse over the **PRINT (PDF)** button, a message '**Kindly select LANDSCAPE under layout for better display**', will be displayed.

ITC claimed by taxpayer in TRAN-2 (A)	12,91,110.57	2,34,80,26,599.
Total ITC that can be claimed by taxpayer on verification by tax officer (B)	32.00	435.00
Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)	5,106.49	890.43
ITC to be posted in Electronic Credit ledger (B-C)	-5,074.49	-455.43

DOWNLOAD CURRENT FILED TRAN-2

Previously Filed/View only Forms			
PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA370917000002O	AA370917000001Q	September_2017
Oct'17	AA371017000002S	AA3710170000017	
Nov'17			
Dec'17			

ZD371122000024B

VALIDATE

Upload order (For tax officer)

Choose File | No file chosen

Sr.No	Document Name	Status	Delete
1	test (6) (1).pdf	Successfully Uploaded	
2	test (1) (1) (1).pdf	Successfully Uploaded	

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

Kindly select LANDSCAPE under layout for better display

BACK

SAVE

PRINT (PDF)

ISSUE ORDER

3.1.10 Click the **ISSUE ORDER** button to issue order.

Case ID <b>AA370922000011Y</b>	GSTIN <b>37GEOPS0823B7Z9</b>	Legal Name <b>GST Training</b>	Trade Name <b>AutomationsTest</b>	Assigned To <b>CENTER</b>
-----------------------------------	---------------------------------	-----------------------------------	--------------------------------------	------------------------------

The below is the extract of Form TRAN-2, as provided by taxpayer. You may edit the values as required based on your assessment.

If the transitional credit claimed becomes negative in case of revision etc., ensure that the amount is paid / reversed by the taxpayer. If the excess credit claimed is not paid back or reversed, then the amount should be recovered by initiating proceedings under relevant sections of Act and order along with summary of the order in Form GST DRC-07 may be issued. Reference no. of the said order may be provided if issued before clicking on 'ISSUE ORDER' button.

Tables of Form TRAN-2	Amount (₹) claimed by taxpayer in TRAN-2		Amount (₹) approved by taxofficer in TRAN-2	
	Central tax	State tax	Central tax	State tax
4- Details of inputs held on stock on appointed date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger - Column 8	12,91,110.57		32.00	
5- Credit of State Tax on the stock mentioned in 4 above (To be there only in States having VAT at single point) - Column 8		2,34,80,26,599.		435.00
<b>ITC claimed by taxpayer in TRAN-2 (A)</b>			12,91,110.57	2,34,80,26,599.
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			32.00	435.00
<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>			5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-5,074.49	-455.43

[DOWNLOAD CURRENT FILED TRAN-2](#)

Previously Filed/View only Forms			
PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA370917000002O	AA370917000001Q	September_2017
Oct'17	AA371017000002S	AA3710170000017	
Nov'17			
Dec'17			

[VALIDATE](#)

Upload order (For tax officer)

No file chosen

Sr.No	Document Name	Status	Delete
1	test (6) (1).pdf	Successfully Uploaded	<input type="button" value="X"/>
2	test (1) (1) (1).pdf	Successfully Uploaded	<input type="button" value="X"/>

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB.

Before passing any order, please ensure that principle of natural justice has been followed.

3.1.11 In the next screen, click the **ISSUE WITH DSC** option. The below success message will show after the Order has been successfully issued.

✔ The order has been successfully issued.

**Note:** After the Order has been issued, the approved amount will be posted to taxpayer's credit ledger and the ARN will move to **Action taken by officer** option.

### 3.2 Action taken by officer

3.2.1 Select the **Action taken by officer** option.

The screenshot displays a dashboard for a Tax Officer. At the top, there is a 'Summary' section with five action cards: 'Appeal & Revision' (01), 'Advance Ruling' (01), 'Recovery' (00), 'Assessment & Adjudication' (01), and 'Transition Forms' (01). Below this is a 'Tax Officer Actions' sidebar with 'TRAN-1' and 'TRAN-2' options. The main area shows a table titled 'My List / Pending Actions' with a 'Total Count' column. The table has two rows: 'Pending with officer' with a count of 00, and 'Action taken by officer' with a count of 01. The 'Action taken by officer' row is highlighted with a red border.

My List / Pending Actions	Total Count
Pending with officer	00
Action taken by officer	01

3.2.1 (a) The Tax official will be navigated to the next screen where he/she will be able to see a list of records containing names and ARN numbers of all the taxpayers for which Order has been issued successfully.

Tax Officer can also search specific case by entering **ARN/Case ID** or **GSTIN** and click the **SEARCH** button

Summary

 Appeal & Revision  
01

 Advance Ruling  
01

 Recovery  
00

 Assessment & Adjudication  
01

 Transition Forms  
01

Tax Officer Actions

TRAN-1

TRAN-2

Action taken by officer 01

ARN/Case ID

GSTIN

ARN/Case ID	GSTIN	Legal Name	Trade Name	Case Initiation Date	Assigned to	Whether DF
<a href="#">AA370922000011Y</a>	37GEOPS0823B7Z9	GST Training	AutomationsTest	14/11/2022	Center	Yes

Select pagination limit  Page <

3.2.1. (b) Select the **ARN/Case ID** hyperlink from the given table to proceed to take action.

Summary

 Appeal & Revision  
01

 Advance Ruling  
01

 Recovery  
00

 Assessment & Adjudication  
01

 Transition Forms  
01

Tax Officer Actions

TRAN-1

TRAN-2

Action taken by officer 01

ARN/Case ID

GSTIN

ARN/Case ID	GSTIN	Legal Name	Trade Name	Case Initiation Date	Assigned to	Whether DF
<a href="#">AA370922000011Y</a>	37GEOPS0823B7Z9	GST Training	AutomationsTest	14/11/2022	Center	Yes

Select pagination limit  Page <

Services

3.2.2 The **Case Details** page of the selected taxpayer will be displayed. The Tax Officer can see the case details page with amount approved by the Tax Officer. Tax Officer will not be able to edit anything here.

Case ID <b>AA370922000011Y</b>	GSTIN <b>37GEOPS0823B7Z9</b>	Legal Name <b>GST Training</b>	Trade Name <b>AutomationsTest</b>	Assigned To <b>CENTER</b>
-----------------------------------	---------------------------------	-----------------------------------	--------------------------------------	------------------------------

The below is the extract of Form TRAN-2, as updated by taxofficer.

Tables of Form TRAN-2	Amount (₹) claimed by taxpayer in TRAN-2		Amount (₹) approved by taxofficer in TRAN-2	
	Central tax	State tax	Central tax	State tax
4- Details of inputs held on stock on appointed date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger - Column 8	12,91,110.57		20.00	
5- Credit of State Tax on the stock mentioned in 4 above (To be there only in States having VAT at single point) - Column 8		2,34,80,26,599.		435.00
<b>ITC claimed by taxpayer in TRAN-2 (A)</b>			12,91,110.57	2,34,80,26,599.
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			20.00	435.00
<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>			5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-5,086.49	-455.43

DOWNLOAD CURRENT FILED TRAN-2

Previously Filed/View only Forms			
PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA370917000002O	AA370917000001Q	September_2017
Oct'17	AA371017000002S	AA3710170000017	
Nov'17			
Dec'17			

DOWNLOAD ISSUED ORDER

DRC-07 Reference number  
ZD371122000024B

Upload order (For tax officer)

Sr.No	Document Name	Status
1	test (6) (1).pdf	Successfully Uploaded
2	test (1) (1) (1).pdf	Successfully Uploaded

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB.

BACK

3.2.3 Click the **DOWNLOAD ISSUED ORDER** button or click the hyperlink(s) in the **Upload order (For Tax Official)** table to download the Order issued by the Tax Official for the selected ARN.

**Note:** The Tax Official can see the reference number of DRC 07, in case it was issued for the selected ARN.

Case ID <b>AA370922000011Y</b>	GSTIN <b>37GEOPS0823B7Z9</b>	Legal Name <b>GST Training</b>	Trade Name <b>AutomationsTest</b>	Assigned To <b>CENTER</b>
-----------------------------------	---------------------------------	-----------------------------------	--------------------------------------	------------------------------

The below is the extract of Form TRAN-2, as updated by taxofficer.

Tables of Form TRAN-2	Amount (₹) claimed by taxpayer in TRAN-2		Amount (₹) approved by taxofficer in TRAN-2	
	Central tax	State tax	Central tax	State tax
4- Details of inputs held on stock on appointed date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger - Column 8	12,91,110.57		20.00	
5- Credit of State Tax on the stock mentioned in 4 above (To be there only in States having VAT at single point) - Column 8		2,34,80,26,599.		435.00
<b>ITC claimed by taxpayer in TRAN-2 (A)</b>			12,91,110.57	2,34,80,26,599.
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			20.00	435.00
<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>			5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-5,086.49	-455.43

[DOWNLOAD CURRENT FILED TRAN-2](#)

Previously Filed/View only Forms				
PERIOD	TRAN-2	GSTR-3B	GSTR-2A	
Jul'17				
Aug'17	AA370817000224G	AA370817000221M	August_2017	
Sep'17	AA370917000002O	AA370917000001Q	September_2017	
Oct'17	AA371017000002S	AA3710170000017		
Nov'17				
Dec'17				

[DOWNLOAD ISSUED ORDER](#)
**DRC-07 Reference number**  
 ZD371122000024B

Upload order (For tax officer)

Sr.No	Document Name	Status
1	test (6) (1).pdf	Successfully Uploaded
2	test (1) (1) (1).pdf	Successfully Uploaded

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB.

[BACK](#)

3.2.7 Click the **BACK** button to redirect to the **My List / Pending Actions** page.

Case ID <b>AA370922000011Y</b>	GSTIN <b>37GEOPS0823B7Z9</b>	Legal Name <b>GST Training</b>	Trade Name <b>AutomationsTest</b>	Assigned To <b>CENTER</b>
-----------------------------------	---------------------------------	-----------------------------------	--------------------------------------	------------------------------

The below is the extract of Form TRAN-2, as updated by taxofficer.

Tables of Form TRAN-2	Amount (₹) claimed by taxpayer in TRAN-2		Amount (₹) approved by taxofficer in TRAN-2	
	Central tax	State tax	Central tax	State tax
4- Details of inputs held on stock on appointed date in respect of which he is not in possession of any invoice/document evidencing payment of tax carried forward to Electronic Credit ledger - Column 8	12,91,110.57		20.00	
5- Credit of State Tax on the stock mentioned in 4 above (To be there only in States having VAT at single point) - Column 8		2,34,80,26,599.		435.00
<b>ITC claimed by taxpayer in TRAN-2 (A)</b>			12,91,110.57	2,34,80,26,599.
<b>Total ITC that can be claimed by taxpayer on verification by tax officer (B)</b>			20.00	435.00
<b>Existing Credit availed by taxpayer on all the previously filed TRAN-2, if any (C)</b>			5,106.49	890.43
<b>ITC to be posted in Electronic Credit ledger (B-C)</b>			-5,086.49	-455.43

[DOWNLOAD CURRENT FILED TRAN-2](#)

Previously Filed/View only Forms			
PERIOD	TRAN-2	GSTR-3B	GSTR-2A
Jul'17			
Aug'17	AA370817000224G	AA370817000221M	August_2017
Sep'17	AA370917000002O	AA370917000001Q	September_2017
Oct'17	AA3710170000025	AA3710170000017	
Nov'17			
Dec'17			

[DOWNLOAD ISSUED ORDER](#)
**DRC-07 Reference number**  
 ZD371122000024B

Upload order (For tax officer)

Sr.No	Document Name	Status
1	test (6) (1).pdf	Successfully Uploaded
2	test (1) (1) (1).pdf	Successfully Uploaded

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB.

[BACK](#)