

User Manual on GST MPRs (For Pr. CC/CC Zone Users)



**Central Board of Indirect Taxes and Customs
(CBIC)**

**Key Performance Indicators
(KPI) Version 1.0
August 2023**

Statement of Confidentiality

This document contains information that is proprietary and confidential to CBIC. Any use or disclosure in whole or part of this information for any reason without written permission of CBIC is strictly prohibited.

Any other company and product names mentioned in this document are used for identification purposes only and may be trademarks of their respective owners.

August 2023, CBIC

INTRODUCTION

1.1 Overview

Key Performance Indicator (KPI) application enables comprehensive reporting on the department's critical performance areas including Revenue collection, Refund, Anti-evasion, Audit, Adjudication, Legal, Tax Arrears Recovery (TAR), Scrutiny, ITC availment, Registration. Each module in this application is connected to a specific set of the Monthly Performance Reports (MPRs). The data pertaining to these key areas is being received from the GSTN onto the ACES-GST server and has been Auto-populated into the new GST MPR formats to the maximum extent possible.

1.2 Scope

In the first phase, 12 GST Monthly Performance Reports (MPRs) have been launched concerning the performance areas mentioned below. The users shall be able to view the populated data in the MPRs on a monthly basis:

- Registration
- Revenue
- Return
- Refund
- ITC (Blocking/Unblocking)

The remaining GST MPRs shall be launched in the following manner;

Second Phase: About 11 GST MPRs pertain to Anti-Evasion & Adjudication.

Third Phase: About 10 GST MPRs pertain to Legal & TAR.

Fourth Phase: About 10 GST MPRs pertain to Refund, Audit, Scrutiny, C&AG and Provisional Assessments.

1.3 Details of Proformas

In the first phase the following proformas have been developed and are available for viewing and submission:

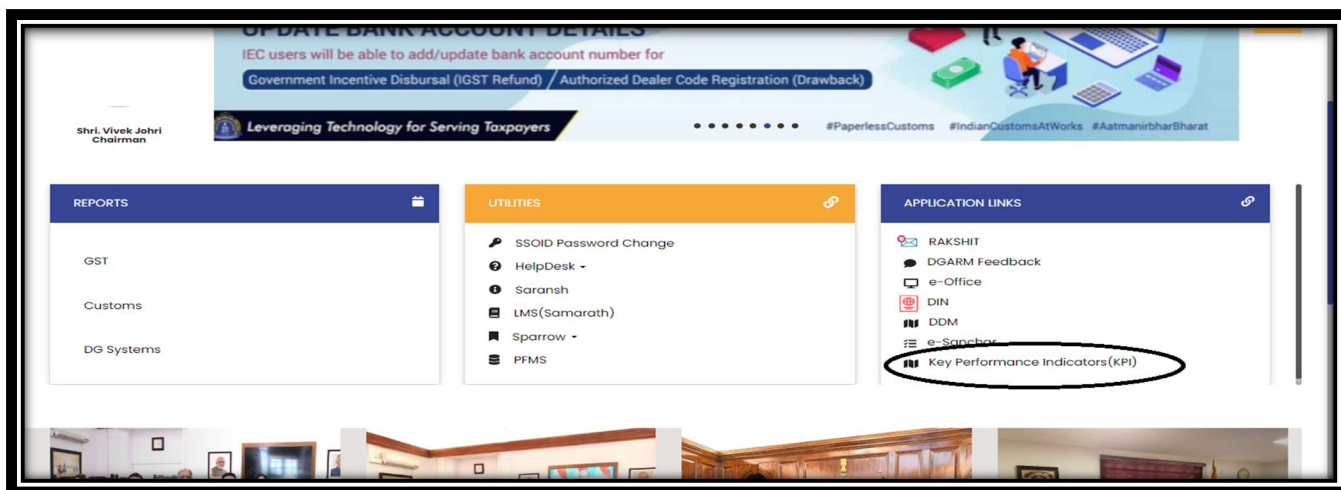
Sr. No.	Proforma	Description
1	DDM-GST-1	Revenue Report
2	DDM-GST-2	Additional Revenue Mobilization
3	DDM-GST-3	Revenue from Top - 25 Taxpayers
4	DDM-GST-3A	Revenue from Taxpayers who fall in the list of Top 5000 Taxpayers - All India
5	DDM-GST-4	Revenue from Top 20 Goods
6	DDM-GST-4A	Revenue from Top 20 Services
7	DPM-GST-12	Report on Registration of Taxpayers
8	DPM-GST-14	Pendency of Registration Applications
9	DPM-GST-14A	Pendency of Registration Applications – Reasons
10	DPM-GST-15	Report on cancellation of Registration and Revocation of Cancelled GSTINs
11	DPM-GST-15A	Report on cancellation of Registration and Revocation of Cancelled GSTINs – Reasons
12	DPM-GST-15B	Report on cancellation of Registration and Revocation of Cancelled GSTINs – Reasons
13	DPM-GST-4	Refund
14	GST-GST-2	Status of filing of various GST Returns
15	DDM-GST-5	Blocking/Unblocking of ITC

VALIDATION

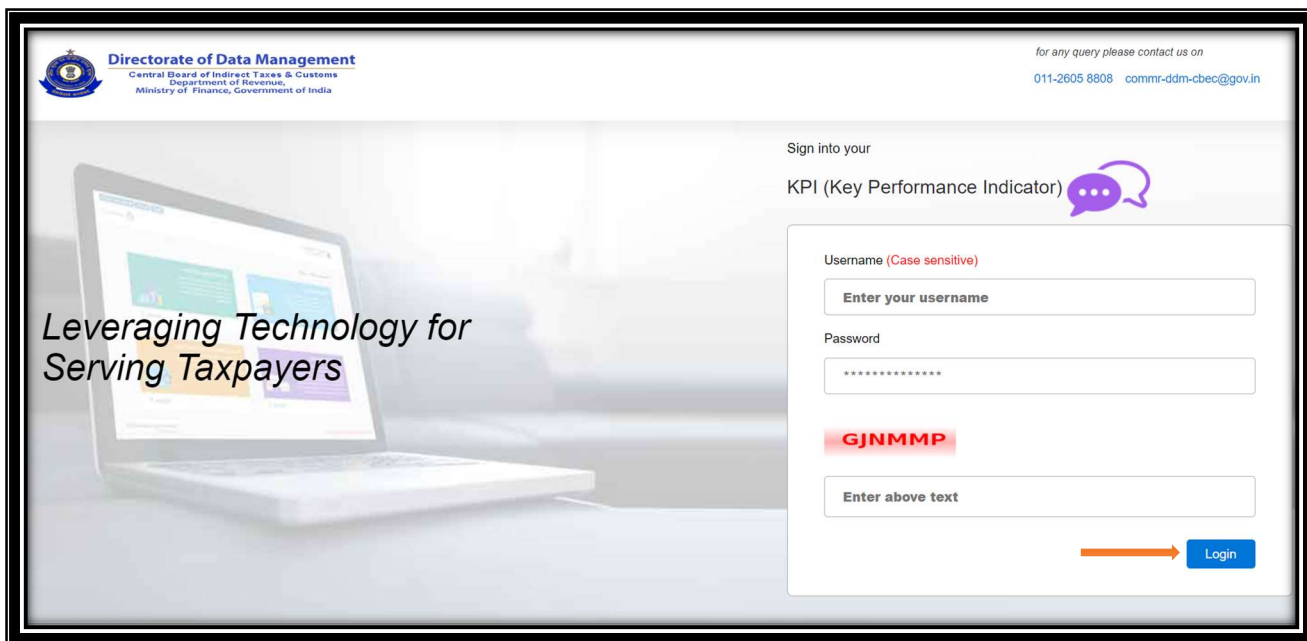
Step-1: Login onto the Antarang Portal

- URL: <https://antarang.icegate.gov.in>
- Enter your SSOID ID and Password (same as your Desktop/AIO/Citrix login)

Step-2: Click on the 'Key Performance Indicators (KPI)' icon in the 'Application Links' section on the right side of the screen below:



Step-3: After pressing the 'Key Performance Indicators (KPI)' icon, the login page as given below will appear on your screen. To login into this page please enter your Username and Password as provided to you. Thereafter, enter the captcha on the screen and press the 'Login' button.



for any query please contact us on
011-2605 8808 commr-ddm-cbec@gov.in

Sign into your
KPI (Key Performance Indicator)

Username (Case sensitive)
Enter your username

Password

GJNMMP

Enter above text

Login

Step-4: After successfully logging in, the Home Page, as shown below, will appear on your screen. The Zonal User has to press the 'Validate' option given in the Management Information panel on the left side of your screen:



Directorate of Data Management
Central Board of Indirect Taxes & Customs
Department of Revenue,
Ministry of Finance, Government of India

PRE-GST gst51_zone

Management Information

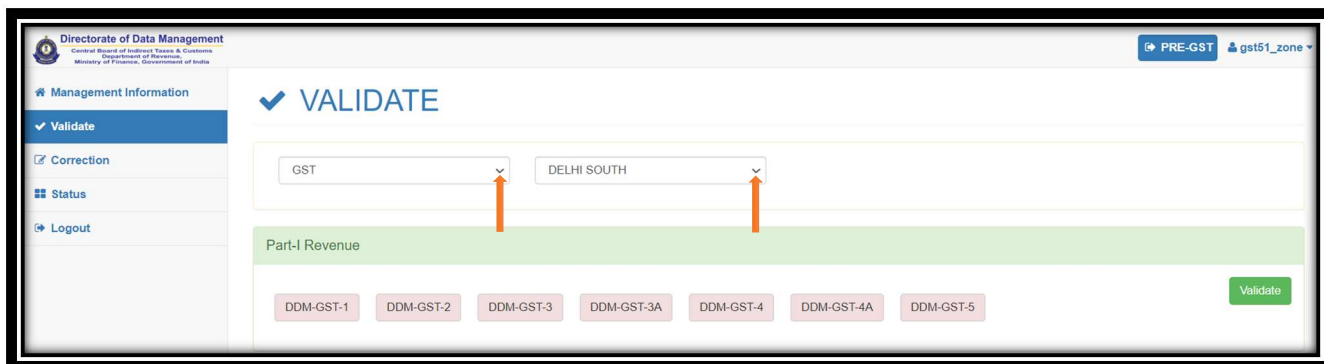
- ✓ Validate
- Correction
- Status
- Logout

Key Performance Indicators

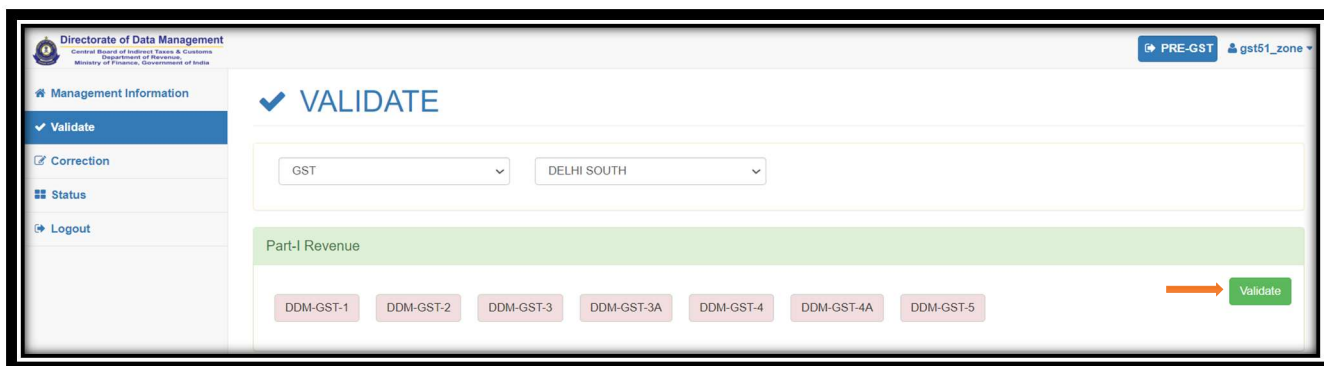
MPR MSR

Leveraging Technology for Serving Taxpayers
Directorate of Data Management, All rights reserved

Step-5: After clicking on the 'Validate' button, the screen shown below will appear before you. The stream can be selected from the 'Select Stream' option, below the 'Validate' heading, in the screen shown below, then click on the Select 'formation' link next to the Select 'Stream' option. On selecting the chosen formation the reports submitted by the concerned formation will appear on your screen as shown below.



Step-5.1: After verifying the correctness of the data submitted by the concerned formation press the 'Validate' button shown in green color on the right side of the screen. In case of incomplete/incorrect data submitted by the concerned formation, the reports cannot be validated successfully. The concerned formations should be requested to examine the submitted data once again before re-validation.



The reports have been validated successfully