

# **User Manual on GST MPRs (For Commissionerate Users)**



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

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

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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

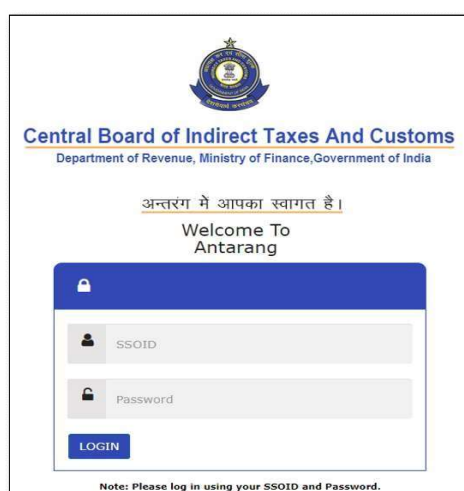
In the first phase the following proformas have been developed and are available for viewing and submission:

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

## VIEW and SUBMISSION

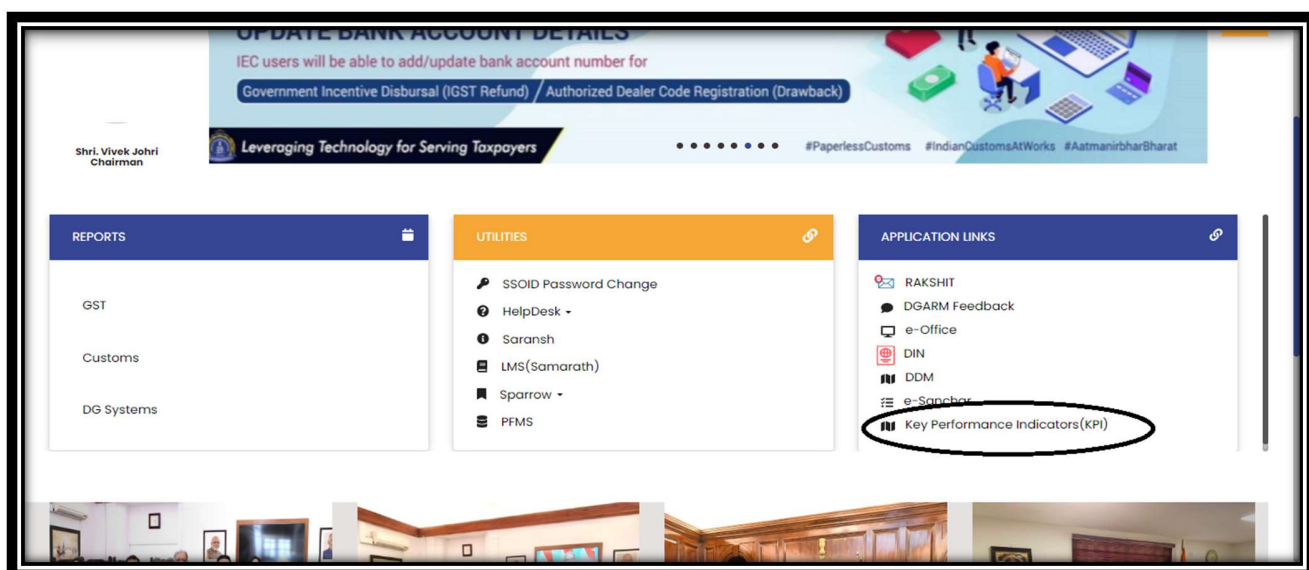
### Step-1: Login onto the Antarang Portal

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

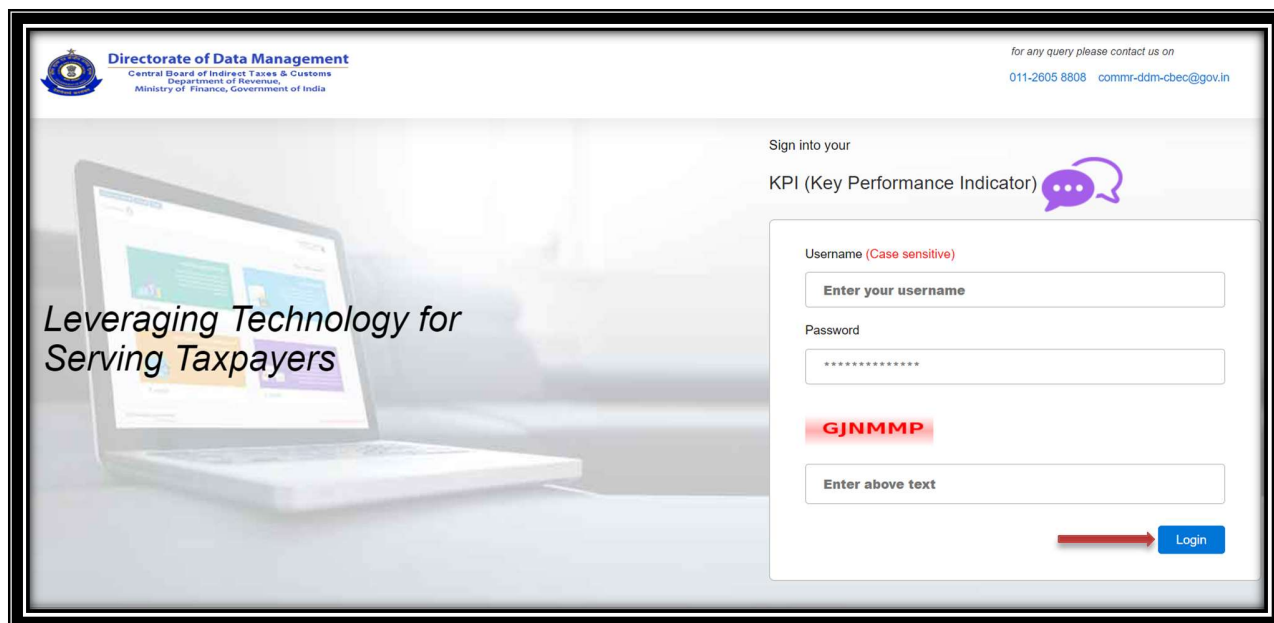


The image shows the login page of the Central Board of Indirect Taxes and Customs (CBIC) Antarang Portal. At the top is the CBIC logo and the text 'Central Board of Indirect Taxes And Customs, Department of Revenue, Ministry of Finance, Government of India'. Below this is a welcome message in Hindi and English: 'अन्तरंग में आपका स्वागत है। Welcome To Antarang'. The login form consists of two input fields: 'SSOID' and 'Password', each with a corresponding icon (a person for SSOID and a lock for Password). A blue 'LOGIN' button is positioned below the password field. At the bottom, a note states: 'Note: Please log in using your SSOID and Password.'

### 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.



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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

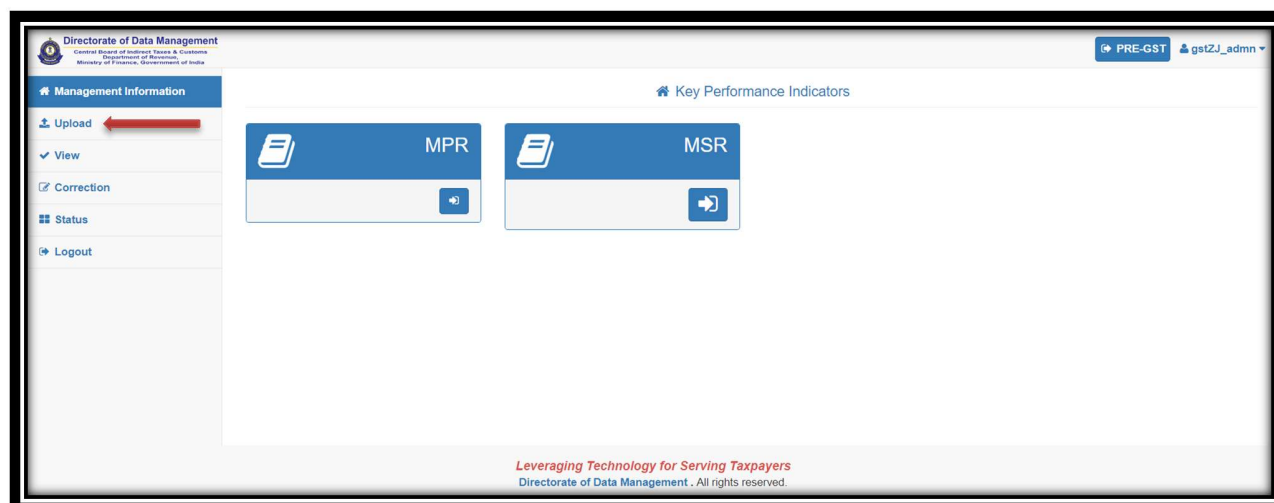
Password  
\*\*\*\*\*

**GJNMMP**

Enter above text

Login

**Step-4:** After successfully logging in, the Home Page, as shown below, will appear on your screen. The Commissionerate’s User has to press the ‘Upload’ option given in the Management Information panel on the left side of your screen:



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Management Information

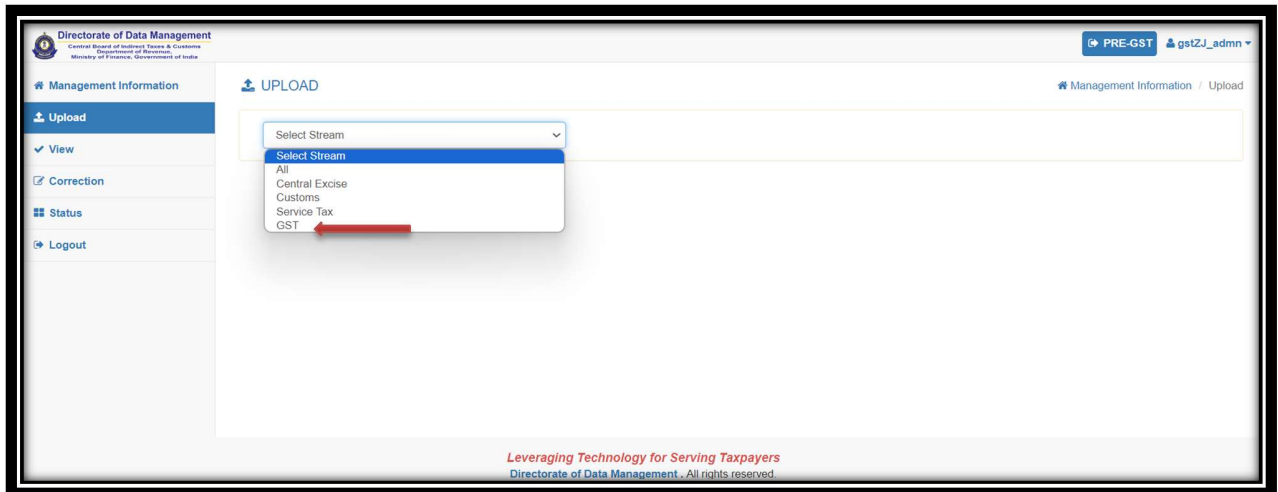
Upload View Correction Status Logout

Key Performance Indicators

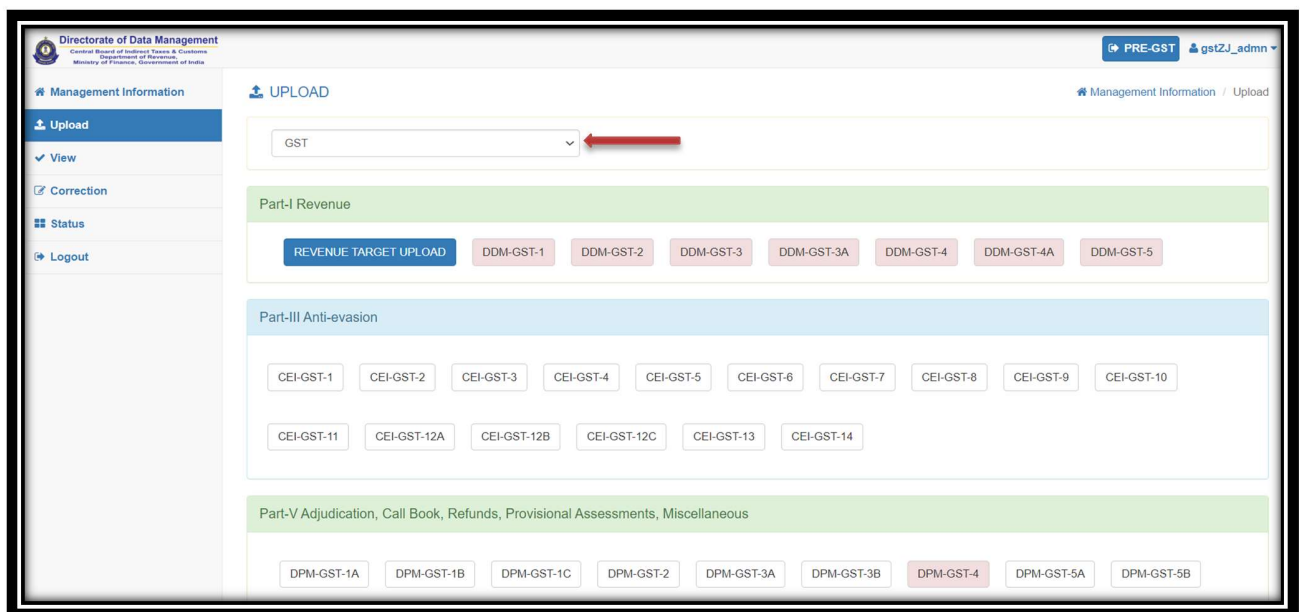
MPR MSR

Leveraging Technology for Serving Taxpayers  
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**Step-5:** The upload option will direct you to the screen shown below. Select 'GST' from the 'Select Stream' link shown below in the middle of the screen, from the list that appears in the drop down menu.



**Step-6:** The GST will direct you to the screen shown below. You can select the performance area/part of the MPR for which the information is to be viewed and uploaded.



**Step-7:** The Part-I Revenue section has 7 reports namely, DDM-GST-1, DDM-GST-2, DDM-GST-3, DDM-GST-3A, DDM-GST-4, DDM-GST-4A & DDM-GST-5 which will appear on your screen.

**Step-7.1:** In the DDM-GST-1 the rows for Gross Revenue and Refund Sanctioned under the Description column can be viewed only. No addition, deletion, alteration and amendment of data can be made for these headings. The details for Moving Target, as given at Sr. no. 1 in the Description column, have to be updated by clicking on the 'Update' button given in green color in the middle of the bottom of the screen.

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DDM-GST-1

REVENUE REPORT

MONTH : APR-2023 Amount in Rs. Crores

Sr. No	DESCRIPTION	CGST	STATE/UT GST	IGST	CESS
1	MOVING TARGET				
2	GROSS REVENUE	244.89	285.36	649.93	11.52
3	REFUND SANCTIONED	5.72	6.06	14.57	0.00

Update

**Step-7.2:** The DDM-GST-2 report is to be filled manually by clicking on the Upload button given in green color in the middle of the bottom of the screen.

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DDM-GST-2

ADDITIONAL REVENUE MOBILISATION-STREAM

MONTH : APR-2023 Amount in Rs Crores

Sr. No.	ITEMS OF ARM (ADDITIONAL REVENUE MOBILISATION)	RECOVERY DETAILS (CURRENT F.Y.) FOR THE MONTH
1	AUDIT RECOVERY	
2	ANTI-EVASION RECOVERY INCLUDING TRANSIT CHECKS	
3	RECOVERY OF CONFIRMED DEMANDS	
4	PRE-DEPOSITS	
5	SCRUTINY OF GST RETURNS	
6	RECOVERY FROM DEFAULTERS (late filers/non-filers etc.)	
7	FINALISATION OF PROVISIONAL ASSESSMENTS	
8	OTHERS (SPECIFY) *	

Upload Cancel







**Step-7.7:** In the DDM-GST-5 report is fully Auto-populated and can be viewed only. No addition, deletion, alteration and amendment of data can be made for these headings.

The Edit button available under the Action column, of the table shown below, has not been activated at present; you are requested not to press this button.

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DDM-GST-5

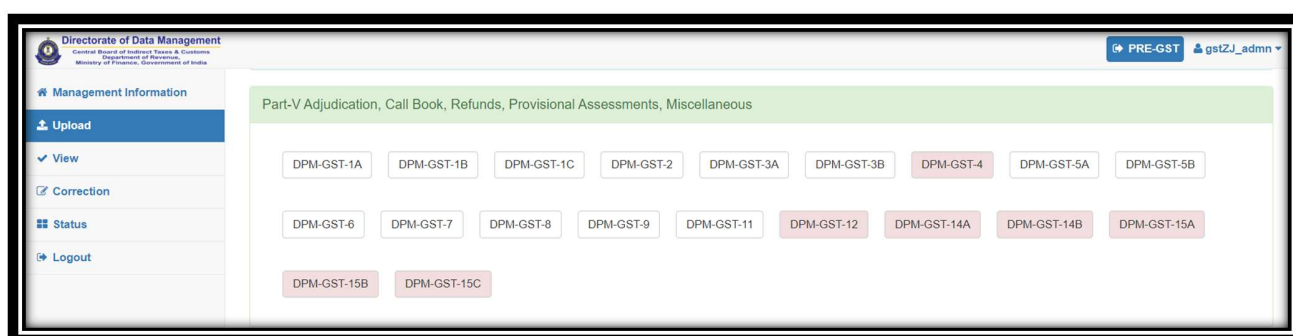
Blocking/Unblocking Of ITC

MONTH : APR-2023 Amount in Rs. Crores

ACTION	SR. NO.	GROUNDS FOR BLOCKING ITC	OPENING BALANCE		ITC BLOCKED DURING THE MONTH		ITC UNBLOCKED DURING THE MONTH		AGE-WISE PENDENCY OF ITC BLOCKED									
			NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT	UPTO 3 MONTHS		3-6 MONTHS		6-9 MONTHS		9-12 MONTHS		MORE THAN 1 YEAR	
Edit	1	Credit availed but Supplier found to be non-existent	6	8.67	0	0.00	0	0.00	4	4.00	2	4.38	0	0.00	0	0.00	0	0.00
Edit	2	Credit availed on invoices/debit notes on which tax not paid to Govt.	1	0.22	0	0.00	0	0.00	0	0.00	1	0.22	0	0.00	0	0.00	0	0.00
Edit	3	Others	256	467.38	2	4.02	2	8.91	8	1.00	1	0.06	18	6.45	120	373.58	109	86.04
Edit	4	Person claiming the credit found non-existent/ no business activity from registered place	1	0.00	0	0.00	0	0.00	0	0.00	1	0.00	0	0.00	0	0.00	0	0.00

**Step-8:** After viewing and updating the reports in Part-I go to Part-V Adjudication, Call Book, Refunds, Provisional Assessment, Miscellaneous of the screen shown below.

**Step-9:** In Part-V of the report press the DPM-GST-4 button. The screen shown below will appear before you:



**Step-9.1:** The DPM-GST-4 report is fully Auto-populated and can be viewed only. No addition, deletion, alteration and amendment of data can be made for these headings.

The Edit button available under the Action column, of the table shown below, has not been activated at present; you are requested not to press this button.

0

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Management Information

Upload

View

Correction

Status

Logout

DPM-GST-4

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REFUND

MONTH : APR-2023

Amount in Rs. Crores

ACTION	SR. NO.	REFUND CATEGORY	OPENING BALANCE		RFD 01		RFD-02 ISSUED WITHIN 15 DAYS		RFD 03		RFD-04 ISSUED		RFD 06*				AGE WISE BRE			
			NO.	AMOUNT	NO.	AMOUNT	NO.	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT	
<div>Edit</div>	1	Supplies made to SEZ Unit/Developer without payment of Tax	52	11.01	36	2.22	36	0	0.00	0	0.00	9	2.05	24	7.76	6	0.04	7		
<div>Edit</div>	2	Supplies made to SEZ Unit/Developer with payment of Tax	2	0.16	1	0.14	1	1	0.14	0	0.00	0	0.00	1	0.02	0	0.00	0		
<div>Edit</div>	3	Inverted Duty Structure	115	20.52	40	34.31	33	15	1.85	0	0.00	1	0.09	52	7.38	24	5.23	12		

**Step-9.2:** The DPM-GST-12(GST-REG-1) report is fully Auto-populated and can be viewed only. No addition, deletion, alteration and amendment of data can be made for these headings.

MONTH : APR-2023		
1	No. Of Taxpayers At The Beginning Of The Month	70006
2	New Taxpayers Added During The Month	1045
3	Migration Of Tax Payers From Other Zones (Applicable For Maharashtra, Gujarat And Uttar Pradesh Only)	15
4	Migration Of Tax Payers To Other Zones (Applicable For Maharashtra, Gujarat And Uttar Pradesh Only)	14
5	Cancellation Of Registration - Suo Moto	505
6	Cancellation Of Registration -On Request	339
7	Revocation Of Cancelled Registration	844

**Step-9.3:** The DPM-GST-14A report is to be filled manually by clicking on the Upload button given in green color on the bottom left of the table shown on the screen below:

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DPM-GST-14A

PENDENCY OF REGISTRATION APPLICATIONS

MONTH : APR-2023

ACTION	SR.NO.	OPENING BALANCE	NO. OF ARNS RECEIVED DURING THE MONTH FROM GSTN	NO. OF ARNS RECEIVED DURING THE MONTH FROM OTHER CPCs/ZONE	DISPOSAL OF ARNS APPROVED WITHIN 07 WORKING DAYS	DISPOSAL OF ARNS RECOMMENDED FOR PHYSICAL VERIFICATION	DISPOSAL OF ARNS BIFURCATION OF ACTION TAKEN ON THE BASIS OF PHYSICAL VERIFICATION APPROVED	DISPOSAL OF ARNS BIFURCATION OF ACTION TAKEN ON THE BASIS OF PHYSICAL VERIFICATION REJECT
Upload	1							

**Step-9.4:** The DPM-GST-14B report is to be filled manually by clicking on the Upload button given in green color in the middle on the bottom of the table shown on the screen below:

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DPM-GST-14B

Reasons For Deemed Registration

MONTH : APR-2023

S.NO.	REASONS FOR DEEMED REGISTRATION	NO. OF ARNS
1	Received from other CPCs with only one working day left for action	
2	PV Report Not Received	
3	Officer Failed To Process The ARN	
4	Others	

Upload Cancel

**Step-9.5:** The DPM-GST-15A (GST-REG-2) report is fully Auto-populated and can be viewed only. No addition, deletion, alteration and amendment of data can be made for these headings.

SUO MOTO CANCELLATION			CANCELLATION ON REQUEST			REVOC	
OPENING BALANCE	GSTINS LIABLE FOR CANCELLATION [SECTION 29(2)]	GSTINS CANCELLED	OPENING BALANCE	NO. OF APPLICATIONS RECEIVED [SECTION 29(1)]	GSTINS CANCELLED	OPENING BALANCE	ARNS RECE REVOC
6389	317	505	3712	615	339	435	

**Step-9.6:** The DPM-GST-15B (GST-REG-2A) report is to be filled manually by entering the data in the column with the heading 'No. of GSTINS' on the right side of the screen shown below. Click on the Upload button given in green color in the middle on the bottom of the table shown on the screen below to submit the data before moving to the next screen:

REASONS FOR PENDENCY OF CANCELLATION (COLUMN 8 OF DPM-GST-15A)	NO. OF GSTINS
Pendency on the part of officer	<input type="text"/>
Reply awaited from Taxpayer	<input type="text"/>
Taxes/Dues are unpaid	<input type="text"/>
Technical issues	<input type="text"/>
Others, please specify* <input type="text"/>	<input type="text"/>

→
Upload
Cancel

**Step-9.7:** The DPM-GST-15C (GST-REG-2B) report is to be filled manually by entering the data in the column with the heading ‘No. of GSTINs’ on the right side of the screen shown below. Click on the Upload button given in green color in the middle on the bottom of the table shown on the screen below to submit the data before moving to the next screen:

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DPM-GST-15C[GST-REG-2B]

MONTH : APR-2023

REASONS FOR PENDENCY OF REVOCATION OF CANCELLED GSTIN (COLUMN 14 OF DPM-GST-15A)	NO. OF GSTINS
Personal Hearing granted	<input type="text"/>
No time left for rejection	<input type="text"/>
Taxes/Dues are unpaid	<input type="text"/>
Technical issues	<input type="text"/>
Others, please specify*	<input type="text"/>

Upload Cancel

**Step-10:** After viewing and updating the reports in Part-V go to Part-XI Refund granted to UIN entities of the screen shown below.

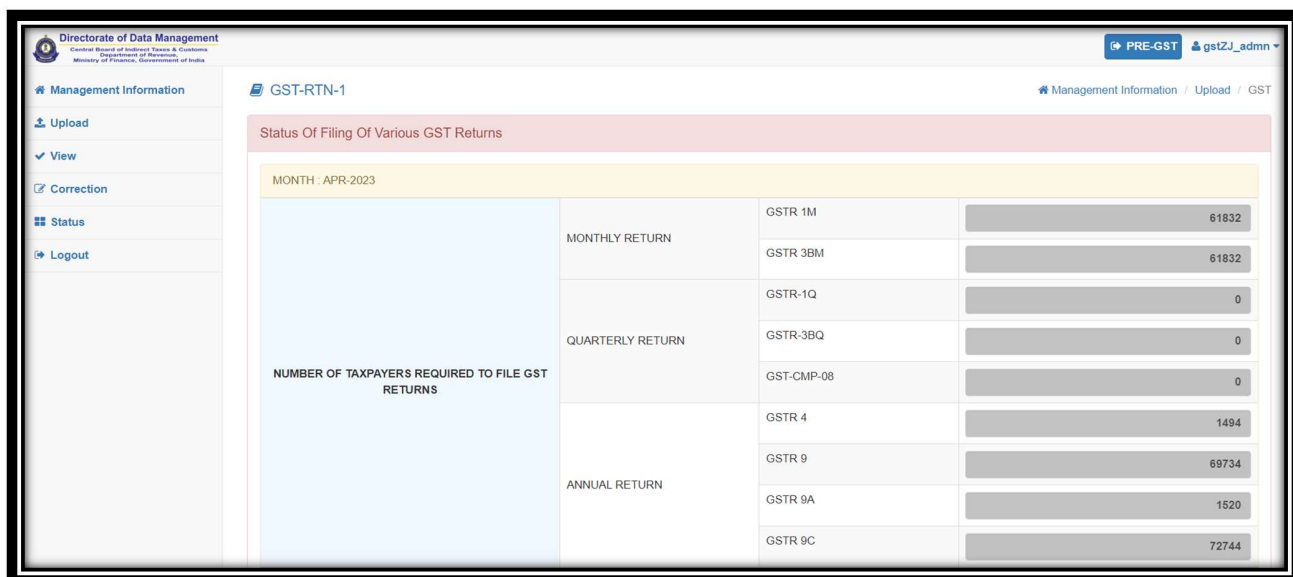
**Step-11:** In Part-XI of this report press the GST-GST-2 button. The screen shown below will appear before you:

Part-XI Refund granted to UIN entities

GST-GST-1 GST-GST-2



**Step-11.1:** The GST-GST-2 (GST-RTN-1) report is fully Auto-populated and can be viewed only. No addition, deletion, alteration and amendment of data can be made for these headings.



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**GST-RTN-1**

Status Of Filing Of Various GST Returns

MONTH : APR-2023

MONTHLY RETURN		QUARTERLY RETURN		ANNUAL RETURN	
NUMBER OF TAXPAYERS REQUIRED TO FILE GST RETURNS	GSTR 1M		61832		
	GSTR 3BM		61832		
	GSTR-1Q		0		
	GSTR-3BQ		0		
	GST-CMP-08		0		
	GSTR 4		1494		
	GSTR 9		69734		
	GSTR 9A		1520		
	GSTR 9C		72744		

**Step-12:** After submitting the data entered in DDM-GST-1, DDM-GST-2, DDM-GST-3, DDM-GST-3A, DDM-GST-4, DDM-GST-4A & DDM-GST-5 click the 'View' button under the Management Information panel on the left side of the screen below to verify the correctness of the details entered, before the report is validated by the Zonal Pr. CC/CC office.

Any amendment in the manually entered data can be made at this stage, before the Zonal Pr. CC/CC office validates the reports.



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**VIEW**

GST

Part-I Revenue

DDM-GST-1 DDM-GST-2 DDM-GST-3 DDM-GST-3A DDM-GST-4 DDM-GST-4A DDM-GST-5

GST MPRs have been submitted successfully, you may log out of the KPI.