Part of

GST FOR जंता

BY

TAX GRID

KNOW ABOUT GSTR3B AND HOW TO COMPLY WITH IT.



© TaxGrid consultants LLP, www.TaxGrid.in

All rights reserved. Screenshots in the document have been taken from the common portal and some screenshots have been extracted from the Webinar sessions being conducted by Government. Compilation has been prepared at TaxGrid and no part of the document shall be reproduced, stored in retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior permission from TaxGrid. However this document can be used for educational purpose in any form with due credits to TaxGrid.

Disclaimer:

Every effort has been made to avoid errors or omissions in this publication. In spite of this error may creep in. Any mistake, error or discrepancy shall be brought to our notice shall be corrected in further releases. It is notified that TaxGrid (TaxGrid consultants LLP) will not be responsible for any damage or loss of action to any one, of any kind, in any manner, therefrom.

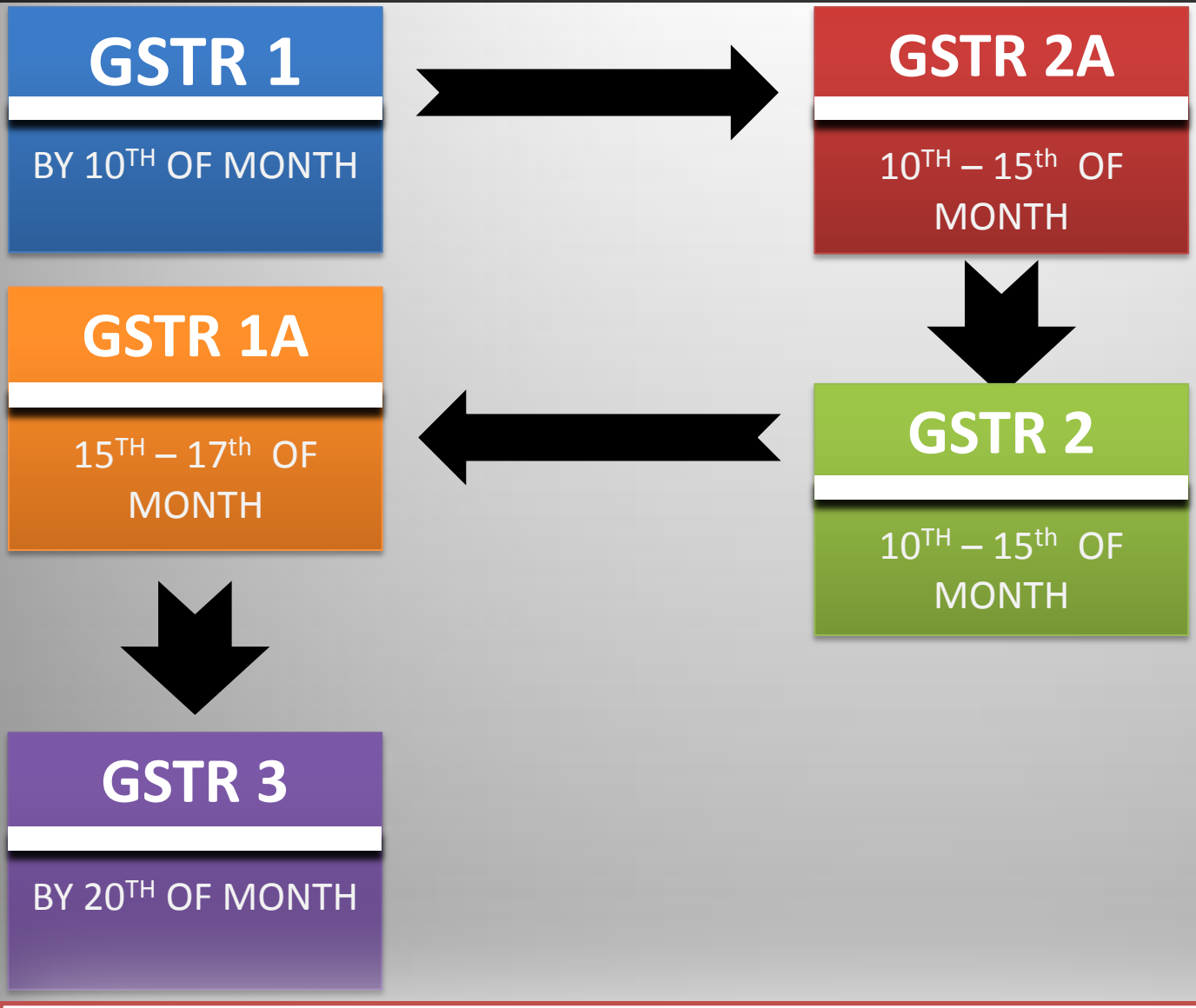


CONTACT TAXGRID CONSULTANTS LLP FOR:

- Any sort of compliance work like GST Return Filing, Income Tax Return Filing etc.
- Corporate Training/seminars on GST
- Transitional Guidance
- GST Registration
- Company Formation
- Getting Digital Signature Certificates
- Legal advise or opinion on any taxation issue

Or any other compliance or advisory Job.

NORMAL RETURN FILING MECHANISM



- Quarterly return to be filed in GSTR-4 by persons opting composition scheme.
- GSTR 3B is to be filed only when notified and is not a part of normal return flow.

What is GSTR -3B ??

- GSTR-3B is the consolidated return format, which is to be filed by taxpayer when it is notified.
- Usually the need for filing GSTR3 will be there when the date for filing of GSTR-1 and GSTR-2 is extended, the reason being that GSTR-3 will be auto-populated and if GSTR-1 and GSTR-2 is not filed then auto population cannot be there and thus there has to be some alternative mechanism for filing return.
- Thus, GSTR-3B has been designed.

Legal provision for GSTR-3B

Rule 61 (5) *of*
Central Goods and Services Tax (CGST) Rule, 2017

Rule 61(5) *- Where the time limit for furnishing of details in* ***FORM GSTR-1*** *under section 37 and in* ***FORM GSTR-2*** *under section 38 has been extended and the circumstances so warrant, return in* ***FORM GSTR-3B****, in lieu of* ***FORM GSTR-3****, may be furnished in such manner and subject to such conditions as may be notified by the Commissioner.*

GSTR-3B FORMAT

FORM GSTR-3B

[See rule 61(5)]

Year	
Month	

1.		GSTIN	
2.		Legal name of the registered person	Auto Populated

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supplies	Total Taxable value	Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)					
(b) Outward taxable supplies (zero rated)					
(c) Other outward supplies (Nil rated, exempted)					
(d) Inward supplies (liable to reverse charge)					
(e) Non-GST outward supplies					

3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

	Place of Supply (State/UT)	Total Taxable value	Amount of Integrated Tax
1	2	3	4
Supplies made to Unregistered Persons			
Supplies made to Composition Taxable Persons			
Supplies made to UIN holders			

4. Eligible ITC

Details	Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5
(A) ITC Available (whether in full or part)				
(1) Import of goods				
(2) Import of services				
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)				
(4) Inward supplies from ISD				
(5) All other ITC				
(B) ITC Reversed				
(1) As per rules 42 & 43 of CGST Rules				
(2) Others				
(C) Net ITC Available (A) – (B)				
(D) Ineligible ITC				
(1) As per section 17(5)				
(2) Others				

5. Values of exempt, nil-rated and non-GST inward supplies

Nature of supplies	Inter-State supplies	Intra-State supplies
1	2	3
From a supplier under composition scheme, Exempt and Nil rated supply		
Non GST supply		

6.1 Payment of tax

Description	Tax payable	Paid through ITC				Tax paid TDS./TCS	Tax/Cess paid in cash	Interest	Late Fee
		Integrated Tax	Central Tax	State/UT Tax	Cess				
1	2	3	4	5	6	7	8	9	10
Integrated Tax									
Central Tax									
State/UT Tax									
Cess									

6.2 TDS/TCS Credit

Details	Integrated Tax	Central Tax	State/UT Tax
1	2	3	4
TDS			
TCS			

Verification (by Authorised signatory)

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed there from.

Instructions:

1) Value of Taxable Supplies = Value of invoices + value of Debit Notes – value of credit notes + value of advances received for which invoices have not been issued in the same month – value of advances adjusted against invoices

2) Details of advances as well as adjustment of same against invoices to be adjusted and not shown separately

3) Amendment in any details to be adjusted and not shown separately.

TABLE – WISE ANALYSIS

Terminology

- Zero Rated Supply

"zero rated supply" means any of the following supplies of goods or services or both, namely:—

(*a*) export of goods or services or both; or
(*b*) supply of goods or services or both to a Special Economic Zone developer or a Special Economic Zone unit.

Please note **Zero rated supply does not mean supply which are leviable to 0% Tax rate. Supplies which are liable 0% tax rate are nil rated supply.**

- Nil Rated Supplies

Supply of Goods or Service which are leviable to 0% Tax Rate are termed as Nil Rated Supply. *By virtue of* ***Section 2 (47)*** *of Central Goods and Service Tax Act*, supplies which attract nil rate of tax are covered under Exempt Supply.

- Exempted Supply

Exempted Supply has been defined under Section 2 (47) of *Central Goods and Service Tax Act as follows:*

"exempt supply" means supply of any goods or services or both which attracts nil rate of tax or which may be wholly exempt from tax under section 11, or under section 6 of the Integrated Goods and Services Tax Act, and includes non-taxable supply;

List of Exempted Goods and Service has been notified by CBEC.

TAX GRID

TABLE 3.1

Details of Outward Supplies and inward supplies liable to reverse charge

(a) Outward Taxable Supplies (Other than zero rated, nil rated and exempted)

Here data regarding sales made has to be filled. It should not include sales as Zero rated supplies, nil rated supplies and exempted supplies. So, here the data regarding sales which has been done domestically and is chargeable to either IGST or CGST+SGST has to be provided. Further data provided here has to be detailed further in Table 3.2

(b) Outward Taxable Supplies (Zero Rated)

Here data regarding the following type of sales has to be provided:

- Export of goods or services or both
- Supply of goods or services or both to a Special Economic Zone Developer or a Special Economic Zone Unit.

As discussed before, the above mentioned transactions depict Zero Rated Supply.

(c) Other Outward Supplies (Nil Rated, exempted)

Here sales data for Nil rated and exempted supplies has to be provided. This is the column where data regarding two types of transaction has to be fed in. However, as discussed in previous slide, Nil Rated supplies are Exempted supplies and this can be the reason why this field ask for combined data. If it would not have been asked like this then there would have been ambiguity as to whether the amount of nil rated supply is to be included in amount of exempt supply or not.

TAX GRID

(d) Inward supplies (liable to reverse charge)

Here data regarding that purchases has to be provided on which the tax is payable under Reverse Charge. It can be in two cases:

- Procuring Goods or services which are liable to tax under Reverse Charge Mechanism.
- Procuring goods from Unregistered Dealers (URD).

(e) Non-GST outward supplies

Here data regarding supply of those goods or services has to be furnished on which GST is not applicable like Alcoholic liquor for human consumption, supply of goods mentioned in section 9(2) on which is not yet leviable.

TAX GRID

TABLE 3.2

Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

In Table 3.1 (a) details of Outward taxable supplies has to be uploaded excluding data regarding zero rated, nil rated and exempted supplies.

In Table 3.2, out of the detail of outward supply which has been provided under Table 3.1 (a) it has to be detailed that how much portion of such outward supply is attributable to the following types of supplies:

- Supplies made to unregistered persons.
- Supplies made to Composition taxable persons.
- Supplies made to UIN holders.

In other words, in Table 3.1, the complete information has to be provided and the bifurcation of that information (in respect of supplies made to unregistered, composite and UIN holders) has to be furnished in Table 3.2

TAX GRID

TABLE 4

Eligible ITC

(A) ITC Available (whether in full or part)

(1) Import of goods – Details of ITC in respect of goods imported has to be furnished here. ITC can be availed in respect of IGST portion paid on imports.

(2) Import of Services – Details of ITC in respect of Services imported has to be furnished here. ITC in respect of IGST paid can be availed.

(3) Inward supplies liable to reverse charge (other than 1 & 2 above) – Details of inward goods or services , which are liable to reverse charge will be furnished here except the imports. As we have already furnished the details of ITC available in respect of import in 1 & 2 above.

(4) Inward supplies from ISD – ITC which has been allocated by ISP unit, will be notified here.

(5) All other ITC – ITC which has to be availed and information in respect of which has not been furnished in any of the field above, will be furnished here.

(B) ITC Reversed

(1) As per rules 42 & 43 of CGST Rules – Here the detail of amount of ITC which has to be reversed is to be provided. Input tax credit which will be reversed under rule 42 and rule 43 of CGST Rules is the one which belongs to inputs and capital goods which are partly used for business purpose and partly for other purpose or partly for effecting taxable supply and partly for effecting exempt supplies.

TAX GRID

Rule 42 and Rule 43 the mechanism to reverse the ITC has been provided.

If the purpose of the provision is to be explained in greater detail, it might happen that some input goods or input services are being procured which are partly being used for purpose of business and partly for other purpose. Now, as per law ITC shall be available only in respect of inputs being used for business purpose and thus ITC availed in respect of inputs used for other purpose shall be reversed. Similarly, if a person is effecting taxable as well as exempt supplies, then ITC shall be available only in respect of taxable supplies.

(2) Others – Any other amount of ITC which shall be reversed in accordance with any other provision owing to any reason, will be furnished here.

(C) Net ITC Available (A) – (B)

The net amount of ITC which shall be availed will be filled out here. It shall be the balance of ITC which is available and ITC which has been reversed.

(D) Ineligible ITC

(1) As per section 17(5) – Section 17(5) of CGST Act, 2017 provided for the list of goods and services in respect of which ITC shall not be available. If any such goods or service has been procured, then ITC in respect of such item will be furnished here as ineligible ITC.

(2) Others - Amount of ITC which is ineligible in respect of any provision owing to any reason other than section 17(5) will be furnished here.

TABLE 5

Values of exempt, nil-rated and non-GST inward supplies

From a supplier under composition scheme, Exempt and Nil rated supply

Here the amount of inward supplies which has been procured from supplier under composition scheme or a supply which is Exempt or Nil rated has to be furnished.
Please note that here full amount of value of supply has to be filled in unlike in Table 4, where only the amount of ITC was to be furnished.

Amount of purchase equivalent to or less than Rs 5000 per day from Unregistered dealer, can be shown here.

Non GST supply

Value of inward supplies on which GST is not leviable will be furnished here.

TAX GRID

TABLE 6.1

Payment of tax

In this table you have to enter the details of amount of ITC which you are adjusting against your outward liability. When you enter the detail of ITC available in table 4, the amount of ITC gets credited in your ledger and further can be utilized here for offsetting the outward liability.

TABLE 6.2

TDS/TCS Credit

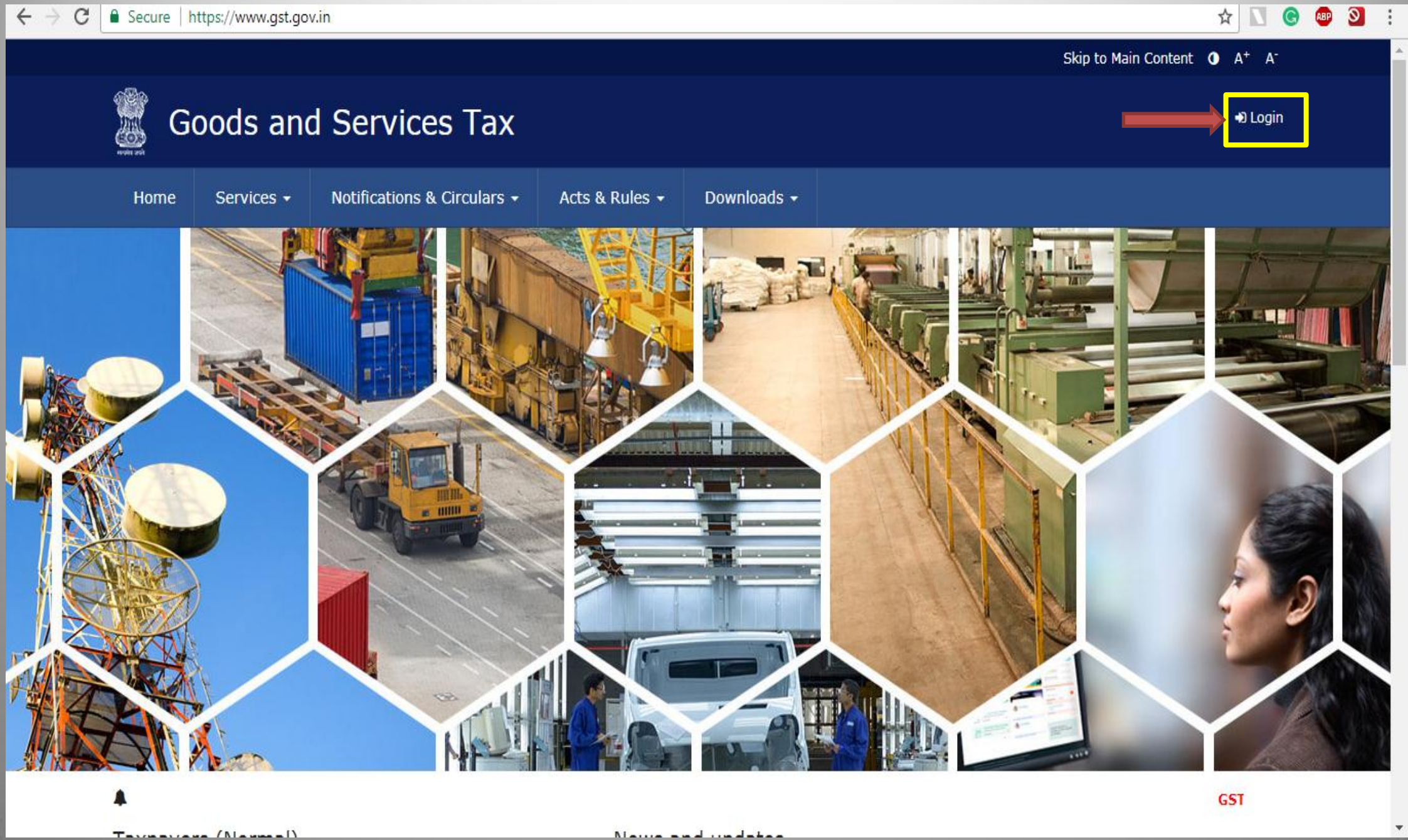
This tile will be disabled and you are not required to furnish any detail in respect of this as of now.

TAX GRID

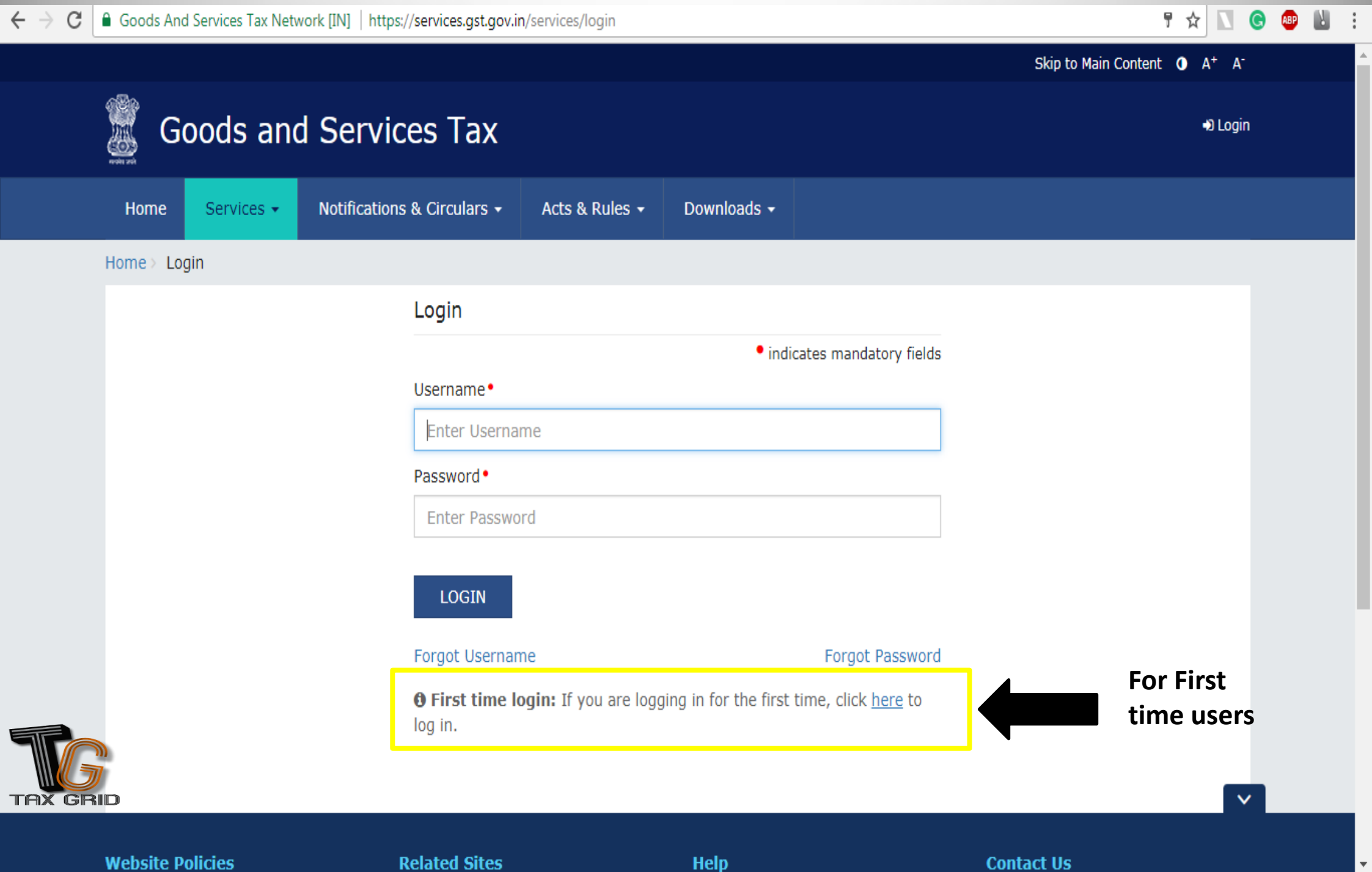
STEP BY STEP WALKTHROUGH OF Portal

TAX GRID

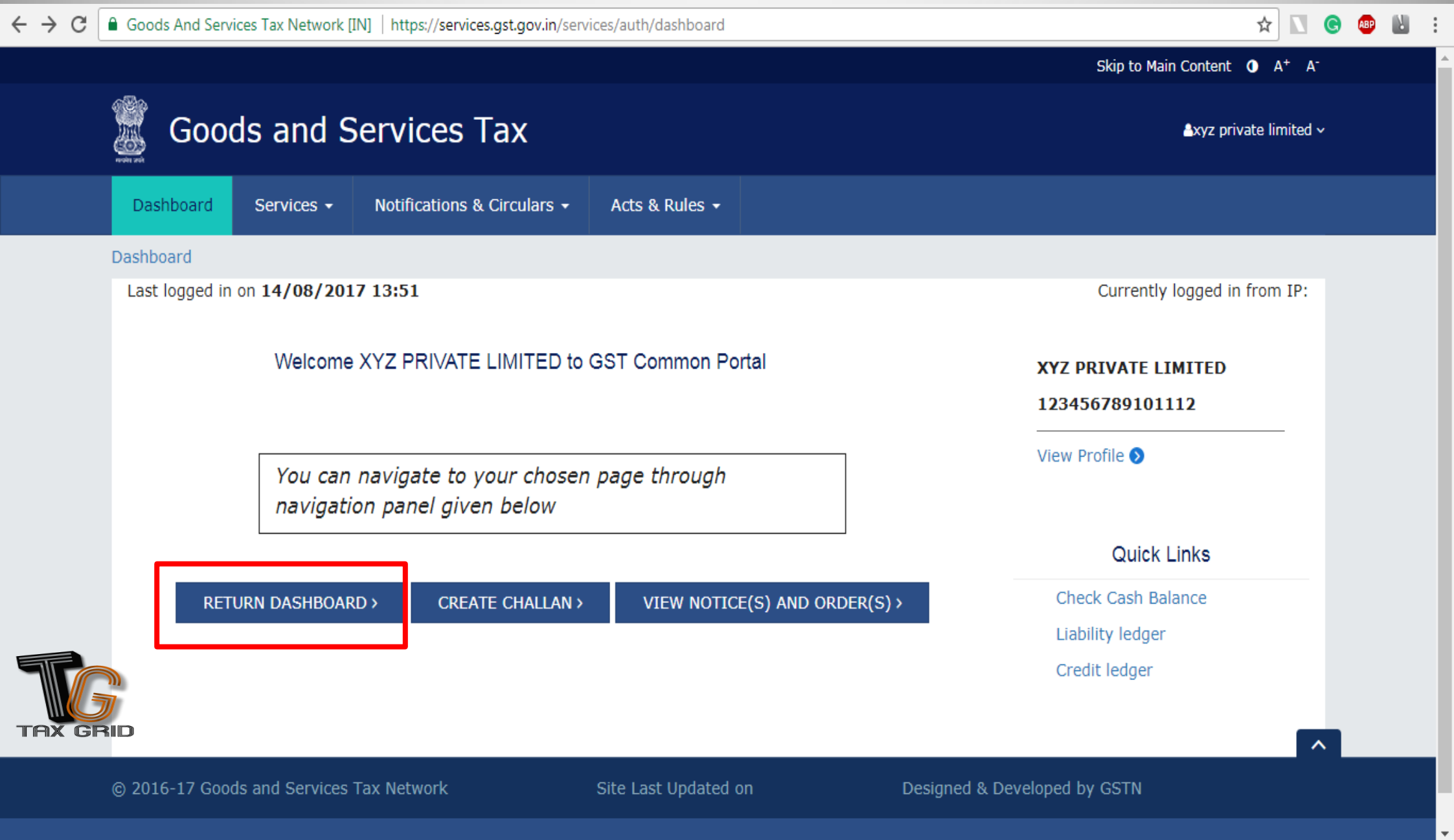
1. Log on to www.gst.gov.in and click on Login on the top-right hand side.



2. Enter your details , then you will be asked to fill the captcha , fill the details and click LOGIN. If you are logging in for first time, you can select the option given below the forgot username link.

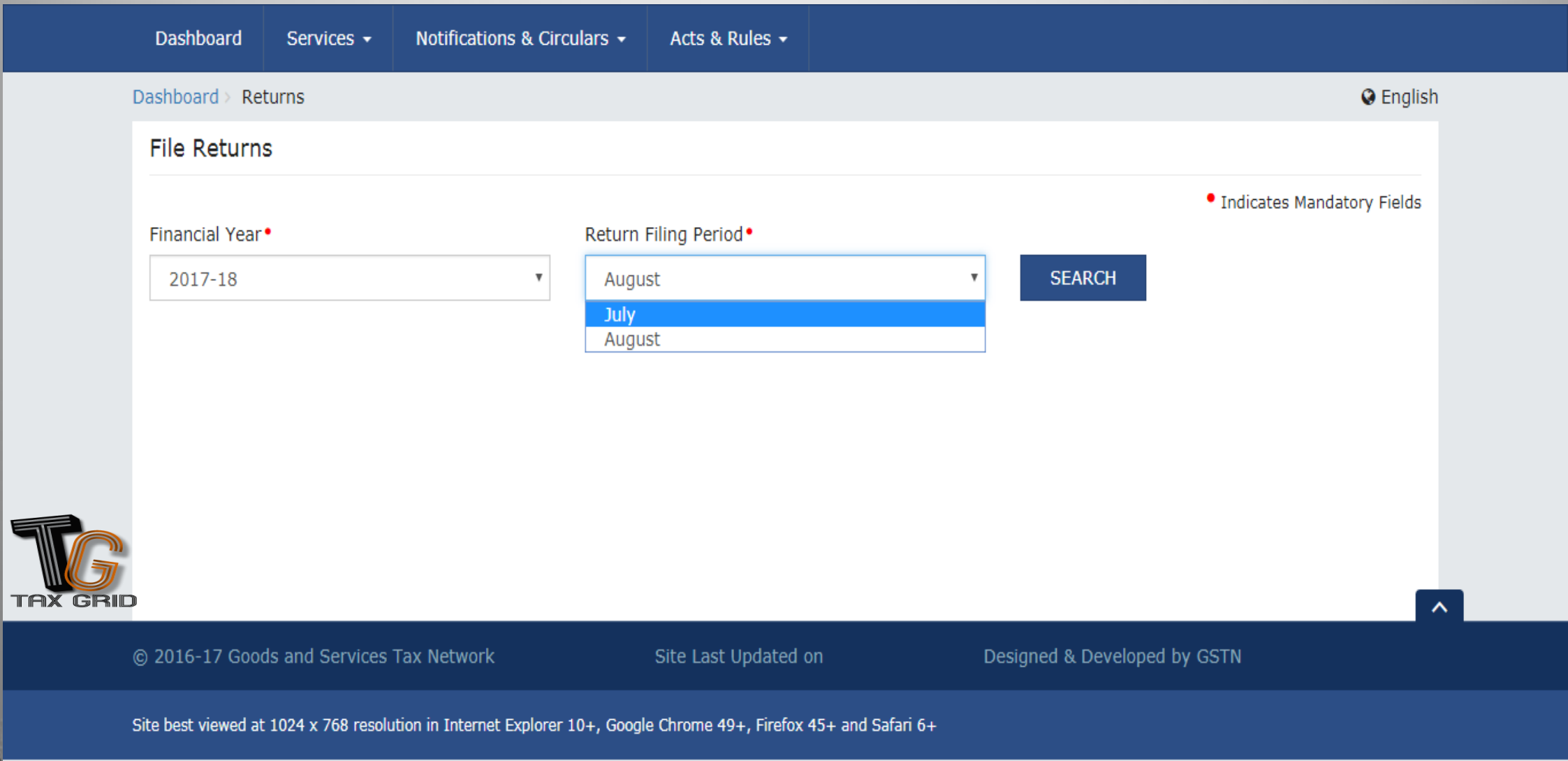


3. You will be taken to this screen, which is your Dashboard, You will find several details here like your registered name, I.P address , your GSTIN etc. We have edited the pic here and entered some random details, but you will get to see your correct details. Click on RETURN DASHBOARD option, highlighted in the picture below:

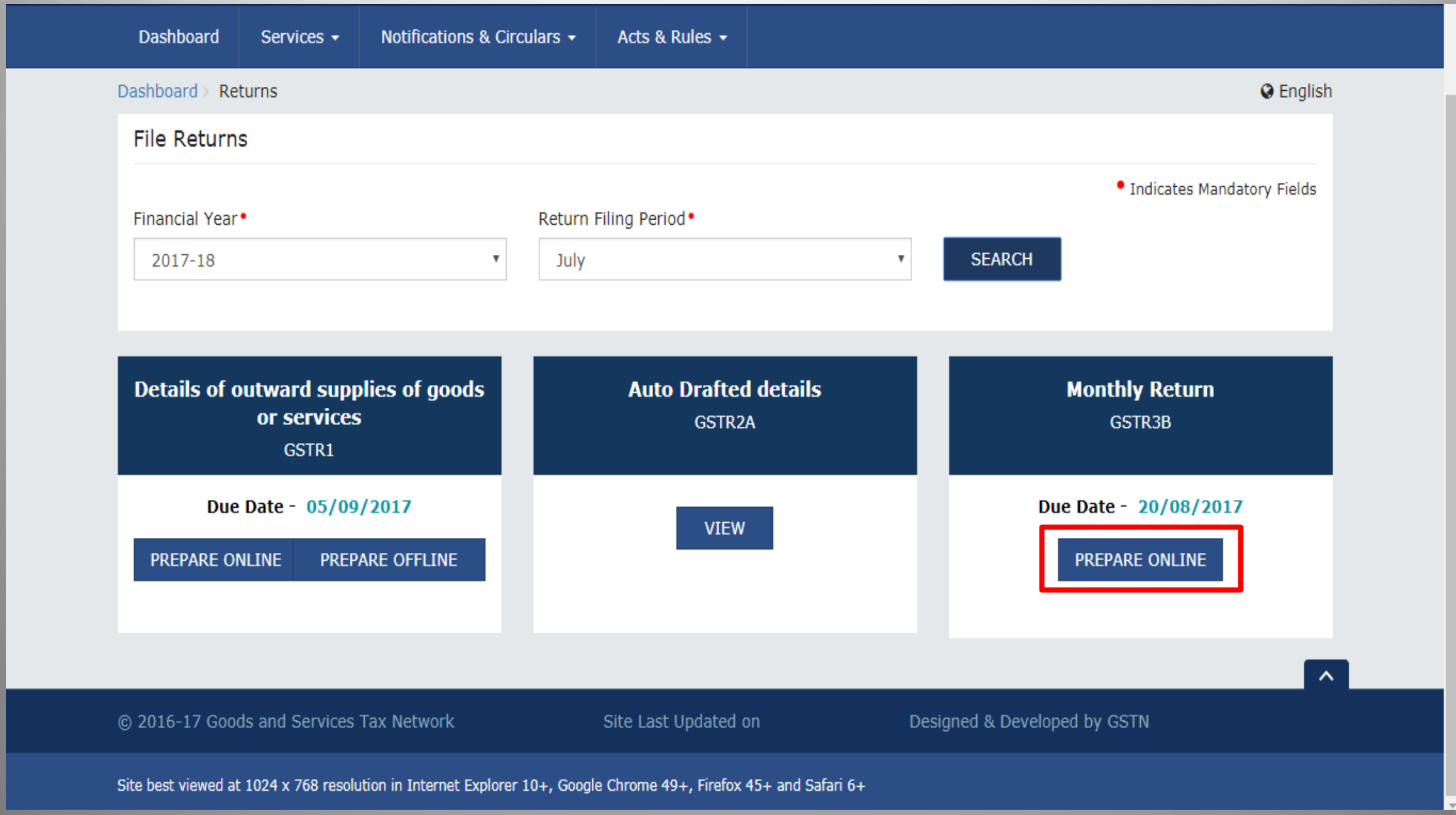


TAX GRID

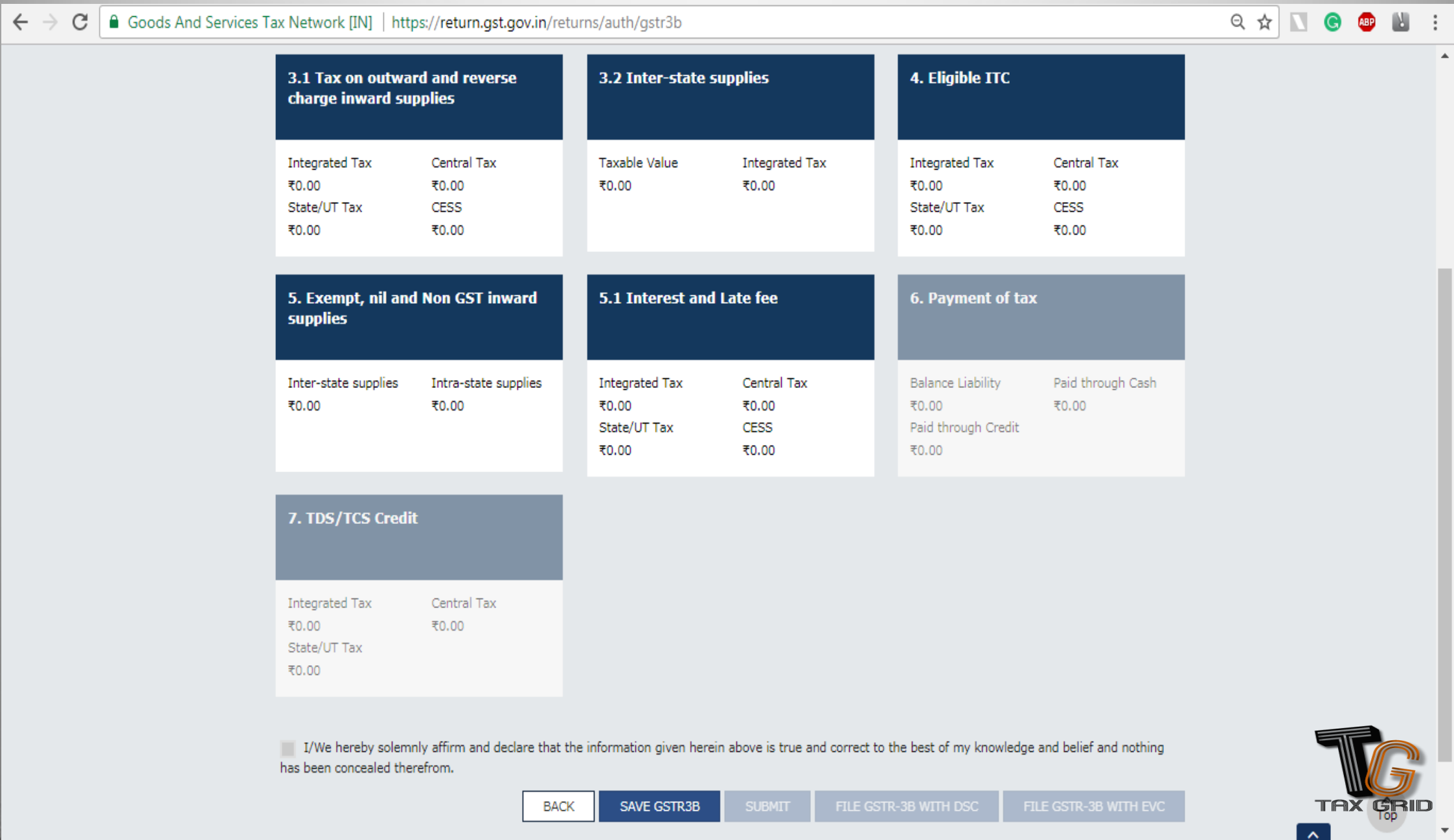
4. You will be further directed to the following screen, here financial year is already selected, but you need to select the Return Filing Period as July, if you are filing return for the month of July and click on search.



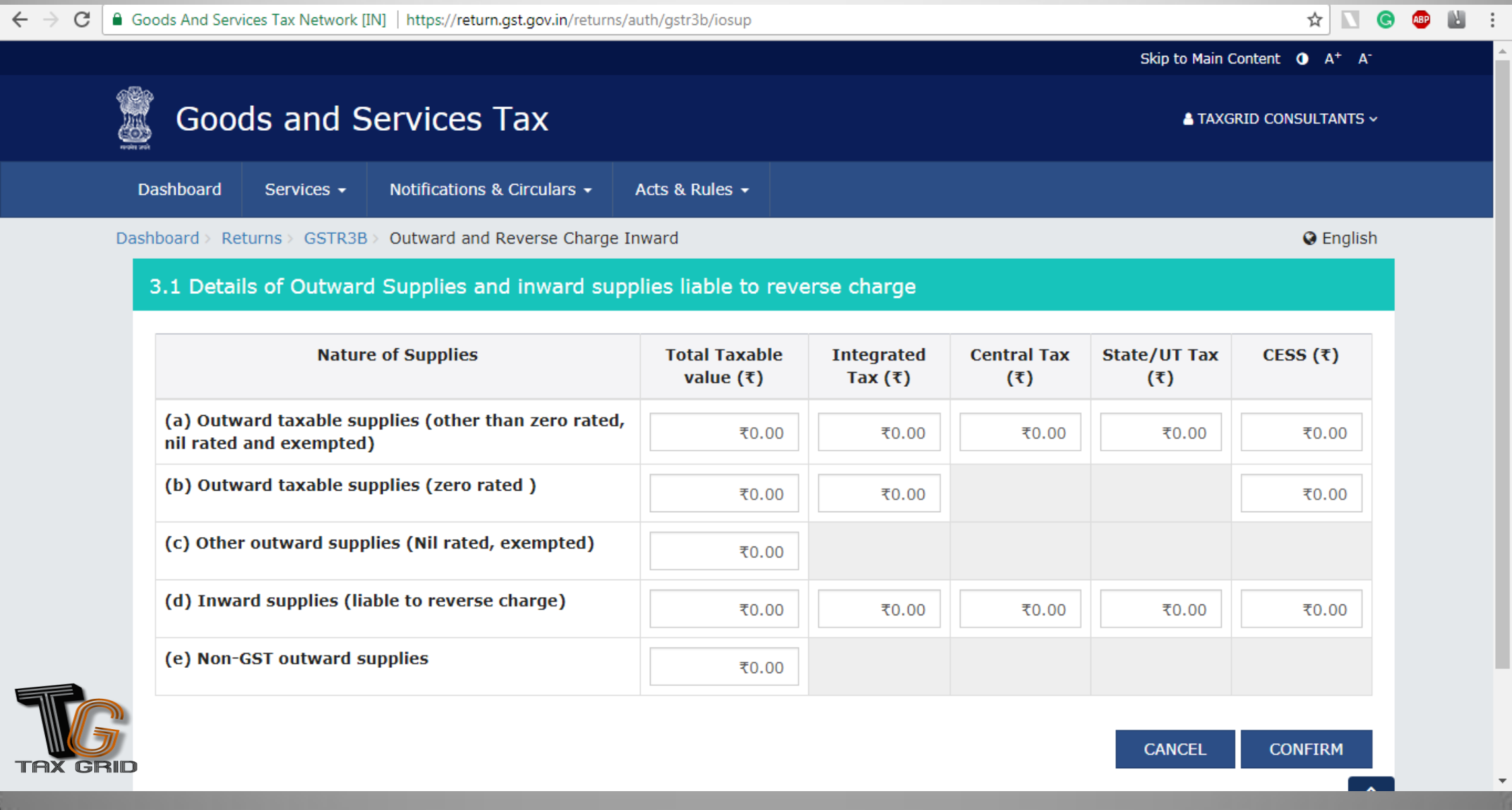
5. After you click on search, three tiles will appear, here our aim is to file GSTR-3B, so click on “PREPARE ONLINE” button in the third tile. Also it has been highlighted below.



6. You will see the screen like this with 5 tiles active and 2 inactive tiles. Out of this the last one i.e. 7th tile TDS/TCS credit will not get active for the initial returns as of now. So only 6th tile is the one which will get active once you fill the other required details.
So to start with Click on 1st tile with number 3.1.

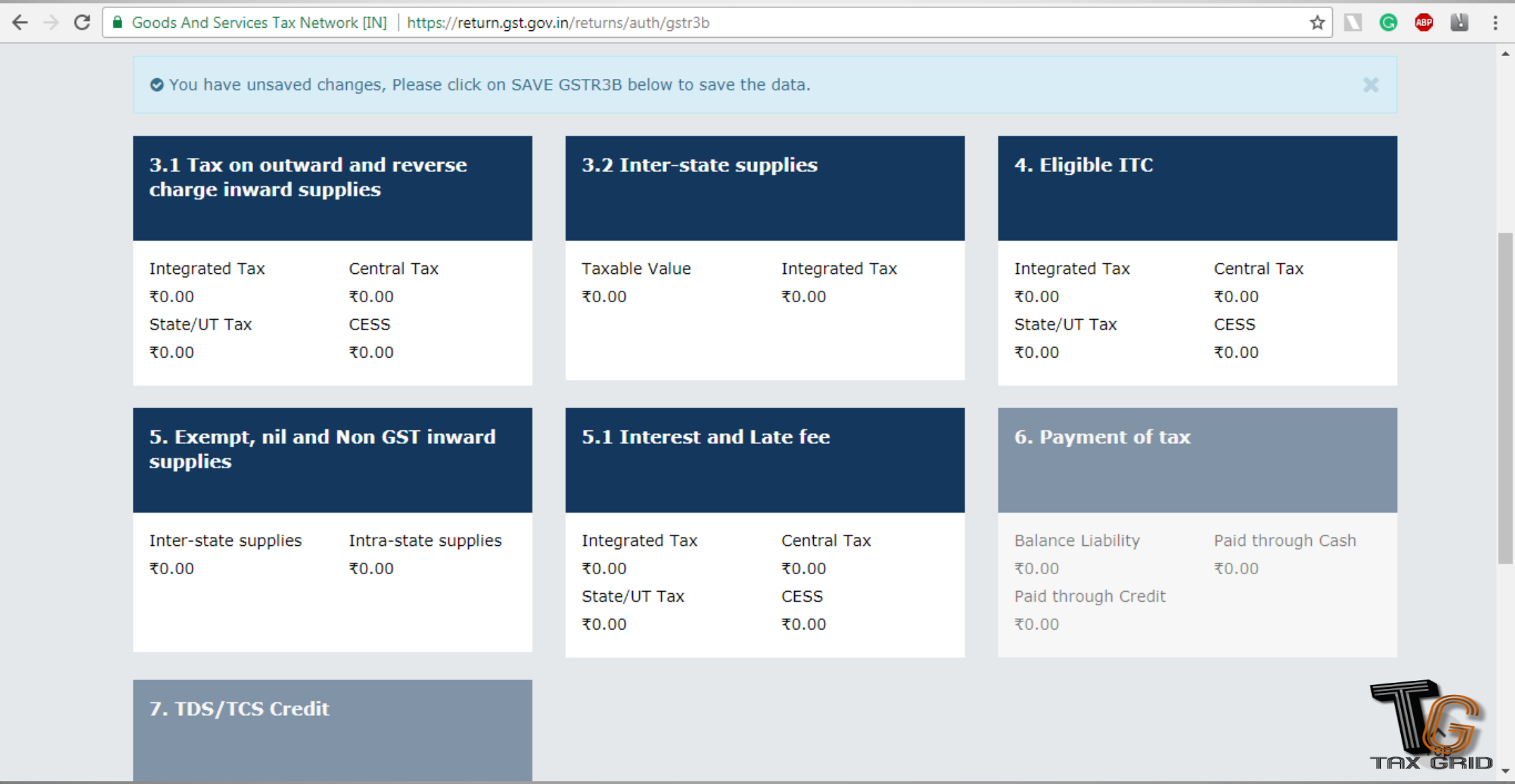


7. We have already discussed the details to be filled in Table 3.1, in the previous pages, so you have to enter the detail here on the same lines. And after entering all the details press the "**CONFIRM**" button.

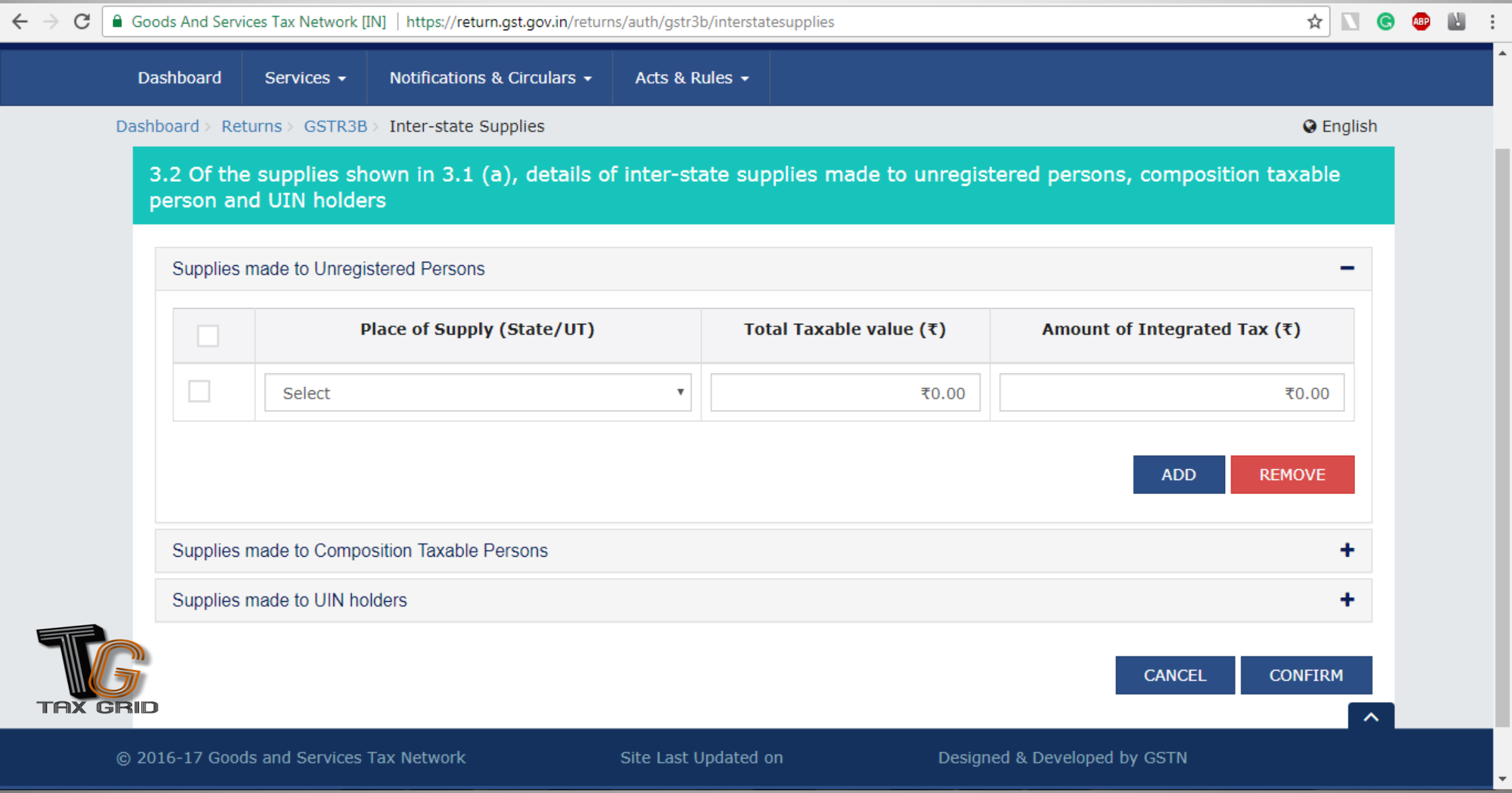


TAX GRID

8. After you press the confirm button, you will be displayed a message like the one as highlighted below. This means that you the details entered by you has been accepted but not yet saved and if you log-out then the details will erase. If you want to retain the details, just in case you want to log-out for time being and fill rest of the details afterwards, you need to press the "**SAVE GSTR-3B**" button in the bottom, which will save the data and you can easily log-out and come back to continue from where you left.
Now simply click on Next tile i.e. 3.2 Inters-state supplies.

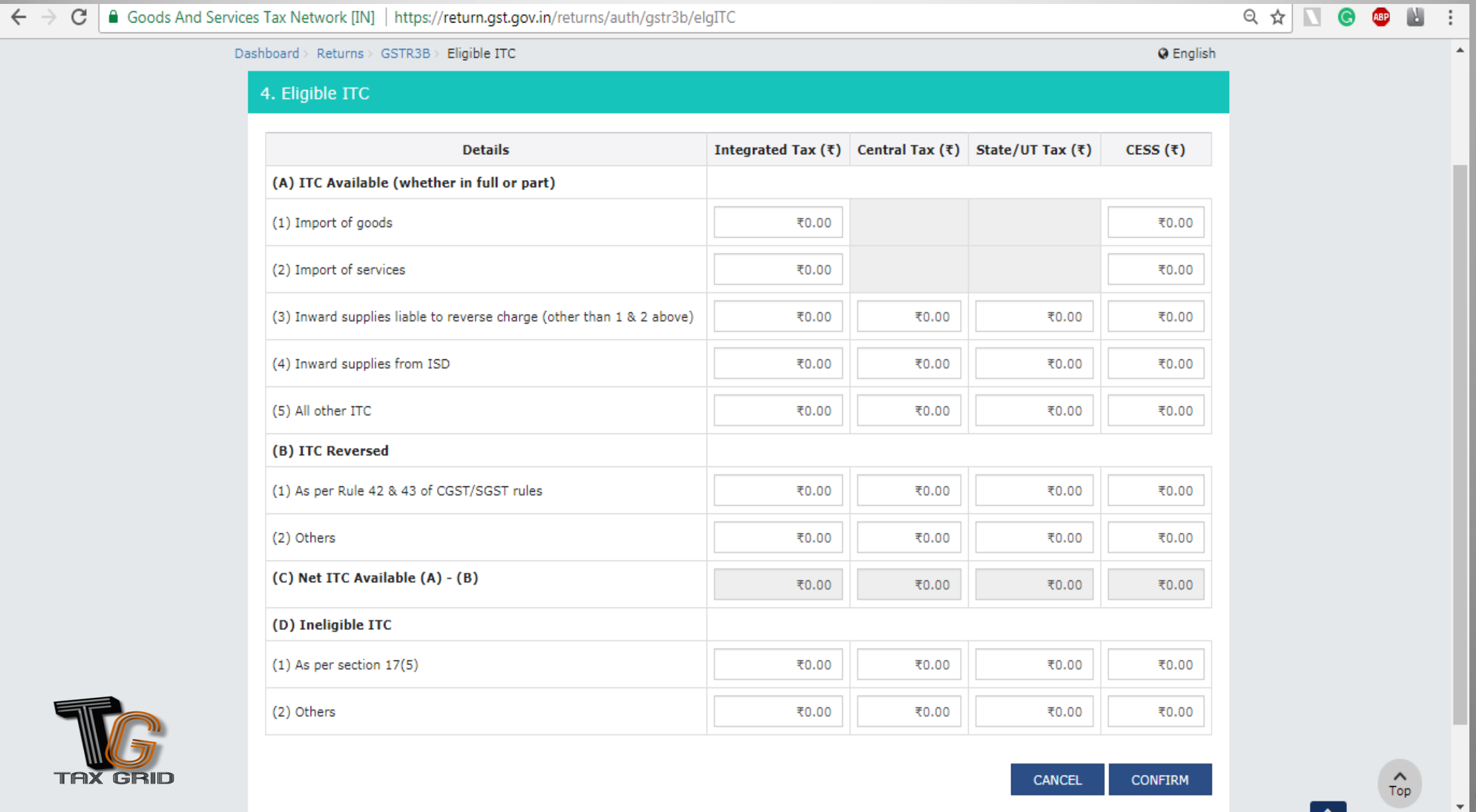


9. We have already discussed the details to be filled in Table 3.2, in the previous pages, so you have to enter the detail here on the same lines. Here you can see that three types of details have to be furnished and the columns are visible in collapsed view. In the image below supplies made to unregistered persons section is expanded, if you will click on supplies made to composition Taxable Person, it will expand and the first option will collapse. So make sure to enter the details carefully without forgetting any field. After entering all the details press the "**CONFIRM**" button.



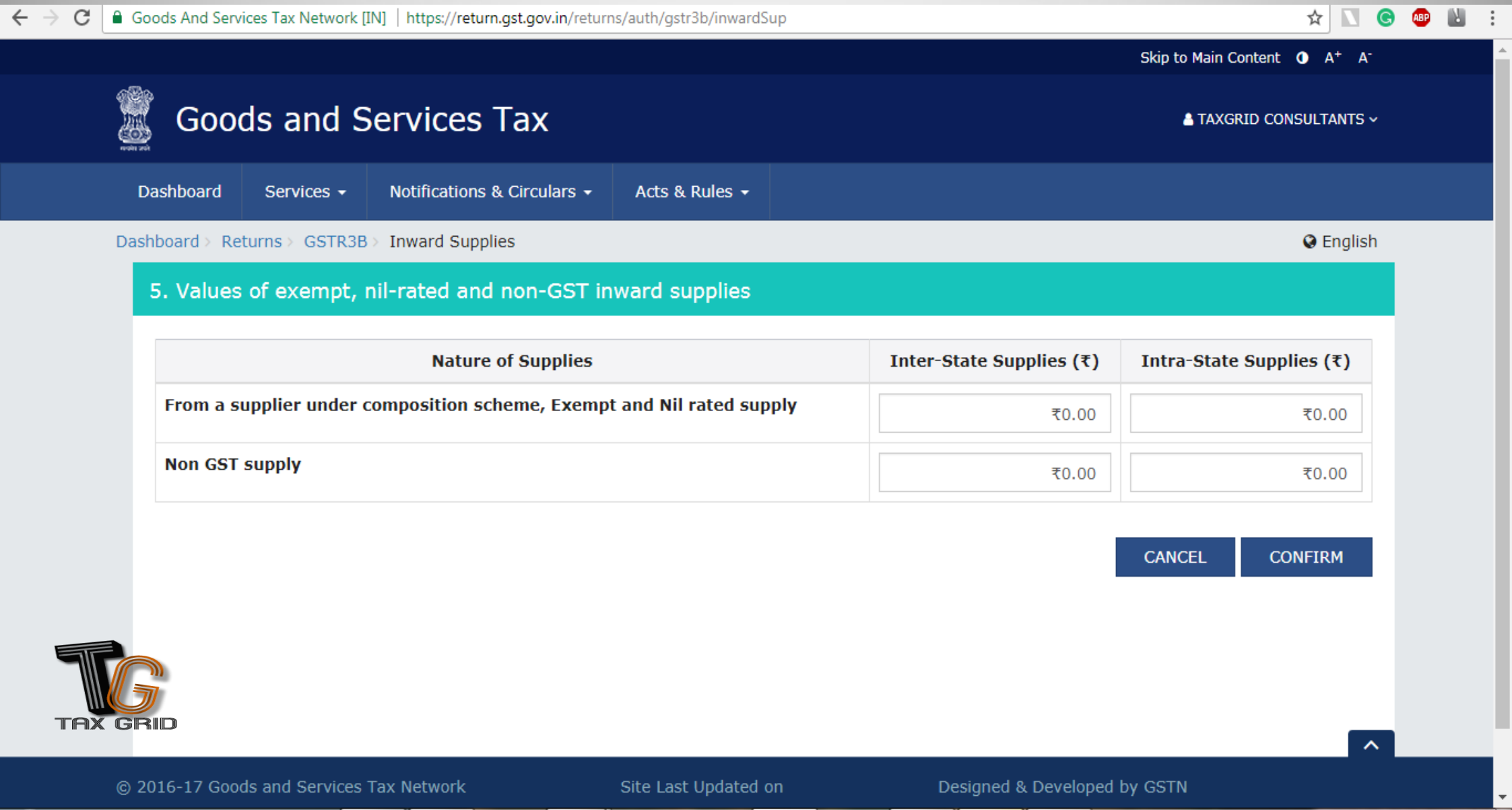
TAX GRID

10. Again you will be prompted with the same “unsaved changes” message as discussed earlier. You can move onto 3rd tile, which looks like this as shown below. Details have to be filled as discussed earlier. Central Tax and State/UT TAX fields have been disabled in front of imports as imports will always be liable to IGST because they are treated as inter-state supplies. As you keep entering details, it will keep calculating the balance amount in (c) Net ITC Available. After furnishing all the details, just press “**CONFIRM**” and you will see the same “unsaved changes” message again .

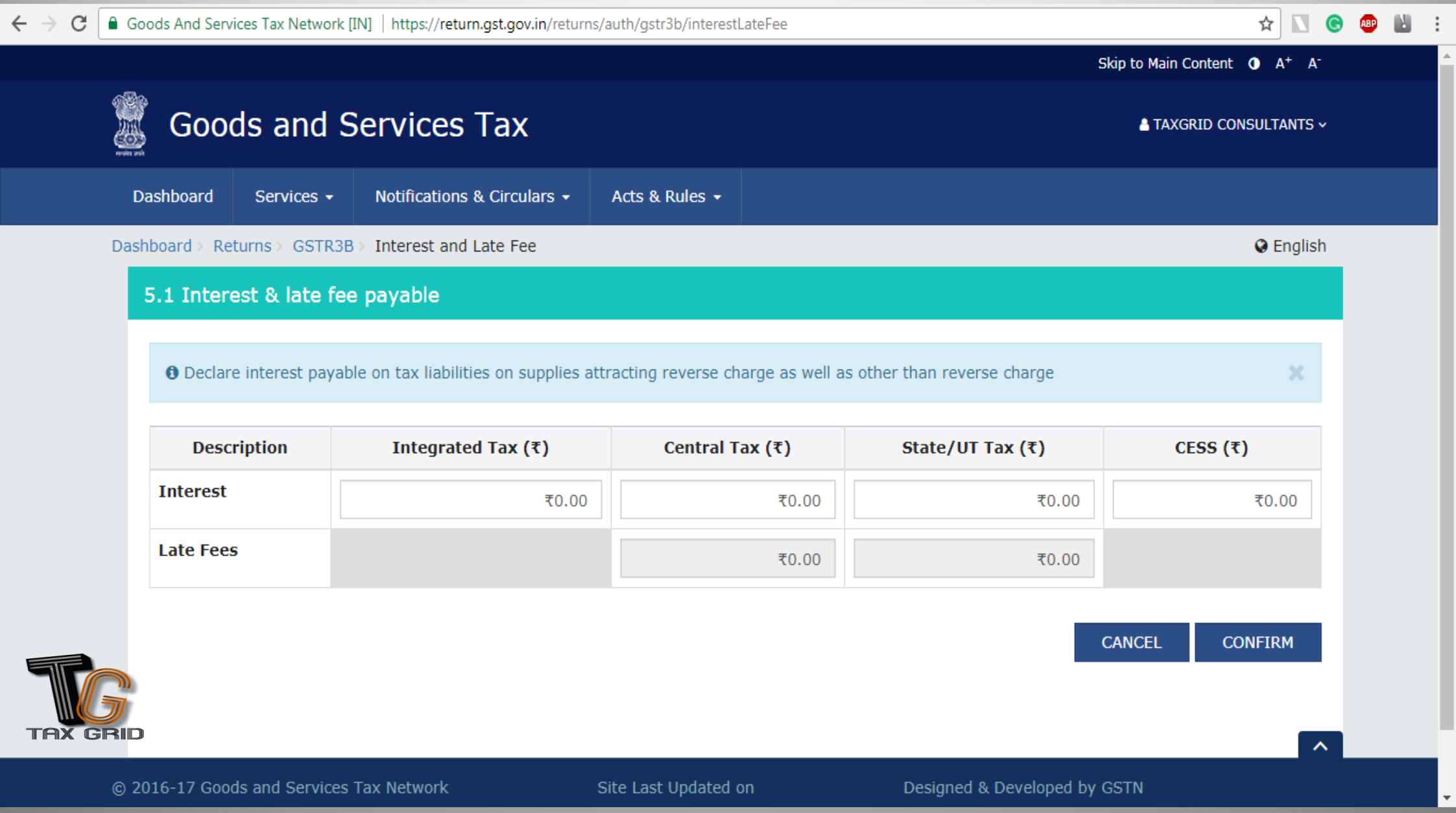


TAX GRID

11. Moving onto 4th Tile, i.e. in relation to table no.5. After furnishing the relevant details just press "**CONFIRM**" and again the same "unsaved changes" message will appear.

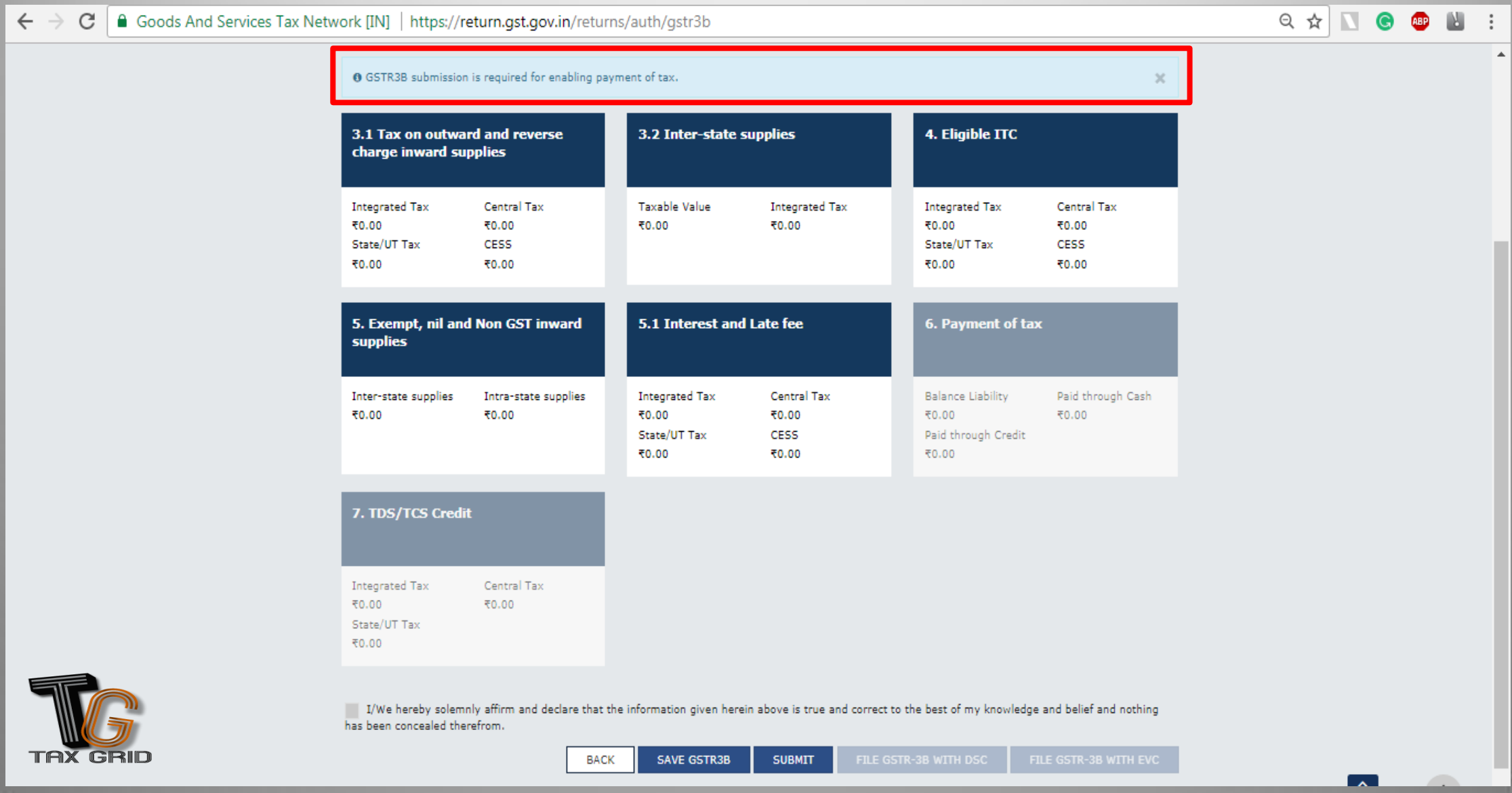


12. In 5th Tile, in relation to table 5.1 the details as asked has to be furnished. We have discussed in previous pages as to how the table 5.1 has to be filled. The fields for late fees is disabled for the time being and thus you need to fill the amount only in relation to Interest. Message also appears asking to declare the interest payable on tax liabilities in relation to supplies attracting reverse charge as well as other than reverse charge both.



TAX GRID

13. You can notice here that the 6th Tile is disabled. When you try to open it the message as highlighted below is displayed saying that GSTR3B submission is required for enabling payment of tax. So, the last tile gets enabled when you click on the "**SUBMIT"** button in the bottom. If the submit button your screen is also disabled, the first just click on the "**SAVE GSTR3B**" and submit button will get enabled. But before pressing submit make sure that information entered is correct, because once furnished, you will not be able to change the details and alteration happens only at time of filing GSTR1 and GSTR2 which attracts interest if tax is short paid.



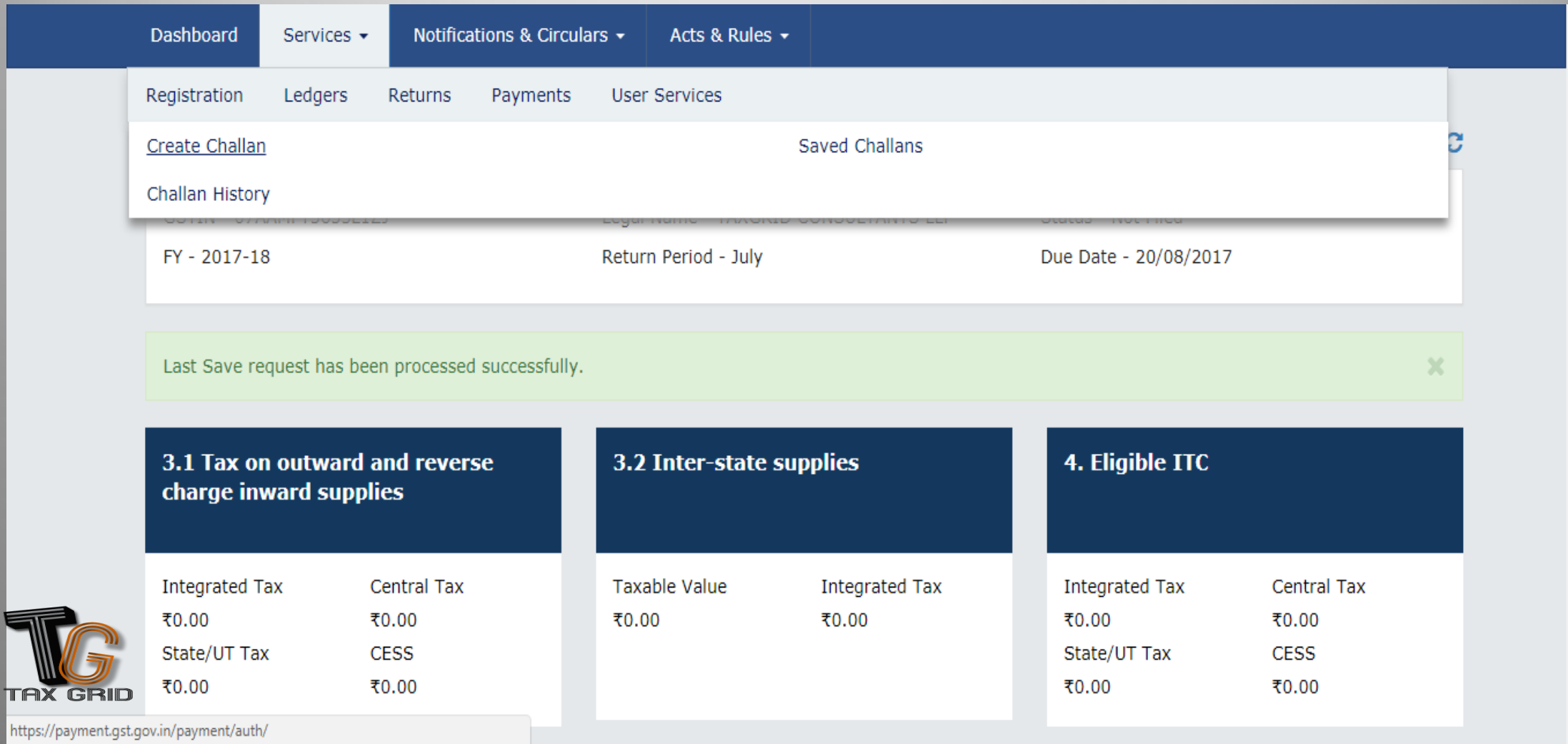
TAX GRID

14. You have claimed some amount as Input Tax Credit and some amount is payable as outward tax liability, by now you can estimate that how much amount has to be paid in cash to dispose of the tax liability. So estimate the amount which can simply be derived by formula:

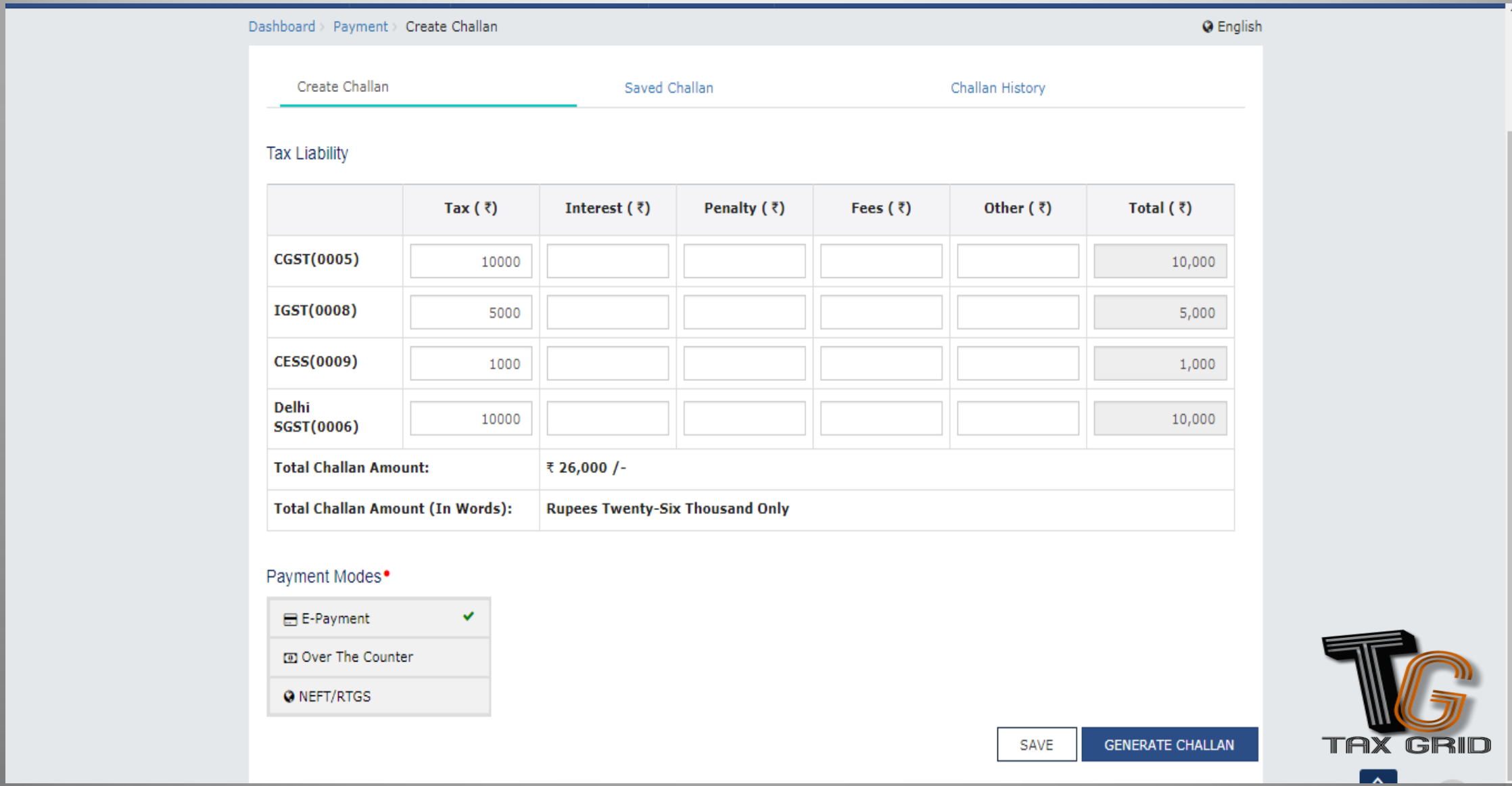
Amount to be deposited in cash = Amount of Outward Liability – Amount of Net ITC available

After estimating the amount, you can deposit the required amount by following process:

A. In the menu bar at top, Click on Services, then Payments and then Create Challan



B. After this you will be directed to this screen where you have to enter the amount you want to deposit in resect of CGST, IGST, CESS, SGST separately. Be careful because amount goes to your cash ledger that way only. After this you can select the preferable payment mode out of E-payment, Over the Counter and NEFT/RTGS. But over the counter option shall be available only if the Total amount challan is less than or equal to Rs 10,000. After that click on generate challan.



TAX GRID

POINT TO BE NOTED:

1. Restriction for deposit up to ten thousand rupees per challan in case of an Over the Counter payment shall not apply to deposit to be made by –

(a) Government Departments or any other deposit to be made by persons as may be notified by the Commissioner in this behalf;

(b) Proper officer or any other officer authorised to recover outstanding dues from any person, whether registered or not, including recovery made through attachment or sale of movable or immovable properties;

(c) Proper officer or any other officer authorised for the amounts collected by way of cash, cheque or demand draft during any investigation or enforcement activity or any *ad hoc* deposit

2. Challan generated on common portal shall be valid for period of 15 days.

3. Where the payment is made by way of National Electronic Fund Transfer or Real Time Gross Settlement mode from any bank, the mandate form shall be generated along with the challan on the common portal and the same shall be submitted to the bank from where the payment is to be made: Provided that the mandate form shall be valid for a period of fifteen days from the date of generation of challan.

4. On successful credit of the amount to the concerned government account maintained in the authorised bank, a Challan Identification Number shall be generated by the collecting bank and the same shall be indicated in the challan.

5. On receipt of the Challan Identification Number from the collecting bank, the said amount shall be credited to the electronic cash ledger of the person on whose behalf the deposit has been made and the common portal shall make available a receipt to this effect.

6. Where the bank account of the person concerned, or the person making the deposit on his behalf, is debited but no Challan Identification Number is generated or generated but not communicated to the common portal, the said person may represent electronically in FORM GST PMT-07 through the common portal to the bank or electronic gateway through which the deposit was initiated.

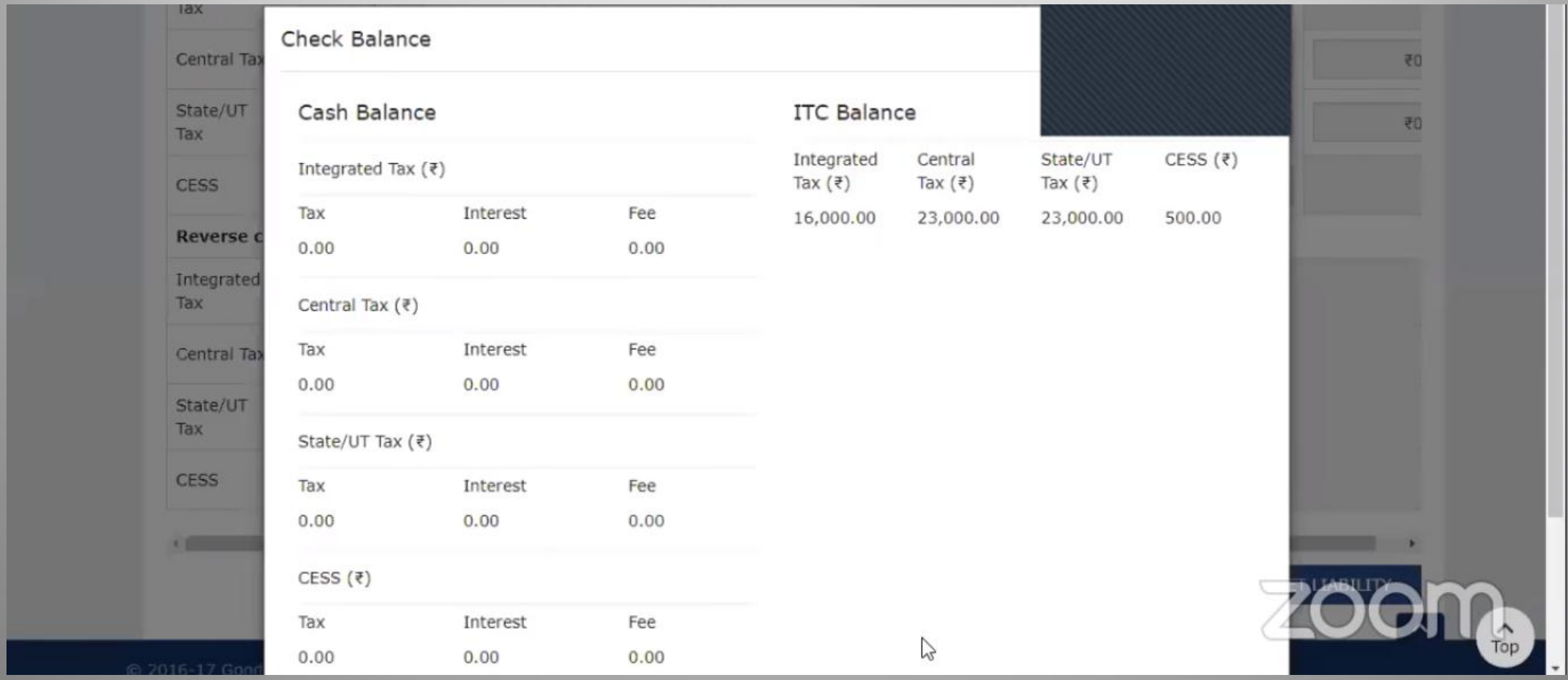
TAX GRI

After making the payment you can come back to GSTR-3B screen and enter the 6th Tile i.e. Payment of Tax provided you have submitted your GSTR-3B as discussed in previous pages.
The screen looks like this, here the Tax Payable field is autofilled. You have to mention the amount under the relevant heading in appropriate field. For example- IGST liability is Rs 50,000 and available balance of ITC is Rs16,000. So you can utilise the 16,000 and the rest 34,000 shall be payable in cash.
Also you have to keep in mind the ITC utilisation rule discussed as under:

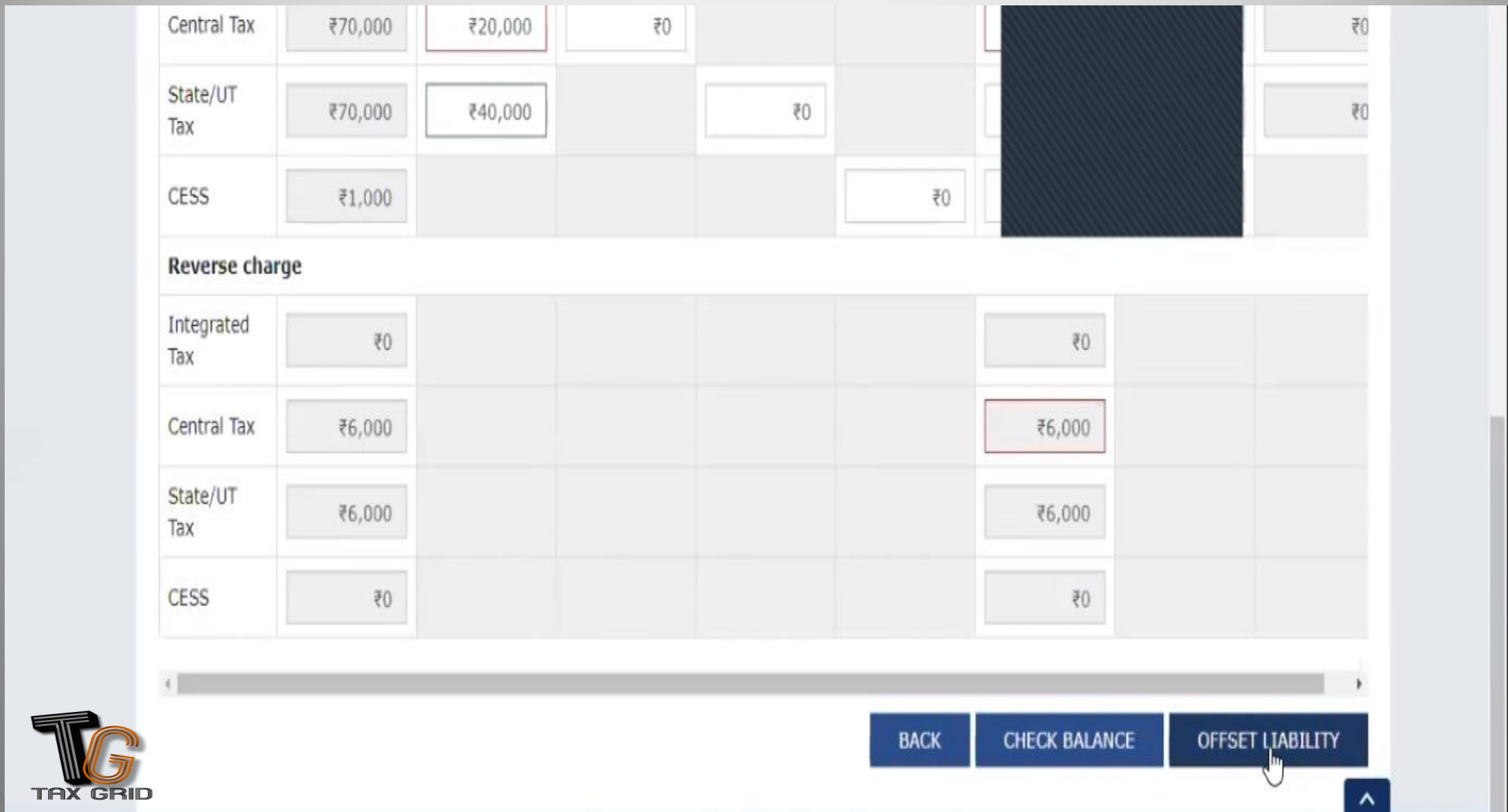
1. ITC of IGST shall be first utilised for payment of outward liability of Integrated Tax, then and then towards State/UT Tax
2. ITC of CGST shall be first utilised for payment of outward liability of Central Tax and then Integrated Tax.
3. ITC of SGST shall be first utilised for payment of outward liability of State/UT Tax and then Integrated Tax.
4. CGST and SGST cannot be utilised against outward liability of each other.



You can check the Cash balance and ITC balance by clicking on the "**CHECK BALANCE"** button in the bottom. You can have a look so that the amount is entered correctly, under the "**Paid through ITC**" column. If excess amount is entered or the utilisation of ITC is done in wrong manner then the system will display an error.

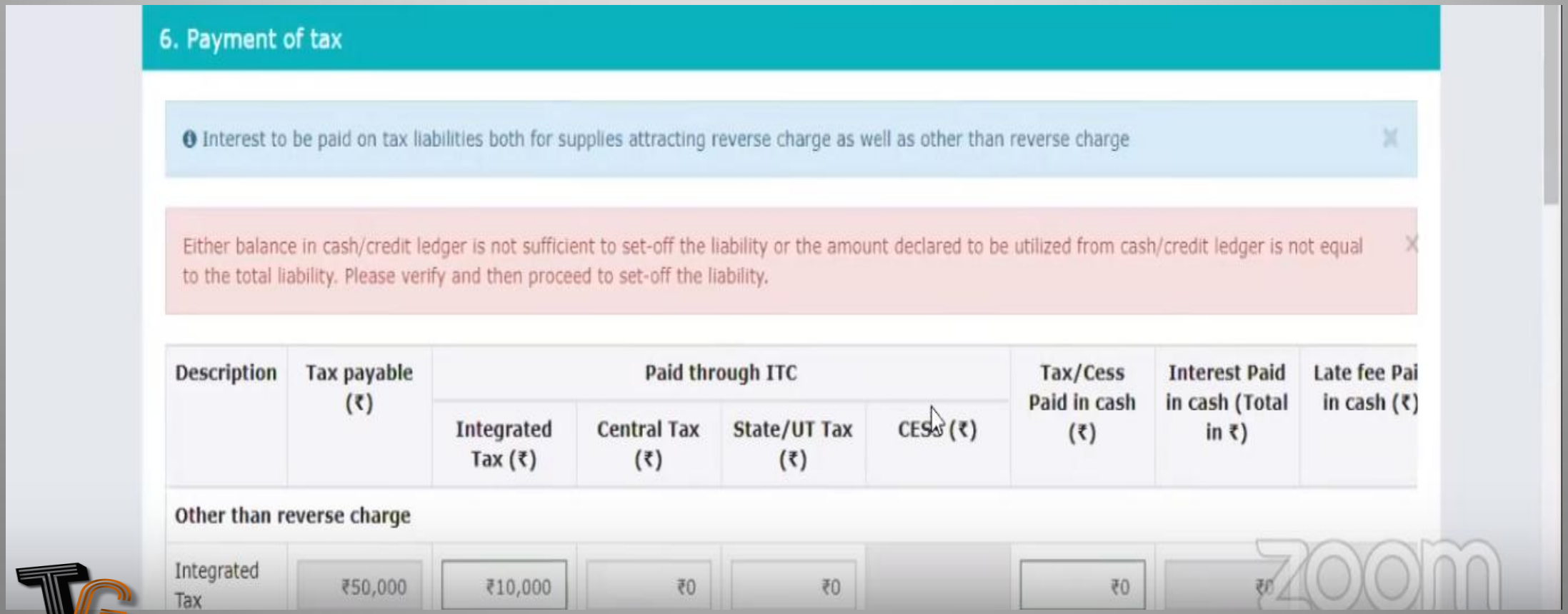


Amount of Tax Payable in respect of reverse charge has to be paid in cash only and ITC cannot be utilised for the payment of same. Therefore, no field has been provided under the ITC column and amount gets auto-filled in "**Paid through cash**" column. After filling the relevant data just click the offset liability.



TAX GRID

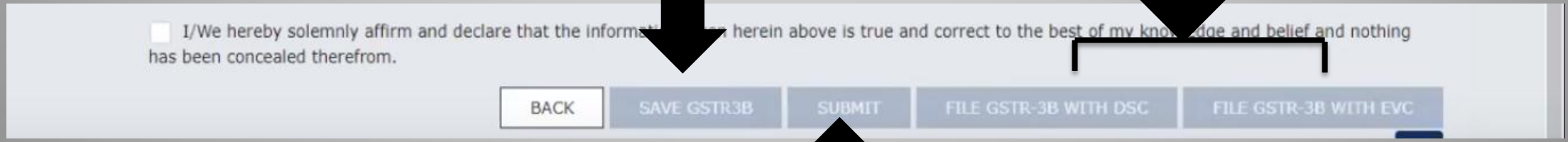
If there is any error like the amount has not been put up properly or not according to rules, then the error message will be displayed. You can click the "**CHECK BALANCE"** button at bottom to confirm that whether you have sufficient ITC amount and Cash amount in your ledger. After filling the detail correctly again click the "**OFFSET LIABILITY**" and you will be taken back to GSTR-3B panel without any error message.



TAX GRID

1. Save GSTR3B shall be disabled now, as you have submitted it and now it cannot be changed

3.After you have successfully entered the correct payment details and offset your liability, these buttons shall get active and you can file the return .



2. SUBMIT BUTTON shall be disabled as return has already been submitted

TAX GRID

SUBSCRIBE Now

At www.TaxGrid.in

and get latest updates in your mailbox.

Also, get other premium content and E-books on regular basis.