

Manual > Proceedings and Order of - Appeal filed by Tax Department (Form GST APL-02 and APL-04)

How can I (in the role of Appellate Authority) review appeal application submitted by Tax Department?

To review appeal application submitted by Tax Department, in the role of Appellate Authority, perform following steps:

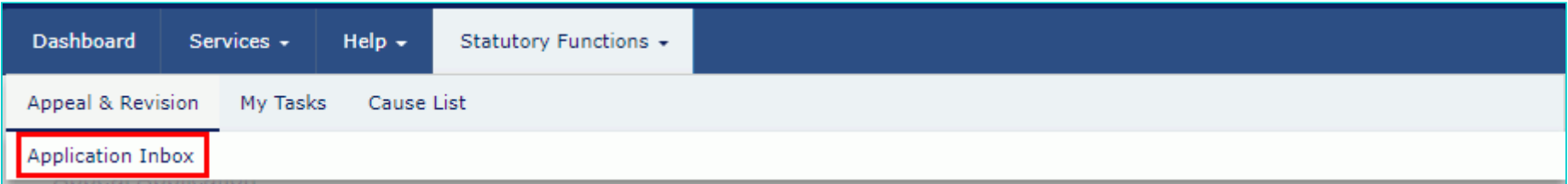
- A. [Go to Appeal application page by either searching for the ARN \(Application Reference Number\)/GSTIN/Status/Period](#)
- B. [View Appeal Application Documents submitted by the Tax Department](#)
- C. Issue an Order
 - [C\(1\). Admit Appeal Application](#)
 - [C\(2\). Reject Appeal Application](#)
- D. [Issue a Show Cause Notice \(SCN\)](#)
- E. [View Replies by the Appellant & Respondent, if any.](#)
- F. [Issue Personal Hearing Notice, if any.](#)
- G. [Issue an Adjournment, if needed](#)
- H. [Issue an Appeal Order](#)
- I. [Add Additional Document, if any.](#)

Click each hyperlink above to know more.

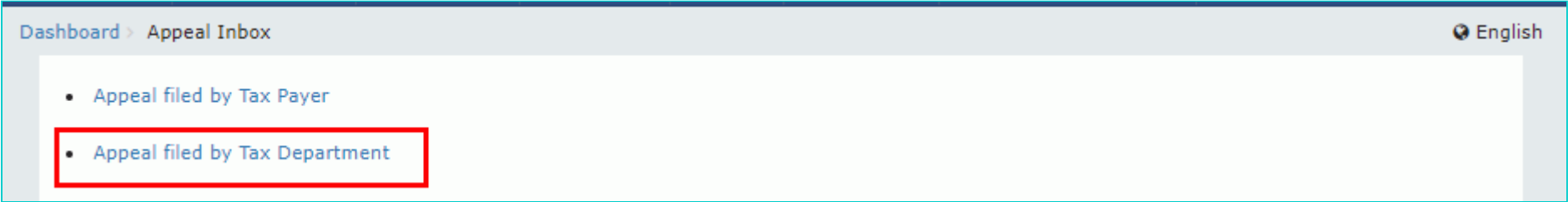
A. Go to Appeal application page by either searching for the ARN (Application Reference Number)/GSTIN/Status/Period

To go to Appeal application page, perform following steps:

1. Access the **GST Back Office Portal** for tax officials.
2. Login using your valid credentials. The **Home** page is displayed.
3. Navigate to **Statutory Functions > Appeal & Revision > Application Inbox** option.

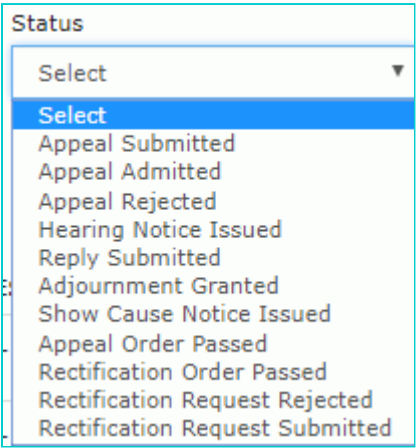


4. Select the **Appeal filed by Tax Department** option.



5. Search page is displayed. Choose any one of the four displayed fields as your search criteria and enter the required information: **ARN**, **GSTIN/Temporary ID/UIN**, **Status** or **Period From and Period To Date**

Note: You must enter data in at least one of the field to proceed.
Further following status will be available in Status drop-down list.



6. Click the **SEARCH** button.

Appeal filed by Tax Department

ARN

GSTIN/ Temporary ID/ UIN

Status

Period From



Period To



7. Based on your search criteria, the required ARN(s) gets displayed. Click the **ARN** hyperlink of the case you want to act on.

Appeal filed by Tax Department

ARN

Enter ARN

GSTIN/ Temporary ID/ UIN

Enter GSTIN/ Temp ID/ UIN

Status

Appeal Submitted

Period From

DD/MM/YYYY

Period To

DD/MM/YYYY

SEARCH

ARN	Date of Application	Form No	GSTIN/Temporary ID/UIN	APPELLANT	RESPONDENT	Status
AD070918000011K	10/09/2018	GST APL-03	07APIPS0052D410	Nurul MOHAMADBHAI SAIYED	NURUL MOHAMADBHAI SAIYED	Appeal Submitted
AD0709180000079	06/09/2018	GST APL-03	07APIPS0052D410	Nurul MOHAMADBHAI SAIYED	NURUL MOHAMADBHAI SAIYED	Appeal Submitted

8. **Appeal** Case Detail page is displayed. From this page, you can initiate Proceedings for disposing Appeal related to this particular case by operating on the tabs provided at the left-hand side of the page: **APPLICATIONS**, **NOTICES**, **REPLIES**, **ORDERS**, **INTERNAL COMMUNICATION**, **RECTIFICATION** and **ADDITIONAL DOCUMENT**.
Note: By default APPLICATIONS tab is selected as shown in the screenshot below.

ARN
AD070918000011KGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
10/09/2018Status
Appeal Submitted

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Type of Documents

Appeal to Appellate Authority

View Documents

[GST APL-03
Annexure
appeal1](#)[Go back to the Main Menu](#)

B. View Appeal application document submitted by the Tax Department

To view Appeal application document submitted by the Tax Department, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **APPLICATIONS** tab if it is not selected by default. This tab displays the entire application, in PDF mode, with all its attachments.
2. Click the **Document** links under View Documents column to download the application and its attachments in PDF mode.

Dashboard > Appeal
English

ARN AD070918000011K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 10/09/2018	Status Appeal Submitted
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APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED
Trade Name GST

Type of Documents	View Documents
Appeal to Appellate Authority	GST APL-03 Annexure appeal1

[Go back to the Main Menu](#)

C(1). Admit an Appeal Application

To admit an appeal application, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab. This tab displays a table of all the records for which you would issue orders against the case created.
2. Click **ADD ORDER** to open the drop-down list and select **ADMIT APPEAL APPLICATION**.

Dashboard > Appeal

English

ARN	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD070918000011K	07APIPS0052D410	10/09/2018	Appeal Submitted

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

ADD ORDER

APPEAL ORDER

ADMIT APPEAL APPLICATION

REJECT APPEAL APPLICATION

Reference Number	Order Category	Date of Order	Passed By	Documents
------------------	----------------	---------------	-----------	-----------

3. The **Admit Appeal Application** page is displayed.

Dashboard > Appeal
English

ARN AD070918000011K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 10/09/2018	Status Appeal Submitted
------------------------	---	---	----------------------------

APPLICATIONS
NOTICES
REPLIES
ORDERS
INTERNAL COMMUNICATION
RECTIFICATION
ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED
Trade Name GST

Form GST APL-02: Acknowledgment of submission of Appeal

Reference Number
Order Number
Generate Reference Number

Date of Appeal
10/09/2018

Upload Supporting Documents
Enter Document Description
Choose File No file chosen

Place
100:Zone 9:Delhi

Date
18/09/2018

Click on the link "Generate Reference Number" to generate a new Reference Number.

File with PDF or JPEG format is only allowed.
Maximum file size for upload is 5MB.
Maximum 2 other documents can be attached in the application.
Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK
PREVIEW
SUBMIT

- Click the **Generate Reference Number** hyperlink. Reference Number field gets auto-populated.
- Click the **Choose File** button to upload any supporting document if required.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
https://botutorial.internal.gst.gov.in/userguide/taxofficial/index.html#t=Act_on_appeal_application_submitted_by_Tax_Department.htm&rhsearch=appellate&rhsyns=%20&rhhlterm=appellate

- 1/3/2019
 - Maximum 2 other documents can be attached in the application.
- Act on appeal application submitted by Tax Department

- Click on Add Document button to add the uploaded Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

6. Place is auto-populated. However, you can edit the same.

7. Click **PREVIEW** and a system-generated draft order gets downloaded into your machine as displayed.

Dashboard > Appeal

English

ARN AD070918000011K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 10/09/2018	Status Appeal Submitted
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APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Form GST APL-02: Acknowledgment of submission of Appeal

Reference Number

ZA0709180000650

Generate Reference Number

Date of Appeal

10/09/2018

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

Place

100:Zone 9:Delhi

Date

18/09/2018

Click on the link "Generate Reference Number" to generate a new Reference Number.

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on Add Document button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

PREVIEW

SUBMIT

1/3/2018
8. Check the system-generated draft order carefully to rule out any discrepancy. Act on appeal application submitted by Tax Department

FORM GST APL – 02

[Refer Rule 108(3)]

Acknowledgment for submission of appeal

Name of applicant	GSTIN/Temp ID/UIN	Date
Nurul MOHAMADBHAI SAIYED	07APIPS0052D410	18/09/2018

Your appeal has been successfully filed against ARN # AD070918000011K.

1. Reference Number -	ZA0709180000650
2. Date of filing -	10/09/2018
3. Time of filing -	03:54 PM
4. Place of filing -	chenani
5. Name of the person filing the appeal -	Nurul MOHAMADBHAI SAIYED
6. Amount of pre-deposit -	NA
7. Date of acceptance of appeal -	18/09/2018
8. Date of appearance -	Date : NA
9. Court Number/ Bench	Court : NA

Place : 100 Zone 9 Delhi
Date : 18/09/2018

Name : Pallavi Test Infy
Designation : Joint Commissioner
On behalf of Appellate Authority

9. Go back to the Order page. Click **SUBMIT**.

Dashboard > Appeal
English

ARN AD070918000011K	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 10/09/2018	Status Appeal Submitted
------------------------	---	---	----------------------------

APPLICATIONS
NOTICES
REPLIES
ORDERS
INTERNAL COMMUNICATION
RECTIFICATION
ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED
Trade Name GST

Form GST APL-02: Acknowledgment of submission of Appeal


Reference Number
ZA0709180000650
Generate Reference Number


Date of Appeal
10/09/2018

Upload Supporting Documents
Enter Document Description

Choose File
No file chosen

Sample document


Doc1.pdf



Place
100:Zone 9:Delhi

Date
18/09/2018

Click on the link "Generate Reference Number" to generate a new Reference Number.

File with PDF or JPEG format is only allowed.
Maximum file size for upload is 5MB.
Maximum 2 other documents can be attached in the application.
Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

PREVIEW

SUBMIT

10. Click **PROCEED** button.

https://botutorial.internal.gst.gov.in/userguide/taxofficial/index.html#t=Act_on_appeal_application_submitted_by_Tax_Department.htm&rhsearch=appellate&rhsyns=%20&rhhlterm=appellate
11/67



Warning

You are about to Submit GST APL - 02. Would you like to proceed?

CANCEL

PROCEED

11. Click **ISSUE with DSC**.

Dashboard > Notice/Reminder/Order
English

ARN	Date	GSTIN
AD070918000011K	18/09/2018	07APIPS0052D410

Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

Facing problem using DSC? [Click here for help](#)

ISSUE WITH DSC

12. The **Dashboard** page is displayed with the following confirmation message. Click **OK**.

https://botutorial.internal.gst.gov.in/userguide/taxofficial/index.html#t=Act_on_appeal_application_submitted_by_Tax_Department.htm&rhsearch=appellate&rhsyns=%20&rhhlterm=appellate

Dashboard >

English

Your DSC has been attached properly and notice reference number (RFN) or order reference number has been generated. Notice or order will be mailed to taxpayer and will also be available on his dashboard. If you want to serve the notice or order by post or through special messenger, Please take a print, sign manually and send.

OK

13. The updated **Case Detail** page is displayed, with the table containing the record of the order just admitted and the **Status** updated to "Appeal Admitted". Also, system would send intimation to the Taxpayer via email and SMS, and make this order available on the Taxpayer's dashboard for view. System would send the intimation to the Tax Official via email.

Dashboard > Appeal

English

ARN	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD070918000011K	07APIPS0052D410	10/09/2018	Appeal Admitted

Legal Name	Trade Name
NURUL MOHAMADBHAI SAIYED	GST

ADD ORDER ▾

Order/Reference Number	Order Category	Date of Order	Passed By	Documents
ZA0709180000650	ADMIT APPEAL APPLICATION	18/09/2018	Pallavi Test Infy	GST APL-02 Sample document

[Go back to the Main Menu](#)

C(2). Reject an Appeal Application

To reject an appeal application, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab. This tab displays a table of all the records for which you would issue orders against the case created.
2. Click **ADD ORDER** to open the drop-down list and select **REJECT APPEAL APPLICATION**.

Dashboard > Appeal

English

ARN AD0709180000079	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 06/09/2018	Status Appeal Submitted
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APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

ADDITIONAL DOCUMENT

ADD ORDER

APPEAL ORDER

ADMIT APPEAL APPLICATION

REJECT APPEAL APPLICATION

Reference Number	Order Category	Date of Order	Passed By	Documents
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3. The **Reject Appeal Application** page is displayed.

Skip to Main Content

A+ A-

Pallavi Test Infy
100, Delhi

021

Goods and Services Tax

Dashboard

Services

Help

Statutory Functions

Dashboard > Appeal

English

ARN AD0709180000079	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 06/09/2018	Status Appeal Submitted
------------------------	---	---	----------------------------

- APPLICATIONS
- NOTICES
- REPLIES
- ORDERS**
- INTERNAL COMMUNICATION
- RECTIFICATION
- ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Form GST APL-02: Acknowledgment of submission of Appeal

Reference Number*

Order Number

[Generate Reference Number](#)

Click on the link "Generate Reference Number" to generate a new Reference Number.

Date of Appeal*

06/09/2018



Reason for Rejection*

Select

Upload Supporting Documents

Enter Document Description

Choose File

No file chosen

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

100:Zone 9:Delhi

Date

18/09/2018

BACK

PREVIEW

SUBMIT



4. Click the **Generate Reference Number** hyperlink. Reference Number field gets auto-populated.

5. Date of appeal is auto-populated. However, you can edit the same.

1/3/2019
6. Select the **Reason of Rejection** from the drop-down list.

Act on appeal application submitted by Tax Department

Reason for Rejection *

Non receipt of certified copies ▼

Select

Non/Short-Payment of admitted tax/interest/penalty & 10% disputed amount

Non receipt of certified copies

Delay in submission of Appeal

Other reason

Note: If you select "Other reason", a blank field will appear. Enter the reason in the field.

Reason for Rejection *

Other reason ▼

Reason

Enter The Reason of Rejection [250 characters]

7. Click the **Choose File** button to upload any supporting document if required.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 2 other documents can be attached in the application.
- Click on Add Document button to add the uploaded Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

8. Place is auto-populated. However, you can edit the same.

9. Click **PREVIEW** and a system-generated draft order gets downloaded into your machine as displayed.

ARN AD0709180000079	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 06/09/2018	Status Appeal Submitted
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APPLICATIONS
 NOTICES
 REPLIES
ORDERS
 INTERNAL COMMUNICATION
 RECTIFICATION
 ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED
Trade Name GST

Form GST APL-02: Acknowledgment of submission of Appeal

Reference Number *

ZA070918000070X

Generate Reference Number

Click on the link "Generate Reference Number" to generate a new Reference Number.

Date of Appeal *

06/09/2018

📅

Reason for Rejection *

Select
▼

Upload Supporting Documents

Enter Document Description

Choose File

No file chosen

Place *

100:Zone 9:Delhi

Date

18/09/2018

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

PREVIEW

SUBMIT

10. Check the system-generated draft order carefully to rule out any discrepancy.

FORM GST APL – 02
[Refer Rule 108(3)]

Acknowledgment for submission of appeal

Name of applicant Nurul MOHAMADBHAJ SAIYED	GSTIN/Temp ID/UIN 07AIPIS0052D410	Date 18/09/2018
--	---	---------------------------

Your appeal against ARN # AD0709180000079 has been rejected.

1. Reference Number -	ZA070918000070X
2. Date of filing -	06/09/2018
3. Time of filing -	10:51 AM
4. Place of filing -	Delhi
5. Name of the person filing the appeal -	Nurul MOHAMADBHAJ SAIYED
6. Amount of pre-deposit -	NA
7. Date of rejection of appeal -	18/09/2018
8. Reason for rejection -	Non/Short-Payment of admitted tax/ interest/penalty & 10% disputed amount
9. Date of appearance -	Date : NA Time : NA
10. Court Number/ Bench	Court : NA Bench : NA

Place : 100 Zone 9 Delhi
Date : 18/09/2018

Name : Pallavi Test Infy
Designation : Joint Commissioner
On behalf of Appellate Authority

11. Go back to the Order page. Click **SUBMIT**.

ARN
AD0709180000079

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
06/09/2018

Status
Appeal Submitted

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Form GST APL-02: Acknowledgment of submission of Appeal

Reference Number*

ZA070918000070X

[Generate Reference Number](#)

Click on the link "Generate Reference Number" to generate a new Reference Number.

Date of Appeal*

06/09/2018

Reason for Rejection*

Non/Short-Payment of admitted tax/interest ▼

Upload Supporting Documents

Enter Document Description

[Choose File](#) No file chosen

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place*

100:Zone 9:Delhi

Date

18/09/2018

BACK

PREVIEW

SUBMIT

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Site Last Updated on 06/11/2016 01:45 AM

Designed & Developed by GSTN


[Click Here to Report a Problem](#) or call 0124-4479900/6230700

Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

Top

12. Click **PROCEED** button.

Act on appeal application submitted by Tax Department



Warning

You are about to Submit GST APL - 02. Would you like to proceed?


CANCELPROCEED

13. Click **ISSUE with DSC**.

Dashboard > Notice/Reminder/Order


English

ARN	Date	GSTIN
AD0709180000079	18/09/2018	07APIPS0052D410



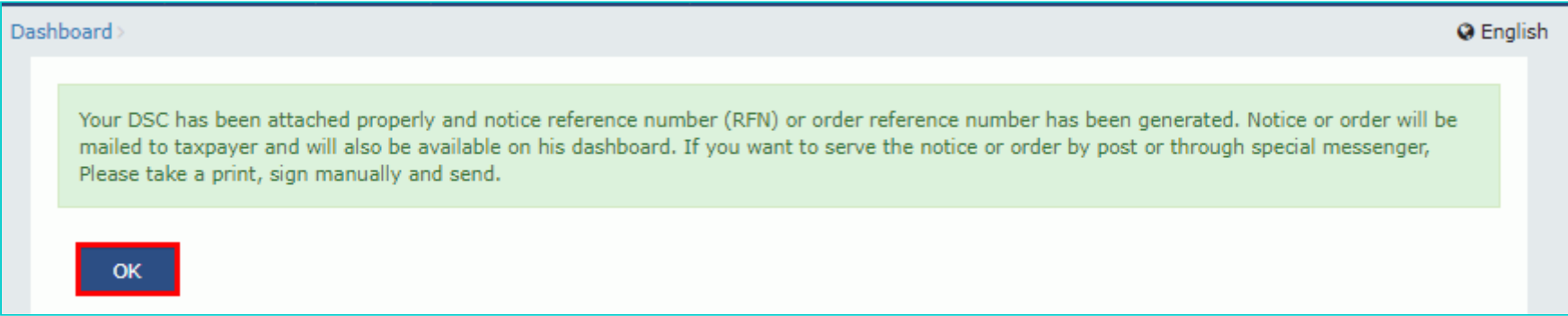
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 Facing problem using DSC? [Click here for help](#)

ISSUE WITH DSC

14. The **Dashboard** page is displayed with the following confirmation message. Click **OK**.



15. The updated **Case Detail** page is displayed, with the table containing the record of the order just rejected and the **Status** updated to "Appeal Rejected". Also, system would send the intimation to the Taxpayer via email and SMS, and make this order available on the Taxpayer's dashboard.

Dashboard > Appeal

English

ARN	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD0709180000079	07APIPS0052D410	06/09/2018	Appeal Rejected

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Order/Reference Number	Order Category	Date of Order	Passed By	Documents
ZA070918000070X	REJECT APPEAL APPLICATION	18/09/2018	Pallavi Test Infy	GST APL-02

[Go back to the Main Menu](#)

D. Issue a Show Cause Notice (SCN)

1/3/2018 To issue a Show Cause Notice (SCN), perform following steps:

Act on appeal application submitted by Tax Department

1. On the **Case Detail** page of that particular taxpayer, select the **NOTICES** tab, if it is not selected by default. This tab displays all the notices (*SCN/Personal Hearing/Adjournment*) issued against the case created.
2. Click **ADD NOTICE** to open the drop-down list and select **SHOW CAUSE NOTICE**.

Dashboard > Appeal

English

ARN
AD070918000011K

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
10/09/2018

Status
Appeal Admitted

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

ADDITIONAL DOCUMENT

ADD NOTICE

SHOW CAUSE NOTICE

PERSONAL HEARING

ADJOURNMENT

Hearing		Issued on	Issued by	Previous Date of Hearing	Status of Previous Hearing	Documents	Action
Date	Place						

3. The SCN page is displayed.

Goods and Services Tax

Skip to Main Content

A+ A-

Pallavi Test Infy
100, Delhi

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Dashboard

Services

Help

Statutory Functions

Dashboard > Appeal

English

ARN
AD070918000011K

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
10/09/2018

Status
Appeal Admitted

APPLICATIONS

Type of Notice : SHOW CAUSE NOTICE

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

Notice No. *

Notice Number

[Generate Notice Number](#)

Click on the link "Generate Notice Number" to generate a new Notice Number.

Subject *

NATURE OF NOTICE

Previous Date of Hearing

DD/MM/YYYY



New Date of Hearing *

DD/MM/YYYY



Place of Hearing *

VENUE

Upload Supporting Documents

Enter Document Description

[Choose File](#)

No file chosen

Place *

100:Zone 9:Delhi

Date

18/09/2018

Recipient Of Notice *

Select

Status of Previous Hearing

Select

New Time of Hearing *

--

HH

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MM

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File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

PREVIEW

SUBMIT

4. Click the **Generate Notice Number** hyperlink. Notice Number field gets auto-populated.
5. Select the **Recipient of Notice** from the drop-down list.

Recipient Of Notice *

Select

Select

Appellant

Respondent

Appellant & Respondent

6. In the **Subject** field, enter the purpose of calling the hearing.
7. Select the **Previous Date of Hearing** using the calendar, if any.
8. Select the **Status of Previous Hearing** from the drop-down list, if any.

Status of Previous Hearing

Select

Select

Hearing Attended

Hearing Adjourned by on the request of Appellant

Hearing Adjourned by on the request of Respondent

Hearing Adjourned on the request of appellate authority on administrative ground

9. Select the **New Date of Hearing** using the calendar.
10. Select the **New Time of Hearing** from the drop-down list.
11. In the **Place of Hearing** field, enter the name of the place where you would like to call the taxpayer for personal hearing.
12. Click **Choose File** to upload the document(s) from your machine that state the reasons of issuing SCN.
13. Click **PREVIEW** and a system-generated draft SCN gets downloaded into your machine as displayed.



Goods and Services Tax

Skip to Main Content

A⁺ A⁻

Pallavi Test Infy

100, Delhi

0

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Dashboard

Services

Help

Statutory Functions

Dashboard > Appeal

English

ARN	GSTIN/UIN/Temporary Id	Date of Application/Case Creation	Status
AD070918000011K	07APIPS0052D410	10/09/2018	Appeal Admitted

APPLICATIONS
NOTICES
REPLIES
ORDERS
INTERNAL COMMUNICATION
RECTIFICATION
ADDITIONAL DOCUMENT

Type of Notice : **SHOW CAUSE NOTICE**

Notice No. *

ZA070918000066M

[Generate Notice Number](#)

Click on the link "Generate Notice Number" to generate a new Notice Number.

Subject *

NATURE OF NOTICE

Previous Date of Hearing

DD/MM/YYYY

New Date of Hearing *

DD/MM/YYYY

Place of Hearing *

VENUE

Upload Supporting Documents

Enter Document Description

[Choose File](#)

No file chosen

Place *

100:Zone 9:Delhi

Date

18/09/2018

Recipient Of Notice *

Select

Status of Previous Hearing

Select

New Time of Hearing *

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HH

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MM

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File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

[BACK](#)

[PREVIEW](#)

[SUBMIT](#)

14. Check the system-generated draft notice carefully to rule out any discrepancy.

Office of the Appellate Authority, Delhi
100,Zone 9,Delhi

Show Cause Notice

Notice Number : ZA070918000066M
Date : 18/09/2018
Appeal No : AD070918000011K
Date of Appeal : 10/09/2018

As per the information available on record of hearing in this matter and the reasons mentioned in the attached Annexure, it appears that either or all of following have taken place

(i) You have not paid tax dues completely; or
(ii) Refund has been released erroneously; or
(iii) Input tax credit has been wrongly availed for the order in appeal

Therefore, you are hereby directed to show cause as to why the appropriate order, as described under subsection (11) of Section 107 of the CGST/SGST Act, should not be passed in this matter. You may furnish your reply along with relevant documents to the undersigned by the date and time specified below:-

S. No.	Particulars	Details
1	Date of Personal Hearing	21/09/2018
2	Time of Personal Hearing	10.00 AM
3	Place where Personal Hearing will be held	Delhi

You may appear before the undersigned for personnel hearing either in person or through authorized representative for representing your case on the above mentioned date and time.

Place : 100,Zone 9,Delhi
Date : 18/09/2018

Name : Pallavi Test Infy
Designation : Joint Commissioner
Jurisdiction : 100,Zone 9,Delhi

15. Go back to the Notice page. Click **SUBMIT**.

ARN
AD070918000011KGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
10/09/2018Status
Appeal Admitted

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENTType of Notice : **SHOW CAUSE NOTICE**

Notice No. *

ZA070918000066M

[Generate Notice Number](#)

Click on the link "Generate Notice Number" to generate a new Notice Number.

Subject *

SCN

Previous Date of Hearing

DD/MM/YYYY



New Date of Hearing *

21/09/2018



Place of Hearing *

Delhi

Upload Supporting Documents

Enter Document Description

[Choose File](#)

No file chosen

Place *

100:Zone 9:Delhi

Date

18/09/2018

Recipient Of Notice *

Appellant



Status of Previous Hearing

Select



New Time of Hearing *

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File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

PREVIEW

SUBMIT

16. Click **PROCEED** button.



Warning

You are going to issue the notice. Do you want to continue ? Note : Once issued, notice cannot be edited / deleted.

CANCEL


PROCEED

17. Click **ISSUE with DSC**.

Dashboard > Notice/Reminder/Order


English

ARN	Date	GSTIN
AD070918000011K	18/09/2018	07APIPS0052D410



Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

 Facing problem using DSC? [Click here for help](#)

ISSUE WITH DSC

18. The **Dashboard** page is displayed with the following confirmation message. Click **OK**.

Dashboard >

English

Your DSC has been attached properly and notice reference number (RFN) or order reference number has been generated. Notice or order will be mailed to taxpayer and will also be available on his dashboard. If you want to serve the notice or order by post or through special messenger, Please take a print, sign manually and send.

OK

19. The updated **Case Detail** page is displayed, with the table containing the record of the SCN just issued and the **Status** updated to "Show Cause Notice Issued". System would send the intimation to the Taxpayer via email and SMS, and make this notice available on the Taxpayer's dashboard for replying. System would send the intimation to the Tax Official via email.

ARN
AD070918000011KGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
10/09/2018Status
Show Cause Notice Issued

APPLICATIONS

NOTICES

REPLIES

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INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

ADD NOTICE ▾

Notice No.	Type of Notice	Hearing		Issued on	Issued by	Previous Date of Hearing	Status of Previous Hearing	Documents	Act
		Date	Place						
ZA070918000066M	SHOW CAUSE NOTICE	21/09/2018 10:00 AM	Delhi	18/09/2018	Pallavi Test Infy, Joint Commissioner	NA	NA	Show Cause Notice	N

[Go back to the Main Menu](#)

E. View Replies by the Appellant & Respondent, if any

To view replies submitted by the Appellant & Respondent, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **REPLIES** tab. This tab displays all replies filed by the Taxpayer/ Tax official.

ARN
AD070718000035EGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
18/07/2018Status
Reply Submitted

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

Reply Number	Notice Number	Filed By	Date of Reply	Documents	Action
ZA070718000182U	ZA070718000178J	NURUL MOHAMADBHAI SAIYED	18/07/2018	Reply Document	NA
ZA0707180002012	ZA070718000178J	NURUL MOHAMADBHAI SAIYED	20/07/2018	Reply Document	NA
ZA0707180002020	ZA070718000178J	Haripriya Santhanam	20/07/2018	Reply Document	NA

2. Click the documents in the **Documents** section to download and ascertain their contents.

ARN
AD070718000035EGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
18/07/2018Status
Reply Submitted

APPLICATIONS

NOTICES

REPLIES

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INTERNAL
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ADDITIONAL
DOCUMENT

Reply Number	Notice Number	Filed By	Date of Reply	Documents	Action
ZA070718000182U	ZA070718000178J	NURUL MOHAMADBHAI SAIYED	18/07/2018	Reply Document	NA
ZA0707180002012	ZA070718000178J	NURUL MOHAMADBHAI SAIYED	20/07/2018	Reply Document	NA
ZA0707180002020	ZA070718000178J	Haripriya Santhanam	20/07/2018	Reply Document	NA

[Go back to the Main Menu](#)

F. Issue Personal Hearing Notice, if any

To issue personal hearing notice, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **NOTICES** tab if it is not selected by default. This tab displays all the notices (*SCN/Personal Hearing/Adjournment*) issued against the case created.
2. Click **ADD NOTICE** to open the drop-down list and select **PERSONAL HEARING**.

[Dashboard](#) > [Appeal](#)

English

ARN
AD070918000004F

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
04/09/2018

Status
Appeal Admitted

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

ADDITIONAL DOCUMENT

ADD NOTICE ▾


SHOW CAUSE NOTICE

PERSONAL HEARING

ADJOURNMENT

Hearing		Issued on	Issued by	Previous Date of Hearing	Status of Previous Hearing	Documents	Action
Date	Place						

3. The **PERSONAL HEARING** page is displayed.



Goods and Services Tax

[Skip to Main Content](#) A+ A-

Pallavi Test Infy ▾
100, Delhi

021

[Dashboard](#) [Services ▾](#) [Help ▾](#) [Statutory Functions ▾](#)

[Dashboard](#) > [Appeal](#)

English

ARN
AD070918000004F

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
04/09/2018

Status
Appeal Admitted

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

Type of Notice : **PERSONAL HEARING**

Notice No. •

Notice Number

Generate Notice Number

Click on the link "Generate Notice Number" to generate a new Notice Number.

Recipient Of Notice •

Select ▾

Subject •

NATURE OF NOTICE

ADDITIONAL
DOCUMENT

Previous Date of Hearing

DD/MM/YYYY



New Date of Hearing *

DD/MM/YYYY



Place of Hearing *

VENUE

Upload Supporting Documents

Enter Document Description

Choose File

No file chosen

Place *

100:Zone 9:Delhi

Date

18/09/2018

Status of Previous Hearing

Select



New Time of Hearing *

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MM

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① File with PDF or JPEG format is only allowed.

① Maximum file size for upload is 5MB.

① Maximum 2 other documents can be attached in the application.

① Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

PREVIEW

SUBMIT

4. Click the **Generate Notice Number** hyperlink. Notice Number field gets auto-populated.

5. Select the **Recipient of Notice** from the drop-down list.

Recipient Of Notice *

Select ▼

Select

Appellant

Respondent

Appellant & Respondent

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VENUE

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

① File with PDF or JPEG format is only allowed.

① Maximum file size for upload is 5MB.

① Maximum 2 other documents can be attached in the application.

① Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place

100:Zone 9:Delhi

Date

18/09/2018

BACK

PREVIEW

SUBMIT

© 2016-17 Goods and Services Tax Network

Site Last Updated on 06/11/2016 01:45 AM

Designed & Developed by GSTN

[Click Here to Report a Problem](#) or call 0124-4479900/6230700

Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

Top

12. Check the system-generated draft notice carefully to rule out any discrepancy.

Office of the Appellate Authority, Delhi
100:Zone 9:Delhi

Notice of Personal Hearing

Notice Number : ZA070918000067K

Date : 18/09/2018

Appeal No : AD070918000004F

Date of Appeal : 04/09/2018

This is to inform you that based on the reasons mentioned in the attached Annexure, personal hearing in respect of Appeal filed before the Appellate Authority has been scheduled.

You are required to appear before the Appellate Authority either in person or through authorized representative for representing your case on the date, time and place, as mentioned in table below.

S. No.	Particulars	Details
1	Date of Personal Hearing	21/09/2018
2	Time of Personal Hearing	09:00 AM
3	Place where Personal Hearing will be held	Delhi

Place : 100:Zone 9:Delhi

Date : 18/09/2018

Name : Pallavi Test Infy
Designation : Joint Commissioner
Jurisdiction : 100:Zone 9:Delhi

13. Go back to the Notice page. Click **SUBMIT**.

[Skip to Main Content](#) A⁺ A⁻



Goods and Services Tax

Pallavi Test Infy v
100, Delhi



[Dashboard](#)

[Services](#)

[Help](#)

[Statutory Functions](#)

[Dashboard](#) > [Appeal](#)

[English](#)

ARN
AD070918000004F

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
04/09/2018

Status
Appeal Admitted

APPLICATIONS

NOTICES

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INTERNAL
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RECTIFICATION

ADDITIONAL
DOCUMENT

Type of Notice : **PERSONAL HEARING**

Notice No. *

ZA070918000067K

[Generate Notice Number](#)

Click on the link "Generate Notice Number" to generate a new Notice Number.

Subject *

Personal Hearing

Previous Date of Hearing

DD/MM/YYYY



New Date of Hearing *

21/09/2018



Place of Hearing *

Delhi

Upload Supporting Documents

Enter Document Description

[Choose File](#)

No file chosen

Place *

100:Zone 9:Delhi

Date

18/09/2018

Recipient Of Notice *

Appellant

Status of Previous Hearing

Select

New Time of Hearing *

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File with PDF or JPEG format is only allowed.

Maximum file size for upload is SMB.

Maximum 2 other documents can be attached in the application.

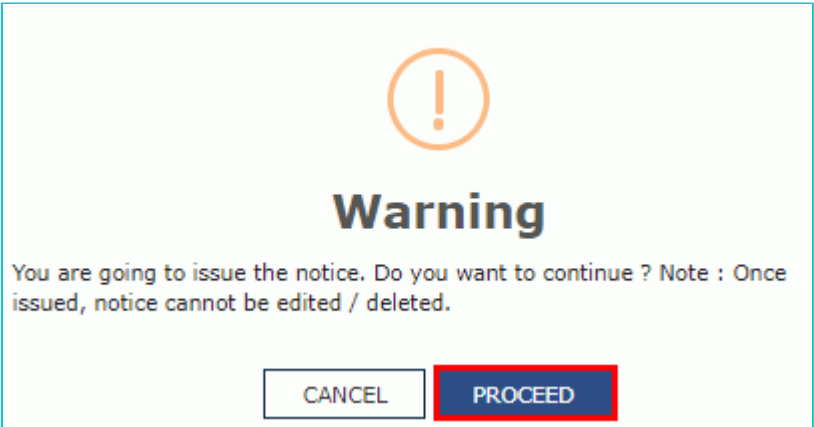
Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

PREVIEW

SUBMIT


14. Click **PROCEED** button.



15. Click **ISSUE with DSC**.


Dashboard > Notice/Reminder/Order
English

ARN	Date	GSTIN
AD070918000004F	18/09/2018	07APIPS0052D410



Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

 Facing problem using DSC? [Click here for help](#)

ISSUE WITH DSC

16. The **Dashboard** page is displayed with the following confirmation message. Click **OK**.

Dashboard >
English

Your DSC has been attached properly and notice reference number (RFN) or order reference number has been generated. Notice or order will be mailed to taxpayer and will also be available on his dashboard. If you want to serve the notice or order by post or through special messenger, Please take a print, sign manually and send.

OK

17. The updated **Case Detail** page is displayed, with the table containing the record of the personal hearing just issued and the **Status** updated to "Hearing Notice Issued". Also, system would send the intimation to the Taxpayer via email and SMS, and make this personal hearing notice available on the Taxpayer's dashboard.

ARN
AD070918000004FGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
04/09/2018Status
Hearing Notice Issued

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

ADD NOTICE ▾

Notice No.	Type of Notice	Hearing		Issued on	Issued by	Previous Date of Hearing	Status of Previous Hearing	Documents
		Date	Place					
ZA070918000067K	PERSONAL HEARING	21/09/2018 09:00 AM	Delhi	18/09/2018	Pallavi Test Infy, Joint Commissioner	NA	NA	Notice of Personal Hearing

[Go back to the Main Menu](#)

G. Issue an Adjournment, if needed

To update adjournment details, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **NOTICES** tab if it is not selected by default. This tab displays all the notices (*SCN/Personal Hearing/Adjournment*) issued against the case created.
2. Click **ADD NOTICE** to open the drop-down list and select **ADJOURNMENT**.

ARN
AD070918000004FGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
04/09/2018Status
Hearing Notice Issued

APPLICATIONS

NOTICES

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COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

ADD NOTICE ▾

SHOW CAUSE
NOTICEPERSONAL
HEARING

ADJOURNMENT

Type of
Notice

Hearing

Issued on

Issued by

Previous
Date of
HearingStatus
of
Previous
Hearing

Documents

Date

Place

PERSONAL
HEARING21/09/2018
09:00 AM

Delhi

18/09/2018

Pallavi Test
Infy, Joint
Commissioner

NA

NA

Notice of
Personal
Hearing3. The **ADJOURNMENT** page is displayed.

Goods and Services Tax

Skip to Main Content A⁺ A⁻Pallavi Test Infy ▾
100, Delhi

Dashboard

Services ▾

Help ▾

Statutory Functions ▾

Dashboard > Appeal

English

ARN
AD070918000004FGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
04/09/2018Status
Hearing Notice Issued

APPLICATIONS

NOTICES

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ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

Type of Notice : **ADJOURNMENT**

Notice No. *

Notice Number

[Generate Notice Number](#)Click on the link "Generate Notice Number" to
generate a new Notice Number.

Subject *

NATURE OF NOTICE

Previous Date of Hearing *

Recipient Of Notice *

Select ▾

Status of Previous Hearing *

ADDITIONAL DOCUMENT

DD/MM/YYYY

New Date of Hearing

DD/MM/YYYY

Place of Hearing

VENUE

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

Place

100:Zone 9:Delhi

Date

18/09/2018

Select

New Time of Hearing

-- HH -- MM --

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

PREVIEW

SUBMIT

- Click the **Generate Notice Number** hyperlink. Notice Number field gets auto-populated.
- Select the **Recipient of Notice** from the drop-down list.

Recipient Of Notice *

Select ▼

Select

Appellant

Respondent

Appellant & Respondent

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360.

REPLIES	Generate Notice Number
ORDERS	Click on the link "Generate Notice Number" to generate a new Notice Number.
INTERNAL COMMUNICATION	Subject NATURE OF NOTICE
RECTIFICATION	Previous Date of Hearing DD/MM/YYYY
ADDITIONAL DOCUMENT	New Date of Hearing DD/MM/YYYY
	Place of Hearing VENUE
Upload Supporting Documents Enter Document Description <input type="text"/> <input type="button" value="Choose File"/> No file chosen	
Place 100:Zone 9:Delhi	
Date 18/09/2018	

Status of Previous Hearing
Select

New Time of Hearing
 HH MM

- File with PDF or JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 2 other documents can be attached in the application.
- Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

14. Check the system-generated draft notice carefully to rule out any discrepancy.

Office of the Appellate Authority, Delhi
100:Zone 9:Delhi

Notice of Adjournment

Notice Number : ZA070918000068I

Date : 18/09/2018

Appeal No : AD070918000004F

Date of Appeal : 04/09/2018

On the perusal of Application, the personal hearing proceeding in respect of Appeal is adjourned.

Based on the reasons mentioned in the attached Annexure, you are required to appear before the Appellate Authority either in person or through authorized representative for representing your case on the date, time and place, as mentioned in table below.

S. No.	Particulars	Details
1	Date of Personal Hearing	20/09/2018
2	Time of Personal Hearing	10:00 AM
3	Place where Personal Hearing will be held	Delhi

Place : 100:Zone 9:Delhi

Date : 18/09/2018

Name : Pallavi Test Infy
Designation : Joint Commissioner
Jurisdiction : 100:Zone 9:Delhi

15. Go back to the Notice page. Click **SUBMIT**.



Goods and Services Tax

Skip to Main Content A+ A-

Pallavi Test Infy
100, Delhi



Dashboard

Services ▾

Help ▾

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Dashboard > Appeal

English

ARN

GSTIN/UIN/Temporary Id

Date of Application/Case Creation

Status

APPLICATIONS

NOTICES

REPLIES

ORDERS

INTERNAL
COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENTType of Notice : **ADJOURNMENT**

Notice No. *

ZA070918000068I

[Generate Notice Number](#)

Click on the link "Generate Notice Number" to generate a new Notice Number.

Subject *

Adjournment

Previous Date of Hearing *

17/09/2018



New Date of Hearing *

20/09/2018



Place of Hearing *

Delhi

Upload Supporting Documents

Enter Document Description

 No file chosen

Place *

100:Zone 9:Delhi

Date

18/09/2018

Recipient Of Notice *

Appellant



Status of Previous Hearing *

Hearing Adjourned by on the requi



New Time of Hearing *

10



HH

00



MM

AM



File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

16. Click **PROCEED** button.



Warning

You are going to issue the notice. Do you want to continue ? Note : Once issued, notice cannot be edited / deleted.

CANCEL

PROCEED

17. Click **ISSUE with DSC**.

ARN	Date	GSTIN
AD070918000004F	18/09/2018	07APIPS0052D410



Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

 Facing problem using DSC? [Click here for help](#)

ISSUE WITH DSC

18. The **Dashboard** page is displayed with the following confirmation message. Click **OK**.

Your DSC has been attached properly and notice reference number (RFN) or order reference number has been generated. Notice or order will be mailed to taxpayer and will also be available on his dashboard. If you want to serve the notice or order by post or through special messenger, Please take a print, sign manually and send.

OK

19. The updated **Case Detail** page is displayed, with the table containing the record of the Adjournment just issued and the **Status** updated to "Adjournment Granted". Also, system would send the intimation to the Taxpayer via email and SMS, and make this Adjournment notice available on the Taxpayer's dashboard.

ARN
AD070918000004FGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
04/09/2018Status
Adjournment Granted

APPLICATIONS

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COMMUNICATION

RECTIFICATION

ADDITIONAL
DOCUMENT

ADD NOTICE ▾

Notice No.	Type of Notice	Hearing		Issued on	Issued by	Previous Date of Hearing	Status of Previous Hearing	Document
		Date	Place					
ZA070918000067K	PERSONAL HEARING	21/09/2018 09:00 AM	Delhi	18/09/2018	Pallavi Test Infy, Joint Commissioner	NA	NA	Notice Person Hearir
ZA070918000068I	ADJOURNMENT	20/09/2018 10:00 AM	Delhi	18/09/2018	Pallavi Test Infy, Joint Commissioner	17/09/2018	Hearing Adjourned by on the request of Appellant	Notice Adjournment

[Go back to the Main Menu](#)

H. Issue an Appeal Order

To issue an appeal order, perform following steps:

1. On the **Case Detail** page of that particular taxpayer, select the **ORDERS** tab. This tab displays a table of all the records for which you would issue orders against the case created.
2. Click **ADD ORDER** to open the drop-down list and select **APPEAL ORDER**.

Dashboard > Appeal

English

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AD070918000004F

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07APIPS0052D410

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RECTIFICATION

ADDITIONAL DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYEDTrade Name GST

ADD ORDER

APPEAL ORDER

ADMIT APPEAL APPLICATION

REJECT APPEAL APPLICATION

Order Number	Order Category	Date of Order	Passed By	Documents
0022Y	ADMIT APPEAL APPLICATION	04/09/2018	Pallavi Test Infy	GST APL-02

3. The **Appeal Order** page is displayed.

Goods and Services Tax

Skip to Main Content

A+ A-

Pallavi Test Infy
100, Delhi

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Date of Application/Case Creation
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Status
Adjournment Granted

APPLICATIONS

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RECTIFICATION

Legal Name NURUL MOHAMADBHAI SAIYEDTrade Name GST

Form GST APL-04: Summary of the demand after issue of order by the Appellate Authority

Appeal Order Details

Order Number

Order Number

Generate Order Number

Date of Appeal Order

18/09/2018

ADDITIONAL
DOCUMENT

[Generate Order Number](#)

Click on the link 'Generate Order Number' to generate a new Order Number.

Type of Order :

Demand Order

Order appealed against

ZA070918000003Y

Date

03/09/2018

Status of Order

Select

Amount of demand/ refund confirmed

Particulars	Central Tax (₹)		State/UT tax (₹)		Disputed Amount
	Disputed Amount	Determined Amount	Disputed Amount	Determined Amount	
Tax	0	0	0	0	
Interest	0	0	0	0	
Penalty	0	0	0	0	
Fees	0	0	0	0	
Others	0	0	0	0	
Refund	0	0	0	0	

Annexure to GST APL-04

Choose File No file chosen

File with PDF format is only allowed.

Maximum file size for upload is 10MB.

Upload details of Personal Hearing & Order in brief in PDF format as Annexure to GST APL-04.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen

File with PDF & JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place

100:Zone 9:Delhi

Date

18/09/2018

BACK

PREVIEW

SUBMIT

4. Click the **Generate Order Number** hyperlink. Order Number field gets auto-populated.

5. Select the **Status of Order** from the drop-down list.

Status of Order ●

Select ▼

Select

Confirmed

Rejected

Modified

6.1. Scroll right to view the disputed amount and determined amount for State/ UT Tax, Integrated tax and Cess.

Amount of demand/ refund confirmed

State/UT tax (₹)		Integrated tax (₹)		Cess (₹)	
Disputed Amount	Determined Amount	Disputed Amount	Determined Amount	Disputed Amount	
0	0	0	0	0	
0	0	0	0	0	
0	0	0	0	0	
0	0	0	0	0	
0	0	0	0	0	
0	0	0	0	0	

6.2. Scroll right to view the total of disputed amount and determined amount.

Amount of demand/ refund confirmed

grated tax (₹)		Cess (₹)		Total (₹)	
nt	Determined Amount	Disputed Amount	Determined Amount	Disputed Amount	Determined Amount
0	0	0	0	500	0
0	0	0	0	100	0
0	0	0	0	100	0
0	0	0	0	0	0
0	0	0	0	50	0
0	0	0	0	0	0

7. Click the **Choose File** button to upload details of Personal Hearing & Order in brief in PDF format as Annexure to Form GST APL-04.

Note:

- File with PDF format is only allowed.
- Maximum file size for upload is 10MB.

8. Click the **Choose File** button to upload any supporting document if required.

Note:

- File with PDF & JPEG format is only allowed.
- Maximum file size for upload is 5MB.
- Maximum 2 other documents can be attached in the application.
- Click on Add Document button to add the uploaded Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

9. Place is auto-populated. However, you can edit the same.

10. Click **PREVIEW** and a system-generated draft order gets downloaded into your machine as displayed.



ARN
AD070918000004F

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
04/09/2018

Status
Adjournment Granted

APPLICATIONS

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RECTIFICATION

ADDITIONAL
DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

Form GST APL-04: Summary of the demand after issue of order by the Appellate Authority

Appeal Order Details

Order Number*

Date of Appeal Order

ZA070918000069G

18/09/2018

[Generate Order Number](#)

Click on the link 'Generate Order Number' to generate a new Order Number.

Type of Order :

Order appealed against

Date

Demand Order

ZA070918000003Y

03/09/2018

Status of Order*

Select

Amount of demand/ refund confirmed

Sl. No.	Integrated tax (₹)		Cess (₹)		Total (₹)	
	Determined Amount	Disputed Amount	Determined Amount	Disputed Amount	Determined Amount	Disputed Amount
500	0	0	0	0	500	0
100	0	0	0	0	100	0
100	0	0	0	0	100	0
0	0	0	0	0	0	0
50	0	0	0	0	50	0
0	0	0	0	0	0	0

Annexure to GST APL-04*

[Choose File](#)

No file chosen

File with PDF format is only allowed.

Maximum file size for upload is 10MB.

Upload details of Personal Hearing & Order in brief in PDF format as Annexure to GST APL-04.

Upload Supporting Documents

Upload Supporting Document

Enter Document Description

No file chosen

① File with PDF & JPEG format is only allowed.

① Maximum file size for upload is 5MB.

① Maximum 2 other documents can be attached in the application.

① Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Place ^{*}

Date

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Top

11. Check the system-generated draft order carefully to rule out any discrepancy.

FORM GST APL – 04

[Refer Rule 113(1) & 115]

Summary of the demand after issue of order by the Appellate Authority, Tribunal OR Court

Order no. - ZA070918000069G

Date of Order - 18/09/2018

1. GSTIN/Temporary ID/ UIN - 07APIPS0052D410
 2. Name of the appellant - NURUL MOHAMADSHAI SAIYED
 3. Address of the appellant -
 4. Order appealed against - Number - ZA070918000003Y Date - 03/09/2018
 5. Appeal - Number - AD070918000004F Date - 04/09/2018
 6. Personal Hearing - Refer to Annexure
 7. Order in brief - Refer to Annexure
 8. Status of Order - Confirmed
 9. Amount of demand confirmed:

Particulars		Central Tax (₹)	State/ UT Tax (₹)	Integrated Tax (₹)	Cess (₹)	Total (₹)
Tax	Disputed Amount	0	0	500	0	500
	Determined Amount	0	0	0	0	0
Interest	Disputed Amount	0	0	100	0	100
	Determined Amount	0	0	0	0	0
Penalty	Disputed Amount	0	0	100	0	100
	Determined Amount	0	0	0	0	0
Fees	Disputed Amount	0	0	0	0	0
	Determined Amount	0	0	0	0	0
Others	Disputed Amount	0	0	50	0	50
	Determined Amount	0	0	0	0	0

Place: 100:Zone 9:Delhi

Date: 18/09/2018

Name: Pallavi Test Infy
 Designation: Joint Commissioner
 Jurisdiction: 100:Zone 9:Delhi

12. Go back to the Order page. Click **SUBMIT**.**Goods and Services Tax**

Skip to Main Content A+ A-

Pallavi Test Infy v
100, Delhi

Dashboard

Services ▾

Help ▾

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Dashboard > Appeal

English

ARN
AD070918000004F

GSTIN/UIN/Temporary Id
07APIPS0052D410

Date of Application/Case Creation
04/09/2018

Status
Adjournment Granted

- APPLICATIONS
- NOTICES
- REPLIES
- ORDERS
- INTERNAL COMMUNICATION
- RECTIFICATION
- ADDITIONAL DOCUMENT

Form GST APL-04: Summary of the demand after issue of order by the Appellate Authority

Appeal Order Details

Order Number

Date of Appeal Order

ZA070918000069G

18/09/2018

Generate Order Number

Click on the link 'Generate Order Number' to generate a new Order Number.

Type of Order :

Order appealed against

Date

Demand Order

ZA070918000003Y

03/09/2018

Status of Order

Confirmed

Amount of demand/ refund confirmed

Integrated tax (₹)		Cess (₹)		Total (₹)	
Sl No	Determined Amount	Disputed Amount	Determined Amount	Disputed Amount	Determined Amount
500	0	0	0	500	0
100	0	0	0	100	0
100	0	0	0	100	0
0	0	0	0	0	0
50	0	0	0	50	0
0	0	0	0	0	0

Annexure to GST APL-04

PDF

Doc1.pdf

Upload Supporting Documents

Enter Document Description

Choose File

No file chosen

- File with PDF format is only allowed.

Maximum file size for upload is 10MB.

Upload details of Personal Hearing & Order in brief in PDF format as Annexure to GST APL-04.
- File with PDF & JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 2 other documents can be attached in the application.

Click on **Add Document** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

Document button is not clicked.

Place*

100:Zone 9:Delhi

Date

18/09/2018

BACK

PREVIEW

SUBMIT

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Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

Top

13. Click **PROCEED** button.



Warning

You are about to Submit GST APL - 04. Would you like to proceed?

CANCEL

PROCEED

14. Click **ISSUE with DSC**.

ARN	Date	GSTIN
AD070918000004F	18/09/2018	07APIPS0052D410



Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

 Facing problem using DSC? [Click here for help](#)

ISSUE WITH DSC

15. The **Dashboard** page is displayed with the following confirmation message. Click **OK**.

Your DSC has been attached properly and notice reference number (RFN) or order reference number has been generated. Notice or order will be mailed to taxpayer and will also be available on his dashboard. If you want to serve the notice or order by post or through special messenger, Please take a print, sign manually and send.

OK

16. The updated **Case Detail** page is displayed, with the table containing the record of the order just issued and the **Status** updated to "Appeal Order Passed". Also, system would send the intimation to the Tax Official via email and SMS, and make this order available on the Taxpayer's dashboard.

ARN
AD070918000004FGSTIN/UIN/Temporary Id
07APIPS0052D410Date of Application/Case Creation
04/09/2018Status
Appeal Order Passed

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ADDITIONAL
DOCUMENT

Legal Name NURUL MOHAMADBHAI SAIYED

Trade Name GST

ADD ORDER ▾

Order/Reference Number	Order Category	Date of Order	Passed By	Documents
ZA070918000022Y	ADMIT APPEAL APPLICATION	04/09/2018	Pallavi Test Infy	GST APL-02
ZA070918000069G	APPEAL ORDER	18/09/2018	Pallavi Test Infy	GST APL-04 Doc1

Note:**1. When Appellate Authority passes the Order with status as "Modified" :**

The GST Portal will create entries in Part-II of the Liability Register as under:

- Debit entry against a new demand Id for demand raised through Appeal order
- Credit entry against old demand Id for the amount under dispute.
- In DCR, existing demand status will be updated and new demand creation will be done.

2. When Appellate Authority passes the Order with status as "Rejected" (Demand Confirmed):

- The GST Portal will create no entries in the Part-II of the Liability Register.
- In DCR, existing demand status will be updated and new demand creation will be done.

3. When Appellate Authority passes the Order with status as "Confirmed" (Demand Rejected):

The GST Portal will create entries in Part-II of the Liability Register as under:

- Credit entry against old demand Id to the extent of amount under dispute.
- In DCR, existing demand status will be updated.

[Go back to the Main Menu](#)**I. Add Additional Document, if any**

To add any additional documents, perform following steps:

Act on appeal application submitted by Tax Department

1. On the **Case Detail** page of that particular taxpayer, select the **ADDITIONAL DOCUMENT** tab if it is not selected by default. This tab displays the additional documents submitted physically by any party (i.e. Applicant or Jurisdictional Officer- Authority for Advance Ruling or Concerned Officer) during the hearing. Only Appellate Authority / Assistant to Appellate Authority can upload additional documents.
2. Click the **ADD DOCUMENTS** button.

Dashboard > Appeal

English

ARN AD070718000040N	GSTIN/UIN/Temporary Id 07APIPS0052D410	Date of Application/Case Creation 18/07/2018	Status Appeal Admitted
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APPLICATIONS

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ADDITIONAL DOCUMENT

ADD DOCUMENTS

No records Found

3. Select the **Date of Hearing** using the calendar.
4. In the **Document Description** field, enter the description of the document i.e. the name or type of document that is provided during hearing.
5. In the **Documents Submitted By** field, enter the name of the person who submitted the additional document. In case of multiple names, all the names will be separated by comma.
6. Click the **Choose File** button to upload the additional document.

Note:

- You can upload PDF file with maximum size of upload as 5 MB.
- Maximum 5 additional documents can be attached for one Date of hearing.

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
ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

ADDITIONAL DOCUMENT

Date of Hearing •

DD/MM/YYYY 

Document Description •

Documents Submitted By •

Upload Documents •

Choose File

No file chosen

• Indicates Mandatory Fields

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 5 additional documents can be attached for one Date of hearing.

Click on **Add** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

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7. Click the **ADD** button.

https://botutorial.internal.gst.gov.in/userguide/taxofficial/index.html#t=Act_on_appeal_application_submitted_by_Tax_Department.htm&rhsearch=appellate&rhsyns=%20&rhhlterm=appellate

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ADDITIONAL DOCUMENT

Date of Hearing •

06/08/2018

Document Description •

Recorded during hearing

Documents Submitted By •

V sinduri

ADD

• Indicates Mandatory Fields

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 5 additional documents can be attached for one Date of hearing.

Click on **Add** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

BACK

SUBMIT

8. Click the **SUBMIT** button.

Note: You can click the **DELETE** or **PREVIEW** button to delete or preview the uploaded additional documents. You can delete the document uploaded, till the document is not submitted. You can also add another additional documents here.

https://botutorial.internal.gst.gov.in/userguide/taxofficial/index.html#t=Act_on_appeal_application_submitted_by_Tax_Department.htm&rhsearch=appellate&rhsyns=%20&rhhlterm=appellate

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APPLICATIONS

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ORDERS

INTERNAL COMMUNICATION

RECTIFICATION

ADDITIONAL DOCUMENT

Date of Hearing

06/08/2018

Document Description

Documents Submitted By

Upload Documents

Choose File

No file chosen

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 5MB.

Maximum 5 additional documents can be attached for one Date of hearing.

Click on **Add** button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.

06/08/2018	V sinduri	Recorded during hearing	<div><div>PDF</div><div>Document.pdf</div></div>	<div></div>
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BACK

SUBMIT

9. Click the **PROCEED** button.



Warning

You are going to upload the attached document. Do you want to continue ?
Note : Once uploaded, document cannot be edited / deleted.

CANCEL

PROCEED

10. After documents are successfully submitted, the updated details will be visible to Appellant/ Appellate Authority / Assistant to Appellate Authority.

APPLICATIONS

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ADDITIONAL
DOCUMENT

ADD DOCUMENTS

Date of Hearing	Document Description	Document Submitted By	Updated by (name & designation)	Download Document
06/08/2018	Recorded during hearing	V sinduri	Pallavi Test Infy, Joint Commissioner	 Document.pdf

[Go back to the Main Menu](#)